

REEReport Update

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New REEReport Deployment Schedule

Bart Hewitt
Director, Planning Accountability and Reporting Staff

Last year I told you that NIFA's target date to start to deploy the REEReport grant project reporting system was April 2012. That target date will not be met, but REEReport will start to be deployed this year. There are a couple of reasons for this.

1) **Redeployment of NIFA servers to a USDA consolidated national data center.**

The REEReport servers were caught up in a government-wide effort to promote long-term efficiency in consolidating data centers that, over time, will lead to increased efficiencies and money savings for data centers government-wide. REEReport servers are among the IT servers at NIFA that are slated to be moved. Therefore, IT resources have realigned to that project. This will move the REEReport deployment schedule off by about four months.

2) **Retesting and Beta Testing.**

Once the REEReport server is moved to the national data center, the software will need to be retested to make sure it behaves the same way it did in our alpha testing phase. Once it passes that test, we will begin beta testing first with nine selected volunteer University participants on the REEReport Training Site. After a successful beta test, we will open the REEReport Training Site to everyone and begin deployment. Deployment will be in two phases. 1) Site Administration set up, and 2) full deployment.

Site Administration set up will involve the site administrators for each university going into REEReport to set up site permissions for users and making sure all grant projects are accounted for from the transfer of data from the CRIS system.

Full deployment will involve turning off CRIS webforms at the University of Vermont and turning on REEReport for entry of all future project initiations and annual progress and final termination reports.

We expect to retest the software in May and to begin beta testing at the end of May. Beta testing should take about 30 days for testing and 30 days to fix what is found in testing. After beta testing we will open the training site to everyone and begin to deploy REEReport with the opening up of the production server for site administrators. We would then give site administrators up to 60 days to set up their sites before we complete the final deployment from CRIS webforms to using the REEReport forms.

During the period of time the site administrators are setting up their sites in the production environment, the training site can be used by everyone to get used to entering data and understanding the process. Only after these steps are completed will CRIS webforms be turned off and REEReport form use be turned on for official use.

REEReport Staff

Planning, Accountability, & Reporting Staff (PARS)

REEReport Mailbox
reepport@nifa.usda.gov

Adam Preuter (Customer Support)
202-690-0124
apreuter@nifa.usda.gov

Vacant (Management and Program Analyst)
202-690-0011

Bart Hewitt (Director – PARS)
202-720-0747
bhewitt@nifa.usda.gov

Office of Information Technology (OIT)
John Mingee (Project Manager)

Financial Reporting in REEport

(Partially Reprinted from last newsletter)

As previously announced, as part of the REEport deployment, NIFA no longer asks for the submission of financial reports on the AD-419 for non-formula grants. This change was effective with the submission of FY 2009 AD-419s. REEport also will not ask for financial reports for non-formula grants. The reason for this is that NIFA receives financial information on non-formula grants on the SF-425, a government-wide form for collecting this information. Thus, for non-formula grants, financial reporting in REEport is redundant.

Financial reports will still be required for the following formula grants: Hatch, Multistate Hatch, Evans-Allen, McIntire-Stennis, and Animal Health 1433. The data requirements on the financial report will now be mostly like the previous AD-419. It will include the following:

NIFA Administered Funds

1. Hatch
2. Hatch Multistate
3. McIntire-Stennis
4. Evans-Allen
5. Animal Health Sec. 1433

Other Federal Funds

1. Other USDA Grants, Contracts, and Cooperative Agreements
2. National Science Foundation
3. Department of Energy
4. US Agency for International Development
5. Department of Defense
6. National Institute of Health
7. Health and Human Services
8. National Aeronautics and Space Administration
9. All Other Federal Funds

Non-Federal Funds

1. State Appropriations (match)
2. Self-Generated Funds
3. Industry Grants and Agreements
4. All Other Non-Federal Funds

FTEs will be included with the Progress Reports.

The Financial Report for the Formula Grants will continue to be due each year by February 1 for the previous fiscal year. Thus, the first Financial Report through REEport will be due on February 1, 2013 for the FY 2012 report.

Formula Grant 5 Year Limit on Projects

(Reprinted from last newsletter)

REEport will enforce the policy written on the NIFA Formula Grants Reporting Policies and Procedures web page at

http://www.nifa.usda.gov/business/pp_formula_projects.html.

The maximum duration of a Formula Grant research project, including extensions, is five (5) years.

Eligible institutions may extend the life of a project for not more than one year beyond the approved estimated completion date, but within the maximum five years, by indicating in REEport that it is extended for one year. For example, if you originally estimate a project for a life of four years. You may extend that project for one year by indicating as such in REEport without prior permission from NIFA. However, if you originally estimate a project for a life of five years, it may not be extended for an additional year.

If you need more than five years to complete a Formula Grant project, you need to renew the project for another period not to exceed five (5) more years, and it will be treated like a new project in REEport with a new Accession number.

If you need to change or revise a project during the five year project term it has to stay within the five year term time limit. You may, however, want to terminate it early and submit it as a new project for another five year term.

If you fail to submit a final project report upon termination of the project, you will not be eligible have another project approved until that report is received.

Project Start Date: The start date of the Formula Grant project is the start date you put on the project or the NIFA approval date, whichever is later. You may not spend Formula Grant dollars on projects not yet approved.

Project Revisions: A project revision is a major change in the overarching goals, objectives, and scope of the project which needs the approval of a National Program Leader during the five-year life of the project.

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Progress Reports: Unless otherwise requested, a progress report is due on only those projects that have been in existence for at least 12 months.

Progress Report in REEport

The Annual Progress Report, an Annual Progress Report for the purpose of a Continuation Grant, and the Final Technical Report (Termination) will follow the government-wide mandated Research Performance Progress Report (RPPR).

The RPPR resulted from an initiative of the Research Business Models (RBM) Subcommittee of the Committee on Science (CoS), a committee of the National Science and Technology Council (NSTC). One of the RBM Subcommittee's priority areas is to create greater consistency in the administration of Federal research awards. Given the increasing complexity of interdisciplinary and interagency research, it is important for Federal agencies to manage awards in a similar fashion. Upon implementation, the RPPR will be used by agencies that support research and research-related activities.

For non-formula grants, the Annual Progress Report and the Final Report will continue to be due within 90 days of the grant awarded anniversary date. The Progress Report for Continuation Projects are due before the project can continue to be awarded each year of its existence (by the anniversary date).

For the formula grant projects (Hatch, Hatch Multistate, Evans-Allen, McIntire-Stennis, and Animal Health 1433) the Annual Progress Report and the Final Report are all scheduled to be submitted by March 1 of each year for the previous year. Thus, the first due date for the formula grant projects Annual Progress Report via REEport is March 1, 2013 for the 2012 project year. Early submissions are appreciated.

Calendar

NIFA Reporting Web Conference – 4/12/12 at 2:00 pm.
Topic: Plan of Work Update and REEport Update.
Katelyn Sellers will give a quick update on the Plan of Work and Bart Hewitt will give a quick update on the latest in REEport deployment schedule.

National Extension and Research Administrative Officers Conference – 5/20/12 – 5/23/12.
Topics: REEport Update – by Bart Hewitt
Plan of Work Update – by Katelyn Sellers