Extension Publication Approval and Production Form

For an Extension project, please fill out the form below to let us know what Purdue account to charge (if applicable) and complete the approval process.
Contact Jen Pluhar (Pluhar, Jennifer Nicole <jpluhar@purdue.edu>), assistant for Henry Quesada, <hjquesad@purdue.edu> for assistance with the process or form.

PART 1 — *Project information.* *This section is completed by author(s)/department.*

Your Signature _____ Email Address _____

Project Title _____ Department _____

Word Count for your project _____

Please choose one: New ____ Rerun ____ Revised ____ Print quantity, if applicable _____ Who is the audience for this project and how many are in that audience? _____

Please briefly describe the project, including the intended purpose and expected impact.

Is this a web only publication? _____

PART 2 — *Peer review.* *Authors of numbered Extension projects must complete the information below, then send digital drafts of this form and the project to the appropriate Program Leader.*

Expert reviewed by 1) _____ 2) _____

- Dept. Extension Coordinator approval/signature _____

PART 3 — *Extension Program Leader*

- Extension Program Leader approval/signature _____

PART 4 — *Accounting.* *Completed by department(s) and business office.*

Fund for production costs *(costs to produce this project—e.g. printing—will be charged to this account number)*

IO/WBSE	GL Account (required)	Amount or % (required)

Fund for Income *(profits from the sale of this project will be returned to this account number)*

IO/WBSE	GL Account (required)	Amount or % (required)

- Dept. Comptroller (signature REQUIRED) _____

The person(s) who can authorize use of funds in the accounts listed below must sign below.

Approval/signature _____

PART 5 — Extension Peer reviewed number _____

Extension Reviewed Bulletins Process

Questions about the Extension number process should be directed to your department Extension leader or the Extension administration office, Jen Pluhar (Pluhar, Jennifer Nicole <**jpluhar@purdue.edu**>), assistant for Henry Quesada.

More information at the Extension Hub
https://extension.purdue.edu/hub/

1. The extension specialist completes the Production Extension process (including the form)

2. The extension specialist requests a number from the Extension administration office, Jen Pluhar (Pluhar, Jennifer Nicole <**jpluhar@purdue.edu**>), assistant for Henry Quesada.

- Extension colleagues may layout their own publication using the AgComm provided template.

  Or

- Extension colleagues may partner with AgComm. AgComm will assist with editing/design expertise (see checklist for further assistance)

Standard bulletins
Once all assets are provided by our client and we agree/commit to following the schedule (e.g. providing copy, reviewing, and approving edits according to the agreed production schedule):

Workzone requests for **1-2 page bulletins will be completed and delivered within 4 weeks**
Workzone requests for **4-12 page bulletins, will be completed within 6-8 weeks**, depending on complexity and required editing. The exact schedule will be agreed upon during the initial discussion.
Curricula and guides need to be discussed with coordinators, program leaders, and AgComm at the time the projects are conceived.

Expert Reviewed process EXAMPLE checklist

CHECKLIST

- Write/revise the publication
- Assemble all files (graphics, word document) in one folder
- Send for peer review (two people)
- Respond to reviewer edits and read one final time
- Send to (Department Extension leader) for approval
- Fill out the Extension form and send it with a number request to the Extension administration office, Jen Pluhar (Pluhar, Jennifer Nicole <**jpluhar@purdue.edu**>), assistant for Henry Quesada. for approval
- Request a project with AgComm, agcomm.sharedwork.com/requests Deposit named publication folder with files in shared Box folder with AgComm
- AgComm will create a work plan and timetable for the publication
- AgComm will send edits of the Word document to the author
- Author will approve Word document edits
- AgComm will do the layout and design and send a pdf for the Author to review
- Author will review the design and send edits
- AgComm will send the files to the Author
- Author will send files to the Education store to post