United States Department of Agriculture

National Institute of Food and Agriculture

REEport

Research, Extension, & Education Project Online Reporting Tool

Best Practices

Topics

- REEport Refresher
- Capacity vs. Non-Capacity (Competitive Grants)
- Communicating with Faculty
- Best Practices for “FAQs”
  - Accomplishments Reporting
  - FTE Calculations
  - Student FTEs and CIP Codes
  - Products and Other Products
  - Final Report Accomplishments
- REEport Resources

United States Department of Agriculture

National Institute of Food and Agriculture

REEport Refresher

REEport Terminology

- **Project Initiation** – The form you submit in order to begin a project and make it 'active.'
- **Progress Report** – The form you submit annually to report the progress and accomplishments of the project in the past year.
- **Final Report** – The form you submit at the end of the project (or to terminate the project early or complete a PD transfer). *Accomplishments reported on this report cover the LIFE of the project, not just the most recent year.*

REEport Terminology (cont'd)

- **Financial Report** - The form that only a Site Admin or Financial Admin submits for all projects that were active in a given fiscal year; federal and non-federal expenditures and FTEs are reported for each project.

- **Program of Research** – The form that only a Site Admin submits for McIntire Stennis and Animal Health Programs (only appears in REEport if institution is eligible for those funds).

United States Department of Agriculture
National Institute of Food and Agriculture

Capacity vs. Non-Capacity

Definitions

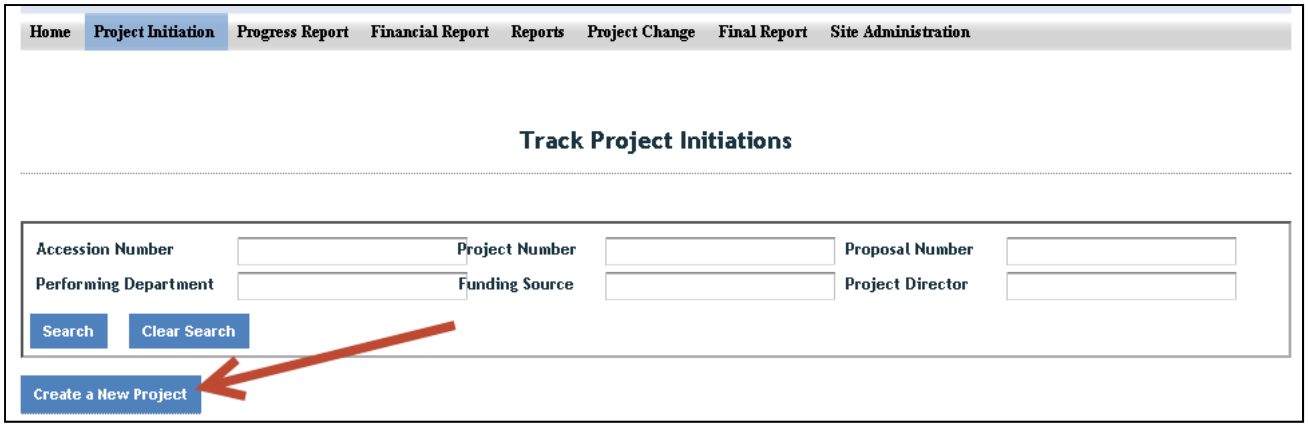
- Capacity Project – A project that is funded by one of the following funding types: Hatch (incl. multistate), Evans Allen, Animal Health, McIntire Stennis, RREA, State.

- Non-Capacity Project – Often called a "grant," it's a project usually competitively awarded by NIFA and is funded by funding types such as AFRI, SBIR, SCRI, etc.

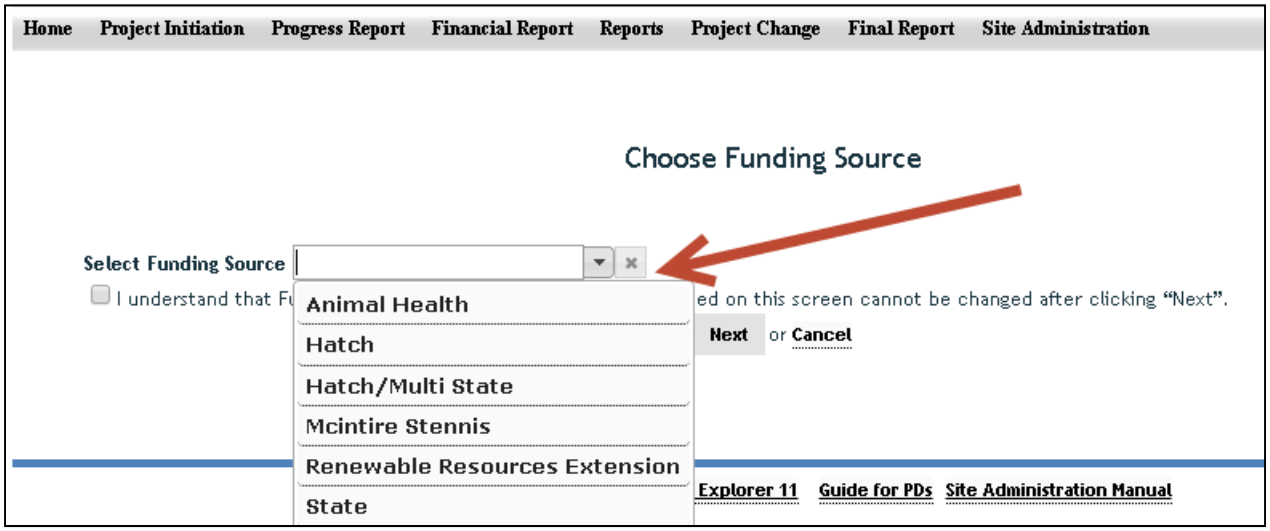
Entering Project Data

- Shell for non-capacity Project Initiation is generated by the system; cover page is pre-populated.
- Project Initiation for Capacity is begun “from scratch”; you choose funding source.
- Progress Reports and Final Reports are generated by the system for both; only one period of performance available at a time.

Capacity template is started from “scratch” by choosing to “create new project.”

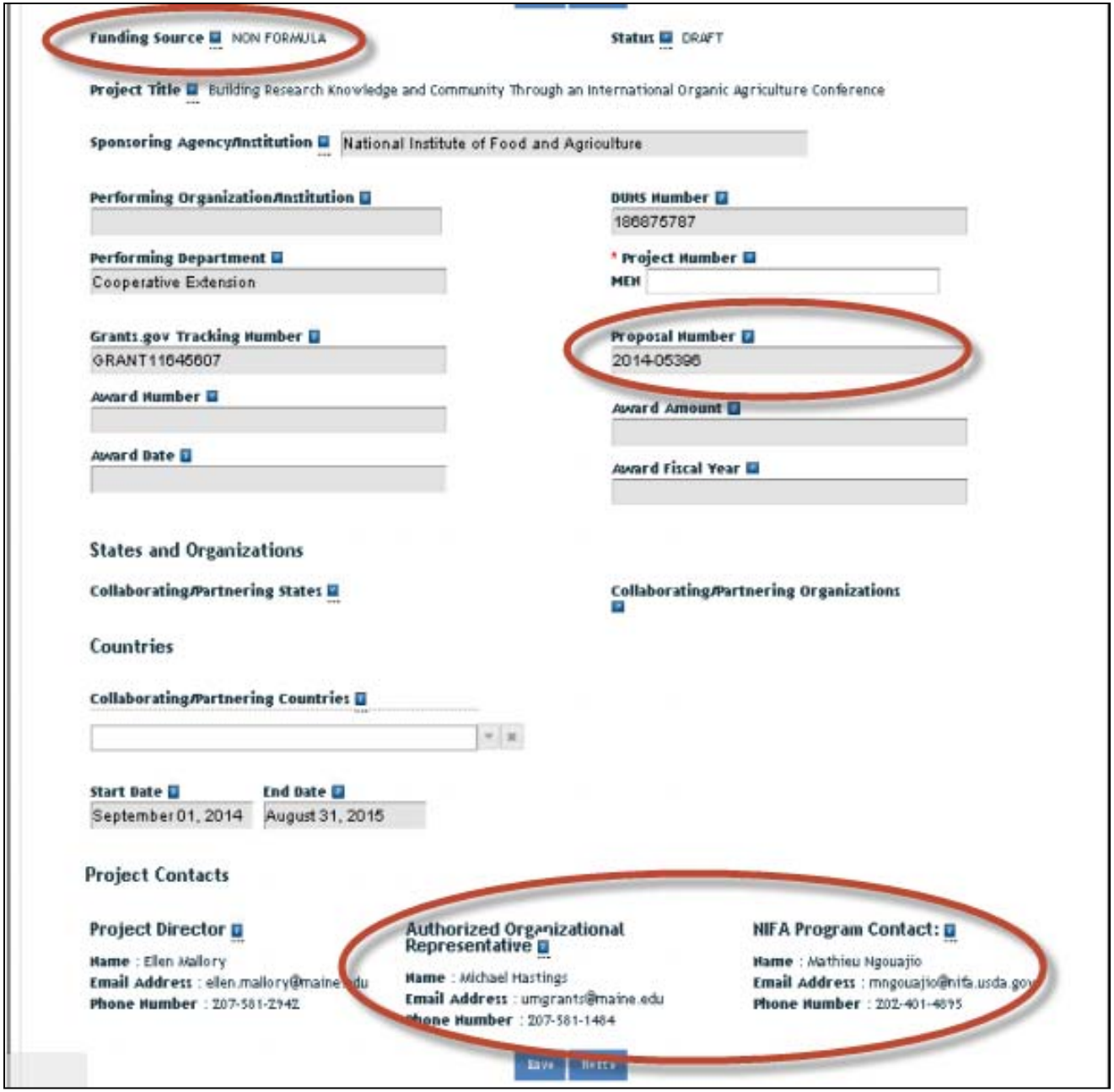


Then pick the funding source:



Non-Capacity template is created for you by REEport. It is found in the “Drafts” folder of project initiation module.

The cover page is prepopulated and contains three important fields that capacity projects do not have: Non-Formula funding source, proposal number, and project contacts for AOR and NIFA NPL.



Due Dates

Report Type	Capacity	Non-Capacity
Project Initiation	Any Time	As soon as PD is notified of award recommendation
Progress Report	March 1 each year	Within 90 days after the anniversary of the start date*
Final Report	March 1 after the final year of the project	Within 90 days after the project end date

*If the project is a continuation award, the progress report is due within 90 days BEFORE the anniversary of the start date; NIFA program leaders send emails requesting the report usually 60 days beforehand.

United States Department of Agriculture | National Institute of Food and Agriculture

Changing Project Data

Data Field	Capacity	Non-Capacity
PD Name/Email	Project Change	CREEMS > REEport
Co-PDs	Project Change	CREEMS > REEport
Keywords	Project Change	CREEMS > REEport
General "Cover Page" Data	Project Change	CREEMS > REEport
Non-Technical Summary*	Project Change	Cannot be changed after submission of Project Initiation
End Date (Changing the end date is the same as requesting an extension on the project.)	Project Change (Make a "comment" at the end of the project change that the end date/extension is what you are requesting.)	CREEMS > REEport

Applicable to most fields of the project initiation that are NOT part of the cover page.

United States Department of Agriculture
National Institute of Food and Agriculture

Communicating with Faculty

How do some do it?

Communicating with Faculty

- Process for quality reports
  - REEport Training
  - Helpful Hints Documents
  - Checklists
  - Internal Deadlines

Project Initiation

- Internal Deadlines
- Use as a basis for Progress Reports
  - Expected Outcomes: accomplishments that lead to a project impact
  - FTE's for life of the project
  - Assurance Statements

Progress and Final Reports

- Internal Deadlines
- Review Process = Quality Control
  - FTE's
  - Accomplishment and Impacts
  - Products

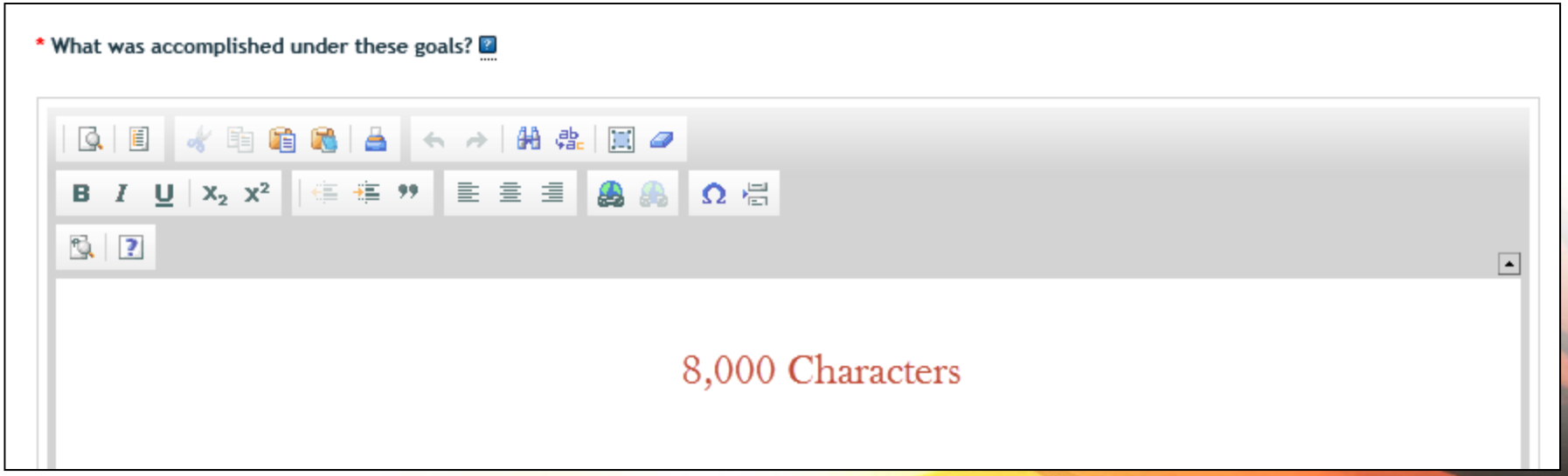
United States Department of Agriculture | National Institute of Food and Agriculture

Best Practices for "FAQs"

- Accomplishments Reporting
- FTE Calculations
- Student FTEs and CIP Codes
- Products and Other Products

Accomplishments Reporting

- **Pay attention to the help text!**
- The most important field on the progress report & final report is on the "Accomplishments" page.



Example of what the Help Text provides:

Include a statement of 1 to 2 paragraphs describing the **IMPACT** of your project. This statement will be a primary tool for briefing leadership and legislators about what has been accomplished with the public funding invested in grant programs. It is imperative that this portion of your report be written in plain, non-technical language. Where possible, use numbers that will be meaningful to non-scientific audiences such as community leaders, politicians, taxpayers, and farmers. **You will need to translate results of your work into lay terms – things that everyday people can relate to. Consider reporting things like changes in economics, community dynamics, environmental conditions, or agricultural norms.**

United States Department of Agriculture | National Institute of Food and Agriculture

3 Questions to Guide Faculty on Providing Quality Accomplishments

(This is what NIFA is looking for!)

1. Concisely answer: What is the issue, problem, or need that your project addresses (i.e. what are you trying to help solve, fix, mitigate, improve?) 300 characters

2. In a few sentences, what did your project do about this issue/problem during this reporting period? 500 characters
   - Hint #1: Refer to your project logic model if you have one and use the INPUTS, OUTPUTS, and OUTCOMES to help describe the accomplishments.
   - Hint #2: What you say your project did should be a lead into answering the next question…

3. Who or what is/will be most immediately helped by your work, and how? (i.e. what audience did you originally intend for your work to impact?) 300 characters
   - Hint #1: Did your intended audience gain knowledge, change their actions, or change a community/societal/social condition?
   - Hint #2: State any quantifiable benefits that resulted or will result from or support these changes – dollars saved, increased earnings, increased production, percentage trained, gallons/acres saved, etc.

Difference Between Progress and Final Reports

- Progress Report covers only the most recent 1 year period of performance.
- Final Report covers LIFE of project.
- Do not copy and paste or “re-list” all of your previously reported accomplishments in your Final Report
  - Summarize what you previously reported and spend more time describing the overall/ultimate impact of the project.

FTE Calculations

- Progress and Final Reports should reflect the *total amount of effort put forth towards a project during the reporting year.*
- Research Performance Progress Report requires FTEs to be collected by the amount of *TIME* a person dedicates toward a project.
  - An FTE or any fraction thereof should NOT be calculated based on funding tied to the project.
  - Do not count volunteers, but include paid persons (including sub-awardees) who contributed a measurable amount of time toward a project.

Student FTEs and CIP Codes

- NIFA's Intent: To track what areas of study students and post-docs at our partner institutions are pursuing while working on projects that are being supported by NIFA funds.
- Students or Post-Docs not officially enrolled in a specific training program can still be associated with a CIP code.
- In cases where post-docs at a university are treated not as students in a training program but as actual scientists, their effort may be entered as a Scientist Year (SY) instead of a student FTE (enter their FTE number in the "faculty and non-students" column); a CIP code would then not need to be selected.

FTE Matrix in Progress and Final Reports

Role	Faculty and Non-Students	Students with Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	0.0	0.0	0.0	0.0	0.0
Professional	0.0	0.0	0.0	0.0	0.0
Technical	0.0	0.0	0.0	0.0	0.0
Administrative	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
Computed Total	0.0	0.0	0.0	0.0	0.0

Products and Other Products

- Publications on the "Products" page should be entered one at a time by using the blue "plus" button.
- No limit to the amount of publications that can be listed, *but it is not acceptable to enter more than one citation in the "Citation" field.*
- **Example**:
  - If you have four different journal articles that were published in 2014, you should not choose "journal articles" as the publication type and then list all four citations in the single citation field.
  - Instead, choose "journal articles" as the publication type four separate times and then list the specific citation for each individually.

Other Products = Outputs

- NIFA considers "Other Products" to be synonymous with the term "Outputs."
  - NIFA defines an output as: A program/project's tangible activities, services, events, and products that reach people (individuals, groups, and agencies) who participate in or are targeted by the program/project…outputs are "what we do, what we offer."

Examples of Outputs	NOT Outputs
Newsletter	Informal/ad hoc meetings
Website	Mentor/mentee relationship
New Cultivar	Connecting people (unless a specific service that is offered/promoted)
Workshop	Sending an email with website links to 3rd party information

United States Department of Agriculture
National Institute of Food and Agriculture

REEport Resources

NIFA's New Website

- The "Search" feature of NIFA's new website is helpful for finding whatever resource you need. For example, go to www.nifa.usda.gov and search for:
  - REEport Guide for Project Directors
  - REEport Quick Guides
- The main REEport URL for all REEport related resources is: www.nifa.usda.gov/tool/reeport

REEport Quick Guides

Benefits:

- Each is 2-3 pages
- Split between capacity and non-capacity
  - Further refined by the report “type” a person wants to fill out and submit (Project Initiation, Progress Report, Final Report)
- Easily shared via email or direct links
- Insert your own steps or extra instructions for faculty if you’d like!
- Print out for easy reference

Customer Support

- Help Desk: electronic@nifa.usda.gov
  - This reaches at least 5 people at the NIFA "Tier 1" help desk, and you are assured to get the fastest response this way. The help desk works closely with the REEport team to troubleshoot issues.

- REEport Customer Service Team:
  - Adam Preuter: apreuter@nifa.usda.gov, 202-690-0124
  - James Hultzman: james.hultzman@nifa.usda.gov, 202-690-0011
  - Katelyn Sellers: ksellers@nifa.usda.gov.gov, 202-401-5482

United States Department of Agriculture

National Institute of Food and Agriculture

Questions & Discussion

What do *you do* that works well?
Share with us!