Project Change

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 ‘Project Change’ on the menu bar, or click on the ‘Project Change’ diagram. This will bring you to the ‘Track Project Change’ screen.
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 you the projects that can be changed.
**Active Projects:** In the active projects folder, you may click on any active project in order to access and make changes to any of the individual pages, including:

1. Cover
2. Participants
3. Goals
4. Classification
5. Etc.

*Note:* To submit changes, you must go to the ‘Submit’ section, which is located at the end of the project change menu bar in the upper right-hand corner of the screen.

**CLICK ON ‘Submit Changes for Review’**

The site administrator will submit changes to NIFA.

**HELPFUL HINT:**

Anytime you make a change to a project, you can click on the ‘Changes’ portion of the menu bar, and the system will show you a summary of all the changes that have been made on the project (i.e. what the ‘value was previously’ and what the ‘value is now’. In addition, you can click on the ‘History’ tab to see any past changes.

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