



REEport Project Initiation Guide NIFA Formula and Non-Formula Project Initiation Summary Guide

What is REEport?

REEport is NIFA's singular formula and non-formula funded grant (including competitive) project reporting system.



In order to receive USDA-NIFA funding from a competitive or formula funded grant, a Project Initiation report must be submitted to NIFA. Only after the NIFA National Program Leader (NPL) reviews and approves the project and moves it to "Active" status is the Project Director (PD) allowed to spend formula funds on that research.

Please refer any questions regarding the Project Initiation Process or forms to Claire Montoya, Program Manager, Agriculture Experiment Station, and REEport Site Administrator by email ccortner@nmsu.edu or phone 646-1123.

*For a more comprehensive guide please click the attached NIFA REEport PDF link:

<https://nifa.usda.gov/sites/default/files/resource/REEport-Guide-for-Project-Directors-20190827.pdf>

REEport system navigation notes


- There are character limits on all fields in REEport
- To save your progress on a page, click 
- If you are done with a page, click  which will save your progress and move to the next page.

Entering the REEport Project Initiation Module


NIFA Reporting Portal: <http://portal.nifa.usda.gov/>

Log in with your email and password. If you have not set up your password, click on "Reset Password"

If the system does not recognize you as a user, contact the [Site Admin](#) to be added as a user.

Once logged in, click on "Project Initiation".  (You can click from the tabbed module or workflow section).

For Hatch, Animal Health, McIntire-Stennis Projects (Formula)

- Skip the search boxes and click on the blue box “Create a New Project” 
- Select applicable Funding Source from the drop-down box.
- If your project is a Hatch/Multistate – Select Multistate Project Number/Title from the dropdown box.

For NIFA Grant Awards (Non-Formula)

- Type Project Director’s last name, or insert Proposal Number – Click on “search”
- Cover page will be pre-populated from the Grants.gov site
Proceed to complete the data fields for each of the following modules:
Cover, Participants, Goals, Products, Outcomes, Audience Methods, Summary, Keywords, Classifications, Assurance Statement, and Submit.

Data Field Definitions & Instructions

Data fields that allow text cut/paste functionality are designated by the applicable Proposal Section of the ARD Hatch Project format outline. A majority of the information can be used from the project proposal that was submitted and approved by your department head.

Multistate projects should use the applicable data from the region-specific formats. Please note that there is an 8,000 character limit, including spaces.

Cover Page	
Project Title	Type or paste Project Title
Performing Department	Select Project Director’s home department
DUNS Number	Should be pre-populated
Project Number	NM- *The project number will be assigned by the REEport Site Administrator. Do <u>NOT</u> submit a project initiation unless the Site Admin has communicated this number to you.
Collaborating/Partnering States	Multistate projects: The collaborating states are pre-populated based on what is listed in NIMSS for the multistate master project. For other projects, if applicable, enter collaborates states.
Collaborating/Partnering Countries	Make a selection, if applicable
Start Date	Start dates CANNOT be backdated. REEport will only accept submission of a project for review if the start date is the day of submission or later. Generally, start dates should be far enough out to allow time for internal review and approvals before NIFA submission and approval. REEport will automatically change the start date for any project on which the NPL’s approval date is later than the originally requested start date. Example: A project that was submitted for review with a start date of October 1, but NPL did not approve the project until October 15; thus, the start date for the project will automatically be changed to October 15.

End Date	<p>The end date should ALWAYS be September 30th and no project should have a duration longer than 5 years. Example: A project with a start date of Jan. 1, 2014 will have an end date of Sep. 30, 2018; not quite 5 years.</p> <p>*If your planned start date is closer to August or September, you might consider using an October 1 start date to ensure project length is a full 5 years – assuming your approvals have been completed by Oct. 1.</p> <p>Multistate projects: Enter the end date that matches the termination date for the master project.</p>
Project Director	Select the Project Director for this project from the list provided. <i>If you do not see your name listed, you must contact your Site Admin.</i>

Participants	
Co-Project Director	Enter the information for all co-project directors (Co-PDs) who are participating on this project. To enter more than one co-PD, click the + sign that appears after the first one has been added.
Estimated Project FTEs for the Project Duration	<p>Note: FTEs must be estimated for the entire project. You may enter fractions of FTEs rounded to the nearest tenth. When completing the annual 'Progress Report', you will be requested to submit the actual FTEs spent on the project for that year. See help ? for a description of Scientist, Professional, Technical, Administrative, and other. Be reasonable with your calculations. For example, if you have a .50 FTE research appointment and you intend to spend 10% of your research time each year, your FTE for a 5-year project will be .25 ($0.5 \times 0.10 \times 5$). A reminder – one graduate student is 0.49 FTE. Thus, one student for 5 years is 2.5 FTE.</p>

Project Data	
Goals/Objectives	<p><u>Multistate Projects:</u> Select the objectives of the master project to which you will be contributing.</p> <p><u>Hatch & Grant Projects:</u> Provide a clear, concise statement of the goals/objectives for the project. There is no minimum number of goals, but all goals should be specific and attainable within the duration of the project and available resources. Think about what major achievements and milestones this project hopes to realize.</p>
Products/Outputs	Identify the products/outputs that are planned as a result of this project. NIFA considers the terms “products” and “outputs” to be synonymous. You may use the information from your approved project proposal.
Expected Outcomes	Describe Expected Outcomes throughout the project. NIFA considers the terms “outcomes” and “accomplishments” to be synonymous.
Target Audience	Provide a description of the target audience(s) that will be the focus of effort for the duration of the project.
Methods	Describe the methods for the project
Non-technical Summary	The non-technical summary is your opportunity to briefly sum up the importance of your project in terms that people without scientific backgrounds can <i>easily</i> understand. A good non-technical summary is composed of 1-2 succinct paragraphs.

Keywords	List keywords of key phrases in separate boxes. Use the + for additional boxes. The purpose of assigning keywords and key phrases to your project is to improve the retrieval capacity of project information on certain topic areas. Your keywords should be all-encompassing for your project's topic area so that varying keywords searched will still pull up your project information. HINT: If there are specific words or phrases that you have used repeatedly in other sections of your project initiation, then those same words or phrases should be in your keywords section.
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Classification	
Animal Health Component	Projects receiving Animal Health formula funds under Public Law 95-113 will automatically be classified 100% Animal Health; this field will be pre-populated with 100% if you chose "Animal Health" as your funding source when beginning the project initiation. Other types of projects (both formula and non-formula) demonstrating animal health research should include a percentage 0-100 and is subject to the PD's discretion. You must enter "0" if no portion of this project supports animal health research; the field may not be left blank.
Forestry Component	This field will be pre-populated with 100% if you chose "McIntire Stennis" as your funding source when beginning this project initiation. Other types of projects (both formula and non-formula) demonstrating forestry research should include a percentage 0-100 and is subject to the PD's discretion. You must enter "0" if no portion of this project supports forestry research; the field may not be left blank.
Is this an AREERA Section 204 Integrated Activity?	AREERA 204 activity includes integration between Research and Extension only. <u>204 integrated activity</u> is defined as A jointly planned, funded, and interwoven activity between research and extension to solve a problem; this includes the generation of knowledge and the transfer of information and technology. Note: If your primary faculty appointment is research & extension and this project includes extension elements, you should check "yes". Examples of acceptable combinations of funds: Hatch and Smith-Lever; Hatch and State extension funds; Hatch Multistate and State and Other (federal or private) funds.
Activities	If you checked "yes" that this project is an integrated activity pursuant to AREERA Section 204, then you must fill in the percentage fields. Once you enter any percentage for the "research" category, additional percentage box fields will appear on the page asking you to classify the type of research (basic, applied, developmental). Extension percentages should be included, if applicable. The percentages in each section must always add up to 100%.
Knowledge Area	All projects entered in REEport must be classified according to standard classification elements which consist of three classification areas: 1. Knowledge Area (KA) 2. Subject of Investigation (SOI)

	<p>3. Field of Science (FOS)</p> <p>Each project must have at least one “line” of classification consisting of at least one KA, one SOI, and one FOS. Multiple classifications are allowed though the percentage split must equal 100%.</p>
Critical Issue	<p>NIFA has allowed states to identify their specific critical issues. NMSU’s identified critical issues align with the ACES pillars. Select the pillar that <i>primarily</i> reflects the research for this project. It is understood that most research overlaps into more than one pillar; however, you will only be able to select one critical issue.</p>

Proposal Upload	
Not applicable for Multistate or Grant Projects	Use the PDF upload capability to upload a PDF of your approved project proposal.

Assurance Statement	
Not applicable for Grant Projects	<p>All formula funded projects MUST have an answer for Questions 1 and 2 and their subparts.</p> <p>Institutions receiving NIFA funding for research are responsible for protecting human subjects and providing humane treatment of animals. To provide for the adequate discharge of this responsibility, NIFA policy requires an assurance by the institution’s Authorized Organizational Representative (AOR) that appropriate committees in each institution have carried out the initial review of protocols and will conduct continuing reviews of supported projects.</p> <p>Please include all necessary IRB or IACUC information as appropriate.</p>

Submit for Review	
	<p>Before submitting for review, the PD can review their project initiation by click on “Review in PDF Format”.</p> <p>Submission: There are two levels of submission for every project.</p> <p><i>First Level:</i> The institutional “Submit for Review” level. The PD will submit the project to the institution/ Site Admin for review. Click the “Submit for Review” button at the bottom of the screen.</p> <p><i>Second Level:</i> The REEport Site Admin will submit the project to NIFA. Please notify Claire Montoya (ccortner@nmsu.edu) that your project is ready for review and submission.</p>