REEport: USDA NIFA Reporting System

Annual Project Financial Reports

The USDA REEport reporting portal replaces the CRIS Web forms system and provides tools for progress reporting as well as the annual project financial reporting. Since the recent inception of the new REEport system, there has been some uncertainty as to who is responsible for completing the project financial report. The annual project financial report is a separate report from the SF425 financial report that Sponsored Programs Accounting completes and submits to awards@nifa.usda.gov. The annual project financial report is a project level report that reports expenditures by funding source, as well as all staff support FTEs. As the annual financial project report is not an auditable document, it is the responsibility of the Principal Investigator and or the administering department to complete and submit the report.

The annual project financial report consists of two sections:

1. Allocation of Funds to Work Unit/Project at Location: Please refer to the past two 9/30/XX Sponsored Programs Financial Reports to determine the annual total expenditures to report for the period. Only total expenditures for the past federal fiscal year are reported (10/1/XX-9/30/XX). If you have questions regarding the allocation of Funds to Work Unit/Project, please contact your Sponsored Programs Accountant.
2. Staff Support (FTE)

Iowa State is a NIFA Partner Institution and the annual project financial report is completed/submitted exclusively by Financial and Site Administrators. Site Administrators, in addition to completing and submitting the project financial report, manage REEport user accounts and roles. Financial administrators only function to complete and submit the annual project financial report. Currently, Iowa State does not have a central Site Administrator for the USDA REEport system and so it is necessary for each College to designate a Site Administrator.

The annual project financial report due date does not coincide with the anniversary date of the award but is due annually by February 1. Once a report becomes overdue, an auto-generated message is sent to the PI/PD listed on the award, below is an example of a REEport project financial report overdue notice.

NIFA Award Recipient:

You are receiving this message because you are listed as either the Project Director or Authorized Organizational Representative (AOR) on the below award(s) funded by the National Institute of Food and Agriculture (NIFA). NIFA terms and conditions state that award recipients are required annually to submit a Project Financial Report. This report is due each February 1st, and reports on expenditures and FTEs that occurred in the most recently completed federal fiscal year. To date, our records show that this report has not been submitted and is now late.

Award Number #: 2014-XXXXX-XXXXX, Proposal Number #: 2013-XXXXX, Accession #: XXXXXXX

Please work to have the report(s) submitted as soon as possible, otherwise future funding may be withheld. Complete instructions on how to access the system and complete this report can be found in the REEport Financial Report Manual at https://nifa.usda.gov/resource/reeport-financial-report-manual.
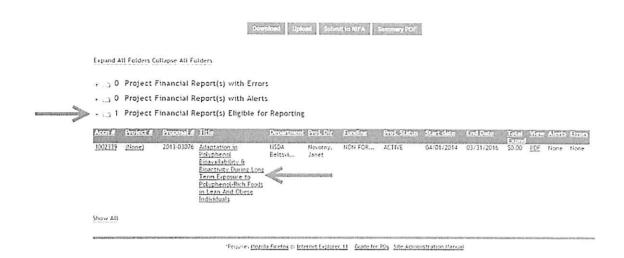
NOTE: This requirement applies to all awards that began in Fiscal Year 2015 and later, or that received any continuation of funding in Fiscal Year 2015 and later. If the listed award falls outside this requirement, NIFA would still ask that you complete the report. This data is invaluable to our agency and allows us to demonstrate the impact of NIFA funding, and to continue to provide future funding for the valuable work you do.

NOTE: This report is different from the SF-425, and is submitted in the REEport system.

Once you have completed and submitted your report to NIFA, you will receive an automated email confirmation. Once you have received confirmation, your reporting obligation is complete, and no follow-up is required on your part. If you encounter any technical issues, you may contact electronic@nifa.usda.gov.

For additional information, the link below provides more detail on completing and submitting the REEport Project Financial Report.

https://nifa.usda.gov/sites/default/files/resource/REEport%20Financial%20Report%20Manual%2001242018.pdf

5/14/2018

2. Enter your expenditure and FTE data. Click **Save**, then click **Cancel** to return to the main financial screen. Repeat steps 1 and 2 as necessary for multiple projects.

Allocation of Funds to Work Unit / Project at Location

Federal Funds NIFA Administered

Hatch Funds	201	$
Multi State Funds	202	$
McIntire-Stennis Funds	203	$
Contracts, Grants, Cooperative Agreements	204	$ 75000.00
Other Funds (Animal Health Sec. 1433, Evans-Allen, Other NIFA)	205	$
Total NIFA Funds	231	$ 75000.00

Other Federal Funds

USDA Contracts, Grants, Coop Agreements	219	$
National Science Foundation	209	$ 33000.00

Staff Support

Non-Federal Employed Staff Support (Report nearest 0.1 Year)

Scientists (Assistant Professor and above)	241	3.0
Professional Support	242	0.2
Technical Support	243	0.1
Clerical, Labor and Other	244	
Total Staff Years	350	3.3

Save Cancel

3. Verify that you have no Errors or Alerts. If you do have a project listed in either the Errors or Alerts folders, please follow the guidance in the <u>Project Financial Reports with Errors and Alerts Folders</u> section.
4. Having entered all your data, and addressing any Errors or Alerts, you are now ready to submit. Click **Submit to NIFA,** then read and accept the confirmation statement.

Download   Upload   Submit to NIFA   Summary PDF

Expand All Folders Collapse All Folders

⊞ ⬚ 0 Project Financial Report(s) with Errors
⊞ ⬚ 0 Project Financial Report(s) with Alerts
⊞ ⬚ 1 Project Financial Report(s) Eligible for Reporting

*Requires Mozilla Firefox or Internet Explorer 11   Guide for PDs   Site Administration Manual

training-portal.nifa.usda.gov says: ✕

Are you sure you want to submit your Project Financial Report to NIFA? By clicking the [Submit to NIFA] button, I hereby certify that all data reported is accurate to the best of my knowledge and that I have reviewed all Alerts associated with this submission. This Project Financial Report is approved by me.

☐ Prevent this page from creating additional dialogs.

OK   Cancel

5. You should receive a confirmation email with an attached PDF summary of