

Instructions for Completing Progress Report

Instructions for Completing Progress Report in REEport

The following outlines steps for completing your Annual Progress Report. For Grants, NIFA requires submission of an Annual Progress Report within 90 days after the anniversary of the start date. For continuation awards, the Progress Report must be submitted before the anniversary date. Formula Fund Progress Reports are submitted for the Federal Fiscal Year and are due to Progress Records by Dec 31.

- **Log in to NIFA Reporting Portal:** <http://portal.nifa.usda.gov> . Select REEport for correct agency. Click on the Progress Report Module. Contact Project Records (kylie.daniels@ag.tamu.edu) if you need help logging on.
- **Select your project:** At the Progress Report home page, you can search for progress 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 progress report “shell” that the system has created for every active project.
- **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
 - However, these numbers may be changed by Project Records to better reconcile with the Federal Financial Reports.
- **Target Audience:** This should include only those that were focused on for this reporting period, so you may just list a subset of the original target audiences listed in the project initiation.
- **Products:** Identify standard products/outputs that have been achieved during this reporting period. 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 reporting period. 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.
 - **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 submit. You will be told if you failed to fill in any section. If everything is complete, the report will be submitted to Project Records for review and then submitted to NIFA.
- **Questions:** Contact Kylie Daniels (979-314-8199 or kylie.daniels@ag.tamu.edu)