Project Number:_____ Project Director:_____

CHECKLIST OF REVIEW OF NJAES PROJECT REPORTS Capacity Grant Fundes (NJAES)

1. Is this a progress report or a final report? Did the PD complete the report shell for the correct reporting period?
2. Review/Insert FTEs and CIP codes (Note: NJAES instructs project directors NOT to complete the FTE or the CIP table; NJAES administrator completes this section based on official effort reporting, payroll data, and information gathered from other sources).

ROLE	FACULTY AND NON-STUDENTS	STUDENTS WITH STAFFING ROLES			COMPUTED TOTAL BY ROLE
		UNDERGRADUATE	GRADUATE	POST-DOC	
Scientist					
Professional					
Technical					
Administrative					
Other					
Total					

No. Undergrads	No. Graduate Students.	No. Post-Doctorate	CIP Area/Code

3. Publications:
   a. If PD typed more than one publication in one box, please correct.
   b. Check publications against those listed in prior year and eliminate publications reported in the prior year.
   c. Make sure that publication type is accurately identified by the project director. Correct if needed.
   d. Delete any publications that are clearly not related to the project research.
4. Patents/PVPs: Check for consistency between patents listed in University data and any listed by the project director
   a. Add any patents that are listed by the University, if is associated with the project director's research project.
   b. Make sure that a reported patent application/issue was not already reported to USDA-NIFA in a prior year.
5. Other products: Make sure that appropriate material is reported in "other products" listed by the project director.
6. Review accomplishments text.

Project Number:_____ Project Director:_____

7. Other products: Make sure that appropriate material is reported in "other products" listed by the project director.
8. Review accomplishments text.
    a. Check the text report on accomplishments against project objectives. Does the PD address the objectives?
    b. Check the accomplishments against last year's accomplishments. Is the PD just repeating last year's text?
9. Make sure that appropriate material is included under "Opportunities for training and professional development" and "How have results been disseminated..." Edit as needed.
10. Make appropriate edits to all text for grammar, spelling, etc.
11. Try to discern significant impacts. If there appears to be something important here, discuss with project director and expand upon, if needed.
12. If any project changes are reported (or are detected elsewhere in the report), examine carefully and follow up with the project director to ascertain if a project change needs to be submitted to USDA-NIFA.