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

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. If you notice that any of this data is incorrect, please contact reeport@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.
When you have entered all your data and are satisfied with your final report, click the “submit” button on your sub-menu bar.

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:

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**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.
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:

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.

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.