



REEPORT NEWSLETTER

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This REEport Newsletter provides an update on the ongoing beta testing as well as training and deployment schedules. Also provided are some basic reminders on Progress and FTE/SY Reporting and contacting the REEport Customer Service Team.

Beta Testing Update

As we've mentioned in recent web conferences, we are nearing the end of a successful beta testing period. Many thanks go out to our 10 volunteer LGU testing sites. Our testers were a mix of REEport Site Administrators (current CRIS Site Contacts), Deans' offices administrative staff and Project Directors. They helped us identify various functionality issues with REEport as well as opportunities for improving usability of the system. Presently, NIFA is in the process of making sure all of the functionality of the REEport system (technical issues, electronic workflows, etc.) is working as intended. The next step will be to prioritize the items for improvement that NIFA has already pre-planned as well as other ideas suggested by our testers. As with any software system, all of these future improvements will make their way into various releases which NIFA will communicate with the user community as they come.

The official end of the beta testing period is October 31st. NIFA will then take approximately 30 days to continue to refine technical issues in the system. Currently, we plan to open the training site up to all Site Admins in December. Site Admins will have approximately 2 weeks to set up their sites so that other personnel at their institutions may log on and train on the system if they wish (reminder: no data entered in the

training system will be carried over into production). Note that NIFA will provide a user manual to all users during this period as well as address basic "how to" topics during the December 13th Reporting Web Conference. However, detailed training on the system will not occur until January-February 2013. The purpose of allowing folks to log into the system prior to the official trainings is simply to "play around" and become familiar with the look and feel of the system.

Support Requested from Site Contacts/Admins

NIFA will soon be requesting support from all current CRIS Site Contacts (future Site Admins in REEport). This support involves reviewing a spreadsheet provided by NIFA and updating all first names and email addresses of Project Directors with active projects in CRIS. Specific instructions will be provided by email, and NIFA is requesting responses within 30 days of Site Contacts receiving the email. Getting this updated information is essential to making sure all active project data is imported correctly from CRIS to REEport; we thank you in advance.

REEport Training Sessions

NIFA will be holding multiple training sessions via Adobe Connect for the REEport user community in the states and in the classroom for internal NIFA staff. These interactive sessions will allow users to learn the navigation and workflow of the system as well as be able to ask questions and hear answers to questions from other users.

Training for state users: The first two training sessions will be identical and designed specifically for Site Administrators (the current CRIS Site Contacts). Site Admins may choose whichever

session best fits their schedules. The next set of training sessions will also be identical and will be designed for anyone who is responsible for filling out and submitting reports to NIFA (the old AD-416, 417 and 421). Project Directors, Site Admins, and other Administrative Staff are all encouraged to attend one of these sessions. We will advertise the dates and times of these trainings soon (they will occur throughout January and February).

Training for NIFA Staff/NPLs: Classroom-based training will be provided for all NIFA NPLs who manage grants and who are involved in the approval process for formula projects. NPLs may choose from one of the two training sessions planned for March 2013.

FY13 Progress Reporting for Formula Projects

Please be reminded that all AD-421s for Formula Projects in FY13 will be due via CRIS Webforms by April 1, 2013. We are purposely deploying REEport after this date so that we can ensure the cleanest transition possible for moving active projects and their associated progress reports from CRIS into REEport. Any project that does NOT have its associated AD-421 submitted by the due date in CRIS will not carry over into REEport automatically and will be subject to additional reporting by the PD and/or Site Admin when submitting it late in REEport. Also, to clarify the new reporting policy in REEport, the due date for future Progress Reports in REEport (old AD-421) has changed to March 1 each year; this policy change will take effect in on March 1, 2014.

FTE Reporting in REEport Progress Reports

NIFA has communicated in previous newsletters and various conferences throughout 2011 and 2012 that *FTE/SY reporting in REEport will be part of the Progress Reports for both non-formula and formula projects*. FTEs will NOT be part of the Financial Reports (old AD-419s). This policy change is due to the fact that the participation of scientists and other professional staff are a part of the [RPPR](#) and thus, should be a part of the progress report. As a reminder, the RPPR is a government-wide mandate which NIFA must follow for all research project performance reporting. Meanwhile, a report of expenditures for

formula projects (i.e. Financial Report/old AD-419) is not dictated as part of the RPPR and is thus remaining as a separate report in REEport.

Also, let us clarify that FTE/SY reporting in REEport will cover ALL sources of funding in support of a project. We want to know the *total amount of effort given to a project*, regardless of how much of that effort resulted only from the formula or grant funds received through NIFA.

Contacting the REEport Staff at NIFA

The REEport Customer Service team and technical staff at NIFA are committed to responding to all inquiries as fast as possible. To help make this happen, please use the main REEport email address: reeport@nifa.usda.gov. You may also call the CRIS/REEport Hotline at 202-690-0009.

Additional Resources

Visit the REEport Implementation web page at:

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

Sign up for Reporting Web Conference series. RWCs cover the most up-to-date REEport information and allow you to have your questions answered in real-time by the REEport Staff: www.nifa.usda.gov/rwc.

CALENDAR

November 2012 – NIFA refining system technical issues and server move to USDA national data center.

December 2012 – Training Site open to all Site Administrators.

January 2013 – Training Site open to all users; NIFA providing web conference-based training to Site Admins; training will focus on Site Administration and Set-up.

February 2013 – Official Site open to Site Admins for Site Set-Up only. NIFA providing web conference-based training to all users; training will focus on data entry and workflow/approval policies.

March 2013 – PARS providing classroom-based training to all NIFA NPLs who manage grants and are involved in the approval process for formula projects.

April 2013 – Official Deployment of the REEport Production environment and turn-off of CRIS Webforms.