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.

<table>
<thead>
<tr>
<th>Educational Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of educational materials prepared this year (excluding EDIS publications):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clientele Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of field consultations for all programs this year:</td>
</tr>
<tr>
<td>Total number of office consultations for all programs this year:</td>
</tr>
<tr>
<td>Total number of group learning participants (excluding in-service training) for all programs this year:</td>
</tr>
<tr>
<td>Total number of telephone consultations for all programs this year:</td>
</tr>
<tr>
<td>Total number of email or text consultations for all programs this year:</td>
</tr>
<tr>
<td>Total number of social media contacts for all programs this year:</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Number of Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Hours Worked</td>
</tr>
</tbody>
</table>


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 2020**

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

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**Initiative 2: Water**

1: Urban water quality and conservation

2: Agricultural water quality and conservation

3: Public awareness of water issues

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**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 2020**

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.

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

Workforce Development Indicators for 2020

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.

We recognize these indicators may be new to you and we do not expect you to have data on these indicators if you did not collect or track this information in 2018. What we do ask is that you incorporate these indicators into your 2019 Plan of Work wherever appropriate. If you have questions about how these may apply to your program, please contact your OED, program leader, or unit leader.

Instructions: Answer these indicators as it relates to each initiative area you worked in this year. If you do not have data, leave the boxes blank.

Initiative 1 - Agriculture/Horticulture:

(#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 2020

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.

(#4): Number of producers indicating adoption of recommended practices

(#5): [Follow-up to #4] Number of acres on which the recommended practices were implemented

(#6): Number of clientele who adopted appropriate fertilizer and pesticide rates

(#7): Number of producers reporting increased dollar returns or reduced costs

(#8): Number of farmers/ranchers who adopted a new crop variety or animal breed

(#9): Number of producers who adopted recommended livestock production practices

(#10): Number of producers who adopted recommended forage management practices (i.e., nutrient management, weed and pest management, species selection, etc.)

(#26): Number of viable technologies developed or modified for the increased sustainability, profitability, and/or competitiveness of agricultural or horticultural enterprises

(#33): Number of producers that adopted one or more “good” water quality practices such as recommended pesticides and reduced animal waste or other pollutants

(#34): Number of producers that adopted recommended best practices for production agriculture related to invasive species, pest management, pollutant loads, and wetlands