

# Final Report – Data Field Definitions & Instructions

The Final Report module is the module to use whenever a final report is due (within 90 days of the anniversary date for non-formula and within 90 days of March 1 for formula) or when a PD wants to terminate a project early. The REEport system creates a “shell” (i.e. “draft”) of the final report for any project that is put into active status. This means that the PD can submit a final report at any time during the life of the project in order to terminate it.

The Final Report home screen appears similar to the project initiation and progress report home screens. You can search from projects for which you want to submit a final report or you may use the folder views to see lists of projects for which a draft shell has been created by the system for you to fill out and submit. Note that there is a “final reports past due” folder where you can find a listing of the projects with Final Reports that are past due. In this folder, if you open up any of the PDFs of the project, you will note that the status says “complete.” This is because the REEport system automatically terminates any project that has passed its original end date, even if a Final Report has not been submitted. It is important for PDs to remember that this action does not absolve them from needing to submit a final report for any non-formula or formula projects; failure to submit the final report will result in his/her not being permitted to receive any future funding from NIFA (both competitive grants and non-formula funds) until the report has been submitted (this applies even if the PD moves to another institution).

## Important Reporting Requirements on Final Reports

**IMPORTANT:** *Final reports appear exactly the same as progress reports, with the same data fields and questions. However, the data entered in a final report should apply to the PROJECT DURATION, not just the final reporting year (progress reports only cover one reporting period/year).* The only exception to this rule is the FTEs on the Participants page (see details below). In the Final Report, you should report FTEs for the reporting period only, just the same you would as if you were filling out a Progress Report for the final year of the project.

### In summary:

- FTEs in the Final Report (on the Participants page) should be calculated and reported for the FINAL REPORTING PERIOD/YEAR only.
- All other data reported in the Final Report should apply to the PROJECT DURATION.

## Data Fields

Because the help text and instructions for filling out the Final Report are identical for most of the data fields in Progress Report, you should refer to the [Progress Report – Data field Definitions & Instructions](#) section of this manual for guidance pertaining to the specific pages. The only page in the module that is different from Progress Report is the “Terminate” page. Instructions for how to terminate a project follow on the next page.

## How to Submit a Final Report/Terminate a Project

The terminate screen is the only difference in Final Report from Progress Report. The following screenshots show what happens when you submit a Final Report to NIFA in order to terminate a project.

### Step 1:

After you have filled out all the appropriate fields in the Final Report, you can either click “next” from the Change/Problems page or you can save all your work and then click “Terminate” on the menu bar at the top. On the terminate page, you must click “submit for review” to move your Final Report to the next stage. This process is shown here:

Home Project Initiation Progress Report Financial Report Reports Project Change Final Report Site Administration

Cover Participants Target Audience Products Other Products Accomplishments Changes Problems Terminate

### Submit Final Report for Review

Review in PDF format

All REEport documents follow this basic workflow: Draft > Submit for Review > Submit to NIFA. If you are submitting for review, be sure to follow through and ensure that your document is submitted to NIFA. Communicate with your REEport Site Administrator as applicable, as you may not have Submit-to-NIFA permissions.

**Workflow Status**

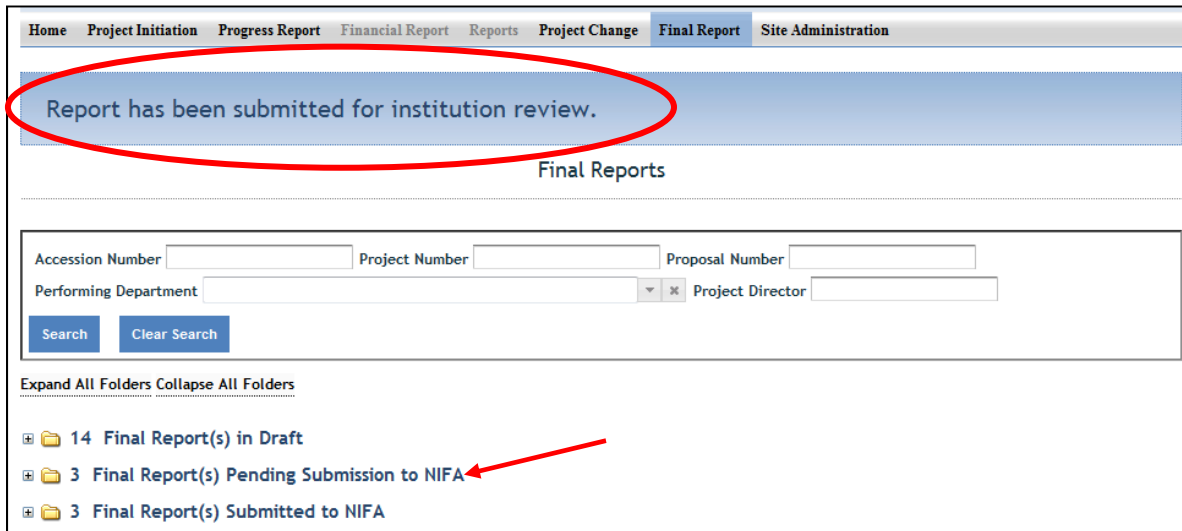
Initiation Stage Submission

Comments

You are about to submit this Final Report for institutional review.  
Are you sure you want to submit this Final Report?

Submit for Review Save

When you/PD click the “submit for review button”, provided that all the data filed have been filled out correctly, you will get a message from the system that the report was submitted for insitution review (see below screenshot). This means that the report is now sitting in the “pending submission to NIFA” folder and needs to be sent officially to NIFA by someone who has “submit-to-NIFA” privileges (at NIFA partner insitutions/LGUs, generally only Site Admins have this ability, but some Site Admins/Institutions grant submission privileges to PDs).



In order to officially submit a project to NIFA, a PD (if privileges are assigned) or SA must access the project in the “Final Reports Pending Submission to NIFA” folder (as shown above by the red arrow). In that folder, open the project and perform any necessary reviews of all the data; then go to the “terminate” section of the Final report (most easily accessed by clicking “terminate” on the menu bar).

Once on the “terminate” page you have the ability to enter any comments you wish to enter as part of the official record of the project. While they will not be viewable by the public, they will be viewable by the PD, SA, and all NIFA personnel. When you are ready to officially submit and terminate the project, click the “submit to NIFA” button on the bottom of the page (circled in red) below.

## Terminate Project


[Review in PDF format](#)

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### Workflow Status

Initiation Stage

Submission

Comments 

By submitting this final report to NIFA, you are indicating that the final report has been completed. This project will be closed once you submit this Final Report.

Are you sure you want to submit this Final Report?

[Submit to NIFA](#)

[Save](#)