

## Submit a Progress Report for a Non-Capacity (Competitive) Project

1. Log into REReport at <http://portal.nifa.usda.gov>
2. Click your REReport 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

Accn #	Project #	Reporting Period End Date	Grants.gov #	Proposal #	Title	Proj. Dir	Funding	View
221907	<a href="#">MEN-2010-01043</a>	November 14, 2014	(N/A)	<a href="#">2010-01043</a>	<a href="#">AgrAbility Maine Project</a>	Brzozowski, Richard	NON FOR...	<a href="#">PDF</a>
228285	<a href="#">MEN-HOPKINS</a>	September 30, 2014	(N/A)	(N/A)	<a href="#">University of Maine RREA Program</a>	Hopkins, K	RENEWAB...	<a href="#">PDF</a>
1001156	<a href="#">MEN-2013-04129</a>	August 31, 2014	GRANT11377187	<a href="#">2013-04129</a>	<a href="#">Maine Integrated Pest Manageme...</a>	Dill, James	NON FOR...	<a href="#">PDF</a>

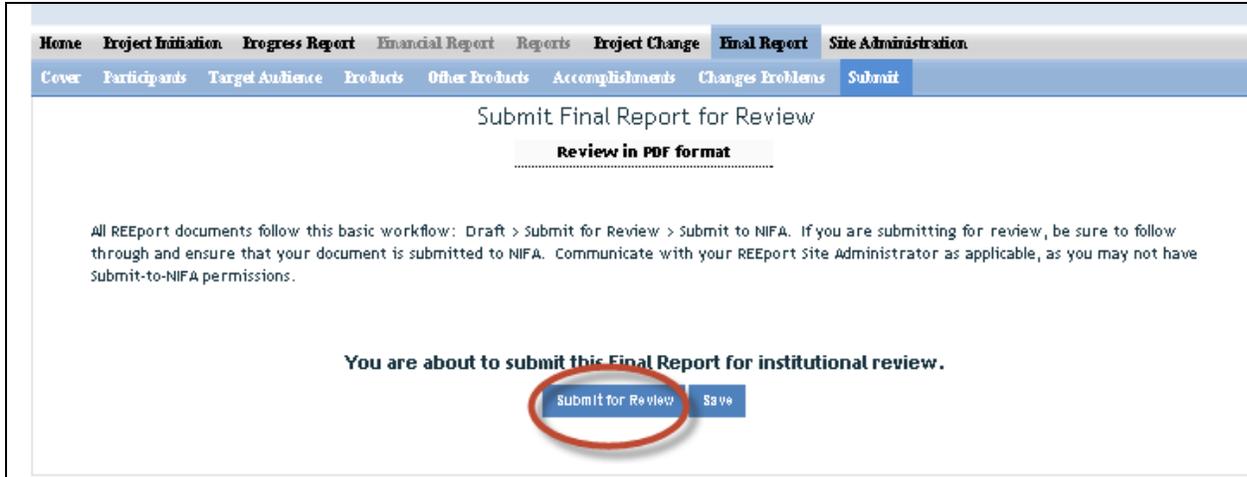
📁 0 Progress Report(s) Pending Submission to NIFA

📁 17 Progress Report(s) Submitted to NIFA

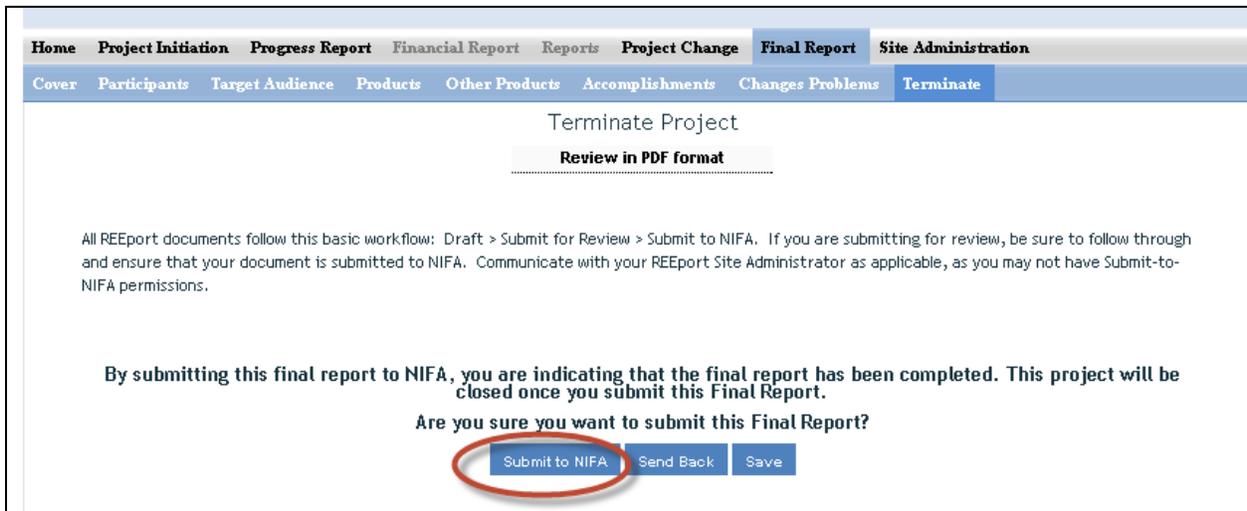
5. Click the title of the project for which you want to complete a Progress Report.
6. The first “page” (screen) you will come to is the Cover page. The cover page contains the “vital stats,” of the project; these are prepopulated based on what you entered on your project initiation forms when you first 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 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.

Home Project Initiation **Progress Report** Financial Report Reports Final Report

Report has been submitted.

### Track Progress Reports

Accession Number  Project Number  Proposal Number   
Performing Department  Project Director

[Expand All Folders](#) [Collapse All Folders](#)

- 2 Progress Report(s) in Draft
- 4 Progress Report(s) Submitted to NIFA

10. NIFA National Program Leaders 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.