

**STEPS TO COMPLETING AN ANNUAL/FINAL REPORT IN THE NIFA REEport  
PORTAL FOR A NIFA COMPETITIVE GRANT**

- 1.) Proceed to the NIFA Reporting Portal at the following website: <https://portal.nifa.usda.gov/portal/front/login>
- 2.) Enter your email address and password at the top of the screen.
- 3.) 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) (if the grant was submitted as a 32-fund)
- 4.) Select the appropriate tab for the type of report you are submitting “Progress Report” or “Final Report”.
- 5.) Select “Progress Report(s) in Draft Stage”.
- 6.) It is best to use the Annual/Final Progress Report Micro-Soft word template which can be found at the following website <http://home.cfr.msstate.edu/forms.asp> and copy and paste your report. This way you can be assured your information will not be lost during the completion process.
- 7.) Complete each section and choose save. \*\*\*Please keep in mind Publications can only be reported once during the project’s duration, so if you reported your publication in a prior year you can not include in the current years report.\*\*\*
- 8.) 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 FWRC Site Administrator)
- 9.) Print a PDF copy of what was entered by choosing the project from the “Project(s) in Pending Submission to NIFA”.
- 10.) Forward a copy to you FWRC Site Administrator who will secure the Dean’s signature and will complete the submission for NIFA review.

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