



California Department of Food and Agriculture  
**FERTILIZER RESEARCH AND EDUCATION PROGRAM**

2012 Grant Outreach and Reporting  
Requirements

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# Project Reporting

Project reports provide a basis for conveying and evaluating a project's progress. Project leaders communicate with the California Department of Food and Agriculture (CDFA) Fertilizer Research and Education Program (FREP) staff regularly to report project progress, difficulties, and plans for the next work period, as well as to obtain approval for changes from the agreed upon work plan. All reimbursement will be contingent upon acceptance of reports and invoices.

There are three types of reports required by FREP:

- Interim reports,
- Annual reports, and
- Final reports.

Each type of report has its own unique requirements. Please be sure to carefully read and adhere to the reporting requirements outlined below. Reports that do not adhere to the requirements will be returned for editing and resubmission.

Due dates for reports are determined based on a January 1 grant start date. Although work on the project may not necessarily begin immediately after the grant agreement takes effect on January 1, consistent due dates for all projects are necessary to streamline and simplify the reporting process. Interim and annual reports should function as updates on the project status and accomplishments thus far. For projects that are behind schedule, reports should be submitted on time including an explanation of the delay and any subsequent changes to the work plan. If the project leader is unable to submit a report by the stated due date, he/she is expected to notify the FREP staff in writing six (6) weeks before the due date.

Each FREP project is assigned a Project Steward. Project Stewards are responsible for technically reviewing interim, annual, and final reports to ensure completeness and adherence to the project plan. Primary investigators will be contacted by FREP staff to resolve any deficiencies cited in the Project Steward's review. *Final payment of grant funds will be withheld until all project requirements are met, Project Steward review included.*

Email all reports to FREP staff at [frep@cdfa.ca.gov](mailto:frep@cdfa.ca.gov).

## Interim Reports

Interim reports should cover progress made during the first six months of a project (January through June), and the six month periods between successive annual reports. One interim report is due each year by July 31 for the duration of the grant agreement. Interim reports should not exceed three pages of text, excluding charts and tables.

The following four sections are required for all interim reports:

- A. Project Information:** Specify the period covered by the report, project title, FREP grant number, and project leaders' names, titles, and contact information.
- B. Objectives:** List the project's objectives. These should be consistent with the objectives listed in the original proposal, unless changes have been approved by FREP.
- C. Summary:** Briefly describe the project, including an overview of the work accomplished to date and remaining work to be done.
- D. Work Description:** Explain project activities using the task and subtask numbers as they appear in your work plan. Include a descriptive title of each task, approximate date task was completed, and estimate of completion date for remaining tasks.

## Annual Reports

*NOTE: A project's last annual report is called the Final Report and must include sections A through I described below, as well as sections J and K described under final reports. One year projects do not require an annual report; please submit a final report including sections A through I described below, as well as sections J and K described under final reports.*

Annual reports cover progress made during the first twelve months of a project (January through December), and successive annual periods thereafter. One annual report is due each year by January 31 of the following year for the duration of the grant agreement.

The following nine sections are required for all annual reports:

- A. Project Information:** Specify the period covered by the report, project title, FREP grant number, and project leaders' names, titles, and contact information.
- B. Objectives:** List the project's objectives. These should be consistent with the objectives listed in the original proposal, unless changes have been approved by FREP.
- C. Abstract:** Briefly explain the problem being addressed by the project. Summarize the approach used in experiments or projects. Summarize key findings. State the impact of the findings. Write in lay terms, as the abstract may be featured on the FREP website.  
*NOTE: Sections A, B, and C combined should not exceed two pages.*
- D. Introduction:** Provide introductory paragraphs that supply sufficient background and context to allow the reader to understand and evaluate the results of the present study. Briefly describe previous concepts and research. State the problem that justifies undertaking the project. Briefly describe the general approach and objectives, including the means by which the question was examined, especially if using new methodology.
- E. Work Description:** Explain project activities using the task and subtask numbers as they appear in your work plan. Include a descriptive title of each task, approximate date task was completed, and estimate of completion date for remaining tasks. Be sure to summarize project activities, methods, and materials in sufficient detail to provide a good understanding of how each task was conducted.
- F. Data/Results:** Include tables, graphs, and other illustrations to provide a clear understanding of all data obtained from the experiments. In addition, provide a narrative description of project results emphasizing significant findings and explaining statistical methods used to obtain results.
- G. Discussion and Conclusions:** Use this section to interpret your results. Give particular attention to the objectives. Were the objectives met? Explain the principles, relationships, and generalizations supported by the results. Address any exceptions or lack of correlation that qualify the findings or difficulties that point to areas for further investigation. Explain how the results relate to previous findings. Present your conclusions as supported by a summary of the evidence.
- H. Project Evaluation:** When applicable, a cost/benefit analysis of adoption of the new technology, barriers to adoption, and evaluation of the effectiveness of selected outreach/information dissemination activities should be included in this section.
- I. Outreach Activities Summary:** Project leaders should provide documentation of outreach activities including the date, location, event name, presentation title, number of participants, type of audience, supporting documentation (i.e. flyers, program, etc.), and a short evaluation of the overall effectiveness or impact of the outreach event.

## Final Report

The final report covers progress made during the entirety of the project and is due by January 31 following the termination of the grant agreement. Final reports are written in the same format as annual reports but must include data, results, and discussion from all years of the project in order to form a comprehensive and stand-alone document. *The final report should cover the entire duration of the grant agreement; a reader should not be required to refer to earlier reports to discern the main activities and findings from the project.*

In addition to a thorough discussion of sections A through I described above, the following two sections are required for all final reports:

- J. Factsheet Template:** Grantees are required to complete a factsheet template (no more than 2 pages) that must be included as Section J in the final report submitted to FREP. The information entered in the template should provide a technically digested summary of the work performed by the grantee, demonstrating the significance of the research and its contribution towards advancing the environmentally safe and agronomically sound use of fertilizing materials. Information should be written as a practical guide with growers and certified crop advisors in mind. Please include the following sections:
1. Project Title
  2. Grant Agreement Number (Assigned by CDFA)
  3. Project Leaders (Include names and affiliations)
  4. Start Year/End Year
  5. Location (Locations where research was performed)
  6. County (Counties where research was performed)
  7. Highlights (Three BRIEF bullet points summarizing the project and major findings)
  8. Introduction (Provide background/context; describe the problem being addressed)
  9. Methods/Management (Summarize project activities, methods, and materials)
  10. Findings (Discuss results and conclusions, including advice and resulting practice methods)

FREP staff will utilize completed templates to generate an official factsheet for each project. The purpose of the factsheet is to be an eye-catching document; *the inclusion of tables, graphs, and images is encouraged.* Completed factsheets will be available on the FREP website and may be used for outreach purposes. In addition, data from each template will be entered into the online FREP database by CDFA staff.

- K. Copy of the Product/Result:** Project leaders are required to submit an example of each product resulting from their project (i.e. educational curriculum, handbooks, etc.).

*NOTE: The grantee is REQUIRED to provide Sections A through K in their final report to the California Department of Food and Agriculture, via the FREP, in order to receive final payment of funds to close out the grant.*

## Sample Project Reporting Timelines

**Sample Project Duration:** 3 years

**Grant Agreement Start Date:** January 1, 2013

**Grant Agreement End Date:** December 31, 2015

<b>REPORT</b>	<b>PERIOD COVERED</b>	<b>DUE DATE</b>
Interim Report 1	January – June 2013	July 31, 2013
Annual Report 1	January – December 2013	January 31, 2014
Interim Report 2	January – June 2014	July 31, 2014
Annual Report 2	January – December 2014	January 31, 2015
Interim Report 3	January – June 2015	July 31, 2015
Final Report	January 2013 – December 2015	January 31, 2016

**Sample Project Duration:** 2 years

**Grant Agreement Start Date:** January 1, 2013

**Grant Agreement End Date:** December 31, 2014

<b>REPORT</b>	<b>PERIOD COVERED</b>	<b>DUE DATE</b>
Interim Report 1	January – June 2013	July 31, 2013
Annual Report 1	January – December 2013	January 31, 2014
Interim Report 2	January – June 2014	July 31, 2014
Final Report	January 2013 – December 2014	January 31, 2015

**Sample Project Duration:** 1 year

**Grant Agreement Start Date:** January 1, 2013

**Grant Agreement End Date:** December 31, 2013

<b>REPORT</b>	<b>PERIOD COVERED</b>	<b>DUE DATE</b>
Interim Report 1	January – June 2013	July 31, 2013
Final Report	January – December 2013	January 31, 2014

# Conference Participation

## Interpretive Summaries

Project leaders are required to prepare a brief (three to five pages) interpretive summary annually for the duration of the grant agreement. These interpretive summaries are collected and published in the annual FREP Conference Proceedings.

Unlike interim, annual, and final reports, interpretive summaries should be written for a lay audience. The purpose of the interpretive summaries is to help agricultural advisors and farmers understand your project's findings and encourage them to try your recommendations. Summaries should include project objectives and summarized results and conclusions. *The use of graphics such as photos, graphs, and tables to illustrate concepts is highly encouraged but must be included in the page count.*

Interpretive summaries are typically due in August in order to allow enough time for creation and printing of the Proceedings before the FREP Conference in October. FREP staff will contact grantees in July with specific requirements and deadlines for the interpretive summaries.

## Presentation of Research

In addition to submitting annual interpretive summaries, grantees are required to present their research at a FREP conference during the course of their project. FREP staff will contact grantees with projects that fit with each year's conference themes.

*NOTE: Grantees will be asked to present at an annual conference at least once during the duration of their grant agreement.*

# Outreach Requirements

FREP funded projects must include an outreach component. All projects must complete at least three outreach activities per year to fulfill this requirement. Some examples of outreach activities include grower field days, workshops, meetings, and trade journal articles.

## Qualifying Activities

The following activities are acceptable for outreach activities:

- Special grower meetings where the project leader or cooperator has a significant planning role and participation.
- Presentations designed specifically for pesticide control applicators (PCAs), California certified crop advisors (CaCCAs), field persons, or agricultural production consulting personnel.
- Articles in trade publications and popular agricultural media.
- Peer-reviewed scientific journal articles.
- Other outreach activities as approved by FREP staff.
- Presentations to academic and non-academic audiences.

Grantees may be expected to conduct grower field days, or other outreach activities at the mutual request of the CDFA FREP and/or UC or CSU management. If such an activity is carried out, it will be credited towards fulfilling the outreach requirements of the grant.

FREP staff can provide limited assistance in planning and executing outreach activities if afforded adequate advance notice. Project leaders are encouraged to seek such assistance if needed.

## Notification

Grantees are required to notify FREP staff of upcoming outreach activities. One month prior to the event, grantees should email FREP staff the date, time, location, event name, and any additional details about their planned outreach activity. FREP staff will use this information to publicize the event via the FREP website, CDFA press release, and the WPHA newsletter.

Notify FREP staff of upcoming outreach activities at [frep@cdfa.ca.gov](mailto:frep@cdfa.ca.gov).

# Project Invoicing

## **Submittal Procedure**

Invoices should be submitted on the grantor's invoice form and include the CDFA grant number and the period covered. Invoices must be co-signed by the grantor's principal contact person for CDFA.

Invoices should be submitted twice a year, *not monthly*. Each grantee will be provided with an abridged Task Budget with a Payment Provision included. The Payment Provision is consistent with each grant agreement's "Exhibit B, Payment Provision, section 1B." Invoices submitted before the completion of an Interim, Annual and Final report will not be paid until report has been received, reviewed and accepted by the Project Steward and FREP staff.

Final invoices should be submitted within 60 days of termination of the agreement.

CDFA cannot reimburse the project leader for work performed before the start date of the grant or for work performed after the expiration date on the grant or extension.

Grant project invoices should be mailed and/or emailed to:

California Department of Food and Agriculture  
Fertilizer Research and Education Program  
1220 "N" Street  
Sacramento, CA 95814-5607  
[freprep@cdfa.ca.gov](mailto:freprep@cdfa.ca.gov)

# Acknowledgments

Recipients of FREP funds will acknowledge the support from the CDFA FREP in all publications, articles, field days, conferences, public presentations, audio-visuals, and other products resulting from this project. Acknowledgement should be written and can be done orally at workshops and the like or by including the following text in a prominent position in project products:

*This project, [name product or publication] was funded (in part) by a grant from the California Department of Food and Agriculture's Fertilizer Research and Education Program (FREP) and the Fertilizer Inspection Advisory Board. FREP provides funding to conduct research and education projects to advance the environmentally safe and agronomical sound use and handling of fertilizing materials.*

Project leaders may be required to provide and maintain, within the project area, a sign of durable construction briefly describing the project and acknowledging the Department's and FREP's participation in the development of the project.

# Time Extensions

Time extensions are generally allowable due to unforeseen conditions experienced beyond the control of the primary investigator. For example, conditions such as equipment malfunction or failure, unexpected field staff departure or turnover, unfavorable climatic conditions preventing grant work are some of the examples of unforeseen conditions.

*If the project leader needs a time extension on his/her grant, he/she must notify the FREP staff in writing TWO (2) months prior to the scheduled end of the grant.*

Please send any requests for time extensions to [frep@cdfa.ca.gov](mailto:frep@cdfa.ca.gov).