

Internet Explorer
*(internet browser)
works best for
accessing all PRISM
functions*

**The new "Criteria
for Excellence"**
*can be accessed at
any time by
following [this link](#)*

**Ideas, comments
or questions?**
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UPDATING "ROLLED OVER" PLANS

When you already have a pre-existing plan in the system, it will be rolled over to the next fiscal year. All of the structural elements of your plan will be moved as a copy to the next year, meaning that you do not need to create a new plan, but rather update your pre-existing project for the current fiscal year.

Open your internet browser and go to <http://www.neprc.net> (**'Internet Explorer' works best for accessing all PRISM functions**). Sign into PRISM using your email address and password. You must complete/update four different sections of planning in PRISM: Name and Parents, Plan Information, Outcomes and Inputs/Outputs. Once you are signed in, these planning sections can be accessed under the heading 'Planning' on the left side menu.

Criteria for Excellence: Planning for FY 2010 will incorporate a consistent process for Program Directors and Extension Administrators to review each project based on a set of organizational criteria. A list of the "Criteria for Excellence" can be accessed by [clicking this link](#), or via the PRISM home page (<http://www.neprc.net>) These guidelines have led to several changes in the planning process that will be covered in the following pages.

Items with an asterisk (*) are changes instituted for FY 2010 planning

Name and Parents: Review the name of your plan and update it if necessary. You can also change the issue plans you've identified as a "parent" for your project.

Note: In 2010, the issue "Water Resource Protection" was deleted and the information contained in the plan was moved to "Ecosystem Management, Protection and Restoration." Also, the issue "Natural Resource-based Economic Development" was changed to "Sustainable Agricultural Green Industry." All project and issue plans have been updated to reflect these changes.

Plan Information: There are many text boxes for you to enter information concerning your plan, several of which are new to FY 2010 planning.

Brief Description: Enter a concise (250 words or less) and compelling overview or description of your plan that includes a statement of the overarching goal. The brief description from your 2009 plan has been rolled over to 2010 and should already be included in this text box.

Select at least one priority*: Briefly identify (at least) one priority from each parent plan that your project is working towards and explain how your project will address the priorities. To view the priorities in your parent plans, click the blue "Select priorities from parent plan(s)" link. A new window will open with the text of the situation and priorities from each issue plan your plan identifies as a parent.

You can report on unplanned outputs – they must be added to an existing project that is in your approved plan

The Inputs page contains several new items – These include multistate and integrated research days, collaborators and plans to reach underserved populations

Stakeholder Input*: Identify the primary stakeholders and describe how they were involved in the design of this project.

Evaluation plan*: Briefly describe how you plan to obtain information for the indicators included in your plan.

Outcomes and Indicators: As with many other facets of your 2010 plan, the outcomes and associated indicators from your 2009 plan have rolled over to FY10. All outcomes are located within your parent plans. You can select new outcomes associated with your project by clicking the link next to “Choose action outcomes” or “Choose learning outcomes” at the bottom of the page. Once these new outcomes are in your plan, create your own indicators by clicking the link “Add New Indicator” next to the appropriate outcome. If you wish to edit the text of an indicator, please contact Dan Nicastrò at dnicastr@student.umass.edu.

Outputs: All outputs you created in 2009 are in your 2010 plan ready to be updated. You can edit the number of outputs you plan to complete, the audience information, and the number of people you plan to reach with this output by clicking the “Edit” link under each output name. To delete an output, click the “Remove” link underneath the output name. You can add additional outputs by clicking the “Add New Output” link in the box on the right side of the page. If you wish to edit the name of an output, please contact Dan Nicastrò at dnicastr@student.umass.edu.

Inputs: Unlike most other aspects of 2010 planning, inputs do not roll over from the previous year. There are several new categories of inputs that need to be filled out.

Faculty & Staff Effort: Enter the estimated number of days that faculty and professional staff will devote to your project. Note: full-time for Extension staff is about 212 days/year. Staff are expected to plan 85% of their time, which roughly equates to 180 days.

Integrated Research and Extension Effort*: Integrated research days are elements of projects where the Extension-outreach component is integrated with federally-funded research. To enter this information, enter the number of IR days and the title of the funded research component.

Multistate Effort*: CSREES defines multistate activities as collaborative efforts that reflect the Extension programs located in at least two or more states or territories. Enter the number of days spent in multistate activities, the states involved, and a brief description of the activity

Technicians/Para-Professionals/Seasonal/Hourly Staff: Define how many days Technicians/Para-professionals will contribute to this plan.

Clerical Staff Contributions: Enter the number of days contributed by clerical staff.

Student Contribution: Enter the number of student days contributed to the project.

If you don't see a collaborator who contributed to your project–
Contact Dan Nicastro (dnicastr@student.umass.edu) and he will add the name to the list

Additional resources
for planning and reporting can be accessed on the Extension website under 'About Extension' by clicking on **For Faculty and Staff**

Collaborators*: Choose or enter the name of the primary collaborators for this project. Add a brief explanation of the ways in which each will be collaborating. The list of collaborators was recently updated and is split by program area (AG, NEP, 4-H, NREC and UNCL for "unclassified"). If you do not see a collaborator on this list, email Dan Nicastro (dnicastr@student.umass.edu).

Describe plans to reach previously underrepresented audiences*: Use this field to describe the steps you plan to take to reach audiences that have previously been underrepresented.

Once you have entered your input information, Dan Nicastro will send you a spreadsheet that lists the number of days listed in your plan, split by input type. It will be your responsibility to list all individuals collaborating on this project and the estimated number of days they will contribute and send the form back to Dan.

Submitting Your Plan for Review

When you have edited/updated all sections of your project, you can submit your plan to your supervisor for review.

To submit your plan: Access the "Summary" page of your plan by clicking the link located under the "Planning" heading bar on the left hand side of the page. Scroll to the bottom of the page and click the blue link that reads "Submit Plan for Review." Your plan will be sent to your supervisor who will review your plan.

For any questions or comments, please contact either Bill Miller (wamiller@umext.umass.edu) or Dan Nicastro (dnicastr@student.umass.edu).