

CAHNRS OFFICE OF RESEARCH

Procedures for Project Termination (Final Report)



Revised January 2017

James Moyer, Ph.D.
Director – CAHNRS Office of Research
Associate Dean of Research
Hulbert Hall 403
Phone: 335-4563
Email: j.moyer@wsu.edu

Laura Lavine, Ph.D.
Assistant Director – CAHNRS Office of Research
Professor of Entomology
Hulbert Hall 403
Phone: 335-7907
Email: lavine@wsu.edu

TABLE OF CONTENTS

REQUIREMENTS & DUE DATES3

GENERAL WORKFLOW, SUBMISSION AND APPROVAL PROCESSES5

PROJECT REPORTING – FINAL REPORT.....7
 Submit7

TECHNICAL SUPPORT & INFORMATION SERVICES8

ACRONYM LIST, CIP CODES9

Requirements & Due Dates

The Final Report module is the module to use:

1. Whenever a final report is due - within 90 days of the anniversary (End) date for non-formula (Grants) that have used up the original End Date and all extensions of the grant.
2. Within 90 days of the End Date for formula project (Hatch, etc.) – 5 years maximum or
3. When a PD wants to terminate a project early.

The REEport system creates a “shell” (i.e. “draft”) of the Final Report for any project that is put into Active status. This means that the PD can submit a Final Report at any time during the life of the project to terminate it.

The Final Report home screen appears similar to the Project Initiation and Progress Report home screens. You can search from projects for which you want to submit a Final Report, or you may use the folder view to see lists of projects for which a draft shell has been created by the system for you to fill out and submit.

NOTE: There is a “Final Reports Past Due” folder where you can find a listing of the projects with Final Reports that are past due – after the 90 day “On Time” submission window.

In this Final Report folder, if you open up any of the PDFs of the project, you will note that the status says “Complete.” This is because the REEport system automatically terminates any project that has passed its original End Date, even if a Final Report has not been submitted.

It is important for PDs to remember that this action does not absolve them from needing to submit a Final Report for any non-formula or formula projects; failure to submit the Final Report will result in his/her not being permitted to receive ANY future funding from NIFA (both competitive grants and non-formula funds) until the Final Report has been submitted (this applies even if the PD moves to another institution).

Important Reporting Requirements on Final Reports

IMPORTANT: Final Reports appear exactly the same as Progress Reports, with the same data fields and questions. **However, the data entered in a Final Report should apply to the PROJECT DURATION, not just the final reporting year (progress reports only cover one reporting period/year).** The only exception to this rule is the FTEs on the Participants page (see details below).

In the Final Report, you should report FTEs for the reporting period only; just the same you would as if you were filling out a Progress Report for the final year of the project.

In Summary:

- FTEs in the Final Report (on the Participants page) should be calculated and reported for the FINAL REPORTING PERIOD/YEAR only.
- All other data reported in the Final Report should apply to the PROJECT DURATION.

Final Report - Data Fields

Because the help text and instructions for filling out the Final Report are identical for most of the data fields in Progress Report, you should refer to “Progress Report – Data field Definitions & Instructions” section of this manual for guidance pertaining to the specific pages.

The only page in the module that is different from Progress Report is the “Terminate” page. Instructions for how to terminate a project follow on the next page.

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

Step	Formula Project Reporting Due Date	Non-Formula Projects <i>Including Competitive Grants</i>
Final Report	May be submitted at any time to end the project. No later than Mar. 1 of next yr.	Anniversary Date (may be submitted early – or 90 days after End Date)

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

REReport 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 each project. At any point in time, depending on user role privileges, PDs, SAs, or NIFA personnel may use REReport to view electronic data fields.

Generally speaking, all REReport documents follow this basic workflow:

Draft

- > PD completes REReport Modules and submits electronic forms for Review (at institution level)
- > PDF of REReport forms signed in the department, at the COR, then submitted to NIFA
- > Project Status Changes per NIFA decision – Draft/Deferred/Active/Declined

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

- > Submit for review at institution level
- > Submit 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
- > 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
- > 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
- > 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 an 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).

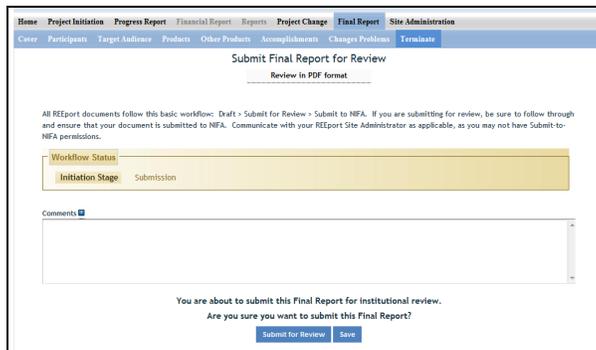
Project Reporting – Final Report

Submit

The Terminate screen is the ONLY difference in Final Report from Progress Report (or Project Initiation). The following screenshots show what happens when you submit a Final Report to NIFA in order to terminate a project.

Step 1:

After you have filled out all the appropriate fields in the Final Report, you can either click “Next” from the Change/Problems page or you can save all your work and then click “Terminate” on the menu bar at the top. On the terminate page, you MUST click “Submit for Review” to move your Final Report to the next stage. This process is shown here:

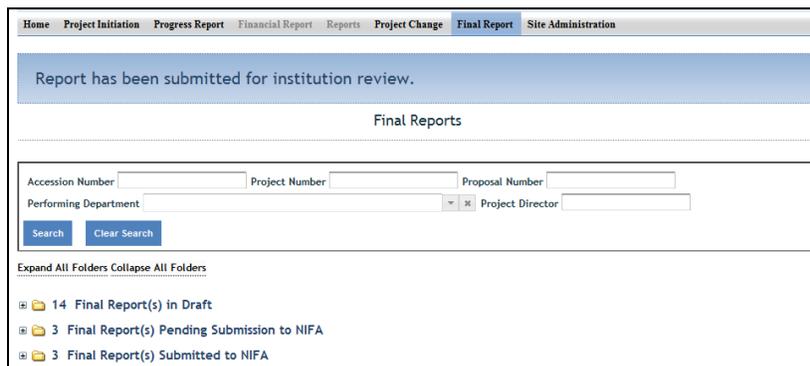


When the PD clicks the “submit for review button”, provided that all the data fields have been filled out correctly, you will get a message from the system that the report was submitted for institution review – the ARC office (see below screenshot).

- **Print out a copy of the project, have it signed by your Department Chair/Director and sent to the COR so it can be reviewed and signed before hitting “Submit for Review” to move it forward.**

Step 2:

The report is now sitting in the “Pending Submission to NIFA” folder for the SA in the COR to review.



In order to submit a project to NIFA, the SA will open the project and perform any necessary edits of the data, get authorized signatures, and then go to the “Terminate” section on the menu bar.

Once on the “Terminate” page, the SA will have the ability to enter comments as part of the official record of the project. While they will not be viewable by the public, they will be viewable by the PD, SA, and all NIFA personnel.

Technical Support & Information Services

REReport Customer Service

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

Email Instructions: If the PD is submitting a question directly to the REReport 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 REReport 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 REReport 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 REReport 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>