

# REReport

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

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

### What is REReport?

REReport is NIFA's singular formula and non-formula grant (including competitive) project reporting system, building on and replacing the Current Research Information System (CRIS) web forms system (Formerly AD-416/417/419/421)

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 puts it in "Active" status is the Project Director (PD) allowed to spend formula funds on that research.

Please refer any questions about completing the Project Initiation Forms to Jared Evert, ARD REReport Site Administrator by either e-mail [jevvert2@unl.edu](mailto:jevvert2@unl.edu) or phone 472-5230.

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

<http://www.nifa.usda.gov/resource/reepreport-user-manual>

### REReport system navigation and notes

- Help text is provided throughout the Modules in REReport by clicking on the  icon.
- There are character limits on all fields in REReport

- 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.

*Example: When moving from "cover page" to "participants" you can click "next," which saves your work and moves you to the next page. Alternatively, you can click "save" which saves your work and keeps you on the cover page. To move to the Participants page, you could then click "Next" or "Participants" at the top of the menu bar. You can move from module to module by using just the top menu bar, but your work will not be saved without using the "next" or "save" buttons. You can go back and make changes in each of the modules before submitting the project. Be sure to "save" after you have made a change.*

- REReport still lists Nelvie Lienemann as the Site Administrator on the Cover Page, this has been noted and requested to be changed.

## NIFA Formula and Non-Formula Project Initiation Summary Guide Entering the REEport Project Initiation Module

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

Login with your email and password. If you have not set your password yet, 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: REEport (SAES - UNIVERSITY OF NEBRASKA)

Click on: Project Initiation (You can click on either the Tabbed Module or the Workflow Section)

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

- Skip the Search boxes and Click on 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 Page, 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. 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 <b>*(Hatch Proposal Section I)</b>	Type or paste Project Title
Performing Department	Select Project Director’s home department
DUNS Number	Should be pre-populated
Project Number	NEB- __-__ This Station Project number is assigned by the ARD Site Administrator. <b>Do NOT enter a Project Initiation unless the <a href="#">Site Admin</a> has communicated this number to you.</b>
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 appropriate – enter collaborating States.
Collaborating/Partnering Countries	Make selection, if appropriate.
Start Date	Start Dates <b>CANNOT BE BACKDATED</b> . 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 prior to NIFA submission and approval. Also, 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

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

End Date	for review with a start date of October 1, but the NPL did not approve the project until October 15; thus, the start date on the project will change automatically to October 15. The end date should always be September 30 <sup>th</sup> and no project should have a duration longer than 5 years. (ex. a project with a start date of January 1, 2014 will have an end date of September 30, 2018; not quite 5 years). If your planned start date is closer to August or September you might consider using an October 1 date to ensure project length is a full 5 years; assuming all ARD/USDA approvals are in place. <b>For Multistate projects</b> , enter the end date that matches the termination date of the master project.
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 <a href="#">Site Admin</a>.</i>
<b>Participants</b>	
Co-Project Directors	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	Note: <b>FTEs must be estimated for the entire project.</b> You may enter fractions of FTEs rounded to the nearest tenth. When completing the “Progress Report” each year, you will be requested to submit the actual FTEs spent on the project for that year. See the help  for a description of Scientist, Professional, Technical, Administrative and other. <b>Note:</b> Be reasonable in your calculations. For example, if you have a 0.50 FTE research appointment, and intend to spend 10% of your research time each year, your FTE for a 5-year project will be 0.25 (i.e., 0.5 x 0.1 x 5). <b>A reminder</b> – one graduate student is 0.49 FTE. Thus, one student for 5 years is 2.5 FTE. Grad Students should typically be listed in the “Scientist” row.

### Example of Blank Participants Grid from REEport

Role	Faculty and Non-Students	Students within Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	0.0	0.0	0.0	0.0	0.0
Professional	0.0	0.0	0.0	0.0	0.0
Technical	0.0	0.0	0.0	0.0	0.0
Administrative	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
Computed Total	0.0	0.0	0.0	0.0	0.0

Project Data	
Goals/Objectives <b>*(Proposal Section VI)</b>	<u>Multistate Projects</u> - Select the objectives of the master project to which this Nebraska project will make contributing goals and objectives. <u>Hatch &amp; Grant Projects</u> - Provide a clear, concise statement of the goals/objectives of the project. There is no minimum or maximum

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

	number of goals to include for a project, but all goals should be specific and attainable within the duration of the project and with the available resources (refer back to your estimated FTEs for project duration and the amount of formula funding that has been made available to you). In general, goals should answer the question: What major achievements and milestones does the project hope to realize?
Products/Outputs <b>*(Proposal Section IX)</b>	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 copy and paste from your approved project outline, external or internal grant proposal.
Expected Outcomes <b>*(Proposal Section X)</b>	Provide a description of Expected Outcomes over the duration of the project. NIFA considers the terms "outcomes" and "accomplishments" to be synonymous.
Target Audience <b>*(Proposal Section VIII)</b>	Provide a description of the target audience(s) that will be focus of effort for the duration of the project.
Methods <b>*(Proposal Section VII)</b>	Describe the Methods for the project.
Non-Technical Summary <b>*(Proposal Section XI)</b>	The non-technical summary is your opportunity to briefly sum up the importance of your project in terms that people without scientific backgrounds can easily understand. A good non-technical summary is composed of 1-2 succinct paragraphs.
Keywords	<p><b>List the keywords or key phrases in separate boxes.</b> 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. The keywords you choose should be as all-encompassing for your project's topic area so that different keywords searched by various queries will still pull up your project information. For example, if your project is aimed at researching new wheat varieties, you will want to include more than the word "wheat" as a keyword. More helpful would words and phrases such as: wheat, wheat varieties, cultivar, grain etc. <b>(Remember that the keywords/phrases need to be added individually by clicking the  )</b></p> <p><b>HINT:</b> If there are specific words or phrases that you have used repeatedly in other sections of your project initiation (i.e. in the non-technical summary, goals, products, etc.), then those same words or phrases should be in your keywords section.</p>
<b>Classification</b>	
Animal Health Component	<p>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 this project initiation.</p> <p>Other types of projects (both formula and non-formula) demonstrating animal health research <b>should</b> include a percentage 0-100 and is subject to the Project Director's discretion.</p> <p><b>Note:</b> If no portion of this project supports animal health research, you must enter "0" for the percentage; you may not leave the field blank.</p>

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

Forestry Component	<p>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 <b>should</b> include a percentage 0-100 and is subject to the Project Director's discretion.</p> <p><b>Note:</b> If no portion of this project supports forestry research, you must enter "0" for the percentage; you may not leave the field blank.</p>
Is this an AREERA Section 204 Integrated Activity?	<p>AREERA 204 activity includes integration between Research and Extension only. <u>204 integrated activity is defined as:</u> 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.</p> <p><u>Hint:</u> If your primary faculty appointment is research &amp; 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.</p>
Activities	<p>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 up on the page asking you to classify the type of research (basic, applied, developmental). Extension percentages should be included, if applicable. The percentages on each section must always add up to 100%.</p>
Knowledge Area	<p>All projects entered in REEport must be classified according to standard classification elements which consist of three classification areas:</p> <ol style="list-style-type: none"> <li>1. Knowledge Area (KA)</li> <li>2. Subject of Investigation (SOI)</li> <li>3. Field of Science (FOS)</li> </ol> <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> <p><b><u>If at all possible, please limit your Knowledge Areas to those listed in the KA/Planned Program table</u></b> – See: <a href="#">Appendix A</a></p>
Associated Planned Programs	<p>If this project is a Hatch, Hatch-Multistate, or McIntire-Stennis project, this drop down menu is pre-populated with the Planned Programs that the University of Nebraska currently has on file in its approved AREERA State Plan of Work. Please choose the Planned Program(s), rather than "none of the above", which best serves as the "umbrella" under which this project would fall (i.e. this project supports or adds to achieving the overall goals/objectives of the Planned Program.) You may choose more than one Planned Program and assign appropriate percentages. If you choose only one, you must enter "100" for the percentage. By classifying this project under one of these "umbrella" Planned Programs, NIFA will be able to automatically calculate such items as funding amounts and classifications on behalf of the Land Grant so that they do not have to do so manually in their AREERA Plan of Work or Annual Reports of Accomplishment and Results.</p>

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

Proposal Upload	
<p><i>(Not applicable for Multistate or Grant Projects)</i></p>	<p>Use the PDF upload capability in this section to upload a PDF of your ARD signed and approved project outline. <i>Contact the <a href="#">Site Administrator</a> if you do not have a copy of the signed outline.</i></p>
Assurance Statement	
<p><i>(Not applicable for Grant Projects)</i></p>	<p><b>Important: All Formula Fund Project PDs MUST answer Questions 1 and 2 and their subparts.</b></p> <p>In the “more section” you will find the NIFA STATEMENT OF POLICY. 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>Also note disclaimer on the bottom of page: This performing organization agrees to assume primary responsibility for complying with the Animal Welfare Act (7USC, 2131-2156), Public Law 89-544, 1996, as amended, and the regulations promulgated there under by the Secretary of Agriculture in 9 CFR Parts 1,2,3, and 4. In the case of domesticated farm animals housed under farm conditions, the organizations shall adhere to the principles stated in the Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching, Federation of Animal Science Societies, 1999.</p> <p><a href="http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf">http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf</a></p>
Submit for Review	
	<p>(Before submitting for review, the PD can check what has been entered by clicking on <a href="#">Review in PDF format</a> )</p> <p><b>Submission:</b> There are two levels of submission for every project. <b>First Level</b> is the Institutional “Submit for Review” level. The PD has the capability to submit a project to the “institution/site” level for review. Click the “Submit for Review” button at the bottom of the screen.</p> <p><b>NOTE:</b> If there are missing or incorrect data fields in the project, a list of red correction items will show up on the Submit screen; each item needing to be fixed is a clickable link for easy access to that particular section.</p> <p><b>Second level</b> - Site Admins have the ability to submit projects to NIFA. Please notify Jared Evert (<a href="mailto:jever2@unl.edu">jever2@unl.edu</a>) that your project is ready for ARD review and submission.</p>

**See Next Page for Plan of Work Codes Appendix**

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

<b>Appendix A</b>		
<b>2016 Plan of Work – Planned Programs</b>		
<b>Planned Program</b>	<b>KA Code</b>	<b>Knowledge Area</b>
<b>Program # 1 Food Production/ Security and Landscapes</b>	102	Soil, Plant, Water, Nutrient Relationships
	111	Conservation and Efficient Use of Water
	112	Watershed Protection and Management
	132	Weather and Climate
	133	Pollution Prevention and Mitigation
	136	Conservation of Biological Diversity
	201	Plant Genome, Genetics, and Genetic Mechanisms
	203	Plant Biological Efficiency and Abiotic Stresses Affecting Plants
	205	Plant Management Systems
	206	Basic Plant Biology
	211	Insects, Mites, and Other Arthropods Affecting Plants
	212	Pathogens and Nematodes Affecting Plants
	213	Weeds Affecting Plants
	301	Reproductive Performance of Animals
	302	Nutrient Utilization in Animals
	305	Animal Physiological Processes
	307	Animal Management Systems
	311	Animal Diseases
601	Economics of Agricultural Production and Farm Management	
605	Natural Resource and Environmental Economics	
<b>Program # 2 People and Their Wellbeing</b>	201	Plant Genome, Genetics, and Genetic Mechanisms
	204	Plant Product Quality and Utility (Preharvest)
	303	Genetic Improvement of Animals
	308	Improved Animal Products (Before Harvest)
	403	Waste Disposal, Recycling, and Reuse
	501	New and Improved Food Processing Technologies
	502	New and Improved Food Products
	503	Quality Maintenance in Storing and Marketing Food Products
	607	Consumer Economics
	608	Community Resource Planning and Development
	610	Domestic Policy Analysis
	702	Requirements and Function of Nutrients and Other Food Components
	703	Nutrition Education and Behavior
	711	Ensure Food Products Free of Harmful Chemicals, Including Residues from Agricultural and Other Sources
	712	Protect Food from Contamination by Pathogenic Microorganisms, Parasites, and Naturally Occurring Toxins
	724	Healthy Lifestyle
802	Human Development and Family Well-Being	
806	Youth Development	

For a full list of NIFA Classification codes: <http://cris.nifa.usda.gov/manualvii.pdf>