

STEPS TO COMPLETING A PROJECT INITIATION IN THE NIFA REEport PORTAL FOR A NIFA COMPETITIVE GRANT

*** If you have previously logged in to the REEport Portal please skip to step 6.***

1.) If you have not already created a user login and password proceed to the NIFA Reporting Portal at the following website: <https://portal.nifa.usda.gov/portal/front/login>

2.) Enter your email address at the top of the screen.

3.) Click on “Reset Password”

4.) You will be directed to another screen where it will prompt you to enter you email address. The system will you an email.

5.) Open the email in your inbox and click on the link and follow the prompts.

NOW YOU ARE READY TO CREATE THE PROJECT INITIATION

6.) Proceed to Login to the NIFA Portal at the following website: <https://portal.nifa.usda.gov/portal/front/login>

7.) Under Active Applications you will have one or two of the following choices based on your appointment, select the appropriate based on you CFR/FWRC Appointment:

FWRC – REEport (FRST-Mississippi State University-Forestry School)

MAFES - REEport (SAES-Mississippi State University)

8.) Choose the Project Initiation Icon.

9.) Choose “Project(s) in Draft Stage”.

10.) Complete each section and choose save. ***Some of the information has been entered for you by NIFA. Fields which are highlighted gray are unavailable to fill out and are or will be completed by NIFA.***

11.) Enter your Project Number enter a dash and add your last name. (MAFES/FWRC Site Administrators will assign this number prior to final submission to NIFA)

12.) Continue completing each of the pages appropriately and save each page as you go. (clicking on the “?” symbol will show you what each section should contain.)

13.) When you have completed and saved each section, choose Submit for review. (Clicking submit does not submit to NIFA, Final submission will be completed by the MAFES/FWRC Site Administrator)

14.) Print a PDF copy of what was entered by choosing the project from the “Project(s) in Pending Submission to NIFA”.

15.) Complete and secure Department Head approval on the Project Initiation Coversheet which can be found on the MAFES website: http://mafes.msstate.edu/faculty-staff/forms_promotions.asp

16.) Return all Completed and Signed copies to your Dean’s office Programs and Grant Development Specialist/Contracts and Grants Specialist who also serves as your MAFES/FWRC Site Administrator) who will secure the Deans Approval.

If you encounter problems or have questions, please contact your FWRC Site Administrator who is also your Dean’s office Contracts and Grants Specialist.