

## REEPORT QUICK INSTRUCTIONS FOR NJAES CAPACITY PROJECTS: PROJECT INITIATION

This document provides additional guidance and highlights information specific to NJAES users of REEport. This guidance document should be used in conjunction with USDA-NIFA's web-based instructional videos and with USDA-NIFA's REEport instructional manual – links provided in the "Getting Started" introduction document.

REEport is accessed through the NIFA Reporting Portal at <http://portal.nifa.usda.gov>. For best results please use Internet Explorer 8.0 or Mozilla Firefox 3.5 or higher

If you already have capacity funding and have forgotten your User ID, please contact Diane who will let you know what it is (most often it is your aesop email address). If you have your User ID but have forgotten your password, please use the "reset password" button at the top of the screen.

Once you have your password, you can log into the NIFA reporting portal and click on the "REEport (SAES – RUTGERS UNIVERSITY (COOK COLLEGE))" link under **Active Applications**. All the project modules are divided into discrete information modules and each information request has one or more links with more instructions.

### **GETTING STARTED IN THE PROJECT INITIATION MODULE**

Choose the tab link or the graphic for **Project Initiation**. Once in, then either:

- Create a new project initiation form by clicking on the "Create a New Project" button, or
- Continue work on a started project initiation by selecting your project from "Projects in Draft Stage"

Most of the information that you will be asked to enter into the project initiation forms is the same information that was always required for these forms. Some exceptions and some additional helpful hints are provided below for each of the information requirements.

Choose the appropriate formula fund source for your project (Hatch, Hatch Multistate, McIntire Stennis, etc.) There is a box to verify the funding source and then you can continue.

**IMPORTANT: If you complete the forms and then find that you entered the wrong funding source, we cannot fix it. We will have to delete the forms and you must start again from the beginning.**

Next proceed through the project initiation form pages – in this quick guide, short walkthroughs are provided for each page. For detail about the information requirements each entry or field, click on the little blue box with a question mark . Mandatory information elements are indicated by a red asterisk.\* Optional information can be provided in other fields if applicable.

Some fields may be pre-populated if the information is available elsewhere, some have pull-down menus so that you can select the information, other fields require a text entry which you may want to prepare ahead of time to copy and paste into these forms. About these text boxes:

- Each box will accept up to 8000 characters. While there are few space limitations on your text, you should be brief/concise on your text entries.
- Each text box has the text editing capabilities that you would find in Microsoft Word. You can also insert special characters by clicking on "Ω."

**CAUTION:** Most of the project information that you enter here will be publicly available. Do not enter any data of a sensitive or proprietary nature. Also, don't forget to hit SAVE after completing a form or text box before proceeding to the next page or before exiting the application.

### PAGE ONE: COVER

- The **Project Title** should be succinct with a focus on the subject of study being performed. Do not use phrases such as "research on," or "investigation of." Do not use quotation marks or underscoring. The title will be used for information retrieval searches, so including specific keywords that are as descriptive of the project as possible is important. The project title field will auto-populate for multistate projects.
- For the **Project Number**, enter your last name next to NJ (i.e. NJ SMITH). We assign the project number.
- Enter the **Start Date** and **End Date** on the cover page. The Start Date must be *on or after* the date that the project is submitted to USDA-NIFA. No backdated projects will be accepted. The maximum duration for any formula fund project is 5 years, and no extensions will be granted past that point. A one-year extension can be implemented for any project with an initial length of four years or less.
- Identify the **Project Director**. If that name is not on the drop down menu, please contact Diane French. Also, if the contact information for the project director is wrong, please contact Diane French for corrections.
- When identifying collaborating states/countries, limit this list to significant contributors only. For multistate projects, this field will be prepopulated with other multistate member states.

### PAGE TWO: PARTICIPANTS

Information for estimated project effort (FTEs) over the full duration of the project should be entered. You can provide this information from your research proposal if available. An FTE is defined as a full-time employee who works a regular work week (say, 40 hours) for 52 weeks.

*HINT:* Two half-time employees (50% time each) count as 1 FTE. Four hourly students/other staff, each of which provides 10 hours per week, together count as 1 FTE. A regular GA counts as 0.33 FTE.

### PAGE THREE: GOALS/OBJECTIVES (text box):

Provide a clear, concise statement of the goals and objectives of the project. You may use paragraph format or bulleted or numbered lists. There is no minimum or maximum number of goals to include for a project, but all goals should be specific and attainable within the duration of the project and with the available resources. In general, goals should answer the question: What major achievements and milestones does the project hope to realize?

For multistate projects, you will be presented with a listing of the specific project objectives for your multistate group. You will choose one or more of these objectives, as per your commitment to the multistate group when you completed Appendix E. No additional text is required.

*As a general note for multistate projects:* aside from the project goals, which are reprinted from the actual approved multistate group project proposal, the remaining text in these project initiation forms should reflect your specific research. **Do NOT just copy and paste text from the approved multistate project proposal into your project initiation forms. We will review for this, as will the USDA-NIFA reviewers.**

### PAGE: FOUR PRODUCTS (text box)

You should include all products/outputs that are expected to result from this project. Products/Outputs are activities, events, services, and products that reach people. Products can include, but are not limited to, publications, audio/video products data bases, applications for patents or Plant Variety Act certificates, etc. Please click "**More**" on this page for more complete information regarding what constitute events, activity, services, and products.

### **PAGE FIVE: EXPECTED OUTCOMES** (text box)

NIFA considers the terms "outcomes" and "accomplishments" to be synonymous.

- An outcome/accomplishment is defined as a significant change in knowledge, action, or condition.
- Change in Knowledge: For a research project, a change in knowledge can be a breakthrough understanding in scientific knowledge.
- Change in Action: A change in action occurs when a significant change in behaviors or practices results from the project's activities.
- Change in Condition: A change in condition occurs when a significant change in a condition of societal concern results from the project's activities.

Please consult "**More**" for more detail and examples for changes in knowledge, action, and condition.

### **PAGE SIX: TARGET AUDIENCE** (text box)

Provide a description of the target audience(s) that will be the focus of efforts over the course of this project.

- The target audience(s) you describe on this project initiation should include all of the audiences you plan to reach over the course of the project, even if only for portions of your efforts during certain activities of the project.
  - 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.

### **PAGE SEVEN: METHODS** (text box)

Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. Include a description of how the results will be analyzed, evaluated, or interpreted. Describe the **Efforts** that will be used to cause a change in knowledge, actions, or conditions of a target audience. Include a description of how the output(s) will be **Evaluated** and/or quantified for its impact on the intended audience(s).

- Defining "**Efforts**": 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; workshops; experiential learning opportunities; extension; and outreach.
- Defining "**Evaluation**": Demonstrating that evaluation will be part of your project means that you describe the plan/steps to be used to evaluate or measure the success of the project. Provide a listing of the types of evaluation studies planned and types of data that will be collected, emphasizing key milestones and measurable or quantitative indicators of success. The project evaluation plan should relate milestones and indicators of success to expected project outcomes, accomplishments and impacts.

### **PAGE EIGHT: NON-TECHNICAL SUMMARY** (text box)

This is arguably the most important text that you will write for this project submission. When your project forms are transferred to USDA-NIFA's public access data base, this is the first text that will appear and so is the first impression created for a non-scientific reader who wants to know more about your research and its importance.

The non-technical summary is your opportunity to briefly sum up the importance of your project in terms that general citizens can understand (i.e. citizens without scientific backgrounds). A good nontechnical summary is composed of 1-2 succinct paragraphs that cover three main points:

- 1) What is the current issue or problem that the research addresses and describe the research needed to address this?
- 2) What basic methods and approaches will be used to collect and produce data/results and subsequently inform target audiences?
- 3) Through the methods mentioned above, what ultimate goals does the project hope to achieve?

In answering the above three questions, make sure to provide enough detail so that you touch upon the main purpose of the project, the expected accomplishments, and anticipated benefits of the research.

This non-technical summary is designed to enhance the usefulness of the information in the database, especially to legislative and other public audiences. Properly written, it can form the basis of the impact statements that you write about your research when you have results to report.

#### **PAGE NINE: KEYWORDS**

**IMPORTANT: DO NOT USE COMMAS – INSTEAD ENTER ONE KEYWORD OR KEY PHRASE PER LINE  
CLICK ON THE BLUE  BUTTON TO CREATE ADDITIONAL DATA FIELDS**

Examples of keywords are:

Corn

Bioenergy

Example of key phrases are:

Climate Change

Food Safety

The purpose of assigning keywords and key phrases to your project is to improve retrieval of project information on certain topic areas. The keywords you choose should be as all-encompassing as possible so that different keywords searched by various queries will still retrieve your project information. For example, if your project is aimed at researching new wheat varieties, you will want to include more than the word "wheat" as a keyword. More helpful words and phrases to use would be "Wheat," "Wheat varieties," "Cultivar," "Grain"

Hint: If there are specific words or phrases that you have used repeatedly in other sections of your project initiation forms (i.e. in the non-technical summary, goals, products, etc.), then those same words or phrases should be in your keywords section.

Another way to think of keywords is that they should, collectively, resemble an abbreviated abstract of the project narrative. Keywords can be a word or phrase that represents a concept, and they can fit into three areas or levels: general concept, class or category of research, and specific subject/item of research. Please click on "**More**" on the keyword page. For a list of common keywords, you can access the USDA Thesaurus at <http://agclass.nal.usda.gov/dne.search.shtml>.

The keywords screen should resemble this:

Project Initiation: SAES - RUTGERS UNIVERSITY (COOK COLLEGE)

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

Cover Participants Goals Products Outcomes Audience Methods Summary **Keywords** Classification Proposal Assurance Statements Submit

**\* Keywords**

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

« Previous Save Next »

Add a new keyword field for each separate keyword or keyword phrase you want to use to describe the project. Examples of words are: Corn, Maize, Bioenergy. Example of phrases are: Native Plants, Climate Change, Food Safety.

**More...**

Keyword Phrase  
 x -

Keyword Phrase  
 - +

« Previous Save Next »

### **PAGE TEN: CLASSIFICATION**

There are several ways that you are asked to classify your research. These are described below:

**Animal Health Component (percent):** This is used to specify your project's animal health research component, if any. NOTE: Projects identified as Animal Health formula fund projects under Public Law 95-113 will automatically be pre-populated as 100% Animal Health.

Other types of projects (capacity or non-capacity) demonstrating animal health research may include animal health percentages; that percentage is subject to the Project Director's discretion and should be entered in this field. Your research includes some component of animal health if it will produce findings:

- With implications for improving health & productivity of farm or other income-producing animals that are essential to the nation's food supply & the welfare of producers and consumers of animal products
- That would facilitate the effective treatment &/or prevention of diseases in both domesticated and wild species that, if left untreated, would endanger the nation's food supply
- That will improve equine health
- That would protect human health through control of animal diseases that are transmittable to humans
- That will improve methods of controlling reproduction of predators & other animals
- That would otherwise promote the general welfare via improved animal health

**IMPORTANT: If no portion of this project supports animal health research, you MUST enter "0" for the percentage; you may not leave the field blank**

**AREERA Section 204 Integrated Activity:** An integrated activity is defined as a jointly planned, funded, and interwoven activity between research and extension to solve a problem; this includes the generation of knowledge and the transfer of information and technology.

Hint: You should check "yes" for this question if this project is a Hatch or Hatch/Multistate Project which has both a research component and an extension component. If you have a partial extension appointment through Rutgers Cooperative Extension, you are more likely to be conducting integrated research.

**Activities:** Once you enter any percentage for the "research" category, additional percentage box fields will appear that ask you to classify the type of research (basic, applied, developmental) into percentages. The percentages on each section must always add up to 100%.

**Classification by KA, SOI, and FOS:** All projects entered in REEport must be classified according to one or more combinations of the following three classification areas:

1. Knowledge Area (KA)
2. Subject of Investigation (SOI)
3. Field of Science (FOS)

The most important thing to remember about this project classification process is the purpose of assigning these codes to your project: funding reports to Congress are based on this classification. In order to summarize funding in your area of research correctly, projects must be classified appropriately. Also, these codes will determine who at USDA-NIFA will be assigned to review your project.

Each project must have at least one line of classification; a classification "line" consists of one KA, one SOI, and one FOS. To allow for identification of multiple combinations on a single project, you may add additional lines. As a practical matter, we would advise you to be relatively parsimonious in classifying your research, so as not to dilute the representation of your work across too many categories. A percentage must be assigned to all classification lines, and no line may be less than 10%. There is a link on the classification page for the USDA-NIFA Classification Manual.

**Associated Planned Programs (for Hatch, Hatch Multistate projects only):** If this project is a Hatch or Hatch/Multistate, this drop down menu is prepopulated with the Planned Programs that the New Jersey Agricultural Experiment Station/Rutgers Cooperative Extension currently has on file in its approved AREERA State Plan of Work. Please choose the Planned Program(s) which best serves as the umbrella under which this project would fall (i.e. this project supports or adds to achieving the overall goals/objectives of the Planned Program.) You may choose more than one Planned Program and assign appropriate percentages. If you choose only one, you must enter "100" for this percentage.

**IMPORTANT:** if you are submitting a Hatch or Hatch/Multistate project and the drop down list is not populated with Associated Planned Programs from which to choose, that means you have not entered and saved a start date for your project on the Cover Page in this module.

### **PAGE ELEVEN: PROJECT PROPOSAL**

Please attach your project proposal as a PDF document.

### **PAGE TWELVE: ASSURANCE STATEMENTS**

Institutions receiving NIFA funding for research are responsible for protecting human subjects, and providing humane treatment of animals. Institutions are also responsible for compliance with both the intent and procedures of the National Institute of Health (NIH) Guidelines for Research Involving Recombinant DNA Molecules, as revised. To provide for the adequate discharge of this responsibility, NIFA policy requires an assurance by the institution's Authorized Organizational Representative (AOR) that appropriate committees in

each institution have carried out the initial review of protocols and will conduct continuing reviews of supported projects.

Please complete this form, checking with the help links for more information. The applicable assurance numbers for human and vertebrate animal subjects are as follows:

For human subjects: FWA00003913

For vertebrate animal subjects: A-3262-01

Remember that you are obligated to maintain compliance with any applicable Federal and University regulations governing the use of human subjects, vertebrate animal subjects, and recombinant DNA (as well as bacteria, viruses, transgenic animals, transgenic plants, biological toxins and radioactive materials) in any research that you conduct at Rutgers.

**PAGE THIRTEEN: SUBMIT FOR REVIEW**

If all forms are properly completed, you will now **submit your progress or termination reports for review by the NJAES Office of Cooperative Research who will review and submit the report to USDA-NIFA**. If there are any errors in your forms, you will be asked to revisit and complete this information. Please note that there is an option for you to view and print out and/or save a PDF of your progress or final report; just click on “Review in PDF format” at the top of the “Submit” page.