REEport User Guide

NIFA Planning, Accountability, and Reporting Staff

Last Updated: November 2025

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INTRODUCTION

Recipients of capacity and competitive grant awards administered by the National Institute of Food and Agriculture (NIFA) are required to report project and program data to NIFA. The Research, Extension, and Education Project Online Reporting Tool (REEport) is NIFA's primary grant reporting application for NIFA-funded, non-capacity (competitive) projects. The application collects both technical and financial data related to NIFA-funded, non-capacity (competitive) projects and allows grantees to report significant accomplishments and impacts of their research, extension, and educational work. After submission to NIFA, the data entered into REEport becomes publicly available in the NIFA Data Gateway.

Project initiations and reporting for projects funded by ***competitive grants*** must be completed in the REEport application, which is accessible through the NIFA Reporting Portal. Within REEport, the project initiation forms and required report forms are completed and submitted to NIFA. This ***REEport User Guide*** provides the instructions and details the requirements for ***competitive grant*** project initiation and reporting in the REEport application as well as how to log-in and how to reset your password. To navigate this document, you may utilize the hyperlinks on the Table of Contents and the ***Return to Table of Contents*** hyperlinked arrows on the bottom left corner of every page.

Project creation and reporting for projects and programs funded by ***capacity grants***, including Hatch, Hatch Multistate, Evans-Allen, Animal Health and Disease Research, McIntire-Stennis, Renewable Resources Energy Act (RREA), 1890 Extension, and Smith-Lever(b)(c), must be completed in the NIFA Reporting System (NRS). The ***NIFA Reporting System User Guide*** and additional NRS resources are available on the NIFA Reporting System webpage.

The links in the following table direct grant recipients to the NIFA webpage and resources that are applicable to their project or program type:

Table 1 Project/Program Type Determination

If you…	…your project/program type is:
…have a **Hatch, Hatch Multistate, Evans-Allen, McIntire-Stennis, Animal Health, RREA, 1890 Extension, and Smith-Lever(b)(c)** project or program…	Capacity (Go to NIFA Reporting System webpage)
…submitted a grant application through Grants.gov, received an "Award Face Sheet" from NIFA, and have a proposal and award number associated with your project…	Competitive (Go to NIFA REEport webpage)

If you have any further questions about your project/program type and what is expected of you as a grant recipient, please email the REEport Help Desk (Electronic@usda.gov) or the NRS Help Desk (NRS@usda.gov).

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ROLES AND PERMISSIONS IN REEPORT

It is important to understand the roles and permissions you have in REEport, which depend on what type of REEport site your projects are assigned to and what user role(s) you are assigned. In REEport, users are assigned "roles" in the application that allow them to see specific pages and perform specific functions. The roles and permissions that any one user has are determined by two factors:

1. Whether they are affiliated with a Partner or Independent REEport Site (see definitions below)
2. Which user role(s) they are assigned in the REEport application (see Table 2 and Table 3)

SITE TYPES IN REEPORT

Partner Sites

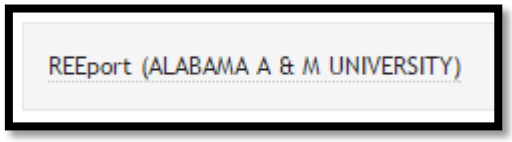
Partner sites exist for most Land-grant Universities (with the exception of 1994 Tribal Colleges and Universities) and a few other institutions that have been granted partner status. When you log in to REEport you can tell that your projects are assigned to a ***partner site*** if there is a prefix of SAES, 1890, FRST, VET, or EXT in front of your institution's name. For example:



Partner sites are administered by the REEport Site Administrator(s) at the grantee organization. REEport users affiliated with partner sites may be assigned more than one REEport user role by their REEport Site Administrator (SA). To view the user roles and permissions for Partner Sites, click here.

Independent (Non-Partner) Sites

Independent (non-partner) sites exist for private organizations, 1994 Tribal Colleges and Universities, and any NIFA partner institution that is **NOT** an 1862 or 1890, Forestry, or Vet Med school. Independent (non-partner) sites also exist for some of the Land-grant Universities. When you log in to REEport, if there is **NO** prefix, such as SAES, 1890, FRST, VET, or EXT in front of your institution's name, then your projects are assigned to an ***independent site***. For example:



Independent sites have no centralized administration at the grantee organization level. When a project is assigned to an ***independent site***, REEport does not allow anyone other than the Project Director (PD) or Authorized Organizational Representative (AOR) listed on the grant to enter and submit data to NIFA. There is no way to allow additional REEport users editing access on projects (grants) assigned to ***independent sites*** in REEport. To view the user roles and permissions for Independent (non-partner) sites, click here.

Table 2 and Table 3 list the REEport user roles available for each site type and the permissions they have in the REEport application.

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Table 2 Partner Site REEport User Roles and Permissions (To review site type definitions click here.)

REEport Site Type	User Role	Permissions in REEport
Partner Site	Site Administrator (SA)	a. Has full control. b. Can view all projects and forms. c. Can edit any forms in Draft. d. Can submit any form to NIFA. e. Can edit and submit REEport Financial Reports. f. Only role that has access to Site Administration functions, such as adding users, setting form workflows, etc. In other words, control over all aspects of site configuration.
Partner Site	Assistant Site Administrator (ASA)	a. Can view all projects and forms. b. Can edit any forms in Draft. c. Cannot submit forms to NIFA.
Partner Site	Project Director (PD)	a. Can edit the draft project and progress/final report forms if they are ***named the PD on the grant***. b. Can create new State Project Initiation forms, and view/edit State Project forms they initiated. c. Cannot submit forms to NIFA unless the Site Administrator has set the workflows to allow it. d. Cannot complete and submit the REEport Financial Report unless the user is also assigned the Financial Administrator or Site Administrator role.
Partner Site	Financial Administrator	a. Can only access the Financial Report modules. b. Can edit the REEport Financial Reports. c. Cannot submit the REEport Financial Reports to NIFA unless the Site Administrator has set the workflows to allow it.
Partner Site	Authorized Organizational Representative (AOR)	a. Can edit the draft project and progress/final report forms if they are ***named the AOR on the grant***. b. Can view other projects assigned to the site, but cannot edit them if they are not the named AOR. on the grant.
Partner Site	Admin Support	a. Can create new State Project Initiation forms. b. Can view and make edits only on forms they created. c. Cannot submit forms to NIFA.
Partner Site	Reviewer	a. Can view all projects and forms in a read-only state as a PDF. No other permissions.

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Table 3 Independent Site REEport User Roles and Permissions

To review site type definitions click here.

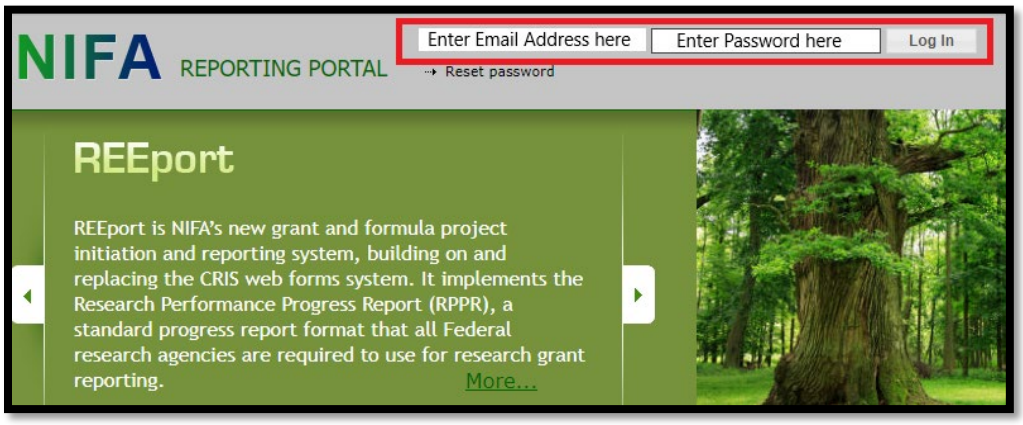
REEport Site Type	User Role	Permissions in REEport
Independent (Non-Partner) Site	Project Director (PD)	a. Role is automatically assigned to the user who is named as the Project Director on a grant. b. Can view and edit only the projects and forms on which they are the named Project Director. c. Can submit all forms to NIFA, including financial.
Independent (Non-Partner) Site	Authorized Organizational Representative (AOR)	a. Role is automatically assigned to the user who is named as the Authorized Organizational Representative (AOR) on a grant. b. Can edit only the projects and forms on which they are the named AOR. c. Can submit all forms to NIFA, including financial.
Independent (Non-Partner) Site	Reviewer	a. Role is automatically assigned to the user who is named as the AOR on a grant. b. Can view all projects assigned to the independent site as read-only PDF files.
Independent (Non-Partner) Site	Project Financial Reporter	a. Role is automatically assigned to both the PD and the AOR who are named on a grant. b. Can complete and submit the REEport Financial Report.

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HOW TO LOG IN TO REEPORT

The following are the basic steps for logging in to the REEport application through the NIFA Reporting Portal (NRP). The REEport application is housed within the NIFA Reporting Portal. Microsoft Edge and Google Chrome are the preferred browsers for accessing the NIFA Reporting Portal.

1. Navigate to the NIFA Reporting Portal.
2. Enter your email address and password; hit "enter" or click the "Log In" button.
    - Your login name is the ***exact email address*** that was entered on the grant application. If your email address has changed and an email address update is necessary, contact the REEport Help Desk at Electronic@usda.gov for assistance.
    - To set your password for the first time and activate your account, follow the How to Reset Your Password instructions, which will both activate your account and set your password.



3. After clicking the "Log In" button, the system will recognize your account and open the NRP homepage.
    a. If you encounter a login error, please take these additional steps:
        i. To resolve an "account not recognized" error, clear your internet browser cache, open a fresh browser, and repeat steps 1-2.
        ii. To resolve a "status 400 – bad request" error, exit your virtual private network (VPN) or organization server, and repeat steps 1-2.
4. Scroll down on the NRP Homepage until you see the "Active Applications" header. This section appears below the "Search NIFA Projects" box.
5. Under the "Active Applications" header, click the link listed for REEport.



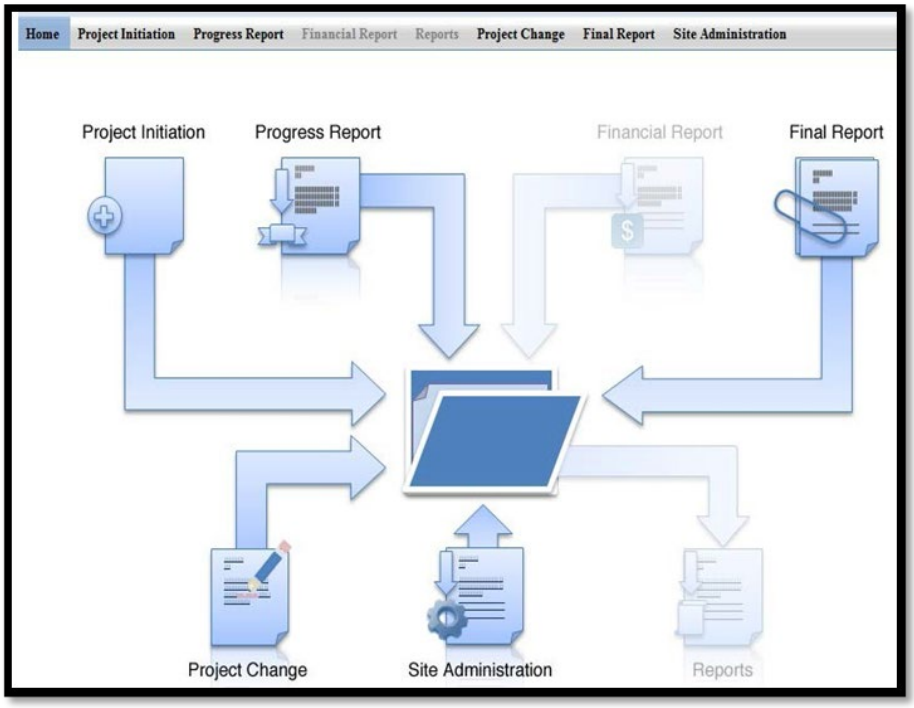
    a. If there is no REEport link under the "Active Applications" header, your user account does not have access to REEport.

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i. If you need REEport access and see no link under the “Active Applications” header, contact the REEport Help Desk at Electronic@usda.gov for assistance.

ii. Projects assigned to independent sites (see definition here) are only accessible by the primary Project Director (PD) or Authorized Organizational Representative (AOR) listed on the grant itself. If you are not the primary PD or AOR listed on the grant award, you will not be able to view the project or enter data in REEport.

6. In the REEport application, you have the option to access the application modules to complete and submit form types based on your roles and permissions in REEport. Please refer to the Roles and Permissions in REEport section of this guide to determine your access levels in REEport.

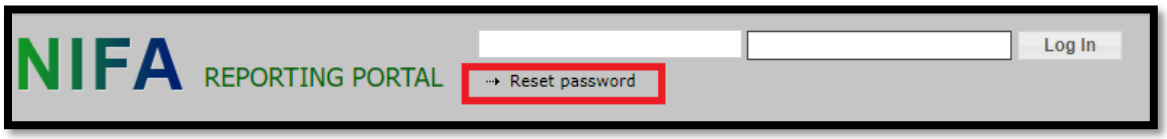


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HOW TO RESET YOUR PASSWORD

Any person with access to REEport through the NIFA Reporting Portal can reset their own password. You may reset your password once during a 24-hour period. If your account was locked due to invalid login attempts, the account will automatically unlock after 15 minutes. A password reset will not override the 15 minutes waiting period on a locked account. To reset a password, follow these steps:

1. Go to NIFA Reporting Portal
2. At the top of the page, click the "Reset password" link, as shown here:



3. Enter the email address that is associated with your account and click the "Send" button.

   NOTE: If you cannot remember which email address your account is associated with, please contact the REEport Help Desk at Electronic@usda.gov for assistance. In the request, please include your full first and last name, and associated award number.



4. After clicking the "Send" button, the system will recognize your account and email you a link to reset your password. If you do not receive the email, take these additional steps:
   - Check your junk mail and confirm that noreply@nifa.usda.gov is not blocked by your email service.
   - Clear your internet browser cache, open a fresh browser, and repeat steps 1-4
5. Click the reset password link you receive within the email; this will bring you to a page in the NIFA Reporting Portal where you will enter a new password twice.
6. After your new password is saved, click the log in link at the top of the page you already have open; or type in and save the URL NIFA Reporting Portal for all future logins.
7. Enter your email address and newly set password, and then click the "Log in" button.

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REQUIREMENTS AND DUE DATES

A NIFA competitively awarded/non-capacity project is any agricultural research, education, or extension project funded by a NIFA grant program that requires a grant application through grants.gov and has a peer review process. Once a competitive/non-capacity proposal has been recommended for award, the grantee is notified via email from the REEport application that their project initiation form is available for editing. The grantee must complete and submit their project initiation in REEport in order to receive their funds.

Table 4 REEport Form Types and Due Dates

REEport Form Type	Due Date
Project Initiation	Submit as soon as REEport Project Initiation notification is received.
Progress Report	Submit within 90 days AFTER the anniversary of the project start date.* **NOTE:** In the final year of a project, the Final Report is completed in lieu of a Progress Report.
Financial Report**	Submit in the REEport ***Financial Report module*** by February 1st of the fiscal year AFTER the fiscal year of the expenditures being reported. **NOTE:** In the final year of a project, the Final Financial Report is completed in lieu of a Financial Report.
Final Financial Report**	Submit in the REEport ***Final Financial Report module*** within 120 days after the termination of the project (project end date).
Final Report	Submit within 120 days after the termination (end date) of the project. **NOTE:** The Final Report may be submitted at any time within REEport to terminate the project early.

*For projects with Continuation awards, the progress report may be due BEFORE the anniversary of the start date; if this is applicable to your project, NIFA Program staff will request the progress report before the award anniversary date.

**NOTE: The Federal Financial Report, SF-425, is a separate financial report that is submitted directly to the NIFA Office of Grants and Financial Management; this report is submitted via email to Awards@usda.gov. It is not housed or completed in the REEport application.

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REQUIREMENTS AND DUE DATES BY FORM TYPE

Project Initiation

The grantee should complete and submit this form as soon as they receive the email notification indicating the project initiation is available in REEport. While there is no due date for submission of the project initiation, grantees should be aware that they will not be awarded any funds until NIFA has received the project initiation via REEport.

Progress Report

The annual progress report must be submitted in REEport no later than 90 days after the anniversary of the project start date. The anniversary date is always one year from the start date of the project; this start date is imported into REEport from NIFA's grant management system. This report may be submitted in REEport up to 90 days prior to the anniversary date and is due no later than 90 days after that date. In the final year of a project, the Final Report is completed in lieu of a Progress Report.

NOTE: For projects with Continuation awards, the progress report may be due BEFORE the anniversary of the start date; if this is applicable to your project, NIFA Program staff will request the progress report before the award anniversary date.

NOTE: REEport automatically creates the first year Progress Report form for any project that is in active status. Each subsequent year's Progress Report form is created upon submission of the previous year's progress report. A Progress Report form is created for the last year of the project, but it is not required unless the project end date is extended beyond the original project end date.

Financial Reports

REEport Financial Reports

All new competitive awards and any current competitive award receiving a continuation or renewal of funds must submit Financial Reports in REEport. Financial reports in REEport are project level reports that detail all expenditures by funding source, as well as all Full Time Equivalents (FTEs) that supported the project, for the federal fiscal year, which runs from 10/01 to 09/30 each year. These reports are used for research planning, and they are not auditable documents.

An annual Project Financial Report is due each fiscal year the project is ongoing and reports on the most recently completed federal fiscal year. A Final Financial Report is due after the project has ended and reports on the federal fiscal year in which the project ended. Both report types detail all expenditures and FTEs for the federal fiscal year; the final financial report is ***not*** a cumulative report.

For more details, see the What is the REEport Financial Report section of this guide.

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Federal Financial Report (SF-425)

Competitive/non-capacity grantees must also submit the Federal Financial Report, SF-425 to the Office of Grants and Financial Management (OGFM) Awards Management Division (AMD); this is due annually based on the start date of the project.

For competitive grants, the SF-425 forms should be emailed as a PDF attachment to awards@usda.gov. All questions related to the SF-425 reports should be directed to the Administrative Contact listed in block 14 of the Award Face Sheet or the AMD Awards mailbox (Awards@usda.gov). Additional information regarding the SF-425 is available in the NIFA Grants Management FAQ document.

Final Report

This final progress report must be submitted in REEport within 120 days after the termination of the project (project end date). Early submission of this report in REEport indicates early project termination. In the final year of a project, the Final Report is completed in lieu of an annual Progress Report.

SUBMIT A PROJECT INITIATION

As a grant recipient, you have completed the grant application and peer review process, including submission of project data to NIFA via Grants.gov. You must now complete the Project Initiation in REEport, which collects additional information that was not included on the grant application. The submission of the Project Initiation form in REEport will trigger the award of funds. Below are the step-by-step instructions for this submission.

Please note that NIFA imports non-editable data from your grant application which will appear on the Cover Page of the Project Initiation form. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the proposal number, field name(s), and correct data.

The following instructions are for completing and submitting the Project Initiation in REEport:

1. Activate your account. If you already have an active account, proceed to Step 2. There are two methods to activate your account:
    a. Click the activation link in the email you received from the NIFA Reporting Portal and follow the prompts **OR**
    b. If you no longer have access to the email or the link has expired, navigate to the NIFA Reporting Portal. Click the "Reset password" link at the top of the page. Enter the email address listed on the grant application and follow the prompts to set your password.
2. Navigate to the NIFA Reporting Portal.
3. Enter your email address and password; click the "Login" button.
4. Click the "REEport" link under the "Active Applications" header.
5. Upon entering REEport, click the "Project Initiation" icon.
6. Click on the "Project(s) in Draft Stage" folder to view all of the projects you have in draft status.

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7. Click the Title of the project to open the editable Project Initiation form.
8. The first page of the Project Initiation form is the Cover page. This page contains non-editable data that is prepopulated from the grant application. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the proposal number, field name(s), and correct data.
9. By using the navigation buttons at the top and bottom of the form pages, navigate through the Project Initiation form and enter the required data on each page. Save your work periodically.
10. After entering all required fields, navigate to the last page of the Project Initiation form (Submit page).
11. If you miss any required fields within the report pages, you will see an on-screen message in ***red*** with instructions and hyperlinks to navigate to the incomplete report pages. After completing all required fields, return to the Submit page.
12. On the Submit page, click the "Submit to NIFA" button to send the Project Initiation to NIFA. Award funds will not be released until NIFA receives your Project Initiation. Please note that the submission process varies slightly based on what type of REEport site your project is assigned to:
    a. **If your project is assigned to a Partner Site** (see definition here), the Site Administrator(s) control the REEport workflows and may require organizational review before submission to NIFA. If organizational review is required, you will click on the "Submit for Review" button on the "Submit" page and your Site Administrator(s) will be responsible for officially submitting the project to NIFA to allow the award and release of your funds.

DATA CONTENT INSTRUCTIONS FOR PROJECT INITIATIONS

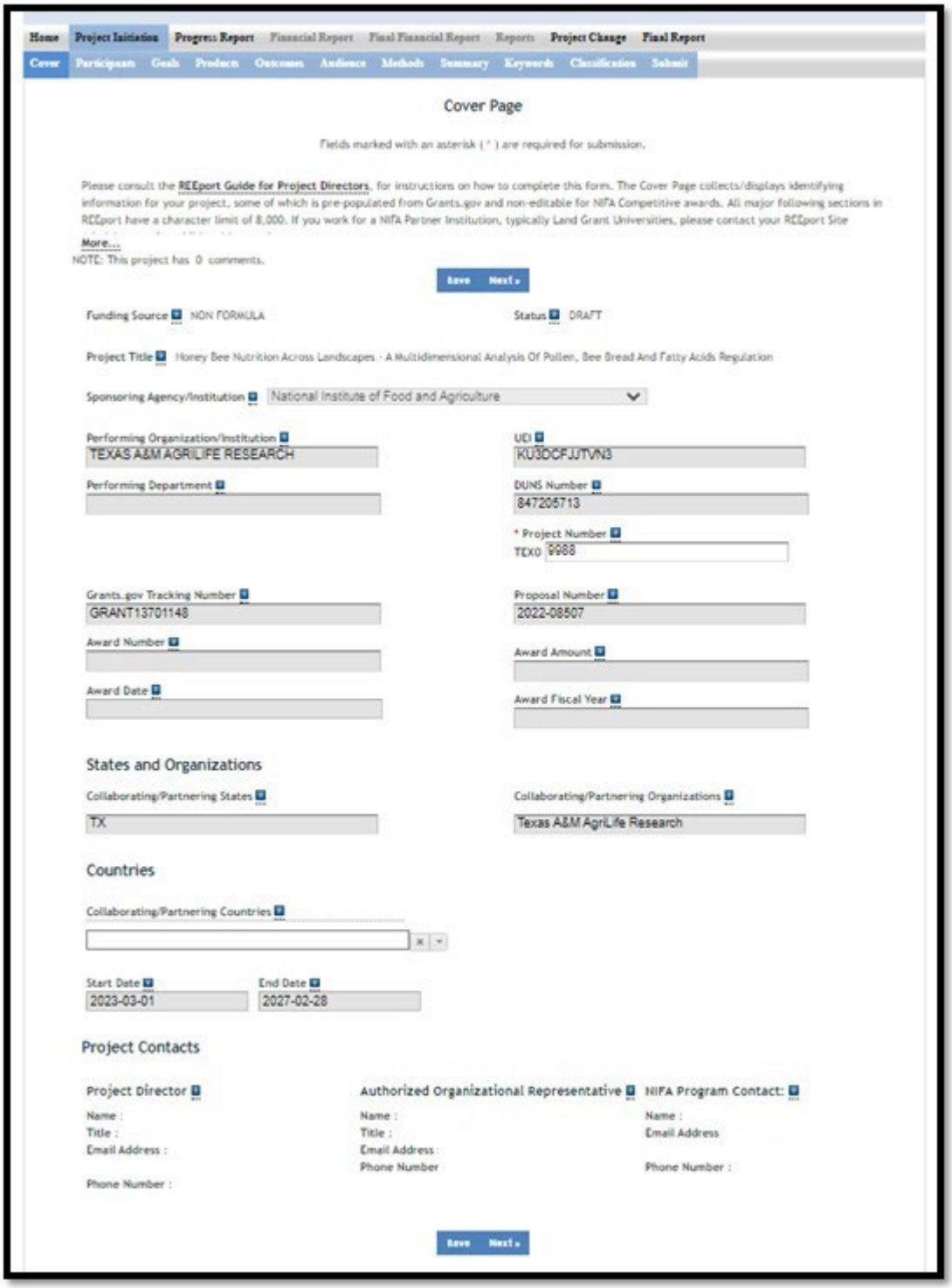
Helpful Hints for Entering Progress Initiation Data

- For detailed guidance on specific data fields, use the embedded Help Text by clicking on the small blue icon located next to the field in REEport.
- There are character limits on all fields in REEport. For all the large text boxes with a built-in text editor, there is an 8,000-character limit, including spaces.
- REEport does not accept smart quotes, graphics, charts/tables, or other images pasted into any of the open text boxes.
- Manual entry is suggested in all text boxes. However, if you choose to copy and paste data from an outside source directly into a REEport text box, it is highly suggested to clear all formatting such as bold, underline, italics, etc. and use the default (or plain text) formatting style.
- After entering data on a page, you MUST click one of the navigation buttons at the top or bottom of the page to save your work (Previous/Save/Next).
    - You may also navigate from page to page within a module using the top menu bar (e.g., moving from "Goals" to "Products" by clicking those words in the menu bar), but this action will ***not*** save your work if you entered new data on the page.

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PROJECT INITIATION: COVER PAGE

The screenshot below is an example of the Cover Page in the Project Initiation form. This page contains non-editable data that is prepopulated from the grant application. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the proposal number, field name(s), and correct data.



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Funding Source

The Funding Source is prepopulated on this page based on the source of the grant listed in NIFA's grants management system (CREEMS).

Status

The Status of a project is assigned by the REEport application and starts in "draft" status. After your project is submitted to NIFA, the status will change to active, as defined below. Upon reaching the end date listed on the project, or early termination via the submission of a Final Report, the status will change to complete, as defined below.

> **Active:** A project that has been approved by a NIFA NPL and is currently within the overall project duration dates (i.e., between the start date and end date of the project).
>
> **Complete:** A project that has either been terminated via the submission of a Final Report or one that is currently outside of its overall project duration dates. This means that a project whose Final Report has not been submitted will still show a status of "Complete" if the current calendar date is later than the end date of the project. NOTE: Projects in this situation are displayed in the "Project(s) Past End Date – Extend Project or Submit Final Report" folder.

Project Title

The Project Title is a concise description of the focus and subject of study being performed. This field is prepopulated based on the approved grant application project title.

Sponsoring Agency/Institution

The Sponsoring Agency/Institution is the organization that is funding the project. For all competitive (non-capacity projects), the sponsoring agency is NIFA.

Performing Organization/Institution

The Performing Organization/Institution is the organization that employs the person(s) conducting the project.

UEI

A Unique Entity ID (UEI) is a 12-character (alpha-numeric) code that uniquely identifies all entities. UEIs are issued by SAM.gov (System for Award Management) and are a part of an entity's record in the Entity Information section of SAM.gov; this field prepopulates with the UEI that was entered in Grants.gov. For more information, visit the SAM.gov website on UEI.

DUNS Number

The Universal Numbering System (DUNS) number is a unique nine-digit identification number. This field prepopulates with the DUNS number that was entered in Grants.gov. The UEI has replaced the DUNS number (DUNS to Unique Entity ID (SAM) Transition).

Performing Department

The Performing Department is the entity/section at the Performing Organization/Institution to which the Project Director is assigned and performs most of their duties and research.

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Project Number

The Project Number is an identifier (combination of letters and numbers) subject to the identification or numbering system used by the Performing Organization/Institution. While it is recommended that Project Numbers be unique to only one project, NIFA does not prevent PDs from re-using project numbers.

> **If you are a PD at a Partner Institution** (see definition here), the Division Station Code, as shown next to the Project Number field, is prepopulated in REEport as a prefix to the project number entered. The Division Station Code is managed by the Site Administrator(s).
>
> **NOTE:** NIFA does NOT use project numbers to track projects or to perform data retrieval searches; NIFA uses accession numbers for these activities.

Collaborating/Partnering States and Organizations

Prepopulated based on the Co-Project Director information from the grant application.

Collaborating/Partnering Countries

Identify any other countries that are **significantly** participating in this research project. A "significant" amount of participation to a project generally implies that the PD would not be able to realize the major objectives of a project (at all or as effectively) without the participation and support of the other participating countries.

> **NOTE:** A "contribution" of effort and/or resources (i.e., SYs/PYs, materials) can be made regardless of whether or not the partnering entity is receiving or contributing funding towards the project.

Start Date

For competitive grant projects, the start date is prepopulated based on what NIFA has on file from the approved grant application. NIFA follows two rules when prepopulating this date: 1) The start of the project begins when the award of funds is made to the grantee OR 2) the start of the project begins on a future date that occurs after the award of funds is made because such future start date was originally approved with the grant application.

End Date

Prepopulated based on the end date from the grant application or what was decided upon with the NIFA National Program Leader (NPL).

Project Director

The individual that was listed as the PD on the grant application is listed in this field. This can only be changed by contacting and submitting the required documentation to the NIFA Awards Mailbox (Awards@usda.gov). You may additionally cc: the Administrative Point of Contact on block 14 of your Award Face Sheet. See the instructions in the NIFA Grant Management FAQs.

Authorized Organizational Representative (AOR)

The individual that was listed as the AOR on the grant application is listed in this field. This can only be changed by contacting and submitting the required documentation to the NIFA Awards Mailbox

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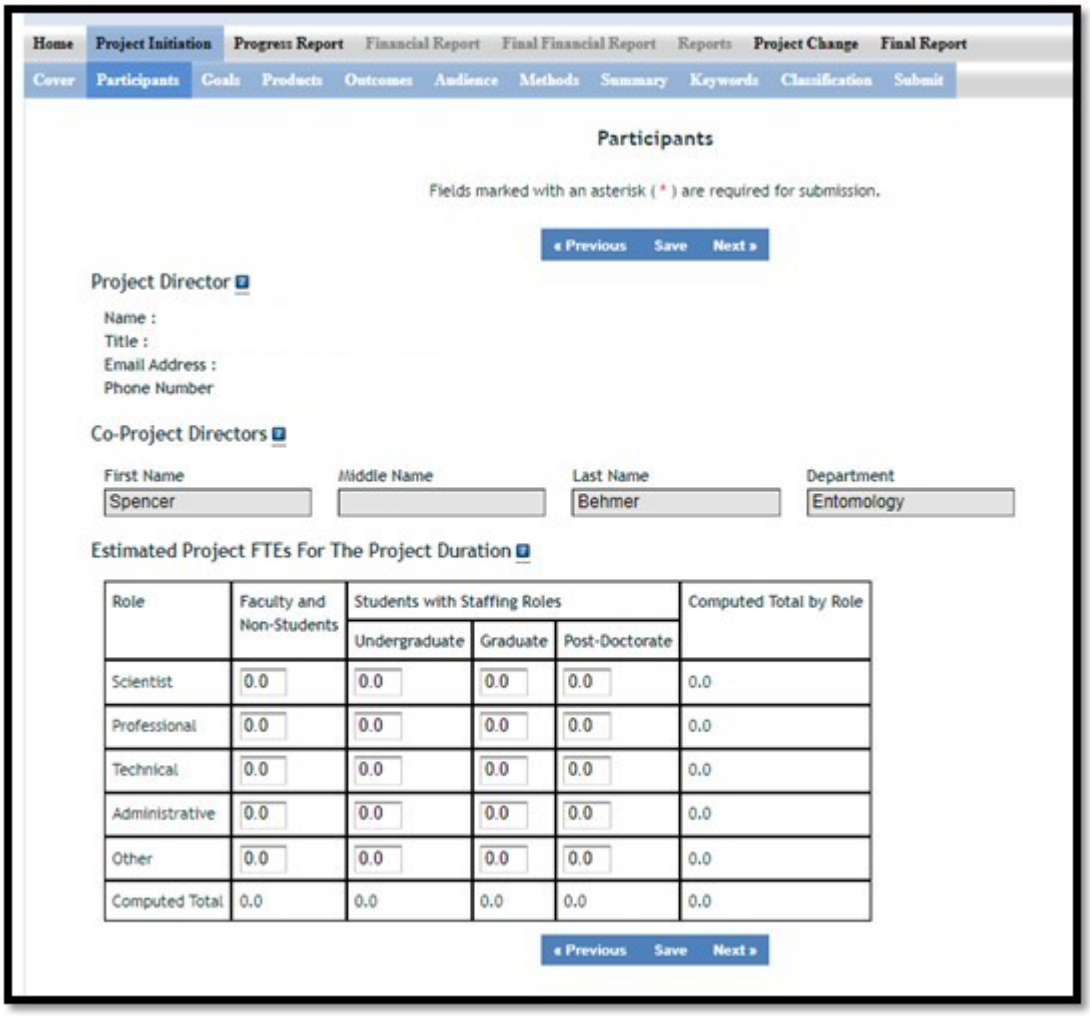
(Awards@usda.gov). You may additionally cc: the Administrative Point of Contact on block 14 of your Award Face Sheet. See the instructions in the NIFA Grant Management FAQs.

NIFA Program Contact

The individual that is listed as the NIFA Program Contact on the grant is listed in this field. Contact this person if you have any programmatic questions.

PROJECT INITIATION: PARTICIPANTS PAGE

The screenshot below is an example of the Participants page in the Project Initiation form.



Project Director

The fields pertaining to the main Project Director are prepopulated on this page according to what is displayed on the Cover page.

Co-Project Directors

Co-Project Directors (Co-PDs) are prepopulated based on the grant application. This population sometimes does not occur until later in the award process. Thus, if you see that no Co-PDs are listed,

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please continue with the submission of your project initiation. After your funds are awarded, please check back to ensure the Co-PDs are listed. If they are not at that point, contact the REEport Help Desk at Electronic@usda.gov.

Estimated Project FTEs for the Project Duration

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 of a project's duration (i.e., 1 year of a project) equals 1 complete FTE. If that same person works a full-time schedule on a 5-year project, that would be equal 5 complete FTEs.

INSTRUCTIONS: Enter the estimated Full-time equivalent(s) (FTE) that will support this project over the course of the **project's duration.** You may enter fractions and round to the nearest tenth. 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.

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.

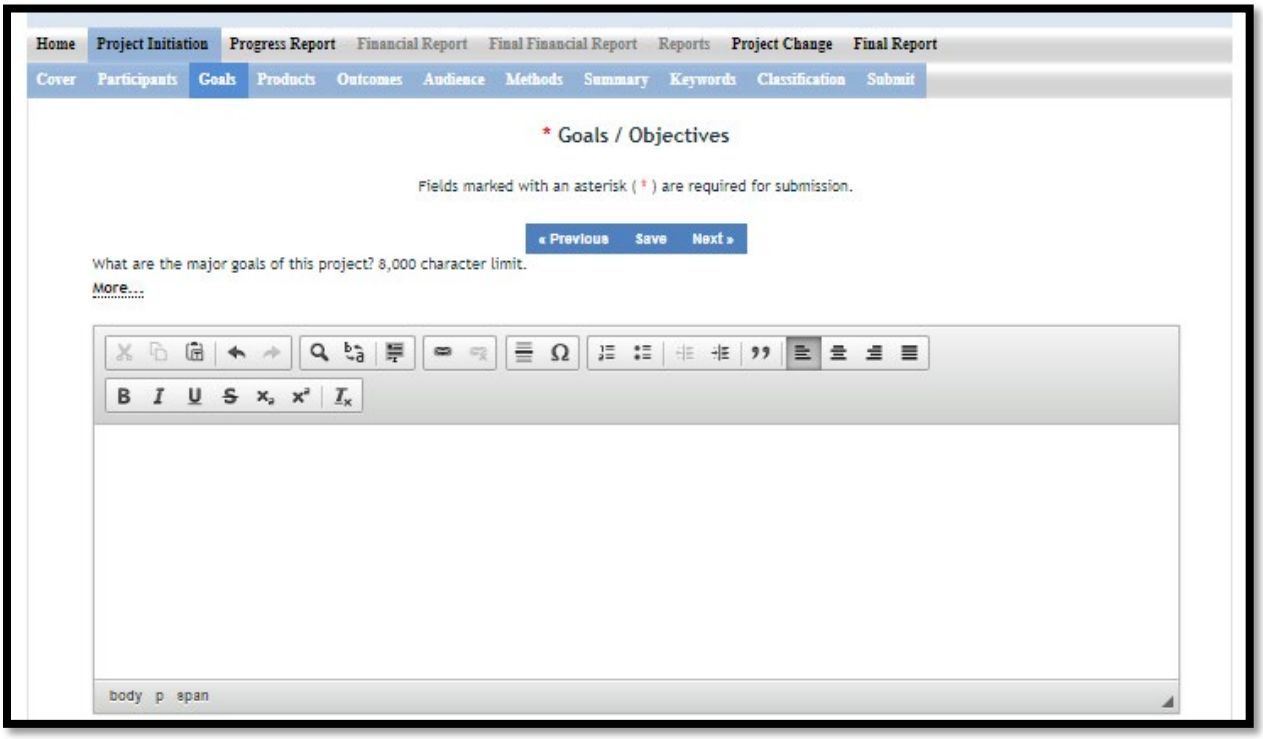
Technical: Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Examples: Lab Assistant, IT Professionals, Mechanic, Carpenter, Machinist, Skilled Tradesperson.

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 typing reports, managing bill payments, managing equipment and supplies, etc. Examples: IT Staff, Administrative Assistant, Repairman, Janitor, Data Entry personnel.

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PROJECT INITIATION: GOALS PAGE

The screenshot below is an example of the Goals / Objectives page in the Project Initiation form.



What are the **major goals of this project?**

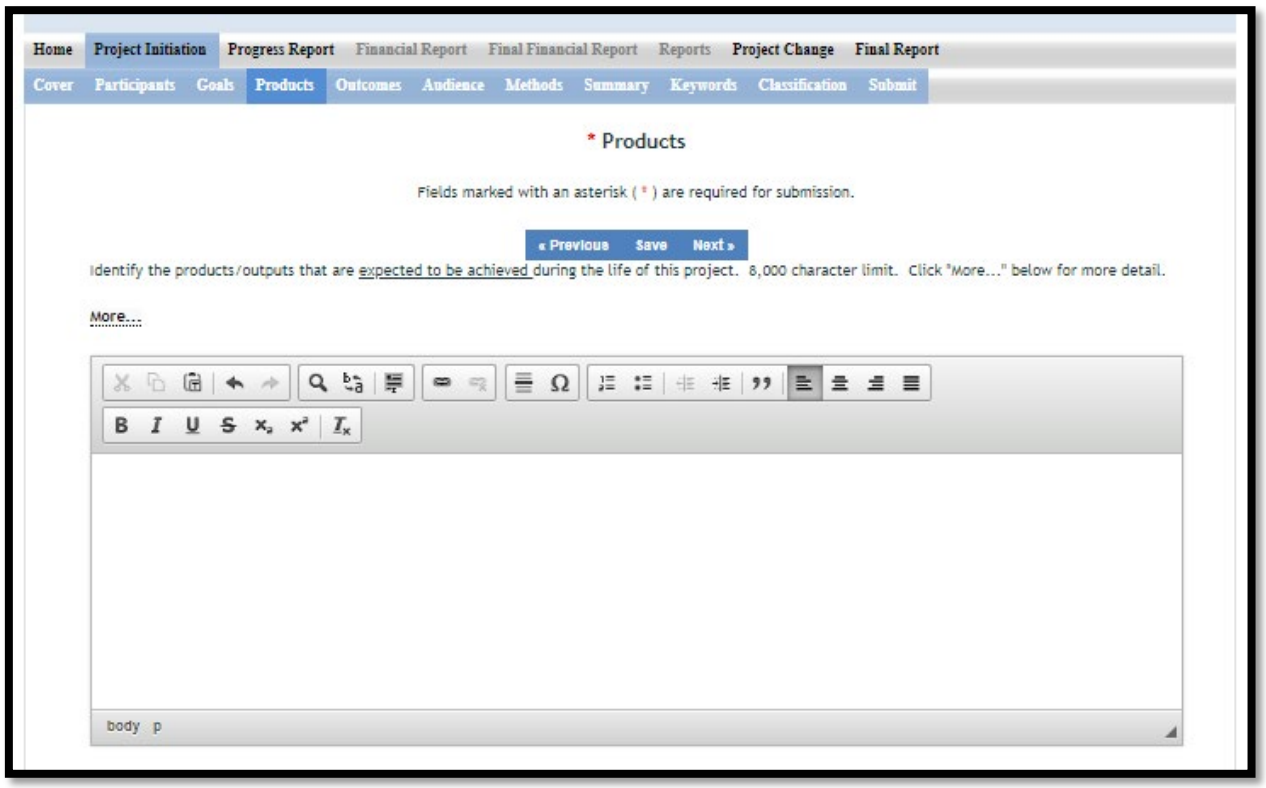
By “Major Goals” NIFA means the over-arching goals of the project AND the objectives that will be undertaken to achieve those goals.

Provide a clear, concise statement of the major goal(s) of this project. This should encompass a broad perspective of what purpose, service, major achievement, or milestone this project will provide. Following your goal statement, please list the objectives of the project using numbers for each in either list or paragraph format. Most goals have multiple objectives. Objectives are focused, quantifiable, and measurable, whereas goals are more general and broader. There is no minimum or maximum number of objectives to include for a project, but all objectives 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 other resources available to the project).

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PROJECT INITIATION: PRODUCTS PAGE

The screenshot below is an example of the Products page in the Project Initiation form.



Identify the products and outputs that are expected to be achieved during the life of this project.

Identify the products and outputs that are expected to be achieved as a result of this project. You may use paragraphs and/or lists. For the purpose of Project Initiation, you should include **all products/outputs** that are **expected or estimated** to be achieved. **Products/outputs** are activities, events, services, and products that reach people.

Example products/outputs:

- **Activities**: conducting and analyzing experiments or surveys; assessments; facilitating; teaching; or mentoring.
- **Events**: conferences; demonstration sites; field days; tours; symposia; workshops; and trainings.
- **Services**: consulting; counseling; and tutoring.
- **Publications:** scientific journals; books; conference proceedings.
- **Other Scientific products**: methods, or techniques; data assets; equipment or instruments; patents and patent applications; applications for Plant Variety Act protection; models; new germplasm, or genetic maps; decision support tools.
- **Products**: audio or video products; curricula; data assets or databases; equipment or instruments; models; networks and/or collaborations fostered by the project or activity;

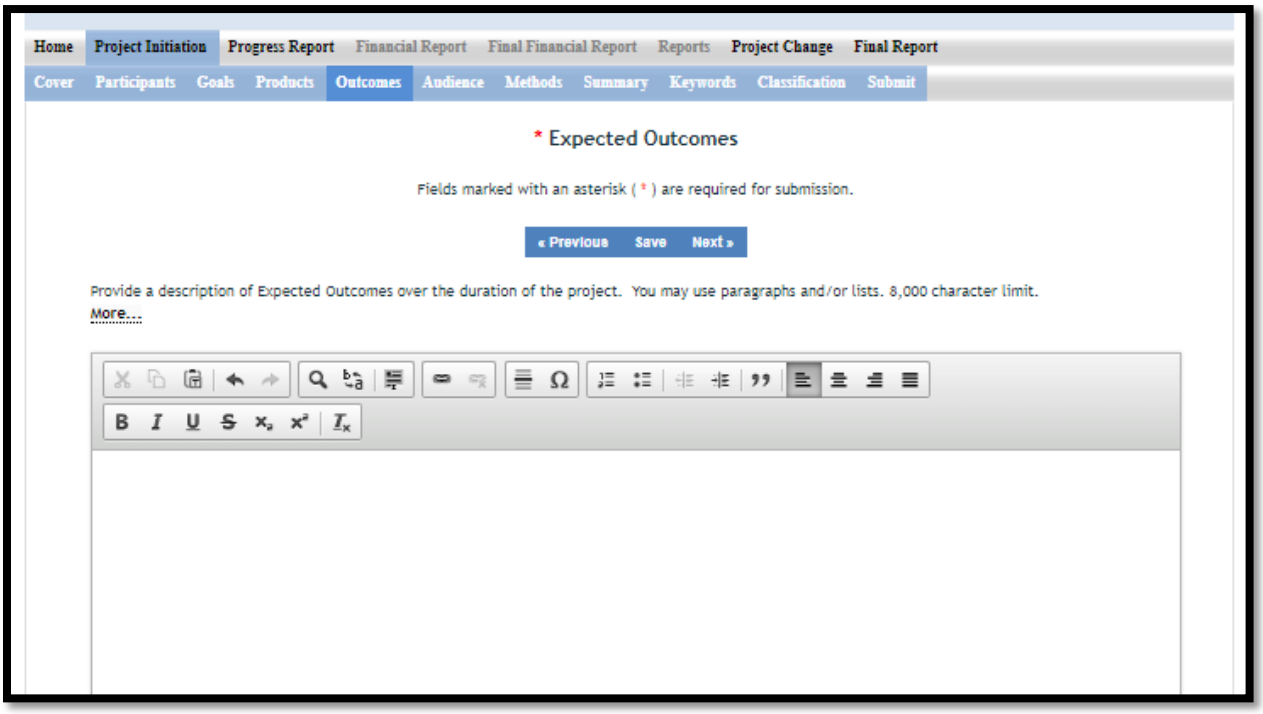
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physical collections or resources; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

- **Graduates**: students graduated in agricultural sciences.

PROJECT INITIATION: OUTCOMES PAGE

The screenshot below is an example of the Outcomes page in the Project Initiation form.



Provide a description of Expected Outcomes over the duration of the project. You may use paragraphs and/or lists.

NIFA considers the terms "outcomes" and "accomplishments" to be synonymous. Outcomes help lead to a project impact. An outcome is defined as a measurable and documented change in knowledge, action, or condition that occurred as a result of the project. Outcomes should relate directly to the project objectives. Expected project outcomes are to be identified and listed in this section and then further reported on in progress reports and final reports in the accomplishments section in consecutive years.

Outcome statements in this section should be short, succinct statements that start with phrases indicating the occurrence of change. If appropriate and available, outcomes should be supported with key, quantitative data, such as number of acres impacted, increased profits, or number of people impacted. Examples of such phrases are:

- "Increase in the numbers of acres that..."
- “Decrease in the number of children that..."
- "Increased profits from the sale of..."

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Outcomes should include one or more of the following:

Change in Knowledge: For a research project, a change in knowledge can be an incremental change in the understanding of scientific knowledge. For education or extension projects, a change of knowledge occurs when recipients of an education or extension activity demonstrate learning and increased understanding.

Examples:

- Youth know how to choose food according to MyPyramid guidelines.
- Families set goals to improve their food resources management practices.
- The genome for this plant species was annotated and markers for drought tolerance were found.
- A new variety of plant seed has been released.
- A sequencing of a portion of a plant or animal gene.

Change in Action: A change in action occurs when a change in behaviors or practices results from the project's activities.

Examples:

- Youth eat foods that are closer to the recommended MyPyramid amounts.
- Families prepare simple, nutritious, and affordable food.
- A drought tolerant cultivar was released and planted by farmers on a trial basis.
- A new variety of plant seed has been accepted by farmers, with 10% of the farmers in Monroe County using this seed this past year.
- An increase in the consumption of fruits and vegetables was observed within the last year in school lunchrooms in the northwest of the United States.
- A significant increase in food safety practices was observed after a new website was posted that had over 10,000 unique users within the first year of posting.

Change in Condition: A change in condition occurs when a societal condition is changed as a result of the project's activities.

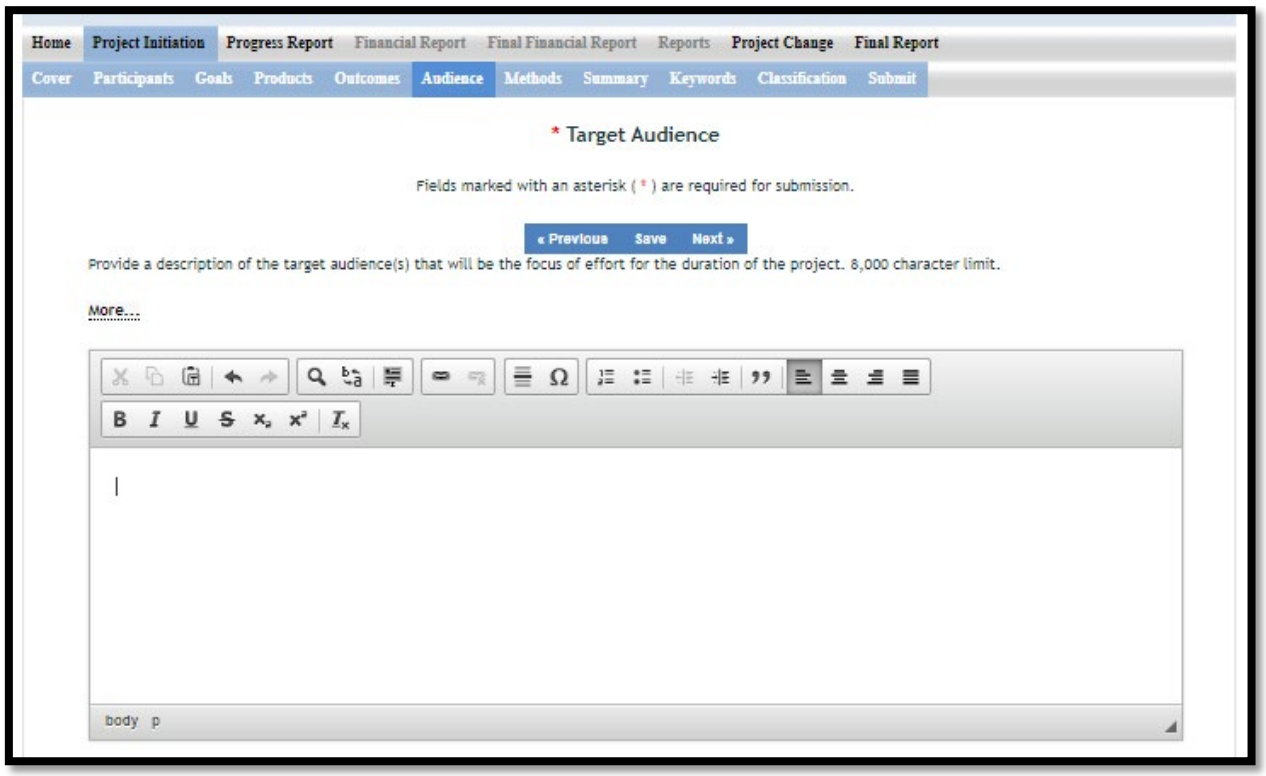
Examples:

- There is a reduction in the proportion of youth who are overweight and obese.
- Families maintain healthy eating habits and experience decreases in health-related problems.
- The drought tolerant cultivar was planted on 35% of the acreage which resulted in a 50% reduction in irrigation. This saved 5 million gallons of water and reduced power consumption by 2.5 Kw.
- A new plant variety has ranked in the top 20 plant varieties planted nationally.
- A trend in increasing healthy food consumption in grammar school children was paralleled with a 50% increase in school gardens from 2020 to 2022.

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PROJECT INITIATION: AUDIENCE PAGE

The screenshot below is an example of the Audience page in the Project Initiation form.



Provide a description of the target audience(s) that will be the focus of effort for the duration of the project.

The target audience(s) you describe should include all of the audiences you plan to reach over the course of the project, even if only for portions of your efforts during certain activities of the project.

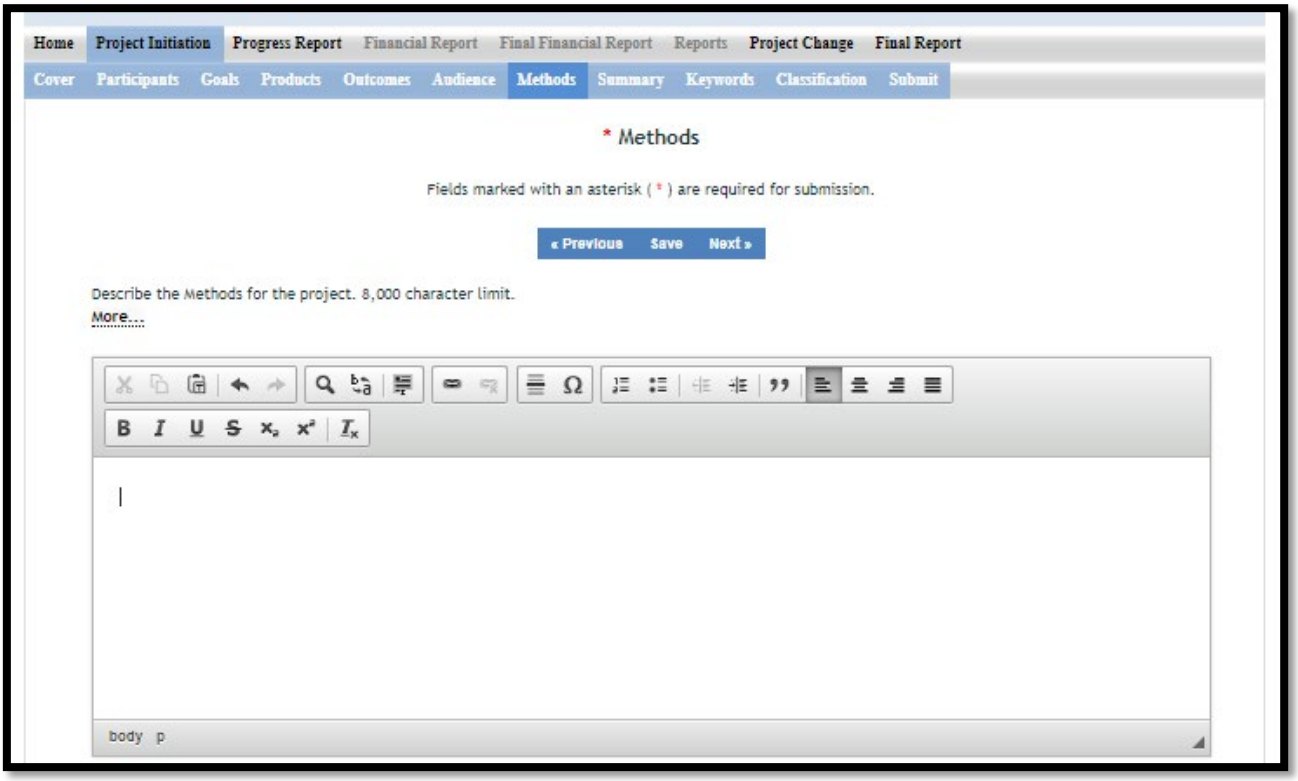
Target audiences include individuals, groups, market segments, or communities that will be served by the project.

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.

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PROJECT INITIATION: METHODS PAGE

The screenshot below is an example of the Methods page in the Project Initiation form.



Describe the Methods for the project.

Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. Include a description of how the results will be analyzed, evaluated, or interpreted. Describe the **Efforts** that will be used to cause a change in knowledge, actions (behavior), or conditions of a target audience. Include a description of how the output/outcome(s) will be **Evaluated** and/or quantified for its impact on the intended audience(s).

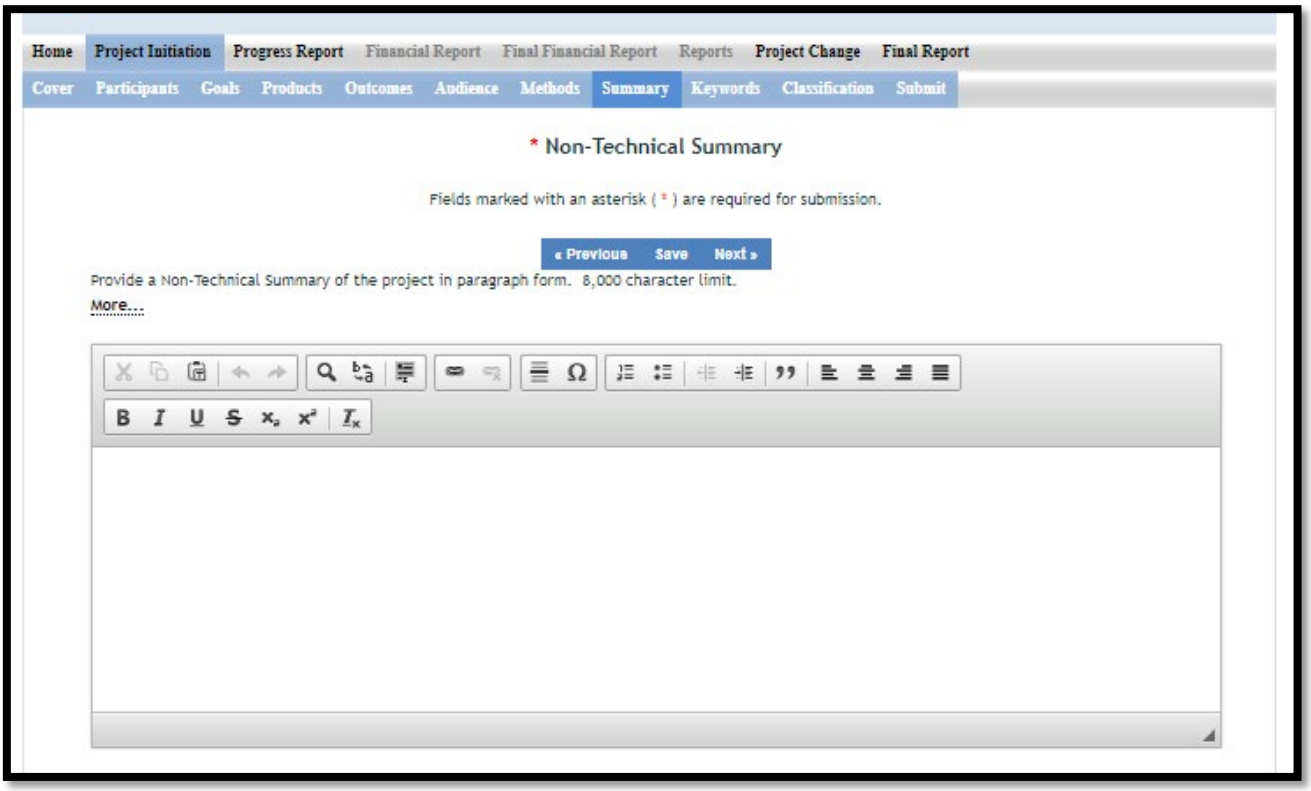
"Efforts": Efforts include actions that expand knowledge in the field of science and or deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; workshops; experiential learning opportunities; extension and outreach.

"Evaluation": Demonstrating that evaluation will be part of your project means that you describe the plan/steps to be used to **evaluate or "measure"** the success of the project. Provide a listing of the types of evaluation studies planned and types of data that will be collected, emphasizing key milestones and measurable or quantitative indicators of success. The project evaluation plan should relate milestones and indicators of success to expected project outcomes/accomplishments and impacts.

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PROJECT INITIATION: SUMMARY PAGE

The screenshot below is an example of the Summary page in the Project Initiation form.



Provide a Non-Technical Summary of the project in paragraph form.

The non-technical summary is a very important section of the report. The summary will be accessed by legislators who make decisions about funding allocations, the general public, community leaders, and taxpayers as well as government staff and other scientists.

The summary is your opportunity to clarify the importance of your project in non-technical terms for people without scientific backgrounds. A good non-technical summary is composed of 1-2 succinct paragraphs that cover three main points and five key components. **In addressing these points and key components, make sure to provide enough detail so that you are touching upon the main purpose of the project, the expected accomplishments, and anticipated benefits of the research.**

- **Main Point 1:** What is the ***current issue or problem*** that the research addresses and why does it need to be researched? When answering this question consider a perspective that is understood and valued by the general public beyond the target audience regarding the science you are conducting. A clear statement of relevance should be included that describes this value. Why is this topic important to the general public?
    - Key Component 1: Brief statement of issue/problem being studied and rationale – why is it important?
    - Key Component 2: Brief statement of overarching hypothesis – overall for entire project, not for each individual objective

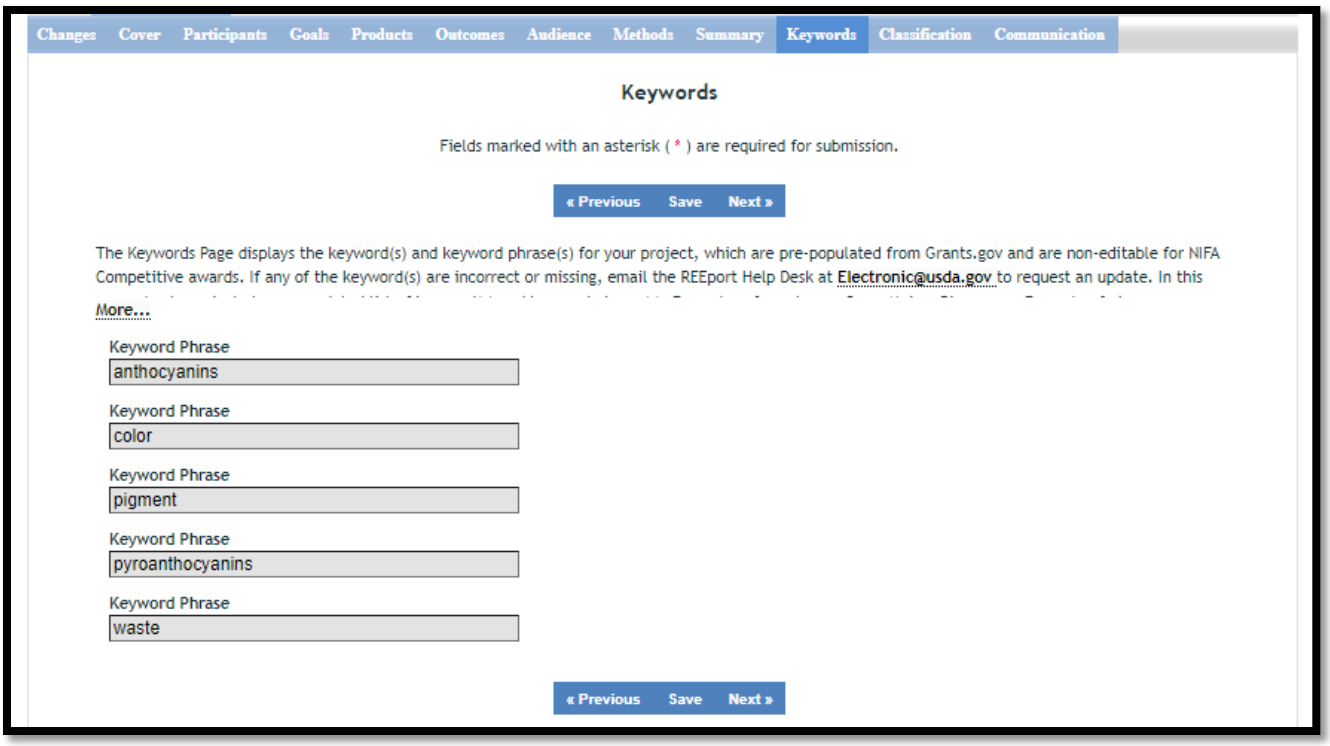
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- **Main Point 2:** What ***methods and approaches*** will be used to achieve your ***goals/objectives*** and subsequently inform target audiences? This should be different from your objectives list. Do NOT include duplicate text from other sections - the information shared here should be a condensed/summarized version of the more detailed and/or technical responses provided on the Goals page and Methods page. This section should explain, **in plain, non-technical language** what you intend to do.
    - Key Component 3: Brief summary of specific aims or objectives, including key/critical methods and approaches to achieve said aims/objectives
- **Main Point 3:** Through the methods mentioned above, what ***ultimate outcome(s) and impact*** does the project hope to achieve and what is the general impact expected to be if this goal is met? What societal benefits may be realized? (e.g., Overall decrease in energy consumption, children eating healthier, a more sustainable use of agricultural land). The information shared here should be a condensed/summarized version of the more detailed and/or technical responses provided on the Outcomes page.
    - Key Component 4: Brief statement of expected outcomes
    - Key Component 5: Brief statement of anticipated impact

NOTE: Impacts are how the outcomes will benefit people or society. Who or what will be most immediately helped by your work, and how? Impacts can be how outcomes might be applied (potential impacts should be included), or how they will fill critical gaps in fundamental knowledge, or both.

PROJECT INITIATION: KEYWORDS PAGE

The screenshot below is an example of the Keywords page in the Project Initiation form.



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Keyword(s) and Keyword Phrase(s)

The Keywords Page displays the keyword(s) and keyword phrase(s) for your project, which are pre-populated from Grants.gov and are non-editable for NIFA Competitive awards. Examples of words are: Corn, Maize, Bioenergy. Example of phrases are: Native Plants, Food Safety.

NOTE: This page contains non-editable data that is prepopulated from the grant application. If any of the keywords are incorrect or missing, email the REEport Help Desk at Electronic@usda.gov. In this communication, please include your proposal number as well as the updated list of keyword(s) and keyword phrase(s).

The purpose of assigning keywords and key phrases to your project is to improve the search capability in our database of project information on certain topic areas. The keywords you choose should be as all-encompassing for your project's topic area as possible 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 are words and phrases such as: 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 (e.g., in the non-technical summary, goals, products, etc.), then those same words or phrases should be listed in your keywords section.

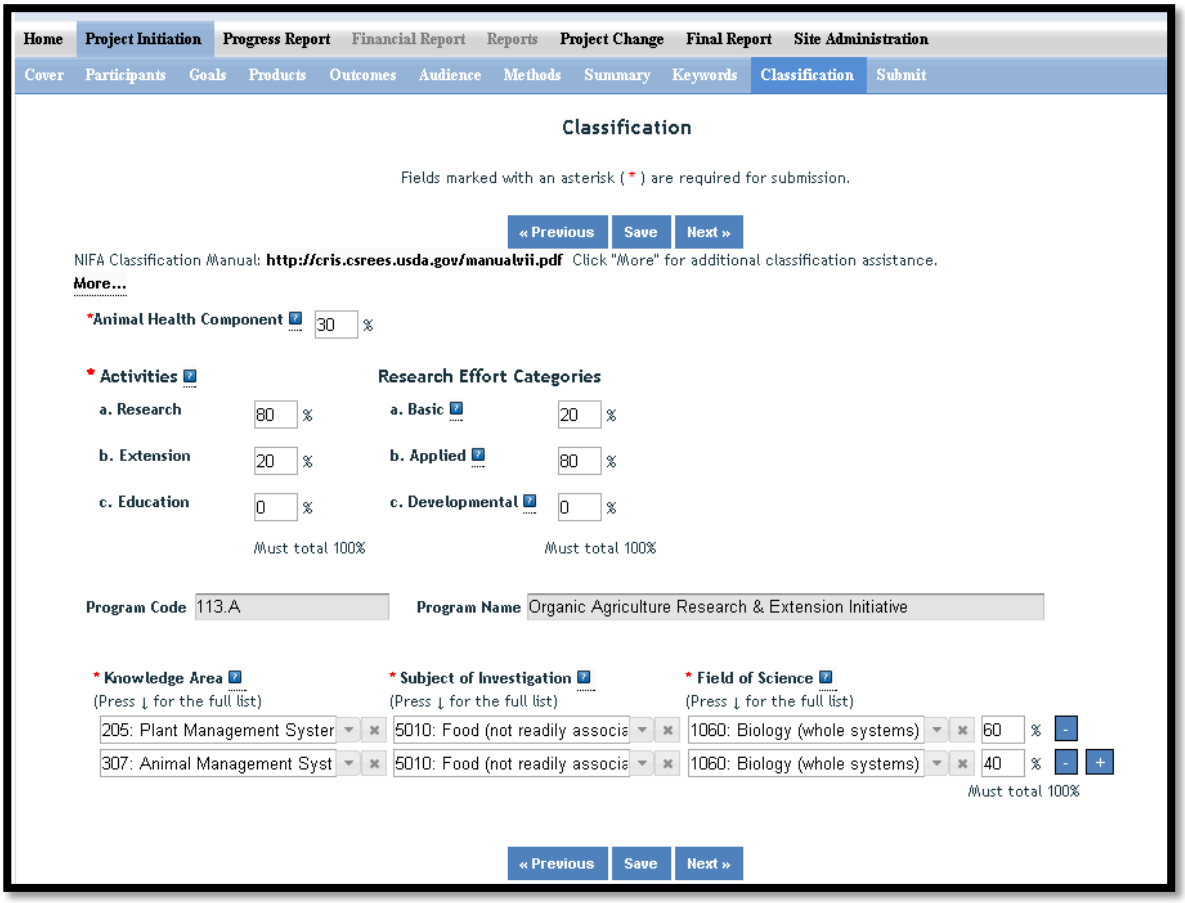
Another way to think of keywords is that they should, collectively, resemble an abbreviated abstract of the project narrative. Keywords can be a word or phrase that represents a concept, and they can fit into three areas or levels: general concept, class or category of research, and specific subject/item of research. Your keywords can include words from each level.

- ***General Level*** – Refers to overall objectives in the major fields of interest or disciplines. It is best to include at least two general level keywords. Examples: HARVESTING, MECHANIZATION.
- ***Class Level*** – Refers to classes or categories of subjects or items, and to moderately broad concepts or areas of interest which conceptually group the specific entry keywords into like classes. It is best to enter at least 4 class level keywords/phrases. Examples are: MECHANICAL ENGINEERING, HARVESTING LOSSES, CROP DAMAGE
- ***Specific Entry*** – Refers to the most specific concepts, subjects, or items under study. It includes the specific plant, animal, or microorganism; the specific equipment, processes, approach, technique, or system; and specific properties, reactions or functions. It is best to select at least 4-5 specific entry level keywords or phrase. Examples are: POTATOES, MECHANICAL HARVESTING, HARVESTING EQUIPMENT, BULK HANDLING, SKINNING, BRUISING.

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PROJECT INITIATION: CLASSIFICATION PAGE

The screenshot below is an example of the Classification page in the Project Initiation form.



Classification Overview and Codes

Classification is a key task completed by the project team to assure that their research reports are correctly identified and therefore picked up in searches completed by staff. Not adequately identifying a project could lead to a critical project not being recognized when specific topic areas are searched by staff for reporting to congress and the public.

The available codes from which you may choose are defined in the Manual of Classification.

Animal Health Component

Competitive projects demonstrating animal health research may 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.

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Activities

Enter the percentage of work effort being done on the project in the areas of Research and/or Extension and/or Education. There is no minimum or maximum percentage required for any of the categories, but the total must always add up to 100%. Note that once you enter any percentage for the "research" category, additional percentage box fields will pop up on the page asking you to classify the type of research (basic, applied, developmental) into percentages.

Basic Research

Basic research is also known as fundamental research; it supports (i) research that increases knowledge or understanding of the fundamental aspects of phenomena and has the potential for broad application; and (ii) research that has an effect on agriculture, food, nutrition, or the environment.

Applied Research

Applied research is research that includes expansion of the findings of basic (fundamental) research to uncover practical ways in which new knowledge can be advanced to benefit individuals and society. Applied research is directed primarily towards a specific practical aim or objective.

Developmental Research

Experimental development research is creative and systematic work, drawing on knowledge gained from research and practical experience, which is directed at producing new products or processes or improving existing products or processes. Like basic or applied research, experimental development research will result in gaining additional knowledge.

Education

Education activity or teaching activity means formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and other related matters such as faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.

Conduct of education and training includes veterans' education and training; operating assistance for elementary, secondary, vocational, adult, and higher education; and income support activities directly contingent upon participating in such programs.

Training of scientific and technical personnel with the goal of them improving their skill set and not solely conducting research/performing their jobs should be reported as conduct of education and training. However, if a project includes a mixture of R&D objectives as well as the education of graduate students, please report under Research. Projects with main objectives aimed at development or learning of new skills are reported under Education.

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Extension
Extension activity means an act or process that delivers science-based knowledge and informal educational programs to people, enabling them to make practical decisions. Audiences may include agricultural producers, small business owners, consumers, families, young people, and other residents of rural communities and urban areas. Extension emphasizes taking knowledge gained through research and education and bringing it directly to the people to create positive changes.

Line of Classification

All projects entered in REEport must be classified according to standard classification elements which consist of a series of three classification areas:

- ***Knowledge Area***: An important and highly useful series of classifications is Knowledge Area (KA). There are 85 knowledge areas divided into nine topic areas.
- ***Subject of Investigation***: Describes the object of the research or activity, such as the class of plant, animal, organism, material, process, procedure, etc., under investigation.
- ***Field of Science***: The Field of Science (FOS) are a classification used throughout government. NIFA's FOS is a modification of those used by the National Science Foundation.

Each project must have at least one line of classification; a classification "line" consists of one KA, one SOI, and one FOS. To allow for identification of multiple objectives on a single project, up to ten classification lines may be entered on a single project. All lines must be assigned a percentage of not less than 10%.

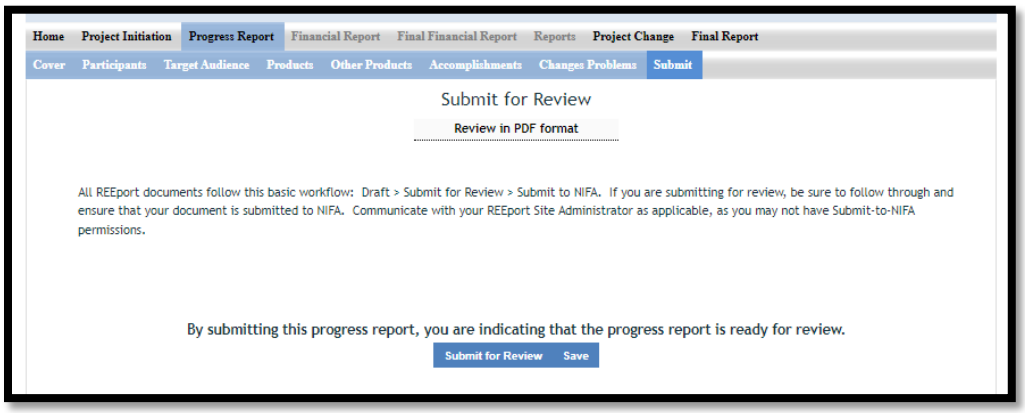
> **NOTE:** Documentation of administrative projects is not required for federally funded programs administered by NIFA, but if administrative projects are documented, they are identified by a single classification code line in the Classification section of the Project Initiation form. The classification line will consist of 001 for Knowledge Area, 0001 for Subject of Investigation, and 0001 for Field of Science.
>
> Funds and supporting FTEs ***cannot*** be reported on NIFA administrative projects and will ***not*** be accepted. See Appendix C for more information regarding administrative project classification in REEport.

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SUBMIT A PROGRESS REPORT

1. Navigate to the NIFA Reporting Portal.
2. Enter your email address and password; click the "Login" button.
3. Click the "REEport" link under the "Active Applications" header.
4. Upon entering REEport, click the "Progress Report" icon.
5. Click on the "Progress Report(s) in Draft" folder to view all of the progress reports you have in draft status.
6. Click the Title of the project to open the editable Progress Report form.
7. The first page of the Progress Report form is the Cover Page. This page contains non-editable data that is prepopulated from the grant application. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the award or accession number, field name(s), and correct data.
8. By using the navigation buttons at the top and bottom of the form pages, navigate through the Progress Report form and enter the required data on each page. Save your work periodically.
9. After entering all required fields, navigate to the last page of the Progress Report form (Submit page).
10. If you miss any required fields within the report pages, you will see an on-screen message in RED with instructions and hyperlinks to navigate to the incomplete report pages. After completing all required fields, return to the Submit page.

    NOTE: Progress Reports cannot be submitted to NIFA more than 90 days before the project anniversary date. REEport will indicate an error in RED if you attempt to submit a Progress Report more than 90 days before the project anniversary date.
11. On the Submit page, click the "Submit to NIFA" button to send the progress report to NIFA. Please note that the submission process varies slightly based on what type of REEport site your project is assigned to:
    a. **If your project is assigned to a Partner Site** (see definition here), the Site Administrator(s) control the REEport workflows and may require organizational review before submission to NIFA. If organizational review is required, you will click on the "Submit for Review" button on the "Submit" page and your Site Administrator(s) will be responsible for submitting the Progress Report to NIFA.



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12. Upon successful submission, you will be brought back to the main screen of your Progress Report module where you will see the on-screen message: “Report has been submitted.” You will also receive an email confirmation of the submission with the report attached.
13. NIFA National Program Leaders have 90 days to review your progress report and assess whether edits or additions are needed. If the reviewing NPL requests changes, you will be notified via email, and the report will be returned to draft status so that you may make changes and resubmit.

DATA CONTENT INSTRUCTIONS FOR PROGRESS REPORTS

In the Progress Report module, you can search for progress reports by using the search fields or you can expand the folders to view and manage reports for various projects. The “Progress Report(s) in Draft” folder includes the progress report forms in draft status.

NOTE: REEport automatically creates the first year Progress Report form for any project that is in active status. Each subsequent year’s Progress Report form is created upon submission of the previous year’s progress report.

This applies ***even if you are late*** in submitting your reports; i.e. if you are two reporting periods into the project and you have not submitted the required annual progress reports for the first and second reporting periods, REEport will only show the first Progress Report form; the second, third, and fourth Progress Report forms will not be created until you complete and submit each previous report due.

Helpful Hints for Entering Progress Report Data

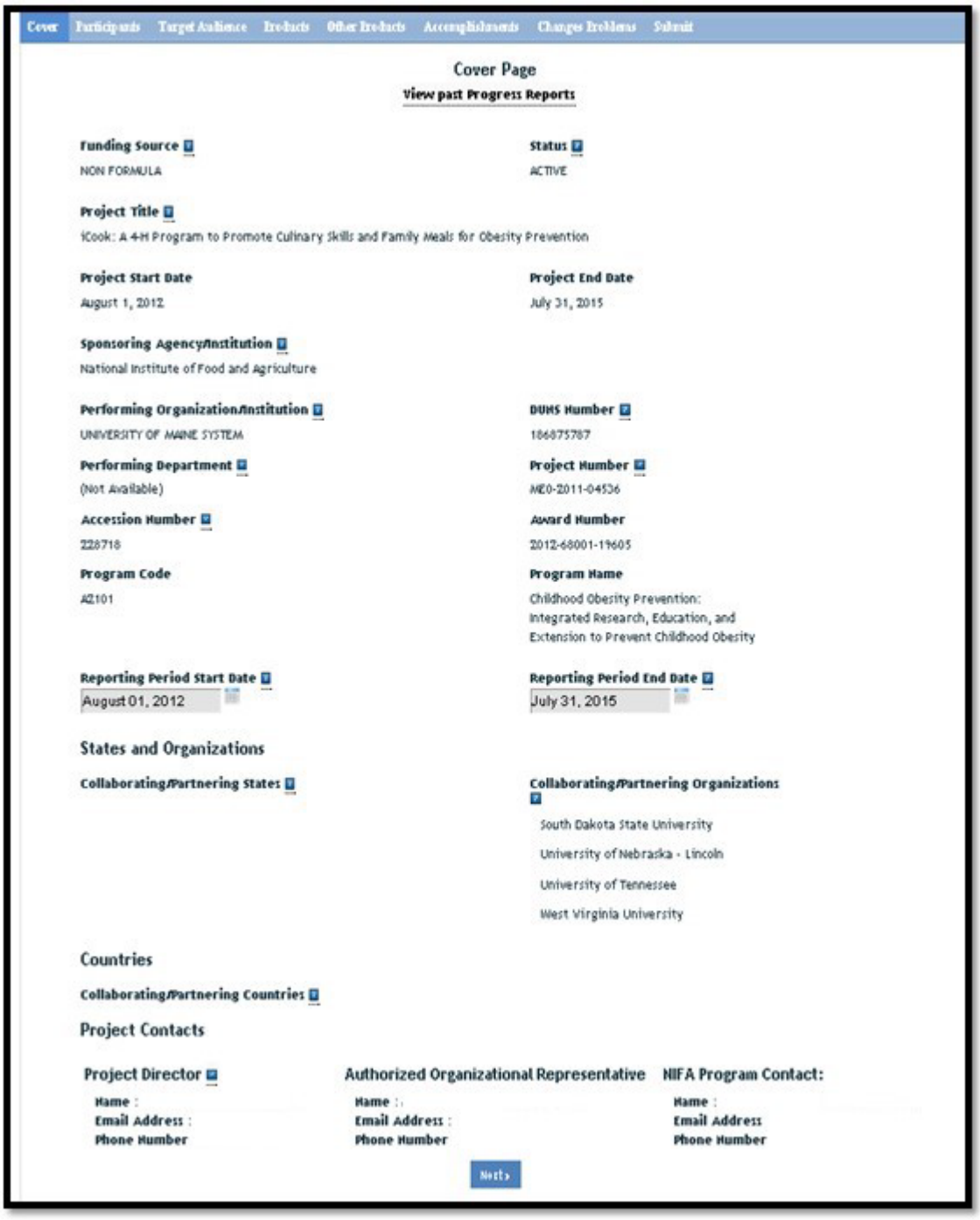
- For detailed guidance on specific data fields, use the embedded Help Text by clicking on the small blue icon located next to the field in REEport.
- There are character limits on all fields in REEport. For all the large text boxes with a built-in text editor, there is an 8,000-character limit, including spaces.
- REEport does not accept smart quotes, graphics, charts/tables, or other images pasted into any of the open text boxes.
- Manual entry is suggested in all text boxes. However, if you choose to copy and paste data from an outside source directly into a REEport text box, it is highly suggested to clear all formatting such as bold, underline, italics, etc. and use the default (or plain text) formatting style.
- After entering data on a page, you MUST click one of the navigation buttons at the top or bottom of the page to save your work (Previous/Save/Next).
    - You may also navigate from page to page within a module using the top menu bar (e.g., moving from “Target Audience” to “Products” by clicking those words in the menu bar), but this action will ***not*** save your work if you entered new data on the page.

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PROGRESS REPORT: COVER PAGE

The screenshot below is an example of the Cover Page in the Progress Report form.

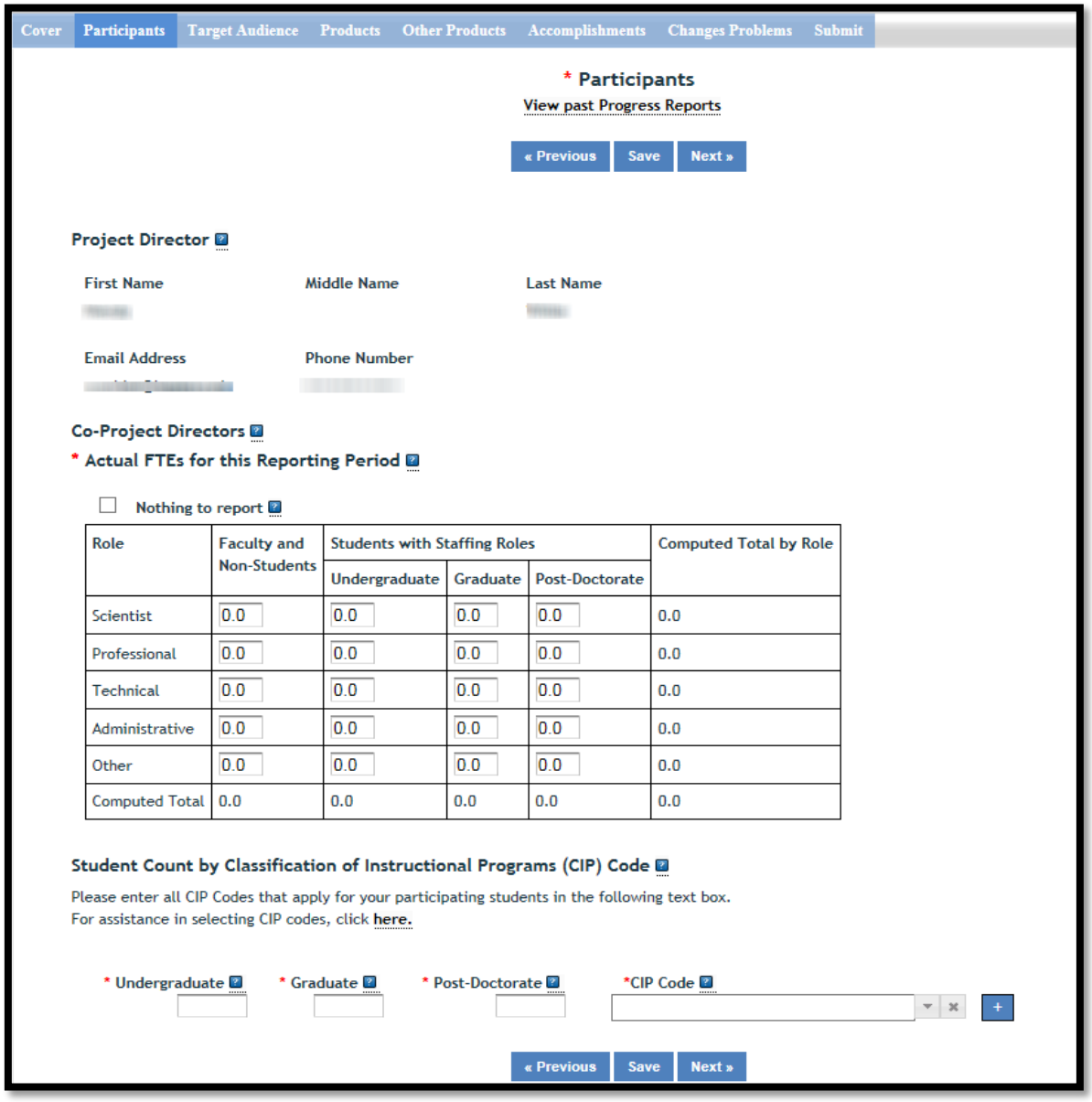
The Cover Page displays identifying information for your project, which is pre-populated from Grants.gov and the approved project initiation in REEport. These fields are non-editable for NIFA Competitive awards. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the award or accession number, field name(s), and correct data.



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PROGRESS REPORT: PARTICIPANTS PAGE

The screenshot below is an example of the Participants page in the Progress Report form.



Project Director and Co-Project Directors

These fields are pre-populated from Grants.gov and the approved project initiation in REEport. These fields are non-editable for NIFA Competitive awards. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the proposal or accession number, field name(s), and correct data.

Actual FTEs for the Reporting Period

Enter the **actual** Full-time equivalent(s) (FTE) that **supported this project over the course of this**

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reporting period only (reporting period is one year or less; refer back to your cover page for the exact reporting period)**.** 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.

NOTE: You may check the "nothing to report" checkbox if, during the course of the reporting period, there were no personnel (scientists, professionals, graduate students, etc.) who put hours/effort towards the project. Checking "nothing to report" for FTEs does not necessarily indicate that no funds were expended on the project; funds could have been spent on such items as supplies for the research, facilities/utilities for conducting the research, etc.

INSTRUCTIONS: You may enter fractions of FTEs rounded to the nearest tenth. 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.
>
> **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, IT Professionals, 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

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projects in a broad manner, such as typing reports, managing bill payments, managing equipment and supplies, etc. Examples: IT Staff, Administrative Assistant, Repairman, Janitor, Data Entry personnel.

Student Count by Classification of Instructional Programs (CIP) Code

If any **Student FTEs** are reported, you must enter any applicable CIP codes, and vice versa. The data entered into the Undergraduate, Graduate, or Post-Doctorate CIP fields, are the **Number of Students** that worked on the project, and therefore must be whole numbers.

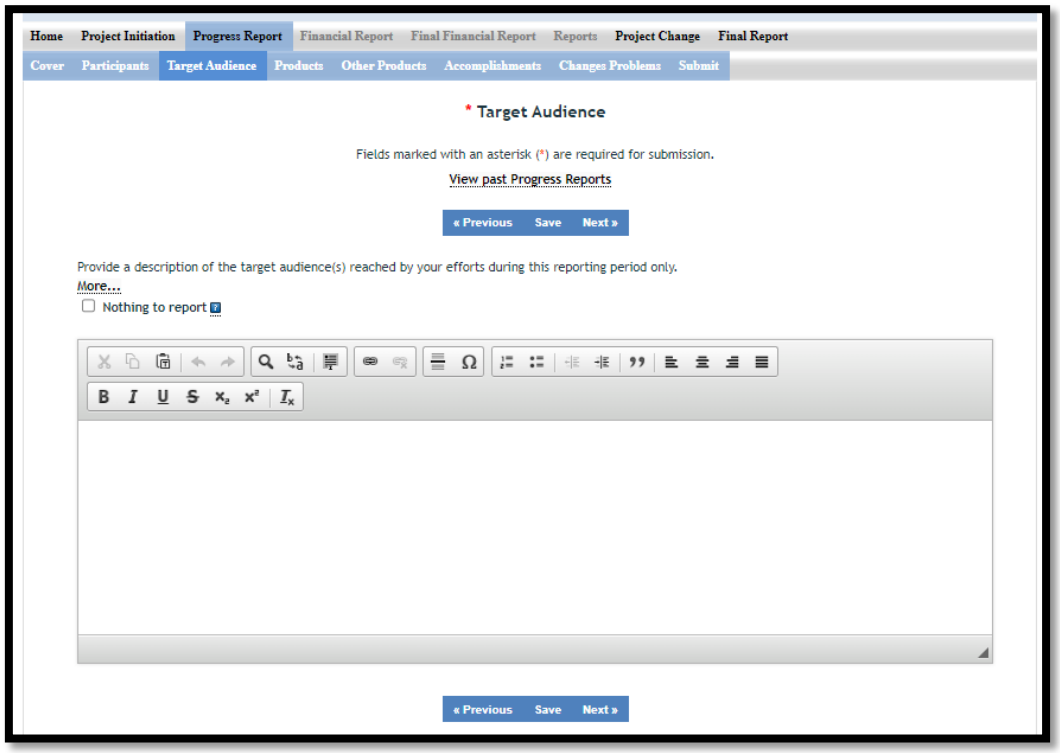
Student FTEs and CIP codes are interconnected data points, and the data entered in these sections must have a logical relationship. There are automatic validations programmed into REEport which will indicate if any of the numbers entered need to be adjusted. For example – if 5.0 FTEs were entered as Graduate students, then the CIP code field must reflect 5 or more participants in the Graduate section for the CIP codes.

The CIP code chosen should reflect the student's major field of study. The CIP taxonomy includes about 5,000 codes, categorized into three tiers. The list of CIP codes provided in the dropdown menu in REEport includes tiers 1 and 2, or about 400 codes. For more information on CIP Codes, visit the National Center for Education Statistics CIP website, where detailed information about the CIP coding system is available.

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PROGRESS REPORT: TARGETAUDIENCE PAGE

The screenshot below is an example of the Target Audience page in the Progress Report form.



Provide a description of the target audience(s) reached by your efforts during this reporting period only.

The target audience(s) you describe on the progress report should only include the audience(s) that were focused on during the reporting period. This may mean you are only listing a subset 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. The description should include why you are targeting these particular group(s). The purpose of this section is to answer the question "to whom does your work/research matter and why?"

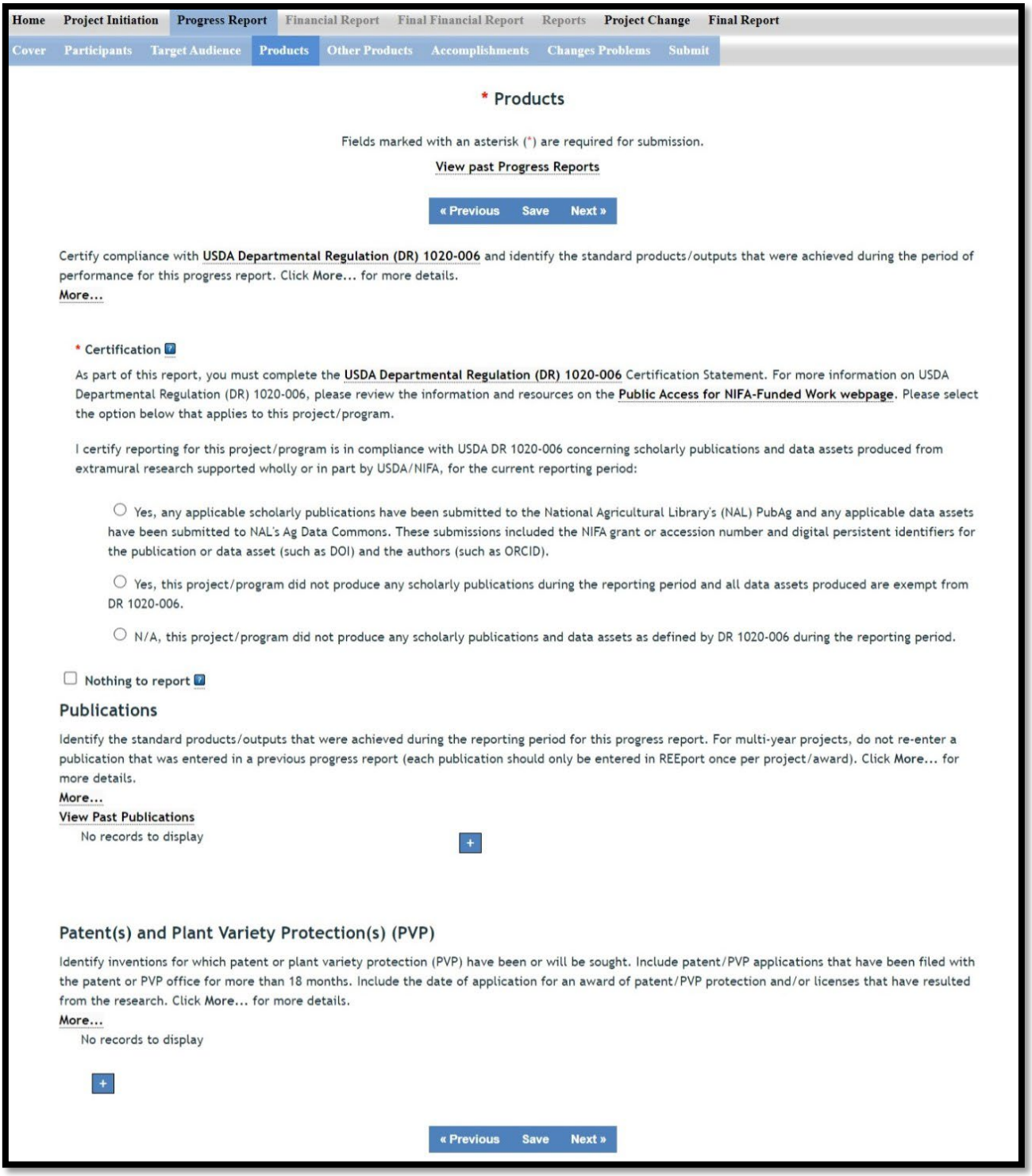
When identifying your target audience, think about how you reached the audience(s). **Efforts** to reach a target audience include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

> **NOTE:** You do not need to provide an in-depth description of the efforts themselves in this section; we list out efforts here in order to help you determine WHOM you targeted, so that you can accurately identify and describe your target audience.

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PROGRESS REPORT: PRODUCTS PAGE

The screenshot below is an example of the Products page in the Progress Report form.



On the Products page, you are asked to certify compliance with USDA Departmental Regulation (DR) 1020-006 and identify the standard products/outputs that were achieved during the reporting period for the progress report.

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"Standard products/outputs" includes only major publications, patents, and applications for plant variety protection (PVP). Other types of products/outputs achieved, such as data assets, newsletters, workshops, webpages, etc., should be reported on the "Other Products" page of this Progress Report. To identify product(s) on this page, click the blue plus sign box to add an entry and complete all applicable field(s) for each product reported. See the field descriptions below for more details regarding each form field.

NOTE: If no publications or patent/PVP applications are identified for this reporting period, you must mark the “Nothing to report” checkbox.

DR 1020-006 Certification Statement

As part of every Progress Report, you must complete the DR 1020-006 Certification Statement. For more information on USDA Departmental Regulation (DR) 1020-006, please review the information and resources on the Public Access for NIFA-Funded Work webpage. Under this required field, you must select the response option that applies to your project.

For example, if you produced any *Peer Reviewed Journal Articles* or *Data Assets* during the reporting period for this progress report (most recently completed project year) and submitted them to the appropriate repository (PubAg or Ag Data Commons), you should select the First YES option.

If you did not produce any *Peer Reviewed Journal Articles* during the reporting period for this progress report and all *Data Assets* produced are exempt, you should select the Second YES option. If you did not produce any *Peer Reviewed Journal Articles* or *Data Assets* during the reporting period for this progress report, you should select the N/A response.

This required field asks you to certify that your project is in compliance with USDA DR 1020-006 concerning scholarly publications and data assets produced from extramural research supported wholly or in part by USDA/NIFA for the current reporting period.

- If the First YES response is selected, you MUST report at least one *Peer Reviewed Journal Article* on the Products page or one *Data Asset* on the Other Products page within this report.
- If the Second YES response is selected, you CANNOT report any *Peer Reviewed Journal Articles* on the Products page or *Data Assets* on the Other Products page within this report. If the Second YES is selected, you MAY report *Other Journal Articles* on the Products page or *Data Assets - Exempt from Public Access Requirements* on the Other Products page.
- If the N/A response is selected, you CANNOT report any *Peer Reviewed Journal Articles* on the Products page or *Data Assets* on the Other Products page within this report. If the N/A response is selected, you MAY report *Other Journal Articles* on the Products page or *Data Assets - Exempt from Public Access Requirements* on the Other Products page.

Final peer-reviewed, accepted manuscripts must be made freely accessible to the public

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through PubAg, hosted by the USDA National Agriculture Library (NAL). Currently, public access through PubAg must be established within 12 months of the date on which the publisher makes the article available online. In the future, an update to the departmental regulation to align with the 2022 Office of Science and Technology Policy (OSTP) memo *Ensuring Free, Immediate, and Equitable Access to Federally Funded Research* will remove this 12 month embargo and require immediate submission to PubAg.

Data assets must be made publicly available as soon as possible, and within 12 months of the publication date of an associated publication, or the end of the performance or funding period, whichever comes first. Within 12 months of the publication of the data asset in a repository, a standardized metadata catalog entry of the data asset must be submitted to Ag Data Commons. In the future, an update to the departmental regulation to align with the *2022 OSTP memo Ensuring Free, Immediate, and Equitable Access to Federally Funded Research* will remove this 12 month embargo and require immediate submission to Ag Data Commons.

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.

In this report section, identify all publication(s) resulting from the work under this project/award. Publications only need to be entered in REEport once for each applicable project. For multi-year projects, do not re-enter a publication that was entered in a previous progress report (each publication should only be entered in REEport once per project/award). There is no restriction on the number of publications entered, but please ensure that any publications listed are a direct result of work performed under this award. See definitions below for the categories of publications.

> **NOTE:** Clicking the "View Past Publications" button on this page displays all publications entered into REEport for the project, including publications submitted on past reports and publications entered/saved on the current report.

Type Field

Select the applicable publication type from the dropdown list.

- **Book Chapters:** Any book chapter published as or in a separate publication, rather than a periodical or series.
- **Books:** Any book published as or in a separate publication, rather than a periodical or series.
- **Peer-reviewed Journal Articles:** Peer-reviewed articles or papers, also known as scholarly publications, appearing in scientific, technical, or professional journals. Include any peer-reviewed articles or papers in the periodically published proceedings of a scientific society, a conference, or the like.

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NOTE: A publication in the proceedings of a one-time conference, not part of a series, should be reported under *Conference Papers and Presentations*.

NOTE: Final peer-reviewed, accepted manuscripts must be made freely accessible to the public through PubAg, hosted by the USDA National Agriculture Library (NAL). Currently, public access through PubAg must be established within 12 months of the date on which the publisher makes the article available online. In the future, an update to the departmental regulation to align with the *2022 OSTP memo Ensuring Free, Immediate, and Equitable Access to Federally Funded Research* will remove this 12 month embargo and require immediate submission to PubAg.

- **Other Journal Articles:** Journal articles or papers that are not peer-reviewed and have not been reported under *Peer-reviewed Journal Articles*.
- **Theses/Dissertations:** Theses/dissertations published as or in a separate publication, rather than a periodical or series.
- **Conference Papers and Presentations:** Conference papers and/or presentations not reported in one of the categories above. Include any significant publication in the proceedings of a one-time conference.
- **Websites:** Published websites.
- **Other:** Other publications and/or presentations not reported in one of the categories above.

Status Field

Select the applicable status from the dropdown list.

Year Published Field

Enter the year the publication was published/created.

Citation Field

Type the citation of the publication directly in this field or cut and paste text. Do not use any formatting features such as bold, italics, or symbols.

Digital Object Identifier (DOI) Field

Enter the Digital Object Identifier (DOI) for the publication. The DOI number consists of a prefix and suffix separated by a forward slash (/). The prefix begins with "10" followed by a period and four or more numbers, such as 10.XXXX. The suffix is assigned by the publisher. Do not include "https://doi.org/" in this response field; only include the DOI number as illustrated in the example below.

Example DOI: 10.1007/s00344-023-10993-2

Per USDA DR 1020-006, peer-reviewed journal articles (aka scholarly publications) must receive digital persistent identifiers, such as a Digital Object Identifier (DOI). See additional information and

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resources on the Public Access for NIFA-Funded Work webpage.

Author ORCID(s) Field

Enter the Author ORCID(s) for the publication. The ORCID is a 16-digit identifier with a hyphen inserted every 4 digits. Do not include "https://orcid.org/" in this response field; only include the ORCID number as illustrated in the example below.

When reporting multiple ORCIDs, separate each entry with a semi-colon (;). Do not include any extra spaces when entering multiple ORCIDs; entering spaces in the response field will result in an onscreen error.

Example ORCID: 0000-0001-2345-6789
Example Multiple ORCIDs: 0000-0001-2345-6789;0000-0001-2345-6786;0000-0001-2345-6785

Per USDA DR 1020-006, all authors of peer-reviewed journal articles (aka scholarly publications) must have individual digital persistent identifiers, such as the Open Researcher and Contributor ID (ORCID), that are linked to their scholarly publications. See additional information and resources on the Public Access for NIFA-Funded Work webpage.

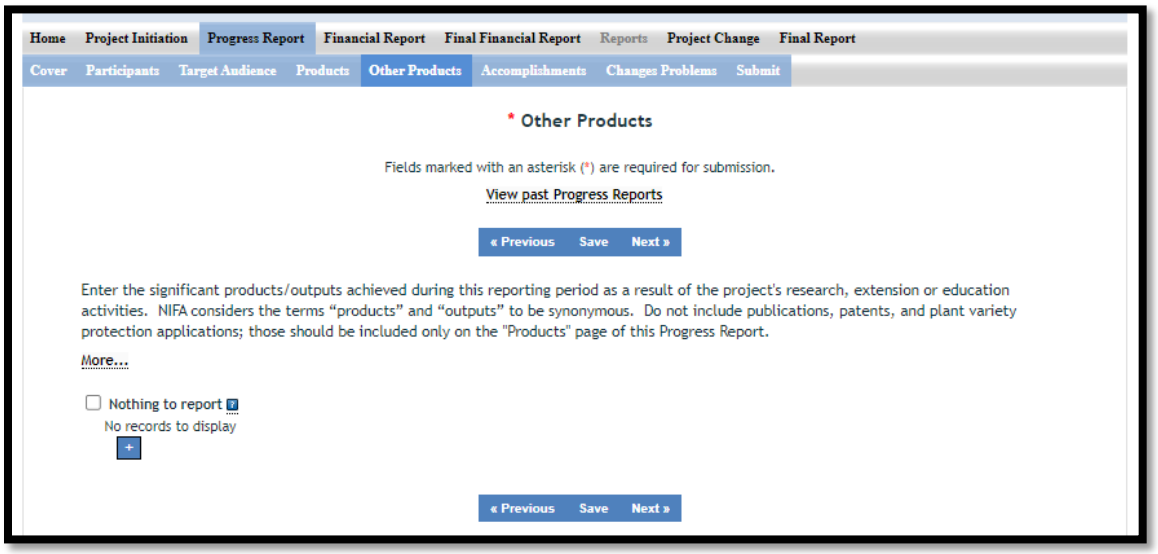
Patent(s) and/or Plant Variety Protection(s) (PVP)

Identify inventions for which patents or plant variety protection (PVP) have 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 intellectual property or invention reporting required under the NIFA Federal Assistance Policy Guide or NIFA terms and conditions of any award. For more information regarding intellectual property reporting, see the NIFA Intellectual Property Reporting webpage.

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PROGRESS REPORT: OTHER PRODUCTS PAGE

The screenshot below is an example of the Other Products page in the Progress Report form.



Enter the significant products and outputs achieved during the reporting period as a result of the project's research, extension, or education activities. To report product(s) on this page, click the blue plus sign box to add an entry and complete all applicable field(s) for each product reported. See the field descriptions below for more details regarding each form field. 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 the Progress Report.
- Do not re-enter products or outputs if they were included in a previous year progress report for the same project/award. You may review the previous progress report content by clicking on the "View past Progress Reports" link.

Other Products and Outputs include: activities, events, services, and products that reach people. Some examples:

- **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 assets 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 or sequences; 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.

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Type Field

Select the applicable product type from the dropdown list.

- **Audio or Video:** Any audio or video products.
- **Data Asset:** Any digitally formatted data asset(s) resulting from unclassified scientific research supported wholly or in part by the USDA. Per USDA DR 1020-006, data assets must be published in a machine-readable format in a reputable repository that: provides a digital persistent identifier, such as DOI; allows for public search, retrieval, and analysis; and provides long-term preservation of the data asset. See additional information and resources available at Public Access for NIFA-Funded Work webpage.

  NOTE: Data assets must be made publicly available as soon as possible, and within 12 months of the publication date of an associated publication, or the end of the performance or funding period, whichever comes first. Within 12 months of the publication of the data asset in a repository, a standardized metadata catalog entry of the data asset must be submitted to Ag Data Commons. An update to the departmental regulation to align with the *2022 OSTP memo Ensuring Free, Immediate, and Equitable Access to Federally Funded Research* will remove this 12 month embargo and require immediate submission to Ag Data Commons.
- **Data Asset – Exempt from Public Access Requirements:** Any digitally formatted data asset(s) resulting from unclassified scientific research supported wholly or in part by the USDA that are *specifically exempt* from the public access requirements in USDA DR 1020-006. Any exemptions should have been specified in your Data Management Plan. See additional information and resources on the Public Access for NIFA-Funded Work webpage.
- **Databases:** Any databases that do not meet the definition of a Data Asset.
- **Educational Aids or Curricula:** Any educational aids or curricula.
- **Evaluation Instruments:** Any evaluation instruments. Any non-evaluation surveys should be reported under *Survey Instruments*.
- **Instruments or Equipment:** Any instruments or equipment.
- **Models:** Any models.
- **New Germplasm:** Any new germplasms.
- **Other:** Any other products not covered by one of the defined Types, such as events and services.
- **Physical Collections:** Any physical collections.
- **Protocols:** Any protocols.
- **Software or Netware:** Any software or netware.
- **Survey Instruments:** Any survey instruments. Evaluation instruments should be reported under *Evaluation Instruments*.

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Description Field

Enter a description of the product. The description of the product/output should be succinct, yet detailed. About 1-3 short sentences should be used to describe what the product is, what activity it resulted from, and whom it benefitted.

If available, you may include a Uniform Resource Locator (URL) for external source documents in this field, but the URL will appear as static text. If you paste text from an outside source in this field, you must first remove all formatting from the outside source text.

DOI or Other Persistent Identifier Field

Enter the Digital Object Identifier (DOI) or Other Persistent Identifier for the product. If entering a DOI, the DOI number consists of a prefix and suffix separated by a forward slash (/). The prefix begins with "10" followed by a period and four or more numbers, such as 10.XXXX. The suffix is assigned by the publisher. Do not include “https://doi.org/” in this response field; only include the DOI number as illustrated in the example below, or Other Persistent Identifier for the product.

Example DOI: 10.1007/s00344-023-10993-2

Data assets covered by USDA DR 1020-006 must be published in a machine-readable format in a reputable repository that: provides a digital persistent identifier, such as DOI; allows for public search, retrieval, and analysis; and provides long-term preservation of the data asset. See additional information and resources available at Public Access for NIFA-Funded Work webpage.

Author ORCID(s)

Enter the Author ORCID(s) for the product. The ORCID is a 16-digit identifier with a hyphen inserted every 4 digits. Do not include “https://orcid.org/” in this response field; only include the ORCID number as illustrated in the example below.

When reporting multiple ORCIDs, separate each entry with a semi-colon (;). Do not include any extra spaces when entering multiple ORCIDs; entering spaces in the response field will result in an onscreen error.

Example ORCID: 0000-0001-2345-6789
Example Multiple ORCIDs: 0000-0001-2345-6789;0000-0001-2345-6786;0000-0001-2345-6785

All associated data authors for data assets covered by USDA DR 1020-006 must have digital persistent identifiers that are linked to the data asset. See additional information and resources available at Public Access for NIFA-Funded Work webpage.

Associated Publication DOI(s)

Enter the Digital Object Identifiers (DOIs) for any associated publication(s); any publication that the product supported should be included in this field. The DOI number consists of a prefix and suffix separated by a forward slash (/). The prefix begins with "10" followed by a period and four or more numbers, such as 10.XXXX. The suffix is assigned by the publisher. Do not include “https://doi.org/” in this response field; only include the DOI number as illustrated in the example below.

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When reporting multiple DOIs, separate each entry with a semi-colon (;). Do not include any extra spaces when entering multiple DOIs; entering spaces in the response field will result in an onscreen error.

Example DOI: 10.1007/s00344-023-10993-2
Example Multiple DOIs: 10.1007/s00344-023-10993-2;10.1007/s00344-023-10993-3

Data assets connected to a scholarly publication covered by USDA DR 1020-006 must receive a digital persistent identifier, such as a DOI, that allows a scholarly publication and its catalog metadata to link to the published digital scientific research data asset from which the publication was developed. See additional information and resources available at Public Access for NIFA-Funded Work webpage.

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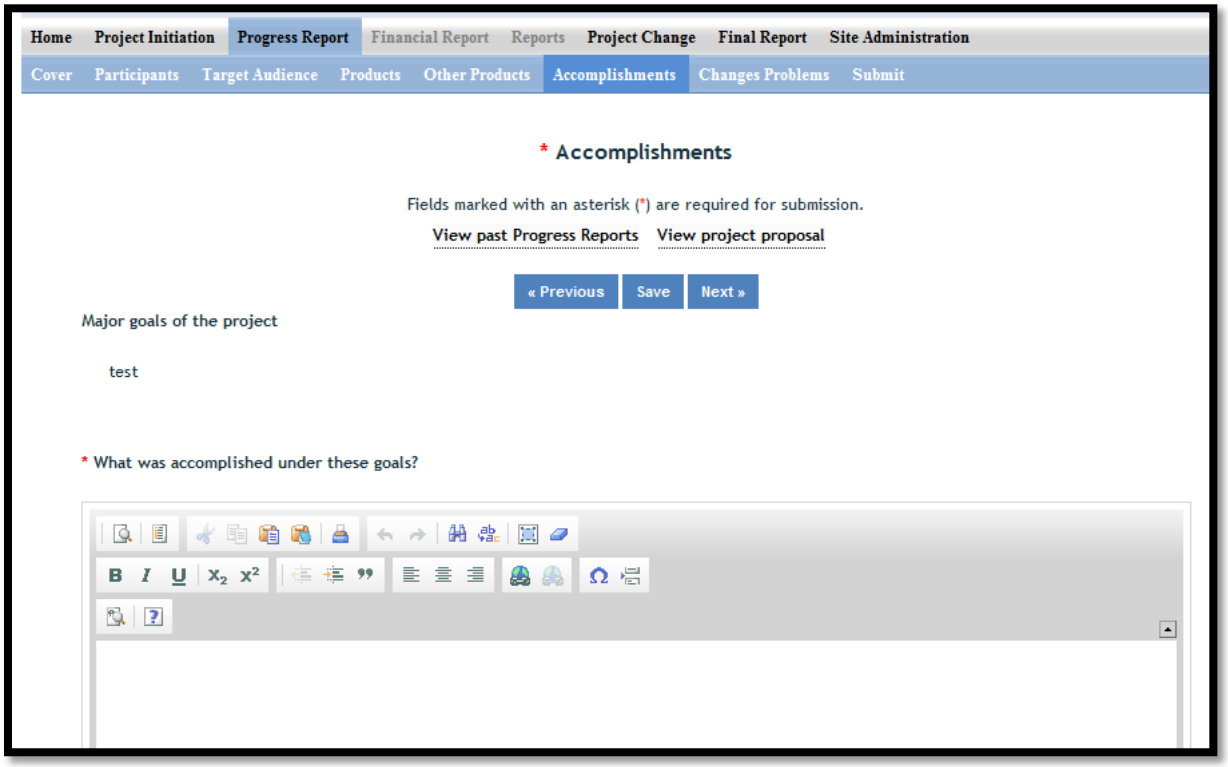
PROGRESS REPORT: ACCOMPLISHMENTS PAGE

On the Accomplishments page, you will see a listing of the "Major goals of this project." This listing is non-editable because it is pre-populated with what you entered as the goals and objectives for the project in Project Initiation. Referring back to this listing can be helpful when filling in the additional fields on the Accomplishments page since the responses on this page should relate directly back to the major goals and objectives of the project.

> **NOTE:** For the following open text boxes, the data entry limit is 8,000 characters; smart quotes, graphics, charts/tables, or other images are not accepted. Manual entry is suggested in all text boxes. However, if you choose to copy and paste data from an outside source directly into a REEport text box, it is highly suggested to clear all formatting such as bold, underline, italics, etc. and use the default (or plain text) formatting style.

Box #1: What was accomplished under these goals?

The screenshot below is an example of the Accomplishments page in the Progress Report form, including the first text response field.



In this section, NIFA defines Accomplishments as outcomes and impacts achieved as a result of the project and the results of the activities/experiments that led to the outcomes and impacts.

An outcome is defined as a measurable and documented change in knowledge, action, or condition that occurred as a result of the project. See the outcome examples provided in the Project Initiation section. Outcomes should relate directly to the project objectives and the impact description should indicate why the outcomes matter, including who was impacted by the change and how they were impacted by the change.

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This accomplishment section should describe the results, outcomes, and impact of your work that will provide benefits to broad audiences. It is important that this portion of your report be written in ***plain, non- technical language***. Please use qualitative and quantitative metrics that will be meaningful to non-scientific audiences such as community leaders, politicians, taxpayers, and farmers. You will need to translate results of your work into lay terms – things that everyday people can relate to. Consider reporting things like changes in economics, community dynamics, environmental conditions, or agricultural norms.

This response should include the details on the project work done towards each goal/objective and a description of the impact this project has had during this reporting period. To help frame your accomplishments for the Progress Report reporting period, work through the following questions. After doing so, you should be able to put your answers together to form a succinct impact description that describes your accomplishments during the reporting period.

1. RELEVANCE: In a few sentences, what is the issue or problem that your project addresses (i.e., what are you trying to help solve, fix, mitigate, improve?)
2. RESPONSE: For each goal and objective listed in your project initiation form (shown at the top of the screen), describe for this reporting period:
    a) Major activities completed / experiments conducted;
    b) Data collected; and
    c) Summary statistics and discussion of results / findings.
3. OUTCOMES: Describe the key outcomes or other accomplishments realized. In a few sentences, what did your project do about this issue/problem during this reporting period? (HINT: Revisit your inputs, outputs, and outcomes to describe accomplishments)
4. IMPACT: Who or what will be most immediately helped by your work, and how? (Hint: What audience did you originally intend for your work to impact?)

Helpful Hints

- State it for a broad audience and use general terms
- Explain things simply and directly
- Use quantitative values and/or trends to validate impact
- Think broadly when you translate outcomes to the real world
- An outcome is a change in knowledge, action, or condition (See the outcome examples provided in the Project Initiation section)

Publications are not entered on this page; publications should be reported on the **Products** page of the Progress Report.

Note: Most people who will read your PROGRESS REPORT are not technically trained or educated in your field of expertise, so it should be written in a manner that is meaningful to readers, stakeholders, USDA administration, and congress.

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Box #2: What opportunities for training and professional development has the project provided?

The screenshot below is the second text response field on the Accomplishments page in the Progress Report form.



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 to achieve greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor.

Professional development activities result in increased knowledge or skill in one's area of expertise. Professional development 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"* checkbox**.

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Box #3: How have the results been disseminated to communities of interest?

The screenshot below is the third text response field on the Accomplishments page in the Progress Report form.



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.

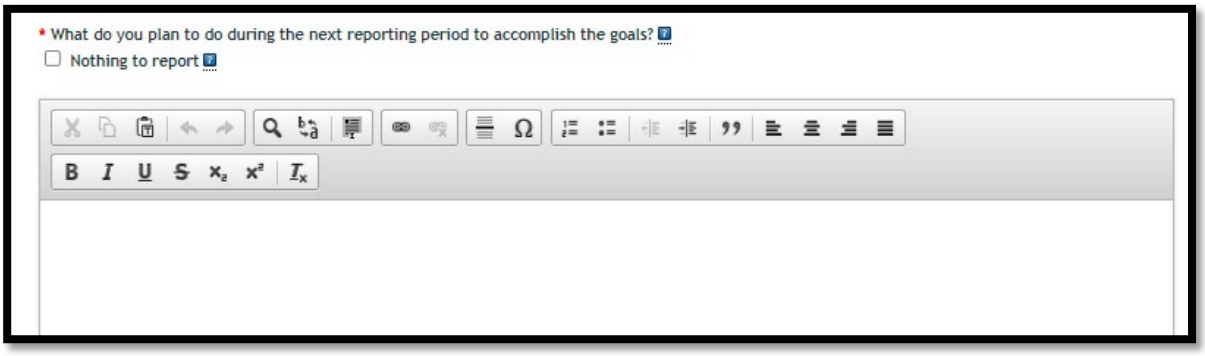
For this section, think back to whom you described in the "target audience" section of the report. That was where you described the WHO part of the equation. In answering the above question, you should be describing the HOW part of the equation – how did you reach your target audience. What efforts helped you reach communities that are interested in or who will benefit from your work?

> If no results were disseminated, or there is nothing significant to report during this reporting period, **click the *"Nothing to report"* checkbox**.

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Box #4: What do you plan to do during the next reporting period to accomplish the goals?

The screenshot below is the fourth text response field on the Accomplishments page in the Progress Report form.



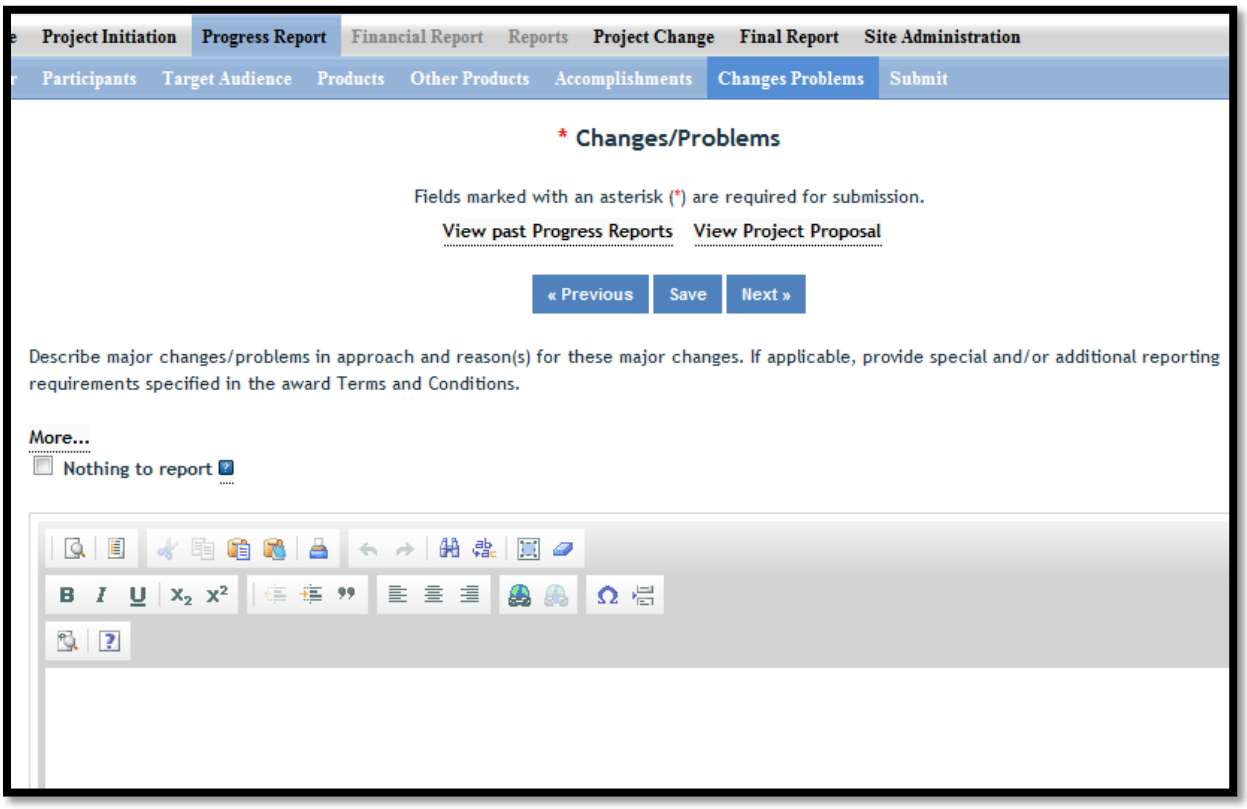
Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives. Paragraphs and/or lists are acceptable. Highlight specific actions you will take that will address any issues or problems you encountered during this current reporting period. Include a discussion of stated goals not yet met.

> If there are no changes to the agency-approved plan for this Project (the approved Project Initiation), **click the *"Nothing to report"* checkbox**.

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PROGRESS REPORT: CHANGES/PROBLEMS PAGE

The screenshot below is an example of the Changes/Problems page in the Progress Report form.



Describe major changes and/or problems in the project, including the plan, approach, methods, timeline, and objectives. Include a clear reason(s) for why these changes were made. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.

Examples of major changes include:

- major problems or delays that may have a significant impact on the rate of expenditure;
- changes to the approved Data Management Plan;
- significant deviations from the 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.

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SUBMIT A FINAL REPORT

IMPORTANT: *Final reports contain the same data fields and questions as the annual progress reports. However, the reporting period differs for these two types of report. The reporting period for the annual progress report is the previous project year and the reporting period for the final report is the* ***PROJECT DURATION (project start date to project end date)****.*

The two ***exceptions*** *to this rule are the FTE(s) and Publication(s) included in the Final Report. On the Final Report, you should only report FTE(s) for the LAST PROJECT YEAR and Publication(s) that have not yet been reported for the project in REEport. The last project year can be less than 12 months in length; it is the timeframe from the last project anniversary date to the project end date.*

In Summary:

- *FTE(s) reported on the Participants page in the Final Report should reflect the LAST PROJECT YEAR only. See more details in the FINAL REPORT: PARTICIPANTS section of this document.*
- *Publication(s) reported on the Products page in the Final Report should reflect any publication(s) that have not yet been reported for the project in REEport. See more details in the FINAL REPORT: PRODUCTS section of this document.*
- *All other data reported in the Final Report should reflect the* ***PROJECT DURATION****.*

1. Navigate to the NIFA Reporting Portal.
2. Enter your email address and password; click the "Login" button.
3. Click the "REEport" link under the "Active Applications" header.
4. Upon entering REEport, click the "Final Report" icon.
5. Click on the "Final Report(s) in Draft" folder to view all of the final reports you have in draft status.
6. Click the Title of the project to open the editable Final Report form.
7. The first page of the Final Report form is the Cover Page. This page contains non-editable data that is prepopulated from the grant application. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the proposal or accession number, field name(s), and correct data.
8. By using the navigation buttons at the top and bottom of the form pages, navigate through the Final Report form and enter the required data on each page. Save your work periodically.
9. After entering all required fields, navigate to the last page of the Final Report form (Terminate page).
10. If you miss any required fields within the report pages, you will see an on-screen message in RED with instructions and hyperlinks to navigate to the incomplete report pages. After completing all required fields, return to the Terminate page.
11. On the Terminate page, click the "Submit to NIFA" button to send the final report to NIFA. Please note that the submission process varies slightly based on what type of REEport site your project is assigned to:
    a. **If your project is assigned to a Partner Site** (see definition here), the Site

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Administrator(s) control the REEport workflows and may require organizational review before submission to NIFA. If organizational review is required, you will click on the "Submit for Review" button on the Terminate page and your Site Administrator(s) will be responsible for submitting the Final Report to NIFA.

12. Upon successful submission, you will be brought back to the main screen of your Final Report module where you will see the on-screen message: "Report has been submitted." You will also receive an email confirmation of the submission with the report attached.
13. NIFA National Program Leaders have 90 days to review your final report and assess whether edits or additions are needed. If the reviewing NPL requests changes, you will be notified via email, and the report will be returned to draft status so that you may make changes and resubmit.

DATA CONTENT INSTRUCTIONS FOR FINAL REPORTS

Helpful Hints for Entering Final Report Data

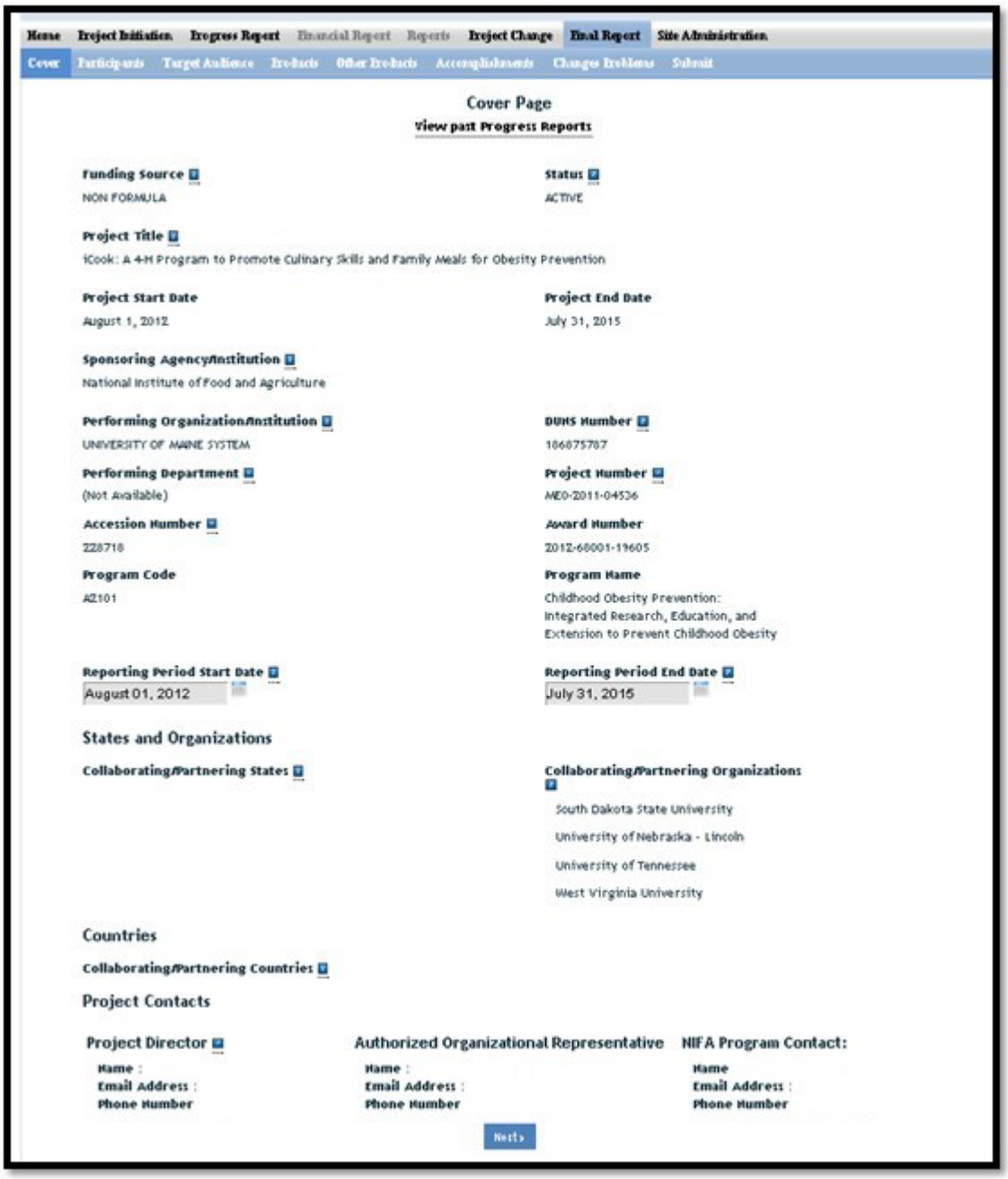
- For detailed guidance on specific data fields, use the embedded Help Text by clicking on the small blue icon located next to the field in REEport.
- There are character limits on all fields in REEport. For all the large text boxes with a built-in text editor, there is an 8,000-character limit, including spaces.
- REEport does not accept smart quotes, graphics, charts/tables, or other images pasted into any of the open text boxes.
- Manual entry is suggested in all text boxes. However, if you choose to copy and paste data from an outside source directly into a REEport text box, it is highly suggested to clear all formatting such as bold, underline, italics, etc. and use the default (or plain text) formatting style.
- After entering data on a page, you MUST click one of the navigation buttons at the top or bottom of the page to save your work (Previous/Save/Next).
    - You may also navigate from page to page within a module using the top menu bar (e.g., moving from "Target Audience" to "Products" by clicking those words in the menu bar), but this action will ***not*** save your work if you entered new data on the page.

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FINAL REPORT: COVER PAGE

The screenshot below is an example of the Cover Page in the Final Report form.

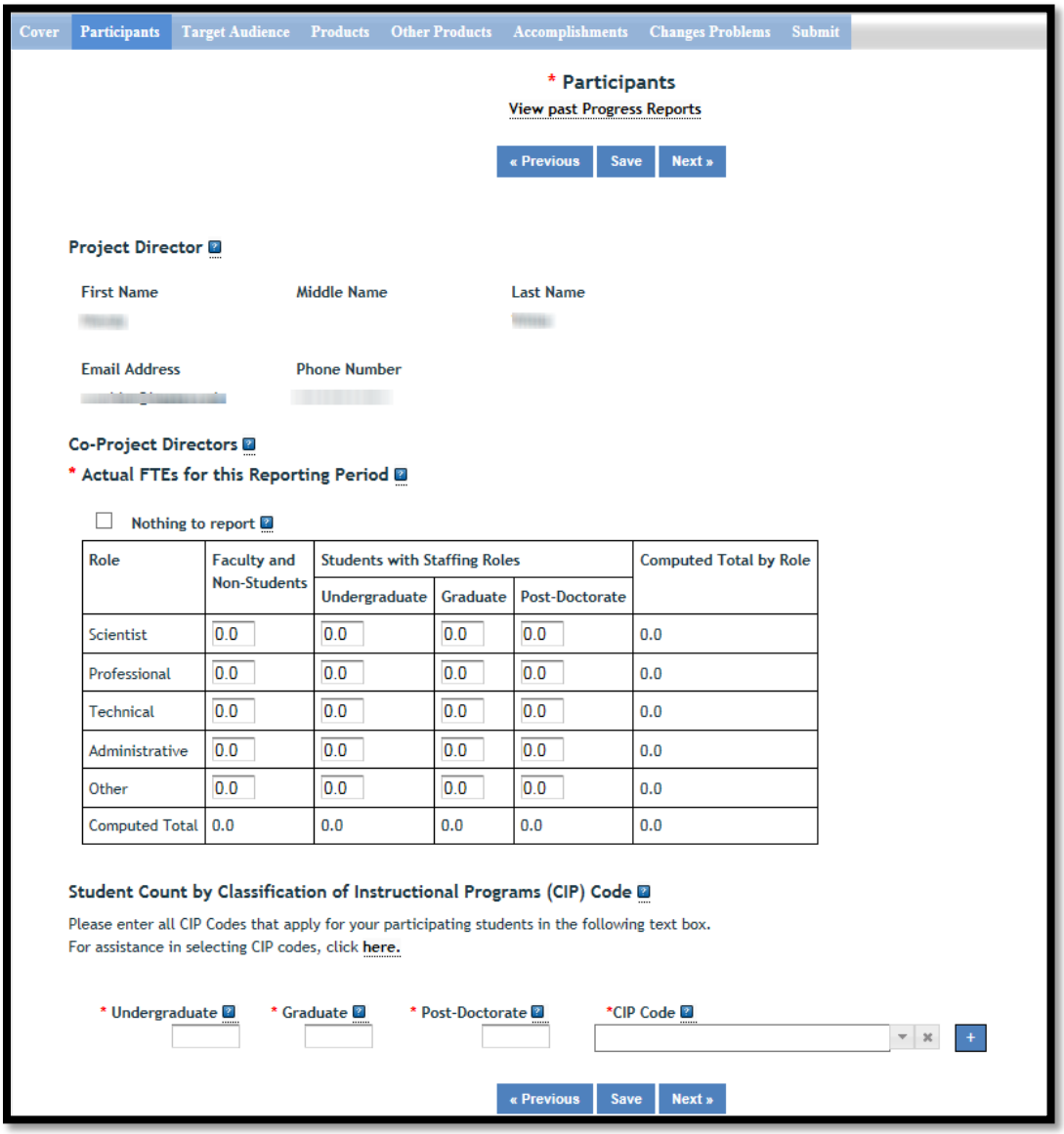
The Cover Page displays identifying information for your project, which is pre-populated from Grants.gov and the approved project initiation in REEport. These fields are non-editable for NIFA Competitive awards. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the award or accession number, field name(s), and correct data.



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FINAL REPORT: PARTICIPANTS PAGE

The screenshot below is an example of the Participants page in the Final Report form.



Project Director and Co-Project Directors

These fields are pre-populated from Grants.gov and the approved project initiation in REEport. These fields are non-editable for NIFA Competitive awards. If any of these fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the award or accession number, field name(s), and correct data.

Actual FTEs for the Reporting Period

Enter the **actual** Full-time equivalent(s) (FTE) that supported this project during the **last project year** (do ***not*** report the FTEs for the project duration)**.** As noted in the Submit a Final Report instructions, the FTEs reported on the Final Report should be limited to the last project year. Please note that the

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last project year can be less than 12 months in length; it is the timeframe from the last project anniversary date to the project end date. 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.

NOTE: You may check the "nothing to report" checkbox if, during the course of the last project year, there were no personnel (scientists, professionals, graduate students, etc.) who put hours/effort towards the project. Checking "nothing to report" for FTEs does not necessarily indicate that no funds were expended on the project; funds could have been spent on such items as supplies for the research, facilities/utilities for conducting the research, etc.

INSTRUCTIONS: You may enter fractions of FTEs rounded to the nearest tenth. 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.

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, IT Professionals, 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 typing reports, managing bill payments, managing equipment and supplies, etc. Examples: IT Staff, Administrative Assistant, Repairman, Janitor, Data Entry personnel.

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Student Count by Classification of Instructional Programs (CIP) Code

If any **Student FTEs** are reported, you must enter any applicable CIP codes, and vice versa. The data entered into the Undergraduate, Graduate, or Post-Doctorate CIP fields, are the **Number of Students** that worked on the project, and therefore must be whole numbers.

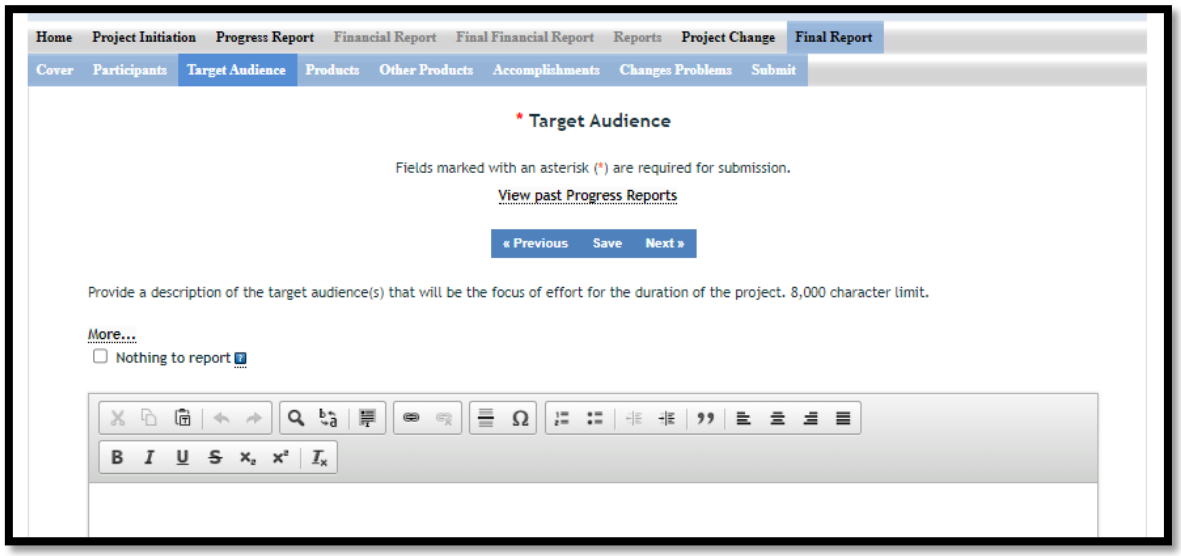
Student FTEs and CIP codes are interconnected data points, and the data entered in these sections must have a logical relationship. There are automatic validations programmed into REEport which will indicate if any of the numbers entered need to be adjusted. For example – if 5.0 FTEs were entered as Graduate students, then the CIP code field must reflect 5 or more participants in the Graduate section for the CIP codes.

The CIP code chosen should reflect the student's major field of study. The CIP taxonomy includes about 5,000 codes, categorized into three tiers. The list of CIP codes provided in the dropdown menu in REEport includes tiers 1 and 2, or about 400 codes. For more information on CIP Codes, visit the National Center for Education Statistics CIP website, where detailed information about the CIP coding system is available.

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FINAL REPORT: TARGET AUDIENCE PAGE

The screenshot below is an example of the Target Audience page in the Final Report form.



Provide a description of the target audience(s) reached by your efforts over the entire length of the project.

The target audience(s) you describe on the final report should include the audience(s) that were focused on over the entire length of the project.

Target audiences include individuals, groups, market segments, or communities that will be served by the project. The description should include why you are targeting these particular group(s). The purpose of this section is to answer the question "to whom does your work/research matter and why?"

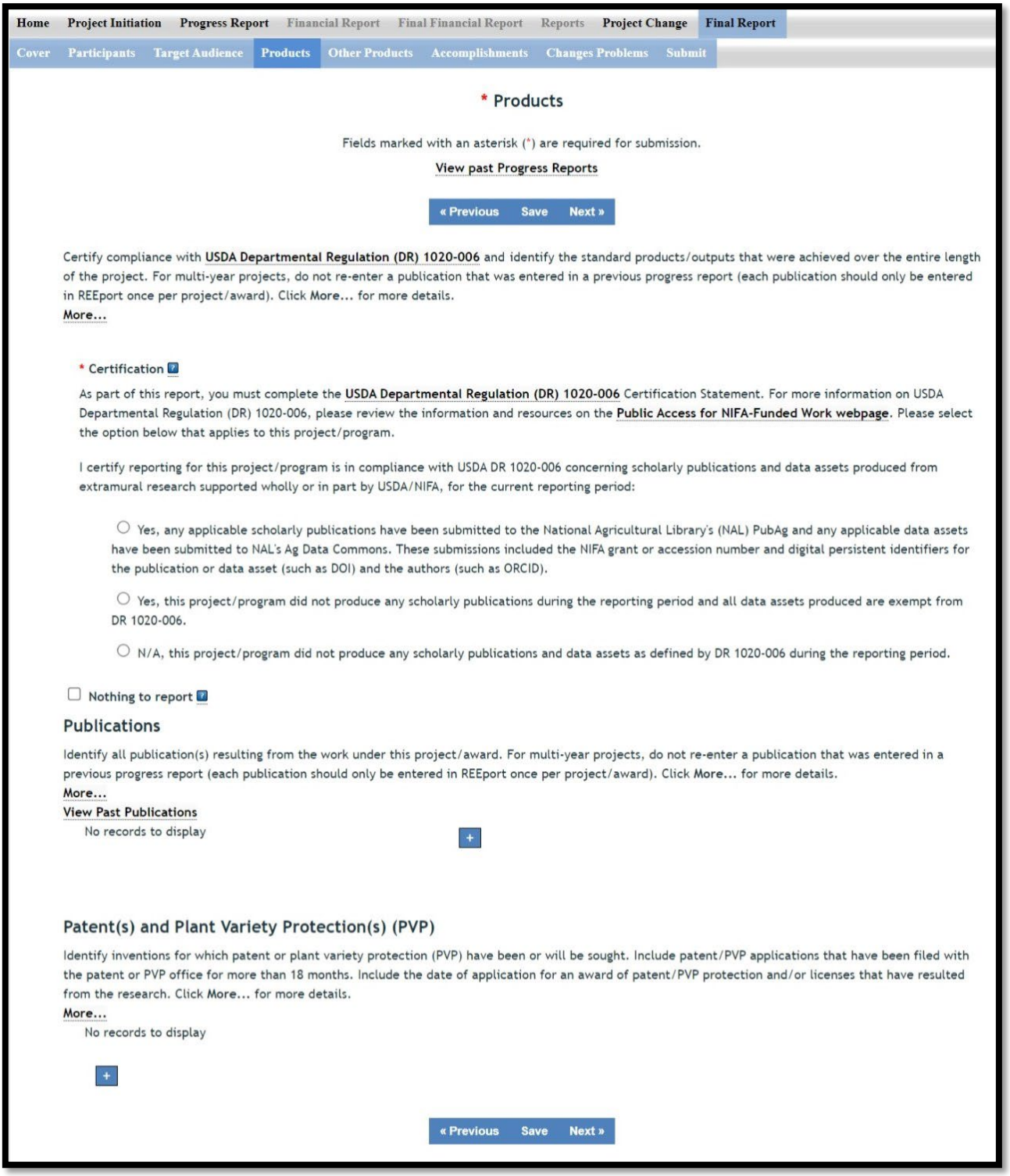
When identifying your target audience, think about how you reached the audience(s). **Efforts** to reach a target audience include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

NOTE: You do not need to provide an in-depth description of the efforts themselves in this section; we list out efforts here in order to help you determine WHOM you targeted, so that you can accurately identify and describe your target audience.

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FINAL REPORT: PRODUCTS PAGE

The screenshot below is an example of the Products page in the Final Report form.



On the Products page, you are asked to certify compliance with USDA Departmental Regulation (DR) 1020-006 and to identify the standard products/outputs that were achieved over the entire length of the project.

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NOTE: For multi-year projects, do not re-enter a publication that was entered in a previous REEport progress report (see more details under the Publications section below).

"Standard products/outputs" includes only major publications, patents, and applications for plant variety protection (PVP). Other types of products/outputs achieved, such as data assets, newsletters, workshops, webpages, etc., should be reported on the "Other Products" page of the Final Report. To identify product(s) on this page, click the blue plus sign box to add an entry and complete all applicable field(s) for each product reported. See the field descriptions below for more details regarding each form field.

NOTE: If no publications or patent/PVP applications are identified, you must mark the “Nothing to report” checkbox.

DR 1020-006 Certification Statement

As part of your Final Report, you must complete the DR 1020-006 Certification Statement. For more information on USDA Departmental Regulation (DR) 1020-006, please review the information and resources on the Public Access for NIFA-Funded Work webpage. Under this required field, you must select the response option that applies to your project.

For example, if you produced any *Peer Reviewed Journal Articles* or *Data Assets* during the reporting period of this final report (entire project duration) and submitted them to the appropriate repository (PubAg or Ag Data Commons), you should select the First YES option.

NOTE: If you have already reported any *Peer Reviewed Journal Article(s)* on previous progress report(s) for the project, you should select the First YES option on the Final Report.

If you did not produce any *Peer Reviewed Journal Articles* or *Data Assets* over the project duration, you should select the Second YES option. If you did not produce any *Peer Reviewed Journal Articles* over the project duration and all *Data Assets* produced are exempt, you should select the N/A response.

This required field asks you to certify that your project is in compliance with USDA DR 1020-006 concerning scholarly publications and data assets produced from extramural research supported wholly or in part by USDA/NIFA for the current reporting period.

- If the First YES response is selected, you MUST report at least one *Peer Reviewed Journal Article* for the project on this Final Report **OR** report at least one *Data Asset* on the Other Products page within the Final Report.
    - NOTE: If you have already reported any *Peer Reviewed Journal Article(s)* on previous progress report(s) for the project, you should select the First YES option on the Final Report.
- If the Second YES response is selected, you CANNOT report any *Peer Reviewed Journal Articles* for the project (either on this Final Report or have reported them on any previously

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submitted Progress Report) **AND** you CANNOT report *Data Assets* on the Other Products page within the Final Report.

- If the N/A response is selected, you CANNOT report any *Peer Reviewed Journal Articles* for the project (either on this Final Report or have reported them on any previously submitted Progress Report) **AND** you CANNOT report *Data Assets* on the Other Products page within this report.
- NOTE: If the Second YES is selected or the N/A response is selected, you MAY report *Other Journal Articles* on the Products page or *Data Assets - Exempt from Public Access Requirements* on the Other Products page.

Final peer-reviewed, accepted manuscripts must be made freely accessible to the public through PubAg, hosted by the USDA National Agriculture Library (NAL). Currently, public access through PubAg must be established within 12 months of the date on which the publisher makes the article available online. In the future, an update to the departmental regulation to align with the 2022 Office of Science and Technology Policy (OSTP) memo *Ensuring Free, Immediate, and Equitable Access to Federally Funded Research* will remove this 12 month embargo and require immediate submission to PubAg.

Data assets must be made publicly available as soon as possible, and within 12 months of the publication date of an associated publication, or the end of the performance or funding period, whichever comes first. Within 12 months of the publication of the data asset in a repository, a standardized metadata catalog entry of the data asset must be submitted to Ag Data Commons. In the future, an update to the departmental regulation to align with the 2022 Office of Science and Technology Policy (OSTP) memo *Ensuring Free, Immediate, and Equitable Access to Federally Funded Research* will remove this 12 month embargo and require immediate submission to Ag Data Commons.

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.

Identify all publication(s) resulting from the work under this project/award. Publications only need to be entered in REEport **once** for each applicable project. For multi-year projects, do not re-enter a publication that was entered in a previous progress report (each publication should only be entered in REEport **once** per project/award). There is no restriction on the number of publications entered, but please ensure that any publications listed are a direct result of work performed under this award. See definitions below for the categories of publications.

NOTE: Clicking the "View Past Publications" button on this page displays all publications entered into REEport for the project, including publications submitted on past reports and publications entered/saved on the current report.

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Type Field

Select the applicable publication type from the dropdown list.

- **Book Chapters:** Any book chapter published as or in a separate publication, rather than a periodical or series.
- **Books:** Any book published as or in a separate publication, rather than a periodical or series.
- **Peer-reviewed Journal Articles:** Peer-reviewed articles or papers, also known as scholarly publications, appearing in scientific, technical, or professional journals. Include any peer-reviewed articles or papers in the periodically published proceedings of a scientific society, a conference, or the like.

  NOTE: A publication in the proceedings of a one-time conference, not part of a series, should be reported under *Conference Papers and Presentations*.

  NOTE: Final peer-reviewed, accepted manuscripts must be made freely accessible to the public through PubAg, hosted by the USDA National Agriculture Library (NAL). Currently, public access through PubAg must be established within 12 months of the date on which the publisher makes the article available online. In the future, an update to the departmental regulation to align with the 2022 Office of Science and Technology Policy (OSTP) memo *Ensuring Free, Immediate, and Equitable Access to Federally Funded Research* will remove this 12 month embargo and require immediate submission to PubAg.
- **Other Journal Articles:** Journal articles or papers that are not peer-reviewed and have not been reported under *Peer-reviewed Journal Articles*.
- **Theses/Dissertations:** Theses/dissertations published as or in a separate publication, rather than a periodical or series.
- **Conference Papers and Presentations:** Conference papers and/or presentations not reported in one of the categories above. Include any significant publication in the proceedings of a one-time conference.
- **Websites:** Published websites.
- **Other:** Other publications and/or presentations not reported in one of the categories above.

Status Field

Select the applicable status from the dropdown list.

Year Published Field

Enter the year the publication was published/created.

Citation Field

Type the citation of the publication directly in this field or cut and paste text. Do not use any

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formatting features such as bold, italics, or symbols.

Digital Object Identifier (DOI) Field

Enter the Digital Object Identifier (DOI) for the publication. The DOI number consists of a prefix and suffix separated by a forward slash (/). The prefix begins with "10" followed by a period and four or more numbers, such as 10.XXXX. The suffix is assigned by the publisher. Do not include "https://doi.org/" in this response field; only include the DOI number as illustrated in the example below.

Example DOI: 10.1007/s00344-023-10993-2

Per USDA DR 1020-006, peer-reviewed journal articles (aka scholarly publications) must receive digital persistent identifiers, such as a Digital Object Identifier (DOI). See additional information and resources on the Public Access for NIFA-Funded Work webpage.

Author ORCID(s) Field

Enter the Author ORCID(s) for the publication. The ORCID is a 16-digit identifier with a hyphen inserted every 4 digits. Do not include "https://orcid.org/" in this response field; only include the ORCID number as illustrated in the example below.

When reporting multiple ORCIDs, separate each entry with a semi-colon (;). Do not include any extra spaces when entering multiple ORCIDs; entering spaces in the response field will result in an onscreen error.

Example ORCID: 0000-0001-2345-6789
Example Multiple ORCIDs: 0000-0001-2345-6789;0000-0001-2345-6786;0000-0001-2345-6785

Per USDA DR 1020-006, all authors of peer-reviewed journal articles (aka scholarly publications) must have individual digital persistent identifiers, such as the Open Researcher and Contributor ID (ORCID), that are linked to their scholarly publications. See additional information and resources on the Public Access for NIFA-Funded Work webpage.

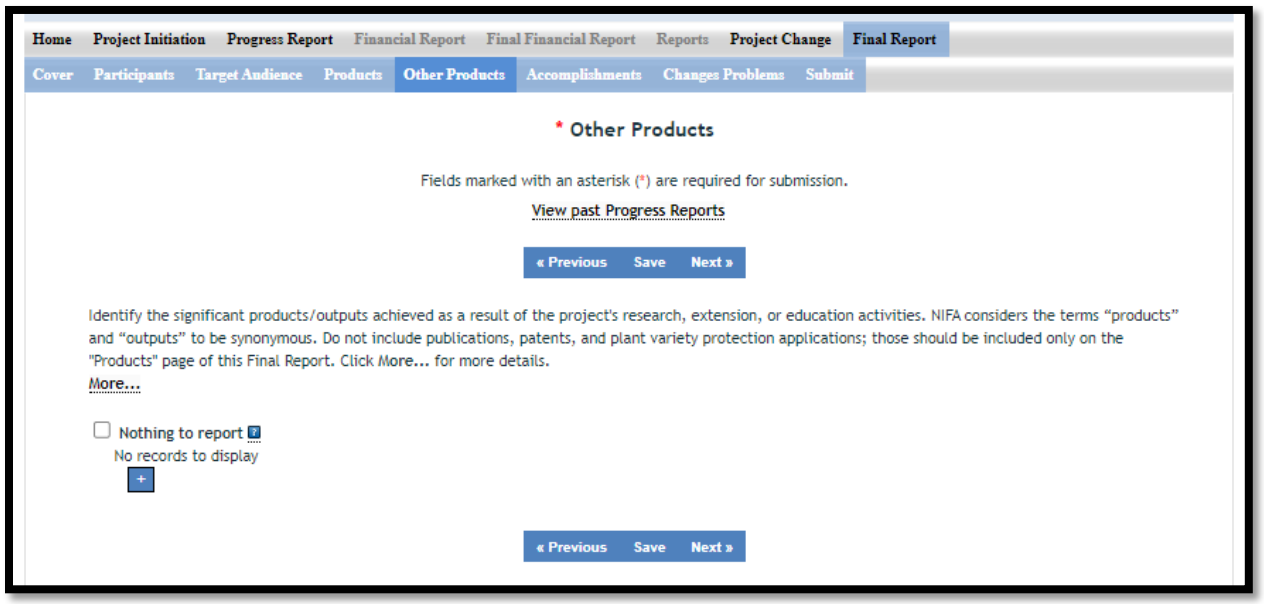
Patent(s) and/or Plant Variety Protection(s) (PVP)

Identify inventions for which patents or plant variety protection (PVP) have 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 the Final Report is not a substitute for any other intellectual property or invention reporting required under the NIFA Federal Assistance Policy Guide or NIFA terms and conditions of any award. For more information regarding intellectual property reporting, see the NIFA Intellectual Property Reporting webpage.

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FINAL REPORT: OTHER PRODUCTS PAGE

The screenshot below is an example of the Other Products page in the Final Report form.



Identify the significant products/outputs achieved as a result of the project's research, extension, or education activities that were achieved over the entire length of the project. NIFA considers the terms "products" and "outputs" to be synonymous.

> NOTE: Products/outputs only need to be entered in REEport once for each applicable project. For multi-year projects, do not re-enter a product/output that was entered in a previous REEport progress report. Clicking the "View past Progress Reports" link on this page allows you to review the previous progress report submissions.

Do not include publications, patents, and plant variety protection applications; those should be included only on the "Products" page of this Final Report. To report product(s) on this page, click the blue plus sign box to add an entry and complete all applicable field(s) for each product reported. See the field descriptions below for more details regarding each form field.

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 assets or databases; equipment or instruments; models; networks and/or collaborations fostered by the project or

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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.

Type Field

Select the applicable product type from the dropdown list.

- **Audio or Video:** Any audio or video products.
- **Data Asset:** Any digitally formatted data asset(s) resulting from unclassified scientific research supported wholly or in part by the USDA. Per USDA DR 1020-006, data assets must be published in a machine-readable format in a reputable repository that: provides a digital persistent identifier, such as DOI; allows for public search, retrieval, and analysis; and provides long-term preservation of the data asset. See additional information and resources available at Public Access for NIFA-Funded Work webpage.

  NOTE: Data assets must be made publicly available as soon as possible, and within 12 months of the publication date of an associated publication, or the end of the performance or funding period, whichever comes first. Within 12 months of the publication of the data asset in a repository, a standardized metadata catalog entry of the data asset must be submitted to Ag Data Commons. In the future, an update to the departmental regulation to align with the 2022 Office of Science and Technology Policy (OSTP) memo *Ensuring Free, Immediate, and Equitable Access to Federally Funded Research* will remove this 12 month embargo and require immediate submission to Ag Data Commons.
- **Data Asset – Exempt from Public Access Requirements:** Any digitally formatted data asset(s) resulting from unclassified scientific research supported wholly or in part by the USDA that are *specifically exempt* from the public access requirements in USDA DR 1020-006. Any exemptions should have been specified in your Data Management Plan. See additional information and resources on the Public Access for NIFA-Funded Work webpage.
- **Databases:** Any databases that do not meet the definition of a Data Asset.
- **Educational Aids or Curricula:** Any educational aids or curricula.
- **Evaluation Instruments:** Any evaluation instruments. Any non-evaluation surveys should be reported under *Survey Instruments*.
- **Instruments or Equipment:** Any instruments or equipment.
- **Models:** Any models.
- **New Germplasm:** Any new germplasms.
- **Other:** Any other products not covered by one of the defined Types, such as events and services.

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- **Physical Collections:** Any physical collections.
- **Protocols:** Any protocols.
- **Software or Netware:** Any software or netware.
- **Survey Instruments:** Any survey instruments. Evaluation instruments should be reported under *Evaluation Instruments*.

Description Field

Enter a description of the product. The description of the product/output should be succinct, yet detailed. About 1-3 short sentences should be used to describe what the product is, what activity it resulted from, and whom it benefitted.

If available, you may include a Uniform Resource Locator (URL) for external source documents in this field, but the URL will appear as static text. If you paste text from an outside source in this field, you must first remove all formatting from the outside source text.

DOI or Other Persistent Identifier Field

Enter the Digital Object Identifier (DOI) or Other Persistent Identifier for the product. If entering a DOI, the DOI number consists of a prefix and suffix separated by a forward slash (/). The prefix begins with "10" followed by a period and four or more numbers, such as 10.XXXX. The suffix is assigned by the publisher. Do not include “https://doi.org/” in this response field; only include the DOI number as illustrated in the example below, or Other Persistent Identifier for the product.

Example DOI: 10.1007/s00344-023-10993-2

Data assets covered by USDA DR 1020-006 must be published in a machine-readable format in a reputable repository that: provides a digital persistent identifier, such as DOI; allows for public search, retrieval, and analysis; and provides long-term preservation of the data asset. See additional information and resources available at Public Access for NIFA-Funded Work webpage.

Author ORCID(s)

Enter the Author ORCID(s) for the product. The ORCID is a 16-digit identifier with a hyphen inserted every 4 digits. Do not include “https://orcid.org/” in this response field; only include the ORCID number as illustrated in the example below.

When reporting multiple ORCIDs, separate each entry with a semi-colon (;). Do not include any extra spaces when entering multiple ORCIDs; entering spaces in the response field will result in an onscreen error.

Example ORCID: 0000-0001-2345-6789
Example Multiple ORCIDs: 0000-0001-2345-6789;0000-0001-2345-6786;0000-0001-2345-6785

All associated data authors for data assets covered by USDA DR 1020-006 must have digital persistent identifiers that are linked to the data asset. See additional information and resources available at Public Access for NIFA-Funded Work webpage.

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Associated Publication DOI(s)

Enter the Digital Object Identifiers (DOIs) for any associated publication(s); any publication that the product supported should be included in this field. The DOI number consists of a prefix and suffix separated by a forward slash (/). The prefix begins with "10" followed by a period and four or more numbers, such as 10.XXXX. The suffix is assigned by the publisher. Do not include “https://doi.org/” in this response field; only include the DOI number as illustrated in the example below.

When reporting multiple DOIs, separate each entry with a semi-colon (;). Do not include any extra spaces when entering multiple DOIs; entering spaces in the response field will result in an onscreen error.

Example DOI: 10.1007/s00344-023-10993-2
Example Multiple DOIs: 10.1007/s00344-023-10993-2;10.1007/s00344-023-10993-3

Data assets connected to a scholarly publication covered by USDA DR 1020-006 must receive a digital persistent identifier, such as a DOI, that allows a scholarly publication and its catalog metadata to link to the published digital scientific research data asset from which the publication was developed. See additional information and resources available at Public Access for NIFA-Funded Work webpage.

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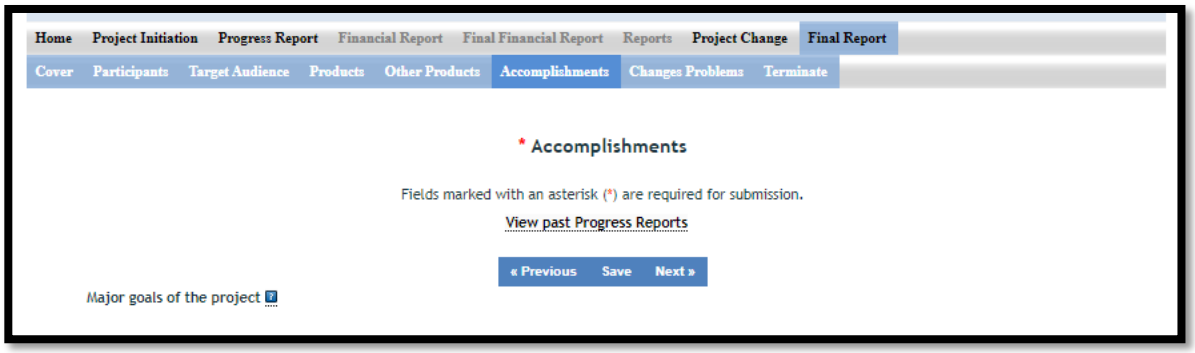
FINAL REPORT: ACCOMPLISHMENTS PAGE

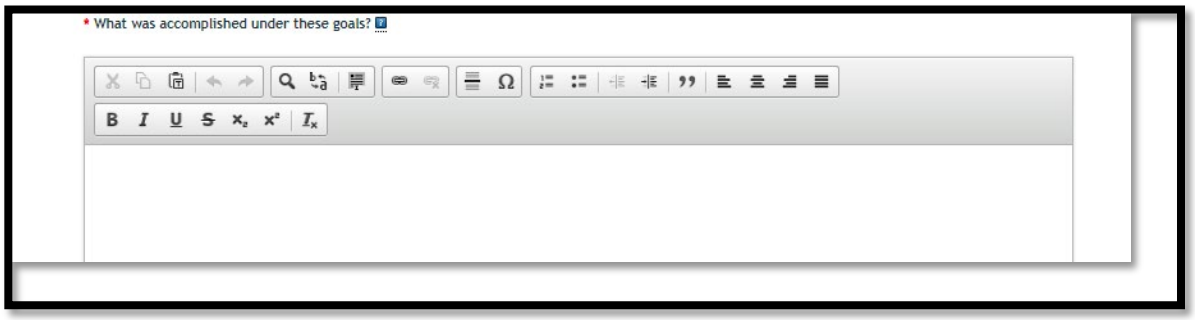
On the Accomplishments page, you will see a listing of the "Major goals of this project." This listing is non-editable because it is pre-populated with what you entered as the goals and objectives for the project in Project Initiation. Referring back to this listing can be helpful when filling in the additional fields on the Accomplishments page since the responses on this page should relate directly back to the major goals and objectives of the project.

> **NOTE:** For the following open text boxes, the data entry limit is 8,000 characters; smart quotes, graphics, charts/tables, or other images are not accepted. Manual entry is suggested in all text boxes. However, if you choose to copy and paste data from an outside source directly into a REEport text box, it is highly suggested to clear all formatting such as bold, underline, italics, etc. and use the default (or plain text) formatting style.

Data Field/Box #1: What was accomplished under these goals?

The screenshots below are an example of the Accomplishments page in the Final Report form, including the first text response field.





In this section, NIFA defines Accomplishments as outcomes and impacts achieved as a result of the project and the results of the activities/experiments that led to the outcomes and impacts.

An outcome is defined as a measurable and documented change in knowledge, action, or condition that occurred as a result of the project. See the outcome examples provided in the Project Initiation section. Outcomes should relate directly to the project objectives and the impact description should indicate why the outcomes matter, including who was impacted by the change and how they were impacted by the change.

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This accomplishment section should describe the results, outcomes, and impact of your work that will provide benefits to broad audiences. It is important that this portion of your report be written in ***plain, non- technical language***. Please use qualitative and quantitative metrics that will be meaningful to non-scientific audiences such as community leaders, politicians, taxpayers, and farmers. You will need to translate results of your work into lay terms – things that everyday people can relate to. Consider reporting things like changes in economics, community dynamics, environmental conditions, or agricultural norms.

This response should include the details on the project work done towards each goal/objective and a description of the impact this project had ***over its duration***. To help frame your accomplishments for the ***Final Report***, work through the following questions. After doing so, you should be able to put your answers together to form a succinct impact description that describes your accomplishments.

1. RELEVANCE: In a few sentences, what was the issue or problem that your project addressed (i.e., what are you trying to help solve, fix, mitigate, improve?)
2. RESPONSE: For each goal and objective listed in your project initiation form (shown at the top of the screen), describe:
    a. Major activities completed / experiments conducted;
    b. Data collected; and
    c. Summary statistics and discussion of results / findings.
3. OUTCOMES: Describe the key outcomes or other accomplishments realized. ***Provide about one page of text to answer this question***: what did your project do about the issue/problem? (HINT: Revisit your inputs, outputs, and outcomes to describe accomplishments)
4. IMPACT: Who or what was most immediately helped by your work, and how? (Hint: What audience did you originally intend for your work to impact?)

Helpful Hints

- State it for a broad audience and use general terms
- Explain things simply and directly
- Use quantitative values and/or trends to validate impact
- Think broadly when you translate outcomes to the real world
- An outcome is a change in knowledge, action, or condition (See the outcome examples provided in the Project Initiation section)

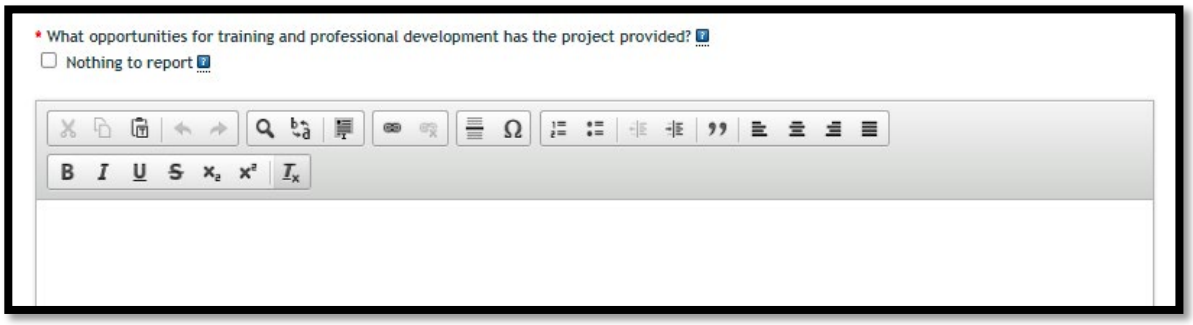
Publications are not entered on this page; publications should be reported on the **Products** page of the Final Report.

Note: Most people who will read your FINAL REPORT are not technically trained or educated in your field of expertise, so it should be written in a manner that is meaningful to readers, stakeholders, USDA administration, and congress.

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Box #2: What opportunities for training and professional development has the project provided?

The screenshot below is the second text response field on the Accomplishments page in the Final Report form.



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 to achieve greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor.

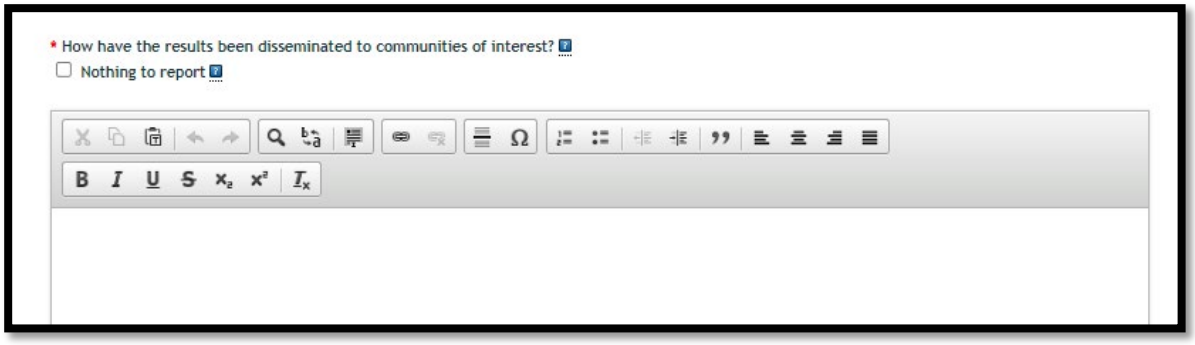
Professional development activities result in increased knowledge or skill in one's area of expertise. Professional development may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

> 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"* checkbox**.

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Box #3: How have the results been disseminated to communities of interest?

The screenshot below is the third text response field on the Accomplishments page in the Final Report form.



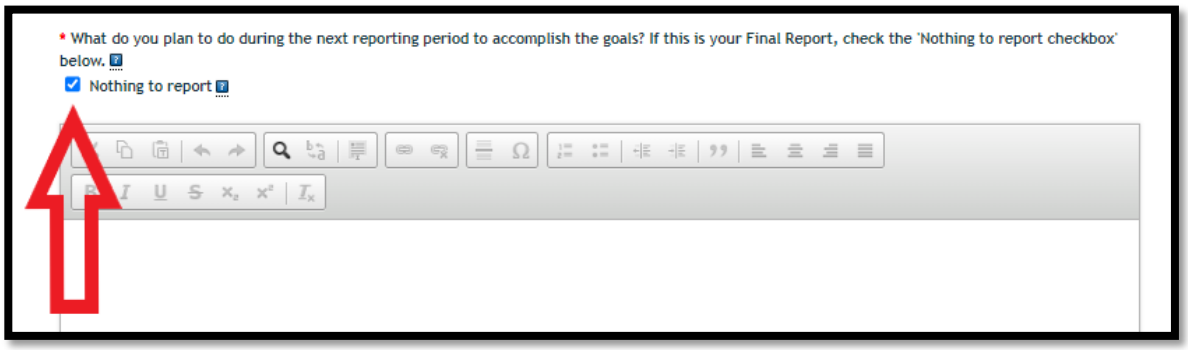
Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

For this section, think back to whom you described in the "target audience" section of the report. That was where you described the WHO part of the equation. In answering the above question, you should be describing the HOW part of the equation – how did you reach your target audience. What efforts helped you reach communities that are interested in or who will benefit from your work?

Box #4: What do you plan to do during the next reporting period to accomplish the goals?

The screenshot below is the fourth text response field on the Accomplishments page in the Final Report form.

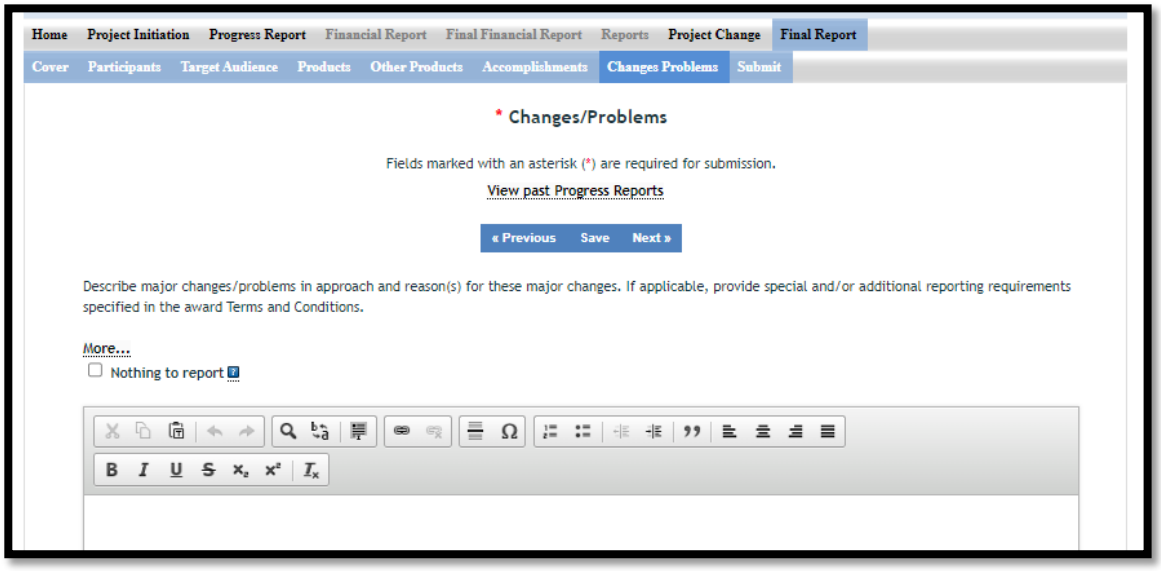
This is the final report, so there is no "next reporting period" to accomplish project goals. Therefore, you should check the "nothing to report" checkbox.



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FINAL REPORT: CHANGES/PROBLEMS PAGE

The screenshot below is an example of the Changes/Problems page in the Final Report form.



Describe major changes and/or problems in the project, including the plan, approach, methods, timeline, and objectives. Include a clear reason(s) for why these changes were made. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.

Examples of major changes include:

- major problems or delays that may have a significant impact on the rate of expenditure;
- changes to the approved Data Management Plan;
- significant deviations from the research schedule or goals;
- unexpected outcomes;
- early termination of the project; or
- changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

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SUBMIT A PROJECT CHANGE

PROJECT CHANGE KEY FACTS

In REEport, the Project Change form contains the same fields as the Project Initiation form. In the Project Change module, changes can only be made to project data that meet two criteria:

1. the project is active, and the final report has not been submitted; there is no limit to the number of times a project change can be submitted as long as the final report has not been submitted;
2. the project data you wish to change is data that originated in REEport and is NOT pre-populated on the template from NIFA's grant management system.
    a. If any of the pre-populated fields are incorrect, email the REEport Help Desk at Electronic@usda.gov. In this email communication, please include the proposal or award number, field name(s), and correct data.

NOTE: All post-award actions that require NIFA ***prior approval*** must be approved by NIFA staff ***prior to submitting*** a project change in REEport. To determine if a change requires ***prior approval***, review the applicable Terms and Conditions and Prior Approval Matrix that are available on the NIFA Terms and Conditions webpage. All questions related to ***prior approval*** should be directed to the NIFA Contacts listed on the Notice of Award (Award Face Sheet) or the Award Management Division (AMD) Awards mailbox (Awards@usda.gov).

When a Project Change Form is submitted to NIFA in REEport, the system change is effective immediately, but it does not include NIFA approval. After submission in REEport, the National Program Leader (NPL) will receive a copy of the submitted Project Change. Please note that it will take 1-3 business days for the updated project data to be reflected in the NIFA Data Gateway.

After submitting a change in the Project Change module:

- The changed project will remain listed in the "Active Projects" folder in the Project Change module because they are still active and eligible for future project changes to be submitted.
- The changed project will be listed in both the "Active Projects" folder as well as the "Changed Projects" folder in the Project Initiation module because the "Changed Projects" folder is a subset of the "Active Projects" folder.

STEPS TO SUBMIT A PROJECT CHANGE

1. Navigate to the NIFA Reporting Portal.
2. Enter your email address and password; click the "Login" button.
3. Click the "REEport" link under the "Active Applications" header.
4. Upon entering REEport, click the "Project Change" icon.
5. Click on the "Active Projects" folder to expand it and view all of your active projects (or search for the project using the available search fields).
6. Click the Title of the project to open the editable Project Change form.

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7. The first page of the Project Change form has two sub-pages, Summary and History. See Appendix A for screenshot examples.
    a. Change Summary: summarizes any pending changes you have made to the project OR will indicate there are no current revisions pending.
    b. Change History: lists the previous versions of the project.
        i. For example, if the project has been changed once before, the "History" section will show you two previous versions of the project – the original and the changed version.
8. Click on the "Continue" button or utilize the top menu bar to navigate through the Project Change form.
9. Edit the project data as needed and click the blue "Save" button available on each form page to retain any edits made to the project.
10. If you have made changes that you are not ready to submit to NIFA, you may click "Save" on any page of the form, including the Submit page, and the project will be listed in your "Pending Changes in Draft Stage" folder.
    a. You may log back into REEport at any time to access the pending Project Change form by clicking on the Project title in the "Pending Changes in Draft Stage" folder.
11. When you are ready to submit your changes, navigate to the last page of the Project Change form (Submit page).
12. Click the "Submit to NIFA" button to send the Project Changes to NIFA. Please note that the submission process varies slightly based on what type of REEport site your project is assigned to:
    a. **If your project is assigned to a Partner Site** (see definition here), organizational review of the project change is required before submission to NIFA. You will click on the "Submit Changes for Review" button on the "Submit" page and your Site Administrator(s) will be responsible for officially submitting the project changes to NIFA.
13. After clicking the "Submit to NIFA" or "Submit Changes for Review" button, you will see an on-screen banner message indicating that the project change was submitted.

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UPDATE A SUBMITTED PROGRESS OR FINAL REPORT

NIFA maintains a window of 90 days from the original date of submission in which grantees are allowed to update a progress or final report that they have already submitted to NIFA. This 90-day window is also the amount of time that NIFA National Program Leaders (NPLs) have to review submitted reports and, if necessary, request changes before they will consider reports approved and permanent record.

STEPS TO UPDATE A SUBMITTED PROGRESS OR FINAL REPORT

Request Return to Draft Status

1. Email the REEport Help Desk (electronic@usda.gov) and request that the submitted progress or final report be returned to draft status for editing. In the email request, clearly state the accession or proposal number of the project and the report type (progress or final).
2. Upon receiving that email request, the REEport Help Desk team will return your report to draft status, and you will receive an email confirmation of the action.

Update the Returned Report and Re-Submit to NIFA

1. To update the returned report, navigate to the NIFA Reporting Portal, enter your email address and password; then click the "Login" button.
2. Click the "REEport" link under the "Active Applications" header.
3. Click on either the "Progress Report" or "Final Report" icon, depending on the type of report you are updating.
4. Expand the "Report(s) in Draft" folder and/or search for the project using the search bar.
5. Click the Title of the project to open the editable report form.
6. By using the navigation buttons at the top and bottom of the form pages, navigate through the report form to update the report. Save your work periodically by clicking on the blue Save button.
7. When you are finished making edits, navigate to the last page of the report form (Submit page). Click the "Submit to NIFA" button to send the updated report to NIFA. Please note that the submission process varies slightly based on what type of REEport site your project is assigned to:
    - **If your project is assigned to a Partner Site** (see definition here), the Site Administrator(s) control the REEport workflows and may require organizational review before submission to NIFA. If organizational review is required, you will click on the "Submit for Review" button on the "Submit" page and your Site Administrator(s) will be responsible for submitting the Progress or Final Report to NIFA.
8. Upon successful submission, you will be brought back to the main screen of the report module where you will see the on-screen message: "Report has been submitted." You will also receive an email confirmation of the submission with the report attached.
9. Please note that resubmission restarts the 90-day window to make additional changes if requested by the grantee or the National Program Leader (NPL) at NIFA.

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EXTENSIONS & CONTINUATION AWARDS

Competitively awarded projects cannot be extended by a REEport user in the REEport application. Any type of extension, including no-cost extensions and continuation awards, must be completed and documented within NIFA's grants management system by NIFA Awards staff. Such extensions are then transferred from NIFA's grants management system into REEport, and the new end date is prepopulated into the "end date" field on the project, and on all associated Progress and Final Reports.

WHAT TO DO IF YOU RECEIVE AN EXTENSION OR CONTINUATION AWARD

1. If you have requested and received approval of a no-cost extension (NCE) OR if you have been notified that you will be receiving a continuation award for your project, you MUST fill out a progress report for the year that was originally designated as the final year of your project.

2. Upon logging into REEport, you should navigate to the Progress Report Module and locate the draft form for your project in the "Report(s) in Draft" folder. Fill out the required form fields and submit the Progress Report. For more information on submitting a progress report, click here.

   NOTE: The end dates shown on your forms in REEport are non-editable because they are prepopulated by data from NIFA's grants management system. The progress report form may not reflect the new end date when you complete the form, but the end date will be updated retroactively after NIFA's grants management personnel approve the extension or continuation in the grants management system.

3. Do **NOT** use the Final Report form in the Final Report module of REEport. The Final Report form will remain in REEport to be utilized when the project actually ends. If you incorrectly submit the final report to NIFA, please be aware that NIFA cannot accept the final report as a progress report. If you incorrectly submit the final report instead of the progress report, NIFA staff will send your final report back to draft status and you will still be responsible for completing the correct Progress Report form.

   NOTE: For continuation awards, this principle will apply each year that you receive continuation funds. You should only fill out progress reports until the project has officially ended. After the project has ended, you will complete the final report.

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COMPETITIVE PROJECT FINANCIAL REPORTS

For each active year of a competitive project, there are two types of financial reports due: the ***REEport Financial Report*** and the ***SF-425 Federal Financial Report***. While these reports both collect financial information, it is important to note that these two types of financial report have different reporting periods, different due dates, and different submission methods.

WHAT IS THE REEPORT FINANCIAL REPORT

All new competitive awards and any current competitive award receiving a continuation or renewal of funds must submit Financial Reports in REEport. Financial reports in REEport are project level reports that detail all expenditures by funding source, as well as all Full Time Equivalents (FTEs) that supported the project, for the federal fiscal year, which runs from 10/01 to 09/30 each year. These reports are used for research planning, and they are not auditable documents.

An annual Project Financial Report is due each fiscal year the project is ongoing and reports on the most recently completed federal fiscal year. A Final Financial Report is due after the project has ended and reports on the federal fiscal year in which the project ended. Both report types detail all expenditures and FTEs for the federal fiscal year; the final financial report is **not** a cumulative report.

- While the project is ongoing, an **annual Project Financial Report** is due by February 1st of the fiscal year AFTER the fiscal year of the expenditures being reported. This annual report is completed in the ***Financial Report module*** in REEport.
    - For example, a new award with a start date of October 1, 2022 will have an annual project Financial Report due for its FY23 expenditures on February 1, 2024. The reporting period for this example would be October 1, 2022 through September 30, 2023.
- In the last year of the project, a **final Project Financial Report** is due within 120 days after the termination of the project (project end date). This final report is completed in the ***Final Financial Report module*** in REEport.
    - For example, an award with a project end date of May 1, 2023 will have the Final Financial Report due for its FY23 expenditures by September 27, 2023 (120 days after the project end date). The reporting period for this example would be October 1, 2022 through the project end date, May 1, 2023.

WHAT IS THE FEDERAL FINANCIAL REPORT (SF-425)

Competitive/non-capacity grantees must submit the Federal Financial Report, SF-425, to the Office of Grants and Financial Management (OGFM) Awards Management Division (AMD); this is due annually based on the start date of the project.

For competitive grants, the SF-425 forms should be emailed as a PDF attachment to awards@usda.gov. All questions related to the SF-425 reports should be directed to the Administrative Contact listed in block 14 of the Award Face Sheet or the AMD Awards mailbox (Awards@usda.gov). Additional information regarding the SF-425 is available in the NIFA Grants Management FAQ document.

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HOW TO GAIN ACCESS TO COMPLETE REEPORT FINANCIAL REPORTS

The Financial Report module and the Final Financial Report module are located in the REEport application. These modules are accessible by two categories of user:

1. For projects assigned to a Partner Site (see definition here), there is centralized administrative access for Site Administrators or Financial Administrators to report on all projects assigned to the site. When a project is assigned to a Partner Site, the financial report forms are only accessible by users assigned the Site Administrator or Financial Administrator role. If your project is assigned to a Partner Site and you require access to one of the Financial Report modules, you must contact your REEport Site Administrator to request access.
2. For projects assigned to an Independent (Non-Partner) Site (see definition here), each project is managed independently by the Project Director (PD) and Authorized Organizational Representative (AOR) that are named on the award. There is no centralized administration. As such, PDs and AORs will only be able to complete financial reporting on the individual awards that they directly manage, and access to the Financial Report modules is provided automatically to the PD and AOR listed on the grant award. No additional users may access REEport to complete the required report forms.

REEPORT FINANCIAL REPORTING REQUIREMENTS

A project is eligible for REEport financial reporting if the project was active at least one day in the given federal fiscal year reporting period. If funds were expended on a project during any part of the federal fiscal year reporting period, then the financial data and any support staff, Full-Time Equivalents (FTEs), should be reported on the applicable REEport Financial Report form.

The funds reported should include the expenditures and unliquidated obligations for the project. If no expenditures or unliquidated obligations occurred during the reporting period, the report should be submitted to NIFA blank to indicate zero expenditures and zero FTEs for the reporting period. Employee fringe benefits, administrative costs, and support costs should be included in the expenditures on the REEport Financial Report. For more information on how to report those types of expenditures, see Appendix C.

It does not matter if you have drawn down funds yet or not from your ASAP account. You should report any funds expended during the reporting period. Additionally, if your organization spent non-NIFA funds, which you will reimburse with NIFA awarded funds later, then the ultimate source of the funding is NIFA, and should be entered as such on this report.

SETTING THE FISCAL YEAR IN THE FINANCIAL MODULES

REEport defaults to display the fiscal year for the current reporting cycle, and automatically filters to display only the projects that are eligible for financial reporting in that fiscal year. You can choose to select any previous year in order to view or download a record of the projects and data as reported in that year.

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STATE PROJECT EXCLUSION

Reporting on State projects has always been, and will continue to be, optional. Historically many institutions opted to document and report financial expenditures on State projects as a means to bolster formula funding calculations for the Animal Health and McIntire-Stennis programs. All reporting for those capacity programs is now housed in the NIFA Reporting System (NRS). Some institutions choose to use REEport as a convenient repository where all of their State projects can be documented, tracked, and made publicly available. No financial reporting is required on such projects.

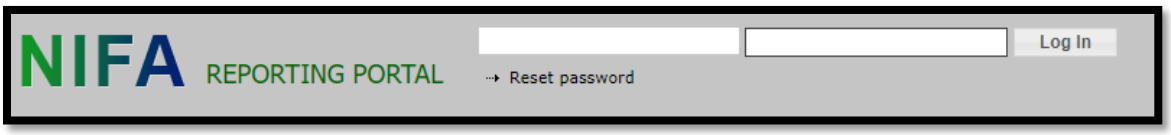
SUBMIT ANNUAL FINANCIAL REPORT(S) IN THE FINANCIAL REPORT MODULE

There are two methods to enter annual Financial Report data in the Financial Report module in REEport:

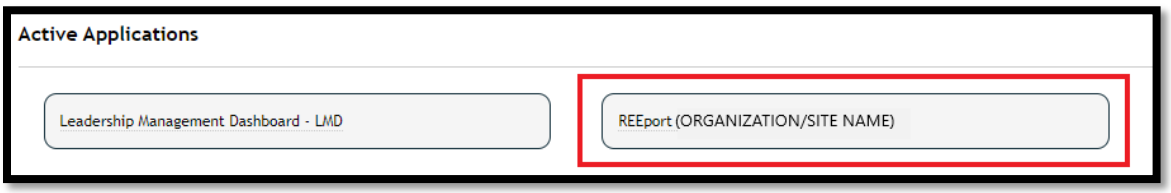
1. Onscreen Method: You can enter the report data onscreen for each individual project. This method is suggested for organizations/users assigned less than 5 active projects in REEport.
2. CSV File Download/Upload Method: You can batch upload all report data at once using a CSV file. This method is usually utilized by organizations/users assigned more than 5 active projects in REEport, but this method is available for any user with Financial Report module access.

ONSCREEN METHOD IN THE FINANCIAL REPORT MODULE

1. Login at the NIFA Reporting Portal. Your email address is your username. If you don't know your password, follow the How to Reset Your Password instructions.



2. After logging in to the NIFA Reporting Portal, click on **REEport** under **Active Applications**.



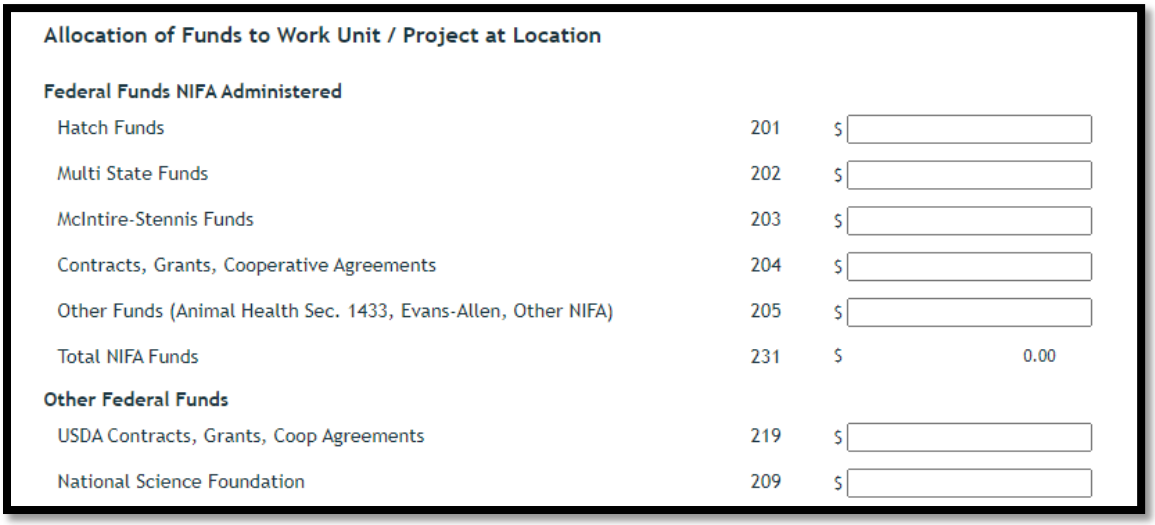
3. After entering REEport, click on **Financial Report** in the menu bar to open the **Financial Report** module.

4. Click on the **Project Financial Report(s) Pending Submission to NIFA** folder, which expands the folder and lists all projects requiring a financial report for the reporting period.

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5. Click the **title of the project** to open it for editing.

6. Enter your expenditure and FTE data fields under the **Allocation of Funds to Work Unit / Project at Location** header. To view a complete listing and explanation of each field, refer to Appendix B.



7. After completing all applicable fields, click **Save** at the bottom of the screen to save all entered data.



8. Click **Cancel** to return to the main **Financial Report** screen.



9. Verify that you have no Errors or Alerts. If the project is listed in either the Errors or Alerts folder, please follow the guidance in the **How to Address and Resolve Errors and Alerts** section of this guide.

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10. After addressing any Errors or Alerts, you are now ready to submit. On the Financial Report module home screen, click the **Submit to NIFA** button.

    NOTE: ALL projects listed in the **Project Financial Report(s) Pending Submission to NIFA** folder are submitted together; you **cannot** submit reports individually in the Financial Report module. Clicking the **Submit to NIFA** button submits **ALL** listed project financial reports.

11. After clicking Submit to NIFA, read and agree to the confirmation statement by clicking OK.

12. After successful submission, the financial report(s) will show under the **Project Financial Report(s) Submitted to NIFA** folder. Review this folder to verify successful submission to NIFA.

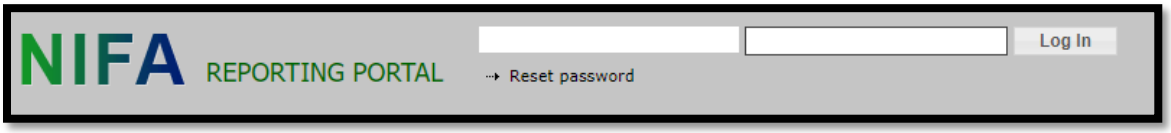
    NOTE: To view a PDF of an individual report, click the **PDF** link under the **View** column in the project row within the Financial Report module. To view a **Summary PDF** of all reports submitted, click on the **Summary PDF** button.

13. You should consider the Financial Report and your data finalized at this point. However, if you later find you made a mistake, you may make the necessary edits on the submitted reports under the **Project Financial Report(s) Submitted to NIFA** folder.
    a. If you make any edits on a previously submitted report, you must click **Save** to retain the updates and these updates must be *resubmitted* to NIFA. After saving any changes, you must click on the **Resubmit to NIFA** button on the **Financial Report** module main screen to re-submit the updates.

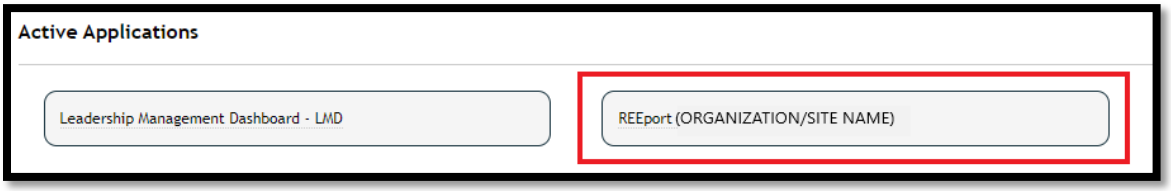
CSV FILE DOWNLOAD/UPLOAD METHOD IN THE FINANCIAL REPORT MODULE

Using the Download Function

1. Login at the NIFA Reporting Portal. Your email address is your username. If you don't know your password, follow the How to Reset Your Password instructions.



2. After logging in to the NIFA Reporting Portal, click on **REEport** under **Active Applications**.



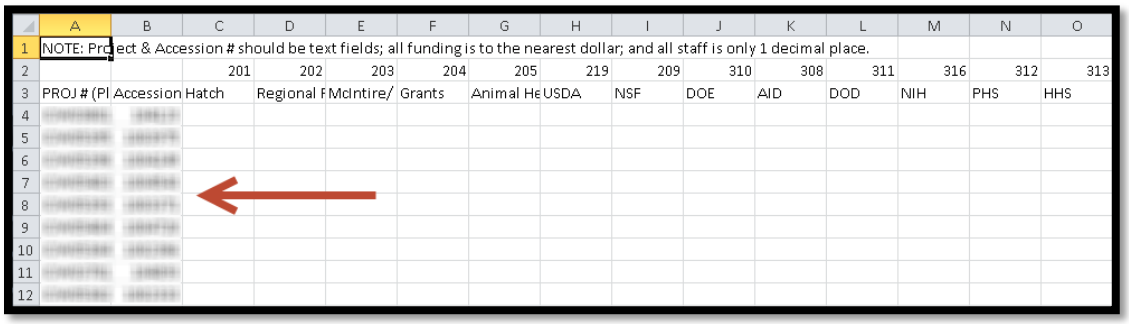
3. After entering REEport, click on **Financial Report** in the menu bar to open the **Financial Report** module.

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4. Click the "**Download**" button to download a CSV file template to your computer of all projects and data found in the "**Project Financial Reports Pending Submission to NIFA**" folder.



5. Open the CSV file and enter the expenditure and FTE data in each project row (see formatting and data entry requirements below); see the column headers for field names. To view a complete listing and explanation of each field, refer to Appendix B.
    a. Below is an example of an opened CSV file template. Note that it is already populated with the **Accession** and **Project Number** of the projects found in your "**Project Financial Reports Pending Submission to NIFA**" folder.



IMPORTANT NOTES about the **downloaded CSV file template**:

- The purpose of this file is for you to enter your expenditures and FTE data in batch for upload back into REEport, rather than manually entering data onscreen for each project.
- The data found in the downloadable template file is directly connected to the current state of the "Project Financial Reports Pending Submission to NIFA" folder:
    - Any filters that are in place from the search utility will be reflected in the CSV file.
    - Any data previously been entered into the worktable, whether onscreen or by CSV file upload, will be reflected in the CSV file download.
- You may choose to generate your own CSV file for later upload. Be aware that if you do so, you must ensure that the formatting ***exactly matches*** the format found in the downloaded CSV file template. Please carefully review the CSV File Formatting Requirements section below.

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CSV File Formatting and Data Entry Requirements

When working with a CSV file and preparing it for upload into the Financial Report module in REEport, you must ensure that it is ***correctly formatted***. Failure to do so may result in upload failures, or possible data inaccuracies where some data unintentionally becomes altered, removed, or misreported.

If you download the CSV file template from the Financial Report module in REEport, please carefully follow the formatting guidelines below:

a. Do not remove the three header rows.
   i. REEport will automatically remove these upon upload. If you remove the headers, your first three projects will be removed instead.
b. Do not add any extra columns or rows.
c. Do not change the order of the columns.
d. Do not to alter any Accession or Project Numbers.
e. Do not include any special characters, including dollar signs or commas in any of the cells.
f. Do not enter any negative values.
g. Do change the format/style of any cells.
h. For all expenditures entered in columns C-V, decimal places are permissible, but the system will automatically round the entries to the nearest cent (hundredth).
i. For the FTE counts entered in columns W-Z, decimal places are permissible, but the system will automatically round the entries the nearest tenth.
j. Blank cells will be treated as zeros, so either a blank or zero is acceptable.
k. After ensuring that your spreadsheet is properly formatted according to the guidelines above, use the "**Save As**" function, and save the spreadsheet as a CSV file. Now it is ready for upload into REEport.

If you choose to generate your own CSV file to upload to the Financial Report module in REEport, please carefully follow the formatting guidelines below:

a. The column order must ***exactly match*** the following order:
   1. Project Number – column A
   2. Accession Number – column B
   3. Field 201 - Hatch – column C
   4. Field 202 Regional Research – column D
   5. Field 203 McIntire/Stennis– column E
   6. Field 204 NIFA Grants– column F
   7. Field 205 Animal Health or Evans-Allen– column G
   8. Field 219 USDA– column H
   9. Field 209 NSF– column I
   10. Field 310 DOE– column J
   11. Field 308 AID– column K
   12. Field 311 DOD– column L
   13. Field 316 NIH– column M
   14. Field 312 Public Health– column N
   15. Field 313 HHS– column O
   16. Field 314 NASA– column P
   17. Field 315 TVA– column Q
   18. Field 318 Other Fed– column R
   19. Field 220 State– column S
   20. Field 221 Self Generating– column T
   21. Field 222 Industry Grant– column U
   22. Field 223 Other Non-Fed– column V
   23. Field 241 Scientist Years– column W
   24. Field 242 Professional Years– column X
   25. Field 243 Technical Years– column Y
   26. Field 244 Clerical Years– column Z
b. Include three <u>blank</u> header rows, containing NO project data.
   i. REEport will automatically remove these upon upload. If you do not include three blank header rows, your first three projects will be removed instead.
   ii. The downloadable CSV file template has these three header rows in place, and you

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may reference it as an example.

c. Do not add any extra columns or rows, except for guideline B above.
d. Do not change the order of the columns.
e. All Accession and Project Numbers must **exactly match** the eligible projects listed in the REEport worktable; any changes will result in errors.
f. Do not include any special characters, including dollar signs or commas in any of the cells.
g. Do not enter any negative values.
h. For all expenditures entered in columns C-V, decimal places are permissible, but the system will automatically round the entries to the nearest cent (hundredth).
i. For the FTE counts entered in columns W-Z, decimal places are permissible, but the system will automatically round the entries the nearest tenth.
j. Blank cells will be treated as zeros, so either a blank or zero is acceptable.
k. After ensuring that your spreadsheet is properly formatted according to the guidelines above, use the "**Save As**" function, and save the spreadsheet as a CSV file. Now it is ready for upload into REEport.

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Using the Upload Function

After you have entered your data into the CSV file, you will use the "**Upload**" button to upload the file data into REEport.



IMPORTANT NOTES about the **Upload** function:

- Proper file formatting is required. Please review the **CSV File Formatting and Data Entry Requirements** section for details.
- There is no onscreen confirmation of successful upload – the data simply populates into the worktable – it is successful if there is no error. Note: uploading a file does **not** submit it to NIFA.
- Errors are possible. Here are a few common error examples:
    - Incorrect file extension – only CSV files are accepted.
    - If an Accession Number in the CSV file does not match an eligible project listed in the REEport worktable, an error message will display, indicating the project in question.
- Upload **overwrites existing data** in the worktable.
    - For example, if you had previously entered data into REEport on Accession #1004567, and now in your CSV file data has been altered on Accession #1004567, the upload will update the worktable with the data in the CSV file.
    - A project must be present in the CSV file in order for it to have any update effect in REEport. For example, if you want to delete previously entered data on a project via upload, you must enter zeros or blanks on the project in the CSV file. Removing the project row from the spreadsheet and then uploading does **not** remove previously entered data from it in REEport.
- Rather than using the downloadable CSV file template, you may choose to upload a CSV file generated by your institution. If you do so, be aware that you must ensure that the formatting **exactly matches** the format found in the downloadable CSV file template. Please review the **CSV File Formatting and Data Entry Requirements** section for details on proper formatting.

NOTE: To view a PDF of an individual report, click the **PDF** link under the **View** column in the project row within the Financial Report module. To view a **Summary PDF** of all reports submitted, click on the **Summary PDF** button.

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HOW TO ADDRESS AND RESOLVE ERRORS AND ALERTS

After financial report data has been entered into REEport - whether onscreen or by CSV file upload - both the **Errors** and **Alerts** folders serve as filters that notify you of any data issues that require review.



Errors

Errors are issues that must be corrected before data can be submitted to NIFA. REEport will not allow report forms to be submitted while any errors are present; the **Submit to NIFA** button will gray out and cannot be clicked.

There are two ways to view any errors. First, you can click on the blue "**Errors**" button, which brings up a summary of all errors:

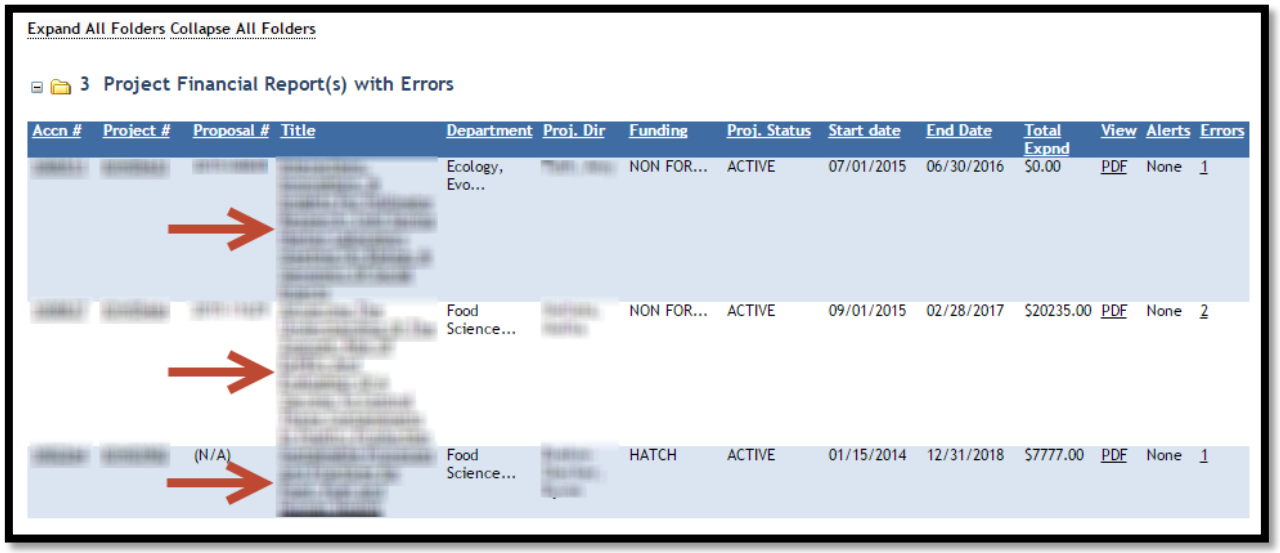




This option provides the convenience of seeing all errors in one place. At this point, if you had used the CSV upload to enter your data into REEport, now you could make all corrections in the CSV file at once, upload it, and clear all errors simultaneously.

The second method to view errors is to click on each individual project that is flagged with an error (as indicated by the red arrows below) and view each error one at a time. While in each project, this is where you could make manual edits to correct the error.

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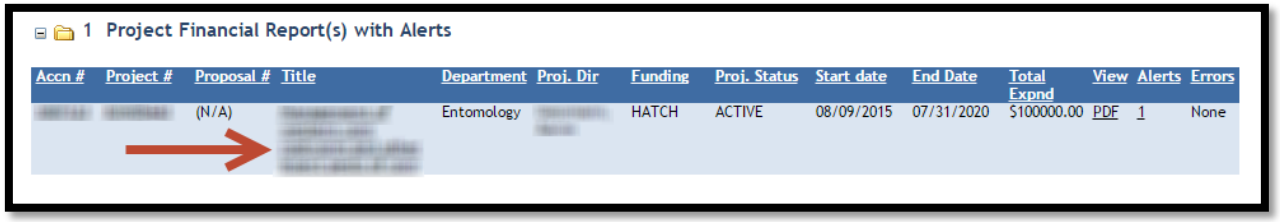


Clicking on the project **Title** opens the report form for editing and displays the error message in a red banner at the top of the screen. In all cases, simply read the error text, which guides you to make the appropriate changes to clear the error.

Alerts

Alerts are issues that require your review, but need correction only if you find the entered data to be inaccurate. The purpose of an alert is to call your attention to potential inaccuracies. Alerts do not prevent submission to NIFA.

Alerts do not have a summary view. In order to view Alerts, you must click on the project Title in order to see the alert message related to that specific report form.



Clicking on the project **Title** opens the report form for editing and displays the alert message in a gold banner at the top. There are several conditions that will generate alerts. In all cases, simply read the alert text, which guides you to make the appropriate changes to clear the alert, if needed.

NOTE: alerts due to entered expenditures of $0 is allowed, provided the data is correct.

Keep in mind the Alerts and Errors folders are simply filters which highlight any projects that contain data issues. A project found in either the Alerts or Errors folder will still be found in the Pending Submission to NIFA folder. Clicking on the same project found in either folder accomplishes the same result of opening the project for editing.

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RESUBMITTING ANNUAL FINANCIAL REPORTS TO NIFA

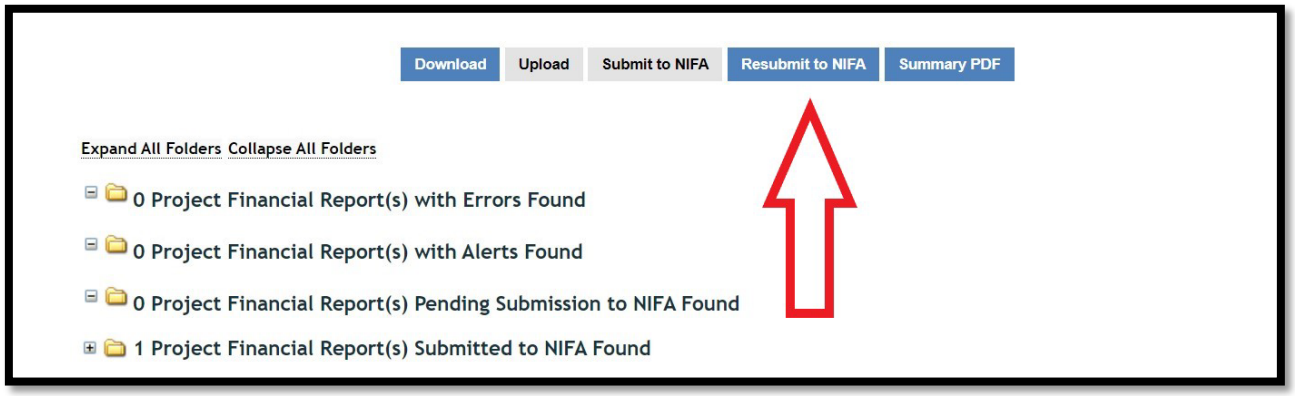
Access to edit financial reports in the Financial Report module is limited to the current reporting period. Previous years cannot be edited within the REEport application. See the NOTE below for more details.

To edit and resubmit financial reports for the current reporting period:

1. Navigate to the **Financial Report module**.
2. Click on the project **Title** underneath the **Project Financial Report(s) Submitted to NIFA** folder.
3. Update the reported data within the onscreen form and click the **Save** button.
4. Return to the Financial Report module main screen and click the **Resubmit to NIFA** button.

After making and saving the appropriate edits within the onscreen form, you will need to resubmit your updated report to NIFA. You do so by clicking the **Resubmit to NIFA** button, which appears only after the initial report submission.

Similar to the initial submission, you cannot resubmit reports individually in the Financial Report module. Clicking the **Resubmit to NIFA** button resubmits all listed reports to NIFA.



NOTE: Be aware that once the reporting cycle closes ***the financial report(s) for that fiscal year cannot be altered in REEport***. The reporting cycle may close at any time after Feb. 1 without notice and always closes by Oct. 1 each year. After the reporting cycle closes, users do not have access to complete and submit, or make corrections to, previous fiscal year reports within the Financial Report module.

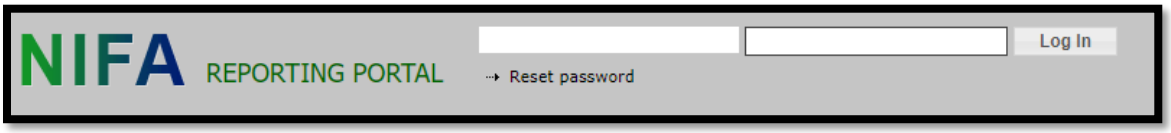
If a previous fiscal year report is requested by NIFA staff for award closeout, REEport users may download the CSV template from the Financial Report module, manually fill it out, and email said CSV file(s) to the requesting party.

In REEport, there is no running history of prior submissions for the individual fiscal year; resubmitting the form(s) overwrites the previously submitted version(s). The appearance of the "Resubmit to NIFA" button is the only residual indicator that the Financial Report has previously been submitted in the current reporting cycle. To view previous fiscal year report submissions, you may use the Fiscal Year dropdown field to navigate to another fiscal year.

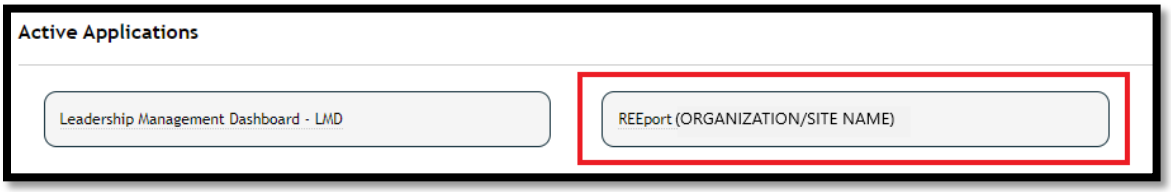
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SUBMIT A FINAL FINANCIAL REPORT IN THE FINAL FINANCIAL REPORT MODULE

1. Login at the NIFA Reporting Portal. Your email address is your username. If you don't know your password, follow the How to Reset Your Password instructions.



2. After logging in to the NIFA Reporting Portal, click on **REEport** under **Active Applications**.



3. After entering REEport, click on **Final Financial Report** in the menu bar to open the new **Final Financial Report** module.



NOTE: If you do not see the **Final Financial Report** module as an option in the Menu bar, click on any other module name in the Menu bar. This action will trigger the **Final Financial Report** to appear in the Menu bar. The REEport developers are aware of this technical glitch, and this will be corrected in a future application update.

4. Within the Final Financial Report module, select the applicable fiscal year in the **Fiscal Year** dropdown field. For example, FY 2024 Final Financial Report forms will only appear onscreen when "2024" is selected in that dropdown field.
5. Click on the **Final Financial Report(s) Pending Submission to NIFA** folder, which expands the folder and lists all projects requiring a final financial report.



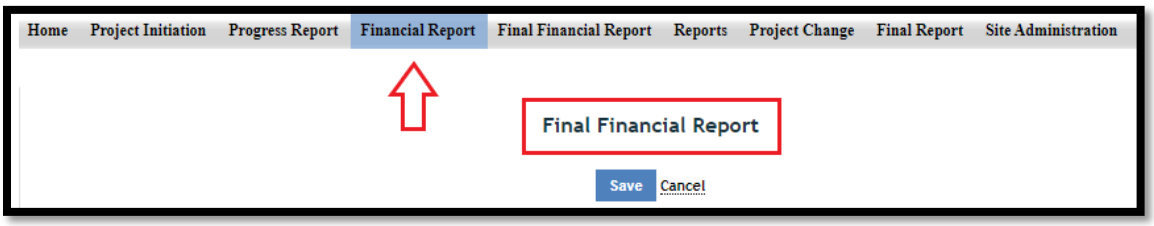
6. Click the **title of the project** to open it for editing.



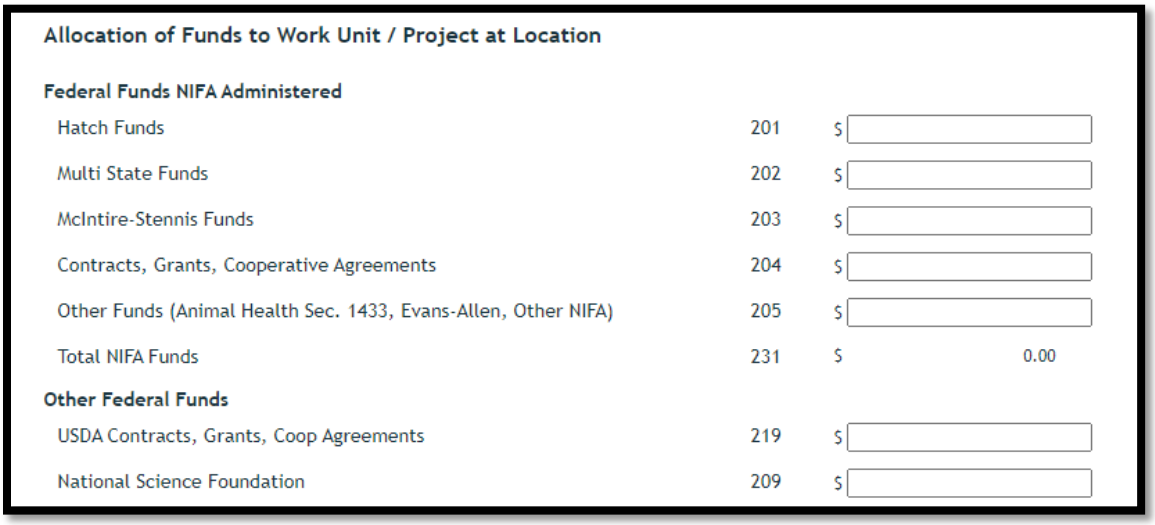
NOTE: When you are editing a report in the **Final Financial Report** module, the menu bar will

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show the **Financial Report** module highlighted in blue as shown in the screenshot below. However, the page header will show the correct/active module name, **Final Financial Report**. This technical glitch will be corrected in a future application update.



7. Enter your expenditure and FTE data under the **Allocation of Funds to Work Unit / Project at Location** header. To view a complete listing and explanation of each field, refer to Appendix B.



8. After completing all applicable fields, click **Save** at the bottom of the screen to save all entered data.

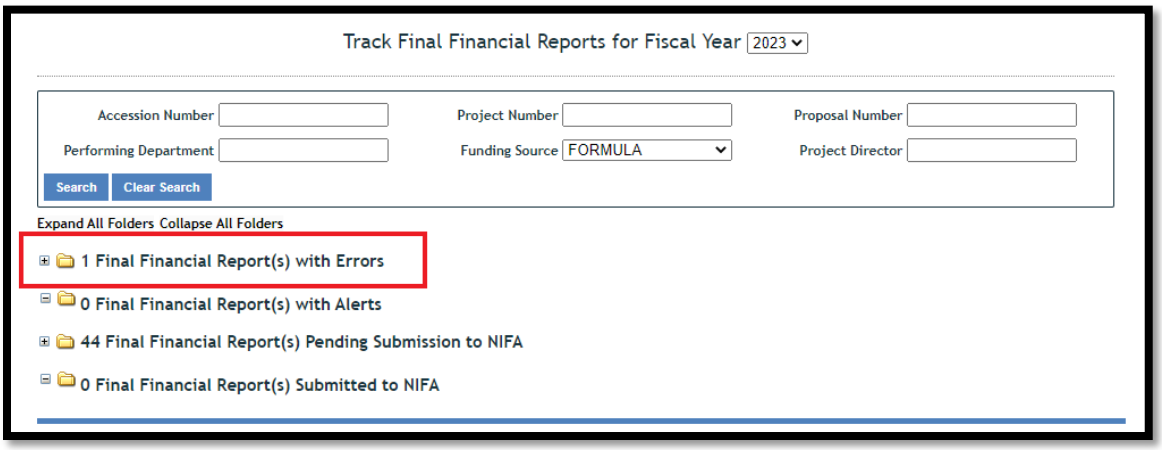


9. Click **Cancel** to return to the main **Final Financial Report** screen.

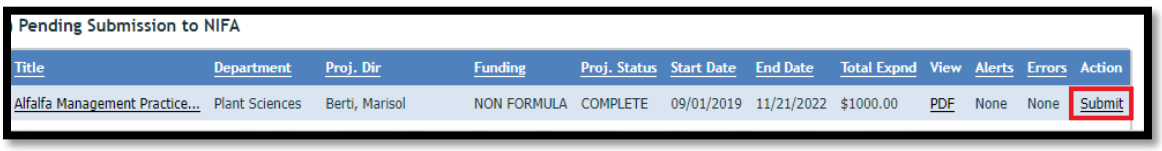


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10. Verify that you have no Errors or Alerts. If the project is listed in either the Errors or Alerts folder, please follow the guidance in the **How to Address and Resolve Errors and Alerts** section of this guide.



11. After addressing any Errors or Alerts, you are now ready to submit. Under the **Action** column, click the **Submit** button on the project row you are reporting on, then read and accept the confirmation statement.



NOTE: the Submit action will not appear on this screen if any other required reports are outstanding in REEport, including the Final Report and any previous year's progress or financial reports. The other required reports must be submitted to NIFA before the Final Financial Report can be submitted to NIFA.

12. After successful submission, the final financial report will show under the **Final Financial Report(s) Submitted to NIFA** folder. Review this folder to verify successful submission to NIFA. **NOTE:** To view a PDF of the report, click the **PDF** link under the **View** column in the project row within the Final Financial Report module.

13. You should consider the Final Financial Report and your data finalized at this point. However, if you later find you made a mistake, you may make the necessary edits on the submitted reports for the current reporting cycle under the **Final Financial Report(s) Submitted to NIFA** folder. See the Resubmitting Final Financial Reports to NIFA section below.

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RESUBMITTING FINAL FINANCIAL REPORTS TO NIFA

Access to edit final financial reports in the Final Financial Report module is limited to the current fiscal year and most recently completed fiscal year. Previous years cannot be edited within the REEport application. See the NOTE below for more details.

To edit and resubmit final financial reports for the current fiscal year or most recently completed fiscal year:

1. Navigate to the **Final Financial Report module**.
2. Select the applicable fiscal year in the **Fiscal Year** dropdown field.
3. Click on the project **Title** underneath the **Final Financial Report(s) Submitted to NIFA** folder.
4. Update the reported data within the onscreen form and click the **Save** button.
5. Return to the Final Financial Report module main screen and click the **Resubmit** button in the Action column.

   NOTE: Be aware that once the reporting cycle closes ***the final financial report(s) for that fiscal year cannot be altered in REEport***. The reporting cycle may close at any time after Feb. 1 without notice and always closes by Oct. 1 each year. After the reporting cycle closes, users do not have access to complete and submit, or make corrections to, previous fiscal year reports within the Final Financial Report module.

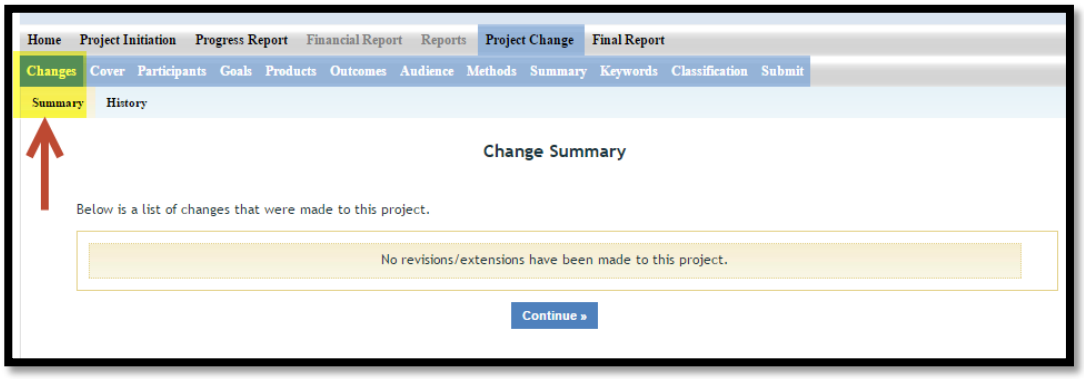
   If a previous fiscal year report is requested by NIFA staff for award closeout, REEport users must contact the REEport Help Desk (electronic@usda.gov) to request a CSV template for the previous fiscal year report, manually fill it out, and email said CSV file(s) to the requesting party.

In REEport, there is no running history of prior submissions for the individual fiscal year; resubmitting the form overwrites the previously submitted version. The appearance of the “Resubmit” button is the only residual indicator that the Final Financial Report has previously been submitted in the current reporting cycle. To view previous fiscal year report submissions, you may use the Fiscal Year dropdown field to navigate to another fiscal year.

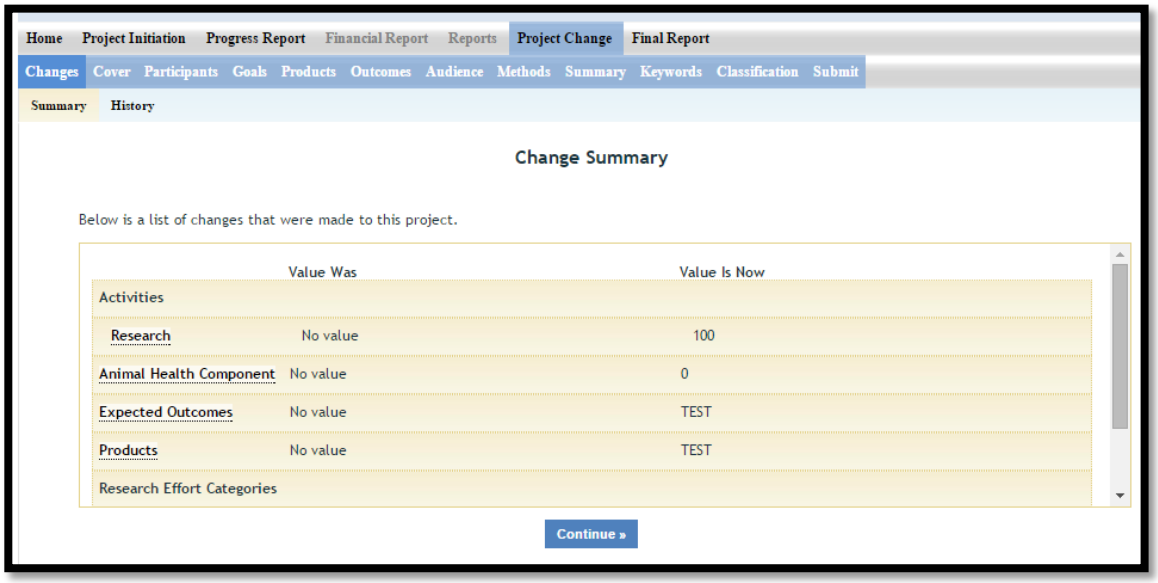
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APPENDIX A: PROJECT CHANGE ON-SCREEN EXAMPLES

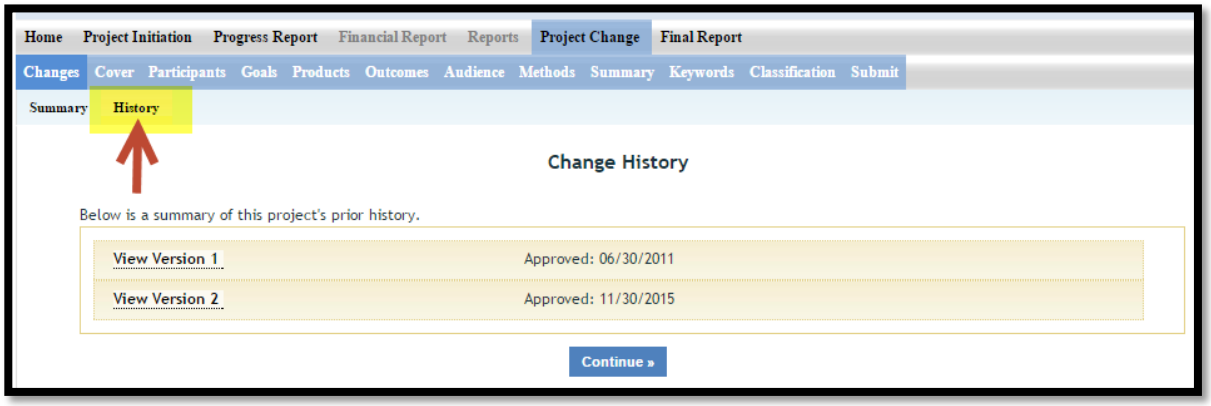
Example #1: Change Summary sub-page when no changes are pending.



Example #2: Change Summary sub-page with side-by-side comparison of pending changes.



Example #3: Change History sub-page showing previous versions of the project and the dates on which the changes were made.



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APPENDIX B: FINANCIAL REPORT COLUMN/FIELD LISTING AND GUIDANCE

The following section is a complete listing and guidance/explanation for each of the columns/fields found in the Financial Report and Final Financial Report forms.

- Project Number– column A
- Accession Number– column B
- Field 201 Hatch– column C
- Field 202 Regional Research– column D
- Field 203 McIntire/Stennis– column E
- Field 204 NIFA Grants– column F
- Field 205 Animal Health or Evans-Allen or 1890 Extension or Smith-Lever(b)(c)– column G
- Field 219 USDA– column H
- Field 209 NSF– column I
- Field 310 DOE– column J
- Field 308 AID– column K
- Field 311 DOD– column L
- Field 316 NIH– column M
- Field 312 Public Health– column N
- Field 313 HHS– column O
- Field 314 NASA– column P
- Field 315 TVA– column Q
- Field 318 Other Fed– column R
- Field 220 State– column S
- Field 221 Self Generating– column T
- Field 222 Industry Grant– column U
- Field 223 Other Non-Fed– column V
- Field 241 Scientist Years– column W
- Field 242 Professional Years– column X
- Field 243 Technical Years– column Y
- Field 244 Clerical Years– column Z

FIELD GUIDANCE AND EXPLANATION

Project Number

This number identifies the project as assigned and maintained in the records of the reporting institution. The project number is prefixed with a variation of the three-or four-character institution code (controlled by the institution) to insure a unique identity across all institutions.

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Accession Number

The Accession Number is the unique, seven-digit identifier assigned by the system where the project was initiated.

- REEport Accession Numbers are seven digits and begin with a "1" – For example 1004972.

Field 201-205: NIFA Administered Federal Funds

These fields are used for reporting NIFA administered grant funds that were expended on the project during the fiscal year reporting period. Field 204 is used to report Competitive grant funds.

Fields 201, 202, 203, and 205 were previously used in REEport to report Capacity grant funds; while these fields still exist on the report form, they are no longer used because Capacity grant reporting is now housed in the NIFA Reporting System (NRS).

Field 201: Hatch

Field 201 was for reporting Hatch funds.

Field 202: Regional Research

Field 202 was for reporting Regional Research funds, which may include Hatch-Multistate and Hatch funds.

Field 203: McIntire-Stennis

Field 203 was for reporting McIntire-Stennis funds.

Field 204: Contracts, Grants, and Cooperative Agreements

Field 204 is for reporting NIFA Contract, Grant, and Cooperative Agreement funds. This field is currently used to report Competitive grant funds.

Field 205: Other Funds

Field 205 was utilized for several different funding types, including Animal Health, Evans-Allen, 1890 Extension, and Smith-Lever(b)(c).

Fields 209, 219, 308-318: Other Federal Funds

These fields are used for reporting Federal funds administered by Federal agencies other than NIFA, and for grants made by NIFA with pass-through funds from other agencies. Appropriate funding amounts should be entered in these fields corresponding to the source of the funds. These categories may be used by NIFA administered projects to report appropriate amounts for these fields making sure the correct NIFA administered amounts are reported in fields 201 - 205.

Field 219: USDA Contracts/Grants/Cooperative Agreements

Field 219 is for reporting funds received from contracts, grants, or cooperative agreements with USDA agencies other than NIFA. Do not use this field for any NIFA administered funds.

Fields 209 and 308-318: Other Federal Research Funds

These fields are for Federal departments or agencies outside the USDA that may finance work conducted by or for the reporting institution. If funds from some other Federal source not listed on the Financial Report form are involved, or if reporting NIFA administered passthrough funds, enter the amount in field 318.

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Field 318: NIFA Pass-Through Funds

These are funds received by NIFA from other Federal agencies, such as the Department of Energy, Department of Defense, or other USDA agencies, through interagency agreements. These funds are distributed through grants and cooperative agreements to non-federal institutions. Since these funds were not appropriated to NIFA, they should not be reported in fields 201 - 205. Expenditures of NIFA pass-through funds should be reported in field 318. DO NOT REPORT NIFA FUNDS EXPENDED ON A NIFA GRANT AWARD IN FIELD 318.

Fields 220-223: Non-Federal Funds

These categories may be used by NIFA administered projects to report appropriate amounts for the indicated fields. Funds should be entered in these fields corresponding to the source. Do not use these fields to report any NIFA administered funds.

Field 220: State

For State appropriations.

Field 221: Self-Generating

For funds expended from self-generating accounts, such as the sale of products, royalties, or interest.

Field 222: Industry Grant

For funds from contracts, grants, or agreements to the institution or grantee by industrial organizations, corporations, commodity commissions, and firms; for example, grants from food processors, manufacturers of containers, chemicals, machinery, equipment and fertilizer, transportation companies, and power companies.

Field 223: Other Non-Fed

For funds from any other non-federal source not included in 220, 221, or 222 such as local governments, professional societies, individuals, banks, etc.

Fields 241-244: Non-Federal Employed Staff Support

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.

You should include the count of all FTEs that supported the project, regardless of source of funding (i.e., FTEs funded by NIFA non-formula or formula grants, other Federal funds, State, or Other funds should all be included).

0.1 FTE is the minimum amount REEport will accept in the fields 241 through 244. If you enter a number less than 0.05, the entry will round down to zero.

NOTE: It is not allowed to report staff support on a project without corresponding expenditures, i.e., no volunteer FTEs.

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NOTE: The position titles listed in the field descriptions below are examples and these examples may not align with the position titles/position descriptions at your organization. Please refer to the definition when determining which category an FTE falls under.

Field 241: 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.

Field 242: 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.

Field 243: Technical

Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Effort is typically directed toward a specific project(s). Examples: Lab Assistant, IT Professionals, Mechanic, Carpenter, Machinist, Skilled Tradesperson.

Field 244: 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: IT Staff, Administrative Assistant, Repairman, Janitor, Data Entry.

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APPENDIX C: ADMINISTRATIVE COSTS, SUPPORT COSTS, AND EMPLOYEE FRINGE BENEFITS

HOW TO REPORT ADMINISTRATIVE COSTS

Administrative and **Support** costs must be ***prorated to all appropriate research projects*** by the institution/organization before posting funding amounts for individual projects.

1. Administrative costs are centralized for administering the research programs conducted at State and other non-Federal institutions. Administrative costs can include:
    a. salaries
    b. wages
    c. employee benefits
    d. goods and services
    e. travel
    f. equipment or
    g. other allowable costs
2. Support costs are general costs of research and auxiliary activities not directly attributed to specific projects. Examples of support costs:
    a. costs of maintaining plots when not being used for research, and general costs of maintaining dairy, beef, and swine herds, or flocks of poultry for research.
    b. generalized farm operational costs
    c. maintenance costs for plant growth and greenhouse facilities
    d. computer and statistical support departments, and other service units

When budgeting, you are encouraged to allocate as much as possible to the research projects, thereby minimizing the amounts budgeted to and expended for administrative and support activities.

ADMINISTRATIVE PROJECTS IN REEPORT

Documentation of administrative projects is not required for federally funded programs administered by NIFA, but if administrative projects are documented, they are identified by a single classification code line in the Classification section of the Project Initiation form. The classification line will consist of 001 for Knowledge Area, 0001 for Subject of Investigation, and 0001 for Field of Science.

Funds and supporting FTEs ***cannot*** be reported on NIFA Administrative projects and will **not** be accepted.
NOTE: REEport will display administrative projects as Pending Submission to NIFA, but they are NOT eligible for financial reporting. Any funds or FTEs entered on an administrative project will be flagged by REEport and displayed in the **Errors** folder and must be corrected before you will be allowed to submit your data.

Do **not** report expenditures or staff support for administrative projects on the REEport Financial

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Report. Instead, **prorate** administrative costs to all appropriate research projects. Even though charges to NIFA approved administrative projects are prorated back to the appropriate research projects in REEport, you must be able to document charges to the approved administrative projects at your institution for audit purposes.

Administrative and central service/support expenditures may be prorated back to regular research projects by computing an adjustment factor for each REEport Financial Report field. These factors are then used to adjust the original REEport Financial Report entries. If staff years are reported under administrative or central support projects, they should also be prorated using the same factors.

This procedure is not required but represents a straightforward approach. Depending upon the amount of time and resources available, states may wish to prorate administrative costs for running the research director's office to all projects; prorate department administrative costs only to projects within the department; and prorate support costs to the various user projects (for example, cost of maintaining dairy herd to all dairy projects). Regardless of approach, you must also use the same process to prorate staff years utilized in administrative and centralized support categories to REEport projects.

HOW TO REPORT EMPLOYEE FRINGE BENEFITS

The cost of employee benefits for all staff support reported on REEport projects, as well as prorated administrative and contract service/support accounts, should be included as expenditures on the REEport Financial Report. These include employer contributions for Social Security, retirement plans, health plans, group life and disability plans, and other payroll taxes paid by the employer.

If actual data for these expenditures are available from your institution, they should be included on the report. If not, you may need to prorate the costs to all projects reported to REEport. In many states, employee benefit expenses are charged to a central institution or state pool, and actual expenditure data are not available. In these cases, determine the average cost of employee benefits as a percentage of salary for your institution. Either obtain the figure from the central unit responsible for managing benefits or use the rate that your institution suggests for developing grant applications. If neither is available, then possibly check rates with peer institutions - and based on that information determine a reasonable rate to use in preparing your reporting amounts.

Once you have determined the rate as a percentage of salary costs, calculate the amount of employee benefit costs to be added to the report expenditures as follows:

Example: Total Salary Expenditures on the projects = $750,000
Employee Benefit Rate = 26%
Estimated Employee Benefits Expense = ($750,000 x .26) = $195,000

Prorate the Estimated Employee Benefits Expense to individual projects based on either total expenditures or salary expenditures using the most efficient method for your situation.

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