

## 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-complete by 10/10/23**

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#### Reporting in PEARS-complete by 10/10/23

Direct education (due 10/10/23)

- 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](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 10/10/23)

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 10/10/23)

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 10/10/23)

- 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](mailto:uie-inepdocs@illinois.edu) if needed.

### Reporting in PEARS-complete by 11/30/23

Impact Success Story (due 11/30/23)

- 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-complete by 11/30/23

Gardens (system opens 10/12/23, due 11/30/23)

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 2023 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 2023 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 (due 11/30/23)

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

Research activities dashboard: [https://go.illinois.edu/research\\_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](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](mailto:uie-inepdocs@illinois.edu). Include organization name and address.

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