REEport Training

As you may already be aware NIFA will be providing two types of REEport training: one geared toward Site Administration and another geared toward Data Entry. Both trainings will cover some overlapping workflow descriptions.

Instructions for how to register for each training session are detailed below. **A follow-up email next week will have detailed instructions on how to connect to the Adobe Connect 8 training sessions.**

The system requirements to connect to Adobe are as follows: *Internet Explorer 6, 7, 8, or 9 (32 bit only), Apple Safari 4 or 5, Mozilla Firefox 3 or higher, and Google Chrome browsers are compatible with Adobe Connect 8.*

Training Descriptions

Site Administration

- How to log into REEport via the Portal.
- How to perform Site set-up; changing site settings after initial set-up.
- How to add new users and assign roles (role definitions & associated privileges explained).
- Explanation of project workflow: project initiation, progress report, final report.
- Review of NIFA policies for formula & non-formula projects (due dates, extensions, project changes, etc.).

Who should attend the Site Administration Training?
  - Current "Site Contacts" who will become "Site Admins" in REEport.
  - REEport allows more than one Site Admin for any Site; any Site that expects to have more than one person (the Current Site Contact) staff perform all or portions of administrative functions such as reviewing or approving projects for submission to NIFA or adding/editing users should have those staff attend the training.

Data Entry

- How to log into REEport via the Portal.
- REEport Modules – What is a module and how does is it the same as and different from CRIS Webforms (AD-416/417, 419, 421)?
- Description of data fields within each module.
- Explanation of project workflow: project initiation, progress report, final report.
- How to submit a project for approval, project changes, and extension requests.

Who should attend the Data Entry Training?

- o All Project Directors (PDs; also known as Project Investigators/PIs) who initiate projects and file progress/accomplishment reports and final reports.
- o Administrative staff who review/edit project proposals and progress/final reports.
- o Administrative staff responsible for financial and SY/FTE reporting.
- o **Rule of thumb:** If a staff member uses CRIS web forms or is involved with providing data for the forms, they should attend the training.

* <u>Note:</u> The Financial Report module in REEport is currently in development; while it will not be shown during the training, some basic policies about due dates for financial reporting and what is reported where (i.e. FTEs in Progress Report vs. Expenditures in Financial Report) will be covered.

REGISTRATION INSTRUCTIONS

To register, please click on the appropriate "Register Now" button below the date in which you plan to attend. **Please make sure to click on the correct registration button as the links are unique to each session.** After being taken to the registration site, click on the green Register button where you will be asked for your first and last name as well as your email address, and then click Complete Registration. You have successfully completed the registration process when you receive an email confirmation from Eventbrite.

REEport Training for Site Administrators	REEport Training - Data Entry for Project Directors & Administrative Staff
January 24, 2-4 pm EST	**February 13, 2-4 pm EST**
January 29, 2-4 pm EST	**February 26, 2-4 pm EST**