November 11, 2008

Colleagues:

For the past several years, faculty and staff have been reporting their accomplishments using the SAM reporting system. While the SAM reporting system will continue to be used for Extension field staff, Purdue Agriculture has developed a more simplified process to report on-campus faculty and staff accomplishments. A faculty-led committee and AgIT have developed a replacement for the SAM reporting system for on-campus faculty and staff to report on their accomplishments and impact. The new, user friendly reporting system is called the “Faculty/Staff Accomplishments and Impact Reporting” System (FAIR).

Within the FAIR system, on-campus faculty/staff will be asked to provide the information listed below. (Note that some of the reporting time periods are based on the calendar year and others are based on the federal funding calendar).

a) Scholarly publications (from January 1 – December 31, 2008)
b) Awards and honors (from January 1 – December 31, 2008)
c) Plan of Work (POW) reporting (from October 1, 2007 – September 30, 2008)
d) Impact statements (from October 1, 2007 – September 30, 2008)

All faculty and staff in the College of Agriculture, the College of Consumer and Family Sciences and the School of Veterinary Medicine, and supported on Federal dollars (Hatch, Smith-Lever, Animal Health, and McIntyre-Stennis) are expected to report their accomplishments using this new reporting system. Reports must be submitted using the FAIR website by January 7, 2009.

To complete the report, you can access the FAIR system by going directly to: www.agriculture.purdue.edu/fair. Once in the FAIR system, use your career user name and password to start the reporting process. After being logged into the system you will be directed to the “Start” page where additional help is provided to assist with the reporting process. Here, you will find a short online demonstration (BREEZE presentation) that walks you through the process step-by-step. We highly suggest that you view the on-line demonstration so that the reporting transition is easier for you. Additional help can be obtained from the AgIT staff at: fairhelp@lists.purdue.edu.
In addition, the following information may be helpful:

a) All required data fields in the FAIR system are marked with a “red asterisk (*).” If you click on data fields that contain a “blue font,” it will link you to more information and help.

b) As you complete your POW section, you will be asked to provide data (numbers) for “output indicators” and “outcome indicators.” You will only need to provide numerical data for areas which support your POW program.

c) Within the POW section, you will also be asked to provide data (numbers) for “direct Extension and research contacts.” It may be useful to “click” on the blue font so that you better understand what data is being requested. Use your best judgment when providing this information.

d) Impact statements are required by all individuals that are reporting regardless of their research/teaching/Extension appointment.

e) You will also note that within many sections of FAIR reporting, you will be asked to report if your effort is: Learning, Discovery, Engagement, Interdisciplinary, Interstate, and/or International. Please “check” all areas that apply.

You might be wondering why this data is needed. POW data and impact statements are required by USDA in order for Purdue to receive our federal funding. These federal funds are used to pay faculty and staff salaries and for programming support. Information about scholarly publications and awards/honors is needed by Purdue administration as part of our yearly college reporting requirements.

Thank you, in advance, for your attention in helping us meet our reporting requirements.

Kind Regards,

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Director of ARP

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Director of CES