

Clients Information

Field Name
ID
Center/CAR ID
Center/CAR Name
Client Since
Exclude from Survey
Stationery Code
Center Regional Office ID
Center Regional Office Name
Name
Address 1
Address 2
City
County
State
Zip
NAICS Code
NAICS Comment
Number of Employees
Size Comment
Dun and Bradstreet Number
Contact Salutation
Contact Last Name
Contact First Name
Contact email
Contact Phone
Contact Phone Ext
Contact Fax
Contact Position
Secondary Contact Salutation
Secondary Contact Name
Secondary Contact Position
Secondary Contact email
Secondary Contact Phone
Secondary Contact Phone Extension
Secondary Contact Fax
Center Client Field
Out of Business
Out of Business Date
Out of Business Comment
Project ID
Center Project ID

Project Information

Project Name
Project Description
Substance
Center
Client
Start Date
Completion Date
Reported Quarter
Completed Quarter
Type
Primary Strategic Area
Project ID
Center Project ID
Project Name
Project Description
Substance
Center
Client
Start Date
Completion Date
Reported Quarter
Completed Quarter
Type
Primary Strategic Area
Center Delivery Staff
Center Sales Staff
Total Project Hours
Center Hours
Third Party Hours
Other Hours
Total Project Value
MEP Portion of Project Value
Third Party Portion of Project Value
Other Portion of Project Value
Center Project Field
National Account
Surveys
Funding ID
Award ID
Baseline Sales
Baseline COGS
Baseline Employment

Progress Narrative

Report Id
Year
Quarter
Status
Validation
Center/CAR
Award ID
Notification checkbox
Total Fees from Projects
Technical FTE
Sales FTE
Management FTE
Other FTE
Total FTE
Total Expenses Cash
Total Expenses In-kind
SMES served in past 12 months
Operating Plan Compliance
Center Staff and Technical Assistance Providers Trained
Definition of Target Market
Number of Target Market Population Reached
Partnerships
Progress towards regional/national scalability
3 Metrics for Year
Activities this quarter
Activities next quarter
Major project milestones accomplished
Risks to project plan
Progress towards annual project completion (cumulative)
Percent of funds expended
Related Documents
Center Id
Parent Center ID
Center Type
Center Org Type
Center Status
Center Name
NIST Award ID
Center Start Date
Center Review Month

**Competitive Award
Recipient Information**

Center Timezone
Center Address 1
Center Address 2
Center County
Center State
Center State ID
Zip 1
Zip 2
Center Description
Center Web Site
Center Phone
Center Phone Ext
Center Fax
Center Email
Additional Information
Center Description
Center Group
Partner/Affiliate ID
Partners/Affiliate name
Timezone
Address 1
Address 2
City
State
Zip1
Zip2
Partner Service Delivery Location
Partner Help Mapping ID
Bit code
Help Name
Mapping lookup status
Partner/Affiliate Type ID
Partners/Affiliate Type Name
Partner Affiliate Description Type
Partner Affiliate Lookup Status

State Funding Partner

Information

State Funding Partner ID
Center ID
User ID
description
Organization
Address 1
Address 2
City
County
State
Zip 1
Zip 2
State Funding Partner Status ID
SFP Status ID
SFP Status name
SFP Description
SFP Lookup Status
Funding Award ID
Parent Center ID
Competition Amont

Award Information

Award Start Date
Award End Date
Unexpended Federal Funds
Percent Over Cost Share
Program Income Estimated
Program Income_Actual
Unexpended Program Income - Estimated
Unexpended Program Income - Actual
Other Cash - Estimated
Other Cash - Actuals
Other In-Kind - Estimated
Other In-Kind - Actual
State Cash - Estimated
State Cash - Actuals
State In-Kind - Estimated
State In-Kind - Actual
Local Cash - Estimated
Local Cash - Actuals
Local In-Kind - Estimated
Local In-Kind - Actual
Third Party Cash - Estimated
Third Party Cash - Actuals
Third Party In-Kind - Estimated

Third Party In-Kind - Actual
Federal Dollar
Clients Served last 12 months
Account Manager
User ID
User Type
User Status
User Review Status
MEP ID
Center ID
Organization ID
Username
Password
Salutation
Timezone
First Name
Last Name
Title
Address 1
Address 2
City
State
Zip 1
Zip 2
Phone
Phone Ext
Fax
Email
Cell
Pager
Additional Information
Description
Experience
Account Submitted on
Account Sponsor
Account Last Login
Account Approved On
Account Approved By
Account Comments
Account Last Reviewed On
Account Last Reviewed By
Account History
Contacts Membership ID

Staff Information

Contact Information

User ID
Center ID
Contacts Type

Description
MEIS ID Number
Center ID Number
Center Name
Date company became a client
Flag that client is to be excluded from future surveys
Center stationery to be used for Survey
ID of CRO
Name of CRO
Company Name
Company Address
Company Address 2
Company City
Company County
Company State
Company ZIP Code
NAICS Code - Switch to 6 digit NAICS, allow old data as 5 digit, if client touched, must input 6 digits
Why not manufacturing
Number of Employees
Comment required for clients with more than 500 employees-how working with this client fulfills the MEP Mission
Dun and Bradstreet Number
Primary contact's salutation
Primary contact's last name
Primary contact's first name
Primary contact's email
Phone number for primary contact
Phone extension for primary contact
Fax number for primary contact
Primary contact's position
Secondary contact's Salutation
Secondary contact's First Last Name
Secondary contact's Position
Secondary contact's First Name
Secondary contact's phone number
Secondary contact's phone extension
Secondary contact's fax number
Client field to be used for Center specific use
Flag that client is out of business
Date MEP was notified client is out of business-
Explanation given as to why client is out of business
System-generated number
Center project identification number

Name of the project
Brief description of the project
Project substance code 21-32
Reference to center
Reference to client
Project start date
Project end date
Quarter Project reported
Quarter project completed
Engagement - Project or Event (P or E)
The predominant strategic area this project is focused on.
System-generated number
Center project identification number
Name of the project
Brief description of the project
Project substance code 21-32
Reference to center
Reference to client
Project start date
Project end date
Quarter Project reported
Quarter project completed
Engagement - Project or Event (P or E)
The predominant strategic area this project is focused on.
Name of primary center staff person working on project
Name of primary center sales staff working on the account/project
Total hours spent delivering project
Hours spent by center staff delivering project
Hours spend by third part delivering project
Hours spent by other staff delivering project
Total dollar value of the project (not what the client was billed-actual value of the work performed)
Value of project services delivered by MEP staff
Value of project services delivered by third party
Value of services/resources from other sources (grants, etc.)
Project field(s) to be used for Center specific use
National Account/Supply Chain - Northrop, Boeing, etc
Reference to surveys for each project (can be more than one for MEP Center Operations)
Cooperative Agreement Big Bucket of MEP funding for aggregate
Reference to financial award ie bucket of money to recipient
Dollar amount of sales before project work begins
Dollar amount of Cost of Goods Sold before project work begins
Number of employees before project work begins

MEIS Unique ID for the Progress Narrative Report
Year Reported
Quarter Reported
Status of report, new, final, submitted
Validation of report, pending, final, in process
Reference to center or CAR
Reference to award id
Center has confirmed or changed budget with Grants
Fees collected for services
Count of Technical Staff
Count of Sales Staff
Count of Management Staff
Count of Other Staff
Total of all Staff Categories
Toal cash expenses
Total inkind expenses
Unique number of SMEs served
Replaces signature on hard copy
Form collect organization and name of person trained
Completed by Federal PM pulled from A3/OP
Description of progress in response to definition of target market
Description of work with partners
Descriptio of work to scaling
Completed by Federal PM pulled from A3/OP
Description of activities completed this quarter
Description of activities to be completed next quarter
Description of major milestones met.
Description of identified risks. Could be related to resources, schedule, budget.
Range of values - <9% 10 - 24%, 25% - 49%, 50 - 74%, 75% - 89% >90%, 100%
From ASAP - how do we get, from Federal PM
Upload, download, open, delete supporting documents
Unique ID of Center
Association to Center
Type of Center (Center, Competitive Award Recipient, what are we missing???)
Center type 501c3, State Gov, University
Staus - Active/Inactive
Name of Center - known as, not recipient
Name of award related to center
Date center came into existence
Center panel review month

Time zone center resides in
Address 1 for Center
Address 2 for Center
County Center is located
State Center is located
System ID
5 digit zip
4 digit zip extension
Service area for Center Nearest You
URL for center website
Center Phone number
Center phone extension
Fax number for center
Generic information email for center
Whatever????
Service area for Center Nearest You
Association with Center Group (groups of centers for efficiencies in contacts, reporting, roles)
Unique ID Of Partner/Affiliate
Name of Partner/Affiliate
System wide field - not applicable
Address of Partner/Affiliate
Address 2 of Partner/Affiliate
City
State
5 digit zip
4 digit zip
Checkbox Yes/No
Unique ID Of Partner Type Record
System way of tracking mapping for help
Name of type of help - Delivers Services on Center's Behalf, Helps Sell Center Services, Helps Market Center Services, Helps Center Develop Products, Helps Train Center Personnel, Provides Market Information Analysis, Provides Administrative or Accounting Support, Profices Office Space, Bills Clients for Work Performed with the Center
Status (checked/unchecked)
Unique ID Of Partner Type Record
List of Types: Association, Champer of Commerce, Economic Deveopment Organization, Power/Utility, Federal Institute, SBDC, University - 4Year, Community College, Technical College, Local Government, State Government, For Profit Consulting, Science and Technology Organization, Other Non-profit, Other
Description of type
Status Flag

Unique ID Of SFP
Association to center
Unique user id - may/may not have an account
Description of the SFP
SFP organization - should/must this be a partner?
Address of location
Supporting info to address of location
Name of city
Name of county
Name of state
Zip code - 5 digits
Zip code - 4 digits
Status Active/Inactive
Unique ID Of Status Record
Name of SFP Status (Active/Inactive)
Description of status
Status Flag
Association to funding award
Association to Center/CAR
Dollars awarded to center/CAR
Date award starts
Date award ends
Dollars not spent for Year
Percentage Over cost share
Estimated Program Income
Actual Program Income
Estimated Unexpended Program Income
Actual Unexpended Program Income
Estimated Cash from Other Sources
Actual Cash from Other Sources
Estimated In-kind from Other Sources
Actual In-Kind from Other Sources
Estimated Cash from State Sources
Actual Cash from State Sources
Estimated In-kind from State Sources
Actual In-Kind from State Sources
Estimated Cash from Local Sources
Actual Cash from Local Sources
Estimated In-kind fromLocal Sources
Actual In-Kind from Local Sources
Estimated Cash from Third Party Sources
Actual Cash fromThird Party Sources
Estimated In-kind from Third Party Sources

Actual In-Kind from Third Party Sources
Quarterly allocation for Federal Dollars from Award amount
SMEs served last 12 months
Reference to Account/Project Manager
MEIS ID Number
Type of account (MEP, Center, Other)
Status of account (active, archived)
Reviewed in last 6 months status
Association with MEP
Association with Center
Association with Organization
Username chosen
Password chosen
Salutation (Mr. Mrs. Ms. Miss, Dr.)
Timezone for MEPU
First Name
Last Name
Title of staff member
Address 1 for staff member
Address 2 for staff member
City
State
Zip - 5 digits
Zip - 4 digits
Staff Phone
Staff Phone Ext
Staff fax number
Staff email
Staff cell number
Staff pager number
Any additional information about staff member
Staff skills - description
Staff skills - experience
Date account was requested
Name of Sponsor of account
Last login date to the SFC
Date account was approved
Who approved the account
Any information about the account - change information
Date last reviewed for SP
Who reviewed account for SP
History of transactions on the account
Unique Contact ID

Association of user to contact
Association to Center
Association to Contact (List Defined by NIST MEP e.g. Reporting, Survey, CFO, Center Director, MEPU)