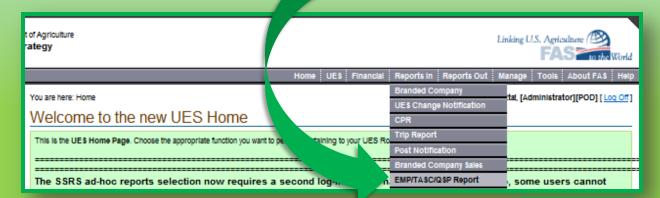# Submitting Final/Progress Reports Through the UES
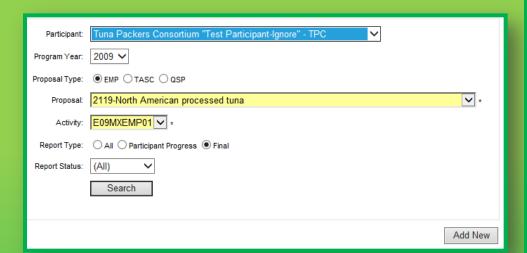
Log into the UES. From the **Reports In d**rop-down, select **the EMP/TASC/QSP Report** option.
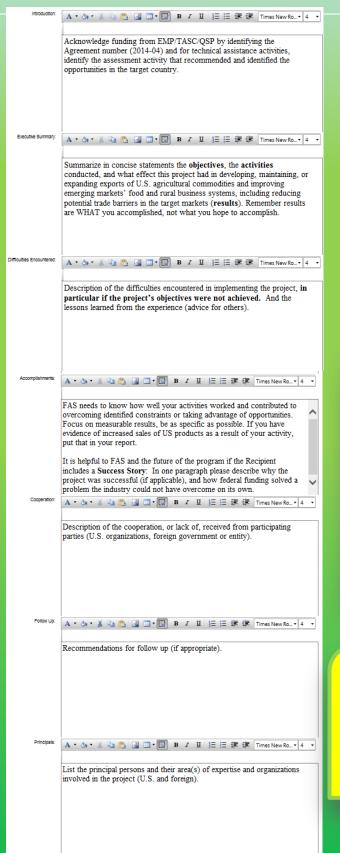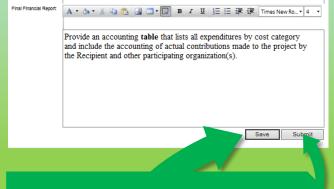
Enter the appropriate information in the required fields to submit your EMP, QSP or TASC report. Make sure to select the appropriate report type: Progress or Final. Click once on the **Add New** button.

These pages illustrate the information required for a Final report.

FOR EMP

Be aware that **only 85% of the approved budget is available until the final report is entered into the UES** *and* **approved by FAS**. This means that any claim exceeding 85% of the approved budget will not be honored until the final report is in the system and approved by FAS. Once the final report is approved the remaining 15% of the funds can be claimed. So, it is best that you input the final report for approval and allow some time for submitting the final claim after the report is approved. **Don't submit the final report and the final claim at the same time.**

Click the save button to keep your editing and come back at a later time to finish the report. Click the Submit button when finished entering data for your report.

Final Report Suggestions

- **Acknowledge EMP in the first paragraph of your final report.**
- **Summarize your activities.**
- **Summarize your findings.**
- **Focus on specific, measurable accomplishments.**
- **Clearly state how your accomplishments help U.S. trade.**
- **Put your final financial report in a table.**

- **GIVE US YOUR SUCCESS STORIES!**

Don't include complete workshop or meeting schedule.
Don't give a long detailed description of market surveys.
Don't give a long detailed description of your research.
Don't give a lengthy background.
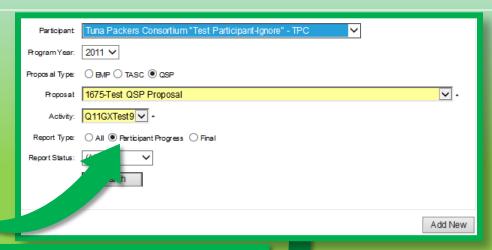Don't hint or suggest in your accomplishments.
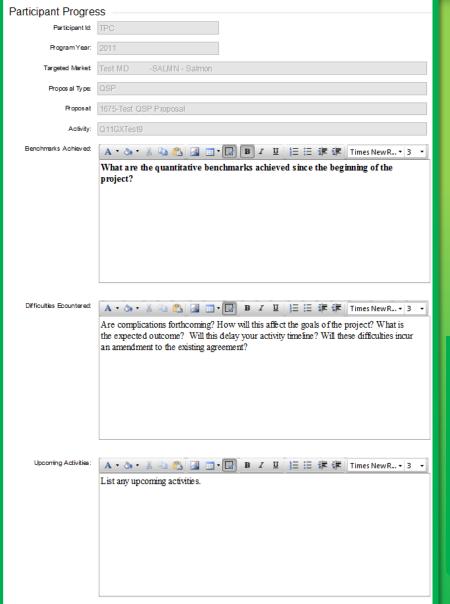Don't give a long record of everything discussed in the meeting.

These pages illustrate the information required for a **Progress report**.

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC
Program Year: 2011
Proposal Type: ☐ EMP ☐ TASC ☑ QSP
Proposal: 1675-Test QSP Proposal
Activity: Q11GXTest9
Report Type: ☐ All ☑ Participant Progress ☐ Final
Report Status:

Add New

Participant Progress

Participant Id: TPC
Program Year: 2011
Targeted Market: Test MD   -SALMN - Salmon
Proposal Type: QSP
Proposal: 1675-Test QSP Proposal
Activity: Q11GXTest9

Benchmarks Achieved:

What are the quantitative benchmarks achieved since the beginning of the project?

Difficulties Encountered:

Are complications forthcoming? How will this affect the goals of the project? What is the expected outcome? Will this delay your activity timeline? Will these difficulties incur an amendment to the existing agreement?

Upcoming Activities:

List any upcoming activities.

Save   Submit

Click the save button to keep your editing and return at a later time to finish the report. Click the Submit button when finished entering data for your report.

Per your organization's **TASC & EMP** agreement with FAS:

> VI. MONITORING AND REPORTING
>
> A. The Recipient shall submit all progress reports, final reports, and other outputs generated under this Agreement via e–mail to podadmin@fas.usda.gov.
>
> B. In addition to the submission via e–mail, the Recipient shall also provide a final evaluation report for all program activities via the UES.

Progress reports are a great way to identify possible upcoming difficulties and can assist in the justification of an amendment request to extend agreement expiration dates.

Per your organization's **QSP** agreement with FAS:

> VI. MONITORING AND REPORTING
>
> A. The Recipient shall submit all progress reports and final reports for all program activities via the UES as specified in the Attachment A. Final reports can be entered into the UES by navigating to the UES Menu Bar and selecting **Reports In > EMP/TASC/QSP Reports.**