CYFAR Annual Report Tutorial
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Introduction

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0524---0043. The time required to complete this information collection is estimated to average 322 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This information is designed to assist CYFAR Project Directors with using the CYFAR Online Reporting System. It is important to read and follow the instructions carefully in order to successfully enter your data with minimal problems.

This tutorial is a step-by-step guide for both the State and Community reports.

All Projects, including Close-out Projects, will use the system to complete an annual narrative report. For Close-out Projects, the 5th year annual report will serve as your Project Close-Out Report.

Questions should be directed to Bonita Williams bwilliams@nifa.usda.gov (202) 720 3566. Technical questions and concerns may be directed to cyfarpdta@umn.edu.

Only person(s) with authorization can access the reporting system to input data, and they can only access the level of data for which they are authorized. The sections about the State report are designed for the Grant Principal Investigator (PI). A Community Director who is authorized to enter their community data can enter their community data. They will only see what relates to their community project(s) when they access the reporting system. Community Directors must not use the Grant PI login to complete their community reports, as this can create problems during the approval process.

Some reports use text boxes that make it easier to format text and to copy/paste text into the report. To do this, copy your text, click in the text box, then use your browser’s EDIT/PASTE function to paste the text into the box.

The new Annual Report interface is part of a larger suite of tools called the CYFAR Suite. The CYFAR Suite is intended to begin to minimize repetition and help CYFAR Grantees stay organized and respond to requests for information. In the old system, each of the CYFAR tools had separate login credentials and occasionally roles would change and data could become difficult to access. With the new CYFAR Suite, you will only have one account to remember.
Logging Into the System

- Access the CYFAR Annual Report at: http://cyfar.org
- Select “CYFAR Suite” from the menu bar
- Login using your email address as your username.
- If you have forgotten your password, you can reset it by selecting the words in blue below the Login button that state “Forgot your password? Click here to reset it.”
- If you reset your password and are still unable to login, please contact: cyfarpdta@umn.edu
Verify and Modify Grant Details
Before you begin inputting data into the Annual Report tool, you need to verify and update any grant details.

Select “Manage Grant” from the CYFAR Suite’s first screen

And then select “Edit Grant Details”
On this screen you can edit and update your Grant’s -

- **Description:** Brief description of purpose, audience served, program content and strategies of the CYFAR Project. Include major collaborations, connectivity and the community projects.
- **Marketing Statement:** Input your marketing statement
- **Website:** Enter your complete CYFAR Website address or type the word “None” if you don’t have a CYFAR Project Web site (don’t use your 4-H, FCS or Extension site if you don’t have a CYFAR website.)
- **Affiliation:** This is the name of the Land Grant University that was awarded the grant.
- **Common Name:** This is the common or short-hand name for the grant. Often times it is a clever acronym.
- **Long Name:** This is the long name of the grant, usually the official grant name from the grant proposal, often it has all of the acronyms spelled out.
- **Counties:** These are the counties where the CYFAR Grant Communities are located.
Select “Save” when finished.
Verify and Modify Community Projects

Review the Community Projects listed for the grant. If a Community Project is no longer active, select the “Deactivate” link for that project.

If you have a new Community Project that is not listed on the site, please send an email requesting the site to be created to cyfarpdata@umn.edu and provide the following details:

- Community Project Name
- Description
- Location
- Marketing Statement
- Collaborating Organizations
- National Outcome (i.e., Early Childhood, School Age, Teen, or Parent/Family)
- Geographic Type (i.e., Central City, Rural/Town, Suburb, or Town/City)
Staff

Creating New Staff Accounts
The only account we moved forward from the old Annual Report site to the new site are the PI’s. The Grant PI will need to create a new account for the State POC if that person is different than the Grant PI. The State POC is the person responsible for completing the State portion of the Annual Report and would have rights to create accounts for each Community POC if the State is not inputting the Community Project reports.

To create a new Staff Account

Select the “CYFAR Suite” to return to the main CYFAR Suite page for the grant and then select the “Manage Grant” button.
Next scroll to the bottom of the “Manage Grant” screen and select the “Add User to Grant” button.

If the user is already created, you can select them from the “Select a User” drop down box, otherwise, complete the form to Create a New User and then select the “Add” button.
This step assigns the selected or new staff to your grant. You will now need to assign the staff person to a specific role. Follow the instructions to Add Staff to Grant.
Define User Role
After you create or select the user, you must assign them to a role on the grant.

If they are staff with your State Project, you do this by selecting the “Edit Staff” button under the State Project. Then select “Add new Staff”

You can now select a user that you added earlier and assign them to a role in your state project. The available roles are

- State Coordinator
- State Project Evaluator
- State Project Director
- State Project Technology Specialist
- State Point of Contact
For the purposes of filling out State Report for the CYFAR Annual Report, the staff must be in either the State Project Director role or the State Point of Contact role.

If they are staff with a Community Project, you can assign their role by selecting “Add Staff” under the Community Project.

You can now select a user that you added earlier and assign them to a role in your community project. The available roles are

- Community Project Connectivity Contact
- Community Project Director
- Community Project Coordinator
- Community Point of Contact
For the purposes of filling out Community Project portion of the CYFAR Annual Report: The staff must be in either the Community Project Director role or the Community Point of Contact role.
Completing the State Report

Select the Annual Report from the menu bar, then select “Edit State Report”

Accomplishments
Select “Accomplishments” on the menu bar. Enter your State project accomplishments for the fiscal year. Select the “Save” button when done.

The accomplishments should describe accomplishments in supporting and sustaining community-based projects for children, youth, and families at risk.

- Provide a one paragraph description of your program as it was actually implemented
- Provide a brief description of progress on integrating community into your program
- Provide a brief description of progress on integrating technology into your program
- Provide a brief description of progress on sustaining your program

Results
Select “Results” on the menu bar. Enter your CYFAR project accomplishments for the fiscal year. Select the “Save” button when done.

Select Short Term Results to enter your short-term results based on your logic model. Each short term result from your logic model is listed.
If your short or long term results have changed since the previous year’s report. Send an email detailing which results to remove and what the new results to add. Please indicate which results are intended to be short or long term results.

**Sending the Report to the Reviewer**

Once you have entered and reviewed all of the required data in the State Report, you must Update Status to send to the next level for review.
You are encouraged to “Preview Report” tab near the top of the screen to review your report before updating status. This can help you avoid having your report returned for incomplete or incorrect data. You can also use your browser’s PRINT function to print a copy of your report for your use.

Change the drop down to the option “Submit to Coach” and then select the “Update Status” button to move the report to your Coach for review. Once executed the status will change to “Awaiting Coach Review” and you will not be able to make changes to your report unless it is sent back to you by a reviewer. This Status must be updated for the State and each Community Project report.

When your report is reviewed, if a change is required by a reviewer, you will receive an email informing you to make the necessary corrections. Go back into the reporting system and edit your report, following all of the same procedures as specified above. Then do Update Status as needed to return the edited report(s) to the reviewer.
Completing the Community Project Report

Community Project Details
Community project details should be verified and updated by the State POC earlier in the process. However, a Community POC may have additional information, or need to clarify the description, marketing statement, etc. To do this they select Edit Community Project Details.
Edit: Huron County Rockets Community Project

Name
Huron County Rockets

Description

Location
Trentville

Marketing Statement
To make the best better by offering a great CVFAR Program

Collaborating Organizations

Select a National Outcome
School-age

Select a Geographical Type
Central City
Accomplishments
Select “Accomplishments” on the menu bar. CYFAR Grant Community Accomplishments:

- Provide a one paragraph description of your program as it was actually implemented
- Provide a brief description of progress on integrating community into your program
- Provide a brief description of progress on integrating technology into your program
- Provide a brief description of progress on sustaining your program
Form A
Select “Form A” on the menu bar. Type in the appropriate numbers for your project. In federal reporting, ethnicity is distinct from race. You should indicate an ethnicity category for each participant and all racial categories that apply to each participant (i.e. a participant of more than one race would be recorded in each applicable racial category). Ideally, your total participants should equal the total of numbers in your ethnicity section if everyone reported. Totals of racial categories will be equal to or greater than your total participants if they all report racial information. Select SAVE after entering data.

Form A - Age Group by Ethnicity and Race

<table>
<thead>
<tr>
<th></th>
<th>Pre-K</th>
<th>K-6</th>
<th>Youth (Grades 7-12)</th>
<th>Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Participants</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnicity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Hispanic or Latino</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Race</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black or African-American</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persons indicating more than one race</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select SAVE after entering data.
Form B
Select “Form B” on the Menu Bar. Indicate the % in poverty. The totals for each age group will be calculated and shown by the system based on the data in Form A. Select SAVE when complete.

<table>
<thead>
<tr>
<th>Accomplishments</th>
<th>Form A</th>
<th>Form B</th>
<th>Form C</th>
<th>Form D</th>
<th>Form E</th>
<th>Form F</th>
<th>Form G</th>
<th>Preview Report</th>
</tr>
</thead>
</table>

**Form B - Poverty Risk Factor**

<table>
<thead>
<tr>
<th>Total Number of Children Pre K:</th>
<th>Percent in Poverty: %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Number of Children K - 6:</th>
<th>Percent in Poverty: %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Number Youth Grade 7 - 12:</th>
<th>Percent in Poverty: %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Form C**
Select “Form C” on the Menu Bar. Indicate the ethnic and racial data for staff and volunteers. NOTE: Staff is counted in Total Participants by FTE%. For race and ethnic data, all staff and volunteers are counted by person, not FTE%. When complete, Select SAVE.

### Form C - Staff and Volunteers by Ethnicity/Race

<table>
<thead>
<tr>
<th></th>
<th>Extension Staff (FTE’s)</th>
<th>Other Paid CYFAR Project Staff (FTE’s)</th>
<th>Youth Volunteers</th>
<th>Adult Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Participants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnicity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Hispanic or Latino</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
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<td>Native Hawaiian or Other Pacific Islanders</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persons indicating more than one race</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approximate hours contributed by Adult Volunteers:

Approximate hours contributed by Youth Volunteers:

[Save]
Form D
Select “Form D” on the Menu Bar. Type in the number of computers at all sites from sources other than CYFAR. Select “Add New Site” to enter data about a site that is using computers (from CYFAR and other sources). Enter applicable data for a site that is using computers, then Select SAVE.
Form E
Select “Form E” on the Menu Bar. Check Delivery Method and Program Content keywords that describe your program for the child/youth audience. The keywords are used to help people search from the public site for relevant projects, so choose them carefully and select all that apply. Delivery Method describes the ways used to present the program. Program Content refers to the actual information that is presented. You must select the from the keyword lists – there is no way to add keywords.

Select **Save** when finished
Form F
Select “Form F” on the Menu Bar. Select keywords for adult participants.
Form G
Select “Form G” on the Menu Bar. The 4-H Clubs Form is for data about 4-H clubs that are a part of your CYFAR community project (not CYFAR youth or adults who are enrolled in a 4-H club or program outside of your CYFAR community project). 4-H Club means a 4-H program unit that is registered/chartered by your State 4-H program, not simply using 4-H curricula or doing 4-H activities. Complete the form and Select SAVE when done.

Form G - 4-H Clubs

Total Number of Clubs: 

Total Number of Children K - 6: 

Total Number of Youth Grades 7 - 12: 

Total Number of Youth Volunteers 

Total Number of Adult Volunteers 

Save
Sending the Report to the Reviewer

Once you or the Community POC have entered and reviewed all of the required data in the Community Project Report, you must Update Status to send to the next level for review.

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