

CAHNRS OFFICE OF RESEARCH

Procedures for Initiating Non-Formula Funded Projects



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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 (**C**urrent **R**esearch **I**nformation **S**ystem) as of May 2013. REEport incorporates the RPPR (**R**esearch **P**erformance **P**rogress **R**eport), 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

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

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 specific research for the previous year and a summary of major accomplishments and associated data for the **DURATION** of the project (see Final Report definition below).

A new feature of the Progress Report 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 33** 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

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 CAHNSR Business Finance Office will be the ONLY group to report expenditures on behalf of all the formula projects.**

Project Change

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

In REEport, the Annual Progress Report and the Final Report 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. The End Date is what triggers the Status of a project to change from “Active” to “Completed.” Until a Final Report is submitted, however, the project has not been “Terminated.”

Users will notice that the Final Report follows the **exact same** format as the Progress Report. However, the Final Report pertains to both reporting on the specific research for the last year and a summary of major research and accomplishments over the **DURATION** of the project. 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 specifics of the last year and a summary of 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.

Research Project Types – Requirements & Due Dates

NIFA Non-Formula Funded Projects (Competitive Grants)

A NIFA non-formula funded project is any research project funded by a non-formula funding line or competitive grant that has been awarded to a grantee through the Grants.gov application and approval process. Once a non-formula grant has been awarded, the grantee is notified by a NIFA Program Specialist or NPL that they MUST use REEport to complete Project Initiation as well as subsequent Progress Reports and the Final Report. The COR will assist in assigning a project number, reviewing, and submitting these forms.

Project Initiation

Should be submitted as soon as the PD receives official email notifying them that they MUST log into the REEport system to complete Project Initiation. While there is no due date for submission of the Project Initiation, PDs should be aware that they will NOT be awarded any funds until NIFA has received the Project Initiation via REEport. Many times, the forms will be requested to be submitted immediately.

Progress Report

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

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

Final Report

Due at least on the anniversary date of the project and up to 90 days beyond that date to be “On Time.”

Step	Non-Formula Projects <i>Including Competitive Grants</i>
Project Initiation	As soon as notification of award is received. Start date may be future dated
Progress Report	Anniversary Date (may be required to be submitted up to 90 days prior)
Financial Report	Not required by PD
Final Report	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

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:

Draft

- > PD completes REEport Modules and submits electronic forms for Review (at institution level)
- > PDF of REEport 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).

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.

- After setting your password, log into the portal with your email and newly set password.
- 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.



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



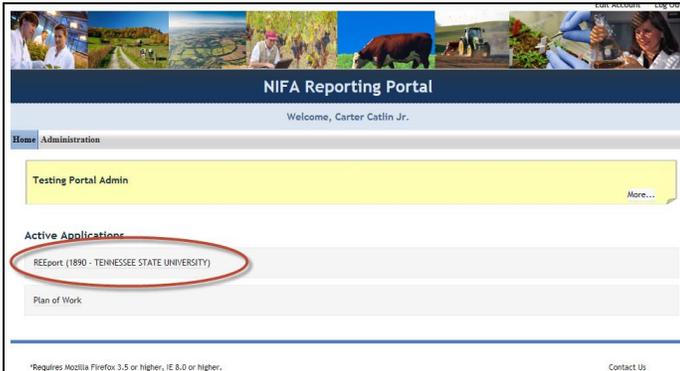
Logging In – Returning Users

- 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).

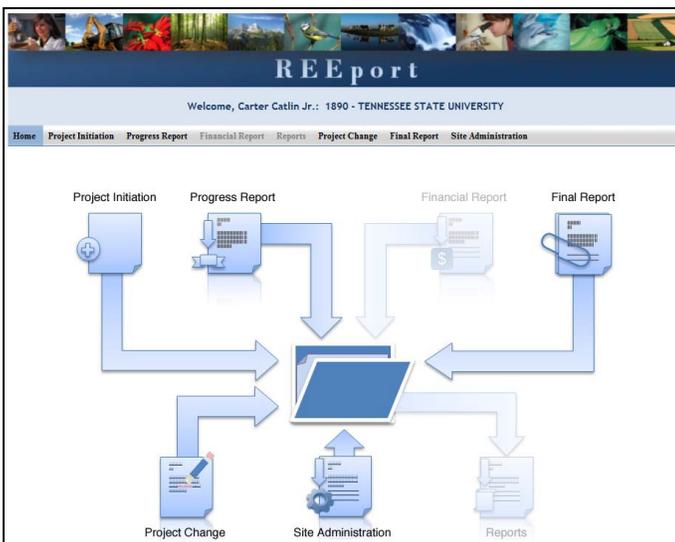


2. Click the “REEport” link that appears on your welcome page under “Active Applications”. All REEport users will have a slightly different link name since the name of the link associates them with a particular institution.

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

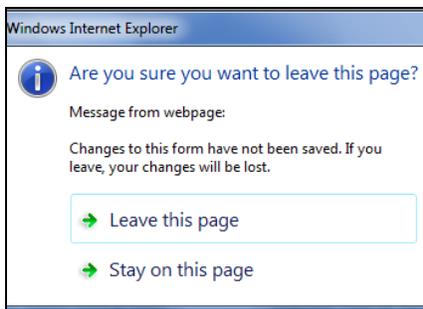
When moving from screen to screen in REEport, regardless of the module you are in (i.e. Project Initiation, Progress Report, etc.), you have the ability to use the menu bar at the top, and also to use the navigation buttons provided at the top and bottom of each screen.

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.

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.

Accession Number Project Number Proposal Number
 Performing Department Project Director

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.

23 Project(s) In Draft Stage

Accession #	Project #	Grants.gov #	Proposal #	Title	Department	Project Director	Funding Source	View
(None)	lowKstest	(N/A)	(N/A)	Control of Food-Borne Pathogens in Pr...	(None)		HATCH/MU...	PDF
(None)	(None)	GRANT00469387	2008-03943	Developing Predictive Models for Iden...	Animal Science	Christopher Tuggle	NON FORMULA	PDF
(None)	(None)	(N/A)	(N/A)	(N/A)	(None)		STATE	PDF
(None)	(None)	(N/A)	(N/A)	(N/A)	(None)		HATCH	PDF
(None)	lowtest	(N/A)	(N/A)	working	U.S. Pork Ce...	Dorian Garrick	HATCH	PDF
(None)	lowtest	(N/A)	(N/A)	Initiating a state project by PD	Leopold Center	Gwyn Beattie	STATE	PDF
(None)	IOA-IOA	(N/A)	(N/A)	Test AH project	Animal Science	Kathleen Delate	ANIMAL H	PDF

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.

Project Initiation – Data Field Definitions & Instructions

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:



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.

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).

4 Project(s) In Draft Stage								
Accession #	Project #	Grants.gov #	Proposal #	Department	Project Director	Type	Title	View
(None)	(None)	(N/A)	(N/A)	(None)	MCINTIRE...	NON FORMULA	Test104	PDF
(None)	TEN-2009...	GRANT00557387	2009-00729	Department o...	Richard Browning	NON FORMULA	Introducing Commercial Meat Goat Prod...	PDF
(None)	TEN-6577...	(N/A)	(N/A)	Extension	Richard Browning	EVANS-ALLEN	AREAWIDE PEST MANAGEMENT (AWPM)PROGRA...	PDF
(None)	(None)	GRANT10250358	2009-01948	Family & Con...	Sandria Godwin	NON FORMULA	An Innovative Approach for Integratin...	PDF
2 Project(s) Pending Submission to NIFA								
1 Project(s) Submitted to NIFA								

Project Initiation – Create a New Project

COVER PAGE

MOST Fields for the Cover Page of non-Formula funded research are pre-populated and the information is automatically imported from Grants.gov.

Cover Page

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

Project Information
NOTE: This project has 0 comments.

Funding Source Status

Project Title

Sponsoring Agency/Institution

Performing Organization/Institution <input type="text" value="SAES - IOWA STATE UNIVERSITY"/>	DUNS Number <input type="text" value="5309844"/>
Performing Department <input type="text" value="Animal Science"/>	* Project Number <input type="text" value="iow"/>
Grants.gov Tracking Number <input type="text" value="GRANT10312249"/>	Proposal Number <input type="text" value="2009-03232"/>
Award Number <input type="text" value="2010-38420-20328"/>	Award Amount <input type="text" value="258000.0"/>
Award Date <input type="text" value="November 25, 2009"/>	Award Fiscal Year <input type="text" value="2010"/>

States and Organizations

Collaborating/Partnering States <input type="text" value="IA"/>	Collaborating/Partnering Organizations <input type="text" value="IOWA STATE UNIVERSITY"/>
	<input type="text" value="Iowa State University of Science and Technology"/>

Countries

Collaborating/Partnering Countries

Start Date End Date

Project Contacts

Project Director <input type="text"/>	Authorized Organizational Representative <input type="text"/>	NIFA Program Contact: <input type="text"/>
Name : Jack C. Dekkers	Name : Suzanne Schuknecht	Name : Audrey Trotman
Email Address : jdekke@iastate.edu	Email Address : egrants@iastate.edu	Email Address : atrotman@nifa.usda.gov
Phone Number : 515-294-7509	Phone Number : 515-294-5225	Phone Number : 202-720-2193

Funding Source

The field is pre-populated as "Non-Formula" based on information contained in the grant application.

Status

The Status of a project is assigned by the REEport system and starts at the "Draft" stage. Various actions taken by the PD, the SA, or NIFA personnel (NPL or NIFA Admin.) will trigger the REEport system to change the Status, as appropriate.

Summary of definitions and action triggers for automatic change in Status:

Draft: All project types start in project initiation in "Draft" status. Even though a draft project may be moved to additional stages (i.e. "Submitted" or "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 is a list of possible decisions that could be made by NIFA on the status of the project:

Active: The 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: The project has been declined by an NPL; it may not be resubmitted as it is now.

Deferred: The 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 entering necessary changes before it is resubmitted to NIFA.

Complete: The project has either been terminated via the submission of a Final Report or 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 pre-populated based on the approved grant application.

Sponsoring Agency/Institution

The organization that is funding the project. For all Formula and Non-Formula Projects, the sponsoring agency is NIFA. State Projects are the exception to this rule; here, the sponsoring agency is pre-populated with "State Agricultural Experiment Station."

Performing Organization/Institution

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

DUNS Number

Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). For Non-Formula Projects, NIFA automatically pre-populates this field with the DUNS number that was entered by the grantee in Grants.gov. The DUNS for Non-Formula Projects is: 041 485 301.

Performing Department

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

Project Number

The Project Number is an identifier (combination of letters and numbers) subject to the Identification/Numbering System used by the Performing Organization/Institution.

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.

Grants.gov Tracking Number

The Grants.gov tracking number comes directly from your Grants.gov application and is pre-populated by REEport.

Proposal Number

The Proposal Number is assigned by NIFA and pre-populated by REEport. It is not necessarily a unique identifier, as Proposal Numbers are generally associated with the awarding of funds, and a single project over the course of its life may be awarded funding multiples times (i.e. continuation awards).

Award Number

The Award Number is a unique identifier that will never change; it is pre-populated by REEport.

Award Amount

The Award Amount for non-Formula Projects is pre-populated based on the final approved amount of the grant awarded by NIFA.

Award Date

The Award Date is pre-populated by REEport and is the date on which the award of funds is made by NIFA to the grantee. It may be different from what was originally on the proposal.

Award Fiscal Year

The award Fiscal Year is the fiscal year in which the award of funds was made (FYs run from 10/1 - 9/30).

Collaborating/Partnering States

If this section allows data entry, put in the states where other participants are conducting research.

Collaborating/Partnering Institutions

If this section allows data entry, after selecting state, a menu will provide a list of possible institutions.

Collaborating/Partnering Countries

If this section allows data entry, select the country of citizenship of foreign participants

NOTE: For the above three (3) 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 non-Formula Projects, this field is pre-populated based upon what NIFA has on file from the approved grant application. NIFA follows two rules when prepopulating this date:

- 1) The start of the project begins when the award of funds is made to the grantee, OR
- 2) The start of the project begins on a future date that occurs after the award of funds is made because such future start date was originally approved with the grant application.

End Date

The project end date for non-formula projects is prepopulated based on the approved grant award.

Project Director

Authorized Organization Representative

NIFA Program Contact

NOTE: The above three fields are pre-populated based on the approved grant application.

PARTICIPANTS

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

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

Participants

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

« Previous Save Next »

*** Project Director**

Name : Richard Browning
 Email Address : rbrowning@tnstate.edu
 Phone Number : 615-963-5867

Co-Project Directors

* First Name Middle Name * Last Name * Department

Estimated Project FTEs For The Project Duration

Role	Faculty and Non-Students	Students within Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Professional	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Technical	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Administrative	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Other	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Computed Total	0.0	0.0	0.0	0.0	0.0

« Previous Save Next »

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

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 FTE 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.

GOALS

* Goals / Objectives

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

< Previous Save Next >

What are the major goals of the project?
More...

< Previous Save Next >

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?

PRODUCTS

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.

OUTCOMES

The screenshot shows a web-based form titled "Expected Outcomes" within a navigation menu. The menu includes options like Home, Project Initiation, Progress Report, Financial Report, Reports, Project Change, Final Report, and Site Administration. The "Outcomes" section is active, with sub-tabs for Cover, Participants, Goals, Products, Outcomes, Audience, Methods, Summary, Keywords, Classification, Proposal, Assurance Statements, and Submit. The form header includes a note: "Fields marked with an asterisk (*) are required for submission." Below this are navigation buttons: "Previous", "Save", and "Next". The main content area is a text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and undo. The text area is currently empty. At the bottom of the form, there are "Previous", "Save", and "Next" buttons.

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.

AUDIENCE

Provide a description of the Audience(s) that will be the focus of efforts over the course of this project.

The screenshot shows a web application interface with a navigation menu at the top. The menu includes: Home, Project Initiation (selected), Progress Report, Financial Report, Reports, Project Change, Final Report, and Site Administration. Below the menu is a sub-menu with: Cover, Participants, Goals, Products, Outcomes, Audience (selected), Methods, Summary, Keywords, Classification, Proposal, Assurance Statements, and Submit. The main content area is titled '* Target Audience' and includes a note: 'Fields marked with an asterisk (*) are required for submission.' Below this are three buttons: '< Previous', 'Save', and 'Next >'. The text 'List the Target Audience for this project.' is followed by a 'More...' link. A rich text editor is present, showing a toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and help. The editor's content area is currently empty. At the bottom of the editor are three buttons: '< Previous', 'Save', and 'Next >'.

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.

METHODS

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.

SUMMARY

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.

KEYWORDS

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

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

*** Keywords**

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

< Previous Save Next >

You have 1000 characters to complete the keyword section. Some examples are: Native Plants, Corn, Maze, Bioengineering, Global Warming.
[More...](#)

Keyword Phrase

< Previous Save Next >

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 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

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>

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.

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.

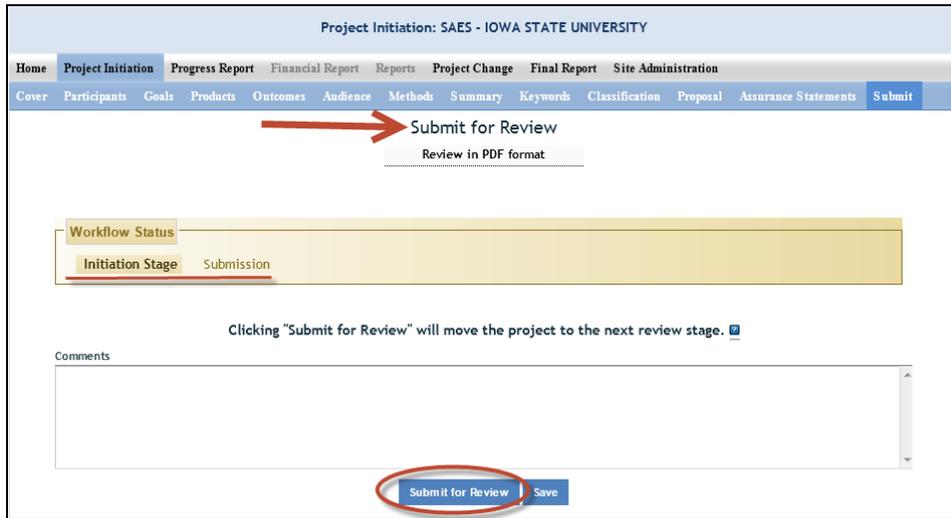
Please choose the Planned Program(s) which best serves as the general category under which this project would fall (i.e. this project supports or adds to achieving the overall goals/objectives of the Planned Program.) You may choose more than one Planned Program and assign appropriate percentages. If you choose only one, you MUST enter "100" for the percentage.

SUBMIT

Submit for Review

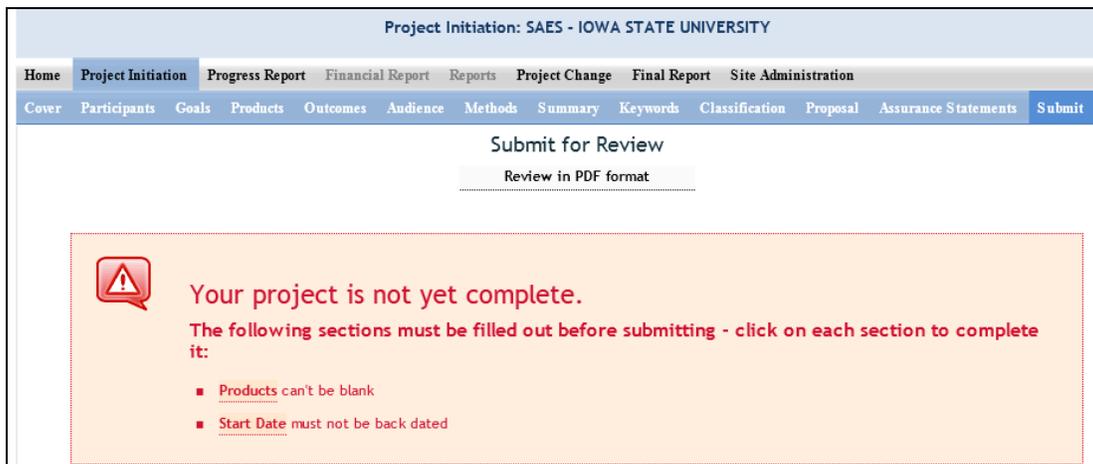
The SA and PD both have the capability to submit a project to the “Institution / Site” (i.e. the COR) for review. This stage is usually completed by the PD when all errors have been corrected and the PDF copy has been sent out for department signature.

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



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

NOTE: If there are missing or incorrect data fields in the project, a list of red correction items will show up as shown by the example below:

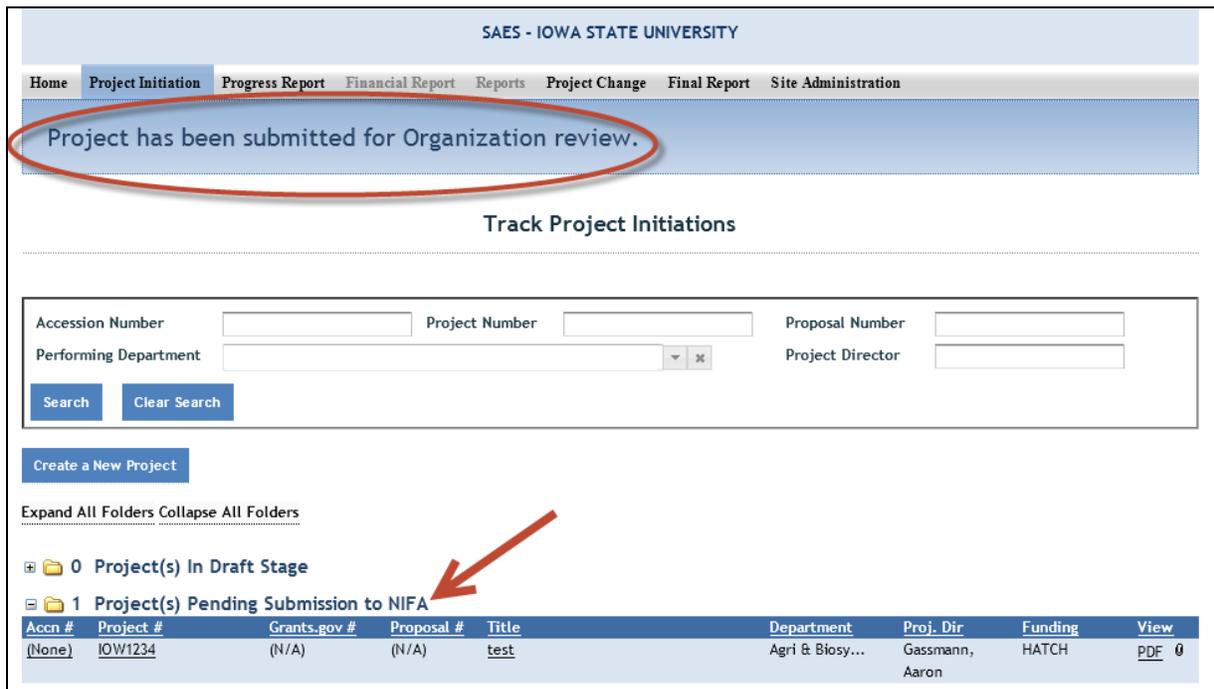


Once the project has been submitted for review, the resulting screen will notify you that you have successfully submitted the project; it will also show you that the project now exists in the “Pending Submission to NIFA” folder (red arrow in screenshot below). This means that it is ready for the COR to review once the renewal packet is received with the signed copy of the REEport Project Initiation forms.

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

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

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



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

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

TECHNICAL SUPPORT & INFORMATION SERVICES

REEReport Customer Service

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

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

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

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

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

Data Queries and Reporting

NIFA offers data query services to its partner institutions. All data entered through REEReport are stored in a database that is searchable through various channels. The NIFA Planning, Accountability and Reporting Staff has team member who can help direct you to the most efficient means of searching the database depending on what your reporting needs are. This is also called doing a CRIS Search – see instructions on **page 10**. Log in to the following NIFA Portal URL: <https://portal.nifa.usda.gov/portal/>. The general public can also use the CRIS system to pull up research and so your Project Initiation pages and Annual reports should be written to be readable by the average person.

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

ACRONYM LIST

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

CIP (Classification of Instructional Programs) Codes:

As of the 2014 federal fiscal year, REReport requests CIP codes for student FTE amounts claimed on Annual and Final Reports. The ARC 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>