REEport Frequently Asked Questions

- **I need a REEport account set up for me. My email address is not recognized by the system.**
  - Contact the REEport Coordinators in the UF/IFAS office of the Dean for Research (REEport@ifas.ufl.edu) for assistance.

- **I don't know my User ID or Password**
  - Your User ID is your University of Florida email address. You control and set your own password. It is possible to reset your password – login to REEport, enter your email address and click the "Reset Password" link in the area under your email address. Follow the directions on the screen to set up a new password. You will receive a message from REEport with an activation link to lock in your new password.

- **Under Project Initiation, can the "Type" of research like Hatch, Multi-state, etc. be changed if the project has been saved and not yet submitted to NIFA?**
  - After making the project Type and clicking "Next" it cannot be changed. You would need to delete the project and a new one must be created.

- **I often need a start date to be backdated (having to do with when funding starts and when the forms can actually be finished and sent in). REEport is not letting me do that. Wouldn't this also affect the Awards Management Branch if dates do not match up?**
  - For Capacity projects, backdating is not allowed. Per NIFA policy, a project must be approved by NIFA before funds are to be spent on the project. The Start Date of a project will be either the Start Date as initially entered by the Project Director (it can be future dated), or the date of NPL approval, whichever comes later. NIFA competitive grants in REEport synchronize their data with the Award Management Division's database, so the Start Date in REEport will always match with the date listed there.

- **What is my project number?**
  - Please enter your last name (e.g. FLA-Smith) as a placeholder for the project number in REEport. Your project will be issued a University of Florida REEport project number before it is submitted to USDA/NIFA.

- **Are Co-Project Directors required? Why is there a * on this field in REEport?**
  - Co-Project Directors are not required. The * is not next to the "Co-Project Director" heading, but next to each identifying field under this heading. This signifies that *IF* you have a Co-Project Director, the following fields with a * *ARE* required: First Name, Last Name, and Department.

- **When completing the FTE portion of the annual/final report, are we to list only the FTE of the personnel paid from the USDA/NIFA grant funds or all personnel who support the project, including those not paid by the USDA/NIFA funds?**
  - You would include all personnel that supported the project, regardless of funding.

- **Can I copy and paste a list (separated by a comma or semicolon) of keywords into the keywords screen?**
  - No, each keyword or keyword phrase must be entered as a separate line. Click the blue [+] button to add extra lines for additional keywords and keyword phrases.

- **What is NIMSS?**
  - NIMSS stands for National Information Management and Support System, which houses all of our multi-state projects.

- **How does NIMSS work with regard to REEport?**
  - The multi-state project information is pulled from NIMSS into REEport.