Submit a Final Report for a Capacity Project

(Hatch, Hatch Multistate, Evans-Allen, McIntire-Stennis, Animal Health, RREA)

2. Click your REEport link under “Active Applications.”
3. Click the “Final Report” icon.
4. Expand your “Final Report(s) in Draft” folder.

5. Click the title of the project for which you want to complete a Final Report.
6. The first “page” (screen) you will come to is the Cover page. The cover page contains the “vital stats,” of the project; these are prepopulated based on what you entered on your project initiation forms when you first started the project. In order to make changes to any of this data, you must submit a Project Change (consult the REEport Guide for Project Directors for instructions).

7. Proceed with moving through each of the next pages/screens of the Progress Report form by using the navigation buttons at the top and bottom of the page. Make sure to save your work periodically. To review guidance specific to “how to fill out” specific sections of the report (i.e. what information does NIFA want in which data fields?), please consult the “Data Content Instructions” guidance on the next page.

- **IMPORTANT Policy Note**: With the exception of the FTE fields on the Participants page, all data reported in the Final Report should cover the duration of the project, not just the previous year.
8. When you have entered all your data and are satisfied with your progress report, click the “submit” button on your sub-menu bar.

9. There are two levels of submission in order for the report to be received by NIFA. As the Project Director, you are responsible for the first level: Click “submit for review.”

10. Once you’ve completed the step above, your Site Administrator is responsible for submitting the progress report to NIFA. Once this is completed, you will receive an email confirming the submission and with the report attached.

11. NIFA National Program Leaders (NPLs) have 90 days to review your final report and assess whether edits or additions are needed. If the reviewing NPL requests changes, you will be notified via email, and the report will be put back into draft status so that you may make changes and resubmit.