



College of Agriculture
and Life Sciences

Annual Activity Report (AAR)

SFR Realms of Responsibility
Scholarship
Grants & Other Funding
International
Academic
Extension
Research
Service

Welcome to the **CALS Annual Activity Reporting System (AAR)** for faculty and EHRA non-faculty employees. This system is used to (1) collect activities and accomplishments data for faculty annual performance reviews and the RPT process, (2) collect data for required state and federal reporting, and (3) collect data to assist college and university administration in decision making. Accurate, high-quality data is essential to maintain or expand funding for our Academic, Research, and Extension programs. It also plays a role in the allocation of resources.

Annual Activity Reports are Due February 1

Entering the System

Choose Year

Choose Position Type NCSU Faculty
 NCSU Faculty
 USDA Faculty
 EPA Professional Staff

This may take a few seconds to load. The dropdown menu is being pre-populated for you.

Select the **Reporting Year**, your **Position Type**, then select **Continue**.

PART 1. Realms of Responsibility

The Realms of Responsibility define your percent effort split between Academics, Research and Extension.

Faculty: Enter the percentages from your SFR.

EHRA non-faculty: enter your position's split of percent teaching, research, and extension.

Click on **Save**.

NC State outlines 6 realms of responsibility:

Teaching and Mentoring of Undergraduate and Graduate Students: (ACADEMICS)

Transmission of knowledge to students and the development of wisdom are two primary reasons universities exist. The goal is to develop students who can play effective and socially constructive roles in a wide variety of institutions and endeavors, who can understand their service in a global and societal context, and who understand the importance of life-long learning. Knowledge, insights, and understanding are transmitted through disciplinary, interdisciplinary, and multidisciplinary learning.

Discovery of Knowledge through Discipline-Guided Inquiry: (RESEARCH) Such inquiry involves inductive and deductive reasoning; qualitative and quantitative methodologies; hypotheses and propositions; measurements; accumulation of evidence; analysis and argument; interpretation and evaluation; and communication/publication of findings, concepts, and conclusions. Basic research is inquiry aimed at understanding the world around us. Applied research is inquiry aimed at enhancing the arts of teaching and learning, management of nature and human institutions, and developing practices and technologies useful to society. Discovery of knowledge can be achieved by working either as an individual or as part of a collaborative team.

Extension and Engagement with Constituencies outside the University: (EXTENSION)

Engagement with people and organizational constituencies outside the university are the principal means by which NC State and other land-grant universities fulfill their unique mission. Accomplishments in extension and engagement represent an ongoing two-way interchange of knowledge, information, understanding, and services between the university and the state, nation, and world.

Creative Artistry and Literature: Creative artistry involves the creation, production, interpretation, and evaluation of cultural artifacts that generate new insights and interpretations with the potential to inspire and advance the quality of life in society. Creative artistry can be expressed through literary, performing, fine, and applied arts.

Technological and Managerial Innovation: Technological innovation provides the means by which knowledge and imagination in the sciences, humanities, and creative arts can be harnessed to drive the economic and social systems of the state, nation, and world, and ultimately, provide new products, processes, and services.

Service to Professional Societies and the Discipline, and Service and Engagement within the University itself: (SERVICE) Complex research-intensive universities and discipline-focused scientific and professional societies simply do not work effectively, efficiently, or for long, without the dedicated and continuing investment of university faculty time and creative energy in the programs and governance of these organizations.

PART 2. Scholarship

The Scholarship section of the AAR covers scholarly activities that span activities in academics, research and extension.

Scholarship

[Add/View/Edit Research Publications](#)
[Add/View/Edit Academic Publications](#)
[Add/View/Edit Extension Publications](#)
[Add/View/Edit Citations \(Upload In-Print Publications from NC State Library\)](#)
[Add/View/Edit Editorial Boards](#)
[Add/View/Edit Honors and Awards](#)
[Add/View/Edit Consortia, Institutes, and Interdisciplinary/Multidisciplinary Activities](#)

RESEARCH PUBLICATIONS

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Journal Articles, Published #

Journal Articles, Under Review #

Books and Book Chapters #

Conference Proceedings, Abstracts, Oral Presentations, Poster Presentations, Workshops, Symposia #

Non-refereed Research Reports #

Enter the total number of research publications of each type then click on **Submit**

Include in this section only those Oral Presentations, Workshops, Symposia, etc. that are given with the purpose of sharing research findings. All training workshops and events should be listed in the Extension section of the AAR.

ACADEMIC PUBLICATIONS

[Jump to Entry Form](#)

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Academic Publications, Peer Reviewed #

Academic Publications, Non-Peer Reviewed #

Textbooks, textbook supplements, lab manuals, other printed instructional materials, online and other electronic resources #

Popular Press Articles #

Professional/Trade Articles #

Reports #

Enter the total number of academic publications of each type then click on **Submit**

Examples of SoTL include peer reviewed publications about teaching and learning that are discipline specific or about teaching and learning in higher education, and teaching commentaries in other publications.

EXTENSION PUBLICATIONS

[Jump to Entry Form](#)

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Extension Publications, Peer Reviewed	<input type="text" value="#"/>
Extension Publications, Non-Peer Reviewed	<input type="text" value="#"/>
Extension Popular Press/Trade Articles	<input type="text" value="#"/>
Extension Reports	<input type="text" value="#"/>

Enter the total number of Extension publications of each type then click on **Submit**

CITATIONS (UPLOAD IN-PRINT PUBLICATIONS FROM NC STATE LIBRARY)

[Jump to Entry Form](#)

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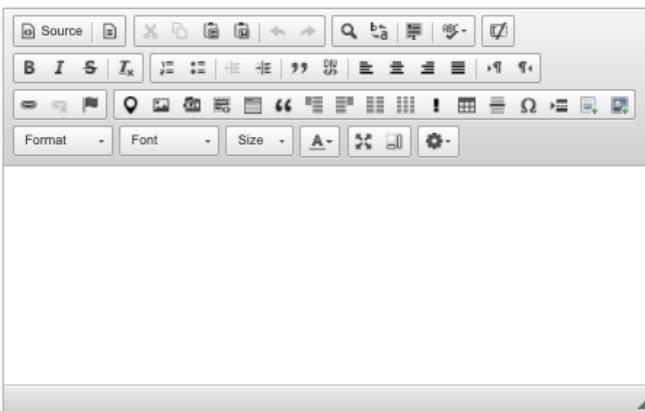
Provide a list of the research, academic, and extension publications that were summarized the previous 3 tables. Upload your in-print citation list and add additional citations not included in the list.

Upload In-Print Publications from NC State Library

There may be a two to three week delay from publication date until the library updates the citation listings.

Get expert help from the Libraries to track your publications! The Libraries' Citation Index tool is used to auto-fill some of the information about your publications in AAR, and there are lots of associated services available to make it even easier to track new publications. Visit ci.lib.ncsu.edu to get started, or contact [Danica Lewis](#) or [Hillary Fox](#) to set up a consultation. [Learn More](#)

Please [register with ORCID](#) for faster updates and more accurate citation listings!



The image shows a rich text editor window. The toolbar includes icons for source, undo, redo, search, and various text formatting options like bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, and text color. Below the toolbar are dropdown menus for Format, Font, and Size, along with a color selection tool. The main area is a large, empty text box.

Upload your publications from NC State Library.

Add any additional citations not included in the upload into the text box. Then submit your citation list.

Alternatively, if you maintain your citation list in another document, you can cut and paste the list into the text box and not upload the publication list from the library.

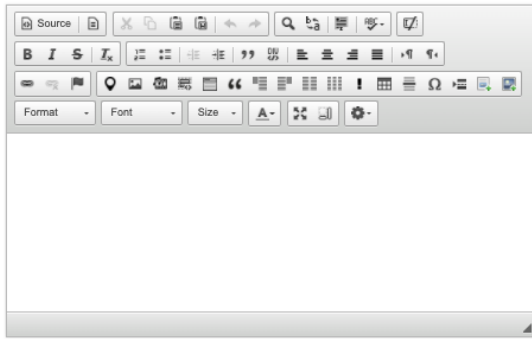
If you did not already complete the 3 previous tables, determine the number of citations by type and fill in the tables.

EDITORIAL BOARDS

[Jump to Entry Form](#)

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List service on Editorial Boards. Provide the name of the journal/organization and the type of board (journal, grant, etc.).

A rich text editor interface with a toolbar containing various icons for text formatting, alignment, and insertion. Below the toolbar is a large, empty text area for entering information.

Submit Editorial Boards

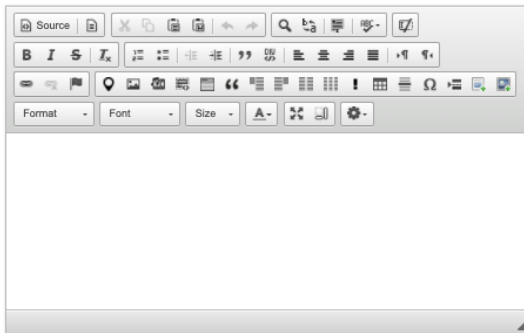
List service on editorial boards. Provide the name of the journal/organization and the type of board (journal, grant, etc.). Then submit this section.

HONORS AND AWARDS

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List Honors and Awards received. Provide the name of the award, name of sponsor, and date.

A rich text editor interface with a toolbar containing various icons for text formatting, alignment, and insertion. Below the toolbar is a large, empty text area for entering information.

Submit Honors and Awards

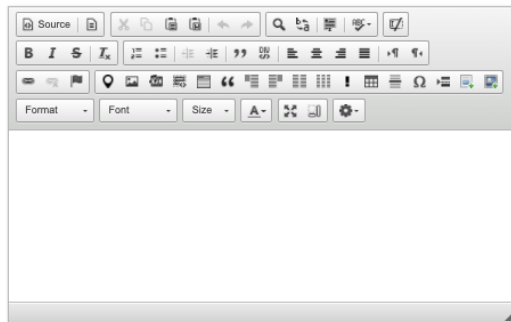
List honors and awards received. Provide the name of the award, name of sponsor, and date. Then submit this section

CONSORTIA, INSTITUTES, AND INTERDISCIPLINARY/MULTIDISCIPLINARY ACTIVITIES

[Jump to Entry Form](#)

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Briefly highlight participation in centers, consortia, institutes, interdisciplinary/multidisciplinary activities and other organized scholarly efforts between departments within and across colleges or institutions.

A rich text editor interface with a toolbar containing various icons for text formatting, alignment, and insertion. Below the toolbar is a large, empty text area for entering information.

Submit Consortia, Institutes, and Interdisciplinary/Multidisciplinary Activities

Briefly highlight participation in centers, consortia, institutes, interdisciplinary/multidisciplinary activities and other organized scholarly efforts between departments within and across colleges or institutions.

PART 3. Grants and Other Funding

RADAR REPORT

[Jump to Entry Form](#)

Please enter a whole number. Please do not include a "\$" or a "." (for example enter 5000)

Total Amount

Please go to RADAR System (<https://www3.acs.ncsu.edu/sor/search.php>)

Select Generate RPT Dossier Report for the current report year

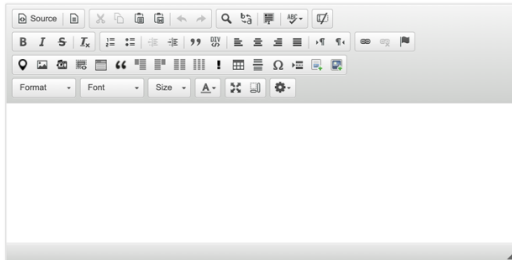
Copy and Paste into excel and change all column widths to 10.

Copy and paste into the form below.

Right click on the table and select "Table Properties"

Change Border size to 1

Change Width to 600px



Submit RADAR Report

Report your **total amount of funding** listed in RADAR

1. Go to the **RADAR** system and generate a **RPT Dossier Report** for the current year
2. **Copy and Paste** the report into **Excel**
3. Change **column widths** to **10**
4. **Copy and Paste** into form
5. **Right click** on table and select **Table Properties**
6. Change **Border size** to **1**
7. Change **Width** to **600px**

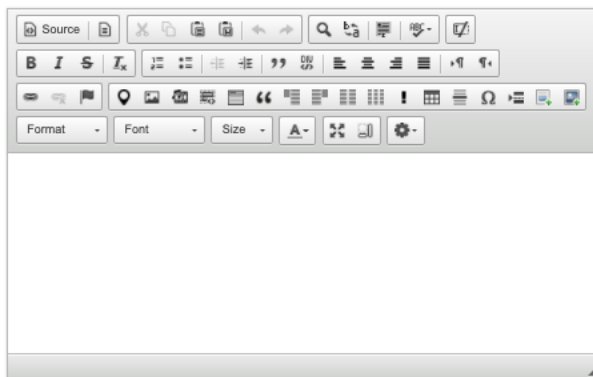
OTHER COMPETITIVE GRANTS

[Jump to Entry Form](#)

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Total Amount

Provide a list of Other Competitive Grants not listed on your RADAR report. Include the Project Title, Period, Amount Awarded.



Submit Other Competitive Grants

Report your total amount of **competitive funding** that was **not reported in RADAR**.

List other competitive grants that were not included on your RADAR report. Include:

- **Project Title**
- **Your Role**
- **Your Percent Effort on the Project**
- **Name of the Funding Agency/Sponsor**
- **Period**
- **Amount Awarded**

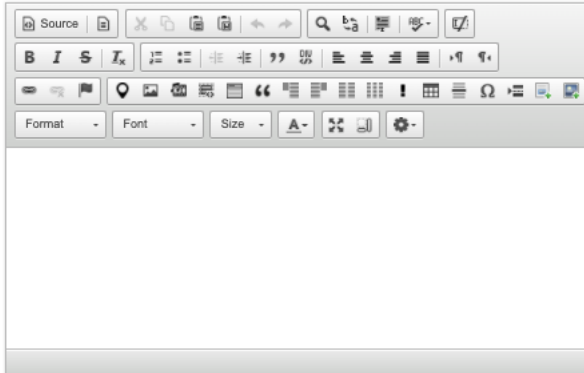
OTHER SOURCES OF FUNDS

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Total Amount

Provide a list of Unrestricted Gifts, In-Kind Support, Donations, Testing Service Agreements, Revenues. Include the Type of Income, Source, and Amount.

A screenshot of a rich text editor interface. The top part shows a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment (left, center, right, justified), and other functions like undo, redo, and search. Below the toolbar is a large, empty text area for entering content.

Report your total amount of **other sources of funds received**.

List other sources of funds such as unrestricted gifts, in-kind support, donations, testing service agreements, royalties, academic fundraising, and program revenues. Include:

- **Type of income**
- **Source**
- **Amount**

Submit Other Sources of Funds

PART 4. International Activities

International

Data for this section can be entered and edited using [International Programs Profile Builder](#)

[View International Activities](#)

[Add/View/Edit International Activities](#)

Use the **International Programs Profile Builder** to report your International Activities.

PART 5. Academic

Academic

You may need to refresh the page to see this information in your AAR

Classes will be pre-populated for each semester.

Instructors can create RPT eval reports for their dossier by visiting <https://classeval.ncsu.edu/secure/prod/instrep/courses2.cfm>

Department Heads can view and download ClassEval Reports for department faculty by visiting <https://classeval.ncsu.edu/secure/prod/dynarep/index.cfm>

[Add/View/Edit Courses](#)

[Add/View/Edit Guest Lecture](#)

[Add/View/Edit Instructional Development](#)

[Add/View/Edit Student Mentoring Activities](#)

[Add/View/Edit Graduate Committee Membership](#)

[Add/View/Edit Academic Outreach](#)

COURSES

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List courses taught and enrollment in each. Include only the course name and ID, semester and number of students.

Name of the Course

Course ID

Semester

Number Enrolled

Submit Courses

Your NC State courses for the calendar year have automatically been imported. Any additional academic classes you taught can be added here.

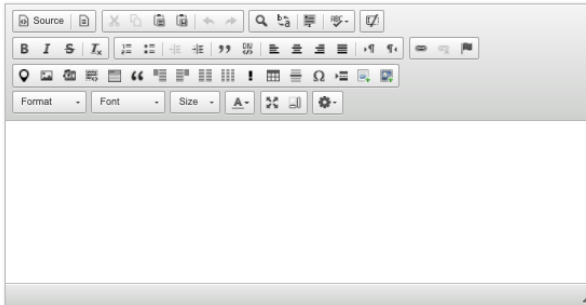
GUEST LECTURE

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Guest Lectures Delivered

List guest lectures you delivered. Include the Course Name, Instructor of Record, Department/Institution, Date, Title of Lecture



Submit Guest Lectures

Provide the number of **guest lectures** you provided in academic courses.

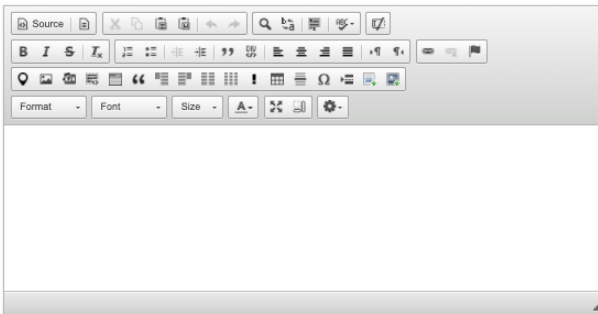
Provide the requested information including the **course name, instructor of record, department/institution, date,** and the **title** of the lecture.

INSTRUCTIONAL DEVELOPMENT

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Briefly highlight any innovations and new developments in courses, curricula, and programs.



Submit Instructional Development

Highlight any innovations and new developments in courses, curricula and academic programs.

STUDENT MENTORING ACTIVITIES

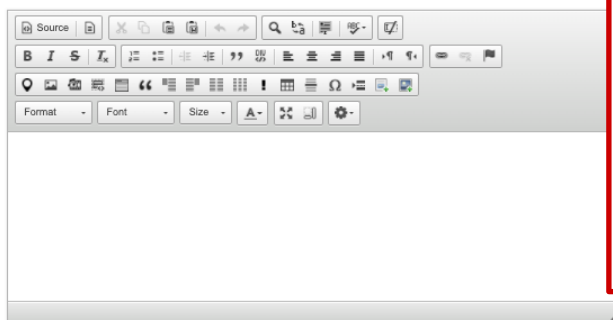
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Two year and undergraduate advisees

Two year and undergraduate students mentored in research, teaching or extension experiences

List and briefly describe student mentoring activities. May include activities such as two year, undergraduate advising student organizations or clubs, independent study courses, or special projects with students.



Submit Student Mentoring Activities

Report the number of **2-year and undergraduate advisees** and the number of **2 year and undergraduate students mentored** in research, teaching, or extension experiences.

List and briefly describe your student mentoring activities. These activities may include (but are not limited to) things such as two year, undergraduate, and/or graduate academic advising, postdoc advising, advising student organizations or clubs, leading independent study courses, or special projects with students.

GRADUATE COMMITTEE MEMBERSHIP

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Chair/Advisor

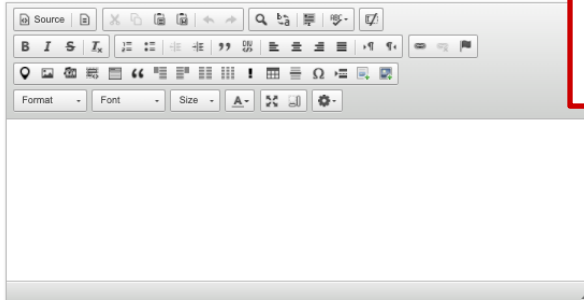
Co-Chair/Advisor

Committee Member

Report the number of graduate committees where you serve in the role of chair/advisor, co-chair/co-advisor, and committee member

For all graduate committees you served, list the Student Name, Degree, Department, Dissertation/Thesis Title

For all graduate committees you served, **list the student name, degree, department, and dissertation/thesis topic (optional).**



Submit Graduate Committee Membership

ACADEMIC OUTREACH

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Web-based Workshops, Trainings, Presentations: Events

Instructional Hours

Participants

In-Person Workshops, Trainings, Presentations: Events

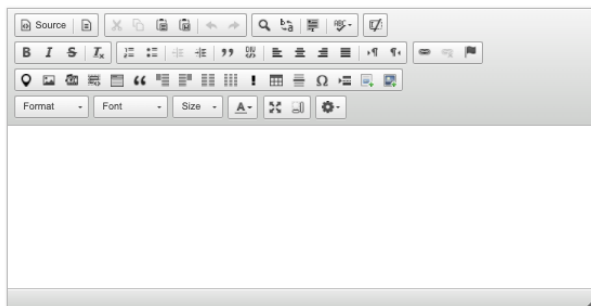
Instructional Hours

Participants

Report the requested information on your **Academic Outreach efforts.**

List the date, location, presentation title, number of participants, and the duration of the workshop

List the date, location/virtual, presentation title, # participants, duration for academic workshops, training, and presentations you delivered.



Submit Academic Outreach

PART 6. Extension

Extension
Add/View/Edit Digital Outreach
Add/View/Edit Educational Outreach
Add/View/Edit Plant Science Initiative : Plant Variety Testing on Private Farms
Add/View/Edit Technical Assistance
Add/View/Edit Program Development
Add/View/Edit Multistate Extension
Add/View/Edit Extension Impact Statement

DIGITAL OUTREACH

[Jump to Entry Form](#)

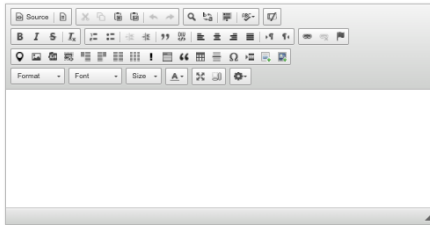
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Websites Maintained	#
Websites Reach	#
Social Media Posts	#
Social Media Reach	#
Newsletters Created	#
Newsletters Reach	#
Videos	#
Videos Views	#

Report the requested information on your **Extension Digital Outreach** efforts.

Provide a **list of the URLs of the websites, social media sites, or videos.**

Provide a list of URLs and other information about use of digital media.



Submit Digital Outreach

EDUCATIONAL OUTREACH

[Jump to Entry Form](#)

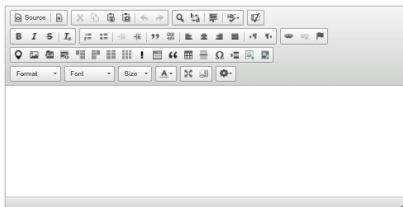
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Agent Training - Events	# Events
Agent Training - Contact Hours	# Instructional Ho
Agent Training - Participants	# Participants
Stakeholder Training - Events	# Events
Stakeholder Training - Contact Hours	# Instructional Ho
Stakeholder Training - Participants	# Participants
Stakeholder Certification/Licensure/CEU Training - Events	# Events
Stakeholder Certification/Licensure/CEU Training - Contact Hours	# Instructional Ho
Stakeholder Certification/Licensure/CEU Training - Participants	# Participants

Report the requested information on the **Extension Educational Programs** you provided to Extension Agents and Extension stakeholders/clients.

Provide a list with the **date, location, event title, presentation title, and number of participants** for each of your educational events.

List the date, location, virtual, event title, presentation title, # participants for agent and stakeholder workshops, training, and other presentations you provided.



Submit Educational Outreach

PLANT SCIENCE INITIATIVE : PLANT VARIETY TESTING ON PRIVATE FARMS

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Number of Extension Initiated and controlled county demonstration test sites (research and demonstration) containing CALS developed (or in development) varieties (test farms, private land, and research stations). Include the location of the test site and the number of tests conducted.

Location

Number of variety tests

Submit Plant Science Initiative – Plant Variety Testing on Private Farm

Report any Extension initiated and controlled county **demonstration test sites** containing CALS developed varieties (test farms, private land, and research stations) – **this data is collected for PSI reporting purposes.**

TECHNICAL ASSISTANCE

[Jump to Entry Form](#)

Report the number of times you provided individual consulting, casework, troubleshooting, testing, or research based information.

Number of Clients Assisted

Submit Technical Assistance

Report the number of times you provided **consulting, casework, troubleshooting, testing, transfer of research-based information to clients, or other technical assistance** to address a question or issue.

PROGRAM DEVELOPMENT

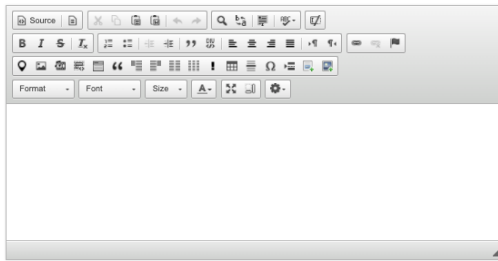
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An Extension program is defined as: a coordinated sustainable effort.

Number of new Extension Programs developed

Briefly highlight key Extension Program Development activities such as needs assessments; program, resource, or curriculum development or program evaluations.



Submit Program Development

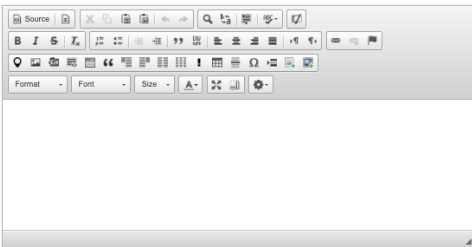
Report the **number new Extension programs developed**. An Extension program can be defined as a coordinated and sustainable effort.

Highlight your key program development accomplishments.

MULTISTATE EXTENSION

[Jump to Entry Form](#)

List and briefly describe collaborative multi-state Extension activity including HATCH Multistate Projects with an Extension Project and Activities, Multi-State Grant Funded Extension Projects, and individual collaborations with faculty at other institutions.



Submit Multistate Extension

List your multistate Extension activity. This activity may include formal multi-state projects/ grants or informal collaborations with faculty at other institutions.

There is an expectation that all faculty with Extension appointments engage in multi-state activity. Documentation of multi-state activity is a requirement of our federal Smith-Lever funding.

EXTENSION IMPACT STATEMENT

[Jump to Entry Form](#)

Provide an impact statement addressing items 1-4 below. You can include multiple impact statements being submitted by another Extension Employee on the program.

- In 2-3 sentences, briefly describe the issue or problem that your program addresses.
- Briefly describe in non-technical terms how your major activities helped you achieve, or make significant progress toward, your program's goals and objectives.
- Briefly describe how your target audience benefited from your program's activities.
- Briefly describe how the broader public benefited from your program's activities.
- Other

Include one or more Extension Impact Statements.

Address items 1-4. Do not duplicate impact statements being submitted by another Extension employee, additional employees can be credited in the "other" section or you can write about your individual impact on the joint program.

1. In 2-3 sentences, briefly describe the issue or problem that your program addresses.
2. Briefly describe in non-technical terms how your major activities helped you achieve, or make significant progress toward, your program's goals and objectives.
3. Briefly describe how your target audience benefited from your program's activities.
4. Briefly describe how the broader public benefited from your program's activities.

PART 7. Research

Research

[Add/View/Edit Multi-State Research Activities](#)
[Add/View/Edit Innovation and Commercialization](#)
[Add/View/Edit Research Impact](#)
[Add/View/Edit Inventions and Patents](#)

MULTI-STATE RESEARCH ACTIVITIES

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List and briefly describe collaborative multi-state research activity including HATCH Multistate Projects, NIMSS registered Multistate Research Projects and Activities, Multi-State Grant Funded Research Projects, and individual research collaborations with faculty at other institutions.

List your multistate research activity. This activity may include formal multi-state projects/ grants or informal collaborations with faculty at other institutions.

Submit Multi-State Research Activities

INNOVATION AND COMMERCIALIZATION

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Describe innovation and commercialization activities/results (examples may include industry research partnerships; prototyping; product, process, device, or design licensing; startups; spin offs; registered industrial rights; revenues from commercialization of intellectual property; entrepreneurial development; venture capital funding; scientific advisory boards; etc.)

Describe innovation and commercialization activities/results (examples may include industry research partnerships; prototyping; product, process, device, or design licensing; startups; spin offs; registered industrial rights; revenues from commercialization of intellectual property; entrepreneurial development; venture capital funding; scientific advisory boards; etc.)

Submit Innovation and Commercialization

RESEARCH IMPACT

[Jump to Entry Form](#)

Provide an impact statement addressing items 1-4 below. Your HATCH Results Report may be used in this section.

- In 2-3 sentences, briefly describe the issue or problem that your project addresses.
- Briefly describe in non-technical terms how your major activities helped you achieve, or make significant progress toward, your project's goals and objectives.
- Briefly describe how your target audience benefited from your project's activities.
- Briefly describe how the broader public benefited from your project's activities.
- Other

Include one or more Research Impact Statements.

Provide an impact statement addressing items 1-4 below. Your HATCH Results Report may be used in this section.

1. In 2-3 sentences, briefly describe the issue or problem that your project addresses.
2. Briefly describe in non-technical terms how your major activities helped you achieve, or make significant progress toward, your project's goals and objectives.
3. Briefly describe how your target audience benefited from your project's activities.
4. Briefly describe how the broader public benefited from your project's activities.

INVENTIONS AND PATENTS

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Type:

Title:

Invention/Patent Number:

Inventors:

List your inventions and patents. This activity may include formal multi-state projects/ grants or informal collaborations with faculty at other institutions.

Report any of the following disclosures here: invention, plant, software, copyright, tangible research material.

PART 8. Service

Service

[Add/View/Edit University & Professional Service](#)

[Add/View/Edit Faculty & Staff Mentoring](#)

UNIVERSITY & PROFESSIONAL SERVICE

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Highlight, university service activities (department, college, university committees and governance organizations, mentoring of junior faculty and postdocs, administrative duties, e.g. Assistant/Associate Department Head, Agricultural Institute Coordinator, Director of Undergraduate Coordinator Programs, Director of Graduate Programs, Distance Education Coordinator, Center or Program Director); state, regional, national and international professional activities and committee work, including professional associations. Where appropriate, include service and leadership innovations and accomplishments.

Source:

List your university, college, departmental, and professional service activities

FACULTY & STAFF MENTORING

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Briefly describe activities related to the mentoring of junior faculty, postdocs, and other staff. Where appropriate, include innovations and accomplishments made during mentoring activities.

Source:

Describe activities related to mentoring junior faculty, postdocs, and other staff.