FAQS from NIFA and the COR for REEport Usage

PORTAL LOGIN AND REEport ACCESS

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

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

3. I already have an account, but I cannot access it.
   a. Double check to make sure you are entering your address correctly.
   b. If your email address has changed at any point, and you know you are the listed PD on a project, then the project you are looking for is probably associated with the old address. Contact the COR to check the email address associated with your name. Your email address should be: WSU Network ID@wsu.edu

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

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

PROJECT INITIATION

Q: Will CRIS still be available for searching after NIFA changes from CRIS to the REEport system?

A: Yes. Use the CRIS Search program. The direct link to the site is: http://cris.nifa.usda.gov/. Click on the Assisted Search link and fill in data fields to find your research topics.

Q: Under Project Initiation, can the "Type" of research like Hatch, Multi-state, etc. be changed if the project has been saved? Or if not submitted to NIFA? Can you return the first screen and change a Hatch to an Animal Health project as long as it has not been submitted?

A: No to all questions. After making the project Type and clicking Next, it cannot be changed. The Site Admin would need to delete the project and a new one must be created.

Q: Where do we get project numbers?

A: Project numbers are controlled by your individual institutions. COR does reuse some numbers if it is a formula project that is being revised. This way, we can continue to use the same budget number.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A: There is an 8,000 limit of characters and spaces.

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

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

Q: Can PD bypass the Site Admin and submit changes directly?

A: The COR Site Admin is currently the only user who can make direct changes in REEport.

Q: Can Site Administrators edit a project a PD has entered?

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

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

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

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

A: Yes, the Site Admin and the PD are both notified via email. The notifications come when the project is submitted, if it is deferred or denied, and when it is approve. The department is not notified. The COR sends a memo to the department as needed to notify staff of the developments of the project.

Q: Can you please clarify if the new Farm Bill classification will be in addition to OR instead of the Knowledge Area classification that we have been using?

A: Sometime in the future (beyond FY15), the new Farm Bill classification codes will be required in addition to the current Knowledge Area Classification (KA). The KAs are used for many things but do not cleanly cross-cut into the Farm Bill classification areas.

Q: Where can I find the REEport User Manual?

A: The REEport User Manual can be found on the REEport public information website at NIFA:

http://www.nifa.usda.gov/business/reeport_imp.html.

Q: Do the Farm Bill classification codes apply to standard grants or just the formula grants? Would this be done at grant initiation each year? How will the coding be communicated to the scientists completing the reports?

A: The Farm Bill classification codes apply to all grants, especially the standard grants such as AFRI since this is the purpose of those codes. It would be done at the time of grant initiation in the classification page screen. The coding will be communicated via the REEport Newsletter upon implementation of this element. As of FY15, the Farm Bill codes have not been requested.

FINDING PROJECTS IN REEport

Q: I didn't see a field for grant/agreement numbers for grant projects. I frequently look up grants using the agreement number. This is a very important number – the Grants.gov number is useless to us, once a grant is funded we would never use that number.

A: The Agreement Number is found after opening a project on the Cover Page. You will need to look up all projects associated with your name on the main screen and click on anything that has a Grants.gov number to find the one you want.

Q: I have put information into several fields so I can find my project but nothing comes up.

A: Fill in only 1 field. If that doesn't pull up anything. Erase that and fill in only one other field to search.

Formula Funded Competitive GRANTS

Q: We often don't have the notice of the award until after the start date. Also, Federal awards usually have a fixed start and end date as part of the award information. If we don't set up the record in REEport until after the award starts, do we use the date of entry for the start date or the actual Federal start date of record?

A: The start and end date will be pre-populated because it comes through Grants.gov.

Q: The section for other Co-Directors does not allow me to put in the other names listed on the grant proposal.

A: This area will be filled in by the Grants.gov database at the time of the funding award.

Q: I understand Grants.gov proposals auto-populate REEport, does it also work the other way around? For example, when we update REEport with an annual report, for example, does it push the report back to the sponsor - or is reporting still going to involve two separate steps? One report for REEport, and another manually sent to the sponsor?

A: No, REEport does not have this functionality.

PROJECT CHANGES

Q: What kind of changes are acceptable in REEport?

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

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

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

NIMSS Online Reporting System for Multi-State Research Projects

Q: What is NIMSS?

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

Q: How does NIMSS work w/regard to REEport?

A: The multi-state project information is pulled from NIMSS into REEport.

Q: Does the multi-state project information transfer to REEport project initiation module when you enter a new project and select NIMSS project number?

A: It pre-populates just the title, NIMSS group number, Goals, and Title.

PROGRESS / FINAL REPORTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Q: What are CIP codes?

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