CAHNRS OFFICE OF RESEARCH

Project Initiation Instructions for Competitive Grant Projects in REEport

Revised September 2024

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Introduction to REEport

What is REEport?

Recipients of the National Institute of Food and Agriculture (NIFA) competitive grant awards are required to report project data to NIFA through the Research, Extension, and Education Project Online Reporting Tool (REEport). Project initiations are completed through the REEport system which is accessible through https://portal.nifa.usda.gov/cas/login. NIFA provides a guide for project initiation as well as how to log-in and reset your password at:
https://www.nifa.usda.gov/sites/default/files/2023-11/REEport%20Site%20Administration%20Guide-508.pdf.

REEport is where data is collected 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, to document expenditures and staff support, and to monitor the progress and impact of project activities. 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.

To determine where your report should be submitted, refer to **Table 1**.

Table 1 Project/Program Type Determination

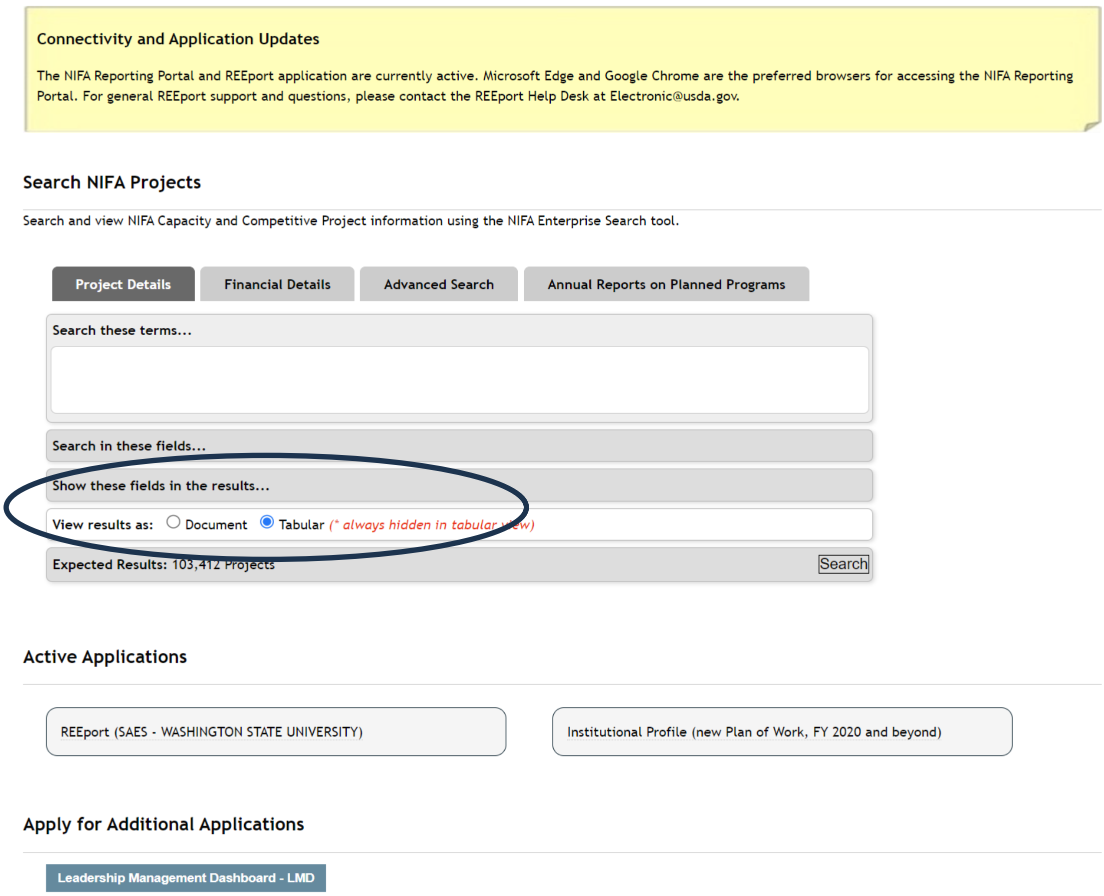
If your project is funded by….	Then your project report goes to:
Capacity (formula funded projects), then it is either a Hatch, Hatch Multistate, Evans-Allen, McIntire-Stennis, Animal Health, RREA, or Smith Lever project or program.	NIFA Reporting system (NRS)
A competitive grant application that was awarded through submission through Grants.gov, and you have a proposal award number.	NIFA REEport

Accessing REEport

To log-in, go to the NIFA reporting portal (https://portal.nifa.usda.gov/cas/login).

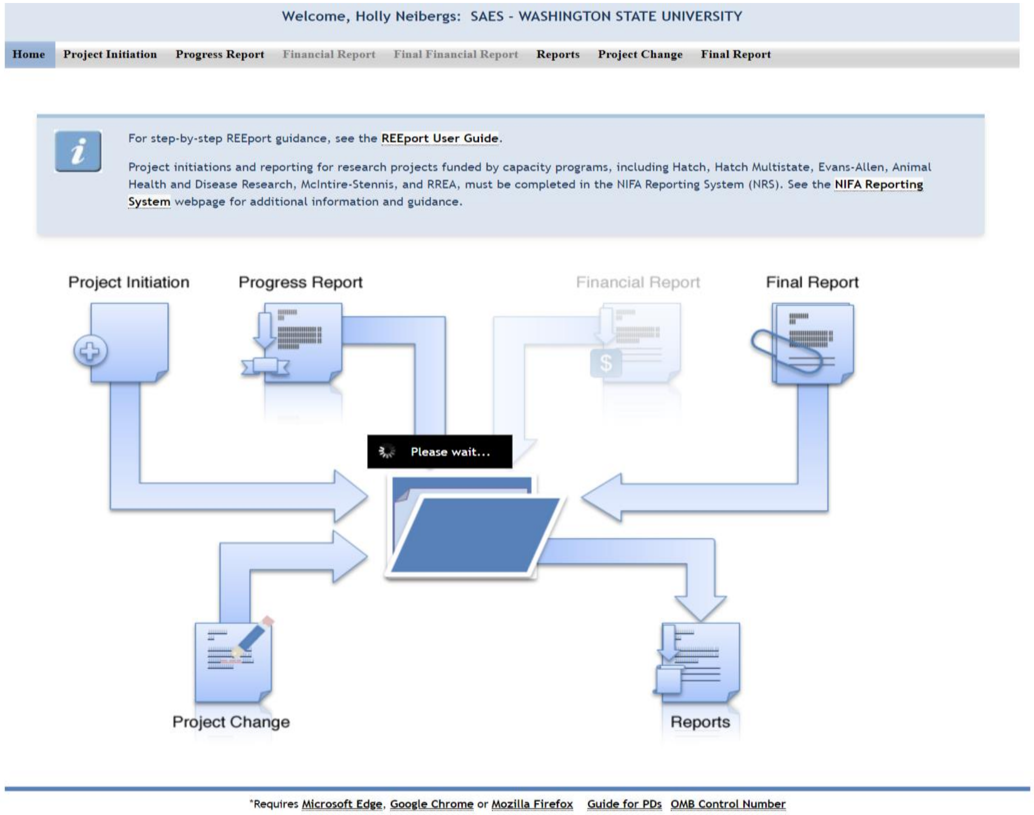
Enter your email address and password; hit "enter" or click the "Log in" button. Upon logging into the Portal, users who have an active account will see a REEport link under "Active Applications" shown circled below.

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]



Users who do not know if they have an active account but think they need to use REEport should email Ellen Yeates at eyeates@wsu.edu to determine if access to REEport is needed and to have the CAHNRS Office of Research set up a user account. This access applies to Project Directors and departmental support staff who have responsibilities for entering, editing, and sorting REEport forms.

Once you click on the REEport (SAES – WASHINGTON STATE UNIVERSITY) box, you will see this screen (shown below) with different "modules" for **Project Initiation**, **Progress Report**, **Final Report,** and **Project Change** that you can access. Other modules include the **Financial Report,** used by the WSU Finance Office to report expenditures, and the **Reports** module used by Site Administrators to track operations of projects from Project Initiation through the Final report.



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 changes to fields of an existing project may be edited. A module is composed of multiple sub-sections or “screens” that you are required to complete before submitting the report for that module.

Project Initiation

For NIFA grant recipients, certain fields on the Project Initiation form are pre-populated with information about the project. This module is intended to gather all relevant project proposal information for NIFA review. The information entered should be sufficient to explain the objectives of the project and how results will be achieved. Upon submission, the Project Initiation report is sent to a NIFA National Program Leader for review. The National Program Leader makes the decision to approve, defer, or decline the project report.

Progress Report

This module is used to provide annual updates on the progress made for both formula (non-competitive) and non-formula (competitive grant) projects. The REEport system requires the submission of progress reports in sequential, chronological order. The system will create one Progress Report at a time for a given project after the previous year’s report is submitted. In the final year of the project, instead of submitting an annual progress report, you will submit a **Final Report**. In the Final Report, 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).

Full Time Equivalents (FTEs) are estimated and included in the Project Initiation and the annual Progress Report. In the Project Initiation module, estimate the total number of FTEs that will support the project over the term of the project. If you are unsure, the CAHNRS Office of Research will fill in this section with 0.10 FTE in the “Scientist” section during the submission phase. In subsequent Progress Reports for that project, the CAHNRS Office of Research will report the actual number of FTEs from federal funding that supported the project for that reporting period.

The Classification of Instructional Programs (CIP) codes represents academic programs for colleges and universities in the US. Here is a link to the CIP codes directory https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55 for the FTEs for student participants. The CAHNRS Office of Research can help determine the CIP codes based on the names of student participants, if you are unsure of which one to choose.

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, and McIntire Stennis, and Renewable Resources Extension. The CAHNRS Business Finance Office will be the one to report expenditures on behalf of all the formula projects.

Project Change

The Project Change module 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 requires NIFA approval, the Project Director or Site Administrator will submit changes to NIFA. Once NIFA approves the changes, they become permanent. The Project Changes module also allows the Project Director or Site Administrator to view the history of changes that have been made to the project over time.

Final Report

The Final Report follows the same format as the annual Progress Report. However, the Final Report includes reporting on the specific research for the last year of the project as well as a summary of major research accomplishments over the entire project. For the Final Report, publications not previously reported must 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. The end date or term of your project is what triggers the status of a project to change from "Active" to "Completed." Only after a Final Report is submitted and approved, the project will move from "Completed" to "Terminated." Final Reports need to be submitted by all formula and non-formula grantees. Failure to submit the final report will result in the Project Director being suspended from receiving any future grants from NIFA until the report has been submitted.

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 competitive grant that has been awarded through the Grants.gov application and approval process. Once a competitive grant has been awarded, the recipient is notified by a NIFA Program Specialist or National Program Leader that they are required to use REEport to complete Project Initiation, annual Progress Reports, and the Final Report. The CAHNRS Office of Research will assist in assigning a project number, reviewing, and submitting these forms.

Project Initiation

The Project Initiation should be submitted as soon as the Project Director receives an official email notifying them that they are required to log into the REEport system to complete the Project Initiation. While there is no due date for submission of the Project Initiation, Project Directors should be aware that they will not be awarded any funds until NIFA has received the Project Initiation via REEport.

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 Project Director has a 90-day window before and after the anniversary date to submit the Progress Report to be considered on time. **Many AFRI grants require early reporting (90 days prior to the anniversary date) to determine if the project funding will be continued.**

Final Report

The Final Report is due on the anniversary date or up to 90 days beyond the anniversary date of the project to meet NIFA's requirements.

STEP	Non-Formula Projects *Including Competitive Grants*
Project Initiation	As soon as notification of award is received. Start date may be in the future
Progress Report	Anniversary Date (may be required to be submitted up to 90 days prior)
Financial Report	Not required by Project Director
Final Report	Anniversary Date (may be submitted 90 days before or after End Date)

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. However, **WSU requires that Annual Reports are due by March 1.** REEport does not require Proposals or Assurance Statements. 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 projects. However, NIFA does not use, review, or perform any validation of state projects.

General Workflow, Submission and Approval Processes

REEport documents **follow this basic workflow:**

PD completes REEport modules and submits electronic forms for institutional review

REEport forms signed by:

- Department
- CAHNRS Office of Research

Report then submitted to NIFA

Project status will change after NIFA's approval decision on the report. Possible status will differ depending on if the action is for project initiation, an annual report or project termination.

Project Initiation:

- Active
- Deferred
- Declined

Annual Report:

- Active

Project Termination:

- Complete

Project Initiation occurs at the beginning of the project and follows the above workflow. The same workflow is also used for the annual reports and for project termination.

Status definitions:

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 National Program Leader. 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 National Program Leader and is currently within the overall project duration dates (i.e. between the start date and end date of the project).

Deferred: The project has been deferred by a National Program Leader, 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 National Program Leader to render a final decision. The project is sent back to the Draft stage in REEport. The CAHNRS Office of Research will assist the Project Director in entering necessary changes before it is resubmitted to NIFA.

Declined: The project has been declined by a National Program Leader; it may not be resubmitted as it is now.

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

Make sure that all the documents that you have submitted for review at your institution, are subsequently submitted to NIFA in a timely manner. You should receive an email from NIFA that your report has been submitted. You will also receive email notifications from the REEport system alerting you when a major action has been taken on your project.

Getting Started – Project Data Entry

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

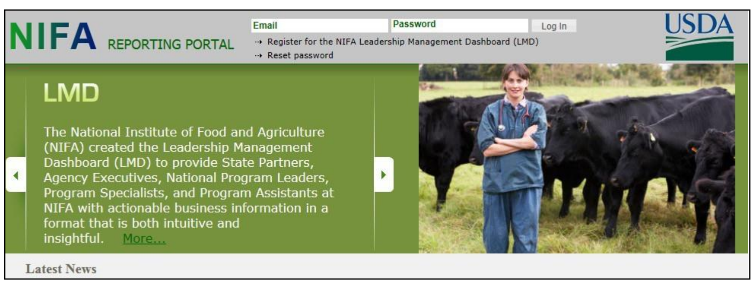
Project Directors

Project Directors will be provided access to REEport by their Site Administrator. Once they are established as a new user, the Project Director will receive an email from REEport asking them to verify themselves and set their password (see "Logging In – First Time User Verification Process" below).

Logging In – First Time User Verification

All users will go through a verification process in the NIFA Portal if they have not logged in before. Only users who have set their own passwords are considered "Verified."

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



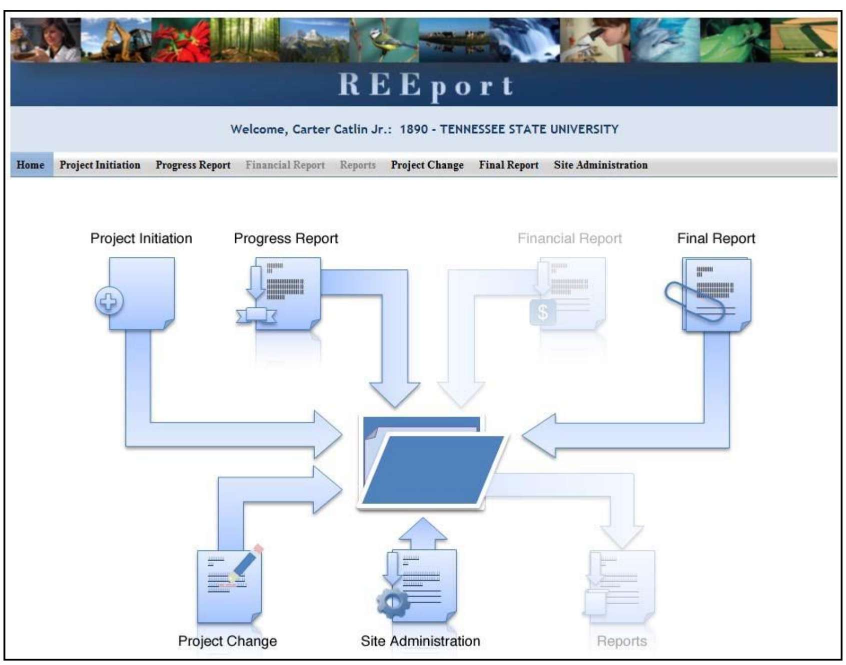
2. You will be asked to re-enter your email address and click "send email."

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.

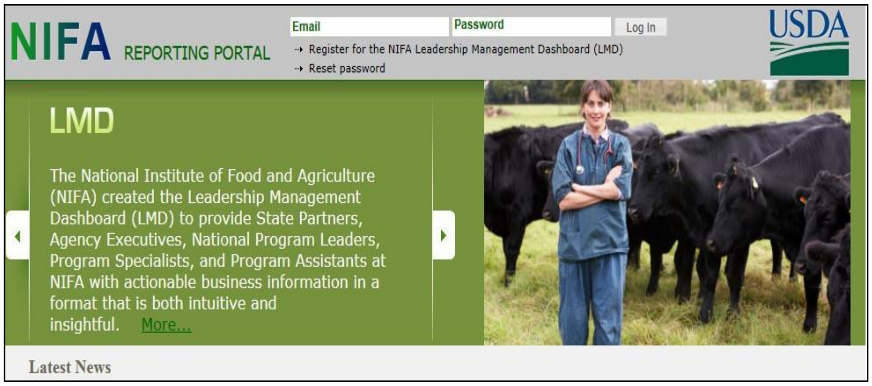
5. Under “Active Applications,” click the “REEport” link. All REEport users will have a slightly different link name since the name of the link associates them with a particular institution.

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

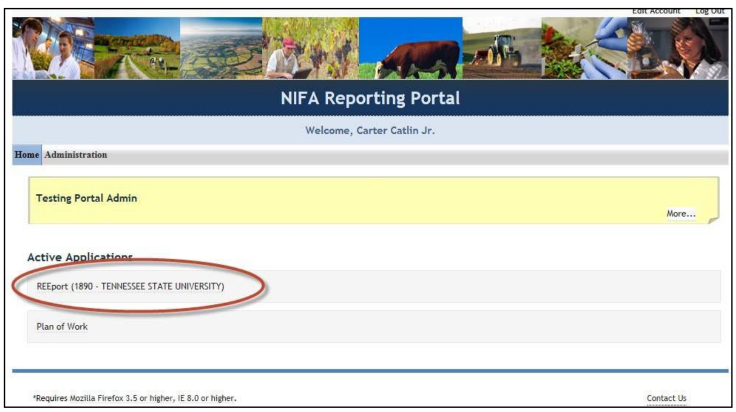


Logging In – Returning Users

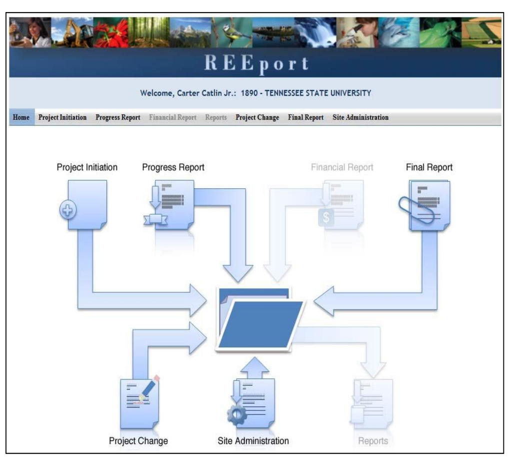
1. At the portal login page, enter your email address and your password (set by you the first time you logged into Portal. Click “Log In.” (If you do not remember your password, click the “reset password” link at the top of the portal login screen and follow the instructions). Click the “REEport” link 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.



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 Site Administrator in the CAHNRS Office of Research.



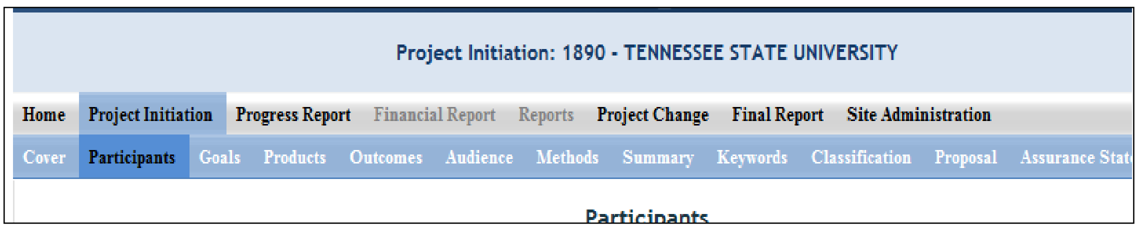
2. You will be brought to your REEport home page, where you can initiate new projects and manage existing projects.



Navigating the Software

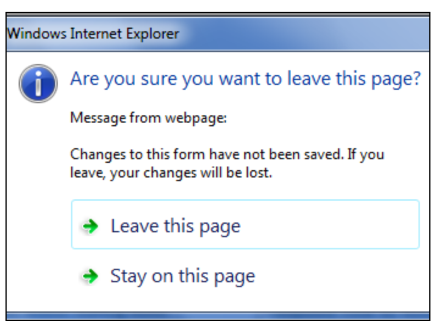
When moving from screen to screen in REEport, regardless of the module you are in (i.e. Project Initiation, Progress Report, etc.), you can use the menu bar at the top, and also to use the navigation buttons provided at the top and bottom of each screen to move through the different sections.

When moving from one page to another, clicking “Next” will advance you to the next section but will not save your work. You must click “Save” to save your work prior to advancing to the next section. Alternatively, to move to another page, you can click the name of that section, such as “Participants” at the top of the menu bar. However, <u>your data will be lost if you do not hit the “Save” button first</u>.



If you do not click Save and use the menu bar at the top of the page 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 need to 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.

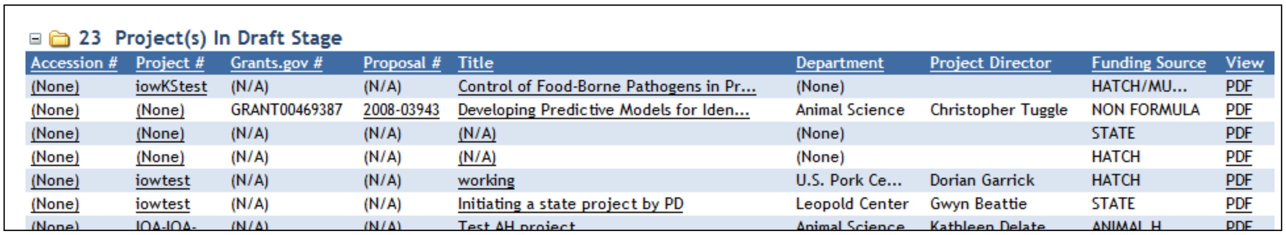


<u>**Finding, Editing, & Managing Projects**</u>

When moving from module-to-module and from project-to-project within the modules, it is helpful to remember that every module is set up 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 sure what the project status is. 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 “Expanded Folder” views to see the list of projects in that folder. If there are three projects on which you would like to work which are all in Project Initiation, you might find it 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)	iowKStest	(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)	iowtest	(N/A)	(N/A)	working	U.S. Pork Ce...	Dorian Garrick	HATCH	PDF
(None)	iowtest	(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

- All of the instructions are provided in the REEport system (help text is indicated by the icon) and in the following CAHNRS Office of Research 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.
- 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 module 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.
- Whenever you enter data on a page, you need to 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

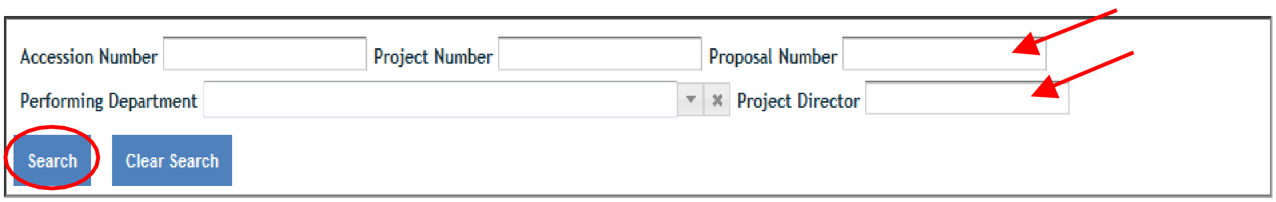
The Project Initiation report must be submitted to NIFA for a project to become officially active.

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.)

The Project Director will not receive funds until the National Program Leader receives the Project Initiation through REEport. Project initiation forms for non-formula (competitive) 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 Project Director name into their respective fields and click Search.



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).

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...	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

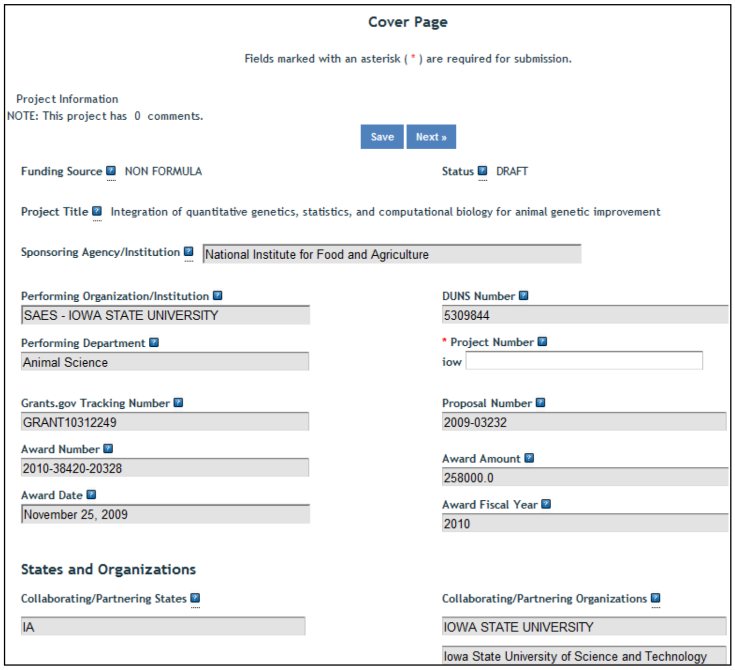
2 Project(s) Pending Submission to NIFA

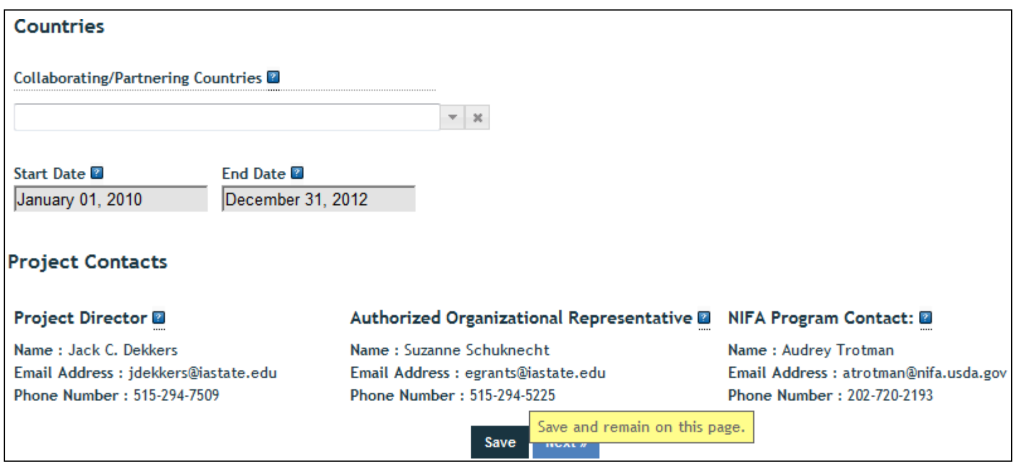
1 Project(s) Submitted to NIFA

Project Initiation – Create a New Project

COVER PAGE

Most fields for the Cover Page of non-Formula (competitive) funded research projects are pre-populated and the information is automatically imported from Grants.gov.





<u>Funding Source</u>

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

<u>Status</u>

The Status of a project is assigned by the REEport system and starts at the "Draft" stage. Various actions taken by the Project Director the Site Administrator or NIFA personnel (National Program Leader or NIFA Administrator) will trigger the REEport system to change the Status, as appropriate.

Title
The project title is pre-populated based on the approved grant application title.

Sponsoring Agency/Institution
The organization that is funding the project. For all formula and non-formula (competitive) Projects, the sponsoring agency is NIFA. For state projects 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 project director is assigned and performs most of their duties and research.

Project Number
The project number is an identifier (combination of letters and numbers) used by the performing organization/institution. For a NEW project, use the temporary number: WNPYourLastName until the CAHNRS Office of Research assigns a permanent number before submission. Example if my last name is Jones: WNPJONES. The Division Station Code (WNP for Washington State University CAHNRS Office of Research projects) will always automatically be appended by REEport as a prefix to the number entered. NIFA only uses accession numbers for tracking purposes.

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).

<u>Collaborating/Partnering States</u>
If this section allows data entry, put in the states where other participants are conducting research.

<u>Collaborating/Partnering Institutions</u>
If this section allows data entry, after selecting state, a menu will provide a list of possible institutions.

<u>Collaborating/Partnering Countries</u>
If this section allows data entry, select the country of citizenship of foreign participants. 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). A "contribution" of effort and/or resources can be made regardless of whether or not the partnering entity is receiving or contributing actual monies towards the project.

<u>Start Date</u>
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.

<u>End Date</u>
The project end date for non-formula projects is prepopulated based on the approved grant award.

Project Director
Authorized Organization Representative
NIFA Program Contact

PARTICIPANTS

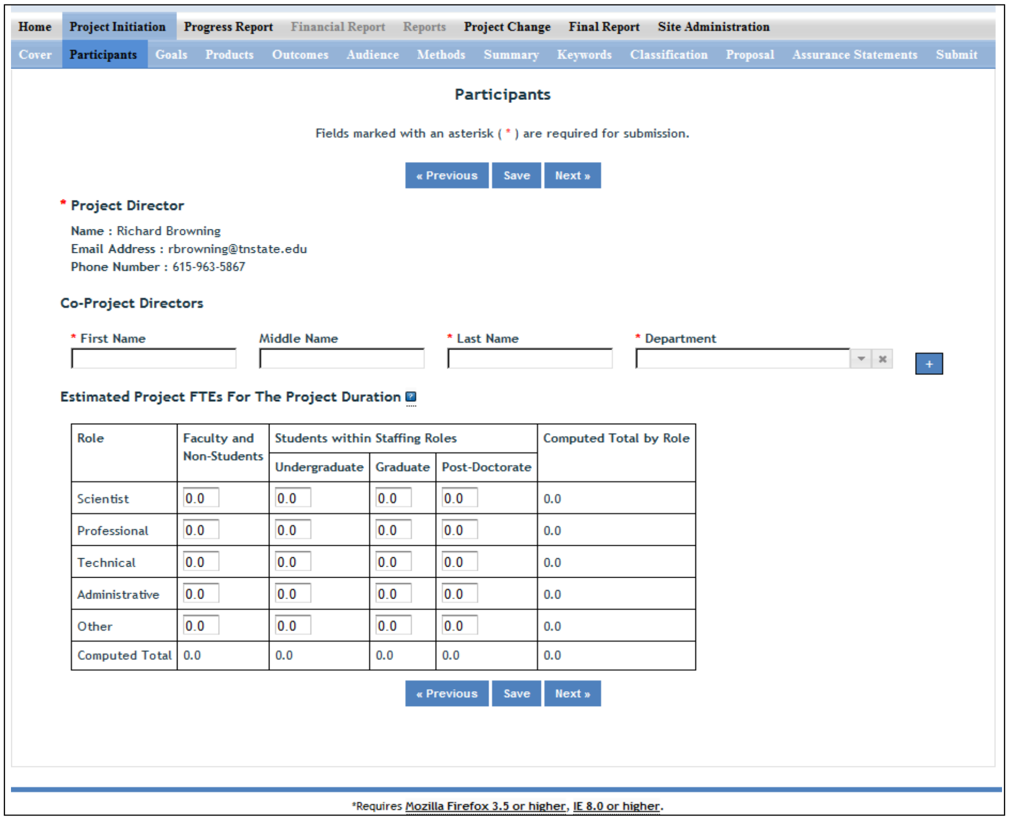
Project Director (PD)
Fields pertaining to the project director are pre-populated according to what is displayed on the cover page.

Co-Project Directors
Enter the information for all co-project directors and other participants. The co-project directors are the other participants who are contributing significant effort and are also listed on the proposal/outline. To enter more than one co-project director, click the "+" sign that appears after the first one has been added. Repeat as needed for additional participants. However, REEport may only show the co-project director at the time of the award. If the field is gray, it cannot be edited.

<u>Estimated Project FTEs for the Project Duration</u>
A full-time equivalent (FTE) is defined as the number of total hours worked divided by the maximum number of 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) equals 1 complete FTE. If that same person works a full-time schedule on a 5-year project, then that would equal 5 FTEs.

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

GOALS



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	0.0	0.0	0.0	0.0	0.0
Professional	0.0	0.0	0.0	0.0	0.0
Technical	0.0	0.0	0.0	0.0	0.0
Administrative	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	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.

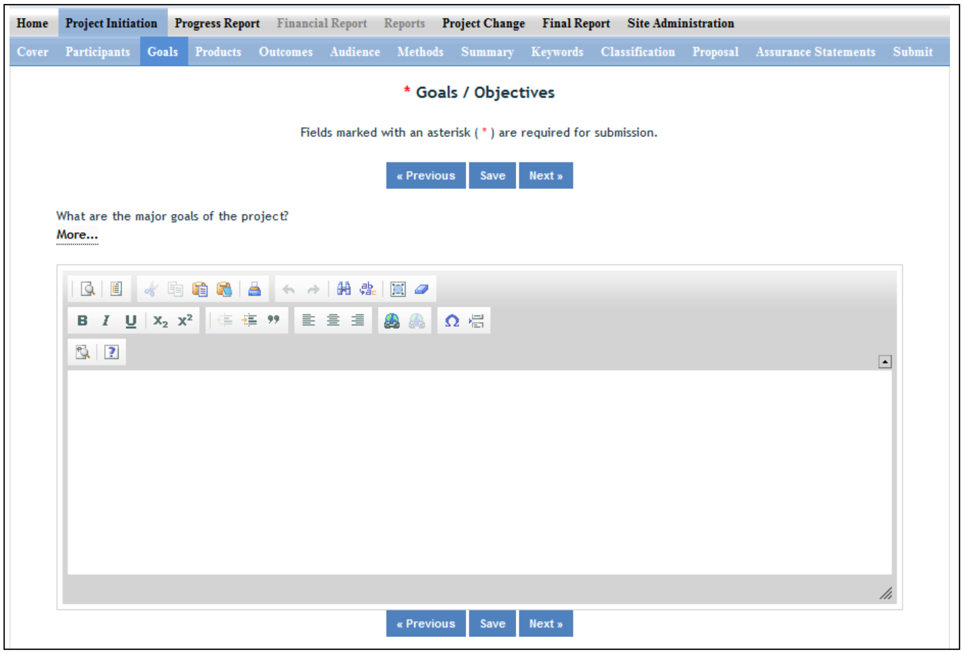
The following information describes the general participant categories:

- **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, etc. 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?

PRODUCTS

Identify the products/outputs that are planned because of this project. You may use paragraphs and/or lists. NIFA considers the terms “products” and “outputs” to be synonymous. Products/outputs are activities, events, services, and products that reach people.

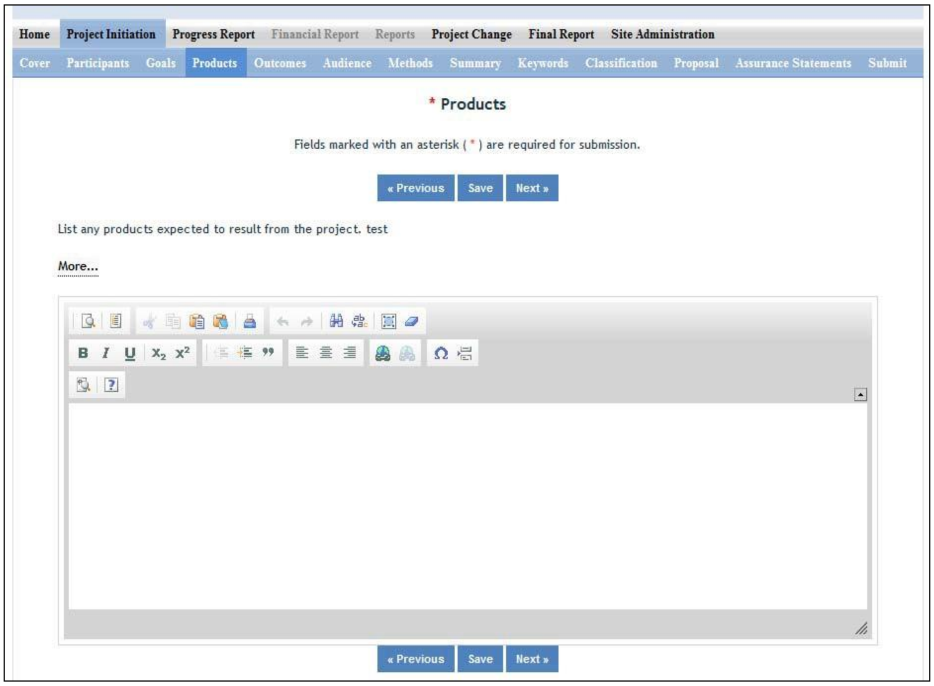
Activities: Conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring

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

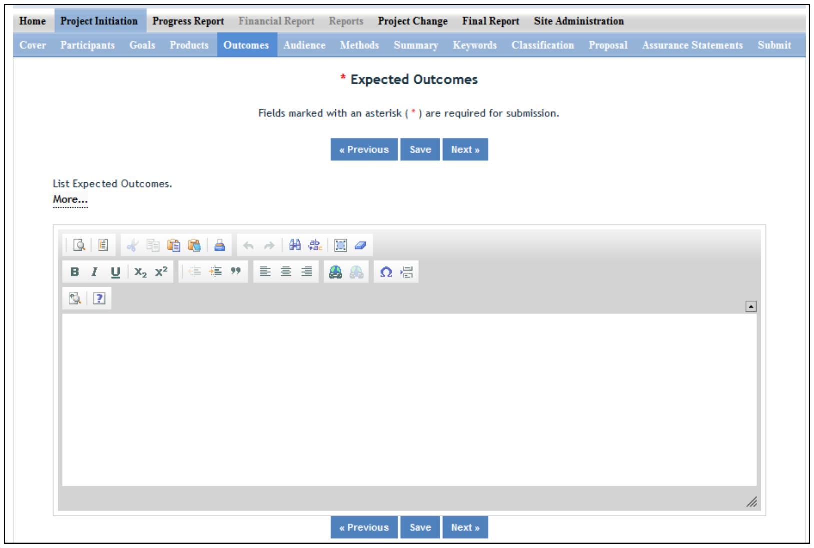
Services: Consulting, counseling, and tutoring

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

In future reports, the only items that should be included in the "products" section are publications, patents, and plant variety protection. 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



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..."

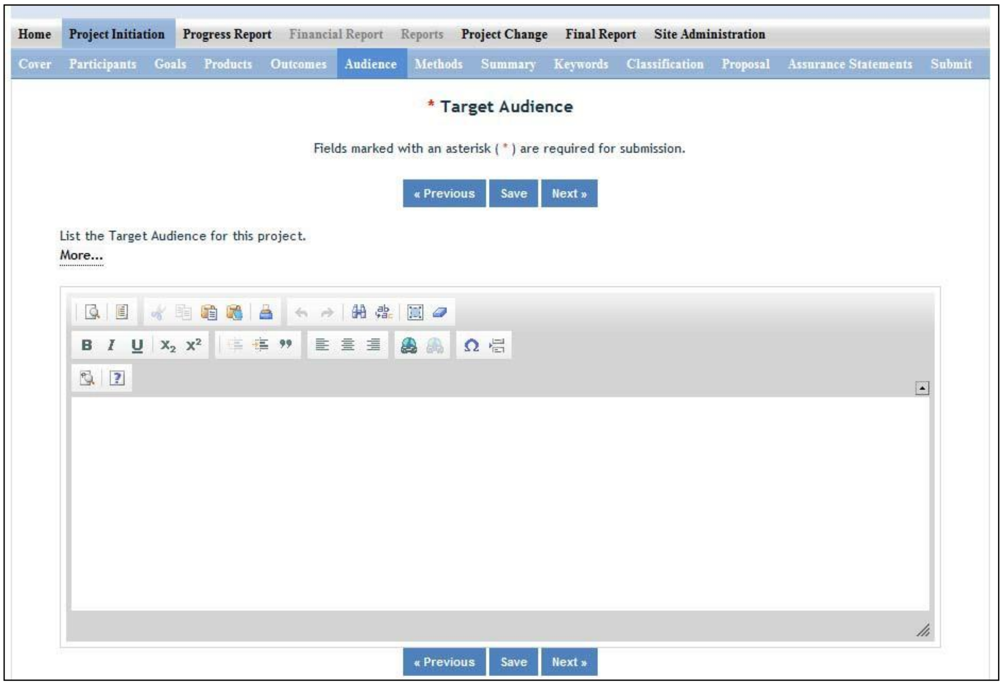
Change in knowledge: For a research project, a change in knowledge can be a breakthrough understanding in scientific knowledge. For education or extension projects, a change of knowledge occurs when recipients of an education or extension activity demonstrate significant learning/information gain in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

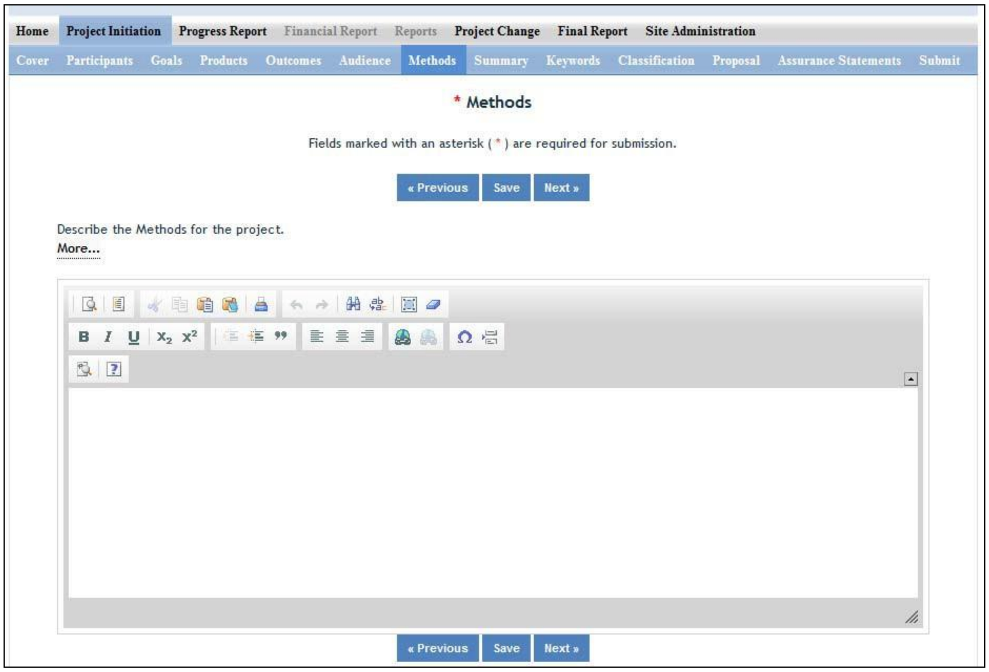


Provide a description of the audience(s) that will be the focus of efforts over the course of this project. The target audience(s) you describe in this project initiation should include all of the audiences you plan to reach over the course of the project. **Target audiences include:** Individuals, groups, 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 are formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

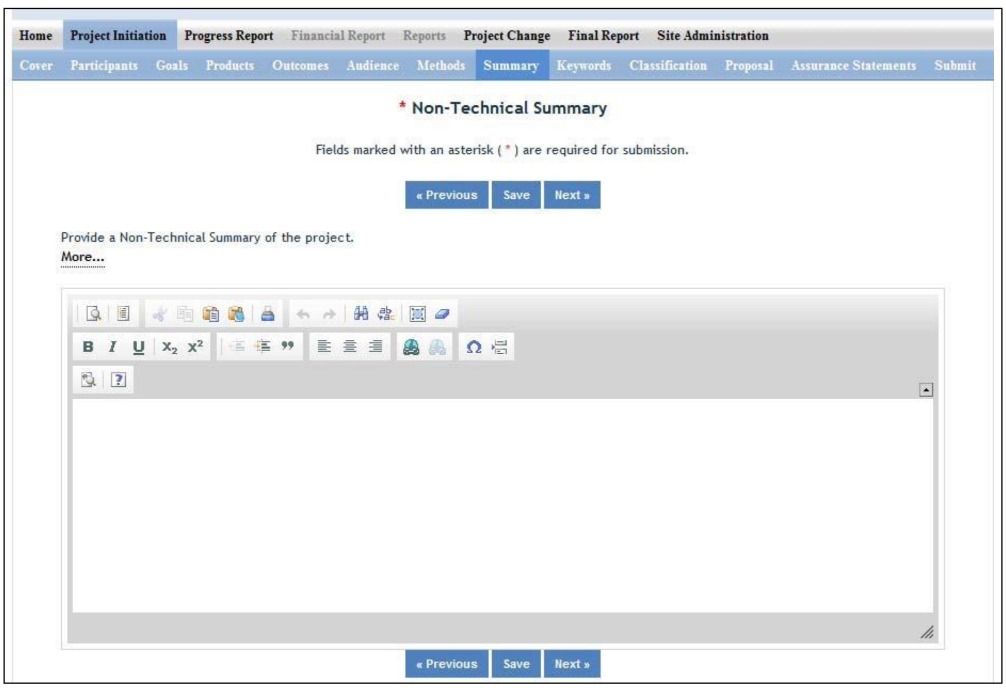
METHODS

Describe the 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. **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.

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

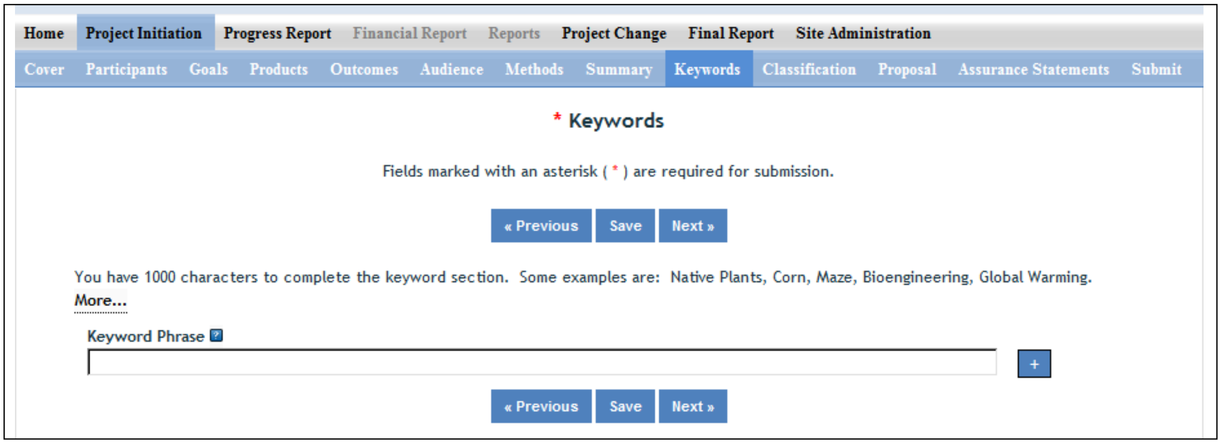


The non-technical summary is an opportunity to briefly sum up the importance of the project in terms that the lay person (i.e. those without scientific backgrounds) can understand. A good non-technical summary is composed of 1-2 succinct paragraphs that cover three main points:

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



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. If there are specific words or phrases that you have used repeatedly in other sections of your project initiation then those same words or phrases should be in your keywords section.

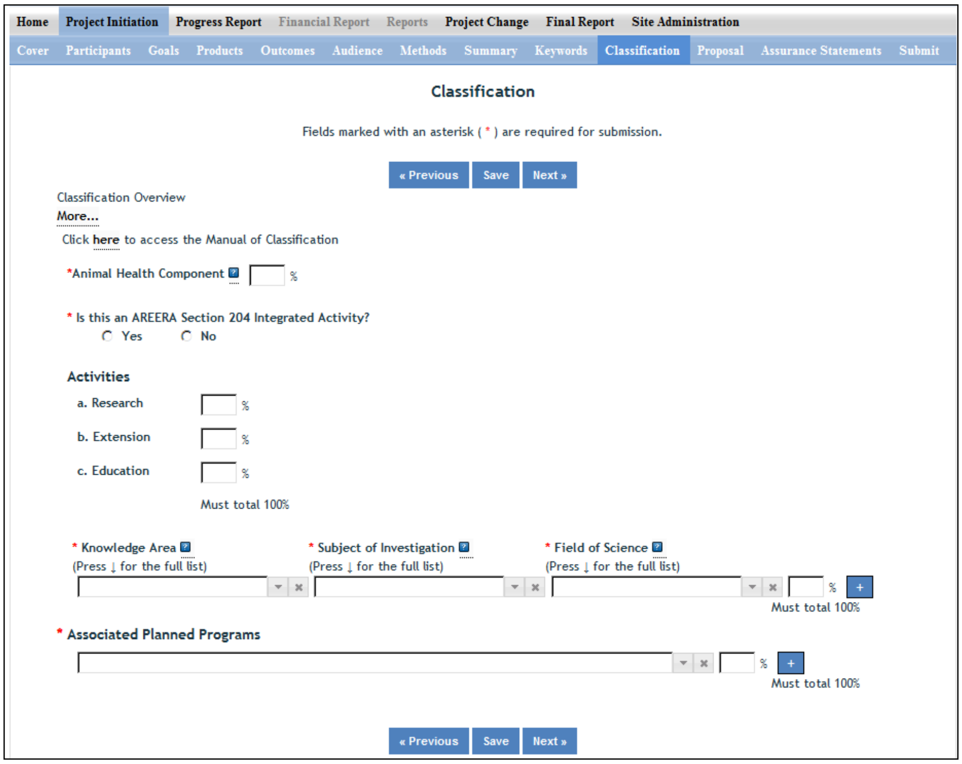
Another way to think of keywords is that they should, collectively, resemble an abbreviated abstract of the project narrative. Keywords can be a word or phrase that represents a concept, and they can fit into three areas or levels: general concept, class or category of research, and specific subject/item 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, and mechanical harvesting.

CLASSIFICATION



All projects entered in REEport must be classified according to a standard classification which consists of a series of three classification areas:

1. Knowledge Area (KA). There are 79 knowledge areas arranged into nine topic areas.

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

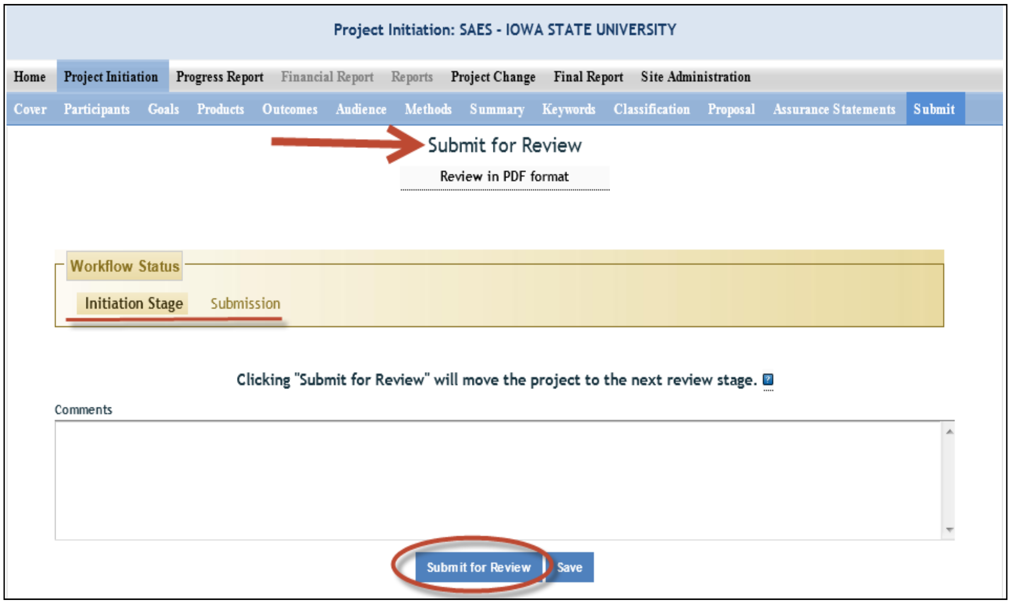
3. Field of Science (FOS) consists of a modified version of the fields of science used by the National Science Foundation for various government wide reports.

Each project will 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 10 classification lines may be entered on a single project. All lines require an assigned percentage, with no having a percentage less than 10%. The available codes from which you may choose are defined in the Classification Manual http://nifa.usda.gov/resource/manual-classification .

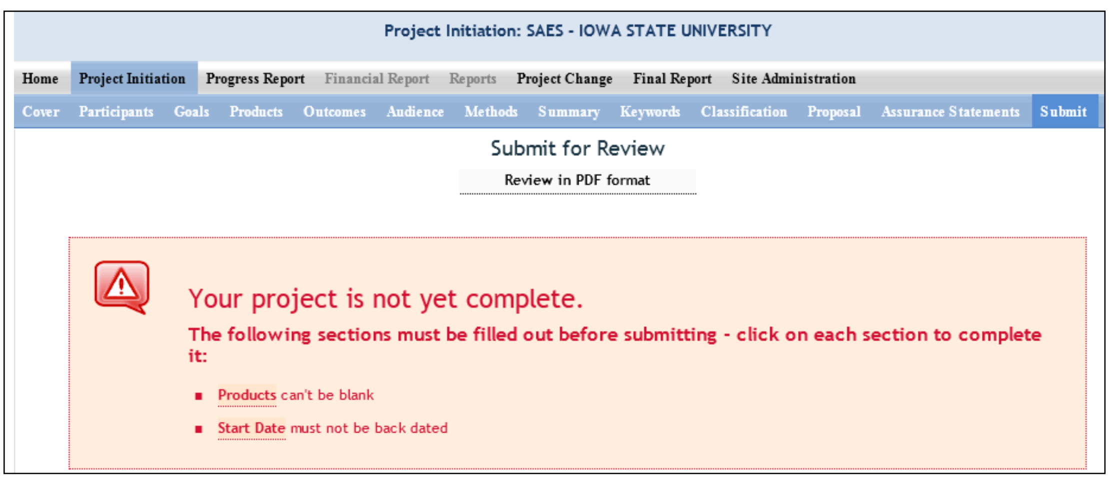
SUBMIT

The site administrator and project director both have the capability to submit a project to the "Institution/Site" (i.e. the CAHNRS Office of Research) for review. This is usually completed by the project director when all errors have been corrected and the PDF copy has been sent out for department signature.

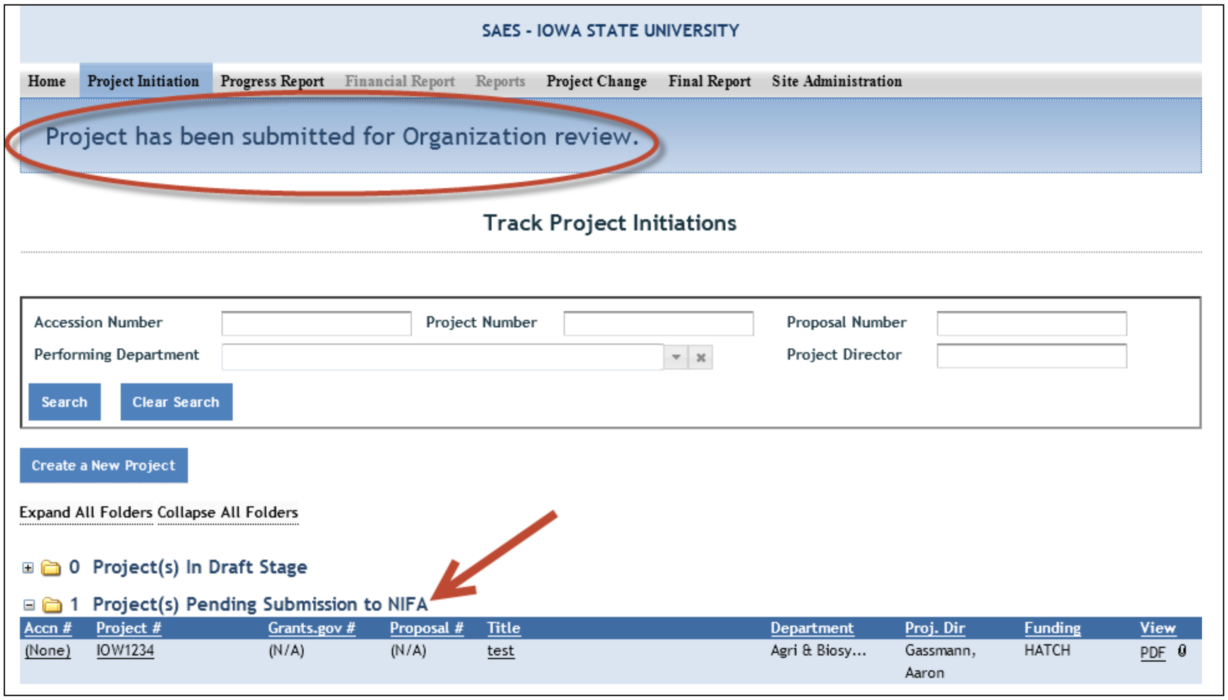
Remember that any project found in the "draft" folder at the project initiation home screen has not yet been submitted for review to the CAHNRS Office of Research office. The "Submit for Review" in project initiation is shown below:



The submitter (site administrator or project director) 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 <u>red arrow</u> indicating that the project is ready to "<u>Submit for Review</u>." To actually submit the project, make sure to click the "Submit for Review" button at the bottom of the screen (red circle). It will move the project to "pending submission" for the CAHNRS Office of Research to review and submit. 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 and 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 CAHNRS Office of Research to review once the renewal packet is received with the signed copy of the REEport Project Initiation forms.



The CAHNRS Office of Research is not notified by the REEport system that a project has been moved from the "draft" status to the "pending submission" status. Project directors and departments need to work together to ensure that all forms are completed and inform the CAHNRS Office of Research that they are ready for review. If edits are needed, the project will be sent back to the "draft" stage by the CAHNRS Office of Research. Depending on the extent of editing that is necessary, the CAHNRS Office of Research may choose to complete them for the project director without having to send the project back to the draft stage. **After submitting your project initiation for review, be sure to print out a PDF copy of the project, have it signed by your Department Chair/Director and sent to CAHNRS Office of Research.**

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 CAHNRS Office of Research is your first source of support and can also submit questions and call NIFA on behalf of project directors 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 project director is submitting a question directly to the REEport on their own, please make sure to include the project director'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 Planning, Accountability, and Reporting Staff 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 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 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.

New Requirements for Public Access to Data and Publications

To enhance public access to publications and data from federally funded projects from the USDA, beginning in 2025 all research projects will require a data management plan, which will generally require identification of a repository where the data will be shared for long term public access. Repositories that assign datasets with a citable, unique persistent identifier such as a digital object identifier (DOI) or accession number to facilitate reporting and access is recommended. To learn more about finding a repository visit: https://www.nal.usda.gov/data/find-data-repository. The research data catalog and generalist repository for public access to data produced during research funded or co-funded by USDA is Ag Data Commons. All USDA-funded researcher must ensure that a catalog record indicating the point of public access to their data is created in the Ag Data Commons.

To catalog your publicly available USDA-funded data in Ag Data Commons:

1. Register an account at https://agdatacommons.nal.usda.gov/
2. Follow the instruction in the Data Submission Manual

https://www.nal.usda.gov/services/agdatacommons/data-submission-manual

If you have any questions regarding the curation process, you can contact the curation team for further information at nal-adc-curator@usda.gov.

These new regulations also require that **publications must be published in an open access journal** and that all **data be deposited in a data repository at the end of the project term of the grant, or at the time of publication, whichever comes first.**