REEport Reporting Web Conference Questions – February 9, 2012

Q Are you expecting faculty that are completing these reports to be aware of all FTEs on a project?

A We are expecting someone who has responsibility for completing the progress report to be aware and be able to complete the FTE section of the report. This doesn't necessarily have to be the faculty member on the project.

Q In REEport, is there a way to print a copy of the Progress Reports and Project Initiation forms before submitting them?

A Yes. On the Submit screen there is a "Review in PDF Format" button that displays the forms in printable PDF.

Q Does the "Submit" button submit the actual report to NIFA or does the site admin hit the final submit button?

A All forms move through a designated workflow. First a form starts in the Draft folder. Upon completion of a draft, when you are ready to submit, you would go to the Submit screen, where it is indicated that the form is being submitted for review, and clicking the submit button moves it to the Pending Submission to NIFA folder. After review, appropriate personnel can submit it to NIFA, and the submit screen indicates such.

Q Is there an Auto-save while filling in text boxes?

A No, there is no Auto-save feature. Follow the old axiom, "Save, and save often." Or, you can copy and paste from another document.

Q When completing the publications section, can you add additional authors?

A Yes.

Q When a progress/final report is submitted by a PI will the report continue to route to the Site Administrator (who reviews and submit to USDA) or will it now go directly to USDA?

A This will depend on the permissions the site administrator gives the PI. If the site administrator does not give the PI submit authority, then the progress report will go to the site administrator to submit to NIFA.

Q What was the impetus for moving the ftes from the annual Financial (done once a year) to the progress reports (done periodically)?

A For formula grant projects the progress reports are completed once a year (by March 1). The impetus was the non-formula grant projects. Since the financial report is no longer received on non-formula grants, we have been missing the important FTE data for those projects. Now they will be gotten in the progress report.

Q Will CRIS be unavailable for any period of time before REEport goes live, for transition purposes?

A No. CRIS will be available up until the day REEport goes live. However, REEport will go live for Site Administrators to set up their sites for a period not to exceed 60 days before it goes live for all. During this transition time period, CRIS will still be used until all sites are set up.

Q When will the instructions/training guides be available so that we can disseminate to our faculty?

A As soon as we complete our beta testing, we expect to have a guide available. Remember that each page of the online system will have help screens to guide users on that page.

Q Will there be a character limit on the different components of the progress/final report as have been in the past?

  A There is a character limit defined by the Research Program Progress Report (RPPR) that we must adhere to government wide. Those vary by field. We will make sure to have those available in the guide.

Q On page three of the Nov. REEport newsletter there was mention of a new "Continuation Report." I did not see this is the demo. Is there no longer a plan to have such a new report type? If this will be included what is it?

  A The Continuation Report is just an Annual Progress report that is due before the anniversary date for non-formula grants which are awarded as such. Continuation Reports (Annual Progress Report) must be received and approved before the grant's funding is continued for the next year.

Q On the REEport progress/final form, is there a button a PI and/or site administrator can click on to print out a copy of the report?

  A Yes. You will always be able to print your reports.

Q When will site administrators be able to define structure / input roles for REEport?

  A Once beta testing has been completed, the first phase of the REEport deployment will be site administrator setup of their sites. Site Administrators will be given 60 days to set up sites before REEport goes live for all.

Q Will the system send direct email to PI's requesting the reports by the specific deadlines?

  A Yes. And any site administrators will also receive a copy of the email.

Q Will any of the information in CRIS carry over to REEport?

  A Yes. All Active projects in CRIS will be exported to REEport for completing all future Annual Progress Reports, Continuation Reports, and Final Termination Reports.

Q What will be the due dates for the progress reports for Formula Grants?

  A All progress reports for formula grants will be due on March 1 of each year. However, the financial report will still be due on February 1 each year.

Q Do all progress reports need FTE details in them or only the NIFA funded reports?

  A We are only interested in NIFA funded grant projects for FTEs. The exception are the state projects that are being entered for the purpose of the McIntire-Stennis and Animal Health capacity formula calculation. Those formula grants depend on the FTEs for their formula calculation. If you do not have FTEs in those, those projects will not be used to make your formula calculations for those formula grants.

Q What about 416s and 417s that have been entered but not submitted prior to full deployment of REEport? Will the information be transferred automatically, or will the PI have to re-enter the forms in REEport?

  A Only active projects will be transferred to REEport. Any project not submitted will have to be re-entered into REEport.

Q Regarding the signature, can I have the Director sign a paper copy and then submit as site administrator so he does have to log in to REEport all the time?

  A Just like in the Plan of Work system, the log in and submit buttons are the signature on the document. However, the Site Administrator will have full submit capability. It would be best to have on file for each site, a signature copy that shows that the Site Administrator has been delegated submit and signatory rights on projects submitted. This is to cover both you and NIFA in case of an audit.

Plan of Work Questions

- Q When do we start reporting on the new national outcomes – FY 2011 or 2012?
  - A The new National Outcomes for the Plan of Work system will begin with the 2012 Annual Report, due by April 1, 2013.
- Q Do we report on the whole section (e.g., Outcome #1: Children practice healthy eating all 10 indicators) or can we report on just one of the 10 indicators listed?
  - A You can choose which indicators and outcomes you wish to report on.