

REEPORT and the NIFA Portal

Q: Can we assign our own passwords to the PD's?

A: No. The PDs will choose their own passwords. This is in keeping with federal IT security requirements.

Q: Will we be able to change department information for a particular project?

A: No. Any such change will have to be done behind the scenes by REEport staff at NIFA or through the eGrants process.

Q: If a university currently is affiliated with four sites, will each administrator be getting downloaded data for an individual site or do we all sign in to one site?

A: Each site will have its own data set for grants belonging to that site.

Q: Will we be able to download project data?

A: NIFA will be working on this functionality. But it may not happen initially as an automatic function.

Q: Can the Site Administrator bulk change the default abilities of PDs (i.e. the ability to submit)?

A: Yes, it is a "bulk" function. It is on or off for all PDs at a site.

Q: If the PD is loaded originally by REEport people, will the PD be loaded "able to submit their project" or loaded where the site administration must give them the permission to allow them to submit their project?

A: The PD submit function can be set on or off for all PDs at a site. So if the site admin has it set OFF, then new PDs (and old) will not be able to submit.

Q: Our institution has one duns number in OGCA, can we still have access to the system in the experiment station or do we have to get some sort of sign off from our OGCA?

A: We work with you as site administrators and trust you to work within your university's business rules.

Q: I thought I heard that PDs will be able to submit. Do you mean submit to NIFA? Right now, I, as Site Administrator, submit CRIs forms to NIFA, not PIs (soon to be PDs). I represent the Agricultural Experiment Station, and also sign. We don't want PDs submitting directly to NIFA. Am I confused on this point?

A: The default start up condition will be for the PDs to be able to submit, but the Site Admin can turn PD submit OFF for all PDs at the site. PD submit may be on or off for the site.

Q: Would it be possible to add an indication of role on the pending / active user lists? Allowing a site administrator to tell at a glance what the assigned role of each person on the list is?

A: That is a good idea. We will look into implementing this, if not on October 1 we will work it in as soon as possible.

Q: At our institution, administrators make all of the entries in the system. Can we use one person in administration as the PD for all projects?

A: The PD on the project is that person who is submitted to eGrants system as the project director. That does not change. The site administrator can turn off the PD submit feature and continue to do everything, the PD can do however. The PD submit feature is either on or off for the entire site.

Q: Is there a "site administrator" role for the OCI site(s), or does each PD act alone?

A: There is not a site administrator for independent (OCI) PDs. The PD acts alone and has the default role as the submitter.

Q: How do PD's access REEport as an independent?

A: When the Grant is nearing award status, the NIFA program office will start an action to request the Project Initiation. They do so now by phone or e-mail, now they will have to click a button on-line as well. The NIFA program office will request, often via e-mail, a PD to begin project initiation. Instructions to access the portal will come in a REEport generated email. The primary PD designated in the Grant will be automatically registered in the portal and in REEport, within 24 hours of when the program office clicks the on-line button. If we cannot uniquely identify a LG site, they will be designated independent. We will work with SAs to later resolve which of the multiple sites it belongs to and to then properly assign the project to the site. The instructions to be sent are being finalized.

Q: If the PD's email/userID is already listed with an established site, will they still be able to prepare a submission as an independent? (even though we don't want them to!)

A: They will be able to be at sites and be independent. If they are in two or more sites and the sites have the same duns, the computer will not know which to put it in. We understand there has to be a way to resolve these independents. We have two ideas in hand, to have OPA monitor the list of such projects and as suggested by someone here, adding a view where the site administrators can see independents that share the site DUNS. In each case, the re-assignment from independent to site will have to be done here at NIFA behind the scenes.

Q: If at our state we decide that we want to indicate all investigators of grants, will we have a chance to start entering them prior to mid-September?

A: No. The portal we do not anticipate the portal being up and running in production before mid-September.

Q: Are we able to establish our own roles for users or are they predefined? Were the roles Site Administrator, Project Director, and Reviewer?

A: The roles for Non-Formula, to be available October 1, are predefined as Site Administrator, Project Director, and Reviewer. We intend to expand the role functionality when Formula funds are included next year.

Q: Will REEport allow for electronic approvals?

A: Electronic approvals within NIFA are not needed in REEport for non-formula grants. These grants are approved through the eGrants process. REEport is a post-award reporting mechanism for these non-formula grants that have already been through the award approval process. There is an electronic approval process being planned for the formula grant projects, but that will not be implemented before October 1, 2011. However, at the grantee's institution, we understand that site administrators and reviewers approve project initiations and technical reports. We are not doing it online, at least initially, but we will support the ability to download a PDF which can be emailed offline for approval.

Q: Is the October 1 initiation when projects are to start or when we are actually doing the forms. For example, if we get notice that a project will be approved with a start date of October 1, but the forms are done in September will we do it in CRIS or in REEport.

A: October 1 initiation is when forms are actually being done in REEport. The project start date does not affect when forms are done in CRIS or REEport. It is the date when the project initiation forms are completed.

Q: Can we get this slide presentation somewhere?

A: Yes. All this slide presentation as well as all the slide presentations from previous Reporting Web Conferences can be found here on the NIFA website at: <http://www.nifa.usda.gov/rwc>.

Q: How will the data entry screens differ when there are multiple sites at one institution?

A: The data entry screens will look the same except with each site identified separately.

Q: Could a PD identify his "site" when he submits his proposal in Grants.gov? Our institution has several sites, and we are concerned about the PDs being put in the independent pool.

A: The Grants.Gov feature that could be used to identify sites is not used with a high degree of accuracy by the submitting office. Our analysis of incoming data suggests that the submitters check boxes for all possible sites at the university, not for the one site that will manage the grant. The Grants.Gov submission method would have to be modified to better support REEport, and that is not in REEport's control. If a Site has a DUNS number that is unique to the specific Site and that DUNS is used in the Grants.Gov submission REEport can identify it.

Q: We come back with our question regarding the statement: *"REEport will eliminate the need to submit AD-419 data for non-formula grants (AD-419 data will still be required for formula grant projects)"*. Most of our grants that we report expenditures on the 419 are "STATE" grants (project type "S" in CRIS). Many of them are with NIH and non-federal agencies, such as contracts or grants from foundations or private companies. How will you capture this research?

A: The 2009 FY AD-419 report data for the non-formula grants, which was due by February 1, 2010, is the final AD-419 for the non-formula grants. It will be eliminated for all non-formula grants beginning 2010. Thus, there will be no AD-419 due on non-formula grants for the FY2010 report due by February 1, 2011. The AD-419 will still be due, however, for FY2010 for the formula grants (Hatch, Evans-Allen, Animal Health, and McIntire-Stennis) by February 1, 2011. "State" project reporting is not required. NIFA does not require submission of "state" projects in CRIS or REEport.

Q: In reference to the answer to the above question, does this mean the state projects will NO LONGER be part of the formula or do we submit the state projects though another portal?

A: There will be no other portal to submit state projects. Thus, it is the intention that state projects financial data will not be used by NIFA. However, NIFA will allow you to enter State projects. We will use the information only if associated with NIFA funding.

Q: Will we be submitting a 419 in February 2011 for FY2010?

A: You will only be submitting an AD-419 report for formula grant projects by February 1, 2011 for FY 2010.

Q: In the past our AES has reported on the AD-419 **all** expenditures, regardless of funding source. If there are no more state projects, do you no longer have the expectation for including our total budget?

A: We only have the expectation that you will be reporting all expenditures related to the formula grant projects in CRIS on the AD-419 for February 1, 2011. We have not yet determined the extent of the financial reporting for formula grant projects when REEport is implemented for those type grant projects.

Q: Will reviewers be allowed to update proposals? For instance, staff assistants in a PD's dept. (particularly for large sites, where dept. staff are integral to the proposal initiation

process) will likely be assigned as reviewers; it would be great if they had the ability to update the project initiation information.

A: If you want reviewers to be allowed to update project initiation data you should assign them the role of Site Administrator so they can do so. If proposals mean as submitted through Grants.gov, they cannot be revised in REEport. If the meaning of proposal is Project Initiation prior to submission, it depends on how roles are granted at the site as stated. But project initiation information coming from the grant cannot be revised through REEport. You need to contact NIFA to do so.

Q: Will there be any time overlap when we can use either CRIS web forms or REEport to enter non-formula grant info? What will keep a PD from using the existing CRISforms system after 10-1-10 when they should use REEport?

A: No. The CRIS web forms will be shut down for entry of non-formula grant initiation on September 23. REEport will go live for non-formula grant initiation on October 1. All grant initiation not submitted in CRIS web forms by September 23 will need to be completed in REEport beginning October 1. CRIS Web Forms will not allow entry of non-formula grant initiation data after September 23.

Q: Since CRIS forms will be turned off on 9-23-10, suppose a PD has entered data for a new submission (non-formula) but it is either not complete or complete but not submitted by that day. What will happen to that data? Will we need to start over with a clean slate in REEport after October 1st?

A: Yes, you will need to start over with a clean slate. The unsubmitted data in CRIS web forms will not transfer over to REEport. So you either need to make sure all project initiation for non-formula grants are completed and submitted by 9/23/2010 in CRIS web forms or wait until October 1, 2010 to enter them and submit in REEport.

Q: How do we request access to the NIFA portal?

A: Site Administrators will be pre-loaded and provided access, with more detailed information to be distributed this summer. PDs will be automatically enrolled as new grant awards are made. As they are enrolled, the Portal will e-mail access instructions.

Q: Does an "accepted" status display anywhere, after the project has been submitted?

A: The Grant/Project will move from the "pending" list to the "active" list. Each user sees the Grants/Projects lists within folders by status.

Q: How can grants be assigned to the Agricultural Experiment Station, when the grant is submitted with the DUNS number of Sponsored Programs or the University?

A: It has to be resolved manually. The NIFA Office of Planning and Accountability (OPA) staff will receive lists of such grants to resolve. We will clarify this in the June REEport Update Newsletter.

Q: What does the independent pool mean? Clarify what OCI is?

A: OCI is the CRIS term for Other Cooperating Institutions. This is a catch all for any grantee that is not a Land Grant CRIS site. REEport prefers the term Independent because many grants are awarded to organizations other than institutions. The independent pool is the collection of grants not associated to a CRIS site.

Q: Since the current CRIS system also allows a finance/419 administrator will you also preload these folks?

A: It is too early to answer this with certainty; however we expect to do so.

Q: If we have a primary site administrator for the ES who will also be a secondary site administrator for the forestry school? Will it require multiple userids for that individual. or will one login Work for both?

A: Each user will have one login. After the user logs in they will have the opportunity to enter, and move between, the multiple sites they are associated to.

Q: If an institution uses a single duns, can they only have one site in REEport?

A: There may be multiple "CRIS" sites sharing a single DUNS within a university. It complicates how we direct a grant award, but it does not affect having multiple sites.

Q: So.....the directors reports we get from 419 currently is used by state partners to reflect all expenditures for the institution. Will you no longer be providing a comprehensive director's report for states because you are no longer collecting this data?

A: Correct. In the future we will only be providing information back to the states on information we collect. Thus, since AD-419 data will no longer be collected for non-formula grants; that data cannot be provided in the director's report.

Q: Will NIFA provide us a list of projects in the independent pool that have our DUNS number attached?

A: This is an excellent idea, and we will take this into consideration. We should be able to add a place for you to see them on your site management page, but I'll have to see what the software developers think about that.