

Southern Risk Management Education Center

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REMINDERS from Project Director Training

1. Take note of the quarterly reporting dates. It is important to keep in mind that if you do not report within the RVS, we cannot tell if you are working. Provide all summary reports and pertinent information within the RVS system, including implementation delays, budget and/or contract amendment notes.
2. All promotional materials (postcards, fliers, press releases, etc.) AND educational materials (PowerPoints, webinars, flyers, program impact reports, etc.) must acknowledge SRMEC funding. The SRMEC logo or USDA NIFA logo may be used to detail the funding for the project. For publications, feel free to only list the award number as shown below and on the SRMEC website. You can find more information about meeting the contractual obligations of grants awarded by the Southern Center, including logo
use: https://srmec.uada.edu/award_management/tools_for_project_directors.aspx

Statement for 2022-2024 Awards:

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3. When submitting your final reports, please upload **ONLY PDF files**. While other formats can be uploaded, we prefer only PDF versions.
4. Unless they are crucial to understanding your project focus, do not upload more than 10 file examples for promotional and educational project resources.
5. For Evaluation reports, do not make files “publicly available” that share personal data or individual responses. If you don’t have your evaluation data summarized and aggregated, simply share your evaluation survey/instrument. While you may share more than one evaluation file, we ask that you make at least ONE file public.