

**NATIONAL INSTITUTE OF FOOD AND AGRICULTURE
U.S. DEPARTMENT OF AGRICULTURE**

**AGRICULTURE AND FOOD RESEARCH INITIATIVE'S (AFRI) PRE-DOCTORAL AND
POSTDOCTORAL FELLOWSHIP PROGRAM (NIFA FELLOWS),
FOOD AND AGRICULTURAL SCIENCES NATIONAL NEEDS GRADUATE AND
POSTGRADUATE FELLOWSHIP (NNF) GRANTS PROGRAM, AND THE
HIGHER EDUCATION MULTICULTURAL SCHOLARS PROGRAM (MSP)**

PROGRAM-SPECIFIC TERMS AND CONDITIONS

JUNE 2018

TECHNICAL REPORTING

In addition to the reporting requirements identified in the NIFA agency-specific terms and conditions, the following are required.

Documentation of Progress on Funded Projects

Pursuant to 7 CFR Part 3402.23, Project Directors (PDs) will be required to:

a. Reporting on Individual Student Beneficiaries

- i. Student Appointment - Project Directors are required to complete and submit, to the applicable Program Office (for NNF grants program send to NNF@NIFA.usda.gov; for MSP grants program send to MSP@NIFA.usda.gov; for NIFA Fellows send to NIFAFellows@NIFA.USDA.gov) a Fellowships/Scholarships Entry Form, [Page 1 of Form NIFA-2010, https://nifa.usda.gov/sites/default/files/program/natl_needs%20exit%20form.pdf] when eligible, committed students are appointed as a Fellow or Scholar under an award. This information must also be provided for replacement Fellows/Scholars appointed under the respective NNF/MSP programs.
- ii. Exit and/or Termination - Project Directors are required to complete and submit, to the applicable Program Office, a Fellowships/Scholarships Exit Form, [Page 3 of Form NIFA-2010] as soon as a Fellow or Scholar either (1) graduates; (2) is officially terminated from the Fellowship/Scholarship or the academic program due to unsatisfactory academic progress or disciplinary action; or (3) voluntarily withdraws from the Fellowship/Scholarship or academic program. If a Fellow/Scholar has not completed all degree requirements at the end of the program award duration, a final Fellowships/Scholarships Exit Form is required.

b. Annual Performance Report

Annual performance reports are due 90 days after the reporting period and submitted to NIFA. Annual performance reports must:

- i. Identify each participant in advancing from the baseline established in funded objectives;

- ii. Provide actual accomplishments in USDA mission area fields, through outreach activities, new careers or advanced or graduate training with the goals established for the reporting period;
- iii. As applicable, describe the IRTA/SEL¹ activities/projects and associated accomplishments for each Fellow/Scholar;
- iv. If established goals were not met, give the reasons;
- v. Include documentation of outputs; i.e. significant activities, including dissemination activities, events, services or products that contribute toward achieving the goals and objectives of the project;
- vi. Include documentation on the impact to institution of having a NIFA grant including participation of students that are not part of the grant in program activities, or interactions of grant students with non-grant students;
- vii. Include outcomes/impacts; i.e., a change in knowledge, actions or conditions; and
- viii. Include any other indication of each Fellow's/Scholar's increased capacity for carrying out the USDA mission.

c. Final Technical Report

A final technical report must be submitted within 90 days after the expiration date of the project. The expiration date is specified in the award documents and modifications thereto, if any.

Generally, the final technical report should be a summary of the completed project, including:

- i. Identification of all of the project participants from the target audience who were recruited, trained and gainfully employed and or pursuing further graduate education (full funding details and funds aligned to each beneficiary for the target audience will be needed);
- ii. A review of project objectives and accomplishments;
- iii. The IRTA/SEL activities/projects and associated accomplishments for each Fellow/Scholar;
- iv. A description of outcomes resulting from the project, including impacts at the institutional level, and activities undertaken to disseminate these outcomes;
- v. An explanation of partnerships and new collaborations that resulted from the project, including future initiatives that are planned as a result of the project;
- vi. A description of the project's impact on the Fellows/Scholars, PD(s), the institution(s) involved, and the community;
- vii. Any pertinent data on project personnel and beneficiaries. The final technical report also must contain any other information specified in the terms and conditions of the award; and
- viii. Soft and/or hard copies or samples of products or publications resulting from this project must be sent to the applicable NIFA National Program Leader.

When NIFA has accepted a Final Technical Report and the Fellowships/Scholarships Exit Form (OMB No. 0524-0039) for each Fellow/Scholar supported by an award, the grantee has satisfied the requirements of the final performance reporting for the award. Additional follow-up reports to track Fellows'/Scholars' career patterns also may be requested.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

¹ Special International Study or Thesis/Dissertation Research Travel Allowances (IRTA)/Special Experiential Learning (SEL)