**NRS Directions for Results**

**Returning users:** Log in to NIFA’s reporting portal (nrs.nifa.usda.gov) using your Purdue email address and the password you created when you completed registration.

**First time users:** If this is your first time using NRS, click the create account icon and follow the steps to complete registration/eAuthentication.

**Please Note:** If you receive this message after registering give the system a couple minutes and then refresh your screen and try logging in again. If you continue to have issue contact Julie Estrada at 494-6047 or estradaja@purdue.edu to help troubleshoot.

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**NIFA REPORTING SYSTEM**

Welcome to the NIFA Reporting System. Please contact your Organizational Administrator to request a role.
After you log into NRS you will be on the Dashboard page. Under Projects & Programs click Manage.

Search for your project by typing your name into the Project Director box. When you project populates, click on the title to open.
*DO NOT CLICK EDIT*
Scroll down until you find the Results box. Click the caret on the far right of the Results box.

Click Add Result.
Fiscal Year – you must choose a year.

“Nothing significant to report” checkbox. This box should only be checked if there is nothing significant for the reporting period.

In 2-3 sentences, briefly describe the issue or problem that your project addresses. (8,000-character limit)

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. (8,000-character limit)
Briefly describe how your target audience benefited from your project's activities. (8,000-character limit)

Briefly describe how the broader public benefited from your project's activities. (8,000-character limit)

Comments (optional) unless “Nothing significant to report” has been checked. (8,000-character limit)

Submit for Org Review when you have completed all required sections.