



Beginning with Fiscal Year (FY) 2022, all **capacity-funded** projects and programs will be managed in the NIFA Reporting System (NRS). Some FY2021 reporting, however, will be completed in REEport or through other means. Please use the guide below to determine where you will be performing each reporting activity.

### Where should I be completing capacity reporting activities?

For capacity-funded research projects, only final and financial reports will occur in REEport. Ongoing results reporting for active research projects and extension programs will occur in NRS. Submitting a result to NRS will satisfy progress report-related requirements.

FY 2021 Reporting	System	Rationale	Deadline
<b>FINAL REPORTS for projects completed in FY2021</b>	REEport	<b>For projects with an end date on or before September 30, 2021:</b> Project Directors will complete final reports in REEport per usual.	March 1 <sup>st</sup> .
<b>REPORTING FOR CONTINUING PROJECTS/ PROGRAMS</b>	NRS	<p><b>For projects and programs continuing into FY 2022:</b> All capacity-funded activities will report their results in NRS for the following funding sources:</p> <ul style="list-style-type: none"> <li>• Hatch (Regular)</li> <li>• Hatch Multistate</li> <li>• Evans-Allen (Section 1445)</li> <li>• Smith-Lever 3(b) &amp; 3(c) AREERA</li> <li>• 1890 Extension (Section 1444)</li> <li>• Animal Health and Disease Research</li> <li>• McIntire-Stennis Cooperative Forestry</li> <li>• Renewable Resources Extension Act (RREA)</li> </ul> <p>If you are not seeing your continuing project in the NRS, please reach out to <a href="mailto:pow@usda.gov">pow@usda.gov</a></p>	March 1 <sup>st</sup> .
<b>Research Financial Reporting</b>	REEport and TBD	Projects that were active in REEport at any time in FY2021 will complete their financial reports in REEport. Templates downloaded from REEport will list all projects that were active in FY2021,	February 1 <sup>st</sup> .



		<p>including projects that were “migrated” to the NIFA Reporting System.</p> <p>Financial information on projects that were initiated in NRS AND approved to start in FY2021 will be collected manually using the same template as issued by REEport. A list will be provided to each institution in December 2021.</p>	
<b>Extension Program Reporting</b>	NRS	All extension programs will submit results at the program or critical issue level.	Target March 1 <sup>st</sup> .
<b>Extension Financial Reporting</b>	TBD	Financial reporting guidance for extension programs will be issued early December. At a minimum, NIFA will ask for dollars spent on youth programs.	Target March 1 <sup>st</sup> .
<b>Annual Report of Accomplishments and Results (POW)</b>	NRS	The NRS’ streamlined format will allow top-line achievements to be entered for critical issues and incorporate highlights from all research projects and extension program results, eliminating redundant data calls and data entry.	Target April 1 <sup>st</sup>
<b>OGFM Supplemental</b>	TBD	NIFA will integrate the OGFM Supplemental into the NRS as part of the new financial form. Guidance will be issued shortly for submitting FY2021 information.	Target April 1 <sup>st</sup>
<b>Plan of Work (POW in the Institutional Profile)</b>	TBD	The yearly update to the Plan of Work is still slated for completion in the Institutional Profile; however, guidance on how to update and maintain the Critical Issues will be forthcoming as we add features in NRS to manage them.	Target April 1 <sup>st</sup>



### What should I plan on reporting this fiscal year?

All research projects and extension programs that show significant results should prepare to describe the following about what has been accomplished:

- 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.
- Briefly describe how your target audience benefited from your project's activities.
- Briefly describe how the broader public benefited from your project's activities.
- Describe and explain any major changes or problems encountered in your approach. Additionally, note opportunities for training and professional development if 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.
- For other products, such as publications, patent disclosures, and plant variety protections (PVP), NIFA is pursuing less burdensome ways of collecting this information. For peer-reviewed journals, we will, in the future, ask for the digital objective identifier (DOI) associated with the journal article. For patent disclosures and PVPs, we are working with the iEdison team and USDA partners to collect these electronically.

There may be instances in which projects have yet to obtain significant results. In this case, the Project Directors (PDs) and points of contact may provide optional comments instead.

### When does the reporting period start/end?

The new approach to results will allow PDs and points of contact for extension to enter the results as soon as they are achieved; however, that activity is still likely to occur once a year.

Each organization may set their own internal deadlines for when they expect results to be recorded, but NRS will continue to target **March 1, 2022** as the due date.

Please note that projects and programs for which results have been entered in the NRS will satisfy the annual progress reporting requirement. Users will be able to perform activities such as monitoring the status of results reporting, view changes, and follow up on late entries.

### Who should I contact if I have additional questions?

If you are unsure of where you should complete your final reporting activities or have other questions that you would like to raise to the NRS team, please reach out at [pow@usda.gov](mailto:pow@usda.gov).