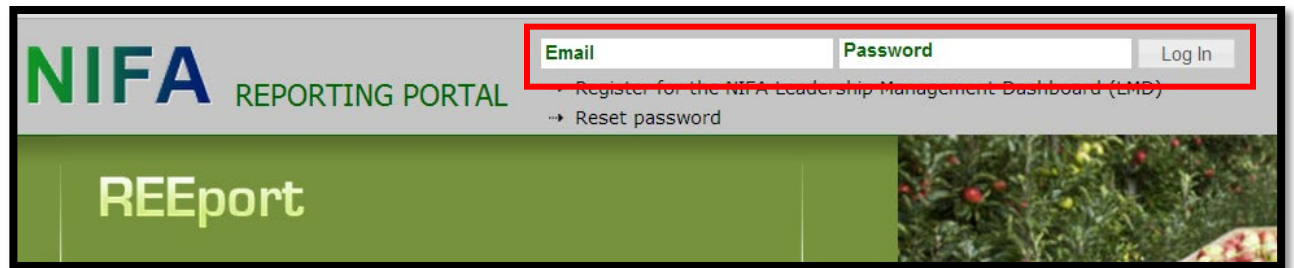
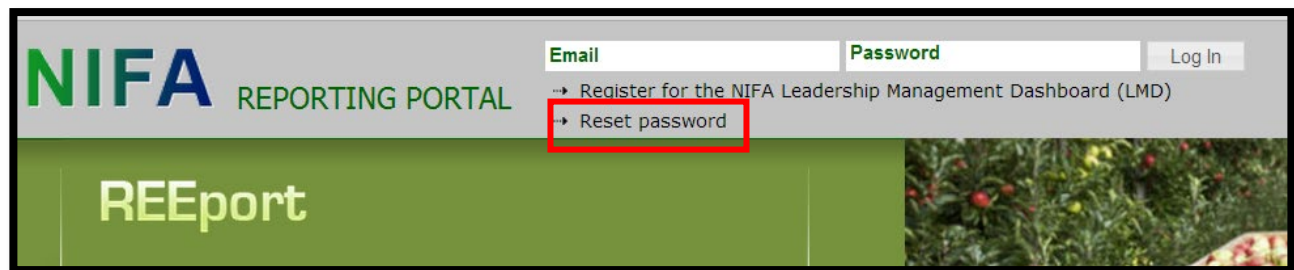


REEport Directions for Progress Reports - Grants

**RETURNING USERS:** Log in to NIFA’s reporting portal at [portal.nifa.usda.gov](http://portal.nifa.usda.gov) using your Purdue email address and the password you created when you activated your account.



**FORGOTTEN PASSWORD (or first time users):** If you have **forgotten your password** or if this is your **first time** using the NIFA Reporting Portal, go to the website at [portal.nifa.usda.gov](http://portal.nifa.usda.gov), click on **Reset Password**, then follow the instructions on the next screen.



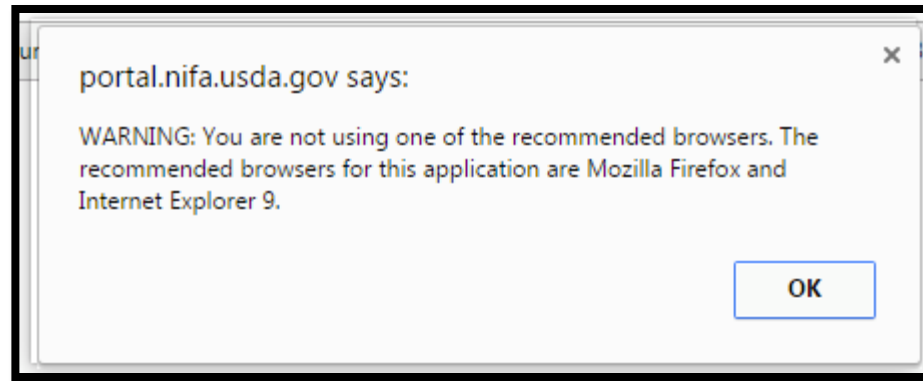
***Please Note:** If the system tells you that your email address is not recognized, please contact Julie Estrada at 494-6047 or [estradaja@purdue.edu](mailto:estradaja@purdue.edu) to troubleshoot the issue.*

After you’ve logged on, click on **REEport (SAES – PURDUE UNIVERSITY)** under **Active Applications** near the bottom of the page.

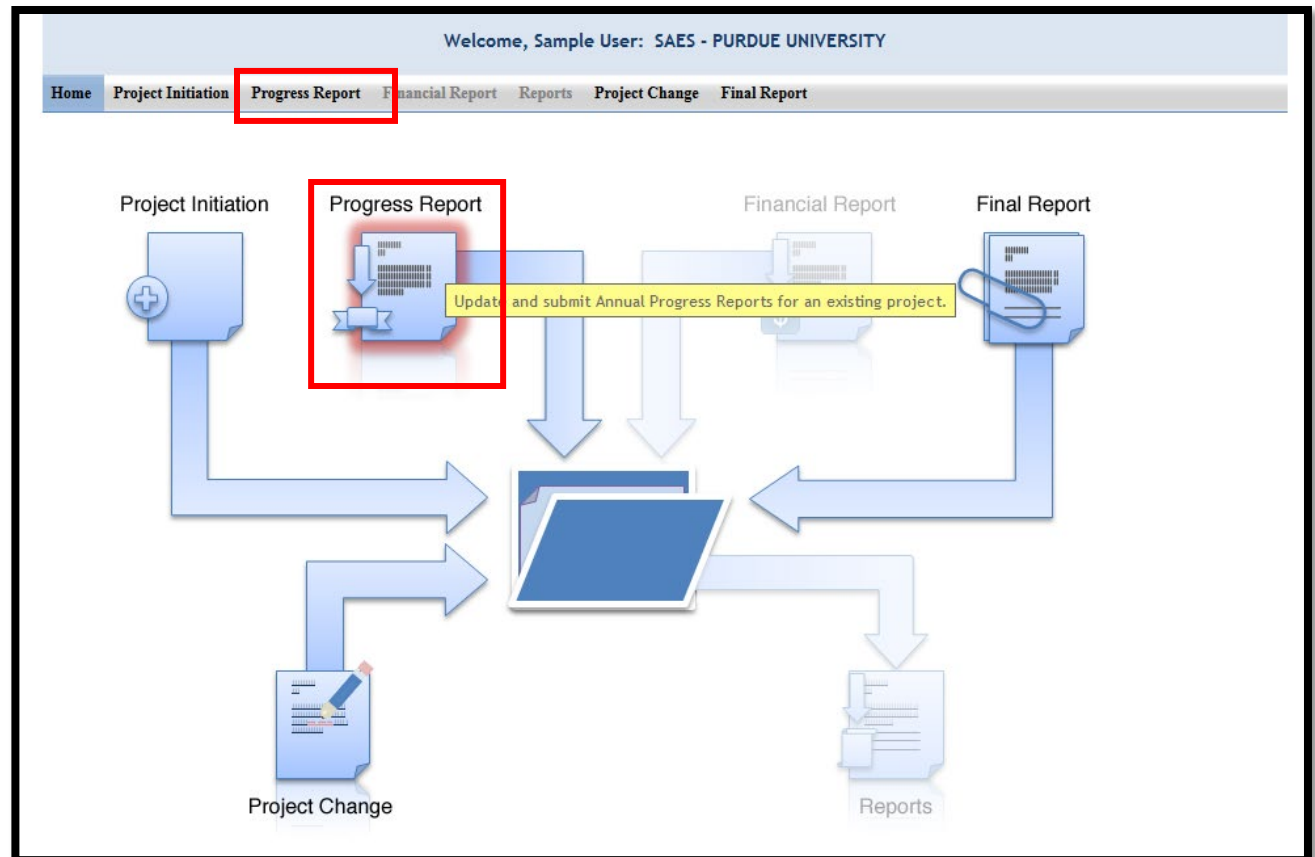


***Please Note:** If you do not have REEport (SAES – PURDUE UNIVERSITY) under active applications or you only have REEport (PURDUE UNIVERSITY) without the SAES, please contact Julie Estrada at 494-6047 or [estradaja@purdue.edu](mailto:estradaja@purdue.edu). **You must use the SAES (State Agricultural Experiment Station) portal.***

**Chrome and Safari Users:** You may get the following warning if you are using a browser other than Internet Explorer or Firefox, but REEport will still work with other browsers such as Chrome or Safari. Just click **OK** to continue.



Click on the **Progress Report** icon or Progress Report at the top menu bar.



The **Track Progress Reports** page will open.

**Do not enter anything in the search fields!**

Instead, look in the **Progress Reports) in Draft** folder (by clicking on the folder icon) to find your project.

REEport  
SAES - PURDUE UNIVERSITY

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

### Track Progress Reports

Message Board  
Please email Julie Richards at richa190@purdue.edu upon submission of your Progress/Final Report. If you need any assistance with completing your Progress/Final Report, please contact Julie via email or call 765-494-6047.

Accession Number  Project Number  Proposal Number   
Performing Department  Project Director

Search Clear Search

Expand All Folders Collapse All Folders

**1 Progress Report(s) in Draft**

0 Progress Report(s) Pending Submission to NIFA

To begin completing the progress report, open the report by clicking on the **title of the project** (or any other underlined text except "PDF").

1 Progress Report(s) in Draft

<u>Accn #</u>	<u>Project #</u>	<u>Reporting Period</u> <u>End Date</u>	<u>Grants.gov #</u>	<u>Proposal #</u>	<u>Title</u>	<u>Proi. Dir</u>	<u>Funding</u>
555555	<u>IND555555</u>	September 30, 2014	(N/A)	(N/A)	<b>Sample Title of Project ....</b>	User, Sample	HATCH

**Cover Page**

There is nothing to enter on the cover page. Just check the title to be sure you clicked on the correct report.

It would be a good idea to make a mental note of the reporting period start and end dates on your cover page. The reporting period will be referred to several times within the report.

Click **Next**.

***Helpful Hint:*** You can view all Past Progress Reports for this project (if applicable) by clicking the option at the top. You may find it helpful to have those open in another tab or window when completing your current report.

**Cover Page**

[View past Progress Reports](#)   [View Project Proposal](#)

<p><b>Funding Source</b> </p> <p>HATCH</p> <p><b>Project Title</b> </p> <p>Sample Title</p> <p><b>Project Start Date</b> </p> <p>Date Project Started</p> <p><b>Sponsoring Agency/Institution</b> </p> <p>National Institute of Food and Agriculture</p> <p><b>Performing Organization/Institution</b> </p> <p>SAES - PURDUE UNIVERSITY</p> <p><b>Performing Department</b> </p> <p>Department Name</p> <p><b>Accession Number</b> </p> <p>5555555</p> <p><b>Reporting Period Start Date</b> </p> <p>October 01, 2013 </p>	<p><b>Status</b> </p> <p>Active</p> <p><b>Project End Date</b></p> <p>Date Project Will End</p> <p><b>DUNS Number</b> </p> <p>55555555</p> <p><b>Project Number</b> </p> <p>IND055555</p> <p><b>Reporting Period End Date</b> </p> <p>September 30, 2014 </p>
--	---

**States and Organizations**

Collaborating/Partnering States

Collaborating/Partnering Organizations

**Countries**

Collaborating/Partnering Countries

**Project Contacts**

<p><b>Project Director</b> </p> <p><b>Name :</b> Sample User</p> <p><b>Email Address :</b> estradaja@purdue.edu</p> <p><b>Phone Number :</b> 765-494-6047</p>	<p><b>Site Administrator</b> </p> <p><b>Name :</b> Marshall A Martin</p> <p><b>Title :</b></p> <p><b>Email Address :</b> marshallmartin@purdue.edu</p> <p><b>Phone Number :</b> 765-494-8365</p>
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[Next >](#)

**Participants**

**Project Director:** Your name and contact information should be listed here.

**Co-Project Directors:** If your Co-PDs have changed, make a note of it in the **Changes/Problems** tab at the end of the report.

**Actual FTEs for this Reporting Period:** If you have a 20% research appointment, and all of your research time is dedicated to the research in this proposal, you would put 0.2. Adjust the numbers accordingly if your research time is split between two or more projects. For Co-PDs, grad and undergrad assistants, etc., just calculate their time in the same way. To help you decide which row to put each in, click on the **blue question mark** in the REEport application.



**\* Participants**

[View past Progress Reports](#)

« Previous   Save   Next »

**Project Director** ?

<b>First Name</b> Sample	<b>Middle Name</b>	<b>Last Name</b> User
<b>Email Address</b> estrada@purdue.edu	<b>Phone Number</b> 765-494-6047	

**Co-Project Directors** ?

**\* Actual FTEs for this Reporting Period** ?

Nothing to report ?

Role	Faculty and Non-Students	Students within Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	0.2	0.0	0.0	0.0	0.2
Professional	0.0	0.0	1.0	0.0	1.0
Technical	0.0	0.5	0.0	0.0	0.5
Administrative	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
<b>Computed Total</b>	0.2	0.5	1.0	0.0	1.7

**Participants (continued)**

**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**. The CIP code chosen should reflect the student's major field of study. [For a full list of CIP codes to pick from, click here.](#)

Click **Next**.

*Example:*

In the example to the right, you will see that we listed 1.0 for graduate students and 0.5 for undergraduate students in the **Actual FTEs for this Reporting Period** table. Therefore, it was necessary to show two things in the **CIP Code** section:

1. How many actual students do the FTE numbers represent
2. What is the major field of study for each of the students

We listed 2 in the **Undergraduate** section with CIP code 01.00 which, for our example, meant that we had 2 general agriculture undergraduate students working about 10 hours per week (0.25 FTE each). We also listed 2 in the **Graduate** section with code 01.09, which meant we had 2 animal sciences graduate students working about 20 hours per week (0.5 FTE each).

**\* Actual FTEs for this Reporting Period**

Nothing to report

Role	Faculty and Non-Students	Students within Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	0.2	0.0	0.0	0.0	0.2
Professional	0.0	0.0	1.0	0.0	1.0
Technical	0.0	0.5	0.0	0.0	0.5
Administrative	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
Computed Total	0.2	0.5	1.0	0.0	1.7

**Student Count by Classification of Instructional Programs (CIP) Code**

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

01.00 Agriculture, General.

01.09 Animal Sciences.

## 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.*

Click **Next**.

### HELPFUL HINTS:

Clicking on *Previous* or *Next* automatically saves your progress as you move forward or backward in the system. Clicking *Save*, saves your work on that page, while keeping you on that page.

**\* Target Audience**

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

[View past Progress Reports](#) [View Project Proposal](#)

[« Previous](#)
[Save](#)
[Next »](#)

Provide a description of the target audience(s) reached by your efforts during this reporting period only.

**More...**

Nothing to report [?](#)


B I U x<sub>2</sub> x<sup>2</sup> [List] [Quote] [Table] [Image] [Link] [Undo] [Redo]

[« Previous](#)
[Save](#)
[Next »](#)

## Products

**Publications:** This is where you will list products such as Book Chapters, Books, Conference Papers & Presentations, Journal Articles, Thesis & Dissertations, and Websites.

Report only the major publication(s) resulting from the work under this project/award. If there is a publication that occurred any time throughout the life of the project thus far but that you have NOT YET INCLUDED on a previous progress report, then you should include it here (click **View Past Publications** if you aren't sure if you've reported a publication already). There is no restriction on the number. However, agencies are interested in only those publications that most reflect the work under this project/award.

List one product at a time. To add more products, click the **blue "+" button** .

**Patent(s) and Plant Variety Protection(s) (PVP):** Identify inventions for which patents or plant variety protection (PVP) has been or will be sought. *If you do not have any to list, leave this section blank.*

Click **Next**.

### HELPFUL HINT:

Click on the "more..." button for more information about what is being asked of you in this section.

### \* Products


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

[View past Progress Reports](#) [View Project Proposal](#)

« Previous   Save   Next »

Identify the standard products/outputs that were achieved during the period of performance for this progress report (previous fiscal year or portion of previous fiscal year). "Standard products/outputs" includes only major publications, patents, and applications for plant variety protection (PVP). You will need to report other types of products/outputs achieved on the "Other Products" page of this Progress Report. See "more" for a definition of what NIFA means by

[More...](#)





Nothing to report 


#### Publications





What does the "view past publications" button show you?

[More...](#)

[View Past Publications](#)

\* Type      \* Status      \* Year Published



\* Citation 

NIFA Support Acknowledged   
   

#### Patent(s) and Plant Variety Protection(s) (PVP)

Identify inventions for which patents or plant variety protection (PVP) has been or will be sought.

[More...](#)

\* Application Number    \* Application Filing Date     \* Title  

« Previous   Save   Next »



**Other Products**

Use the drop down menu to see the full list of other products to choose from.

If you do not have any other products to list, check the box next to **Nothing to report**.

Click **Next**.

**\* Other Products**


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



[View past Progress Reports](#) [View Project Proposal](#)



< Previous Save Next >

Enter the significant products/outputs achieved during this reporting period 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.

More...

Nothing to report 

\* Product Type  

\* Description  

< Previous Save Next >

**PLEASE NOTE:**

*For each of the remaining sections of this report, there is an 8,000 character limit per box. 8,000 characters*

## Accomplishments

### What was accomplished under these goals?

First, write a statement of 1 to 2 paragraphs describing the **IMPACT** of your project. You'll want to answer these questions:

- What did you discover?
- What did you learn?
- What new knowledge was created?

**It is imperative that this portion of your report be written in plain, non-technical language.**

Next, briefly report on all objectives that were stated in your project initiation. For each objective, report on the major activities completed / experiments conducted; data collected; summary statistics and discussion of results; and key outcomes or other accomplishments realized.

### 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.

**\* Accomplishments**

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

[View past Progress Reports](#)   [View Project Proposal](#)

Major goals of the project

The objectives/goals you wrote in your project initiation will be listed here.

**\* What was accomplished under these goals?**

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, and help.

**\* What opportunities for training and professional development has the project provided?**

Nothing to report

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, and help.

**Accomplishments (continued):****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. Include a discussion of stated goals not yet met.

Click **Next**.

\* How have the results been disseminated to communities of interest? [?](#)

Nothing to report [?](#)

Navigation icons: search, list, share, print, refresh, back, forward, home, help, close.

\* What do you plan to do during the next reporting period to accomplish the goals? [?](#)

Nothing to report [?](#)

Navigation icons: search, list, share, print, refresh, back, forward, home, help, close.

**Changes/Problems**

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.

If you had none of the above, click the box for "nothing to report."

**\* 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 [?](#)

Navigation icons: search, list, share, print, refresh, back, forward, home, help, close.

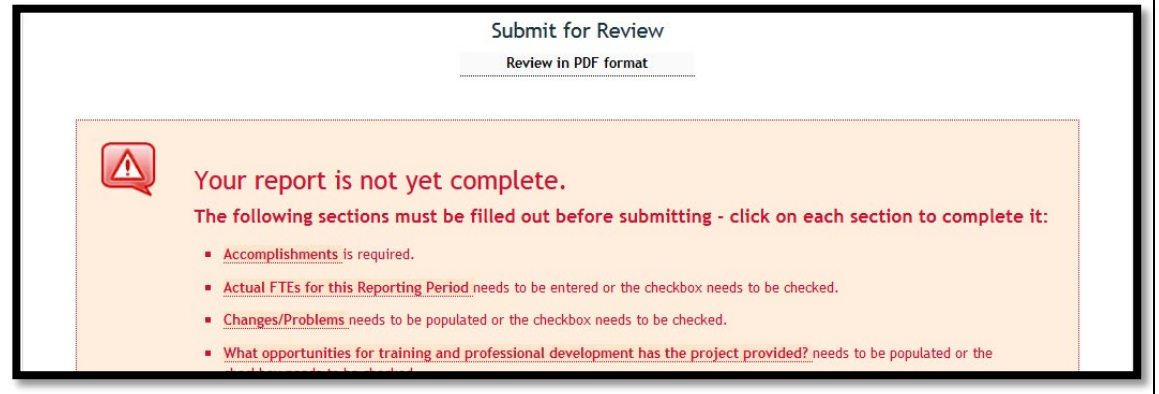
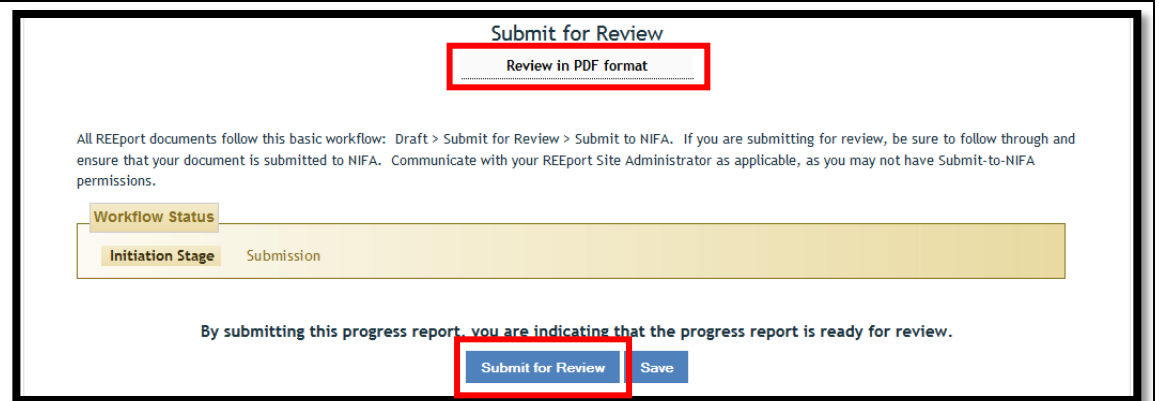
### Submit for Review

If you have completed all required sections, your screen should look like the top picture.

We recommend that you save a PDF copy for your records by clicking on **Review in PDF Format** and then saving a copy to your computer.

Click on **Submit for Review**.

**Please Note:** If your screen looks like the bottom picture, you must complete all of the sections that are listed before you'll be able to submit your report for review.



Once you click **Submit for Review**, you will be redirected to the **Track Progress Reports** page.

There will be two indications that your progress report has been properly submitted for organizational level review.

1. The blue announcement text above **Track Progress Reports** should read, **Progress Report has been submitted for Organization review.**
2. Your report should have moved from the **Progress Report(s) in Draft** folder to the **Progress Report(s) Pending Submission to NIFA** folder.

**IMPORTANT:** Email Julie Estrada at [estradaja@purdue.edu](mailto:estradaja@purdue.edu) to notify ARGE that you have submitted your report for review. Your report will be reviewed and submitted to USDA-NIFA.

Thank you!

**REEport**  
SAES - PURDUE UNIVERSITY

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

**Progress Report has been submitted for Organization review.**

**1.** **Track Progress Reports**

Message Board  
Please email Julie Richards at richa190@purdue.edu upon submission of your Progress/Final Report. If you need any assistance with completing your Progress/Final Report, please contact Julie via email or call 765-494-6047.

Accession Number  Project Number  Proposal Number   
Performing Department  Project Director   
Search Clear Search

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

0 Progress Report(s) in Draft  
1 Progress Report(s) Pending Submission to NIFA

Accn #	Project #	Reporting Period End Date	Grants.gov #	Proposal #	Title	Proi. Dir	Funding
555555	IND555555	September 30, 2014	(N/A)	(N/A)	Sample Title of Project....	User, Sample	HATCH