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Instructions for Submitting Proposals in the Food Aid Information System

Executive Summary

The Food Aid Information System (FAIS) is an integrated information system that the International Food Assistance Division (IFAD) of the USDA's Foreign Agricultural Service manages and administers its food aid programs and interacts with its Participating Partners (PPs). The proposal management process includes the solicitation of food aid proposals, proposal submission by PPs; and proposal evaluation, scoring, and approval by IFAD.

These guidelines are intended to assist the preparer in submitting a food aid proposal for the McGovern-Dole International Food for Education and Child Nutrition (McGovern-Dole) program, Food for Progress (FFPr) program, and the Local and Regional Food Aid Procurement (LRP) program. as required by [7 CFR Part 1599.14](#), [7 CFR Part 1499.13](#), and [7 CFR Part 1590.14](#). All proposals will be submitted through FAIS. Participants are required to monitor their own progress toward creating and recording data into their proposal. It is important for all PPs to submit proposals within the appropriate deadline by completing all required sections in FAIS. If Applicants have any questions, please seek assistance by sending an email to ppded@usda.gov. Below, Applicants will find step-by-step guidance for submitting the proposal in FAIS.

The following instructions use hypothetical examples and are not indicative of a particular country, program, or PP. It is intended for instructional purposes only. Appropriate screenshots have been included in the manual to aid the user in understanding FAIS functional navigation. A brief orientation of the layout and design of the FAIS interface is provided below.

Important: Applicants should always save their work! If there is no activity by the user, FAIS will time out after approximately 25 minutes.

SECTION 1: REGISTERING FOR AN eAUTHENTICATION ACCOUNT IN FAIS

For Users Affiliated with Organizations Already Registered in FAIS

An eAuthentication account is the primary way for Program Participants (PP)s to interact with USDA websites. This account gives Applicants the ability to identify oneself to the USDA via the User ID and password, and it allows access to FAIS as well as a wide range of other applications across the many USDA agencies and their services.

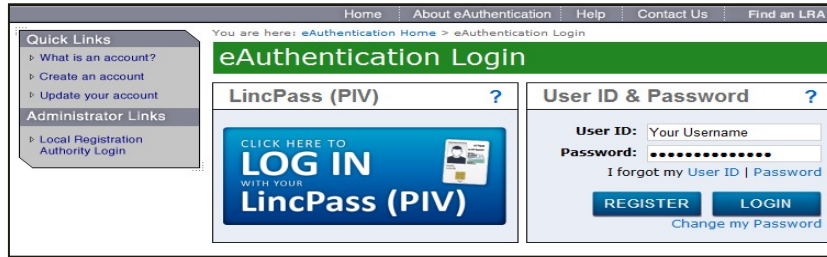
Note: If Applicants already have an eAuthentication account and are associated with a particular PP or PVO, he or she may proceed to login to FAIS.

1. To register, go to <https://identitymanager.eems.usda.gov/registration/index.aspx>
2. Click on Register for a *Level 1 Account*. Applicants do not need to register for Level 2 Access, nor an Internal Account. Additionally, there is no need to come to the USDA to confirm the account.

The screenshot shows the USDA eAuthentication website. The header includes the USDA logo and the text 'United States Department of Agriculture USDA eAuthentication'. Below the header is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. The main content area is titled 'Create an Account - Getting Started'. It features a 'Quick Links' sidebar with options like 'What is an account?', 'Create an account', and 'Update your account'. The main content is divided into sections: 'USDA Federal Employees, Contractors, & Affiliates' with a 'Register for an Internal Account' button; 'USDA Customers - What Level of Access Do You Need?' with sub-sections for 'Request Level 1 Access to:' (listing requirements like visiting USDA web pages and participating in surveys) and 'Request Level 2 Access to:' (listing requirements like submitting transactions and contracts online), each with a corresponding 'Register for a Level 1 Account' and 'Register for a Level 2 Account' button; and 'Changing from Level 1 Access to Level 2 Access' with a 'Log into Your Profile' button. A red arrow points to the 'Register for a Level 1 Account' button.

3. Once Applicants fill out the necessary information, including a username and password, he or she will receive an email from FAS confirming the creation of the account.

- Once Applicants have their eAuthentication account established with a username and password, they should go to the FAIS website: <https://www.eauth.usda.gov/Login/login.aspx>



- After Applicants login, they will be required to complete a one-time registration in FAIS. The system displays “Create New FAIS Account” screen, which will display the username. Please select *Program Participant* as the organization type. All other selections for U.S. government personnel only. For Level 1 Applicants, the *PIN* and *Confirm PIN* fields will be enabled as part of your eAuthentication, and you must have it to login to FAIS. The Pin should be a minimum of six digits.

You are registered with USDA EAuthentication. To access the FAIS, you are required to confirm to create a new FAIS account.

Account Information

User name:

Last name:

First name:

Email address:

Organization

Organization Type:

Pin:

Confirm Pin:

User has to select Organization Type as "Program Participant"

Based on E Authentication Level. PIN & Confirm Pin will be Enabled or Disabled



- Next, Applicants will be brought to the FAIS User Registration page. The eAuthentication details will be automatically generated in the cells. In the following *Organization Details* section of the *FAIS User Registration* page, Applicants must complete the following information:

FAIS User Registration

INSTRUCTIONS ?

E-Authentication Details

User name: TESTTEST
 First name: TESTTEST
 Last name: FAS
 Email address: TESTTEST@dummy.org

Organization Details

PP Organization Type: <Select>
 PP Organization: <Select>
 Organization Name:
 Short Name:
 Address Type:

- **PP Organization Type** – Select from the drop-down list. If Applicants are associated with a foreign government, or the World Food Program, select *Government* or *World Food Program* respectively. All other PPs, including PVOs, NGOs, etc. must register as a *Program Participant*.
- **PP Organization** – This list will be automatically generated based on the *PP Organization Type* selection.
- **Address Type** – After a proposal creator selects the address type, either *Main* or *Branch*, the field will be automatically populated with the organization’s address.

Organization Details

PP Organization Type: <Select>
 PP Organization: <Select>
 Organization Name: FAD Legacy Other OrganizationType
 Short Name: Government
 Address Type: Program Participant
 World Food Program

Organization Details

PP Organization Type: Program Participant
 PP Organization: Test Participant Organization
 Organization Name: Test Participant Organizat
 Short Name: Test
 Address Type: Main
 Address Line 1: Address Line 1
 Address Line 2: Address Line 2
 City: Washington
 State Province: D.C.
 Country: United States
 Zip Code: 00000
 Email Address: Applicant Email Address
 Phone Number: (000) 000-0000
 Is Faith Based?:
 Is Community Based?:

7. **Requested Roles** – For creating and producing proposals, the minimum FAIS permission levels required are *Program Participant Proposal Contributor* or *Program Participant Proposal Creator*. For those persons who are Program Administrators, they must also select the *Program Participant Administrator* box. Applicants may also request other FAIS permissions depending on the

organization’s needs. For these requests, please detail these requests in the comments section. The level of permissions requested will be authorized by the IFAD staff.

Requested Roles

- Program Participant Agreement Contributor (Work on One or More Assigned Sections of an Agreement)
- Program Participant Agreement Executor (Manage Agreement Negotiation with FAD Branch)
- Program Participant Proposal Contributor (Work on One or More Assigned Sections of a Proposal)
- Program Participant Proposal Creator (Manage Proposal Creation and Submission to Participant Director)
- Program Participant Director (Submit Proposals; Negotiate Agreement with FAD Branch)
- Program Participant Administrator (Manage Organization Details; Grant / Revoke Participant User Access)

8. Next, refer to the following cells for the **Personal Details** section:

- **Title:** Mr./Mrs./Ms. Etc.; **Mandatory**
- **Position:** Designation in the organization, e.g. Manager, Program Analyst; **Mandatory**
- **Phone Number:** **Mandatory**
- **Phone Extension:** Not Mandatory
- **Fax:** Not Mandatory
- **Email Alerts:** Check this box if email alerts are preferred whenever any workflow action (i.e. submit, request modification) are sought on any process in FAIS; Encouraged
- **FAIS Alerts:** Check this box if system alerts are preferred whenever any workflow action (i.e. submit, request modification) are sought on any process in FAIS; Encouraged
- **Requested Comments:** Please add comments that details which requested roles wanted for the FAIS account; Not Mandatory

Personal Details

Salutation: Your Salutation

Position: Your Position

Phone: 000-000-0000

Phone Extension: Your Phone Extension

Fax: Not Required

Email Alerts?

FAIS Alerts?

Requestor Comments: Please add me as a Program Participant Creator and Contributor

Register

For Users of Organizations Unregistered in FAIS

If the Applicant’s organization is not yet registered, please download and fill out the [Organization Registration Form](#), located on the FAS public website here: <https://www.usda.gov/food-aid-information-system>. Once completed, please attach the file in an email and send to ppded@usda.gov with the subject line: *Request to Register New Organization*. An IFAD Analyst will create the organization record in FAIS and will notify the Applicant once completed so they may select their organization.

Activation of the Account

After successful registration, the Applicant will see the following message below regarding the activation of the account. IFAD will also receive a notification that a new user has registered and will approve the account.

Sorry, FAIS Log On Failed.

INSTRUCTIONS ?

You have successfully registered as a FAIS user. However, your account has not been activated yet. Please follow the appropriate guidelines in the green box just above this message.

Once approved, Applicants will be able to login with their respective username and password and will be taken to the FAIS homepage.

FAIS Homepage

Once the Applicant is logged in, he or she is taken to the FAIS homepage. Here, users will find links pertaining to the food aid solicitation, this training manual for PPs as well as other relevant documents. Please refer to the links and save the files as necessary.

The screenshot shows the FAIS homepage with the following elements:

- USDA United States Department of Agriculture Food Aid Information System** logo on the top left.
- Linking U.S. Agriculture to the World** logo on the top right.
- A horizontal navigation menu with links: **Home**, **Proposal**, **Agreement**, **Administration**, and **About FAIS**. The **Home** link is circled in red.
- A user greeting: **Welcome uatuser , On behalf of guestfauser [Log Off]**
- A sidebar on the left with **My FAIS** and **Alerts** sections.
- The main content area titled **FAIS Home Page** with an **INSTRUCTIONS** header and a question mark icon.
- Two images: one showing people in a rural setting with a dog, and another showing a man in a red cap holding a large plant.
- A blue banner at the bottom with the text: **Notice: Public Meeting Announcement for USDA FY 2019 Food Aid Notice of Funding Opportunities**

A sitemap index with links is provided horizontally across the top of each page below the menu bar. These links will help in navigating through the hierarchies of each element and to keep track of locations within FAIS. The homepage consists of the following column headings:

- **Home** – This link takes the Applicant to the FAIS homepage
- **Proposal** – All proposal and solicitation actions can be found here. This section is explained in greater detail below
- **Agreement** – Database of every agreement associated to the organization
- **Compliance** – Links to the database of the organization’s Monitoring and Evaluation (M&E) reports and other compliance-related actions
- **About FAIS** – Information regarding FAIS including new system enhancements and data releases

In addition, brief instructions are provided on each screen in a green box as shown below. The instructions describe the mechanics of viewing and editing the screens and defined the data fields. Important business rules that must be followed are also included, where appropriate.

FAIS Home Page

INSTRUCTIONS X

Welcome to the Food Aid Information System (FAIS) homepage. This page contains the following information:

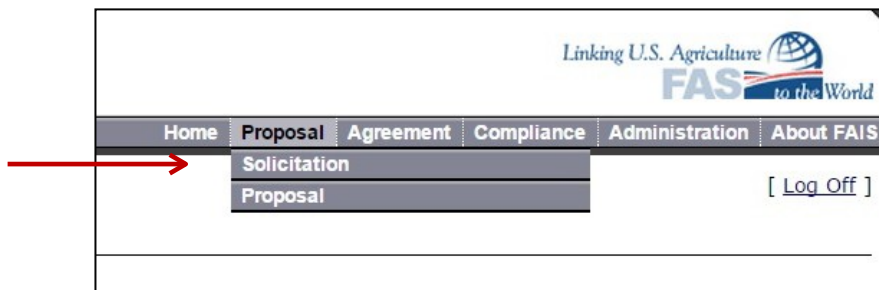
- **ANNOUNCEMENTS:** This section consists of several parts:
 - **Overview** of the full FAIS functionality.
 - **How to use FAIS:** Describes the need to register as a FAIS user, and the need to belong to a registered organization.
 - **Recent Updates:** The complete FAIS functionality will be delivered in multiple releases. This section provides an overview of the functionality and enhancements delivered to date.
 - **FAIS Support:** Describes the process for seeking technical support.
- **FOR PROGRAM PARTICIPANT USERS:** Provides links to the **Training Material** and the **User Manual** pertaining to the Program Participant users. Please click on any link and save the file to your computer.
- **FOR NON-PROGRAM PARTICIPANT USERS:** Provides links to the **Training Material** and the **User Manual** pertaining to Non-Program Participant users. Please click on any link and save the file to your computer.

Important: In FAIS, the system displays a list of validation errors (if any) in red if there are issues with the data the Applicant submits. FAIS will not commit the workflow action until the user fixes all validation errors. An example error message:

◦ The Proposal Contributor field is required for each section

SECTION 2: CREATING A PROPOSAL IN FAIS

To begin creating the organization’s food aid proposal, click on the *Solicitation* icon that is located under the *Proposal* tab.



The next screen displays the list of solicitations. If the current solicitation year is not displayed, the Applicant can find the current program solicitations by searching by *Fiscal Year* and *Program Type*.

Solicitation List

INSTRUCTIONS ?

Solicitation Search Criteria

Program Type: All

Fiscal Year: 2016 TO 2016

Status: Published

Search

List of Solicitations

ID	Short Description	Fiscal Year	Type	Solicitation Period	Ant. Award Date	Status	Action
17	FY16 FFPr Solicitation	2016	FFPr	04/16/2015 - 10/16/2015	11/16/2015	Published	View
18	FY16 MGD Solicitation	2016	MGD	04/16/2015 - 10/16/2015	11/16/2015	Published	View

Showing 1 to 2 of 2 entries

Filter all columns:

- *Solicitation Period*: Start and end dates for accepting proposals for that solicitation.
- *Anticipated Award Date*: The date by which FAS anticipates selecting proposals for funding under the solicitation. A proposal submitted against a solicitation should specify a project start date after the Anticipated Award Date.

Click on the *View* link of the program solicitation for which Applicants will create a proposal. This is found under the *Action* column.

The following page allows both a *PP Director* and *PP Proposal Creator* to view a solicitation and to create a proposal for that solicitation. If Applicants have *Proposal Contributor* permission levels only, they cannot create a proposal. In this example, the 2016 Food for Education solicitation has been selected. The solicitation information listed below will be based on the award type. Click *Create Online Proposal* to generate a proposal template which the proposal creator will submit once completed.

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

Welcome [localadmin](#) [[Log Off](#)]

Create Proposal

INSTRUCTIONS ?

Search and Select Solicitation

Fiscal Year: 2016


Program Type: MGD - Food For Education

Solicitation: FY16 MGD Solicitation

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

Front Page [Home Page](#)

Once created, the proposal record is archived as *In Progress* in the FAIS system. After the Applicant logs off, he or she can return to the proposal and work on it at any time. To find it, click on the *Proposal* tab located in the drop-down menu and select *Proposal*.

Linking U.S. Agriculture 

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

Solicitation

Proposal

[[Log Off](#)]

Applicants can then search for each created proposal affiliated with the proposal. Click on the *Proposal #* to access the proposal and continue the submission process.

Proposal List

INSTRUCTIONS ?

Search Information

Organization:

Fiscal Year:

Program Type:

Country:

List of Proposals

Proposal #	Program Type	Fiscal Year	Proposal Status	PP Creator	Solicitation #	Country	Submit Type	Organization	Contributors	Action
2016-0004	MGD	2016	In Progress	Name of Proposal Creator	ID #	To Be Decided	Online	Your organization	Every Assigned Contributor will be displayed here	Delete

Showing 1 to 1 of 1 entries Filter all columns:



My FAIS

A left panel titled *My FAIS* displays information describing the Applicant’s proposal:

- **Alerts** – The link displays a log of pending and completed FAIS-program actions that the user initiated
- **Proposal #** – Proposal identification automatically generated in FAIS
- **Organization** – The name of the organization submitting the proposal
- **Solicitation ID** – This is the number associated with the solicitation the proposal is competing under
- **Fiscal Year** – Federal fiscal year under which the proposal is competing for funding
- **Status** – All unsubmitted proposals will be labeled *In Progress*. This status will change once the proposal is submitted in FAIS
- **Country** – This section will be labeled with the country or region the proposal is applicable to and is entered in the *Introduction* section of the proposal

My FAIS

Alerts

- Proposal #: 2016-0003
- Organization: Your Organization
- Solicitation ID: 18
- Program Type: MGD
- Fiscal Year: 2016
- Status: In Progress
- Country: To Be Decided

Data Navigation

This menu provides links to the various required sections of the proposal that must to be completed before it can be submitted. All other functions are arranged as menu items under several subsections. Access to these menus are governed by FAIS roles. Each proposal section presented in the *Data Navigation* menu is highlighted in greater detail throughout this document. In *Data Navigation*, the following links are displayed:

1. **Print Proposal** – This is the display to which the proposal will be viewed by the reviewers, all information, including links to attachments will be displayed
2. **Download Proposal** – This function downloads the entire proposal as a HTML file. In viewing the proposal, it is recommended that the *Print Proposal* function be used instead
3. **Download Proposal Attachments** – This downloads all uploaded documents into a single zip-file
4. **View Proposal Assignment** – This page displays a read-only view of the proposal assignments; i.e., the Proposal Creator and the Proposal Contributor assigned to each proposal section. Applicants cannot make any changes to the proposal in any of the *View* links
5. **View Applicant Details** – Shows the Applicant details in a read-only mode.
6. **View Introduction** – Shows the Introduction section in a read-only mode.
7. **View Commodity** – Shows the Commodity section in a read-only mode
8. **View Result** – Shows the results, activities, and the mapping sections in a read-only mode
9. **View PVO Budget** – This page shows the Budget narrative in a read-only mode
10. **Download Budget** – This function was utilized for previous years' budget proposals and is no longer used in FAIS. Refer to the budget guidelines for more information

The following sections require data entry:

11. **Proposal Summary** – This is the homepage for a specific proposal where Applicants can upload attachments and submit proposal sections for review
12. **Proposal Assignment** – The page where roles are assigned to each of the proposal sections
13. **Proposal Applicant Details** – This page where primary Applicants of the organization are assigned as contacts for the proposal
14. **Introduction** – Where project start and end dates are selected in addition to country determination and key personnel
15. **Results** – This page is for entering the Results, Activities, Activity Mapping, and Other Details
16. **Commodity** – This page is for submitting commodity selection and detailed commodity logistics
17. **PVO Budget** – Displays the section to submit the budget narrative

There are multiple sections within each link in the *Data Navigation* menu which require data entry in addition to uploading required Attachments. These sections are detailed below.

My FAIS

Alerts

- Proposal #: 2016-0004
- Organization: Your Organization
- Solicitation ID: 18
- Program Type: MGD or FFP
- Fiscal Year: 2016
- Status: In Progress
- Country: To Be Decided

Data Navigation

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

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SECTION 3: PROPOSAL SUMMARY

This section is the homepage of the Applicant's proposal. This page displays:

- **Proposal Information** – Basic proposal information indicating the name of the organization submitting the proposal, solicitation ID number, proposal number, which program the proposal is applying to, the status of the proposal in FAIS, and the country the organization is proposing to operate in.
- **Proposal Section Details** – Staff assigned as the *PP Creator* (Proposal Manager) and the various *Contributors* (Authors) to each of the four proposal sections (Introduction, Commodity, Results, and Budget). Only one *PP Creator* may be assigned to a proposal, and one *Contributor* may be assigned to a given section. One person may be assigned multiple sections, or as a *PP Creator* and *PP Contributor*
- **Proposal Workflow History** – Shows each proposal review event (Create, Assign, Submit for Review, Submit to USDA, and Withdraw)
- **Workflow Actions** – Shows the actions that can be executed based on the proposal status
- **Attachments** – Tab on the Proposal Summary page which lists all of the proposal attachments that have been uploaded (Refer to the [Attachments](#) portion of this document)

All proposal assignments will be displayed in this section, including changes to proposal contributor contacts, workflow history, and workflow actions such as when a section is submitted for review.

The screenshot shows the 'Proposal Summary' page. At the top, there is a breadcrumb trail: 'You are here : Home > Proposal > Proposal Summary' and a user greeting: 'Welcome localadmin [Log Off]'. Below this is the 'Proposal Summary' header with an 'INSTRUCTIONS' link and a help icon. There are two tabs: 'Proposal Summary' (selected) and 'Attachments'. The 'Proposal Information' section contains a form with fields for Organization (Your organization), Solicitation ID (ID #), Proposal Number (2016-0005), Program Type (MGD or FFP), Status (In Progress), and Country (To Be Decided). Below this is the 'Proposal Section Details' table, followed by the 'Proposal Workflow History' table with one entry for 'Name of Proposal Creator' on 4/20/2015. At the bottom is the 'Workflow Actions' section with a 'Submit For Review' button. Red arrows point to the 'INSTRUCTIONS' link, the 'Proposal Information' form, the 'Proposal Section Details' table, the 'Proposal Workflow History' table, and the 'Workflow Actions' section.

Proposal Section Details			
Section Name	Contributor	Status	Comments
Introduction Section	Contributor 1	In Progress	Comments are displayed here
Commodity Section	Contributor 2	In Progress	-
Result Section	Contributor 2	In Progress	-
Budget Section	Contributor 3	In Progress	-

Proposal Workflow History				
User	Date	Action	Status	Comments
Proposal Creator	4/20/2015 01:33:34	Assign	In Progress	Assign Proposal
Proposal Creator	4/20/2015 01:27:19	Create	In Progress	Proposal Creation

Showing 1 to 2 of 2 entries Filter all columns:

Important: FAIS will prevent the proposal from being submitted if all sections (Applicant Details, Introduction, Commodity, Results, Budget, and *all* Attachments) are not reviewed and approved by the proposal creator. During the review process, each proposal section **must** have a status of *Submitted for Review* for the proposal creator to submit.

Proposal Assignment

After the proposal is created, the Applicant will be immediately brought to the *Proposal Assignment* page. This section is used to assign the roles for the proposal and manage each section. These roles include:

Proposal Creator: The person in the organization assigned as 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. To be assigned this role, a person must be given this role in their FAIS registration profile. This role can be changed at any time.

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 the person is assigned and has a read-only capability to all other sections.

Note: This person may also be the *Proposal Creator* and *PP Director* if there is only one person responsible for producing the proposal.

In addition, there is a **Comments** field that is used to convey any instructions to the persons assigned by the proposal.

Home > Proposal > Proposal Summary > Proposal Assignment

Welcome **localadmin**

Assign Proposal

INSTRUCTIONS

Basic Information

Director:

PP Creator: *

Comments: You may add comments relevant to your organization and to staff assignments here.

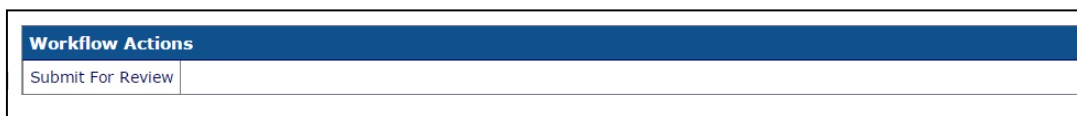
Section Name	Contributor	Comments
Introduction Section	<Select> *	
Commodity Section	<Select> *	
Result Section	<Select> *	
Budget Section	<Select> *	

Assign

The proposal contains four main sections that require an assigned contributor. The sections can be assigned to persons in the Applicant's organization if they are registered in FAIS, and they have their own workflow and statuses as mentioned in the table below. The same person may be selected as contributor for all sections. Each field must be assigned to an individual. After the Applicant clicks *Assign*, an automated email is sent out to the contributors assigned to the section. This applies only to contributors who opted for email alerts when they registered.

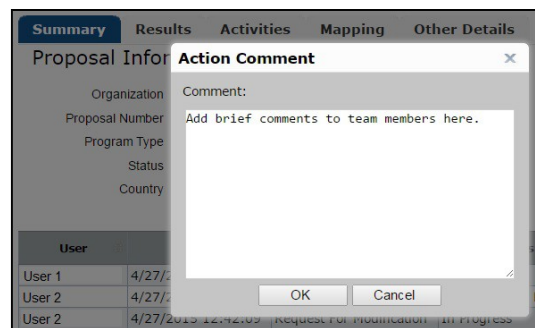
Proposal Section Status			
Status	Status Description	Action Button	UI / Page
In Progress	Proposal is created by a participant director	Create Online Proposal	Create Proposal
	Modification is requested on a proposal section	Request for Modiciation	Section Summary
Submitted For Review	Proposal section is submitted to proposal creator for review by proposal contributor	Submit for Review	Section Summary
Submitted	Proposal is submitted to FAD by participant director	Submit to FAD	Proposal Summary

Important: In each section (Introduction, Commodity, Results, and Budget), the assigned contributor can click on *Submit for Review*, which is located under *Workflow Actions*. This will send an email alert to the *Proposal Creator* who will then have access to review the section and make any edits. If necessary, the proposal creator can then request a modification of that section.



The Applicant may also add comments regarding any actions or updates to the section in question. These comments should be for the organization team members only.

Note: These comments are visible to FAS.



SECTION 4: PROPOSAL APPLICANT DETAILS

This page displays the list of people assigned as contacts for the Applicant's proposal. Both a *Proposal Creator* and *PP Director* are given the ability to specify each contact by clicking *Create New Proposal Contact* link.

Important: This is a **mandatory** section. The list of contacts in this section is different from the list of *PP Creator* and *PP Contributors*. The persons listed do not necessarily play a part in the proposal development nor require an account in FAIS.

To begin, click on *Create New Proposal Contact*.

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > Applicant Summary Welcome [localadmin](#) [[Log Off](#)]

Proposal Applicant Summary

INSTRUCTIONS [?](#)

Participant & Proposal Information

Organization Name

Address Location

Address Line 1


Address Line 2

City

State Province

Country

Zip Code



List of Proposal Contacts [Create New Proposal Contact](#)

Title	First Name	Last Name	Designation	Email	Phone	Zip	Contact Type(s)	Action
Showing 1 to 1 of 1 entries						Filter all columns: <input type="text"/>		

For each proposal, there are five types of required contacts. Applicants **must** assign a contact type to all individuals or FAIS will reject the proposal when submitted. A single person may be assigned multiple roles by selecting one person from the drop-down menu and checking multiple checkboxes. The contact types are:

- **U.S. Contact:** The organization's primary proposal contact located within the United States
- **Legal Signatory:** The organization's proposal contact with the legal authority to sign proposal documents
- **Donation Country:** The organization's contact in the proposed project country
- **Organization HQ:** The organization's proposal contact at the headquarters or main office of operations
- **Applicant:** The organization's proposal contact who is able to address proposal questions or issues. This is typically the *Proposal Director* or *PP Creator*

When a person is selected from the drop-down menu, the person's contact information will be populated from their FAIS registration profile. Only the person's phone number and fax number will be editable for the purposes of this proposal; i.e., the new information will not be stored permanently in the person's registration profile information.

Basic Information

Contact Type

- US Contact
- Legal Signatory
- Donation Country
- Organization HQ
- Applicant Contact

Participant Contacts: <Add New>

Salutation:

First Name:

Last Name:

Middle Initial:

Position:

E-Mail:

Phone:

Fax:

PP Address Location:

Address Line 1:

Address Line 2:

City:

State/Province:

Country:

Zip Code:

Applicants may select from a drop-down list of all Participant Contacts who are registered with the organization in FAIS or create a new contact.

Reminder: All listed contact types *must* be included in the proposal. The created records will be displayed on the *Applicant Summary* page.

List of Proposal Contacts							Create New Proposal Contact	
Title	First Name	Last Name	Designation	Email	Phone	Zip	Contact Type(s)	Action
Salutation	First Name	Last Name	Executive Director	Email Address	000-0000	Zip Code	US Contact, Legal Signatory	Edit Delete
Salutation	First Name	Last Name II	Applicant Contact, HQ Director	Email Address I	000-0000	Zip Code	Donation Country, Organization HQ, Applicant Contact	Edit Delete

Showing 1 to 3 of 3 entries Filter all columns:

The following sections details each of the four primary sections required to submit a proposal in FAIS. In regards to the [Results](#), [Commodity](#), and [Budget](#) sections of FAIS, to minimize duplicative entry of information already provided by the Applicant in a proposal attachment, Applicants may enter language in a FAIS data field referencing the location of proposal information in said attachment. For example: “See Attachment X: Project Level Results Framework” can be entered in the field for Results.

Refer to the proposal solicitation for specific content guidance.

SECTION 5: INTRODUCTION

Introduction Summary

The *Introduction Summary* page displays summary information and a workflow history about the introduction section, e.g., section submissions and requests for modification. This page also allows for the submission of sections for review by clicking on *Submit For Review* in the *Workflow Actions* section. Two required subsections exist here and are displayed as tabs:

1. Introduction Details (Country Selection)
2. Key Personnel (Program Administration List)

Proposal Introduction Section Details

INSTRUCTIONS

Introduction Summary **Introduction Details** Key Personnel

Introduction Details

Country *

Anticipated Start Date (MM/DD/YYYY) *

Anticipated Completion Date (MM/DD/YYYY) *

Anticipated Monetization Completion Date (MM/DD/YYYY)

Is This A Continuation Of Previous Program

To begin, click on the *Introduction* link in the *Data Navigation* menu, and the system will display the *Introduction Details* page. Applicants will be able to edit the following details:

- **Country** – Please refer to the solicitation for the list of priority countries and regions. Every country, territory, and region is listed alphabetically
- **Anticipated Start Date** – Project implementation date. This date must not be prior to the *Anticipated Award Date* stated in the solicitation
- **Anticipated Completion Date** – This is the tentative date which the project will end
- **Anticipated Monetization Date** – FFPr program only. This date must fall within the anticipated start and completion dates
- **Check box for a Continuation of a Previous Program** – Check the box if the proposal is an extension of an existing project

Click *Save* to record the details for this section.

Proposal Introduction Section Details

INSTRUCTIONS

Introduction Summary **Introduction Details** Key Personnel

Introduction Details

Country *

Anticipated Start Date (MM/DD/YYYY) *

Anticipated Completion Date (MM/DD/YYYY) *

Anticipated Monetization Completion Date (MM/DD/YYYY)

Is This A Continuation Of Previous Program

Key Personnel

This page lists the key project staff participating project implementation. Applicants should highlight the technical and management experience of the Chief of Party or Country Director and the proposed management structure of the project which outlines the appropriate positions. Refer to Organizational Capacity and Staffing section of the NOFO for instructions regarding the list of project personnel. In addition, Applicants are **required** to submit as an attachment an organizational chart which identifies key positions.

Proposal Key Personnel

INSTRUCTIONS ?

Introduction Summary Introduction Details **Key Personnel**

Add new record

Title	Percentage of Time	Main Responsibility	Action
No records to display.			

Displaying items 0 - 0 of 0

To create a new entry, click on the *Add new record* button. Enter the values for each field; e.g., *<Executive Director, 100 percent, corporate support>*, in the table and press the *Insert* button.

Proposal Key Personnel

INSTRUCTIONS ?

Introduction Summary Introduction Details **Key Personnel**

Add new record

Title	Percentage of Time	Main Responsibility	Action
M&E Specialist	100.00	Field implementation x	Insert Cancel

Displaying items 0 - 0 of 0

Use the *Edit* button to enter new values for an existing entry, then click *Update*. Use the *Delete* button to delete an entry from the table. Applicants should not use more than 128 characters for *Main Responsibility* description.

Proposal Key Personnel

INSTRUCTIONS ?

Introduction Summary Introduction Details **Key Personnel**

Add new record

Title	Percentage of Time	Main Responsibility	Action
M&E Specialist	100.00	Field implementation of monitoring and evaluation system	Edit Delete

Displaying items 1 - 1 of 1

When complete, including all other sections of the introduction section, return to the *Introduction Summary* tab and click on *Submit for Review*.

Workflow Actions

Submit For Review

If there are no submission errors or omissions, a green box will be displayed stating that all data sections have been recorded.

Submit For Review action has been completed successfully

SECTION 6: RESULTS

IFAD utilizes program-level results frameworks for each of its programs. In this section, Applicants are required to produce a results framework from the tools provided. To begin, click on the *Results* tab located in the *Data Navigation* menu.

Proposal Result Summary

In the Proposal Results Summary page, there are four tabs that require data entry. If any section is omitted, FAIS will reject the Applicant’s proposal submission. These sections are the following:

1. Results
2. Activities
3. Mapping
4. Other Details

In the [Results](#), [Activities](#), [Mapping](#), and [Other Details](#) tabs in FAIS, to minimize duplicative entry of information already provided by the Applicant in a proposal attachment, Applicants may enter language in a FAIS data field referencing the location of proposal information in said attachment. For example: “See Attachment X: Project Level Results Framework” can be entered in the field for Results.

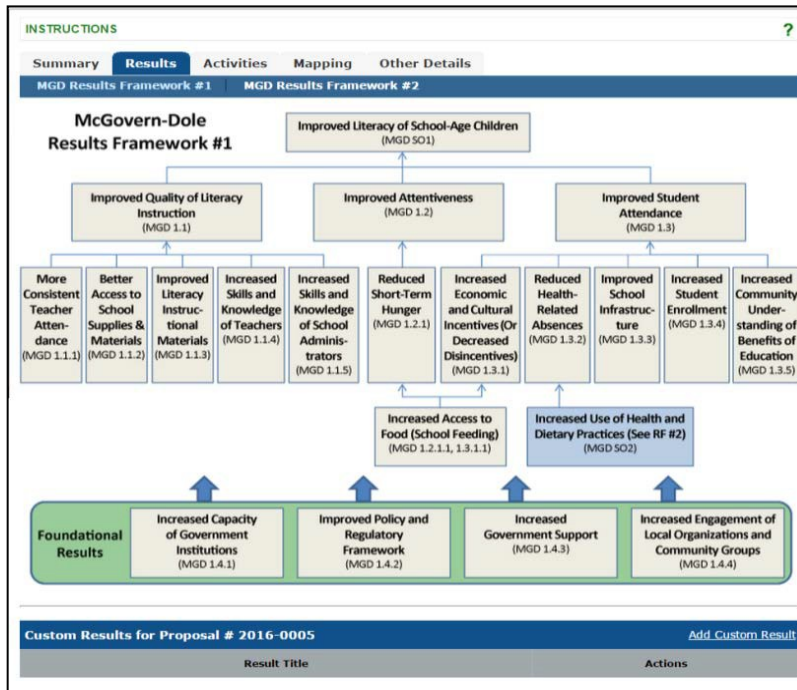
Proposal Result Summary	
INSTRUCTIONS ?	
Summary Results Activities Mapping Other Details	
Proposal Information	
Organization	Your Organization
Proposal Number	2016-0006
Program Type	MGD or FFP
Status	In Progress
Country	Selected Country or Region

Results

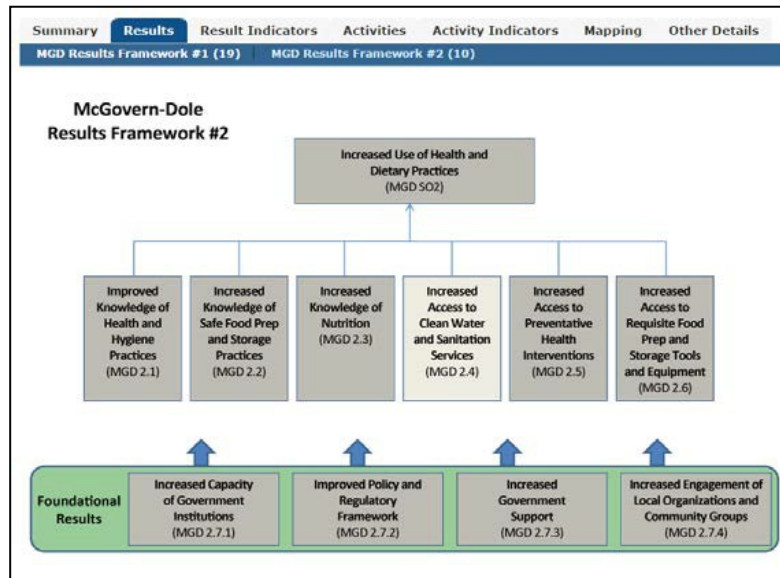
On this page, Applicants are required to identify from the Results Framework map all results the project will achieve. FAIS allows the Applicant to select results based on a hierarchy that captures the relationships in the program Results Frameworks. The program has two Results Frameworks that must be completed by the Applicant.

Applicants must contribute to both of the highest-level results in the two program-level results frameworks. For McGovern-Dole, the highest-level results are: “Improved Literacy of School-Age Children” and “Increased Use of Health, Nutrition and Dietary Practices”. For FFPr, the highest-level results are: “Increased Agricultural Productivity” and “Expanded Trade of Agricultural Products”. To begin, click on the *Results* tab. Both the Results Framework #1 will be displayed, along with a link for Framework #2. The screenshots below depict the McGovern-Dole Results Frameworks.

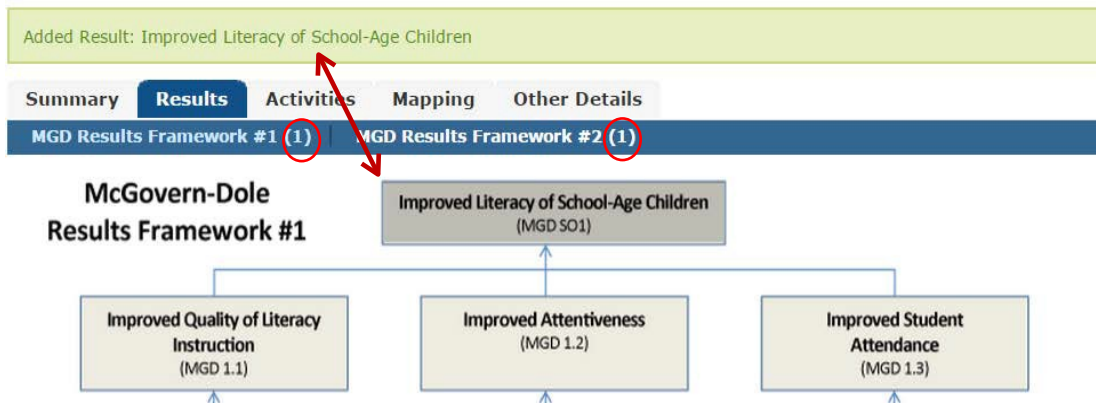
Framework #1



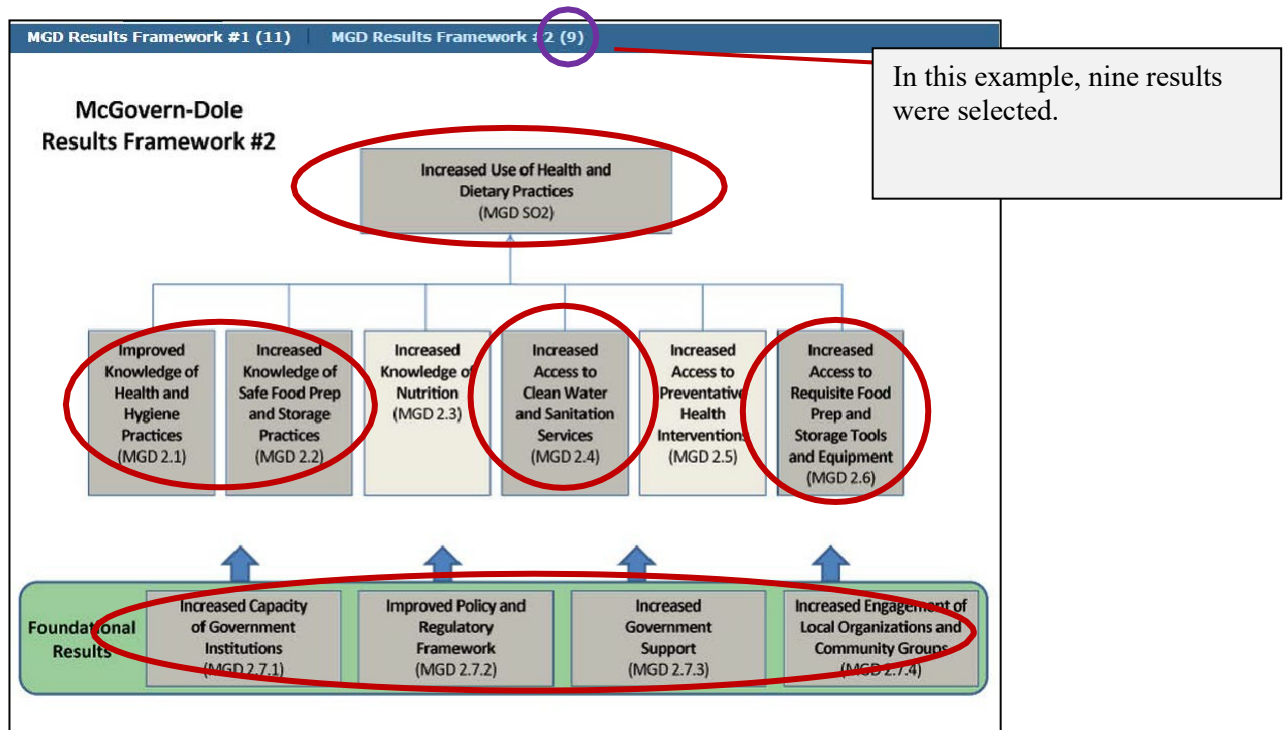
Framework #2



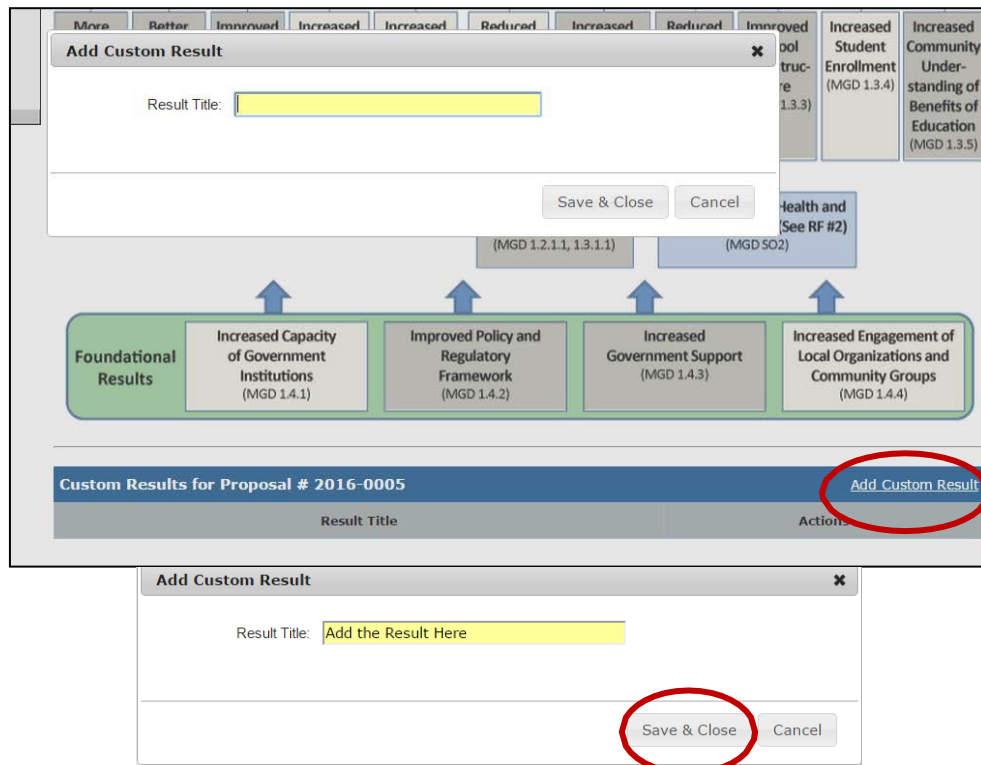
To select each result, click on each result box, which will turn a gray color, and a corresponding green message box will pop-up.



FAIS requires that at least one result be selected for each Framework. Refer to the example below. A number will be displayed in parentheses next to the Results Framework indicating the number of results selected. The selected results will be displayed in the *Mapping* section of the proposal.



Although FAS encourages selecting results from the provided list, Applicants may also produce custom results. To add a custom result, click on the *Add Custom Result* link. Refer to Project-Level Results Frameworks section of the solicitation for more information. Custom results should be appropriately labeled and should be linked with specific activities.



Click *Save & Close* to record the custom result into FAIS. Applicants may edit or delete the result if necessary.

Custom Results for Proposal # 2016-0005		Add Custom Result
Result Title	Actions	
Result 1.4.5 Custom Result Example	Edit Delete	

Conversely, the Applicant may opt to simply input one result with a reference to where the complete information can be found:

Custom Results for Proposal # 2019-0152		Add Custom Result
Result Title	Actions	
See Attachment X	Edit Delete	

Activities

As part of the proposal application, (see Plan of Operation and Activities in the NOFO), the Applicant must provide a complete list of activities and map the activities to the appropriate results function to capture the linkage between activities and results. In addition, Applicants are required to provide short Activity Descriptions for each activity.

Summary	Results	Activities	Mapping	Other Details
---------	---------	-------------------	---------	---------------

List of Proposal Activities			Create New Activity
Activity	Activity Description	Activity Order	Action

To add an activity, click the *Create New Activity* link located on the activities table.

Refer to the list of activities found in the drop-down list. Applicants may produce a custom activity by selecting *Custom Title*, which will produce a cell where the new activity can be recorded.

The field character limits for these cells are: *Custom Title* (64 characters), and *Activity Description* (16,384 characters). The text boxes do not allow for any formatting.

Use the *Activity Order* cell to sort the activities in the table alphabetically. Enter whole numbers for *Activity Order* and the list of activities will display in ascending order of the numbers entered. Click *Save* to record the activity into the table. Applicants may edit or delete each activity where necessary.

List of Proposal Activities			
Activity	Activity Description	Activity Order	Action
Applicant's Custom Title	Description Entered Here	1	Edit Delete
Building/Rehabilitation: Kitchens	Description Entered Here	2	Edit Delete
Curriculum development	Description Entered Here	3	Edit Delete

Conversely, the Applicant may opt to simply input one activity with a reference to where the complete information can be found:

Proposal Activities & Beneficiaries

INSTRUCTIONS ?

Proposal Activity updated for: See Attachment A.

List of Proposal Activities			
Activity	Activity Description	Activity Order	Action
See Attachment A	See Attachment A	1	Edit Delete

Mapping

This page allows for the connection of the Applicant’s proposed [Activities](#) to the selected [Results](#). Every *Activity* produced must be mapped to a *Result*. Conversely, not every result, including higher-level results, is required to be mapped to an activity. These linkages should exactly reflect the Project-Level Framework submission.

Notice that a single activity may be linked to more than one result as long as all activities are completely mapped. Applicants may create this section by selecting the activities and results already specified for the proposal from the drop-down menus and clicking the *Save* button. Applicants may also edit or delete an existing mapping (relationship) by using the *Edit* or *Delete* links. If there is a *Result* or *Activity* not being displayed, Applicants should return to the preceding tabs and review the selection.

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > Result-Activity Mapping

Welcome **localadmin** [[Log Off](#)]

Proposal Result & Activity Mapping

INSTRUCTIONS ?

Summary Results **Activities** **Mapping** Other Details

Add/Edit Result & Activity Mapping

Proposal Activity *

Result

First, select the *Activity* that was produced in the preceding *Activities* section. All *Custom Activities* produced will be included.

Add/Edit Result & Activity Mapping

Proposal Activity: *

Result: *

- <Select Proposal Activity>
- <Select Proposal Activity>
- Applicant's Custom Title
- Building/Rehabilitation: Kitchens
- Curriculum development

Next, select the *Result* that was generated from the *Results* tab. In this drop-down menu, all *Custom Results* will also be displayed. If a particular *Result* required by the Applicant is not located, return to the *Results* tab to review the selection and make any changes.

Add/Edit Result & Activity Mapping

Proposal Activity: *

Result: *

List of Result & Activity Mapping

Showing 1 to 1 of 1 entries

- <Select Result>
- <Select Result>
- Improved Literacy of School-Age Children
- Increased Government Support
- Increased Engagement of Local Organizations and Community Groups
- Increased Capacity of Government Institutions
- Improved Policy and Regulatory Framework
- Improved Quality of Literacy Instruction
- More Consistent Teacher Attendance
- Improved Literacy of Instructional Materials
- Increased Skills and Knowledge of Teachers
- Increased Skills and Knowledge of School Administrators
- Improved Attentiveness
- Reduced Short-Term Hunger
- Increased Access to Food (School Feeding)
- Improved Student Attendance
- Increased Economic and Cultural Incentives (Or Decreased Disincentives)
- Reduced Health-Related Absences
- Increased Use of Health and Dietary Practices
- Increased Government Support
- Increased Engagement of Local Organizations and Community Groups

Any mapped *Results & Activities* can be edited or deleted prior to submission.

Add/Edit Result & Activity Mapping

Proposal Activity: *

Result: *

List of Result & Activity Mapping [Create New](#)

Activity	Result	Action
Applicant's Custom Title	Improved Literacy of School-Age Children	Edit Delete
Applicant's Custom Title	Increased Capacity of Government Institutions	Edit Delete
Building/Rehabilitation: Kitchens	Improved Student Attendance	Edit Delete
Building/Rehabilitation: Kitchens	Reduced Short-Term Hunger	Edit Delete
Curriculum development	Improved Attentiveness	Edit Delete
Curriculum development	Improved Quality of Literacy Instruction	Edit Delete

Showing 1 to 7 of 7 entries Filter all columns:

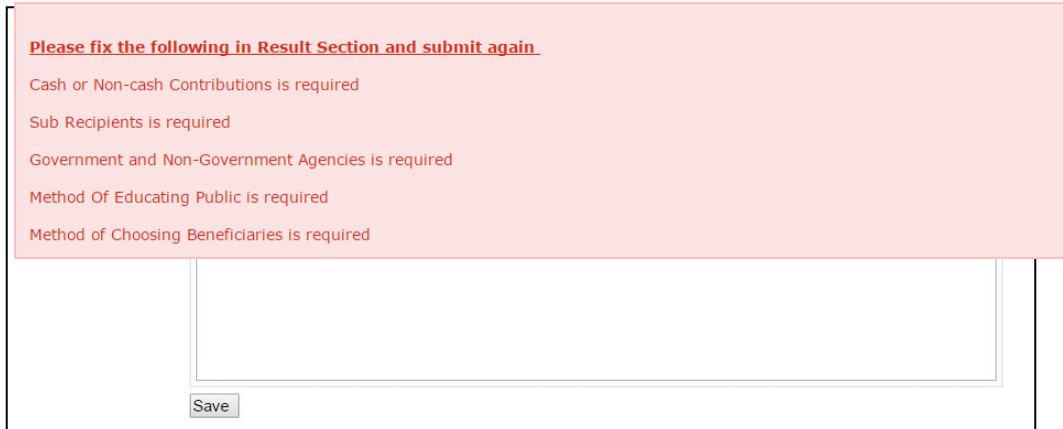
Other Details

The final tab of the *Results* section includes the submission of information regarding the following:

- Cash or Non-cash Contributions
- Subrecipients
- Government and Non-Governmental Agencies
- Method of Educating the Public
- Method of Choosing Beneficiaries
- Target Geographic Area (Illustrative maps can be uploaded in FAIS as an attachment)

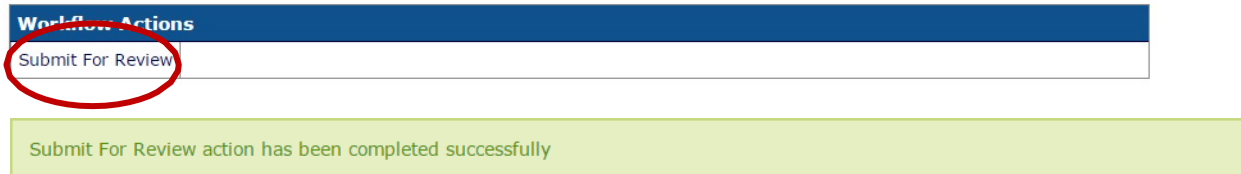
All Applicants must complete the *Other Details* section regarding the results entered in their proposal.

Note: FAIS requires data entry into each field. Applicants may choose to simply reference which attachment(s) of the proposal contains the information.



The screenshot shows a form with a red error message box at the top. The message reads: "Please fix the following in Result Section and submit again." Below this, five items are listed as required: "Cash or Non-cash Contributions is required", "Sub Recipients is required", "Government and Non-Government Agencies is required", "Method Of Educating Public is required", and "Method of Choosing Beneficiaries is required". At the bottom of the form, there is a "Save" button.

Once each section contains data, return to the *Results Summary* tab and click on *Submit for Review*, located under the *Workflow Actions* display. If there are no submission errors or omissions, a green box will be displayed stating that all data sections have been recorded.



The screenshot shows the "Workflow Actions" section. A button labeled "Submit For Review" is circled in red. Below this, a green message box states: "Submit For Review action has been completed successfully".

SECTION 7: COMMODITY

Commodity Summary

The *Commodity Summary* page displays summary information about the proposal, and the history for the Commodity section; e.g., section submissions and requests for modification. This page also allows the Applicant to submit for review using the *Workflow Actions* section. Three required subsections exist in this section and are displayed as tabs:

1. Commodity List
2. Special Needs & Distribution Methods
3. Monetization

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

In regards to the *Special Needs & Distribution Methods* and *Monetization* tabs, to minimize duplicative entry of information already provided by the Applicant in a proposal attachment, Applicants may enter language in a FAIS data field referencing the location of proposal information in said attachment. For example: “See Attachment X: Monetization” can be entered in the field for *Monetization*.

Commodity List

This page lists the commodities for the proposal. To add a new commodity, click on the link *Create New Commodity*. Each programmed commodity must have a corresponding record in this section.

Important: Refer to Commodity List in the NOFO for specific guidance.

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

To begin, enter the *Basic Information* for the commodity:

1. Select the *Commodity* from the drop-down list.
2. Select the *Usage Type* from the drop-down list
3. Enter the *Quantity MT* as required. Values must be in whole numbers only, in multiples of 10
4. Select the *Package Type* from the drop-down list.
5. Select the *Package Size* from the drop-down list.
6. Select the *Destination Country* from the drop-down list.
7. Select the *Month* and enter the *Year of Delivery to U.S. Port* (This date should not fall outside the proposal’s start and end date).

Note: All the fields marked yellow with an asterisk are listed are mandatory fields.

Basic Information

Commodity *

Package Size/Type *

Commodity Usage Type *

Quantity MT *

Destination Country *

Delivery To U.S Port Month & Year *

- Textured Soy Protein
- Tomatoes
- Vegetable Oil
- Vegetable Oil Substitutable
- Vegetable Seeds
- Well Milled Rice Substitutable
- Well Milled, Long Grain Rice 2/7
- Well Milled, Long Grain Rice 3/15
- Well Milled, Long Grain Rice 5/20
- Well Milled, Medium Grain Rice 2/7
- Well Milled, Medium Grain Rice 3/15
- Well Milled, Medium Grain Rice 5/20
- Wheat Mix
- Wheat Seed
- Wheat Substitutable
- Wheat-Soy Blend
- Whole Green Peas
- Whole Yellow Peas
- Yellow Corn
- Yellow Soybeans

In addition, every commodity available for either direct feed (McGovern-Dole) or monetization (FFPr) programs will be displayed in the drop-down list shown above. If the *Commodity Usage Type* selected is *Monetization* or *Barter*, those detailed sections listed below will be active.

Direct Feed Commodities

For McGovern-Dole, complete only the basic information required for the commodity. Answer the following question for each commodity: “Is the commodity locally or regionally procured?” Indicate “Yes” or “No” by clicking on the corresponding box. Commodity MT value *must* be whole numbers in multiples of ten. The *Delivery to U.S. Port Month & Year* cells must include a month and year that is inside of the proposal’s start and end date.

Basic Information	
Commodity	Fortified Rice, 2/7 Long grain, Well Milled *
Package Size/Type	Packaged - 50 Kilogram Bag *
Commodity Usage Type	Direct Feed *
Quantity MT	2000 *
Destination Country	Unknown *
Delivery To U.S Port Month & Year	January * 2017 *

Monetized Commodities

FFPr program proposals include monetization requirements. Please fill out the required information as highlighted below.

1. Enter the *Estimated Sales per MT* in the field
2. The *Estimated Proceeds* field gets calculated based on the Applicant’s input
3. The *Delivery to U.S. Port Month & Year* cells must include a month and year that is inside of the proposal’s start and end date

Note: The destination for the commodity does not necessarily have to be the same as the project country.

Basic Information	
Commodity	Milled Rice *
Package Size/Type	Packaged - 50 Kilogram Bag *
Commodity Usage Type	Monetization *
Quantity MT	20000 *
Destination Country	Select your destination country or region here *
Delivery To U.S Port Month & Year	January * 2017 *

Monetization Details	
Estimated Sales Per MT (\$)	Value in Whole \$ only
Estimated Proceeds (\$)	\$ Automatically generated after saved

Commodity Table

Once all commodities are recorded, the Applicant’s records will be displayed in the *List of Commodities* table. Each column will display information appropriate to the level of detail provided. To edit or delete a commodity from the list, click on the links *Edit* or *Delete*.

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
Well Milled, Long Grain Rice 2/7	Direct Feed	2,000.00	Packaged	50 kg bag	Unknown	1/2017					Edit Delete

Special Needs and Distribution Methods

In the *Special Needs and Distribution Method* tab, please refer to Special Needs & Distribution Methods guidance provided within the Commodity Management section of the NOFO for information on the requirements of this section. Each text section has a 5,000 maximum character limit in FAIS. In FAIS, the user is required to enter information for the following fields:

1. Transportation and Storage
2. Processing or Repackaging
3. Duty Free Entry
4. Economic Impact
5. Ration Justification

Select *Save* to record the entered data. The text boxes utilize a Rich-Text Field (RTF), and this section should have an appropriate format that does not detract from the text language.

Note: FAIS requires data entry into each RTF box in the *Special Needs & Distribution Methods* tab. Applicants may choose to simply reference which Attachment(s) of the proposal contains the relevant information.

Special Needs & Distribution Methods

Transportation and Storage

B *I* U abc (inherited font) 3 (12pt)

Please use **Times New Roman** or **Arial** Font Size 12 or 14

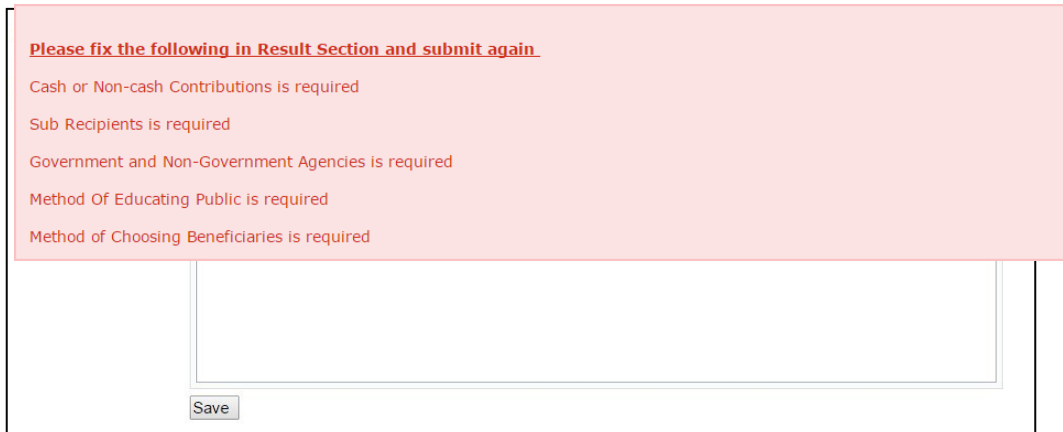
Other Details

The final tab of the *Results* section includes the submission of information regarding the following:

- Cash or Non-cash Contributions
- Subrecipients
- Government and Non-Governmental Agencies
- Method of Educating the Public
- Method of Choosing Beneficiaries
- Target Geographic Area (Illustrative maps can be uploaded in FAIS as an attachment)

All Applicants must complete the *Other Details* section regarding the results entered in their proposal.

Note: FAIS requires data entry into each RTF box in the *Other Details* tab. Applicants may choose to simply reference which Attachment(s) of the proposal contains the relevant information.

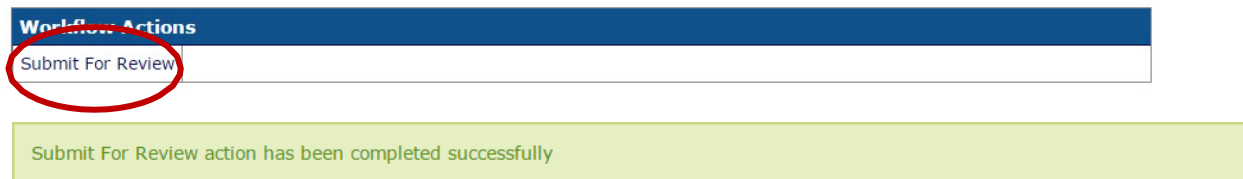


Please fix the following in Result Section and submit again.

- Cash or Non-cash Contributions is required
- Sub Recipients is required
- Government and Non-Government Agencies is required
- Method Of Educating Public is required
- Method of Choosing Beneficiaries is required

Save

Once each section contains data, return to the *Results Summary* tab and click on *Submit for Review*, located under the *Workflow Actions* display. If there are no submission errors or omissions, a green box will be displayed stating that all data sections have been recorded.



Workflow Actions

Submit For Review

Submit For Review action has been completed successfully

Monetization

FFPr program proposals include monetization requirements. Please fill out the required information as highlighted below.

The page allows the Applicant to enter additional details related to the monetization for the commodities selected for the proposal. The user is required to enter details for the following fields:

1. Impact On Other Sales
2. Private Sector Participation In Sale Of Commodity
3. Sales Proceed Usage Activity Implementation
4. Assuring Receipt Procedures
5. Expected Interest Earned

Enter the value in U.S. Dollars in the *Expected Interest Earned* field (without entering the \$ sign). Click *Save* to record the data.

Note: FAIS requires data entry into each RTF box in the *Monetization* tab. Applicants may choose to simply reference which Attachment(s) of the proposal contains the relevant information.

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

Monetization

Impact on Other Sales

B I U abc (inherited font) (inherited size) [Color] [Background Color] [List] [List] [List] [List] [List] [List]

Please use **Times New Roman** or **Arial** Font Size 12 or 14

Save

Once each section is completed, return to the *Commodity Summary* tab and click on *Submit for Review*, located under the *Workflow Actions* display. If there are no submission errors or omissions, a green box will be displayed stating that all data sections have been recorded.

Submit For Review action has been completed successfully

Proposal Section Workflow History				
User	Date	Action	Status	Comments
No data available in table				
Showing 0 to 0 of 0 entries			Filter all columns: <input type="text"/>	

Workflow Actions	
Submit For Review	

SECTION 8: BUDGET

PVO Budget Summary

Applicants must submit a budget summary which adheres to the budget summary template provided in the NOFO. The budget summary must be uploaded as an *Attachment*.

PVO Budget Narrative

Applicants can access this section by clicking on the *Budget Narrative* tab.

FAIS requires data entry into the RTF box in the *Budget Narrative* tab. Applicants may choose to upload the budget narrative as an *Attachment* and simply reference in the RTF box the title of the Attachment. Please refer to the budget narrative specific guidance in NOFO that details how the budget narrative should be structured.

Once complete, click Save, and the following message will appear on the screen.

Budget Narrative was saved!

When the Applicant is finished with the budget narrative, return to the *Budget Summary Page* and click *Submit for Review*.

SECTION 9: ATTACHMENTS

Use this tab to attach all documents necessary for the proposal. A drop-down list of all required Attachments to upload is provided. Any documents not in the list below but supports the proposal can be uploaded here and should be labeled as *Generic*.

Important: The Applicant’s proposal will be rejected in FAIS if any *File Types* in the drop-down list are omitted (excluding *Generic*). Each *File Type* should be selected and included in the proposal. To access this section, click on the *Attachments* tab that located in *Proposal Summary*.

Proposal Section Details			
Section Name	Contributor	Status	Comments

To submit a proposal in FAIS, the following *Attachments* are required:

1. Budget Summary
2. Narrative Budget
3. Performance Indicators
4. Introduction and Strategic Analysis
5. Single Audit
6. Evaluation Plan
7. Curriculum Vitae (CV)
8. Project Framework
9. SF-424
10. NICRA Agreement
11. Generic (Ex. Subrecipient Commitment Letter, Org Chart, etc.)

Refer to the NOFO for more information on each required attachment.

Attachments

INSTRUCTIONS

Proposal Summary **Attachments**

Upload a file

File Type: **Budget Summary**
 Budget Narrative
 Performance Indicators
 Financial Statement
 Evaluation Plan
 CV
 Past Performance Records
 AD-3030
 Generic
 Introduction and Strategic Analysis
 Project Framework
 SF424
 NICRA Agreement

File Name:

Comment:

To attach a document:

1. Select the *File Type* from the drop-down list
2. Select the desired file to upload by selecting *Browse*
3. Add comments or a label describing the file type, this can be the title of the document or a detailed description
4. Select *Upload* to upload the document. Once complete, the document will be listed in the table below
5. To delete any document uploaded, click the *Delete* icon.

Attachments

INSTRUCTIONS ?

Proposal Summary **Attachments**

List of Attachments

ID	Name	Type	Comment	Action
15171	Proposal Upload Document.doc	Financial Statement	Add Comment Here	Download Delete

Upload a file

File Type:

File Name: No file chosen

Comment:

SECTION 10: SUBMITTING THE PROPOSAL

Once each section (*Introduction, Commodity, Results, and PVO Budget*) are complete and submitted for review, and all required attachments are uploaded, the food aid proposal is ready to submit in FAIS. Applicants should ensure that each section has been submitted for review. Click on the *Submit for Review* icon listed under *Workflow Actions*.

Proposals Information

Organization: Your Organization
Solicitation ID: ID #
Proposal Number: 2016-000
Program Type: FFP or MGD
Status: In Progress
Country: Selected Country or Region

Section Name	Contributor	Status	Comments
Introduction Section	Assigned Contributor	Submitted For Review	Comments will be displayed here
Commodity Section	Assigned Contributor	Submitted For Review	-
Result Section	Assigned Contributor	Submitted For Review	-
Budget Section	Assigned Contributor	Submitted For Review	-

Proposal Workflow History

User	Date	Action	Status	Comments
Proposal Creator	4/22/2015 11:28:18	Assign	In Progress	Assign Proposal
Proposal Creator	4/21/2015 03:52:57	Assign	In Progress	Assign Proposal
Proposal Creator	4/21/2015 03:48:58	Create	In Progress	Proposal Creation

Showing 1 to 3 of 3 entries Filter all columns:

Workflow Actions

Submit For Review

If FAIS detects any incomplete data, the system will reject the submission and a red message box(s) will list all absences.

1. **Attachments and Applicant Contacts** - Check if *every* required attachment is uploaded with the appropriate *File Type* label. For Applicant contacts, make sure that every required contact type is included. If one is missing the system will reject the proposal.

Please fix the following in proposal and submit again.

Proposal cannot be submitted without SF424, AD-3030, Past Performance Records, CV, Evaluation Plan, Financial Statement, Project Framework, Introduction and Strategic Analysis, Performance Indicators, Detailed Budget and Budget Summary attachments

Proposal should have all proposal contact type(s) (Missing: US Contact, Legal Signatory, Donation Country, Organization HQ, Applicant Contact)

2. **Introduction** – If the monetization completion date cell is blank or falls outside of the start and end dates, and/or the *Program Administration* list is incomplete

Please fix the following in Introduction Section and submit again.

Proposal Country is required

Anticipated Start Date is invalid

Anticipated Completion Date is invalid

Program Administration is required

3. **Commodity** – If any section is left omitted, the following errors are displayed in either screenshots. In addition, make sure the *Commodity Delivery to U.S. Port* is included and falls within the proposal start and end dates.

Please fix the following in Commodity Section and submit again.

- Minimum one commodity should be created for a proposal
- Special Delivery, Commodity, Processing, or Packaging Needs is required
- Transportation / Logistics / Reprocessing / Repackaging Text is required
- Duty Free Entry is required
- Economic Impact is required

Please fix the following in Commodity Section and submit again.

Delivery To Port Month & Year (5/2016) should be between Anticipated Start (4/2015) and Anticipated Completion (4/2016) Month & Year for the Commodity

4. **Results** – Regarding the results section, the following errors are displayed:

Please fix the following in Result Section and submit again.

- Minimum one Result should be created for a proposal
- Minimum one Activity should be created for a proposal
- Cash or Non-cash Contributions is required
- Sub Recipients is required
- Government and Non-Government Agencies is required
- Method Of Educating Public is required
- Method of Choosing Beneficiaries is required

5. If there are errors with the **submission date**, the following message will appear. However, this will not prevent the submission of the proposal from occurring.

Warning: Anticipated Start Date (Date will be listed here) **should be greater than Anticipated Award Date**

Once all errors have been resolved, click *Submit for Review*. If successful, and no submission errors exist, the Proposal Creator will be given the next options for final submission. Both the Proposal Creator and Director will then have the following available options:

Workflow Actions		
Submit To USDA	Request For Modification	Reject

- **Submit to USDA** – This is the final step in submitting the proposal, the proposal creator or director may unsubmit a report if necessary
- **Request for Modification** – If there any changes that need to be made in the proposal, a request will be made and FAIS will generate an email to all assigned contributors. Each section should be submitted and approved by the Proposal Creator or Director
- **Reject** – Proposal submission to FAIS is cancelled. **Important: Applicants cannot return to a canceled proposal and can only view the data that was recorded.** Proposals are only canceled by the Proposal Creator or Director and should be done only if the organization is certain that the proposal will be abandoned

If the proposal is canceled, the following message will appear:

Reject action has been completed successfully

If the proposal is submitted successfully, the following message will appear:

Submit To USDA action has been completed successfully

Applicants may return to the *Proposal List*, and the proposal status for the proposal will be listed as *Submitted*.

Note: Applicants cannot delete any submitted proposals and the link is made inactive.

Proposal List

INSTRUCTIONS ?

Search Information

Organization:

Fiscal Year:

Program Type:

Country:

List of Proposals

Proposal #	Program Type	Fiscal Year	Proposal Status	PP Creator	Solicitation #	Country	Submit Type	Organization	Contributors	Action
2016-0006	FFP or MGD	2016	Submitted	Name of Creator	ID #	Country X	Online	Name of Organization	All Contributors will be listed here	Delete

Prior to the submission deadline, if Applicants must return to the proposal and make any revisions, click on the *Withdraw* link located under *Workflow Actions*, located in the Proposal Summary page. After the proposal is withdrawn, the Applicant has access to make changes to all sections of the proposal. The Applicant must submit the proposal using the same links as mentioned earlier.

My FAIS You are here : [Home](#) > [Proposal](#) > Proposal Summary Welcome [localadmin](#) [[Log Off](#)]

Proposal Summary

INSTRUCTIONS ?

Proposal Summary | Attachments

Proposal Information

Organization:

Solicitation ID:

Proposal Number:

Program Type:

Status:

Country:

Proposal Section Details

Section Name	Contributor	Status	Comments
Introduction Section	Contributor Name	Submitted	
Commodity Section	Contributor Name	Submitted	
Result Section	Contributor Name	Submitted	
Budget Section	Contributor Name	Submitted	

Workflow Actions

Withdraw

If the award letter is accepted by the PVO Applicant, a draft agreement is generated in FAIS. Applicants may consult their IFAD Analyst for more information and instructions regarding this process.