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FOOD PRODUCTION
AND SUSTAINABILITY

YOUTH, FAMILY,
AND COMMUNITY

FOOD SAFETY
AND NUTRITION

INTERNATIONAL PROGRAMS

Research, Extension, & Education Project Online Reporting Tool

Project Financial Report



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Topics

- **Basics of the Project Financial Report**
- **Common Questions and Hurdles**
- **Technical Issues**
- **Changes for Next Year**



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Basics of Project Financial Report



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REEReport Financial Manual

- It is **HIGHLY** recommended that you read the manual in it's entirety – it's not that long.
- Everything is not covered today.
- There are many tips to be aware of which will help avoid future frustration.
- DEMO: Search New NIFA site.

<http://nifa.usda.gov/resource/reerport-financial-report-manual>



What is the Financial Report?

- Project level report that details all expenditures by funding source.
- Includes all FTEs that supported the project.
- Completed in REEport.
- Reporting the most recently completed federal fiscal year.
- FY2014 – Capacity Only.
- FY2015 – Capacity and Non-Capacity.
- Due February 1st.
- The report is used for research planning and is not an auditable document.



Access and Administration

- Site Administrators have access by default.
- Any user has access when assigned Financial Administrator role by Site Admin.
- Workflows - Site Admin determines who can submit report to NIFA.
 - Site Admin only.
 - Site Admin and Financial Admin.



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How it Works – Brief Overview

- **Data Entry**
 - Manually keyed in.
 - Batch upload using .csv file.
- **Clear Alerts and Review**
 - Errors in data are flagged and must be corrected.
 - Review Summary PDF
- **Submit to NIFA**
 - Onscreen confirmation
 - Email confirmation
 - No submission history



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How it Works – Brief Overview

[Home](#) [Project Initiation](#) [Progress Report](#) [Financial Report](#) [Reports](#) [Project Change](#) [Final Report](#) [Site Administration](#)

Track Project Financial Reports for Fiscal Year 2014 ▼

Accession Number	<input type="text"/>	Project Number	<input type="text"/>	Proposal Number	<input type="text"/>
Performing Department	<input type="text"/>	Funding Source	<input type="text"/>	Project Director	<input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Clear Search"/>			

[Download](#)

[Upload](#)

[Submit to NIFA](#)

[Summary PDF](#)

[Expand All Folders](#) [Collapse All Folders](#)

📁 0 Project Financial Report(s) with Alerts

📁 180 Project Financial Report(s) Due to NIFA





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How it Works – Brief Overview

[Expand All Folders](#) [Collapse All Folders](#)

+ 0 Project Financial Report(s) with Alerts

- 180 Project Financial Report(s) Due to NIFA



Accn #	Project #	Proposal #	Title	Department	Proj. Dir	Funding	Proj. Status	Start Date	End Date	Total Expend	View	Alerts
200000	1000000	01-10	Research to improve the production of biomass for bioenergy	Horticulture	Timothy Hoffman	HATCH	ACTIVE	09/01/2010	08/31/2015	\$0.00	PDF	None
200000	1000000	01-1001	Research to improve the production of biomass for bioenergy	Agronomy	Timothy Hoffman	NON FOR...	ACTIVE	09/01/2014	08/31/2017	\$0.00	PDF	None
200000	1000000	01-1002	Research to improve the production of biomass for bioenergy	Agric & Bios...	Timothy Hoffman	NON FOR...	ACTIVE	09/01/2014	08/31/2017	\$0.00	PDF	None



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How it Works – Brief Overview

Project Financial Report

Save Cancel

Project Information

Title

[Redacted Title]

Accession Number

[Redacted Accession Number]

Organization Name

[Redacted Organization Name]

Project Director

[Redacted Project Director]

Project Number

[Redacted Project Number]

Funding Source

HATCH

Fiscal Year

2014

Allocation of Funds to Work Unit / Project at Location

Federal Funds NIFA Administered

Hatch Funds	201	\$	<input type="text"/>
Multi State Funds	202	\$	<input type="text"/>
McIntire-Stennis Funds	203	\$	<input type="text"/>
Contracts, Grants, Cooperative Agreements	204	\$	<input type="text"/>
Other Funds (Animal Health Sec. 1433, Evans-Allen, Other NIFA)	205	\$	<input type="text"/>
Total NIFA Funds	231	\$	0.00



How it Works – Brief Overview



Download

Upload

Submit to NIFA

Summary PDF

Expand All Folders Collapse All Folders

+ 📁 0 Project Financial Report(s) with Alerts

+ 📁 180 Project Financial Report(s) Due to NIFA

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	NOTE: Project & Accession # should be text fields; all funding is to the nearest dollar; and all staff is only 1 decimal place.														
2			201	202	203	204	205	219	209	310	308	311	316	312	313
3	PROJ # (PI Accession Hatch	Regional FMcIntire/ Grants					Animal HeUSDA	NSF	DOE	AID	DOD	NIH	PHS	HHS	
4	XXXXXXXXXX	XXXXXXXXXX													
5	XXXXXXXXXX	XXXXXXXXXX													
6	XXXXXXXXXX	XXXXXXXXXX													
7	XXXXXXXXXX	XXXXXXXXXX													
8	XXXXXXXXXX	XXXXXXXXXX													
9	XXXXXXXXXX	XXXXXXXXXX													
10	XXXXXXXXXX	XXXXXXXXXX													
11	XXXXXXXXXX	XXXXXXXXXX													
12	XXXXXXXXXX	XXXXXXXXXX													





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Common Questions and Hurdles



CSV File and the Worktable

- **Worktable projects cannot be deleted or added**
 - You either enter data on them or you don't.
- **Downloaded CSV is current status of worktable**
 - Includes any data already entered.
 - Filters.
- **Data entered on uploaded CSV enters data into worktable**
 - ONLY FOR THE PROJECTS LISTED ON THE CSV!
 - DELETING A PROJECT FROM CSV DOES NOT DELETE THE PROJECT OR ANY DATA ON IT FROM THE WORKTABLE!
- **CSV Upload is NOT Submission to NIFA**



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Due to NIFA Folder

- **Not required to report on all listed projects.**
- **Exceptions for listed projects:**
 - Non-Capacity (FY2014 only)
 - No Expenditures
 - State Projects
 - RREA – Renewable Resources Extension
 - Administrative Projects



State Projects and Capacity

- **McIntire-Stennis**

- In REEport, the documentation and reporting of financial expenditures on forestry related State projects **DOES** impact the formula calculation for the amount of McIntire-Stennis dollars your institution will receive in a given year. Specifically, expenditures reported on fields 220-223 are taken into account.
- A project is determined to be forestry related, and at what level, based on how it was classified at the time of initiation in REEport or CRIS.
 - For projects that were initiated in CRIS, the forestry component is determined by the “Forestry %” field. This field is no longer used in REEport.
 - For projects initiated in REEport, the forestry component is determined by the listed percentages of forestry related Knowledge Areas, as entered in the Classification section of the Project Initiation form.



State Projects and Capacity

- **Animal Health**

- In REEport, the documentation and reporting of financial expenditures on Animal Health related State projects **DOES NOT** impact the formula calculation for the amount of Animal Health dollars your institution will receive in a given year.
- There is a separate process called the Capacity Report, which is conducted directly with Dr. Gary Sherman, outside of REEport. In this process, it is your institution's responsibility to report all Animal Health related projects. This demonstrates capacity and has a direct impact on Animal Health dollars received from NIFA.



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Verification Reports and OD-1088

- OD-1088 - <http://nifa.usda.gov/reepport-resources-land-grant-partners>
 - Listing of every Land Grant University and the amount of funding received from NIFA for each of the five Capacity funding types that require project level financial reporting:
 - Hatch
 - Hatch Multistate
 - McIntire-Stennis
 - Evans-Allen
 - Animal Health

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CONSOLIDATED OD-1088 DATA -- FISCAL YEAR 2014								
STATE	INSTITUTION NAME	INSTITUTION TYPE	INSTITUTION CODE	HATCH	MULTISTATE*	McINTIRE-STENNIS	ANIMAL HEALTH	EVANS-ALLEN
AK	University of Alaska	SAES	ALK	1,079,587	195,676	580,759		
AL	Auburn University	SAES	ALA	3,924,771	1,200,882		34,878	
AL	Auburn University	Forestry	ALAZ			430,159		
AL	ALABAMA, Normal - Alabama A&M University	1890	ALAX			322,620		2,683,894
AL	ALABAMA, Tuskegee - Tuskegee University	1890	AL.X			322,620		2,664,788
AL	Auburn University, School of Veterinary Medicine	Vet	ALAV				14,727	
AL	Tuskegee University, School of Veterinary Medicine	Vet	AL.V				11,661	
AR	University of Arkansas	SAES	ARK	3,340,006	995,492	972,348	75,436	
AR	UNIVERSITY OF ARKANSAS - PINE BLUFF	1890	AR.X					2,314,040
AS	American Samoa Community College	SAES	SAM	989,410	29,705	44,900		



Verification Reports and OD-1088

- **Verification Reports – What is Expected?**

Please respond to the **highlighted** items.

If you are missing reports that are **NOT highlighted**, it is because there were no errors associated with these reports. They are blank, and therefore were not included.

- **SAFE01B** - Project Summary: PLEASE VERIFY.
- **VER41902** - Report Comparison with Formula Fund Allocations: If exceptions are due to carryover of funds, PLEASE VERIFY. Other exceptions should be reconciled in REEport and your dataset resubmitted.
- VER41903 – Duplicate Project Number – REEport allows duplicate PNs, so you may disregard the errors in this report.



Verification Reports and OD-1088

- **Verification Reports – What is Expected?**
 - **Errors must be corrected**
 - **If there are no errors**
 - Review the reports and provide verification that the data accurately reflects what you have reported.
 - Provide brief explanation regarding any noted exceptions.
 - **VER41902** – Comparison of NIFA funding (OD-1088) and what you reported as expenditures.
 - Carryover of funding from previous year?
 - Carryover of funding to next year?
 - **VER41912** – Comparison of expenditures reported between this year and last year.
 - Changes in funding?
 - Any number of internal factors?



Workflows and Duplicate FTEs

- **Financial Admin**
 - Submit to NIFA button not clickable.
 - Site Admin needs to set workflow to allow Financial Admin to submit to NIFA.
- **FTE Duplicate Reporting**
 - Reported on both Financial Report and Progress/Final Reports.
 - There are additional FTE fields in the Progress and Final Reports that are not found in the Financial Report, and so NIFA understands that the reported numbers may not exactly match. However, all numbers reported should be accurate.
 - There are plans to fix this.



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Technical Issues



Invalid Accession Number

- **CSV Upload – Invalid Accession Number Error**
 - Initial CSV template contained all valid projects based on date.
 - Certain projects had date changed, making them **invalid** for current FY, but the CSV template never updated.
 - On upload, validation checks are run, flagging the invalid projects.
 - This issue should be resolved. If not, email apreuter@nifa.usda.gov.
- **Other Causes**
 - Manually adding projects to CSV file after download.
 - Adding extra summary rows.



Internal Incorrect FTE Rounding

- **Internal System** – data received from REEport
 - System was incorrectly rounding FTE data, resulting in invalid data in Verification Reports.
 - Did not affect financial data.
 - Since REEport FTE data was correct, fix was implemented internally, and then data simply reprocessed.
 - No action required for most institutions – just delayed internal processing and generation of Verification Reports.
- **Other Causes**
 - Manually adding projects to CSV file after download.
 - Adding extra summary rows.



REEReport Summary vs. Verification Report Summary

- **Small Financial Differences**

- Previous system rounded to the nearest dollar, and did not allow for decimals.
- REEReport allows for as many decimal places as you like, and then rounds to the nearest cent.
- Internal system not updated to account for decimals, and still rounds to nearest dollar.
- Typically results in small differences.
- Only occurs if you entered decimals on financial data.



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Changes for Next Year



Non-Capacity Reporting

- **Starting FY2015**

- Reporting on Non-Capacity projects is required.
- All eligible projects automatically included in CSV template.

- **Clarification**

- Requirement added to grant terms and conditions for all Non-Capacity projects that began as of 10/01/2014 (FY2015).
- Projects that began before this may be active in FY2015, and are therefore eligible for reporting, but not required.
- NIFA appreciates reporting on **ALL** eligible Non-Capacity projects, starting in the next reporting cycle.

Duplicate FTE Reporting

- **In Financial and Progress Reporting - plan to remove one**
 - Remove from Financial Report.
 - Keep reporting FTE data in Progress/Final Reports.
 - Not sure on the timetable. Possible it may not be changed in time for the next reporting cycle. But we will work to avoid this.
 - Investigating possibility of batch reporting for FTE data. **This is not confirmed. There are significant technical and policy hurdles to overcome!**



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Self-Service

- **Remove All Manual Processing by NIFA**
 - All processing contained within REEport.
 - Internal system used now removed entirely.
 - All business rules, validations, error detection, confirmations, Director's Reports, etc. will be built into REEport.
 - You will only need NIFA support for any technical issues.
 - Hooray!



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REEReport Resources



NIFA's New Website

- **All REEport related resources can be found on the REEport Tools page:**
 - Go to: nifa.usda.gov
 - Click on **Tools** in the top menu.
 - Click on **REEport**.
 - <http://nifa.usda.gov/tool/reeport>
- **Or use the search utility from any page.**
- **Examples:**
 - Guide for Project Directors
 - Quick Guides
 - Financial Manual
 - 1088



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, 202-401-5482



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Questions & Discussion