



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

# NIFA

## REEReport Project Initiation Troubleshooting 101

Grant Support Technical  
Assistance Workshop

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Laura Packman



# Topics Covered

1. Project Not Found in REEport
2. Unable to Open/Edit Form
3. Unable to Edit Certain Fields
4. Content Questions
5. Form Stuck in Pending Submission Folder



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**Project Initiation: Project Not  
Found in REEport**



# Incomplete Preliminary Steps

1. Application status has not changed to 'recommended' in NIFA grants management system
  - NIFA staff is responsible for this step
  - Project Initiation is dependent on this update to application data in this system
2. Project Reassignment might be required if the organization has more than one REEport management site
  - First action needs to be performed by the REEport Site Administrator(s)
  - Project Director (PD) also receives an email notification to indicate project initiation will **not** be available until reassignment occurs.

When the project initiation is available in REEport, the PD will receive an email notification with the subject:

***NIFA Grant Proposal - Action Required in REEport***



# REEport Notification

If you have **not** received the **NIFA Grant Proposal - Action Required in REEport** email and NIFA Program staff have indicated that you should have access

- contact the REEport Help Desk ([Electronic@usda.gov](mailto:Electronic@usda.gov)) to check on the status.

If you have received the **NIFA Grant Proposal - Action Required in REEport** email and you **do not** see the Project Initiation in REEport

- You may have more than one REEport user account and you are logging in under the incorrect REEport user account.



# REEport USER Account

- Only the REEport Site Administrator(s) (if applicable), Project Director (PD), and Authorized Organizational Representative (AOR) can access the Project Initiation in REEport
- PD/AOR must log in using the ***exact email address*** that is listed on the application
- To request a PD or AOR change, see the instructions and necessary documentation, on page 3 the [NIFA Grant Management FAQ](#) document.
- To request a PD or AOR email address update, contact [Awards@usda.gov](mailto:Awards@usda.gov) or the NIFA staff listed on your Award



# Unable to Open/Edit Form

In REEport, the PDF available in the **View** column is a read-only document. It is not the editable report form.

To open the editable form onscreen, you must click on the project **Title** in the **Draft** folder.

The screenshot shows the REEport interface with search filters at the top, a 'Create a New Project' button, and a table of projects. A red arrow points to the 'Title' column, labeled 'Open Editable Form', and another red arrow points to the 'View' column, labeled 'View Only'.

Accession #	Project #	Grants.gov #	Proposal Number	Title	Department	Project Director	Funding	View
(None)	WIS05095	GRANT13938506	2023-07022	Returning to Our Roots: Reb...	(None)		NON FORMULA	PDF



# Unable to Edit Certain Fields

## On the Cover Page and Participants Page

- Some fields are ***pre-populated with data*** from your application submitted to Grants.gov and are not editable.
  - If any of these fields are incorrect, email the REEport Help Desk at [Electronic@usda.gov](mailto:Electronic@usda.gov).
  - Include the proposal number, field name(s), and correct data.

If the Keywords Page is ***blank***, an update to originally submitted application data must be made before the applicant can submit Project Initiation.

- If Keywords are not found in REEport, email the REEport Help Desk at [Electronic@usda.gov](mailto:Electronic@usda.gov).
- Include the proposal number and list of keyword(s).

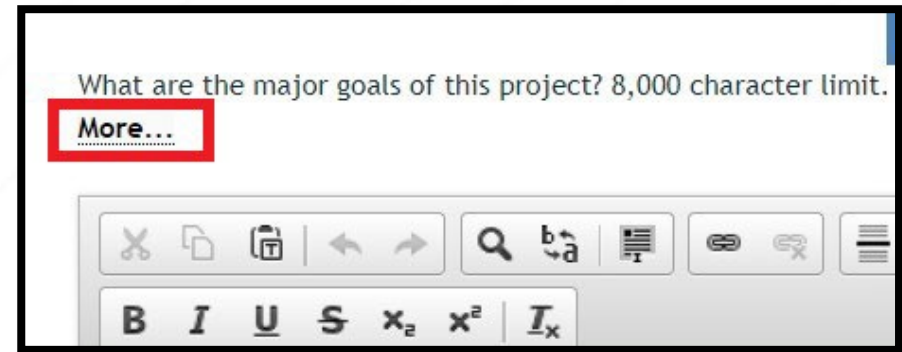


# Content Questions

Next to every field in the form, there is a hyperlinked ***small blue box with a question mark*** or a ***More...*** hyperlink

Clicking on one of these options will provide guidance on how to complete that particular field

- For more detailed instructions, refer Project Initiation section in the [REEport User Guide](#)
- Still have content related questions after reviewing the guidance... contact NIFA Program Staff





# Form Stuck in Pending Submission Folder

If you have submitted your Project Initiation in REEport, but it remains in the “Pending Submission” folder – this means that an internal review is required at your organization.

- REEport Site Administrator(s) at your organization are responsible for reviewing your submission and submitting the Project Initiation to NIFA.

When submission to NIFA is successful, the project will move from the “Draft” folder to the “Active Projects” folder.

- If you have other submission questions, please contact the REEport Help Desk at [Electronic@usda.gov](mailto:Electronic@usda.gov).



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# REEReport Resources

# Find REEport at [NIFA.USDA.gov](https://nifa.usda.gov)

← → ↻ 🏠 nifa.usda.gov 🔒 📄 ⚙️ ☰ 🗄️

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TOPICS

GRANTS

**DATA**

RESOURCES

ABOUT

## Access To Data

The National Institute of Food and Agriculture is committed to serving its stakeholders, Congress, and the public by using new technologies to advance greater openness.

→ [VIEW DATA PAGE](#)

### NIFA REPORTING SYSTEM

- NIFA Reporting System
- CRIS - Current Research Information System
- LMD - Leadership Management Dashboard
- Integrated Reporting System FAQs

### REEPORT

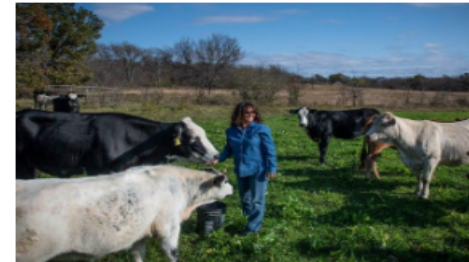
- REEport Tool**
- REEIS - Research, Education and Economics Information System

### BUDGET AND LEGISLATION

- Budget
- Legislation
- NIFA Administrative Actions

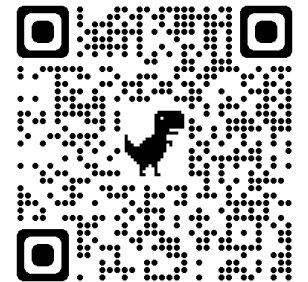
### MORE TOOLS

- Data Gateway
- PRS - Peer Review System
- iEdison
- WebNEERS



### Access to data

The Data Gateway enables users to find funding data, metrics, and information about research, education, and extension projects that have received grant awards from NIFA.





# Primary Resource

## [REEport User Guide](#)

- The REEport User Guide is an instructional guide
- Instructions on how to access, navigate, and submit reports
- Covers project initiation, progress reports, final reports, and financial reports



# Questions??

Contact NIFA REEport Help Desk  
if you have any REEport related  
questions!

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

Questions/comments/feedback: [AdminOpsTeam.NIFA@usda.gov](mailto:AdminOpsTeam.NIFA@usda.gov)  
Subject line: Grant Support Technical Assistance Workshop:2024



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<https://www.usda.gov/non-discrimination-statement>

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