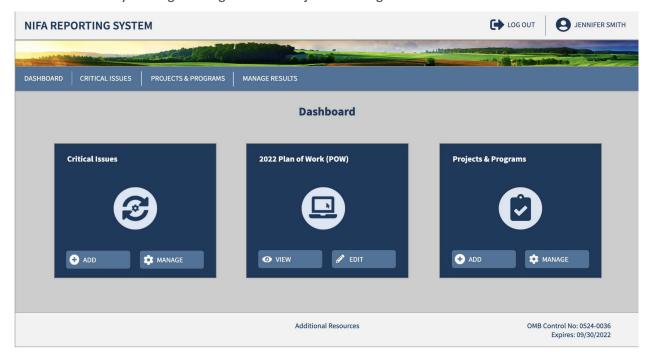
**User Guide** 

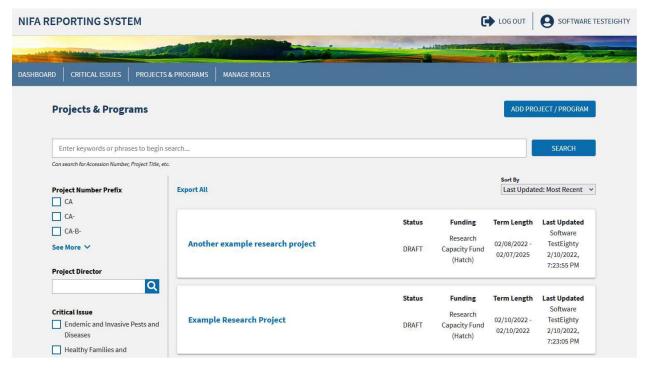


#### Add Results for Research and Extension

Add a result by clicking "Manage" on the Project and Programs tile



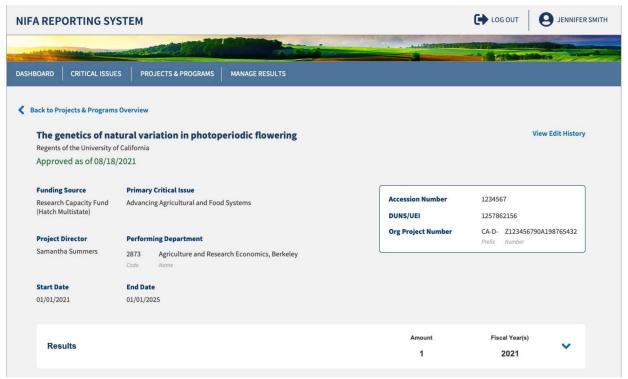
Select the project or program to add a result



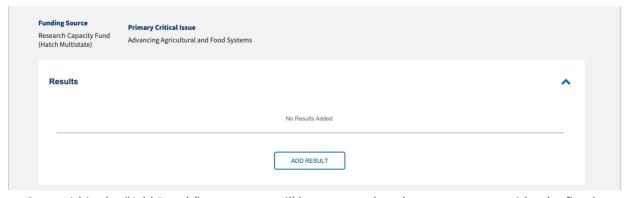
Expand the Results table

**User Guide** 





Select "Add Result"

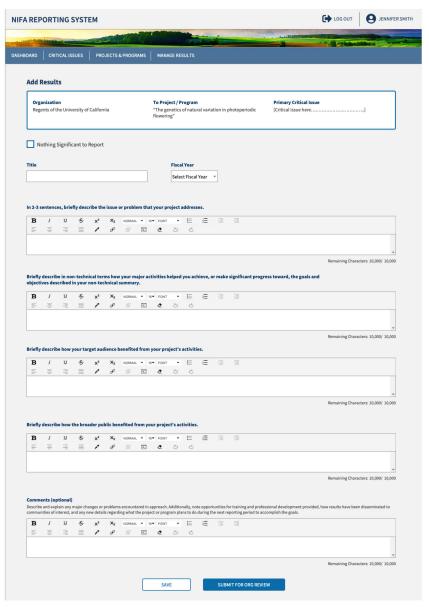


- Once within the "Add Result" page, users will be prompted to choose a summary title, the fiscal year, and respond to the following:
  - In 2-3 sentences, briefly describe the issue or problem your project addresses
  - Briefly describe in non-technical terms how your major activities helped you achieve, or make significant progress toward, the goals and objectives described in your non-technical summary
  - Briefly describe how your target audience benefitted from your project's activities
  - Briefly describe how the broader public benefitted from your project's activities
  - An optional comments section, where items such as publications may be listed

**User Guide** 



Save changes and submit for Organizational Review once these fields have been completed

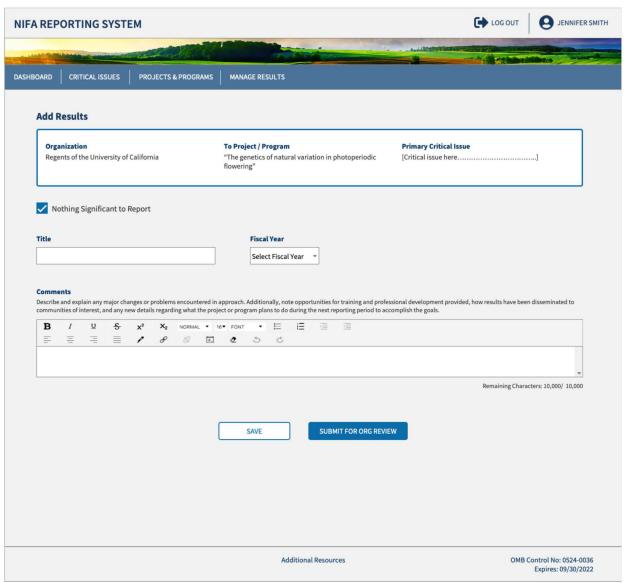


### What if the project has nothing significant to report?

- The system will also have an option to indicate if you do not have any significant results to report
- Select the checkbox "Nothing Significant to Report"
- Select the Fiscal Year
- Comments are required to be entered discussing the status of the project
- Submit for Org Review

**User Guide** 



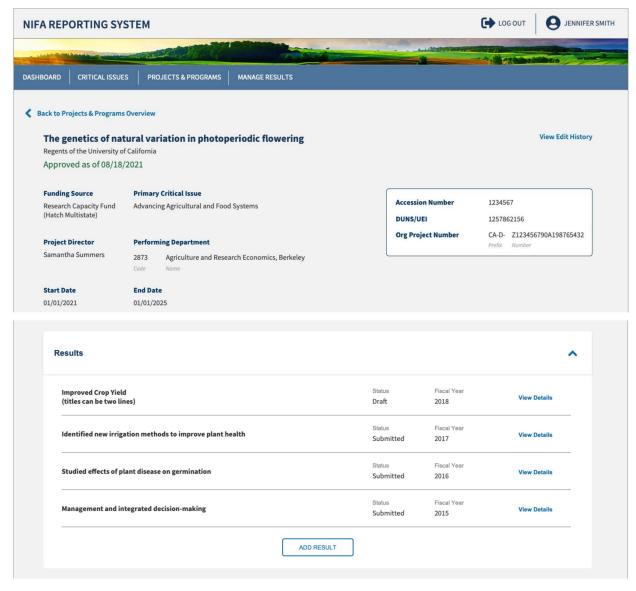


**User Guide** 



#### Viewing and Submitting Results

- To view results, select the project or program you would like to review from the Projects & Programs dashboard
- Select the caret icon (dropdown arrow) within the project view, a list of results in descending order will appear

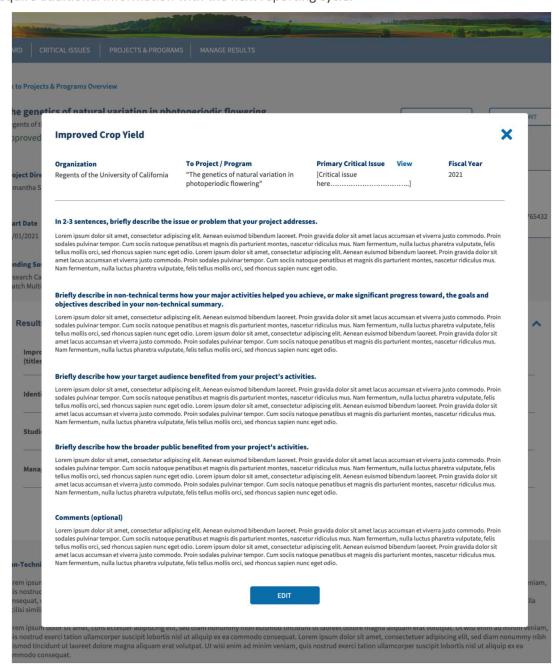


- Select "View Details", and popup view will appear of the result
- The result can then be edited, printed as a report, and submitted for reporting

**User Guide** 



- Results will follow the same submission steps as projects and programs (Draft, Organizational Review, NIFA Review, and Approved). For POW Annual Report results, approvals are handled in tandem with that process. Additional details are outlined later in the guide.
- Results cannot be declined they will need to be updated or removed.
- Results submitted for the final year the project is active constitute the final report and by nature of the system design are cumulative. NIFA will be reviewing other close out requirements that may require additional information with the next reporting cycle.



User Guide



### Results Fields

The accompanying table displays the instruction and supplementary information for each form field.

Result Fields	Required	Rules and Character Limits	Approximate Word Count
Fiscal Year*	Yes	Must choose a year	N/A
In 2-3 sentences, briefly describe the issue or problem that your project addresses *	Yes	8,000 characters	1,304
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. *	Yes	8,000 characters	1,304
Briefly describe how your target audience benefited from your project's activities. *	Yes	8,000 characters	1,304
Briefly describe how the broader public benefited from your project's activities. *	Yes	8,000 characters	1,304
"Nothing significant to report" checkbox	Optional	N/A	N/A
Comments	Optional unless "nothing significant" checked	8,000 characters	1,304

<sup>\*</sup>Requires NIFA reapproval if changed