

Form approval date:
OMB Control Number: <b>0920-1282</b>
Expiration date: <b>1/31/2023</b>

Dear Project Officers,

**Action Request:**

You have been identified as Project Officer/POC for a CoAg that received global COVID-19 supplemental funding for non-research activities as part of the Coronavirus Preparedness Emergency Supplemental Appropriations Act 2020, the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2021, and/or the American Rescue Plan (ARP).

By COB Tuesday, October 7, please use the email template attached to share the reporting guidance and materials with relevant implementing partners.

**Additional Information:**

The documents linked below provide indicator measurement and reporting guidance for the Centers for Disease Control and Prevention's (CDC) Program Implementation for Global COVID-19. Implementing partners that have received COVID-19 Emergency Supplemental Funding (\$300M), CARES funding, and/or ARP funding and conducted non-research activities during **1 April 2022 – 30 September 2022 (FY22 Q3 and Q4)**. should report on 1) program implementation indicators to monitor COVID-19 specific work being implemented in-country, and 2) a qualitative narrative to document successes and challenges with program implementation.

**Reporting Guidance/Reporting Forms:**

The reporting guidance [Sharefile](#) includes the following new and updated resources:

1. [Program Implementation Indicator Reporting Guidance](#)
2. Global COVID-19 [Implementing Partner Indicator Reference Sheet](#)
3. Global COVID-19 FY22 Q3Q4 Semi-Annual Metrics Report ([REDCap](#))
4. Global COVID-19 FY22 Q3Q4 Semi-Annual Progress Report ([REDCap](#))
5. Global COVID-19 [Program Implementation Reporting Frequently Asked Questions](#) (FAQ)

**Requirements:**

This reporting cycle is intended to cover activities implemented during **1 April 2022 – 30 September 2022 (FY22 Q3 and Q4)**. Implementing partners are responsible for submitting both a Semi-Annual Metrics Report *and* a Semi-Annual Progress Report via REDCap.

The Semi-Annual Metrics Report is due back to the Global COVID-19 M&E Team by **COB 4 Nov 2022**. Implementing partners must complete their reports in REDCap [via this link](#). Once they have filled the form, implementing partners should provide project officers with the link and sign-in code to review the report (further instructions can be found in the FAQ and indicator guidance documents attached). Please coordinate with relevant SMEs for technical support during the review and verification of implementing partners' submissions. You can find technical SME POCs on the FAQ sheet. Once you have reviewed and verified that the data are complete and accurate, partners will be able to submit the report directly through the REDCap link provided. We ask that you save a PDF version of implementing partner's REDCap submission for your reference.

The Semi-Annual Progress Report is also due by **COB 4 Nov 2022**. Implementing partners should [use this link](#) to complete and submit this report.

We have also attached a PDF version of each report to this email in the event you would like to review the forms with partners before they begin filling out their reports.

### **Drop-in Calls:**

The Global COVID-19 M&E Team will be holding a series of drop-in calls for project officers to ask questions about the indicators, the Semi-Annual Metrics Report, and the Semi-Annual Progress Report. *Please note, the Global COVID-19 M&E team is happy to set up individual calls with partners or include partners on the drop-in calls if helpful.* Please contact the Global COVID-19 M&E Team directly at [GHCUMandE@cdc.gov](mailto:GHCUMandE@cdc.gov) with any requests or questions. We will send the call invites to all project officers in the next few days.

Here are a few notes for your awareness:

- Implementing partners **are required to report on all KPIs that align with associated funded activities.**
- Partners should select and report only on the non-KPI indicators representing specific activities for which they received funding from a COVID-19 appropriation (i.e., COVID-19 supplemental funding as part of the Coronavirus Preparedness Emergency Supplemental Appropriations Act 2020, CARES, and/or ARP).
- As a reminder, partners are not responsible for reporting on all indicators within their relevant technical area(s). We recommend that CoAg POCs, project officers and/or technical subject-matter experts review the indicators together with implementing partners to determine which indicators within each relevant technical area are most appropriate to report.
- Implementing partners should **complete one metrics report ([REDCap form](#)) for each country, and for each cooperative agreement** where funds are provided to support COVID-19 activities in one or more of the eight technical areas.
- Implementing partners should **complete one progress report ([REDCap form](#)) for each country, and for each cooperative agreement** where funds were provided to support COVID-19 activities in one or more of the eight technical areas.
- **Research CoAg** recipients are **NOT** required to complete the Semi-Annual Metrics or Semi-Annual Progress Report.

If you believe you received this message in error, or have any questions, please do not hesitate to reach out to us directly.

Best regards,

Global COVID-19 M&E Team