

REReport “Cheat Sheet” – Independent Affiliation

This document provides a convenient listing of some of the most salient and helpful points concerning using the REReport system. Please remember that this listing is not comprehensive and should be considered as a general guide to using REReport.

Project Initiation

- The life of your grant begins with the application process in Grants.gov. Once your grant is Recommended for Award, you should receive email notification that your Project Initiation form is awaiting completion in REReport.
- After completing, make sure to click the Submit to NIFA button.


Progress Report

- An Annual Progress report is required to be completed and submitted for each year your project is active. This is done using the Progress Report module.
- You will find that a Progress Report form has been automatically created for each active grant that you have initiated into the REReport system. These are found in the Draft folder and are automatically set to report on the first year of the project. Once completed and submitted, REReport will automatically create a new reporting form for the second year; this will continue for each year until project completion.
- Reporting corresponds with the Anniversary Date of your grant, and so your first report will be due within 90 days after one year from the Start Date of your project.
- A Progress Report cannot be submitted any earlier than 90 days prior to the anniversary date.
- If you have been notified by NIFA program staff that your award will be receiving any type of extension or continuation on the same Award Number, you must submit the progress within 90 days BEFORE the anniversary date.

Final Report

- Final Reports are required to be completed and submitted within 90 days after project completion. This is done using the Final Report module.
- The Final Report form is automatically created for each active grant that you have initiated into the REEport system and can be found in the Draft folder. This report covers the entire length of the project, from Start date to End date.
- The Final Report may be submitted at any time, and doing so changes the project status to Completed. This is the only way to officially close out your grant, even if you are terminating the project early.
- If you have been notified by NIFA program staff that your award will be receiving any type of extension or continuation on the same Award Number, DO NOT submit a Final Report, as this will close out your project.

General

- 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.
- Depending on the type of grant you received, when completing REEport forms, there may be additional content guidance available from NIFA program staff. Program contacts are listed on your NIFA Award Face Sheet.
- There are character limits on all fields in REEport, but the only one worth noting is for all the large text boxes with the built-in text editor; they have an 8000 character limit, including spaces.