



# REEReport NEWSLETTER

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**W**elcome to the first REEReport Newsletter of FY2015! This issue covers important upcoming dates, improvements to the system, as well as reminders and clarifications on REEReport data entry.

## **CRIS Webforms Shutdown Planned for March 31**

As previously discussed in NIFA's Reporting Web Conference series and throughout the deployment phase of REEReport, the CRIS Webforms site hosted by the University of Vermont will be officially turned off once all needed capabilities have been transferred to REEReport. The final phase of capability transfer is currently being built in REEReport, which will allow for REEReport users at Land Grant partner sites to run various "checklists" and reports showing project lists and due/overdue progress and final reports. The module being built for this will allow for custom report creation and an "export to Excel" option. NIFA's planned deadline for officially turning off the CRIS Webforms site is March 31, 2015. As we get closer to that date, more information will be sent out explaining how to use the new reporting module.

## **FY14 Project Financial Reports due February 1**

All FY14 Project Financial Reports for capacity-funded projects are due by February 1, 2015. All Financial Reports must be submitted in REEReport via the Financial Report module; the former AD-419 form may not be used. Please note that this is the last year that Financial Reports will be required for capacity-funded projects only. FY15 Financial Reports (due February 1, 2016) will be required for all capacity and non-capacity (including competitive) funded projects. Please consult the [Financial Report Manual](#) for instructions. You may also contact Adam Preuter at [apreuter@nifa.usda.gov](mailto:apreuter@nifa.usda.gov) with questions.

## **Reminder on FTE Reporting**

It is very important for Progress and Final Reports to reflect accurate data for the *total amount of effort put*

*forth towards a project each fiscal year.* The [Research Performance Progress Report](#) defines "effort" as person months worked. When you think about it this way, you can see how an FTE/SY number should only be representative of the amount of TIME that a person dedicated toward moving the project forward to achieving its originally stated goals. An FTE or any fraction thereof should NOT be calculated based on funding tied to the project; it is not related to a person's salary or to any monies, federal or other, that were used for the project. While you should not count volunteers, any paid person (including sub-awardees) who contributed a measurable amount of time toward a project should be reflected in the overall FTE count of the project on each yearly progress report in REEReport.

## **Associating CIP Codes to FTEs/SYs**

The intent of associating FTEs/SYs for students on projects with the CIP codes for their chosen field of study on Progress and Final Reports is for NIFA to be able to track what areas of study students and post-docs at our partner institutions are pursuing while being supported by NIFA funds (whether fully, partially, or indirectly). Even if certain students or post-docs are not officially enrolled in a specific training program, that should not preclude them from being associated with a CIP code that makes the most sense for the type of work they are doing on a project. However, in cases where post-docs at a university are treated not as students in a training program but as actual scientists, their effort may be entered as a Scientist Year (SY) instead of a student FTE; a CIP code would then not need to be selected.

## **Entering Publications in Progress and Final Reports**

It is very important that Project Directors enter publications on the "Products" page in their Progress and Final Reports one at a time by using the blue "plus" button. There is no limit to the amount of publications that can be listed, but it is not acceptable

to enter more than one citation in the "Citation" field.

While the system does accept a large number of characters in this field, that should not be exploited for the purpose of listing multiple citations that happen to share the same publication type, status, and year published. For example, if you have four different journal articles that were published in 2014, you should not choose "journal articles" as the publication type and then list all four citations in the single citation field. Rather, you should choose "journal articles" as the publication type four separate times and then list the specific citation for each individually.

**Multistate Research Fund Reporting in REEport**

Please be reminded that in order to spend Hatch Multistate funds in support of any Multistate Research Fund (MRF) Project (those which are officially approved and active in [NIMSS](#)), an institution must submit at least one Project Initiation via REEport and have it approved by NIFA. When submitting the Project Initiation, the correct MRF project number needs to be selected from the drop down menu provided when choosing "Hatch Multistate" as the funding source. The only MRF project numbers that will be listed on your drop down menu are those for which your institution has submitted an Appendix E in NIMSS for at least one participant on the overall MRF project. If an Appendix E has not been submitted in NIMSS, that means your institution is not considered an official participant on the MRF itself and therefore cannot submit a Project Initiation under that MRF in REEport. If you desire to become a participant and spend Hatch Multistate Funds in support of an MRF, please submit an Appendix E in NIMSS and wait for approval before attempting to submit a Project Initiation in REEport.

**System Improvements**

There are two major improvements planned for REEport in FY15. First, in support of NIFA's Continuous Process Improvement (CPI) effort for the grant close-out process, REEport will enable National Program Leaders (NPL) to electronically approve or decline Final Reports that are submitted for non-capacity-funded projects (including competitive grants). Project Directors, Authorized Representatives, and Site Administrators at LGUs will notice this change in REEport in two ways: 1) additional notifications will be sent out by the system

indicating whether a final report was approved or declined (with supporting comments from the NPL) and 2) an indicator in REEport of Final Reports that have been approved after they've been submitted. More information will be communicated on this new development in the spring of 2015.

The second major improvement planned for REEport is a change to the process by which non-capacity (including competitive) grants are assigned to "sites" in REEport. While REEport users will not notice any difference to the user interface as a result of this improvement, they will notice that Project Initiations are available for editing much faster than they currently are in cases where DUNS numbers are shared between different sites of the same institution. This will also result in Project Directors and Site Administrators not having to respond to "claim" emails (email [REEport@nifa.usda.gov](mailto:REEport@nifa.usda.gov) if you would like more information on the background of this process). More information on this improvement will be communicated in the summer of 2015.

**Resources Reminder**

Visit the [REEport web page](#) for all REEport training presentations, guidance documents, past newsletters, and more. From the main page, you can navigate to specific resources based on whether you are affiliated with a [Land Grant University](#) or an [Independent Institution](#). On the LGU and Independent pages, make sure to check out the "[REEport Guide for Project Directors](#)" as well as the "Quick Guides" that are posted, which give easy-to-follow directions for how to submit project initiations, progress reports, and final reports for both capacity and non-capacity projects (including competitive grants). Also, sign up for the [Reporting Web Conference \(RWC\)](#) series. RWCs are given bimonthly on the second Thursday of the month from 2:00-3:30 pm (Eastern). The next RWC will be held on February 12, 2015.

**Contact Information**

[electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov)  
[reeport@nifa.usda.gov](mailto:reeport@nifa.usda.gov)

You may also call the REEport Customer Service Line at 202-690-0009. If you leave a message, please leave your full name, what you're trying to do in REEport, and the accession number (for capacity) or proposal number (for non-capacity) of the project.