

Title: Log into your password protected investigator account and submit an Investigator Annual Report

Summary: Summarizes the process for accessing your investigator account, and submitting the Investigator's Annual Report (IAR), which is a National Park Service Research and Collecting Permit requirement.

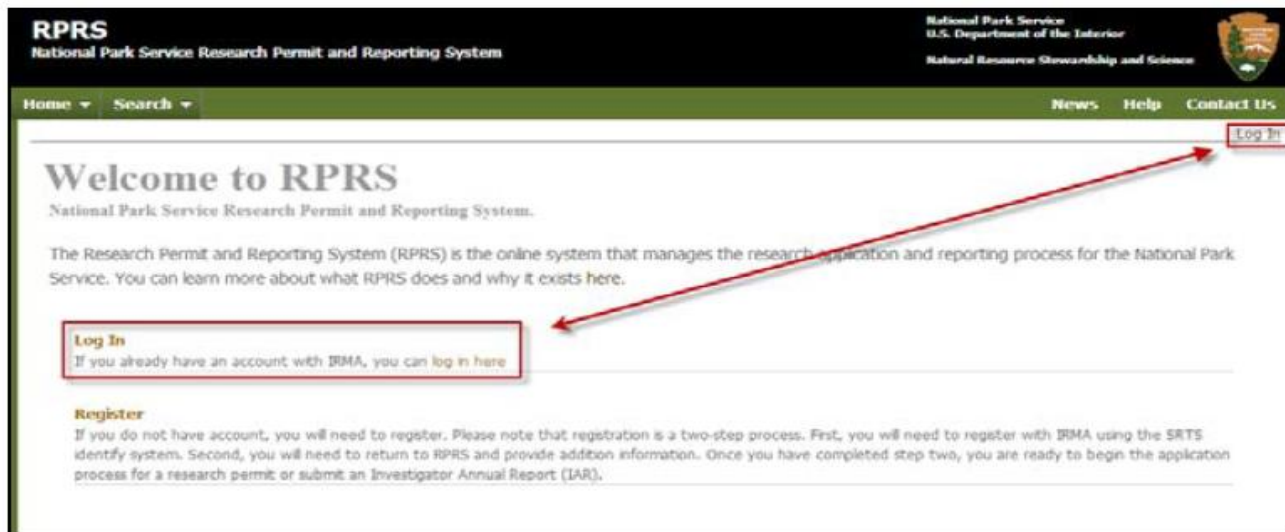
Prerequisite: Held an active permit during the reporting year.

NOTE: National Park Service staff and some Department of Interior staff will be credentialed by their DOI network credential and will not need to log in to their investigator account.

Step 1. Log into your Research Permit and Reporting System (RPRS) investigator account

Using your web browser (Google Chrome works best, although current versions of Microsoft Internet Explorer, Apple Safari, and Firefox are supported as well), type in the following URL: <https://irma.nps.gov/RPRS/>

On the RPRS web page, click on the option to Log In:

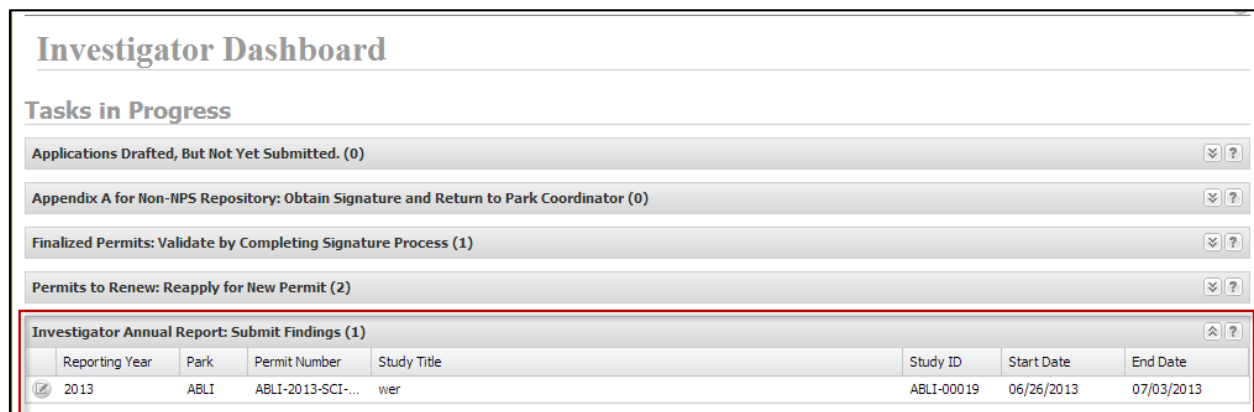


Type in your Username and Password

The screenshot shows the 'Username / Password Sign In' form. It has a green header with 'Home' and 'Account' links. The title is 'Username / Password Sign In'. Below the title, it says 'Three failed attempts to login will result in a temporary lockout of your account.' The form asks the user to 'Enter your username and password.' and includes input fields for 'User Name*' and 'Password*'. A 'Sign In' button is at the bottom right. There are also links for 'Click here to register if you don't have an account.', 'Click here if you have forgotten your password.', and 'Click here if you have forgotten your username.'

Step 2. Select Investigator Annual Report to Complete

From the Investigator Dashboard, you can view a list of IARs which need to be completed.



Reporting Year	Park	Permit Number	Study Title	Study ID	Start Date	End Date
2013	ABLI	ABLI-2013-SCI-...	wer	ABLI-00019	06/26/2013	07/03/2013

Select one to complete by clicking on the edit icon to the left of the Reporting Year column ().

Step 3. Review the IAR Requirements page

Requirements to Submit an Investigator Annual Report (IAR)

The following information will be asked for to successfully complete the IAR process. For more information, see the [help page](#)

- Findings(Required)
- The Status of your Research (Required)
- Funding Sources and Amounts
- Whether Specimens were collected (Required)
- Confirmation of Research Dates

Paperwork Reduction Act and Privacy Act Notice information related to the Investigator's Annual Report:

OMB # 1024-0236
Exp. Date 07/31/2020
Form No. 10-226

Paperwork Reduction Act Statement: A federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. Public reporting for this collection of information form is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the forms. Direct comments regarding this burden estimate or any aspect of this form to Dr. John G. Dennis, Natural Resources (2648 MIB), National Park Service, 1849 C Street, N.W., Washington, DC 20240.

Privacy Act Notice: Scientific research, education and collecting activities within units of the National Park System that may impact parks invoke a permitting and reporting requirement per regulations at 36 CFR 1.6 (Permits), 36 CFR 2.1 (Preservation of Natural, Cultural and Archeological Resources), and 36 CFR 2.5 (Research Specimens). The National Park Service collects information about permit applicants and permittees to administer and document research, collecting, and reporting activities within parks. The information disclosed on this form is required and may result in denial of permit applications if not provided.

[Continue...](#)

Step 4.Complete Report

There are six tabs in total. The following four tabs carry over information from your permit:

- Description
- Location
- Dates
- Team Info

You have the option to edit the information in these tabs to address specifics of your work during the reporting year.

Tab 5, "Research", is the primary reporting page. It contains fields to document your study findings and status. Please use the "Findings" field to enter a short description of your findings and study progress during the reporting year.

1. Description	2. Location	3. Dates	4. Team Info	5. Research	6. Submit
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Findings * ⓘ

Max. 4000 chars.

Attached Documents ⓘ

+ Add Attachment

File Name	Description	Date Added	Size	Status
No records were found.				

For either a Scientific Study or a Science Education Activity, the status is: ⓘ

☒ Continuing

☐ Suspended

☐ Terminated before completed

☐ Completed (for a study, check only if all specimens are catalogued)

Funding Amounts

Non-Federal Funding (US dollars) ⓘ

NPS Funding (US dollars) ⓘ

Any Other Federal Government Funding ⓘ

+ Add Agency

Agency	Amount
No records were found.	

Total \$0.00

Did You Collect Specimens? ⓘ

☒ No

☐ Yes

Step 5.Optionally Add Document to IAR

It is not required to attach supporting documentation to the IAR. However, if there is information that you would like to submit, the "Attached Documents" section provides a mechanism.

Please consider the following:

- Note that there is no limit on the number of attached files or file size.
- The only format not allowed is '.exe'
- NPS staff use PC computers and may have a difficult time using files from different operating system (e.g., Mac).
- NPS staff may not have the software to read all file formats.
- Extremely large files, although supported, may be difficult to download
- If you are adding a shapefile or file geodatabase, you may zip them together instead of attaching the multiple file pieces.
- To ensure your file uploads can be used, please communicate with the Park Research Coordinator regarding file formats, size, etc.

Step 6.Submit IAR

You can save your IAR as Draft and complete it at another time. When ready, click on the 'Submit' tab and then click on the "Submit" option from the 'Submit' tab.

Recommended Modules to Read Next

Submit a Final Report,

Renew a Research Permit