To Initiate a Project thru REEPort:
1. Contact Project Records ((979) 314-5706 or ProjectRecords@ag.tamu.edu)
2. If you are initiating a Hatch or McIntire-Stennis project, you should have your proposal, reviews and AG 905 completed before continuing. For Hatch Proposal and McIntire-Stennis Proposal Guidelines see http://agrilifeas.tamu.edu/fiscal/project-records/index.php.
3. If you are initiating a Multi-State Project you just need to complete the information in REEPort.
4. Go to NIFA reporting portal to log in to REEport (https://portal.nifa.usda.gov/)

Below is what the welcome page looks like:
If you are having trouble logging in, click the “Reset Password” link below the “Email” and “Password” login boxes.
5. Select REEport (SAES for Research, EXT for Extension, VET for Vet School) once you are logged in.
Begin Project Initiation in REEport

Select Project Initiation module from the top of the menu bar

Or click on the picture
Finding Your Project – 2 options

**Option #1:** Use search tool on home screen – enter **one** of the fields (accession number, proposal number, project number, etc) to find Project and then click on Search.
Finding Your Project – 2 options

Option #2: Use “expanded folder” view to see list of projects in the folder. Then select project you wish to edit.
Navigating the Software

When moving from screen to screen, you can use the navigation buttons provided at the top and bottom of each screen or use the menu bar at the top of the page.

Option #1: Navigation Buttons

Next will save data entered and move to next screen
Save will save data, but stay on same page

Option #2: Menu Bar

Important note if you choose option #2: Only the navigation buttons in REEport will save your work for you. If you do not click save and use the menu bar to move to the next screen (i.e. clicking “participants” on the menu bar to move from cover page to participants page) you will get the following message:

If you get this message, you MUST choose “stay on this page” so that you will have the option to save your work before moving to another page. If you choose “leave this page” your work will not be saved.
Project Initiation Sections:
1. Cover
2. Participants
3. Goals
4. Products
5. Outcomes
6. Audience
7. Methods
8. Summary
9. Keywords
10. Classifications
11. Proposal
12. Assurance Statements

You may fill out each section in any order you wish
Cover Page

Non-Formula (Grants) will have much of the information filled out already.

Formula Funds (Hatch, McIntire-Stennis, Multi-State, Animal Health Projects): Project Records will have the first part filled out.
Participants

Fields marked with an asterisk (*) are required for submission.

**Co-Project Directors**

To enter more than one Co-PD, click the “+” sign
If the Co-PD is not in an AgriLife Dept, choose “Non TAMU Dept”

**Estimated Project FTEs for the Project Duration**

*This is an estimate – give us your ‘best guess’*

1 FTE = full time employee for 1 year. Enter the estimated FTEs that will support the project for the duration of the project (ex 5 years would be 5 FTEs for 1 full time person).

- **Scientist:** responsible for original thought in independent scientific study ex Professor, Scientist
- **Professional:** significantly contributes to research activities, have high degree of research activity responsibility, but don’t hold principal investigator status
- **Technical:** associated with research efforts in technical capacity
- **Administrative and Other:** clerical and support staff who contribute to the non-technical support of project
Goals/Objectives

For a Hatch/McIntire-Stennis, or Animal Health project, you can just copy/paste your Objectives section from your proposal.

Multistate Projects will have goals/objectives listed in a drop down box for you to select which ones will apply to your project.
Identify the products/outputs that are planned as a result of this project. You may use paragraphs and/or lists.

NIFA considers the terms “products” and “outputs” to be synonymous.

More...

For the purpose of Project Initiation (the module you are in right now), you should include all products/outputs that are expected/estimated to result from the duration of this project.

**Products/Outputs** are activities, events, services, and products that reach people.

- **Activities** include: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
- **Events** include: conferences, demonstration sites, field days, symposia, workshops, and trainings.
- **Services** include: consulting, counseling, and tutoring.
- **Products** include: any publications; audio or video products; curricula; data or databases; equipment or instruments; patent applications; applications for Plant Variety Act protection; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

**NOTE:** When you complete future progress reports and your final report, you will be asked to differentiate between actual realized “products” (i.e. traditional standard outputs) and actual “other products.” In those future reports, the only items that should be included in the “products” section are Publications, Patents, and Plant Variety Protection (PVP). All other products/outputs of the project should be reported under the “Other Products” section. Specific guidance for those sections in future Progress Reports can be found in the help text on those pages in the REEport system.
NIFA considers the terms "outcomes" and "accomplishments" to be synonymous. An outcome/accomplishment is defined as a significant change in knowledge, action, or condition. Outcomes are generally short, succinct statements that start with phrases indicating the occurrence of change. Examples of such phrases are:

- "Increase in the numbers of acres that..."
- "Decrease in the amount of children that..."
- "Increased profits from the sale of...

**Change in Knowledge:** For a research project, a change in knowledge can be a breakthrough understanding in scientific knowledge. For education or extension projects, a change in knowledge occurs when recipients of an education or extension activity demonstrate significant learning/information gain in understanding.

**Change in Action:** A change in action occurs when a significant change in behaviors or practices results from the project’s activities.

**Change in Condition:** A change in condition occurs when a significant change in a condition of societal concern results from the project’s activities. If appropriate and available, outcomes should be supported with key, quantitative data, such as number of acres impacted, increased profits, or number of people impacted.

In terms of how the outcome types relate to each other, NIFA considers the highest achievement of any research or extension project to be an outcome categorized as change in condition. This is because a change in condition signifies that changes in action and learning occurred in order to perpetuate the change in condition. The second-ranked outcome type is change in action, and the third is change in knowledge. These rankings are not meant to diminish the importance of changes in action and knowledge. Rather, they are there to show that if you can demonstrate a change in condition, then it is not necessary to also list all the minute associated changes in action or knowledge. Likewise, if you can demonstrate a change in action, it is not necessary to list all the minute associated changes in knowledge.
* Target Audience

Fields marked with an asterisk (*) are required for submission.

Provide a description of the target audience(s) that will be the focus of effort for the duration of the project.

The target audience(s) you describe should include all those that your efforts will reach over the course of the project.

**Target audiences** include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged.

**Efforts** include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.
Methods

For a Hatch/McIntire-Stennis, or Animal Health project, you can just copy/paste your Methods section from your proposal.

Describe the Methods for the project.

Methods

Fields marked with an asterisk (*) are required for submission.

Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. Include a description of how the results will be analyzed, evaluated, or interpreted. Describe the Efforts that will be used to cause a change in knowledge, actions, or conditions of a target audience. Include a description of how the output(s) will be Evaluated and/or quantified for its impact on the intended audience(s).

Defining "Efforts": Efforts include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; workshops; experiential learning opportunities; extension and outreach.

Defining "Evaluation": Demonstrating that evaluation will be part of your project means that you describe the plan/steps to be used to evaluate or "measure" the success of the project. Provide a listing of the types of evaluation studies planned and types of data that will be collected, emphasizing key milestones and measurable or quantitative indicators of success. The project evaluation plan should relate milestones and indicators of success to expected project outcomes/accomplishments and impacts.
Non-Technical Summary

For a Hatch/McIntire-Stennis, or Animal Health project, you can just copy/paste your Problem Statement section from your proposal.
Keywords

The purpose of assigning keywords and key phrases to your project is to improve the retrieval capacity of project information on certain topic areas. The keywords you choose should be as all encompassing for your project’s topic area as possible so that different keywords searched by various queries will still pull up your project information. For example, if your project is aimed at researching new wheat varieties, you will want to include more than the word “wheat” as a keyword. More helpful word and phrases such as: wheat, wheat varieties, cultivar, grain.

OVERALL HINT: If there are specific words or phrases that you have used repeatedly in other sections of your project initiation (i.e. in the non-technical summary, goals, products, etc.), then those same words or phrases should be in your keywords section.

Another way to think of keywords is that they should, collectively, resemble an abbreviated abstract of the project narrative. Keywords can be a word or phrase that represents a concept, and they can fit into three areas or levels: general concept, class or category of research, and specific subject/item of research.

- **General Level** - Refers to overall objectives in the major fields of interest or disciplines. It is best to include at least two general level keywords. Examples: HARVESTING, MECHANIZATION.
- **Class Level** - Refers to classes or categories of subjects or items, and to moderately broad concepts or areas of interest which conceptually group the specific entry keywords into like classes. It is best to enter at least 4 class level keywords/phrases. Examples are: MECHANICAL ENGINEERING, HARVESTING LOSSES, CROP DAMAGE.
- **Specific Entry** - Refers to the most specific concepts, subjects, or items under study. It includes the specific plant, animal, or microorganism; the specific equipment, processes, approach, technique, or system; and specific properties, reactions or functions. It is best to select at least 4-5 specific entry level keywords or phrase. Examples are: POTATOES, MECHANICAL HARVESTING, HARVESTING EQUIPMENT, BULK HANDLING, SKINNING, BRUSING.

You need to click on the ‘+’ next to the keyword phrase box to enter each additional keyword or keyword phrase.
Enter percent of research pertaining to Animal Health. Must enter “0” if no portion supports animal health research.

Check Yes if your work is jointly planned, funded or in some other way interfaces with extension. This would include transfer of information and technology. If you check yes you will then need to fill out the percent of research and extension.

Codes for Knowledge Area, Subject of Investigation and Field of Science can be found at http://cris.csrees.usda.gov/manualvii.pdf

Hatch, MultiState, Evans-Allen projects will need to choose which Planned Program(s) best serve as the “umbrella” under which this project would fall. You may choose more than one program, but the total percentages must add up to 100.
Proposal

This step will most likely be done for you.

Proposal needs to be approximately 5 single spaced pages in length (exclusive of forms/citations/references). This proposal is NOT a detailed proposal like those submitted to NIH/NSF etc. It needs to be reviewed by 3 reviewers, preferably two outside the university. Email comments to Project Records. Reviewer comment form can be found at agrilifeas.tamu.edu/fiscal/project-records/index.php. If you have further questions, contact Project Records.
Assurance Statements
(Required for Formula Funds (Hatch, Multi-State, McIntire Stennis))

1. Are Human Subjects Involved? □ No □ Yes
   - If YES to Human Subjects
     - Is the Project Exempt from Federal regulations?
       - □ Yes
         - If yes, select the appropriate exemption number. □
       - □ No
         - If no, is the IRB review Pending?
           - □ Yes
           - □ No
             - No IRB Approval Date
             - Human Subject Assurance Number

2. Are Vertebrate Animals Used? □ No □ Yes
   - If YES to Vertebrate Animals
     - Is the IACUC review Pending?
       - □ Yes
       - □ No IACUC Approval Date
       - Animal Welfare Assurance Number

This performing organization agrees to assume primary responsibility for complying with the Animal Welfare Act (7 USC, 2131-2156), Public Law 89-544, 1966, as amended, and the regulations promulgated thereunder by the Secretary of Agriculture in 9 CFR Parts 1, 2, 3, and 4. In the case of domesticated farm animals housed under farm conditions, the organizations shall adhere to the principles stated in the Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching, Federation of Animal Science Societies, 1999.

Questions 1 and 2 and subparts MUST be answered
Submit

When you are finished filling out all of the pages, you will click submit. If you do not see a submit button down at the bottom, REEport will tell you what needs to be fixed. Ex:

Your project is not yet complete.
The following sections must be filled out before submitting - click on each section to complete it:

- Start Date must not be back dated
- Vertebrate Animal Use must be selected
- Human Subject Used must be selected
- Activities are required and their total must equal 100%.
- Keyword Assignments can't be blank
- Classifications can't be blank
- Products can't be blank
- Expected Outcomes can't be blank
- Target Audiences can't be blank
- Project Methods can't be blank
- Animal Health Component can't be blank
- Forestry Component can't be blank
- Non Technical Summary can't be blank
- Associated Planned Programs can't be blank
- Project Proposal can't be blank
- Integrated Activity can't be blank