NIFA Reporting System Monthly Webinar Recap

Date of Webinar: June 30, 2022, 2:00 p.m. ET/ 1:00 p.m. CT via Zoom

Purpose: Beginning with Fiscal Year (FY) 2022, all capacity projects and programs will be managed in the NIFA Reporting System (NRS). The monthly NRS webinars are intended to inform NRS users of ongoing system modifications and enhancements, communicate critical dates, and gather end user feedback.

Agenda:

- Due dates for 2023 Plan of Work
- Plan of Work Comments/Questions

Plan of Work

The 2020, 2021, and 2022 Plan of Work (POW) was previously collected in the Institutional Profile. As we continue migration to NRS, the 2023 POW will be captured outside of the NIFA Reporting System. The POW will be submitted via a .csv template to nrs@usda.gov. The 2023 POW will request the same information as prior years; the content of the POW has not been altered. The 2023 POW template will be provided no later than August 1, 2022. The 2023 POW must be submitted to the NRS Help Desk via nrs@usda.gov no later than September 1, 2022.

Information on the 2023 POW approval process will be provided during the next NRS Monthly Webinar, scheduled for July 21, 2022, 2:00 p.m. EST.

Important Dates

- August 2022 – Critical Issues Management module available in NRS
- August 1, 2022 – 2023 Plan of Work .csv template available
- August 18, 2022 – Monthly NRS Webinar
- September 1, 2022 – Plan of Work due to NIFA via **nrs@usda.gov**
- September 15, 2022 – Monthly NRS Webinar
- September 30, 2022 – NIFA Review of 2023 POW complete

Frequently Asked Questions

Why are we being required to submit the POW outside of NRS/Institutional Profile?
To avoid disruption to the Quarter 1 release of 2023 capacity funds.

How will the .csv file for the 2023 POW be distributed? Who will the file go to?
The .csv file and associated instructions will be distributed via the listserv. The completed 2023 POW template should be returned to nrs@usda.gov no later than September 1, 2022.

When will reviews of Annual Reports be completed?

All Institutions that have submitted the 2021 Annual Report of Accomplishments should have received a notification of approval via email. Additionally, Directors and State Contributors should be able to see the comments provided by the National Program Leader that reviewed the report. If you have not received the notification, please reach out to the NRS help desk for an update.

Will it matter who submits the POW? How do we change the Point of Contact?

When submitting the completed POW template to nrs@usda.gov, we request that you copy all points of contact from your institution on the email that wish to be notified once the review of the Plan of Work is complete. Directors should be included in the communication. PARS will 'reply all' when providing notification to each state/institution.

If there are no significant updates to my POW since the submission of the Annual Report and 2022 POW, what should I notate in the 2023 POW template?

NIFA encourages our partners to provide information in the Plan of Work that accurately describes the types of activities (not specific project/program information) their state or institution plans to spend capacity funds on in the upcoming fiscal year to address critical issues. If there are no significant updates to from the 2022 POW, the institution may elect to provide the statement "No significant updates" in the related field.

However please note institutions that do not enter detailed 2023 POW information will not have information to reference when creating the 2024 POW which will be fully completed in NRS. Institutes are encouraged to provide detailed information the 2023 POW, even if no significant update has occurred, however it is not a requirement.

Does the POW include Critical Issues? When will we be able to update, add or delete Critical Issues?

Critical Issues can be updated, added, and closed out in NRS in conjunction with the completion of the POW template. We will provide additional information on this in the 07/21/22 webinar.

I was notified my project has been Deferred. What does this mean, and who should I contact?

When a project requires additional information or clarification, the assigned National Program Leader (NPL) may place the project in a Deferred status, returning it to the Project Director for edits. If your project was Deferred, please check with the Project Director for details from the NPL. If you did not receive details from the NPL, please contact nrs@usda.gov.

Will the 2024 POW be submitted within NRS?

Yes, the 2024 POW will be submitted through NRS.

Did the description of the Executive Summary field change for the 2023 POW?

No, the Executive Summary provides an opportunity to give an overview of the types of activities (not specific project/program information) their state plans to spend capacity funds on in the upcoming fiscal year to address critical issues. Additionally, the Executive Summary could be used to describe changes that may affect the future plans for these funds.

What is the difference between the Annual Report and the Plan of Work?

The Annual Report of Accomplishments describes impacts and outcomes achieved by your state or institution in the previous fiscal year through projects and programs supported by NIFA capacity funding. The Plan of Work describes activities a state or institution plans to spend NIFA capacity funds on in the upcoming fiscal year.

I am not receiving NRS communications. How can I sign up to receive updates?

To receive important information regarding NRS, please contact nrs@usda.gov and request to receive NRS communications.

When does the current POW cycle end?

The 5 year cycle for POW is considered a rolling cycle meaning the previous fiscal year falls off and an additional year is added. Examples are below:

- 2021 POW: For period of 2021-2025
- 2022 POW: For period of 2022-2026
- 2023 POW: For period of 2023-2027