

**Office of Grants & Financial Management (OGFM) AREERA Supplemental Forms
for Multistate & Integrated Activities:
*NIFA-REPT, NIFA-PLAN, and Brief Summaries***

What are the AREERA Supplemental Forms?

Per AREERA, these forms are supplemental to the Plan of Work and Annual Report of Accomplishments and Results. The supplemental forms package consists of the NIFA-REPT, NIFA-PLAN and Brief Summaries document. They are required for all 1862 Land Grant Universities to demonstrate they are meeting multi-state and integrated activity and expenditure requirements as set forth by AREERA.

When are these forms due?

The due date for all three forms (the “supplemental forms package”) is April 1 each year. The forms package that is due on April 1, 2014 includes the FY2013 NIFA-REPT, the FY2015-FY2019 NIFA-PLAN, and the Brief Summaries document.

How do we submit these forms to NIFA?

These forms are collected and managed by the Office of Grants and Financial Management (OGFM) at NIFA. Previously, these forms were submitted via email as PDF or Excel file attachments to OGFM staff. Beginning in the FY14 reporting year, these forms must be submitted using the Plan of Work software (<http://portal.nifa.usda.gov>). Forms submitted via email will not be accepted by OGFM.

When can we use the software to submit these forms?

The new data entry module for these forms was deployed on January 28th, 2014. Any person who has access to the Plan of Work software and who is affiliated with an 1862 LGU has access to the forms as of this date.

What training and guidance is available for using this new submission process?

The bi-monthly NIFA Reporting Web Conference being held on Thursday, February 13th will devote a section of the conference to explaining the new submission process for these forms in the POW software. In addition, the following screenshots in this document will give you instructions on how and what to enter where. Please note: The ONLY thing this new module changes is HOW you submit the data. There is no change in what data are being collected through the new software module.

Who will have access to these forms?

Any person affiliated with an 1862 LGU who currently has access to the POW software will have access to the new module. If additional folks need access to the new module (e.g. Financial Officers), then please email pow@nifa.usda.gov with the name(s) and email address(es).

SCREENSHOTS & INSTRUCTIONS

Upfront Policy Notes:

- The forms in the software, particularly the NIFA-REPT are for FINAL submission only. If your university is electing to submit an interim NIFA-REPT or request any type of waiver or due date extension, this must be done via email communications with the Office of Grants and Financial Management. If you have questions about submitting an interim report or requesting a waiver, please contact Jharana Sahu at jsahu@nifa.usda.gov.
- In FY14 only, states who already submit combined Annual Reports in the POW software will be required to submit a combined Supplemental Forms Package which integrates research and extension data. States who submit separate Annual Reports in the software will submit separate Supplemental Forms in FY14, but beginning in FY15, they will also be required to submit combined Supplemental Forms.
- When filling out these forms, you will need to make sure you know the definitions of “multistate and integrated activities” as defined by AREERA. Here are the definitions:

Activity Type	Definition
Hatch Integrated	To satisfy the requirement under the Hatch Act, an “Integrated Activity” is one that is supported by Hatch Act funds (research component) and State or other funds (extension component).
Smith Lever Integrated	To satisfy the requirement under the Smith-Lever Act, an “Integrated Activity” is one supported by Smith-Lever Act funds (extension component) and State or other funds (research component).
Smith Lever Multistate Extension	To satisfy the requirement under the Smith Lever Act, a Multistate Extension activity is one supported by Smith Lever funds and conducted jointly by two or more states.

HOME SCREEN:

Upon logging into the POW software, a section of your home screen will have an active link for editing the supplemental forms:

OGFM AREERA Supplemental Forms	Modify	Official	Status
<p>2013 Iowa State University Combined Research and Extension OGFM Multi-State and Integrated Activity Supplemental Forms</p> <p>Due Date: 04/01/2014</p>	<p>Edit</p>	<p>pdf docx</p>	<p>New: Not Yet Submitted</p>



 Click either link to edit

At any time, a PDF or Word Doc can be generated in order to print and use for distribution among staff/offices, etc. The PDF/Word Doc always displays the most current data that has been entered in the software.

OGFM AREERA Supplemental Forms	Modify	Official	Status
2013 Iowa State University Combined Research and Extension OGFM Multi-State and Integrated Activity Supplemental Forms	Edit		New: Not Yet Submitted
Due Date: 04/01/2014	Click either link to generate a report of the Supplemental Forms package (Brief Summaries, NIFA-REPT and NIFA-PLAN)		

TO ENTER DATA:

1. Click the blue title link or the “Edit” button as shown on the home screen above.
2. This brings you to the Brief Summaries Page. Here, you have the option of entering a brief summaries document from scratch OR choosing to use the programs described in your 2013 Plan of Work (remember: you submitted your 2013 Plan of Work back in April 2012). Note that there are help text boxes on this screen which describe in detail what each option does for you.

BRIEF SUMMARIES SCREEN:

[Home](#) | [About POW](#) | [Contact Us](#) | [REIS](#) | [Log Out](#) | [Back to Portal](#)

[Brief Summaries](#) | [NIFA-REPT](#) | [NIFA-PLAN](#)

OGFM Multi-State and Integrated Activity Supplemental Forms: Brief Summaries

State: Iowa
 State Abbreviation: IA
 Institution Name: Iowa State University

Green text indicates you are on the Brief Summaries page

Select any one check box below.

Use the 2013 Plan of Work in place of submitting a separate brief summaries document. 

Enter a separate Brief Summaries document (briefly describe your multi-state and integrated program activities). 

Check either text box - make sure to read the help text buttons buttons so that you understand what your choice means.

Here is the help text verbiage for checking the first checkbox:

Only choose this option if the Planned Programs that are on file in your 2013 Plan of Work line up with the planned programs that you are submitting on BOTH your FY13 NIFA-REPT and FY2015-FY2019 NIFA-PLAN . This option will only work for states which have not changed their planned programs between what was submitted in the 2013 POW and what they submit as part

of their 2015 POW.

If you choose this option, please note that the Office of Grants and Financial Management will be checking the planned program titles you submit as part of your NIFA-REPT and NIFA-PLAN against those contained within the 2013 POW. If the Planned Program Titles do not align, then we will send this form back to you for editing. At that point in time, you will need to choose the second option on this screen, which is to enter a separate Brief Summaries document that describes the multi-state and integrated activities under each of the programs you list on your FY13 NIFA-REPT and FY2015-FY2019 NIFA-PLAN (click the help text icon next to the box below for further guidance).

Here is the help text verbiage for checking the second checkbox:

This option is ideal for any state which has changed its Planned Programs in the POW system since the 2013 POW was submitted and approved back in 2012.

There is no special formatting required for entering a separate Brief Summaries document, but you MUST make sure that the programs you list and describe in this box align with the planned program titles you include on your FY13 NIFA-REPT and your FY2015-FY2019 NIFA-PLAN. For example, if you list Program A and Program B on your NIFA-REPT (i.e. "what you did") and then you list Program C and Program D on your NIFA-PLAN (i.e. "what you are going to do"), then you must make sure to describe Programs A, B, C, and D on your brief summaries document. All that is needed for each program is a short statement (2-3 sentences) describing the major activities that satisfy the multi-state and integrated activities requirements set forth in AREERA.

3. Click one of the boxes to indicate your choice.

NOTE FOR STEPS 4 & 5: THE SOFTWARE WILL ONLY SAVE TEXT FOR ONE BOX AT A TIME, SO IF YOU CHECK ONE BOX BUT THEN CHANGE YOUR MIND AND DECIDE TO USE THE OTHER OPTION, YOU WILL LOSE ALL OF THE TEXT YOU ENTERED IN THE FIRST OPTION.

4. (Skip to Step 5 if you clicked the 2nd box.) If you click the first box, you will be required to enter a very short description of the planned program activities from your 2013 Plan of Work that satisfy the AREERA multistate and Integrated Activity Requirements. This is required because there is no other way NIFA can determine which of all your planned programs in your 2013 Plan of Work meet these requirements. For example, a state could have 10 programs listed in the 2013 POW, but only 5 of those programs should be listed in the pop up box as satisfying multistate and integrated activity requirements. Or, a state could have 20 programs listed in the 2013 POW, and all 20 actually satisfy those requirements. The small pop up box (limit of 3,000 characters) here basically allows you to highlight which ones NIFA should be reading in your 2013 POW in order to verify you've performed activities that meet multistate and integrated activity requirements.
5. If you click the second box, then you will need to use the text box (64,000 character limit) that pops up to name each of your planned programs that you will list on your NIFA-REPT and NIFA-PLAN (you will get to those on the following screens of this module). Along with the name of each of the programs, please include a short description (2-3 sentences) of what activities within those programs meet the definitions of multistate or integrated activities as prescribed by AREERA.

- Make sure to click the “save” and/or “save and next” button on the Brief Summaries page. You will then be brought to the NIFA-REPT screen. Here is where you will report your Established Target percentage for AREERA multi-state and integrated activity expenditures, FY13 Allocation Amount (from the 1088) and FY13 Target Amount. You will also record the titles of each of your planned program activities which involved multi-state and/or integrated activities meeting AREERA definitions and the actual expenditures for each. If you need more information about the specific data fields, please contact OGFm point of contact, Jharana Sahu, at jsahu@nifa.usda.gov.

NIFA-REPT SCREEN:

The sub-menu bar indicates you are on the NIFA-REPT screen by showing the form name in green lettering. Note that the fiscal year is automatically listed as FY13, and it is the FINAL NIFA-REPT template. If you need to submit an interim NIFA-REPT, you will need to do that outside of the software. Contact jsahu@nifa.usda.gov if this applies to your institution.

Home About POW Contact Us REEIS Log Out Back to Portal			
			Brief Summaries
			NIFA-REPT
			NIFA-PLAN
OGFM Multi-State and Integrated Activity Supplemental Forms: NIFA-REPT (OMB 0524-0036)			
State:	Iowa		
State Abbreviation:	IA		
Institution Name:	Iowa State University		
Fiscal Year:	2013		
<input type="button" value="Save"/> <input type="button" value="Save and Next"/> <input type="button" value="Cancel"/>			
NIFA-REPT Final	Integrated Activities (Hatch)	Multistate Extension Activities (Smith-Lever)	Integrated Activities (Smith-Lever)
Established target %	<input type="text"/>	<input type="text"/>	<input type="text"/>
This FY Allocation (from 1088) \$	<input type="text"/>	<input type="text"/>	<input type="text"/>
This FY Target Amount \$	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title of Planned Program Activity	Integrated Activities (Hatch)	Multistate Extension Activities (Smith-Lever)	Integrated Activities (Smith-Lever)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

At the bottom of the NIFA-REPT screen you can choose to calculate your totals as you work:

Total	\$.00	\$.00	\$.00
Carryover \$			
	<input type="button" value="Calculate total"/>		
<input type="button" value="Save"/> <input type="button" value="Save and Next"/> <input type="button" value="Cancel"/>			

NOTE: It is recommended that you save your work periodically as you enter data. You have the option to click “save” and stay on the NIFA-REPT screen or “save and next” to go to the next section. You can calculate totals as you work, but that calculation is only for the total of each individual column of expenditures; the software does not check to see whether the total expenditure equals the established target percentage of your total allocation (from the 1088).

IMPORTANT: *It is recommended that you not use the navigation links on the sub-menu bar; while they will bring you to the next screen (if desired), any unsaved work will be lost, and the system will not alert you that this is about to happen.*

7. Upon clicking save and next from the NIFA-REPT screen, you will be brought to your NIFA-PLAN screen. The NIFA-PLAN section is split into three sub-pages. The first sub-page of the NIFA-PLAN screen is for reporting Integrated Activities (Hatch) planned expenditures, as indicated by the red circle in the screenshot below. The screenshot also shows you that the NIFA-PLAN being submitted this year begins with FY2015 and extends through FY2019. This means that, unlike in previous years, the five fiscal years for which you will report your planned expenditures on the NIFA-PLAN now line up with the same five fiscal year span of your 2015-2019 Plan of Work.

NIFA-PLAN SCREEN:

Home | About POW | Contact Us | REEIS | Log Out | Back to Portal

Brief Summaries | NIFA-REPT | **NIFA-PLAN**

Integrated Activities (Hatch) | Multistate Extension Activities (Smith-Lever) | Integrated Activities (Smith-Lever)

**OGFM Multi-State and Integrated Activity Supplemental Forms:
NIFA-PLAN (OMB 0524-0036)**

State: iowa
 State Abbreviation: IA
 Institution Name: Iowa State University

Save Save and Next Cancel

1. Integrated Activities (Hatch Act Funds)

Title of Planned Program Activity	Estimated Costs \$				
	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
<i>Note that the years on the NIFA-PLAN now line up with the years of your 2015 Plan of Work!</i>	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0

8. Enter the titles of each of the planned program activities you plan to conduct which meet the AREERA Hatch Integrated Activity definition, and then enter the planned expenditures for each of those programs for FY2015 through FY2019. When you are done, make sure to save your work and then click “save and next” to move to the next NIFA-PLAN sub-page.
9. The other two sub-pages of the NIFA-PLAN appear exactly as the one above, except they are for Multistate Extension Activities (Smith Lever funds) and Integrated Activities (Smith Lever funds). The software will guide you to each of these sub-pages when you use the “save and next” button from the previous page. Again, on these pages, enter the titles of the planned program activities you plan to conduct which meet the AREERA definition of Smith Lever Extension Multistate and Smith Lever Integrated activities, respectively.
10. Upon clicking the save and next button on the last NIFA-PLAN sub-page, any user who has the “Contact” or “State Contributor” role in the software will be brought back to their POW home screen.
11. Only users who have the “Director” role in the software will have access to the “Submit” button for these forms. A Director can access the submit screen by 1) Clicking “save and next” from the last NIFA-PLAN sub-page OR by clicking the “Submit” button on the home screen, as shown here:

OGFM AREERA Supplemental Forms	Modify	Official	Status
2013 South Dakota State University Combined Research and Extension OGFM Multi-State and Integrated Activity Supplemental Forms Submit Due Date: 04/01/2014	Edit	pdf docx	New: Not Yet Submitted


 Only Directors of 1862 Institutions have the 'submit' link here

12. The submit button brings the Director to the Submission screen, as shown below. If satisfied with the forms, click the “submit” button.

SUBMISSION SCREEN:

OGFM Multi-State and Integrated Activity Supplemental Forms: Submit

State:	South Dakota
State Abbreviation:	SD
Institution Name:	South Dakota State University

2013 South Dakota State University Combined Research and Extension OGFM Multi-State and Integrated Activity Supplemental Forms

Hi Barry Dunn,

By clicking the Submit button, you are declaring your OGFM Multi-State and Integrated Activity Supplemental Forms are completed. Are you sure you want to make your final submission to NIFA?

Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays represented here accurately reflect allowable expenditures of Federal funds only in satisfying AREERA requirements.

If a combined report, the Research Director and the Extension Director must EACH click the submit button.

Submit
Cancel

13. Upon clicking the submit button above, the Director will need to click “OK” on the box that pops up if he/she is sure he/she wants to make a final submission:

The screenshot shows a web form titled "OGFM Multi-State and Integrated Activity Supplemental Forms: Submit". The form fields are: State: South Dakota, State Abbreviation: SD, and Institution Name: South Dakota. Below the form is a heading "2013 South Dakota State University Combined Supplemental Forms" and a personalized greeting "Hi Barry Dunn,". A message states: "By clicking the Submit button, you are declaring your submission is completed. Are you sure you want to make your final submission?". A certification statement follows: "Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays represented here accurately reflect allowable expenditures of Federal funds only in satisfying AREERA requirements." At the bottom of the form are "Submit" and "Cancel" buttons. A modal dialog box titled "Message from webpage" is overlaid on the form, containing a question mark icon and the text "Are you sure you want to make a final submission?". The "OK" button in the dialog is circled in red.

NOTE: If the supplemental forms are a combined Research and Extension package and there is one Director for Research and one Director for Extension, then EACH MUST CLICK the submit button. The forms will not be sent to NIFA until both Directors have clicked submit.

Upon submission of the forms, the Office of Grants and Financial Management (OGFM) will check them for accuracy and compliance with AREERA Administrative Guidance. If you have not met AREERA requirements, the forms will be sent back electronically for editing. You will receive automatic notification from the POW system if this occurs.