

Steps to complete End User Survey

Step 1: Login to the application with username and password. Once login is successful, locate the project by searching with project number. Under the project deliverables “Contractual Reports”, All Annual Reports will have “Q” icon.

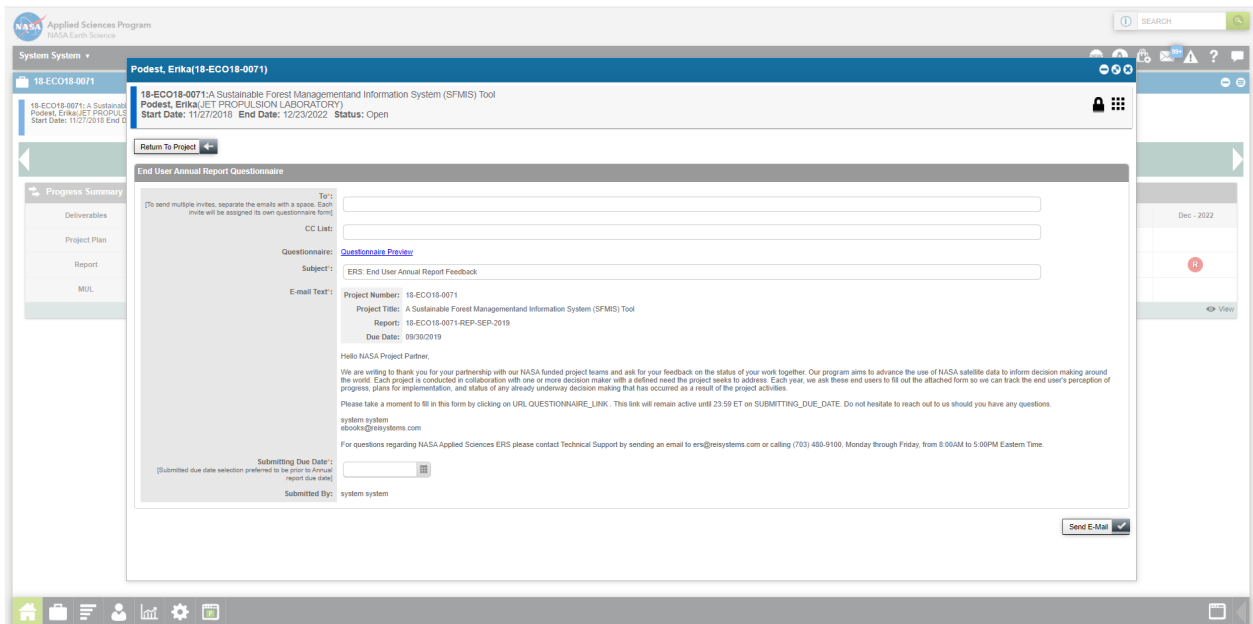
The screenshot displays the NASA Applied Sciences Program web application interface for project 18-ECO18-0071. The interface is divided into several sections:

- Milestone:** A vertical timeline showing project milestones from Phase 1 to Phase 7.
- Contractual Reports:** A table listing reports with columns for Report Number, Report Type, Status, Date Date, and Actions. Several reports have a yellow 'Q' icon in the Actions column.
- Non-Contractual Reports:** A table listing project plans with columns for Report Number, Report Type, Status, Date Date, and Actions.
- Additional Project Information:** A section for project images and team images.
- Publications:** A section for project publications.

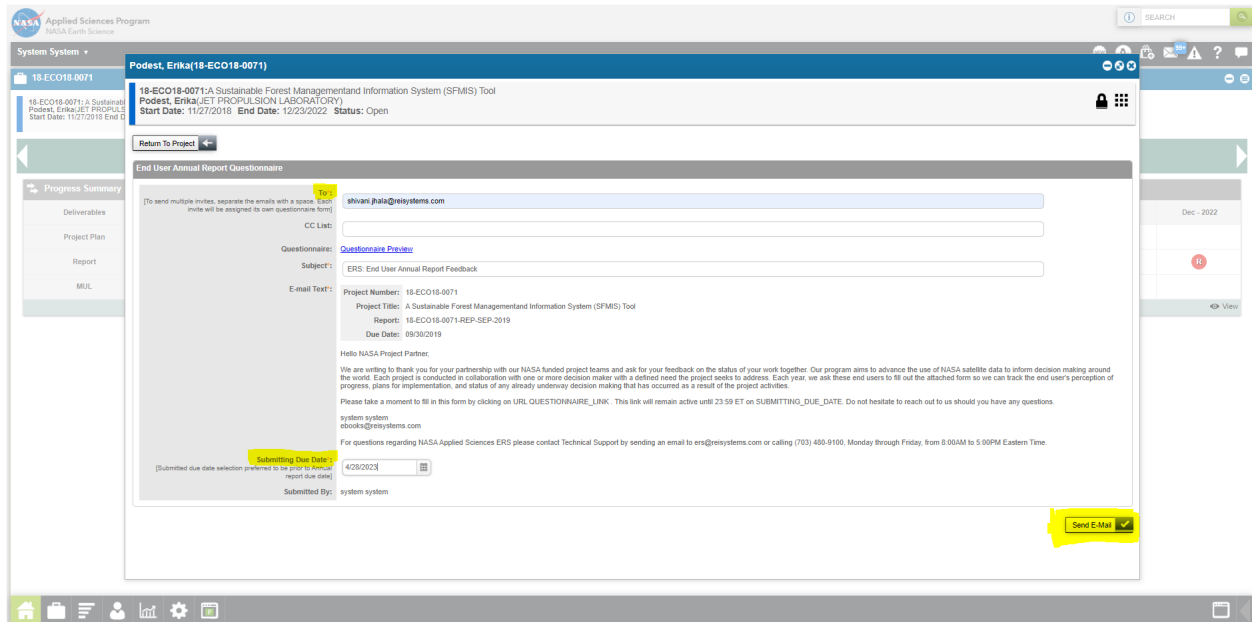
Report Number	Report Type	Status	Date Date	Actions
18-ECO18-0071-REP-SEP-2019	Annual	Submitted	09/30/2019	[Q]
18-ECO18-0071-REP-SEP-2020	Annual	Pre Reviewed	09/28/2020	[Q]
18-ECO18-0071-REP-SEP-2021	Annual	Not Submitted	09/28/2021	[Q]
18-ECO18-0071-REP-NOV-2021	Final	Pre Reviewed	11/26/2021	[Q]
18-ECO18-0071-REP-SEP-2022	Annual	Not Submitted	09/28/2022	[Q]
18-ECO18-0071-REP-DEC-2022	Final	Not Submitted	12/23/2022	[Q]

Report Number	Report Type	Status	Date Date	Actions
18-ECO18-0071-PLN-NOV-2019	Project Plan	Not Submitted	11/27/2019	[Q]
18-ECO18-0071-PLN-NOV-2020	Project Plan	Not Submitted	11/27/2020	[Q]
18-ECO18-0071-PLN-NOV-2021	Project Plan	Not Submitted	11/29/2021	[Q]
18-ECO18-0071-PLN-NOV-2022	Project Plan	Not Submitted	11/28/2022	[Q]

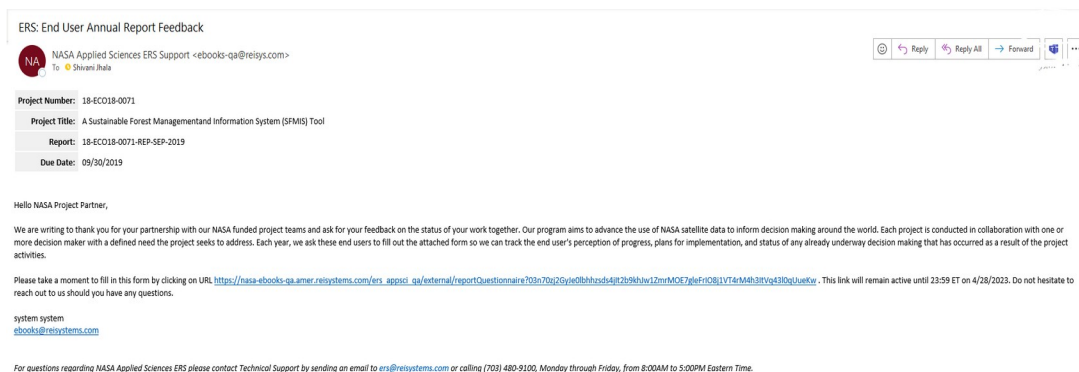
Step 2: User clicks on “Q” questionnaire icon to view the End User Survey form.



Step 3: Program Manager and/or Admin user roles will be able to input the required fields to send the End User Survey to the end users by inputting the email address in “To “ field. Other fields are prefilled by the system. In addition to the email address, PM needs to input Due Date by which the end users need to submit the survey. Once the required fields are completed, PM will click on “Send E-Mail”, which will send the email to the required end users.



Step 4: System will send the email to the end user with the active URL, which will open the End User Survey.



Step 5: Once end user clicks on the URL, end user survey will open in new tab for them to fill in the input.

NOTE: End users will not have access to the ERS system, as a result the unique URL sent by the system will be a stand alone form which they can access until the Due date decided by the project PM. End user can resubmit there selections multiple times during the stated time frame. Once completed, end user clicks on “Submit” and survey will be submitted in ERS application on behalf of them.

The screenshot shows a web browser window with the following content:

- Browser Address Bar:** https://nasa-ebooks-qa.amer.reisystems.com/ers_appsci_qa/external/reportQuestionnaire703n70q2Gyle0lbhhszds4jt2b9khjw1ZmrMOE7gIeFrI08j1V14rM4h3ItVq430qUueKw
- Page Title:** NASA Ecological Conservation Applications Area End User Survey
- Paperwork Reduction Act Statement:** This information collection meets the requirements of 44 U.S.C 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. The OMB control number for this information collection is 2700-0153 and it expires on 07/31/2024. We estimate that it will take about 15 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our time estimate above to Keith.Gaddis@nasa.gov. Send only comments relating to our time estimate to this address.
- Form Field:** What is your organization's name?
REISYSTEMS
- Form Field:** What are your primary responsibilities as a member of your organization? (Check all that apply)
 - Administrative (e.g., allocate funding, program management)
 - Boundary organization (e.g., primarily inform other organizations' conservation activities)
 - Communication, education, and/or outreach
 - Conservation or management actions (on-the-ground activities)
 - Conservation or management planning
 - Science support (e.g., conduct, manage or plan research activities)
 - Other: _____
- Section Header:** You or your organization's role in the NASA-funded project
- Text:** This section aims to clarify your expectations and actualization of you or your organization's role in the NASA Ecological Forecasting Project with which you are affiliated.

How often do you communicate with the NASA project team?

We rarely communicate

Weekly

1-2 times per month

2-3 times per year

Quarterly (4 times per year)

Annually

We communicate on an ad hoc basis (as needed)

Other: _____

What is you or your organization's role in this project? (Select all that apply)

Proposal development (e.g., project conception, writing, editing)

Consultation/feedback on project deliverables (e.g., datasets, decision support tools)

We provide funding and/or in-kind support

We are no longer affiliated with this project

I'm not sure

Other: _____

Your Organization's Use and Expectations of Project Data or Tools

This section aims to collect information on whether and how your organization benefits from or aims to use the products developed by the project team. Here, examples of products include data (e.g., synthesized or integrated dataset) and tools (e.g., interactive tool, decision flowchart).

What products did you expect to result from this project and, if applicable, have they come to fruition?

	Complete	Planned	In progress	Cancelled	Status unknown	Not applicable
A decision framework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom dataset(s) or indices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dedicated website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written documents specific to my organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Science or general knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sustainability and Usefulness of Project Products

This section seeks to understand whether project products have the potential to or have already been incorporated into your organization's conservation-relevant activities or actions.

Feel free to respond to these questions using bullet and/or sentence form.

Please describe what, if any, project products have been or will be used in your organization's activities, and for what. If they have been used, what impact have they had?

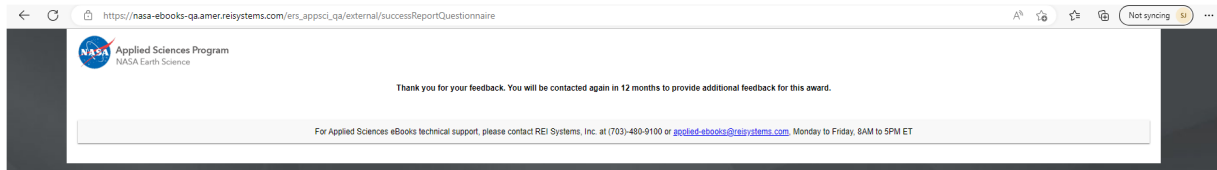
Your answer _____

For each product that is or will be used by your organization, please list who is responsible for its maintenance or upkeep.

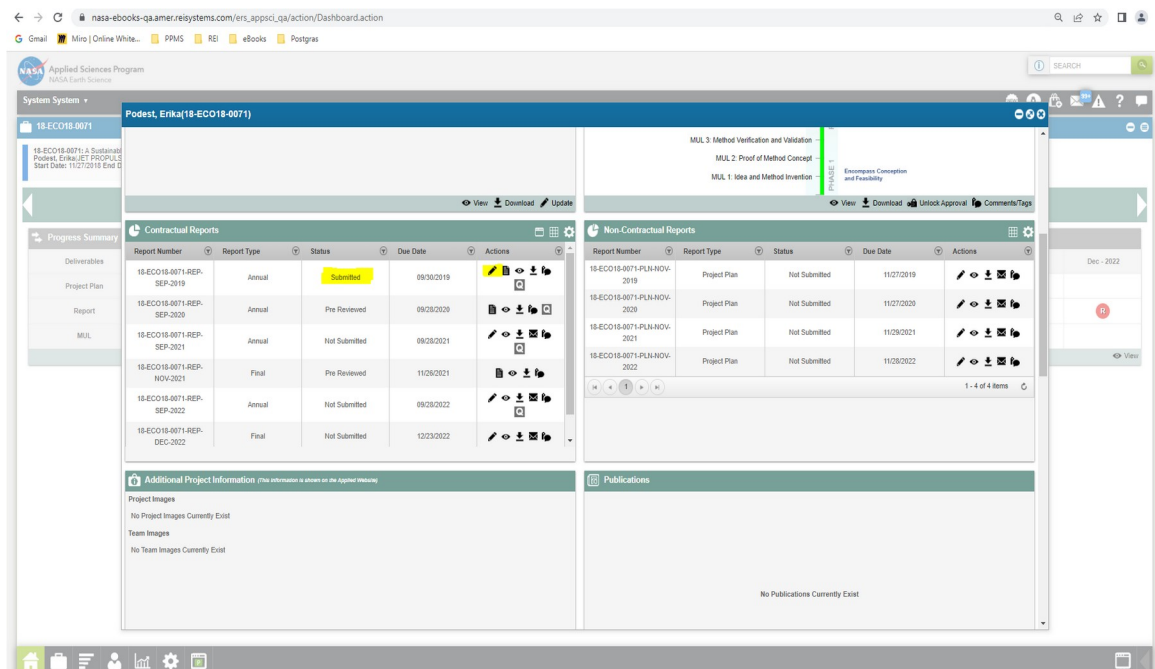
For example, if the project produced a web applications to visualize predictions from a species distribution model, who is responsible for generating new predictions, maintaining the web tool, or ensuring the model uses the best available science? Entities responsible might include your organization, the PI's organization, a third party, or there may be no plan of succession at all.

Your answer _____

Step 6: Once User Submits the survey, system will show confirmation msg

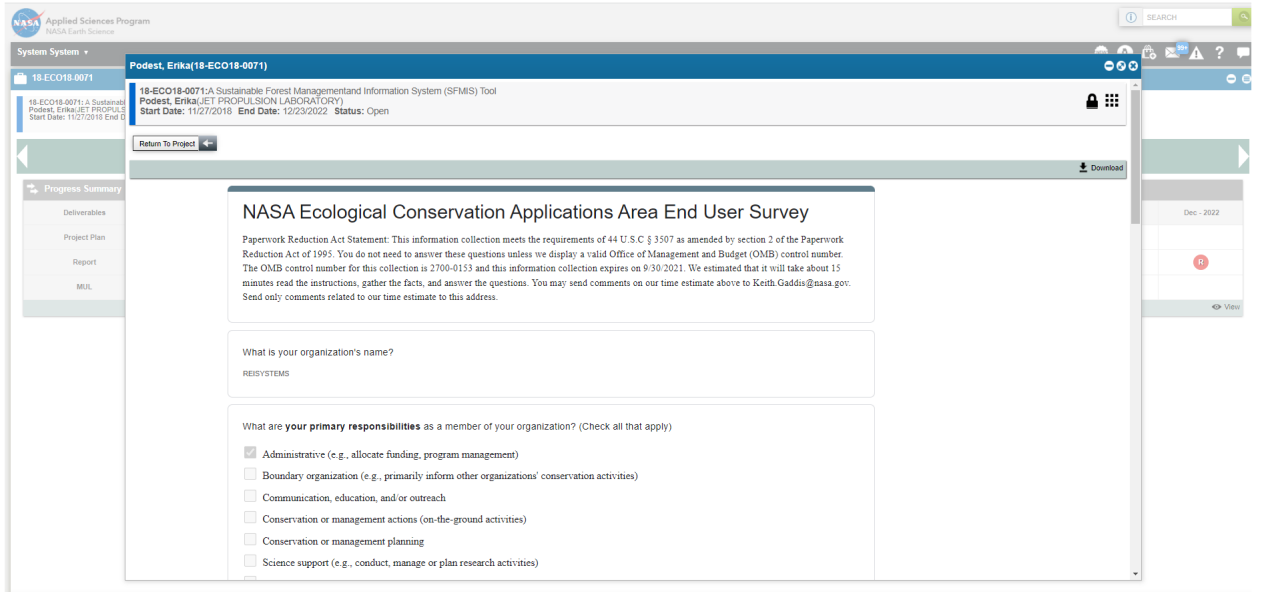
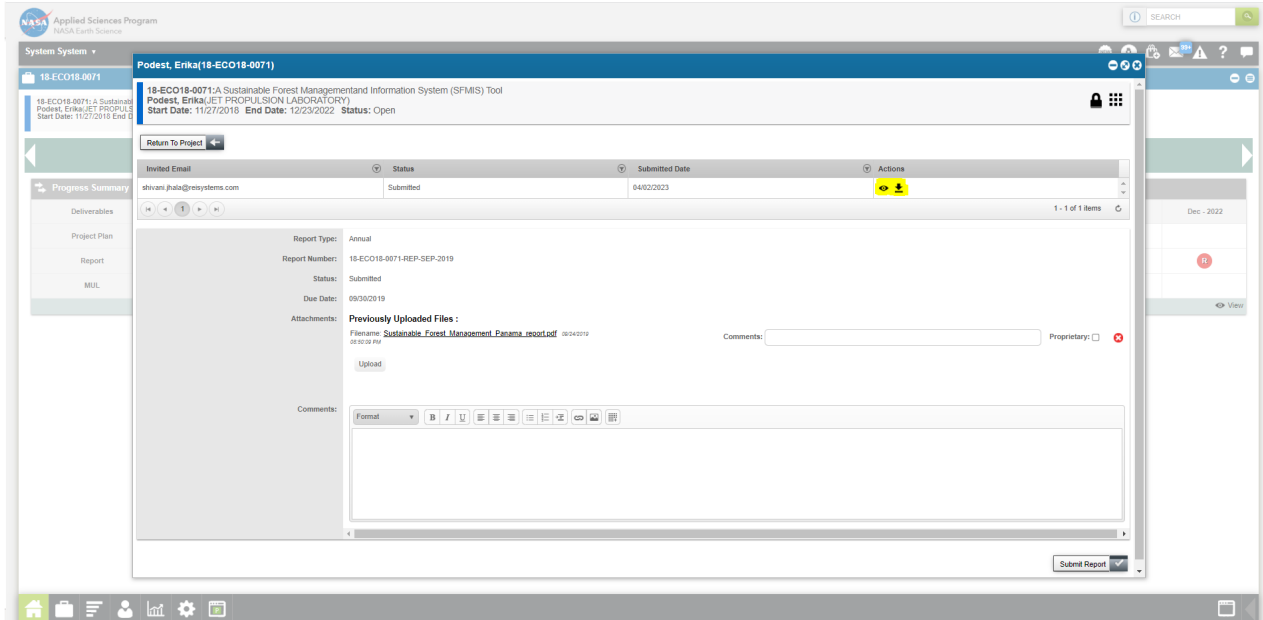


Step 7: Program Manager then will be notified of the end user submission. PM can go to the project, under “Contractual Report” and click on “Update” or “Review” action to view the submission. The report status will be updated to “Submitted” from “Not Submitted.”

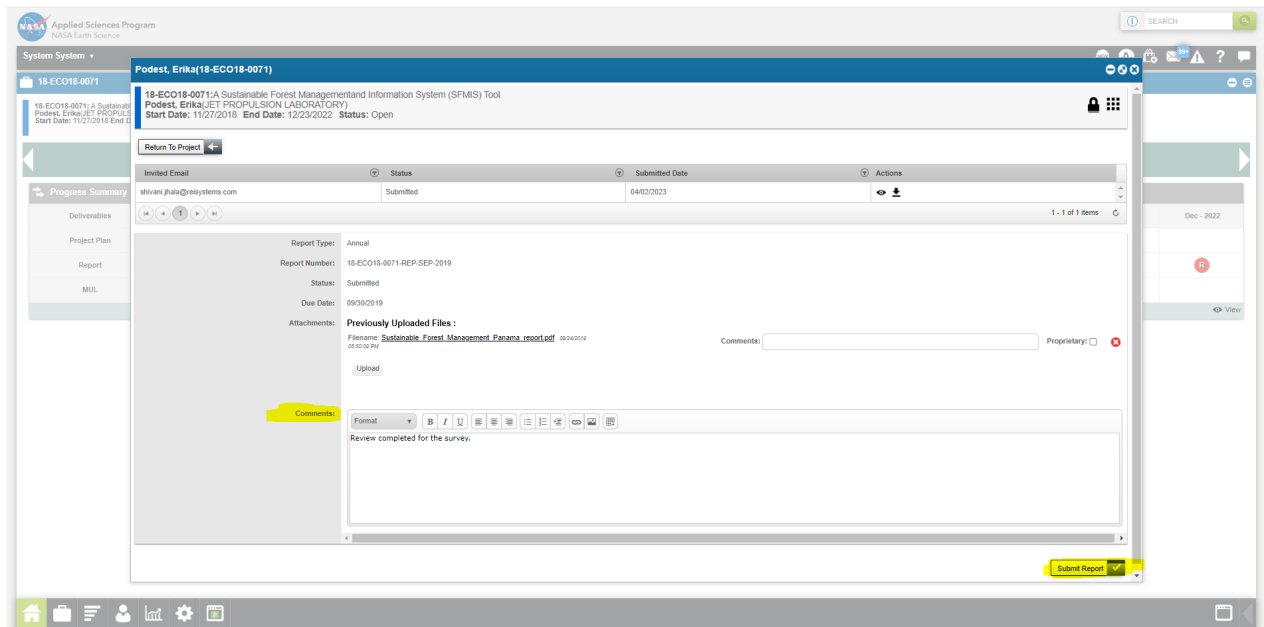


Step 8: Project Manager will be able to view all the end user who has submitted the survey and will be

able to “View” or “Download” the survey for the Review. Once clicks on “View” icon, below filled end user survey will be displayed for the PM to review.

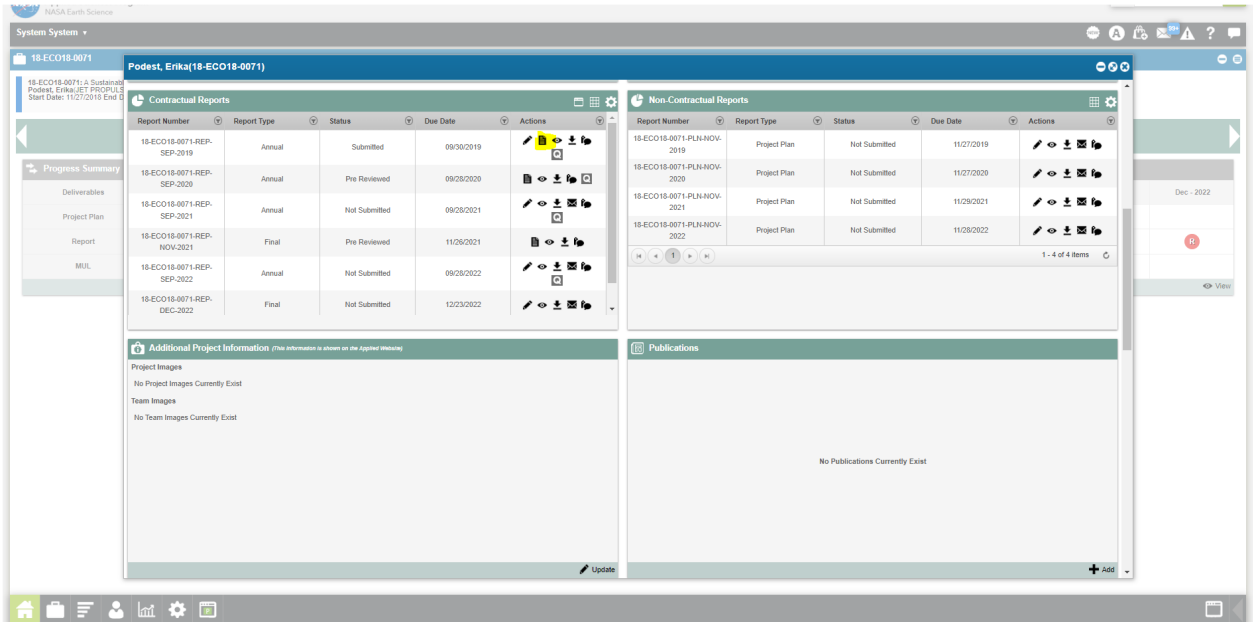


Step 9: Once Program Manager reviews the report with end user survey, they can end the Comments and click on “Submit Report”



Step 10: Another action Program Manager can do is to select the “Review” icon under actions, to Approve or Not Approve final report by clicking on Review Status.

Step 10a:



Step 10b: Once Program manager approves the report, after reviewing the end user survey, PM clicks on the “Review Report” button to Approve final report.

