



National Institute  
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TO: Directors, State Agricultural Experiment Stations  
A-TR's, McIntire-Stennis Programs  
Research Directors, Evans-Allen Programs  
Deans, Schools of Veterinary Medicine

FROM: Bart Hewitt   
Director – Planning, Accountability, and Reporting Staff

SUBJECT: Request for FY 2016 Data  
REEport Project Financial Report

Request for FY 2016 Data  
Progress or Final Reports in REEport

The annual fiscal year 2016 REEport Project Financial Report (formerly known as AD-419 Funding and Staff Support) and fiscal year 2016 REEport Progress/Final Report data are now requested. Completion of these reports should facilitate the AREERA Annual Report process for those institutions that receive AREERA capacity funds (reminder: the Plan of Work requirement is suspended for FY17). The reports will also provide essential accountability data for the agency to use in responding to congressional inquiries, working with the Office of Management and Budget, and other decision makers.

**NIFA asks you to ensure that these reports are submitted on time. Although last year's submissions were more timely than the previous year's, a few were still more than four months late. NIFA cannot generate financial reports for agency use until all the data are in. Late submissions make it difficult to ensure an accurate picture of NIFA-funded programs can be generated for budget planning and justification. Your every effort to submit these reports by the indicated deadline will be greatly appreciated. NIFA will withhold disbursement of formula grant funds, beginning with the third quarter formula grant funds due for disbursement in April 2017, until the Project Financial Report is received.**

**IMPORTANT NOTE:** The REEport Financial module was updated last year to make the financial reporting process more “self-service,” meaning that you are able to enter your data, clear any errors, certify the data, and close out, without any NIFA intervention.



### **Preparation Notes for REEport Annual Progress/Final Report:**

1. Administrative projects: Progress reports are not required for administrative projects with the exception of administrative Hatch Multistate projects. Progress Reports on Hatch Multistate projects account for the limited dollars allowed to be spent on regionally approved Extension and Research projects (ERAs), Coordinating Committee (CC) projects, and Developmental Committee (DC) projects. Each Experiment Station that spends those limited dollars on these type projects for travel and such should have an administrative project directly related to the appropriate regional administrative Hatch Multistate umbrella project. NOTE: with the implementation of REEport, all ERA, CC, and DC projects must now be documented on one of the four following administrative projects instead, depending on your Multistate region – W-106, NC-100, NE-059, S-065.
2. Measurement Data: Measurement data should be reported in metric terms only.
3. Patents/Inventions: Patent applications and applications for Plant Variety Act protection are considered products and should be reported in the Products section of the report designated for that purpose.
4. Progress/Final Reports: An annual Progress or Final Report should be submitted for all active projects. Note that all reports are now submitted via REEport.
5. Final Reports: When a project is complete or discontinued, a Final Report, covering the life of the project, should be submitted in lieu of a Progress Report.
6. Competitive (Non-Formula) grant reports: Progress Reports for all active competitive grants should be submitted as defined in the Terms and Conditions.