

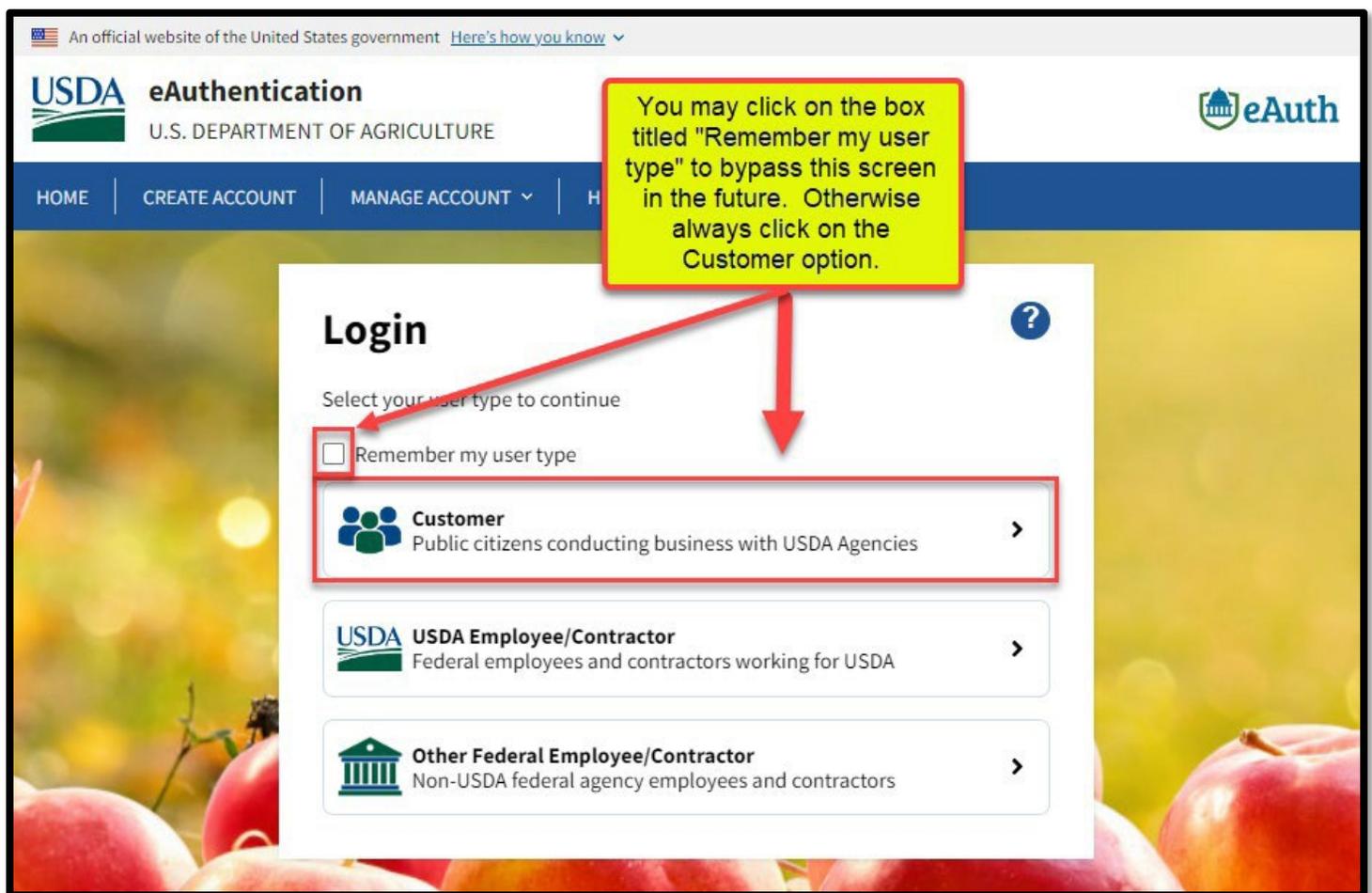
# NRS Reporting Instructions for Annual Results/“Progress Reports” (New System - Updated Fall 2023)

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.



The screenshot shows the USDA eAuthentication login interface. At the top, it says "USDA eAuthentication U.S. DEPARTMENT OF AGRICULTURE" and "eAuth". The 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." A red arrow points from this callout box to the "Remember my user type" checkbox, which is also highlighted with a red box.

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 [Add] [View]

Annotations:

- Red arrow points to the "PROJECTS & PROGRAMS" menu item.
- Yellow box: "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."
- Red arrow points from the yellow box to the "View" button in the "Projects & Programs" card.

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:  [Search]

Project Director/Initiator:  [Search]

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.

Export All

Sort By: Last Updated: Most Recent

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

Annotations:

- Red arrow points from the yellow box to the "Project Director/Initiator" search box.
- Red box highlights the title "Development and Implementation of Alternative Pest..."
- Red box highlights the title "The controls of carbon allocation and retention in the..."
- Red arrow points from the yellow box to the highlighted titles.

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

Back to Projects & Programs Overview

PRINT PROJECT

VIEW CHANGE LOG

MANAGE PROJECT

Texas A&M University

Approved as of [REDACTED]

Project Director [REDACTED]

Performing Department

Code Name 0910 [REDACTED]

Org Project Number

Prefix Number TEX0 [REDACTED]

Results	Amount	Fiscal Year(s)
	2	2022 - 2021

Funding Source [REDACTED]

Primary Critical Issue Not Provided

Start Date [REDACTED]

End Date [REDACTED]

Accession Number [REDACTED]

Submitted Date [REDACTED]

Approval Date [REDACTED]

DUNS/UEI Not Provided

Click on the blue chevron to expand the results section

Click "ADD RESULT"

Results

Results	Status	Fiscal Year	View Details
	APPROVED	2022	View Details
	APPROVED	2021	View Details

ADD RESULT

This section will show any past results where a result was saved, at minimum in a DRAFT status. The status of each report in NRS is indicated under the "Status" column.

Clicking on the view details will display the information previously entered for that result

Click on the "ADD RESULT" button to add a result on the project that is selected

The following screen appears.

The screenshot shows a web form titled "Add Result". At the top, there are three columns: "Organization", "To Project / Program", and "Primary Critical Issue". Below these columns, there are three yellow callout boxes with red borders and arrows pointing to specific form elements. The first callout box points to the "Organization" field and contains the text: "Enter the title for your results. The title entered should accurately reflect the overall meaning and contents of the progress report." The second callout box points to the "Primary Critical Issue" field and contains the text: "Select the correct FY from the drop down options. Remember this is referring to the federal fiscal year. (i.e. 10/1/2022 - 9/30/2023 = FY 2023)". The third callout box points to the "Fiscal Year" dropdown menu and contains the same text as the second callout box. Below the callout boxes, there is a checkbox labeled "Nothing Significant to Report". Below the checkbox, there is a "Title" field with a red border and a character count of "0 / 175". To the right of the "Title" field is a "Fiscal Year" dropdown menu with a red border and a character count of "0 / 175". Below the "Fiscal Year" dropdown menu, there is a note: "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." At the bottom of the form, there is a text area with a red border and a character count of "0 / 175".

**Add Result**

Organization To Project / Program Primary Critical Issue

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

Select the correct FY from the drop down options. Remember this is referring to the federal fiscal year. (i.e. 10/1/2022 - 9/30/2023 = FY 2023)

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.

**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 Text Background Color Bulleted List Numbered List Indent Left Indent Right Quote 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.**

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

0 / 10000

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

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0 / 10000

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

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0 / 10000

**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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0 / 10000

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

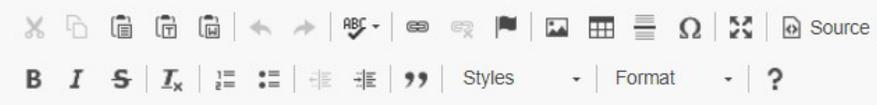
Organization	To Project / Program	Primary Critical Issue
Texas A&M University		If this project was recently approved, or it's truly accurate that there's not enough information to report in the reporting period, you may click on the box to indicate "Nothing Significant to Report". However, clicking this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

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.



Click SAVE AND CONTINUE once you are done entering your comments

0 / 8000

Additional Resources

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

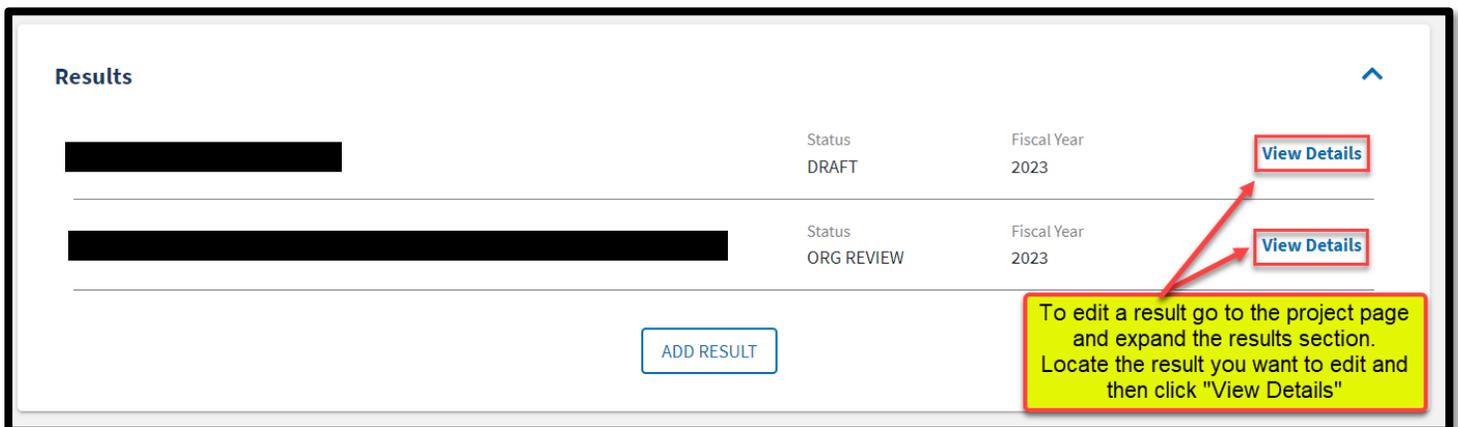
Note: "Save & Continue" only appears when a change has been made to the project in Draft. If no changes are made, you will only see "Submit for Organizational Review". If a change is made, you can select "Save & Continue" to come back to your work later in Draft OR "Submit for Organizational Review".

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 web interface titled "Results" with a table of results. The table has columns for "Status" and "Fiscal Year". Two results are visible: one with status "DRAFT" and fiscal year "2023", and another with status "ORG REVIEW" and fiscal year "2023". Each row has a "View Details" button. Below the table is an "ADD RESULT" button. A yellow callout box with a red border contains the text: "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'". Red arrows point from the callout box to the "View Details" buttons in the table.

Status	Fiscal Year	Action
DRAFT	2023	<a href="#">View Details</a>
ORG REVIEW	2023	<a href="#">View Details</a>

[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]

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

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

**Last step! Email Kylie at [kylie.daniels@ag.tamu.edu](mailto:kylie.daniels@ag.tamu.edu) that you've submitted your Progress Report/Results.**

## Flow Chart for Submitting Results in NRS

