

Agricultural Experiment Station, Univ of Wisconsin

**CRIS AD-421
PROGRESS/TERMINATION REPORT
and
PUBLICATIONS**

Use the World Wide Web to do this report!

**For assistance, please contact Casey Hillmer
262-2397 or clhillmer@cals.wisc.edu**

Display the CRIS Forms Assistance home page located at <http://cwf.uvm.edu/cris>.

You can bookmark this page if you wish, but no subsequent pages can be bookmarked.

Select **AD-421** Accomplishments Report-under "Enter Forms"

Select the State of WI

Enter " CALS#1 " as the password and then Proceed.

Enter your **last name(do not put in your initials)** to display the list of projects that require reports from you as the principal investigator.

Your projects will show up. To begin, click on the hand with the pencil, next to the correct project..

Enter the following information:

1) Choose the appropriate report, either:

* **Progress:** If the termination date has not passed and the project was active during the current reporting year

* **Termination:** Only if the termination date has passed and the project will **not** be extended beyond the date shown

2) **Outputs:**

Report **outputs** completed during the reporting period that contribute to the goals and objectives of the project (*do not include publications here, they are to be reported separately in the block below*). Do not include findings or conclusions that have been reached; these are to be reported separately as changes in knowledge in the outcomes section. Include a description of how the results have been **disseminated** to communities of interest or how the product is being shared. If this is a final report, give a brief summary of the most significant outputs and dissemination activities for the entire life of the project. (Limit 3200 characters and spaces)

3) **Outcomes/ Impact:**

Describe how findings, results, techniques, or other products that were developed or extended from the project generated or contributed to an **outcome/impact**. Describe the results of the project evaluation. Indicate how resources and activities helped to produce project outputs and achieve project outcomes and impacts. (Limit 3200 characters and spaces.)

4) **Publications:**

Publications that relate to your CRIS projects should be included. List significant publications issued during the reporting period. On a termination report, only include publications not previously submitted on a progress report. There is no limit to the number of publications, but no citation should be more than 600 characters.

Example:

Wu, J., Ullrich, R.C. and Novotny, C.P. 1996. Regions in the Z5 mating gene of *Schizophyllum commune* involved in Y-Z binding and recognition. *Mol. Gen. Genet.* 252:739-745.

Include only publications for the current reporting period, and only published works (journal articles, published abstracts, books, book chapters, and theses -- NO talks, NO presentations, NO newsletter or magazine articles). **Do NOT** enter authors in all capital letters and **do NOT** number the citations.

When all information is entered, select **Check and Save**

View the displayed information carefully. Corrections or additional edits can be made by using the **BACK** button on your browser toolbar.

When the information is correct and complete, select **Go to Screen 2**.

Enter information for: You must enter information in.

Participants:

Provide information about [individuals](#) who worked on the project. If applicable, provide information about [partner organizations, collaborators, and contacts](#). Also describe opportunities for [training or professional development](#) that were provided by the project. (Limit 3200 characters and spaces.)

Target Audiences:

This includes individuals, groups, market segments, or communities that were served by the project. Include population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged. (Limit 3200 characters and spaces)

Project Modifications:

Describe [major changes](#) in approach and reason(s) for these major changes. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions. (Limit 3200 characters and spaces)

Click on Check and Save!!

When you are completely finished with the report and do not need to edit it further, select the **Report Complete** button. Once you select this button, you will not be able to edit the report again, and it will then be submitted to CRIS for you. You **MUST** "press" this button to indicate when the report is complete. **Your report cannot be submitted to CRIS until you mark it complete.**

You may want to print a final copy to keep for your records and / or submit for review using the button provided.

If you have more than one project, use the **Return to Select Project** button in order to select another project and follow the same steps as outlined previously.