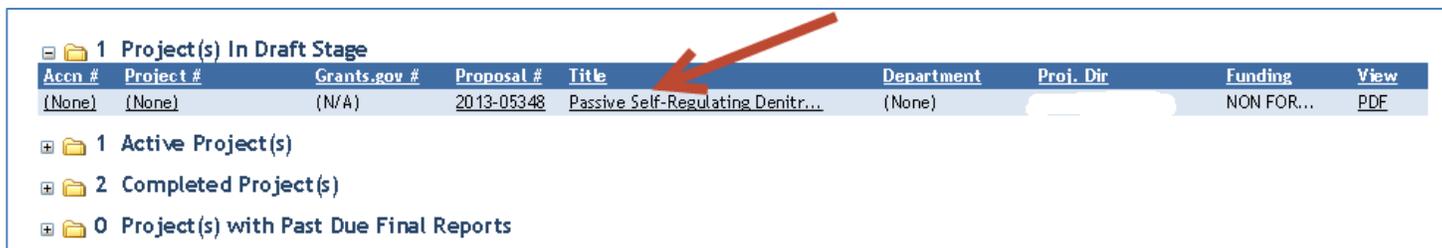


# Submit a Project Initiation for a Non-Capacity (Competitive) Project

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.

***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.nifa.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.



Accn #	Project #	Grants.gov #	Proposal #	Title	Department	Proj. Dir	Funding	View
(None)	(None)	(N/A)	2013-05348	Passive Self-Regulating Denitr...	(None)		NON FOR...	<a href="#">PDF</a>

1 Project(s) In Draft Stage

1 Active Project(s)

2 Completed Project(s)

0 Project(s) with Past Due Final Reports

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](mailto: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 to NIFA” 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.

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

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

**Submit to NIFA**

**Review in PDF format**

All REEport documents follow this basic workflow: Draft > Submit for Review > Submit to NIFA. If you are submitting for review, be sure to follow through and ensure that your document is submitted to NIFA. Communicate with your REEport Site Administrator as applicable, as you may not have Submit-to-NIFA permissions.

**Submit to NIFA** **Save**