

NIFA Reporting System Monthly Webinar Recap

Date of Webinar: June 15, 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

- NRS Updates
- Project/Program Presentation and NRS Demonstration
- FY 2022 OGFMS Supplemental Form
- NRS User Management Redesign

NRS Updates

1. **Expanded NIFA User Viewing Access:** In an effort to assist with customer support, NIFA now has the ability to view Projects/Programs, Results, and reports in Draft and Org Review status. For those statuses, NIFA users will only see the status and title. Details will only be viewable for items in NIFA Review, Approved, Deferred or Declined status.
2. **New NRS Enhancements:**
 - Final Results – A Final Result is required the final fiscal year of the Project/Program, and to close out the Project/Program. Annual and Final Results can be added within the individual Project/Program detail page, from the Results Overview tab, or within the Annual Report of Accomplishments.
 - Extension Program End Dates – Extension Programs now have the option to add an end date to closeout. The end date may be edited to end the Research Project/Extension Program earlier or later, though Research Project periods must not exceed 5 years.
3. **FY 2024 NRS Webinars:** NRS Webinars will continue to serve as a space to discuss new features and enhancements and provide technical support. Beginning October 2023, NRS webinars will be offered on an as-needed basis. We will continue to demonstrate new features, gather system feedback and provide Office Hours prior to reporting deadlines. Please contact the NRS Help Desk for technical assistance and demonstrations or questions any time at nrs@usda.gov.

Project/Program Presentation and NRS Demonstration

An overview of the new closeout feature for Projects and Programs was provided with a demonstration on closing out a Project/Program in NRS utilizing the checklist.

Project/Program Closeout

Projects/Programs that have received initial approval will be flagged as closing out beginning 60 days before the end date. The checklist of required reporting tasks for closeout will appear on the Project/Program details page. Currently, required tasks include adding a Result for all active fiscal years, beginning with FY 2022, and a Final Result for the last fiscal year of the Project's/Program's duration. All Results must be in NIFA Review or Approved status for the Project/Program to be eligible for closure. Future enhancements will incorporate additional closeout tasks such as financial reporting. Please review the presentation for instructions on Project/Program closeout.

Note: The task list currently asks for Results for active years prior to FY 2022. This is being corrected to starting with FY 2022 in the July NRS Release.

Closed Status

Projects/Programs that have reached the end date and completed the required tasks will automatically change to Closed status and the task checklist will be removed. Closed Projects/Programs cannot be edited but will still be viewable within NRS. In a future release, Closed status activity will be included in the

Change Log and can be accessed from the Project/Program details page.

FY 2022 OGM Supplemental Form

The FY 2022 OGM Supplemental Form was due June 16, 2023 to 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.

NRS User Management Redesign

The redesign for the NRS User Management (formerly Manage Roles) module was shared. Changes to the module include improved role management for Org Administrators, archiving users, improved page loading and display, expanded search, and the addition of export functionality. This upcoming enhancement is scheduled to be released July 2023 and will be demonstrated during the next NRS webinar.

IMPORTANT DATES

June 16, 2023 – OGM Supplemental Form was due to formulagrants@usda.gov
July 13, 2023 – NRS Monthly Webinar

FREQUENTLY ASKED QUESTIONS

How do I know my Project/Program is about to closeout?

Near the title, “Closing Out (end date MM/DD/YYYY)” will display in yellow 60 days prior to the end date of a Project/Program that has been approved. The closeout flag will appear everywhere the Project/Program displays in NRS.

How long will the closeout flag display on the Project/Program?

The closeout flag will display until the Project/Program is closed.

Can a Final Result be removed?

No, Final Results cannot be removed once Approved by NIFA.

Can I edit a closed Project/Program?

Projects/Programs in Closed status are view only and no longer editable.

What is required for Closed status?

Currently, required tasks include a Result entered for all active years beginning with FY 2022 and a Final Result for the last fiscal year of the project or program’s duration. All Results must be in NIFA Review or Approved status for the Project/Program to be eligible for closure. The task list currently asks for Results for active years prior to FY 2022. This is being corrected to starting with FY 2022 in the July NRS Release.

Who can close a Project/Program?

NRS will automatically close projects/programs that have reached the end date, are in Approved status, and have all closeout tasks completed. NRS does not have a manual Project/Program closeout option to ensure all closeout requirements have been met.

Who can view the Project/Program closeout checklist?

All NRS users can view the Project/Program closeout checklist.

Where is the project Program/Project closeout checklist?

The Project/Program closeout checklist is located on the Project/Program details page. The closeout checklist will only appear on approved projects/programs that <= 60 days of the end date. To access the checklist, click the title of the Project/Program. The checklist may require 24 hours to display if a Project/Program end date is edited for early termination.

How do we close a REEport migrated Project?

Projects imported from REEport will have the same closeout requirements as projects/programs initiated in NRS.

Will a Project/Program have an Annual and Final Result for the last active year?

NRS will only allow one Final Result during the final year of the Project/Program. NRS does not limit the number of Annual Results for any active Project/Program year.

Does the information included in the Final Result cover the entirety of the Project/Program, or only the final fiscal year?

The Final Result should summarize the results achieved over the course of the award and explain the significance of those results. In addition to supplying the information required in [NIFA Capacity Award Terms and Conditions](#), Annual and Final Results Reporting of Section VI.100, the Final Result must include the following when applicable: identify equipment purchased with any federal funds under the award and indicate subsequent use of such equipment.

My Project/Program needs to be closed prematurely. How do I initiate early Project/Program closure?

To terminate a Project/Program early, edit the end date of the Project/Program and complete all closeout tasks required in the checklist. Within the Final Result, you will be required to provide details on the circumstances which led to the early termination of the Project/Program.

Will there be email notifications when a Project/Program is closing out or has moved to Closed status?

We currently do not have email notifications for closeout but will take it into consideration for future enhancements.

Will we be able to export Projects/Programs that are closing out and/or in closed status?

There will be filters within NRS that will allow users to look up Projects/Programs that are closing out. The export in the Projects & Programs Overview tab includes the end date, as well as PD/Initiator name for each Project/Program.

Will the Project Director/Program Initiator receive a closeout notification?

We currently do not have email notifications for closeout but will consider this for future enhancements.

Will submitting a Final Result automatically close the Project/Program?

The Project/Program will close when all closeout tasks are completed. Once the final task is completed, NRS will automatically close the Project/Program.

What happens if the Final Result is submitted before the Project/Program end date is reached?

Projects/Programs must reach the end date to close. A Project/Program with Final and Annual Results for all active years will remain open until the end date is reached.