

## REReport: Submit a Project Initiation

1. Log into REReport by going to the NIFA Reporting Portal at <http://portal.nifa.usda.gov>. Enter your email and password.
2. Upon entering the Portal, click the "REReport (SAES - UNIVERSITY OF ARIZONA)" link under your "Active Applications."
3. Upon entering REReport, click the "Project Initiation" icon.
4. Click "Project(s) In Draft Stage."
  - Note - Expand your "drafts" folder and click the title of the project you want to work on;
5. The first screen you will be brought to is the Cover Page for your project. Proceed to next screen by using the "save and next" buttons to fill out all of the subsequent screens of the project initiation.
  - For detailed instructions on what NIFA expects you to enter in which field, please see the "data content instructions" below.
  - When entering new data on any page, make sure to click "save" or "save and next" before moving to the next page; otherwise, you will lose your work.
  - The last page of the Project Initiation form is the "submit" screen. No data is required here, but there is two parts to the submission process. These are described in Steps 6 and 7 below.
6. Submit for Review.
  - This submits your project for review by your organization, specifically, directing your submission to the Site Administrator at your organization. Once you submit it, it is no longer editable by you, the PD. If you need it back for editing or if the Site Admin notices something you need to change, he/she can send it back to you; this will put the project back into your "drafts" folder.
7. Submit Project for NIFA Review.
  - Only Site Administrators have this capability. NIFA will not receive the project to review until your Site Admin clicks "Submit for NIFA Review."
  - You will receive an email notification from REReport when your project has been officially submitted to NIFA for review.
8. Wait for a decision from NIFA; you will receive an email notifying you of the decision.
  - NIFA maintains a 30 day review period policy.
  - If the NIFA National Program Leader (NPL) approves your project, the project officially starts on the start date you requested OR the date of NPL approval, whichever is later.
  - If the NPL defers your project, you are allowed to make the changes requested by the NPL and resubmit the project.
  - If the NPL declines your project, that decision is final and the project cannot be resubmitted.

### ***Data Content Instructions for Project Initiation***

#### **What to Include in the Project Initiation Data Fields**

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 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 8,000 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.