

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.**

OTHER PRODUCTS

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

Other Products

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

[View past Progress Reports](#) [View project proposal](#)

< Previous Save Next >

Nothing to report

* Product Type +

* Description

< Previous Save Next >

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

ACCOMPLISHMENTS

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

* Accomplishments

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

[View past Progress Reports](#) [View project proposal](#)

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Major goals of the project

test

* What was accomplished under these goals?

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 on those fields should related 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).

The image shows a screenshot of a web-based reporting form. It contains two text input areas. The first area is titled "What opportunities for training and professional development has the project provided?" and includes a "Nothing to report" checkbox. The second area is titled "How have the results been disseminated to communities of interest?" and also includes a "Nothing to report" checkbox. Both input areas feature a rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and help.

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.

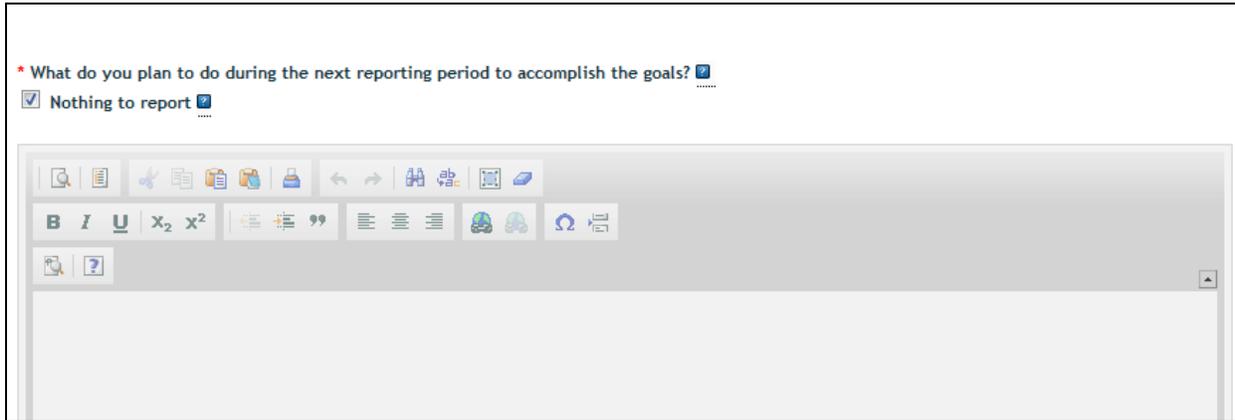
Professional development activities result in increased knowledge or skill in one's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

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.



A screenshot of a web-based reporting form. At the top, there is a question: "* What do you plan to do during the next reporting period to accomplish the goals?". Below the question, there is a checkbox labeled "Nothing to report" which is checked. Below the checkbox is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, subscript, superscript), alignment, bulleted and numbered lists, indentation, link, unlink, and help. The text area below the toolbar is empty.

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.

CHANGES / PROBLEMS

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Project Initiation, Progress Report, Financial Report, Reports, Project Change, Final Report, and Site Administration. Below this is a secondary navigation bar with tabs: Participants, Target Audience, Products, Other Products, Accomplishments, Changes Problems, and Submit. The main content area is titled '* Changes/Problems' and includes a note: 'Fields marked with an asterisk (*) are required for submission.' Below this note are two links: 'View past Progress Reports' and 'View Project Proposal'. A set of three buttons is present: '< Previous', 'Save', and 'Next >'. The main text area contains the instruction: '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.' Below this is a 'More...' section with a checkbox labeled 'Nothing to report'. At the bottom of the form is a rich text editor toolbar with various icons for text formatting and editing.

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:

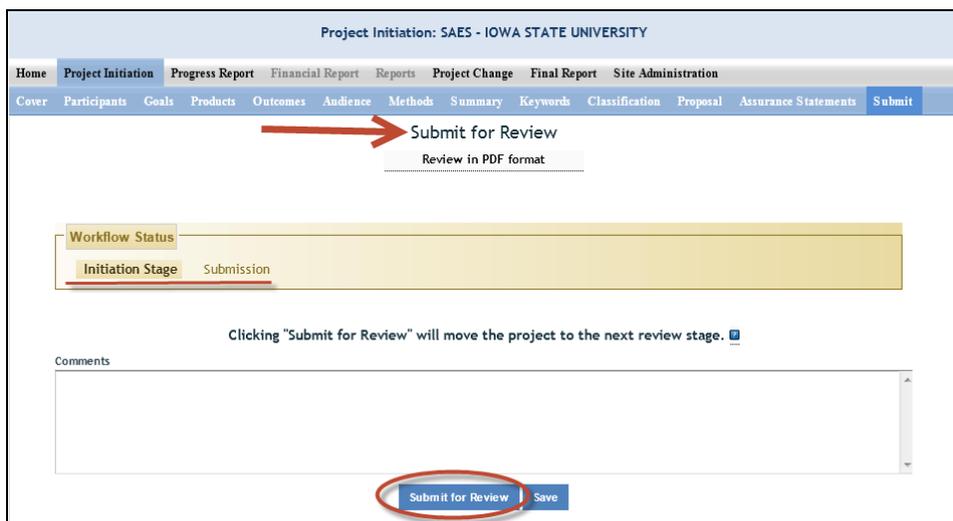
- Problems or delays that may have a significant impact on the rate of expenditure;
- Significant deviations from research schedule or goals;
- Unexpected Outcomes;
- Or changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

SUBMIT

Submit for Review

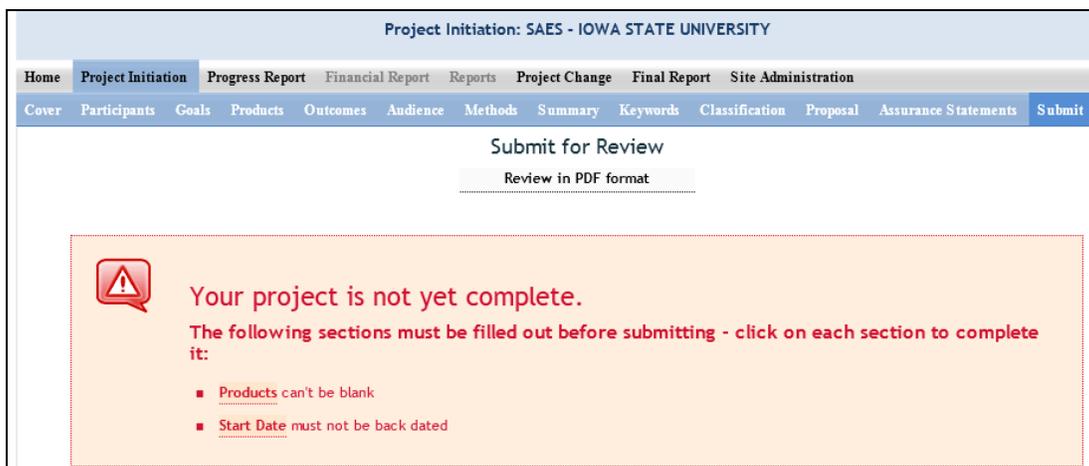
The SA and PD both have the capability to submit a project to the “Institution / Site” (i.e. the COR) for review. This stage is usually completed by the PD when all errors have been corrected and the PDF copy has been sent out for department signature.

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:

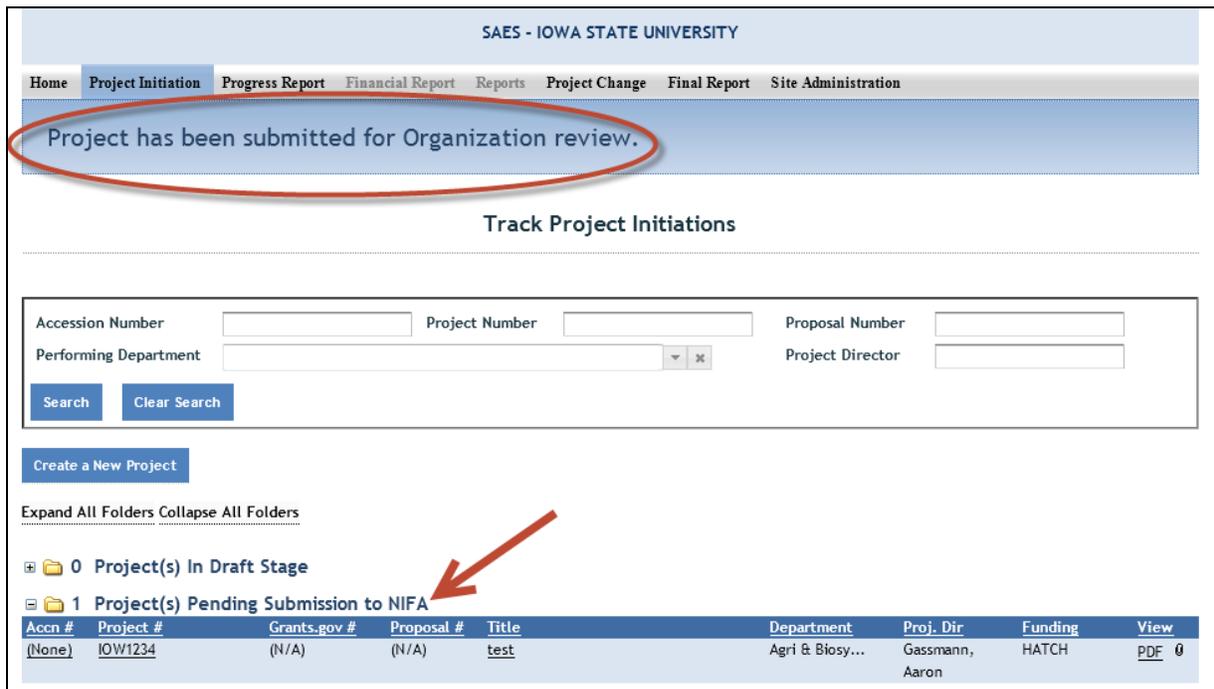


Once the project has been submitted for review, the resulting screen will notify you that you have successfully submitted the project; it will also show you that the project now exists in the “Pending Submission to NIFA” folder (red arrow in screenshot below). This means that it is ready for the COR 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.

PROJECT CHANGES

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.

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

Track Project Change

Accession Number Project Number Proposal Number

Performing Department Project Director

Search Clear Search

Expand All Folders Collapse All Folders

- 11 Active Project(s)
- 2 Project(s) Pending Changes In Draft Stage
- 0 Project(s) Pending Submission to NIFA
- 2 Project(s) Submitted to NIFA

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.

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

Changes Cover Participants Goals Products Outcomes Audience Methods Summary Keywords Classification Proposal Assurance Statements **Submit**

Submit Changes for Review

Review in PDF format

Workflow Status

Initiation Stage Submission

Clicking "Submit Changes for Review" will move the project to the next review stage.

Comments

Submit Changes for Review Save Revert Changes

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:

	Value Was	Value Is Now
Keyword Assignments	dfgdfg	wheat corn

Example 2:

	Value Was	Value Is Now
Planned Program Associations	Planned Program: 2012 Global Food Security and Hunger Percentage: 100	Planned Program: 2012 Sustainable Energy - Biofuels and Biobased Products Percentage: 50

Technical Support & Information Services

REEReport Customer Service

NIFA has a customer service team dedicated to supporting REEReport users. The REEReport customer service team is part of the Planning, Accountability and Reporting Staff (PARS) and is the first point of contact for REEReport 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 REEReport 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 and call NIFA on behalf of PDs to resolve and track issues. REEReport users may send an email to REEReport@nifa.usda.gov or call the REEReport Customer Service line at 202-690-0009.

Email Instructions: If the PD is submitting a question directly to the REEReport 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 REEReport 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 REEReport 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 REEReport 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 1 st through September 30 th)
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)
REReport	R esearch, E xtension, and E ducation P roject O nline R eporting T ool
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, REReport 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 on the project).

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

<http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>