

Common Outputs

Choose Activities, Associate with Outcome(s).

These are your **Educational Strategies**, the actions and activities your PRU plans to take to address the defined issue(s). Be specific.

Participant Information: “Number” = contacts.

For example, if you have the same 10 people for 3 educational events in a series, enter 30 contacts.

Proceed with the demographic information if you know it.

No.	Output	Associated Action or Learning Outcome(s) from above	Definition of “Number Completed”	Definition of Participant Information “Number” These are contacts, specified in the drop down that follows.
1	Group Educational Event: classes, trainings, workshops, demonstrations, field days, providing content expertise, fairs, shows, booths, other group events		The number of educational events presented to more than one person by you or your trained volunteer. These are often the outputs that you will evaluate, and report learning/behavior changes in participants.	Number of participants. <i>This is the number of people who participated. Direct Contacts are reported with demographics in a different screen.</i> <i>If this is training for volunteers, be sure to note that in the title of your plan and report.</i> <i>If this is training for Extension staff, be sure to note that in your plan and report. DO NOT enter any numbers of participants or contacts; we do not count ourselves.</i>
2	Individual Education: one-on-one direct client contacts by site visit, office drop-in, e-mail, telephone, Ask an eXpert, etc.		The number of one-on-one contacts made in which substantive educational information was provided by you or your trained volunteer. This does NOT include one-on-one contacts related to administrative matters or other non-educational content. The results of these direct contacts often report as narratives.	For this output, participant number is the same as number completed. The two entries should match exactly. Number of contacts. <i>These two columns in this row should match exactly.</i>

PRU may provide examples that are applicable to the program area – decide and be consistent.

Updated 12/19/14

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3	Meetings convened and/or facilitated; strategic participation that contributes to program development		The number of meetings convened and/or facilitated by you or your trained volunteer that contribute to Extension programming or outcomes. This does NOT include meetings related to administrative matters but DOES include marketing, advisory board, coalitions, boards, coalitions, stakeholder group, or other meetings for which time and effort contributed to programming or outcomes. <i>If providing educational content was the dominant feature of a "meeting," it should be reported under output #1.</i>	The number of people that participated in these meetings.
4	Kits or similar resources loaned or provided		The number of times you have loaned or given away water test kits, soil test kits, radon kits, 4-H kits, energy kits, or similar kits or resources.	For this output, participant number would be expected to be the same or similar to the number of kits <i>unless</i> the kits/resources when borrowed or given away were used by multiple people.
5	Extension-related research and		For research projects, this is the number of projects you conducted	For research projects,

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	assessment projects. External funding proposals, including local, state, federal.		that result in Extension program delivery. For example, a plant select garden is "one" research project. For assessments, these can include community assessments, feasibility assessments, use of in-depth Extension decision tools, or similar. <i>If an assessment was conducted for one individual, it should be recorded under output #2.</i> <i>For grant proposal funded, enter 1 into number and (in outcomes) enter amount of award. If not funded, (in outcomes) enter zero. Use narrative to describe proposal. Associate others who helped write the proposal.</i>	participant number should be "0". <i>Cooperators on research should be listed as such, not as "participants."</i> <i>For assessment projects, this is the number of people for which assessments were conducted.</i>
6	Peer reviewed publications including fact sheets, decision tools, curricula, multimedia, etc.		The number of Extension fact sheets, journal articles, juried curricula, decision tools, multimedia, and other peer reviewed educational products. <i>Definition... "Peer review" refers to the policy of having experts in the field examine journal articles before acceptance for publication. Peer review insures that the research described in a journal's articles is sound and of high quality. Sometimes the term "refereed" is used instead of peer review.</i> http://lib.colostate.edu/howto/poplr.html	Participant number should be "0". <i>Cooperators on publications should be listed as such, not as "participants."</i>
7	Media releases: indirect contacts through media releases,		The number of press releases, radio or television appearances, in-depth blog posts, newsletters, or similar non-peer reviewed	Participant number should be "0". (Cooperators

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	<p>appearances, newsletters, blog posts, other non-peer reviewed publications, kit development, non-peer reviewed curriculum, PPTs or videos</p>		<p>educational publications. This DOES NOT include tweets, short Facebook posts, or other short social media posts. Tweets and other short social media posts are not counted as outputs in and of themselves, but the number of hits to Extension-managed social media sites should be reported under output #8</p> <p><i>Decide in advance whether the author or distributor of the content will report and include other(s) as cooperator(s)</i></p>	<p>on publications should be listed as such, not as “participants.”)</p>
<p>8</p>	<p>Online posts: Web posts, hits</p>		<p>The total number of hits to websites for which content is managed by a PRU. This includes Extension webpages, blogs, Facebook and Twitter sites, and other social media sites related to the content area of the PRU. This output can be reported once annually by one individual on behalf of the entire PRU.</p> <p><i>Determining the number of hits is dependent on how & where the site resides: use a hit counter on your site directly; if on the Extension site, CSU Extension tech staff can pull the stats for the page; if CSU related—contact ACNS.</i></p>	<p>Participant number should be “0”.</p>

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