Agricultural Research Division
Institute of Agriculture and Natural Resources
University of Nebraska-Lincoln

Directions for completing online REEport Project Initiation forms

What is REEport?
REEport (Research, Education, and Extension project online reporting tool) is NIFA's singular non-formula grant (including competitive) and formula grant project reporting system, building on and replacing the existing Current Research Information System (CRIS) web forms system (OMB Control Number: 0524-0042).
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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.

To enter the project initiation module of REEport -

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, you will need to click on – reset password.]

If the system does not recognize you as a "user", contact the ARD office or the Extension office to be added as a user.

Once logged in - click on: REEport (SAES-University of Nebraska)

Click on: Project Initiation

For formula funds (Hatch, Multistate, Animal Health, McIntire Stennis)
- Skip the Search boxes and Click on blue box: "Create a New Project"
- Select 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
- 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 fields for each of the following modules:
        Cover Page, Participants, Goals, Products, Outcomes, Audience Methods, Summary, Keywords, Classifications, Assurance Statement, and Submit.

Select "Save" for each page; or select "Next". (The "next" box will save 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

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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.

Help text is provided when moving through Modules in REEport.
Instructions are provided throughout the REEport system. Help text is indicated by the ? icon.

Data Field Definitions & Instructions

Cover Page	
Performing Department	Select Project Director's home department
Project Number	NEB- __-___ This Station Project number is assigned by the ARD Site Administrator. Contact the ARD office if this number has not been communicated to you.
Collaborating/Partnering States	Multistate Projects -The collaborating states are prepopulated 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 – End Date	Enter 1st date of the next month. Back dating is not allowed. End date is usually 5 years after the start date. For Multistate projects, 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. If you do not see your name listed, you must contact your Site Administrator (SA) nlienemann1@unl.edu
Participants	
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**: FTEs must be estimated for the entire project** (5 years for most projects). 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. **Description of an FTE:** An FTE is defined by the Government Account-ability Office (GAO) as the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For most NIFA partners and places of employment, a full-time schedule as defined by law equates to 2,080 hours of work (52 weeks multiplied by 40 hours per week). Thus, a person who works 40 hours per week for 52 weeks towards a project equals 1 FTE. A person who works 20 hours per week towards a project for 52 weeks per year equals .5 of an FTE. A reminder – 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.

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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

Goals/Objectives	<u>Multistate Projects</u> - Select the objectives of the master project to which this Nebraska project will make contributing goals and objectives. <u>Hatch & Grant Projects</u> - Provide a clear, concise statement of the goals/objectives of the project. There is no minimum or maximum 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	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	Provide a description of Expected Outcomes over the duration of 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 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 easily understand. A good nontechnical summary is composed of 1-2 succinct paragraphs.
Keywords	List the keywords or 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. 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:

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	wheat, wheat varieties, cultivar, grain. **HINT**: 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.
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 prepopulated with "100%" based on the fact that you already chose "Animal Health" as your funding source when beginning this project initiation. Other types of projects (both formula and non-formula) demonstrating animal health research **should** include animal health percentages; that percentage is subject to the Project Director's discretion and should be entered in this field. **Note:** If no portion of this project supports animal health research, you must enter "0" for the percentage; you may not leave the field blank.
Is this an AREERA Section 204 Integrated Activity?	A 204 integrated activity 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. Hint: 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. A 204 integrated activity does not include non-extension education.
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 up on the page asking you to classify the type of research (basic, applied, developmental). Education percentages should be included, if applicable. The percentages on each section must always add up to 100%.
Knowledge Area	All projects entered in REEport must be classified according standard classification elements which consist of a series of three classification areas: 1. Knowledge Area (KA) 2. Subject of Investigation (SOI) 3. Field of Science (FOS) Each project must have at least one line of classification. A classification "line" consists of one KA, one SOI, and one FOS. If at all possible, please limit your Knowledge Areas to those listed in the KA/Planned Program table – *See Appendix A – for the KA list of the 2014 POW (Plan of Work).*
Associated Planned Programs	If this project is a Hatch, Hatch-Multistate, or Evans Allen project, this drop down menu is prepopulated 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"

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	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.
Proposal *(Formula Only)*	Use the PDF upload capability in this section to upload a PDF of your ARD signed and approved project outline. Contact the ARD Site Administrator (jore1@unl.edu) if you do not have a copy of the signed outline.
Assurance Statement *(Not required for Grant Projects)*	**Important: All Formula Fund Project PDs MUST answer Questions 1 and 2 and their subparts.** 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. 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. http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf
Submit for Review	Before submitting for review, the PD can check what has been entered by clicking on "Review in PDF format". Submission: There are two levels of submission every project must go through. The *first level* is the "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 (red circle). NOTE: 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.
	Second level - Site Admins have the ability to submit projects to NIFA. Please notify: Joyce Ore (jore1@unl.edu) that your project is ready for review and submission.

2014 Plan of Work – Planned Programs		
Planned Program	**KA Code**	**Knowledge Area**
Program # 1 Food Production/ Security and Landscapes	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
Program # 2 People and Their Wellbeing	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

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