Capacity Project Annual Progress Reports/Results in NRS

Accessing the Reporting Area

* Navigate to <https://nrs.nifa.usda.gov> and log in (to be able to login, you must have completed your eAuthentification steps, contact Terri Fayle)
	+ Once logged in, you will see the dashboard containing tiles for Critical Issues, 2022 Plan of Work, and Projects & Programs.
* Click on Manage on the Projects & Programs tile
* Find your project by typing your name in the Project Director search field. Once you see the project, click on the Title of the project to open the record.
* Review the record you’ve opened to confirm it’s the right one. You’ll see project title, start end dates, and all the sections of the Project Initiation.
* Once you’ve confirmed you’re on the correct record, in the top quarter of the page there is a box with drop down arrow that says “Results” – this is the reporting area.
* Click the dropdown arrow for Results, then click Add Result.

Reporting Fields

* Choose a title for the Result you are going to add. There can be more than one. Options for the title include:
	+ Objective title – answer the following questions for each objective added
	+ Goal title – answer the following questions for each goal added
	+ Outcome title – answer the following questions for each outcome added
	+ “Annual Progress Report for 20xx-20xx” – this is what I’ve been using when I am copying/pasting from a word document faculty share with me. I don’t know which text would go to a particular goal or objective. For a faculty member typing in their own report, they could more easily breakout the report so each report field can be completed based on a specific goal or objective.
* Choose the Federal Fiscal Year associated with the result you are adding. Chose the correct **fiscal year** for the project is important, as it drives which Annual Report of Accomplishments your reported results will appear in. The Fiscal Year is the second half of your project term, in this case 2021.
1. In 2-3 sentences, briefly describe the issue or problem that your project addresses. (max 8000 characters)
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. (max 8000 characters)
3. Briefly describe how your target audience benefited from your project’s activities. (max 8000 characters)
4. Briefly describe how the broader public benefited from your project's activities. (max 8000 characters)
5. 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. Can add publications, presentations, etc. here. (max 8000 characters)