### REEport Directions for Project Initiations

**RETURNING USERS:** Log in to NIFA’s reporting portal at [portal.nifa.usda.gov](http://portal.nifa.usda.gov) using your Purdue email address and the password you created when you activated your account.

**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](http://portal.nifa.usda.gov), click on *Reset Password*, then follow the instructions on the next screen.

*Please Note:* If the system tells you that your email address is not recognized, please contact Christy Burden at 494-6047 or [cmburden@purdue.edu](mailto:cmburden@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.

*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 Christy Burden at 494-6047 or [cmburden@purdue.edu](mailto:cmburden@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.

The page at portal.nifa.usda.gov says:

WARNING: You are not using one of the recommended browsers. The recommended browsers for this application are Firefox 3.5 and above and Internet Explorer 8.0 and above.

OK

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.

To begin completing the project initiation, open the project by clicking on the Title (or any other underlined text except “PDF”).
The cover page collects identifying information for your project. Some of that information has been entered for you. You should complete all other blank sections of the cover page (when applicable).

**IMPORTANT:** Before you begin, please double check that the funding source is correct for your project.

The funding source options are:
- Hatch,
- Hatch Multistate,
- McIntire Stennis,
- Animal Health, and
- Renewable Resources Extension

*If you believe the funding source that was chosen for you is incorrect, please contact Christy Burden at 494-6047 or cmburden@purdue.edu.*

Click Next.

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

**Co-Project Directors**: Enter the names and departments of your Co-PD(s) (if applicable). If you have more than one Co-PD, use the “+” button to add more. If you do not have any Co-PDs you do not have to enter any information here (even though there are red asterisks).

**Estimated Project FTEs for The Project Duration**: When estimating the number of FTEs for the Project Duration, please keep in mind that 1.0 FTE means 100% of your Purdue employment effort for one year. Just use your best educated guess for the total estimated FTEs for the entire 5 years.

**HELPFUL HINTS:**

For more explanation on this section (or any future section where applicable), you can click on the blue question mark (?) and a HELP box will open to define and explain the section in more detail.

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

For the next several sections, you will just copy and paste text directly from your Project Outline 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.

Please note: Your final approved Project Outline, in its entirety, has been uploaded and attached as a PDF, so do not worry if you have to condense some of the information in these fields to fit in the 8,000 character limit.

Keywords

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. Use the “+” button to separate each keyword or keyword phrase.

HELPFUL HINT: Click on the “more…” button for more information about what is being asked of you in this section.
**Classification**

**Animal Health Component:**
- If the funding source of this project is Animal Health, this field will be prepopulated with “100%” and should be left that way.
- 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.csrees.usda.gov/manualvii.pdf](http://cris.csrees.usda.gov/manualvii.pdf)

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

**Associated Planned Programs:** Choose your associated planned program from the dropdown menu. If you do not have an associated planned program or it does not appear in the list, choose “None of the Above” from the dropdown menu.
Project Proposal

**IMPORTANT**: Please do not upload or remove any files from this page. ARP has already uploaded your final approved Project Outline. If you have any questions or concerns about the attached PDF, please contact Christy Burden in ARP at 494-6047 or cmburden@purdue.edu.

**Please Note**: If the funding source of this project is Multistate Hatch or Renewable Resources Extension, the project proposal tab will not appear here.

Assurance Statements

Please answer the assurance statement questions regarding your project.

**IMPORTANT**: If you have mentioned the use of animals or human subjects anywhere in your project outline or in the project initiation and you answer “no” here and do not provide IRB or IACUC approval information, your project will either be Declined or Deferred by NIFA.
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.

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.
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 Christy Burden at cmburden@purdue.edu (or click the NOTIFY ARP button below) to notify ARP 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 ARP of Project Submission**