

## Register for a USDA EAuthentication Account

The screenshot shows the USDA eAuthentication website. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. A "Quick Links" sidebar on the left contains: "What is an account?", "Create an account", "Update your account", "Administrator Links", "Local Registration", and "Authority Login". The main content area has a blue header "eAuthentication" and text explaining the system: "USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts." It also notes that only individuals are accepted and provides a link to "Create An Account Page".

## Organization Registration

The screenshot shows the "Create a New Account in FAIS" page. The header includes the USDA logo, "United States Department of Agriculture", "Food Aid Information System", and the "FAS" logo with the tagline "Linking U.S. Agriculture to the World". A navigation bar contains: Home, Agreement, Administration, and About FAIS. The page content includes: "My FAIS Alerts" sidebar, a breadcrumb trail "You are here: Home > Account > Register", and a "Welcome colinamiller [Log Off]" message. The main heading is "Create a New Account in FAIS". Below this is an "INSTRUCTIONS" section with a question mark icon and the text: "You are registered with USDA EAuthentication. To access the FAIS, you are required to confirm to create a new FAIS account." The "Account Information" section contains input fields for: User name (colinamiller), Last name (MILLER), First name (COLIN), and Email address (colin.miller@fas.usda.g). The "Organization" section has a dropdown menu for "Organization Type" with "Program Participant" selected. The dropdown list includes: "<Select>", "Food Aid Division", "Monitoring & Evaluation Staff", "Office of Country & Regional Affairs", "Office of Deputy Administrator", "Office of General Council", "Office of Global Analysis", "PCP", "POST", "Program Participant", "State Department", and "US AID".

# How to Initiate a Proposal

USDA United States Department of Agriculture  
Food Aid Information System

Home | Proposal | Agreement | Compliance | Administration | About FAIS

You are here : [Home](#) > [Proposal](#) > Proposal Creation

Welcome **faiss\_admin** , On behalf of **technoserve** [ [Log Off](#) ]

### Create Proposal

INSTRUCTIONS ?

#### Search and Select Solicitation

Fiscal Year: **2014**  
Program Type: **Food For Progress**  
Solicitation: **Food for Progress FY 2014 Proposal Solicitation**

[View Solicitation](#) [Create Online Proposal](#)

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[Front Page](#) [Home Page](#)

**U.S. Department of Agriculture  
Foreign Agricultural Service  
Office of Capacity Building and Development  
Food Assistance Division  
Food for Progress**

**Opportunity Announcement  
CFDA Number: 10.606  
Issue Date: May 6, 2013  
Application Due Date: August 2, 2013 at 5:00 PM Eastern Daylight Time**

**SECTION I: FUNDING OPPORTUNITY DESCRIPTION**

**A. AUTHORITY:** The Food for Progress (FFP) program is authorized by the Food for Progress Act of 1985, as amended.

**B. PURPOSE:** The Food for Progress program provides for the donation of U.S. agricultural commodities to developing countries and emerging democracies that are committed to introducing or expanding free enterprise in their agricultural economies. Donated commodities are typically "monetized" (or sold on the local market), and the proceeds are used to fund agricultural development activities.

**C. PROGRAM OBJECTIVES:** For this announcement, the Foreign Agricultural Service (FAS) is concentrating FFP resources toward developing the agricultural value chain. To support the achievement of this goal, FAS has identified two high-level strategic objectives: (1) increase agricultural productivity and (2) expand trade of agricultural products (domestically, regionally, and internationally). Applications that do not contribute to at least one of these two high-level objectives will not be funded. Proposals should address both high-level objectives if necessary. FFP's high-level objectives are supported by two results frameworks that

9:47 AM  
4/8/2014

## FY 2014 Food Aid Proposal Entry Instructions

### Assign Contact Information

Alerts

- Alerts

Data Navigation

- [View Proposal](#)
- [View Proposal Assignment](#)
- [Proposal Summary](#)
- [Proposal Assignment](#)
- [Applicant Details](#)
- [Introduction](#)
- [Activity Objective](#)
- [Commodity](#)
- [PVO Budget](#)

#### Proposal Applicant Summary

This page displays the list of people assigned as the contact people for this proposal. A PP Creator or PP Director are given the ability to specify the Proposal Contact personnel by clicking Create New Proposal Contact link above the contact people list table. Notice that this set of people is different than the PP Creator and PP Contributors. The proposal contact people do not necessarily play a part in the proposal development.

[Add/Edit](#)

#### Participant & Proposal Information

Organization Name	██████████
Address Location	Main
Address Line 1	address1
Address Line 2	105
City	richmond
State Province	VA
Country	United States
Zip Code	20876
Proposal Number	2011-0132
Program Type	416B
Status	In Progress


#### Proposal Contact

[Create New Proposal Contact](#)


Title	First Name	Last Name	Designation	Email	Phone	Zip	Contact Type(s)	Action	
Mr	██████	P_DR1	FA5	none	██████ PP_DR1@dummy.org	2027204472	20876	Legal Signatory, Donation Country, Applicant Contact	<a href="#">Edit</a> <a href="#">Delete</a>

↓

## Assign User Roles in a Proposal



United States Department of Agriculture  
Food Aid Information System  
(QA)



Linking U.S. Agriculture  
to the World

[Home](#) | [Reports Out](#) | [Agreement](#) | [Administration](#) | [Proposal Management](#) | [Budget](#) | [About FAS](#)

You are here: [Home](#) > [Proposal Management](#) > [Proposal Summary](#) > Proposal Assignment Welcome [jamint\\_gp\\_dirt](#) ([Log Off](#))

### Assign Proposal

This page is used to assign the roles for a given proposal. The proposal roles are:

- Proposal Creator:** The person in the organization assigned to be the overall proposal manager. This person will have edit capabilities to all proposal sections and will be the first level reviewer for the various proposal sections if these sections are assigned to other staff members. In order for a person to be assigned this role, that person must be given this role in their FAS registration profile.
- Proposal Contributor:** A staff member who is assigned to write a given section. A section contributor will be given edit capability only to the section(s) to which he/she is assigned, but is given read capability to all other sections.

The Comments fields are used to convey any instructions to the various people assigned, e.g., date by which the section is due.  
[Add/Edit](#)

#### Basic Information

Organization:

Proposal Number:

Program Type:

Status:

PP Creator:

Comments:

Section Name	Contributor	Comments
Introduction Section	<input type="text" value="&lt;Select&gt;"/>	<input type="text" value=""/>
Commodity Section	<input type="text" value="&lt;Select&gt;"/>	<input type="text" value=""/>
Activity Objective Section	<input type="text" value="&lt;Select&gt;"/>	<input type="text" value=""/>
Budget Section	<input type="text" value="&lt;Select&gt;"/>	<input type="text" value=""/>

# FY 2014 Food Aid Proposal Entry Instructions

## User Delegation

USDA United States Department of Agriculture  
Food Aid Information System (QA)

Home Reports Out Payment Agreement Administration Compliance Proposal About FAIS

You are here : Home > Administration > View Participant User Profile

Welcome **ppuser1cont1** [ Log Off ]

### Participant User Details

INSTRUCTIONS ?

#### E-Authentication Details

User name:

My FAIS Alerts Profile

- New Profile
- Edit Profile**
- Change PIN
- User Delegation

Home Reports Out Payment Agreement Administration Compliance Proposal About FAIS

You are here : Home > Administration > Delegated Users

Welcome **ppuser1cont1** [ Log Off ]

### View User Delegations

INSTRUCTIONS ?

#### User Delegation

[Create New User Delegation](#)

Delegated Account	Delegated TO	Delegated Until	Active	Actions
ppuser1cont1 FAS	Stg_PP_Dirt FAS	8/10/2011 12:00:00 AM	False	<a href="#">Edit</a>   <a href="#">View</a>

Showing 1 to 1 of 1 entries

Filter all columns:

Home Reports Out Payment Agreement Administration Compliance Proposal About FAIS

You are here : Home > Administration > Delegate User

Welcome **ppuser1cont1** [ Log Off ]

### Delegate User

INSTRUCTIONS ?

Delegate To:   
FAISuat pps  
PPUser1Dirt FAS  
ppuser1CR1 FAS  
**TestUser100 FAS**

Delegate Until:  (MM/DD/YYYY) \*

Home Reports Out Payment Agreement Administration Compliance Proposal About FAIS

You are here : Home > Account > PIN

Welcome **testuser100** [ Log Off ]

### FAIS Log On

INSTRUCTIONS ?

Please enter your PIN

PIN:

On Behalf Of:   
(No Delegation)  
**ppuser1cont1 FAS**

## FY 2014 Food Aid Proposal Entry Instructions

### Proposal Summary

Solicitation ID 3  
 Program Type: FFFy  
 Fiscal Year: 2011  
 Status: Assigned  
 Country: Afghanistan

**Data Navigation**

Print Proposal  
 View Proposal Assignment  
 Proposal Summary

Proposal Summary

Attachments

#### Proposal Information

Organization:   
 Solicitation ID:   
 Proposal Number:   
 Program Type:   
 Status:   
 Country:

Proposal Section Details			
Section Name	Contributor	Status	Comments
Introduction Section	PPOrg1Dir1 FAS	Submitted	
Commodity Section	PPOrg1Dir1 FAS	Submitted	
Result Section	PPOrg1Dir1 FAS	Submitted	
Budget Section	PPOrg1Dir1 FAS	Submitted	

Proposal Workflow History					
User	Date	Action	Status	Comments	
fad_do1 FAS	7/1/2011 10:25:48	Assign	Assigned		
PPOrg1Dir1 FAS	7/1/2011 10:19:20	Submit To FAD	Submitted	asdf asdf asd	
PPOrg1Dir1 FAS	7/1/2011 10:17:36	Submit For Review	Submitted For Review	asdf asdf asf	
PPOrg1Dir1 FAS	5/20/2011 02:35:14	Assign	In Progress	Assign Proposal	
PPOrg1Dir1 FAS	5/20/2011 02:34:51	Create	In Progress	Proposal Creation	

Showing 1 to 5 of 5 entries Filter all columns:

Workflow Actions	
Submit For Review	

## Attachments Tab

The screenshot shows the USDA Food Aid Information System (FAIS) interface. At the top left is the USDA logo with the text "United States Department of Agriculture" and "Food Aid Information System (QA)". At the top right is the "Linking U.S. Agriculture to the World" logo with "FAS" and "to the World". A navigation bar contains links for Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, Budget, and About FAIS. Below the navigation bar, a breadcrumb trail reads "You are here : Home > Proposal > Proposal Summary > Attachments". To the right of the breadcrumb is a welcome message "Welcome FAD\_DO1" and a "Log Off" link. The main heading is "Attachments". Below this heading is a section titled "INSTRUCTIONS" with a green question mark icon. There are two tabs: "Proposal Summary" and "Attachments", with "Attachments" being the active tab. The "Upload a file" section contains a "File Type" dropdown menu set to "Generic", a "File Name" input field with a "Browse..." button, a "Comment" input field, and an "Upload" button. On the left side of the page is a sidebar with a "Data Navigation" menu listing various options: Organization: 1 Vision Street Inc., Solicitation ID 3, Program Type: FFP, Fiscal Year: 2011, Status: In Progress, Country: To Be Decided, Print Proposal, View Assignment(M), Proposal Summary, Proposal Assignment(M), Applicant Details, Introduction, Result, Commodity, and PVO Budget.

# FY 2014 Food Aid Proposal Entry Instructions

**USDA** United States Department of Agriculture  
**Food Aid Information System** (QA)

Home | Reports Out | Payment | Agreement | Administration | Compliance | Proposal | Budget | About FAIS

You are here: [Home](#) > [Proposal](#) > [Proposal Summary](#) > Introduction Section Summary

Welcome [FAIS DOJ](#) | [Log Off](#)

## Proposal Introduction Section Summary

**INSTRUCTIONS** ?

**Introduction Summary** | Introduction Details | Program Administration List

### Proposal Information

Organization:

Proposal Number:

Program Type:

Status:

Country:

### Proposal Section Workflow History

User	Date	Action	Status	Comments
No data available in table				

Showing 0 to 0 of 0 entries

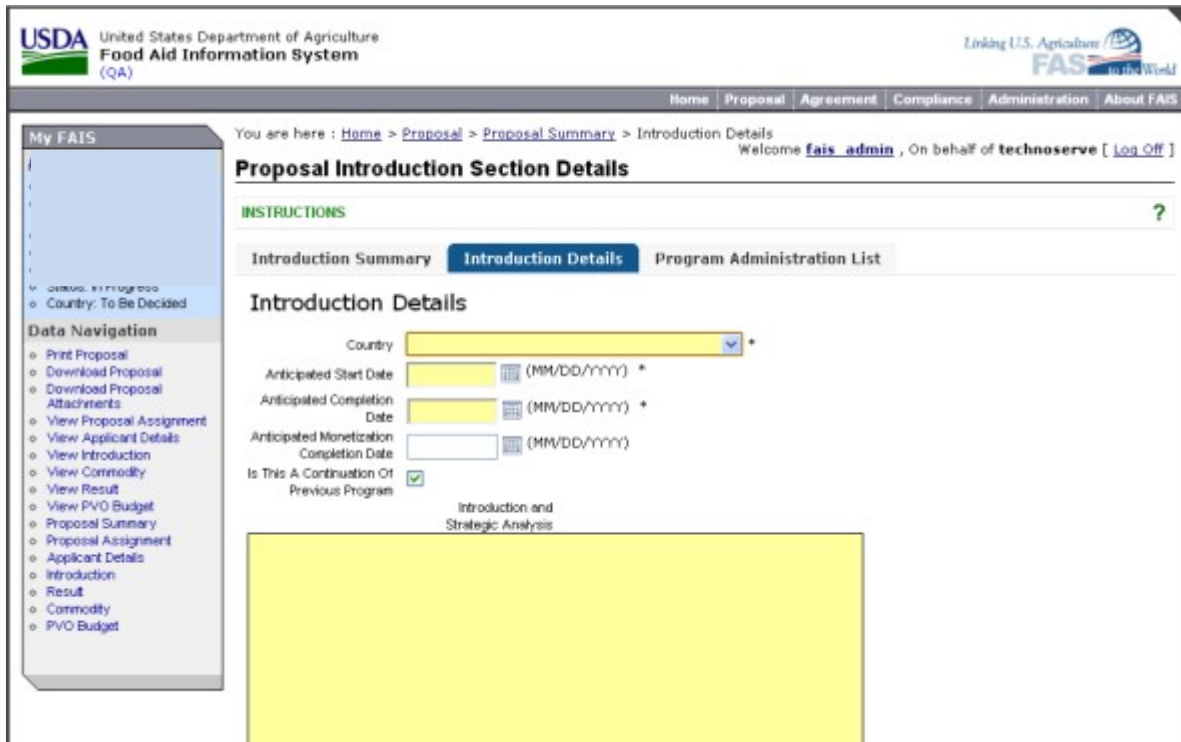
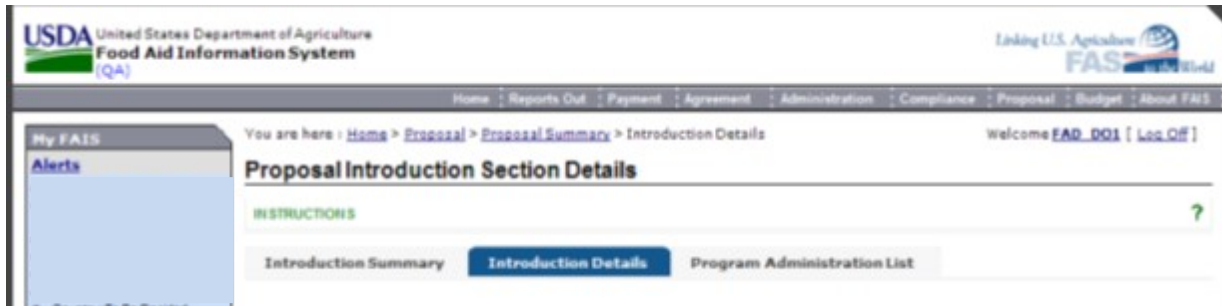
Filter all columns:

[FAIS Home](#) | [USDA.gov](#) | [USG.gov](#) | [White House](#) | [DOJ](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#)



## FY 2014 Food Aid Proposal Entry Instructions

### Introduction Details



## FY 2014 Food Aid Proposal Entry Instructions

### Program Administration List

USDA United States Department of Agriculture  
Food Aid Information System (QA)

Home | Reports Out | Payment | Agreement | Administration | Compliance | Proposal | Budget | About FAIS

You are here: Home > Proposal > Proposal Summary > ProposalProgramAdministration

Welcome FAD\_001 [ Log Off ]

**Proposal Program Administration**

INSTRUCTIONS ?

Introduction Summary Introduction Details **Program Administration List**

Add new record

Title	Percentage of Time	Main Responsibility	Action
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="button" value="Insert"/> <input type="button" value="Cancel"/>

Displaying items 0 - 0 of 0

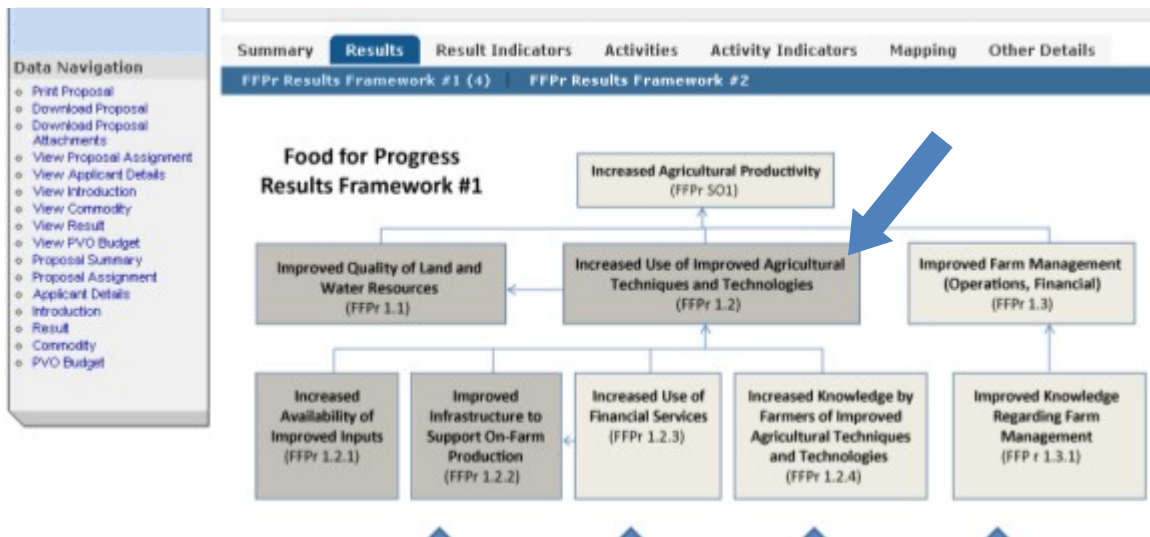
Add new record

Title	Percentage of Time	Main Responsibility	Action
Project Manager	100.00	Overseeing Project	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Trainers (3)	100.00	Training Ice Fisherman	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Country Director	40.00	Providing Oversight	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

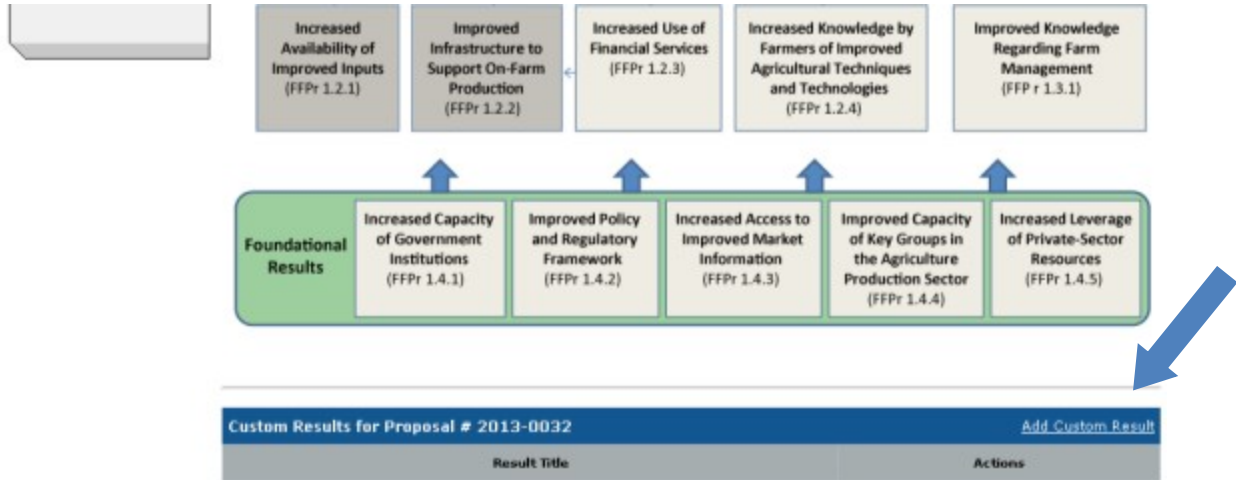
Displaying items 1 - 3 of 3

# FY 2014 Food Aid Proposal Entry Instructions

## Selecting Results



## FY 2014 Food Aid Proposal Entry Instructions



## FY 2014 Food Aid Proposal Entry Instructions

### Adding Performance Indicators

The screenshot shows the USDA Food Aid Information System interface. The breadcrumb trail is: Home > Proposal > Proposal Summary > Result List > Result Indicators. The user is logged in as 'fais\_admin'. The page title is 'Proposal Result Indicators'. There are tabs for Summary, Results, Result Indicators, Activities, Activity Indicators, Mapping, and Other Details. The 'Other Details' tab is selected and circled in red. Below the tabs, there is a 'Result Count: (4)' and two buttons: 'Expand All' and 'Collapse All', both circled in red. A blue arrow points to the 'Expand All' button. Below this, there are four result items, each with a dropdown arrow and a title: 'Result: Improved Quality of Land and Water Resources', 'Result: Increased Use of Improved Agricultural Techniques and Technologies', 'Result: Increased Availability of Improved Inputs', and 'Result: Improved Infrastructure to Support On-Farm Production'. A second blue arrow points to the 'Other Details' tab.

This screenshot shows the same 'Proposal Result Indicators' page, but with the 'Other Details' tab selected. The 'Description' field for the second result, 'Result: Increased Use of Improved Agricultural Techniques and Technologies', is expanded. The description text is 'Increased Use of Improved Agricultural Techniques and Technologies'. An 'Edit' button is visible at the end of the description field, circled in red. A blue arrow points to this 'Edit' button. Below the description field, there is a 'Performance Indicators' section with a table header: 'Performance Indicator', 'Target', 'Baseline', and 'Action'. The table is currently empty, with a note below it stating 'There are no performance indicators for this result.' There is also an 'Add New Indicator' button.

### FY 2014 Food Aid Proposal Entry Instructions

**My FAIS**  
You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > [Result List](#) > Result Indicators  
Welcome **fais\_admin** , On behalf of [ [Log Off](#) ]

#### Proposal Result Indicators

**Edit Description**

Result: Increased Use of Improved Agricultural Techniques and Technologies  
Description: Increased Use of Improved Agricultural Techniques and Technologies

Save Cancel

There are no performance indicators for this result.

**My FAIS**  
You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > [Result List](#) > Result Indicators  
Welcome **fais\_admin** , On behalf of [ [Log Off](#) ]

#### Proposal Result Indicators

**INSTRUCTIONS**

Message Area: No Messages

Summary Results **Result Indicators** Activities Activity Indicators Mapping Other Details

Result Count: (4) [Expand All](#) [Collapse All](#)

- Result: Improved Quality of Land and Water Resources
- Result: Increased Use of Improved Agricultural Techniques and Technologies

Description: Increased Use of Improved Agricultural Techniques and Technologies [Edit](#)

**Performance Indicators** [Add New Indicator](#)

Performance Indicator	Target	Baseline	Action
Number hectares being managed under improved techniques or technologies	100	0	<a href="#">Edit</a> <a href="#">Delete</a>

### FY 2014 Food Aid Proposal Entry Instructions

**Add Performance Indicator**

Result: Improved Quality of Land and Water Resources

Performance Indicator

Target

Baseline

Save Cancel

**Proposal Result Indicators**

INSTRUCTIONS

Summary Results **Result Indicators** Activities Activity Indicators Mapping Other Details

Result Count: (3) [Expand All](#) [Collapse All](#)

Result: Improved Quality of Land and Water Resources

Result: Increased Availability of Improved Inputs

Result: Improved Infrastructure to Support On-Farm Production

Description [Edit](#)

Improved Infrastructure to Support On-Farm Production

Performance Indicators [Add New Indicator](#)

Performance Indicator	Target	Baseline	Action
Percent of farms in target region that have two or more improved on-farm structures	80	0	<a href="#">Edit</a> <a href="#">Delete</a>

## FY 2014 Food Aid Proposal Entry Instructions

### Activities

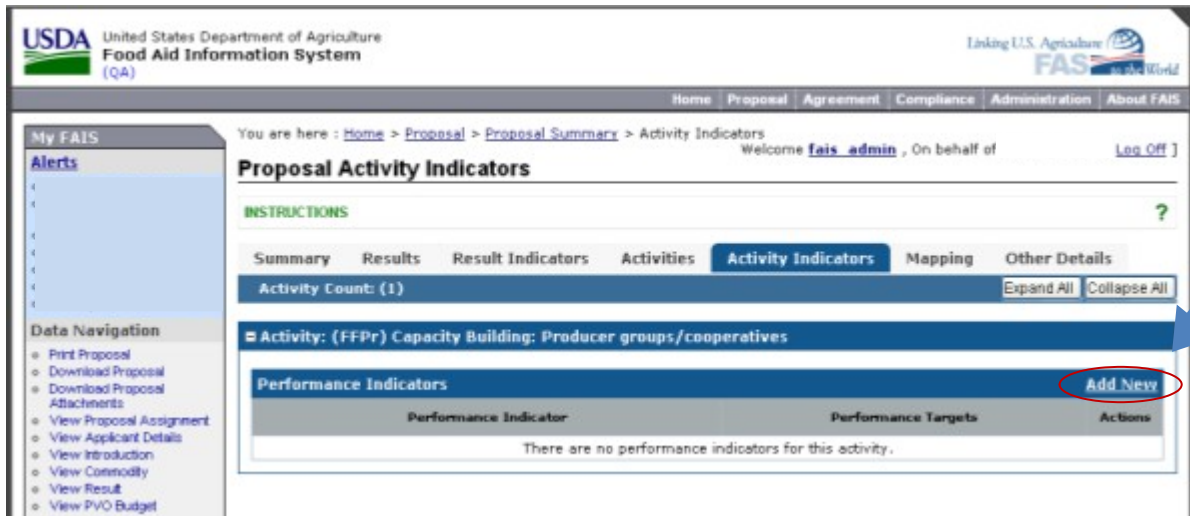
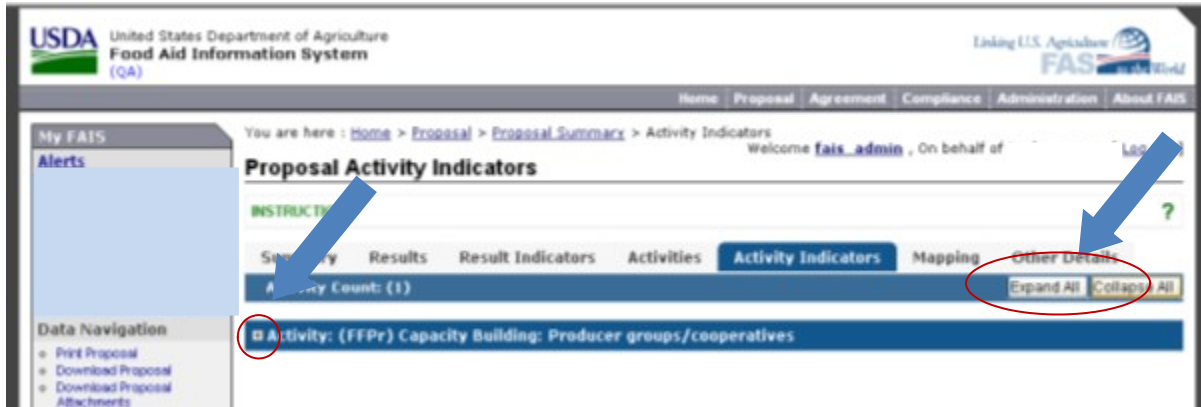
The screenshot shows the 'Proposal Activities & Beneficiaries' page in the FAIS system. The breadcrumb trail is 'Home > Proposal > Proposal Summary > Activity and Beneficiaries'. The user is logged in as 'fais\_admin'. The page has a navigation menu with 'Activities' selected. Below the menu is a 'List of Proposal Activities' table with columns for 'Activity', 'Activity Description', and 'Action'. The 'Create New Activity' link in the 'Action' column is circled in red. A blue arrow points to this link from the right side of the page.

The screenshot shows the 'Create Proposal Activity' dialog box. It has a dropdown menu for 'Activity' set to 'Choose an Activity' and a large yellow text area for 'Activity Description'. At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Save' button is circled in red, and a blue arrow points to it from the bottom right.



## FY 2014 Food Aid Proposal Entry Instructions

### Activity Indicators



## FY 2014 Food Aid Proposal Entry Instructions

The screenshot displays the 'Edit Performance Indicator' form within the USDA Food Aid Information System. The form is titled 'Edit Performance Indicator' and shows the following details:

- Activity: (FFPr) Capacity Building: Producer groups/cooperatives
- Name: [Yellow highlighted text area]
- FY 2014: [Input field]
- FY 2015: [Input field]
- FY 2016: [Input field]

Annotations on the screenshot include a blue arrow pointing to the 'Name' field and another blue arrow pointing to the 'FY 2014' input field. The 'FY 2014', 'FY 2015', and 'FY 2016' input fields are circled in red. The form also includes 'Save' and 'Cancel' buttons at the bottom right.

At the bottom of the page, there are several links: [FAS Home](#) | [USDA.gov](#) | [USA.gov](#) | [White House](#) | [FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#)

## FY 2014 Food Aid Proposal Entry Instructions

USDA United States Department of Agriculture  
Food Aid Information System (QA)

Linking U.S. Agriculture FAS to the World

Home Proposal Agreement Compliance Administration About FAIS

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > Activity Indicators  
Welcome [fais\\_admin](#) , On behalf of t [ [Log Off](#) ]

### Proposal Activity Indicators

**INSTRUCTIONS** ?

Message Area: No Messages

Summary Results Result Indicators Activities **Activity Indicators** Mapping Other Details

Activity Count: (1) [Expand All](#) [Collapse All](#)

Activity: (FFPr) Capacity Building: Producer groups/cooperatives

Performance Indicator	Performance Targets	Actions
Name: Number of training sessions in farm management conducted for agriculture producers.	FY 2014: 5 FY 2015: 10 FY 2016: 15	<a href="#">Add New</a> <a href="#">Edit</a> <a href="#">Delete</a>

FAIS Home | USDA.gov | USA.gov | White House | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

## Mapping

USDA United States Department of Agriculture  
Food Aid Information System (QA)

Linking U.S. Agriculture FAS to the World

Home Proposal Agreement Compliance Administration About FAIS

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > Result-Activity Mapping  
Welcome [fais\\_admin](#) , On behalf of [technoserve](#) [ [Log Off](#) ]

### Proposal Result & Activity Mapping

**INSTRUCTIONS** ?

Your record has been saved successfully

Summary Results Result Indicators Activities Activity Indicators **Mapping** Other Details

#### Add/Edit Result & Activity Mapping

Proposal Activity:  \*

Result:  \*

Activity	Result	Action
(FFPr) Capacity Building: Producer groups/cooperatives	Increased Availability of Improved Inputs	<a href="#">Edit</a>   <a href="#">Delete</a>

Showing 1 to 2 of 2 entries Filter all columns:

FAIS Home | USDA.gov | USA.gov | White House | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

# FY 2014 Food Aid Proposal Entry Instructions

## Other Details

**My FAIS**  
Alerts

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > Result Additional Details  
Welcome **faix\_admin**, | [Log Off](#)

### Proposal Result Other Details

**INSTRUCTIONS** ?

Summary Results Activities & Beneficiaries Mapping **Other Details**

#### Result Other Details

Cash or Non-cash Contributions:

Sub Recipients:

Government and Non-Government Agencies:

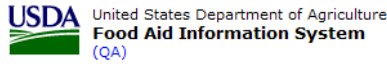
Method Of Educating Public:

Method of Choosing Beneficiaries:

Target Geographic Area:

# FY 2014 Food Aid Proposal Entry Instructions

## Commodity Summary



[Home](#) | [Reports Out](#) | [Agreement](#) | [Administration](#) | [Compliance](#) | [Proposal](#) | [Budget](#) | [About FAIS](#)

### My FAIS

#### Alerts

#### Data Navigation

- [Print Proposal](#)
- [View Assignment\(M\)](#)
- [Proposal Summary](#)
- [Proposal Assignment\(M\)](#)
- [Applicant Details](#)
- [Introduction](#)
- [Result](#)
- [Commodity](#)
- [PVO Budget](#)

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > Commodity Section Summary

Welcome **FAD\_DO1** [ [Log Off](#) ]

### Proposal Commodity Section Summary

INSTRUCTIONS [?](#)

#### Commodity Summary

#### Commodity List

#### Special Needs & Distribution Methods

#### Monetization

### Proposal Information

Organization

Proposal Number

Program Type

Status

Country

### Proposal Section Workflow History

User	Date	Action	Status	Comments
No data available in table				
Showing 0 to 0 of 0 entries				

Filter all columns:

# FY 2014 Food Aid Proposal Entry Instructions

## Commodity List

**USDA** United States Department of Agriculture  
**Food Aid Information System**  
(QA)

Linking U.S. Agriculture to the World  
**FAS**

Home | Reports Out | Agreement | Administration | Compliance | Proposal | Budget | About FAIS

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > Commodity List

Welcome **FAD DO1** [ [Log Off](#) ]

### Proposal Commodity Section List

**INSTRUCTIONS** ?

Commodity Summary | **Commodity List** | Special Needs & Distribution Methods | Monetization

**List of Commodities** [Create New Commodity](#)

Commodity	Usage Type	Qty/MT	Pkg. Type	Pkg. Size	Country	Delivery to U.S Port (MM/Year)	Est. Sales/MT (\$)	Kinds of Goods, Svc	Qty of Goods	Value of Svc (\$)	Action
-----------	------------	--------	-----------	-----------	---------	--------------------------------	--------------------	---------------------	--------------	-------------------	--------

### Basic Information

Commodity:  \*

Package Size/Type:  \*

Commodity Usage Type:  \*

Quantity MT:

Destination Country:

Delivery To U.S Port Month & Year:  \*

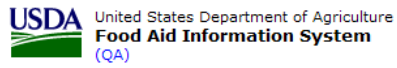
### Monetization Details

Estimated Sales Per MT (\$):

Estimated Proceeds (\$):

## FY 2014 Food Aid Proposal Entry Instructions

### Special Needs & Distribution Methods



Home | Reports Out | Agreement | Administration | Compliance | Proposal | Budget | About FAIS

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > Delivery Detail / Distribution Method

Welcome **FAD DO1** [ [Log Off](#) ]

#### Proposal Commodity Section Special Needs & Distribution Methods

**INSTRUCTIONS** ?

Commodity Summary   Commodity List   **Special Needs & Distribution Methods**   Monetization

A screenshot of a web form titled "Ration Justification (McGovern-Dole Applicants Only)". The form has a yellow header bar. Below the header is a large white text area for input. A blue arrow points to the form title. A "Save" button is located at the bottom left of the form area.

## FY 2014 Food Aid Proposal Entry Instructions


# Monetization

The screenshot displays the USDA Food Aid Information System (FAIS) interface. At the top left is the USDA logo with the text "United States Department of Agriculture Food Aid Information System (QA)". At the top right is the "Linking U.S. Agriculture FAS to the World" logo. A navigation bar contains links for Home, Reports Out, Agreement, Administration, Compliance, Proposal, Budget, and About FAIS. Below the navigation bar, a breadcrumb trail reads "You are here : Home > Proposal > Proposal Summary > Monetization". To the right of the breadcrumb, it says "Welcome FAD\_DO1 [ Log Off ]". On the left side, there is a "My FAIS Alerts" sidebar. The main content area is titled "Proposal Commodity Section Monetization" and features a green "INSTRUCTIONS" link with a question mark icon. Below this, there is a horizontal menu with four items: "Commodity Summary", "Commodity List", "Special Needs & Distribution Methods", and "Monetization", where "Monetization" is highlighted in a blue button.




## FY 2014 Food Aid Proposal Entry Instructions

# PVO Budget Summary



United States Department of Agriculture  
**Food Aid Information System**  
(QA)

Linking U.S. Agriculture  to the World

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[Home](#) | [Proposal](#) | [Agreement](#) | [Compliance](#) | [Administration](#) | [About FAIS](#)

**My FAIS**  
[Alerts](#)

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > PVO Budget Summary  
Welcome **fais\_admin** , On behalf of : [Log Off](#) ]

### Proposal PVO Budget Summary


**INSTRUCTIONS** [?](#)

**PVO Budget Summary** | [PVO Budget List](#) | [Budget Narrative](#)


**Proposal Information**

## FY 2014 Food Aid Proposal Entry Instructions

### PVO Budget List



United States Department of Agriculture  
**Food Aid Information System**  
(QA)

Linking U.S. Agriculture  to the World

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You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > PVO Budget List

Welcome **fais\_admin** , On behalf of [ ] [Log Off](#) ]

#### Proposal PVO Budget List

**INSTRUCTIONS** ?

[Download Activity Codes](#)

**PVO Budget Summary** | **PVO Budget List** | Budget Narrative

**Budget Summary**

Fiscal Year	Cash (\$)	Monetization (\$)	Total(\$)
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**List of PVO Budgets**

[Add Line Item](#) | Add Bulk | [Delete All](#) | [Delete Yearly budget](#) | [Download Budget](#)

Fiscal Year	Activity	Expense Type	Details	Quantity	Price Per Unit (\$)	Total Price (\$)	NICRA %	Total After NICRA (\$)	Cash (\$)	Monetization (\$)	Action
No data available in table											

Showing 0 to 0 of 0 entries Filter all columns:

**My FAIS**

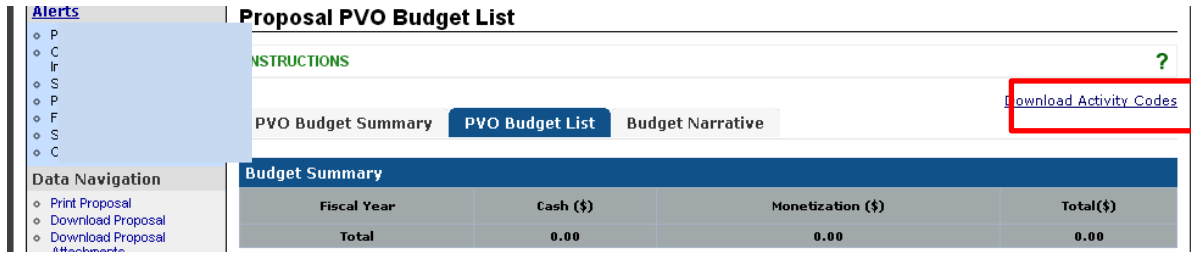
[Alerts](#)

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**Data Navigation**

- o Print Proposal
- o Download Proposal
- o Download Proposal Attachments
- o View Proposal Assignment
- o View Applicant Details
- o View Introduction
- o View Commodity
- o View Result
- o View PVO Budget
- o Proposal Summary
- o Proposal Assignment
- o Applicant Details
- o Introduction

## Adding Bulk Budget Lines: Downloading Activity Codes



**Alerts**

- o P
- o C
- o If
- o S
- o P
- o F
- o S
- o C

**Data Navigation**

- o Print Proposal
- o Download Proposal
- o Download Proposal Attachments

**Proposal PVO Budget List**

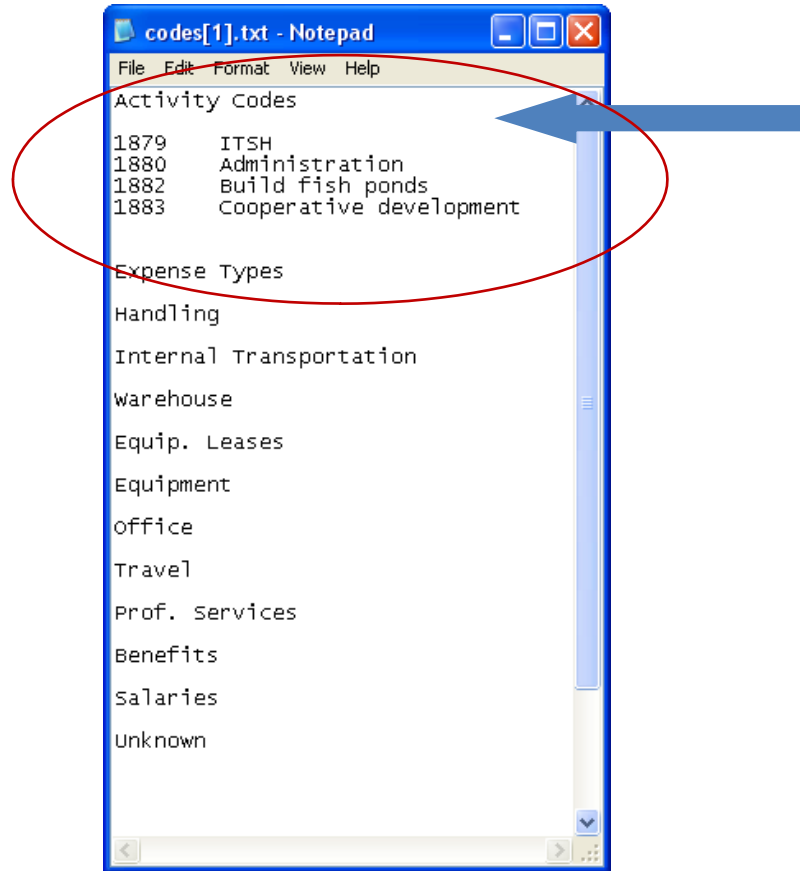
INSTRUCTIONS ?

PVO Budget Summary PVO Budget List Budget Narrative

[Download Activity Codes](#)

**Budget Summary**

Fiscal Year	Cash (\$)	Monetization (\$)	Total(\$)
Total	0.00	0.00	0.00



codes[1].txt - Notepad

File Edit Format View Help

Activity Codes

- 1879 ITSH
- 1880 Administration
- 1882 Build fish ponds
- 1883 Cooperative development

Expense Types

- Handling
- Internal Transportation
- Warehouse
- Equip. Leases
- Equipment
- office
- Travel
- Prof. Services
- Benefits
- salaries
- Unknown

FY 2014 Food Aid Proposal Entry Instructions

# Adding Bulk Budget Lines: Compiling Budget in Excel and FAIS

FY	Activity Code	Exp Type	Location	Details	Qty	\$/unit	NICRA%	Cash%
2013	1866	Prof. Services	Field	Clerks	5000	5	30	50
2013	1866	Prof. Services	Field	PM	1000	20	30	50
2013	1866	Prof. Services	Field	Engineers	5000	10	30	50
2013	1866	Prof. Services	Field	Secretary	500	10	30	50
2014	1866	Prof. Services	Field	Clerks	5000	10	30	50
2014	1866	Prof. Services	Field	PM	1000	20	30	50
2014	1866	Prof. Services	Field	Engineers	5000	10	30	50
2014	1866	Prof. Services	Field	Secretary	500	10	30	50

**Proposal PVO Budget List**

**INSTRUCTIONS**

Budget List

2013	1866	Prof. Services	Field	Clerks	5000	5	30	50
2013	1866	Prof. Services	Field	PM	1000	20	30	50
2013	1866	Prof. Services	Field	Engineers	5000	10	30	50
2013	1866	Prof. Services	Field	Secretary	500	10	30	50
2014	1866	Prof. Services	Field	Clerks	5000	10	30	50
2014	1866	Prof. Services	Field	PM	1000	20	30	50
2014	1866	Prof. Services	Field	Engineers	5000	10	30	50
2014	1866	Prof. Services	Field	Secretary	500	10	30	50

**INSTRUCTIONS**

All lines which did not have error were successfully processed.

Budget List

2013	1879	Prof. Services	Field	Clerks	5000	5	30	50
2013	1879	Prof. Services	Field	PM	1000	20	30	50
2013	1882	Prof. Services	Field	Engineers	5000	10	30	50
2013	1882	Prof. Services	Field	Secretary	500	10	30	50
2014	1882	Prof. Services	Field	Clerks	5000	10	30	50
2014	1882	Prof. Services	Field	PM	1000	20	30	50
2014	1882	Prof. Services	Field	Engineers	5000	10	30	50
2014	1882	Prof. Services	Field	Secretary	500	10	30	50

## Adding Single Line Budget Entries

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Welcome **FAD\_D01** [ [Log Off](#) ]

### My FAIS

**Alerts**

**Data Navigation**

- Print Proposal
- View Assignment(M)
- Proposal Summary
- Proposal Assignment(M)
- Applicant Details
- Introduction
- Result
- Commodity
- PVO Budget

### Create Proposal PVO Budget

**INSTRUCTIONS** ?

#### Basic Information

Fiscal Year: 2011

Activity: ITSH

Expense Type: Handling

Location: Field

Details: [Redacted]

Quantity: [Redacted]

Price Per Unit (\$): 0

Total Price (\$): [Redacted]

NICRA %: [Redacted]

Total After NICRA (\$): [Redacted]

Cash %: [Redacted]

Monetize %: [Redacted]

Cash (\$): [Redacted]

Monetization (\$): [Redacted]

# FY 2014 Food Aid Proposal Entry Instructions

## PVO Budget Narrative

The screenshot shows the USDA Food Aid Information System (FAIS) interface. At the top left is the USDA logo and the text "United States Department of Agriculture Food Aid Information System (QA)". At the top right is the "Linking U.S. Agriculture to the World" logo with "FAS" and "to the World". A navigation bar contains links for Home, Proposal, Agreement, Compliance, Administration, and About FAIS. Below the navigation bar, a breadcrumb trail reads "You are here : Home > Proposal > Proposal Summary > PVO Budget List > PVO Budget List". A welcome message says "Welcome fais\_admin , On behalf of : [ Log Off ]".

The main content area is titled "Proposal PVO Budget Narrative". Below this is a section for "INSTRUCTIONS" with a question mark icon. A tabbed interface shows three tabs: "PVO Budget Summary", "PVO Budget List", and "Budget Narrative", with the latter being the active tab. A blue arrow points to the "Budget Narrative" tab.

The "Budget Narrative" section contains a large yellow text area for entering the narrative. Below the text area is a "Save" button. A small asterisk (\*) is located at the bottom right corner of the text area.

On the left side of the interface is a "My FAIS" sidebar. It includes an "Alerts" section and a "Data Navigation" section with a list of links: Print Proposal, Download Proposal, Download Proposal Attachments, View Proposal Assignment, View Applicant Details, View Introduction, View Commodity, View Result, View PVO Budget, Proposal Summary, Proposal Assignment, Applicant Details, Introduction, Result, Commodity, and PVO Budget.

At the bottom of the page is a footer with links for FAS Home, USDA.gov, USA.gov, White House, FOIA, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

FY 2014 Food Aid Proposal Entry Instructions

**SUBMITTING PROPOSALS IN FAIS**

The screenshot displays the 'Proposal Summary' page in the FAIS system. The page includes a navigation menu on the left, a header with the USDA logo and 'Food Aid Information System (FAIS)', and a main content area. The 'Proposal Information' section shows details for Organization: Tonga, Solicitation ID: 7, Proposal Number: 2013-0048, Program Type: PFFP, Status: Submitted For Review, and Country: Tonga. Below this is a 'Proposal Section Details' table with the following data:

Organization	Date	Action	Status
DOUGLAS BUSTEL	1/24/2012 05:00:29	Approved	Approved
NICOLA SAKHLEH	1/24/2012 05:00:14	EvalComplete	Evaluation Complete
NICOLA SAKHLEH	1/24/2012 03:29:26	EvalComplete	Evaluation Complete
NICOLA SAKHLEH	1/24/2012 03:20:22	Evaluate	Evaluated
NICOLA SAKHLEH	1/24/2012 03:17:49	Assign	Assigned
Susan Bernstein	1/24/2012 03:16:08	Submit To USDA	Submitted
Susan Bernstein	1/24/2012 03:15:16	Submit For Review	Submitted For Review
Susan Bernstein	8/3/2011 01:47:22	Creates	In Progress

A red arrow points to the row for 'NICOLA SAKHLEH' with the action 'Evaluate'. Below the table is a 'Workflow Actions' section with buttons for 'Submit To USDA', 'Request for Modification', and 'Reject'.

The public reporting burden for this information collection is estimated to be 180 minutes. 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, Office of Capacity Building and Development, Food Assistance Division, Attn: OMB Number (0551-0035), 1400 Independence Avenue., S.W., Washington, DC 20250-1034. You are not required to respond to this collection of information unless a valid OMB control number is displayed.