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.

An official website of the United States government. Here's how you know

USDA eAuthenticatio
U.S. DEPARTMENT O

HOME | CREATE ACCOUNT

You will need to use an email address that has eAuthentication in order to accesss, 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.

eAuth

If you have eAuth through Login.gov select the 1st option. After you succesfully 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

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.

User ID | Forgot User ID

Enter your eAuthenticated Email Address

Password | Forgot Password

Enter your eAuthenticated Password

☐ Show Password

Log In

-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

View

Plan of Work (POW)

View

Annual Reports

View

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.

Projects & Programs

Add   View

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.

SEARCH

Project Number Prefix
☐ TEX0

Export All

Sort By
Last Updated: Most Recent

View Fiscal Year
🔍

Development and Implementation of Alternative Pest...

	Status	Project Director	Funding	Term Length	Last Updated
	NIFA REVIEW		Research Capacity Fund (Hatch)	12/18/2023 - 12/17/2028	2:02:56 PM

Project Director/Initiator
🔍

Critical Issue

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

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

	Status	Project Director	Funding	Term Length	Last Updated
	ORG REVIEW		McIntire-Stennis	01/04/2024 - 01/03/2029	1:57:29 PM

☐ Closing Out Projects/Programs

Projects/Programs with Archived

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.

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.

< **Back to Projects & Programs Overview**

🖶 PRINT PROJECT   📋 VIEW CHANGE LOG

█████

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
Code   Name
0910   ████████

Org Project Number
Prefix   Number
TEX0   ████

Results   Amount   Fiscal Year(s)   ⌄
                                                        1   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

Texas A&M University

Approved as of ████████

MANAGE PROJECT

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
DRAFT

Fiscal 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.

Add Final Result

Organization
Texas A&M University

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

Primary Critical Issue

☐ Nothing Significant to Report

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

Title

0 / 175

Fiscal Year

2024

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.

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

B   I   S   Iₓ   ☰   :☰   ☰   ☰   ᐧᐧ   Styles   ▾   Format   ▾   ?

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

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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.

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

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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.

Comments are Optional

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

Add Result

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

☑ Nothing Significant to Report

Title

Nothing Significant to Report

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Fiscal Year
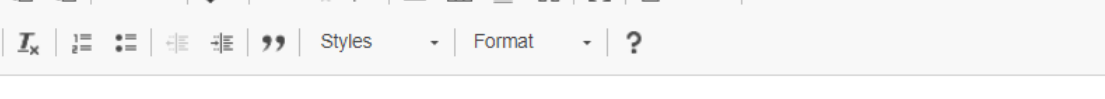
Select...

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.
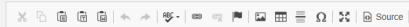
Comments

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.

B *I* S Iₓ | Styles | Format | ?

Click SAVE AND CONTINUE once you are done entering your comments

0 / 8000

CANCEL   SAVE AND CONTINUE

Add Result

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

☐ Nothing Significant to Report

Title

[   ]

0 / 175

Fiscal Year

[Select...   ▾]

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.**

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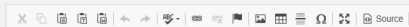[B I S Iₓ ≔ ⋮≡ ⇥ ⇤ ❞ Styles ▾ Format ▾ ?]

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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.

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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:

Status: ▉

Project Director	Organization Project Number	Accession Number	Start & End Date
▉	TEX0▉	▉	10/26/2022 - 09/30/2027

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

Result is non-existent - No Result Created or Started in NRS

PI initiates new result in NRS by clicking on Add New Result or Add Final Result button.

PI composes and enters information into NRS report form.

Result remains in DRAFT status until PI submits to ORGANIZATIONAL REVIEW and emails Project Records to notify Result is ready for ORG REVIEW

Send results back to PI with instructions

NO

ORG REVIEW Approved?

YES

Project Records submits results to NIFA REVIEW

DEFERRED by USDA NIFA

NO

APPROVED by USDA NIFA?

YES

Result is Final and no further action is required.