

**Business and Manufacturing**  
**Small Business Development Center**  
**Business & Industry/Management Institutes**

**Program Impacts Reporting Process and Criteria**

1. All programs funded all or partially by UWEX Cross-Divisional Funds, SBDC Entrepreneurial Growth Initiative Funding or other special initiative federal funds, should include program impact reporting. Program leaders are responsible for this reporting.
2. Program leaders are encouraged to submit program impact reports for other programs for specific campus or center initiatives.
3. All program impacts will be reported using the UWEX template as found on the web site at <http://www1.uwex.edu/impacts/>.
4. All program impact reports will be sent to:  
Kathy Stittleburg at [stittleburg@admin.uwex.edu](mailto:stittleburg@admin.uwex.edu)
5. Program impacts will be reviewed and then submitted to UWEX.

NOTE: Starting in calendar year 2003, all SBDC centers will be required to provide one client profile (case study) annually to the SBDC state office to be used in support of the annual program impact report for the SBDC statewide counseling effort.