Instructions for REEport Progress Report

1. Access REEport: http://portal.nifa.usda.gov

2. You will be asked to re-enter your email address and click "send email"
3. In the email you receive (should arrive within 10 minutes), click the link provided, which will take you to a page where you can reset your password.
4. After setting your password, log into the Reporting Portal with your email and newly set password.

b. Click on REEport under Active Applications

Leadership Management Dashboard - LMD
REEport (SAES - UNIVERSITY OF CONNECTICUT)

You will be brought to your REEport home page (pictured below) , where you have the ability to start new projects and manage existing projects:
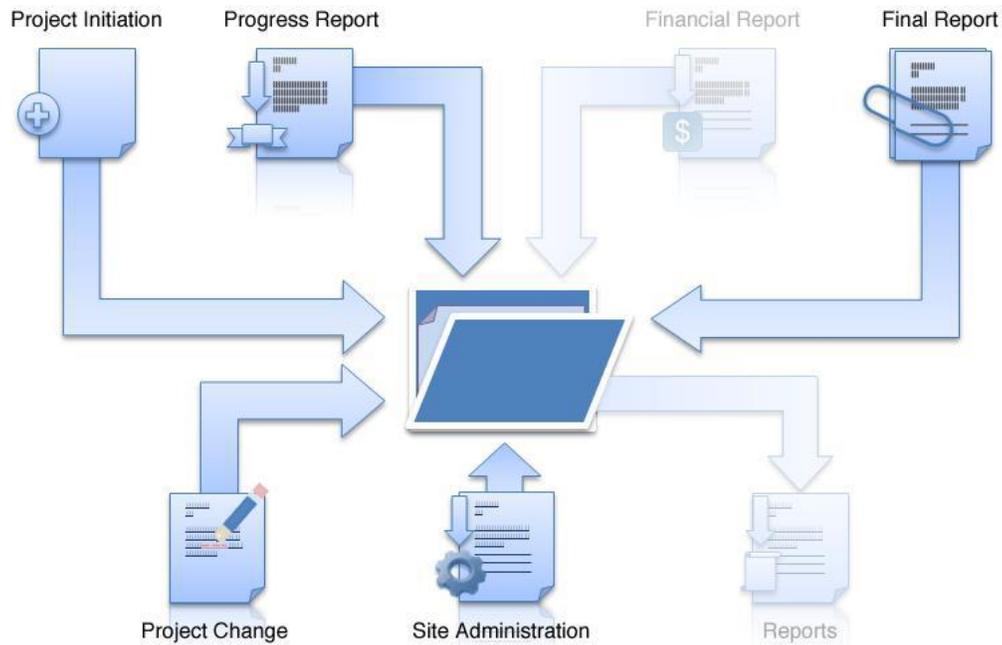
Progress Report Home Page
(Click on Progress report tab at top of page)

At the Progress Report home page, you can search for progress reports that need to be filled out by using the search option at the top (fill in at least one of the search fields) or you can use the folder views to fill out and manage reports for various projects. Note that the "drafts" folder will show you every progress report "shell" that the system has created for the active projects that need them. It's also important to remember that only one progress report shell/draft is created by REEport at a time. So, even if you have a five year project and will eventually be submitting four progress reports (the last year you only submit a Final Report), you will have only one shell/draft for the first progress report due for the first reporting period. After you submit that first progress report, the next one will be created by the system for the following reporting period, and so on and so forth.

NOTE: This applies *even if you are late* in submitting your reports (i.e. you are two reporting periods into the project and you have not submitted the progress report for the first reporting period; the

system will still only have the first one waiting for you to fill out and submit and create the 2nd, 3rd, and 4th ones only upon submission of each of the previous reports.)

Progress Report

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 [   ]

[Search] [Clear Search]

Expand All Folders Collapse All Folders

⊟ 📁 **3 Progress Report(s) in Draft**

Accession #	Project #	Reporting Period	Grants.gov #	Proposal #	Project Director	Type	Title	View
9000027	TEN0-tes...	2012-04-30-2012-09-30	(N/A)	(N/A)	Suping Zhou	EVANS-ALLEN	TEST-101	PDF 📄
9000028	TEN0-0002	2012-03-30-2012-09-30	(N/A)	(N/A)	Richard Browning	EVANS-ALLEN	test102	PDF 📄
9000009	TEN-12345	2011-10-05-2012-10-05	GRANT10246930	2009-02162	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

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

Cover Page

The cover page in the progress report module is identical to that of project initiation (both formula and non-formula).

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

It does not require you to add any additional information from what was already approved in the project initiation and is therefore completely prepopulated.

CLICK NEXT

Participants

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.

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.

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

* Participants

View past Progress Reports   View project proposal

« Previous   Save   Next »

☐ Nothing to report

Project Director

First Name	Middle Name	Last Name
Suping		Zhou

Email Address	Phone Number
zsuping@tnstate.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

« Previous   Save   Next »

NEW FIELD

Please contact Lynn.Grabowski@uconn.edu (6-3534) for assistance with this section.

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. **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. 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 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.

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

* Target Audience

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

View past Progress Reports   View project proposal

[« Previous] [Save] [Next »]

List the Target Audience for this project.
More...
☐ Nothing to report

[« Previous] [Save] [Next »]

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

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:

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

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
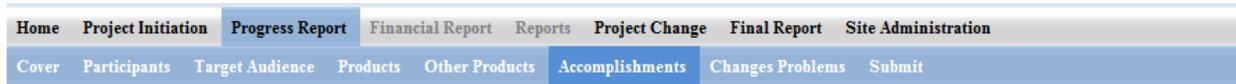
Note that at the beginning of this page you will see a listing of the "major goals of this project." This listing is non-editable because it is prepopulated with what you entered as goals for the project in project initiation. Keep in mind that referring back to this listing is helpful when filling in 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 in the Final Report of this project)>
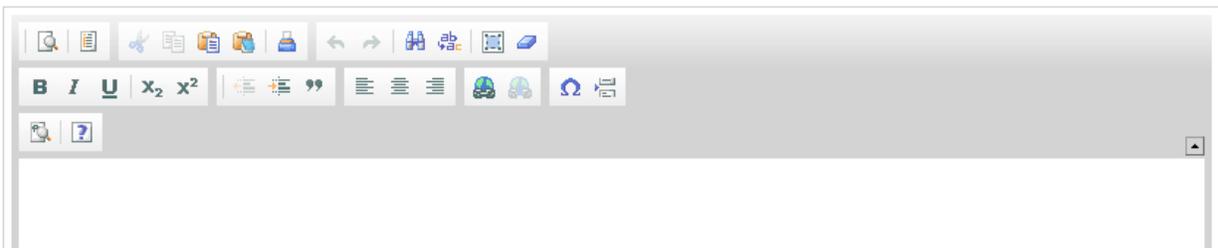
* What opportunities for training and professional development has the project provided?

☐ Nothing to report
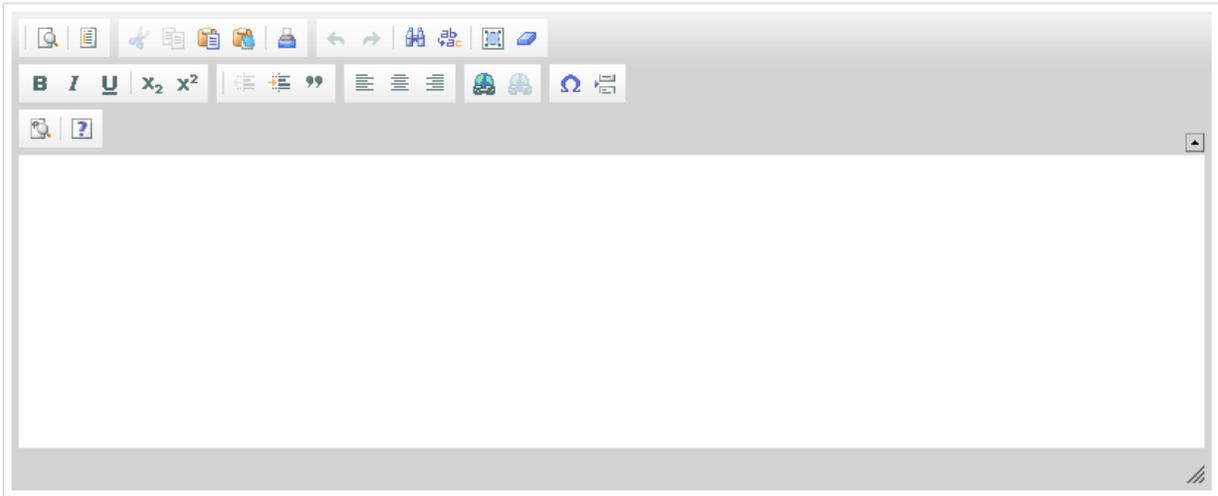
* How have the results been disseminated to communities of interest?

☐ 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

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
Data

* What do you plan to do during the next reporting period to accomplish the goals? [?]
☑ Nothing to report [?]

* 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
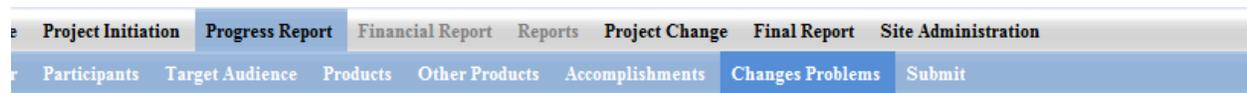
* Changes/Problems

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

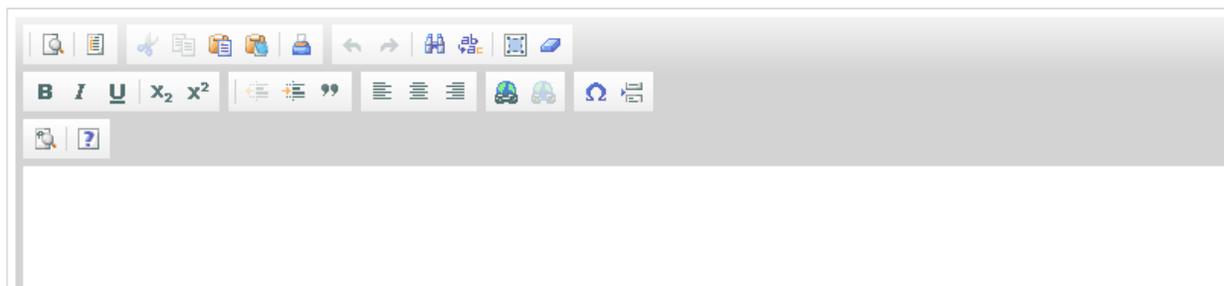View past Progress Reports   View Project Proposal

« Previous   Save   Next »

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.

How to Submit a Progress Report

First Level – Submit for Review

There are two levels of submission every project must go through. The first level is the "Submit for Review" level. At this level, the PD submit a progress report up to the "institution/site" level for review (review usually done by the SA). In most cases, the PD at a given institution will perform the submission at this level. Remember that any project found in the "Draft" folder at the Project Initiation home screen has not yet been submitted for review. The "Submit for Review" in Project Initiation looks like this:

Second Level – Submit to NIFA

Storrs Agricultural Experiment Station, Site Admins will review the report, approve it and forward it to NIFA, or return the report to the PD for edits.