Title: Submit an Investigator's 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 Scientific Research and Collecting Permit requirement.

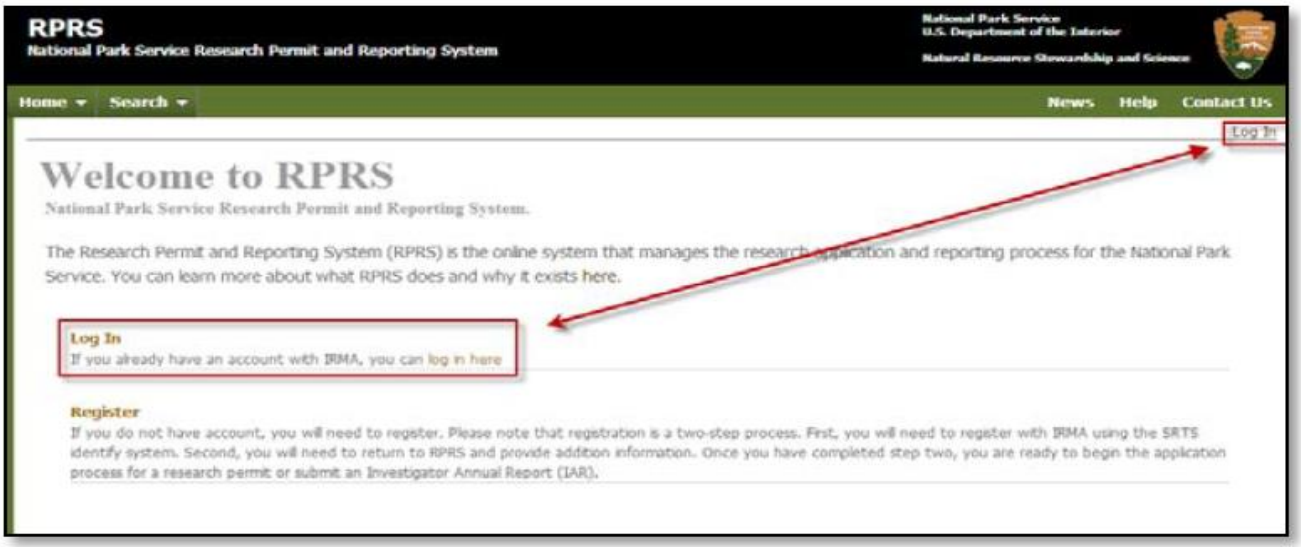
Prerequisite: Held an active permit during the reporting year.

NOTE: National Park Service staff and some Department of the Interior staff are be credentialed by their DOI network credential. They will not need to enter a user name and password to access their investigator account.

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

Using your web browser, type in the following URL: https://irma.nps.gov/RPRS/
NOTE: Google Chrome is the best browser choice.

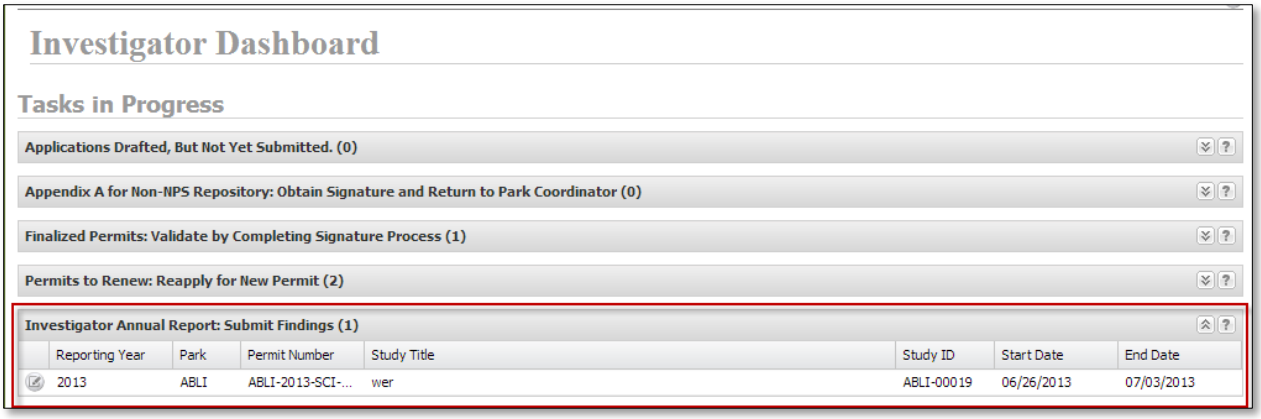
On the RPRS web page, click on the option to Log In:



Type in your Username and Password.

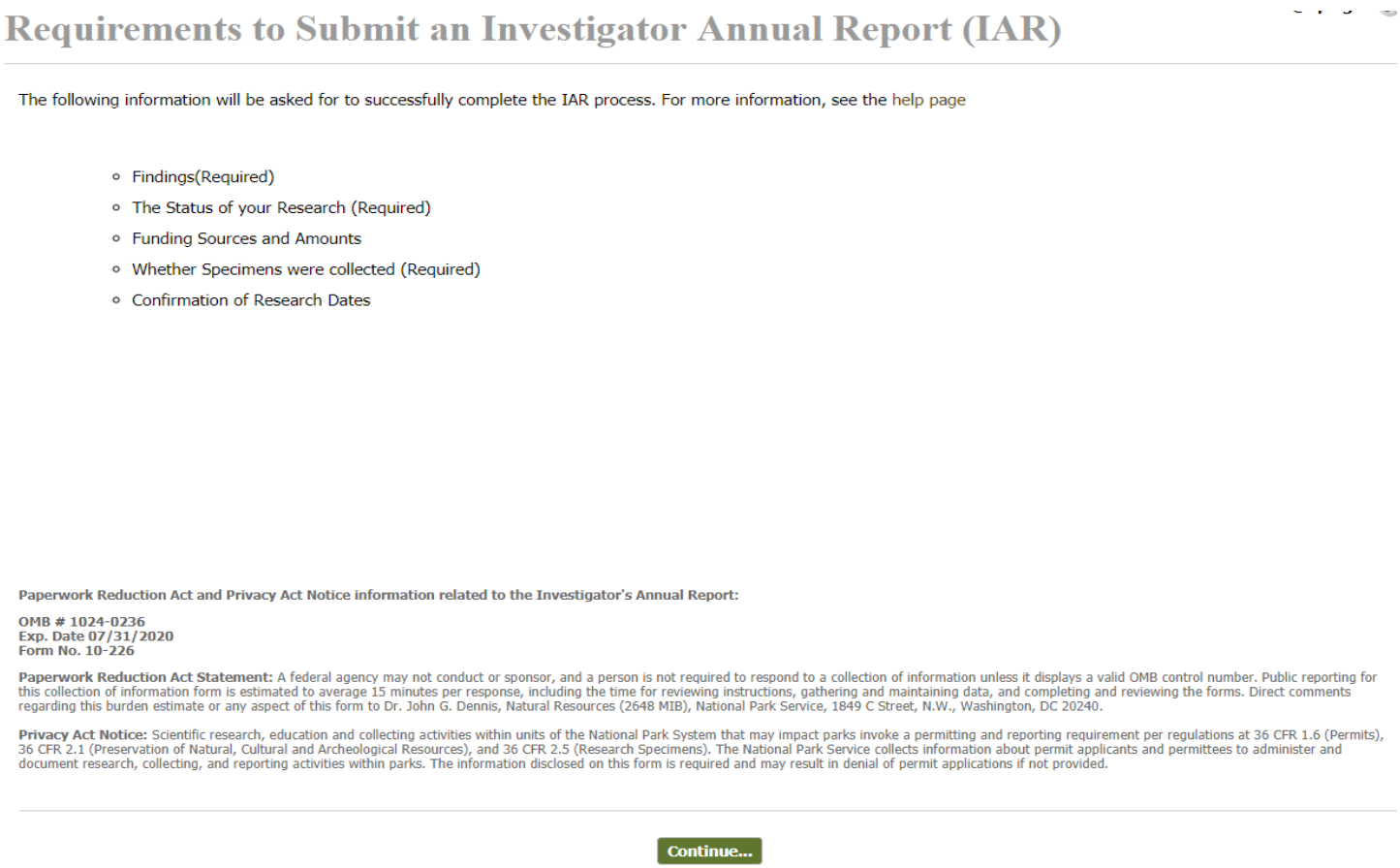
Step 2.Select Investigator Annual Report to Complete

From the Investigator Dashboard, see the “Investigator Annual Report: Submit Findings” tab from which you may view the list of IARs which need to be completed.



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



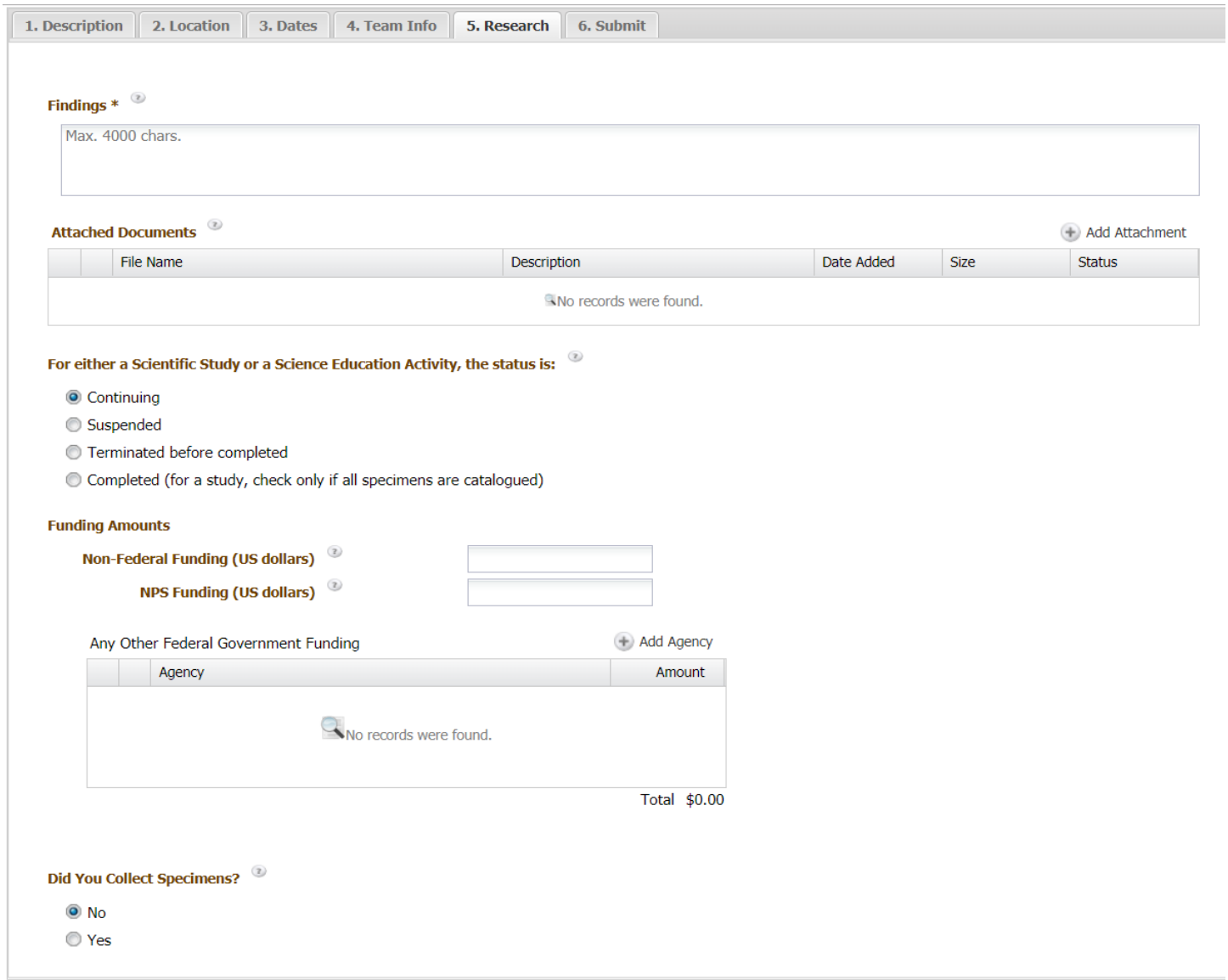
Step 4.Complete Report

The IAR form consists of six tabs in total. The following four tabs are pre-filled with information from your permit:

- Description
- Location
- Dates
- Team Info

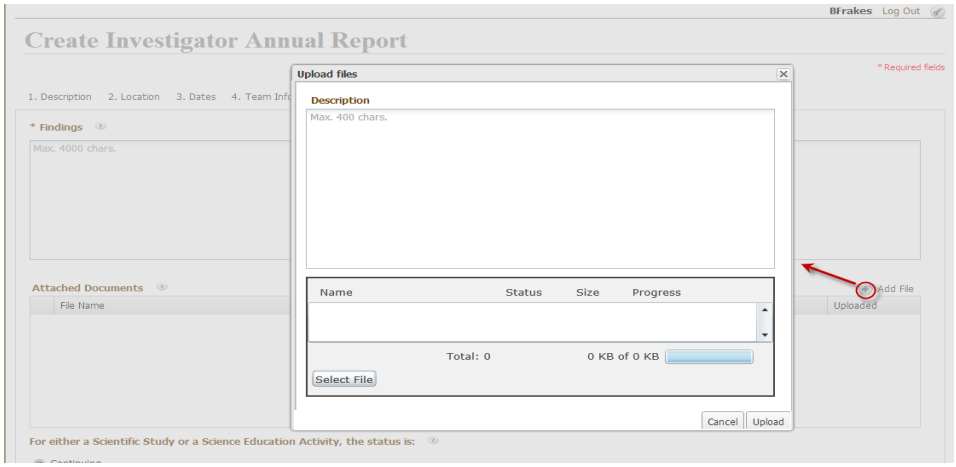
You have the option to edit the information in these tabs to address specifics of your work during the reporting year.

Tab 5, “Research”, is the primary reporting page. It documents 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. Please check the appropriate option for the status of your study. The funding component should report only the costs realized in conjunction with your work during this reporting year. If you have made collections please choose the “Yes option and describe your specimen collection.



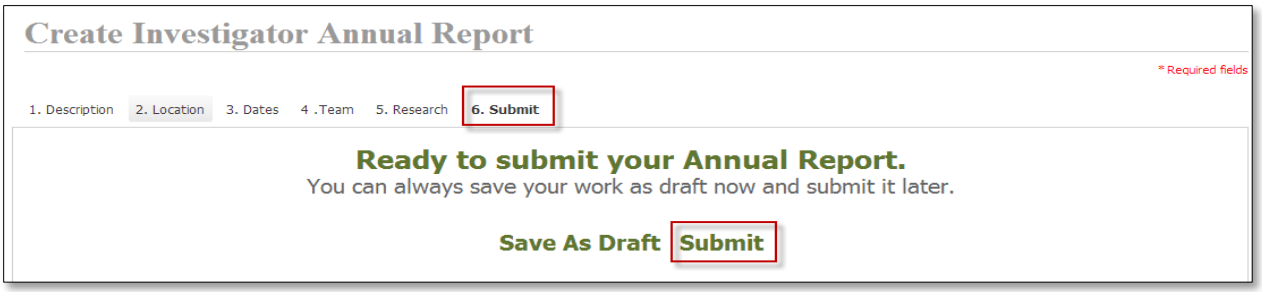
Step 5.Optionally Add Document to IAR

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.

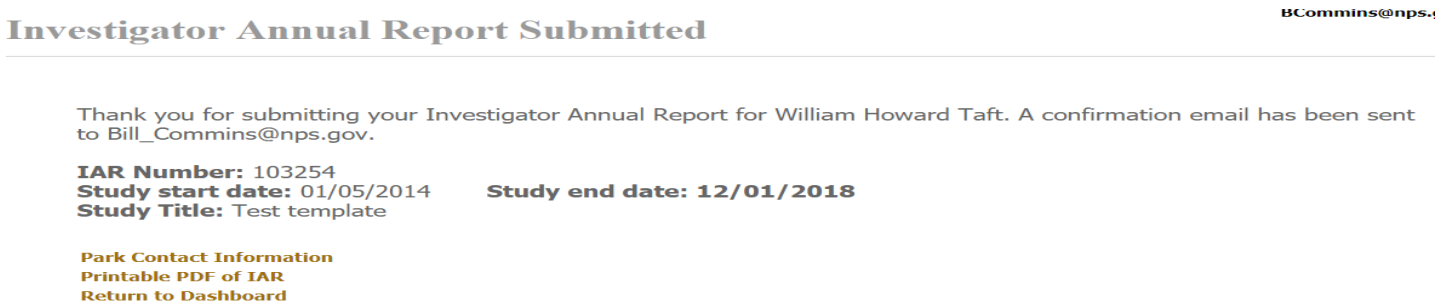


Step 6.Submit IAR

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.



Upon submission, you will land on a submission confirmation page from which you may download a printable PDF of your IAR.



Recommended Modules to Read Next: Submit a Final Report, Renew a Research Permit