## WyoVita (Faculty 180) Tip Sheet





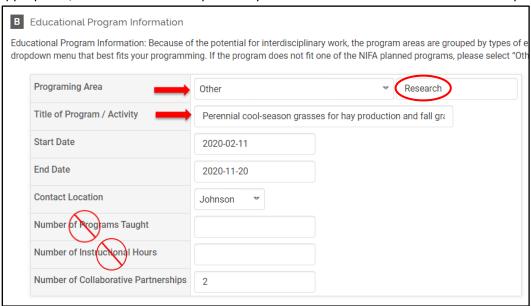
This tip sheet focuses on how to enter UW Extension research in WyoVita. AES research would be entered in the section titled "Projects".

Extension research is entered in the Educational Programs and Contact Reporting section. Grants to support the research project would be entered in Grants (if it has a Green Sheet) or UW Extension – Resource Development. Peer reviewed journal articles would be entered in the Popular Press and Media section. News articles, educational displays, social media posts, items that are NOT peer reviewed would be entered in UW Extension – Educational Materials Developed/Popular Press Activities.

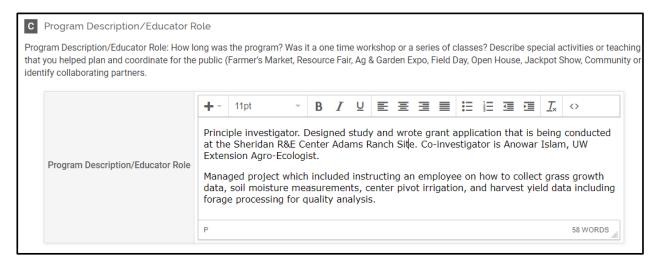
Select "Other" in the Programming Area and type Research in the text field. This will allow us to easily filter and sort all research projects. Enter the subject of the research in the Title of Program / Activity and the start and end dates.

Do not enter Programs Taught or Number of Instructional hours. Enter educational programs associated with the research project in a separate entry.

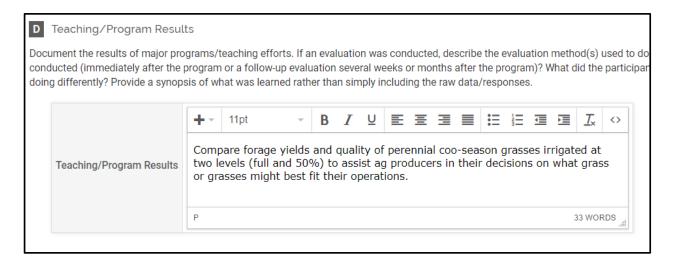
If appropriate, enter the number of partners you have collaborated with in the research project.



Describe the research project, your role and collaborating partners in the Program Description / Educator Role.



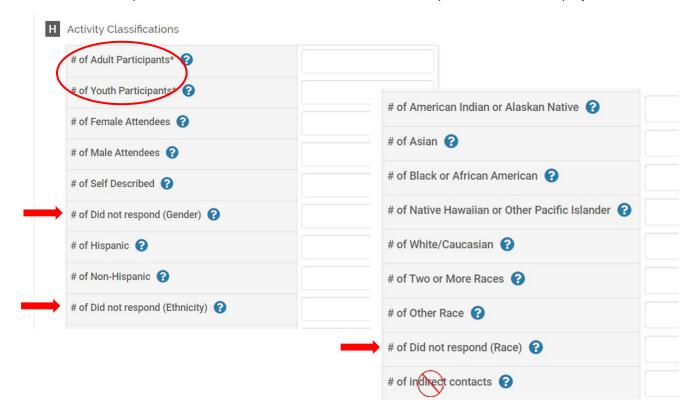
The results of the study can be described in the Teaching / Program Results field. This is a place to share your progress and success. It's also an appropriate place to share any setbacks and explain why they occurred. Complete the Identified NIFA outcomes as appropriate.



**TIP:** If you conducted an educational program to share the progress and/or results of your research it will also be entered under Educational Programs and Contact Reporting. Because it has a different purpose it is important to enter it separately.

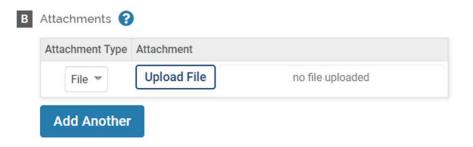
The contacts in research will be DIRECT contacts. <u>The number of youth and adult participants is required</u>. Since it's not part of the civil rights demographics, make your best guess. Because it is required you do need to enter a number. For example, if you do not have any youth participants you will need to enter 0.

The number for gender, ethnicity and race must equal the total number of participants. If participants have not self-disclosed their demographic information, you would enter the number of participants in the "Did Not Respond" line. You will not have indirect contacts to report with a research project.



Use the attachments field to upload documents which reflect your best work in research. It is not necessary to include everything. Be selective and choose a few outstanding examples that most effectively highlight your research.

TIP: If you are on Extended Term, these documents would be considered Packet II.



## **Save Your Entry:**

The system <u>does not</u> automatically save your entries. Please save often. There are several options to save your entry:

- Save
- Save and Add Another (returns you to the same section)
- Save and Go Back (returns you to the list of sections)



If you have additional questions about how to report Extension Research in WyoVita, please contact Kim Reaman at <a href="mailto:kreaman@uwyo.edu">kreaman@uwyo.edu</a>.