Submit a Project Initiation for a Capacity Project

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

As a PD at a Land Grant Institution, you and/or your Site Administrator have the option to create a new Capacity project proposal whenever you choose. You can then submit that proposal for NIFA review and approval so that you may spend capacity funds on that project. Keep in mind that NIFA has the option to defer or decline your project initiation instead of approving it. If your project is deferred, you will always have the option to resubmit it with the changes that NIFA requested. If your project is declined, that decision is final, and the project cannot be changed or resubmitted.

Create a new capacity project and submit it for NIFA review:

   - If the system does not recognize your email address, it is likely because your Site Admin has not added you to your Land Grant Site as a Project Director. Please contact your Site Administrator to ensure he/she has created an account for you.
   - Click here for additional troubleshooting logon issues.
2. Upon entering the Portal, click the “REEport” link under your “Active Applications.”
3. Upon entering REEport, click the “Project Initiation” icon.
4. Click “create new project.”
   - Note – If your project has already been created by you or your site admin and you are returning to edit/complete entering the project data, do not “create a new project.” Instead, expand your “drafts” folder and click the title of the project you want to work on; then continue to step 6 below.
5. Choose the funding source for your project
   - You will only have the option for funding sources which your institution is eligible to receive. Potential sources are: Hatch, Hatch Multistate, Evans-Allen, Animal Health, McIntire-Stennis, Renewable Resources Extension Act (RREA), State (which means no federal funds are being spent on the project). If your project is not going to be funded by any of the above sources, then you should NOT be creating a new capacity project.
6. The first screen you will be brought to is the Cover Page for your project. Proceed with filling out this screen and then, using the “save and next” buttons, fill out all of the subsequent screens of the project initiation.
   - For detailed instructions on what NIFA expects you to enter in which field, please see consult the REEport Guide for Project Directors.
   - When entering new data on any page, make sure to click “save” or “save and next” before moving to the next page; otherwise, you will lose your work.
   - The last page of the Project Initiation form is the “submit” screen. No data is required here, but there is two parts to the submission process, and it’s important that you understand both parts. These are described in Steps 7 and 8 below.
7. Submit for Review.
   - This submits your project for review by your organization, specifically, directing your submission to the Site Administrator at your organization. Once you submit it, it is no longer editable by you, the PD. If you need it back for editing or if the Site Admin notices something you need to change, he/she can send it back to you; this will put the project back into your “drafts” folder. The “Submit for Review” screen looks like this:

   ![Submit for Review Screen](image)

8. Submit Project for NIFA Review.
   - At most land grant partner sites, only Site Administrators have this capability. As the PD, you should communicate with your Site Admin to make sure your project gets submitted to NIFA in a timely manner. Remember that just because you clicked “submit” for organizational review, NIFA will not receive the project to review until your Site Admin clicks “Submit for NIFA Review.”
   - You should look out for an email notification from REEport when your project has been officially submitted to NIFA for review.

9. Wait for a decision from NIFA; you will receive an email notifying you of the decision.
   - NIFA maintains a 30 day review period policy.
   - If the NIFA National Program Leader (NPL) approves your project, the project officially starts on the start date you requested OR the date of NPL approval, whichever is later.
   - If the NPL defers your project, you are allowed to make the changes requested by the NPL and resubmit the project. Consult the REEport Guide for Project Directors for instructions on resubmitting a deferred project.
   - If the NPL declines your project, that decision is final and the project cannot be resubmitted.