

REReport

(Research, Education, and Extension project online reporting tool)

Requirements & Due Dates for all Project Types

NIFA Capacity Projects

A NIFA capacity project (formerly known as Formula Funded) is any research project funded by one of the following four NIFA capacity lines:

- Hatch
- Hatch Multistate
- McIntire-Stennis
- Animal Health

Requirements and Due Dates for Capacity Projects

Project Initiation

May be submitted at any time. Upon deployment of REReport, NIFA's policy is that all capacity projects are reported on following the federal fiscal year. Thus, the overall reporting period for each progress report and final report must follow the federal fiscal year (FFY).

Example: A project initiation is submitted and approved in February; the first progress report will cover the reporting period of February through September (end of FFY) and will be due mid-December (see summary chart below).

Progress Report

Due mid-December each year (see summary chart below). Per the policy change noted above, capacity reporting must follow the federal fiscal year, so each Progress Report covers one federal fiscal year (or a portion thereof depending on the start date of the project). If the project begins in the midst of the federal fiscal year, the progress reported in the first Progress Report is the start of the project through the remainder of the federal fiscal year. All subsequent Progress Reports cover each full federal fiscal year.

NOTE: REReport works by automatically creating a Progress Report "shell" for any capacity project that was "approved" and obtained active status in a given fiscal year. This applies even if the project was only active for a short period of time. For example, a project that was approved and active only from September 1 thru September 30 will have a Progress Report shell created for it and "due" mid-December. In theory, the progress report would be a report on only one month's worth of work. At this time, NIFA does still require that PDs submit these reports. NIFA recognizes that such a short period of time may result in there being nothing to report. That is acceptable, and the PD should state "nothing to report" in any text fields which require text or utilize the "nothing to report" checkboxes if available.

Each subsequent year's "shell" is created upon submission of the previous year's Progress Report, so the first "real" report of progress in this scenario would come with the second Progress Report.

Final Report

Due Mid-December on the final year of the project. The Final Report may also be submitted at any time during the life of project in order to terminate that project. However, it is important to note that the system will only accept the submission of the Final Report if the date of submission is within 90 days prior to the current end date listed on the active project. If a PD or SA wishes to submit a Final Report earlier than 90 days prior to the end date of the project, then they must submit a "Project Change" to change the end date of the project so that the proper 90 day window is created in relation to the day they want to submit the Final Report.

NIFA Non-Formula Funded Projects (Including Competitive Grants)

A NIFA non-capacity (formula funded) project is any research project funded by a non-capacity line or competitive grant that has been awarded to a grantee through the grants.gov application and approval process. Once a grant has been awarded, the grantee is notified by a NIFA Program Specialist or National Program Leader that they must use REEport to complete project initiation and subsequent progress and final reports.

Requirements and Due Dates for Grant Projects

Project Initiation

Should be submitted as soon as the PD receives notification from the ARD office to complete the REEport project initiation. A new station project number will be assigned at that time. While there is no due date for submission of the project initiation, PDs should be aware that they will not be awarded any funds until NIFA has received the project initiation via REEport.

Progress Report

Due no later than 90 days after the anniversary of the start date of the project but may be submitted up to 90 days prior to the anniversary date. Please note: If this is a continuation award (for which NIFA agreed to support multi-year funding as reported on Box 6 of the Award Face Sheet) you must submit the Progress Report BEFORE the anniversary date is reached. You may submit the Progress Report up to 90 days prior to the anniversary date. The anniversary date is always one year from the start date indicated on the approved project initiation.

Final Report

Due no later than 90 days after the anniversary date of the project but may be submitted at any time to terminate the project.

Summary Chart of Due Dates

Summary Chart of Due Dates for:	Hatch/Hatch Multi-State McIntire-Stennis Animal Health	USDA- NIFA Grants and Other NIFA Competitive Funding
Project Initiation	May be submitted at any time.	As soon as notification of award is received; start date may be future dated.
Progress Report	Due Mid-December	No later than 90 days after the Anniversary Date. Continuation awards must be submitted BEFORE the anniversary date (usually within 90 days)
Final Report	Due Mid-December following project end date. (Can be submitted at any time to terminate project)	No later than 90 days after the Anniversary Date. (Can be submitted at any time to terminate project)