

Submit a Progress Report for a Capacity Project

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

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.

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

Track Progress Reports

Accession Number Project Number Proposal Number

Performing Department Project Director

Expand All Folders Collapse All Folders

3 Progress Report(s) in Draft

Accession #	Project #	Reporting Period	Grants.gov #	Proposal #	Project Director	Type	Title	View
9000027	TEN0-tes...	2012-04-30-2012-09-30	(N/A)	(N/A)	Suping Zhou	EVANS-ALLEN	TEST-101	PDF 0
9000028	TEN0-0002	2012-03-30-2012-09-30	(N/A)	(N/A)	Richard Browning	EVANS-ALLEN	test102	PDF 0
9000009	TEN-12345	2011-10-05-2012-10-05	GRANT102469302	2009-02162	Suping Zhou	NON FORMULA	Characterization of root proteomes f...	PDF

0 Progress Report(s) Submitted to NIFA

Accession #	Project #	Reporting Period	Grants.gov #	Proposal #	Project Director	Type	Title	View
No progress reports to display								

*Requires [Mozilla Firefox 3.5 or higher](#), [IE 8.0 or higher](#).

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 (consult the [REeport Guide for Project Directors](#) for instructions).
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 (NPLs) have 90 days to review your progress report and assess whether edits or additions are needed. If the 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.