

## REReport User Fields and Types

At project Initiation:

1. A user with Create and Update permissions within REReport has the ability to enter the following data into REReport:
  - a. (conditional requirement) Grantee Project Number (REReport partner sites require a project number. Field will not be displayed to independent grantees.)
  - b. (optional) Collaborating/Partnering States
  - c. (optional) Collaborating/Partnering Organizations
  - d. (optional) Collaborating/Partnering Country
  - e. (optional) Co-Project Directors (Name & Department)
  - f. Goals/Objectives (text box)
  - g. Products (text box)
  - h. Expected Outcomes (text box)
  - i. Methods (text box)
  - j. Non-technical Summary (text box)
  - k. (optional) Target Audience (text box)
  - l. Keywords (character)
  - m. (optional) Animal Health Component (percent)
  - n. AREERA Section 204 Integrated Activity (Yes/No) (For Formula Grant projects only)
  - o. Classification (one required but no more than 10 accepted)
    - i. Knowledge Area (code and percent)(future enhancement)
    - ii. Subject of Investigation (code and percent)
    - iii. Field of Science (code and percent)
  - p. Farm Bill Priority (code and percent)(Future Enhancement)
  - q. Research/Education/Extension project effort allocation (percent)
    - i. If Research percent is greater than 0, further refinement of the activity is required:
      1. Basic (percent)
      2. Applied (percent)
      3. Development (percent)
    - ii. If Research is null or zero, the refinement fields will be hidden from view on the interface.
  - r. Project Proposal (Attached as PDF document)
  - s. Assurance Statements (For Formula Grant Projects only)
    - i. Care and Use of Animals (One of the following radio buttons)
      1. Project does not involve use of vertebrate animals
      2. Project involved vertebrate animals and was approved by the Institutional Animal Care and Use Committee (IACUC) on (Date)
    - ii. Protection of Human Subjects (One of the following radio buttons)
      1. Project does not involve use of human subjects.
      2. Project involves use of human subjects and (one of the following radio buttons)
        - a. Was approved by the Institutional Review Board (IRB) on (Date)
        - b. Is exempt base on (Drop down list)
        - c. Specific plans involving human subjects depend on completion of survey instruments, prior animal studies, or development of

material or procedures. No human subjects will be involved in research until approved by the IRB and a revised Assurance Statement is submitted.

Fields to be autopopulated from existing eGrants data from C-REEMS (for non-formula grants)

2. REEport will use information retrieved from the Gateway to construct a shell or skeleton entry for the grant project in REEport. The following information will be imported from the C-REEMS provided Gateway at this time, as available:

- a. Project Title
  - b. C-REEMS Grant Program Code
  - c. Grants.gov Tracking Number
  - d. C-REEMS grant proposal number
  - e. Performing Organizations
  - f. Performing Department (populated from primary Project Director information)
  - g. Keywords
  - h. Project Director (primary)
    - i. Name
    - ii. Phone
    - iii. Email
    - iv. Department (infers Performing Department)
  - i. AOR information
    - i. Name
    - ii. Phone
    - iii. Email
3. If the grant award requires a project initiation submission, the REEport system will re-import all the data originally autopopulated in number 2 above and the additional grant award information finalized by the awarding of the grant. The additional grant information will include the following:
- a. NIFA Grant Agreement Number/Award Number
  - b. Start Date
  - c. Expiration Date
  - d. Award amount
  - e. Award Date
  - f. Award/Grant Year

The Progress Report will follow the approved collection of the RPPR and include the following RPPR elements:

- 1. A user with Create and Update permissions within REEport has the ability to enter the following data into REEport:
  - a. Cover Page (prepopulated from Project Initiation)
  - b. Products
    - i. Publications (Ability to Add more than one)
      - 1. Type (Choose One)
        - a. Journal Article
        - b. Book
        - c. Book Chapter
        - d. Theses/Dissertations
        - e. Conference Papers and Presentations
        - f. Other
      - 2. Status
        - a. Published
        - b. Awaiting Publication
        - c. Accepted

- d. Submitted
    - e. Other
  - 3. Publication Year (YYYY)
  - 4. Title
  - 5. NIFA Support Acknowledged (Y/N)
- ii. Intellectual Property (Patents, Inventions, Licenses)(Ability to Add more than one)
  - 1. Application Number
  - 2. Filing Date
  - 3. Title
- iii. Other Products (Ability to Add more than one)
  - 1. Type (Choose One)
    - a. Audio or Video
    - b. Databases
    - c. Data and Research Material
    - d. Educational Aids or Curricula
    - e. Evaluation Instruments
    - f. Models
    - g. Physical Collections
    - h. Protocols
    - i. Software or NetWare
    - j. Survey Instruments
    - k. New Germplasm (Non-RPPR)
    - l. Other
  - 2. Description (Text)
- iv. Accomplishments
  - 1. Major Goals (Pre-populated from Project Initiation)
  - 2. Accomplishments Under Goals (Text)
  - 3. Training Opportunities (Text)
  - 4. Results Dissemination (Text)
  - 5. Plans for Next Reporting Period (Text)
- v. Changes/Problems (Text)

The following elements are in addition to the RPPR elements:

1. A user with Create and Update permissions within REEport has the ability to enter the following data into REEport:
  - a. Actual FTEs for this Reporting Period for Faculty and Non-Students; Undergraduate, Graduate, and Post-Doctoral Students with the following roles.
    - i. Scientist (number)
    - ii. Professional (number)
    - iii. Technical (number)
    - iv. Administrative (number)
  - b. Number of Students Supported by the grant project for Undergraduate, Graduate, and Post-Doctoral Students and Corresponding Department of Education CIP Code.
    - i. Undergraduate (Number and Department of Education CIP Code)
    - ii. Graduate (Number and Department of Education CIP Code)

iii. Post-Doctoral (Number and Department of Education CIP Code)

The Final/Termination Report is identical to the Progress Report except that it covers the entire period of the project.

The Financial Report (Old AD-419) will include the following information.

1. Recipients of the NIFA Administered Grants will report the following data:
  - a. Dollars expended on the project by:
    - i. NIFA Administered Funds
      1. Hatch (Exported to POW Annual Report)
      2. Hatch Multistate Research (Exported to POW Annual Report)
      3. Evans-Allen (Exported to POW Annual Report)
      4. McIntire-Stennis
      5. Animal Health 1433
      6. Contracts, Grants, Cooperative Agreements
    - ii. Other Federal Funds
      1. Other USDA Grants, Contracts, and Cooperative Agreements
      2. National Science Foundation
      3. Department of Energy
      4. US Agency for International Development
      5. Department of Defense
      6. National Institute of Health
      7. Health and Human Services
      8. National Aeronautics and Space Administration
      9. All Other Federal Funds
    - iii. Non-Federal Research Funds
      1. State Appropriations (Exported to POW Annual Report)
      2. Self-Generated Funds
      3. Industry Grants and Agreements
      4. All other Non-Federal Funds