This document provides initial instructions for 2014. As the capacity—and flexibility—of REEport grows additional instructions and job aids will come on line. The Tribal Group will publish updates as required.
I. **When to use Report**

You use report in three main ways during the life of your grant:

<table>
<thead>
<tr>
<th>What happens</th>
<th>REEport Tool</th>
<th>In human “life” terms....</th>
</tr>
</thead>
<tbody>
<tr>
<td>When the award is first made</td>
<td>Project Initiation</td>
<td>Birth certificate</td>
</tr>
<tr>
<td>Each year of the grant to report</td>
<td>Progress report</td>
<td>Announcement of Graduation, Marriage, Promotion, Retirement</td>
</tr>
<tr>
<td>accomplishments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Grant ends</td>
<td>Final report</td>
<td>Obituary</td>
</tr>
</tbody>
</table>

As REEport gains capacity you will use it for other documents, too. For 2014, we will focus on the reporting function because it is a requirement for grant funding. **As more functions come on line this training document will be revised.**
Invitation to REEportal

Creating Your REEportal Account
OPTION I: (which has two steps) This will happen when:

- You are a new Project Director and this is your first NIFA grant
- You have changed your e-mail address since your last NIFA application
  (Note: using the same e-mail will make REEport easier to access)

STEP 1: (REEport account set up) You will get an e-mail like the one below and respond to it.

![Email example](image)

Things to remember:

- This is not a confirmation of funding.
- Activate your account right away. You only have 36 hours to do this. If you miss the deadline you will have to start over by going to [http://portal.nifa.usda.gov/portal/forgot_password](http://portal.nifa.usda.gov/portal/forgot_password). You can fix the problem, but you want to avoid this hassle.
- Check your junk mail if you think an award is coming your way. You need this message. You need to create an account.

STEP 2: (Publishing an Initial Report) A second email will come right about the same time as the first one we showed you above. This second email will invite you to publish your project in REEport. It looks like this:
Things to remember:

- Respond to this at once if you can. If you are getting an award you won’t get your money until you initiate your project.
- Check your junk mail if you think an award is coming your way. You need this message. You need to set up your project.
- REEport will be based on e-mails: ARs can read REEport, but they can’t edit it. Only Project Directors (PDs) can make changes or write reports. **For this reason applications should not make ARs and PDs the same person.**
OPTION II: (which is one step) This will happen when:

- You are a returning Project Director who has the same e-mail as used on previous grants
- You are a grant manager working for a Project Director who is using the same e-mail every year for all grants

STEP 1: This e-mail arrives in your Inbox and you click on the first link to set up your project.

![Email Image]

REMEMBER:

- This is not funding confirmation
- Check junk mail if you think you are getting an award
- Don’t delay in setting up your project in REEport. It can slow your funding down.
- REEport will be based on e-mails: ARs can read REEport, but they can’t edit it. Only Project Directors (PDs) can make changes or write reports. For this reason applications should not make ARs and PDs the same person.
2. **New users** will put in their e-mail twice and be redirected to a page for setting up their new password. They get sent a temporary pass code in their e-mail. Then they set up their account.
3. **Awardees whose e-mail has changed** since their proposal was written will have to contact REEport staff to set up a new log-in [reeport@nifa.usda.gov](mailto:reeport@nifa.usda.gov)

When you have finally set up your account give yourself a pat on the back. You won’t have to do that again unless:

- You change your e-mail
- You are a new project director replacing a previous project director

Otherwise, you will use the same e-mail and log-in and do reports for the life of your grant. In fact, if all goes well you will use this e-mail for all the grants you receive from NIFA in the future. One you have set up your ID and password write them down and keep them in a secure place. Forgetting pass codes happens to everybody; just make sure you keep them in a secure enough place, so you won’t compromise your account.

You are ready to do a project initiation.
You got recommended for funding, you created your REEport account and now you are ready to initiate your project in REEport. You won’t have any results to share during this time. What you will do is say what you intend to do with your award and the goals of your project. When you log in you should see something like the screen capture below. You would click under active applications where the red circle is.

Next, you will see a screen like this.

Look! Here is the “Edit Account” Button. You can use it to change e-mails and passwords. HINT: if you are a new PD you could sign in as the previous PD (if you have his or her account information) and update everything here!!!
Finding your project—there are two ways:

Option #1: use the search tool that pops up when you click on the project initiation icon.

Option #2: Use the “expanded folder” views to see the list of projects in that particular folder.

Click on each category to open a list of projects. New projects should be in drafts folder.

And hey, look!! There you are.
For Tribal College Research, Extension and Equity the categories of a project initiation are:

Cover ➔ Participants ➔ Goals ➔ Products ➔ Outcomes ➔ Audience ➔ Methods ➔ Summary ➔ Classification

We will go over each part of the report. First, however, before we write anything, a very important warning.

**Warning: There is a very easy way in REEport to have all your work evaporate.**

As you fill in your information in REEport you can SAVE your work in two ways:

- By hitting SAVE
- Or by hitting NEXT

You do have the option to use the header below to move around in your report and check things. If you jump around between sections without hitting NEXT or SAVE first, all your work can all be lost.

This is your last chance NOT to lose your work. If you haven’t saved DO NOT Leave the page before Saving.
I. **Cover page**: note this page contains pre-populated, non-editable data that is imported from your grant application that you submitted a while ago through grants.gov. If any of this information has changed, it will need to be changed in NIFA’s internal grants system. That means for now you call your program contact—in Tribal Programs that's Tim Grosser 202-690-0402. His e-mail is tgrosser@nifa.usda.gov. You can also contact Jill Lee (jlee@nifa.usda.gov or 202-720-3511)

Someday it may be that PDs will be able to change cover page information on their own with prior approval from the NPL. For now, just call or e-mail to let us know you need a revision.
II. **Participants:** this section is pretty clear. Here is what it looks like:

![Participants section from a web page]

To help you decide who should be counted where, NIFA provides the following details.

**Project Director**

The fields pertaining to the main Project Director are prepopulated on this page according to what is displayed on the Cover Page.

**Co-Project Directors**

These will be pre-populated, too.

**Estimated Project FTEs for the Project Duration***

An FTE is defined by the [Government Accountability Office](https://www.gao.gov) (GAO) as the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For most NIFA partners and places of employment a full-time schedule as defined by law equates to 2,080 hours of work (52 weeks multiplied by 40 hours per week). Thus, a person who works 40
hours per week for 52 weeks of a project's duration (i.e. 1 year of a project) equals 1 complete FTE. If that same person works a full time schedule on a 5 year project, that would be equal 5 complete FTEs.

**INSTRUCTIONS:** Enter the estimated Full-time equivalent(s) (FTE) that will support this project over the course of the project's duration. You may enter fractions and round to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

*NOTE:* Estimated Project FTEs are not required by the REEport system. If you leave these fields at zero, the system will still allow you to submit a project initiation. However, please be aware that for capacity projects, a NIFA reviewer can decide if he or she requires the estimated FTEs before approving a project. If the project is submitted with no estimate FTEs and the reviewer requires them, then the reviewer will defer the project and indicate such in his/her comments. The project can then be resubmitted with the appropriate FTE fields filled in.

**Scientist:** A research worker responsible for original thought, judgments, and accomplishments in independent scientific study. This includes investigation leaders and project leaders and portions of the time of supervising scientists or staff assistants who meet the preceding definition. Examples: Professor, Associate Professor, Assistant Professor, Scientist.

**Professional:** A professional does not qualify as a scientist under the preceding definitions but may still significantly contribute to research activities. Professionals usually hold one or more college degrees and have otherwise qualified for employments in a professional category. Generally, professionals have a high degree of research activity responsibility but do not hold principal investigator status or equivalent at the reporting institution. Examples: Department Head, Resident Director, Statistician, Analyst, Assistant Director, Dean.

**Technical:** Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Examples: Lab Assistant, Mechanic, Carpenter, Machinist, Skilled Tradesperson.

**Administrative and Other:** These are clerical and support staff who contributes to the non-technical support of the project. It is often difficult to assess an individual's clerical and labor support to any one project; they usually support groups of researchers of different projects in a broad manner, such as typing.
reports, managing bill payments, managing equipment and supplies, etc. Examples: Secretary, Data Entry personnel.

III. **Goals:** The boxes for the next five parts look the same. It’s just what you write in them that will be a bit different. That’s why for the next five sections you will see instructions only—not screen captures. As you can see, these next five sections are basically textboxes. They have an 8,000 character limit including spaces. REEport has no spell check function, so you may want to draft the next five parts in Word and copy and paste them into REEport. As you move forward REEport will highlight in dark blue the section you are currently working in.

Here are some hints for completing this portion of REEport. By “**Major Goals**” NIFA means the over-arching goals of the project AND the objectives that will be undertaken to achieve those goals.

Provide a clear, concise statement of the major goal(s) of this project. This should encompass a broad perspective of what purpose, service, major achievement, or milestone this project will provide. Following your goal statement, please list the objectives of the project using numbers.
for each in either list or paragraph format. Most goals have multiple objectives. Objectives are measurable, whereas goals are broad, general, and difficult to measure. There is no minimum or maximum number of objectives to include for a project, but all objectives should be specific and attainable within the duration of the project and with the available resources (refer back to your estimated FTEs for project duration and the amount of capacity funding that has been made available to you.)

Provide a clear, concise statement of the goals/objectives of the project. You may use paragraph format or bulleted or numbered lists. There is no minimum or maximum number of goals to include for a project, but all goals should be specific and attainable within the duration of the project and with the available resources (refer back to your estimated FTEs for project duration and the amount of capacity funding that has been made available to you). In general, goals should answer the question: What major achievements and milestones does the project hope to realize?

IV. **Products:** Here you need to identify the products/outputs that are planned as a result of this project. You may use paragraphs and/or lists. NIFA considers the terms “products” and “outputs” to be synonymous.

For the purpose of Project Initiation (the module you are in right now), you should include all products/outputs that are expected/estimated to result from the duration of this project.

**Products/Outputs** are activities, events, services, and products that reach people.

- **Activities** include: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
- **Events** include: conferences, demonstration sites, field days, symposia, workshops, and trainings.
- **Services** include: consulting, counseling, and tutoring.
- **Products** include: any publications; audio or video products; curricula; data or databases; equipment or instruments; patent applications; applications for Plant Variety Act protection; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

**NOTE:** When you complete future progress reports and your final report, you will be asked to differentiate between actual realized "products" (i.e. traditional standard outputs) and actual "other products." In those future reports, the only items that should be included in the "products" section are Publications, Patents, and Plant Variety Protection (PVP). All other products/outputs of the project should be reported under the "Other Products" section. Specific guidance for those sections in future Progress Reports can be found in the help text on those pages in the REEport system.
V. **Outcomes:** Provide a description of Expected Outcomes over the duration of the project. You may use paragraphs and/or lists.

NIFA considers the terms "outcomes" and "accomplishments" to be **synonymous**. Outcomes and accomplishments help lead to a **project impact**. An outcome/accomplishment is defined as a significant change in knowledge, action, or condition. Outcomes are generally short, succinct statements that start with phrases indicating the occurrence of change. Examples of such phrases are:

"Increase in the numbers of acres that..."

"Decrease in the amount of children that..."

"Increased profits from the sale of..."

**Change in Knowledge:** For a research project, a change in knowledge can be a breakthrough understanding in scientific knowledge. For education or extension projects, a change of knowledge occurs when recipients of an education or extension activity demonstrate significant learning/information gain in understanding.

**Change in Action:** A change in action occurs when a significant change in behaviors or practices results from the project’s activities.

**Change in Condition:** A change in condition occurs when a significant change in a condition of societal concern results from the project’s activities. If appropriate and available, outcomes should be supported with key, quantitative data, such as number of acres impacted, increased profits, or number of people impacted.

VI. **Audience:** Provide a description of the target audience(s) that will be the focus of efforts over the course of this project.

The target audience(s) you describe on this project initiation should include all of the audiences you plan to reach over the course of the project, even if only for portions of your efforts during certain activities of the project.

**Target audiences** include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged.
**Efforts** include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

**VII. Methods:** Describe the Methods for this Project:

Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. Include a description of how the results will be analyzed, evaluated, or interpreted. Describe the **Efforts** that will be used to cause a change in knowledge, actions, or conditions of a target audience. Include a description of how the output(s) will be **Evaluated** and/or quantified for its impact on the intended audience(s).

**Defining "Efforts":** Efforts include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; workshops; experiential learning opportunities; extension and outreach.

**Defining "Evaluation":** Demonstrating that evaluation will be part of your project means that you describe the plan/steps to be used to evaluate or "measure" the success of the project. Provide a listing of the types of evaluation studies planned and types of data that will be collected, emphasizing key milestones and measurable or quantitative indicators of success. The project evaluation plan should relate milestones and indicators of success to expected project outcomes/accomplishments and impacts.

**VIII. Summary:** The non-technical summary is your opportunity to sum up the importance of your project in terms that general citizens can understand (i.e. citizens without scientific backgrounds). A good non-technical summary is composed of 1-2 succinct paragraphs that cover three main points:

1. What is the current issue or problem that the research addresses and why does it need to be researched? When answering this question consider a perspective that goes beyond the primary end-users of the science you are conducting. Why is this topic important to the larger community in terms of economics, community and environment as well as agriculture?

2. What basic methods and approaches will be used to collect and produce data/results and subsequently inform target audiences? This should be different
from your objectives list. Do NOT copy and paste the same text here. This section should explain, in plain, non-technical language what you intend to do.

3. Through the methods mentioned above, what an ultimate goal does the project hope to achieve and what is the general impact expected to be if this goal is met? What societal benefits may be realized?

In answering the above three questions, make sure to provide enough detail so that you are touching upon the main purpose of the project, the expected accomplishments, and anticipated benefits of the research.

This non-technical summary may be the most important section of your report. This will be accessed by legislators who make decisions about funding allocations, general public, community leaders, and taxpayers as well as government staff and other scientists.

IX. **Key Words:** This box is a little different.

Q. **HEY—WHO PUT THESE CRAZY KEY WORDS IN HERE? THAT’S NOT MY IDEA FOR THE PROJECT!**

A. **THEY CAME WITH THE PROPOSAL.**

Yes. Unfortunately your key words are pre-populated from your proposal. What do you do if between submission and award you had a new thought and a new keyword to include? Currently you can’t do much. Future versions of REEport will let you edit key words. And, if you really need to edit NIFA can help. ([jlee@nifa.usda.gov](mailto:jlee@nifa.usda.gov) or 202-720-3511) The best plan, however, is to think carefully about keywords during your application process.

Another way to think of keywords is that they should, collectively, resemble an abbreviated abstract of the project narrative. Keywords can be a word or phrase that represents a concept, and they can fit into three areas or levels: general concept, class or category of research, and specific subject/item of research.

- **General Level** - Refers to overall objectives in the major fields of interest or disciplines. It is best to include at least two general level keywords. Examples: HARVESTING, MECHANIZATION.
- **Class Level** - Refers to classes or categories of subjects or items, and to moderately broad concepts or areas of interest which conceptually group the specific entry keywords into like classes. It is best to enter at least 4 class level keywords/phrases. Examples are: MECHANICAL ENGINEERING, HARVESTING LOSSES, CROP DAMAGE.
Specific Entry - Refers to the most specific concepts, subjects, or items under study. It includes the specific plant, animal, or microorganism; the specific equipment, processes, approach, technique, or system; and specific properties, reactions or functions. It is best to select at least 4-5 specific entry level keywords or phrase. Examples are: POTATOES, MECHANICAL HARVESTING, HARVESTING EQUIPMENT, BULK HANDLING, SKINNING, BRUISING.

X. Classification

Classification Overview & Codes:

All projects entered in REEport must be classified according standard classification elements which consist of a series of three classification areas:

1. Knowledge Area (KA)
2. Subject of Investigation (SOI)
3. Field of Science (FOS)
Each project must have at least one line of classification; a classification "line" consists of one KA, one SOI, and one FOS. To allow for identification of multiple objectives on a single project, up to ten classification lines may be entered on a single project, and all lines must be assigned a percentage. No line may be less than 10%.

The available codes from which you may choose are defined in the Classification Manual which can be found here: [http://cris.csrees.usda.gov/manualvii.pdf](http://cris.csrees.usda.gov/manualvii.pdf)

**Knowledge Area:** An important and highly useful series of classifications is the classification by Knowledge Area (KA). The 79 knowledge areas comprising the KA classification are arranged into nine topic areas.

**Subject of Investigation:** This Subject of Investigation (SOI) series provides an additional facet for classification. It is generally the object of the research or activity: the class of plant, animal, organism, material, process, procedure, etc., under investigation.

**Field of Science:** The Field of Science (FOS) classification consists of a modified version of the fields of science used by the National Science Foundation for various government wide reports.
Congratulations! You are almost ready to hit send.

How to Submit a Project

Proceed to the “submit” tab on the sub-menu bar. This is the last screen within the project initiation form. If you are satisfied with your project initiation, click the “Submit to NIFA” button.

Upon successful submission, you will be brought back to the main screen of your Project Initiation module where you will get the following message:
Progress Report

Recording your accomplishments in the REEreport Database
It’s now a year later since you first set your project up in REEport. Let’s return and file your update! Here is a guide for when things need to be submitted in REEport.

|                            | Non-Capacity Projects  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Initiation</td>
<td>As soon as notification of award is received; funds for the grant will not be released until NIFA has received the Project Initiation.</td>
</tr>
<tr>
<td>Progress Report</td>
<td>No later than 90 days after the Anniversary Date (may be submitted up to 90 days prior). Continuation awards must be submitted within 90 days before the anniversary date.</td>
</tr>
<tr>
<td>Final Report</td>
<td>No later than 90 days after the Anniversary Date (may be submitted at any time to terminate the project).</td>
</tr>
</tbody>
</table>

I got my award on September 1, 2014. So on June 1, REEport would open its great digital doors to let me file a report. REEport would also send a reminder that it’s time to submit an update. I won’t have to absolutely have it turned in that day. However, if I waited until after November 30 to get my report turned in I would be late.

<table>
<thead>
<tr>
<th>Award Date</th>
<th>180 Day Window in REEport</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1, 2014</td>
<td>June 1 to November 30</td>
</tr>
</tbody>
</table>

So, here we go again….We log into REEport

We select the link for REEport under “Active Applications”
However, we are not doing project initiation this time (what yo did a year ago). We are choosing progress report instead.

Expand your “Progress Report(s) in Draft” folder.

Click the project you want to report on; use any of the underlined links on available – they will all bring you to the same form for editing and submission to NIFA.

---

**After opening the progress report form you want to work on:**

- The first “page” (screen) you will come to is the Cover page. The cover page contains the “vital stats,” of the project and are prepopulated based on what was entered when the project was initiated; you cannot edit that data here. If anything is inaccurate and needs to be changed, contact jlee@nifa.usda.gov

**Other Important tips:**

- For guidance completing any REEport form, remember to use the embedded Help Text by clicking on the small blue icon located next to each field found within REEport.

- There are character limits on all fields in REEport, but the main one to be aware of is: for all the large text boxes with the built-in text editor, there is an 8000 character limit, including spaces.
• REEport does not accept graphics, charts, or other images pasted into any of the open text boxes.

• Remember that whenever you enter data on a page, you MUST click one of the navigation buttons at the top or bottom of the page to save your work; while you are permitted to move from page to page within a module using the top menu bar (e.g. moving from “goals” to “products” by clicking those words in the menu bar) doing this will not save your work if you entered anything new on the page.

After the Cover page, you will see all your old friends from when you did your project initiation.

Cover → Participants → Goals → Products → Outcomes
→ Audience → Methods → Summary → Classification

Only this time you will tell what you did in the PREVIOUS year of the grant. For example, if you got funded in 2013 you set up your project. In 2014 you would write about what you did in the first year. You will also have the option to check “Nothing to Report” in each of the categories if there is nothing new to add. Don’t use this as a catch all tool. Try to report on something that happened each year—even if you don’t use all the boxes.

There are a few new boxes, however, in your progress report that you didn’t see when you created your project in REEport.

I. Other Products
II. Accomplishments—which has two main parts
III. Changes and Problems

We’ll look at these new items next.
Enter the significant products/outputs achieved during the project duration as a result of the project’s research, extension or education activities. NIFA considers the terms “products” and “outputs” to be synonymous. Do not include publications, patents, and plant variety protection applications; those should be included only on the "Products" page of this Progress Report.

Other Products/Outputs are activities, events, services, and products that reach people.

- Activities include: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
- Events include: conferences, demonstration sites, field days, symposia, workshops, and trainings.
- Services include: consulting, counseling, and tutoring.
- Products include: audio or video products; curricula; data or databases; equipment or instruments; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.
II. Accomplishments – which has four main parts

Accomplishments Part One:

Note that at the beginning of this page you will see a listing of the “major goals of this project.” This listing is non-editable because it is prepopulated with what you entered as goals for the project in project initiation. Keep in mind that referring back to this listing is helpful when filling in the various fields on the accomplishments page, as anything reported on those fields should related directly back to the goals of the project. The Tribal programs will also have to report data on clients served which will be provided soon after their award face sheet is sent to them.

**Data Field/Box #1: What was accomplished under these goals?**

At the beginning of this box, before information on goals and objectives, include a statement of 1 to 2 paragraphs describing the **IMPACT** of your project.

How to accomplish this:

Revisit the logic model for your project if you have one. Impact statements should arise from the outcomes described in a logic model. A good impact statement in a final report has three elements:

- State the issue in terms that will connect with a broad audience. Think back to what need you were seeking to address when you proposed the project.
- Describe, in general terms, who did what, and the results. Specific quantitative values or trends help validate the impact.
3. Translate those results into broader outcomes in the real world. Engage your peripheral vision in order to remember how the work you are doing is important to the bigger picture and then explain that simply and directly. After making your impact statement(s), report on each goal for the project. For each goal listed in your project initiation form (shown at the top of the page), report for this reporting period on:

- Major activities completed / experiments conducted;
- Data collected;
- Summary statistics and discussion of results and
- Key outcomes or other accomplishments realized.

For the impact statement remember that impacts and key outcomes/accomplishments are defined as changes in knowledge, action, or condition.

A change in knowledge occurs when the participant (scientist, trainee, or citizen) learns or becomes aware.

Examples of a change in new fundamental or applied knowledge significant enough to be included in a publication; methods and techniques; policy knowledge; improved skills; or increased knowledge of decision-making, life skills, and positive life choices among youth and adults.

A change in action occurs when there is a change in behavior or the participants act upon what they have learned (adoption of techniques/methods or a change in practice).

Examples of a change in actions include: application and actual use of fundamental or applied knowledge; adoption of new or improved skills; direct application of information from publications; adoption and use of new methods or improved technologies; use of skills by youth and adults in making informed choices; adoption of practical policy and use of decision-making knowledge.

A change in condition occurs when a societal condition is changed due to a participant's action.

Examples of a change in conditions include: development of human resources; physical, institutional, and information resources that improve infrastructure technology transfer; management and behavioral changes and adjustments; quantified changes in descriptive statistics (trade balance, export sales, etc.); better and less expensive animal health; changes in conditions (e.g., wages, health care benefits, etc.) of the agricultural workforce; higher productivity in food provision; quantified changes in quality-of-life for youth and adults in rural communities; safer food supply; reduced obesity rates and
improved nutrition and health; or higher water quality (e.g., increased water clarity) and a cleaner environment (e.g., measurably reduced pollution).

**NOTE:** Include a discussion of stated goals not yet met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments (such as in later Progress Reports or in the Final Report of this project.

**Data Field/Box #2: Opportunities for training/ personal development has the project created**

Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project.

**Training activities** are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor.

**Professional development** activities result in increased knowledge or skill in one’s area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, click the "nothing to report" box.

**Data Field/Box #3: How have the results been disseminated to communities of interest?**

Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities

**Data Field/Box #4: What do you plan to do during the next reporting period to accomplish the goals?**

Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives. If there are no changes to the agency-approved application or plan...
for this effort (i.e. nothing was submitted through the "project change" module), click the box for "nothing to report."

III. Changes and Problems

Describe major changes/problems in approach and reason(s) for these major changes. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.

Major changes include:

- major problems or delays that may have a significant impact on the rate of expenditure;
- significant deviations from research schedule or goals;
- unexpected outcomes;
- or changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

How to Submit a Progress Report

1. Proceed to the “submit” tab on the sub-menu bar. This is the last screen within the progress report form.
2. If you are satisfied with your report, click the “Submit to NIFA” button.
3. Upon successful submission, you will be brought back to the main screen of your Progress Report module where you will get the following message:

And you are done for another year!! Great. Things go along like this until you reach the end of your grant. That happens no later than the fifth year of your award.

**YIPES!!! I SUBMITTED A TERMINATION REPORT BY MISTAKE. NOW WHAT?**

Send a note to REEport@nifa.usda.gov. If they get the information within 90 days of submission they will help you start over with a progress report. The good news is your final report will stay in the system. That way a lot of your work for the final report is done. When you do have to complete it, all you will really need to do is an update.
FINAL REPORT

Summarizing your accomplishments in the REEport Database
II. Termination Report

You’ve been through all this before....

Sign In.....

Select active projects..

But this time you will choose.....
Click the project you want to report on; use any of the underlined links available – they will all bring you to the same spot.

Note that there is a “final reports past due” folder where you can find a listing of the projects with Final Reports that are past due. In this folder, if you open up any of the PDFs of the project, you will note that the status says “complete.” This is because the REEport system automatically terminates any project that has passed its original end date, even if a Final Report has not been submitted. It is important for PDS to remember that this action does not absolve them from needing to submit a final report for any non-capacity or capacity projects.

**IMPORTANT:** Final reports appear exactly the same as progress reports, with the same data fields and questions. However, the data entered in a final report should apply to the PROJECT DURATION, not just the final reporting year (progress reports only cover one reporting period/year). The only exception to this rule is the FTEs on the Participants page (see details below). In the Final Report, you should report FTEs for the reporting period only; just the same you would as if you were filling out a Progress Report for the final year of the project.

In summary:

- FTEs in the Final Report (on the Participants page) should be calculated and reported for the FINAL REPORTING PERIOD/YEAR only.
- All other data reported in the Final Report should apply to the PROJECT DURATION.

And remember......

- You have an 8,000 character limit including spaces
- Whenever you enter data on a page, you MUST click one of the navigation buttons at the top or bottom of the page to save your work; while you are permitted to move from page to page within a module using the top menu bar (e.g. moving from “goals” to “products” by clicking those words in the menu bar) doing this will not save your work if you entered anything new on the page.
Once all your data have been entered, make sure to click the “Submit to NIFA” button on the last screen, your submit screen.

Upon completing this action take note of the following:

- Your final report is reviewed by a NIFA National Program Leader (NPL). If the NPL deems the report unacceptable for any reason, he or she may request that the report be sent back to you within 90 days for editing and resubmission. Note that when this action is performed, the system will alert you that the report has been sent back; however, no comments on what to change will be included in the email. Your NPL reviewer will communicate with you outside of the REEport system so that you can make the proper edits and resubmit.

- If your submitted final report sits within REEport for 90 days after submission, your report is then considered final and no changes can be made, whether at the request of the NPL or by you.

**YIPES!!! I SUBMITTED A PROGRESS REPORT BY MISTAKE. NOW WHAT?**

Send a note to REEport@nifa.usda.gov. If they get the information within 90 days of submission they will help you start over with a final report. The bad news is you will have to cut and paste all you wrote back into the correct final template before sending.
Extensions & Continuation Awards
Any type of extension, including no-cost extensions and continuation awards are documented within NIFA’s internal grants processing system. Such extensions are then auto-filled into the “end date” field on the project in the REEport system and on all associated Progress and Final Reports.

What to do if your project is getting extended:

1. If you have requested and received approval for a no-cost extension OR if you have been notified that you will be receiving a continuation award for your project, you MUST fill out a progress report for the year that was originally designated as the final year of your project.

2. Upon logging into REEport, you should navigate to the Progress Report Module and locate the draft form for your project in the “drafts” folder.
   a. The end dates shown on your forms in REEport are non-editable because they are controlled and auto-filled by NIFA’s internal grants processing system. You do not need to be concerned if you are editing forms that have not yet been updated to reflect the new end date you have been notified of; this information will get updated in REEport on all forms retroactively once NIFA’s grants management personnel make the appropriate change in our internal system.

3. Make sure NOT to submit a final report. Even though a draft form for this report WILL be visible to you in REEport (in the “Final Report” module), it should only be used in the FINAL year of your project, meaning the year that has just been added to your project as part of the extension/continuation.
   a. **Note:** For continuation awards, this principle will apply each year that you receive continuation funds. Thus, you may “skip” the final report multiple years in a row and only fill out progress reports until you reach the final year of the project.
   b. **Note:** If you do incorrectly submit final report, NIFA will be able to send it back to you so that it is put back in draft status and can be submitted when it is actually required. However, the information you entered into the form is not transferable or “changeable” to becoming a progress report. You will need to re-enter all data into the Progress Report form manually (copying and pasting is suggested where applicable).