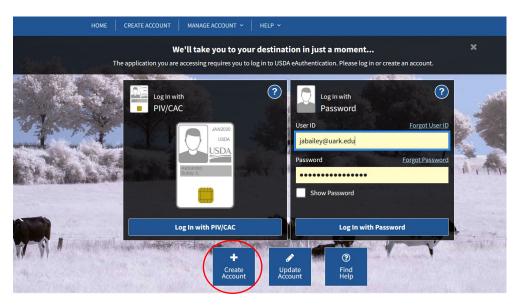
Submitting Results for Capacity Grants:

(progress/final reports)

This is a guide on how to submit annual results on the new NIFA Report System (NRS) for capacity grants. This process will replace the previous process for progress and annual reports on capacity funded grants (Hatch, Multistate, McEntire-Stennis, and Animal Health).

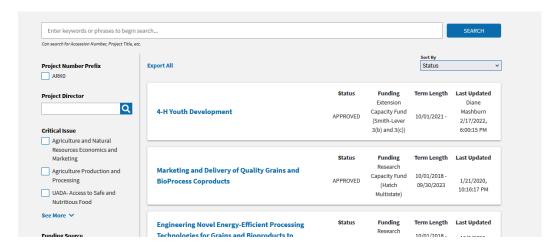
1. Access the NIFA Reporting System website <u>HERE</u> and click on the LAUNCH button, under the first paragraph. It can also be accessed by visiting https://nrs.nifa.usda.gov



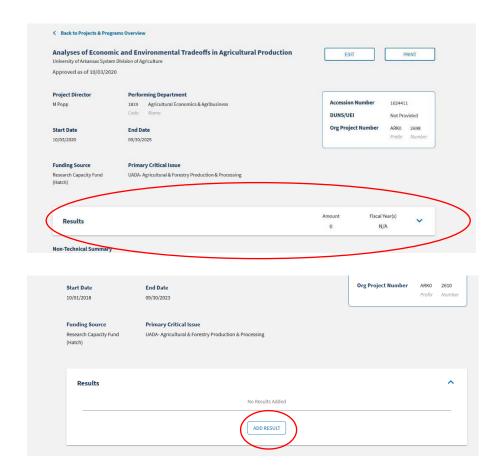
- 2. Login with your eAuthentication account.
 - If you do not have an eAuth account, click 'create an account' and select 'customer account'.
 - Register with your uark.edu email address.
 - Follow the steps to verify your identity and create an account.
 - You have 2 chances to verify online, if you are unable to verify online you must go to a USDA office in person, contact the REEport Coordinator for more information on in person account setup
- 3. Once logged into eAuthentication, the browser will automatically reroute to you the NRS portal. *If you cannot access the portal or do not have a 'role' please close all browsers and retry.* If you still are not able to access, contact Jessica Hilton for assistance.



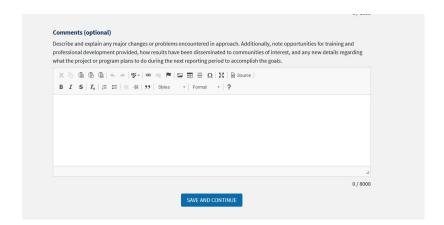
- 4. Find the Projects & Programs app, and click 'Manage'
- 5. Use the search bar at the top or the toolbar on the left to search for your project.



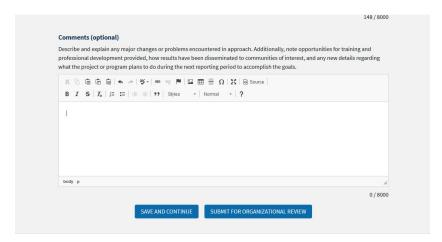
6. Select your project by clicking on the title. Find the 'Results' section. Click the down arrow on the right to expand, and then click the 'Add Result' link.



7. Enter a title (Progress or Final Report) and select the fiscal year on which you are reporting. Current submissions are for FY2021. Enter your project updates in to the data fields and click 'Save and Continue' at the bottom of the page



8. Page will reload, scroll down to the bottom again and click 'Submit for Organizational Review' This will send your project to the REEport Coordinator for review and submission.



9. Please make sure you have Department Head approval before you submit your project for Organizational Review. Email approvals can be sent to jabailey@uark.edu by the researcher or dept.

For assistance please contact:

REEport Coordinator Jessica Hilton jabailey@uark.edu REEport@uada.edu