

[Internet Explorer](#)
(internet browser)
works best for
accessing all PRISM
functions

[Additional resources](#)
for planning and
reporting can be
accessed on the
Extension website
under 'About Extension'
by clicking on:
[Program Reports,](#)
[Plans & Resources](#)

[Ideas, comments](#)
[or questions?](#)
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REPORTING – NARRATIVES

Narrative Reports allow you to report information about projects using a text-based format. **Two different narrative reports are required for each project and should be submitted by the project author.**

Project Summary – Activities - Summarize the activities related to this project in 1-2 paragraphs. Include activities focused public outreach and education as well on research. This narrative report must be completed for all projects.

Project Summary – Impacts and Results – Summarize the impacts related to this project in 1-2 paragraphs. You can add details to supplement the indicators in your plan and report impacts that were unanticipated. This narrative report must be completed for all projects.

Anecdotes and Success Stories – Specific examples or individual cases that represent how the project has had an impact or show ways the project has been successful. Success can be defined in terms of public education, changes in conditions as well as supporting the goals of faculty, students and departments. Attach “related files” to include photos, audio/video files, or other products that help to illustrate what has been achieved. This narrative is optional.

To Begin: Click on ‘Narrative’ on the left side menu (under ‘Reporting’). This will take you to the main page for developing narrative reports. Click on the green circle to develop a new entry for each type of narrative report.

For each narrative report, enter the desired text and attached any related files you want to share or use for future reference. Select the locations where the impacts that you are summarizing have occurred. Then identify the ONE PROJECT that the narrative report entry is related to.

Any projects that you selected in your plan will automatically move to the top of the list (the rest of the list is in alphabetical order).

To submit your entry: Select ‘Submit this entry for review’ (under ‘status’ at the bottom of the page). Then click the ‘save/submit’ button. Your entry will become ‘pending’ until it is reviewed and approved by your supervisor.

To save your entry: Click the ‘save/submit’ button at the bottom of the page (do not select ‘Submit this entry for review’). This will create a draft report which you can go back and edit further prior to submitting.