



National Institute of Food and Agriculture

U.S. DEPARTMENT OF AGRICULTURE

BIOENERGY, CLIMATE, AND ENVIRONMENT  
FOOD PRODUCTION AND SUSTAINABILITY  
YOUTH, FAMILY, AND COMMUNITY  
FOOD SAFETY AND NUTRITION  
INTERNATIONAL PROGRAMS

Grants Support Technical Assistance Workshop

NIFA

REEReport Basics

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**BIOENERGY, CLIMATE, AND ENVIRONMENT  
FOOD PRODUCTION AND SUSTAINABILITY  
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INTERNATIONAL PROGRAMS**

# NIFA

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# Topics Covered

- What is REEport
- Project Initiation
- Accomplishment Reporting
- Financial Reporting
- Resources



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# What is REEport

Research Education and Extension Project Online Reporting Tool



# REEReport - Reporting System

## Data In:

- Initial project documentation
- Accomplishment reporting
- Financial reporting

## Data Out:

- Publicly available
- Congressional and other inquiries





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# Project Initiation



# Project Initiation Form

- Documents all relevant info about your project: period of performance, goals, methods, etc.
- Form is automatically created by the system
- Form is specific to your award and is pre-populated with basic award information
- Pre-populated info cannot be edited by you
- Reach out to [electronic@usda.gov](mailto:electronic@usda.gov) for any required edits





# Project Initiation – Note for LGUs

- If you are a PD at an LGU (except for 1994 Tribal Colleges), access to the Project Initiation form is a two-step process.
- Upon recommendation to award your proposal, REEport admins at your institution receive notification to assign your project to an appropriate management site within REEport.
- Once assigned, you will then have access to complete the form. You will receive email notification for both steps: pending assignment and assigned.



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# Accomplishment Reporting



# Annual Progress Reports

- Reporting shells are created automatically
- Reporting dates cannot be changed and are sequential
- Next shell is created after the previous is submitted
- Cannot be submitted more than 90 prior to the Reporting Period End Date



# Final Progress Reports

- A separate report in its own section
- The form is identical to Progress Reports
- Summary of project accomplishments as a whole, not a copy and paste from previous reports
- Final year – only Final report is required. Not Progress and Final
- Submission signifies closing of the project
- Can be submitted at any time – early termination





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# Making Edits



# Project Change

- Project Change module is used to modify Project Initiation form after it has been submitted to NIFA
- Can be done at any time
- NIFA NPL receives copy of modified project
- Non-editable fields (Start Date, Award amount, etc.) Reach out to REEport Support – [electronic@usda.gov](mailto:electronic@usda.gov)



# Edit Progress and Final Reports

- Within 90 days of submission, contact [electronic@usda.gov](mailto:electronic@usda.gov) and the report can be sent back to you for editing
- After 90 days the report cannot be sent back
- **Remember: Final Report closes the project**



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# Financial Reporting





# REEReport Financial Report

- Expenditures and FTEs that supported the project in the most recently completed federal fiscal year
- This is NOT the SF-425
- Reporting opens every Oct. 1 – Report due every Feb. 1
- Final financial report due 120 days after End Date
- [REEReport Financial Report Manual](#)



# REEport Final Financial Report

- Exactly the same as regular annual financial report
- Allows for reporting within 120 days of project close
- Reporting expenditures and FTEs of current federal FY - Not a cumulative report
- Submit on projects individually, not in batch
- **Must submit previous year's financial report and Final Progress Report before system will allow submission**
- REEport Financial Report Manual Addendum



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# Due Dates



Report Type	Due Date
<b>Project Initiation</b>	As soon as PD receives automated REEport notification that the form is available
<b>Progress Report</b>	Within 90 days after the anniversary of the start date*
<b>Final Report</b>	Within 120 days after the project end date
<b>Financial Report</b>	February 1 each year 120 days after End Date for Final

\*If the project is a continuation award, the progress report is due within 90 days BEFORE the anniversary of the start date; NIFA program staff send emails requesting the report usually 60 days beforehand





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REEReport Data is Public



# Data Gateway



## RECENT AWARDS

Recent Awards show the history of NIFA's funding from fiscal year (FY) 2002 to the present.



## CONGRESSIONAL DISTRICT

Congressional Funding Map shows the distribution of NIFA's competitive and capacity grants by Congressional district.



## SUBJECT OF INVESTIGATION

Subject of Investigation (SOI) group projects with related focus areas, such as food or people and communities.



## AWARD TRENDS

Award Trends shows the dollar amount NIFA awarded by fiscal year—from FY02 to present—activity type, such as extension or integrated, and related trends.



## FIELD OF SCIENCE

Field of Science (FOS) organizes NIFA's projects by the type of science, such as genetics or molecular biology, used in projects.



## KNOWLEDGE AREA

Knowledge Area (KA) categorizes NIFA's research, education, and extension projects into related topics, such as animal diseases or soil.



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# Resources



# Primary Resources

<https://www.nifa.usda.gov/data/reepor>

- [REReport Guide for Project Directors](#)
- [REReport Financial Report Manual](#)



# Support Contact

[Electronic@usda.gov](mailto:Electronic@usda.gov)





# Questions???

## Panelists

Adam Preuter  
Alexis Nazario-Negron

Please put your questions  
in the Q and A Box

Questions/comments/feedback:  
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Subject line: Grant Support Technical Assistance  
Workshop