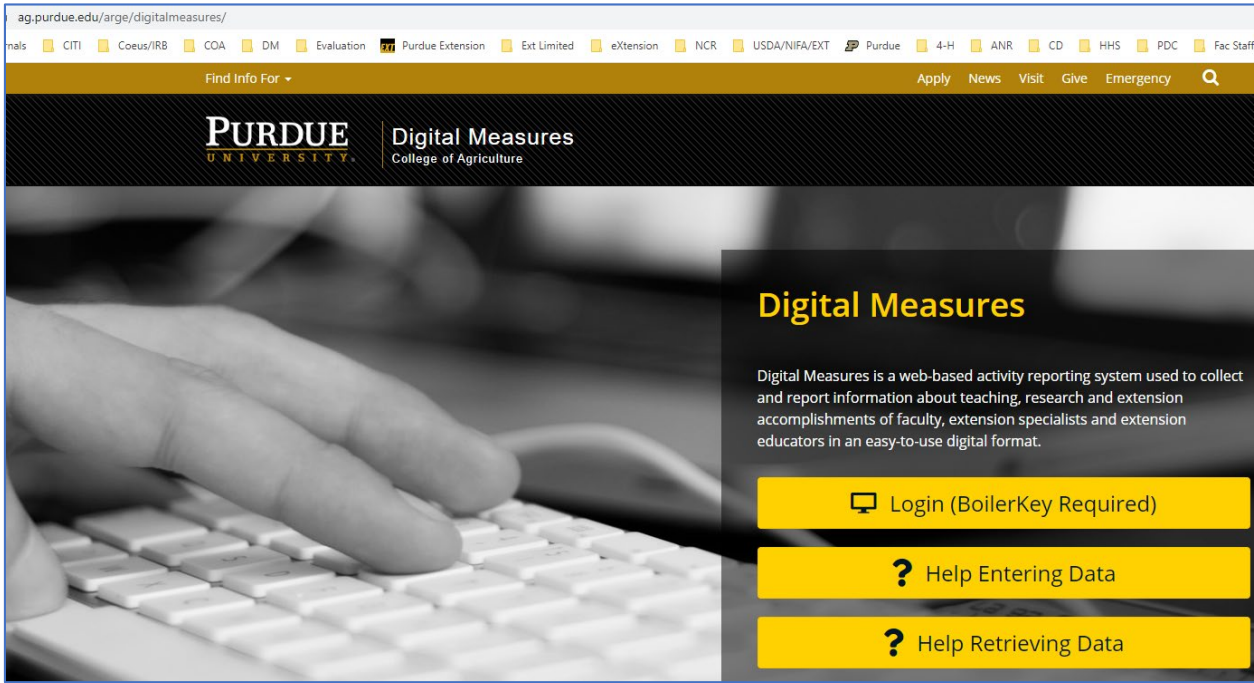
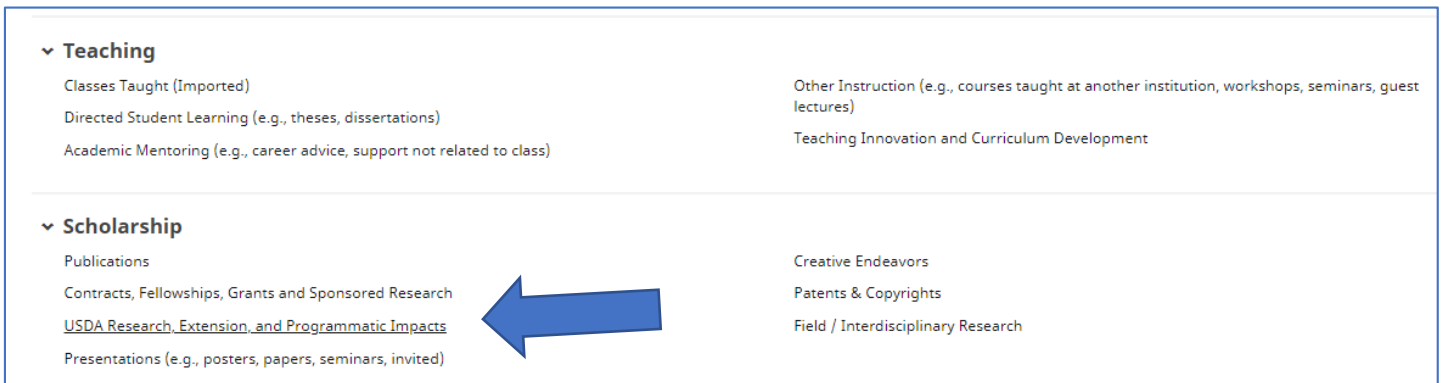


**INSTRUCTIONS FOR ANY EXTENSION-RELATED PROGRAM OR RESEARCH PROJECT YOU HAVE NOT REPORTED BEFORE IN DIGITAL MEASURES (AND DID NOT ENTER IN REEport).**

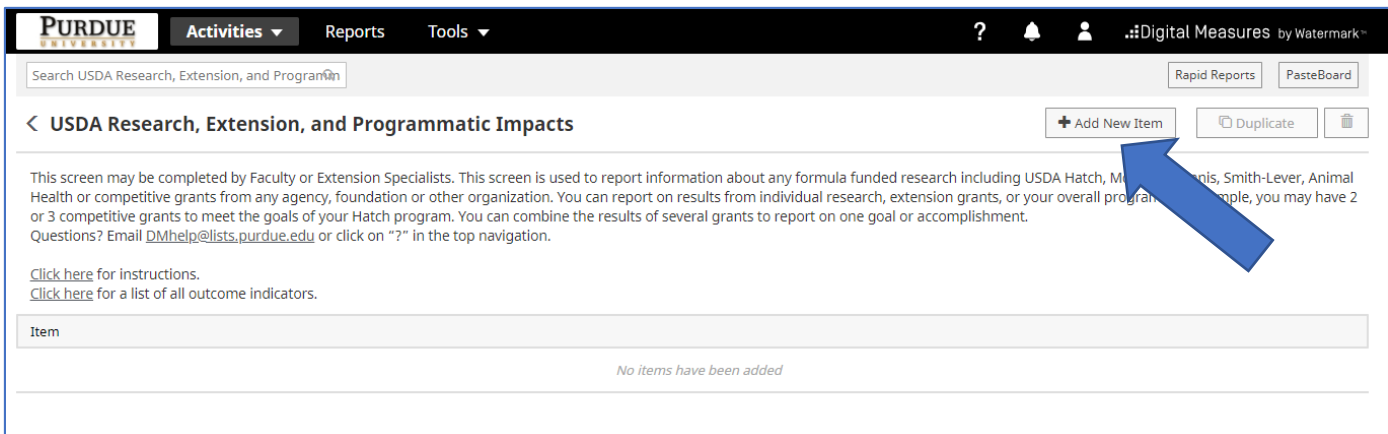
1. Login to DM (use BoilerKey) <https://ag.purdue.edu/arge/digitalmeasures/>



2. Under **Scholarship**, select “USDA Research, Extension, and Programmatic Impacts”



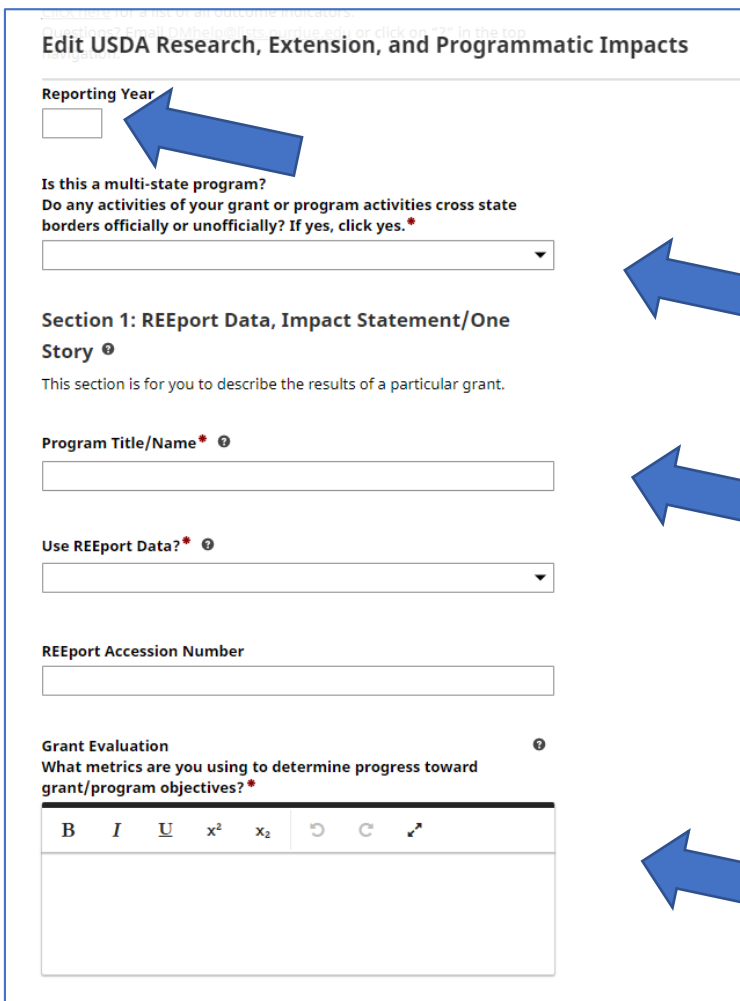
3. To enter a new program or project for 2020, click “Add New Item.”



4. On the next screen, enter 2020 for the reporting year and complete the required fields (asterisks).

**Multi-state is very important.** If ANY of your Extension or research activities for ANY of your programs/projects involve collaboration with colleagues from other states, please select “yes”.

For your Extension program or research project that have not been submitted in REEport, you select “no” for “Use REEport Data?” and leave the Accession Number blank.



5. In “Section 2: Outputs/Outcomes/Outreach for Your **ENTIRE** Program”, select the category most applicable to your Extension program or research project. You can click on the “carrot” (“down arrow”) next to the sections to collapse them for easier viewing.

- Childhood obesity
- Climate change
- Food safety
- Global food security and hunger
- Human, family, and community, health and well-being
- Natural resources and the environment
- Sustainable energy

Provide Output numbers for your entire program for 2020.

See example screen from Human, Family, and Community, Health and Well-Being planned program below:

**Section 2: Outputs/Outcomes/Outreach For Your Entire Program** ⓘ

This section summarizes data for your entire program whereas Section 1 above is focused on one impact statement/story.

▶ Childhood Obesity  
 ▶ Climate Change  
 ▶ Food Safety  
 ▶ Global Food Security and Hunger  
 ▼ Human, Family, and Community, Health and Well-Being

**Human, Family, and Community, Health and Well-Being Outputs** ⓘ

Number of community collaborations, coalitions, and partnerships

Not all items may be applicable to your program. For example, many researchers do not track consultations.

Number of consultations <input type="text"/>	Number of Extension publications, written new or revised <input type="text"/>	Number of research projects ⓘ <input type="text"/>	Number of research publications <input type="text"/>
Number of volunteers <input type="text"/>	Approx. total number of volunteer hours contributed <input type="text"/>	Number of workshops conducted ⓘ <input type="text"/>	

6. The next part of Section 2 is for your Extension and/or research Outcomes. (See an example for Human, Family, and Community, Health, and Well-Being below.)

Scroll to relevant outcome fields and provide the outcome numbers for 2020.

**Edit USDA Research, Extension, and Programmatic Impacts** Cancel Save Save + Add Another

Vet Medicine

DISEASES 1.1 - # of projects related to infectious diseases and immunology of humans and domestic animals <input type="text" value="1"/>	DISEASES 1.2 - # of projects related to cancer approaches for humans and animals <input type="text"/>	DISEASES 1.3 - # of projects related to neuroscience/musculoskeletal biology and orthopedics <input type="text"/>	DISEASES 1.4 - # of projects related to animal welfare and human/animal bond <input type="text"/>
---	--	--	--

7. Now continue on to Section 3. Here you indicate the funding, multi-state information, and grant type of the program/project you are sharing for this year.

**Continue** below if your Impact Statement/Story listed in Section 1 is NOT in REEport.

### Section 3: Additional Grant Information If Not Using REEport Short Cut (Section 1)

You must be able to point to a report in REEport to avoid filling out this section.

#### Funding Sources ⓘ

- Smith-Lever
- USDA Animal Health
- USDA Competitive
- USDA Hatch
- USDA McIntire-Stennis
- Private/Foundation
- Other

Describe "Other" (NSF, NIH, DOD, DOE, gift, etc.)

If this is a multi-state grant or program, indicate the states.

<input type="checkbox"/> All
<input type="checkbox"/> Alabama
<input type="checkbox"/> Alaska
<input type="checkbox"/> Arizona
<input type="checkbox"/> Arkansas
<input type="checkbox"/> California
<input type="checkbox"/> Colorado

#### Grant Type ⓘ

8. Next list **Purdue team members** and their roles for your program/project. Also add **Non-Purdue Partners** if applicable.

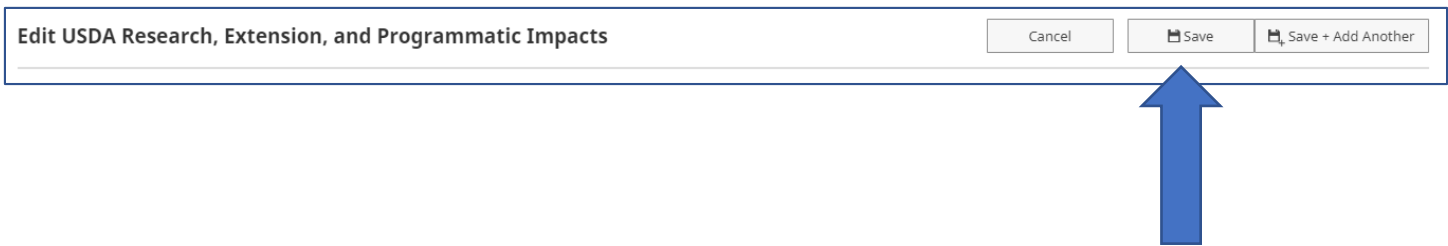
To add, remove or reposition these Purdue team members or Non-Purdue partners, use the “Actions” dropdown, the “+ Add Row” button, or the six dots on the left (to drag and drop).

The screenshot shows two sections for managing team members. The top section is titled "Purdue and Cooperative Extension Team Members (1)". Below the title is a note: "Please either select a person from the drop down list or enter their name in the input fields." The form contains a "1st Team Member" row with an "Actions" dropdown on the right. Below this row is a "+ Add Row" button. The bottom section is titled "Non-Purdue Partners (1)". It has a "1st Partner" row with an "Actions" dropdown on the right. The form fields include "First Name", "Last Name", "Organization", and "Role". Below this row is a "+ Add Row" button. Three blue arrows point to the "Actions" dropdown in the top section, the "+ Add Row" button in the top section, and the six-dot drag handle on the left of the "1st Partner" row.

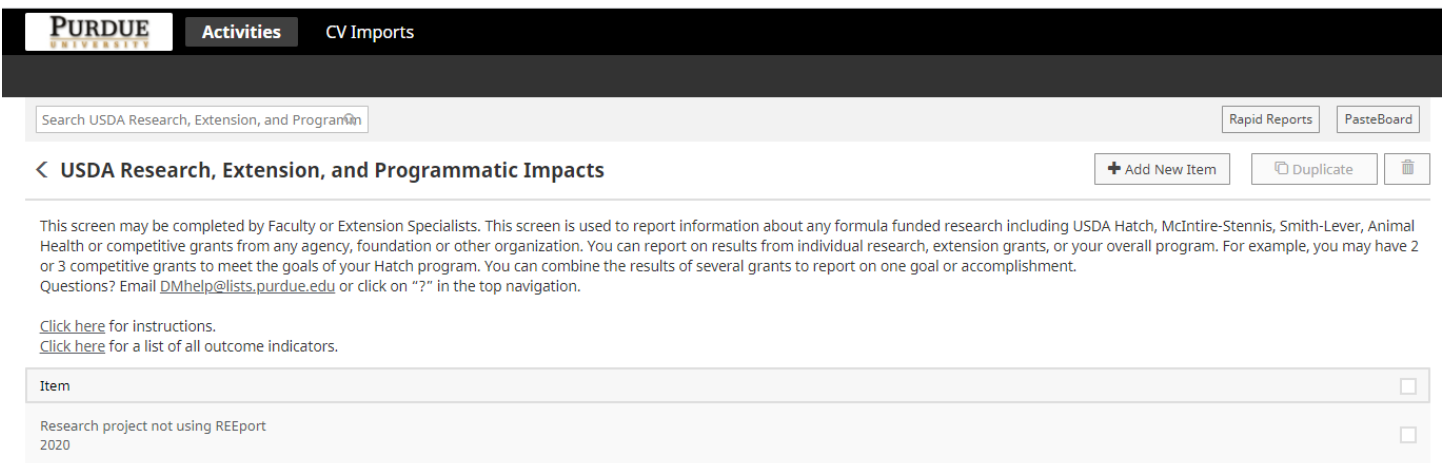
9. Go to Section 4 and put the narrative of your program/project (that has not been entered in REEport). It works best to draft your narrative in WORD and save it, then cut and paste into DM.

The screenshot shows "Section 4: Impact Statement for those not using REEport (Section 1) information." It contains three text areas, each with a rich text editor toolbar above it. The first text area is titled "Issue (Who Cares and Why)/ REEport Non-Technical Summary". The second text area is titled "What Has Been Done/ REEport Major goals of the project". The third text area is titled "Results/ REEport What was accomplished under these goals?". Each toolbar includes buttons for Bold (B), Italic (I), Underline (U), Superscript (x²), Subscript (x₂), Undo, Redo, and Link.

10. Save your DM entry for 2020. Click the “Save” button at top.



11. Your 2020 entry now shows at the top of your USDA Research, Extension, and Programmatic Impacts “Item” list.



12. Log out --- Click on the icon of a person at the top of screen, then select “log out.”

