



REEdport User Guide

NIFA Planning, Accountability, and Reporting Staff

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INTRODUCTION

Recipients of capacity and competitive grant awards administered by the National Institute of Food and Agriculture (NIFA) are required to report project and program data to NIFA. The Research, Extension, and Education Project Online Reporting Tool (REEport) is NIFA's primary grant reporting application for NIFA-funded, non-capacity (competitive) projects. The application collects both technical and financial data related to NIFA-funded, non-capacity (competitive) projects and allows grantees to report significant accomplishments and impacts of their research, extension, and educational work.

Project initiations and reporting for projects funded by **competitive grants** must be completed in the REEport application, which is accessible through the [NIFA Reporting Portal](#). Within REEport, the project initiation forms and required report forms are completed and submitted to NIFA. This **REEport User Guide** provides the instructions and details the requirements for **competitive grant** project initiation and reporting in the REEport application as well as how to log-in and how to reset your password. To navigate this document, you may utilize the hyperlinks on the [Table of Contents](#) and the **Return to Table of Contents** hyperlinked arrows on the bottom left corner of every page.

Project creation and reporting for projects and programs funded by **capacity grants**, including Hatch, Hatch Multistate, Evans-Allen, Animal Health and Disease Research, McIntire-Stennis, Renewable Resources Energy Act (RREA), 1890 Extension, and Smith-Lever(b)(c), must be completed in the NIFA Reporting System (NRS). The **NIFA Reporting System User Guide** and additional NRS resources are available on the [NIFA Reporting System webpage](#).

The links in the following table direct grant recipients to the NIFA webpage and resources that are applicable to their project or program type:

Table 1 Project/Program Type Determination

If you...	...your project/program type is:
...have a Hatch, Hatch Multistate, Evans-Allen, McIntire-Stennis, Animal Health, RREA, 1890 Extension, and Smith-Lever(b)(c) project or program...	Capacity (Go to NIFA Reporting System webpage)
...submitted a grant application through Grants.gov, received an "Award Face Sheet" from NIFA, and have a proposal and award number associated with your project...	Competitive (Go to NIFA REEport webpage)

If you have any further questions about your project/program type and what is expected of you as a grant recipient, please email the REEport Help Desk (Electronic@usda.gov) or the NRS Help Desk (NRS@usda.gov).

ROLES AND PERMISSIONS IN REEPORT

It is important to understand the roles and permissions you have in REEport, which depend on what type of REEport site your projects are assigned to and what user role(s) you are assigned. In REEport, users are assigned “roles” in the application that allow them to see specific pages and perform specific functions. The roles and permissions that any one user has are determined by two factors:

1. Whether they are affiliated with a Partner or Independent REEport Site (see definitions below)
2. Which user role(s) they are assigned in the REEport application (see [Table 2](#) and [Table 3](#))

SITE TYPES IN REEPORT

Partner Sites

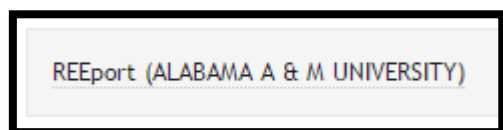
Partner sites exist for most Land Grant Universities (with the exception of 1994 Tribal Colleges) and a few other institutions that have been granted partner status. When you log in to REEport you can tell that your projects are assigned to a **partner site** if there is a prefix of SAES, 1890, FRST, VET, or EXT in front of your institution’s name. For example:



Partner sites are administered by the REEport Site Administrator(s) at the grantee organization. REEport users affiliated with partner sites may be assigned more than one REEport user role by their REEport Site Administrator (SA). To view the user roles and permissions for Partner Sites, [click here](#).

Independent (Non-Partner) Sites

Independent (non-partner) sites exist for private organizations, 1994 Tribal Colleges, and any NIFA partner institution that is **NOT** an 1862 or 1890, Forestry, or Vet Med school. Independent (non-partner) sites also exist for some of the Land Grant Universities. When you log in to REEport, if there is **NO** prefix, such as SAES, 1890, FRST, VET, or EXT in front of your institution’s name, then your projects are assigned to an **independent site**. For example:



Independent sites have no centralized administration at the grantee organization level. When a project is assigned to an **independent site**, REEport does not allow anyone other than the Project Director (PD) or Authorized Organizational Representative (AOR) listed on the grant to enter and submit data to NIFA. There is no way to allow additional REEport users editing access on projects (grants) assigned to **independent sites** in REEport. To view the user roles and permissions for Independent (non-partner) sites, [click here](#).

[Table 2](#) and [Table 3](#) list the REEport user roles available for each site type and the permissions they have in the REEport application.

Table 2 Partner Site REEport User Roles and Permissions

To review site type definitions [click here](#).

REEport Site Type	User Role	Permissions in REEport
Partner Site	Site Administrator (SA)	a. Has full control. b. Can view all projects and forms. c. Can edit any forms in Draft. d. Can submit any form to NIFA. e. Can edit and submit REEport Financial Reports. f. Only role that has access to Site Administration functions, such as adding users, setting form workflows, etc. In other words, control over all aspects of site configuration.
Partner Site	Assistant Site Administrator (ASA)	a. Can view all projects and forms. b. Can edit any forms in Draft. c. Cannot submit forms to NIFA.
Partner Site	Project Director (PD)	a. Can edit the draft project and progress/final report forms if they are <i>named the PD on the grant</i>. b. Can create new State Project Initiation forms, and view/edit State Project forms they initiated. c. Cannot submit forms to NIFA unless the Site Administrator has set the workflows to allow it. d. Cannot complete and submit the REEport Financial Report unless the user is also assigned the Financial Administrator or Site Administrator role.
Partner Site	Financial Administrator	a. Can only access the Financial Report modules. b. Can edit the REEport Financial Reports. c. Cannot submit the REEport Financial Reports to NIFA unless the Site Administrator has set the workflows to allow it.
Partner Site	Authorized Organizational Representative (AOR)	a. Can edit the draft project and progress/final report forms if they are <i>named the AOR on the grant</i>. b. Can view other projects assigned to the site, but cannot edit them if they are not the named AOR. on the grant.
Partner Site	Admin Support	a. Can create new State Project Initiation forms. b. Can view and make edits only on forms they created. c. Cannot submit forms to NIFA.
Partner Site	Reviewer	a. Can view all projects and forms in a read-only state as a PDF. No other permissions.

Table 3 Independent Site REEport User Roles and Permissions

To review site type definitions [click here](#).

REEport Site Type	User Role	Permissions in REEport
Independent (Non-Partner) Site	Project Director (PD)	a. Role is automatically assigned to the user who is named as the Project Director on a grant. b. Can view and edit only the projects and forms on which they are the named Project Director. c. Can submit all forms to NIFA, including financial.
Independent (Non-Partner) Site	Authorized Organizational Representative (AOR)	a. Role is automatically assigned to the user who is named as the Authorized Organizational Representative (AOR) on a grant. b. Can edit only the projects and forms on which they are the named AOR. c. Can submit all forms to NIFA, including financial.
Independent (Non-Partner) Site	Reviewer	a. Role is automatically assigned to the user who is named as the AOR on a grant. b. Can view all projects assigned to the independent site as read-only PDF files.
Independent (Non-Partner) Site	Project Financial Reporter	a. Role is automatically assigned to both the PD and the AOR who are named on a grant. b. Can complete and submit the REEport Financial Report.

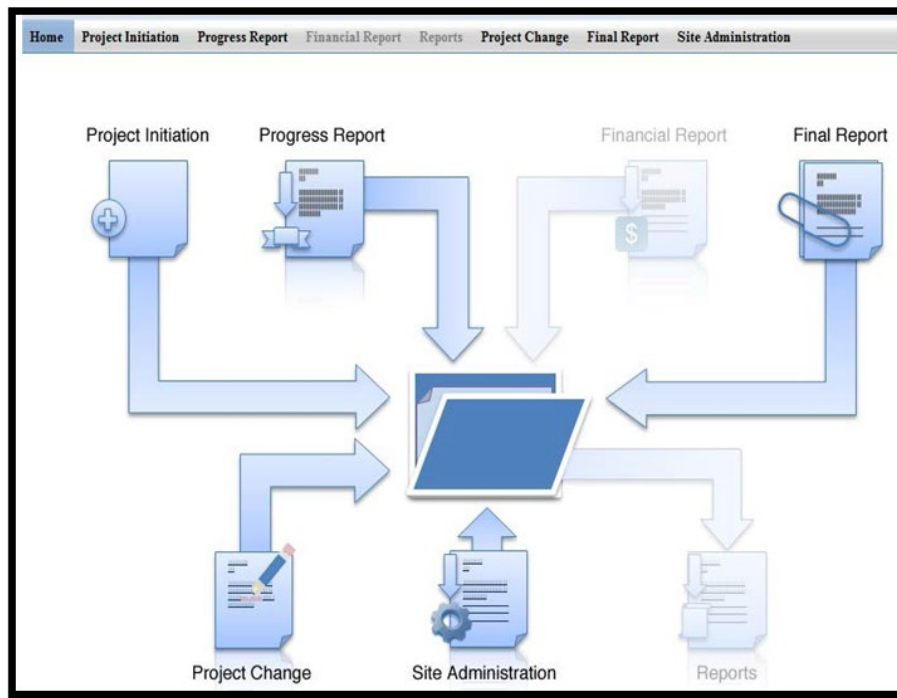
HOW TO LOG IN TO REEPORT

The following are the basic steps for logging in to the REEport application through the NIFA Reporting Portal. The REEport application is housed within the NIFA Reporting Portal. Microsoft Edge and Google Chrome are the preferred browsers for accessing the NIFA Reporting Portal.

1. Navigate to the [NIFA Reporting Portal](#).
2. Enter your email address and password; hit “enter” or click the “Log In” button.
 - Your login name is the **exact email address** that was entered on the grant application. If your email address has changed and an email address update is necessary, contact the REEport Help Desk at Electronic@usda.gov for assistance.
 - To set your password for the first time and activate your account, follow the [How to Reset Your Password](#) instructions, which will both activate your account and set your password.

3. Under the “Active Applications” header, click the link listed for REEport.
 - If there is no REEport link under the “Active Applications” header, your user account does not have access to REEport.
 - If you need REEport access and see no link under the “Active Applications” header, contact the REEport Help Desk at Electronic@usda.gov for assistance.
 - Projects assigned to independent sites (see definition [here](#)) are only accessible by the primary Project Director (PD) or Authorized Organizational Representative (AOR) listed on the grant itself. If you are not the primary PD or AOR listed on the grant award, you will not be able to view the project or enter data in REEport.

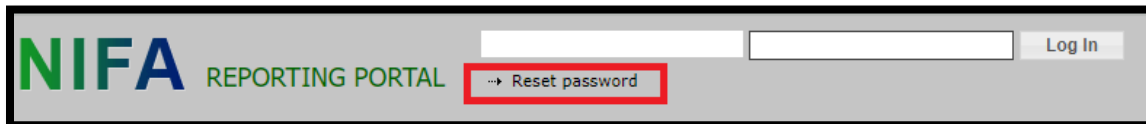
4. In the REEport application, you have the option to access the application modules to complete and submit form types based on your roles and permissions in REEport. Please refer to the [Roles and Permissions in REEport](#) section of this guide to determine your access levels in REEport.



HOW TO RESET YOUR PASSWORD

Any person with access to REEport through the NIFA Reporting Portal can reset their own password. You may reset your password once during a 24-hour period. If your account was locked due to invalid login attempts, the account will automatically unlock after 15 minutes. A password reset will not override the 15 minutes waiting period on a locked account. To reset a password, follow these steps:

1. Go to [NIFA Reporting Portal](#)
2. At the top of the page, click the “Reset password” link, as shown here:



3. Enter the email address that is associated with your account and click the “Send” button.
NOTE: If you cannot remember which email address your account is associated with, please contact the REEport Help Desk at Electronic@usda.gov for assistance. In the request, please include your full first and last name, and associated award number.

A screenshot of the 'Reset Password' page within the NIFA Reporting Portal. The page has a dark blue header with the text 'NIFA Reporting Portal'. Below the header, the title 'Reset Password' is displayed. The page is divided into two sections: 'For NIFA Employees' and 'For Others'. The 'For Others' section contains instructions and a form. The form has a label 'Email Address' next to a white input field. Below the input field is a red arrow pointing to a blue 'Send' button. To the right of the 'Send' button is a link that says 'Back to NIFA Portal'.

4. After clicking the “Send” button, the system will recognize your account and email you a link to reset your password. If you do not receive the email, take these additional steps:
 - Check your junk mail and confirm that noreply@nifa.usda.gov is not blocked by your email service.
 - Clear your browser cache and repeat steps 1-4
5. Click the reset password link you receive within the email; this will bring you to a page in the NIFA Reporting Portal where you will enter a new password twice.
6. After your new password is saved, click the log in link at the top of the page you already have open; or type in and save the URL [NIFA Reporting Portal](#) for all future logins.
7. Enter your email address and newly set password, and then click the “Log in” button.

REQUIREMENTS AND DUE DATES

A NIFA competitively awarded/non-capacity project is any agricultural research, education, or extension project funded by a NIFA grant program that requires a grant application through grants.gov and has a peer review process. Once a competitive/non-capacity proposal has been recommended for award, the grantee is notified via email from the REEport application that their project initiation form is available for editing. The grantee must complete and submit their project initiation in REEport in order to receive their funds.

Table 4 REEport Form Types and Due Dates

REEport Form Type	Due Date
Project Initiation	Submit as soon as REEport Project Initiation notification is received.
Progress Report	Submit within 90 days AFTER the anniversary of the project start date.* NOTE: In the final year of a project, the Final Report is completed in lieu of a Progress Report.
Financial Report**	Submit in the REEport Financial Report module by February 1 st of the fiscal year AFTER the fiscal year of the expenditures being reported. NOTE: In the final year of a project, the Final Financial Report is completed in lieu of a Financial Report.
Final Financial Report**	Submit in the REEport Final Financial Report module within 120 days after the termination of the project (project end date).
Final Report	Submit within 120 days after the termination (end date) of the project. NOTE: The Final Report may be submitted at any time within REEport to terminate the project early.

*For projects with Continuation awards, the progress report may be due BEFORE the anniversary of the start date; if this is applicable to your project, NIFA Program staff will request the progress report before the award anniversary date.

**NOTE: The Federal Financial Report, SF-425, is a separate financial report that is submitted directly to the NIFA Office of Grants and Financial Management; this report is submitted via email to Awards@usda.gov. It is not housed or completed in the REEport application.

REQUIREMENTS AND DUE DATES BY FORM TYPE

Project Initiation

The grantee should complete and submit this form as soon as they receive the email notification indicating the project initiation is available in REEport. While there is no due date for submission of the project initiation, grantees should be aware that they will not be awarded any funds until NIFA has received the project initiation via REEport.

Progress Report

The annual progress report must be submitted in REEport no later than 90 days after the anniversary of the project start date. The anniversary date is always one year from the start date of the project; this start date is imported into REEport from NIFA's grant management system. This report may be submitted in REEport up to 90 days prior to the anniversary date and is due no later than 90 days after that date. In the final year of a project, the Final Report is completed in lieu of a Progress Report.

NOTE: For projects with Continuation awards, the progress report may be due BEFORE the anniversary of the start date; if this is applicable to your project, NIFA Program staff will request the progress report before the award anniversary date.

NOTE: REEport automatically creates the first year Progress Report form for any project that is in active status. Each subsequent year's Progress Report form is created upon submission of the previous year's progress report. A Progress Report form is created for the last year of the project, but it is not required unless the project end date is extended beyond the original project end date.

Financial Reports

REEport Financial Reports

All new competitive awards and any current competitive award receiving a continuation or renewal of funds must submit Financial Reports in REEport. Financial reports in REEport are project level reports that detail all expenditures by funding source, as well as all Full Time Equivalents (FTEs) that supported the project, for the federal fiscal year, which runs from 10/01 to 09/30 each year. These reports are used for research planning, and they are not auditable documents.

An annual Project Financial Report is due each fiscal year the project is ongoing and reports on the most recently completed federal fiscal year. A Final Financial Report is due after the project has ended and reports on the federal fiscal year in which the project ended. Both report types detail all expenditures and FTEs for the federal fiscal year; the final financial report is **not** a cumulative report.

For more details, see the [What is the REEport Financial Report](#) section of this guide.

Federal Financial Report (SF-425)

Competitive/non-capacity grantees must also submit the [Federal Financial Report, SF-425](#) to the Office of Grants and Financial Management (OGFM) Awards Management Division (AMD); this is due annually based on the start date of the project.

For competitive grants, the SF-425 forms should be emailed as a PDF attachment to awards@usda.gov. All questions related to the SF-425 reports should be directed to the Administrative Contact listed in block 14 of the Award Face Sheet or the AMD Awards mailbox (Awards@usda.gov). Additional information regarding the SF-425 is available in the [NIFA Grants Management FAQ document](#).

Final Report

This final progress report must be submitted in REEport within 120 days after the termination of the project (project end date). Early submission of this report in REEport indicates early project termination. In the final year of a project, the Final Report is completed in lieu of an annual Progress Report.

SUBMIT A PROJECT INITIATION

As a grant recipient, you have completed the grant application and peer review process, including submission of project data to NIFA via Grants.gov. You must now complete the Project Initiation in REEport, which collects additional information that was not included on the grant application. The submission of the Project Initiation form in REEport will trigger the award of funds. Below are the step-by-step instructions for this submission.

Please note that NIFA imports non-editable data from your grant application which will appear on the Cover Page of the Project Initiation form. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the proposal number, field name(s), and correct data.

The following instructions are for completing and submitting the Project Initiation in REEport:

1. Activate your account. If you already have an active account, proceed to Step 2. There are two methods to activate your account:
 - a. Click the activation link in the email you received from the NIFA Reporting Portal and follow the prompts **OR**
 - b. If you no longer have access to the email or the link has expired, navigate to the [NIFA Reporting Portal](#). Click the “Reset password” link at the top of the page. Enter the email address listed on the grant application and follow the prompts to set your password.
2. Navigate to the [NIFA Reporting Portal](#).
3. Enter your email address and password; click the “Login” button.
4. Click the “REEport” link under the “Active Applications” header.
5. Upon entering REEport, click the “Project Initiation” icon.
6. Click on the “Project(s) in Draft Stage” folder to view all of the projects you have in draft status.
7. Click the Title of the project to open the editable Project Initiation form.
8. The first page of the Project Initiation form is the Cover page. This page contains non-editable data that is prepopulated from the grant application. If any of these fields are incorrect, email the

REEport Help Desk at Electronic@usda.gov. In this email communication, please include the proposal number, field name(s), and correct data.

9. By using the navigation buttons at the top and bottom of the form pages, navigate through the Project Initiation form and enter the required data on each page. Save your work periodically.
10. After entering all required fields, navigate to the last page of the Project Initiation form (Submit page).
11. If you miss any required fields within the report pages, you will see an on-screen message in **red** with instructions and hyperlinks to navigate to the incomplete report pages. After completing all required fields, return to the Submit page.
12. On the Submit page, click the “Submit to NIFA” button to send the Project Initiation to NIFA. Award funds will not be released until NIFA receives your Project Initiation. Please note that the submission process varies slightly based on what type of REEport site your project is assigned to:
 - a. **If your project is assigned to a Partner Site** ([see definition here](#)), the Site Administrator(s) control the REEport workflows and may require organizational review before submission to NIFA. If organizational review is required, you will click on the “Submit for Review” button on the “Submit” page and your Site Administrator(s) will be responsible for officially submitting the project to NIFA to allow the award and release of your funds.

DATA CONTENT INSTRUCTIONS FOR PROJECT INITIATIONS

Helpful Hints for Entering Progress Initiation Data

- For detailed guidance on specific data fields, use the embedded Help Text by clicking on the small blue icon located next to the field in REEport. 
- There are character limits on all fields in REEport. For all the large text boxes with a built-in text editor, there is an 8,000-character limit, including spaces.
- REEport does not accept graphics, charts, or other images pasted into any of the open text boxes.
- After entering data on a page, you **MUST** click one of the navigation buttons at the top or bottom of the page to save your work (Previous/Save/Next).
 - You may also navigate from page to page within a module using the top menu bar (e.g., moving from “Goals” to “Products” by clicking those words in the menu bar), but this action will **not** save your work if you entered new data on the page.

PROJECT INITIATION: COVER PAGE

The screenshot below is an example of the Cover Page in the Project Initiation form. This page contains non-editable data that is prepopulated from the grant application. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the proposal number, field name(s), and correct data.

Home Project Initiation **Progress Report** Financial Report Final Financial Report Reports Project Change Final Report

Cover **Participants** Goals Products Outcomes Audience Methods Summary Keywords Classification Submit

Cover Page

Fields marked with an asterisk (*) are required for submission.

Please consult the [REEport Guide for Project Directors](#), for instructions on how to complete this form. The Cover Page collects/displays identifying information for your project, some of which is pre-populated from Grants.gov and non-editable for NIFA Competitive awards. All major following sections in REEport have a character limit of 8,000. If you work for a NIFA Partner Institution, typically Land Grant Universities, please contact your REEport Site [More...](#)

NOTE: This project has 0 comments.

Save Next

Funding Source Status

Project Title

Sponsoring Agency/Institution

Performing Organization/Institution UEI

Performing Department DUNS Number

* Project Number TEX0

Grants.gov Tracking Number Proposal Number

Award Number Award Amount

Award Date Award Fiscal Year

States and Organizations

Collaborating/Partnering States Collaborating/Partnering Organizations

Countries

Collaborating/Partnering Countries

Start Date End Date

Project Contacts

Project Director

Authorized Organizational Representative NIFA Program Contact:

Name : Title : Email Address : Phone Number :

Save Next

Funding Source

The Funding Source is prepopulated on this page based on the source of the grant listed in NIFA's grants management system (CREEMS).

Status

The Status of a project is assigned by the REEport application and starts in "draft" status. After your project is submitted to NIFA, the status will change to active, as defined below. Upon reaching the end date listed on the project, or early termination via the submission of a Final Report, the status will change to complete, as defined below.

Active: A project that has been approved by a NIFA NPL and is currently within the overall project duration dates (i.e., between the start date and end date of the project).

Complete: A project that has either been terminated via the submission of a Final Report or one that is currently outside of its overall project duration dates. This means that a project whose Final Report has not been submitted will still show a status of "Complete" if the current calendar date is later than the end date of the project. NOTE: Projects in this situation are displayed in the "Project(s) Past End Date – Extend Project or Submit Final Report" folder.

Project Title

The Project Title is a concise description of the focus and subject of study being performed. This field is prepopulated based on the approved grant application project title.

Sponsoring Agency/Institution

The Sponsoring Agency/Institution is the organization that is funding the project. For all competitive (non-capacity projects), the sponsoring agency is NIFA.

Performing Organization/Institution

The Performing Organization/Institution is the organization that employs the person(s) conducting the project.

UEI

A Unique Entity ID (UEI) is a 12-character (alpha-numeric) code that uniquely identifies all entities. UEIs are issued by SAM.gov (System for Award Management) and are a part of an entity's record in the Entity Information section of SAM.gov; this field prepopulates with the UEI that was entered in Grants.gov. For more information, visit the [SAM.gov website on UEI](#).

DUNS Number

The Universal Numbering System (DUNS) number is a unique nine-digit identification number that was provided by Dun & Bradstreet (D&B). This field prepopulates with the DUNS number that was entered in Grants.gov. The UEI has replaced the DUNS number ([DUNS to Unique Entity ID \(SAM\) Transition](#)).



Performing Department

The Performing Department is the entity/section at the Performing Organization/Institution to which the Project Director is assigned and performs most of their duties and research.

Project Number

The Project Number is an identifier (combination of letters and numbers) subject to the identification or numbering system used by the Performing Organization/Institution. While it is recommended that Project Numbers be unique to only one project, NIFA does not prevent PDs from re-using project numbers.

If you are a PD at a Partner Institution ([see definition here](#)), the Division Station Code, as shown next to the Project Number field, is prepopulated in REEport as a prefix to the project number entered. The Division Station Code is managed by the Site Administrator(s).

NOTE: NIFA does NOT use project numbers to track projects or to perform data retrieval searches; NIFA uses accession numbers for these activities.

Collaborating/Partnering States and Organizations

Prepopulated based on the Co-Project Director information from the grant application.

Collaborating/Partnering Countries

Identify any other countries that are **significantly** participating in this research project. A “significant” amount of participation to a project generally implies that the PD would not be able to realize the major objectives of a project (at all or as effectively) without the participation and support of the other participating countries.

NOTE: A “contribution” of effort and/or resources (i.e., SYs/PYs, materials) can be made regardless of whether or not the partnering entity is receiving or contributing funding towards the project.

Start Date

For competitive grant projects, the start date is prepopulated based on what NIFA has on file from the approved grant application. NIFA follows two rules when prepopulating this date: 1) The start of the project begins when the award of funds is made to the grantee OR 2) the start of the project begins on a future date that occurs after the award of funds is made because such future start date was originally approved with the grant application.

End Date

Prepopulated based on the end date from the grant application or what was decided upon with the NIFA National Program Leader (NPL).



Project Director

The individual that was listed as the PD on the grant application is listed in this field. This can only be changed by contacting and submitting the required documentation to the NIFA Awards Mailbox (Awards@usda.gov). You may additionally cc: the Administrative Point of Contact on block 14 of your Award Face Sheet. See the instructions in the [NIFA Grant Management FAQs](#).

Authorized Organizational Representative (AOR)

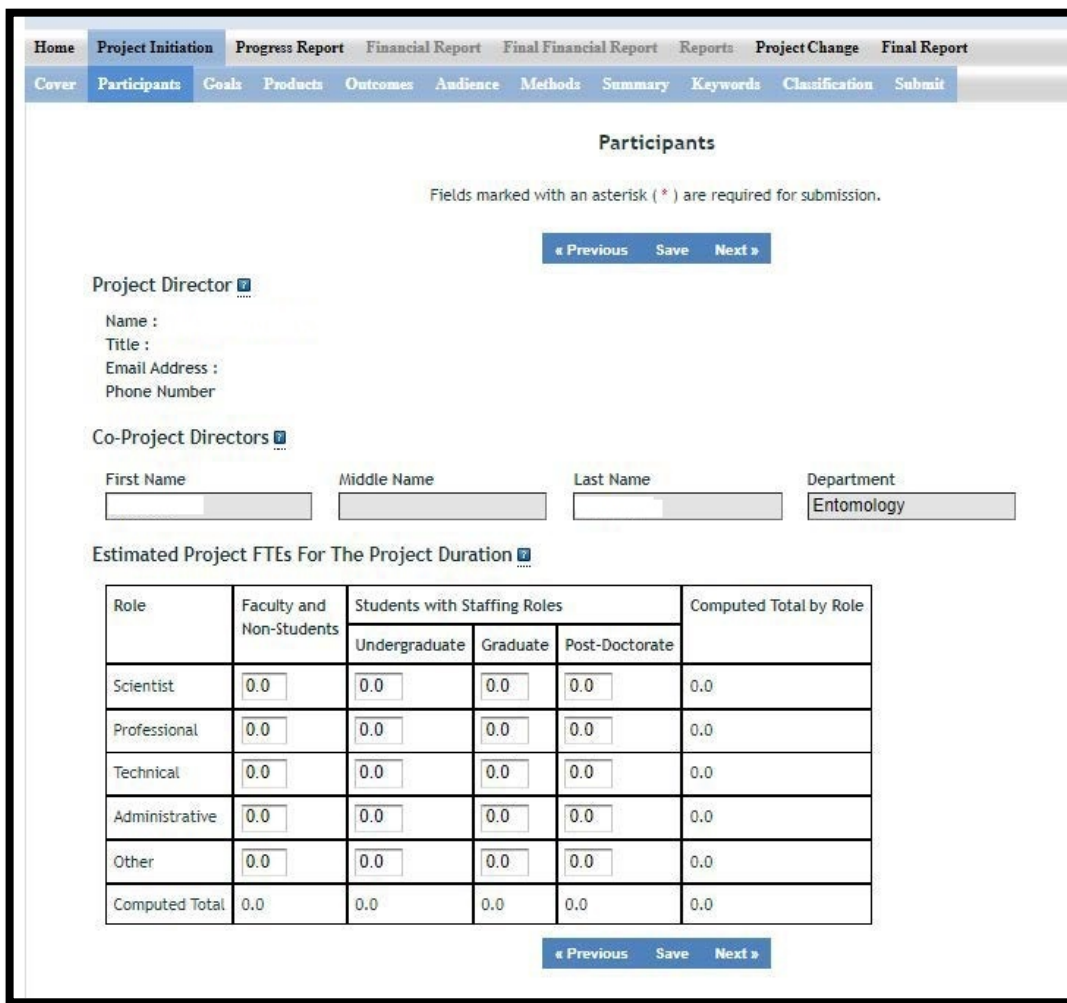
The individual that was listed as the AOR on the grant application is listed in this field. This can only be changed by contacting and submitting the required documentation to the NIFA Awards Mailbox (Awards@usda.gov). You may additionally cc: the Administrative Point of Contact on block 14 of your Award Face Sheet. See the instructions in the [NIFA Grant Management FAQs](#).

NIFA Program Contact

The individual that is listed as the NIFA Program Contact on the grant is listed in this field. Contact this person if you have any programmatic questions.

PROJECT INITIATION: PARTICIPANTS PAGE

The screenshot below is an example of the Participants page in the Project Initiation form.



Home Project Initiation Progress Report Financial Report Final Financial Report Reports: Project Change Final Report

Cover Participants Goals Products Outcomes Audience Methods Summary Keywords Classification Submit

Participants

Fields marked with an asterisk (*) are required for submission.

« Previous Save Next »

Project Director ⓘ

Name :
 Title :
 Email Address :
 Phone Number

Co-Project Directors ⓘ

First Name Middle Name Last Name Department
 Entomology

Estimated Project FTEs For The Project Duration ⓘ

Role	Faculty and Non-Students	Students with Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	0.0	0.0	0.0	0.0	0.0
Professional	0.0	0.0	0.0	0.0	0.0
Technical	0.0	0.0	0.0	0.0	0.0
Administrative	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
Computed Total	0.0	0.0	0.0	0.0	0.0

« Previous Save Next »

Project Director

The fields pertaining to the main Project Director are prepopulated on this page according to what is displayed on the Cover page.

Co-Project Directors

Co-Project Directors (Co-PDs) are prepopulated based on the grant application. This population sometimes does not occur until later in the award process. Thus, if you see that no Co-PDs are listed, please continue with the submission of your project initiation. After your funds are awarded, please check back to ensure the Co-PDs are listed. If they are not at that point, contact the REEport Help Desk at Electronic@usda.gov.

Estimated Project FTEs for the Project Duration

An FTE is defined by the [Government Accountability Office \(GAO\)](#) as the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For most NIFA partners and places of employment a full-time schedule as defined by law equates to 2,080 hours of work (52 weeks multiplied by 40 hours per week). Thus, a person who works 40 hours per week for 52 weeks of a project's duration (i.e., 1 year of a project) equals 1 complete FTE. If that same person works a full-time schedule on a 5-year project, that would be equal 5 complete FTEs.

INSTRUCTIONS: Enter the estimated Full-time equivalent(s) (FTE) that will support this project over the course of the **project's duration**. You may enter fractions and round to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

Scientist: A research worker responsible for original thought, judgments, and accomplishments in independent scientific study. This includes investigation leaders and project leaders and portions of the time of supervising scientists or staff assistants who meet the preceding definition. Examples: Professor, Associate Professor, Assistant Professor, Scientist.

Professional: A professional does not qualify as a scientist under the preceding definitions but may still significantly contribute to research activities. Professionals usually hold one or more college degrees and have otherwise qualified for employments in a professional category. Generally, professionals have a high degree of research activity responsibility but do not hold principal investigator status or equivalent at the reporting institution. Examples: Department Head, Resident Director, Statistician, Analyst, Assistant Director, Dean.

Technical: Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Examples: Lab Assistant, IT Professionals, Mechanic, Carpenter, Machinist, Skilled Tradesperson.

Administrative and Other: These are clerical and support staff who contribute to the non-technical support of the project. It is often difficult to assess an individual's clerical and labor support to any one project; they usually support groups of researchers of different projects in a broad manner, such as typing reports, managing bill payments, managing equipment and supplies, etc. Examples: IT Staff, Administrative Assistant, Repairman, Janitor, Data Entry personnel.

PROJECT INITIATION: GOALS PAGE

The screenshot below is an example of the Goals / Objectives page in the Project Initiation form.

The screenshot shows a web application interface for the 'Goals / Objectives' page. At the top, there is a navigation bar with tabs: Home, Project Initiation (selected), Progress Report, Financial Report, Final Financial Report, Reports, Project Change, and Final Report. Below this is a sub-navigation bar with tabs: Cover, Participants, Goals (selected), Products, Outcomes, Audience, Methods, Summary, Keywords, Classification, and Submit. The main content area is titled '* Goals / Objectives' and includes a note: 'Fields marked with an asterisk (*) are required for submission.' Below the note are three buttons: '< Previous', 'Save', and 'Next >'. The text prompt reads: 'What are the major goals of this project? 8,000 character limit.' followed by a 'More...' link. A rich text editor is provided with a toolbar containing icons for undo, redo, search, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, quote, and table. The editor also has a secondary toolbar with bold, italic, underline, strikethrough, subscript, and superscript. The bottom of the editor shows the text 'body p span'.

What are the major goals of this project?

By “Major Goals” NIFA means the over-arching goals of the project AND the objectives that will be undertaken to achieve those goals.

Provide a clear, concise statement of the major goal(s) of this project. This should encompass a broad perspective of what purpose, service, major achievement, or milestone this project will provide. Following your goal statement, please list the objectives of the project using numbers for each in either list or paragraph format. Most goals have multiple objectives. Objectives are focused, quantifiable, and measurable, whereas goals are more general and broader. There is no minimum or maximum number of objectives to include for a project, but all objectives should be specific and attainable within the duration of the project and with the available resources (refer back to your estimated FTEs for project duration and other resources available to the project).



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methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

- **Graduates:** students graduated in agricultural sciences.

PROJECT INITIATION: OUTCOMES PAGE

The screenshot below is an example of the Outcomes page in the Project Initiation form.

The screenshot shows a web-based form titled "Expected Outcomes" with a red asterisk indicating it is required. The form is part of a larger system with tabs for Home, Project Initiation, Progress Report, Financial Report, Final Financial Report, Reports, Project Change, and Final Report. Under the Project Initiation tab, there are sub-tabs for Cover, Participants, Goals, Products, Outcomes (selected), Audience, Methods, Summary, Keywords, Classification, and Submit. The form includes a "Previous" button, a "Save" button, and a "Next" button. Below the buttons, there is a text area for providing a description of Expected Outcomes over the duration of the project, with a character limit of 8,000. A rich text editor toolbar is visible above the text area, containing various formatting options like bold, italic, underline, strikethrough, and list creation. The text area itself is empty, showing only the placeholder text "body p".

Provide a description of Expected Outcomes over the duration of the project. You may use paragraphs and/or lists.

NIFA considers the terms "outcomes" and "accomplishments" to be synonymous. Outcomes help lead to a project impact. An outcome is defined as a measurable and documented change in knowledge, action, or condition that occurred as a result of the project. Outcomes should relate directly to the project objectives. Expected project outcomes are to be identified and listed in this section and then further reported on in progress reports and final reports in the accomplishments section in consecutive years.

Outcome statements in this section should be short, succinct statements that start with phrases indicating the occurrence of change. If appropriate and available, outcomes should be supported with key, quantitative data, such as number of acres impacted, increased profits, or number of people impacted. Examples of such phrases are:

- "Increase in the numbers of acres that..."
- "Decrease in the number of children that..."

- "Increased profits from the sale of..."

Outcomes should include one or more of the following:

Change in Knowledge: For a research project, a change in knowledge can be an incremental change in the understanding of scientific knowledge. For education or extension projects, a change of knowledge occurs when recipients of an education or extension activity demonstrate learning and increased understanding.

Examples:

- Youth know how to choose food according to MyPyramid guidelines.
- Families set goals to improve their food resources management practices.
- The genome for this plant species was annotated and markers for drought tolerance were found.
- A new variety of plant seed has been released.
- A sequencing of a portion of a plant or animal gene.

Change in Action: A change in action occurs when a change in behaviors or practices results from the project's activities.

Examples:

- Youth eat foods that are closer to the recommended MyPyramid amounts.
- Families prepare simple, nutritious, and affordable food.
- A drought tolerant cultivar was released and planted by farmers on a trial basis.
- A new variety of plant seed has been accepted by farmers, with 10% of the farmers in Monroe County using this seed this past year.
- An increase in the consumption of fruits and vegetables was observed within the last year in school lunchrooms in the northwest of the United States.
- A significant increase in food safety practices was observed after a new website was posted that had over 10,000 unique users within the first year of posting.

Change in Condition: A change in condition occurs when a societal condition is changed as a result of the project's activities.

Examples:

- There is a reduction in the proportion of youth who are overweight and obese.
- Families maintain healthy eating habits and experience decreases in health-related problems.
- The drought tolerant cultivar was planted on 35% of the acreage which resulted in a 50% reduction in irrigation. This saved 5 million gallons of water and reduced power consumption by 2.5 Kw.
- A new plant variety has ranked in the top 20 plant varieties planted nationally.
- A trend in increasing healthy food consumption in grammar school children was paralleled with a 50% increase in school gardens from 2020 to 2022.

PROJECT INITIATION: AUDIENCE PAGE

The screenshot below is an example of the Audience page in the Project Initiation form.

The screenshot shows the 'Audience' page within the Project Initiation form. The top navigation bar includes links for Home, Project Initiation (selected), Progress Report, Financial Report, Final Financial Report, Reports, Project Change, and Final Report. Below this, a sub-navigation bar highlights the Audience page among other sections like Cover, Participants, Goals, Products, Outcomes, Methods, Summary, Keywords, Classification, and Submit. The main heading is '* Target Audience'. A note states: 'Fields marked with an asterisk (*) are required for submission.' Navigation buttons for '< Previous', 'Save', and 'Next >' are present. The instruction reads: 'Provide a description of the target audience(s) that will be the focus of effort for the duration of the project. 8,000 character limit.' A 'More...' link is shown above a rich text editor. The editor's toolbar includes icons for undo, redo, search, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, quote, and table. Below the toolbar is a large text area with a vertical cursor. The status bar at the bottom indicates 'body p'.

Provide a description of the target audience(s) that will be the focus of effort for the duration of the project.

The target audience(s) you describe should include all of the audiences you plan to reach over the course of the project, even if only for portions of your efforts during certain activities of the project.

Target audiences include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged.

Efforts include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

PROJECT INITIATION: METHODS PAGE

The screenshot below is an example of the Methods page in the Project Initiation form.

The screenshot shows the 'Methods' page within the REEPORT Project Initiation form. The top navigation bar includes links for Home, Project Initiation (selected), Progress Report, Financial Report, Final Financial Report, Reports, Project Change, and Final Report. Below this, a sub-navigation bar contains links for Cover, Participants, Goals, Products, Outcomes, Audience, Methods (selected), Summary, Keywords, Classification, and Submit. The main content area is titled '* Methods' and includes a note: 'Fields marked with an asterisk (*) are required for submission.' Navigation buttons for '< Previous', 'Save', and 'Next >' are present. A text prompt reads: 'Describe the Methods for the project. 8,000 character limit. More...'. Below the prompt is a rich text editor with a toolbar containing icons for undo, redo, search, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, quote, and table. The editor's status bar at the bottom shows 'body p'.

Describe the Methods for the project.

Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. Include a description of how the results will be analyzed, evaluated, or interpreted. Describe the **Efforts** that will be used to cause a change in knowledge, actions (behavior), or conditions of a target audience. Include a description of how the output/outcome(s) will be **Evaluated** and/or quantified for its impact on the intended audience(s).

"Efforts": Efforts include actions that expand knowledge in the field of science and or deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; workshops; experiential learning opportunities; extension and outreach.

"Evaluation": Demonstrating that evaluation will be part of your project means that you describe the plan/steps to be used to **evaluate** or **"measure"** the success of the project. Provide a listing of the types of evaluation studies planned and types of data that will be collected, emphasizing key milestones and measurable or quantitative indicators of success. The project evaluation plan should relate milestones and indicators of success to expected project outcomes/accomplishments and impacts.

PROJECT INITIATION: SUMMARY PAGE

The screenshot below is an example of the Summary page in the Project Initiation form.

The screenshot shows the 'Summary' page of the Project Initiation form. The top navigation bar includes links for Home, Project Initiation (selected), Progress Report, Financial Report, Final Financial Report, Reports, Project Change, and Final Report. Below this, a sub-navigation bar shows Cover, Participants, Goals, Products, Outcomes, Audience, Methods, Summary (selected), Keywords, Classification, and Submit. The main heading is '* Non-Technical Summary'. A note states: 'Fields marked with an asterisk (*) are required for submission.' Below this are buttons for '< Previous', 'Save', and 'Next >'. The instruction reads: 'Provide a Non-Technical Summary of the project in paragraph form. 8,000 character limit.' A 'More...' link is present. A rich text editor toolbar is shown with various icons for text formatting and editing. The text area is currently empty.

Provide a Non-Technical Summary of the project in paragraph form.

The non-technical summary is a very important section of the report. The summary will be accessed by legislators who make decisions about funding allocations, the general public, community leaders, and taxpayers as well as government staff and other scientists.

The summary is your opportunity to clarify the importance of your project in non-technical terms for people without scientific backgrounds. A good non-technical summary is composed of 1-2 succinct paragraphs that cover three main points. **In addressing these points, make sure to provide enough detail so that you are touching upon the main purpose of the project, the expected accomplishments, and anticipated benefits of the research.**

- What is the **current issue or problem** that the research addresses and why does it need to be researched? When answering this question consider a perspective that is understood and valued by the general public beyond the target audience regarding the science you are conducting. A clear statement of relevance should be included that describes this value. Why is this topic important to the general public?
- What **methods and approaches** will be used to collect and produce data/results and subsequently inform target audiences? This should be different from your objectives list. Do NOT include duplicate text from other sections. This section should explain, **in plain, non-technical language** what you intend to do.

- Through the methods mentioned above, what **ultimate goals** does the project hope to achieve and what is the general impact expected to be if this goal is met? What societal benefits may be realized? (e.g., Overall decrease in energy consumption, children eating healthier, a more sustainable use of agricultural land).

PROJECT INITIATION: KEYWORDS PAGE

The screenshot below is an example of the Keywords page in the Project Initiation form.

The screenshot shows the 'Keywords' page within a web application. At the top, there is a navigation bar with tabs: Changes, Cover, Participants, Goals, Products, Outcomes, Audience, Methods, Summary, Keywords (selected), Classification, and Communication. Below the navigation bar, the title 'Keywords' is centered. A note states: 'Fields marked with an asterisk (*) are required for submission.' Below this note are three buttons: « Previous, Save, and Next ». The main content area contains a paragraph explaining that the keywords are pre-populated from Grants.gov and are non-editable for NIFA Competitive awards. It also provides an email address, Electronic@usda.gov, for requesting updates. Below the paragraph is a 'More...' link. There are five input fields, each labeled 'Keyword Phrase'. The first four fields contain the text 'anthocyanins', 'color', 'pigment', and 'pyroanthocyanins' respectively. The fifth field contains the text 'waste'. At the bottom of the form, there are three buttons: « Previous, Save, and Next ».

Keyword(s) and Keyword Phrase(s)

The Keywords Page displays the keyword(s) and keyword phrase(s) for your project, which are pre-populated from Grants.gov and are non-editable for NIFA Competitive awards. Examples of words are: Corn, Maize, Bioenergy. Example of phrases are: Native Plants, Climate Change, Food Safety.

NOTE: This page contains non-editable data that is prepopulated from the grant application. If any of the keywords are incorrect or missing, email the REEport Help Desk at Electronic@usda.gov. In this communication, please include your proposal number as well as the updated list of keyword(s) and keyword phrase(s).

The purpose of assigning keywords and key phrases to your project is to improve the search capability in our database of project information on certain topic areas. The keywords you choose should be as all-encompassing for your project's topic area as possible so that different keywords searched by various queries will still pull up your project information. For example, if your project is aimed at researching new wheat varieties, you will want to include more than the word "wheat" as a keyword. More helpful

are words and phrases such as: wheat, wheat varieties, cultivar, grain.

HINT: If there are specific words or phrases that you have used repeatedly in other sections of your project initiation (e.g., in the non-technical summary, goals, products, etc.), then those same words or phrases should be listed in your keywords section.

Another way to think of keywords is that they should, collectively, resemble an abbreviated abstract of the project narrative. Keywords can be a word or phrase that represents a concept, and they can fit into three areas or levels: general concept, class or category of research, and specific subject/item of research. Your keywords can include words from each level.

- **General Level** – Refers to overall objectives in the major fields of interest or disciplines. It is best to include at least two general level keywords. Examples: HARVESTING, MECHANIZATION.
- **Class Level** – Refers to classes or categories of subjects or items, and to moderately broad concepts or areas of interest which conceptually group the specific entry keywords into like classes. It is best to enter at least 4 class level keywords/phrases. Examples are: MECHANICAL ENGINEERING, HARVESTING LOSSES, CROP DAMAGE
- **Specific Entry** – Refers to the most specific concepts, subjects, or items under study. It includes the specific plant, animal, or microorganism; the specific equipment, processes, approach, technique, or system; and specific properties, reactions or functions. It is best to select at least 4-5 specific entry level keywords or phrase. Examples are: POTATOES, MECHANICAL HARVESTING, HARVESTING EQUIPMENT, BULK HANDLING, SKINNING, BRUISING.

PROJECT INITIATION: CLASSIFICATION PAGE

The screenshot below is an example of the Classification page in the Project Initiation form.

Classification Overview and Codes

Classification is a key task completed by the project team to assure that their research reports are correctly identified and therefore picked up in searches completed by staff. Not adequately identifying a project could lead to a critical project not being recognized when specific topic areas are searched by staff for reporting to congress and the public.

The available codes from which you may choose are defined in the [Manual of Classification](#).

Animal Health Component

Competitive projects demonstrating animal health research may include animal health percentages; that percentage is subject to the Project Director's discretion and should be entered in this field.

Note: If no portion of this project supports animal health research, you must enter "0" for the percentage; you may not leave the field blank.



Activities

Enter the percentage of work effort being done on the project in the areas of Research and/or Extension and/or Education. There is no minimum or maximum percentage required for any of the categories, but the total must always add up to 100%. Note that once you enter any percentage for the “research” category, additional percentage box fields will pop up on the page asking you to classify the type of research (basic, applied, developmental) into percentages.

Line of Classification

All projects entered in REEport must be classified according to standard classification elements which consist of a series of three classification areas:

- **Knowledge Area:** An important and highly useful series of classifications is Knowledge Area (KA). There are 85 knowledge areas divided into nine topic areas.
- **Subject of Investigation:** Describes the object of the research or activity, such as the class of plant, animal, organism, material, process, procedure, etc., under investigation.
- **Field of Science:** The Field of Science (FOS) are a classification used throughout government. NIFA’s FOS is a modification of those used by the National Science Foundation.

Each project must have at least one line of classification; a classification “line” consists of one KA, one SOI, and one FOS. To allow for identification of multiple objectives on a single project, up to ten classification lines may be entered on a single project. All lines must be assigned a percentage of not less than 10%.

NOTE: Documentation of administrative projects is not required for federally funded programs administered by NIFA, but if administrative projects are documented, they are identified by a single classification code line in the Classification section of the Project Initiation form. The classification line will consist of 001 for Knowledge Area, 0001 for Subject of Investigation, and 0001 for Field of Science.

Funds and supporting FTEs **cannot** be reported on NIFA administrative projects and will **not** be accepted. See [Appendix C](#) for more information regarding administrative project classification in REEport.

SUBMIT A PROGRESS REPORT

1. Navigate to the [NIFA Reporting Portal](#).
2. Enter your email address and password; click the “Login” button.
3. Click the “REReport” link under the “Active Applications” header.
4. Upon entering REReport, click the “Progress Report” icon.
5. Click on the “Progress Report(s) in Draft” folder to view all of the progress reports you have in draft status.
6. Click the Title of the project to open the editable Progress Report form.
7. The first page of the Progress Report form is the Cover Page. This page contains non-editable data that is prepopulated from the grant application. If any of these fields are incorrect, email the REReport Help Desk at Electronic@usda.gov. In this email communication, please include the award or accession number, field name(s), and correct data.
8. By using the navigation buttons at the top and bottom of the form pages, navigate through the Progress Report form and enter the required data on each page. Save your work periodically.
9. After entering all required fields, navigate to the last page of the Progress Report form (Submit page).
10. If you miss any required fields within the report pages, you will see an on-screen message in RED with instructions and hyperlinks to navigate to the incomplete report pages. After completing all required fields, return to the Submit page.

NOTE: Progress Reports cannot be submitted to NIFA more than 90 days before the project anniversary date. REReport will indicate an error in RED if you attempt to submit a Progress Report more than 90 days before the project anniversary date.

11. On the Submit page, click the “Submit to NIFA” button to send the progress report to NIFA. Please note that the submission process varies slightly based on what type of REReport site your project is assigned to:
 - a. **If your project is assigned to a Partner Site** ([see definition here](#)), the Site Administrator(s) control the REReport workflows and may require organizational review before submission to NIFA. If organizational review is required, you will click on the “Submit for Review” button on the “Submit” page and your Site Administrator(s) will be responsible for submitting the Progress Report to NIFA.

The screenshot shows the 'Submit' page of the REReport system. At the top, there is a navigation bar with tabs: Home, Project Initiation, Progress Report (selected), Financial Report, Final Financial Report, Reports, Project Change, and Final Report. Below this is a sub-navigation bar with tabs: Cover, Participants, Target Audience, Products, Other Products, Accomplishments, Changes Problems, and Submit (selected). The main content area has the heading 'Submit for Review' and a button 'Review in PDF format'. Below this, a paragraph states: 'All REReport documents follow this basic workflow: Draft > Submit for Review > Submit to NIFA. If you are submitting for review, be sure to follow through and ensure that your document is submitted to NIFA. Communicate with your REReport Site Administrator as applicable, as you may not have Submit-to-NIFA permissions.' At the bottom, a message says: 'By submitting this progress report, you are indicating that the progress report is ready for review.' Below this message are two buttons: 'Submit for Review' and 'Save'.

12. Upon successful submission, you will be brought back to the main screen of your Progress Report module where you will see the on-screen message: "Report has been submitted." You will also receive an email confirmation of the submission with the report attached.
13. NIFA National Program Leaders have 90 days to review your progress report and assess whether edits or additions are needed. If the reviewing NPL requests changes, you will be notified via email, and the report will be returned to draft status so that you may make changes and resubmit.

DATA CONTENT INSTRUCTIONS FOR PROGRESS REPORTS

In the Progress Report module, you can search for progress reports by using the search fields or you can expand the folders to view and manage reports for various projects. The “Progress Report(s) in Draft” folder includes the progress report forms in draft status.

NOTE: REEport automatically creates the first year Progress Report form for any project that is in active status. Each subsequent year’s Progress Report form is created upon submission of the previous year’s progress report.

This applies ***even if you are late*** in submitting your reports; i.e. if you are two reporting periods into the project and you have not submitted the required annual progress reports for the first and second reporting periods, REEport will only show the first Progress Report form; the second, third, and fourth Progress Report forms will not be created until you complete and submit each previous report due.

Helpful Hints for Entering Progress Report Data

- For detailed guidance on specific data fields, use the embedded Help Text by clicking on the small blue icon located next to the field in REEport. 
- There are character limits on all fields in REEport. For all the large text boxes with a built-in text editor, there is an 8,000-character limit, including spaces.
- REEport does not accept graphics, charts, or other images pasted into any of the open text boxes.
- After entering data on a page, you **MUST** click one of the navigation buttons at the top or bottom of the page to save your work (Previous/Save/Next).
 - You may also navigate from page to page within a module using the top menu bar (e.g., moving from “Target Audience” to “Products” by clicking those words in the menu bar), but this action will **not** save your work if you entered new data on the page.

PROGRESS REPORT: COVER PAGE

The screenshot below is an example of the Cover Page in the Progress Report form.

The Cover Page displays identifying information for your project, which is pre-populated from Grants.gov and the approved project initiation in REEport. These fields are non-editable for NIFA Competitive awards. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the award or accession number, field name(s), and correct data.

The screenshot shows the 'Cover Page' of the REEport form. The top navigation bar includes links: Cover, Participants, Target Audience, Products, Other Products, Accomplishments, Changes/Problems, and Submit. The main content area is titled 'Cover Page' with a link to 'View past Progress Reports'. The form is divided into several sections with labels and input fields:

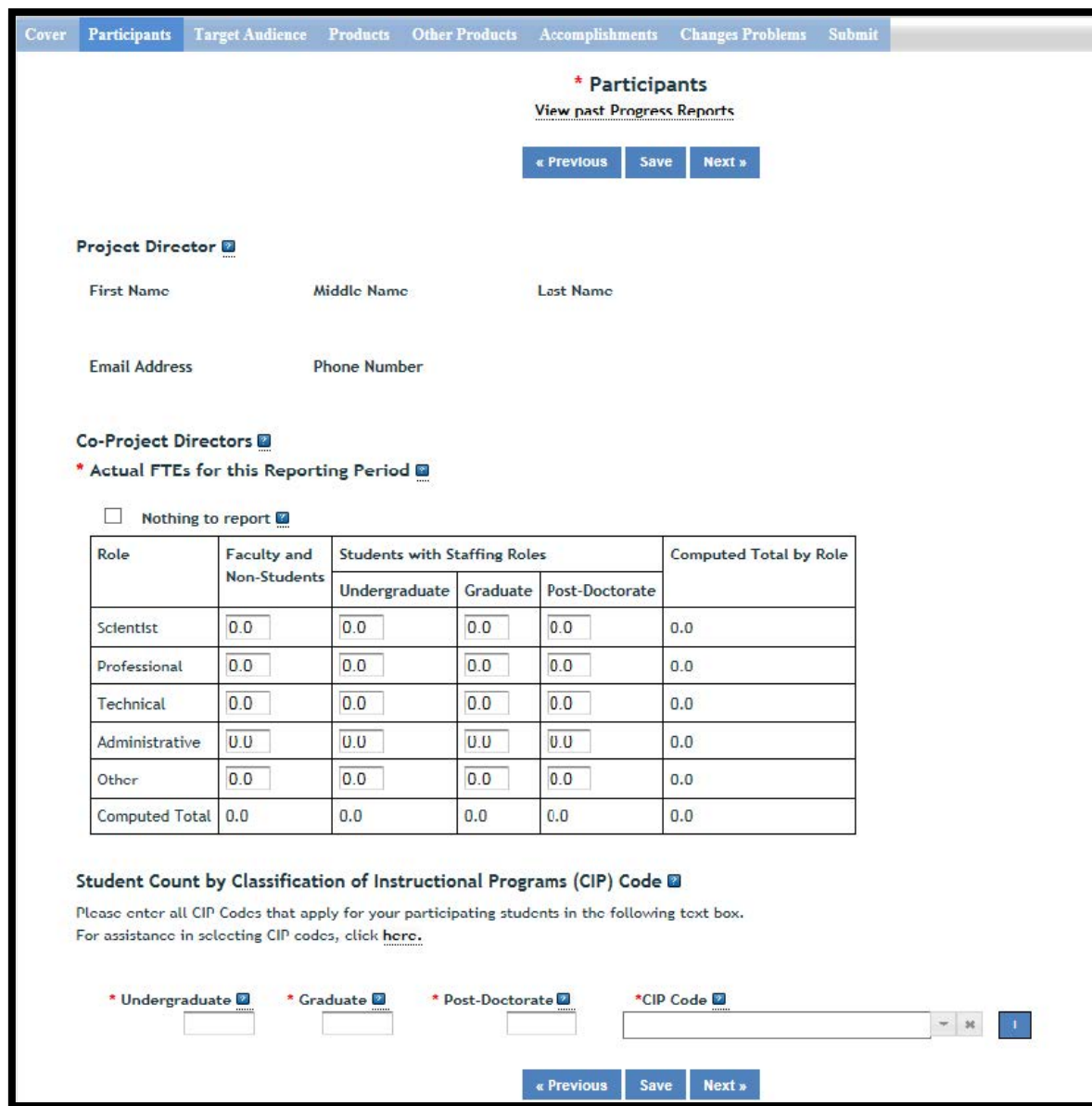
- Funding Source:** NON FORMULA
- Status:** ACTIVE
- Project Title:** iCook: A 4-H Program to Promote Culinary Skills and Family Meals for Obesity Prevention
- Project Start Date:** August 1, 2012
- Project End Date:** July 31, 2015
- Sponsoring Agency/Institution:** National Institute of Food and Agriculture
- Performing Organization/Institution:** UNIVERSITY OF MAINE SYSTEM
- Performing Department:** (Not Available)
- DUNS Number:** 186875787
- Project Number:** ME0-2011-04536
- Accession Number:** 228718
- Award Number:** 2012-68001-19505
- Program Code:** #2101
- Program Name:** Childhood Obesity Prevention: Integrated Research, Education and Extension to Prevent Childhood Obesity
- Reporting Period Start Date:** August 01, 2012
- Reporting Period End Date:** July 31, 2015
- States and Organizations:**
 - Collaborating/Partnering States:**
 - Collaborating/Partnering Organizations:**
 - South Dakota State University
 - University of Nebraska - Lincoln
 - University of Tennessee
 - West Virginia University
- Countries:**
 - Collaborating/Partnering Countries:**
- Project Contacts:**

Project Director	Authorized Organizational Representative	NIFA Program Contact
Name :	Name :	Name :
Email Address :	Email Address :	Email Address :
Phone Number :	Phone Number :	Phone Number :

A 'Help' button is located at the bottom center of the form.

PROGRESS REPORT: PARTICIPANTS PAGE

The screenshot below is an example of the Participants page in the Progress Report form.



*** Participants**
[View past Progress Reports](#)

« Previous Save Next »

Project Director ⓘ

First Name Middle Name Last Name

Email Address Phone Number

Co-Project Directors ⓘ

*** Actual FTEs for this Reporting Period** ⓘ

☐ Nothing to report ⓘ

Role	Faculty and Non-Students	Students with Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	0.0	0.0	0.0	0.0	0.0
Professional	0.0	0.0	0.0	0.0	0.0
Technical	0.0	0.0	0.0	0.0	0.0
Administrative	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
Computed Total	0.0	0.0	0.0	0.0	0.0

Student Count by Classification of Instructional Programs (CIP) Code ⓘ

Please enter all CIP Codes that apply for your participating students in the following text box.
 For assistance in selecting CIP codes, click [here](#).

* Undergraduate ⓘ
 * Graduate ⓘ
 * Post-Doctorate ⓘ
 * CIP Code ⓘ

« Previous Save Next »

Project Director and Co-Project Directors

These fields are pre-populated from Grants.gov and the approved project initiation in REEport. These fields are non-editable for NIFA Competitive awards. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the proposal or accession number, field name(s), and correct data.

Actual FTEs for the Reporting Period

Enter the **actual** Full-time equivalent(s) (FTE) that **supported this project over the course of this reporting period only** (reporting period is one year or less; refer back to your cover page for the

exact reporting period). An FTE is defined by the **Government Accountability Office (GAO)** as the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For most NIFA partners and places of employment, a full-time schedule as defined by law equates to 2,080 hours of work (52 weeks multiplied by 40 hours per week). Thus, a person who works 40 hours per week for 52 weeks towards a project equals 1 FTE. A person who works 20 hours per week towards a project for 52 weeks per year equals .5 of an FTE.

NOTE: You may check the "nothing to report" checkbox if, during the course of the reporting period, there were no personnel (scientists, professionals, graduate students, etc.) who put hours/effort towards the project. Checking "nothing to report" for FTEs does not necessarily indicate that no funds were expended on the project; funds could have been spent on such items as supplies for the research, facilities/utilities for conducting the research, etc.

INSTRUCTIONS: You may enter fractions of FTEs rounded to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

Scientist: A research worker responsible for original thought, judgments, and accomplishments in independent scientific study. This includes investigation leaders and project leaders and portions of the time of supervising scientists or staff assistants who meet the preceding definition. Examples: Professor, Associate Professor, Assistant Professor, Scientist.

Professional: A professional does not qualify as a scientist under the preceding definitions but may still significantly contribute to research activities. Professionals usually hold one or more college degrees and have otherwise qualified for employments in a professional category. Generally, professionals have a high degree of research activity responsibility but do not hold principal investigator status or equivalent at the reporting institution. Examples: Department Head, Resident Director, Statistician, Analyst, Assistant Director, Dean.

Technical: Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Examples: Lab Assistant, IT Professionals, Mechanic, Carpenter, Machinist, Skilled Tradesperson.

Administrative and Other: These are clerical and support staff who contribute to the non-technical support of the project. It is often difficult to assess an individual's clerical and labor support to any one project; they usually support groups of researchers of different projects in a broad manner, such as typing reports, managing bill payments, managing equipment and supplies, etc. Examples: IT Staff, Administrative Assistant, Repairman, Janitor, Data Entry personnel.

Student Count by Classification of Instructional Programs (CIP) Code

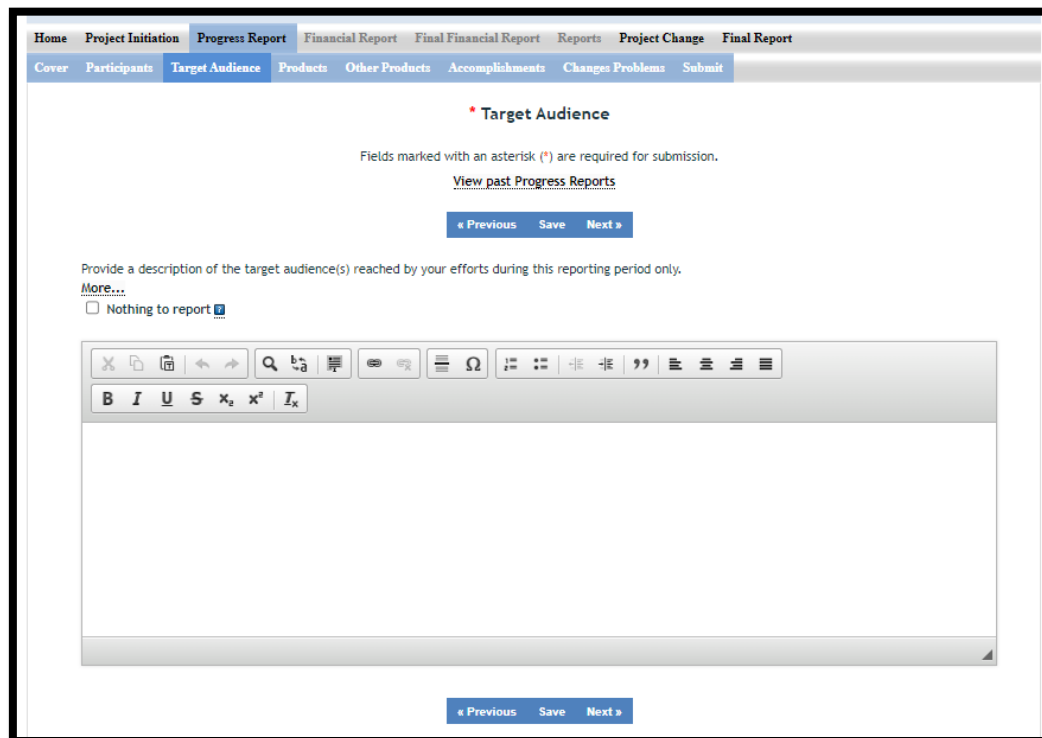
If any **Student FTEs** are reported, you must enter any applicable CIP codes, and vice versa. The data entered into the Undergraduate, Graduate, or Post-Doctorate CIP fields, are the **Number of Students** that worked on the project, and therefore must be whole numbers.

Student FTEs and CIP codes are interconnected data points, and the data entered in these sections must have a logical relationship. There are automatic validations programmed into REEport which will indicate if any of the numbers entered need to be adjusted. For example – if 5.0 FTEs were entered as Graduate students, then the CIP code field must reflect 5 or more participants in the Graduate section for the CIP codes.

The CIP code chosen should reflect the student's major field of study. The CIP taxonomy includes about 5,000 codes, categorized into three tiers. The list of CIP codes provided in the dropdown menu in REEport includes tiers 1 and 2, or about 400 codes. For more information on CIP Codes, visit the [National Center for Education Statistics CIP website](#), where detailed information about the CIP coding system is available.

PROGRESS REPORT: TARGET AUDIENCE PAGE

The screenshot below is an example of the Target Audience page in the Progress Report form.



The screenshot shows a web-based form titled "Target Audience" with a navigation bar at the top containing links: Home, Project Initiation, Progress Report (active), Financial Report, Final Financial Report, Reports, Project Change, and Final Report. Below the navigation bar is a sub-navigation bar with links: Cover, Participants, Target Audience (active), Products, Other Products, Accomplishments, Changes Problems, and Submit. The main content area has a heading "Target Audience" with an asterisk. Below the heading is a note: "Fields marked with an asterisk (*) are required for submission." and a link "View past Progress Reports". There are two sets of navigation buttons: "Previous Save Next" at the top and "Previous Save Next" at the bottom. The main text area contains the instruction: "Provide a description of the target audience(s) reached by your efforts during this reporting period only." followed by a "More..." link and a checkbox "Nothing to report". Below the text area is a rich text editor toolbar with various icons for text formatting and editing.

Provide a description of the target audience(s) reached by your efforts during this reporting period only.

The target audience(s) you describe on the progress report should only include the audience(s) that were focused on during the reporting period. This may mean you are only listing a subset of the original target audiences you listed in your project initiation.

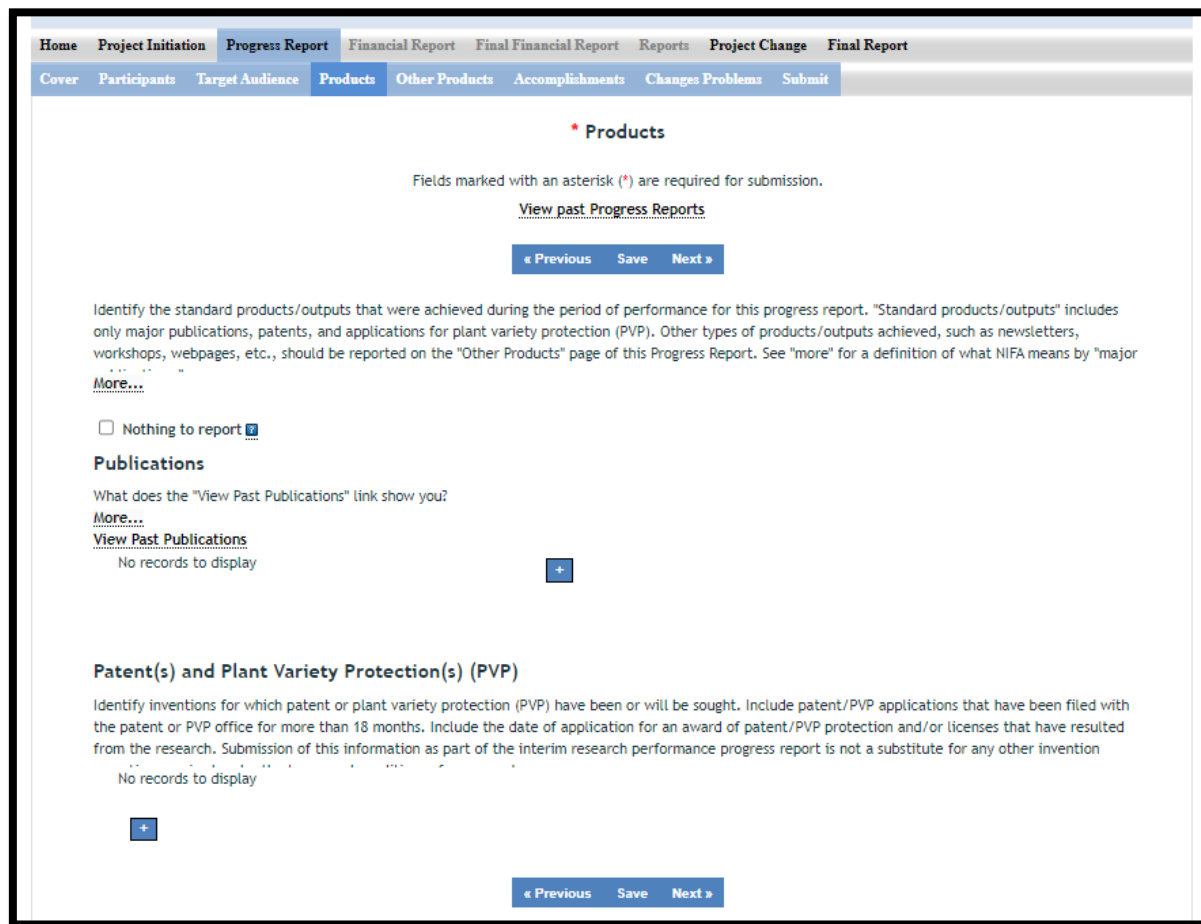
Target audiences include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged. The description should include why you are targeting these particular group(s). The purpose of this section is to answer the question “to whom does your work/research matter and why?”

When identifying your target audience, think about how you reached the audience(s). **Efforts** to reach a target audience include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

NOTE: You do not need to provide an in-depth description of the efforts themselves in this section; we list out efforts here in order to help you determine WHOM you targeted, so that you can accurately identify and describe your target audience.

PROGRESS REPORT: PRODUCTS PAGE

The screenshot below is an example of the Products page in the Progress Report form.



Identify the standard products/outputs that were achieved during the period of performance for the progress report. "Standard products/outputs" includes only major publications, patents, and applications for plant variety protection (PVP). Other types of products/outputs achieved, such as newsletters, workshops, webpages, etc., should be reported on the "Other Products" page of this Progress Report.

Publications

Identify all publication(s) resulting from the work under this project/award. Publications only need to be entered in REEport once for each applicable project. For multi-year projects, do not re-enter a publication that was entered in a previous progress report (each publication should only be entered in REEport once per project/award). There is no restriction on the number of publications entered, but please ensure that any publications listed are a direct result of work performed under this award. See definitions below for the categories of publications.

NOTE: Clicking the "View Past Publications" button on this page displays all publications entered into REEport for the project, including publications submitted on past reports and publications entered/saved on the current report.

Publications are the characteristic product of research. Agencies evaluate what the publications demonstrate about the excellence and significance of the research and the efficacy with which the results are being communicated to colleagues, potential users, and the public, not the number of publications.

Journal publications: Peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under “Books or other non-periodical, one-time publications.”

Books or other non-periodical, one-time publications: Any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like.

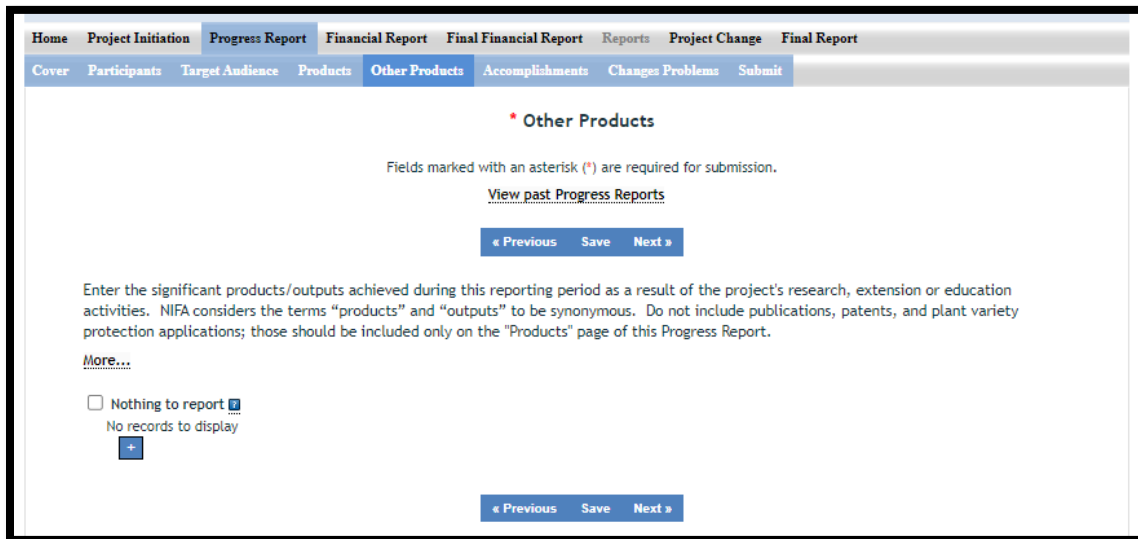
Other publications, conference papers and presentations: Identify any other publications, conference papers and/or presentations not reported above.

Patent(s) and/or Plant Variety Protection(s) (PVP)

Identify inventions for which patents or plant variety protection (PVP) have been or will be sought. Include patent/PVP applications that have been filed with the patent or PVP office **for more than 18 months**. Include the date of application for an award of patent/PVP protection and/or licenses that have resulted from the research. Submission of this information as part of this Progress Report is not a substitute for any other invention reporting required under the terms and conditions of any award.

PROGRESS REPORT: OTHER PRODUCTS PAGE

The screenshot below is an example of the Other Products page in the Progress Report form.



Enter the significant products and outputs achieved during the reporting period as a result of the project's research, extension, or education activities. NIFA considers the terms “products” and “outputs” to be synonymous.

- Do not include publications, patents, and plant variety protection applications; those should be included only on the "Products" page of the Progress Report.
- Do not re-enter products or outputs if they were included in a previous year progress report for the same project/award. You may review the previous progress report content by clicking on the “View past Progress Reports” link.

Other Products and Outputs include: activities, events, services, and products that reach people. Some examples:

- **Activities** include: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
- **Events** include: conferences, demonstration sites, field days, symposia, workshops, and trainings.
- **Services** include: consulting, counseling, and tutoring.
- **Products** include: audio or video products; curricula; data or databases; equipment or instruments; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps or sequences; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

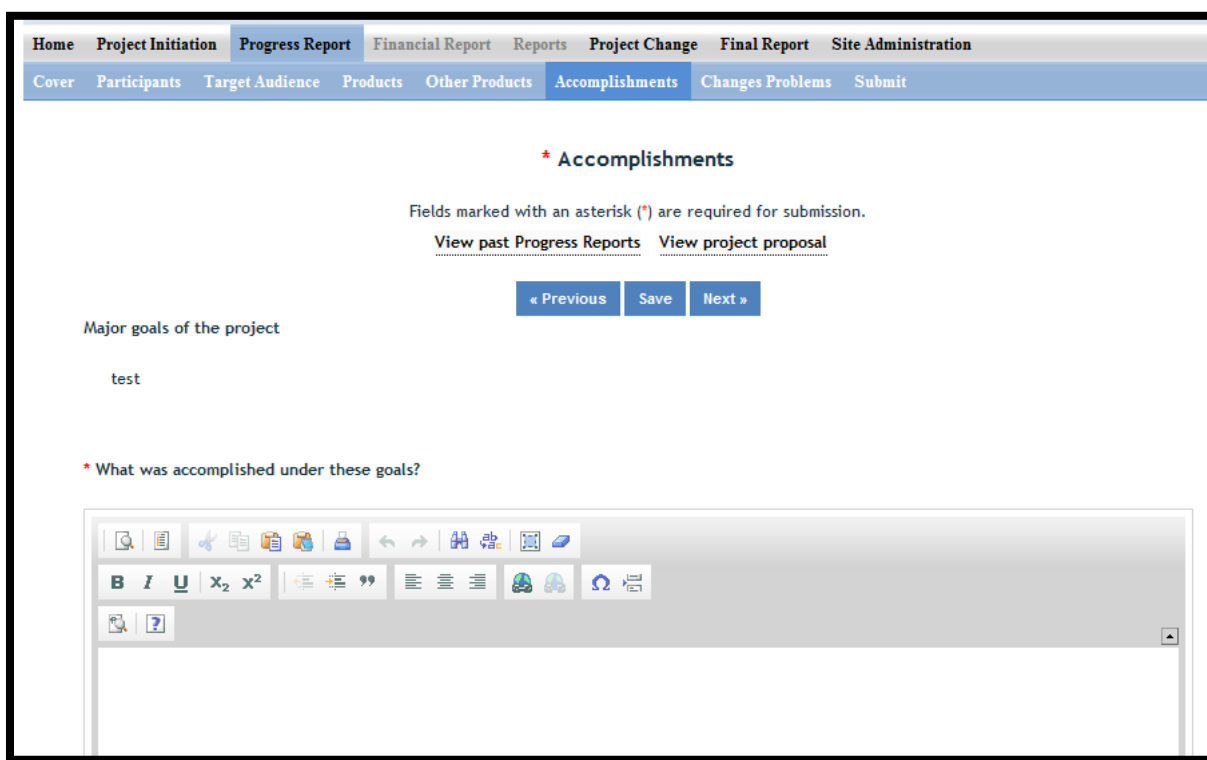
PROGRESS REPORT: ACCOMPLISHMENTS PAGE

On the Accomplishments page, you will see a listing of the “Major goals of this project.” This listing is non-editable because it is pre-populated with what you entered as the goals and objectives for the project in Project Initiation. Referring back to this listing can be helpful when filling in the additional fields on the Accomplishments page since the responses on this page should relate directly back to the major goals and objectives of the project.

NOTE: For the following open text boxes, the data entry limit is 8,000 characters; pictures, graphs, or charts are not accepted.

Box #1: What was accomplished under these goals?

The screenshot below is an example of the Accomplishments page in the Progress Report form, including the first text response field.



In this section, NIFA defines Accomplishments as outcomes and impacts achieved as a result of the project and the results of the activities/experiments that led to the outcomes and impacts.

An outcome is defined as a measurable and documented change in knowledge, action, or condition that occurred as a result of the project. See the [outcome examples](#) provided in the Project Initiation section. Outcomes should relate directly to the project objectives and the impact description should indicate why the outcomes matter, including who was impacted by the change and how they were impacted by the change.

This accomplishment section should describe the results, outcomes, and impact of your work that will provide benefits to broad audiences. It is important that this portion of your report be written in **plain**,

non- technical language. Please use qualitative and quantitative metrics that will be meaningful to non-scientific audiences such as community leaders, politicians, taxpayers, and farmers. You will need to translate results of your work into lay terms – things that everyday people can relate to. Consider reporting things like changes in economics, community dynamics, environmental conditions, or agricultural norms.

This response should include the details on the project work done towards each goal/objective and a description of the impact this project has had during this reporting period. To help frame your accomplishments for the Progress Report reporting period, work through the following questions. After doing so, you should be able to put your answers together to form a succinct impact description that describes your accomplishments during the reporting period.

1. In a few sentences, what is the issue or problem that your project addresses (i.e., what are you trying to help solve, fix, mitigate, improve?)
2. For each goal and objective listed in your project initiation form (shown at the top of the screen), describe for this reporting period:
 - a) Major activities completed / experiments conducted;
 - b) Data collected; and
 - c) Summary statistics and discussion of results / findings.
3. Describe the key outcomes or other accomplishments realized. In a few sentences, what did your project do about this issue/problem during this reporting period? (HINT: Revisit your logic model's inputs, outputs, and outcomes to describe accomplishments)
4. Who or what will be most immediately helped by your work, and how? (Hint: What audience did you originally intend for your work to impact?)

Helpful Hints

- State it for a broad audience and use general terms
- Explain things simply and directly
- Use quantitative values and/or trends to validate impact
- Think broadly when you translate outcomes to the real world
- Consider a change in knowledge, action, or condition (See the [outcome examples](#) provided in the Project Initiation section)

Publications are not entered on this page, but should be reported on the **Products** page of the Progress Report.

Note: Most people who will read your PROGRESS REPORT are not technically trained or educated in your field of expertise, so it should be written in a manner that is meaningful to readers, stakeholders, USDA administration, and congress.

The screenshot below is the second text response field on the Accomplishments page in the Progress Report form.

* What opportunities for training and professional development has the project provided? 

☐ Nothing to report 



B *I* U ~~S~~ x_2 x^2 I_x

Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project.

Training activities are those in which individuals with advanced professional skills and experience assist others to achieve greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor.

Professional development activities result in increased knowledge or skill in one's area of expertise. Professional development may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

If the research is not intended to provide training and professional development opportunities, or there is nothing significant to report during this reporting period, **click the "*Nothing to report*" checkbox.**

Box #3: How have the results been disseminated to communities of interest?

The screenshot below is the third text response field on the Accomplishments page in the Progress Report form.

* How have the results been disseminated to communities of interest? 

☐ Nothing to report 



Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

For this section, think back to whom you described in the “target audience” section of the report. That was where you described the WHO part of the equation. In answering the above question, you should be describing the HOW part of the equation – how did you reach your target audience. What efforts helped you reach communities that are interested in or who will benefit from your work?

If no results were disseminated, or there is nothing significant to report during this reporting period, **click the “Nothing to report” checkbox.**

Box #4: What do you plan to do during the next reporting period to accomplish the goals?

The screenshot below is the fourth text response field on the Accomplishments page in the Progress Report form.

A screenshot of a web form titled "What do you plan to do during the next reporting period to accomplish the goals?". Below the title is a checkbox labeled "Nothing to report". Below the checkbox is a rich text editor with a toolbar containing icons for undo, redo, search, link, unlink, list, link, unlink, quote, quote, bold, italic, underline, strikethrough, subscript, and superscript. The text editor area is empty.

Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives. Paragraphs and/or lists are acceptable. Highlight specific actions you will take that will address any issues or problems you encountered during this current reporting period. Include a discussion of stated goals not yet met.

If there are no changes to the agency-approved plan for this Project (the approved Project Initiation), **click the “Nothing to report” checkbox.**

PROGRESS REPORT: CHANGES/PROBLEMS PAGE

The screenshot below is an example of the Changes/Problems page in the Progress Report form.

*** Changes/Problems**

Fields marked with an asterisk (*) are required for submission.

[View past Progress Reports](#) [View Project Proposal](#)

[« Previous](#) [Save](#) [Next »](#)

Describe major changes/problems in approach and reason(s) for these major changes. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.

[More...](#)

☐ Nothing to report

Describe major changes and/or problems in the project, including the plan, approach, methods, timeline, and objectives. Include a clear reason(s) for why these changes were made. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.

Examples of major changes include:

- major problems or delays that may have a significant impact on the rate of expenditure;
- significant deviations from the research schedule or goals;
- unexpected outcomes; or
- changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

SUBMIT A FINAL REPORT

IMPORTANT: Final reports contain the same data fields and questions as the annual progress reports. However, the reporting period differs for these two types of report. The reporting period for the annual progress report is the previous project year and the reporting period for the final report is the **PROJECT DURATION (project start date to project end date)**.

The two **exceptions** to this rule are the FTE(s) and Publication(s) included in the Final Report. On the Final Report, you should only report FTE(s) for the LAST PROJECT YEAR and Publication(s) that have not yet been reported for the project in REEport. The last project year can be less than 12 months in length; it is the timeframe from the last project anniversary date to the project end date.

In Summary:

- FTE(s) reported on the Participants page in the Final Report should reflect the LAST PROJECT YEAR only. See more details in the [FINAL REPORT: PARTICIPANTS](#) section of this document.
- Publication(s) reported on the Products page in the Final Report should reflect any publication(s) that have not yet been reported for the project in REEport. See more details in the [FINAL REPORT: PRODUCTS](#) section of this document.
- All other data reported in the Final Report should reflect the **PROJECT DURATION**.

1. Navigate to the [NIFA Reporting Portal](#).
2. Enter your email address and password; click the “Login” button.
3. Click the “REEport” link under the “Active Applications” header.
4. Upon entering REEport, click the “Final Report” icon.
5. Click on the “Final Report(s) in Draft” folder to view all of the final reports you have in draft status.
6. Click the Title of the project to open the editable Final Report form.
7. The first page of the Final Report form is the Cover Page. This page contains non-editable data that is prepopulated from the grant application. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the proposal or accession number, field name(s), and correct data.
8. By using the navigation buttons at the top and bottom of the form pages, navigate through the Final Report form and enter the required data on each page. Save your work periodically.
9. After entering all required fields, navigate to the last page of the Final Report form (Terminate page).
10. If you miss any required fields within the report pages, you will see an on-screen message in RED with instructions and hyperlinks to navigate to the incomplete report pages. After completing all required fields, return to the Terminate page.
11. On the Terminate page, click the “Submit to NIFA” button to send the final report to NIFA. Please note that the submission process varies slightly based on what type of REEport site your project is assigned to:
 - a. **If your project is assigned to a Partner Site** ([see definition here](#)), the Site Administrator(s) control the REEport workflows and may require organizational review before submission to NIFA. If organizational review is required, you will click on the “Submit for Review” button on the Terminate page and your Site Administrator(s) will be

responsible for submitting the Final Report to NIFA.

12. Upon successful submission, you will be brought back to the main screen of your Final Report module where you will see the on-screen message: "Report has been submitted." You will also receive an email confirmation of the submission with the report attached.
13. NIFA National Program Leaders have 90 days to review your final report and assess whether edits or additions are needed. If the reviewing NPL requests changes, you will be notified via email, and the report will be returned to draft status so that you may make changes and resubmit.

DATA CONTENT INSTRUCTIONS FOR FINAL REPORTS

Helpful Hints for Entering Final Report Data

- For detailed guidance on specific data fields, use the embedded Help Text by clicking on the small blue icon located next to the field in REEport. 
- There are character limits on all fields in REEport. For all the large text boxes with a built-in text editor, there is an 8,000-character limit, including spaces.
- REEport does not accept graphics, charts, or other images pasted into any of the open text boxes.
- After entering data on a page, you **MUST** click one of the navigation buttons at the top or bottom of the page to save your work (Previous/Save/Next).
 - You may also navigate from page to page within a module using the top menu bar (e.g., moving from "Target Audience" to "Products" by clicking those words in the menu bar), but this action will **not** save your work if you entered new data on the page.

FINAL REPORT: COVER PAGE

The screenshot below is an example of the Cover Page in the Final Report form.

The Cover Page displays identifying information for your project, which is pre-populated from Grants.gov and the approved project initiation in REEport. These fields are non-editable for NIFA Competitive awards. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the award or accession number, field name(s), and correct data.

Home **Project Initiation** **Progress Report** **Financial Report** **Reports** **Project Change** **Final Report** **Site Administration**

Cover **Participants** **Target Audience** **Products** **Other Products** **Accomplishments** **Changes Problems** **Submit**

Cover Page
View past Progress Reports

Funding Source **Status**

Project Title

Project Start Date **Project End Date**

Sponsoring Agency/Institution

Performing Organization/Institution **DUNS Number**

Performing Department **Project Number**

Accession Number **Award Number**

Program Code **Program Name**

Reporting Period Start Date **Reporting Period End Date**

States and Organizations

Collaborating/Partnering States

Collaborating/Partnering Organizations

Countries

Collaborating/Partnering Countries

Project Contacts

Project Director
Name
Email Address
Phone Number

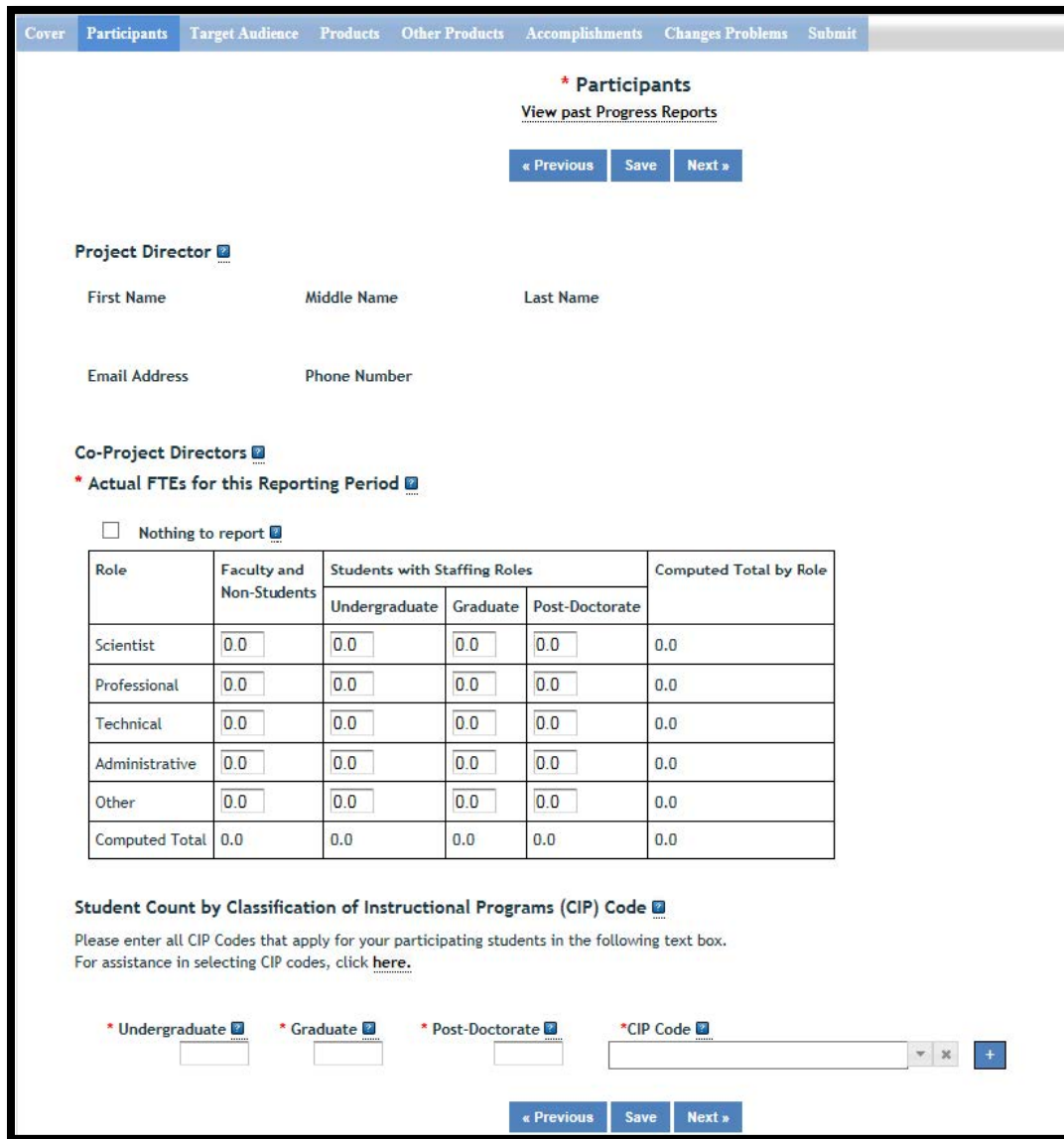
Authorized Organizational Representative
Name
Email Address
Phone Number

NIFA Program Contact:
Name
Email Address
Phone Number

Next

FINAL REPORT: PARTICIPANTS PAGE

The screenshot below is an example of the Participants page in the Final Report form.



*** Participants**
[View past Progress Reports](#)

« Previous Save Next »

Project Director ⓘ

First Name Middle Name Last Name

Email Address Phone Number

Co-Project Directors ⓘ

*** Actual FTEs for this Reporting Period** ⓘ

☐ Nothing to report ⓘ

Role	Faculty and Non-Students	Students with Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	0.0	0.0	0.0	0.0	0.0
Professional	0.0	0.0	0.0	0.0	0.0
Technical	0.0	0.0	0.0	0.0	0.0
Administrative	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
Computed Total	0.0	0.0	0.0	0.0	0.0

Student Count by Classification of Instructional Programs (CIP) Code ⓘ

Please enter all CIP Codes that apply for your participating students in the following text box.
 For assistance in selecting CIP codes, click [here](#).

* Undergraduate ⓘ
 * Graduate ⓘ
 * Post-Doctorate ⓘ
 * CIP Code ⓘ

« Previous Save Next »

Project Director and Co-Project Directors

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Actual FTEs for the Reporting Period

Enter the **actual** Full-time equivalent(s) (FTE) that supported this project during the **last project year** (do **not** report the FTEs for the project duration). As noted in the [Submit a Final Report](#) instructions, the FTEs reported on the Final Report should be limited to the last project year. Please note that the last project year can be less than 12 months in length; it is the timeframe from the last project anniversary



date to the project end date. An FTE is defined by the **Government Accountability Office (GAO)** as the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For most NIFA partners and places of employment, a full-time schedule as defined by law equates to 2,080 hours of work (52 weeks multiplied by 40 hours per week). Thus, a person who works 40 hours per week for 52 weeks towards a project equals 1 FTE. A person who works 20 hours per week towards a project for 52 weeks per year equals .5 of an FTE.

NOTE: You may check the "nothing to report" checkbox if, during the course of the last project year, there were no personnel (scientists, professionals, graduate students, etc.) who put hours/effort towards the project. Checking "nothing to report" for FTEs does not necessarily indicate that no funds were expended on the project; funds could have been spent on such items as supplies for the research, facilities/utilities for conducting the research, etc.

INSTRUCTIONS: You may enter fractions of FTEs rounded to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

Scientist: A research worker responsible for original thought, judgments, and accomplishments in independent scientific study. This includes investigation leaders and project leaders and portions of the time of supervising scientists or staff assistants who meet the preceding definition. Examples: Professor, Associate Professor, Assistant Professor, Scientist.

Professional: A professional does not qualify as a scientist under the preceding definitions but may still significantly contribute to research activities. Professionals usually hold one or more college degrees and have otherwise qualified for employments in a professional category. Generally, professionals have a high degree of research activity responsibility but do not hold principal investigator status or equivalent at the reporting institution. Examples: Department Head, Resident Director, Statistician, Analyst, Assistant Director, Dean.

Technical: Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Examples: Lab Assistant, IT Professionals, Mechanic, Carpenter, Machinist, Skilled Tradesperson.

Administrative and Other: These are clerical and support staff who contribute to the non-technical support of the project. It is often difficult to assess an individual's clerical and labor support to any one project; they usually support groups of researchers of different projects in a broad manner, such as typing reports, managing bill payments, managing equipment and supplies, etc. Examples: IT Staff, Administrative Assistant, Repairman, Janitor, Data Entry personnel.

Student Count by Classification of Instructional Programs (CIP) Code

If any **Student FTEs** are reported, you must enter any applicable CIP codes, and vice versa. The data entered into the Undergraduate, Graduate, or Post-Doctorate CIP fields, are the **Number of Students** that worked on the project, and therefore must be whole numbers.

Student FTEs and CIP codes are interconnected data points, and the data entered in these sections must have a logical relationship. There are automatic validations programmed into REEport which will indicate if any of the numbers entered need to be adjusted. For example – if 5.0 FTEs were entered as Graduate students, then the CIP code field must reflect 5 or more participants in the Graduate section for the CIP codes.

The CIP code chosen should reflect the student’s major field of study. The CIP taxonomy includes about 5,000 codes, categorized into three tiers. The list of CIP codes provided in the dropdown menu in REEport includes tiers 1 and 2, or about 400 codes. For more information on CIP Codes, visit the [National Center for Education Statistics CIP website](#), where detailed information about the CIP coding system is available.

FINAL REPORT: TARGET AUDIENCE PAGE

The screenshot below is an example of the Target Audience page in the Final Report form.

The screenshot shows the 'Target Audience' page within the REEport interface. At the top, a navigation bar includes links for Home, Project Initiation, Progress Report, Financial Report, Final Financial Report, Reports, Project Change, and Final Report. Below this, a sub-navigation bar highlights 'Target Audience' among other options like Cover, Participants, Products, and Submit. The main content area is titled '* Target Audience' and includes a note: 'Fields marked with an asterisk (*) are required for submission.' and a link to 'View past Progress Reports'. Navigation buttons 'Previous', 'Save', and 'Next' are present. The primary instruction is: 'Provide a description of the target audience(s) that will be the focus of effort for the duration of the project. 8,000 character limit.' Below this, there is a 'More...' link and a checkbox labeled 'Nothing to report'. A rich text editor with various formatting tools (bold, italic, underline, etc.) is provided for the description. At the bottom, another set of 'Previous', 'Save', and 'Next' navigation buttons is visible.

Provide a description of the target audience(s) reached by your efforts over the entire length of the project.

The target audience(s) you describe on the final report should include the audience(s) that were focused on over the entire length of the project.

Target audiences include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged. The description should include why you are targeting these particular group(s). The purpose of this section is to answer the question “to whom does your work/research matter and why?”

When identifying your target audience, think about how you reached the audience(s). **Efforts** to reach a target audience include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

NOTE: You do not need to provide an in-depth description of the efforts themselves in this section; we list out efforts here in order to help you determine WHOM you targeted, so that you can accurately identify and describe your target audience.

FINAL REPORT: PRODUCTS PAGE

The screenshot below is an example of the Products page in the Final Report form.

The screenshot shows the 'Products' page within the REEport system. At the top, a navigation bar includes links for Home, Project Initiation, Progress Report, Financial Report, Final Financial Report, Reports, Project Change, and Final Report. Below this, a sub-navigation bar highlights 'Cover', 'Participants', 'Target Audience', 'Products' (the current page), 'Other Products', 'Accomplishments', 'Changes Problems', and 'Submit'. The main content area is titled '* Products' and includes a note: 'Fields marked with an asterisk (*) are required for submission.' Below this is a link to 'View past Progress Reports' and a set of navigation buttons: '< Previous', 'Save', and 'Next >'. The text instructs users to identify standard products/outputs achieved over the project's length, noting that multi-year projects should not re-enter a publication already in a previous report. A 'More...' link is provided. A checkbox labeled 'Nothing to report' is present. The 'Publications' section asks what the 'View Past Publications' link shows, with a 'More...' link and a 'View Past Publications' link. Below this, it states 'No records to display' next to a blue square with a white plus sign. The 'Patent(s) and Plant Variety Protection(s) (PVP)' section asks users to identify inventions for which patent or PVP have been or will be sought, including applications filed within 18 months. It also includes a 'More...' link. At the bottom, it states 'No records to display' next to another blue square with a white plus sign. A final set of navigation buttons ('< Previous', 'Save', 'Next >') is at the very bottom.

Identify the standard products/outputs that were achieved over the entire length of the project.

NOTE: For multi-year projects, do not re-enter a publication that was entered in a previous REEport progress report (see more details under the Publications section below).

"Standard products/outputs" includes only major publications, patents, and applications for plant variety protection (PVP). Other types of products/outputs achieved, such as newsletters, workshops, webpages, etc., should be reported on the "Other Products" page of the Final Report.

Publications

Identify all publication(s) resulting from the work under this project/award. Publications only need to be entered in REEport **once** for each applicable project. For multi-year projects, do not re-enter a publication that was entered in a previous progress report (each publication should only be entered in REEport **once** per project/award). There is no restriction on the number of publications entered, but please ensure that any publications listed are a direct result of work performed under this award. See definitions below for the categories of publications.

NOTE: Clicking the "View Past Publications" button on this page displays all publications entered into REEport for the project, including publications submitted on past reports and publications entered/saved on the current report.

- **Publications** are the characteristic product of research. Agencies evaluate what the publications demonstrate about the excellence and significance of the research and the efficacy with which the results are being communicated to colleagues, potential users, and the public, not the number of publications.
- **Journal publications:** Peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under "Books or other non-periodical, one-time publications."
- **Books or other non-periodical, one-time publications:** Any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like.
- **Other publications, conference papers and presentations:** Identify any other publications, conference papers and/or presentations not reported above.

Patent(s) and/or Plant Variety Protection(s) (PVP)

Identify inventions for which patents or plant variety protection (PVP) have been or will be sought. Include patent/PVP applications that have been filed with the patent or PVP office **for more than 18 months**. Include the date of application for an award of patent/PVP protection and/or licenses that have resulted from the research. Submission of this information as part of this Progress Report is not a substitute for any other invention reporting required under the terms and conditions of any award.

FINAL REPORT: OTHER PRODUCTS PAGE

The screenshot below is an example of the Other Products page in the Final Report form.

The screenshot shows a web interface for the 'Other Products' page. At the top is a navigation bar with tabs: Home, Project Initiation, Progress Report, Financial Report, Final Financial Report, Reports, Project Change, and Final Report (which is active). Below this is a sub-navigation bar with tabs: Cover, Participants, Target Audience, Products, Other Products (which is active), Accomplishments, Changes Problems, and Submit. The main content area is titled '* Other Products' and includes a note: 'Fields marked with an asterisk (*) are required for submission.' Below this is a link 'View past Progress Reports'. There are two sets of navigation buttons: '« Previous Save Next »' and '« Previous Save Next »'. The main text area contains instructions: 'Identify the significant products/outputs achieved as a result of the project's research, extension, or education activities. NIFA considers the terms "products" and "outputs" to be synonymous. Do not include publications, patents, and plant variety protection applications; those should be included only on the "Products" page of this Final Report. Click More... for more details.' Below this is a link 'More...'. There is a checkbox labeled 'Nothing to report' with a small icon next to it, and below that, the text 'No records to display' with a small icon next to it. At the bottom of the main content area are the navigation buttons '« Previous Save Next »'.

Identify the significant products/outputs achieved as a result of the project's research, extension, or education activities. NIFA considers the terms "products" and "outputs" to be synonymous. Do not include publications, patents, and plant variety protection applications; those should be included only on the "Products" page of this Progress Report.

Other Products/Outputs are activities, events, services, and products that reach people.

- **Activities** include: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
- **Events** include: conferences, demonstration sites, field days, symposia, workshops, and trainings.
- **Services** include: consulting, counseling, and tutoring.
- **Products** include: audio or video products; curricula; data or databases; equipment or instruments; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

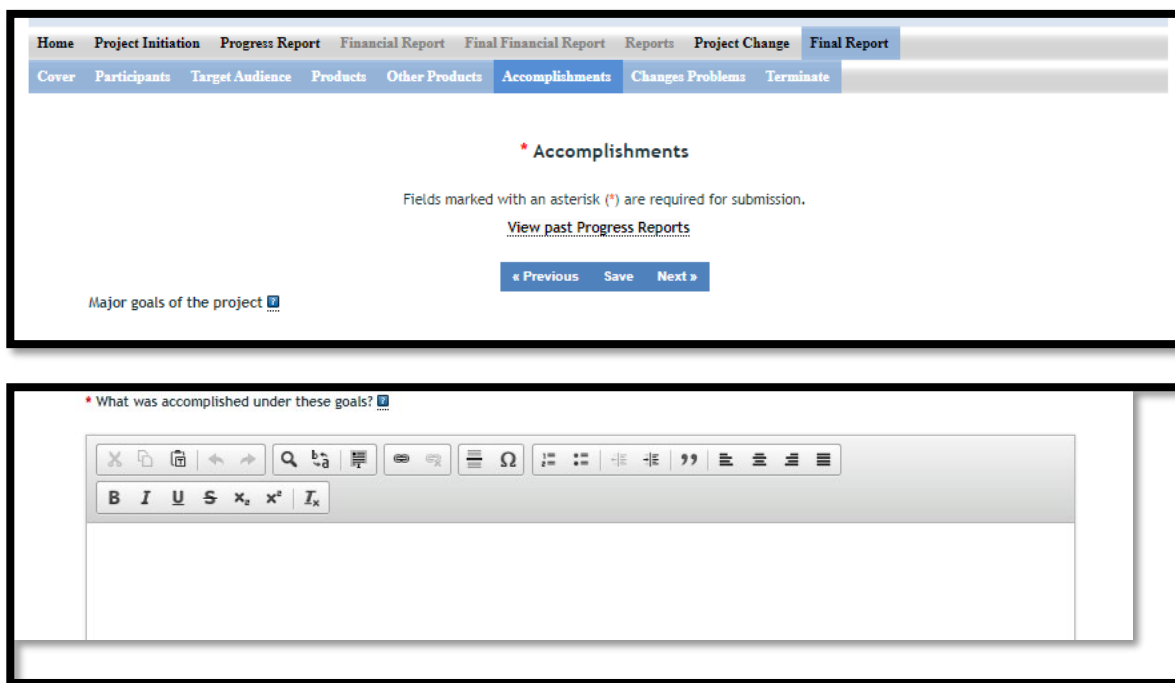
FINAL REPORT: ACCOMPLISHMENTS PAGE

On the Accomplishments page, you will see a listing of the “Major goals of this project.” This listing is non-editable because it is pre-populated with what you entered as the goals and objectives for the project in Project Initiation. Referring back to this listing can be helpful when filling in the additional fields on the Accomplishments page since the responses on this page should relate directly back to the major goals and objectives of the project.

NOTE: For the following open text boxes, the data entry limit is 8,000 characters; pictures, graphs, or charts are not accepted.

Data Field/Box #1: What was accomplished under these goals?

The screenshots below are an example of the Accomplishments page in the Final Report form, including the first text response field.



The top screenshot shows the NIFA Final Report interface. The navigation tabs at the top include: Home, Project Initiation, Progress Report, Financial Report, Final Financial Report, Reports, Project Change, and Final Report. The 'Final Report' tab is selected. Below the tabs, the 'Accomplishments' section is active. The page title is '* Accomplishments'. A note states: 'Fields marked with an asterisk (*) are required for submission.' There is a link 'View past Progress Reports' and navigation buttons: « Previous, Save, Next ». The text 'Major goals of the project' is visible at the bottom left.

The bottom screenshot shows a text entry field for the question '* What was accomplished under these goals?'. The field has a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, link, unlink, list, indent, outdent, align, justify, left, right, center, full), font size, and font color. The text area is empty.

In this section, NIFA defines Accomplishments as outcomes and impacts achieved as a result of the project and the results of the activities/experiments that led to the outcomes and impacts.

An outcome is defined as a measurable and documented change in knowledge, action, or condition that occurred as a result of the project. See the [outcome examples](#) provided in the Project Initiation section. Outcomes should relate directly to the project objectives and the impact description should indicate why the outcomes matter, including who was impacted by the change and how they were impacted by the change.

This accomplishment section should describe the results, outcomes, and impact of your work that will provide benefits to broad audiences. It is important that this portion of your report be written in **plain, non- technical language**. Please use qualitative and quantitative metrics that will be

meaningful to non-scientific audiences such as community leaders, politicians, taxpayers, and farmers. You will need to translate results of your work into lay terms – things that everyday people can relate to. Consider reporting things like changes in economics, community dynamics, environmental conditions, or agricultural norms.

This response should include the details on the project work done towards each goal/objective and a description of the impact this project had **over its duration**. To help frame your accomplishments for the **Final Report**, work through the following questions. After doing so, you should be able to put your answers together to form a succinct impact description that describes your accomplishments.

1. In a few sentences, what was the issue or problem that your project addressed (i.e., what are you trying to help solve, fix, mitigate, improve?)
2. For each goal and objective listed in your project initiation form (shown at the top of the screen), describe:
 - a. Major activities completed / experiments conducted;
 - b. Data collected; and
 - c. Summary statistics and discussion of results / findings.
3. Describe the key outcomes or other accomplishments realized. **Provide about one page of text to answer this question:** what did your project do about the issue/problem? (HINT: Revisit your logic model's inputs, outputs, and outcomes to describe accomplishments)
4. Who or what was most immediately helped by your work, and how? (Hint: What audience did you originally intend for your work to impact?)

Helpful Hints

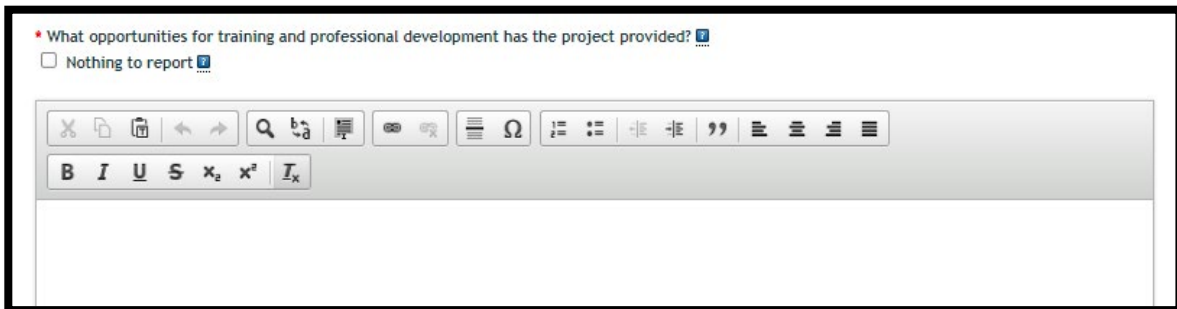
- State it for a broad audience and use general terms
- Explain things simply and directly
- Use quantitative values and/or trends to validate impact
- Think broadly when you translate outcomes to the real world
- Consider a change in knowledge, action, or condition (See the [outcome examples](#) provided in the Project Initiation section)

Publications are not entered on this page, but should be reported on the **Products** page of the Final Report.

Note: Most people who will read your FINAL REPORT are not technically trained or educated in your field of expertise, so it should be written in a manner that is meaningful to readers, stakeholders, USDA administration, and congress.

Box #2: What opportunities for training and professional development has the project provided?

The screenshot below is the second text response field on the Accomplishments page in the Final Report form.



Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project.

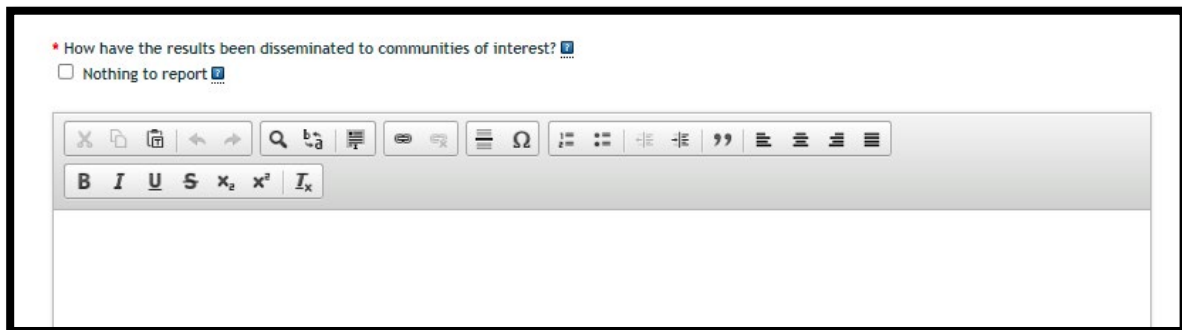
Training activities are those in which individuals with advanced professional skills and experience assist others to achieve greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor.

Professional development activities result in increased knowledge or skill in one's area of expertise. Professional development may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

If the research is not intended to provide training and professional development opportunities, or there is nothing significant to report during this reporting period, **click the "Nothing to report" checkbox.**

Box #3: How have the results been disseminated to communities of interest?

The screenshot below is the third text response field on the Accomplishments page in the Final Report form.

A screenshot of a web form field. At the top, it says "How have the results been disseminated to communities of interest?" followed by a help icon. Below this is a checkbox labeled "Nothing to report" which is currently unchecked. Underneath the checkbox is a rich text editor toolbar with various icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, decrease indent, increase indent, quote, unquote, and source code. Below the toolbar is a large, empty text area for the user to enter their response.

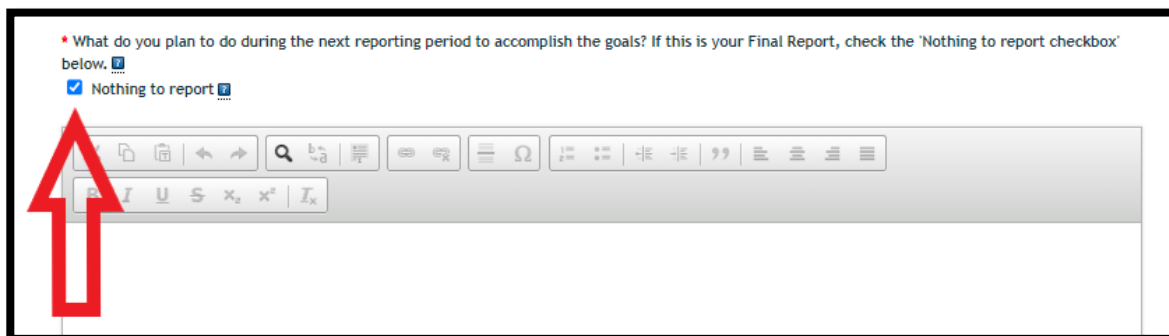
Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

For this section, think back to whom you described in the “target audience” section of the report. That was where you described the WHO part of the equation. In answering the above question, you should be describing the HOW part of the equation – how did you reach your target audience. What efforts helped you reach communities that are interested in or who will benefit from your work?

Box #4: What do you plan to do during the next reporting period to accomplish the goals?

The screenshot below is the fourth text response field on the Accomplishments page in the Final Report form.

This is the final report, so there is no “next reporting period” to accomplish project goals. Therefore, you should check the “nothing to report” checkbox.

A screenshot of a web form field. At the top, it says "What do you plan to do during the next reporting period to accomplish the goals? If this is your Final Report, check the 'Nothing to report' checkbox below." followed by a help icon. Below this is a checkbox labeled "Nothing to report" which is checked. Underneath the checkbox is a rich text editor toolbar with various icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, decrease indent, increase indent, quote, unquote, and source code. Below the toolbar is a large, empty text area for the user to enter their response. A large red arrow is pointing to the "Nothing to report" checkbox.

FINAL REPORT: CHANGES/PROBLEMS PAGE

The screenshot below is an example of the Changes/Problems page in the Final Report form.

The screenshot shows a web-based form titled "Changes/Problems" with a red asterisk. The form is part of a larger system with a top navigation bar containing links: Home, Project Initiation, Progress Report, Financial Report, Final Financial Report, Reports, Project Change, and Final Report. Below this is a secondary navigation bar with links: Cover, Participants, Target Audience, Products, Other Products, Accomplishments, Changes Problems (highlighted), and Submit. The main content area has a heading "Changes/Problems" and a note: "Fields marked with an asterisk (*) are required for submission." Below this is a link "View past Progress Reports" and a set of buttons: "Previous", "Save", and "Next". The form instructions state: "Describe major changes/problems in approach and reason(s) for these major changes. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions." There is a "More..." link and a checkbox labeled "Nothing to report" with a blue square icon. Below the checkbox is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color), alignment, indentation, bulleted list, numbered list, link, unlink, and other standard editing tools.

Describe major changes and/or problems in the project, including the plan, approach, methods, timeline, and objectives. Include a clear reason(s) for why these changes were made. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.

Examples of major changes include:

- major problems or delays that may have a significant impact on the rate of expenditure;
- significant deviations from the research schedule or goals;
- unexpected outcomes;
- early termination of the project; or
- changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

SUBMIT A PROJECT CHANGE

PROJECT CHANGE KEY FACTS

In REEport, the Project Change form is very similar to the Project Initiation form. In the Project Change module, changes can only be made to project data that meet two criteria:

1. the project is active, and the final report has not been submitted; there is no limit to the number of times a project change can be submitted as long as the final report has not been submitted;
2. the project data you wish to change is data that originated in REEport and is NOT pre-populated on the template from NIFA's grant management system.
 - a. If any of the pre-populated fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the proposal or award number, field name(s), and correct data.

When a project change is submitted to NIFA in REEport, the change is effective immediately and does not require NIFA approval. However, please note that it will take 1-3 business days for the updated project data to be reflected in the NIFA [Data Gateway](#).

After submitting a change in the Project Change module:

- The changed project will remain listed in the "Active Projects" folder in the Project Change module because they are still active and eligible for future project changes to be submitted.
- The changed project will be listed in both the "Active Projects" folder as well as the "Changed Projects" folder in the Project Initiation module because the "Changed Projects" folder is a subset of the "Active Projects" folder.

STEPS TO SUBMIT A PROJECT CHANGE

1. Navigate to the [NIFA Reporting Portal](#).
2. Enter your email address and password; click the "Login" button.
3. Click the "REEport" link under the "Active Applications" header.
4. Upon entering REEport, click the "Project Change" icon.
5. Click on the "Active Projects" folder to expand it and view all of your active projects (or search for the project using the available search fields).
6. Click the Title of the project to open the editable Project Change form.
7. The first page of the Project Change form has two sub-pages, Summary and History. See [Appendix A](#) for screenshot examples.
 - a. Change Summary: summarizes any pending changes you have made to the project OR will indicate there are no current revisions pending.
 - b. Change History: lists the previous versions of the project.
 - i. For example, if the project has been changed once before, the "History" section will show you two previous versions of the project – the original and the changed version.
8. Click on the "Continue" button or utilize the top menu bar to navigate through the Project

Change form.

9. Edit the project data as needed and click the blue “Save” button available on each form page to retain any edits made to the project.
10. If you have made changes that you are not ready to submit to NIFA, you may click “Save” on any page of the form, including the Submit page, and the project will be listed in your “Pending Changes in Draft Stage” folder.
 - a. You may log back into REEport at any time to access the pending Project Change form by clicking on the Project title in the “Pending Changes in Draft Stage” folder.
11. When you are ready to submit your changes, navigate to the last page of the Project Change form (Submit page).
12. Click the “Submit to NIFA” button to send the Project Changes to NIFA. Please note that the submission process varies slightly based on what type of REEport site your project is assigned to:
 - a. **If your project is assigned to a Partner Site** ([see definition here](#)), organizational review of the project change is required before submission to NIFA. You will click on the “Submit Changes for Review” button on the “Submit” page and your Site Administrator(s) will be responsible for officially submitting the project changes to NIFA.
13. After clicking the “Submit to NIFA” or “Submit Changes for Review” button, you will see an on-screen banner message indicating that the project change was submitted.

UPDATE A SUBMITTED PROGRESS OR FINAL REPORT

NIFA maintains a window of 90 days from the original date of submission in which grantees are allowed to update a progress or final report that they have already submitted to NIFA. This 90-day window is also the amount of time that NIFA National Program Leaders (NPLs) have to review submitted reports and, if necessary, request changes before they will consider reports approved and permanent record.

STEPS TO UPDATE A SUBMITTED PROGRESS OR FINAL REPORT

Request Return to Draft Status

1. Email the REEport Help Desk (electronic@usda.gov) and request that the submitted progress or final report be returned to draft status for editing. In the email request, clearly state the accession or proposal number of the project and the report type (progress or final).
2. Upon receiving that email request, the REEport Help Desk team will return your report to draft status, and you will receive an email confirmation of the action.

Update the Returned Report and Re-Submit to NIFA

1. To update the returned report, navigate to the [NIFA Reporting Portal](#), enter your email address and password; then click the “Login” button.
2. Click the “REEport” link under the “Active Applications” header.
3. Click on either the “Progress Report” or “Final Report” icon, depending on the type of report you are updating.
4. Expand the “Report(s) in Draft” folder and/or search for the project using the search bar.
5. Click the Title of the project to open the editable report form.
6. By using the navigation buttons at the top and bottom of the form pages, navigate through the report form to update the report. Save your work periodically by clicking on the blue Save button.
7. When you are finished making edits, navigate to the last page of the report form (Submit page). Click the “Submit to NIFA” button to send the updated report to NIFA. Please note that the submission process varies slightly based on what type of REEport site your project is assigned to:
 - **If your project is assigned to a Partner Site** ([see definition here](#)), the Site Administrator(s) control the REEport workflows and may require organizational review before submission to NIFA. If organizational review is required, you will click on the “Submit for Review” button on the “Submit” page and your Site Administrator(s) will be responsible for submitting the Progress or Final Report to NIFA.
8. Upon successful submission, you will be brought back to the main screen of the report module where you will see the on-screen message: “Report has been submitted.” You will also receive an email confirmation of the submission with the report attached.
9. Please note that resubmission restarts the 90-day window to make additional changes if requested by the grantee or the National Program Leader (NPL) at NIFA.

EXTENSIONS & CONTINUATION AWARDS

Competitively awarded projects cannot be extended by a REEport user in the REEport application. Any type of extension, including no-cost extensions and continuation awards, must be completed and documented within NIFA's grants management system by NIFA Awards staff. Such extensions are then transferred from NIFA's grants management system into REEport, and the new end date is prepopulated into the "end date" field on the project, and on all associated Progress and Final Reports.

WHAT TO DO IF YOU RECEIVE AN EXTENSION OR CONTINUATION AWARD

1. If you have requested and received approval of a no-cost extension (NCE) OR if you have been notified that you will be receiving a continuation award for your project, you **MUST** fill out a progress report for the year that was originally designated as the final year of your project.
2. Upon logging into REEport, you should navigate to the Progress Report Module and locate the draft form for your project in the "Report(s) in Draft" folder. Fill out the required form fields and submit the Progress Report. For more information on submitting a progress report, click [here](#).

NOTE: The end dates shown on your forms in REEport are non-editable because they are prepopulated by data from NIFA's grants management system. The progress report form may not reflect the new end date when you complete the form, but the end date will be updated retroactively after NIFA's grants management personnel approve the extension or continuation in the grants management system.

3. Do **NOT** use the Final Report form in the Final Report module of REEport. The Final Report form will remain in REEport to be utilized when the project actually ends. If you incorrectly submit the final report to NIFA, please be aware that NIFA cannot accept the final report as a progress report. If you incorrectly submit the final report instead of the progress report, NIFA staff will send your final report back to draft status and you will still be responsible for completing the correct Progress Report form.

NOTE: For continuation awards, this principle will apply each year that you receive continuation funds. You should only fill out progress reports until the project has officially ended. After the project has ended, you will complete the final report.

COMPETITIVE PROJECT FINANCIAL REPORTS

For each active year of a competitive project, there are two types of financial reports due: the **REEport Financial Report** and the **SF-425 Federal Financial Report**. While these reports both collect financial information, it is important to note that these two types of financial report have different reporting periods, different due dates, and different submission methods.

WHAT IS THE REEPORT FINANCIAL REPORT

All new competitive awards and any current competitive award receiving a continuation or renewal of funds must submit Financial Reports in REEport. Financial reports in REEport are project level reports that detail all expenditures by funding source, as well as all Full Time Equivalents (FTEs) that supported the project, for the federal fiscal year, which runs from 10/01 to 09/30 each year. These reports are used for research planning, and they are not auditable documents.

An annual Project Financial Report is due each fiscal year the project is ongoing and reports on the most recently completed federal fiscal year. A Final Financial Report is due after the project has ended and reports on the federal fiscal year in which the project ended. Both report types detail all expenditures and FTEs for the federal fiscal year; the final financial report is **not** a cumulative report.

- While the project is ongoing, an **annual Project Financial Report** is due by February 1st of the fiscal year AFTER the fiscal year of the expenditures being reported. This annual report is completed in the **Financial Report module** in REEport.
 - For example, a new award with a start date of October 1, 2022 will have an annual project Financial Report due for its FY23 expenditures on February 1, 2024. The reporting period for this example would be October 1, 2022 through September 30, 2023.
- In the last year of the project, a **final Project Financial Report** is due within 120 days after the termination of the project (project end date). This final report is completed in the **Final Financial Report module** in REEport.
 - For example, an award with a project end date of May 1, 2023 will have the Final Financial Report due for its FY23 expenditures by September 27, 2023 (120 days after the project end date). The reporting period for this example would be October 1, 2022 through the project end date, May 1, 2023.

WHAT IS THE FEDERAL FINANCIAL REPORT (SF-425)

Competitive/non-capacity grantees must submit the [Federal Financial Report, SF-425](#), to the Office of Grants and Financial Management (OGFM) Awards Management Division (AMD); this is due annually based on the start date of the project.

For competitive grants, the SF-425 forms should be emailed as a PDF attachment to awards@usda.gov. All questions related to the SF-425 reports should be directed to the Administrative Contact listed in block 14 of the Award Face Sheet or the AMD Awards mailbox (Awards@usda.gov). Additional information regarding the SF-425 is available in the [NIFA Grants Management FAQ document](#).

HOW TO GAIN ACCESS TO COMPLETE REEPORT FINANCIAL REPORTS

The Financial Report module and the Final Financial Report module are located in the REEport application. These modules are accessible by two categories of user:

1. For projects assigned to a Partner Site ([see definition here](#)), there is centralized administrative access for Site Administrators or Financial Administrators to report on all projects assigned to the site. When a project is assigned to a Partner Site, the financial report forms are only accessible by users assigned the Site Administrator or Financial Administrator role. If your project is assigned to a Partner Site and you require access to one of the Financial Report modules, you must contact your REEport Site Administrator to request access.
2. For projects assigned to an Independent (Non-Partner) Site ([see definition here](#)), each project is managed independently by the Project Director (PD) and Authorized Organizational Representative (AOR) that are named on the award. There is no centralized administration. As such, PDs and AORs will only be able to complete financial reporting on the individual awards that they directly manage, and access to the Financial Report modules is provided automatically to the PD and AOR listed on the grant award. No additional users may access REEport to complete the required report forms.

REEPORT FINANCIAL REPORTING REQUIREMENTS

A project is eligible for REEport financial reporting if the project was active at least one day in the given federal fiscal year reporting period. If funds were expended on a project during any part of the federal fiscal year reporting period, then the financial data and any support staff, Full-Time Equivalents (FTEs), should be reported on the applicable REEport Financial Report form.

The funds reported should include the expenditures and unliquidated obligations for the project. If no expenditures or unliquidated obligations occurred during the reporting period, the report should be submitted to NIFA blank to indicate zero expenditures and zero FTEs for the reporting period. Employee fringe benefits, administrative costs, and support costs should be included in the expenditures on the REEport Financial Report. For more information on how to report those types of expenditures, see [Appendix C](#).

It does not matter if you have drawn down funds yet or not from your ASAP account. You should report any funds expended during the reporting period. Additionally, if your organization spent non-NIFA funds, which you will reimburse with NIFA awarded funds later, then the ultimate source of the funding is NIFA, and should be entered as such on this report.

SETTING THE FISCAL YEAR IN THE FINANCIAL MODULES

REEport defaults to display the fiscal year for the current reporting cycle, and automatically filters to display only the projects that are eligible for financial reporting in that fiscal year. You can choose to select any previous year in order to view or download a record of the projects and data as reported in that year.

STATE PROJECT EXCLUSION

Reporting on State projects has always been, and will continue to be, optional. Historically many institutions opted to document and report financial expenditures on State projects as a means to bolster formula funding calculations for the Animal Health and McIntire-Stennis programs. All reporting for those capacity programs is now housed in the NIFA Reporting System (NRS). Some institutions choose to use REEport as a convenient repository where all of their State projects can be documented, tracked, and made publicly available. No financial reporting is required on such projects.

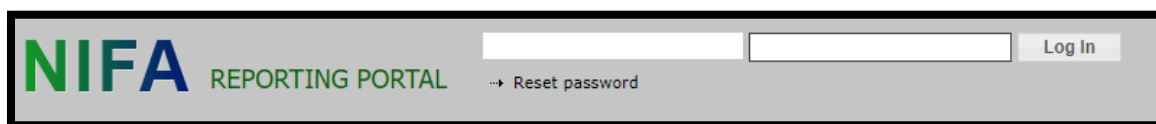
SUBMIT ANNUAL FINANCIAL REPORT(S) IN THE FINANCIAL REPORT MODULE

There are two methods to enter annual Financial Report data in the Financial Report module in REEport:

1. [Onscreen Method](#): You can enter the report data onscreen for each individual project. This method is suggested for organizations/users assigned less than 5 active projects in REEport.
2. [CSV File Download/Upload Method](#): You can batch upload all report data at once using a CSV file. This method is usually utilized by organizations/users assigned more than 5 active projects in REEport, but this method is available for any user with Financial Report module access.

ONSCREEN METHOD IN THE FINANCIAL REPORT MODULE

1. Login at the [NIFA Reporting Portal](#). Your email address is your username. If you don't know your password, follow the [How to Reset Your Password](#) instructions.



2. After logging in to the NIFA Reporting Portal, click on **REEport** under **Active Applications**.



3. After entering REEport, click on **Financial Report** in the menu bar to open the **Financial Report** module.
4. Click on the **Project Financial Report(s) Pending Submission to NIFA** folder, which expands the folder and lists all projects requiring a financial report for the reporting period.
5. Click the **title of the project** to open it for editing.

6. Enter your expenditure and FTE data fields under the **Allocation of Funds to Work Unit / Project at Location** header. To view a complete listing and explanation of each field, refer to [Appendix B](#).

Allocation of Funds to Work Unit / Project at Location			
Federal Funds NIFA Administered			
Hatch Funds	201	\$	
Multi State Funds	202	\$	
McIntire-Stennis Funds	203	\$	
Contracts, Grants, Cooperative Agreements	204	\$	
Other Funds (Animal Health Sec. 1433, Evans-Allen, Other NIFA)	205	\$	
Total NIFA Funds	231	\$	0.00
Other Federal Funds			
USDA Contracts, Grants, Coop Agreements	219	\$	
National Science Foundation	209	\$	

7. After completing all applicable fields, click **Save** at the bottom of the screen to save all entered data.

Technical Support	243	
Clerical, Labor and Other	244	
Total Staff Years	350	0.0
Save Cancel		

8. Click **Cancel** to return to the main **Financial Report** screen.

Technical Support	243	
Clerical, Labor and Other	244	
Total Staff Years	350	0.0
Save Cancel		

9. Verify that you have no Errors or Alerts. If the project is listed in either the Errors or Alerts folder, please follow the guidance in the [How to Address and Resolve Errors and Alerts](#) section of this guide.

10. After addressing any Errors or Alerts, you are now ready to submit. On the Financial Report module home screen, click the **Submit to NIFA** button.

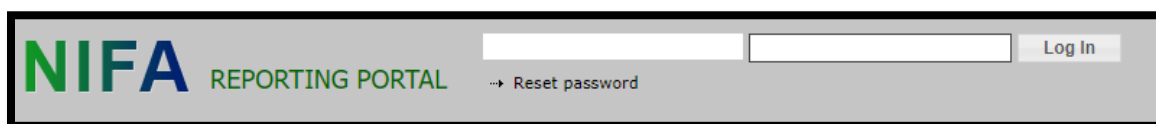
NOTE: ALL projects listed in the **Project Financial Report(s) Pending Submission to NIFA** folder are submitted together; you **cannot** submit reports individually in the Financial Report module. Clicking the **Submit to NIFA** button submits ALL listed project financial reports.

11. After clicking Submit to NIFA, read and agree to the confirmation statement by clicking OK.
12. After successful submission, the financial report(s) will show under the **Project Financial Report(s) Submitted to NIFA** folder. Review this folder to verify successful submission to NIFA.
NOTE: To view a PDF of an individual report, click the **PDF** link under the **View** column in the project row within the Financial Report module. To view a **Summary PDF** of all reports submitted, click on the **Summary PDF** button.
13. You should consider the Financial Report and your data finalized at this point. However, if you later find you made a mistake, you may make the necessary edits on the submitted reports under the **Project Financial Report(s) Submitted to NIFA** folder.
 - a. If you make any edits on a previously submitted report, you must click **Save** to retain the updates and these updates must be *resubmitted* to NIFA. After saving any changes, you must click on the **Resubmit to NIFA** button on the **Financial Report** module main screen to re-submit the updates.

CSV FILE DOWNLOAD/UPLOAD METHOD IN THE FINANCIAL REPORT MODULE

Using the Download Function

1. Login at the [NIFA Reporting Portal](#). Your email address is your username. If you don't know your password, follow the [How to Reset Your Password](#) instructions.

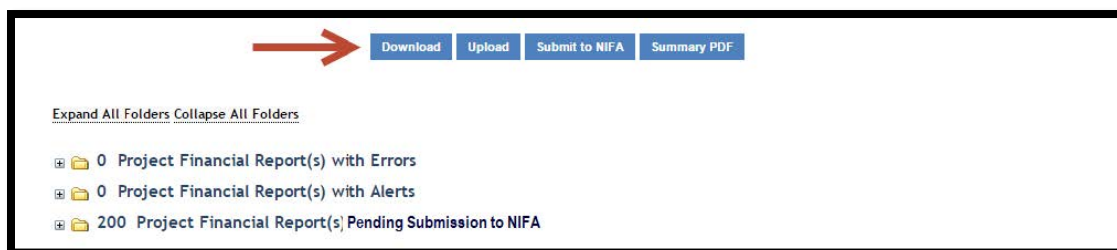


2. After logging in to the NIFA Reporting Portal, click on **REReport** under **Active Applications**.



3. After entering REReport, click on **Financial Report** in the menu bar to open the **Financial Report** module.

4. Click the **“Download”** button to download a CSV file template to your computer of all projects and data found in the **“Project Financial Reports Pending Submission to NIFA”** folder.



5. Open the CSV file and enter the expenditure and FTE data in each project row (see formatting and data entry requirements below); see the column headers for field names. To view a complete listing and explanation of each field, refer to [Appendix B](#).
 - a. Below is an example of an opened CSV file template. Note that it is already populated with the **Accession** and **Project Number** of the projects found in your **“Project Financial Reports Pending Submission to NIFA”** folder.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	NOTE: Project & Accession # should be text fields; all funding is to the nearest dollar; and all staff is only 1 decimal place.														
2			201	202	203	204	205	219	209	310	308	311	316	312	313
3	PROJ # (PI Accession Hatch	Regional F McIntire/	Grants	Animal H USDA	NSF	DOE	AID	DOD	NIH	PHS	HHS				
4															
5															
6															
7															
8															
9															
10															
11															
12															

IMPORTANT NOTES about the **downloaded CSV file template**:

- The purpose of this file is for you to enter your expenditures and FTE data in batch for upload back into REEport, rather than manually entering data onscreen for each project.
- The data found in the downloadable template file is directly connected to the current state of the “Project Financial Reports Pending Submission to NIFA” folder:
 - Any filters that are in place from the search utility will be reflected in the CSV file.
 - Any data previously been entered into the worktable, whether onscreen or by CSV file upload, will be reflected in the CSV file download.
- You may choose to generate your own CSV file for later upload. Be aware that if you do so, you must ensure that the formatting **exactly matches** the format found in the downloaded CSV file template. Please carefully review the CSV File Formatting Requirements section below.

CSV File Formatting and Data Entry Requirements

When working with a CSV file and preparing it for upload into the Financial Report module in REEport, you must ensure that it is **correctly formatted**. Failure to do so may result in upload failures, or possible data inaccuracies where some data unintentionally becomes altered, removed, or misreported.

If you download the CSV file template from the Financial Report module in REEport, please carefully follow the formatting guidelines below:

- a. Do not remove the three header rows.
 - i. REEport will automatically remove these upon upload. If you remove the headers, your first three projects will be removed instead.
- b. Do not add any extra columns or rows.
- c. Do not change the order of the columns.
- d. Do not to alter any Accession or Project Numbers.
- e. Do not include any special characters, including dollar signs or commas in any of the cells.
- f. Do not enter any negative values.
- g. Do change the format/style of any cells.
- h. For all expenditures entered in columns C-V, decimal places are permissible, but the system will automatically round the entries to the nearest cent (hundredth).
- i. For the FTE counts entered in columns W-Z, decimal places are permissible, but the system will automatically round the entries the nearest tenth.
- j. Blank cells will be treated as zeros, so either a blank or zero is acceptable.
- k. After ensuring that your spreadsheet is properly formatted according to the guidelines above, use the **“Save As”** function, and save the spreadsheet as a CSV file. Now it is ready for upload into REEport.

If you choose to generate your own CSV file to upload to the Financial Report module in REEport, please carefully follow the formatting guidelines below:

- a. The column order must **exactly match** the following order:

1. Project Number – column A	14. Field 312 Public Health– column N
2. Accession Number – column B	15. Field 313 HHS– column O
3. Field 201 - Hatch – column C	16. Field 314 NASA– column P
4. Field 202 Regional Research – column D	17. Field 315 TVA– column Q
5. Field 203 McIntire/Stennis– column E	18. Field 318 Other Fed– column R
6. Field 204 NIFA Grants– column F	19. Field 220 State– column S
7. Field 205 Animal Health or Evans-Allen– column G	20. Field 221 Self Generating– column T
8. Field 219 USDA– column H	21. Field 222 Industry Grant– column U
9. Field 209 NSF– column I	22. Field 223 Other Non-Fed– column V
10. Field 310 DOE– column J	23. Field 241 Scientist Years– column W
11. Field 308 AID– column K	24. Field 242 Professional Years– column X
12. Field 311 DOD– column L	25. Field 243 Technical Years– column Y
13. Field 316 NIH– column M	26. Field 244 Clerical Years– column Z
- b. Include three blank header rows, containing NO project data.
 - i. REEport will automatically remove these upon upload. If you do not include three blank header rows, your first three projects will be removed instead.
 - ii. The downloadable CSV file template has these three header rows in place, and you may reference it as an example.
- c. Do not add any extra columns or rows, except for guideline B above.
- d. Do not change the order of the columns.

- e. All Accession and Project Numbers must **exactly match** the eligible projects listed in the REEport worktable; any changes will result in errors.
- f. Do not include any special characters, including dollar signs or commas in any of the cells.
- g. Do not enter any negative values.
- h. For all expenditures entered in columns C-V, decimal places are permissible, but the system will automatically round the entries to the nearest cent (hundredth).
- i. For the FTE counts entered in columns W-Z, decimal places are permissible, but the system will automatically round the entries the nearest tenth.
- j. Blank cells will be treated as zeros, so either a blank or zero is acceptable.
- k. After ensuring that your spreadsheet is properly formatted according to the guidelines above, use the **“Save As”** function, and save the spreadsheet as a CSV file. Now it is ready for upload into REEport.

Using the Upload Function

After you have entered your data into the CSV file, you will use the “**Upload**” button to upload the file data into REEport.



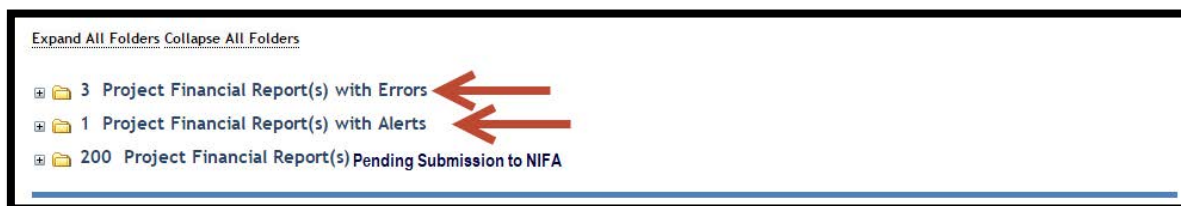
IMPORTANT NOTES about the **Upload** function:

- Proper file formatting is required. Please review the [CSV File Formatting and Data Entry Requirements](#) section for details.
- There is no onscreen confirmation of successful upload – the data simply populates into the worktable – it is successful if there is no error. **Note: uploading a file does not submit it to NIFA.**
- Errors are possible. Here are a few common error examples:
 - Incorrect file extension – only CSV files are accepted.
 - If an Accession Number in the CSV file does not match an eligible project listed in the REEport worktable, an error message will display, indicating the project in question.
- Upload **overwrites existing data** in the worktable.
 - For example, if you had previously entered data into REEport on Accession #1004567, and now in your CSV file data has been altered on Accession #1004567, the upload will update the worktable with the data in the CSV file.
 - A project must be present in the CSV file in order for it to have any update effect in REEport. For example, if you want to delete previously entered data on a project via upload, you must enter zeros or blanks on the project in the CSV file. Removing the project row from the spreadsheet and then uploading does **not** remove previously entered data from it in REEport.
- Rather than using the downloadable CSV file template, you may choose to upload a CSV file generated by your institution. If you do so, be aware that you must ensure that the formatting **exactly matches** the format found in the downloadable CSV file template. Please review the [CSV File Formatting and Data Entry Requirements](#) section for details on proper formatting.

NOTE: To view a PDF of an individual report, click the **PDF** link under the **View** column in the project row within the Financial Report module. To view a **Summary PDF** of all reports submitted, click on the **Summary PDF** button.

HOW TO ADDRESS AND RESOLVE ERRORS AND ALERTS

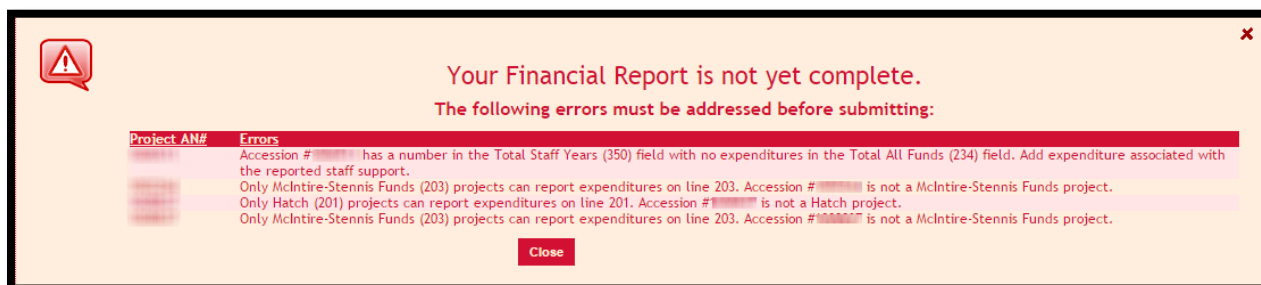
After financial report data has been entered into REEport - whether onscreen or by CSV file upload - both the **Errors** and **Alerts** folders serve as filters that notify you of any data issues that require review.



Errors

Errors are issues that must be corrected before data can be submitted to NIFA. REEport will not allow report forms to be submitted while any errors are present; the **Submit to NIFA** button will gray out and cannot be clicked.

There are two ways to view any errors. First, you can click on the blue **“Errors”** button, which brings up a summary of all errors:



This option provides the convenience of seeing all errors in one place. At this point, if you had used the CSV upload to enter your data into REEport, now you could make all corrections in the CSV file at once, upload it, and clear all errors simultaneously.

The second method to view errors is to click on each individual project that is flagged with an error (as indicated by the red arrows below) and view each error one at a time. While in each project, this is where you could make manual edits to correct the error.

Expand All Folders Collapse All Folders

3 Project Financial Report(s) with Errors

Accn #	Project #	Proposal #	Title	Department	Proj. Dir	Funding	Proj. Status	Start date	End Date	Total Expnd	View	Alerts	Errors
				Ecology, Evo...		NON FOR...	ACTIVE	07/01/2015	06/30/2016	\$0.00	PDF	None	1
				Food Science...		NON FOR...	ACTIVE	09/01/2015	02/28/2017	\$20235.00	PDF	None	2
		(N/A)		Food Science...		HATCH	ACTIVE	01/15/2014	12/31/2018	\$7777.00	PDF	None	1

Clicking on the project **Title** opens the report form for editing and displays the error message in a red banner at the top of the screen. In all cases, simply read the error text, which guides you to make the appropriate changes to clear the error.

Alerts

Alerts are issues that require your review, but need correction only if you find the entered data to be inaccurate. The purpose of an alert is to call your attention to potential inaccuracies. Alerts do not prevent submission to NIFA.

Alerts do not have a summary view. In order to view Alerts, you must click on the project Title in order to see the alert message related to that specific report form.

1 Project Financial Report(s) with Alerts

Accn #	Project #	Proposal #	Title	Department	Proj. Dir	Funding	Proj. Status	Start date	End Date	Total Expnd	View	Alerts	Errors
		(N/A)		Entomology		HATCH	ACTIVE	08/09/2015	07/31/2020	\$100000.00	PDF	1	None

Clicking on the project **Title** opens the report form for editing and displays the alert message in a gold banner at the top. There are several conditions that will generate alerts. In all cases, simply read the alert text, which guides you to make the appropriate changes to clear the alert, if needed.

NOTE: alerts due to entered expenditures of \$0 is allowed, provided the data is correct.

Keep in mind the Alerts and Errors folders are simply filters which highlight any projects that contain data issues. A project found in either the Alerts or Errors folder will still be found in the Pending Submission to NIFA folder. Clicking on the same project found in either folder accomplishes the same result of opening the project for editing.

RESUBMITTING ANNUAL FINANCIAL REPORTS TO NIFA

If after submitting your data it is determined that edits need to be made, you can do so at any time while the current reporting cycle is still open. After making appropriate edits, you will need to resubmit your updated report to NIFA. You do so by clicking the “Resubmit to NIFA” button, which appears only after the initial report submission.

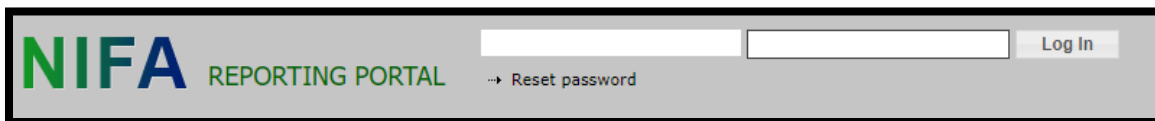


NOTE: Be aware that once the reporting cycle closes THE SUBMITTED DATA CANNOT BE ALTERED. The reporting cycle can potentially close at any time after February 1st without notice.

In REEport, there is no running history of prior submissions. The appearance of the “Resubmit to NIFA” button is the only residual indicator that the Financial Report has previously been submitted in the current reporting cycle.

SUBMIT A FINAL FINANCIAL REPORT IN THE FINAL FINANCIAL REPORT MODULE

1. Login at the [NIFA Reporting Portal](#). Your email address is your username. If you don't know your password, follow the [How to Reset Your Password](#) instructions.



2. After logging in to the NIFA Reporting Portal, click on **REEport** under **Active Applications**.



3. After entering REEport, click on **Final Financial Report** in the menu bar to open the new **Final Financial Report** module.

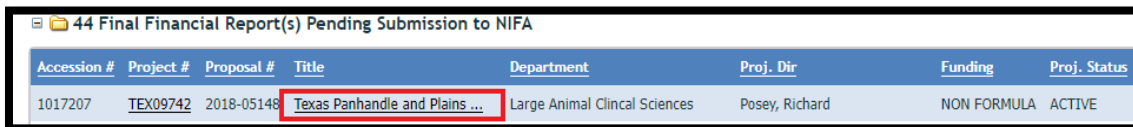


NOTE: If you do not see the **Final Financial Report** module as an option in the Menu bar, click on any other module name in the Menu bar. This action will trigger the **Final Financial Report** to appear in the Menu bar. The REEport developers are aware of this technical glitch, and this will be corrected in a future application update.

4. Click on the **Final Financial Report(s) Pending Submission to NIFA** folder, which expands the folder and lists all projects requiring a final financial report.

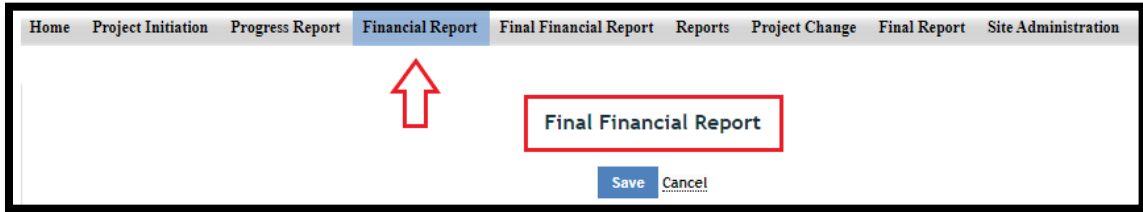


5. Click the **title of the project** to open it for editing.



Accession #	Project #	Proposal #	Title	Department	Proj. Dir	Funding	Proj. Status
1017207	TEX09742	2018-05148	Texas Panhandle and Plains ...	Large Animal Clinical Sciences	Posey, Richard	NON FORMULA	ACTIVE

NOTE: When you are editing a report in the **Final Financial Report** module, the menu bar will show the **Financial Report** module highlighted in blue as shown in the screenshot below. However, the page header will show the correct/active module name, **Final Financial Report**. The REEport developers are aware of this technical glitch, and this will be corrected in a future application update.

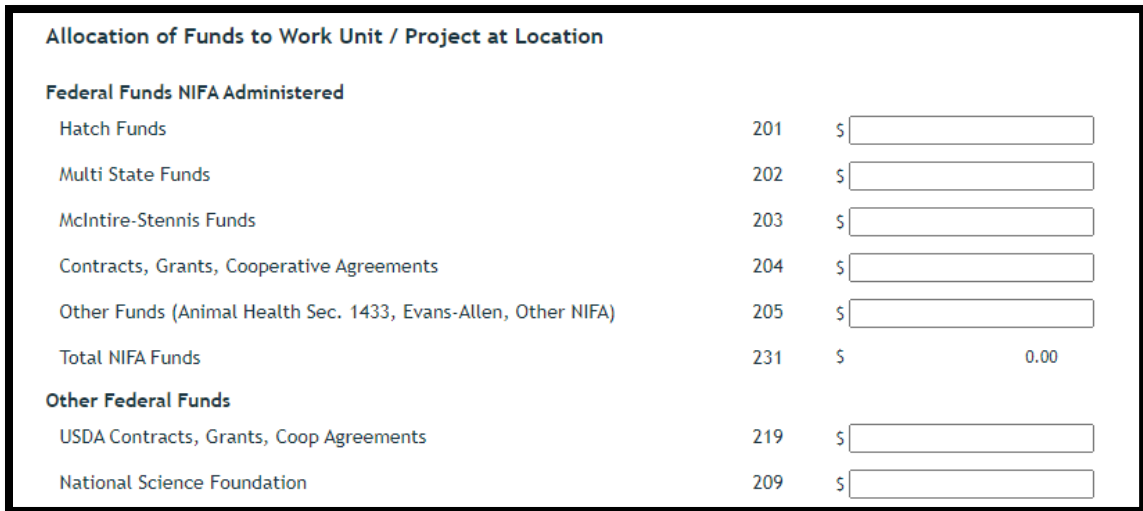


Home Project Initiation Progress Report **Financial Report** Final Financial Report Reports Project Change Final Report Site Administration

Final Financial Report

Save Cancel

6. Enter your expenditure and FTE data under the **Allocation of Funds to Work Unit / Project at Location** header. To view a complete listing and explanation of each field, refer to [Appendix B](#).



Allocation of Funds to Work Unit / Project at Location

Federal Funds NIFA Administered

Hatch Funds	201	\$	
Multi State Funds	202	\$	
McIntire-Stennis Funds	203	\$	
Contracts, Grants, Cooperative Agreements	204	\$	
Other Funds (Animal Health Sec. 1433, Evans-Allen, Other NIFA)	205	\$	
Total NIFA Funds	231	\$	0.00

Other Federal Funds

USDA Contracts, Grants, Coop Agreements	219	\$	
National Science Foundation	209	\$	

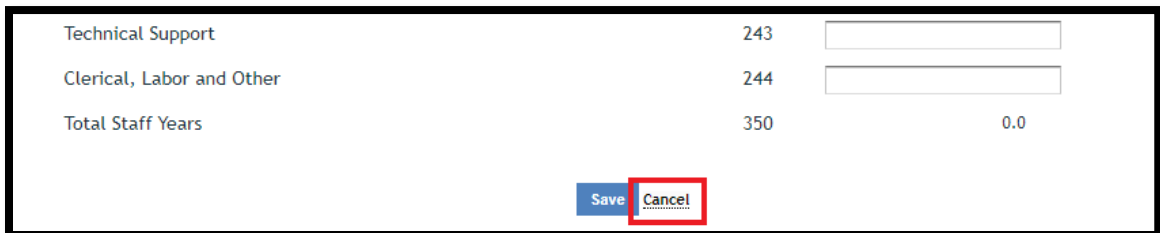
7. After completing all applicable fields, click **Save** at the bottom of the screen to save all entered data.



Technical Support	243	
Clerical, Labor and Other	244	
Total Staff Years	350	0.0

Save Cancel

8. Click **Cancel** to return to the main **Final Financial Report** screen.



Technical Support	243	
Clerical, Labor and Other	244	
Total Staff Years	350	0.0

Save Cancel

9. Verify that you have no Errors or Alerts. If the project is listed in either the Errors or Alerts folder, please follow the guidance in the [How to Address and Resolve Errors and Alerts](#) section of this guide.

Track Final Financial Reports for Fiscal Year 2023

Accession Number
Performing Department

Project Number
Funding Source FORMULA

Proposal Number
Project Director

Expand All Folders Collapse All Folders

- 1 Final Financial Report(s) with Errors
- 0 Final Financial Report(s) with Alerts
- 44 Final Financial Report(s) Pending Submission to NIFA
- 0 Final Financial Report(s) Submitted to NIFA

10. After addressing any Errors or Alerts, you are now ready to submit. Under the **Action** column, click the **Submit** button on the project row you are reporting on, then read and accept the confirmation statement.

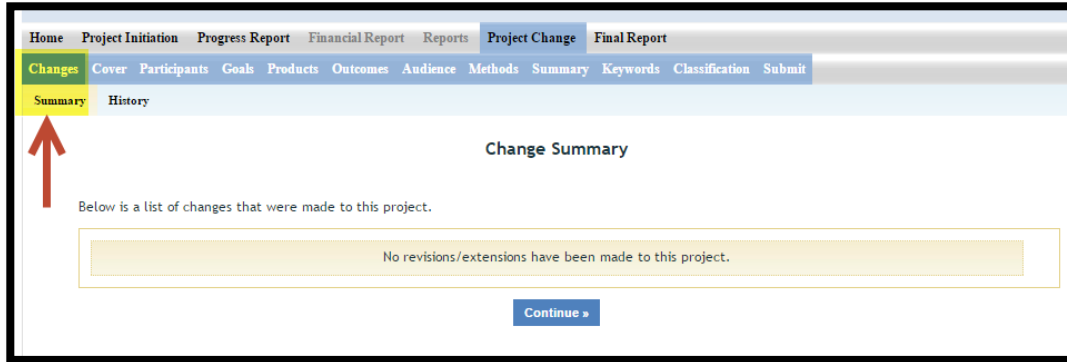
Pending Submission to NIFA											
Title	Department	Proj. Dir	Funding	Proj. Status	Start Date	End Date	Total Expnd	View	Alerts	Errors	Action
Alfalfa Management Practice...	Plant Sciences	Berti, Marisol	NON FORMULA	COMPLETE	09/01/2019	11/21/2022	\$1000.00	PDF	None	None	Submit

NOTE: the Submit action will not appear on this screen if any other required reports are outstanding in REEport, including the Final Report and any previous year's progress or financial reports. The other required reports must be submitted to NIFA before the Final Financial Report can be submitted to NIFA.

11. After successful submission, the final financial report will show under the **Final Financial Report(s) Submitted to NIFA** folder. Review this folder to verify successful submission to NIFA. **NOTE:** To view a PDF of the report, click the **PDF** link under the **View** column in the project row within the Final Financial Report module.
12. You should consider the Final Financial Report and your data finalized at this point. However, if you later find you made a mistake, you may make the necessary edits on the submitted reports under the **Final Financial Report(s) Submitted to NIFA** folder.
- If you make any edits on a previously submitted report, you must click **Save** to retain the updates and these updates must be **resubmitted** to NIFA. After saving any changes, you **must** click on the **Resubmit to NIFA** button on the **Final Financial Report** module main screen to re-submit the updated report.

APPENDIX A: PROJECT CHANGE ON-SCREEN EXAMPLES

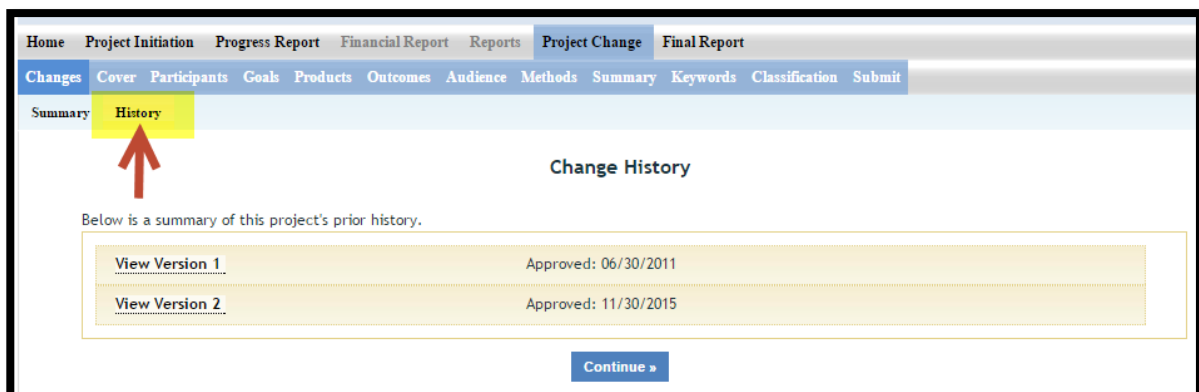
Example #1: Change Summary sub-page when no changes are pending.



Example #2: Change Summary sub-page with side-by-side comparison of pending changes.



Example #3: Change History sub-page showing previous versions of the project and the dates on which the changes were made.



APPENDIX B: FINANCIAL REPORT COLUMN/FIELD LISTING AND GUIDANCE

The following section is a complete listing and guidance/explanation for each of the columns/fields found in the Financial Report and Final Financial Report forms.

- [Project Number– column A](#)
- [Accession Number– column B](#)
- [Field 201 Hatch– column C](#)
- [Field 202 Regional Research– column D](#)
- [Field 203 McIntire/Stennis– column E](#)
- [Field 204 NIFA Grants– column F](#)
- [Field 205 Animal Health or Evans-Allen or 1890 Extension or Smith-Lever\(b\)\(c\)– column G](#)
- [Field 219 USDA– column H](#)
- [Field 209 NSF– column I](#)
- [Field 310 DOE– column J](#)
- [Field 308 AID– column K](#)
- [Field 311 DOD– column L](#)
- [Field 316 NIH– column M](#)
- [Field 312 Public Health– column N](#)
- [Field 313 HHS– column O](#)
- [Field 314 NASA– column P](#)
- [Field 315 TVA– column Q](#)
- [Field 318 Other Fed– column R](#)
- [Field 220 State– column S](#)
- [Field 221 Self Generating– column T](#)
- [Field 222 Industry Grant– column U](#)
- [Field 223 Other Non-Fed– column V](#)
- [Field 241 Scientist Years– column W](#)
- [Field 242 Professional Years– column X](#)
- [Field 243 Technical Years– column Y](#)
- [Field 244 Clerical Years– column Z](#)

FIELD GUIDANCE AND EXPLANATION

Project Number

This number identifies the project as assigned and maintained in the records of the reporting institution. The project number is prefixed with a variation of the three-or four-character institution code (controlled by the institution) to insure a unique identity across all institutions.

Accession Number

The Accession Number is the unique, seven-digit identifier assigned by the system where the project was initiated.

- REEport Accession Numbers are seven digits and begin with a “1” – For example 1004972.



Field 201-205: NIFA Administered Federal Funds

These fields are used for reporting NIFA administered grant funds that were expended on the project during the fiscal year reporting period. Field 204 is used to report Competitive grant funds.

Fields 201, 202, 203, and 205 were previously used in REEport to report Capacity grant funds; while these fields still exist on the report form, they are no longer used because Capacity grant reporting is now housed in the [NIFA Reporting System \(NRS\)](#).

Field 201: Hatch

Field 201 was for reporting Hatch funds.

Field 202: Regional Research

Field 202 was for reporting Regional Research funds, which may include Hatch-Multistate and Hatch funds.

Field 203: McIntire-Stennis

Field 203 was for reporting McIntire-Stennis funds.

Field 204: Contracts, Grants, and Cooperative Agreements

Field 204 is for reporting NIFA Contract, Grant, and Cooperative Agreement funds. This field is currently used to report Competitive grant funds.

Field 205: Other Funds

Field 205 was utilized for several different funding types, including Animal Health, Evans-Allen, 1890 Extension, and Smith-Lever(b)(c).

Fields 209, 219, 308-318: Other Federal Funds

These fields are used for reporting Federal funds administered by Federal agencies other than NIFA, and for grants made by NIFA with pass-through funds from other agencies. Appropriate funding amounts should be entered in these fields corresponding to the source of the funds. These categories may be used by NIFA administered projects to report appropriate amounts for these fields making sure the correct NIFA administered amounts are reported in fields 201 - 205.

Field 219: USDA Contracts/Grants/Cooperative Agreements

Field 219 is for reporting funds received from contracts, grants, or cooperative agreements with USDA agencies other than NIFA. Do not use this field for any NIFA administered funds.

Fields 209 and 308-318: Other Federal Research Funds

These fields are for Federal departments or agencies outside the USDA that may finance work conducted by or for the reporting institution. If funds from some other Federal source not listed on the Financial Report form are involved, or if reporting NIFA administered passthrough funds, enter the amount in field 318.

Field 318: NIFA Pass-Through Funds

These are funds received by NIFA from other Federal agencies, such as the Department of Energy, Department of Defense, or other USDA agencies, through interagency agreements. These funds are distributed through grants and cooperative agreements to non-federal institutions. Since these funds

were not appropriated to NIFA, they should not be reported in fields 201 - 205. Expenditures of NIFA pass-through funds should be reported in field 318. DO NOT REPORT NIFA FUNDS EXPENDED ON A NIFA GRANT AWARD IN FIELD 318.

Fields 220-223: Non-Federal Funds

These categories may be used by NIFA administered projects to report appropriate amounts for the indicated fields. Funds should be entered in these fields corresponding to the source. Do not use these fields to report any NIFA administered funds.

Field 220: State

For State appropriations.

Field 221: Self-Generating

For funds expended from self-generating accounts, such as the sale of products, royalties, or interest.

Field 222: Industry Grant

For funds from contracts, grants, or agreements to the institution or grantee by industrial organizations, corporations, commodity commissions, and firms; for example, grants from food processors, manufacturers of containers, chemicals, machinery, equipment and fertilizer, transportation companies, and power companies.

Field 223: Other Non-Fed

For funds from any other non-federal source not included in 220, 221, or 222 such as local governments, professional societies, individuals, banks, etc.

Fields 241-244: Non-Federal Employed Staff Support

An FTE is defined by the Government Accountability Office (GAO) as the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For most NIFA partners and places of employment, a full-time schedule as defined by law equates to 2,080 hours of work (52 weeks multiplied by 40 hours per week). Thus, a person who works 40 hours per week for 52 weeks towards a project equals 1 FTE. A person who works 20 hours per week towards a project for 52 weeks per year equals .5 of an FTE.

You should include the count of all FTEs that supported the project, regardless of source of funding (i.e., FTEs funded by NIFA non-formula or formula grants, other Federal funds, State, or Other funds should all be included).

0.1 FTE is the minimum amount REEport will accept in the fields 241 through 244. If you enter a number less than 0.05, the entry will round down to zero.

NOTE: It is not allowed to report staff support on a project without corresponding expenditures, i.e., no volunteer FTEs.

NOTE: The position titles listed in the field descriptions below are examples and these examples may not align with the position titles/position descriptions at your organization. Please refer to the definition when determining which category an FTE falls under.

Field 241: Scientist

A research worker responsible for original thought, judgments, and accomplishments in independent scientific study. This includes investigation leaders and project leaders and portions of the time of supervising scientists or staff assistants who meet the preceding definition. Examples: Professor, Associate Professor, Assistant Professor, Scientist.

Field 242: Professional

A professional does not qualify as a scientist under the preceding definitions but may still significantly contribute to research activities. Professionals usually hold one or more college degrees and have otherwise qualified for employments in a professional category. Generally, professionals have a high degree of research activity responsibility but do not hold principal investigator status or equivalent at the reporting institution. Examples: Department Head, Resident Director, Statistician, Analyst, Assistant Director, Dean.

Field 243: Technical

Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Effort is typically directed toward a specific project(s). Examples: Lab Assistant, IT Professionals, Mechanic, Carpenter, Machinist, Skilled Tradesperson.

Field 244: Administrative and Other

These are clerical and support staff who contribute to the non-technical support of the project. It is often difficult to assess an individual's clerical and labor support to any one project; they usually support groups of researchers of different projects in a broad manner, such as by ordering supplies, typing reports, managing bill payments, performing janitorial work. Examples: IT Staff, Administrative Assistant, Repairman, Janitor, Data Entry.

APPENDIX C: ADMINISTRATIVE COSTS, SUPPORT COSTS, AND EMPLOYEE FRINGE BENEFITS

HOW TO REPORT ADMINISTRATIVE COSTS

Administrative and **Support** costs must be *prorated to all appropriate research projects* by the institution/organization before posting funding amounts for individual projects.

1. Administrative costs are centralized for administering the research programs conducted at State and other non-Federal institutions. Administrative costs can include:
 - a. salaries
 - b. wages
 - c. employee benefits
 - d. goods and services
 - e. travel
 - f. equipment or
 - g. other allowable costs
2. Support costs are general costs of research and auxiliary activities not directly attributed to specific projects. Examples of support costs:
 - a. costs of maintaining plots when not being used for research, and general costs of maintaining dairy, beef, and swine herds, or flocks of poultry for research.
 - b. generalized farm operational costs
 - c. maintenance costs for plant growth and greenhouse facilities
 - d. computer and statistical support departments, and other service units

When budgeting, you are encouraged to allocate as much as possible to the research projects, thereby minimizing the amounts budgeted to and expended for administrative and support activities.

ADMINISTRATIVE PROJECTS IN REEPORT

Documentation of administrative projects is not required for federally funded programs administered by NIFA, but if administrative projects are documented, they are identified by a single classification code line in the Classification section of the Project Initiation form. The classification line will consist of 001 for Knowledge Area, 0001 for Subject of Investigation, and 0001 for Field of Science.

Funds and supporting FTEs **cannot** be reported on NIFA Administrative projects and will **not** be accepted.

NOTE: REEport will display administrative projects as Pending Submission to NIFA, but they are NOT eligible for financial reporting. Any funds or FTEs entered on an administrative project will be flagged by REEport and displayed in the **Errors** folder and must be corrected before you will be allowed to submit your data.

Do **not** report expenditures or staff support for administrative projects on the REEport Financial Report. Instead, **prorate** administrative costs to all appropriate research projects. Even though charges to NIFA approved administrative projects are prorated back to the appropriate research projects in REEport, you must be able to document charges to the approved administrative projects at your institution for audit purposes.

Administrative and central service/support expenditures may be prorated back to regular research projects by computing an adjustment factor for each REEport Financial Report field. These factors are then used to adjust the original REEport Financial Report entries. If staff years are reported under administrative or central support projects, they should also be prorated using the same factors.

This procedure is not required but represents a straightforward approach. Depending upon the amount of time and resources available, states may wish to prorate administrative costs for running the research director's office to all projects; prorate department administrative costs only to projects within the department; and prorate support costs to the various user projects (for example, cost of maintaining dairy herd to all dairy projects). Regardless of approach, you must also use the same process to prorate staff years utilized in administrative and centralized support categories to REEport projects.

HOW TO REPORT EMPLOYEE FRINGE BENEFITS

The cost of employee benefits for all staff support reported on REEport projects, as well as prorated administrative and contract service/support accounts, should be included as expenditures on the REEport Financial Report. These include employer contributions for Social Security, retirement plans, health plans, group life and disability plans, and other payroll taxes paid by the employer.

If actual data for these expenditures are available from your institution, they should be included on the report. If not, you may need to prorate the costs to all projects reported to REEport. In many states, employee benefit expenses are charged to a central institution or state pool, and actual expenditure data are not available. In these cases, determine the average cost of employee benefits as a percentage of salary for your institution. Either obtain the figure from the central unit responsible for managing benefits or use the rate that your institution suggests for developing grant applications. If neither is available, then possibly check rates with peer institutions - and based on that information determine a reasonable rate to use in preparing your reporting amounts.

Once you have determined the rate as a percentage of salary costs, calculate the amount of employee benefit costs to be added to the report expenditures as follows:

Example: Total Salary Expenditures on the projects = \$750,000

Employee Benefit Rate = 26%

Estimated Employee Benefits Expense = (\$750,000 x .26) = \$195,000

Prorate the Estimated Employee Benefits Expense to individual projects based on either total expenditures or salary expenditures using the most efficient method for your situation.