



UNIVERSITY OF WISCONSIN-WHITEWATER
RESEARCH AND SPONSORED PROGRAMS

21 AUGUST 2006

FACULTY/STAFF PREP REPORTING REQUIREMENTS

I. PROJECT INFORMATION

A. Project Director Name and Department

B. Project Title

- C. PREP Initiative
- 1: Entrepreneurial Development Fund
 - 2: Fund for Evaluation and Assessment Projects
 - 3: Fund to Encourage Extramural Grant Activity
 - 4: Diversity Fund
 - 5: New Faculty Fund
 - 6: Dean's Special Project

- D. Report Type:
- Interim (Expected Completion Date / 200)
 - Final

II. IMPACT REPORT (TEMPLATE)

Instructions appear in the next section.

1. **Counties:**

OR

Is this program statewide, regional, or national?

2. **Impact Area (s):**

3. **Division (s):** Continuing Education/Outreach and E-Learning Extension (*no additional response needed*)

4. **UW campus(es):** University of Wisconsin-Whitewater (*no additional response needed*)

5. **Program Keyword:** select ONE, TWO or THREE categories from the instructions list

- | | |
|--|--|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Human and Social Services |
| <input type="checkbox"/> Arts and culture | <input type="checkbox"/> Natural resources and the environment |
| <input type="checkbox"/> Business and economic development | <input type="checkbox"/> Personal enrichment |
| <input type="checkbox"/> Community and civic development | <input type="checkbox"/> PK-12/Teacher Education |
| <input type="checkbox"/> Family and consumer education | <input type="checkbox"/> Professional development |
| <input type="checkbox"/> Health and nutrition | <input type="checkbox"/> Youth development |

Research and Sponsored Programs
2023 Roseman, 800 West Main Street
Whitewater, WI 53190

Telephone: 262.472.5212
Fax: 262.472.5214
E-mail: ehlend@uww.edu

Title:

Impact Summary:

Situation:

Response:

Inputs:

Outputs:

Outcomes-Impacts:

Success story:

Contact:

Research and Sponsored Programs
2023 Roseman, 800 West Main Street
Whitewater, WI 53190



Telephone: 262.472.5212
Fax: 262.472.5214
E-mail: ehrend@uww.edu

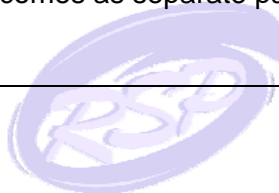
III. IMPACT REPORT (INSTRUCTIONS)

The University of Wisconsin-Whitewater Faculty/Staff PREP is funded, in part, by University of Wisconsin-Extension dollars. Therefore, all Faculty/Staff PREP award recipients must submit a brief (limited to two pages, single-spaced) Impact Report. The Report must include the following sections (in this order):

1. **Counties:** List each county in which the program operates. If the program is statewide, please indicate "statewide". If it extends beyond Wisconsin to the region or the nation, indicate "regional" or "national".
2. **Impact Area:** Identify one or more impact areas that the program addresses (definition of impact areas can be found at <http://www.uwex.edu/impacts/definitions.cfm>):
 - a) Economic.
 - b) Human.
 - c) Environmental
 - d) Civic
 - e) Diversity
5. **Program Keyword:** Select ONE, TWO or THREE names from the following list that best fit the purpose and audience of this program. These will serve as the indexing category for your program in the University of Wisconsin-Extension database.

Agriculture	Human and Social Services
Arts and culture	Natural resources and the environment
Business and economic development	Personal enrichment
Community and civic development	PK-12/Teacher Education
Family and consumer education	Professional development
Health and nutrition	Youth development

6. **Title:** Provide a short title for the program that would make a good headline in a newspaper. This may be an entire sentence long. The title should communicate the value and substance of the program.
7. **Impact Summary:** About 75 words or fewer that summarize the value of the program to Wisconsin residents. Think of this as the quick review you would give important stakeholders if you only had 30 seconds to tell them the value of your programs.
8. **Situation:** Short paragraph that describes the reason why this program was initiated. What problem or need is the program addressing? Why should we care? What is the public's, business' or learner's interest? Be specific and concise.
9. **Response:** Describe Extension's response to the situation or need. Include at least 3 paragraphs that tell a story of the program's impact using numeric and narrative data describing inputs-outputs-outcomes as separate paragraphs:



10. **Inputs:** This can be brief. What resources did Extension contribute to this initiative? e.g., staff, money, expertise, equipment. Include partner contributions and non-Extension contributions. If you have partners or grants that are integral to your program, include them here.
11. **Outputs:** What did Extension (and partners) do? What did the program consist of? (workshops, # instructional hours, # of sessions/activities, educational events) How would you describe what the program looks like to a potential participant? Who did the program reach? (numbers and key characteristics of participants)
12. **Outcomes-Impacts:** (Note: not every program will have impacts to report yet. Tell as much as you can about participants' responses to the program, collaboratives, formed, etc.) Describe the results valued by the clients. Who benefited and how? You've already said there was a need and that you responded by teaching or coordinating an event for # people. Now tell so what happened to those participants, the business, or community as a result of your efforts. Include statistics and narrative data that provide evidence of benefits or changes made as a result of the program
13. **Success story:** Specific example(s), highlights, experiences, stories, testimonials, quotes that express in a compelling and instructive way the value of the program. These "success stories" may be broad or narrow in scope: impact on community or on one individual. They may be written as third person reports or first-person accounts. To protect the privacy of the person, don't use their name but describe them in some way that gives credibility to the data. For example, a parent, former participants, a school administrator, an employer, etc.
14. **Contact:** Name, phone number and email address of person submitting the program impact report.

Use the report template on the next page to get started. Also, look at the example report at: www.uwex.edu/impacts/reporting/.

Submit the Complete Report (Sections I: Project Information and Section II: Impact Report) to
Denise Ehlen, Director of the Office of Research and Sponsored Programs
University of Wisconsin-Whitewater, 800 West Main Street, Whitewater WI 53190
Email: ehlend@uww.edu, Fax: 262-472-5214

