

QUICK STEPS TO WRITING A CRIS PROJECT
FOR MCINTIRE STENNIS PROJECTS

CREATING THE PROJECT IN THE NIFA NRS PORTAL

- 1.) You must have an active EAuthentication login and password. If you do not already have one, please complete the registration by going to [NIFA Reporting System e-Authentication Guide | National Institute of Food and Agriculture \(usda.gov\)](#) and click LAUNCH. If you run into any problems **PLEASE STOP** and call your Site Administrator. (FWRC Grant Office Contact).
- 2.) Upon completion of step 1, you are now ready to sign in to the NIFA NRS portal and submit your CRIS project.
- 3.) Proceed to Login to the NIFA NRS Portal at the following website: [NIFA Reporting System | National Institute of Food and Agriculture \(usda.gov\)](#) and choose LAUNCH.
- 4.) Under the “Dashboard” go to the Projects & Programs box and choose the Add button.
- 5.) Use the drop-down box and choose McIntire-Stennis.
- 6.) Under the Organizational Project number, the prefix will be MISZ and in the number field please enter a dash and your last name. (example: -bullman) The 6-digit number will be assigned in the FWRC Contracts and Grants office by the NRS Site Administrator.
- 7.) Enter the Title of your project.
- 8.) The Start Date should be a future date as the system does not allow backdating. (When selecting a start date please allow time for internal approvals.)
- 9.) The End Date should be no more than 4 years from the start date (this allows for a 1 year extension as CRIS NRS projects have a maximum of a 5 year duration).
- 10.) Under performing department choose your department name from the drop-down box.
- 11.) In the Non-Technical Summary and the Methodology boxes (limited to 8000 characters) copy and paste the information from your peer reviewed McIntire Stennis proposal template.
- 12.) Select the appropriate information for each of the remaining sections. (*Integrated Activities, Research Effort Categories, Animal Health Percentage, Multistate Activities, Classifications, Assurances*) Choose Save.
- 13.) Complete and secure Department Head approval on the Project Initiation Coversheet which can be found on the FWRC website: http://mafes.msstate.edu/faculty-staff/forms_promotions.asp
- 14.) Return all copies (Proposal, Reviewers Comments Form, and Project Initiation Coversheet by email to your FWRC Grant Office Administrator who will secure the Deans Approval and complete the final submission to NIFA for approval. (This step is imperative, as we will not know you have entered a project and the project will remain unsubmitted until copies are received.)

If you encounter problems or have questions, please contact 662.325.0785, Haliegh Fason (haleigh.fason@msstate.edu) 662.325.2795

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