



United States
Department
of Agriculture

Research,
Education, and
Economics

National Institute
of Food and
Agriculture

1400 Independence
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Washington, DC 20250

AUG 12 2014

TO: All NIFA Awardees

FROM: Cynthia Montgomery
Deputy Director
Office of Grants and Financial Management

SUBJECT: Reinstatement of Funding Sources Reporting Requirement for NIFA Awards

This correspondence is to notify you that the National Institute of Food and Agriculture (NIFA), USDA will be modifying the following terms and conditions to reinstate the annual submission requirement to report project level funding and the funding source. Beginning October 1, 2014 the modified award terms and conditions will be included in new awards and awards receiving an increment of funding.

- NIFA-specific terms and conditions that accompany the Research Terms and Conditions
- Small Business Innovation Research Grants Program
- Special Terms and Conditions – C

Prior to 2010, NIFA's award terms and conditions required the submission of Form AD-419, "Funding and Staff Support" through the Current Research Information System (CRIS). The requirement was retracted in a December 2010 memo (see http://www.nifa.usda.gov/business/awards/award_mod.pdf). The 2010 memo was issued because it was determined by the Administration that reporting on the SF-425 Federal Financial Report (FFR) would suffice. However, NIFA has continued to need data related to the funding from other Federal Agencies, private funding as well as state funding at the project level which is not captured on the SF-425 FFR.

The CRIS system was recently replaced by REEport, NIFA's electronic, web-based inventory system to submit an initial project initiation which documents expected products and outcomes of the project. The web-based system facilitates an electronic workflow between grantees and NIFA for project accomplishments to be easily searchable and allows for public access to information on Federally-funded projects. With the move from CRIS to REEport, the "Funding and Staff Support" (Form AD-419) will now be named, "REEport Project Financial Report," in REEport. For applicable awards, each year the award is active REEport will send an email to the awardee requesting completion of the "REEport Project Financial Report."

The Planning, Accountability, and Reporting Staff at NIFA will be providing training via online documentation and webinars (go to http://www.csrees.usda.gov/about/strat_plan_web.html to sign up for webinar email notifications) on the completion of the report using REEport.

Any questions regarding the completion of "REEport Project Financial Report" may be directed to reeport@nifa.usda.gov.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

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