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# REEReport

Research, Extension, & Education Project Online Reporting Tool

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# What is REEport?

<http://portal.nifa.usda.gov>

- Replaces CRIS Webforms
- Entirely electronic workflow for all NIFA capacity and non-capacity grants (including competitive)
- Robust notification system



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# REEReport Terminology

- **Project Initiation** – The form you submit in order to begin a project and make it ‘active.’
- **Progress Report** – The form you submit annually to report the progress and accomplishments of the project in the past year.
- **Final Report** – The form you submit at the end of the project (or to terminate the project early or complete a PD transfer). Accomplishments reported on this report cover the LIFE of the project, not just the most recent year.



# How does deployment affect already active projects?

- Projects started in CRIS Webforms were brought into REEport as “active.”
  - “Shells” are automatically created for progress reports and final reports for each of these projects.
  - One Progress Report shell and one Final Report shell is always available for editing; you must determine which is due for your project and submit the appropriate shell; mistakes can be “unsubmitted.”



# New Data Fields – Project Initiation

Webforms had...	REReport has...
Investigators/State Contacts	Co-Project Directors
Project Contact (inst. Name, director, PI, etc; was publicly available)	N/A – Contact Info for PD is shown to NIFA Staff Only
Project Type	N/A – Info brought in from Grants.gov
Goals/Objectives/Expected Outputs (one text box)	Three separate text boxes for: Goals, Products, Expected Outcomes
N/A	Target Audience
N/A	Estimated FTEs for Project Duration





# New Data Fields – Progress & Final Report (Same Template)

Webforms had...	REReport has...
Outputs	Products (Standardized to Publications, Patents & PVPs) AND “Other Products”
Publications	N/A – See “Products”
Outcomes/Impacts	Accomplishments
Participants	Participants (FTEs reported here instead of AD-419)
Target Audience	Target Audience
Project Modifications	Problems/Changes



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# REEReport Live Demo



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# “One Stop Shop” for REEport Training

Main Webpage:

[http://www.nifa.usda.gov/business/reeport\\_imp.html](http://www.nifa.usda.gov/business/reeport_imp.html)

Independent Institutions' Webpage:

[http://www.nifa.usda.gov/business/reeport\\_imp\\_ind\\_affil\\_trng.html](http://www.nifa.usda.gov/business/reeport_imp_ind_affil_trng.html)

E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)

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# REEReport User Manual

[http://www.nifa.usda.gov/business/pdfs/reereport\\_user\\_manual\\_10\\_13.pdf](http://www.nifa.usda.gov/business/pdfs/reereport_user_manual_10_13.pdf)

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# Training Videos

- Specific to Non-Formula, posted online!
  - NF Project Initiation:  
[http://www.nifa.usda.gov/business/pdfs/ind\\_affil\\_videos/REEport\\_proj\\_init.mp4](http://www.nifa.usda.gov/business/pdfs/ind_affil_videos/REEport_proj_init.mp4)
  - NF Progress Report & Final Report:  
[http://www.nifa.usda.gov/business/pdfs/ind\\_affil\\_videos/REEport\\_progress\\_final\\_report.mp4](http://www.nifa.usda.gov/business/pdfs/ind_affil_videos/REEport_progress_final_report.mp4)



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# Subscribe to Newsletters

- To subscribe to the email list, send an email to [lyris@lyris.nifa.usda.gov](mailto:lyris@lyris.nifa.usda.gov). Skip your subject line and type ***subscribe REEportDeploy*** in the body of your message. Be sure you receive an email confirming your subscription.



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**Note: Using the email [REEport@nifa.usda.gov](mailto:REEport@nifa.usda.gov) will reach all of the above staff and is your best bet for getting you the fastest response!**

**E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)**

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# We want to hear from you...

- We want to know about issues you're having!
  - Technical/Software related (**please note browser type, module/screen, and time of incident**).
  - Data related.
  - Process related.





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# Questions?