



United States
Department
of Agriculture

Research,
Education, and
Economics

National Institute
of Food and
Agriculture

1400 Independence
Avenue SW
Washington, DC 20250

April 4, 2016

TO: State Agricultural Experiment Station Directors
Cooperative Extension Directors
1890 Research Deans-Directors
1890 Extension Directors

FROM: Sonny Ramaswamy
Director – NIFA

SUBJECT: Suspension of Plan of Work Update Submissions in FY 2017 and FY 2018

This correspondence is to notify you that the National Institute of Food and Agriculture (NIFA) is suspending the requirement for all 1862 and 1890 Research and Extension institutions to submit updates to their 5-year Plans of Work (POW) in FY 2017 and FY 2018. This means that the **2018 – 2022 POW will not be due on April 1, 2017** and the **2019-2023 POW will not be due on April 1, 2018.**

The purpose for this temporary suspension in Plan of Work updates is to allow NIFA and its state partners to prepare for a new, integrated project and program reporting system to be implemented in FY 2019. Such a new system was recommended by the [2015 Plan of Work Panel of Experts](#) in order to streamline AREERA reporting, improve data quality, and reduce burden on all parties involved (view NIFA's official response [here](#)). Until this new system is ready for use, suspending the POW update requirements for two years reduces the reporting burden on the states and the review burden on NIFA National Program Leaders.

Please note that an integrated Annual Report of Accomplishments and Results will still be due from each state in FY 2017 and FY 2018. The 2016 Annual Report will still be due April 1, 2017. The 2017 Annual Report will still be due April 1, 2018.

NIFA anticipates a new Plan of Work reporting system that is better integrated with other NIFA reporting systems will be ready for use beginning in FY 2019. This new system will be used for the submission of each state's 2020 – 2024 Plan of Work.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.