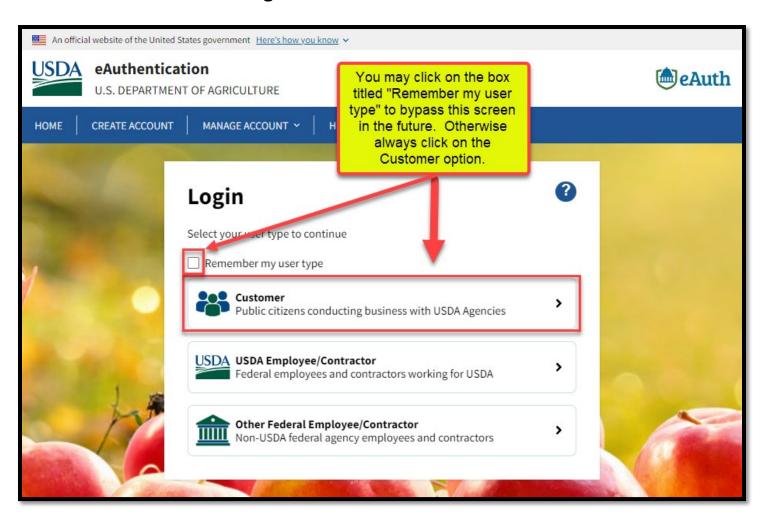
# NRS Reporting Instructions for Annual Results/"Progress Reports" (New System - Updated Fall 2023)

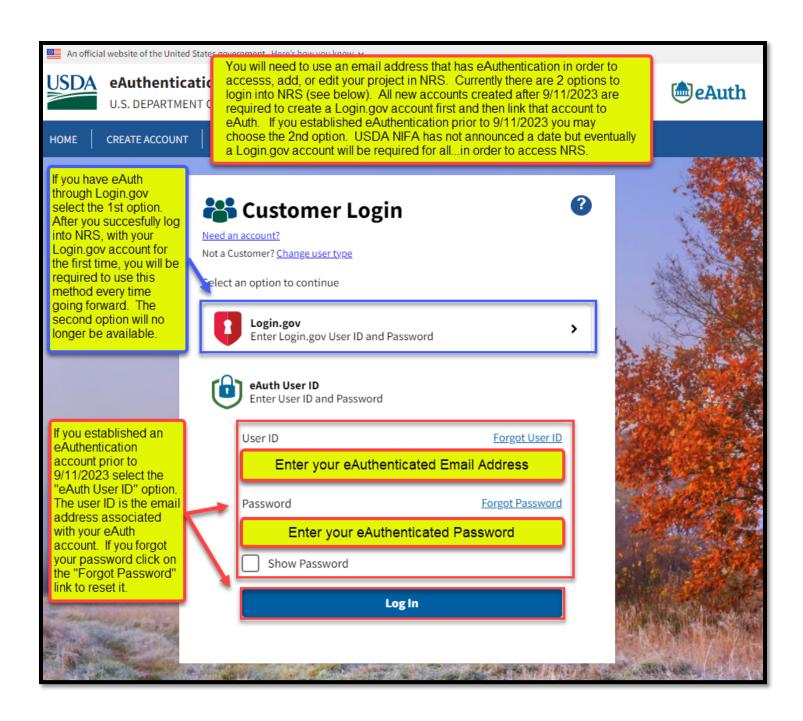
NIFA will not accept a result that doesn't exist, is in DRAFT status, or is in ORG REVIEW status.

Results must be in either NIFA REVIEW status, or APPROVED status, for NIFA to accept the result as completed.

Go to https://nrs.nifa.usda.gov/portal

-You will be re-directed to sign in with eAuthentication.

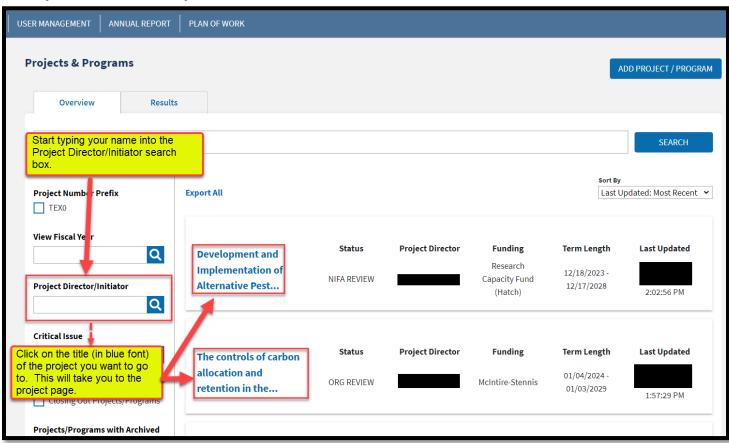




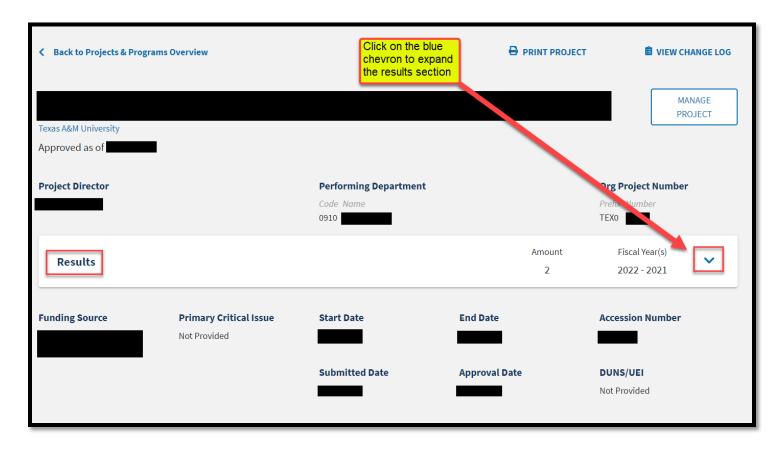
-Upon sign-in, click on "Projects & Programs".



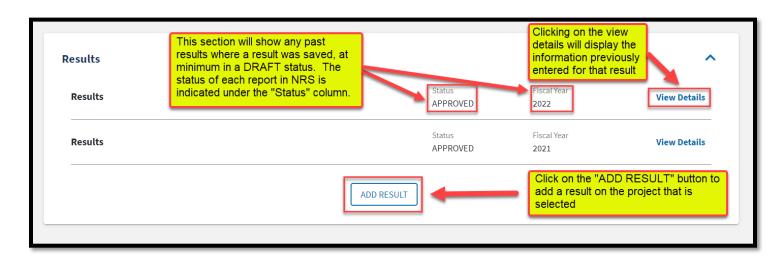
### Enter your name in "Project Director" and Click "Search"



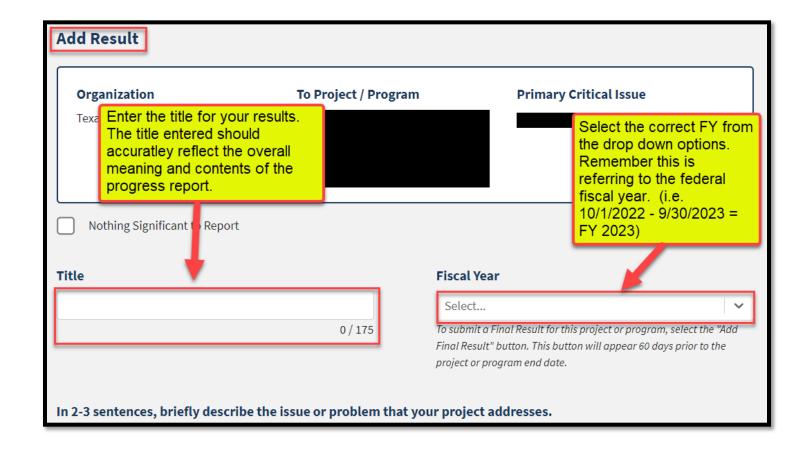
Click on the project's title. The following screen will appear. Click the down arrow as highlighted below.



#### Click "ADD RESULT"



#### The following screen appears.

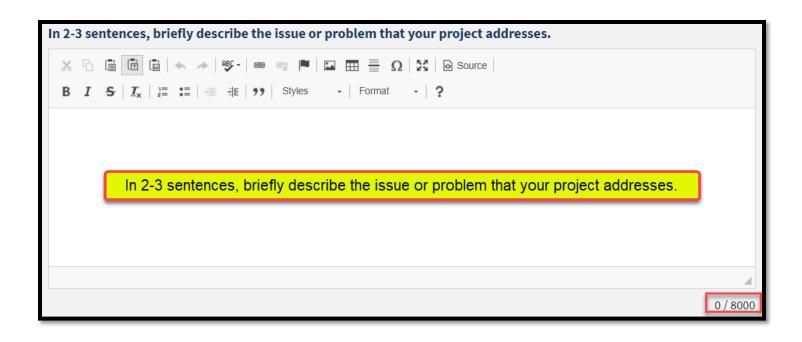


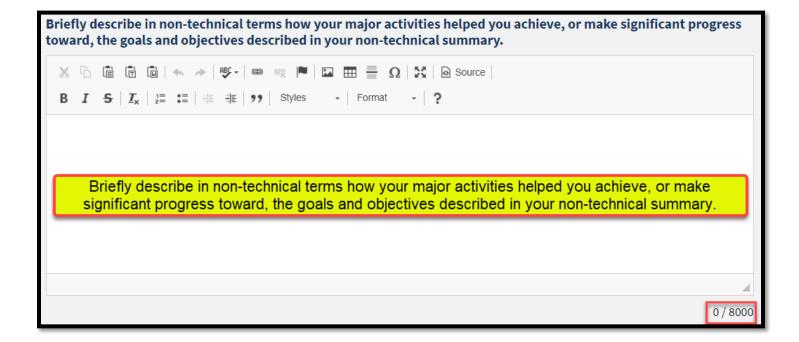
Give your results a title – per NIFA most effective titles are titles that are descriptive and briefly capture the significance of the results.

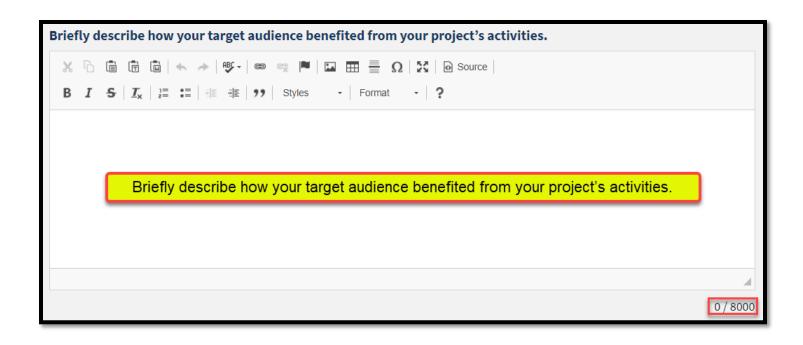
Select the appropriate Fiscal Year.

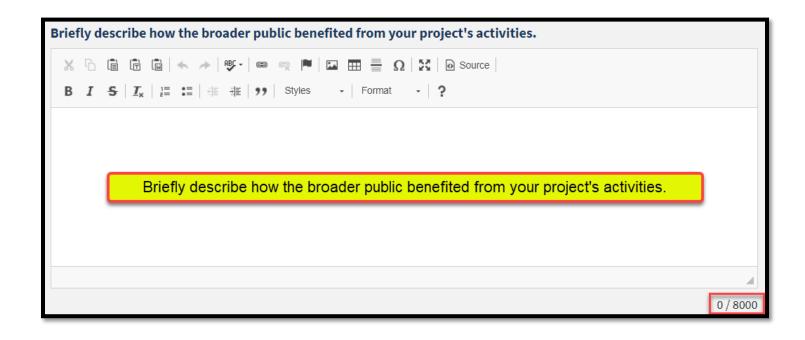
#### Answer the 4 following statements:

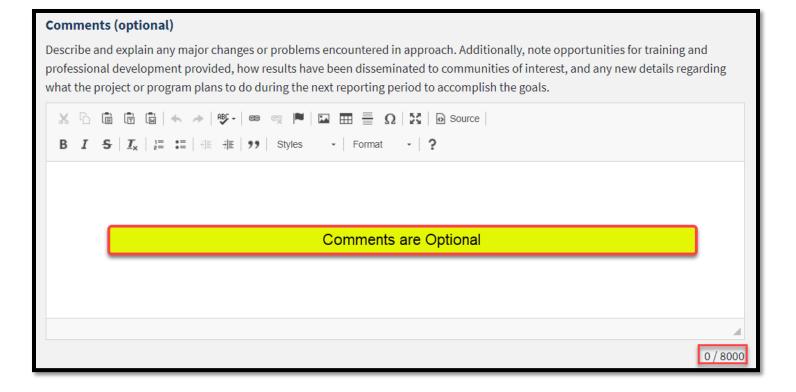
- 1.In 2-3 sentences, briefly describe the issue or problem that your project addresses.
- 2.Briefly describe in non-technical terms how your major activities helped you achieve, or make significant progress toward, the goals and objectives described in your non-technical summary.
- 3. Briefly describe how your target audience benefited from your project's activities.
- 4. Briefly describe how the broader public benefited from your project's activities.

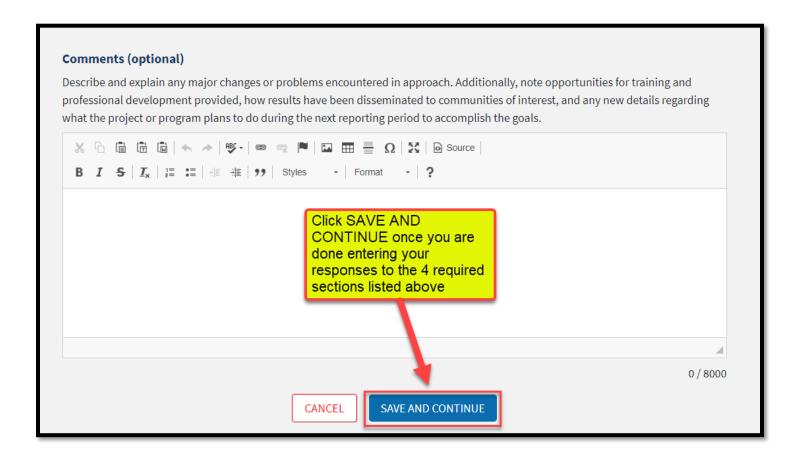




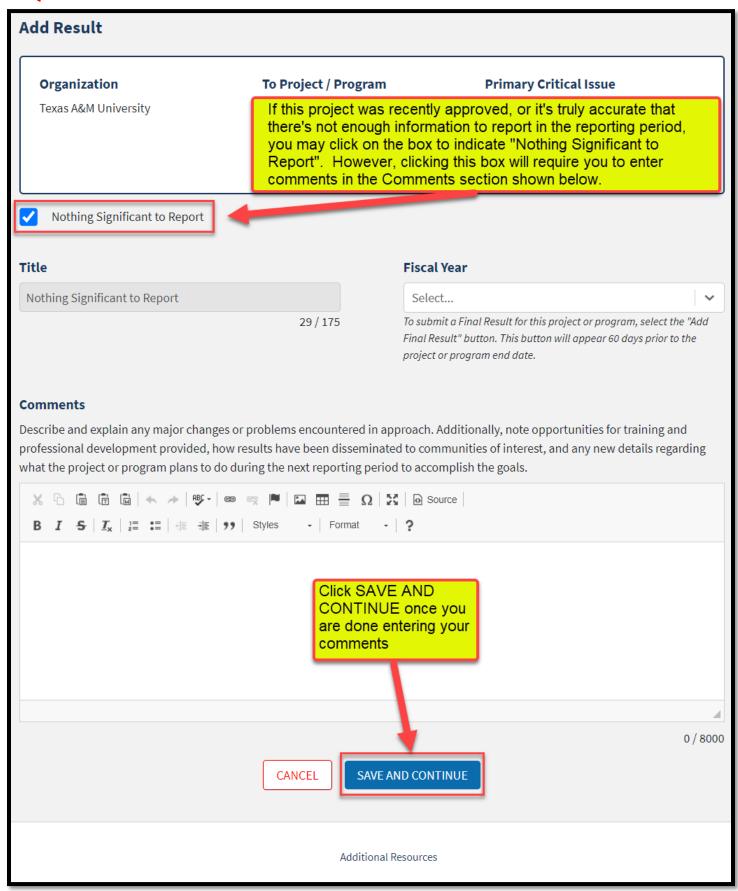








# NOTE: If you check "Nothing Significant to Report" – COMMENTS BECOME REQUIRED.





Once you've added your additional information, click "Submit for Organizational Review"

Note: "Save & Continue" only appears when a change has been made to the project in Draft. If no changes are made, you will only see "Submit for Organizational Review".

If a change is made, you can select "Save & Continue" to come back to your work later in Draft OR "Submit for Organizational Review".

A result can be edited anytime the result is in one of the following statuses:

- DRAFT
- Submitted to ORGANIZATIONAL REVIEW or
- Submitted to NIFA REVIEW (If the result is in NIFA REVIEW status, you must notify Project Records ASAP, before NIFA Approves the result).

If a result has already been approved by NIFA, and you wish to make changes to that result after NIFA approval, you will need to reach out to USDA NIFA or Projects Records to request that the result gets retracted.

#### How to edit results in NRS:





Click "Save & Continue" then "Submit for Organizational Review"

Last step! Email Chad at <a href="mailto:chad-houston@ag.tamu.edu">chad.houston@ag.tamu.edu</a> that you've submitted your Progress Report/"Results".

## Flow Chart for Submitting Results in NRS

