Annual Progress Report in NRS
(Result Report)

Acronyms used in this tip sheet:
NIMSS: National Information Management Support System
NRS: NIFA Reporting System
OAES: Oregon Agricultural Experiment Station
USDA-NIFA: United States Department of Agriculture National Institute of Food and Agriculture

Jump to guidance for:

1. NIMSS:
   - Participants contribute to a station report, which describes OSU’s contributions to the project during that year.
   - All of the station reports are then used to create a single annual project report, which is ultimately submitted in NIMSS.
   - This project report is approved by the project’s Administrative Advisor.
   - The OAES and USDA-NIFA do not approve this report.

Important Note for Hatch Multistate Research Projects
These projects submit annual reporting in two locations: NIMSS and NRS. For the purposes of the OAES and USDA-NIFA, Hatch Multistate research projects are not considered fully in compliance with reporting requirements until their annual report is submitted in NRS.

Updated: 11/9/2023
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2. NRS:
   - Participants contribute to a report which describes only OSU’s contributions to the project during that year. They may adapt the station report written for NIMSS to address the fields requested in NRS.
   - The OAES reviews this report and facilitates submission.
   - This report receives final review and approval by USDA-NIFA.

The below applies to all research project types as it relates to required annual reporting in NRS.

Project Lead

The project lead is responsible for submitting annual reporting in NRS. Due to how NIFA has designed the reporting portal, only the project lead (as listed in NRS) will be able to submit the report. If there has been a change of project lead, please contact aesresearch@oregonstate.edu so that info can be updated in the reporting portal.

The project lead should reach out to the other participants on the project to gather their contributions. All participants, including the project lead, should expect to describe the work that they did over the last federal fiscal year toward the project objectives. This template shows the fields that NIFA has asked to be addressed. Please note that if the report does not address the prompts or if the report is not substantive, the project participants will be asked to revise by the OAES.

The below section outlines the process for submitting the report.

1. As project lead, you should already have an existing account in NRS associated with your OSU email address. If this is your first-time logging into NRS, you'll need to activate this account. (If you’re not sure what email is associated with your account, the OAES staff can provide that information.) Beginning in 2023, NIFA has made the activation process easier and faster for PIs. The steps are outlined below.
   - Starting on the NRS homepage, select the “Customer” option.
Select the “Login.gov” option.

Select the “Create an account” option.

Follow the prompts to provide the requested information.

If you have difficulty navigating the activation process or if you’re not able to activate your account, please contact aesresearch@oregonstate.edu.

2. Once your account is activated, this section of the NRS User Manual will guide you through submitting the Result Report.

   Please note that if you select “Nothing Significant to Report”, you are required to provide an explanation in the comments section. If the included explanation is considered inadequate by the OAES staff or by NIFA, the project participants will be asked to revise.

3. After you’ve selected Submit for Organizational Review, please notify aesresearch@oregonstate.edu. There are no system-generated notifications for submitted reports, so a quick email from the project lead will ensure that the report is reviewed, revised if needed, and submitted to USDA-NIFA prior to the reporting deadline.

Project Participants

Please reach out to your project lead to provide your contributions toward this report. You should expect to describe the work that you did over the last federal fiscal year toward the project objectives. This template shows the fields that NIFA has asked to be addressed. Please
note that if the report does not address the prompts or if the report is not substantive, the project participants will be asked to revise the OAES.

For any other questions, please contact aesresearch@oregonstate.edu.

For policy and guidance documents as well as other cheat sheets, please visit beav.es/hatch.