

How will REEport Project Initiation work for Non-Formula Grants?

Background – What is a site and a Site Administrator?

The use of the term “site” and “Site Administrator” appears frequently in reference to REEport. There are many NIFA grantees that do not have sites or Site Administrators to whom this may be confusing. For their information, sites are established in REEport and recognized by NIFA to represent the eligible submission and data management authority for specific formula grant projects as defined within the various research formula grant program legislative authorities. In addition, these sites can manage standard or non-formula grant project submissions for project directors affiliated with their state partner site.

How it works

1. Once a NIFA program decides to recommend a grant application for award, two key actions occur that are important for REEport:
 - a. The NIFA program officer contacts the PD on the grant application, informs them that they are being recommended for award, and supplies them with specific items that are required for award. One of these items is the requirement to submit Project Initiation information through REEport and program-specific guidance may be supplied.
 - b. The NIFA program officer will enter key information recommending the grant application into NIFA's internal grants management system.
2. These actions will trigger NIFA's internal grants management system to transmit data about the grant application to REEport.
3. REEport will email the PD on the grant application, with cc's to the AOR, the grantee Site Administrator (if applicable), and the NIFA program contact, providing instructions for preparing and submitting a REEport Project Initiation. If the PDs email address has not previously been registered with REEport, instructions will also be provided for first creating a REEport account.
4. If the PD is not part of a site, they will need to prepare and submit a Project Initiation to REEport in order to receive funding.
5. If the PD is part of a site, the PD will need to follow the rules established by the Site Administrator for the preparation, possible review, and submission of a Project Initiation in REEport in order to receive funding. The preparation, review, and submission of Project Initiations may be assigned to the same or to different people within the system.

Mockups of the Project Initiation data entry screens are posted on NIFA's REEport web page at <http://www.nifa.usda.gov/reeport> or directly at http://www.nifa.usda.gov/business/pdfs/reeport_2010.pdf.

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