

USDA NIFA Reporting System User Guide

Last Updated: January 2023





Table of Contents

Registration Process	4
Roles	5
Dashboard - Home Page	7
Dashboard - Home Page: Director or State Contributor Role	8
Dashboard - Home Page: Project Director (PD) Role	9
Dashboard - Home Page: Organizational Administrator Role	10
Dashboard - Home Page: Assistant Organizational Administrator	11
Dashboard - Home Page: View Only	12
Critical Issues	13
Critical Issues Dashboard: Director and State Contributor	13
Critical Issues Dashboard: Organizational Administrator, Assistant Organizational Administrator, PD and View Only	15
View Critical Issues	16
Projects & Programs	17
Project & Program Individual View	18
Approvals and Reviews	19
Capacity Funding Sources	19
Funding Source Dropdown Behaviors	19
Extension Program	20
Add Extension Program	20
Extension Program Fields	21
Research Project	22
Add Research Project	22
Edit or Remove Research Project	24
Research Project Fields	25
Project/Program Help Text	27
Reporting Results	30
What are results?	30
Add Results for Research and Extension	31
What if the project has nothing significant to report?	33



Viewing and Submitting Results 34

Results Fields 36

Annual Report 37

 What is the Annual Report used for?..... 37

 Data Elements..... 37

 Annual Report – Home..... 38

 Annual Report – Executive Summary, Merit-Scientific Peer Review, and Stakeholder Input..... 39

 Annual Report – Research Projects View 40

 Annual Report Submission Process..... 42

 Annual Report Process Flow 43

Plan of Work..... 44

 What is the POW?..... 44

 Plan of Work – Requirements..... 44

 Plan of Work – Components 44

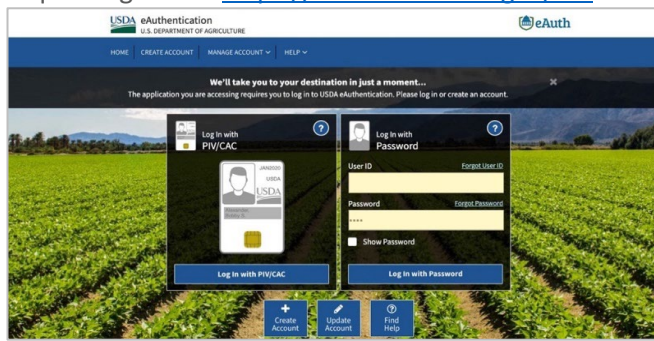
 Plan of Work Fields 46

 Plan of Work Process Flow..... 47

Questions?..... 48

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>



The screenshot shows the USDA eAuthentication login interface. It features two main login options: 'Log In with PIV/CAC' and 'Log In with Password'. The 'Log In with Password' option includes fields for 'User ID' (with a 'Forgot User ID' link), 'Password' (with a 'Forgot Password' link), and a 'Show Password' checkbox. Below the login options are buttons for 'Create Account', 'Update Account', and 'Find Help'. The page also includes a navigation bar with 'HOME', 'CREATE ACCOUNT', 'MANAGE ACCOUNT', and 'HELP'.

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

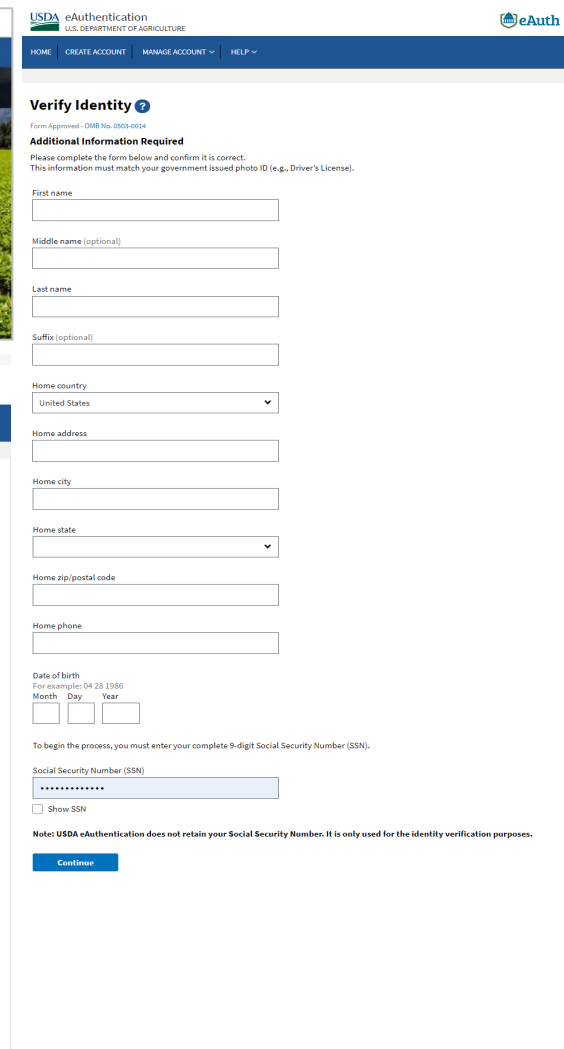
Suffix (optional)

Information 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



The screenshot shows the 'Verify Identity' form. It includes a header with 'Verify Identity' and a question mark icon. Below the header is the text 'Form Approved - OMB No. 0503-0014' and 'Additional Information Required'. The instructions state: 'Please complete the form below and confirm it is correct. This information must match your government issued photo ID (e.g., Driver's License).' The form contains the following fields:

- 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 1986
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.



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.

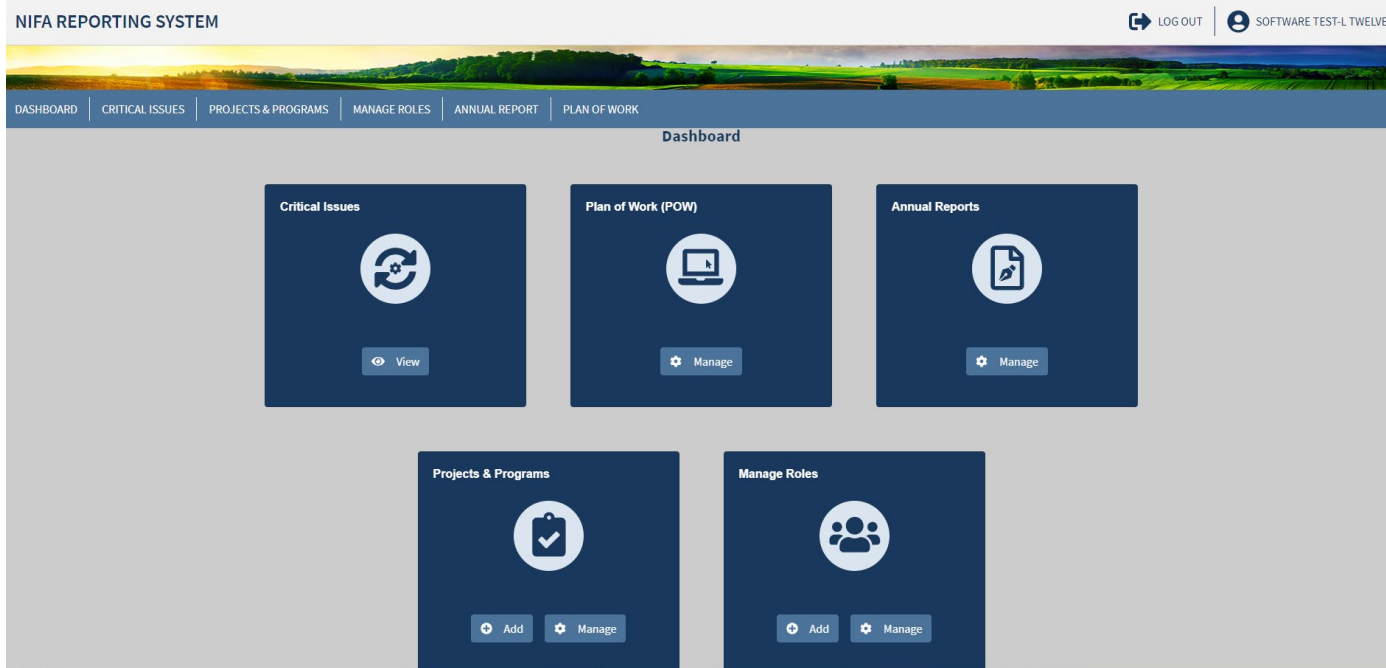
Role	Description	Main Permissions
Directors	The Directors of Research and Extension are the “senior” position at each individual institution. They are responsible for satisfying AREERA requirements for their institution and coordinating with all other 1862 or 1890 Land-Grant Universities in their state 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).	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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)



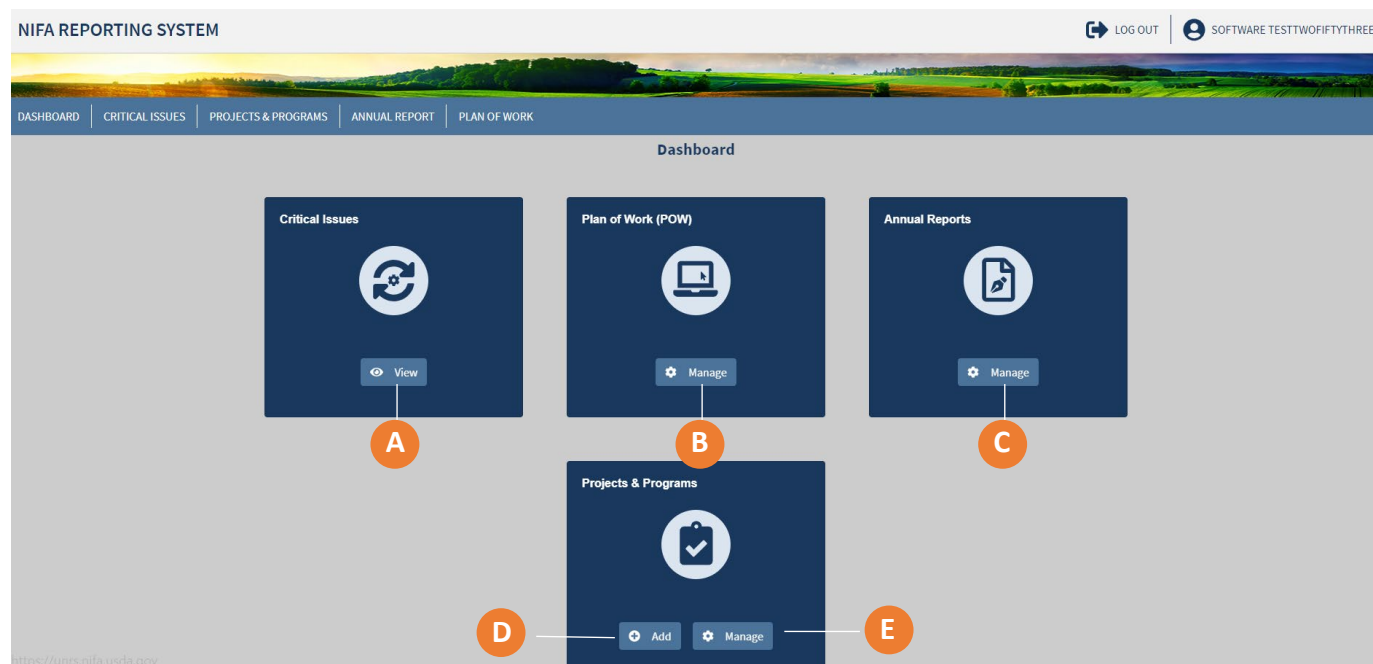
Role	Description	Main Permissions
	communicator. They manage content for both POW and Annual Reports which includes related projects, programs, and their results.	
Organizational Administrators	Organizational Administrators manage roles for their organization and can add Extension Program descriptions and Research Project initiations. This role replaces the Site Administrator role in the REEport application.	<ul style="list-style-type: none"> ▪ 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) <p>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.</p>
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.	<ul style="list-style-type: none"> ▪ 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.	<ul style="list-style-type: none"> ▪ 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.	<ul style="list-style-type: none"> ▪ 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

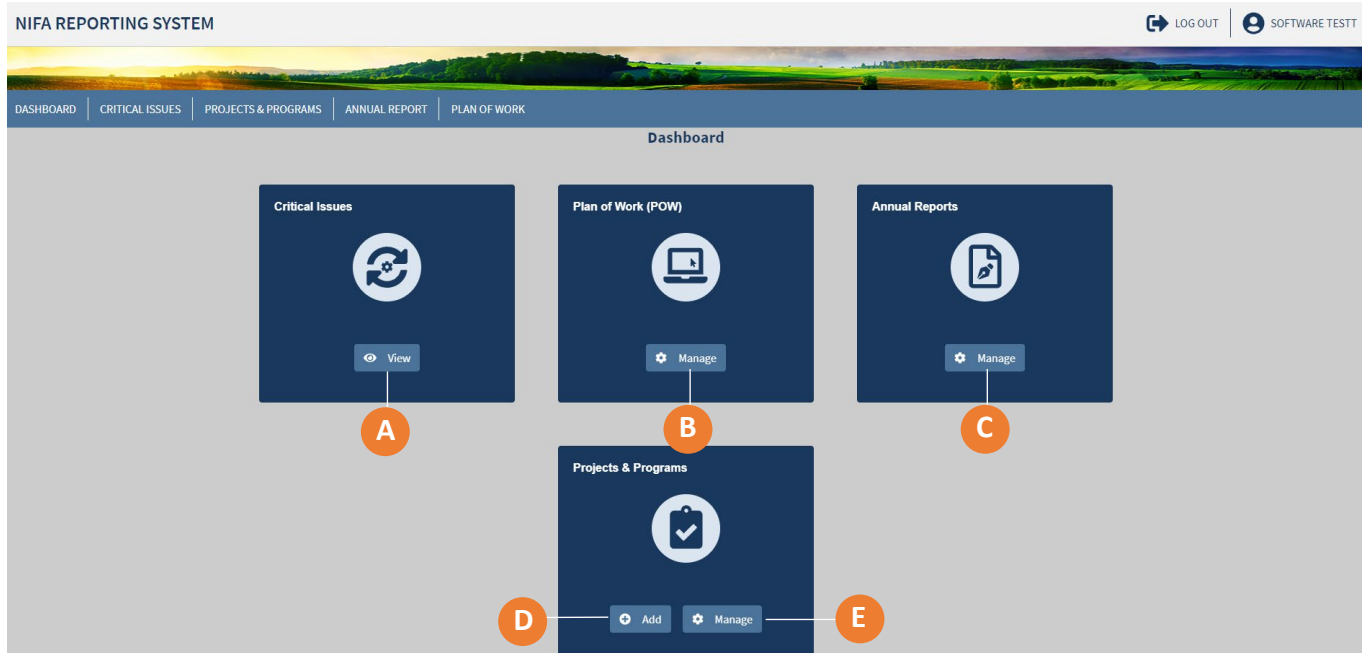


Dashboard - Home Page: Director or State Contributor Role



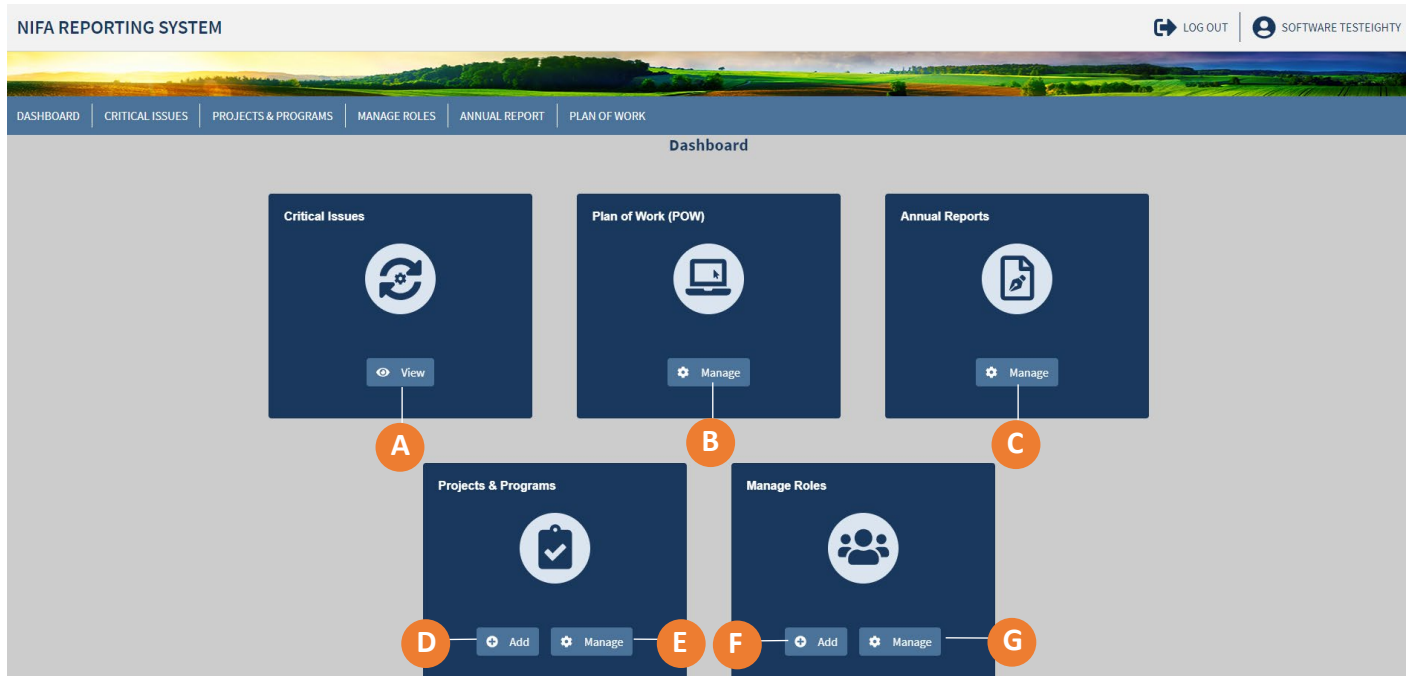
- A)** Click “View” to open a dashboard where you can access the Critical Issues of your state
- B)** Click “Manage” to access and create your Plans of Work
- C)** Click “Manage” to access your Annual Reports
- D)** Click “Add” to create a new research project or extension program
- E)** Click “Manage” 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



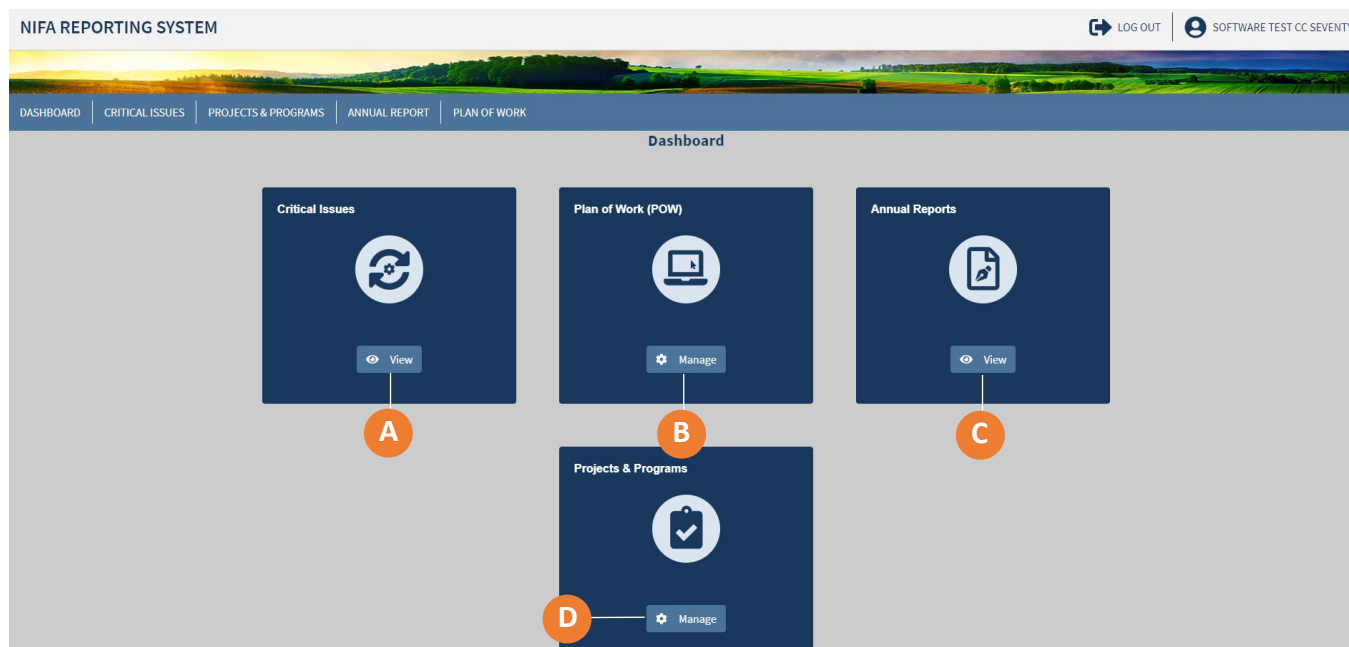
- A)** Click “View” to open a dashboard where you can access your institution’s Critical Issues
- B)** Click “Manage” to access and create your Plans of Work
- C)** Click “Manage” to access and create your Annual Report
- D)** Click “Add” to create a new research project or extension program
- F)** Click “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

The screenshot shows the 'Critical Issues' dashboard. At the top, there's a navigation bar with 'DASHBOARD', 'CRITICAL ISSUES', 'PROJECTS & PROGRAMS', 'ANNUAL REPORT', and 'PLAN OF WORK'. Below this is a search bar with the placeholder text 'Enter keywords or phrases to begin search...' and a 'SEARCH' button. To the left of the main content area, there are filter sections: 'Status' with an 'Active' checkbox, 'Length of Issue' with checkboxes for 'Long-term (>5 years)', 'Intermediate (1-5 years)', and 'Short-term (<1 year)', and 'Science Emphasis Area' with checkboxes for 'Agroclimate Science', 'Bioeconomy, Bioenergy, and Bioproducts', and 'Education and Multicultural Alliances'. A 'See More' link is also present. The main content area displays two 'Critical Issue' cards. The first card is for 'Critical Issue' initiated on 10/01/2023 in California, with a term length of intermediate (1-5 years) and a science emphasis area of agroclimate science. It shows 4 research projects and 0 extension programs, with an 'ASSOCIATE PROJECT/PROGRAM' button. The second card is for 'Endemic and Invasive Pests and Diseases' initiated on 11/26/2019 in California.

- 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

NIFA REPORTING SYSTEM

LOG OUT | BRAD HUEY

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | MANAGE ROLES | ANNUAL REPORT | PLAN OF WORK

[Back to Critical Issues Home](#)

Associate Projects/Programs to "Agricultural and Food System" Critical Issue

FINISH ASSOCIATING

Enter keywords or phrases to begin search...

SEARCH

Can search for Accession Number, Project Title, etc.

Project Number Prefix

FLA

Project Director

Status

APPROVED

DRAFT

ORG REVIEW

Funding Source

The list below contains only Projects or Programs that do not have a Critical Issue. Click the "Associate" button to add a Project or Program to the select Critical Issue.

Sort By

Last Updated: Most Recent

Project

Project	Status	Project Director	Funding	Term Length	Last Updated	
Investigating genetic determinants of variation in arboviral...	APPROVED	Mathias, Derrick	Research Capacity Fund (Hatch)	11/21/2019 - 10/01/2024	11/21/2019 4:41:18 PM	<input type="button" value="ASSOCIATE"/>

Project

Project	Status	Project Director	Funding	Term Length	Last Updated	
Plant-Parasitic Nematode Management as a...	APPROVED	Crow, William	Research Capacity Fund (Hatch)	11/21/2019 - 10/01/2021	11/21/2019 4:02:30 PM	<input type="button" value="ASSOCIATE"/>

- 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

The screenshot shows the 'Critical Issues' dashboard. At the top, there's a navigation bar with 'CRITICAL ISSUES' highlighted. Below it is a search bar with the placeholder text 'Enter keywords or phrases to begin search...'. To the left of the main content area are several filter sections: 'State' with a search icon, 'Organization' with a search icon, 'Status' with checkboxes for 'Active' and 'Closing out in FY 2023', 'Length of Issue' with checkboxes for 'Long-term (>5 years)', 'Intermediate (1-5 years)', and 'Short-term (<1 year)', and 'Science Emphasis Area' with checkboxes for 'Agroclimate Science' and 'Bioeconomy, Bioenergy, and Bioproducts'. The main content area features a 'Sort By' dropdown set to 'Title: A-Z'. A critical issue tile is displayed, titled '4-H & Youth Development', with a status of 'Active' and 'Last Updated: 2019'. The tile includes the following information: 'Initiated on: Nov 26, 2019', 'State: Alaska', 'Term Length: Long-term (>5 years)', and 'Science Emphasis Area: Education and Multicultural Alliances, Youth Development'. At the bottom of the tile, it shows 'Research Projects: 0' and 'Extension Programs: 1'.

- 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

<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

DASHBOARD | CRITICAL ISSUES | **PROJECTS & PROGRAMS** | ANNUAL REPORT | PLAN OF WORK

LOG OUT | SOFTWARE TESTER

Projects & Programs **A** **G** ADD PROJECT / PROGRAM

Overview | Results

Enter keywords or phrases to begin search... **B** SEARCH

Can search for Accession Number, Project Title, etc.

C Project Number Prefix
 CA
 CA-
 CA-B-
[See More](#) **C**

View Fiscal Year **Q**

Project Director/Initiator **Q**

Critical Issue **Q**

Export All **D** **E** Sort By
 Title: Z-A

	Status	Project Director	Funding	Term Length	Last Updated
F "Methods for the genotypic classification of..."	APPROVED	Gallardo Cunazza, Rodrigo	Research Capacity Fund (Hatch Multistate)	10/01/2021 - 06/30/2023	MICHELLE COLBY 8/19/2022 11:17:55 AM
Youth and Community Development	APPROVED	Webb-Martinez, Katherine	Extension Capacity Fund (Smith-Lever 3(b) and 3(c))	10/01/2020 -	

- 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

NIFA REPORTING SYSTEM LOG OUT JOE BARRON TEST

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | MANAGE ROLES | ORGANIZATIONS | ANNUAL REPORT | PLAN OF WORK

A < Back to Projects & Programs Overview

B PRINT PROJECT

C MANAGE PROJECT

D VIEW CHANGE LOG

Detection and Control of Porcine Reproductive and Respiratory Syndrome Virus and Emerging Viral Diseases of Swine
 University of Florida
 Approved as of 11/22/2019

Project Director
John Driver

Performing Department		Org Project Number	
Code	Name	Prefix	Number
1113	Animal Sciences	FLA	-ANS-005885

E Results

Funding Source	Primary Critical Issue	Dates Active	Accession Number	DUNS/UEI
Research Capacity Fund (Hatch Multistate)	Agricultural and Food Systems	11/22/2019 - 09/30/2024	1021249	Not Provided

NIMSS Project Information
 NC229: Detection and Control of Porcine Reproductive and Respiratory Syndrome Virus and Emerging Viral Diseases of Swine
 NIMSS project details: NC229

- 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.

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.

0 / 8000

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



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) | v

Primary Critical Issue

Select... | v

Organizational Project Number

Prefix: Select... | v Number:

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... | v

Performing Department

Code: Name: Select... | v

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.



0 / 8000



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.



0 / 8000

Integrated Activities
Is this an integrated research and extension activity (AREERA Section 104, 105, and 204)?
 Yes No

Research Effort Categories

a. Basic	<input type="text" value="0"/>	%
b. Applied	<input type="text" value="0"/>	%
c. Developmental	<input type="text" value="0"/>	%

Must total 100%

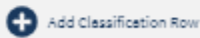
Animal Health Percentage
Enter the percentage of animal health research for this project or "0" for none.
 %

Multistate Activities
Is this a multistate activity (AREERA Section 104 and 204)?
 Yes No

Classifications

Knowledge Area	Subject of Investigation	Field of Science	Percent
<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	<input type="text" value="0"/> %

Must total 100%



Assurances

Are Human Subjects Involved?
 Yes No

Are Vertebrate Animals Used?
 Yes No

Edit or Remove Research Project

The screenshot displays the 'Manage Project' modal in the NIFA Reporting System. The modal is centered over a project card. The project card shows the following information:

- Project Name:** Critical issues test 2
- Organization:** University of Florida
- Review Date:** Organizational Review as of 10/18/2022
- Initiator:** Damian Adams

The 'Manage Project' modal contains the following sections:

- Edit Project:** Editing a project allows you to make changes to the project data. Saving a project in the editing state will return that project back to the DRAFT status. A button labeled 'EDIT PROJECT DETAILS' is visible.
- Remove Project:** Removing a project removes it from all active lists. Projects that have an approval date cannot be removed. A button labeled 'REMOVE PROJECT' is visible.

The background interface includes a navigation menu with 'DASHBOARD', 'CRITICAL ISSUES', 'PROJECTS & PROGRAMS', and 'MANAGE ROLES'. A 'LOG OUT' button and user profile 'BRAD HUEY' are in the top right. A table at the bottom shows project details:

Funding Source	Primary Critical Issue	Dates Active	Accession Number	DUNS/UEI
Extension Capacity Fund (Smith-Lever 3(b) and 3(c))	Research for Management of Invasive Pest Species (FAMU only)	10/12/2022 - Not Provided	7003858	Not Provided

- 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
<p>Are Human subjects involved? *</p> <p>→If “No”, proceed to next question</p> <p>→If “Yes”, is the project exempt from Federal regulations?</p> <p> →If “No”, enter IRB approval date (Date entry or Calendar picker icon)</p> <p> →If “Yes”, select the appropriate exemption number</p> <p> →Select Exemption Number (Dropdown)</p> <p> →Enter IRB Approval Date (Date entry or Calendar picker icon)</p>	Yes	Radio button selections, dropdowns, calendar widget and textbox fields	N/A
<p>Are Vertebrate Animals Used? *</p> <p>→If “No”, proceed to next element</p> <p>→If “Yes”, enter the IACUC Approval date (Date entry or Calendar picker icon)</p>	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
		<p>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/iacucs</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>



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.

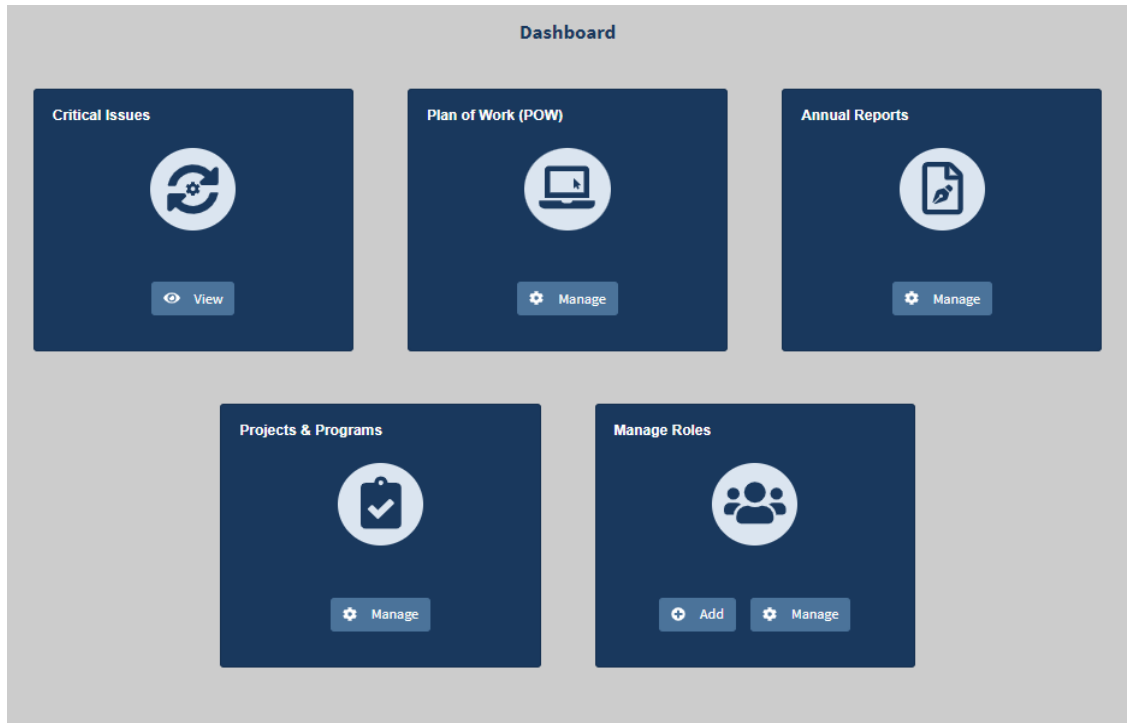
Result submissions replace the previous yearly progress reporting requirement for all capacity-funded projects and programs (sometimes these have been referred to as annual reports, but please note the distinction between these reports and the POW Annual Report). The results will also be integrated automatically 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.

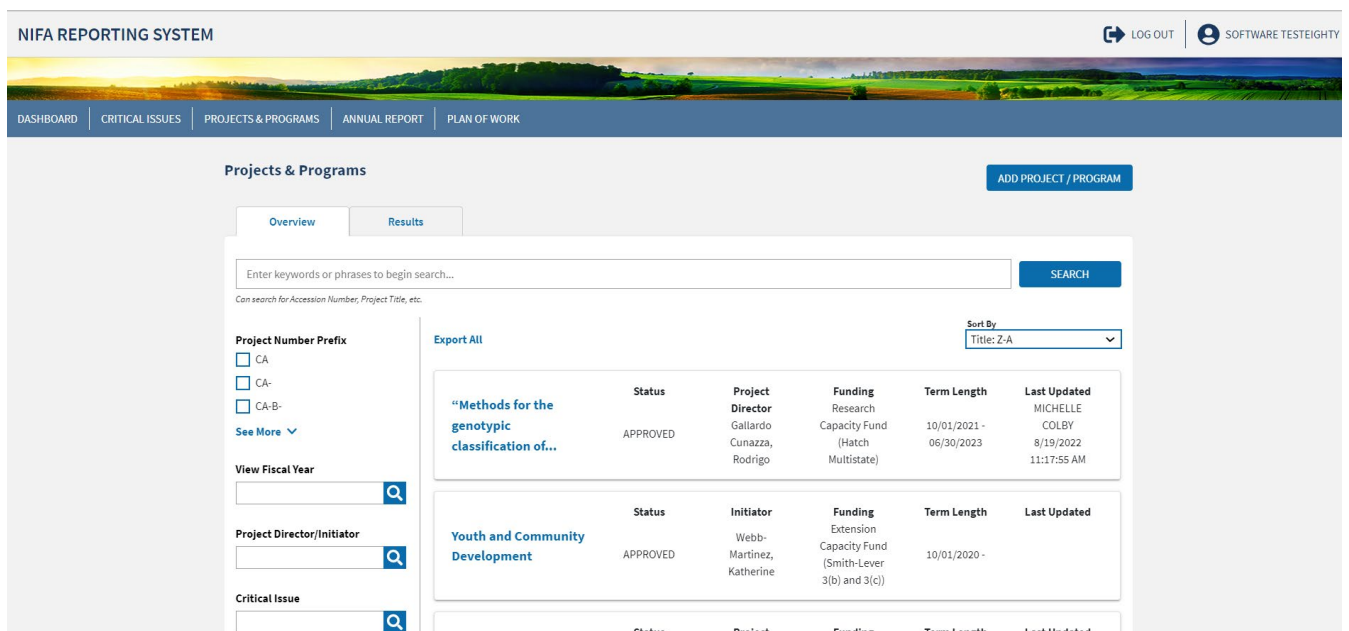
Lastly, the result recorded for the final Fiscal Year during which the project is active will be considered the basis for the final report. Additional details and features may be added to formally close out the project, but the minimum requirement will be to submit a result for that final period of time.

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

The screenshot shows the NIFA Reporting System interface. At the top, there is a navigation bar with the system name and user information (LOG OUT, JOE BARRON TEST). Below this is a menu with options: DASHBOARD, CRITICAL ISSUES, PROJECTS & PROGRAMS, MANAGE ROLES, ORGANIZATIONS, ANNUAL REPORT, and PLAN OF WORK. The main content area displays project details for 'AHDR classifications test 1013' by the Regents of the University of California, approved on 10/28/2022. It lists the Project Director as Majdi Abou Najm and the Performing Department as Agronomy and Range Science. A table titled 'Results' shows an amount of 0 for the fiscal year N/A. Buttons for 'PRINT PROJECT', 'MANAGE PROJECT', and 'VIEW CHANGE LOG' are visible.

- Select "Add Result"

The screenshot shows the 'Add Result' page. It features two main sections: 'Funding Source' (Research Capacity Fund (Hatch Multistate)) and 'Primary Critical Issue' (Advancing Agricultural and Food Systems). Below these is a large white box with the heading 'Results' and a blue upward-pointing arrow. The box contains the text 'No Results Added' and a blue 'ADD RESULT' button at the bottom.

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

Nothing Significant to Report

Title

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.

Rich Text Editor: B I U S x² x₂ NORMAL 16 FONT [List, Bulleted List, Indented List icons]

Remaining Characters: 10,000/ 10,000

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

The screenshot displays the NIFA Reporting System interface. At the top, there is a navigation bar with the system name and user information. Below this is a menu with options like Dashboard, Critical Issues, and Projects & Programs. The main content area shows a project titled "Detection and Control of Porcine Reproductive and Respiratory Syndrome Virus and Emerging Viral Diseases of Swine" at the University of Florida. It includes fields for Project Director (John Driver), Performing Department (Animal Sciences), and Org Project Number (FLA -ANS-005885). A table titled "Results" lists four entries with their status and fiscal year, each with a "View Details" link.

Results			
TEST	Status	Fiscal Year	View Details
TEST	DRAFT	2021	View Details
test2	ORG REVIEW	2021	View Details
TEST 3	NIFA REVIEW	2021	View Details
TEST 4	APPROVED	2021	View Details

- 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.

The screenshot shows a web application interface with a modal window titled "TEST". The modal contains the following information:

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.

At the bottom of the modal are three buttons: REMOVE (red border), PRINT (blue border), and RETRACT (blue background).



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

NIFA REPORTING SYSTEM

Annual Report - Home [CREATE NEW](#)

Enter keywords or phrases to begin search... [SEARCH](#)

Sort by: ▼

Report Title	Status	Fiscal Year	Last Updated
Georgia - Annual Report 2020	Approved	2020	SMITH, JANE 10/29/2021
Georgia - Annual Report 2019	Approved	2019	SMITH, JANE 10/29/2021
Georgia - Annual Report 2018	Approved	2018	SMITH, JANE 10/29/2021
Georgia - Annual Report 2017	Approved	2017	SMITH, JANE 10/29/2021
Georgia - Annual Report 2016	Approved	2016	SMITH, JANE 10/29/2021

[Additional Resources](#)

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

- 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

NIFA REPORTING SYSTEM

[← Back to Report Builder Home](#)

Please complete the report before submitting.

Georgia - Annual Report 2021

Table of Contents

[Executive Summary](#)

[Merit and Scientific Peer Review Processes](#)

[Stakeholder Input](#)

[All Results by Project or Program](#)

[Review](#)

Executive Summary [To Next Section >](#)

Overview

Use the space below to provide the NIFA reviewer information about your state or institution as it pertains to your report.

B *I* U ~~S~~ ^{x²} _{X₂} NORMAL 16 FONT

8,000 / 8,000 Characters

Critical Issue: Water Quality

Use the space below to provide a summary of the overall progress achieved in the prior year to address the Critical Issue or its components.

B *I* U ~~S~~ ^{x²} _{X₂} NORMAL 16 FONT

Saving... 8,000 / 8,000 Characters

Annual Report – Research Projects View

NIFA REPORTING SYSTEM

[Back to Report Builder Home](#)

Georgia - Annual Report 2021 Please complete the report before submitting

Table of Contents

- Executive Summary
- Merit and Scientific Peer Review Processes
- Stakeholder Input
- All Results by Project or Program
 - Research Projects
 - Water Quality
 - Childhood Obesity
 - Pesticide Safety
 - Natural Resources
 - Extension Programs
 - Other Projects/Programs
- Review

Research Projects
All Projects & Programs

View Projects with 0 Results

SEARCH

Critical Issue	Projects
Water Quality	8
Project	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>The genetics of natural variation in photoperiodic flowering</p> </div> <div style="width: 15%; text-align: right;"> <p>Results</p> <p>2</p> </div> <div style="width: 15%; text-align: right;"> <p>Organization</p> <p>University of Georgia</p> </div> <div style="width: 10%; text-align: right;"> <p>Project Director</p> <p>####</p> </div> </div>	<p>▼</p>
Project	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Enhancing Food Safety Capacity of Western Elderberry Producers: Best Practices for Harvest and Processing</p> </div> <div style="width: 15%; text-align: right;"> <p>Results</p> <p>0</p> </div> <div style="width: 15%; text-align: right;"> <p>Organization</p> <p>University of Georgia</p> </div> <div style="width: 10%; text-align: right;"> <p>Project Director</p> <p>####</p> </div> </div>	<p>▼</p>
Project	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Determining the Relationship between Soil Health and Stress Indicators for Plants and Soil Microbial Communities</p> </div> <div style="width: 15%; text-align: right;"> <p>Results</p> <p>2</p> </div> <div style="width: 15%; text-align: right;"> <p>Organization</p> <p>University of Georgia</p> </div> <div style="width: 10%; text-align: right;"> <p>Project Director</p> <p>####</p> </div> </div>	<p>▼</p>
Project	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Costs and Benefits of Natural Resources on Public and Private Lands: Management, Economic Valuation and Integrated Decision-Making</p> </div> <div style="width: 15%; text-align: right;"> <p>Results</p> <p>2</p> </div> <div style="width: 15%; text-align: right;"> <p>Organization</p> <p>University of Georgia</p> </div> <div style="width: 10%; text-align: right;"> <p>Project Director</p> <p>####</p> </div> </div>	<p>▼</p>
Project	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>The genetics of natural variation in photoperiodic flowering</p> </div> <div style="width: 15%; text-align: right;"> <p>Results</p> <p>2</p> </div> <div style="width: 15%; text-align: right;"> <p>Organization</p> <p>University of Georgia</p> </div> <div style="width: 10%; text-align: right;"> <p>Project Director</p> <p>####</p> </div> </div>	<p>▼</p>
Project	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Enhancing Food Safety Capacity of Western Elderberry Producers: Best Practices for Harvest and Processing</p> </div> <div style="width: 15%; text-align: right;"> <p>Results</p> <p>2</p> </div> <div style="width: 15%; text-align: right;"> <p>Organization</p> <p>University of Georgia</p> </div> <div style="width: 10%; text-align: right;"> <p>Project Director</p> <p>####</p> </div> </div>	<p>▼</p>
Project	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Determining the Relationship between Soil Health and Stress Indicators for Plants and Soil Microbial Communities</p> </div> <div style="width: 15%; text-align: right;"> <p>Results</p> <p>2</p> </div> <div style="width: 15%; text-align: right;"> <p>Organization</p> <p>University of Georgia</p> </div> <div style="width: 10%; text-align: right;"> <p>Project Director</p> <p>####</p> </div> </div>	<p>▼</p>
Project	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Costs and Benefits of Natural Resources on Public and Private Lands: Management, Economic Valuation and Integrated Decision-Making</p> </div> <div style="width: 15%; text-align: right;"> <p>Results</p> <p>2</p> </div> <div style="width: 15%; text-align: right;"> <p>Organization</p> <p>University of Georgia</p> </div> <div style="width: 10%; text-align: right;"> <p>Project Director</p> <p>####</p> </div> </div>	<p>▼</p>

- 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	<ul style="list-style-type: none"> 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	<p>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:</p> <ul style="list-style-type: none"> Approve Return (Defer) <p>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</p> <p>NIFA will provide comments when returning it and upon final approval</p>
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	<ul style="list-style-type: none"> 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



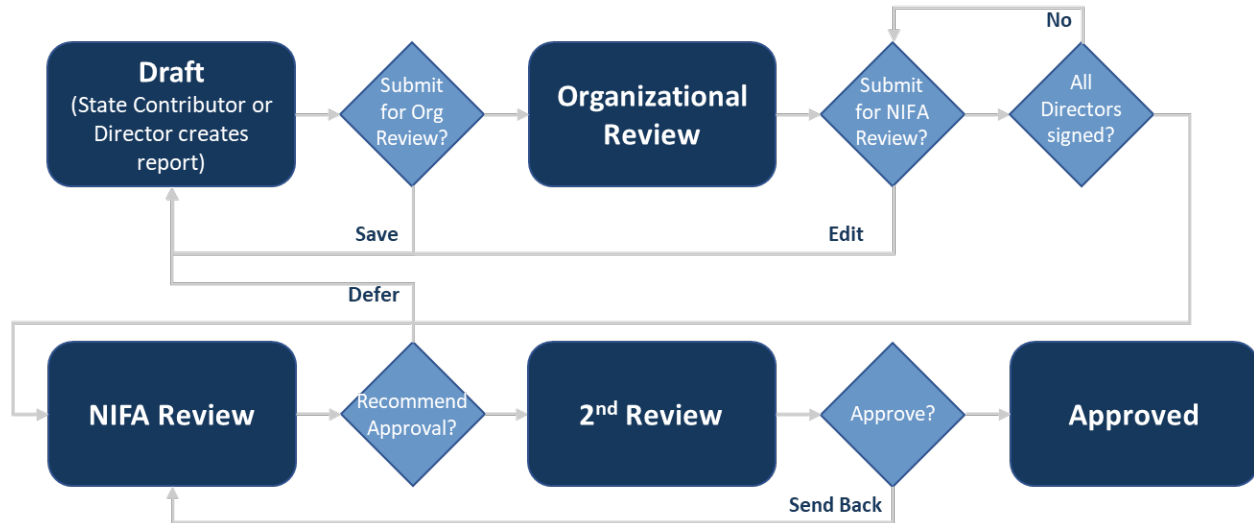
Plan of Work Fields

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	<ul style="list-style-type: none"> 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	<p>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:</p> <ul style="list-style-type: none"> Approve Return (Defer) <p>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.</p>
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	<ul style="list-style-type: none"> 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](#)