Reporting Tutorial

Results Verification System

RVS is designed to help organizations:

- ⚒ Manage grant programs
- ✔ Submit grant applications
- 🏆 Report accomplishments

💡 Learn more about RVS

Email Address

Password

Sign In

Forgot your password?

Create New Account

Table of Contents

Accessing the System

The website address is http://rvs.umn.edu

Login or if you are accessing the site for the first time, create an account.

Create Your Account /Login

- If you have not yet created your account in the Results Verification System click **Register** in the upper right corner of your screen.

- Enter your email address. Your email address will be used to login to the system and access all of your projects.

- You may create more than one account, but projects will not be automatically linked between accounts.

- Enter your name and the rest of your contact information.

- Enter a password. Passwords must be a minimum of 6 characters in length.

- Click the **Create RVS Account** button at the bottom of the form.

- You will be sent a confirmation email that contains a link back into the system. To complete your registration, visit the enclosed link.

- When your registration has been verified you may login to begin your report.

Resending Your Password

If you have forgotten your password, click **Forgot Password** in the login box. You will be asked to enter your email address. An email containing a link to enable you to reset your password will be sent. This link will be valid for 24 hours, after which you will need to re-initiate this process.

Create your RVS account

Account Information

Email Address

[   ]

Confirm Email

[   ]

Password

[   ]

Confirm Password

[   ]

Personal Information

First Name   **Last Name**

[   ]   [   ]

Professional Title (optional)

[   ]

Department (optional)   **Organization** (optional)

[   ]   [   ]

Address

[   ]

Address 2 (optional)

[   ]

City   **State**   **Zip Code**

[   ]   [Alabama   ]   [   ]

Phone

[   ]

[Create RVS Account]

8/17/2022

Navigation

The Navigation bar at the top of the screen allows you to perform the following functions:

Previous/Next: To navigate through the online submission process, you can click **Next** or **Back** on the navigation bar or you can select the input section you want to go to from the left menu bar.

Save My Work: Whenever you move to the next or previous screen, your input is automatically saved. If you want to manually save your input while working on an individual section, just click **Save My Work** on the navigation bar.

Resources: A number of informative resources have been developed to help you use the Results Verification System, and to understand the concepts of developing outcomes based proposals and projects. A link to Resources is always available in the upper right when you are working on your reports.

Results Verification System (RVS) Resources

In order to save information in the form, you need to first download the document locally or to a network drive. If you edit the information in the browser window in which it appears, your changes will not be saved.

Click the name of the document you wish to download. The form will open in another browser window. You may see a message that says "Please wait..." – you may proceed to download the file. From here, click the download button in the upper, right-hand corner of the screen (a down arrow). This will bring up the standard dialog box with your local and network save options. Save the PDF in this location.

Once saved, exit out of the browser window and open the PDF on your machine. From this point on, you should be able to edit and save the file as needed without worrying about losing your changes.

Application Tutorial

Application Tutorial – Underserved Audience Funding Opportunity

Reporting Tutorial

ERME Budget Form

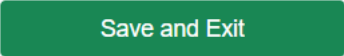ERME Budget & Budget Narrative Instructions

ERME Sample Budget Narrative

ERME Cover Sheet (SF 424)

ERME Cover Sheet Instructions

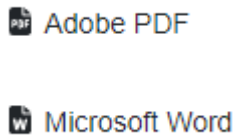RFA Definitions

ERME Retrospective Evaluation Presentation

8/17/2022

Save and Exit

Save & Exit lets you save your report and continue working on it later. This will return you to the "My Projects" page. **Save & Exit** will not submit your application.

🖶 **Print** ▾

Print opens a drop-down selection to select either a PDF or Word version.

📄 Adobe PDF

📄 Microsoft Word

Microsoft Word downloads a Word version of your report. You may edit your report in this version and then copy/paste back into RVS.

Adobe PDF will create a PDF version of your report. Use this option to view how the printed version of your report will display for the reviewers and to keep a copy for your records.

✓ **Submit**

When you have finished your report click **Submit** to finish the reporting process. Once your report has been submitted you will no longer be able to make changes to it.
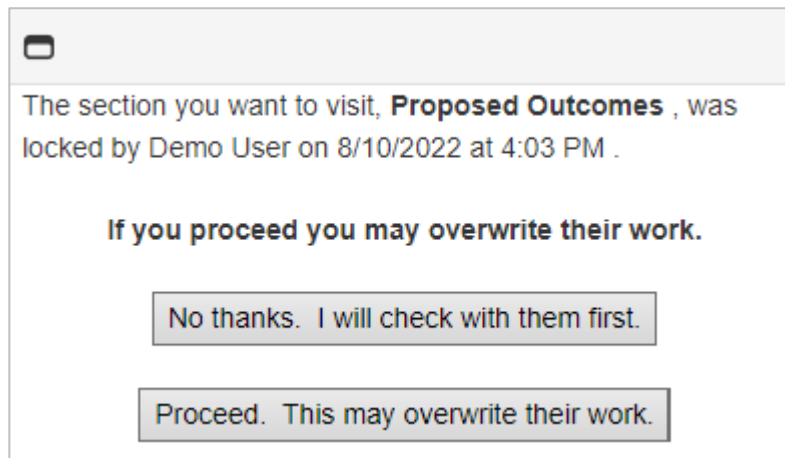
?

Instructions for each section of the report may be accessed by clicking on the question mark icon located next to the section title. When you click on **question mark button**, a separate smaller window will open that contains the instructions for the page you are working on, along with a table of contents for every section of the report.

Multiple Users

Multiple people may be logged into your report and working on it simultaneously. However, only **one** person may be working in a particular section at a time. If you see a dialog box that indicates someone else is using the section, be sure they are finished before you proceed. You may continue to work in other sections of your report until they are finished.

The section you want to visit, **Proposed Outcomes** , was locked by Demo User on 8/10/2022 at 4:03 PM .

If you proceed you may overwrite their work.

No thanks. I will check with them first.

Proceed. This may overwrite their work.

Important Information

Information contained on this page can save you time and frustration as you enter your Quarterly or Final Report:

- Remember, do not use your browser's "forward" or "back" buttons. If you do, your Report input will not be saved or posted to the online reporting system's database.
- This page also lists the contact information for your funding source.
- The reporting due dates are contained on this page in addition to information on how to contact your funding agency.
- You can also download a PDF copy of previously submitted reports from this page.

Important Information		Save	Back	Next
Report	**Due on**	**Submitted on**		**View**
Progress Report #1	7/1/2020	4/14/2021		PDF
Progress Report #2	10/1/2020			
Progress Report #3	1/1/2021			
Progress Report #4	4/1/2021			
Progress Report #5	7/1/2021			
Final Report	10/30/2021	3/27/2020		PDF

⊙ System Information

Do not use the "forward" or "back" buttons of your browser. Your data will not be saved unless you use the system navigation.

You may enter your input sequentially, or click on any section on the left menu bar to input your information in the order you choose.

Instructions are available for each section of input by clicking on the "Instructions" button located in the upper right portion of the screen.

Until you submit, you can return and edit it as frequently as you wish.

🏛 Funder Contact Information

Digital Extension Risk Management Education Center
1994 Buford Ave
130 Ruttan Hall
St Paul, MN 55108
Phone: 612.625.1964
Email: cffm@umn.edu
Website: http://www.extensionrme.org

Project Information

This section displays the information about your project that you submitted with your application. Some of the items are locked and you will need to contact your regional ERME Center to make changes if they are required.

Project Information [?]

🏛	**Funder** Digital Extension Risk Management Education Center	💲	**Funding Pool** 2023 Education Projec

Project Title

Extension Risk Management Education Application

Project ID: 15098

Institution Mailing Address

Institution

University Extension Service

Address

123 Orange Ave

Address Line 2 (optional)

City

Anywhere

State

Minnesota

Zip Code

12345

Financial Contact

🔲 Copy Institution Mailing Address

Name

Financial Contact

Organization

University Extension Service

Organization Type

1862 Land Grant University

Department (optional)

Address (optional)

123 Orange Ave

Address Line 2 (optional)

City (optional)

Anywhere

State (optional)

Minnesota

Zip Code (optional)

12345

Phone Number

Email

financialcontact@rvs.edu

Project People

Project people were entered as part of the application process. You may give additional people access to your report. Before you give them access, the individual must first create an account in the Results Verification System. They will then have full access to your report.

If you wish to allow someone to review your report without giving them the option to edit in the system, you may click the **Print** button and select either **View PDF** or **View Word**, save a copy of the report, and then email it to them.

Progress Notes

Progress Notes can be thought of as the communication that takes place between you and your Regional Center, and are **not** viewed by the public. Use this section to describe what the project did during the previous quarter, what was accomplished, and challenges encountered. Progress Notes should communicate how well you and your project team are doing to help your participants reach the proposed risk management results. Also identify any problems you have encountered.

Please note that if problems arise which affect your participants' ability to accomplish the Proposed Results, you need to communicate with your Regional Center about the situation as soon as possible – preferably via a phone consultation first, followed by an explanation/justification in the Progress Notes section of the report. Do not wait until the completion of your project to share this information!

If your Center asks you to report other specific information about your project, this section may be utilized for that purpose as well.

You can edit and save Quarterly Progress Notes as often as necessary by clicking **Exit and Save** on the left menu. Once you Submit your quarterly report, however, Progress Notes for that quarter will be saved and locked. A new open text box will appear for your next quarterly report. All Progress Notes from previous quarterly reports will be displayed below the text box.

The post harvest marketing game project has completed and has seen great success. The project team designed the conceptual framework of the game and curriculum and decided to adapt the educational materials to provide as on online resource via YouTube. Developing the materials for online consumption proved problematic as modifying in-person workshop materials didn't translate as well as originally thought. However, the materials have been posted and have seen high usage.

The game itself was developed by our project team at the University Extension Service and was tested by 12 educators who provided phenomenal feedback that was implemented into the game. The educators also identified producers who would be prime users of the game to offer feedback as well. 27 producers were part of the pilot test game.

Originally our goal was to have 10 workshops sponsored by lenders, cooperatives, crop insurance agencies, etc, however we exceed that by offering 11 sponsored in-person workshops. We've also seen two groups sponsor groups via Facebook. The average attendance was 30 producers signaling strong demand for this work. Online we've seen over 100 participants.

Project Steps

The Project Steps are pre-populated from your application. The steps listed in this section should adequately demonstrate the logical progression that leads your participants to the proposed results. If they need to be revised and/or adjusted to help strengthen the likelihood of participants achieving the proposed risk management results, you have the ability to add, edit, delete or change their order.

- **At each quarterly reporting phase:**
  - **Done** – Check the "Done" column for all steps that have been completed in each reporting period.
  - **Actual Number** – Enter the actual number of **participants** who accomplished any steps involving "What Participants Do". If this step did not involve participants, the number should be "0".
  - **Date Completed** – Enter the date you completed the step(s) in each reporting period.
- **At the final reporting phase** finish adding, editing or deleting project steps and follow the same process described above for each step.

This section of the report should let others know what you and your participants actually accomplished. One of the goals of Extension Risk Management Education's integrated reporting system is to help projects continually improve by building upon good programs that have already been delivered. We want other educators to learn from your project and potentially know how to implement a project based upon your program delivery.

	What Project Team Does	What Participants Do	Done	Actual # of Participants	Est. Completion Date	
1	Design conceptual framework for a postharvest marketing game and training program that helps producers practice implementing a post-harvest marketing plan.		☑	0	7/15/20	🗑
2	Design and develop curriculum for this postharvest workshop.		☑	0	7/29/20	🗑
3	Design and develop postharvesting marketing game software that will help producers practice developing their postharvest marketing plan.		☑	0	8/15/20	🗑
4	Pilot test game and curriculum with a group of agricultural educators.	Attend a pilot training session and provide feedback and evaluative comments regarding the curriculum and the game.	☑	12	9/1/202	🗑

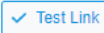+ Add New Item

Promotional Materials

This section will let you upload promotional documents that were developed or used for your project. You can upload materials in quarterly reports as they are completed or in your final report.

To upload material, select **Add New Item**.
Enter the title or description of the material and the purpose/audience. Write a brief description of the promotional material, including whether it is a brochure, website, press release, etc., and how it will be used to promote the program. This description should be limited to two to five sentences.

If you have an electronic copy of the material, select **File Upload** in response to the "Document Format" question. Click the **Browse** button to find and select the file that you want to upload. After you have selected the file, click **Save**.

	Title	Last Uploaded		
✏️	Sponsor brochure	8/17/2022		🗑️
✏️	Promotional poster	8/17/2022	✓ Test Link	🗑️

+ Add New Item

Add New Promotional Material

Title

Purpose/Audience

Document Format

File Upload

Upload File

Select

File Types Allowed: PDF, CSV, MSWord, Powerpoint, Excel

Cancel   Save

Educational Materials

This section will let you upload educational documents for your project. You can upload materials in quarterly reports as they are completed or in your final report.

All project educational materials in digital form may be uploaded to the reporting site as they are developed, and are **required** as part of the Final Report. Educational materials include any materials that you are developing or have developed for the project. This may include resource materials that you will use from other projects, website URLS's that contain links to specific educational course materials and/or curriculums, or other media materials such as educational CD's and videos that provide risk management tools for participants.

To upload material, select **Add New Item**.

For each educational material, enter the:
- Title
- Author(s)
- Publisher
- Publication Date
- Abstract – Write a brief abstract describing the educational material. This abstract will be used to describe the material in the Ag Risk and Farm Management Library, so it should not exceed two to five sentences. The abstract will be used to describe your document publicly in the Library, so write it appropriately to describe your documents to the public.

If you have an electronic copy of the material, select **File Upload** in response to the "Document Format" question. Click the **Browse** button to find and select the file that you want to upload. After you have selected the file, click **Save**.

Some materials may not be available to upload. In this case, select **Website** or **CD/DVD** in response to the "Document Format" question. If the material is available on a website, you will then be asked to provide a web link to the document, which means that you should enter the URL which will allow viewing of the material. If it is a CD/DVD, describe how it will be made available.

	Title	Author	Last Uploaded	
✏️	Postharvest game presentation	ERME User	8/17/2022	🗑️
✏️	Postharvest marketing game slides	ERME User	✓ Test Link	🗑️

+ Add New Item

Add New Educational Material ✕

Title

[   ]

Author

[   ]

Publisher

[   ]

Publication Month   Publication Year

[September   ⌄]   [2005   ⌄]

Abstract

[   ]
[   ]
[   ]

Format

[Upload   ⌄]

Upload File

[   ] [Select]
File Types Allowed: PDF, CSV, MSWord, Powerpoint, Excel

[Cancel]   [**Save**]

8/17/2022

Evaluations and Reports

The inclusion of evaluations and reports relevant to the verification of proposed risk management results is encouraged. You may upload them as they are available throughout the program period, and at the completion of the project. You may want the public to view an evaluation or report that validates the risk management results that your participants have accomplished, and especially if they have made significant changes and/or improvements to manage their risk.

For each report or evaluation enter the:
- Title – or description of the material
- Privacy setting – parts of your report will be available to the public. Indicate whether the public should have access to this particular document. Please note that the default is "Private." If you wish to allow access, be sure to select "Public."
- Date – enter the date of the evaluation or report.
- Comment – this is optional.

The process for uploading each type of material is the same. If you have an electronic copy of the material, select "Yes" in response to the "Available for upload" question. Click the "Browse" button to find and select the file that you want to upload. After you have selected the file, click "Upload Document."

When you have completed entering information, click *Save,* then continue adding additional materials until you have submitted all the promotional, educational, and reporting materials used by your project.

	Title	Privacy	Date	Last Uploaded		
✏️	Program Evaluation Instrument	Public	9/1/2022	8/17/2022	✔ Test Link	🗑️
✏️	Post Workshop Evaluation Cover Letter	Private	9/1/2022	8/17/2022	✔ Test Link	🗑️

+ Add New Item

Add New Evaluation / Report ✕

Title

Post Workshop Evaluation Cover Letter

Privacy Setting

○ Public

● Private

Date

9/1/2022 📅

Comment (optional)

This is the cover letter that goes along with the workshop evaluation instrument.

Upload File

● Post Workshop Evaluation Cover Letter.doc ✕Remove

File Types Allowed: PDF, CSV, MSWord, Powerpoint, Excel

Cancel   **Save**

Results

*Note beginning with 2023 awards, this section will be named "Outcomes"

This section is auto-populated from the Application, and asks you to verify that each proposed risk management result was actually accomplished by project participants. Your evaluation tool should be designed so that you can receive evidence that the producer is reaching his/her risk management goals and/or putting them into practice.

Actual Number – Enter the actual number of participants who accomplished each proposed risk management result.

Your estimated number will remain with the report and will show as a comparison to the actual number when the report is viewed by the public. This can help others viewing your report see if the number of participants you estimated would reach each proposed risk management result was realistic for your audience.

How Verified – Enter your new verification method only if you changed the method or tool you used for measuring how many participants accomplished the risk management result.

	Outcome	Topic	Producer Action	Est. #	Act. #	When Verified?	How verified?
1	Participants will state that they have learned how to size up the market to store or not to store.	Marketing plans and strategies	Understand	250	0	End of session	Session evaluation
2	Participants will state that they understand different types of price driven exit strategies from holding grain in storage.	Marketing plans and strategies	Understand	250	0	End of session	Session evaluation
3	Participants will state that they understand different types of timing driven exit strategies from holding grain in storage.	Marketing plans and strategies	Understand	250	0	End of session	Session evaluation
4	Participants will practice writing a detailed post-harvest marketing plan for a representative year.	Marketing plans and strategies	Develop	250	0	End of session	Session evaluation

Retrospective Evaluation

ERME is assessing and documenting the educational impacts of funds invested into ERME funded programs. The Retrospective Evaluation fulfills this objective by having each project assess changes in understanding or knowledge of the individual risk areas. ERME is establishing an "Understanding" benchmark by measuring previous vs current knowledge retrospectively at the end of the workshop or training series. For more information, please see the ERME Retrospective Evaluation Training presentation at this link: http://extensionrme.org/pubs/ERME-Retrospective-Training.pdf.

Please note that this evaluation is separate from evaluations that you administer to measure producer results across the life of the project.

Enter the results of the required retrospective evaluation question. Enter the total for each risk area that was identified in your project's Results section. The risk areas will automatically populate based on the risk areas (Financial, Production, Legal, Human, Marketing) you selected in your application's Results.

To update the totals for each line, click the green Save button or proceed to another section of your report. Each line must have a total to be considered complete. If not, this section will display as missing in the Final Checklist.

Retrospective Evaluation [?]   [💾 Save] [‹ Back] [Next ›]

> Report the results of the required retrospective evaluation question. Enter the total for each risk area identified in the results section displayed below. Click on the green save button to total your results. Please note that each line must have a total greater than 0 to be considered complete.

Understanding of Financial Risk	No Understanding				Complete Under-standing	Total
Prior to the project	25	20	12	0	0	57
After the project	0	3	9	35	10	57

Understanding of Production Risk	No Understanding				Complete Under-standing	Total
Prior to the project	10	25	15	7	0	57
After the project	0	0	6	26	25	57

Number of Participants

Enter the total number of unique participants in your project. This number should reflect the individuals who had **meaningful engagement** in your programming, and whose participation you have documented/verified.

Please note that the "Delivery Area" section provides separate tabs to report participation via in-person meetings, webinars, and online courses. There is also a tab for reporting website visits. If your project has extended its reach through materials posted online and you have analytics identifying their utilization, please include that information in either the revised "Project Overview" or the "Projects Comments" sections of your report.

Number of Participants [?]

> Enter the total number of unique participants in your project. This number should reflect the individuals who had **meaningful engagement** in your programming, and whose participation you have documented/verified.

Total Number of Participants

35

Project Overview

The Project Overview from your Final Report will be published on the ERME website, and will be the first section that appears when a search of funded projects is being conducted. Thus it is very important that the Overview accurately summarizes your completed project.

Two text boxes are provided on this page. For your reference, the lower box displays the original Project Overview from your application. In the top box, write a revised Overview that summarizes the actual accomplishments of your completed project (i.e. actual numbers of producers who accomplished "x-y-z" results, actual number of workshops held, etc.). The new summary should be written utilizing past tense – to reflect program delivery that has occurred – and is limited to 200 words.

Project Overview [?]   🖫 Save

> Your project overview will be publicly displayed. You may want to start with your original project overview, but reflect what the project accomplished and change the future "we will" tense to the past tense "we did".

To store or not to store, that is the question many grain producers face each year. Often grain producers try to pre-harvest price the portion of their projected grain production that is covered by revenue crop insurance. Most years producers face the challenge of marketing the remaining 30 percent or more of their crop at or after harvest. This project helped producers lower their price risk and improve marketing skills by developing a post-harvest marketing workshop that will help producers develop their own post-harvest marketing plans. An intense simulation game that helps participants develop and practice the daily challenge of implementing their own post-harvest marketing plan will be developed and used at the workshops.

The project saw great success. There were 330 participants who attended the workshops and many indicated an increased interest in the materials and playing the game online.

Participants were strongly in favor of another program by responding that 72% thought they would attend the program again and bring a friend.

Words: 163

Project Comments

Answers to the questions in this section should help others understand your accomplishments, participant response to the program, and thoughts on how you would improve it in the future.

Unexpected results: Describe any unexpected results of the project, *either positive or negative*. Unexpected results could include any positive results that were not anticipated, such as additional risk management outcomes achieved by producers. List each additional risk management result and how many were able to accomplish it. Other unexpected results could include discovery of a new audience, unanticipated collaborations or leveraged resources, etc.

Please note that if there is a significant discrepancy between the "estimated number" and the "actual number" for a Proposed Result, this is where you should explain why the estimated number was not reached. If circumstances prevented the achievement of producer results, provide information that would help future applicants avoid the same pitfalls.

Confidential aspects of why results were unable to be achieved should be communicated directly to your regional Center.

Describe any unexpected results (either positive or negative) of the project:

There is more interest in this topic than we originally thought, but it is more difficult to get participants all the way to implementing a marketing plan. There was considerable drop-off after finishing the course. A higher than expected number of those who completed the course did not develop a fully implemented marketing plan. A positive feeling/evaluation of the workshop content did not translate into as much action as we had predicted.

Words: 72

Improving the project in the future: How would you improve this project if you were to do it again? What input, if any, was received from participants on how the project could be improved? What would you do differently to improve the probability that your participants would achieve the risk management results?

How would you improve this project if you were to do it again?

In our after-project telephone survey, we asked participants what we could have done to improve the project. We also asked, of participants that did not reach the after-program target, what would have helped them do so Participants stated that:

1. They could have used more direct, one-on-one assistance, or
2. A phone reminder after the one-on-one assistance about what they stated they would do.

We believe if more direct assistance had been provided to

1. Those who completed the course but did not do a fully implemented marketing plan
2. After the project to those who wrote their plans to motivate and assist them with implementation

We would have reached the after program target instead of being shy of our targets.

Words: 112

Keys to success: What were the keys to success for your participants – describe what the primary success factors were and why they were important in helping participants reach the proposed risk management results. Include both your project team's perspective and those of the participants.

What were the keys to success for your participants?

For those who did reach the target, success keys were

1. They found the curriculum interesting and relevant to problems they were experiencing
2. The quality of the one-on-one assistance they received from the project helpers

For those who reported improved plans, regardless of whether they had implemented their marketing plans, the key seemed to be that the game had provided the occasion for, and motivated them, to develop a marketing plan.

Words: 68

Individual Stories / Quotes

Individual Producer Stories: Participant stories are a powerful means of communicating the value and success of a program. Please share at least one story that reflects the impact this project has had on individual participants. These individual stories are compelling examples of program results, so adhering to the style and format provided below will allow them to be shared not only with ERME, but with a diverse group of stakeholders - including local, regional and national stakeholders..

Do not include individual names in the stories. Use other means to refer to a participant such as, "A producer from Washington County…" or "A 32-year old producer from Lincoln City…" or "A beginning farmer with four years of experience..."

Include these four components and describe in this order:

1. **Producer Situation** – why did the producer choose to participate in this program?

2. **Outcomes for Individual Producer** – what did they get out of the program or how did it benefit them?

   ▪ Changes in knowledge, decisions, practices

3. **Producer Impacts** – what impact will/did this program have on their farm or family?

   ▪ Economic Impact?
   ▪ Impacts of changes in knowledge, decisions, practices

4. **Producer Testimonial**
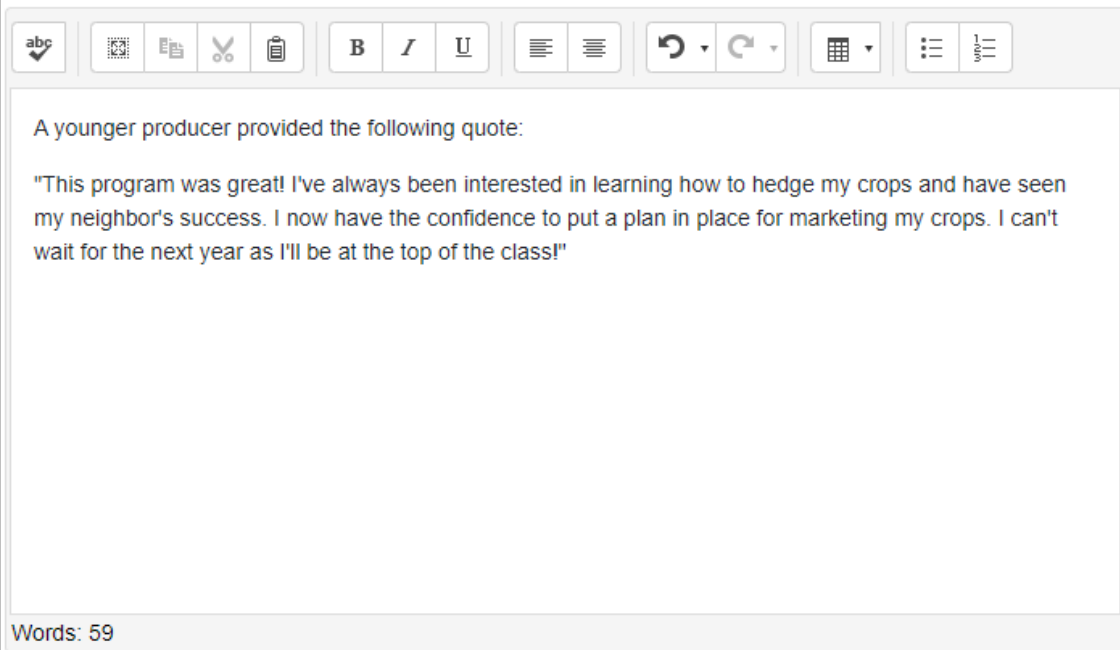
One producer contacted the University Extension Service to inquire if more workshops in grain marketing would be forthcoming. He indicated which workshop he had attended and noted that he couldn't sleep that night because he was working on his marketing plan. This producer has since marketed more of his crop and has seen a 23% increase in his gross farm returns by implementing and sticking to his plan that he developed in the workshop.

Words: 74

Quotes: Participant quotations are also a valuable means of helping others understand the value and results of your program. Please enter a sample of quotes collected during workshops, on evaluations, or unsolicited comments from participants.

A younger producer provided the following quote:

"This program was great! I've always been interested in learning how to hedge my crops and have seen my neighbor's success. I now have the confidence to put a plan in place for marketing my crops. I can't wait for the next year as I'll be at the top of the class!"

Words: 59

Outstanding Project Application:

The ERME Program makes Outstanding Project Awards on an annual basis. Your project will be eligible to compete for the award approximately 15 months after the original final report due date. Although you may complete this reporting section at any time, it is NOT required for your final report. Project Directors will receive notification when the award application period is open and will be able to return to this section in the RVS at that time.

By choosing "Yes", you are indicating that you would like to utilize the individual success story as part of your application for the ERME Outstanding Project Award. You can rewrite your story as desired prior to submitting your final award application.

Be sure to detail how one or two individual farmers or ranchers benefited from the project. Discuss the economic impact your project had on these producers. Describe what strategic steps were taken to reduce risk.

After you click "Yes" you will be presented with additional questions to complete your application. How did your project help farmers and ranchers achieve the risk management results you proposed? Why are these achievements significant to food and agriculture?

To submit your award application, click "Submit" and then choose to re-submit your final report.

Would you like to use this success story to apply for the ERME Outstanding Project Award?

○ ● Yes

○ No

How did your project help farmers & ranchers achieve the proposed risk management results you proposed? Why are these achievements significant to food and agriculture?

Words: 0

Word Limit: 100

Leveraged Resources

For many projects, Extension Risk Management Education funds provide the leverage to direct other resources toward risk management education. Simply stated, because you received a grant, you will put time and resources into risk management education.

If this ERME grant helped you obtain other funds for your project, please enter the amount you were able to use for risk management education as "Other funds used for project".

If your grant funds helped you redirect existing resources, such as your time or the time of your colleagues toward risk management education, estimate the dollar value of these resources as "Non cash resources".

Leveraged Resources

ERME grant funds allocated:

35,478

ERME grant funds expended:

35,478

Other funds used for the project:

7,000

Non cash resources:

5,500

Delivery Area

In this section describe how your project was delivered and provide the number of people who participated in the project. Input is divided into four sections: Meetings, Webinars, Websites and Online Courses. Your project may not use all of these methods of delivery. You only need to answer the questions relevant to your project.

A tabbed menu allows you to access each section.

To enter a meeting click on the **Meeting** tab and choose **Add New Item**.

A window opens to assist you in entering your meeting. Enter the date, location and number of attendees for the meeting as well as the length of the event in hours and then click **Save**. Continue this process for each meeting held. If you need to edit an individual meeting, simply click on the Edit button (the pencil button), make changes and click **Save**.

You can also import meetings from an Excel file. Click on "**Import Meetings**" to download a simple format you may enter your meetings into. Once you are ready to import this file, Click on "**Select**" under "**File to Import**" to browse and find your file. Then click "**Import Meetings**."

Webinars are entered in a similar way. Click on the **Webinars** tab and then choose **Add New Item**.

	Date	# Attendees	Webinar Length (hours)	
✏️	8/2/2022	46	2.00	🗑️
✏️	7/26/2022	55	2.00	🗑️
✏️	7/21/2022	35	3.50	🗑️
✏️	7/15/2022	25	2.00	🗑️

+ Add New Item   ⬆ Import Webinars

👥 Meetings   ◼ Webinars   🌐 Websites   🔳 Online Courses

Enter the date, the number of attendees and the length of the webinar (in hours) at the top of the grid. Click **Save Changes** and repeat for any additional webinars held. If you need to edit an individual webinar, simply click on the Edit button (the pencil button), make changes and click **Save**.

🖥 Add New Delivery Area Webinar

Date

7/26/2022

 # Attendees

55

Webinar Length (hours)

2.00

Cancel   **Save**

You can also import webinars from an Excel file. Click on "**Import Webinars**" to download a simple format you may enter your webinars into. Once you are ready to import this file, Click on "**Select**" under "**File to Import**" to browse and find your file. Then click "**Import Webinars**."

Import Delivery Area Webinars ✕

Import Webinars from Excel File

The file must be a Microsoft Excel file with a .xlsx suffix. The sheet to be imported must be named "Webinars". Follow the Sample Import Webinars file as an example.

File to Import

● Sample Import Webinars.xlsx   Remove

Cancel   **Import Webinars**

To enter website visits, click on the **Websites** tab and enter the cumulative number of visits to your project's website. Visits represent the number of individual sessions initiated by all the visitors to your site.

👬 Meetings	📹 Webinars	🌐 Websites	🔲 Online Courses

Website Visits

542

To report online course participants, enter the cumulative number of participants.

👬 Meetings	📹 Webinars	🌐 Websites	🔲 Online Courses

Online Course Participants

27

Final Checklist

The Final Checklist provides the date that your report is due, and identifies any information that is missing in your report if it is not complete. You must complete and submit your report by the submission deadline.

Report Due Date

Wednesday, July 1, 2020 at 12:00 AM (Central)

Submission Checklist

Save and Exit lets you save your report and continue working on it later.

Print and review your report before you submit it. You can do this by clicking the View PDF button on the left side of your screen.

Click Submit to submit your report to be reviewed.

Final Checklist

Missing Information

PROJECT INFORMATION

Financial Contact name | Financial Contact organization

Financial Contact phone or email

RETROSPECTIVE EVALUATION

Printing Your Report

Click on the **Print** button on the navigation bar to print either a Word or PDF version of your report. You should print a copy of the report for your records before you submit it. This gives you an opportunity to review how it will display for reviewers and will also give you a paper trail if there are any questions regarding your submission.

Submit Your Report

Until you submit your report, you can save it and return to work on it as often as necessary. Upon submission, you will no longer be able to return to edit it; however, you may submit an updated report.

Once you have completed a Progress Report, choose the appropriate reporting period, and then click **Submit** to finish the reporting process. You will always have the option to resubmit your previous Progress Report or submit the current one. When you submit your report, you will receive an email confirmation.

Upon regional Center approval, your project's Final Report will be made available to the public. BEFORE you submit your Final Report, it is strongly recommended that you click **Preview Public Report** to assess how it will appear to the public.

After submitting your Final Report, it will be locked and you will not be able to access it while it is going through the review and approval process of your Regional Center. Once your Final Report has been approved, you will be able to access and re-submit it at any time in order to provide additional information or updates in the future.

Submit your report for review... are you sure?

It is STRONGLY recommended that you preview how your final report will look to the public on the Extension RME website before submitting it (preview via the blue button below).

Please note that you are submitting your report for review by your ERME Center. This is not considered your final submission until approved.

Once your report is submitted, it will be locked and you will not be able to edit it. You can, however, resubmit your report if you have additional information to add or if ERME Center requests revisions.

Until your report is submitted, you can return and edit it as frequently as you wish.

Preview your final report before submitting: **Preview Public Report**

○ Resubmit Progress Report #1 (Last submitted: 8/17/2022)
○ Submit Progress Report #2 (Due 10/1/2020)
○ Submit Final Report (Due 10/30/2021)

Submit

Exploratory Project Reporting

Recipients of grants for Exploratory Projects are required to submit a Final Report only. Two sections listed on the navigation panel must be completed: Results and Project Comments.

- Select **Results** and enter the actual number of participants for each Proposed Result. If the verification method you utilized is different from the one listed, please update this information.

- Select **Project Comments** and answer the two questions in the text boxes provided.

- When all information has been entered, please be sure to click on the blue **Submit** button on the navigation panel, and **then again on the green button to submit the report.**

Please describe the programming that was conducted to achieve this project's proposed results.

During this project we set up an initial test group to determine the educational impact and reach a post-harvest marketing game would have on beginning producers. We worked with 25 beginning producers who had grain and livestock operations across Minnesota County. We then delivered a prototype of the game and offered limited resources to help them in the game understanding.

Words: 60

Looking forward, please describe how the project has resulted in plans to expand upon this work. If you do not intend to continue work in this area, please briefly explain why.

Several interested conclusions came about as a result of this project. First, we found that participants really liked the game and became very competitive with each other. Survey results found that they learned more and didn't gain as much from the materials as hypothesized.

This project is a good fit for our organization and we intend to apply for an ERME grant in the upcoming grant pool year.

Words: 68

8/17/2022