

# USDA NIFA Reporting System User Guide

*Last Updated: May 2022*





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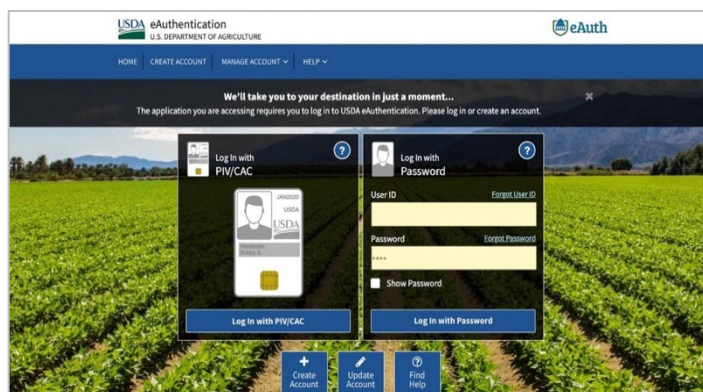
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## Registration Process

- 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>



An official website of the United States government [Here's how you know](#)



### 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  
United States

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.**

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

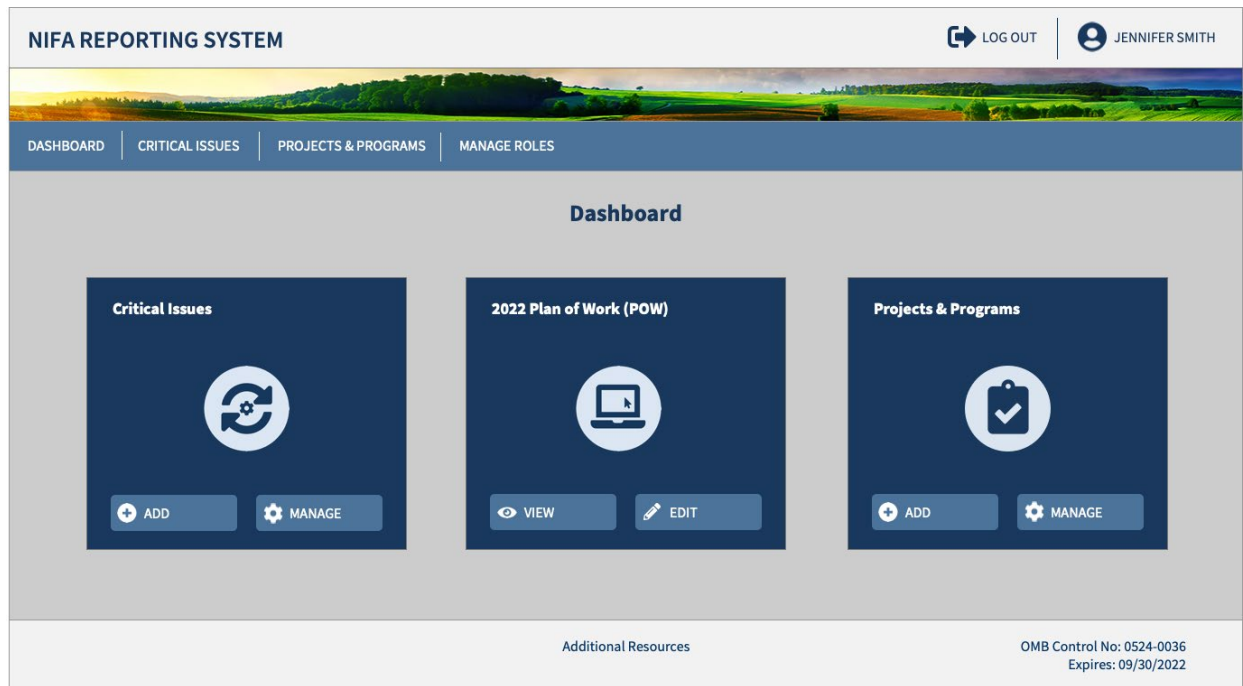
Role	Description	Main Permissions
<b>Directors</b>	The Directors of Research and Extension are the “senior” position at each individual institution. They are responsible for satisfying AREERA requirements for their institution and coordinating with all other 1862 or 1890 Land-Grant Universities in their 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 (i.e., Annual Reports).	<ul style="list-style-type: none"> <li>▪ Add, edit, view, and remove Critical Issues</li> <li>▪ Manage Projects/Programs (Add, Save, Edit, Review, Submit)</li> <li>▪ Manage Results (Add, Edit, Review, Submit, Highlight)</li> <li>▪ Create, Edit, and Sign Annual Reports</li> </ul>
<b>State Contributors</b>	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.	<ul style="list-style-type: none"> <li>▪ Add, edit, view, and remove Critical Issues</li> <li>▪ Manage Projects/Programs (Add, Save, Edit, Review, Submit to Organization and NIFA)</li> <li>▪ Manage Results (Add, Edit, Review, Submit, Highlight)</li> <li>▪ Create and edit Annual Reports</li> </ul>
<b>Organizational Administrators</b>	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"> <li>▪ Manage organizational roles (Org Admin, Director, State Contributor, PD, View Only)</li> <li>▪ Manage Projects/Programs (Add, Save, Edit, Review, Submit to Organization and NIFA)</li> <li>▪ Manage Results (Add, Edit, Review, Submit, Highlight)</li> </ul>



Role	Description	Main Permissions
<b>Project Directors (PDs)</b>	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 administering the grant and progress/performance reporting responsibilities.	<ul style="list-style-type: none"> <li>▪ Add, save, edit, and submit projects to Organizational Review</li> <li>▪ Add, edit, and view results (progress/final reports)</li> <li>▪ View Annual Reports</li> </ul>
<b>Assistant Organizational Administrator</b>	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"> <li>▪ Add, save, edit, and view Extension Programs and Research Projects and their results</li> <li>▪ Submit Research Extension Programs and Research Projects to Organizational Review</li> <li>▪ Add, edit, and view results (progress/final reports)</li> <li>▪ View Annual Reports</li> </ul>
<b>View Only</b>	View Only users can see active Critical Issues, Research Projects, and Extension Programs.	<ul style="list-style-type: none"> <li>▪ View Research Extension Programs and Research Projects and their results</li> <li>▪ View Critical Issues</li> <li>▪ View Annual Reports</li> </ul>

## 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, 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



### Dashboard - Home Page: Director or State Contributor Role

The screenshot shows the NIFA Reporting System dashboard. At the top, there is a header with the system name, a 'LOG OUT' button, and a user profile for 'JENNIFER SMITH'. Below the header is a navigation bar with links to 'DASHBOARD', 'CRITICAL ISSUES', 'PROJECTS & PROGRAMS', and 'MANAGE ROLES'. The main content area is titled 'Dashboard' and contains three large cards. The 'Critical Issues' card has an 'ADD' button (labeled A) and a 'MANAGE' button (labeled B). The '2022 Plan of Work (POW)' card has a 'VIEW' button (labeled C). The 'Projects & Programs' card has an 'ADD' button (labeled D) and a 'MANAGE' button (labeled E). At the bottom of the dashboard, there is a link for 'Additional Resources' and an 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

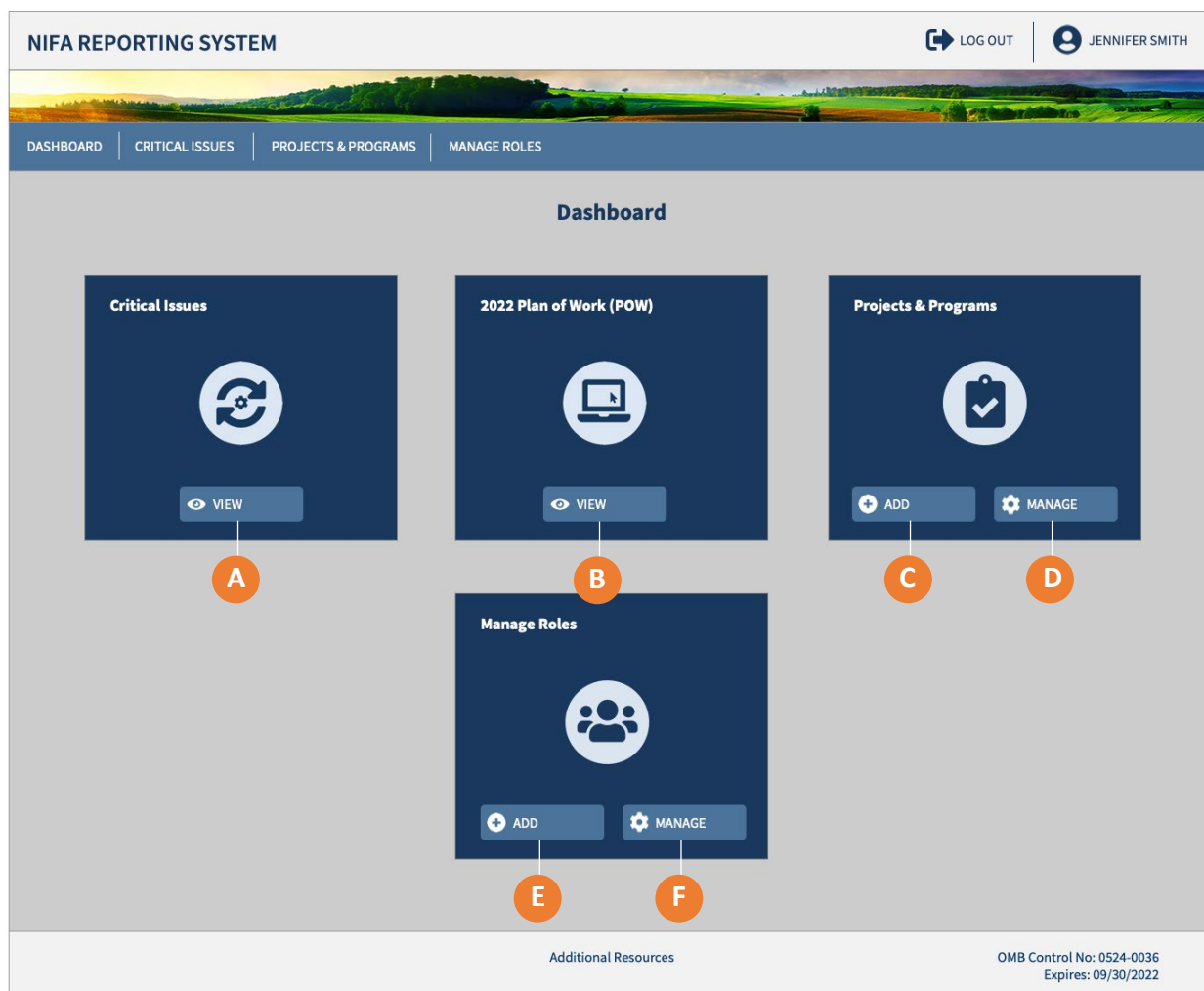


### Dashboard - Home Page: Project Director (PD) Role

The screenshot shows the NIFA Reporting System dashboard for a Project Director (PD) role. The dashboard is titled "NIFA REPORTING SYSTEM" and includes a "LOG OUT" button and a user profile for "JENNIFER SMITH". The navigation bar at the top lists "DASHBOARD", "CRITICAL ISSUES", "PROJECTS & PROGRAMS", and "MANAGE ROLES". The main content area is titled "Dashboard" and features three main sections: "Critical Issues", "2022 Plan of Work (POW)", and "Projects & Programs". Each section has a "VIEW" button. The "Projects & Programs" section also has "ADD" and "MANAGE" buttons. The dashboard is annotated with letters A, B, C, and D pointing to the "VIEW" buttons for Critical Issues, POW, and Projects & Programs, and the "MANAGE" button for Projects & Programs. The footer includes "Additional Resources" and "OMB Control No: 0524-0036 Expires: 09/30/2022".

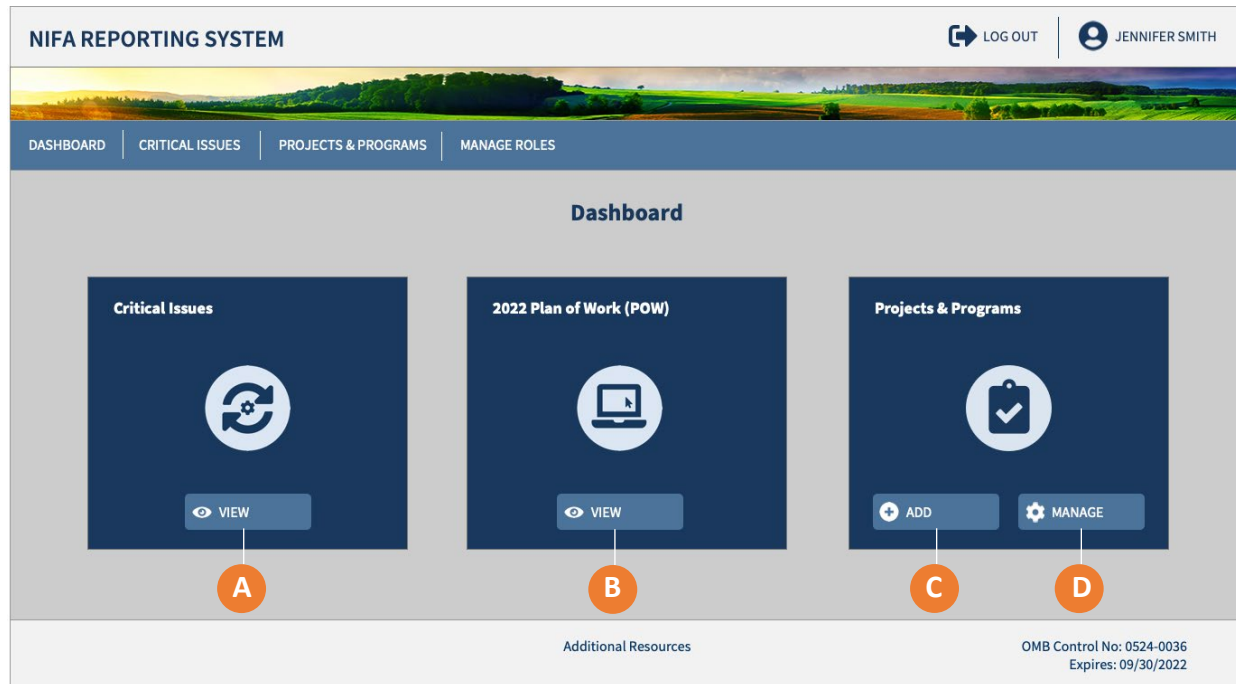
- A)** Click "View" to open a dashboard where you can access your institution's Critical Issues
- B)** Click "View" to log in to the Institutional Profile and access your POW
- C)** Click "Add" to create Projects and Programs
- D)** Click "Manage" to open a dashboard where you can access your institution's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

### Dashboard - Home Page: Organizational Administrator Role



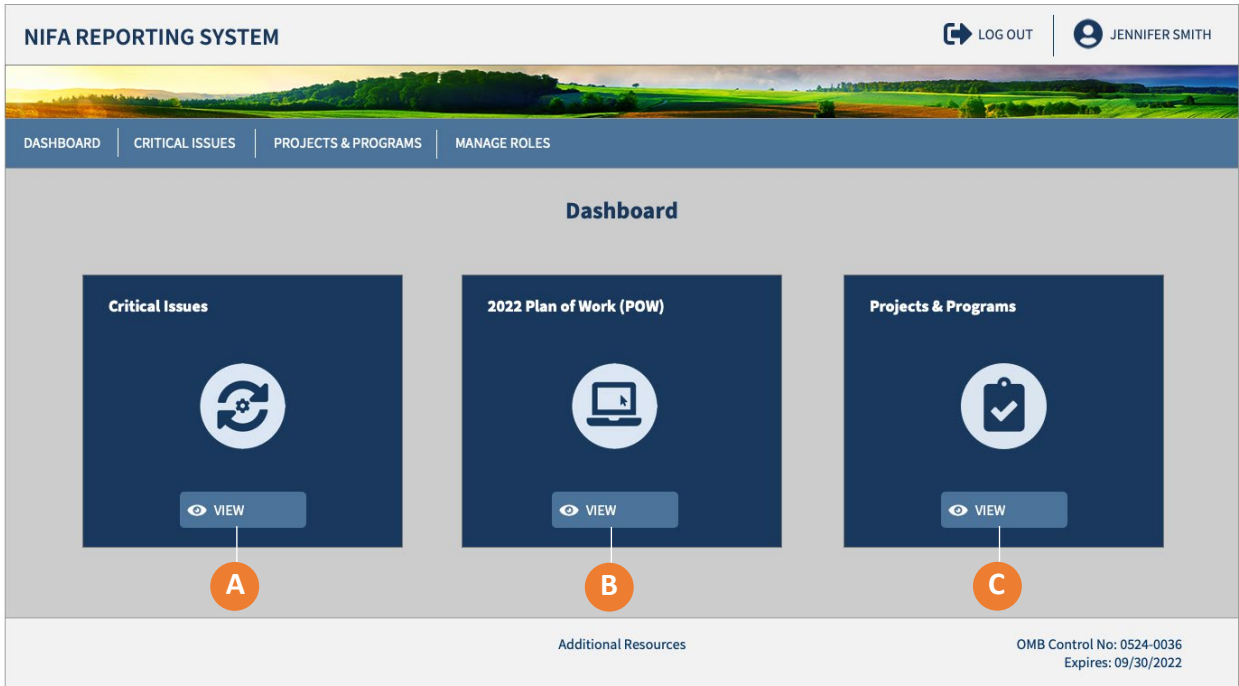
- A)** Click “View” to open a dashboard where you can access your institution’s Critical Issues
- B)** Click “View” to log in to the Institutional Profile and access your POW
- C)** Click “Add” to create Projects and Programs
- D)** Click “Manage” to open a dashboard where you can access your institution’s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

### Dashboard - Home Page: Assistant Organizational Administrator



- 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

Dashboard - Home Page: View Only



- 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

C

Critical Issue		Associated Projects/ Programs
<b>Water Quality</b> 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. <a href="#">Read more &gt;</a>	F EDIT G REMOVE	50
<b>Pesticide Safety</b> 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. <a href="#">Read more &gt;</a>	E EDIT REMOVE	25
<b>Childhood Obesity</b> 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. <a href="#">Read more &gt;</a>	EDIT REMOVE	40
<b>Natural Resources</b> 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. <a href="#">Read more &gt;</a>	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

☐ Sustainable Ag Production Systems
☐ Family & Consumer Sciences
☐ Food Safety
☐ Education & Multicultural Systems
☐ Bioeconomy, Bioenergy, Bioproducts
☐ Agroclimate Science
☐ Environmental Systems
☐ Human Nutrition
☐ Youth Development

+
ADD

RETURN TO HOME

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

Critical Issue

Associated Projects/  
Programs

<div> B Water Quality </div> <p>                     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. <a href="#">Read more &gt;</a> </p>	<div> C 50 </div>
<div> Pesticide Safety </div> <p>                     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. <a href="#">Read more &gt;</a> </p>	<div> 25 </div>
<div> Childhood Obesity </div> <p>                     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. <a href="#">Read more &gt;</a> </p>	<div> 40 </div>
<div> Natural Resources </div> <p>                     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. <a href="#">Read more &gt;</a> </p>	<div> D 0 </div>

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 and 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 and Programs

## Edit Critical Issues

NIFA REPORTING SYSTEM
LOG OUT | JENNIFER SMITH

---

DASHBOARD | 
 CRITICAL ISSUES | 
 PROJECTS & PROGRAMS | 
 MANAGE ROLES

### Edit Critical Issue

**Name**

**Description:** Briefly describe the Critical Issue. ?

B I U S x² X₂ NORMAL 16 FONT [List Icons]

This is a description of Water Quality.

☐ 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 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



### View Critical Issues

NIFA REPORTING SYSTEM

LOG OUT
JENNIFER SMITH

DASHBOARD
CRITICAL ISSUES
PROJECTS & PROGRAMS
MANAGE ROLES

#### View Critical Issue

**Name**

**Description:** Briefly describe the Critical Issue. ?

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

**Start Date**

**Science Emphasis Areas**

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

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

☒ Environmental Systems
☐ Human Nutrition
☐ Youth Development

EDIT

RETURN TO CRITICAL ISSUES

Additional Resources

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

## Projects & Programs Dashboard

NIFA REPORTING SYSTEM

LOG OUT
 SOFTWARE TESTEIGHTY

DASHBOARD

CRITICAL ISSUES

PROJECTS & PROGRAMS

MANAGE ROLES

A

Projects & Programs

B

ADD PROJECT / PROGRAM

C

Enter keywords or phrases to begin search...

SEARCH

Can search for Accession Number, Project Title, etc.

D

Project Number Prefix

☐ CA
 ☐ CA-
 ☐ CA-B-
 

See More

E

Export All

Sort By

Last Updated: Most Recent

F

G

Another example research project

Project Director

Q

Critical Issue

☐ Endemic and Invasive Pests and Diseases
 ☐ Healthy Families and

Status	Funding	Term Length	Last Updated
DRAFT	Research Capacity Fund (Hatch)	02/08/2022 - 02/07/2025	Software TestEighty 2/10/2022, 7:23:55 PM

Status	Funding	Term Length	Last Updated
DRAFT	Research Capacity Fund (Hatch)	02/10/2022 - 02/10/2022	Software TestEighty 2/10/2022, 7:23:05 PM

- A)** The Projects & Programs dashboard displays all projects and programs for the organization with the most recently updated listed first
- B)** Add new research projects or extension programs by clicking the button
- C)** Use the search bar to find a specific project or program, including lookup by accession number
- D)** Use filtering to reorganize the view into specific categories
- E)** Export a spreadsheet of all projects and programs
- F)** Sort by various categories including most recent update, approval status, and start/end date
- G)** Click the title on the project or program card to view the full details. Within this view you may also print a user-friendly version, edit content, or submit them for review



## Projects & Programs

### 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.

### 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 and POW. 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 Funding Source

#### 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. The available sources are determined based on the eligibility of the organization



### 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.

B
I
U
S
x<sup>2</sup>
X<sub>2</sub>
NORMAL
16
FONT

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
x<sup>2</sup>
X<sub>2</sub>
NORMAL
16
FONT

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).

B
I
U
S
x<sup>2</sup>
X<sub>2</sub>
NORMAL
16
FONT

Remaining Characters: 4,000/ 4,000

SAVE

SUBMIT

RETURN TO HOME

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, 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. 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
<b>Funding Source</b>	Yes	Dropdown based on eligibility	N/A
<b>Primary Critical Issue</b>	Yes	Dropdown	N/A
<b>Title*</b>	Yes	175 characters	26
<b>Start Date</b>	Yes	Calendar widget, format mm/dd/yyyy	N/A
<b>Initiator*</b>	Yes	Dropdown	N/A
<b>Non-Technical Summary *</b>	Yes	8,000 characters	1,304
<b>Integrated Activities:</b> Is this an integrated research and extension activity (AREERA Section 104, 105, and 204)?	Yes	Radio button selection	N/A
<b>Integrated Activities Description</b>	Yes, if integrated	4,000 characters	652
<b>Multistate Activities:</b> Is this a multistate activity (AREERA Section 104 and 201)?	Yes, if multistate	Radio button selection	N/A
<b>Multistate Activities Description</b>	Yes	4,000 characters	652

*\*Requires NIFA reapproval if changed*



## 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 ?**

**Primary Critical Issue**

**Organizational Project Number ?**  

Prefix

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.

**Performing Department ?**  

Code

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.

B

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X<sup>2</sup>

X<sub>2</sub>

NORMAL

16

FONT

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.

B

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NORMAL

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FONT

Remaining Characters: 8,000/ 8,000

25

### 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~~ <sup>x²</sup> <sub>x₂</sub>

NORMAL 16 FONT

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).

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Remaining Characters: 4,000/ 4,000

### Classifications

**Knowledge Areas ?**

Select Knowledge Area

**Subject of Investigation ?**

Select Subject of Investigation

**Field of Science ?**

Select Field of Science

**Percent**

%

Must total 100%

### Assurances

**Are Human Subjects Involved? ?**

☒ Yes
 ☐ No

**Is the project exempt from Federal Regulations? ?**

☒ Yes
 ☐ No

Select the appropriate exemption number.

Select Exemption Number

Enter the IRB approval date.

**Are Vertebrate Animals used? ?**

☒ Yes
 ☐ No

Enter the IACUC approval date.

SAVE

SUBMIT

RETURN TO HOME

Additional Resources

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

### View and Edit 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 RESULTS

[Back to Projects & Programs Overview](#)

### The genetics of natural variation in photoperiodic flowering

Regents of the University of California

Approved as of 08/18/2021

EDIT
EXPORT

**Funding Source**  
Research Capacity Fund (Hatch Multistate)

**Primary Critical Issue**  
Advancing Agricultural and Food Systems

**Project Director**  
Samantha Summers

**Performing Department**  
2873 Agriculture and Research Economics, Berkeley  
Code Name

**Start Date**  
01/01/2021

**End Date**  
01/01/2025

**Accession Number** 1234567  
**DUNS/UEI** 1257862156  
**Org Project Number** CA-D- Z123456790A198765432  
Prefix Number

Results	Amount	Fiscal Year(s)
	1	2021

#### 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)?

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

Yes

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Research Effort Categories			Animal Health Percentage	Multistate Activities
a. Basic	b. Applied	c. Developmental		Is this a multistate activity (AREERA Section 104 and 201)?
80 %	20 %	0 %	0 %	No
<b>Classifications</b>				
Knowledge Areas	Subject of Investigation	Field of Science	Percent	
104 - Alternative Uses of Land	0170 - Annual grasses, other	0110 - Ecology	50 %	
110 - Appraisal of Soil Resources	0210 - Arboreta and botanical gardens	0001 - Administration	50 %	
<b>Assurances</b>				
Are Human Subjects Involved?	Is the project exempt from Federal Regulations?	Exemption #	IRB approval date	
Yes	Yes	3	01/12/2019	
Are Vertebrate Animals used?	IACUC approval date			
Yes	02/24/2021			
<p>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.</p>				
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
- Multistate and integrated fields are new additions to the form and will need to be updated if editing older projects from REEport

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 Project Description Field	Required	Rules and Character Limits	Approximate Word Count
<b>Research Effort Categories</b>	Yes	Basic, Applied, Development categories (must sum to 100%)	N/A
<b>Animal Health Percentage</b>	Yes	Textbox	N/A
<b>Multistate Activities:</b> Is this a multistate activity (AREERA Section 104 and 201)?	Yes	Radio button selection	N/A
<b>Multistate Activities Description</b>	Yes, if integrated	8,000 characters	1,304
<b>Classifications*:</b> Knowledge Areas, Subject of Investigation, Field of Science	Yes	3 Dropdowns (minimum 5%, must total to 100%)	N/A
<b>Assurances*</b>	Yes	Radio button selection	N/A
<b>Are Human subjects involved? *</b> →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
<b>Are Vertebrate Animals Used? *</b> →If “No”, proceed to next element →If “Yes”, enter the IACUC Approval date (Date entry or Calendar picker icon)	Yes	Radio button selections, dropdowns, calendar widget and textbox fields	N/A

*\*Requires NIFA reapproval if changed*



### Project/Program Help Text

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

Field	Instructions	Supplementary Information
<b>Title</b>	Provide a brief title that speaks to the purpose of the project.	—
<b>Start Date</b>	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.
<b>End Date</b>	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.
<b>Project Director</b>	Select from a list of Project Directors.	(Applies to Research Projects.)
<b>Initiator</b>	Select from a list of Initiators.	(Applies to Extension Programs.)
<b>Non-Technical Summary</b>	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.	—
<b>Methodology</b>	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.	—
<b>Integrated Activities</b>	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
<b>Research Effort Categories</b>	a. Basic	<b>Basic Research</b> is research that has a primary goal of gaining fuller knowledge or understanding of a subject.
—	b. Applied	<b>Applied Research</b> 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	<b>Developmental Research</b> is research that uses findings to develop (e.g., produce, create, etc.) useful materials, devices, systems, or methods.
<b>Animal Health Component %</b>	Please enter the percentage of animal health research for this project or "0" for none.	—
<b>Multistate Activities</b>	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.
<b>Classifications</b>	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: <a href="http://nifa.usda.gov/resource/manual-classification">http://nifa.usda.gov/resource/manual-classification</a>
—	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: <a href="http://nifa.usda.gov/resource/manual-classification">http://nifa.usda.gov/resource/manual-classification</a>
—	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: <a href="http://nifa.usda.gov/resource/manual-classification">http://nifa.usda.gov/resource/manual-classification</a>
<b>Are Human Subjects involved?</b>	—	Look up assurance numbers: <a href="https://ohrp.cit.nih.gov/search/irbsearch.aspx?styp=bsc">https://ohrp.cit.nih.gov/search/irbsearch.aspx?styp=bsc</a>  STATEMENT OF POLICY - Institutions receiving NIFA funding for research are responsible for protecting



Field	Instructions	Supplementary Information
		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.
<b>Human Subject, Federal Regulations exemption</b>	Select the appropriate exemption number	<ol style="list-style-type: none"> <li>1. Research conducted in established or commonly accepted educational settings.</li> <li>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.</li> <li>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.</li> <li>4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens.</li> <li>5. Research and demonstration projects which are designed to study, evaluate, or otherwise examine public benefit or service programs.</li> <li>6. Taste and food quality evaluation and consumer acceptance studies.</li> </ol>
<b>Are Vertebrate Animals used?</b>	—	<p>Lookup assurance number:  <a href="https://www.aalas.org/iacuc/iacuc_resources/iacucs">https://www.aalas.org/iacuc/iacuc_resources/iacucs</a></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:  <a href="http://grants.nih.gov/grants/olaw/sampledoc/assur.htm">http://grants.nih.gov/grants/olaw/sampledoc/assur.htm</a></p>



## Results and Reporting

What are results?

Results are the demonstrated achievements of research projects and extension programs. They represent significant progress toward the project or programs stated goals and objectives. Results constitute changes in knowledge, behavior, or condition 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 (also referred to as the final technical 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

**NIFA REPORTING SYSTEM** LOG OUT JENNIFER SMITH

**Dashboard**

**Critical Issues**

**2022 Plan of Work (POW)**

**Projects & Programs**

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

- Select the project or program to add a result

**NIFA REPORTING SYSTEM** LOG OUT SOFTWARE TESTEIGHTY

**Projects & Programs** ADD PROJECT / PROGRAM

Enter keywords or phrases to begin search... SEARCH

Can search for Accession Number, Project Title, etc.

**Project Number Prefix**

☐ CA

☐ CA-

☐ CA-B- See More

**Project Director**

Q

**Critical Issue**

☐ Endemic and Invasive Pests and Diseases

☐ Healthy Families and

**Export All**

**Sort By** Last Updated: Most Recent

	Status	Funding	Term Length	Last Updated
<a href="#">Another example research project</a>	DRAFT	Research Capacity Fund (Hatch)	02/08/2022 - 02/07/2025	Software TestEighty 2/10/2022, 7:23:55 PM
<a href="#">Example Research Project</a>	DRAFT	Research Capacity Fund (Hatch)	02/10/2022 - 02/10/2022	Software TestEighty 2/10/2022, 7:23:05 PM

- Expand the Results table

NIFA REPORTING SYSTEM

LOG OUTJENNIFER SMITH

DASHBOARD

CRITICAL ISSUES

PROJECTS & PROGRAMS

MANAGE RESULTS

Back to Projects & Programs Overview

The genetics of natural variation in photoperiodic flowering

Regents of the University of California

Approved as of 08/18/2021

View Edit History

Funding Source

Research Capacity Fund  
(Hatch Multistate)

Primary Critical Issue

Advancing Agricultural and Food Systems

Project Director

Samantha Summers

Performing Department

2873 Agriculture and Research Economics, Berkeley

Start Date

01/01/2021

End Date

01/01/2025

Accession Number

1234567

DUNS/UEI

1257862156

Org Project Number

CA-D- Z123456790A198765432

Prefix

Number

Results

Amount

Fiscal Year(s)

1

2021

- Select “Add Result”

Funding Source

Research Capacity Fund  
(Hatch Multistate)

Primary Critical Issue

Advancing Agricultural and Food Systems

Results

No Results Added

ADD RESULT

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

- Save changes and submit for Organizational Review once these fields have been completed

**NIFA REPORTING SYSTEM** [LOG OUT](#) [JENNIFER SMITH](#)

[DASHBOARD](#) [CRITICAL ISSUES](#) [PROJECTS & PROGRAMS](#) [MANAGE RESULTS](#)

### Add Results

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

☐ Nothing Significant to Report

**Title**

**Fiscal Year**  
Select Fiscal Year

**In 2-3 sentences, briefly describe the issue or problem that 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 benefited from your project's activities.**

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

**Comments (optional)**  
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.

[SAVE](#) [SUBMIT FOR ORG REVIEW](#)

What if the project has nothing significant to report?

- The system will also have 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

DASHBOARDCRITICAL ISSUESPROJECTS & PROGRAMSMANAGE 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

Select Fiscal Year

Comments

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

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Remaining Characters: 10,000/ 10,000

SUBMIT FOR ORG REVIEW

SAVE

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

NIFA REPORTING SYSTEM

LOG OUTJENNIFER SMITH

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | MANAGE RESULTS

Back to Projects & Programs Overview

The genetics of natural variation in photoperiodic flowering

Regents of the University of California

Approved as of 08/18/2021

Funding Source

Research Capacity Fund (Hatch Multistate)

Primary Critical Issue

Advancing Agricultural and Food Systems

Project Director

Samantha Summers

Performing Department

2873 Agriculture and Research Economics, Berkeley

Start Date

01/01/2021

End Date

01/01/2025

Accession Number

1234567

DUNS/UEI

1257862156

Org Project Number

CA-D- Z123456790A198765432

View Edit History

Results

Improved Crop Yield (titles can be two lines)

StatusDraft

Fiscal Year2018

View Details

Identified new irrigation methods to improve plant health

StatusSubmitted

Fiscal Year2017

View Details

Studied effects of plant disease on germination

StatusSubmitted

Fiscal Year2016

View Details

Management and integrated decision-making

StatusSubmitted

Fiscal Year2015

View Details

ADD RESULT

- Select “View Details”, and popup view will appear of the result
- The result can then be edited, printed as a report, and submitted for reporting

39



- Results will follow the same submission steps as projects and programs (Draft, Organizational Review, NIFA Review, and Approved). For POW Annual Report results, approvals are handled in tandem with that process. Additional details are outlined later in the guide.
- Results cannot be declined – they will need to be updated or removed.
- Results submitted for the final year the project is active constitute the final report and by nature of the system design are cumulative. NIFA will be reviewing other close out requirements that may require additional information with the next reporting cycle.

RD

CRITICAL ISSUES

PROJECTS & PROGRAMS

MANAGE RESULTS

to Projects & Programs Overview

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Improved Crop Yield

Organization

Regents of the University of California

To Project / Program

"The genetics of natural variation in photoperiodic flowering"

Primary Critical Issue

[Critical issue here.....]

View

Fiscal Year

2021

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

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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.

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

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

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Comments (optional)

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EDIT



### 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
<b>Fiscal Year*</b>	Yes	Must choose a year	N/A
<b>In 2-3 sentences, briefly describe the issue or problem that your project addresses *</b>	Yes	8,000 characters	1,304
<b>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. *</b>	Yes	8,000 characters	1,304
<b>Briefly describe how your target audience benefited from your project's activities. *</b>	Yes	8,000 characters	1,304
<b>Briefly describe how the broader public benefited from your project's activities. *</b>	Yes	8,000 characters	1,304
<b>"Nothing significant to report" checkbox</b>	Optional	N/A	N/A
<b>Comments</b>	Optional unless "nothing significant" checked	8,000 characters	1,304

*\*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, Smith-Lever, Evans-Allen, 1890 Extension). The Annual Report builder enables users to record key findings from their research and extension activities. Users can also add, edit, view, and submit results for approval to satisfy progress reporting for the individual projects and programs that fall under the Plan of Work.

### 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	1,304
Critical Issue summaries (1 per issue)	Yes	8,000 characters	1,304
Merit and Scientific Peer Review Processes updates	Yes	8,000 characters	1,304
Stakeholder Input (4 questions)	Yes	8,000 characters	1,304
Highlight results	Yes	At least 1 selected	N/A
Impact Statement	Optional	1,000 characters	163

### Annual Report Builder – Home

NIFA REPORTING SYSTEM

Annual Report - Home

CREATE NEW

Enter keywords or phrases to begin search...

SEARCH

Sort by: ▾

Fiscal Year

Status

☐ Draft
 ☐ Submitted
 ☐ Org Review
 ☐ NIFA Review
 [See More ▾](#)

<a href="#">Georgia - Annual Report 2020</a>	Status Approved	Fiscal Year 2020	Last Updated SMITH, JANE 10/29/2021
<a href="#">Georgia - Annual Report 2019</a>	Status Approved	Fiscal Year 2019	Last Updated SMITH, JANE 10/29/2021
<a href="#">Georgia - Annual Report 2018</a>	Status Approved	Fiscal Year 2018	Last Updated SMITH, JANE 10/29/2021
<a href="#">Georgia - Annual Report 2017</a>	Status Approved	Fiscal Year 2017	Last Updated SMITH, JANE 10/29/2021
<a href="#">Georgia - Annual Report 2016</a>	Status Approved	Fiscal Year 2016	Last Updated SMITH, JANE 10/29/2021

Additional Resources

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

- Search (core project data including title, accession number, department, knowledge area)
- Search by fiscal year
- Filter by report status (Draft, Submitted, Org Review, NIFA Review)

### Annual Report Builder – 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
- 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](#)

**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](#)

[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~~ <sup>x²</sup> <sub>x₂</sub> 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~~ <sup>x²</sup> <sub>x₂</sub> NORMAL 16 FONT

8,000 / 8,000 Characters

Saving...



### Annual Report Builder – 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

[Back to Last Section](#) **Research Projects** [To Next Section](#)

All Projects & Programs

Enter keywords or phrases to begin search...

[SEARCH](#)

View Projects with 0 Results

Critical Issue: Water Quality Projects: 8

Project	Results	Organization	Project Director	
The genetics of natural variation in photoperiodic flowering	2	University of Georgia	####	▼
Enhancing Food Safety Capacity of Western Elderberry Producers: Best Practices for Harvest and Processing	0	University of Georgia	####	▼
Determining the Relationship between Soil Health and Stress Indicators for Plants and Soil Microbial Communities	2	University of Georgia	####	▼
Costs and Benefits of Natural Resources on Public and Private Lands: Management, Economic Valuation and Integrated Decision-Making	2	University of Georgia	####	▼
The genetics of natural variation in photoperiodic flowering	2	University of Georgia	####	▼
Enhancing Food Safety Capacity of Western Elderberry Producers: Best Practices for Harvest and Processing	2	University of Georgia	####	▼
Determining the Relationship between Soil Health and Stress Indicators for Plants and Soil Microbial Communities	2	University of Georgia	####	▼
Costs and Benefits of Natural Resources on Public and Private Lands: Management, Economic Valuation and Integrated Decision-Making	2	University of Georgia	####	▼

Critical Issue: Childhood Obesity Projects: 4

Project	Results	Organization	Project Director	
The genetics of natural variation in photoperiodic flowering	2	University of Georgia	####	▼
Enhancing Food Safety Capacity of Western Elderberry Producers: Best Practices for Harvest and Processing	2	University of Georgia	####	▼
Determining the Relationship between Soil Health and Stress Indicators for Plants and Soil Microbial Communities	2	University of Georgia	####	▼
Costs and Benefits of Natural Resources on Public and Private Lands: Management, Economic Valuation and Integrated Decision-Making	2	University of Georgia	####	▼

Critical Issue: Pesticide Safety Projects: 11

Project	Results	Organization	Project Director	
The genetics of natural variation in photoperiodic flowering	2	University of Georgia	####	▼
Enhancing Food Safety Capacity of Western Elderberry Producers: Best Practices for Harvest and Processing	2	University of Georgia	####	▼
Determining the Relationship between Soil Health and Stress Indicators for Plants and Soil Microbial Communities	2	University of Georgia	####	▼
Costs and Benefits of Natural Resources on Public and Private Lands: Management, Economic Valuation and Integrated Decision-Making	2	University of Georgia	####	▼
The genetics of natural variation in photoperiodic flowering	2	University of Georgia	####	▼
Enhancing Food Safety Capacity of Western Elderberry Producers: Best Practices for Harvest and Processing	2	University of Georgia	####	▼

- 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 and allows them to be highlighted and opened to review the full details of the result
- A link at the top allows users to toggle between all projects and project with zero results



### Annual Report Submission Process

The Annual Report is created in NRS by State Contributors or Directors. The organization completes the draft and moves it into Organizational Review. The Directors then review the draft and sign off on the report. When the last Director signs off, the report is submitted to NIFA for review. Each organization must designate a Director of Research and a Director of Extension. 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 also performs a second review before finalizing. 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.



Status	Description
Draft	Annual Report has been saved but not yet submitted
Organizational Review	<ul style="list-style-type: none"> <li>Annual Report has been submitted for review by Directors</li> <li>Directors can <b>edit</b> directly and open if for further revisions (requires all to re-sign)</li> </ul>
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"> <li>Approve</li> <li>Return (Defer)</li> </ul> <p>Additionally, State Contributors and Directors can <b>retract</b> 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 <b>Send Back</b> to the reviewer for additional revisions of the reviewer comments or the Annual Report itself
Approved	<ul style="list-style-type: none"> <li>Project/Program has been approved and is now Active</li> <li>LGUs can also make project changes through the edit feature and resubmit for review</li> </ul>
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 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.

The POW is currently collected in the Institutional Profile, which users can reach by clicking on the Plan of Work tile and logging in with their older NIFA Reporting Portal credentials (not eAuth).

The Plan of Work will be transferred to NRS for the FY2023 Plan of Work cycle, but older reports can still be viewed in the Institutional Profile. NIFA will transfer the Plan of Work features into NRS and then will retire the term Institutional Profile.

### 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
  - NIFA committed to revisit this at the conclusion of the FY2024 cycle



### 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	74,000 characters	90,359
Merit and Peer Review	Yes	3,200 characters	21,667
Stakeholder Input: Actions to Seek	Yes	3,200 characters	21,667
Stakeholder Input: Methods to Identify	Yes	3,200 characters	21,667
Stakeholder Input: Methods to Collect	Yes	3,200 characters	21,667
Stakeholder Input: How Considered	Yes	3,200 characters	21,667
Critical Issue name	Yes	175 characters	26
Critical Issue description	Yes	4,000 characters	652
Critical Issue term (short, intermediate, long)	Yes	Radio button selection	N/A
Optional comments	Yes	3,200 characters	21,667