


REReport Final Report Quick Reference

Getting Started	
<ol style="list-style-type: none"> 1. Login to REReport at NIFA Reporting Portal. 2. Select the SAES UNIVERSITY OF ARKANSAS application on the Home page. 3. Select the “Final Report” tab and search for your project. 4. Find the template for your project’s Final Report in the “Final Report(s) in Draft” folder. 5. Complete all sections of the Final Report. 	
About Final Reports	
When Due	Final Reports are due no later than 90 days after the end date of your project. (To ensure resources are available to review, approve and submit your Final Project, please consider holidays in your plans.)
Scope	The Final Report is meant to cover the life of your project; thus you should make sure to write your report in a manner that summarizes and includes all the major activities and accomplishments achieved while your project was active. The only exceptions to this rule are the FTE calculations (Participants Tab) and the Products page.
Participants Tab	Only report total FTEs for the performance period of the project which starts at the end date of your last progress report and ends at the end date of your project.
Products Tab	Only include those products that you have NOT previously included on a prior Progress Report regardless of when they occurred. For example, if you have not yet reported a publication that resulted from the first year of work on your project then include it now in this final report.
Embedded Help Text	For guidance as you work through the form, click the small blue icon  located next to each field found within REReport to view the embedded Help Text.
Department Head Approval	*Important* Secure your department head’s approval for your Final Report. An email approval from the department head that references the project number and final report is all that is needed. Forward the department head’s approval email to vakelley@uark.edu in the AAES Business Office.
Submit for Review	Once you have finalized your Final Report, click to “Submit for Review” in REReport. This directs your Final Report to the AAES Business Office for review. (Note: “Submit for Review” does not send the report to your department head.) Once you submit it, it is no longer editable by you. If you need it back for editing, email vakelley@uark.edu to have it placed back in to your “drafts” folder.
Submit to NIFA	The AAES Business Office will submit your Final Report to NIFA once we receive your department head’s email approval and you “Submit for Review” in REReport.
Contact	If you have any questions or if we can be of any assistance please contact Vicki Kelley in the AAES Business Office at vakelley@uark.edu or 479-575-4750.

If you would like to create a .PDF copy of your REEport Final Report, click to select the “Final Report” tab, search for the project, and then click the “PDF” link for the project.

The screenshot shows the REEport website interface. At the top, there is a banner with various agricultural images and the text "RE Eport". Below this is the header "SAES - UNIVERSITY OF ARKANSAS". A navigation menu includes "Home", "Project Initiation", "Progress Report", "Financial Report", "Reports", "Project Chan", "Final Report", and "Site Administration". The "Final Report" tab is circled in red. Below the navigation is a section titled "Final Reports" with search filters for "Accession Number", "Project Number" (containing "ARK02570", circled in red), "Proposal Number", "Performing Department", "Funding Source", and "Project Director". There are "Search" and "Clear Search" buttons. Below the filters, it says "Expand All Folders Collapse All Folders" and "198 Final Report(s) in Draft (1 match found)". A table lists the search results:

Accn #	Project #	Reporting period end date	Grants.gov #	Proposal #	Title	Proj. Dir	Funding	View
1013560	ARK02570	September 30, 2022	(N/A)	(N/A)	Development of Crop Nutrient M...	Slaton, N	HATCH	PDF

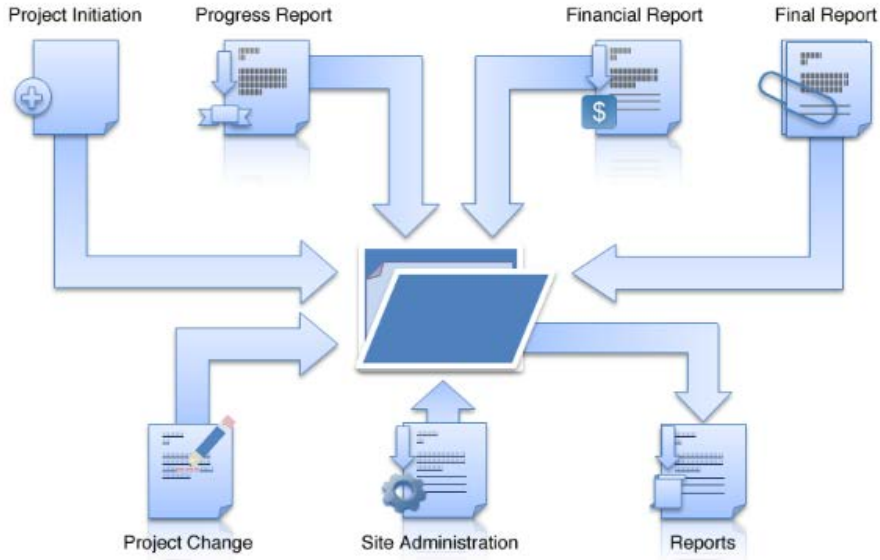
For more detailed instructions on how to create REEport Final Reports, see the [REEport Guide for Project Directors](#). There is a link to the “Guide for PDs” on the REEport Welcome page.



REport

Welcome, Vicki Kelley: SAES - UNIVERSITY OF ARKANSAS

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



*Requires Mozilla Firefox or Internet Explorer 11 [Guide for PDs](#) [Site Administration Manual](#)