

## NIFA Reporting System Monthly Webinar Recap

**Date of Webinar:** April 20, 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](http://www.nifa.usda.gov/nrs-resources).

### Agenda

- FY 2024 Plan of Work presentation
- NRS Demo: Submitting the FY 2024 Plan of Work in NRS

### Plan of Work Presentation and NRS Demonstration

Marshall Child, Program Analyst, presented on the Plan of Work. The presentation provided an overview of the Plan of Work and how it aligns with critical issues in NRS. Joi Greene, Program Analyst, provided a demonstration on how to submit the FY 2024 Plan of Work in NRS.

### FY 2022 OGFMS Supplemental Form

The FY 2022 OGFMS Supplemental Form is due June 16, 2023 to [formulagrants@usda.gov](mailto:formulagrants@usda.gov). This requirement applies only to 1862 Land-Grant Universities that are required to expend a specified percentage of Hatch Act and Smith-Lever Act formula grant funds on multistate extension and integrated research and extension activities.

### Reminder: Update NRS Organization Point of Contact(s)

The March 16, 2023 release enhanced the Organizations page to include a section for Point(s) of Contact (POC). Organizational Administrators will have the ability to assign users as a POC. By adding a POC for your institution, communications between LGUs and NIFA will be streamlined. PARS requests POC assignments be completed no later than May 1, 2023 to assist with report correspondence. Please contact the NRS Help Desk at [nrs@usda.gov](mailto:nrs@usda.gov) with any questions.

### NERAOC 2023

PARS will attend the 2023 National Extension and Research Administrative Officers Conference (NERAOC) in Nashville, Tennessee, April 30 – May 3rd. PARS will host sessions on the Program Reporting and Accountability track, which will focus on Plan of Work, Annual Report of Accomplishments and demonstrate features in NRS. PARS will also co-host a roundtable discussion with Auburn University and Alabama Agricultural & Mechanical University. **We will not have a May NRS webinar**, however we hope to see you in person at NERAOC!

### IMPORTANT DATES

- May 1, 2023 – Point of Contact Information due in NRS
- May 1, 2023 – FY 2022 Annual Report of Accomplishments due in NRS
- May 1-4, 2023 – NERAOC 2023 NRS Sessions
- June 1, 2023 – FY 2024 Plan of Work due in NRS
- June 16, 2023 – OGFMS Supplemental Form due to [formulagrants@usda.gov](mailto:formulagrants@usda.gov)

## **FREQUENTLY ASKED QUESTIONS**

### **GENERAL PLAN OF WORK QUESTIONS**

#### **What is the deadline to submit the FY 2024 Plan of Work?**

The deadline to submit the FY 2024 Plan of Work in NRS is June 1, 2023. Please note that delays in the submission of your Plan of Work as required may result in a withholding of 1<sup>st</sup> quarter capacity funds by Office of Grants Management, Awards Management Division.

### **NRS PLAN OF WORK QUESTIONS**

#### **Which NRS roles can manage the Plan of Work?**

- **Directors** can create, edit, submit for Organizational Review, submit to NIFA Review, and retract the Plan of Work.
- **State Contributors** can create, edit, submit for Organizational Review, and retract the Plan of Work. State Contributors cannot submit the Plan of Work to NIFA Review.
- **All NRS roles** can view and print an approved Plan of Work.

#### **Will joint reporting information pre-populate in the Plan of Work?**

States that jointly report will have the participating institutions' information pre-populated in the Contributing Organization(s) field. Each state should verify users assigned a Director role in NRS prior to beginning the Plan of Work. Users assigned a Director role will be required to sign the Plan of Work for each contributing organization.

#### **How do I delete a draft Plan of Work?**

The Plan of Work cannot be deleted. Users are encouraged to make the necessary edits to the report from draft status. A Director can be return the Plan of Work to draft status at any point prior to NIFA Approval.

#### **Where can I find my FY 2023 Plan of Work?**

The approved FY 2023 reports are viewable in the Plan of Work module in NRS. These were manually collected and uploaded to NRS, therefore there are no Director signatures on FY 2023 Plans of Work.

#### **How can I ensure my Plan of Work draft is being saved as I proceed through each section?**

NRS will display a green timestamp, "Saved at [HH:MM]" below each textbox after text is entered. The autosave may take up to two seconds to occur. Please verify the text was saved by ensuring the timestamp is displayed prior to progressing through the report.

#### **Who is required to sign the Plan of Work?**

All users assigned a Director role within the institution(s) will be required to sign the Plan of Work. Please verify all Directors prior to creating the Plan of Work. Editing Directors during the Plan of Work approval flow may create report issues.

#### **Can I change or add a signer once the Plan of Work is no longer in Draft status?**

Editing Directors during the Plan of Work approval flow may create report issues. To edit signers, return the report to draft status and request role changes from your Organizational Administrator.

#### **What can I expect after submitting the Plan of Work to NIFA for Review?**

NIFA Review will be completed within two (2) months following the June 1<sup>st</sup> submission deadline. The review is performed by the National Program Leader (NPL) [assigned as the AREERA state liaison](#).

#### **What are the outcomes of NIFA Review for Plan of Work?**

NIFA Review may result in an Approved or Deferred Plan of Work.

- **Approved:** The Plan of Work covers what is required and the NIFA reviewer provides comments in NRS including any feedback for sections done well or suggested improvements for future Plans of Work
- **Deferred:** The reviewer is requesting that the Plan of Work be revised and the NIFA reviewer will

provide comments in NRS on what needs to be edited before resubmitting. Deferrals will have one week to revise and resubmit their report.

- One of the more common reasons for deferral is when the Plan Work does not cover both research and extension. Please remember to include information for both types of funding.

**Following approval, where will Plan of Work be posted for public viewing?**

The FY 2024 Plan of Work will be available on USDA’s [Research, Education, and Economics Information System \(REEIS\) website](#). PARS will notify grantees when the approved reports have been posted.

**Which comments will display on the final Plan of Work?**

NRS is currently being enhanced to display comments from the NPLs on the approved Plan of Work. Users will be notified when this feature has been released.

**The Plan of Work fields look like the Annual Report fields, is this correct?**

The fields in NRS for Plan of Work will be revised in the future but should be answered as if they are requesting planning information rather than post-work reporting.

Section	Corrected Field Information
Merit and Scientific Peer Review Processes	<b>Process</b> Describe 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. Use “No significant changes” if there are no updates from the previous POW.
Stakeholder Input	<b>Actions to seek stakeholder input that encourage their participation</b> What action(s) will you take to seek stakeholder input that encourages stakeholder participation? Use “No significant changes” if there are no updates from the previous POW.
Stakeholder Input	<b>Methods to identify individuals and groups</b> What method(s) will you use to identify groups and individuals from whom to collect input? Use “No significant changes” if there are no updates from the previous POW.
Stakeholder Input	<b>Methods for collecting stakeholder input</b> What method(s) will you use to identify groups and individuals from whom to collect input? Use “No significant changes” if there are no updates from the previous POW.
Stakeholder Input	<b>A statement of how the input will be considered</b> How will collected input be considered in program planning? Use “No significant changes” if there are no updates from the previous POW.
Executive Summary	<b>Overview</b> Provide a summary of planned research and extension activities (not specific project/program information) your state/institution plans to spend capacity funds on in the upcoming fiscal year to address critical issues.
Executive Summary	<b>Critical Issue: &lt;CI Title&gt;</b> Provide any additional information about the Critical Issue that you want to share with NIFA.

**CRITICAL ISSUES QUESTIONS**

**I need to edit/assign a critical issue to an existing project/program. Will this require project/program reapproval from NIFA?**

Edits to projects and programs, including critical issue associations, should be completed prior to submitting the Plan of Work. An edit to the critical issue will require project/program reapproval from NIFA.

**Can I manage Critical Issues directly from the Plan of Work?**

Yes. From the Plan of Work, select Manage Critical Issues from the table of contents to add, edit, re-activate, or close out critical issues.