

## 2020 WEDA Awards of Excellence

### Program Information

The purpose of the Western Extension Directors Association (WEDA) Awards of Excellence is to recognize Extension outreach education programming that has achieved outstanding accomplishments, results and impacts in addressing contemporary issues in one or more of the 13 states and 4 territories in the Western Region. It is anticipated that recipients of the award will include mature programs with documented impacts. **What is a program?** For the purposes of the WEDA Awards of Excellence, the following definition will be used: *An Extension program is a group or series of presentations, workshops, functions, demonstrations or other events and activities that form a comprehensive outreach education curriculum, methodology or process that facilitates learning in volunteer audiences over time through the adoption and application of new knowledge and skills.* For example, a conference developed and offered to address nutrition needs for teens would be an event rather than a program. The conference, however, may be one of many components that make up an Extension Teen Nutrition Program.

### Application Format

1. Must not exceed 5 pages, including the cover
2. Applications must use font size 11 or larger.
3. 1" margins, top, bottom and sides
4. Applications should be written so that a reader unfamiliar with the program will have a reasonably good understanding of the program and its impacts.
5. The **Cover Page** (1 page) is to include the following:
  - Program Name
  - Name, title, address, phone, fax and email of the contact person for the program
  - A brief abstract (150 words or less) of the program
  - Team or Multistate\* applications: list collaborators on the cover page and the names, titles and locations of the team members.

\* Multistate applications: Programs designed and delivered to address issues in multiple states/territories are strongly encouraged. Applications for multistate/territory awards are required to describe the characteristics of the partnership by including the following: 1) identify collaborating faculty/staff from participating institutions, 2) describe the role of each participant in the collaboration, and 3) characterize the relative contribution of each participant as a percentage of the entire effort (so that the

sum of all contributions is 100%). Multistate/territory applications may attach one additional page to describe the characteristics of the partnership.

5. Address as many of the **criteria** below that apply to the program, do not address non-relevant criteria. Limit: **3 pages**.
  - a. **ISSUE & SITUATION**  
Present clearly the needs/situation of the issue addressed. Why is the issue important and what was the situation prior to the implementation of the program?
  - b. **STAKEHOLDERS & INPUT**  
Identify audiences/customers/stakeholders, and clearly describe the process(es) used to obtain input into program development and implementation. Who does the program target, and how was their input obtained?
  - c. **EXTENSION FOCUS & RESEARCH BASE**  
Emphasize the Cooperative Extension outreach education focus of the program, identifying the key research and/or experiential learning upon which the program is based. A brief bibliography citing key references used in developing the program should be listed on page 4, if needed.
  - d. **MULTIDISCIPLINARY & COLLABORATIVE COMPONENTS**  
Present the key multidisciplinary components and collaborations/partnerships needed for success of the program. Explains the role of each to the program. Do not just list disciplines, collaborators and partnerships without a statement of why/how they were important to the program.
  - e. **INNOVATIVE APPROACHES**  
Describe innovative approach(es) used to effectively address the issue. Clearly explain why the approach, method, program, etc., is viewed as innovative.
  - f. **IMPACTS ACHIEVED**  
Identify the evaluation methods used and clearly present the significant impacts, outcomes and results achieved by the program in addressing the issue.
  - g. **SCHOLARLY PRODUCTS DEVELOPED**  
List the scholarly products developed for use by Extension clientele and peers in support of the program. Scholarly products developed may include, but are not limited to journal articles, magazine articles, education manuals, fact sheets, new curricula, new web sites, video and other digital technology, news articles, or other methods of dissemination.

6. Brief **Bibliography** of references used.
7. If this is a multistate project, write one page about the **Characteristics of Multistate Partnership**.

### **Application Submission Instructions**

To begin you must be logged onto the ANR Portal. Once in the Portal locate the **Universal Review System**.

- I. Click **2020 WEDA Awards of Excellence** to begin the application process.
- II. Enter the title of your application/program and click **Create Proposal**.
- III. In the **Project Summary** box enter the name of the person(s) and their Extension education outreach program that the application is about.
- IV. When you are ready to upload your application click **Choose File**.
- V. Click **Save General Information**.
- VI. On the **Proposal Information** page, if you would like to change or add information under the “General Information” or “Proposal Contacts” sections, click on the pink boxes to edit your application, be sure to save your changes.
- VII. To submit your application, click **Submit Proposal** located on the right side of the *Proposal Information* page.

Upload your document using Microsoft Word (preferred) or Adobe/pdf.

\* If you do not have a @ucanr.edu email address please contact Melanie Caruso, mmcaruso@ucanr.edu, for access to the submission website.