

Instructions for REEport

1. Go to the NIFA Reporting Portal (<https://portal.nifa.usda.gov/portal/front/login>). Enter your email address and password, then click the *Log In* button on the right. If you cannot remember your password, click on the *Reset Password* option. If you haven't been registered for REEport, contact Steve Loring (sloring@nmsu.edu).
2. After logging in to the NIFA Reporting Portal, click on the *REEport (SAES – NEW MEXICO STATE UNIVERSITY)* button.
3. If you are entering a new project, click on the *Project Initiation* button. (If you need to enter an annual project report or a final report, click on one of those options.)
4. Click on *Create a New Project*.
5. Chose a funding source from the pull-down screen (Animal Health, Hatch, Hatch/Multistate, Mcintire Stennis, Renewable Resources Extension, State), then click the check box indicating that you understand that you cannot change the funding source after this point. Then click *Next*.
6. Follow the instructions for the appropriate screens, proceeding to the next screen by clicking *Next* (this will save the information on the current screen). Put different key words or phrases in different boxes (click on the + button); do not string them out in one box with commas.
7. When you have finished, click on *Submit for Review* and email Steve Loring that you have submitted the project. **Be sure to email Steve Loring; REEport does not notify him that a project/report is ready for review or submission.**