

# UCEDD Resource Center

A project of AUCD, in partnership with AIDD, to strengthen and support the network of UCEDDs

## Q&A Annual Report Webinar

**QUESTION:** NIRS captures in the same place 'Continuing education' and 'Community Training' but 'Interdisciplinary pre-service' is separate. However, the logic model combines 'Interdisciplinary pre-service' and 'continuing education'. Will this cause a problem when extracting data from NIRS to do the annual report?

**ANSWER:** The Annual Report will follow the structure of the Logic Model. Interdisciplinary pre-service prep, Continuing Ed and Community Training will be separate in the Annual Report. Continuing Ed and Community Training are in the same form due to similarity of data collected, but they will still be separate in the Annual Report, based on the response to the question about CEUs. Interdisciplinary pre-service prep and Continuing Ed used to be lumped together, but based on the new Logic Model, they will be reported on separately.

**QUESTION:** Is this correct interpretation of part 1b: We report how we implemented five year plan evaluation plan and NOT evaluation data collected?

**ANSWER:** Good question. The guidance does specify that you are to report on implementation of the evaluation plan. AIDD has not specifically requested evaluation results, but it would likely be helpful to include.

**QUESTION:** What if at year 2 the work plan is revised and approved through a continuation application; the annual report would not still refer back to the original 5-year application, would it?

**ANSWER:** Content should be based on what was submitted with the application, so should remain unchanged, except for the progress part that needs to be added. In case of an approved revision of the Workplan, then indeed, the updated (revised) Workplan is to be submitted with the Annual Report.

**Question:** Do you have timelines for the UCEDD and LEND Continuation due dates?

**ANSWER:** The UCEDD and LEND continuation applications have not yet been released, so the deadline is not available.

**QUESTION:** In regards to leveraging - will we not have \$ directly associated with each project?

**ANSWER:** Yes, but a Project may or may not coincide with a single grant or contract, so because of that this total number of grants & contracts leveraged needs to be entered directly in the report. If the number of Projects coincides with the number of grants at your Center, then you can simply check how many Project records you have and just enter that figure in the Annual Report.

**QUESTION:** What do you expect the 5 year report for the UCEDDs to look like? We've never done one in NIRS and with these changes has that even been discussed yet?

**ANSWER:** I think the Final Report Workgroup will have to further discuss this. At this point, as far as I know, there is not a plan to implement one in NIRS, but as I said, the Workgroup has yet to finalize discussions about the Final Report. That workgroup is currently on hold so we can focus on the Annual Report

**QUESTION:** I'm a bit embarrassed to ask this- but want to make sure I am tracking correctly....By work plan- are we talking about Goals, Objectives, Activities- and timelines?

**ANSWER:** Yes. You can refer back to the Program Announcement/RFA archived at [www.aucd.org/urc](http://www.aucd.org/urc) on the UCEDD Grants page for specifics.

**QUESTION:** Is there a due date for the mid-year report (continuation application)?

**ANSWER:** Unfortunately, no, there is not a due date yet.

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**QUESTION:** Will the evaluation piece also be an attached document?

**ANSWER:** No, the evaluation piece will be typed in directly in the Annual Report.

**QUESTION:** In previous years we had the opportunity to revise goals/objectives in the Annual Report process. Would that process remain the same or would this be part of the continuation application?

**ANSWER:** Goals/objectives will no longer be part of the Annual Report as they used to be. The Work plan Progress Report is replacing that section. Any revisions to the initial Workplan will need to be approved through your continuation application. You are specifically requested not to revise any part of your workplan in the Annual Report

**QUESTION:** Similar to the work plan, can the evaluation plan be a logic model table that is updated with new columns in each annual report?

**ANSWER:** The evaluation will be typed directly into the Annual Report, so a narrative format will be used.

**QUESTION:** If we are in year 5 of our core grant and are in the process of writing new goals and objectives, would we put in our new goals and objectives that start from July 2013 even though the Annual Report 2013 should cover from July 2012 – June 2013?

**ANSWER:** You should use the most recent workplan developed that addresses work completed in the 2012-2013 reporting period. If you are writing a new core grant application now that will be submitted in 2013, that will address work done 2013 through 2018, and you are not reporting on that time period in this current year's annual report.

**QUESTION:** Would it be helpful if we made our goals/objectives as generic as possible so we can roll with changes in projects over 5 years?

**ANSWER:** We recommend your goals and objectives are developed in a manner consistent with the results of your state needs assessment, as outlined in the RFA for the UCEDD Core Grant. Your goals/objectives should not be developed with the purpose of reporting more easily; changes in projects over the 5 years should be reflected in each year's continuation application.

**QUESTION:** When Dawn says "do not change workplan for annual report" does she mean do not change format or do not change content? Or both?

**ANSWER:** Both. You should not change your workplan – neither the content nor the format – for purposes of annual reporting. You should report in the content and format as it currently exists. AIDD will be drawing a direct link between the most recent workplan in your application with the current reporting period. Changes must only take place in your application – either continuation application or core funding (5- year) application, whichever comes next.