

## Annual Report Format for Multistate Research Activity (formerly Appendix D)

### **Important Notes on Annual Reports:**

- *Annual reports should primarily show progress made against the objectives of the project and should not solely be a listing of individual station reports.*
- *Annual reports are required for each year of an activity's duration and are due 60 calendar days following the annual meeting.*
- *The annual report is submitted electronically by committee members into NIMSS, then approved by the Administrative Advisor. Annual Reports for MRF projects are then available publicly in NIMSS for USDA-NIFA and other stakeholders. They serve to showcase the agInnovation multistate research program.*

### **Annual Report Sections:**

**Period Covered (duration since last report):**

**Date of This Report:**

**Participants:** Provide a list of those who attended each meeting, and their employing institution. As an alternative, provide an attachment of the meeting minutes, if that report contains the list of those who were present. If available, add the address for the list server as well.

**Meeting Minutes:** Reports should include meeting minutes/notes that provide a good sense of the activities and decisions made during the annual meeting, as well as clearly outline any changes to project leadership (Chair, Incoming Chair, etc.). Provide these updates to the project's administrative advisor or regional system administrator so they can update the technical leadership/editor list on the project's NIMSS homepage.

**Accomplishments Toward Project Objectives:** This section focuses on achieved and/or ongoing/in-progress activities, milestones, outputs, and short-term outcomes. Committees should organize accomplishment information around the project's objectives, as identified in the original proposal.

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The report should reflect on the items that stakeholders want to know or want to see. Indicate which participating institutions/individuals were involved in the work. Please indicate significant evidence of linkages both internal to the project/committee and to external peer groups, stakeholders, clientele, and other multistate activities.

**Activities:** Organized and specific functions or duties carried out by individuals or teams using scientific methods to reveal new knowledge and develop new understanding.

**Milestones:** Key intermediate targets necessary for achieving and/or delivering the outputs of a project, within an agreed timeframe. Milestones are useful for managing complex projects. For example, a milestone for a biotechnology project might be "To reduce our genetic transformation procedures to practice by December 2026."

**Outputs:** Defined products (tangible or intangible) that are delivered by a research project. Examples of outputs are reports, data, information, observations, publications, and patents.

**Short-term and Medium-term Outcomes:** Quantitative, measurable benefits of the research outputs as experienced by those who receive them. Examples of short-term outcomes include gains in knowledge and awareness whereas medium-term outcomes would include such things as the adoption of a technology, the creation of jobs, reduced cost to the consumer, less pesticide exposure to farmers, or access to more nutritious food.

**Impacts:** This section focuses on long-term outcomes and benefits. Committees should build information around the activity's objectives as identified in the original proposal.

Impacts describe the difference the project has made (changes in knowledge; attitude; behavior; social, economic, and/or environmental condition) as experienced by the project's intended stakeholders (*See example 1 below*) and/or the broader public (*See example 2 below*). Impacts are usually quantitatively measured either directly or indirectly as indicators of benefits.

If the impact is the result of work by certain participating institutions/individuals, please indicate which participating institutions/individuals were involved in the work (*See suggested format options in examples below*).

**Example 1:** All project participants collaborated to develop and release [a new pesticide product] that makes it easier and more affordable for soybean growers to effectively manage [pests]. In 2026, farmers using this pesticide increased yields by % while spending \$ less per acre on pest management.

**Example 2:** Project participants at the University of Arkansas and Louisiana State University genetically engineered rice to contain the precursors to Vitamin A. Consumption of this rice is expected to improve human nutrition.

**Example 3:** Genetically engineered rice that contains the precursors to Vitamin A has been released to consumers and could improve human nutrition. *Louisiana State University, University of Arkansas*

**Information and Technology Transfer:** Describe information and technology transfer and plans or accomplishments for delivering the results to users including other researchers, Extension, Industry, Producers, students, or other stakeholders. What is the project's benefit to broader society? This section should be brief and concise, no more than one or two short paragraphs.

**Grants, Contracts & Other Resources Obtained:** List any grants, contracts, and/or other resources obtained by one or more project members *as a result of the project's activities*. Include the recipients, funding source, amount awarded and term if applicable. If the group worked collaboratively on a grant submission but it was not funded, you may include that here as well.

**Publications:** List the publications for the **current project year (since last annual report)** only (with the authors, title, journal series, etc.) that are related directly to the project objectives.