

NAVIGATING THE HOMEPAGE

- Begin a new **Proposal** from the **SAMS Domestic Portal**.

Hi, Amy Green!
Federal Assistance. Let's get started!

1. Click the **Proposals hyperlink to view a list of proposals or create a new proposal.**

CREATING A PROPOSAL

- Click **New** to create a new proposal.
- All required fields are marked with a red asterisk (*).
- Select an **Associated Application** to auto-populate fields.

2. Click **New to create a new proposal.**

3. Click the drop down to select an **Associated Application, then click **Save**. All fields in red will default based on the selected application.**

CREATING A PROPOSAL (cont.)

- Enter **Header Information**.

4. Enter the **Title.**

5. Select regions, countries, or global **Locations.**

6. Select bureau **Themes.**

- Select proposal **Assignments**.

7. Select the RMP **Primary and **Backup Grantee Contacts**.**

- Add **Attachment Details**.

8. Upload supporting documents in **Attachment Details.**

- Enter **Results Monitoring Plan Details**.

9. Click new into the **Results Monitoring Plan tab to add goal, objective, and indicator information.**

CREATING A PROPOSAL (cont.)

- Click on the **Results Monitoring Plan Details** tab to navigate to the RMP Details form.

Goal Number
3

* Goal
Helping teach investment practices and policies to Children

Objective Number
3

Objective
Helping teach investment practices and policies to Children with an emphasis on rural areas in thailand

Sector

Activity Reference
2

Indicator
Disaggregation 1

Indicator
Indicator Number
3

Indicator
YOUTH-1 - Geographic location: rural

Indicator Definition
targeting youth in rural locations in EAP

Indicator Type
Input

Baseline Number
100

Baseline Percent
50

Baseline Date
2020-03-10

Unit of Measure

Responsible Parties
GogginsM@state.gov

Reporting By
Number

* Total Target Number
200

Total Target Percent

Total Target Other

Data Source

10. Enter Goal and Objective information.

11. Select Work Plan activities in the Activities Reference field.

12. Select bureau or Standard Foreign Assistance Indicator.

13. Select the Indicator Type.

14. Assign Responsible Parties for monitoring the indicator.

15. Set Baseline and Total Target values for the indicator.

- Scroll down further to enter **Disaggregate values**

CREATING A PROPOSAL (cont.)

Disaggregation 1

Disaggregation 1
Age > 0 - 14

Target 1 Number
20

Target 1 Percent

Target 1 Other

Disaggregation 2

Disaggregation 3

Disaggregation 4

Disaggregation 5

16. Set Disaggregations and associated Target values for the indicator.

- Click on the **Return to Main RMP** button to save and navigate back to the proposal.
- Navigate to the **Work Plan Details** tab to navigate to the Work Plan

RMP Work Plans

New

Click new on the Work Plan table to add activity information.

1

Save Copy Delete

Activity Number
1

Planned Completion
2020-02-11

Activity
Gathering knowledge about policy best investment practices in Thailand

Public Event
Yes

Actual Completion

Related Links
Return to Main RMP

18. Enter the Activity name, Completion dates, and Public Event information.

- Click on the **Return to Main RMP** button to save and navigate back to the proposal.

GETTING HELP

- Contact the ILMS Support Desk at 1-888-313-ILMS (4567) or via **Self Service Portal** (<https://afsitsm.service-now.com/ilms/home>)
- Access additional training resources on the **SAMS Domestic Portal Support** page (<http://mygrants.service-now.com/>)