

REEport - Submit a Project Initiation for your Competitive/Non-Capacity award from NIFA:

1. Log into REEport at <http://portal.nifal.usda.gov> and enter your email and password; click "Login".
2. Click the "**REEport (SAES - UNIVERSITY OF ARIZONA)**" link under your "Active Applications."
3. Upon entering REEport, click your "Project Initiation" icon.
4. Click on your "Drafts" folder to show all the projects you have in draft status (for most PDs, this will be only one project).
5. Click the title of the project in order to access the data entry screens for the Project Initiation.
 - Note -- If your project has already been created by NIFA or your site admin and you are returning to edit/complete entering the project data, do not "create a new project." Instead, expand your "drafts" folder and click the title of the project you want to work on.
6. The first page you will be brought to is your Cover page. Note that this page contains data that is all prepopulated based on information you entered on your grant application. If you notice that any of it is incorrect, email reeport@nifa.usda.gov with the name of the field and what needs to be updated.
7. By using the "navigation buttons at the top and bottom of the screens, proceed with entering data on each section of the Project Initiation. Make sure to save your work periodically.
8. When you are finished entering data, navigate to the last screen of the Project Initiation, the submit screen. Click the Submit button in order to send the Project Initiation to NIFA so that your grant may be awarded (funds will not be released until NIFA receives your Project Initiation). Please note that submission process varies slightly based on what type of institution you are affiliated with:
 - You will have to complete the first step of submitting for Organizational Review. Do this by going to your "Submit" screen and clicking "Submit for Review." This will put your Project Initiation in the hands of your Site Administrator (SA). Your SA is then responsible for officially submitting the project to NIFA in order to allow the award and release of your funds.

Data Content Instructions

Completing the Project Initiation Data Fields for Competitively Awarded Projects

Upfront helpful hints:

- For detailed guidance on specific data fields, remember to use the embedded Help Text by clicking on the small **blue** icon located next to the field in 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 8,000 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.