


Instructions for Completing AD-421 Annual Report (1/11)

**Instructions for Completing AD-421 Annual Report**

1. The AD-421 Form can be found at the CRIS Website. (<http://cwf.uvm.edu/cris/>).
2. Select **Accomplishments Report AD-421**
3. Click on Texas and then select **Texas AgriLife Research , Texas A&M Univ**
4. Enter Password (contact Project Records) and then enter **Proceed**
5. Enter your Name to display list of projects that require reports from you.

*NOTE: grants that started on or after 10/01/2005 are displayed in a separate list shaded in purple -- these require a report based on the anniversary of the project start date -- the due date for each is shown separately.*

6. Select a project by clicking on the  icon. The reporting form will be displayed with blue underlined links to additional information about each field to be entered.
7. Choose appropriate report
  - a. **Annual Report:** If the termination date has not passed and the project was active during the current year and will continue to be current in the coming year
  - b. **Final Report:** The termination date has passed and the project will **NOT** be extended.
8. **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.
9. **Outcomes/Impacts:** 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.

(The *Outputs* and *Outcomes/Impacts* narratives are required and each limited to 3200 characters (spaces are counted too), Only keyboard characters are allowed. Do not use degree symbols, math symbols, Greek letters, italics, boldface, super- or sub-scripts, or underlines. Please substitute suitable words and alternate characters. Consider entering and spell-checking the text in your favorite word processor (then paste it into the Web form), but **do NOT** include tabs or indents nor any other text formatting or graphic characters. )

10. **Publications:** Published Publications that relate to your CRIS projects should be included. List significant publications issued during the reporting period. On a final report, only include publications not previously submitted on an annual report. There is no limit to the number of publications. **Do NOT include** 'In Press' or 'In Review' articles.

Example: Wu, J., Ullrich, R.C. and Novotny, C.P. 2006. Regions in the 25 mating gene of *Schizophyllum commune* involved in Y-Z binding and recognition. *Mol. Gen. Genet.* 252:739-745.

11. **CHECK and SAVE Screen 1.** View displayed information carefully. Corrections and additional edits can be made by using the BACK button on your browser toolbar. After each edit, **CHECK and SAVE** again. Then go to Screen 2.
12. **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.
13. **Target Audiences:** Provide information on target audiences for efforts designed to cause a change in knowledge, actions, or conditions.
14. **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.
15. **Check and Save Screen 2.** After each edit, Check and Save again.
16. **Confirm Report:** Check that information is correct and complete. You should see a *Confirmation Screen* displayed after entering text.
17. **Report Complete:** When you are completely finished with no more edits, select Report Complete Button. Once you select this button, you will not be able to edit the report again. **Your report cannot be submitted to CRIS until you mark it complete.**
18. **You may want to print a final copy to keep for your records .**
19. If you have more than one project, use the **Return to Select Project** button to select another project.