

**TEXAS A&M
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RESEARCH**

REReport

1. What is REReport
2. Projects in AgriLife
 1. Why we have them
 2. Who needs one
 3. Types of Projects
 4. Reporting Requirements
3. Who needs to use REReport/User types
4. Logging in
5. Modules in REReport
6. Tips for using REReport
7. Department's Role
8. Helpful Websites
9. Questions

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What is REReport

1. REReport (**R**esearch, **E**ducation, and **E**xtension **p**roject **o**nline **r**eporting **t**ool)
2. It is NIFA's project reporting system for non-formula grants (including competitive) and formula fund projects
3. It replaces the former Current Research Information System (CRIS)
4. Through REReport, NIFA staff can receive, distribute and return all necessary data and associated approvals electronically.

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Projects: Why we have them


- AgriLife Research, as part of the Land Grant system receives formula funds (Hatch, McIntire-Stennis, Multi-State, Animal Health). These funds are used to support salaries and research. NIFA requires reporting on research conducted. The Hatch, Multistate and other formula fund projects serve as an accounting link for the expenditure of funds within AgriLife.


Projects: Who Needs One


1. AgriLife requires every faculty member conducting research through AgriLife Research to have an active REEport Project. These formula fund projects serve as an umbrella or plan of work for all the research activities of the faculty member.
2. The project number (xxxx) then becomes the support account number (xxxx0-xxxx9) to be used for that Researcher's accounts


Types of Projects

- Projects which require reporting in REEport
- Projects used just in AgriLife which do not have reporting requirements



1. Projects Requiring Reporting in REEport

- ***Hatch:** umbrella project for research to be conducted over next 5 years
- ***Multistate Hatch:** regional project that is already established, can be used as an umbrella project instead of a Hatch project
- ***McIntire-Stennis:** forestry-related umbrella project
- ***Animal Health:** project specific for animal health funds received
- **NIFA Grant:** required for anyone receiving a competitive NIFA grant
- * referred to as formula fund projects


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1. Projects not requiring Reporting in REEport

- **Administrative:** for your use in department
- **Cost Share:** used to track expenditures for cost sharing with grants. Once the grant has ended, this project will be terminated. It should not be used as general support account for the researcher.
- **Internal:** used for special cases track expenditures, such as a PI who will be retiring
- **Research Initiative (RI):** temporary project to be used while PI is obtaining Hatch or other formula fund project (good for six months)


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1. Project Reporting Requirements in REEport

- **Initialization of Project**
 - : Project submitted to NIFA for approval
- **Annual Progress Report**
 - Formula fund project reports due Dec 31 (cover federal fiscal year)
 - Grant reports due within 90 days of anniversary date
- **Termination Report**
 - Formula fund project report due Dec 31 (covers life of project)
 - Grant reports due within 90 days of anniversary date
- Cost share, Internal and administrative projects have no reporting requirements


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Who Uses REEport

1. Anybody who receives funding through NIFA formula funds and has a formula fund project (Hatch, Multistate, McIntire-Stennis or Animal Health) or NIFA non-formula research , Extension or education grants is required to enter reports

2. This would be PI (now called PD for Project Directors) or anyone who is entering the information for them

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Types of REEport Users

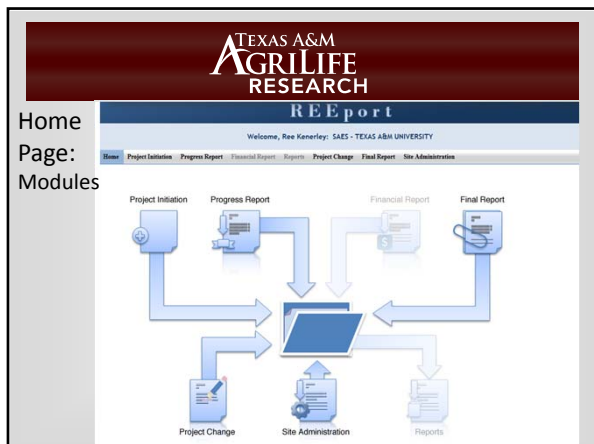
- **Assistant Site Administrator**
- Can see all projects and forms.
- Can create and make edits to any forms in Draft.
- Assign this user type to Department Staff

- **Project Director (PD)**—Investigators
- Data entry role
- They can make edits on any forms for which they are the named PD, whether they initiated the form or not.

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- **Logging in First time:**
- Enter email and click "log in"
- You will be asked to re-enter your email and click "send email"
- You will receive an email with a link to set your own password
- From then on enter email and password

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Project Initiation-Formula Fund Projects

1. Contact Project Records (Stacy Cantu at 979-845-7987)
2. Formula Funds (Hatch, McStennis, Multistate, Animal Health)
 - a. You will assigned a project number (becomes an RI)
 - b. A proposal(5-yr plan) must be written and reviewed (except for MultiState)
 - c. Risk Assessments and Assurance Statements must be obtained or pending approval
 - d. Complete web forms at REEport under Initiate Project (Stacy will set up the initial form so you will find the project In Draft Stage.
 - e. Click on 'Submit' when finished

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Project Initiation- NIFA Grants

1. Contact Project Records who will assign a project number
 - a. Complete web forms at REEport under Initiate Project (some of date will already be entered by granting agency)
 - b. Click on 'Submit' when finished

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Department's Role

1. Three to Six months before a current project is set to terminate, Stacy will notify PD to initiate a new project . (Dept personnel cc'd)
2. Continue to notify PD if no action is taken (helps if Dept personnel follow up with PD)
3. We are not always notified when new faculty are hired – so it helps if you notify the faculty that they need to contact Project Records to begin the process.
4. Please notify us when a faculty member is going to retire
5. Make sure PDs receive emails about reporting deadlines

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Websites

- **REEport User Manual:**
http://www.nifa.usda.gov/business/pdfs/reeport_user_manual_Apr2013.pdf
- **NIFA Reporting Site (REEport):**
<http://portal.nifa.usda.gov/portal/>
- **Agrilife Project Records site:**
<http://agriflifeas.tamu.edu/fiscal/project-records/>
- **NIMSS (for multistate projects):**
nimss.umd.edu

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- Questions?
- **Stacy Cantu: 979-845-7987**
– Stacy.Cantu@ag.tamu.edu
- **Ree Kenerley: 979-845-6199**
– r-kenerley@tamu.edu
