TO: Project Directors of Federal Capacity Research Projects

FROM: Rick Bennett, Associate Dean and Director of KAES

RE: Annual Progress and Final Reports due Monday, December 18, 2017

DATE: November 13, 2017

Now that the federal fiscal year has ended, it is time once again to report on the important work CAFE faculty do with support from NIFA capacity grant programs- Hatch, Hatch/Multistate, McIntire-Stennis, and Animal Health. The importance of high quality reports cannot be overstated. They are used by both NIFA and the College to justify and advocate for continued investment in the Land-Grant programs. Faculty should spend as much time on these reports as they would when reporting on their competitive grants.

Please be sure to include the results and impacts of your project in the section called “Accomplishments”. Only reporting the activities you completed without inclusion of the results, deliverables, and/or measurable impacts will require us to come back to you for additional information. For tips on effective research impact reporting, visit http://www.waaesd.org/research-reporting.

To help identify those researchers who are required to complete either a final or progress report, the Research Office Website has a list of projects by department available at http://acsg.uky.edu/cris/crisck.asp.

Please note: formula-funded projects (Hatch, Hatch/Multi-state, McIntire-Stennis, Animal Health) reports should be completed by December 18, 2017. Some non-formula funded projects (i.e.: AFRI, 3D Smith-Lever) are due on the anniversary of the grant. Please do not complete these reports more than 30 days before or 90 days after the anniversary date of the grant.

Your reports will be submitted using USDA’s REEport system. Please consult the attached Reporting Guide to help you get started and avoid common mistakes.

If you need assistance with the reports, please contact Cherryl Duncan, cduncan@uky.edu (phone 257-3539) or Lesley Oliver, lesley.oliver@uky.edu.