



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture



BIOENERGY, CLIMATE,  
AND ENVIRONMENT

FOOD PRODUCTION  
AND SUSTAINABILITY

YOUTH, FAMILY,  
AND COMMUNITY

FOOD SAFETY  
AND NUTRITION

INTERNATIONAL  
PROGRAMS

# NIFA Reporting Web Conference

December 13, 2012



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | [WWW.NIFA.USDA.GOV](http://WWW.NIFA.USDA.GOV)

# Start the Recording...

## Katelyn Sellers



Katelyn is the Lead for the State Plan of Work and Annual Report process as well as the business lead for the REEport Deployment & Continuous System Improvement process. She also leads the Multistate Research Fund. Katelyn supports the planning, development, coordination, and delivery of accountability and financial reporting from agency information systems. She is also responsible for conducting business process analyses and implementing related efficiency improvements.

(202) 401-5482

[pow@nifa.usda.gov](mailto:pow@nifa.usda.gov)

Or

[ksellers@nifa.usda.gov](mailto:ksellers@nifa.usda.gov)

**E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)**



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# User Support

- (202) 690-2910 *or*  
[servicedesk@nifa.usda.gov](mailto:servicedesk@nifa.usda.gov)
- Do not contact Texas A&M support
- FAQs and other information on the NIFA Reporting Web Conference web page at [www.nifa.usda.gov/rwc](http://www.nifa.usda.gov/rwc)

E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# Format and Logistics

- E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)
- Conferences are recorded and will be available on the Reporting Web Conference web page at [www.nifa.usda.gov/rwc](http://www.nifa.usda.gov/rwc)

E-mail questions to [\*\*rwc@nifa.usda.gov\*\*](mailto:rwc@nifa.usda.gov)



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# To Receive Announcements

An RWC e-mail list will notify interested parties on news, schedules, and other issues relating to the series. To subscribe:

- Send an e-mail to [lyris@lyris.nifa.usda.gov](mailto:lyris@lyris.nifa.usda.gov).
- Skip your subject line and in the body of your message type: **subscribe reportingwc**.
- Be sure you receive an e-mail confirming your subscription.

E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# Today's Topics:

- POW Update
  - Roll-Over/Date Refresher
  - FY13 Software & Policy Changes
- REEport Update
  - Data Consolidation Move to EDC (Kansas City)
  - Support from Site Admins: PD email lists
  - Tentative Deployment Schedule
  - Training Schedule
- AD-419 Review
- Future Reporting Web Conferences

E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# POW: Due from the States

- 2014 – 2018 POW Update due April 1, 2013.
  - Referred as 2014 Plan or POW.
- 2012 Annual Report of Accomplishments & Results due April 1, 2013.
  - Referred to as 2012 Annual Report or AR.
- Some States may request and be granted extensions up to 30 days.
  - NIFA must receive a written request via email, sent to [pow@nifa.usda.gov](mailto:pow@nifa.usda.gov).



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

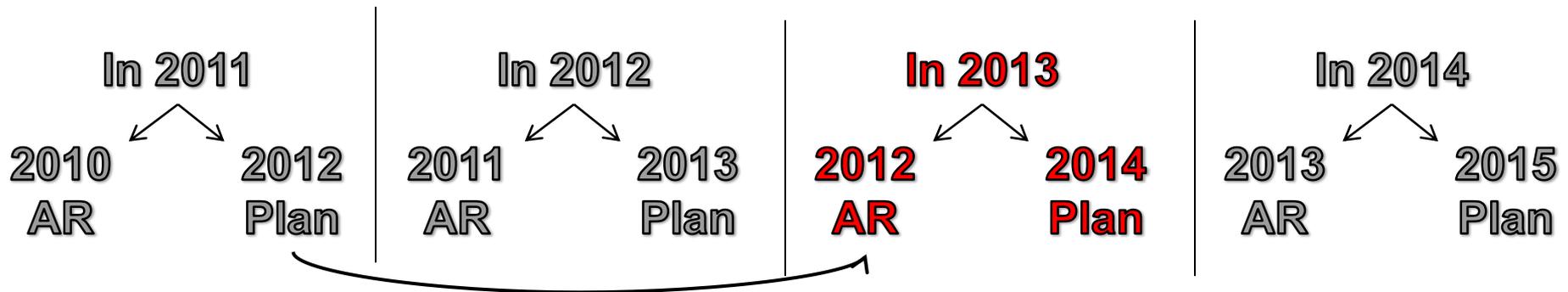
# POW Rolling Cycle Refresher

- In each yearly submission of an updated POW, the year on the front end drops off and a year on the back end is added.
  - Example:
    - In the current FY13, you are operating under your FY2013-2017 POW. You will soon be submitting your 2014-2018 POW for approval, meaning that the FY13 data has dropped out of the POW and blank spaces for 2018 data have been added. When FY2014 begins, you will then have a 5 year plan still in place because you've added data for 2018.
- All other sections of the POW – text boxes for overviews, explanations, planned programs, etc. – can be modified yearly as well.

*NIFA encourages editing based on your NIFA Liaison's review!*

# Rolling Cycle – How it Works

In a given year, Annual Reports are submitted relating to the previous year and Plans are submitted relating to the following year. Therefore:



*NOTE: There is always a two year period between submitting any plan and then submitting the Annual Report of the same FY (e.g. the FY11 POW and FY11 AR are submitted two years apart).*



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# What's New in the System this Year?

- Currently in the system:
  - National Outcomes & Indicators tab in AR
  - “Not Reporting on this Planned Program” in AR
- In January you will notice:
  - All new help text
- Planned for late Feb – early March:
  - Ability to upload OGFM Supplemental Forms for Integrated Activities



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

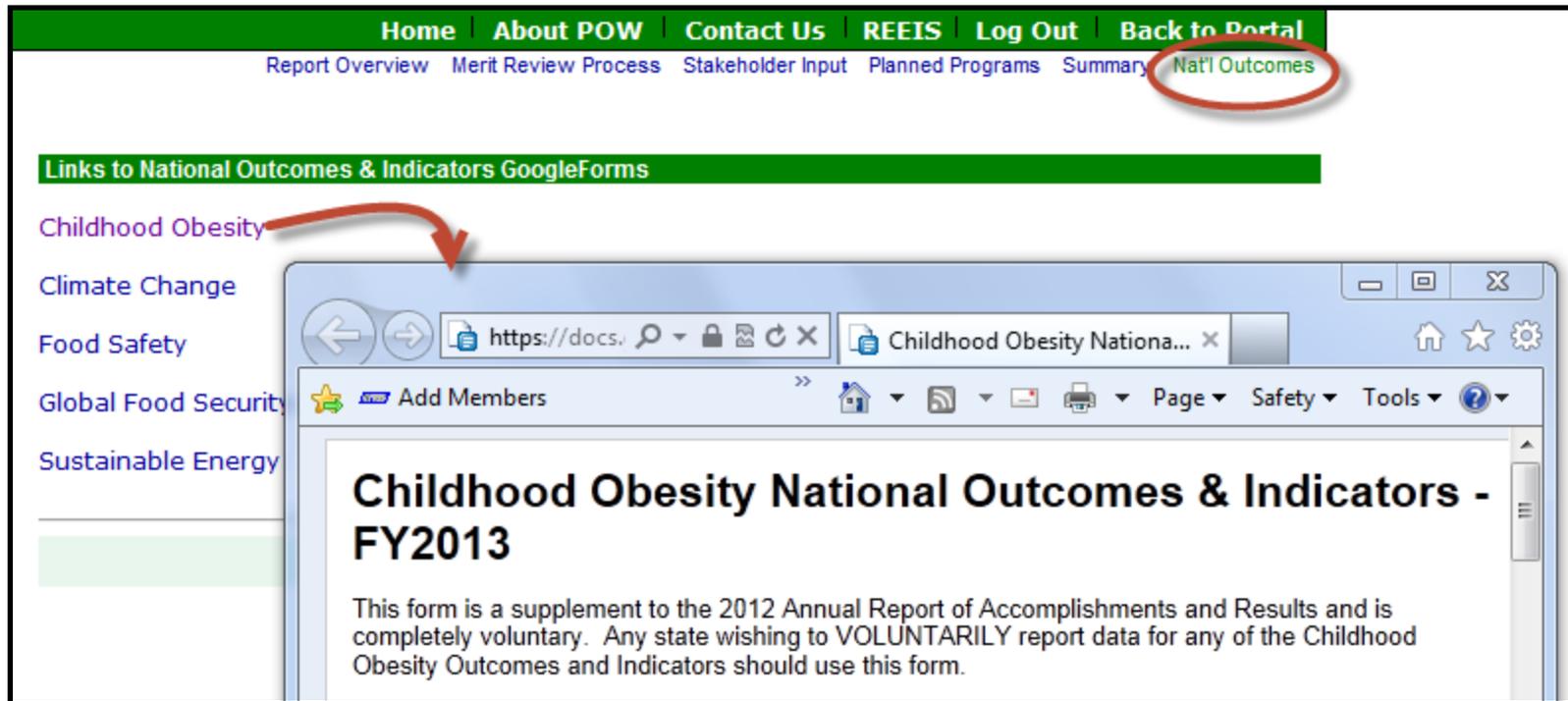
INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# National Outcomes & Indicators (NOIs)

NIFA will provide **TWO** options for reporting NOIs:

1. Use tab provided in AR to access and submit via Google Forms.
2. Use Word Form provided via email from PARS and submit back via email to [pow@nifa.usda.gov](mailto:pow@nifa.usda.gov).
  - Form will be sent out first week in January.

# National Outcomes & Indicators in the POW System:

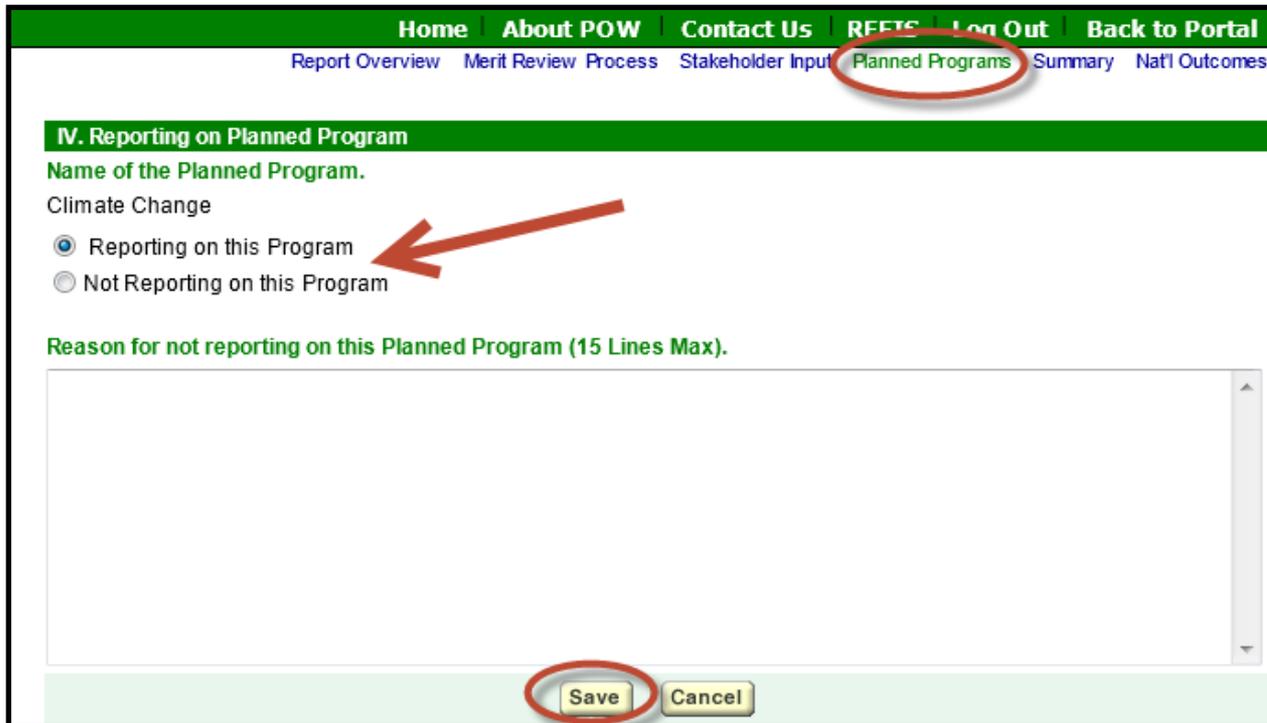


The screenshot displays the POW System website interface. At the top, a green navigation bar contains links: Home, About POW, Contact Us, REEIS, Log Out, and Back to Portal. Below this, a secondary navigation bar lists: Report Overview, Merit Review Process, Stakeholder Input, Planned Programs, Summary, and Nat'l Outcomes (circled in red). A green banner below reads "Links to National Outcomes & Indicators GoogleForms". A list of categories follows: Childhood Obesity, Climate Change, Food Safety, Global Food Security, and Sustainable Energy. A red arrow points from "Childhood Obesity" to a browser window. The browser window shows a Google Doc titled "Childhood Obesity National Outcomes & Indicators - FY2013". The document content includes: "This form is a supplement to the 2012 Annual Report of Accomplishments and Results and is completely voluntary. Any state wishing to VOLUNTARILY report data for any of the Childhood Obesity Outcomes and Indicators should use this form."

# National Indicators Reporting

- Links not accessible after submitting AR.
  - Alternative: use links in email or contact POW Staff.
- You may submit multiple times for different data; you will not receive email confirmations.
  - Example: On Climate Change form, one submission for Indicator 1A but then another submission 5 days later for Indicator 3C.
- You may retract submissions but must request retraction via email ([pow@nifa.usda.gov](mailto:pow@nifa.usda.gov)).
  - List your institution and time of submission.

# New Feature: Not Reporting on this Program



Home | About POW | Contact Us | REETS | Log Out | Back to Portal

Report Overview | Merit Review Process | Stakeholder Input | **Planned Programs** | Summary | Nat'l Outcomes

**IV. Reporting on Planned Program**

**Name of the Planned Program.**  
Climate Change

Reporting on this Program  
 Not Reporting on this Program

**Reason for not reporting on this Planned Program (15 Lines Max).**

Save Cancel

Common reasons for use: Combining of programs, no longer performing work (or never were) in the topic area, activities have moved under a different program, etc.

NOTE: Mandatory to give reason if choosing “Not reporting on this program.”

# New Feature: Not Reporting on this Program

Report Overview Merit Review Process Stakeholder Input Planned Programs Summary Nat'l Outcomes  
Knowledge Areas Inputs Activity Outputs State Defined Outputs State Defined Outcomes Ext. Factors Evaluation

**IV (A): Planned Program (Knowledge Area) ?**

Name of the Planned Program.  
 Youth Development Edit name

Reporting on this Planned Program Click here if not reporting on this Planned Program

1. Enter the program Knowledge Area(s) (up to 20) and a percentage for each (total of each column must equal either 100% or 0%).

KA Code	Knowledge Area	% 1862 Extension	% 1890 Extension	% 1862 Research	% 1890 Research	
806	Youth Development	0		0		Delete
Total		0	0	0	0	

[Add knowledge area](#)

Save

Choice of “reporting” or “not reporting” can be changed in the KA section at any time without losing any data you’ve entered



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# Potential Feature for FY13: PDF Upload Capability

- OGFM Supplemental Forms on Integrated Activities (NIFA-PLAN, NIFA-REPT, Brief Summaries)
- Planned for late February – early March deployment.
- Use of upload feature is completely optional
  - States may still email in forms as they've done in the past.
- Requirements for upload:
  - Must be in PDF file format.
  - May upload 3 separate documents or one combined PDF document.
  - Will need to click radio buttons to indicate what form is being uploaded.

# Training Tools & Other Resources for POW

<http://www.nifa.usda.gov/business/reporting/planrept/plansofwork.html>

## Training Tools and Information for Users

- • [FY13 Guidance on POW Software Changes](#)
- • [How to Report FTEs in the POW & AR](#)
- • [POW Update Presentation, 2012, WV](#)
- • [FY2012 Plan of Work 101 Training](#)
- • [FAQ](#)
- • [How to Write Meaningful Outcomes](#)
- • [Knowledge Area Classification Manual](#)
- • [Crosswalk of NIFA KAs & Priorities](#)
- • [Reporting Web Conferences](#)



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# REEport Update: Server move to Enterprise Data Center (EDC-Kansas City)

- Training Environment currently being tested by NIFA
- Will need additional Beta Testing in the next couple of weeks; please email [reeport@nifa.usda.gov](mailto:reeport@nifa.usda.gov) if you are interested in helping out.
- Upon validating training environment, NIFA will open up the site to all Site Admins (end December)
  - Announcement on web page and email notification
  - **Note to Site Admins:** Users will need to be set up in order to use training. However, you will need to re-enroll users in production environment when official deployment begins.

E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# Site Contacts: Update of PD Emails

- NIFA needs a manual an update of all PD's names and emails for current active CRIS projects
  - CRIS only stores PD last names, no emails.
  - REEport stores first and last names as well as emails.
  - Projects will not carry over correctly from CRIS to REEport unless these fields match; NIFA can perform the manual data load of new information before REEport goes live, but we need the correct information from Site Contacts to start with.
- **STATUS:** NIFA plans to email out lists within the next week. Sites will have until after the New Year to respond.

E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# Tentative Deployment Schedule

- Production environment of REEport planned for Site Admins in February.
- SAs will have 30 days minimum to perform Site set-up.
  - Verify users & confirm email addresses
  - Enter new users and assign roles – 5 minutes per
  - Enter site policy info (project prefixes, signatory authority info, etc.) – 30 minutes
- Official Deployment planned for April 2 – April 5.
  - All AD-421s will still be submitted through CRIS Webforms in with a due date of April 1, 2013.

E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# REEReport Training Schedule

- Adobe Connect Sessions
  - Email will be sent out with links and registration instructions
  - Info also posted on REEReport web page
- Training for Site Admins:
  - January 24th and 29th, 2-4 pm EST
- Training for all users:
  - Mid-February, 2-4 pm EST



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# Information on REEport

- Reporting Web Conferences
  - <http://nifa.usda.gov/rwc>
- REEport Email box
  - [reeport@nifa.usda.gov](mailto:reeport@nifa.usda.gov)
- REEport Implementation Web Page
  - [http://www.nifa.usda.gov/business/reeport\\_imp.html](http://www.nifa.usda.gov/business/reeport_imp.html)

E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# To Receive REEport Newsletters

The REEport email listserv notifies interested parties on news, schedules, and other issues relating REEport.

## To subscribe:

- Send an e-mail to [lyris@lyris.nifa.usda.gov](mailto:lyris@lyris.nifa.usda.gov).
- Skip your subject line and in the body of your message type: **subscribe reeportdeploy**.
- Be sure you receive an e-mail confirming your subscription.

E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# PARS REEport Staff

- Bart Hewitt - Director, Planning, Accountability, and Reporting Staff
  - [bhewitt@nifa.usda.gov](mailto:bhewitt@nifa.usda.gov), 202-720-0747
- Katelyn Sellers – REEport Business Management
  - [ksellers@nifa.usda.gov](mailto:ksellers@nifa.usda.gov), 202-401-5482
- Adam Preuter – IT Specialist, REEport Customer Support
  - [apreuter@nifa.usda.gov](mailto:apreuter@nifa.usda.gov), 202-690-0124, 202-690
- Laura Wascavage – Management and Program Analyst, REEport Support
  - [lwascavage@nifa.usda.gov](mailto:lwascavage@nifa.usda.gov), 202-690-0011

**Note: Using the email [REEport@nifa.usda.gov](mailto:REEport@nifa.usda.gov) will reach all of the above staff and is your best bet for getting you the fastest response!**

**E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)**



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | [WWW.NIFA.USDA.GOV](http://WWW.NIFA.USDA.GOV)

# AD-419 Review



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

- FY 2012 - process is the same as last year.
- FY 2013 - reporting will fall under REEport.
  - We will have training sessions.



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

- **Some quick reminders:**
  - Reporting on NIFA non-formula grants is not required.
    - Stripped from data set.
    - Report Animal Health related expenditures on Capacity Report with Dr. Gary Sherman and Lisa Stephens.
    - [gsherman@nifa.usda.gov](mailto:gsherman@nifa.usda.gov)
    - [lstephens@nifa.usda.gov](mailto:lstephens@nifa.usda.gov)

- State projects are not required.  
However...
  - Used to calculate Animal Health funding.
- Verification Reports
  - Missing reports are not actually missing.
    - No errors = Blank report.
    - Therefore not included.



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | [WWW.NIFA.USDA.GOV](http://WWW.NIFA.USDA.GOV)

# Due Date

- February 1, 2013



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

- Questions? Contact:

Adam Preuter

[cris@nifa.usda.gov](mailto:cris@nifa.usda.gov)

202-690-0009



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# Future Reporting Web Conferences

- NIFA will begin using Adobe Connect in 2013
- Guidance on registration information for upcoming RWCs and system setting requirements will be posted on the RWC web page:  
[www.nifa.usda.gov/rwc](http://www.nifa.usda.gov/rwc)
- Thank you to the staff at Texas A&M for hosting the RWC series for the past five years!



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# Questions?

E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

# See you in February!

- Next NIFA Reporting Web Conference is scheduled for Thursday, February 14, 2013.
- Topics: REEport Training & Deployment
- E-mail topic suggestions for RWC to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)
- Visit the conference web site at [www.nifa.usda.gov/rwc](http://www.nifa.usda.gov/rwc) for:
  - The recording of this conference
  - The slides from this conference
  - Announcements & future topics

E-mail questions to [rwc@nifa.usda.gov](mailto:rwc@nifa.usda.gov)