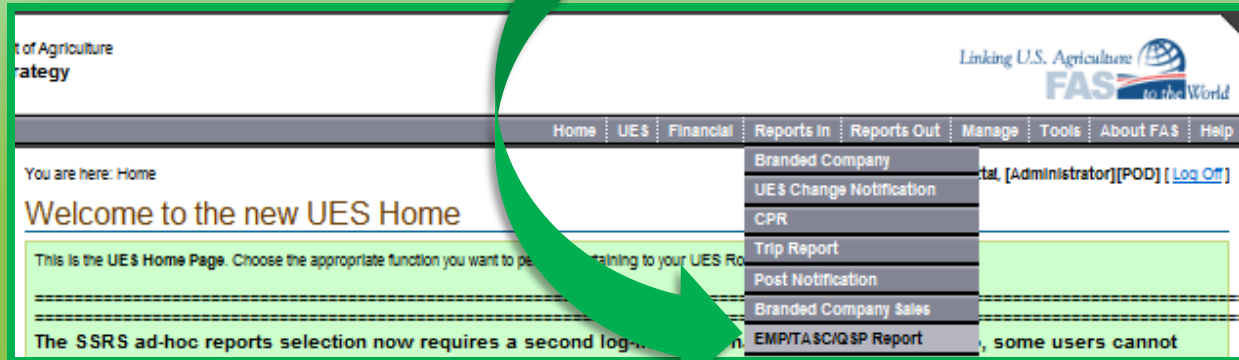


Log into the UES. From the **Reports In** drop-down, select the **EMP/TASC/QSP Report** option.



Participant:

Program Year:

Proposal Type: EMP TASC QSP

Proposal:

Activity:

Report Type: All Participant Progress Final

Report Status:

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.**

Introduction:
Acknowledge funding from EMP/TASC/QSP by identifying the Agreement number (2014-04) and for technical assistance activities, identify the assessment activity that recommended and identified the opportunities in the target country.

Executive Summary:
Summarize in concise statements the **objectives**, the **activities** conducted, and what effect this project had in developing, maintaining, or expanding exports of U.S. agricultural commodities and improving emerging markets' food and rural business systems, including reducing potential trade barriers in the target markets (**results**). Remember results are **WHAT** you accomplished, not what you hope to accomplish.

Difficulties Encountered:
Description of the difficulties encountered in implementing the project, **in particular if the project's objectives were not achieved**. And the lessons learned from the experience (advice for others).

Accomplishments:
FAS needs to know how well your activities worked and contributed to overcoming identified constraints or taking advantage of opportunities. Focus on measurable results, be as specific as possible. If you have evidence of increased sales of US products as a result of your activity, put that in your report.
It is helpful to FAS and the future of the program if the Recipient includes a **Success Story**. In one paragraph please describe why the project was successful (if applicable), and how federal funding solved a problem the industry could not have overcome on its own.

Cooperation:
Description of the cooperation, or lack of, received from participating parties (U.S. organizations, foreign government or entity).

Follow Up:
Recommendations for follow up (if appropriate).

Principals:
List the principal persons and their area(s) of expertise and organizations involved in the project (U.S. and foreign).

Final Financial Report:
Provide an accounting table that lists all expenditures by cost category and include the accounting of actual contributions made to the project by the Recipient and other participating organization(s).

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:

Program Year:

Proposal Type: EMP TASC QSP

Proposal:

Activity:

Report Type: All Participant Progress Final

Report Status:

Participant Progress

Participant Id:

Program Year:

Targeted Market:

Proposal Type:

Proposal:

Activity:

Benchmarks Achieved:

Difficulties Encountered:

Upcoming Activities:

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.

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**.

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.

