

To Initiate a GRANT thru REEport:

1. Log in to REEport (<https://portal.nifa.usda.gov/cas/login>)

a. Below is what the welcome page looks like:

NIFA REPORTING PORTAL [Reset password](#)

REEport

REEport is NIFA's new grant and formula project initiation and reporting system, building on and replacing the CRIS web forms system. It implements the Research Performance Progress Report (RPPR), a standard progress report format that all Federal research agencies are required to use for research grant reporting. [More...](#)

If you are having trouble logging in, Click the "Reset Password" link below the "Email" and "Password" login boxes.

Latest News

Connectivity and Application Updates

The NIFA Reporting Portal and REEport application are currently active. Microsoft Edge and Google Chrome are the preferred browsers for accessing the NIFA Reporting Portal. For general REEport support and... [More...](#)

Links to Other Systems

REEIS https://reeis.usda.gov The Research, Education, and Economics Information System (REEIS) is a source of information on the research, education and extension programs, projects and activities of the U. S. Department of Agriculture (USDA) and its partner institutions in the following areas: Food, Agriculture, and Natural resources.	CRIS https://cris.nifa.usda.gov/ CRIS is the U.S. Department of Agriculture's documentation and reporting system for ongoing and recently completed research and education projects in agriculture, food and nutrition, and forestry. Projects are conducted or sponsored by USDA research agencies, state agricultural experiment stations, land-grant universities, other	PRS https://prs.nifa.usda.gov The Peer Review System (PRS) allows reviewers and potential reviewers to update personal information and to complete and submit reviews online.
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WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

2. Select REEport (SAES for Research, EXT for Extension, VET for Vet School) once you are logged in.

The screenshot shows the NIFA Reporting Portal interface. At the top, it says "NIFA Reporting Portal" and "Welcome, Kylie Daniels". Below that is a navigation bar with "Home" and "Administration". A yellow box contains "Connectivity and Application Updates" with text about browser compatibility and support contact. The "Search NIFA Projects" section includes tabs for "Project Details", "Financial Details", "Advanced Search", and "Annual Reports on Planned Programs". There are search input fields for terms, fields, and results, along with a "Search" button and "Expected Results: 103,982 Projects".

Below the search section, there are three dashed boxes labeled "Active Applications":

- SAE for Research** (red dashed box)
- VET for Vet School** (blue dashed box)
- EXT for Extension** (yellow dashed box)

Arrows point from these boxes to corresponding application buttons below:

- A red arrow points from "SAE for Research" to a red-bordered button: "REEport (SAES - TEXAS A&M UNIVERSITY)".
- A blue arrow points from "VET for Vet School" to a blue-bordered button: "REEport (VET - TEXAS A&M UNIVERSITY - COLLEGE OF VETERINARY MEDICINE)".
- A yellow arrow points from "EXT for Extension" to a yellow-bordered button: "REEport (EXT - TEXAS A&M AGRILIFE EXTENSION SERVICE)".

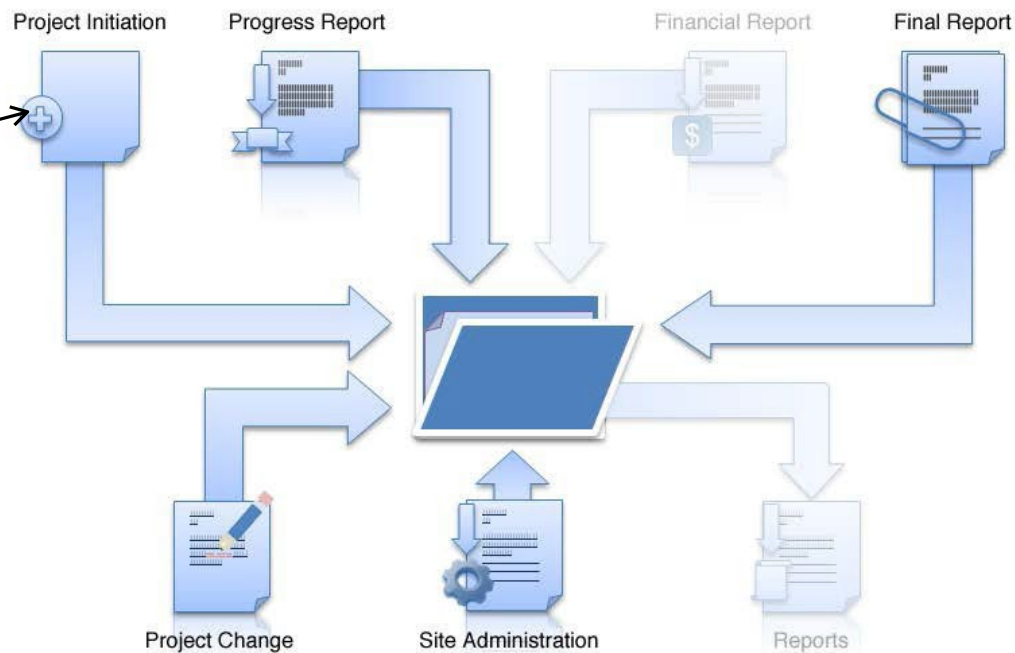
Other buttons visible include "Institutional Profile (new Plan of Work, FY 2020 and beyond)".



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.

Home **Project Initiation** Progress Report Financial Report Reports Project Change Final Report Site Administration

Track Project Initiations

Accession Number Project Number Proposal Number
Performing Department Project Director

Search Clear Search

Create a New Project

[Expand All Folders](#) [Collapse All Folders](#)

- + 8 Project(s) In Draft Stage
- + 0 Project(s) Pending Submission to NIFA
- + 0 Project(s) Submitted to NIFA
- + 0 Declined Project(s)
- + 3 Deferred Project(s)
- + 461 Active Project(s)
- + 236 Changed Project(s)
- + 138 Completed Project(s)
- + 2 Project(s) with Past Due Final Reports

Finding Your Project – 2 options



















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

Accession Number Project Number Proposal Number
 Performing Department Project Director


[Create a New Project](#)

[Expand All Folders](#) [Collapse All Folders](#)

[Expand All Folders](#) [Collapse All Folders](#)

-   **8 Project(s) In Draft Stage**
-   **0 Project(s) Pending Submissio**
-   **0 Project(s) Submitted to NIFA**
-   **0 Declined Project(s)**
-   **3 Deferred Project(s)**
-   **461 Active Project(s)**
-   **236 Changed Project(s)**
-   **138 Completed Project(s)**
-   **2 Project(s) with Past Due Final Reports**

  **8 Project(s) In Draft Stage**

Accn #	Project #	Grants.gov #	Proposal #	Title	Department	Proj. Dir	Funding	View
(None)	TEX0-1-9179	(N/A)	(N/A)	Rhizosphere Research in Urban ...	Horticultura...	Volder, A	HATCH	PDF
(None)	TEX0-1-9130	(N/A)	(N/A)	Strategies to Improve Avian He...	Poultry Science	Farnell, Morgan	HATCH	PDF
(None)	TEX0-1-3177	(N/A)	(N/A)	Enhancing the Competitiveness ...	Animal Science	Savell, J	HATCH/M...	PDF
(None)	TEX0-1-6865	(N/A)	(N/A)	Bacteriophage biology: fundame...	Biochemistry...	Young, Ryland	HATCH	PDF 
217634	TEX09078	(N/A)	(N/A)	Obesity Prevention: Researchin...	Obesity Rese...	Murano, P	HATCH	PDF
(None)	TEX0-1-8184	(N/A)	(N/A)	Contraceptives to aid and Cont...	Veterinary P...	Kraemer, D	HATCH	PDF
232451	TEX0-1-7133	(N/A)	(N/A)	Benefits and Costs of Natural ...	Agri Economics	Shaw, W	HATCH/M...	PDF
217491	TEX09220	(N/A)	(N/A)	Emerging Infectious Diseases A...	Veterinary P...	Wagner, G	HATCH	PDF

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

* Start Date * End Date **End of Cover Page**

Project Contacts

Project Director

Select from list of Project Directors: x

First Name	Middle Name	Last Name
Email Address	Phone Number	

Site Administrator

Name : Carter Catlin Jr.
Email Address : ccatlin@tnstate.edu
Phone Number : 000-000-0000

Next will save data entered and move to next screen

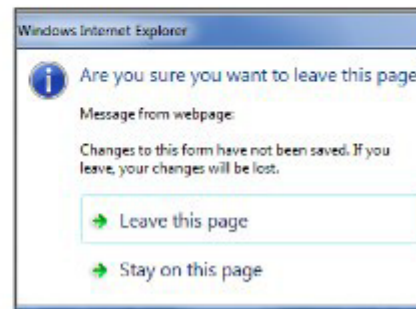
Save will save data, but stay on same page

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.



REReport

Project Initiation: SAES - TEXAS A&M UNIVERSITY

Home	Project Initiation	Progress Report	Financial Report	Reports	Project Change	Final Report	Site Administration				
Cover	Participants	Goals	Products	Outcomes	Audience	Methods	Summary	Keywords	Classification	Proposal	Assurance Statements

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

Project Initiation: SAES - TEXAS A&M UNIVERSITY

Home Project Initiation Progress Report Financial Report Reports Project Change Final Report Site Administration

Cover Participants Goals Products Outcomes Audience Methods Summary Keywords Classification Proposal Assurance Statements Submit

Cover Page

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

Formula Cover Page Test.
More...
NOTE: This project has 0 comments.

[X Delete this Project](#)

[Save](#) [Next >](#)

Funding Source Status

* Project Title

Sponsoring Agency/Institution

Performing Organization/Institution DUNS Number

* Performing Department * Project Number

States and Organizations

Collaborating/Partnering States

Collaborating/Partnering Organizations

(Only organizations from your collaborating / partnering states are shown)

Countries

Collaborating/Partnering Countries

* Start Date * End Date

Project Contacts

* Project Director

Select from list of Project Directors:

Name :
Title :
Email Address :
Phone Number :

Site Administrator

Name : Alecia Arnold
Title :
Email Address : aa-arnold@tamu.edu
Phone Number : 555-555-5555

[Save](#) [Next >](#)

Cover Page

Grants will have much of the information filled out already.

Participants

Project Initiation: SAES - TEXAS A&M UNIVERSITY

- Home
- Project Initiation**
- Progress Report
- Financial Report
- Reports
- Project Change
- Final Report
- Site Administration
- Cover
- Participants**
- Goals
- Products
- Outcomes
- Audience
- Methods
- Summary
- Keywords
- Classification
- Proposal
- Assurance Statements
- Submit

Participants

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

Project Director

Name : Ree Kenerley
 Email Address : r-kenerley@tamu.edu
 Phone Number : 000-000-0000

Co-Project Directors

* First Name Middle Name * Last Name * Department

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

Role	Faculty and Non-Students	Students within Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Professional	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Technical	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Administrative	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Other	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Computed Total	0.0	0.0	0.0	0.0	0.0

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

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Submit

* Goals / Objectives

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

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What are the major goals of this project?
[More...](#)

Goals / Objectives | Page Help

Provide a clear, concise statement of the goals/objectives of the project. You may use paragraph format or bulleted or numbered lists. There is no minimum or maximum number of goals to include for a project, but all goals should be specific and attainable within the duration of the project and with the available resources (refer back to your estimated FTEs for project duration and the amount of formula funding that has been made available to you). In general, goals should answer the question: What major achievements and milestones does the project hope to realize? test

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Products

RE Eport

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- Submit

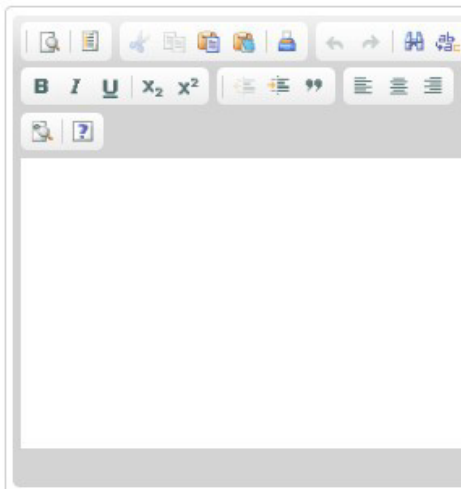
* Products

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

[← Previous](#) [Save](#) [Next →](#)

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...](#)



Products | Page Help

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.

*Required

Expected Outcomes

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Cover Participants Goals Products Outcomes Audience Methods Su

Submit

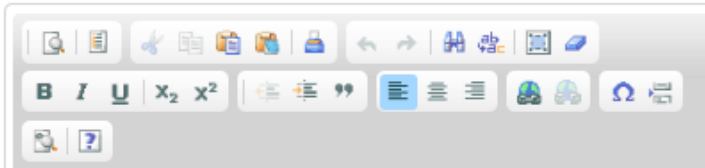
* Expected O

Fields marked with an asterisk (*)

← Previous Save

Provide a description of Expected Outcomes over the duration of the project.

[More...](#)



body p

← Previous Save

Expected Outcomes | Page Help

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 of 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

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Submit

*** Target Audience**

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

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

More...

Target Audience | Page Help

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.

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Non-Technical Summary

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REReport

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[Cover](#) [Participants](#) [Goals](#) [Products](#) [Outcomes](#) [Audience](#) [Methods](#) [Summary](#) [Keywords](#) [Classification](#) [Proposal](#) [Assurance Statements](#)

[Submit](#)

* Non-Technical Summary

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

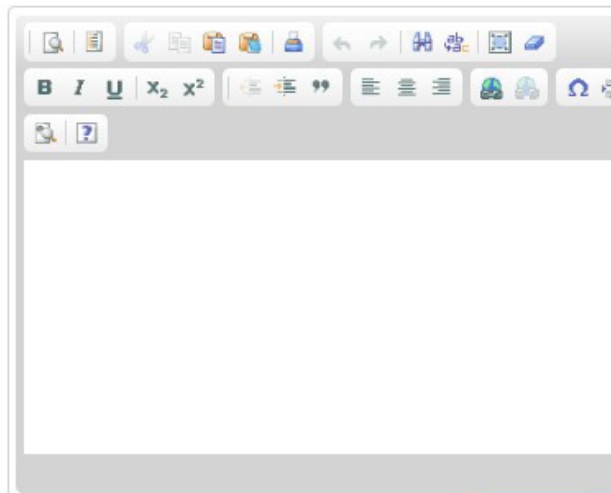
[← Previous](#)

[Save](#)

[Next →](#)

Provide a Non-Technical Summary of the project in paragraph form.

[More...](#)



A rich text editor interface with a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and help. Below the toolbar is a large, empty text area for entering the non-technical summary.

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Non Technical Summary | Page Help

The non-technical summary is your opportunity to briefly sum up the importance of your project in terms that general citizens can understand (i.e. citizens without scientific backgrounds). A good non-technical summary is composed of 1-2 succinct paragraphs that cover three main points:

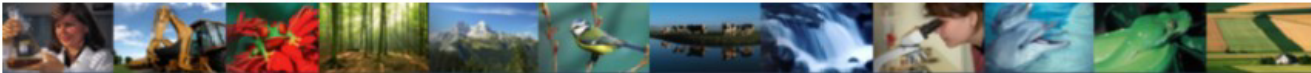
1. What is the current issue or problem that the research addresses and why does it need to be researched?
2. What basic methods and approaches will be used to collect and produce data/results and subsequently inform target audiences?
3. Through the methods mentioned above, what ultimate goals does the project hope to achieve?

In answering the above three questions, make sure to provide enough detail so that you are touching upon the main purpose of the project, the expected accomplishments, and anticipated benefits of the research.

Remember that this non-technical summary is designed to enhance the usefulness of the information in the database, especially to legislative and other public audiences.

Keywords

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RE Eport

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Submit

Keywords | Page Help

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 would words 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.

*Requires [Mozilla Firefox 3.5 or higher](#)

Keywords are typically pre-filled for Grants.

You need to click on the '+' next to the keyword phrase box to enter each additional keyword or keyword phrase

Classification

Classification

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

← Previous

Save

Next →

NIFA Classification Manual: <http://cris.csrees.usda.gov/manualvii.pdf> Click "More" for additional classification assistance.

More...

Enter percent of research pertaining to Animal Health. Must enter "0" if no portion supports animal health research

*Animal Health Component %

* Is this an AREERA Section 204 Integrated Activity? Yes No

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.

Activities

a. Research %

b. Extension %

c. Education %

Must total 100%

Research Effort Categories

a. Basic

b. Applied %

c. Developmental

Must total 100%

Codes for Knowledge Area, Subject of Investigation and Field of Science can be found <https://agrilifeas.tamu.edu/documents/usda-manual-of-classification-ka-soi-fos.pdf>

* Knowledge Area

(Press ↓ for the full list)

101: Appraisal of Soil Resourc

* Subject of Investigation

(Press ↓ for the full list)

110: Soil

* Field of Science

(Press ↓ for the full list)

1000: Biochemistry and bioph %

Must total 100%

* Associated Planned Programs

None of the above %

You may choose more than one program, but the total percentages must add up to 100

Must total 100%

← Previous

Save

Next →

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:


Project Initiation: SAES - TEXAS A&M UNIVERSITY

Home Project Initiation Progress Report Financial Report Reports Project Change Final Report Site Administration

Cover Participants Goals Products Outcomes Audience Methods Summary Keywords Classification Proposal Assurance Statements **Submit**

Submit for Review

Review in PDF format



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