

# Progress Report – Data field Definitions & Instructions

At the Progress Report home page, you can search for progress reports that need to be filled out by using the search option at the top (fill in at least one of the search fields) or you can use the folder views to fill out and manage reports for various projects. Note that the “drafts” folder will show you every progress report “shell” that the system has created for the active projects that need them. It’s also important to remember that only one progress report shell/draft is created by REEport at a time. So, even if you have a five year project and will eventually be submitting four progress reports (the last year you only submit a Final Report), you will have only one shell/draft for the first progress report due for the first reporting period. After you submit that first progress report, the next one will be created by the system for the following reporting period, and so on and so forth.

NOTE: This applies *even if you are late* in submitting your reports (i.e. you are two reporting periods into the project and you have not submitted the progress report for the first reporting period; the system will still only have the first one waiting for you to fill out and submit and create the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> ones only upon submission of each of the previous reports.)

## Progress Report Home Page

[Home](#) [Project Initiation](#) [Progress Report](#) [Financial Report](#) [Reports](#) [Project Change](#) [Final Report](#) [Site Administration](#)

### Track Progress Reports

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Accession Number

Project Number

Proposal Number

Performing Department

Project Director

Search

Clear Search

[Expand All Folders](#) [Collapse All Folders](#)

**3 Progress Report(s) in Draft**

Accession #	Project #	Reporting Period	Grants.gov #	Proposal #	Project Director	Type	Title	View
<a href="#">9000027</a>	<a href="#">TEN0-tes...</a>	2012-04-30-2012-09-30	(N/A)	(N/A)	Suping Zhou	EVANS-ALLEN	<a href="#">TEST-101</a>	<a href="#">PDF</a>
<a href="#">9000028</a>	<a href="#">TEN0-0002</a>	2012-03-30-2012-09-30	(N/A)	(N/A)	Richard Browning	EVANS-ALLEN	<a href="#">test102</a>	<a href="#">PDF</a>
<a href="#">9000009</a>	<a href="#">TEN-12345</a>	2011-10-05-2012-10-05	<a href="#">GRANT102469302009-02162</a>		Suping Zhou	NON FORMULA	<a href="#">Characterization of root proteomes f...</a>	<a href="#">PDF</a>

**0 Progress Report(s) Submitted to NIFA**

Accession #	Project #	Reporting Period	Grants.gov #	Proposal #	Project Director	Type	Title	View
No progress reports to display								

\*Requires [Mozilla Firefox 3.5 or higher](#), [IE 8.0 or higher](#).


## Cover Page

The cover page in the progress report module is identical to that of project initiation (both formula and non-formula). It does not require you to add any additional information from what was already approved in the project initiation and is therefore completely prepopulated.

## Cover Page

[View past Progress Reports](#)


[View Project Proposal](#)

Funding Source 

ANIMAL HEALTH

Status 

ACTIVE

Project Title 


Project Title

Project Start Date 


October 5, 2011

Project End Date


October 5, 2015

Sponsoring Agency/Institution 


National Institute for Food and Agriculture

Performing Organization/Institution 


SAES - IOWA STATE UNIVERSITY

DUNS Number 

005309844

Performing Department 


Animal Science


Project Number 


IOA-ProjectNumber123


Accession Number 

9000007

Reporting Period Start Date 

October 04, 2011 

Reporting Period End Date 


October 04, 2012 

### States and Organizations

Collaborating/Partnering States 

ALASKA


ARIZONA

Collaborating/Partnering Organizations 

DEVELOPING INNOVATION IN NAVAJO EDUCATION INC

COMMUNITY FOOD BANK, INC.

### Countries

Collaborating/Partnering Countries 

Angola

Anguilla

### Project Contacts

## Participants

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

Cover Participants Target Audience Products Other Products Accomplishments Changes Problems Submit

**\* Participants**

[View past Progress Reports](#) [View project proposal](#)

« Previous
Save
Next »

Nothing to report

**Project Director**

First Name	Middle Name	Last Name
Suping		Zhou
Email Address	Phone Number	
zsuping@tnstate.edu	615-963-5828	

**Co-Project Directors**

**\* Actual FTEs for this Reporting Period**

Role	Faculty and Non-Students	Students within Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	0.0	0.0	0.0	0.0	0.0
Professional	0.0	0.0	0.0	0.0	0.0
Technical	0.0	0.0	0.0	0.0	0.0
Administrative	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
Computed Total	0.0	0.0	0.0	0.0	0.0

« Previous
Save
Next »

Note that there is a “nothing to report” box at the top of the page, above the “project director” field. You may click this box if there were no actual FTEs used to support this project for the reporting period being reported against.

Project Director and Co-Project Directors: Both of these fields are prepopulated with the information originally entered in project initiation; any changes would need to be made through the “Project Change” module.

### Actual FTEs for the Reporting Period:

Enter the **actual** Full-time equivalent(s) (FTE) that **supported this project over the course of this reporting period only** (reporting period is one year or less; refer back to your cover page for the exact reporting period). An FTE is defined by the **Government Accountability Office (GAO)** as the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For most NIFA partners and places of employment, a full-time schedule as defined by law equates to 2,080 hours of work (52 weeks multiplied by 40 hours per week). Thus, a person who works 40 hours per week for 52 weeks towards a project equals 1 FTE. A person who works 20 hours per week towards a project for 52 weeks per year equals .5 of an FTE.

**INSTRUCTIONS:** You may enter fractions of FTEs rounded to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

**Scientist:** A research worker responsible for original thought, judgments, and accomplishments in independent scientific study. This includes investigation leaders and project leaders and portions of the time of supervising scientists or staff assistants who meet the preceding definition. Examples: Professor, Associate Professor, Assistant Professor, Scientist.

**Professional:** A professional does not qualify as a scientist under the preceding definitions but may still significantly contribute to research activities. Professionals usually hold one or more college degrees and have otherwise qualified for employments in a professional category. Generally, professionals have a high degree of research activity responsibility but do not hold principal investigator status or equivalent at the reporting institution. Examples: Department Head, Resident Director, Statistician, Analyst, Assistant Director, Dean.

**Technical:** Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Examples: Lab Assistant, Mechanic, Carpenter, Machinist, Skilled Tradesperson.

**Administrative and Other:** These are clerical and support staff who contribute to the non-technical support of the project. It is often difficult to assess an individual's clerical and labor support to any one project; they usually support groups of researchers of different projects in a broad manner, such as by ordering supplies, typing reports, managing bill payments, performing janitorial work. Examples: Secretary, Typist, Repairman, Janitor, Data Entry.

## Target Audience

The screenshot shows a web application interface for a 'Target Audience' report. At the top, there is a navigation menu with tabs: Home, Project Initiation, Progress Report (selected), Financial Report, Reports, Project Change, Final Report, and Site Administration. Below this is a secondary menu with tabs: Cover, Participants, Target Audience (selected), Products, Other Products, Accomplishments, Changes Problems, and Submit. The main content area is titled '\* Target Audience' and includes a note: 'Fields marked with an asterisk (\*) are required for submission.' Below this note are two links: 'View past Progress Reports' and 'View project proposal'. There are three buttons: '« Previous', 'Save', and 'Next »'. The main instruction reads: 'List the Target Audience for this project.' Below this is a 'More...' link and a checkbox labeled 'Nothing to report'. A large text editor is present, featuring a toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and help. The text editor is currently empty. At the bottom of the form, there are three buttons: '« Previous', 'Save', and 'Next »'.

**The target audience(s) you describe on this progress report should include only those that the efforts for this reporting period were focused upon. This may mean you are only listing a subset of all of the original target audiences you listed in your project initiation.**

**Target audiences** include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged.

**Efforts** include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

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

Cover Participants Target Audience **Products** Other Products Accomplishments Changes Problems Submit

### Products

Fields marked with an asterisk (\*) are required for submission.

[View past Progress Reports](#) [View project proposal](#)

« Previous Save Next »

List any products expected to result from the project. test

[More...](#)

Nothing to report

#### Publications

**View Past Publications**  
Include only those publications that are specific to the project during the reporting year. If this is a final progress report (e.g. termination report), include only those publications not previously reported. Indicate the status of publication (e.g. submitted, pending, or in press). Include hard copy and electronic publications)  
Type your list of publications directly in this section or cut and paste text. Do not use any formatting features such as bold, italics, or symbols  
[View an example](#)  
No progress report publications.

+

NIFA Support Acknowledged [ ] x

#### Patent(s) and Plant Variety Protection(s) (PVP)

Identify inventions for which patent or plant variety protection (PVP) will not be sought, patents, and/ or plant variety protection (PVP), including patent/PVP applications that have been filed with the patent or PVP office for more than 18 months. Include the date of application for an award of patent /PVP protection and/or licenses that have resulted from the research. Submission of this information as part of the interim research performance progress report is not a substitute for any other invention reporting required under the terms and conditions of any award.

* Application Number	* Application Filing Date	* Title
[ ]	[ ]	[ ]

« Previous Save Next »

## Publications:

Identify the standard products/outputs that have been achieved during this reporting period. This includes only publications, patents, and applications for plant variety protection (PVP). You will report other types of products/outputs on the "Other Products" page.

Report only the major publication(s) resulting from the work under this project/award. If this is NOT the first progress report you've submitted, do not include publications already included in any previously submitted progress report(s). There is no restriction on the number. However, agencies are interested in only those publications that most reflect the work under this project/award. See definitions below for the categories of publications.

## Definitions:

**Publications** are the characteristic product of research. Agencies evaluate what the publications demonstrate about the excellence and significance of the research and the efficacy with which the results are being communicated to colleagues, potential users, and the public, not the number of publications.

**Journal publications:** Peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of

a one-time conference, not part of a series, should be reported under “Books or other non-periodical, one-time publications.”

**Books or other non-periodical, one-time publications:** Any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like.

**Other publications, conference papers and presentations:** Identify any other publications, conference papers and/or presentations not reported above.

### Patent(s) and Plant Variety Protection(s) (PVP)

Identify inventions for which patents or plant variety protection (PVP) has been or will be sought. Include patent/PVP applications that have been filed with the patent or PVP office for more than 18 months. Include the date of application for an award of patent /PVP protection and/or licenses that have resulted from the research. Submission of this information as part of this Progress Report is not a substitute for any other invention reporting required under the terms and conditions of any award.

## Other Products

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

Cover Participants Target Audience Products Other Products Accomplishments Changes Problems Submit

### Other Products

Fields marked with an asterisk (\*) are required for submission.

[View past Progress Reports](#) [View project proposal](#)

« Previous Save Next »

Nothing to report

\* Product Type

\* Description

« Previous Save Next »

Enter the significant products/outputs achieved during the **project duration** as a result of the project's research, extension or education activities. NIFA considers the terms “products” and “outputs” to be synonymous. Do not include publications, patents, and plant variety protection applications; those should be included only on the "Products" page of this Progress Report.

**Other Products/Outputs** are activities, events, services, and products that reach people.

- **Activities** include: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
- **Events** include: conferences, demonstration sites, field days, symposia, workshops, and trainings.
- **Services** include: consulting, counseling, and tutoring.
- **Products** include: audio or video products; curricula; data or databases; equipment or instruments; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

## Accomplishments

Note that at the beginning of this page you will see a listing of the “major goals of this project.” This listing is non-editable because it is prepopulated with what you entered as goals for the project in project initiation. Keep in mind that referring back to this listing is helpful when filling in the various fields on the accomplishments page, as anything reported on those fields should related directly back to the goals of the project.

Data Field/Box #1: What was accomplished under these goals? (Shown above)

For this reporting period describe:



- 1) Major activities completed;
- 2) Specific objectives met;
- 3) Significant results achieved, including major findings, developments, or conclusions (both positive and negative); and
- 4) Key outcomes or other accomplishments realized.

For #3 and #4 above, remember that key outcomes/accomplishments are defined as changes in knowledge, action, or condition.

**A change in knowledge** occurs when the participant (scientist, trainee, or citizen) learns or becomes aware.

Examples of a change in new fundamental or applied knowledge significant enough to be included in a publication; methods and techniques; policy knowledge; improved skills; or increased knowledge of decision-making, life skills, and positive life choices among youth and adults.

**A change in action** occurs when there is a change in behavior or the participants act upon what they have learned (adoption of techniques and methods or a change in practice).

Examples of a change in actions include: application and actual use of fundamental or applied knowledge; adoption of new or improved skills; direct application of information from publications; adoption and use of new methods or improved technologies; use of skills by youth and adults in making informed choices; adoption of practical policy and use of decision-making knowledge.

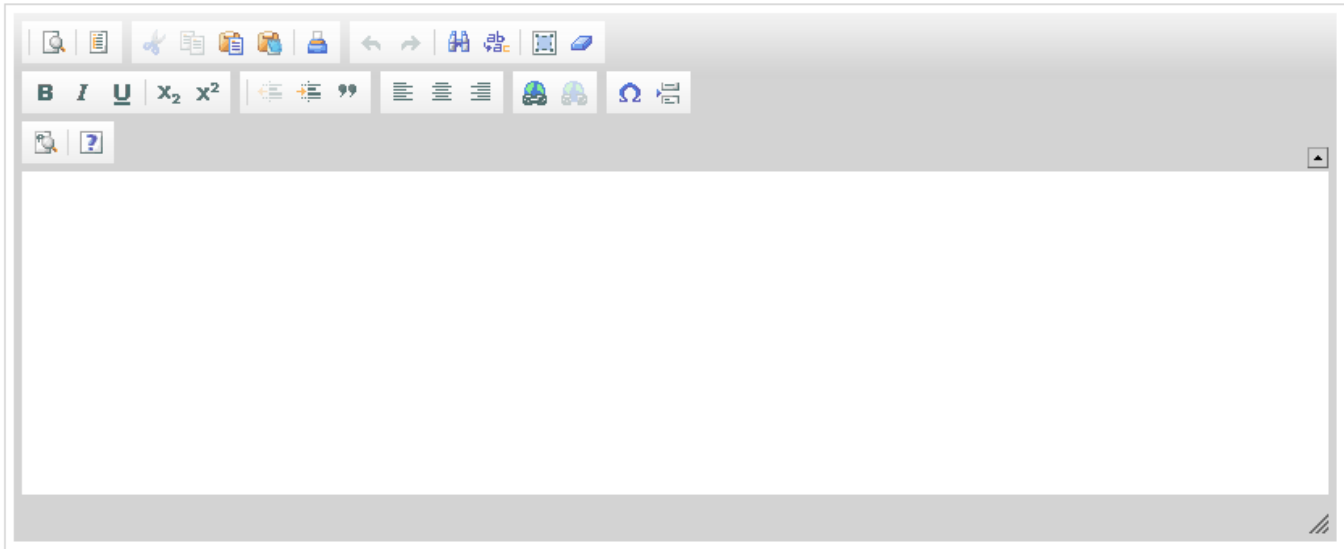
**A change in condition** occurs when a societal condition is changed due to a participant's action.

Examples of a change in conditions include: development of human resources; physical, institutional, and information resources that improve infrastructure technology transfer; management and behavioral changes and adjustments; quantified changes in descriptive statistics (trade balance, export sales, etc.); better and less expensive animal health; changes in conditions (e.g., wages, health care benefits, etc.) of the agricultural workforce; higher productivity in food provision; quantified changes in quality-of-life for youth and adults in rural communities; safer food supply; reduced obesity rates and improved nutrition and health; or higher water quality (e.g., increased water clarity) and a cleaner environment (e.g., measurably reduced pollution).

**NOTE:** Include a discussion of stated goals not yet met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments (such as in later Progress Reports or in the Final Report of this project).

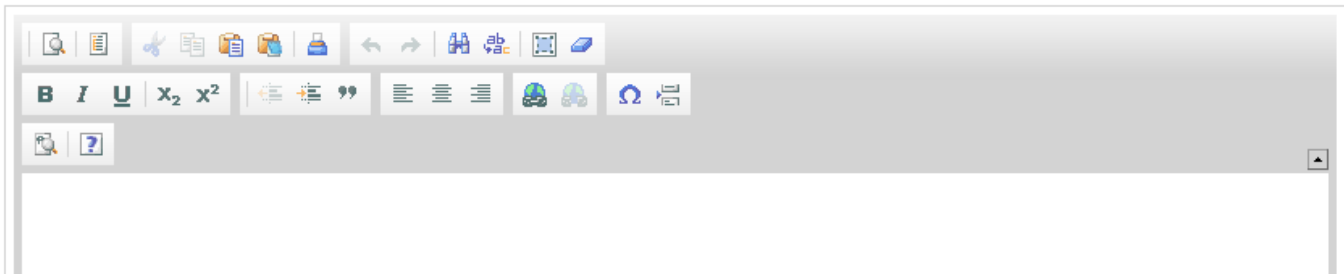
\* What opportunities for training and professional development has the project provided?

Nothing to report

A screenshot of a rich text editor interface. The top toolbar contains icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, quote, link, unlink, and insert link. Below the toolbar is a large, empty text area for input.

\* How have the results been disseminated to communities of interest?

Nothing to report

A screenshot of a rich text editor interface, identical in layout to the one above. It features a toolbar with various editing and formatting icons and a large, empty text area for input.

Data Field/Box #2: What opportunities for training and personal development has the project created?  
(You may click the nothing to report box)

Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project.

**Training activities** are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor.

**Professional development** activities result in increased knowledge or skill in one's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

**If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, click the "nothing to report" box.**

Data Field/Box #3: How have the results been disseminated to communities of interest?

*(You may click the nothing to report box)*

Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities

\* What do you plan to do during the next reporting period to accomplish the goals?

Nothing to report

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Subscript (x<sub>2</sub>), Superscript (x<sup>2</sup>), Bulleted List, Numbered List, Quote, Link, Unlink, and Insert Link.

Data Field/Box #4: What do you plan to do during the next reporting period to accomplish the goals?

Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives.

If there are no changes to the agency-approved application or plan for this effort (i.e. nothing was submitted through the "project change" module), click the box for "nothing to report."

## Changes/Problems

**\* Changes/Problems**

Fields marked with an asterisk (\*) are required for submission.

[View past Progress Reports](#) [View Project Proposal](#)

« Previous Save Next »

Describe major changes/problems in approach and reason(s) for these major changes. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.

**More...**

Nothing to report

Describe major changes/problems in approach and reason(s) for these major changes. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions.

Major changes include:

- major problems or delays that may have a significant impact on the rate of expenditure;
- significant deviations from research schedule or goals;
- unexpected outcomes;
- or changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

## How to Submit a Progress Report

The workflow rules and permission for submitting a progress report are identical to how Project Initiations are submitted at the institution level and then at the NIFA level. For detailed instructions on the submission process, go to [How to Submit a Project](#) in the Project Initiation section of this manual.