

## Instructions for Initiating Texas A&M AgriLife Project for NIFA Grant

Once you have been notified on your NIFA Grant Award, you need to initiate and complete the REEport web forms before the money is awarded.

- **Contact Project Records:** 979-845-7987 or [ProjectRecords@ag.tamu.edu](mailto:ProjectRecords@ag.tamu.edu). You will be assigned a project number.
- **Complete web forms at REEport (sign on at the NIFA reporting portal ([portal.nifa.usda.gov/portal/](http://portal.nifa.usda.gov/portal/)))** Complete all the required fields at the REEport web site for your project. Many of these fields may already be filled in from your grant application. There is detailed description for every field under help in REEport.
  - Cover page: Project Director name (you) and other basic information (some will be prepopulated from grant).
  - Participants: Co-Project Directors and **estimated FTES for project duration** (if grant lasts 3 years and you work on it 100% then you would enter 3 FTEs).
  - Goals/Objectives: What are the major achievements you plan to accomplish?
  - Products/Outputs: activities, events, services, products from project.
  - Expected Outcomes: Changes in knowledge, action or condition.
  - Target Audience: Identify all audiences (individuals, groups, communities) your efforts will reach over the course of the project.
  - Methods: ways in which the project will be conducted.
  - Non-Technical Summary: sum up importance of project in terms general population can understand.
  - Keywords:/Key phrases: for search capability.
  - Classification: Animal Health, Integrated Activity, Research Effort, Knowledge Area, Subject of Investigation, Field of Science, Associated Planned Programs
- **Submission:** Once you have completed the REEport web forms, click on submit. It will be reviewed in Project Records and then submitted to NIFA for final approval. You will be notified by NIFA once the project has been reviewed.