

## NAVIGATING THE HOMEPAGE

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

## CREATING A PROPOSAL

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

## CREATING A PROPOSAL (cont.)

- Enter **Header Information**.

- Select proposal **Assignments**.

- Add **Attachment Details**.

- Enter **Results Monitoring Plan Details**.

## CREATING A PROPOSAL (cont.)

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

Goal Number: 3

\* Goal: Helping teach investment practices and policies to Children

Objective Number: 3

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

Sector:

Activity Reference: \* 2

Indicator: Disaggregation 1

10. Enter Goal and Objective information.

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

Indicator: 3

Indicator: YOUTH-1 - Geographic location: rural

Indicator Definition: targeting youth in rural locations in EAP

Indicator Type: input

Baseline Number: 100

Baseline Percent: 50

Baseline Date: 2020-03-10

Unit of Measure:

Responsible Parties: \* GogginsM@state.gov

Reporting By: Number

\* Total Target Number: 200

Total Target Percent:

Total Target Other:

Data Source:

12. Select bureau or Standard Foreign Assistance Indicator.

13. Select the Indicator Type.

14. Assign Responsible Parties for monitoring the indicator.

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

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

## CREATING A PROPOSAL (cont.)

Disaggregation 1

Disaggregation 1: \* Age > 0 - 14

Target 1 Number: 20

Target 1 Percent:

Target 1 Other:

Disaggregation 2

Disaggregation 3

Disaggregation 4

Disaggregation 5

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

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

RMP Work Plans

New

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

Activity Number: 1

Planned Completion: 2020-02-11

Activity: Gathering knowledge about policy best investment practices in Thailand

Public Event: Yes

Actual Completion:

Related Links: Return to Main RMP

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

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

**GETTING HELP**

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