

## REReport - Submit a Final Report

1. Log into REReport at <http://portal.nifa.usda.gov>
  - Enter your email and password; hit “enter” or click “login.”
2. Click your “**REReport (SAES - UNIVERSITY OF ARIZONA)**” link under “Active Applications.”
3. Click the “Final Report” icon.
4. Expand your “Final Report(s) in Draft” folder.
5. Click the title of the project for which you want to complete a Final Report.
6. The first “page” (screen) you will come to is the Cover page. The cover page contains the “vital stats,” of the project; these are prepopulated based on what you entered on your project initiation forms when you first started the project.
7. Proceed with moving through each of the next pages/screens of the Final Report form by using the navigation buttons at the top and bottom of the page. Make sure to save your work periodically. To review guidance specific to “how to fill out” specific sections of the report (i.e. what information does NIFA want in which data fields?), please consult the “Data Content Instructions” below.
  - **IMPORTANT Policy Note:** With the exception of the FTE fields on the Participants page, all data reported in the Final Report should cover the duration of the project, not just the previous year.
8. When you have entered all your data and are satisfied with your final report, click the “submit” button on your sub-menu bar.
9. There are two levels of submission in order for the report to be received by NIFA. As the Project Director, you are responsible for the first level: Click “submit for review.”
10. Once you’ve completed the step above, your Site Administrator is responsible for submitting the final report to NIFA. Grants: Once this is completed, you will receive an email confirming the submission with a copy of the report attached.

## ***Data Content Instructions for Final Report***

### **What to Include in the Final Report Data Fields**

Helpful Hints & Policy Information on Final Report Data Entry:

- The Final Report is meant to cover the life of your project; thus, you should make sure to write your report in a manner that summarizes and includes all the major activities and accomplishments achieved while your project was active. The only exception to this rule is the FTE field and the Products page:
  - o For FTEs, only report total FTEs for performance period of the project (which starts at the end date of your last progress report and ends at the end date of your project).
  - o For Products, only include those that you have NOT previously included on a prior Progress Report, regardless of when they occurred. For example, if you have not yet reported a publication that resulted from the first year of work on your project, then include it now in this final report.
- For guidance as you work through the form, remember to use the embedded Help Text by clicking on the small **blue** icon located next to each field found within REReport.
- There are character limits on all fields in REReport, but the main one to be aware of is: for all the large text boxes with the built-in text editor, **there is an 8000 character limit, including spaces.**
- REReport does not accept graphics, charts, or other images pasted into any of the open text boxes.
- Remember that whenever you enter data on a page, you **MUST** click one of the navigation buttons at the top or bottom of the page to save your work; while you are permitted to move from page to page within a module using the top menu bar (e.g. moving from “goals” to “products” by clicking those words in the menu bar) your work will not be saved if you entered anything new on the page.