

Formula Project Initiation

Create a New Project (Hatch or Multistate Hatch Project)

REEport is accessed through the NIFA Reporting Portal at:

<http://portal.nifa.usda.gov>

Logging In: If you have never logged into the portal before and have not set your own password:

1. Enter your email and leave password section blank. Click 'log in'.
2. You will be asked to re-enter your email address and click 'send email'
3. In the email you receive (arrival within 10 minutes), click the link provided. The link will take you to the page where you can set your own password.
4. After setting your password, log into the portal with your email and newly set password.
5. Under 'Active Applications,' click 'REEport (SAES-UNIVERSITY OF GEORGIA)'. This will bring you to your REEport home page, where you have the ability to start new projects and manage existing projects.

1. Click on 'Project Initiation' button on the menu bar or the diagram chart marked 'Project Initiation'.
2. This brings you to the 'Track Project Initiation' screen – click on 'Create a New Project'.
3. Choose a Funding Source:

****Note:** if you choose 'Hatch Multistate' at this stage, you will also be asked to choose the correct multistate project number from a drop-down list

4. Click the box 'I understand that funding type and/or multistate number selected on this screen cannot be changed after clicking next'.
5. Click 'Next'

Cover Page

Funding source – prepopulated based on the choice you made on the previous page.

Status –assigned by REEport with one of the following terms:

Draft – project initiation

Active – approved by NIFA

Declined - declined by NIFA; it may not be resubmitted

Deferred – NIFA has requested changes or additional information

Completed – project has been terminated or Final Report has been submitted

Title – do not use quotation marks or underscoring. Title will be used in retrieval searches.

Sponsoring Agency/Institution – For all Formula Projects, the sponsoring agency is NIFA.

Performing Organization/Institution – the organization employing the scientist(s) conducting the research

DUNS Number – Universal Numbering System; prepopulated by NIFA

Performing Department – department in which the project director performs most of his/her duties and research.

Project Number – Please contact Liz Bray for project number at elbray@uga.edu or call 706-542-9005.

OR

Proceed by typing 'GEO' and then your last name. The Site Administrator will assign the project number when the project is submitted for review.

Collaborating/Partnering States

Collaborating/Partnering Institutions

Collaborating/Partnering Countries

****Note** -For the above three categories, identify any other states/partnering institutions/countries that are significantly participating in the research project.

Start Date – you may not back-date the start date; however, you may future-date to provide ample time to obtain approvals and personnel/materials needed to begin your research.

****Note**: For Hatch or Hatch Multistate projects, you will be asked in the Classification section to associate this project with one or more AREERA State Plan of Work Planned Programs. If you skip directly to the Classification section without entering a start date here, the drop-down list of Planned Programs will not be populated.

End Date – maximum duration is five years.

****Note**: NO extensions allowed for projects approved at five years.

One-year extensions are allowed without NIFA approval for projects originally approved for 4 years or less. An additional one-year extension may be granted, with NIFA approval, for projects that were originally approved for 3 years or less.

Project Director – click on your name from drop-down list. If you do not see your name listed, please contact Liz Bray at elbray@uga.edu or call 706-542-9005.

SAVE BEFORE CLICKING ON NEXT. This will take you to the **Participants** screen

Participants:

1. Project Director - prepopulated according to what is displayed on the cover page

2. Co-Project Directors – to enter more than one Co-PD, click the ‘+’ sign that appears after the first one has been added
3. Estimated Project FTE’s for the Project Duration – Enter the estimated full-time equivalent(s) (FTE) that will support this project over the course of the project’s duration. You may enter fractions and round to the nearest tenth.
 - a. Scientist: Professor, Associate Professor, Assistant Professor, Scientist.
 - b. Professional: Department Head, Resident Director, Statistician, Analyst, Assistant Director, Dean
 - c. Technical: Lab Assistant, Mechanic, Carpenter, Machinist, Skilled Tradesperson.
 - d. Administrative and Other: Secretary, Typist, Repairman, Janitor, Data entry.

SAVE AND CLICK NEXT

Goals – In general, goals should answer the question: What major achievements and milestones does the project hope to realize?

SAVE AND CLICK NEXT

Products/Outputs – activities, events, services, and products that reach people over the duration of the project

SAVE AND CLICK NEXT

Outcomes – description of expected outcomes over the duration of the project. Use paragraphs and /or lists

- a. Changes in Knowledge
- b. Changes in Action
- c. Changes in Condition

SAVE AND CLICK NEXT

Audience – description of the target audience(s) that will be the focus of your efforts over the duration of the project.

- a. Target audiences
- b. Efforts

SAVE AND CLICK NEXT

Methods – description of how the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods.

- a. Define 'Efforts'
- b. Define 'Evaluation'

SAVE AND CLICK NEXT

Summary –

- a. What is the current issue or problem that the research addresses, and why does it need to be researched?
- b. What basic methods and approaches will be used to collect and produce data/results and subsequently inform target audiences?
- c. Through the methods mentioned above, what ultimate goals does the project hope to achieve?

****Note** – the non-technical summary is designed to enhance the usefulness of the information in the database, especially for legislative and other public audiences.

SAVE AND CLICK NEXT

Keywords – keywords or keyword phrases to describe the project

- a. *General Level* – overall objectives in the major fields of interest
- b. *Class Level* – categories of subjects or items, and/or moderately-broad concepts or areas of interest.
- c. *Specific Entry* – most specific concepts, subjects, or items under study

SAVE AND CLICK NEXT

Classification – allows up to 10 classification lines on a single project, and all lines must be assigned a percentage. No line may be less than 10%. Total percentage should be 100%

Click on down arrow for each area to select:

1. Knowledge Area
2. Subject of Investigation
3. Field of Science

Animal Health Component – If funding source ‘Animal Health’ was chosen, this field will be prepopulated ‘100%’.

****Note** – if no portion of this project supports animal health research, you must enter ‘zero(0)’. DO NOT LEAVE BLANK.

AREERA Integrated Activity? – click ‘yes’ if project is defined as a jointly planned, funded, and interwoven activity between research and extension

If ‘yes’ fill out the activity percentage for each category:

1. Research
2. Extension
3. Education

Associated Planned Programs – prepopulated with planned programs in a drop-down menu. Choose one or multiple programs and assign percentages. If choosing only one, the percentage must be 100%. ALL PERCENTAGES MUST TOTAL 100%

****Note** – If the drop-down menu is not populated with Planned Programs, it means you have not entered and saved a start date for your project on the cover page.

For further information on Planned Programs see REEport Manual page 59.

SAVE AND CLICK NEXT

Proposal (Hatch only) – This screen is where you upload your outline with budget sheet. If you have any problems, please email outline to elbray@uga.edu as an email attachment.

SAVE AND CLICK NEXT

Assurance Statement (Hatch and Multistate Hatch)

****IMPORTANT** – All Hatch and Multistate Hatch Projects MUST answer questions 1 and 2 and their subparts.

Click on the ‘More’ section for NIFA STATEMENT OF POLICY

SAVE AND CLICK NEXT

Submit a Project for Review – click ‘Submit for Review’. If there are any missing or incorrect data fields, a list of red correction items will be listed. Click on each link to access the section and correct the information. Once revised, click on ‘Submit for Review’ again.

You will receive the following message when all information has been entered correctly:

‘Project has been submitted for Organization review’

****NOTE** – Once submitted, the site administrator will send the necessary paperwork to the Associate Director of Research and the Dean to review and approve. Once approved, the site administrator will submit to NIFA.

If you have any questions, please contact Liz Bray (Site Administrator) at elbray@uga.edu or 706-542-9005.

