

Information Needed for Initiating Project in REEport:

The following information is required to complete the initiation of a project in REEport. You can enter information, save it, and complete the process at a later date. This list is provided if you wish to have the information prepared ahead of time. There are help boxes for every entry.

1. **Collaborating States:**
2. **Collaborating Organizations:** ex: other experiment stations (drop down box)
3. **Collaborating Countries:**
4. **Co-Project Directors** (Name, Department)
5. **Estimated FTEs for Project Duration:** ex: if you plan to be 100% on this project, and the project lasts for 5 years, then you would put 5 under Scientist/Faculty (Remember this is your Research component)

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

6. **Objectives/Goals:** Provide clear, concise statements. May be bullet or paragraph form.
7. **Expected Products/Outputs:** (ex. publications, activities, events like conference, patents, germplasm, genetic maps).
8. **Expected Outcomes:** (Change in knowledge, action, condition)
9. **Target Audience:** Include all those that your efforts will reach over the course of the project.
10. **Methods:** (describe efforts and how outputs will be evaluated)
11. **Non-technical Summary:** Description of project and its importance for non-scientific population
12. **Keywords:** words and phrases to improve retrieval capacity of project
13. **Classification:** majority of these are drop down boxes, similar to entries in CRIS. For the 'section 204 Integrated Activity' – Check yes if work interfaces in any way with extension.
14. **Upload of PDF of proposal**
15. **Assurance Statements:** (need assurance numbers/approval dates for IRB and/or IACUC)