



MICHIGAN STATE UNIVERSITY | Extension

Reporting: Narratives




The Narrative Section

provides an opportunity to write about your work from a variety of perspectives. The choices for your narrative reports are listed to the right; more detail is provided on the next page.

While you might not use all 8 categories each time you report, having them available helps insure you don't overlook those important aspects of your work.

The template tells you what's expected in each section.

To complete the narrative section, go to the [Data Entry](#) portion of MiPRS and click on the [Narratives](#) link. You will see a chart with 8 choices from which to select. Enter information for each desired section by clicking the  button:

- 1) Impact summaries and evaluation results
- 2) Progress toward deliverables in your individual plan
- 3) Progress toward objectives on diversity/civil rights
- 4) Indirect and other outputs
- 5) New grants
- 6) Publications
- 7) Multi-state involvement in programming
- 8) eXtension

Important:

Listing all events (meetings, etc.) from your calendar takes the focus away from information that tells of the difference Extension is making in people's lives. Highlight only significant events and the impact of your work in the narratives section.

The only section you **MUST** report on monthly or quarterly is #2, progress toward deliverables. The other sections can be reported against as you have information related to them.

Create a record.



View a record.



Edit a record.

(Note: Records cannot be edited after the 15th of the month)



Delete a record.

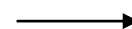


Impact summaries and evaluation results may be the most important narrative section. It tells the story in answer to the question: “so what, who cares, and why?” In this section, you take results from evaluation efforts and interpret them in a concise, clear way for stakeholders. This should explain:

- * the issue (why it is important to do this work)
- * what was done
- * the result/accomplishment of that work
- * the difference that makes—also called Public Value.

*In addition to quantitative data, **anecdotes, quotes and testimonies** are valuable because they provide a personal perspective. They are short, informal statements that help illustrate the success of your work.*

Related Files — Provide additional detail by attaching the program evaluation information, and any additional information to help tell the story.



The Narrative Report: detail on each type

Impact summaries and evaluation results related to logic models:

This very important narrative section provides a summary of impact for the reader. It is important to include information on the **issue** (who cares and why?), on **what has been done** to address this issue, the **results/impact**, and what difference that made.

Progress toward deliverables in your individual plan:

Briefly describe the progress you have made on your major work group related objectives and deliverables. Be concise; it should probably not include every activity you have been involved with. Be sure to check with your Institute Director to find out the level and type of detail they desire.

Progress toward objectives on Diversity/Civil Rights:

It is important for Extension to tell how we are meeting the needs of diverse audiences and our civil rights obligations. As you review your civil rights plan for the year and describe the progress you've made, you may find assistance from examples listed in the template for inputs, outputs and outcomes to help you think through your efforts.

Indirect and other outputs:

When not referred to elsewhere in your reporting, provide information on various media that you have used to reach audiences. Suggested choices include newsletters, radio/TV shows, websites, periodic columns, press releases, fact sheets, recorded webinars, PowerPoint presentations or social media.

New grants:

It is important for Extension to be able to show how it leverages other resources. Many grants run through CGA, but if they do not, please report them here per your Institute Director's instructions. In general, include new grants. Check with your Institute Director to see which information they'd like included in the grant section.

Publications:

This section provides an opportunity for you to describe submission and acceptance of your publications including: MSUE monthly news articles, peer reviewed journal articles, and MSUE Bookstore bulletins.

Multi-state involvement in programming:

MSU Extension is required by our federal partner to work on a multi-state basis for a portion of our effort. Provide a description of your project, including the participating state(s), your role and contribution, and the results and impact.

eXtension:

Describe your eXtension involvement and contributions. Select the appropriate eXtension group (Communities of Practice; Ask an Expert; or Learn—webinars and courses). Describe anything authored and peer reviewed, listing the number of days or hours spent, and results and impacts.