PROCEDURES FOR

ARC PROJECTS

Revised - April 2015

Agricultural Research Center
Washington State University

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THE PROJECT SYSTEM, AN INTRODUCTION

The project system is fundamental to the operation of the Agricultural Research Center at WSU because it establishes budgets for salaries and other expenses and provides base projects for extramural support. It is the key ingredient in the management of all WSU agricultural research within the state. Without an active project, no money can be spent on supplies, no personnel can be paid, no grant or commission funds can be spent, and no travel can be authorized. In short, no funds can be received or expended.

The project system provides the basis for establishing the accountability of our research program. We will not continue to receive state, federal, or industry grants if the work that we do cannot be justified on the basis of its benefit to the citizens of this state and nation. The project system is unique in that research direction and goals are provided in a large part by researchers and users. Unlike most management systems, direction and policy decisions are influenced to a large degree by input that flows up the system rather than down.

Additionally, the system enables researchers to participate in a national network of research information that classifies research by subject of investigation, problem area, and academic discipline. This helps avoid duplication of research effort and provides information to other researchers throughout the United States. It also is a most useful tool, when properly used, for describing our research program to our constituents.

Strong emphasis is placed on maintaining an accurate up-to-date project system for both accountability and documenting the importance of research in sustaining healthy agricultural and natural resource sectors and the well-being of individuals within the state of Washington. The establishment and maintenance of such a system depends largely upon WSU researchers. Without the participation of agricultural scientists, the system cannot succeed.

The Hatch Act of 1887 established the State Agricultural Experiment Stations (SAES). Hatch funds are appropriated by Congress each year and distributed to the states on a formula basis, which includes a base allocation for each state plus an allocated amount based on the percentage of farm and rural population in the state compared with national farm and rural populations.

Wording of the Hatch Act, as amended, authorizes SAES to "conduct original and other research bearing directly on and contributing to the establishment and maintenance of a permanent and effective agricultural industry in the United States." The Administrative Manual for the Hatch (Experiment Station) Act as Amended also states "Research may be conducted on problems of local, state, regional, or national concern". (Source: personal correspondence, Henry Bahn to Vicki McCracken, 1997).

DEVELOPING AN ARC PROJECT

At all times, research faculty must be an active member of one or more of the following ARC projects: (a) individual, (b) team, and/or (c) Multi-State research.

A new faculty member with a partial or full-time research appointment should generally plan to develop and submit a research project through department or research center channels to the ARC within **4 months** following employment. It is recognized that new employees must be allowed adequate time to explore and identify research that is needed before beginning the process of project development. New faculty members should seek the counsel and guidance of their department chair/center director soon after employment concerning the development process. An approved ARC project is necessary in order to pay the **salary** of that faculty member and the associated staff and graduate students. The new faculty member can also elect to join another researcher's project immediately and then develop their own project later. Discuss this option with the Chair/Director and also the Project Director of the research to determine if this is a good fit for everyone.

Researchers who wish to form teams to explore and identify research areas may submit one ARC project to cover all members of the team. The lead researcher will be responsible for gathering information from each team member to write the initial proposal, the yearly progress reports, and the renewal proposals. Research teams may be composed of members from within one or more departments and must have a research appointment through the ARC. After the proposal and **R**esearch, **E**xtension, and **E**ducation **P**roject **O**nline **R**eporting **T**ool (REEport) forms have been approved by the USDA, team members may elect to end their individual ARC projects. The research portion of each team member's salary will be assigned to that project. Therefore, it will be incumbent on each team member to ensure that project renewals are sent to the ARC in a timely manner well before the termination date of their project.

Once an ARC project has been approved for a new faculty member, that project number can be used until retirement providing the revised project proposal is submitted to the ARC two months before the termination date in order to get NIFA's approval before it ends. **Be aware that the new REEport system will no longer allow back-dating the start date of the project.** It will only accept the current day's date as the earliest submission date. The process and timeline for submitting a new and revised proposal is the same.

The researcher should plan adequate time for the initiation or revision of a project. **New or revised projects should reach the ARC office at least 60 days before the work is actually to start.** Failure to prepare new project proposals or to revise existing ones on time increases the work of the department/center clerical staff, the ARC staff, and personnel and finance offices. (A sample timeline for submitting paperwork for Hatch, McIntire-Stennis, and Animal Health projects is shown on page 86 of this document.) The revision of a project is as important as the annual progress report. No funds can be expended on projects that have passed their termination date, resulting in faculty and staff salaries and operations being charged temporarily to research administration. Obviously, such charges do not accurately report research and/or administrative costs and cause considerable additional work as noted above. Please submit project revisions at least 60 days in advance of termination date.

The research project (new or revised) must follow the specified project Outline described on pages 8-9.
The amount of detail provided should be adequate to clearly describe the research effort, but in many cases is less than that required for most competitive grant proposals.

THE FIRST STEP

Consult Your Chair/Center Director
The first step to take in developing an ARC research project is to discuss the research need/opportunity with the department chair or center director. This allows them to determine at an early stage whether the proposed project fits into the Department's or Center's research objectives and priorities and if resources required to conduct the proposed research are available. The researcher needs to initiate a CRIS (USDA/NIFA) search and any other relevant searches at this time if they have not already been made. The direct link to the site is: http://cris.nifa.usda.gov/. Click on the Assisted Search link and fill in data fields to find your research topics.

<u>**REEport (USDA/NIFA) Search**</u>

The REEport System is USDA's computer-based documentation and reporting system for on-going agricultural and forestry research conducted primarily within the USDA/state agricultural experiment station system. NIFA information should be used to plan research, avoid costly duplication, determine current areas of emphasis, and establish valuable contacts.

> **Information stored in the USDA CRIS computer system can be obtained two different ways thru the CRIS system:**
>
> From the REEport site: To do a search that lists many ways to find research, use the CRIS search online by logging in to the following NIFA Portal URL: https://portal.nifa.usda.gov/portal/
> - Scroll down to the Heading "Link to Other Systems"
> - Find: CRIS in the middle section
> - Click: Select the hyperlink to the CRIS System
> - Find: Look for the Heading "Search CRIS on the left side in the gray area
> - Select: **Assisted Search** (follow the instructions)
> - Select: **Search** (the red typed **Records retrieved** area will show if the search found any results with the words or phrases entered above)
> - If one or more records are retrieved, scroll down and select **Display Results**:
>   - The screen will display basic information about the first 10 projects using the keywords you provided. You may click on "More" beside any of the projects to obtain additional information about that project including objectives, approach, and last progress report.
>   - Also, you may click on the researcher's name and you will obtain information about all of that researcher's projects that are a part of the CRIS website.

> There is another way if you prefer to have NIFA do more of the search for you:
> - Login to: https://portal.nifa.usda.gov/portal/
> - Scroll down to the Heading "Link to Other Systems"
> - Find: CRIS in the middle section
> - Click: Select the hyperlink to the CRIS System
> - Find: Look for the Heading "Search CRIS on the left side in the gray area
> - Select: **Professional Search**
> - Click on the box "Edit"
> - Enter keywords to search on in the large blank field
> - Use the drop down menus for "Search Aids" and "Search Fields" to get a better sort
> - Look at the "Hit Count" area to see the number of any items found
> - Hit "OK" to take you to the next screen where you can click on the Edit box to view
> - If you do not find what you want, go back and use different search parameters

The procedures to develop a new project or revise an existing project require preparation of online USDA/NIFA forms as well as external documents that will be used for review purposes or uploaded to REEport before the project is submitted.

> **The <u>online</u> REEport forms are:**
> a. Project Initiation
>   i. Used to propose or revise a project and where the research is briefly described.
>   ii. Project codes are selected here as well to classify the research by research Knowledge Area, Subject of Investigation, and Field of Science.
>   iii. Assurance Statement: used to inform NIFA whether human subjects or animals will be used on the project. (If either of these are used, additional documentation of the current WSU Review Board approvals will be required)

The WSU forms are:
   a. Project Outline: Twelve categories as specified by NIFA are completed and peer reviewed. It is uploaded into the REEport Project Initiation online program.
   b. Peer Review Compliance Report Form: completed by the Department/Center when the project Outline has been reviewed by 3-4 persons with expertise in the field but who are not collaborating on the project. The form is signed by the Chair/Director. **A sample of the "Request to Review a Project" and the "Peer Review Compliance Report Form are on pgs. 89 and 90.**
   c. **See page 87 for a Checklist form that can be used to track the completion of documents**

   Annual Reporting online through REEport:
   1. Progress Report (Formerly the AD-421): used to report research progress on an annual basis.
   2. Final Report (Formerly the AD-421): used to report the last progress since the annual report was submitted and up through the end of the project.

Detailed instructions for preparing REEport forms are included here and online at: "REEport User Manual: Understanding NIFA Reporting Policies and Data Entry Requirements for Agricultural Research Projects" at: http://www.nifa.usda.gov/business/pdfs/reeport_user_manual.pdf

THE SECOND STEP

Describe the Project
Describe more specifically the proposed project and discuss it with the Chair(s), Center Director(s), and researcher(s) of cooperating department(s), if any. Obtain advice on statistical design for the proposed research, if needed, at this stage. Consult with other faculty that are doing similar research.

THE THIRD STEP

Develop a Project Outline
The researcher, now called the Project Director (PD), should follow the format presented below and include all categories listed:

Title
A brief, clear, specific description of the subject of the research is required (limited to 175 characters). The title, used by itself, should give a good indication of the scope of the project. For example, titles like "Potato Fertilizer Requirements" are generally too broad. More specific boundaries of the project should be shown with titles such as "Manganese Requirement of the Potato."

Personnel
List participating faculty members within the College of Agricultural, Human, and Natural Resource Sciences. Also name cooperators from other colleges or states. Do not list graduate students, research technicians, or post-doctoral associates.

Institutional Units Involved
List each subject-matter unit in the agricultural experiment station and any other units of the institution contributing essential services or facilities. The responsibilities of each should be indicated. If there is an advisory, coordinating, or directing committee for the project, the official title of the committee should be listed.

Cooperation
List the U.S. Department of Agriculture or other station, institution, or agency expected to cooperate on the project. *If the project is Hatch/Multi-State, also list the group's number (i.e., W-6, NC-1023).*

Justification

In this section, present:

1. The importance of the problem to agriculture, natural resources, and rural life of the state and region;
2. Reasons for doing the work, (such as the needs the project will fill), and doing the work at this time;
3. Ways in which public welfare or scientific knowledge will be advanced.

Previous Work and Present Outlook

Write a brief summary of pertinent, previous research on the problem (citing the more important and recent publications from the USDA/NIFA search as well as from WSU), the status of current research, and the additional knowledge needed to which the project is expected to contribute. Append literature citations at the end of the project outline.

Objectives

Present a clear, complete, logically arranged, numbered list of the specific objectives of the project.

Procedures

State the essential working plans and methods to be used in attaining each of the stated objectives. The procedures should correspond to the objectives and follow the same order. Designate the phases of the work to be undertaken. Indicate the location of the work and the facilities and equipment needed and available. Use a procedure that will provide data suitable for statistical analysis wherever appropriate. In the statement on procedure, show that the research has been carefully planned and provides for changes when they are necessary to improve the work. Be as specific as possible about the statistical design for the proposed research.

Probable Duration

Estimate the maximum time likely to be required to complete the research originally planned and to publish the results. Whenever any material change in the objectives of a project is advisable, prepare a new or revised project outline. Revise the project outline if a major change in procedure results during the research. Projects aligned with Multi-State Research or grants have specific termination dates; all others cannot be longer than five years (including any extensions). The ARC presently establishes all new and renewing projects for the five year maximum. A project can be terminated early if it does not need to be active for the full five years. After five years, the project can either be revised for another five or terminated.

>   **Note:** If this is a McIntire-Stennis project, then include the Timeline Table in this section.

Financial Support Needed

Present estimated annual allotments, by funds, to salaries and maintenance. Base the estimates on analysis of requirements for labor, equipment, supplies, travel, and other operating expenses. This information is used to assess the resources required for accomplishing the proposed research.

   Acceptance of the proposed research does not represent a commitment by the ARC to directly provide these resources. In nearly all cases, the PI will be expected to obtain most of the needed funding through grants and contracts.

Expected Impacts

The SAES conduct research with the goal of providing information and technology essential for the future success of agricultural and natural resource based industries and the well-being of society, particularly in rural areas. The experiment stations continually need to demonstrate greater accountability in their research efforts. **Conducting research that is relevant to the clientele and getting information and technology from these programs into the hands of those who can utilize it is critical to the success of the experiment station.**

This is a short section (1-2 paragraphs, maximum) written in LAY TERMS that summarizes the practical relevance of the proposed research (e.g., what are the benefits, who will benefit, etc.), and identifies specifically how the results will be disseminated so that the research will reach potential beneficiaries.

Peer Review of Project Outline

Per the NIFA Federal Assistance Policy Guide: Institutions must have an established merit review process for internal review of Capacity grant projects (Hatch, Hatch/Multi-State, McIntire-Stennis, Animal Health), which must be detailed in the Plan or Work.

The next step in developing the project Outline is the peer review. The principal investigator transmits the project outline to the Departmental Chair or center Director, along with names and contact information of 3 or four persons who can be potential reviewers. They must have expertise in the subject, are not cooperating on the project, and do not have to be from WSU. If cooperating departments are involved, representatives from all relevant disciplines must be included.

See page 89 for a suggested letter requesting a peer review. Clerical support can adapt this for each review.

The peer review of all new or revised projects is an important step in maintaining high-quality, productive research programs. The review provides the project leader an opportunity to have competent scientists objectively critique the proposed research.

The Science and Education Resources Development—NIFA requires verification of peer review to be submitted with new or revised project requests. To comply with this requirement, a **Peer Review Compliance Report** must accompany each new or revised project submitted to the ARC office. **A sample Peer Review Compliance Report is shown on page 90 of this booklet and may be copied.** This document may be revised as deemed appropriate for the particular unit.

If asked to review a proposal, some guidelines are given below. Use these to the extent that it is practical for a particular project to help provide a uniform reviewer format. These questions are also in the Request Letter.
1. Does the outline clearly state the problem to be solved or specify the nature of the knowledge to be sought?
2. Are the objectives clearly stated and sufficiently specific that accomplishment within a reasonable project duration can be expected?
3. Do the procedures suggest reasonable approaches to the accomplishment of each objective?
4. Does the outline give evidence of the leader's familiarity with **essential** literature, concepts, and methods relevant to the research?
5. Are the experimental materials, methods, samples, and criteria of measurements likely to provide interpretable results?
6. Are adequate provisions made for the scientific competencies essential to the conduct of the research?
7. Are definable benefits being sought; and, if so, are they attainable from the successful pursuit of this research? Have appropriate means been identified for disseminating the research findings?
8. Is the project likely to contribute significantly to the cumulative knowledge of the discipline and the targeted clientele?
9. Does the proposed study complement on-going research in the department or in other departments at WSU? Have relevant individuals or units been contacted for possible cooperation?

Consider the Reviewer's Comments

Next in the procedure is consideration of the reviewer's comments and suggestions. If the Chair or the project leader wishes to do so, hold a meeting of the peer reviewers and scientist(s) who prepared the project. The project leader can then respond criticisms and recommendations of the reviewers.

Prepare a Final Draft of the Outline

The next step is to prepare a final draft of the proposed project. It is the responsibility of the Chair/Director to insure that all recommendations from reviewers have been carefully considered, incorporated, or rejected with adequate justification in the final draft. An electronic Word.doc copy of the final version of the Outline is sent to the ARC for final review, editing, converting to .pdf and uploading to REEport with the project packet.

Use of <u>Human or Animal Subjects</u> *(Formerly called the Assurance Statement CSREES-2008)*

If the project involves research or data collection with human subjects (including experiments, surveys, questionnaires, interviews, or observation of behavior), animal subjects, and/or DNA/RNA, extra forms must be requested and processed. Go to the website http://www.research-compliance.wsu.edu/

1. **Human Subjects**. For the Human Subject Approval Form, Institutional Review Board (IRB), go to the website http://www.irb.wsu.edu/, concerning using humans as part of a research project and using human subjects. Or contact the Office of Research Assurances Institutional for further information at 509-335-7183.
2. **Animal Subjects**. For the Animal Subjects Approval Form, Animal Care and Use Committee (IACUC), go to the website http://www.iacuc.wsu.edu/ . Or contact the Office of Research Assurances for further information at 509-335-7183.
3. **Use of DNA/RNA**. <u>The data for this section is no longer requested by USDA/NIFA here in REEport as it was in CRIS.</u>

If applicable, a copy of the approval memo from the appropriate committee MUST accompany the completed project packet sent to the ARC.

Preparation of the REEport Forms

<u>REEport Documentation</u>

Prepare the Project Initiation forms for submission to NIFA. The Department/Center support person at your location can assist as needed. When you are finished, print out the forms for signature by the Dept. Chair/Director and your department support staff will send them to the ARC for further review. In addition, the electronic Project Initiation forms will be submitted to ARC in the REEport site for final review, editing, and submission on to NIFA by the ARC. It will be moved from "Draft" stage to "Pending Submission" in REEport.

USDA/NIFA requires that all the information for projects be submitted to them by the ARC via the internet. The Site Administrator in the ARC will make the final submission under ARC's authority. Editing can still be done up until this point. Please call if you need to do any editing after you sent it to the ARC through REEport. The data can be sent back to you for your continued use or minor edits can be done for you in the ARC.

Following are instructions on logging-in to REEport and completing the forms.
To assist you, there are screen prints of the pages you will see as you move through the process.

   For assistance, please contact Ellen Yeates in the ARC at: eyeates@wsu.edu   (509-335-4563)

Start at the NIFA Reporting Portal located at: http://portal.nifa.usda.gov

As your name is added to REEport as a PD (Project Director), you will receive an email to your WSU email address to confirm receipt and to take you through the process of selecting your password.

As a PD, you will be assigned a User Role that will enable you to complete the Project Initiation and Progress Report forms. You will also be able to submit them to the next level (the ARC) for review either by yourself or through your Department's or Center's clerical support. Clerical support personnel will have authority to review and edit your forms as well before they are sent forward. As in CRIS, both faculty and clerical support User Roles will not allow anything to be submitted directly to USDA/NIFA.

As needed, forms may be electronically sent back through REEport with attached comments to the PD for major revisions. The forms can be edited and forwarded again to the ARC.

INTRODUCTION to REEport

What is REEport?

REEport is the National Institute of Food and Agriculture's (NIFA) singular non-formula grant (including competitive) and formula grant project reporting system, building on and replacing the previous Current Research Information System (CRIS) web forms system as of May 6, 2013.

REEport) — NIFA's primary grant reporting system— utilizes the Research Performance Progress Report (RPPR), a standard progress report format that federal research agencies are required to use. The system collects technical and financial data about projects NIFA has funded and allows grantees to report significant accomplishments and impacts of their research, extension, and education work.

Background
As part of this electronic workflow process, NIFA designed a notification system that allows all persons connected to a project (Site Administrator, Project Director, National Program Leader, NIFA Administrative Staff, other Site Administrative Staff) to receive automatic email notifications relevant to their involvement in the project approval and project progress monitoring process.

NIFA administers several formula funded research programs. Each formula funded program is subject to a set of administrative requirements as set in the *Administrative Manual for the McIntire-Stennis Cooperative Forestry Research Program*; the *Administrative Manual for the Hatch Research Program*; the *Administrative Manual for the Evans-Allen Cooperative Agricultural Research Program*; and the *Administrative Manual for the Continuing Animal Health and Disease Research Program*.

The United States Department of Agriculture (USDA), NIFA also administers several competitive, peer-reviewed research, education, and extension programs, under which awards of a high-priority are made. Once awarded, the REEport system is used to set up these programs with USDA / NIFA.

REEport is the vehicle through which NIFA performs its required data collection for research project initiation and progress reporting. This information collection is necessary in order to provide descriptive information regarding individual research, education, extension, and integrated activities and to document expenditures and staff support, as well as monitor the progress and impact of such activities.

Who uses REEport
Two groups use REEport: external grantees/partner institutions and internal NIFA staff.

1) External users include Project Directors who have received funding from NIFA and other staff at their institutions, such as Authorized Representatives (ARs), Site Administrators, and Financial Administrators. Project Directors are required to use REEport to submit initial project plan data in order to receive their funds and also for submitting annual accomplishments reports and final technical reports.

REEport can be used by any person who receives funding through NIFA formula research grants or non-formula research, Extension, or education grants or state funded agricultural research grants.
The following is a list of those who might be considered a "REEport User":
- NIFA Non-Formula (including competitive) Grantee (Project Director)
- NIFA Formula Grantee (Project Director)
- State Funding Grantee (Project Director)
- LGU Institution Site Administrator (SA)
- Other Cooperating Institution (OCI) Project Director or Site Administrator (OCI=non-LGU College/University, private company/business, etc.)

2) Internal users include NIFA staff who review and approve project data, ensuring proper technical language and scientific classifications have been included in reports, as well as high-quality accomplishments and impact statements.

REEport is accessed through the NIFA Reporting Portal. Upon logging into the Portal, users who have active accounts see a REEport link under "active applications". Users may use the "reset password" link on the Portal login screen if they do not remember their password. Users who do not know if they have an active account but think they need to use REEport should email Ellen in the ARC at eyeates@wsu.edu to determine if access to REEport is needed and to have the ARC set up a user account. This would apply to Project Directors and departmental support staff who have responsibilities for entering, editing, and sorting REEport forms data.

REEport Online Tools
Consult the REEport Guide for Project Directors for instructions on submitting Project Initiations, Progress Reports, and Final Reports in REEport at: http://nifa.usda.gov/resource/reeport-guide-project-directors.

The REEport Operational Reports module
This tool in REEport is a search utility that allows Site Administrators (the ARC) and Assistant Site Administrators (department clerical support for REEport) to generate and export various status report regarding all of the projects managed within WSU's REEport site. This provides greater flexibility and insight to assist with the management of reporting requirements.

Benefits of REEport

- As part of REEport's implementation, NIFA transferred existing data in CRIS to REEport and then terminated the applicable component of CRIS. For the existing projects that reported to CRIS, the awardees began reporting to REEport. This transfer of data provided a seamless transition for awardees that had previously been using CRIS Webforms and eliminated the need for them to re-enter any previously entered or approved project data.

- REEport better addresses NIFA accountability and reporting needs by supporting limited use of program-specific data fields and the ability to upload documents such as portable document files (PDF) into reports.

- With the implementation of REEport, NIFA formally eliminated the requirement to submit an annual Financial Report (old form AD-419) for non-formula grants (Annual Financial Report data is still be required for formula grant projects). A module in REEport has been set up to provide this data.

- Pre-planned improvements to REEport include the ability to allow Hatch and Evans-Allen projects to be linked to planned programs in the Agricultural, Research, Extension and Education Reform Act of 1988 (AREERA) Plan of Work Information System, which will simplify the preparation of State Annual Reports. Each Hatch and Evans-Allen project in REEport will be linked to a Planned Program in the Plan of Work. Once this link is made, expenditures, FTEs, and possibly Knowledge Area Classifications can then roll up into the Plan of Work system, thus eliminating points of double reporting and discrepancies between the two systems.

- Implementation of REEport facilitates the transition to the Research, Education, and Economics Information System (REEIS) as the primary source of information on the research, education and extension programs; projects and activities of the USDA and its partner institutions previously hosted by the CRIS system; including REEIS' Leadership Management Dashboard.

For more up-to-date information on REEport, please visit the REEport Webpage on the NIFA website at: http://nifa.usda.gov/tool/reeport

The webpage includes software development updates, newsletters, reporting/data links, and other current information.

Overview of REEport

What does NIFA mean by "module"?

Each "module" can be thought of as a "type of report" in REEport. A module in REEport is a section of the software that is composed of multiple sub-sections or "screens" that will walk you through the data fields that you must fill in before submitting that particular "report type."

Example: If you are in the "Project Initiation" section of REEport, then you are entering data on various screens in order to submit the "Project Initiation" form at the end of the section. Thus, when you come to the end of the Project Initiation section in REEport and you've entered all your data, you will click "submit" in order to send your Project Initiation Report/Form to the next stage - "Pending Submission." The ARC will now review it.

Modules in REEport

Upon official deployment of REEport in 2013, there are three report types, supported by the software: Project Initiation, Progress Report, and Final Termination Report. These report types are housed in "modules," where the reports are created, edited, and submitted. A fourth module is also available, called "Project Changes." This module does not produce a report type, but it is a place where electronic changes to various data fields of an existing project may be edited. A fifth report type and module, Financial Report, is used by BFO to report expenditures. The sixth module is "Reports" that can be used by Site Administrators and Assistant Site Administrators to produce data in a variety of sorting choices to track operations of projects from Project Initiation through Final report. The Site Administration module is only used by the ARC to manage membership and site configuration.

Together, these modules support the federally required collection of research project data and associated progress, financial and impact/results reporting. These modules/reports are based on the forms previously used in the CRIS system, known as the AD-416, AD-417, Assurance Statement, AD-419 and AD-421:

- Project Initiation (combination of old AD-416/417)
- Progress Report (old AD-421)
- Financial Report (old AD-419)
- Project Change (new change form not previously used in CRIS)
- Final Termination Report (old AD-421)
- Site Administration (only accessible by the Site Administrator in order to setup institutional database.
- Reports (Operational reports can be searched and sorted per the capabilities of the old CRIS system)

Definitions of Modules

Project Initiation

The Project Initiation section in REEport takes the place of the old AD-416 and AD-417 Forms used in the CRIS Webforms system. For NIFA funded grantees, certain fields on the Project Initiation Form are pre-populated with information about the project based on what their Site Administrator has set up for them and/or based on data pulled from CREEMS (award data for non-formula competitive grants projects). This module is intended to gather all relevant research project proposal data for NIFA review. The information entered must be sufficient to explain the objectives of the project and how results will be achieved. Upon submission, the project initiation report from this module is routed electronically to a NIFA National Program Leader (NPL) for review. The NPL makes the decision to approve, defer, or decline the project.

Progress Report

The Progress Report section in REEport takes the place of the old AD-421 Form used in the CRIS Webforms system. This module is used to provide annual updates on the progress made for both formula and non-formula projects. **Note that the REEport system forces you to submit all progress reports in sequential order.** That means that the system only creates one Progress Report "shell" at time for a given project. It is only once you fill out that form (i.e. "shell") and submit it that the next Progress Reporting "shell" for the next reporting period gets created by the system, and so on until all progress reports are submitted for the life of the project. Note that the final year of any project will not have a progress report. Rather, it will have a "Final Report" in which you will report major accomplishments and associated data for the DURATION of the project (see Final Report definition below).

A new feature of the Progress Report that differs from the AD-421 format is the reporting of Full Time Equivalents (FTE's). In the Project Initiation module of any project, you are asked to ESTIMATE the total number of FTEs that will support the project over the DURATION of the project (the ARC will fill in this section with a standard 0.10 amount in the "Scientist" section since it is not required to be accurate – just to get the project through the submission phase). In subsequent Progress Reports for that project, the ARC will report the ACTUAL number of FTEs that supported the project just *for that reporting period only*. There is also the link to the CIP Codes directory on page 76 for the FTEs for student participant FTEs that are used in REEport. Again, the ARC will determine the CIP codes based on the names of student participants.

Financial Report
The Financial Report section in REEport takes the place of the old AD-419 Form used in the CRIS Webforms system. Note that the implementation of REEport marks an official policy change of no longer requiring non-formula grantees to report expenditures. The only REEport users who need to submit Financial Reports are those who are grantees of any of the formula research funds: Hatch, Hatch Multi-State; Evans Allen, Animal Health, and McIntire Stennis, and Renewable Resources Extension. (Note: this means that the CAHNRS BFO office will be the only group reporting expenditures on behalf of all the formula projects).

Project Change
The Project Change section in REEport is used to make changes to Projects that are already in "Active" status. Some project changes require NIFA approval, and others do not. If the project does require NIFA approval, the PD or SA must submit changes to NIFA and await NIFA approval before the changes become permanent. The Project Changes module also allows PDs and SAs to view the history of changes that have been made to the project over its duration). Sometimes, a progress or final report cannot be submitted until a pending change at NIFA is approved. This must be taken into account in order to meet reporting deadlines.

Final Report
You will note that in the old CRIS system, the exact same form was used for both Progress Reports and Final Reports. In REEport, these two report types are differentiated by title and section in the software. While submission of a Progress Report provides required progress data, it does not change the status of the project. Submission of a Final Report is what triggers the status of a project to change from "active" to "completed" (i.e. "terminated"). Users will notice that the Final Report follows the exact same format as the Progress Report. However, the Final Report pertains to the DURATION of the project, not just a yearly reporting period, which is what is covered by each of the previously submitted Progress Reports. For the Final report, publications not previously reported may be included as part of the outputs for the duration of the project.

Example:
A 3 year project runs from Oct/2012 through Sept/2015. There will be two progress reports: one covering the reporting period from Oct/2012 - Sept/2013 and one covering the reporting period from Oct/2013 - Sept/2014. After those two Progress Reports have been submitted, a Final Report will be submitted that covers the entire 3 year project duration from Oct/2012 - Sept/2015. Thus, there will be no Progress Report for the period Oct/2014 - Sept/15.

IMPORTANT NOTE: There is one major exception to the above rule on reporting against project duration – that is how the project reports FTEs. *When reporting ACTUAL FTEs in the Final Report, you must report only FTEs starting from the most previously submitted Progress Report to the submission of the Final Report (i.e. a "reporting period's" worth and not the project duration's worth).* In the above example, the FTEs you would report in the Final Report would cover only the period from Oct/2014 - Sept/2015.
> *Policy Note:* Final Reports must be submitted by all formula and non-formula grantees. Failure to submit this report will result in the PD being suspended from receiving any future grants from NIFA until the report has been submitted.

Site Administration: (only accessible by the Site Administrator in order to setup institutional database.

Reports: Operational reports can be searched and sorted per the capabilities of the old CRIS system. Now projects can be found by End Dates, the reports that are due, old progress reports can be viewed, etc.

Research Project Types – Requirements & Due Dates

A NIFA formula funded project (Capacity Grant) is any research project funded by one of the following five formula funding lines:
- Hatch (1862 Land Grant University (LGU only))
- Hatch Multi-State (1862 LGUs only)
- Evans-Allen (1890 LGUs only)
- McIntire-Stennis
- Animal Health
- Renewable Resources Extension

Washington State University is the Land Grant University (LGU) for the state of Washington as well as the State Agricultural Experiment Station (SAES) for Hatch Multi-State projects.

For formula funded research, Project Initiation needs to be completed by any LGU Project Directors (PD) who has been granted authority by their parent LGU to use a portion of its (the institution's) allocated formula dollars (Hatch, Hatch Multi-State, Evans Allen, McIntire Stennis, Animal Health, or Renewable Resources Extension) to perform approved research. REEport Project Initiation forms must be completed in order to gain approval by NIFA to begin the research and to spend formula dollars on that particular project.

Requirements and Due Dates:

Project Initiation

May be submitted at any time. Upon deployment of REEport, NIFA's policy is that all formula projects are reported on by following the federal fiscal year. Thus, the overall reporting period for each progress report and final report must follow the federal fiscal year (FY) – October 1 thru September 30.

> **Example:** A project initiation is submitted and approved in February of 2015; the first progress report will cover the reporting period of February 2015 through September 2015 (end of FY) and will be due March 1, 2016 (see details below).

Progress Report

Due by March 1 annually for each reporting year of the project but may be submitted within the 90 day period preceding March 1. Per the policy change noted above, formula reporting must follow the federal fiscal year, so each Progress Report still covers one federal fiscal year (or a portion thereof depending on the start date of the project).

If the project begins in the midst of the federal fiscal year, the progress reported on in the first Progress Report is the start of the project through the remainder of the federal fiscal year. All subsequent Progress Reports cover each full federal fiscal year.

> NOTE: REEport works by automatically creating a Progress Report "shell" for any formula project that was "approved" and obtained active status in a given fiscal year. This applies even if the project was only active for a short period of time. For example, a project that was approved and active only from 9/1/2015 through 9/30/2015 will have a Progress Report shell created for it and "due" by March 1, 2016. In theory, the progress report would be a report on only one month's worth of work. NIFA recognizes that such a short period of time may result in there being nothing to report. That is acceptable, and the PD should state "nothing to report" in any text fields which require text.

Each subsequent year's "shell" is created upon submission of the previous year's Progress Report, so the first "full" report of progress in this scenario would come with the second Progress Report, due March 1, 2017 that would cover the reporting period Oct/2015 – Sept/2016.

Financial Report
Due by February 1 for each year of the project. Note that this is a policy change from the former AD-419's, which were due via CRIS Webforms on February 1 each year. The CAHNRS BFO submits this.

Final Report
Due within 90 days of the termination date on the final year of the project. The Final Report may also be submitted at any time during the life of project in order to terminate the project early.

NIFA Non-Formula Funded Projects (Competitive Grants)

A NIFA non-formula funded project is any research project funded by a non-formula funding line or competitive grant that has been awarded to a grantee through the Grants.gov application and approval process. Once a non-formula grant has been awarded, the grantee is notified by a NIFA Program Specialist or National Program Leader that they must use REEport to complete project initiation and subsequent progress and final reports. The ARC will assist in assigning a project number, reviewing, and submitting the forms.

Project Initiation
Should be submitted as soon as the PD receives official email notifying him/her that he/she must log into the REEport system to complete project initiation. While there is no due date for submission of the project initiation, PDs should be aware that they will not be awarded any funds until NIFA has received the project initiation via REEport. Many times, the forms will be requested immediately.

Progress Report
Progress reports are due on the "Anniversary Date." The anniversary date is the month and day of the current year as displayed in the End Date as indicated on the approved project initiation. A PD has a 90 day window to submit the report to be considered "on time." It may also be submitted up to 90 days prior to the anniversary date. Many AFRI grants require this early reporting to determine continued funding.

> **Example:** A project shows a Start date of 06/01/2014 and an End Date of 05/31/2018. The project's anniversary date is 05/31/20xx every year for reporting purposes.

Final Report
Due on the anniversary date of the project and up to 90 days beyond that date to be "on time."

Summary Chart of Due Dates for Formula & Non-Formula Projects

	Formula Projects	Non-Formula Projects
Project Initiation	May be submitted at any time	As soon as notification of award is received, start date may be future dated
Progress Report	March 1. (may be submitted up to 90 days prior)	Anniversary Date (may be submitted up to 90 days prior)
Financial Report	February 1. (submitted by BFO)	Not required
Final Report	March 1 (may be submitted at any time to terminate the project)	Anniversary Date (may be submitted at any time to terminate the project)

State Projects

A State agricultural research project is any state funded project that receives funds from the state in which the research is being performed (and, in some cases, may receive other private or institution funds). They do NOT receive NIFA or federal funds for state projects. The sponsoring agency is always the State Agricultural Experiment Station (the ARC office) that is electing to input such research data into REEport (it is not required or used by NIFA). NIFA provides this access to REEport as a courtesy to assist states in tracking research activities.

Requirements and Due Dates:
In REEport, State projects are treated as formula projects in that all the same modules are available to fill out and submit into the system. However, there are no NIFA-set requirements or due dates for these modules, and the submission of any Project Initiation, Progress Report, Project Change, Financial Report, or Final Report does not require approval from NIFA.

WSU does require annual reports. The State projects report with the formula projects. This means that they are due by March 1 just like the Hatch projects.

> ***Important Policy Note:***
> State projects are permitted to be entered into the REEport system as a courtesy to NIFA partners and to provide them with a system for storing and tracking the projects they choose. However, NIFA does not use, review, or perform any validation of state project data. Entering State projects is left to the discretion and control of the State Agricultural Experiment Station.

General Workflow, Submission and Approval Processes

REEport is designed as a singular reporting system that electronically manages all stages of non-formula and formula projects, from project initiation, to approval (applicable to formula projects only), to termination.

Within the life of any project, the system also manages the electronic workflow of making changes and resubmitting for approvals, sending documents back between organizations (to add information or correct mistakes) and storing copies of all versions of any project. At any point in time, depending on user role privileges, Project Directors, Site Admins, or NIFA personnel may use the system to view electronic data fields.

Generally speaking, all *REEport documents* follow this basic workflow:

<div>

Draft
> Submit for Review (at institution level)
>> Submit to NIFA
>>> Project Status Changes per NIFA Decision

</div>

When thinking about the *life of a project* (not document level, as above), you can think of the workflow always beginning at project initiation and ending with project termination, as depicted below. Remember that the life of a project includes all the various reports/documents that are submitted into the system as part of a project's requirements (formula and non-formula are differentiated below where applicable).

<div>

Project Initiation Draft
> Submit for Review at Institution Level
>> Submit to NIFA for Review
>>> NIFA Decision Made (formula only)
>>>> NIFA Decision Changes Project Status (Draft to Active/Deferred/Declined)

</div>

<div>

Progress Report Draft(s) filled out and submitted chronologically (as many as required by length of the project)
> Submit for Review at Institution Level
>> Submit to NIFA for Review
>>> Project Status remains "active" throughout submission of all progress reports

</div>

<div>

Project Changes may be submitted at any time for an active project (non-formula can only make classification changes)
> Submit for Review at Institution Level
>> Submit to NIFA for Review
>>> Project Status remains "active" throughout submission of all project changes

</div>

<div>

Final Report Draft is always available in REEport to submit at any time to terminate the project (formula only)
> Submit for Review at Institution Level
>> Submit to NIFA for Review
>>> Project Status changes to "complete" once Final Report is submitted
>>> (Note that project status will also change to "complete" if the project's original end date has passed, even if the Final Report has not been submitted & is overdue)

</div>

Note that in the above diagram, the workflow basically repeats itself for a project that is in active status (both formula and non-formula). Associated progress reports, project changes, and the final report for an active project goes through the same workflow and approval process.

It's important to remember that the actual workflow at each institution and for each project varies based on the user roles, the project type, and privileges that have been set up. If you are a project director (PD) who is part of a NIFA partner institution (LGU) then you have a Site Admin that is in control of setting user privileges, such as the "submit to NIFA" capability.

Make sure that all documents you submit for review at your institution level are actually submitted to NIFA in a timely manner. You should always follow through with your SA and ensure that your document is submitted officially submitted to NIFA.

As a PD on a project, you will also receive email notifications from the REEport system alerting you when a major action has been taken on your project. Example: If you do not have submit-to-NIFA privileges, you will still receive an auto-email from REEport alerting you when your project has been submitted. You will also receive an email when a decision (approve, decline, defer) has been made on your project (formula only).

Getting Started – Project Data Entry

REEport is accessed through the NIFA Reporting Portal at: http://portal.nifa.usda.gov.

Introduction for Project Directors & Other User Roles

Project Directors

Project Directors who are part of a Land Grant University (LGU) and who wish to initiate formula projects must be set up first by their Site Administrators (SA) in order to access REEport. Once their SA sets them up as a new user, the PD will receive an email from REEport asking them to verify themselves and set their password (see "Logging In – First Time User Verification Process" below).

Project Directors who wish to enter project data on Non-Formula Projects (including Competitive Grants) fall into two categories: those who are part of an LGU or other NIFA partner institution (with an already existing "site" in REEport) and those who are independent Project Directors.
- PDs who are part of an LGU: You will need to be set up as a PD by your SA (see above).
- PDs who are independent/not part of an LGU or partner institution: This applies to Non-

Formula Grantees only. You will be recognized by REEport as a PD based on the email address that you submitted as part of your grant application. You will need to go through the "first time user verification process" explained below.

The PD role does have the ability to "submit" projects in REEport but only according to the permissions that have been set up by the Site Admin. For any project, there are two levels of submission permissions: one to the "institution review level" and one to the "submit to NIFA" level. All PDs have the default capability to submit to the first level, but SAs must choose to give them permission to actually "submit to NIFA." WSU does not.

Other User Roles: Admin Support and Reviewer

There are two other user roles in REEport which require access to be granted by a Site Administrator. They are the "Admin Support" role and the "Reviewer" role. These two roles have various viewing and editing capabilities in order to support the overall workflow process, but neither have the "submit" capabilities of the Site Administrator or Project Director.

****

Logging In – First Time User Verification Process

All users must go through a verification process in the portal if they have not logged in before (i.e. if they are not a previous user of REEport or have not logged into the portal for other purposes, such as the Plan of WORK system or to access the Leadership Management Dashboard). You will know if you are an unverified user if you do not have a password. Only users who have set their own passwords are considered "verified."

If you have never logged into the portal before and have not set your own password, REEport is accessed through the NIFA Reporting Portal at: http://portal.nifa.usda.gov.

1. Enter your email and leave password section blank. Click "log in."

2. You will be asked to re-enter your email address and click "send email."

3. In the email you receive (should arrive within 10 minutes), click the link provided. The link will take you to a page where you can set your own password.

4. After setting your password, log into the portal with your email and newly set password.

5. Under "Active Applications," click the "REEport" link. (All REEport users will have a slightly different link name since the name of the link associates them with a particular institution.)
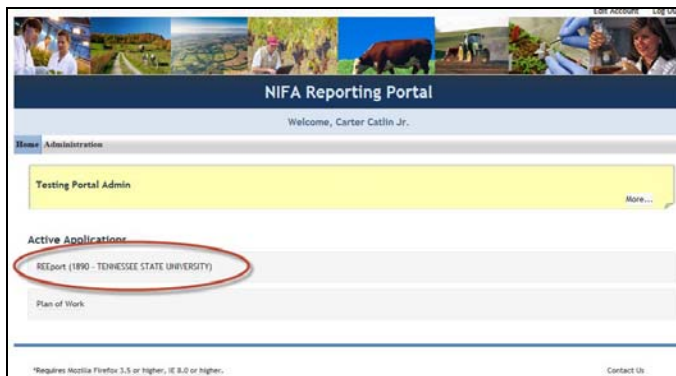
6. You will be brought to your REEport home page, where you have the ability to start New projects and manage existing projects:

Logging In – Returning Users

1. At the portal login page, enter your email address and your password (set by you the first time you logged into Portal. Click "Log In." (If you do not remember your password click the "reset password" link at the top of the portal login screen and follow the instructions).

2. Click the "REEport" link that appears on your welcome page under "Active Applications. (All REEport users will have a slightly different link name since the name of the link associates them with a particular institution.)
   Note: If you do not have a "REEport" link listed under your active applications, that means you have not yet been set up with a user profile; check with your Site Administrator, if you have one. If you do not have a Site Administrator, send an email to reeport@nifa.usda.gov.

3. You will be brought to your REEport home page, where you have the ability to start new projects and manage existing projects.
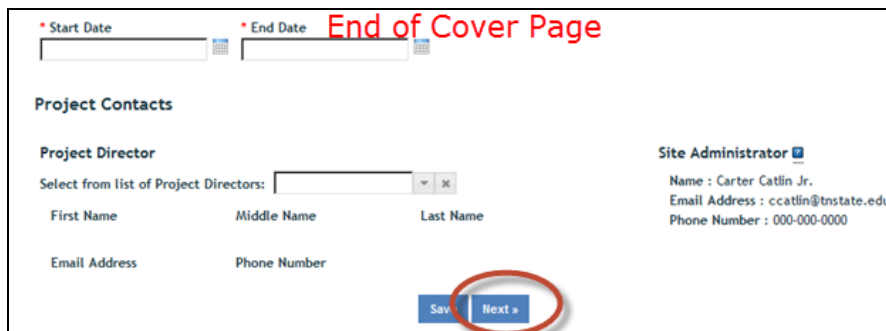
Navigating the Software

When moving from screen to screen in REEport, regardless of the module you're in (i.e. Project Initiation, Progress Report, etc.), you have the ability to use the menu bar at the top, and also to use the navigation buttons provided at the top and bottom of each screen.

Option 1: When moving from "cover page" to "participants' you can click "next," which saves your work and moves you to the next page. Alternatively, you can click "save" which saves your work and keeps you on the cover page.

Option 2: To move to the Participants page, you could then click "Next" or "Participants" at the top of the menu bar. Both options are shown in these screenshots: However, your data will be lost if you have not hit the "Save button first.

Option #1:

Option #2:
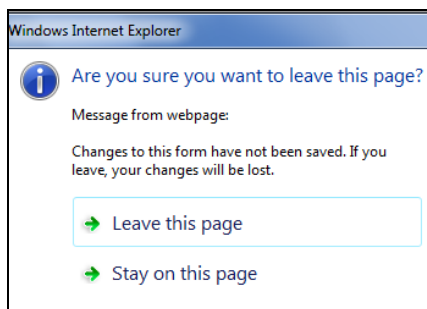
Important note if you choose option #2: Only the navigation buttons in REEport will save your work for you. If you do not click save and use the menu bar at the top to move to the next screen (i.e. clicking "participants" on the menu bar to move from Cover page to Participants page) you will get the following message:
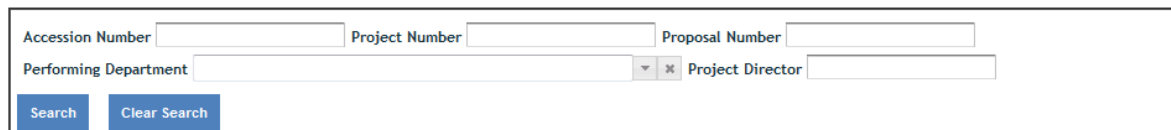
If you get this message, you MUST choose "stay on this page" so that you will have the option to save your work before moving to another page. If you choose "leave this page" your work will not be saved.

Finding, Editing, & Managing Projects

When navigating the software and moving from module to module and from project to project within those modules, it's helpful to remember that every module is set up exactly the same in terms of HOW to find the project you want to work on.

Option #1:
Your first option is to always use the search tool on the home screen of each module. This option is most helpful when you know the exact data to search for at least one of the fields (accession number, proposal number, PD name, etc.); it's also helpful when you're not exactly sure what status the project is in and therefore wouldn't know which folder to look in. Fill in only one field at a time. If more than one is filled in and there are any errors in either field, the database will not find any information at all.

Accession Number		Project Number		Proposal Number	
Performing Department			▾ ✕	Project Director	

Search   Clear Search

Option #2:
Use the "expanded folder" views to see the list of projects in that particular folder. If you know, for example there are three projects you want to work on, one formula and two non-formula that are all in project initiation, you might find it most helpful to expand the "draft" folder and find those three projects within that folder. Click on the heading title and the drop-down list will appear. You can also hit it again to sort by letters or numbers.

⊟ 📂 23 Project(s) In Draft Stage

Accession #	Project #	Grants.gov #	Proposal #	Title	Department	Project Director	Funding Source	View
(None)	iowKStest	(N/A)	(N/A)	Control of Food-Borne Pathogens in Pr...	(None)		HATCH/MU...	PDF
(None)	(None)	GRANT00469387	2008-03943	Developing Predictive Models for Iden...	Animal Science	Christopher Tuggle	NON FORMULA	PDF
(None)	(None)	(N/A)	(N/A)	(N/A)	(None)		STATE	PDF
(None)	(None)	(N/A)	(N/A)	(N/A)	(None)		HATCH	PDF
(None)	iowtest	(N/A)	(N/A)	working	U.S. Pork Ce...	Dorian Garrick	HATCH	PDF
(None)	iowtest	(N/A)	(N/A)	Initiating a state project by PD	Leopold Center	Gwyn Beattie	STATE	PDF
(None)	IOA-IOA-	(N/A)	(N/A)	Test AH project	Animal Science	Kathleen Delate	ANIMAL H	PDF

Important Items to Remember when Moving through Modules in REEport (and this Manual)

- All of the instructions provided in the REEport system (help text is indicated by the icon) and in the following manual sections (Project Initiation, Progress Report, etc.) match the help text that is provided for those fields in the REEport system (indicated by the icon).
- **In this manual, the instructions/help texts are provided in the order that each data field is listed on the page after each screenshot shown.**
- No matter what module you are in, you can always go back to your home screen (click "home" on the top menu bar" to view the large module icons. Click any of them to enter those modules. You can also move from module to module by using just the top menu bar; you do not need to go back "home" first.
- Remember that whenever you enter data on a page, you MUST click one of the navigation buttons at the top or bottom of the page to save your work; while you are permitted to move from page to page within a module using the top menu bar (e.g. moving from "goals" to "products" by clicking those words in the menu bar) doing this will not save your work if you entered anything new on the page.
- Review the screenshots in the "Navigating the Software" section of this manual for more details.

General Project Initiation – Data Field Definitions & Instructions

Project Initiation is the report that must be submitted to NIFA in order for any project to become officially active.

For Non-Formula (Competitve Grants such as AFRI, SCRI)
Even if an award has been made, the Project Director of that project will not receive their funds until the NPL Program Contact receives the project initiation through REEport.

For Formula projects   (Hatch, Hatch Multi-State, McIntire-Stennis, Animal Health)
A PD is not allowed to spend formula funds on their research (block grant already awarded to the institution) until his/her project proposal has been submitted and approved through the proper chains at their employing institution. Once the proposal has been approved, the PD must submit a project initiation through REEport to gain NIFA NPL approval (along with an attachment of the original proposal). Only once the NPL approves the project and puts it in "active" status is the PD allowed to spend formula funds on that research.

To enter the project initiation module of REEport, click either of the two buttons shown here:

OVERVIEW:

Non-Formula Project Initiation (Competitive Grants such as AFRI, NRI, NIFA, etc.)

If you want to fill out the project initiation for a non-formula project that you've been awarded, you can find that project either by typing in the proposal number and clicking search (option 1 below), or you can open your "Drafts" folder and click the project you want to work on (option 2 below).

Option #1:
At the project initiation home screen, type your proposal number or PD name into the appropriate box and click search. It works best if you only fill in one box at a time for a search in case there is a problem with any item.

Option #2:
Open the "drafts" folder and find the grant that you wish to complete project initiation on (this is most easily identified in a longer list by focusing on the "grants.gov#" column, the "proposal #" column, or the "title" column, as these are the columns that best differentiate non-formula from formula projects, especially if you are a PD or SA who has many projects to manage.

After you've created or opened the project initiation you want to work on:

The first "page" (screen) you will come to after either opening a non-formula draft or creating a new formula project (or opening a formula project already in draft) is the Cover page.
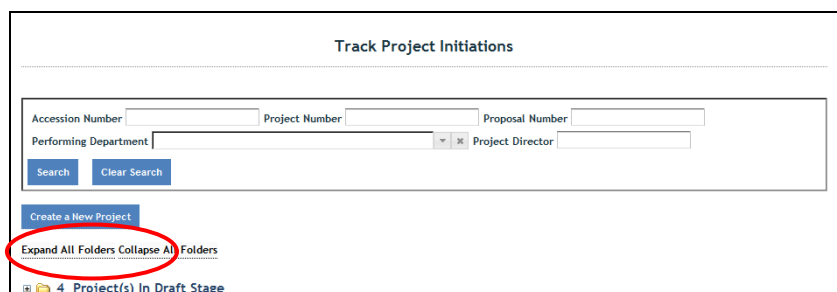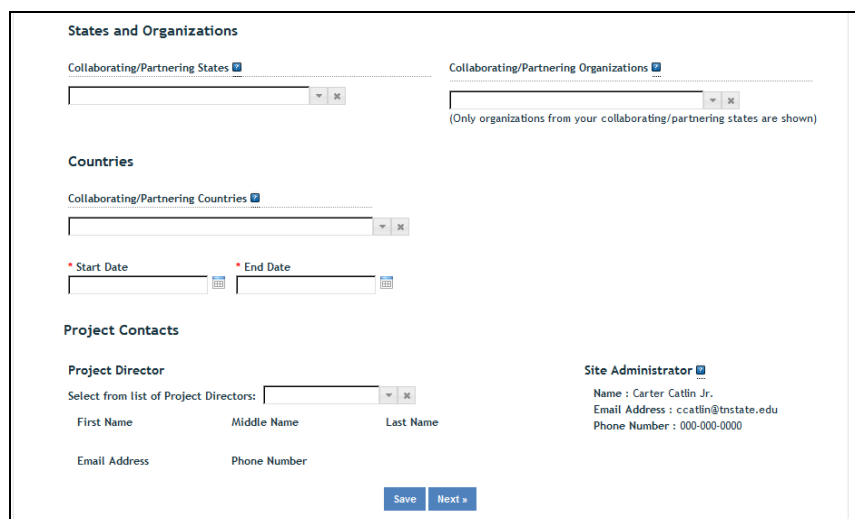
The Cover pages for non-formula and formula both cover the "vital stats," of the project, but they do differ.

The following instructions and information cover the non-formula (competitive grants) Cover page and formula (Hatch, etc.) cover page separately.

OVERVIEW: Formula Project Initiation – Create a New Project or Revise an Existing Project
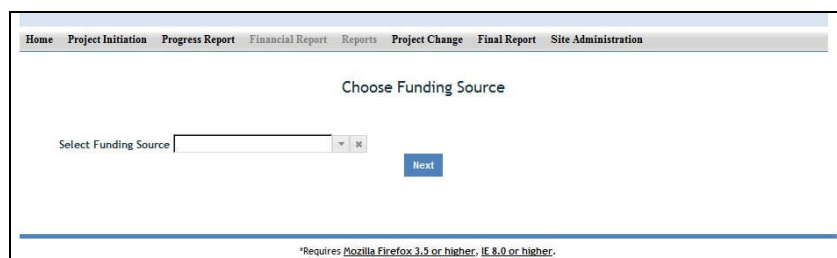
"Creating a New Project" applies to formula projects only – Such as Hatch, Hatch Multi-State, McIntire-Stennis and Animal Health. You will need to create a new project any time there is a new formula project that has been approved through your institution's merit review process and needs NIFA approval before formula funds can be spent on that project – Or if you are revising an existing project to continue present research.

Click "Create a New Project" button:
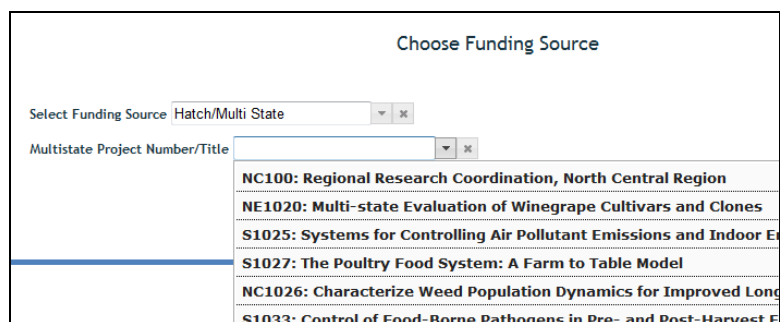
Funding Source
Choose the funding type that will be the funding source of the new project (note that only formula fund types available to a particular institution will appear in the drop down list and only one type may be selected). If you choose "Hatch Multi-State" at this stage, you will also be asked to choose the correct Multi-State project number from a drop down list.

For Hatch Multi-State only:

Selecting the Multi-State group
You must first join as a member of the Multi-State research group in the NIMSS system by submitting an Appendix E form – See the form on page 91. The ARC can assist you with becoming a member. After NIFA accepts WSU as a member institution (if you are the first WSU member to join), then NIFA will download the project information into WSU's list of available active Multi-State projects in REEport. A new project cannot be set up until the Multi-State Project number and title for the current group appears in the drop-down menu.

FORMULA PROJECT INITIATION (Hatch, McIntire-Stennis, Animal Health), State

After you've created or opened the project initiation you want to work on:
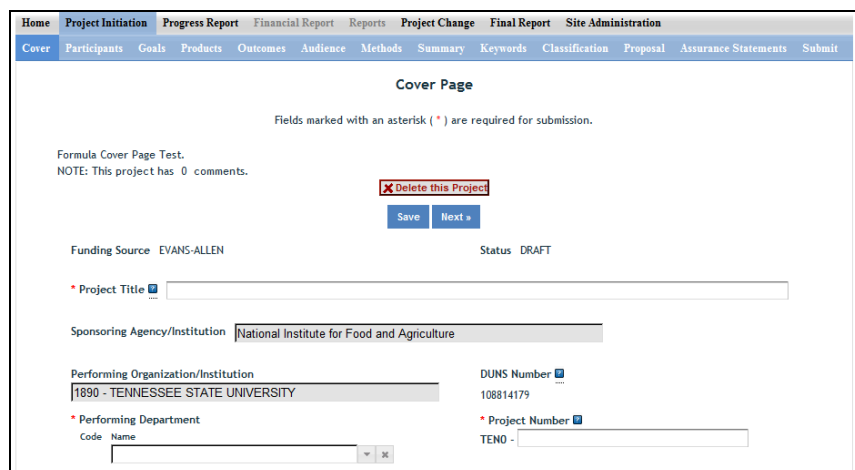
The first "page" (screen) you will come to after either
1. creating a New formula project or
2. opening a partially completed non-formula project in the "Draft" folder is the Cover page.

The cover pages for non-formula and formula both cover the "vital stats," of the project, but they do differ, *so the following instructions and information cover the non-formula cover page and formula cover page separately.*

<div align="center">

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"COVER PAGE" Section

Following is a screenshot of the Cover Page of a **Formula** project. Below the screenshot are all the basic instructions for filling out the data fields, as well as descriptions of data fields that are prepopulated.

Funding Source

The funding source is prepopulated on this page based on what you chose when you clicked "create a new project." The options for formula funding sources are: Hatch, Hatch Multi-State, McIntire Stennis, Animal Health, Evans Allen, and Renewable Resources Extension. Although it is not a NIFA formula funding source, there is also the option for "State."

Status

The status of a project is assigned by the REEport system and starts at the "Draft" section. Various actions taken by the PD, the Site Admin, or NIFA personnel (NPL or NIFA Admin) will trigger the REEport system to automatically change the status and move to another section as appropriate. (Draft to Pending, etc.)

Summary of status definitions and action triggers for automatic change:

Draft - All project types start in project initiation in "Draft" status. Even though a draft project maybe move into additional stages (i.e. your "Submitted" and "Pending Submission to NIFA" folders), the status of the project will not change until a decision action has been taken by a NIFA National Program Leader (NPL). Here are NIFA's possible decisions on the status of the project:

Active - This signifies a project that is has been approved by a NIFA NPL and is currently within the overall project duration dates (i.e. between the start date and end date of the project).

Declined - This signifies a project that has been declined by an NPL; it may not be resubmitted.

Deferred - This signifies a project that has been deferred by an NPL who has requested changes or additional information to be included in the project initiation; it may be resubmitted with appropriate changes in order for the NPL to render a final decision. The ARC will assist in editing the project and obtaining approvals again if necessary before it is resubmitted through the office.

Complete - A project that is complete is one that has either been terminated via the submission of a Final Report or one that is currently outside of its overall project duration dates. This means that a project whose Final Report has not been submitted will still show a status of "complete" if the current calendar date is later than the end date of the project (note: projects in this situation are displayed in the "Final Report Past Due" folder).

Title

The project title is a succinct characterization of the focus and subject of study being performed. Do not include phrases such as "research on," "investigation of," etc. Do not use quotation marks or underscoring. Keep in mind that the title will be used for information retrieval searches, so including specific keywords that are as descriptive of the project as possible is important. Capitalize the project title the same as for a book title.

Sponsoring Agency/Institution

The Sponsoring Agency/Institution is the organization that is funding the project. For all Formula and Non-Formula Projects, the sponsoring agency is NIFA. The exception to this is State projects; the sponsoring agency for these projects is prepopulated with "State Agricultural Experiment Station." This means WSU.

Performing Organization/Institution

The Performing Organization/Institution is the organization that employs the scientist(s) conducting the research.

DUNS Number

Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). For both Formula and Non-Formula Projects, NIFA automatically prepopulates this field with the WSU DUNS number on file for competitive grants and for the capacity grants (formula projects).

Performing Department

The Performing Department is the entity/section at the Performing Organization/Institution to which the Project Director is assigned and performs most of his/her duties and research.

Project Number

The Project Number is an identifier (combination of letters and numbers) subject to the Identification / numbering system used by the Performing Organization/Institution (WSU). While it is recommended that Project Numbers be unique to only one project, NIFA does not prevent PIs from reusing project numbers (as when you are doing a Revision). This most often happens when a given project has been terminated and a new project is being initiated that continues the research from the terminated project. Having the same project number enables the PI to track the research under that single identifier.

> For a NEW project, use the temporary number: WNP0**YourLastName** until the ARC assigns a permanent number before submission.

The Division Station Code **(WNP for Washington State University ARC projects),** as shown above this field, will always automatically be appended by REEport as a prefix to the number entered.

> *Note: NIFA does NOT use project numbers to track projects or to perform data retrieval searches; Accession Numbers only are used for these activities. This allows WSU to keep the same budgets.*

Collaborating/Partnering States
Collaborating/Partnering Institutions
Collaborating/Partnering Countries

> For the above three categories, identify any other states/partnering institutions/countries that are **significantly** participating in this research project. A "significant" amount of participation to a project generally implies that the PD would not be able to realize the major objectives of a project (at all or as effectively) without the participation and support of the other participating state(s).
> **Note:** A "contribution" of effort and/or resources (i.e. SYs/PYs, materials) can be made regardless of whether or not the partnering entity is receiving or contributing actual monies towards the project.

Start Date

For all formula projects, enter the date on which the research will begin operations and funds will begin being expended on this project. **You may not backdate the start date for formula projects.** However, you may future date the start date for projects, as doing so provides you time to obtain the necessary approvals and await availability of personnel or materials to begin your research. If a revision is being done, the Start Date will be the day after the End date of the current project. This date will change if the project is submitted after the Start Date or the NIFA reviewer does not approve the project until after the Start Date – at which time the Start Date will be the date the NIFA reviewer approves the project and sends the notification to WSU.

> *Note: If this is a Hatch, Hatch Multi-State, or Evans Allen Project, you will be asked in the Classification section of this module to associate this project with one or more AREERA State Plan of Work Planned Programs that are listed with WSU's most current Plan of Work. If you skip directly to that section without entering a start date here, the drop down list of Planned Programs will not be populated.*

End Date

For formula projects, the maximum duration of any project is five years. **There are no extensions allowed for any project whose original length was approved at five years.** However, one-year extensions are allowed and do not require NIFA approval for projects originally approved for 4 years or less. An additional one-year extension may be granted, with NIFA approval, for projects that were originally approval for 4 years or less.

- Example 1: A project is approved for 10/1/12-9/30/17. Five year period. No extensions will be granted.
- Example 2: A project is approved for 10/1/12-9/30/16. Four year period. A one-year extension may be entered into REEport by the Site Admin without NIFA approval, which extends the project to 9/30/17.
- Example 3: A project is approved for 10/1/12-9/30/15. Three year period. A one-year extension may be entered into REEport by the Site Admin without needing NIFA approval, which extends the project until 9/30/16. An additional one-year extension may be requested from NIFA, and upon approval, will extend the project to 9/30/17.

Project Director

Select the Project Director for this project from the drop-down list provided. Type in your last name and select the name in the listing that is yours. If you have previously been a participant but not a Project Director, you will not see your name listed. Contact the ARC to be set up in REEport as a Project Director.

If you are listed but have not previously validated your email address, you will need to go through that process so you are activated as a user and can view and edit information in REEport.

PD's Outside WSU (WSU as sub-contractors)

If you are a PD at a NIFA partner Institution (another Land Grant University) besides WSU and you do not see your name listed, you must contact the Site Administrator at your own institution to be set up there as a user and activate your access with your own password. You will process all paperwork through them. WSU participants as sub-contractors to the other institution's PD do not have to set up their own project. They will report data to the PD to use to complete the annual report for which they are responsible.

Site Administrator

This is the REEport Site Administrator (Site Admin; SA) for your institution. ARC support staff are Site Administrators and can answer questions regarding access to REEport. Permission to enter and/or modify data should be directed to your Site Admin.

<center>**********************************</center>

"PARTICIPANTS" Section

Project Director

The fields pertaining to the Project Director are prepopulated according to what is displayed on the Cover Page

Co-Project Directors

Enter the information for all Co-Project Directors (Co-PDs, other Participants). The Co-Project Directors are the other participants who are contributing significant effort and are also listed on the Proposal / Outline. To enter more than one Co-PD, click the "+" sign that appears after the first one has been added. Repeat as needed for additional participants.

Estimated Project FTEs for the Project Duration

FYI: An FTE is defined as the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For most NIFA partners and places of employment a full-time schedule as defined by law equates to 2,080 hours of work (52 weeks multiplied by 40 hours per week). Thus, a person who works 40 hours per week for 52 weeks of a project's duration (i.e. 1 year of a project) equals 1 complete FTE. If that same person works a full time schedule on a 5 year project, then that would be equal 5 complete FTEs.

<center>32</center>

INSTRUCTIONS: NIFA suggests that you enter the estimated full-time equivalent(s) (FTE) that will support this project over the course of the project's duration. **However, since this is a new project, the ARC suggests you only enter 0.1 in the box for "Scientist."** This is just the minimum estimate of the PD's time. The actual FTE's worked will be submitted on the annual reports. This serves to get the project through the NIFA's review.

(The following information is for your explanation only – it describes the general participant categories

- **Scientist:** A research worker responsible for original thought, judgments, and accomplishments in independent scientific study. This includes investigation leaders and project leaders and portions of the time of supervising scientists or staff assistants who meet the preceding definition. Examples: Professor, Associate Professor, Assistant Professor, Scientist.

- **Professional:** A professional does not qualify as a scientist under the preceding definitions but may still significantly contribute to research activities. Professionals usually hold one or more college degrees and have otherwise qualified for employments in a professional category. Generally, professionals have a high degree of research activity responsibility but do not hold principal investigator status or equivalent at the reporting institution. Examples: Department Head, Resident Director, Statistician, Analyst, Assistant Director, Dean.

- **Technical:** Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Examples: Lab Assistant, Mechanic, Carpenter, Machinist, Skilled Tradesperson.

- **Administrative and Other**: These are clerical and support staff who contribute to the nontechnical support of the project. It is often difficult to assess an individual's clerical and labor support to any one project; they usually support groups of researchers of different projects in a broad manner, such as by ordering supplies, typing reports, managing bill payments, performing janitorial work. Examples: Secretary, Typist, Repairman, Janitor, Data Entry.

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"GOALS" Section

What are the Major Goals of this Project?

Provide a clear, concise statement of the goals/objectives of the project. You may use paragraph format or bulleted or numbered lists. There is no minimum or maximum number of goals to include for a project, but all goals should be specific and attainable within the duration of the project and with the available resources (refer back to your estimated FTEs for project duration and the amount of formula funding that has been made available to you). In general, goals should answer the question: What major achievements and milestones does the project hope to realize?

"PRODUCTS" Section

Identify the products/outputs that are planned as a result of this project. You may use paragraphs and/or lists. NIFA considers the terms "products" and "outputs" to be synonymous.
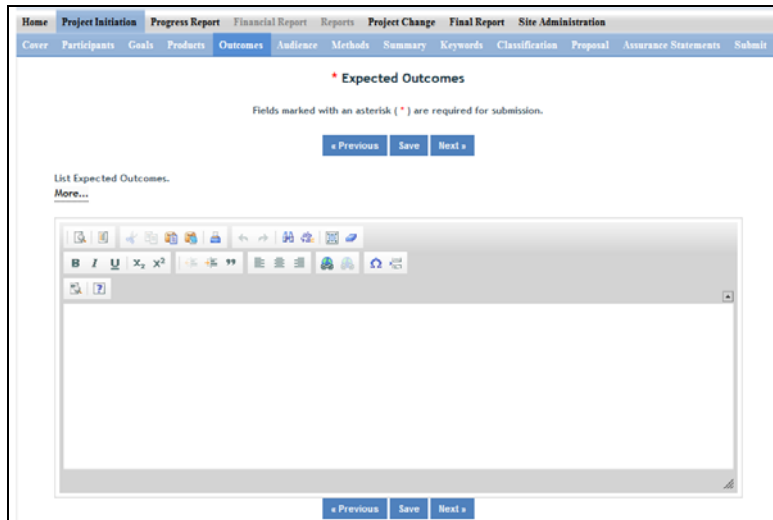
For the purpose of Project Initiation (the module you are in right now), you should include all products/outputs that are expected/estimated to result from the duration of this project.

Products/Outputs are activities, events, services, and products that reach people.

- **Activities include:** conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.

- **Events include:** conferences, demonstration sites, field days, symposia, workshops, and trainings.

- **Services include:** consulting, counseling, and tutoring.

- **Products include:** any publications; audio or video products; curricula; data or databases; equipment or instruments; patent applications; applications for Plant Variety Act protection; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

NOTE: When you complete future progress reports and your final report, you will be asked to differentiate between actual realized "products" (i.e. traditional standard outputs) and actual "other products." In those future reports, the only items that should be included in the "products" section are Publications, Patents, and Plant Variety Protection (PVP). All other products/outputs of the project should be reported under the "Other Products" section. Specific guidance for those sections in future Progress Reports can be found in the help text on those pages in the REEport system.

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"OUTCOMES" Section

Provide a description of Expected Outcomes over the duration of the project. You may use paragraphs and/or lists.

NIFA considers the terms "outcomes" and "accomplishments" to be synonymous. An outcome/ accomplishment is defined as a significant change in knowledge, action, or condition. Outcomes are generally short, succinct statements that start with phrases indicating the occurrence of change. Examples of such phrases are:

- "Increase in the numbers of acres that..."
- "Decrease in the amount of children that..."
- "Increased profits from the sale of..."

Change in Knowledge: For a research project, a change in knowledge can be a breakthrough understanding in scientific knowledge. For education or extension projects, a change of knowledge occurs when recipients of an education or extension activity demonstrate significant learning/information gain in understanding.

Change in Action: A change in action occurs when a significant change in behaviors or practices results from the project's activities.

Change in Condition: A change in condition occurs when a significant change in a condition of societal concern results from the project's activities. If appropriate and available, outcomes should be supported with key, quantitative data, such as number of acres impacted, increased profits, or number of people impacted.

In terms of how the outcome types relate to each other, NIFA considers the highest achievement of any research or extension project to be an outcome categorized as change in condition. This is because a change in condition signifies that changes in action and learning occurred in order to perpetuate the change in condition. The second-ranked outcome type is change in action, and the third is change in knowledge. These rankings are not meant to diminish the importance of changes in action and knowledge. Rather, they are there to show that if you can demonstrate a change in condition, then it is not necessary to also list all the minute associated changes in action or knowledge. Likewise, if you can demonstrate a change in action, it is not necessary to list all the minute associated changes in knowledge.

****

"AUDIENCE" Section

Provide a description of the target audience(s) that will be the focus of efforts over the course of this project.

The target audience(s) you describe on this project initiation should include all of the audiences you plan to reach over the course of the project, even if only for portions of your efforts during certain activities of the project.
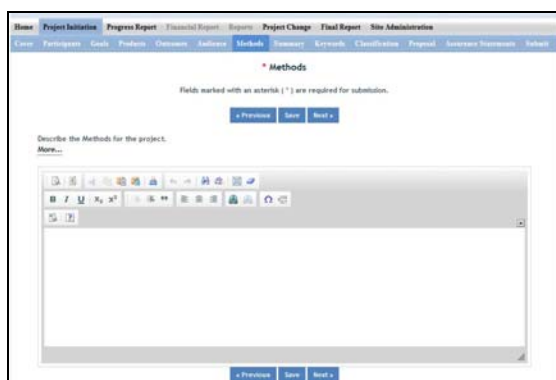
Target audiences include:
Individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged.

Efforts include:
Acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; Internships; workshops; experiential learning opportunities; extension and outreach.

****

"METHODS" Section

Describe the Methods for this Project:
Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. Include a description of how the results will be analyzed, evaluated, or interpreted. Describe the Efforts that will be used to cause a change in knowledge, actions, or conditions of a target audience. Include a description of how the output(s) will be Evaluated and/or quantified for its impact on the intended audience(s).

Defining "Efforts": Efforts include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; workshops; experiential learning opportunities; extension and outreach.

Defining "Evaluation": Demonstrating that evaluation will be part of your project means that you describe the plan/steps to be used to evaluate or "measure" the success of the project. Provide a listing of the types of evaluation studies planned and types of data that will be collected, emphasizing key milestones and measurable or quantitative indicators of success. The project evaluation plan should relate milestones and indicators of success to expected project outcomes/accomplishments and impacts.

****

"SUMMARY" Section

The non-technical summary is your opportunity to briefly sum up the importance of your project in terms that general citizens can understand (i.e. citizens without scientific backgrounds). A good nontechnical summary is composed of 1-2 succinct paragraphs that cover three main points:

1. What is the current issue or problem that the research addresses and why does it need to be researched?
2. What basic methods and approaches will be used to collect and produce data/results and subsequently inform target audiences?
3. Through the methods mentioned above, what ultimate goals does the project hope to achieve?

In answering the above three questions, make sure to provide enough detail so that you are touching upon the main purpose of the project, the expected accomplishments, and anticipated benefits of the research.

Remember that this non-technical summary is designed to enhance the usefulness of the information in the database, especially to legislative and other public audiences.

****

"KEYWORDS" Section

Instructions:

Add a new keyword field for each separate keyword or keyword phrase you want to use to describe the project. Examples of words are: Corn, Maze, and Bioenergy. Example of phrases are: Native Plants, Climate Change, and Food Safety.

The purpose of assigning keywords and key phrases to your project is to improve the retrieval capacity of project information on certain topic areas. The keywords you choose should be as all-encompassing for your project's topic area as possible so that different keywords searched by various queries will still pull up your project information. For example, if your project is aimed at researching new wheat varieties, you will want to include more than the word "wheat" as a keyword. More helpful would words and phrases such as: wheat, wheat varieties, cultivar, and grain.

- **HINT:** 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.

Another way to think of keywords is that they should, collectively, resemble an abbreviated abstract of the project narrative. Keywords can be a word or phrase that represents a concept, and they can fit into three areas or levels: general concept, class or category of research, and specific subject/item of research.

- **General Level** - Refers to overall objectives in the major fields of interest or disciplines. It is best to include at least two general level keywords. Examples: HARVESTING, MECHANIZATION.

- **Class Level** - Refers to classes or categories of subjects or items, and to moderately broad concepts or areas of interest which conceptually group the specific entry keywords into like classes It is best to enter at least 4 class level keywords/phrases. Examples are: MECHANICAL ENGINEERING, HARVESTING LOSSES, CROP DAMAGE

- **Specific Entry** - Refers to the most specific concepts, subjects, or items under study. It includes the specific plant, animal, or microorganism; the specific equipment, processes, approach, technique, or system; and specific properties, reactions or functions. It is best to select at least 4-5 specific entry level keywords or phrase. Examples are: POTATOES, MECHANICAL HARVESTING, HARVESTING EQUIPMENT, BULK HANDLING, SKINNING, BRUSING.

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"CLASSIFICATION" Section

Classification Overview & Codes:

All projects entered in REEport must be classified according standard classification elements which consist of a series of three classification areas:

1. Knowledge Area (KA)
2. Subject of Investigation (SOI)
3. Field of Science (FOS)

Each project must have at least one line of classification; a classification "line" consists of one KA, one SOI, and one FOS. To allow for identification of multiple objectives on a single project, up to ten classification lines may be entered on a single project. All lines must be assigned a percentage. **No line may be less than 10%.** The available codes from which you may choose are defined in the Classification Manual which can be found here: http://nifa.usda.gov/resource/manual-classification

- **Knowledge Area:** An important and highly useful series of classifications is the classification by Knowledge Area (KA). The 79 knowledge areas comprising the KA classification are arranged into nine topic areas.
- **Subject of Investigation:** This Subject of Investigation (SOI) series provides an additional facet for classification. It is generally the object of the research or activity: the class of plant, animal, organism, material, process, procedure, etc., under investigation.
- **Field of Science:** The Field of Science (FOS) classification consists of a modified version of the fields of science used by the National Science Foundation for various government wide reports.

In the future, the project will also be classified according to research being performed in one or more of the 36 areas as designated in the Farm Bill. For a list of the Farm Bill Classification Areas, see page 78.

Animal Health Component

Projects receiving Animal Health formula funds under Public Law 95-113 will automatically be classified 100% Animal Health; this field will be prepopulated with "100%" based on the fact that you already chose "Animal Health" as your funding source when beginning this project initiation.

Other types of projects (both formula and non-formula) demonstrating animal health research may include animal health percentages; that percentage is subject to the Project Director's discretion and should be entered in this field.

Note: IF no portion of this project supports animal health research, you must enter "0" for the percentage; you may not leave the field blank.

AREERA Integrated Activity?

An integrated activity is defined as a jointly planned, funded, and interwoven activity between research and extension to solve a problem; this includes the generation of knowledge and the transfer of information and technology.

> **Hint:** You should check "yes" for this question if this project is a Hatch or Hatch Multi-State Project which is being supported by both Hatch funds (research component) and other funding that supports an extension component of the activity. Examples of acceptable combinations of funds: Hatch and Smith-Lever; Hatch and State extension funds; Hatch Multi-State and State and Other (federal or private) funds.

> **Note:** If you check "yes" for this question, you will be required to fill out the percentage fields that follow to include a percentage for Extension activities.

Research Activities

Once you enter any percentage for the "research" category, additional percentage box fields will appear up on the page asking you to classify the type of research (basic, applied, developmental) into percentages. The percentages on each section must always add up to 100%.

> **Note:** If you checked "yes" that this project is an integrated activity pursuant to AREERA Section 204, then you must fill in the percentage fields here as well.

Associated Planned Programs

Note: If this is a Hatch, Hatch Multi-State, or Evans Allen Project, you will be asked here to associate this project with one or more AREERA State Plan of Work Planned Programs that are listed with WSU's most current Plan of Work. ***If you skip directly to this section without entering a start date previously on the Cover page, the drop down list of Planned Programs will not be populated. Go back to the Cover Page and check if no programs appear here.***

If this project is a Hatch, Hatch Multi-State, or Evans Allen project, this drop down menu is prepopulated with the Planned Programs that the Performing Organization (the 1862 or 1890 Land Grant University which employs the Project Director) currently has on file in its approved AREERA State Plan of Work. Please choose the Planned Program(s) which best serves as the "umbrella" under which this project would fall (i.e. this project supports or adds to achieving the overall goals/objectives of the Planned Program.) You may choose more than one Planned Program and assign appropriate percentages. If you choose only one, you must enter "100" for the percentage.

> **Note that if the drop down list is not populated with Planned Programs from which to choose, that means you have not entered and saved a start date for your project on the Cover page in this module.**

By classifying this project under one of these "umbrella" Planned Programs, NIFA will be able to automatically calculate such items as funding amounts and classifications on behalf of the Land Grant so that they do not have to do so manually in their AREERA Plan of Work or Annual Reports of Accomplishment and Results.

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"PROPOSAL" Section (Formula Only) – Not required for Multi-State

- The ARC will use the PDF upload capability in this section to upload a PDF of your Project Outline (original "project proposal" used in your institution's review process).
- Use the Checklist form on page 87 to track the required sections for writing the proposal Outline.

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"ASSURANCE STATEMENTS" Section (Formula Only) – Not Required for Multi-State

Important: All Formula Fund Project PDs MUST answer Questions 1 and 2 and their subparts.

In the "more section" you will find the NIFA STATEMENT OF POLICY - Institutions receiving NIFA funding for research are responsible for protecting human subjects, and providing humane treatment of animals. To provide for the adequate discharge of this responsibility, NIFA policy requires an assurance by the institution's Authorized Organizational Representative (AOR) that appropriate committees in each institution have carried out the initial review of protocols and will conduct continuing reviews of supported projects
http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf

HOW TO SUBMIT A "FORMULA" PROJECT – Two Stages

First Level – Submit for Review

There are two levels of submission every project must go through. The first level is the "Submit for Review" level. At this level, either the SA or the PD has the capability to submit a project up to the "institution/site" level (the ARC office) for review. This is usually done by the PD when all the errors have been corrected and the PDF copy has been printed out for department signature.

Remember that any project found in the "Draft" folder at the Project Initiation home screen has not yet been submitted for review to the ARC office. The "Submit for Review" in Project Initiation looks like this:

- The submitter (SA or PD) can tell that the project is at the first level of submission by the "Workflow Status" shown in the middle of the screen (red underline). Also, note the red arrow indicating that the project is being submitted "for Review." **To actually submit the project, make sure to click the "Submit for Review" button at the bottom of the screen (red circle).**

- **NOTE**: If there are missing or incorrect data fields in the project, a list of red correction items will show up

- Once the project has been submitted for review, the resulting screen will notify you that you have successfully submitted the project; it will also show you that the project now exists in the "Pending Submission to NIFA" folder (red arrow). This means that it is ready for the ARC office to review once the renewal packet is receive with the signed copy of the REEport Project Initiation forms. The ARC is not notified by the REEport system that a project has been moved from the "Draft" status to the "Pending Submission" status. PD's and departments need to work together to get all the forms completed and then the ARC knows that it is ready for a complete review.

  If the PD or department needs to make edits, the project must be sent back to the "Draft" stage by the ARC department.

- **Print out a copy of the project, have it signed by your Department Chair/Director and sent to the ARC**.

Second Level

A project that is ready for submission to NIFA can only be found in the "Pending Submission to NIFA folder" (red arrow) at the Project Initiation home screen. The Site Administrator will do the submission after final edits have been incorporated and after all signatures have been received.

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NON-FORMULA PROJECT INITIATION (Competitive Grants: AFRI, SCRI, etc.)

"COVER PAGE" Section

MOST ARE PRE-POPULATED FIELDS (Automatically Imported from Grants.Gov)

Funding Source
The field is pre-populated as "Non-Formula" based on information contained in the grant application.

Status
The status of a project is assigned by the REEport system and starts at "Draft." Various actions taken by the PD, the Site Admin, or NIFA personnel (NPL or NIFA Admin) will trigger the REEport system to change the status as appropriate.

Summary of status definitions and action triggers for automatic change:

Draft - All project types start in project initiation in "draft" status. Even though a draft project maybe move into additional stages (i.e. your "Submitted" and "Pending Submission to NIFA" folders), the status of the project will not change until a decision action has been taken by a NIFA National Program Leader (NPL).

Active - This signifies a project that is has been approved by a NIFA NPL and is currently within the overall project duration dates (i.e. between the start date and end date of the project).

Declined - This signifies a project that has been declined by an NPL; it may not be resubmitted.

Deferred - This signifies a project that has been deferred by an NPL who has requested changes or additional information to be included in the project initiation; it may be resubmitted with appropriate changes in order for the NPL to render a final decision.

Complete - A project that is complete is one that has either been terminated via the submission of a Final Report or one that is currently outside of its overall project duration dates. This means that a project whose Final Report has not been submitted will still show a status of "complete" if the current calendar date is later than the end date of the project (note: projects in this situation are displayed in the "Final Report Past Due" folder).

Title
The project title is prepopulated based on the approved grant application.

Sponsoring Agency/Institution
The Sponsoring Agency/Institution is the organization that is funding the project. For all Formula and Non-Formula Projects, the sponsoring agency is NIFA. The exception to this is State projects; the sponsoring agency for these projects is prepopulated with "State Agricultural Experiment Station."

Performing Organization/Institution
The Performing Organization/Institution is the organization that employs the scientist(s) conducting the research.

DUNS Number
Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). For Non-Formula Projects, NIFA automatically prepopulates this field with the DUNS number that was entered by the grantee in Grants.gov. The number for Non-Formula projects is: **041-485-301**.

Performing Department
The Performing Department is the entity/section at the Performing Organization/Institution to which the Project Director is assigned and performs most of his/her duties and research.

Project Number
The Project Number is an identifier (combination of letters and numbers) subject to the Identification / numbering system used by the Performing Organization/Institution (PI). While it is recommended that Project Numbers be unique to only one project, NIFA does not prevent PIs from reusing project numbers (as when you are doing a Revision). This most often happens when a given project has been terminated and a new project is being initiated that continues the research from the terminated project. Having the same project number enables the PI to track the research under that single identifier.
    For a new project, use the temporary number: WNP0**YourLastName**
The Division Station Code **(WNP for Washington State University ARC projects),** as shown above this field, will always automatically be appended by REEport as a prefix to the number entered.
    Note: *NIFA does NOT use project numbers to track projects or to perform data retrieval searches; accession numbers only are used for these activities.*

Grants.gov Tracking Number

The Grants.gov tracking number comes directly from your Grants.gov application and is prepopulated by REEport.

Proposal Number

The Proposal Number is assigned by NIFA and prepopulated by REEport. It is not necessarily a unique identifier, as Proposal numbers are generally associated with the awarding of funds, and a single project over the course of its life may be awarded funding multiples times (i.e. continuation awards).

Award Number

The Award Number is a unique identifier that will never change; it is prepopulated by REEport.

Award Amount

The award amount for non-formula (competitive grant) projects is prepopulated based on the approved amount of the grant awarded by NIFA.

Award Date

The award date is prepopulated by REEport and is the date on which the award of funds is made by NIFA to the grantee.

Award Fiscal Year

The award fiscal year is the fiscal year (FYs run from 10/1 through 9/30) in which the award of funds was made.

Collaborating/Partnering States
Collaborating/Partnering Institutions
Collaborating/Partnering Countries

> For the above three categories, identify any other states/partnering institutions/countries that are **significantly** participating in this research project. A "significant" amount of participation to a project generally implies that the PD would not be able to realize the major objectives of a project (at all or as effectively) without the participation and support of the other participating state(s).

> **Note:** A "contribution" of effort and/or resources (i.e. SYs/PYs, materials) can be made regardless of whether or not the partnering entity is receiving or contributing actual monies towards the project.

Start Date

For non-formula projects, the start date is prepopulated based on what NIFA has on file from the approved grant application. NIFA follows two rules when prepopulating this date: 1) The start of the project begins when the award of funds is made to the grantee OR, 2) the start of the project begins on a future date that occurs after the award of funds is made because such future start date was originally approved with the grant application.

End Date

The project end date for non-formula projects is prepopulated based on the approved grant award.

Project Director
Authorized Organization Representative
NIFA Program Contact

> The above three fields are prepopulated based on the approved grant application.

"PARTICIPANTS" Section

Project Director
The fields pertaining to the main Project Director are prepopulated on this page according to what is displayed on the Cover Page

Co-Project Directors
Enter the information for all Co-Project Directors (Co-PDs) who are participating on this project.
To enter more than one Co-PD, click the "+" sign that appears after the first one has been added.

Estimated Project FTEs for the Project Duration
FYI: An FTE is defined by the Government Accountability Office (GAO) as the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For most NIFA partners and places of employment a full-time schedule as defined by law equates to 2,080 hours of work (52 weeks multiplied by 40 hours per week). Thus, a person who works 40 hours per week for 52 weeks of a project's duration (i.e. 1 year of a project) equals 1 complete FTE. If that same person works a full time schedule on a 5 year project, then that would be equal 5 complete FTEs.

INSTRUCTIONS: NIFA suggests that you enter the estimated full-time equivalent(s) (FTE) that will support this project over the course of the project's duration. The actual FTE's worked will be submitted on the annual Progress reports. This will get the project through the NIFA approval stage.

When you enter fractions, round to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns.

To ensure that the FTE categories are correctly populated, differentiate between the following:

- **Scientist:** A research worker responsible for original thought, judgments, and accomplishments in independent scientific study. This includes investigation leaders and project leaders and portions of the time of supervising scientists or staff assistants who meet the preceding definition. Examples: Professor, Associate Professor, Assistant Professor, Scientist.

- **Professional:** A professional does not qualify as a scientist under the preceding definitions but may still significantly contribute to research activities. Professionals usually hold one or more college degrees and have otherwise qualified for employments in a professional category. Generally, professionals have a high degree of research activity responsibility but do not hold principal investigator status or equivalent at the reporting institution. Examples: Department Head, Resident Director, Statistician, Analyst, Assistant Director, Dean.

- **Technical:** Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Examples: Lab Assistant, Mechanic, Carpenter, Machinist, Skilled Tradesperson.

- **Administrative and Other:** These are clerical and support staff who contribute to the nontechnical support of the project. It is often difficult to assess an individual's clerical and labor support to any one project; they usually support groups of researchers of different projects in a broad manner, such as by ordering supplies, typing reports, managing bill payments, performing janitorial work. Examples: Secretary, Typist, Repairman, Janitor, Data Entry.

****

"GOALS" Section

What are the Major Goals of this Project?

Provide a clear, concise statement of the goals/objectives of the project. You may use paragraph format or bulleted or numbered lists. There is no minimum or maximum number of goals to include for a project, but all goals should be specific and attainable within the duration of the project and with the available resources (refer back to your estimated FTEs for project duration and the amount of formula funding that has been made available to you). In general, goals should answer the question: What major achievements and milestones does the project hope to realize?

****

"PRODUCTS" Section

Identify the products/outputs that are planned as a result of this project. You may use paragraphs and/or lists. NIFA considers the terms "products" and "outputs" to be synonymous.

For the purpose of Project Initiation (the module you are in right now), you should include all products/outputs that are expected/estimated to result from the duration of this project.

Products/Outputs are activities, events, services, and products that reach people.
- **Activities include**: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
- **Events include:** conferences, demonstration sites, field days, symposia, workshops, and trainings.
- **Services include:** consulting, counseling, and tutoring.
- **Products include:** any publications; audio or video products; curricula; data or databases; equipment or instruments; patent applications; applications for Plant Variety Act protection; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

NOTE: When you complete future progress reports and your final report, you will be asked to differentiate between actual realized "products" (i.e. traditional standard outputs) and actual "other products." In those future reports, the only items that should be included in the "products" section are Publications, Patents, and Plant Variety Protection (PVP). All other products/outputs of the project should be reported under the "Other Products" section. Specific guidance for those sections in future Progress Reports can be found in the help text on those pages in the REEport system.

****

"OUTCOMES" Section

Provide a description of Expected Outcomes over the duration of the project. You may use paragraphs and/or lists.

NIFA considers the terms "outcomes" and "accomplishments" to be synonymous. An outcome/ accomplishment is defined as a significant change in knowledge, action, or condition. Outcomes are generally short, succinct statements that start with phrases indicating the occurrence of change. Examples of such phrases are:

- "Increase in the numbers of acres that..."
- "Decrease in the amount of children that..."
- "Increased profits from the sale of..."

Change in Knowledge: For a research project, a change in knowledge can be a breakthrough understanding in scientific knowledge. For education or extension projects, a change of knowledge occurs when recipients of an education or extension activity demonstrate significant earning/information gain in understanding.

Change in Action: A change in action occurs when a significant change in behaviors or practices results from the project's activities.

Change in Condition: A change in condition occurs when a significant change in a condition of societal concern results from the project's activities. If appropriate and available, outcomes should be supported with key, quantitative data, such as number of acres impacted, increased profits, or number of people impacted.

In terms of how the outcome types relate to each other, NIFA considers the highest achievement of any research or extension project to be an outcome categorized as change in condition. This is because a change in condition signifies that changes in action and learning occurred in order to perpetuate the change in condition. The second-ranked outcome type is change in action, and the third is change in knowledge. These rankings are not meant to diminish the importance of changes in action and knowledge. Rather, they are there to show that if you can demonstrate a change in condition, then it is not necessary to also list all the minute associated changes in action or knowledge. Likewise, if you can demonstrate a change in action, it is not necessary to list all the minute associated changes in knowledge.

****

"AUDIENCE" Section

Provide a description of the target audience(s) that will be the focus of efforts over the course of this project.

The target audience(s) you describe on this project initiation should include all of the audiences you plan to reach over the course of the project, even if only for portions of your efforts during certain activities of the project.

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.

Efforts include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; Internships; workshops; experiential learning opportunities; extension and outreach.

****

"METHODS" Section

Describe the Methods for this Project:

Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. Include a description of how the results will be analyzed, evaluated, or interpreted. Describe the Efforts that will be used to cause a change in knowledge, actions, or conditions of a target audience. Include a description of how the output(s) will be Evaluated and/or quantified for its impact on the intended audience(s).

Defining "Efforts": Efforts include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. **Examples include:** formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; workshops; experiential learning opportunities; extension and outreach.

Defining "Evaluation": Demonstrating that evaluation will be part of your project means that you describe the plan/steps to be used to evaluate or "measure" the success of the project. Provide a listing of the types of evaluation studies planned and types of data that will be collected, emphasizing key milestones and measurable or quantitative indicators of success. The project evaluation plan should relate milestones and indicators of success to expected project outcomes/accomplishments and impacts.

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"SUMMARY" Section

The non-technical summary is your opportunity to briefly sum up the importance of your project in terms that general citizens can understand (i.e. citizens without scientific backgrounds). A good nontechnical summary is composed of 1-2 succinct paragraphs that cover three main points:

1. What is the current issue or problem that the research addresses and why does it need to be researched?

2. What basic methods and approaches will be used to collect and produce data/results and subsequently inform target audiences?

3. Through the methods mentioned above, what ultimate goals does the project hope to achieve?

In answering the above three questions, make sure to provide enough detail so that you are touching upon the main purpose of the project, the expected accomplishments, and anticipated benefits of the research.

Remember that this non-technical summary is designed to enhance the usefulness of the information in the database, especially to legislative and other public audiences.

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"KEYWORDS" Section

Instructions:

Add a new keyword field for each separate keyword or keyword phrase you want to use to describe the project. Examples of words are: Corn, Maze, and Bioenergy. Example of phrases are: Native Plants, Climate Change, and Food Safety.

The purpose of assigning keywords and key phrases to your project is to improve the retrieval capacity of project information on certain topic areas. The keywords you choose should be as all-encompassing for your project's topic area as possible so that different keywords searched by various queries will still pull up your project information. For example, if your project is aimed at researching new wheat varieties, you will want to include more than the word "wheat" as a keyword. More helpful would words and phrases such as: wheat, wheat varieties, cultivar, and grain.

- **HINT:** 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.

Another way to think of keywords is that they should, collectively, resemble an abbreviated abstract of the project narrative. Keywords can be a word or phrase that represents a concept, and they can fit into three areas or levels: general concept, class or category of research, and specific subject/item of research.

- **General Level** - Refers to overall objectives in the major fields of interest or disciplines. It is best to include at least two general level keywords. Examples: HARVESTING, MECHANIZATION.

- **Class Level** - Refers to classes or categories of subjects or items, and to moderately broad concepts or areas of interest which conceptually group the specific entry keywords into like classes It is best to enter at least 4 class level keywords/phrases. Examples are: MECHANICAL ENGINEERING, HARVESTING LOSSES, CROP DAMAGE

- **Specific Entry** - Refers to the most specific concepts, subjects, or items under study. It includes the specific plant, animal, or microorganism; the specific equipment, processes, approach, technique, or system; and specific properties, reactions or functions. It is best to select at least 4-5 specific entry level keywords or phrase. Examples are: POTATOES, MECHANICAL HARVESTING, HARVESTING EQUIPMENT, BULK HANDLING, SKINNING, BRUSING.

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"CLASSIFICATION" Section

Classification Overview & Codes:

All projects entered in REEport must be classified according standard classification elements which consist of a series of three classification areas:

      1. Knowledge Area (KA)
      2. Subject of Investigation (SOI)
      3. Field of Science (FOS)

Each project must have at least one line of classification; a classification "line" consists of one KA, one SOI, and one FOS. To allow for identification of multiple objectives on a single project, up to ten classification lines may be entered on a single project, and all lines must be assigned a percentage. No line may be less than 10%.

The available codes from which you may choose are defined in the Classification Manual which can be found here: http://nifa.usda.gov/resource/manual-classification

- **Knowledge Area:** An important and highly useful series of classifications is the classification by Knowledge Area (KA). The 79 knowledge areas comprising the KA classification are arranged into nine topic areas.

- **Subject of Investigation:** This Subject of Investigation (SOI) series provides an additional facet for classification. It is generally the object of the research or activity: the class of plant, animal, organism, material, process, procedure, etc., under investigation.

- **Field of Science:** The Field of Science (FOS) classification consists of a modified version of the fields of science used by the National Science Foundation for various government wide reports.

In the future, NIFA says that the project will also be classified according to research being performed in one or more of the 36 areas as designated in the Farm Bill. **For a list of the Farm Bill Classification Areas, see page 77. The ARC will probably be responsible for adding this code to the paperwork as well.**

Animal Health Component

Projects receiving Animal Health formula funds under Public Law 95-113 will automatically be classified 100% Animal Health; this field will be prepopulated with "100%" based on the fact that you already chose "Animal Health" as your funding source when beginning this project initiation.

Other types of projects (both formula and non-formula) demonstrating animal health research may include animal health percentages; that percentage is subject to the Project Director's discretion and should be entered in this field.

Note: IF no portion of this project supports animal health research, you must enter "0" for the percentage; you may not leave the field blank.

AREERA Integrated Activity?

An integrated activity is defined as a jointly planned, funded, and interwoven activity between research and extension to solve a problem; this includes the generation of knowledge and the transfer of information and technology.

> **Note:** If you check "yes" for this question, you will be required to fill out the activity percentage fields that follow.

Research Activities

Once you enter any percentage for the "research" category, additional percentage box fields will appear up on the page asking you to classify the type of research (basic, applied, developmental) into percentages. The percentages on each section must always add up to 100%.

> **Note:** If you checked "yes" that this project is an integrated activity pursuant to AREERA Section 204, then you must fill in these percentage fields.

Associated Planned Programs

If this project is a Hatch, Hatch Multi-State, or Evans Allen project, this drop down menu is prepopulated with the Planned Programs that the Performing Organization (the 1862 or 1890 Land Grant University which employs the Project Director) currently has on file in its approved AREERA State Plan of Work. Please choose the Planned Program(s) which best serves as the "umbrella" under which this project would fall (i.e. this project supports or adds to achieving the overall goals/objectives of the Planned Program.) You may choose more than one Planned Program and assign appropriate percentages. If you choose only one, you must enter "100" for the percentage.

> **Note that if the drop down list is not populated with Planned Programs from which to choose, that means you have not entered and saved a start date for your project on the Cover page in this module.**

By classifying this project under one of these "umbrella" Planned Programs, NIFA will be able to automatically calculate such items as funding amounts and classifications on behalf of the Land Grant so that they do not have to do so manually in their AREERA Plan of Work or Annual Reports of Accomplishment and Results.

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How to Submit a "Non-Formula" Project – Two Stages

First Level – Submit for Review

There are two levels of submission every project must go through. The first level is the "Submit for Review" level. At this level, either the SA or the PD has the capability to submit a project up to the "institution/site" level (the ARC office) for review. This is usually done by the PD when all the errors have been corrected and the PDF copy has been printed out for department signature.

Remember that any project found in the "Draft" folder at the Project Initiation home screen has not yet been submitted for review to the ARC office. The "Submit for Review" in Project Initiation looks like this:

- The submitter (SA or PD) can tell that the project is at the first level of submission by the Workflow Status shown in the middle of the screen (red underline). Also, note the red arrow indicating that the project is being submitted "for review." TO actually submit the project, make sure to click the "Submit for Review" button at the bottom of the screen (red circle).

- **NOTE**: If there are missing or incorrect data fields in the project, a list of red correction items will show up

- Once the project has been submitted for review, the resulting screen will notify you that you have successfully submitted the project; it will also show you that the project now exists in the "Pending Submission to NIFA" folder (red arrow). This means that it is ready for the ARC office to review once the renewal packet is receive with the signed copy of the REEport Project Initiation forms. The ARC is not notified by the REEport system that a project has been moved from the "Draft" status to the "Pending Submission" status. PD's and departments need to work together to get all the forms completed and then the ARC knows that it is ready for a complete review.

  If the PD or department needs to make edits, the project must be sent back to the "Draft" stage by the ARC department.

- **<u>Print out a copy of the project, have it signed by your Department Chair/Director and sent to the ARC</u>**.

Second Level

A project that is ready for submission to NIFA can only be found in the "Pending Submission to NIFA folder" (red arrow) at the Project Initiation home screen. The Site Administrator will do the submission after final edits have been incorporated and after all signatures have been received.

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(ANNUAL) PROGRESS REPORT – DATA FIELD DEFINITIONS & INSTRUCTIONS

At the Progress Report home page, you can search for progress reports that need to be filled out by using the search option at the top (fill in at least one of the search fields) or you can use the folder views to fill out and manage reports for various projects. Note that the "drafts" folder will show you every progress report "shell" that the system has created for the active projects that need them. It's also important to remember that only one progress report shell/draft is created by REEport at a time. So, even if you have a five year project and will eventually be submitting four progress reports (**the last year you only submit a Final Report**), you will have only one shell/draft for the first progress report due for the first reporting period. After you submit that first progress report, the next one will be created by the system for the following reporting period, and so on and so forth.

- **NOTE:** This applies _even if you are late_ in submitting your reports (i.e. you are two reporting periods into the project and you have not submitted the progress report for the first reporting period; the system will still only have the first one waiting for you to fill out and submit and create the 2nd, 3rd, and 4th ones only upon submission of each of the previous reports.)

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PROGRESS REPORT HOME PAGE

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(ANNUAL) PROGRESS REPORT – DATA FIELD DEFINITIONS & INSTRUCTIONS

At the Progress Report home page, you can search for progress reports that need to be filled out by using the search option at the top (fill in at least one of the search fields) or you can use the folder views to fill out and manage reports for various projects. Note that the "drafts" folder will show you every progress report "shell" that the system has created for the active projects that need them. It's also important to remember that only one progress report shell/draft is created by REEport at a time. So, even if you have a five year project and will eventually be submitting four progress reports (**the last year you only submit a Final Report**), you will have only one shell/draft for the first progress report due for the first reporting period. After you submit that first progress report, the next one will be created by the system for the following reporting period, and so on and so forth.

- **NOTE:** This applies _even if you are late_ in submitting your reports (i.e. you are two reporting periods into the project and you have not submitted the progress report for the first reporting period; the system will still only have the first one waiting for you to fill out and submit and create the 2nd, 3rd, and 4th ones only upon submission of each of the previous reports.)

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PROGRESS REPORT HOME PAGE

Home | Project Initiation | **Progress Report** | Financial Report | Reports | Project Change | Final Report | Site Administration

Track Progress Reports

Accession Number [ ]   Project Number [ ]   Proposal Number [ ]
Performing Department [ ]   Project Director [ ]

[Search]   [Clear Search]

Expand All Folders Collapse All Folders

3 Progress Report(s) in Draft

Accession #	Project #	Reporting Period	Grants.gov #	Proposal #	Project Director	Type	Title	View
9000027	TEN0-tes...	2012-04-30-2012-09-30	(N/A)	(N/A)	Suping Zhou	EVANS-ALLEN	TEST-101	PDF
9000028	TEN0-0002	2012-03-30-2012-09-30	(N/A)	(N/A)	Richard Browning	EVANS-ALLEN	test102	PDF
9000009	TEN-12345	2011-10-05-2012-10-05	GRANT102469302009-02162		Suping Zhou	NON FORMULA	Characterization of root proteomes f...	PDF

0 Progress Report(s) Submitted to NIFA

Accession #	Project #	Reporting Period	Grants.gov #	Proposal #	Project Director	Type	Title	View
No progress reports to display								

*Requires Mozilla Firefox 3.5 or higher, IE 8.0 or higher.

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"COVER PAGE" Section

The cover page in the progress report module is identical to that of project initiation (both formula and non-formula). It does not require you to add any additional information from what was already approved in the project initiation and is therefore completely prepopulated.

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"PARTICIPANTS" Section

Project Director and Co-Project Directors:
Both of these fields are prepopulated with the information originally entered in project initiation; any changes would need to be made through the "Project Change" module.

Actual FTEs for the Reporting Period:
Note that there is a "nothing to report" box at the top of the page, above the "project director" field. You may click this box OR you can enter 0.1 in the Scientist box since ARC will be editing the final FTE numbers.

Enter the **actual** Full-time equivalent(s) (FTE) that **supported this project over the course of this reporting period only** (refer back to your cover page for the exact reporting period)**.**

Estimated Project FTEs for the Project Duration
FYI: An FTE is defined as the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For most NIFA partners, a full-time schedule as defined by law equates to 2,080 hours of work (52 weeks multiplied by 40 hours per week). Thus, a person who works 40 hours per week for 52 weeks of a project's duration (i.e. 1 year of a project) equals 1 complete FTE.

INSTRUCTIONS: NIFA requires that you enter the estimated full-time equivalent(s) (FTE) that supported this project over the course of the reporting period. However, the ARC suggests you either click on the "Nothing to Report" box or only enter 0.1 in the box for "Scientist." The actual FTE's worked will be submitted for you by the ARC.

When you enter fractions, round to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns.

(There is information for the CIP Codes directory on page 77 for the FTEs for student participants - the ARC will add them to the Annual report. To ensure that the FTE categories are correctly populated, differentiate between the following:

- **Scientist**: A research worker responsible for original thought, judgments, and accomplishments in independent scientific study. This includes investigation leaders and project leaders and portions of the time of supervising scientists or staff assistants who meet the preceding definition. Examples: Professor, Associate Professor, Assistant Professor, Scientist.

- **Professional**: A professional does not qualify as a scientist under the preceding definitions but may still significantly contribute to research activities. Professionals usually hold one or more college degrees and have otherwise qualified for employments in a professional category. Generally, professionals have a high degree of research activity responsibility but do not hold principal investigator status or equivalent at the reporting institution. Examples: Department Head, Resident Director, Statistician, Analyst, Assistant Director, Dean.

- **Technical:** Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Examples: Lab Assistant, Mechanic, Carpenter, Machinist, Skilled Tradesperson.

- **Administrative and Other:** These are clerical and support staff who contribute to the non-technical support of the project. It is often difficult to assess an individual's clerical and labor support to any one project; they usually support groups of researchers of different projects in a broad manner, such as by ordering supplies, typing reports, managing bill payments, performing janitorial work. Examples: Secretary, Typist, Repairman, Janitor, Data Entry.

- **Students within Staffing Roles**
  CIP codes are required for each student participant. CIP stands for Classification of Instructional Programs. The CIP codes provide a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. These will be needed for each undergraduate, graduate, and post-doctoral student who participates in your grant project. You may browse all the CIP codes here: http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55

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"TARGET AUDIENCE" Section

The target audience(s) you describe on this progress report should include only those that the efforts for this reporting period were focused upon. This may mean you are only listing a subset of all of the original target audiences you listed in 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.

Efforts include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

****

"PRODUCTS" Section

Publications:

Identify the standard products/outputs that have been achieved during this reporting period. This includes only publications, patents, and applications for plant variety protection (PVP). You will report other types of products/outputs on the "Other Products" page.

Report only the major publication(s) resulting from the work under this project/award. If this is NOT the first progress report you've submitted, do not include publications already included in any previously submitted progress report(s). There is no restriction on the number. However, agencies are interested in only those publications that most reflect the work under this project/award. See definitions below for the categories of publications.

Definitions:

Publications are the characteristic product of research. Agencies evaluate what the publications demonstrate about the excellence and significance of the research and the efficacy with which the results are being communicated to colleagues, potential users, and the public, not the number of publications.

Journal publications: Peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under "Books or other non-periodical, one-time publications."

Books or other non-periodical, one-time publications: Any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like.

Other publications, conference papers and presentations: Identify any other publications, conference papers and/or presentations not reported above.

Patent(s) and Plant Variety Protection(s) (PVP)

Identify inventions for which patents or plant variety protection (PVP) has been or will be sought. Include patent/PVP applications that have been filed with the patent or PVP office for more than 18 months. Include the date of application for an award of patent /PVP protection and/or licenses that have resulted from the research. Submission of this information as part of this Progress Report is not a substitute for any other invention reporting required under the terms and conditions of any award.

"OTHER PRODUCTS" Section
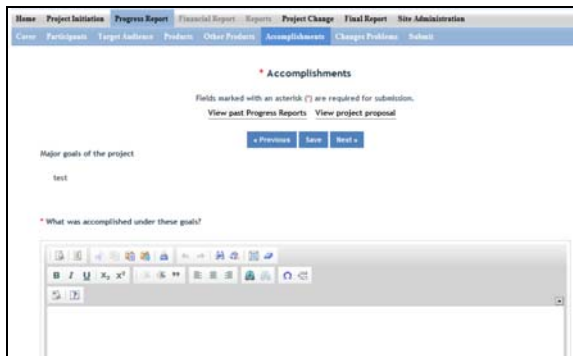
Enter the significant products/outputs achieved during the **project duration** as a result of the project's research, extension or education activities. NIFA considers the terms "products" and "outputs" to be synonymous. Do not include publications, patents, and plant variety protection applications; those should be included only on the "Products" page of this Progress Report.

Other Products/Outputs are activities, events, services, and products that reach people.
- **Activities** include: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
- **Events** include: conferences, demonstration sites, field days, symposia, workshops, and trainings.
- **Services** include: consulting, counseling, and tutoring.
- **Products** include: audio or video products; curricula; data or databases; equipment or instruments; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

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"ACCOMPLISHMENTS" Section

Note that at the beginning of this page you will see a listing of the "major goals of this project." This listing is non-editable because it is prepopulated with what you entered as goals for the project in project initiation. Keep in mind that referring back to this listing is helpful when filling in the various fields on the accomplishments page, as anything reported on those fields should related directly back to the goals of the project.

Data Field/Box #1: What was accomplished under these goals? (Shown above)
For this reporting period describe:
1) Major activities completed;
2) Specific objectives met;
3) Significant results achieved, including major findings, developments, or conclusions (both positive and negative); and
4) Key outcomes or other accomplishments realized.

For #3 and #4 above, remember that key outcomes/accomplishments are defined as changes in knowledge, action, or condition**.**

A change in knowledge occurs when the participant (scientist, trainee, or citizen) learns or becomes aware.
Examples of a change in new fundamental or applied knowledge significant enough to be included in a publication; methods and techniques; policy knowledge; improved skills; or increased knowledge of decision-making, life skills, and positive life choices among youth and adults.

A change in action occurs when there is a change in behavior or the participants act upon what they have learned (adoption of techniques and methods or a change in practice).
Examples of a change in actions include: application and actual use of fundamental or applied knowledge; adoption of new or improved skills; direct application of information from publications; adoption and use of new methods or improved technologies; use of skills by youth and adults in making informed choices; adoption of practical policy and use of decision-making knowledge.

A change in condition occurs when a societal condition is changed due to a participant's action.
Examples of a change in conditions include: development of human resources; physical, institutional, and information resources that improve infrastructure technology transfer; management and behavioral changes and adjustments; quantified changes in descriptive statistics (trade balance, export sales, etc.); better and less expensive animal health; changes in conditions (e.g., wages, health care benefits, etc.) of the agricultural workforce; higher productivity in food provision; quantified changes in quality-of-life for youth and adults in rural communities; safer food supply; reduced obesity rates and improved nutrition and health; or higher water quality (e.g., increased water clarity) and a cleaner environment (e.g., measurably reduced pollution).

NOTE: Include a discussion of stated goals not yet met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments (such as in later Progress Reports or in the Final Report of this project).

Data Field/Box #2: What opportunities for training and personal development has the project created?
(You may click the nothing to report box)

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.

Training activities are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor.

Professional development activities result in increased knowledge or skill in one's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, click the "nothing to report" box.

Data Field/Box #3: How have the results been disseminated to communities of interest?

(You may click the nothing to report box)

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.

Data Field/Box #4: What do you plan to do during the next reporting period to accomplish the goals?

Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives. 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."

****

"CHANGES / PROBLEMS" Section

Describe major changes/problems in approach and reason(s) for these major changes. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.
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.

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HOW TO SUBMIT AN ANNUAL PROGRESS REPORT – Two Stages

The workflow rules and permission for submitting a progress report are identical to how Project Initiations are submitted at the institution level and then at the NIFA level.

First Level – Submit for Review

There are two levels of submission every project must go through. The first level is the "Submit for Review" level. At this level, either the SA or the PD has the capability to submit a project up to the "institution/site" level (the ARC office) for review. This is usually done by the PD when all the errors have been corrected and the PDF copy has been printed out for department signature.

Remember that any project found in the "Draft" folder at the Project Initiation home screen has not yet been submitted for review to the ARC office. The "Submit for Review" in Project Initiation looks like this:

- The submitter (SA or PD) can tell that the project is at the first level of submission by the Workflow Status shown in the middle of the screen (red underline). Also, note the red arrow indicating that the project is being submitted "for review." TO actually submit the project, make sure to click the "Submit for Review" button at the bottom of the screen (red circle).

- **NOTE**: If there are missing or incorrect data fields in the project, a list of red correction items will show up on the Submit screen; each item needing to be fixed is a clickable link for easy access to that particular section.

- Once the project has been submitted for review, the resulting screen will notify you that you have successfully submitted the project; it will also show you that the project now exists in the "Pending Submission to NIFA" folder (red arrow). This means that it is ready for the ARC office to review once the renewal packet is receive with the signed copy of the REEport Project Initiation forms. The ARC is not notified by the REEport system that a project has been moved from the "Draft" status to the "Pending Submission" status. PD's and departments need to work together to get all the forms completed and then the ARC knows that it is ready for a complete review.

- **Print out a copy of the project, have it signed by your Department Chair/Director and sent to the ARC**.

Second Level – Submit to NIFA

- A project that is ready for submission to NIFA can only be found in the "Pending Submission to NIFA folder" (red arrow) at the Project Initiation home screen. The Site Administrator will do the submission after final edits have been incorporated and after all signatures have been received.

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"PROJECT CHANGES" Section – The ARC Office will submit Changes

- Any changes that the PD or the PD's department wants to make to an active project must come through the ARC office for approval and submission just like the Project Initiation forms or a Progress Report. It is requested by the Chair on a signed memo.

Project Change is set up in a very similar manner to the Project Initiation module. The home screen for Project Change looks like the below screenshot, with a series of folders that can be used to track any changes made to already active projects.

Project Changes Folder View Definitions & Workflow

Active Projects: In the active projects folder, you may click on any active project in order to then click into any of the individual pages (cover, participants, goals, classification, etc.; set up identical to project initiation module) to make changes. In order for any of your changes to take effect, you must go to the "submit" section, which is located at the end of the project change menu bar on the upper right hand corner.

Draft Stage Projects: The Folder titled "Projects Pending Changes in Draft Stage" contains active projects on which changes have been made and saved in the REEport system but have not yet been "submitted." Not until a PD or SA goes to the submit page at the end and clicks "submit changes for review" will the project changes be moved to the next stage.

Changes Pending Submission to NIFA Projects:

The folder titled "Projects Pending Submission to NIFA" contains projects on which changes have been made by the PD/SA and the PD/SA has clicked the submit button to move the project into the next stage. In order for the changes to actually be submitted to NIFA from this point, the SA must go to the submit page and click "Submit to NIFA" to move the project into the "Projects Submitted to NIFA" folder and make the changes available for NIFA to review and approve (if applicable; some changes do not require approval.)

Projects Submitted to NIFA:
In this folder are projects that contain submitted changes. Note that some project changes require NIFA National Program Leader (NPL) approval and some do not. Definition for this differentiation forthcoming.

Helpful Hint:
Anytime you make a change to a given project, regardless of the stage it's in, you can click on the "changes" part of the menu bar and the system will show you a summary of all the changes that have been made on that project (i.e. what the "value was" and what the "value is now". In addition, you can click on the "history" tab to see any past changes that occurred on the particular project.

Example #1:

Example #2:

FINAL REPORT – DATA FIELD DEFINITIONS & INSTRUCTIONS

The Final Report module is the module to use:
1. Whenever a final report is due - within 90 days of the anniversary (End) date for non-formula (Grants) that have used up the original End Date and all extensions of the grant.
2. Within 90 days of the End Date for formula project (Hatch, etc.) – 5 years maximum or
3. When a PD wants to terminate a project early.

The REEport system creates a "shell" (i.e. "draft") of the final report for any project that is put into active status. This means that the PD can submit a final report at any time during the life of the project to terminate it.

The Final Report home screen appears similar to the project initiation and progress report home screens. You can search from projects for which you want to submit a final report or you may use the folder views to see lists of projects for which a draft shell has been created by the system for you to fill out and submit.

Note that there is a "final reports past due" folder where you can find a listing of the projects with Final Reports that are past due – after the 90 day "on time" submission window.

In this Final Report folder, if you open up any of the PDFs of the project, you will note that the status says "complete." This is because the REEport system automatically terminates any project that has passed its original end date, even if a Final Report has not been submitted.

It is important for PDs to remember that this action does not absolve them from needing to submit a final report for any non-formula or formula projects; failure to submit the final report will result is his/her not being permitted to receive any future funding from NIFA (both competitive grants and non-formula funds) until the report has been submitted (this applies even if the PD moves to another institution).

Important Reporting Requirements on Final Reports

IMPORTANT: Final reports appear exactly the same as progress reports, with the same data fields and questions. ***However, the data entered in a final report should apply to the PROJECT DURATION, not just the final reporting year (progress reports only cover one reporting period/year).*** The only exception to this rule is the FTEs on the Participants page (see details below).

In the Final Report, you should report FTEs for the <u>reporting period only</u>; just the same you would as if you were filling out a Progress Report for the final year of the project.

> ### In summary:
> - <u>FTEs in the Final Report (on the Participants page) should be calculated and reported for the FINAL REPORTING PERIOD/YEAR only.</u>
> - All other data reported in the Final Report should apply to the PROJECT DURATION.

Final Report - Data Fields

Because the help text and instructions for filling out the Final Report are identical for most of the data fields in Progress Report, you should refer to page 60 – "Progress Report – Data field Definitions & Instructions" section of this manual for guidance pertaining to the specific pages.

The only page in the module that is different from Progress Report is the "Terminate" page. Instructions for how to terminate a project follow on the next page.

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How to Submit a Final Report/Terminate a Project

The terminate screen is the only difference in Final Report from Progress Report. The following screenshots show what happens when you submit a Final Report to NIFA in order to terminate a project.

Step 1:
After you have filled out all the appropriate fields in the Final Report, you can either click "next" from the Change/Problems page or you can save all your work and then click "Terminate" on the menu bar at the top. On the terminate page, you must click "submit for review" to move your Final Report to the next stage. This process is shown here:

When the PD clicks the "submit for review button", provided that all the data fields have been filled out correctly, you will get a message from the system that the report was submitted for institution review – the ARC office (see below screenshot).

- **Print out a copy of the project, have it signed by your Department Chair/Director and sent to the ARC so it can be reviewed and signed before hitting the submission button to move it forward**.

Step 2:
The report is now sitting in the "pending submission to NIFA" folder for the System Administrator (SA) in the ARC office to review.

In order to submit a project to NIFA, the SA will open the project and perform any necessary edits of all the data, get it signed by the Assoc. Director, then go to the "terminate" section on the menu bar.

Once on the "terminate" page, the SA will have the ability to enter comments as part of the official record of the project. While they will not be viewable by the public, they will be viewable by the PD, SA, and all NIFA personnel.

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TECHNICAL SUPPORT & INFORMATION SERVICES

REEport Customer Service

NIFA has a customer service team dedicated to supporting REEport users. The REEport customer service team is part of the Planning, Accountability and Reporting Staff (PARS) and is the first point of contact for REEport users who have technical, data, and/or policy related questions or issues, such as:

- User profile/set-up issues
- Site Administration issues
- Changing incorrect data
- Technical problems with REEport application (i.e. can't save, formatting issues, etc.)
- Data-related questions (What do I put in which section?)
- Policy-related questions (What are the due dates? What are the requirements for my report type?)
- Extension requests

The ARC office is your first source of support and can also submit questions and and call NIFA on behalf of PD's to resolve and track issues. REEport users may send an email to REEport@nifa.usda.gov or call the REEport Customer Service line at 202-690-0009.

Email Instructions: If the PD is submitting a question directly to the REEport on their own, please make sure to include the PD's name, phone number, and institution. **Also, include the Accession Number and Project Number if your question has to do with a specific project.** Then, include a brief statement (1-3 sentences will suffice) about what your technical issue is (if you're having a software problem) or what your question is regarding project data and/or associated policies.

Phone/Voicemail Instructions: Please be prepared with the above information and list it in your voicemail if your phone call is not immediately answered. This allows PARS the ability to research your issue and gather applicable information before returning your call.

Data Queries and Reporting

NIFA offers data query services to its partner institutions. All data entered through REEport are stored in a database that is searchable through various channels. The NIFA Planning, Accountability and Reporting Staff has team member who can help direct you to the most efficient means of searching the database depending on what your reporting needs are. This is also called doing a CRIS Search – see instructions on page 7. Log in to the following NIFA Portal URL: https://portal.nifa.usda.gov/portal/. The general public can also use the CRIS system to pull up research and so your Project Initiation pages and Annual reports should be written to be readable by the average person.

The information provided through REEport will help users (grantees, grantee institutions and NIFA) to keep abreast of the latest developments in agricultural, food science, human nutrition and forestry research and education; track resource utilization in specific target areas of work; plan for future activities; plan for resource allocation to research, education, and extension programs; avoid costly duplication of effort; aid in coordination of efforts addressing similar problems in different locations; and aid research, education, and extension workers in establishing valuable contacts within the agricultural community.

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Acronym List

AR	Annual Report of Accomplishments and Result (Annual Report in the POW process)
ARS	Agricultural Research Service
CRIS	Current Research Information System
ERS	Economic Research Service
FTE	Full Time Equivalent
FY	Fiscal Year (the federal fiscal year is from October 1st through September 30th)
NIFA	National Institute of Food and Agriculture
PD	Project Director – Previously called the PI – Project Investigator in the old CRIS System
PI/PO	Performing Institution/Performing Organization
POW	Plan of Work
PY	Professional Years (such as a graduate student)
REEport	**R**esearch, **E**xtension, and **E**ducation **P**roject **O**nline **R**eporting **T**ool
SA	Site Administrator
SY	Scientist Years (the faculty researchers)
TY	Technical Years (lab techs, computer techs)
USDA	United States Department of Agriculture

CIP Codes - "Classification of Instructional Programs"

As of the 2014 federal fiscal year, REEport requests CIP codes for student FTE amounts claimed on Annual and Final Reports. The ARC is currently gathering that student data from WSU listings and will complete this area of the report (based on those students getting paid on the project).

Here is the most current location to search for the code that describes a student's field of study:
http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55

Farm Bill Classification of 36 Areas of Research

In the future, REEport may require Annual and Final reports to indicate one or more of the 36 classification areas (numbered in red) of the federal Farm Bill with which the project is most associated. You can find them here: http://www.usda.gov/documents/Bill_6124.pdf. The original text is in Section 7406, page 948 - 953. If NIFA does require these, the ARC Office will probably be the one determining the most applicable codes.

110TH CONGRESS - 2D SESSION - **H. R. 6124 - AN ACT**
Excerpts from Pages 948-953

SEC. 7406. AGRICULTURE AND FOOD RESEARCH INITIATIVE.

 (2) PRIORITY AREAS.− The competitive grants program established under this subsection shall address the following areas:

(A) PLANT HEALTH AND PRODUCTION AND PLANT PRODUCTS.− Plant systems, including−

1. (i) plant genome structure and function;
2. (ii) molecular and cellular genetics and plant biotechnology;
3. (iii) conventional breeding, including cultivar and breed development, selection theory, applied quantitative genetics, breeding for improved food quality, breeding for improved local adaptation to biotic stress and abiotic stress, and participatory breeding;
4. (iv) plant-pest interactions and biocontrol systems;
5. (v) crop plant response to environmental stresses;
6. (vi) unproved nutrient qualities of plant products; and
7. (vii) new food and industrial uses of plant products.

(B) ANIMAL HEALTH AND PRODUCTION AND ANIMAL PRODUCTS.− Animal systems, including−

8. (i) aquaculture;
9. (ii) cellular and molecular basis of animal reproduction, growth, disease, and health;
10. (iii) animal biotechnology;
11. (iv) conventional breeding, including breed development, selection theory, applied quantitative genetics, breeding for improved food quality, breeding for improved local adaptation to biotic stress and abiotic stress, and participatory breeding;
12. (v) identification of genes responsible for improved production traits and resistance to disease;
13. (vi) improved nutritional performance of animals;
14. (vii) improved nutrient qualities of animal products and uses; and
15. (viii) the development of new and improved animal husbandry and production systems that take into account production efficiency, animal well-being, and animal systems applicable to aquaculture.

(C) FOOD SAFETY, NUTRITION, AND HEALTH.− Nutrition, food safety and quality, and health, including−

16. (i) microbial contaminants and pesticides residue relating to human health;
17. (ii) links between diet and health;
18. (iii) bioavailability of nutrients;
19. (iv) postharvest physiology and practices; and
20. (v) improved processing technologies.

(D) RENEWABLE ENERGY, NATURAL RESOURCES, AND ENVIRONMENT.− Natural resources and the environment, including−

21. (i) fundamental structures and functions of ecosystems;
22. (ii) biological and physical bases of sustainable production systems;

23.   (iii) minimizing soil and water losses and sustaining surface water and ground water quality;

24.   (iv) global climate effects on agriculture;

25.   (v) forestry; and

26.   (vi) biological diversity.

(E) AGRICULTURE SYSTEMS AND TECHNOLOGY.– Engineering, products, and processes, including–

27.   (i) new uses and new products from traditional and nontraditional crops, animals, byproducts, and natural resources;

28.   (ii) robotics, energy efficiency, computing, and expert systems;

29.   (iii) new hazard and risk assessment and mitigation measures; and

30.   (iv) water quality and management.

(F) AGRICULTURE ECONOMICS AND RURAL COMMUNITIES.– Markets, trade, and policy, including–

31.   (i) strategies for entering into and being competitive in domestic and overseas markets;

32.   (ii) farm efficiency and profitability, including the viability and competitiveness of small and medium-sized dairy, livestock, crop and other commodity operations;

33.   (iii) new decision tools for farm and market systems;

34.   (iv) choices and applications of technology;

35.   (v) technology assessment; and

36.   (vi) new approaches to rural development, including rural entrepreneurship.

FAQS from NIFA and the ARC for REEport Usage

PORTAL LOGIN AND REEport ACCESS

1. I don't know where to login.
   a. http://portal.nifa.usda.gov

2. I need a REEport account set up for me. My email address is not recognized by the system.
   a. Contact your organization's REEport Site Admin to have an account created for you. This is the ARC office.

3. I already have an account, but I cannot access it.
   a. Double check to make sure you are entering your address correctly.
   b. If your email address has changed at any point, and you know you are the listed PD on a project, then the project you are looking for is probably associated with the old address. Contact the ARC office to check the email address associated with your name.

4. I don't know my User ID or Password
   a. Your User ID is you email address, You control and set your own password. It is possible to reset your password – login to REEport, enter your email address and click the "Reset Password" link in the area under your email address. Follow the directions on the screen to set up a new password. You will receive a message from REEport with an activation link to lock in your new password.

5. The Project Director has changed on the project, how do they login?
   a. If it is an competitive grant, then contact the NIFA program staff as listed on the Award Face Sheet and they will make the changes through the Grants.gov database which will update REEport
   b. For a formula project (Hatch etc.) then the ARC can make the changes in the REEport module to update access.

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PROJECT INITIATION

Q: Will CRIS still be available for searching after NIFA changes from CRIS to the REEport system?
A: Yes. Use the CRIS Search program. The direct link to the site is: http://cris.nifa.usda.gov/. Click on the Assisted Search link and fill in data fields to find your research topics.

Q: Under Project Initiation, can the "Type" of research like Hatch, Multi-state, etc. be changed if the project has been saved? Or if not submitted to NIFA? Can you return the first screen and change a Hatch to an Animal Health project as long as it has not been submitted?
A: No to all questions. After making the project Type and clicking Next, it cannot be changed. The Site Admin would need to delete the project and a new one must be created.

Q: Where do we get project numbers?
ANSWER: Project numbers are controlled by your individual institutions. ARC does reuse some numbers if it is a formula project that is being revised. This way, we can continue to use the same budget number.

Q: Will our old project numbers be cleared out so we can use them again? Example - WNP00410 has terminated, can I use it in REEport as a new project?

A: Yes, you can reuse project numbers. REEport only cares about Accession Numbers and therefore will allow you to reuse project numbers.

Q: Can the PI complete and submit the forms without entering in a project number? For example, to start a new project, enter in WNPSMITH to fill in the field.

A: The Project Number is a required field. Therefore, your example works since you are entering something. If you are not doing a revision and re-using your number, then the ARC will be assigning a new number before submission.

Q: For the Start Date, we often have McIntire-Stennis projects where the start date is in the past (due to funding delays). Will there be an allowance in the future for back-dated start dates? Or must we select the current date, even for McIntire-Stennis, and thus wind up on a non-standard or shortened cycle?

A: No back-dating will be allowed in REEport on any formula project – including McIntire-Stennis. You must use a date in the near future (usually the first of the month for a new project or the first of the month after the current End Date. Depending on when it actually gets submitted by ARC and approved by NIFA, then the Start Date may change. NIFA does not backdate their approval date if is has gone passed the requested Start Date.

Q: Do you have a list of common keywords that can be used that is a pull down?

A: You can access the USDA Thesaurus at: http://agclass.nal.usda.gov/dne/search.shtml

Q: Are FTE's for a project initiation optional and therefore an estimate does not have to be submitted?

A: Correct, FTE's are optional, but the ARC has found out that reviewers want to see some data in this area. Put in 0.1 in the Scientist box so it doesn't get deferred for additional data.

Q: Can symbols be used within the forms, i.e. %?

A: Yes, symbols and scientific characters can be used in REEport where they couldn't in CRIS. There are editing tools available in the text boxes if you need – or cut-and-paste from a Word.doc.

Q: How does the site manager edit a PDF progress report? We often need to edit but do not send back to the PI if the corrections are minor.

A: The ARC can edit a progress report if the data is received in Word.doc format as requested per the Checklist. A new PDF will be made and uploaded to REEport.

Q: Are we limited in "characters" in the description boxes?

A: There is an 8000 limit of characters and spaces.

Q: What happened to Institutional Review Board approval for the use of DNA in the REEport Assurance Statement like it was in CRIS?

A: Our Office of Grants and Financial Management indicated it is not required for non-formula grant projects. This is covered by the SF-424 R&R form completed for all grants (including formula grants) in Grants.gov. All grants must continue to adhere to the recombinant DNA rules set forth by the National Institutes of Health. This is not in the REEport forms.

Q: Can PD bypass the Site Admin and submit changes directly?
  A: The ARC Site Admin is currently the only user who can make direct changes in REEport.

Q: Can Site Administrators edit a project a PD has entered?
  A: Yes, the Site Administrator has the authoriztion to edit a project a PD has entered.

Q: Can you print blank copies of the forms from REEport?
  A: No. You cannot print out blank copies of the forms in REEport. However, contact the ARC and ask
  for the forms they made in Word.doc format that you can use if you cannot access REEport. The data
  can then be cut-and-pasted into REEport later yourself or by Department staff or the ARC.

Q: When an email notification goes to the Site Admin, does and email notification also go to the PD?
  A: Yes, the Site Admin and the PD are both notified via email. The notifications come when the project
  is submitted, if it is deferred or denied, and when it is approve. The department is not notified. The
  ARC sends a memo to the department as needed to notify staff of the developments of the project.

Q: Can you please clarify if the new Farm Bill classification will be in addition to OR instead of the Knowledge
Area classification that we have been using?
  A: Sometime in the future (beyond FY15), the new Farm Bill classification codes will be required in
  addition to the current Knowledge Area Classification (KA). The KAs are used for many things but do
  not cleanly cross-cut into the Farm Bill classification areas.

Q: Where can I find the REEport User Manual?
  A: The REEport User Manual can be found on the REEport public information website at NIFA:
  http://www.nifa.usda.gov/business/reeport_imp.html.

Q: Do the Farm Bill classification codes apply to standard grants or just the formula grants? Would
this be done at grant initiation each year? How will the coding be communicated to the scientists
completing the reports?
  A: The Farm Bill classification codes apply to all grants, especially the standard grants such as AFRI
  since this is the purpose of those codes. It would be done at the time of grant initiation in the
  classification page screen. The coding will be communicated via the REEport Newsletter upon
  implementation of this element. As of FY15, the Farm Bill codes have not been requested.

****

FINDING PROJECTS IN REEport

Q: I didn't see a field for grant/agreement numbers for grant projects. I frequently look up grants using the
agreement number. This is a very important number – the Grants.gov number is useless to us, once a grant is
funded we would never use that number.
  A: The Agreement Number is found after opening a project on the Cover Page. You will need to look up
  all projects associated with your name on the main screen and click on anything that has a Grants.gov
  number to find the one you want.

Q: I have put information into several fields so I can find my project but nothing comes up
  A: Fill in only 1 field. If that doesn't pull up anything. Erase that and fill in only one other field to search.

****

Formula Funded Competitive GRANTS

Q: We often don't have the notice of the award until after the start date. Also, Federal awards usually have a fixed start and end date as part of the award information. If we don't set up the record in REEport until after the award starts, do we use the date of entry for the start date or the actual Federal start date of record?
    A: The start and end date will be pre-populated because it comes through Grants.gov.

Q: The section for other Co-Directors does not allow me to put in the other names listed on the grant proposal.
    A: This area will be filled in by the Grants.gov database at the time of the funding award.

Q: I understand Grants.gov proposals auto-populate REEport, does it also work the other way around? For example, when we update REEport with an annual report, for example, does it push the report back to the sponsor - or is reporting still going to involve two separate steps? One report for REEport, and another manually sent to the sponsor?
    A: No, REEport does not have this functionality.

****

PROJECT CHANGES

Q: What kind of changes are acceptable in REEport?
    A: In the Project Change module, if you can modify a field it is acceptable. This is provided that it does not break any built-in rules (you would receive and error message if it did), and is approved by a National Program Leader (NPL), if required. The ARC will input Director approved changes to REEport.

Q: If we are terminating a project early, it looks like the end date cannot be changed to reflect the actual end date, correct? If so, how are we going to be able to accurately know when a project was actually terminated?
    A: The end date can be edited in the Project Change module.

****

NIMSS Online Reporting System for Multi-State Research Projects

Q: What is NIMSS?
    A: NIMSS stands for National Information Management and Support System which houses the data on all of the nation's Multi-State projects. A participant must be registered in NIMSS before an active Hatch/Multi-State project in REEport can be started.

Q: How does NIMSS work w/regard to REEport?
    A: The multi-state project information is pulled from NIMSS into REEport.

Q: Does the multi-state project information transfer to REEport project initiation module when you enter a new project and select NIMSS project number?
    A: It pre-populates just the title, NIMSS group number, Goals, and Title.

****

PROGRESS / FINAL REPORTS

Q: In the progress report the actual FTE's are required. Does this mean the future financial report will not ask for the FTE's anymore?

A: Correct, in the future the financial reports will not ask for the FTE's. Formerly called the AD-419 form in the old CRIS system, the CAHNRS BFO office does the financial reporting for WSU.

Q: Will institutions still be able to print off their department check list for the annual reporting process?

A: REEport now includes a Report Module. You are able to display, sort, and export project data

Q: If a PD enters his final report in the progress module, how can this be corrected prior to submission?

A: Prior to submission, the Site Admin has the capability to edit it, or to send back for edits. So you are able to remove all content, and copy it into the correct reporting module - either Progress or Final.

Q: Do the reports submitted to NIFA have to be done individually or is there a way to submit all or a group of projects after administrative review (marked complete in CRIS)?

A: Batch submissions like in the old CRIS system is not possible. They must be submitted individually. (

Q: Can you print blank copies of the forms from REEport?

A: No. You cannot print out blank copies of the forms in REEport. However, contact the ARC and ask for the forms they made in Word.doc format that you can use if you cannot access REEport. The data can then be cut-and-pasted into REEport later by yourself or by Department staff or the ARC.

Q: When an email notification goes to the Site Admin, does and email notification also go to the PD?

A: Yes, the Site Admin and the PD are both notified via email if an action on the submitted project pertains to submission, deferral, denial, approval, or that a Progress or Final Report is due on the grant.

Q: Is NIFA going to send us a "Review/Comment" sheet letting us know when a project has been approved? Or are we just going to have to do a periodic search through all our active projects to see if it has been approved?

A: The Site Admin and PD will receive an email notification with the NPL's reviewer comments.

Q: If we are terminating a project early, it looks like the end date cannot be changed to reflect the actual end date, correct? If so, how are we going to be able to accurately know when a project was actually terminated?

A: The end date can be edited in the Project Change module.

Q: Are we, the state office required to have a paper copy signed by the authorized signature – Director on file?

A: NIFA recommends that you have hard copy documentation on file of your Director authorizing your Site Administrator to submit documents within REEport. Since REEport utilizes individualized login credentials, any person submitting forms in REEport is automatically considered to have signed that form under their login as an electronic signature.

Q: What are CIP codes?

A: CIP stands for Classification of Instructional Programs. The CIP codes provide a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. These will be needed for each undergraduate, graduate, and post-doctoral student who participates in your grant project. See the CIP codes here: http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55. The ARC office can input these codes at the time the FTE data is entered.

MULTI-STATE RESEARCH PROJECTS

The need to research certain types of problems on a Multi-State basis has been recognized by USDA administrators. A percentage of federal Hatch funds are earmarked to be spent on approved Multi-State research projects. These Multi-State research funds at WSU approximate 25% of the total federal allocation. To qualify for Multi-State research status, a Multi-State research project must be approved by the appropriate region's SAES directors' association and the Multi-State Research Office of USDA/CSREES.

Western Multi-State Research Projects are designated by W- followed by an identifying number, e.g., W-3147. Some ARC researchers are involved with Multi-State projects from other regions, e.g., Southern, S-; North Central, NC-; and North East, NE-. Projects of national scope are pursued through the National Research Projects (NRPs) or National Research Support Projects (NRSPs).

The strength of Multi-State research is that it brings together the resources and expertise from several states to investigate a particular problem and minimizes duplication of effort. Multi-State research projects usually result from a region-wide problem being presented through an SAES director to the regional association. In most cases, the need for Multi-State research is brought to the director's attention by a researcher.

Briefly the steps to initiate a Multi-State research project are:
1. Identification of the problem by concerned researcher, SAES administrators, or USDA personnel.
2. Approval by the regional directors' association for preparation of a Multi-State project proposal. An ad hoc technical committee composed of interested researchers is formed to prepare the proposal under the guidance of an appointed administrative advisor.
3. Approval of the proposed project and establishment of a permanent technical committee.

A researcher can participate in a Multi-State project by submitting an addendum (Appendix E) requesting assignment to a project. Contact the ARC for the procedure. See the example on Page 89.

After the researcher has been approved to join a Multi-State research project through NIMSS, the REEport Project Initiation pages must be completed to start an associated Hatch project. The title can be selected from a drop-down list. The Objectives from NIMSS for that particular project will be displayed for selection by the PD. The Project Outline and the peer review forms used for other Hatch projects are not required because the Multi-State research project has already been through a review process.

In addition to formal Multi-State Research Projects, other mechanisms exist for Multi-State research coordination. In the Western Region, the Western Director's Association establishes Western Education/ Extension and Research Activities (WERAs), Western Coordinating Committees (WCCs), or Western Development Committees (WDCs). Their purpose is to bring researchers together to coordinate related research without the need for a formal Multi-State research plan and to organize technical conferences, work groups, task forces, or symposia for exchange of experience and opinions. The same type of committees exist in the other regions: NCERA, NCAC, NCCC, NCDC // NEAC, NEC, NECC, NEERA // SAC, SCC, SDC, SERA.

Multi-State Research funds may be used to support the travel of participants to the committee's annual meetings, but coordinating committees are not eligible to use Multi-State Research funds for research. Accordingly, a researcher does not have to establish a Hatch project solely to participate in a WERA. **The researcher does need to have an appropriate Hatch project for research done in the area covered by the Multi-State committee.**

After a researcher has formally joined a Multi-state research project, salaries will be paid through the accompanying ARC project at the same percentage listed on the original Appendix E. If the appendix E includes technicians or postdoctoral employees, their salaries must also be paid through the ARC project at the percentage listed.

Please refer to the memos in the Examples section for more detailed information about using ARC funds to travel to the authorized annual meetings for Multi-State projects.

EXAMPLES of FORMS

Tables of Processes

SAMPLE TIME LINE FOR SUBMITTING A NEW OR REVISED ARC PROJECT

TASK		DATES	
Pre-planning	Discuss idea with chair/Center director		**FOR HATCH, MCINTIRE/ STENNIS, ANIMAL HEALTH**
CRIS Search	Complete CRIS Search		
Writing project outline	Submit project outline draft to department chair/Center director for review		
Receive approval for human or animal subjects	Obtain, complete, and turn in forms to appropriate committee for approval		Grid for Project Procedures /
Revising project outline	Revise project outline based on chair's/Center director's suggestions	April 1	
Peer Review (4-6 weeks)	Submit project outline to department chair/Center director for Peer Review	April 15	Forms Required for Projects
Revising project outline	Revise outline based on reviewers' comments	May 31	
Forms for CRIS (1 week)	Input project data to REEport under the "Project Initiation" section	June 15	
Chair/center director signatures (Assume 2-3 working days for each signature needed)	Obtain signature on Project Initiation, and peer review forms from department chair(s)/center director(s)	Completed by June 25	
Processing at the ARC (1 week)	Send hard copy of outline, signed REEport forms and peer review summary to the ARC and send electronic version of outline to the ARC for review, editing and signature.	June 25	
Processing at USDA (6-8 weeks)	The ARC submits REEport data and outline to NIFA	July 1	
Final approval	Approved paperwork back from NIFA through REEport	August 25	
Department Notification	The ARC notifies department/center of approval	August 26	
Project start date	Project begins	September 1	

DEPARTMENT / CENTER CHECKLIST FOR USDA / REEport PROJECTS – AS OF MAY 2014

Researcher_____   Department / Center _____
Project Number _____   Current Termination Date _____
Received at ARC Date _____

_____ **Outline (Word.doc emailed to ARC)** -Refer to Procedures for ARC Projects. Include the following sections:
- Not required for Multi-State projects or for State projects
- Do not use a previous Outline. Show research progress and publications based on the last 5 years

_____ *Title*
_____ *Personnel* (Project Director and Others who are participants contributing essential services)
_____ *Institutional Units Involved* (List WSU Depts contributing services or facilities – list what they contribute)
_____ *Cooperation* (list any USDA or other station, institution, or agency. (**If Multi-State, list the group #**)
_____ *Justification*
_____ *Previous Work and Present Outlook*
_____ *Objectives*
_____ *Procedures*
_____ *Probable Duration* (list the project for 5 years)
_____ (If a McIntire-Stennis Project, include the Timeline Table)
_____ *Financial Support Needed*
_____ *Expected Impact(s)*
_____ *Bibliography and/or Literature Citations*

_____ **Peer Review Compliance Report Form** (completed & signed by Department Chair or Center Director)
- Not required for Multi-State projects or for State projects
_____ Are there at least three reviewers not affiliated with the project?

_____ **Project Initiation: Use for both New or Revised Projects**   Link to REEport: http://portal.nifa.usda.gov
Project Director: Enter your own email address and personal password

_____ **Use the "Create New Project" for starting either a revised or a new project.**
Use your existing WNP_____ project number as the project number on the Cover Page.

_____ Are the Participants & Departments the same as indicated on the project Outline (Formula Projects)?

_____ Classification Section:
_____ Does the project have a portion of research pertaining to Animal Health?

_____ Assurance Statement Section: * Not required for State projects (must be completed for Multi-State)
_____ Human Subjects Involved?   _____ Vertebrate Animals Used **?**
_____ If Humans or Animals are used, is the current approval from WSU attached?
IRB (http://www.irb.wsu.edu/) for Humans, IACUC (http://www.iacuc.wsu.edu/) for Animals

_____ Signed by Chairs and/or Directors of PI's Dept. and all cooperating Departments - if applicable
_____ Home Dept. _____ Co-op Dept. 1 _____ Co-op Dept. 2 _____ Co-op Dept. 3

Checklist Prepared by _____   Dept. _____

TIMELINE TABLE FOR MCINTIRE-STENNIS PROJECT PROPOSAL – INCLUDE IN PROJECT OUTLINE

The Timeline is part of the Outline for all McIntire-Stennis projects, and should be listed under the heading of "Duration" and the Timeline Table included within the project Outline documents. Please contact Lisa Brown (lbrown@nifa.usda.gov) with questions.

This is the format Dr. Blanche prefers for the timelines. He wants the years across the top and the Task Names going down the side, then indicate by shading or "X's" (or other means), the amount of time spent on each Task; he also prefers the years projected quarterly, as shown below.

Use the table below as an example of formatting the Timeline Table:

Task Name	2013				2014				2015			
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨
		▨	▨									
		▨	▨									
		▨	▨	▨								
			▨	▨	▨	▨						
					▨	▨	▨	▨	▨	▨		
							▨	▨	▨	▨		
		▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨
				▨	▨	▨	▨	▨	▨	▨	▨	▨

SAMPLE PEER REVIEW REQUEST LETTER

____DATE____

Dr. _____XXX_____, Professor
Department of _____
_XXX___ University (or Name of Business)
Mailing Address: ____XXX_____
___Town____, __ST__ 00000-0000

Dear Dr. _____XXX_____:

I would appreciate it very much if you would review the enclosed Hatch project proposal written by ___Dr. ____XXX____ and return your comments to me by ___DATE_____. In reviewing this proposal, please consider the following:

1. Does the outline clearly state the problem to be solved or specify the nature of the knowledge to be sought?
2. Are the objectives clearly stated and sufficiently specific that accomplishment within reasonable project duration can be expected?
3. Do the procedures suggest reasonable approaches to the accomplishment of each objective?
4. Does the outline give evidence of the leader's familiarity with <u>essential</u> literature, concepts, and methods relevant to the research?
5. Are the experimental materials, methods, samples, and criteria of measurements likely to provide interpretable results?
6. Are adequate provisions made for the scientific competencies essential to the conduct of the research?
7. Are definable benefits being sought; and, if so, are they attainable from the successful pursuit of this research? Have appropriate means been identified for disseminating the research findings?
8. Is the project likely to contribute significantly to the cumulative knowledge of the discipline and the targeted clientele?
9. Does the proposed study complement on-going research in the department or in other departments at WSU? Have relevant individuals or units been contacted for possible cooperation.

If you feel that you cannot complete a timely review of this proposal, please contact me at ___Phone Number ____ or ____Email address ___ so that I may contact someone else to assist with this peer review.

Thank you.

Sincerely,
_____XXXX_____, __Dept. Chair or Station Director___

PROJECT TITLE:
PROJECT LEADER:

CO-INVESTIGATORS:

    Name_____Department_____

    Name_____Department_____

COOPERATING DEPARTMENTS OR OTHER AGENCIES:

REVIEW TEAM:

    Name_____Department_____

    Name_____Department_____

    Name_____Department_____

What are the strongest features of this proposed research project?

What are the weakest points of this proposed research project?

Was a CRIS search conducted? If not, why not?

Were relevant departments at the University of Idaho and Oregon State University involved in the preparation and/or review of this proposal?

_____
Signature of Project Leader's Department Chair/Center Director

APPENDIX E
Format for Reporting Projected Participation

For each participant in this activity, include his/her name and e-mail address, employing institution/agency, and department; plus, as applicable:

- For research commitment, indicate the CRIS classifications [Knowledge Area(s) (KA), Subject(s) of Investigation (SOI), and Field(s) of Science (FOS)], and estimates of time commitment by Scientist Years (SY) (not less than 0.1 SY), Professional Years (PY), and Technical Years (TY);
- For extension commitment, indicate FTE and one or more of the KA (Knowledge Areas); and,
- Objective(s) under which the each participant will conduct their studies.

Project or Activity Designation and Number if applicable): _____

Project or Activity Title: _____

Administrative Advisor: _____
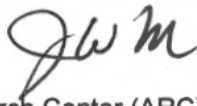
Participant Name and E-mail address	Institution and Department	Research							Extension		Objectives				
		CRIS Codes			Personnel										
		KA	SOI	FOS	SY	PY	TY	FTE	CRIS Code(s) for KA (Knowledge Area)	1	2	3	4	5	
					0.10	0.0	0.0								
Total SY, PY, TY and FTE															

Approved: _____   Date: _____

Director, Agricultural Experiment Station and/or Extension Service

Please return completed form to:
ARC Hulbert 403 ms 6240   Department Chair

MEMORANDUM

DATE: August 18, 2014

TO: Department Chairs, R&E Directors, District Directors, Travel Personnel, and Research/Extension Participants in Multistate Travel

FROM: James Moyer,
CAHNRS, Associate Dean
Director, Agricultural Research Center (ARC)

Richard Koenig
CAHNRS, Associate Dean
Director, WSU Extension

SUBJECT: Policy for Multistate Travel Funds

ARC and Extension faculty participation in Multi-State research projects and Extension Research (ERA) Committees is one of the ways we fulfill our mission by collaborating with scientists throughout the nation. A portion of the Hatch funds (ARC) and Smith-Lever funds (Extension) received from USDA National Institute of Food and Agriculture (NIFA) must be used to support approved Multi-State research and ERA activities and associated travel.

ARC and Extension cover the travel expenses proportional to the FTE percentage of the appointment of the traveler. Both Hatch and Extension travel funds are finite.

ARC and WSU Extension approval for Multi-State travel will be based on the following considerations:

1. Maintaining a current ARC project: To receive any funding from the ARC, all NIFA REEport forms for new or revised ARC proposals or progress reports for current ARC projects must be completed at the time of application for Multi-State travel funding.

2. The Agricultural Research Center (ARC) and WSU Extension will fund one faculty member per approved Hatch Multi-State project, National Research Support Project (NRSP), Coordinating Committee (CC), Development Committee (DC), or Education/Extension and Research Activity Committee (ERA) for travel to an authorized annual meeting per year.

Consequently, travelers, department chairs, and station directors should use these guidelines.

1. All budget and expense paperwork must be processed through ARC administration. **Reimbursement of expenses may be delayed, partially reimbursed, or denied if the TA is not submitted for approval to the ARC before the trip and/or the TEV paperwork is not submitted through the ARC office for payment.**

   Ellen Yeates is the designated contact for Multi-State Travel. **The TEV must be sent to the ARC for approval so expenses can be tracked for reimbursement later.**

2. The meeting must be authorized by the Administrative Advisor of the project or committee on the web-based National Information Management Support System (NIMSS) before travel requests will be considered. A simple email announcement of the meeting distributed by the meeting committee will not suffice as the authorization.

3. The faculty member will work with their department and with their assigned CAHNRS Business Center support staff (Pullman campus departments only) to prepare the Travel Authority (TA). **It will be signed first by the Department Chair or Director and then sent to the ARC. The ARC Director and/or the Associate Dean for Extension will then review the TA and sign for approval.** ARC will then send a .pdf signed copy of the TA to the department and Center as applicable.

4. Travel funds provided by the ARC or WSU Extension under this program are limited to $1,200.00 per trip as authorized both by ARC and/or Extension. If the traveler holds appointments in both the ARC and Extension, funding will be split according to the traveler's appointment percentages. If the traveler holds appointments between ARC and Academic Programs in CAHNRS, the ARC will pay for the travel.

   In all cases, the total applicable reimbursable funding for airfare, food, lodging, and incidentals as allowed by WSU travel guidelines will be limited to $1,200.00. Funding for authorized travel under this program that exceeds the $1,200.00 provided by ARC and/or Extension must come from other appropriate sources such as authorized travel funds already written into grants, other departmental funds, or the traveler's personal funds.

5. Travel to and from the annual meeting must be by the least expensive mode of travel unless prior approval has been received. For example, if airfare to a meeting is $300.00 and a rental car charge would be $500.00, we would pay for the airfare or reimburse $300 of the rental car charge. We expect reservations to be economical.

   Please note that when traveling outside the country or domestically, U.S. carriers must be used per USDA requirements.

6. **In order to have airfare reimbursed it must be charged to an approved ARC Multi-State project and/or the Multi-State Extension budget.** One way to ensure this is to have the travel agent call Ellen Yeates at ARC and she will first check to see that all approvals are in place from the ARC/Extension areas. The airfare can then be put on the Multi-State CTA. The other ways are to use a personal card and have the airfare included for reimbursement on the Travel Expense Voucher (TEV) or thru the departmental WSU corporate card and a copy of PaymentNet forwarded to the ARC.

Before ARC can authorize its account for the airfare, it must have (a) <u>The authorization memo from the Multi-State Administrative Advisor recognized on the web-based NIMSS system and (b) A copy of the TA signed by the department chair</u> in the ARC office (a faxed copy is sufficient).

7. Approval is generally given to stay in the lodging facility where the meeting is being held to achieve maximum benefit of having a business interaction with the other travelers on the project or committee. Be sure to mark number 2 or 3 as applicable on the TA in the box for Lodging Exception.

8. Quite often Multi-State meetings are in conjunction with other professional meetings. This is one of the benefits of participating on a Multi-State project or ERA committee because we can reimburse travel to and from the authorized meeting. The traveler, therefore only incurs the per diem and registration expenses of the professional meeting.

9. After the meeting, the faculty member will work with their Department and assigned CAHNRS Business Center (Pullman campus departments) to complete the TEV within 10 days. **The TEV comes to the ARC for authorization before it goes to Travel.**

Exceptions to this policy must be reviewed and approved in writing, preferably by email, by the Director of the ARC; and if an Extension appointment is involved, by the Associate Director for Extension.

Although the above procedures are not new, this memo has been sent out as an annual reminder. If you have any questions please do not hesitate to call Ellen Yeates at: 509-335-4563.

NOTE TO ARC/RESEARCH/EXTENSION TRAVELERS: Please remember to tell the person doing the travel paperwork that the trip is Multi-State and to please send this paperwork to Ellen Yeates in CAHNRS at ARC mail stop 6240, not the Business and Finance Office.

Flowchart for Processing Travel Authorities (TA's) for *Multi-State* Trips

#1 - BEGIN

#2 The Department or Business Center is to prepare the TA on paper for the registered participant and have the Dept. Chair or Director sign. Be sure to add the number of the Multi-State group (such as W-2001, SCC-80, etc.)

#3 After Dept. Chair or Director signs, either mail or fax the TA to Ellen at the ARC (fax: 509-335-6751).

TA is signed by ARC and/or EXT and a .pdf copy is emailed back to the department.

 # 4 Reimbursable purchases may begin. If you want ARC's CTA account to pay for the airfare, have the authorized travel agent call Ellen at 5-4563.

 # 5 If tickets were purchased and ARC does not authorize the trip on the TA, then the expense of the ticket will be the traveler's or the traveler's department's responsibility.

The Dept or Business Center completes the TEV within 10 days. Have the traveler and the Dept. Chair or Director sign, then send it to ARC for approval and signatures from ARC/Ext. as needed. ARC will forward to WSU Travel.

 # 7 ARC/Ext. as applicable will reimburse travel expenses up to $1200.00 at the end of the quarter.

Multi-State Travel - Training Handout for Staff – Updated for 2015

FAQ's

1. **What is considered Multi-State Travel (project and committee travel)?**

    Multi-State Travel is usually the trip a registered participant takes to attend the authorized annual meeting of their Multi-State research project or Multi-State committee group.

2. **If the registered participant cannot attend, can someone else go in their place?**

    The participant is usually the main PI or designated WSU representative and must be currently registered on the project or committee. If an exception is requested for another to attend in their place then the one of the following will apply:

    1. Another currently registered participant can attend without any additional special request to ARC other than the usual TA with a comment that they have been given the approval to attend the meeting by the PI and will be authorized to use the project budget for their expenses.
    2. The traveler is not at registered participant. Then approval must be made by ARC/Extension administration in writing, preferably by email. (Sometimes a graduate student will be attending to do a presentation on behalf of the PI.) It may be in the best interest of the traveler to join the project officially if they are faculty and may be contributing in the future or need an ARC project for funding.

    Exceptions to this policy must be reviewed and approved in writing by the Director of the ARC; and if an Extension appointment is involved, by the Director or Associate Director of WSU Extension. Please review the Travel Memo for additional procedural information.

3. **What if more than one participant wants to attend the meeting?**

    More than one participant can attend the meeting, but only one will have their travel expenses reimbursed by ARC. The other participant(s) must find funding from other sources in their own department or grants. The TA's should specify which traveler has been designated as the Multi-State participant for ARC funds.

4. **How do I get a participant registered on a project so they can go to the annual meeting?**

    Submit a participant's Appendix E (signed first by their Dept. Chair or Director) to the ARC for the Ag Experiment Station Director to sign to approve their addition. If the participant also has any or all of their appointment with Extension, then the Extension Director will also sign. The participant must have the Appendix E done and in the NIMSS system and a TA sent to ARC before funds will be authorized for their travel. If the TA comes in at the same time as the TEV, expenses will be reimbursed at the discretion of the director.

5. **What Multi-state events are paid for by ARC/Extension?**

   The Multi-State event most often paid for by ARC/Extension is the authorized annual meeting of their group. On occasion (and as an exception with prior approval from ARC/Extension) funds may be authorized for a participant to attend a meeting to produce a publication or a rewrite/revision of the current project or committee.

6. **Where can I find the most current Travel Policies?**

   There is a copy of the most current Multi-State travel policies on the ARC website at: http://cahnrs.wsu.edu/research/grant-resources/reeport-instructions/hatch-multi-state/ .In your departments, there should also be a printed copy of the Memo that is emailed every year for your records in August along with any updates throughout the year.

7. **How am I able to use the project's budget if it shows as overdrawn for the travel expenses?**

   It may be a possibility that the project budget and/or Extension operating budget gets overdrawn for Multi-State travel expenses. However, these expenses are reimbursed at the end of the quarter by ARC/Extension up to the maximum reimbursement amount (currently $1,200.00) through a journal voucher entry. You need to use the project budget so we can show that Multi-State monies are being used on behalf of the program. Any expenses over the maximum remain as an expense on the budget so it still may show some negative amount if no additional funds are allocated.

8. **How do I do the TA (budget numbers, travel dates, exceptions, annual leave, current with paperwork for project, foreign travel) for a Multi-State trip?**

   When completing the TA to request approval for Multi-State Travel and request ARC/Extension funding, the Department or Business Center should check the following items before sending it to ARC:

   A. Is the participant registered on the project and has their progress reports for current projects or REEport reports for new projects done so they can go?
   B. Check the participant's appointments to determine the percentages of Teaching, Research, and Extension they have.
   C. Be sure to list the correct project number in the Account Section – and the Extension Budget number 09A-4101-0012 as well if there is a percentage of their appointment with Extension. Call ARC if you are not sure which budget to use.
   D. Travel dates can be listed as one day before and one day after the meeting.
   E. If they have another professional meeting in conjunction with Multi-State, be sure to list that in comments. Include a statement of which expenses will be charged against the other meeting and be sure to list the other meeting's budget. Give details of any exceptions: Personal leave around the meeting times, the request of a rental car, registration to be paid on the TEV (along with the registration paperwork) and accommodation details if something is unusual.
   F. Have the Department Chair sign before sending it on to ARC. When ARC receives the TA, it will be signed by ARC and Extension if needed and sent back to your department. We can then work on purchasing other travel items such as tickets and registration.

9. **How does ARC pay airline charges for me and determine airfare reimbursement?**

The best procedure is to have ARC purchase the itinerary you work out with a WSU approved travel agency. (This only happens after the TA is submitted and signed by the ARC Director.) The agent can call Ellen Yeates directly at 509-335-4563 and it will be charged to the ARC CTA account. Through PaymentNet, it will be split out accordingly to all applicable budgets in the correct percentages as listed on the TA. It also helps the departments especially if ARC is responsible for all the expenses of an annual Multi-State Committee instead of an annual Research Project meeting.

ARC will pay for travel to and from the Multi-State event but additional travel as it applies to another meeting will be charged to that meeting or not reimbursed if it applies to personal leave– for example: rental car or another plane ticket or an additional leg of a flight. Flight reimbursement will be calculated as roundtrip from the Multi-State meeting location. Additional documentation from the travel agent may be required to make the determination if other legs of travel have been purchased at the same time for another meeting. The travel agent should produce a simulated itinerary with the pricing for the basic roundtrip without the additional legs for another meeting or personal trip.

10. **How are Multi-State TEV's completed (receipts, explanations, per diem rates, signatures)?**

Use your signed TA copy that I return to you as a guide in completing the TEV. This will have the most accurate information if changes were made at ARC after you sent it in for signatures. You will especially need to refer to the account numbers and the percentages charged to each account. Also check on the distribution of expenses if another meeting or personal leave needs to be taken out of the Multi-State calculations. Look in the Exceptions area for additional comments that can affect the way monies are split – including subtracting out personal expenses for annual leave. Include another budget number as needed if expenses (including pre-purchased items such as airfare and registration) will go over the maximum reimbursement amount and you want some other account other than the project budget to pick up the remainder.

Be sure to double-check the per diem rates for each city where meals are claimed. Alaska and Hawaii are unusual and use a foreign rate classification. If you are not sure, please call the Travel Dept. or ARC for help in determining rates. (For foreign meals, be sure to add the meals and incidentals amounts together for the total meal rate before applying the percentages for each meal: 25% Breakfast, 30% lunch, 45% for dinner.

Reimbursement from ARC/Extension for Multi-State travel per trip at this time will not exceed $1,200. This includes any expenses that have been prepaid for the participant that does not show on the TEV such as airline ticketing and registration fees.

Signatures are needed by the traveler and the Department Chair before submitting to ARC for review and signature approval. It is very important to get the TEV processed within 10 days of the trip – otherwise, you may miss the reimbursement date for that quarter or not get reimbursed at all if it misses the fiscal year end. The ARC sends out reminders as the end of the quarter nears for any trip that has been authorized but expenses not submitted. If cut-off dates are missed or the TEV is very late in being submitted, the ARC/Extension Directors may choose not to authorize reimbursement. It is up to each department to encourage their participants to turn in their receipts in a timely manner to process the paperwork. This is especially true at the end of the fiscal year.

11. The participant is claiming an exact amount for food instead of the per diem amount. Which rate should I use?

If the amount is lower than the per diem rate, ask your participant if they are sure they want to under-claim. If they want to claim more than the per diem rate (even if they produce the receipts) they will only be paid the per diem rate for that area. Put a notation in the "Travel Details" area of the TEV to explain that actual meal expenses are claimed if under the per diem amount for that area.

12. When do I get the money back in my ARC project budget?

You receive copies back of the signed TA and TEV as they are processed. Your monthly budget pages will show charges for airlines, etc. as we go. Please compare your calculations with mine. When you receive the reimbursement memo at the end of the quarter, I show the participant and the combined amount being reimbursed for Cost (per diem) and Airfare (including ticketing fees) as they apply to your project budget. Call immediately if your amounts differ and we can work it out. Sometimes Travel makes an adjustment in an item on the TEV.

Reimbursements are paid at the end of each quarter:
July-Aug-Sept 1st Quarter travel is reimbursed the first part of October
Oct-Nov-Dec 2nd Quarter travel - the first part of January
Jan-Feb-Mar 3rd Quarter travel - the first part of April
Apr-May-Jun 4th Quarter travel - the first part of July – **before the fiscal year cutoff**.

13. What if the department had already made purchases on an administration or other budget for expenses before the TA was authorized for the trip with the correct accounts to use?

This can be avoided if the correct procedures are followed from the beginning in getting authorization for the trip to be taken at all. However, if this does happen for some reason, please give ARC a call and we can determine the best procedure.

Most times, if the accounts are within your own department, (administration budget to a project budget) you can shift the expenses to the correct budget by processing an ETR without getting ARC involved. If the expenses will be for Multi-State Committee trip, the ARC Multi-State budget is involved and the ETR will need to be sent here for signature that we agree to accept the charges – please call to verify the correct ARC account to designate for the transfer. From there, the correct budget can be reimbursed by ARC.

Please note that only 10A accounts for ARC and 09A accounts for Extension can be reimbursed on behalf of ARC/Extension.

14. Can the ticket be purchased on a traveler's WSU corporate card and be reimbursed?

Yes, just include the documentation with the TEV and show the cost in the "Other Expenses" section of the TEV. For your review, the following applies to the Card:

The WSU Travel Charge Card is a personal liability Visa card issued to WSU employees to be used for payment of expense incurred while traveling on behalf of WSU.

Allowable Purchases: Lodging, Meals, Rental Cars, and Airfare through a GA approved travel agency or directly from an airline.

Prohibited Purchases Include: Personal Items, Non-Official Travel Related Items (Room service, alcoholic purchases, etc…), and Non-Business Related Telephone Calls

What are the Benefits of Having a WSU Travel Charge Card?: Travelers have the ability to secure reservations, no need to use personal funds for WSU travel expenses, eliminates the need for travel advances, allows travelers to make on the spot travel related purchases, and eliminates the need to have a Budget Rental Card to secure rental cars.

15. What are some things NOT to do.

Taking a Trip:
A participant should not go on a Multi-State trip without first getting a TA authorized to pay for expenses when they return (if they want reimbursement by ARC.) At this point, the ARC is under no obligation to reimburse expenses and the TEV will be flagged for special consideration by the ARC/Extension Directors to decide if reimbursement will be given.

First class tickets are not approved. Only use U.S. Carriers for airline travel unless situation does not offer U.S. transport (travel within a foreign country).

Do not stay at a non-headquarters hotel at higher rates without explanation. Travel requires paperwork showing that it was the best available published rate (you can use copies of internet pages) before it is decided that it is reimbursable at above per diem rates. Also, if proximity to the main hotel is still more cost effective than travel expenses to and from a less expensive hotel, then list this explanation in the Details area of the TEV.

Do not charge personal expenses on WSU travel cards. It is prohibited.

Do not wait more than two weeks to submit a TEV

16. May the traveler purchase airfare from personal financial resources?

Yes. When a traveler is billed individually and seeks reimbursement for purchase of airfare, the traveler must attach receipts to the Travel Expense Voucher.

17. For other questions, please contact the ARC at 509-335-4563, eyeates@wsu.edu

Updated: April 2015