

Am I done? Self-review of annual reporting for AAB/NREE Educators

This resource provides a quick summary of items to check on your PEARS entries. Check out the [reporting webpage](#) for additional information. Educators who coordinate Master Gardener or Master Naturalist programs, see also “Am I done? Self-review of reporting for MG/MN coordinators,” available at <https://extension.illinois.edu/pre/master-gardener-programs> or <https://extension.illinois.edu/pre/master-naturalist-programs>.

Reporting in PEARS-quarterly deadlines 1/10/24; 4/10/24; 7/10/24; 10/10/24 (final deadline for year)

[Direct education \(Program activities module\)](#)

[Indirect activities](#)

[Expert assistance \(Direct contacts module\)](#)

[External collaborations \(partnerships and coalitions\)](#)

Reporting in PEARS-complete by 11/30/24

[Impact Success Story](#)

Reporting outside of PEARS

[Gardens \(complete general information in June—exact date TBD—and donation total by 11/30/24\)](#)

[Research projects \(complete by 10/10/24\)](#)

Resources

Reporting in PEARS-complete all by 10/10/24

Direct education (due 10/10/24)

- All direct education activities are entered as program activities
- All program activities took place this reporting year. The reporting year runs October 1 through September 30.
- Program activities that are part of a statewide or major program follow the Naming Guide in the ANR Reporting Procedures Guide. Naming guide: https://go.illinois.edu/PEARS_naming
- Multi-session programs (delivered to the same audience, such as MG and MN core training) are entered as a single program activity.
- Program activity list does not include any single session presentations that were part of a unified series such as MG or MN. These should be included in the main program entry for the series.
- All activities you collaborated on are in PEARS. If not showing up as one of your program activities, contact the organizer.
- All program activity entries are to external audiences (i.e. NOT to other Extension staff)
- Meetings (e.g. with volunteers) are not included as program activities unless there is educational content provided, in which case the name should also include the topic.
- Program activities have all collaborators listed, including yourself, if applicable.
- All program activities have an Action Plan tagged. None have “Not linked to an action plan” tagged.
- Custom fields are completed

- All program activities have total participants listed.
- Total participants counts include only the number attending, not the number that registered. The [demographics reporting worksheet](#) can be used to prorate demographics information from registration.
- No programs appear to have duplicate entries.

Indirect activities (due on quarterly deadlines. Final deadline is 10/10/24)

Information: <https://extension.illinois.edu/commit/indirect-activities-reporting>

- Each indirect activity has at least one intervention channel.
- Each separate “output” such as a blog post, newsletter issue, or podcast episode is listed as a separate intervention channel.
- All Indirect intervention channels have topic or other descriptive information in description field— include title/topic and date of release.
- Reach is entered as 0 if actual numbers are not EASILY available. Reach data are not used in statewide reporting at this time.
- If indirect activity is a series
 - If series has different collaborators for each issue or episode, **preferred practice** is to have these listed as separate indirect activity entries, so that each collaborator is properly credited. Use naming to unify separate entries (e.g. Good Growing podcast/Topic Title).
 - Otherwise, if a series with varying collaborators is listed as a single entry, list any specific Extension collaborators in the description so that their work on that output is associated with them. Continue to list everyone as a collaborator in the main entry.
 - If indirect activity is a series that has the **same collaborators each time**, these can be reported as a single indirect activity with separate channels listed for each issue/episode.

Expert assistance (due on quarterly deadlines; final deadline is 10/10/24)

Information: <https://extension.illinois.edu/commit/expert-assistance-reporting>

- Expert assistance contacts (phone calls, emails, face to face inquiries on content questions) are entered for each month **in the PEARS Direct Contacts module**.
- Counts only include times when you used your expertise to answer a question or inquiry initiated by a member of the public (e.g., do NOT include questions about logistics such as how to register, or times when you had general conversation with someone).

External collaborations (Partnerships and Coalitions) (due on quarterly deadlines; final deadline is 10/10/24)

- Collaborations are reported in correct place: Partnerships module for collaborations with a single external partner, Coalitions module for collaborations with two or more external partners.
- All partnership or coalition entries include at least one partner external to the University of Illinois.
- All collaborations included have a *shared purpose for planning, developing or delivering programs, or implementing/adopting policies or practices*.
- Each partnership and coalition has a brief description included describing the purpose

- All Extension staff collaborators are tagged in the Collaborators section.
- Partners (Partnerships) and Members (Coalitions) are tagged with the correct site, indicating both the correct organization name and the address.
- Organizations needing to be added as sites were requested from uie-inepdocs@illinois.edu if needed.

Reporting in PEARS-complete by 11/30/24

Impact Success Story (due 11/30/24)

- At least one impact success story in PEARS is entered OR contributed to.
- Entry describes the situation/need, the response (what the program did), and the impact (how participants were positively affected and/or public value impact beyond the participants)

Reporting outside of PEARS

Gardens (general information due June—exact date TBD; donation total due 11/30/24)

Information: <https://extension.illinois.edu/pre/garden-reporting>

Garden Reporting Guide folder: <https://go.illinois.edu/GardenReportingGuide>

- Each Extension-supported garden has a record in the Garden Data System
- Information has been updated with 2024 information.
- Gardens that were supported last year, but not this year, are updated with current status information.
- For active gardens, collaborator list is up-to-date.
- Food donation total reflects all of 2024 growing season. For non-food donation gardens, or if amount is not available, zero is entered.
- Record is marked “Check when record is complete.”
- Direct education activities that took place at this garden are reported separately in PEARS.

Research projects (10/10/24)

Information: <https://extension.illinois.edu/pre/research-reporting>

Research activities dashboard: https://go.illinois.edu/research_dashboard

- Each research project conducted in whole or part this reporting year is reported in the research activities database. Enter new project: https://go.illinois.edu/research_form
- Project “end date” is accurate. [Request link to update end date.](#)
- Completed research projects have been updated with a brief summary of results or link to publication. [Request link to update research entries](#)

Resources

Extension-wide guidance: <https://extension.illinois.edu/pre/report>

AAB/NREE reporting: <https://extension.illinois.edu/pre/reporting-aabnree>

Request a new PEARS site (general): uie-inepdocs@illinois.edu. Include organization name and address.

Request a new PEARS site (for new garden): uie-inepdocs@illinois.edu (flags new site for garden database manager to add).