

Procedures for writing HATCH/HATCH Multi-State/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 Hatch, Hatch –Multi-State, 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 MAFES, Administrative Officer each fiscal year via the Funding and Staff Support report.

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

- a.) All Hatch, Hatch-Multi-State, 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 webforms used for data collection by NIFA. While CRIS is no longer in use for data entry, the

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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. MAFES and REEport

a.) MAFES 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 Hatch, and State projects are reported on a Federal Fiscal year basis, other NIFA competitive grants and cooperative agreements are reported on by anniversary date.

MAFES submits reports on all Hatch, Multi-State, State, and other grants and cooperative agreements.

b.) Reporting Request

The Grants and Contracts Specialist will request MAFES 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 you're Hatch, Hatch Multi-State, State proposal was entered and approved by NIFA in REEport, the REEport system creates a "draft reporting shell" for the type of report which is required for the corresponding year. That being said, 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 SAES-MISSISSIPPI STATE UNIVERSITY
- c. Select Progress Report, Final Report or Project Change.

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- d. Select the draft report in which you need to work on.

b.) Items to be completed 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

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.

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. XXXXXXXX.”

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-XXXXX-XXXXX 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

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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 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

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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?

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



[Edit Account](#) [Log Out](#)

NIFA Reporting Portal

Welcome, LaDonna Bullman

[Home](#) [Administration](#)

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

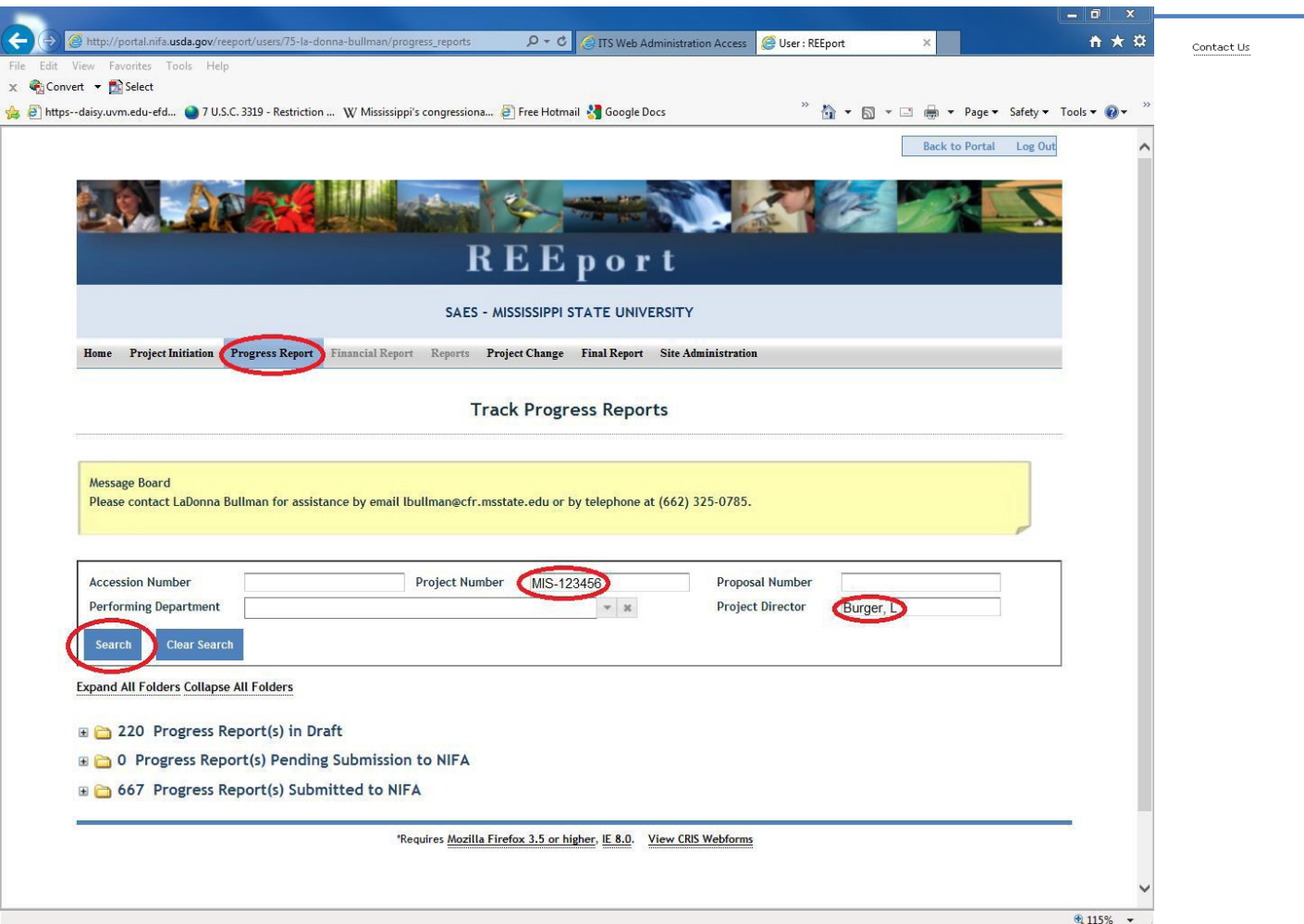
For assistance on the Reporting Portal Login, please contact: NIFAREportingPortal@nifa.usda.gov or 202-690-0009.

NIFA Users: Log in using your NIFA network credentials.

[More...](#)

Active 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)



Browser address bar: http://portal.nifa.usda.gov/reeport/users/75-la-donna-bullman/progress_reports

ITS Web Administration Access User: REEport

Contact Us

Back to Portal Log Out

REEport

SAES - MISSISSIPPI STATE UNIVERSITY

[Home](#) [Project Initiation](#) **[Progress Report](#)** [Financial Report](#) [Reports](#) [Project Change](#) [Final Report](#) [Site Administration](#)

Track Progress Reports

Message Board

Please contact LaDonna Bullman for assistance by email lbullman@cfr.msstate.edu or by telephone at (662) 325-0785.

Accession Number Project Number **MIS-123456** Proposal Number

Performing Department Project Director **Burger, L**

Search Clear Search

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

- 220 Progress Report(s) in Draft
- 0 Progress Report(s) Pending Submission to NIFA
- 667 Progress Report(s) Submitted to NIFA

*Requires [Mozilla Firefox 3.5 or higher](#), [IE 8.0](#), [View CRIS Webforms](#)

115%

APPENDIX B CONTINUED

SELECT THE DRAFT REPORT IN WHICH YOU NEED TO WORK ON

The screenshot shows a web browser window with the URL http://portal.nifa.usda.gov/reeport/users/75-la-donna-bullman/progress_reports?accession. The page title is "REEport" and the subtitle is "SAES - MISSISSIPPI STATE UNIVERSITY". The navigation menu includes: Home, Project Initiation, **Progress Report**, Financial Report, Reports, Project Change, Final Report, and Site Administration.

Track Progress Reports

Message Board
Please contact LaDonna Bullman for assistance by email lbullman@cfr.msstate.edu or by telephone at (662) 325-0785.

Search Form:

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

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

220 Progress Report(s) in Draft (2 matches found)

Accn #	Project #	Reporting Period End Date	Grants.gov #	Proposal #	Title	Proj. Dir	Funding	View
223813	MIS-721140	September 30, 2013	(N/A)	(N/A)	Development of Rapid, Non-Dest...	Burger, L	HATCH	PDF
221757	MIS-171710	April 30, 2012	GRANT10525590	2010-01855	New Satellite and Computer-Bas...	Burger, L.	NON FOR...	PDF

0 Progress Report(s) Pending Submission to NIFA (0 matches found)

Accn #	Project #	Reporting Period End Date	Grants.gov #	Proposal #	Title	Proj. Dir	Funding	View
No progress reports to display								

667 Progress Report(s) Submitted to NIFA (4 matches found)

Accn #	Project #	Reporting Period End Date	Grants.gov #	Proposal #	Title	Proj. Dir	Funding	View
223813	MIS-721140	December 31, 2011	(N/A)	(N/A)	Development of Rapid, Non-	Burger, L	HATCH	PDF

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APPENDIX C

ITEMS TO BE REPORTED AND COMPLETED IN THE NIFA REEPORT PORTAL

http://portal.nifa.usda.gov/reeport/progress_reports/89243/cover

ITS Web Administration Access Progress Report : REEport

File Edit View Favorites Tools Help

Convert Select

https--daisy.uvm.edu-efd... 7 U.S.C. 3319 - Restriction ... W Mississippi's congressiona... Free Hotmail Google Docs

Page Safety Tools

REEport

Progress Report: SAES - MISSISSIPPI STATE UNIVERSITY

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](#)

Funding Source	Status
HATCH	ACTIVE
Project Title	
Development of Rapid, Non-Destructive Hyperspectral Imaging Methodology to measure Fungal Growth and Aflatoxin in Corn	
Project Start Date	Project End Date
July 1, 2010	June 30, 2014
Sponsoring Agency/Institution	
National Institute for Food and Agriculture	
Performing Organization/Institution	DUNS Number
SAES - MISSISSIPPI STATE UNIVERSITY	028723844
Performing Department	Project Number
Geosystems Research Institute	MIS-721140
Accession Number	
223813	
Reporting Period Start Date	Reporting Period End Date
January 01, 2013	September 30, 2013

States and Organizations

Collaborating/Partnering States	Collaborating/Partnering Organizations
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