

Instructions for Annual Reporting in REEport

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1. Overview & Important Notes

- Only NIFA competitively awarded/non-capacity (i.e., non-formula) projects are created and reported in the REEport website.
- Annual reports must be submitted in REEport no later than 90 days after the anniversary of the project start date.
- Annual reports can be submitted in REEport up to 90 days prior to the anniversary date and are due no later than 90 days after.
- In the final year of a project, the Final Report is completed in lieu of a Progress Report.
- The Final Report should cover the entire duration of the project (project start date to project end date).
- Final Reports must be submitted within 120 days after the termination of the project (project end date).

2. Step-by-Step Submission Guide

2.1 Step 1: REEport Login

Enter your UCR email address associated with your project in the left box, and your password in the right box.

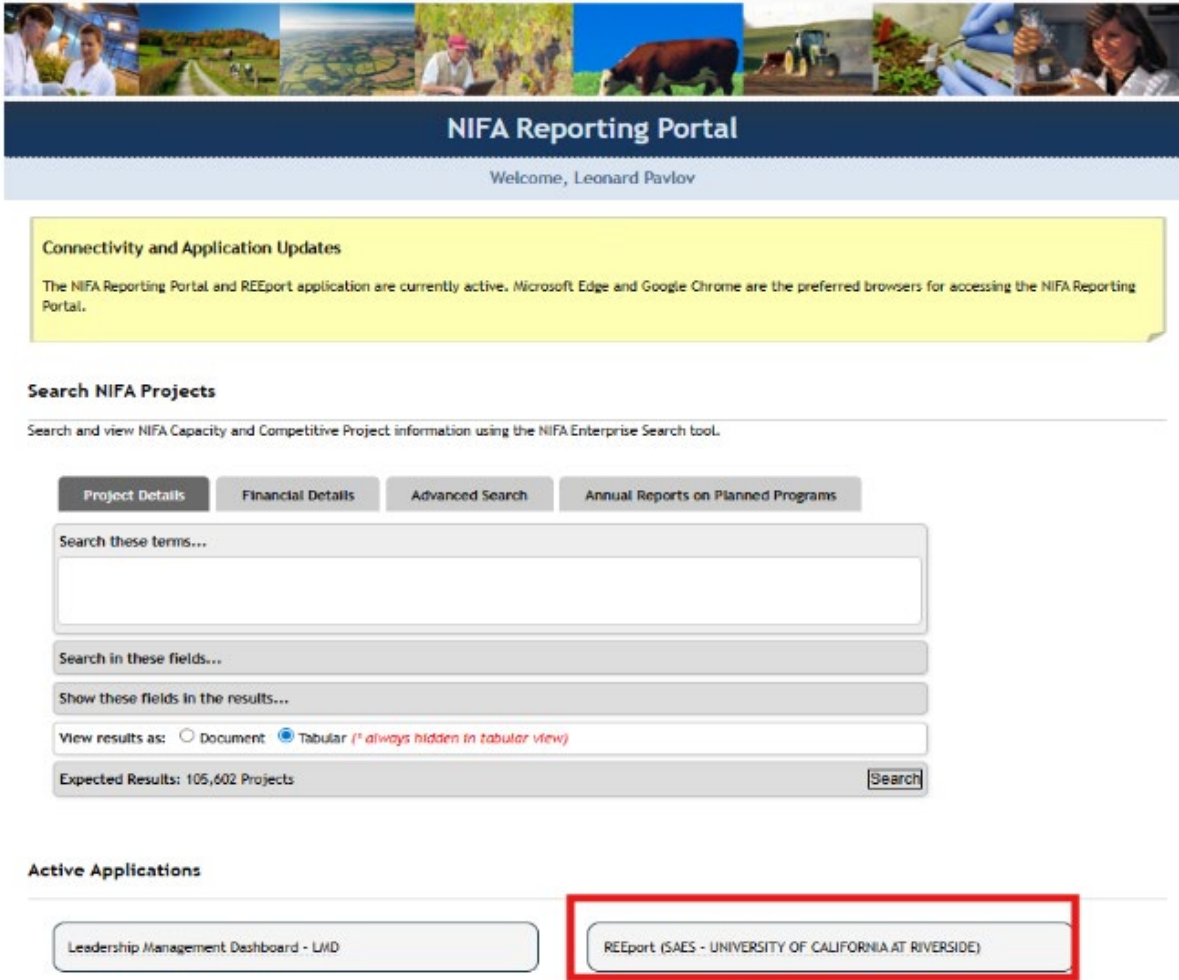
The email address is likely your *firstname.lastname@ucr.edu*.

If this does not work (or if you do not see your project once you are in REEport), it is possible that a different email is associated with your project. Reach out to morgando@ucr.edu or aaron.cisneros2@ucr.edu for assistance.

REEport Login Portal - Email & Password Entry

2.2 Step 2: Portal Selection

Click on the **REEport (SAES - University of California at Riverside)** button in the lower right corner.



NIFA Reporting Portal

Welcome, Leonard Pavlov

Connectivity and Application Updates

The NIFA Reporting Portal and REEport application are currently active. Microsoft Edge and Google Chrome are the preferred browsers for accessing the NIFA Reporting Portal.

Search NIFA Projects

Search and view NIFA Capacity and Competitive Project information using the NIFA Enterprise Search tool.

Project Details Financial Details Advanced Search Annual Reports on Planned Programs

Search these terms...

Search in these fields...

Show these fields in the results...

View results as: ☐ Document ☒ Tabular (** always hidden in tabular view*)

Expected Results: 105,602 Projects

Active Applications

Leadership Management Dashboard - LMD

REEport (SAES - UNIVERSITY OF CALIFORNIA AT RIVERSIDE)

Portal Dashboard - SAES UCR Button Selection

2.3 Step 3: Navigation

You can click on the **Progress Report** or **Final Report** from the menu bar or from the icons in the flowchart.



2.4 Step 4: Search Project

You can search by Accession Number, Project Number, Proposal Number, or Project Director in the field boxes.

Data should auto-populate in the field box once enough characters have been entered.

Once you have entered your data, click on the **“Search”** button.

REEport

Welcome, Leonard Pavlov: SAES - UNIVERSITY OF CALIFORNIA AT RIVERSIDE

Home Project Initiation **Progress Report** Financial Report Final Financial Report Reports Project Changes Final Report

Track Progress Reports

For step-by-step REEport guidance, see the [REEport User Guide](#).

Project initiations and reporting for research projects funded by capacity programs, including Hatch, Hatch Multistate, Evans-Allen, Animal Health and Disease Research, McIntire-Stennis, and RREA, must be completed in the NIFA Reporting System (NRS). See the [NIFA Reporting System](#) webpage for additional information and guidance.

Accession Number
 Project Number
 Proposal Number

Performing Department
 Funding Source
 Project Director

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

- 90 Progress Report(s) in Draft
- 13 Progress Report(s) Pending Submission to NIFA
- 2645 Progress Report(s) Submitted to NIFA

*Requires [Microsoft Edge](#), [Google Chrome](#) or [Mozilla Firefox](#) [Guide for PDs](#) [GWH Control Number](#)

Search Criteria & Auto-populate Search Interface

2.5 Step 5: Draft Selection

On the Track Progress (or Final) Reports page, your draft report will appear under “*Progress Report(s) in Draft Found.*”

Click on the project # to access the pages where you can enter your information for the reporting period.

Note: The current year’s draft auto-populates only if your prior year’s report has been submitted. Otherwise, the prior year’s draft will appear instead. Complete and submit the prior year to populate the current year.

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Home Project Initiation **Progress Report** Financial Report Final Financial Report Reports Project Changes Final Report

Track Progress Reports

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Accession Number Project Number Proposal Number
 Performing Department Funding Source Project Director

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

90 Progress Report(s) in Draft Found

Accession #	Project #	End Date	Grants.gov #	Proposal Number	Title	Project Director	Funding	View
1033722	CA-R-MPP-5304-CG	February 14, 2027	GRANT14267091	2024-12398	Investigating the relations...	Gechomo, Emma	NON FORMULA	PDF
1025028	CA-R-ENS-5221-CG	October 31, 2025	(N/A)	2020-04199	"Dissemination and risk of ...	Men, Yujie	NON FORMULA	PDF
1034432	CA-R-ENS-5311-CG	December 31, 2026	GRANT14276638	2024-12731	A Mobile Persulfate Photoly...	Verdi, Amir	NON FORMULA	PDF
1031584	CA-R-MPP-5277-CG	September 14, 2026	GRANT13932960	2023-06849	SP: Generating non-transgen...	Jin, Hailing	NON FORMULA	PDF

Track Progress Reports Table & Draft Projects List

2.6 Step 6: Data Entry

The Cover page will populate first, and you can navigate to the other data entry fields by clicking on the appropriate section in the menu bar or on the **"Next"** button at the bottom of the page.

Follow the instructions on each page for additional details, descriptions, character limits, etc.

REEport

Progress Report: SAES - UNIVERSITY OF CALIFORNIA AT RIVERSIDE

Home | Project Initiation | **Progress Report** | Financial Report | Final Financial Report | Reports | Project Change | Final Report

COVER Page

[View past Progress Reports](#)

Please consult the [REEport Guide for Project Directors](#), for instructions on how to complete this form. All major sections in REEport have a character limit of 8,000. If you work for a NIFA Partner Institution, typically Land Grant Universities, please contact your REEport Site Administrator for additional instructions.

[More...](#)

Funding Source ⓘ	Status ⓘ	
NON FORMULA	ACTIVE	
Project Title		
Investigating the relationship between between microbial taxonomic and functional dynamics, microbiome dysbiosis, and biofungicides.		
Project Start Date	Project End Date	
2026-02-15	2029-02-14	
Sponsoring Agency/Institution ⓘ		
National Institute of Food and Agriculture		
Performing Organization/Institution ⓘ		
REGENTS OF THE UNIVERSITY OF CALIFORNIA AT RIVERSIDE		
Performing Department ⓘ		
(Not Available)		
Accession Number ⓘ	Project Number ⓘ	
1033722	CA-R-MPP-5304-CG	
Program Code	Award Number	
A1402	2026-67020-45800	
Program Name		
Agricultural Microbiomes in Plant Systems and Natural Resources		
Reporting Period Start Date ⓘ	Reporting Period End Date ⓘ	
2026-02-15	2027-02-14	
States and Organizations		
Collaborating/Partnering States ⓘ	Collaborating/Partnering Organizations ⓘ	
CA	University of California, Davis	
	University of California, Riverside	
Countries		
Collaborating/Partnering Countries ⓘ		
Project Contacts		
Project Director ⓘ	Authorized Organizational Representative	NIFA Program Contact:
Name : Emma Gachomo	Name : Karen S Garcia	Name : Sandeep Kumar
Title :	Title :	Email Address : sandeep.kumar@usda.gov
Email Address : egachomo@ucr.edu	Email Address : karen.garcia@ucr.edu	Phone Number : 816-832-7235
Phone Number : 951-827-2093	Phone Number : 951-827-3692	

Next >

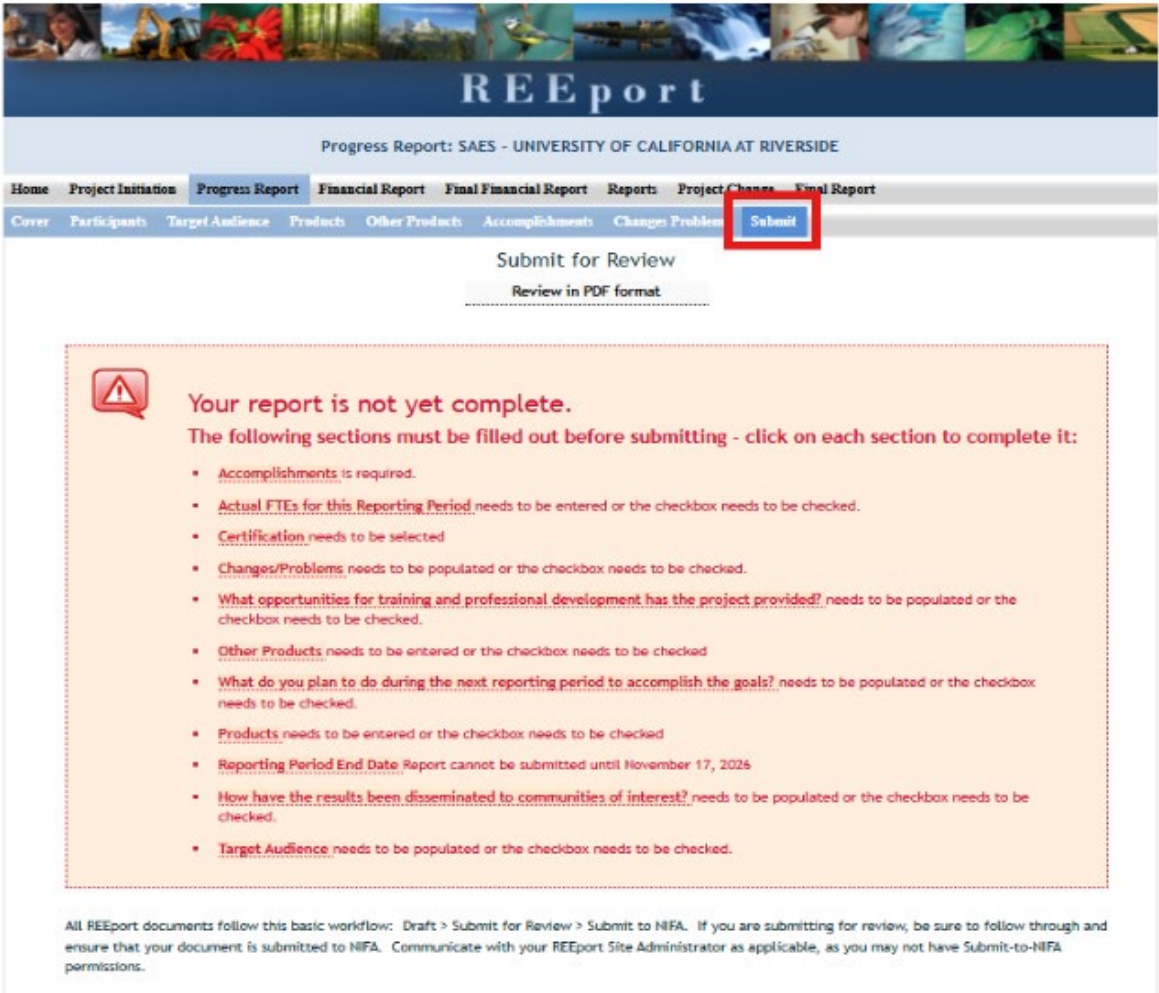
Cover Page Data Entry Form & Navigation Bar

2.7 Step 7: Submission

From the **“Submit”** tab section in the menu bar, you can see any remaining data required by REEport.

NOTE: Once all required data has been entered, this Submit section page will show a **“Submit”** button at the bottom of the page.

Once you are ready to submit, you can click on the **“Submit”** button to push your report to the next step in the approval process.



Submit Tab & Final Submission Action Button