Directions for Completing USDA Impact Statements

**Login:** Log in to Digital Measures at

www.Digitalmeasures.com/login/purdue/faculty

Use your Purdue career account information to access the system.

After you’ve logged on, you’ll see the main page of Digital Measures.

You should see your name at the top left of the screen on the black bar.
Scroll down the page until you see “Engagement/ Extension”. This is the section you’ll need to complete the bulk of your USDA Impact Statement Information.

Click on USDA Research and Extension Impacts.

Proxy sign-in
Your screen looks different if you are a proxy for someone.

Click on Manage Data

Click here
Manage Data for Someone Else
Click in User box.
Begin typing a name.
Click on the name you want.
Click on Continue

You are now managing data for someone else.
At the top of the screen that you are now managing data for someone else.
Note: When you see this statement, you are LIVE in someone else’s file. Anything you enter will get added into their data base.
This is the USDA Research and Extension Impacts page.

This is the starting point for providing information about any USDA Hatch, McIntire-Stennis, Smith-Lever, Animal Health or USDA Competitive Grant

If this is the first time you have ever written an Impact Statement in Digital Measures (which will be nearly everyone), then the page will look like this one.

Click on +Add New Item in the upper right tool bar.

From this page, you have 2 choices.

1. Use most recent year (2015) REEport data to complete part of this form
2. Complete the full form if you don’t have a REEport project that meets criteria.

NOTE: See next box for criteria to use REEport data.
Determine if you will use REEport data or other information.

Criteria for using REEport Data

1. Accession number
2. Title
3. Reporting Period Dates
4. Non-technical Summary
5. Accomplishments
   a. Major goals
   b. What was accomplished under these goals?

YOU MUST HAVE DATA IN MAJOR GOALS AND WHAT WAS ACCOMPLISHED UNDER THESE GOALS TO USE THIS OPTION. It may be useful to have a copy of your REEport document in front of you to complete the fields.

Helpful Hint: To view your progress reports, click here to log in to REEport: http://portal.nifa.usda.gov/

Use REEport Data?
Click Yes or No.

If YES, fill out the form THROUGH "Is this a multi-state program?"

If NO, fill out the entire form.
The following screens are for those who say “YES” to the question “Use REEport Data?”

From your REEport Progress Report, fill in the following information:
- Program Title/Name
- Accession number

Be sure to hit the SAVE button located at the top of screen regularly and especially when closing out of the system or you will lose all of your work.
Select One Planned Program Area:
Select one of the seven Planned Program Areas that best fits the content of your research grant. While your research may apply to more than one program, please identify the one that MOST represents the project.

- 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

Note: You may have other grants that fit into other program areas.

Start and End Dates
These are the dates of the annual reporting period and NOT the dates associated with the project duration. The timeframe should be approximately 12 months.

Use the dates from your REEport document. For most of you these dates will be:
Start Date: October 1, 2014
End Date: September 30, 2015
Grant Evaluation
This is NEW from NIFA. NIFA wants you to state how you are measuring or tracking success against your goals. In other words, what metrics are you using to ensure you’re on target or to understand if you need to make adjustments to your project?

Some examples of Evaluation Statements:
1 - Testing of bait for flies in lab and field studies.
2 - Page views of vegetable disease blog.
3 - Training provided on grain management.
4 - Lab studies of cow milk
5 - Field study of Unmanned Aircraft System images of soybean fields.
7 - Post-survey of teachers of 3rd grade students attending Ag day.
8 - Scouting studies in 95 fields by Extension Educators, training of farmers about findings.
9 - Lab studies of live cell imaging and tagged proteins to measure growth.
10 - Field study of hen core body temperature.
11 - Use of online resources.
12 - Economic value of livestock covered by permit for CFO.
13 - Post survey of workshop benefit to participants

If you’re not sure what to write, contact Dawn Parks at dwparks@purdue.edu or 496-7550 and she can help you formulate a statement.

Be sure to hit the SAVE button located at the top of screen regularly and especially when closing out of the system or you will lose all of your work.
Outputs/Outcomes/Outreach

Select one or more Planned Programs for your Outputs/Outcomes/Outreach.

In this section you will record Outputs/Outcomes/Outreach related to the research you’re doing in this project. In FAIR, you would have provided this information in your Plan of Work. For those who did not do a Plan of Work in the past, this data is fairly straightforward and should be available in the narrative of your REEport document.

For this section, you may choose any Planned Program for Outputs, Outcomes or Outreach data that is applicable for this research or integrated project.
A pop up box will open that has the name of the Planned Program. In this case, it is Climate Change.

The main screen will be grayed out.

Fill in any Output numbers you have related to this research project. Not all items will be applicable. If there is not a number, you can enter “0” or leave it blank. Many of the Outputs are used by faculty with Extension appointments.

Output: The activities or “what you do” as part of your research. We have identified several outputs for everyone to use (where applicable): Consultations; Extension publications- new or revised; research projects; research publications; volunteers; volunteer hours; workshops conducted.

Saving your data: At any time you want to leave the pop up window, Scroll to the bottom and click “OK” to save your work.
Scroll to **Climate Change Outcomes**

Outcomes: These are measures that describe how well we are moving toward meeting NIFA Outcomes.

Scroll through the **Outcomes** and identify one applicable to your research/integrated project. Within the selected Outcome, identify one or more applicable indicators and insert a number.

Continue scrolling through the Outcomes list to see if there are other applicable Outcomes. Insert numbers into the indicator boxes if applicable.

Example:
CC 1 is a NIFA National Outcome “**Development of new knowledge and technologies**”.

CC 1.2, 1.3, etc. are national indicators. In this example, the researcher says they’ve developed two new assessment and management tools (CC 1.6) and has one new climate relevant database, monitoring system or new inventory system managed or under development. (CC 1.8)

**Saving your data:** At any time you want to leave the pop up window, Scroll to the bottom and click “OK” to save your work.
Scroll to **Climate Change Contacts (Direct/Indirect)**. This is where you report on contacts you had with Purdue stakeholders and other members of the public regarding this project.

You may report ALL contacts related to the project here. If you had 3 workshops with a total of 274 people, you can use a total number reached in these boxes. **Please only use numbers that you have confidence in.**

If it is important for you to report specifics about individual workshops, you may want to use the Extension Reports located in the Engagement / Extension section of Digital Measures. For more information about these reports, contact Julie Huetteman at jhuettem@purdue.edu.

**Saving your data:** At any time you want to leave the pop up window, scroll to the bottom and click “OK” to save your work.
Getting out of the pop up window. Click on the “X” at the top of the screen to exit the pop up window at any time.

**Be sure to save your data before “x”ing out of the screen!** At any time you want to leave the pop up window, scroll to the bottom and click “OK” to save your work.

After Exitng the pop up window, you will be returned to the main USDA Research and Extension Impacts Screen.

**Scroll** to “Is this a multi-state project?”. Click on the menu box and indicate Yes or No.
**Save your work**
Click on SAVE in the upper right hand corner of the screen and you are now finished reporting on this project.

If you want to **add another Impact Statement**, simply click on Save + Add Another and it will take you to a new screen to begin inputs on a different research/integrated project.

*Congratulations! If you used a REEport Accession number, then at this point, you have met your federal requirement for providing an Impact Statement and Plan of Work data.*

*If you are not using a REEport document to file your Impact Statement, continue with instructions below.*
**Funding Sources: Check all that apply.**

Your project may be funded by more than one source. Please check all that apply to this project. If you choose “Other”, be sure to describe the type of funding. For example, many ABE and Food Science Hatch projects use NSF funding because their projects don’t fit into a USDA grant opportunity.

**Click on Multi-State Programs box.** Click on each state that is included in your research program. Check all that apply. This is a scrollable list.

*Note: At least 25% of the Hatch Funding must be used for Multi-State Research Projects. Purdue’s Hatch funding is at risk if this criteria is not met. Be sure to indicate any other states involved in your project.*
**Scroll to Grant Type**

**Grant Type:** Click one type of Grant.

*Integrated Grants:* these grants are a combination of research/teaching/extension. They are usually research/teaching or research/extension but in some cases may include all three. A critical criteria for a USDA integrated grant is that no more than 2/3 of the funding can be used for one of the categories.

**Scroll to University and Cooperative Extension Team Members**

**University and Cooperative Team Members:** Add all Purdue and Cooperative Extension Team members to the database.

Click on **Role:** This is YOUR role in the project.

**Generally, the PI will fill out the Impact Statement as it populates automatically into the each team member’s database. If you have at least one Co-PI or Key Personnel, this section applies to you.**

If you know **the PI isn’t going to use** this project as an Impact Statement, then you may use the project. Be sure to indicate who the PI is and all other team members to avoid double counting of the project.

*This section is not applicable if you are a single PI with no key personnel or Co-PI’s.*
Click on **Add Another Team Member**

**Add Another Team Member:** Click on the number of team members you wish to add, not including yourself. You may add up to 10 using this function.

*For this example, we will add 4 people.* Click on the number 4 in the drop down box.

Then **Click +Add**

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**Begin adding Team Members**

On this screen you’ll be able to add in all team members without leaving the screen. You will be able to do the following:

- Insert their name
- Their role
- Move their position
- Trash/delete the entry
Under 2\textsuperscript{nd} Team Member, you’ll see a box that says “Select or type a name…”

When you \textbf{click into this box}, you’ll see a list of all College of Agriculture faculty and staff. You may type a name or scroll until you find the person you’re looking to add.

\textbf{Click on the Role} box next to the Team Member’s name. A drop down of Role options will be shown (PI, Co-PI, Key Personnel). \textbf{Click on the Role} that is most appropriate for this team member.

\textbf{Re-ordering} Team Member list: There may be a specific order you’d like to list the team members. At any time, you can move them to another position (e.g. from #2 to #4) by clicking on the \textsuperscript{▼}▶️. If you wish to delete the entry, simply \textbf{click on the trash can}.

Note: Clicking on the trash can \textbf{PERMANENTLY DELETES} this team member’s entry.

Clicking on Trash Can permanently deletes the entry.
Scroll to Non-University Partners
In this section, you will load in your Non-Purdue collaborators or partners.

To Add a Non-Purdue Team Member: Click the drop down menu and select the number of team members you wish to add, not including yourself. You may add up to 10 people at a time using this function.

*This process is nearly identical to adding a Purdue team member.*

*For this example, we will add 4 people.* Click on the number 4 in the drop down box.

Then **Click +Add**

**Background Information:**
How to add Non-Purdue Members

On this screen you'll be able to add in all Non Purdue team members without leaving the screen.
You will be able to do the following:
- Insert their name
- Their role
- Move their position
- Trash/Delete the entry

*Note: There is no spell check, grammar or punctuation tool in these boxes. The way you write them is how they will appear in your report.*
Under 2nd Non-Purdue Team Member, you’ll see a box that says “Select or type a name…”

Last Name: Click into this box and type in the last name of the person. There is no “enter” function. To move to the next box, simply move your cursor.

First Name: Type in the first name of the person.

Organization: Type in the name of the organization.

Click on the Role box next to the Non-Purdue Team Member’s name. A drop down of Role options will be shown (PI, Co-PI, Key Personnel). Click on the Role that is most appropriate.

Trashing/Deleting Entry: You may trash or delete any entry.

There is not a function for re-ordering the Non Purdue Team Member list.

Note: Clicking on the trash can PERMANENTLY DELETES this entry.

By November 15, this box will include an option for “Key Personnel”.

Clicking on Trash Can permanently deletes the entry.
Impact Statements are used by NIFA to demonstrate the public value of the research money awarded to universities.

**Writing An Impact Statement**

There are 3 parts to an Impact Statement.
- **Issue/Need**—Who cares about the problem and why?
- **What have you done**—What actions have you taken to address the issue?
- **Impact**—Describe what happened as a result of “What you have done”. What is the impact?

*Hint: The text boxes can be expanded horizontally and vertically to allow you to see what has been written. Place your cursor on the chevron in the bottom right hand corner. Grab the chevron and pull to meet your visual needs.*

Click into the box “**Issue (Who Cares and Why?)**

The issue should explain why your program is important and who cares about the problem your program addresses. Clearly describe the issue you are trying to address, not the process. What prompted you to begin your work? How important is your issue to the people of your community, Indiana, or the nation? Are people suffering because of this issue? How? Whenever possible, quantify some part of the issue.
Click into the box: **What has been done**

Describe the steps you took to address or solve the issue. This should include the subject matter covered and the processes and procedures you used, such as creating materials, organizing and conducting meetings, recruiting partners, and so on. Summarize the detail of what you did written for a lay reader.

Click into the box: **Results**

Describe what happened as a result of the work described under “What you have done.” Make sure a lay reader will understand the “so what” of your efforts. Quantify progress using facts and figures. Identify what changes have taken place in participants’ knowledge, skills, attitudes, or aspirations; what practices or behaviors have been adopted or used to a greater degree; or what social, economic, or environmental changes have occurred as a result of adoption of those practices. For example, explain how people benefited financially or socially or the environmental changes that resulted from your efforts. Your goal is to demonstrate how your effort made substantial progress toward a specific economic, social, or environmental problem. When possible, include anecdotes and specific examples. Concrete examples will help people better understand the impact of your work. Help the lay reader see the real, positive differences the program is making in people’s lives.

Congratulations! You have now completed your Impact Statement Report.

*Be sure to SAVE this document by clicking on “Save” in the upper right hand corner.*
Review and Edit Form
To review and/or edit your information, follow these prompts:

The faculty author of the form can review and edit data at any time by returning to the main USDA Research and Extension Impacts Screen. Purdue Team Members can view it if they are listed on the form, but cannot edit it.

Hit the back arrow “<” in front of “Edit USDA Research and Extension Impacts.” Until you return to this screen.

Click on the desired ITEM to review and edit the data.

Edit Form Directly

Make any desired edits from this screen. To access Outputs/Outcomes/Outreach, click into the appropriate Planned Program.

SAVE your changes.