Northeast Regional IPM (RIPM) Competitive Grants
Reporting Guidelines
(Updated January 2015)

Progress and final project reports enable the Center to encourage IPM adoption, promote IPM research and extension, report to the USDA on our funding programs, ensure fiscal responsibility, improve our grant programs, and above all, tell stakeholders and partners about your work.

The information you provide will be similar to that required for USDA CRIS reports, but in addition to text, we allow you to upload documents that can include figures, tables, publications, and appendices. Reports will be added to your project information in the public search engine of the Center's grant system (http://projects.ipmcenters.org/Northeastern/public/), and will be passed on to the Interagency IPM Project Database (http://projects.ipm.gov).

Final reports are due 90 days after the end date of your funding. Progress reports are due at the end of each year of your funding. If you have received a no-cost extension of your project that is not reflected in our system, please contact us as we may not have received that information.

If you have questions about reporting content, contact Jana Hexter, Grants and Partnerships Coordinator, jh30@cornell.edu, 607-254-1535. If you need technical assistance with the grant system, contact Kevin Judd, kaj57@cornell.edu, 607-255-4726.

To complete your report:

1. Prepare a narrative according to the Report Sections instructions that start on the next page. Use whichever word processing or other software you prefer.

2. Convert that report to a PDF file that you will upload to our site. If you have supplementary materials such as posters, slide presentations, publications, or photographs, you can also upload those (either within your main report, or as separate appendices). Appendices also must be converted to PDF files.

3. Log in to the Center's grant reporting system (http://projects.ipmcenters.org/Northeastern/) using your email address and password. Accounts for logging in are created for RIPM applicants if they have not already registered in the system. You can use the password reminder on the login page to have your password sent to your email address.

4. Follow the links to your RIPM project, and follow the link for submitting your report. You can save a partial report and return to it later before submitting the final version. Draft reports will be listed with your projects but will not appear on the public side of the site until you submit the final version.

5. Copy and paste the text from the Outcomes section of your report into the Outcomes text field in the reporting system. Use only plain text; bullets and other formatting may not display as they did in your word processor. Separate paragraphs with two carriage returns. If your text refers to

figures, tables, or appendices that are included in your full report, but which you cannot paste into the text field, you can refer to them as part of the full report e.g., (Appendix 1, included in the full report). Be sure to click the "Save This Section" button. You can edit the text in this section later if necessary.

6. Repeat this procedure to paste the text from your "Impacts" section into the Impacts text field. Be sure to click the "Save This Section" button below the text field. The information in these two text fields is displayed with your project information on the Center's website and will be uploaded to the Interagency IPM Projects Database.

7. Upload your full report PDF file and any appendices one at a time. First enter a title for the file (e.g., Progress Report [YEAR] or Final Report [YEAR] – Appendix 1), then browse for the file on your computer, then upload the file.

8. You may pause at any time and return to the report later. (Follow the link near the bottom of the page entitled "Return to Project Director Page and Submit Final Report Later"). When you click the button for "Submit Final Report - No Further Editing", your report is complete and will be displayed on the public database search with your project information. You should receive a confirmation email message within a few minutes of submitting the file, and the status of your report will change on the page that lists all your active projects.

Report Sections

Please use 12-point or larger type and one-inch margins. Please use the reporting section names in bold below as subheadings, but do not copy the instructions into your report. Please do not add headers or footers to your document.

The basic data at the start of the report (title, funding amount, etc.) should match the basic data in our online grant database. If you believe our existing data has errors, please contact us prior to submitting your report (Kevin Judd, kaj57@cornell.edu, 607-255-4726).

Program: RIPM
Project Title: insert title
Project Director: insert name, institution
Co-PDs: if applicable, insert name, institution; name, institution, etc.
Start Date: insert date
End Date: insert date (if this reflects a no cost extension write (no cost extension) after the date)
Extension Funding: $ if applicable, list extension portion of funding
Research Funding: $ if applicable, list research portion of funding
Total Funding: $ list total funding
Funds leveraged as a result of this project (e.g., additional grants received):

Summary
A non-technical overview of the project, briefly outlining its context and key components, written to a lay audience.

Problem, Background, and Justification
This information can be summarized from the same section of your original proposal. Please limit this section to 500 words. This section should address topics such as:

1. What is the economic importance of any crop or commodity being studied? (e.g., value of industry in state or Northeast region; ranking of crop in importance to state or Northeast region)

2. What are the economic, public health, and/or environmental impacts of the pest(s) you have studied? (e.g., economic losses on an annual basis)

3. What are the environmental, health, or economic risks associated with non-IPM methods of controlling the pest(s)? (e.g., impacts of pesticide use)

4. What is the particular reason for your study? (e.g., conventional pest-control strategies no longer work; beneficial insects are being harmed by available pest-control options; lack of training or implementation of new IPM tactics)

Objectives
This information can be copied or summarized from the same section of your original proposal. If your objectives have been modified from the original proposal (other than modifications due to partial funding of your proposal already agreed to by the Grants Manager), explain the changes here.

Approach and Procedures
This information can be summarized from the same section of your original proposal. Briefly, in 1-2 paragraphs, describe your approach, the methods used, and the overall design of your project.

Progress
Describe, in 1-2 paragraphs, the progress made on your project during the past year.

Outcomes
Summarize your results in several paragraphs. Include a discussion of any unexpected events that seem noteworthy. In addition, please provide information about outputs and deliverables from your project. For example, list any publications, presentations, websites, workshops, etc. Did this grant serve as seed money for obtaining additional, related grants? Has your project or study enhanced collaboration among stakeholders interested in the development and implementation of improved IPM strategies and systems?

Impacts
Describe and assess the impacts of your project to date. This section of your report will help the Northeastern IPM Center highlight the value of IPM research and education and the real-world impacts of funded projects. The relevance of each question may vary depending on whether yours is a research or extension project. Please answer as many as you can to the best of your ability, and feel free to discuss any impacts not mentioned below. If you included a logic model in your proposal or have completed once since then, you may include it in your report or an appendix to the report.

Safeguarding human health and the environment:

Are there new IPM practices that have been or could be adopted as a direct result of your project? What is the total number of acres (or homes, schools, greenhouses, nurseries) on which these practices could be implemented?

Has the project reduced risk (or could it potentially do so) by changing the use of pesticides on farms, or in homes, schools, etc.? For example, could it result in fewer sprays per season or a switch to lower-risk pesticides? Since there is no unanimous definition of high and low risk, investigators selecting this indicator are asked to categorize the pesticides they are reporting on as high or low risk according to the particular situation (e.g., lower risk to natural enemies).

Are there any other impacts on human health or the environment as a result of your project?

Economic benefits:

What is (or could be) the economic benefit (e.g., dollars saved) for clientele who adopt IPM strategies and systems you studied? Do you envision potential commercialization or mass production of these systems?
How many IPM personnel might be employed as a result of your work? (e.g., private consulting services, nursery operators, food service growers)

How many clients are satisfied with IPM results (such as improved yield, quality of yield, reduced pest populations, more effective pest control, greater preservation of nonpest species)?

Are there other financial benefits that might be realized as a result of your project?

Implementation of IPM:

How many IPM strategies and systems have been validated through this project (e.g., through on-farm trials, large plot tests, and other methods used to confirm efficacy)?

How many educational materials were delivered? To whom?

What is the number of growers/personnel trained?

For a website, what volume of traffic and type of use has the site experienced? (For example, # visitors per day/month; # page views; # of unique user sessions; change in volume during growing season; average viewing time)

How many more people adopted IPM practices as a direct result of your project, or how many people adopted new IPM practices?

Are there other ways in which your work will result in improved use or increased implementation of IPM strategies in your region or across the Northeast?

Leveraged Funding
List and describe additional grants that have been awarded to you, in which you have used your work from this project to support your application for a new grant(s). Please provide a separate set of answers for each grant you have been awarded.

- What is the name of the grant that you have been awarded? Who is the funding source?

- What is the title of your new project under this grant?

- Who is the Project Director? What are the starting and ending dates for this project?

- What is the total amount awarded for this grant project (including extensions)?

Appendices
If you have appendices or photographs, include a numbered or lettered list in this section. Appendices can be saved either in the same electronic file as your main report (separated by page breaks), or as separate files. All files must be converted to PDF for uploading. If you need assistance with file conversion, contact us.