

NIFA Reporting System Monthly Webinar Recap

Date of Webinar: January 19, 2023, 1:00 p.m. CT/ 2:00 p.m. ET 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. A recording of this event can be found on www.nifa.usda.gov/nrs-resources.

Agenda:

- Research and Extension Results
- Results Demo
 - Display of new Results tab
 - Adding/editing a Result
 - Results Approval Process

Research and Extension Results

FY2022 Research and Extension Results for capacity funding are due in NRS on **March 1, 2023**. During this webinar, a demonstration was provided which covered components and functionality of the new Results tab in NRS. In NRS, Results must be entered for every individual project or program. Results are reviewed and approved or deferred by NIFA.

Results, formerly REEport Progress Reports, summarize the issues or problems the individual project/program addresses, describes major activities, and details the progress toward goals and the benefits of the project/program. All submitted Results will appear in the Annual Report of Accomplishments. Within the report, Results that significantly exemplify the work being done to address critical agricultural issues can be highlighted.

Results are required to be entered for every active research project or extension program in NRS. We suggest Results for projects/programs that are in progress, should include “Annual” in the title of the Result. For projects/programs that have been completed, please include “Final” in the title of the Result. To add a Result, users should select the Results tab from the Projects & Programs menu, then select the project/program to input the Result details. Additional instructions on adding Results in NRS are included in the recorded presentation. The Results fields displayed in NRS are:

1. In 2-3 sentences, briefly describe the issue or problem that your project addresses.
2. 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.
3. Briefly describe how your target audience benefited from your project’s activities.
4. Briefly describe how the broader public benefited from your project’s activities.
5. Comments (optional unless ‘No significant Results’ is selected)

FY 2022 Financial Report Reminder

Guidance for the submission of the FY 2022 Financial Report for capacity grant research projects and extension programs was emailed on December 8, 2022. The manual collection of FY 2022 financial data includes the information previously submitted in REEport for capacity funding, formerly known as the REEport Financial Report. This does not include any other financial reporting (competitive, SF425, etc.). The completed report must be submitted to nrs@usda.gov with subject: “2022 Financial Report – Institution/State Name” **no later than February 1, 2023**. Please include all appropriate persons of contact, including the institution’s Director(s) on the email when submitting the financial report on behalf of your institution/state indicating who should receive notification when review is completed by NIFA. If there are issues with the report submission, NIFA will notify the provided contacts to correct any identified data errors.

Important Dates

February 1, 2023 – FY 2022 Financial Report Due to nrs@usda.gov
February 23, 2023 – Monthly NRS Webinar
March 1, 2023 – Research and Extension Annual and Final Results Due in NRS
March 23, 2023 – Monthly NRS Webinar
April 16, 2023 – Monthly NRS Webinar

Frequently Asked Questions

What is the deadline to submit FY 2022 research and extension Results for Capacity Funds?

FY 2022 Results (formerly REEport Progress Reports) for capacity research projects and extension programs must be entered in NRS by March 1, 2023.

Which NRS roles can add a result to a project or program?

Organizational Administrators, Assistant Organizational Administrators, Project Directors assigned to the project, State Contributors, and Directors can add results in NRS.

How do I add a Result in NRS?

Results may be added from the Results tab of the Projects & Programs menu by clicking '+Add Result'. Additionally, when viewing a project/program, click '+Add Result' from the Results bar. Do not select Manage Project to add a Result; this action may change the current project/program status (e.g., remove project/program approval).

Which NRS Roles can submit for Organizational Review?

Organizational Administrators, Assistant Organizational Administrators, Project Directors, State Contributors, and Directors can submit to Organizational Review.

Which Roles can submit to NIFA Review?

Organizational Administrators, Assistant Organizational Administrators, State Contributors, and Directors can submit Results to NIFA Review.

What is the Retract function and how does it differ from Remove?

The retract function allows users to remove Results from NIFA Review. When a Result is retracted from NIFA Review, the Result will revert to Draft status. The Remove function for projects/programs will delete a project or program in Draft status from NRS.

What can I expect after submitting a project/program Result to NIFA for Review?

Once a Result is submitted to NIFA for Review, National Program Leaders or Division Directors will approve or defer the Result in NRS.

Am I required to submit a Result for a project/program that has had little to no activity?

Yes, all active projects/programs are required to have a reported Result annually. A Result that is marked as "Nothing Significant to Report," along with comments on why, may be used in these cases.

Why is the 'fiscal year' field blank when entering my Result?

If the reporting fiscal year is unavailable, please check the project/program start and end dates for errors. NRS utilizes the project/program dates to display all fiscal year options. For example, a 10/01/22 –09/30/24 project/program will display a fiscal year selection of FY2022, FY2023 and FY2024.

Will I receive notifications when a Result has been entered for a project or program in my organization?

Currently, NRS does not support notifications for Results. However, users are able to filter projects/programs with no Results to aid in report management.

How do I terminate a project or program?

To indicate a project or program has ended, please submit a Final Result (formerly REEport Final Progress Report) by including the word 'Final' in the Result title and ensure the project/program dates are correct. (e.g., Final Result - Balancing Soil Health and Food Safety in Farm Manure Use)