

Procedures for writing McIntire/State Annual REEport (CRIS) Reports

A. General Information

1. Background:

a.) What is REEport?

REEport (Research, Education, and Extension project online reporting tool) is NIFA's singular non-formula grant (including competitive) and formula grant project reporting system, building on and **replacing the existing Current Research Information System (CRIS)** web forms system.

As described in the REEport Manual "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."

2. What is a REEport (CRIS) Project?

a.) A REEport (CRIS) Project can be defined as:

A REEport (CRIS) project documents your McIntire-Stennis and/or your State proposal and is a two to four year activity at a single location. The activity focuses on a clearly definable problem, a manageable phase of a larger problem, or a few closely related elements of a broad-based program. In short Information for each REEport (CRIS) project includes:

- 1.) What is being done
- 2.) Who is doing it
- 3.) Where it is being conducted
- 4.) When it is being performed
- 5.) Who your efforts reached.
- 6.) Accomplishments achieved annually
- 7.) Impacts expected from the effort
- 8.) Publications associated with the work

The information from the Project Summary provides a basic abstract to describe a project. The Accomplishments Report furnishes an annual update of FTE's, products, impacts, and publications associated with each project. Additionally, funding expenditures and support years are reported by the FWRC, Administrative Officer each fiscal year via the Funding and Staff Support report.

3. Why is my McIntire-Stennis, State proposal also referred to as a CRIS/REEport Project?

- a.) All McIntire Stennis and State **proposals** entered in REEport become more commonly referred to as a REEport (CRIS) project upon acceptance and approval by NIFA.
- b.) The CRIS database (Current Research Information System) was **replaced** in April 2013, by REEport. Keep in mind both CRIS and REEport are acronyms and both systems were/are merely a database and set of webforms used for data collection by NIFA. While CRIS is no longer in use for data entry,

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the acronym has not yet been replaced and the habit of this verbiage will likely be hard to change. It is also noted that information entered in CRIS prior to the release of REEport is still available to the public as a searchable Database.

4. FWRC and REEport

a.) FWRC is a participant of the REEport System and submits data annually by March 1st of each year to NIFA. Data reported should include accomplishments on a Federal Fiscal year basis (Oct. 1st – September 30th). Annual progress and/or Final reports are requested from the faculty and are due to the Grants and Contract Specialist no later than January 5th of each year. See Section 6 for more information about preparing and submitting reports.

While McIntire Stennis, and State projects are reported on a Federal Fiscal year basis, NIFA competitive grants and cooperative agreements are reported on by anniversary date.

FWRC submits reports on all McIntire-Stennis, State, and other grants and cooperative agreements.

b.) Reporting Request

The Grants and Contracts Specialist will request FWRC annual accomplishment/final reports from the Principal Investigators (PI's) in late July to early August. The REEport System also sends a an email notification to each Project Director (PI).

The requests will contain the following items for the use and convenience of the PI:

1. The website to enter your report: <http://portal.nifa.usda.gov/portal/front/login>
2. Example of the report format and detailed instructions (Appendix A)

5. Should I write a Progress Report or a Final Report?

When your McIntire Stennis and/or State proposal was entered and approved by NIFA in REEport, the REEport system created a “draft reporting shell” for the type of report which is required for the corresponding year. If you search the system by your name or your project ID number (Example: MIS-123456) you will see a “draft reporting shell” for the required reporting cycle which is due. A progress/final report will be listed under the “Draft Progress Report module or the Final Report module”. Any completed reports will be listed in the relevant modules named “progress/final report submitted to NIFA”.

6. Requesting an Extension

Remember, per NIFA the maximum project duration is 5 years. If your project was written and approved for on the 4 year duration; you may request a one year extension, however you will need to complete the request in the “Project Change” module in REEport.

7. Preparation and Submission of Reports

a.) Entering your Report In the REEPORT Portal (Appendix B):

- a. Enter the website at <http://portal.nifa.usda.gov/portal/front/login>
- b. Select FRST-MISSISSIPPI STATE UNIVERSITY-Forestry

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- c. Select Progress Report, Final Report or Project Change.
- d. Enter your search criteria. (Best to use Project Number or Project Director)and select search.
- e. Select the draft report in which you need to work on.

b.) Items to be reported and completed for your report in the NIFA REEport Portal (Appendix C)

- a. Cover Page
- b. Participants (FTE's for the reporting year only)
- c. Target Audience
- d. Products
- e. Other Products
- f. Accomplishments
- g. Change Problems
- h. Submit

**Each of the above fields are limited to 8000 characters.*

Final Reports will report FTE's for the last year only, however the report should include work done for the enter project period

c.) Submission of your report

When all fields have been completed select submit. At this point if any of the information contains errors, the system will notify of what corrections should be made. When corrections are complete select submit.

Save a pdf copy of your report, and forward the report to the Site Administrator for review and approval of the Associate Director and/or Dean.

Please remember submitting the report does not actually submit the report to NIFA. The report then goes in the Site Administrator's que for review and approval from the Associate Director and/or Dean. If no changes are requested the final submission will be done by the Site Administrator.

8. Appendices are attached and are for reference only. All related forms should be completed online at the above website

APPENDIX

APPENDIX A
ANNUAL PROGRESS/FINAL REPORT
FORMAT FOR MCSTENNIS, STATE, HATCH, HATCH MULTI-STATE

PI:

CO-PI (S):

PROJECT NO:

TITLE:

REPORTING PERIOD: **January 01, 2013 through September 30, 2013**

Actual FTEs

*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.*

*You may enter fractions of FTEs rounded to the nearest tenth. **You should include all FTEs that supported the project, regardless of source of funding (i.e. FTEs funded by NIFA non-formula or formula grants, other Federal funds, State, or Other funds should all be included).** 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.*

Role	Faculty and	Students within Staffing Roles			Computed Total by Role
	Non-Students	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

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.
- Student FTEs and CIP codes are interconnected data points, and the data entered into these sections must have a logical relationship. There are automatic validations programmed into the system which will indicate if any of the numbers entered need to be adjusted.
 - o For example – if 5.0 FTEs was entered for Graduate students, then 5 or more must be entered into the Graduate section for the CIP codes.
- The CIP code chosen should reflect the student's major field of study.
- The CIP taxonomy includes about 5,000 codes, categorized into three tiers. The list of CIP codes provided in the dropdown menu in REEport includes tiers 1 and 2, or about 400 codes.
- For more information on CIP Codes, please go to the CIP website at <http://nces.ed.gov/ipeds/cipcode>, where you can find more detailed information about the CIP coding system.

Please enter all CIP Codes that apply for your participating students in the following text box. For assistance in selecting CIP codes, click [here](#).

Undergraduate	Graduate	Post-Doctorate	CIP Code
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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.

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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

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.

PUBLICATIONS – These are drop down lists that contain the below information related to the publication.

TYPE:	Status:	Year Published:
Book Chapters	Accepted	
Books	Awaiting Publication	
Conference Papers and Presentations	Other	
Journal Articles	Published	
Other	Submitted	
Thesis/Dissertation	Under Review	
Websites		

Citation: Type your publication directly in this section or cut and paste text. Do not use any formatting features such as bold, italics, or symbols.

NIFA Support Acknowledged: Was NIFA funding support acknowledged in this publication? This is a drop down and you are required to answer Yes or No.

If your project was supported in part or in whole by NIFA funds (Grant dollars, Hatch, Hatch-MultiState, McStennis, Animal Health) In accordance with 7 CFR 3015.200 the following

acknowledgement of NIFA support must appear in the publication of any material which is based upon or developed under NIFA support:

“This material is based upon work supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under Project No. XXXXXXX.”

This is an example of an AFRI project, but you would replace the highlighted language with the program you work with:

“This project was supported by Agriculture and Food Research Initiative Competitive Grant no. XXX-XXXX-XXXX from the USDA National Institute of Food and Agriculture.”

In addition, all publication and other materials, except scientific articles or papers published in scientific journals, must contain the following statement:

“Any opinions, findings, conclusions, or recommendations expressed in the publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture.”

Publication 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. 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

OTHER PRODUCTS

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.

Product Type

Description

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

Major goals of the project: This will prepopulate with the goals you entered upon projection initiation. No entry is required in this field.

What was accomplished under these goals:

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

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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?

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.

How have the results been disseminated to communities of interest?

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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?

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

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.

SUBMIT

When you have completed all tabs and are happy with your content choose Submit for Review. If there are any errors in your report you will be notified what to correct before submission can be done.

When you submit your report it is not submitted to NIFA, it is actually submitted to the Site Administrator for review and signature by the Dean/Director's Office. Please do not assume that they are aware the report is complete. Email a pdf copy of your submission to both your Department Head and the Site Administrators office.

APPENDIX B

ENTERING YOUR REPORT IN THE REEPORT PORTAL

The screenshot displays the NIFA Reporting Portal in a web browser. The browser's address bar shows the URL: <http://portal.nifa.usda.gov/portal/ticket=ST-835-ycE8leheWGD6d0C57bzM-cas>. The page title is "NIFA Reporting Portal". Below the title, a welcome message reads "Welcome, LaDonna Bullman". The navigation bar includes "Home" and "Administration".

The main content area features a yellow box with the following text:

NIFA Reporting Portal
The NIFA Reporting Portal provides a single point of access to the Leadership Management Dashboard (LMD), Plan of Work (POW), and REEport applications.

For assistance with REEport, please contact the REEport help line at REEport@nifa.usda.gov or 202-690-0009.
For assistance with the Plan of Work, please contact Katelyn Sellers at POW@nifa.usda.gov or 202-401-5482.
For assistance or inquiries for the LMD, please contact: LMDFeedback@nifa.usda.gov.
For assistance on the Reporting Portal Login, please contact: NIFAREportingPortal@nifa.usda.gov or 202-690-0009.

NIFA Users: Log in using your NIFA network credentials.

Below this box, the "Active Applications" section lists several applications:

- Leadership Management Dashboard - LMD
- REEport (SAES - MISSISSIPPI STATE UNIVERSITY)
- REEport (VET - MISSISSIPPI STATE UNIVERSITY-SCHOOL OF VETERINARY MEDICINE)
- REEport (FRST - MISSISSIPPI STATE UNIVERSITY-FORESTRY SCHOOL)**

The "REEport (FRST - MISSISSIPPI STATE UNIVERSITY-FORESTRY SCHOOL)" application is circled in red. A red circle also highlights the "Progress Report" link in the navigation bar.

The "Track Progress Reports" section includes a "Message Board" with contact information for LaDonna M. Bullman. Below this is a search form with the following fields:

- Accession Number:
- Project Number:
- Proposal Number:
- Performing Department:
- Project Director:

The "Search" button is circled in red. Below the search form, the text "Expand All Folders Collapse All Folders" is visible. The summary of progress reports shows:

- 51 Progress Report(s) in Draft
- 0 Progress Report(s) Pending Submission to NIFA
- 335 Progress Report(s) Submitted to NIFA

At the bottom, a footer note states: "Requires Mozilla Firefox 3.5 or higher, IE 8.0. View CRIS Webforms".

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APPENDIX B (CONTINUED)
SELECT THE DRAFT REPORT IN WHICH YOU NEED TO WORK ON

The screenshot shows a web browser window displaying the REEport application. The address bar shows the URL: http://portal.nifa.usda.gov/reeport/users/78-la-donna-bullman/progress_reports. The user is logged in as 'User: REEport'. The application header includes the 'REEport' logo and the text 'FRST - MISSISSIPPI STATE UNIVERSITY-FORESTRY SCHOOL'. A navigation menu contains links: Home, Project Initiation, Progress Report (selected), Financial Report, Reports, Project Change, Final Report, and Site Administration. Below the menu is a 'Track Progress Reports' section. A yellow message box states: 'Message Board For assistance please contact LaDonna M. Bullman by email at lbullman@cfr.msstate.edu or by phone at (662) 325-0785.' Below this is a search form with fields for Accession Number, Project Number, Proposal Number, Performing Department, and Project Director, along with 'Search' and 'Clear Search' buttons. Below the search form are links for 'Expand All Folders' and 'Collapse All Folders'. The main content area displays a table titled '51 Progress Report(s) in Draft'. The table has columns: Accn #, Project #, Reporting Period End Date, Grants.gov #, Proposal #, Title, Proj. Dir, Funding, and View. The first row is highlighted, and the 'Project #' cell 'MISZ082110' is circled in red.

Accn #	Project #	Reporting Period End Date	Grants.gov #	Proposal #	Title	Proj. Dir	Funding	View
1000170	MISZ082110	September 30, 2013	(N/A)	(N/A)	Biodiversity Implications of S...	Martin, James	MCINTIR...	PDF
215872	MISZ-065510	September 30, 2012	(N/A)	(N/A)	The Status and Future of the M...	Stuart, W	MCINTIR...	PDF
1000172	MISZ069350	September 30, 2013	(N/A)	(N/A)	Can the Biofuel Industry Acces...	Gordon, Jason	STATE	PDF
1000171	MISZ081550	September 30, 2013	(N/A)	(N/A)	Investigations in Fisheries Ma...	Neal, J.	STATE	PDF
229053	MISZ-065690	September 30, 2013	(N/A)	(N/A)	The Impact of Treatments/Evalu...	Barnes, H	MCINTIR...	PDF
226718	MISZ-069320	August 31, 2013	GRANT10827513	2011-02716	Timber Market Dynamics, Imperf...	Sun, Changyou	NON FOR...	PDF
221732	MISZ-065590	August 31, 2013	GRANT10532701	2010-02001	Wood Utilization Research	Hopper, George	NON FOR...	PDF

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APPENDIX C
ITEMS TO BE REPORTED AND COMPLETED FOR YOUR REPORT IN THE NIFA REEPORT PORTAL

http://portal.nifa.usda.gov/reeport/progress_reports/109693/cover

Progress Report : REEport

Back to Portal Log Out

REEport

Progress Report: FRST - MISSISSIPPI STATE UNIVERSITY-FORESTRY SCHOOL

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

Cover Participants Target Audience Products Other Products Accomplishments Changes Problems Submit

Cover Page

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

Funding Source	Status
MCINTIRE-STENNIS	ACTIVE
Project Title	
Biodiversity Implications of Spatial Heterogeneity at Multiple Scales in an Industrial Forest System	
Project Start Date	Project End Date
August 1, 2013	July 31, 2017
Sponsoring Agency/Institution	
National Institute for Food and Agriculture	
Performing Organization/Institution	DUNS Number
FRST - MISSISSIPPI STATE UNIVERSITY-FORESTRY SCHOOL	075461814
Performing Department	Project Number
Dept of Wildlife and Fisheries	MISZ082110
Accession Number	
1000170	
Reporting Period Start Date	Reporting Period End Date
August 01, 2013	September 30, 2013
States and Organizations	
Collaborating/Partnering States	Collaborating/Partnering Organizations

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