**REEport Directions for Multi-State Hatch 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.

**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](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 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 **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. Most of that information has been entered for you.

Right Click on Link to NIMSS and click Open in New Tab or Open in New Window. This will take you to the project’s homepage in the NIMSS system. Having the homepage open while you are filling out your project initiation will be very helpful as you’ll most likely want to refer to what is there while filling out the various tabs to follow.

If Project Number is blank, please contact Christy Rich and she will provide you with your project number.

If any of the information on the Cover Page is incorrect, please contact Christy Rich at 494-6047 or cmrich@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).

*Please Note:* The Co-PDs would be the other participants from Purdue that are listed on the Appendix E in NIMSS. If they are not listed on the Appendix E in NIMSS, please contact Christy Rich cmrich@purdue.edu to have them added.
Participants (continued)

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.

<table>
<thead>
<tr>
<th>Role</th>
<th>Faculty and Non-Students</th>
<th>Students within Staffing Roles</th>
<th>Computed Total by Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Undergraduate</td>
<td>Graduate</td>
<td>Post-Doctorate</td>
</tr>
<tr>
<td>Scientist</td>
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<td>0.0</td>
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</tr>
<tr>
<td>Professional</td>
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<tr>
<td>Other</td>
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<td>0.0</td>
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<tr>
<td>Computed Total</td>
<td>0.0</td>
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<td>0.0</td>
</tr>
</tbody>
</table>
Goals

The objectives have already been imported into the Project Initiation from NIMSS. Please place a check mark in the boxes that correspond with the objectives that you (and your Co-PDs if applicable) will be working on.

Click Next.

Products, Outcomes, Audience, Methods, and Summary

For the next several sections, you can copy and paste some of the text directly from your Multistate Research Project Summary from NIMSS. You may need to cut it down and do some editing, but much of the information is already in that summary in NIMSS.

PLEASE NOTE:
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

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 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: Enter the Knowledge Area, Subject of Investigation, and Field of Science Numbers you listed on your Appendix E in NIMSS. 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.
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.

1. Are Human Subjects Involved? ☐ No ☐ Yes
   - If YES to Human Subjects
     - Is the Project Exempt from Federal regulations?
       - Yes
       - ☐ No
         - If no, is the IRB review Pending?
           - Yes
           - ☐ No
             - Human Subject Assurance Number

2. Are Vertebrate Animals Used? ☐ No ☐ Yes
   - If YES to Vertebrate Animals
     - Is the IACUC review Pending?
       - Yes
       - ☐ No
         - Animal Welfare Assurance Number

This performing organization agrees to assume primary responsibility for complying with the Animal Welfare Act (7USC. 2131-2156), Public Law 89-544, 1996, as amended, and the regulations promulgated thereunder by the Secretary of Agriculture in 9 CFR Parts 1, 2, 3, and 4. In the case of domesticated farm animals housed under farm conditions, the organizations shall adhere to the principles stated in the Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching, Federation of Animal Science Societies, 1999.

3. Biosafety of recombinant DNA

This performing organization agrees to assume primary responsibility for complying with both the intent and procedures of the National Institute of Health (NIH), DHHS Guidelines for Research Involving Recombinant DNA Molecules, as revised. A link to the guidelines can be found on the NIFA web site at: http://www.nifa.usda.gov/business/awards/assurance.html
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 Rich at cmrich@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!