USDA NIFA Reporting System
User Guide

Last Updated: January 2023

USDA

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Registration Process

- All users of the NIFA Reporting System (NRS) will need to register with USDA's eAuthentication as a 'CUSTOMER' and complete identity verification. Please see the [eAuthentication User Guide](#) or visit [eAuthentication's Home Page](#) for additional registration details.
- Upon successful registration and identify verification, users must request a role from their Organizational Administrator
- Changes to your name and email address must always be done through eAuthentication. If changing your organization, please update your email address in eAuthentication and then contact your new Organizational Administrator. Your new Organizational Administrator will need to work with NIFA to make final changes. USDA policy requires that users only have one eAuthentication account.
- Please refer to [NRS guides](#) and [FAQs](#) located on the launch page for details on registering and requesting a role: https://www.nifa.usda.gov/nrs

Roles

- The NIFA Reporting System (NRS) requires users to request a role upon completion of the registration process (refer to the eAuthentication User Guide for this process)
- The roles and respective permissions for these roles can be viewed in the table below
- Plans of Work and Annual Report of Accomplishments are only required for organizations that receive Hatch, Hatch-Multistate, or Evans-Allen, Smith-Lever 3(b)(c), and 1890 Extension funds. Organizations that do not receive these funding sources are not required to submit a Plan of Work or Annual Report of Accomplishments.

Role	Description	Main Permissions
Directors	The Directors of Research and Extension are the "senior" position at each individual institution. They are responsible for satisfying AREERA requirements for their institution and coordinating with all other 1862 or 1890 Land-Grant Universities in their state to input and maintain Plan of Work-related data, specifically Critical Issues, Extension Programs, and Research Projects. They oversee both POW and Annual Reports of Accomplishments and Results (previously Progress/Final Reports).	- Manage Critical Issues (Add, edit, view, and close out) Critical Issues - Create, Edit, Review, and sign the Plan of Work - Create, Edit, Review, and sign Annual Reports - Manage Research Projects/Extension Programs (Add, save, edit, review, print, and submit) - Manage Results (Add, edit, review, submit, and highlight)
State Contributors	State contributors are staff members, designated by the institution, who enter and edit Plan of Work-related reporting data, specifically Critical Issues, Extension Programs, and Research Projects. They are often a small number of administrative or "technical" staff working for the Director's office. Generally, one State Contributor is designated to be a coordinator and	- Manage Critical Issues (Add, edit, view, and close out) Critical Issues - Create, edit and submit Plan of Work for Organizational Review - Create, edit and submit Annual Report for Organizational Review - Manage Research Projects/Extension Programs (Add, save, edit, review, print, and submit) - Manage Results (Add, edit, review, submit, and highlight)

| Role	Description	Main Permissions
	communicator. They manage content for both POW and Annual Reports which includes related projects, programs, and their results.	
Organizational Administrators	Organizational Administrators manage roles for their organization and can add Extension Program descriptions and Research Project initiations. This role replaces the Site Administrator role in the REEport application.	▪ Manage organizational roles (Org Admin, Director, State Contributor, PD, View Only). ▪ Manage Research Projects/Extension Programs (Add, save, edit, review, print, and submit) ▪ Manage Results (Add, edit, review, submit, and highlight) **Note:** Organizational Administrators may also select a secondary role, especially if they work with Plan of Work; however, they may not be an Assistant Organizational Administrator. View Only is the typical selection, but unlike the name would suggest, all the above permissions supersede any restrictions. A label change is planned in the system to clarify this.
Project Directors (PDs)	Project Directors are the primary researcher in charge of carrying out a Research Project and are designated by the organization as the agent in charge of administering the grant and progress/performance reporting responsibilities.	▪ Manage Research Projects/Extension Programs (Add, save, edit, print, and submit projects to Organizational Review) ▪ Manage Results for their projects (Add, save, edit, and submit projects to Organizational Review) ▪ View Critical Issues, Plans of Work, and Annual Reports
Assistant Organizational Administrator	Assistant Organizational Administrators can add, save, edit, and submit Research Projects or Extension Program descriptions to Organizational Review. This role replaces the Assistant Site Administrator role under the REEport application.	▪ Add, save, edit, print, and view Extension Programs, Research Projects, and their Results ▪ Submit Research Extension Programs and Research Projects to Organizational Review ▪ Add, edit, and view Results (progress/final reports) ▪ View Critical Issues, Plans of Work, and Annual Reports
View Only	View Only users can see active Critical Issues, Research Projects, and Extension Programs.	▪ View and print Research Extension Programs and Research Projects and their results ▪ View Critical Issues, Plans of Work, and Annual Reports

Dashboard - Home Page

- The system includes a new Portal home page with customized tiles for completing tasks efficiently
- Each tile is tied to a different feature within the system (e.g., Critical Issues, Plan of Work, Annual Report of Accomplishments, Projects & Programs, and Manage Roles)
- The tiles displayed on the Portal home page match your role and provide access to intuitively complete grant and reporting activities
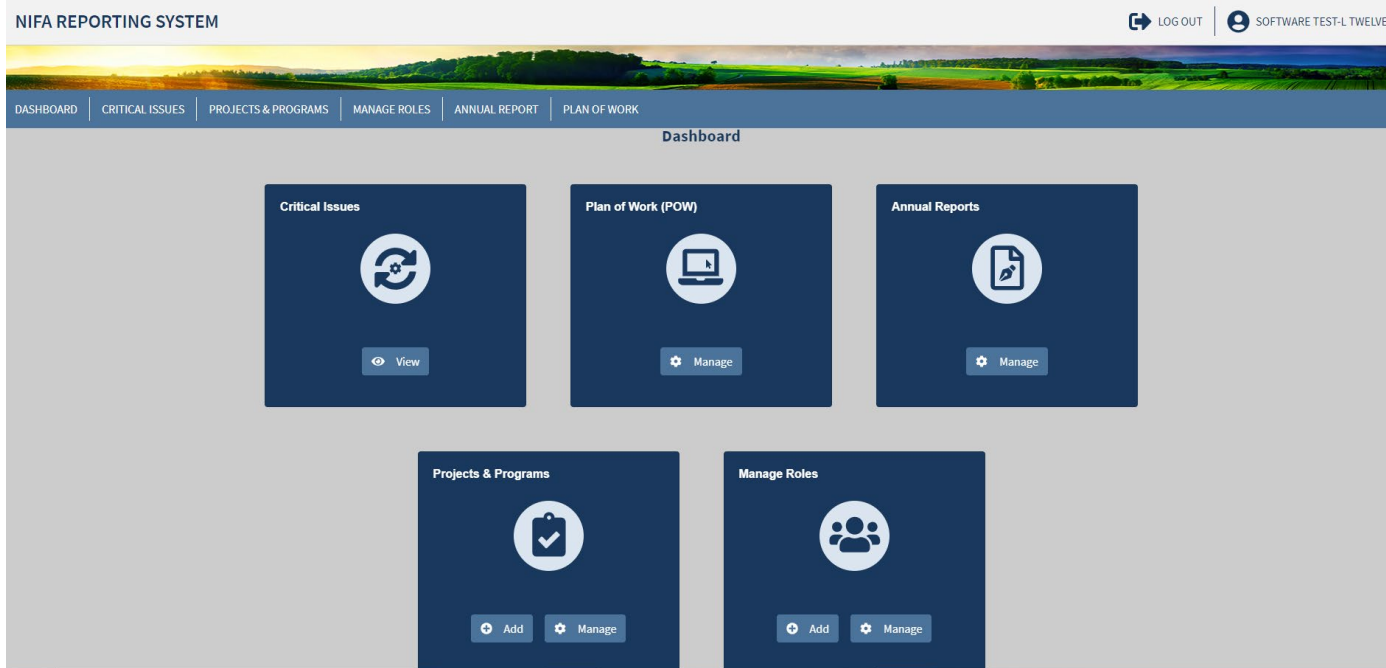
Dashboard - Home Page: Director or State Contributor Role
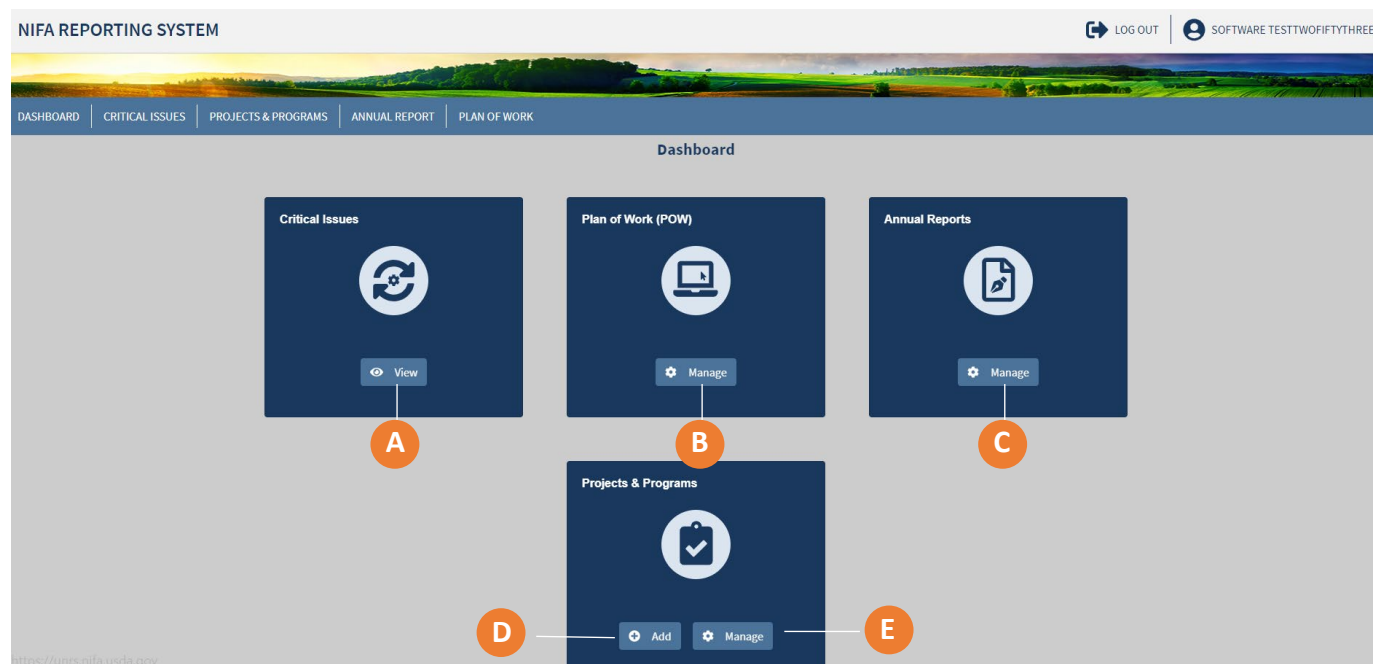
A) Click "View" to open a dashboard where you can access the Critical Issues of your state

B) Click "Manage" to access and create your Plans of Work

C) Click "Manage" to access your Annual Reports

D) Click "Add" to create a new research project or extension program

E) Click "Manage" to open a dashboard where you can access your organization's projects and programs related to your funding

Dashboard - Home Page: Project Director (PD) Role
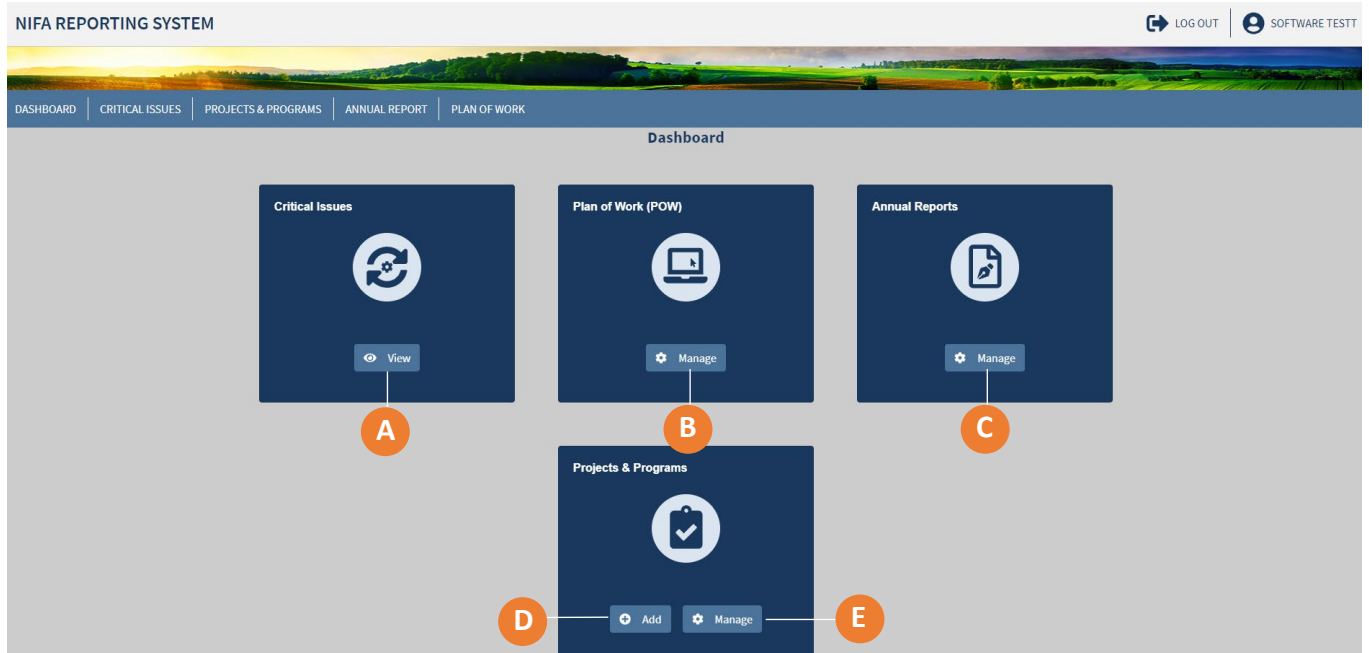
A) Click "View" to open a dashboard where you can access the Critical Issues of your state

B) Click "Manage" to access your Plans of Work

C) Click "Manage" to access your Annual Reports

D) Click "Add" to create a new research project or extension program

E) Click "Manage" to open a dashboard where you can access your organization's projects and programs related to your funding

Dashboard - Home Page: Organizational Administrator Role

A) Click "View" to open a dashboard where you can access your institution's Critical Issues

B) Click "Manage" to access and create your Plans of Work

C) Click "Manage" to access and create your Annual Report

D) Click "Add" to create a new research project or extension program

F) Click "Manage" to open a dashboard where you can access your organization's projects and programs related to your funding

E) Click "Add" to assign a new user a role at your organization

F) Click "Manage" to add and update roles for your organization
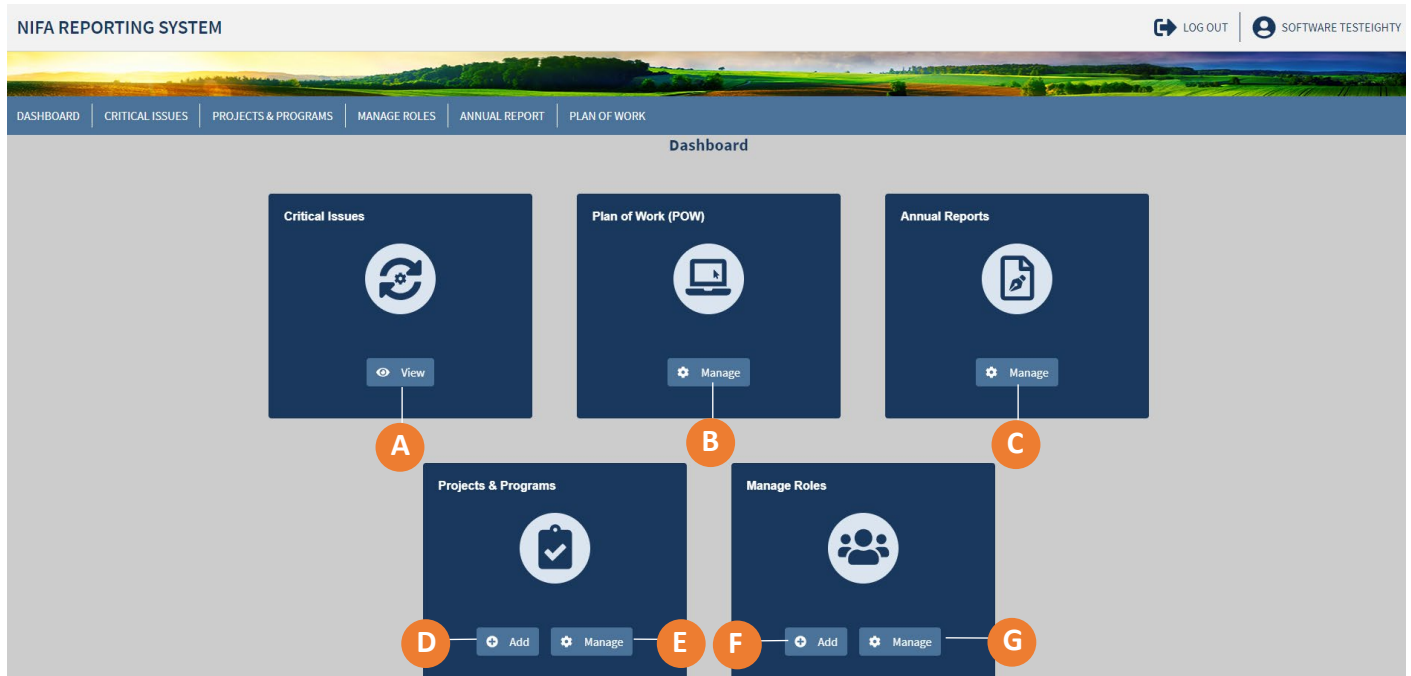
Dashboard - Home Page: Assistant Organizational Administrator

A) Click "View" to open a dashboard where you can access the Critical Issues of your state

B) Click "Manage" to access your Plans of Work

C) Click "Manage" to access your Annual Reports

D) Click "Add" to create a new research project or extension program

E) Click "Manage" to open a dashboard where you can access your organization's projects and programs related to your funding
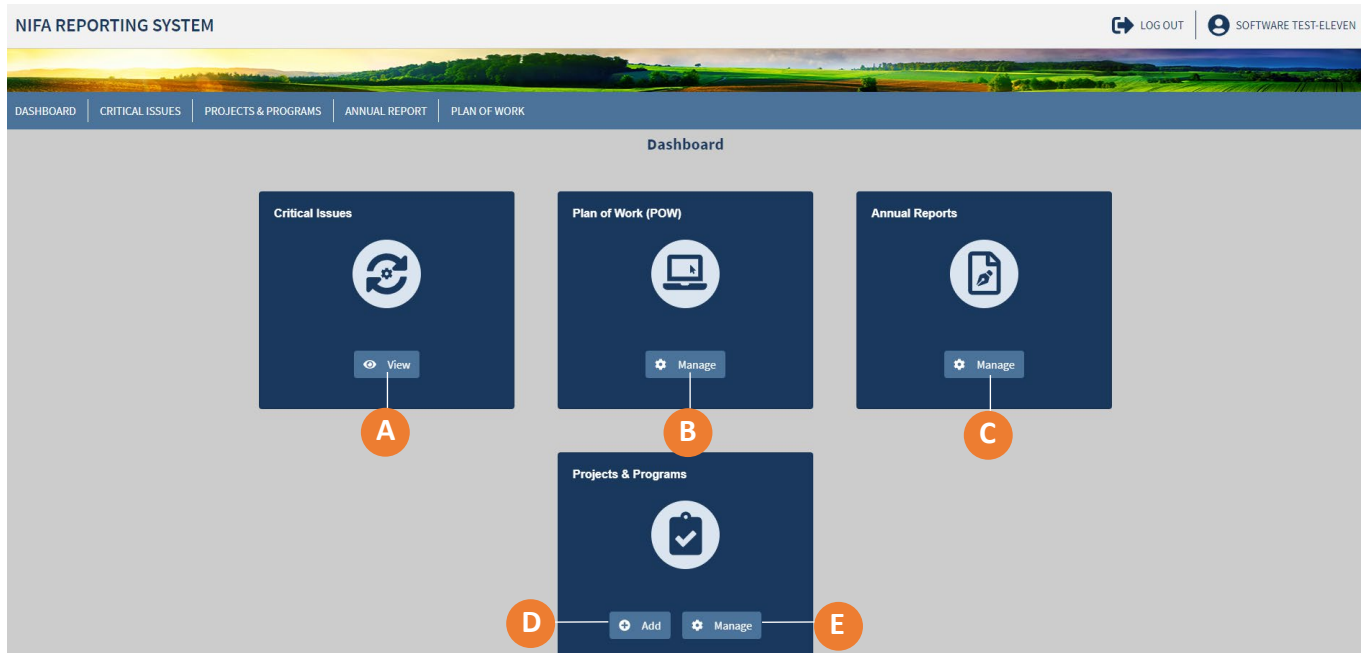
Dashboard - Home Page: View Only
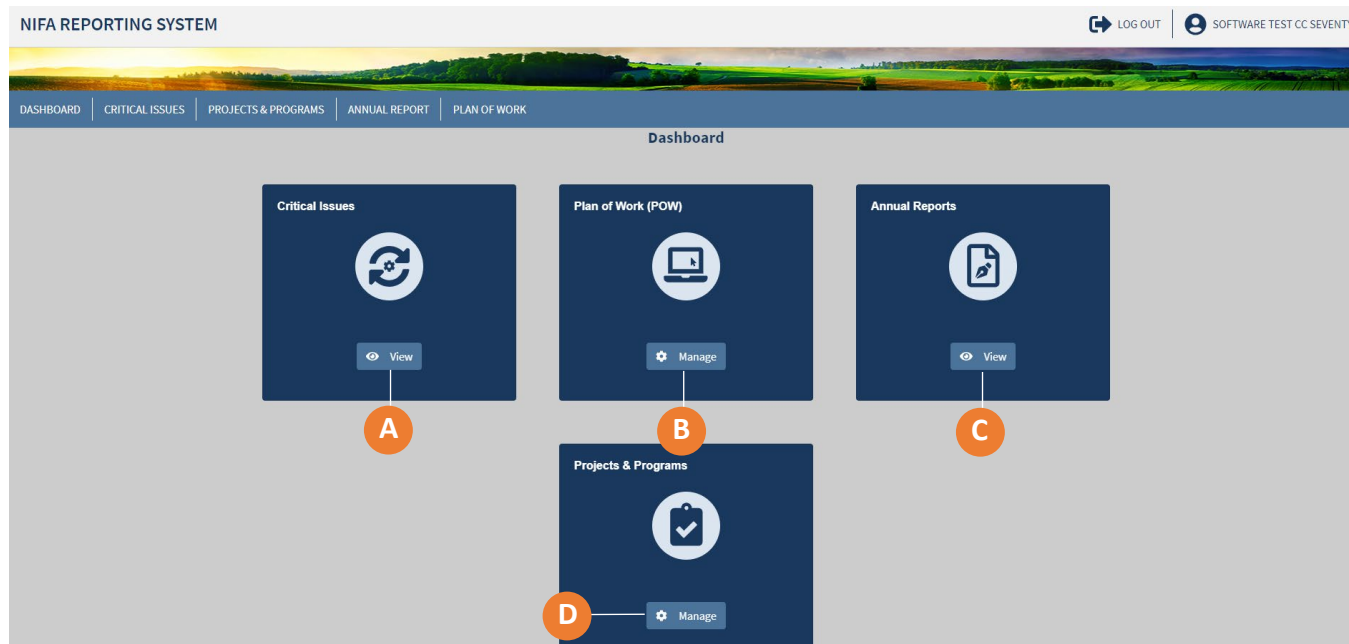
A) Click "View" to open a dashboard where you can access the Critical Issues of your state

B) Click "Manage" to access your Plans of Work

C) Click "View" to access your Annual Reports

D) Click "Manage" to open a dashboard where you can access your institution's Projects and Programs

Critical Issues

Critical Issues Dashboard: Director and State Contributor

A) Dashboard of Critical Issues for your state/territory including the current status
B) Search, filter, and sort options are available to find specific Critical Issues
C) State Contributors and Directors can associate Projects and Programs by clicking the button displayed on the bottom of the Critical Issue card. Clicking on the button allows you to see a detailed list of the Projects/Programs and the number of results.

D) Associate projects or programs without a Critical Issue by clicking the "Associate" button on the right-side of the Project/Program description. Then select "Finish Associating".

Critical Issues Dashboard: Organizational Administrator, Assistant Organizational Administrator, PD and View Only

A) Dashboard of Critical Issues for your state/territory including the current status
B) Click the Critical Issue title to view the full Critical Issue
C) The Associated Projects/ Programs are displayed on the bottom of the Critical Issue tile and clicking on the respective links allows you to see a detailed list of the Projects/Programs

View Critical Issues

NIFA REPORTING SYSTEM

LOG OUT | JENNIFER SMITH

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | MANAGE ROLES

View Critical Issue

Name

Water Quality

Description: Briefly describe the Critical Issue. ❓

This is a description of Water Quality.

○ Short-Term (<1 year)   ○ Intermediate (1-5 years)   ○ Long-Term (5+ years)

Start Date

01/20/2021 📅

Science Emphasis Areas

☐ Sustainable Ag Production Systems   ☐ Family & Consumer Sciences   ☑ Food Safety

☐ Education & Multicultural Systems   ☑ Bioeconomy, Bioenergy, Bioproducts   ☐ Agroclimate Science

☑ Environmental Systems   ☐ Human Nutrition   ☐ Youth Development

EDIT   RETURN TO CRITICAL ISSUES

Additional Resources

OMB Control No: 0524-0036
Expires: 09/30/2022

Projects & Programs Dashboard

A) The Projects & Programs dashboard displays all projects and programs for the organization with sorting functionality

B) Use the search bar to find a specific project or program, including lookup by accession number

C) Use filtering to reorganize the view into specific categories

D) Export a spreadsheet of all projects and programs

E) Sort by various categories including most recent update, approval status, and start/end date

F) Click the title on the project or program card to view the full details

G) Click the tile to add a new project or program

Project & Program Individual View

A) Click "Back to Projects & Programs Overview" to return to the Projects & Programs dashboard

B) Click the button to print results

C) Click the button to manage a project and edit project details

D) Click the change log icon link to view tracked changes

- The change log is grouped by date and organized by timestamp with the most recent changes appearing first
- The change log shows the edits made and the user who made them

E) View and add results for a project or program

Projects & Programs

Capacity Funding Sources

- The Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) is the unifying funding authority and directs the requirements of the Plan of Work. These programs include Hatch, Evans-Allen, Smith-Lever, and 1890 Extension

AREERA Funding Type	1862 Land-Grant University	1890 Land-Grant University
Research	Hatch or Hatch Multistate	Evans-Allen (Section 1445)
Extension	Smith-Lever 3(b) and 3(c)	1890 Extension (Section 1444)

- NIFA has also expanded the system to include all capacity (formula) programs currently in REEport. These include McIntire-Stennis, Animal Health and Disease Research (AHDR), and Renewable Resources Extension Act (RREA)
- Competitive programs will be integrated in later phases of system development

Funding Source Dropdown Behaviors

Add Project / Program

Funding Source

Select...	⌄

Rules for the drop down

- When adding a project or program, the menu options in the drop-down show funding sources based on the funding sources assigned to your profile
- The Organizational Administrator sets this assignment through the role management features of NRS. NIFA determines the funding sources available to the organization based on eligibility.

Approvals and Reviews

Research Projects and Extension Programs will both require an organizational review. Organizations may first save a draft, but then will submit it for Organizational Review. Once completed, Research Projects will undergo a NIFA Review and approval prior to commencing activities. Extension Programs will undergo NIFA Review as part of Plan of Work per current procedures. Extension Programs can begin once they are submitted to NIFA.

Only Organizational Administrators, Directors, and State Contributors are allowed to submit Projects and Programs to NIFA.

Extension Programs

Add Extension Program

< **Back to Project/Program**

Add Project / Program

Funding Source

| Extension Capacity Fund (Smith-Lever 3(b) and 3(c)) | ⌄ |

Primary Critical Issue

| Select... | ⌄ |

Title

Provide a brief title that speaks to the purpose of the project.

| |

Start Date

Select a start date appropriate to the timeframe outlined in the Plan of Work.

| MM/DD/YYYY |

Initiator

Select from a list of Initiators.

| Select... | ⌄ |

Non-Technical Summary

In lay terms, briefly describe the following: (1) the issue and why it is important, (2) your goal and objectives, (3) the target audiences and how they will benefit, and (4) how your activities lead to the outcomes described in the goal statement or objectives.

✂ ▢ ▣ ▤ ▥ | ← → | ✹ - | ⚭ ⚮ | ⚑ | ▨ ▦ ▤ Ω | ⛶ | Source |

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| |

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Integrated Activities

Is this an integrated research and extension activity (AREERA Section 104, 105, and 204)?

◯ Yes ◯ No

Multistate Activities

Is this a multistate activity (AREERA Section 104 and 201)?

◯ Yes ◯ No

CANCEL SAVE AND CONTINUE

Extension Program Fields

- The accompanying table displays the fields, rules, character limits, and approximate word counts for the Add Projects/Programs form
- You will receive error messages for each field when the criteria are not met

Extension Program Description Field	Required	Rules and Character Limits	Approximate Word Count
Funding Source	Yes	Dropdown based on eligibility	N/A
Primary Critical Issue	Yes	Dropdown	N/A
Title*	Yes	175 characters	26
Start Date	Yes	Calendar widget, format mm/dd/yyyy	N/A
Initiator*	Yes	Dropdown	N/A
Non-Technical Summary *	Yes	8,000 characters	1,181
Integrated Activities: Is this an integrated research and extension activity (AREERA Section 104, 105, and 204)?	Yes	Radio button selection	N/A
Integrated Activities Description	Yes, if integrated	4,000 characters	590
Multistate Activities: Is this a multistate activity (AREERA Section 104 and 201)?	Yes, if multistate	Radio button selection	N/A
Multistate Activities Description	Yes	4,000 characters	590

Requires NIFA reapproval if changed

Research Projects

Add Research Project

< **Back to Project/Program**

Add Project / Program

Funding Source

Research Capacity Fund (Hatch) ⌄

Primary Critical Issue

Select... ⌄

Organizational Project Number

Prefix

Number

Select... ⌄

Title

Provide a brief title that speaks to the purpose of the project.

Start Date

Select a start date appropriate to the timeframe outlined in the Plan of Work.

MM/DD/YYYY

End Date

Select an end date not to exceed 5 years.

MM/DD/YYYY

Project Director

Select from a list of Project Directors.

Select... ⌄

Performing Department

Code

Name

Select... ⌄

Non-Technical Summary

In lay terms, briefly describe the following: (1) the issue and why it is important, (2) your goal and objectives, (3) the target audiences and how they will benefit, and (4) how your activities lead to the outcomes described in the goal statement or objectives.

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Methodology

Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods.

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Integrated Activities

Is this an integrated research and extension activity (AREERA Section 104, 105, and 204)?

◯ Yes   ◯ No

Research Effort Categories

a. Basic	0	%
b. Applied	0	%
c. Developmental	0	%

Must total 100%
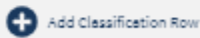
Animal Health Percentage

Enter the percentage of animal health research for this project or "0" for none.

| 0 | % |

Multistate Activities

Is this a multistate activity (AREERA Section 104 and 201)?

◯ Yes   ◯ No

Classifications

Knowledge Area	Subject of Investigation	Field of Science	Percent
Select... ⌄	Select... ⌄	Select... ⌄	0 %

Must total 100%

➕ Add Classification Row

Assurances

Are Human Subjects Involved?

◯ Yes   ◯ No

Are Vertebrate Animals Used?

◯ Yes   ◯ No

CANCEL   SAVE AND CONTINUE

Edit or Remove Research Project

- Select the "Manage Project" button in the upper right of the project and program card
- When the "Manage Project" button is selected, a modal will appear showing actions that can be taken on the project or program
  - Select "Edit Project Details" to make changes to the project data
  - Select "Remove Project" to remove a project (or program)
    - A project can only be removed if it has not been previously approved by NIFA
    - The following users can remove unapproved projects: Organizational Administrators, Directors, State Contributors, and the Project Director or Initiator named to the project or program
    - Projects or programs with an approval date will need to complete closeout procedures, such as recording final results and financial reporting, and cannot be removed
    - Projects or Programs in NIFA Review must be retracted before they can be removed

Research Project Fields

- The accompanying table displays the fields, rules, character limits, and approximate word counts for the Add Projects/Programs form
- You will receive error messages for each field when the criteria are not met

Research Project Description Field	Required	Rules and Character Limits	Approximate Word Count
Funding Source	Yes	Dropdown based on eligibility	N/A
Primary Critical Issue	Yes	Dropdown	N/A
Prefix (to Organizational Project Number)	Yes	Dropdown	N/A
Organizational Project Number	Yes	20 characters (allows number or letter combination)	N/A
Title*	Yes	175 characters	26
Start Date	Yes	Calendar widget, format mm/dd/yyyy	N/A
End Date	Yes	Calendar widget, format mm/dd/yyyy. Max 5 years from start date.	N/A
Project Director*	Yes	Dropdown	N/A
Performing Department	Yes	Dropdown	N/A
Non-Technical Summary*	Yes	8,000 characters	1,304
Methodology *	Yes	8,000 characters	1,304
Integrated Activities: Is this an integrated research and extension activity (AREERA Section 104, 105, and 204)?	Yes, if multistate	Radio button selection	N/A
Integrated Activities Description	Yes	4,000 characters	590
Research Effort Categories	Yes	Basic, Applied, Development categories (must sum to 100%)	N/A

Research Project Description Field	Required	Rules and Character Limits	Approximate Word Count
Animal Health Percentage	Yes	Textbox	N/A
Multistate Activities: Is this a multistate activity (AREERA Section 104 and 201)?	Yes	Radio button selection	N/A
Multistate Activities Description	Yes, if integrated	4,000 characters	590
Classifications*: Knowledge Areas, Subject of Investigation, Field of Science	Yes	3 Dropdowns (minimum 5%, must total to 100%)	N/A
Assurances*	Yes	Radio button selection	N/A
Are Human subjects involved? * →If "No", proceed to next question →If "Yes", is the project exempt from Federal regulations? →If "No", enter IRB approval date (Date entry or Calendar picker icon) →If "Yes", select the appropriate exemption number →Select Exemption Number (Dropdown) →Enter IRB Approval Date (Date entry or Calendar picker icon)	Yes	Radio button selections, dropdowns, calendar widget and textbox fields	N/A
Are Vertebrate Animals Used? * →If "No", proceed to next element →If "Yes", enter the IACUC Approval date (Date entry or Calendar picker icon)	Yes	Radio button selections, dropdowns, calendar widget and textbox fields	N/A

Requires NIFA reapproval if changed

Project/Program Help Text

- The accompanying table displays the instruction and supplementary information for each form field.

Field	Instructions	Supplementary Information
Title	Provide a brief title that speaks to the purpose of the project.	—
Start Date	Select a start date appropriate to the timeframe outlined in the Plan of Work.	New projects and programs can be future dated to match the start of the new fiscal year or the point at which activities will begin according to the Plan of Work.
End Date	Select an end date not to exceed 5 years.	(Applies to Research Projects.) Select an end date on which you plan to stop conducting research on this project. The duration of the project may not exceed 5 years. Projects of shorter duration may be extended without approval but may not exceed a total of 5 years from the original start date.
Project Director	Select from a list of Project Directors.	(Applies to Research Projects.)
Initiator	Select from a list of Initiators.	(Applies to Extension Programs.)
Non-Technical Summary	In lay terms, briefly describe the following: (1) the issue and why it is important, (2) your goal and objectives, (3) the target audiences and how they will benefit, and (4) how your activities lead to the proposed outcomes described in the goal statement or objectives.	—
Methodology	Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods.	—
Integrated Activities	Is this an integrated research and extension activity (AREERA Section 104, 105, and 204)?	Integrated activities are jointly planned, funded, and interwoven between research and extension to solve problems (NIFA Policy Guide, p. 205). See the system guide for acceptable activities.

Field	Instructions	Supplementary Information
Research Effort Categories	a. Basic	**Basic Research** is research that has a primary goal of gaining fuller knowledge or understanding of a subject.
—	b. Applied	**Applied Research** is research that has a primary goal of the practical application (i.e., "use") of already gained or established knowledge to meet a recognized need or help solve a problem.
—	c. Developmental	**Developmental Research** is research that uses findings to develop (e.g., produce, create, etc.) useful materials, devices, systems, or methods.
Animal Health Component %	Please enter the percentage of animal health research for this project or "0" for none.	—
Multistate Activities	Is this a multistate activity (AREERA Section 104 and 201)?	Multistate activities are collaborative efforts that reflect the programs of institutions in at least two states or territories. Each participating state or territory must collaborate on objectives and be involved in the outcomes.
Classifications	Knowledge Areas	Knowledge Areas (KAs) classify the scientific, extension, or education topic and align with NIFA's 9 Science Emphasis Areas. The 79 KAs are defined in the Classification Manual.
—	Subject of Investigation	This Subject of Investigation (SOI) series provides an additional facet for classification. It is generally the object of the research or activity: the class of plant, animal, organism, material, process, procedure, etc., under investigation. See the Classification Manual.
—	Field of Science	The Field of Science (FOS) classification consists of a modified version of the fields of science used by the National Science Foundation for various government wide reports. See the Classification Manual.
Are Human Subjects involved?	—	Look up assurance numbers: https://ohrp.cit.nih.gov/search/irbsearch.aspx?styp=bsc STATEMENT OF POLICY - Institutions receiving NIFA funding for research are responsible for protecting human subjects and providing humane treatment of animals. To provide for the adequate discharge of this responsibility, NIFA policy requires an assurance by the

Field	Instructions	Supplementary Information
		institution's Authorized Representative (AR or AOR) that appropriate committees in each institution have carried out the initial review of protocols and will conduct continuing reviews of supported projects.
Human Subject, Federal Regulations exemption	Select the appropriate exemption number	1. Research conducted in established or commonly accepted educational settings. 2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless information obtained is recorded in such a manner that human subjects can be identified, and any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk or be damaging. 3. Research not exempt in #2 may be exempt if, in the use of educational tests, the subjects are elected or appointed officials, or federal statutes require that confidentiality will be maintained. 4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens. 5. Research and demonstration projects which are designed to study, evaluate, or otherwise examine public benefit or service programs. 6. Taste and food quality evaluation and consumer acceptance studies.
Are Vertebrate Animals used?	—	Lookup assurance number: https://www.aalas.org/iacuc/iacuc_resources/iacucs Prior to commencing research activities with vertebrate animals, all protocols involving animals in NIFA-funded projects must be approved by the Institutional Animal Care and Use Committee (IACUC). More information can be found here: http://grants.nih.gov/grants/olaw/sampledoc/assur.htm

Reporting Results

What Are Results?

Results are the demonstrated achievements of research projects and extension programs. They represent significant progress toward the project or program's stated goals and objectives. Results constitute changes in knowledge, behavior, or conditions that benefit identified target audiences and the broader public. NRS collects results by asking 4 key questions:

- In 2-3 sentences, briefly describe the issue or problem your project addresses
- Briefly describe in non-technical terms how your major activities helped you achieve, or make significant progress toward, the goals and objectives described in your non-technical summary
- Briefly describe how your target audience benefitted from your project's activities
- Briefly describe how the broader public benefitted from your project's activities

The new format for recording the results will be introduced initially for formula-funded research projects and extension programs. Results will be added from the project/program page to make all information centrally located without the need to search multiple reports or databases.
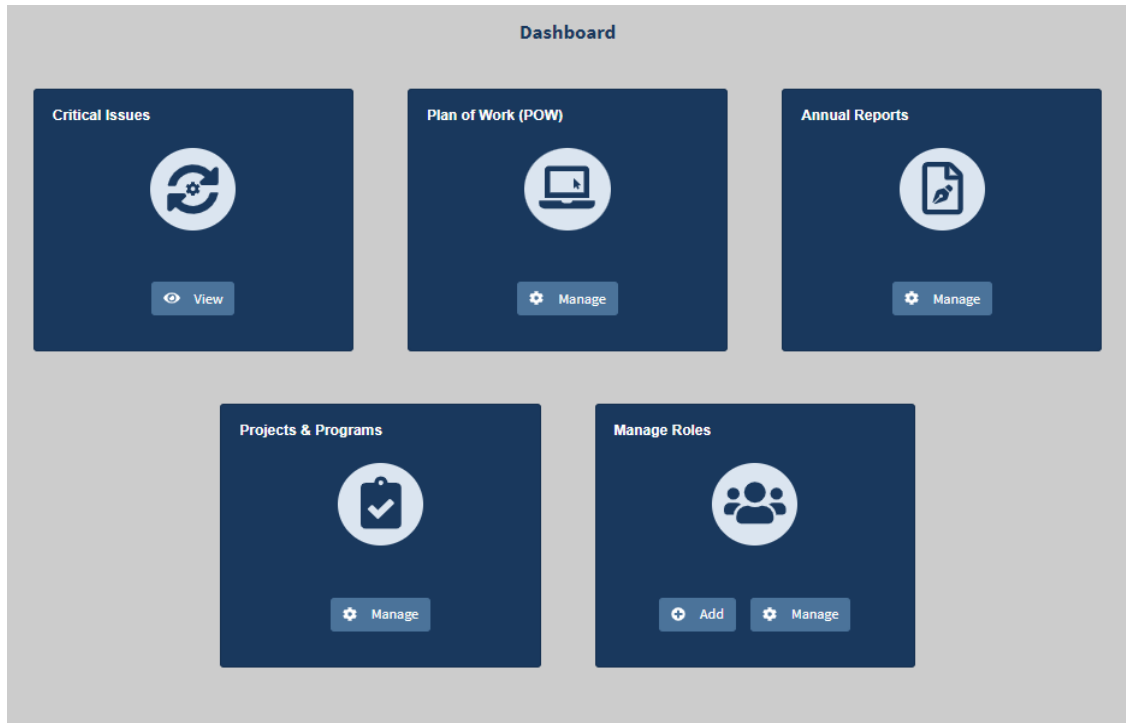
Result submissions replace the previous yearly progress reporting requirement for all capacity-funded projects and programs (sometimes these have been referred to as annual reports, but please note the distinction between these reports and the POW Annual Report). The results will also be integrated automatically with the Plan of Work Annual Report of Accomplishments and Results for projects funded by Hatch (regular and multistate), Smith-Lever, Evans-Allen, and 1890 Extension.

Submitting results for projects and programs satisfies the progress reporting requirements noted in the terms and conditions, but NIFA has the right to review these results and request updates. Results should be completed for all Projects and Programs for each year they are active; however, it will not prevent the Annual Report from being submitted.
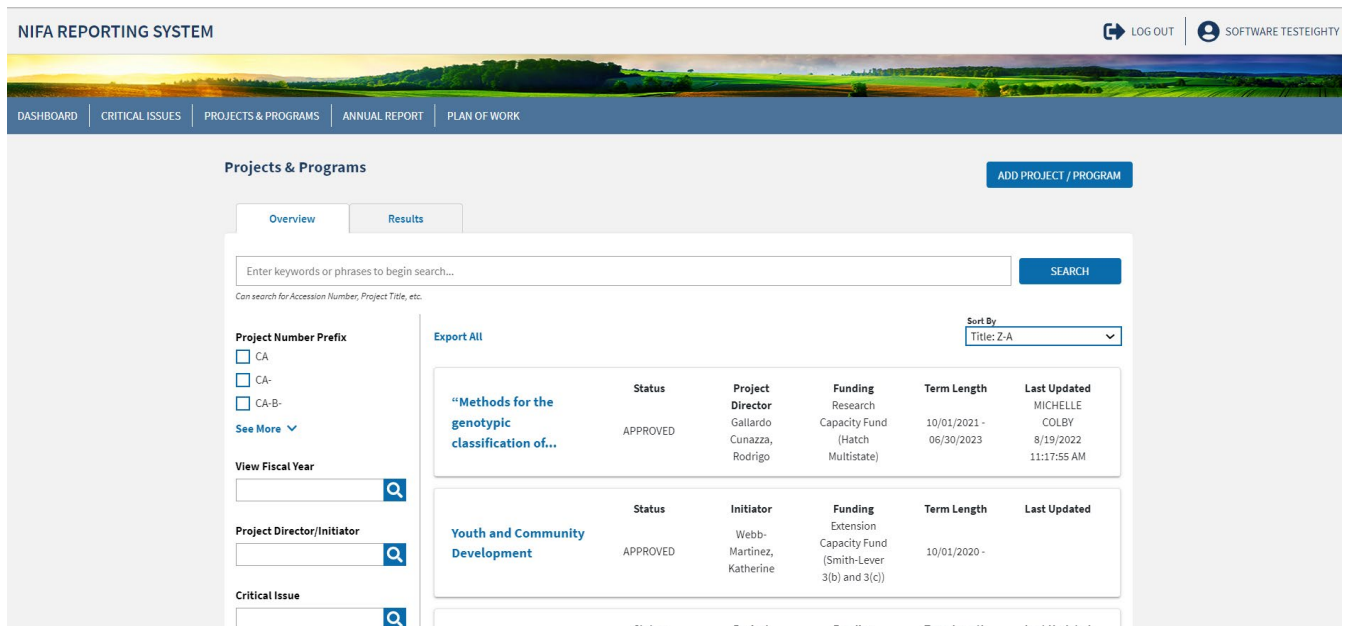
Lastly, the result recorded for the final Fiscal Year during which the project is active will be considered the basis for the final report. Additional details and features may be added to formally close out the project, but the minimum requirement will be to submit a result for that final period of time.

Add Results for Research and Extension

- Add a result by clicking "Manage" on the Project and Programs tile

- Select the project or program to add a result

- Expand the Results table

- Select "Add Result"

- Once within the "Add Result" page, users will be prompted to choose a summary title, the fiscal year, and respond to the following:
    - In 2-3 sentences, briefly describe the issue or problem your project addresses
    - Briefly describe in non-technical terms how your major activities helped you achieve, or make significant progress toward, the goals and objectives described in your non-technical summary
    - Briefly describe how your target audience benefitted from your project's activities
    - Briefly describe how the broader public benefitted from your project's activities
    - An optional comments section, where items such as publications may be listed
- Save changes and submit for Organizational Review once these fields have been completed

What if the project has nothing significant to report?

- The system has an option to indicate if you do not have any significant results to report
- Select the checkbox "Nothing Significant to Report"
- Select the Fiscal Year
- Comments are required to be entered discussing the status of the project
- Submit for Org Review

NIFA REPORTING SYSTEM LOG OUT JENNIFER SMITH

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | MANAGE RESULTS

Add Results

Organization	To Project / Program	Primary Critical Issue
Regents of the University of California	"The genetics of natural variation in photoperiodic flowering"	[Critical issue here………………………………]

☑ Nothing Significant to Report

Title

Fiscal Year

Select Fiscal Year ▼

Comments
Describe and explain any major changes or problems encountered in approach. Additionally, note opportunities for training and professional development provided, how results have been disseminated to communities of interest, and any new details regarding what the project or program plans to do during the next reporting period to accomplish the goals.

B *I* U S x² x₂ NORMAL ▼ 16▼ FONT ▼

Remaining Characters: 10,000/ 10,000

SAVE   SUBMIT FOR ORG REVIEW

Additional Resources

OMB Control No: 0524-0036
Expires: 09/30/2022

Viewing and Submitting Results

- To view results, select the project or program you would like to review from the Projects & Programs dashboard
- Select the caret icon (dropdown arrow) within the project view, a list of results in descending order will appear

- Select "View Details", and popup view will appear and display the full details of the result.
- The result can then be edited, removed, and printed as a report
- Results will follow the same submission steps as projects and programs (Draft, Organizational Review, NIFA Review, and Approved).
- Results cannot be declined – they will need to be updated or removed.
- Results submitted for the final year of the project should indicate "Final Result" in the title. Results are required to be submitted annually as well and do not need notation unless the project is in its final year.
- Approved results may also be edited, but NIFA recommends this be done sparingly. Such changes will also require NIFA reapproval.

NIFA REPORTING SYSTEM   LOG OUT   BRAD HUEY

DASHBOARD | CRITICAL ISSUES

TEST   ✕

Status: NIFA REVIEW

Project Director	**Organization Project Number**	**Accession Number**	**Start & End Date**
Ray Huffaker	FLA-ABE-005878	1021015	2019-11-25 - 2024-09-30

Organization	**To Project / Program**	**Primary Critical Issue**	**Fiscal Year**
University of Florida	"Management and Policy Challenges in a Water-Scarce World"	Agricultural and Food System	2021

In 2-3 sentences, briefly describe the issue or problem that your project addresses.

software.test80@outlook.com

Briefly describe in non-technical terms how your major activities helped you achieve, or make significant progress toward, the goals and objectives described in your non-technical summary.

software.test80@outlook.com

Briefly describe how your target audience benefited from your project's activities.

software.test80@outlook.com

Briefly describe how the broader public benefited from your project's activities.

REMOVE   PRINT   RETRACT

Results Fields

The accompanying table displays the instruction and supplementary information for each form field.

Result Fields	Required	Rules and Character Limits	Approximate Word Count
Fiscal Year*	Yes	Must choose a year	N/A
In 2-3 sentences, briefly describe the issue or problem that your project addresses *	Yes	8,000 characters	1,181
Briefly describe in non-technical terms how your major activities helped you achieve, or make significant progress toward, the goals and objectives described in your non-technical summary. *	Yes	8,000 characters	1,181
Briefly describe how your target audience benefited from your project's activities. *	Yes	8,000 characters	1,181
Briefly describe how the broader public benefited from your project's activities. *	Yes	8,000 characters	1,181
"Nothing significant to report" checkbox	Optional	N/A	N/A
Comments	Optional unless "nothing significant" checked	8,000 characters	1,181

*Requires NIFA reapproval if changed

Annual Report

What is the Annual Report Used For?

The Annual Report of Accomplishments and Results defines the achievements for Critical Issues described in the Plan of Work for specific funding sources (Hatch (regular and Multistate), Smith-Lever, Evans-Allen, 1890 Extension). The Annual Report builder enables users to record key findings from their research and extension activities.

NOTE – Other references to Annual Reports for individual research projects or capacity programs are no longer referred to as such in NRS; however, the concept of progress or final reports that are required annually can be satisfied by completing results for each project or program in the system with the appropriate fiscal year designation. Close out requirements related to reporting are also satisfied by submitting a result for the last fiscal year the project is active during.

Data Elements

The accompanying tables display the fields, rules, character limits, and approximate word counts in the Annual Report.

Annual Report Fields	Required	Rules and Character Limits	Approximate Word Count
Executive Summary Overview	Yes	8,000 characters	1,181
Critical Issue summaries (1 per issue)	Yes	8,000 characters	1,181
Merit and Scientific Peer Review Processes updates	Yes	8,000 characters	1,181
Stakeholder Input (4 questions)	Yes	8,000 characters	1,181
Highlight Results	Yes	At least 1 selected	N/A
Impact Statement	Optional	1,000 characters	148

Annual Report – Home

- Only Directors and State Contributors can view and edit Annual Reports in Draft, Org Review, or NIFA Review status
- Search (includes core report information: title, status, fiscal year)
- Filter by: fiscal year and report status (Draft, Org Review, NIFA Review, Approved, Deferred)
- Sort by: fiscal year, status, date last updated

Annual Report − Executive Summary, Merit-Scientific Peer Review, and Stakeholder Input

- Each section of the report builder allows LGUs to report their progress, significant achievements, and updates to their processes
- The Annual Report is composed of an Executive Summary, a Merit-Scientific Peer Review, and a Stakeholder Input section. Each submission includes the ability to highlight Results from Projects and Programs and to summarize progress for the state's Critical Issues. Highlighted Results also include an optional Impact Statement that can be added.
- Content is autosaved
- Table of contents for easy navigation will remain pinned in the same place as users scroll up or down the page
- Navigation links allow the user to go forwards or backwards within the report
- Responsive character count

Annual Report – Research Projects View

- Projects and Programs are organized by Critical Issue
- Project Director name is listed along with key project overview stats including the organization name (important for states with more than one organization reporting), research and extension designation, and the number of results submitted

- Clicking the down arrow (caret), opens the list of results for each project or program and provides additional features:
  - Allows LGUs to highlight their most significant results that are displayed centrally on report summary view. Those results in turn may have an additional impact statement, that supports media ready content readers can quickly review and unhighlight items
  - Shows the full details of the result
- A link at the top allows users to toggle between all projects and project with zero results for easier tracking of outstanding results statements

Annual Report Submission Process

The Annual Report is created in NRS by State Contributors or Directors. Each organization must designate a Director of Research and a Director of Extension. Organizations should verify these assignments before creating the Annual Report to avoid complications with the sign off process.

The organization then completes the draft and moves it into Organizational Review. If there are multiple organizations reporting jointly, any organization may submit the report for Organizational Review. They also can call the report back for editing. Once submitted, the Directors then review the draft and sign off on the report. They may also request changes or make them directly by opening the report for editing. Doing this will require all Directors to re-sign the report. When the last Director signs off, the report is submitted to NIFA for review. The Annual Report will display the status of each Director as they sign off.

NIFA conducts a review of the report and provides comments back to the organization(s). NIFA may send the report back to the state and request changes. NIFA also performs a second review before finalizing (currently, PARS Review). Throughout the process, it is possible to make or request changes that will move the report back a step in the process. When changes are made, they will need to be resubmitted back into the review process, which can also mean that Directors will sign off again when changes are made by the LGU. Ultimately, NIFA will approve the Annual Report to formalize completion of this Plan of Work requirement. The following graphic and descriptions explain each step in the process.

Annual Report Process Flow

Status	Description
Draft	Annual Report has been saved but not yet submitted
Organizational Review	• Annual Report has been submitted for review by Directors • Directors and State Contributors can **edit** and re-open it for further revisions (requires all to re-sign). Directors can **return** the Annual Report to draft for revisions (requires all to re-sign).
NIFA Review	Annual Report has been signed off by the organization(s) and submitted for review by NIFA. The following actions may be taken by NIFA reviewers: • Approve • Return (Defer) Additionally, State Contributors and Directors can **retract** the Annual Report from NIFA Review and make changes. The Annual Report can then be re-submitted for NIFA Review NIFA will provide comments when returning it and upon final approval
Second NIFA Review	NIFA performs a second review to finalize approval comments and formalize the decision. Reviewers can choose to **Send Back** to the reviewer for additional revisions of the reviewer comments or the Annual Report itself
Approved	• Project/Program has been approved and is now Active • LGUs can also make project changes through the edit feature and resubmit for review
Deferred	Project has been deferred and requests for updates will follow

Plan of Work

What is the POW?

Land-Grant Universities who receive capacity grants for Hatch (including Hatch Multistate), Smith-Lever 3(b) and (c), Evans-Allen, and 1890 Extension funds need to complete a high-level, five-year Plan of Work (POW). The Plan is then updated each year. The POW begins with an Executive Summary and then defines the Critical Agricultural Issues for the state or territory, Merit/Peer Review Processes, and Stakeholder Input. POWs must also describe their Research Projects and Extension Programs, specifically identifying multistate and integrated (research and extension combined) activities.

Plan of Work – Requirements

- States are required to submit a yearly update to their five-year plan to receive capacity funds
- POW covers both research and extension activities
    - Capacity grants authorized under the Hatch Act (both Regular Hatch and Hatch Multistate) for research activities at the 1862 land grant institutions and the University of the District of Columbia,
    - Section 3(b) and (c) of the Smith-Lever Act for extension activities at the 1862 land-grant institutions, and
    - Sections 1444 and 1445 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) for research and extension activities at the 1890 land-grant institutions, including Tuskegee University, West Virginia State University and Central State University
- Reviewed and approved by NIFA

Plan of Work – Components

- Executive Summary
    - Provide a summary of program planning at your institution.
- Merit/Peer Review
    - Provide 2-5 paragraphs describing the merit and scientific peer review processes that will be established/utilized/improved at your institution in order to guide resource allocation and programming decisions.
- Stakeholder Input
    - What action(s) will you take to seek stakeholder input that encourages stakeholder participation? Provide a brief paragraph, lists also acceptable.
    - What method(s) will you use to identify groups and individuals from whom to collect input? Provide a brief paragraph, lists are also acceptable.
    - What method(s) will you use for collecting stakeholder input? Provide a brief paragraph, lists are also acceptable.
    - How will collected input be considered in program planning? Provide a brief paragraph, lists are also acceptable.
- Critical Issues

- Describe the short-, intermediate-, and long-term critical agricultural issues in the state and the current and planned research projects and extension programs targeted to address the issues
- Tie to any of nine Science Emphasis areas linked to NIFA's science priorities and objectives
- All research projects and extension programs planned to support the issue
- Other Projects/Programs (Multistate, Integrated, Projects without Critical Issues)
  - Summary of planned multi-disciplinary, multi-institutional, and multi-state collaborations
  - Land-Grant Universities that receive Hatch, Hatch Multistate, Evans-Allen, Smith-Lever 3(b) & 3(c), and 1890 Extension funds are required by law to use some of the funds for multistate and integrated Research projects and Extension programs. The 1862 Land-Grant Universities have an additional requirement to allocate a minimum percentage of their Hatch and Smith-Lever dollars to multistate and integrated efforts.
- All institutions within a state share the same Critical Issues
  - In a few states, institutions can report POW separately, but they do not have to report projects/programs against every critical issue if not applicable
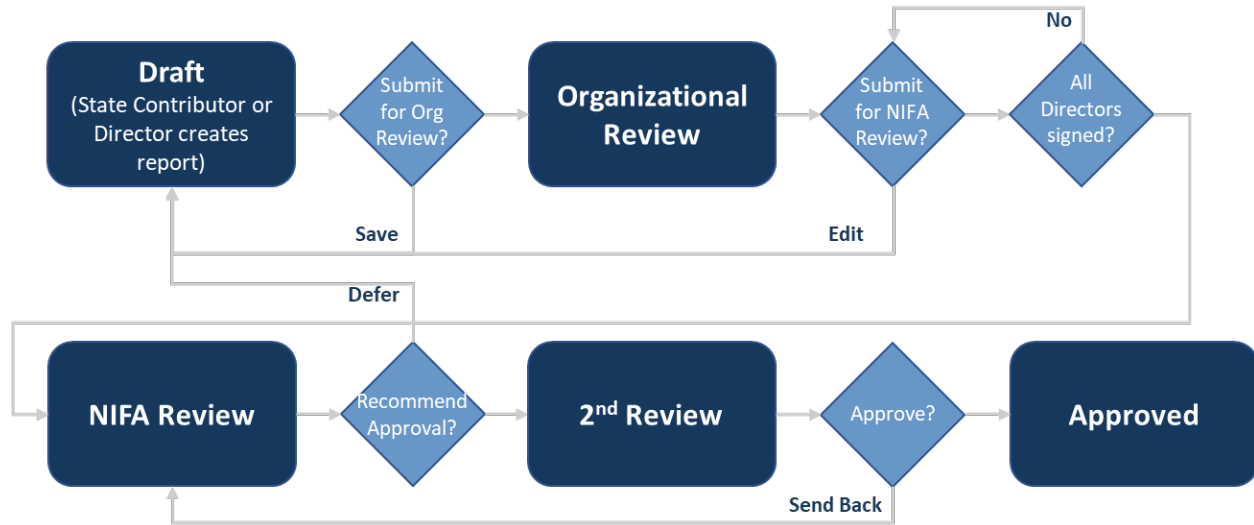
Plan of Work Fields

The accompanying tables display the fields, rules, character limits, and approximate word counts in the Plan of Work.

Current POW Fields	Required	Rules and Character Limits	Approximate Word Count
Executive Summary	Yes	8,000 characters	1,181
Critical Issue Comments	Yes	8,000 characters	1,181 per issue
Merit and Peer Review	Yes	8,000 characters	1,181
Stakeholder Input: Actions to Seek	Yes	8,000 characters	1,181
Stakeholder Input: Methods to Identify	Yes	8,000 characters	1,181
Stakeholder Input: Methods to Collect	Yes	8,000 characters	1,181
Stakeholder Input: How Considered	Yes	8,000 characters	1,181
Critical Issue name	Yes	175 characters	26
Critical Issue description	Yes	4,000 characters	590
Critical Issue term (short, intermediate, long)	Yes	Radio button selection	N/A

Plan of Work Process Flow

Status	Description
Draft	Plan of Work has been saved but not yet submitted
Organizational Review	• Plan of Work has been submitted for review by Directors • Directors and State Contributors can **edit** and re-open it for further revisions (requires all to re-sign). Directors can **return** the Plan of Work to draft for revisions (requires all to re-sign).
NIFA Review	Plan of Work has been signed off by the organization(s) and submitted for review by NIFA. The following actions may be taken by NIFA reviewers: • Approve • Return (Defer) Additionally, State Contributors and Directors can **retract** the Plan of Work from NIFA Review and make changes. The Plan of Work can then be re-submitted for NIFA Review. NIFA will provide comments when returning it and upon final approval.
Second NIFA Review	NIFA performs a second review to finalize approval comments and formalize the decision. Reviewers can choose to **Send Back** to the reviewer for additional revisions of the reviewer comments or the Plan of Work itself
Approved	• Plan of Work has been approved and is now Active • LGUs can also make changes through the edit feature and resubmit for review
Deferred	Plan of Work has been deferred and requests for updates will follow

Questions?

Please visit the following webpages for additional information related to the NIFA Reporting System or contact the NRS Help Desk at nrs@usda.gov.

- NIFA Reporting System Home Page
- NIFA Reporting System Resources
- NIFA Reporting System FAQs