

## Quick steps to submitting on REEport portal

- Go to the NIFA Reporting Portal: <http://portal.nifa.usda.gov>
- Login with your email and password. If you do not remember your password: click the 'reset password' link at the top of the portal login screen and follow the prompts.
- Halfway down the page under your 'Active Applications' click on 'REEport SAES – University of Arkansas' to enter the portal
- Click on 'Project Initiation' (you can click on either the Tabbed module or the Workflow section)
- Click on 'Create a New Project' blue box
- Select applicable Funding Source from the drop down box.
- Follow the instructions and fill out the remaining Project Initiation sections. Please note that there is an 8,000 character limit, including spaces for each data field.

### Section specific instructions:

- Cover Page: enter researcher's last name as 'Project Number'
- Assurance Statements: If you have any Human Subjects or Vertebrate Animals approvals, you must have those approved before submitting to REEport.
- Be sure to click "Save" then "Next" after completing each section.
- You can exit the input process and return later after you "Save". To return to the document, go to the "Project Initiation" tab, click on "Project(s) in Draft Stage" and select the project to reopen the document.
- Submit for review, this will send your report to our REEport Coordinator for final review and official submission to NIFA.