



United States
Department of
Agriculture

National Institute
of Food
and Agriculture



BIOENERGY, CLIMATE,
AND ENVIRONMENT

FOOD PRODUCTION
AND SUSTAINABILITY

YOUTH, FAMILY,
AND COMMUNITY

FOOD SAFETY
AND NUTRITION

INTERNATIONAL
PROGRAMS

REEReport

Research, Extension, & Education Project Online Reporting Tool



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REEReport Terminology

- **Project Initiation** – The form you submit in order to begin a project and make it ‘active.’
- **Progress Report** – The form you submit annually to report the progress and accomplishments of the project in the past year.
- **Final Report** – The form you submit at the end of the project (or to terminate the project early or complete a PD transfer). Accomplishments reported on this report cover the LIFE of the project, not just the most recent year.



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Due Dates

- **Project Initiation** must be submitted as soon as possible after PD receives notification email that the form has been created in REEport.
- **Progress Reports** are due annually within 90 days after the anniversary of the start date
 - If you are within 90 days of the current end date of the project but have been notified you will receive a continuation award or no cost extension, you must submit the progress report within 90 days BEFORE the anniversary of the start date.
- **Final Report** must be submitted within 90 days after the project end date.



Accessing forms in REEport

- The PD listed on the grant is the primary person who can edit forms in REEport
 - The edit access is based on the user account tied to the project. **The user account is defined by the email you submitted on your grants.gov application.**
 - Note: Site Administrators at LGUs also have edit/submit to NIFA access.
- AORs listed on the grant have read-only access via PDF links in REEport



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Auto-Populated Data in REEport

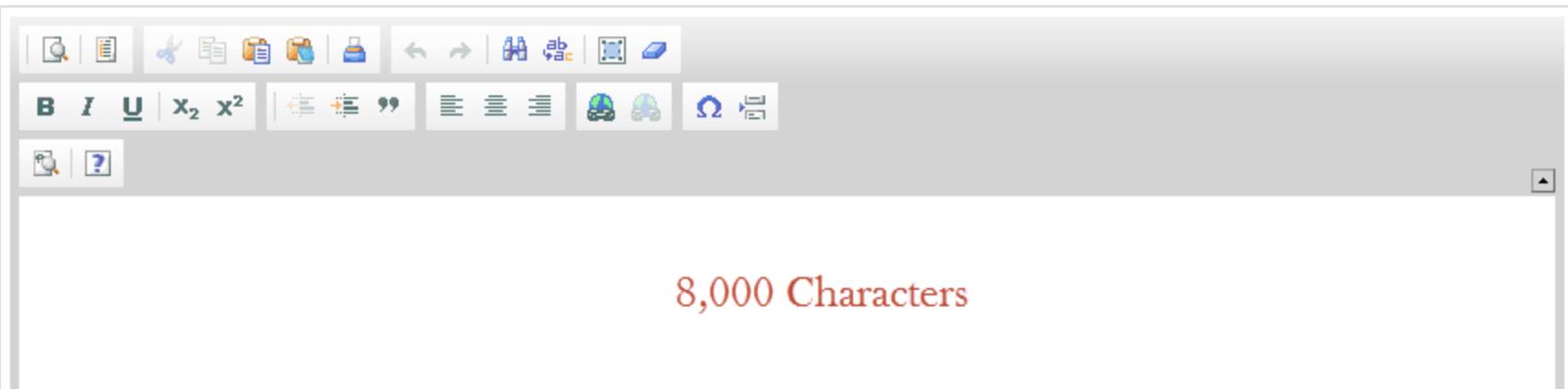
- Some data on the forms in REEport are auto-populated for you based on what you submitted on your grant application.
 - Most of this is on your Cover page.
- If you notice any of it is wrong, please contact reeport@nifa.usda.gov to have it corrected.
 - Make sure to specify the exact page and field that needs editing.



When Reporting Progress...

- **Pay attention to the help text!** 
- The most important field on the progress report & final report is on the “Accomplishments” page.

* What was accomplished under these goals? 



8,000 Characters



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Include a statement of 1 to 2 paragraphs describing the **IMPACT** of your project. This statement will be a primary tool for briefing leadership and legislators about what has been accomplished with the public funding invested in grant programs. It is imperative that this portion of your report be written in plain, non-technical language. Where possible, use numbers that will be meaningful to non-scientific audiences such as community leaders, politicians, taxpayers, and farmers. **You will need to translate results of your work into lay terms – things that everyday people can relate to. Consider reporting things like changes in economics, community dynamics, environmental conditions, or agricultural norms.**



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3 Questions to Guide You:

1. Concisely state the issue, problem, or need that your project addresses (i.e. what are you trying to help solve, fix, mitigate, improve?) **250 words max**
2. In a few sentences, what did your project do about this issue/problem during this reporting period? **500 words max**
 - Hint #1: Refer to your project logic model if you have one and use the INPUTS, OUTPUTS, and OUTCOMES to help describe the accomplishments.
 - Hint #2: What you say your project did should be a lead into answering the next question...
3. Who or what is/will be most immediately helped by your work, and how? (i.e. what audience did you originally intend for your work to impact?) **250 words max**
 - Hint #2: Did your intended audience gain knowledge, change their actions, or change a community/societal/social condition?
 - Hint #1: State any quantifiable benefits that resulted or will result from or support these changes – dollars saved, increased earnings, increased production, percentage trained, gallons/acres saved, etc.



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REEReport Live Demo

Let's log in as a PD and walk through the software, focusing on the Progress Report module...

Reporting Portal URL:

<http://portal.nifa.usda.gov>



REEReport Communications from NIFA

- Newsletters
- Emergency notifications about glitches/bugs, REEReport downtime, etc.
- Updated guidance documents, policy memos, website postings
- Requests for comments & feedback



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Subscribe to the Listserv

To subscribe to the email list, send an email to lyris@lyris.nifa.usda.gov. Skip your subject line and type ***subscribe REEportDeploy*** in the body of your message. Be sure you receive an email confirming your subscription.



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REEReport Webpage

http://www.nifa.usda.gov/business/reereport_imp.html

- User Manual
- Up-to-date Policy & 'How To' guides
- Training Videos
 - Project Initiation

http://www.nifa.usda.gov/business/pdfs/ind_affil_videos/REEReport_proj_init.mp4

- Progress Report & Final Report

http://www.nifa.usda.gov/business/pdfs/ind_affil_videos/REEReport_progress_final_report.mp4



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Customer Support

- **Help Desk:** reeport@nifa.usda.gov
 - This reaches at least 5 people at the NIFA “Tier 1” help desk, and you are assured to get the fastest response this way. The help desk works closely with the REEport team to troubleshoot issues.
- **REEport Customer Service Team:**
 - Adam Preuter: apreuter@nifa.usda.gov, 202-690-0124
 - James Hultzman: james.hultzman@nifa.usda.gov, 202-690-0009
 - Katelyn Sellers: ksellers@nifa.usda.gov, 202-401-5482



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Questions?