



Associate Dean for Research

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TO: Project Directors of Federal Capacity Research Projects
FROM: Bob Houtz, Associate Dean and Director of KAES
RE: Annual Progress and Final Reports due Monday, November 30, 2020
DATE: October 13, 2020

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.ca.uky.edu/cris/crisck.asp>.

Please note: formula-funded projects (Hatch, Hatch/Multi-state, McIntire-Stennis, Animal Health) reports **should be completed by November 30, 2020**. I know that the academic calendar changes make this semester very challenging. Unfortunately, the federal reporting deadlines have not changed.

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 Lesley Oliver, lesley.oliver@uky.edu.