



REEPORT NEWSLETTER

Vol. 3, Issue. 3

November 13, 2013

This REEport Newsletter provides an update on system improvement efforts, financial reporting, explanation of FTE reporting, and an update on the REEport User Manual.

System Improvements & Changes Update

The following categories are improvement efforts being worked on by the REEport Team and Office of Information Technology at NIFA to improve the performance, workflow, and data management within the system.

System Performance

On November 8th, a new version of REEport was deployed which improves the performance of the system for external and internal NIFA customers. Users should notice improved speed in the system and should no longer encounter error messages related to system memory or inability to accommodate a certain threshold of users at once. We will continue to monitor the system and look for ways to improve general performance.

Data Transfer between REEport and NIFA Internal System

For non-capacity projects, REEport is designed to pull certain data from NIFA's internal grant tracking system (CREEMS); these data are prepopulated on the Project Initiation Forms in REEport and cannot be edited in REEport. If edits to these fields are needed (e.g. a PD's email address), they must be made in NIFA's internal system first, and then the changes are expected to update into REEport. However, a technical problem is currently preventing REEport from getting updated with these edits. We acknowledge that this is preventing PDs from being able to submit their Project Initiation forms

in a timely manner. NIFA has investigated the issue and identified the problem. A fix is currently being implemented and is planned for deployment soon (late November/early December).

Old Award Close Outs

In order for NIFA to officially close out non-capacity awards that have passed their project end date, a Final Report must be submitted for the project; this is in accordance with the Terms and Conditions for all NIFA awards. Old projects that previously only existed in the old CRIS system are being brought into REEport so that Project Directors can submit Final Reports. Further guidance on impacts to users will be released closer to the date when this change is made (targeted for early December).

Project Changes

We have heard from internal and external customers that the workflow for submitting (LGUs) and reviewing/approving (NPLs) Project Changes on active Capacity projects needs to be improved. We are investigating ways to change the process and reduce the administrative burden currently on customers, both external and internal, when changing project data that do not require NIFA approval.

FTE Reporting in REEport

In REEport, the Project Initiation collects **estimated** FTE/SY data and the Progress/Final Report forms collect **actual** FTE/SY data. Project Directors should be aware: NIFA wants you to report the total amount of effort given to a project regardless of the funding source that paid those FTEs (estimated or actual, depending on the form type you're submitting). For example, you should

include the FTE/SY time of any participant on a project that was paid through a subaward or through any type of funding that was not from NIFA in addition to any FTE/SY time that was paid through NIFA funds (whether Capacity or Non-Capacity funds). Providing NIFA data in this way allows us to gauge total effort towards achieving project goals and objectives while understanding the degree to which NIFA funds are leveraged for other state, local, and private funding.

FY13 & Future Financial Reporting

For FY13, expenditure reporting on Capacity Projects will still be done via the AD-419 forms submitted through CRIS Webforms Site. The AD-419s are due from all institutions by February 1, 2014. Given that we are in a transition year for moving from CRIS to REEport reporting, NIFA will still require FTE/SY data as part of the AD-419, as was always done in the past. Collecting these data on the 419s will ensure NIFA is able to access and report on project efforts during this transition period.

For future expenditure reporting in REEport (once the Financial Report module is built), FTE/SY data will NOT be included. FTE/SY reporting for all capacity and non-capacity (incl. competitive) projects is now part of the Progress Report, meaning that those data are reported at the individual project level. This policy change is due to the fact that the participation of scientists and other professional staff are a part of the [RPPR](#) and thus, must be part of the progress report. As a reminder, the RPPR is a government-wide mandate which NIFA must follow for all research project performance reporting.

REEport User Manual

In response to customer requests, the REEport User Manual has been revamped to include new sections designed specifically for each of the types of users who are consulting the Manual. There are three specific sections that give instructions for: Site Admins at LGUs, PDs at LGUs, and PDs/Grantees at other Institutions not part of an

1862 or 1890 LGU (Note: Tribal Colleges are included in this section). Access the Manual [here](#).

Additional Resources

Visit the REEport Implementation web page at:

http://www.nifa.usda.gov/business/reeport_imp.html

This is your one-stop-shop for all REEport training presentations, guidance documents, past newsletters, and more.

Sign up for Reporting Web Conference series. RWCs cover the most up-to-date REEport information and allow you to have your questions answered in real-time by the REEport Staff: www.nifa.usda.gov/rwc. RWCs are given bimonthly on the second Thursday of the month from 2:00-4:00 pm (Eastern). The next RWC will be held on December 12th.

Contacting the REEport Staff at NIFA

The REEport Team at NIFA is committed to responding to all inquiries as fast as possible, but please accept our apologies in advance if you do not receive a response within 2 business days. To ensure the fastest response, please use the main REEport email address: reeport@nifa.usda.gov. You may also call the REEport Customer Service Line at 202-690-0009.