



National Institute  
of Food  
and Agriculture



# Research, Extension, & Education Project Online Reporting Tool

## REERport Basics



# Topics

- Introduction & Terminology
- Reporting Life Cycle and REEport's Connection to Other Systems
- Policies and Functions
- Live Demo
- Communicating Issues and Problems
- Training & Resources



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# *Introduction & Terminology*

## What is REEport?



# REEReport.....

- Is NIFA's primary grant reporting system.
- Is used by LGUs to send in project initiations, progress reports, final reports (for both capacity and non-capacity projects).
- Is used by NPLs to approve projects, progress, and final reports.



# Who uses REEport?

- YOU as a Site Administrator or other types of administration support personnel.
- Faculty – “Project Directors”
  - They can be recipients of NIFA competitive grants or faculty who are supported by or using NIFA capacity funds in some way (e.g. salary is paid with Hatch dollars)
  - A PD can have both capacity and non-capacity (competitive) projects



# REEReport 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.





# REEReport 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 REEReport if institution is eligible for those funds).

# Defining a Project Type

- 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 programs such as AFRI, SBIR, SCRI, etc.





# Requirements

- All Projects require four different “report types” to be submitted to NIFA at various points throughout the life of the project
  - Project Initiation
  - Progress Report(s)
  - Final Report
  - Financial Report



# Entering Project Data

- Shell for non-capacity Project Initiation is generated by the system; cover page is pre-populated.
  - WARNING: Do not use the capacity project function to create a new project when NIFA is asking for the project initiation for a competitive grant; you must wait for the shell we provide.
- 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.”

Home Project Initiation Progress Report Financial Report Reports Project Change Final Report Site Administration

Track Project Initiations

Accession Number  Project Number  Proposal Number

Performing Department  Funding Source  Project Director

Search Clear Search

Create a New Project

Then pick the funding source:

Home Project Initiation Progress Report Financial Report Reports Project Change Final Report Site Administration

Choose Funding Source

Select Funding Source

☐ I understand that F

Animal Health

Hatch

Hatch/Multi State

McIntire Stennis

Renewable Resources Extension

State

ed on this screen cannot be changed after clicking “Next”.

Next or Cancel

Explorer 11 Guide for PDs Site Administration Manual

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:

1. Non-Formula funding source
2. Proposal Number
3. Project Contacts for AOR and NIFA NPL

**Funding Source** ☒ NON FORMULA **Status** ☒ DRAFT

**Project Title** ☒ Building Research Knowledge and Community Through an International Organic Agriculture Conference

**Sponsoring Agency/Institution** ☒ National Institute of Food and Agriculture

**Performing Organization/Institution** ☒

**Performing Department** ☒ Cooperative Extension

**Grants.gov Tracking Number** ☒ GRANT11645607

**Award Number** ☒

**Award Date** ☒

**DUNS Number** ☒ 186875787

**Project Number** ☒ MEN

**Proposal Number** ☒ 2014-05396

**Award Amount** ☒

**Award Fiscal Year** ☒

**States and Organizations**

**Collaborating/Partnering States** ☒

**Countries**

**Collaborating/Partnering Countries** ☒

**Start Date** ☒ September 01, 2014 **End Date** ☒ August 31, 2015

**Project Contacts**

**Project Director** ☒  
Name : Ellen Mallory  
Email Address : ellen.mallory@maine.edu  
Phone Number : 207-581-2942

**Authorized Organizational Representative** ☒  
Name : Michael Hastings  
Email Address : umgrants@maine.edu  
Phone Number : 207-581-1484

**NIFA Program Contact:** ☒  
Name : Mathieu Ngouajio  
Email Address : mngouajio@nifa.usda.gov  
Phone Number : 202-401-4895

**Save** **Reset**



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# 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
Financial Report	February 1 each year	February 1 each year

\*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.



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# *Reporting Life Cycle and REEport's Connection to Other Systems*





# Reporting Life Cycle in REEport

## 1. PD/SA submits a Project Initiation



- NIFA receives confirmation notice
- Capacity projects are reviewed and approved/not approve/deferred by NPLs
- There is no review/approval done on non-capacity project; changes cannot be made.

## 2. PD/SA submits a Progress Report for each 12 month reporting period.



- NIFA can “send back” within 90 days after it was submitted; 90 day clock restarts with each resubmission.

## 3. PD/SA submits a Final Report after the project's end date

- NPL/you can “send back” within 90 days after it was submitted; 90 day clock restarts with each resubmission.



# Example: Life of a Hatch Project

- **Project begins on Oct 1, 2014 and ends on Sept 30, 2018 (4 year project)**
  - Project initiation is submitted at least 30 days before Oct 1, 2014.
  - First Progress Report shell covers 10/1/2014 – 09/30/2015.
  - Progress Reports are due March 1<sup>st</sup> each year, with the first report due 03/01/2016. The following Progress Reports submitted in 2017, and 2018.
  - In January 2018, PD requests an extension for an additional year; new end date is Sept 30, 2019, so now another progress report is due in March, 2019.
  - The Final Report is due by March 1, 2020.

# Further Understanding the *Non-Capacity* Life Cycle



- Award data is sent from CREEMS (NIFA's internal grant processing system) to REEport
- REEport creates project reporting shells and notifies grantee to submit forms
- PD submits forms and then project data is sent from REEport to CRIS so that it can be publicly viewed (this step is also true for capacity project data).



# Non-Capacity Life Cycle Cont'd

- Overnight, PD will get a notification email from REEport telling them to fill out their Project Initiation.
- “Claim” email for correct assignment.
- CREEMS sends “cover page” information to REEport.
- REEport creates “project initiation shell” with prepopulated data from CREEMS
  - If any of these data ever need to be changed, it must be done in CREEMS! (Email [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov))
  - Will then automatically populate into REEport
  - Examples: PD email, end date on project, keywords, Co-PD names/emails



# Non-Capacity Life Cycle Cont'd

- **IMPORTANT:** The PD's access is entirely dependent on their email address on the award in CREEMS.
  - That is the email address their account in Portal/REEmport is tied to.
  - Must be functional in order for PDs to receive auto-emails and reset their password.
  - If it's wrong, email [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov) to change it.



# REEReport's Connection to CRIS

- CRIS (Current Research Information System) is NIFA's public interface to searching/viewing project data.
- REEReport sends 'most' project data to CRIS.
  - Some fields are not currently accepted by CRIS; those data stay stored in REEReport.
- CRIS is updated weekly.
  - You may see something from REEReport in CRIS the next day, or it may take up to seven days.





# REEReport's Connection to CRIS

- If something is in CRIS, it's DEFINITELY in REEReport.
- If something is in REEReport, it's not necessarily in CRIS.
- **REEReport is the system of record and what is official for grant reporting/requirement purposes.**



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# *REReport Policies & Functions*



# Length of Capacity Projects

- Limited to 5 years or less
  - First one year extension can be “requested” by using the project change module; does not need NPL approval unless other fields are also changed.
  - Second one year extension requires NPL approval
  - Example: An initial five year project cannot be extended; a four year project can be extended once; a three year project can be extended twice.



# Length of Non-Capacity Projects

- Each competitive program has its own limits; consult with the NPL on the project.
- Extensions (or early terminations) are requested by contacting the program contact in Box 14 of the Award Face Sheet
- Any changes in end date are made by NIFA staff in CREEMS and are then reflected on all REEport documentation automatically.



# Changing Project Data on Project Initiations

- Capacity project data can only be changed by the institution (e.g. the PD or the Site Admin) by using the Project Change Module.
  - NIFA staff cannot manually make changes for you.
- Non-capacity project data can only be changed if the data field is one in CREEMS; email [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov) with requests.

# Changing Project Data on Progress and Final Reports

- Reports that have been submitted to NIFA can be “sent back” to control of the PD/Site Admin if the report was submitted less than 90 days ago (90 day clock restarts with each resubmission).
- Reports that have been submitted more than 90 days ago are “frozen” as is in the system.
- NIFA staff cannot make manual changes to data.





# How to Change 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.***



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# *REEReport Live Demo*



## Track Project Initiations

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"/>			

[Create a New Project](#)

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

### 3 Project(s) In Draft Stage

Accn #	Project #	Grants.gov #	Proposal #	Title	Department	Proj. Dir	Funding	View
(None)	(None)	GRANT11745769	2014-10397	Training new plant breeding le...	Plant Sciences	Brummer, Edward	NON FOR...	<a href="#">PDF</a>
(None)	CA-D-PPA-2290-OG	GRANT11868788	2015-04607	Influence of potato leafroll v...	Office of Re...	Casteel, Clare	NON FOR...	<a href="#">PDF</a>
230968	CA-D-NTR-2181-RR	(N/A)	(N/A)	EFNEP Related Research, Progra...	Nutrition	Townsend, M	HATCH/M...	<a href="#">PDF</a>

### 0 Project(s) Pending Submission to NIFA

### 0 Project(s) Submitted to NIFA

### 5 Declined Project(s)

### 1 Deferred Project(s)

### 426 Active Project(s)

### 177 Changed Project(s)

### 321 Completed Project(s)

### 28 Project(s) with Past Due Final Reports



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

## Track Progress Reports

Accession Number	<input type="text" value="205653"/>	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"/>			

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

### 448 Progress Report(s) in Draft (1 match found)

Accn #	Project #	Reporting Period End Date	Grants.gov #	Proposal #	Title	Proj. Dir	Funding	View
205653	CA-D-MCB-7420-H	September 30, 2014	(N/A)	(N/A)	Mechanisms of female meiosis i...	McNally, F	HATCH	<a href="#">PDF</a>

### 1 Progress Report(s) Pending Submission to NIFA (0 matches found)

Accn #	Project #	Reporting Period End Date	Grants.gov #	Proposal #	Title	Proj. Dir	Funding	View
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No progress reports to display

### 5458 Progress Report(s) Submitted to NIFA (8 matches found)

Accn #	Project #	Reporting Period End Date	Grants.gov #	Proposal #	Title	Proj. Dir	Funding	View
205653	CA-D-MCB-7420-H	September 30, 2013	(N/A)	(N/A)	Mechanisms of female meiosis i...	McNally, F	HATCH	<a href="#">PDF</a>
205653	CA-D-MCB-7420-H	December 31, 2006	(N/A)	(N/A)	Mechanisms of female meiosis i...	McNally, F	HATCH	<a href="#">PDF</a>
205653	CA-D-MCB-7420-H	December 31, 2007	(N/A)	(N/A)	Mechanisms of female meiosis i...	McNally, F	HATCH	<a href="#">PDF</a>
205653	CA-D-MCB-7420-H	December 31, 2008	(N/A)	(N/A)	Mechanisms of female meiosis i...	McNally, F	HATCH	<a href="#">PDF</a>
205653	CA-D-MCB-7420-H	December 31, 2009	(N/A)	(N/A)	Mechanisms of female meiosis i...	McNally, F	HATCH	<a href="#">PDF</a>
205653	CA-D-MCB-7420-H	December 31, 2010	(N/A)	(N/A)	Mechanisms of female meiosis i...	McNally, F	HATCH	<a href="#">PDF</a>
205653	CA-D-MCB-7420-H	December 31, 2011	(N/A)	(N/A)	Mechanisms of female meiosis i...	McNally, F	HATCH	<a href="#">PDF</a>
205653	CA-D-MCB-7420-H	December 31, 2012	(N/A)	(N/A)	Mechanisms of female meiosis i...	McNally, F	HATCH	<a href="#">PDF</a>



## Track Project Change

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"/>
<a href="#">Search</a>		<a href="#">Clear Search</a>			

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

### 398 Active Project(s)

Accn #	Project #	Grants.gov #	Proposal #	Title	Department	Proj. Dir	Funding	View
<a href="#">1002103</a>	<a href="#">CA-D-HCE-2202-H</a>	(N/A)	(N/A)	<a href="#">Just Growth: Knowledge Communi...</a>	Human Ecology	Benner, C	HATCH	<a href="#">PDF</a> <a href="#">0</a>
<a href="#">1006229</a>	<a href="#">CA-D-TXC-6706-H</a>	(N/A)	(N/A)	<a href="#">Natural fibers and biobased po...</a>	Textiles and...	Hsieh, Y	HATCH	<a href="#">PDF</a> <a href="#">0</a>
<a href="#">1004908</a>	<a href="#">CA-D-ASC-2261-RR</a>	(N/A)	(N/A)	<a href="#">Reproductive Performance in Do...</a>	Animal Science	Ross, P	HATCH/M...	<a href="#">PDF</a>
<a href="#">1005919</a>	<a href="#">CA-D-NTR-2060-H</a>	(N/A)	(N/A)	<a href="#">Healthy Lifestyle Education in...</a>	Nutrition	Zidenberg-Cherr, S	HATCH	<a href="#">PDF</a> <a href="#">0</a>
<a href="#">1006029</a>	<a href="#">CA-D-NTR-5966-H</a>	(N/A)	(N/A)	<a href="#">Biological activity of human m...</a>	Nutrition	Lonnerdal, B	HATCH	<a href="#">PDF</a> <a href="#">0</a>
<a href="#">1006025</a>	<a href="#">CA-D-ENM-2064-H</a>	(N/A)	(N/A)	<a href="#">Linking rapid environmental ch...</a>	Entomology a...	Yang, L	HATCH	<a href="#">PDF</a> <a href="#">0</a>
<a href="#">1005946</a>	<a href="#">CA-D-XXX-2104-H</a>	(N/A)	(N/A)	<a href="#">Metabolic signatures of human ...</a>	Interdepartm...	Gaikwad, N	HATCH	<a href="#">PDF</a> <a href="#">0</a>
<a href="#">1005945</a>	<a href="#">CA-D-XXX-2088-H</a>	(N/A)	(N/A)	<a href="#">Uncovering the Role of Microbe...</a>	Interdepartm...	Slupsky, C	HATCH	<a href="#">PDF</a> <a href="#">0</a>
<a href="#">215359</a>	<a href="#">CA-D-ARE-7733-H</a>	(N/A)	(N/A)	<a href="#">ANALYSIS OF NEW CHALLENGES AND...</a>	Agricultural...	Sexton, R	HATCH	<a href="#">PDF</a> <a href="#">0</a>
<a href="#">1006028</a>	<a href="#">CA-D-ASC-2286-H</a>	(N/A)	(N/A)	<a href="#">Mathematical Descriptions of L...</a>	Animal Science	Famula, T	HATCH	<a href="#">PDF</a> <a href="#">0</a>
<a href="#">1005767</a>	<a href="#">CA-D-LAW-5631-RR</a>	(N/A)	(N/A)	<a href="#">The National Atmospheric Depos...</a>	Land, Air an...	Dahlgren, R	HATCH/M...	<a href="#">PDF</a>
<a href="#">1006026</a>	<a href="#">CA-D-HCE-2055-H</a>	(N/A)	(N/A)	<a href="#">The Productive Value of Place:...</a>	Human Ecology	Napawan, N	HATCH	<a href="#">PDF</a> <a href="#">0</a>
<a href="#">1006027</a>	<a href="#">CA-D-HCE-2049-H</a>	(N/A)	(N/A)	<a href="#">Gender, Migration and Domestic...</a>	Human Ecology	Guarnizo, L	HATCH	<a href="#">PDF</a> <a href="#">0</a>
<a href="#">1005039</a>	<a href="#">CA-D-EVE-2264-H</a>	(N/A)	(N/A)	<a href="#">Conservation of sage-grouse an...</a>	Evolution an...	Patricelli, G	HATCH	<a href="#">PDF</a> <a href="#">0</a>
<a href="#">1005947</a>	<a href="#">CA-D-ASC-2239-RR</a>	(N/A)	(N/A)	<a href="#">Control of Endemic, Emerging a...</a>	Animal Science	Zhou, H	HATCH/M...	<a href="#">PDF</a>
<a href="#">1005545</a>	<a href="#">CA-D-ASC-6578-H</a>	(N/A)	(N/A)	<a href="#">Nutrition health and managemen...</a>	Animal Science	Zinn, R	HATCH	<a href="#">PDF</a> <a href="#">0</a>
<a href="#">1005875</a>	<a href="#">CA-D-LAW-6403-RR</a>	(N/A)	(N/A)	<a href="#">The National Atmospheric Depos...</a>	Land, Air an...	Anastasio, C	HATCH/M...	<a href="#">PDF</a>
<a href="#">1005041</a>	<a href="#">CA-D-FST-2093-H</a>	(N/A)	(N/A)	<a href="#">Improving food quality and hum...</a>	Food Science...	Marco, Maria	HATCH	<a href="#">PDF</a> <a href="#">0</a>
<a href="#">1005768</a>	<a href="#">CA-D-LAW-7214-RR</a>	(N/A)	(N/A)	<a href="#">The National Atmospheric Depos...</a>	Land, Air an...	Paw U, K	HATCH/M...	<a href="#">PDF</a>
<a href="#">1004979</a>	<a href="#">CA-D-LAW-7349-RR</a>	(N/A)	(N/A)	<a href="#">Soil, Water, and Environmental...</a>	Land, Air an...	Hopmans, J	HATCH/M...	<a href="#">PDF</a>

« Prev 1 2 3 4 5 ... 19 20 Next »

[1 Project\(s\) Pending Changes In Draft Stage](#)

[0 Project\(s\) Pending Submission to NIFA](#)

[1 Project\(s\) Submitted to NIFA](#)



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# PDFs in REEport: How to Differentiate



Example of a Project Initiation: You can tell because there are no “reporting period” dates listed; this example also shows that a non-capacity project initiation will display an award amount.

Title: Education, Outreach, and Training to Alaska Native Beginning Farmers and Ranchers			
<b>Accession No.</b>	1005169	<b>Sponsoring Institution</b>	National Institute of Food and Agriculture
<b>Project No.</b>		<b>Project Status</b>	ACTIVE
<b>Funding Source</b>	Non Formula	<b>Proposal No.</b>	2014-07383
<b>Grants.gov No.</b>	GRANT11674508	<b>DUNS Number</b>	831511469
<b>Start Date</b>	12/15/2014	<b>End Date</b>	12/14/2017
<b>Award Number</b>	2015-70017-22859	<b>Award Amount</b>	\$ 427,740
<b>Award Date</b>	12/05/2014	<b>Award Fiscal Year</b>	2015
<b>Submitted By</b>	Christy Cincotta	<b>Date Submitted to NIFA</b>	10/16/2014

**Program Code** BFRDA

**Program Name**

Beginning Farmer and Rancher  
Development Program, Standard

**Project Director**

Christy Cincotta  
907-646-3109  
ccincotta@tyonek.com

**Performing Organization/Institution**

TYONEK TRIBAL CONSERVATION DISTRICT  
1689 C ST  
ANCHORAGE, AK 99501

**Performing Department**

{NO DATA ENTERED}

**Co-Project Directors**

{NO DATA ENTERED}

**Departments**

{NO DATA ENTERED}

**Collaborating/Partnering States**

{NO DATA ENTERED}

**Collaborating/Partnering Countries**

{NO DATA ENTERED}

**Collaborating/Partnering Organizations**

{NO DATA ENTERED}

Example of a Progress Report: You can tell because the reporting period start and end dates cover a 12 month span that is LESS THAN the life of the project.

<b>Title:</b>	<b>A Multifaceted University/School/Food Industry Collaborative for Reducing Urban Childhood Obesity</b>		
<b>Sponsoring Agency</b>	NIFA	<b>Project Status</b>	ACTIVE
<b>Funding Source</b>	Non Formula	<b>Reporting Frequency</b>	Annual
<b>Accession No.</b>	226489	<b>Grants.gov No.</b>	
<b>Project No.</b>	OKLXMCGOWAN2011	<b>Proposal No.</b>	2011-02561
<b>Project Start Date</b>	09/01/2011	<b>Project End Date</b>	08/31/2015
<b>Reporting Period Start Date</b>	09/01/2013	<b>Reporting Period End Date</b>	08/31/2014
<b>Submitted By</b>	Denise Loveless	<b>Date Submitted to NIFA</b>	12/05/2014

**Program Code:** EP

**Program Name:** Teaching Project

**Project Director**

Orlenthea Mc Gowan  
918-877-8159  
osmcgowan@lunet.edu

**Recipient Organization**

LANGSTON UNIVERSITY  
HWY 33 E  
Langston, OK 730500160  
DUNS No. 071222780

**Performing Department**

{NO DATA ENTERED}

**Co-Project Directors**

Wilson, Dorothy  
Wright, Kay  
Johnson, Sharlene

**Departments**

Research and Extension  
Education

Example of a Final Report: You can tell because the reporting period start and end dates are the same as the project start and end dates.

<b>Title:</b>	<b>Advanced development and implementation of anaerobic soil disinfestation technology as an alternative to methyl bromide</b>		
<b>Sponsoring Agency</b>	NIFA	<b>Project Status</b>	COMPLETE
<b>Funding Source</b>	Non Formula	<b>Reporting Frequency</b>	Annual
<b>Accession No.</b>	222950	<b>Grants.gov No.</b>	GRANT10564057
<b>Project No.</b>	TEN02010-02801	<b>Proposal No.</b>	2010-02801
<b>Project Start Date</b>	09/01/2010	<b>Project End Date</b>	08/31/2014
<b>Reporting Period Start Date</b>	09/01/2010	<b>Reporting Period End Date</b>	08/31/2014
<b>Submitted By</b>	Carrera Romanini	<b>Date Submitted to NIFA</b>	12/05/2014

  

<b>Program Code:</b> 112.C	<b>Program Name:</b> Methyl Bromide Transitions Program
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<b>Project Director</b> David Butler 865-974-7324 dbutler@utk.edu	
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<b>Recipient Organization</b> UNIVERSITY OF TENNESSEE 2621 MORGAN CIR 103M Knoxville, TN 379964540 DUNS No. 133891015	<b>Performing Department</b> Department of Plant Sciences
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<b>Co-Project Directors</b> Roskopf, Erin Shennan, Carol Muramoto, Joji Klonsky, Karen Koike, Stephen	<b>Departments</b> USHRL Environmental Studies Program in Community and Agroecology (PICA) Agricultural Economics Monterey County
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# *Resolving and Communicating Issues and Problems*





# Use Your Resources – NIFA Website

- **All REEport related resources can be found on the REEport Tools page:**

- Go to: [nifa.usda.gov](http://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 – most complete instructions**
- <http://nifa.usda.gov/resource/reeport-guide-project-directors>
- Troubleshooting Guide
- REEport Video



# Instructions Not Helping?

- **Make note of exactly where in the instructions the problem is encountered.**
  - Note any error messages.
  - Note exactly what goes wrong when performing specific actions.
    - Example: “I click on the Submit section, but the page never loads.”
  - Screen captures are often helpful.
- **Send the above information to REEport Support Desk:**
  - [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov)





# Other Examples:

- PD has received notice of an award (from NPL) but hasn't gotten REEport email to begin Project Initiation.
- PD has logged into REEport but can't see project initiation shell to fill out.
- Project Initiation shell for a non-capacity project does not contain the correct data.
- Wrong reporting period dates are displaying on Progress or Final Report shell.
- **Solution: Note the scenario and email the Support Desk.**



# Common Issue: Site Assignments in REEport

- REEport is organized into “Sites.”
- A project must be assigned to a Site in order for a PD to enter data and submit it.
- DUNS numbers in CREEMS are used to determine what Site a project belongs to .
- Some institutions share DUNS numbers, so REEport doesn't know what Site the project belongs to.
- A manual “reassignment” process must occur in these cases.
- **How can you help?** If a PD reports this issue to you, contact PARS and ask if the project is on the reassignments list.



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# *Training & Resources*



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# 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](http://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](http://www.nifa.usda.gov/tool/reeport)
  - Training presentations and videos are available



# REEReport 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



# Reporting Web Conferences

- NIFA runs bi-monthly reporting web conferences that focus on current issues, new policies, or changes in the REEport system.
- It's an opportunity to ask questions in real-time and also hear the answers to other people's questions.
- Go to <http://nifa.usda.gov/resource/reporting-web-conference-series> for more information and instructions for attending.





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# REEReport Support

- **REEReport Tier 1 Support Desk - [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov)**
- Bart Hewitt - Director, Planning, Accountability, and Reporting Staff
  - [bhewitt@nifa.usda.gov](mailto:bhewitt@nifa.usda.gov), 202-720-0747
- Katelyn Sellers – REEReport Business Management
  - [ksellers@nifa.usda.gov](mailto:ksellers@nifa.usda.gov), 202-401-5482
- Adam Preuter – REEReport Customer Support
  - [apreuter@nifa.usda.gov](mailto:apreuter@nifa.usda.gov), 202-690-0124, 202-690-0009
- James Hultzman – REEReport Customer Support
  - [James.Hultzman@nifa.usda.gov](mailto:James.Hultzman@nifa.usda.gov), 202-690-0011, 202-690-0009



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# Questions?