Guidelines for REEport <u>Progress Report</u> or <u>Final Report</u>
REEport (<u>R</u>esearch, <u>E</u>ducation, and <u>E</u>xtension <u>project online reporting tool</u>)

If you are new to this program, please read:
About Progress Reports/Final Reports
The Progress Report section in REEport takes the place of the old AD-421 Form used in the CRIS Webforms system. This module is used to provide annual updates on the progress made for both formula and non-formula projects. **Note that the REEport system forces you to submit all progress reports in sequential order**. That means that the system only creates one Progress Report "shell" at time for a given project. Once you fill out the first form (i.e. "shell") and submit the report, the next Progress Reporting "shell" for the next reporting period gets created by the system, and so on and so forth until all progress reports are submitted for the life of the project. Note that the final year of any project will not have a progress report. Rather, it will have a "Final Report" in which you will report major accomplishments and associated data for the DURATION of the project.

This sequence applies *even if you are late* in submitting your reports (i.e. you are two reporting periods into the project and you have not submitted the progress report for the first reporting period; the system will still only have the first one waiting for you to fill out and submit and create the 2nd, 3rd, and 4th ones only upon submission of each of the previous reports.)

A new feature of the Progress Report that differs from the CRIS AD-421 format is the reporting of Full Time Equivalents (FTE). In the Project Initiation module of any project, you are asked to ESTIMATE the total number of FTEs that will support the project over the DURATION of the project. In subsequent Progress Reports for that project, you will need to report the ACTUAL number of FTEs that supported the project just *for that reporting period only*.

The **Final Report** module is the module to use whenever a final report is due (within 90 days of the anniversary date for non-formula and within 90 days before March 1 for formula); or when a Project Director (PD) wants to terminate a project early. The Final Report home screen appears similar to the project initiation and progress report home screens. The REEport system creates a "shell" (i.e. "draft") of the final report for any project that is put into active status. This means that the PD can submit a final report at any time during the life of the project in order to terminate it. Failure to submit the final report for any project will result in the PD not being permitted to receive any future funding from NIFA (including competitive grants, formula grant funds and other NIFA funding) until the report has been submitted (this applies even if the PD moves to another institution).

Important Reporting Requirements on Final Reports
Final reports appear exactly the same as progress reports, with the same data fields and questions. **However, the data entered in a final report should apply to the PROJECT DURATION, not just the final reporting year (progress reports only cover one reporting period/year).** The only exception to this rule is the FTEs on the Participants page (see details below). In the Final Report, you should report FTEs for the reporting period only, just as you would if you were filling out a Progress Report for the final year of the project.
In summary:
- FTEs in the Final Report (on the Participants page) should be calculated and reported for the FINAL REPORTING PERIOD/YEAR only.
- All other data reported in the Final Report should apply to the PROJECT DURATION.

Steps to complete Progress/Final Reports

To go the NIFA Reporting Portal: **http://portal.nifa.usda.gov/**

Type in your email. If you have not created a password, go to "reset Password".

In the REEport module, if you have an "NEB" project, click on: REEport (SAES-University of Nebraska)
If you have an "NEBN" project, click on: REEport (EXT-University of Nebraska-Lincoln Extension)
Then click on: "Progress Report" or "Final Report"   - **It is very important to use the correct module.**

Cover Page
The cover page in the progress report module is identical to that of project initiation (both formula and non-formula). It does not require you to add any additional information from what was already approved in the project initiation and is therefore completely prepopulated.

Participants
Actual FTEs for the Reporting Period

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

Enter the **actual** Full-time equivalent(s) (FTE) that **supported this project over the course of this reporting period only** (reporting period is one year or less; refer back to your cover page for the exact reporting period)**.**

Description of an FTE: An FTE is defined by the **Government Accountability 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. Remember, graduate students on assistantships are a maximum 0.5 FTE per year.

The Project Director is responsible for reporting time and effort spent on this project. FTE should be calculated for all time spent on the project, including other institutions/agencies if they are collaborating on the project. Remember, this is <u>time</u> and <u>effort</u> spent on the project, *not* budgeted FTE or funded FTE.

You may enter fractions of FTEs rounded to the nearest <u>tenth</u>. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in

the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

- **Scientist**: A research worker responsible for original thought, judgments, and accomplishments in independent scientific study. This includes investigation leaders and project leaders and portions of the time of supervising scientists or staff assistants who meet the preceding definition. Examples: Professor, Associate Professor, Assistant Professor, Scientist. Graduate students should typically be listed here.
- **Professional**: A professional does not qualify as a scientist under the preceding definitions but may still significantly contribute to research activities. Professionals usually hold one or more college degrees and have otherwise qualified for employments in a professional category. Generally, professionals have a high degree of research activity responsibility but do not hold principal investigator status or equivalent at the reporting institution. Examples: Department Head, Resident Director, Statistician, Analyst, Assistant Director, Dean.
- **Technical:** Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Examples: Lab Assistant, Mechanic, Carpenter, Machinist, Skilled Tradesperson.
- **Administrative and Other:** These are clerical and support staff who contribute to the non-technical support of the project. It is often difficult to assess an individual's clerical and labor support to any one project; they usually support groups of researchers of different projects in a broad manner, such as by ordering supplies, typing reports, managing bill payments, performing janitorial work. Examples: Secretary, Typist, Repairman, Janitor, Data Entry.

Note that there is a "nothing to report" box at the top of the page, above the "project director" field. You may click this box if there were no actual FTEs used to support this project for the reporting period being reported against, but this would be rare.

Target Audience
The target audience(s) you describe on this progress report should include only those that the efforts for this reporting period were focused upon. This may mean you are only listing a subset of all of the original target audiences you listed in your project initiation.

> *Target audiences* include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged.
> *Efforts* include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

Products   Each Publication, Book, etc . must be entered into a separate box

Citation

Publications

Type

Status

Year Published

Publications: Identify the standard products/outputs that have been achieved during this reporting period. This includes only publications, patents, and applications for plant variety protection (PVP). You will report other types of products/outputs on the "Other Products" page. Report only the major publication(s) resulting from the work under this project/award. If this is NOT the first progress report you've submitted, do not include publications already included in any previously submitted progress report(s). There is no restriction on the number. However, agencies are interested in only those publications that most effect the work under this project/award.

Definitions for the categories of publications:

- **Publications** are the characteristic product of research. Agencies evaluate what the publications demonstrate about the excellence and significance of the research and the efficacy with which the results are being communicated to colleagues, potential users, and the public, not the number of publications.
- **Journal publications:** Peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-

time conference, not part of a series, should be reported under "Books or other non-periodical, one-time publications."

- **Books or other non-periodical, one-time publications:** Any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like.
- **Other publications, conference papers and presentations:** Identify any other publications, conference papers and/or presentations not reported above. Patent(s) and Plant Variety Protection(s) (PVP) Identify inventions for which patents or plant variety protection (PVP) has been or will be sought. Include patent/PVP applications that have been filed with the patent or PVP office for more than 18 months. Include the date of application for an award of patent /PVP protection and/or licenses that have resulted from the research. Submission of this information as part of this Progress Report is not a substitute for any other invention reporting required under the terms and conditions of any award.

Patent(s) and Plant Variety Protection(s) (PVP)

Application Number

 Application Filing Date

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Title

Other Products

Enter the significant products/outputs achieved during the **project duration** as a result of the project's research, extension or education activities. NIFA considers the terms "products" and "outputs" to be synonymous. Do not include publications, patents, and plant variety protection applications; those should be included only on the "Products" page of this Progress Report.

- **Other Products/Outputs** are activities, events, services, and products that reach people.

- **Activities** include: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
- **Events** include: conferences, demonstration sites, field days, symposia, workshops, and trainings.
- **Services** include: consulting, counseling, and tutoring.
- **Products** include: audio or video products; curricula; data or databases; equipment or instruments; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

Accomplishments

Note that at the beginning of this page you will see a listing of the "major goals of this project." This listing is non-editable because it is prepopulated with what you entered as goals for the project in project initiation. Keep in mind that referring back to this listing is helpful when filling in the various fields on the accomplishments page, as anything reported on those fields should related directly back to the goals of the project.

- **What was accomplished under these goals?** For this reporting period describe:
  1) Major activities completed;
  2) Specific objectives met;
  3) Significant results achieved, including major findings, developments, or conclusions (both positive and negative); and
  4) Key outcomes or other accomplishments realized.

  Remember that key outcomes/accomplishments are defined as changes in knowledge, action, or condition**.**
- *A change in knowledge* occurs when the participant (scientist, trainee, or citizen) learns or becomes aware. Examples of a change in new fundamental or applied knowledge significant enough to be included in a publication; methods and techniques; policy knowledge; improved skills; or increased knowledge of decision-making, life skills, and positive life choices among youth and adults.
- *A change in action* occurs when there is a change in behavior or the participants act upon what they have learned (adoption of techniques and methods or a change in practice).
  Examples of a change in actions include: application and actual use of fundamental or applied knowledge; adoption of new or improved skills; direct application of information from publications; adoption and use of new methods or improved technologies; use of skills by youth and adults in making informed choices; adoption of practical policy and use of decision-making knowledge.
- *A change in condition* occurs when a societal condition is changed due to a participant's action.
  Examples of a change in conditions include: development of human resources; physical, institutional, and information resources that improve infrastructure technology transfer; management and behavioral changes and adjustments; quantified changes in descriptive statistics (trade balance, export sales, etc.); better and less expensive animal health; changes in conditions (e.g., wages, health care benefits, etc.) of the agricultural workforce; higher productivity in food provision; quantified changes in quality-of-life for youth and adults in rural communities; safer food supply; reduced obesity rates and improved nutrition and health; or higher water quality (e.g., increased water clarity) and a cleaner environment (e.g., measurably reduced pollution).

Note: Include a discussion of stated goals not yet met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments (such as in later Progress Reports or in the Final Report of this project).

What opportunities for training and personal development has the project created?
Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project.

- *Training activities* are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses or one- none work with a mentor.
- *Professional development* activities result in increased knowledge or skill in one's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, click the "nothing to report" box.

How have the results been disseminated to communities of interest?
Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities. *(If applicable, you may click the nothing to report box.)*

What do you plan to do during the next reporting period to accomplish the goals?
Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives. If there are no changes to the agency-approved application or plan for this effort (i.e. nothing was submitted through the "project change" module), click the box for "nothing to report."

Changes/Problems
Describe major changes/problems in approach and reason(s) for these major changes. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.

> Major changes include:
> - major problems or delays that may have a significant impact on the rate of expenditure;
> - significant deviations from research schedule or goals;
> - unexpected outcomes;
> - or changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

Submit for Review
To actually submit the project report, make sure to click the "Submit for Review" button at the bottom of the screen (red circle). The PD can tell that the project is at the first level of submission by the workflow status shown on the screen (red underline). Also, note the red arrow indicating that the project is being submitted "for review."
NOTE: If there are missing or incorrect data fields in the project report, 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.

Send an email to the Site Administrator indicating that you have completed the Progress/Final Report and it is ready to submit to NIFA.