

***GUIDE TO
COMPLETING THE
REEPORT
PROGRESS OR
FINAL REPORT
FORMS***

(formerly known as the CRIS AD-421 form)

PROGRESS or FINAL REPORT

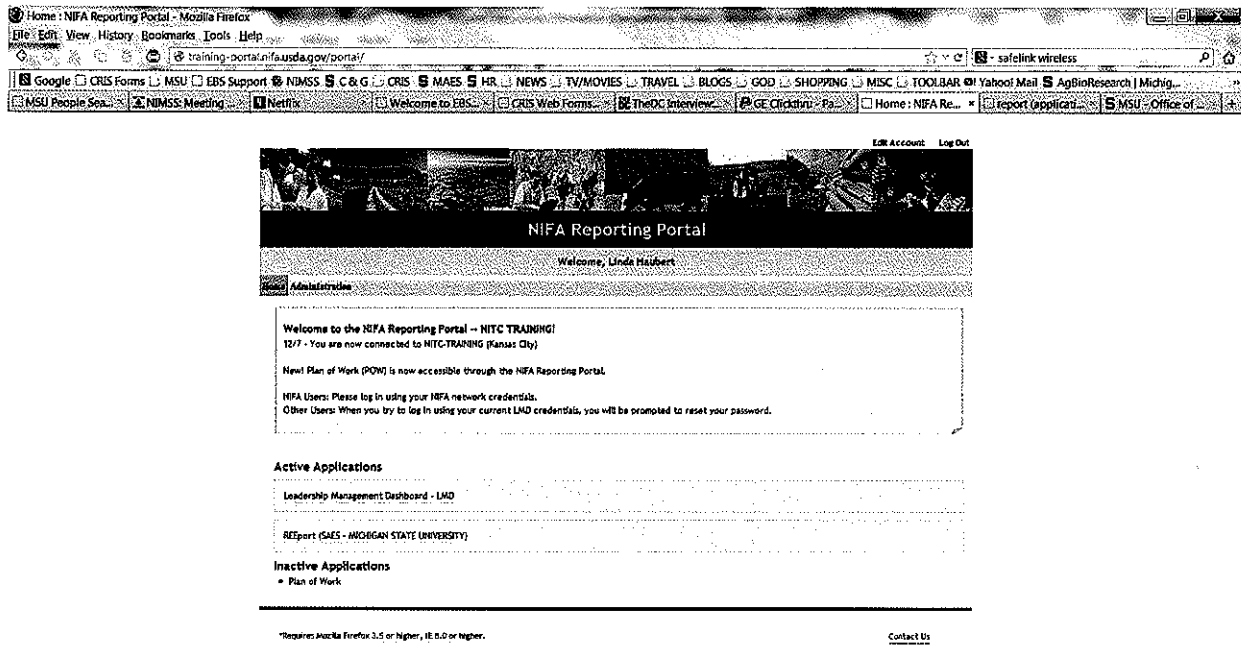
Go to the USDA NIFA Reporting Portal: <http://portal.nifa.usda.gov/>

The screenshot shows the NIFA Reporting Portal interface. At the top, there is a navigation menu with links for MSU People Search, NIMSS Meeting, Netlix, Welcome to EBS, CRIS Web Forms, TheDC Interview, GE Clickthru, Pa, NIFA Reporting, report (applicat), and MSU Office of. Below the menu is a banner for the Leadership Management Dashboard (LMD) with the text: "The National Institute of Food and Agriculture (NIFA) created the Leadership Management Dashboard (LMD) to provide State Partners, Agency Executives, National Program Leaders, Program Specialists, and Program Assistants at NIFA with actionable business information in a format that is both intuitive and insightful." Below the banner is a "Latest News" section with a welcome message: "Welcome to the NIFA Reporting Portal -- NITC TRAINING! 12/7 - You are now connected to NITC-TRAINING (Kansas City) New! Plan of Work (POW) is now accessible through the NIFA Reporting Portal. NIFA Users: Please log in using your NIFA network credentials. Other Users: When you try to log in using your current LMD credentials, you will be prompted to reset your password. More." Below the news section are three columns of links to other systems: REEIS (<http://www.reeis.usda.gov>), CRIS (<http://cris.nifa.usda.gov>), and PRS (<https://prs.nifa.usda.gov>).

PLEASE NOTE: IF YOU HAVE NOT YET REGISTERED IN THE NIFA REPORTING PORTAL PLEASE DO SO BY FOLLOWING THE INSTRUCTIONS FOUND AT THE END OF THIS DOCUMENT.

Once you are registered in the NIFA Reporting Portal you are free to use the REEport system to create and report on your REEport projects (formerly known as CRIS forms AD-416, AD-417 and NIFA-2008 assurance statement and AD-421 annual and final reports).

1. Log in to the "NIFA Reporting Portal"
2. Click on the "REEport [SAES – Michigan State University]" link on the "NIFA Reporting Portal" screen



PLEASE NOTE: If you are unsure whether you need to complete a “progress” report or a “final” report please check with Linda Haubert (maesprj@msu.edu) or 355-0123. These are two separate forms so if you enter your information in the wrong form you will have to completely re-enter all your information in the correct form.

PROGRESS REPORT: the information covers one reporting period/year only.

FINAL REPORT: is a summary of the project’s duration, not just the final reporting year. There is one exceptions:

- FTEs in the “Final” report should be calculated and reported for the final reporting period/year only

At the "REReport" screen:

To initiate an annual "Progress" report: click on the "Progress Report" icon or "Progress Report" tab

To initiate a "final" report: click on the "Final Report" icon or "Final Report" tab

The screenshot shows a web browser window with the URL training-portal.nifa.usda.gov/reepor/?organization_id=63. The browser's address bar and tabs are visible. The main content area features a header with the text "REReport" and a welcome message: "Welcome, Linda Haubert: SAES - MICHIGAN STATE UNIVERSITY". Below the header is a navigation menu with the following items: Home, Project Initiation, Progress Report, Financial Report, Reports, Project Change, Final Report, and Site Administration. A central diagram illustrates the relationship between these report types. It shows a central laptop icon with arrows pointing to it from icons representing "Project Initiation", "Progress Report", "Financial Report", "Final Report", "Project Change", "Site Administration", and "Reports".

Back to Portal Log Out

REReport

Welcome, Linda Haubert: SAES - MICHIGAN STATE UNIVERSITY

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

Project Initiation Progress Report Financial Report Final Report

Project Change Site Administration Reports

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

At the "Progress" (or "Final") Report Home page:

1. Type in your last name in the "Project Director" box and click on the "Search" button. (You may also search for your reports by any of the other fields such as "Project Number.")
2. In the "Progress Report(s) in Draft" section – click on the project which you need to complete a report for.

The computer will jump you into the "Progress Report" form. You will first see the "Cover Page" which has your project identifying information. This part of the form does not require you to add any additional information and is completely prepopulated.

Please move on and complete the following sections:

- Participants:
 - Actual FTE's
- Target Audience
- Products:
 - Publications
 - Patents, and Plant Variety Protection (PVP)
- Other Products
- Accomplishments:
 - What was accomplished under these goals?
 - What opportunities for training and professional development has the project provided?
 - How have the results been disseminated to communities of interest?
- Changes/Problems

PLEASE NOTE: the following pages are samples/examples of and descriptions of what USDA is looking for.

3. After you are finished with the report please print out a hard copy of the report (pdf) for your department chair's signature. (Your chair should sign on the solid black line at the bottom of the report.)
4. Send the signed hard copy to Linda Haubert, AgBioResearch, 109 Agriculture Hall, 446 W. Circle Dr.

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: _____

[Expand All Folders](#) [Collapse All Folders](#)

3 Progress Report(s) in Draft

Accession #	Project #	Reporting Period	Grants.gov #	Proposal #	Project Director	Type	Title	View
9000077	TEN0-tes...	2012-04-30-2012-09-30	(N/A)	(N/A)	Suping Zhou	EVANS-ALLEN	TEST-101	PDF 0
9000028	TEN0-0002	2012-03-30-2012-09-30	(N/A)	(N/A)	Richard Browning	EVANS-ALLEN	test102	PDF 0
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								

At the "Progress" (or "Final") Report Home page:

1. Type in your last name in the "Project Director" box and click on the "Search" button. (You may also search for your reports by any of the other fields such as "Project Number.")
2. In the "Progress Report(s) in Draft" section – click on the project which you need to complete a report for.

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Please move on and complete the following sections:

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 - Actual FTE's
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Cover Page


[View past Progress Reports](#) [View Project Proposal](#)

Funding Source 

ANIMAL HEALTH

Status 

ACTIVE

Project Title 

Project Title

Project Start Date 

October 5, 2011

Project End Date

October 5, 2015

Sponsoring Agency/Institution 

National Institute for Food and Agriculture

Performing Organization/Institution 

SAES - IOWA STATE UNIVERSITY

DUNS Number 

005309844

Performing Department 

Animal Science

Project Number 

IOA-ProjectNumber123

Accession Number 

9000007

Reporting Period Start Date 

October 04, 2011 

Reporting Period End Date 

October 04, 2012 

States and Organizations

Collaborating/Partnering States 

ALASKA

ARIZONA

Collaborating/Partnering Organizations 

DEVELOPING INNOVATION IN NAVAJO EDUCATION INC

COMMUNITY FOOD BANK, INC.

Countries

Collaborating/Partnering Countries 

Angola

Anguilla

Project Contacts

Participants

Home	Project Initiation	Progress Report	Financial Report	Reports	Project Change	Final Report	Site Administration
Cover	Participants	Target Audience	Product	Other Product	Accomplishment	Changes/ Problems	Submit

*** Participants**

[View past Progress Reports](#) [View project proposal](#)

Nothing to report

Project Director

First Name	Middle Name	Last Name
Suping		Zhou

Email Address	Phone Number
zsuping@tntstate.edu	615-963-5828

Co-Project Directors

*** Actual FTEs for this Reporting Period**

Role	Faculty and Non-Students	Students within Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	0.0	0.0	0.0	0.0	0.0
Professional	0.0	0.0	0.0	0.0	0.0
Technical	0.0	0.0	0.0	0.0	0.0
Administrative	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
Computed Total	0.0	0.0	0.0	0.0	0.0

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 if there were no actual FTEs used to support this project for the reporting period being reported against.

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:

Enter the actual Full-time equivalent(s) (FTE) that **supported this project over the course of this reporting period only** (reporting period is one year or less; refer back to your cover page for the exact reporting period). 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 towards a project equals 1 FTE. A person who works 20 hours per week towards a project for 52 weeks per year equals .5 of an FTE.

INSTRUCTIONS: You may enter fractions of FTEs rounded 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. Also ensure that the FTE categories are correctly populated, differentiating 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.

Target Audience

The screenshot shows a web application interface for reporting on a target audience. At the top, there is a navigation menu with links: Home, Project Initiation, Financial Report, Reports, Project Change, Final Report, and Site Administration. Below this is a sub-menu with links: Home, Progress Reports, Target Audience, Projects, Other Features, Financial Issues, Billing Problems, and About. The main heading is '* Target Audience'. Below the heading, a note states: 'Fields marked with an asterisk (*) are required for submission.' There are two links: 'View past Progress Reports' and 'View project proposal'. Below these links are three buttons: '< Previous', 'Save', and 'Next >'. The main content area contains the text: 'List the Target Audience for this project.' followed by a link 'More...'. Below this is a checkbox labeled 'Nothing to report'. A large text area with a rich text editor toolbar is provided for input. The toolbar includes icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and other text formatting options. At the bottom of the text area are three buttons: '< Previous', 'Save', and 'Next >'. The entire interface is enclosed in a rectangular border.

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

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

Products

Products

Fields marked with an asterisk (*) are required for submission.

[View past Progress Reports](#) [View project proposal](#)

List any products expected to result from the project. test

More...

Nothing to report

Publications

View Past Publications
Include only those publications that are specific to the project during the reporting year. If this is a final progress report (e.g. termination report), include only those publications not previously reported. Indicate the status of publication (e.g. submitted, pending, or in press). Include hard copy and electronic publications)
Type your list of publications directly in this section or cut and paste text. Do not use any formatting features such as bold, italics, or symbols
[View an example](#)
No progress report publications.

NIFA Support Acknowledged

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

Identify inventions for which patent or plant variety protection (PVP) will not be sought, patents, and/ or plant variety protection (PVP), including 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 the interim research performance progress report is not a substitute for any other invention reporting required under the terms and conditions of any award.

* Application Number	* Application Filing Date	* Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

The screenshot shows a web-based form titled "Other Products". At the top, there is a navigation menu with links: Home, Project Initiation, Progress Report, Financial Report, Reports, Project Change, Final Report, and Site Administration. Below this is a secondary menu with links: Cover, Participants, Target Audience, Products, Other Products (highlighted), Accomplishments, Current Problems, and Summary. The main content area is titled "Other Products" and includes the instruction: "Fields marked with an asterisk (*) are required for submission." Below this instruction are two links: "View past Progress Reports" and "View project proposal". There are two sets of navigation buttons: "Previous", "Save", and "Next". The first set is above a checkbox labeled "Nothing to report". Below the checkbox are two required fields: "* Product Type" and "* Description", each with a text input area and a small "x" icon. A second set of "Previous", "Save", and "Next" buttons is located below the input fields.

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.

Accomplishments

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

Cover Participants Plans Auditors Trainers Other Products **Accomplishments** Change Problems Submit

*** Accomplishments**

Fields marked with an asterisk (*) are required for submission.

[View past Progress Reports](#) [View project proposal](#)

◀ Previous Save Next ▶

Major goals of the project

test

* What was accomplished under these goals?

B I U X₂ X² [List] [Link] [Unlink] [Help]

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.

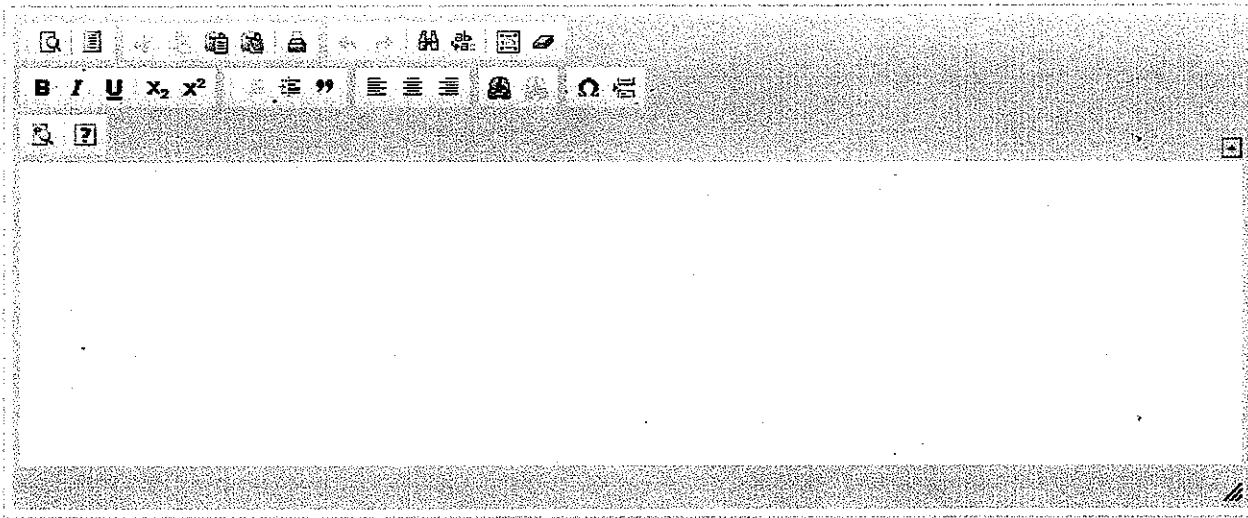
A change in condition occurs when a societal condition is changed due to a participant's action.

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).

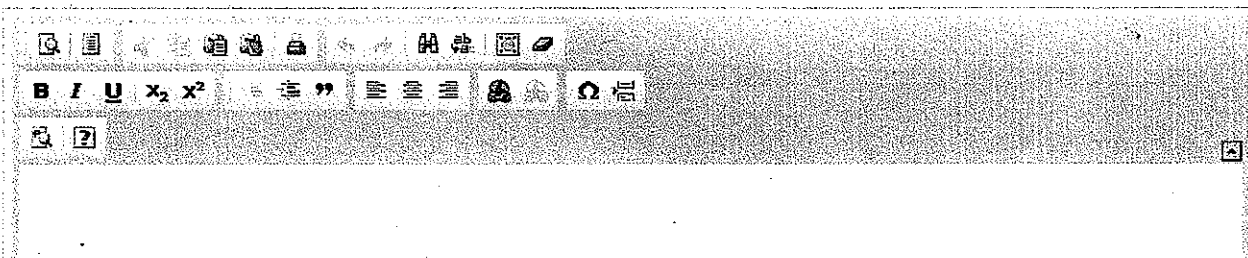
* What opportunities for training and professional development has the project provided?

Nothing to report



* How have the results been disseminated to communities of interest?

Nothing to report



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.

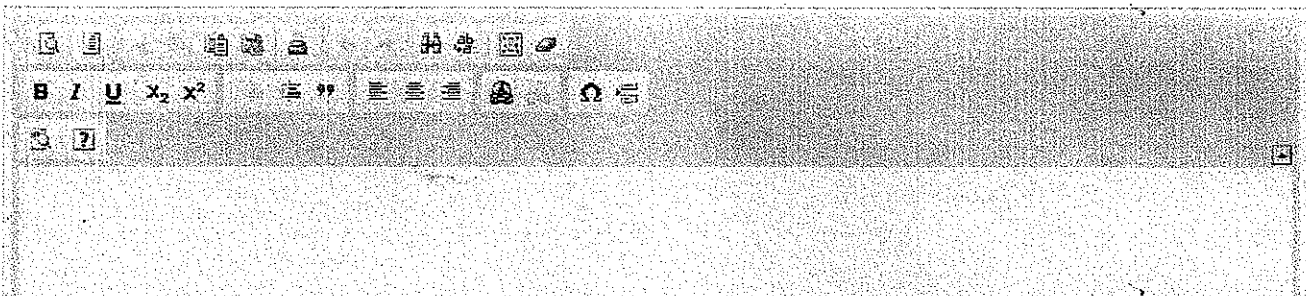
Data Field/Box #3: How have the results been disseminated to communities of interest?

(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

* What do you plan to do during the next reporting period to accomplish the goals?

Nothing to report



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

Project Initiation	Progress Report	Financial Report	Reports	Project Change	Final Report	Site Administration
Home	General Information	Billing	Award	Assignments	Changes/Problems	Logout

*** Changes/Problems**

Fields marked with an asterisk (*) are required for submission.

[View past Progress Reports](#) [View Project Proposal](#)

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.

More...

Nothing to report

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.

REGISTERING FOR THE "NIFA Reporting Portal" and "REReport"

For all first time users: you will need to register yourself in order to be able to use REReport. To register:

- At the top of the NIFA Reporting Portal screen – enter your e-mail address in the box that's provided **but leave the password section blank**. Click on the "log in" button.
- REReport will ask you to re-enter your e-mail address...then, click on the "send e-mail" button.
- You will receive an e-mail from REReport in about 10 minutes. Click on the activation link provided to complete your registration process. The link will take you to a page where you can set your own password.
- Once you have set your password you are free to log in to REReport with your e-mail and newly set password.

Once you are registered in the NIFA Reporting Portal you are free to use the REReport system to create and report on your REReport projects (formerly known as CRIS forms AD-416, AD-417 and NIFA-2008 assurance statement and AD-421 annual and final reports).