

USDA NIFA Reporting System User Guide

Last Updated: August 2021





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Registration Process

- All users of the integrated system will need to register with USDA's eAuthentication and complete identity verification
- Upon successful registration and identify verification, users must request a role from their Organizational Administrator
- Please refer to our guides and FAQs located on the launch page for details on registering and requesting a role: <https://go.usa.gov/xG8xE>



Customer Account Registration

Form Approved - OMB No. 0503-0014

Please provide the information requested below to complete the registration of your account.

Please enter your complete name as provided on a government issued photo ID (no nicknames).

First name

Middle name (optional)

Last name

Suffix (optional)

Your User ID is Your Email Address
User ID: corbett_aaron@bah.com

Please set your password

Password must be at least 12 characters long and cannot be a commonly used password.

Password

Show Password

Submit



Verify Identity

Form Approved - OMB No. 0503-0014

Additional Information Required

Please complete the form below and confirm it is correct.

This information must match your government issued photo ID (e.g., Driver's License).

First name

Middle name (optional)

Last name

Suffix (optional)

Home country

Home address

Home city

Home state

Home zip/postal code

Home phone

Date of birth
For example: 04 28 1996
Month Day Year

To begin the process, you must enter your complete 9-digit Social Security Number (SSN).

Social Security Number (SSN)

Show SSN

Note: USDA eAuthentication does not retain your Social Security Number. It is only used for the identity verification purposes.

Continue



Roles

- The NIFA Reporting System (NRS) will require users to request a role upon completion of the registration process (refer to previous slide for the Quick Guide for this process).
- The roles and respective permissions for these roles can be viewed in the table below.
- Please take note that the Site Administrator role will be replaced by the Organizational Administrator.

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, which will be added to NRS in the near future.	<ul style="list-style-type: none"> ▪ Add, edit, view and remove Critical Issues ▪ Manage Projects/Programs (Add, Save, Edit, Review, Submit)
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 communicator. They manage content for both POW and Annual Reports, which will be added to NRS in the near future.	<ul style="list-style-type: none"> ▪ Add, edit, view and remove Critical Issues ▪ Manage Projects/Programs (Add, Save, Edit, Review, Submit to Organization and NIFA)
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.	<ul style="list-style-type: none"> ▪ Manage organizational roles (Org Admin, Director, State Contributor, View Only) ▪ Manage Projects/Programs (Add, Save, Edit, Review, Submit to Organization and NIFA)
Project Directors (PDs)	Project Directors (also referred to as Principal Investigators) are the primary researcher in charge of carrying out a Research Project and are designated by the organization as the agent in charge of	<ul style="list-style-type: none"> ▪ Add, save, edit, and submit projects to Organizational Review



Role	Description	Main Permissions
	administering the grant and progress/performance reporting responsibilities.	<ul style="list-style-type: none"> ▪ Add, edit, and view results and progress/final 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.	<ul style="list-style-type: none"> ▪ Add, save, edit, and view Extension Programs and Research Projects ▪ Submit Research Extension Programs and Research Projects to Organizational Review
View Only	View Only users can see active Critical Issues, Research Projects, and Extension Programs.	<ul style="list-style-type: none"> ▪ View Research Extension Programs and Research Projects ▪ View Critical Issues

Portal 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, Projects/Programs, and Role Management)
- The tiles displayed on the portal home page match your role and provide access to intuitively complete grant and reporting activities

The screenshot displays the NIFA Reporting System Portal Home Page. At the top, the header includes the system name "NIFA REPORTING SYSTEM" on the left, a "LOG OUT" button with an arrow icon in the center, and a user profile icon labeled "JENNIFER SMITH" on the right. Below the header is a navigation menu with four items: "DASHBOARD", "CRITICAL ISSUES", "PROJECTS & PROGRAMS", and "MANAGE ROLES". The main content area is titled "Dashboard" and contains three large, dark blue tiles. The first tile, "Critical Issues", features a circular icon with a refresh symbol and two buttons: "ADD" and "MANAGE". The second tile, "2022 Plan of Work (POW)", features a circular icon with a laptop and mouse cursor and two buttons: "VIEW" and "EDIT". The third tile, "Projects & Programs", features a circular icon with a clipboard and checkmark and two buttons: "ADD" and "MANAGE". At the bottom of the page, the footer contains "Additional Resources" on the left and "OMB Control No: 0524-0036 Expires: 09/30/2022" on the right.

Portal Home Page: Director or State Contributor Role

NIFA REPORTING SYSTEM LOG OUT JENNIFER SMITH

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | MANAGE ROLES

Dashboard

Critical Issues

+ ADD **MANAGE**

A **B**

2022 Plan of Work (POW)

VIEW

C

Projects & Programs

+ ADD **MANAGE**

D

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

- A)** Click “Add” to create a new Critical Issue
- B)** Click “Manage” to access a dashboard where you will see your institution’s Critical Issues
- C)** Click “View” to log in to the Institutional Profile and access your POW
- D)** Click “Add” to create Projects and Programs
- E)** Click “Manage” to open a dashboard where you can access your institution’s projects and programs

Portal Home Page: Project Director (PD) Role

NIFA REPORTING SYSTEM LOG OUT JENNIFER SMITH

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | MANAGE ROLES

Dashboard

Critical Issues
VIEW **A**

2022 Plan of Work (POW)
VIEW **B**

Projects & Programs
ADD **C** | MANAGE **D**

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

- A)** Click “View” to open a dashboard where you can access your institution’s Critical Issues
- B)** Click “View” to log in to the Institutional Profile and access your POW
- C)** Click “Add” to create Projects
- D)** Click “Manage” to open a dashboard where you can access your institution’s projects and programs

Portal Home Page: Organizational Administrator Role

The screenshot shows the NIFA Reporting System dashboard for an Organizational Administrator. The dashboard is titled "Dashboard" and features four main sections: "Critical Issues", "2022 Plan of Work (POW)", "Projects & Programs", and "Manage Roles". Each section has a "VIEW" button, and the "Projects & Programs" and "Manage Roles" sections also have "ADD" and "MANAGE" buttons. Callouts A-F point to these buttons. The top navigation bar includes "DASHBOARD", "CRITICAL ISSUES", "PROJECTS & PROGRAMS", and "MANAGE ROLES". The user is identified as JENNIFER SMITH with a "LOG OUT" button.

- A)** Click "View" to open a dashboard where you can access your institution's Critical Issues
- B)** Click "View" to log in to the Institutional Profile and access your POW
- C)** Click "Add" to create Projects and Programs
- D)** Click "Manage" to open a dashboard where you can access your institution's projects and programs
- E)** Click "Add" to assign a new user a role at your organization
- F)** Click "Manage" to add, update, and remove roles for your organization

Portal Home Page: Assistant Organizational Administrator

The screenshot displays the NIFA Reporting System interface. At the top, the header includes the system name 'NIFA REPORTING SYSTEM', a 'LOG OUT' button, and the user's name 'JENNIFER SMITH'. Below the header is a navigation bar with links for 'DASHBOARD', 'CRITICAL ISSUES', 'PROJECTS & PROGRAMS', and 'MANAGE ROLES'. The main dashboard area is titled 'Dashboard' and features three primary sections: 'Critical Issues', '2022 Plan of Work (POW)', and 'Projects & Programs'. Each section has a 'VIEW' button, and the 'Projects & Programs' section also has 'ADD' and 'MANAGE' buttons. A footer contains 'Additional Resources' and OMB Control information.

- A)** Click “View” to open a dashboard where you can access your institution’s Critical Issues
- B)** Click “View” to log in to the Institutional Profile and access your POW
- C)** Click “Add” to create Projects and Programs
- D)** Click “Manage” to open a dashboard where you can access your institution’s projects and programs

Portal Home Page: View Only

The screenshot displays the NIFA Reporting System Portal Home Page for a user named Jennifer Smith. The page is titled "NIFA REPORTING SYSTEM" and includes a "LOG OUT" button. The navigation menu contains "DASHBOARD", "CRITICAL ISSUES", "PROJECTS & PROGRAMS", and "MANAGE ROLES". The main content area is titled "Dashboard" and features three large blue cards, each with a "VIEW" button:

- A) Critical Issues**: A card with a circular icon containing a gear and a refresh symbol, with a "VIEW" button below it.
- B) 2022 Plan of Work (POW)**: A card with a circular icon containing a laptop and a mouse cursor, with a "VIEW" button below it.
- C) Projects & Programs**: A card with a circular icon containing a clipboard with a checkmark, with a "VIEW" button below it.

Below the cards, there is a section for "Additional Resources" and the text "OMB Control No: 0524-0036 Expires: 09/30/2022".

- A)** Click "View" to open a dashboard where you can access your institution's Critical Issues
- B)** Click "View" to log in to the Institutional Profile and access your POW
- C)** Click "View" to open a dashboard where you can view projects and programs

Critical Issues

Critical Issues Dashboard: Director and State Contributor

NIFA REPORTING SYSTEM
LOG OUT
JENNIFER SMITH

DASHBOARD
CRITICAL ISSUES
PROJECTS & PROGRAMS
MANAGE ROLES

A Critical Issues

B [+ ADD CRITICAL ISSUE](#)
[RETURN TO HOME](#)
D
H

Critical Issue ▼	F	G	Associated Projects/ Programs ▼
<p>C Water Quality Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut aliquam tellus vitae turpis pretium blandit. Nam sed libero egestas, volutpat metus ac, tempus ligula. Integer bibendum ac nunc eget porta. Read more ></p>	EDIT	REMOVE	50
<p>E Pesticide Safety Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut aliquam tellus vitae turpis pretium blandit. Nam sed libero egestas, volutpat metus ac, tempus ligula. Integer bibendum ac nunc eget porta. Read more ></p>	EDIT	REMOVE	25
<p>Childhood Obesity Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut aliquam tellus vitae turpis pretium blandit. Nam sed libero egestas, volutpat metus ac, tempus ligula. Integer bibendum ac nunc eget porta. Read more ></p>	EDIT	REMOVE	40
<p>Natural Resources Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut aliquam tellus vitae turpis pretium blandit. Nam sed libero egestas, volutpat metus ac, tempus ligula. Integer bibendum ac nunc eget porta. Read more ></p>	EDIT	REMOVE	0

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

- A)** Dashboard of Critical Issues for your institution
- B)** Click “Add Critical Issue” if you want to create a new Critical Issue
- C)** Click the Critical Issue title to view the full Critical Issue
- D)** Click “Return to Home” to go to Home
- E)** Click “Read more” to display the Critical Issue’s full description
- F)** Click “Edit” to change the Critical Issue’s details
- G)** Click “Remove” to delete the Critical Issue
- H)** The Associated Projects/ Programs column displays the total number under each Critical Issue
Clicking on the number allows you to see a detailed list of these Projects/ Programs

Add Critical Issues: Director and State Contributor

NIFA REPORTING SYSTEM LOG OUT JENNIFER SMITH

DASHBOARD | **CRITICAL ISSUES** | PROJECTS & PROGRAMS | MANAGE ROLES

Add Critical Issue

Name

Description: Briefly describe the Critical Issue. ?

B *I* U ~~S~~ ^{x²} _{x₂} NORMAL 16 FONT      

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

Start Date

 

Science Emphasis Areas

<input type="checkbox"/> Sustainable Ag Production Systems	<input type="checkbox"/> Family & Consumer Sciences	<input type="checkbox"/> Food Safety
<input type="checkbox"/> Education & Multicultural Systems	<input type="checkbox"/> Bioeconomy, Bioenergy, Bioproducts	<input type="checkbox"/> Agroclimate Science
<input type="checkbox"/> Environmental Systems	<input type="checkbox"/> Human Nutrition	<input type="checkbox"/> Youth Development

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

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

NIFA REPORTING SYSTEM
LOG OUT
JENNIFER SMITH

DASHBOARD
CRITICAL ISSUES
PROJECTS & PROGRAMS
MANAGE ROLES

A

Critical Issues

RETURN TO HOME
C

Critical Issue ▼	Associated Projects/ Programs ▼
B <div style="clear: both;"></div> <p>Water Quality Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut aliquam tellus vitae turpis pretium blandit. Nam sed libero egestas, volutpat metus ac, tempus ligula. Integer bibendum ac nunc eget porta. Read more ></p>	50
<p>Pesticide Safety Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut aliquam tellus vitae turpis pretium blandit. Nam sed libero egestas, volutpat metus ac, tempus ligula. Integer bibendum ac nunc eget porta. Read more ></p>	25
<p>Childhood Obesity Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut aliquam tellus vitae turpis pretium blandit. Nam sed libero egestas, volutpat metus ac, tempus ligula. Integer bibendum ac nunc eget porta. Read more ></p>	40
<p>Natural Resources Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut aliquam tellus vitae turpis pretium blandit. Nam sed libero egestas, volutpat metus ac, tempus ligula. Integer bibendum ac nunc eget porta. Read more ></p>	0

D

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

- A) Dashboard of Critical Issues for your institution
- B) Click the Critical Issue title to view the full Critical Issue
- C) The Associated Projects/ Programs column displays the total number under each Critical Issue
- D) Clicking on the number allows you to see a detailed list of these Projects/ Programs

Edit Critical Issues

NIFA REPORTING SYSTEM LOG OUT JENNIFER SMITH

DASHBOARD | **CRITICAL ISSUES** | PROJECTS & PROGRAMS | MANAGE ROLES

Edit Critical Issue

Name
Water Quality

Description: Briefly describe the Critical Issue. ?

B *I* U ~~S~~ ^{x²} _{x₂} NORMAL 16 FONT

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

<input type="checkbox"/> Sustainable Ag Production Systems	<input type="checkbox"/> Family & Consumer Sciences	<input checked="" type="checkbox"/> Food Safety
<input type="checkbox"/> Education & Multicultural Systems	<input checked="" type="checkbox"/> Bioeconomy, Bioenergy, Bioproducts	<input type="checkbox"/> Agroclimate Science
<input checked="" type="checkbox"/> Environmental Systems	<input type="checkbox"/> Human Nutrition	<input type="checkbox"/> Youth Development

[SAVE](#) [RETURN TO HOME](#)

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

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

<input type="checkbox"/> Sustainable Ag Production Systems	<input type="checkbox"/> Family & Consumer Sciences	<input checked="" type="checkbox"/> Food Safety
<input type="checkbox"/> Education & Multicultural Systems	<input checked="" type="checkbox"/> Bioeconomy, Bioenergy, Bioproducts	<input type="checkbox"/> Agroclimate Science
<input checked="" type="checkbox"/> Environmental Systems	<input type="checkbox"/> Human Nutrition	<input type="checkbox"/> Youth Development

[EDIT](#) [RETURN TO CRITICAL ISSUES](#)

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

Projects & Programs Dashboard

NIFA REPORTING SYSTEM
LOG OUT
JENNIFER SMITH

DASHBOARD
CRITICAL ISSUES
PROJECTS & PROGRAMS
MANAGE ROLES

+ ADD

Enter keywords or phrases to begin search...
 SEARCH

Title	Prefix	Org Project #	Project Director	Start Date	End Date	Critical Issue	Funding	Status	Actions
The genetics of natural variation in photoperiodic flowering	CA-D-	PLAS-2515-CG	Samantha Summers	07/10/2020	07/10/2023	Supporting Integrated Health Solutions	Research	Draft	
Enhancing Food Safety Capacity of Western Elderberry Producers: Best Practices for Harvest and Processing	CA-D-	FST-2658-CG	Edward Thomas	08/15/2020	08/15/2022	Advancing Agricultural and Food Systems	Extension	Organizational Review	
Determining the Relationship between Soil Health and Stress Indicators for Plants and Soil Microbial Communities	CA-D-	PLS-2373-CG	Jonathan Day	09/25/2020	09/25/2024	Developing Biologically Based Materials & Products	Research	NIFA Review	
Costs and Benefits of Natural Resources on Public and Private Lands: Management, Economic Valuation, and Integrated Decision-Making	CA-D-	SC-2573-CG	Rebecca Speights	10/10/2020	10/10/2023	Promoting Environmental Resilience	Extension	Active	

Page 1 of 11
...
6
7
8
...
Last >>

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

- A)** Projects & Programs dashboard displays all of your institution's projects and programs
- B)** Click the title to view the full details of the project or program
- C)** Use the search bar to find a specific project or program
- D)** Click the filter in order to filter or sort by status
- E)** Click the pencil icon to "Edit" the project or program

**Note that edit permissions will be restricted based on role designation for Research or Extension (e.g., a PD cannot edit an Extension Program as it is a Research-only role)*

Filter Feature

In Projects & Programs, you can use the filter feature to sort based on certain criteria. For example, the filter feature enables users to search for projects based on categories such as “Organization” “Funding” or “Status”.

NIFA REPORTING SYSTEM
LOG OUT | NAFI ROB

DASHBOARD
CRITICAL ISSUES
PROJECTS & PROGRAMS
MANAGE ROLES
ORGANIZATIONS

Projects & Programs

SEARCH

Title	Organization	Project Director	Start Date	Critical Issue	Funding	Status	Actions
Integrated omics approaches in precision nutrition	<div style="background-color: #2c4e64; color: white; padding: 5px;"> Clear Sort Sort Ascending Sort Descending </div>	Xiaojing Liu	07/07/2021	Enhancing Food Safety, Nutrition and Health	Research Capacity Fund (Hatch)	NIFA REVIEW	
Development of High Yielding Low Glycemic Index Rice Improved Baking Quality Through Genomics and Breeding		Herry Utomo	07/15/2021	Food Security and Systems	Research Capacity Fund (Hatch)	NIFA REVIEW	
HUMAN CHEMOSENSORY PERCEPTION		Marta Pepino de Gruiev	10/01/2021	Safe, Healthy Environments and Behaviors	Research Capacity Fund (Hatch)	NIFA REVIEW	
Innovative Industrial Hemp Production Investigation as a Viable New Emerging Crop for Small and Minority Farmers	<div style="background-color: #2c4e64; color: white; padding: 5px;"> Clear Filter Organization Filter Select... </div> <ul style="list-style-type: none"> University of Connecticut Prairie View A&M University University of Georgia University of Florida University of Minnesota University of Idaho University of Missouri 	Florence Anoruo	08/01/2021	Agrisystems Productivity and Profitability	Research Capacity Fund (Evans-Allen)	NIFA REVIEW	
Root phenomics and abiotic stress tolerance		Jonathan Lynch	01/01/2020	Advancing Agricultural and Food Systems	Research Capacity Fund (Hatch)	NIFA REVIEW	
Food Quality and Safety Post Harvest		J Scott Smith	10/27/2017	Global Food Systems	Research Capacity Fund (Hatch)	NIFA REVIEW	
Industrial Hemp Production, Processing, and Marketing U.S.		Jason Griffin	11/22/2019	Global Food Systems	Research Capacity Fund (Hatch Multistate)	NIFA REVIEW	
The Ethical and Economic Implications of Fairness and Transparency in the Agrifood Industry		Harvey James	01/30/2020	Economic Opportunity	Research Capacity Fund (Hatch)	NIFA REVIEW	
Improving nitrogen fertilizer management		Peter Scharf	02/18/2020	Environmental and Natural Resources	Research Capacity Fund (Hatch)	NIFA REVIEW	



Projects & Programs

Approvals and Reviews

Research and Extension Programs will both require an organizational review, including the ability to save a draft beforehand. Research Projects will also 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.

AREERA Funding Types

- 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. NIFA will expand the system to include all capacity (formula) and competitive programs currently in REEport and POW after the initial phases. The current features of NRS only apply to the four NIFA administered capacity grants listed in the table.
- NRS will initially house project and programs that are supported by these capacity funding types. Other capacity and competitive programs will be supported in future phases of the project.

	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)

Funding Source Dropdown Behaviors

Add Project/ Program

Funding Source ?

Select Funding Source

Rules for the drop down

- The drop down shows the funding type(s) based on your role assignment for either Research or Extension
- Once you select your funding type, the fields required for that funding type will appear



Extension Program

What is an Extension Program?

An Extension Program is a set of activities that advance a common goal. Programs are vehicles for addressing the Critical Issues identified in the Plan of Work. Critical Issues with a broad scope will have more Programs and Projects than narrowly defined ones.

Critical Issues often describe current conditions and the desired future state. Programs set boundaries around distinct activities that aim to advance knowledge, change behavior, and ultimately lead to the desired change in environment identified in the Critical Issue description.

Add Extension Program

NIFA REPORTING SYSTEM LOG OUT JENNIFER SMITH

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | MANAGE ROLES

Add Project/ Program

Funding Source ?
Select Funding Source

Primary Critical Issue
Select Primary Critical Issue

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.

Initiator
Select from a list of Initiators.
Select Initiator

Non-Technical Summary
In lay terms, briefly describe the following: (1) the issue and why it is important, (2) your goals 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.

Remaining Characters: 8,000/ 8,000

Integrated Activities ?
Is this an integrated research and extension activity (AREERA Section 104, 105, and 204)?
 Yes No
Provide a brief description of what makes this an integrated activity (1-2 sentences).

Remaining Characters: 4,000/ 4,000

Multistate Activities ?
Is this a multistate activity (AREERA Section 104 and 201)?
 Yes No
Provide a brief description of what makes this a multistate activity (1-2 sentences).

Remaining Characters: 4,000/ 4,000

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

View Extension Program

- View the full details of a program selected and click “Edit” to change program details
- Click “Submit” to advance the project to either Organizational Review or to Submit to NIFA

NIFA REPORTING SYSTEM
LOG OUT
JENNIFER SMITH

DASHBOARD
CRITICAL ISSUES
PROJECTS & PROGRAMS
MANAGE ROLES

Extension Program Initiation Draft as of 03/15/2021

Regents of the University of California

Funding Source ?

Research Capacity Fund (Hatch Multistate)

DUNS/UEI

1257862156

Primary Critical Issue

Advancing Agricultural and Food Systems

Title ?

The genetics of natural variation in photoperiodic flowering

Start Date ?

03/01/2021

Initiator

Samantha Summers

Non-Technical Summary ?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi simili.

Lorem ipsum dolor sit amet, cons ectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Integrated Activities ?

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

Yes

Brief description of what makes this an integrated activity (1-2 sentences).

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie.

Multistate Activities ?

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

No

EDIT
EXPORT

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



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 below each field when fields are left blank, or character limits are exceeded

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	1,304
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	652
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	652



Research Project

What is a Research Project?

A Research Project consists of a set of peer-reviewed, research-focused activities that are organized around a set of objectives and drive toward specific outcomes. Capacity-funded Research Projects address Critical Issues identified through statewide stakeholder input. They provide minimum standards for reporting that comply with federal requirements and feed into individual state Plan of Work accomplishments.

Critical Issues often describe current conditions and the desired future state. Projects set boundaries around distinct activities that aim to advance knowledge, change behavior, and ultimately lead to the desired change in environment identified in the Critical Issue description.

Add Research Project

NIFA REPORTING SYSTEM LOG OUT JENNIFER SMITH

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | MANAGE ROLES

Add Project/ Program

Funding Source

Select Funding Source

Primary Critical Issue

Select Primary Critical Issue

Organizational Project Number

Prefix	Number
Select Prefix	

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.

End Date

Select an end date not to exceed 5 years.

Project Director

Select from a list of Project Directors.

Select Project Director

Performing Department

Code	Name
8732	Select Name

Non-Technical Summary

In lay terms, briefly describe the following: (1) the issue and why it is important, (2) your goals 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.

Remaining Characters: 8,000/ 8,000

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.

Remaining Characters: 8,000/ 8,000



Integrated Activities ?

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

Yes No

Provide a brief description of what makes this an integrated activity (1-2 sentences).

B *I* U ~~S~~ ^{x²} _{x₂} NORMAL 16 FONT [dropdown] [list icons]

[text area]

Remaining Characters: 4,000/ 4,000

Research Effort Categories

a. Basic ? %

b. Applied ? %

c. Developmental ? %

Must total 100%

Animal Health Percentage

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)?

Yes No

Provide a brief description of what makes this a multistate activity (1-2 sentences).

B *I* U ~~S~~ ^{x²} _{x₂} NORMAL 16 FONT [dropdown] [list icons]

[text area]

Remaining Characters: 4,000/ 4,000

Classifications

Knowledge Areas ?	Subject of Investigation ?	Field of Science ?	Percent
<input type="text" value="Select Knowledge Area"/>	<input type="text" value="Select Subject of Investigation"/>	<input type="text" value="Select Field of Science"/>	<input type="text" value=""/> % +
			Must total 100%

Assurances

Are Human Subjects Involved? ?

Yes No

Is the project exempt from Federal Regulations? ?

Yes No

Select the appropriate exemption number.

Enter the IRB approval date.

Are Vertebrate Animals used? ?

Yes No

Enter the IACUC approval date.

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

View Research Project

- View the full details of a project selected from the dashboard
- Click “Edit” to change project details
- Click “Submit” to advance the project to either Organizational Review or NIFA Review

NIFA REPORTING SYSTEM
LOG OUT
JENNIFER SMITH

DASHBOARD
CRITICAL ISSUES
PROJECTS & PROGRAMS
MANAGE ROLES

Research Project Initiation *Draft as of 03/15/2021*

Regents of the University of California

Funding Source ?
Research Capacity Fund (Hatch Multistate)

DUNS/UEI
1257862156

Primary Critical Issue
Advancing Agricultural and Food Systems

Organizational Project Number

Prefix	Number
CA-D-	Z123456790A198765432

Title ?
The genetics of natural variation in photoperiodic flowering

Start Date ?
03/01/2021

End Date ?
03/01/2024

Project Director
Samantha Summers

Performing Department

Code	Name
2873	Agriculture and Research Economics, Berkeley

Non-Technical Summary ?

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Methodology

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Integrated Activities ?

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

Yes

Brief description of what makes this an integrated activity (1-2 sentences).

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Research Effort Categories

a. Basic ? %

b. Applied ? %

c. Developmental ? %

Animal Health Percentage

%

Multistate Activities ?

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

No

Classifications

Knowledge Areas ?	Subject of Investigation ?	Field of Science ?	Percent
<input type="text" value="104 - Alternative Uses of Land"/>	<input type="text" value="0170 - Annual grasses, other"/>	<input type="text" value="0110 - Ecology"/>	<input type="text" value="50"/> %
<input type="text" value="110 - Appraisal of Soil Resources"/>	<input type="text" value="0210 - Arboreta and botanical gardens"/>	<input type="text" value="0001 - Administration"/>	<input type="text" value="50"/> %

Assurances

Are Human Subjects Involved? ?

Yes

Is the project exempt from Federal Regulations?

Yes

Select the appropriate exemption number. ?

Enter the IRB approval date.

Are Vertebrate Animals used? ?

This performing organization agrees to assume primary responsibility for complying with the Animal Welfare Act (7USC, 2131-2156), Public Law 89-544, 1996, as amended, and the regulations promulgated thereunder by the Secretary of Agriculture in 9 CFR Parts 1,2,3, and 4. In the case of domesticated farm animals housed under farm conditions, the organizations shall adhere to the principles stated in the Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching, Federation of Animal Science Societies, 1999.

Yes

Enter the IACUC approval date.

EDIT

EXPORT

[Additional Resources](#)

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



Research Project Fields

- The accompanying tables display the fields, rules, character limits, and approximate word counts in the Add Projects form for Research
- You will receive error messages below each field when fields are left blank, or character limits are exceeded

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	8,000 characters	1,304
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	8,000 characters	1,304
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



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: http://nifa.usda.gov/resource/manual-classification
—	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: http://nifa.usda.gov/resource/manual-classification
—	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: http://nifa.usda.gov/resource/manual-classification
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



Field	Instructions	Supplementary Information
		<p>human subjects, and providing humane treatment of animals. To provide for the adequate discharge of this responsibility, NIFA policy requires an assurance by the 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.</p>
<p>Human Subject, Federal Regulations exemption</p>	<p>Select the appropriate exemption number.</p>	<ol style="list-style-type: none"> 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.
<p>Are Vertebrate Animals used?</p>	<p>—</p>	<p>Lookup assurance number: https://www.aalas.org/iacuc/iacuc_resources/iacuc</p> <p>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</p>