Project Initiation – Data Field Definitions & Instructions

Project Initiation is the report that must be submitted to NIFA in order for any non-formula or formula project to become officially active. For non-formula, even if an award has been made, the Project Director of that project will not receive their funds until the NPL Program Contact receives the project initiation through REEport. For formula projects, a PD is not allowed to spend formula funds on their research (block grant already awarded to the institution) until his/her project proposal has been submitted and approved through the proper chains at their employing institution. Once the proposal has been approved, the PD must submit a project initiation through REEport to gain NIFA NPL approval (along with an attachment of the original proposal). Only once the NPL approves the project and puts it in "active" status is the PD allowed to spend formula funds on that research.

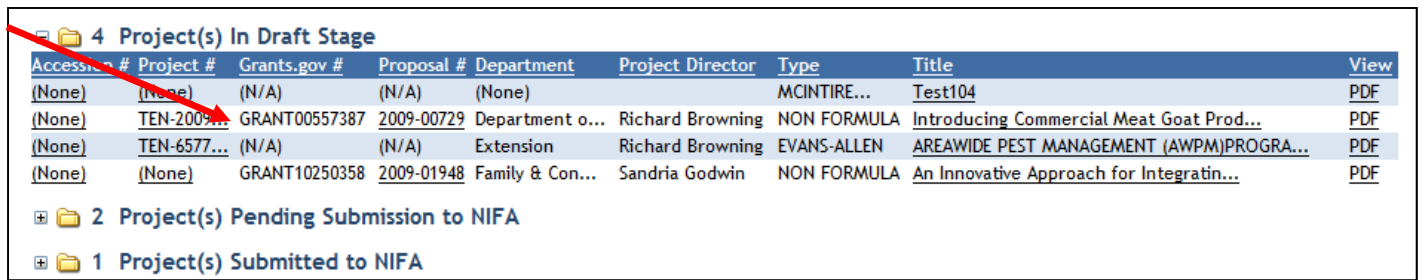To enter the project initiation module of REEport, click either of the two buttons shown here:

Non-Formula Project Initiation

If you want to fill out the project initiation for a non-formula project that you've been awarded, you can find that project either by typing in the proposal number and clicking search (option 1 below), or you can open your "Drafts" folder and click the project you want to work on (option 2 below).

Option #1: At the project initiation home screen, type you proposal number or PD name into the appropriate box and click search.

Option #2: Open the "drafts" folder and find the grant that you wish to complete project initiation on (this is most easily identified in a longer list by focusing on the "grants.gov#" column, the "proposal #" column, or the "title" column, as these are the columns that best differentiate non-formula from formula projects, especially if you are a PD or SA who has many projects to manage.

Formula Project Initiation – Create a New Project

"Creating a New Project" applies to formula projects only. You will need to create a new project any time there is a new formula project that has been approved through your institution's merit review process and needs NIFA approval before formula funds can be spent on that project.

Click "Create a New Project" button:

Funding Source

Choose the funding type that will be the funding source of the new project (note that only formula fund types available to a particular institution will appear in the drop down list and only one type may be selected).   If you choose "Hatch Multistate" at this stage, you will also be asked to choose the correct Multistate project number for a drop down list.

*Requires Mozilla Firefox 3.5 or higher, IE 8.0 or higher.
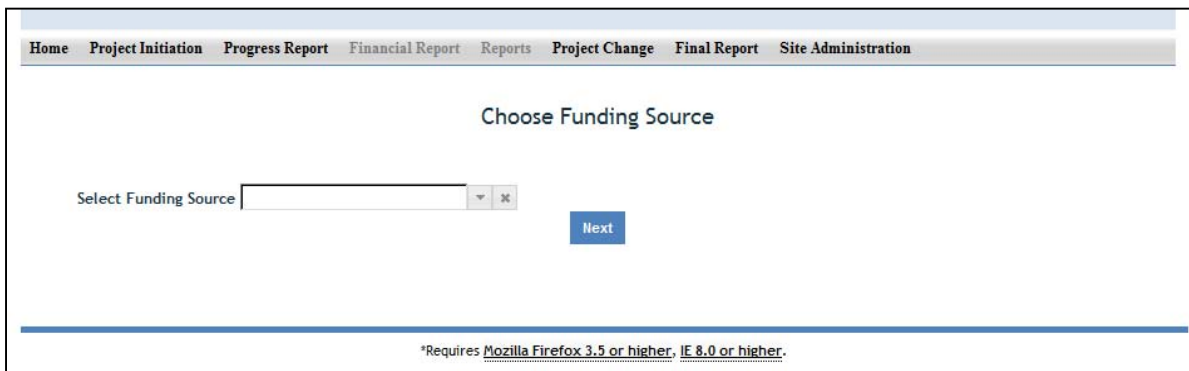
For Hatch Multistate only:

After you've created or opened the project initiation you want to work on:

The first "page" (screen) you will come to after either opening a non-formula draft or creating a new formula project (or opening a formula project already in draft) is the 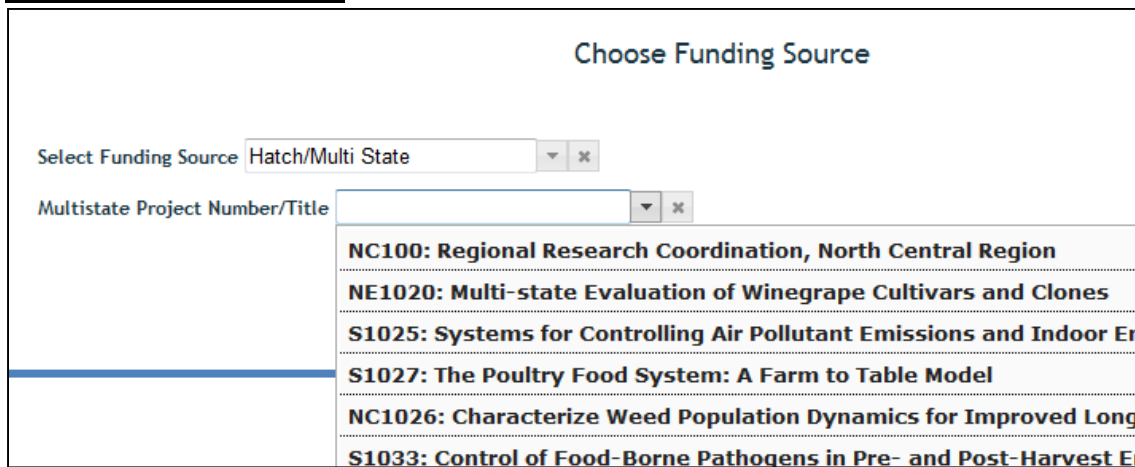Cover page. The cover pages for non-formula and formula both cover the "vital stats," if you will, of the project, but they do differ, so the following instructions and information cover the non-formula cover page and formula cover page separately.

Important items to remember as you move through project initiation and subsequent modules in the REEport:

- All of the instructions provided in the following sections (Project Initiation, Progress Report, Project Change, and Final Report) match the help text that is provided for those fields in the REEport system (indicated by the ⬛ icon). ***The instructions/help text is provided in order that it is listed on the page after each screenshot shown.***

- No matter what module you are in, you can always go back to your home screen (click "home" on the top menu bar" to view the large module icons and click any of them to enter those modules. You can also move from module to module by using just the top menu bar; you do not need to go back "home" first.

- Remember that whenever you enter data on a page, you MUST click one of the navigation buttons at the top or bottom of the page to save your work; while you are permitted to move from page to page within a module using the top menu bar (e.g. moving from "goals" to "products" by clicking those words in the menu bar) doing this will not save your work if you entered anything new on the page.
    - Review the screenshots in the "Navigating the Software" section of this manual for more details.

Cover Page – Non-Formula

Cover Page

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

Project Information
NOTE: This project has 0 comments.

[Save] [Next »]

Funding Source ❓ NON FORMULA   Status ❓ DRAFT

Project Title ❓ Integration of quantitative genetics, statistics, and computational biology for animal genetic improvement

Sponsoring Agency/Institution ❓ National Institute for Food and Agriculture

Performing Organization/Institution ❓   DUNS Number ❓
SAES - IOWA STATE UNIVERSITY   5309844

Performing Department ❓   * Project Number ❓
Animal Science   iow [   ]

Grants.gov Tracking Number ❓   Proposal Number ❓
GRANT10312249   2009-03232

Award Number ❓   Award Amount ❓
2010-38420-20328   258000.0

Award Date ❓   Award Fiscal Year ❓
November 25, 2009   2010

States and Organizations

Collaborating/Partnering States ❓   Collaborating/Partnering Organizations ❓

IA   IOWA STATE UNIVERSITY

                                                               Iowa State University of Science and Technology

Countries

Collaborating/Partnering Countries ❓

[   ] [▼] [✖]

Start Date ❓   End Date ❓
January 01, 2010   December 31, 2012

Project Contacts

Project Director ❓   **Authorized Organizational Representative ❓**   **NIFA Program Contact: ❓**

Name : Jack C. Dekkers   Name : Suzanne Schuknecht   Name : Audrey Trotman
Email Address : jdekkers@iastate.edu   Email Address : egrants@iastate.edu   Email Address : atrotman@nifa.usda.gov
Phone Number : 515-294-7509   Phone Number : 515-294-5225   Phone Number : 202-720-2193

[Save] Save and remain on this page. [Next »]

Funding Source

> The funding source is prepopulated as "Non-Formula" based on information contained in the grant application.

Status

> The status of a project is assigned by the REEport system and starts at "draft." Various actions taken by the PD, the Site Admin, or NIFA personnel (NPL or NIFA Admin) will trigger the REEport system to automatically change the status as appropriate.
>
> *Summary of status definitions and action triggers for automatic change:*
>> **Draft** - All project types start in project initiation in "draft" status. Even though a draft project maybe move into additional stages (i.e. your "Submitted" and "Pending Submission to NIFA" folders), the status of the project will not change until a decision action has been taken by a NIFA National Program Leader (NPL).
>>
>> **Active** - This signifies a project that is has been approved by a NIFA NPL and is currently within the overall project duration dates (i.e. between the start date and end date of the project).
>>
>> **Declined** - This signifies a project that has been declined by an NPL; it may not be resubmitted.
>>
>> **Deferred** - This signifies a project that has been deferred by an NPL who has requested changes or additional information to be included in the project initiation; it may be resubmitted with appropriate changes in order for the NPL to render a final decision.
>>
>> **Complete** - A project that is complete is one that has either been terminated via the submission of a Final Report or one that is currently outside of its overall project duration dates. This means that a project whose Final Report has not been submitted will still show a status of "complete" if the current calendar date is later than the end date of the project (note: projects in this situation are displayed in the "Final Report Past Due" folder).

Title

> The project title is prepopulated based on the approved grant application.

Sponsoring Agency/Institution

> The Sponsoring Agency/Institution is the organization that is funding the project. For all Formula and Non-Formula Projects, the sponsoring agency is NIFA. The exception to this is State projects; the sponsoring agency for these projects is prepopulated with "State Agricultural Experiment Station."

Performing Organization/Institution

> The Performing Organization/Institution is the organization that employs the scientist(s) conducting the research.

DUNS Number

> Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). For Non-Formula Projects, NIFA automatically prepopulates this field with the DUNS number that was entered by the grantee in Grants.gov.

For more information on DUNS numbers, visit
http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf.

Performing Department

The Performing Department is the entity/section at the Performing Organization/Institution to which the Project Director is assigned and performs most of his/her duties and research.

Project Number

The Project Number is an identifier (combination of letters and numbers) subject to the identification/numbering system used by the Performing Organization/Institution (PI). While it is recommended that Project Numbers be unique to only one project, NIFA does not prevent PIs from re-using project numbers. This most often happens when a given project has been terminated and a new project is being initiated that continues the research from the terminated project. Having the same project number enables the PI to track the research under that single identifier.

While PIs set their own requirements for project numbers (i.e. their preferred combination of letters and numbers) the Division Station Code, as shown above this field, will always automatically be appended by REEport as a prefix to the number entered.

Note: NIFA does NOT use project numbers to track projects or to perform data retrieval searches; accession numbers _only_ are used for these activities.

Grants.gov Tracking Number

The Grants.gov tracking number comes directly from your Grants.gov application and is prepopulated by REEport.

Proposal Number

The Proposal Number is assigned by NIFA and prepopulated by REEport. It is not necessarily a unique identifier, as Proposal numbers are generally associated with the awarding of funds, and a single project over the course of its life may be awarded funding multiples times (i.e. continuation awards).

Award Number

The Award Number is a unique identifier that will never change; it is prepopulated by REEport.

Award Amount

The award amount for non-formula (competitive grant) projects is prepopulated based on the approved amount of the grant awarded by NIFA.

Award Date

The award date is prepopulated by REEport and is the date on which the award of funds is made by NIFA to the grantee.

Award Fiscal Year

The award fiscal year is the fiscal year (FYs run from 10/1 through 9/30) in which the award of funds was made.

Collaborating/Partnering States
Collaborating/Partnering Institutions
Collaborating/Partnering Countries

For the above three categories, identify any other states/partnering institutions/countries that are **significantly** participating in this research project. A "significant" amount of participation to a project generally implies that the PD would not be able to realize the major objectives of a projects (at all or as effectively) without the participation and support of the other participating state(s).

Note: A "contribution" of effort and/or resources (i.e. SYs/PYs, materials) can be made regardless of whether or not the partnering entity is receiving or contributing actual monies towards the project.

Start Date
>For non-formula projects, the start date is prepopulated based on what NIFA has on file from the approved grant application. NIFA follows two rules when prepopulating this date: 1) The start of the project begins when the award of funds is made to the grantee OR 2) the start of the project begins on a future date that occurs after the award of funds is made because such future start date was originally approved with the grant application.

End Date
>The project end date for non-formula projects is prepopulated based on the approved grant award.

Project Director
Authorized Organization Representative
NIFA Program Contact
>The above three fields are prepopulated based on the approved grant application.

Cover Page – Formula

Following is a screenshot of the Cover Page of a formula project. Below the screenshot are all the basic instructions for filling out the data fields, as well as descriptions of data fields that are prepopulated.

Funding Source
The funding source is prepopulated on this page based on what you chose when you clicked "create a new project." The options for formula funding source are: Hatch, Hatch Multistate, Evans Allen, McIntire Stennis,

Animal Health, and Renewable Resources Extension. Although it is not a NIFA formula funding source, there is also the option for "State."

Status

The status of a project is assigned by the REEport system and starts at "draft." Various actions taken by the PD, the Site Admin, or NIFA personnel (NPL or NIFA Admin) will trigger the REEport system to automatically change the status as appropriate.

Summary of status definitions and action triggers for automatic change:

Draft - All project types start in project initiation in "draft" status. Even though a draft project maybe move into additional stages (i.e. your "Submitted" and "Pending Submission to NIFA" folders), the status of the project will not change until a decision action has been taken by a NIFA National Program Leader (NPL).

Active - This signifies a project that is has been approved by a NIFA NPL and is currently within the overall project duration dates (i.e. between the start date and end date of the project).

Declined - This signifies a project that has been declined by an NPL; it may not be resubmitted.

Deferred - This signifies a project that has been deferred by an NPL who has requested changes or additional information to be included in the project initiation; it may be resubmitted with appropriate changes in order for the NPL to render a final decision.

Complete - A project that is complete is one that has either been terminated via the submission of a Final Report or one that is currently outside of its overall project duration dates. This means that a project whose Final Report has not been submitted will still show a status of "complete" if the current calendar date is later than the end date of the project (note: projects in this situation are displayed in the "Final Report Past Due" folder).

Title

The project title is a succinct characterization of the focus and subject of study being performed. Do not include phrases such as "research on," "investigation of," etc. Do not use quotation marks or underscoring. Keep in mind that the title will be used for information retrieval searches, so including specific keywords that are as descriptive of the project as possible is important.

Sponsoring Agency/Institution

The Sponsoring Agency/Institution is the organization that is funding the project. For all Formula and Non-Formula Projects, the sponsoring agency is NIFA. The exception to this is State projects; the sponsoring agency for these projects is prepopulated with "State Agricultural Experiment Station."

Performing Organization/Institution

The Performing Organization/Institution is the organization that employs the scientist(s) conducting the research.

DUNS Number

Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). For Non-Formula Projects, NIFA automatically prepopulates this field with the DUNS number that was entered by the grantee in Grants.gov.

For more information on DUNS numbers, visit http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf.

Performing Department

The Performing Department is the entity/section at the Performing Organization/Institution to which the Project Director is assigned and performs most of his/her duties and research.

Project Number

The Project Number is an identifier (combination of letters and numbers) subject to the identification/numbering system used by the Performing Organization/Institution (PI). While it is recommended that Project Numbers be unique to only one project, NIFA does not prevent PIs from re-using project numbers. This most often happens when a given project has been terminated and a new project is being initiated that continues the research from the terminated project. Having the same project number enables the PI to track the research under that single identifier.

While PIs set their own requirements for project numbers (i.e. their preferred combination of letters and numbers) the Division Station Code, as shown above this field, will always automatically be appended by REEport as a prefix to the number entered.

Note: NIFA does NOT use project numbers to track projects or to perform data retrieval searches; accession numbers only are used for these activities.

Collaborating/Partnering States
Collaborating/Partnering Institutions
Collaborating/Partnering Countries

For the above three categories, identify any other states/partnering institutions/countries that are **significantly** participating in this research project. A "significant" amount of participation to a project generally implies that the PD would not be able to realize the major objectives of a projects (at all or as effectively) without the participation and support of the other participating state(s).

Note: A "contribution" of effort and/or resources (i.e. SYs/PYs, materials) can be made regardless of whether or not the partnering entity is receiving or contributing actual monies towards the project.

Start Date

For all formula projects, enter the date on which the research will begin being conducted and funds will begin being expended on this project. You may not backdate the start date for formula projects. However, you may future date the start date for projects, as doing so provides you time to obtain the necessary approvals and await availability of personnel or materials to begin your research.

Note: If this is a Hatch, Hatch Multistate, or Evans Allen Project, you will be asked in the Classification section of this module to associate this project with one or more AREERA State Plan of Work Planned Programs; if you skip directly to that section without entering a start date here, the drop down list of Planned Programs will not be populated.

End Date

For formula projects, the maximum duration of any project is five years. There are no extensions allowed for any project whose original length was approved at five years. However, one-year extensions are allowed and do not require NIFA approval for projects originally approved for 4 years or less. An additional one-year extension may be granted, with NIFA approval, for projects that were originally approval for 3 years or less.

Example 1: A project is approved for 10/1/12-9/30/17. No extensions will be granted.

Example 2: A project is approved for 10/1/12-9/30/16. A one-year extension may be entered into REEport by the Site Admin without needing NIFA approval, which extends the project to 9/30/17.

Example 3: A project is approved for 10/1/12-9/30/15. A one-year extension may be entered into REEport by the Site Admin without needing NIFA approval, which extends the project until 9/30/16. An additional one-year extension may be requested from NIFA, and upon approval, will extend the project to 9/30/17.

Project Director

Select the Project Director for this project from the list provided. If you are a PD at a NIFA partner Institution (Land Grant University) and you do not see your name listed, you must contact your Site Administrator (SA; listed to the right).

Site Administrator

This is the REEport Site Administrator (Site Admin; SA) for your institution. Any questions regarding access to REEport and permission to enter and/or modify data should be directed to your Site Admin.

Participants

Project Director

> The fields pertaining to the main Project Director are prepopulated on this page according to what is displayed on the Cover Page

Co-Project Directors

> Enter the information for all Co-Project Directors (Co-PDs) who are participating on this project. To enter more than one Co-PD, click the "+" sign that appears after the first one has been added.

Estimated Project FTEs for the Project Duration

> 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 of a project's duration (i.e. 1 year of a project) equals 1 complete FTE. If that same person works a full time schedule on a 5 year project, that would be equal 5 complete FTEs.

INSTRUCTIONS: Enter the estimated Full-time equivalent(s) (FTE) that will support this project over the course of the **project's duration.** You may enter fractions and round 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.

Goals

<u>What are the Major Goals of this Project?</u>

Provide a clear, concise statement of the goals/objectives of the project. You may use paragraph format or bulleted or numbered lists. There is no minimum or maximum number of goals to include for a project, but all goals should be specific and attainable within the duration of the project and with the available resources (refer back to your estimated FTEs for project duration and the amount of formula funding that has been made available to you). In general, goals should answer the question: What major achievements and milestones does the project hope to realize?

Products

<u>Identify the products/outputs that are planned as a result of this project. You may use paragraphs and/or lists. NIFA considers the terms "products" and "outputs" to be synonymous.</u>

For the purpose of Project Initiation (the module you are in right now), you should include **all products/outputs** that are **expected/estimated** to result from the duration of this project.
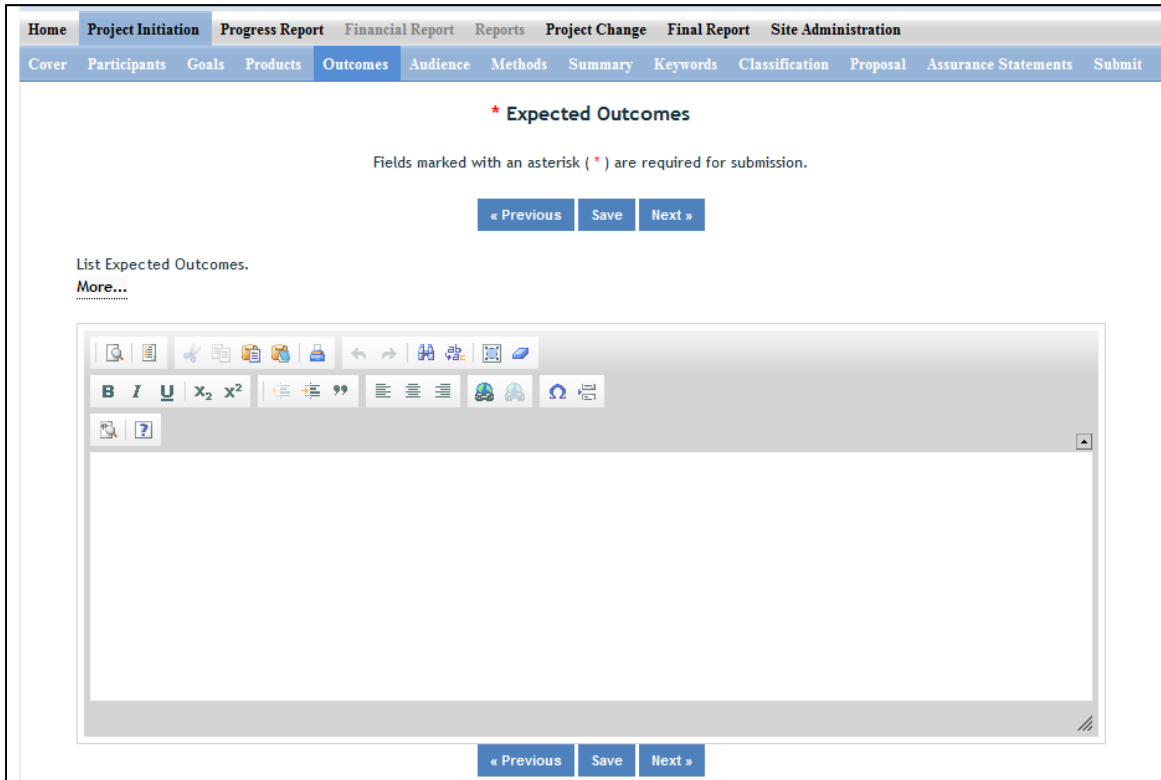
Products/Outputs are activities, events, services, and products that reach people.
- **Activities** include: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
- **Events** include: conferences, demonstration sites, field days, symposia, workshops, and trainings.
- **Services** include: consulting, counseling, and tutoring.
- **Products** include: any publications; audio or video products; curricula; data or databases; equipment or instruments; patent applications; applications for Plant Variety Act protection; 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.

NOTE: When you complete future progress reports and your final report, you will be asked to differentiate between actual realized "products" (i.e. traditional standard outputs) and actual

"other products." In those future reports, the only items that should be included in the "products" section are Publications, Patents, and Plant Variety Protection (PVP). All other products/outputs of the project should be reported under the "Other Products" section. Specific guidance for those sections in future Progress Reports can be found in the help text on those pages in the REEport system.

Outcomes

<u>Provide a description of Expected Outcomes over the duration of the project. You may use paragraphs and/or lists.</u>

NIFA considers the terms "outcomes" and "accomplishments" to be synonymous. An outcome/accomplishment is defined as a significant change in knowledge, action, or condition. Outcomes are generally short, succinct statements that start with phrases indicating the occurrence of change. Examples of such phrases are:

"Increase in the numbers of acres that..."

"Decrease in the amount of children that..."

"Increased profits from the sale of..."

<u>Change in Knowledge</u>: For a research project, a change in knowledge can be a breakthrough understanding in scientific knowledge. For education or extension projects, a change of
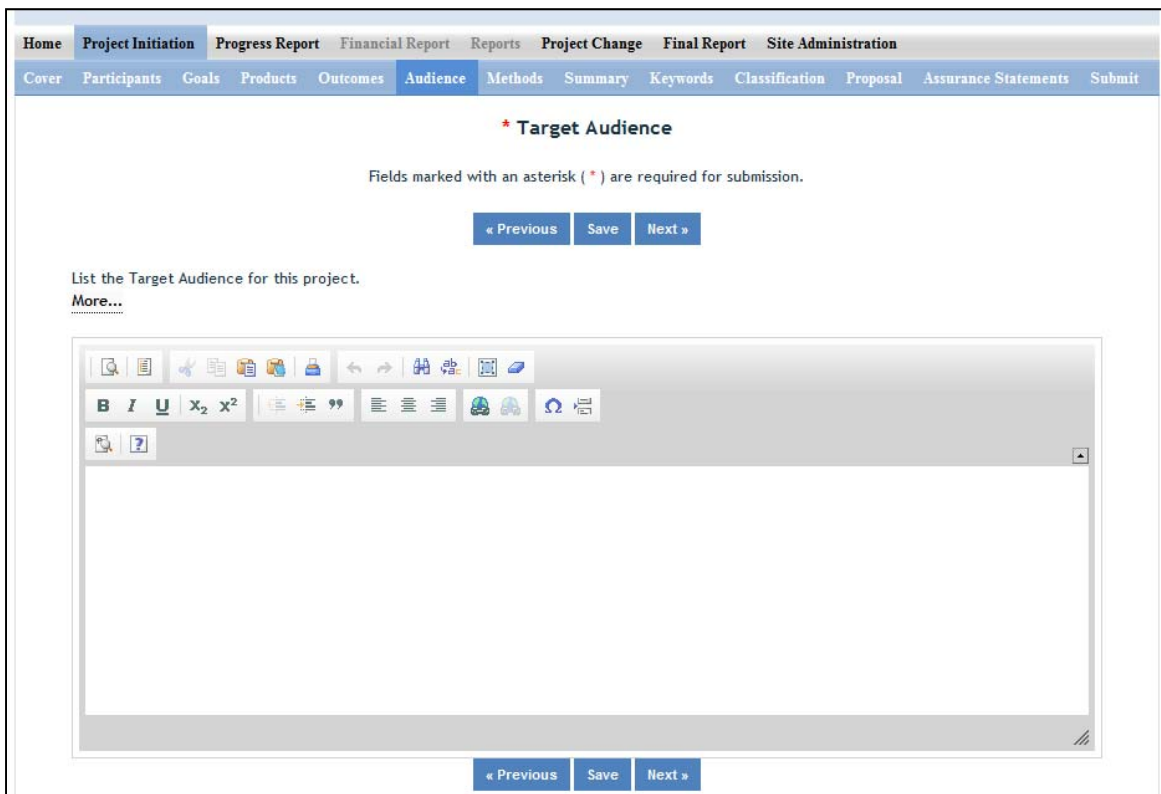
knowledge occurs when recipients of an education or extension activity demonstrate significant learning/information gain in understanding.

Change in Action: A change in action occurs when a significant change in behaviors or practices results from the project's activities.

Change in Condition: A change in condition occurs when a significant change in a condition of societal concern results from the project's activities. If appropriate and available, outcomes should be supported with key, quantitative data, such as number of acres impacted, increased profits, or number of people impacted.

In terms of how the outcome types relate to each other, NIFA considers the highest achievement of any research or extension project to be an outcome categorized as change in condition. This is because a change in condition signifies that changes in action and learning occurred in order to perpetuate the change in condition. The second-ranked outcome type is change in action, and the third is change in knowledge. These rankings are not meant to diminish the importance of changes in action and knowledge. Rather, they are there to show that if you can demonstrate a change in condition, then it is not necessary to also list all the minute associated changes in action or knowledge. Likewise, if you can demonstrate a change in action, it is not necessary to list all the minute associated changes in knowledge.

Audience

Provide a description of the target audience(s) that will be the focus of efforts over the course of this project.

The target audience(s) you describe on this project initiation should include all of the audiences you plan to reach over the course of the project, even if only for portions of your efforts during certain activities of the project.

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.

Methods

Describe the Methods for this Project:

Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. Include a description of how the results will be analyzed, evaluated, or interpreted. Describe the **Efforts** that will be used to cause a change in knowledge, actions, or conditions of a target audience. Include a description of how the output(s) will be **Evaluated** and/or quantified for its impact on the intended audience(s).

Defining "Efforts": 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; workshops; experiential learning opportunities; extension and outreach.

Defining "Evaluation": Demonstrating that evaluation will be part of your project means that you describe the plan/steps to be used to **evaluate or "measure"** the success of the project. Provide a listing of the types of evaluation studies planned and types of data that will be collected, emphasizing key milestones and measurable or quantitative indicators of success. The project evaluation plan should relate milestones and indicators of success to expected project outcomes/accomplishments and impacts.
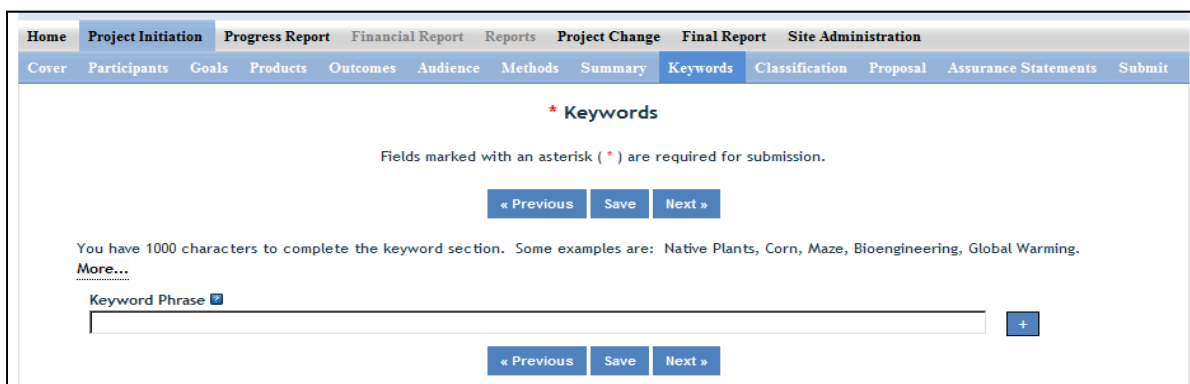
Summary

The non-technical summary is your opportunity to briefly sum up the importance of your project in terms that general citizens can understand (i.e. citizens without scientific backgrounds). A good non-technical summary is composed of 1-2 succinct paragraphs that cover three main points:

1. What is the current issue or problem that the research addresses and why does it need to be researched?

2. What basic methods and approaches will be used to collect and produce data/results and subsequently inform target audiences?

3. Through the methods mentioned above, what ultimate goals does the project hope to achieve?

In answering the above three questions, make sure to provide enough detail so that you are touching upon the main purpose of the project, the expected accomplishments, and anticipated benefits of the research.

Remember that this non-technical summary is designed to enhance the usefulness of the information in the database, especially to legislative and other public audiences.

Keywords

Instructions:
Add a new keyword field for each separate keyword or keyword phrase you want to use to describe the project. Examples of words are: Corn, Maze, Bioenergy. Example of phrases are: Native Plants, Climate Change, Food Safety.

The purpose of assigning keywords and key phrases to your project is to improve the retrieval capacity of project information on certain topic areas. The keywords you choose should be as all encompassing for your project's topic area as possible so that different keywords searched by various queries will still pull up your project information. For example, if your project is aimed at researching new wheat varieties, you will want to include more than the word "wheat" as a keyword. More helpful would be words and phrases such as: wheat, wheat varieties, cultivar, grain.

HINT: If there are specific words or phrases that you have used repeatedly in other sections of your project initiation (i.e. in the non-technical summary, goals, products, etc.), then those same words or phrases should be in your keywords section.

Another way to think of keywords is that they should, collectively, resemble an abbreviated abstract of the project narrative. Keywords can be a word or phrase that represents a concept, and they can fit into three areas or levels: general concept, class or category of research, and specific subject/item of research.

- General Level - Refers to overall objectives in the major fields of interest or disciplines. It is best to include at least two general level keywords. Examples: HARVESTING, MECHANIZATION.
- Class Level - Refers to classes or categories of subjects or items, and to moderately broad concepts or areas of interest which conceptually group the specific entry keywords into like classes. It is best

to enter at least 4 class level keywords/phrases. Examples are: MECHANICAL ENGINEERING, HARVESTING LOSSES, CROP DAMAGE

- Specific Entry - Refers to the most specific concepts, subjects, or items under study. It includes the specific plant, animal, or microorganism; the specific equipment, processes, approach, technique, or system; and specific properties, reactions or functions. It is best to select at least 4-5 specific entry level keywords or phrase. Examples are: POTATOES, MECHANICAL HARVESTING, HARVESTING EQUIPMENT, BULK HANDLING, SKINNING, BRUSING.

Classification

Classification Overview & Codes:

All projects entered in REEport must be classified according standard classification elements which consist of a series of three classification areas:

1. Knowledge Area (KA)
2. Subject of Investigation (SOI)
3. Field of Science (FOS)

Each project must have at least one line of classification; a classification "line" consists of one KA, one SOI, and one FOS. To allow for identification of multiple objectives on a single project,

up to ten classification lines may be entered on a single project, and all lines must be assigned a percentage. No line may be less than 10%.

The available codes from which you may choose are defined in the Classification Manual which can be found here: http://cris.csrees.usda.gov/manualvii.pdf

> **Knowledge Area**: An important and highly useful series of classifications is the classification by Knowledge Area (KA). The 79 knowledge areas comprising the KA classification are arranged into nine topic areas.

> **Subject of Investigation**: This Subject of Investigation (SOI) series provides an additional facet for classification. It is generally the object of the research or activity: the class of plant, animal, organism, material, process, procedure, etc., under investigation.

> **Field of Science**: The Field of Science (FOS) classification consists of a modified version of the fields of science used by the National Science Foundation for various government wide reports.

Animal Health Component

Projects receiving Animal Health formula funds under Public Law 95-113 will automatically be classified 100% Animal Health; this field will be prepopulated with "100%" based on the fact that you already chose "Animal Health" as your funding source when beginning this project initiation.

Other types of projects (both formula and non-formula) demonstrating animal health research may include animal health percentages; that percentage is subject to the Project Director's discretion and should be entered in this field.

Note: IF no portion of this project supports animal health research, you must enter "0" for the percentage; you may not leave the field blank.

AREERA Integrated Activity?

An integrated activity is defined as a jointly planned, funded, and interwoven activity between research and extension to solve a problem; this includes the generation of knowledge and the transfer of information and technology.

Hint: You should check "yes" for this question if this project is a Hatch or Hatch Multistate Project which is being supported by both Hatch funds (research component) and other funding that supports an extension component of the activity. Examples of acceptable combinations of funds: Hatch and Smith-Lever; Hatch and State extension funds; Hatch Multistate and State and Other (federal or private) funds.
Note: If you check "yes" for this question, you will be required to fill out the activity percentage fields that follow.

<u>Activities</u>

Once you enter any percentage for the "research" category, additional percentage box fields will appear up on the page asking you to classify the type of research (basic, applied, developmental) into percentages.   The percentages on each section must always add up to 100%.

Note: If you checked "yes" that this project is an integrated activity pursuant to AREERA Section 204, then you must fill in these percentage fields.

<u>Associated Planned Programs</u>

If this project is a Hatch, Hatch Multistate, or Evans Allen project, this drop down menu is prepopulated with the Planned Programs that the Performing Organization (the 1862 or 1890 Land Grant University which employs the Project Director) currently has on file in its approved AREERA State Plan of Work. Please choose the Planned Program(s) which best serves as the "umbrella" under which this project would fall (i.e. this project supports or adds to achieving the overall goals/objectives of the Planned Program.) You may choose more than one Planned Program and assign appropriate percentages. If you choose only one, you must enter "100" for the percentage.

Note that if the drop down list is not populated with Planned Programs from which to choose, that means you have not entered and saved a start date for your project on the Cover page in this module.

By classifying this project under one of these "umbrella" Planned Programs, NIFA will be able to automatically calculate such items as funding amounts and classifications on behalf of the Land Grant so that they do not have to do so manually in their AREERA Plan of Work or Annual Reports of Accomplishment and Results.

<u>Further information on Planned Programs</u>:

To read about your specific Institution's Plan of Work and gain a better understanding of each of its Planned Programs, go to http://www.reeis.usda.gov/portal/page?_pageid=193,899531&_dad=portal&_schema=PORTAL&smi_id=44.

Enter your state and the current fiscal year, and make sure only the check box for "Plan of Work" is checked. Then click the "submit" button.

Proposal (Formula Only)

Use the PDF upload capability in this section to upload a PDF of your Project Outline (original "project proposal" used in your institution's review process).

Assurance Statements (Formula Only)

Important: All Formula Fund Project PDs MUST answer Questions 1 and 2 and their subparts.

In the "more section" you will find the NIFA STATEMENT OF POLICY - Institutions receiving NIFA funding for research are responsible for protecting human subjects, and providing humane treatment of animals. To provide for the adequate discharge of this responsibility, NIFA policy requires an assurance by the institution's Authorized Organizational Representative (AOR) that appropriate committees in each institution have carried out the initial review of protocols and will conduct continuing reviews of supported projects

Also note disclaimer on the bottom of page: This performing organization agrees to assume primary responsibility for complying with the Animal Welfare Act (7USC, 2131-2156), Public Law 89-544, 1996, as amended, and the regulations promulgated there under by the Secretary of Agriculture in 9 CFR Parts 1,2,3, and 4. In the case of domesticated farm animals housed under farm conditions, the organizations shall adhere to the principles stated in the Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching, Federation of Animal Science Societies, 1999. http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf

How to Submit a Project

First Level – Submit for Review

There are two levels of submission every project must go through. The first level is the "Submit for Review" level. At this level, either the SA or the PD has the capability to submit a project up to the "institution/site" level for review (review usually done by the SA). In most cases, the PD at a given institution will perform the submission at this level. Remember that any project found in the "Draft" folder at the Project Initiation home screen has not yet been submitted for review. The "Submit for Review" in Project Initiation looks like this:

- The submitter (SA or PD) can tell that the project is at the first level of submission by the workflow status shown on the screen (red underline). Also, note the red arrow indicating that the project is being submitted "for review." TO actually submit the project, make sure to click the "Submit for Review" button at the bottom of the screen (red circle).
- **NOTE**: If there are missing or incorrect data fields in the project, a list of red correction items will show up on the Submit screen; each item needing to be fixed is a clickable link for easy access to that particular section.

- Once the project has been submitted for review, the resulting screen will notify you that you have successfully submitted the project; it will also show you that the project now exists in the "Pending Submission to NIFA" folder (red arrow):

Second Level – Submit to NIFA

All Site Admins have the ability to submit projects to NIFA. Site Admins may also choose to allow Project Directors to have the ability to submit projects to NIFA (they may differentiate on this capability between formula and non-formula projects; see Workflow in the Site Administration section of this manual). A project that is ready for submission to NIFA can only be found in the "Pending Submission to NIFA folder" (red arrow) at the Project Initiation home screen:

- To review and submit the project you want, click the project title in the list of projects within the folder (red circle).

- Once you've reviewed and have made any necessary changes to the project, go to the "Submit" section of the project.
  - NOTE: The top of the screen shows you that you are at the second level of submitting: "submit to NIFA" (red circle).
  - The "Workflow Status" section shows you that you are ready for submission (red underline)
  - You have the ability at this screen to either "Submit to NIFA" OR to "Send Back" (red arrows). Note that the "send back" option will send the project back to draft status where the PD can edit the project and resubmit for institution level review.

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

| Cover | Participants | Goals | Products | Outcomes | Audience | Methods | Summary | Keywords | Classification | Proposal | Assurance Statements | Submit |

Submit to NIFA
Review in PDF format

Workflow Status

Initiation Stage   **Submission**

Project Signature Panel
Test Person
Test Title
Test

Assurance Statement Signature Panel
Test Person
Test Title
Test

Clicking "Send Back" will send it back to the previous stage.

Comments

[Submit to NIFA] [Send Back] [Save]