FAQ's for REEport Training

1. If we set up reviewers (like a Dept Head) when the Reviewer makes comments and "sends back" does the PD get this back? or Site Administrator (or both) and is the notification by email or just in the REEport system?

ANSWER: The reviewer can't make edits or comments, and can't send a project back. However, a Site Admin or Assistant Site Admin can. With the "Project Initiation" or "Report" function, an email is sent to the PD and does contain comments.

2. Do we have to have to set-up a reviewer or can we just have the Site Administrator be the reviewer?

ANSWER: A reviewer is not required to be set-up; the Site Admin can also be the reviewer.

3. Under Project Initiation, can the "Type" of research like Hatch, Multi-state, etc. be changed if the project has been saved? Or if not submitted to NIFA? Can you return the first screen and change a Hatch to an Animal Health project as long as it has not been submitted? Or does the PI need to go in and delete and start a new project initiation?

ANSWER: After making the project Type and clicking Next, it cannot be changed. The Site Admin would need to delete the project and a new one must be created.

4. Where do we get project numbers?

ANSWER: Project numbers are controlled by your individual institutions.

5. Will our old project numbers be cleared out so we can use them again? Example - WVA00410 has terminated, can I use it in REEport as a new project?

ANSWER: Yes, you can reuse project numbers. The way CRIS is currently set up, the system does not allow you to reuse project numbers and we have to add a –T to the terminated project to allow the new project to come through. However, REEport only cares about accession numbers and therefore will allow you to reuse project numbers.

6. Can the PI complete and submit the forms without entering in a project number? For example, now they enter in NYC-SMITH and I create the actual project number NYC-125424.

ANSWER: The Project Number is a required field. Therefore, your example works since they are entering something, which you can change later.

7. I didn't see a field for grant/agreement numbers for grant projects. I frequently look up grants using the agreement number. This is a very important number – the Grants.gov number is useless to us, once a grant is funded we would never use that number.

ANSWER: The Agreement Number is found after opening a project on the Cover Page.

8. We often don't have the notice of the award until after the start date. Also, Federal awards usually have a fixed start and end date as part of the award information. If we don't set up the record in REEport until after the award starts, do we use the date of entry for the start date or the actual Federal start date of record?

ANSWER: The start and end date will be pre-populated because it comes through Grants.gov.

9. For the start date, we often have McIntire-Stennis projects where the start date is in the past (due to funding delays). Will there be an allowance in the future for back-dated start dates? Or must we select the current date, even for McIntire-Stennis, and thus wind up on a non-standard or shortened cycle?

ANSWER: No back-dating will be allowed in REEport. You must use the current date.

10. I understand Grants.gov proposals auto-populate REEport, does it also work the other way around? For example, when we update REEport with an annual report, for example, does it push the report back to the sponsor (for this question, I am asking about other Federal sponsors like NSF or DOE, not USDA projects)? Or is reporting still going to involve two separate steps? One report for REEport, and another manually sent to the sponsor?

ANSWER: No, REEport does not have this functionality.

11. What kind of changes are acceptable in REEport?

ANSWER: In the Project Change module, if you can modify a field it is acceptable. This is provided that it does not break any built in rules (you would receive and error message if it did), and is approved by a National Program Leader (NPL), if an NPL is required.

12. Why aren't project directors listed alphabetically by last name?

ANSWER: In Project Initiation the directors are sorted alphabetically.

13. Do I understand correctly that in the training environment the Site Administrator cannot change the permissions for the different user roles?

ANSWER: This is correct even after REEport goes live.

14. What is NIMSS?

ANSWER: NIMSS stands for National Information Management and Support System which houses all of our multi-state projects.

15. How does NIMSS work w/regard to REEport?

ANSWER: The multi-state project information is pulled from NIMSS into REEport.

16. Does the multi-state project information transfer to REEport project initiation module when you enter a new project and select NIMSS project number?

ANSWER: Yes, it pre-populates the Goals and Title.

17. Do you have a list of common keywords that can be used that is a pull down?

ANSWER: You can access the USDA Thesaurus at http://agclass.nal.usda.gov/dne/search.shtml

18. Are FTE's for a project initiation optional and therefore an estimate does not have to be submitted?

ANSWER: Correct, FTE's are optional and an estimate does not have to be submitted.

19. Can symbols be used within the forms, i.e. %?

ANSWER: Yes, symbols can be used.

20. Will scientific characters such as the copyright symbol be a problem in the description boxes?

ANSWER: No, you can use scientific characters in the description boxes.

21. Are we limited in "characters" in the description boxes?

ANSWER: There is an 8000 character limit.

22. In the progress report the actual FTE's are required not an option and if so, does this mean the future financial report will not ask for the FTE's anymore?

ANSWER: Correct, in the future the financial reports will not ask for the FTE's.

23. What happened to IBC approval?

ANSWER: We were told to take the recombinant DNA piece out of the assurance statements by our Awards Management Division to be consistent with the 424R&R for regular grants. Evidently, NIH Guidelines which are part of the terms and conditions covers this.

24. Can Site Admins edit a project a PD has entered?

ANSWER: Yes, the Site Admins can edit a project the PD has already entered.

25. Can PD bypass the Site Admin and submit changes directly?

ANSWER: Yes, only if the Site Admin allows it.

26. Will departments still be able to print off their department check list for the annual reporting process?

ANSWER: REEport does not have a printable checklist. You are able to sort and display on screen by the reporting period end date and this is your built-in checklist.

27. If a PD enters his final report in the progress module, how can this be corrected prior to submission?

ANSWER: Prior to submission, the Site Admin has the capability to edit it, or to send back for edits. So you are able to remove all content, and copy it into the correct Final Report.

28. How many Site Administrators will be allowed in REEport?

ANSWER: You are allowed as many Site Administrators as you want.

29. Can Site Administrators edit a project a PD has entered?

ANSWER: Yes, the Site Administrators have the rights to edit a project a PD has entered.

30. How does the site manager edit a PDF progress report? We often need to edit but do not send back to the PI of the corrections are minor.

ANSWER: The Site Admin does not edit a PDF progress report. You must upload a new PDF.

31. Can a PD bypass the Site Admin and submit changes directly?

ANSWER: The Site Admin controls the workflow, and therefore can submit only if the Site Admin allows it.

32. Under the Publication Types, does it show peered reviewed publications vs. others?

ANSWER: No, it does not show peered reviewed publications vs. others.

33. Do the reports submitted to NIFA have to be done individually or is there a way to submit all or a group of projects after administrative review (marked complete in CRIS)?

ANSWER: They must be submitted individually. (This may change at a later time)

34. Can you print blank copies of the forms from REEport?

ANSWER: No. You cannot print out blank copies of the forms in REEport.

35. When an email notification goes to the Site Admin, does and email notification also go to the PD?

ANSWER: Yes, the Site Admin and the PD are both notified via email.

36. Is NIFA going to send us a "Review/Comment" sheet letting us know when a project has been approved? Or are we just going to have to do a periodic search through all our active projects to see if it has been approved?

ANSWER: The Site Admin and PD will receive an email notification with the NPL's reviewer comments.

37. If we are terminating a project early, it looks like the end date cannot be changed to reflect the actual end date, correct? If so, how are we going to be able to accurately know when a project was actually terminated?

ANSWER: The end date can be edited in the Project Change module.

38. If the Site Admin set option for direct submission, are we, the state office required to have a paper copy signed by the authorized signature – Director on file?

ANSWER: We recommend that you have hard copy documentation on file of your Director authorizing your Site Administrator to submit documents within REEport. The Site Admin can in turn authorize PDs submission authority via the workflows built into the system. Since REEport utilizes individualized login credentials, any person submitting forms in REEport is automatically considered to have signed that form under their login as an electronic signature.