

NIFA Reporting System (NRS) (formerly REEport)

In order to receive USDA-NIFA funding from a competitive or formula funded grant, a Research Project Initiation report must be submitted to NIFA. A Research Project consists of a set of peer-reviewed, research-focused activities that are organized around a set of objectives and drive toward specific outcomes. Capacity-funded Research Projects address Critical Issues identified through statewide stakeholder input. They provide minimum standards for reporting that comply with federal requirements and feed into individual state Plan of Work accomplishments.

Critical Issues often describe current conditions and the desired future state. Projects set boundaries around distinct activities that aim to advance knowledge, change behavior, and ultimately lead to the desired change in environment identified in the Critical Issue description.

Only after the NIFA National Program Leader (NPL) reviews and approves the project and puts it in “Active” status is the Project Director (PD) allowed to spend formula funds on that research.

Please refer any questions about completing the Project Initiation Forms to Jen McMahon, ARD NRS Site Administrator by either e-mail jmcmahon10@unl.edu or phone 472-7082.

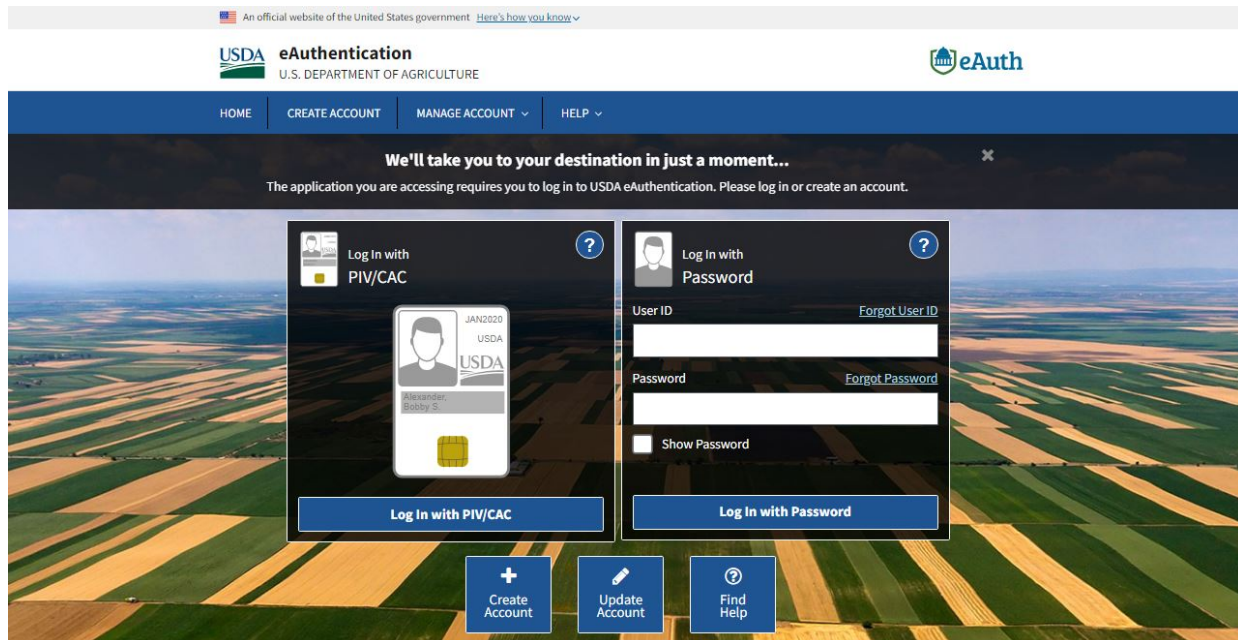
For a more comprehensive guide please click the attached NRS link:

<https://nifa.usda.gov/resource/nifa-reporting-system-user-guide>

NIFA Formula and Non-Formula Project Initiation Summary Guide

Entering the NRS Portal

Go to the NIFA NRS Portal: <https://nrs.nifa.usda.gov/>



Login with your email and password. Your credentials from REEport should have transferred to NRS when they went live with the system.

If you are new to UNL and have not set your password yet you will need to register with USDA's eAuthentication and complete identity verification.

Registration Process

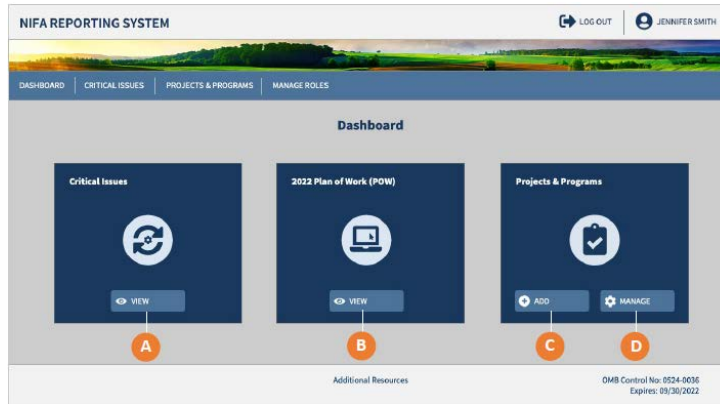
- Upon successful registration and identify verification, users must request a role from their Organizational Administrator
- Please refer to our guides and FAQs located on the launch page for details on registering and requesting a role: <https://go.usa.gov/xG8xE>

Scroll down to FAQs

Resources

- NIFA REPORTING SYSTEM (NRS) NEW
- FAQs
- [Manage Roles Quick Guide](#)
- [eAuthentication Registration Guide](#)
- [NIFA Reporting System Guide](#)

1. Once logged in you will be directed to the portal home page or dashboard. This system includes customized tiles for completing tasks efficiently. Each tile is tied to a different feature within the system (e.g. Critical Issues, Plan of Work, Projects/Programs and Role Management). The tiles displayed on the portal home page match your role and provide access to intuitively complete grant and reporting activities.



- A) Click "View" to open a dashboard where you can access your institution's Critical Issues
- B) Click "View" to log in to the Institutional Profile and access your POW
- C) Click "Add" to create Projects
- D) Click "Manage" to open a dashboard where you can access your institution's projects and programs

2. Click the "Add" button on the Projects & Programs tile to enter your Project Initiation. The information required is as follows:

Research Project Description Field	Required	Rules and Character Limits	Approximate Word Count
Funding Source	Yes	Dropdown based on eligibility	N/A
Primary Critical Issue	Yes	Dropdown	N/A
Prefix (to Organizational Project Number)	Yes	Dropdown	N/A
Organizational Project Number	Yes	20 characters (allows number or letter combination)	N/A
Title	Yes	175 characters	26
Start Date	Yes	Calendar widget, format mm/dd/yyyy	N/A
End Date	Yes	Calendar widget, format mm/dd/yyyy. Max 5 years from start date.	N/A
Project Director	Yes	Dropdown	N/A
Performing Department	Yes	Dropdown	N/A
Non-Technical Summary	Yes	8,000 characters	1,304
Methodology	Yes	8,000 characters	1,304
Integrated Activities: Is this an integrated research and extension activity (AREERA Section 104, 105, and 204)?	Yes, if multistate	Radio button selection	N/A
Integrated Activities Description	Yes	8,000 characters	1,304
Research Effort Categories	Yes	Basic, Applied, Development categories (must sum to 100%)	N/A

Research Project Description Field	Required	Rules and Character Limits	Approximate Word Count
Animal Health Percentage	Yes	Textbox	N/A
Multistate Activities: Is this a multistate activity (AREERA Section 104 and 201)?	Yes	Radio button selection	N/A
Multistate Activities Description	Yes, if integrated	8,000 characters	1,304
Classifications: Knowledge Areas, Subject of Investigation, Field of Science	Yes	3 Dropdowns (minimum 5%, must total to 100%)	N/A
Assurances	Yes	Radio button selection	N/A
Are Human subjects involved? → If "No", proceed to next question → If "Yes", is the project exempt from Federal regulations? → If "No", enter IRB approval date (Date entry or Calendar picker icon) → If "Yes", select the appropriate exemption number → Select Exemption Number (Dropdown) → Enter IRB Approval Date (Date entry or Calendar picker icon)	Yes	Radio button selections, dropdowns, calendar widget and textbox fields	N/A
Are Vertebrate Animals Used? → If "No", proceed to next element → If "Yes", enter the IACUC Approval date (Date entry or Calendar picker icon)	Yes	Radio button selections, dropdowns, calendar widget and textbox fields	N/A

Data Field Definitions & Instructions

Field	Instructions	Supplementary Information
Title	Provide a brief title that speaks to the purpose of the project.	—
Start Date	Select a start date appropriate to the timeframe outlined in the Plan of Work.	New projects and programs can be future dated to match the start of the new fiscal year or the point at which activities will begin according to the Plan of Work.
End Date	Select an end date not to exceed 5 years.	(Applies to Research Projects.) Select an end date on which you plan to stop conducting research on this project. The duration of the project may not exceed 5 years. Projects of shorter duration may be extended without approval but may not exceed a total of 5 years from the original start date.
Project Director	Select from a list of Project Directors.	(Applies to Research Projects.)
Initiator	Select from a list of Initiators.	(Applies to Extension Programs.)
Non-Technical Summary	In lay terms, briefly describe the following: (1) the issue and why it is important, (2) your goal and objectives, (3) the target audiences and how they will benefit, and (4) how your activities lead to the proposed outcomes described in the goal statement or objectives.	—
Methodology	Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods.	—
Integrated Activities	Is this an integrated research and extension activity (AREERA Section 104, 105, and 204)?	Integrated activities are jointly planned, funded, and interwoven between research and extension to solve problems (NIFA Policy Guide, p. 205). See the system guide for acceptable activities.

Data Field Definitions & Instructions (cont.)

Field	Instructions	Supplementary Information
Research Effort Categories	a. Basic	Basic Research is research that has a primary goal of gaining fuller knowledge or understanding of a subject.
—	b. Applied	Applied Research is research that has a primary goal of the practical application (i.e., "use") of already gained or established knowledge to meet a recognized need or help solve a problem.
—	c. Developmental	Developmental Research is research that uses findings to develop (e.g., produce, create, etc.) useful materials, devices, systems, or methods.
Animal Health Component %	Please enter the percentage of animal health research for this project or "0" for none.	—
Multistate Activities	Is this a multistate activity (AREERA Section 104 and 201)?	Multistate activities are collaborative efforts that reflect the programs of institutions in at least two states or territories. Each participating state or territory must collaborate on objectives and be involved in the outcomes.
Classifications	Knowledge Areas	Knowledge Areas (KAs) classify the scientific, extension, or education topic and align with NIFA's 9 Science Emphasis Areas. The 79 KAs are defined in the Classification Manual: http://nifa.usda.gov/resource/manual-classification
—	Subject of Investigation	This Subject of Investigation (SOI) series provides an additional facet for classification. It is generally the object of the research or activity: the class of plant, animal, organism, material, process, procedure, etc., under investigation: http://nifa.usda.gov/resource/manual-classification
—	Field of Science	The Field of Science (FOS) classification consists of a modified version of the fields of science used by the National Science Foundation for various government wide reports: http://nifa.usda.gov/resource/manual-classification
Are Human Subjects involved?	—	Look up assurance numbers: https://ohrp.cit.nih.gov/search/irbsearch.aspx?styp=bsc STATEMENT OF POLICY - Institutions receiving NIFA funding for research are responsible for protecting

Data Field Definitions & Instructions (cont.)

Field	Instructions	Supplementary Information
		human subjects, and providing humane treatment of animals. To provide for the adequate discharge of this responsibility, NIFA policy requires an assurance by the institution's Authorized Representative (AR or AOR) that appropriate committees in each institution have carried out the initial review of protocols and will conduct continuing reviews of supported projects.
Human Subject, Federal Regulations exemption	Select the appropriate exemption number.	<ol style="list-style-type: none"> 1. Research conducted in established or commonly accepted educational settings. 2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless information obtained is recorded in such a manner that human subjects can be identified, and any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk or be damaging. 3. Research not exempt in #2 may be exempt if, in the use of educational tests, the subjects are elected or appointed officials, or federal statutes require that confidentiality will be maintained. 4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens. 5. Research and demonstration projects which are designed to study, evaluate, or otherwise examine public benefit or service programs. 6. Taste and food quality evaluation and consumer acceptance studies.
Are Vertebrate Animals used?	—	<p>Lookup assurance number: https://www.aalas.org/iacuc/iacuc_resources/iacucs</p> <p>Prior to commencing research activities with vertebrate animals, all protocols involving animals in NIFA-funded projects must be approved by the Institutional Animal Care and Use Committee (IACUC). More information can be found here: http://grants.nih.gov/grants/olaw/sampledoc/assur.htm</p>

See Next Page for Plan of Work Codes Appendix

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Appendix A		
2017 Plan of Work – Planned Programs		
Planned Program	KA Code	Knowledge Area
Program # 1 Food Production/ Security and Landscapes	102	Soil, Plant, Water, Nutrient Relationships
	111	Conservation and Efficient Use of Water
	112	Watershed Protection and Management
	132	Weather and Climate
	133	Pollution Prevention and Mitigation
	136	Conservation of Biological Diversity
	201	Plant Genome, Genetics, and Genetic Mechanisms
	203	Plant Biological Efficiency and Abiotic Stresses Affecting Plants
	205	Plant Management Systems
	206	Basic Plant Biology
	211	Insects, Mites, and Other Arthropods Affecting Plants
	212	Pathogens and Nematodes Affecting Plants
	213	Weeds Affecting Plants
	301	Reproductive Performance of Animals
	302	Nutrient Utilization in Animals
	305	Animal Physiological Processes
	307	Animal Management Systems
	311	Animal Diseases
601	Economics of Agricultural Production and Farm Management	
605	Natural Resource and Environmental Economics	
Program # 2 People and Their Wellbeing	201	Plant Genome, Genetics, and Genetic Mechanisms
	204	Plant Product Quality and Utility (Preharvest)
	303	Genetic Improvement of Animals
	308	Improved Animal Products (Before Harvest)
	403	Waste Disposal, Recycling, and Reuse
	501	New and Improved Food Processing Technologies
	502	New and Improved Food Products
	503	Quality Maintenance in Storing and Marketing Food Products
	607	Consumer Economics
	608	Community Resource Planning and Development
	610	Domestic Policy Analysis
	702	Requirements and Function of Nutrients and Other Food Components
	703	Nutrition Education and Behavior
	711	Ensure Food Products Free of Harmful Chemicals, Including Residues from Agricultural and Other Sources
	712	Protect Food from Contamination by Pathogenic Microorganisms, Parasites, and Naturally Occurring Toxins
	724	Healthy Lifestyle
802	Human Development and Family Well-Being	
806	Youth Development	