

NRS Reporting Instructions for Final Results (New System - Updated Fall 2023)

Projects in NRS are flagged for close out starting 60 days prior to the end date of a project.

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.

Final reports should encompass the entirety of the project, from the start date of the project to the end date of the project. Annual results are a reflection of the progress that occurred in a specific federal fiscal year for a project. But a final result needs to include everything that occurred over the life of the project.

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

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

The screenshot shows the USDA eAuthentication login interface. At the top, it says "An official website of the United States government" and "Here's how you know". The USDA logo and "eAuthentication U.S. DEPARTMENT OF AGRICULTURE" are on the left, and the eAuth logo is on the right. A navigation bar includes "HOME", "CREATE ACCOUNT", "MANAGE ACCOUNT", and a partially visible "H". The main content area is titled "Login" and says "Select your user type to continue". There are three user type options, each with a red box around it and a red arrow pointing to it from a yellow callout box. The callout box text is: "You may click on the box titled 'Remember my user type' to bypass this screen in the future. Otherwise always click on the Customer option." The first option is "Remember my user type" with an unchecked checkbox. The second option is "Customer" with a group icon and the description "Public citizens conducting business with USDA Agencies". The third option is "USDA Employee/Contractor" with the USDA logo and the description "Federal employees and contractors working for USDA". The fourth option is "Other Federal Employee/Contractor" with a government building icon and the description "Non-USDA federal agency employees and contractors".

An official website of the United States government [Here's how you know](#)

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

HOME | CREATE ACCOUNT | MANAGE ACCOUNT | H

Login

Select your user type to continue

☐ Remember my user type

Customer
Public citizens conducting business with USDA Agencies >

USDA Employee/Contractor
Federal employees and contractors working for USDA >

Other Federal Employee/Contractor
Non-USDA federal agency employees and contractors >

You may click on the box titled "Remember my user type" to bypass this screen in the future. Otherwise always click on the Customer option.



You will need to use an email address that has eAuthentication in order to access, add, or edit your project in NRS. Currently there are 2 options to login into NRS (see below). All new accounts created after 9/11/2023 are required to create a Login.gov account first and then link that account to eAuth. If you established eAuthentication prior to 9/11/2023 you may choose the 2nd option. USDA NIFA has not announced a date but eventually a Login.gov account will be required for all...in order to access NRS.

If you have eAuth through Login.gov select the 1st option. After you successfully log into NRS, with your Login.gov account for the first time, you will be required to use this method every time going forward. The second option will no longer be available.

Customer Login

[Need an account?](#)

Not a Customer? [Change user type](#)

Select an option to continue



Login.gov

Enter Login.gov User ID and Password



eAuth User ID

Enter User ID and Password

User ID

[Forgot User ID](#)

Enter your eAuthenticated Email Address

Password

[Forgot Password](#)

Enter your eAuthenticated Password

☐ Show Password

Log In

If you established an eAuthentication account prior to 9/11/2023 select the "eAuth User ID" option. The user ID is the email address associated with your eAuth account. If you forgot your password click on the "Forgot Password" link to reset it.

-Upon sign-in, click on “Projects & Programs”.

NIFA REPORTING SYSTEM

DASHBOARD | CRITICAL ISSUES | **PROJECTS & PROGRAMS** | USER MANAGEMENT | ANNUAL REPORT | PLAN OF WORK

Dashboard

Critical Issues

Plan of Work (POW)

Annual Reports

Projects & Programs

Click on either of the Projects & Programs options shown. If you see an "Add" button in the lower box do not click because a new project will be created. Please only click on the "View" button.

Enter your name in “Project Director” and Click “Search”

USER MANAGEMENT | ANNUAL REPORT | PLAN OF WORK

Projects & Programs ADD PROJECT / PROGRAM

Overview Results

Start typing your name into the Project Director/Initiator search box.

Project Number Prefix
☐ TEX0

View Fiscal Year
 Q

Project Director/Initiator
 Q

Critical Issue
☐ Closing Out Projects/Programs

Projects/Programs with Archived

Export All

Sort By
Last Updated: Most Recent

Status	Project Director	Funding	Term Length	Last Updated
NIFA REVIEW		Research Capacity Fund (Hatch)	12/18/2023 - 12/17/2028	2:02:56 PM
ORG REVIEW		McIntire-Stennis	01/04/2024 - 01/03/2029	1:57:29 PM

Development and Implementation of Alternative Pest...

The controls of carbon allocation and retention in the...

Click on the title (in blue font) of the project you want to go to. This will take you to the project page.

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

This screenshot below shows a project that has not been flagged for close out, meaning there are 60 days or more remaining on the duration of the project. Please note there is only one section for results.

Back to Projects & Programs Overview

PRINT PROJECT

VIEW CHANGE LOG

MANAGE PROJECT

Texas A&M University

Approved as of

Project Director

Performing Department

Code Name

0910

Org Project Number

Prefix Number

TEXO

Results	Amount	Fiscal Year(s)
	2	2022 - 2021

Funding Source

Primary Critical Issue

Not Provided

Start Date

End Date

Accession Number

Submitted Date

Approval Date

DUNS/UEI

Not Provided

When a project is within 60 days of expiring, or has already expired, there are 2 sections where the final result can be submitted. The top section will describe any open or outstanding tasks needed before the project will be completely closed out by USDA NIFA. The bottom section is the same it appears in the screenshot above.

Texas A&M University

Approved as of

Click on one, or both, blue chevrons to expand that section.

[MANAGE PROJECT](#)

Closing Out (end date 12/31/2023)

Projects are flagged for close out 60 days prior to the end date.

Open Tasks
2 / 2



Project Director

Performing Department

Org Project Number

Code Name

0910

Prefix Number

TEX0

Results

Amount

1

Fiscal Year(s)

2023



Funding Source

Research Capacity Fund (Hatch
Multistate)

Primary Critical Issue

Start Date

01/10/2023

End Date

12/31/2023

Accession Number

Submitted Date

12/19/2022

Approval Date

01/10/2023

DUNS/UEI

Not Provided

This top section contains any tasks that are still needed to close out this project entirely. Starting with federal FY 2022 reporting, USDA NIFA requires a progress report or final report for each year that a project has been approved or active. A project only needs to be active **one day** in any fiscal year for a result/report to be required by NIFA.

Closing Out (end date 12/31/2023)

Projects are flagged for close out 60 days prior to the end date.

Open Tasks
2 / 2

Closing a project will change the project status to **CLOSED**. To close the project, please complete the following tasks:

Submit Result for FY 2023

Status: DRAFT

Date Entered: 12/21/2022

EDIT RESULT

ADD RESULT

Enter a Final Result for FY 2024

ADD FINAL RESULT

Results must be in either NIFA REVIEW or APPROVED status for a project or program to close out.

You may click on any of the buttons available to complete the outstanding tasks. You must click on the ADD FINAL RESULT button for a final result to be submitted. Clicking on the ADD RESULT BUTTON and labeling the result as final will not be considered a final result by USDA NIFA. A Final Result can only be submitted by clicking on the ADD FINAL RESULT button once it becomes available.

Project Director

Code Name

0910

Prefix Number

TEX0

Results

In this 2nd section you can accomplish the same tasks as above. Click on ADD RESULT if an annual progress report is still needed and click on ADD FINAL RESULT to enter your final report. The buttons will take you to the same exact forms that are in the 1st section.

Status
DRAFTFiscal Year
2023

View Details

ADD RESULT

ADD FINAL RESULT

If you previously started and saved a draft of your results, you can pick up where you left off by clicking the "EDIT RESULT" in the top section or you can click on View Details in the bottom section and then edit the result on the screen that pops up.

Click “ADD FINAL RESULT” and the following screen appears.

The screenshot shows the 'Add Final Result' form. At the top left is a blue button labeled 'Add Final Result'. Below it, the 'Organization' field is populated with 'Texas A&M University'. To the right is the 'Primary Critical Issue' field, which is currently blank. Below the organization field is a checkbox labeled 'Nothing Significant to Report'. The 'Title' field is a large text box with a character count of '0 / 175'. To the right of the title field is the 'Fiscal Year' dropdown menu, which is set to '2024'. A red arrow points from a yellow callout box to the title field, and another red arrow points from a yellow callout box to the fiscal year dropdown. A third yellow callout box is positioned near the bottom right of the form. A red-bordered box at the bottom right contains a note.

Add Final Result

Enter the title for your results. The title entered should accurately reflect the overall meaning and contents of the progress report.

Organization
Texas A&M University

Primary Critical Issue

☐ Nothing Significant to Report

Title
0 / 175

Fiscal Year
2024

The Fiscal Year will default to the current federal fiscal year. This cannot be selected from a list and it is non-editable

You are adding a Final Result to indicate the project or program has been completed. To add an annual Result to a different Fiscal Year, use the "Add Result" button on the previous page.

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.

The screenshot shows the text entry area for the first statement. At the top, a blue header reads 'In 2-3 sentences, briefly describe the issue or problem that your project addresses.' Below the header is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, table, link, unlink, and source. Below the toolbar is a large text area. A yellow callout box is positioned in the middle of the text area. A red-bordered box at the bottom right contains a character count.

In 2-3 sentences, briefly describe the issue or problem that your project addresses.

0 / 8000

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.

Source

B *I* ~~S~~ I_x $\frac{1}{2}$ \therefore \equiv \neq \approx ” Styles Format ?

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.

0 / 8000

Briefly describe how your target audience benefited from your project's activities.

✂️ 📄 📁 📁 📁 ⬅️ ➡️ ABC 🔒 🔗 🚩 🖼️ 📊 📊 📊 Ω 🔍 Source

B *I* S I_x $\frac{1}{2}$ $\frac{1}{3}$ $\frac{1}{4}$ $\frac{1}{5}$ ” Styles Format ?

Briefly describe how your target audience benefited from your project's activities.

0 / 8000

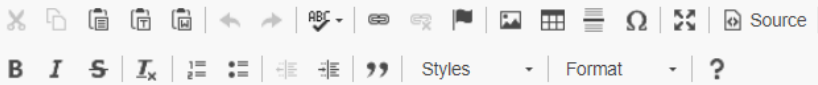
Briefly describe how the broader public benefited from your project's activities.

Describe and explain any major changes or problems encountered in approach. Additionally, note opportunities for training and professional development provided, how results have been disseminated to communities of interest, and any new details regarding what the project or program plans to do during the next reporting period to accomplish the goals.

Comments are Optional

Comments (optional)

Describe and explain any major changes or problems encountered in approach. Additionally, note opportunities for training and professional development provided, how results have been disseminated to communities of interest, and any new details regarding what the project or program plans to do during the next reporting period to accomplish the goals.



B I S I_x I₂ I₃ I₄ I₅ I₆ I₇ I₈ I₉ I₁₀ I₁₁ I₁₂ I₁₃ I₁₄ I₁₅ I₁₆ I₁₇ I₁₈ I₁₉ I₂₀ I₂₁ I₂₂ I₂₃ I₂₄ I₂₅ I₂₆ I₂₇ I₂₈ I₂₉ I₃₀ I₃₁ I₃₂ I₃₃ I₃₄ I₃₅ I₃₆ I₃₇ I₃₈ I₃₉ I₄₀ I₄₁ I₄₂ I₄₃ I₄₄ I₄₅ I₄₆ I₄₇ I₄₈ I₄₉ I₅₀ I₅₁ I₅₂ I₅₃ I₅₄ I₅₅ I₅₆ I₅₇ I₅₈ I₅₉ I₆₀ I₆₁ I₆₂ I₆₃ I₆₄ I₆₅ I₆₆ I₆₇ I₆₈ I₆₉ I₇₀ I₇₁ I₇₂ I₇₃ I₇₄ I₇₅ I₇₆ I₇₇ I₇₈ I₇₉ I₈₀ I₈₁ I₈₂ I₈₃ I₈₄ I₈₅ I₈₆ I₈₇ I₈₈ I₈₉ I₉₀ I₉₁ I₉₂ I₉₃ I₉₄ I₉₅ I₉₆ I₉₇ I₉₈ I₉₉ I₁₀₀ I₁₀₁ I₁₀₂ I₁₀₃ I₁₀₄ I₁₀₅ I₁₀₆ I₁₀₇ I₁₀₈ I₁₀₉ I₁₁₀ I₁₁₁ I₁₁₂ I₁₁₃ I₁₁₄ I₁₁₅ I₁₁₆ I₁₁₇ I₁₁₈ I₁₁₉ I₁₂₀ I₁₂₁ I₁₂₂ I₁₂₃ I₁₂₄ I₁₂₅ I₁₂₆ I₁₂₇ I₁₂₈ I₁₂₉ I₁₃₀ I₁₃₁ I₁₃₂ I₁₃₃ I₁₃₄ I₁₃₅ I₁₃₆ I₁₃₇ I₁₃₈ I₁₃₉ I₁₄₀ I₁₄₁ I₁₄₂ I₁₄₃ I₁₄₄ I₁₄₅ I₁₄₆ I₁₄₇ I₁₄₈ I₁₄₉ I₁₅₀ I₁₅₁ I₁₅₂ I₁₅₃ I₁₅₄ I₁₅₅ I₁₅₆ I₁₅₇ I₁₅₈ I₁₅₉ I₁₆₀ I₁₆₁ I₁₆₂ I₁₆₃ I₁₆₄ I₁₆₅ I₁₆₆ I₁₆₇ I₁₆₈ I₁₆₉ I₁₇₀ I₁₇₁ I₁₇₂ I₁₇₃ I₁₇₄ I₁₇₅ I₁₇₆ I₁₇₇ I₁₇₈ I₁₇₉ I₁₈₀ I₁₈₁ I₁₈₂ I₁₈₃ I₁₈₄ I₁₈₅ I₁₈₆ I₁₈₇ I₁₈₈ I₁₈₉ I₁₉₀ I₁₉₁ I₁₉₂ I₁₉₃ I₁₉₄ I₁₉₅ I₁₉₆ I₁₉₇ I₁₉₈ I₁₉₉ I₂₀₀ I₂₀₁ I₂₀₂ I₂₀₃ I₂₀₄ I₂₀₅ I₂₀₆ I₂₀₇ I₂₀₈ I₂₀₉ I₂₁₀ I₂₁₁ I₂₁₂ I₂₁₃ I₂₁₄ I₂₁₅ I₂₁₆ I₂₁₇ I₂₁₈ I₂₁₉ I₂₂₀ 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Add Result

Organization	To Project / Program	Primary Critical Issue
Texas A&M University	<p>If this project was recently approved, or it's truly accurate that there's not enough information to report in the reporting period, you may click on the box to indicate "Nothing Significant to Report". However, clicking this box will require you to enter comments in the Comments section shown below.</p>	

Nothing Significant to Report

Title

Nothing Significant to Report

29 / 175

Fiscal Year

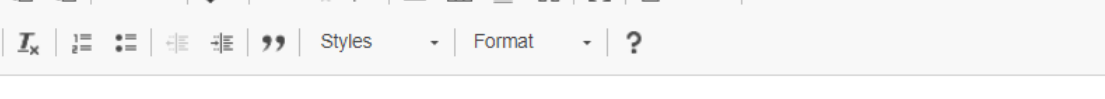
Select...

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To submit a Final Result for this project or program, select the "Add Final Result" button. This button will appear 60 days prior to the project or program end date.

Comments

Describe and explain any major changes or problems encountered in approach. Additionally, note opportunities for training and professional development provided, how results have been disseminated to communities of interest, and any new details regarding what the project or program plans to do during the next reporting period to accomplish the goals.



Click SAVE AND CONTINUE once you are done entering your comments

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[Back to Project/Program](#)

Add Result

Organization	To Project / Program	Primary Critical Issue
Texas A&M University		

☐ Nothing Significant to Report

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




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To submit a Final Result for this project or program, select the "Add Final Result" button. This button will appear 60 days prior to the project or program end date.

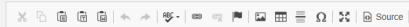
In 2-3 sentences, briefly describe the issue or problem that your project addresses.












B I S I_x |  |  |  |  |  |  |  |  |  | Styles | Format | ?

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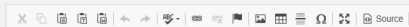
Briefly describe in non-technical terms how your major activities helped you achieve, or make significant progress toward, the goals and objectives described in your non-technical summary.












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Briefly describe how your target audience benefited from your project's activities.












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Briefly describe how the broader public benefited from your project's activities.













B I S I_x |  |  |  |  |  |  |  |  |  | Styles | Format | ?

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Comments (optional)

Describe and explain any major changes or problems encountered in approach. Additionally, note opportunities for training and professional development provided, how results have been disseminated to communities of interest, and any new details regarding what the project or program plans to do during the next reporting period to accomplish the goals.



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CANCEL

SAVE AND CONTINUE



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:

Results

[Redacted Title]	Status DRAFT	Fiscal Year 2023	View Details
[Redacted Title]	Status ORG REVIEW	Fiscal Year 2023	View Details

[ADD RESULT](#)

To edit a result go to the project page and expand the results section. Locate the result you want to edit and then click "View Details"

Status:

Project Director

Organization Project Number

TEXO

Accession Number

Start & End Date

10/26/2022 - 09/30/2027

Organization

Texas A&M University

To Project / Program

Primary Critical Issue

Fiscal Year

2023

In 2-3 sentences, briefly describe the issue or problem that your project addresses.

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.

Click on the EDIT option to access the result you want to edit. The result will automatically go back into DRAFT status if any changes are made and then saved.

Once all entries and/or edits have been made, make sure to click the button below that says SUBMIT FOR ORGANIZATIONAL REVIEW

Briefly describe how your target audience benefited from your project's activities.

REMOVE

EDIT

PRINT

RETURN

SUBMIT FOR ORGANIZATIONAL REVIEW

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

Last step! Email Chad at chad.houston@ag.tamu.edu that you've submitted your Progress Report/"Results".

Flow Chart for Submitting Results in NRS

