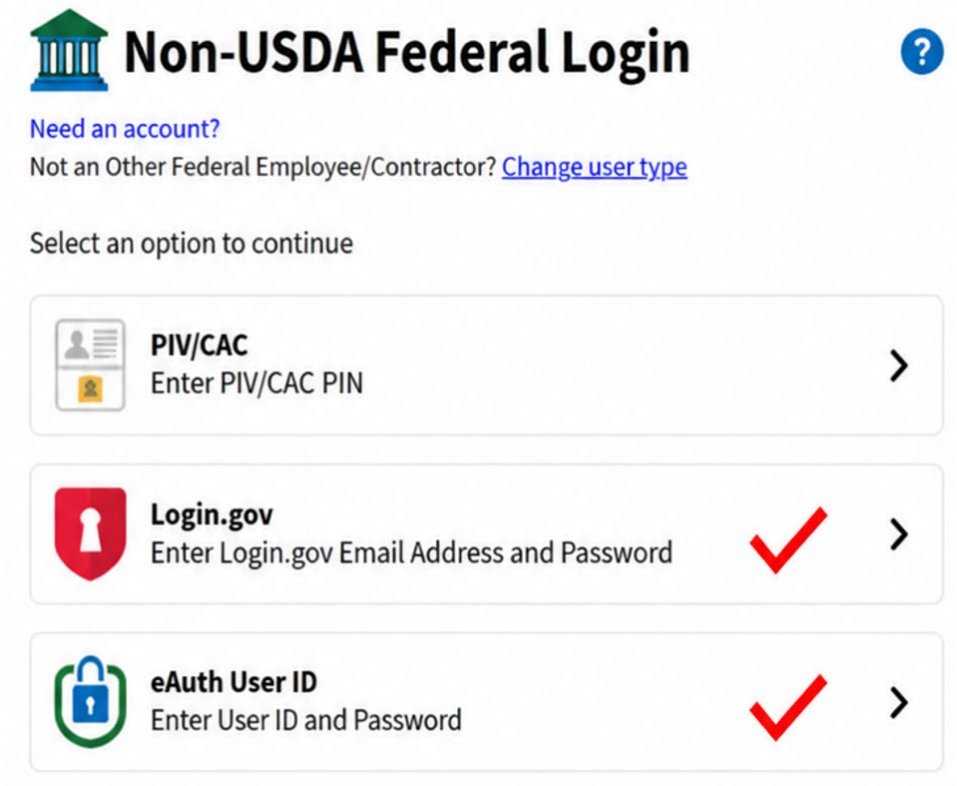
Submitting Capacity Project Annual or Final Report – Step by Step Guide

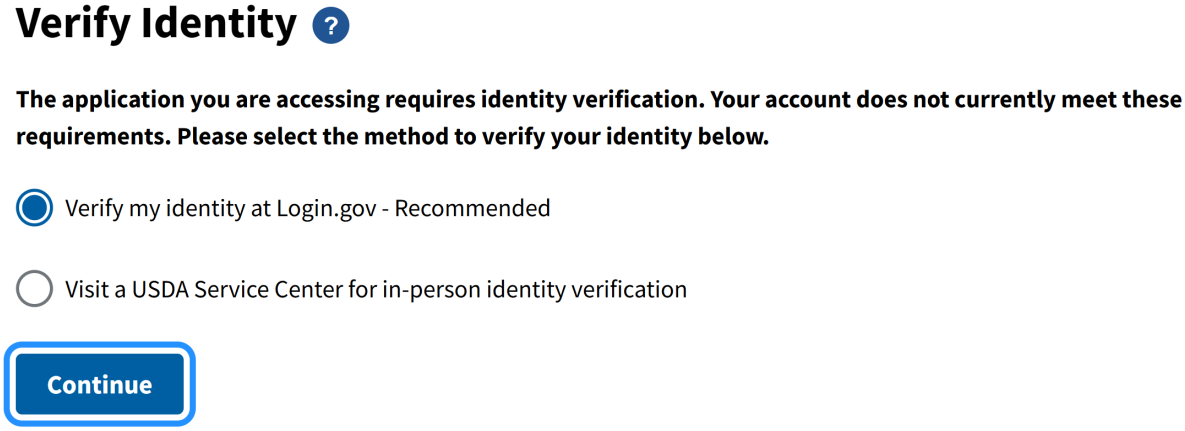
1. Go to the NIFA Reporting System (NRS) at https://nrs.nifa.usda.gov/
2. Go to Login page by clicking the arrow below



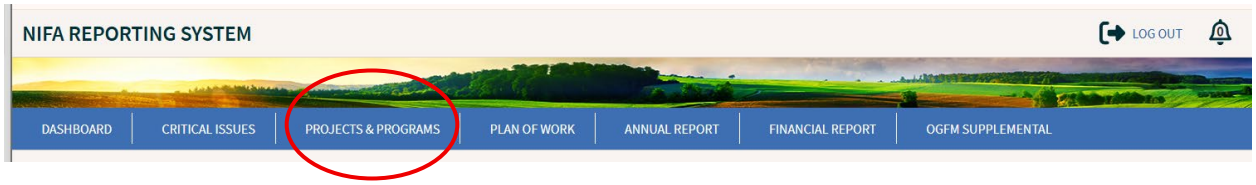
3. You can log in via "Login.gov" or "eAuth User ID" (If you do not have an account with one of them, please create an account after you click on one of the below two choices)



4. **If you have not been verified by the system in the past**, you will be asked to verify your identity after you log in as shown below:

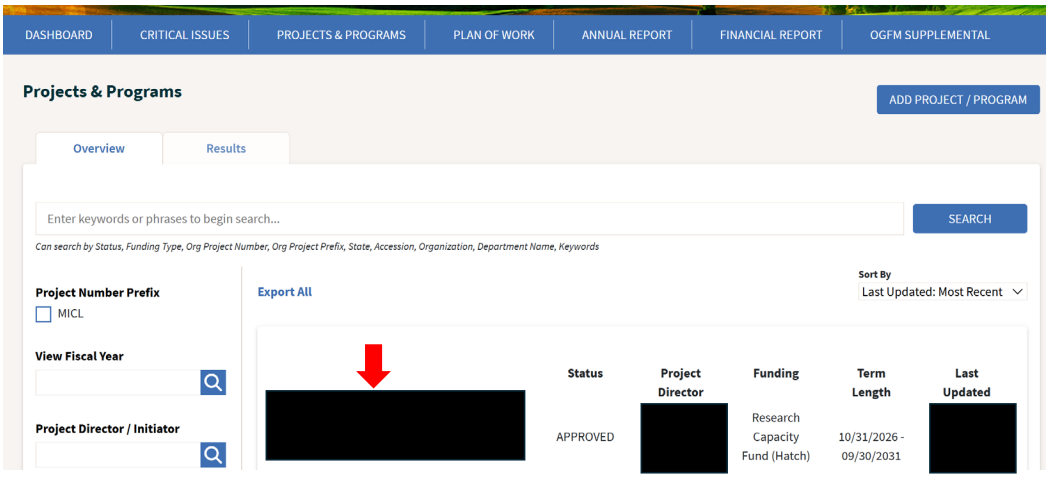


5. Please follow the steps for your identity verification. **Make sure you have your driver's license ready**. Once you are done with the verification steps, it takes you back to the login page shown in step 2 above. Please log in again. Once you log in, you will be taken into the webpage with the following tabs:

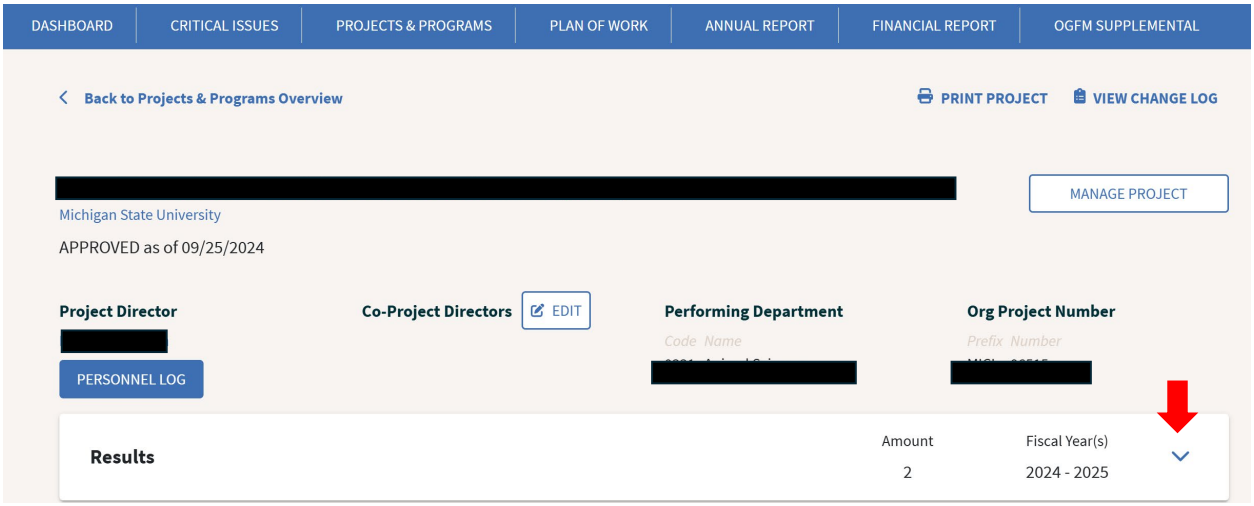


6. **If you have been verified by the system in the past**, you will be taken into the web page as shown above for step 5.

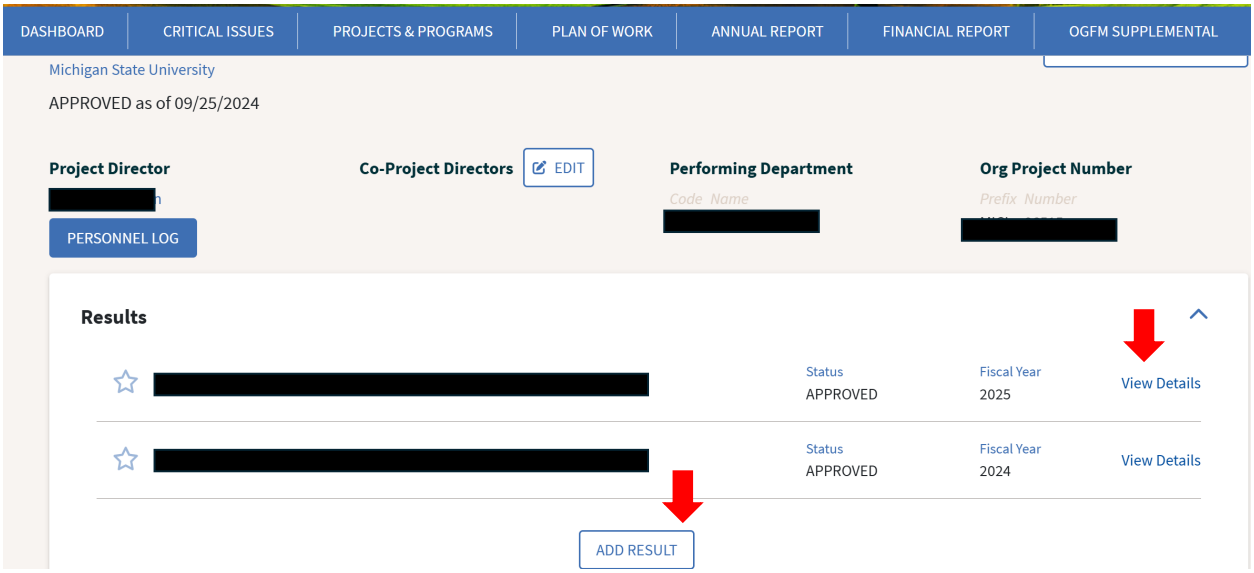
7. Select "PROJECTS&PROGRAMS" tab as circled in redline on the step 5 screen capture and it takes you to the page where all your active projects are listed as shown below (a real example is used and all personal information is blacked out from this point on).



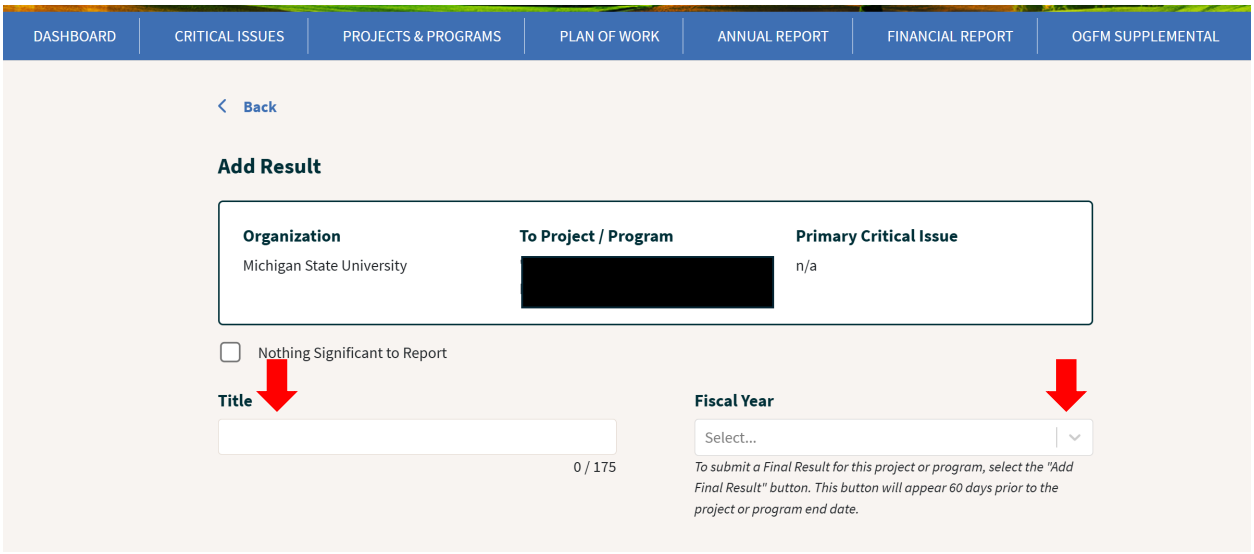
8. Click on your project title (where red arrow on the step 7 screen is), and this will lead to the specific project page as shown below:



9. Click the blue downward arrow (where the red arrow is on the step 8 screenshot) to see your past reports by clicking "View Details" and to add to a new report for the current year by clicking "ADD RESULT" as shown below:

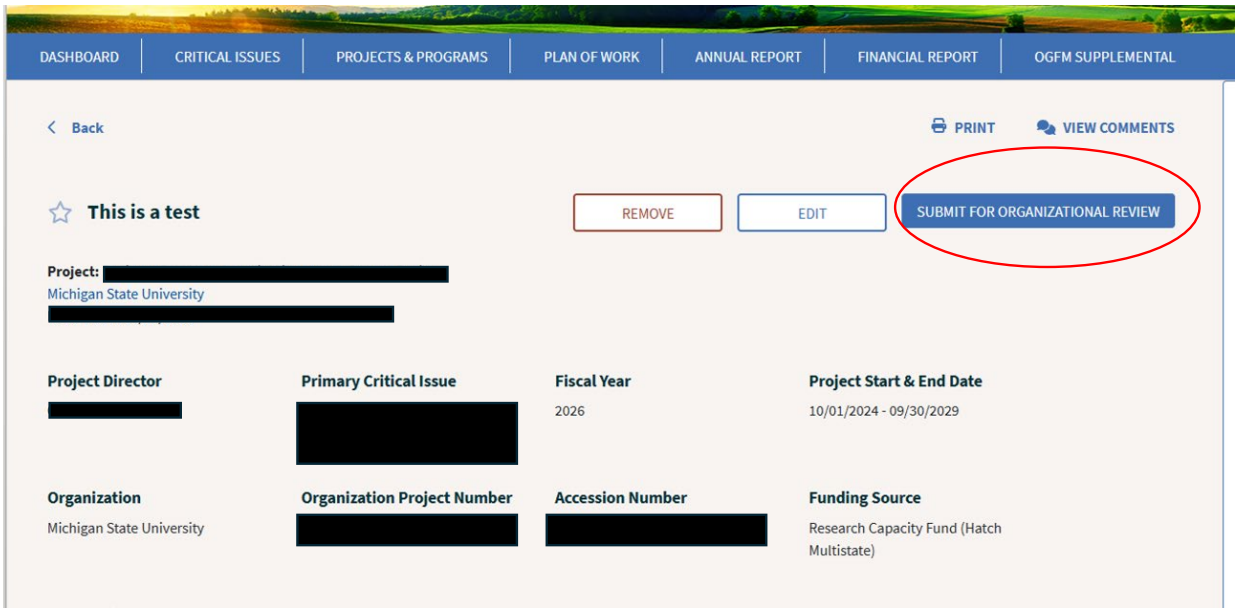


10. After clicking "ADD RESULT", it will take you to the following site. Please add project Title (red arrow on the left) and then select the current fiscal year by clicking the dropdown arrow (red arrow on the right).

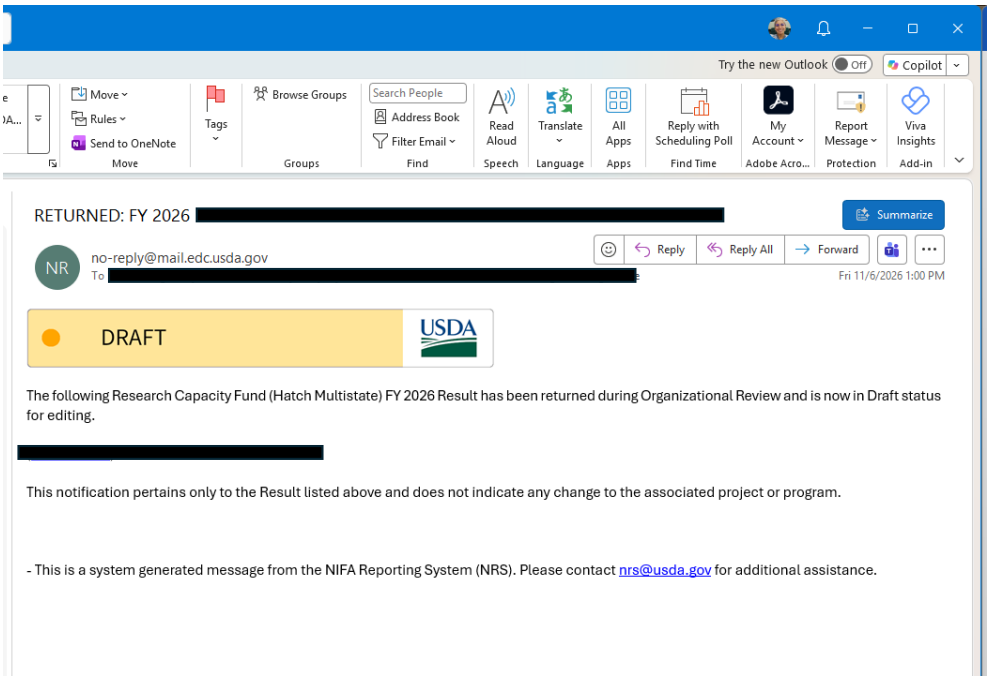


11. Please move on to the 2nd half of the webpage to fill all the boxes with the following categories. **Please write the contents for the following categories in a separate word document first and then cut and paste into each box**:
    - In 2-3 sentences, briefly describe the issue or problem that 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.
    - Comments (**Although it is stated "optional", this is where you should list your publications, presentations, student activities, etc. to demonstrate your productivity of the year**)
      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. Use this field for impact statements if applicable.

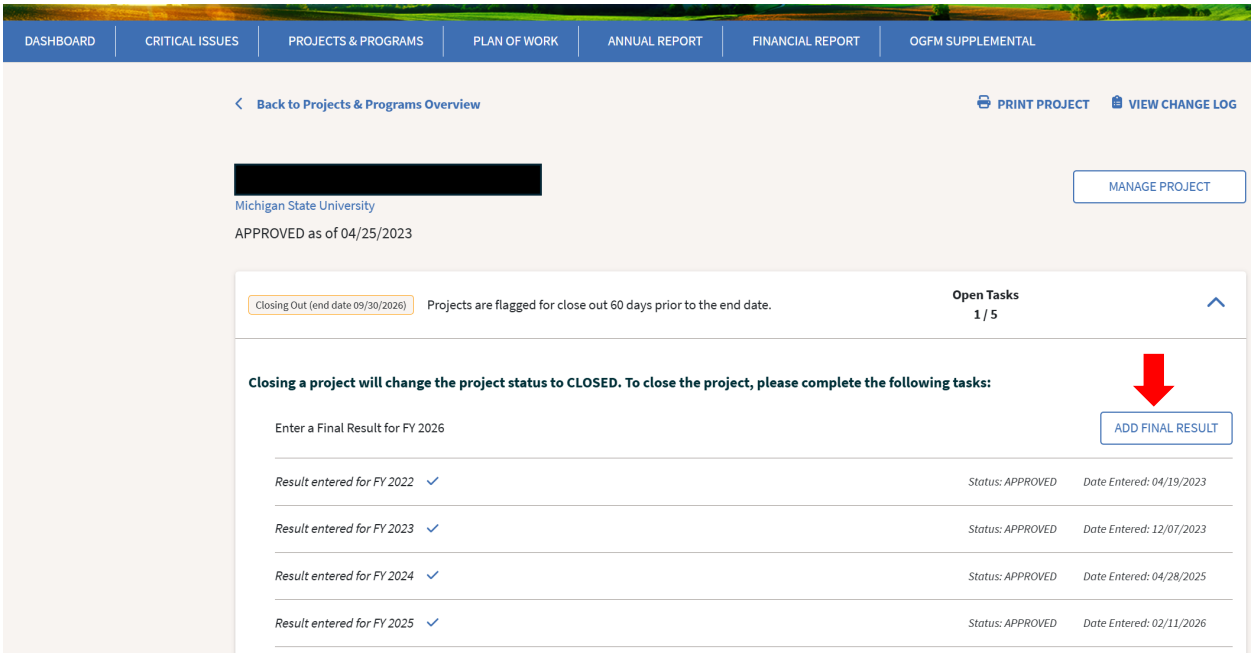
12. Copy and paste the contents created in your separate word document into each category box of the website and then push “SAVE AND CONTINUE” tab at the end of the page
13. Click the “SUBMIT FOR ORGANIZATIONAL REVIEW” (circled in red below). Your report will then be routed to the MSU Capacity Project Administrator, Jackie Henning.

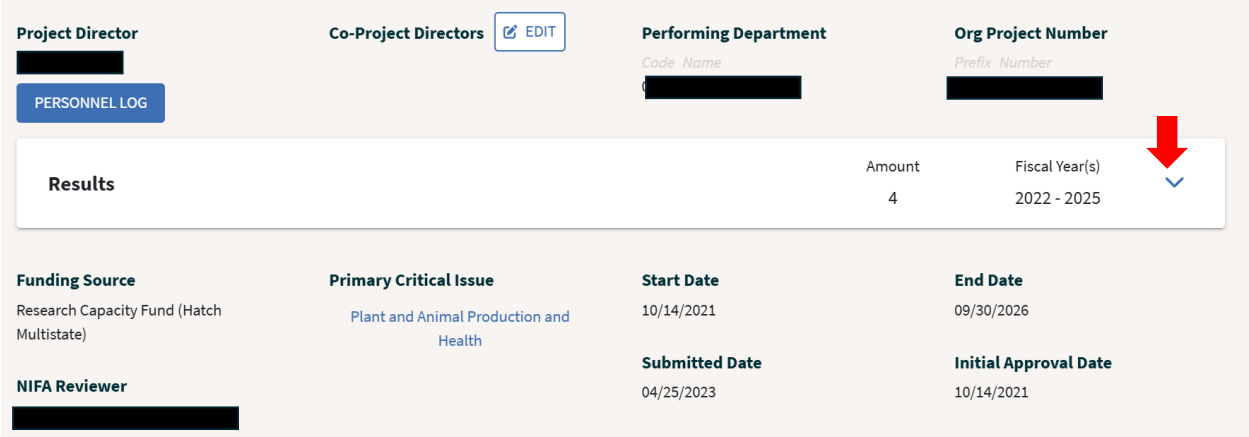


- **If the MSU organizational review approves your report**, Jackie will submit it to USDA NRS on your behalf. You will get an email notification from the NRS system stating that your report is under NRS review. The NRS system will later send you a follow-up email to inform you about their approval or deferral of your report.
- **If the MSU organizational review decides that your report needs further revision**, the following email notification (see screenshot below) will be sent to you to inform you that your report is now returned back to the draft status on the NRS system. **A second email from Jackie** will inform you about the areas in your report that need to be revised. Please log back to the NRS and find your report, edit it accordingly, and then Click the “SUBMIT FOR ORGANIZATIONAL REVIEW”.

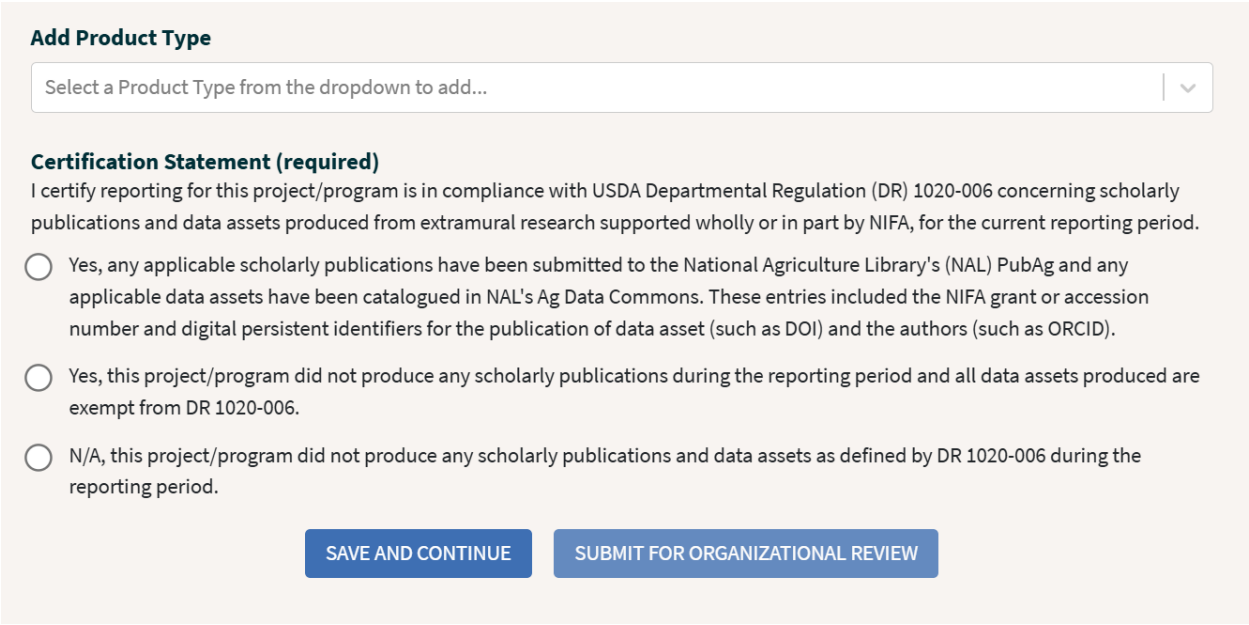


14. **If it is time for you to submit your final report**, you will see "ADD FINAL RESULT" icon as shown below (the red arrow). If you want to see your past annual reports, you can click the blue arrow towards the later part of the webpage as shown below





15. Once you go to the final report site, you will need to fill out the 5 category boxes as shown in step 11 as well as what is shown on the screenshot below. Here you will have to add your publications one at a time by first selecting the product type dropdown menu and then fill in the product information. Once you are done with listing all information, you will have to select one of the 3 choices in the Certification Statement before clicking "SAVE AND CONTINUE" tab at the end of the page, and then Click the "SUBMIT FOR ORGANIZATIONAL REVIEW" to submit your report to the MSU Capacity Project Administrator, Jackie Henning.



- **If the MSU organizational review approves your report**, Jackie will submit it to USDA NRS on your behalf. You will get an email notification from the NRS system stating that your report is under NRS review. The NRS system will later

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