

Instructions for Completing Final Report

Instructions for Completing Final Report in REEport

The following outlines steps for completing your Final Report. For Grants, NIFA requires submission of the final Report within 90 days of the anniversary date. Formula Fund Final Reports are submitted to Project Records by December 31 or whenever a PD wants to terminate a project early. REEport system creates a “shell” of the final report for every active project.

Final reports appear exactly the same as progress reports, with the same data fields and questions. However, the data entered in a final report should apply to the PROJECT DURATION, not just the final reporting year. The only exceptions are the FTEs and publications, which should be reported only for the final reporting period/year.

- **Log in to NIFA Reporting Portal:** <http://portal.nifa.usda.gov> and click on the Final Report Module. Call Project Records (979-845-7987) if you need help logging on.
- **Select your project:** At the Final Report home page, you can search for final reports that need to be completed by using the search option at the top or you can use the folder views to find your report. The “drafts” folder will show you every final report “shell” that the system has created for every active project. There is also a “final reports past due” folder. If you open up any of the PDFs of the project, the status will say “complete”, because REEport automatically terminates any project past its end date, even if a final report has not been submitted. You still must submit the final report. Failure to submit the final report will result in the PD not being permitted to receive any future funding from NIFA (competitive grants and non-formula funds) until the report has been submitted. (This applies even if the PD moves to another institution).
- **Cover Page:** The cover page is prepopulated from information entered in project initiation.
- **Participants:**
 - **Project Director and Co-Project Directors** are prepopulated with information originally entered in project initiation. Changes need to be made through the “Project Change” module
 - **Actual FTEs for the Reporting Period :**
 - **For Grant Reports:** Enter your best estimates of FTES for the project.
 - **For Hatch/McIntire-Stennis/MultiState:** You may enter your estimates. However, these numbers may be changed by Project Records to better reconcile with the Federal Financial Reports.

Role	Faculty/non Student	Undergrads	Graduate	Post-Doc	Totals
Scientist					
Professional					
Technical					
Administrative					
Other					
Totals					

- **Target Audience:** This should include everyone reached during the project duration.
- **Products:** Identify standard products/outputs that have been achieved. This would be publications, patents and applications for plant variety protections (PVP). See the Other types of products will be reported on the “Other Products” page. There is a “nothing to report” box above the “publications” field.
- **Other Products:** Enter significant products/outputs (from drop down list) achieved during the project duration. NIFA considers the terms “products” and “outputs” to be synonymous.
- **Accomplishments:** At the beginning of the page you will see a listing of the “major goals of this project” which is prepopulated with the goals entered in the project initiation module. These goals should be considered when entering the accomplishments. Remember you are reporting for the project duration.
 - **Field #1: What was accomplished under these goals:** describe major activities completed, specific objectives met, significant results achieved, and key outcomes or other accomplishments realized.
 - **Field #2: What opportunities for training and personal development has the project created?:** describe opportunities for training and development provided to anyone who worked on the project or was involved in activities supported by the project. **If research is not intended to provide training or development opportunities or there is nothing significant to report during this reporting period, click the “nothing to report” box.**
 - **Field #3: How have the results been disseminated to communities of interest?:** (You may click the nothing to report box). Describe how the results have been disseminated to communities of interest, including any outreach activities.
 - **Field #4: What do you plan to do during the next reporting period to accomplish the goals?** Briefly describe what you plan to do during the next reporting period to accomplish the goals. If there are no changes to the plan for this effort, click the “nothing to report”.
- **Changes/Problems:** Describe major changes/problems in the approach and reason(s) for these major changes. You may click the “nothing to report”.
- **Submitting Progress Report:** Once you have completed the REEport web forms, click on “Terminate” on the menu bar. On the terminate page you will click “Submit for Review” . If everything has been filled out, you will get a message from the system that the report was submitted for institution review. The report will be reviewed in Project Records and then submitted to NIFA.