

Federal Multi-State Reporting Job Aid

AREERA requirement that 25% of federal funds must be spent on Multi-state and 25% on Integrated Research and Extension activities

What is considered a Multi-state activity?

Collaborative efforts that reflect the programs of institutions located in at least two or more States or territories.

All preparation, planning, travel and time associated with an activity that involves any out-of-state event, communication or work; including those that bring out-of-state people into Ohio.

Who is eligible to report?

People funded by federal Smith-Lever dollars (Fund 560808): Educators, Regional Units, State Units, Academic Units

We cannot count time that is already counted on grants or contracts, county paid positions, or other federal programs like EFNEP.

How can you report your activity?

1. Research in View (RiV) – or current online reporting system

Use to report large or ongoing programs. There is a place in the “Partnership” section in an Extension Program to report Multi-state / Integrated activities (use the checkboxes to tag your program). You must also list your “days spent” for the program.

2. Bi-Monthly Survey

Report preparation time for travel and presentations, time spent on newsletters, consulting with colleagues in other states, attending one day sessions where an out of state speaker is present, etc. (Any activities you have NOT reported elsewhere)

3. Manual Reporting directly to geither.4@osu.edu

Use if reporting in the Survey is too cumbersome or you have special circumstances.

Typical Survey Activities

- **Newsletters:** time you spent preparing or distributing newsletters that reach an out of state audience
- **Radio Programs:** time spent preparing or hosting radio programs that reach an out of state audience
- **Ohio Meetings:** Other common items include meetings that you attend in Ohio that have an out of state participant or speaker. Ex. Annual Conference, Farm Science Review. Use your mileage log as a guide when filling out the survey. Look at each line and think about whether it had a multi-state participant or impact
- **Out of State Travel:** We capture the actual travel days for your out of state trip via the travel system, but if you are presenting or on a national planning committee, all of that preparation time should be reported on the survey
- **Peer-to-Peer contact:** If another state institution calls you and wants you to peer review an article or paper, if you call another state to find out what is going on with their research, etc.
- **Hosted events:** if you have out of state attendees at events you are hosting this prep time and presentation time should be reported on the survey.

Reporting Tips

- Survey completed for Oct/Nov, Dec/Jan, Feb/Mar, Apr/May, Jun/Jul, Aug/Sep
- List activities in this survey NOT reported elsewhere (ex. Travel form, RiV)
- If you get the survey, it means you should be tracking your days spent on multi-state activities.
- Submit your lastname.#, respond even if you have nothing to report (so you don't get reminders).
- 10 Activities allowable on the survey – if you have more, draft an email and send to geither.4@osu.edu
- List the number of DAYS spent on the activities listed broken down into the following categories: Multi-state, Integrated Research and Extension, and Both.
- Select Impact Area most closely associated with list of activities.
- Problems with the survey? Email Showalter.56@osu.edu



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES