

CAHNRS OFFICE OF RESEARCH

Procedures for Annual and Final Progress Reports for Capacity Projects in NIFA Reporting System Reports



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TABLE OF CONTENTS

Research project types	3
Requirements and due dates.....	4
General workflow, submission, and approval processes.....	4
Starting NIFA Reporting System (NRS) reports.....	5
Entering data for a report.....	6
Manage projects.....	6
Add results.....	7
Gap in knowledge.....	8
Non-technical summary.....	8
How your target audience benefitted from your project.....	9
How the broader public benefitted from your project.....	9
Comments.....	10
Saving, printing, and signatures.....	11

Research Project Types

The U.S. Department of Agriculture's National Institute of Food and Agriculture (NIFA) supports the research, education, and extension efforts of land-grant institutions. One source of support that NIFA provides land-grant institutions is through capacity funds. Federal capacity funds provide vital support for a broad base of critically important research and extension programs that address local, state, and national issues. Capacity funds are available annually on a non-competitive basis and are matched at the state and local levels. The amounts allocated to each state varies by the rural population, farm population, forest acreage, and poverty rates within the state. These variables constitute the formula for funding of each institution.

The aim of these funds include to:

- Promote collaborations among scientists for forming national research and extension systems/projects needed for addressing complex and regional challenges,
- Provide institutions the flexibility to address local and regional emergencies and emerging challenges while sustaining long-term research programs, and
- Strengthen the infrastructure and capabilities of land-grant institutions.

Capacity funds are divided into Hatch, Hatch multistate, Evans-Allen, McIntire-Stennis, Animal Health, 1890's Extension, Renewable Resources Extensions, and Smith-Lever funds.

1. Hatch projects support research and training of students at state agricultural experiment stations.
2. Multistate Hatch projects bring together researchers from more than one state to address a large and complex issue important to the region or nation.
3. Evans-Allen funds support research at the 1890 historically black colleges and land-grant universities.
4. McIntire-Stennis projects are focused on forestry research and training at state agricultural experiment stations, forestry schools, and land-grant forestry research programs.
5. Animal Health and Disease projects enhance the capacity of veterinary schools and state agricultural experiment stations to conduct research to improve the health of poultry, livestock, aquaculture, and other income-producing animals.
6. 1890 funds provide primary support for Extension programs in 1890 land-grant institutions. Not available at WSU.
7. Renewable Resources Extension Act funds support forest and rangeland education programs that benefit landowners and land managers, communities, and the environment.
8. Expanded Food Nutrition Education Program provides nutrition education programming to low-income families to help them develop healthy habits in eating, physical activity, food handling, and food storage.
9. Smith-Lever 3(b) & (c) funds established the Cooperative Extension System which translates knowledge into solutions that help improve people's lives.

Faculty at WSU CAHNRS are encouraged to participate in at least one Hatch, Hatch Multi-state, McIntire-Stennis, or Animal Health and Disease Research project so that they may be supported, in part, by these federal funds. Members of these projects are required to provide an annual report no later than **March 1** of their results related to the project. These results should encompass accomplishments from the year of research and provide high-level summaries and impacts from the project using the prompts provided by NIFA. Results are used to write the NIFA Annual Report for all COR and should be written with quality and demonstrate the results of each project clearly and in non-technical terms.

To determine where your report should be submitted, refer to **Table 1**.

Table 1 Project/Program Type Determination

If your project is funded by....	Then your project report goes to:
Capacity (formula funded projects), then it is either a Hatch, Hatch Multistate, Evans-Allen, McIntire-Stennis, Animal Health, RREA, or Smith Lever project or program.	NIFA Reporting system (NRS)
A competitive grant application that was awarded through submission through Grants.gov, and you have a proposal award number.	NIFA REEport

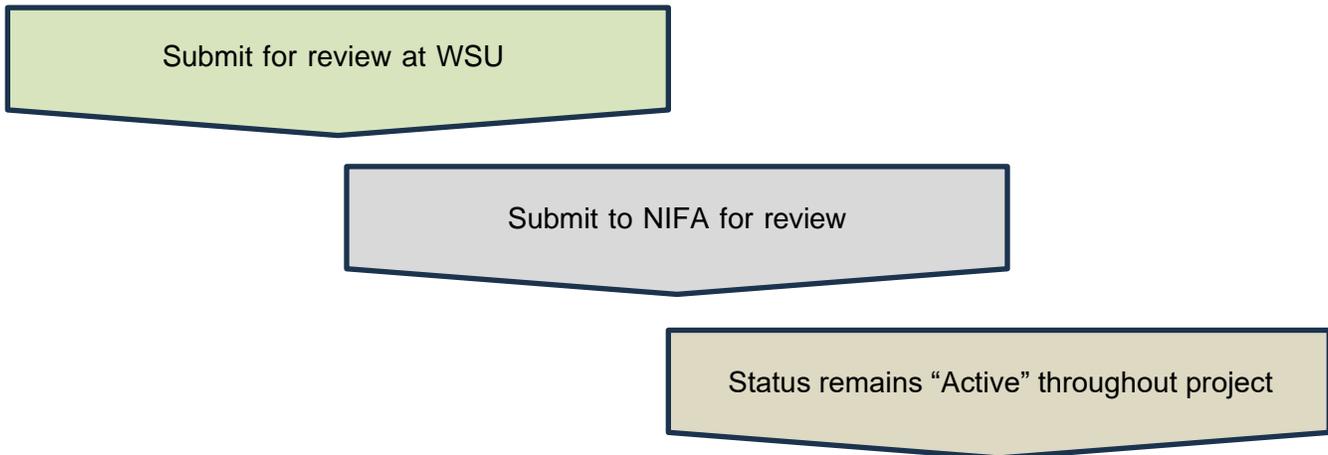
Requirements & Due Dates

Annual progress reports for NIFA formula-funded projects (capacity funds) are to be submitted **no later than March 1** of the following year (Example: October 1, 2022 through September 30, 2023 must be reported no later than March 1, 2024). Reports must detail the work that was done during the federal fiscal year, which begins October 1 and ends September 30 of the following year. If the project begins during the federal fiscal year, the accomplishments that are reported in the first progress report is from the start date of the project through the remainder of the federal fiscal year. Subsequent progress reports cover each full federal fiscal year.

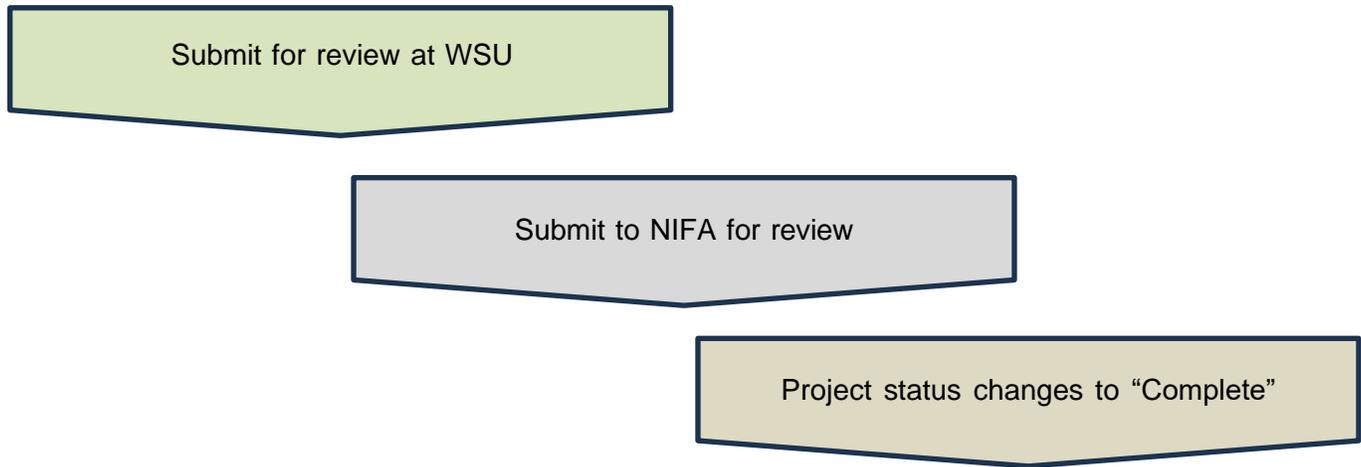
General Workflow, Submission and Approval Processes

NIFA has published a reporting guide (<https://www.nifa.usda.gov/sites/default/files/2023-01/NIFA%20Reporting%20System%20User%20Guide%20%281.25.23%29.pdf>) that may be helpful as you develop your NRS reports.

Annual progress reports follow this process:



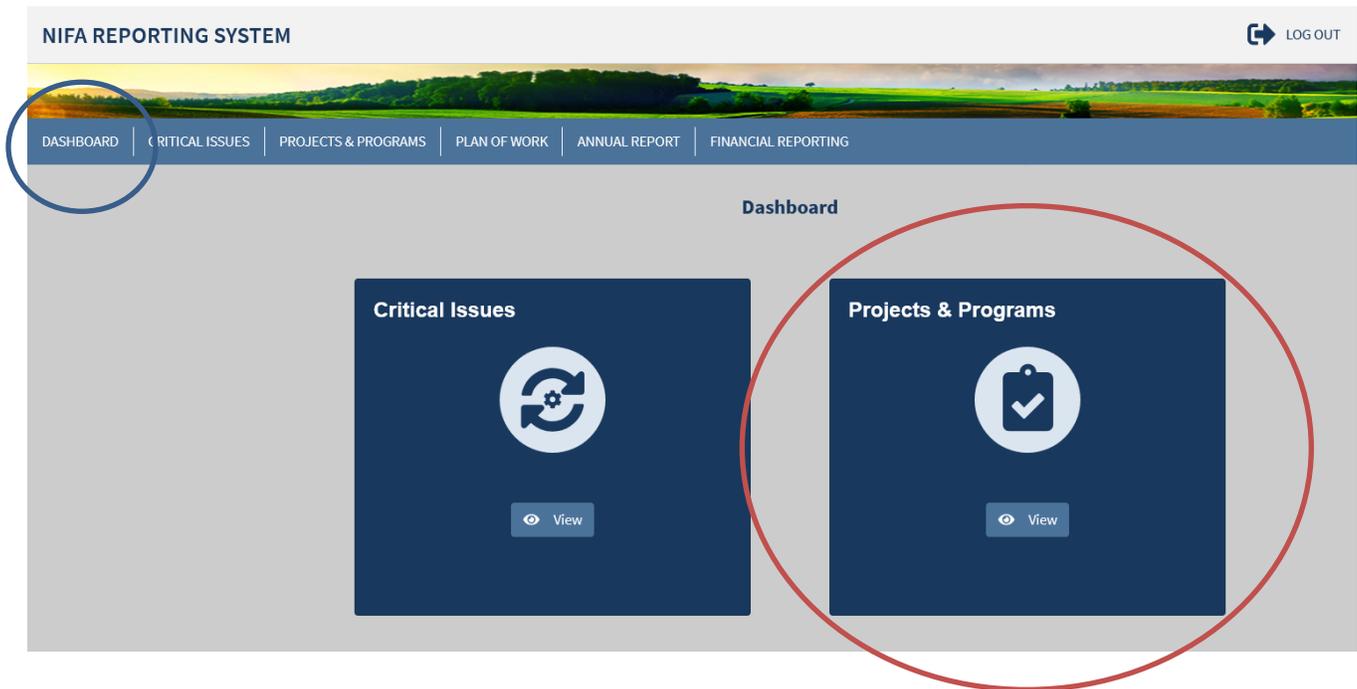
The final report follows a similar process:



The project status will also change to “Complete” if the project’s original end date has passed, even if the Final Report has not been submitted and is overdue.

Starting NRS Reports

After logging in to the NRS system <https://nrs.nifa.usda.gov/portal>, start at the Dashboard.



At the project’s home page, click on VIEW in the Projects and Programs box.

NIFA REPORTING SYSTEM LOG OUT ELLEN YEATES

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | PLAN OF WORK | ANNUAL REPORT | FINANCIAL REPORTING

Projects & Programs

[ADD PROJECT / PROGRAM](#)

[Overview](#) | [Results](#)

Enter keywords or phrases to begin search... [SEARCH](#)

Can search for Accession Number, Project Title, etc.

Project Number Prefix

WNN

WNP

WNV

View Fiscal Year

[Q](#)

Project Director / Initiator

[Q](#)

[Export All](#)

Sort By
Last Updated: Most Recent

	Status	Project Director	Last Updated
Molecular Plant Sciences: Plant Productivity in a Dynamic Environment	APPROVED	Smertenko, Andrei	JOHN ERICKSON 07/17/2024 4:29 PM

On this page, you can search for a project by WSU project number, accession number, or the project name using the search field. You can also search under the Project Director's name to identify and choose a project.

NIFA REPORTING SYSTEM LOG OUT ELLEN YEATES

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | PLAN OF WORK | ANNUAL REPORT | FINANCIAL REPORTING

[Back to Projects & Programs Overview](#) [PRINT PROJECT](#) [VIEW CHANGE LOG](#)

Molecular Plant Sciences: Plant Productivity in a Dynamic Environment

Washington State University
Approved as of 12/12/2022

[MANAGE PROJECT](#)

Project Director
Andrei Smertenko

Performing Department
Code Name
8111 Inst of Biological Chemistry

Org Project Number
Prefix Number
WNP 0008

Results	Amount	Fiscal Year(s)
	1	2023

Funding Source	Primary Critical Issue	Start Date	End Date	Accession Number
Research Capacity Fund (Hatch)	Sustainability, Security and Resilience	12/12/2022	09/30/2027	7003632
		Submitted Date	Approval Date	DUNS/UEI
		09/12/2022	12/12/2022	Not Provided

Once you have selected the project, click on the title to take you to the **Manage Projects** page. From this page, you can enter annual and final reports.

Look at the white RESULTS box. Go to the right and click on the drop-down menu to select the fiscal year that you will use to enter data for either the annual or final report.

NIFA REPORTING SYSTEM LOG OUT

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | PLAN OF WORK | ANNUAL REPORT | FINANCIAL REPORTING

< Back to Projects & Programs Overview PRINT PROJECT VIEW CHANGE LOG

Lipids In Plants: Improving and Developing Sustainability of Crops ("LIPIDS of Crops")
 Washington State University
 Approved as of 04/27/2021

MANAGE PROJECT

Project Director
Philip Bates

Performing Department
Code Name
8111 Inst of Biological Chemistry

Org Project Number
Prefix Number
WNP 00852

Results

Results	Status	Fiscal Year	View Details
Elucidating the control of plant oil accumulation and designer fatty acid compositions	APPROVED	2023	View Details
Elucidating the control of plant oil accumulation and designer fatty acid compositions	APPROVED	2022	View Details

ADD RESULT

Under the results box, it will list the history of reports already submitted. By clicking on the **ADD RESULT** box at the bottom of the page, you can add the report for the current year.

Clicking on ADD RESULT will lead to the screen below appearing. Here you will add a title that will describe the research you are reporting on this federal fiscal year. If this is a final report, put the title in as FINAL REPORT. You can add multiple results per year if you give each one a unique title.

NIFA REPORTING SYSTEM LOG OUT ELLEN YEAT

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | PLAN OF WORK | ANNUAL REPORT | FINANCIAL REPORTING

<

Add Result

Organization	To Project / Program	Primary Critical Issue
Washington State University	"Lipids In Plants: Improving and Developing Sustainability of Crops ("LIPIDS of Crops")"	Agriculture and Natural Resources

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.

Click on the drop-down arrow in the **Fiscal Year** box and select the applicable fiscal year. Remember that a federal fiscal year goes from October 1 to September 30 of the next calendar year.

NIFA REPORTING SYSTEM LOG OUT  ELLEN YE

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | PLAN OF WORK | ANNUAL REPORT | FINANCIAL REPORTING

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



body p

0 / 10000

In this field, describe what issue or **gap in knowledge** your research addressed during this reporting period. Keep the characters (including spaces) under 10,000. The number of characters is counted and listed in the bottom right corner.

Provide a lay summary of your results.

NIFA REPORTING SYSTEM LOG OUT 

DASHBOARD | CRITICAL ISSUES | PROJECTS & PROGRAMS | PLAN OF WORK | ANNUAL REPORT | FINANCIAL REPORTING

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.

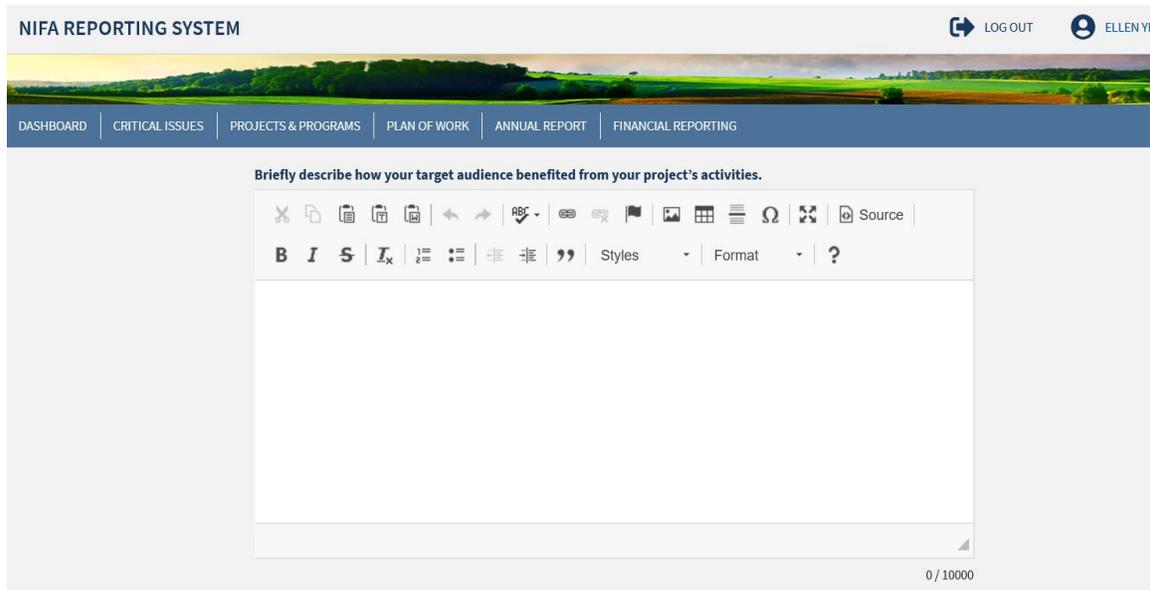


body p

0 / 10000

Enter the results of your aims or objectives in non-technical terms. Again, keep the number of characters in this section under 10,000.

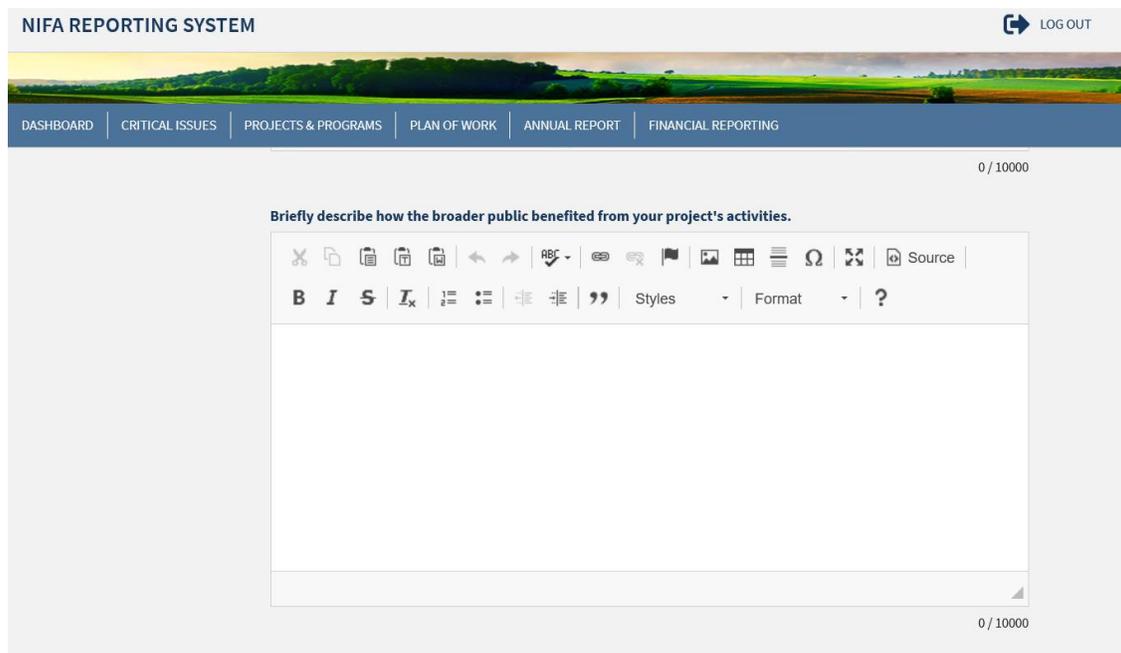
How did your target audience benefit from your research? Articulate that in the field below.



The screenshot shows the NIFA Reporting System interface. At the top, there is a header with the text "NIFA REPORTING SYSTEM" on the left, a "LOG OUT" button with a right-pointing arrow, and a user profile icon labeled "ELLEN Y". Below the header is a navigation bar with several menu items: "DASHBOARD", "CRITICAL ISSUES", "PROJECTS & PROGRAMS", "PLAN OF WORK", "ANNUAL REPORT", and "FINANCIAL REPORTING". The main content area features a text editor with the prompt: "Briefly describe how your target audience benefited from your project's activities." The editor includes a rich text toolbar with icons for undo, redo, bold, italic, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, text wrap, indent, outdent, quote, styles, format, and help. A character count "0 / 10000" is visible at the bottom right of the editor.

Report who your research is aimed to help and how your research and activities directly benefited them. This is also known as the private value statement. Keep your response to less than 10,000 characters.

How does society benefit from your research? Articulate that in the report box noted below.



The screenshot shows the NIFA Reporting System interface, similar to the one above. The header and navigation bar are identical. The main content area features a text editor with the prompt: "Briefly describe how the broader public benefited from your project's activities." The editor includes the same rich text toolbar as the previous form. A character count "0 / 10000" is visible at the bottom right of the editor.

Report how this research benefited society as a whole; this is your public value statement. This statement provides a means to show the impact of your research in a way that builds public and government support. If your research is basic, it may be that this is a potential benefit in the future that may be realized. Keep your response to less than 10,000 characters.

Comments.

The screenshot shows the 'NIFA REPORTING SYSTEM' interface. At the top, there is a navigation bar with 'DASHBOARD', 'CRITICAL ISSUES', 'PROJECTS & PROGRAMS', 'PLAN OF WORK', 'ANNUAL REPORT', and 'FINANCIAL REPORTING'. Below this is a header image of a landscape. The main content area is titled 'Comments (optional)' and contains a text area with a rich text editor toolbar. The toolbar includes icons for undo, redo, bold, italic, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert table, insert link, and source. Below the toolbar is a large text input area. At the bottom right of the text area, it says '0 / 10000'. At the bottom of the form, there are two buttons: 'CANCEL' and 'SAVE AND CONTINUE'.

This is an optional section to explain difficulties you have encountered in your research and how you are addressing them. This is also where you should cite your publications generated from your research. The character limit remains 10,000 for this section.

Final steps: Save, print, and have your department chair or director sign and forward your draft report to the CAHNRS Office of Research (COR) for review and signatures prior to submission to NIFA.