


REEPORT INSTRUCTIONS FOR NJAES CAPACITY GRANT PROJECTS: PROJECT REPORTING

Access REEport NIFA Reporting Portal at: <http://portal.nifa.usda.gov>. For best results use either Internet Explorer 8.0 or Mozilla Firefox 3.5 or higher. If you have forgotten your User ID, it is usually your aesop email. If you have your User ID but forget your password, use the “reset password” button at the top of the screen.

Log in and click on “REEport (SAES – RUTGERS UNIVERSITY (COOK COLLEGE))” under Active Applications. Choose the tab or graphic for **Progress Report** for your annual report or **Final Report** to close out your project. ***If you are reporting on a terminated project, you do not file both a Progress Report and Final Report this period.***

Select your project from “Project Reports in Draft.” The system has created a shell of your project report to complete. Verify the proper end date listed for the project reporting shell for the applicable reporting period. You can access prior year progress reports for your project for reference under the folder “Progress Reports Submitted to USDA-NIFA.” Click on the PDF link under the “View” column for the project and reporting year.

You are required to submit a progress report at the close of every Federal Fiscal Year, even if your project is new. For new projects, you may use the “nothing to report” option but it will be questioned for older projects. You cannot report on more than one year in a single progress report. If you didn’t file last year’s report, you must complete two separate annual progress reports to complete your reporting requirements.

For detail about information needed for each entry or field, click on the little blue box with a question mark . Some fields may be pre-populated. Mandatory information elements are indicated by a red asterisk. Some

CAUTION: Information entered here will be publicly available so do not enter any data of a sensitive or proprietary nature. Click NEXT or SAVE before proceeding to the next page or before exiting the application.

elements require a text entry which you may want to prepare ahead of time to copy and paste into these forms.

- Each box will accept up to 8000 characters (including spaces), so there should be no space limitations on your text. Be concise on text entries. Review for typos, grammar errors, and other issues in your report.
- You can insert special characters by clicking on “Ω.”

You can also view your past progress reports at the link on the top of each page of the module.

IMPORTANT INFORMATION IF YOU ARE WRITING A FINAL REPORT.

A Final Report is submitted at the end of the last project period/year and will terminate the project. If you open up any of the PDFs of the project, you will note that the status says “complete” because the system automatically terminates any project that has passed its original end date, even if a Final Report has not yet been submitted. You are obligated to submit a Final Report for any Capacity Fund projects. Failure to submit the Final Report will ensure that you will not receive any future funding from NIFA (both competitive grants and capacity funds) until the report has been submitted. This applies even if you move to another institution.

Final Reports have the same data fields and questions as progress reports. Much of the data entered in a Final Report should apply to the ENTIRE PROJECT DURATION, not just the Final Reporting year as opposed to a Progress Report. For most entries, you will report key findings for the last project year, and then summarize key activities and findings over the duration of the entire project.

The only exceptions to this rule are effort reporting on the participants page and products/other products reporting. Effort will be entered by our office. Indicate “Nothing to Report” here. For Products and for Other Products only those products that were not reported in prior year reports should be reported.

Project outputs and outcomes should reflect all research related to your NJAES project, including any non-USDA-NIFA funded research.

TAB ONE – COVER PAGE

This page is already be filled out from the information you filed in your project initiation forms. If something needs to be updated or corrected, contact our office. **Note the reporting period start and end dates, and write your annual report for the specified reporting period.** If you need to file a Final Report to terminate your project before the originally-scheduled termination, contact us to request the change for the termination date in REEport. Also, if your contact information is wrong, please contact us with the correct information.

TAB TWO - PARTICIPANTS

Some of this form is pre-populated. **Check “nothing to report” because our office will populate these fields based on the effort that you reported for yourself and your project staff in the NJAES Effort Reporting System.** In consultation with your departmental administrators, we use payroll data to estimate the number of undergraduate and graduate FTEs who worked on your project.

USDA-NIFA also wants to know about the majors/fields of study pursued by any students or post-docs who worked on your project over the reporting period. This is done by CIP (Classification of Instructional Program). The reporting here is done on a “per student” basis, and not on a “per FTE” basis. Our office will complete this information, based on input from departmental administrators and your department undergraduate and graduate program directors. We may need to ask you about specific students. **Check “Nothing to Report” so that REEport does not insist that you complete this section.**

TAB THREE – TARGET AUDIENCE

The target audiences 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 listing a subset of all of the original target audiences you listed in your project initiation forms.

TAB FOUR - PRODUCTS

Identify the outputs achieved during this reporting period. This includes only **Publications, Presentations and Patents and Plant Variety Protection (PVP)**. Report other types of outputs on the "Other Products" page.

Publications: Report only the major publications resulting from the work under this project. Do not include publications already listed in previously submitted progress reports. You can find what you submitted previously by clicking “View Past Progress Reports” at the top of the page. There is no restriction on the number of publications. 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 merely the number of publications and as such, are interested in only those publications that most reflect the work performed under this project. Each publication is reported separately, using pull-down menus to identify type and status.

For multiple publications you must click on the blue  to add data fields for EACH publication.

Enter the publication year and type the publication directly into the indicated section or cut and paste text. Do NOT use any formatting features such as bold face, italic, or symbols. Here are the categories 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 of 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, etc. published as or in a separate publication, rather than a periodical or series. Include significant publications in the proceedings of a one-time conference or in the report of a one-time study, commission, or similar.
- *Other publications, conference papers and presentations:* Publications, conference papers or presentations not reported above.

USDA-NIFA has not specified a format for this. Please use a format that provides sufficient information to locate the publication. Also, while the form allows you to report ones “submitted” or “under review,” we strongly advise that you wait and report the publication when it is (or will be shortly) available to the public.

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.

TAB FIVE – OTHER PRODUCTS

Here report other products produced during the reporting period. These are activities, events, services, and products that reach people.

For multiple products you must click on the blue  button to add data fields for EACH product

Activities: conducting or analyzing experiments/surveys, assessments, facilitating, teaching, or mentoring.

Events: conferences, demonstration sites, field days, symposia, workshops, and trainings.

Services: consulting, counseling, and tutoring.

Products: audio/video products; curricula; data/databases; equipment/instruments; models; networks or collaborations fostered by the project; physical collections, resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; websites (indicate URLs); information, skills, and technology for individuals, communities & programs; students graduated in agricultural areas

For each project, indicate the type of products (pull-down menu) then enter a description. This description of the product/output should be succinct, yet detailed. About 1-3 short sentences should be used to describe what the product is, what activity it resulted from, and whom it benefitted

TAB SIX - ACCOMPLISHMENTS

The top of the page lists project goals and objectives that you specified in your project initiation forms. You are then asked to answer the following specific questions regarding project accomplishments:

- 1) What was accomplished under these goals? This section should include:

An impact statement. This statement of 1 to 2 paragraphs describing the actual or the potential impacts of your research. For a progress report, this should be for this period only while for a final report, this should summarize all years of the research. It may help to refer back to your original non-technical summary.

This impact statement should reflect the results and conclusion of your work that will provide benefits to broad audiences. **This portion of your report MUST be written in plain, non-technical language.** This should be meaningful to non-scientific audiences such as community leaders, politicians, taxpayers, and farmers. Report changes in economics, community dynamics, environmental conditions, or agricultural norms, if applicable. For projects of basic/laboratory-based research, discuss potential impacts or public benefits, and important implications of your research activity or findings if, for example, you have developed a novel methodology or have findings that will significantly influence the direction of future research.

Project Activities and accomplishments. After making your impact statement, report on each goal for the project. For each goal listed in your project initiation form at the top of the page report for this reporting period a) Major activities completed or experiments conducted, b) Data collected c) Summary statistics and discussion of significant results, d) Key outcomes or other accomplishments.

- 2) What opportunities for training and professional development has the project provided?
Describe opportunities for training & professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project. This is where you provide information on non-salaried or volunteer effort such as from students whose effort is not reported in NJAES Effort Reporting. If the research is not intended to provide training & professional development or there is nothing significant to report during this reporting period, click the "nothing to report" box.
- 3) 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.
- 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 goals & objectives.

TAB SEVEN – CHANGES/PROBLEMS

Only if applicable, describe major changes/problems in approach and reasons for these changes. Provide special and/or additional reporting requirements specified in the award Terms and Conditions. This includes:

- Major problems or delays that may have a significant impact on the rate of progress
- Significant deviations from research schedule or goals or unexpected outcomes
- Changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

Significant changes in objectives, methods, or approved protocols require prior approval by NIFA and may require a revised project description; a revised Assurance Statements form is required whenever the protocols for use of animal or human subjects change.

TAB EIGHT – SUBMIT FOR REVIEW

When all forms are properly completed, submit your report for review by the NJAES Office of 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. Remember 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.