REEport Guide for Project Directors

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Introduction for Project Directors

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Project directors of both capacity and competitive projects are required to enter and submit project data to NIFA. The link in the following table will direct PD's to the sections which detail the requirements for this project data. The "How to Login" and "How to Reset Your Password" sections are covered first, though, and apply to both capacity-funded project directors and competitively awarded grantees. To determine if you are a capacity or a competitive (non-capacity) project, use the following table to make the determination:

If you…	…Your Project Type is:
…have a **Hatch, Hatch Multistate, Evans-Allen, McIntire-Stennis, Animal Health 1433 or RREA** (Renewable Resources Energy Act) project…	Capacity (Go to Capacity Section)
…Submitted a grant application through grants.gov, received an "Award Face Sheet" from NIFA, and have a proposal and award number associated with your project…	Competitive (Non-Capacity) (Go to Competitive/Non-Capacity Section)

If you have any further questions about your project type and what is expected of you as the PD, then please email reeport@nifa.usda.gov.

How to Login to REEport

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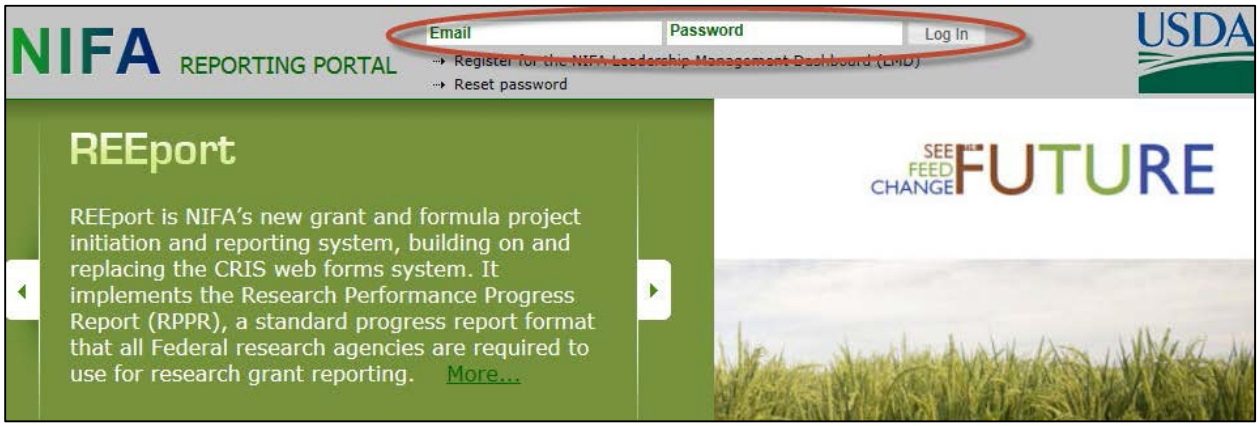
Understanding your role and permissions in REEport

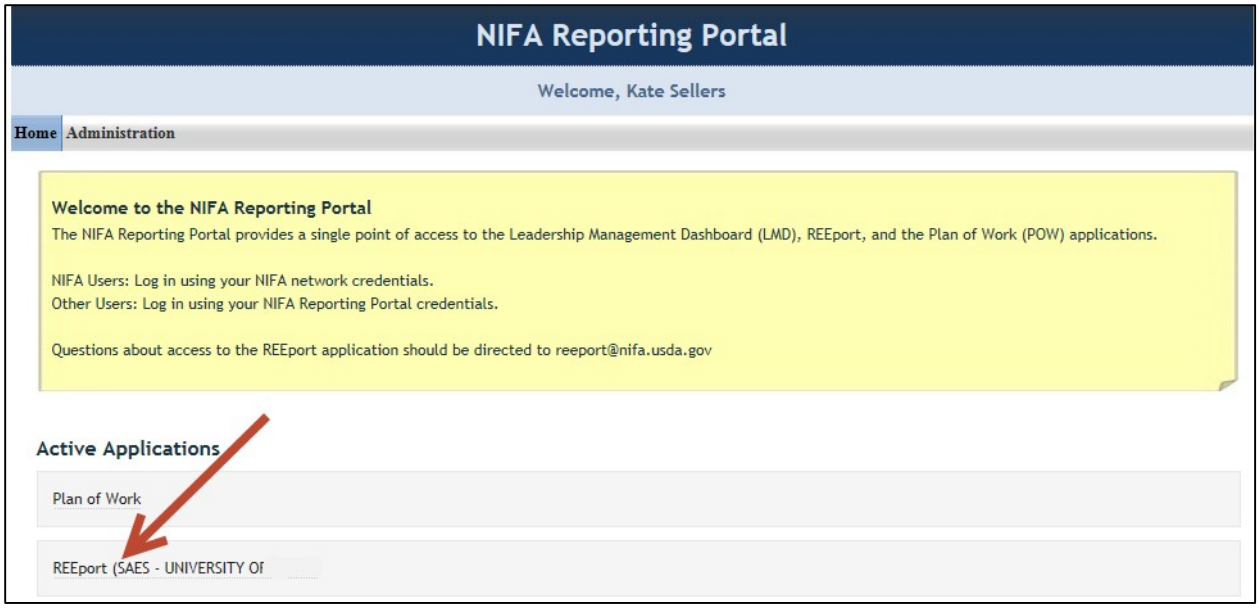
The following are the basic steps for logging into the REEport system by way of the NIFA Reporting Portal (the REEport system is housed within the Reporting Portal).

1. Go to http://portal.nifa.usda.gov
2. Enter your email and password; hit "enter" or click "login."



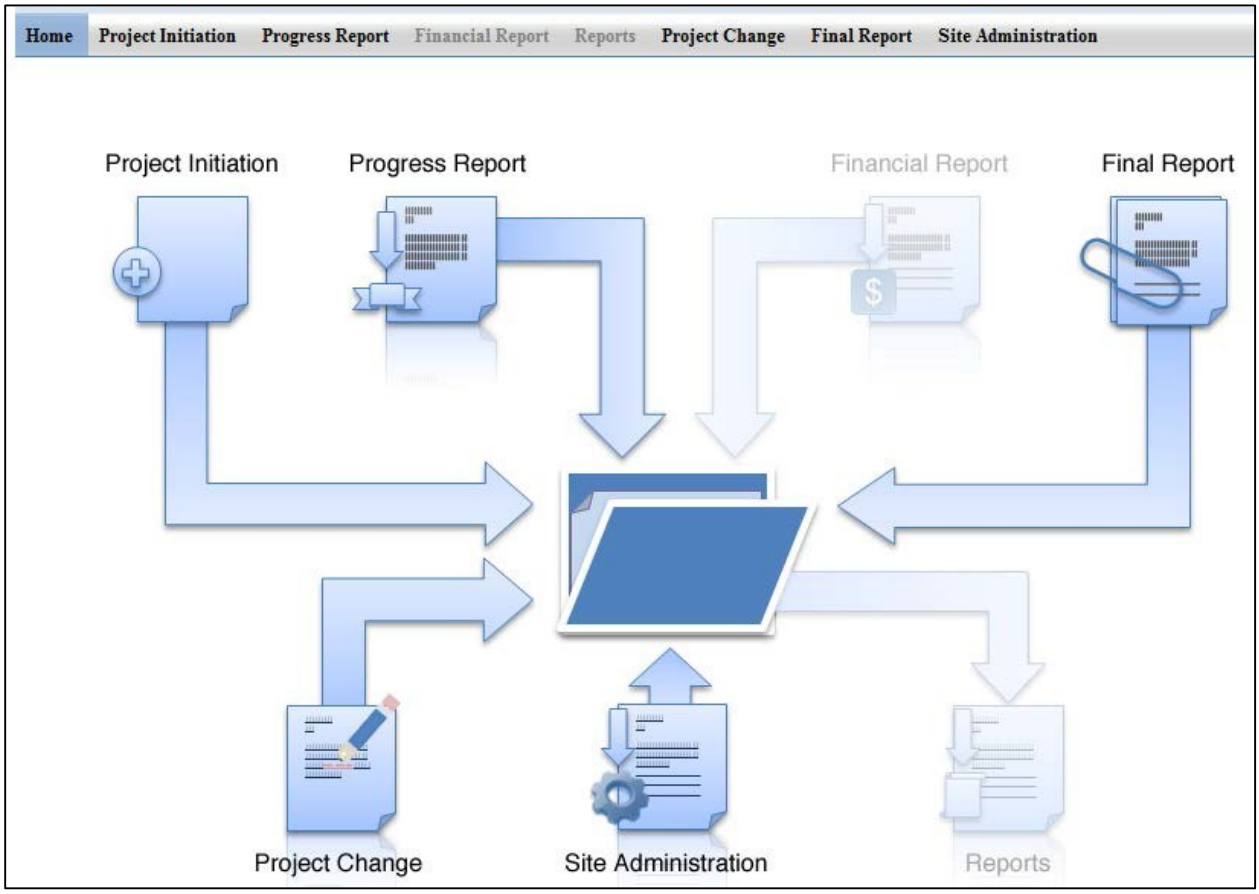
   - If you do not have a password, then you likely have not activated your account yet. To activate your account, you can follow the steps below for "How to Reset" your password, which will both activate your account and set your password.

3. Under "Active Applications" click the link you have for "REEport."
   - If the REEport link does not appear, then you have an account in the Reporting Portal for another system, such as the Leadership Management Dashboard (LMD), but not for REEport. If you are sure that you are supposed to have access to REEport, but the REEport link did not appear, contact REEport@nifa.usda.gov to troubleshoot why you cannot login.
     - Please note that if you are trying to access REEport in order to enter data on a competitive grant from NIFA, you will not be able to do this unless you are the PRIMARY Project Director listed on the grant itself (i.e. you must be the person who submitted your grant application through grants.gov.). If this is not you, then you will not be able to enter data on the competitive project.



4. Once in the REEport system, you have the option of going into different sections of the system to access various form types. Those section/form types are: Project Initiation, Progress Report, and Final Report. If you are affiliated with an 1862 or 1890 Land Grant University, then you will also have a section called "Project Change." At your REEport home screen, you can click on the icon or top menu bar of whichever section you need to access in order to submit a form type of the same name. For example, if you are just starting a project, then you need to submit a Project Initiation report, so click the Project Initiation icon.

Screenshot of your REEport home page:



Understanding your role and permissions in the system

The preceding four steps are a basic "how to" for logging into the system, but it is also helpful to understand the roles and permissions you may have depending on what type of institution you are affiliated with and what project type (or types) you have. REEport is designed so that people who are logging in have clearly defined "roles" in the system that allow them to see specific pages and do specific functions for reports. The roles and permissions that any one person has are determined by three things:

1. Whether he/she is affiliated with an 1862 or 1890 Land Grant University or other NIFA partner institution that receives capacity funds (e.g. McIntire-Stennis, Animal Health, RREA).
2. Whether he/she is the PRIMARY project director of a Capacity project(s) only, a Competitive grant(s) only, or both Capacity and Competitive project(s).
3. Whether he/she is an administrative person and/or a Co-PD on a research, education or extension project.

This chart shows the administrative and research roles at institutions and the permissions they have in REEport:

Role at the Institution	Permissions in REEport
Project Director (PD) at an 1862 or 1890 Land Grant, Forestry, or VetMed school	Has ability to enter his/her own project data and may have the ability to submit projects to NIFA if designated by the Site Admin (SA). Can view other PD's projects at their institution if assigned those permissions by the Site Admin.
Project Director (PD) at all other institutions	The PD is responsible for submitting all required data from these institutions
Co-Project Director (Co-PD) at 1862 or 1890 LGU, Forestry or VetMed school	Can create new projects and view reports, but cannot submit data to NIFA.
Co-Project Director (Co-PD) not at 1862 or 1890 LGU, Forestry, or VetMed School	Co-PDs at institutions that are NOT an 1862 or 1890 LGU have no access or permissions in REEport
Site Administrator at an 1862 or 1890 Land Grant, Forestry, or VetMed school	Has all permissions in REEport to edit and submit project data, including all PD permissions. It is important to note that most institutions choose to only allow SAs to submit project data to NIFA, removing capability from PDs.
Administrator at a 1994 Tribal College or any NIFA partner institution that is NOT an 1862 or 1890, Forestry, or VetMed school	REEport does not allow anyone other than the PD or named Authorized Representative on a project to enter and submit data to NIFA. Thus administrators, such as Deans, Directors, Department Heads, etc. at these institutions cannot enter/edit data or submit forms on their PD's behalf.
Authorized Representative (AR) at a 1994 Tribal College or any NIFA partner institution that is NOT an 1862 or 1890 LGU* *At 1862/1890, Forestry, and VetMed schools, an AR can be set up with the Site Admin or Assistant Site Admin role in REEport, which allows them full access to project data for all capacity and non-capacity/competitive projects.	Has edit access to any project (grant) for which they are named the AR and may enter/edit data on behalf of the primary PD listed on the project. ARs can see other projects at their institution but may not edit them if they are not the named AR.

How to Reset Your Password

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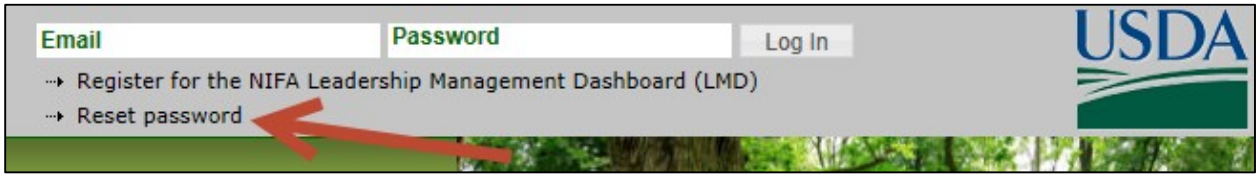
Any person with access to REEport and the NIFA Reporting Portal as a whole can reset their own password at any time. There is no limit on the number of times or how often in a given day that a user can reset his or her password. To reset a password, follow these steps:

1. Go to http://portal.nifa.usda.gov
2. At the top of the page, click the "reset password" link, as shown here:



3. Enter the email address that is associated with your account in the system (if you can't remember which email address this is, you will need to contact reeport@nifa.usda.gov and provide your full first and last name).

4. After you enter your email address, the system will recognize your account and send you a link to reset your password. The email is sent within minutes. If you do not receive it, make sure to check your junk mail. Also, make sure noreply@nifa.usda.gov is not blocked by your email service.
5. Click the reset password link you receive; this will bring you to a page in the NIFA Reporting Portal where you will enter the new password (of your choosing) twice.
6. After your new password is saved, click the log in link at the top of the page you already have open; you can also type in and save the URL http://portal.nifa.usda.gov for all future logins.
7. Enter your email address and newly set password, and then click "log in."

How to Enter and Submit Project Data

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The following instructions for submitting project data and reports through REEport are divided into two sections: capacity-funded projects and competitively awarded projects. Use the table of contents below to choose the section that applies to your project type or to skip directly to the instructions for the specific type of form or action you want to complete in REEport.

>>> Capacity Funded Projects

Requirements and Due Dates
Submit a Project Initiation
Resubmit a Deferred Project
Submit a Progress Report
Edit an already submitted Progress Report
Submit a Final Report
Edit an already submitted Final Report
Submit a Project Change
Submit a Financial Report

>>>Competitively Awarded Projects (Non-Capacity)

Requirements and Due Dates
Submit a Project Initiation
Submit a Progress Report
Edit an already submitted Progress Report
Submit a Final Report
Edit an already submitted Final Report
Submit a Project Change
Submit an SF-425, Federal Financial Report

Capacity-Funded Projects

(Hatch/Hatch Multistate, Evans-Allen, McIntire-Stennis, Animal Health, RREA)

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Requirements & Due Dates
Submit a Project Initiation
Resubmit a Deferred Project
Submit a Progress Report
    Edit an already submitted Progress Report
Submit a Final Report
    Edit an already submitted Final Report
Submit a Project Change
Submit a Financial Report

Requirements & Due Dates

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A NIFA capacity funded project is any agricultural research project which is supported by dollars from one of the following five programs:

- Hatch (1862 LGUs only)
- Hatch Multistate (1862 LGUs only)
- Evans-Allen (1890 LGUs only)
- McIntire-Stennis
- Animal Health
- Renewable Resources Extension

For capacity funded research, Project Initiation needs to be completed by any LGU Project Director (PD) who has been granted authority by their parent LGU to use a portion of its (the institution's) allocated capacity dollars (Hatch, Hatch Multistate, Evans-Allen, McIntire-Stennis, Animal Health, or Renewable Resources Extension) to perform approved research. The PD (or designated staff member; in some cases the institution allows the Site Administrator to input data on behalf the PDs) must complete a Project Initiation in order to gain approval by NIFA to begin the research and to spend capacity dollars o n that particular project. Once a project is approved and becomes active, subsequent progress reports, financial reports, and a final report must be submitted to NIFA in accordance with the below due dates.

Form Type	Due Date
Project Initiation	Can be submitted throughout the fiscal year, but note that NIFA requires a 30 day review period before the project can become active. Project start dates will be the start date requested or the date of NIFA approval, whichever is later. Start dates cannot be backdated.
Progress Report	March 1st (May be submitted up to 90 days prior.)
Financial Report	February 1st
Final Report	No later than March 1 of the fiscal year following the project's end date, but may be submitted at any time to terminate the project.

Detailed explanation of Requirements and Due Dates:

Project Initiation

NIFA's policy is that all capacity projects report on the federal fiscal year. Thus, the overall reporting period for each progress report and final report must follow the federal fiscal year (FY).

Example: A project initiation is submitted and approved with a start date of February 1, 2012; the first progress report will cover the reporting period of February 2012 through September 2012 (end of FY) and will be due March 1, 2013 (see progress report details below).

Progress Report

Due by March 1 annually for each reporting year of the project but may be submitted within 90 days leading up to March 1. Per the policy change noted above, capacity reporting must follow the federal fiscal year, so each Progress Report covers one federal fiscal year (or a portion thereof depending on the start date of the project).

If the project begins in the midst of the federal fiscal year, the progress reported on in the first Progress Report is the start of the project through the remainder of the federal fiscal year. All subsequent Progress Reports cover each full federal fiscal year.

NOTE: REEport works by automatically creating a Progress Report "shell" for any capacity project that was "approved" and obtained active status in a given fiscal year. This applies even if the project was only active for a short period of time. For example, a project that was approved and active only from 9/1/2013 through 9/30/2013 will have a Progress Report shell created for it and "due" by March 1, 2014. This progress report would be a report on only one month's worth of work. NIFA requires that PDs submit these reports. NIFA recognizes that such a short period of time may result in there being nothing to report. That is acceptable, and the PD should state "nothing to report" in any text fields which require text or utilize the "nothing to report" checkboxes if available.

Each subsequent year's "shell" is created upon submission of the previous year's Progress Report, so in this scenario, the first report detailing significant progress would come with the second Progress Report, due March 1, 2015.

Financial Report

Due by February 1 for each year of the project. Financial Reports may be submitted via the Financial Module in REEport by an institution in batch or project by project.

Final Report

Due by March 1 in the fiscal year following the project's end date. The Final Report may also be submitted at any time during the life of the project in order to terminate that project. However, it is important to note that the system will only accept the submission of the Final Report if the date of submission is within 90 days prior to the current end date listed on the active project. If a PD or SA wishes to submit a Final Report earlier than 90 days prior to the end date of the project, then they must submit a "Project Change" to change the end date of the project so that the proper 90 day window is created in relation to the day they want to submit the Final Report.

Submit a Project Initiation

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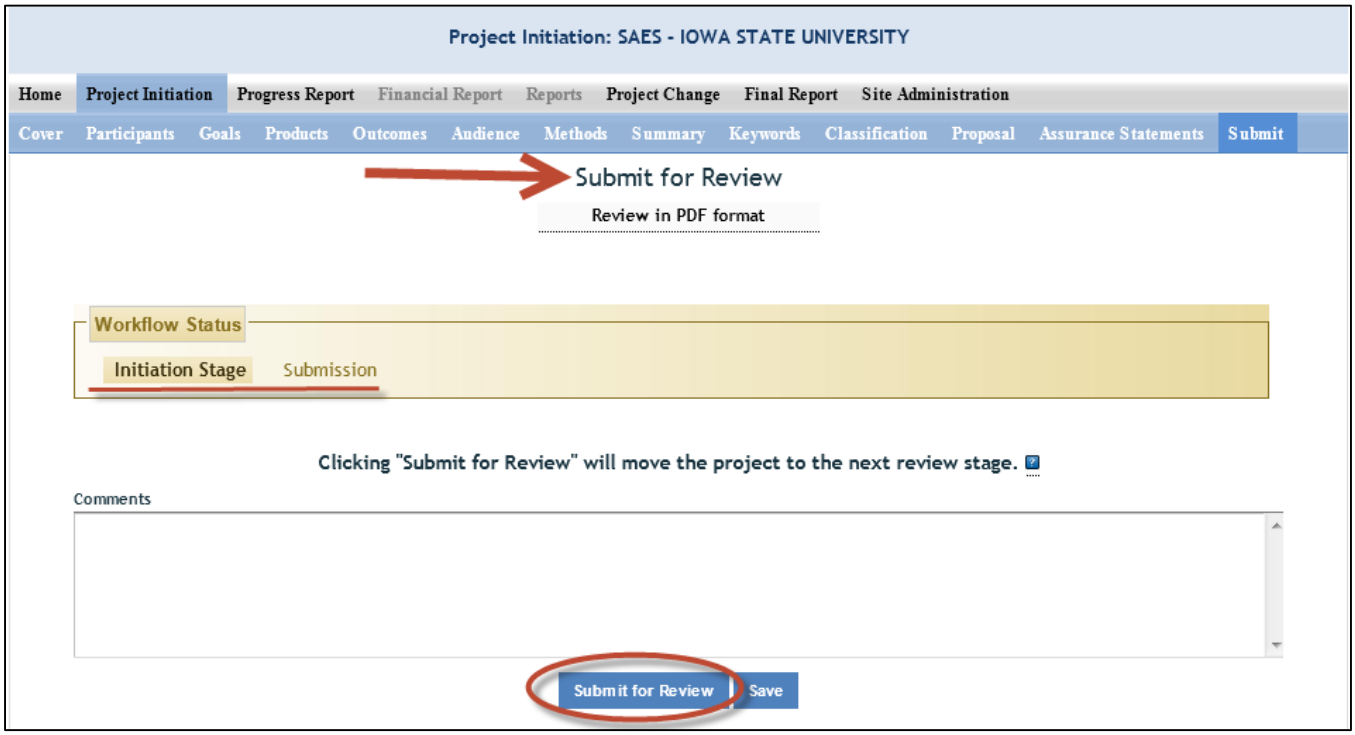
As a PD at a Land Grant Institution, you and/or your Site Administrator have the option to create a new Capacity project proposal whenever you choose. You can then submit that proposal for NIFA review and approval so that you may spend capacity funds on that project. Keep in mind that NIFA has the option to defer or decline your project initiation instead of approving it. If your project is deferred, you will always have the option to resubmit it with the changes that NIFA requested. If your project is declined, that decision is final, and the project cannot be changed or resubmitted.

Quick Instructions for creating a new capacity project and submitting it for NIFA review.

1. Log in to REEport by going to the NIFA Reporting Portal at http://portal.nifa.usda.gov. Enter your email and password.
    - If the system does not recognize your email address, it is likely because your Site Admin has not added you to your Land Grant Site as a Project Director. Please contact your Site Administrator to ensure he/she has created an account for you.
    - Click here for additional troubleshooting logon issues.
2. Upon entering the Portal, click the "REEport" link under your "Active Applications."
3. Upon entering REEport, click the "Project Initiation" icon.
4. Click "create new project."
    - Note – If your project has already been created by you or your site admin and you are returning to edit/complete entering the project data, do not "create a new project." Instead, expand your "drafts" folder and click the title of the project you want to work on; then continue to step 6 below.
5. Choose the funding source for your project
    - You will only have the option for funding sources which your institution is eligible to receive. Potential sources are: Hatch, Hatch Multistate, Evans-Allen, Animal Health, McIntire-Stennis, Renewable Resources Extension Act (RREA), State (which means no funds from NIFA are being spent on the project; other federal funds may be part of the project). If your project is not going to be funded by any of the above sources, then you should NOT be creating a new capacity project.
6. The first screen you will be brought to is the Cover Page for your project. Proceed with filling out this screen and then using the "save and next" buttons to fill out all of the subsequent screens of the project initiation.
    - For detailed instructions on what NIFA expects you to enter in which field, please see the "data content instructions" that follow this section.

- When entering new data on any page, make sure to click “save” or “save and next” before moving to the next page; otherwise, you will lose your work.
- The last page of the Project Initiation form is the “submit” screen. No data is required here, but there is two parts to the submission process, and it’s important that you understand both parts. These are described in Steps 7 and 8 below.

7. Submit for Review.
    - This submits your project for review by your organization, specifically, directing your submission to the Site Administrator at your organization. Once you submit it, it is no longer editable by you, the PD. If you need it back for editing or if the Site Admin notices something you need to change, he/she can send it back to you; this will put the project back into your “drafts” folder. The “Submit for Review” screen looks like this:



8. Submit Project for <u>NIFA Review.</u>
    - At most land grant partner sites, only Site Administrators have this capability. As the PD, you should communicate with your Site Admin to make sure your project gets submitted to NIFA in a timely manner. Remember that just because you clicked “submit” for organizational review, NIFA will not receive the project to review until your Site Admin clicks “Submit for NIFA Review.”
    - You should look out for an email notification from REEport when your project has been officially submitted to NIFA for review.
9. Wait for a decision from NIFA; you will receive an email notifying you of the decision.
    - NIFA maintains a 30 day review period policy.
    - If the NIFA National Program Leader (NPL) approves your project, the project officially starts on the start date you requested OR the date of NPL approval, whichever is later.

- If the NPL defers your project, you are allowed to make the changes requested by the NPL and resubmit the project. Click here for instructions on re-submitting deferred projects.
- If the NPL declines your project, that decision is final and the project cannot be resubmitted.

Data Content Instructions for Project Initiation

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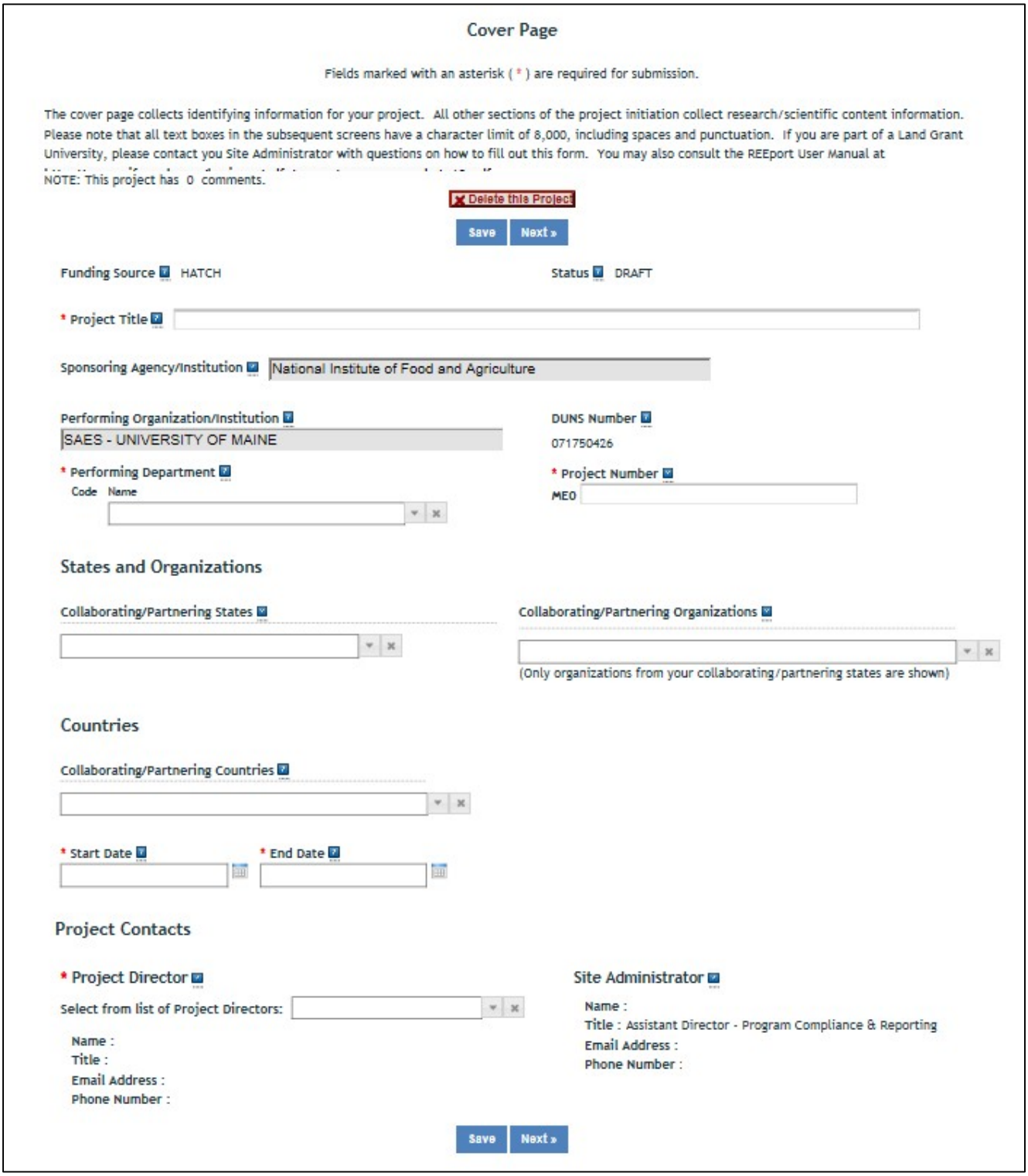
What to Include in the Project Initiation Data Fields

Upfront helpful hints:

- For detailed guidance on specific data fields, remember to use the embedded Help Text by clicking on the small blue icon located next to the field in REEport.
- There are character limits on all fields in REEport, but the main one to be aware of is: for all the large text boxes with the built-in text editor, there is an 8,000 character limit, including spaces.
- REEport does not accept graphics, charts, or other images pasted into any of the open text boxes.
- Remember that whenever you enter data on a page, you MUST click one of the navigation buttons at the top or bottom of the page to save your work; while you are permitted to move from page to page within a module, using the top menu bar (e.g. moving from “goals” to “products” by clicking those words in the menu bar) doing this will not save your work if you entered anything new on the page.

Cover Page

Following is a screenshot of the Cover Page of a capacity project. Below the screenshot are the basic instructions for filling out the data fields as well as descriptions of data fields that are prepopulated.



Funding Source
The funding source is prepopulated on this page based on what you chose when you clicked "create a new project." The options for capacity funding source are: Hatch, Hatch Multistate, Evans-Allen, McIntire-Stennis, Animal Health, and Renewable Resources Extension. Although it is not a NIFA capacity funding source, there is also the option for "State."

Status
The status of a project is assigned by the REEport system and starts at "draft". After your project is submitted to NIFA and a decision is made, it will reflect one of the following statuses:

> **Active** - This signifies a project that is has been approved by a NIFA NPL and is currently within the overall project duration dates (i.e. between the start date and end date of the project).
>
> **Declined** - This signifies a project that has been declined by an NPL; it may not be resubmitted.
>
> **Deferred** - This signifies a project that has been deferred by an NPL who has requested changes or additional information to be included in the project initiation; it may be resubmitted with appropriate changes in order for the NPL to render a final decision.
>
> *If your project becomes active, it will eventually change to "**complete**" once it reaches its end date or if you terminate the project early:*
>
> **Complete** - A project that is complete is one that has either been terminated via the submission of a Final Report or one that is currently outside of its overall project duration dates. This means that a project whose Final Report has not been submitted will still show a status of "complete" if the current calendar date is later than the end date of the project (note: projects in this situation are displayed in the "Final Report Past Due" folder).

Title
The project title is a succinct characterization of the focus and subject of study being performed. Do not include phrases such as "research on," "investigation of," etc. Do not use quotation marks or underscoring. Keep in mind that the title will be used for information retrieval searches, so including specific keywords that are as descriptive of the project as possible is important.

Sponsoring Agency/Institution
The Sponsoring Agency/Institution is the organization that is funding the project. For all Capacity and Non-Capacity Projects, the sponsoring agency is NIFA. The exception to this is State projects; the sponsoring agency for these projects is prepopulated with "State Agricultural Experiment Station."

Performing Organization/Institution
The Performing Organization/Institution is the organization that employs the scientist(s) conducting the research.

DUNS Number

Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). For Non-Capacity Projects, NIFA automatically prepopulates this field with the DUNS number that was entered by the grantee in Grants.gov.
For more information on DUNS numbers, visit
http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf.

Performing Department
The Performing Department is the entity/section at the Performing Organization/Institution to which the Project Director is assigned and performs most of his/her duties and research.

Project Number
The Project Number is an identifier (combination of letters and numbers) subject to the identification/numbering system used by the Performing Organization/Institution. While it is recommended that Project Numbers be unique to only one project, NIFA does not prevent PIs from re-using project numbers. This most often happens when a given project has been terminated and a new project is being initiated that continues the research from the terminated project. Having the same project number enables the institution to track the research under that single identifier.

While PIs set their own requirements for project numbers (i.e. their preferred combination of letters and numbers) the Division Station Code, as shown above this field, will always automatically be appended by REEport as a prefix to the number entered.

Note: NIFA does NOT use project numbers to track projects or to perform data retrieval searches; accession numbers only are used for these activities.

Collaborating/Partnering States
Collaborating/Partnering Institutions
Collaborating/Partnering Countries

For the above three categories, identify any other states/partnering institutions/countries that are **significantly** participating in this research project. A "significant" amount of participation to a project generally implies that the PD would not be able to realize the major objectives of a project (at all or as effectively) without the participation and support of the other participating state(s).
Note: A "contribution" of effort and/or resources (i.e. SYs/PYs, materials) can be made regardless of whether or not the partnering entity is receiving or contributing actual monies towards the project.

Start Date
For all capacity projects, enter the date on which the research will begin being conducted and funds will begin being expended on this project. You may not backdate the start date for capacity projects. However, you may future date the start date for projects, as doing so provides you time to obtain the necessary approvals and await availability of personnel or materials to begin your research.

- **Policy Note:** It is NIFA policy that capacity funds can only be expended on projects that are officially approved by NIFA. For this reason, REEport will automatically make the start date reflect the requested start date OR the date of reviewer approval, whichever is later. This is applicable to all NIFA capacity funded projects, including Hatch Multistate projects, regardless of the start date listed on the “umbrella” multistate project in NIMSS. Also note that there is a

90-day window in which capacity funds can be expended prior to the start date of the project; however, if funds are expended prior to the start date and the project does not get approved, your institution is responsible for those funds.

End Date For capacity projects, the maximum duration of any project is five years. There are no extensions allowed for any project whose original length was approved at five years. However, one-year extensions are allowed and do not require NIFA approval for projects originally approved for 4 years or less. An additional one-year extension may be granted, with NIFA approval, for projects that were originally approved for 3 years or less. The Project Changes module must be used to request a project extension.

Example 1: A project is approved for 10/1/12-9/30/17. No extensions will be granted.

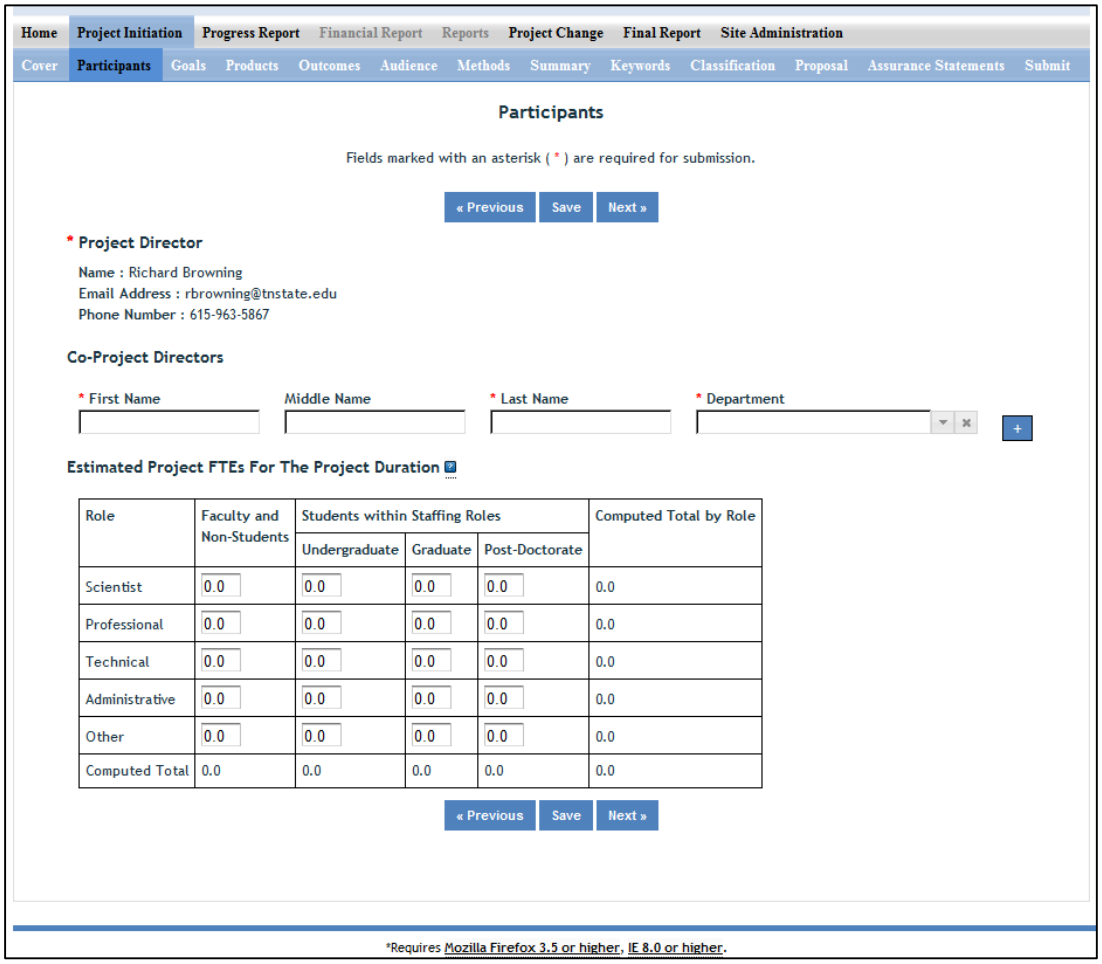
Example 2: A project is approved for 10/1/12-9/30/16. A one-year extension may be entered into REEport by the Site Admin without needing NIFA approval, which extends the project to 9/30/17.

Example 3: A project is approved for 10/1/12-9/30/15. A one-year extension may be entered into REEport by the Site Admin without needing NIFA approval, which extends the project until 9/30/16. An additional one-year extension may be requested from NIFA, and upon approval, will extend the project to 9/30/17.

Project Director
Select the Project Director for this project from the list provided. If you are a PD at a NIFA partner Institution (Land Grant University) and you do not see your name listed, you must contact your Site Administrator (SA; listed to the right).

Site Administrator
This is the REEport Site Administrator (Site Admin; SA) for your institution. Any questions regarding access to REEport and permission to enter and/or modify data should be directed to your Site Admin.

Participants



Project Director

The fields pertaining to the main Project Director are prepopulated on this page according to what is displayed on the Cover Page

Co-Project Directors

Enter the information for all Co-Project Directors (Co-PDs) who are participating on this project. To enter more than one Co-PD, click the "+" sign that appears after the first one has been added.

Estimated Project FTEs for the Project Duration*

A Full-time equivalent (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 of a project's duration (i.e. 1 year of a project) equals 1 complete FTE. If that same person works a full time schedule on a 5 year project, that would be equal 5 complete FTEs.

INSTRUCTIONS: Enter the estimated Full-time equivalent(s) (FTE) that will support this project over the course of the **project's duration.** You may enter fractions and round to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

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.

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.

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.

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 typing reports, managing bill payments, managing equipment and supplies, etc. Examples: Secretary, Data Entry personnel.

***NOTE: Estimated Project FTEs are not required by the REEport system. If you leave these fields at zero, the system will still allow you to submit a project initiation. However, please be aware that for capacity projects, a NIFA reviewer can decide if he or she requires the estimated FTEs before approving a project. If the project is submitted with no estimate FTEs and the reviewer requires them, then the reviewer will defer the project and indicate such in his/her comments. The project can then be resubmitted with the appropriate FTE fields filled in.**

Goals

What are the Major Goals of the Project?

By "Major Goals" NIFA means the over-arching goals of the project AND the objectives that will be undertaken to achieve those goals.

Provide a clear, concise statement of the major goal(s) of this project. This should encompass a broad perspective of what purpose, service, major achievement, or milestone this project will provide. Following your goal statement, please list the objectives of the project using numbers for each

In either list or paragraph format. Most goals have multiple objectives. Objectives are focused, quantifiable, and measurable, whereas goals are more general and broad. There is no minimum or maximum number of objectives to include for a project, but all objectives should be specific and attainable within the duration of the project and with the available resources (refer back to your estimated FTEs for project duration and other resources available to the project.)

> **Efforts** include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

Products

Identify the products/outputs that are planned as a result of this project. You may use paragraphs and/or lists. NIFA considers the terms "products" and "outputs" to be synonymous.

For the purpose of Project Initiation (the module you are in right now), you should include **all products/outputs** that are **expected/estimated** to result from the duration of this project. **Products/outputs** are activities, events, services, and products that reach people.

Example products/outputs:

- **Activities**: conducting and analyzing experiments or surveys; assessments; facilitating; teaching; or mentoring.
- **Events**: conferences; demonstration sites; field days; tours; symposia; workshops; and trainings.
- **Services**: consulting; counseling; and tutoring.
- **Publications:** scientific journals; books; conference proceedings.
- **Other Scientific products**: methods, or techniques; data or databases; equipment or instruments; patents and patent applications; applications for Plant Variety Act protection; models; new germplasm, or genetic maps; decision support tools.
- **Communication products**: audio or video products; website(s) with the appropriate URL(s); information; media impressions (coverage); Policy briefings.
- **Education products**: curricula; networks and/or collaborations fostered by the project or activity; physical collections or resources; train-the-trainer manuals.
- **Other Technology**: software; technology skills; and technology for individuals, communities, and programs; apps.
- **Graduates**: students graduated in agricultural sciences.

Outcomes

Provide a description of Expected Outcomes over the duration of the project. You may use paragraphs and/or lists.

Outcomes help lead to a *project impact*. An outcome is defined as a measureable and documented change in knowledge, action, or condition as a result of the project. Outcomes should relate directly to the project objectives. Expected project outcomes are to be identified and listed in this section and then further reported on in progress reports and final reports in the **accomplishments** section in consecutive years.

Outcome statements in this section should be short, succinct statements that start with phrases indicating the occurrence of change. If appropriate and available, outcomes should be supported with key, quantitative data, such as number of acres impacted, increased profits, or number of people impacted. Examples of such phrases are:

"Increase in the numbers of acres that..."

"Decrease in the number of children that..."

"Increased profits from the sale of..."

Outcomes should include one or more of the following:

Change in Knowledge: For a research project, a change in knowledge can be an incremental change in the understanding of scientific knowledge. For education or extension projects, a change of knowledge occurs when recipients of an education or extension activity demonstrate learning and information gain in understanding.

Examples:

a) Youth know how to choose food according to MyPyramid guidelines.
b) Families set goals to improve their food resources management practices.
c) The genome for this plant species was annoted and markers for drought tolerance were found.
d) A new variety of plant seed has been released.
e) A sequencing of a portion of a plant or animal gene.

Change in Action: A change in action occurs when a change in behaviors or practices results from the project's activities.

Examples:

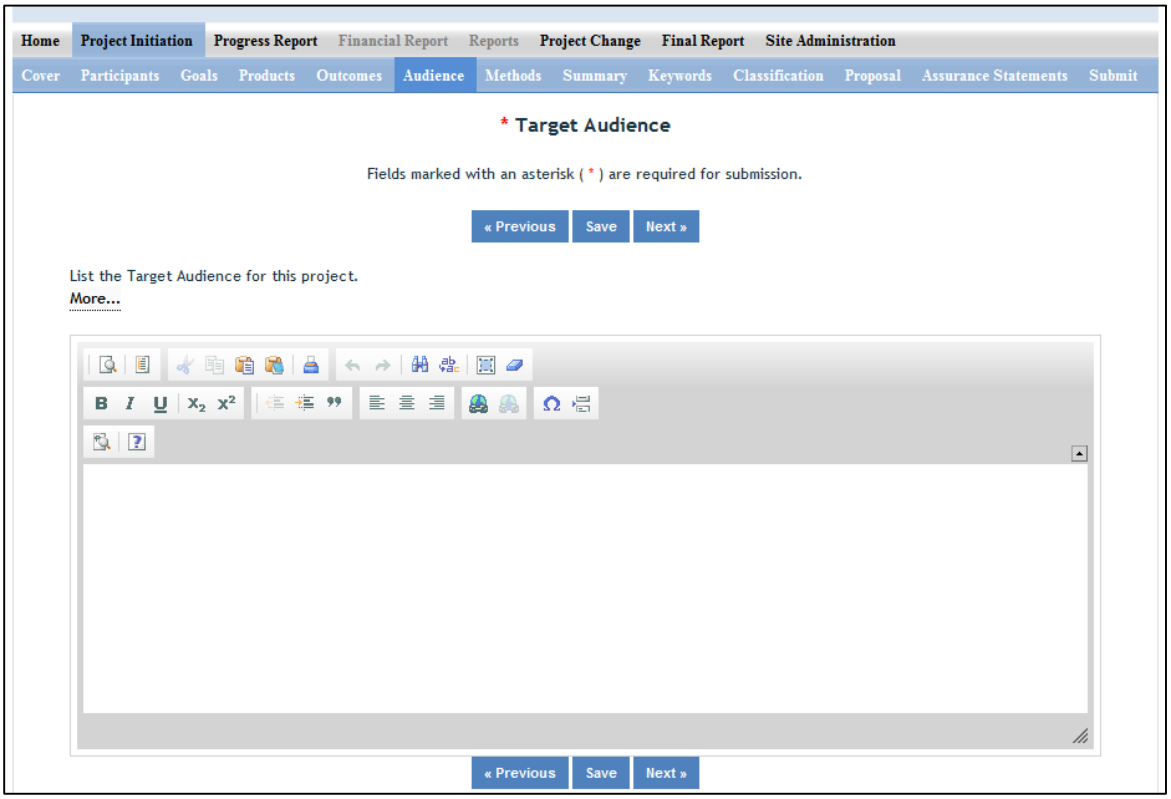
a) Youth eat foods that are closer to the recommended MyPyramid amounts.
b) Families prepare simple, nutritious, and affordable food.
c) A drought tolerant cultivar was released and planted by farmers on a trial basis
d) A new variety of plant seed has been accepted by farmers, with 10% of the farmers in Monroe County using this seed this past year.
e) An increase in the consumption of fruits and vegetables was observed within the last year in school lunch rooms in the northwest of the United States.
f) A significant increase in food safety practices was observed after a new website was posted that had over 10,000 unique users within the first year of posting.

Change in Condition: A change in condition occurs when a change in a condition of societal concern results from the project's activities such as awareness level.

Examples:

a) There is a reduction in the proportion of youth who are overweight and obese.
b) Families maintain healthy eating habits and experience decreases in health-related problems.
c) The drought tolerant cultivar was planted on 35% of the acreage which resulted in a 50% reduction in irrigation. This saved 5 million gallons of water and reduced power consumption by 2.5 Kw.
d) A new plant variety has ranked in the top 20 plant varieties planted nationally.
e) A trend in increasing healthy food consumption in grammar school children was paralleled with a 50% increase in school gardens from 2010 to 2012.

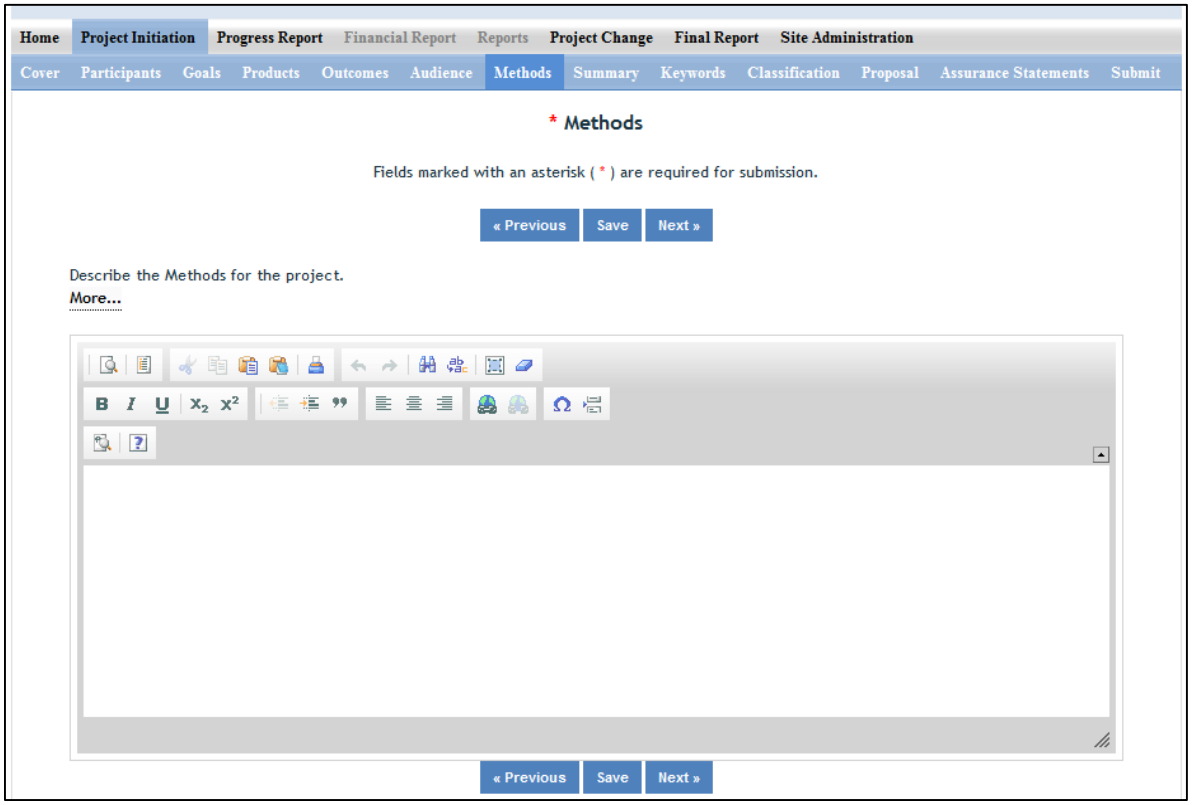
Audience



The target audience(s) you describe on this project initiation should include all of the audiences you plan to reach over the course of the project, even if only for portions of your efforts during certain activities of the project.

Target audiences include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged.

Methods



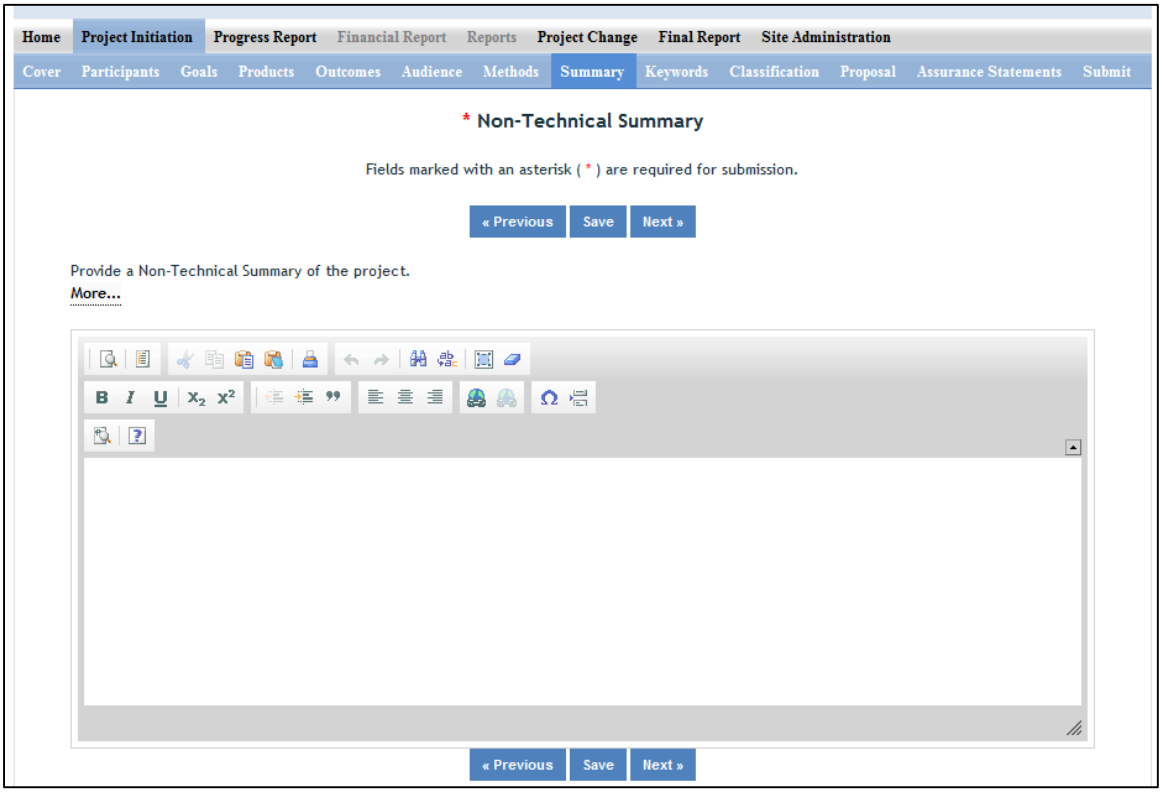
Describe the Methods for this Project:

Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. Include a description of how the results will be analyzed, evaluated, or interpreted for integrated and extension projects. Describe the **Efforts** that will be used to cause a change in knowledge, actions (behavior), or conditions of a target audience. Include a description of how the output(s) will be **Evaluated** and/or quantified for its impact on the intended audience(s).

"Efforts": Efforts include actions that expand knowledge in the field of science and or deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; workshops; experiential learning opportunities; extension and outreach.

"Evaluation": Demonstrating that evaluation will be part of your project means that you describe the plan/steps to be used to **evaluate or "measure"** the success of the project. Provide a listing of the types of evaluation studies planned and types of data that will be collected, emphasizing key milestones and measurable or quantitative indicators of success. The project evaluation plan should relate milestones and indicators of success to expected project outcomes/accomplishments and impacts.

Summary



<u>This non-technical summary may be the most important section of your report.</u> This will be accessed by legislators who make decisions about funding allocations, general public, community leaders, and taxpayers as well as government staff and other scientists.

The summary is your opportunity to clarify the importance of your project in non-technical terms that people without scientific backgrounds can understand. A good non-technical summary is composed of 1-2 succinct paragraphs that cover three main points. **In addressing these points, make sure to provide enough detail so that you are touching upon the main purpose of the project, the expected accomplishments, and anticipated benefits of the research.**

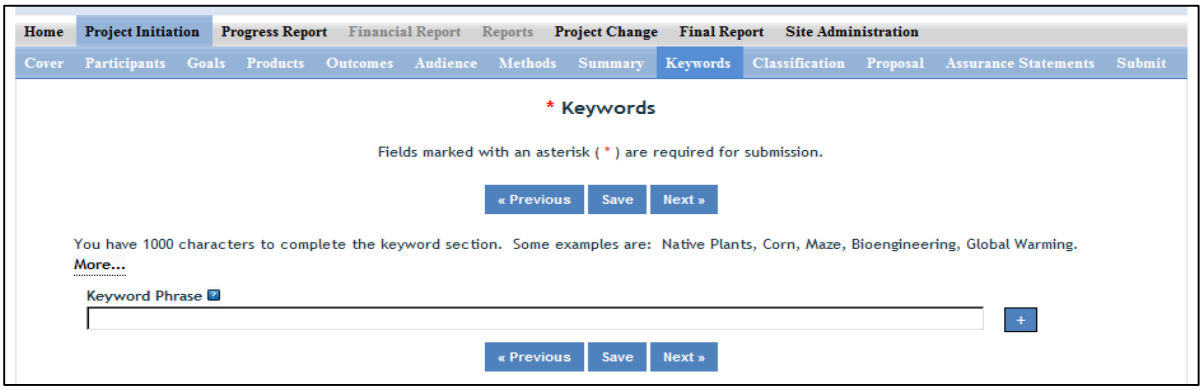
1. What is the <u>current issue or problem</u> that the research addresses and why does it need to be researched? When answering this question consider a perspective that is understood and valued by the general public beyond the target audience regarding the science you are conducting. A clear statement of relevance should be included that describes this value. Why is this topic important to the general public?

2. What <u>methods and approaches</u> will be used to collect and produce data/results and subsequently inform target audiences? This should be different from your objectives list. Do NOT include duplicate text from other sections. This section should explain, **in plain, non-technical language,** what you intend to do.

3. Through the methods mentioned above, what <u>ultimate goal(s)</u> does the project hope to achieve and what is the general impact expected to be if this goal is met? What societal

benefits may be realized? (E.g., overall decrease in energy consumption, children eating healthier, a more sustainable use of agricultural land.)

Keywords



Instructions:
Each keyword or phrase is entered separately by using a "+" sign after each entry. Add a new keyword field for each separate keyword or keyword phrase you want to use to describe the project. Examples of words are: Corn, Maize, Bioenergy. Example phrases are: Native Plants, Climate Change, Food Safety.

The purpose of assigning keywords and key phrases to your project is to improve the search capability in our database of project information on certain topic areas. The keywords you choose should be as all-encompassing for your project's topic area as possible so that different keywords searched by various queries will still pull up your project information. For example, if your project is aimed at researching new wheat varieties, you will want to include more than the word "wheat" as a keyword. More helpful words and phrases would be: wheat, wheat varieties, cultivar, grain.

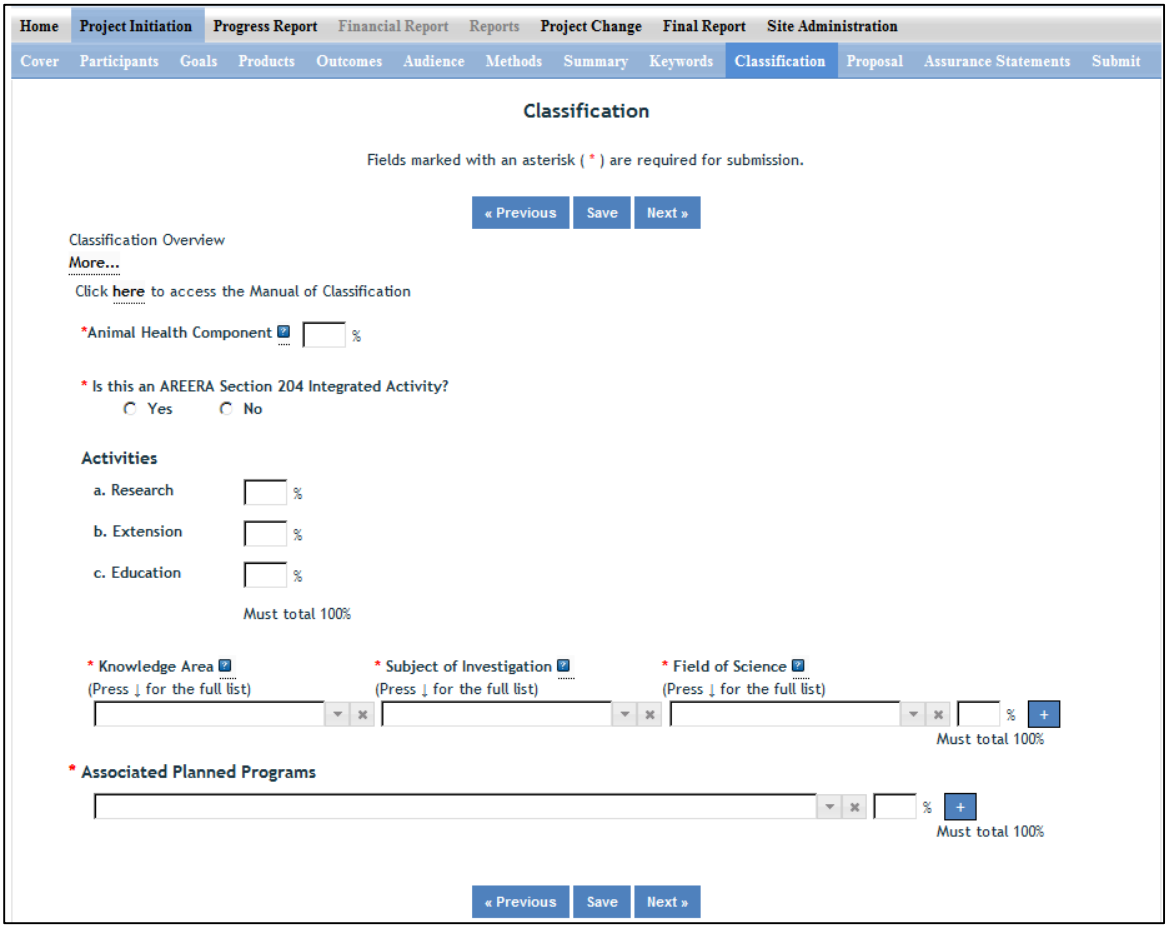
HINT: If there are specific words or phrases that you have used repeatedly in other sections of your project initiation (e.g. in the non-technical summary, goals, products, etc.), then those same words or phrases should be in your keywords section.

Another way to think of keywords is that they should, collectively, resemble an abbreviated abstract of the project narrative. Keywords can be a word or phrase that represents a concept, and they can fit into three areas or levels: general concept, class or category of research, and specific subject/item of research. Your keywords can include words from each level.

- General Level – Refers to overall objectives in the major fields of interest or disciplines. It is best to include at least two general level keywords. Examples: HARVESTING, MECHANIZATION.
- Class Level – Refers to classes or categories of subjects or items, and to moderately broad concepts or areas of interest which conceptually group the specific entry keywords into like classes. It is best to enter at least 4 class level keywords/phrases. Examples are: MECHANICAL ENGINEERING, HARVESTING LOSSES, CROP DAMAGE
- Specific Entry – Refers to the most specific concepts, subjects, or items under study. It includes the specific plant, animal, or microorganism; the specific equipment, processes, approach, technique, or system; and specific properties, reactions or functions. It is best to select at least 4-5 specific entry

level keywords or phrase. Examples are: POTATOES, MECHANICAL HARVESTING, HARVESTING EQUIPMENT, BULK HANDLING, SKINNING, BRUISING.

Classification



Classification Overview & Codes:

Classification is a key task completed by the project team to assure that their research reports are correctly identified and therefore picked up in searches completed by staff at NIFA. Not adequately identifying a project could lead to a critical project not being recognized when specific topic areas are searched for by staff for reporting to congress and the public. In order of the fields displayed on the Classification page, here is how they should be filled out:

Animal Health Component

Projects receiving Animal Health capacity funds under Public Law 95-113 will automatically be classified 100% Animal Health; this field will be prepopulated with "100%" based on the fact that you already chose "Animal Health" as your funding source when beginning this project initiation.

Other types of projects (those funded by a source other than Animal Health and Disease 1433) demonstrating animal health research may include animal health percentages; that percentage is subject to the Project Director's discretion and should be entered in this field.
Note: If no portion of this project supports animal health research, you must enter "0" for the percentage; you may not leave the field blank.

AREERA Integrated Activity?

An integrated activity is defined as a jointly planned, funded, and integrated activity between research and extension to solve a problem; this includes the generation of knowledge and the transfer of information and technology.

Note: If you check "yes" for this question, you will be required to fill out the activity percentage fields that follow.
Hint: You should check "yes" for this question if this project is a Hatch or Hatch Multistate Project which is being supported by both Hatch funds (research component) and other funding that supports an extension component of the activity. Examples of acceptable combinations of funds: Hatch and Smith-Lever; Hatch and State extension funds; Hatch Multistate and State and Other (federal or private) funds.

Activities

Please enter the percentage of work effort being done on the project in the areas of Research and/or Extension and/or Education. There is no minimum or maximum percentage required for any of the categories, but keep in mind that most capacity funded projects should have the most significant portion of their work being done in the Research Category (this applies to Hatch, Hatch Multistate, Evans-Allen, Animal Health, and McIntire-Stennis projects; this does NOT apply to RREA projects).
Be aware that the percentages you enter into these categories should NOT be representative of the primary Project Director's split appointment (if they have one) at his or her institution. The percentages should simply reflect the type of work being done under the project's goals and objectives.

Note: Once you enter any percentage for the "research" category, additional data fields will appear up on the page asking you to classify the type of research (basic, applied, developmental) into percentages. The percentages on each section must always add up to 100%.

Line of Classification

All projects entered in REEport must be classified according to standard classification elements which consist of a series of three classification areas:

1. **Knowledge Area**: An important and highly useful series of classifications is Knowledge Area (KA). There are 79 knowledge areas divided into nine topic areas.

2. **Subject of Investigation**: Describes the object of the research or activity, such as the class of plant, animal, organism, material, process, procedure, etc., under investigation.

3. **Field of Science**: The Field of Science (FOS) are a classification used throughout government. NIFA's FOS is a modification of those used by the National Science.

Each project must have at least one line of classification; a classification "line" consists of one KA, one SOI, and one FOS. To allow for identification of multiple objectives on a single project, up to ten classification lines may be entered on a single project. All lines must be assigned a percentage of not less than 10%. The available codes from which you may choose are defined in the Classification Manual which can be found here: https://nifa.usda.gov/resource/manual-classification

Associated Planned Programs

If this project is a Hatch, Hatch Multistate, or Evans-Allen project, this drop down menu is pre-populated with the Planned Programs that the Performing Organization (the 1862 or 1890 Land Grant University which employs the Project Director) currently has on file in the approved AREERA State Plan of Work of the fiscal year which matches the fiscal year in which the project starts. The menu will populate with the appropriate planned programs for that fiscal year.

Please choose the Planned Program or Programs which best serves as the "umbrella" under which this project would fall (i.e. this project supports or adds to achieving the overall goals/objectives of the Planned Program.) You may choose more than one Planned Program and assign appropriate percentages. If you choose only one, you must enter "100" for the percentage.

If the drop down list is not populated with Planned Programs from which to choose, it is due to one of two reasons:

1. You have not entered and saved a start date for your project on the Cover page in this module.
2. The fiscal year in which the project is to start does not have an approved Plan of Work in place yet (e.g., the project starts in FY2015 but there is not yet a 2015 Plan of Work approved by NIFA).

By classifying this project under one of these "umbrella" Planned Programs, NIFA will be able to automatically calculate such items as funding amounts and classifications on behalf of the Land Grant so that they do not have to do so manually in their AREERA Plan of Work or Annual Reports of Accomplishment and Results.

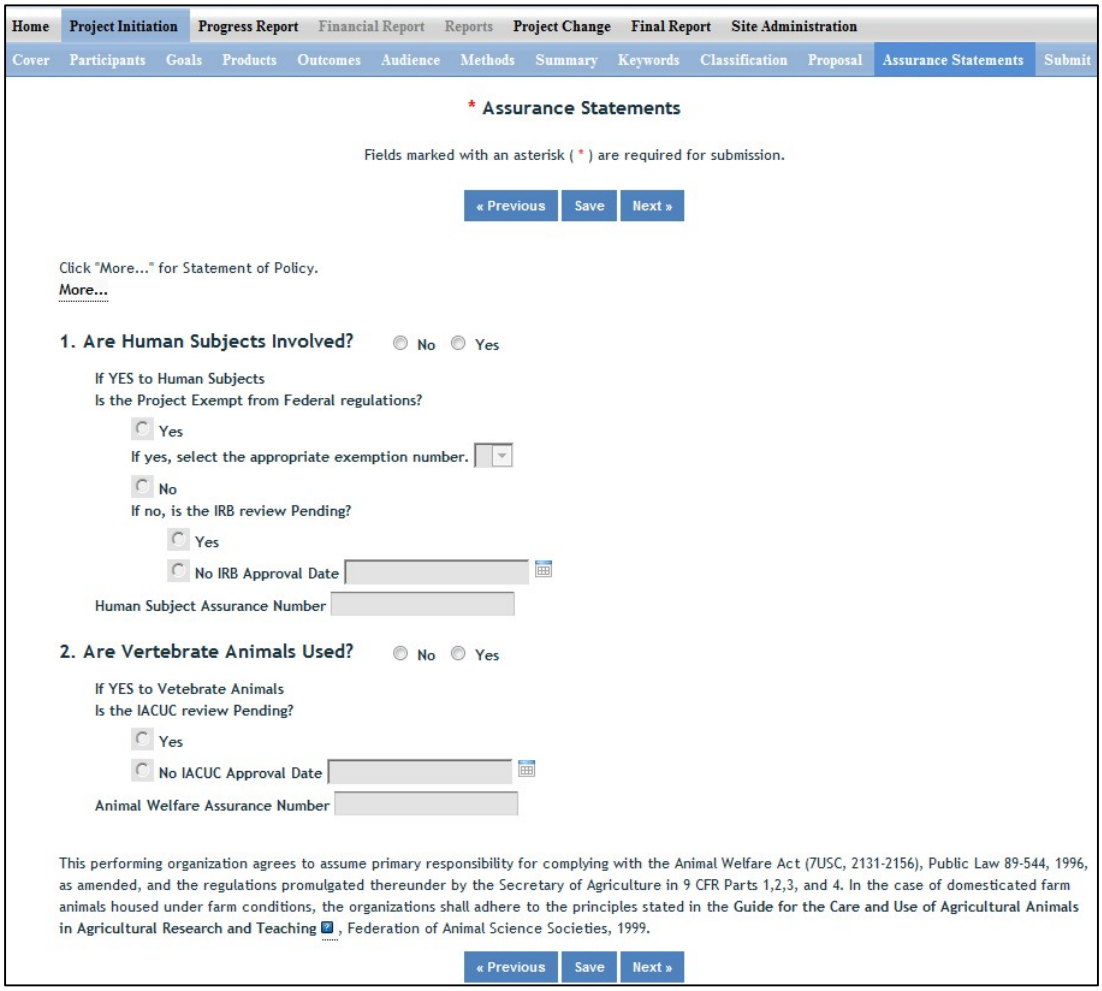
Further information on Planned Programs: To read about your institution's Plan of Work and gain a better understanding of each of its Planned Programs, go to: http://www.reeis.usda.gov/areera/search/2007/to-date. Enter your state and the fiscal year in which the project starts, and make sure only the check box for "Plan of Work" is checked. Then click the "submit" button.

Proposal

Use the PDF upload capability in this section to upload a PDF of your Project Outline (original "project proposal" used in your institution's review process).

Note: A proposal is not required for Multistate Hatch projects.

Assurance Statements



Important: **All Capacity Funded Project PDs MUST answer Questions 1 and 2 and their subparts.**

In the "more section" you will find the NIFA STATEMENT OF POLICY - Institutions receiving NIFA funding for research are responsible for protecting human subjects, and providing humane treatment of animals. To provide for the adequate discharge of this responsibility, NIFA policy requires an assurance by the institution's Authorized Representative (AR) that appropriate committees in each institution have carried out the initial review of protocols and will conduct continuing reviews of supported projects

<u>Also note disclaimers on the bottom of page:</u>

This performing organization agrees to assume primary responsibility for complying with the Animal Welfare Act (7USC, 2131-2156), Public Law 89-544, 1996, as amended, and the

regulations promulgated there under the Secretary of Agriculture in 9 CFR Parts 1, 2, 3, and 4. In the case of domesticated farm animals housed under farm conditions, the organizations shall adhere to the principles stated in the Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching, Federation of Animal Science Societies, 1999. http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf

This performing organization agrees to assume primary responsibility for complying with both the intent and procedures of the National Institute of Health (NIH), DHHS Guidelines for Research Involving Recombinant DNA Molecules, as revised. A link to the guidelines can be found on the NIFA web site at: http://www.nifa.usda.gov/business/awards/assurance.html.

Resubmit a Deferred Project

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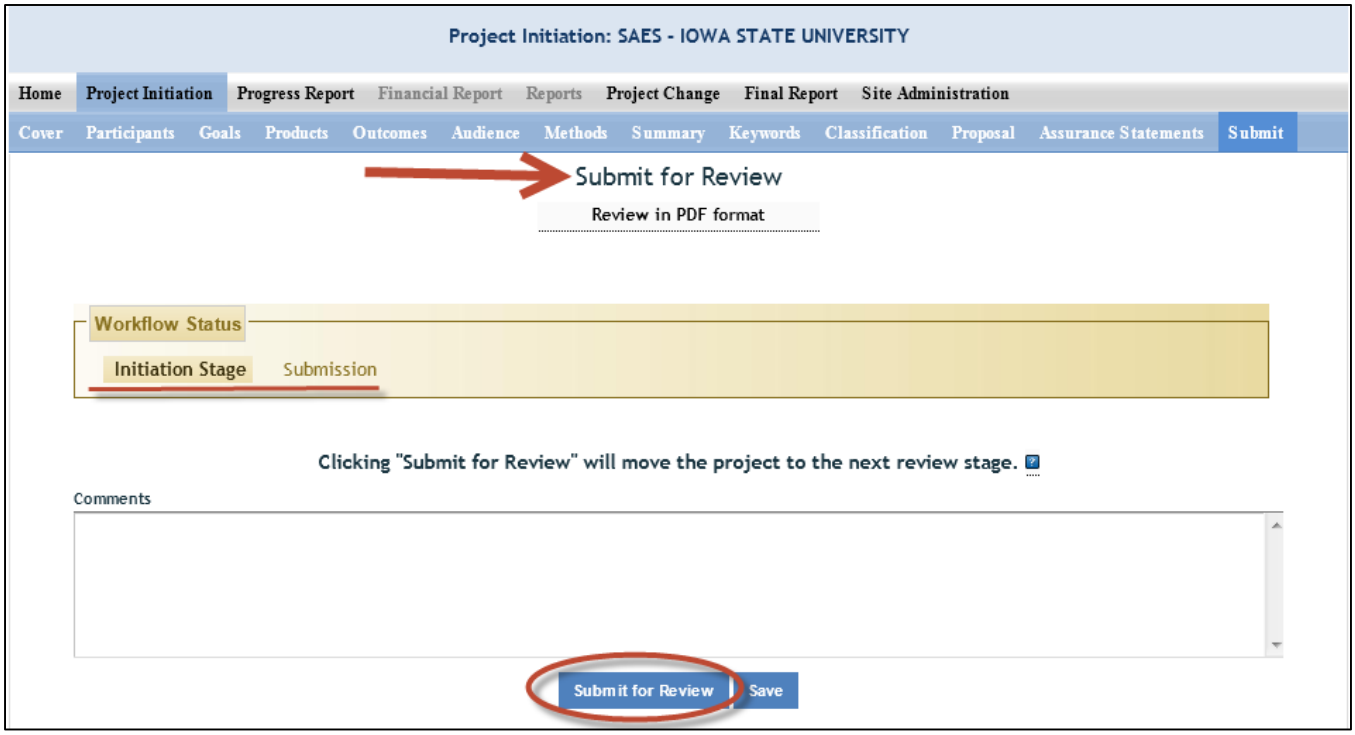
A Project Director or Site Administrator may resubmit a deferred project to NIFA at any time. There is no limit on the number of times a project may be submitted, returned by NIFA as a deferral, and resubmitted again. The objective of a deferral decision by NIFA is to request that minor changes to the project be made so that it can be resubmitted and the National Program Leader (NPL) can approve it. A deferral decision by an NPL will typically come with comments on what the PD needs to change in order for the NPL to approve it upon resubmission.

Instructions for creating a new capacity project and submitting it for NIFA review.

1. Log in to REEport by going to the NIFA Reporting Portal at http://portal.nifa.usda.gov. Enter your email and password.
2. Upon entering the Portal, click the "REEport" link under your "Active Applications."
3. Upon entering REEport, click your "Project Initiation" icon.
4. Click your "Deferred Projects" folder.
5. Locate the project you wish to resubmit. You can do this by scanning the list of projects in the folder or searching for the project using any one of the search fields on the search bar at the top of your screen.
6. Click the title of the project you wish to submit.
7. This brings you into the editable project form. Navigate to the section which needs editing based on the comments made by the National Program Leader at NIFA who asked for changes to be made.
8. When you are satisfied with your changes and have saved your work, click the "submit" tab all the way to the right of your sub menu bar.
9. Submit your project for Organizational Review.
    - This directs your project to your Site Administrator. Once you submit it, it is no longer editable by you, the PD. If you need it back for editing or if the Site Admin notices something you need to change, he/she can send it back to you; this will put the project back into your "drafts" folder. The "Submit for Review" screen looks like this:



10. Submit Project for <u>NIFA Review.</u>
    - At most land grant partner sites, only Site Administrators have this capability. As the PD, you should communicate with your Site Admin to make sure your project gets submitted to NIFA in a timely manner. Remember that just because you clicked "submit" for organizational review, NIFA will not receive the project to review until your Site Admin clicks "Submit for NIFA Review."
    - You should look out for an email notification from REEport when your project has been officially submitted to NIFA for review.
11. Wait for a decision from NIFA; you will receive an email notifying you of the decision.
    - NIFA maintains a 30 day review period policy.
    - If the NIFA National Program Leader (NPL) approves your project, the project officially starts on the start date you submitted OR the date of NPL approval, whichever is later.
    - If the NPL defers your project again, you are still allowed to make the requested changes and resubmit the project a second time.
    - If the NPL declines your project, that decision is final and the project cannot be resubmitted.

Submit a Progress Report

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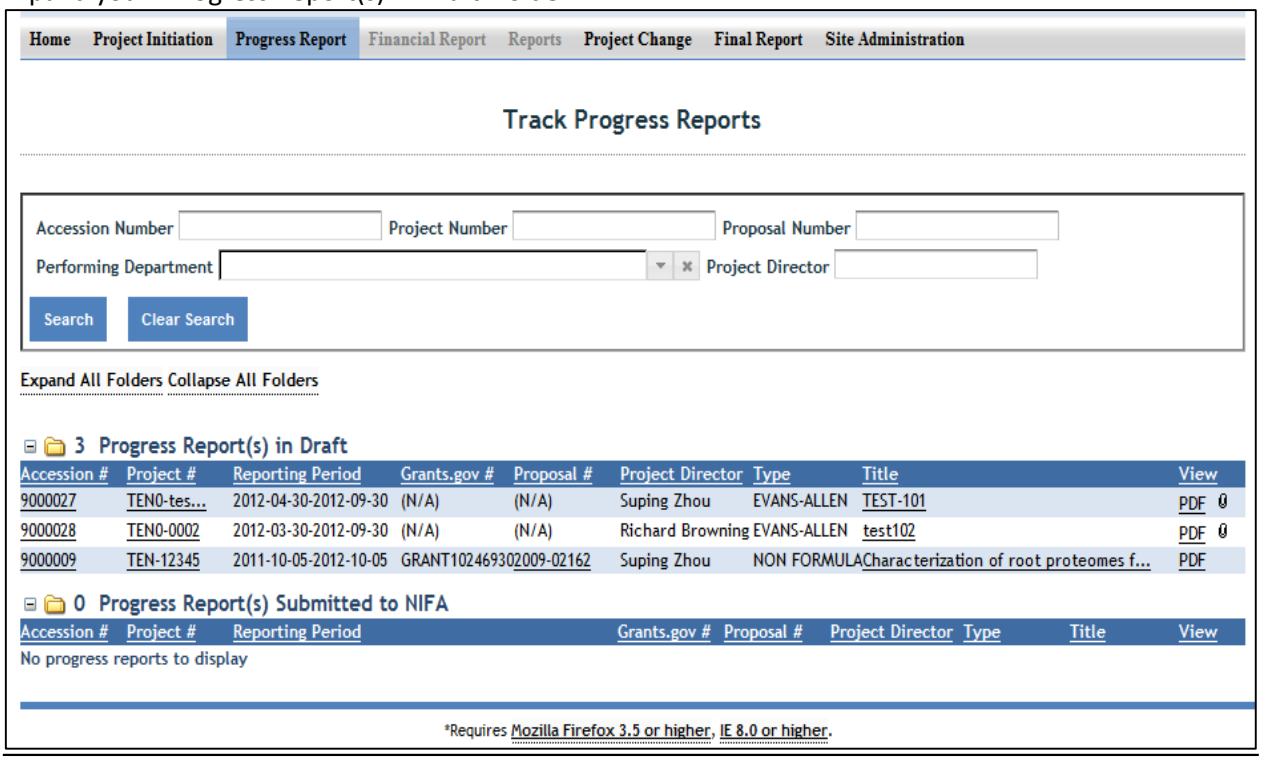
1. Log into REEport at http://portal.nifa.usda.gov
2. Click your REEport link under "Active Applications."
3. Click the "Progress Report" icon.
4. Expand your "Progress Report(s) in Draft" folder.



5. Click the title of the project for which you want to complete a Progress Report.
6. The first "page" (screen) you will come to is the Cover page. The cover page contains the "vital stats," of the project; these are prepopulated based on what you entered on your project initiation forms when you first started the project. In order to make changes to any of this data, you must Submit a Project Change.
7. Proceed with moving through each of the next pages/screens of the Progress Report form by using the navigation buttons at the top and bottom of the page. Make sure to save your work periodically. To review guidance specific to specific sections of the report (i.e. what information does NIFA want in which data fields?), please consult the "Data Content Instructions" guidance on the next page.
8. When you have entered all your data and are satisfied with your progress report, click the "submit" button on your sub-menu bar.
9. Once you are at your submit screen, there are two levels of submission in order for the report to be received by NIFA. As the Project Director, you are responsible for the first level: Click "submit for organizational review."

10. Once you've completed the step above, your Site Administrator is responsible for submitting the progress report to NIFA. Once this is completed, you will receive an email confirming the submission and with the report attached.
11. NIFA National Program Leaders have 90 days to review your progress report and assess whether edits or additions are needed. If your reviewing NPL requests changes, you will be notified via email, and the report will be put back into draft status so that you may make changes and resubmit.

Data Content Instructions

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At the Progress Report home page, you can search for progress reports that need to be filled out and managed using the search option at the top (fill in at least one of the search fields) or the folder views. Note that the "drafts" folder will show you every progress report shell that the system has created for the active projects that need them. It's also important to remember that only one progress report shell/draft is created by REEport at a time. So, even if you have a five year project and will eventually be submitting four progress reports (the last year you only submit a Final Report), you will have only one shell/draft for the first progress report due for the first reporting period. After you submit that first progress report, the next one will be created by the system for the following reporting period, and so on and so forth.

NOTE: This applies *even if you are late* in submitting your reports (i.e. you are two reporting periods into the project and you have not submitted the progress report for the first reporting period; the system will still only have the first one waiting for you to fill out and submit and create the 2nd, 3rd, and 4th ones only upon submission of each of the previous reports.)

Helpful Hints for Entering Progress Report Data

- For guidance as you work through the form, remember to use the embedded Help Text by clicking on the small blue icon located next to each field found within REEport.
- There are character limits on all fields in REEport, but the main one to be aware of is: for all the large text boxes with the built-in text editor**, there is an 8000 character limit, including spaces**.
- REEport does not accept graphics, charts, or other images pasted into any of the open text boxes.
- Remember that whenever you enter data on a page, you MUST click one of the navigation buttons at the top or bottom of the page to save your work; while you are permitted to move from page to page within a module using the top menu bar (e.g. moving from "goals" to "products" by clicking those words in the menu bar) doing this will not save your work if you entered anything new on the page.

Cover Page

The cover page in the progress report module is identical to that of project initiation. It does not require you to add any additional information from what was already approved in the project initiation and is therefore completely prepopulated. In order to make changes to any of this data, you must Submit a Project Change.

Cover Page

View past Progress Reports View Project Proposal

Funding Source
ANIMAL HEALTH

Status
ACTIVE

Project Title
Project Title

Project Start Date
October 5, 2011

Project End Date
October 5, 2015

Sponsoring Agency/Institution
National Institute for Food and Agriculture

Performing Organization/Institution
SAES - IOWA STATE UNIVERSITY

DUNS Number
005309844

Performing Department
Animal Science

Project Number
IOA-ProjectNumber123

Accession Number
9000007

Reporting Period Start Date
October 04, 2011

Reporting Period End Date
October 04, 2012

States and Organizations

Collaborating/Partnering States
- ALASKA
- ARIZONA

Collaborating/Partnering Organizations
- DEVELOPING INNOVATION IN NAVAJO EDUCATION INC
- COMMUNITY FOOD BANK, INC.

Countries

Collaborating/Partnering Countries
- Angola
- Anguilla

Project Contacts

Participants

Cover | Participants | Target Audience | Products | Other Products | Accomplishments | Changes Problems | Submit

* Participants

View past Progress Reports

« Previous | Save | Next »

Project Director

First Name | Middle Name | Last Name

Email Address | Phone Number

Co-Project Directors

*** Actual FTEs for this Reporting Period**

☐ Nothing to report

Role	Faculty and Non-Students	Students with Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	0.0	0.0	0.0	0.0	0.0
Professional	0.0	0.0	0.0	0.0	0.0
Technical	0.0	0.0	0.0	0.0	0.0
Administrative	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
Computed Total	0.0	0.0	0.0	0.0	0.0

Student Count by Classification of Instructional Programs (CIP) Code

Please enter all CIP Codes that apply for your participating students in the following text box.
For assistance in selecting CIP codes, click here.

* Undergraduate | * Graduate | * Post-Doctorate | *CIP Code

« Previous | Save | Next »

Note that there is a “nothing to report” box at the top of the page, above the “project director” field. You may click this box if there were no actual FTEs used to support this project for the reporting period being reported against.

Project Director and Co-Project Directors: Both of these fields are prepopulated with the information originally entered in project initiation; any changes would need to be made through the “Project Change” module.

Actual FTEs for the Reporting Period:

Enter the **actual** Full-time equivalent(s) (FTE) that **supported this project over the course of this reporting period only** (reporting period is one year or less; refer back to your cover page for the exact reporting period)**.** 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.

INSTRUCTIONS: You may enter fractions of FTEs rounded to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

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.

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.

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.

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.

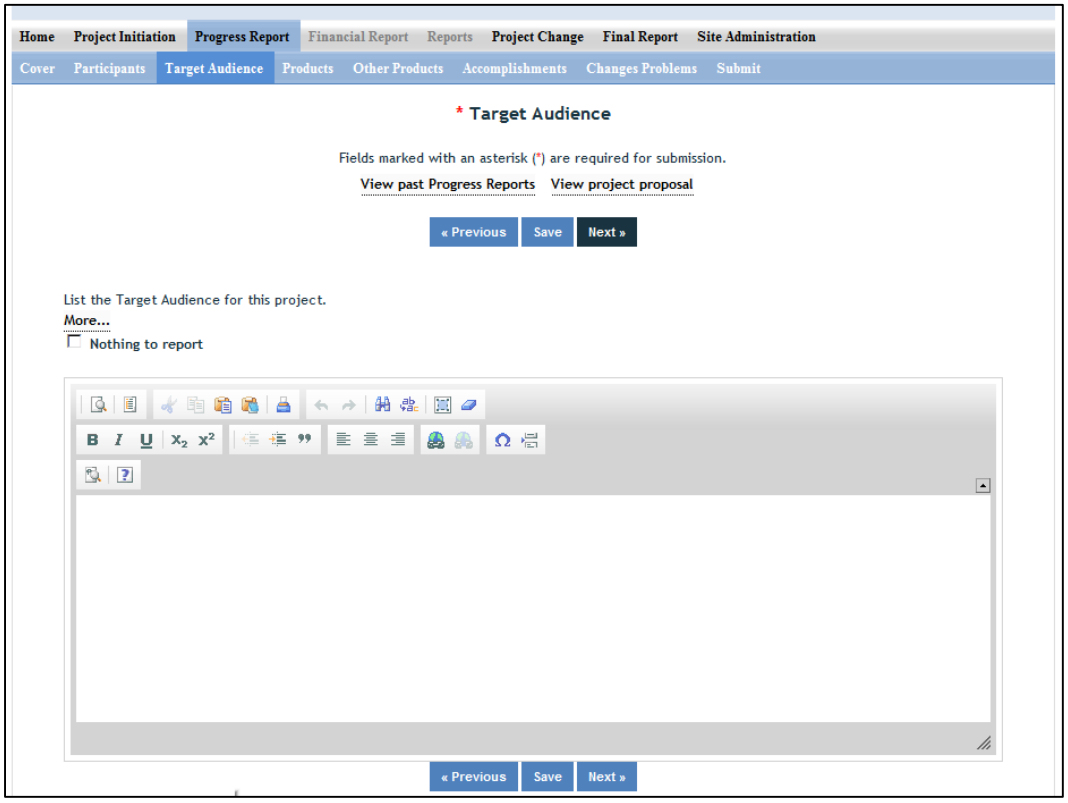
Student Count by Classification of Instructional Programs (CIP) Code

Student FTEs reported, now require that you enter any applicable CIP codes. The data entered into the Undergraduate, Graduate, or Post-Doctorate CIP fields, are the **Number of Students** that worked on the project, and therefore must be whole numbers. Student FTEs and CIP codes are interconnected data points, and the data entered into these sections must have a logical relationship. There are automatic validations programmed into the system which will indicate if any of the numbers entered need to be adjusted.

- For example – if 5.0 FTEs were entered for Graduate students, then the CIP code field must reflect 5 or more participants in the Graduate section for CIP codes.

The CIP code chosen should reflect the student's major field of study. The CIP taxonomy includes about 5,000 codes, categorized into three tiers. The list of CIP codes provided in the dropdown menu in REEport includes tiers 1 and 2, or about 400 codes. For more information on CIP Codes, you can visit the CIP website at http://nces.ed.gov/ipeds/cipcode, where detailed information about the CIP coding system is available.

Target Audience



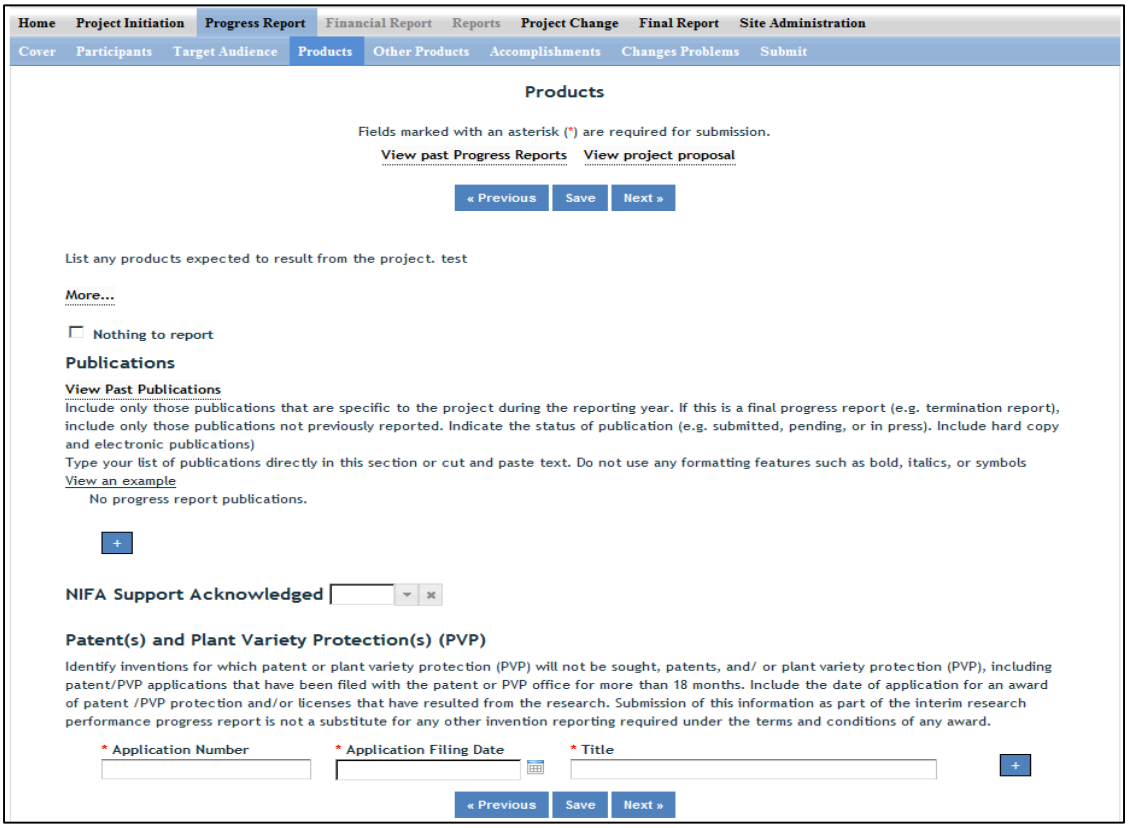
The target audience(s) you describe on this progress report should include only those that the efforts for this reporting period were focused upon. This may mean you are only listing a subset of all of the original target audiences you listed in your project initiation.

Target audiences include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged. Make sure your description of the target audiences describes why you are targeting this particular group(s). The entire purpose of this section is to answer the question "to whom does your work/research matter and why?" Think about it this way: there must be a reason you are targeting a certain group(s) or audience(s) of people. If there wasn't, then you would have no reason to be naming them in this section!

In thinking about your target audience, think about how you reached it/them. **Efforts** to reach a target audience include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

> **Note**: You do not need to provide an in-depth description of the efforts themselves in this section; we list out efforts here in order to help you think about WHOM you targeted so that you can accurately identify and describe your target audience.

Products



Products and outputs in this section refer only to publications, patents, and applications for plant variety protection (PVP). Other types of products and outputs, such as newsletters, workshops, webpages, etc., will be reported on in the "Other Products" section.

Identify all publication(s) resulting from the work under this project/award. Publications only need to be entered in once for any project. For multi-year projects, do not re-enter a publication that was entered in a previous progress report (each publication only has to be entered once for an award). There is no restriction on the number of publications entered, but please ensure that any publications listed is a direct result of work performed under this award. See definitions below for the categories of publications.

> **Publications** are the characteristic product of research. Agencies evaluate what the publications demonstrate about the excellence and significance of the research and the efficacy with which the results are being communicated to colleagues, potential users, and the public, not the number of publications.
>
> **Journal publications:** Peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under “Books or other non-periodical, one-time publications.”

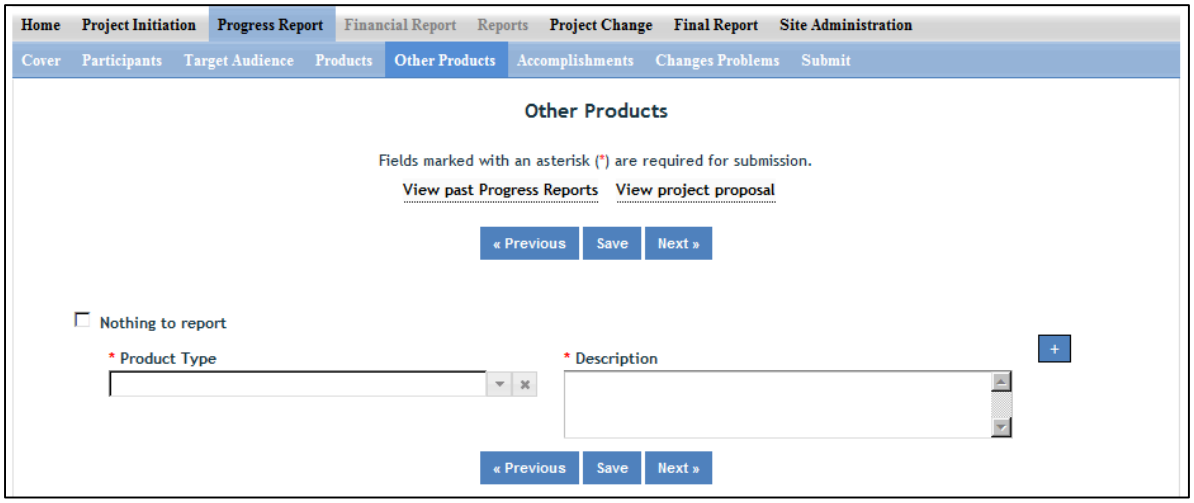
Books or other non-periodical, one-time publications: Any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like.

Other publications, conference papers and presentations: Identify any other publications, conference papers and/or presentations not reported above.

Patent(s) and/or Plant Variety Protection(s) (PVP)

Identify inventions for which patents or plant variety protection (PVP) have been or will be sought. Include patent/PVP applications that have been filed with the patent or PVP office **for more than 18 months**. Include the date of application for an award of patent /PVP protection and/or licenses that have resulted from the research. Submission of this information as part of this Progress Report is not a substitute for any other invention reporting required under the terms and conditions of any award.

Other Products



Enter the significant products and outputs achieved during the **project duration** as a result of the project's research, extension or education activities. Do not include publications, patents, and plant variety protection applications; those should be included only on the "Products" page of this Progress Report. Do not enter the same product or output if it was entered in a previous year for the same project/award.

Other Products and Outputs include: activities, events, services, and products that reach people. Some examples:

- **Activities** include: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
- **Events** include: conferences, demonstration sites, field days, symposia, workshops, and trainings.
- **Services** include: consulting, counseling, and tutoring.

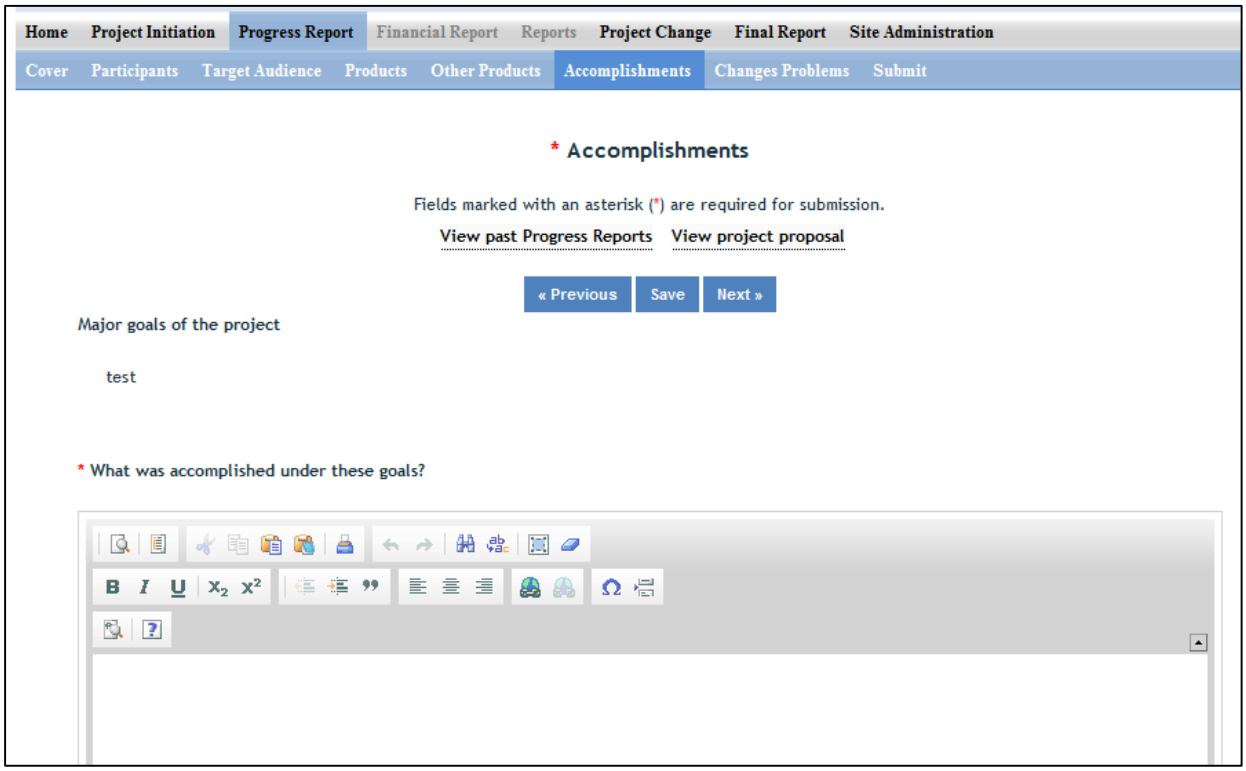
- **Products** include: audio or video products; curricula; data or databases; equipment or instruments; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

Accomplishments

Note that at the beginning of this page you will see a listing of the "major goals of this project." This listing is non-editable because it is prepopulated with what you entered as goals for the project in project initiation. Keep in mind that referring back to this listing is helpful when filling in the various fields on the accomplishments page, as anything reported on those fields should relate directly back to the goals of the project.

For the following open text boxes, the data entry limit is 8,000 characters; pictures, graphs, or charts are not accepted.

Box #1: What was accomplished under these goals?



This accomplishment section should reflect the results and conclusion of your work that will provide benefits to broad audiences. It is imperative that this portion of your report be written in plain, non-technical language. Please use qualitative and quantitative metrics 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.

This box should include the details on the work done towards each objective and a description of the impact this project has had during this reporting period. To help frame your accomplishments for this PROGRESS REPORT, work through the following questions. After doing so, you should be able to put your answers together to form a succinct **IMPACT DESCRIPTION** that describes your accomplishments during the reporting period.

Helpful Hints

- State it for a broad audience and use general terms
- Explain things simply and directly
- Use quantitative values and/or trends to validate impact
- Think broadly when you translate outcomes to the real world
- Consider a change in knowledge, action, or condition (see definition section)

1. In a few sentences, what is the issue or problem that your project addresses (i.e.; what are you trying to help solve, fix, mitigate, improve?)

2. Who or what will be most immediately helped by your work, and how? (Hint: What audience did you originally intend for your work to impact?)

3. For each goal and objective listed in your project initiation form (shown at the top of the screen), describe for this reporting period:

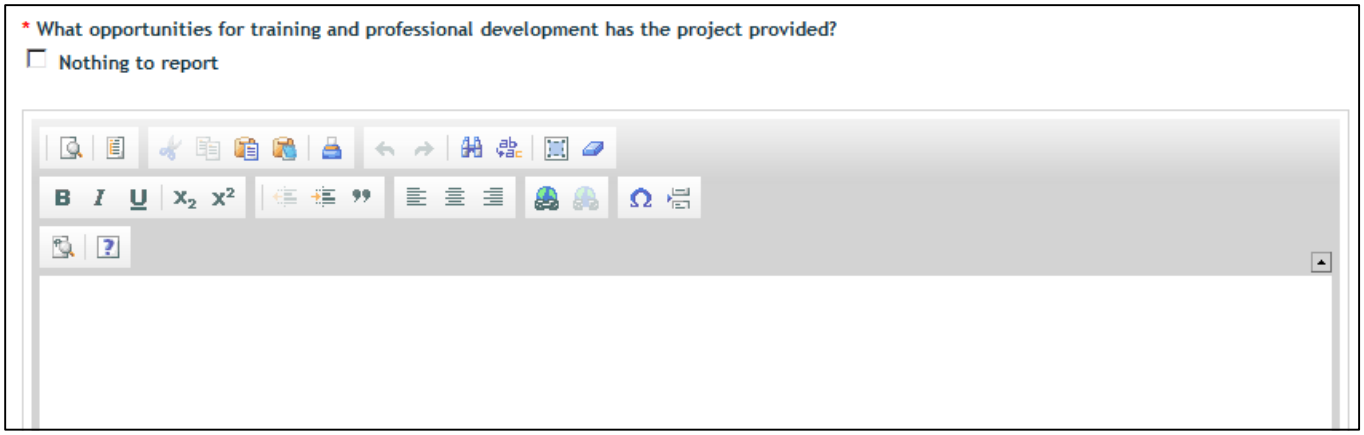
   a. Major activities completed / experiments conducted;
   b. Data collected; and
   c. Summary statistics and discussion of results.

4. In a few sentences, what did your project do about this issue/problem during this reporting period? (HINT: Revisit your logic model's inputs, outputs and outcomes to describe accomplishments)

Outcomes such as publications are not entered here, but in the Products section of this report

Note: Most people who will read your PROGRESS REPORT are not technically trained or educated in your field of expertise, so write it in a manner that is meaningful to readers, stakeholders, USDA administration, and congress.

Box #2: What opportunities for training and professional development has the project provided?



Describe training and professional development provided by the project. **Training activities** are those in which individuals with advanced professional skills and experience assist others to achieve greater proficiency. **Professional development** activities result in increased knowledge or skill in one's area of expertise.

Examples of training and professional development **activities include** courses, one-on-one work with a mentor, workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

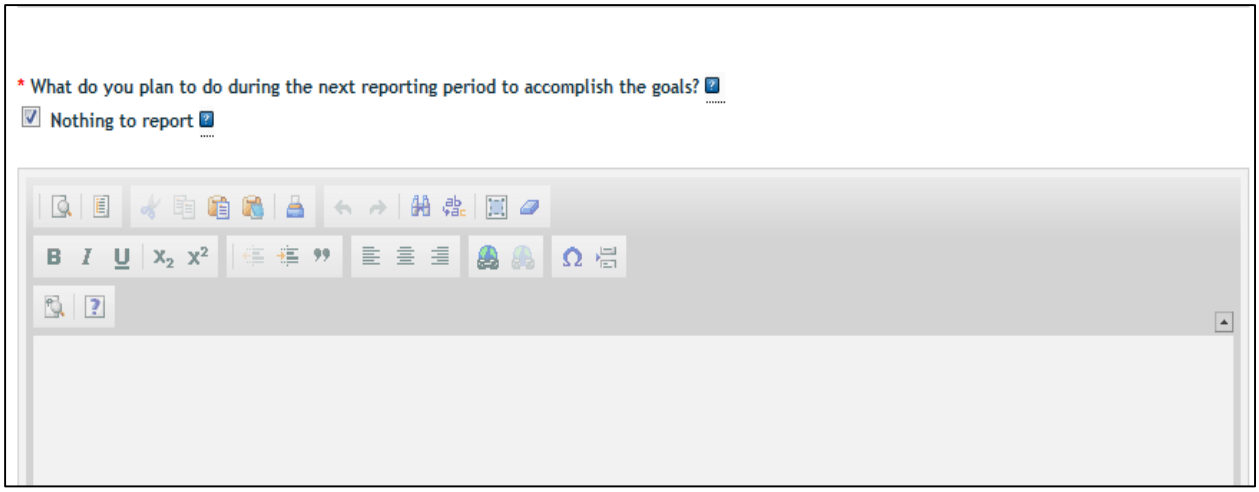
> If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, click the "nothing to report" box.

Box #3: How have the results been disseminated to communities of interest?

Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of

these research activities for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities. For this section, think back to whom you described in the "target audience" section of the report. That was where you described the WHO part of the equation. In answering the above question, you should not be describing the HOW part of the equation – how did you reach your target audience. What efforts helped you reach communities that are interested in or who will benefit from your work?

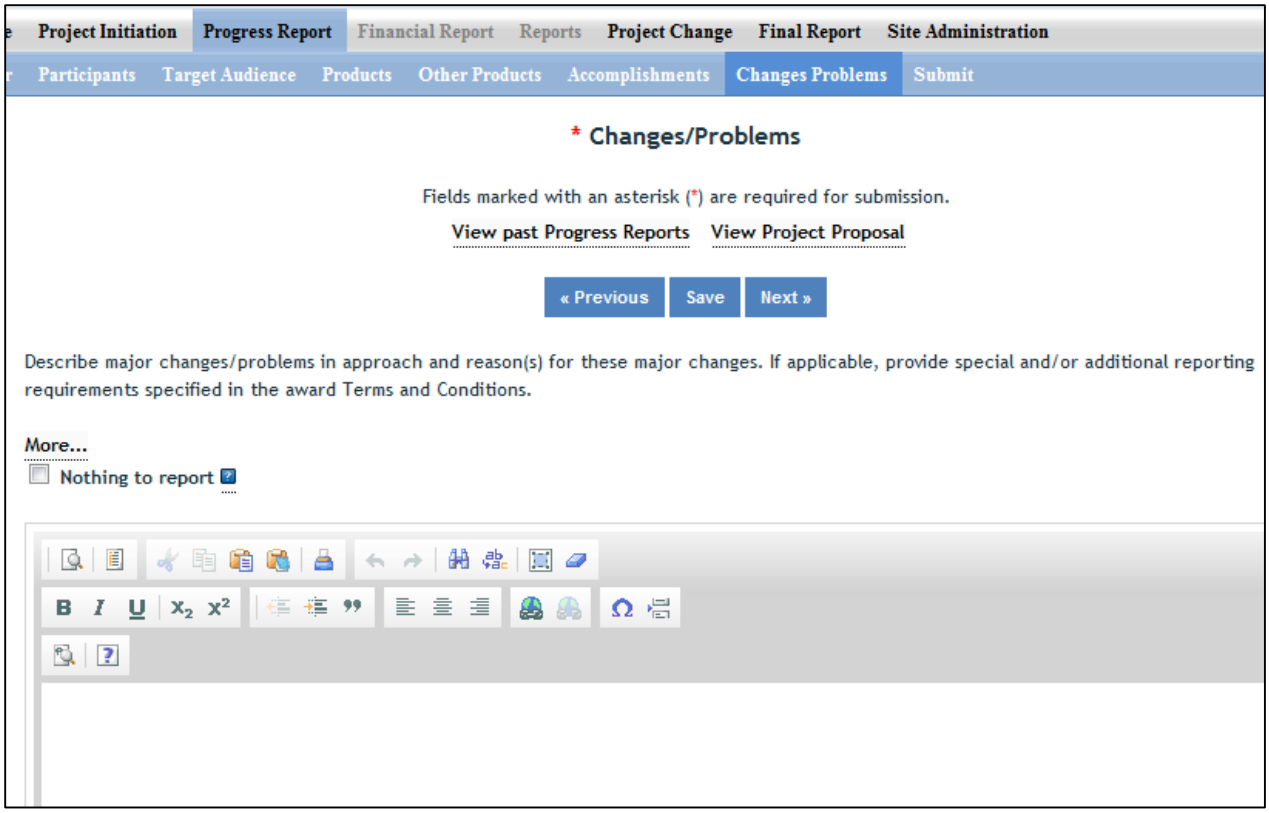
Box #4: What do you plan to do during the next reporting period to accomplish the goals?



Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives. Include a discussion of stated goals not yet met.

> If there are no changes to the agency-approved application or plan for this effort (i.e. nothing was submitted through the "project change" module), **click the "nothing to report" box.**

Changes/Problems



Describe major changes and/or problems in the project, including the plan, approach, methods, timeline, and objectives. Include a clear reason(s) for why these changes were made. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.

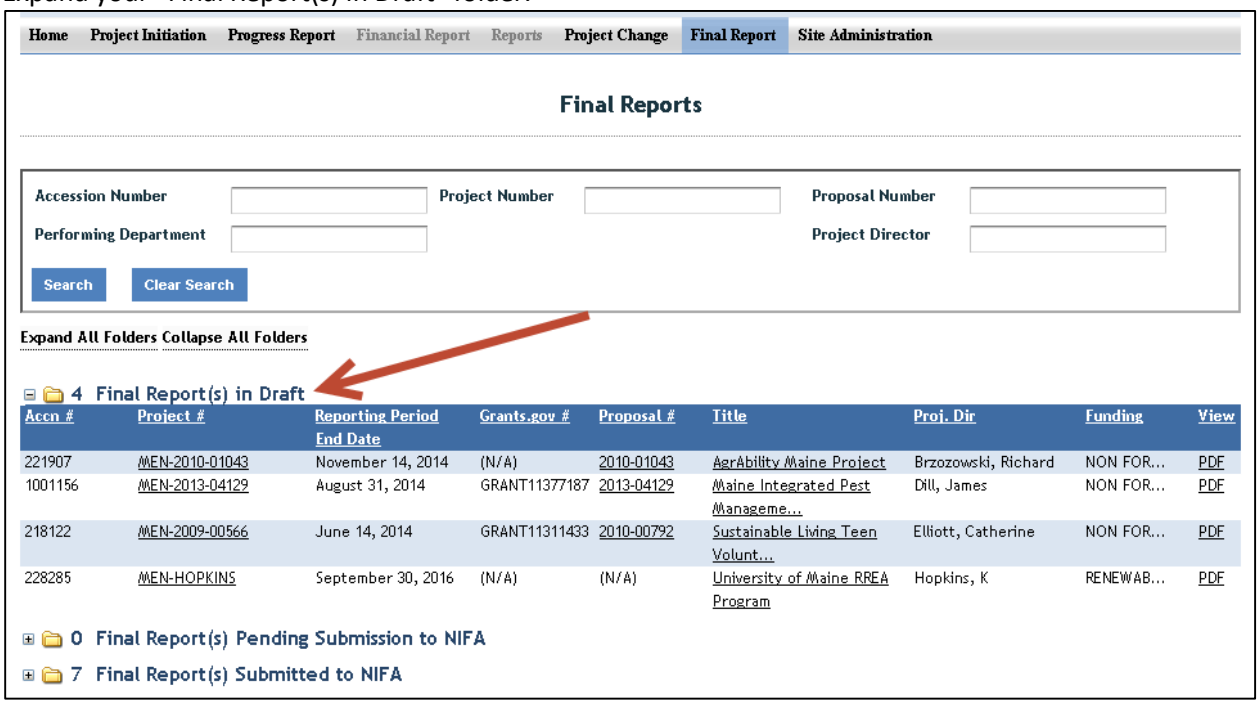
Examples of major changes include:

- major problems or delays that may have a significant impact on the rate of expenditure;
- significant deviations from the research schedule or goals;
- unexpected outcomes; or changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

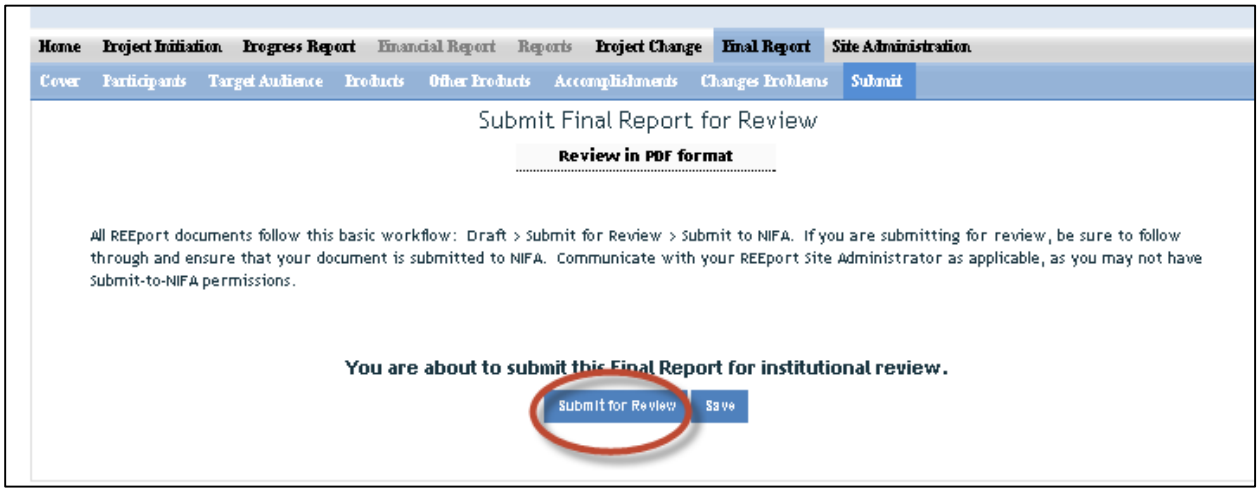
Submit a Final Report

GO BACK to
Table of Contents

1. Log into REEport at http://portal.nifa.usda.gov
2. Click your REEport link under "Active Applications."
3. Click the "Final Report" icon.
4. Expand your "Final Report(s) in Draft" folder.



5. Click the title of the project for which you want to complete a Final Report.
6. The first "page" (screen) you will come to is the Cover page. The cover page contains the "vital stats," of the project; these are prepopulated based on what you entered on your project initiation forms when you first started the project. In order to make changes to any of this data, you must Submit a Project Change.
7. Proceed with moving through each of the next pages/screens of the Progress Report form by using the navigation buttons at the top and bottom of the page. Make sure to save your work periodically. To review guidance specific to "how to fill out" specific sections of the report (i.e. what information does NIFA want in which data fields?), please consult the "Data Content Instructions" guidance on the next page.
    - IMPORTANT Policy Note: With the exception of the FTE fields on the Participants page, all data reported in the Final Report should cover the duration of the project, not just the previous year.
8. When you have entered all your data and are satisfied with your progress report, click the "submit" button on your sub-menu bar.
9. There are two level s of submission in order for the report to be received by NIFA. As the Project Director, you are responsible for the first level: Click "submit for review."



10. Once you've completed the step above, your Site Administrator is responsible for submitting the progress report to NIFA. Once this is completed, you will receive an email confirming the submission and with the report attached.

Data Content Instructions for Final Report

GO BACK to Table of Contents

What to Include in the Final Report Data Fields

Helpful Hints & Policy Information on Final Report Data Entry:

- The Final Report is meant to cover the life of your project; thus, you should make sure to write your report in a manner that summarizes and includes all the major activities and accomplishments achieved while your project was active. The only exception to this rule is the FTE field and the Products page:
    - For FTEs, only report total FTEs for performance period of the project (which starts at the end date of your last progress report and ends at the end date of your project). For the
    - For Products, only include those that you have NOT previously included on a prior Progress Report, regardless of when they occurred. For example, if you have not yet reported a publication that resulted from the first year of work on your project, then include it now in this final report.
- For guidance as you work through the form, remember to use the embedded Help Text by clicking on the small blue icon located next to each field found within REEport.
- There are character limits on all fields in REEport, but the main one to be aware of is: for all the large text boxes with the built-in text editor**, there is an 8000 character limit, including spaces**.

- REEport does not accept graphics, charts, or other images pasted into any of the open text boxes.
- Remember that whenever you enter data on a page, you MUST click one of the navigation buttons at the top or bottom of the page to save your work; while you are permitted to move from page to page within a module using the top menu bar (e.g. moving from “goals” to “products” by clicking those words in the menu bar) doing this will not save your work if you entered anything new on the page.

Cover Page

The cover page in the progress report module is identical to that of project initiation. It does not require you to add any additional information from what was already approved in the project initiation and is therefore completely prepopulated. In order to make changes to any of this data, you must Submit a Project Change.

Cover Page

View past Progress Reports View Project Proposal

Funding Source
ANIMAL HEALTH

Status
ACTIVE

Project Title
Project Title

Project Start Date
October 5, 2011

Project End Date
October 5, 2015

Sponsoring Agency/Institution
National Institute for Food and Agriculture

Performing Organization/Institution
SAES - IOWA STATE UNIVERSITY

DUNS Number
005309844

Performing Department
Animal Science

Project Number
IOA-ProjectNumber123

Accession Number
9000007

Reporting Period Start Date
October 04, 2011

Reporting Period End Date
October 04, 2012

States and Organizations

Collaborating/Partnering States
- ALASKA
- ARIZONA

Collaborating/Partnering Organizations
- DEVELOPING INNOVATION IN NAVAJO EDUCATION INC
- COMMUNITY FOOD BANK, INC.

Countries

Collaborating/Partnering Countries
- Angola
- Anguilla

Project Contacts

Participants

Cover | Participants | Target Audience | Products | Other Products | Accomplishments | Changes Problems | Submit

* Participants

View past Progress Reports

« Previous | Save | Next »

Project Director

First Name	Middle Name	Last Name
[illegible]		[illegible]

Email Address	Phone Number
[illegible]	[illegible]

Co-Project Directors

*** Actual FTEs for this Reporting Period**

☐ Nothing to report

Role	Faculty and Non-Students	Students with Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	0.0	0.0	0.0	0.0	0.0
Professional	0.0	0.0	0.0	0.0	0.0
Technical	0.0	0.0	0.0	0.0	0.0
Administrative	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
Computed Total	0.0	0.0	0.0	0.0	0.0

Student Count by Classification of Instructional Programs (CIP) Code

Please enter all CIP Codes that apply for your participating students in the following text box.
For assistance in selecting CIP codes, click **here.**

* Undergraduate | * Graduate | * Post-Doctorate | *CIP Code

« Previous | Save | Next »

Note that there is a "nothing to report" box at the top of the page, above the "project director" field. You may click this box if there were no actual FTEs used to support this project for the reporting period being reported against.

Project Director and Co-Project Directors: Both of these fields are prepopulated with the information originally entered in project initiation; any changes would need to be made through the "Project Change" module.

Actual FTEs for the Reporting Period: Enter the **actual** Full-time equivalent(s) (FTE) that **supported this project over the course of this reporting period only** (reporting period is one year or less; refer back to your cover page for the exact reporting period)**.** 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.

INSTRUCTIONS: You may enter fractions of FTEs rounded to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

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.

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.

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.

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.

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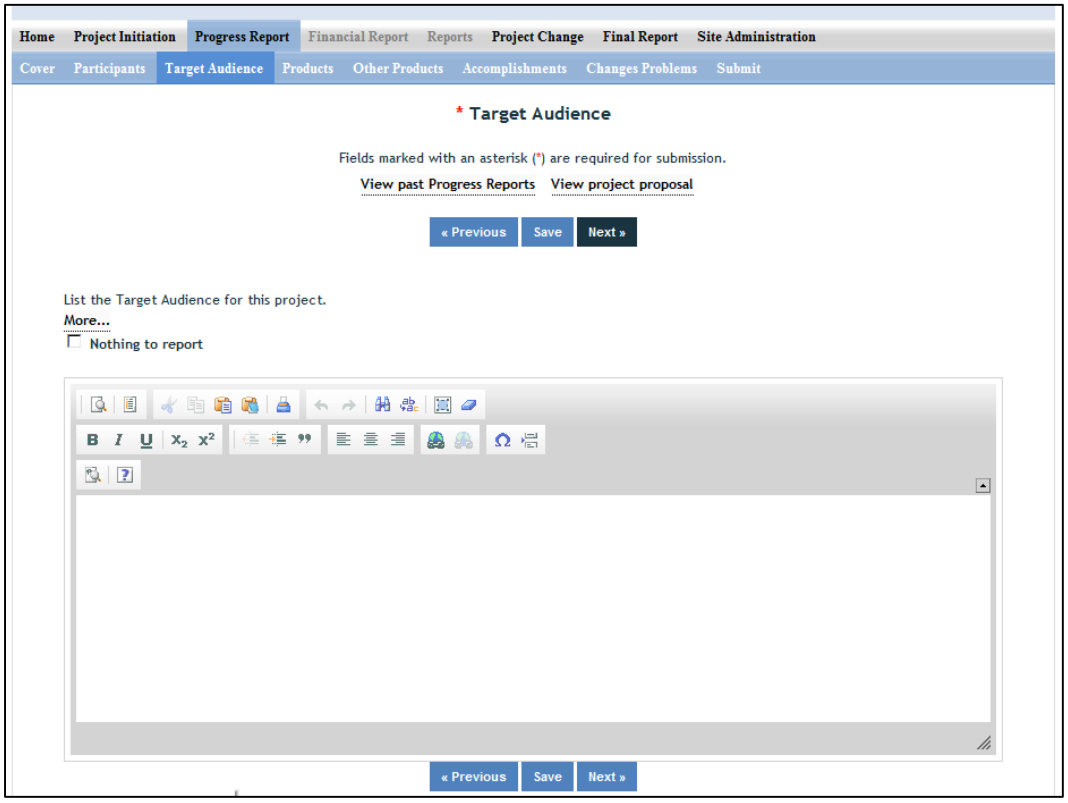
- For example – if 5.0 FTEs were entered for Graduate students, then the CIP code field must reflect 5 or more participants in the Graduate section for CIP codes.

The CIP code chosen should reflect the student's major field of study. The CIP taxonomy includes about 5,000 codes, categorized into three tiers. The list of CIP codes provided in the dropdown menu in REEport includes tiers 1 and 2, or about 400 codes. For more information on CIP Codes, you can visit the CIP website at http://nces.ed.gov/ipeds/cipcode, where detailed information about the CIP coding system is available.

Target Audience



Target audiences include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged. Make sure your description of the target audiences describes why you are targeting this particular group(s). The entire purpose of this section is to answer the question "to whom does your work/research matter and why?" Think about it this way: there must be a reason you are targeting a certain group(s) or audience(s) of people. If there wasn't, then you would have no reason to be naming them in this section!

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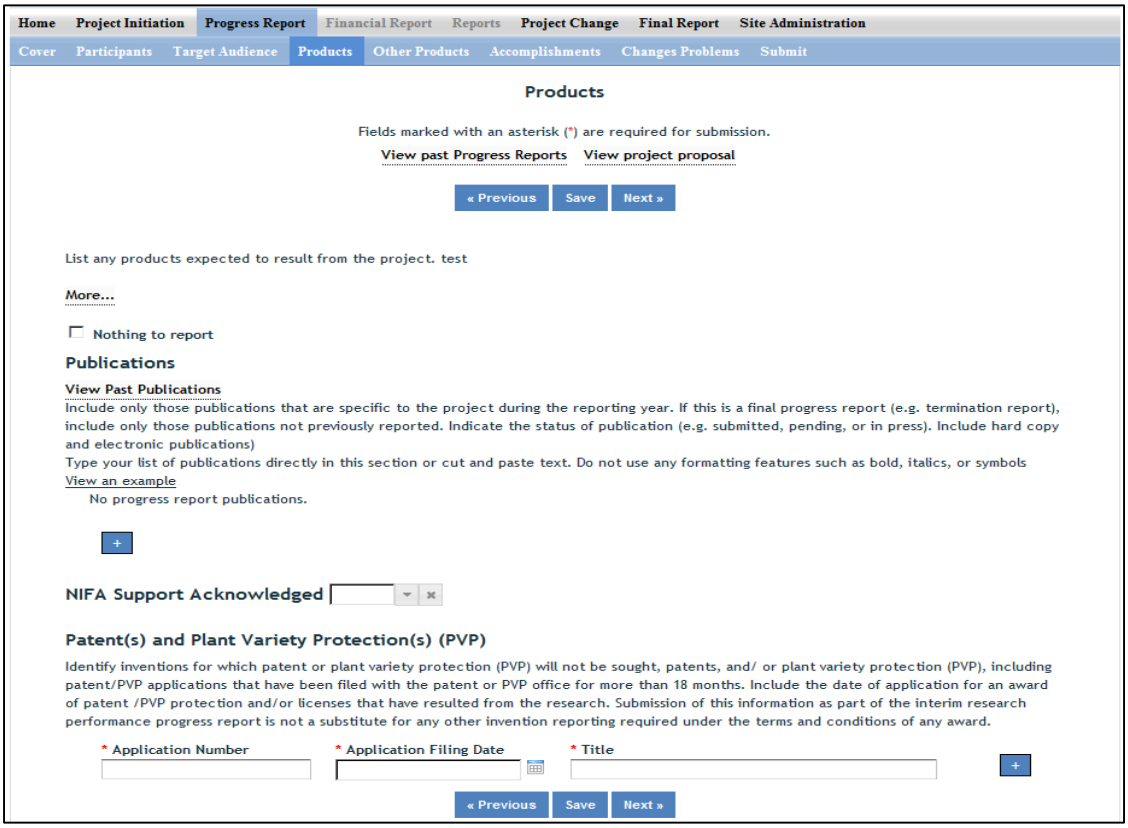
Products



Publications:

Identify the standard products/outputs that have been achieved during this reporting period. This includes only publications, patents, and applications for plant variety protection (PVP). You will report other types of products/outputs on the "Other Products" page.

Report only the major publication(s) resulting from the work under this project/award. If this is NOT the first progress report you've submitted, do not include publications already included in any previously submitted progress report(s). There is no restriction on the number. However, agencies are interested in only those publications that most reflect the work under this project/award. See definitions below for the categories of publications.

Definitions:

Publications are the characteristic product of research. Agencies evaluate what the publications demonstrate about the excellence and significance of the research and the efficacy with which the results are being communicated to colleagues, potential users, and the public, not the number of publications.

Journal publications: Peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer reviewed publication in the periodically published

proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under “Books or other non-periodical, one-time publications.”

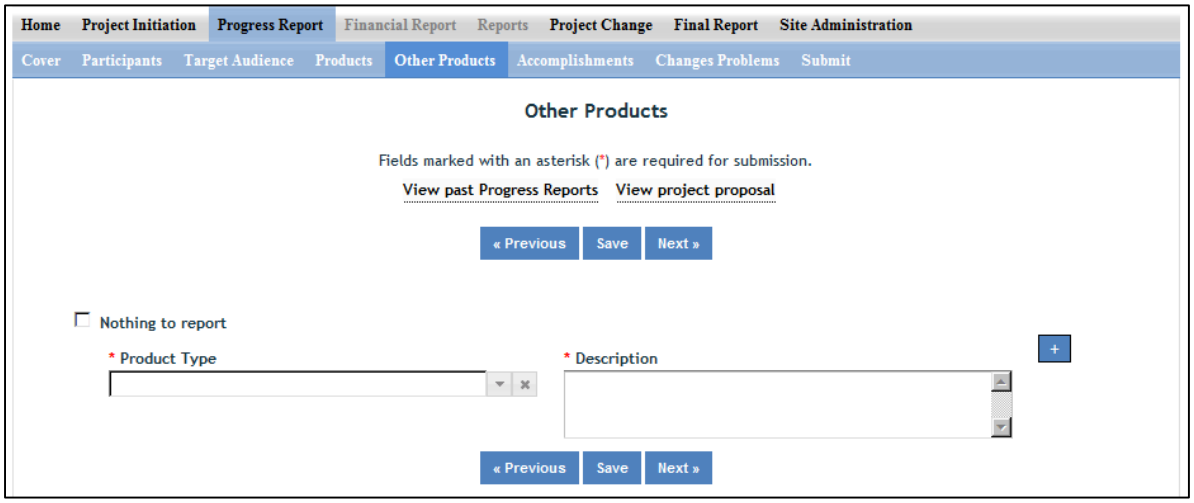
Books or other non-periodical, one-time publications: Any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like.

Other publications, conference papers and presentations: Identify any other publications, conference papers and/or presentations not reported above.

Patent(s) and Plant Variety Protection(s) (PVP)

Identify inventions for which patents or plant variety protection (PVP) have been or will be sought. Include patent/PVP applications that have been filed with the patent or PVP office for more than 18 months. Include the date of application for an award of patent /PVP protection and/or licenses that have resulted from the research. Submission of this information as part of this Progress Report is not a substitute for any other invention reporting required under the terms and conditions of any award.

Other Products



Enter the significant products/outputs achieved during the **project duration** as a result of the project's research, extension or education activities. NIFA considers the terms “products” and “outputs” to be synonymous. Do not include publications, patents, and plant variety protection applications; those should be included only on the "Products" page of this Progress Report.

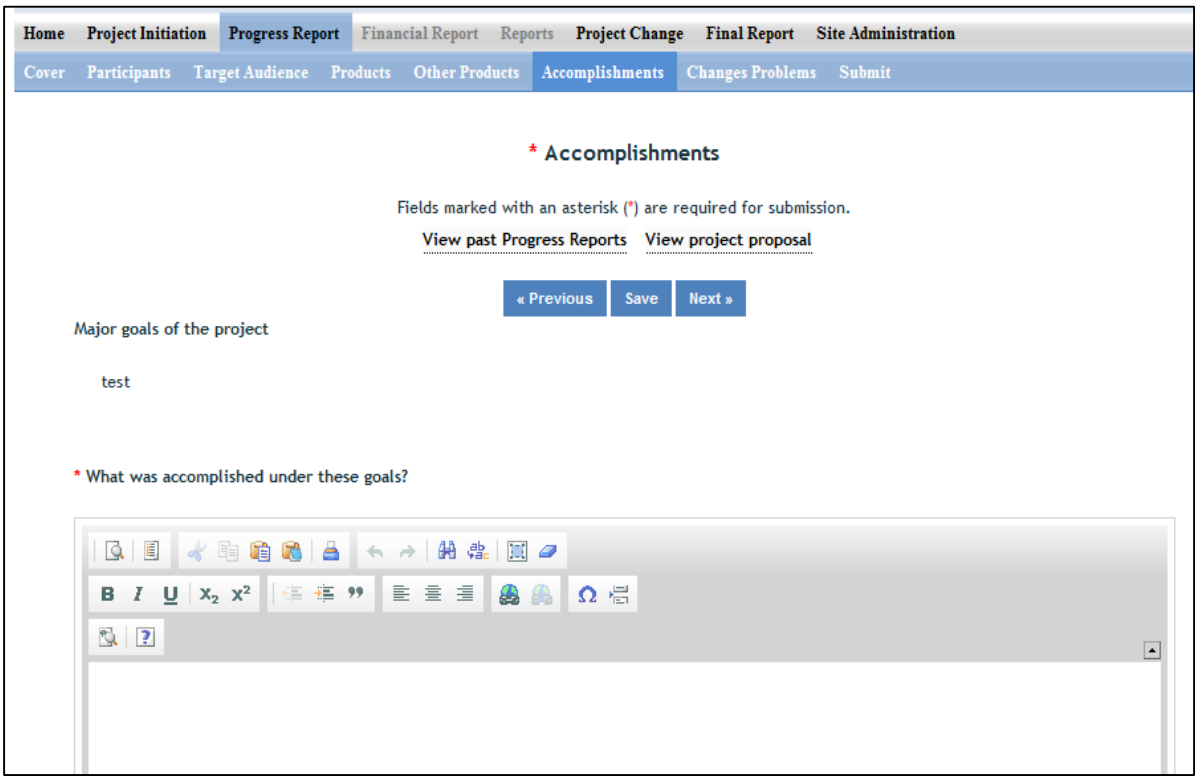
Other Products/Outputs are activities, events, services, and products that reach people.

- **Activities** include: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
- **Events** include: conferences, demonstration sites, field days, symposia, workshops, and trainings.
- **Services** include: consulting, counseling, and tutoring.
- **Products** include: audio or video products; curricula; data or databases; equipment or instruments; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps or sequences; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

Accomplishments

Note that at the beginning of this page you will see a listing of the "major goals of this project." This listing is non-editable because it is prepopulated with what you entered as goals for the project in project initiation. Keep in mind that referring back to this listing is helpful when filling in the various fields on the accomplishments page, as anything reported on those fields should relate directly back to the goals of the project.

Data Field/Box #1: What was accomplished under these goals?



This accomplishment section should reflect the results and conclusion of your work that will provide benefits to broad audiences. It is imperative that this portion of your report be written in plain, non-technical language. Please use qualitative and quantitative metrics 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.

This field/box should include the details on the work done towards each objective and a description of the impact this project has had OVER ITS DURATION. To help frame your accomplishments for this FINAL REPORT, work through the following questions. After doing so, you should be able to put your answers together to form a succinct IMPACT DESCRIPTION that describes your accomplishments during the reporting period

Helpful Hints

- State it for a broad audience and use general terms
- Explain things simply and directly
- Use quantitative values and/or trends to validate impact
- Think broadly when you translate outcomes to the real world
- Consider a change in knowledge, action, or condition (see definition section)

1. In a few sentences, what is the issue or problem that your project addresses (i.e.; what are you trying to help solve, fix, mitigate, improve?)

2. Who or what will be most immediately helped by your work, and how? (Hint: What audience did you originally intend for your work to impact?)

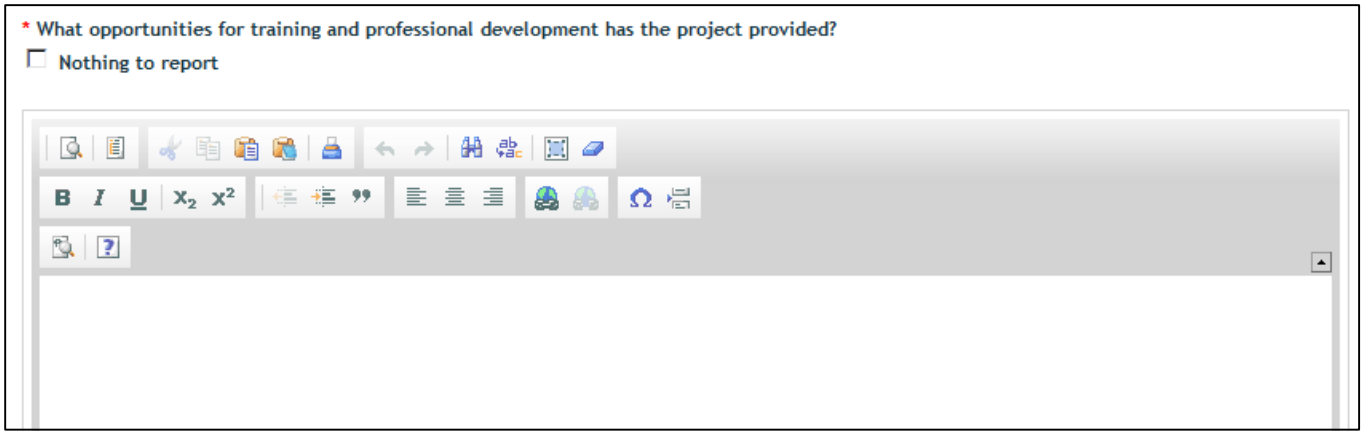
3. For each goal and objective listed in your project initiation form (shown at the top of the screen), describe for this reporting period:

    - Major activities completed / experiments conducted;
    - Data collected; and
    - Summary statistics and discussion of results.

4. In about one page of text, what did your project do about this issue/problem during this reporting period? (HINT: Revisit your logic model's inputs, outputs and outcomes to describe accomplishments.) ***Provide about one page of text to answer this question***, remembering that most people who read your FINAL REPORT are not technically trained or educated in your field of expertise. Write in a manner that is meaningful to readers, stakeholders, USDA administration, and Congress.

Outcomes such as publications are not entered here, but in the Products section of this report

Box #2: What opportunities for training and professional development has the project provided?



Describe training and professional development provided by the project. **Training activities** are those in which individuals with advanced professional skills and experience assist others to achieve greater proficiency. **Professional development** activities result in increased knowledge or skill in one's area of expertise.

Examples of training and professional development **activities include** courses, one-on-one work with a mentor, workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

> If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, click the "nothing to report" box.

Box #3: How have the results been disseminated to communities of interest?

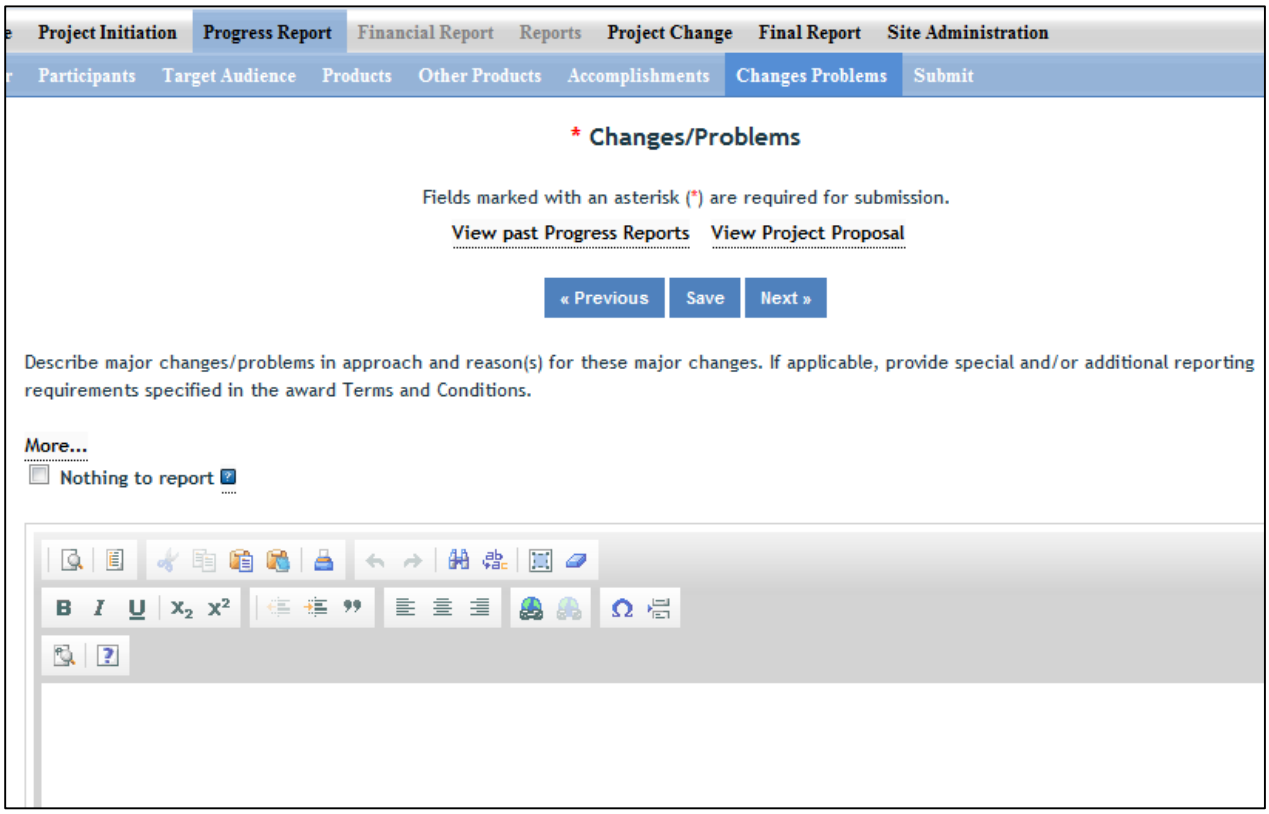
Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of

these research activities for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities. For this section, think back to whom you described in the "target audience" section of the report. That was where you described the WHO part of the equation. In answering the above question, you should not be describing the HOW part of the equation – how did you reach your target audience. What efforts helped you reach communities that are interested in or who will benefit from your work?

Box #4: What do you plan to do during the next reporting period to accomplish the goals?

Since this is your final report, you don't have a "next reporting period" to accomplish your goals, so you may check the "nothing to report" box.

Changes/Problems



Describe major changes/problems in approach and reason(s) for these major changes. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.

Major changes include:

- major problems or delays that may have a significant impact on the rate of expenditure;
- significant deviations from research schedule or goals;
- unexpected outcomes;
- or changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

Submit a Project Change

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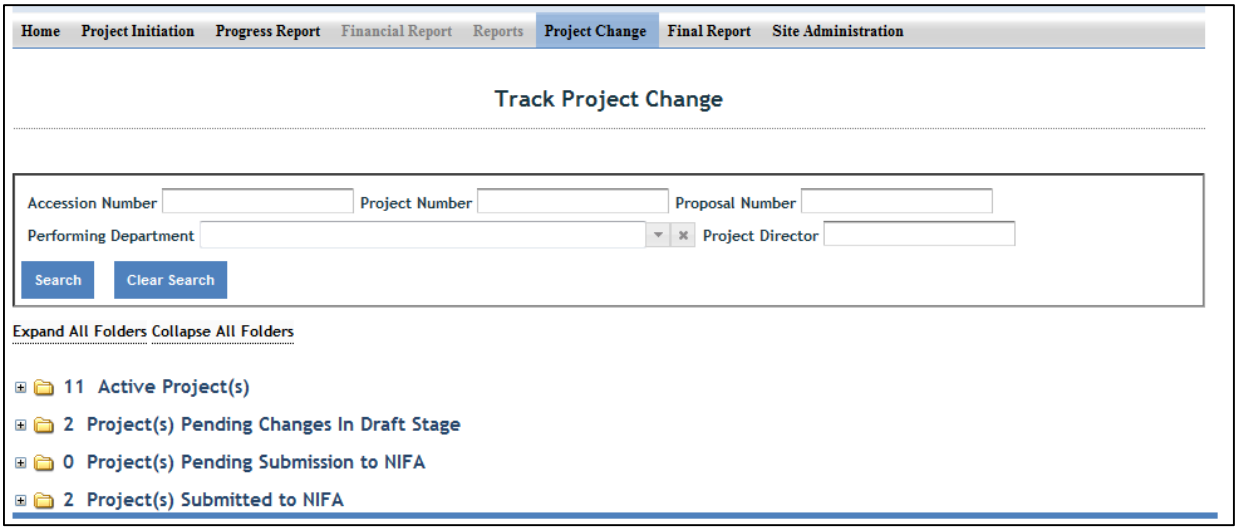
Project Change is set up in a very similar manner to the Project Initiation section of REEport. The home screen for Project Change looks like the below screenshot, with a series of folders you can use to track any changes you desire to make to already active projects.



Steps to Submit a Project Change:

1. Log into REEport at http://portal.nifa.usda.gov.
2. Click on the "Project Change module."
3. Click on the "Active Projects" folder to expand it and view all projects (or search for the project if necessary/desired).
4. Click on the project title.
5. Proceed with editing/updating data for the particular project.
6. Click "submit changes for review" on the last screen; this moves the project to the "Pending Submission to NIFA" folder.
7. Your Site Administrator will need to access the project in the "Pending Submission to NIFA" folder and click the "Submit to NIFA" button.
8. If the change you made is one that requires NIFA approval, the change is subject to a 30 day review period before it may become final. If the change is automatic, the project will show in your "active projects" folder AND in your "changed projects" folder within your Project Initiation module.
    - Note: Anytime you make a change to a given project, regardless of the stage it's in within the Project Changes module, you can click on the "changes" part of the sub-menu bar, and the system will show you a summary of all the changes that have been made on that project (i.e. what the "value was" and what the "value is now". In addition, you can click on the

"history" tab to see any past changes that occurred on the particular project. Examples are below.

Folder View Definitions within the Project Change Module

Active Projects Folder: In the active projects folder, you may click on any active project in order to then click into any of the individual pages (cover, participants, goals, classification, etc.; set up identical to project initiation module) to make changes. In order for any of your changes to take effect, you must go to the "submit" section, which is located at the end of the project change menu bar on the upper right hand corner.

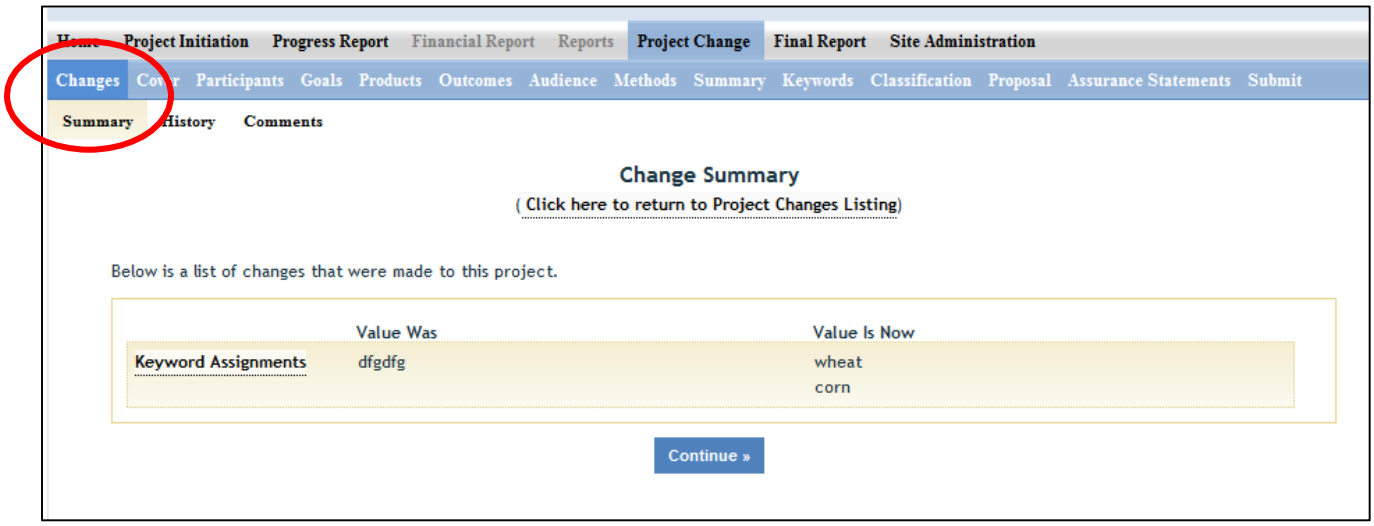
Draft Stage Projects Folder: The Folder titled "Projects Pending Changes in Draft Stage" contains active projects on which changes have been made and saved in the REEport system but have not yet been "submitted." Not until a PD or SA goes to the submit page at the end and clicks "submit changes for review" will the project changes be moved to the next stage.

Pending Submission to NIFA Folder: The folder titled "Projects Pending Submission to NIFA" contains projects on which changes have been made by the Project Director (PD) or Site Admin (SA) and the PD/SA has clicked the submit button to move the project into the next stage. In order for the changes to actually be submitted to NIFA from this point, the SA (or PD if the SA has given them permissions) must go to the submit page and click "Submit to NIFA" to move the project into the "Projects Submitted to NIFA" folder and make the changes available for NIFA to review and approve (if applicable; some changes do not require approval.)

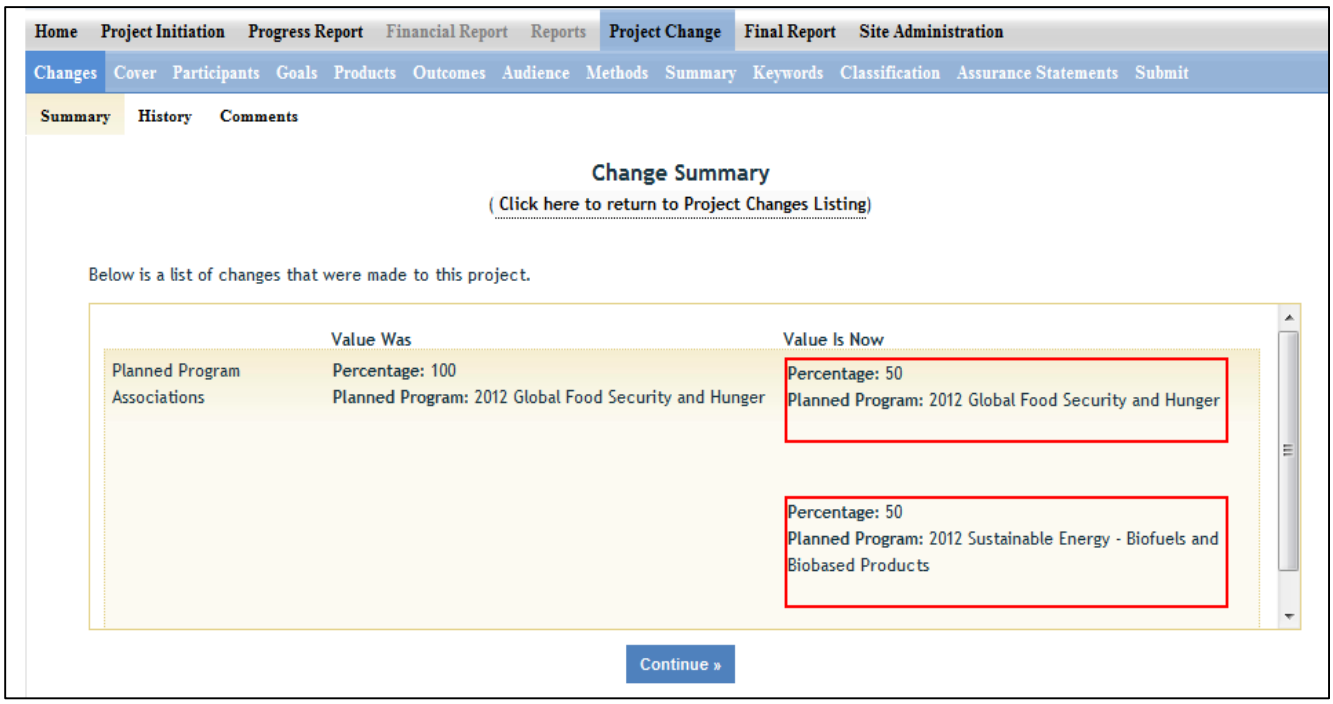
Projects Submitted to NIFA: In this folder are projects that contain submitted changes that are pending NIFA review/approval. Note that some project changes require NIFA NPL approval and some do not. If the submitted change does not require NPL approval, then the project will automatically be updated with the changes (once the PD/SA clicks submit). Once the changes are made to any project (whether they are automatic or were approved by an NPL), the project can be found in the "active projects" folder under the "Project Initiation" module. The project can ALSO be found under the "Changed Projects" folder if you want to see a side by side comparison of what was changed on the project.

Project Changes Summary screenshots:

Example #1:



Example #2:



The following is a list of the data fields do and do not require NIFA approval when submitting a project change in REEport:

Change is made automatically by REEport*	Change requires NPL approval
Project Number	Performing Organization/Institution
Project Title (not applicable to Multistates)	Collaborating /Partnering Organizations
Performing Department	Collaborating/Partnering Countries
Co-Project Director: Name, Department	Proposed Start Date
Collaborating/Partnering States (N/A to Multistates)	Estimated Project FTEs
Project Director: Name, E-mail, Phone	Goals
Proposed End Date: One time, one year extension, not exceeding 5 years of total project duration (and within Multistate Project duration range for Multistate Hatch Projects)	Outputs
Assurance Statement	Outcomes
	Audience
	Methods
	Summary
	Keywords
	Classification (incl. Animal Health component, KA/SOI/FOS, Planned Programs)
	Project Proposal

****Making Changes on Legacy projects originally initiated in CRIS Web Forms:***

- The above <u>list of fields that are changed automatically by REEport applies only to projects that were originally initiated/started in REEport.</u>
- For any project that was already active in CRIS Web Forms and brought into REEport, the project will become subject to new data fields that REEport requires that CRIS Web Forms did not collect.
- So, if you are trying to submit a Project Change for a project that was originally initiated in CRIS, even if the data are normally within a field that would not require NIFA approval, you must submit to NIFA for review. Here are additional instructions for this scenario:

***INSTRUCTIONS ON SUBMITTING CHANGES ON LEGACY PROJECTS:**

1. Locate the desired project in the "Active Projects" folder in the Project Changes module.
2. Make changes to the desire field(s).
3. For any open text box, you may choose to enter additional data for the project (will become a permanent part of the project record) OR you may choose to enter the phrase "Project Imported from CRIS; no new data to report."
4. For any drop down menu, please choose the best applicable item.

5. Click submit at the end for NIFA Review.

Following the above 4 steps will result in the project being submitted to a NIFA NPL who will review the project changes and approve them, as the new data fields in REEport are not required because legacy projects are "grandfathered" in to what the CRIS Web Forms system collected. NIFA's policy is that project change approvals should occur within 30 days of submission.

Making Changes to an Already Submitted Progress or Final Report

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NIFA maintains a window of 90 days from the date of submission in which you are allowed to make changes on a progress or final report that you have already submitted. This 90 day window is also the amount of time National Program Leaders at NIFA have to request that you make changes before they will consider your report approved and a permanent record.

Here are the steps to make changes and resubmit a progress or final report.

1. Make sure to have the accession number of your project handy.
2. Send an email to reeport@nifa.usda.gov asking that the progress or final report be sent back to you for editing. Make sure your email clearly states the accession number and whether it is progress or final report.
3. NIFA staff will send your report back, and you will receive an email confirmation for this action.
4. To actually make changes to the report, log into REEport via the NIFA Reporting Portal at http://portal.nifa.usda.gov.
5. Click the "REEport" link under "Active Applications."
6. Click on either the "Progress Report" or "Final Report" icon, depending on the type of report you need to change.
7. Expand your "Progress Report(s) in Draft" folder and/or search for the project using the search bar at the top of your screen.
8. Click the title of the project.
9. Using the navigation buttons at the top of the screen to go to the section of the report you wish to change.
10. When you are satisfied with the changes you've made, click on the "submit" tab that is all the way to the right of navigation bar.
11. There are two level s of submission in order for the report to be received by NIFA. As the Project Director, you are responsible for the first level: Click "Submit for organizational review."
12. Once you've completed the step above, your Site Administrator is responsible for submitting the progress report to NIFA. Once this is completed, you will receive an email confirming the submission

with the report attached. Please note that this submission re-starts your 90 day window to make additional changes if those are request by you or the National Program Leader (NPL) at NIFA.

Submit a Financial Report

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This section of REEport was deployed for use in FY15 by Site Administrators and Financial Administrators only at 1862/1890 LGUs and Forestry and VetMed schools. In FY16 it will be used by all institutions for reporting expenditures on both capacity and competitively funded projects. Please consult the Financial Report Manual for further guidance.

An explanation on due dates: The REEport Project Financial Report requires that you report funds expended and staff time (Scientist Year, Professional Years, Full Time Equivalents, etc.) according to the Federal Fiscal Year. A ***REEport Project Financial Report is due by February 1*** each year if the project was active for any period of time in the previous federal fiscal year.

Example 1: If a project started on July 1, 2015, then it was active in FY15 for three months (July 1 through Sept 30, 2015). A REEport Project Financial Report would be due for that project by February 1, 2016; it would be expected that three months' worth of financial expenditures and staff support be reported on that report. Remember: zero is a valid number to report if the project was only active a short period of time and no funds were spent.

Example 2: If a project's original end date was September 30, 2014 but was extended to December 31, 2014, then that means the project was active for three months in FY15 (October through December 2014). This means that a REEport Project Financial Report would be due by February 1, 2016 covering the three months at the beginning of FY15 that the project was active.

Competitively Awarded (Non-Capacity) Projects

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Submit a Progress Report
Edit an already submitted Progress Report
Submit a Final Report
Edit an already submitted Final Report
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Extensions and Continuation Awards
Submit Financial Reports

Requirements and Due Dates

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A NIFA competitively awarded/non-capacity project is any agricultural research, education, or extension project funded by a NIFA grant program that requires a grant application through grants.gov and has a peer review process. Once a competitive/non-capacity proposal has been recommended for award, the grantee is notified via email from the REEport system that their grant template is available for editing. PDs must submit their project initiation in REEport in order to receive their funds.

Form Type	Due Date
Project Initiation	Submit as soon as notification of award recommendation is received.
Progress Report	Submit within 90 days AFTER the anniversary of the start date; continuation awards must submit within 90 days BEFORE anniversary of the start date.
Financial Report	Not required in REEport. SF-425 must be submitted via email to awards@nifa.usda.gov.
Final Report	Submit within 90 days after the termination (end date) of the project. It may be submitted at any time to terminate the project.

Detailed explanation of Requirements and Due Dates:

Project Initiation
Submit this form as soon as the email notifies the PD to log into the REEport system to complete project initiation. While there is no due date for submission of the project initiation, PDs should be aware that they will not be awarded any funds until NIFA has received the project initiation via REEport.

Progress Report
This report may be submitted up to 90 days prior but not later than 90 days after the anniversary of the start date. Progress reports for continuation awards must be submitted within 90 days BEFORE the anniversary date in order to ensure continuity of funding. The anniversary date is always one year from the start date of the project (this start date is imported onto the REEport form from NIFA's grant system.

Project Financial Report
Beginning in FY14, any Project Director of a new non-capacity award or any current award receiving a continuation or renewal of funds must submit a project Financial Report in REEport. This report is due

annually on February 1 of the fiscal year AFTER the fiscal year of the expenditures being reported. For example, a new award with a start date of October 1, 2014 will have a Project Financial Report due for its FY15 expenditures on February 1, 2016. This policy is detailed in an official memorandum released by NIFA's Office of Grants and Financial Management in August of 2014. Currently, the financial report section of REEport is currently under development and is scheduled to be deployed in early fall of 2014. Guidance for this section is forthcoming.

Competitive/non-capacity grantees must also submit the Federal Financial Report, SF-425 to the Office of Grants and Financial Management; this is due annually based on the start date of the project. The SF-425 is sent as a PDF via email to the Awards Management Division at NIFA. Click here to learn more about this process.

Final Report
Must be submitted within 90 days after the termination (end date) of the project. If the Project Director or institution wishes to terminate a project early, they must contact the Administrative Contact at NIFA (Box 14 of the Award Face Sheet) to make a change to the end date on the award. The new end date will populate on the project in REEport and then the Project Director will be able to submit the Final Report to officially terminate the project.

Submit a Project Initiation

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As a Project Director who has already gone through the grant application and peer review process, you have already submitted some of your project data to NIFA via grants.gov. Now, it is time to complete a Project Initiation, which collects some additional data that were not originally included on your grant application. The submission of your project initiation will trigger the award of your funds. Below are instructions that will walk you through this process step by step.

Please note that NIFA has taken some of the data from your grant application and created a "shell" for your Project Initiation which will appear on the cover page in your project file. If you notice that any of this information is incorrect, you will need to contact reeport@nifa.usda.gov to have it corrected.

Also, be aware that if you are reading this with the intent to use REEport but you are not the PD listed on the project, you will NOT be able to enter data into the system (Exception: Site Admins at LGUs/Forestry/VetMed schools can enter data on any project; the AR has read-only access and Co-PDs have no access to project data unless they are specifically set up by a Site Admin at an LGU/Forestry/VetMed school with a data entry role). (See list of administrative roles and permissions on page 5.)

The following instructions are for completing and submitting the Project Initiation for your competitive/non-capacity award from NIFA:

1. Activate your account (if you already have an active account, go to Step 2):
    - You have two methods of activating your account:
        i. Click the activation link in the email you received from the NIFA Reporting Portal and follow the prompts.
        ii. If you no longer have access to the email or the link has expired, go to the NIFA Reporting Portal at http://portal.nifa.usda.gov and click the "reset password" button at the top of the page. Enter the email you listed on your grant application and then follow the prompts from the system to set your own password. Once your password is set, go to Step 2.
2. Log into REEport; go to http://portal.nifal.usda.gov and enter your email and password; click "Login".
3. Click the "REEport" link under your "Active Applications."
4. Upon entering REEport, click your "Project Initiation" icon.
5. Click on your "Drafts" folder to show all the projects you have in draft status (for most PDs, this will be only one project).
6. Click the title of the project in order to access the data entry screens for the Project Initiation.
    - Note – If your project has already been created by you or your site admin and you are returning to edit/complete entering the project data, do not "create a new project." Instead, expand your "drafts" folder and click the title of the project you want to work on.
7. The first page you will be brought to is your Cover page. Note that this page contains data that is all prepopulated based on information you entered on your grant application. If you notice that any of it is incorrect, email reeport@nifa.usda.gov with the name of the field and what needs to be updated.
8. By using the "navigation buttons at the top and bottom of the screens, proceed with entering data on each section of the Project Initiation. Make sure to save your work periodically.
9. When you are finished entering data, navigate to the last screen of the Project Initiation, the submit screen. Click the Submit button in order to send the Project Initiation to NIFA so that your grant may be awarded (funds will not be released until NIFA receives your Project Initiation). Please note that submission process varies slightly based on what type of institution you are affiliated with:
    - **If you are a PD at an 1862 or 1890 Land Grant Institution, Forestry or VetMed school**: You will have to complete the first step of submitting for Organizational Review. Do this by going to your "Submit" screen and clicking "Submit for Review." This will put your Project Initiation in the hands of your Site Administrator (SA). Your SA is then responsible for officially submitting the project to NIFA in order to allow the award and release of your funds.

Data Content Instructions

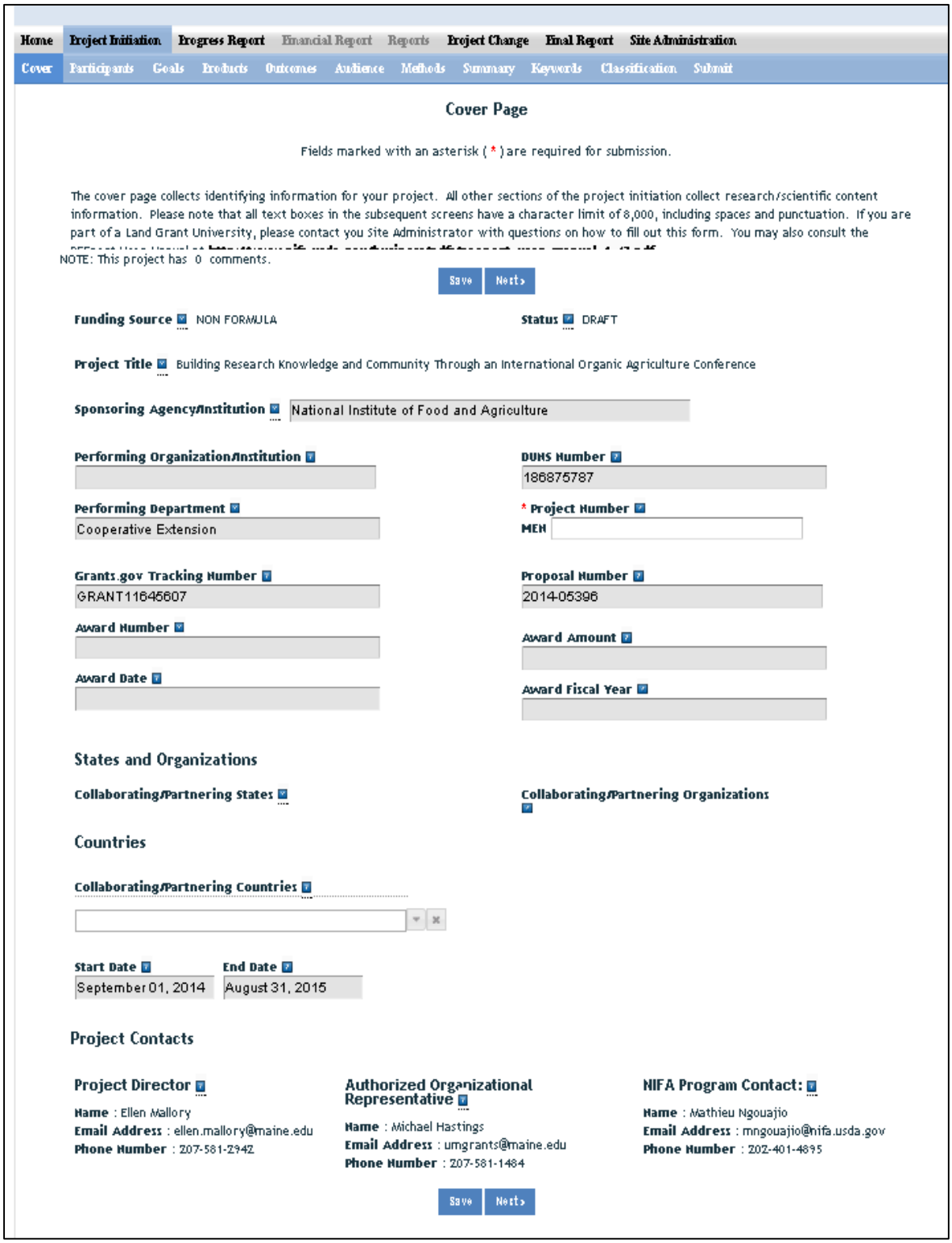
Completing the Project Initiation Data Fields for Competitively Awarded Projects

Upfront helpful hints:

- For detailed guidance on specific data fields, remember to use the embedded Help Text by clicking on the small blue icon located next to the field in REEport.
- There are character limits on all fields in REEport, but the main one to be aware of is: for all the large text boxes with the built-in text editor, there is an 8,000 character limit, including spaces.
- REEport does not accept graphics, charts, or other images pasted into any of the open text boxes.
- Remember that whenever you enter data on a page, you MUST click one of the navigation buttons at the top or bottom of the page to save your work; while you are permitted to move from page to page within a module using the top menu bar (e.g. moving from “goals” to “products” by clicking those words in the menu bar) doing this will not save your work if you entered anything new on the page.

Cover Page

Following is a screenshot of the Cover Page of a competitive/non-capacity project. The cover page contains non-editable data that is prepopulated by the system based on what you submitted in your grant application. To change any of the information listed on the cover page, please email reeport@nifa.usda.gov.



Home | Project Initiation | Progress Report | Financial Report | Reports | Project Change | Final Report | Site Administration

Cover | Participants | Goals | Products | Outcomes | Audience | Methods | Summary | Keywords | Classification | Submit

Cover Page

Fields marked with an asterisk (*) are required for submission.

The cover page collects identifying information for your project. All other sections of the project initiation collect research/scientific content information. Please note that all text boxes in the subsequent screens have a character limit of 8,000, including spaces and punctuation. If you are part of a Land Grant University, please contact you Site Administrator with questions on how to fill out this form. You may also consult the

NOTE: This project has 0 comments.

Save | Next>

Funding Source NON FORMULA

Status DRAFT

Project Title Building Research Knowledge and Community Through an International Organic Agriculture Conference

Sponsoring Agency/Institution National Institute of Food and Agriculture

Performing Organization/Institution

DUNS Number 186875787

Performing Department Cooperative Extension

*** Project Number**

MEN

Grants.gov Tracking Number GRANT11645607

Proposal Number 2014-05396

Award Number

Award Amount

Award Date

Award Fiscal Year

States and Organizations

Collaborating/Partnering States

Collaborating/Partnering Organizations

Countries

Collaborating/Partnering Countries

Start Date September 01, 2014

End Date August 31, 2015

Project Contacts

Project Director

Name : Ellen Mallory
Email Address : ellen.mallory@maine.edu
Phone Number : 207-581-2942

Authorized Organizational Representative

Name : Michael Hastings
Email Address : umgrants@maine.edu
Phone Number : 207-581-1484

NIFA Program Contact:

Name : Mathieu Ngouajio
Email Address : mngouajio@nifa.usda.gov
Phone Number : 202-401-4895

Save | Next>

Funding Source
The funding source is prepopulated on this page based on the source of the grant listed in NIFA's internal grants system.

Status
The status of a project is assigned by the REEport system and starts as "draft." Various actions taken by the PD, the Site Admin, or NIFA personnel (NPL or NIFA Admin) will trigger the REEport system to automatically change the status as appropriate. After your project is submitted to NIFA, the status will change to active, as defined below. Upon reaching the end date listed on the project, the status will change to complete, as defined below.

> **Active** - A project that has been approved by a NIFA NPL and is currently within the overall project duration dates (i.e. between the start date and end date of the project).
>
> **Complete** - A project that has either been terminated via the submission of a Final Report or one that is currently outside of its overall project duration dates. This means that a project whose Final Report has not been submitted will still show a status of "complete" if the current calendar date is later than the end date of the project (note: projects in this situation are displayed in the "Final Report Past Due" folder).

Title
The project title is a succinct characterization of the focus and subject of study being performed. Do not include phrases such as "research on," "investigation of," etc. Do not use quotation marks or underscoring. Keep in mind that the title will be used for information retrieval searches, so including specific keywords that are as descriptive of the project as possible is important.

Sponsoring Agency/Institution
The Sponsoring Agency/Institution is the organization that is funding the project. For all Competitive/Non-Capacity Projects, the sponsoring agency is NIFA.

Performing Organization/Institution
The Performing Organization/Institution is the organization that employs the scientist(s) conducting the research.

DUNS Number
Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). For Non-Capacity Projects, NIFA automatically prepopulates this field with the DUNS number that was entered by the grantee in Grants.gov.
For more information on DUNS numbers, visit
http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf.

Performing Department
The Performing Department is the entity/section at the Performing Organization/Institution to which the Project Director is assigned and performs most of his/her duties and research.

Project Number
The Project Number is an identifier (combination of letters and numbers) subject to the identification/numbering system used by the Performing Organization/Institution. While it is recommended that Project Numbers be unique to only one project, NIFA does not prevent PIs from re-using project numbers. This most often happens when a given project has been terminated and a new project is being initiated that continues the research from the terminated project. Having the same project number enables the institution to track the research under that single identifier.

Note for 1862 and 1890 LGUs, Forestry and VetMed schools: While institutions/PDs set their own requirements for project numbers (i.e. their preferred combination of letters and numbers) the Division Station Code, as shown above this field, will always automatically be appended by REEport as a prefix to the number entered. The Division Station Code is managed by the Site Administrator.

Note: NIFA does NOT use project numbers to track projects or to perform data retrieval searches; accession numbers only are used for these activities.

Collaborating/Partnering States
Collaborating/Partnering Institutions
Collaborating/Partnering Countries

For the above three categories, identify any other states/partnering institutions/countries that are **significantly** participating in this research project. A "significant" amount of participation to a project generally implies that the PD would not be able to realize the major objectives of a project (at all or as effectively) without the participation and support of the other participating state(s).

Note: A "contribution" of effort and/or resources (i.e. SYs/PYs, materials) can be made regardless of whether or not the partnering entity is receiving or contributing actual monies towards the project.

Start Date
Prepopulated based on start date in grant application.

End Date
Prepopulated based on end date on grant application or what was decided upon with NIFA National Program Leader.

Project Director
The person who was listed as the PD on the grant application is listed in this field. This can only be changed by contacting reeport@nifa.usda.gov.

Authorized Representative (AR)
This person who was listed as the AR on the grant application is listed in this field; this person has a REEport account and read-only access to this project in REEport. To change the AR, contact reeport@nifa.usda.gov.

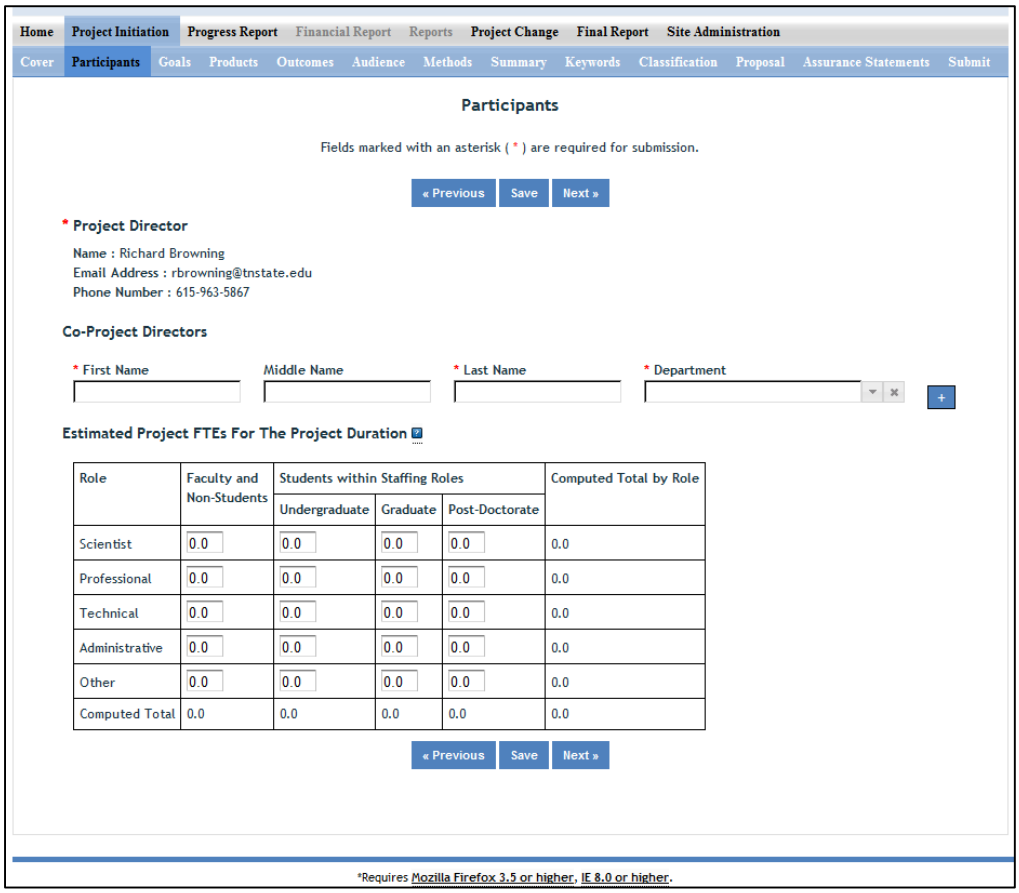
Site Administrator
If you are part of an 1862 or 1890 LGU, your Site Administrator is listed in this field. Contact this person if you have any questions regarding the submission of your project to NIFA.

Participants

Project Director
The fields pertaining to the main Project Director are prepopulated on this page according to what is displayed on the Cover Page

Co-Project Directors
Co-Project Directors are prepopulated based on the grant application. However, please be aware that this population sometimes does not occur until later in the award process. Thus, if you see that no Co-PDs are listed, please continue with the submission of your project initiation. Later, after your funds are awarded, please check back to ensure the Co-PDs are listed. If they are not at that point, then email reeport@nifa.usda.gov.

Estimated Project FTEs for the Project Duration



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 of a project's duration (i.e. 1 year of a project) equals 1 complete FTE. If that same person works a full time schedule on a 5 year project, that would be equal 5 complete FTEs.

INSTRUCTIONS: Enter the estimated Full-time equivalent(s) (FTE) that will support this project over the course of the **project's duration.** You may enter fractions and round to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

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.

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.

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.

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 typing reports, managing bill payments, managing equipment and supplies, etc. Examples: Secretary, Data Entry personnel.

Goals

What are the Major Goals of the Project?
By "Major Goals" NIFA means the over-arching goals of the project AND the objectives that will be undertaken to achieve those goals.

Provide a clear, concise statement of the major goal(s) of this project. This should encompass a broad perspective of what purpose, service, major achievement, or milestone this project will provide. Following your goal statement, please list the objectives of the project using numbers for each in either list or paragraph format. Most goals have multiple objectives. Objectives are focused, quantifiable, and measurable, whereas goals are more general and broad. There is no minimum or maximum number of objectives to include for a project, but all objectives should be specific and attainable within the duration of the project and with the available resources (refer back to your estimated FTEs for project duration and other resources available to the project.)

Products

List any products expected to result from the project.

Identify the products and outputs that are planned as a result of this project. You may use paragraphs and/or lists.

For the purpose of Project Initiation (the module you are in right now), you should include **all products/outputs** that are **expected/estimated** to result from the duration of this project. **Products/outputs** are activities, events, services, and products that reach people.

Example products/outputs:

- **Activities**: conducting and analyzing experiments or surveys; assessments; facilitating; teaching; or mentoring.
- **Events**: conferences; demonstration sites; field days; tours; symposia; workshops; and trainings.
- **Services**: consulting; counseling; and tutoring.
- **Publications:** scientific journals; books; conference proceedings.
- **Other Scientific products**: methods, or techniques; data or databases; equipment or instruments; patents and patent applications; applications for Plant Variety Act protection; models; new germplasm, or genetic maps; decision support tools.
- **Products** include: audio or video products; curricula; data or databases; equipment or instruments; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.
- **Graduates**: students graduated in agricultural sciences.

Outcomes

Provide a description of Expected Outcomes over the duration of the project. You may use paragraphs and/or lists.

Outcomes help lead to a project impact. An outcome is defined as a measureable and documented change in knowledge, action, or condition as a result of the project. Outcomes should relate directly to the project objectives. Expected project outcomes are to be identified and listed in this section and then further reported on in progress reports and final reports in the accomplishments section in consecutive years.

Outcome statements in this section should be short, succinct statements that start with phrases indicating the occurrence of change. If appropriate and available, outcomes should be supported with key, quantitative data, such as number of acres impacted, increased profits, or number of people impacted. Examples of such phrases are:

"Increase in the numbers of acres that..."

"Decrease in the number of children that..."

"Increased profits from the sale of..."

Outcomes should include one or more of the following:

Change in Knowledge: For a research project, a change in knowledge can be an incremental change in the understanding of scientific knowledge. For education or extension projects, a change of knowledge occurs when recipients of an education or extension activity demonstrate learning and information gain in understanding.

Examples:

- Youth know how to choose food according to MyPyramid guidelines.
- Families set goals to improve their food resources management practices.
- The genome for this plant species was annotated and markers for drought tolerance were found.
- A new variety of plant seed has been released.
- A sequencing of a portion of a plant or animal gene.

Change in Action: A change in action occurs when a change in behaviors or practices results from the project's activities.

Examples:

- Youth eat foods that are closer to the recommended MyPyramid amounts.
- Families prepare simple, nutritious, and affordable food.
- A drought tolerant cultivar was released and planted by farmers on a trial basis
- A new variety of plant seed has been accepted by farmers, with 10% of the farmers in Monroe County using this seed this past year.

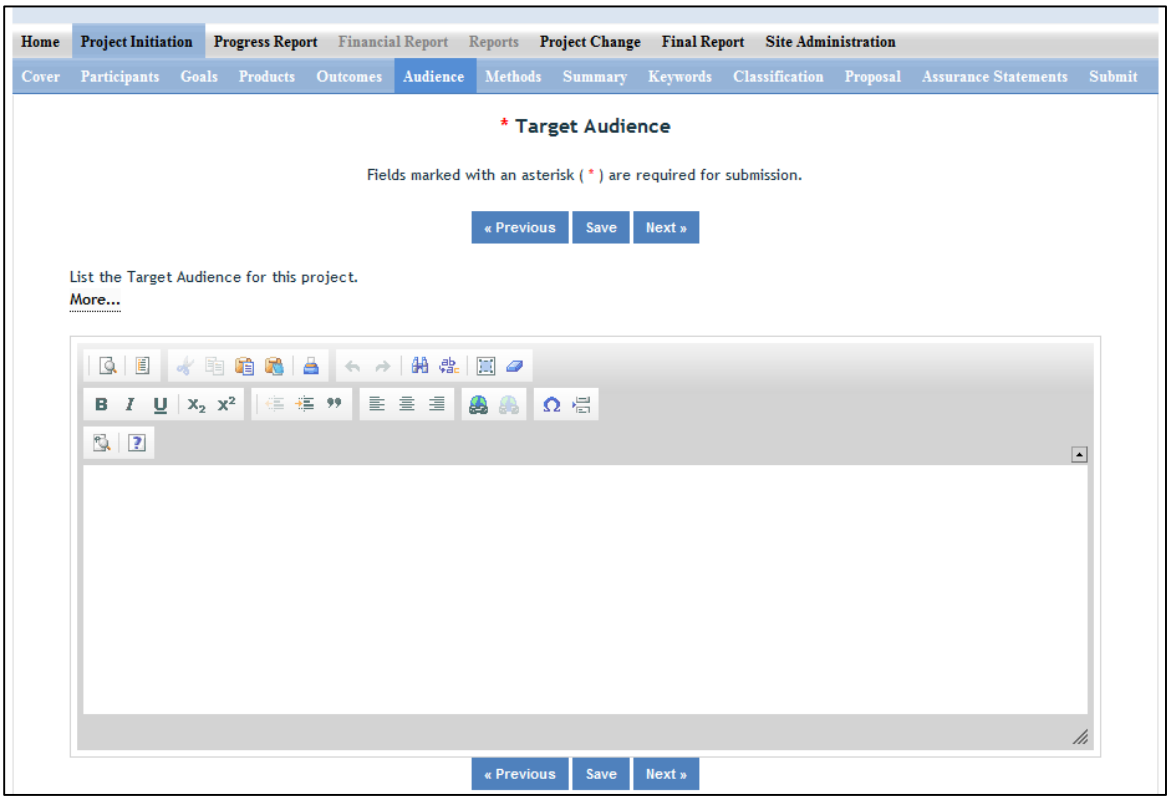
- An increase in the consumption of fruits and vegetables was observed within the last year in school lunch rooms in the northwest of the United States.
- A significant increase in food safety practices was observed after a new website was posted that had over 10,000 unique users within the first year of posting.

Change in Condition: A change in condition occurs when a change in a condition of societal concern results from the project's activities such as awareness level.

Examples:

- There is a reduction in the proportion of youth who are overweight and obese.
- Families maintain healthy eating habits and experience decreases in health-related problems.
- The drought tolerant cultivar was planted on 35% of the acreage which resulted in a 50% reduction in irrigation. This saved 5 million gallons of water and reduced power consumption by 2.5 Kw.
- A new plant variety has ranked in the top 20 plant varieties planted nationally.
- A trend in increasing healthy food consumption in grammar school children was paralleled with a 50% increase in school gardens from 2010 to 2012.

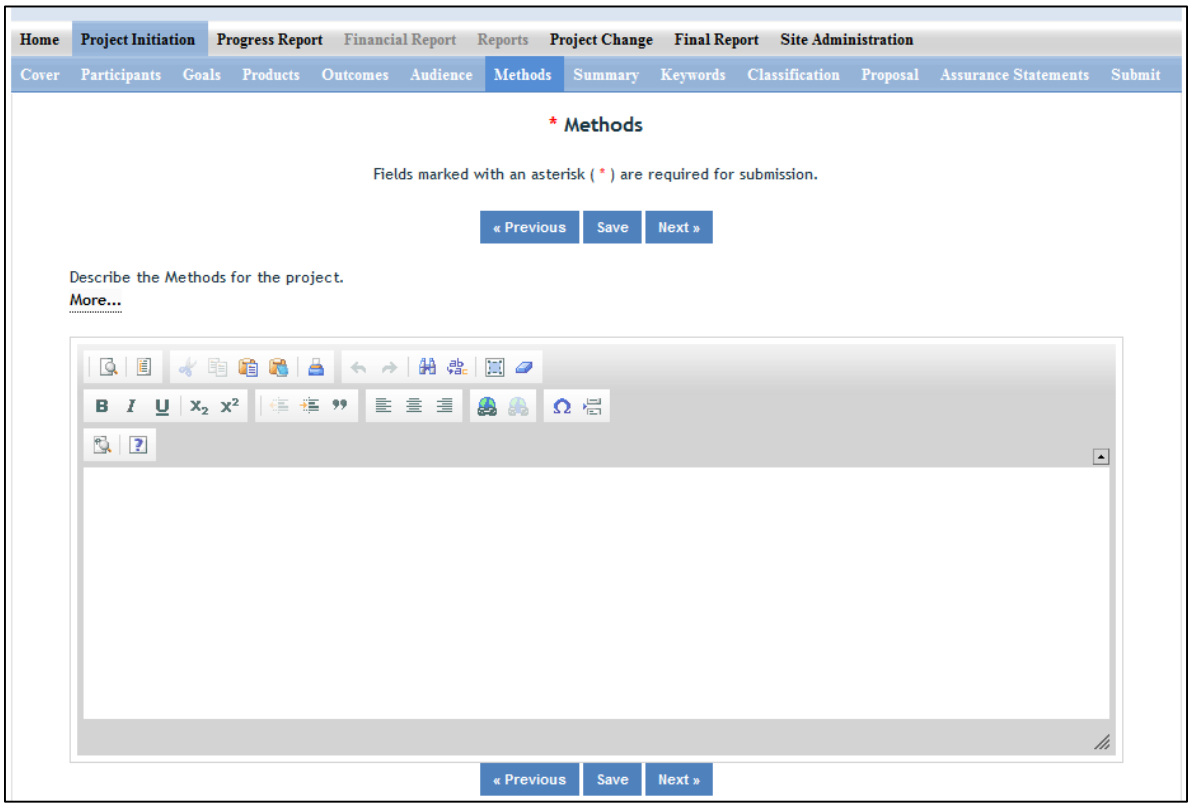
Audience



The target audience(s) you describe should include all of the audiences you plan to reach over the course of the project, even if only for portions of your efforts during certain activities of the project.

Target audiences include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged.

Methods



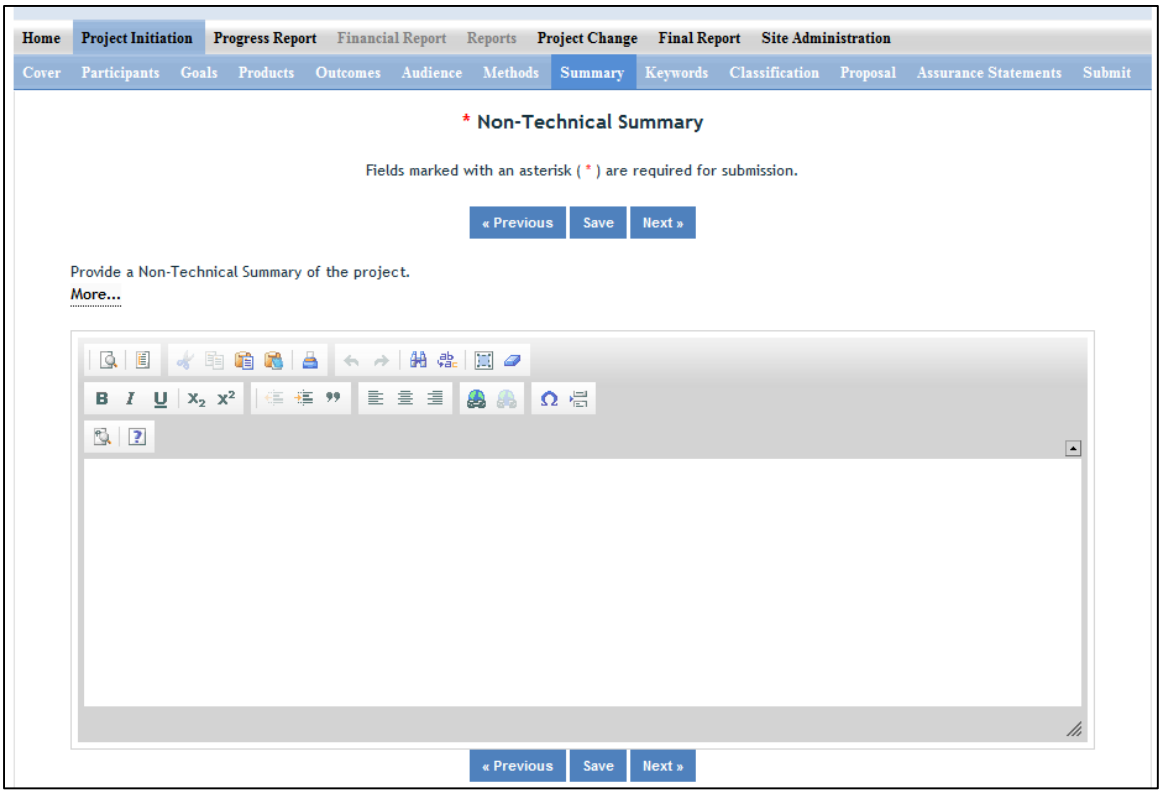
Describe the Methods for this Project:

Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. Include a description of how the results will be analyzed, evaluated, or interpreted for integrated and extension projects. Describe the **Efforts** that will be used to cause a change in knowledge, actions (behavior), or conditions of a target audience. Include a description of how the output(s) will be **Evaluated** and/or quantified for its impact on the intended audience(s).

"Efforts": Efforts include actions that expand knowledge in the field of science and or deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; workshops; experiential learning opportunities; extension and outreach.

"Evaluation": Demonstrating that evaluation will be part of your project means that you describe the plan/steps to be used to **evaluate or "measure"** the success of the project. Provide a listing of the types of evaluation studies planned and types of data that will be collected, emphasizing key milestones and measurable or quantitative indicators of success. The project evaluation plan should relate milestones and indicators of success to expected project outcomes/accomplishments and impacts.

Summary



<u>This non-technical summary may be the most important section of your report.</u> This will be accessed by legislators who make decisions about funding allocations, the general public, community leaders, and taxpayers as well as government staff and other scientists.

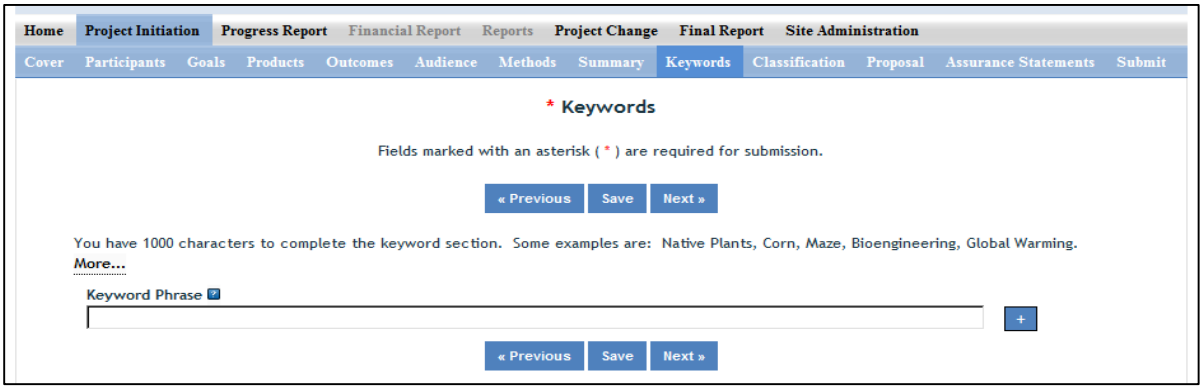
The summary is your opportunity to clarify the importance of your project in non-technical terms for people without scientific backgrounds. A good non-technical summary is composed of 1-2 succinct paragraphs that cover three main points. **In addressing these points, make sure to provide enough detail so that you are touching upon the main purpose of the project, the expected accomplishments, and anticipated benefits of the research.**

1. What is the <u>current issue or problem</u> that the research addresses and why does it need to be researched? When answering this question consider a perspective that is understood and valued by the general public beyond the target audience regarding the science you are conducting. A clear statement of relevance should be included that describes this value. Why is this topic important to the general public?

2. What methods and approaches will be used to collect and produce data/results and subsequently inform target audiences? This should be different from your objectives list. Do NOT include duplicate text from other sections. This section should explain, **in plain, non-technical language** what you intend to do.

3. Through the methods mentioned above, what ultimate goals does the project hope to achieve and what is the general impact expected to be if this goal is met? What societal benefits may be realized? (e.g. Overall decrease in energy consumption, children eating healthier, a more sustainable use of agricultural land).

Keywords



Instructions: Each keyword or phrase is entered separately by using a "+" sign after each entry. Add a new keyword field for each separate keyword or keyword phrase you want to use to describe the project. Examples of words are: Corn, Maize, Bioenergy. Example phrases are: Native Plants, Climate Change, Food Safety.

The purpose of assigning keywords and key phrases to your project is to improve the search capability in our database of project information on certain topic areas. The keywords you choose should be as all-encompassing for your project's topic area as possible so that different keywords searched by various queries will still pull up your project information. For example, if your project is aimed at researching n e w wheat varieties, you will want to include more than the word "wheat" as a keyword. More helpful are words and phrases such as: wheat, wheat varieties, cultivar, grain.

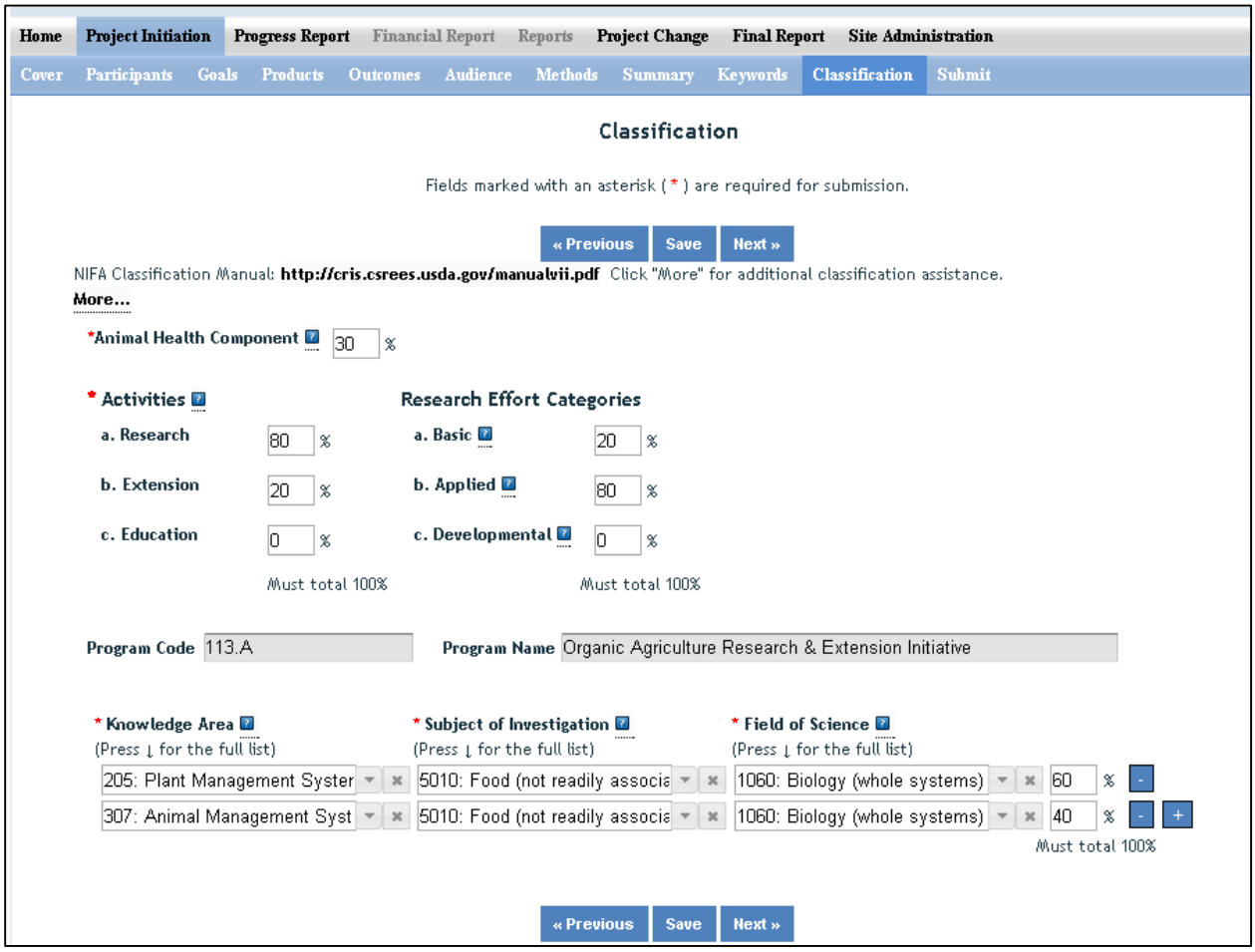
HINT: If there are specific words or phrases that you have used repeatedly in other sections of your project initiation (e.g. in the non-technical summary, goals, products, etc.), then those same words or phrases should be in your keywords section.

Another way to think of keywords is that they should, collectively, resemble an abbreviated abstract of the project narrative. Keywords can be a word or phrase that represents a concept, and they can fit into three areas or levels: general concept, class or category of research, and specific subject/item of research. Your keywords can include words from each level.

- General Level – Refers to overall objectives in the major fields of interest or disciplines. It is best to include at least two general level keywords. Examples: HARVESTING, MECHANIZATION.

- Class Level – Refers to classes or categories of subjects or items, and to moderately broad concepts or areas of interest which conceptually group the specific entry keywords into like classes. It is best to enter at least 4 class level keywords/phrases. Examples are: MECHANICAL ENGINEERING, HARVESTING LOSSES, CROP DAMAGE
- Specific Entry – Refers to the most specific concepts, subjects, or items under study. It includes the specific plant, animal, or microorganism; the specific equipment, processes, approach, technique, or system; and specific properties, reactions or functions. It is best to select at least 4-5 specific entry level keywords or phrase. Examples are: POTATOES, MECHANICAL HARVESTING, HARVESTING EQUIPMENT, BULK HANDLING, SKINNING, BRUISING.

Classification



Classification Overview & Codes:

Classification is a key task completed by the project team to assure that their research reports are correctly identified and therefore picked up in searches completed by staff. Not adequately identifying a project could lead to a critical project not being recognized when specific topic areas are searched by staff for reporting to congress and the public.

Animal Health Component

Projects receiving Animal Health capacity funds under Public Law 95-113 will automatically be classified 100% Animal Health; this field will be prepopulated with "100%" based on the fact that you already chose "Animal Health" as your funding source when beginning this project initiation.

Other types of projects (those funded by a source other than Animal Health and Disease 1433) demonstrating animal health research may include animal health percentages; that percentage is subject to the Project Director's discretion and should be entered in this field.
Note: If no portion of this project supports animal health research, you must enter "0" for the percentage; you may not leave the field blank.

Activities

Enter the percentage of work effort being done on the project in the areas of Research and/or Extension and/or Education. There is no minimum or maximum percentage required for any of the categories, but the total must always add up to 100%. Note that once you enter any percentage for the "research" category, additional percentage box fields will pop up on the page asking you to classify the type of research (basic, applied, developmental) into percentages.

Line of Classification

All projects entered in REEport must be classified according standard classification elements which consist of a series of three classification areas:

Knowledge Area: An important and highly useful series of classifications is Knowledge Area (KA). There are 79 knowledge areas divided into nine topic areas.
Subject of Investigation: Describes the object of the research or activity, such as the class of plant, animal, organism, material, process, procedure, etc., under investigation.
Field of Science: The Field of Science (FOS) are a classification used throughout government. NIFA's FOS is a modification of those used by the National Science.

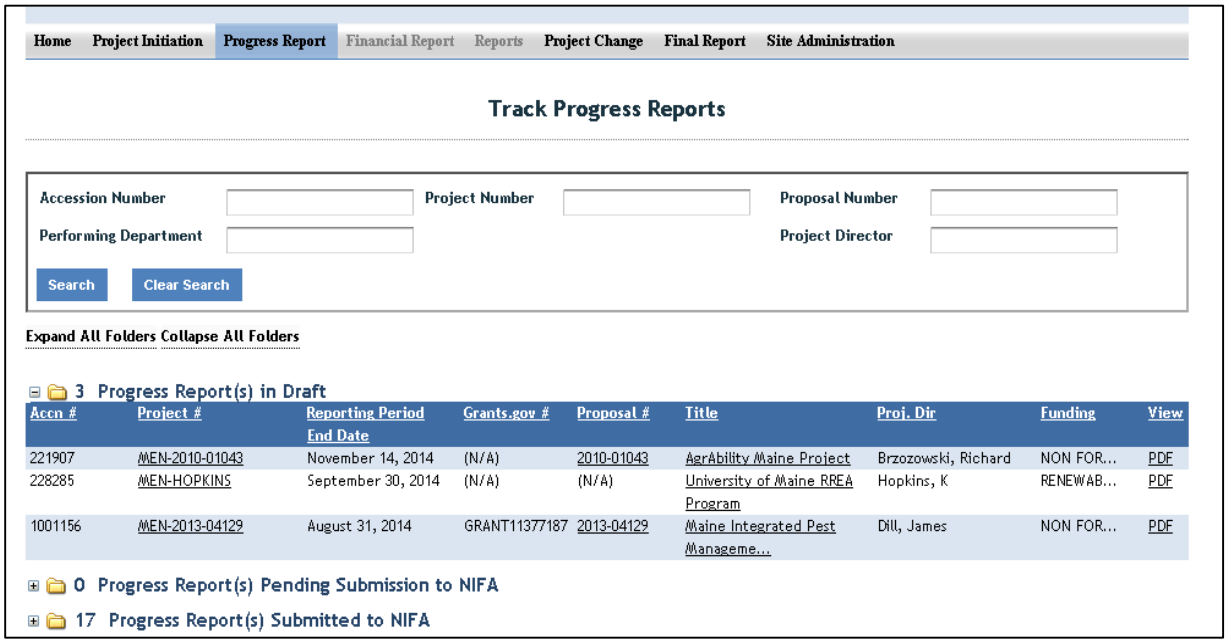
Each project must have at least one line of classification; a classification "line" consists of one KA, one SOI, and one FOS. To allow for identification of multiple objectives on a single project, up to ten classification lines may be entered on a single project. All lines must be assigned a percentage of not less than 10%.

The available codes from which you may choose are defined in the Classification Manual which can be found here: https://nifa.usda.gov/resource/manual-classification

Submit a Progress Report

GO BACK to
Table of Contents

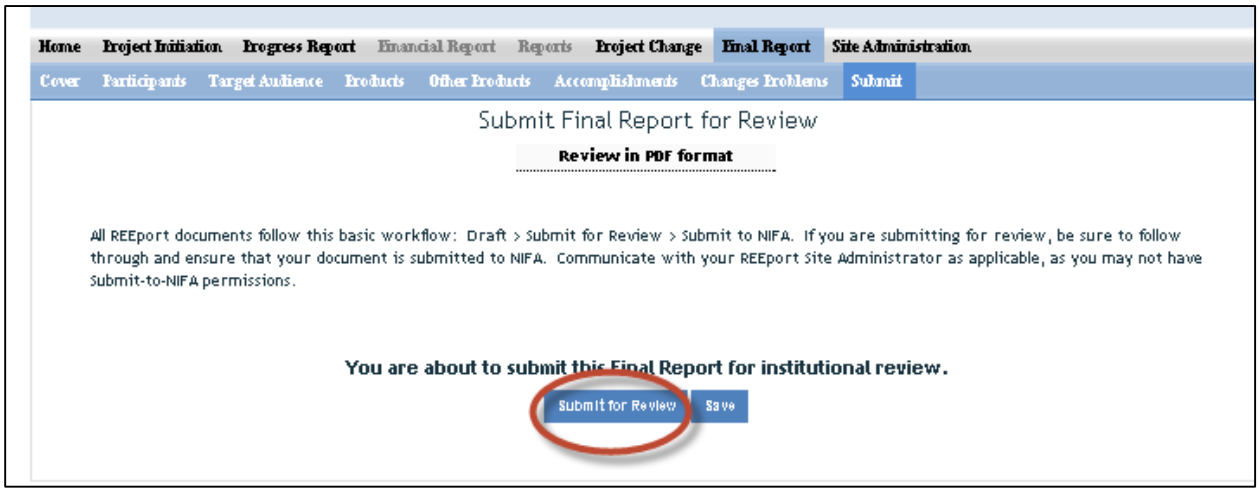
1. Log into REEport at http://portal.nifa.usda.gov
2. Click your REEport link under "Active Applications."
3. Click the "Progress Report" icon.
4. Expand your "Progress Report(s) in Draft" folder.



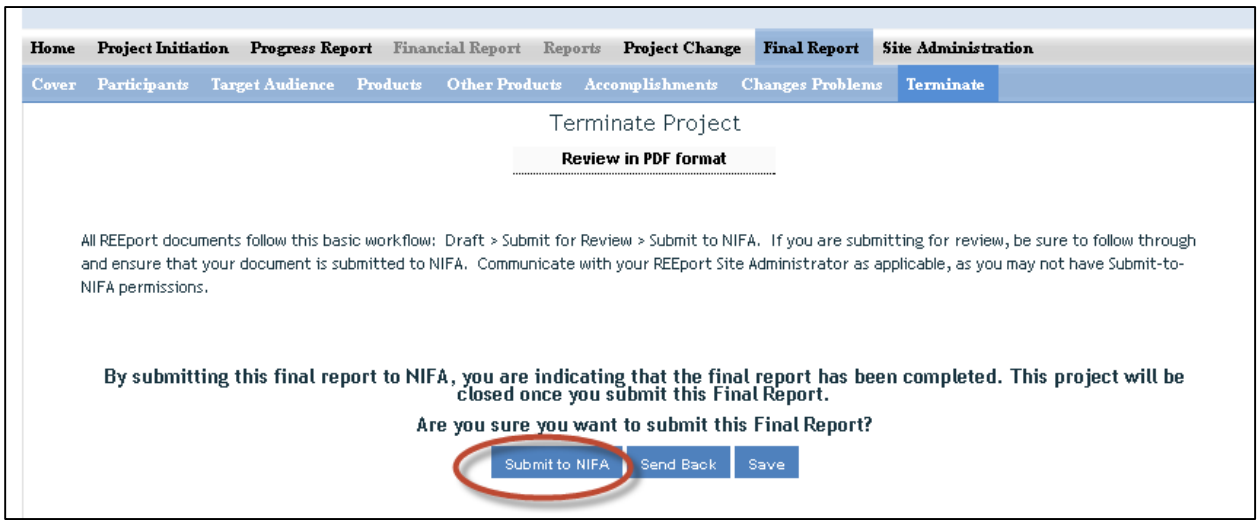
5. Click the title of the project for which you want to complete a Progress Report.
6. The first "page" (screen) you will come to is the Cover page. The cover page contains the "vital stats," of the project; these are prepopulated based on what you entered on your project initiation forms when you first started the project.
7. Proceed with moving through each of the next pages/screens of the Progress Report form by using the navigation buttons at the top and bottom of the page. Make sure to save your work periodically. To review guidance specific to "how to fill out" specific sections of the report (i.e. what information does NIFA want in which data fields?), please consult the "Data Content Instructions" below.
8. When you have entered all your data and are satisfied with your progress report, click the "submit" button on your sub-menu bar; please pay close attention to the following screens and differentiation based on what type of institution you are submitting from.

SUBMIT SCREENS:

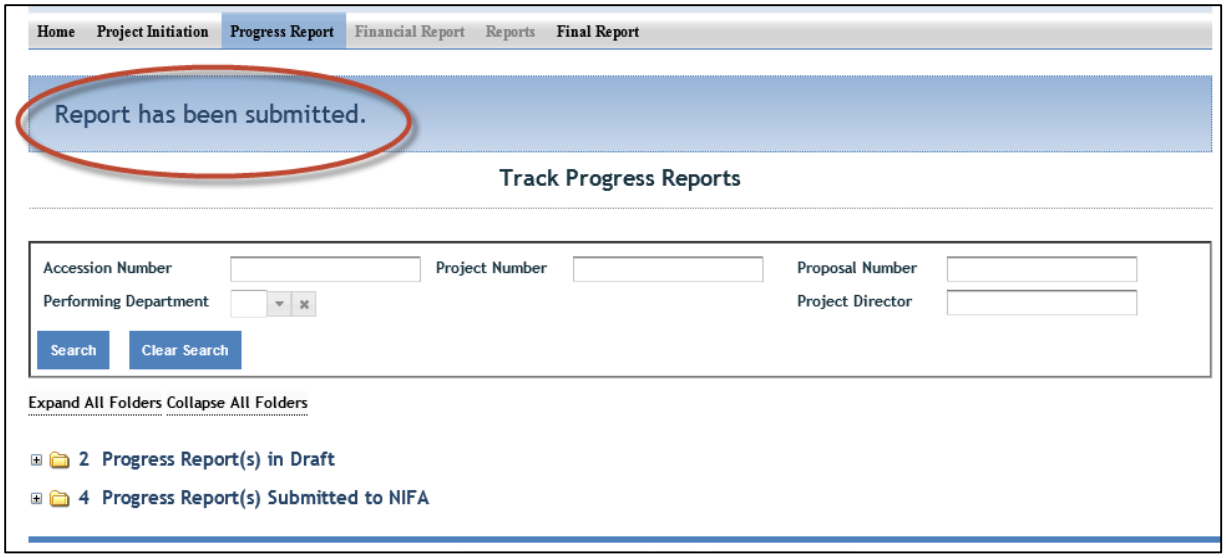
If you are part of an 1862 or 1890 LGU, Forestry, or VetMed school, you will only the get the option to submit for institutional review by your Site Admin. That screen looks like this:



If you are a Site Admin submitting on behalf of your faculty OR you are a PD at a 1994 Tribal College or non-Land grant institution (i.e. NOT a 1862/1890 LGU, Forestry or VetMed school), then your submit screen will look like this:



9. Upon successful submission, you will be brought back to the main screen of your Progress Report module where you will get the below message. You will also receive an email confirmation submission of the report and with the report attached.



10. NIFA National Program Leaders have 90 days to review your progress report and assess whether edits or additions are needed. If your reviewing NPL requests changes, you will be notified via email, and the report will be put back into draft status so that you may make changes and resubmit.

Data Content Instructions

GO BACK to Table of Contents

At the Progress Report home page, you can search for progress reports that need to be filled out by using the search option at the top (fill in at least one of the search fields) or you can use the folder views to fill out and manage reports for various projects. Note that the "drafts" folder will show you every progress report "shell" that the system has created for the active projects that need them. It's also important to remember that only one progress report shell/draft is created by REEport at a time. So, even if you have a five year project and will eventually be submitting four progress reports (the last year you only submit a Final Report), you will have only one shell/draft for the first progress report due for the first reporting period. After you submit that first progress report, the next one will be created by the system for the following reporting period, and so on and so forth.

NOTE: This applies *even if you are late* in submitting your reports (i.e. you are two reporting periods into the project and you have not submitted the progress report for the first reporting period; the system will still only have the first one waiting for you to fill out and submit and create the 2nd, 3rd, and 4th ones only upon submission of each of the previous reports.)

Helpful Hints for Entering Progress Report Data

- For guidance as you work through the form, remember to use the embedded Help Text by clicking on the small blue icon located next to each field found within REEport.
- There are character limits on all fields in REEport, but the main one to be aware of is: for all the large text boxes with the built-in text editor**, there is an 8000 character limit, including spaces**.
- REEport does not accept graphics, charts, or other images pasted into any of the open text boxes.
- Remember that whenever you enter data on a page, you MUST click one of the navigation buttons at the top or bottom of the page to save your work; while you are permitted to move from page to page within a module using the top menu bar (e.g. moving from "goals" to "products" by clicking those words in the menu bar) doing this will not save your work if you entered anything new on the page.

Cover Page

The cover page in the progress report module is identical to that of project initiation. It does not require you to add any additional information from what was already approved in the project initiation and is therefore completely prepopulated.

Home | Project Initiation | Progress Report | Financial Report | Reports | Project Change | Final Report | Site Administration

Cover | Participants | Target Audience | Products | Other Products | Accomplishments | Changes Problems | Submit

Cover Page

View past Progress Reports

Funding Source
NON FORMULA

Status
ACTIVE

Project Title
iCook: A 4-H Program to Promote Culinary Skills and Family Meals for Obesity Prevention

Project Start Date
August 1, 2012

Project End Date
July 31, 2015

Sponsoring Agency/Institution
National Institute of Food and Agriculture

Performing Organization/Institution
UNIVERSITY OF MAINE SYSTEM

DUNS Number
186875787

Performing Department
(Not Available)

Project Number
ME0-2011-04536

Accession Number
228718

Award Number
2012-68001-19605

Program Code
A2101

Program Name
Childhood Obesity Prevention: Integrated Research, Education, and Extension to Prevent Childhood Obesity

Reporting Period Start Date
August 01, 2012

Reporting Period End Date
July 31, 2015

States and Organizations

Collaborating/Partnering States

Collaborating/Partnering Organizations

South Dakota State University

University of Nebraska - Lincoln

University of Tennessee

West Virginia University

Countries

Collaborating/Partnering Countries

Project Contacts

Project Director
Name : Adrienne Adams White
Email Address : awhite@maine.edu
Phone Number : 207-581-3134

Authorized Organizational Representative
Name : Michael Hastings
Email Address : umgrants@maine.edu
Phone Number : 207-581-1484

NIFA Program Contact:
Name : Deirdra Chester
Email Address : dnchester@nifa.usda.gov
Phone Number : 202-401-5178

Next>

Participants

Cover | Participants | Target Audience | Products | Other Products | Accomplishments | Changes Problems | Submit

* Participants

View past Progress Reports

« Previous | Save | Next »

Project Director

First Name | Middle Name | Last Name

Email Address | Phone Number

Co-Project Directors

*** Actual FTEs for this Reporting Period**

☐ Nothing to report

Role	Faculty and Non-Students	Students with Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	0.0	0.0	0.0	0.0	0.0
Professional	0.0	0.0	0.0	0.0	0.0
Technical	0.0	0.0	0.0	0.0	0.0
Administrative	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
Computed Total	0.0	0.0	0.0	0.0	0.0

Student Count by Classification of Instructional Programs (CIP) Code

Please enter all CIP Codes that apply for your participating students in the following text box.
For assistance in selecting CIP codes, click here.

* Undergraduate | * Graduate | * Post-Doctorate | *CIP Code

« Previous | Save | Next »

Note that there is a "nothing to report" box at the top of the page, above the "project director" field. You may click this box if there were no actual FTEs used to support this project for the reporting period being reported against.

Project Director and Co-Project Directors: Both of these fields are prepopulated with the information originally entered in project initiation; any changes would need to be made through the "Project Change" module.

Actual FTEs for the Reporting Period: Enter the **actual** Full-time equivalent(s) (FTE) that **supported this project over the course of this reporting period only** (reporting period is one year or less; refer back to your cover page for the exact reporting period)**.** 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.

INSTRUCTIONS: You may enter fractions of FTEs rounded to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

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.

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.

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.

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.

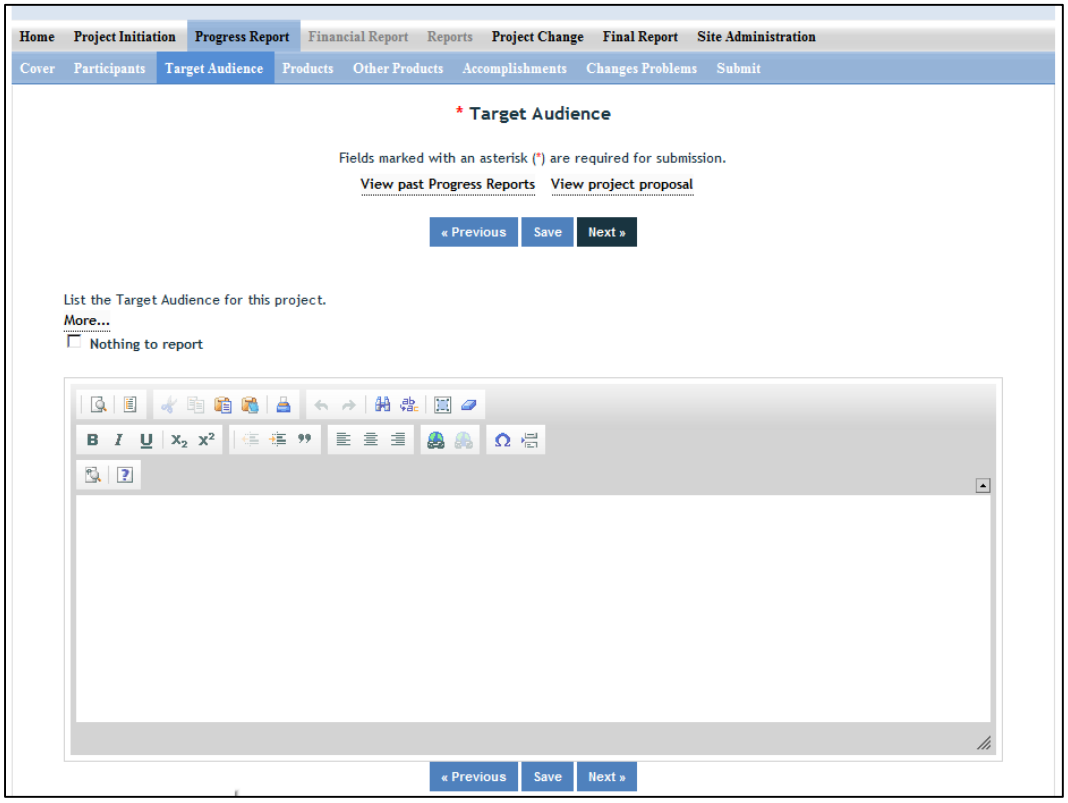
Student Count by Classification of Instructional Programs (CIP) Code

Student FTEs reported, now require that you enter any applicable CIP codes. The data entered into the Undergraduate, Graduate, or Post-Doctorate CIP fields, are the **Number of Students** that worked on the project, and therefore must be whole numbers. Student FTEs and CIP codes are interconnected data points, and the data entered into these sections must have a logical relationship. There are automatic validations programmed into the system which will indicate if any of the numbers entered need to be adjusted.

- For example – if 5.0 FTEs were entered for Graduate students, then the CIP code field must reflect 5 or more participants in the Graduate section for CIP codes.

The CIP code chosen should reflect the student's major field of study. The CIP taxonomy includes about 5,000 codes, categorized into three tiers. The list of CIP codes provided in the dropdown menu in REEport includes tiers 1 and 2, or about 400 codes. For more information on CIP Codes, you can visit the CIP website at http://nces.ed.gov/ipeds/cipcode, where detailed information about the CIP coding system is available.

Target Audience



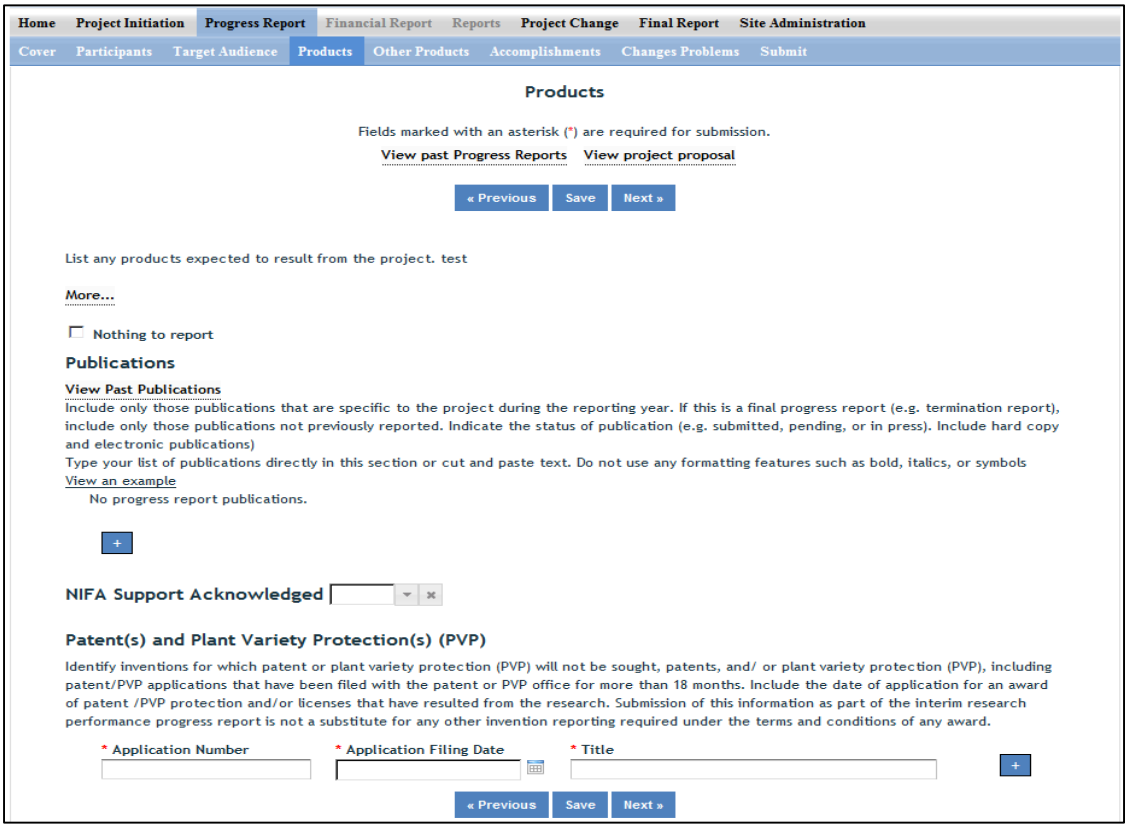
The target audience(s) you describe on this progress report should include only those that the efforts for this reporting period were focused upon. This may mean you are only listing a subset of all of the original target audiences you listed in your project initiation.

Target audiences include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged. Make sure your description of the target audiences describes why you are targeting this particular group(s). The entire purpose of this section is to answer the question "to whom does your work/research matter and why?" Think about it this way: there must be a reason you are targeting a certain group(s) or audience(s) of people. If there wasn't, then you would have no reason to be naming them in this section!

In thinking about your target audience, think about how you reached it/them. **Efforts** to reach a target audience include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

> **Note**: You do not need to provide an in-depth description of the efforts themselves in this section; we list out efforts here in order to help you think about WHOM you targeted so that you can accurately identify and describe your target audience.

Products



Publications:

Products and outputs in this section refer only to publications, patents, and applications for plant variety protection (PVP). Other types of products and outputs, such as newsletters, workshops, webpages, etc., will be reported on in the "Other Products" section.

Identify all publication(s) resulting from the work under this project/award. Publications only need to be entered in once for any project. For multi-year projects, do not re-enter a publication that was entered in a previous progress report (each publication only has to be entered once for an award). There is no restriction on the number of publications entered, but please ensure that any publications listed is a direct result of work performed under this award. See definitions below for the categories of publications.

Publications are the characteristic product of research. Agencies evaluate what the publications demonstrate about the excellence and significance of the research and the efficacy with which the results are being communicated to colleagues, potential users, and the public, not the number of publications.

Journal publications: Peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer reviewed publication in the periodically published proceedings of a scientific

society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under “Books or other non-periodical, one-time publications.”

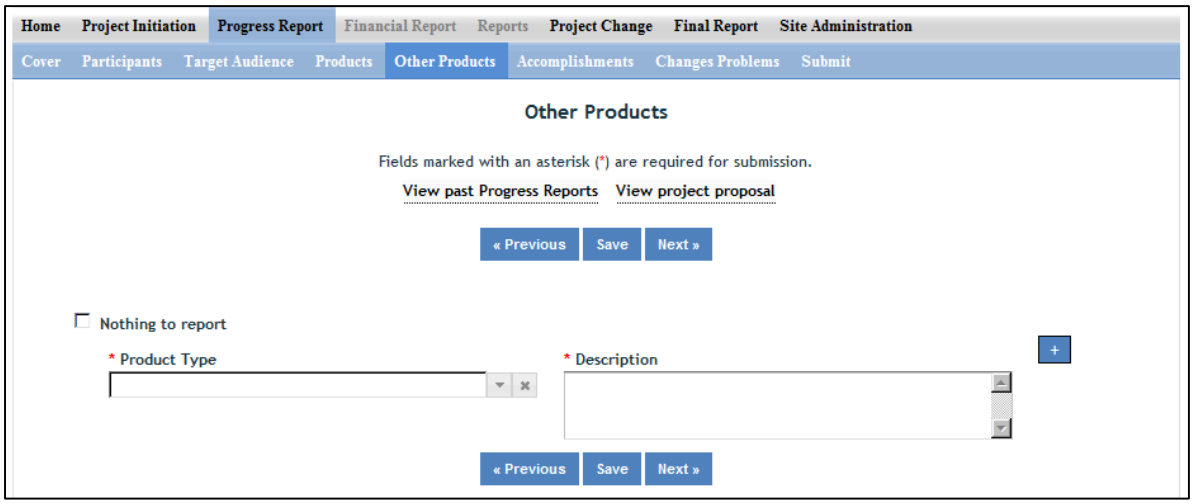
Books or other non-periodical, one-time publications: Any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like.

Other publications, conference papers and presentations: Identify any other publications, conference papers and/or presentations not reported above.

Patent(s) and/or Plant Variety Protection(s) (PVP)

Identify inventions for which patents or plant variety protection (PVP) have been or will be sought. Include patent/PVP applications that have been filed with the patent or PVP office **for more than 18 months**. Include the date of application for an award of patent /PVP protection and/or licenses that have resulted from the research. Submission of this information as part of this Progress Report is not a substitute for any other invention reporting required under the terms and conditions of any award.

Other Products



Enter the significant products and outputs achieved during the **project duration** as a result of the project's research, extension or education activities. Do not include publications, patents, and plant variety protection applications; those should be included only on the "Products" page of this Progress Report. Do not enter the same product or output if it was entered in a previous year for the same project/award.

Other Products and Outputs include: activities, events, services, and products that reach people. Some examples:

- **Activities** include: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.

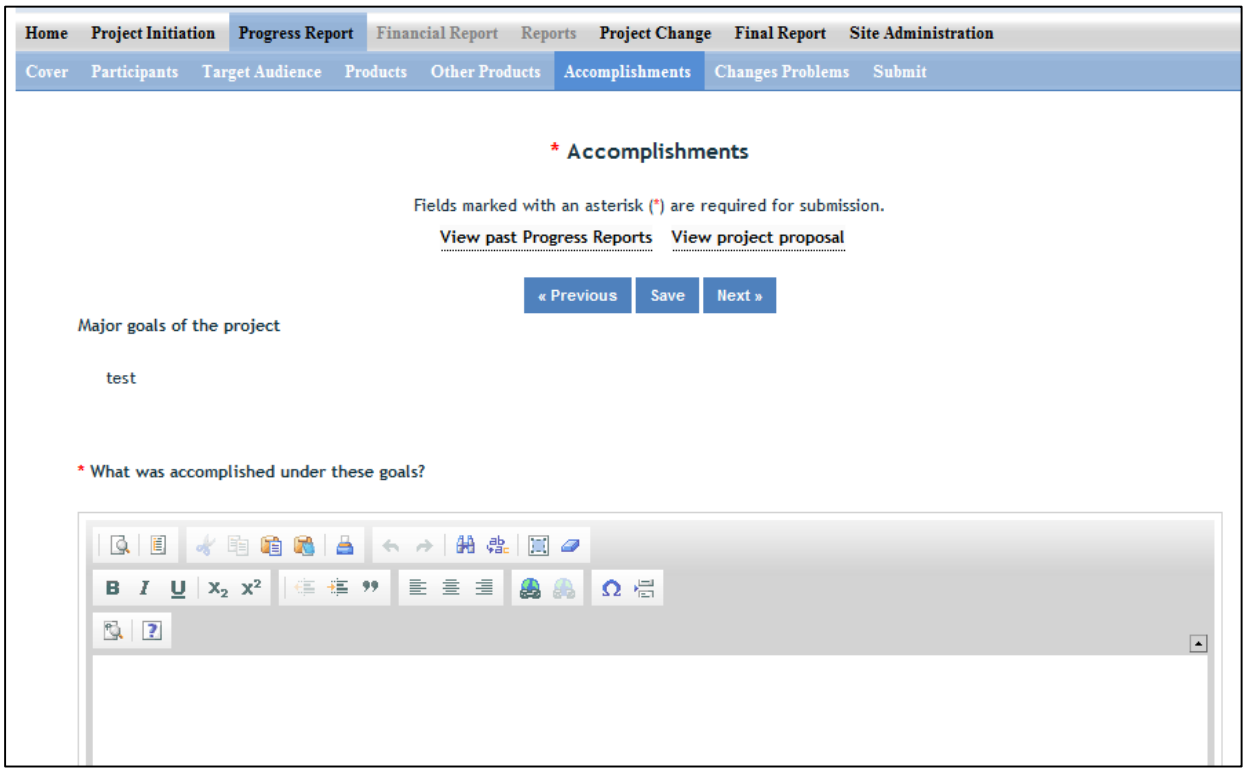
- **Events** include: conferences, demonstration sites, field days, symposia, workshops, and trainings.
- **Services** include: consulting, counseling, and tutoring.
- **Products** include: audio or video products; curricula; data or databases; equipment or instruments; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps or sequences; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

Accomplishments

Note that at the beginning of this page you will see a listing of the "major goals of this project." This listing is non-editable because it is prepopulated with what you entered as goals for the project in project initiation. Keep in mind that referring back to this listing is helpful when filling in the various fields on the accomplishments page, as anything reported on those fields should relate directly back to the goals of the project.

For the following open text boxes, the data entry limit is 8,000 characters; pictures, graphs, or charts are not accepted.

Box #1: What was accomplished under these goals?



This accomplishment section should reflect the results and conclusion of your work that will provide benefits to broad audiences. It is imperative that this portion of your report be written in plain, non-technical language. Please use qualitative and quantitative metrics 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.

This box should include the details on the work done towards each objective and a description of the impact this project has had during this reporting period. To help frame your accomplishments for this PROGRESS REPORT, work through the following questions. After doing so, you should be able to put your answers together to form a succinct **IMPACT DESCRIPTION** that describes your accomplishments during the reporting period

Helpful Hints

- State it for a broad audience and use general terms
- Explain things simply and directly
- Use quantitative values and/or trends to validate impact
- Think broadly when you translate outcomes to the real world
- Consider a change in knowledge, action, or condition (see definition section)

1. In a few sentences, what is the issue or problem that your project addresses (i.e.; what are you trying to help solve, fix, mitigate, improve?)

2. Who or what will be most immediately helped by your work, and how? (Hint: What audience did you originally intend for your work to impact?)

3. For each goal and objective listed in your project initiation form (shown at the top of the screen), describe for this reporting period:

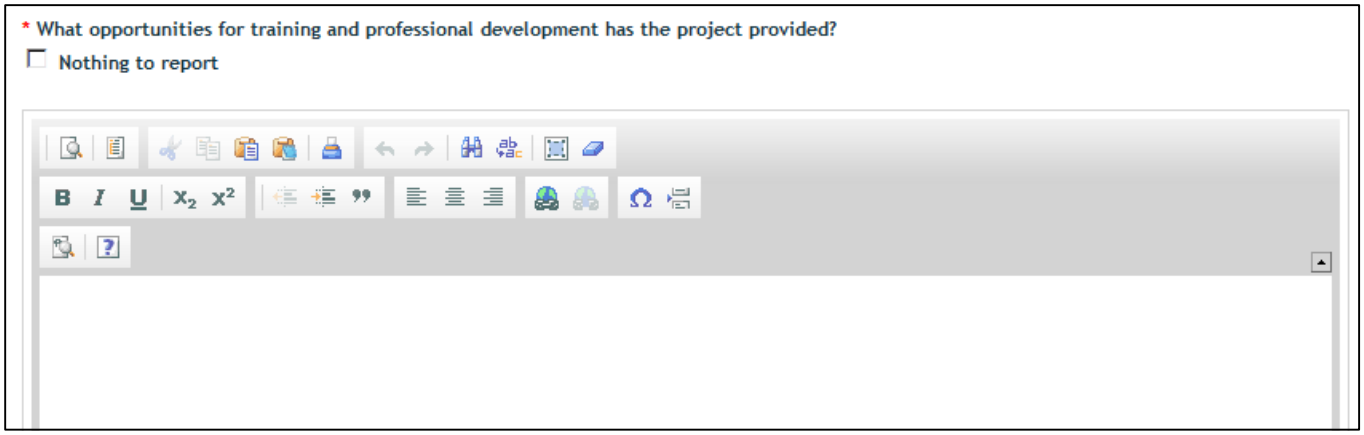
    a) Major activities completed / experiments conducted;
    b) Data collected; and
    c) Summary statistics and discussion of results.

4. In a few sentences, what did your project do about this issue/problem during this reporting period? (HINT: Revisit your logic model's inputs, outputs and outcomes to describe accomplishments)

Outcomes such as publications are not entered here, but in the Products section of this report

Note: Most people who will read your PROGRESS REPORT are not technically trained or educated in your field of expertise, so write it in a manner that is meaningful to readers, stakeholders, USDA administration, and congress.

Box #2: What opportunities for training and professional development has the project provided?



Describe training and professional development provided by the project. **Training activities** are those in which individuals with advanced professional skills and experience assist others to achieve greater proficiency. **Professional development** activities result in increased knowledge or skill in one's area of expertise.

Examples of training and professional development **activities include** courses, one-on-one work with a mentor, workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

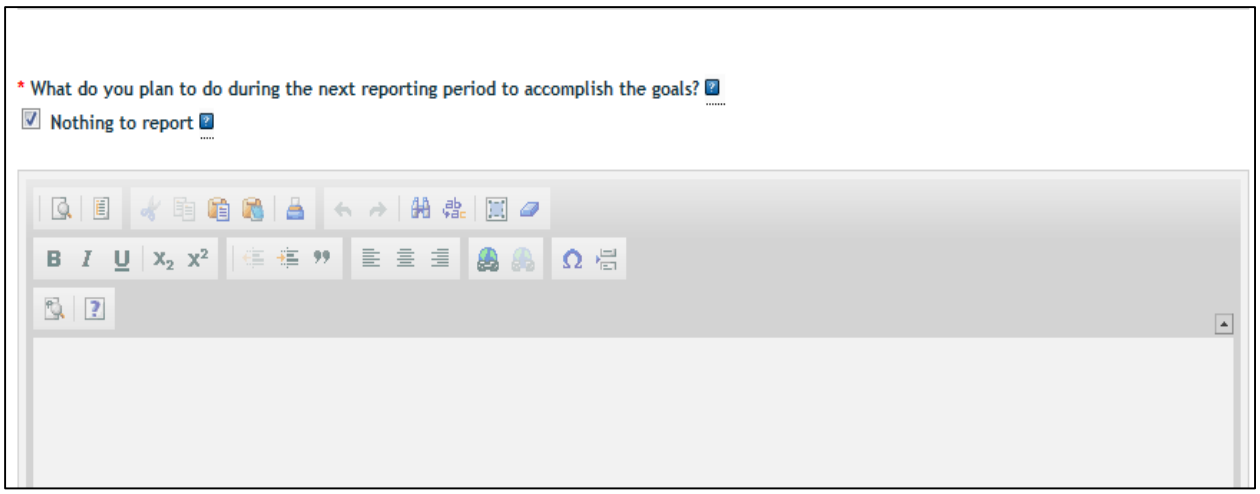
> If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, click the "nothing to report" box.

Box #3: How have the results been disseminated to communities of interest?

Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of

these research activities for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities. For this section, think back to whom you described in the "target audience" section of the report. That was where you described the WHO part of the equation. In answering the above question, you should not be describing the HOW part of the equation – how did you reach your target audience. What efforts helped you reach communities that are interested in or who will benefit from your work?

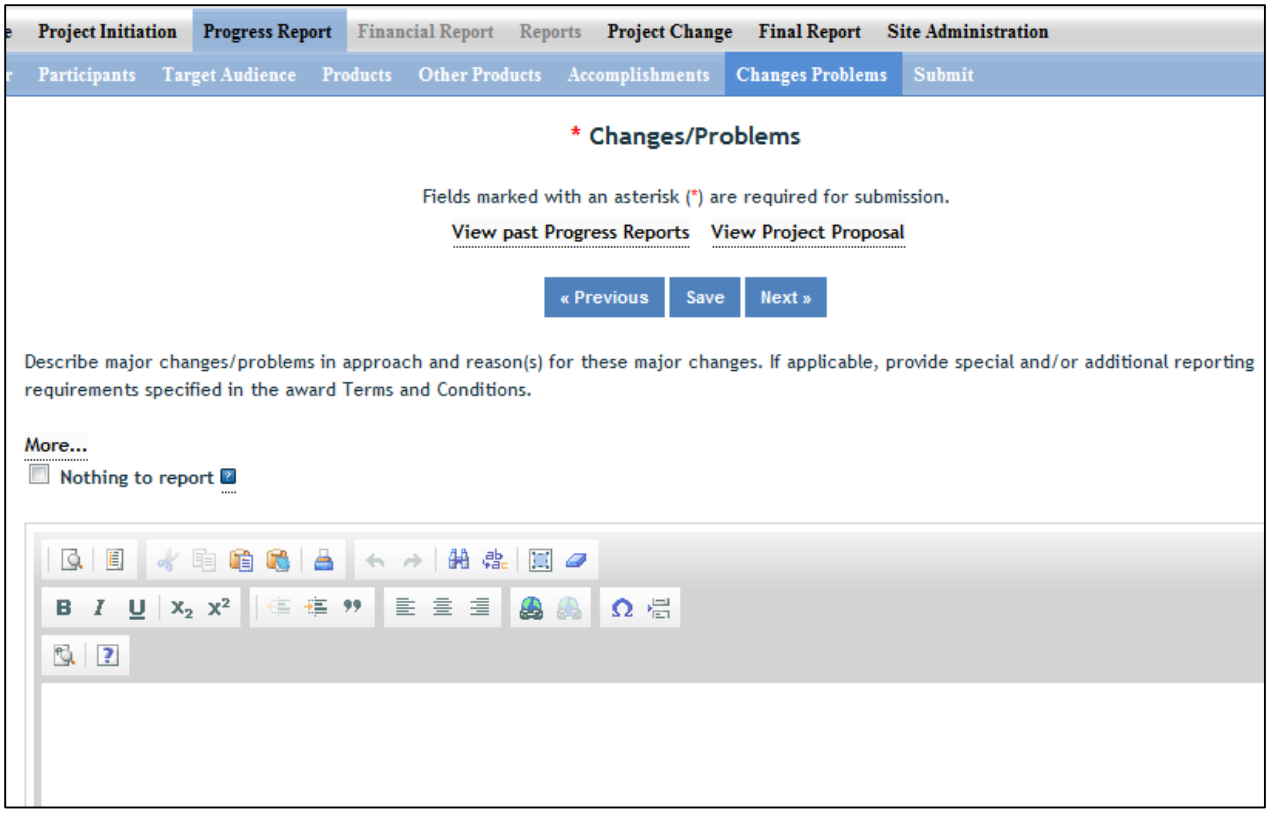
Box #4: What do you plan to do during the next reporting period to accomplish the goals?



Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives. Include a discussion of stated goals not yet met.

> If there are no changes to the agency-approved application or plan for this effort (i.e. nothing was submitted through the "project change" module), **click the "nothing to report" box.**

Changes/Problems



Describe major changes and/or problems in the project, including the plan, approach, methods, timeline, and objectives. Include a clear reason(s) for why these changes were made. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.

Examples of major changes include:

- major problems or delays that may have a significant impact on the rate of expenditure;
- significant deviations from the research schedule or goals;
- unexpected outcomes; or
- changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

Submit a Final Report

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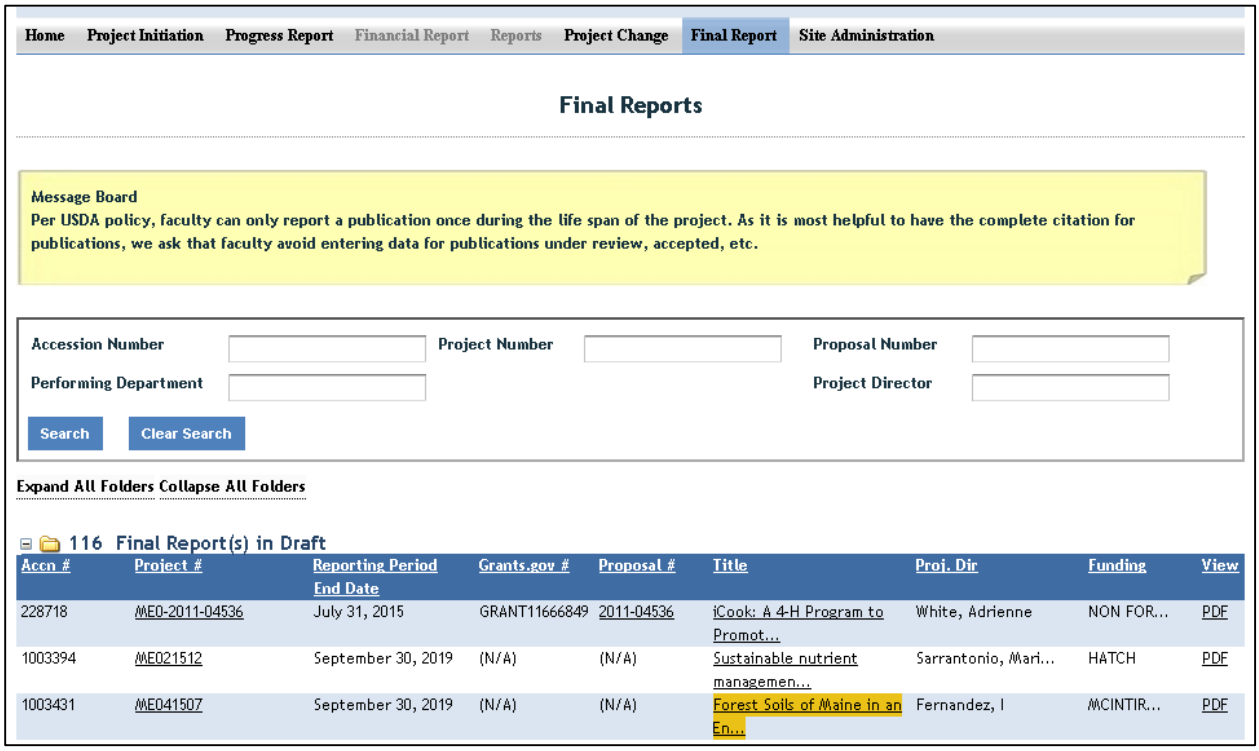
Table of Contents

1. Log into REEport at http://portal.nifa.usda.gov
2. Click your REEport link under "Active Applications."
3. Click the "Final Report" icon.
4. Expand your "Final Report(s) in Draft" folder.



5. Click the title of the project for which you want to complete a Final Report.
6. The first "page" (screen) you will come to is the Cover page. The cover page contains the "vital stats," of the project; these are prepopulated based on what you entered on your project initiation forms when you first started the project. If you notice that any of this data is incorrect, please contact reeport@nifa.usda.gov to request edits.
7. Proceed with moving through each of the next pages/screens of the Final Report form by using the navigation buttons at the top and bottom of the page. Make sure to save your work periodically. To review guidance specific to "how to fill out" specific sections of the report (i.e. what information does NIFA want in which data fields?), please consult the "Data Content Instructions" below.

IMPORTANT: *Final reports appear exactly the same as progress reports, with the same data fields and questions.* ***However, the data entered in a final report should apply to the PROJECT DURATION, not just the final reporting year (progress reports only cover one reporting period/year).*** The only exception to this rule is the FTEs on the Participants page (see details below). In the Final Report, you should report FTEs for the reporting period only; just the same you would as if you were filling out a Progress Report for the final year of the project.

<u>In summary:</u>

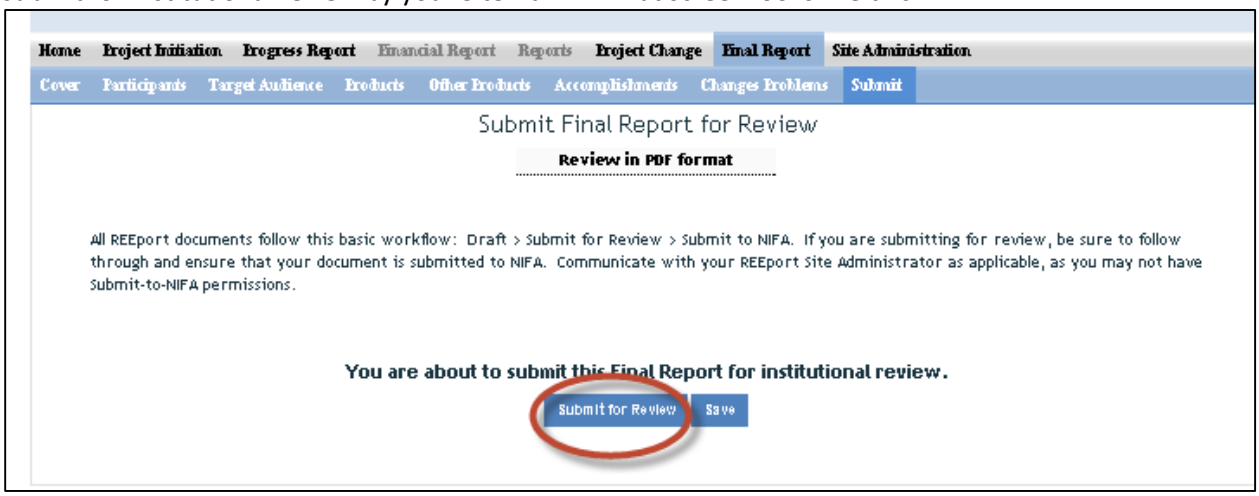
- FTEs in the Final Report (on the Participants page) should be calculated and reported for the FINAL REPORTING PERIOD/YEAR only.
- All other data reported in the Final Report should apply to the PROJECT DURATION.

8. When you have entered all your data and are satisfied with your final report, click the "submit" button on your sub-menu bar.

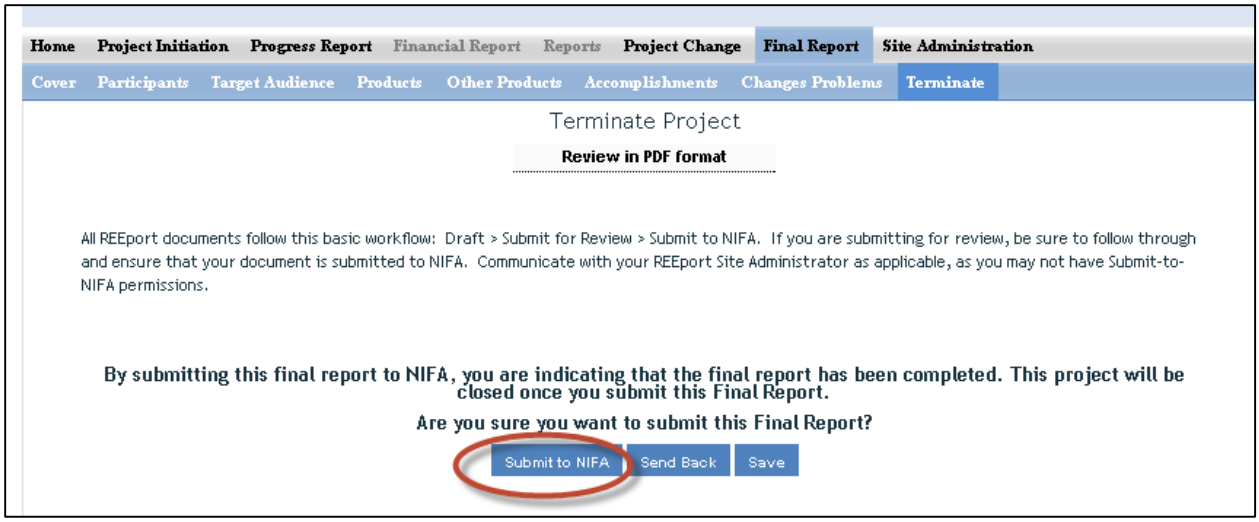
9. Click the "Submit to NIFA" button; please pay close attention to the following screens and differentiation based on what type of institution you are submitting from.

<u>SUBMIT SCREENS:</u>

If you are part of an 1862 or 1890 LGU, Forestry, or VetMed school, you will only the get the option to submit for institutional review by your Site Admin. That screen looks like this:



If you are a Site Admin submitting on behalf of your faculty OR you are part of 1994 Tribal College or Independent institutions (i.e. NOT a 1862/1890 LGU, Forestry or VetMed school), then your submit screen will look like this:



10. Upon successful submission, you will be brought back to the main screen of your Final Report module where you will get the below message. You will also receive an email confirmation for the submission of the report with the report attached.

11. The reviewing National Program Leader at NIFA has 90 days to review your final report. The NPL will contact you if changes are needed and will send the report back to your draft folder for editing.

Data Content Instructions for Final Reports

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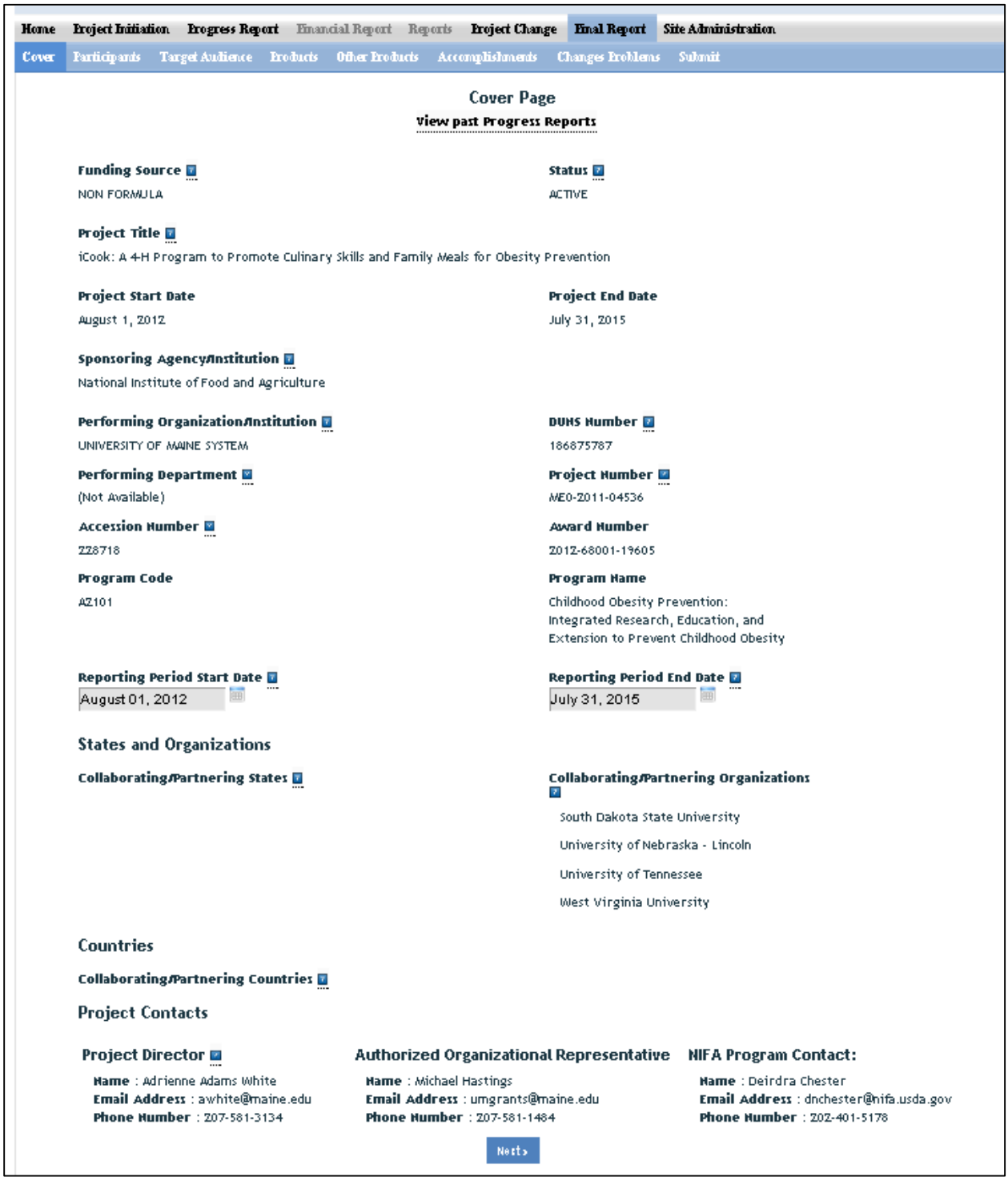
Table of Contents

Helpful Hints for Entering Progress Report Data

- For guidance as you work through the form, remember to use the embedded Help Text by clicking on the small blue icon located next to each field found within REEport.
- There are character limits on all fields in REEport, but the main one to be aware of is: for all the large text boxes with the built-in text editor**, there is an 8000 character limit, including spaces**.
- REEport does not accept graphics, charts, or other images pasted into any of the open text boxes.
- Remember that whenever you enter data on a page, you MUST click one of the navigation buttons at the top or bottom of the page to save your work; while you are permitted to move from page to page within a module using the top menu bar (e.g. moving from “goals” to “products” by clicking those words in the menu bar) doing this will not save your work if you entered anything new on the page.

Cover Page

The cover page in the progress report module is identical to that of project initiation. It does not require you to add any additional information from what was already approved in the project initiation and is therefore completely prepopulated.



Participants

Cover | Participants | Target Audience | Products | Other Products | Accomplishments | Changes Problems | Submit

* Participants

View past Progress Reports

« Previous | Save | Next »

Project Director

First Name | Middle Name | Last Name

Email Address | Phone Number

Co-Project Directors

*** Actual FTEs for this Reporting Period**

☐ Nothing to report

Role	Faculty and Non-Students	Students with Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	0.0	0.0	0.0	0.0	0.0
Professional	0.0	0.0	0.0	0.0	0.0
Technical	0.0	0.0	0.0	0.0	0.0
Administrative	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
Computed Total	0.0	0.0	0.0	0.0	0.0

Student Count by Classification of Instructional Programs (CIP) Code

Please enter all CIP Codes that apply for your participating students in the following text box.
For assistance in selecting CIP codes, click here.

* Undergraduate | * Graduate | * Post-Doctorate | *CIP Code

« Previous | Save | Next »

Note that there is a "nothing to report" box at the top of the page, above the "project director" field. You may click this box if there were no actual FTEs used to support this project for the reporting period being reported against.

Project Director and Co-Project Directors: Both of these fields are prepopulated with the information originally entered in project initiation; any changes would need to be made through the "Project Change" module.

Actual FTEs for the Reporting Period: Enter the **actual** Full-time equivalent(s) (FTE) that **supported this project over the course of this reporting period only** (reporting period is one year or less; refer back to your cover page for the exact reporting period)**.** 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.

INSTRUCTIONS: You may enter fractions of FTEs rounded to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

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.

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.

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.

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.

Student Count by Classification of Instructional Programs (CIP) Code

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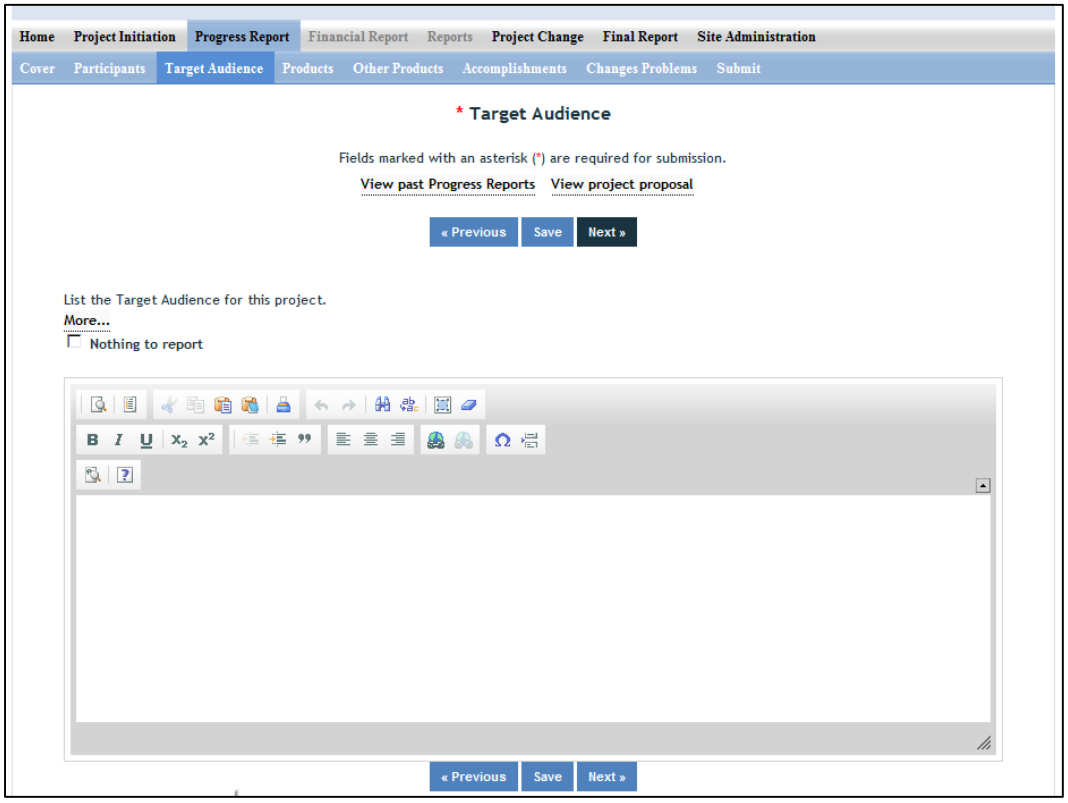
- For example – if 5.0 FTEs were entered for Graduate students, then the CIP code field must reflect 5 or more participants in the Graduate section for CIP codes.

The CIP code chosen should reflect the student's major field of study. The CIP taxonomy includes about 5,000 codes, categorized into three tiers. The list of CIP codes provided in the dropdown menu in REEport includes tiers 1 and 2, or about 400 codes. For more information on CIP Codes, you can visit the CIP website at http://nces.ed.gov/ipeds/cipcode, where detailed information about the CIP coding system is available.

Target Audience



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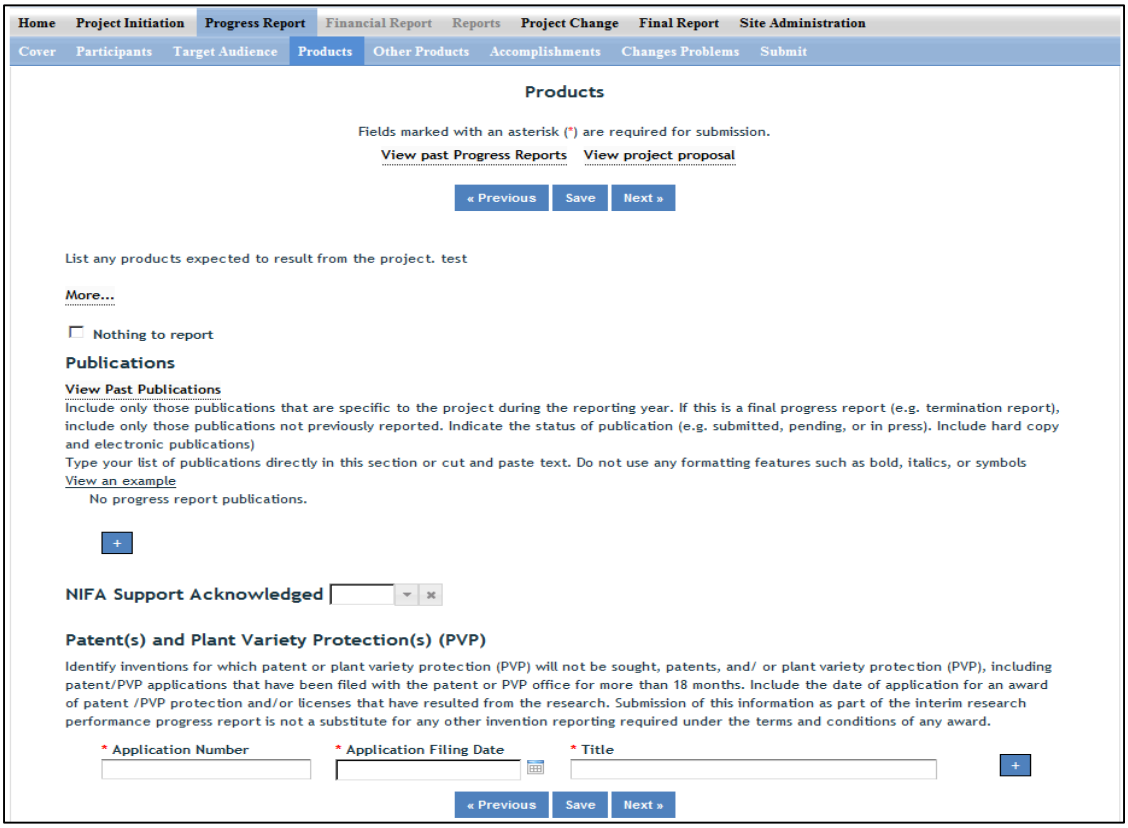
Products



Identify the standard products/outputs that have been achieved during this reporting period. This includes only publications, patents, and applications for plant variety protection (PVP). You will report other types of products/outputs on the "Other Products" page.

Report only the major publication(s) resulting from the work under this project/award. If this is NOT the first progress report you've submitted, do not include publications already included in any previously submitted progress report(s). There is no restriction on the number. However, agencies are interested in only those publications that most reflect the work under this project/award. See definitions below for the categories of publications.

Definitions:

Publications are the characteristic product of research. Agencies evaluate what the publications demonstrate about the excellence and significance of the research and the efficacy with which the results are being communicated to colleagues, potential users, and the public, not the number of publications.

Journal publications: Peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under “Books or other non-periodical, one-time publications.”

Books or other non-periodical, one-time publications: Any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like.

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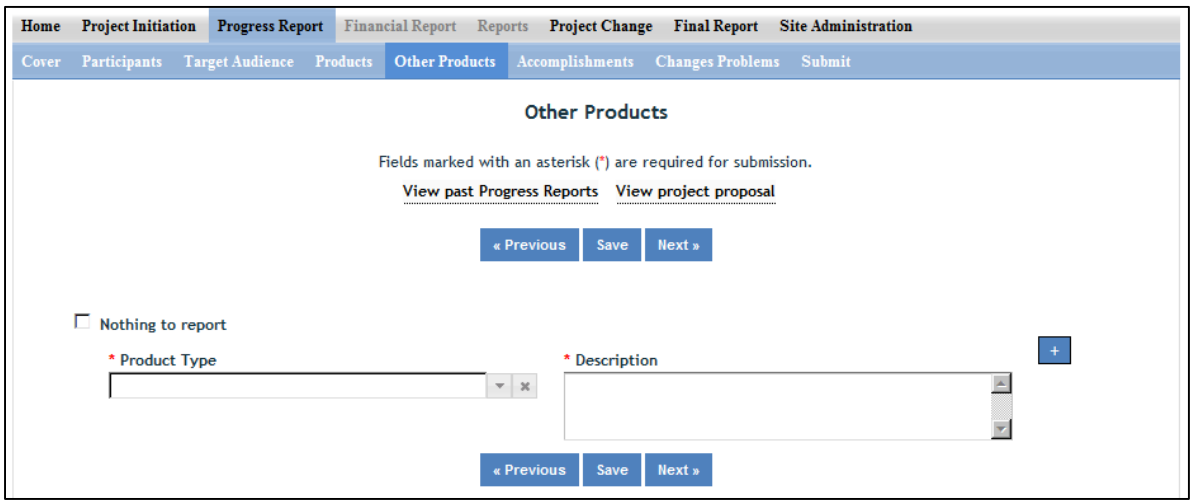
Patent(s) and Plant Variety Protection(s) (PVP)

Identify inventions for which patents or plant variety protection (PVP) have been or will be sought. Include patent/PVP applications that have been filed with the patent or PVP office for more than 18 months. Include the date of application for an award of patent /PVP protection and/or licenses that have resulted from the research. Submission of this information as part of this Progress Report is not a substitute for any other invention reporting required under the terms and conditions of any award.

Other Products



Enter the significant products/outputs achieved during the **project duration** as a result of the project's research, extension or education activities. NIFA considers the terms “products” and “outputs” to be synonymous. Do not include publications, patents, and plant variety protection applications; those should be included only on the "Products" page of this Progress Report.

Other Products/Outputs are activities, events, services, and products that reach people.

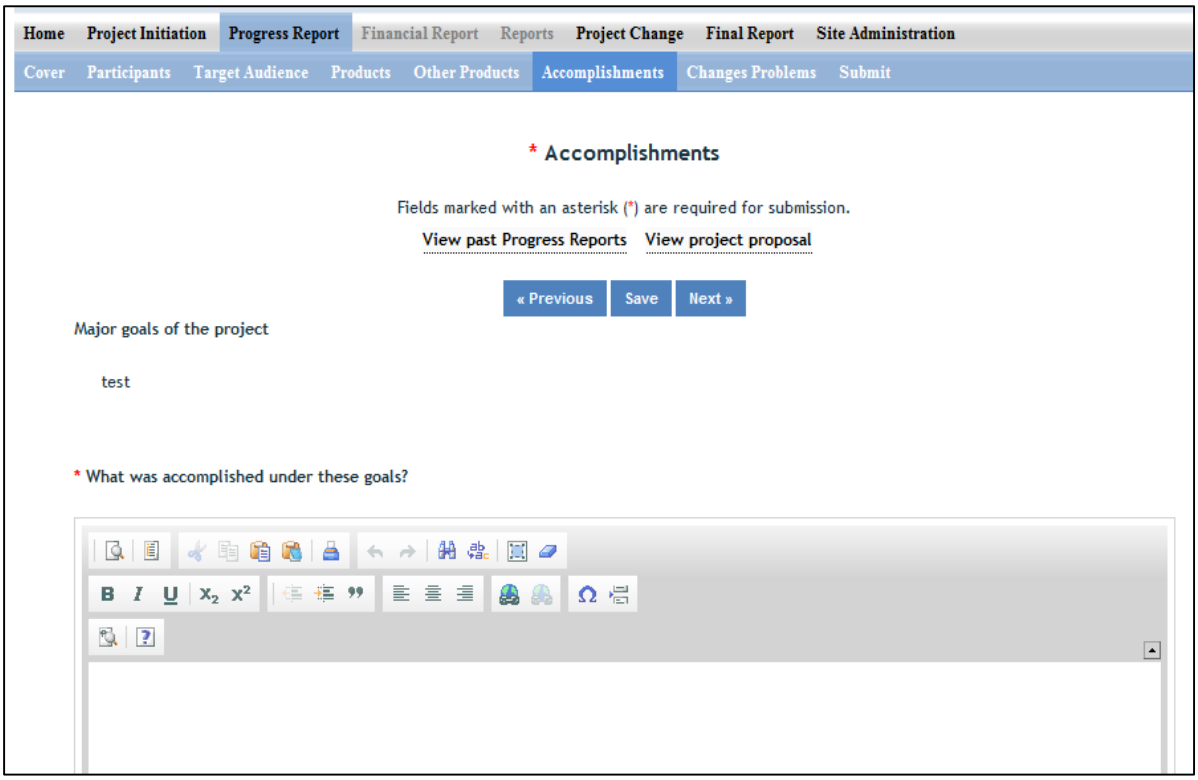
- **Activities** include: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
- **Events** include: conferences, demonstration sites, field days, symposia, workshops, and trainings.
- **Services** include: consulting, counseling, and tutoring.
- **Products** include: audio or video products; curricula; data or databases; equipment or instruments; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software;

technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

Accomplishments

Note that at the beginning of this page you will see a listing of the "major goals of this project." This listing is non-editable because it is prepopulated with what you entered as goals for the project in project initiation. Keep in mind that referring back to this listing is helpful when filling in the various fields on the accomplishments page, as anything reported on those fields should relate directly back to the goals of the project.

Data Field/Box #1: What was accomplished under these goals?



This accomplishment section should reflect the results and conclusion of your work that will provide benefits to broad audiences. It is imperative that this portion of your report be written in plain, non-technical language. Please use qualitative and quantitative metrics 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.

This field/box should include the details on the work done towards each objective and a description of the impact this project has had OVER ITS DURATION. To help frame your accomplishments for this FINAL REPORT, work through the following questions. After doing so, you should be able to put your answers together to form a succinct IMPACT DESCRIPTION that describes your accomplishments d u r i n g the reporting period

5. In a few sentences, what is the issue or problem that your project addresses (i.e.; what are you trying to help solve, fix, mitigate, improve?)

6. Who or what will be most immediately helped by your work, and how? (Hint: What audience did you originally intend for your work to impact?)

7. For each goal and objective listed in your project initiation form (shown at the top of the screen), describe for this reporting period:

    - Major activities completed / experiments conducted;
    - Data collected; and
    - Summary statistics and discussion of results.

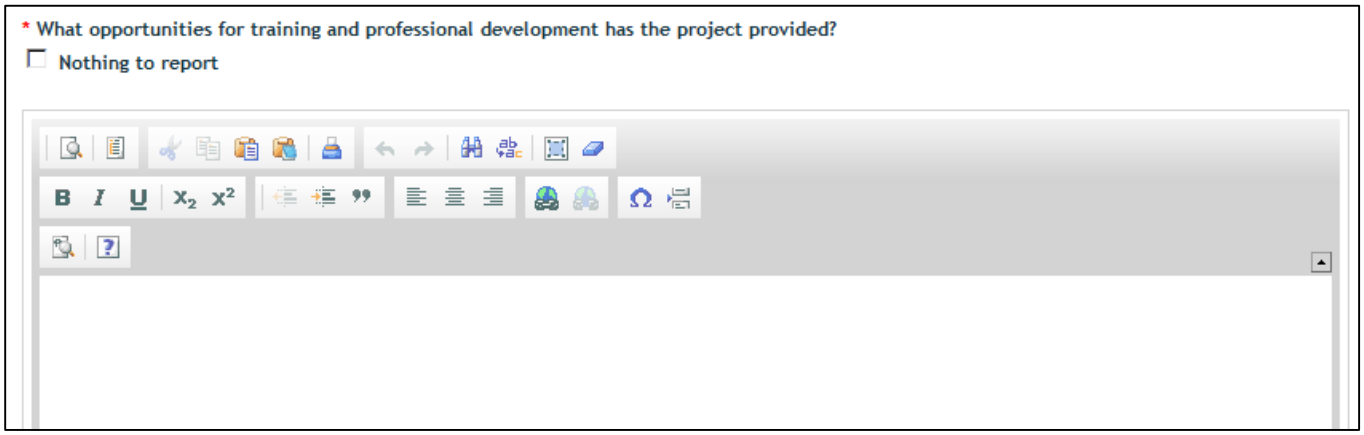
8. In about one page of text, what did your project do about this issue/problem during this reporting period? (HINT: Revisit your logic model's inputs, outputs and outcomes to describe accomplishments.) ***Provide about one page of text to answer this question***, remembering that most people who read your FINAL REPORT are not technically trained or educated in your field of expertise. Write in a manner that is meaningful to readers, stakeholders, USDA administration, and Congress.

Helpful Hints

- State it for a broad audience and use general terms
- Explain things simply and directly
- Use quantitative values and/or trends to validate impact
- Think broadly when you translate outcomes to the real world
- Consider a change in knowledge, action, or condition (see definition section)

Outcomes such as publications are not entered here, but in the Products section of this report

Box #2: What opportunities for training and professional development has the project provided?



Describe training and professional development provided by the project. **Training activities** are those in which individuals with advanced professional skills and experience assist others to achieve greater proficiency. **Professional development** activities result in increased knowledge or skill in one's area of expertise.

Examples of training and professional development **activities include** courses, one-on-one work with a mentor, workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

> If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, click the "nothing to report" box.

Box #3: How have the results been disseminated to communities of interest?

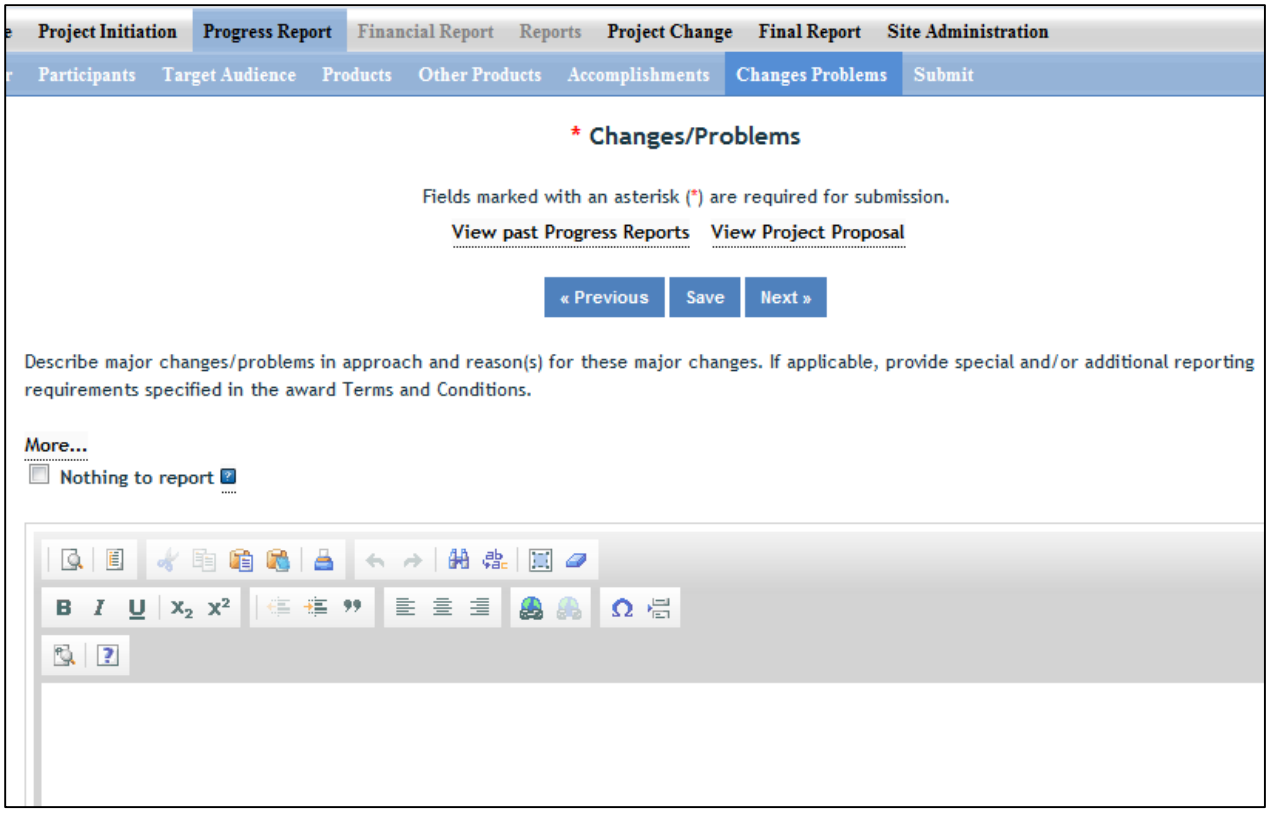
Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of

these research activities for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities. For this section, think back to whom you described in the "target audience" section of the report. That was where you described the WHO part of the equation. In answering the above question, you should not be describing the HOW part of the equation – how did you reach your target audience. What efforts helped you reach communities that are interested in or who will benefit from your work?

Box #4: What do you plan to do during the next reporting period to accomplish the goals?

Since this is your final report, you don't have a "next reporting period" to accomplish your goals, so you may check the "nothing to report" box.

Changes/Problems



Describe major changes/problems in approach and reason(s) for these major changes. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.

Major changes include:

- major problems or delays that may have a significant impact on the rate of expenditure;
- significant deviations from research schedule or goals;

- unexpected outcomes;
- or changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

Submit a Project Change

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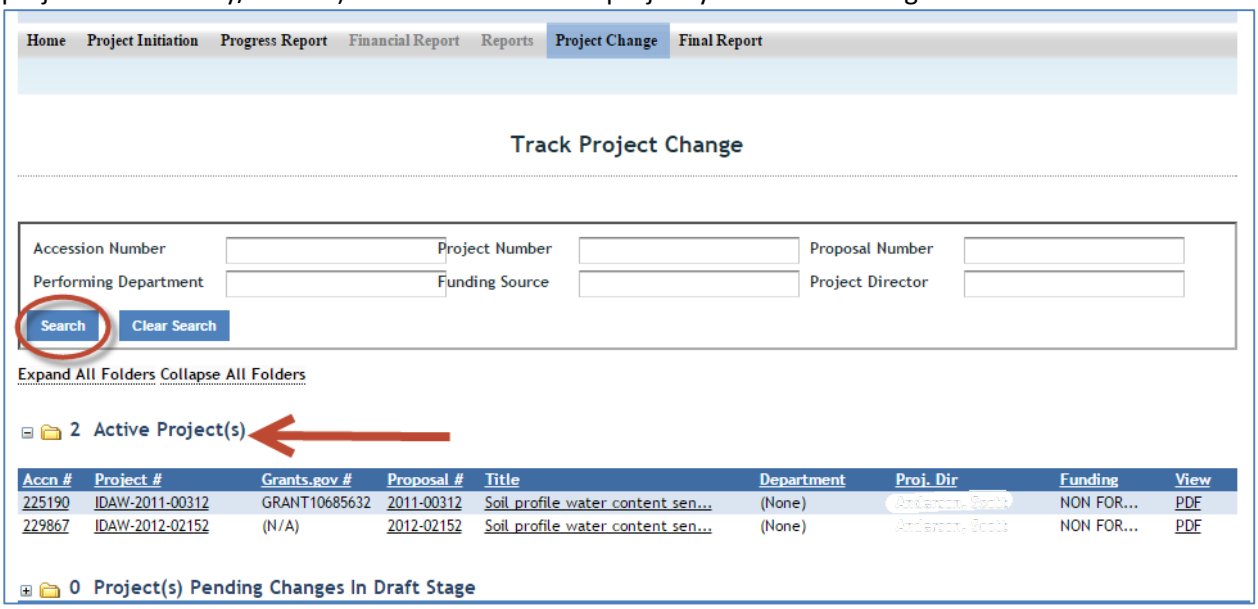
Project Change is set up in a very similar manner to the Project Initiation section of REEport. The main thing to remember about project changes for competitively funded projects (i.e. non-capacity) is that changes can only be made to project data that meet two criteria:

1. the data are part of a project that is active and the final report has not been submitted; there is no limit to the number of times a project change can be submitted as long as the final report has not been submitted;
2. the project data you wish to change are data that originate in REEport and are NOT auto-populated on the template from NIFA's internal grants system (if you need to change something that is auto-populated, you must email electronic@nifa.usda.gov).

Also note that each time you submit a project change, the change takes effect immediately in REEport and does not require NIFA approval. However, please be aware that it will always take one night for the changed information in REEport to be reflected in NIFA's public reporting systems, such as the Current Research Information System (CRIS) or the Data Gateway.

Steps to Submit a Project Change:

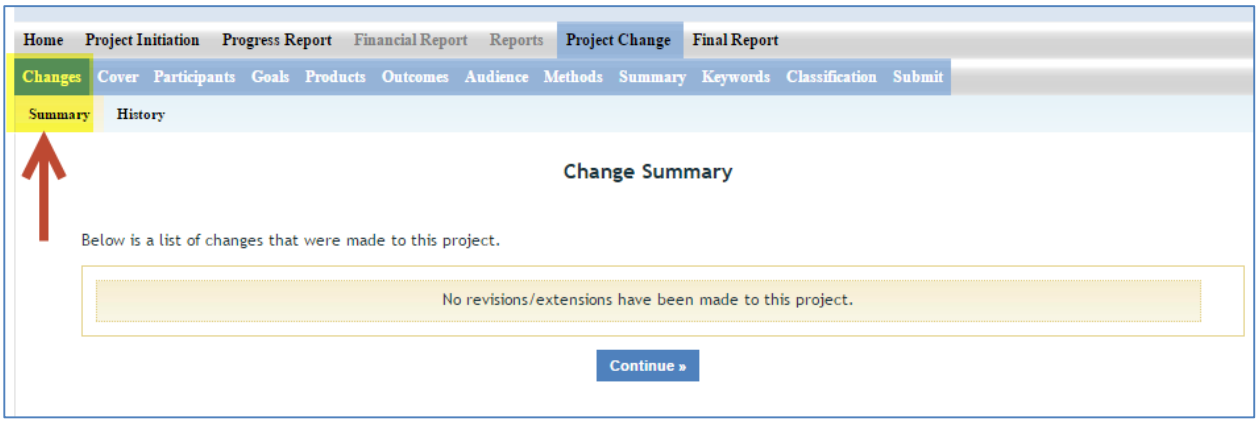
1. Log into REEport at http://portal.nifa.usda.gov.
2. Click on the "Project Change" module.
3. Click on the "Active Projects" folder to expand it and view all projects (or search for the project if necessary/desired). Click the title of the project you want to change.



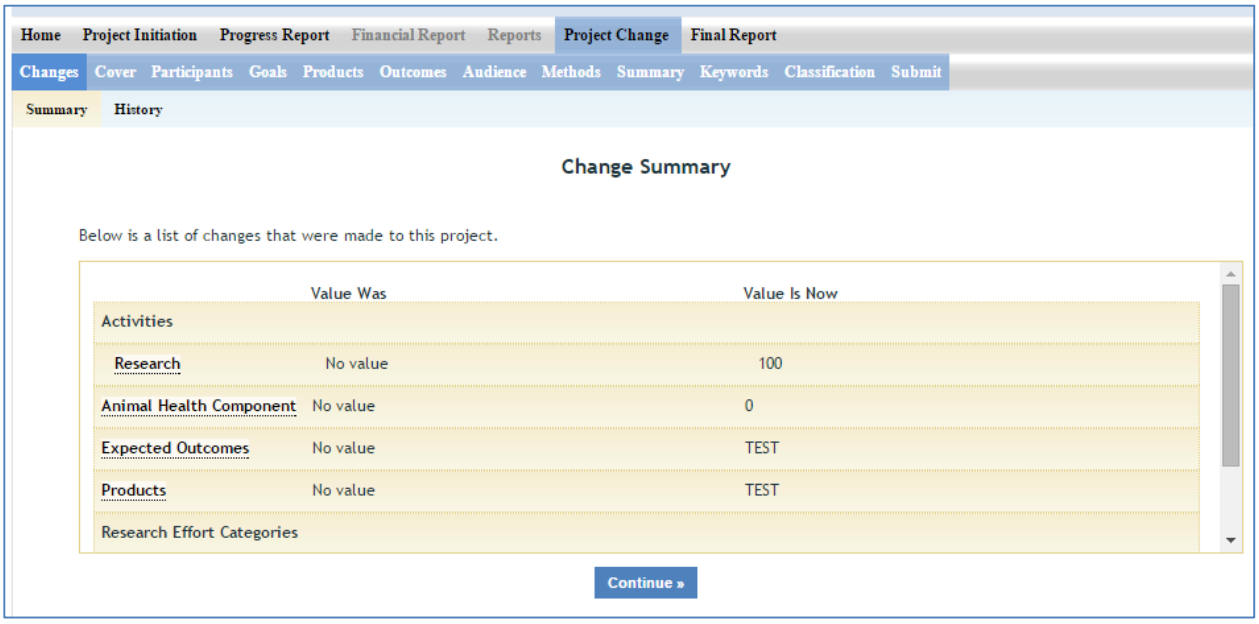
4. The first screen you will come to is the change summary screen which summarizes any pending

changes you have made to the project (or it will state that there are no current changes pending). Also on this screen is a “History” sub-tab which shows you previous versions of the project. For example, if the project has been changed once before, the “History” section will show you two previous versions of the project – the original, plus the changed version. Screenshot examples below:

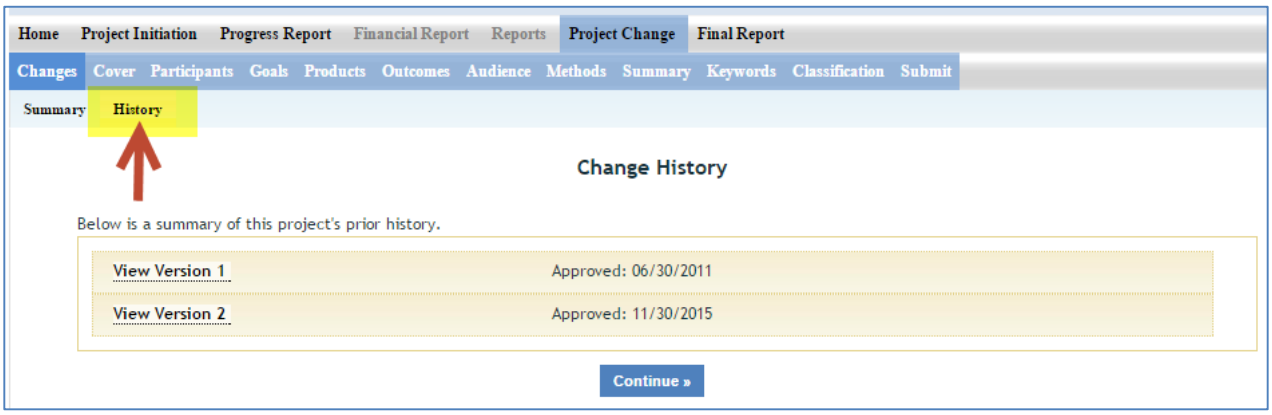
Example #1: Change summary screen when no changes have been made yet.



Example #2: Change summary screen with side by side comparison of changes.



Example #3: History sub-tab showing previous version of the project and the dates on which the changes were made.

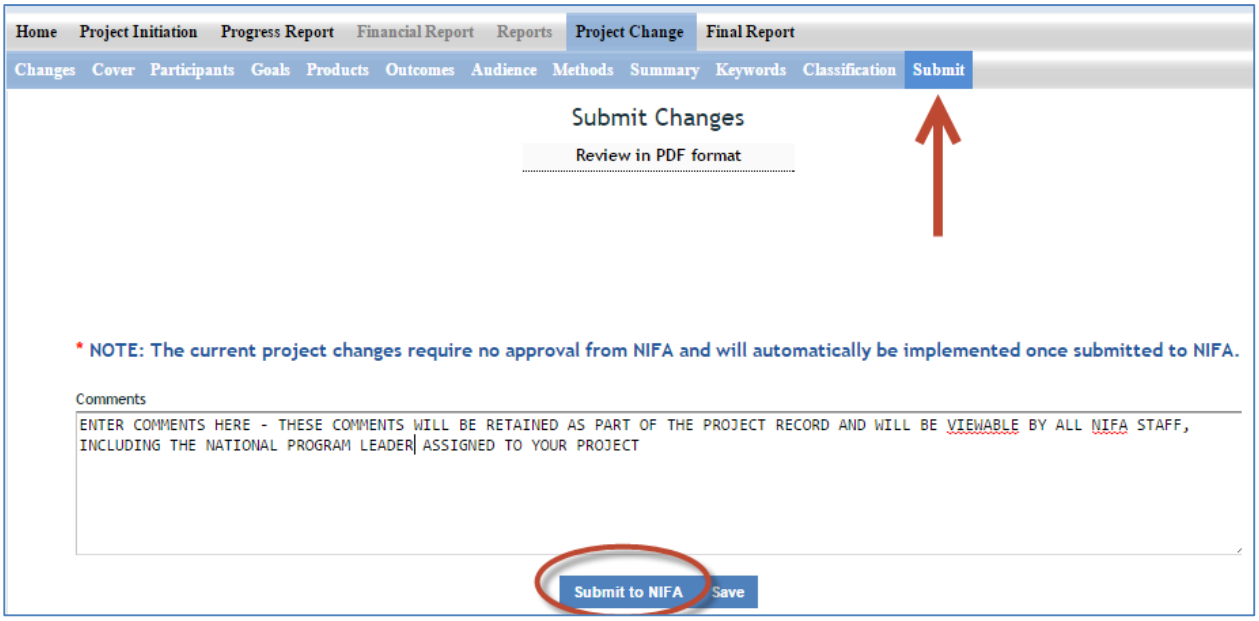


5. Using the menu bar or the "Continue" button, proceed with editing/updating data for the particular project. Please note that if your project started before April 2013, you will be asked to enter additional data in certain sections (e.g. Target Audience, Products, and Outcomes) in order for REEport to accept your change submission.

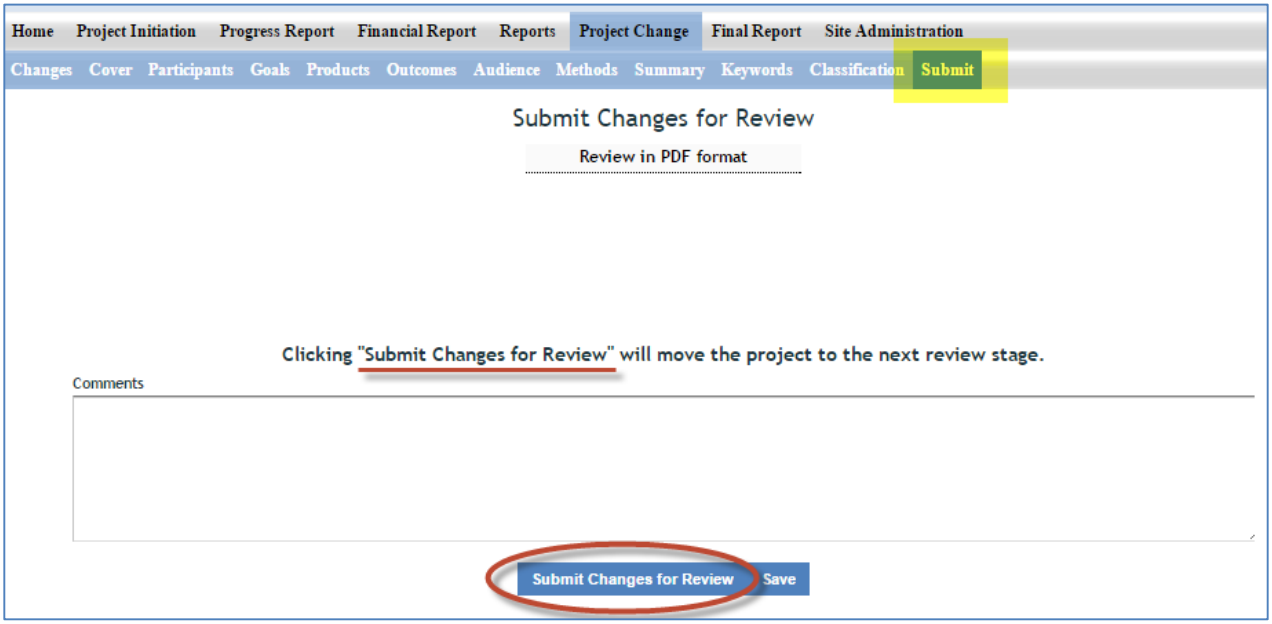
6. When you are ready to submit your changes, click the "Submit" button on the menu bar. Enter any comments you'd like to make in order to communicate with NIFA what you have changed on your project and why.

   Note: If you are at an independent organization (i.e. NOT an 1862/1890 LGU or a VetMed/Forestry school), then your screen will look like the first screenshot below, with a "Submit to NIFA" button. However, if you are a PD or a Site Admin at an 1862/1890 LGU or VetMed/Forestry school, your screen will look like the second screenshot below, with a "Submit for Review" button. After clicking "Submit for Review" the Site Admin at your institution is responsible for completing the "Submit to NIFA" step as shown in screenshot #1.

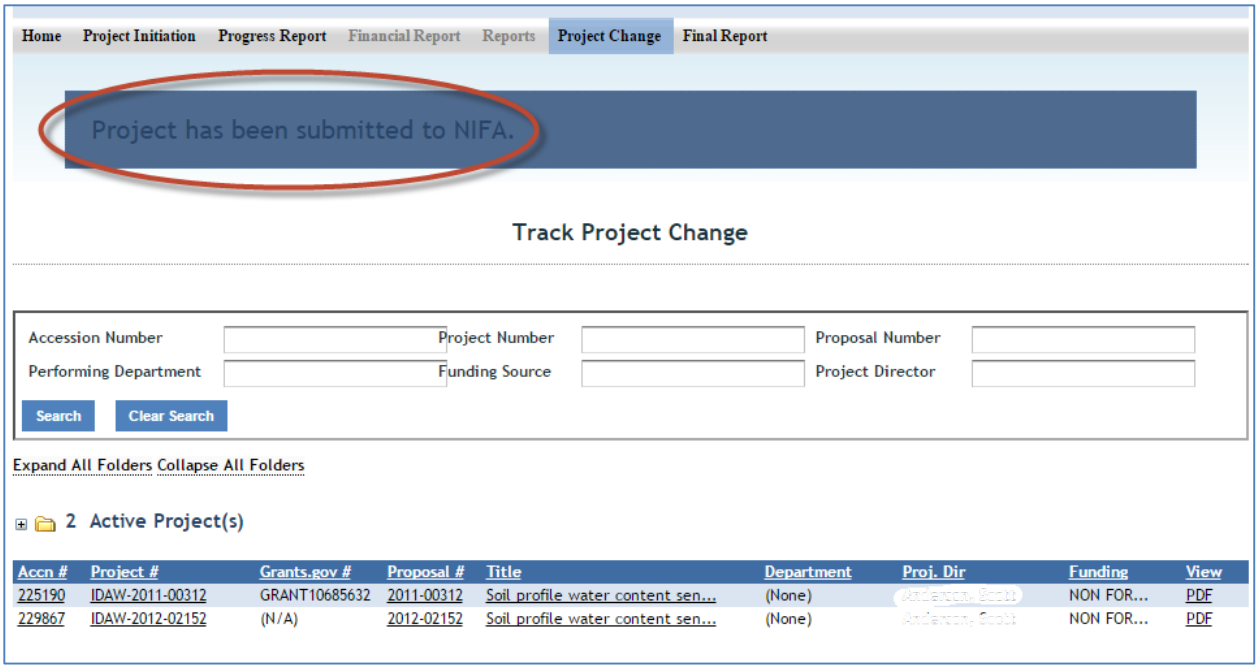
   Screenshot #1 for PDs at independent institutions:



Screenshot #2 for PDs and Site Admins at 1862 and 1890 LGUS and VetMed/Forestry schools:



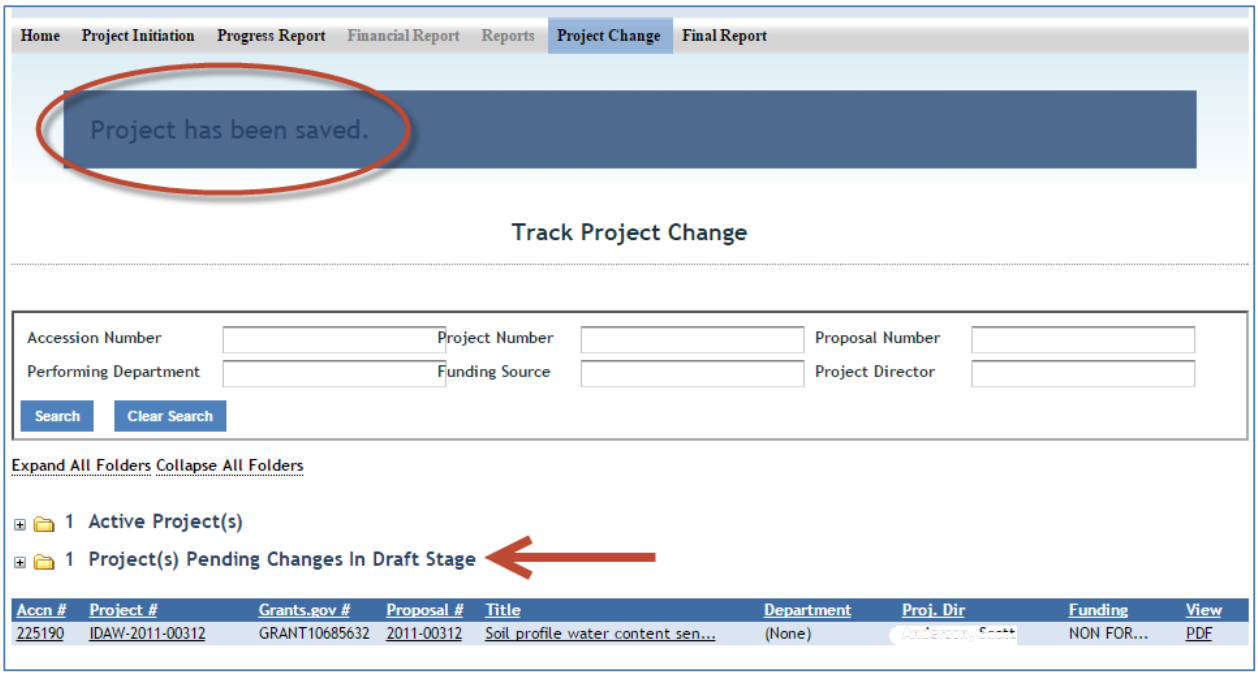
7. Click "Submit to NIFA." You will get a banner telling you that the project change was submitted to NIFA. Also note that the same project you just changed is still listed in the "Active Projects" folder because it is still active and is eligible for future changes to be submitted. This will remain as such until the final report for the project has been submitted.



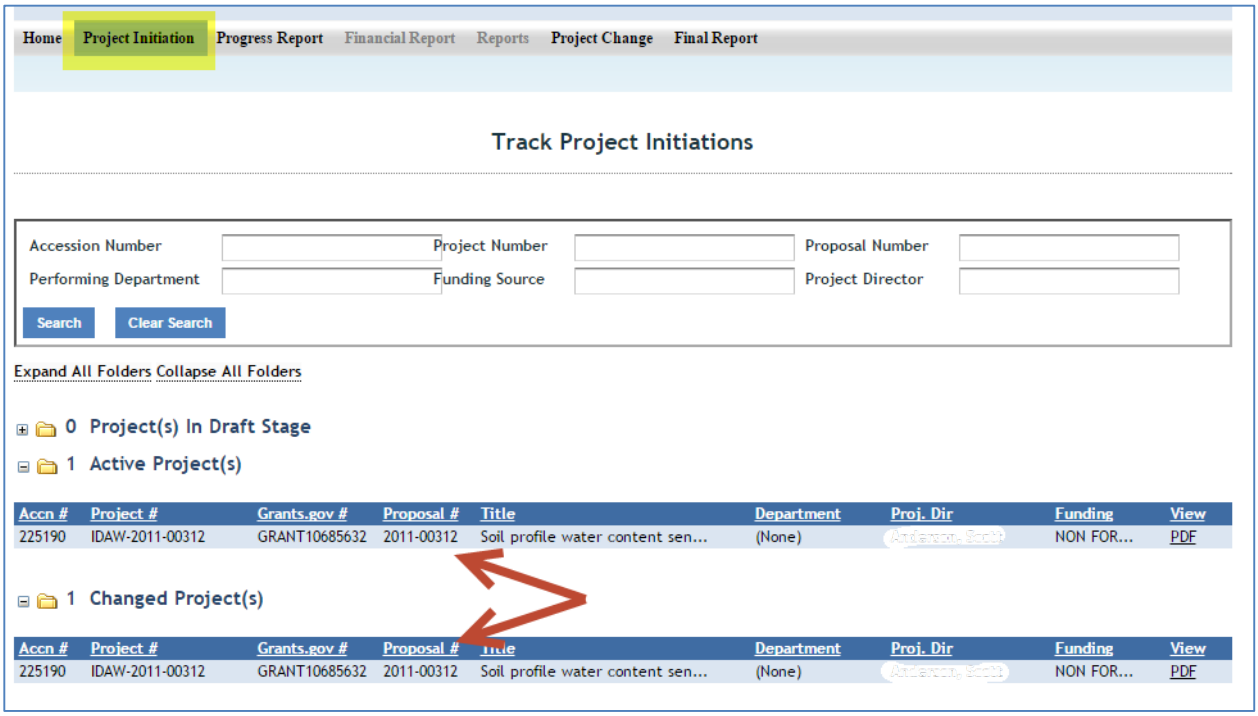
Additional Notes:

If you have made changes that you are not ready to submit to NIFA, you may click "Save" on the "Submit" screen. You will be notified that the changes were saved and you will see the project listed

in your “Pending Changes in Draft Stage” folder. You may log back into REEport at any time to access this draft with changes and “Submit to NIFA.”



After submitting a project change, note that in your project initiation module, the project will now be listed in both your “Active Projects” folder as well as your “Changed Projects” folder.



Making Changes to an Already Submitted Progress or Final Report

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NIFA maintains a window of 90 days from the original date of submission in which you are allowed to make changes on a progress or final report that you have already submitted. This 90 day window is also the amount of time National Program Leaders at NIFA have to request that you make changes before they will consider your report approved and a permanent record.

Here are the steps to make changes and resubmit a progress or final report.

1. Make sure to have the accession number or proposal number of your project handy.
2. Send an email to reeport@nifa.usda.gov asking that the progress or final report be sent back to you for editing. Make sure your email clearly states the accession number or proposal numbers and whether it is progress or final report.
3. NIFA staff will send your report back, and you will receive an email confirmation for this action.
4. To actually make changes to the report, log into REEport via the NIFA Reporting Portal at http://portal.nifa.usda.gov.
5. Click the "REEport" link under "Active Applications."
6. Click on either the "Progress Report" or "Final Report" icon, depending on the type of report you need to change.
7. Expand your "Progress Report(s) in Draft" folder and/or search for the project using the search bar at the top of your screen.
8. Click the title of the project.
9. Using the navigation buttons at the top of the screen to go to the section of the report you wish to change.
10. When you are satisfied with the changes you've made, click on the "submit" tab that is all the way to the right of navigation bar.
11. Click the "Submit to NIFA" button. You will get a message on the screen saying your report has been submitted to NIFA, and you will also receive an email confirmation with the report attached. Please note that this submission re-starts your 90 day window to make additional changes if those are request by you or the National Program Leader (NPL) at NIFA.

Extensions & Continuation Awards

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Competitively awarded projects in REEport cannot be extended by the PD via the REEport System. Any type of extension, including no-cost extensions and continuation awards are carried out and documented within NIFA's internal grants processing system. Such extensions are then transferred from NIFA's internal grants system into REEport and auto-filled into the "end date" field on the project and on all associated Progress and Final Reports.

What to do if you receive an extension or continuation award.

1. If you have requested and received approval for a no-cost extension OR if you have been notified that you will be receiving a continuation award for your project, you MUST fill out a progress report for the year that was originally designated as the final year of your project.

2. Upon logging into REEport, you should navigate to the Progress Report Module and locate the draft form for your project in the "drafts" folder. Fill out all required fields and submit the Progress Report. For more information on submitting a progress report, click here.
    - Note: The end dates shown on your forms in REEport are non-editable because they are controlled and auto-filled by NIFA's internal grants processing system. You do not need to be concerned if you are editing forms that have not yet been updated to reflect the new end date you have been notified of; this information will get updated in REEport on all forms retroactively once NIFA's grants management personnel make the appropriate change in our internal system.

3. Make sure NOT to use the Final Report form from the Final Report section of REEport. The Final Report form will remain in the system for the time when you project is actually ending. If you do incorrectly submit the final report to NIFA, please be aware that NIFA cannot "convert" your final report to a progress report. NIFA will only be able to send your final report back to draft status, but you will still be responsible for re-entering all your data onto the progress report form.
    - Note: For continuation awards, this principle will apply each year that you receive continuation funds. Thus, you may "skip" the final report multiple years in a row and only fill out progress reports until you reach the final year of the project.

Submit Financial Reports

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For each active year of a project, there are two types of financial reports due for competitively awarded projects: the ***REEport Project Financial Report*** and the ***SF-425 Federal Financial Report***. These reports collect some financial data that are similar and some data that are specific to only that report.

Due Dates

It's important to note that the two financial reports follow different timelines and have different due dates for reporting.

- REEport Project Financial Report: Annually, by February 1.
- SF-425 Federal Financial Report: Annually, within (and no later than) 90 days after the anniversary of the project start date.

The REEport Project Financial Report requires that you report funds expended and staff time (Scientist Year, Professional Years, Full Time Equivalents, etc.) according to the Federal Fiscal Year. A ***REEport Project Financial Report is due by February 1*** each year if the project was active for any period of time in the previous federal fiscal year.

Example 1: If a project started on July 1, 2015, then it was active in FY15 for three months (July 1 through Sept 30, 2015). A REEport Project Financial Report would be due for that project by February 1, 2016; it would be expected that three months' worth of financial expenditures and staff support be reported on that report. Remember: zero is a valid number to report if the project was only active a short period of time and no funds were spent.

Example 2: If a project's original end date was September 30, 2014 but was extended to December 31, 2014, then that means the project was active for three months in FY15 (October through December 2014). This means that a REEport Project Financial Report would be due by February 1, 2016 covering the three months at the beginning of FY15 that the project was active.

The SF-425 Federal Financial Report follows an annual reporting timeline based on the project start date. These reports are due annually and are always due within (and no later than) 90 days after the anniversary of the project start date.

Submit a REEport Project Financial Report

The REEport Financial REEport Manual has been updated as of March, 2016 to include summary instructions for submitting financial reports for competitive awards. Please consult the manual for further instructions.

Submit an SF-425 Federal Financial Report

For each active year of a project, the Federal Financial Report (SF-425) for any non-capacity/competitively awarded grant must be submitted to the Awards Management Division at NIFA. The details of this report are outlined in the Terms & Conditions of your award. The report form can be found at https://www.whitehouse.gov/omb/grants_forms and should be emailed to awards@nifa.usda.gov.