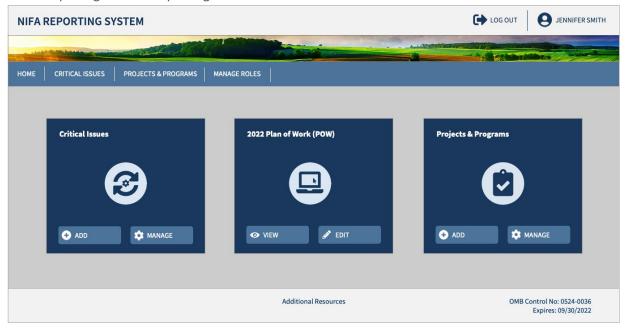
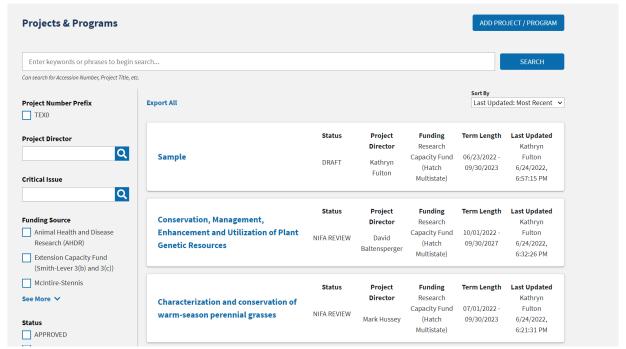


Portal Home Page

- The system includes a new portal home page with customized tiles for completing tasks efficiently
- Each tile is tied to a different feature within the system (e.g., Critical Issues, Plan of Work, Projects/Programs, and Role Management)
- The tiles displayed on the portal home page match your role and provide access to intuitively complete grant and reporting activities

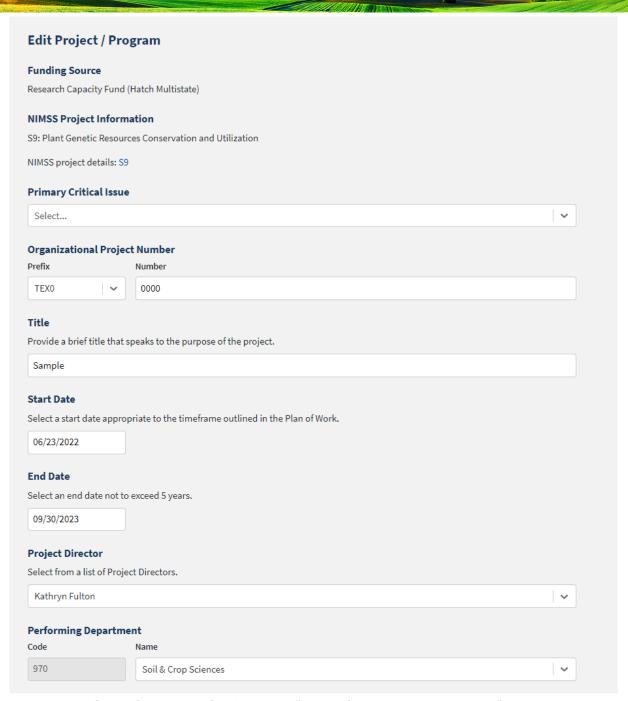


- After successful log in, click "Manage" under "Projects & Programs"
- Search for the Draft of your new project. Open it by clicking on the title.
- Click "Edit"
- Fill out all of the required fields.



USDA NIFA Reporting System

User Guide



- Once all of the information is filled out, click "Submit for Organizational Review" at the bottom.
- Email chad.houston@ag.tamu.edu when you have submitted the project so that Project Records can review and submit the project to NIFA.

USDA NIFA Reporting System

User Guide

