Final Report

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.

Once you are logged in:

1. Under ‘Active Applications,’ click ‘REEport (SAES-UNIVERSITY OF GEORGIA)’ This will bring you to your REEport home page
2. Click ‘Final Report’ on the menu bar or click on ‘Final Report’ in the diagram.
3. Search for your project by entering your accession number, project number, proposal number (grants), or project director (last name). Then click ‘search’.
   OR
   Click on the ‘Drafts’ folder and the system will show your projects.
**IMPORTANT:** Final reports appear exactly the same as progress reports with the same data fields and questions. However, the data entered in a final report should apply to the PROJECT DURATION, not just the final reporting year (progress reports only cover one reporting period/year). The FTEs are on the Participants page (see summary below). In the Final Report, you should report FTEs for the reporting period only, just the same as if you were filling out a Progress Report for the final year of the project.

**Summary:**

1. FTEs in the Final Report (on the Participants page) should be calculated and reported for the FINAL REPORTING PERIOD/YEAR only.
2. **All other data** reported in the Final Report should apply to the PROJECT DURATION.
3. The data field definitions and instructions for the Final Report are the same as for the progress report. Please see ‘Progress Report Instructions’ for further information. The only difference is the last page of the Final Report.
4. Once you have completed the fields for the Final Report, click ‘SAVE’ and the click ‘TERMINATE’ at the top of the menu bar.
5. You have arrived at the screen ‘Submit Final Report for Review’. Click the button at the bottom of the page to submit the final report. If there are no information-entry errors in your report, you will receive the following message:

   ‘Report has been submitted for Institution review’.
The Final Report will be reviewed by the site administrator and submitted to NIFA.

**IMPORTANT: FAILURE TO SUBMIT** the final report will result in declined permission to receive future funding from NIFA (both competitive grants and non-formula funds) until the report has been submitted (applies even if the Project Director moves to another institution).

If you have any questions, please contact Sunshine Jordan (Site Administrator) at suni@uga.edu or 706-542-8837.