Beginning with Fiscal Year (FY) 2022, all capacity projects and programs will be managed in the NIFA Reporting System (NRS). As research projects close out or complete regular reporting activities, there will be some differences depending on your specific project or program's end date.

For projects and programs that fall under the Plan of Work funding streams, reporting will focus on adding results that contribute to the broader Annual Report of Accomplishments and Results for your state's Critical Issues, while other capacity programs will follow a similar streamlined approach. 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
FINAL REPORTS for projects completed in FY2021	REEport	**For projects with an end date on or before September 30, 2021:** Project Directors will complete final reports in REEport per usual.	March 1st
REPORTING FOR PROJECTS & PROGRAMS ACTIVE IN FY2022	NRS	**For projects and programs continuing into FY 2022:** All reporting activities will be completed in NRS. All capacity-funded activities will report their results in NRS for the following funding sources: • Hatch (Regular) • Hatch Multistate • Evans-Allen (Section 1445) • Smith-Lever 3(b) & 3(c) AREERA • 1890 Extension (Section 1444) • Animal Health and Disease Research • McIntire-Stennis Cooperative Forestry • Renewable Resources Extension Act (RREA)	April 1st

		If you are not seeing your continuing project in the NRS, please reach out to nrs@usda.gov	
Financial Reporting	REEport	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, including projects that were "migrated" to the NIFA Reporting System.	February 1st
	NRS	Financial information on projects initiated in NRS AND approved to start in FY2021 will be collected manually using the template issued by REEport. A list will be provided to each institution in December 2021.	
Extension Program Reporting	NRS	All extension programs will submit results at the program level. There will also be the option to submit results at the Critical Issue level in the annual report process.	April 1st
Extension Financial Reporting	By email	NIFA will be requesting expenditures on youth programs. The NRS team will work with the organizational administrators to collect the information.	Target March/April
Annual Report of Accomplishments and Results (POW)	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.	May 2nd
OGFM Supplemental	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.	April 1st
Plan of Work (POW in the Institutional Profile)	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.	TBD but after the Annual Report

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.

Results:

- 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.

Other information if applicable:

- Describe and explain any major changes or problems encountered in your approach.
- Opportunities for training and professional development if provided.
- Dissemination of results to communities of interest.
- What the project or program plans to do during the next reporting period to accomplish the goals.
- Peer-reviewed publications (full-text citation)

Patent disclosures and plant variety protections (PVP) will be collected from iEdison and the Plant Variety Protection office at USDA, respectively. We will eventually request the digital objective identifier (DOI) associated with journal articles for peer-reviewed journals that provide a DOI. Full-text citations will also be acceptable.

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 in future years.

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 to nrs@usda.gov.