

NIFA Reporting System Monthly Webinar Recap

Date of Webinar: October 19, 2023, 1:00 p.m. CT/ 2:00 p.m. ET via Zoom

Purpose: All capacity projects and programs are 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

- Update on the development of Financial Report Module
- Review of Financial Module design

NRS Financial Report Module

The NRS Financial Reporting Module development is underway and expected to be released prior to the FY 2023 financial report deadline. The new module will house the financial report for capacity funds and the formerly manual Combined Research and Extension Office of Grants and Financial Management (OGFM) Multi-State and Integrated Activity Supplemental Forms. The information collected in NRS for the reports will be similar to what was collected in prior years.

The FY 2023 Financial Reports for capacity grants are **due on February 1, 2024**. Land Grant Universities (LGUs) will submit the report within the new NRS Financial Report module. Additional capacity report guidance is forthcoming. The Planning, Accountability, and Reporting Staff (PARS) will provide an overview of financial reporting for capacity funds during the next webinar on November 30, 2023 at 1:00pm CT / 2:00pm ET. We encourage those that will participate in the completion of the financial report to attend. The webinar will be recorded and you may contact the NRS Help Desk at nrs@usda.gov with financial report questions at any time.

To register for the next NRS Monthly Webinar on November 30, 2023, please click here:

https://www.zoomgov.com/webinar/register/WN_E8YjG3dnSpSUqT_i7_sLaA

FY 2024 Capacity Reporting Deadlines

The FY 2024 reporting deadlines have been published on www.nifa.usda.gov/nrs. All FY 2024 capacity reports will be submitted in NRS. See key information for each report below.

REPORT	REPORTING PERIOD	DETAILS	DEADLINE*
Financial Reports	FY 2023	Reporting on funds utilized for research and Extension activities during the prior fiscal year. FY 2023 Financial Reports should be submitted within the NRS Financial Module.	February 1, 2024
Research Results and Extension Results	FY 2023	The submission of Results for individual research projects and Extension programs active at any time during the reporting fiscal year (October 1, 2022 – September 30, 2023). All Extension programs and research projects will submit Annual or Final Results at this time. If the project/program end date was within the reporting fiscal year a Final Result is required FY 2023 Annual and Final Results should be submitted within the NRS Projects and Programs Module.	March 1, 2024
Annual Report of Accomplishments	FY 2023	A full report which highlights the most significant achievements, impacts, and outcomes of research projects and Extension programs for a state or institution in the prior fiscal year. (Applies to AREERA funding only.)	May 1, 2024
Plan of Work (POW)	FY 2025	The planned activities expected to occur during the upcoming fiscal year with the use of capacity funds administered by NIFA. (Applies to AREERA funding only.)	June 1, 2024*
OGFM Supplemental Form	FY 2023	This requirement applies only to 1862 Land-Grant Universities that are required to expend a specified percentage of Hatch Act and Smith-Lever Act grant funds on multistate Extension and integrated research and Extension activities. The FY 2023 Combined Research and Extension OGFM Multi-State and Integrated Activity Supplemental Forms will be available within the NRS Financial Module.	TBD

**In the event a reporting deadline occurs on a non-business day or federal holiday, the due date shall be extended to the following business day.*

IMPORTANT DATES

November 30, 2023 – NRS Monthly Webinar
December 14, 2023 – NRS Monthly Webinar
January 11, 2024 – NRS Financial Module Office Hours
January 25, 2024 – NRS Monthly Webinar
February 1, 2024 – Financial Report for Capacity Funds Due

FREQUENTLY ASKED QUESTIONS

Financial Report Template

Where will I be able to find my institution’s financial report template?

The Financial Report Template will be available in NRS under the new Financial Reporting Module. Users will be able to download the template, enter the information, and use the copy/paste function to transfer the information to NRS.

When will the FY 2023 Financial Report template be available for download in NRS?

The FY 2023 Financial Report template will be available to download when the Financial Reporting module is released.

When we download the template, will the accession number and project numbers be in separate columns?

Yes, the accession and project numbers will be in separate columns.

Reporting on Capacity Funds

Will Extension be included in FY 2023 Financial Reporting?

Yes, Smith-Lever 3 (b)(c) and 1890 Extension expenditures will be required on the FY 2023 financial report.

What is the deadline to submit financial reports for FY 2023 for Capacity Funds?

FY 2023 financial reports for capacity research projects and extension programs must be submitted by February 1, 2024 via NRS.

If we have external funding that is related to both a research project and an extension program, how should those expenditures be accounted for/reported? Reported twice? Split in half?

Do not duplicate expenditures for integrated projects or programs for NIFA or external funds. It is suggested that you estimate the percentage of external funding associated with each project/program for this report if the external funding is used for more than one project/program. The only source of NIFA funding reported for a project or program should match the funding type of the project or program in NRS except for:

- Extension Capacity Fund (Smith-Lever 3(b) and 3(c)) – may also report Smith-Lever Special Needs funds, if applicable.
- Research Capacity Fund (Hatch Multistate) – may also report Research Capacity Fund (Hatch), if applicable.

Are we reporting on RREA or EFNEP funds?

RREA expenditures will be required to be reported. EFNEP expenditures will not be included in the financial report.

Does this report include USDA-NIFA 1890 Capacity Building Grants?

1890 Capacity Building Grants is a competitive program which uses REEport for financial reporting; you

should not provide that information in the FY 2023 Financial Report for capacity projects and programs in NRS.

Should we include all FTEs in the FY 2023 Financial Report?

You should include all FTEs that supported the project, regardless of source of funding (i.e., FTEs funded by NIFA non-formula or formula grants, other Federal funds, State, or Other funds should all be included). Volunteers and other unpaid assistance should not be included in FTE information.

Since we currently don't have a process to collect student FTE information (since it wasn't moved from REEport), will it be a problem if some or all of that information is missing for FY 2023 reporting while we build a process and/or database to independently collect this information?

We recognize that reporting on students in the financial report for capacity funding is a new task, please cover this information to the best of your ability for FY 2023 and work on preparations to incorporate collecting this data for future financial reporting.

Will this be an auditable report?

No, the FY 2023 financial report submission is not auditable.

NRS Financial Reporting Module

Should competitive funding information be included in the FY 2023 Financial Report for capacity research projects and extension programs?

NIFA competitive grant programs will continue to complete financial reporting in REEport at this time. Competitive grant funding should not be included in capacity project financial reporting to prevent providing duplicate and/or inaccurate information.

Do you have an estimated timeline when the financial module in NRS is released?

The financial module is scheduled to be released by the end of the calendar year. The official release date is forthcoming.

Will the copy/paste feature rewrite over all previous data or does it allow for certain sections to be edited?

The copy/paste feature located in the financial reporting module will overwrite all prior data when pasting. To edit certain sections, users may wish to edit individual fields instead.

Will NRS ask for Full-time Equivalent (FTE)s?

As with the prior financial reporting completed in REEport, NRS will require FTE information. Details, including definitions for FTEs will be provided during the next webinar.

Do any restrictions exist when pasting into NRS, like issues related to rounding or decimal limitations?

There are no decimal placement limitations within NRS. NRS will not round information.

Will we receive Financial Report email notifications from NRS?

Users will not receive financial reporting email notifications at this time.

Will we be able to submit the reports with comments to NIFA?

For financial reporting, the only comment fields present are for validation alerts to confirm that the information is correct. There will not be an opportunity to provide comments beyond those addressing validation alerts.

Can we add additional attachments to the financial report submission within NRS?

The financial report will not support attachments at this time.

OGFM Supplemental Form

Who is required to complete the OGFM Supplemental Form?

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.

Will the OGFM Supplemental Form be submitted in NRS?

Yes, the FY 2023 OGFM Supplemental Form will be submitted in NRS. Institutions who are required to submit the form will have the report available to them in NRS under the Financial Reporting module.

When is the OGFM Supplemental Form due?

The Combined Research and Extension OGFM Multi-State and Integrated Activity Supplemental Forms is typically submitted during the summer, however the FY 2023 submission deadline has not been announced at this time. We will notify LGUs of the deadline once the date has been determined.