

2020 ACPRS Screenshots: Table of Contents

ACPRS Screenshot Category	Page Number
Home Page <i>Figures 1-7</i>	1
Award Info Tab <i>Figures 8-11</i>	7
Implementer Portal <i>Figures 13-17</i>	9
Award History Tab <i>Figures 18-20</i>	13
Results Monitoring Plan (RMP) Tab <i>Figures 21-23</i>	16
Work Plan Tab <i>Figure 24</i>	18
Quarterly Performance Report (QPR) Tab <i>Figures 25-32</i>	19
Quarterly Financial Report (QFR) Tab <i>Figures 33-34</i>	22
Documents Tab <i>Figures 35-36</i>	23
Payments Tab <i>Figures 37-40</i>	24
Site Visits Tab <i>Figures 41-42</i>	26
Award Closeout Tab <i>Figures 41-45</i>	27
ACPRS Reports <i>Figures 46-49</i>	29

Home Page

Figure 1: Alerts, Award panel and Projects panels

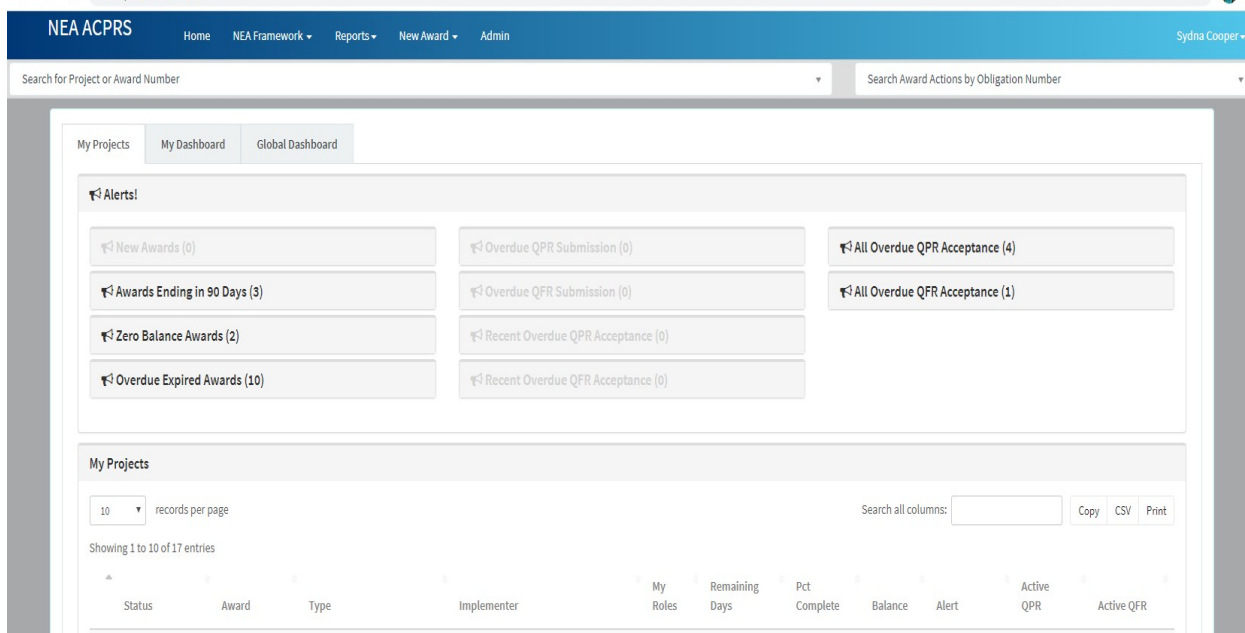


Figure 2: User Alerts

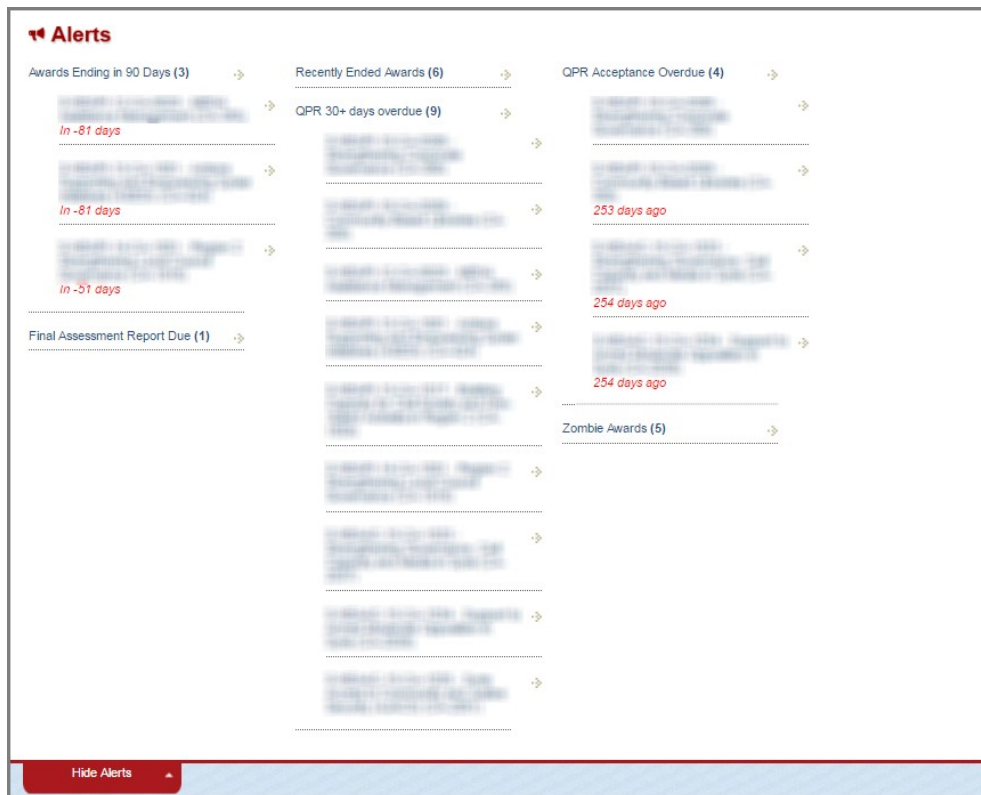


Figure 3: My Projects

The screenshot shows a web interface with two tabs: 'My Projects' (selected) and 'Recent'. Below the tabs, there is a section titled 'PO Projects:' with a downward arrow. A list of projects follows, each with a red arrow icon and text including a project ID, title, and status. The visible projects are:

- S-NEAPI-12-CA-0020 - MENA Assistance Management (CA-385) (Implementation)
- [Blurred]
- [Blurred] (CA-1916) (Implementation)
- S-NEAPI-10-CA-0306 - Strengthening Corporate Governance (CA-306) (In Close Out)
- S-NEAPI-10-CA-0309 - Community-Based Libraries (CA-309) (In Close Out)
- S-NEAPI-13-CA-1017 - Building Capacity for Civil Society and Non-Violent Activists in Region 2 (CA-1859) (In Close Out)
- S-NEAAC-15-CA-1033 - Strengthening Governance, Civil Capacity and Media in Syria (CA-2037) (In Close Out)
- [Blurred] (CA-2038) (In Close Out)
- [Blurred]

Figure 4: My People (for division managers)

The screenshot shows a web interface with three tabs: 'My Projects', 'My People' (selected), and 'Recent'. Below the tabs, there are two filter sections:

- 'Choose a role:' with a dropdown menu set to 'PO-DC' and a 'Reset' button.
- 'Staff' with a dropdown menu set to 'Christine Grewell'.

Below the filters, a list of projects is shown, starting with:

- S-NEAPI-11-CA-0357 - Improving Technical Skills and Environment for SME Finance in Egypt (CA-357)

Figure 5: Recently Viewed Awards

The screenshot shows a web interface with two tabs: 'My Projects' and 'Recent' (selected). Below the tabs, there is a section titled 'Recently Viewed Awards'. A list of projects follows, each with a red arrow icon and text including a project ID, title, and status. The visible projects are:

- S-NEAPI-10-CA-0306 - Strengthening Corporate Governance (CA-306)
- S-NEAPI-10-CA-0309 - Community-Based Libraries (CA-309)
- S-NEAPI-13-CA-1017 - Building Capacity for Civil Society and Non-Violent Activists in Region 2 (CA-1859)
- [Blurred]
- [Blurred]

Figure 6: Reports Dropdown with Award Inventory Search

The screenshot shows the NEA ACPRS web application interface. At the top, a blue navigation bar contains the text "NEA ACPRS" on the left and "Home", "NEA Framework", "Reports", "New Award", and "Admin" as menu items in the center. On the far right of the navigation bar, the user's name "Sydna Cooper" is displayed. Below the navigation bar, there are two search input fields: "Search for Project or Award Number" and "Search Award Actions by Obligation Number". A dropdown menu is open under the "Reports" menu item, listing the following options: "Award Inventory", "Search Funding", "Congressional Notifications (CNs)", "Obligation Summary", "Search Documents", and "Other Reports". The main content area is titled "Award Inventory Report" and features a "Back" button in the top right corner. The form includes several input fields for filtering search results: "Keyword Search", "Award Type", "Status", "Sensitivity", "Program Area", "Frameworks", "Managing Agency", "Organization", and "NEA Goal (Include Program Area)". Additionally, there is a "Date Range of Award Implementation:" section with "From" and "To" input fields. On the right side of the form, there are several more input fields: "GOR", "Grants Officer", "Grants Administrators", "Program Analyst (Region Only)", "Post Coordinator (Region Only)", and "Post Administrator (Region Only)". A "Search Awards" button is located at the bottom right of the form.

Figure 7: Add Award

NEA ACPRS Home NEA Framework ▾ Reports ▾ New Award ▾ Admin Sydna Cooper ▾

Search for Project or Award Number ▾ Search Award Actions by Obligation Number ▾

New Project Back

Program Area Middle East Partnership Initiative

Name

FAIN

Award Type

Agency

Sensitivity

Assigned Framework

NEA Program Goal

Implementer

New Implementer

Performance Period Start End

Description

Key Deliverables

Partners

Contribution Amount

Continued below

Contribution Amount

SAM.gov Date

Grantee Access Level

APCRS Reporting Activated

Closeout Date

Transfer Date

Termination Date

Beneficiaries

Academia Activists Advocates Agricultural Sector Bankers Breast Cancer Advocates Business Community Election Candidates/Campaign Managers CSOs/NGOs Election Administrators Entrepreneurs Financial Sector Practitioners Government International Organizations Journalists Judges Law Students Lawyers/Prosecutors/Defenders Legislators Local Councilors Media Members of Parliament Parents Party Members Political Parties/Societies Primary School Students Project Managers Public School Administrators Secondary School Students Students Primary and Secondary School Teachers Trainers University Students Venture Capitalists/Angel Investors Volunteers Women/Women-focused Organizations Youth University Professors Religious Leaders Incubators/Accelerators/Start-Ups

Assistance Types

Short term training/workshops Long term training Embedded Technical Assistance Scholarships Fellowships Study tour(s) Exchange(s) Public-private partnership Hardware/software provision Study, research, and/or publications Network development or Networks Staffing Media Programming Political mediation and dialogue Polling, all kinds and surveys Election monitoring Organization capacity-building grants (such as CLEP in Palestine or CRS in Lebanon) Pilot projects Education assistance Community centers/libraries Workforce development Gender Mainstreaming and Women Empowerment

Involves Youth

Involves Women

Is Public/Private

[Create Project](#)

Subject: Award Record Created
From: ACPRS System for: Surina Conner (connersm@state.nv) (NFA/AC)

Accessed from the *New Award dropdown* found above in the panel in the ACPRS Home page.

Award Info Tab

Figure 8: Award Details, Project Description, Goals/Objectives, Implementer Users and Primary Implementer Panels

ACPRS-18-00 - ACPRS Test Award

Status: Implementation Implementer: Mock Implementer for Testing

SoW Locked

Award Information

History

Statement of Work

QPR

QFR

Documents

Award Monitoring

Payments

Comment Log

Closeout

Award Information

[View Implementer Portal](#) [Edit Award Info](#)

General

Program: Middle East Partnership Initiative

Total Obligated: \$0.00

Cost Share Total: \$0.00

Total Award Amount: \$0.00

Sensitivity: Normal

Award Type: Cooperative Agreement

Managing Agency: NEA/AC

Award Start: June 01, 2018

Award End: May 31, 2020

SAM.gov Date:

Branding Waiver: N/A

Sole Source: N/A

SoW Status: Rmp Wp Locked

Countries:

Focus Youth:

Focus Women:

Focus Public/Private:

Funding Summary

Action Date	Obligation No.	Obligated	Cost Share	Total	Cumulative

Results Framework

Framework: Iran Assistance FW

Goal: [AO] More consistent respect for human rights and democratic principles, including those reflected in the Iranian Constitution and Iran's international obligations and commitments.

Objectives: [IRS] Improved protection and promotion of human rights.

Implementer Users

Name	Email	Phone
Stephen Metzger-Gmail (AuthRep)	stvmetzger@gmail.com	2023164807
Walter Windrich (AuthRep)	walterwindrich@gmail.com	

Assignments

[Manage Assignments](#)

Project Officer: Walter Windrich

Grants Officer: Steve Metzger

GMS: Christina Gathman
Steve Metzger

Description

Key Deliverables

Figure 11a: Edit Award Info - Top

Status: **Implementation** Implementer: Lebanese American University

Award Information | History | Statement of Work | QPR | QFR | Documents | Award Monitoring | Payments | Comment Log | Closeout

Edit Award Info Back

Program Area: Middle East Partnership Initiative

Name:

FAIN:

Award Type: Cooperative Agreement

Agency: NEA/AC

Sensitivity: Normal

Assigned Framework: MEPI

NEA Program Goal: Pluralistic societies built where diversity is reflected in social organizations, politics, business, media, and government, and where all citizens have equal standing, protected by guaranteed rights and by independent and effective courts of law.

Implementer: Lebanese American University

Performance Period: Start: End:

Description:

Key Deliverables:

Partners:

Contribution Amount:

SAM.gov Date:

Grantee Access Level:

APCRS Reporting Activated:

Closeout Date:

Transfer Date:

Termination Date:

Beneficiaries: Academia Activists Advocates Agricultural Sector Bankers Breast Cancer Advocates Business Community Election Candidates/Campaign Managers CSOs/NGOs Election Administrators Entrepreneurs Financial Sector Practitioners Government International Organizations Journalists Judges Law Students Lawyers/Prosecutors/Defenders Legislators Local Councilors Media Members of Parliament Parents Party Members Political Parties/Societies Primary School Students Project Managers Public School Administrators Secondary School Students Students Primary and Secondary School Teachers Trainers University Students Venture Capitalists/Angel Investors Volunteers Women/Women-focused Organizations Youth University Professors Religious Leaders Incubators/Accelerators/Start-Ups

Assistance Types: Short term training/workshops Long term training Embedded Technical Assistance Scholarships Fellowships Study tour(s) Exchange(s) Public-private partnership Hardware/software provision Study, research, and/or publications Network development or Networks Staffing Media Programming Political mediation and dialogue Polling, all kinds and surveys Election monitoring Organization capacity-building grants (such as CLEP in Palestine or CRS in Lebanon) Pilot projects Education assistance Community centers/libraries Workforce development Gender Mainstreaming and Women Empowerment

F-Framework Elements

Rule of Law & Human Rights

Constitutions, Laws, and Legal Systems Judicial Independence Human Rights Justice System

Good Governance

Legislative Function and Processes Local Government and Decentralization Anti-Corruption Reforms

Political Competition & Consensus-Building

Elections and Political Processes Political Parties

Civil Society

Civic Participation Media Freedom and Freedom of Information

Education

Basic Education Higher Education

Trade & Investment

Trade & Investment Enabling Environment Trade & Investment Capacity

Financial Sector

Financial Sector Enabling Environment Financial Sector Capacity

Private Sector Competitiveness

Business Enabling Environment Private Sector Capacity Workforce Development

Program Support

Program Support

Involves Youth:

Involves Women:

Is Public/Private:

Disable Empty QPR Record Generation. (Useful if a QPR was previously deleted and you don't want it to be added back)

Figure 12: Full Implementer Profile

You are on: [Dashboard](#) > [View Implementer](#)

Tropical Illusions

[Edit Implementer](#)

Details

Acronym		Contact	Jacques Cousteau
PMS EIN#	1530196549X3	Email	jc@tropicalillusions.org
DUNS	08885060	Phone	2029874343
Vendor Code	588880116		
Implementer Type	Small Business		
PMS Code	-		
NICRA rates (y/n)	Yes		

Address

345 Water Street
Washington DC 20002
UNITED STATES

Awards

Official Award Number	Name
NEA-KOI-1234	Create a Sustainable and Health Society for 10 Fish

Implementer Contacts and Representatives

No Current Implementer Representatives or contacts.

ACPRS [Support](#)

Accessed from *Full Implementer Profile* button underneath the Primary Implementer Panel demonstrated in Figure 8, page 7

Figure 13: Implementer Portal: Implementer Project Selection page

Department of State
Bureau of Near Eastern Affairs | Assistance Coordination
Performance Reporting System

Home | Reports | Admin

Logged in as SibrianHE | Logout

Search

Implementer Project Selection

ACPRS version 3 - Information for ACPRS Implementers and Grantees

SG-1008-S0: Campaign to Promote Democracy and Tolerance

OMB Approval No. 1405-0183
Expires: 09/30/2017
Estimated Burden: 20 hours

PRA Statement

Public reporting burden for this collection of information is estimated to average 20 hours per report, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to:

Bureau of Near Eastern Affairs, Office of Assistance Coordination
2201 C ST NW
Washington, DC 20520

[ACPRS Support](#)

Accessed from *Implementer Portal: Implementer Home* button demonstrated in Figure 13, page 10. Includes the PRA statement and display of OMB control number, expiration date, and estimated burden.

Figure 14: Implementer Portal: Quarterly Reporting Tab

S-NEAPI-15-CA-1004
2146-S0

Internews Network
Supporting Civic Engagement and National Dialogue through Independent Palestinian Media

[Implementer Home](#)

Status: **Active: RMP and Workplan is Approved by NEA/AC**

Quarterly Reporting

Project Documents

Public Events

Notify NEA/AC

Results Monitoring Plan PDF

Work Plan PDF

Report Period	Submit Date	Approve Date	Action
Jul-Sep, 2015	20-Dec-15	27-Jan-16	<p>APPROVED Archived QR</p> <p>Appendices: Internews MEPI Project Workplan.pdf Internews MEPI Results Management Plan (RMP).doc</p>
Oct-Dec, 2015	14-Apr-16	18-Apr-16	<p>APPROVED Archived QR</p> <p>Appendices: MEPI Y1Q2 Report.pdf S-NEAPI-15-CA-1004_SF-PPR_2015-Q4.pdf S-NEAPI-15-CA-1004_SF-PPR_2015-Q41.pdf</p>
Jan-Mar, 2016	10-Jul-16	20-Jul-16	<p>APPROVED Archived QR</p> <p>Appendices: Year 1 Quarterly Jan - March 2016.pdf Internews Open Source Data Hub DRAFT.ppt Priority topics and media c.so groups from the three workshops.pdf PS1550-FD_SF-PPR_fillable_.pdf</p>
Apr-Jun, 2016	01-Nov-16	02-Nov-16	<p>APPROVED Archived QR</p> <p>Appendices: Agenda for Partner Project Review and Q3 Meeting June 15, 2016.pptx SF-PPR PS 1550-FD.pdf CFI Quarterly Report for the Period of April 1st - June 30th 2016 (2).pdf MPRC quarterly report_ april-june.pdf SoukTel QR3_2016 Activities Report-Q3.pdf</p>
Jul-Sep, 2016	19-Dec-16	05-Jan-17	<p>APPROVED Archived QR</p> <p>Appendices: Year 1 Quarterly 4 July-September 2016.pdf PS1550-FD sf-ppr July,Sept 2016.pdf</p>
Oct-Dec, 2016	31-Jan-17	Due: 01-Mar-17	UNDER REVIEW Review Draft QR
Jan-Mar, 2017	Due: 01-May-17	Due: 01-Jun-17	
Apr-Jun, 2017	Due: 01-Aug-17	Due: 01-Sep-17	
Jul-Sep, 2017	Due: 01-Nov-17	Due: 01-Dec-17	
Oct-Dec, 2017	Due: 01-Feb-18	Due: 01-Mar-18	
Jan-Mar, 2018	Due: 01-May-18	Due: 01-Jun-18	

ACPRS [Support](#)

Accessed from *Implementer Portal* button above the Goals and Objectives Panel demonstrated in Figure 10, page 6

Figure 15: Implementer Portal: Project Documents Tab

S-NEAPI-15-CA-1004 | **Internews Network** | [Implementer Home](#)
 2146-S0 | Supporting Civic Engagement and National Dialogue through Independent Palestinian Media

Status: **Active: RMP and Workplan is Approved by NEA/AC**

Quarterly Reporting | **Project Documents** | Public Events | Notify NEA/AC

Document Type	Document	Notes		
Award				
Signed 1909	15-CA-1004_DS1909.pdf			
Terms and Conditions	15-CA-1004 Internews Terms and Conditions.docx			
Approved Budget	Internews MEPI WBG Budget 28JUL2015.xlsx			
Statement of Work	SoW - Internews - 2015 05 11.docx			
Document Type	Year	Quarter	Document	Notes
Quarterly Financial Reports				
Quarterly Financial Report	2015	Jul-Sep	15-CA-1004 QFR Jul-Sep 2015.pdf	Recipient is unable to certify SF-425 in PMS. After numerous attempts to rectify the situation with PMS, the GO accepted the electronic file for the record.
Quarterly Financial Report	2015	Oct-Dec	15-CA-1004 QFR Oct-Dec 2015.pdf	
Quarterly Financial Report	2016	Jan-Mar	15CA1004 QFR Jan-Mar 2016.pdf	
Quarterly Financial Report	2016	Apr-Jun	SNEAPI15CA1004-internews for shane.pdf	SNEAPI15CA1004 approved for Shane
Quarterly Financial Report	2016	Jul-Sep	15CA1004 QFR Jul-Sep 2016.pdf	
Quarterly Financial Report	2016	Oct-Dec	15CA1004 QFR Oct-Dec 2016.pdf	
Document Type	Year	Quarter	Document	Notes
Quarterly Performance Reports				
Quarterly Performance Report	2015	Jul-Sep	2146-S0 QR Jul-Sep 2015 approved Jan2716132446.pdf	Approved QR
QPR Appendix	2015	Jul-Sep	Internews MEPI Project Workplan.pdf	Detailed work plan put together with the project partners. Includes indicators per activity so that everyone is aware of the what must be tracked as they implement
QPR Appendix	2015	Jul-Sep	Internews MEPI Results Management Plan (RMP).doc	Also shared with the partners so that they know who is responsible per activity for the collection of data and the tools that have been created to be used as indicated in the RMP
Quarterly Performance Report	2015	Oct-Dec	2146-S0 QR Oct-Dec 2015 approved Apr1816140717.pdf	Approved QR
QPR Appendix	2015	Oct-Dec	MEPI Y1Q2 Report.pdf	
QPR Appendix	2015	Oct-Dec	S-NEAPI-15-CA-1004_SF-PPR_2015-Q4.pdf	
QPR Appendix	2015	Oct-Dec	S-NEAPI-15-CA-1004_SF-PPR_2015-Q41.pdf	
Quarterly Performance Report	2016	Jan-Mar	2146-S0 QR Jan-Mar 2016 approved Jul2016145031.pdf	Approved QR

Accessed from *Implementer Portal* button above the Goals and Objectives Panel demonstrated in Figure 10, page 6

NOTE: Implementers may only view documents related to the Award, Quarterly Financial Reports (QFRs), and Quarterly Performance Reports (QPRs)

Figure 16: Implementer Portal: Public Events Tab

S-NEAPI-15-CA-1004 2146-S0 | **Internews Network**
Supporting Civic Engagement and National Dialogue through Independent Palestinian Media | [Implementer Home](#)

Status: **Active: RMP and Workplan is Approved by NEA/AC**

Quarterly Reporting | Project Documents | **Public Events** | Notify NEA/AC

Workplan Public Events [Submit Public Events Updates to NEA/AC](#)

	Event	Approved Planned	Actual	Requested	Country	City/Location	PoC	US Embassy Attend?	ACPRS Highlight
Edit	1.3. Strategic focus groups develop methods and plans for working together on information collection and verification methods	Apr 30 2016	Nov 09 2015				email: Ph:		
Edit	1.5. Workshops and training with media outlets and journalists in engaging the audience in programming	Jun 30 2016	Dec 09 2015	Mar 31 2017			email: Ph:		
Edit	1.1. Civil society and media strategic focus groups in five areas to identify and prioritize issues, and design and use of monitoring mechanisms	Oct 31 2016	Aug 10 2016				email: Ph:		
Edit	1.2. Mapping of CSO and media data gaps and information needs; work together to fill the gaps	Dec 30 2016					email: Ph:		
Edit	1.4. Strategic Focus groups work together on documentation and recommendations for advocacy, policy reform, and/or recommendations for redress and programs for the community	Dec 31 2016					email: Ph:		
Edit	2.1. Workshops/training for young journalists on reporting on stories on underrepresented populations and using multi-media techniques for reporting.	Dec 31 2016					email: Ph:		
Edit	2.4. Workshops/training for journalists on the use of data to highlight important issues, problems, and needed action in producing interesting, relevant stories.	Nov 30 2017					email: Ph:		
Edit	2.2. Workshops/training for journalists on documentation techniques and covering community issues and decision-makers' responsiveness; production of stories using new techniques	Dec 31 2017	Sep 28 2016				email: Ph:		

Accessed from *Implementer Portal* button above the Goals and Objectives Panel demonstrated in Figure 10, page 6

Figure 17: Implementer Portal: Notify NEA/AC tab



Accessed from *Implementer Portal* button above the Goals and Objectives Panel demonstrated in Figure 10, page 6

Award History Tab

Figure 18: Award History

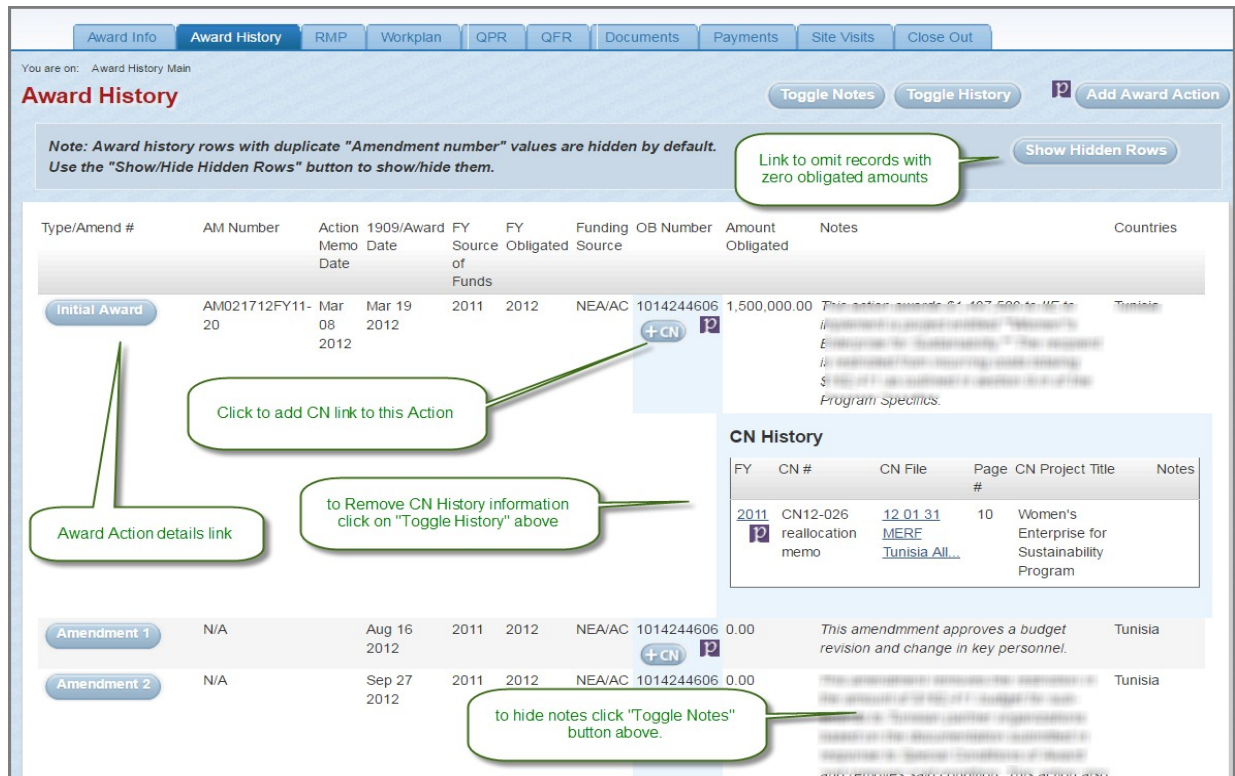


Figure 19: Award Action Details - Top

Award Action Edit Award Action link

Edit

*Award Action Type **Amendment # 1**

Action Memo Number N/A

Action Memo Date

*Award/Action Date 08/16/2012

Funding Mechanism Cooperative Agreement

Fiscal Year Source of Funds 2011

Fiscal Year Obligated 2012

Amount Obligated 0

Funding Source NEA/AC

OB Number 1014244606

+ CN Add additional CN references

CN History

FY	CN #	CN File	Page #	CN Project Title	Notes
2011	CN12-026 reallocation memo	12 01 31 MERF Tunisia All...	10	Women's Enterprise for Sustainability Program	

CN details reappear on Award Action details

Expiration Date

Notes This ammndment approves a budget revision and change in key personnel.

Countries Tunisia

Figure 20: Award Action Details - Bottom

Award Action Documents

SELECT-> Add Document

* Implementer Viewable

Edit	Doc Type	Document	Notes
Edit	Signed 1909a	12-CA-004 IIE Fully Executed 1909A-1 (8-24-12).pdf	Amendment 1 - budget revision and change in key personnel
Edit	Approved Budget	12-CA-004 IIE Revised Approved Budget (8-16-12).pdf	Amendment 1 - approved revised budget

Results Monitoring Plan (RMP) Tab

Figure 21: Completed RMP – Standard Goals, Objectives and Indicators

The screenshot shows the 'Results Management Plan' interface. At the top, there are navigation tabs: Award Info, Award History, RMP (selected), Workplan, QPR, QFR, Documents, Payments, and Site Visits. Below the tabs, it says 'You are on: RMP/Main'.

Results Management Plan

This project is intended to support the following strategic goal:

GOAL II
Participatory societies built where citizens have the regular opportunity to play an active role in making decisions that affect their lives and to hold their governments accountable.

This project will contribute to the program objective(s) listed below: [Edit Goal](#)

Objective(s)

Primary Objective:
 II.C CSOs advocate effectively for their causes

Secondary Objective:
 III.A Entrepreneurship increases

[Primary Objective](#) [Secondary Objective](#)

Standard Program Indicators

Indicators from Primary Objective

- ▶ [II.C.1.b #/% of target CSOs who believe their advocacy has led to policy and legal changes and can provide specific examples of change](#)
- ▶ [II.C.2.a Number of CSO-government partnerships created to address key social, political, or economic issues](#)

Indicators from Secondary Objective

Indicators from other objectives

- ▶ [I.A.1.b Number of laws, regulations, and procedures designed to enhance judicial independence that are promulgated with support from MEPI](#)

[Run QR Sync](#) [Manage Standard Indicators](#)

Figure 22: Project-specific Objectives and Associated Indicators

The screenshot shows the 'Project-Specific Objectives' interface. At the top, there are navigation buttons: Generate SOW, Results Monitoring Plan PDF, Print Project Framework, and Edit Project Objectives.

Project-Specific Objectives

Objective: Maintain safe water quality
Current Indicators (Click any indicator to edit it)

- ▶ [Ph levels maintained at safe level](#)
- ▶ [Ammonia levels maintained at safe level](#)
- ▶ [Nitrite levels maintained at safe level](#)
- ▶ [Phosphate levels maintained](#)
- ▶ [Gallons of treated water changes per month](#)

[Edit / Add Custom Indicators](#)

Objective: Provide nutrition to the fish on a regular basis
Current Indicators (Click any indicator to edit it)

- ▶ [Grams of food consumed in five minutes](#)

[Edit / Add Custom Indicators](#)

Objective: Provide safe environment to breed fish
Current Indicators (Click any indicator to edit it)

- ▶ [Average daily water temperature](#)
- ▶ [Number of offspring counted](#)

[Edit / Add Custom Indicators](#)

Figure 23: Project Indicator Data

The screenshot shows a web-based form titled "Edit Project Indicator Data" within a "Results Management Plan" system. The form is organized into several sections, each with a label and a corresponding input field or text area. The fields are as follows:

- Objective:** A dropdown menu with "Maintain water quality" selected.
- Indicator Name:** A text input field containing "Gallons of water present in the fish pond without leakage".
- Definition:** A text area containing "Due to concerns from neighbors there should be no water leaks in the pond."
- Target:** A text input field containing "0".
- Unit:** A text input field containing "gallons".
- Source:** A text input field containing "neighbor evidence of water in basement above the normal level".
- Collection Method:** A text input field containing "Obervation".
- Frequency:** A text input field containing "as required".
- Responsible:** A text input field containing "TI".
- Baseline Date:** A date input field containing "04/01/2016" with a calendar icon.
- Baseline Value:** A text input field containing "0".
- Comments/Critical Assumptions:** A text area containing "measurement will begin after pond construction".

At the bottom of the form, there are two buttons: "Save Changes" and "Cancel".

Accessed from clicking one of the Indicator links grouped by corresponding Project-Specific Objective demonstrated in Figure 22, page 16

Workplan Tab

Figure 24: Completed Workplan Summary

NEA-KOI-1234 Tropical Illusions
Create a Sustainable and Health Society for 10 Fish

Award Info Award History RMP **Workplan** QPR QFR Documents Payments Site Visits

You are on: Work Plan Main

Work Plan

[Work Plan PDF](#) [Generate SOW](#)

[View Public Events Detail](#) [Change Access](#)

Objective: Construct Fish Pond

Activity	Public Event	Approved Planned	Requested Revision	Actual
Dig hole 8 feet by 6 feet by 4 feet deep		May 01 2018		
			Edit Activity	
Prep for concrete (gravel, framing and rebar)		May 03 2018		
			Edit Activity	
Pour concrete		May 07 2018		
			Edit Activity	
Paint inside of pond with rubber "Pond Paint"		May 14 2018		
			Edit Activity	
Add water (1 week after painting)		May 21 2018		
			Edit Activity	

[Add Activities](#) [Edit Work Plan](#)

Quarterly Performance Reporting (QPR) Tab

Figure 25: Completed QPR Schedule

You are on: QPR Main

Quarterly Performance Reporting

Print Final Report Template Print QR Template Add QR Schedule

Active Period	QR Submission			QR Accepted		Actions	Review	Notes
	Period	Due	Actual	Status	Due			
Apr-Jun 2016	Jul 31 2016				Aug 31 2016			
Jul-Sep 2016	Oct 31 2016				Nov 30 2016			
Oct-Dec 2016	Jan 31 2017				Feb 28 2017			
Jan-Mar 2017	Apr 30 2017				May 31 2017			
Apr-Jun 2017	Jul 31 2017				Aug 31 2017			
Final Report	Jul 29 2017		Offline					

**All Quarterly Report documentation submitted outside the database must be uploaded and viewed from the Project Documents tab*

Figure 26: QPR Ready for Project Officer Review

NEA-KOI-1234 **Tropical Illusions**
Create a Sustainable and Health Society for 10 Fish

Award Info Award History RMP Workplan **QPR** QFR Documents Payments Site Visits

You are on: QPR Main

Quarterly Performance Reporting

Print Final Report Template Print QR Template Add QR Schedule

Active Period	QR Submission			QR Accepted		Actions	Review	Notes
	Period	Due	Actual	Status	Due			
Apr-Jun 2016			Apr 18 2016		Aug 31 2016	PO Signoff	Review Report View Comments	
Jul-Sep 2016	Oct 31 2016				Nov 30 2016			
Oct-Dec 2016	Jan 31 2017				Feb 28 2017			
Jan-Mar 2017	Apr 30 2017				May 31 2017			
Apr-Jun 2017	Jul 31 2017				Aug 31 2017			
Final Report	Jul 29 2017		Offline					

**All Quarterly Report documentation submitted outside the database must be uploaded and viewed from the Project Documents tab*

Figure 27: QPR Project Officer (GOR) Sign Off Form

Accessed from clicking the *PO Signoff* link in the Actions column of the QPR submission as demonstrated in Figure 26, page 19

Figure 28: Grants Officer Link for Final QPR Acceptance

	QR Submission			QR Accepted		Actions	Review	Notes
	Period	Due	Actual	Status	Due			
Active Period	Apr-Jun 2016		Apr 18 2016		Aug 31 2016	PO Approved GO Rejected Edit ACCEPT REJECT	Review Report View Comments	

Once the Project Officer submits their notes and Accepts/Rejects the QPR, ACPRS prompts the Grants Officer to perform the same function.

Figure 29: QPR Signoff Conflict Alert



If the Grants Officer and Project Officer (GOR) disagree in accepting/rejecting a QPR, then this message prompts a discussion between both officers to resolve the conflict

Figure 30: Signoff Ready for Reject Status

	QR Submission			QR Accepted		Actions	Review	Notes
	Period	Due	Actual	Status	Due			
Active Period	Apr-Jun 2016		Apr 18 2016		Aug 31 2016	PO Rejected GO Rejected Edit ACCEPT/ REJECT	Review Report View Comments	

Once the Grants Officer and Project Officer (GOR) agree in accepting/rejecting a QPR, then a link will appear allowing for the Grants Officer to Accept/Reject the QPR submission.

Figure 31: QPR Final Comments for Rejection

Final Comments for Implementer

Please review and edit these comments which will be included in the QPR status notification e-mail to be sent to the implementer. *Comments are required if status is set to "Reject".*

Project Officer comments:

Acutally GO's concerns about engineering due diligence is valid. We need to reject this until we read the formal engineer's report.

Grants Officer Comments:

We have rejected this report due to cost overruns (site engineer) and rumors from neighbors that you are digging too deep.

body Characters (including HTML): 385, Words: 49

Accessed from clicking the **ACCEPT/REJECT** link demonstrated in Figure 30 above.

NOTE: Final Comments are required if status is set to "Reject."

Figure 32: Rejected QPR Pending Implementer Resubmission

	QR Submission			QR Accepted		Actions	Review	Notes
	Period	Due	Actual	Status	Due			
Active Period	Apr-Jun 2016	Jul 31 2016			Aug 31 2016	Rejected	View Comments Review Rejected Report	

If accepted, "Accepted" in green text would appear in the Actions column in place of "Rejected" in red text.

Quarterly Financial Report (QFR) Tab

Figure 33: Completed QFR Schedule

The screenshot shows the 'Quarterly Financial Reporting' page in the ACPRS system. The 'QFR' tab is selected in the navigation bar. The page title is 'Quarterly Financial Reporting' and the breadcrumb is 'You are on: QFR Main'. There is an 'Add QR Schedule' button in the top right. The main content is a table with the following data:

Period	QR Submission			QR Accepted			Actions	Notes
	Due	Actual	Status	Due	Actual			
Jul-Sep, 2015	19	Nov 19 2015	Offline	Nov 19 2015	Nov 19 2015		View Comments * Archived QFR	
Oct-Dec, 2015	19	Feb 11 2016	Offline	Feb 11 2016	Feb 11 2016		View Comments * Archived QFR	
Jan-Mar, 2016	19	May 03 2016	Offline	May 03 2016	May 03 2016		View Comments * Archived QFR	
Apr-Jun, 2016	19	Aug 09 2016	Offline	Aug 09 2016	Aug 09 2016		View Comments * Archived QFR	
Jul-Sep, 2016	19	Nov 07 2016	Offline	Nov 07 2016	Nov 07 2016		View Comments * Archived QFR	
Oct-Dec, 2016	19	Feb 07 2017	Offline	Feb 07 2017	Feb 07 2017		View Comments * Archived QFR	
Active Period	Jan-Mar, 2017	19	Apr 30 2017	Offline	May 31 2017			
	Apr-Jun, 2017	19	Jul 31 2017	Offline	Aug 31 2017			
	Jul-Sep, 2017	19	Oct 31 2017	Offline	Nov 30 2017			
	Oct-Dec, 2017	19	Jan 31 2018	Offline	Feb 28 2018			
	Jan-Mar, 2018	19	Apr 30 2018	Offline	May 31 2018			
Final Report			May 29 2018	Offline				

*All Quarterly Report documentation submitted outside the database must be uploaded and viewed from the Project Documents tab

ACPRS Support

NOTE: QFRs are submitted manually into ACPRS from PMS by the Grants Officer who approves the QFR without Project Officer (GOR) approval/rejection as demonstrated in Figure 33 below

Figure 34: Edit Reporting Period

The screenshot shows the 'Edit Reporting Period' form in the ACPRS system. The 'QFR' tab is selected in the navigation bar. The page title is 'Quarterly Financial Reporting' and the breadcrumb is 'You are on: QFR Main > Edit Reporting Period'. The project name is '2146-S0 - Supporting Civic Engagement and National Dialogue through Independent Palestinian Media'. The form fields are:

- Year (calendar): 2017
- Period: Jan-Mar
- QR Submission: [empty text box]
- QR Approve: [empty text box]

A calendar pop-up for February 2017 is displayed, showing the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (1-28). A 'Cancel' button is visible next to the calendar. The ACPRS Support logo is in the bottom right corner.

Accessed by selecting the corresponding *Active Period* link on the left-hand side of the panel of the Completed QFR Schedule as demonstrated in Figure 33 above

Documents Tab

Figure 35: Documents Summary

The screenshot displays the 'Documents' tab in a software interface. At the top, there is a navigation bar with tabs for 'Award Info', 'Award History', 'RMP', 'Workplan', 'QPR', 'QFR', 'Documents' (selected), 'Payments', and 'Site Visits'. Below the navigation bar, the page title is 'You are on: Documents Main'. On the right side, there is a button labeled 'Add A Document'. The main content area is divided into several sections, each with a red heading and a corresponding table structure. Each section also includes a dropdown menu labeled 'SELECT->' and a button to 'Add [Category] Document'. A note below the 'Award Documents' section states: 'Note: Award Documents must be uploaded from the specific Award Action on the Award History tab.' The sections are: 'Pre-Award Documents', 'Award Documents', 'Quarterly Financial Reports', 'Quarterly Performance Reports', 'Project Documents', 'Branding Waivers', 'Closeout Documents', 'Payments', and 'Site Visit Documents'. Each section's table has columns for 'Edit', 'Doc Type', 'Document', and 'Notes'. The 'Pre-Award Documents' section includes a note: '* Implementer Viewable'.

NOTE: US Department of State ACPRS users are able to view *Pre-Award Documents*, *Project Documents*, *Branding Waivers*, *Closeout Documents*, *Payments*, *Site Visit Documents*, and *Other Documents* (below Site Visit Documents, not shown here) in addition to the *Award Documents*, *Quarterly Financial Reports*, and *Quarterly Performance Reports*, which Implementers may view as demonstrated in Figure 15, page 12.

Figure 36: Document Upload

Add Terms and Conditions

Click the "Browse" button to select a file from your PC.

*Choose File No file chosen

Do not upload files with Arabic or non-European characters in the Filename. Please translate the filenames first and then upload. Avoid the use of any special characters in the filename, such as: / ? < > \ : * | % { } ? \$ ' ! @ + ' = .

Document Name

*Award Actions

Notes

Accessed from selecting a document type and clicking the Add Document button in the corresponding category as demonstrated on the right-hand portion of Figure 35, page 23

Payments Tab

Figure 37: Payments Summary

You are on: Payments Main

Payments

Compliance History - "Do Not Pay" Orders

Start Date	Entered By	Applied Grantee-Wide	Notes (DNP Added)	End Date	Cleared By	Cleared Grantee-Wide	Notes (DNP Removed)
No Out of Compliance records were found for this award.							

PMS Code: **D9997P1**
PMS EIN: **1943027961B1**
Vendor Code: **175146836**

**This page is meant to serve as a historical record of information in PMS and GFMS.*

Obligation Number	Expiration Date	Obligated	Disbursed	Balance
1014566012		\$1,324,911.00	\$685,783.00	\$639,128.00
Total		\$1,324,911.00	\$685,783.00	\$639,128.00

Edit	Obligation Number	Payment Date	Amount	Comments
<input type="button" value="Edit"/>	1014566012	Oct 05 2015	\$10,000.00	Confirmed in PMS
<input type="button" value="Edit"/>	1014566012	Oct 19 2015	\$8,000.00	Confirmed in PMS
<input type="button" value="Edit"/>	1014566012	Oct 27 2015	\$1,000.00	Confirmed in PMS

NOTE: With the exception of the information found in the *Disbursed* and *Balance* columns in the summary of payments panel, which are automatically calculated using the information inputted, this information is entered manually by the GMS using information found in the Payments Management System

Figure 38: Add Payment Form

You are on: [Payments Main](#) > [Add Payment](#)

Payments

Add Payment

*OB Number: 4401588104 ▼

*Pay Date: 04/12/2016

*Amount: 140000

Comments:

Budget = \$1,758,231.00
Current Total = \$200,000.00
Difference = \$1,558,231.00

ACPRS

Accessed from clicking the *Add Payment* button found above the table of Obligations in Figure 37, page 24

NOTE: OB Number is Obligation number

Figure 39: Entering a Do Not Pay Order

You are on: [Payments](#) > [Add "Do Not Pay" Status](#)

Add "Do Not Pay" Status

* Effective Date: 05/03/2016

* Notes (DNP Status Added):

Apply Grantee-Wide: Check box to apply "Do Not Pay" status to all awards for grantee: Tropical Illusions.

Accessed from clicking the *Do Not Pay* button found in the top-right corner of the Payments Summary page, as demonstrated in Figure 37, page 24

Figure 40: Compliance History

You are on: [Payments Main](#)

Payments

Compliance History - "Do Not Pay" Orders

Start Date	Entered By	Applied Grantee-Wide	Notes (DNP Added)	End Date	Cleared By	Cleared Grantee-Wide	Notes (DNP Removed)
05/03/2016	Steve Metzger (smetzger)	NO	have not performed	05/03/2016	Steve Metzger (smetzger)	NO	fixed

This is an example of an award with "Do Not Pay" Orders as found in the Payments Summary page, as demonstrated in Figure 37, page 24

Site Visits Tab

Figure 41: Site Visit Summary

Edit	Visit Date	Notes
Edit	03/08/2016	This visit was requested by RO to view the training procedures for the Communications Enhancement course.

Edit	Visit Date	Doc Type	Document	Notes
Edit		Site Visit Report	Site Visit Survey notes.pdf	

NOTE: Site visit documents may be added by clicking the *Add Site Visit Document* button in the Site Visit Summary as demonstrated above or by adding the document to the *Site Visit Documents* category of the Documents Summary as demonstrated in Figure 35, page 23 and in the Figure 36: Document Upload, page 24.

Figure 42: Site Visit Data Entry Form

* Visit Date

Notes

[Submit](#) [Cancel](#)

Accessed by clicking the *Add Site Visit* button found in the Site Visit Summary page as demonstrated in Figure 41 above

Award Closeout Tab

NOTE: The Award Closeout tab only appears once the award is 90-days from ending.

Figure 43: Award Closeout Summary

The screenshot shows the 'Award Closeout Summary' page for award S-NEAPI-11-CA-0328, titled 'Education for Employment Foundation'. The page has a navigation bar with tabs: Award Info, Award History, RMP, Workplan, QPR, QFR, Documents, Payments, and Close Out. The main content area is divided into several sections:

- Award End Alerts:** A table showing alert and email sent status for 90 Days, 60 Days, 30 Days, and Award End.
- Post Award Alerts:** A table showing alert and email sent status for 90 Days, 120 Days, and 2 Years.
- Assumptions:** A panel with the text 'Final Report Submitted Online', 'Provisional NICRA Required', and 'DeObligation Required'. It includes an 'Edit/Update Closeout Actions' button and an 'Edit Closeout Assumptions' button.
- Clear CA-328:** A button located below the Assumptions panel.
- Closeout Documents:** A table with columns: Action, Responsible, Planned, Actual, Documents. It lists 'Award End Letter' with 'GMS' as the responsible party and an 'Upload' button.

Figure 44: Set Closeout Assumption

The screenshot shows the 'Edit Closeout Assumptions' page. It features a navigation bar with tabs: Award Info, Award History, RMP, Workplan, QPR, QFR, Documents, Payments, and Close Out. The main content area contains three rows of radio button options:

- Final Programmatic Reporting: Online, Offline
- NICRA: Provisional NICRA, Final NICRA, No NICRA
- Final Deobligation (DS-1909a): Deobligation Required, N/A

An 'Update Closeout Setup' button is located at the bottom of the form.

Accessed by clicking the *Edit Closeout Assumptions* button in the Assumptions panel of the Award Closeout Summary as demonstrated in Figure 43 above

Figure 45: Uploading Approved Final Programmatic Report

Award End Alerts

Alert: 90 Days Pending 60 Days Pending 30 Days Pending

Email Sent: 90 Days Pending 60 Days Pending 30 Days Pending

Post Award Alerts

Alert: 90 Days Pending 120 Days Pending

Email Sent: 90 Days Pending 120 Days Pending

Assumptions:
 Final Report Submitted Offline
 NICRA rates are Final
 DeObligation Not Required

Buttons: Edit/Update Closeout Actions, Edit Closeout Assumptions, Clear CA-328

Action	Responsible	Planned	Actual	Documents
Closeout Documents				
Award End Letter	GMS		Nov 25 2013	TST Project End Memo 1311251111147.docx
Final Programmatic Report Submission	Implementer Rep	Jul 29 2013		Upload
PMS Printouts (Final)	GO			Upload
GFMS Printouts (Final)	GO			Upload
Final Financial Report	GMS,GO			Upload
Final Program Assessment	PO	Aug 28 2013		Upload
NICRA (Final)	GMS,GO			Upload

Callouts:
 - FPR set to offline (points to Nov 25 2013)
 - NEA/AC | uploads offline FPR here (points to Final Programmatic Report Submission)

NOTE: Once closeout assumptions are set in the system, US Department of State ACPRS users are able to upload Closeout Documents directly in the Award Closeout Summary, also demonstrated in Figure 43, page 27.

ACPRS Reports

NOTE: ACPRS allows for US Department of State Users to gather data based on information provided in ACPRS. The reports made as a result of search queries are known as ACPRS Reports. Common ACPRS Reports can be found in the *Reports* panel of the Home Page, as demonstrated on Figure 6, page 3. The Project Inventory Report is a report of all awards entered into ACPRS.

Figure 46: ACPRS Report Search Criteria

The screenshot displays the 'Project Inventory Report' search criteria form, which is organized into several sections:

- Where:** Includes dropdowns for 'Active Countries' and 'Historic Countries', a checkbox for 'Limit to awards active only in the selected country or countries', a checkbox for 'Limit to awards with site visits', and date pickers for 'From Year/Month' and 'To Year/Month'.
- When:** Includes dropdowns for 'FY Source of Funds' and 'FY Obligated', and date pickers for 'From Year/Month' and 'To Year/Month' (with a note 'default to current month and year').
- Award Program, Status & Type:** Includes dropdowns for 'NEA/AC Program', 'Award Status', 'Award Type', and 'Award Sensitivity'.
- Goals and Objectives:** Includes dropdowns for 'Goals', 'Objectives', 'F-Element', and 'F-Objective', all currently set to '(none)'. There is also a checkbox for 'Involve a Public/Private Partnership'.
- State Department Staff:** Includes dropdowns for 'Project Officer', 'Grants Officer', 'Grants Mgmt Spec', 'NO Program Analyst', 'Panel Coordinator', 'Panel Administrator', and 'Managing USG'.
- Other:** Includes dropdowns for 'Implementers', 'Beneficiaries', 'Assistance Types', 'NECPA', 'State', and 'Zip Code', and a text input for 'Obligation Number'.

At the bottom of the form are three buttons: 'Run Report', 'Reset Search', and 'Clear Report'.

Accessed by selecting the *Project Inventory Report* link in the Reports panel of the Home Page (Figure 1, page 1) as demonstrated in Figure 6, page 3

Figure 47: Search Results Summary

Project Inventory Report

New Search Save Search

Show Results: On screen CSV Excel Printable Update Format Refine Search Filter Columns

Showing 1726 results
Use the Refine Search button to adjust your search criteria.

Award Number	DB Number	Implementer	Project Name	Award Type	Status
S-NEAPL-04-CA-0101	CA-101-S0	Scholastic, Inc.	My Arabic Library	Cooperative Agreement	Closed
S-NEAPL-04-CA-0102	CA-102-S0	Foundation For Enterprise Development	Middle East Entrepreneur Training in the United States (MEET US)	Cooperative Agreement	Closed
S-NEAPL-04-CA-0103	CA-103-S0	CHF International	Youth Economic Development Initiative	Cooperative Agreement	Closed
S-NEAPL-04-CA-0104	CA-104-S0	American Near East Refugees Aid	Empowering Women's Community Based Organizations in Jordan	Cooperative Agreement	Closed
S-NEAPL-04-GA-0105	GR-105-S0	Catholic Relief Services USCCB	Democratic Participation and Effective Local Government	Grant	Closed
S-NEAPL-04-CA-0106	CA-106-S0	Kidz Online	Kidz Online	Cooperative Agreement	Closed

NOTE: Results are displayed based on search criteria established in the Project Inventory Report (Figure 46, page 29)

Figure 48: Search Results Option Buttons

Project Inventory Report

New Search Save Search

Show Results: On screen CSV Excel Printable Update Format Refine Search Filter Columns

NOTE: The search results options allow for US Department of State ACPRS users to update the format of the report to .csv or.xls by selecting the appropriate formatting option and then clicking the *Update Format* button.

NOTE: The search results options also allow for US Department of State ACPRS users to refine the results of the project inventory report search by selecting additional options from the categories demonstrated in the Project Inventory Report as demonstrated in Figure 46, page 29.

Figure 49: Filter Columns Panel

Project Inventory Report

Check all

Project Name NEA/AC Program Award Type Award Sensitivity Project Budget Status ACPRS Goal ACPRS Objective(s) F Objective

USG Managing Award Project Start/End Dates Active Countries Historic Countries Grants Officer Project Officer Grants Administrator Project Description

RO Program Specialist Post Coordinator Post Administrator

Last QR Summary F Area F Element FY (Funds) FY (Obligated) Payments

Obligation Numbers Beneficiaries Types Project Objective PMS PIN Nicra(Y/N)

Update Columns

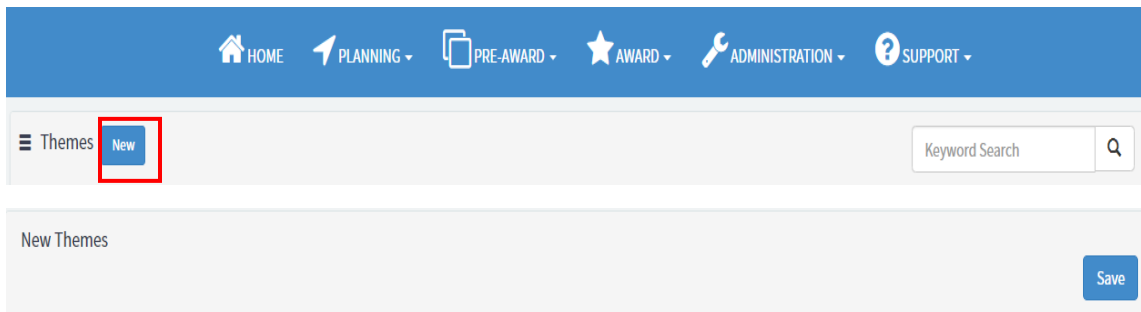
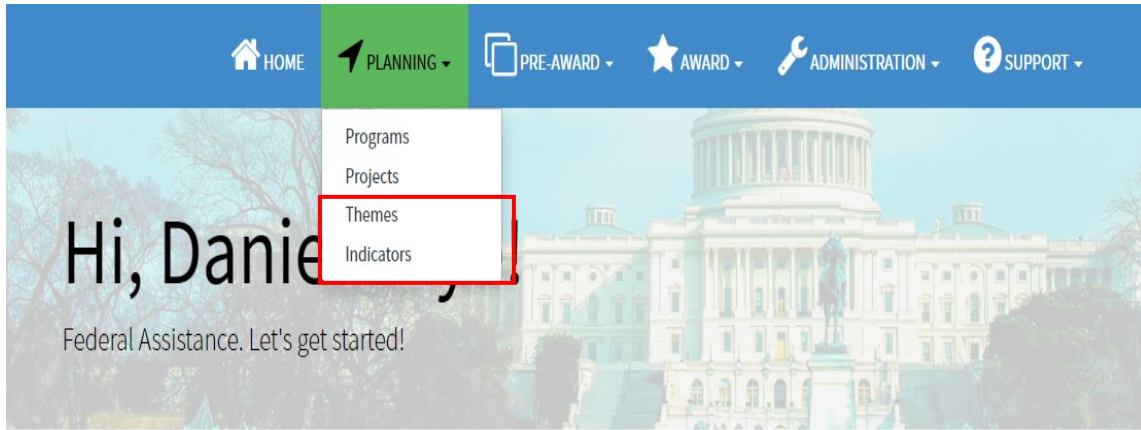
New Search Save Search

Show Results: On screen CSV Excel Printable Update Format Refine Search Filter Columns

Accessed by clicking the *Filter Columns* search results option button above the search results summary (Figure 47 above)

SAMS Domestic Results Monitoring Module Screenshots

Grantor - Themes & Indicators



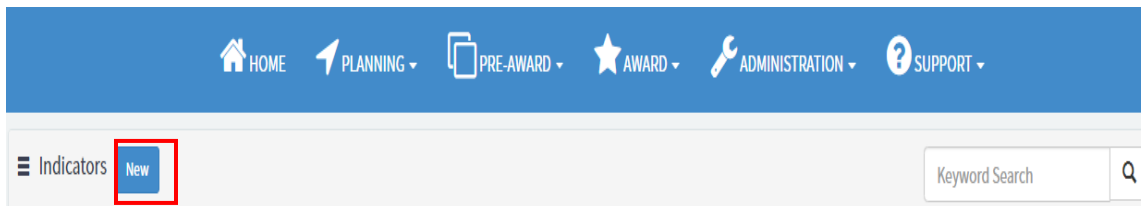
Theme Title

*Primary Requesting Office

Requesting Offices

Active

Additional Comments



New Indicators Save

Indicator Code

If your bureau uses standard indicator framework (i.e. I.A.1), enter indicator code above.

Indicator Title

Indicator Definition

Indicator Source
 Bureau Indicator

Primary Requesting Office

Requesting Offices


Active

[Comments](#)

▼

Save

Grantor – Proposal Creation


DS Daniel Skye

HOME
PLANNING
PRE-AWARD
AWARD
ADMINISTRATION
SUPPORT

Hi, Daniel Skye

Federal Assistance. Let's get started!

- Funding Opportunities
- Applications
- Funding Packages
- Proposals

HOME
PLANNING
PRE-AWARD
AWARD
ADMINISTRATION
SUPPORT

☰ Proposals New

Q

New Proposal [Save](#)

Proposal Title

Status

* Associated Application

Bureau

Locations

Award Number

Themes

Notice of Award Number

Proposal Type

Vendor/Recipient

Proposal Revision Due Date

[Assignments](#)

* Grantor Contact

Backup Grantor Contact

Grantee Contact

Backup Grantee Contact

* Approval Group 1

Approval Group 2 (Optional)

Additional Actions

- [Proposal Summary Details](#) 1 | [Location Details](#) | [Beneficiary Information Details](#) | [Proposal Narrative Details](#) 18 | [Results Monitoring Plan Details](#) | [RMP Work Plans](#) | [Proposal Budgets](#) 1 | [Sub-Recipient Details](#) | [Desired Outcomes](#) | [Additional Goals](#) | [Approvers](#) 4 | [Attachment Details](#) | [Histories](#) 1 | [Sub Proposals](#) | [Performance Report](#)

Results Monitoring Plan Details New

All > Associated RMP Number = SRMP0076155

No records in Results Monitoring Plan Details using that filter

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
x 2

Indicator

Disaggregation 1

Indicator

Indicator Number
3

Indicator
YOUTH-1j - Geographic location: rural x

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
x GogginsM@state.gov

Reporting By
Number

* Total Target Number
200

Total Target Percent

Total Target Other

Data Source

Disaggregation 1 ↑
 Disaggregation 1

Target 1 Number

Target 1 Percent

Target 1 Other

Disaggregation 2 ↓

Disaggregation 3 ↓

Disaggregation 4 ↓

Disaggregation 5 ↓

RMP Work Plans **New** Keyword Search

1 Save Copy Delete

Activity Number

Activity

Actual Completion

Planned Completion

Public Event

Related Links
[Return to Main RMP](#)

Attachment Details **Download All** **New** Keyword Search

All > Parent = SRMP0076155

No records in Attachment Details using that filter

Grantor – Proposal Approval Flow, Amendments, & PDF Generation

HOME PLANNING PRE-AWARD AWARD ADMINISTRATION SUPPORT

Hi, Daniel Skye!

Federal Assistance. Let's get started!

TO DO
SQPR0002187
Review Performance Report - Recipient Webinar

RECENTLY UPDATED
SRMP0075985
Proposal - Approved

HELP
ILMS Self Service Portal Reference Guide for SAMS Domestic Applicants and Recipients

Related Record Number	Title	Details Title	Status	Due Date	Assigned To	Trigger Date
SRMP0075355	Review Proposal:	Proposal Test: Activity 4 Script 22	In Progress		Daniel Skye	2019-05-10 17:02:31

SRMP0075355

Approve Reject Generate PDF Copy Cancel Expand All Save Collapse All

Additional Actions

[Proposal Summary Details 1](#) |
 [Location Details](#) |
 [Beneficiary Information Details](#) |
 [Proposal Narrative Details](#) |
 [Results Monitoring Plan Details 2](#) |
 [RMP Work Plans 1](#) |
 [Proposal Budgets](#) |
 [Sub-Recipient Details](#) |
 [Desired Outcomes](#) |
 [Additional Goals](#) |
 [Approvers 2](#) |
 [Attachment Details](#) |
 [Histories 1](#) |
 [Sub Proposals](#) |
 [Performance Report](#)

Version: 2 | Status: Pending First Review

Proposal Title: | Bureau:

Approvals

Name	Status	Approver	Approving
RPM Approval Group 1	Requested	Mark Brown	Proposal: SRMP0075355
RPM Approval Group 1	Requested	Daniel Skye	Proposal: SRMP0075355

Active approvers display on the **Approvers** tab. Only one user per group

SRMP0075881

Update Copy Cancel Expand All Collapse All

Additional Actions

[Proposal Summary Details 1](#) |
 [Location Details](#) |
 [Beneficiary Information Details](#) |
 [Proposal Narrative Details](#) |
 [Results Monitoring Plan Details 3](#) |
 [RMP Work Plans 3](#) |
 [Proposal Budgets](#) |
 [Sub-Recipient Details](#) |
 [Desired Outcomes](#) |
 [Additional Goals](#) |
 [Approvers 8](#) |
 [Attachment Details 1](#) |
 [Histories 1](#) |
 [Sub Proposals](#) |
 [Performance Report 1](#)

Version: 2 | Status: Approved

Proposal Title: Activity 7 | Bureau: | Department of:

Click Update to initiate an

When a proposal is in Approved status, grantors can initiate a proposal amendment by clicking Update

☰ Proposal Histories Keyword Search

All > Parent = SRMP0075881

Proposal History Number	Version	Proposal Title	
SRMPH0001606	2	Activity 7	INTERNATIONAL REPUBLICAN INSTITUTE
SRMPH0001481		Copy of Activity 7	INTERNATIONAL REPUBLICAN INSTITUTE

◀ ▶ Rows 1 - 2 of 2

Click on the **Proposal History Number** to view previous versions of the proposal.


SRMP0075881

Generate PDF Copy Cancel Expand All Save Collapse All Submit to Recipient

Attachments

Proposal_SRMP0075881_Draft.pdf

Grantor – Performance Report Creation



DS Daniel Skye

HOME PLANNING PRE-AWARD **AWARD** ADMINISTRATION SUPPORT

Hi, Daniel Skye!
Federal Assistance. Let's get started!

- Award
- Post Award Activities
- Performance Reports**
- Performance Report Details
- Performance Dashboard
- Awards Dashboard
- Navigate to Ariba
- Navigate to eFiling

HOME PLANNING PRE-AWARD **AWARD** ADMINISTRATION SUPPORT

☰ Performance Reports **New** Keyword Search

Save

View OMB Information

Performance Report Number

SQPR0005477

Status

Draft

Performance Report Title

Bureau

* Associated Proposal Number

Award Number

* Frequency

Quarterly

Quarterly

Bi-Annually

Annually

Custom

Notice of Award Number

Period Start	Period End	Submission Due Date	Submission Date	Status	Approval Due Date	Approval Date	Final Report
2019-10-01	2019-12-31	2020-01-30		Draft	2020-03-02		false
2020-01-01	2020-03-31	2020-04-30		Locked	2020-06-01		false
2020-04-01	2020-06-30	2020-07-30		Locked	2020-09-01		false

Click record to view the Performance Report Details form

Overall Assessment of Project

Anticipated Results

-- None --

Work Plan

-- None --

Justification

-- None --

Ahead of Schedule

On Track

Behind Schedule

Assignments

*Approval Group 1

ⓘ RPM Approval Group 1 ✕ ▼

Approval Group 2 (Optional)

ⓘ RPM Approval Group 2 ✕ ▼

- Enter quantitative progress for the reporting period in the **Performance Report Data Tab** information.
- Goal, Objective, Indicator, and Disaggregation data are pulled in from the Associated Proposal to report on.

Performance Report Data									
								Keyword Search	Q
Alt> Disaggregation 1 Period Progress (#) != 15									
Objective	Indicator	Custom Indicator	Indicator Period Progress (#)	Disaggregation 1	Disaggregation 1 Period Progress (#)	Disaggregation 2	Disaggregation 2 Period Progress (#)	Disaggregation 3 Period Progress (#)	
Working to train young males in investment policies in Bangkok	YOUTH-1e - Number of males age 20-24			Age > 15 - 35 ("youth")		Participant type > Learner			
Working to train young males in investment policies in the island of Phuket.	YOUTH-1a - Number of males age 10-14			Participant type > Learner		Age > 15 - 35 ("youth")			

- Click into the **Performance Report Totals** tab to view aggregated indicator and disaggregation data across reporting periods.

Performance Report Data Totals									
								Keyword Search	Q
Alt#									
Objective	Indicator	Custom Indicator	Indicator Cumulative (#)	Indicator Cumulative (%)	Disaggregation 1	Disaggregation 1 Cumulative (#)	Disaggregation 1 Cumulative (%)	Disaggregation 2	
Working to train women in investment policies and laws along the urban corridor of Bangkok	GNDR-8b - Number of Women		10	5	Female	30	15	Participant nationality > Foreign	
					To update goal, objective, and indicator data, amend the Associated Proposal.				
Working to train young males in investment policies in Bangkok	YOUTH-1e - Number of males age 20-24		10	5	Age > 15 - 35 ("youth")	39	20	Participant type > Learner	

- Click into the **Narrative Reporting Tab** to enter the information relevant to the specific Performance Report Period.

Narrative Reporting

Executive Summary

Discussion of Work Plan Progress

- Select the required evaluation from the **Evaluation** tabs to answer bureau-specific questions.
- The **Grantee Evaluation** is completed by grantees for grantor review.
- The **Internal Evaluation** is only visible for grantors.
- The **External Evaluation** is completed by grantors to provide feedback to grantees.

Additional Actions

[Performance Report Data](#) |
 [Performance Report Totals](#) |
 [Performance Report Work Plan](#) |
 [Grantee Evaluation](#) |
 [Internal Evaluation](#) |
 [External Evaluation](#) |
 [Approvals](#) |
 [Attachment Details](#)

External Evaluations New Keyword Search

Additional Actions
Questions 1

Date Submitted:

Submitted By:

Status: In Progress

Requesting Office: OFC OF EXECUTIVE DIRECTOR (EAP/EX)

Question Set Sample Grantee Evaluation

Bypass Evaluation

Performance Report Information

Additional Actions
Questions 1

Questions Keyword Search

Question	Value	Comments
Were all expectations met?	Yes	2019-09-26 14:06:41 - Amy Green (Comments) All expectations were met!

Rows 1 - 1 of 1

Attachment Details Download All New

All > Parent - SQPRDT0000001300

No records in Attachment Details using that filter

- Grantors are able to update the reporting frequency.

SQPR0004869 In Progress

Performance Report Title: Investing in Thailand Bureau: Department of State - Bureau of East Asian

Associated Proposal Number: SRMP0075941 Award Number: SPMP5Y19PG0595

*Frequency: Quarterly Bi-Annually Annually Custom

Notice of Award Number: SNOA0022216 Updating the Frequency adjusts the Period Start and End dates for Performance Report Details in Locked

Vendor/Recipient: INTERNATIONAL REPUBLICAN INSTITUTE

Period of Performance From: 2019-08-07 04:00:00

Grantor - Performance Report Approval Flow & PDF

HOME PLANNING PRE-AWARD AWARD ADMINISTRATION SUPPORT

Hi, Daniel Skye!

Federal Assistance. Let's get started!

TO DO RECENTLY UPDATED HELP

SQPR0002187: Review Performance Report: Recipient Webinar

SRMP0075985: Proposal: Approved

ILMS Self Service Portal Reference Guide for SAMS Domestic Applicants and Recipients

SQPRDT0000001277 Export Approve Reject Expand All Collapse All Save

Additional Actions: Performance Report Data | Performance Report Totals | Performance Report Work Plan | Grantee Evaluation | Internal Evaluation | External Evaluation | Approvals | Attachment Details

Period Start: 2020-04-01 Status: Pending First Approval

Period End: 2020-06-30 Approval Due Date: 2020-08-31

- There are two ways to unlock Performance Report Details records:

Performance Report Details

Keyword Search

All

Period Start	Period End	Submission Due Date	Submission Date	Status	Approval Due Date	Approval Date	Final Report
2019-08-01	2019-09-30	2019-10-30		Draft	2019-11-29		false
2019-10-01	2019-12-31			Locked	2020-03-02		false
				Locked			true

When the **Performance Report** is created, only the initial Performance Report Details is in **Draft** status.

Performance Report Details

Keyword Search

All

Period Start	Period End	Submission Due Date	Submission Date	Status	Approval Due Date	Approval Date	Final Report
2019-08-01	2019-09-30		08	Approved	2019-11-29	2019-11-08	false
2019-10-01	2019-12-31			Draft	2020-03-02		false
				Locked			true

Once a Performance Report Details is fully **Approved**, the next record will be editable and in **Draft** status.

Rows 1 - 3 of 3

Period Start: 2020-04-01

Period End: 2020-06-30

Submission Due Date: 2020-07-30

Submission Date: 2019-11-11

Status: Pending First Approval

Approval Due Date: 2020-08-31

Approval Date:

Received

Final Report

Check **Received** to unlock next Performance Report Details record without fully approving

Performance Report Details

Keyword Search

All

Period Start	Period End	Submission Due Date	Submission Date	Status	Approval Due Date	Approval Date	Final Report
2019-11-16	2020-02-28		08	Pending First Approval	2020-04-29		false
2020-03-01	2020-07-02			Draft	2020-09-02		false
				Locked			true

Once a Performance Report Details is checked as **Received**, the next record will be editable and in **Draft** status.

Rows 1 - 3 of 3

- Once a Performance Report Details form is fully **Approved**, a Performance Report PDF is automatically generated and stored in the **Award File**.
- Reporting period data, cumulative data, as well as narrative data is included in the PDF.

Post-Award Files						
	File Name	Summary	User Created	Upload Date	Received Date	File Category
1	QPR_SNEAAC18CA0041_1.pdf		System Admin		11/26/2018	Report
2	QPR_SNEAAC18CA0041_2.pdf		System Admin		11/26/2018	Report
3	QPR_SNEAAC18CA0041_Final.pdf		System Admin		11/26/2018	Report

Grantee - Proposal Creation

The screenshot displays the SAMS Domestic portal interface for user Amy Green. The top navigation bar includes links for HOME, APPLY, MY APPLICATIONS, MONITORING, AWARD, and SUPPORT. The MONITORING dropdown menu is expanded, showing options for Proposals, Performance Reports, Performance Report Details, and Performance Dashboard. The main content area features a personalized greeting 'Hi, Amy Green!' and three columns: TO DO (with items SRMP0075664 and SRMP0075868), RECENTLY UPDATED (with items SQPRDT0000001277, SRMP0076005, and SRMP0076029), and HELP (with links to ILMS Self Service Portal Reference Guide, Grantee Training Resource, and General Support KB Article). The bottom navigation bar shows a 'Proposals' menu item with a 'New' button highlighted in red, and a keyword search field.

New Proposal Save

Proposal Title

Status

* Associated Application

Bureau

Locations

Award Number

Themes

Notice of Award Number

Proposal Type

Vendor/Recipient

Proposal Revision Due Date

Assignments ^

Grantor Contact

Backup Grantor Contact

Grantee Contact

Backup Grantee Contact

Additional Actions

- [Proposal Summary Details](#) ¹ |
 [Location Details](#) |
 [Beneficiary Information Details](#) |
 [Proposal Narrative Details](#) ¹⁸ |
 [Results Monitoring Plan Details](#) |
 [RMP Work Plans](#) |
 [Proposal Budgets](#) ¹ |
 [Sub-Recipient Details](#) |
 [Desired Outcomes](#) |
 [Additional Goals](#) |
 [Approvers](#) ⁴ |
 [Attachment Details](#) |
 [Histories](#) ¹ |
 [Sub Proposals](#) |
 [Performance Report](#)

☰ Results Monitoring Plan Details New
Keyword Search Q

All > Associated RMP Number = SRMP0076155

No records in Results Monitoring Plan Details using that filter

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
x 2

Indicator

Disaggregation 1

Indicator

Indicator Number
3

Indicator
YOUTH-1j - Geographic location: rural x

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
x GogginsM@state.gov

Reporting By
Number

* Total Target Number
200

Total Target Percent

Total Target Other

Data Source

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 ↓

☰ RMP Work Plans New

☰ 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

☰ Attachment Details Download All New

All > Parent = SRMP0076155

No records in Attachment Details using that filter

Grantee – Performance Report Creation

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

- Proposals
Performance Reports
Performance Report Details
Performance Dashboard

Performance Reports New Keyword Search

Save

View OMB Information

Performance Report Number SQPR0005477

Status Draft

Performance Report Title

Bureau

After saving, the Frequency will become read-only and can only be updated by the grantor.

* Associated Proposal Number

Award Number

* Frequency Quarterly

Notice of Award Number

Period Start	Period End	Submission Due Date	Submission Date	Status	Approval Due Date	Approval Date	Final Report
2019-10-01	2019-12-31	2020-01-30		Draft	2020-03-02		false
2020-01-01	2020-03-31	2020-04-30		Locked	2020-06-01		false
2020-04-01	2020-06-30	2020-07-30		Locked	2020-09-01		false

Click record to view the **Performance Report Details** form

Overall Assessment of Project

Anticipated Results

Work Plan

Justification

-- None --

Ahead of Schedule

On Track

Behind Schedule

- Enter quantitative progress for the reporting period in the **Performance Report Data Tab** information.
- Goal, Objective, Indicator, and Disaggregation data are pulled in from the Associated Proposal to report on.

Objective	Indicator	Custom Indicator	Indicator Period Progress (#)	Disaggregation 1	Disaggregation 1 Period Progress (#)	Disaggregation 2	Disaggregation 2 Period Progress (#)	Disaggregation 3 Period Progress (#)
Working to train young males in investment policies in Bangkok	YOUTH-1e - Number of males age 20-24			Age > 15 - 35 ("youth")		Participant type > Learner		
Working to train young males in investment policies in the island of Phuket.	YOUTH-1a - Number of males age 10-14			Participant type > Learner		Age > 15 - 35 ("youth")		

- Click into the **Performance Report Totals** tab to view aggregated indicator and disaggregation data across reporting periods.

Performance Report Data Totals								
Keyword Search <input type="text"/> <input type="submit" value="Q"/>								
Objective	Indicator	Custom Indicator	Indicator Cumulative (#)	Indicator Cumulative (%)	Disaggregation 1	Disaggregation 1 Cumulative (#)	Disaggregation 1 Cumulative (%)	Disaggregation 2
Working to train women in investment policies and laws along the urban corridor of Bangkok	GNDR-8b - Number of Women		10	5	Female	30	15	Participant nationality > Foreign
<div style="border: 1px dashed gray; padding: 5px; width: fit-content; margin: 0 auto;"> To update goal, objective, and indicator data, grantees can request an amendment to the Associated Proposal. </div>								
Working to train young males in investment policies in Bangkok	YOUTH-1e - Number of males age 20-24		10	5	Age > 15 - 35 ("youth")	39	20	Participant type > Learner

- Click into the **Narrative Reporting Tab** to enter the information relevant to the specific Performance Report Period.

Narrative Reporting ^

Executive Summary

Discussion of Work Plan Progress

- Select the required evaluation from the **Evaluation** tabs to answer bureau-specific questions.
- The **External Evaluation** is completed by grantors to provide feedback to grantees.
- The **Grantee Evaluation** is completed by grantees for grantor review.

Additional Actions

[Performance Report Data](#) 1 |
 [Performance Report Totals](#) 1 |
 [Performance Report Work Plan](#) 1 |

[Grantee Evaluation](#) |
 [External Evaluation](#)
 |
 [Attachment Details](#)

Grantee Evaluations New
Keyword Search

All > Performance Report Detail = SQPRDT0000001242

No records in Grantee Evaluation using that filter

Additional Actions
 Questions **1**

Date Submitted

Submitted By

Status
 In Progress

Requesting Office
 OFC OF EXECUTIVE DIRECTOR (EAP/EX)

Question Set
 Sample Grantee Evaluation

Bypass Evaluation

Performance Report Information

Additional Actions
 Questions **1**

Questions

Fill out the Value and Comments

Question	Value	Comments
Were all expectations met?	Yes	2019-09-26 14:06:41 - Amy Green (Comments) All expectations were met!

Rows 1 - 1 of 1

Attachment Details

Download All New

All > Parent - SQPRDT00000001300

No records in Attachment Details using that filter