

Accessing and Using REEport

Before you can submit an annual report, you must be “verified” as a user of the new system, which entails resetting your password (Note: you may have already verified your status in the new system, either in response to an email notification, or if you have initiated a new project for FY 16). To begin, proceed to NIFA Reporting Portal at <http://portal.nifa.usda.gov/portal>.

If you have used REEport before (and are a verified user) - enter your email and password at the top of the page.

If you have NOT used REEport before - click on ‘reset password’ directly below the log in fields at the top of the page. Enter your email address and click on send. You will receive an email message with instructions for logging into the system.

Once you have successfully logged into the system, select “REEport (SAES - UNIVERSITY OF MASSACHUSETTS),” then click on Progress Report or Final Report. Click on “...Reports in Draft” and then click on the Project # or Title to begin. Please note that the system automatically creates drafts of both kinds of reports for you, so it is up to you to know which report (Progress Report or Final Report) is needed for your project. You will be directed to a Cover Page for the project. The attached document describes the information that should be entered as you move through the system by clicking save/next at the bottom of each screen. You can also navigate by clicking on each of sections in the blue strip across the top of the page (Participants, Target Audience, etc...). “Submit” is the final screen which will also serve as a check to ensure that all other fields are complete.

If you are unsure of which report to complete; have trouble logging onto the system; or, can't find your project once you have clicked on the appropriate report type, please contact Heather Lohr at 545-5227 or at hlohr@umext.umass.edu.