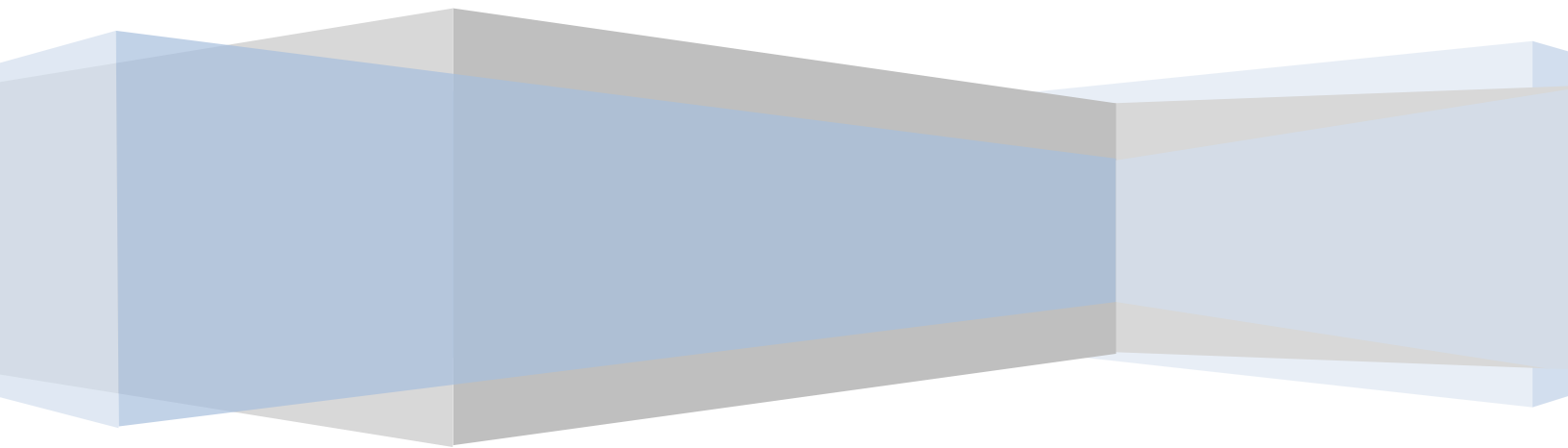


FAIS User Manual

Version 1.0



Revision History

Version	Change Description	Date
1.0	Initial Version	3/13/2011

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1. Introduction

1.1. System Overview

The Food Aid Information System (FAIS) allows Program Participants to apply for commodities and funding assistance under the PL 480 Title I - Food for Peace Program (FFPr), CCC – Food for Progress Program (CCC-FFPr), the McGovern–Dole International Food for Education and Child Nutrition Program (MGD) and Section 416(b).

The FAIS also allows applicants to negotiate Food Aid Agreements (Contracts), submit project status reports, financial and other reports, process payments & receivables, negotiate claims and close contracts.

For more detailed information on each of these programs, you may click on the following hyperlinks to take you to each program's home page:

Food for Progress: <http://www.fas.usda.gov/excredits/FoodAid/FFP/foodforprogress.asp>

Food for Education: <http://www.fas.usda.gov/excredits/FoodAid/FFE/FFE.asp>

Food for Peace: <http://www.fas.usda.gov/excredits/FoodAid/pl480/pl480.asp>

Section 416 B: <http://www.fas.usda.gov/excredits/FoodAid/416b/section416b.asp>

The FAIS is a concise one stop solution covering the complete life cycle of a Food Aid application for the above mentioned programs. FAIS can also be directly accessed through the following links

Any Web User: - <http://www.fas.usda.gov/fais.web>

FAIS Registered User: - <https://www.fas.usda.gov/fais/webapp>

In summary, FAIS provides the following benefits to its user community:

- A fully integrated and secure workflow based Web Application
- A streamlined online Food Aid proposal submission
- Enables easy negotiation of agreements between participants and Food Aid Division
- Streamlined reporting process for submission of project status reports, financial reports, etc without sacrificing accounting accuracy and reliability.
- Online management of claims, payments & receivables and agreement closeout

1.2. Purpose and Scope

This manual is intended to provide participant users with necessary instructions and guidelines on the use of the FAIS system and to assist users in FAIS proposal submission, agreement negotiation, reports submission, payments & receivables and compliance management.

The scope of this document is limited to the use of FAIS system and associated functionalities. Any other applications are outside the scope of this document.

2. Getting Started

2.1. User Access Levels

The access for FAIS falls under the ambit of US Federal eAuthentication process. Further to the eAuthentication each participant user's access to the various functions available in FAIS depends on the role assigned to the user. Following are the possible list of roles for a program participant user

Role Abbreviation	Role	Role Description	Remarks
PPDir	Program Participant Director	Person from participant organization who is authorized by the participant organization to create Food Aid proposals and negotiate Food Aid agreements	A participant organization may have multiple people in directors role
PPCR	Program Participant Proposal Creator	Person nominated by a PPDir to create & manage a proposal	A participant organization may have multiple people in proposal creator's role. But any given proposal can have only one proposal creator
PPCONT	Program Participant Proposal Contributor	Person nominated by a PPDir or a PPCR to work on a section of a proposal	A participant organization may have multiple people in proposal contributor's role. But any given proposal section can have only one proposal contributor
PPAgEx	Program Participant Agreement Executor	Person nominated by the PPDir to manage and negotiate an Agreement	A participant organization may have multiple people in agreement executor's role. But any given agreement can have only one agreement executor
PPAgCONT	Program Participant Agreement Contributor	Person nominated by the PPDir or PPAgEx to work on an Agreement section	A participant organization may have multiple people in agreement contributors role. But any given agreement section can have only one agreement contributor

PPAdmin	Program Participant Administrator	This person will maintain participant organizations details and handle access request to the FAIS system by users from their organization	A participant organization can have multiple PPAdmin
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2.2. eAuthentication

eAuthentication is the system used by USDA agencies to enable users to obtain accounts that will allow them to access USDA Web applications and services via the Internet.

Your eAuthentication account consists of a User ID, a password, and your customer profile containing information about you that will help USDA applications make decisions about your identity. Currently, USDA offers Accounts with [Level 1 Access](#) and Accounts with [Level 2 Access](#). Please visit <http://www.eauth.egov.usda.gov/> for more details.

FAIS system can be accessed by both Level 1 and Level 2 users. Level 1 user will need an additional PIN to access FAIS.

2.3. System Access, User Registration and FAIS Login

Once you have an eAuthentication account, you will be able to access FAIS. Please type the URL, <https://www.fas.usda.gov/FAIS/WebApp/> in your browser to access the FAIS Web application. The system will display a warning window as shown in figure. Select the 'I Agree' button to continue.



The eAuthentication Login window appears where you can enter your eAuthentication credentials and login to access FAIS. Appropriate links to create new accounts, to retrieve forgotten credentials, to change passwords, etc. have been provided on the screen.

USDA United States Department of Agriculture
USDA eAuthentication

login :
password :

Home About eAuthentication Help Contact Us Find an LRA

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration
- Authority Login

eAuthentication Login

User ID: test_user
[Forgot your User ID?](#)

Password: ●●●●●●●●
[Forgot your Password?](#)
[Change My Password](#)

Login

What's New

Important! USDA Federal Employees:

- USDA federal employees will soon be able to log in to eAuthentication with their LincPass cards. Watch this section for more information in the coming months.
- If you need a USDA eAuthentication Employee account, please click [here](#).

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

After successful validation of the E authentication credentials, system displays “Confirm Registration for FAIS Account” screen

USDA Foreign Agricultural Service Food Aid Information System (FAIS)

The screenshot shows the 'Confirm Registration for FAIS Account' page. The left sidebar contains 'My FAIS' with 'Current | Change' and 'Alerts'. The main content area has a breadcrumb trail 'You are here : Home > Account > Registration Confirmation' and a welcome message 'Welcome faistestuser [Log Off]'. Below the breadcrumb is a dropdown menu labeled 'Instructions'. The main text states: 'You are registered with USDA EAuthentication. To access the FAIS, you are required to confirm to [Create FAIS account](#)'. A red arrow points to this link with the text: 'User has to Register with FAIS by clicking this link for accessing the FAIS system'.

In order to access FAIS, User has to register in FAIS also. This registration is in addition to the E Authentication

Click on “Create FAIS Account” link

The screenshot shows the 'Create a New Account in FAIS' page. The left sidebar is identical to the previous page. The main content area has a breadcrumb trail 'You are here : Home > Account > Register' and a welcome message 'Welcome faistestuser [Log Off]'. Below the breadcrumb is a dropdown menu labeled 'Instructions'. The main text states: 'You are registered with USDA EAuthentication. To access the FAIS, you are required to confirm to create a new FAIS account.' The form is divided into two sections: 'Account Information' and 'Organization'. The 'Account Information' section contains fields for 'User name' (faistestuser), 'Last name' (FAS), 'First name' (faistestuser), and 'Email address' (faistestuser@dummy.org). The 'Organization' section contains a dropdown for 'Organization Type' (Program Participant), 'Pin' and 'Confirm Pin' fields, and a 'Register' button. Red arrows point to the 'Organization Type' dropdown and the 'Pin'/'Confirm Pin' fields with the text: 'User has to select Organization Type as "Program Participant"' and 'Based on E Authentication Level. PIN & Confirm Pin will be Enabled or Disabled'.

If logging in to FAIS for the first time, system displays “Create New FAIS Account” screen

PIN and Confirm PIN fields will be enabled or disabled based on the E Authentication Level

E Auth Level 1 User

Select Organization Type as “Program Participant”

Set your FAIS PIN

Select ‘Register’ button to register to FAIS.

E Auth Level 2 User

Select Organization Type as “Program Participant”

Select ‘Register’ button to register to FAIS

2.3.1. FAIS User Registration for Participant User

Once user selects organization and clicks on register, system will display the **FAIS User Registration** screen

The screenshot displays the FAIS User Registration interface. At the top, the USDA logo and navigation links are visible. The main content area is divided into three sections: E-Authentication Details, Organization Details, and Personal Details. The E-Authentication Details section contains fields for User name, First name, Last name, and Email address. The Organization Details section includes a dropdown for PP Organization Type, Organization Name, Short Name, Address Type, Address Line 1, Address Line 2, City, State Province, Country, Zip Code, Email Address, Phone Number, Is Faith Based, and Is Community Based. The Personal Details section includes fields for Title, Position, Phone, Phone Extension, Fax, Is Email Alert Enabled, and Is System Alert Enabled. A list of Available Roles is shown below the Personal Details section. A red arrow points to the 'Register' button at the bottom. A red box highlights the 'Requestor Comments' field, with a note indicating that the user must fill appropriate comments for seeking access.

E-Authentication Details

User name	faistestuser
First name	faistestuser
Last name	FAS
Email address	faistestuser@dummy.org

Organization Details

PP Organization Type	Private Voluntary Organization
Organization	PP5
Organization Name	PP5
Short Name	PP5
Address Type	Main
Address Line 1	PP5address
Address Line 2	PP5address
City	DC
State Province	DC
Country	Australia
Zip Code	20052
Email Address	PP5@gmail.com
Phone Number	5555
Is Faith Based	☐
Is Community Based	☐

Personal Details

Title	Mr
Position	Manager
Phone	2567898789
Phone Extension	123
Fax	
Is Email Alert Enabled	☒
Is System Alert Enabled	☒

Available Roles:

- [Program Participant Administrator]
- [Program Participant Agreement Contributor]
- [Program Participant Agreement Executor]
- [Program Participant Proposal Contributor]
- [Program Participant Proposal Creator]
- [Program Participant Director]

Requestor Comments

I want to be a Participant Director. Pl grant me appropriate access

Register

Details populated based on Organization & Address selected

User Editable

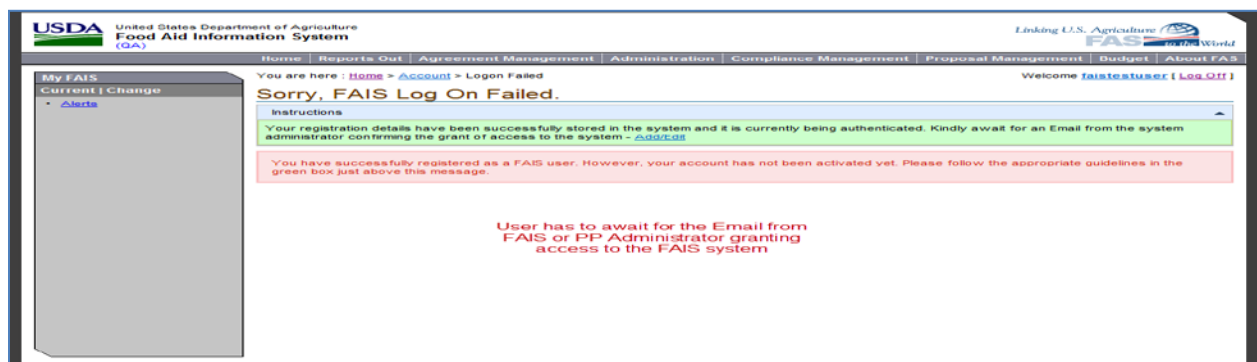
User has to fill appropriate comments for seeking access

1. Select participant organization type from the 3 types available
2. Select Organization
3. Based on selection system will populate the organization details
4. Enter the following details in Person Details
 - o Title (Mr./Mrs./Ms etc)
 - o Position (Designation in the organization like Manager etc)
 - o Phone
 - o Phone Extension (Not Mandatory)
 - o Fax (Not Mandatory)
 - o EmailAlertEnabled – Check this box if Email alerts are preferred whenever any workflow action (like submit, request modification etc) are sought on any process in FAIS
 - o FAISAlertEnabled - Check this box if System alerts are preferred whenever any workflow action (like submit, request modification etc) are sought on any process in FAIS
 - o Available Roles – This un editable list of roles is populated by the system, specific for participant organization. Details about the roles are listed at <link>
 - o Requestor Comments – Enter appropriate comments seeking access to the Administrator. Program Participant can seek for the following roles
 - **PPDir** – Program Participant Director will be capable of creating a proposal and negotiating Agreements
 - **PPCR** – Program Participant Proposal Creator will be capable for managing and coordinating proposal creation
 - **PPCONT** – Program Participant Proposal Contributor will be capable of working on assigned sections of a proposal
 - **PPAgEX** – Program Participant Agreement Executor will be capable of managing and negotiating an Agreement on behalf of the PP Organization
 - **PPAgCONT** - Program Participant Agreement Contributor will be capable working on assigned sections of an Agreement
 - **PPAdmin** – Program Participant Administrator will be capable of maintaining Participant Organization details and approve access to their participant organizations users
5. Click on **Register**
6. Once registered, await for an email confirmation about the grant of access

Note: - If Organization is not available in the drop down. Please fill in the attached [Organization Registration Form](#) in www.fas.usda.gov/faiss/public and send the same to ITSTechnicalSupport@wdc.usda.gov

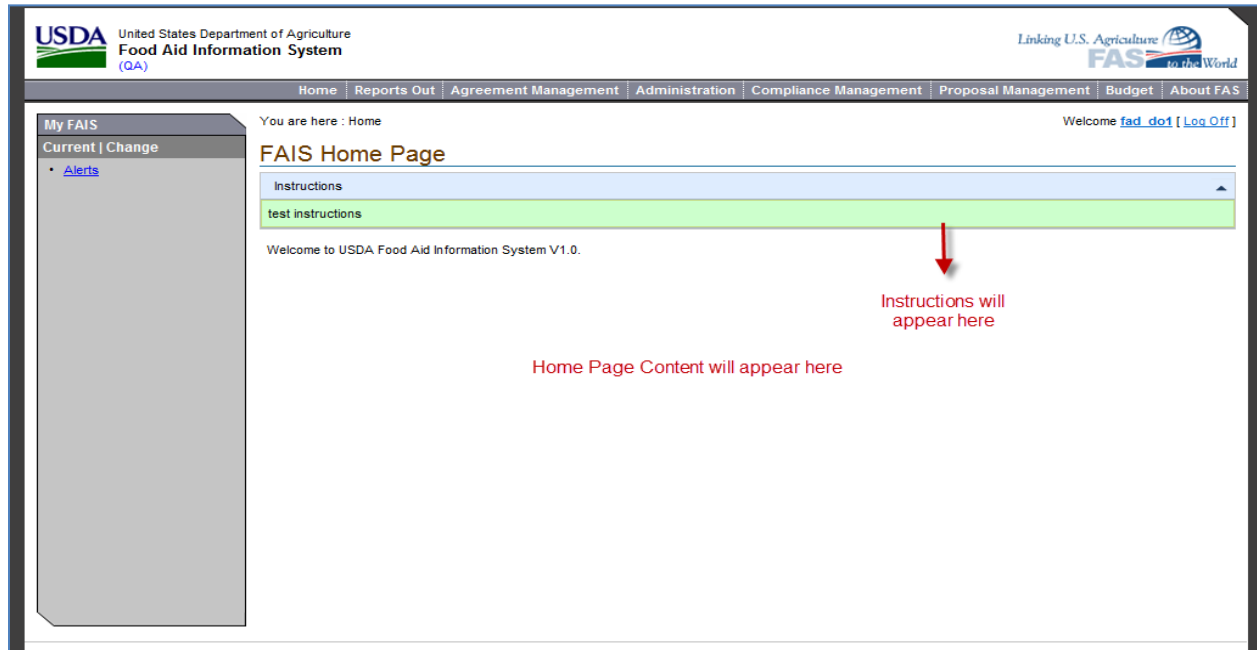
Post Registration & Pre Approval – Screen

Below screen will be displayed if the user logs into the system before the FAIS user account is verified



2.3.2. Post Registration & User Account Approval

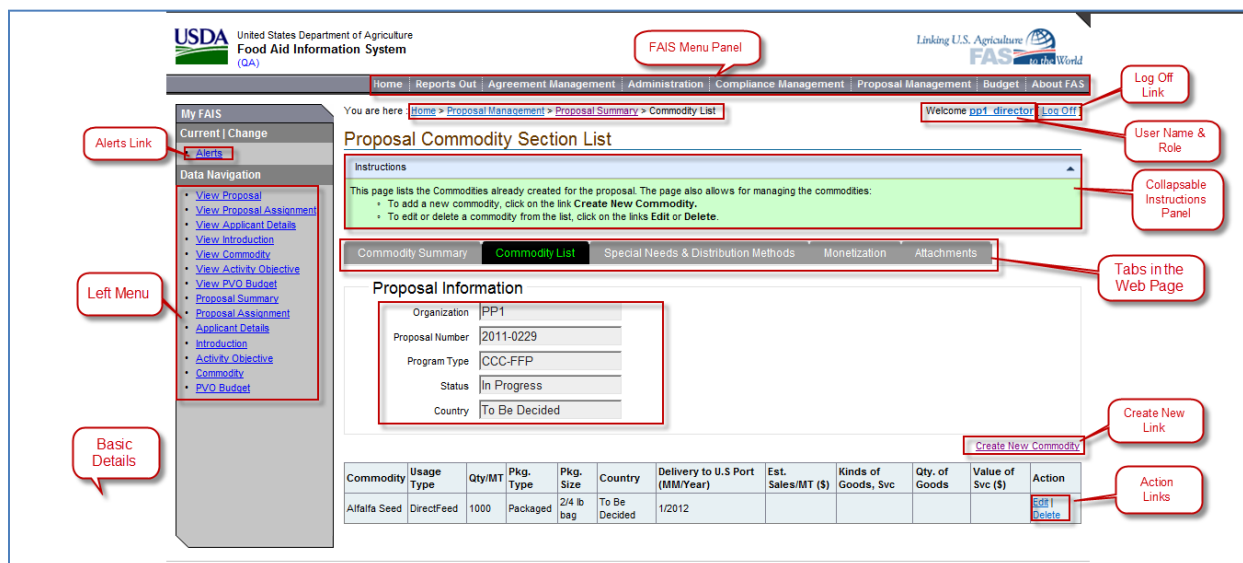
Once user receives FAIS Registration approval email, user will see the following screen when logged into the system



2.4. General Instructions

2.4.1. Screen Layout

Appropriate screenshots have been included in the manual to aid the user in understanding the functional navigation. A brief orientation of the layout and design of the FAIS interface is provided here.



A **left panel** provides links to most of the application items. All other functions are arranged as menu items under several menus, access to which is governed by FAIS Roles.

Breadcrumb trail or **Sitemap index** links are provided horizontally across the top of each page just below the menu bar. These links will help in navigating through the hierarchies of each element and to keep track of locations within FAIS.

Add or create new will bring the creation page where details can be entered. Once the new record is created, the system might reveal any tabs, if appropriate and the new record is added to the list. To toggle between tabs, click directly on the tabs presented.

Brief **instructions** are provided on each screen in a green box as shown in figure. The instructions describe the mechanics of viewing and editing the screens and defined the data fields. Important business rules to be followed have also been included, where appropriate. Additional insight is provided with helpful hints throughout identified by '**Note**'.

List Page

All of the **list pages** are presented as shown in figure where there is a search criteria section on the top, if applicable, and the matching list appears below. An action column with appropriate links is provided to the right of the list where users can choose to perform corresponding functions. To add or create new, appropriate links are provided to the right at the top or bottom of the list.

Search Information

Organization: PP1
Fiscal Year: ALL
Program Type: ALL
Country: ALL

Proposal List

Instructions: This page lists proposals with their basic information. Use the filters at the top of the page to narrow down the search results. Program Participant staff will only see proposals relevant to their organizations, while FAD staff members see all proposals.

Proposal #	Program Type	Fiscal Year	Proposal Status	PP Creator	Solicitation #	Country	Submit Type	Organization Contributors
2012-0147	FFP	2012	PP Accepted	PP1_Creator	117	Thailand	Online	PP1, PP1_Creator FAS
2011-0229	CCC-FFP	2011	In Progress	PP1_Director	65	To Be Decided	Online	PP1
2011-0216	FFE	2011	In Progress	PP1_Director	71	Zimbabwe	Online	PP1, PP1_Creator FAS, PP1_CONT1 FAS
2011-0230	FFE	2011	In Progress	PP1_Director	71	To Be Decided	Online	PP1
2011-0228	FFE	2011	PP Accepted	PP1_Creator	71	Sudan	Online	PP1, PP1_Creator FAS, PP1_CONT1 FAS
2011-0149	FFP	2011	In Progress	PP1_Director	121	To Be Decided	Online	PP1, PP1_Creator FAS
2011-0168	FFP	2011	In Progress	Judy	76	Afghanistan	Manual	PP1

[Create New Proposal](#)

Summary Page

Each major work flow data group like proposal, proposal section, agreement, agreement section will have a summary page through which the user will be able to carry out work flow actions like submit, approve etc. Summary page will also display the work flow history and current status of that data group

My FAIS
Current | Change
Alerts
Data Navigation
View Proposal
View Proposal Assignment
View Applicant Details
View Introduction
View Commodity
View Activity Objective
View PVO Budget
Proposal Summary
Proposal Assignment
Applicant Details
Introduction
Activity Objective
Commodity
PVO Budget

You are here: [Home](#) > [Proposal Management](#) > Proposal Summary
Welcome [pp1_director](#) ([Log Off](#))

Proposal Summary

Instructions
This page displays:
• Basic proposal information.
• Staff assigned as the PP Creator (Proposal Manager) and the various section Contributors (Authors). 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 History section showing the proposal review events.
• Workflow Actions section showing the actions that can be executed based on the proposal status.
Please use the links on the left menu bar to perform the various actions needed to develop a proposal.

Proposal Information

Organization	PP1
Solicitation ID	65
Proposal Number	2011-0229
Program Type	CCC-FFP
Status	In Progress
Country	To Be Decided

Proposal Section Details

Section Name	Contributor	Status	Comments	
Proposal History				
User	Date	Action	Status	Comments
PP1_Director FAS	02/21/2011	Create	In Progress	Proposal Creation

Workflow Actions
[Submit For Review](#)

Red callouts: **Summary Tab**, **Work flow history table**, **Workflow action links**

Attachments

My FAIS
Current | Change
Alerts
Data Navigation
View Proposal
View Proposal Assignment
View Applicant Details
View Introduction
View Commodity
View Activity Objective
View PVO Budget
Proposal Summary
Proposal Assignment
Applicant Details
Introduction
Activity Objective
Commodity
PVO Budget

You are here: [Home](#) > [Proposal Management](#) > [Proposal Summary](#) > Attachments
Welcome [pp1_director](#) ([Log Off](#))

Attachments

Instructions

Proposal Information

Organization	PP1
Proposal Number	2011-0230
Program Type	FFE
Status	In Progress
Country	To Be Decided

List of Attachments

ID	Name	Type	Comment	Action
Upload a file				
File Type:	Generic			
File Name:				
Comment:				
				Upload

Red callouts: **Attachment**, **Document Upload Area**

Across FAIS there are options for documents upload. Documents can be uploaded through the attachment tab and once they get uploaded these documents get associated with appropriate process like Proposal, Agreement etc. System also maintains a list of documents like SF 424, NICRA etc

Mandatory Fields

Fields required by the system to create a record, save or submit are indicated by an asterisk next to the field and the data entry box highlighted in yellow. See fields boxed in red in the figure below.

Introduction Details

Country **To Be Decided** *

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 ☒

Is This A Consortium ☐

Introduction *

Save

Mandatory fields will be in yellow color marked with a *

Work Flow Comments

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

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

You are here: Home > Proposal Management > Proposal Summary

Welcome **pp1_director** (Log Off)

Proposal Summary

Instructions

Proposal Information

Organization PP1
Solicitation ID 71
Proposal Number
Program Type
Status
Country

Proposal Section Details

Section Name

Proposal History

User
PP1_Director FAS

Workflow Actions

[Submit For Review](#)

Action Comment

Comment

OK Cancel

Workflow Comments

Workflow comments history

On clicking any workflow action like "Submit", "Request Modification" etc system will pop up a workflow action comments link where user will be able to enter comments (comments are not mandatory) and confirm the action by clicking on "OK". If user clicks "Cancel" the system will roll back the workflow action. The comment box confirms the workflow action before committing it

Workflow Validation Error Messages

The screenshot shows the 'Proposal Summary' page in the FAIS system. The page has a left sidebar with navigation links and a main content area. The main content area displays a list of validation errors in red text, grouped by section. A red arrow points from a callout box to the error messages.

Validation Errors:

- Please fix the following in Introduction Section and submit again:**
 - Proposal Country is required
 - Anticipated Start Date is invalid
 - Anticipated Completion Date is invalid
 - Proposal Introduction is required
 - Program Administration is required
- 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 Activity Objective Section and submit again:**
 - Minimum one Activity Objective should be created for a proposal
 - Minimum one Activity should be created for a proposal
- Please fix the following in PVO Budget Section and submit again:**
 - Minimum one PVO Budget should be created for a proposal

Proposal Information:

Organization	PP1
Section ID	171
Proposal Number	2011-0230
Program Type	FFFE
Status	In Progress
Country	To Be Decided

Proposal Section Details:

Section Name	Contributor	Status	Comments

Proposal History:

User	Date	Action	Status	Comments
PP1_Director FAS	02/21/2011	Create	In Progress	Proposal Creation

Workflow Actions:

[Submit For Review](#)

System displays a list of validation errors (if any) in red when the user clicks “OK” on the workflow comments. System will not commit the workflow action until the user fixes all the validation errors

Hot Keys

Keyboard shortcuts have been provided as appropriate throughout the application. Use **Alt** key **plus** the **underlined alphabet** of the field label to navigate to a particular field. (**Alt + <underlined label alphabet>**). You may use **Alt + S** to save or submit, where appropriate.

If a page contains Rich Text Formatting (RTF) text boxes, use the following keyboard shortcuts to focus on a particular area of the page and then tab through links or fields.

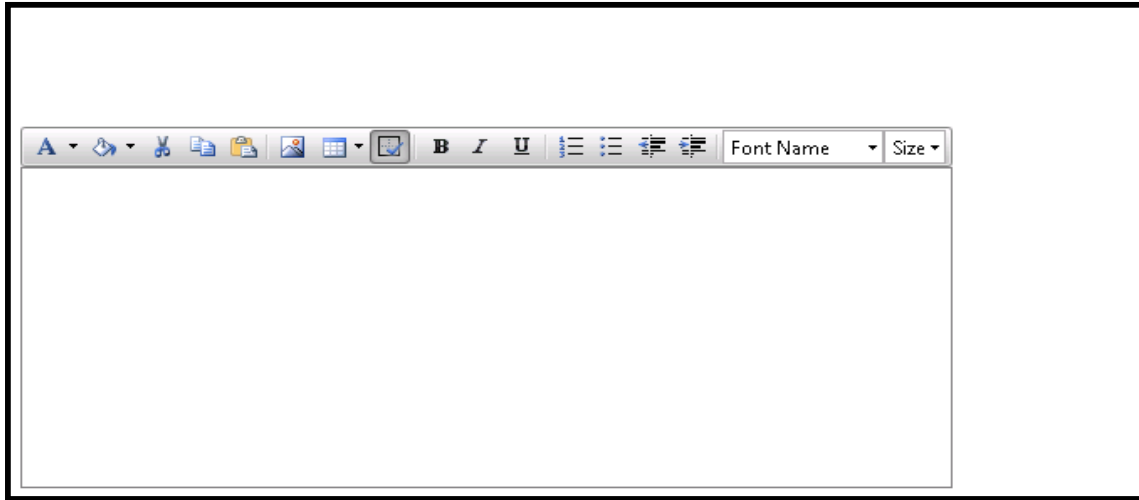
- Alt + 0 → Sitemap or Breadcrumb links
- Alt + 1 → My FAIS panel to the left
- Alt + 2 → Top of the page
- Alt + 3 → Bottom of the page

Required Security Settings

If you experience difficulty navigating to the website please change your browser’s security settings. Open the Internet Explorer and click on Tools, Internet Options. Click on the Advance tab. Scroll down the page until you see the “Use SSL” section. Check the Use SSL 2.0, SSL 3.0 and TLS 1.0. Click the OK button to save the changes.

Rich Text Capability

Certain text fields have been provided with a bar of text formatting icons, as shown in figure. These fields can hold large amounts of data and are **Rich Text Formatting (RTF)** capable, i.e., it provides word processing capabilities like highlighting, bolding, bulleting, copying, inserting tables and other formatting features. A scroll bar provided along the right side of the text box aids in viewing descriptions larger than the display area of the text box.

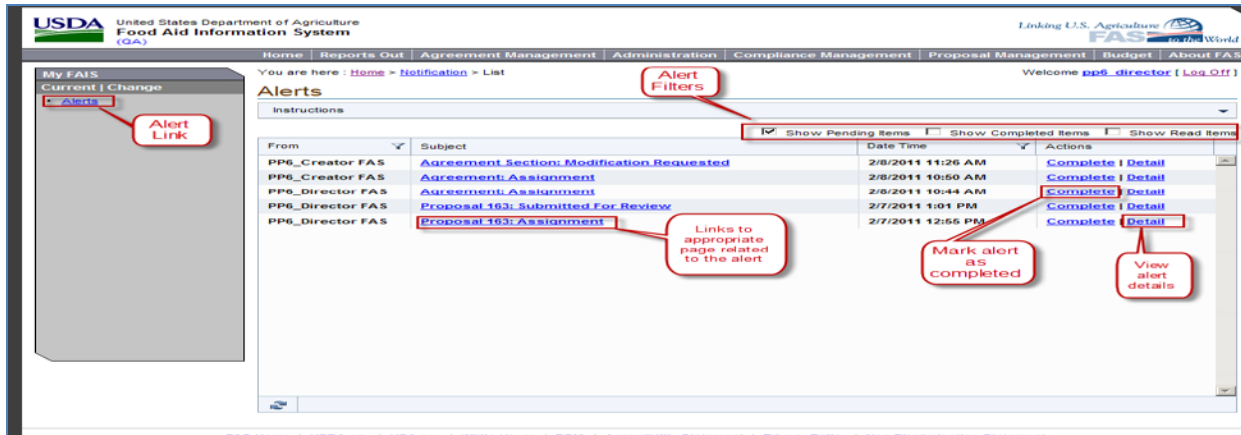


Listed below are the formatting options presented as icons on a bar along the text boxes.

Icon	Function
	Formats the selected text with the color you click
	Colors the background of selected text to highlight
	Cuts selected text or area
	Copies selected text
	Pastes copied data
	Image Manager to upload picture files
	Inserts table
	Reveals or hides borders
	Makes selected data bold
	Italicizes selected data
	Underlines selected data
	Makes a numbered list or reverts back to normal
	Creates a bulleted list or reverts back to normal
	Indents the selected paragraph to the next tab stop
	Decreases the indent to the previous tab stop
Font Name ▾	Changes the font of the selected text to the one picked
Size ▾	Changes the size of selected text and numbers to the one picked

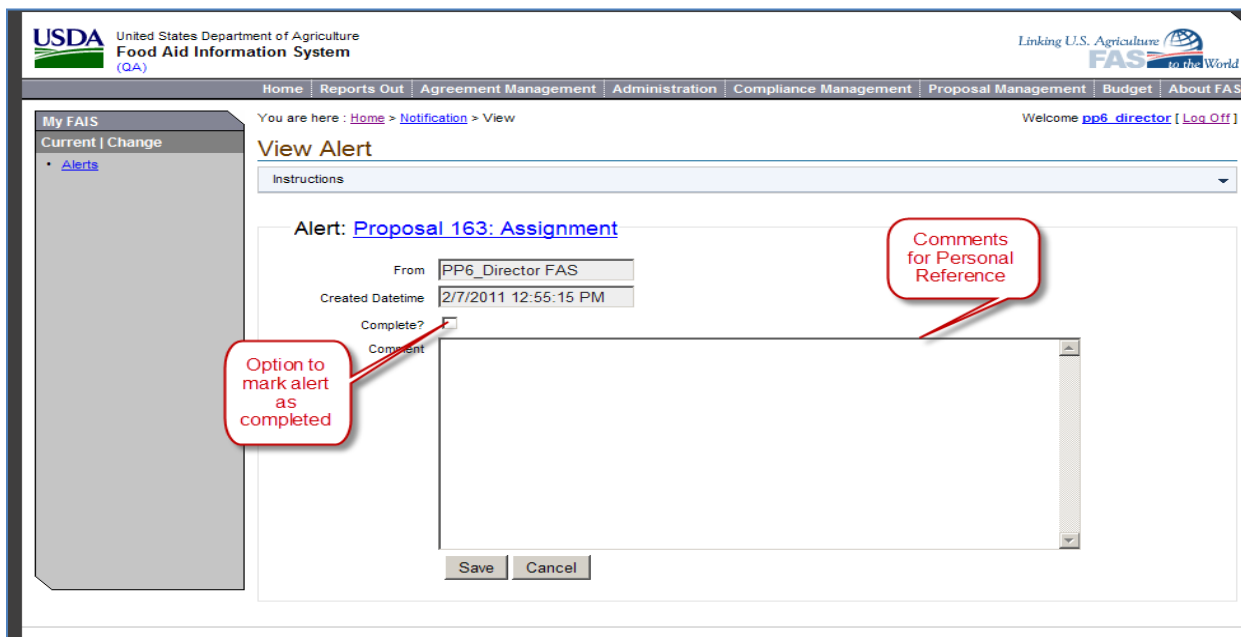
2.4.2. Manage FAIS Alerts

FAIS sends system alerts or Email alerts based on users alerts preference as mentioned in user's profile which can be maintained through the user profile.



If user has opted for FAIS alerts, user will be able to see alerts pertaining to them. Method of navigating through the alerts is mentioned below

1. Select 'Alert' link from left menu
2. Option 1:- Click on alert link to navigate to appropriate page. Ex: 'Proposal 163: Assignment' will navigate to Proposal Assignment screen
3. Option 2:- Click on 'Complete' link to mark the alert as completed
4. Option3:- Click on 'Detail' link to enter comments on the alerts for future reference (View Alert) screen

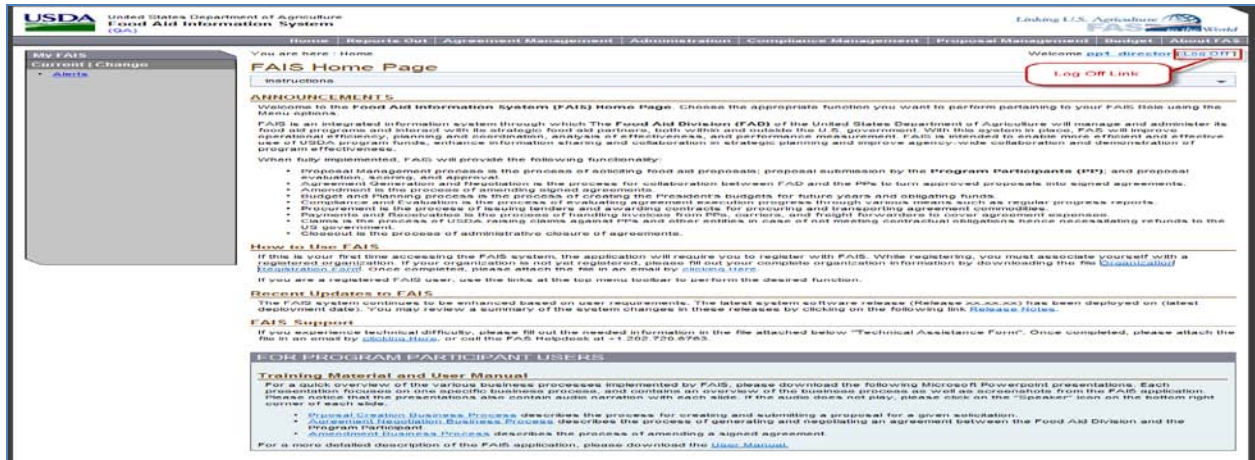


View alerts give an option for the user to make some personal notes for future reference and to mark the alert as completed. These actions of entering comments and marking an alert are purely optional

2.5. Exit FAIS

Use the **Logoff** link located at the top right of the page to exit FAIS.

USDA Foreign Agricultural Service Food Aid Information System (FAIS)



3. System Menu/ Functionalities

3.1. Participant Profile

Each Program Participant organization will have to nominate at least one user for the **PPAdmin** role who will be capable of maintaining the Participant Organization's address and grant access to FAIS for users with valid eAuthentication from that participant organization

3.1.1. Maintain Participant Organization Profile

In order to maintain or view the participant organization details, click on **Manage PP Organization** link from **Administration** menu

The screenshot shows the FAIS web interface. At the top, the USDA logo and 'Food Aid Information System (QA)' are on the left, and 'Linking U.S. Agriculture FAS to the World' is on the right. A navigation bar contains links: Home, Reports Out, Agreement Management, Administration (highlighted with a red box), Compliance Management, Proposal Management, Budget, and About FAS. Below the navigation bar, a sidebar on the left shows 'My FAIS' with 'Current | Change' and a link to 'Alerts'. The main content area shows the breadcrumb 'You are here : Home > Administration > Manage PP Organizations' and a welcome message 'Welcome pp1_director [Log Off]'. The title 'Manage Program Participant Organizations' is displayed. Below the title is an 'Instructions' box with text about the screen's purpose and user roles. A 'Search Information' section contains dropdowns for 'PP Organization Type' (set to 'Private Voluntary Organization') and 'PP Organization' (set to 'PP1'), with a 'Search' button. Below this is a 'PP Organizations' section with a 'Create New PP Organization' link and a table. The table has columns: Organization Name, Org Short Name, Email ID, Phone, and Actions. The first row shows 'PP1' for Organization Name and Short Name, 'PP1@gmail.com' for Email ID, and '1111' for Phone. The 'Actions' column for this row contains 'Edit' and 'View' links, both highlighted with red boxes. A red arrow points from the 'Administration' menu item to the 'Manage PP Organizations' title.

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Food Aid Information System (QA)

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

You are here : Home > Administration > Manage PP Organizations Welcome pp1_director [Log Off]

Manage Program Participant Organizations

Instructions

This screen displays the Program Participant's Organization details. The list of Program Participants (PP) shown is based on the search criteria you entered.

Program Participant Administrator will be able to edit or view the details pertaining to their organization using the **Edit** or **View** links. FAIS Administrator will be able to maintain details pertaining to any Program participant Organization, in addition to creating a new organization by using the link **Create New PP Organization**.

Search Information

PP Organization Type Private Voluntary Organization

PP Organization PP1

Search

PP Organizations

Create New PP Organization

Organization Name	Org Short Name	Email ID	Phone	Actions
PP1	PP1	PP1@gmail.com	1111	Edit View

View Participant Organization Details

1. Click on **Manage PP Organization** from **Administration** menu
2. Click on **View**
3. System will display the **Program Participant Organization** screen (below)

3.1.2. Program Participant Organization

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FAS

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

You are here : [Home](#) > [Administration](#) > [Manage PP Organizations](#) > View Participant Organization

Welcome [pp1_director](#) [[Log Off](#)]

Program Participant Organization Details

Instructions

This screen is used to view the Program Participant's (PP) organization details. You may also perform the following tasks:

- create a new address for the PP Organization by using the **Create New Address** link.
- Edit an existing address for the PP Organization by using the **Edit** link from the list of addresses.
- View an existing address for the PP Organization by using the **View** link from the list of addresses.

Program Participant

Organization Name: PP1
Short Name: PP1
Organization Type Name: PVO
Email Address: PP1@gmail.com
Phone Number: 1111
IsFaithBased: ☐
IsCommunityBased: ☒
IsActive: ☒

Program Participant Addresses

[Create New Address](#)

Address Type	Country	State	City	Actions
Main	Australia	DC	DC	View Edit Delete

Edit Participant Organization Details

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

You are here : [Home](#) > [Administration](#) > [Manage PP Organizations](#) > Edit Participant Organization

Welcome [pp1_director](#) [[Log Off](#)]

Edit Program Participant Organization

Instructions

This screen allows a FAIS Administrator or Program Participant (PP) Administrator to edit organization data. You may use the **Edit** link to edit any given address.

Program Participant

Organization Name: PP1
Short Name: PP1
Organization Type Name: PVO
Email Address: PP1@gmail.com
Phone Number: 1111
IsFaithBased: ☐
IsCommunityBased: ☒
IsActive: ☒

Save Save changes

Program Participant Addresses

[Create New Address](#)

Address Type	Country	State	City	Actions
Main	Australia	DC	DC	View Edit Delete

In order to edit a participant organization detail

1. Click on **Manage PP Organization** from **Administration** menu
2. Click on **Edit**
3. System will display the **Edit Program Participant Organization** screen
4. Edit any of the following details
 - Email Address
 - Phone Number
 - Is Faith Based
 - Is Community Based
5. Click on **Save** to save the details

Manage Participant Address

Participant User with **PPAdmin** role will be able to maintain the addresses of the participant organization. Each participant organization can have more than one address. All other participants will only be able to **View** the organization and address details

Participant addresses can be maintained through **Program Participant Organization Details** screen or through **Edit Program Participant Organization Details** screen

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FAS

Home Reports Out Agreement Management **Administration** Compliance Management Proposal Management Budget About FAS

You are here : [Home](#) > [Administration](#) > [Manage PP Organizations](#) > View Participant Organization

Welcome [pp1_director](#) [[Log Off](#)]

Program Participant Organization Details

Instructions

This screen is used to view the Program Participant's (PP) organization details. You may also perform the following tasks:

- create a new address for the PP Organization by using the **Create New Address** link.
- Edit an existing address for the PP Organization by using the **Edit** link from the list of addresses.
- View an existing address for the PP Organization by using the **View** link from the list of addresses.

Program Participant

Organization Name

Short Name

Organization Type Name

Email Address

Phone Number

Is Faith Based ☐

Is Community Based ☒

Is Active ☒

Program Participant Addresses

Address Type	Country	State	City	Actions
Main	Australia	DC	DC	View Edit Delete

[Create New Address](#)

FAS Home | IISDS.nv | IISD.nv | White House | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

To delete an address

1. Click on **Delete** against an address

3.1.3. Create New Participant Organization Address

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

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

You are here : [Home](#) > [Administration](#) > [Manage PP Organizations](#) > Create Participant Organization Address

Welcome [pp1_director](#) [[Log Off](#)]

Create New Participant Address

Instructions

This screen is used to add a new address for an already existing Program Participant organization. You classify the entered address as either *Main* or *Branch* to specify whether this is the organization's main (Headquarters) or branch address in a given country.

Program Participant

Organization Name
Short Name
Organization Type Name
Email Address
Phone Number
IsFaithBased ☐
IsCommunityBased ☒
IsActive ☒

Program Participant Address

Address Location
Country
Address Line 1
Address Line 2
Address Line 3
Address Line 4
City
State/Province
Zip Code

Fields with a star at the end are mandatory

[Save](#)

To create a new address

1. Click on **Create New Address** on **Program Participant Organization Details** screen or **Edit Program Participant Organization Details** screen
2. Enter the following details
 - Select Address Location
 - Select Country
 - Enter Address Line 1
 - Enter Address Line 2(Not Mandatory)
 - Enter Address Line 3(Not Mandatory)
 - Enter Address Line 4(Not Mandatory)
 - City
 - State / Province
 - Zip Code
3. Click on **Save**

Edit Program Participant Address

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

Home Reports Out Agreement Management Administration Compliance Management Proposal Management Budget About FAIS

You are here: Home > Administration > Manage PP Organizations > Edit Participant Organization Address Welcome pp1_director [Log Out]

Edit Program Participant Address

Instructions
This screen allows for editing a Program Participant address.

Program Participant

Organization Name PP1
Short Name PP1
Organization Type Name PVO
Email Address PP1@gmail.com
Phone Number 1111
IsFaithBased ☐
IsCommunityBased ☒
IsActive ☒

Main Address

Address Location Main
Country Australia
Address Line 1 PP1address
Address Line 2 PP1address
Address Line 3
Address Line 4
City DC
State Province DC
Zip Code 20052

Save

Fields with a star at the end are mandatory

To edit an address

1. Click on **Edit** on **Program Participant Organization Details** screen or **Edit Program Participant Organization Details** screen
2. Edit the following details
 - Select Address Location
 - Select Country
 - Enter Address Line 1
 - Enter Address Line 2(Not Mandatory)
 - Enter Address Line 3(Not Mandatory)
 - Enter Address Line 4(Not Mandatory)
 - City
 - State / Province
 - Zip Code
3. Click on **Save**

3.1.4. Manage Participant User

Participant users with PPAdmin will be able to edit, view and grant access to users of his / her organization. All other users will be able to edit or view their user details

USDA Foreign Agricultural Service Food Aid Information System (FAIS)

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

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

You are here : [Home](#) > [Administration](#) > Manage PP Users

Welcome [pp1_director](#) [[Log Off](#)]

Manage Program Participant Users

Instructions

This screen displays a list of users according to the search criteria specified. Following are user management rules:

- A non-administrative user can edit or view their own profile using the **Edit** and **View** links. A non-administrative user wishing to update their role should request a change in their role using a method outside FAIS.
- A Program Participant (PP) Administrator can edit, view, and manage permissions (roles) of staff in their organization only using the **Edit**, **View** and **Permission** links.
- A FAIS Administrator can edit, view, and manage permissions (roles) of organization staff for all organizations using the **Edit**, **View** and **Permission** links.

Search Information

Organization Type:

Organization:

User:

Users

Organization	First Name	Last Name	Email	Roles	Approved Date	Active	Actions
PP1	PP1_CONT1	FAS	PP1_CONT1@dummy.org	[PPAgCONT] [PPCONT]		True	Edit View Permission
PP1	PP1_CONT2	FAS	PP1_CONT2@dummy.org	[PPAgCONT] [PPCONT]		True	Edit View Permission
PP1	PP1_Creator	FAS	PP1_Creator@dummy.org	[PPAgCONT] [PPAgExec] [PPCONT] [PPCR]		True	Edit View Permission
PP1	PP1_Director	FAS	PP1_Director@dummy.org	[PPADMIN] [PPAgCONT] [PPAgExec] [PPCONT] [PPCR] [PPDir]	2/22/2011 3:05:34 PM	True	Edit View Permission
PP1	testuser100	FAS	testuser100@dummy.org			False	Edit View Permission

Callouts:

- Edit User Personal Details (points to [Edit](#))
- View User Details (points to [View](#))
- Manage user access permissions (points to [Permission](#))

To manage PP users, click on **Manage PP Users** link from **Administration**

1. Click on **Edit** to edit user personal details
2. Click on **View** to view user details
3. Click on **Permission** to edit user permission settings (Only users with **PPAdmin** role)

Edit PP User Details

The screenshot displays the 'FAIS-User Registration' screen within the USDA Food Aid Information System. The interface includes a left-hand navigation menu with options like 'FAIS', 'Current Change', and 'Data Navigation'. The main content area is divided into three sections: 'E-Authentication Details', 'Organization Details', and 'Personal Details'. Each section contains a form with various input fields and checkboxes. A red arrow points to the 'Address Type' dropdown menu in the Organization Details section, and another red arrow points to the 'Edit' button in the Personal Details section. The bottom of the screen features a 'Save' button.

E-Authentication Details

User name	[PPI_CONF1]
First name	[PPI_CONF1]
Last name	[FAIS]
Email address	[PPI_CONF1@dummy.org]

Organization Details

PP Organization Type	[Private Voluntary Organization]
PP Organization	[PPI]
Organization Name	[PPI]
Short Name	[PPI]
Address Type	[Main] Select Address Type
Address Line 1	[PPI]
Address Line 2	[PPI]
City	[PPI]
State Province	[PPI]
Country	[PPI]
Zip Code	[PPI]
Email Address	[PPI]
Phone Number	[PPI]
Is Authenticated	[PPI]
Is Connected	[PPI]

Personal Details

Title	[Mr]
Position	[None]
Phone	[1111]
Phone Extension	[1111]
Fax	[1111]
Email Alerts?	[No]
FAIS Alerts?	[No]

Requestor Comments

PP Admin Comments

FAIS Admin Comments

Save

In order to Edit Users personal details

1. Click on **Edit** against a user in **Manage Program Participant User** screen
2. System will display **FAIS User Registration** screen
3. The following details will be editable
 - Select Address Type
 - Edit Title
 - Edit Position
 - Edit Phone
 - Edit Phone Extension
 - Edit Fax
 - Check / Un Check E Mail Alerts
 - Check / Un Check FAIS Alerts
4. Click **Save** to save details

View PP User Details

The screenshot displays the 'Participant User Details' screen in the FAIS application. The interface includes a sidebar on the left with a 'Data Navigation' menu, a top navigation bar with various system links, and a main content area. The main content area is titled 'Participant User Details' and contains several sections: 'E-Authentication Details' with fields for User name, First name, Last name, and Email address; 'Program Participant' with fields for Organization Name, Short Name, Organization Type Name, Email Address, and Phone Number, along with checkboxes for 'Is Faith Based', 'Is Community Based', and 'Is Active'; 'User Details' with fields for Title, Position, Phone, Phone Extension, Fax, Email Alerts?, and FAIS Alerts?; 'Assigned Roles' showing '[Program Participant Agreement Contributor] [Program Participant Proposal Contributor]'; 'Available Roles' listing various roles like '[Program Participant Administrator]', '[Program Participant Agreement Contributor]', etc.; and 'For Admin Use Only' with checkboxes for 'Program Participant Administrator', 'Program Participant Agreement Contributor', 'Program Participant Agreement Executor', 'Program Participant Proposal Contributor', 'Program Participant Proposal Creator', and 'Program Participant Director'. There are also text areas for 'PP Admin Comments' and 'FAIS Admin Comments'.

In order to View Users details

1. Click on **View** against a user in **Manage Program Participant User** screen
2. System will display **Participant User Details** screen

3.1.5. Manage User Permissions

The screenshot shows the 'Edit Participant User' interface. It includes sections for user authentication details, program participant information, user details, and available roles. A red arrow points from the 'Select Role' button to the 'Available Roles' section. Another red arrow points from the 'Update Roles' button to the 'Click to update roles' text.

In order to manage user's role for accessing the FAIS, PPAdmin users will (Only PPAdmin users)

1. Click on **Permission** against a user in **Manage Program Participant User** screen
2. System will display **Edit Participant User** screen
3. The **Admin Use Section** will be editable
 - Click on check box against requisite roles
4. Click **Update Roles**
5. System will send an alert to the user whose roles has been modified

4. Proposal Creation

The application section of the manual is the most important part of the manual. It will go through each element of the process of creating and submitting a proposal through FAIS.

4.1. Getting started with proposal creation

Proposal Creation

Once a solicitation is created and published, the participant user will be able to create a proposal; the proposal should be created and submitted before the end date of the solicitation.

Note: A proposal can be submitted only for solicitations that are published.

Proposal Management at Participant Organization

Proposal Management			
Module/ Role	Participant Director	Participant Proposal Creator	Participant Proposal Contributor
Proposal	Can work on all sections of the proposal created by that director	Can work on all sections of an assigned proposal	Can work on assigned sections of a proposal
Proposal Submittal	Can submit proposal created by him / her to FAD	Can submit proposal assigned to him/her to Participant Director	Cannot submit proposal
Proposal Section Submission	Can submit to participant proposal creator	Can submit to participant proposal creator	Can submit proposal section/s assigned to him / her to participant proposal creator

4.1.1. Proposal Status

Proposal will be under various statuses along its life cycle as listed below

Proposal Status			
Status	Status Description	Action Button	UI / Page
In Progress	Proposal is created by a participant director	Create Proposal Online	Create Proposal
	Modification is requested on proposal details by participant director	Request Modification	Proposal Summary
Submitted For Review	Proposal is submitted to participant director for review by proposal creator	Submit for Review	Proposal Summary
Submitted	Proposal is submitted to FAD by participant director	Submit to FAD	Proposal Summary
Cancelled	Proposal submission to FAD is cancelled by participant director	Reject	Proposal Summary
Withdrawn	Proposal is withdrawn by participant director after it is submitted to FAD		
Approved	Proposal is approved by FAD Branch	NA	NA
Rejected	Proposal is rejected by FAD Branch	NA	NA
On Hold	Decision on the proposal is put On Hold by FAD Branch	NA	NA
PP Accepted	Approved proposal has been accepted by participant director	Accept	View Approval Letter
PP Declined	Approved proposal has been declined by the participant director	Decline	View Approval Letter

4.1.2. Accessing Proposal Link

There are different ways of accessing or navigating to the creating a proposal link. The different ways are mentioned below:

Navigating via USDA Food Aid

1. Through the [USDA- Food Aid](#) site, the user can select the programs listed in the page.
2. The user must select the program link
3. User will be redirected to <https://fas.usda.gov/fais/public/FoodAid>

Navigating via FAIS

There are two ways through which you can create proposals through the FAIS system, they are as follows:

1. Select **Solicitation** from Proposal Management Menu > Select **View** against the solicitation you want to view > Select **Create Proposal** on the Create Proposal page.
2. Select Proposals from the Proposal Management Menu > Select **Create New Proposal** from the Proposal List.

Note: Some of the fields in the Create New Proposal page are already pre populated with the solicitation details.

4.2. *Creating a Proposal*

In the Proposal Creation page to create new proposal select the Create New Proposal, the Create New Proposal screen opens. To create a proposal, follow the steps listed below:

1. Select the **Fiscal Year** from the Drop Down List
2. Select the **Program Type** from the drop down list
3. Select the **Solicitation** from the drop down list.
4. Select **View Solicitation** to view the solicitation.
5. Select **Create Online Proposal**, to view the proposal.

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

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

Welcome [pp1_director](#) [[Log Off](#)]

Create Proposal

Instructions

This page allows a Program Participant Director to view a solicitation and to create a proposal against the solicitation.

Search and Select Solicitation

Fiscal Year:

Program Type:

Solicitation:

Front Page

[Home Page](#)

How to Apply for the McGovern-Dole International Food for Education and Child Nutrition Program FY 2012

General Application Instructions

- Considerations for the McGovern-Dole International Food for Education and Child Nutrition
- Guidelines for Introductory Statement
- Guidelines for Plan of Operation
- World Education Forum Member Countries
- Helpful hints for the SF-424
- [Faith Based/Community Initiative Survey](#) (Optional)

Ways to Apply

Please note: While online proposal submission is preferred, USDA recommends that proposals be submitted both online and by email.

(1) *Online Proposal Submission (preferred)*

- [Instructions](#)
- [Online Food Aid Proposal Entry System](#)
- [SF 424](#)

(2) *E-mail Submissions*

- [Instructions](#)
- [SF 424](#)

Solicitation Details & Instructions for creating a proposal

Proposal Sections & Layout

Proposal is broadly divided into following areas

- Proposal Summary – View proposal workflow history and work flow actions
- Assigning Roles – Assign proposal creators and section contributors
- Applicant Details – Details of point of contacts for the proposal
- Proposal Section –
 1. Introduction Section – Introduces the proposal
 2. Commodity Section – Elucidates the commodity requirement
 3. Activity Objective Section – Explains the Activities to be performed through the proposal
 4. PVO Budget Section / WFP Budget Section – Elaborates Financial requirements

Note: - User should ensure sections are created in the sequence listed above

Assigning a Proposal

Once the user selects Create Online Proposal, the Assign proposal page opens. The page allows you to assign the proposal to a contributor. This allows the user/role to manage the proposal.

To assign the proposal to a contributor follow the steps listed below:

1. The following details are prepopulated by the system:

- a. Organization name
 - b. Proposal Number
 - c. Program Type
 - d. Proposal Status
2. Select the name of the Program Participant creator from the drop down list. This is a mandatory field.
3. Enter comments if any.
4. Select the name of the contributor for Introduction section from the drop down list. This is a mandatory field. Select the name of the contributor for Commodity section from the drop down list. This is a mandatory field.
5. Select the name of the contributor for Activity Objective section from the drop down list. This is a mandatory field.
6. Select the name of the contributor for Budget section from the drop down list. This is a mandatory field.
7. Select **Assign** to assign the proposal to a creator.

Note: The fields in yellow and with * mark are mandatory.

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Food Aid Information System (FAIS)

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

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

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

Assign Proposal

Instructions

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.

Basic Information

Organization:

Proposal Number:

Program Type:

Status:

PP Creator: *

Comments:

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

Once the proposal is assigned, an automated mail is sent out to the contributors assigned to the section. The automated mail is sent out to contributors who opted for email alerts.

4.2.1. Proposal Applicant Details

The Proposal Applicant Details page lists all the contact information of the applicant. This page needs to be filled by either the Proposal Creator or the Proposal Director.

Most of the applicant details are already prepopulated based on the user profile. The user can only modify the following details:

1. The user can enter or modify the office associated with this applicant; you can select either branch or main from the drop down menu.
2. The user can enter or modify the Phone and fax numbers listed.
3. Select **Save** to save the participant and proposal details.

Note: At least one contact should be listed for each Contact type.

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

Home | Reports Out | Agreement Management | Administration | Compliance Management | Proposal Management | Budget | About FAIS

You are here: Home > Proposal Management > Proposal Summary > Applicant Summary > Create Proposal Contact

Welcome **pp1_director** [Log Off]

Create Proposal Contact

Instructions

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:

- **US Contact:** organization proposal contact person with USA information.
- **Legal Signatory:** organization proposal contact person with legal authority to sign proposal documents.
- **Donation Country:** organization contact person in the donation country.
- **Organization HQ:** organization proposal contact person at the Headquarters location.
- **Applicant:** organization proposal contact person 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 registration profile. Only the person's phone number and fax number will be editable for the purposes of this proposal only; i.e., the new information will not be stored permanently in the person's registration profile information.

Participant & Proposal Information

Organization Name: PP1
Address Location: Main
Address Line 1: PP1address
Address Line 2: PP1address
City: DC
State Province: DC
Country: Australia
Zip Code: 20052
Proposal Number: 2011-0230
Program Type: FFE
Status: In Progress

Basic Information

Contact Type: ☒ US Contact
☒ Legal Signatory
☒ Donation Country
☒ Organization HQ
☒ Applicant Contact

Participant Contacts: PP1_CONT1 FAS (User selects)

Title: Mr.
First Name: PP1_CONT1
Last Name: FAS
Middle Initial:
Position: none
Email: PP1_CONT1@dummy.org
Phone: 11111 (User editable)
Fax: 11111
PP Address Location: Main (User selects)
Address Line 1: PP1address
Address Line 2: PP1address
City: DC
State Province: DC
Country: Australia
Zip Code: 20052

Save

4.2.2. Proposal Sections

Proposal contains 4 major sections and applicant details. The sections can be assigned to contributors and they have their own workflow and statuses as mentioned below

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

4.2.3. Introduction Section

The Introduction section basically outlines the proposal summary and details. This section is usually handled by a contributor who is assigned this section by the proposal creator.

This section has four tabs, the contributor is required to enter the required details and then submit the section for review to the proposal creator. The four tabs are:

- Introduction Summary
- Introduction Details
- Program Administration Details
- Attachments

Introduction Summary

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FAS

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

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

Welcome [pp1_director](#) [[Log Off](#)]

Proposal Introduction Section Summary

Instructions

This page displays summary information about the proposal, and the history for the Introduction section; e.g., section submissions and requests for modification. Depending on the section status, the Summary page also allows for submission of the section for review using the "Workflow Actions" section.

Introduction Summary | Introduction Details | Program Administration List | Attachments

Proposal Information

Organization: PP1
 Proposal Number: 2011-0216
 Program Type: FFE
 Status: In Progress
 Country: Zimbabwe

Proposal Section History

User	Date	Action	Status	Comments
PP1_Director FAS	03/06/2011	Submit For Review	Submitted For Review	test comments

Workflow Actions

[Request For Modification](#)

The introduction summary lists the proposal information, the proposal information is generally pre populated based on the information that was entered while creating the proposal.

The status of the proposal can either be In Progress or Submitted for Review based on the status of the section.

The proposal section history details the list of activities that occurred as a part of this section.

Workflow Actions: Based on the user role the summary displays the action that can be performed on this summary, which is either Submit for Review or Request for Modification

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

Introduction Details

The screenshot shows the 'Proposal Introduction Section Details' form in the FAIS system. The form is titled 'Proposal Introduction Section Details' and includes a navigation bar with links like Home, Reports Out, Agreement Management, etc. The main content area is divided into sections: 'Proposal Information' and 'Introduction Details'. The 'Proposal Information' section contains fields for Organization (PP1), Proposal Number (2011-0216), Program Type (PFE), Status (In Progress), and Country (Zimbabwe). The 'Introduction Details' section contains fields for Country (Zimbabwe), Anticipated Start Date (4/30/2012), Anticipated Completion Date (4/30/2013), and Anticipated Monetization Date (10/30/2012). There are also checkboxes for 'Is This A Continuation Of Previous Program' and 'Is This A Consortium'. A large text area for 'Introduction' contains the text 'Test Proposal'. A 'Save' button is at the bottom.

The user is required to enter the following details:

1. Select the name of the Country from the drop down list. This is a mandatory field.
2. Select the Anticipated Start Date from the calendar. This is a mandatory field.
3. Select the Anticipated Completion Date from the calendar. This is a mandatory field.
4. Select the checkbox if this proposal is a continuation of a previous program.
5. Select the checkbox if this is a consortium.
6. Enter Introduction Details in the text box provided. This is a mandatory field.
7. Select **Save** to save the details entered.

Note: The fields in yellow and with * mark are mandatory.

Program Administration List

The screenshot shows the FAIS (Food Aid Information System) interface. The top navigation bar includes links for Home, Reports Out, Agreement Management, Administration, Compliance Management, Proposal Management, Budget, and About FAS. The left sidebar contains a 'My FAIS' section with a 'Current | Change' link and a 'Data Navigation' section with links for View Proposal, View Proposal Assignment, View Applicant Details, View Introduction, View Commodity, View Activity Objective, View PVO Budget, Proposal Summary, Proposal Assignment, Applicant Details, Introduction, Activity Objective, Commodity, and PVO Budget. The main content area is titled 'Proposal Program Administration' and includes an 'Instructions' box, a 'Program Administration List' tab, and a table for 'Proposal Information'. The table has columns for Title, Percentage of Time (x,y %), Main Responsibility, and Action. The first row shows 'Test' with 100.00% time and 'test' as the main responsibility. There are buttons for 'Add new record', 'Edit', and 'Delete'.

The Program Administration tab basically lists the number of people who will be working on the project, their title, and % of time they will devote to this project and their main responsibility.

To add a new record, select Add a New record, a new record opens in the table below.

1. Enter the title of the person who will be working on this proposal.
2. Enter the % of time the person will be dedicating for this project
3. Enter the main responsibility of the person.
4. Select **Insert** to Insert the record.
5. Select **Cancel** to cancel.

Editing a record:

To Edit the record that already exists,

1. Select **Edit** and modify the details.
2. Select **Update** to update the modified details

Attachments

My FAIS
Current | Change
• Alerts
Data Navigation
• View Proposal
• View Proposal Assignment
• View Applicant Details
• View Introduction
• View Commodity
• View Activity Objective
• View PVO Budget
• Proposal Summary
• Proposal Assignment
• Applicant Details
• Introduction
• Activity Objective
• Commodity
• PVO Budget

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

Welcome [pp1_creator](#) [[Log Off](#)]

Attachments

Instructions

Introduction Summary Introduction Details Program Administration List **Attachments**

Proposal Information

Organization: PP1
Proposal Number: 2011-0228
Program Type: FFE
Status: Submitted For Review
Country: Sudan

List of Attachments

ID	Name	Type	Comment	Action
----	------	------	---------	--------

Upload a file

File Type: Generic
File Name:
Comment:

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

To attach any documents that will support this section you can attach the documents in this tab.

To attach a document:

1. Select the File Type from the drop down list.
2. Select the file you want to upload by selecting **Browse**.
3. Select **Upload** to upload the document. Once uploaded, the document will be listed in the table below.
4. To delete any document uploaded select **Delete**.

4.2.4. Commodity Section

This section is where the user enters information about the commodity. This section has four tabs, as listed below:

- Commodity Summary
- Commodity List
- Special Needs and Distribution methods

- Monetization
- Attachments

Commodity Summary

The screenshot displays the 'Commodity Section Summary' page in the FAIS system. The page includes a navigation menu on the left, a breadcrumb trail at the top, and a main content area with sections for 'Proposal Information', 'Proposal Section History', and 'Workflow Actions'.

Proposal Information:

Organization	PP1
Proposal Number	2011-0216
Program Type	FFE
Status	In Progress
Country	Zimbabwe

Proposal Section History:

User	Date	Action	Status	Comments
PP1_Director FAS	03/06/2011	Submit For Review	Submitted For Review	Please review

Workflow Actions:

[Request For Modification](#)

The Commodity summary lists the proposal information, the proposal information is generally pre populated based on the information that was entered while creating the proposal.

The status of the proposal can either be In Progress or Submitted for Review based on the status of the section.

The proposal section history details the list of activities that occurred as a part of this section.

Workflow Actions: Based on the user role the summary displays the action that can be performed on this summary, which is either Submit for Review or Request for Modification.

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 Modification	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

Create Proposal Commodity Section List

The Create Proposal Commodity Section List tab details the proposal information and the list of commodities selected.

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

Linking U.S. Agriculture to the World

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

You are here: Home > Proposal Management > Proposal Summary > Commodity List

Welcome pp1_director [Log Off]

Proposal Commodity Section List

Instructions

This page lists the Commodities already created for the proposal. The page also allows for managing the commodities:

- To add a new commodity, click on the link **Create New Commodity**.
- To edit or delete a commodity from the list, click on the links **Edit** or **Delete**.

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

Proposal Information

Organization: PP1
 Proposal Number: 2011-0216
 Program Type: FFE
 Status: In Progress
 Country: Zimbabwe

Create New Commodity link

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
Alfalfa Seed	Monetization	1000	Packaged	2/4 lb bag	Zimbabwe	11/2012	10.00				Edit Delete

To create a new commodity select **Create New Commodity** and to Edit an existing commodity select **Edit** against the commodity you want to edit.

Create New Commodity

To create a new commodity select **Create New Commodity**, the create Proposal Commodity page opens.

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

Home | Reports Out | Agreement Management | Administration | Compliance Management | Proposal Management | Budget | About FAIS

You are here: Home > Proposal Management > Proposal Summary > Commodity List > Create Commodity

Welcome pp1_director [Log Off]

Create Proposal Commodity

Instructions

This page allows for the addition of a new commodity to the proposal. Required fields are highlighted in yellow and marked with an asterisk (*). If a commodity needs to be added that is not already in the list of commodities, send an email to xxx@fas.usda.gov.

Proposal Information

Organization: PP1
Proposal Number: 2011-0216
Program Type: FFE
Status: In Progress
Country: Zimbabwe

Basic Information

Commodity: Alfalfa Seed *
Commodity Usage Type: Monetization *
Quantity MT: *
Package Type: Packaged *
Package Size: 2/4 lb bag *
Destination Country: Zimbabwe *
Delivery To U.S. Port: January *
Month & Year: *

Monetization Details

Estimated Sales Per MT (\$):
Estimated Proceeds (\$):

Barter Details

Kind of Goods or Service:
Quantity of Goods or Service:
Total Value of Service Derived (\$):

Save

The Proposal information is prepopulated. Enter the Basic Information as shown below,

1. Select the Commodity type from the drop down list.
2. Select the commodity Usage Type from the drop down list
3. Enter the Quantity MT as required.
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 Deliver to US Port.

Note: All the fields listed are mandatory fields.

Based on the Commodity Usage Type you selected the sections below will be active. If the Commodity type selected is Monetization or Barter, the corresponding sections will be active below:

Monetization Details:

Enter the following information if Commodity Usage Type is "Monetization"

1. Enter the Estimated Sales per MT in the field.
2. The estimated Proceeds fields get calculated based on your input.

Barter details:

Enter the following information if Commodity Usage Type is "Barter"

1. Enter the Kind of Goods or Service in the field.
2. Enter the Quantity of Goods or Service.

3. Enter the Total value of Service Derived.

Select **Save** to create a commodity for the proposal.

Special Needs and Distribution Method

In the Special Needs and Distribution Method tab, the user is required to enter details for the following fields:

The screenshot shows the 'Special Needs & Distribution Methods' tab in the USDA FAIS system. The interface includes a sidebar with navigation links, a 'Proposal Information' section, and a 'Special Needs & Distribution Methods' section with five rows of text input fields. The first row is for 'Special Delivery, Commodity, Processing, or Packaging Needs', and the others are for 'Transportation / Logistics / Reprocessing / Repackaging Text', 'Duty Free Entry', 'Economic Impact', and 'Other Remarks'. All input fields are highlighted in yellow. A 'Save' button is at the bottom left.

1. Special Delivery, Commodity, Processing, or Packaging Needs
2. Transportation / Logistics / Reprocessing / Repackaging Text
3. Duty Free Entry
4. Economic Impact
5. Other Remarks
6. Select **Save** to save the details entered.

Note: The fields in yellow and with * mark are mandatory.

Monetization

The Monetization tab is active / editable only if the user selects the Commodity User Type as Monetization in the Create Proposal Commodity tab.

The screenshot shows the 'Proposal Commodity Section Monetization' form in the FAIS system. The form is divided into several sections:

- Navigation Menu (Left):** Includes 'My FAIS', 'Current | Change', 'Alerts', and 'Data Navigation' with links to various proposal management functions.
- Breadcrumb Trail (Top):** Shows the path: Home > Proposal Management > Proposal Summary > Monetization.
- Instructions (Green Box):** States: 'This page allows you to enter additional details related to the monetization for the commodities selected for the proposal. Required fields are highlighted in yellow and marked with an asterisk.'
- Commodity Summary (Tabs):** Includes 'Commodity Summary', 'Commodity List', 'Special Needs & Distribution Methods', 'Monetization' (active), and 'Attachments'.
- Proposal Information:** A table with fields for Organization (PP1), Proposal Number (2011-0216), Program Type (FFE), Status (In Progress), and Country (Zimbabwe).
- Monetization:** A section with four mandatory text input fields (highlighted in yellow and marked with an asterisk):
 - Impact On Other Sales
 - Private Sector Participation In Sale Of Commodity
 - Sales Proceed Usage Activity Implementation
 - Assuring Receipt Procedures
- Save Button:** Located at the bottom left of the form.

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. Select **Save** to save the details.

Note: The fields in yellow and with * mark are mandatory.

Attachments

To attach any documents that will support this section you can attach the documents in this tab.

To attach a document:

1. Select the File Type from the drop down list.
2. Select the file you want to upload by selecting **Browse**.
3. Select **Upload** to upload the document. Once uploaded, the document will be listed in the table below.
4. To delete any document uploaded select **Delete**.

The screenshot shows the 'Attachments' tab selected in the FAIS system. At the top, there's a navigation bar with tabs: 'Instructions', 'Commodity Summary', 'Commodity List', 'Special Needs & Distribution Methods', 'Monetization', and 'Attachments' (which is highlighted in green). Below the navigation bar is the 'Proposal Information' section, which includes fields for Organization (PP1), Proposal Number (2011-0228), Program Type (FFE), Status (Submitted For Review), and Country (Sudan). Below this is a 'List of Attachments' table with columns: ID, Name, Type, Comment, and Action. At the bottom, there's an 'Upload a file' section with a 'File Type' dropdown menu (set to 'Generic'), a 'File Name' input field, a 'Comment' input field, and buttons for 'Browse...', 'Upload', and 'Delete'.

4.2.5. Activity Objective Section

This section is used to explain the objectives addressed through this proposal. This section has the following tabs:

- Activity Objective summary
- Activity Objectives
- Activities & Beneficiaries
- Mapping
- Other Details
- Attachments

Activity Objective Summary

The screenshot displays the 'Proposal Activity Objective Summary' page in the USDA FAIS system. The page includes a sidebar with navigation links, a breadcrumb trail, and a main content area with sections for Proposal Information, Proposal Section History, and Workflow Actions.

Proposal Information

Organization	PP1
Proposal Number	2011-0216
Program Type	FFE
Status	In Progress
Country	Zimbabwe

Proposal Section History

User	Date	Action	Status	Comments
PP1_Director FAS	03/06/2011	Submit For Review	Submitted For Review	test

Workflow Actions

[Request For Modification](#)

The Activity Objective summary lists the proposal information, the proposal information is generally pre populated based on the information that was entered while creating the proposal.

The status of the proposal can either be In Progress or Submitted for Review based on the status of the section.

The proposal section history details the list of activities that occurred as a part of this section.

Workflow Actions: Based on the user role the summary displays the action that can be performed on this summary, which is either Submit for Review or Request for Modification

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 Modification	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

Activity Objective List

The Activity Objective List tab details the activity objectives, along with the proposal information.

Proposal Activity Objective List

Instructions

This page lists the Activity Objectives already created for the proposal. The page also allows for managing the activity objectives:

- To add a new objective, click on the link **Create New Activity Objective**.
- To edit or delete an objective from the list, click on the links **Edit** or **Delete**.

Activity Objective Summary | **Activity Objectives** | Activities & Beneficiaries | Mapping | Other Details | Attachments

Proposal Information

Organization: PP1
 Proposal Number: 2011-0216
 Program Type: FFE
 Status: In Progress
 Country: Zimbabwe

[Create New Activity Objective](#)

[Add New Activity Objective](#)

Activity Objective	Description	Outcome	Actions
Create or rehabilitate improved market systems	Test	Test	Edit Delete

To Edit an existing objective select **Edit** against the commodity you want to edit. To delete an objective select **Delete**.

Create a New Objective

Add / Edit Activity Objective

Form Instructions

This page allows you to:
 - Select an Activity Objective from a prepopulated list and enter all fields associated with this objective. Required fields are highlighted in yellow color and marked with an asterisk (*). If none of the activity objectives listed satisfies your needs, you may select **Add Custom Form** from the drop-down menu and enter the data for the newly created objective in the form dated **Custom Form** (which will open up only in this case).
 - Add an already entered Activity Objective.

Form

Activity Objective:

Description:

Date Issued:

Outcome:

Method of Monitoring:

Method of Evaluation:

Impact on Private Sector:

[Save](#)

To create a new objective, select **Add New Activity Objective**, the **Add/Edit Objective** page opens. To add an objective:

1. Select the Activity Objective from the drop down list
2. Enter description for the following category:
 - Activity Objective Description
 - Base line
 - Outcome
 - Method of Monitoring
 - Method of Evaluation
 - Impact on Private Sector
3. Select **Save** to save and add the objective.

Note: The fields in yellow and with * mark are mandatory.

Activities and Beneficiaries

This section allows you to add or edit activities that will benefit the beneficiaries.

Adding an activity

The screenshot displays the 'Proposal Activities & Beneficiaries' page in the FAIS system. The page layout includes a sidebar on the left with navigation links, a top navigation bar, and a main content area. The main content area features a 'Proposal Information' section with fields for Organization, Proposal Number, Program Type, Status, and Country. Below this is an 'Add/Edit Proposal Activity' section with a dropdown menu for 'Activity' and a text field for 'ActivityDescription'. A 'Save' button is present. At the bottom, there is a table listing activities, with one row showing 'Greenhouses/gardens' and a 'Create New Activity' button next to it.

ID	Activity	Activity Description	Action
457	Greenhouses/gardens		Edit Activity Delete Activity Manage Beneficiary

To add an activity:

1. Select the Activity type from the drop down list.
2. Enter the description in the activity description field.
3. Select **Save** to save and add the activity. The activity will appear on the activity list.
4. To edit the activity select **Edit**.
5. To delete an activity select **Delete**.

Managing Beneficiaries

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

Linking U.S. Agriculture to the World

Home | Reports Out | Agreement Management | Administration | Compliance Management | Proposal Management | Budget | About FAIS

You are here : [Home](#) > [Proposal Management](#) > [Proposal Summary](#) > [Activity and Beneficiaries](#) > Manage Beneficiary

Welcome [pp1_director](#) | [Log Off](#)

Proposal Activity Objective Activity Beneficiary List

Instructions

This page allows for adding or updating beneficiary information for a selected activity (the selected activity is shown in the screen section called **Activity Details**). Each activity has an **Output**, **Direct Beneficiaries** and **Indirect Beneficiaries**. For each of these fields, you should also specify a figure (number) applicable to the field. For example, if an activity is called "School Meals", assume there are 8,000 students (direct beneficiaries) benefited from the program and they belong to 3,000 families (indirect beneficiaries). In this case, the various fields are as follows:

- Fiscal Year:** Notice that an activity may span multiple years and may have the same or different beneficiaries for the different years. This field is used to specify the beneficiaries for a given fiscal year.
- Output:** Prepare and distribute 2 daily student meals in 50 schools for 100 days.
- Output#:** 10000.
- Direct Benef.** Students.
- Direct Benef#:** 8000.
- Indirect Benef.** Families.
- Indirect Benef#:** 3000.

Activity Objective Summary | Activity Objectives | **Activities & Beneficiaries** | Mapping | Other Details | Attachments

Proposal Information

Organization: PP1
Proposal Number: 2011-0216
Program Type: FFE
Status: In Progress
Country: Zimbabwe

Activity Details

Activity: Greenhouses/gardens
Activity Description:

Add/Edit Beneficiary

Fiscal Year: <Select the Year> *
Output:
Output #: *
Direct: <Select> *
Direct #: *
Indirect: <Select> *
Indirect #: *

[Save](#)

[Create New Beneficiary](#)

ID	Year	Output	Output #	Direct	Direct #	Indirect	Indirect #	Actions
162	2012	test	100	Boys Below 5	10	Women	10	Edit Delete

[Back to Activity and Beneficiaries](#)

To manage beneficiaries, select **Manage Beneficiaries**, on the Activity list, the Proposal Activity Objective Activity Beneficiary List page opens.

Adding Beneficiaries

To add a beneficiary:

1. Select the fiscal year from the drop down list
2. Enter the output description in the Output field.
3. Enter the number of beneficiaries for the output in the Outout # field.
4. Select the type of direct beneficiaries from the drop down list
5. Enter the number of direct beneficiaries
6. Select the type of indirect beneficiaries from the drop down list
7. Enter the number of indirect beneficiaries
8. Select **Save** to save and add the beneficiaries.

Mapping

The screenshot displays the 'Proposal Activity Objective & Activity Mapping' page in the FAIS system. The page includes a navigation menu on the left, a breadcrumb trail at the top, and a main content area with instructions, proposal information, and a mapping table.

Navigation Menu:

- My FAIS
- Current | Change
- Alerts
- Data Navigation
 - View Proposal
 - View Proposal Assignment
 - View Applicant Details
 - View Introduction
 - View Commodity
 - View Activity Objective
 - View PVO Budget
 - Proposal Summary
 - Proposal Assignment
 - Applicant Details
 - Introduction
 - Activity Objective
 - Commodity
 - PVO Budget

Breadcrumb Trail: Home > Reports Out > Agreement Management > Administration > Compliance Management > Proposal Management > Budget > About FAIS

Page Title: Proposal Activity Objective & Activity Mapping

Instructions:

Activities must be mapped to activity objectives. Notice that a single activity may be mapped to more than one activity objective as long as the activity is 100% mapped. For example, an activity may be mapped to a single activity objective if that activity contributes entirely to that one objective, or the activity may be mapped to two objectives (40% to one objective and 60% to another objective).

This page allows for the mapping of an Activity to an Activity Objective with the appropriate percentage applied. You may create this mapping by either selecting the activities and activity objectives already specified for the proposal from the drop-down menus and clicking the **Save** button or by clicking on the **Create Activity Mapping** link. You may also edit or delete an existing mapping (relationship) by using the **Edit** or **Delete** links.

Activity Objective Summary | **Activity Objectives** | **Activities & Beneficiaries** | **Mapping** | **Other Details** | **Attachments**

Proposal Information

Organization	PP1
Proposal Number	2011-0216
Program Type	FFE
Status	In Progress
Country	Zimbabwe

Add/Edit Activity Objective & Activity Mapping

Proposal Activity: <Select Proposal Activity>

Activity Objective: <Select Activity Objective>

Percentage:

Save

[Create New](#)

Activity	Activity objective	Percentage	Action
Greenhouses/gardens	Create or rehabilitate improved market systems	100	Edit / Delete

In this tab, the user can map the activity to the objective. To map an activity to an objective:

1. Select Create New, to map an activity to an objective.
2. Select the activity type from the drop down list.
3. Select the objective from the drop down list.
4. Enter the percentage of mapping.
5. Select **Save** to save and map the activity to the objective.

Note: - Each Activity has to be mapped exactly 100%

Other Details

USDA United States Department of Agriculture Food Aid Information System

Home Reports Out Agreement Management Administration Compliance Management Proposal Management Summary Activity Details

You are here: Home > Proposal Management > Proposal Summary > AO Additional Details

Welcome user: director 1.1.1.1

Proposal Activity Objective Other Details

Instructions: This page allows you to enter additional details related to the activity objectives and activities. Required fields are highlighted in yellow and marked with an asterisk.

Activity Objective Summary Activity Objectives Activities & Beneficiaries Mapping **Other Details** Attachments

Proposal Information

Organization	IFFI
Proposal Number	2011-0216
Program Type	FFE
Status	In Progress
Country	Zimbabwe

Activity Objective Other Details

Recipient Agency	Test
Government and Non-Government Agencies	Test
Method Of Educating Public	Test
Method Of Choosing Beneficiaries	Test

Save

Using this tab the user can enter any other details pertaining to objectives and activities in here.

The user needs to

1. To enter the following descriptions:
 - Recipient agency
 - Government and Non-Government Agencies Test
 - Method Of Educating Public Test
 - Method of Choosing Beneficiaries
2. Select **Save** to save and add the objective.

Note: The fields in yellow and with * mark are mandatory.

Attachments

The screenshot displays the FAIS (Food Aid Information System) interface. At the top, the USDA logo and 'United States Department of Agriculture Food Aid Information System (QA)' are visible. A navigation bar includes links like Home, Reports Out, Agreement Management, Administration, Compliance Management, Proposal Management, Budget, and About FAS. The user is logged in as 'pp1_creator' and is viewing the 'Attachments' page for a specific proposal.

My FAIS
Current | Change
• Alerts

Data Navigation
• View Proposal
• View Proposal Assignment
• View Applicant Details
• View Introduction
• View Commodity
• View Activity Objective
• View PVO Budget
• Proposal Summary
• Proposal Assignment
• Applicant Details
• Introduction
• Activity Objective
• Commodity
• PVO Budget

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

Welcome [pp1_creator](#) [[Log Off](#)]

Attachments

Instructions

Activity Objective Summary | Activity Objectives | Activities & Beneficiaries | Mapping | Other Details | **Attachments**

Proposal Information

Organization	PP1
Proposal Number	2011-0228
Program Type	FFE
Status	Submitted For Review
Country	Sudan

List of Attachments

ID	Name	Type	Comment	Action
----	------	------	---------	--------

Upload a file

File Type:

File Name:

Comment:

To attach any documents that will support this section you can attach the documents in this tab.

To attach a document:

1. Select the File Type from the drop down list.
2. Select the file you want to upload by selecting **Browse**.
3. Select **Upload** to upload the document. Once uploaded, the document will be listed in the table below.
4. To delete any document uploaded select **Delete**.

4.2.6. PVO Budget Section

Budget section should be completed only after completing the Activity Objective section. Budget format differs based on PP Organization type

- Private Voluntary Organization – PVO Budget
- World Food Program – WFP Budget
- Government – No Budget

This section is divided into three tabs in case of a PVO Budget, they are as follows:

- PVO Budget Summary
- Budget List
- Attachments

PVO Budget Summary

The screenshot displays the 'Proposal PVO Budget Summary' page in the USDA FAIS system. The page includes a navigation menu on the left, a breadcrumb trail at the top, and a main content area with three tabs: 'PVO Budget Summary' (selected), 'PVO Budget List', and 'Attachments'.

Proposal Information

Organization	PP1
Proposal Number	2011-0216
Program Type	FFE
Status	In Progress
Country	Zimbabwe

Proposal Section History

User	Date	Action	Status	Comments
PP1_Director FAS	03/06/2011	Submit For Review	Submitted For Review	PI review budget

Workflow Actions

[Request For Modification](#)

The PVO Budget Summary lists the proposal information, the proposal information is generally pre populated based on the information that was entered while creating the proposal.

The proposal section history details the list of activities that occurred as a part of this section.

Workflow Actions: Based on the user role the summary displays the action that can be performed on this summary, which is either Submit for Review or Request for Modification.

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

PVO Budget List

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

Linking U.S. Agriculture to the World
FAS

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

My FAIS
Current | Change
Alerts
Data Navigation

- View Proposal
- View Proposal Assignment
- View Applicant Details
- View Introduction
- View Commodity
- View Activity Objective
- View PVO Budget
- Proposal Summary
- Proposal Assignment
- Applicant Details
- Introduction
- Activity Objective
- Commodity
- PVO Budget

You are here : [Home](#) > [Proposal Management](#) > [Proposal Summary](#) > PVO Budget List
Welcome [pp1_director](#) | [Log Off](#)

Proposal PVO Budget List

Instructions
This page displays the list of budget line items created and allows you to enter a new budget line item by clicking on the link [Create New Budget Line Item](#). You may edit or delete a line item by clicking on the links [Edit](#) or [Delete](#) for that line item.

PVO Budget Summary | **PVO Budget List** | Attachments

Proposal Information

Organization	PP1
Proposal Number	2011-0216
Program Type	FFE
Status	In Progress
Country	Zimbabwe

Fiscal Year	Cash (\$)	Monetization (\$)	Total(\$)
2012	2310.00	20790.00	23100.00
Total	2310.00	20790.00	23100.00

Add Line Item
Add Budget Line Item

Fiscal Year	Activity	Expense Type	Details	Quantity	Price Per Unit (\$)	Total Price (\$)	NICRA %	Total After NICRA (\$)	Cash (\$)	Monetization (\$)	Action
2012	Administration	Equipment	Office Furnitures	10	100.00	1000.00	10.00	1100.00	110.00	990.00	Edit Delete
2012	ITSH	Salaries	Manager	2	10000.00	20000.00	10.00	22000.00	2200.00	19800.00	Edit Delete

This tab lists the budget details for each activity listed in this proposal.

You can add a new budget line item, or edit a line item by selecting **Edit** and delete a line item by select **Delete**.

Adding an budget line item

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Food Aid Information System (FAIS)

Home | Reports Out | Agreement Management | Administration | Compliance Management | Proposal Management | Budget | About FAIS

You are here: Home > Proposal Management > Proposal Summary > PVO Budget List > Create PVO Budget

Welcome pp1_director [Log Off]

Create Proposal PVO Budget

Instructions

The PVO Budget comprises three categories: 1) General Administration; 2) ITSH (Internal Transportation, Storage and Handling); and 3) Activities. Every budget line item must belong to one of the above categories. For each line item, specify:

- Fiscal Year:** Fiscal year for the line item. The same line item may be repeated more than one time if the budget line item spans multiple years.
- Activity:** Select a project activity already specified for the project (from the Activity Objective section), or select Administration or ITSH.
- Expense Type:** Select a value from the drop-down menu.
- Location:** Select from the drop-down menu.
- Details:** Enter the description that describes the line item. For example, you may enter "Project Manager" if the Expense Type = Salaries, or "Printers" if the Expense Type = Equipment.
- Quantity:** Enter the appropriate quantity. For example, if the Details = Project Manager, then enter the number of hours; e.g., 500 in this field and enter the cost per hour in US Dollars for the Project Manager in the Price Per Unit field; if Details = Printers, then enter the number of printers, e.g., 2 in this field, and enter the cost per printer in US Dollars in the Price Per Unit field.
- Price Per Unit:** See Above.
- Total Price:** Calculated field based on the Quantity and Price Per Unit fields.
- NICRA%:** Enter the indirect rate for this line item.
- Total After NICRA:** Calculated field that include the effect of NICRA on the total price for this line item.
- Cash%:** Enter the percentage of the Total Cost After NICRA that will be covered by cash donation (as opposed to being covered from monetization proceeds).
- Monetization%:** Calculated field equal to 100 - Cash%.
- Cash and Monetization:** Calculated fields in US Dollars for the total cost of the line item that will be raised from cash and from monetization proceeds.

Proposal Information

Organization: PP1
Proposal Number: 2011-0216
Program Type: FFE
Status: In Progress
Country: Zimbabwe

Basic Information

Fiscal Year: 2011
Activity: ITSH
Expense Type: Salaries
Location: Field
Details:
Quantity:
Price Per Unit (\$): 0
Total Price (\$): 0
NICRA %:
Total After NICRA (\$): 0
Cash %:
Monetize %:
Cash (\$): 0
Monetization (\$): 0

Save

To add a budget line item:

1. Select Add Budget Line item, the Create Proposal PVO Budget page opens.
2. Select the Fiscal year from the drop down list.
3. Select the Activity from the drop down list. (This will depend on the Activities selected in the Activity Objective section)
4. Select the Expense type from the drop list.
5. Select the Location from the drop down list.
6. Enter the details in the details field.
7. Enter the quantity desired in the Quantity field.
8. Enter the Price per unit.
9. The Total Price will be calculates automatically based on the input in the Price Per unit field.
10. Enter the NICRA %
11. The Total after NICRA % will be calculates automatically based on the input in the Enter the NICRA % field.
12. Enter the cash % desired
13. The Monetize % will be calculates automatically based on the input
14. The Cash % will be calculates automatically based on the input
15. The Monetize amount will be calculates automatically based on the input
16. Select **Save** to save and add the budget line item.

Note: The fields in yellow and * mark means they are all mandatory.

Attachments

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

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

Welcome [pp1_creator](#) [[Log Off](#)]

Attachments

Instructions

PVO Budget Summary | PVO Budget List | **Attachments**

Proposals Information

Organization: PP1

Proposal Number: 2011-0228

Program Type: FFE

Status: Submitted For Review

Country: Sudan

List of Attachments

ID	Name	Type	Comment	Action
----	------	------	---------	--------

Upload a file

File Type: Generic

File Name:

Comment:

To attach any documents that will support this section you can attach the documents in this tab.

To attach a document:

1. Select the File Type from the drop down list.
2. Select the file you want to upload by selecting **Browse**.
3. Select **Upload** to upload the document. Once uploaded, the document will be listed in the table below.
4. To delete any document uploaded select **Delete**.

4.2.7. WFP Budget Section

WFP will be submitting budget which will be different in format. User will be able to submit a budget for each year of the intended project. Commodity section has to be completed before creating the WFP Budget. WFP Budget is captured in 3 screens

- WFP Budget Summary
- WFP Budget List
- Create Proposal WFP Budget
- Attachments

WFP Budget Summary

The screenshot displays the 'Proposal WFP Budget Summary' page. On the left is a navigation menu with 'My FAIS' and 'Data Navigation' sections. The main content area includes a breadcrumb trail, a title bar with tabs for 'WFP Budget Summary', 'WFP Budget List', and 'Attachments'. Below this is the 'Proposal Information' section with fields for Organization (WFP), Proposal Number (2011-0085), Program Type (FFE), Status (In Progress), and Country (Zimbabwe). A 'Proposal Section History' table shows a single entry for user WFP_PP_DIR1 FAS on 03/06/2011, with the action 'Submit For Review' and status 'Submitted For Review'. At the bottom, the 'Workflow Actions' section shows a 'Request For Modification' link.

The WFP Budget Summary lists the proposal information, the proposal information is generally pre populated based on the information that was entered while creating the proposal.

The proposal section history details the list of activities that occurred as a part of this section.

Workflow Actions: Based on the user role the summary displays the action that can be performed on this summary, which is either Submit for Review or Request for Modification

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

WFP Budget List

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You are here: [Home](#) > [Proposal Management](#) > [Proposal Summary](#) > WFP Budget List

Welcome [WFP_PP_DIR1](#) | [Log Off](#)

Proposal WFP Budget List

Instructions

WFP Budget Summary **WFP Budget List** Attachments

Proposal Information

Organization: WFP
 Proposal Number: 2011-0085
 Program Type: FFE
 Status: In Progress
 Country: Zimbabwe

[Create New Budget for a Fiscal Year](#)

[Create New](#)

Fiscal Year	WFP Project Number	Program Gross MT	Activity Gross MT	Unadjusted DSC Budget	Unadjusted ODOC Budget	ITSH Rate / MT (\$)	LTSH Rate / MT (\$)	DSC Capacity Building Amount (\$)	ODOC Capacity Building Amount (\$)	ISC Field %	ISC HQ %	Action
2011	Test	100000	100000.00	10.00	10.00	10.00	10.00	10.00	10.00	2.00	2.00	Edit Delete

WFP proposal budget by year is listed in this screen.

Budget for a Fiscal Year can be created by clicking on **Create New**

Create Proposal WFP Budget

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You are here: [Home](#) > [Proposal Management](#) > [Proposal Summary](#) > [WFP Budget List](#) > Create WFP Budget

Welcome [WFP_PP_DIR1](#) | [Log Off](#)

Create Proposal WFP Budget

Instructions

Proposal Information

Organization: WFP
 Proposal Number: 2011-0085
 Program Type: FFE
 Status: In Progress
 Country: Zimbabwe

Basic Information

Fiscal Year: **2011**

WFP Project Number:

Program Gross MT:

Activity Gross MT:

Unadjusted DSC Budget:

Unadjusted ODOC Budget:

ITSH Rate / MT (\$):

LTSH Rate / MT (\$):

DSC Capacity Building Amount (\$):

ODOC Capacity Building Amount (\$):

ISC Field %:

ISC HQ %:

Calculated Information

USDA Commodity Contribution %:

Proportional DSC %:

Proportional ODOC %:

Adjusted DSC Budget(\$):

Adjusted ODOC Budget (\$):

Proportional DSC(\$):

Proportional ODOC(\$):

ITSH Rate (\$):

LTSH Rate (\$):

ISC Field (\$):

ISC HQ (\$):

Total (\$):

[Calculate](#) [Save](#)

Following fields have to be entered

1. Fiscal Year
2. WFP Project Number
3. Program Gross MT
4. Activity Gross MT
5. Unadjusted DSC Budget
6. Unadjusted ODOC Budget
7. ITSH Rate / MT
8. LTSH Rate / MT
9. DSC Capacity Building Amount
10. ODOC Capacity Building Amount
11. ISC Field %
12. ISC HQ %

Based on the data entered by the user system will calculate the values for following fields once the button **Calculate** or **Save** is clicked

1. USDA Commodity Contribution
2. Proportional DSC %
3. Proportional ODOC %
4. Adjusted DSC Budget
5. Adjusted ODOC Budget
6. Proportional DSC
7. Proportional ODOC
8. ITSH Rate
9. LTSH Rate
10. ISC Field
11. ISC HQ
12. Total

Click on **Save** to save data.

Attachments

To attach any documents that will support this section you can attach the documents in this tab.

To attach a document:

1. Select the File Type from the drop down list.
2. Select the file you want to upload by selecting **Browse**.
3. Select **Upload** to upload the document. Once uploaded, the document will be listed in the table below.
4. To delete any document uploaded select **Delete**.

4.3. Proposal Submission

Proposal submission to FAD for consideration is a 2 step process.

Step 1:- Proposal Creator submits proposal to Participant Director

Step 2:- Proposal Director submits proposal to Food Aid Division

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Home | Reports Out | Agreement Management | Administration | Compliance Management | Proposal Management | Budget | About FAIS

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

Welcome [pp1_director](#) ([Log Off](#))

Proposal Summary

Instructions

This page displays:

- Basic proposal information.
- Staff assigned as the *PP Creator* (Proposal Manager) and the various section *Contributors* (Authors). 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 History section showing the proposal review events.
- Workflow Actions section showing the actions that can be executed based on the proposal status.

Please use the links on the left menu bar to perform the various actions needed to develop a proposal.

Proposal Summary | Attachments

Proposal Information

Organization	PP1
Solicitation ID	121
Proposal Number	2011-0149
Program Type	FFP
Status	Submitted For Review
Country	Zambia

Proposal Section Details

Section Name	Contributor	Status	Comments
Introduction Section	PP1_Creator FAS	Submitted For Review	test
Commodity Section	PP1_Creator FAS	Submitted For Review	test
Activity Objective Section	PP1_Creator FAS	Submitted For Review	test
Budget Section	PP1_Creator FAS	Submitted For Review	test

Proposal Workflow History

User	Date	Action	Status	Comments
PP1_Director FAS	03/14/2011	Submit For Review	Submitted For Review	
PP1_Director FAS	02/07/2011	Assign	In Progress	Assign Proposal
PP1_Director FAS	02/07/2011	Create	In Progress	Proposal Creation

Workflow Actions

[Submit To FAS](#) [Request For Modification](#) [Select](#) [Cancel proposal submission](#)

Submit proposal to Food Aid Division

Proposal can be withdrawn once it is submitted by clicking the **Withdraw** button which will appear once a proposal is submitted to Food Aid Division

5. Agreement Negotiations

Once the proposal is approved by FAD, an alert is sent to the project participants requesting them to either accept or deny the proposal. Once the proposal is accepted by the project participant, it is converted into an agreement. Now the project participant has the capability to review, and negotiate the agreement with FAD.

The project participant can negotiate with FAD only after they accept the proposal. The participants can negotiate with FAD, if the quantity of the commodity is lesser than what they had originally requested for. The participant needs to modify the agreement to reflect the quantity approved by FAD.

5.1.1. Accepting Proposal Approval

You can access proposal negotiations in two ways they are:

- From the top menu select **Proposal** > **Approved Proposal**, The Approved Proposal summary page opens, on the left menu select **View Approved Proposal**, the Approval Letter page opens for review.
- On the left menu select **Alerts** > **View Approved Proposal**, the Approval Letter page opens for review.

- On the Proposal Letter Details page, select **Accept** to accept the proposal. After accepting the proposal will be converted into an agreement and **Assign Agreement Roles** screen will be displayed
- Select **Decline** to decline the proposal, this declines the entire proposal and no further action can be taken on the proposal

The screenshot shows the 'Proposal Letter Details' page in the FAIS system. The left sidebar contains a 'My FAIS' section with a 'Current | Change' link and an 'Alerts' link. Below this is a 'Data Navigation' section with links to 'View Proposal', 'View Proposal Assignment', 'View Applicant Details', 'View Introduction', 'View Commodity', 'View Activity Objective', 'View PVO Budget', 'Proposal Summary', and 'View Approval Letter'. The main content area has a breadcrumb trail: 'You are here : Home > Proposal Management > Proposal Summary > View Proposal Letter'. The page title is 'Proposal Letter Details'. Below the title is a dropdown menu for 'Instructions'. The 'Proposal Information' section contains the following details:

Organization	PP5
Proposal Number	2011-0151
Program Type	FFP
Status	Approved
Country	West Bank and Gaza

Below the proposal information is an 'Approval Letter' section. It contains a text area with the text 'sdfasf - test for pp5' and two buttons: 'Accept' and 'Decline'.

5.1.2. Getting Started with Agreement Negotiations

Agreement Navigation

After accepting the proposal, the proposal is converted to an agreement, the Program Participant is expected to review the agreement, and then negotiate with FAD as required. You can access the agreement in two ways:

- Select Alerts from the left menu, and select the Approved proposal link, the Agreement Summary page opens.
- Select Agreement management from the top menu > Select Agreements > select particular Agreement, the Agreement Summary page opens.

Agreement Management at Participant Organization Level

Agreement Management			
Module/ Role	Participant Director	Participant Agreement Executor	Participant Agreement Contributor
Agreement	Can work on all sections of the Agreement	Can work on all sections of an assigned proposal	Can work on assigned sections of a Agreement

Agreement Negotiation	Can submit Agreement negotiated by him/her	Can submit Agreement negotiated by him/her	Cannot negotiate Agreement Directly
Agreement Section Submission	Can submit to Agreement Executor if assigned to work on an Agreement section	Can submit to Agreement Executor if assigned to work on an Agreement section	Can submit Agreement section/s assigned to him / her to Agreement Executor
Agreement Data	Can modify all data	Can modify all data	Can modify all data

Agreement Status

Agreement undergoes various status changes before it is finally signed. Statuses control the ownership of the Agreement document in FAIS at any particular time. Selected Left Menu links in an Agreement will be enabled or disabled for a user based on user role and agreement status

Agreement Status		
Status	Description	Access
In Progress	Agreement is being prepared as per approved proposal values by PP Agreement Executor.	PP Agreement Executor
PP Dir Review	Agreement is being reviewed by Participant Director	Participant Director
Submitted To FAD	Agreement is being reviewed by FAD Analyst (FAD Contact for the Agreement)	FAD Contact
In Clearance	Agreement is in clearance	FAD Branch Chief
Signed	Agreement is Signed and Agreement details cannot be edited by only viewed	All Users
Closed	Agreement is closed and not transaction can take place for this Agreement. Agreement will be view only	All Users
Terminated	Agreement is Terminated and not transaction can take place for this Agreement. Agreement will be view only	All Users

Suspended	Agreement is Suspended and no transaction can take place on this Agreement till it is reinstated. Agreement will be view only	All Users
Cancelled	Agreement is cancelled during negotiation by FAD Branch Chief. No transaction can take place on this Agreement. Agreement will be view only	All Users

The screenshot shows the FAIS Agreement Summary page. The left sidebar contains a 'My FAIS' section with 'Current | Change' and 'Alerts'. Below this is a 'Data Navigation' menu with items like 'Agreement Roles', 'Agreement Contacts', 'Signatories', 'Agreement Summary', 'Introduction', 'Commodities', 'Monetization', 'Transportation & Logistics', 'Activity Objectives', 'Activity Objectives Other', 'Details', 'Activities & Beneficiaries', 'Activity Objectives & Activity', 'Reasons', 'Budget', 'Amendment Note', and 'Amendments'. A 'Document Navigation' menu includes 'Legal', 'Plan Of Operation', 'Commodity Specification', 'Budget', and 'Terrorist Financing Certification'. The main content area is titled 'Agreement Summary' and includes tabs for 'Agreement Summary' and 'Attachments'. The 'Agreement Information' section displays fields for Agreement #, Proposal #, Program Type, Organization, Country, Agreement Status, FAD Contact, and Agreement Executor. Below this is a table for 'Agreement Sections' with columns for Section, Assigned To, and Status. The 'Agreement History' table shows user actions and dates. At the bottom, there are sections for 'Workflow Actions', 'Associated Documents', and 'Back to List'. Red callouts highlight 'Data Navigation', 'Attachments at Agreement level', 'Navigation to various Agreement sections', 'Associated Document', and 'Work Flow actions & Snapshot view'.

Agreement Left Menu

Agreement Left Menu navigation will have 2 components namely

- Data Navigation - Modify or view data pertaining to the agreement
- Document Navigation – Modify or View or Submit various document sections of the agreement
- Workflow Actions – Work flow actions for Agreement like Submit, Request Modification etc
- Associated Documents – Any document related to Agreement
- Attachments – Agreement level attachments

Bookmarks in Agreement Sections

Agreement section will be populated from template with book marked values. Book mark values will be enclosed in {} and participant user should not delete any book mark while editing the document section. Example {FiscalYear}

Agreement Sections

Agreement has sections which can be assigned to user to be worked on. Sections vary based on the participant type as mentioned below

	Agreement Sections				
	Legal	Plan Of Operations	Commodity Specification	Budget	Terrorist Finance Certification
PVOs	Yes	Yes	Yes	Yes	Yes
WFP	Yes	No	No	Yes	No
Governments	Yes	Yes	Yes	No	No

Once the sections are assigned to a contributor, an alert is sent to the contributor stating that the user is assigned to the section.

Agreement Section Workflow

Agreement section has its own section work flow. Once Agreement sections are assigned to Agreement Contributors to work on, Agreement sections will have the following work flow.

Agreement Section Status			
Status	Description	Access	Remarks
In Progress	Agreement section is assigned to an Agreement Contributor for working on the details	Agreement Contributor for that Agreement Section	
Submitted For Review	Agreement Section is being reviewed by the Agreement Executor	Agreement Executor of that Agreement	
Approved	Agreement section has been approved by Agreement Executor	Agreement Executor of that Agreement	Agreement can be submitted to Participant Director review only when all sections are in approved status

Assigning Agreement Roles

The screenshot shows the FAIS Agreement Summary page. A yellow box labeled "Left menu" points to the "Data Navigation" section in the left sidebar, which contains links for "Agreement Summary", "Amendment Note", and "Amendments". A red arrow points from the "Agreement Summary" link to the "Agreement Information" section on the main page. The "Agreement Information" section displays details for Agreement # FFE-SDN-2011-035-00, Proposal # 2011-0228, Program Type FFE, Organization PP1, Country Sudan, Agreement Status In Progress, FAD Contact FFP_FAD_Analyst1 FAS, and Agreement Executor PP1_Creator FAS. Below this is a table of Agreement Sections with columns for Section, Assigned To, and Status. The sections listed are Legal, Plan Of Operation, Commodity Specification, Budget, and Terrorist Financing Certification, all assigned to PP1_Creator FAS and in progress. At the bottom, there is an "Agreement History" table showing a single entry for PP1_Director FAS generating the agreement on 2/26/2011.

The Participant director needs to assign the agreement executor and contributors in order to modify the agreement for negotiating with the Food Aid Division. To modify the agreement:

1. From the Agreement Summary Page > select Agreement Roles from the left menu, the Agreement roles page open, select **Assign** from the screen.
2. The Program Participant director can select the contributor from the drop down list for the following sections:
 - a. Agreement Executor
 - b. Legal
 - c. Plan of Operation
 - d. Commodity Specification
 - e. Budget
 - f. Terrorist Financing Certification
3. Select the radio button Yes or No if you want to give access to the executor to directly submit the agreement without the approval of the director.
4. Select **Assign** to assign the contributor to the Agreement and the sections.
5. Select Cancel, to cancel the assignment.

Note:-

1. Agreement Executor will be able to change the Agreement Contributors to Agreement sections
2. One section can have only one Agreement Contributor at a time
3. Same person can be the contributor for many Agreement sections and also be the Agreement Executor

5.1.3. Legal Section

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You are here : [Home](#) > [Agreement Management](#) > [Agreement Summary](#) > Section

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Legal Summary

Instructions

Legal Summary

Proposal #	2011-0228
Agreement #	FFE-SDN-2011-035-00
Country	Sudan
Program Type	FFE
Current Status	In Progress
Last Updated	2/25/2011 03:35:03

Agreement Section History

User	Date	Action	Status	Comments
------	------	--------	--------	----------

Workflow Actions

[View](#) [Submit for Review](#)

[Back to Agreement](#)

My FAIS

Current | Change

- [Alerts](#)
- Agreement #: FFE-SDN-2011-035-00
- Program Type: FFE
- Organization: PP1
- Country: Sudan
- Status: In Progress

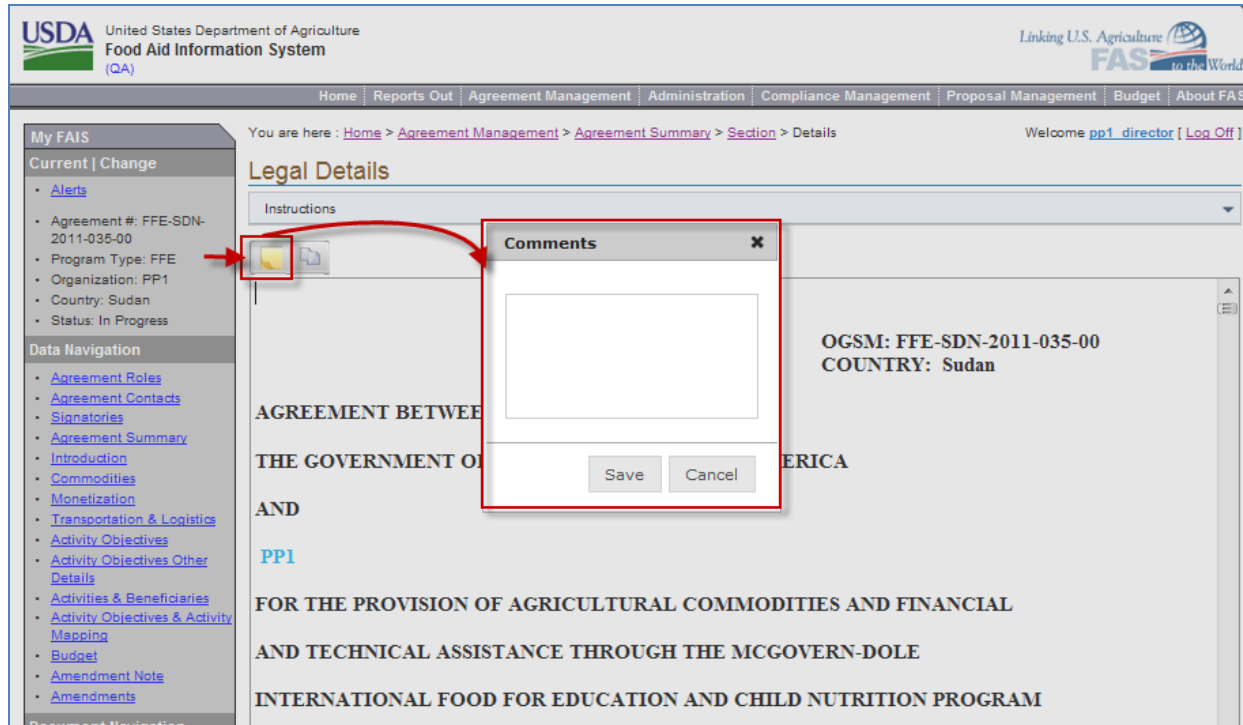
Data Navigation

- [Agreement Roles](#)
- [Agreement Contacts](#)
- [Signatories](#)
- [Agreement Summary](#)
- [Introduction](#)
- [Commodities](#)
- [Monetization](#)
- [Transportation & Logistics](#)
- [Activity Objectives](#)
- [Activity Objectives Other Details](#)
- [Activities & Beneficiaries](#)
- [Activity Objectives & Activity Mapping](#)
- [Budget](#)
- [Amendment Note](#)
- [Amendments](#)

Document Navigation

The legal section is the section where the legal aspects of the agreement are stated. Following functions are possible by any Participant User in Legal section

- Submit or Request Modification from Agreement section Summary screen based on status
- View Legal section
- Enter comments on Legal section



Viewing Legal Document & Adding Comments

The user needs to select View from the Legal Summary page, the legal document opens up.

The user can comment on the legal document in the view mode. To comment on the document:

1. Select the  comments icon from the Legal Details page.
2. A comments box opens up, enter the required comments.
3. Select **Save** to save the comments.
4. Select **Cancel** to cancel the comments.
5. To copy text from the document, select the text and select  button
6. Select **Back** to Summary to go back to the summary page.

Submitting Legal Section

1. Select Legal Summary Page
2. Based on status and role of logged in User Work Flow Action will be displayed
3. To submit the document for review, select **Submit for Review**.
4. Enter Workflow comments
5. Click on **OK**
6. To cancel **Submit For Review**, click on **Cancel** on work flow comment box

Requesting Modification on Legal Section

1. Select Legal Summary Page
2. Based on status and role of logged in User Work Flow Action will be displayed

3. To request modification from contributor the document for review, select **Request Modification**.
4. Enter Workflow comments
5. Click on “OK”
6. To cancel **Request For Modification**, click on “Cancel” on work flow comment box

Approve Legal Section

1. Select Legal Summary Page
2. Based on status and role of logged in User Work Flow Action will be displayed
3. To approve the section, select **Approve**.
4. Enter Workflow comments
5. Click on “OK”
6. To cancel **Approval**, click on “Cancel” on work flow comment box

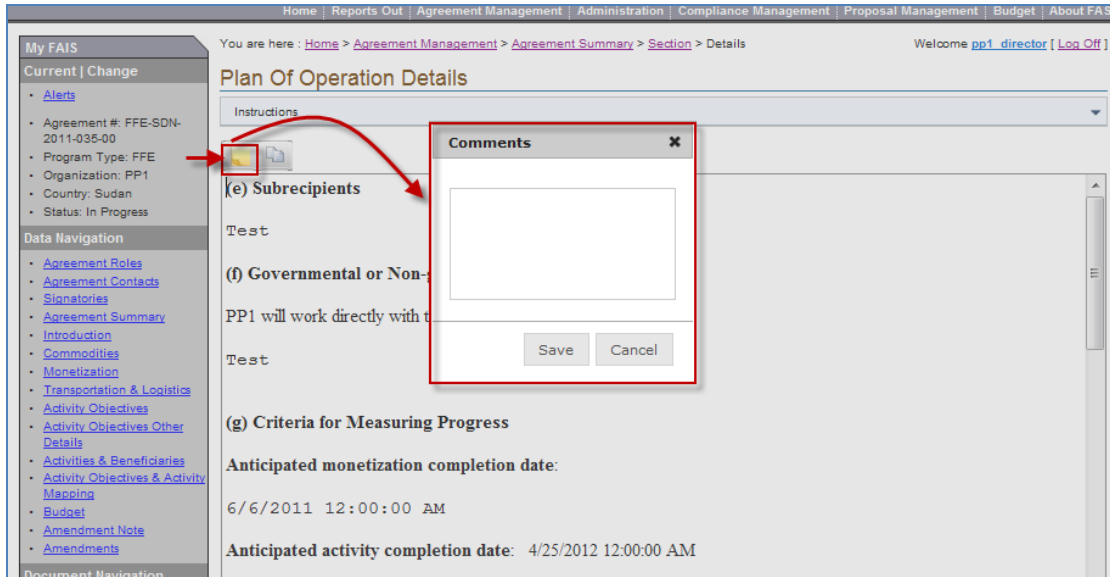
5.1.4. Plan of Operation

The screenshot displays the 'Plan Of Operation Summary' page in the FAIS system. The left sidebar contains a 'My FAIS' section with links for Alerts, Agreement Roles, Agreement Contacts, Signatories, Agreement Summary, Introduction, Commodities, Monetization, Transportation & Logistics, Activity Objectives, Activity Objectives Other Details, Activities & Beneficiaries, Activity Objectives & Activity Mapping, Budget, Amendment Note, and Amendments. The main content area shows the 'Plan Of Operation Summary' with fields for Proposal # (2011-0228), Agreement # (FFE-SDN-2011-035-00), Country (Sudan), Program Type (FFE), Current Status (In Progress), and Last Updated (2/25/2011 03:35:03). Below this is an 'Agreement Section History' table with columns for User, Date, Action, Status, and Comments. At the bottom, the 'Workflow Actions' section contains buttons for 'View | Edit | Submit for Review', with a red box highlighting these buttons and a red arrow pointing to the 'Submit for Review' button. A 'Back to Agreement' link is also present.

Plan of operation basically allows the user to enter details on how the operation is going to be performed to meet the objectives. This is the only section that is editable in the Agreement Negotiation section.

To access the Plan of Operations Summary page,

1. Select **Plan of Operation** from the left menu.
2. Select **View** to view the plan of operations page
3. Select **Edit** to edit the document, the document will be editable.
4. Select **Submit** for Review, when the document is ready to be reviewed.
5. Select Request Modification, when the document is required to be modified.



Viewing Plan of Operations Document & Adding Comments

The user needs to select View from the Legal Summary page, the legal document opens up. The user can comment on the legal document in the view mode. To comment on the document:

1. Select the  comments icon from the Plan of Operations Details page.
2. A comments box opens up, enter the required comments.
3. Select Save to save the comments.
4. Select Cancel to cancel the comments.
5. To copy text from the document, select the text and select  button
6. Select Back to Summary to go back to the summary page.

Editing Plan of Operation Details document

The screenshot shows the 'Plan Of Operation Details' document editing page in the FAIS system. The top navigation bar includes links for Home, Reports Out, Agreement Management, Administration, Compliance Management, Proposal Management, Budget, and About FAS. The breadcrumb trail indicates the user is in 'Home > Agreement Management > Agreement Summary > Section > Edit'. The left sidebar contains a 'My FAIS' section with a 'Current | Change' toggle and a list of document sections: Alerts, Agreement #, Program Type, Organization, Country, and Status. Below this is a 'Data Navigation' section with links for Agreement Roles, Agreement Contacts, Signatories, Agreement Summary, Introduction, Commodities, Monetization, Transportation & Logistics, Activity Objectives, Activity Objectives Other Details, Activities & Beneficiaries, Activity Objectives & Activity Mapping, Budget, Amendment Note, and Amendments. The main content area is titled 'Plan Of Operation Details' and contains a 'Variables' dropdown menu with '{AgreementNumber}' selected. Below the dropdown is an 'Insert Variable' button. The document content includes sections (e) Subrecipients, (f) Governmental or Non-governmental Entities, and (g) Criteria for Measuring Progress. At the bottom, there is a 'Table I' section with 'Save' and 'Save & Back' buttons. A 'Back to Summary' link is located in the bottom right corner.

To edit the plan of operation details document:

1. Select Edit on the Plan of Operation summary page, the Plan of Operation Details page opens with the capability to edit.
2. The page allows you to edit the document
3. To add a variable, select the variable from the drop down list and select Insert Variable.
4. Select Save to save the changes.
5. Select Save & Back to save and return back to the Plan of Actions Summary page.

Submitting Plan of Operations Section

1. Select Plan Of Operations from Left menu
2. Based on status and role of logged in User Work Flow Action will be displayed
3. To submit the document for review, select **Submit for Review**.
4. Enter Workflow comments
5. Click on "OK"
6. To cancel **Submit For Review**, click on "Cancel" on work flow comment box

Requesting Modification on Plan Of Operations Section

1. Select Plan Of Operations from Left menu
2. Based on status and role of logged in User Work Flow Action will be displayed
3. To request modification from contributor the document for review, select **Request Modification**.
4. Enter Workflow comments
5. Click on "OK"
6. To cancel **Request For Modification**, click on "Cancel" on work flow comment box

Approve Plan of Operations Section

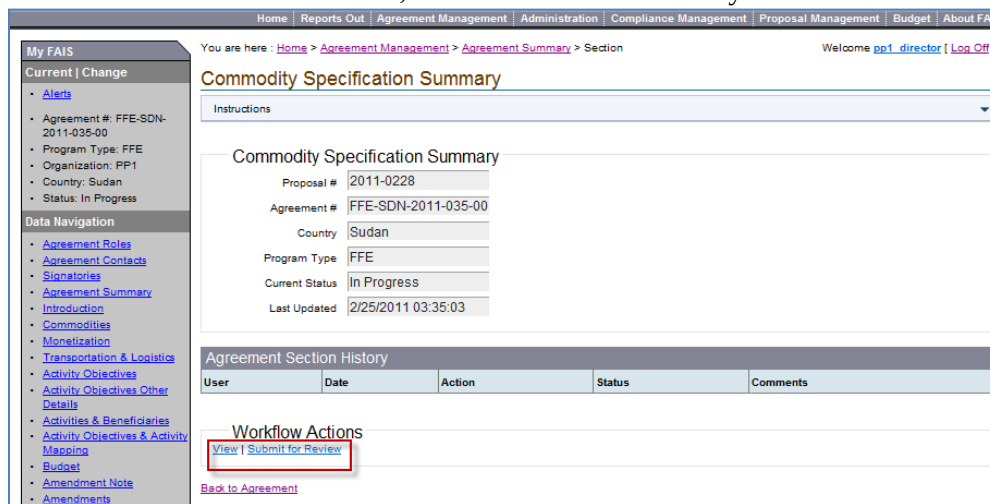
1. Select Plan Of Operations from Left menu
2. Based on status and role of logged in User Work Flow Action will be displayed
3. To approve the section, select **Approve**.
4. Enter Workflow comments
5. Click on “OK”
6. To cancel **Approval**, click on “Cancel” on work flow comment box

5.1.5. Commodity Specification Summary

Commodity Specification Summary allows the user to comment on the commodity specifications that is approved by the FAD.

To access the Commodity Specification Summary page,

1. Select Commodity Specification from the left menu.
2. Select View to view Commodity Specification summary page
3. Select Submit for review, when the document is ready to be reviewed.

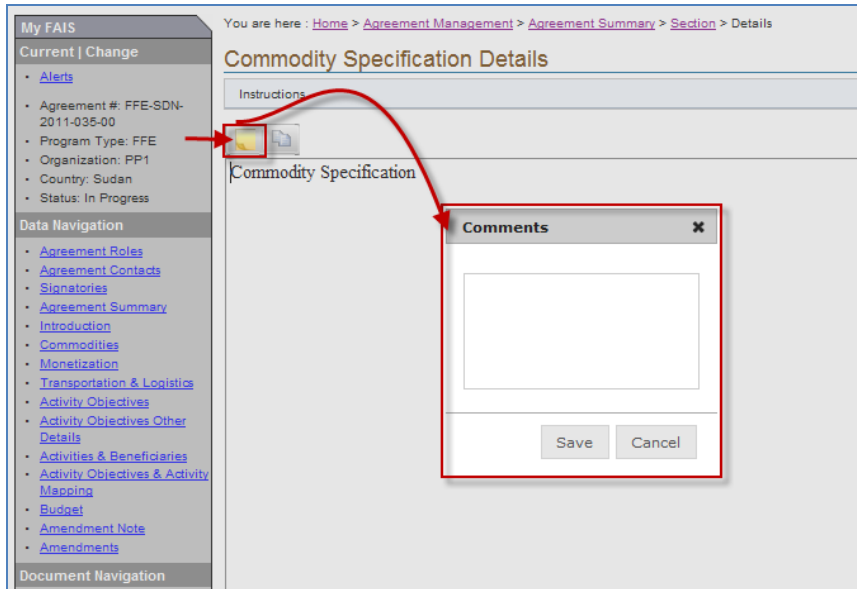


The screenshot displays the FAIS interface. On the left is a 'My FAIS' sidebar with a 'Data Navigation' menu. The main content area is titled 'Commodity Specification Summary' and shows details for Proposal # 2011-0228, Agreement # FFE-SDN-2011-035-00, Country Sudan, Program Type FFE, Current Status In Progress, and Last Updated 2/25/2011 03:35:03. Below this is an 'Agreement Section History' table. At the bottom, the 'Workflow Actions' section contains two buttons: 'View' and 'Submit for Review', both of which are highlighted with red rectangular boxes. A 'Back to Agreement' link is also visible.

Commenting on Commodity Specification details

The user can comment on the Commodity Specification document in the view mode. To comment on the document:

1. Select the  comments icon from the Commodity Specification Details page.
2. A comments box opens up, enter the required comments.
3. Select Save to save the comments.
4. Select Cancel to cancel the comments.
5. To copy text from the document, select the text and select  button.
6. Select Back to Summary to go back to the summary page.



Submitting Commodity Specification details

1. Select Commodity Specification from Left menu
2. Based on status and role of logged in User Work Flow Action will be displayed
3. To submit the document for review, select **Submit for Review**.
4. Enter Workflow comments
5. Click on **“OK”**
6. To cancel **Submit For Review**, click on **“Cancel”** on work flow comment box

Requesting Modification on Commodity Specification details

1. Select Commodity Specification from Left menu
2. Based on status and role of logged in User Work Flow Action will be displayed
3. To request modification from contributor the document for review, select **Request Modification**.
4. Enter Workflow comments
5. Click on **“OK”**
6. To cancel **Request For Modification**, click on **“Cancel”** on work flow comment box

Approve Commodity Specification Section

1. Select **Commodity Specification** from Left menu
2. Based on status and role of logged in User Work Flow Action will be displayed
3. To approve the section, select **Approve**.
4. Enter Workflow comments
5. Click on **“OK”**
6. To cancel **Approval**, click on **“Cancel”** on work flow comment box

5.1.6. Budget Summary

Budget Summary allows the user to comment on the budget specifications approved by the FAD.

To access the Budget Summary page,

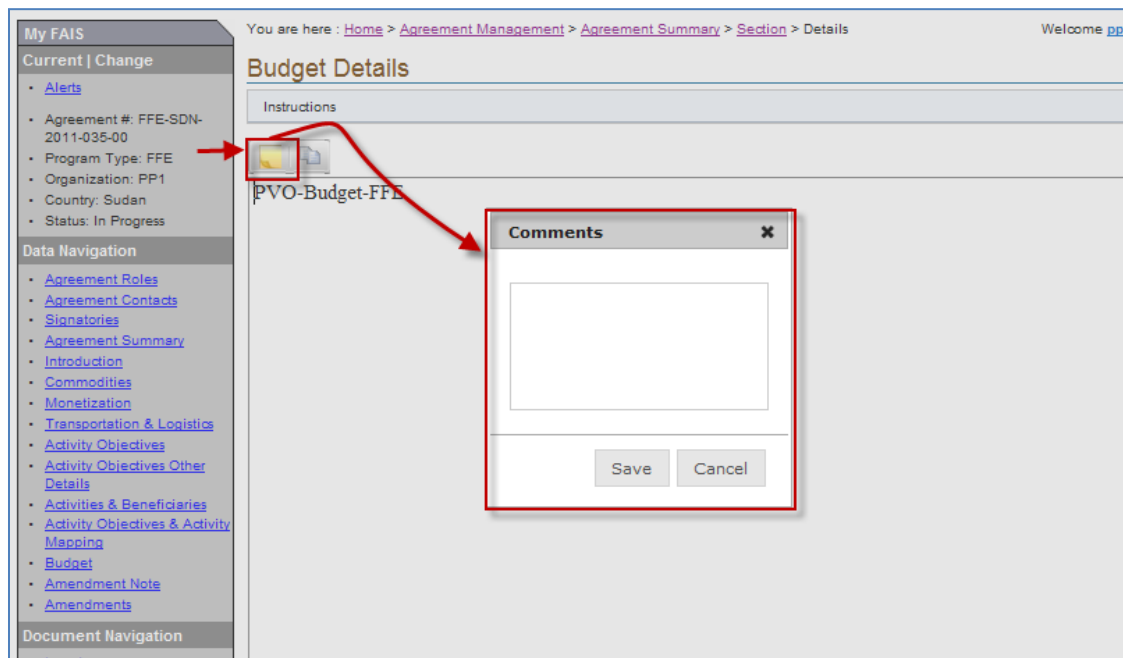
1. Select **Budget** from the left menu.
2. Select **View** to view Budget summary page
3. Select **Submit** for review, when the document is ready to be reviewed.

The screenshot shows the 'Budget Summary' page. On the left is a sidebar with 'Current | Change' and 'Data Navigation' sections. The 'Data Navigation' section includes links like 'Agreement Roles', 'Agreement Contacts', 'Signatories', 'Agreement Summary', 'Introduction', 'Commodities', 'Monetization', 'Transportation & Logistics', 'Activity Objectives', 'Activity Objectives Other Details', 'Activities & Beneficiaries', 'Activity Objectives & Activity Mapping', 'Budget', 'Amendment Note', and 'Amendments'. The main content area has a 'Budget Summary' section with fields for Proposal # (2011-0228), Agreement # (FFE-SDN-2011-035-00), Country (Sudan), Program Type (FFE), Current Status (In Progress), and Last Updated (2/25/2011 03:35:03). Below this is an 'Agreement Section History' table with columns for User, Date, Action, Status, and Comments. At the bottom, there is a 'Workflow Actions' section with a red-bordered button labeled 'View | Submit for Review' and a link 'Back to Agreement'.

Commenting on Budget details

The user can comment on the Budget document in the view mode. To comment on the document:

1. Select the  comments icon from the Budget Details page.
2. A comments box opens up, enter the required comments.
3. Select Save to save the comments.
4. Select Cancel to cancel the comments.
5. To copy text from the document, select the text and select  button.
6. Select Back to Summary to go back to the summary page.



Submitting Budget Summary details

1. Select **Budget Summary** from Left menu
2. Based on status and role of logged in User Work Flow Action will be displayed
3. To submit the document for review, select **Submit for Review**.
4. Enter Workflow comments
5. Click on **“OK”**
6. To cancel **Submit For Review**, click on **“Cancel”** on work flow comment box

Requesting Modification on Budget Summary details

7. Select **Budget Summary** from Left menu
8. Based on status and role of logged in User Work Flow Action will be displayed
9. To request modification from contributor the document for review, select **Request Modification**.
10. Enter Workflow comments
11. Click on **“OK”**
12. To cancel **Request For Modification**, click on **“Cancel”** on work flow comment box

Approve Budget Summary Section

1. Select **Budget Summary** from Left menu
2. Based on status and role of logged in User Work Flow Action will be displayed
3. To approve the section, select **Approve**.
4. Enter Workflow comments

5. Click on “OK”
6. To cancel **Approval**, click on “Cancel” on work flow comment box

5.1.7. Terrorist Financing Certification

Terrorist Financing Certification Summary allows the user to comment on the Terrorist Financing Certification.

To access the Terrorist Financing Certification Summary page,

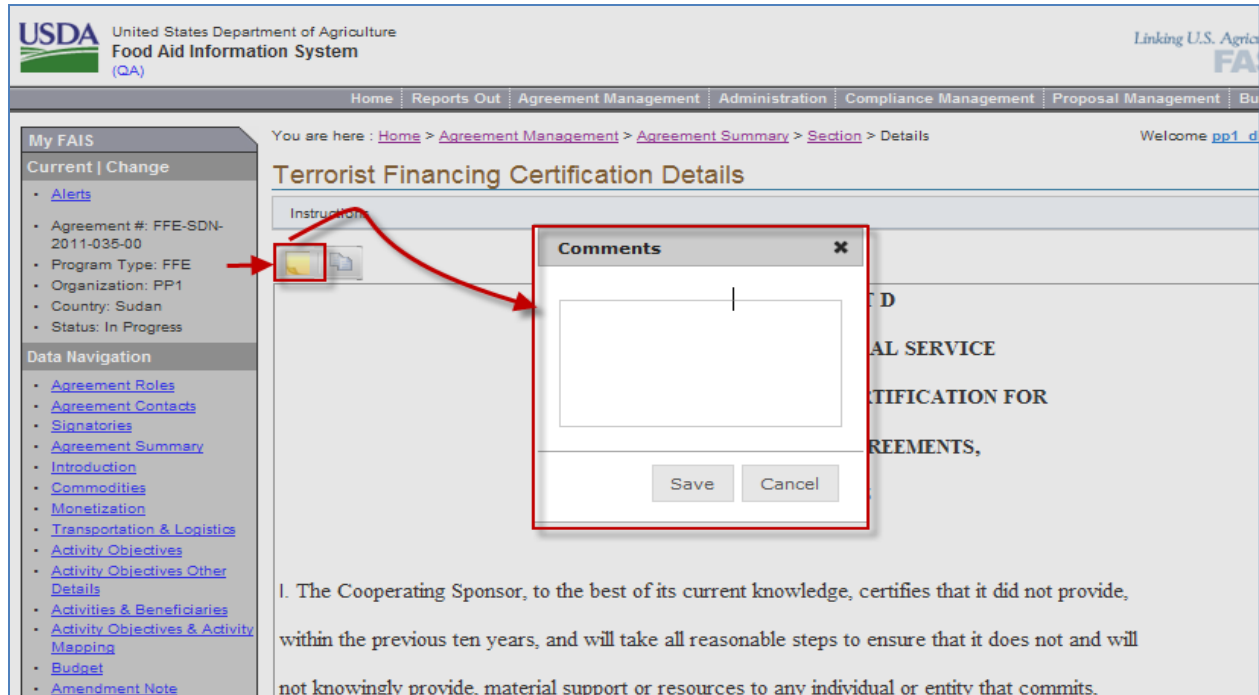
1. Select Commodity Specification from the left menu.
2. Select View to view Terrorist Financing Certification summary page
3. Select Submit for review, when the document is ready to be reviewed.

The screenshot shows the 'Terrorist Financing Certification Summary' page. At the top, there is a breadcrumb trail: 'You are here : Home > Agreement Management > Agreement Summary > Section'. To the right, it says 'Welcome pp1_director [Log Off]'. Below the title, there is a section for 'Terrorist Financing Certification Summary' with the following details: Proposal # 2011-0228, Agreement # FFE-SDN-2011-035-00, Country Sudan, Program Type FFE, Current Status In Progress, and Last Updated 2/25/2011 03:35:03. Below this is a table titled 'Agreement Section History' with columns for User, Date, Action, Status, and Comments. At the bottom, there is a 'Workflow Actions' section with two buttons: 'View' and 'Submit for Review'. The 'Submit for Review' button is highlighted with a red box. A 'Back to Agreement' link is also present at the bottom left.

Commenting on Terrorist Financing Certification details

The user can comment on the Terrorist Financing Certification document in the view mode. To comment on the document:

1. Select the  comments icon from the Terrorist Financing Certification Details page.
2. A comments box opens up, enter the required comments.
3. Select Save to save the comments.
4. Select Cancel to cancel the comments.
5. To copy text from the document, select the text and select  button.
6. Select Back to Summary to go back to the summary page.



Submitting Terrorist Financing Certification details

1. Select **Terrorist Financing Certification** from Left menu
2. Based on status and role of logged in User Work Flow Action will be displayed
3. To submit the document for review, select **Submit for Review**.
4. Enter Workflow comments
5. Click on **“OK”**
6. To cancel **Submit For Review**, click on **“Cancel”** on work flow comment box

Requesting Modification on Terrorist Financing Certification details

1. Select **Terrorist Financing Certification** from Left menu
2. Based on status and role of logged in User Work Flow Action will be displayed
3. To request modification from contributor the document for review, select **Request Modification**.
4. Enter Workflow comments
5. Click on **“OK”**
6. To cancel **Request For Modification**, click on **“Cancel”** on work flow comment box

Approve Terrorist Financing Certification Section

1. Select **Terrorist Financing Certification** from Left menu
2. Based on status and role of logged in User Work Flow Action will be displayed
3. To approve the section, select **Approve**.
4. Enter Workflow comments
5. Click on **“OK”**

6. To cancel **Approval**, click on “**Cancel**” on work flow comment box

5.2. Agreement Data Management

Data fields in an Agreement document are populated from the database and these data can be changed in the document by changing the data values through **Left Menu → Data Navigation**

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

Home | Reports Out | Agreement Management | Administration | Compliance Management | Proposal Management | Budget | About FAIS

You are here: Home > Agreement Management > Agreement Summary

Welcome **PP1_Director** [Log Off]

Agreement Summary

Instructions

Agreement Information

Agreement #	FFE-SDN-2011-035-00
Fiscal #	2011-0228
Type	FFE
Organization	PP1
Country	Sudan
Agreement Status	In Progress
FAD Contact	FFP_FAD_Analyst1 FAS
Agreement Executor	PP1_Director FAS

Agreement Sections

Section	Assigned To	Status
Legal	PP1_Director FAS	In Progress
Plan Of Operation	PP1_Director FAS	In Progress
Commodity Specification	PP1_Director FAS	In Progress
Budget	PP1_Director FAS	In Progress
Terrorist Financing Certification	PP1_Director FAS	In Progress

Agreement History

User	Date	Action	Status	Comments
PP1_Director FAS	2/25/2011 03:35:08	Generate Agreement	In Progress	

Workflow Actions

[View Working Copy](#) | [View Snapshots](#)

Associated Documents

[Back to List](#)

5.2.1. Agreement Introduction Details

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

Home | Reports Out | Agreement Management | Administration | Compliance Management | Proposal Management | Budget | About FAIS

You are here: Home > Agreement Management > Agreement Summary > Introduction

Welcome **PP1_Director** [Log Off]

Introduction Details

Instructions

Introduction Details

Country: Sudan

Anticipated Start Date: 3/25/2011 (MM/DD/YYYY)

Anticipated Completion Date: 4/25/2012 (MM/DD/YYYY)

Anticipated Monetization Completion Date: 6/6/2011 (MM/DD/YYYY)

Expected Contribution

Save

1. Click on **Introduction** link
2. System will display “**Introduction Details**” page
3. User will be able to edit the following details
 - Country
 - Anticipated Start Date
 - Anticipated Completion Date
 - Anticipated Monetization Date
 - Expected Contribution
4. Click “**Save**” to save details

5.2.2. Commodity

Agreement Commodity List

Instructions

This page lists the commodities and basic information that were approved by FAD in the corresponding proposal. Notice that as part of the proposal evaluation and approval process, FAD may have changed the commodities requested in the proposal. The list displayed in this page reflects any changes made by FAD. In addition, as part of Agreement Negotiation, commodities may be need to be added, edited or deleted. The various actions are:

- **Create New Commodity:** Allows for adding a new commodity to the agreement.
- **Edit:** Allows for editing an existing agreement commodity.
- **Delete:** Allows for deleting an existing agreement commodity.
- **Specification:** Allows for editing the specifications for an existing agreement commodity.

[Create New](#)

Commodity	Usage Type	Qty/MT	Pkg. Type	Pkg. Size	Country	Delivery to U.S. Port	Est. Sales/MT (\$)	Kinds of Goods, Svc	Qty. of Goods	Value of Svc (\$)	Actions
Corn Seed	Monetization	1000	Packaged	2/4 lb bag	Sudan	2/2011	10.00				Edit Delete Specification

1. Click on **Commodity** link
2. System will display “**Agreement Commodity List**” page
3. Click on **Edit** to edit the following commodity details
 - Commodity
 - Usage Type
 - Qty
 - Package Type
 - Package Size
 - Country (Delivery Country)
 - Delivery to US Port Date
 - Estimated Sales per MT (If Usage type is Monetization)
 - Kinds of Goods, Service (If Usage type is Barter)
 - Qty of Goods (If Usage type is Barter)

- Value of Service (If Usage type is Barter)
4. Click on **Commodity Specification** to view Commodity Specification for that commodity
 5. Click on **View** to view commodity details

5.2.3. Monetization

The screenshot displays the FAIS Monetization page. On the left, a navigation menu lists various sections, with 'Monetization' selected. The main area contains a title bar, instructions, and four data entry sections. Each section has a 'Test' button and a 'Save' button at the bottom.

If any commodity is monetized, monetization data will be editable

1. Click on **Monetization** link
2. System will display "**Monetization**" page
3. User will be able to edit the following details
 - Impact on Other Sales
 - Private sector participation in sale of commodity
 - Sales Proceeds Usage & Activity Implementation
 - Assuring Receipt Procedures
4. Click "**Save**" to save details

5.2.4. Transportation & Logistics

The screenshot displays the FAIS interface. The top navigation bar includes links like Home, Reports Out, Agreement Management, Administration, Compliance Management, Proposal Management, Budget, and About FAS. The left sidebar contains 'My FAIS' and 'Data Navigation' sections. The 'Data Navigation' section has a list of links, with 'Transportation & Logistics' highlighted by a red box. A red arrow points from the 'Instructions' box to this link. The main content area is titled 'Transportation & Logistics' and contains a rich text editor with a toolbar and a text area. A 'Save' button is located at the bottom left of the main content area.

1. Click on **Transportation & Logistics** link
2. System will display “**Transportation & Logistics**” page
3. User will be able to edit the following details
 - Transportation, Logistics, Repackaging & Reprocessing
4. Click “**Save**” to save details

5.2.5. Agreement Activity Objectives

The screenshot shows the FAIS web interface. The left sidebar contains a 'My FAIS' section with a 'Data Navigation' menu where 'Activity Objectives' is highlighted. The main content area is titled 'Agreement Activity Objectives' and includes an 'Instructions' box with a green background. Below this is a table with columns: Activity Objective, Description, Baseline, Outcome, Impact on Private Sector, Method of Monitoring, Method of Evaluation, and Actions. The first row of the table contains the text 'Increase Girl Child Education Percentage' and several 'Test' values. In the 'Actions' column, there are 'Edit' and 'Delete' links. Red callout boxes with arrows point to these links, labeled 'Edit existing Activity Objective' and 'Delete Activity Objective'. Another red callout box points to a 'Create New Activity Objective' link at the top right of the table, labeled 'Create New Activity Objective'.

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

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

You are here : [Home](#) > [Agreement Management](#) > [Agreement Summary](#) > Activity Objectives

Welcome [pp1 director](#) [[Log Off](#)]

Agreement Activity Objectives

Instructions

This page lists the Activity Objectives. As part of Agreement Negotiation, activity objectives may need to be added, edited or deleted. The various actions are:

- **Create New Activity Objective:** Allows for adding a new activity objective to the agreement.
- **Edit:** Allows for editing an existing agreement activity objective.
- **Delete:** Allows for deleting an existing agreement activity objective.

Activity Objective	Description	Baseline	Outcome	Impact on Private Sector	Method of Monitoring	Method of Evaluation	Actions
Increase Girl Child Education Percentage	Test	Test	Test	Test	Test	Test	Edit Delete

[Create New Activity Objective](#)

[Edit existing Activity Objective](#)

[Delete Activity Objective](#)

1. Click on **Activity Objective** link
2. System will display “**Agreement Activity Objective**” page
3. In order to Create an Activity Objective click on **Create New Activity Objective**
4. In order to edit an Activity Objective click on **Edit**
5. User enter Activity Objective and related details
 - Activity Objective
 - Activity Objective Description
 - Baseline
 - Outcome
 - Impact on Private Sector
 - Method of Monitoring
 - Method of Evaluation
6. Click “**Save**” to save details
7. In order to delete an Activity Objective click on **Delete**

5.2.6. Agreement Activity Objective Other Details

The screenshot displays the FAIS web interface. On the left is a sidebar with 'My FAIS' and 'Data Navigation' sections. The 'Data Navigation' section includes a link for 'Activity Objective Other Details', which is highlighted with a red box and a red arrow. The main content area is titled 'Agreement Activity Objective Other Details' and contains instructions. Below the instructions are four text input fields, each with a rich text editor toolbar. The fields are labeled: 'Recipient Agency', 'Government and Non-Government Agencies', 'Method of Educating Public', and 'Method of Choosing Beneficiaries'. Each field contains the placeholder text 'Test'. A 'Save' button is located at the bottom left of the form area.

1. Click on **Activity Objective Other Details** link
2. System will display “**Agreement Activity Objective Other Details**” page
3. Modify or view the following details
 - Recipient Agency
 - Government or Non Government Agencies
 - Method of Educating Public
 - Method of Choosing Beneficiaries
4. Click “**Save**” to save details

5.2.7. Agreement Activities & Beneficiaries

The screenshot displays the FAIS interface for managing agreement activities. The sidebar on the left contains navigation links under 'My FAIS', 'Data Navigation', and 'Document Navigation'. The main content area is titled 'Agreement Activities & Beneficiaries' and includes an 'Instructions' box. Below the instructions is a form for creating or editing an activity, with fields for 'Activity', 'Activity Name', 'Activity Description', and 'Activity Implementation'. A 'Save' button is located below the form. At the bottom, a table lists existing activities with 'Edit' and 'Beneficiary' links. Red callouts point to the 'Create New Activity' link in the top right and the 'Edit existing Activity' link in the bottom right.

Agreement Activities & Beneficiaries

Instructions

This page displays a list of activities selected for this agreement. You may create additional activities to apply to this agreement by either selecting an activity from the drop-down menu and adding a description of the activity, or by clicking on the **Create New Activity** link. If the activities in the drop-down menu do not match your needs, you may select "Custom Title" in which case you must enter a name for the new activity in the field labeled **Custom Activity Name**.

The table at the bottom of the screen allows you to **edit** an activity, **delete** an activity, or manage the **beneficiaries** for the activity.

Agreement Activity

Activity: [Dropdown Menu]

Activity Name: [Text Field]

Activity Description: [Text Field]

Activity Implementation: [Text Area]

Save

Activity	Activity Description	Actions
School Feeding		Edit Beneficiary
Provide School Supplies	Provide School Supplies	Edit Beneficiary

Create New Activity

1. Click on **Activities & Beneficiaries** link
2. System will display "**Agreement Activities & Beneficiaries**" page
3. Click on **Create New Activity**
4. Enter the following details
 - Select or enter Activity
 - Enter Activity Description (Not Mandatory)
 - Enter Activity Implementation (Not Mandatory)
5. Click "**Save**" to save details

Edit Activity

1. Click on **Activities & Beneficiaries** link
2. System will display "**Agreement Activities & Beneficiaries**" page
3. Click on **Edit**
4. Edit following details
 - Select or enter Activity
 - Enter Activity Description (Not Mandatory)
 - Enter Activity Implementation (Not Mandatory)
5. Click "**Save**" to save details

5.2.8. Manage Beneficiaries

The screenshot shows the FAIS 'Beneficiaries' page. The sidebar on the left contains links for 'My FAIS', 'Data Navigation', and 'Document Navigation'. The main content area has a 'Beneficiaries' header, instructions, a form for adding/updating beneficiary information, and a table of existing beneficiaries. Red callouts highlight the 'Delete Beneficiary', 'Edit existing beneficiary', and 'Create New Beneficiary' buttons.

Beneficiary Form Fields:

- Fiscal Year: [Dropdown]
- Output: [Text]
- Output #: [Text]
- Direct: [Dropdown]
- Direct #: [Text]
- Indirect: [Dropdown]
- Indirect #: [Text]

Beneficiary Table:

Year	Output	Output #	Direct	Direct #	Indirect	Indirect #	Notes
2011	Lunches for students	2000	Girls Below 10	2000	Families	200	[Edit] [Delete]

Edit Beneficiary

1. Click on **Beneficiaries** link in "Agreement Activities & Beneficiaries" page
2. Click on **Edit**
3. Edit following details
 - Select Fiscal Year
 - Enter Output
 - Enter Output #
 - Select Direct Beneficiary
 - Enter Direct Beneficiary #
 - Select Indirect Beneficiary
 - Enter Indirect Beneficiary #
4. Click "Save" to save details

Create New Beneficiary

1. Click on **Beneficiaries** link in "Agreement Activities & Beneficiaries" page
2. Click on "Create New Beneficiary"
3. Edit following details
 - Select Fiscal Year
 - Enter Output
 - Enter Output #
 - Select Direct Beneficiary
 - Enter Direct Beneficiary #
 - Select Indirect Beneficiary
 - Enter Indirect Beneficiary #
4. Click "Save" to save details

Delete Beneficiary

To delete a beneficiary click on **Delete** to delete beneficiary

5.2.9. Activity Objective – Activity Mapping

The screenshot displays the 'Agreement Objective & Activity Mappings' page in the FAIS system. The sidebar on the left contains navigation links under 'My FAIS', 'Data Navigation', and 'Document Navigation'. The main content area has a header 'Agreement Objective & Activity Mappings' and a sub-header 'Instructions'. Below this is a form for creating new mappings with fields for 'Activity Objective', 'Activity', and 'Percentage (%)', and a 'Save' button. A table below the form lists existing mappings with columns for 'Activity Objective', 'Activity', 'Percentage', and 'Actions'. The 'Actions' column contains 'Edit' and 'Delete' links for each row. Red callouts highlight the 'Create New Mapping' button and the 'Edit' and 'Delete' buttons in the table.

Activity Objective	Activity	Percentage	Actions
Increase Girl Child Education Percentage	School Feeding	100	Edit Delete
Increase Girl Child Education Percentage	Provide School Supplies	100	Edit Delete

Each Activity will be associated with one or many Activity Objective. Each Activity will have to be mapped 100%

Create New Mapping

1. Click on link in "Activities Objective & Activity Mapping" page
2. Click on "Create New Mapping"
3. Enter following details
 - Select Activity Objective
 - Select Activity
 - Enter Percentage
4. Click "Save" to save details

Note:- Any activity has to be mapped exactly to 100%

Edit Mapping

1. Click on link in “ **Activities Objective & Activity Mapping** ” page
2. Click on “ **Edit Mapping** ”
3. Edit following details
 - Select Activity Objective
 - Select Activity
 - Enter Percentage
4. Click “ **Save** ” to save details

Note:- Any activity has to be mapped exactly to 100%

Delete Mapping

To delete mapping click on **Delete** to delete mapping

5.2.10. Budget

View PVO Budget Summary

The screenshot displays the 'Agreement PVO Budget Summary View' page in the FAIS system. The page includes a navigation menu on the left with a red box highlighting the 'Budget' link. The main content area shows a table titled 'Agreement PVO Budget Summary' with the following data:

Expense Type	CCC/FAS Cash (\$)	Monetization Proceeds (\$)	Total Approved (\$)
Administration			
Total Administration	0.00	0.00	0.00
ICR on Administration	0.00	0.00	0.00
ITSH			
Total ITSH	0.00	0.00	0.00
ICR on ITSH	0.00	0.00	0.00
Activities			
School Feeding	10000.00	10000.00	20000.00
Provide School Supplies	0.00	0.00	0.00
Total Activities	10000.00	10000.00	20000.00
ICR on Activities	1000.00	1000.00	2000.00
Total Direct Cost	10000.00	10000.00	20000.00
Total ICR	1000.00	1000.00	2000.00
Grand Total	11000.00	11000.00	22000.00

To view PVO Budget Summary

1. Click on **Budget** link on Left Menu

2. View PVO Budget Summary

Detailed Budget List

Participant will be able to view and modify Agreement Budget line items through budget link

My FAIS
Current | Change
• Alerts
• Agreement #: FFE-SDN-2011-035-00
• Program Type: FFE
• Organization: PP1
• Country: Sudan
• Status: In Progress

Data Navigation
• Agreement Roles
• Agreement Contacts
• Signatories
• Agreement Summary
• Introduction
• Commodities
• Monetization
• Transportation & Logistics
• Activity Objectives
• Activity Objectives Other Details
• Activities & Beneficiaries
• Activity Objectives & Activity Mapping
• Budget
• Amendment Note
• Amendments

Document Navigation
• Legal
• Plan Of Operation
• Commodity Specification
• Budget
• Terrorist Financing Certification

You are here : [Home](#) > [Agreement Management](#) > [Agreement Summary](#) > [PVO Budget Summary](#) > PVO Budget List

Welcome [pp1_director](#) [[Log Off](#)]

Detailed Budget List

This page is used to edit specific budget line items. All edits will be saved and their effect will show up when aggregated in the **Budget Summary** tab. An existing budget line item may be edited or deleted by using the **Edit** or **Delete** hyperlinks in the corresponding table row. Additionally, new budget line items may be added by using the hyperlink **Create New**.

Fiscal Year	Cash	Monetization	Total
2011	11000.00	11000.00	22000.00
Total	11000.00	11000.00	22000.00

Fiscal Year	Activity	Expense Type	Location Details	Quantity	Price Per Unit	Total Price	NICRA %	Total After NICRA	Cash %	Monetize %	Cash	Monetization Action	
2011	School Feeding	Salaries	Field Manager	2	10000.00	20000.00	10.00	22000.00	50.00	50.00	11000.00	11000.00	Edit Delete

Create New

Edit Budget Line Item

Delete Budget Line

Detailed Budget List

1. Click on **Budget** link on Left Menu
2. View PVO Budget Summary
3. Click on PVO Budget List tab
4. View Detailed Budget List

Edit Agreement PVO Budget

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

Home | Reports Out | Agreement Management | Administration | Compliance Management | Proposal Management | Budget | About FAIS

You are here: Home > Agreement Management > Agreement Summary > PVO Budget Summary > PVO Budget List > Edit PVO Budget

Edit Agreement PVO Budget

Instructions

Basic Information

Fiscal Year	2011
Activity	School Feeding
Expense Type	Salaries
Location	Field
Details	Manager
Quantity	2
Price Per Unit	10000.00
Total Price	20000.00
NICRA %	10.00
Total After NICRA	22000.00
Cash %	60.00
Monetize %	60.00
Cash	11000.00
Monetization	11000.00

Save

Edit Budget Line Item

1. Click on **Budget** link on Left Menu
2. View PVO Budget Summary
3. Click on PVO Budget List tab
4. Click on **Edit** against a Budget Line Item
5. User will be able to Edit following values
 - Fiscal Year
 - Activity
 - Expense Type
 - Location
 - Details
 - Quantity
 - Price Per Unit
 - NICRA % - Not Mandatory
 - Cash % - Money requested as Cash
6. System will calculate the following details based on the above user input
 - **Total Price** - Quantity * Price Per Unit
 - **Total After NICRA** - Total Price + (Total Price * NICRA %)
 - **Monetization %** - 100 - Cash %
 - **Cash** - Cash % * Total After NICRA
 - **Monetization** - Monetization % * Total After NICRA
7. Click on **Save** to save the data

Create Agreement PVO Budget

The screenshot shows the USDA Food Aid Information System (FAIS) interface. The left sidebar contains a 'My FAIS' menu with sections: 'Current | Change' (Alerts), 'Data Navigation' (Agreement Roles, Agreement Contacts, Signatories, Agreement Summary, Introduction, Commodities, Monetization, Transportation & Logistics, Activity Objectives, Activity Objectives Other Details, Activities & Beneficiaries, Activity Objectives & Activity Mapping), and 'Document Navigation' (Legal, Plan Of Operation, Commodity Specification, Budget, Terrorist Financing Certification). The 'Budget' link is highlighted in the 'Data Navigation' section. The main content area is titled 'Create Agreement PVO Budget' and contains a 'Basic Information' section with the following fields: Fiscal Year (1990), Activity (ITSH), Expense Type (Salaries), Location (Field), Details, Quantity, Price Per Unit (0.00), Total Price (0.00), NICRA % (0.00), Total After NICRA (0.00), Cash % (0.00), Monetize % (0.00), Cash (0.00), and Monetization (0.00). A 'Save' button is at the bottom left of the form.

Create New Budget Line Item

1. Click on **Budget** link on Left Menu
2. View PVO Budget Summary
3. Click on PVO Budget List tab
4. Click on **Create New**
5. User will be able to Enter following values
 - Fiscal Year
 - Activity
 - Expense Type
 - Location
 - Details
 - Quantity
 - Price Per Unit
 - NICRA % - Not Mandatory
 - Cash % - Money requested as Cash
6. System will calculate the following details based on the above user input
 - **Total Price** - Quantity * Price Per Unit
 - **Total After NICRA** – Total Price + (Total Price * NICRA %)
 - **Monetization %** - 100 – Cash %
 - **Cash** – Cash % * Total After NICRA
 - **Monetization** – Monetization % * Total After NICRA
7. Click on **Save** to save the data

Delete Budget Line Item

To delete a budget line item click on **Delete** against a budget line item.

5.3. Agreement Submission

Agreement submission is a 2 step process. Once all sections are approved by Participant Agreement Executor,

Step 1:- Participant Agreement Executor submits Agreement to Participant Director

The screenshot displays the 'Agreement Summary' page in the FAIS system. The left sidebar contains a navigation menu with options like 'My FAS', 'Current Change', and 'Agreement Summary'. The main content area shows the 'Agreement Summary' for agreement # FFE-GDN-2011-036-00. It includes sections for 'Agreement Information', 'Agreement Sections', 'Agreement History', 'Workflow Actions', and 'Associated Documents'. A red box highlights the 'Submit Agreement to Participant Director' button in the 'Workflow Actions' section.

Section	Assigned To	Status
Lead	PP1_Director FAS	Approved
Run Of Operation	PP1_Director FAS	Approved
Community Specification	PP1_Director FAS	Approved
Budget	PP1_Director FAS	Approved
Terrorist Financing Certification	PP1_Director FAS	Approved

User	Date	Action	Status	Comments
PP1_Director FAS	2/25/2011 02:35:08	Generate Agreement	In Progress	

Workflow Actions

[View Workflow Guide](#) | [View Submittals](#) | [Submit for Review](#) | [Submit Agreement to Participant Director](#)

Associated Documents

[Back to List](#)

Step 2:- Participant Director submits agreement to Food Aid Division

USDA United States Department of Agriculture
Food Aid Information System

Home | Reports Out | Agreement Management | Administration | Compliance Management | Proposal Management | System Alerts & FAS

You are here: Home > Agreement Management > Agreement Summary

Welcome **PP1_Director** (Log Out)

Agreement Summary

Instructions

This page displays:

- Basic agreement information.
- Agreement History section showing the actions that can be executed based on the agreement status.
- Workflow Actions section showing the actions that can be executed based on the agreement status.
- Associated Documents section showing links to either the Third Party Consultation Letter or the WFP Commitment Letter, depending on the Program Participant type and the agreement status.

Depending on the status of an agreement, there will be hyperlinks at the bottom of the page, one called **View Working Copy** and the other called **View Snapshot**. A **Working Copy** represents the current state of an agreement as it is being edited either by FAD staff or by Program Participant (PP) staff. When a version of the agreement is sent from FAD to the PP or vice versa, we create a **Snapshot** of the agreement. At any one time, there could only be one working copy and one or more snapshots.

The hyperlink **Submit For Review** will appear depending on the agreement status. If the link is present, using it will send the agreement for review to the next person specified in the agreement workflow, e.g., from a Program Participant (PP) Agreement Executor to the PP Director. The hyperlink **Submit to FAD** will be used to submit the agreement to the USDA Food Aid Division for review.

The **Request Modification** link is used by the reviewer to submit the agreement back for modification. The **Submit to Br. Chief** link is used by the FAD Analyst to submit the agreement to the FAD Branch Chief for review. The **Cancel** link will be available only to designated FAD staff and will be used to cancel an agreement during the review or clearance steps.

The **Change FAD Contact** link is available only to the FAD Branch Chief and is used to assign a different FAD main contact person; e.g., another FAD Analyst. The **Sign** link is used to sign the final agreement document.

When an agreement is in a **Signed** status, click on **Amendments** link to view associated amendments.

Agreement Summary | **Attachments**

Agreement Information

Agreement #	FFE-SDN-2011-035-00
Proposal #	2011-0226
Program Type	FFE
Organization	PP1
Country	Sudan
Agreement Status	PP Dir Review
FAD Contact	FFP_FAD_Analyst1 FAS
Agreement Executor	PP1_Director FAS

Agreement Sections

Section	Assigned To	Status
Legal	PP1_Director FAS	Approved
Plan Of Operation	PP1_Director FAS	Approved
Commodity Specification	PP1_Director FAS	Approved
Budget	PP1_Director FAS	Approved
Terrorist Financing Certification	PP1_Director FAS	Approved

Agreement History

User	Date	Action	Status	Comments
PP1_Director FAS	3/14/2011 01:10:15	Submit for Review	PP Dir Review	
PP1_Director FAS	2/25/2011 03:35:08	Generate Agreement	In Progress	

Workflow Actions

[View Working Copy](#) | [View Snapshot](#) | [Request Modification](#) | [Submit to FAD](#)

Associated Documents

[Back to List](#)

Callouts:

- View Working Copy** (linked from Workflow Actions)
- Request Modification from Agreement Executor** (linked from Associated Documents)
- Submit to Agreement to Food Aid Division** (linked from Workflow Actions)

5.4. Agreement Snapshot & Working Copy

View Working Copy

Agreement can be viewed in total as a single document by clicking on the **View Working Copy** link in the Agreement Summary screen

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

Linking U.S. Agriculture
FAS
to the World

[Home](#) | [Reports Out](#) | [Agreement Management](#) | [Administration](#) | [Compliance Management](#) | [Proposal Management](#) | [Budget](#) | [About FAS](#)

My FAIS
Current | Change

- [Alerts](#)
- Agreement #: FFE-SDN-2011-035-00
- Program Type: FFE
- Organization: PP1
- Country: Sudan
- Status: PP Dir Review

Data Navigation

- [Agreement Roles](#)
- [Agreement Contacts](#)
- [Signatories](#)
- [Agreement Summary](#)
- [Introduction](#)
- [Commodities](#)
- [Monetization](#)
- [Transportation & Logistics](#)
- [Activity Objectives](#)
- [Activity Objectives Other Details](#)
- [Activities & Beneficiaries](#)
- [Activity Objectives & Activity Mapping](#)
- [Budget](#)
- [Amendment Note](#)
- [Amendments](#)

Document Navigation

- [Legal](#)
- [Plan Of Operation](#)
- [Commodity Specification](#)
- [Budget](#)
- [Terrorist Financing Certification](#)

You are here : [Home](#) > [Agreement Management](#) > Agreement Summary
Welcome **pp1_director** | [Log Off](#) |

Agreement Summary

Instructions

This page displays:

- Basic agreement information.
- Agreement History* section showing the agreement review events.
- Workflow Actions* section showing the actions that can be executed based on the agreement status.
- Associated Documents* section showing links to either the **Third Party Consultation Letter** or the **WFP Commitment Letter**, depending on the Program Participant type and the agreement status.

Depending on the status of an agreement, there will be hyperlinks at the bottom of the page, one called **View Working Copy** and the other called **View Snapshots**. A *Working Copy* represents the current state of an agreement as it is being edited either by FAD staff or by Program Participant (PP) staff. When a version of the agreement is sent from FAD to the PP or vice versa, we create a *Snapshot* of the agreement. At any one time, there could only be one working copy and one or more snapshots.

The hyperlink **Submit For Review** will appear depending on the agreement status. If the link is present, using it will send the agreement for review to the next person specified in the agreement workflow; e.g., from a Program Participant (PP) Agreement Executor to the PP Director. The hyperlink **Submit to FAD** will be used to submit the agreement to the USDA Food Aid Division for review.

The **Request Modification** link is used by the reviewer to submit the agreement back for modification. The **Submit to Br. Chief** link is used by the FAD Analyst to submit the agreement to the FAD Branch Chief for review. The **Cancel** link will be available only to designated FAD staff and will be used to cancel an agreement during the review or clearance steps.

The **Change FAD Contact** link is available only to the FAD Branch Chief and is used to assign a different FAD main contact person; e.g., another FAD Analyst. The **Sign** link is used to sign the final agreement document.

When an agreement is in a *Signed* status, click on **Amendments** link to view associated amendments.

Agreement Summary

Attachments

Agreement Information

Agreement #	FFE-SDN-2011-035-00
Proposal #	2011-0228
Program Type	FFE
Organization	PP1
Country	Sudan
Agreement Status	PP Dir Review
FAD Contact	FFP_FAD_Analyst1 FAS
Agreement Executor	PP1_Director FAS

Agreement Sections

Section	Assigned To	Status
Legal	PP1_Director FAS	Approved
Plan Of Operation	PP1_Director FAS	Approved
Commodity Specification	PP1_Director FAS	Approved
Budget	PP1_Director FAS	Approved
Terrorist Financing Certification	PP1_Director FAS	Approved

Agreement History

User	Date	Action	Status	Comments
PP1_Director FAS	3/14/2011 01:10:15	Submit for Review	PP Dir Review	
PP1_Director FAS	2/25/2011 03:35:08	Generate Agreement	In Progress	

Workflow Actions

[View Working Copy](#) | [View Snapshots](#) | [Request Modification](#) | [Submit to FAD](#)

Associated Documents

[Back to List](#)

View Working Copies

View snapshots of the Agreement

View Snapshot

FAIS takes a snapshot of the Agreement when it is generated for the first time and whenever the Agreement is submitted by the participant director to FAD and when FAD Analyst request modification on the Agreement from the participant

The screenshot displays the FAIS web interface. The top navigation bar includes links for Home, Reports Out, Agreement Management, Administration, Compliance Management, Proposal Management, Budget, and About FAS. The left sidebar contains a 'My FAIS' section with a 'Current | Change' tab and a list of links including Alerts, Agreement #, Program Type, Organization, Country, and Status. Below this is a 'Data Navigation' section with links for Agreement Roles, Agreement Contacts, Signatories, Agreement Summary (highlighted with a red box), Introduction, Commodities, Monetization, Transportation & Logistics, Activity Objectives, Activity Objectives Other, Details, Activities & Beneficiaries, Activity Objectives & Activity Mapping, Budget, Amendment Note, and Amendments. The main content area is titled 'Agreement Snapshots' and shows a table with columns for Snapshot ID, Description, Datetime, and Actions. A single snapshot is listed with ID 239 and a description 'Initial snapshot created when agreement generated.' The 'View' link in the Actions column is highlighted with a red box and a callout box labeled 'View Snapshot'.

6. Appendix

6.1. Appendix A – Acronyms and Abbreviations

Below are some acronyms and abbreviations, used in this manual, with their full forms and definitions.

FAS – Foreign Agricultural Service

FAIS – Food Aid Information System

PP – Program Participant

NICRA – Negotiated Indirect Cost Recovery Agreement

USDA – U.S. Department of Agriculture