

PTR Guidelines to show Distinction in Extension-Last five years

Context of Extension Program- One paragraph to describe the context of extension program- The why & who (target audiences)

Key Statistics on Inputs and Outputs- A table to show total inputs and outputs dedicated to your overall extension program during the **last five years**

Category (Example only)	Total (Examples only)
Funding Dedicated to Extension Program	\$300,000
EDIS Publications	20
ISTs	10
Educational Events	100
Creative Works (PPTs, Videos, Blogs, etc.)	50

Outcomes and Impacts of the Overall Extension program

One paragraph to show

- Short-term: Knowledge gain, intention to adopt practices and/or implement recommendations.
- Medium-term :Actual adoption of practices or implementation of recommendations.
- Long-term: Outcomes and quantitative or qualitative, social, economic, environmental impacts.

International, National, Regional, and State-Level Recognition

One paragraph or a table on:

- Total invited/keynote extension talks at international, national, regional and state levels. **Provide totals per level only.**
- Extension program-related international, national, regional and state-level awards and recognitions. **Provide totals per level only.**

Four Pillars of Distinction-Extension

CONTEXT

- The Program
- Needs assessment (formal/informal)
- Smart* objectives
 - Specific
 - Timely
 - Measurable
- Educational plan
 - Short
 - Medium
 - Long term

INPUTS & OUTPUTS

- Participants
- Funding
- Creative works
- EDIS & other pubs
- ISTs
- Educational Events
 - Workshops & Field days
 - Meetings & Seminars
- Volunteers' contributions

OUTCOMES

- Knowledge gain
- Intended behavior change
- Measured behavior change
- Estimated indicator change
- Measured indicator change

REPUTATION

- Invited/keynote talks
- Invitation by stakeholders
- Program sought by stakeholders
- Awards

* Specific, Measurable, Achievable, Relevant, and Timebound. Source: <https://edis.ifas.ufl.edu/fy1327>