

VMLRP Annual Progress Report Instructions

Section 1: General Award Information

Enter your information in all text boxes. Indicate the reporting period as the time frame of submission, i.e. January 1, 2026, to December 31, 2026. Your period of performance start date, period of performance end date, and award number are located on your VMLRP Award Face Sheet. The Veterinary Services Shortage Situation Identification Code, shortage situation type, and % Full Time Equivalent (FTE) are located on the Veterinary Shortage Situation Nomination Form located in your Box folder. Select Yes, No, or Not Required/Type III to verify the status of both your professional license and accreditation.

Section 2: Approach to Mitigating the Veterinary Shortage Situation (Goals and Objectives)

1. Summarize the section of your application narrative where you explicitly described the strategies, tactics and/or business plans you are employing to mitigate the needs of the shortage situation area you were selected to serve. Where applicable, this section may include, but not necessarily be limited to, descriptions of:
 - a. Planned stakeholder/client involvement in veterinary service prioritization, planning, implementation, and evaluation.
Describe your relationships with local community leaders, organizations, and producers in identifying the best strategies to mitigate veterinary service shortages, and most effective methods of evaluating and effectiveness of strategies employed.
 - b. Description of proposed activities over the three-year service commitment that will address the shortage nomination.
 - c. Describe your planned approach to tracking your services in either public or private practice.
 - d. Plans to communicate increased/enhanced services in the veterinary shortage situation area.
2. The information in this section should be drawn from the narrative included in your application and can remain the same from year to year.

Section 3: Target Communities

Use this section to briefly summarize how you are serving the target communities included in your veterinary services shortage situation area, with reference to the goals and objectives in your VMLRP application. Target communities are the groups and individuals that benefit from the services you provide related to your VMLRP award within your designated veterinary shortage situation area. They include food supply animals, producers, clients, producer group(s), market segments, and others within your animal agriculture community. The targeted communities in each annual progress report should be those you focus on during the specified reporting period.

Section 4: Accomplishments for the Reporting Period

Accomplishments:

NIFA defines accomplishments as outcomes and impacts achieved as a result of the award and the activities and services that led to the outcomes and impacts. An outcome is defined as a measurable and documented change in knowledge, action, or condition that occurred as a result of the award. Outcomes should relate directly to the veterinary shortage situation area. The impact description should indicate why the outcomes matter, including who was impacted by the change and how they were impacted.

This accomplishment section should describe the results, outcomes, and impact of your work that will provide benefits to broad audiences. It is important that this portion of your report be written in plain, non-technical language. Please use qualitative and quantitative metrics that will be meaningful to non-scientific audiences such as community leaders, policymakers, taxpayers, and farmers. You will need to translate results of your work into lay terms – things that everyday people can relate to. This should include work done towards each goal/objective and a description of the impact the services have had during this reporting period. To help frame your accomplishments for the Annual Progress Report reporting period, work through the following questions. After doing so, you should be able to put your answers together to form a succinct impact description that describes your accomplishments during the reporting period.

- **RELEVANCE:** In a few sentences, what is the issue or problem that your award addresses (i.e., what are you trying to help solve, fix, mitigate, improve?)
- **RESPONSE:** For each goal, describe for this reporting period: a) Major activities completed / veterinary medical services conducted;

- b) Data collected; and c) Summary statistics and discussion of results / findings.
- **OUTCOMES:** Describe the key outcomes or other accomplishments realized. In a few sentences, what did you do about an issue/problem in the veterinary shortage situation area during this reporting period?
- **IMPACT:** Who or what will be most immediately helped by your work, and how?

Training and professional development:

Describe any training and professional development activities you completed during the reporting period that contributed to your ability to meet the goals and objectives identified in Section 2.

Activities for the next reporting period:

Summarize in a few sentences or a few bullets your planned activities for the next reporting period. This can also serve as a reference when completing your accomplishments for the following year.

Section 5: Products, Outputs, Presentations, and Publications

Provide a list of products, outputs, presentations, and publications achieved in this reporting period only. Products, outputs, presentations, and publications could include but are not limited to: Newsletters, producer workshops, products developed for producer outreach and education, products produced for meeting the needs of the veterinary shortage situation area you serve, major publications, patents, and/ or webpages. NOTE: If no publications or patent/PVP applications are identified for this reporting period, you must enter “Nothing to report” in the text box.

Products and Outputs include activities, events, services, and products that reach people. Some examples:

- Activities include specific clients and community education, teaching, or mentoring.
- Events include outreach events, client education events, community education events, career days, conferences, demonstration sites, field days, symposia, workshops, and trainings.
- Services include direct veterinary services mitigating the shortage situation area and consulting/advising services mitigating the shortage situation area.

- Products include podcasts, client education materials, client and community education website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students interested in veterinary medicine.

Section 6: Challenges and Changes

Describe major changes and/or problems in the project, including the plan, approach, methods, timeline, and objectives. Include a clear reason(s) for why these changes were made. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.

Examples of major changes include:

- Major problems or delays that may have a significant impact on your ability to provide veterinary medical service to the veterinary shortage situation area.
- Changes to the approved veterinary shortage situation area such as species and counties listed as must serve. (Include date of approval of the change from the VMLRP program office.)
- Significant deviations from the goals and objectives identified in Section 3: Approach.
- Unexpected outcomes.

Please DO NOT provide sensitive or confidential information (i.e. confidential medical details, etc.) as these reports are subject to disclosure through the Freedom of Information Act.