

REReport Quick Guide

Submit a Final Report for a Non-Capacity (Competitive) Project

1. Log into REReport at <http://portal.nifa.usda.gov>
2. Click your REReport link under “Active Applications.”
3. Click the “Final Report” icon.
4. Expand your “Final Report(s) in Draft” folder.

The screenshot shows the REReport system interface. At the top, there is a navigation bar with links: Home, Project Initiation, Progress Report, Financial Report, Reports, Project Change, Final Report (which is highlighted in blue), and Site Administration. Below the navigation bar, the title "Final Reports" is centered. A yellow callout box labeled "Message Board" contains the text: "Per USDA policy, faculty can only report a publication once during the life span of the project. As it is most helpful to have the complete citation for publications, we ask that faculty avoid entering data for publications under review, accepted, etc." Below the message board, there are search fields for "Accession Number", "Project Number", "Proposal Number", "Performing Department", and "Project Director". There are also "Search" and "Clear Search" buttons. At the bottom of the search area, there are links "Expand All Folders" and "Collapse All Folders". A table titled "116 Final Report(s) in Draft" is displayed, showing columns for Accn #, Project #, Reporting Period End Date, Grants.gov #, Proposal #, Title, Proj. Dir, Funding, and View. The table lists three projects:

| Accn # | Project # | Reporting Period End Date | Grants.gov # | Proposal # | Title | Proj. Dir | Funding | View |
|---------|----------------|---------------------------|---------------|------------|------------------------------------|----------------------|------------|---------------------|
| 228718 | MEO-2011-04536 | July 31, 2015 | GRANT11666849 | 2011-04536 | iCook: A 4-H Program to Promot... | White, Adrienne | NON FOR... | PDF |
| 1003394 | MEO21512 | September 30, 2019 | (N/A) | (N/A) | Sustainable nutrient management... | Sarrantonio, Mari... | HATCH | PDF |
| 1003431 | MEO41507 | September 30, 2019 | (N/A) | (N/A) | Forest Soils of Maine in an En... | Fernandez, I | MCINTIR... | PDF |

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. If you notice that any of this data is incorrect, please contact reepoort@nifa.usda.gov to request edits.
7. Proceed with moving through each of the next pages/screens of the Final 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](#)” below.

IMPORTANT: *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. 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.

8. When you have entered all your data and are satisfied with your final report, click the “submit” button on your sub-menu bar.
9. Click the “Submit to NIFA” button; please pay close attention to the following screens and differentiation based on what type of institution you are submitting from.

SUBMIT SCREENS:

If you are part of an 1862 or 1890 LGU, Forestry, or VetMed school, you will only get the option to submit for institutional review by your Site Admin. That screen looks like this:

The screenshot shows a software interface for managing reports. At the top, there's a navigation bar with links: Home, Project Initiation, Progress Report, Financial Report, Reports, Project Change, **Final Report**, Site Administration. Below this is a secondary menu with links: Cover, Participants, Target Audience, Products, Other Products, Accomplishments, Changes Problems, and **Submit**. The main content area has a heading "Submit Final Report for Review" and a link "Review in PDF format". A note below states: "All REEport documents follow this basic workflow: Draft > Submit for Review > Submit to NIFA. If you are submitting for review, be sure to follow through and ensure that your document is submitted to NIFA. Communicate with your REEport Site Administrator as applicable, as you may not have Submit-to-NIFA permissions." At the bottom, a message says "You are about to submit this Final Report for institutional review." and there are two buttons: "Submit for Review" (which is circled in red) and "Save".

If you are a Site Admin submitting on behalf of your faculty OR you are part of 1994 Tribal College or Independent institutions (i.e. NOT a 1862/1890 LGU, Forestry or VetMed school), then your submit screen will look like this:

The screenshot shows a web-based application interface for managing project reports. At the top, there is a navigation bar with links: Home, Project Initiation, Progress Report, Financial Report, Reports, Project Change, Final Report, Site Administration, Cover, Participants, Target Audience, Products, Other Products, Accomplishments, Changes Problems, and Terminate. Below the navigation bar, the main content area has a title "Terminate Project" and a link "Review in PDF format". A note below states: "All REEport documents follow this basic workflow: Draft > Submit for Review > Submit to NIFA. If you are submitting for review, be sure to follow through and ensure that your document is submitted to NIFA. Communicate with your REEport Site Administrator as applicable, as you may not have Submit-to-NIFA permissions." A bolded instruction "By submitting this final report to NIFA, you are indicating that the final report has been completed. This project will be closed once you submit this Final Report." follows. A confirmation message "Are you sure you want to submit this Final Report?" is displayed, with three buttons at the bottom: "Submit to NIFA" (circled in red), "Send Back", and "Save".

10. Upon successful submission, you will be brought back to the main screen of your Final Report module where you will get the below message. You will also receive an email confirmation for the submission of the report with the report attached.

The screenshot shows a confirmation message "Report has been submitted." displayed prominently in a blue box. Below the message, there is a link labeled "Final Reports".

11. The reviewing National Program Leader at NIFA has 90 days to review your final report. The NPL will contact you if changes are needed and will send the report back to your draft folder for editing.