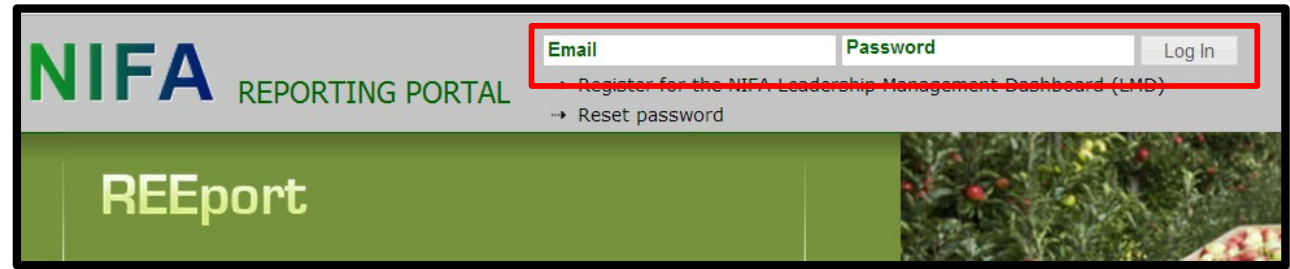


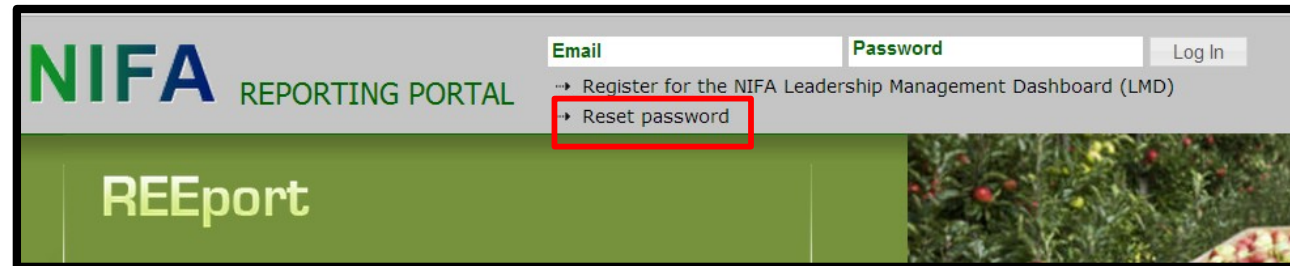
REEport Directions for Project Initiations

RETURNING USERS: Log in to NIFA's reporting portal at portal.nifa.usda.gov using your Purdue email address and the password you created when you activated your account.



The screenshot shows the NIFA Reporting Portal login interface. At the top left is the NIFA logo and the text "REPORTING PORTAL". Below this is a large green banner with the word "REEport" in white. On the right side, there is a login form with two input fields: "Email" and "Password", and a "Log In" button. Below the input fields are two links: "Register for the NIFA Leadership Management Dashboard (LMD)" and "Reset password". A red box highlights the "Email" and "Password" input fields and the "Log In" button.

FIRST TIME USERS: If this is your first time using the NIFA Reporting Portal or you have forgotten your password, go to the website at portal.nifa.usda.gov, click on Reset Password, then follow the instructions on the next screen.



The screenshot shows the NIFA Reporting Portal login interface, similar to the one above. However, the "Reset password" link is highlighted with a red box, indicating the path for first-time users.

Please Note: If the system tells you that your email address is not recognized, please contact Julie Estrada at 494-6047 or estradaja@purdue.edu to troubleshoot the issue.

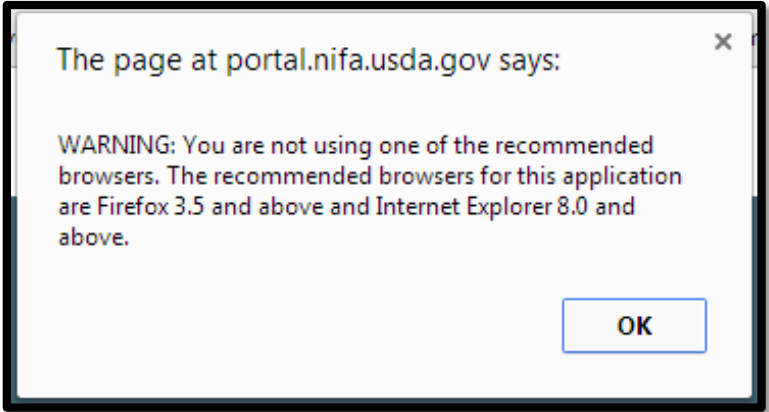
After you've logged on, click on REEport (SAES – PURDUE UNIVERSITY) under Active Applications near the bottom of the page.



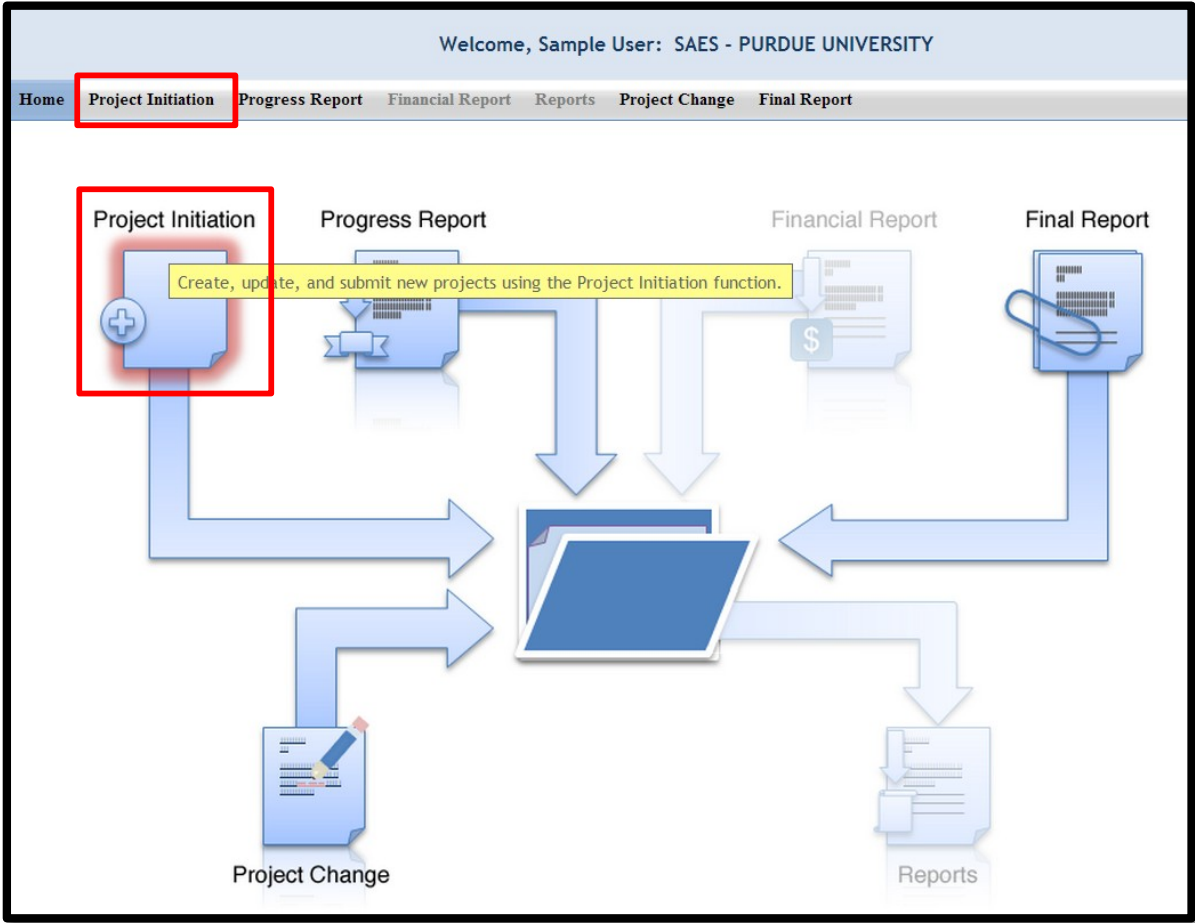
The screenshot shows the NIFA Reporting Portal dashboard. At the top is a dark blue header with the text "NIFA Reporting Portal". Below this is a light blue banner with the text "Welcome, Sample User". A yellow notification box contains the text: "CRIS 2012 Fiscal Year Annual Project Financial Data are now Available in REEIS and LMD" and "CRIS 2012 Annual Project Financial data is now available in My Snapshots, Agency Snapshots, Goals, Portfolios, and for ad hoc analysis using the LMD 'Analyze' feature." Below the notification box is a section titled "Active Applications" with a list of applications. The application "REEport (SAES - PURDUE UNIVERSITY)" is highlighted with a red box. Below this is a section titled "Apply for Additional Applications" with a list of applications. The application "Leadership Management Dashboard - LMD" is listed.

Please Note: If you do not have REEport (SAES – PURDUE UNIVERSITY) under active applications or you only have REEport (PURDUE UNIVERSITY) without the SAES, please contact Julie Estrada at 494-6047 or estradaja@purdue.edu. You must use the SAES (State Agricultural Experiment Station) portal.

Chrome and Safari Users: You may get the following warning if you are using a browser other than Internet Explorer or Firefox, but REEport will still work with other browsers such as Chrome or Safari. Just click OK to continue.



Click on the Project Initiation icon or Project Initiation at the top menu bar.



The Track Project Initiations page will open.

[Do not enter anything in the search fields!](#)

Instead, Look in the Project(s) in Draft Stage folder (by clicking on the folder icon) to find your project.

REEport
SAES - PURDUE UNIVERSITY

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

Track Project Initiations

Message Board
If you need any assistance with completing your Project Initiation, please contact Christy Burden at cmurden@purdue.edu or 765-494-6047.

Accession Number Project Number Proposal Number
Performing Department Project Director

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

- 1 Project(s) In Draft Stage
- 0 Project(s) Pending Submission to NIFA
- 0 Project(s) Submitted to NIFA
- 0 Declined Project(s)
- 0 Deferred Project(s)
- 0 Active Project(s)

To begin completing the project initiation, open the project by clicking on the Title (or any other underlined text except "PDF").

Accn #	Project #	Grants.gov #	Proposal #	Title	Department	Proj. Dir	Funding	View
(None)	(N/A)	GRANT5555555	2014-55555	<u>Sample Title</u>	Department Name	User, Sample	NON FOR...	PDF

Cover Page

The cover page collects identifying information for your project. Some of that information has been pre-filled for you by grants.gov. You should complete all other blank white sections of the cover page (*when applicable*).


The project number will come from ARP. If you have not already been given a project number by ARP, please contact Julie Estrada at estrada@purdue.edu or 765-494-6047.

Click Next.

Please Note: All fields with a white background are editable, but fields with a gray background are not editable.

Funding Source <input type="checkbox"/> NON FORMULA	Status <input type="checkbox"/> DRAFT	
Project Title <input type="checkbox"/> Sample Title		
Sponsoring Agency/Institution <input type="checkbox"/> National Institute of Food and Agriculture		
Performing Organization/Institution <input type="checkbox"/>	DUNS Number <input type="checkbox"/> 012345678	
Performing Department <input type="checkbox"/> Department Name	* Project Number <input type="checkbox"/> IND	
Grants.gov Tracking Number <input type="checkbox"/> GRANT555555	Proposal Number <input type="checkbox"/> 2014-55555	
Award Number <input type="checkbox"/>	Award Amount <input type="checkbox"/> 1000000.0	
Award Date <input type="checkbox"/>	Award Fiscal Year <input type="checkbox"/>	
States and Organizations		
Collaborating/Partnering States <input type="checkbox"/>	Collaborating/Partnering Organizations <input type="checkbox"/>	
Countries		
Collaborating/Partnering Countries <input type="checkbox"/>		
Start Date <input type="checkbox"/> September 15, 2014	End Date <input type="checkbox"/> September 14, 2015	
Project Contacts		
Project Director <input type="checkbox"/>	Authorized Organizational Representative <input type="checkbox"/>	NIFA Program Contact: <input type="checkbox"/>
Name : Sample User	Name : Amy Wright	Name : Richard Elrod
Email Address : cmrich@purdue.edu	Email Address : chhspreaward@purdue.edu	Email Address : belrod@nifa.usda.gov
Phone Number : 765-494-6047	Phone Number : 765-494-8366	Phone Number : 202-690-3468
<input type="button" value="Save"/>		<input type="button" value="Next >"/>

Participants

Estimated Project FTEs for The Project Duration: Please keep in mind that 1.0 is equivalent to 100% of your Purdue employment effort for one year. If any percent of your appointment is teaching or extension, you would not put 1.0 for the year when calculating your time. If you have a 20% research appointment, and all of your research time is dedicated to the research in this proposal, you would put 0.2 for one year. Adjust the numbers accordingly if your research time is split between two or more projects. For Co-PDs, grad and undergrad assistants, etc., just calculate their time in the same way. To help you decide which row to put them in, click on the blue question mark  in the REEport application.

Finally, once you have estimated the FTEs for one year, multiply the amount of effort calculated in each box by the number of years in the project.


HELPFUL HINTS:

Clicking on Previous or Next automatically saves your progress as you move forward or backward in the system. Clicking Save, saves your work on that page, while keeping you on that page.


Participants

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


[« Previous](#) [Save](#) [Next »](#)

Project Director 

Name : Sample User
Email Address : cmrich@purdue.edu
Phone Number : 765-494-6047

Co-Project Directors 

No project directors.

Estimated Project FTEs For The Project Duration 

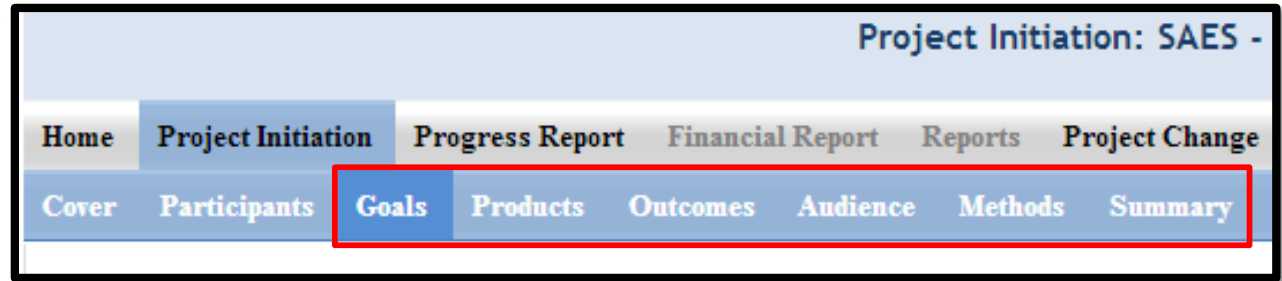
Role	Faculty and Non-Students	Students within Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Professional	<input type="text"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

[« Previous](#) [Save](#) [Next »](#)

NOTE: Non-editable fields are received from grants.gov entry.

Goals, Products, Outcomes, Audience, Methods, And Summary

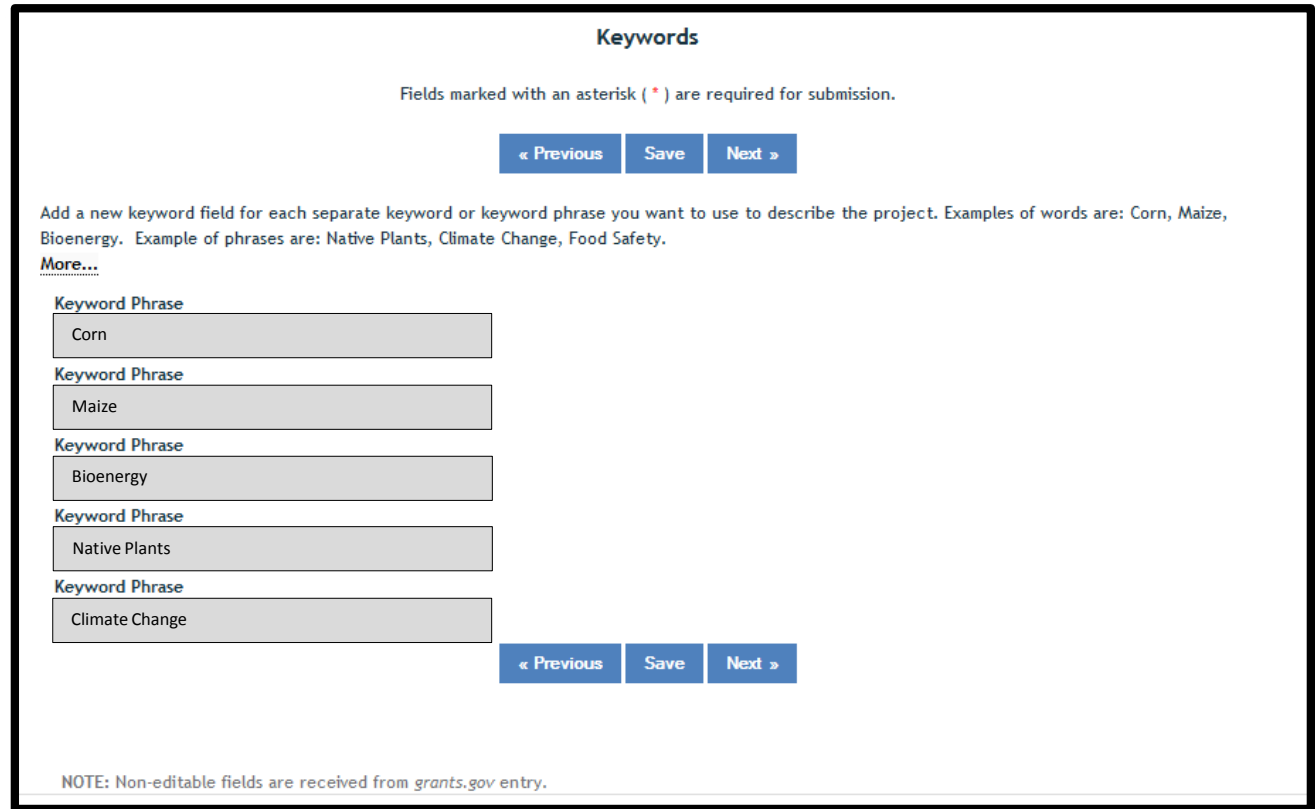
For the next several sections, you will just copy and paste text directly from your grant document(s) into these fields. There is an 8,000 character (including spaces and punctuation) limit for each text field in REEport. Therefore, if any of the sections from your project outline are longer than 8,000 characters, you will need to summarize the information.



Keywords

The keywords section of a grant project initiation cannot be edited in REEport. If there is an error (e.g., a missing keyword, a keyword you need to have removed, a typo, etc.) you must contact the Administrative Contact listed on your Award Face Sheet.

Click Next.



Classification

Forestry & Animal Health Component:

- If the funding source of this project is McIntire-Stennis or Animal Health, these fields will be prepopulated with "100%", respectively.
- If there is a portion of the project that is Forestry and/or Animal Health, you must enter the percentage in these fields. If no portion of this project supports animal health research, you must enter "0" for the percentage; you may not leave it blank.

Activities: Use your best guess on how your time on this project will be divided between Research, Extension, and Education. It is fine to put "0" in one or two of the fields, but all three fields together must total 100%.

KA, SOI, and FOS: Use the drop down menu to see the full list for each Knowledge Area, Subject of Investigation, and Field of Science. You may find it easier to search through your options by viewing the NIFA Classification Manual at <http://cris.nifa.usda.gov/manualviii.pdf>

If you need to add more rows, click the blue "+" button.

Click Next.

Classification

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

[« Previous](#) [Save](#) [Next »](#)

NIFA Classification Manual: <http://nifa.usda.gov/resource/manual-classification>. Click "More" for additional classification assistance. [More...](#)

* Forestry Component <input type="text"/> %	* Animal Health Component <input type="text"/> %	
* Activities <input type="text"/>		
a. Research <input type="text"/> %		
b. Extension <input type="text"/> %		
c. Education <input type="text"/> %		
Must total 100%		
Program Code <input type="text" value="PFPP"/>	Program Name <input type="text" value="Pre-filled Program Name"/>	
* Knowledge Area <input type="text"/> (Press ↓ for the full list)	* Subject of Investigation <input type="text"/> (Press ↓ for the full list)	* Field of Science <input type="text"/> (Press ↓ for the full list)
<input type="text"/> %	<input type="text"/> %	<input type="text"/> % <input type="button" value="+"/>
Must total 100%		
<p style="text-align: center;">« Previous Save Next »</p>		

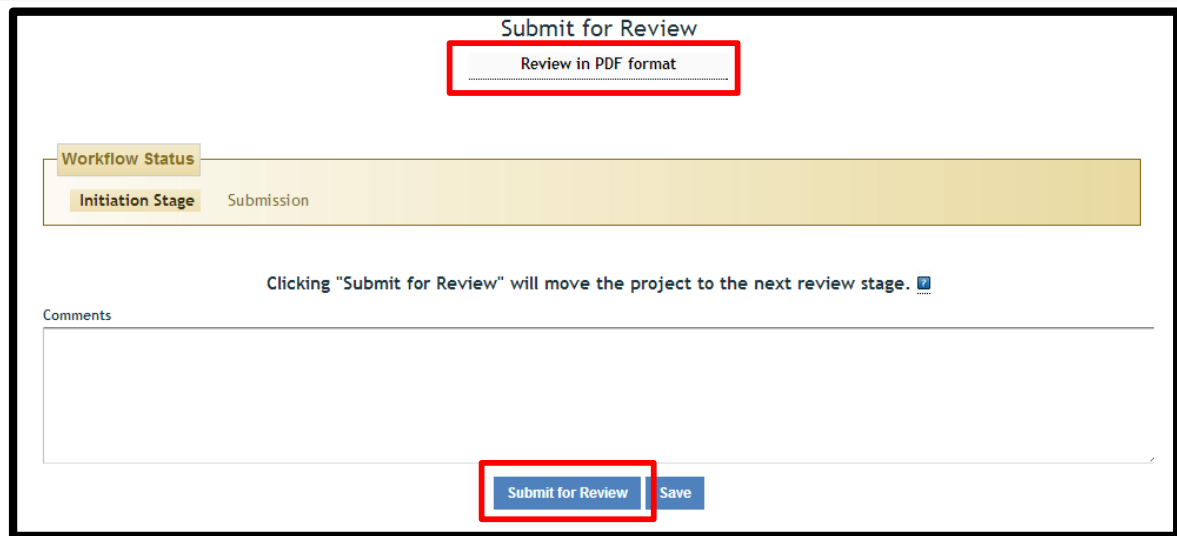
NOTE: Non-editable fields are received from *grants.gov* entry.

Submit for Review

If you have completed all required sections, your screen should look like the top picture.

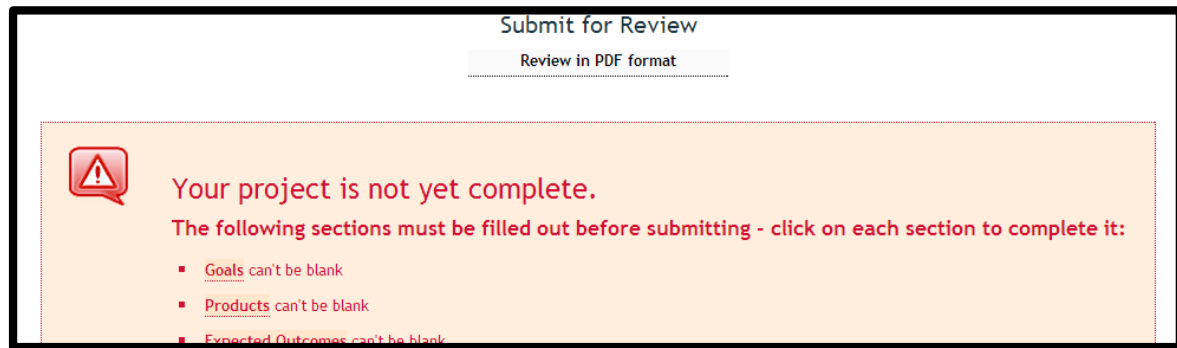
We recommend that you save a PDF copy for your records by clicking on Review in PDF Format and then saving a copy to your computer.

Click on Submit for Review.



The screenshot shows the 'Submit for Review' interface. At the top, there is a 'Submit for Review' header with a 'Review in PDF format' link. Below this is a 'Workflow Status' section with a yellow bar indicating 'Initiation Stage' and 'Submission'. A message states: 'Clicking "Submit for Review" will move the project to the next review stage.' Below the message is a 'Comments' text area. At the bottom, there are two buttons: 'Submit for Review' and 'Save', both highlighted with red boxes.

Please Note: If your screen looks like the bottom picture, you must complete all of the sections that are listed before you'll be able to submit your project for review.



The screenshot shows the 'Submit for Review' interface with an error message. At the top, there is a 'Submit for Review' header with a 'Review in PDF format' link. Below this is a large orange error box with a warning icon and the text: 'Your project is not yet complete. The following sections must be filled out before submitting - click on each section to complete it:'. The error message lists three items: 'Goals can't be blank', 'Products can't be blank', and 'Expected Outcomes can't be blank'.

Once you click Submit for Review, you will be redirected to the Track Project Initiations page.

There will be two indications that your project has been properly submitted for organizational level review.

1. The blue announcement text above Track Project Initiations should read, Project has been submitted for Organization review.
2. Your project should have moved from the Project(s) in Draft Stage folder to the Project(s) Pending Submission to NIFA folder.

IMPORTANT: You must email Julie Estrada at estradaja@purdue.edu (or click the NOTIFY ARGE button below) to notify ARGE that you have submitted your project for review. Marshall Martin (marshallmartin@purdue.edu) will then review your Project Initiation and submit it to USDA-NIFA.

Thank you!

Notify ARGE of
Project Submission

The screenshot shows the REEport website interface. At the top, there is a navigation menu with links: Home, Project Initiation, Progress Report, Financial Report, Reports, Project Change, and Final Report. Below the navigation is a blue banner with the text "Project has been submitted for Organization review." A red box highlights this message, and a red number "1" is placed to its left. Below the banner is the heading "Track Project Initiations".

Below the heading is a yellow message board with the text: "Message Board. If you need any assistance with completing your Project Initiation, please contact Christy Burden at cmburden@purdue.edu or 765-494-6047."

Below the message board is a search form with fields for Accession Number, Project Number, Proposal Number, Performing Department, and Project Director. There are "Search" and "Clear Search" buttons.

Below the search form is a "Create a New Project" button.

Below the button are links for "Expand All Folders" and "Collapse All Folders".

Below the links are two folder summaries:

- 0 Project(s) In Draft Stage
- 1 Project(s) Pending Submission to NIFA

A red box highlights the "1 Project(s) Pending Submission to NIFA" folder, and a red number "2" is placed to its left. Below the folder is a table with the following data:

Accn #	Project #	Grants.gov #	Proposal #	Title	Department	Proj. Dir	Funding	View
(None)	IND055555	GRANT555555	2014-55555	Sample Title	Department Name	User, Sample	NON FOR...	PDF