

Am I done? Self-review of PEARS 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. NOTE: Garden reporting is under development as of April 2023. Check for updated version with additional information later in the year.

Resources

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

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

Request a new PEARS site: uie-inepdocs@illinois.edu. Include organization name, address, city, zip.

AAB/NREE team members report on the following types of activities:

[Direct education](#)

[Indirect activities](#)

[Expert Assistance](#)

[Gardens](#)

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

[Research projects](#)

Direct education

- 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.
- All activities you collaborated on are in PEARS. If not showing up as one of your program activities, contact the organizer.
- 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 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

Updated 4/5/2023

Questions or comments: Karen Winter-Nelson (kwinter@illinois.edu)

- All program activities have total participants listed.
- No programs appear to have duplicate entries
- No “supplemental reporting” entries—these are not used this year for reporting.

Indirect activities

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

- Indirect activities entered and each one 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.
- If indirect activity is a series, list any specific Extension collaborators in the description so that there work on that output is associated with them. Continue to list everyone as a collaborator in the main entry.
- 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.

Expert assistance

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.**

Gardens

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

Reporting on Extension-supported gardens for 2022-2023 is under development. Additional guidance should come out in late spring/summer 2023.

External collaborations

- 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.
- Only external collaborations are reported.
- 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.

Updated 4/5/2023

Questions or comments: Karen Winter-Nelson (kwinter@illinois.edu)

- New sites were requested from uie-inepdocs@illinois.edu if needed.

Research projects (Update, although PEARS deadline does not apply)

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

- Each research project conducted in whole or part this reporting year is reported in the research activities database.
- Completed research projects have been updated with a brief summary of results or link to publication. [Request link to update research entries](#)