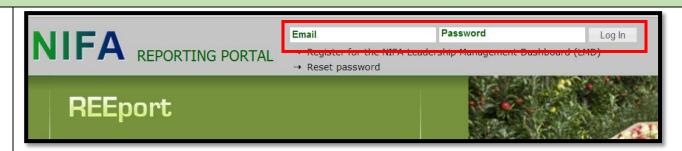
REEport Directions for Final Reports - Grants

RETURNING USERS: Log in to NIFA's reporting portal at <u>portal.nifa.usda.gov</u> using your Purdue email address and the password you created when you activated your account.



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

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

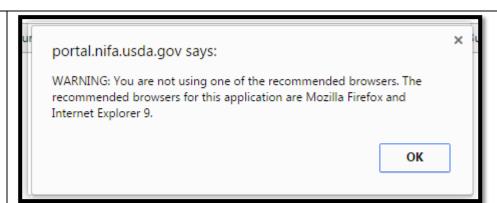
After you've logged on, click on REEport (SAES – PURDUE UNIVERSITY) under Active Applications near the bottom of the page.

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

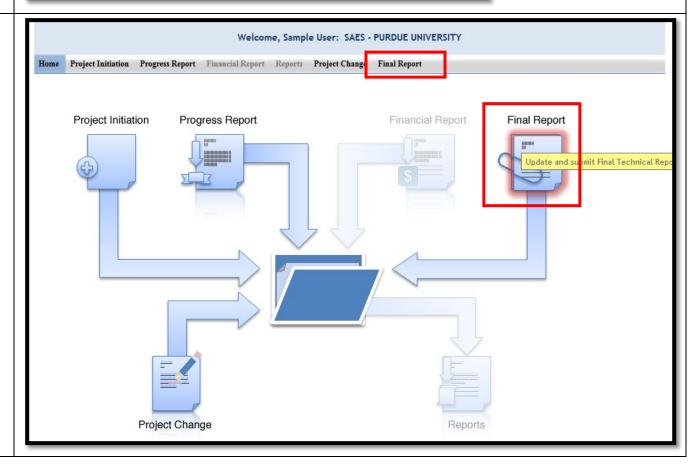




Chrome and Safari Users: You may get the following warning if you are using a browser other than Internet Explorer or Firefox, but REEport will still work with other browsers such as Chrome or Safari. Just click **OK** to continue.



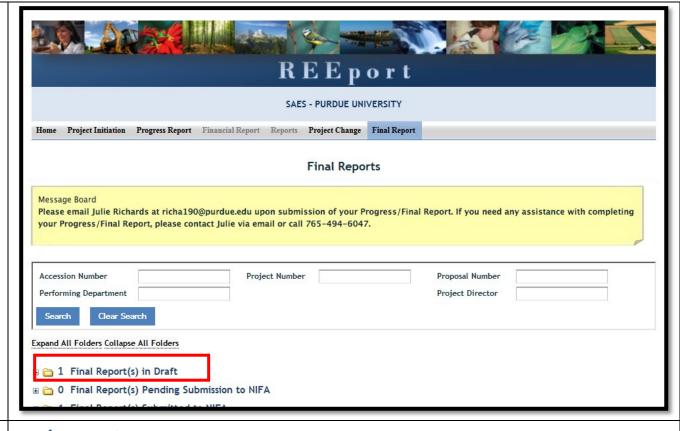
Click on the **Final Report** icon or Final Report at the top menu bar.



The **Final Reports** page will open.

Do not enter anything in the search fields!

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



To begin completing your final report, open the report by clicking on the **title of the project** (or any other underlined text except "PDF").

ı	🖴 🗓 Final Report(s) in Draft							
	Accn #	Project #	Reporting Period	Grants.gov#	Proposal #	<u>Title</u>	Proi. Dir	<u>Funding</u>
			End Date					
	555555	IND555555	September 30, 2014	(N/A)	(N/A)	Sample Title of Project	User, Sample	HATCH

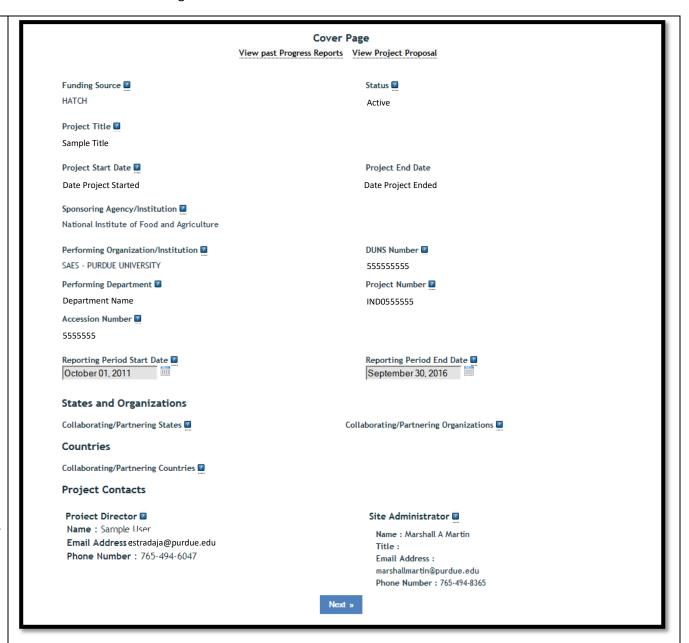
Cover Page

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

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

Click Next.

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

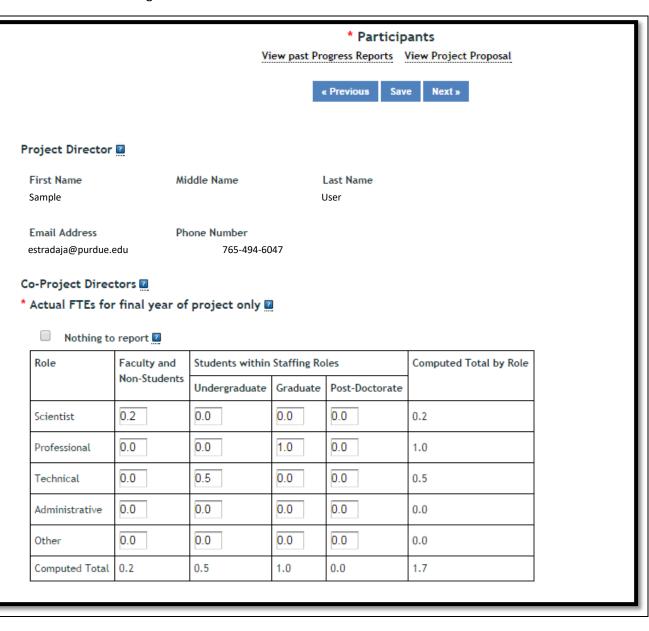


Participants

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

Co-Project Directors: If your Co-PDs have changed make a note of it in the **Changes/Problems** tab at the end of the report.

Actual FTEs for this Reporting Period: If you have a 20% research appointment, and all of your research time is dedicated to the research in this proposal, you would put 0.2. Adjust the numbers accordingly if your research time is split between two or more projects. For Co-PDs, grad and undergrad assistants, etc., just calculate their time in the same way. To help you decide which row to put each in, click on the blue question mark in the REEport application.



Participants (continued)

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

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

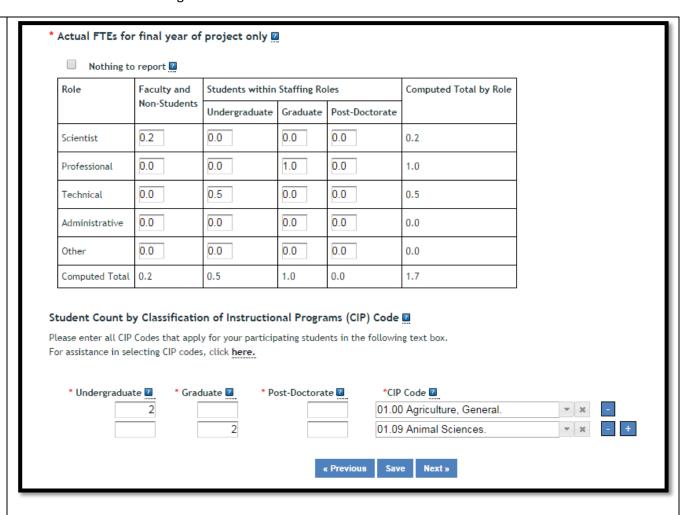
Click Next.

Example:

In the example to the right, you will see that we listed 1.0 for graduate students and 0.5 for undergraduate students in the <u>Actual FTEs for final year of project only</u> table. Therefore, it was necessary to show two things in the <u>CIP</u> <u>Code</u> section:

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

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



Target Audience

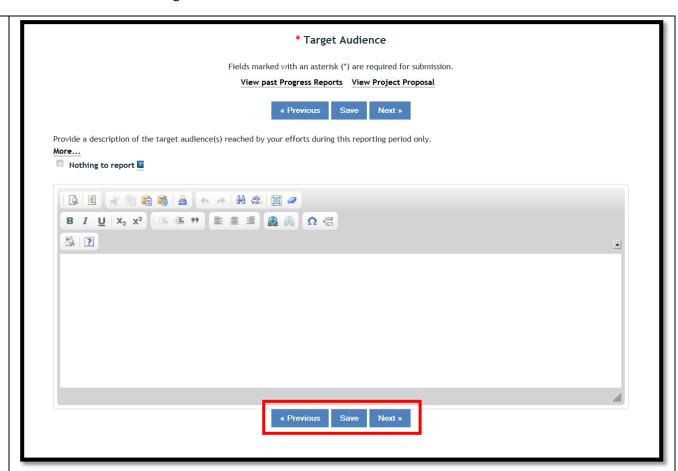
The target audience(s) you describe should include only those that your efforts reached during the current reporting period; this may mean that the audiences you list are only a subset of the all those you included on your project initiation.

Target audiences include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged.

Click Next.

HELPFUL HINTS:

Clicking on *Previous* or *Next*automatically saves your progress as
you move forward or backward in the
system. Clicking *Save*, saves your work
on that page, while keeping you on
that page.



Products

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

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

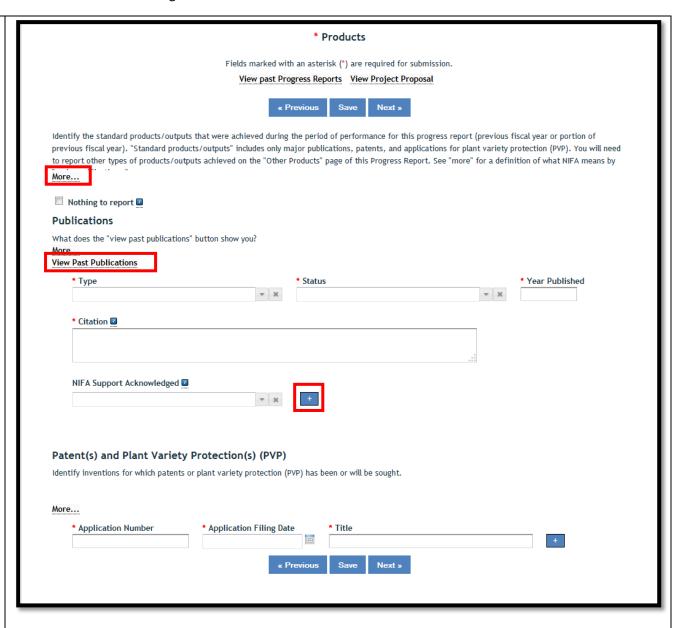
List <u>one product at a time</u>. To add more products, click the **blue "+" button**

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

Click Next.

HELPFUL HINT:

Click on the "more..." button for more information about what is being asked of you in this section.

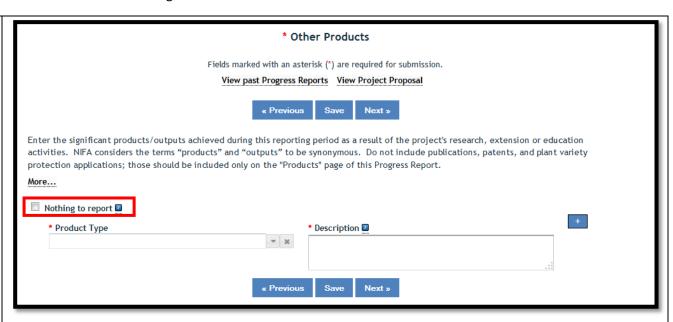


Other Products

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

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

Click Next.



PLEASE NOTE:

For each of the remaining sections of this report, there is an 8,000 character limit per box.

Nothing to report

Accomplishments

What was accomplished under these goals?

First, write a statement of 1 to 2 paragraphs describing the **IMPACT** of your project. You'll want to answer these questions:

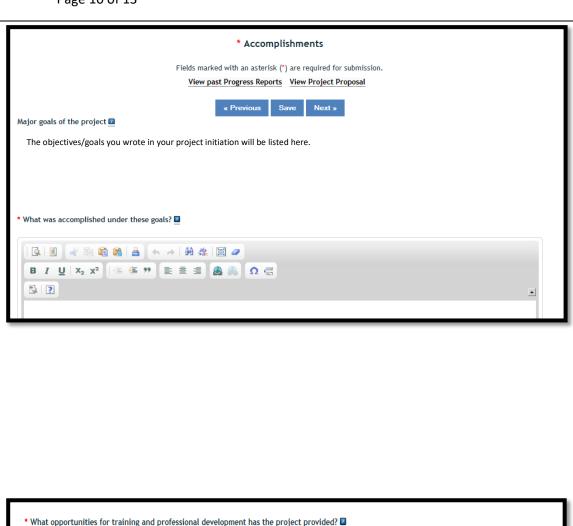
- What did you discover?
- What did you learn?
- What new knowledge was created?

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

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

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

Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project.



Accomplishments (continued)

How have the results been disseminated to communities of interest?

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

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

Since this is a final report and there will not be another reporting period, click the box for "nothing to report."

Click Next.

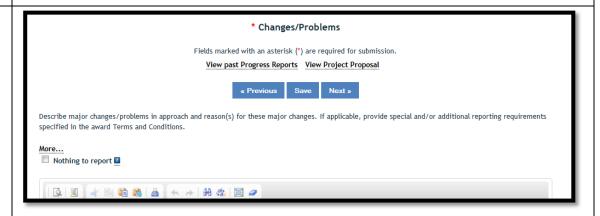
* What do you plan to do during the next reporting period to accomplish the goals? If this is your Final Report, check the 'Nothing to report checkbox' below.

Changes/Problems

Major changes include:

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

If you had none of the above, click the box for "nothing to report."



Submit Final Report for Review

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

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

Click on Submit for Review.

<u>Please Note</u>: If your screen looks like the bottom picture, you must complete all of the sections that are listed before you'll be able to submit your report for review.





Once you click **Submit for Review**, you will be redirected to the **Final Reports** page.

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

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

IMPORTANT: You should email Julie Estrada at estradaja@purdue.edu to notify ARGE that you have submitted your report for review. ARGE will then review your report and submit it to USDANIFA.

Thank you!

