

TO: Extension Faculty/Specialists

FR: Angie Abbott, Interim Extension Director

DT: January 14, 2025

RE: Required Annual Reporting for Extension – Deadline February 28, 2025

The deadline for required annual reporting for **Extension** for calendar year 2024 is **February 28, 2025**.

Extension Reporting Expectations

Extension Faculty/Specialists are to report outputs, outcomes, and impacts in Elements.

- Reporting includes workshops, conferences, events, and recurring programs considered to be structured, educational events for the public.
- Reporting expectations include those who:
 - Receive Smith-Lever funding
 - Receive Summer funding (Summer funding is at risk if reports are not submitted)
 - Publish Extension publications
 - Publish Education Store publications
 - Produce and distribute Extension newsletters
 - Conduct client consultations
 - Conduct multi-state Extension activities
 - Implement the following large Purdue Extension events:
 - Certified Crop Advisors
 - Crop Management Workshop
 - DTC
 - Farm Management Tour
 - Forest Management for Private Woodland Owner/Indiana Tree Farm Landowners Tour
 - Fort Wayne Farm Show
 - Illiana Vegetable Growers Symposium
 - Indiana Green Expo
 - Indiana Hort Conference
 - Indiana Small Farm Conference
 - Top Farmer
 - Women in Ag Conference
 - Any other statewide or multi-state events

It is mandatory for Purdue to submit these activities as an account of the work done with federal funding, but it's also a great opportunity to inform the USDA of the impact of grant money they provide.

Thank you for all you do for Purdue Extension and the people of Indiana whom we serve.

Sincerely,

Angie Abbott, Ed.D., RDN, CD

Interim Associate Dean of Agriculture and Director of Extension

College of Agriculture

Elements Instructions for Reporting 2024 Extension Activities

#1 Complete instructions on the COA Elements [website for Extension Specialists](#)

#2 Tag Extension

- Most Elements screens have Scholarship Type at the bottom. These “tags” are used to pull Extension-related work into the Elements Faculty Activity Review report.

Select One Primary

Select any number of Secondary as appropriate

#3 Run a [Faculty Activity Review report](#). Check for accuracy and missing items.

Help is available

- Drop-in sessions will be available via ZOOM for assistance.
<https://purdue-edu.zoom.us/j/94329788920?pwd=Lg0hPwjpTbLcOAZb6MFv1txRMWsgsW.1>
 Meeting ID: 943 2978 8920; Passcode: 383024

Date	Time (ET)
Thu., Jan. 30	1:30-2:30
Tues., Feb 4	10-11
Thur., Feb 6	2:30-3:30
Wed., Feb 12	2-3
Thu., Feb 13	1-2:30
Mon., Feb 17	3-4
Fri., Feb 21	9-10
Wed., Feb 26	1:30-2:30
Tues., Feb 27	2:30-4
Fri., Feb 28	10-11

- Do you have questions or need assistance? The College Success Managers (CSMs) are available to help you. Please email COAelements@purdue.edu.