

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 page. 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", and "MANAGE ACCOUNT". The main content area is titled "Login" and asks the user to "Select your user type to continue". There are three user type options: "Customer" (Public citizens conducting business with USDA Agencies), "USDA Employee/Contractor" (Federal employees and contractors working for USDA), and "Other Federal Employee/Contractor" (Non-USDA federal agency employees and contractors). A yellow callout box with a red border contains the text: "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." Two red arrows point from the callout box to the "Remember my user type" checkbox and the "Customer" user type 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 View

Plan of Work (POW) View

Annual Reports View

Projects & Programs 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.

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

Sort By: Last Updated: Most Recent

Export All

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

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.

The screenshot displays a project management interface. At the top left, there is a link to 'Back to Projects & Programs Overview'. On the right, there are buttons for 'PRINT PROJECT' and 'VIEW CHANGE LOG'. A yellow callout box with a red arrow points to a blue chevron icon in the 'Results' section, with the text 'Click on the blue chevron to expand the results section'. Below the callout, there is a 'MANAGE PROJECT' button. The main content area shows project details: 'Texas A&M University', 'Approved as of [redacted]', 'Project Director [redacted]', 'Performing Department' (Code: 0910, Name: [redacted]), and 'Org Project Number' (Prefix: TEXO, Number: [redacted]). A 'Results' section is highlighted with a red box, containing a table with columns 'Amount' and 'Fiscal Year(s)'. The table has one row with 'Amount' 2 and 'Fiscal Year(s)' 2022 - 2021. Below the table, there are two rows of metadata: 'Funding Source' (redacted), 'Primary Critical Issue' (Not Provided), 'Start Date' (redacted), 'End Date' (redacted), 'Accession Number' (redacted), 'Submitted Date' (redacted), 'Approval Date' (redacted), and '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 is completely closed out by USDA NIFA. The bottom section is the same as 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** Code Name 0910 ██████████ **Org Project Number** Prefix Number TEX0 ██████████

Results	Amount	Fiscal Year(s)	<input type="checkbox"/>
	1	2023	

Funding Source	Primary Critical Issue	Start Date	End Date	Accession Number
Research Capacity Fund (Hatch Multistate)	██████████	01/10/2023	12/31/2023	██████████
		Submitted Date	Approval Date	DUNS/UEI
		12/19/2022	01/10/2023	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 [redacted]

Prefix Number
TEXO [redacted]

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.

[redacted]

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.

The screenshot shows a web form titled "Add Final Result". The form includes the following elements:

- Add Final Result** (Section Header)
- Organization**: Texas A&M University
- Primary Critical Issue**: [Redacted]
- Nothing Significant to Report
- Title**: [Text input field, 0 / 175 characters]
- Fiscal Year**: 2024 (dropdown menu)
- Annotations:**
 - A yellow box with a red arrow pointing to the Title field: "Enter the title for your results. The title entered should accurately reflect the overall meaning and contents of the progress report."
 - A yellow box with a red arrow pointing to the Fiscal Year dropdown: "The Fiscal Year will default to the current federal fiscal year. This cannot be selected from a list and it is non-editable"
 - A red box at the bottom: "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.

X Undo Redo Bold Italic Text Color Bulleted List Numbered List Indent Left Indent Right Styles - Format - ?

0 / 10000

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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Click "Save and Continue" once you are done entering your responses and then be sure to click "Submit to Organizational Review" next.

CANCEL SAVE AND CONTINUE

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

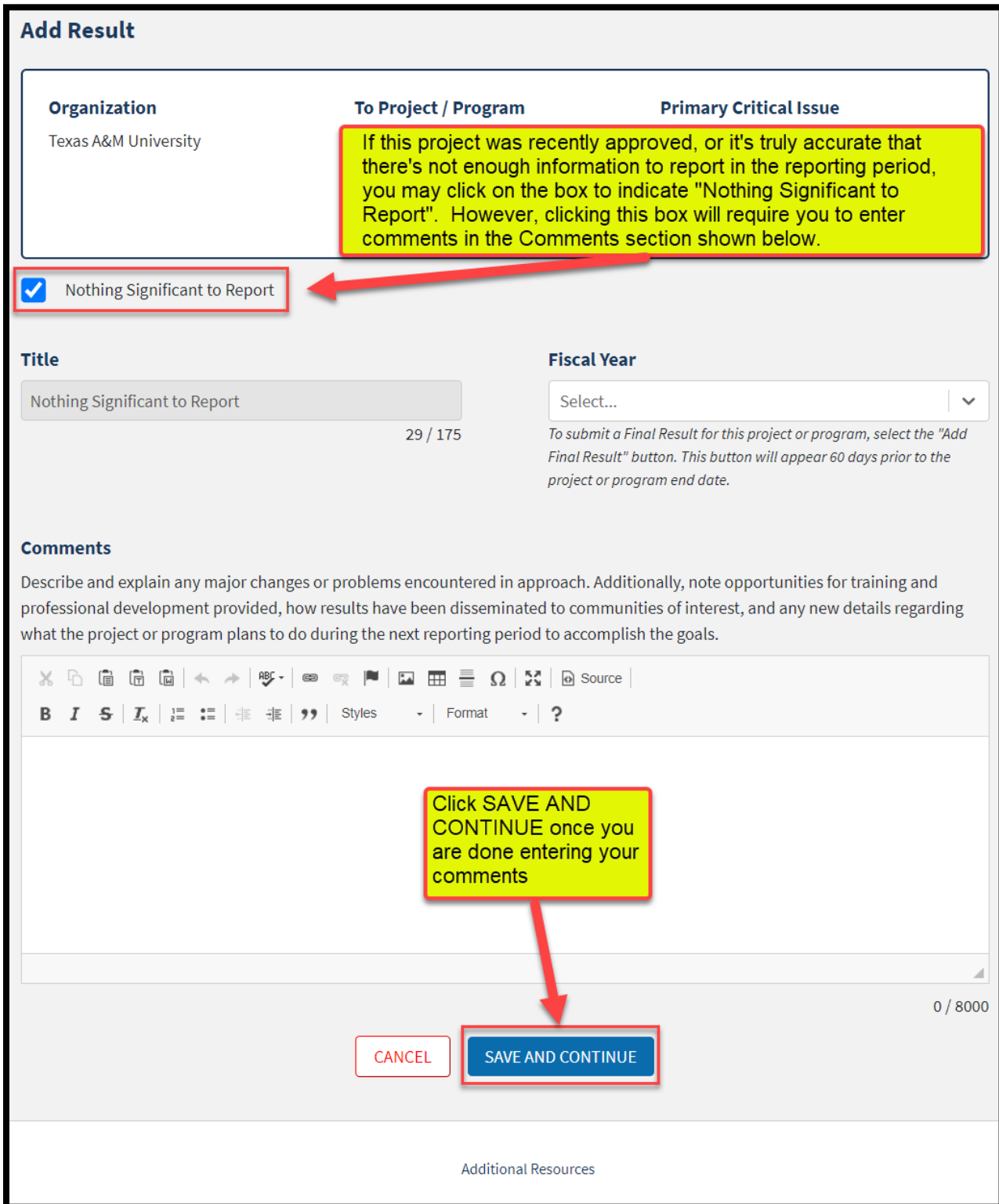
Title
Nothing Significant to Report 29 / 175

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.

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.

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Additional Resources



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:

The screenshot shows a 'Results' section with a table of two entries. Each entry has a redacted ID, a status, and a fiscal year. Both entries have a 'View Details' button. A yellow callout box with red arrows points to these buttons, providing instructions on how to edit a result.

Results	Status	Fiscal Year	Action
[REDACTED]	DRAFT	2023	View Details
[REDACTED]	ORG REVIEW	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: [REDACTED]

Project Director [REDACTED]	Organization Project Number TEXO [REDACTED]	Accession Number [REDACTED]	Start & End Date 10/26/2022 - 09/30/2027
Organization Texas A&M University	To Project / Program [REDACTED]	Primary Critical Issue [REDACTED]	Fiscal Year 2023

✕

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

[REDACTED]

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.

[REDACTED]

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

[REDACTED]

REMOVEEDITPRINTRETURNSUBMIT FOR ORGANIZATIONAL REVIEW

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

Last step! Email Kylie at kylie.daniels@ag.tamu.edu that you've submitted your Progress Report/"Results".

Flow Chart for Submitting Results in NRS

