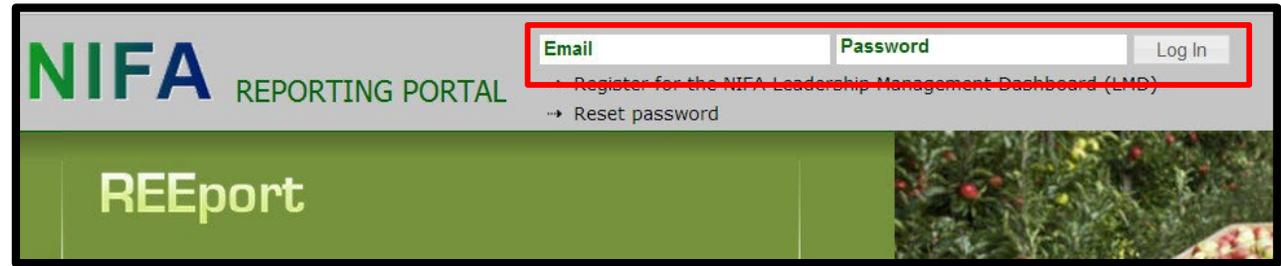


REeport Directions for Project Initiations

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.

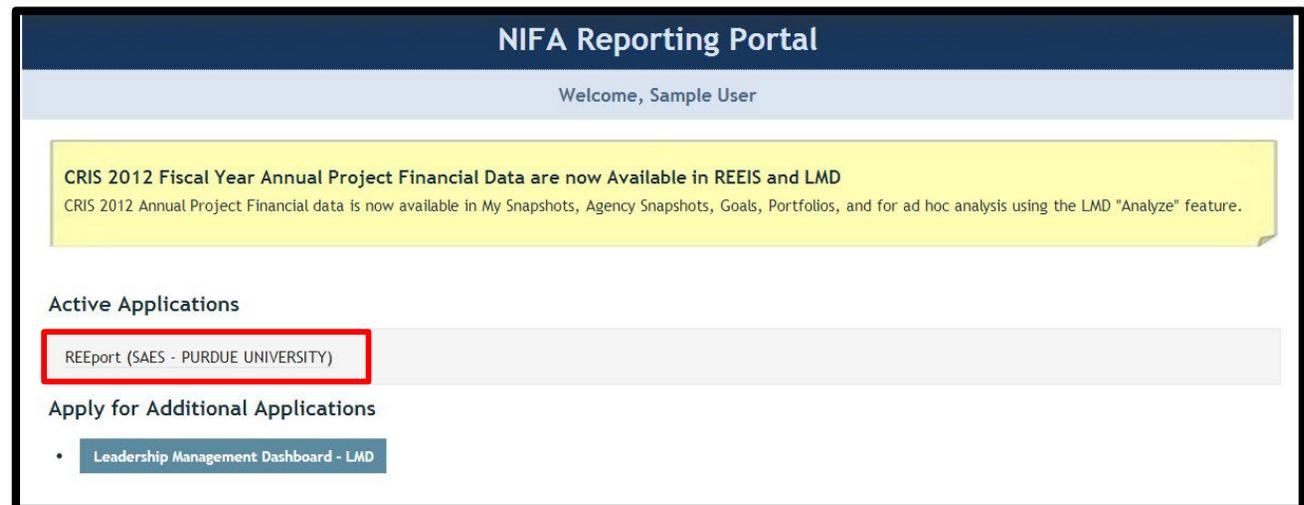


FIRST TIME USERS: If this is your first time using the NIFA Reporting Portal or you have forgotten your password, go to the website at portal.nifa.usda.gov, click on Reset Password, then follow the instructions on the next screen.



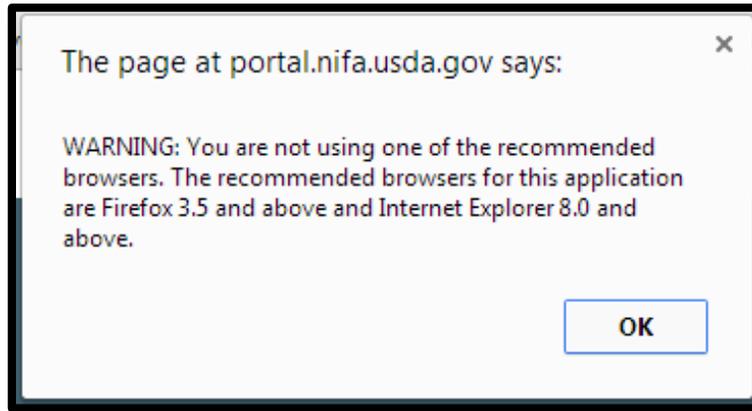
Please Note: If the system tells you that your email address is not recognized, please contact Julie Estrada at 494-6047 or estradaja@purdue.edu to troubleshoot the issue.

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

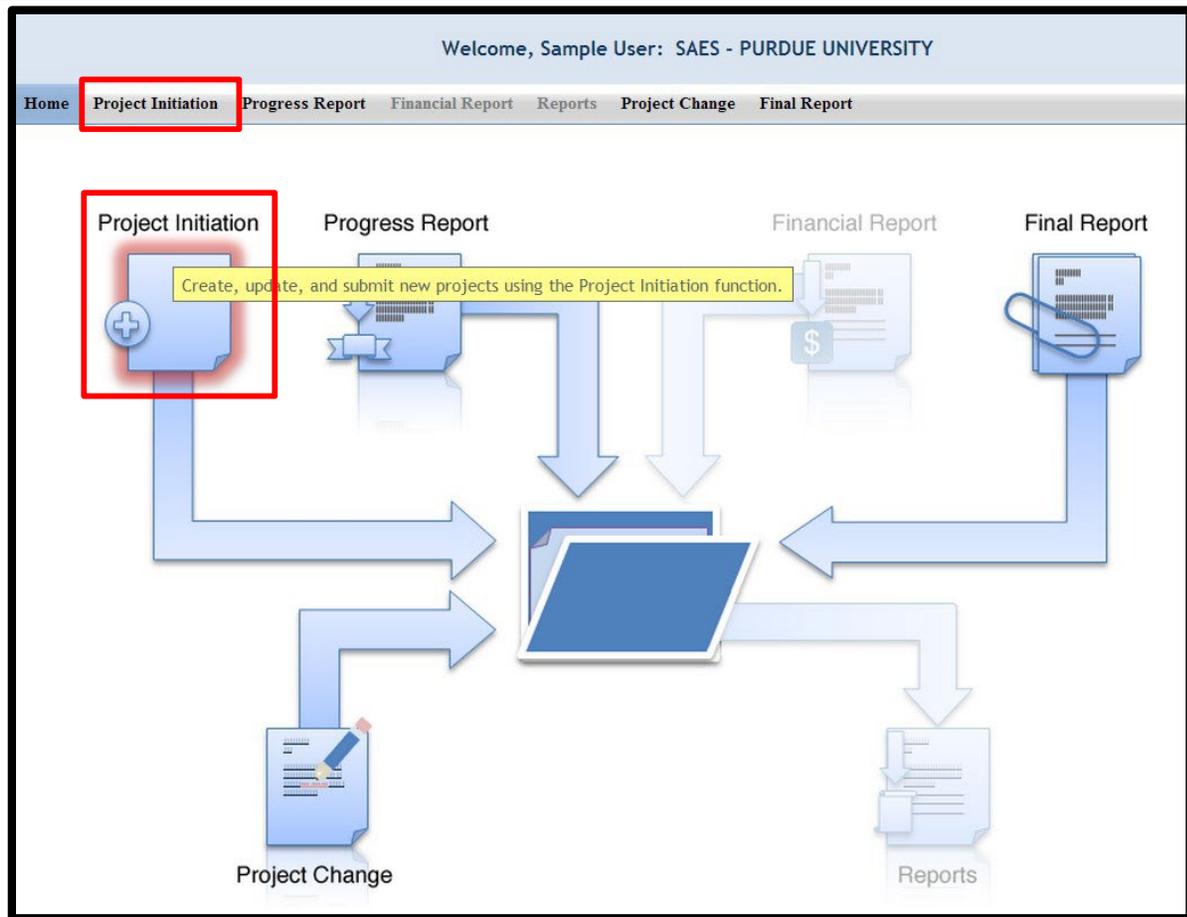


Please Note: If you do not have REeport (SAES – PURDUE UNIVERSITY) under active applications or you only have REeport (PURDUE UNIVERSITY) without the SAES, please contact Julie Estrada at 494-6047 or estradaja@purdue.edu. You must use the SAES (State Agricultural Experiment Station) portal.

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 cmburden@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)	GRANT555555	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 ARGE. If you have not already been given a project number by ARGE, 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"/> 01234567	
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-	
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 

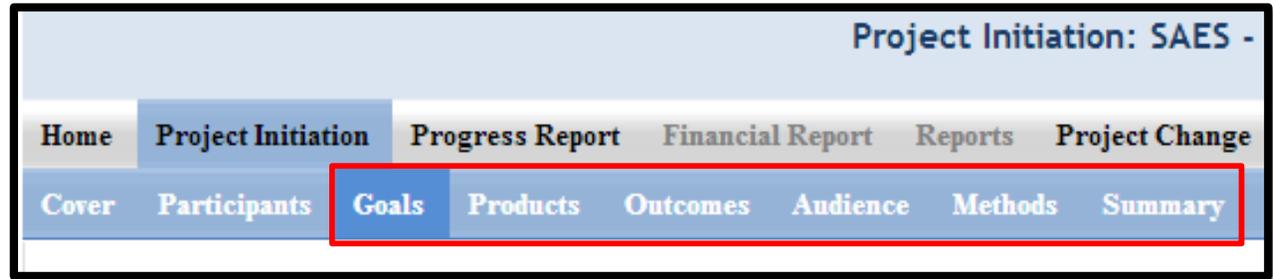
Role	Faculty and Non-Students	Students within Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Professional	<input type="text"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

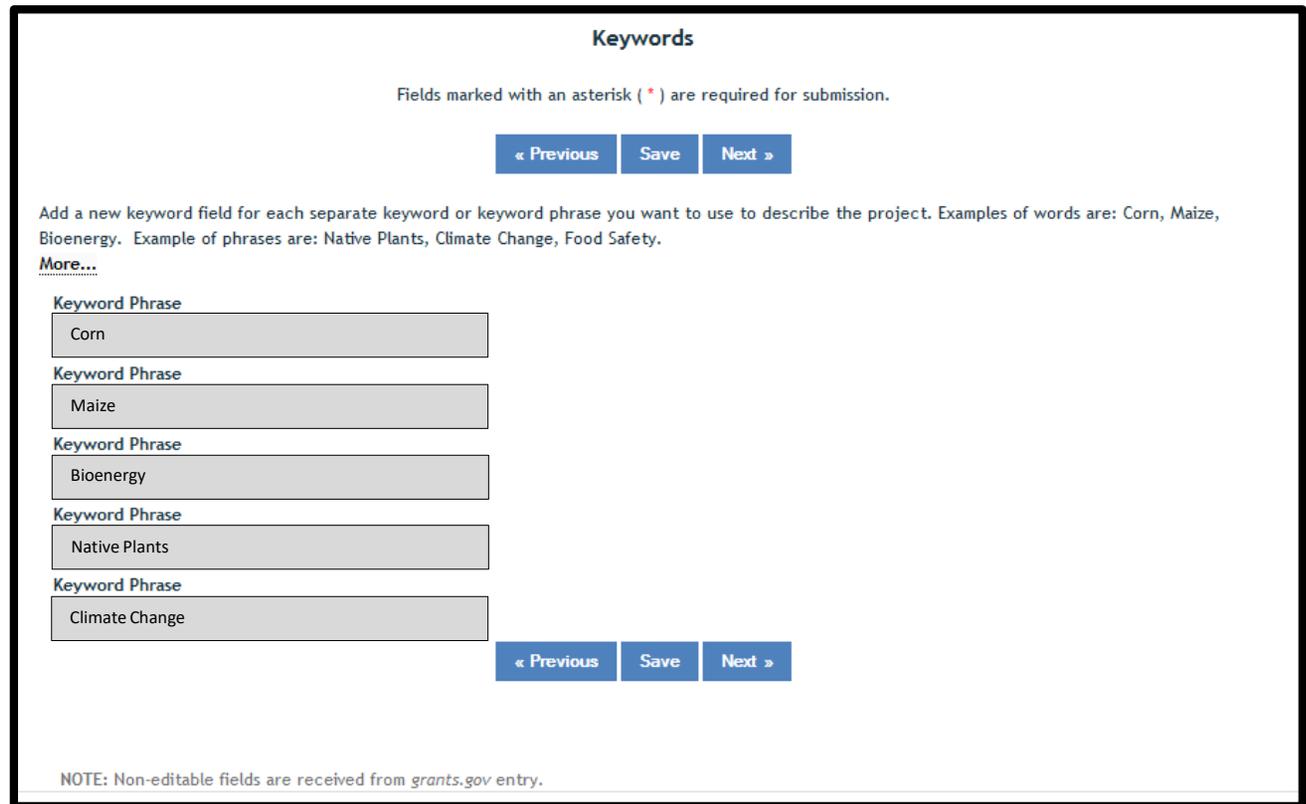
For the next several sections, you will just copy and paste text directly from your grant document(s) into these fields. There is an 8,000 character (including spaces and punctuation) limit for each text field in REEport. Therefore, if any of the sections from your project outline are longer than 8,000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



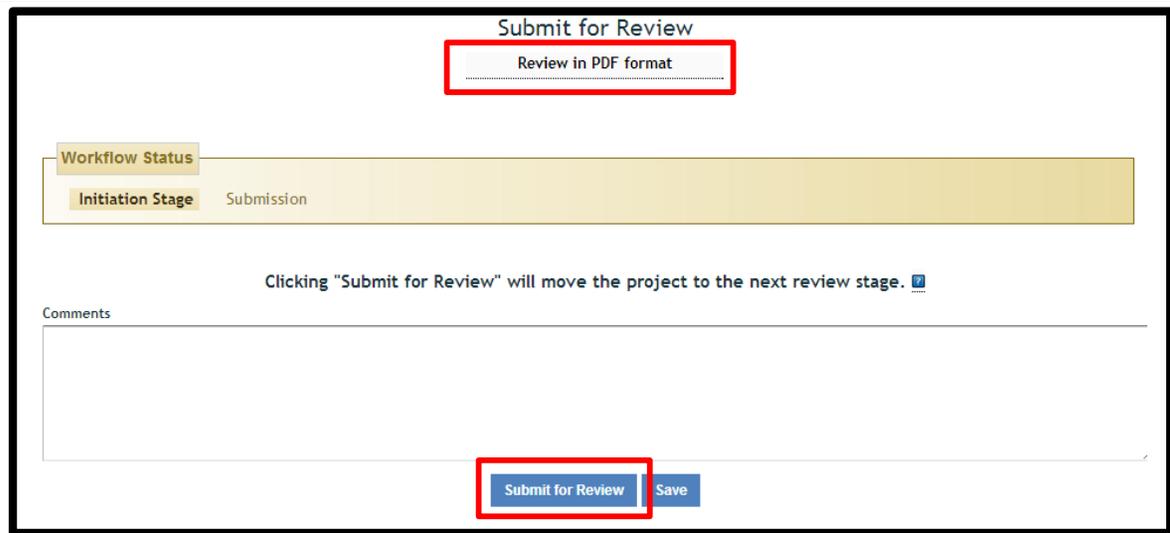
Submit for Review

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

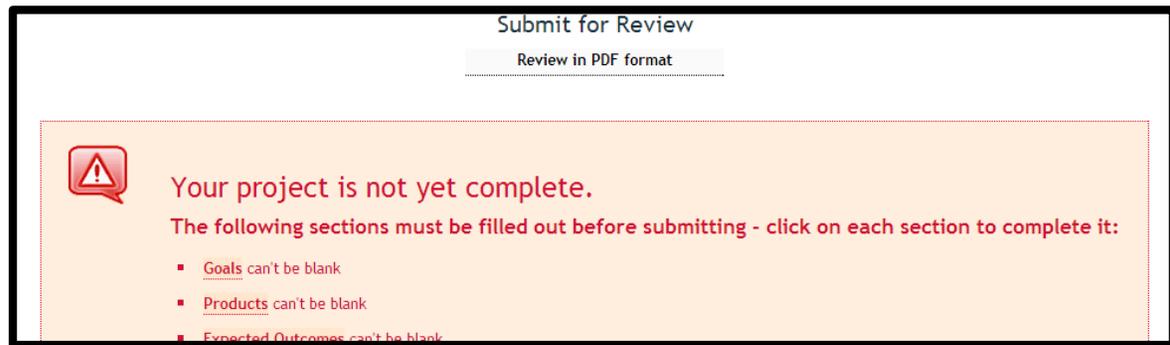
We recommend that you save a PDF copy for your records by clicking on Review in PDF Format and then saving a copy to your computer.

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.



The screenshot shows the 'Submit for Review' interface. At the top, there is a red-bordered box containing the text 'Review in PDF format'. Below this, a yellow bar indicates the 'Workflow Status' as 'Initiation Stage' with the sub-status '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' (highlighted with a red border) and 'Save'.



The screenshot shows the 'Submit for Review' interface with an error message. At the top, there is a grey-bordered box containing the text 'Review in PDF format'. Below this, a red-bordered box contains 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:'. Below the text are three bullet points: '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 should email Julie Estrada at estradaja@purdue.edu to notify ARGE that you have submitted your project for review. ARGE will then review your Project Initiation and submit it to USDA-NIFA.

Thank you!

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. A blue notification box with a red border contains the text: "Project has been submitted for Organization review." Below this is the "Track Project Initiations" section, which includes a "Message Board" with contact information for Christy Burden. A search form is present with fields for Accession Number, Project Number, Proposal Number, Performing Department, and Project Director, along with "Search" and "Clear Search" buttons. Below the search form is a "Create a New Project" button and links for "Expand All Folders" and "Collapse All Folders". A folder view shows "0 Project(s) In Draft Stage" and "1 Project(s) Pending Submission to NIFA". A table with a red border displays project details:

Accn #	Project	Grants.gov	Proposal #	Department	Proj. Dir	Funding	
(None)	IND0555555	GRANT5555555	2014-55555	Sample Title	Department Name	User, Sample	NON FOR... PDF