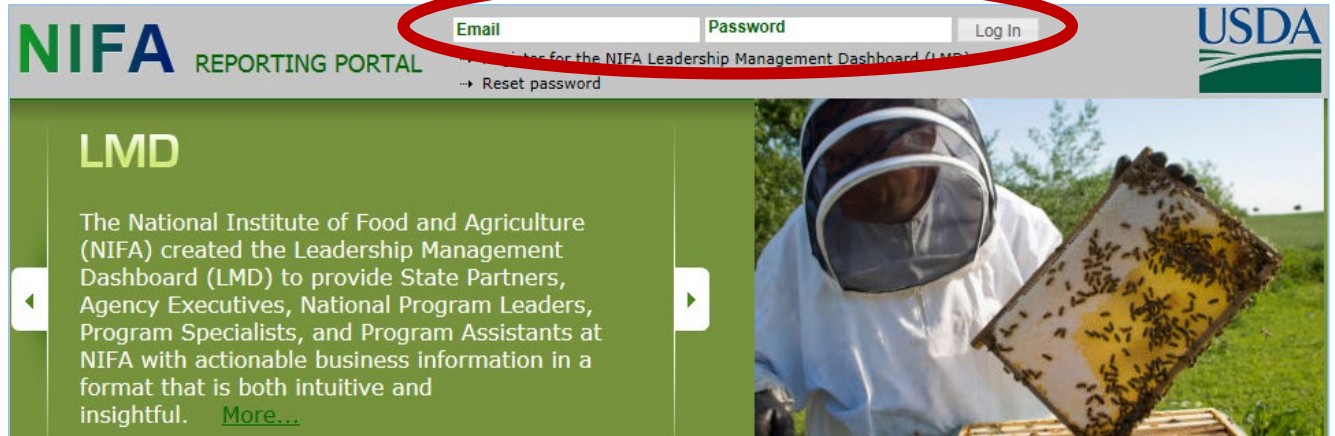
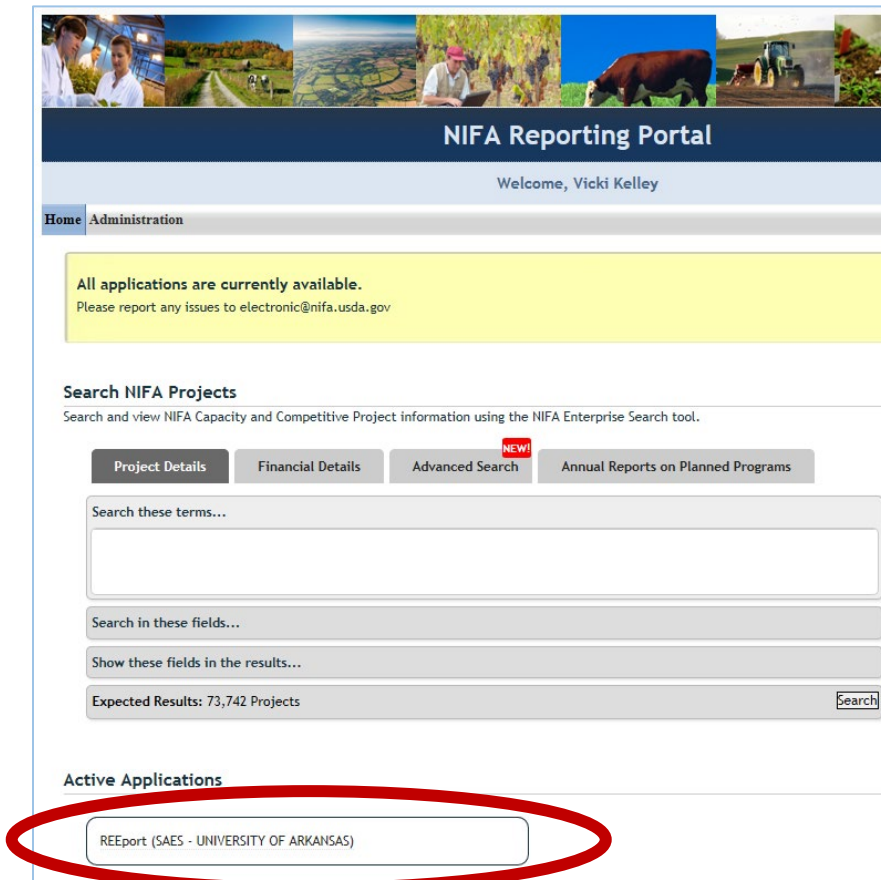


Quick Reference: Creating a REEport Progress Report

1. Log into REEport at <http://portal.nifa.usda.gov> (Requires Mozilla Firefox, Internet Explorer 11 or higher.)
2. Enter your Email address and password and then click “Log In.”



3. *If* a screen similar to this displays, click to select “REEport (SAES – University of Arkansas).”

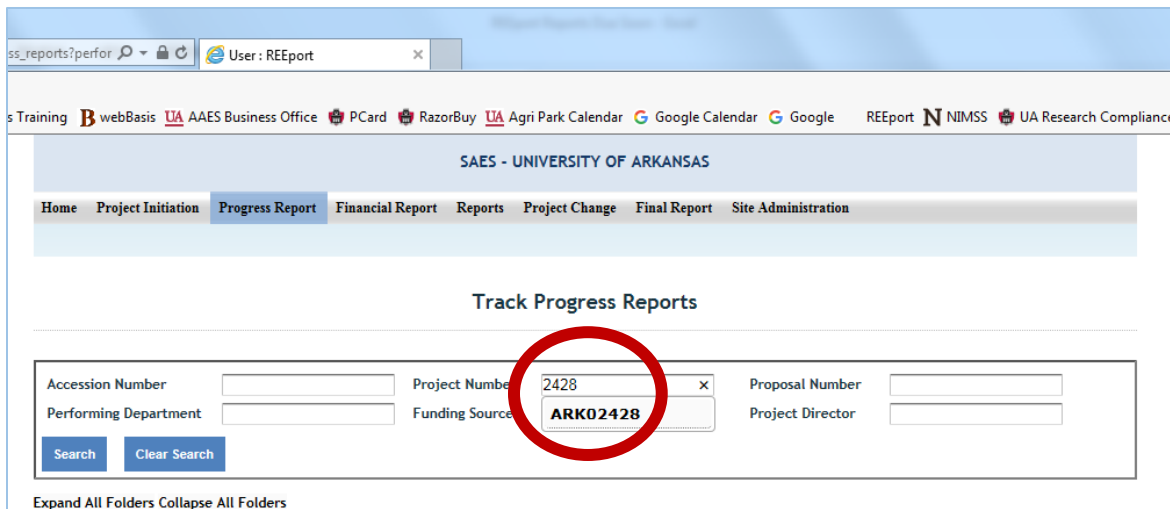


Quick Reference: Creating a REEport Progress Report

- Click the "Progress Report" icon.

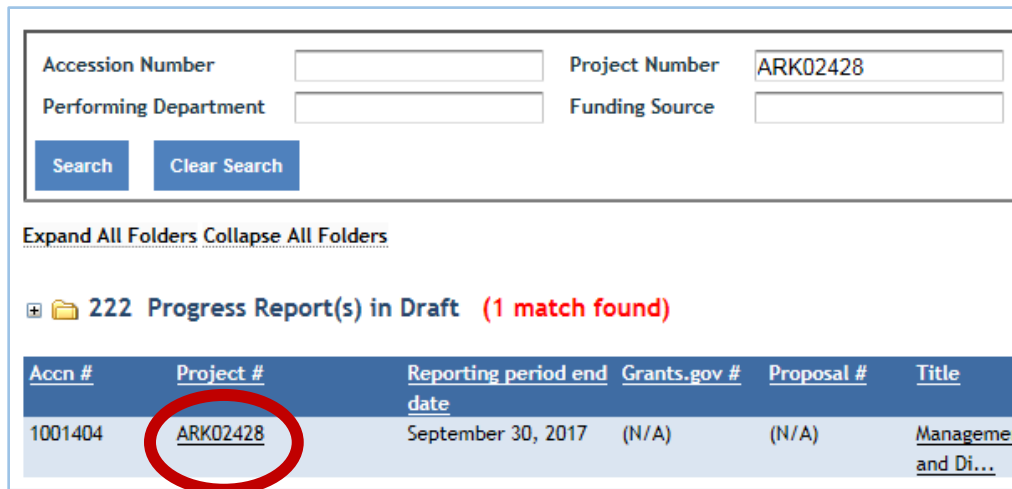


- Search for your project by Project Number or other field of your choice. For any of the searches in REEport, the best (most reliable) technique to use is to enter just the first 3 or 4 characters of the PI's last name (*if searching by Project Director*) or the last 4 digits of the project number (*if searching by Project Number*) in the corresponding search box. After entering the search term, click to select from the drop-down list and then click the Search button. **Do not press the Enter key at any point.**



Quick Reference: Creating a REEport Progress Report

- REEport will display a match for your project in the “Progress Report(s) in Draft” folder. Click the Project# link to open the draft report shell for editing.




Accession Number Project Number
Performing Department Funding Source

[Expand All Folders](#) [Collapse All Folders](#)

📁 222 Progress Report(s) in Draft (1 match found)

Accn #	Project #	Reporting period end date	Grants.gov #	Proposal #	Title
1001404	ARK02428	September 30, 2017	(N/A)	(N/A)	Managemen and Di...

- Tips for navigating through the Progress Report screens:
 - For detailed guidance on specific data fields, use the embedded **Help Text** by clicking on the small blue question mark icon  located next to each field.
 - Use the “Previous, Save, and Next” buttons to navigate from screen to screen.
 - When entering new data on any screen, make sure to click “save” or “save and next” before moving to the next screen; otherwise, your edits may be lost.
- The first screen is the **Cover Page**. The Cover Page contains the “vital stats,” of the project; these are prepopulated based on what you entered when you originally created your project in REEport. (If changes are needed on the Cover Page, contact the REEport Site Administrator about submitting the change through the REEport Project Change module.)
- The second screen is the **Participants** screen where you will report actual FTEs for the reporting period and other related. For example, since graduate students are 50% appointed, a graduate student that works 100% on your project would be a .5 FTE in the professional category. Generally, for our station, we recommend the following:
 - Use the “**Scientist**” category to report Project Director or other faculty member time on the project.
 - Use the “**Professional**” category to report graduate student and research support staff time.
 - Entry of “**Administrative**” and “**Other**” time is optional.
- Continue moving forward through the screens until you have completed **all sections** of the Progress Report.
- The last screen of the Progress Report form is the “submit” screen. There are two parts to the submission process: Submit for Review and Submit to NIFA.
 - Click “**Submit for Review**”

Quick Reference: Creating a REEport Progress Report

- ✎ Submit for Review moves your report form the “Progress Reports in Draft(s)” folder to the “Progress Report(s) Pending Submission to NIFA” folder and *that is all that it does*. If your Progress Report subsequently needs to be edited, contact the REEport Site Administrator, Jessica Hilton jabailey@uark.edu , to have it sent back to the “Progress Reports in Draft(s)” folder.
 - ✎ Email jabailey@uark.edu when the Progress Report has been Submitted for Review.
 - ✎ The REEport Site Administrator will submit the Progress Report to NIFA after AES Business Office review and approval. NIFA will send an automated email to you acknowledging receipt of your Progress Report.
12. NIFA National Program Leaders (NPLs) have **90 days** to review your Progress Report. If changes are needed, the NIFA NPL assigned to review your Progress Report will send you an email and return your Progress Report to the “Progress Reports in Draft(s)” folder so you can make the changes and resubmit.
13. If you would like a .PDF copy of your REEport Progress Report, click to select the “Progress Report” tab, search for your project, and then click the “PDF” link for the project.

The screenshot shows the REEport website interface. At the top, there is a navigation menu with the following items: Home, Project Initiation, Progress Report (circled in red), Financial Report, Reports, Project Change, Final Report, and Site Administration. Below the navigation menu is a search form titled "Track Progress Reports". The search form contains several input fields: Accession Number, Project Number (containing "ARK02570" and circled in red), Proposal Number, Performing Department, Funding Source, and Project Director. There are "Search" and "Clear Search" buttons. Below the search form, there is a section titled "Expand All Folders Collapse All Folders" and a message: "132 Progress Report(s) in Draft (1 match found)". Below this message is a table with the following columns: Accn #, Project #, Reporting period end date, Grants.gov #, Proposal #, Title, Proj. Dir, Funding, and View. The table contains one row of data: Accn # 1013560, Project # ARK02570, Reporting period end date September 30, 2018, Grants.gov # (N/A), Proposal # (N/A), Title Development of Crop Nutrient M..., Proj. Dir Slaton, N, Funding HATCH, and View PDF (circled in red).

Accn #	Project #	Reporting period end date	Grants.gov #	Proposal #	Title	Proj. Dir	Funding	View
1013560	ARK02570	September 30, 2018	(N/A)	(N/A)	Development of Crop Nutrient M...	Slaton, N	HATCH	PDF

Quick Reference: Creating a REEport Progress Report

For more detailed instructions on what NIFA expects you to enter in which field, please see the [REEport Guide for Project Directors](#). There is a link to this guide on the bottom of the REEport Welcome screen.

