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Research Project Types – Requirements & Due Dates

Requirements and Due Dates

NIFA Formula-Funded Projects (Capacity Funds): Hatch, McIntire-Stennis, Animal Health

Progress Report
Starting November 1, annual Progress Reports for Formula-Funded projects are due within the 120 day period ending March 1 of the following year (Example: Nov. 1, 2016 thru March 1, 2017). Per the policy change noted above, formula reporting MUST follow the federal fiscal year (FY), so that each Progress Report still covers one federal FY (or a portion of the FY, depending on the project start date).

If the project begins in the midst of the federal FY, the accomplishments that are reported in the first Progress Report is from the start date of the project through the remainder of the federal FY. Subsequent Progress Reports cover each full federal FY. The Final Report that is submitted could also be a for a partial FY.

NOTE: REEport works by automatically creating a Progress Report “shell” for any formula project that was “Approved” and obtained Active status in a given FY. This feature applies even if the project was only active for a short period of time. For example, a project that was approved and active only from 9/1/2015 through 9/30/2015 will have a Progress Report shell created for it and “due” by March 1, 2016. The Progress Report would be a report on only one month’s worth of work. NIFA recognizes that such a short period of time may result in a lack of results to report. This scenario is acceptable, and the PD should mark the “nothing to report” as needed in any text fields which require text.

Each subsequent year’s “shell” is created upon submission of the previous year’s Progress Report, so the first “full” report of progress in this scenario would come with the second Progress Report, due March 1, 2017 that would cover the reporting period Oct. 1, 2015–Sept. 30, 2016.

NIFA Non-Formula Funded Projects (Competitive Funds) - Examples: AFRI, SCRI, NIFA

Progress Report
Progress reports are due on the “Anniversary Date” of the project. The anniversary date is the month and day of the current year as displayed in the End Date as indicated on the approved Project Initiation. A PD has a 90 day window beyond the End Date to submit the Progress Report to be considered “On Time.” The Progress Report may also be submitted up to 90 days PRIOR to the anniversary date. Many AFRI grants require this early reporting to determine continued funding.

Example: A project shows a Start Date of 06/01/2014 and an End Date of 05/31/2018. The project’s anniversary date is, then, 05/31/20XX every year for reporting purposes

Summary Chart of Due Dates for Formula & Non-Formula Projects

<table>
<thead>
<tr>
<th>Step</th>
<th>Formula Projects</th>
<th>Non-Formula Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress Report</td>
<td>By March 1. (submitted within the 120 days prior, beginning November 1.)</td>
<td>Anniversary Date (may be required to be submitted up to 90 days prior)</td>
</tr>
</tbody>
</table>
**State Projects**

A State Agricultural Research Project is any state funded project that receives funds from the state in which the research is being performed (and, sometimes, may receive other private or institution funds). NIFA or federal funds are NOT a part of State projects. The sponsoring agency is always the State Agricultural Experiment Station (SAES, i.e. the COR) that is electing to input such research data into REEport (it is not required or used by NIFA). NIFA provides this access to REEport as a courtesy to assist states in tracking research activities.

**Requirements and Due Dates**

In REEport, State projects are treated similar to formula projects in that many of the same modules are available. However, there are no NIFA-set requirements or due dates for these modules, and the submission of any Project Initiation, Progress Report, Project Change, Financial Report, or Final Report does NOT require approval from NIFA. REEport does NOT require Proposals or Assurance Statements. WSU does require Annual Reports that are due by March 1, similar to the Hatch projects.

**NOTE:** State projects are permitted to be entered into the REEport system as a courtesy to NIFA partners and to provide them with a system for storing and tracking the projects they choose. However, NIFA does not use, review, or perform any validation of state project data. Entering State projects is left to the discretion and control of the SAES.

*******************************************************************************
General Workflow, Submission and Approval Processes

REEport is designed as a singular reporting system that electronically manages all stages of non-formula and formula projects – from Project Initiation, to Approval (applicable to formula projects only), to Termination.

Within the life of any project, the system also manages the electronic workflow of making changes and resubmitting for approvals, sending documents back between organizations, and storing electronic copies of all versions of each project. At any point in time, depending on user role privileges, PDs, Site Admins, or NIFA personnel may use REEport to view electronic data fields.

Generally speaking, all REEport documents follow this basic workflow:

**Draft**
> PD completes REEport Modules and submits electronic forms for Review (at institution level)
  > Copy of REEport forms signed in the department, at the COR, then submitted to NIFA
  > Project status changes per NIFA decision – Draft/Deferred/Active/Declined/Changed

When thinking about the *life of a project* (not document level, as above), you can think of the workflow always beginning at Project Initiation and ending with Project Termination, as depicted below. Remember that the *life of a project* includes all the various reports/documents that are submitted into the system as part of a project’s requirements (formula and non-formula are differentiated below where applicable).

**Project Initiation Draft**
> PD completes REEport Modules and submits forms for review at institution level - Pending to NIFA status
  > REEport forms signed in the department and at the COR, then is submitted to NIFA for review
  > NIFA decision made (formula only)
  > NIFA decision changes project status (draft to Active/Deferred/Declined)

**Progress Report Draft(s)** filled out and submitted chronologically
> Submit for review at institution level - Pending Submission to NIFA status
  > Submit to NIFA for review
  > Project Status remains “Active” throughout submission of all progress reports

**Project Changes** may be submitted at any time for an active project (non-formula can only make classification changes)
> Submit for Review at Institution Level - Pending Submission to NIFA status
  > Submit to NIFA for Review
  > Project Status remains “Active” throughout submission of all project changes

**Final Report Draft** is always available to submit at any time to end the project (formula only)
> Submit for Review at Institution Level - Pending Submission to NIFA status
  > Submit to NIFA for Review
  > Project Status changes to “Complete” once Final Report is submitted. **NOTE:** The project status will also change to “Complete” if the project’s original end date has passed, even if the Final Report has not been submitted & is overdue
NOTE: In the above diagram, the workflow repeats itself for a project that is in Active status (both formula and non-formula). Associated Progress Reports, Project Changes, and the Final Report for an Active project goes through the same workflow and approval process.

It is important to remember that the actual workflow varies based on the user roles, the project type, and privileges that have been set up. If you are a PD who is part of an LGU then you have a Site Admin (SA) that is in control of setting user privileges, such as the “Submit to NIFA” capability.

Make sure that all documents you submit for review at your institution level are actually submitted to NIFA in a timely manner. You should always follow through with your SA and ensure that your document is submitted officially if you do not receive an email from NIFA.

As a PD on a project, you will also receive email notifications from the REEport system alerting you when a major action has been taken on your project. Example: If you do not have submit-to-NIFA privileges, you will still receive an auto-email from REEport alerting you when your project has been submitted. You will also receive an email when a decision (Approve, Decline, Defer) has been made on your project (formula only).
At the Progress Report home page, you can search for progress reports that need to be filled out by using the Search function at the top (fill in only one of the search fields at a time as needed), or you can use the folder views to fill out and manage reports for various projects.

- **NOTE:** that the Drafts folder will show you every progress report “shell” that the system has created for the active projects that need them. It is also important to remember that only one Progress Report shell is created by REEport at a time. So, even if you have a five year project and will eventually be submitting four progress reports (the last year you only submit a Final Report), you will have only one shell/draft for the first Progress Report due for the first reporting period. After you submit that first Progress Report, the next one will be created by the system for the following reporting period, and so on and so forth.

- **NOTE:** This feature applies *even if you are late* in submitting your reports (i.e. you are two reporting periods into the project and you have not submitted the Progress Report for the first reporting period; the system will still only have the first shell waiting for you to fill out and submit and create the 2nd, 3rd, and 4th ones only upon submission of each of the previous reports).
### Project Reporting – Entering Data for a Report

#### HOME PAGE

![Image of a software interface for tracking progress reports]

**Track Progress Reports**

- **Accession Number**
- **Project Number**
- **Proposal Number**
- **Performing Department**
- **Project Director**
- **Search**
- **Clear Search**

#### Progress Report(s) in Draft

<table>
<thead>
<tr>
<th>Accession #</th>
<th>Project #</th>
<th>Reporting Period</th>
<th>Grants.gov #</th>
<th>Proposal #</th>
<th>Project Director</th>
<th>Type</th>
<th>Title</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>9000002</td>
<td>TEN-tes...</td>
<td>2012-04-30 to 2012-09-30</td>
<td>N/A</td>
<td>N/A</td>
<td>Suping Zhou</td>
<td>EVANS-ALLEN</td>
<td>TEST-101</td>
<td>PDF</td>
</tr>
<tr>
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<td>TEN-00002</td>
<td>2012-03-30 to 2012-09-30</td>
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<td>N/A</td>
<td>Richard Browning</td>
<td>EVANS-ALLEN</td>
<td>test102</td>
<td>PDF</td>
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<td>TEN-12345</td>
<td>2011-10-05 to 2012-10-05</td>
<td>GRANT10246930009-02162</td>
<td></td>
<td>Suping Zhou</td>
<td>NON FORMULA</td>
<td>Characterization of root proteomes t...</td>
<td>PDF</td>
</tr>
</tbody>
</table>

#### Progress Report(s) Submitted to NIFA

- **Accession #**
- **Project #**
- **Reporting Period**
- **Grants.gov #**
- **Proposal #**
- **Project Director**
- **Type**
- **Title**
- **View**

No progress reports to display

*Requires Mozilla Firefox 3.5 or higher, IE 8.0 or higher.*

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![Image of a software interface for tracking progress reports]
The Cover Page in the Progress Report module is identical to that in the Project Initiation module (both formula and non-formula). It does not require you to add any additional information from what was already approved in the Project Initiation and is completely pre-populated.
**PARTICIPANTS**

**Project Director and Co-Project Directors:** Both of these fields are pre-populated with the information originally entered in Project Initiation; any changes would need to be made through the “Project Change” module prior to submission of this report.

**Actual FTEs for the Reporting Period:**
NOTE: There is a “Nothing to report” box at the top of the page, above the “Project Director” field. You may click this box OR you can enter 0.1 in the Scientist box since the COR will be editing the final FTE numbers.

The COR will add the CIP Codes for student participants to the Annual report. A link to information for the Codes can be found on page 25.

When determining which WSU Title Code to assign to participants to be paid on the Project, please refer to the following position descriptions that are recognized by NIFA for FTE categories:

- **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, 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 by ordering supplies, typing reports, managing bill payments, performing janitorial work. Examples: Secretary, Typist, Repairman, Janitor, Data Entry.

• **Students within Staffing Roles: CIP codes** are required for each student participant. CIP stands for Classification of Instructional Programs. The CIP codes provide a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. These will be needed for each undergraduate, graduate, and post-doctoral student who participates in your grant project. You may browse all the CIP codes here: [http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55](http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55)
The target audience(s) you describe in this Progress Report should include only those that the efforts for this reporting period were focused upon. This may mean you are only listing a subset of all 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.

**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.

******************************************************************************
PRODUCTS

Publications
Identify the standard products/outputs that have been achieved during this reporting period. This includes only publications, patents, and applications for plant variety protection (PVP). You will report other types of products/outputs on the "Other Products" page.

Report only the major publication(s) resulting from the work under this project/award. If this is NOT the first Progress Report you have submitted for this project, do not include publications already included in any previously submitted progress report(s). There is no restriction on the number. However, agencies are interested in only those publications that most reflect the work under this project/award. See definitions below for the categories of publications:

Publications: 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 Plant Variety Protection(s) (PVP)
Identify inventions for which patents or plant variety protection (PVP) has 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.

**************************************************
Enter the significant Products/Outputs achieved during the **Project Duration** 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 PVP 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 as described below:

- **Activities**: Conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring

- **Events**: Conferences, demonstration sites, field days, symposia, workshops, and trainings

- **Services**: Consulting, counseling, and tutoring

- **Products**: 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

************************************
Note that at the beginning of this page you will see a listing of the “Major goals of this project.” This listing is non-editable because it is pre-populated based upon what was entered as Goals for the project in Project Initiation. Keep in mind that referring back to this listing is helpful when filling in the various fields on the Accomplishments page, as anything reported in those fields should relate directly back to the goals of the project.

Data Field/Box 1: What was accomplished under these goals? (Shown above)
For this reporting period describe:
  1) Major Activities completed;
  2) Specific Objectives met;
  3) Significant Results achieved, including major findings, developments, or conclusions (both positive and negative); and
  4) Key Outcomes or other Accomplishments realized.

For (3) and (4) above, remember that key Outcomes/Accomplishments are defined as changes in knowledge, action, or condition.

A change in knowledge occurs when the participant (scientist, trainee, or citizen) learns or becomes aware. Examples of a change in new fundamental or applied knowledge significant enough to be included in a publication; methods and techniques; policy knowledge; improved skills; or increased knowledge of decision-making, life skills, and positive life choices among youth and adults.

A change in action occurs when there is a change in behavior or the participants act upon what they have learned (adoption of techniques and methods or a change in practice). Examples of a change in actions include: application and actual use of fundamental or applied knowledge; adoption of new or improved skills; direct application of information from publications; adoption and use of new methods or improved technologies; use of skills by youth and adults in making informed choices; adoption of practical policy and use of decision-making knowledge.
A change in condition occurs when a societal condition is changed due to a participant's action. Examples of a change in conditions include: development of human resources; physical, institutional, and information resources that improve infrastructure technology transfer; management and behavioral changes and adjustments; quantified changes in descriptive statistics (trade balance, export sales, etc.); better and less expensive animal health; changes in conditions (e.g., wages, health care benefits, etc.) of the agricultural workforce; higher productivity in food provision; quantified changes in quality-of-life for youth and adults in rural communities; safer food supply; reduced obesity rates and improved nutrition and health; or higher water quality (e.g., increased water clarity) and a cleaner environment (e.g., measurably reduced pollution).

NOTE: Include a discussion of stated goals not yet met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments (such as in later Progress Reports or in the Final Report of this project).

Data Field/Box 2: What opportunities for training and personal development has the project created? (You may click the Nothing to report box)

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 in attaining 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 and 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" box.
Data Field/Box 3: How have the results been disseminated to communities of interest?
(You may click the Nothing to report box)

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.

Data Field/Box 4: What do you plan to do during the next reporting period to accomplish the goals?
(You may click the Nothing to report box)

Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives. Address any changes to the agency-approved application or plan for this effort if anything was submitted through the “Project Change” module during the year or in the next section.

**************************************************
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.

Major changes include:
- Major problems or delays that may have a significant impact on the rate of expenditure;
- Significant deviations from 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 for Review

The SA and PD both have the capability to submit a project to the “Institution/Site” (i.e. the COR) for review. This stage is usually completed by the PD when all errors have been corrected and the PDF copy has been sent out for department signature.

Remember that any project found in the “Draft” folder at the Project Initiation home screen has not yet been submitted for review to the COR office. The “Submit for Review” in Project Initiation looks like this:

The submitter (SA or PD) can tell that the project is at the first stage of submission by the “Workflow Status” shown in the middle of the screen (red underline). Also, note the red arrow indicating that the project is ready to “Submit for Review.” To actually submit the project, make sure to click the “Submit for Review” button at the bottom of the screen (red circle).

**NOTE:** If there are missing or incorrect data fields in the project, a list of red correction items will show up as shown by the example below:
Once the project has been submitted for review, the resulting screen will notify you that you have successfully submitted the project; it will also show you that the project now exists in the “Pending Submission to NIFA” folder (red arrow in screenshot below). This means that it is ready for the COR to review once the renewal packet is received with the signed copy of the REEport Project Initiation forms.

The COR is not notified by the REEport system that a project has been moved from the “Draft” status to the “Pending Submission” status. PDs and departments need to work together to ensure that all forms are completed and inform the COR that they are ready for review.

If edits are needed, the project MUST be sent back to the “Draft” stage by the COR. Depending on the extent of editing that is necessary, the COR may choose to complete them for the PD without having to send the project back to the Draft stage.

**Print out a copy of the project, have it signed by your Department Chair/Director and sent to the COR.**

A project that is ready for submission to NIFA can only be found in the “Pending Submission to NIFA folder” (red arrow) at the Project Initiation home screen. The SA will complete the submission after final edits have been incorporated and after all signatures have been received.

The PD or their department cannot further edit the project once it has moved to this stage – only the COR office can. The project can be sent back to the Draft stage if it is determined that extensive edits are required.

*******************************************************************************
ANY changes that the PD or the department of the PD would like to make to an active project MUST come through the COR for approval and submission, similar to the forms for Project Initiation or a Progress Report. The request MUST be in the form of a memo signed by the Chair.

Project Change is set up in a very similar manner to the Project Initiation module (see below). A series of folders can be used to track changes that are made to active projects.

**Project Changes Folder View Definitions & Workflow**

**Active Projects:** In the Active Projects folder, you may click on any active project in order to then click into any of the individual modules (Cover Page, Participants, Goals, Classification, etc.) to make changes. In order for any of your changes to take effect, you MUST go to the “Submit” section, which is located at the end of the Project Change menu bar on the upper right hand corner (see below).

**Draft Stage Projects:** The Folder titled “Projects Pending Changes in Draft Stage” contains active projects on which changes have been made and saved in the REEport system but have not yet been “submitted.” Not until a PD or SA goes to the Submit page at the end and clicks “Submit Changes for Review” will the project changes be moved to the next stage.
Changes Pending Submission to NIFA Projects:

The folder titled “Projects Pending Submission to NIFA” contains projects on which changes have been made by the PD/SA, and the PD/SA has clicked the Submit button to move the project into the next stage. In order for the changes to actually be submitted to NIFA from this point, the SA MUST go to the Submit page and click “Submit to NIFA” to move the project into the “Projects Submitted to NIFA” folder and make the changes available for NIFA to review and approve (if applicable; some changes do not require approval.)

Projects Submitted to NIFA:

In this folder are projects that contain submitted changes. Note that some project changes require NIFA NPL approval and some do not.

NOTE: Anytime you make a change to a given project, regardless of the stage it is in, you can click on the “Changes” part of the menu bar and the system will show you a summary of all the changes that have been made on that project (i.e. what the “Value Was” and what the “Value is Now”). In addition, you can click on the “History” tab to see any past changes that occurred on the particular project.

Example 1:

Example 2:
Technical Support & Information Services

REEport Customer Service

NIFA has a customer service team dedicated to supporting REEport users. The REEport customer service team is part of the Planning, Accountability and Reporting Staff (PARS) and is the first point of contact for REEport users who have technical, data, and/or policy related questions or issues, such as:

- User profile/set-up issues
- Site Administration issues
- Changing incorrect data
- Technical problems with REEport application (i.e. cannot save, formatting issues, etc.)
- Data-related questions (What do I put in which section?)
- Policy-related questions (What are the due dates? What are the requirements for my report type?)
- Extension requests

The COR is your first source of support and can also submit questions and call NIFA on behalf of PDs to resolve and track issues. REEport users may send an email to REEport@nifa.usda.gov or call the REEport Customer Service line at 202-690-0009.

Email Instructions: If the PD is submitting a question directly to the REEport on their own, please make sure to include the PD's name, phone number, and institution. **Also, include the Accession Number and Project Number if your question has to do with a specific project.** Then, include a brief statement (1-3 sentences will suffice) about what your technical issue is (if you are having a software problem) or what your question is regarding project data and/or associated policies.

Phone/Voicemail Instructions: Please be prepared with the above information and list it in your voicemail if your phone call is not immediately answered. This allows PARS the ability to research your issue and gather applicable information before returning your call.

Data Queries and Reporting

NIFA offers data query services to its partner institutions. All data entered through REEport are stored in a database that is searchable through various channels. The NIFA Planning, Accountability and Reporting Staff has team member who can help direct you to the most efficient means of searching the database depending on what your reporting needs are. This is also called doing a CRIS Search – see instructions in the COR REEport Manuals for Formula or Non-Formula-funded projects. Log in to the following NIFA Portal URL: **https://portal.nifa.usda.gov/portal/**. The general public can also use the CRIS system to pull up research and so your Project Initiation pages and Annual reports should be written to be readable by the average person.

The information provided through REEport will help users (grantees, grantee institutions and NIFA) to keep abreast of the latest developments in agricultural, food science, human nutrition and forestry research and education; track resource utilization in specific target areas of work; plan for future activities; plan for resource allocation to research, education, and extension programs; avoid costly duplication of effort; aid in coordination of efforts addressing similar problems in different locations; and aid research, education, and extension workers in establishing valuable contacts within the agricultural community.
Acronym List

AR  Annual Report of Accomplishments and Result (Annual Report in the POW process)
ARS  Agricultural Research Service
CRIS  Current Research Information System
ERS  Economic Research Service
FTE  Full Time Equivalent
FY  Fiscal Year (the federal fiscal year is from October 1st through September 30th)
NIFA  National Institute of Food and Agriculture
PD  Project Director – Previously called the PI – Project Investigator in the old CRIS System
PI/PO  Performing Institution/Performing Organization
POW  Plan of Work
PY  Professional Years (such as a graduate student)
REEport  Research, Extension, and Education Project Online Reporting Tool
SA  Site Administrator
SY  Scientist Years (the faculty researchers)
TY  Technical Years (lab techs, computer techs)
USDA  United States Department of Agriculture

CIP (Classification of Instructional Programs) Codes:
As of the 2014 federal fiscal year, REEport requests CIP codes for student FTE amounts claimed on Annual and Final Reports. The COR is currently gathering that student data from WSU listings and will complete this area of the report (based on those students getting paid with federal money on the project).

Here is the most current location to search for the code that describes a student’s field of study: