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
REEport 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 an be “unsubmitted.”
# New Data Fields – Project Initiation

<table>
<thead>
<tr>
<th>Webforms had…</th>
<th>REEport has…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigators/State Contacts</td>
<td>Co-Project Directors</td>
</tr>
<tr>
<td>Project Contact (inst. Name, director, PI, etc; was publicly available)</td>
<td>N/A – Contact Info for PD is shown to NIFA Staff Only</td>
</tr>
<tr>
<td>Project Type</td>
<td>N/A – Info brought in from Grants.gov</td>
</tr>
<tr>
<td>Goals/Objectives/Expected Outputs (one text box)</td>
<td>Three separate text boxes for: Goals, Products, Expected Outcomes</td>
</tr>
<tr>
<td>N/A</td>
<td>Target Audience</td>
</tr>
<tr>
<td>N/A</td>
<td>Estimated FTEs for Project Duration</td>
</tr>
</tbody>
</table>
New Data Fields – Progress & Final Report (Same Template)

<table>
<thead>
<tr>
<th>Webforms had…</th>
<th>REEreport has…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outputs</td>
<td>Products (Standardized to Publications, Patents &amp; PVPs) AND “Other Products”</td>
</tr>
<tr>
<td>Publications</td>
<td>N/A – See “Products”</td>
</tr>
<tr>
<td>Outcomes/Impacts</td>
<td>Accomplishments</td>
</tr>
<tr>
<td>Participants</td>
<td>Participants (FTEs reported here instead of AD-419)</td>
</tr>
<tr>
<td>Target Audience</td>
<td>Target Audience</td>
</tr>
<tr>
<td>Project Modifications</td>
<td>Problems/Changes</td>
</tr>
</tbody>
</table>
REEport Live Demo
“One Stop Shop” for REEport Training

Main Webpage:


Independent Institutions’ Webpage:


E-mail questions to rwc@nifa.usda.gov
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
  – NF Progress Report & Final Report:  
Subscribe to Newsletters

• To subscribe to the email list, send an email to 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.
PARS REEport Staff

• Bart Hewitt - Director, Planning, Accountability, and Reporting Staff
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• Katelyn Sellers – REEport Business Management
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• Adam Preuter – IT Specialist, REEport Customer Support
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Note: Using the email REEport@nifa.usda.gov will reach all of the above staff and is your best bet for getting you the fastest response!
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.
Questions?