

## APPENDIX D

### SAES-422 Format for Multistate Research Activity Accomplishments Report

*Note: This report is submitted each year of an activity's duration and is due 60 calendar days following the annual meeting. The SAES-422 is forwarded electronically by AA's to their Executive Director. Annual reports for MRF projects are then forwarded to CRIS by the Executive Director.*

**Project/Activity Number:**

**Project/Activity Title:**

**Period Covered:**

**Date of This Report:**

**Annual Meeting Date(s):**

**Participants:** Provide a list of those who attended each meeting, and their employing institution. As an alternative, list the URL for the meeting minutes, if that report contains the list of those who were present. And, if available, add the address for the list server as well.

**Brief summary of minutes of annual meeting:** Provide information with a focus on the decisions made. As an alternative, list the URL for your meeting minutes.

**Accomplishments and Impacts:** In this section focus on intended outcomes and potential impacts. This information should be built around the activity's milestones, as they were identified in the original proposal. The report should also reflect on the items that stakeholders want to know, or want to see. Also, describe plans for the coming year in no more than one or two short paragraphs.

**Publications:** List the publications for current year only (with the authors, title, journal series, etc.).

**Authorization:** Electronic signature of the Administrative Advisor, with the date.