

Everyone with a Research or Extension appointment should report any contacts they had with a non-academic audience:

UF/IFAS receives additional state funding for the transfer of research and knowledge to the community. The Workload items listed below are collected from all faculty and used to calculate this formula funding amount each year. These extra state dollars are used to enhance all three missions – teaching, research and extension.

If you produced any written or visual materials for a non-academic audience or had any contact with community members to convey educational information about your research, teaching or extension program—enter the information below. Do not include any activities and publications geared toward your academic colleagues or your students. The Workload categories relate to educating the general population and not our university students and academic peers.

Instructions: Enter only whole numbers (no commas, decimals, or letters) in the boxes below. **Leave boxes blank if you have nothing to report for an item.**

EDUCATIONAL MATERIALS

Total number of [educational materials](#) prepared this year (excluding EDIS publications):

CLIENTELE CONTACTS

Total number of [field consultations](#) for all programs this year:

Total number of [office consultations](#) for all programs this year:

Total number of [group learning participants](#) (excluding in-service training) for all programs this year:

Total number of [telephone consultations](#) for all programs this year:

Total number of [email or text consultations](#) for all programs this year:

Total number of [social media contacts](#) for all programs this year:

If you have an Extension appointment you will also be asked about volunteers, programming, impacts and outcomes:

VOLUNTEERS

If you worked with any adult or youth volunteers this year, enter the total number of volunteers and the total estimated volunteer hours worked for all programs for the entire year. Volunteer headcount is an **unduplicated count** – each volunteer is counted once regardless of how many programs or activities they participated in.

[Number of Volunteers](#)

[Volunteer Hours Worked](#)

The data you put in the next section will drive what you see in each of the following sections:

PROGRAM AREAS YOU WORKED IN DURING 2021

Looking at all of your Extension programs this calendar year, estimate how much time you spent programming under each priority work group. This is not tied to your budgeted FTE or faculty effort reporting. This is only a reflection of your Extension work.

Instructions: Enter only whole numbers (no '%' symbols, decimals, or letters) in the boxes below. Leave boxes blank if you have nothing to report for an item. **Your total effort across all initiatives must total 100%.**

INITIATIVE 1: AGRICULTURE/HORTICULTURE

1: Sustainability of production systems and alternatives

1.1: Animal Systems

1.2: Food Systems

1.3: Plant Systems

1.4: Integrated Pest Management

2: Farm economics, entrepreneurship, and management

3: Citizen awareness of food systems and the environment

INITIATIVE 2: WATER

1: Urban Water Conservation, Quality, and Awareness

2: Agricultural Water Conservation, Quality, and Awareness

Text boxes to input your impacts statements and success stories will appear for every Priority Work Group you said you worked in:

PROGRAM IMPACTS FOR 2021

Success stories and impact narratives are short descriptions of the success of your program. You should provide information that can be shared with constituents and funding agencies who are interested in how we use their funds.

Success stories provide information about a specific incident or participant. While informative these types of narratives are limited because they cannot show the public's return on investment. Do not use identifiable names in your success story, especially when talking about youth.

Impacts provide information that can show a broader value of our programs and have the most value to funding agencies that have to explain to others how their tax dollars are used. Impact refers to the ultimate, longer-term changes in social, economic, civic, or environmental conditions. For example, if the outcome is better health, the impact might be that people are exercising and eating better thereby reducing the need for ambulance service, hospital beds, and in some cases the cost of indigent care.

For help with writing an impact, see our [guidelines](#), [rubric](#), and [toolkit](#).

URBAN WATER CONSERVATION, QUALITY, AND AWARENESS

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Workforce questions will be asked for every Initiative you said you worked in:

WORKFORCE DEVELOPMENT INDICATORS FOR 2021

Some programs teach skills and knowledge that may directly or indirectly lead a participant to create a business, get a job promotion, or gain a leadership role in an organization. Faculty may learn of these outcomes through formal evaluation (i.e., follow-up surveys) or informally such as a client later calling them to tell them about their professional or personal successes. More commonly associated with Community Resource Development (CRD), the three indicators below may apply to programs in any initiative.

INITIATIVE 2 - WATER:

(#1): Number of businesses created, retained, or expanded

(#2): Number of jobs created or retained

(#3): Number of participants reporting new leadership roles or opportunities undertaken

The Indicators that appear next are based on which Priority Work Groups you said you worked in, whether you have an Extension or Research appointment (or both) and whether you worked with youth (click [here](#) for full list):

WORKLOAD INDICATORS FOR 2021

USDA requires us to identify what initiative/priority work groups you are reporting under and to summarize the results of your programmatic evaluation. Last year we identified key indicators needed to communicate the value of our statewide efforts at the national, state and local levels.

The indicators listed below are based on the priority work group you selected in the previous section and are largely unchanged from last year. Some indicators may not apply to you, just leave them blank. Note that we are not trying to capture all of the work being done in Florida; this is intended to be a narrow and focused list based on federal and state priorities. Many of you will have additional objectives that are appropriate for local level programming and data for those objectives will still be reported in ROAs.

For state specialists: Report your own Extension activities and not those of the county faculty you work with.

(#22): Number of participants demonstrating improved knowledge of food systems including food labels, production practices, food production and preservation, food waste management, etc.

(#23): Number of participants that adopt self-reliant food system practices, including creating a home or community garden, reducing food waste, preserving food, etc.

(#35): Number of gallons of water saved by adult residential program participants (e.g., residents, HOAs, community gardens, developers, businesses, government offices) for the entire year

(#36): Number of gallons of water saved by professional landscapers or other Green Industry professionals for the entire year.

(#37): Number of gallons of water saved by youth participants for the entire year