

REEport - Submit a Progress Report

1. Log into REEport at <http://portal.nifa.usda.gov>
 - Enter your email and password; hit “enter” or click “login.”
2. Click your “**REEport (SAES - UNIVERSITY OF ARIZONA)**” link under “Active Applications.”
3. Click the “Progress Report” icon.
4. Expand your “Progress Report(s) in Draft” folder.
5. Click the title of the project for which you want to complete a Progress 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 Progress 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 to specific sections of the report (i.e. what information does NIFA want in which data fields?), please consult the “Data Content Instructions” below.
8. When you have entered all your data and are satisfied with your progress report, click the “submit” button on your sub-menu bar.
9. Once you are at your submit screen, 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 organizational review.”
10. Once you’ve completed the step above, your Site Administrator is responsible for submitting the progress report to NIFA. Grants: Once this is completed, you will receive an email confirming the submission with a copy of the report attached.
11. Grants: NIFA National Program Leaders have 90 days to review your progress report and assess whether edits or additions are needed. If your reviewing NPL requests changes, you will be notified via email, & the report will be put back into draft status so that you may make changes & resubmit.

Data Content Instructions

At the Progress Report home page, you can search for progress reports that need to be filled out and managed using the search option at the top (search for Project Director by last name) or the folder views. 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.)

Helpful Hints for Entering Progress Report Data

- 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 REEport.
- There are character limits on all fields in REEport, 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.**
- REEport 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.