REEport Financial Report Manual

Understanding NIFA Financial Reporting Principles and Requirements

National Institute of Food and Agriculture

USDA

11/1/2014

Table of Contents

Table of Contents

Getting Started

What is the Financial Report?

The Financial Report process in REEport replaces the old AD-419 financial report that was previously done in CRIS Webforms. It is a project level report that details all expenditures by funding source, as well as all FTEs, for the most recently completed federal fiscal year. The report is used for research planning and is not an auditable document. It is due February 1st each year.

Gaining Access

The Financial Report module is located in the REEport system, and is available only to REEport Site Administrators and Financial Administrators at Land Grant Universities, not to include 1994 Tribal Colleges. Site Administrators manage REEport user accounts and roles, and as such, assign the Financial Administrator role. If you require access to the Financial Report module, please contact your institution's REEport Site Administrator. For information on logging into REEport, and all other questions on using the system, please go to:
http://nifa.usda.gov/tool/reeport

Site Administrator Configuration

In order for other users to have access to the Financial Report module in REEport, Site Administrators will need to assign the Financial Administrator role. Additionally, the Site Administrator will want to set the workflows, which determines permission on who is allowed to submit completed Financial Reports to NIFA. Site Administrators: please follow the guidance below to accomplish these two tasks.

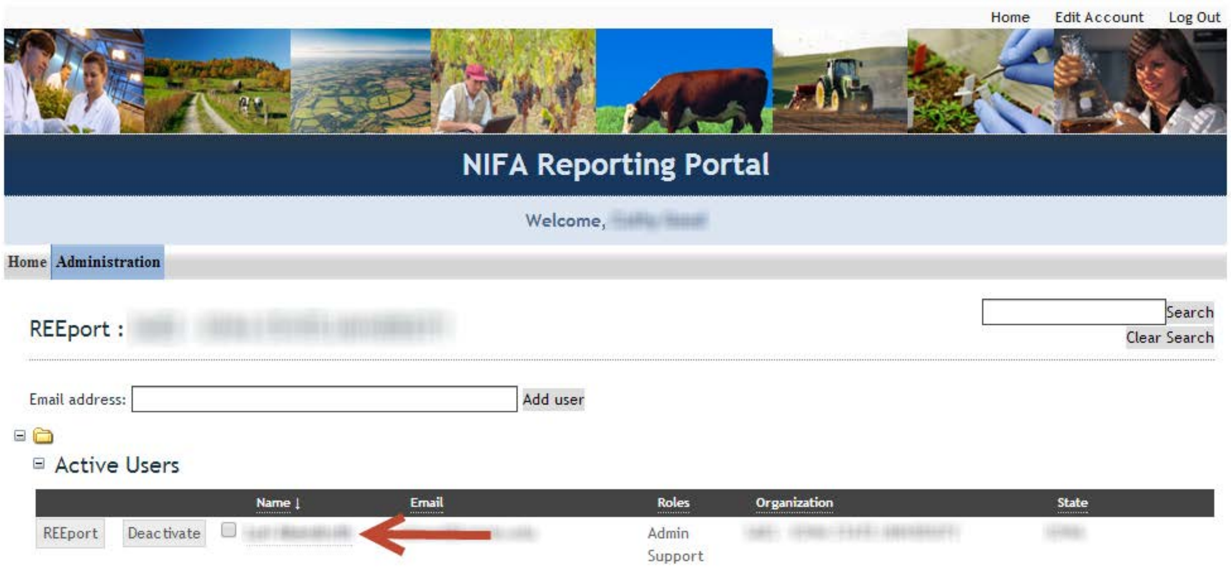
- **Assign Financial Administrator Role**

-Log in to the Portal and click “Administration”

-Click your institution

Table of Contents

-Click on the user name



-Select the Financial Administrator role from the dropdown, and click "Save".

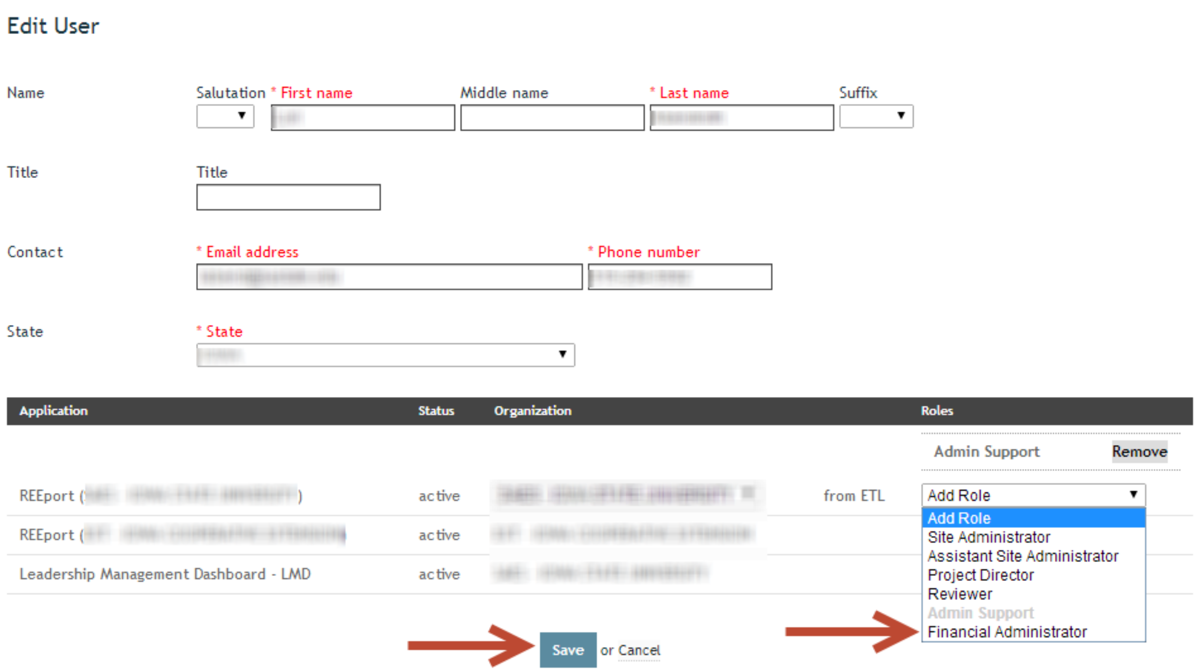
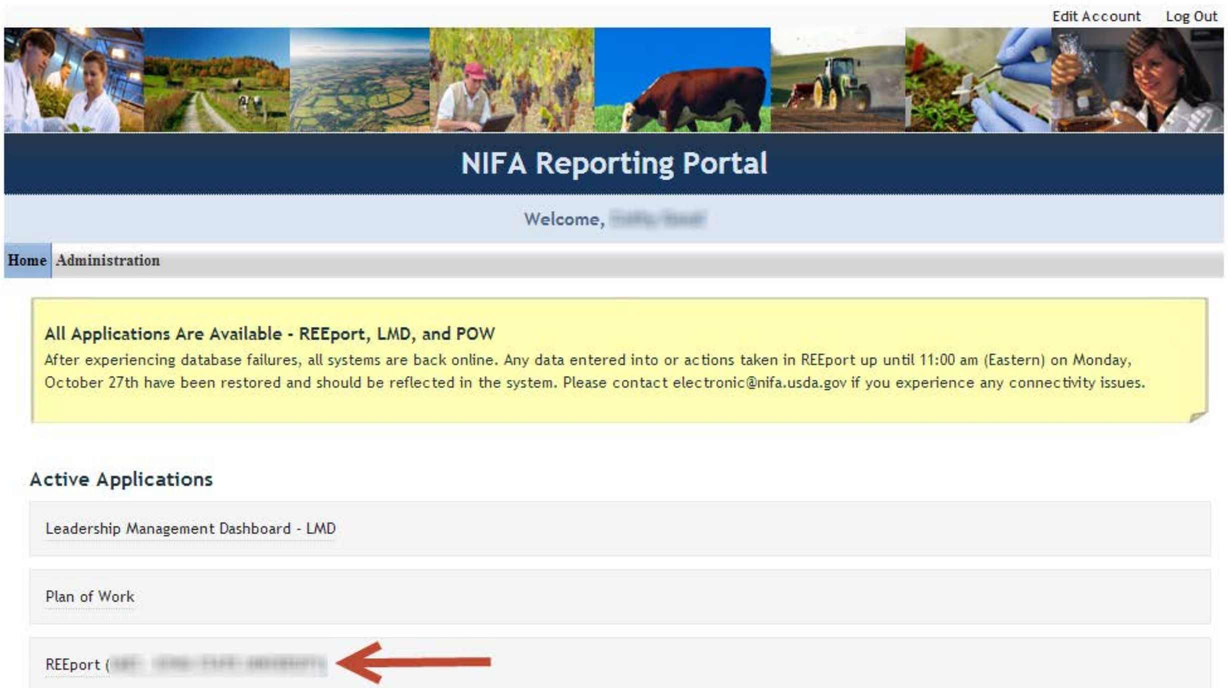


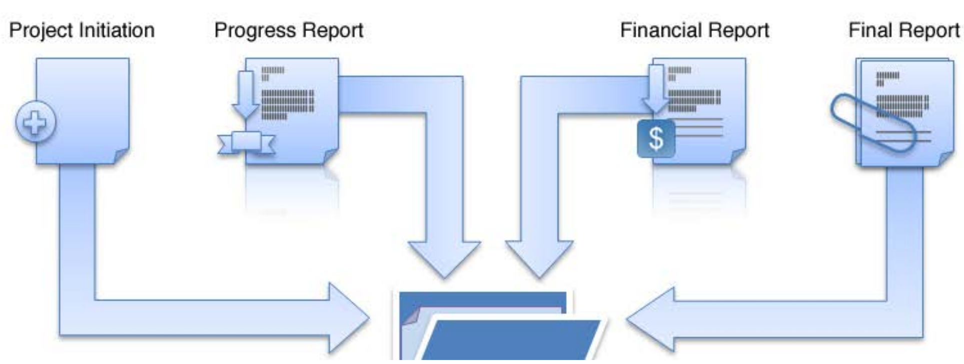
Table of Contents

- **Set Workflows**

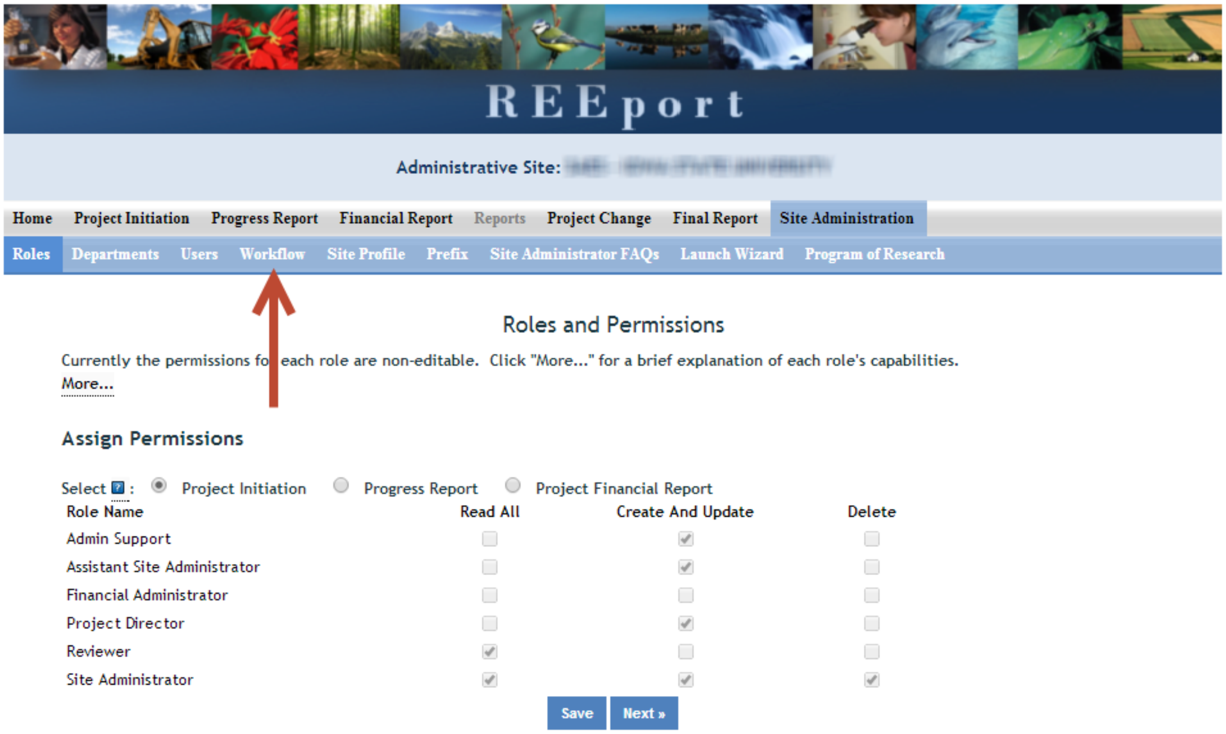
-Log in to the Portal and enter your REEport site



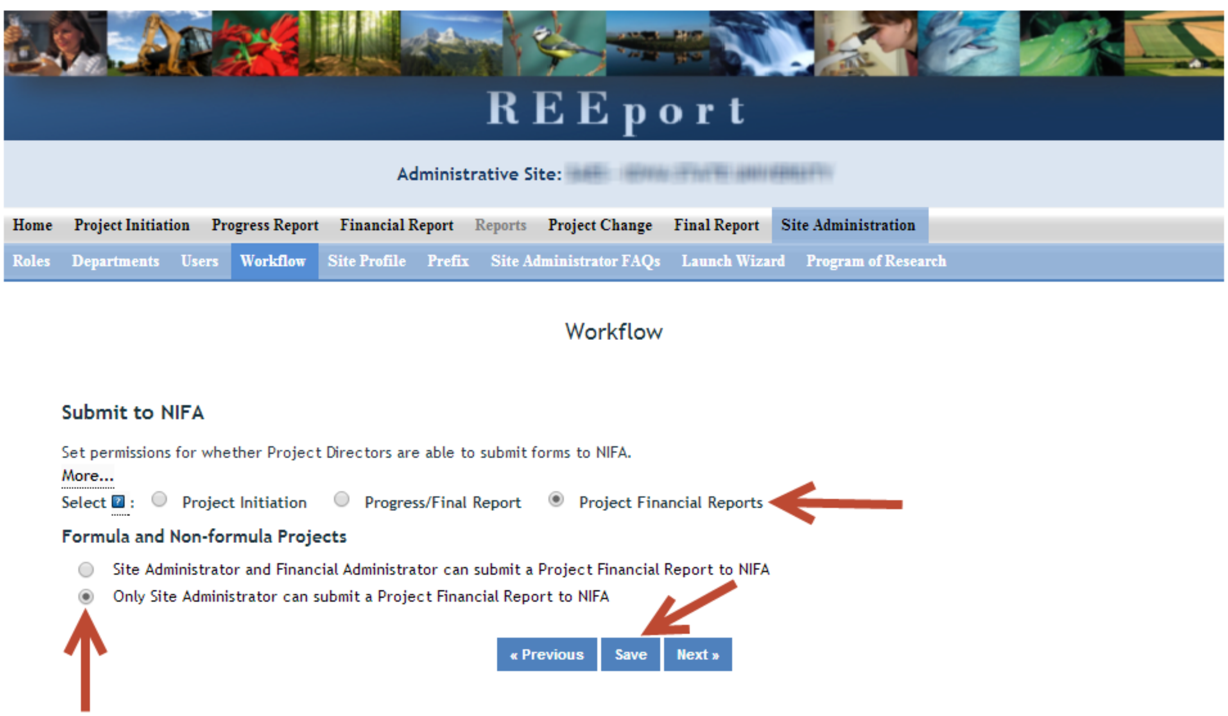
-Click “Site Administration”



-Click "Workflow"



-Click "Project Financial Reports", choose desired workflow, and Save



General Reporting Guidance

Reporting Requirements

A project must have been active in the given fiscal year in order to be eligible for reporting in that year. If NIFA-administered funds were expended on a project during any part of the fiscal year and the total expenditure exceeded $100.00, the project should be included in the REEport Financial Report. Do not include projects where the total funds reported are less than $100.00. Report expenditures and unliquidated obligations for Capacity projects (Hatch, Hatch Multistate, McIntire-Stennis, Evans-Allen, or Animal Health).

NIFA Administrative Projects

Funds and support years cannot be reported on NIFA Administrative projects and will not be accepted. Note: REEport will display administrative projects as eligible for reporting, but they are NOT. Identify your administrative projects and be sure to avoid entering any funds or staff support on them. **Administrative** and **Support** costs must be prorated to all appropriate research projects by the institution before posting funding amounts for individual projects.

Administrative costs are centralized for administering the research programs conducted at State and other non-Federal institutions.
Costs can include:

- salaries
- wages
- employee benefits
- goods and services
- travel
- equipment or
- other allowable costs

Support Costs are general costs of research and auxiliary activities not directly attributed to specific projects.
Examples are:

- Costs of maintaining plots when not being used for research, and general costs of maintaining dairy, beef, and swine herds, or flocks of poultry for research.
- generalized farm operational costs
- maintenance costs for plant growth and greenhouse facilities
- computer and statistical support departments, and other service units

When budgeting, you are encouraged to allocate as much as possible to the research projects, thereby minimizing the amounts budgeted to and expended for administrative and support activities.

Documentation of administrative projects is not required for federally funded programs administered by NIFA, but if administrative projects are documented they are identified by a single classification code line in the Classification section of the Project Initiation form. The classification line will consist of 001 for Knowledge Area, 0001 for Subject of Investigation, and 0001 for Field of Science. Do not report expenditures or staff support for administrative projects on the REEport Financial Report. Instead, prorate administrative costs to all appropriate research projects: McIntire-Stennis research administrative funds to McIntire-Stennis research projects; Hatch administrative funds to Hatch projects, etc. Prorate all administrative staff support (fields 241-244) to appropriate research projects. Even though charges to NIFA approved administrative projects are prorated back to the appropriate research projects in the REEport system, you must be able to document charges to the approved administrative projects at your institution for audit purposes.

Administrative and central service/support expenditures may be prorated back to regular research projects by computing an adjustment factor for each REEport Financial Report field. These factors are then used to adjust the original REEport Financial Report entries. If staff years are reported under administrative or central support projects, they should also be prorated using the same factors.
This procedure is not required, but represents a straightforward approach. Depending upon the amount of time and resources available, states may wish to prorate administrative costs for running the research director's office to all projects; prorate department administrative costs only to projects within the department; and prorate support costs to the various user projects (for example, cost of maintaining dairy herd to all dairy projects). Regardless of approach, you

must also use the same process to prorate staff years utilized in administrative and centralized support categories to REEport projects.

Employee Fringe Benefits

The cost of employee benefits for all staff support reported on REEport projects, as well as prorated administrative and contract service/support accounts, should be included as expenditures on the REEport Financial Report. These include employer contributions for Social Security, retirement plans, health plans, group life and disability plans, and other payroll taxes paid by the employer. If actual data for these expenditures are available from your institution, they should be included on the report. If not, you may need to prorate the costs to all projects reported to REEport. In many states, employee benefit expenses are charged to a central institution or state pool, and actual expenditure data are not available. In these cases, determine the average cost of employee benefits as a percentage of salary for your institution. Either obtain the figure from the central unit responsible for managing benefits, or use the rate that your institution suggests for developing grant applications. If neither is available then possibly check rates with peer institutions - and based on that information determine a reasonable rate to use in preparing your reporting amounts. Once you have determined the rate as a percentage of salary costs, calculate the amount of employee benefit costs to be added to the report expenditures as follows:

> Example: Total Salary Expenditures on the projects = $750,000
> Employee Benefit Rate = 26%
> Estimated Employee Benefits Expense = ($750,000 x .26) = $195,000

Prorate the Estimated Employee Benefits Expense to individual projects based on either total expenditures or salary expenditures using the most efficient method for your situation.

Column/Field Listing and Guidance

Following is a complete listing and guidance/explanation for each of the columns/fields found in the REEport Financial Report.

- Project Number – column A
- Accession Number – column B
- Field 201 - Hatch – column C
- Field 202 Regional Research– column D
- Field 203 McIntire/Stennis– column E
- Field 204 NIFA Grants– column F
- Field 205 Animal Health or Evans-Allen– column G
- Field 219 USDA– column H
- Field 209 NSF– column I
- Field 310 DOE– column J
- Field 308 AID– column K
- Field 311 DOD– column L
- Field 316 NIH– column M
- Field 312 Public Health– column N
- Field 313 HHS– column O
- Field 314 NASA– column P
- Field 315 TVA– column Q
- Field 318 Other Fed– column R
- Field 220 State– column S
- Field 221 Self Generating– column T
- Field 222 Industry Grant– column U
- Field 223 Other Non-Fed– column V
- Field 241 Scientist Years– column W
- Field 242 Professional Years– column X
- Field 243 Technical Years– column Y
- Field 244 Clerical Years– column Z

- **Project Number**
  - This number identifies the project as assigned and maintained in the records of the reporting institution. The project number is prefixed

with a variation of the three-or four-character institution code (controlled by REEport Site Administrators) to insure a unique identity across all institutions.

- **Accession Number**
  - The Accession Number is the unique, seven-digit identifier assigned by REEport. There is a difference between Accession Numbers assigned when a project was initiated into CRIS, and projects that are now initiated in REEport.
    - REEport Accession Numbers are seven digits and begin with a "1" – For example 1004972.
    - CRIS Accession Numbers (copied over into REEport but no longer used) are six digits long and typically begin with a "2" – For example 224198.
    - Older projects may begin with a "1", and may be shorter that six digits, since the accession number is simply an incrementing number for each new project entered into the system.
    - CRIS previously used leading zeroes to pad the accession number up to seven digits, however leading zeroes are no longer used in REEport.
- **Field 201-205: NIFA Administered Federal Research**
  - These fields are mutually exclusive, with the exception of fields 201 and 202, where Hatch dollars may be reported on both fields, while Hatch-Multistate dollars may only be reported on field 202.
- **Fields 209, 219, 308-318: Other Federal Research Funds**
  - These fields are used for reporting Federal funds administered by Federal agencies other than NIFA, and for grants made by NIFA with pass-through funds from other agencies. Appropriate funding amounts should be entered in these fields corresponding to the source of the funds. These categories may be used by NIFA administered projects to report appropriate amounts for these fields making sure the correct NIFA administered amounts are reported in fields 201 - 205.
    - **Field 219: USDA Contracts/Grants/Cooperative Agreements**
      - Field 219 is for reporting funds received from contracts, grants, or cooperative agreements with USDA agencies other than NIFA. Do not use this field for any NIFA administered funds.

- **Fields 209 and 308-318: Other Federal Research Funds**
  - These fields are for Federal departments or agencies outside the USDA that may finance work conducted by or for the reporting institution. If funds from some other Federal source not listed on the AD-419 are involved, or if reporting NIFA administered pass-through funds, enter the amount in field 318.
- **Field 318: NIFA Pass-Through Funds**
  - These are funds received by NIFA from other Federal agencies, such as the Department of Energy, Department of Defense, or other USDA agencies, through interagency agreements. These funds are distributed through grants and cooperative agreements to non-federal institutions. Since these funds were not appropriated to NIFA, they should not be reported in fields 201 - 205. Expenditures of NIFA pass-through funds should be reported in field 318. DO NOT REPORT NIFA FUNDS EXPENDED ON A NIFA GRANT AWARD IN FIELD 318.

- **Fields 220-223: Non-Federal Research Funds**
  - These categories may be used by NIFA administered projects to report appropriate amounts for the indicated fields. Funds should be entered in these fields corresponding to the source. Do not use these fields to report any NIFA administered funds.
    - **Field 220: State**
      - For State appropriations.
    - **Field 221: Self-Generating**
      - For funds expended from self-generating accounts, such as the sale of products, royalties, or interest.
    - **Field 222: Industry Grant**
      - For funds from contracts, grants, or agreements to the institution or grantee by industrial organizations, corporations, commodity commissions, and firms; for example, grants from food processors, manufacturers of containers, chemicals, machinery, equipment and fertilizer, transportation companies, and power companies.

        - **Field 223: Other Non-Fed**
            - For funds from any other non-federal source not included in 220, 221, or 222 such as local governments, professional societies, individuals, banks, etc.

- **Fields 241-244: Non-Federally Employed Staff Support**
    - An FTE is defined by the **Government Accountability Office** (GAO) as the number of total hours worked divided by the maximum number of compensable 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). Thus, a person who works 40 hours per week for 52 weeks towards a project equals 1 FTE. A person who works 20 hours per week towards a project for 52 weeks per year equals .5 of an FTE.
    - **You should include all FTEs that supported the project, regardless of source of funding** (i.e. FTEs funded by NIFA non-formula or formula grants, other Federal funds, State, or Other funds should all be included). NOTE: it is not allowed to report staff support on a project without corresponding expenditures.
        - **Field 241: 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.
        - **Field 242: 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.

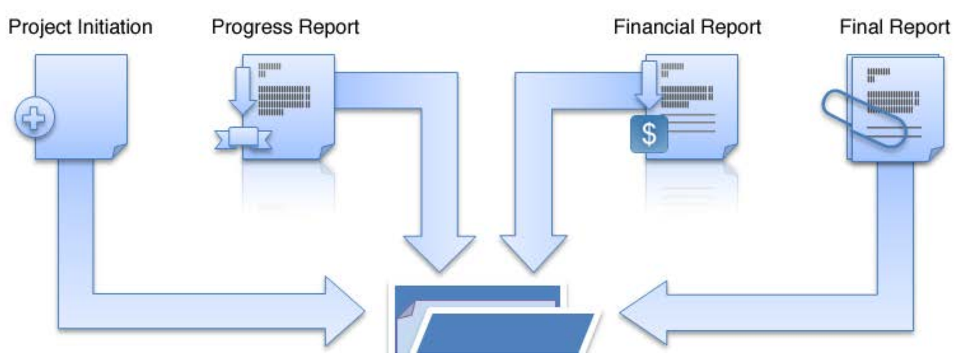
- **Field 243: Technical**
  - Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Examples: Lab Assistant, Mechanic, Carpenter, Machinist, Skilled Tradesperson.
- **Field 244: Administrative and Other**
  - These are clerical and support staff who contribute to the non-technical 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. Examples: Secretary, Typist, Repairman, Janitor, Data Entry.

Understanding and Using the Financial Report Components

While this document does have a relatively logical flow as related to completing the Financial Report, it is not intended to be a step-by-step guide. It is intended to highlight and explain the function of each of the core components, and how they relate to completing the financial reporting process, so that users might understand the system more holistically and be able to work at any stage in the process.

Entering the Financial Report Module

-Click "Financial Report"

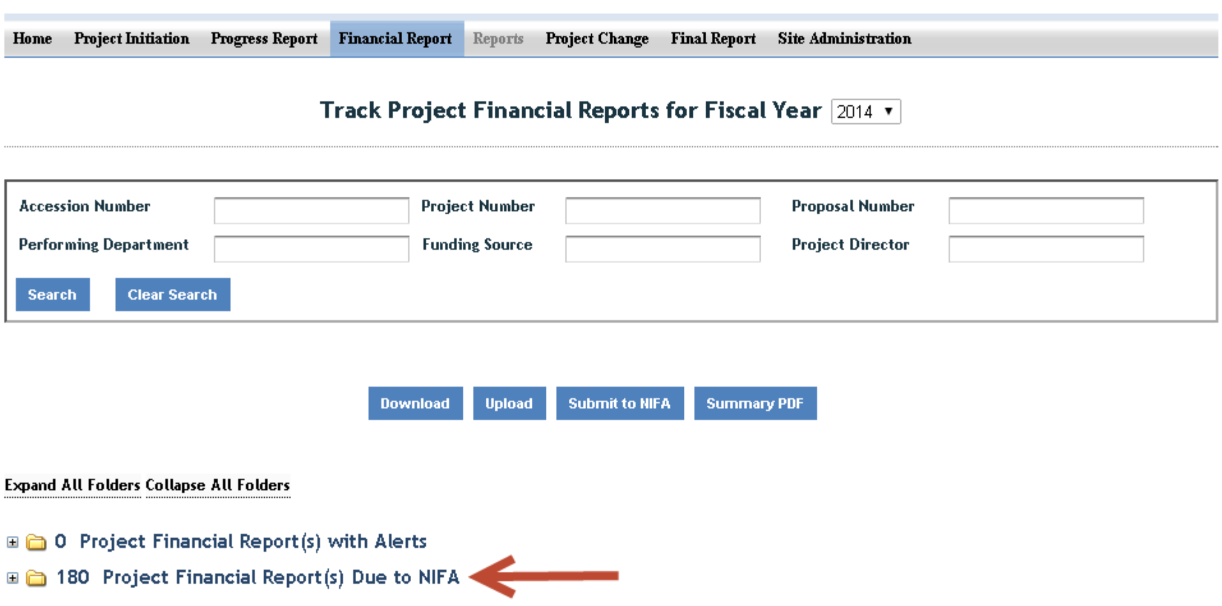


Setting the Fiscal Year

It is important to set the appropriate fiscal year for reporting. The Financial Report module automatically filters and displays <u>only</u> the projects that are eligible for reporting in the selected fiscal year. If the incorrect year is selected, eligible projects for which reporting is required could potentially be filtered out.

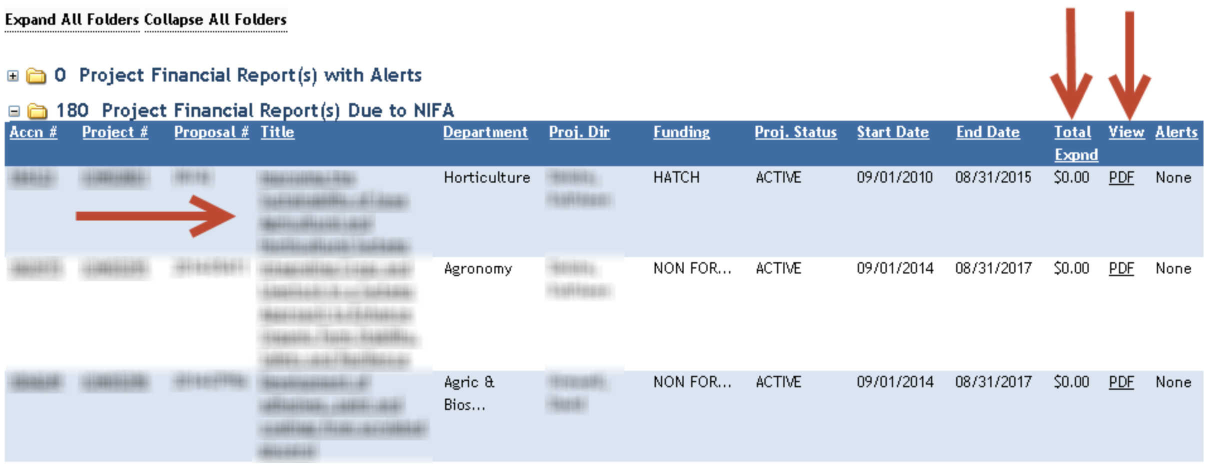
Project Financial Reports Due to NIFA Folder

This is the heart of the module. Think of this folder as <u>the worktable where all data is entered and displayed</u>.For the purposes of this document, consider all references to the "worktable" as synonymous with the Due to NIFA folder. By expanding the folder, you can see a listing of all projects that were active in the selected fiscal year – in other words, all the projects that are eligible for reporting.



Below is a snapshot of the folder expanded. Note the “Total Expenditures” column, where you can view the total expenditures entered for each project, and also the “View” column, where you can pull up a PDF showing the line item entries for each project individually.

There are two ways to enter data: you can manually key in data on each project one at a time, or you can batch upload all data at once using a .csv file. Using the .csv file is covered in later sections. In order to manually key in data on an individual project, you need to click on the project title to open it for editing, as indicated by the left red arrow below.



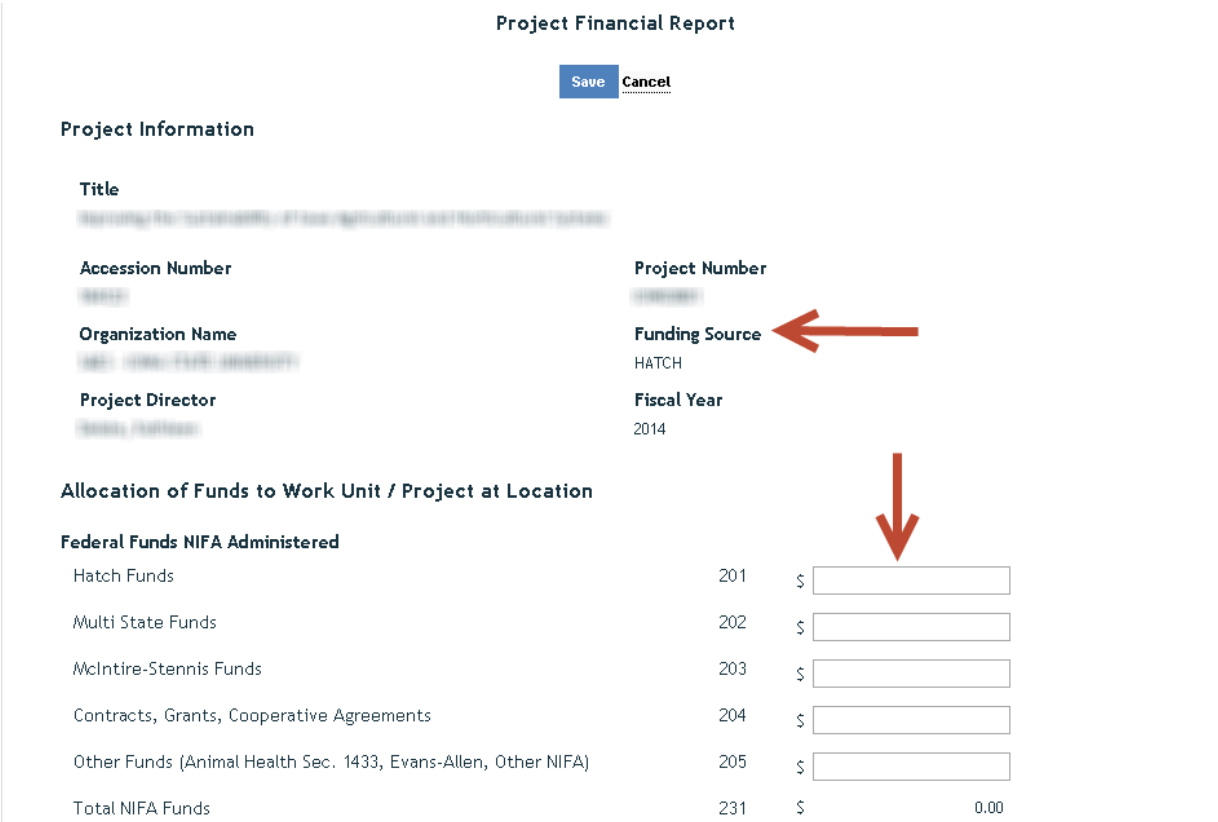
Expand All Folders Collapse All Folders

0 Project Financial Report(s) with Alerts

180 Project Financial Report(s) Due to NIFA

Accn #	Project #	Proposal #	Title	Department	Proj. Dir	Funding	Proj. Status	Start Date	End Date	Total Expnd	View	Alerts
[illegible]	[illegible]	[illegible]	[illegible]	Horticulture	[illegible]	HATCH	ACTIVE	09/01/2010	08/31/2015	$0.00	PDF	None
[illegible]	[illegible]	[illegible]	[illegible]	Agronomy	[illegible]	NON FOR...	ACTIVE	09/01/2014	08/31/2017	$0.00	PDF	None
[illegible]	[illegible]	[illegible]	[illegible]	Agric & Bios...	[illegible]	NON FOR...	ACTIVE	09/01/2014	08/31/2017	$0.00	PDF	None

Here is a partial view of an opened project, ready for editing. At the top is all of the header information identifying the project, with all of the line item fields below that – ready for entry of all expenditures and FTEs.



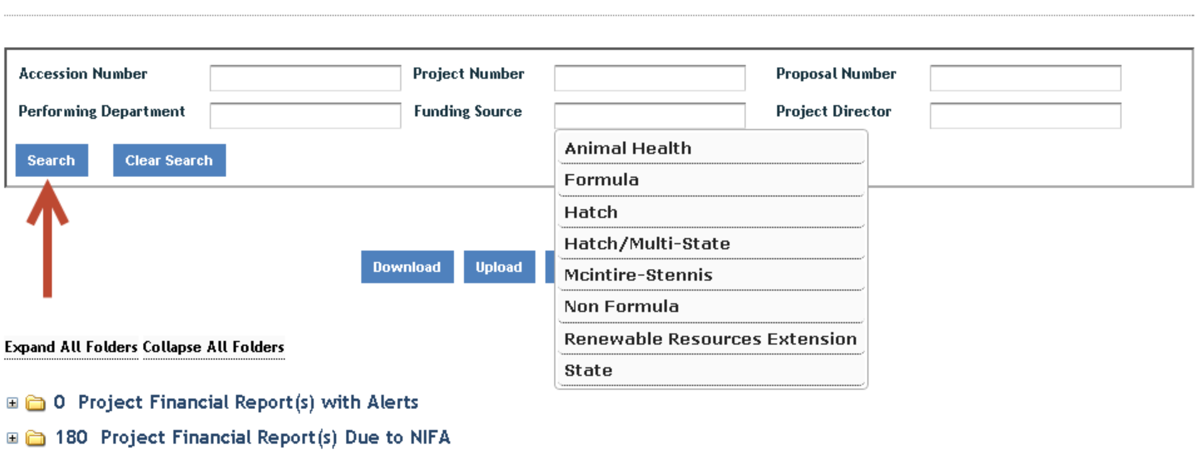
<u>IMPORTANT NOTE</u>: Just because projects are displayed in the, "Project Financial Report Due to NIFA" folder, it does not mean that you are necessarily required to report on them. Below are the possible exceptions:

- Non-Capacity/Non-Formula
    - These projects are listed by default, but for FY2014, reporting on these projects is not required.
    - In FY2015 reporting this will change, and Non-Capacity reporting will become required. Additional guidance will be provided as we approach reporting for FY2015.
- No Expenditures
    - While a Capacity project may have been active, and therefore eligible for reporting in a given fiscal year, it is possible that the project had no expenditures, in which case there would be nothing to report.
- State Projects

- Reporting on State projects has always been, and will continue to be, optional. There are several factors that should be taken into account when considering whether to report on State projects. Please see the, **Documentation of State Projects as Related to Formula Funding** section located in the FAQ at the end of this document.
- RREA
  - REEport does not provide an appropriate field for reporting on Renewable Resources Extension projects, and so reporting these projects is not required.

Using the Search Filter

As was already stated, the “Project Financial Reports Due to NIFA” folder contains all of your organization’s projects that are eligible for reporting in the selected fiscal year. Utilizing the search utility however, you can filter and select which of these projects will be displayed according to your needs.

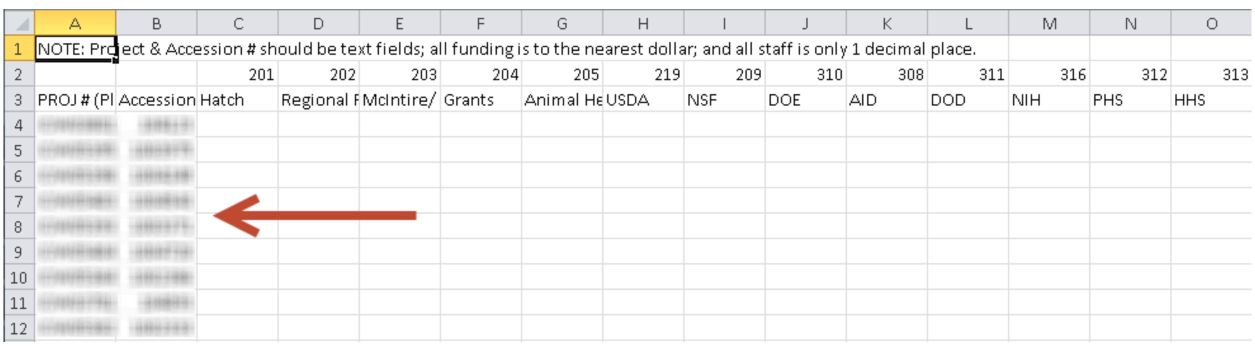


NOTE: Typically it is best to search on only one field at a time. Also, a helpful hint: to see the list of all available options in one of the search fields, type one character, then backspace, as shown in the “Funding Source” field above.

Using the Download Function

Clicking the “Download” button downloads a .csv file to your computer of all projects and data found in the “Project Financial Reports Due to NIFA” folder.

Below is an example of an opened .csv file. Note that it is already populated with the Accession and Project Number of the projects found in your “Project Financial Reports Due to NIFA” folder.



IMPORTANT NOTES about the downloaded .csv file:

- The purpose of this file is for you to enter your expenditures and FTE data for upload back into REEport, as a means to batch the data in, rather than manually entering each project one at a time.
- The data found in the downloaded file is directly connected to the current state of the “Project Financial Reports Due to NIFA” folder:
  - Any filters that are in place from the search utility will be reflected in the .csv. For example, if you have filtered to display only Hatch projects, then the downloaded .csv will be populated with only those projects.
  - Any data that had previously been entered into the worktable, whether manually or by .csv upload, will be reflected in the .csv download.

- You are able to generate your own .csv file for later upload. Be aware that if you do so, you will want to make sure that the formatting exactly matches the format found in the downloaded .csv file. Please see the **Instructions to Format the CSV or Excel File** section for details on proper formatting. You should review this section even if using the downloaded .csv file.

Using the Upload Function

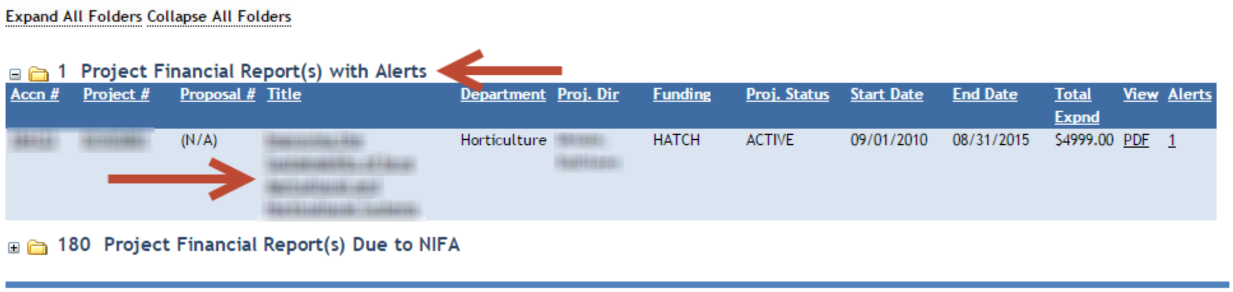
After you have entered your data into a .csv file, you use the "Upload" button to upload the file into REEport.

IMPORTANT NOTES about the Upload function:

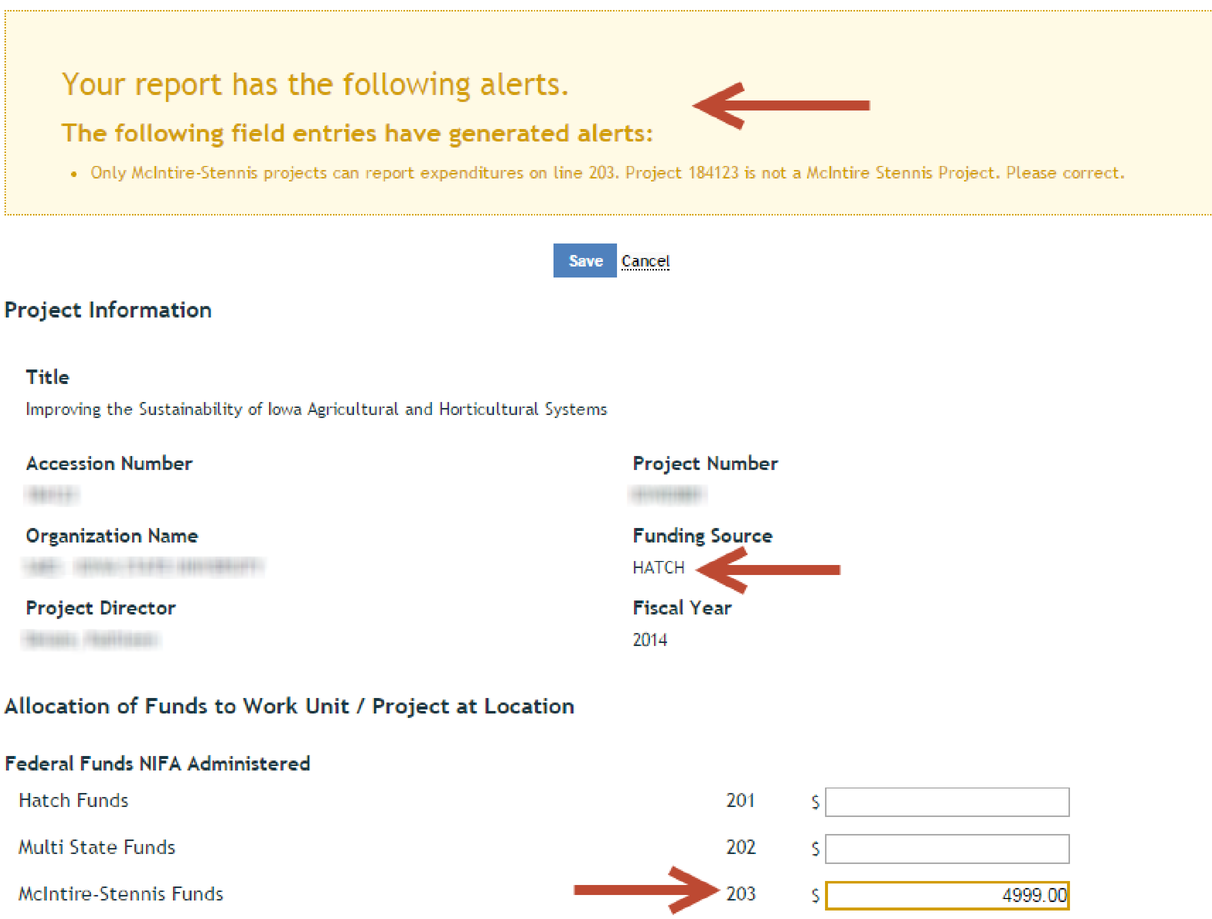
- There is no confirmation of successful upload – the data simply populates into the worktable – it is successful if there is no error. Note: uploading a file does not submit it to NIFA.
- Errors are possible
  - o Incorrect file extension – only .csv files are accepted.
  - o If an Accession Number in the .csv file does not match on an eligible project listed in the REEport worktable.
- Upload overwrites existing data in the worktable.
  - o For example, if you had previously entered data into REEport on project #123, and now in your.csv file data has been altered on project #123, the upload will update the worktable with the data in the .csv file.
- Rather than using the downloadable .csv file, you may choose to upload one generated from within your institution. If so, be aware that you will want to make sure that the formatting exactly matches the format found in the downloaded .csv file. Please see the **Instructions to Format the CSV or Excel File** section for details on proper formatting. You should review this section even if using the downloaded .csv file.

Project Financial Reports with Alerts Folder

After data has been entered into REEport, the Alerts folder serves as a filter that notifies you of any errors. You must click on a project in order to see the alert message related to that specific project.



Below, we have clicked on the project with an alert, which opens the project for editing and displays the alert message in the gold banner at the top. In this example, we can see that McIntire-Stennis expenditures have been reported on a Hatch project, which is not allowed. Note that the line item in error has a gold highlight. The data can now be corrected and saved, which will clear the alert.



Keep in mind that the Alerts folder is simply a filter meant to highlight any projects that contain any errors.

- A project found in the Alerts folder will still be found in the Due to NIFA folder.
- Clicking on the same project found in either folder accomplishes the same result of opening the project for editing.

NOTE: It is critical that you clear all alerts before submitting to NIFA.

- Alerts signify that the data cannot be accepted.
- If not cleared, projects in error will eventually be removed from your report, and your data will be inaccurate.
- There is one alert exception: if an FTE value of 10 or more is entered, this will flag an alert since that value is unusually high. If you know the value to be correct, it is acceptable to submit with this alert still in place.
- Additionally, there are two errors not flagged by REEport:
    - It is not allowed to report staff support on a project without corresponding expenditures. Please check your data for this error.
    - Reporting of expenditures and staff support is not allowed on Administrative projects. Please check your data for this error. See the NIFA Administrative Projects section for information on prorating.

Viewing the Summary PDF

After entering data and clearing any alerts, you can review your data by clicking the "Summary PDF" button, which displays the totals of all line items in a PDF document.

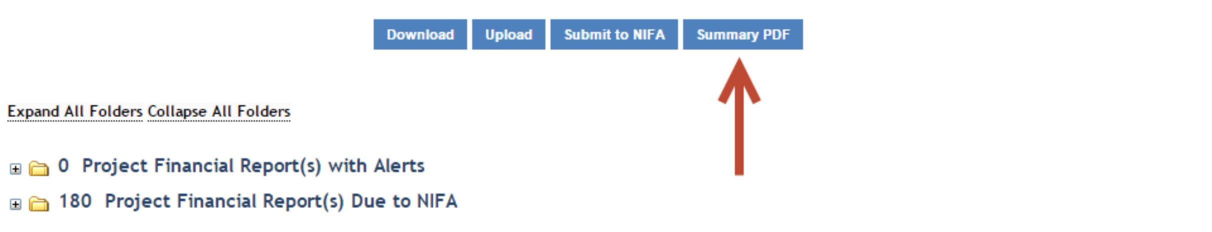


Table of Contents

United States Department of Agriculture

Project Financial Report Summary

Organization Name [illegible]	**Fiscal Year** 2014
Submitted By	**Date Submitted to NIFA**

Allocation of Funds to Project at Location	**Field Number**	**FY 2014 Actual $**
Federal Funds NIFA Administered		
Hatch Funds	201	
Multi-State Funds	202	
McIntire-Stennis Funds	203	4,999.00
Contracts, Grants, Cooperative Agreements	204	
Other Funds (Animal Health Sec.1433, Evans-Allen, Other NIFA Administered)	205	
Total NIFA Funds	231	4,999.00
Other Federal Funds		
USDA Contracts, Grants, Cooperative Agreements	219	
National Science Foundation	209	
Department of Energy	310	
Agency for International Development	308	
Department of Defense	311	
National Institutes of Health	316	
Public Health Service	312	
Health and Human Services	313	
National Aeronautics and Space Administration	314	
Tennessee Valley Authority	315	
Other Federal Funds (Including NIFA Administered “Pass Through” Funds)	318	
Total Other Federal Funds	332	0.00
Non-Federal Funds		
State Appropriations	220	
Self-Generated Funds	221	
Industry Grants and Agreements	222	
Other Non-Federal Funds	223	
Total Non-Federal Funds	233	0.00
Total All Funds	234	4,999.00
Staff Support - Non-Federal Employed (Report nearest 0.1 Year)		Staff Effort Actual (years)
Scientists (Assistant Professor and above)	241	2.0
Professional Support	242	
Technical Support	243	
Clerical, Labor and Other	244	
Total Staff Years	350	2.0

Submitting to NIFA

Once you have cleared all alerts, reviewed your data, and everything is ready, you can submit your report to NIFA by clicking the “Submit to NIFA” button.

You will receive confirmation at the top of the module.

Resubmitting to NIFA

If, after submitting your data, it is determined that edits need to be made, you can do so at any time while the current reporting cycle is still open. After making appropriate edits, you will need to resubmit your updated report to NIFA. You do so by clicking the “Resubmit to NIFA” button, which appears only after the initial report submission.

NOTE:

- To avoid confusion about which dataset is valid, it is important to communicate with NIFA prior to resubmitting data. Please contact Adam

Table of Contents

Preuter at apreuter@nifa.usda.gov, to indicate the reason for the resubmission.

- In REEport, there is no running history of prior submissions. The appearance of the "Resubmit to NIFA" button is the only residual indicator that the Financial Report has previously been submitted in the current reporting cycle.

Instructions to Format the CSV or Excel File

When working with a .csv or Excel file, and preparing it for upload into REEport, it is essential that you ensure it is properly formatted. Failure to do so may result in upload failures, or possible data inaccuracies where some data unintentionally becomes altered, removed, or misreported. Please carefully follow the steps outlined below:

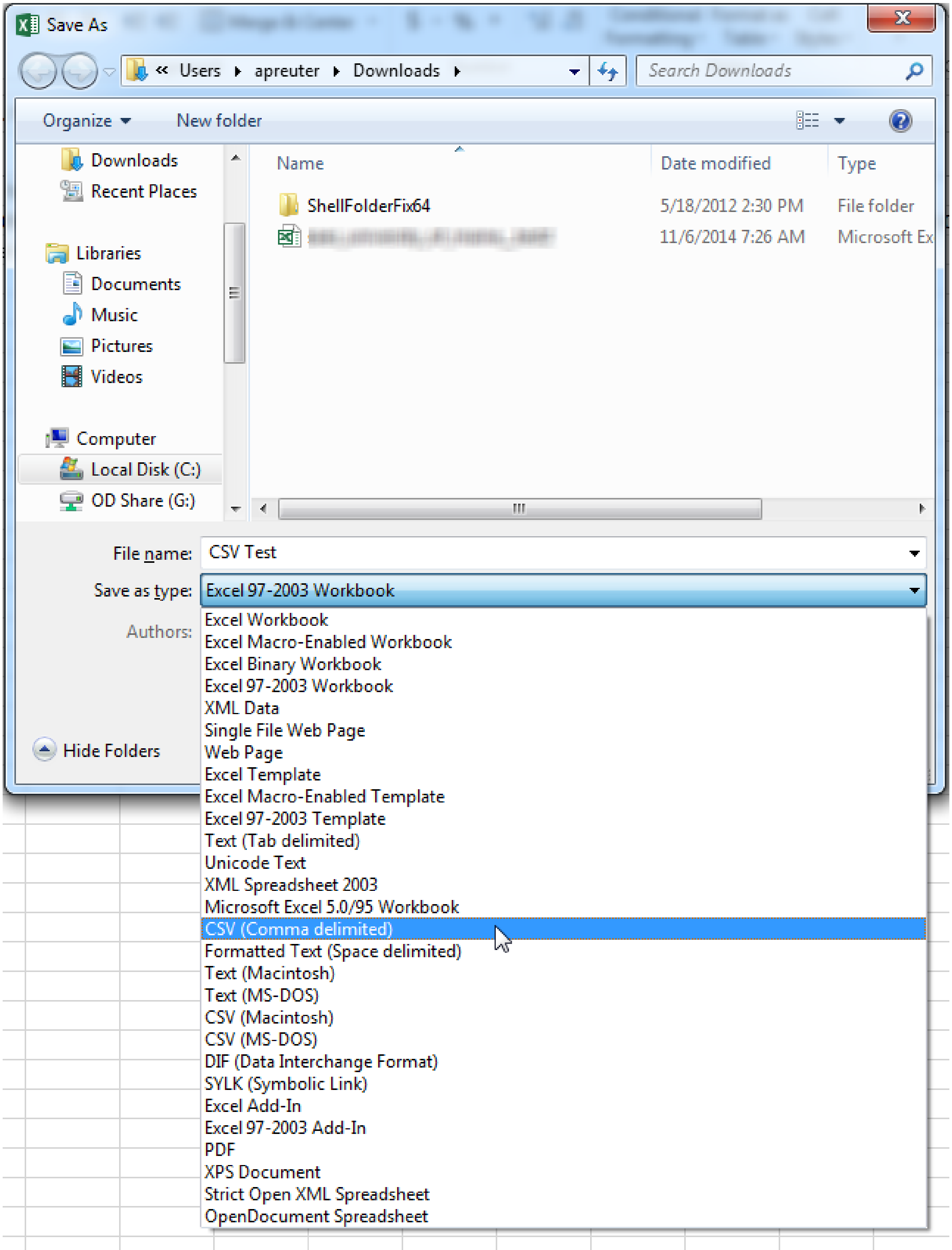
1. **If you are using the downloadable .csv from REEport, please carefully follow the instructions below:**
   a. Do not remove the three header rows. REEport will automatically remove these upon upload. If you remove the headers, your first three projects will be removed instead.
   b. Do not add any extra columns or rows for summaries, comments, or for any other reason.
   c. Do not change the order of the columns.
   d. Make sure not to alter any Accession or Project Numbers; any changes will result in errors.
   e. Make sure there are no dollar signs or commas in any of the cells.
   f. Do not enter any negative values.
   g. For all expenditures entered in columns C-V, you may have as many decimal places as you like, but they will automatically be rounded to the nearest cent.
      i. Note that in previous years, decimal places were not allowed for expenditure entries.
   h. For all FTEs entered in columns W-Z, you may have as many decimal places as you like, but they will automatically be rounded to the nearest tenth.
   i. Blank cells will be treated as zeros, so either a blank or zero is acceptable.

2. **If you have generated your own Excel spreadsheet, please carefully follow the instructions below:**
    a. Make sure the column order exactly matches the following:
        i. Project Number – column A
        ii. Accession Number – column B
        iii. Field 201 - Hatch – column C
        iv. Field 202 Regional Research– column D
        v. Field 203 McIntire/Stennis– column E
        vi. Field 204 NIFA Grants– column F
        vii. Field 205 Animal Health or Evans-Allen– column G
        viii. Field 219 USDA– column H
        ix. Field 209 NSF– column I
        x. Field 310 DOE– column J
        xi. Field 308 AID– column K
        xii. Field 311 DOD– column L
        xiii. Field 316 NIH– column M
        xiv. Field 312 Public Health– column N
        xv. Field 313 HHS– column O
        xvi. Field 314 NASA– column P
        xvii. Field 315 TVA– column Q
        xviii. Field 318 Other Fed– column R
        xix. Field 220 State– column S
        xx. Field 221 Self Generating– column T
        xxi. Field 222 Industry Grant– column U
        xxii. Field 223 Other Non-Fed– column V
        xxiii. Field 241 Scientist Years– column W
        xxiv. Field 242 Professional Years– column X
        xxv. Field 243 Technical Years– column Y
        xxvi. Field 244 Clerical Years– column Z
3. No additional columns or rows, with the exception of point 5 below, should be added beyond what is listed above, such as summary columns or notes, etc.
4. Do not change the order of the columns.
5. When your file is uploaded into REEport, the first three header rows will be discarded. <u>Therefore you must make sure to maintain three header rows containing NO project data in your file.</u>
    a. Note that the downloadable .csv file already has these three header

rows in place, and you may reference it as an example.

6. All Accession and Project Numbers must match exactly to the eligible projects listed in the REEport worktable; any changes will result in errors.
7. Make sure there are no dollar signs or commas in any of the cells.
8. Do not enter any negative values.
9. For all expenditures entered in columns C-V, you may have as many decimal places as you like, but they will automatically be rounded to the nearest cent.
    a. Note that in previous years, decimal places were not allowed for expenditure entries.
10. For all FTEs entered in columns W-Z, you may have as many decimal places as you like, but they will automatically be rounded to the nearest tenth.
11. Blank cells will be treated as zeros, so either a blank or zero is acceptable.
12. After ensuring that your Excel spreadsheet is properly formatted according to the guidelines above, use the “Save As” function, and save the spreadsheet as a .csv file. See below. Now it is ready for upload into REEport.

Table of Contents



FAQ

Documentation of State Projects as Related to Formula Funding

Documentation of, and reporting on State projects always has been, and will continue to be optional. However, historically many institutions have opted to document and report financial expenditures on State projects as a means to bolster formula funding calculations for the Animal Health and McIntire-Stennis programs, as well as for other reasons. Please read the explanations below so that your institution can make the determination of whether to report State project expenditures.

1. **McIntire-Stennis**
   a. In REEport, the documentation and reporting of financial expenditures on forestry related State projects **DOES** impact the formula calculation for the amount of McIntire-Stennis dollars your institution will receive in a given year. Specifically, expenditures reported on fields 220-223 are taken into account.
   b. A project is determined to be forestry related, and at what level, based on how it was classified at the time of initiation in REEport or CRIS.
      i. For projects that were initiated in CRIS, the forestry component is determined by the "Forestry %" field. This field is no longer used in REEport.
      ii. For projects initiated in REEport, the forestry component is determined by the listed percentages of forestry related Knowledge Areas, as entered in the Classification section of the Project Initiation form.
2. **Animal Health**
   a. In REEport, the documentation and reporting of financial expenditures on Animal Health related State projects **DOES NOT** impact the formula calculation for the amount of Animal Health dollars your institution will receive in a given year.
   b. There is a separate process called the Capacity Report, which is conducted directly with Dr. Gary Sherman, outside of REEport. In this process, it is your institution's responsibility to report all Animal Health related projects. This demonstrates capacity and has a direct

impact on Animal Health dollars received from NIFA.

3. **General Documentation**
    a. Some institutions choose to use REEport simply as a convenient repository where all of their State projects can be documented, tracked, and made publicly available. No financial reporting is required on such projects.

For more information about specifics of formula funding calculations:

- Brenda Barnett – 202-401-6520 BBARNETT@nifa.usda.gov
- Arnita Cross – 202-401-8982 ACROSS@nifa.usda.gov

For more information about the Animal Health Capacity Report:

- Dr. Gary Sherman – 202-401-4952 gsherman@nifa.usda.gov
- Lisa Stephens – 202-401-6438 lstephens@nifa.usda.gov

Reporting FTEs on Both the Financial Report and Progress Reports

FTEs are required for both the Financial Report and for individual Progress and Final Reports. Yes, this is the same data being reported twice. NIFA worked very hard to avoid this, but for various reasons was unable to do so.

There are additional FTE fields in the Progress and Final Reports that are not found in the Financial Report, and so we understand that the reported numbers may not exactly match. However, all numbers reported should be accurate.

Reporting on Field 204 - NIFA Grants

As in recent years, financial reporting on field 204 is not required for non-capacity projects. However, next year when reporting on FY2015, reporting will resume collecting data on field 204, and it will be required at that time. Please keep in mind:

- Beginning with FY2015 expenditure reporting, NIFA highly encourages reporting on field 204 for all NIFA awards. However, only awards that were made on Oct. 1, 2014 (FY2015) and beyond will technically be required to report on field 204. For example, if your institution was granted a NIFA competitive award that began in FY2013, then you are not required to report field 204 expenditures or FTEs for that grant in the REEport Financial Report. This is true for the life of the grant, even if it runs into FY2015 and beyond. The exception to this is if the grant ever receives any type of continuation funding, at which point reporting on field 204 would become required.

- For this year and future years, the SF-425 report is still required on all NIFA awards, and is submitted via email as a PDF attachment, sent to awards@nifa.usda.gov. This must be completed in addition to reporting on field 204. For any questions about completing the SF-425, please contact NIFA program staff managing your grant, as found on the Award Face Sheet.

Financial Reporting Checklist

The “Due to NIFA” folder in the Financial Report module is your checklist, which you can download into the .csv file. However, if CRIS Webforms provides certain functionality that you find missing from REEport, then you are able to use that site, which is still available in read-only format.

The OD-1088

The OD-1088 report shows allocations per institution of NIFA Capacity grant funds for the fiscal year, and is posted here under “General Resources”. Refer to this document to compare allocations received to the expenditures you will be reporting for a given fiscal year.

Accession Numbers and Leading Zeros

The Accession Number is the unique, seven-digit identifier assigned by REEport. There is a difference between Accession Numbers assigned when a project was initiated into CRIS, and projects that are now initiated in REEport.

- REEport Accession Numbers are seven digits and begin with a "1" – For example 1004972.
- CRIS Accession Numbers (copied over into REEport but no longer used) are six digits long and typically begin with a "2" – For example 224198.
    - Older projects may begin with a "1", and may be shorter that six digits, since the accession number is simply an incrementing number for each new project entered into the system.
    - CRIS previously used leading zeroes to pad the accession number up to seven digits, however leading zeroes are no longer used in REEport.

Verification and Director's Reports

As part of the financial reporting process done in previous years through CRIS Webforms, NIFA would generate and return to each institution two sets of reports based on submitted data - Verification and Director's Reports. Please read below for more detail on the function of each, the required response, and what has changed with respect to REEport:

- **Verification Reports**
    - The purpose of these reports is twofold:
        - To identify any errors in the submitted data that require correction by the institution.
        - To provide a summary of the submitted data for review and confirmation of accuracy by the institution.
    - Required Response
        - You must respond to these reports and provide corrections as needed, and provide confirmation that the data has been reviewed and appears accurate.
        - If any corrections are needed:
            - Make corrections in REEport and resubmit your data.

- Notify Adam Preuter at apreuter@nifa.usda.gov, regarding why you are resubmitting your data, and the broad strokes about what was modified.

- What is different in REEport?
  - The provided reports will be exactly the same as in the past (PDF files sent as email attachments to the Financial Administrator on file). However, **REEport ALERTS YOU OF ALL ERRORS UP FRONT**, so all errors should be cleared **before** your data is submitted. Therefore, when you receive your Verification Reports, it should only be a matter of review and confirmation.
    - Exception: there are two errors not flagged by REEport:
      - It is not allowed to report staff support on a project without corresponding expenditures. Please check your data for this error.
      - Reporting of expenditures and staff support is not allowed on Administrative projects. Please check your data for this error. See the NIFA Administrative Projects section for information on prorating.

- **Director's Reports**
  - The purpose of these reports is for information only. They summarize your institution's reported data in various ways which you may find useful.
  - Required Response – None.
  - What is different in REEport?
    - Nothing; the provided reports will be exactly the same as in the past (PDF files sent as email attachments to the Financial Administrator on file).