CAHNRS OFFICE OF RESEARCH

Procedures for Initiating Formula-Funded Projects

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Introduction

The CAHNRS Office of Research (COR) – formerly known as the Agricultural Research Center (ARC) – is the State Agricultural Experiment Station (SAES) at Washington State University (WSU). The primary responsibility of the COR is to oversee the work that is carried out using Hatch funds, which are appropriated by Congress each year per the Hatch Act of 1887. These funds are distributed using a formula that consists of a base allocation plus an additional amount that reflects the percentage of the farm and rural population in a given state as compared to the nation as a whole. The Hatch Act, as amended, authorizes SAES to "conduct original and other research bearing directly on and contributing to the establishment and maintenance of a permanent and effective agricultural industry in the United States."

The Project System within the COR is a vehicle for maintaining accountability in our Hatch research program. It establishes budgets for salaries and other expenses, provides base projects for extramural support, and centrally manages all WSU agricultural research within the state. **No funds can be received or expended without an approved and active project within the Project System**, including monies spent on salaries, supplies, personnel, travel, overhead and others.

This infrastructure is essential, as we MUST continuously justify the benefit of our work to the citizens of Washington state and the nation in order to receive grants from industry, state, and federal agencies. The Project System at WSU is unique in that researchers and users largely inform programmatic directions and goals. This bottom-up feature contrasts with most management systems, where direction and policy decisions are influenced to a large degree by input that flows down the system rather than up.

In addition to these administrative advantages, the Project System allows WSU faculty access to a national database that classifies research by subject of investigation, problem area, and academic discipline. This network helps avoid duplication of research effort and provides information to researchers throughout the United States. Importantly, it can also be an effective tool for disseminating our research findings to large groups of stakeholders, fellow researchers, and policy makers.
A new faculty member with a partial or full-time research appointment should seek the counsel and guidance of their Department Chair/Center Director soon after employment concerning the initiation of their COR project, which can either be (i) individual, (ii) team, (iii) Multi-State, or any combination thereof.

The COR has established **10 Hatch Umbrella projects** (page 48) that are designed to cover the breadth of active research topics at WSU. These projects are immediately available for all faculty to join who have a COR appointment. Open communication is encouraged with Chairs/Directors and also the Project Director (PD) of the Umbrella project (as needed) to determine the area that would be the best fit for each researcher. Alternatively, faculty may choose to join a Hatch Multi-State research project if they feel their area of expertise is not well addressed under the Umbrella program at WSU, or they have an extensive professional network from which collaborations can be drawn. **Whatever the choice, it is imperative that research faculty be an active member of an approved project at all times in order to pay the salary of that faculty member and their associated staff, graduate students and postdoctoral fellows.**

Research teams for the Umbrella projects may be composed of members from within one or more academic departments, but all MUST have a research appointment through the COR. The PD of each Umbrella program (or of a Multi-State research project) are responsible for writing the initial proposal, with input from each team member. These proposals will be followed by yearly progress reports and renewals. The proposal, along with the REEport (Research, Extension, and Education Project Online Reporting Tool) form will be submitted to USDA/NIFA for review and approval. The percentage of faculty salary that is dedicated towards a research appointment will be drawn from funds that are associated with these projects; therefore, it is imperative that every team member work with the PD to ensure that project renewals are sent to the COR in a timely manner and well before the termination date of their project.

Once a COR project has been approved for a new faculty member it will be assigned a unique project number by USDA/NIFA. This number can be used until the faculty member separates from WSU, however, a final revision of the project proposal MUST be submitted to the COR two months in advance in order to obtain final approval from NIFA for project termination. **Be aware that the new REEport system will no longer allow for back-dating the start date of the project.** It will only accept the current day’s date as the earliest submission. The process and timeline for submitting a new and revised proposal will remain the same.

The PD should plan adequate time for the initiation or revision of a COR project. The standing policy is that **new or revised projects MUST be submitted to the COR no later than 60 days before the intended start date.** A sample timeline for submitting paperwork for Hatch, McIntire-Stennis, and Animal Health projects is provided on the COR REEport Manual webpage. The submission of a project revision is equally as important as the annual progress report. No funds can be expended on projects that have passed their termination date, resulting in a complete suspension of research activities.

**The research project (new or revised) MUST follow the specified project Outline described on pages 7-8.** The amount of detail provided should be adequate to clearly describe the research effort, but often times is less than is required for most competitive grant proposals.

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The First Steps

Consult Your Chair/Center Director

Faculty should first consult with their respective Department Chair/Center Director to determine the opportunity that best aligns with their research activity. These early discussions will determine whether the proposed research fits into one of the 10 Umbrella projects at the COR, or if the needs of the faculty member will be better met through a Multi-State research project. The primary factors that should drive this decision are whether the interests of the researcher are aligned with the objectives and priorities of a given Department/Center, and if the resources that are required to conduct the proposed research are available in-house. As part of initiating a project, researchers MUST complete a CRIS (USDA/NIFA) search as well as any additional database searches that are relevant to determine the potential for overlap with existing projects. The URL to the CRIS website is: http://cris.nifa.usda.gov/. Click on the “Assisted Search” link and fill in data fields to find your research topics.

REEport (USDA/NIFA) Search

REEport is computer-based reporting system for documenting on-going agricultural and forestry research that is primarily conducted within the USDA/SAES system. The goal of collecting this information is to better plan research activities, avoid costly duplication, determine current areas of emphasis, and establish valuable contacts between researchers, stakeholders and policy makers.

Information that is stored in the USDA CRIS database can be obtained two different ways:

Use the CRIS search online tool at: http://cris.nifa.usda.gov/

- Select Assisted Search (follow the instructions).
- Select Search – The red typed Records retrieved area will show if the search found any results with the words or phrases entered above.
- If one or more records are retrieved, scroll down and select Display Results.
  - You may click More beside any of the projects to obtain additional information including objectives, approach, and last progress report.
  - Also, you may click on the researcher’s name and you will obtain information about all of that researcher’s projects that are a part of the CRIS website.

As an alternative, search online tool at: http://cris.nifa.usda.gov/

- Select Professional Search
- Click Edit
- Enter search keywords in the large blank field
- Use the drop down menus for Search Aids and Search Fields to get a better sort
- Look at the “Hit Count” area to see the number of any items found
- Click OK to take you to the next screen where you can click on the Edit box to view results
The procedures to develop a new project or revise an existing project require preparation of online USDA/NIFA forms, as well as internal documents that will be used for review purposes or uploaded to REEport before the project is submitted.

**The online REEport forms are:**

1. Project Initiation
   a. Used to propose or revise a project and where the research is briefly described.
   b. Project codes are selected here as well to classify the research by research Knowledge Area, Subject of Investigation, and Field of Science.

2. Assurance Statement
   a. Used to inform NIFA whether human subjects or animals will be used on the project. (If either of these are used, additional documentation of the current WSU Review Board approvals will be required).

**The internal WSU forms are:**

1. Project Outline
   a. Twelve categories, as specified by NIFA, are completed and peer reviewed. It is uploaded into the REEport Project Initiation online program. (Not applicable to Multi-State).

2. Peer Review Compliance Report Form
   a. Completed by Department/Center when the project Outline has been reviewed by 3-4 persons with expertise in the field but who are not collaborating on the project.
   b. The form is signed by the Chair/Director. A sample of the "Request to Review a Project" and the "Peer Review Compliance Report Form are on the COR REEport Manual webpage.

3. See the COR REEport Manual webpage for a Checklist form that can be used to track the completion of documents

**Annual reporting forms through REEport are:**

1. Progress Report
   a. used to report research progress on an annual basis.

2. Final Report
   a. used to report the last progress since the annual report was submitted and up through the end of the project.
The Second Step

**Develop the Project**

Continue to develop and expand the proposed project through discussion with Chair(s), Center Director(s), and researcher(s) of cooperating department(s), if any. Obtain advice on statistical and experimental design for the proposed research, if needed, at this stage. Determine the facilities and resources that will be needed to complete to proposed research.

**Develop a Project Outline (not applicable for Multi-State or State projects)**

The **Project Director (PD)** is the leader of the research group, whether part of the 10 Umbrella programs at WSU or Multi-State research projects. They should follow the format below to ensure that all necessary information is provided for review and there is continuity between programs, which includes:

**Title:** A brief, clear and specific description of the subject of the research is required (limited to 175 characters). The title is a stand alone indication of the scope of the project. For example, titles such as "Potato Fertilizer Requirements" are generally too broad. More specific boundaries of the project should be indicated with titles such as “Manganese Requirement of the Potato.”

**Personnel:** List participating faculty members within CAHNRS. Also name cooperators from other colleges, universities or states. Do NOT list graduate students, research technicians, or post-doctoral associates.

**Institutional Units Involved:** List each subject-matter unit in the COR/SAES and any other units of the institution that will contribute essential services or facilities. The responsibilities of each unit should be clearly indicated. If there is an advisory, coordinating or directing committee for the project, the official title of the committee should be listed here.

**Cooperation:** List all cooperators that will participate in the project (e.g., USDA, institutions, agencies, etc.). *Multi-State research projects should also list the group’s number (i.e., W-6, NC-1023).*

**Justification:** In this section, present i) the importance of the problem to agriculture, natural resources, and rural life of the state and region; ii) reasons for doing the work, (such as the needs the project will fill), and doing the work at this time; and iii) ways in which public welfare or scientific knowledge will be advanced.

**Previous Work and Present Outlook:** Write a brief summary of pertinent, previous research on the problem (citing the more important and recent publications from the USDA/NIFA search as well as from WSU), the status of current research, and the additional knowledge needed to which the project is expected to contribute. Append literature citations at the end of the project outline.

**Objectives:** Present a clear, complete, logically arranged, numbered list of the specific objectives of the project.

**Procedures:** State the essential working plans and methods to be used in attaining each of the stated objectives. The procedures should correspond to the objectives and follow the same order. Designate the phases of the work to be undertaken. Indicate the location of the work and the facilities and equipment needed and available. Use a procedure that will provide data suitable for statistical analysis wherever appropriate. In the Procedures statement, show that the research has been carefully planned and strategies are in place to provide for changes, when they are necessary to improve the work. Be as specific as possible about the statistical design for the proposed research.
Probable Duration: Estimate the maximum timeframe that will be required to complete the planned research and to make results available to the general public. If changes to the project objectives are made during the course of research they MUST be reflected in a new or revised project outline. Multi-State research projects have individual termination dates that are determined by the PD and USDA; however, individual and team projects only continue for a period of up to five years (including any extensions). A project can be terminated early if objectives are met and the need to have active status no longer exists. After the five year period, the project can be revised for another five years or terminated altogether.

Note: McIntire-Stennis projects MUST include the Timeline Table in this section (see example on the COR REEport Manual webpage).

Financial Support Needed: Present the estimated annual budget that will be required to fund labor, equipment, supplies, travel, and other operating expenses. Acceptance of the proposed research does not represent a commitment by the COR to directly provide these resources. The faculty member will be expected to obtain most of the funding that is needed to complete the project through extramural grants and contracts. Pre-approval of equipment purchases over $5000 will be mandatory through USDA/NIFA beginning in federal fiscal year 2017.

Expected Impacts: This is a short section (1-2 paragraphs, maximum) written in LAY TERMS that summarizes the practical relevance of the proposed research (e.g., what are the benefits, who will benefit, etc.), and identifies specifically how the results will be disseminated so that the research will reach potential beneficiaries. The success of the COR and all SAESs critically relies on the ability to conduct research that is relevant to stakeholders and translating the new knowledge and technology into the hands of those who can use it in daily practice.

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Peer Review of Project Outline

Overview

The NIFA Federal Assistance Policy Guide states that “Institutions MUST have an established merit review process for internal review of Capacity grant projects (Hatch, Hatch/Multi-State, McIntire-Stennis, Animal Health), which MUST be detailed in the Plan or Work.” Although this is a programmatic requirement, peer review of all new or revised projects is also an important step in maintaining a high-quality, productive research program. The review provides the PD an opportunity to have competent scientists objectively critique the proposed research.

The PD will send the Project Outline to the Department Chair/Center Director, along with names and contact information of 3-4 persons who could serve as potential reviewers. Requirements for serving as a reviewer include subject matter expertise and a lack of affiliation with the project. Reviewers may be from WSU or outside institutions/agencies. If cooperating departments are involved, representatives from all relevant disciplines MUST be included. See the COR REEport Manual webpage for a template letter to request peer review.

NIFA requires verification of peer review to be submitted with new or revised project requests. To comply with this requirement, a Peer Review Compliance Report MUST accompany each new or revised project submitted to the COR. A sample Peer Review Compliance Report is provided on the COR REEport Manual webpage.

Faculty are often asked to serve as proposal reviewers. In an effort to provide the best feedback that is possible, while maintaining uniform formatting for projects that originate at WSU, please consider answering the questions given below:

1. Does the outline clearly state the problem to be solved or specify the nature of the knowledge to be sought?
2. Are the objectives clearly stated and sufficiently specific that accomplishment within a reasonable project duration can be expected?
3. Do the procedures suggest reasonable approaches to the accomplishment of each objective?
4. Does the outline give evidence of the leader’s familiarity with essential literature, concepts, and methods relevant to the research?
5. Are the experimental materials, methods, samples, and criteria of measurements likely to provide interpretable results?
6. Are adequate provisions made for the scientific competencies essential to the conduct of the research?
7. Are definable benefits being sought; and, if so, are they attainable from the successful pursuit of this research? Have appropriate means been identified for disseminating the research findings?
8. Is the project likely to contribute significantly to the cumulative knowledge of the discipline and the targeted clientele?
9. Does the proposed study complement on-going research in the department or in other departments at WSU? Have relevant individuals or units been contacted for possible cooperation?

Consider the Reviewers’ Comments

The reviewers’ comments should be carefully considered before moving forward with the project. If the Chair/Director or the PD deem it appropriate, hold a meeting where reviewers and project faculty can discuss concerns, respond to criticisms and collaboratively reach solutions.
Prepare a Final Draft of the Outline

After the recommendations from reviewers have been carefully considered, incorporated or rejected (with adequate justification), a final draft MUST be sent in an electronic Word.doc format to the COR for final review and uploading to REEport with the project packet.

Use of Human or Animal Subjects (the Assurance Statement)

If the project involves research or data collection with human subjects (including experiments, surveys, questionnaires, interviews, or observation of behavior) or animal subjects, extra forms MUST be included in the project packet. These are available from the WSU Office of Research Assurances, (509) 335-7183.

1. **Human Subjects**: The Human Subject Approval Form is available from the Institutional Review Board (IRB) at [http://www.irb.wsu.edu/](http://www.irb.wsu.edu/) – click the “Non-Exempt Application.”

2. **Animal Subjects**: The Animal Subjects Approval Form is available from the Institutional Animal Care and Use Committee (IACUC) at [https://iacuc.wsu.edu/forms/](https://iacuc.wsu.edu/forms/) – scroll to the bottom of the page for the PDF file.

If using Human or Animal Subjects, a copy of the approval memorandrum from the appropriate committee MUST accompany the completed project packet that is sent to the COR.

REEport Documentation

The Project Initiation form will need to be prepared for submission to NIFA. The support personnel for individual Departments/Centers may assist with these activities as needed. When the forms are complete, print and send out for signature by the Chair/Director and then to the COR for further review. In addition, the electronic Project Initiation form will be submitted to the COR in the REEport site for final review, editing, and submission to NIFA. It will be moved from “Draft” stage to “Pending Submission” in REEport.

USDA/NIFA requires that all information for projects be submitted online. The Site Administrator (SA) in the COR will complete the final submission. The project can still be edited at anytime up until this point, provided that the revisions are minor and do not influence the scientific merit/methodology of the project.

For assistance, please contact Ellen Yeates in the COR at: eyeates@wsu.edu or (509) 335-4563

The following are instructions for logging-in to REEport and completing the forms. To assist you, there are screen prints of the pages you will see as you move through the process.


As your name is added to REEport as a PD, you will receive an email to your WSU account to confirm receipt and complete the process of selecting your password.

As a PD, you will be assigned a User Role that will enable you to complete the Project Initiation, Progress Report, and Final Report forms. You will also be able to submit these forms to the COR for review. Clerical support personnel will have authority to review and edit your forms as well before they are sent forward. Both faculty and clerical support User Roles do NOT allow for direct submission to USDA/NIFA.

As needed, forms may be electronically sent back through REEport with attached comments to the PD for major revisions. The forms can be edited and forwarded again to the COR.
Introduction to REEport

What is REEport?

REEport is the system used by NIFA to process singular non-formula grants (including competitive) and formula funds. It builds upon and replaced the previous CRIS (Current Research Information System) as of May 2013. REEport incorporates the RPPR (Research Performance Progress Report), a standard format that is used by federal agencies to process progress reports. The RPPR collects technical and financial data that is relevant to projects that NIFA has funded, and allows grantees to report significant accomplishments and impacts of their activities related to research, extension, and education.

REEport is the vehicle through which NIFA performs its required data collection for the initiation of research projects and reporting on progress. The collection of this information is necessary to provide descriptive information regarding individual research, education, extension and integrated activities, and to document expenditures and staff support, as well as monitor the progress and impact of such activities.

NIFA administers several formula funded research programs. Each formula funded program is subject to a set of administrative requirements as outlined in the Administrative Manual for the McIntire-Stennis Cooperative Forestry Research Program; the Administrative Manual for the Hatch Research Program; the Administrative Manual for the Evans-Allen Cooperative Agricultural Research Program; and the Administrative Manual for the Continuing Animal Health and Disease Research Program.

In addition to these formula-funded research programs, NIFA administers several competitive, peer-reviewed research, education and extension programs, under which awards are made to high-priority areas (AFRI, SCRI, OREI, etc.). Once awarded, the REEport system is also used for set up, monitoring and reporting of activities conducted under these programs to NIFA.

As part of this electronic workflow process, NIFA designed a notification system that allows all persons that are connected to a project (e.g., Site Administrator, Project Director, National Program Leader, NIFA Administrative Staff, etc.) to receive email notifications relevant to their involvement in the project approval and project progress monitoring process.

Who uses REEport

External grantees/partner institutions and internal NIFA staff both use REEport.

External users include to following individuals:

- NIFA Non-Formula Grantees (PD)
- NIFA Formula Grantee (PD)
- State Funding Grantee (PD)
- Land Grant University (LGU) Institution Site Administrator (SA)
- Other Cooperating Institution (OCI) PD or SA

NOTE: OCI can be a non-LGU College/University, private company/business, etc.

Internal users include NIFA staff who review and approve project data, ensure proper technical language and scientific classifications have been included in reports, as well as high-quality accomplishments and impact statements.

REEport is accessed through the NIFA Reporting Portal. Upon logging into the Portal, users who have an active account see a REEport link under “Active Applications.” Users who do not know if they have an active account but think they need to use REEport should email Ellen at eyeates@wsu.edu to determine if access to REEport is needed and to have the COR set up a user account. This access applies to PD(s) and departmental support staff who have responsibilities for entering, editing, and sorting REEport forms.
Overview of REEport & Modules in REEport

What is a “module” at NIFA?

Each “module” can be thought of as a “type of report” in REEport. A module in REEport is a section of the software that is composed of multiple sub-sections or “screens” that will walk you through the data fields that you MUST fill in before submitting that particular “report type.”

There are four modules for PD(s) that are supported by REEport: Project Initiation, Progress Report, Project Changes, and Final Termination Report. These modules are where reports are created, edited and submitted, with the exception of the Project Changes option, which does not produce a report type, but it is a place where electronic changes to various data fields of an existing project may be edited. The Financial Report is a fifth module, however, it is only used by WSU Business Finance Office to report expenditures. The sixth module is termed “Reports” and can be used by SAs to produce data in a variety of sorting choices to track operations of projects from Project Initiation through the Final report. The seventh model “Site Administration” is only used by the COR to manage membership and site configuration.

Project Initiation (combination of former AD-416 and AD-417)
For NIFA funded grantees, certain fields on the Project Initiation form are pre-populated with information about the project based on what their SA has set up for them and/or based on data pulled from CREEMS (award data for non-formula competitive grants projects). This module is intended to gather all relevant project proposal data for NIFA review. The information entered MUST be sufficient to explain the objectives of the project and how results will be achieved. Upon submission, the Project Initiation report from this module is routed electronically to a NIFA National Program Leader (NPL) for review. The NPL makes the decision to approve, defer, or decline the project.

Progress Report (former AD-421)
This module is used to provide annual updates on the progress made for both formula and non-formula projects. Note that the REEport system requires the submission of progress reports in sequential order. The system will create one Progress Report “shell” at time for a given project. It is only once you fill out that form (i.e. “shell”) and submit it that the “shell” for the next reporting period is created by the system, and so on until all Progress Reports are submitted for the life of the project. NOTE: The final year of any project will NOT have a progress report. Rather, it will have a “Final Report” in which you will report major accomplishments and associated data for the DURATION of the project (see Final Report definition below).

A new feature of the Progress Report that differs from the former AD-421 format is the reporting of Full Time Equivalents (FTEs). In the Project Initiation module of any project, you are asked to ESTIMATE the total number of FTEs that will support the project over the DURATION of the project (the COR will fill in this section with a standard 0.10 amount in the “Scientist” section, as it is not required to be accurate during the submission phase). In subsequent Progress Reports for that project, the COR will report the ACTUAL number of FTEs from federal funding that supported the project for that reporting period only. There is also the link to the CIP Codes directory on page 47 for the FTEs for student participant FTEs that are used in REEport. Again, the COR will determine the CIP codes based on the names of student participants.

Financial Report (former AD-419)
The implementation of REEport marks an official policy change, which no longer requires the grantees of non-formula funds to report expenditures. The only REEport users who need to submit Financial Reports are those who are grantees of formula research funds: Hatch, Hatch Multi-State research projects; Evans Allen, Animal Health, and McIntire Stennis, and Renewable Resources Extension. NOTE: The CAHNRS Business Finance Office will be the ONLY group to report expenditures on behalf of all the formula projects.
**Project Change (new change form not previously used in CRIS)**

The Project Change section in REEport is used to make changes to Projects that are already in “Active” status. Some project changes require NIFA approval, others do not. If the project does require NIFA approval, the PD or SA MUST submit changes to NIFA and await NIFA approval before the changes become permanent. The Project Changes module also allows PDs and SAs to view the history of changes that have been made to the project over its duration. Sometimes, a Progress Report or Final Report cannot be submitted until a pending change at NIFA is approved. This MUST be taken into account in order to meet reporting deadlines.

**Final Report (old AD-421)**

In the old CRIS system, the exact same form was used for both Progress Reports and Final Reports. In REEport, these two report types are differentiated by title and section in the software. While submission of a Progress Report provides required progress data, it does NOT change the Status of the project. Submission of a Final Report is what triggers the Status of a project to change from “Active” to “Completed” (i.e. “Terminated”). Users will notice that the Final Report follows the exact same format as the Progress Report. However, the Final Report pertains to the DURATION of the project, NOT just a yearly reporting period, which are covered by each of the previously submitted Progress Reports. For the Final Report, publications not previously reported may be included as part of the outputs for the duration of the project, as well as any publications that are currently in any stage of submission.

**Example:** A 3 year project runs from Oct/2012 through Sept/2015. There will be two progress reports: one covering the reporting period from Oct/2012–Sept/2013 and one covering the reporting period from Oct/2013 - Sept/2014. After those two Progress Reports have been submitted, a Final Report will be submitted that covers the entire 3 year project duration from Oct/2012–Sept/2015. Thus, there will be NO Progress Report for the period Oct/2014–Sept/15.

**NOTE:** There is one major exception to the above rule on reporting against project duration – that is how the project reports FTEs. *When reporting ACTUAL FTEs in the Final Report, you MUST report only FTEs starting from the most previously submitted Progress Report to the submission of the Final Report (i.e. a “reporting period’s” worth and not the project duration’s worth).* In the above example, the FTEs you would report in the Final Report would cover only the period from Oct/2014–Sept/2015.

**NOTE:** Final Reports MUST be submitted by all formula and non-formula grantees. Failure to submit this report will result in the PD being suspended from receiving any future grants from NIFA until the report has been submitted.

**Site Administration**

This is only accessible by the Site Administrator in order to setup institutional database.

**Reports**

Operational reports can be searched and sorted per the capabilities of the old CRIS system. Now projects can be found by End Dates, the reports that are due, old progress reports can be viewed, etc.
NIFA Formula-Funded projects (Capacity Grants) are funded by one of the following:

- Hatch (1862 LGU only)
- Hatch Multi-State research project (1862 LGU only)
- Evans-Allen (1890 LGU only)
- McIntire-Stennis
- Animal Health
- Renewable Resources Extension

For Formula-Funded research, Project Initiation MUST be completed by any LGU Project Director (PD) who has been granted authority by their parent LGU to use a portion of the institution’s allocated formula dollars to perform approved research. REEport Project Initiation forms MUST be completed in order to gain approval by NIFA to begin the research and to spend formula dollars on that particular project.

Requirements and Due Dates

Project Initiation
May be submitted at any time. Upon deployment of REEport, NIFA’s policy is that all formula projects are reported (Progress Report and Final Report) following the federal fiscal year (FY), 10/01–09/30.

Example: A project initiation is submitted and approved in February 2015; the first Progress Report will cover the reporting period of February 2015 through September 2015 (end of FY) and will be due March 1, 2016 (see details below).

Progress Report
Starting December 1, annual Progress Reports for Formula-Funded projects are due within the 90 day period ending March 1 of the following year (Example: Dec. 1, 2016 thru March 1, 2017). Per the policy change noted above, formula reporting MUST follow the federal 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 the start of the project through the remainder of the federal FY. Subsequent 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 rule 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. In theory, 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 state “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/2015–Sept/2016.
**Financial Report**  
Due by February 1 for each year of the project. The CAHNRS BFO submits this report.

**Final Report**  
Due within 90 days of the Termination date on the final year of the project. The Final Report may also be submitted at any time during the life of project in order to terminate the project early.

<table>
<thead>
<tr>
<th>Step</th>
<th>Formula Project Reporting Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Initiation</td>
<td>May be submitted at any time</td>
</tr>
<tr>
<td>Progress Report</td>
<td>March 1 (may be submitted up to 90 days prior starting in December)</td>
</tr>
<tr>
<td>Financial Report</td>
<td>February 1 (submitted by BFO)</td>
</tr>
<tr>
<td>Final Report</td>
<td>May be submitted at any time to end the project. No later than March 1 of the next year.</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.

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

Generally speaking, all REEport documents follow this basic workflow:

<table>
<thead>
<tr>
<th>Draft</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; PD completes REEport Modules and submits electronic forms for Review (at institution level)</td>
</tr>
<tr>
<td>&gt; PDF of REEport forms signed in the department, at the COR, then submitted to NIFA</td>
</tr>
<tr>
<td>&gt; Project Status Changes per NIFA decision – Draft/Deferred/Active/Declined</td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>Project Initiation Draft</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; Submit for review at institution level</td>
</tr>
<tr>
<td>&gt; Submit to NIFA for review</td>
</tr>
<tr>
<td>&gt; NIFA decision made (formula only)</td>
</tr>
<tr>
<td>&gt; NIFA decision changes project status (draft to Active/Deferred/Declined)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Progress Report Draft(s) filled out and submitted chronologically</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; Submit for review at institution level</td>
</tr>
<tr>
<td>&gt; Submit to NIFA for review</td>
</tr>
<tr>
<td>&gt; Project Status remains “Active” throughout submission of all progress reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Changes may be submitted at any time for an active project (non-formula can only make classification changes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; Submit for Review at Institution Level</td>
</tr>
<tr>
<td>&gt; Submit to NIFA for Review</td>
</tr>
<tr>
<td>&gt; Project Status remains “Active” throughout submission of all project changes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Report Draft is always available to submit at any time to end the project (formula only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; Submit for Review at Institution Level</td>
</tr>
<tr>
<td>&gt; Submit to NIFA for Review</td>
</tr>
<tr>
<td>&gt; 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 &amp; is overdue</td>
</tr>
</tbody>
</table>

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).
Getting Started – Project Data Entry

REEport is accessed through the NIFA Reporting Portal at: http://portal.nifa.usda.gov.

Introduction for Project Directors & Other User Roles

Project Directors
PDs who are part of a LGU and who wish to initiate formula projects MUST be provided access to REEport by their SA. Once they are established as a new user, the PD will receive an email from REEport asking them to verify themselves and set their password (see “Logging In – First Time User Verification Process” below).

Other User Roles: Admin Support and Reviewer
There are two other user roles in REEport which require access to be granted by a SA. They are the “Admin Support” role and the “Reviewer” role. These two roles have various viewing and editing capabilities to support the overall workflow process, but neither have the “Submit” capabilities of the SA or PD.

Logging In – First Time User Verification Process
All users MUST go through a verification process in the Portal if they have not logged in before (i.e. if they are not a previous user of REEport or have not logged into the Portal for other purposes, such as the Plan of Work system or to access the Leadership Management Dashboard). You will know if you are an unverified user if you do not have a password. Only users who have set their own passwords are considered “Verified.”

If you have never logged into the portal before and have not set your own password, REEport is accessed through the NIFA Reporting Portal at: http://portal.nifa.usda.gov.

1. Enter your email and leave password section blank. Click “log in.”

2. You will be asked to re-enter your email address and click “send email.”

3. In the email you receive (should arrive within 10 minutes), click the link that is provided. The link will take you to a webpage where you can set your own password.
4. After setting your password, log into the portal with your email and newly set password.

5. Under “Active Applications,” click the “REEport” link. All REEport users will have a slightly different link name since the name of the link associates them with a particular institution.

6. You will be brought to your REEport home page, where you have the ability to start new projects and manage existing projects.

Logging In – Returning Users

1. At the portal login page, enter your email address and your password (set by you the first time you logged into Portal). Click “Log In.” (If you do not remember your password click the “reset password” link at the top of the portal login screen and follow the instructions).
2. Click the “REEport” link that appears on your welcome page under “Active Applications”. All REEport users will have a slightly different link name since the name of the link associates them with a particular institution.

**NOTE:** If you do not have a “REEport” link listed under your active applications, that means you have not yet been set up with a user profile; check with your SA in the COR.

3. You will be brought to your REEport home page, where you have the ability to start new projects and manage existing projects.

**Navigating the Software**
When moving from screen to screen in REEport, regardless of the module you are in (i.e. Project Initiation, Progress Report, etc.), you have the ability to use the menu bar at the top, and also to use the navigation buttons provided at the top and bottom of each screen.

**Option 1:** When moving from “Cover Page” to “Participants” you can click “Next,” which saves your work and moves you to the next page. Alternatively, you can click “Save” which saves your work and keeps you on the Cover Page.
Option 2: To move to the Participants page, you could then click “Next” or “Participants” at the top of the menu bar. Both options are shown in these screenshots; however, your data will be lost if you do not hit the “Save button first.

NOTE: If you choose Option 2, Only the navigation buttons in REEport will save your work. If you do not click Save and use the menu bar at the top to move to the next screen (i.e. clicking “Participants” on the menu bar to move from Cover Page to Participants) you will get the following message:

If you get this message, you MUST choose “Stay on this page” so that you will have the option to save your work before moving to another page. If you choose “Leave this page” your work will NOT be saved.

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Finding, Editing, & Managing Projects

When navigating the software and moving from module-to-module and from project-to-project within those modules, it is helpful to remember that every module is set up exactly the same in terms of **HOW** to find the project on which you would like to work.

**Option 1:** Your first option is to always use the “Search” tool on the home screen of each module. This option is most helpful when you know the exact data to search for in at least one of the fields (Accession Number, Proposal Number, PD Name, etc.); it is also helpful when you are not exactly sure what status the project is in and, therefore, would not know in which folder to look. **Fill in only one field at a time.** If more than one field is filled and there are any errors present, the database will NOT find any information at all.

**Option 2:** Use the “Expanded Folder” views to see the list of projects in that particular folder. If you know, for example, there are three projects on which you would like to work (one formula and two non-formula), which are all in Project Initiation, you might find it most helpful to expand the “Draft” folder and find those three projects within that folder. Click on the heading title and the drop-down list will appear. You can also click again to sort by letters or numbers.

**Important Items to Remember when Moving through Modules in REEport (and this Manual)**

- All of the instructions are provided in the REEport system (help text is indicated by the ✉ icon) and in the following COR Procedures Manual sections (Project Initiation, Progress Report, etc.). These sections match the help text that is provided for those fields in REEport when you click on the ✉ icon.
- In this manual, the instructions / help texts are provided in the order that each data field is listed on the page after each screenshot that is shown.
- No matter what module you are in, you can always go back to your home screen (click “Home” on the top menu bar to view the large module icons. Click any of them to enter those modules. You can also move from module-to-module by using just the top menu bar; you do not need to go back “Home” first.
- **Remember that whenever you enter data on a page, you MUST click one of the navigation buttons at the top or bottom of the page to save your work.** While you are permitted to move from page-to-page within a module using the top menu bar (by clicking those words in the menu bar), doing this will not save your work if you entered anything new on the page.
- Review the screenshots in the “Navigating the Software” section of this manual for more details.
The Project Initiation report MUST be submitted to NIFA in order for any project to become officially active.

To enter the Project Initiation module of REEport, click either of the two buttons shown here:

![REEport interface](image)

**OVERVIEW: Non-Formula Project Initiation (AFRI, SCRI, OREI, etc.)**

Even if an award has been made, the PD will not receive their funds until the National Program Leader (NPL) receives the Project Initiation through REEport. Project Initiation forms for non-formula projects can be located by typing in the proposal number and clicking search (Option 1), or by opening the “Drafts” folder and selecting the project on which you would like to work (Option 2).

**Option 1:** At the Project Initiation home screen, either type your proposal number or PD name into their respective fields and click Search. **NOTE:** Results are generally best when searching one field at a time.

![Search interface](image)

**Option 2:** Open the “Drafts” folder and find the grant for which you wish to complete Project Initiation (this is most easily identified in a longer list by focusing on the “Grants.gov #” column, the “Proposal #” column, or the “Title” column, as these are the columns that best differentiate non-formula from formula projects, especially if you are a PD or SA who has many projects to manage.

![Drafts interface](image)
OVERVIEW: Formula Project Initiation (Hatch, etc.)
A PD is not allowed to allocate formula funds on their research until their project proposal has been submitted and approved through the proper chains at their institution. Once the proposal has been approved, the PD MUST submit a Project Initiation through REEport to gain NIFA NPL approval (along with an attachment of the original proposal). Only once the NPL approves the project and puts it in “Active” status is the PD allowed to spend formula funds on that research.

“Creating a New Project” applies to Formula projects only
You will need to create a New Project any time there is a new formula project that has been approved through your institution’s merit review process, which requires NIFA approval before formula funds can be allocated to that project, or if you are revising an existing project to continue present research.

Click “Create a New Project” button:

Funding Source
Choose the funding type that will be the funding source of the new project (note that only formula fund types available to a particular institution will appear in the drop down list and only one type may be selected). If you choose “Hatch Multi-State” at this stage, you will also be asked to choose the correct Multi-State project number from a drop down list – you may have to wait until NIMSS downloads the group’s renewal version.

For Hatch Multi-State research projects ONLY:
Selecting the Multi-State group
You MUST first join as a member of the Multi-State research group in the NIMSS system by submitting an Appendix E form – See the COR REEport Manual webpage. The COR can assist you with becoming a member. After NIFA accepts WSU as a member institution (if you are the first WSU member to join), then NIFA will download the project information into WSU’s list of available active Multi-State research projects in REEport. A new project cannot be set up until the Multi-State Project number and title for the current group appears in the drop-down menu.

**************************************************************************
After creating or opening the appropriate Project Initiation
The Cover Page is first screen you will come to after either opening a non-formula draft or creating a new formula project (or opening a formula project already in draft). The Cover Page for non-formula and formula both cover the "vital stats," of the project, but they do differ.

The following instructions and information cover the non-formula (competitive grants) Cover Page and formula (Hatch, etc.) Cover Page separately.

Following is a screenshot of the Cover Page of a Formula project. Below the screenshot are all the basic instructions for filling out the data fields, as well as descriptions of data fields that are prepopulated.

**Funding Source**
The Funding Source is pre-populated on this page based on what you chose when you clicked "Create a New Project." The options for formula funding sources are: Hatch, Hatch Multi-State, McIntire Stennis, Animal Health, Evans Allen, and Renewable Resources Extension. Although it is not a NIFA formula funding source, there is also the option for "State" projects for institutional use as a courtesy from NIFA.
**Status**
The Status of a project is assigned by the REEport system and starts at the "Draft" section. Various actions taken by the PD, the SA, or NIFA personnel (NPL or NIFA Admin.) will trigger the REEport system to automatically change the Status and move to another section as appropriate (Draft to Pending, etc.).

**Summary of status definitions and action triggers for automatic change:**

**Draft**
All project types start in Project Initiation in "Draft" status. Even though a draft project maybe move into additional stages (i.e. your "Submitted" and "Pending Submission to NIFA" folders), the status of the project will not change to its final stage until a decision action has been taken by a NIFA NPL. Below are NIFA's possible decisions on the status of the project:

- **Active:** Project 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).
- **Declined:** Project has been declined by an NPL; it may not be resubmitted as it is now.
- **Deferred:** Project has been deferred by an NPL who has requested changes or additional information to be included in the Project Initiation; it may be resubmitted with appropriate changes in order for the NPL to render a final decision. The project is sent back to the Draft stage in REEport. The COR will assist the PD in editing before it is resubmitted to NIFA.
- **Complete:** Project 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 "Final Report Past Due" folder.

**Title**
The Project Title is a succinct characterization of the focus and subject of study being performed. Do NOT include phrases such as "research on," "investigation of," etc. Do NOT use quotation marks or underscores. Keep in mind that the Title will be used for information retrieval searches, so including specific keywords that are as descriptive of the project as possible is important. **Capitalize the Project Title similar to a book title.**

**Sponsoring Agency/Institution**
The Sponsoring Agency/Institution is the organization that is funding the project. **For all Formula and Non-Formula Projects, the sponsoring agency is NIFA. State projects are the only exception; the sponsoring agency for these projects is pre-populated with "State Agricultural Experiment Station."**

**Performing Organization/Institution**
The Performing Organization/Institution is the organization that employs the scientist(s) conducting the research.

**DUNS Number**
Universal Numbering System (DUNS) number is a unique nine-digit identification number assigned to WSU by Dun & Bradstreet (D&B). For both Formula and Non-Formula Projects, NIFA pre-populates this field.

**Performing Department**
The Performing Department is the entity/section at the Performing Organization/Institution to which the PD is assigned and performs most of his/her duties and research.
Project Number
The Project Number is an identifier used by the Performing Organization Institution (WSU). While it is recommended that Project Numbers be unique to only one project, NIFA does not prevent WSU from reusing project numbers (as when submitting a Revision). This most often happens when a given project has been terminated and a new project is being initiated that continues the research from the terminated project. Re-using the number enables WSU to track the research more easily over many years.

NOTE: For a NEW project, use the temporary number: WNPYourLastName until the COR assigns a permanent number before submission. Example: WNPJONES

The Division Station Code (WNP for Washington State University COR projects) will always automatically be appended by REEport as a prefix to the number entered.

NOTE: NIFA does NOT use Project Numbers to track projects or to perform data retrieval searches; Accession Numbers only are used for these activities. This allows WSU to keep the same budgets.

Collaborating/Partnering States
Enter states where other participants are conducting research.

Collaborating/Partnering Institutions
After selecting State, a menu will provide a list of possible institutions.

Collaborating/Partnering Countries
Select the country of citizenship of foreign participants

For the above three categories, identify any other states/partnering institutions/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 state(s).

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 actual monies towards the project.

Start Date
For all formula projects, enter the date on which the research will begin operations and funds will begin being expended. You may NOT backdate the Start Date for formula projects. However, you may future date the Start Date for projects, as doing so provides you time to obtain the necessary approvals and await availability of personnel or materials to begin research. If completing project revision, the Start Date will be the day after the End Date of the current project. This date will change if the project is submitted after the Start Date or the NIFA reviewer does not approve the project until after the Start Date – at which time the Start Date will be the date the NIFA reviewer approves the project and sends the notification to WSU.

NOTE: If this is a Hatch, Hatch Multi-State, or Evans Allen Project, you will be asked in the Classification section of this module to associate this project with one or more AREERA State Plan of Work Planned Programs that are listed with WSU’s most current Plan of Work. If you skip directly to that section without entering a start date here, the drop down list of Planned Programs will NOT be populated.

End Date
For formula projects, the maximum duration of any project is five (5) years. Extensions are NOT allowed for any project whose original length was approved at five years. However, one-year extensions are allowed and do NOT require NIFA approval for projects originally approved for four (4) years or less. An additional one-year extension may be granted, with NIFA approval, for projects that were originally approval for three (3) years or less.
Example 1: A project is approved for 10/1/12-9/30/17. Five year period. No extensions will be granted.

Example 2: A project is approved for 10/1/12-9/30/16. Four year period. A one-year extension may be entered into REEport by the Site Admin without NIFA approval, which extends the project to 9/30/17.

Example 3: A project is approved for 10/1/12-9/30/15. Three year period. A one-year extension may be entered into REEport by the Site Admin without needing NIFA approval, which extends the project until 9/30/16. An additional one-year extension may be requested from NIFA, and upon approval, will extend the project to 9/30/17.

**Project Director**
Select the PD for this project from the drop-down list provided. Type in your last name and select the name in the listing that is yours. If you have previously been a participant but not a PD, you will not see your name listed. Contact the COR to be set up in REEport with a PD role.

If you are listed but have not previously validated your email address, you will need to go through that process so you are activated as a user and can view and edit information in REEport (page 18).

**PDs Outside WSU**
If you are a PD at another LGU besides WSU and you do not see your name listed, you MUST contact the SA at your own institution to be set up there as a user and activate your access with your own password. You will process all paperwork through them.

**WSU as Sub-Contractors**
WSU participants as sub-contractors to PDs of other institutions do not have to set up their own project. They will report their data to the other PD to use to complete the annual report for which they are responsible.

**Site Administrator**
COR support staff are REEport SAs for WSU and can answer REEport questions. Permission to enter and/or modify data should be directed to your SA.
PARTICIPANTS

**Project Director**
Fields pertaining to the PD are pre-populated according to what is displayed on the Cover Page.

**Co-Project Directors**
Enter the information for all Co-PD and other Participants. The Co-PDs are the other participants who are contributing significant effort and are also listed on the Proposal / Outline. To enter more than one Co-PD, click the "+" sign that appears after the first one has been added. Repeat as needed for additional participants.

**Estimated Project FTEs for the Project Duration**
A full-time equivalent (FTE) is defined 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, then that would be equal 5 complete FTEs.

**NOTE**: NIFA suggests that you enter the estimated FTEs that are needed to support the project over the course of the project's duration. **However, when establishing a New Project, the COR suggests you only enter 0.1 in the box for “Scientist.”** This is just the minimum estimate of the PD’s time. The actual FTEs worked will be submitted in the Annual Report.
The following information describes the general participant 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 nontechnical 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.

*******************************************************************************
What are the Major Goals of this Project?

Provide a clear, concise statement of the Goals / Objectives of the project. You may use paragraph format, bulleted, or numbered lists. There is no minimum or maximum number of goals to include for a project, but all goals should be specific and attainable within the duration of the project and have access to necessary resources (refer back to your estimated FTEs for project duration and the amount of formula funding that has been made available to you). In general, goals should answer the question: What major achievements and milestones does the project hope to realize?

*****************************************************************************
Identify the Products / Outputs that are planned as a result of this project. You may use paragraphs and/or lists. NIFA considers the terms “Products” and “Outputs” to be synonymous.

For the purpose of Project Initiation, you should include all Products / Outputs that are anticipated to result from the duration of this project.

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

**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**: any publications; audio or video products; curricula; data or databases; equipment or instruments; patent applications; applications for Plant Variety Act protection; 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**: When you complete future Progress Report(s) and the Final Report, you will be asked to separate items between realized "Products" (i.e. traditional standard outputs) and "Other Products."
In those future reports, the only items that should be included in the "Products" section are publications, patents, and plant variety protection (PVP).

All other Products / Outputs of the project should be reported under the "Other Products" section. Specific guidance for those sections in future Progress Report(s) can be found in the help text on those pages in the REEport system.

******************************************************
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. An Outcome/Accomplishment is defined as a significant change in knowledge, action, or condition. Outcomes are generally short, succinct statements that start with phrases indicating the occurrence of change. Examples of such phrases are:

- "Increase in the number of acres that..."
- "Decrease in the amount of children that..."
- "Increased profits from the sale of..."

**Change in Knowledge:** For a research project, a change in knowledge can be a breakthrough understanding in scientific knowledge. For education or extension projects, a change of knowledge occurs when recipients of an education or extension activity demonstrate significant learning/information gain in understanding.

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

**Change in Condition:** A change in condition occurs when a significant change in a condition of societal concern results from the project’s activities. 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.

In terms of how the outcome types relate to each other, NIFA considers the highest achievement of any research or extension project to be an outcome categorized as Change in Condition. This is because a Change in Condition signifies that changes in action and learning occurred in order to perpetuate the change in condition. The second-ranked outcome type is Change in Action, and the third is Change in Knowledge. These rankings are not meant to diminish the importance of changes in action and knowledge. Rather, they are there to show that if you can demonstrate a Change in Condition, then it is not necessary to also list all the minute associated changes in action or knowledge. Likewise, if you can demonstrate a change in action, it is not necessary to list all the minute associated changes in knowledge.
Provide a description of the Audience(s) that will be the focus of efforts over the course of this project.

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

**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.

********************************************************************
Describe the Methods for this 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, or conditions of a target audience. Include a description of how the output(s) will be evaluated and/or quantified for impact on the intended audience(s).

Defining Efforts: 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; workshops; experiential learning opportunities; extension and outreach.

Defining 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.

*******************************************************************************
The Non-Technical Summary is your opportunity to briefly sum up the importance of your project in terms that the lay citizen can understand (i.e. those without scientific backgrounds). A good Non-Technical Summary is composed of 1-2 succinct paragraphs that cover three main points:

1. What is the current issue or problem that the research addresses and why does it need to be researched?
2. What basic methods and approaches will be used to collect and produce data/results and subsequently inform target audiences? and
3. Through the methods mentioned above, what ultimate goals does the project hope to achieve?

In answering the above three questions, 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.

Remember that this Non-Technical Summary is designed to enhance the usefulness of the information in the database, especially to legislative and other public audiences.

**************************************************************************
**Instructions:**

Add a new keyword field for each separate keyword or keyword phrase you want to use to describe the project.

Examples of keywords are: CORN, MAZE, and BIOENERGY.

Example of phrases are: NATIVE PLANTS, CLIMATE CHANGE, and FOOD SAFETY.

The purpose of keywords and phrases is to improve the retrieval capacity 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 would be words and phrases such as: WHEAT, WHEAT VARIETIES, CULTIVAR, and GRAIN.

- **Note:** If there are specific words or phrases that you have used repeatedly in other sections of your Project Initiation (i.e. in the Non-Technical Summary, Goals, Products, etc.), then those same words or phrases should be 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.

- **General Level:** 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:** 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:** 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, BRUSING.
**Classification Overview and Codes**

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

1. Knowledge Area (KA)
2. Subject of Investigation (SOI)
3. Field of Science (FOS)

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. **No line may be less than 10%.**

The available codes from which you may choose are defined in the Classification Manual which can be found here: [http://nifa.usda.gov/resource/manual-classification](http://nifa.usda.gov/resource/manual-classification)

**Knowledge Area:** The 79 KAs are arranged into nine topic areas.

**Subject of Investigation:** The SOI is generally the object of the research or activity: the class of plant, animal, organism, material, process, procedure, etc., under investigation.

**Field of Science:** The FOS consists of a modified version of the fields of science used by the National Science Foundation for various government wide reports.

REEport plans in the future to also classify a project according to research being performed in one or more of the 36 areas as designated in the Farm Bill. For a list of the Farm Bill Classification Areas, see the COR REEport Manual webpage.
**Animal Health Component**
Projects receiving Animal Health formula funds under Public Law 95-113 will automatically be classified 100% Animal Health. This field will be prepopulated with "100%" based on the fact that you already chose "Animal Health" as your funding source when beginning this Project Initiation.

Other types of projects (both formula and non-formula) demonstrating animal health research may include animal health percentages. That percentage is subject to the PD’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.

**AREERA Integrated Activity**
An integrated activity is defined as a jointly planned-, funded-, and interwoven activity between Research and Extension to solve a problem; this includes both the generation of knowledge and the transfer of information and technology.

**NOTE:** You should check “Yes” for this question if this project is a Hatch or Hatch Multi-State Project which is being supported by BOTH Hatch funds (research component) AND other funding that supports an extension component of the activity. Examples of acceptable combinations of funds: Hatch and Smith-Lever; Hatch and State extension funds; Hatch Multi-State and State and Other (federal or private) funds.

**NOTE:** If you check "Yes" for this question, you will be required to fill out the percentage fields that follow to include a percentage for Extension activities.

**Research Activities**
Once you enter any percentage for the "Research" category, additional percentage box fields will appear on the page asking you to classify the type of research (basic, applied, developmental) into percentages. The percentages on each section MUST always add up to 100%.

**NOTE:** If you checked "Yes" that this project is an integrated activity pursuant to AREERA Section 204, then you MUST fill in the percentage fields here as well.

**Associated Planned Programs**
If this is a Hatch, Hatch Multi-State, or Evans Allen Project, you will be asked here to associate this project with one or more AREERA State Plan of Work Planned Programs that are listed with WSU’s most current Plan of Work.

**NOTE:** If you skip directly to this section without entering a start date previously on the Cover page, the drop down list of Planned Programs will NOT be populated. Go back to the Cover Page and check if no programs appear here.

If this project is a Hatch, Hatch Multi-State, or Evans Allen project, this drop down menu is pre-populated with the Planned Programs that the Performing Organization (the 1862 or 1890 LGU which employs the PD) currently has on file in its approved AREERA State Plan of Work.

Please choose the Planned Program(s) which best serves as the general category under which this project would fall (i.e. this project supports or adds to achieving the overall goals/objectives of the Planned Program.) You may choose more than one Planned Program and assign appropriate percentages. If you choose only one, you MUST enter "100" for the percentage.
The COR will use the PDF upload capability in this section to upload your Project Outline (original “project proposal” used in your institution’s review process).

Use the Checklist form on the COR REEport Manual webpage to track the 12 required sections for writing the proposal Outline.

******************************
NOTE: All Formula Fund Project PDs MUST answer Questions 1 and 2 and their subparts. If you click on “More…” at the top left, you will find the NIFA STATEMENT OF POLICY - Institutions receiving NIFA funding for research are responsible for protecting human subjects, and providing humane treatment of animals. To provide for the adequate discharge of this responsibility, NIFA policy requires an assurance by the institution’s Authorized Organizational Representative (AOR) that appropriate committees in each institution have carried out the initial review of protocols and will conduct continuing reviews of supported projects: http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf (if using a Mac you may need to open in Firefox).

******************************
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:

⚠ Your project is not yet complete.

The following sections must be filled out before submitting - click on each section to complete it:

- Products can't be blank
- Start Date must not be back dated
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.
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 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 on page 5. 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

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

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 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