OMB Control Number (0551-0047)

Expiration Date:

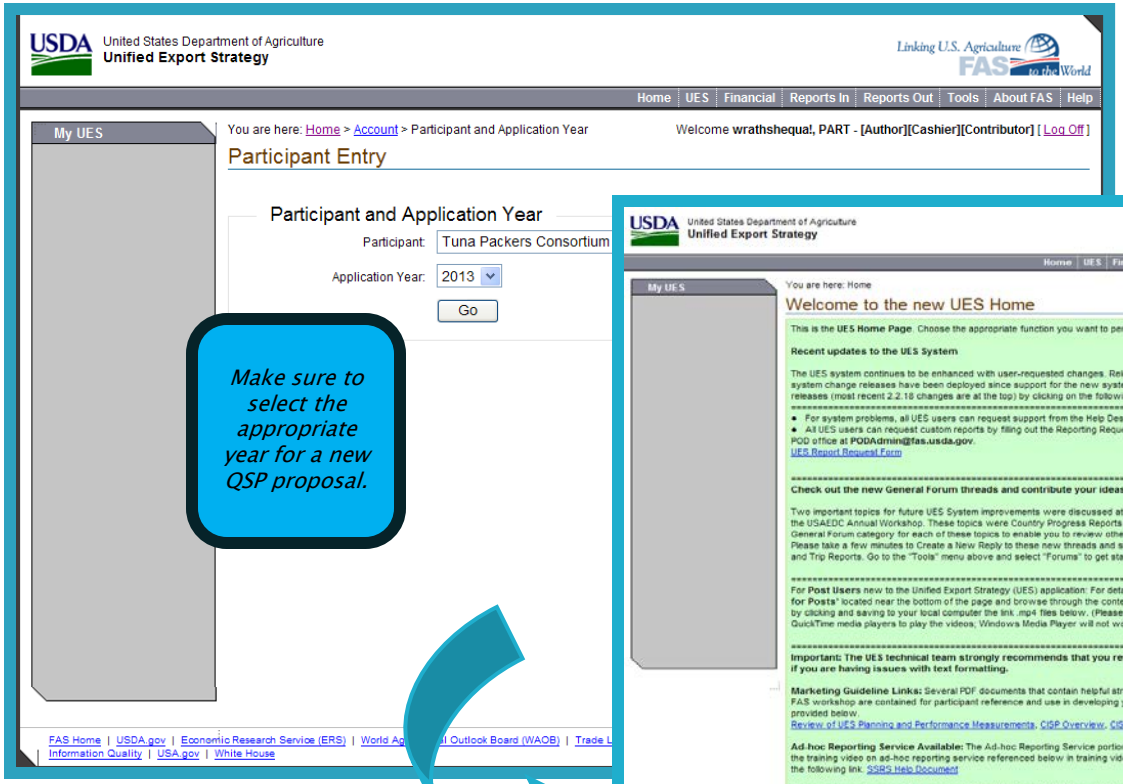
Creating the QSP Proposal in UES

USDA FAS OTP POD GPB

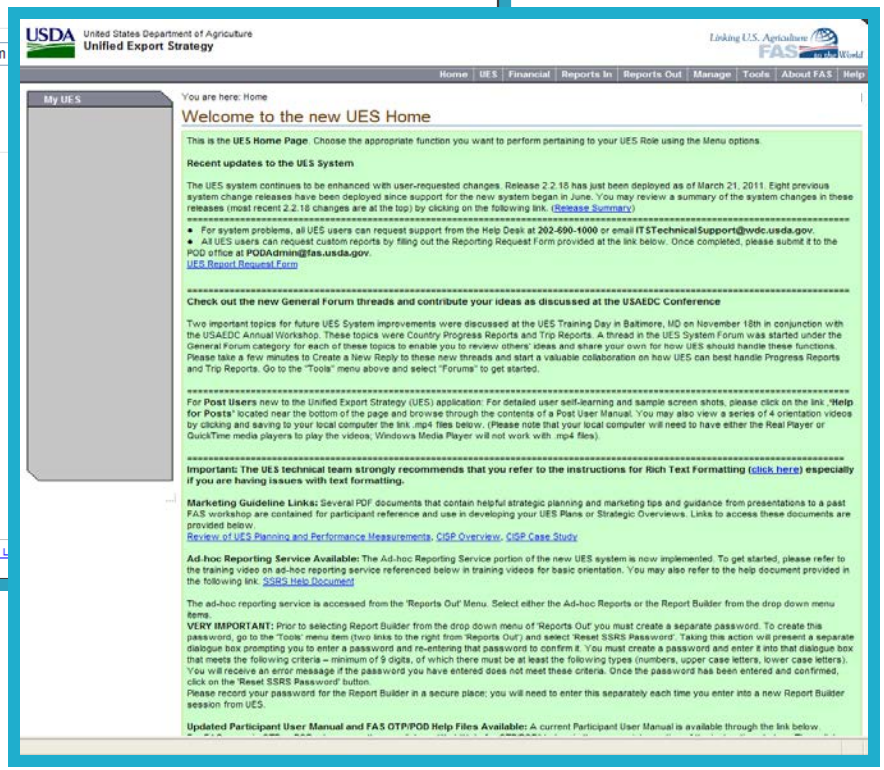
The public reporting burden for this information collection is estimated to be 10 hours per response. This burden estimate includes time for reviewing instructions, researching existing data sources, gathering and maintaining the needed data, and completing and submitting the information. Send comments regarding the accuracy of this burden estimate and any suggestions for reducing the burden to: U.S. Department of Agriculture, Foreign Agricultural Service, Attn: **OMB Number (0551-0047),** 1400 Independence Avenue, SW, Washington, DC 20250-1023. You are not required to respond to this collection of information unless a valid OMB control number is displayed.

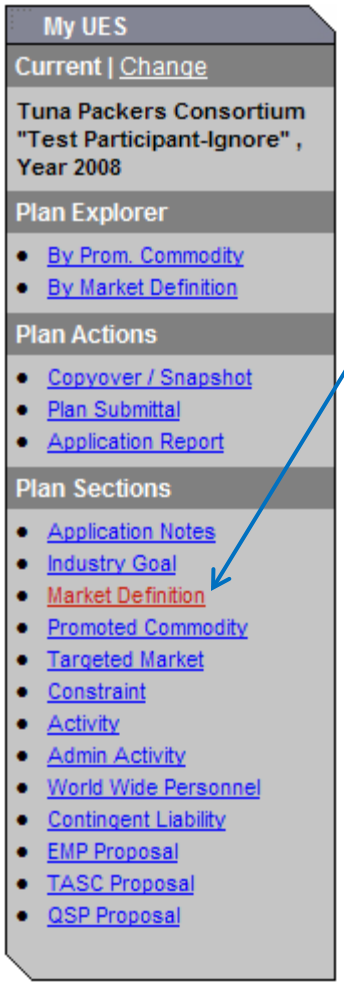
1. Log in to the Unified Export Strategy (UES) with appropriate credentials.

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



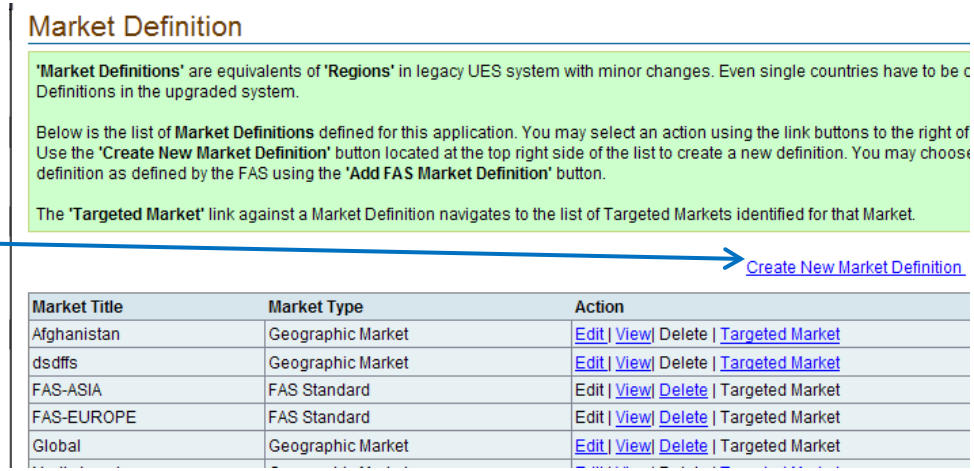
Make sure to select the appropriate year for a new QSP proposal.





2. Begin by clicking once on the MARKET DEFINITION link. Then click on the CREATE NEW MARKET DEFINITION link or ADD MARKET DEFINITION LINK (IF USING FAS STANDARD MARKET INFO).

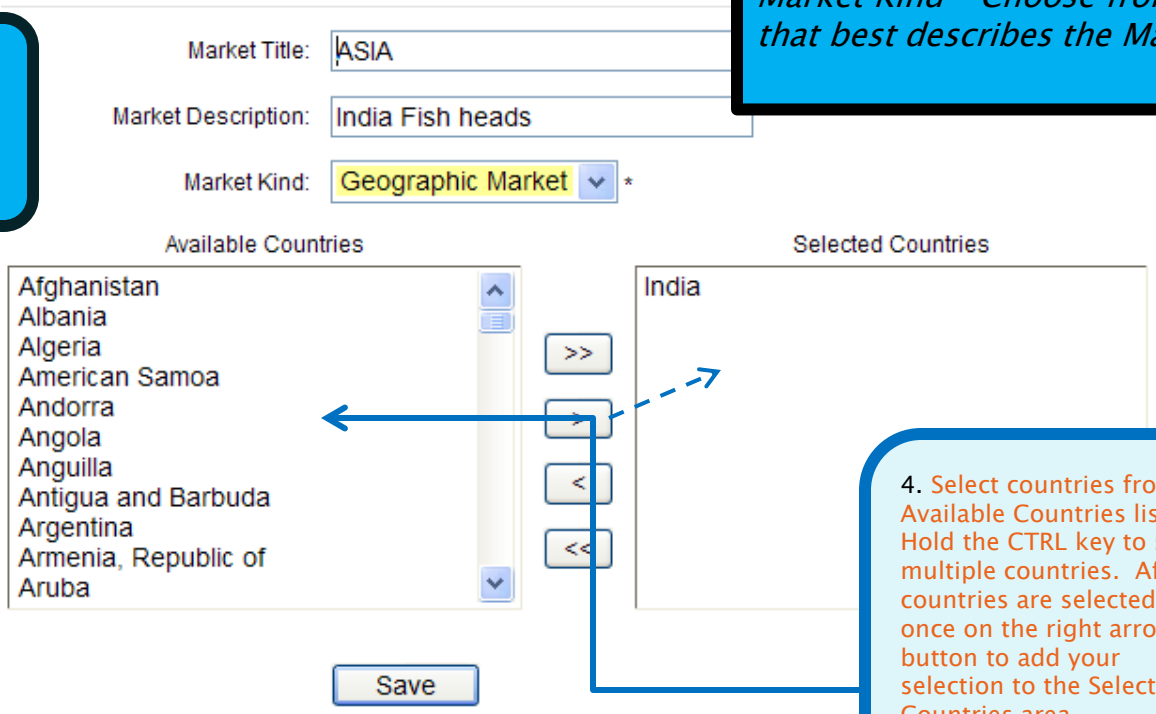
The green boxes at the top of the UES pages provide instruction on the drop down selections.



A Participant has the choice of defining their own Market Definitions **or selecting from the FAS defined Standard Markets**. The latter are pre-defined Market Definitions where the Title, Kind, Description and Country association is FAS determined. (Since FAS is often requested to provide reports and ad-hoc data about countries where UES programs support industry efforts, FAS uses these standard markets to encourage participants to select from them for standardization purposes although that is not mandatory). Single Countries too will need to be created as Market Definitions to be used in the Plan.

Market Title – Enter a descriptive label that uniquely represents the Market where the proposed
activities will take place. The label should depict the geographical area or marketing characteristic
being addressed.
Market Description – Enter text that serves as a description of the Market.
Market Kind – Choose from dropdown a value that best describes the Market.

Yellow fields are always required fields in UES.



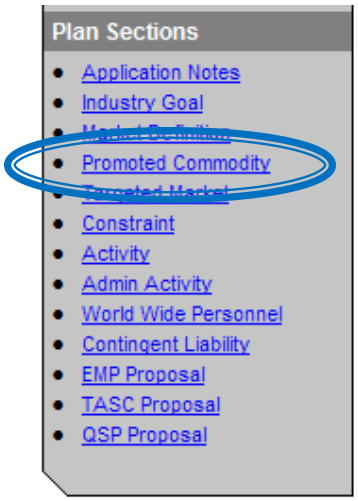
4. Select countries from the Available Countries list. Hold the CTRL key to select multiple countries. After all countries are selected click once on the right arrow button to add your selection to the Selected Countries area.

5. When the Selected Countries area is complete, click Save.

The newly created Market Definition now appears.

Market Title	Market Type	Action
Afghanistan	Geographic Market	Edit | View| Delete | Targeted Market
ASIA	Geographic Market	Edit | View| Delete | Targeted Market
dsdffs	Geographic Market	Edit | View| Delete | Targeted Market
FAS-ASIA	FAS Standard	Edit | View| Delete | Targeted Market
FAS-EUROPE	FAS Standard	Edit | View| Delete | Targeted Market
Global	Geographic Market	Edit | View| Delete | Targeted Market
North America	Geographic Market	Edit | View| Delete | Targeted Market
Test MD	Geographic Market	Edit | View| Delete | Targeted Market

6. The next step is to add the Promoted Commodity. Click once on the Promoted Commodity link.



USDA

My UES

Current | Change

Tuna Packers Consortium "Test Participant-Ignore" , Year 2008

Plan Explorer

- By Prom. Commodity
- By Market Definition

Plan Actions

- Copyover / Snapshot
- Plan Submittal
- Application Report

Plan Sections

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

You are here: Home > UES > Application > Promoted Commodity

Promoted Commodity

Below is the list of **Promoted Commodities** defined for this application. You may select an action using the link buttons to the right of each Promoted Commodity. Use the **'Create New'** button located at the top right side of the list to create a new Promoted Commodity.

The **'Targeted Market'** link against a Promoted Commodity navigates to the list of Targeted Markets identified for that Commodity.

Create New

Promoted Commodity	Commodity Aggregate	U.S. Origin	Value Added	Action
AFATS	Animal Fats	%	No	Edit | View | Delete | Targeted Market
ALLHS	All Food & Ag Products	%	No	Edit | View | Delete | Targeted Market
BRNDY	Brandy	%	No	Edit | View | Delete | Targeted Market
orange	Oranges, Fresh	100%	No	Edit | View | Delete | Targeted Market
sa butter	Butter	100%	No	Edit | View | Delete | Targeted Market
sa test	Breeding Sheep	56%	No	Edit | View | Delete | Targeted Market

7. To add a new commodity, click the Create New link once.

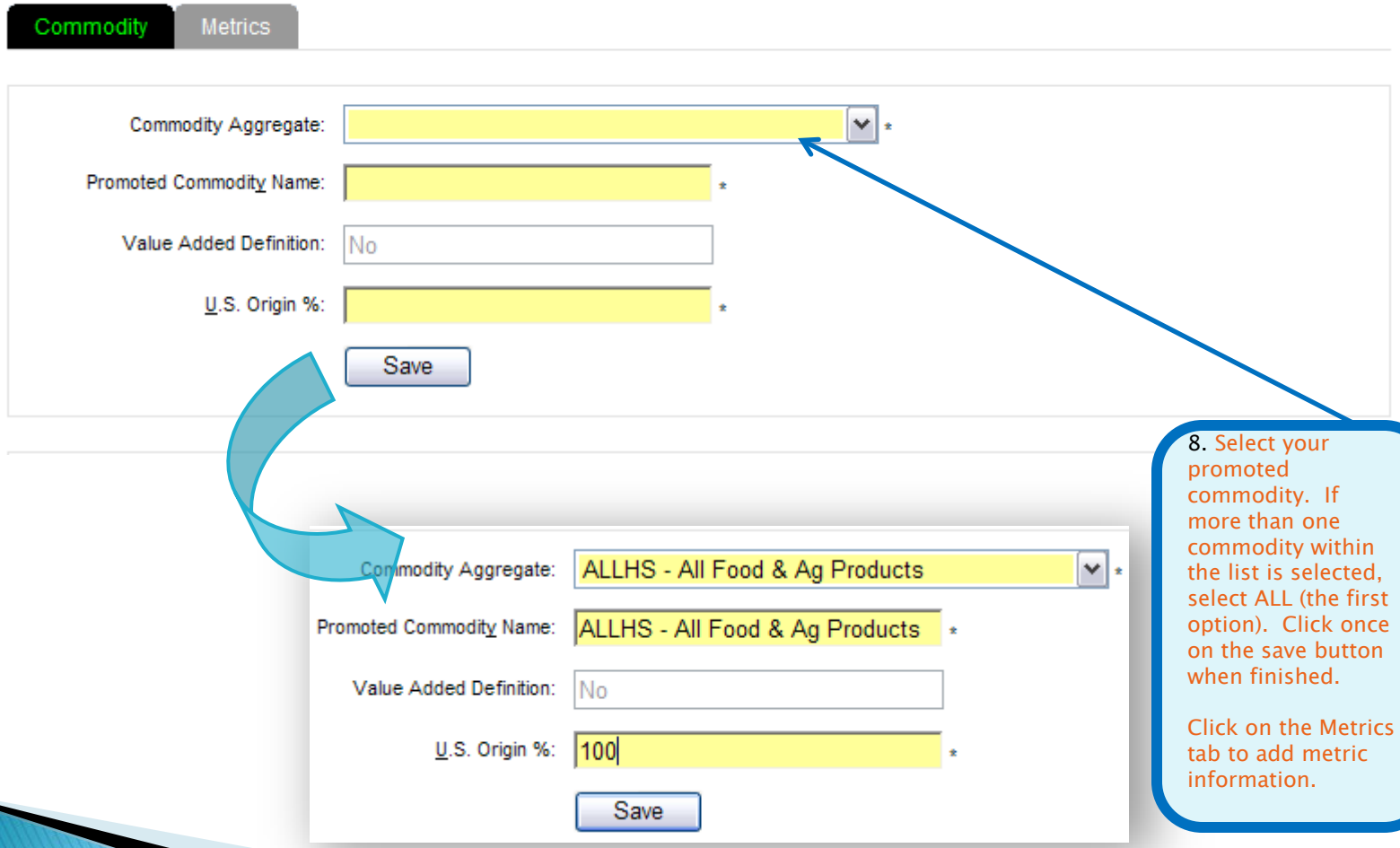
Please note that new Grants Recipients will not see any archived tables within these screens.

Create Promoted Commodity

[Log Off]

Use this screen to create a new **Promoted Commodity**. **This replaces the "Analysis of U.S. and World Market Situation" in the legacy system. It asks for the same information, but breaks it down into more detailed sections. If last year's UES information is still current, you may just cut and paste into the relevant sections.**

Enter the necessary information in the appropriate fields and click **SAVE** button
The new commodity created appears on the list page. Select 'Edit' against it to edit any information or enter Metrical information for that Promoted Commodity.
Metrical data can be entered on the **Metrics tab**. Navigate to Metrics tab by directly clicking on the tab.



8. Select your promoted commodity. If more than one commodity within the list is selected, select ALL (the first option). Click once on the save button when finished.

Click on the Metrics tab to add metric information.

USDA

Edit Promoted Commodity

Use this screen to enter/ edit **Promoted Commodity Metrics**. Metrics data can be entered line by line using the **'Create New'** link or can be copied from a spreadsheet using **'Create in Spreadsheet Mode'** link, both located on the top right of the list. You may select an action using the link button to the right of the metrics defined. Remember to include the **Source(s)** of the Metrical data and identify the **Volume Unit**, if applicable.

HINT: Additional columns will appear in Metrics for display. This is because the system calculates and displays the percentages from the data entered.

8a. Select appropriate unit from Volume Unit drop-down box.

Explicit information on input can be found in the UES Participant User Manual, pp. 57-59

Commodity | Metrics

Volume Unit:

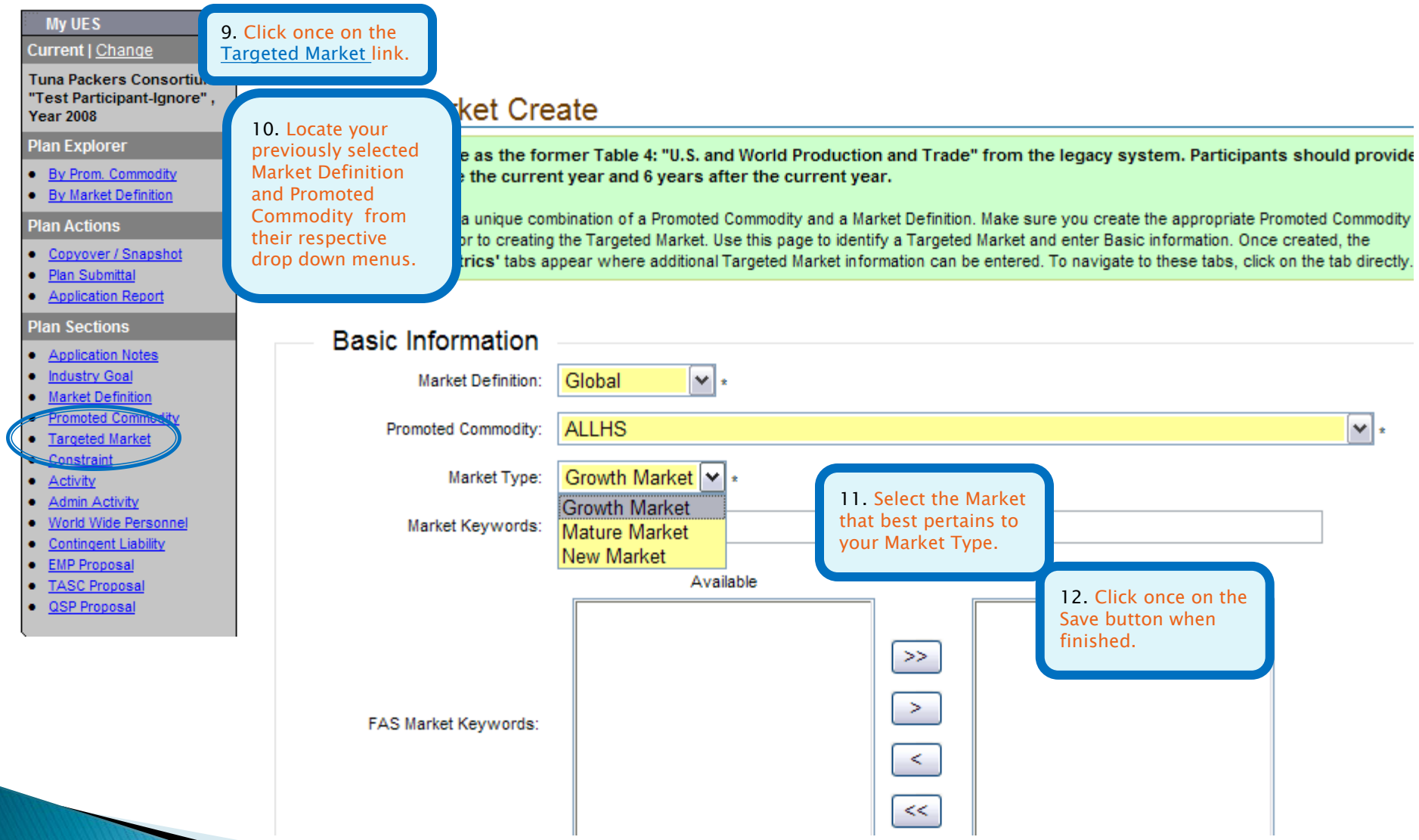
Data Source:

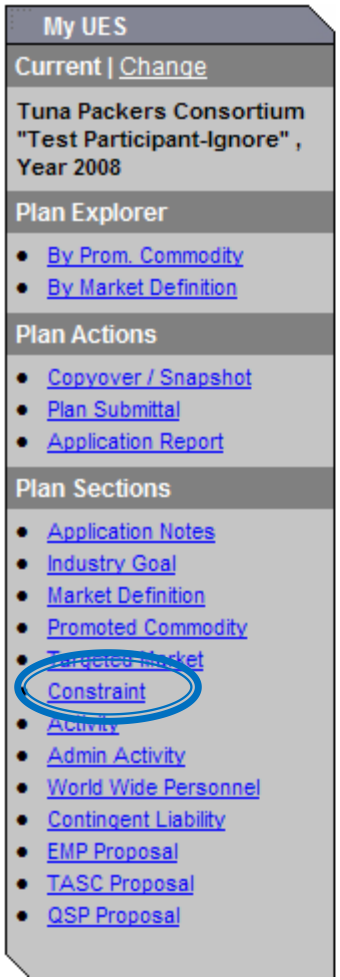
Save

Create New | Create in Spreadsheet Mode

U.S. and World Production and Trade
Commodity Aggregate: All Food & Ag Products

	US Production		US Export		Exports as a Share of U.S. Production		World Trade		U.S. Share of World Trade			
Year	Vol.(Unit)	Value($)	Vol.(Unit)	Value($)	Vol.(%)	Value(%)	Vol.(Unit)	Value($)	Vol.(%)	Value(%)	Status	Action


My UES
Current | Change
Tuna Packers Consortiu
"Test Participant-Ignore" ,
Year 2008
Plan Explorer
By Prom. Commodity
By Market Definition
Plan Actions
Copyover / Snapshot
Plan Submittal
Application Report
Plan Sections
Application Notes
Industry Goal
Market Definition
Promoted Commodity
Targeted Market
Constraint
Activity
Admin Activity
World Wide Personnel
Contingent Liability
EMP Proposal
TASC Proposal
QSP Proposal
9. Click once on the Targeted Market link.
10. Locate your previously selected Market Definition and Promoted Commodity from their respective drop down menus.
ket Create
e as the former Table 4: "U.S. and World Production and Trade" from the legacy system. Participants should provide
e the current year and 6 years after the current year.
a unique combination of a Promoted Commodity and a Market Definition. Make sure you create the appropriate Promoted Commodity
or to creating the Targeted Market. Use this page to identify a Targeted Market and enter Basic information. Once created, the
trics' tabs appear where additional Targeted Market information can be entered. To navigate to these tabs, click on the tab directly.
Basic Information
Market Definition:
Global
Promoted Commodity:
ALLHS
Market Type:
Growth Market
Market Keywords:
Growth Market
Mature Market
New Market
11. Select the Market that best pertains to your Market Type.
Available
12. Click once on the Save button when finished.
FAS Market Keywords:
>>
>
<
<<



Constraint

Listed below are the **Constraints** identified for the Targeted Markets. To narrow your search, enter appropriate Search Criteria. You may select an action using the link buttons to the right of each Constraint. Use the **'Create New'** link located on the top right to define a new Constraint.

Performance Measures or **PM Specific** for a Constraint can be defined within a Constraint. Select the 'Edit' link against the Constraint and follow directions.
The **'View Activities'** link against a Constraint takes you to the list of Activities defined for that Constraint.

Note: The search selections used to retrieve an appropriate list of constraints will now be preserved rather than having to reenter the selections every time you launch this list page. This will aid in working with a particular targeted market. To retrieve the preserved selections on the list page, please navigate back by using the breadcrumb or the 'You are here' links below the menu bar OR the 'My UES' left panel link. Using the browser's "Back" button may NOT retain the search selections you made.

Targeted Market: ALL

Constraint Type: ALL

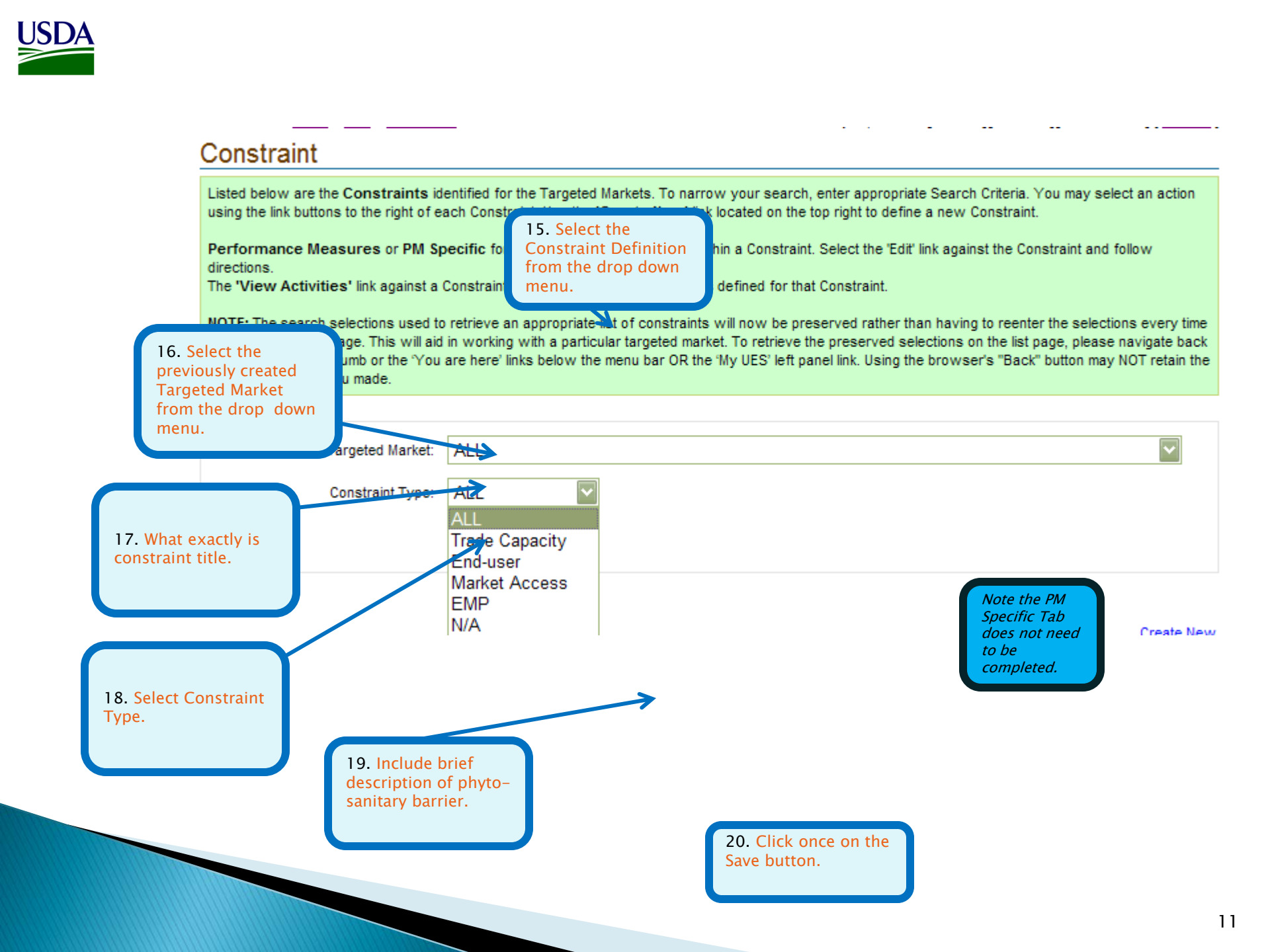
Go

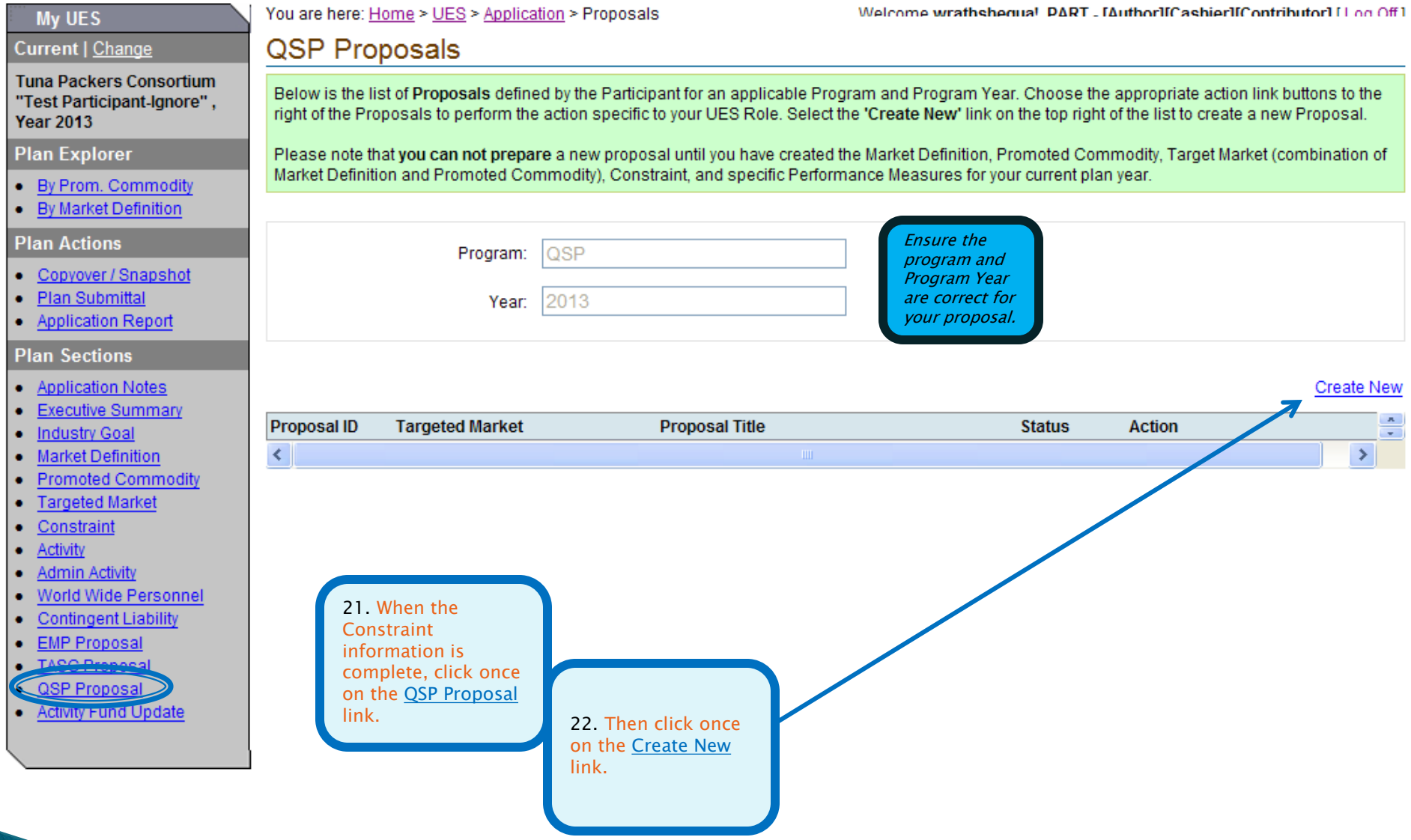
13. When the Targeted Market is complete, click once on the Constraint link and your window will appear as shown here.

14. Click once on the Create New link.

Create New

Constraint # - Title	Constraint Type	Has Activity?	Action


Constraint
Listed below are the Constraints identified for the Targeted Markets. To narrow your search, enter appropriate Search Criteria. You may select an action using the link buttons to the right of each Constr located on the top right to define a new Constraint.
Performance Measures or PM Specific fo hin a Constraint. Select the 'Edit' link against the Constraint and follow directions.
The 'View Activities' link against a Constrain defined for that Constraint.
NOTE: The search selections used to retrieve an appropriate list of constraints will now be preserved rather than having to reenter the selections every time age. This will aid in working with a particular targeted market. To retrieve the preserved selections on the list page, please navigate back umb or the 'You are here' links below the menu bar OR the 'My UES' left panel link. Using the browser's "Back" button may NOT retain the u made.
15. Select the Constraint Definition from the drop down menu.
16. Select the previously created Targeted Market from the drop down menu.
argeted Market:
ALL
Constraint Type:
ALL
Trade Capacity
End-user
Market Access
EMP
N/A
17. What exactly is constraint title.
18. Select Constraint Type.
Note the PM Specific Tab does not need to be completed.
Create New
19. Include brief description of phyto-sanitary barrier.
20. Click once on the Save button.


My UES
Current | Change
Tuna Packers Consortium "Test Participant-Ignore" , Year 2013
Plan Explorer
By Prom. Commodity
By Market Definition
Plan Actions
Copyover / Snapshot
Plan Submittal
Application Report
Plan Sections
Application Notes
Executive Summary
Industry Goal
Market Definition
Promoted Commodity
Targeted Market
Constraint
Activity
Admin Activity
World Wide Personnel
Contingent Liability
EMP Proposal
QSP Proposal
Activity Fund Update
You are here: Home > UES > Application > Proposals
QSP Proposals
Below is the list of Proposals defined by the Participant for an applicable Program and Program Year. Choose the appropriate action link buttons to the right of the Proposals to perform the action specific to your UES Role. Select the 'Create New' link on the top right of the list to create a new Proposal.
Please note that you can not prepare a new proposal until you have created the Market Definition, Promoted Commodity, Target Market (combination of Market Definition and Promoted Commodity), Constraint, and specific Performance Measures for your current plan year.
Program: QSP
Year: 2013
Ensure the program and Program Year are correct for your proposal.
Create New
Proposal ID
Targeted Market
Proposal Title
Status
Action
21. When the Constraint information is complete, click once on the QSP Proposal link.
22. Then click once on the Create New link.

Basic Information

Program: QSP

Year: 2013

Proposal Title: Fish Heads for India

Enter a title to uniquely identify the proposal.

Description: A whole lotta fish heads going to india.

Include an overview of your proposal. Technical Assistance Requirement can be explained here also. This is one of the fields that has NO TEXT LIMIT. Everything you want FAS to see regarding your proposal via UES should be in this box.

23. Complete the Proposal Title and Description fields. Select a previously created constraint.

Click the Create button.

Status: Draft

Proposal Keywords: India Fish heads

Enter one or more words or phrases that can serve as tags to identify the QSP Proposal.

FAS Proposal Keywords:

Available		Selected
	>>	
	>	
	<	
	<<	

Targeted Market: ASIA - ALLHS - All Food & Ag Products

Constraint #	Constraint Title	Select
1	Test Constraint Definition	☑

Create

Edit QSP Proposal

Basic | Substantive / Financial | Sample | Activity

Basic QSP Proposal information can be edited here. Select **'Save'** button to save any changes made.

OTP users can change the status of the Proposal as appropriate. It will be set to 'Reviewed and Remitted' to indicate that changes to the Proposal might be required for approval.

24. Select the Substantive/Financial tab and add appropriate information. Click on the SAVE button when information is complete.

QSP Proposal Substantive / Financial

Basic | Substantive / Financial | Sample | Activity

Use this screen to enter **Substantive** and **Financial** information of the QSP Proposal. Select **'Save'** button once done.

Program: QSP
Program Year: 2013
Proposal Id: 2292
Proposal Title: Fish Heads for India
Status: Draft
Targeted Market: ASIA - ALLHS - All Food & Ag Products

Substantive / Financial Information

Substantive Information:

QSP Long Term Sales:

QSP Project Goals: Lots of goals, yes.

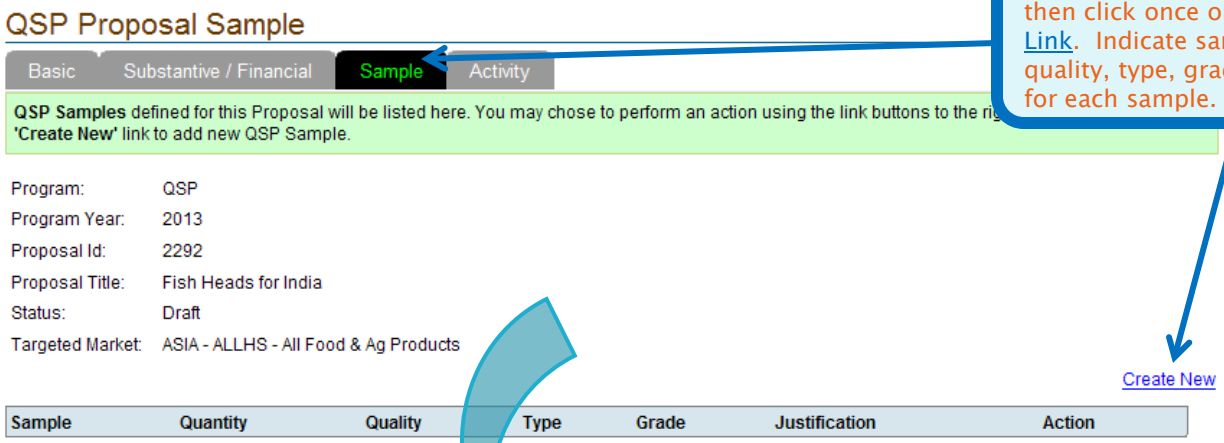
QSP Ports: MD and India.

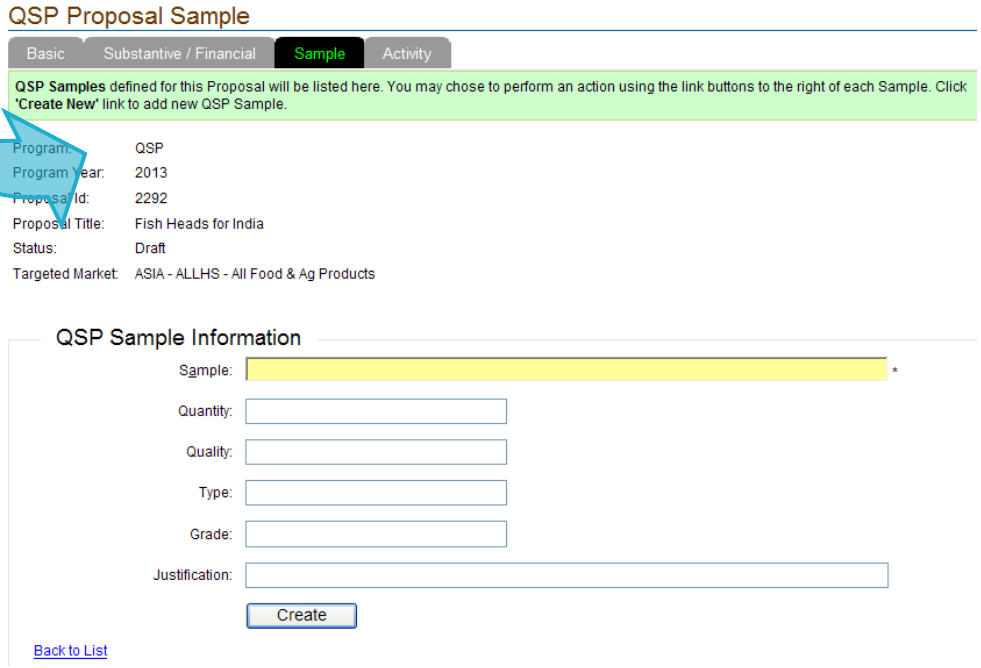
cial Information:

QSP Itemized Costs:

cost Cat.	Amount	cost share
Samples	$15,775	500
Technical Assistance		$0
Total	$15,775	$500

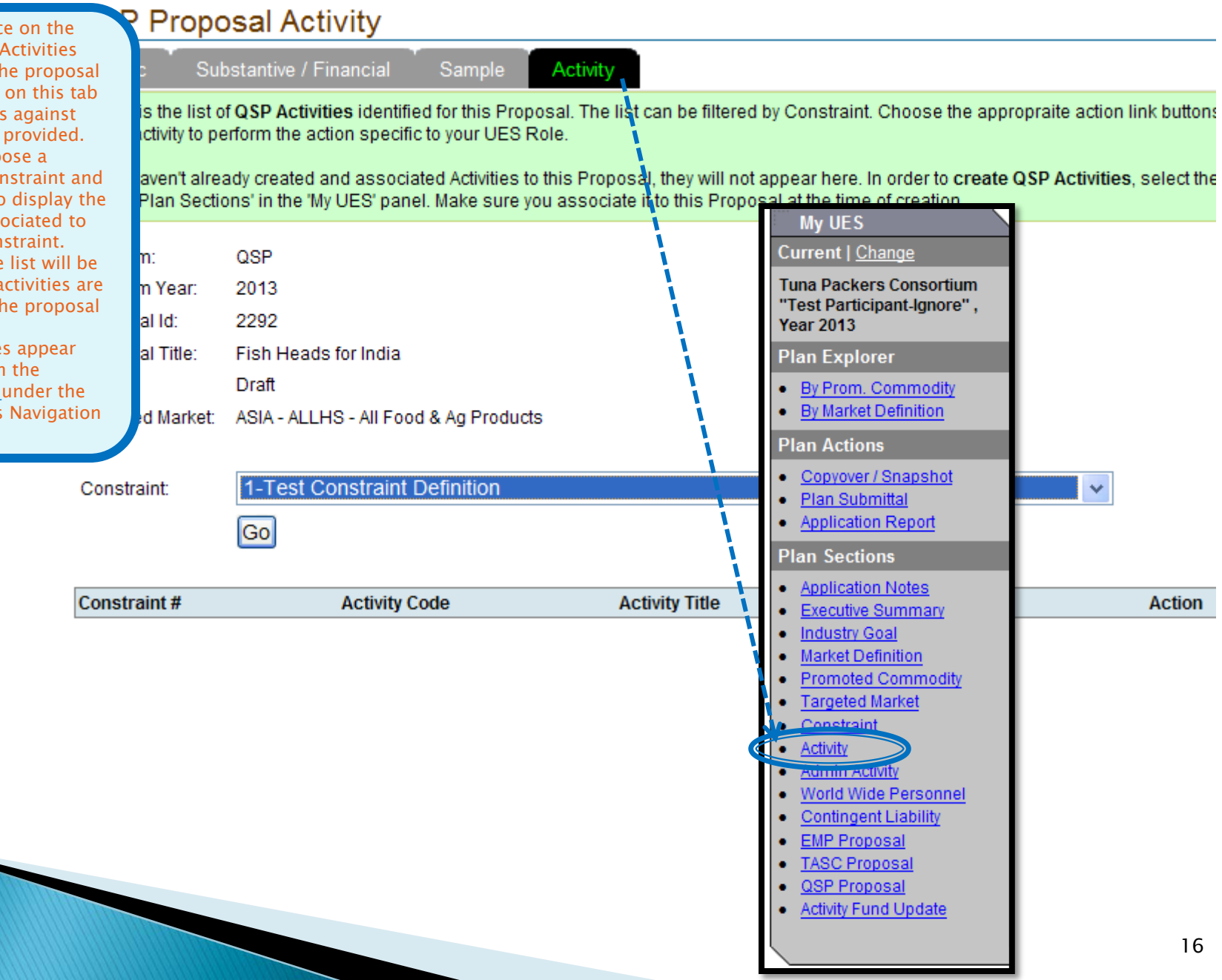
25. Click once on the SAMPLE tab and then click once on the Create New Link. Indicate sample, quantity, quality, type, grade and justification for each sample.





26. Click once on the Activity tab. Activities defined for the proposal will be listed on this tab and edit links against each activity provided. You may choose a particular constraint and select „Go" to display the activities associated to only that constraint. Note that the list will be empty until activities are defined for the proposal

If no activities appear here, click on the Activity Link under the Plan Sections Navigation Area.



Activity

Program Activities defined for the application will be listed here. To narrow your search, enter appropriate Search Criteria. You may select an action using the link buttons to the right of each Activity. Use the **'Create New'** link located on the top right to create a new Activity and/or **GBI activity**.

Note: Activities created will be submitted upon plan submission. Activities that are created after the deadline has passed, when plan submission is not possible or after proposal submission should however be submitted individually using the **'Submit'** links in the Action column.

NOTE: The search selections used to retrieve an appropriate list of activities will now be preserved[illegible]he selections every time you launch this list page. This will aid in working with a particular program, a targeted market or a [illegible]erved selections on the list page, please navigate back by using the breadcrumb or the 'You are here' links below the mer[illegible]el link. Using the browser's "Back" button may NOT retain the search selections you made.

26 (cont). To Add a new activity, enter the appropriate search information for your specific proposal and click once on the create new link.

Search Information

Program: QSP

Targeted Market: ASIA - ALLHS - All Food & Ag Products

Constraint: 1-Test Constraint Definition

Status: ALL

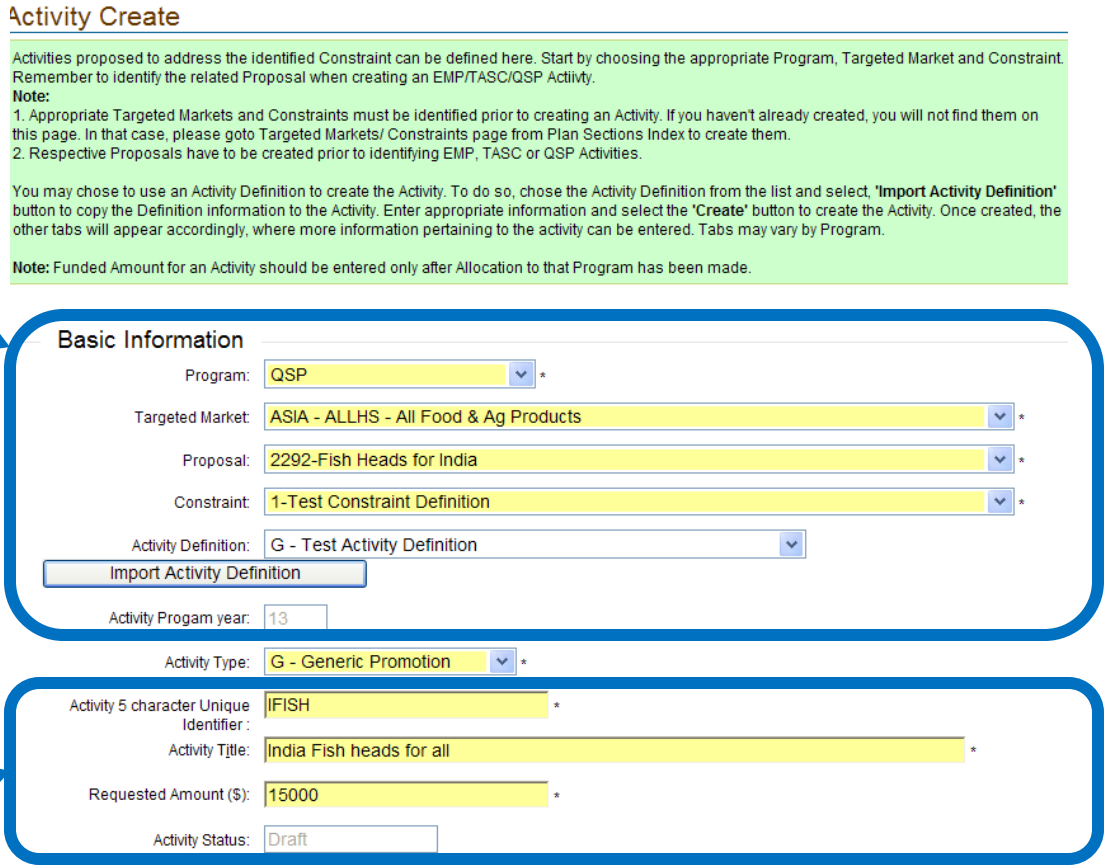
Search

Create New

Targeted Market	Activity Code	Activity Title	Activity Type	Funded Amount ($)	Status	Action

27. Pull the basic information in the appropriate fields.

28. Add the following information including the requested grant amount. Click the Save button when complete. Explicit information on this section can be found in the Participant user manual pp. 96-98.



Activity Event

Basic | Event | Substantive | Content | Joint | QSP Specific | Activity Tag

Events, if any, for the Activity can be defined here and will be listed once created. You may select an action using the link buttons to the right of the Event. To add a new event to the activity, select **'Create New'** link button located on the top right of the **Y 2011, but this could provide useful information for participants and FAS.**

Events get submitted along with the Activity upon Activity or Plan Submission. Events create wever be submitted individually. Use the **'Submit'** action link against an Event to submit it.

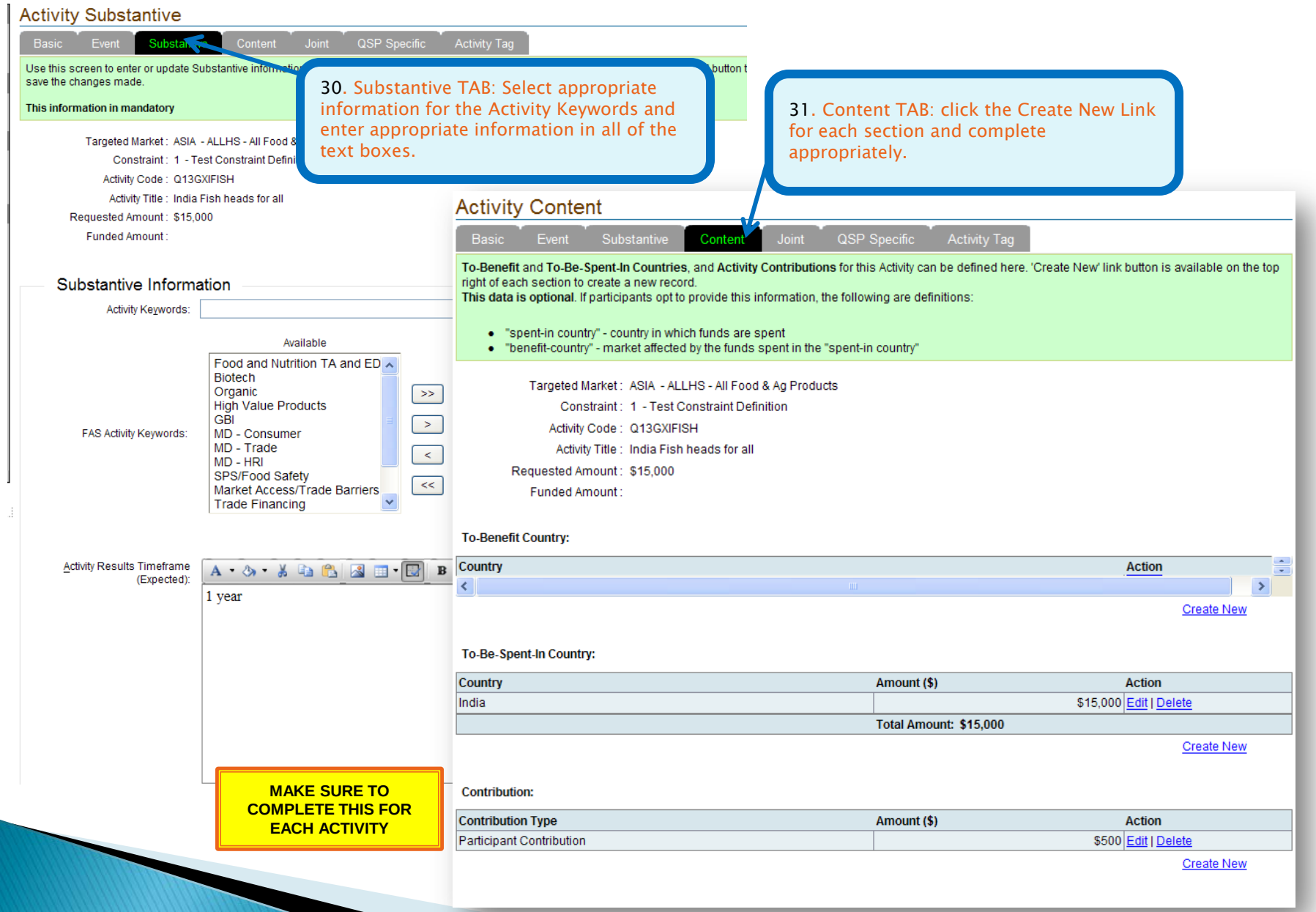
29. Click once on the Event tab and enter appropriate information. Save when complete.

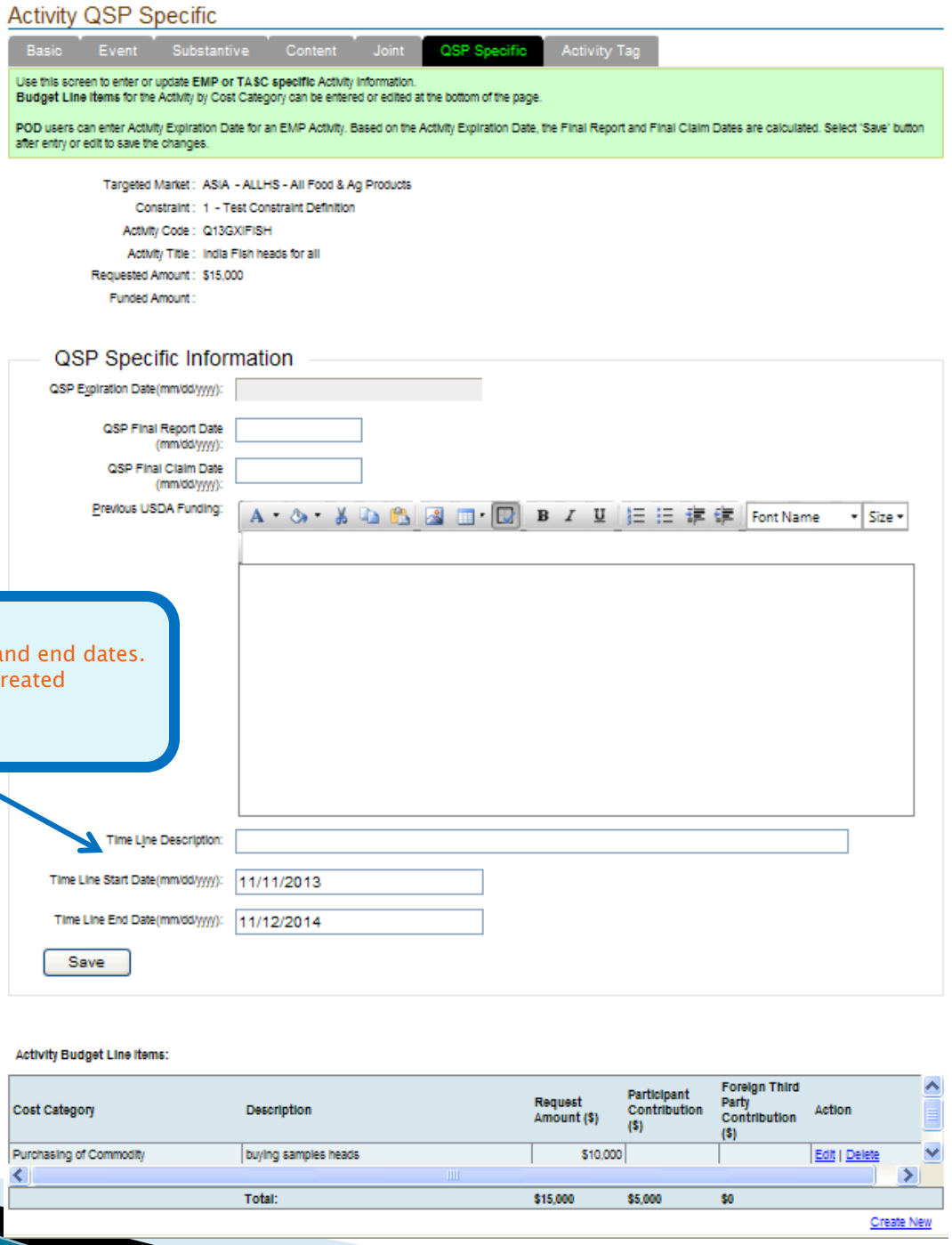
Complete information on the Substantive, Content, and QSP Specific tabs.

Targeted Market : ASIA - ALLHS - All Food & Ag Products
Constraint : 1 - Test Constraint Definition
Activity Code : Q13GXIFISH
Activity Title : India Fish heads for all
Requested Amount : $15,000
Funded Amount :

Create New

Event Location	Date	Status	Action

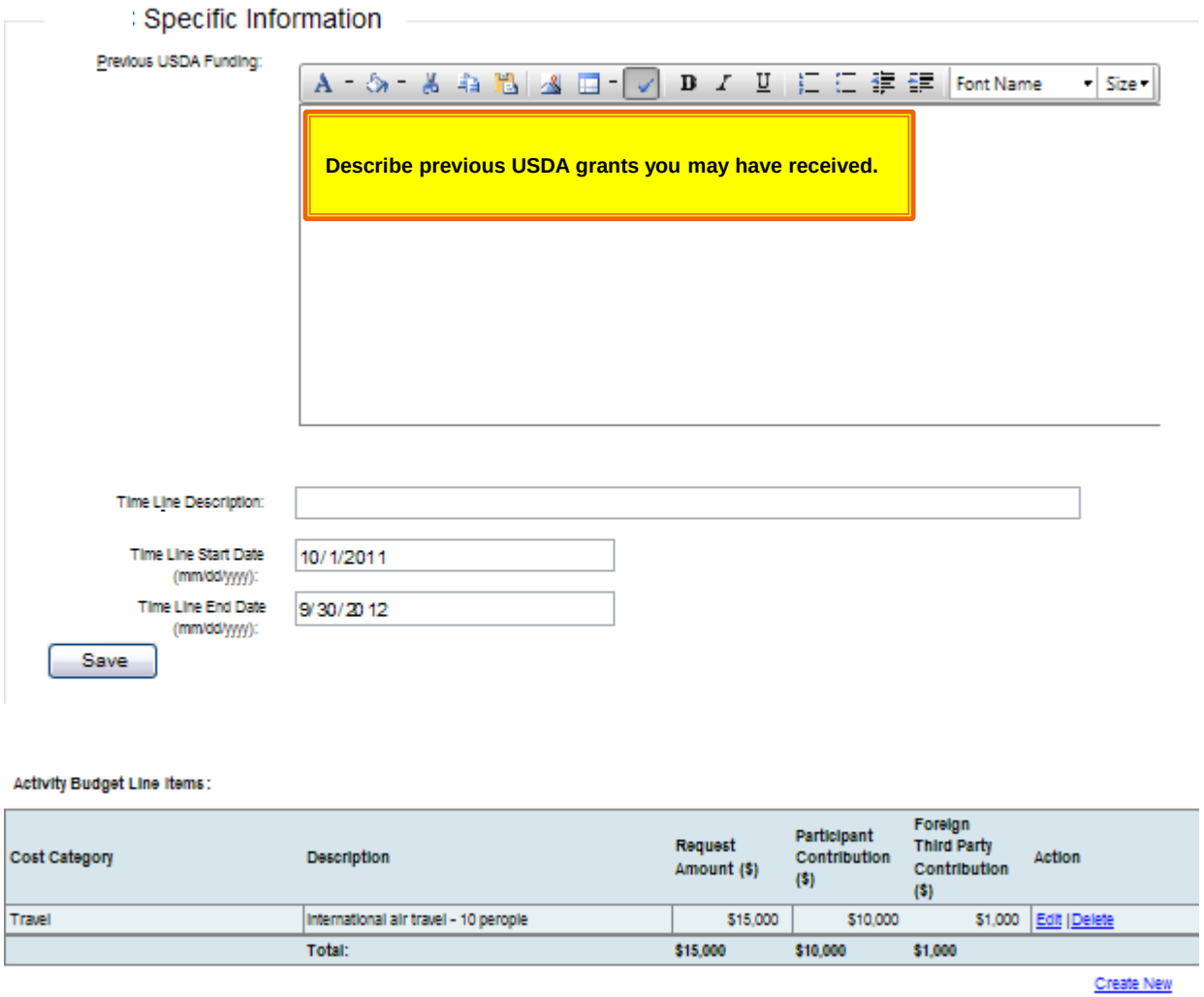

Activity Substantive
Basic
Event
Substantive
Content
Joint
QSP Specific
Activity Tag
Use this screen to enter or update Substantive information
save the changes made.
This information in mandatory
Targeted Market : ASIA - ALLHS - All Food &
Constraint : 1 - Test Constraint Defini
Activity Code : Q13GXIFISH
Activity Title : India Fish heads for all
Requested Amount : $15,000
Funded Amount :
Substantive Information
Activity Keywords:
Available
FAS Activity Keywords:
Food and Nutrition TA and ED
Biotech
Organic
High Value Products
GBI
MD - Consumer
MD - Trade
MD - HRI
SPS/Food Safety
Market Access/Trade Barriers
Trade Financing
>>
>
<
<<
Activity Results Timeframe (Expected):
1 year
30. Substantive TAB: Select appropriate information for the Activity Keywords and enter appropriate information in all of the text boxes.
31. Content TAB: click the Create New Link for each section and complete appropriately.
Activity Content
Basic
Event
Substantive
Content
Joint
QSP Specific
Activity Tag
To-Benefit and To-Be-Spent-In Countries, and Activity Contributions for this Activity can be defined here. 'Create New' link button is available on the top right of each section to create a new record.
This data is optional. If participants opt to provide this information, the following are definitions:
"spent-in country" - country in which funds are spent
"benefit-country" - market affected by the funds spent in the "spent-in country"
Targeted Market : ASIA - ALLHS - All Food & Ag Products
Constraint : 1 - Test Constraint Definition
Activity Code : Q13GXIFISH
Activity Title : India Fish heads for all
Requested Amount : $15,000
Funded Amount :
To-Benefit Country:
Country
Action
Create New
To-Be-Spent-In Country:
Country
Amount ($)
Action
India
$15,000
Edit | Delete
Total Amount: $15,000
Create New
Contribution:
Contribution Type
Amount ($)
Action
Participant Contribution
$500
Edit | Delete
Create New
MAKE SURE TO COMPLETE THIS FOR EACH ACTIVITY

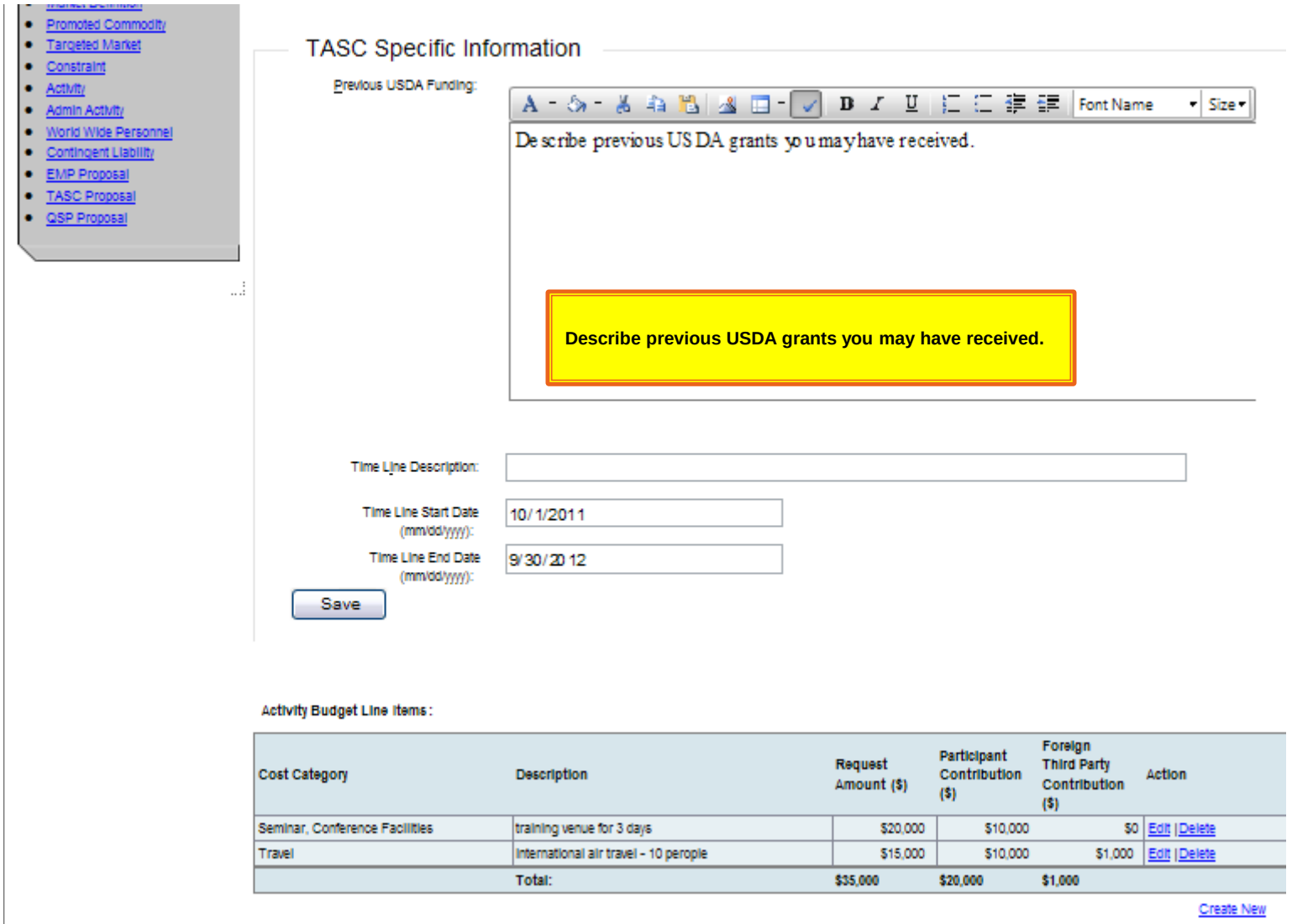


32. Add Activity beginning and end dates. QSP Agreements cannot be created without start/end dates.

33. Add budget line items. Click save when complete.

For each subsequent Line item, click the Create New link and repeat steps 41 & 42.




Promoted Commodity
Targeted Market
Constraint
Activity
Admin Activity
World Wide Personnel
Contingent Liability
EMP Proposal
TASC Proposal
QSP Proposal
TASC Specific Information
Previous USDA Funding:
Font Name
Size
Describe previous USDA grants you may have received.
Describe previous USDA grants you may have received.
Time Line Description:
Time Line Start Date (mm/dd/yyyy):
10/1/2011
Time Line End Date (mm/dd/yyyy):
9/30/2012
Save
Activity Budget Line Items:
Cost Category
Description
Request Amount ($)
Participant Contribution ($)
Foreign Third Party Contribution ($)
Action
Seminar, Conference Facilities
training venue for 3 days
$20,000
$10,000
$0
Edit | Delete
Travel
international air travel - 10 people
$15,000
$10,000
$1,000
Edit | Delete
Total:
$35,000
$20,000
$1,000
Create New

You are here: Home > Financial > Promised Contribution

Welcon hor][Cashier] Off]

Claims
Promised Contribution
Actual Contribution

Promised Contribution

Promised Contributions by Program for a Participant's application can be viewed/ entered here. Select 'Create New' link to enter Pr ns for a Program.
Authorized FAS personnel can select a Participant/ Year and click 'Go' to see the Participant's Promised Contributions.

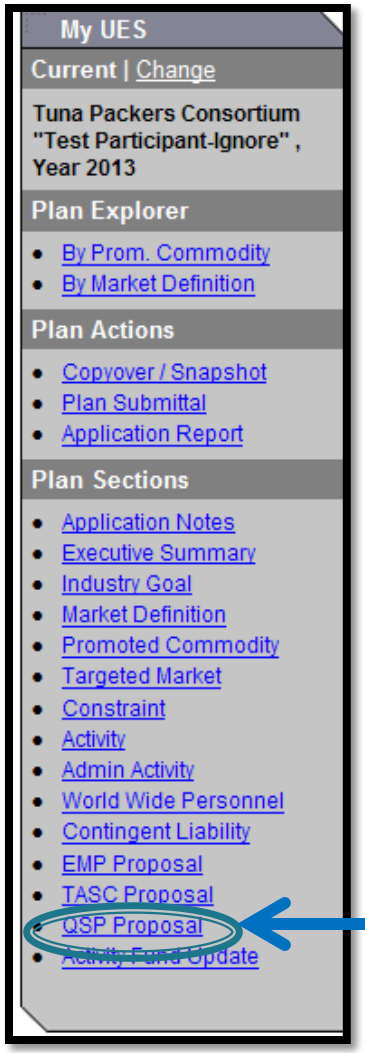
Participant ID: Tuna Packers Consortium "Test Participant-Ignore" - TPC

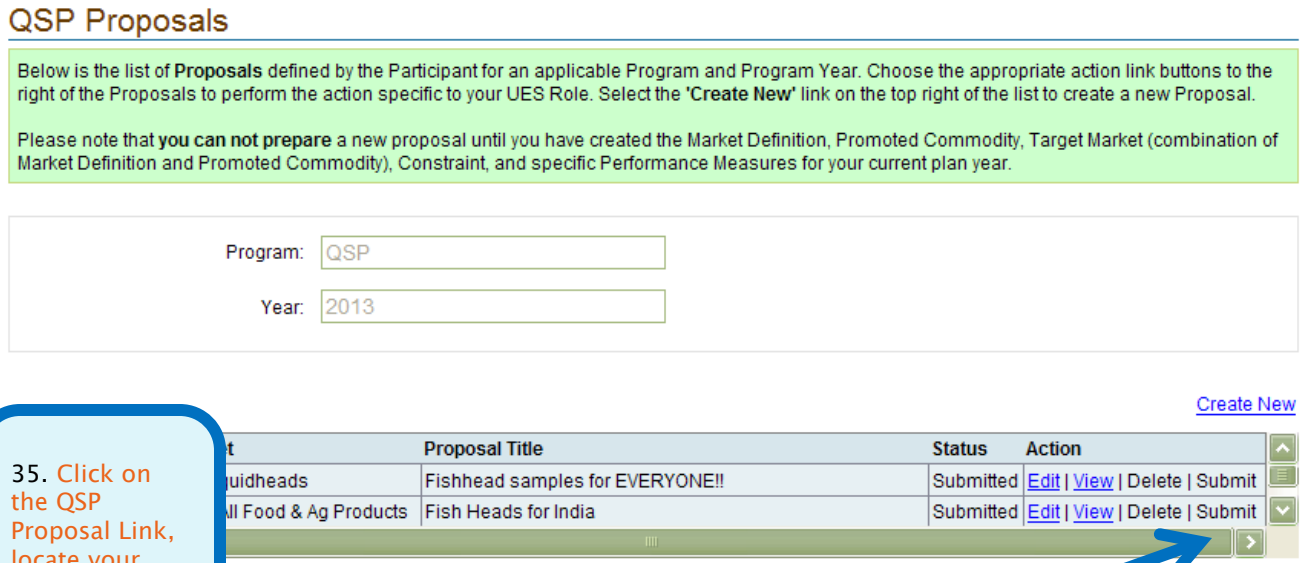
Program Year: 2013

34. Select Promised Contribution from the Navigation Bar at the top of your screen. Create a new contribution entry if not already completed.

Create New

	Applicant/Participant Promised Contribution		Industry Promised Contribution		Total Promised Contribution		
Program	(%)	($)	(%)	($)	(%)	($)	Action
EMP	50		50		100		Edit
QSP		2		3,500		3,502	Edit





35. Click on the QSP Proposal Link, locate your proposal, then click the submit link. If an error message appears regarding the passed submission date, please contact your QSP marketing specialist.