REEport Directions for Progress Reports

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.

FORGOTTEN PASSWORD (or first time users): If you have forgotten your password or if this is your first time using the NIFA Reporting Portal, go to the website at 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 Rich at 494-6047 or cmrich@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 Rich at 494-6047 or cmrich@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 **Progress Report** icon or Progress Report at the top menu bar.
The Track Progress Reports page will open. 

**Do not enter anything in the search fields!**

Instead, Look in the Progress Reports in Draft folder (by clicking on the folder icon) to find your project.

To begin completing the progress report, open the report by clicking on the title of the project (or any other underlined text except “PDF”).
**Cover Page**

There is nothing to enter on the cover page. Just check the title to be sure you clicked on the correct report.

It would be a good idea to make a mental note of the reporting period start and end dates on your cover page. The reporting period will be referred to several times within the report.

Click **Next**.

**Helpful Hint**: You can view your original Project Proposal (**federal formula projects only**) and all Past Progress Reports for this project (if applicable) by clicking either of those options at the top. You may find it helpful to have those open in another tab or window when completing your current report.
Participants

Project Director: Your name and contact information should be listed here.

Co-Project Directors: If your Co-PDs have changed, please let Christy Rich (cmrich@purdue.edu) know and also make a note of it in the Changes/Problems tab at the end of the report.

Actual FTEs for this Reporting Period: 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. 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 each in, click on the blue question mark in the REEport application.
Participants (continued)

Student Count by Classification of Instructional Programs (CIP) Code:

If any Student FTEs are reported, then it is now required to enter any applicable CIP codes, and vice versa. The data entered into the Undergraduate, Graduate, or Post-Doctorate CIP fields, are the Number of Students that worked on the project, and therefore must be **whole numbers**. The CIP code chosen should reflect the student’s major field of study.

Click **Next**.

**Example:**

In the example to the right, you will see that we listed 1.0 for graduate students and 0.5 for undergraduate students in the **Actual FTEs for this Reporting Period** table. Therefore, it was necessary to show two things in the **CIP Code** section:

1. How many actual students do the FTE numbers represent
2. What is the major field of study for each of the students

We listed 2 in the **Undergraduate** section with CIP code 01.00 which, for our example, meant that we had 2 general agriculture undergraduate students working about 10 hours per week (0.25 FTE each). We also listed 2 in the **Graduate** section with code 01.09, which meant we had 2 animal sciences graduate students working about 20 hours per week (0.5 FTE each).
Target Audience

The target audience(s) you describe should include only those that your efforts reached during the current reporting period; this may mean that the audiences you list are only a subset of the all those you included on your project initiation.

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.

Click Next.
**Products**

**Publications:** This is where you will list products such as Book Chapters, Books, Conference Papers & Presentations, Journal Articles, Thesis & Dissertations, and Websites.

Report only the major publication(s) resulting from the work under this project/award. If there is a publication that occurred any time throughout the life of the project thus far but that you have NOT YET INCLUDED on a previous progress report, then you should include it here (click View Past Publications if you aren’t sure if you’ve reported a publication already). There is no restriction on the number. However, agencies are interested in only those publications that most reflect the work under this project/award.

List one product at a time. To add more products, click the blue “+” button.

**Patent(s) and Plant Variety Protection(s) (PVP):** Identify inventions for which patents or plant variety protection (PVP) has been or will be sought. **If you do not have any to list, leave this section blank.**

Click Next.

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

Use the drop down menu to see the full list of other products to choose from.

If you do not have any other products to list, check the box next to **Nothing to report**.

Click **Next**.

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**PLEASE NOTE:**

For each of the remaining sections of this report, there is an 8,000 character limit per box. 8,000 characters equates to approximately two single-spaced pages, so you should not have to worry about running out of space.
Accomplishments

What was accomplished under these goals?
First, write a statement of 1 to 2 paragraphs describing the IMPACT of your project. You’ll want to answer these questions:

- What did you discover?
- What did you learn?
- What new knowledge was created?

It is imperative that this portion of your report be written in plain, non-technical language.

Next, briefly report on all objectives that were stated in your project initiation. For each objective, report on the major activities completed / experiments conducted; data collected; summary statistics and discussion of results; and key outcomes or other accomplishments realized.

What opportunities for training and professional development has the project provided?
Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project.
Accomplishments (continued):

How have the results been disseminated to communities of interest?
Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

What do you plan to do during the next reporting period to accomplish the goals?
If there are no changes to the agency-approved application or plan for this effort (i.e. nothing was submitted through the "project change" module), click the box for "nothing to report."

Click Next.

Changes/Problems

Major changes include:
- major problems or delays that may have a significant impact on the rate of expenditure;
- significant deviations from research schedule or goals;
- unexpected outcomes;
- or changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

If you had none of the above, click the box for "nothing to report."
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 report for review.
Once you click **Submit for Review**, you will be redirected to the **Track Progress Reports** page.

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

1. The blue announcement text above **Track Progress Reports** should read, **Progress Report has been submitted for Organization review.**
2. Your report should have moved from the **Progress Report(s) in Draft** folder to the **Progress Report(s) Pending Submission to NIFA** folder.

**IMPORTANT:** You must email Christy Rich at cmrich@purdue.edu (or click the NOTIFY ARP button below) to notify ARP that you have submitted your report for review. Marshall Martin (marshallmartin@purdue.edu) will then review your report and submit it to USDA-NIFA.

Thank you!

**Notify ARP of Report Submission**