



OMB Control Number (0551-XXXX)

Expiration Date: xx/xx/xxxx

Creating the EMP & TASC Proposal in the UES

United States Department of Agriculture

Foreign Agricultural Service
Office of Trade Programs
Grant Programs Branch

Cornetto | September 2017

The public reporting burden for this information collection is estimated to be 1,600 hours. This burden estimate includes time for reviewing instructions, researching existing data sources, gathering and maintaining the needed data, and completing and submitting the information. Send comments regarding the accuracy of this burden estimate and any suggestions for reducing the burden to: U.S. Department of Agriculture, Foreign Agricultural Service, Attn: **OMB Number (0551-xxxx)**, 1400 Independence Avenue, SW, Washington, DC 20250-1023. You are not required to respond to this collection of information unless a valid OMB control number is displayed.

1. Log in to the Unified Export Strategy (UES) with appropriate credentials.

This Guide assumes you have the proper credentials to add Proposals to the UES.



Participant Entry

Participant and Application Year

Participant:

Application Year:

Updated Participant User Manual and FAS OTP/POD Help Files Available: A current Participant User Manual is available through the link below.

My UES

Current | [Change](#)

Tuna Packers Consortium
"Test Participant-Ignore",

Plan Explorer

- [By Prom. Commodity](#)
- [By Market Definition](#)

Plan Actions

- [Copyover / Snapshot](#)
- [Plan Submittal](#)
- [Application Report](#)

Plan Sections

- [Application Notes](#)
- [Industry Goal](#)
- [Market Definition](#)
- [Promoted Commodity](#)
- [Targeted Market](#)
- [Constraint](#)
- [Activity](#)
- [Admin Activity](#)
- [World Wide Personnel](#)
- [Contingent Liability](#)
- [EMP Proposal](#)
- [TASC Proposal](#)
- [QSP Proposal](#)

2. After Selecting the appropriate application year, click once on the [EMP](#) or [TASC Proposal](#) link. *This guide demonstrates the EMP proposal process. Significant differences between the two proposal processes will be addressed in this guide by blue instruction captions.*

Participant Entry

Participant and Application Year

Participant:

Application Year:

Home | UES | Financial | Reports In | Reports Out | Manage | Tools | About FAS | Help

You are here: [Home](#) > [UES](#) > [Application](#) > Proposals

Welcome proposal!, [Administrator][OTP][POD] [[Log Off](#)]

EMP Proposals

Below is the list of **Proposals** defined by the Participant for an applicable Program and Program Year. Choose the appropriate action link buttons to the right of the Proposals to perform the action specific to your UES Role. Select the 'Create New' link on the top right of the list to create a new Proposal.

Please note that **you can not prepare** a new proposal until you have created the Market Definition, Promoted Commodity, Target Market (combination of Market Definition and Promoted Commodity), Constraint, and specific Performance Measures for your current plan year. - [Add/Edit](#)

Program:

Year:

[Create New](#)

Proposal ID	Agreement Nbr	Targeted Market	Proposal Title	Status	Action
[Empty table body]					

The light green colored boxes at the top of the UES pages provide instruction in completing various areas in the proposal.

3. Click once on the [Create New](#) link. Existing proposals within the same program year will appear in the list.

EMP Proposal Create/Edit

[- Add/Edit](#)

Organizational Information

Submitted Date:
Organization Name: Tuna Packers Consortium "Test Participant-Ignore" (TPC)
Federal Tax Id: 27-0935770

Project Title & Applicant Address

Project Title:
Office Name:
Address:
City:
State:
Zip:
DUNS Number:

4. Click once on the [Create/Edit Address or Project Title](#) link to enter the project title of your proposal. Existing Participants will notice their address and contact information will carry over from previous UES Entry. Address/DUNS information can always be updated at this link when necessary. Click the **Save** button when finished.

[Create/Edit Address or Project Title](#)



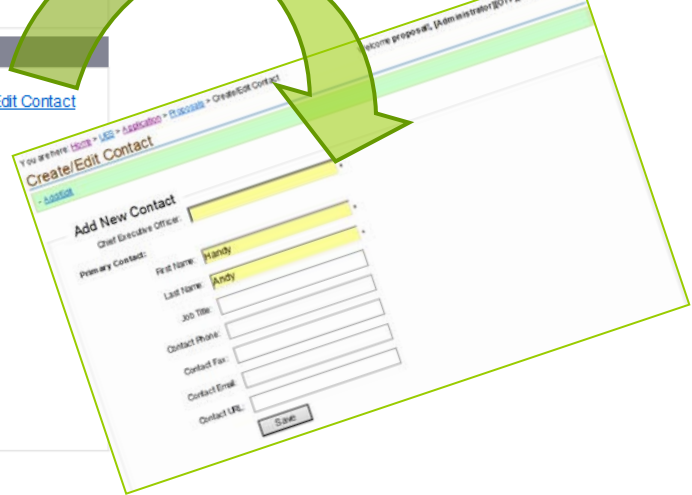
Yellow fields with asterisks are always required fields in UES.

Contact

Chief Executive Officer :
Primary Contact
First Name: Handy
Last Name: Andy
Job Title:
Contact Phone:
Contact Fax:
Contact Email:
Contact URL:

5. Existing Participants will notice their contact information will carry over from previous UES Entry. If needed, Contact information can be added or updated by clicking once on the [Create/Edit Contact](#) link. Click the **Save** button when finished.

[Create/Edit Contact](#)



After each section save, the user is taken back to the originating EMP/TASC proposal Create /Edit screen.

You are here: [Home](#) > [USIS](#) > [Application](#) > [Proposals](#) > [Create/Edit Proposal](#)

EMP Proposal Create/Edit

[Add/Edit](#)

Organizational Information

Submitted Date:
Organization Name: Tuna Packers Consortium "Test Participant Ignore" (TPC)
Federal Tax Id: 27-0935770

Project Title & Applicant Address [Create/Edit Address of Project Title](#)

Project Title: Tuna Fingers to Feed the World
Office Name: Tuna Main Chapter
Address: 1234 Yellow Pin Road
City: alexandria
State: va
Zip: 22304
DUNS Number: 123456

Contact [Create/Edit Contact](#)

Chief Executive Officer:
[Primary Contact](#)
First Name: Handy
Last Name: Andy
Job Title:
Contact Phone:
Contact Fax:
Contact Email:
Contact URL:

6. Click on the [Edit](#) link under the Organization Details section to add information.

Primary Contact:
First Name: Handy
Last Name: Andy
Job Title:
Contact Phone:
Contact Fax:
Contact Email:
Contact URL:

Organization Details [Edit](#)

Describe the Organization and its Membership:

We are very nice. :)

Collaborating Organizations:

USDA Stakeholders:

The following cooperators (eight commodity boards and one regional association) are conducting activities in Brazil: the Alaska Seafood Marketing Institute, U.S. Dairy Export Council, USA Rice Federation, Pear Bureau Northwest, California Pear Advisory Board, U.S. Apple Export Council, Northwest Cherry Growers, U.S. Grains Council, and Food Export USA. These groups all maintain regular communication with the Agricultural Trade Office (ATO) in Sao Paulo. Their activities focus on trade servicing (matchmaking), retail (conducting in-store promotions, trade shows and PR events), and monitoring GOB domestic support programs.

Edit Organization Details

[- Add/Edit](#)

Edit Organization Details

Organization Description: *(Warning for cooperators: Data entered here will be applied to the whole UES of the Applicant. Applicants may want to supplement, not overwrite, existing text.)*

Times New R... 3

Cross Commodity Collaboration: *(Warning for cooperators: Data entered here will be applied to the whole UES of the Applicant. Applicants may want to supplement, not overwrite, existing text.)*

Times New R... Size

USDA Stakeholders:

The following cooperators (eight commodity boards and one regional association) are conducting activities in Brazil: the Alaska Seafood Marketing Institute, U.S. Dairy Export Council, USA Rice Federation, Pear Bureau Northwest, California Pear Advisory Board, U.S. Apple Export Council, Northwest Cherry Growers, U.S. Grains Council, and Food Export USA. These groups all maintain regular communication with the Agricultural Trade Office (ATO) in Sao Paulo. Their activities focus on trade servicing (matchmaking), retail (conducting in-store promotions, trade shows and PR events), and monitoring GOB domestic support programs.

Save

Describe the applicant organization's experience in technical assistance projects, including activities involved and project results and add any needed additions to the Past TASC Awards below:

FOR TASC: also complete the Technical Assistance description input field. Previous TASC award information will appear below this area.

Past TASC Awards:

Agreement Number	Title of Project	Fiscal Years for the Project	Targeted Market	Amount of Funding for the Project(\$)

Save

After entering new or appended text, click the Save button once.

Targeted Market

Market Definition

Market Title:
Countries List:

[Add Market](#)

7. To add the market, begin by clicking the [Add Market](#) link once.

Add Market

[- Add/Edit](#)

Market Title	Countries	Action
Asia	China (Mainland), Taiwan	Select

[Create New Market Definition](#)

7a. Existing markets will appear here. To use an existing market in the new proposal, click the [Select](#) link once.

The existing markets is now added to the new proposal.

Targeted Market

Market Definition

Market Title: Asia
Countries List: China (Mainland), Taiwan

7b. To create a new market, click the [Create new Market Definition](#) link once.

Add Market

[- Add/Edit](#)

Market Title	Countries	Action
Asia	China (Mainland), Taiwan	Select

[Create New Market Definition](#)

7d. Select appropriate countries from the Available Countries list and move them to the Selected Countries list by clicking on the single, right-pointing grey arrow . For selecting multiple available countries, hold the CTRL key while clicking on the desired countries.

7c. Enter the new Market Title in the yellow input field.

Create Market Definition

[- Add/Edit](#)

Market Title:

Available Countries:

Selected Countries:

[Save](#)

Create Market Definition

[- Add/Edit](#)

Market Title:

Available Countries:

Selected Countries:

[Save](#)

7e. Click the Save button when the market definition is complete.

Create Market Definition

[- Add/Edit](#)

Market Title:

Available Countries:

Selected Countries:

[Save](#)

The newly created market definition is now added to the proposal.

Targeted Market
Market Definition
Market Title: Middle East
Countries List: Afghanistan

Promoted Commodity

Commodity:

[Add Commodity](#)

8. To add a commodity, click the [Add Commodity](#) link once.

8a. Select the commodity from the list.

Management Form... Home

Department of Agriculture
Strategy

You are here: [Home](#) > [UES](#) > [Application](#)

Create Commodity

[- Add/Edit](#)

Commodity Aggregate:

- REDMT - Red Meat
- RENDR - Total Rendered Products
- RENPR - Major Rendered Products
- RICE - Rice
- SALMN - Salmon
- SCFRZ - Frozen Sweet Corn
- SCFSH - Fresh Sweet Corn
- SCORN - Sweet Corn
- SCOUR - Scoured Wool
- SCPP - Processed Sweet Corn
- SDFLD - Field Crop Seeds
- SDFOR - Forage Seeds
- SDGRS - Grass Seeds
- SDLEG - Leguminous Vegetable Seeds
- SDVEG - Vegetable Seeds
- SEAFD - Fish & Seafood**
- SEEDS - Planting Seeds
- SEMEN - Semen
- SFTFL - Softwood Flooring
- SFTLM - Softwood Lumber
- SFTMM - Softwood Moulding & Mill work
- SFTVN - Softwood Veneers
- SNACK - Snack Foods
- SNKBK - Snack Bakery Products
- SNKCN - Candy/Chocolate/Other Confect
- SNKPC - Snacks Popcom
- SNKSL - Snacks Salty
- SOFTD - Soft Drinks
- SORGM - Sorghum
- SOYBN - Soybeans

Create Commodity

[- Add/Edit](#)

Commodity Aggregate: **SEAFD - Fish & Seafood**

9. After the commodity appears, click once on the **Save** button.

10. With the Commodity section complete, enter the market assessment/current market conditions. When complete, click the Save button once. The completed Targeted Market Section appears.

Edit Current Conditions

- [Add/Edit](#)

Commodity has been created successfully. Please enter or update market assessment.

Edit Current Conditions

Current Conditions or Assessment of the Market (if you have been working in the market) that Affect Exports of the Intended Commodity or Product:

the Middle East represents a significant market for U.S. agricultural products, including tuna fingers. Because the United States is the world leader in seafood exports, any disruption or delay in the biotechnology regulatory system of an export market can endanger U.S. exports.

Biotechnology regulations affect a country's food and rural business system at the macro level. No biotech crop or food product can legally enter the market without prior government authorization and consequently consumers, farmers and food processors cannot access the benefits of these technologies without regulatory approvals.

Targeted Market
Market Definition
Market Title: Middle East Countries List: Afghanistan
Promoted Commodity
Commodity: SEAFD - Fish & Seafood
Current Conditions
<div style="text-align: right;">Edit Current Conditions</div> <p>Current Conditions or Assessment of the Market (if you have been working in the market) that Affect Exports of the Intended Commodity or Product:</p> <div style="border: 1px solid gray; padding: 5px;"> <p>the Middle East represents a significant market for U.S. agricultural products, including tuna fingers. Because the United States is the world leader in seafood exports, any disruption or delay in the biotechnology regulatory system of an export market can endanger U.S. exports.</p> <p>Biotechnology regulations affect a country's food and rural business system at the macro level. No biotech crop or food product can legally enter the market without prior government authorization and consequently consumers, farmers and food processors cannot access the benefits of these technologies without regulatory approvals.</p> </div>

11. Click once on the [Edit Constraints/Performance Measures](#) link and enter the constraints and quantifiable performance measures.

Performance measures are truly measurable and measure outcomes (impact) not outputs.

Are quantitative criteria for measuring activity's success included in proposal?

Will progress in performance measures directly affect the constraint and trade?

The screenshot shows a web form titled "Constraints and Performance Measures". At the top right, there is a blue link labeled "Edit Constraints/Performance Measures". Below this link is a text area with the prompt: "Statement of the trade barrier: [What is the specific phytosanitary export barrier that is being addressed in the proposal? What are the effects of the phytosanitary barrier on the export commodities or products? How will these export barriers be addressed?]"

Below the text area is a large text editor window titled "Edit Constraint and Performance". This window contains the same text area and a rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, font name, and size. The text area contains the same prompt as above.

At the bottom of the form, there is a "Save" button. A green arrow points from the "Save" button to a callout box.

12. Click once on the [Save](#) button when complete.

The Proposal section is comprised of the following 7 input areas:

- Proposal Activity Description/Summary
- Project Benefit to Industry/Reduction of Trade Barriers
- Project Objectives
- Justification for EMP-TIRF/QRMF (only applicable when applying for TIRF/QRMF funding)
- Rationale
- Benefit to Emerging Market(s) Food and Rural Business System
- Justification for Federal Funding

The TASC Proposal section is comprised of the following 7 input areas:

- Funding Request by year
- Project Goals
- Market Assessment
- Strategy
- Trade Impact
- Justification for Federal Funding
- Information on similar projects funded by USDA

Proposal

Project Title: Tuna Fingers to Feed the World

Agreement Number:

Proposal Activity Description/Summary: [Who, What, Where, Why and How]

How will project benefit the whole U.S. industry not just the applicant? How will it reduce trade barriers?

Objectives: (What are you trying to accomplish?)

Explanation for Technical Issues Resolution Fund(TIRF) and Quick Response Marketing Funds(QRMF): (What caused a change in trade that warrants immediate action? (What is the technical barrier to trade? (Most proposals are for the Central Fund. Answer this question applying for TIRF or Quick Response funds.)

Why this market over other markets? Why are you choosing this activity over another type of activity?

How will this project benefit the emerging market?

Why could not be met objectives of

Save

13. Click the [Edit Proposal](#) link to complete this section.

Edit Proposal

Project Title: Tuna Fingers to Feed the World

Agreement Number (FAS use only):

Proposal Activity Description/Summary: [Who, What, Where, Why and How]

How will project benefit the whole U.S. industry not just the applicant? How will it reduce trade barriers?

14. When finished adding the proposal information, click once on the [Save](#) button to save the entries.

Activity

Activity List and Budget

Activity Code	Activity Title	Requested Amount (\$)	Funded Amount (\$)	Status	Action
		Total:	\$0	\$0	

[Create New](#)

15. Click once on the [Create New](#) link to add Activity information.

Create Activity

[- Add/Edit](#)

[Back to Proposal](#)

Program Year: 2016
 Program: EMP
 Targeted Market: Isles -SEAFD
 Proposal Id: 1537
 Proposal Title: Tuna Fingers to Feed the World

Add New Activity

Activity Code 5 character Unique Identifier:

Activity Title:

Requested Amount:

Activity Description:

Time Line Start Date (mm/dd/yyyy):

Time Line End Date (mm/dd/yyyy):

16. The activity code input field requests five characters reserved for your organization's specific use and they must be unique for each activity.

17. Add a valid activity title. Titles like "EMP Activity" or "TASC Project - Middle East" are not recommended; don't be vague.

18. Enter the requested amount per activity, which may be different from the full Proposed amount of requested funding. Do not add "\$" or "," in this field.

19. Enter a specific description for the proposed activity. Avoid copying the Proposal Activity Description/Summary information from the Proposal section. Here, the Activity Description should be a concise and specific description of what will occur in the activity, for example, include specific information about who is providing technical assistance and how (if applicable).

20. Enter the Activity Start and End Date. Avoid delays in the proposal's review by not leaving these areas blank. These areas can always be revised later.

21. Enter information on whether similar activities have been previously funded with USDA sources in target country (ies).

For TASC, this area appears in the Proposal section, not in the Activity section as show here for the EMP proposal.

22. Click once on the Save button when complete

Previous USDA Funding: [Text area with rich text editor toolbar]

[Save]

EMP Activity Edit

[Add/Edit](#)

Activity is updated successfully.

[Back to Proposal](#)

Program Year: 2016
Program: EMP
Targeted Market: Isles -SEAFD
Proposal Id: 1537
Proposal Title: Tuna Fingers to Feed the World

Edit EMP Activity

Activity Code 5 character: *

Unique Identifier:

Activity Code:

Activity Title: *

Requested Amount: *

Activity Description: [Text area with rich text editor toolbar]

Travel to U.S. to conduct seafood facility registration.

Previous USDA Funding:

Previous EMP funding in agreement 2015-09 for activities in Southeast Asia.

Save

23. Click once on the [Create New](#) link to begin entering activity budget line items.

[Back to Proposal](#)

Activity Budget Line Items:

24. Click the arrow to the left of the Cost Category drop-down box and select the appropriate cost category. Then, add an itemized, detailed description, enter the requested amount and/or related contribution amounts.

25. Click once on the **Save** button.

Activity Budget Line Items:

Cost Category	Description	Request Amount (\$)	Participant Contribution (\$)	Foreign Third Party Contribution (\$)	Action
Travel	+ travel to us	88000	11000		Save Cancel
Total:		\$0	\$0	\$0	

	Request Amount (\$)	Participant Contribution (\$)	Foreign Third Party Contribution (\$)	Action
Total:	\$0	\$0	\$0	Create New

Your newly created line item appears. You now have 3 options: Edit or Delete the line item you just created by clicking on the [Edit](#) or [Delete](#) link to the right of the newly created line item, create another line item for this same activity by clicking on the [Create New](#) link and repeating steps 24 & 25, or click on the [Back to Proposal](#) link to view/edit your activity information and submit your proposal.

Activity Itemization and Applicant Contributions (in-kind or cash):

Cost Category	Budget Description (include calculation of how you obtained the budget)	Request (include amount your organization is requesting from the program)	Participant Cost Share (include any contributions to line items by third party organizations)	Third Party Contribution (include any contributions to line items by third party organizations)
Travel	Request: \$17,500 1.) International flights for Chinese participants 2.) Domestic flights for Chinese participants \$24,500 3.) Per diem for Chinese participants \$11,705 4.) Domestic flights for interpreters \$18,400 5.) Per diem for interpreters \$ 3,830 6.) Ground transportation \$ 5,000 7.) AFIA staff domestic flights \$ 5,700 8.) Per diem for AFIA staff	\$88,099		\$11,000
Translation-Interpretation	interpretation costs		\$19,000	\$1,000
Indirect Costs (Overhead)	Indirect costs			\$5,000
Total:			\$107,099	\$6,000
				\$12,000

[Create New](#)

Activity Code	Activity Title	Requested Amount(\$)	Funded Amount (\$)	Status	Action
E16MXFISH1	Fish Fingers Registration Requirement		\$107,000	Draft	Edit
Total:			\$107,000	\$0	

Activity Information:

Activity Description for E16MXFISH1

[Edit](#)

Activity Code: E16MXFISH1
 Activity Title: Fish Fingers Registration Requirement
 Requested Amount: \$107,000
 Funded Amount:

To create additional activities and budgets, click on the [Create New link](#) under the Activity/Activity List and Budget Section and repeat steps 15 through 25. Click on the [Edit link](#) to edit previous information.

Supervision, Inspection and Quarantine will ensure full compliance of U.S. facilities for the production, processed terrestrial animal protein, pet food and other animal products. U.S. facilities will also comply with China's importing facility requirements for agricultural products to China targeted by these measures. U.S. officials will visit facilities and meet with government and industry representatives to learn more about the U.S. system for overseeing the safety and veracity of U.S. feed products. Industry participants will provide logistical support for the audit and will be traveling with Chinese officials to visit feed facilities to facilitate discussions between feed manufacturers, local U.S. regulators, and Chinese regulators.

TimeLine Start Date: 10/1/2016
 TimeLine End Date: 12/31/2016

Information on whether similar activities are or have previously been funded with USDA resources in target country(ies) (e.g., under MAP and/or Cooperator programs)? Previous EMP funding for FY 2015 allocated and spent on assessment of seafood facility needs.

Activity Itemization and Applicant Contributions (in-kind or cash):

Cost Category	Budget Description (include calculation of how you obtained the budget)	Request (include amount your organization is requesting from the program)	Participant Cost Share (include any contributions to line items by third party organizations)	Third Party Contribution (include any contributions to line items by third party organizations)
Travel	Request: \$17,500 1.) International flights for Chinese participants 2.) Domestic flights for Chinese participants \$24,500 3.) Per diem for Chinese participants \$11,705 4.) Domestic flights for interpreters \$18,400 5.) Per diem for interpreters \$3,830 6.) Ground transportation \$ 5,000 7.) AFIA staff domestic flights \$ 5,700 8.) Per diem for AFIA staff Third Party Contribution 1.) Industry Association staff flights (3 people x 3 days) \$8,500 2.) Industry Association staff p	\$88,099		\$11,000
Translation-Interpretation	interpretation costs	\$19,000	\$1,000	\$1,000
Indirect Costs (Overhead)	Indirect costs		\$5,000	
Total:		\$107,099	\$6,000	\$12,000

26. If there is no more activity information to be added in the Activity section, click once on the **Submit Proposal** button to send competed proposal to FAS.

Submit Proposal