

**FY2013 Food Aid
Proposal Guidance**

Annex V

**FAIS Proposal Entry
Instructions**

Food Assistance Division
Office of Capacity Building and Development
Foreign Agricultural Service
U.S. Department of Agriculture

How to Use this Guide

This document provides applicants to the U.S. Department of Agriculture (USDA) Foreign Agricultural Service's (FAS) two food assistance programs (Food for Progress and the McGovern-Dole Program) with specific guidance for entering application content into the Food Aid Information System (FAIS). All proposal applications must be entered into FAIS, and FAS recommends that applicants draft their applications directly in the system.

For ease of use, this document has been laid out in the same sequence as the FAIS proposal module, so that applicants can reference this guide while entering their proposals into FAIS. Specifically, FAIS requires applicants to register their organization, assign roles to their staff in FAIS and complete five sections in order to submit a complete proposal: (1) Proposal Summary, (2) Introduction, (3) Results, (4) Commodity, and (5) PVO Budget. This document is also structured into these five sections.

FAIS URLs:

Public Site: www.fas.usda.gov/fais/public
Log-in Page (user account required): www.fas.usda.gov/fais/webapp

For questions on FAIS, please contact any of the following people:

Dorothy Feustel, Food Assistance Division, Deputy Director (202) 720-0150
Nicola Sakhleh, Food for Progress, Branch Chief..... (202) 720-4228
Debra Pfaff, McGovern-Dole Program, Branch Chief (202) 720-9434

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FY 2013 Food Aid Proposal Entry Instructions

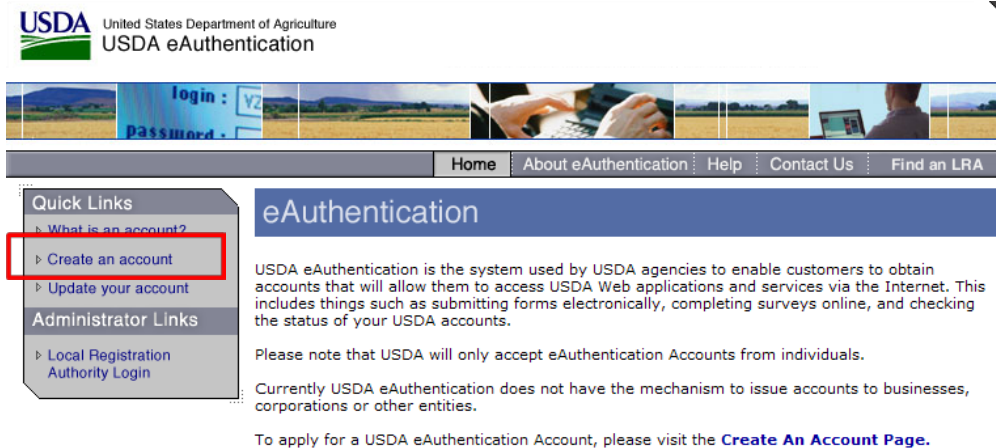
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HOW TO REGISTER FOR FAIS

Register for a USDA EAuthentication Account

All FAIS users must have a USDA eAuthentication (eAuth) account in order to register. Program Participants only require a Level 1 account to access FAIS. To set up an eAuth account, please access the eAuth website and follow the onscreen instructions:

<http://www.eauth.egov.usda.gov/>.



Register Your Organization with USDA

Once you have your e-authentication account you may register your organization with USDA in FAIS. When creating a new account in FAIS (see next step), you must associate yourself with a registered organization. In order to register your organization, follow the instructions under the “How to Use FAIS” heading on the FAIS homepage: <http://www.fas.usda.gov/fais/public>. Please note that your organization is already registered if you have applied for a USDA food aid grant through the previous FADS proposal entry module.

Create a New Account in FAIS

Once your organization is registered, go to <https://www.fas.usda.gov/fais/webapp/> where you will be prompted to sign in using your eAuth account the first time you visit the FAIS webpage. After signing in through the eAuth, you will be directed to create a new account. (See screenshot below.) Follow the onscreen instructions to create your account. After registering, you must wait for a system administrator to activate your account before you can begin to use FAIS. You will be notified by email when your account has been activated.

User Roles and Profiles in FAIS

When setting up an account in FAIS, new users must be designated as either Administrative or Non-Administrative Users. Administrative users will maintain the profiles of all your organizations users and maintain the user accounts. Administrative users can activate user accounts, grant permissions (assign roles) to other users, and disable user accounts. It is the responsibility of the Administrative User for the organization to ensure that roles are properly assigned and those users are deleted (unregistered) as they leave the organization. Non-administrative users can request certain roles, which must be approved later by an Administrative person in their organization and edit their own profile data.

HOW TO CREATE A PROPOSAL

This section explains all of the steps necessary to create a proposal in FAIS up to the point of actually entering proposal content. This section will explain how to initiate a proposal, how to assign contact information, types of users in FAIS, how to assign these user roles, and how to delegate roles to other users.

How to Initiate a Proposal

To initiate a proposal, applicants must select an active solicitation on the FAIS website: <http://www.fas.usda.gov/fais/public/FoodAid>. (See screenshot below.) Please note that only the Program Participant Director can decide to create a proposal response to the solicitation.

The screenshot shows the FAIS website interface. At the top, there is a header with the USDA logo and 'Food Aid Information System (QA)'. A navigation bar contains links: Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, Budget, and About FAIS. Below the navigation bar, the breadcrumb trail reads 'You are here : Home > Proposal'. The main content area is titled 'Proposal List' and includes a section for 'INSTRUCTIONS' with a question mark icon. Below this is a 'Search Information' section with four dropdown menus: Organization (set to ALL), Fiscal Year (set to 2011), Program Type (set to ALL), and Country (set to ALL). A 'Search' button is located below the dropdowns. On the left side, there is a 'My FAIS' sidebar with 'Alerts' and 'Data Navigation' sections.

Select the ID number to see the Solicitation for the Program for which you plan to submit a proposal. Select “Apply” to start your application in the FAIS system.

The screenshot shows the 'Active Solicitations : All Programs' page. It features a 'Solicitation List' table with the following data:

ID	Short Description	Fiscal Year	Type	Solicitation Period	Ant. Award Date	Actions
7	FY 2012 Food for Progress Program Proposal Solicitation	2012	FFPr	06/27/2011 - 09/30/2011	03/01/2012	Apply
6	FY 2012 McGovern-Dole Program Proposal Solicitation	2012	MGD	06/27/2011 - 09/30/2011	03/01/2012	Apply

A blue arrow points to the 'Apply' link in the Actions column of the first row. On the left side, there is a 'FAIS Public' sidebar with a 'Navigation' section containing links for Home, Active Solicitations, Success Stories, and FAS - Food Aid Page.

How to Assign Contact Information

In order to assign contact information to your proposal, click the “Applicant Details” link on the “My FAIS” gray navigation pane on the left hand side of the screen. This will lead you to the screenshot below. Your organization’s general contact information will prepopulate. To add individual contacts, click the “Create New Proposal Contact” link, as indicated by the blue arrow in the screenshot. Fill out the information prompted in the screen that appears. When you save a contact, it will appear in the Proposal Contact table shown in the screenshot.

Proposal Applicant Summary

This page displays the list of people assigned as the contact people for this proposal. A PP Creator or PP Director are given the ability to specify the Proposal Contact personnel by clicking **Create New Proposal Contact** link above the contact people list table. Notice that this set of people is different than the PP Creator and PP Contributors. The proposal contact people do not necessarily play a part in the proposal development.
 - [Add/Edit](#)

Participant & Proposal Information

Organization Name: [Redacted]
 Address Location: Main
 Address Line 1: address1
 Address Line 2: 105
 City: richmond
 State Province: VA
 Country: United States
 Zip Code: 20876
 Proposal Number: 2011-0132
 Program Type: 416B
 Status: In Progress

Proposal Contact

[Create New Proposal Contact](#)

Title	First Name	Last Name	Designation	Email	Phone	Zip	Contact Type(s)	Action	
Mr	[Redacted]	PP_DIR1	FAS	none	[Redacted]_PP_DIR1@dummy.org	2027204472	20876	Legal Signatory, Donation Country, Applicant Contact	Edit Delete

Note that every proposal must have a contact designated to each of the following contact types. One person may be assigned as multiple contact types.

- **US-based contact:** Person in the US to contact for following up on this proposal
- **Organization Headquarters Contact:** Person in the organization HQ for proposal follow up
- **Legal Signatory Contact:** Person who can legally sign documents related to the proposal
- **Applicant Contact:** Person to contact for technical questions regarding the proposal
- **In-Country Contact:** Person to contact in the country where the project will be carried out

The Program Participant Director can assign contacts that are not registered in FAIS. By entering a contact in this section, FAIS will automatically register them. If the contact is already registered in FAIS, FAIS will identify this by the email address entered in the proposal contact information.

Types of Users in FAIS

While the contact designations explain a person's role within their own organization, there are also roles which designate the person's role within the FAIS system. There are three types of Program Participant (PP) users that organizations can designate in a FAIS proposal.

- **Program Participant Director:** creates an organization's proposal in FAIS. The PP Director's roles include: creating a proposal; assigning a PP Creator; assigning PP Contributors to work on proposal sections; and approving and submitting a final proposal.
- **Program Participant Creator:** manages the development of a proposal. The PP Creator's roles include: assigning PP Contributors to work on proposal sections and reviewing a proposal before submission to the PP Director.
- **Program Participant Contributor:** works on specific proposal sections, as assigned by the PP Director and PP Creator.

An applicant does not need to designate all three roles in a proposal. The Program Participant Director can designate him/herself as a Creator or Contributor if desired, and Program Participant Directors and Creators can work on proposal sections, in the same way as a Contributor. Additionally, an organization may have more than one person in the same role. It is the responsibility of the PP Admin for the organization to ensure that roles are properly assigned, and that users are deleted (e.g. unregistered) as they leave the organization

For information on how to assign user roles, please see the next section, on page 10.

How to Assign User Roles in a Proposal

In order to assign user roles in a new proposal, the PP Director (who creates the proposal in FAIS) should click the “Proposal Assignment” link in the “My FAIS” gray navigation pane on the left hand side of the screen. The PP Director should assign a PP Creator, using the dropdown menu seen in the screenshot below. This dropdown menu automatically populate with the contacts entered previously.

USDA United States Department of Agriculture
Food Aid Information System (QA)

Linking U.S. Agriculture to the World
FAS

Home | Reports Out | Agreement | Administration | Proposal Management | Budget | About FAS

You are here: [Home](#) > [Proposal Management](#) > [Proposal Summary](#) > Proposal Assignment

Welcome [jamint_pp_dir1](#) [[Log Off](#)]

Assign Proposal

This page is used to assign the roles for a given proposal. The proposal roles are:

- Proposal Creator:** The person in the organization assigned to be 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. In order for a person to be assigned this role, that person must be given this role in their FAIS registration profile.
- 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 he/she is assigned, but is given read capability to all other sections.

The *Comments* fields are used to convey any instructions to the various people assigned; e.g., date by which the section is due.
- [Add/Edit](#)

Basic Information

Organization: [Redacted]

Proposal Number: 2011-0145

Program Type: FFE

Status: In Progress

PP Creator: <Select> *

Comments: [Text Area]

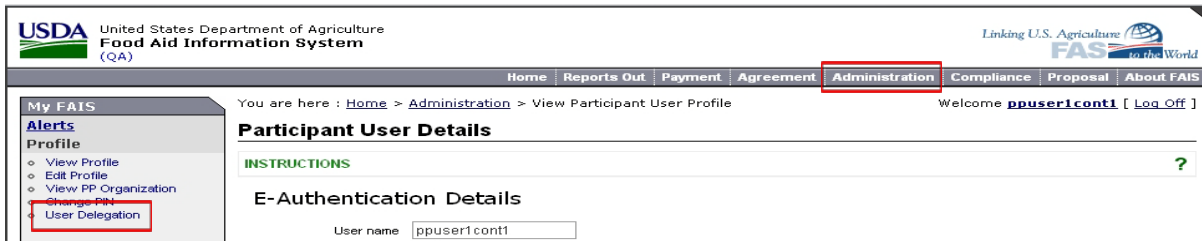
To assign PP Contributors to specific sections, scroll down the page, until you see the table in the screenshot below. In this section, you can assign PP Contributors to specific proposal sections. These dropdown menus will populate with the contacts entered previously.

Section Name	Contributor	Comments
Introduction Section	<Select> *	
Commodity Section	<Select> *	
Activity Objective Section	<Select> *	
Budget Section	<Select> *	

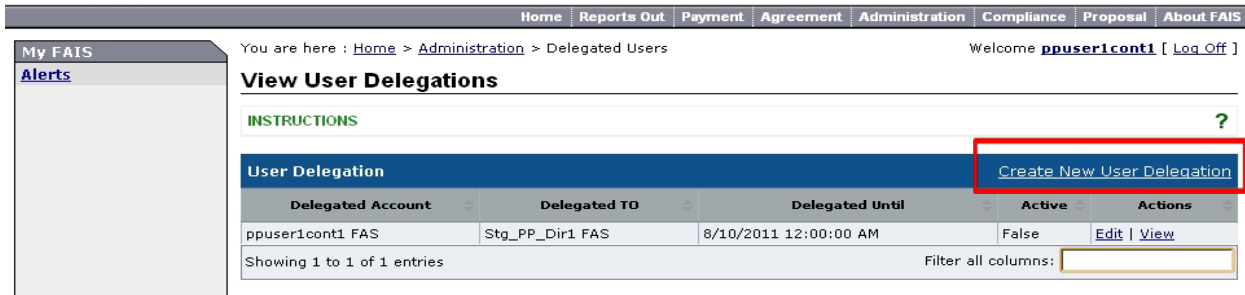
[Assign](#)

User Delegation

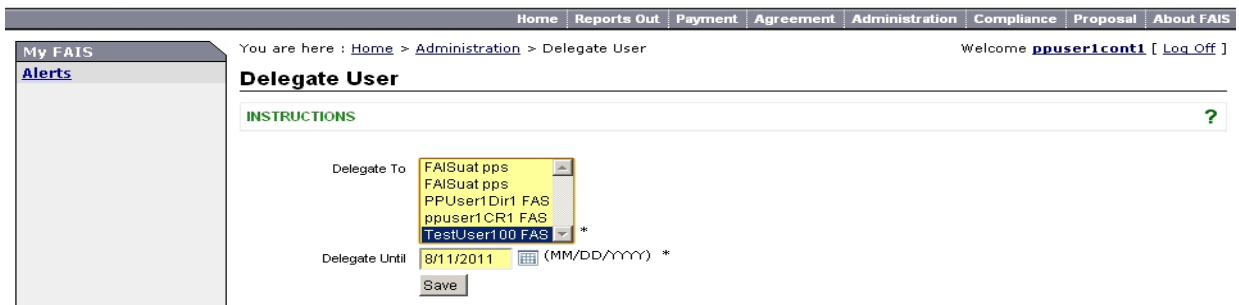
A FAIS user can delegate his/her responsibilities to any user in his/her organization. The delegating user can terminate the delegation when necessary. To set up user delegation, select “Participant User Details” from the “Administration” tab on the menu bar at the top of the screen. Then select the “User Delegation” link on the gray “My FAIS” menu on the left hand side of the screen.



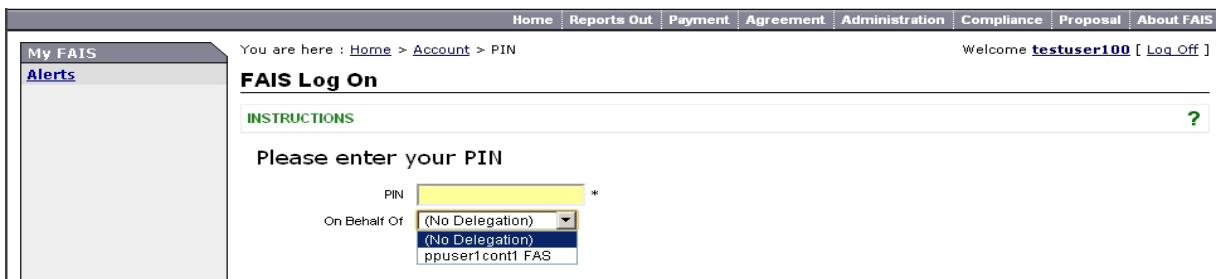
Next, click the “Create New User Delegation” link,



Then select the user to whom you want to delegate your duties.



When the delegated user logs in, he/she will now be able to choose whether they are logged in as him/herself or on behalf of the delegating user.



OVERVIEW OF PROPOSAL SECTIONS

Applicants must enter their proposals in five sections in FAIS:

- **Proposal Summary**
- **Introduction**
- **Results***
- **Commodity***
- **PVO Budget**

Applicants can navigate amongst these sections by using the “My FAIS” gray navigation pane on the left hand side of the FAIS window. (The navigation pane is pictured in the screenshot at the right.)

Every section in FAIS consists of several tabs that are used to navigate throughout the section. Every section contains a summary tab, which contains basic information and sections status. This tab is where you can submit the entire section for review. Each section also contains other information tabs. The screens contained under these tabs allow you to enter information specific to that section and to attach additional documents.

My FAIS

Alerts

- Proposal #: 2011-0059
- Organization: 1 Vision Street Inc.
- Solicitation ID: 3
- Program Type: FFPr
- Fiscal Year: 2011
- Status: In Progress
- Country: To Be Decided

Data Navigation

- Print Proposal
- View Assignment(M)
- Proposal Summary
- Proposal Assignment(M)
- Applicant Details
- Introduction
- Result
- Commodity
- PVO Budget

Note that every section contains some additional instructions to help applicants enter content. These instructions also contain character limits for the text boxes in that section, if any exists. To access these instructions, click the questions mark, as in the screenshot below.

USDA United States Department of Agriculture
Food Aid Information System (QA)

Linking U.S. Agriculture to the World
FAS

Home Reports Out Payment Agreement Administration Compliance Proposal About FAIS

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

Welcome [ppuser1cont1](#) [[Log Off](#)]

My FAIS

Alerts

- Proposal #: 2011-0060
- Organization: StgPP
- Solicitation ID: 9

Proposal Summary

[INSTRUCTIONS](#) ?



* Note that the Results and Commodity Sections in FAIS make up what USDA calls the “Plan of Operation” in its regulations. (See 7 CFR 1499.4 and 1599.4.)

COMPLETING THE PROPOSAL SUMMARY

Proposal Summary Tab

Every proposal in FAIS contains a Proposal Summary Screen (see screenshot below). Applicants can access this screen by clicking the “Proposal Summary” link in the “My FAIS” gray navigation pane. This screen allows applicants to view the status of each section, view the proposal workflow history, and submit the proposal for review and submission by the PP Director. Please note that “submit for review” does not submit the proposal to USDA, it only submits the proposal to the PP Director for his/her review. This section is also where applicants must attach all required proposal attachments. See the next section (on page 14) for additional guidance on these attachments.

Proposal Summary Attachments

Proposal Information

Organization: PVO_Organization1
 Solicitation ID: 3
 Proposal Number: 2011-0039
 Program Type: FFP
 Status: Assigned
 Country: Afghanistan

Proposal Section Details

Section Name	Contributor	Status	Comments
Introduction Section	PPOrg1Dir1 FAS	Submitted	
Commodity Section	PPOrg1Dir1 FAS	Submitted	
Result Section	PPOrg1Dir1 FAS	Submitted	
Budget Section	PPOrg1Dir1 FAS	Submitted	

Proposal Workflow History

User	Date	Action	Status	Comments
fad_do1 FAS	7/1/2011 10:25:48	Assign	Assigned	
PPOrg1Dir1 FAS	7/1/2011 10:19:20	Submit To FAD	Submitted	asdf asdfasd
PPOrg1Dir1 FAS	7/1/2011 10:17:56	Submit For Review	Submitted For Review	asdf asdfasf
PPOrg1Dir1 FAS	5/20/2011 02:35:14	Assign	In Progress	Assign Proposal
PPOrg1Dir1 FAS	5/20/2011 02:34:51	Create	In Progress	Proposal Creation

Showing 1 to 5 of 5 entries Filter all columns:

Workflow Actions

Submit For Review

Attachments Tab

The screenshot displays the USDA Food Aid Information System (FAIS) interface. At the top, the USDA logo and 'Food Aid Information System (QA)' are on the left, and 'Linking U.S. Agriculture to the World FAS' is on the right. A navigation bar includes links for Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, Budget, and About FAIS. Below this, a breadcrumb trail reads 'You are here: Home > Proposal > Proposal Summary > Attachments'. A user greeting says 'Welcome FAD_D01 [Log Off]'. On the left, a 'My FAIS' sidebar contains 'Alerts' (Proposal #: 2011-0059, Organization: 1 Vision Street Inc., Solicitation ID: 3, Program Type: FFP, Fiscal Year: 2011, Status: In Progress, Country: To Be Decided) and 'Data Navigation' (Print Proposal, View Assignment(M), Proposal Summary, Proposal Assignment(M), Applicant Details, Introduction, Result, Commodity, PVO Budget). The main content area is titled 'Attachments' and features two tabs: 'Proposals Summary' and 'Attachments'. Below the tabs is an 'Upload a file' section with a 'File Type' dropdown set to 'Generic', a 'File Name' input field with a 'Browse...' button, a 'Comment' input field, and an 'Upload' button. A green 'INSTRUCTIONS' link with a question mark icon is located at the top of the Attachments section.

To access the Attachments subsection, click the Attachments tab at the top of the Proposal Summary window. (See the screenshot above.) Under this tab, applicants must upload the following required documents:

- **SF-424**
- **Project-level Framework**
- **Strategic Analysis**
- **Performance Monitoring Plan**
- **Evaluation Plan**
- **Negotiated Indirect Cost Rate Agreement (NICRA)**

Applicants may also attach Letters of Support under this tab, but it is not required.

For specific guidance on what information to include in these attachments, please see the FY13 Food Aid Proposal Guidance document.

COMPLETING THE INTRODUCTION

To complete the Introduction section, click the “Introduction” link on the gray “My FAIS” navigation pane. This will lead you to the Introduction section (see screenshot below), which is broken down into three subsections: Introduction Summary, Introduction Details, and Program Administration List. Applicants can navigate among these subsections by using the tabs at the top of the window (pictured below).

The screenshot shows the USDA Food Aid Information System (FAIS) interface. At the top, there is a navigation bar with links: Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, Budget, and About FAIS. The main content area is titled "Proposal Introduction Section Summary" and features three tabs: "Introduction Summary" (selected), "Introduction Details", and "Program Administration List". Under the "Introduction Summary" tab, there is a "Proposal Information" section with the following details:

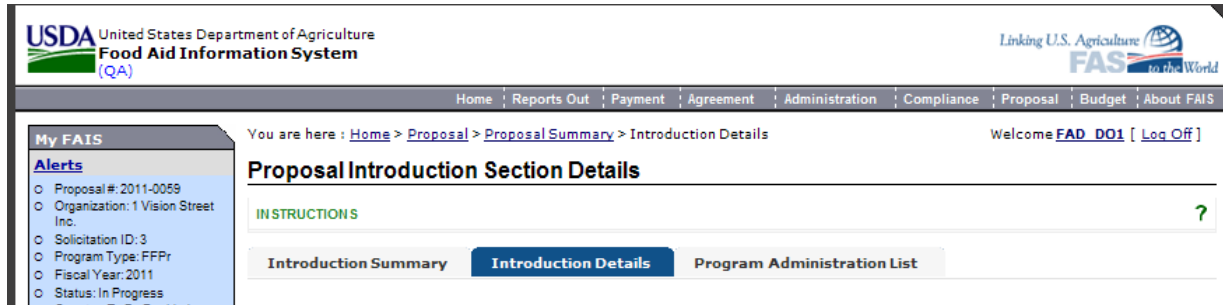
- Organization: 1 Vision Street Inc.
- Proposal Number: 2011-0059
- Program Type: FFPPr
- Status: In Progress
- Country: To Be Decided

Below the proposal information is a "Proposal Section Workflow History" table. The table has columns for User, Date, Action, Status, and Comments. The table is currently empty, displaying "No data available in table" and "Showing 0 to 0 of 0 entries".

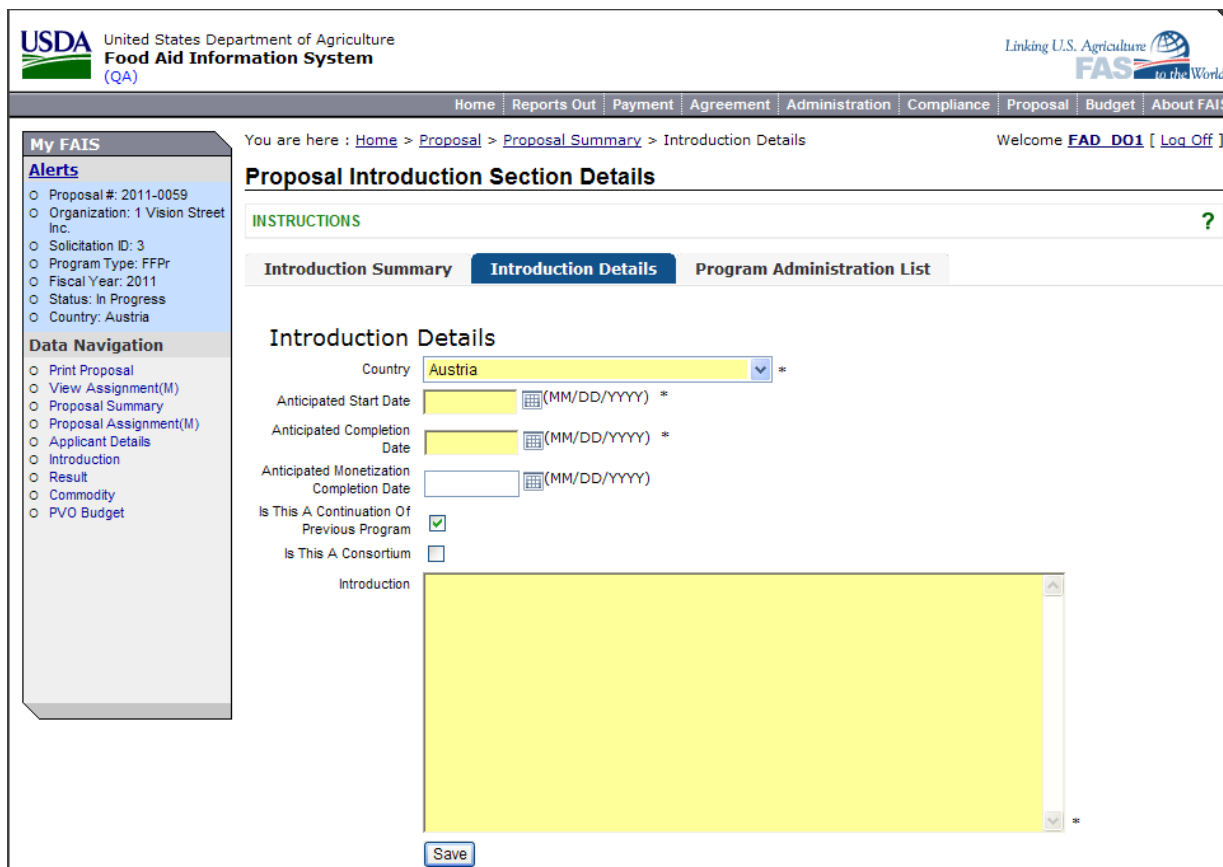
The Introduction Summary Tab

To view the Introduction Summary, click on the Introduction Summary tab on the top of the Introduction window. The introduction summary tab serves two purposes: it shows general proposal information and captures the workflow history for the introduction section (in the “Proposal Section Workflow History” table shown in the screenshot above). As applicants work on the introduction section, the workflow history will automatically populate. Please note that it is not necessary for applicants to enter any information in the Introduction Summary subsection.

The Introduction Details Tab



To begin completing the Introduction Details subsection, click the Introduction Details tab at the top of the Introduction window. (See the screenshot above.) Fill out the information boxes displayed in the window, including: Country, Anticipated Start Date, Anticipated Completion Date and Introduction. (Please note that only boxes shaded yellow are required information.) In the Introduction box, applicants should compose the narrative introduction. Applicants should follow the program-specific guidance for what is required in the introduction in the FY 2013 Food Aid Proposal Guidance document.



Program Administration List Tab

The screenshot shows the USDA Food Aid Information System (FAIS) interface. At the top left is the USDA logo and 'United States Department of Agriculture Food Aid Information System (QA)'. At the top right is the 'Linking U.S. Agriculture to the World' logo. A navigation bar contains links: Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, Budget, About FAIS. Below this, a breadcrumb trail reads: 'You are here : Home > Proposal > Proposal Summary > ProposalProgramAdministration'. A welcome message says 'Welcome FAD DO1 [Log Off]'. The main heading is 'Proposal Program Administration'. Below it, there are tabs: 'Introduction Summary', 'Introduction Details', and 'Program Administration List' (which is highlighted). A sidebar on the left shows 'My FAIS Alerts' with a list of items: Proposal #: 2011-0059, Organization: 1 Vision Street Inc., Solicitation ID: 3, Program Type: FFP, and Fiscal Year: 2011.

To begin completing the Program Administration List subsection, click the Program Administration List tab at the top of the Introduction window. (See the screenshot above.) Under this tab, applicants need to complete the Program Administration List, which will capture the personnel that the applicant organization will dedicate to work on the proposed program. To add personnel to the table, click the “Add new record” button (shown in the screenshot below), and enter the person’s title, the percentage of time he/she will dedicate to the program, and his/her main responsibility. Click the “Insert” button to save the information to the table. Be sure to enter all personnel that will work on the proposed program.

This screenshot shows the 'Add new record' form. It features a table with four columns: 'Title', 'Percentage of Time', 'Main Responsibility', and 'Action'. The 'Title' column has an empty text input field. The 'Percentage of Time' column has a text input field containing '0.00'. The 'Main Responsibility' column has an empty text input field. The 'Action' column contains two buttons: 'Insert' and 'Cancel'. A blue arrow points to the 'Add new record' button above the table, and another blue arrow points to the 'Insert' button. Below the table is a pagination control showing '1' and the text 'Displaying items 0 - 0 of 0'.

This screenshot shows the 'Program Administration List' table. It has the same four columns as the 'Add new record' form: 'Title', 'Percentage of Time', 'Main Responsibility', and 'Action'. The table contains three rows of data:

Title	Percentage of Time	Main Responsibility	Action
Project Manager	100.00	Overseeing Project	Edit Delete
Trainers (3)	100.00	Training Ice Fisherman	Edit Delete
Country Director	40.00	Providing Oversight	Edit Delete

Below the table is a pagination control showing '1' and the text 'Displaying items 1 - 3 of 3'.

COMPLETING THE RESULT SECTION

To enter your proposal's results and activities, click the "Result" link on the gray "My FAIS" navigation pane. This will lead you to the Results section (see screenshot below), which is broken down into five subsections: Summary, Results, Activities and Beneficiaries, Mapping, and Other Details. Applicants can navigate amongst these subsections by using the tabs at the top of the window (pictured below).

In the Result section, applicants will enter the results their organization will achieve and the activities planned to achieve those results. Applicants will describe their activities, results, and indicators. They will also map the connection between the proposed results and activities.

The screenshot displays the USDA Food Aid Information System (FAIS) interface. At the top left is the USDA logo and the text "United States Department of Agriculture Food Aid Information System (QA)". At the top right is the "Linking U.S. Agriculture FAS to the World" logo. Below the logos is a navigation menu with links: Home, Reports Out, Agreement, Administration, Compliance, Proposal, Budget, and About FAIS. The main content area shows a breadcrumb trail: "You are here : Home > Proposal > Proposal Summary > Results Summary". To the right of the breadcrumb trail is a welcome message: "Welcome FAD DO1 [Log Off]". The main heading is "Proposal Result Summary". Below the heading is a section titled "INSTRUCTIONS" with a green question mark icon. At the bottom of the main content area are five tabs: Summary, Results, Activities & Beneficiaries, Mapping, and Other Details. On the left side of the page is a "My FAIS" navigation pane with an "Alerts" section containing a list of items: Proposal #: 2011-0059, Organization: 1 Vision Street Inc., Solicitation ID: 3, Program Type: FFPr, Fiscal Year: 2011, and Status: In Progress.

The Result Summary Tab

To view the Results Summary, click on the Results Summary tab on the top of the Results window. The Results Summary Tab serves two purposes: it shows general proposal information and captures the workflow history for the results section (in the "Proposal Section Workflow History" table shown in the screenshot above). As applicants work on the Results Section, the workflow history will automatically populate. Please note that it is not necessary for applicants to enter any information in the Results Summary subsection.

The Results Tab: Selecting Results

To begin completing the Results subsection, click the Results tab at the top of the Results window. Select “Add” to start creating your *List of Results* (shown in the screenshot below). Note that all results included in the project-level framework should be included in this *List of Results*. Results are presented in a hierarchical manner that mirrors the FAS program level frameworks (found in Annex 1 of this guide). To expand a result tree, click on the small arrow next to the higher level result. Foundational results are included under every result for your convenience. To add a result not found in FAS’s program level frameworks, click “New Custom Title.”

Result	ID	Description	Actions
New Custom Title			Add
▼ Increased Agricultural Productivity	1		Add
Increased Leverage of Private-Sector Resources	2		Add
Increased Capacity of Government Institutions	3		Add
Increased Access to Improved Market Information	4		Add
Improved Policy and Regulatory Framework	5		Add
Improved Capacity of Key Groups in the Agriculture Production Sector (Coops and Small Shareholder Farmers)	6		Add
▶ Improved Quality of Land and Water Resources	7		Add
▶ Improved Farm Management (Operations, Financial)	85		Add

After selecting “Add” for a result, the “Edit Result” screen, pictured in the screenshot below will appear. In the “Result Description” box, please enter any information you wish to provide describing your result. If you entered a custom result, this box is required. Please use it to describe your result. The “Other Details” box is optional and can be used to add any additional information that you wish FAS to consider.

Edit Result

Result Title: Improved Quality of Land and Water Resources

Result Description: Improved Quality of Land and Water Resources

Other Details:

Buttons: Save & Close, Cancel

The Results Tab: Adding Performance Indicators

To view selected results, scroll to the bottom of the Results Tab where all selected results will appear at the bottom of the screen. To edit the Result Description or Other Details for the results you selected, click “Edit.” To delete a result, click “Delete.” To add performance indicators to the result, click “Outcome.”

#	Result Title	Parent	Description	Actions
1	Improved Quality of Land and Water Resources	1	Improved Quality of Land and Water Resources	Edit Delete Outcome
2	Improved Farm Management (Operations, Financial)	1	Improved Farm Management (Operations, Financial)	Edit Delete Outcome

* - Indicates existence of outcome entries

To enter performance indicators click on the “Create New Outcome” as shown in the screen shot below. Applicants will be able to enter multiple performance indicators for each result selected by selecting “Create New Outcome” multiple times. Please see the FAS Proposal Guidance for guidance on selecting performance indicators.

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > [Result List](#) > Result Outcome List
Welcome [fais_admin](#) , On b [[Log Off](#)]

Proposal Result - Outcome List

INSTRUCTIONS

Result: Improved Quality of Land and Water Resources

List of Outcomes					
#	Intended Outcome Detail	Outcome #	Baseline Details	Baseline #	Actions
No data available in table					

Showing 0 to 0 of 0 entries Filter all columns:

[Back to Proposal Result List](#)

The Results Tab: Entering Performance Indicators

To enter a performance indicator, use the text boxes that appear in the “Create Results Outcome” box. Applicants can write their performance indicator in the “Performance Indicator” box and the target for that indicator in the “Target Performance Indicator #” box. Please note the “Target Performance Indicator #” box only accepts numbers. Please do not add commas, dollar signs, or any other text to the box. Please add the baseline number for the performance indicator if it is available in the “Baseline #” box. The other details box is optional and can be used to add any other information that you would like FAS to consider. To add multiple performance indicators per result, click “Save and Create New.” To just save one outcome, click “Save and Close.”

Once outcomes are saved, they appear in the “List of Outcomes.” To edit an outcome, click “edit” and to delete an outcome, click “delete.”

#	Intended Outcome Detail	Outcome #	Baseline Details	Baseline #	Actions
1	Indicator	100.00	Other details	100.00	Edit Delete

The Activities and Beneficiaries Tab

To complete the Activities and Beneficiaries subsection, click the Activities and Beneficiaries tab at the top of the Results window. (See the screenshot below.) Under this tab, applicants need to enter the activities to be carried out in the proposed program and the associated beneficiaries.

To begin completing the “List of Proposal Activities and Beneficiaries” table (pictured below), the applicant should select an activity from the “Activity” drop down box, which contains many common activities in USDA programs. However, if the drop down box does not contain the activity that you need, you can select “custom activity.” In the “activity description” text box (where you will describe your activity in detail) be sure to include the title of the custom activity. A list of common activities in this drop down box is in the Proposal Guidance.

Once the applicant has described their activity in detail in this box, press the **Save** button, and the “List of Proposal Activities and Beneficiaries” table will automatically populate with this information. Repeat this process for all activities in the proposal.

For each activity added to the “List of Proposal Activities and Beneficiaries” table, applicants must enter beneficiary and output information. For guidance on entering this information, please see the FAS Proposal Guidance.

Adding Outputs and Beneficiaries

To enter output indicators and beneficiaries for a specific activity, click the “Outputs and Beneficiaries” link listed in the “Action” column next to the activity description. This will lead you to a screen where you can add output and beneficiary information to the “List of Beneficiaries” table. (See screenshot below.) Here you should select a fiscal year, describe the output indicator, i.e. “number of wells built” or “number of kids fed” (in the “Output” box), enter the output target for each fiscal year (in the “Output #” box), and select direct and indirect beneficiaries for this activity. Click **save**, and the “List of Beneficiaries” table will populate with the information that you’ve just entered. Be sure to complete separate entries for different fiscal years, even if the outputs, targets, and beneficiaries are the same for each year. Applicants may add as many outputs and beneficiaries to this table as they like. Be sure to add output and beneficiary information for each activity listed in the “List of Proposal Activities and Beneficiaries” table.

List of Proposal Activities and Beneficiaries				Create New Activity
ID	Activity	Activity Description	Action	
1840	Build on-farm wells	SEE FAS PROPOSAL GUIDANCE FOR HOW TO WRITE YOUR ACTIVITY DESCRIPTION. PVO Y will use CCC funds to to build on-farm wells for farmers in target area X. These wells are necessary for xyz and to maximize investments as well as to maximize the use of water res ...	Edit Activity Delete Activity Outputs & Beneficiaries	
1881	Business development services	ee FAS Proposal Guidance for what to enter in this box. PVO Y will assist new organizations register with business development, in order to expand relationships and opportunities with other local producers. This will be coordinated with a nationally-recogn ...	Edit Activity Delete Activity Outputs & Beneficiaries	
1884	Train farmers in improved agricultural practices	VO Y will train farmers to upgrade tillage techniques and technology in animal traction, allowing farmers to farm larger parcels of land in a shorter period of time. Conservation tillage will reduce wind and water soil erosion, reduce soil compaction, and ...	Edit Activity Delete Activity Outputs & Beneficiaries	

Showing 1 to 4 of 4 entries Filter all columns:

Activity Details

Activity:

Fiscal Year:

Output:

Output #:

Direct Beneficiaries		Indirect Beneficiaries	
Direct Beneficiary	Beneficiary #	Indirect Beneficiary	Beneficiary #
Unknown	0	Unknown	0
Ag Producers	0	Ag Producers	0
AgroBusiness Owners	0	AgroBusiness Owners	0
Boy students	0	Boy students	0
Communities	0	Communities	0
Community Groups	0	Community Groups	0
Cooks	0	Cooks	0
Cooperatives	0	Cooperatives	0
Earthquake Victims	0	Earthquake Victims	0
Elderly	0	Elderly	0
Families	0	Families	0
Farmers	<input type="text" value="25"/>	Farmers	0
Girl students	0	Girl students	0
Nurses & Health Workers	0	Nurses & Health Workers	0

List of Beneficiaries						
ID	Year	Output	Output #	Direct Beneficiaries	Indirect Beneficiaries	Actions
3676	2012	Number of on-farm wells built	34	Farmers (61)	Families (55)	Edit Delete

The Mapping Tab

To begin completing the Mapping subsection, click the “Mapping” tab at the top of the Results window. (See the screenshot below.) Under this tab, applicants will link the activities listed in the “Activities & Beneficiaries” subsection to the results listed in the “Results” subsection.

The screenshot displays the USDA Food Aid Information System (FAIS) interface. At the top, the USDA logo and 'Food Aid Information System (QA)' are visible. A navigation bar includes links for Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, Budget, and About FAIS. The user is logged in as 'FAD DO1'. The main content area is titled 'Proposal Result & Activity Mapping' and features a 'Mapping' tab. Below the tabs is a form for 'Add/Edit Result & Activity Mapping' with dropdown menus for 'Proposal Activity' and 'Result', and a 'Percentage' input field. A 'Save' button is located below the form. At the bottom, a table titled 'List of Result & Activity Mapping' shows two entries: 'FFPr-Build farm-to-market roads' mapped to 'FFPr-Improved Agricultural Value Chains' with a percentage of 60. The table includes 'Edit' and 'Delete' links for each entry.

The “Proposal Activity” and “Result” dropdown boxes will preload with the activities and results entered in the Results and Activities & Beneficiaries subsections. Applicants should select an activity from the “Proposal Activity” dropdown menu and should select a result supported by this activity from the “Result” dropdown menu. Applicants should also enter the percentage of the activity that supports the selected result in the “Percentage” textbox. For example, if an activity supports two different results equally, you would enter 50 percent in the mapping information for both results. However, if the activity supports one result a little bit more than another, you could enter 60 percent for one result and 40 percent for the other. After mapping an activity to a result, click save, and it will automatically populate in the “List of Results & Activity Mapping” table (pictured in the screenshot above).

Please note that you should map your activities only to the lowest level result you are seeking to affect. Do not link your activities to every result in the framework that it will affect. Additionally, please note that every activity must be mapped to at least one result.

The Other Details Tab

To begin completing the Other Details subsection, click the Other Details tab at the top of the Results window. (See the screenshot below.)

My FAIS
[Alerts](#)

Data Navigation

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

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > Result Additional Details
Welcome **fais_admin**, [Log Off](#)

Proposal Result Other Details

INSTRUCTIONS ?

Summary Results Activities & Beneficiaries Mapping **Other Details**

Result Other Details

Cash or Non-cash Contributions:

Sub Recipients:

Government and Non-Government Agencies:

Method Of Educating Public:

Method of Choosing Beneficiaries:

Target Geographic Area:

COMPLETING THE COMMODITY SECTION

In the Commodity Section, applicants enter the commodities requested as well as transportation, logistics, and monetization information (if applicable). (Please note that in FAIS, the Plan of Operation is now composed of the Result and Commodity Sections. For additional information on the Plan of Operations you may reference 7 CFR 1499.4 (d) for Food for Progress and 7 CFR 1599.4 (d) for McGovern-Dole Program.)

To enter information about proposed commodities, click the “Commodity” link on the gray “My FAIS” navigation pane. This will lead you to the Commodity section (see screenshot below), which is broken down into four subsections: Commodity Summary, Commodity List, Special Needs & Distribution Methods, and Monetization. Applicants can navigate among these subsections by using the tabs at the top of the window.

The screenshot displays the FAIS web interface. At the top, there are logos for USDA and FAS, along with navigation links like Home, Reports Out, Agreement, Administration, Compliance, Proposal, Budget, and About FAIS. The main content area is titled 'Proposal Commodity Section Summary' and features a tabbed interface with 'Commodity Summary' selected. The 'Proposal Information' section contains several input fields: Organization (1 Vision Street Inc.), Proposal Number (2011-0059), Program Type (FFPr), Status (In Progress), and Country (To Be Decided). Below this is a 'Proposal Section Workflow History' table with columns for User, Date, Action, Status, and Comments. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

The Commodity Summary Tab

To view the Commodity Summary, click on the Commodity Summary tab on the top of the Commodity window. The commodity summary tab serves two purposes: it shows general proposal information and captures the workflow history for the commodity section (in the “Proposal Section Workflow History” table shown in the screenshot above). As applicants work on the commodity section, the workflow history will automatically populate. Please note that it is not necessary for applicants to enter any information in the Commodity Summary subsection.

The Commodity List Tab

The Commodity List tab contains a “List of Commodities” table that applicants must populate. Applicants can add a new commodity and edit/delete added commodities. To add a new commodity to the table, select “create new commodity” (shown in the screenshot below).

The screenshot shows the USDA Food Aid Information System (FAIS) interface. At the top, there are logos for USDA and FAS. The navigation menu includes Home, Reports Out, Agreement, Administration, Compliance, Proposal, Budget, and About FAIS. The user is logged in as FAD_DO1. The main content area is titled 'Proposals' and shows the 'Commodity List' tab selected. A blue arrow points to the 'Create New Commodity' button, which is highlighted with a red box. Below the button is a table header for 'List of Commodities' with columns: 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, and Value of Svc (\$). There is also an 'Action' column.

Once you select, “Create New Commodity” you will be led to a separate screen (see screenshot below), where you can select: (1) a commodity from the drop down list of available commodities, (2) the pack size and type, and (3) how the commodity will be used (i.e. monetization, barter, or direct distribution). Applicants should also enter the requested quantity, destination country, and the estimated delivery date in the available text boxes. If the commodity will be monetized or bartered, please complete the relevant optional text boxes.

Basic Information

Commodity: *

Package Size/Type: *

Commodity Usage Type: *

Quantity MT:

Destination Country:

Delivery To U.S Port Month & Year: *

Monetization Details

Estimated Sales Per MT (\$):

Estimated Proceeds (\$):

The Special Needs & Distribution Methods Tab

To complete the Special Needs & Distribution Methods subsection, click the Special Needs & Distribution Methods tab at the top of the Commodity window. (See the screenshot below.) Under this tab, applicants need to complete five text boxes displayed in the window, including: Special Delivery, Commodity, Processing, or Packaging Needs; Description of Transportation and Storage and Logistics Plan; Duty Free Entry; Economic Impact; and Other Remarks. (Please note that only boxes shaded yellow are required information.) Specific guidance on what to enter in these boxes is provided in the Proposal Guidance.

The screenshot shows the USDA Food Aid Information System (FAIS) interface. At the top left is the USDA logo and text: "United States Department of Agriculture Food Aid Information System (QA)". At the top right is the "Linking U.S. Agriculture FAS to the World" logo. A navigation bar contains links: Home, Reports Out, Agreement, Administration, Compliance, Proposal, Budget, About FAIS. Below the navigation bar, the breadcrumb trail reads: "You are here : Home > Proposal > Proposal Summary > Delivery Detail / Distribution Method". On the right, it says "Welcome FAD_DO1 [Log Off]". On the left, there is a "My FAIS" sidebar with an "Alerts" section listing: Proposal #: 2011-0059, Organization: 1 Vision Street Inc., Solicitation ID: 3, Program Type: FFPr, Fiscal Year: 2011. The main content area is titled "Proposal Commodity Section Special Needs & Distribution Methods". Below the title is an "INSTRUCTIONS" section with a green question mark icon. At the bottom, there are four tabs: "Commodity Summary", "Commodity List", "Special Needs & Distribution Methods" (which is highlighted in blue), and "Monetization".

The Monetization Tab

To begin completing the Monetization subsection, click the Monetization tab at the top of the Commodity window. (See the screenshot below.) Please note that information under the Monetization tab is only required if you state that you will monetize requested commodities from the List of Commodities table in the Commodity List tab.

If applicants plan to monetize commodities, they must fill out the text boxes displayed in the window, including: Impact on Other Sales, Private Sector Participation in Sales of Commodity, Sales Proceeds Usage, and Assuring Receipt Procedures. (Only the boxes shaded yellow are required information. Boxes in this section will only be required if the applicant proposes to monetize requested commodities.)

The screenshot shows the USDA Food Aid Information System (FAIS) interface. At the top left is the USDA logo and text: "United States Department of Agriculture Food Aid Information System (QA)". At the top right is the "Linking U.S. Agriculture FAS to the World" logo. A navigation bar contains links: Home, Reports Out, Agreement, Administration, Compliance, Proposal, Budget, About FAIS. Below the navigation bar, the breadcrumb trail reads: "You are here : Home > Proposal > Proposal Summary > Monetization". On the right, it says "Welcome FAD_DO1 [Log Off]". On the left, there is a "My FAIS" sidebar with an "Alerts" section listing: Proposal #: 2011-0059, Organization: 1 Vision Street Inc., Solicitation ID: 3, Program Type: FFPr, Fiscal Year: 2011. The main content area is titled "Proposal Commodity Section Monetization". Below the title is an "INSTRUCTIONS" section with a green question mark icon. At the bottom, there are four tabs: "Commodity Summary", "Commodity List", "Special Needs & Distribution Methods", and "Monetization" (which is highlighted in blue).

COMPLETING A PROGRAM BUDGET

The last section of the proposal is the “PVO Budget” section. In FY2013, a full budget submission is required for all proposals. (Note that this guide provides instructions for Private Voluntary Organizations to enter a budget. There is a different entry screen for the World Food Program (WFP), which will only appear for users registered as part of WFP.) All expenses must be accounted for as either administrative expenses or activity expenses (for more information, please see the budget section of this guide).

To enter the proposal’s program budget, click the “PVO Budget” link on the gray “My FAIS” navigation pane. This will lead you to the PVO Budget section (see screenshot below), which is broken down into two subsections: PVO Budget Summary and PVO Budget List. Applicants can navigate among these subsections by using the tabs at the top of the window.

The PVO Budget Summary Tab

To view the PVO Budget Summary, click on the PVO Budget Summary tab on the top of the PVO Budget window. The PVO budget summary tab serves two purposes: it shows general proposal information that is automatically populated and captures the workflow history for the PVO Budget section (in the “Proposal Section Workflow History” table shown in the screenshot below). As applicants work on the PVO Budget section, the workflow history will automatically populate. Please note that it is not necessary for applicants to enter any information in the PVO Budget Summary subsection.

The screenshot displays the USDA Food Aid Information System (FAIS) interface. At the top, the USDA logo and 'United States Department of Agriculture Food Aid Information System (QA)' are visible on the left, and 'Linking U.S. Agriculture to the World FAS' is on the right. A navigation bar contains links for Home, Reports Out, Agreement, Administration, Compliance, Proposal, Budget, and About FAIS. Below this, a breadcrumb trail reads 'You are here : Home > Proposal > Proposal Summary > PVO Budget Summary' and a welcome message for user 'FAD_DO1' with a 'Log Off' link.

The main content area is titled 'Proposal PVO Budget Summary' and includes an 'INSTRUCTIONS' link with a question mark icon. Below this are two tabs: 'PVO Budget Summary' (selected) and 'PVO Budget List'. The 'Proposal Information' section contains the following fields:

- Organization: 1 Vision Street Inc.
- Proposal Number: 2011-0059
- Program Type: FFP
- Status: In Progress
- Country: To Be Decided

At the bottom, there is a 'Proposal Section Workflow History' table with columns for User, Date, Action, Status, and Comments. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A search filter is provided at the bottom right of the table area.

The PVO Budget List Tab

To begin completing the PVO Budget List subsection, click the PVO Budget List tab at the top of the PVO Budget window. (See the screenshot below.) To add a budget item one line at a time, click “Add Line Item.” To add bulk budget lines, 100 lines or less at a time, click “Add Bulk” as noted in the red box below. To delete the entire budget, click “Delete All.” To delete the budget items for one activity, click “Delete Yearly Budgets.” For FY 2013, PVOs have the option of working on their budgets in Excel and copying and pasting the data into FAIS. To do this, you must use the template provided by FAIS and cannot change the order of the columns, delete columns, or add columns. You can, however, add rows for calculations or do calculations in the margins of the template.

Proposal PVO Budget List

INSTRUCTIONS ?

[Download Activity Codes](#)

PVO Budget Summary **PVO Budget List**

Budget Summary			
Fiscal Year	Cash (\$)	Monetization (\$)	Total(\$)
Total	0.00	0.00	0.00

List of PVO Budgets [Add Line Item](#) [Add Bulk](#) [Delete All](#) [Delete Yearly budget](#)

Fiscal Year	Activity	Expense Type	Details	Quantity	Price Per Unit (\$)	Total Price (\$)	NICRA %	Subtotal NICRA (\$)	Cash (\$)	Monetization (\$)	Action
No data available in table											

Showing 0 to 0 of 0 entries Filter all columns:

Adding Bulk Budget Lines: Downloading Activity Codes

FAIS will pop-up a window in Notepad containing the activity codes. ITSH and Administration also have codes that need to be entered when adding an expense of this type. The “codes” document will also remind you of the expense types that FAIS allows and the locations (HQ and the Field) that FAIS accepts.

To begin using an Excel spreadsheet to complete your budget, click “download activity codes.” FAIS will generate an activity code for all activities that have been added to the proposal. An activity code is necessary in order for FAIS to properly process bulk budget entries.

Proposal PVO Budget List

INSTRUCTIONS

PVO Budget Summary **PVO Budget List** [Download Activity Codes](#)

Budget Summary			
Fiscal Year	Cash (\$)	Monetization (\$)	Total(\$)
Total	0.00	0.00	0.00

List of PVO Budgets [Add Line Item](#) | [Add Bulk](#) | [Delete All](#) | [Delete Yearly budget](#)

Fiscal Year	Activity	Expense Type	Details	Quantity	Price Per Unit (\$)	Total Price (\$)	NICRA %	Total After NICRA (\$)	Cash (\$)	Monetization (\$)	Action
No data available in table											

Showing 0 to 0 of 0 entries Filter all columns:

codes[1].txt - Notepad

File Edit Format View Help

Activity Codes

1879 ITSH
 1880 Administration
 1882 Build fish ponds
 1883 Cooperative development

Expense Types

Handling
 Internal transportation
 Warehouse
 Equip. Leases
 Equipment
 office
 Travel
 Prof. Services
 Benefits
 salaries
 Unknown

Adding Bulk Budget Lines: Compiling Budget in Excel and FAIS

To begin compiling a budget in Excel, open the template (provided with the proposal templates on the FAS website) and begin adding data budget line items. Add the activity codes provided in the Notebook pop-up in column B (for more information on the budget information, please see the budget section of this guidance). Please don't add commas or change the format of the columns in any way. Also don't add columns or delete columns within the template block.

1	FY	Activity Code	Exp Type	Location	Details	Qty	\$/unit	NICRA%	Cash%
2									
3	2013	1866	Prof. Services	Field	Clerks	5000	5	30	50
4	2013	1866	Prof. Services	Field	PM	1000	20	30	50
5	2013	1866	Prof. Services	Field	Engineers	5000	10	30	50
6	2013	1866	Prof. Services	Field	Secretary	500	10	30	50
7	2014	1866	Prof. Services	Field	Clerks	5000	10	30	50
8	2014	1866	Prof. Services	Field	PM	1000	20	30	50
9	2014	1866	Prof. Services	Field	Engineers	5000	10	30	50
10	2014	1866	Prof. Services	Field	Secretary	500	10	30	50
11									
12									

To add budget line items generated in Excel to FAIS, click "Add Bulk" (see previous page for screen shot). Copy just the budget line items, headings are not necessary, and paste them into the box called below called "budget list." Please only paste 100 line items or less to ensure FAIS does not time out when processing the lines. Click "save" when you have pasted the 100 lines or less.

Proposal PVO Budget List

INSTRUCTIONS ?

Budget List

2013	1866	Prof. Services	Field	Clerks	5000	5	30	50
2013	1866	Prof. Services	Field	PM	1000	20	30	50
2013	1866	Prof. Services	Field	Engineers	5000	10	30	50
2013	1866	Prof. Services	Field	Secretary	500	10	30	50
2014	1866	Prof. Services	Field	Clerks	5000	10	30	50
2014	1866	Prof. Services	Field	PM	1000	20	30	50
2014	1866	Prof. Services	Field	Engineers	5000	10	30	50
2014	1866	Prof. Services	Field	Secretary	500	10	30	50

If any lines had an error, FAIS will list them in red at the top of the screen. If there are no errors, FAIS will display the message below indicating all lines have been processed. Click "back to budget list" to see the added budget lines.

INSTRUCTIONS ?

All lines which did not have error were successfully processed!

Budget List

2013	1879	Prof. Services	Field	Clerks	5000	5	30	50
2013	1879	Prof. Services	Field	PM	1000	20	30	50
2013	1882	Prof. Services	Field	Engineers	5000	10	30	50
2013	1882	Prof. Services	Field	Secretary	500	10	30	50
2014	1882	Prof. Services	Field	Clerks	5000	10	30	50
2014	1882	Prof. Services	Field	PM	1000	20	30	50
2014	1882	Prof. Services	Field	Engineers	5000	10	30	50
2014	1882	Prof. Services	Field	Secretary	500	10	30	50

Adding Single Line Budget Entries:

To create a single budget line item, click “Add line item” and add the details shown below.

[Home](#) | [Reports Out](#) | [Payment](#) | [Agreement](#) | [Administration](#) | [Compliance](#) | [Proposal](#) | [Budget](#) | [About FAIS](#)

You are here : [Home](#) > [Proposal](#) > [Proposal Summary](#) > [PVO Budget List](#) > Create PVO Budget Welcome **FAD_DO1** [[Log Off](#)]

Create Proposal PVO Budget

INSTRUCTIONS ?

My FAIS

Alerts

- Proposal #: 2011-0059
- Organization: 1 Vision Street Inc.
- Solicitation ID: 3
- Program Type: FFPr
- Fiscal Year: 2011
- Status: In Progress
- Country: Austria

Data Navigation

- Print Proposal
- View Assignment(M)
- Proposal Summary
- Proposal Assignment(M)
- Applicant Details
- Introduction
- Result
- Commodity
- PVO Budget

Basic Information

Fiscal Year *

Activity *

Expense Type *

Location *

Details *

Quantity *

Price Per Unit (\$) *

Total Price (\$)

NICRA %

Total After NICRA (\$)

Cash % *

Monetize %

Cash (\$)

Monetization (\$)

Editing Budget Entries

To edit lines after they have been added to FAIS, click “edit” and to delete a line, click “delete.”

- Fiscal Year: 2012
- 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
- Proposal Summary
- Proposal Assignment
- Applicant Details
- Introduction
- Result
- Commodity
- PVO Budget

Budget Summary

Fiscal Year	Cash (\$)	Monetization (\$)	Total(\$)
2014	81250.00	81250.00	162500.00
2013	65000.00	65000.00	130000.00
Total	146250.00	146250.00	292500.00

List of PVO Budgets
[Add Line Item](#) | [Add Bulk](#) | [Delete All](#) | [Delete Yearly budget](#)

Fiscal Year	Activity	Expense Type	Details	Quantity	Price Per Unit (\$)	Total Price (\$)	NICRA %	Total After NICRA (\$)	Cash (\$)	Monetization (\$)	Action
2014	Build fish ponds	Prof. Services	Secretary	500	10.00	5000.00	30.00	6500.00	3250.00	3250.00	Edit Delete
2013	Build fish ponds	Prof. Services	Engineers	5000	10.00	50000.00	30.00	65000.00	32500.00	32500.00	Edit Delete
2013	Build fish ponds	Prof. Services	Secretary	500	10.00	5000.00	30.00	6500.00	3250.00	3250.00	Edit Delete
2014	Build fish ponds	Prof. Services	Clerks	5000	10.00	50000.00	30.00	65000.00	32500.00	32500.00	Edit Delete
2014	Build fish ponds	Prof. Services	PM	1000	20.00	20000.00	30.00	26000.00	13000.00	13000.00	Edit Delete
2014	Build fish ponds	Prof. Services	Engineers	5000	10.00	50000.00	30.00	65000.00	32500.00	32500.00	Edit Delete
2013	ITSH	Prof. Services	Clerks	5000	5.00	25000.00	30.00	32500.00	16250.00	16250.00	Edit Delete
2013	ITSH	Prof. Services	PM	1000	20.00	20000.00	30.00	26000.00	13000.00	13000.00	Edit Delete

Showing 1 to 8 of 8 entries Filter all columns:

[FAS Home](#) | [USDA.gov](#) | [USA.gov](#) | [White House](#) | [FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#)

SUBMITTING PROPOSALS IN FAIS

To submit your proposal to USDA all sections must be complete and submitted to the PP Director for review. Once all sections have been “Submitted for Review” to the PP Director, they can then select “Submit to USDA.”

The screenshot displays the FAIS web application interface. At the top, the USDA logo and 'Food Aid Information System (QA)' are visible. The navigation menu includes Home, Proposal, Agreement, Compliance, Reports, Administration, and About FAIS. The user is logged in as 'fais_admin'.

The main content area is titled 'Proposal Summary' and includes an 'INSTRUCTIONS' link. Below this, there are tabs for 'Proposal Summary' and 'Attachments'. The 'Proposal Information' section contains the following details:

- Organization: [Text Field]
- Solicitation ID: 7
- Proposal Number: 2012-0048
- Program Type: FFPf
- Status: Submitted For Review
- Country: Tonga

Below the information is a 'Proposal Section Details' table with columns for Section Name, Contributor, Status, and Comments. This is followed by a 'Proposal Workflow History' table with columns for User, Date, Action, Status, and Comments. The history table shows two entries:

User	Date	Action	Status	Comments
	1/24/2012 03:15:16	Submit For Review	Submitted For Review	
	8/3/2011 01:47:22	Create	In Progress	Proposal Creation

At the bottom of the workflow history, there is a 'Workflow Actions' section with a red circle around the 'Submit To USDA' button. Other actions include 'Request For Modification' and 'Reject'. A red arrow points to the 'Submit To USDA' button.

CHECKLIST FOR SUBMITTING PROPOSALS IN FAIS

Proposal Summary Section

- SF-424 Attached
- Strategic Analysis Attached
- Project Level Frameworks Attached
- Performance Monitoring Plan Attached
- Evaluation Plan Attached
- Letters of Support Attached (Not Required)

Introduction Section

- All required boxes are filled in for country, project dates, etc.
- Introduction box includes descriptions based on Proposal Guidance for the following areas:
 - One paragraph summary of proposed project
 - In-Country Registration Status
 - Organizational Capability
 - FFPr Only: Lasting Impact
 - MGD only: Local Capacity Building
 - MGD only: Commitment to Education
 - MGD only: Graduation and Sustainability
- Completed Program Administration Tab

Results Section

Results Tab

- Each result depicted on the proposal's Project Level Framework has a Result listed in FAIS
- Each result listed in FAIS has a performance indicator and target
- Each result listed has a result description

Activities and Beneficiaries Tab

- Each activity listed has an activity description
- Each activity has an output indicators with targets for each year of the program
- Each activity has direct and indirect beneficiaries listed
- All activities are mapped to at least one result

Other Details Tab

- Cash and Non-Cash Contributions section completed
- Sub-recipients section completed
- Government and Non-Government Agencies section completed
- Method of Choosing Beneficiaries section completed
- Method of Educating Beneficiaries section completed
- FFPRr Only – Impact on Private Sector section completed

Commodity Section

Commodity Tab

- All proposed commodities are selected including basic information and monetization or barter details if applicable

Special Needs & Distribution Methods

- Transportation and Storage section completed
- Processing and Packaging section completed
- Duty Free Entry section completed
- Economic Impact section completed
- Other Remarks section completed and includes program specific information requested in guidance

FY 2013 Food Aid Proposal Entry Instructions

Monetization Tab (if applicable)

- Impact on Other Sales section completed
- Private Sector Participation in Sale of Commodity section completed
- Sales Proceed Usage Activity Implementation section completed
- Assuring Receipt Procedures section completed
- Expected Interest Earned section completed

PVO Budget Section

- Complete project budget uploaded or entered per Proposal Guidance