

Emerging Markets Program (EMP)

The Emerging Markets Program is a market access program that provides funding for technical assistance activities intended to promote exports of U.S. agricultural commodities and products to emerging markets in all geographic regions, consistent with U.S. foreign Policy

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2010 Guidance (still in effect)

To: All 2010 Emerging Markets Program Applicants

From: Christian J. Foster
Deputy Administrator
Office of Trade Programs



FEB 12 2010

Subject: Guidance Regarding Opportunity to Resubmit 2010 Applications

BACKGROUND:

The Emerging Markets Program (EMP) has recently been reviewed internally. As a result of that review, the Foreign Agricultural Service (FAS) has determined that guidance provided previously was insufficient to satisfy certain statutory requirements of the program.

All EMP projects must fall into at least one of the following four categories:

- (1) Assistance to teams consisting primarily of U.S. individuals expert in assessing the food and rural business systems of other countries. This type of EMP project must include all three of the following:
 - a) conduct an assessment of the food and rural business system needs of an emerging market
 - b) make recommendations, and
 - c) identify opportunities and projects to enhance the effectiveness of the emerging market's food and rural business systems.

To be eligible, such proposals must clearly demonstrate that such teams consist primarily of experts who are agricultural consultants, farmers, and other persons from the private sector and government officials, and that they have expertise in assessing the food and rural business systems of other countries.
- (2) Assistance with paying for necessary subsistence expenses in and transportation expenses to the United States to enable individuals from emerging markets to travel to the United States so that these individuals can, for the purpose of enhancing the food and rural business systems in their countries, become familiar with U.S. technology and agribusiness and rural enterprise operations by consulting with food and rural business system experts in the United States.
- (3) Assistance with necessary subsistence expenses in and transportation expenses to emerging markets to enable U.S. agricultural producers and other individuals knowledgeable in agricultural and agribusiness matters to travel to emerging markets to assist in transferring their knowledge and expertise to entities in emerging markets. Such travel must be to emerging markets, i.e., travel to

developed markets is not eligible under the program even if the traveler's targeted market is an emerging market.

- (4) Technical assistance to implement the recommendations, projects and/or opportunities identified by assistance under (1) above. Technical assistance that does not implement the recommendations, projects, and/or opportunities identified by assistance under (1) is not eligible under the Emerging Markets Program.

Proposals that do not fall into one or more of the four categories above, regardless of previous guidance provided regarding the EMP, are not eligible for consideration under the program. In addition, the purpose of the EMP is to develop, maintain, or expand markets for U.S. agricultural products. Program resources may not be used to support the export of another country's products to the United States, or to promote the development of a foreign economy as a primary objective.

GUIDANCE:

FAS is offering 2010 EMP applicants the opportunity to review and resubmit their applications, given the information provided herein. It is important to remember when reviewing your 2010 application that all EMP applications must be consistent with at least one of the four categories listed above to be eligible. Applications should clearly identify that the persons involved in conducting assessments, making recommendations, identifying opportunities, traveling, or providing technical assistance meet the applicable requirements.

Applications that propose 2010 technical assistance projects as described in (4) should clearly identify that the application implements the recommendations, projects and/or opportunities identified by assistance funded under EMP as described in (1). If a previously submitted 2010 application proposes technical assistance that does not implement recommendations from an assessment consistent with (1), the applicant can choose to resubmit the application to propose an assessment component consistent with (1). This component can include an update of an assessment that was not performed under the EMP, but the update must be consistent with (1). That is, an application that proposes technical assistance must either (a) implement recommendations, projects and/or opportunities identified in an assessment previously funded by EMP or (b) include a proposal to conduct or update an assessment consistent with (1) and be clear that the technical assistance proposed will implement the recommendations, projects and/or opportunities identified in the assessment to be conducted or updated.

Any 2010 EMP applicant that plans to resubmit an EMP application must do so by March 3, 2010. This is not an opportunity to submit new applications. Questions regarding this guidance should be addressed to Stacey Peckins at

202-690-6270 or podadmin@fas.usda.gov. Resubmitted applications can be submitted by e-mail to podadmin@fas.usda.gov, or by courier to the following address:

Program Operations Division/Office of Trade Programs
Foreign Agricultural Service/U.S. Department of Agriculture
1250 Maryland Avenue SW, Suite 400L
Washington, DC 20024
ATTN: Ms. Ilah Barnes
Phone: (202) 720-4327

Thank you for your continued interest in the Emerging Markets Program.

Questions regarding this guidance may now be directed to Lona Powell at 202 720-8557.

Assessments

In conjunction with the guidance above, we have developed assessment format guidelines, included below, that apply to assessments conducted under type (1) projects:

Assessments should answer these questions:

Who conducted the assessment and what makes them an expert? [Must be a U.S. Agricultural consultants, farmers, government officials, and other persons from the private sector that have expertise in assessing the food and rural business systems of other countries.

Identify the qualifications that make the assessors experts in assessing the food and rural businesses of the emerging market(s).]

How did you conduct the assessment? [What methodology did you use to conduct the assessment? Briefly describe where you went, the people you met with, what you did to complete the assessment?]

What is the assessment of the food and rural business system needs of the emerging market? [Include an executive summary of the project. Also, include why this market was chosen/what makes it attractive for U.S. exporters? Describe what you found out about the market (needs): the existing constraints (what may prevent or hinder imports from the United States)?; the nature of the competition; Describe the trade policy factors that affect the market; Provide data on the existing trade situation; what is the distribution chain; what sector will you target and why? The objective of an assessment may have specific areas of emphases as described in the Attachment A of the Agreement, such as; to understand the consumer beliefs and attitudes regarding a commodity. If so, summarize the specifics (beliefs and attitudes) gathered (market intelligence) that will be used by the industry to establish a baseline and evaluate the effectiveness of future marketing activities. Also, discuss how the U.S. industry could utilize these needs and overcome constraints to expand exports. If appropriate, identify what constraints prevent or hinder market development for the U.S. industry.]

What are the opportunities in the market? [Where do you see opportunities to enhance the effectiveness of the emerging market's food and rural business system? Describe projects that may enhance the effectiveness of the emerging market's food and rural business systems?

For each opportunity identified describe the baseline and measurements that will be used to evaluate the effectiveness of future marketing activities of the U.S. industry. The opportunities should be tied to the "needs" identified in the previous response.]

What are the recommendations or measures necessary to enhance the food and rural business system needs for that will also develop the market for U.S. agricultural products? [What are you proposing to do, based on your assessment, to grow U.S. exports and enhance the emerging market's food and rural business system? Are there follow up technical assistance activities that you will propose? What are these? For each opportunity identified describe the recommended specific, logical and appropriate marketing or technical assistance activities and expected results for expanding exports from the United States industry.]

EMP Frequently asked Questions

What is the Emerging Markets Program?

The Emerging Markets Program (EMP) provides partial funding for technical assistance activities that promote, enhance or expand the export of U.S. agricultural commodities to overseas emerging markets. Technical assistance is defined quite broadly, and includes such activities as feasibility studies, market research, sectorial assessments, orientation visits, specialized training, business workshops, and the like. Its resources are intended primarily to support the market development efforts of the private sector, but it may also be used to assist public agricultural organizations as well.

The EMP is a generic program: its resources may be used to support exports of U.S. agricultural commodities and products only through generic activities. Projects that endorse or promote branded products are not eligible for the Program.

Activities that support the export of another country's product to the United States, including sourcing of products overseas for export to the United States, are not eligible for the program.

It is administered by USDA's Foreign Agricultural Service.

Is there a set list of emerging market countries that are eligible?

No. We apply the general definition in the legislation authorizing the Program and additional administrative criteria to determine which countries qualify as emerging markets. The most important criteria is the World Bank's income threshold for upper middle income countries. Because this figure varies from year to year, we have not cemented in a list of countries and applicants are encouraged to consult the World Bank website for the list. Also, there are a few countries which may be of interest to potential U.S. exporters, but because of political sensitivities require special consideration and consultation within the U.S. government before any Program funds could be used. Details are provided in the application announcement published annually in the [Federal Register](#).

How much money is available under the Program?

The Program has \$10 million authorized annually from the funds of the Commodity Credit Corporation. This amount is available automatically every fiscal year from now through the term of the current Farm Bill (fiscal year 2018).

What kinds of organizations are eligible to apply for funding assistance?

The Program is available to both private and government organizations in agriculture.

All private U.S. agricultural organizations--non-profit, for-profit, trade associations, universities, consultant groups (under certain conditions), etc.--may apply to the Program. Private organizations must be able to justify a need for financial assistance, which means that, as a general rule, the Program is intended for small- to medium-sized firms. Also, proposals from research and consulting organizations will be considered if they provide evidence of substantial participation in and financial support by the U.S. industry. For-profit entities are also eligible, but may not use program funds to conduct private business, promote private self-interests, supplement the costs of normal sales activities, or promote their own products or services beyond specific uses approved by FAS in a given project.

State departments of agriculture are also eligible but are considered private sector for purposes of the application process.

Government is defined as federal. Most federal agencies which receive assistance from the Program are in USDA largely because of the nature of the Program, i.e., agricultural exports and market development. Other agencies outside of USDA may apply if the objectives of an intended project match up well with the Program's legislative mandate.

Foreign organizations, whether government or private, are not eligible.

Are there any minimum requirements that must be met before a proposal is considered qualified for Program funding?

Definitely. There are, in fact, two things that every private sector proposal must contain before it can qualify for funding under the Program:

1. Cost-share. This the amount of funding U.S. private organizations are willing to commit from their own resources along with those of the Program to seek export business in an emerging market. No proposal will be considered without the element of cost-sharing, regardless of the underlying value of a proposal (the Emerging Markets Program complements, not supplants, export efforts of the U.S. private sector). We don't specify a minimum or maximum of cost share. Rather, we use the degree of commitment to a proposed project represented by the percentage and type of private funding as a critical factor in determining which proposals should be funded under the Program. We also don't specify the type of cost-sharing. It may be professional time of staff assigned to the project, or actual cash investment. But proposals in which private industry is willing to commit actual funds, rather than in-kind items such as existing staff resources, are given greater weight. Contributions from foreign sources may not be counted as cost share, but they may be included in the overall cost of any proposal to the Program.

Cost-sharing is not needed for government proposals, but it is required for all other eligible entities, even when they may be party to a joint proposal with a U.S. Government agency.

2. Justification for Federal Funding. This is a clear explanation as to what specifically could not be accomplished without the funding assistance of the Program and why participating organization(s) are unlikely to carry out the project without such assistance. What specifically could not be accomplished if the funding were not provided?

Format and additional details that should be included in each application are provided in the annual announcement soliciting proposals to the Program for funding assistance published in the Federal Register.

How are projects and activities funded?

Funding is on a project-by-project basis. Funds are provided through one of three channels:

1. Central Fund. This is the principal means of funding private sector proposals. An open solicitation period, available once a year, is announced in the Federal Register and on the Program's Internet web site. Proposals received by the deadline stated in the announcement undergo a multi-level review to determine qualifications, quality and appropriateness, project budgets, etc.

For government proposals, this may be done at any time during the fiscal year, subject to the availability of funds.

There are also two specialty funds established for particular needs which may also be used for approved projects depending upon circumstances:

2. Quick Response Marketing Fund. This fund is used to address priority marketing problems that arise because of unforeseen events (market conditions in emerging markets are often less predictable than in more developed countries). It allows improved responsiveness to time-sensitive marketing opportunities, such as the lifting of a sanitary or phytosanitary trade barrier; a change in an import regime or the removal of a trade embargo; an unexpected, significant purchase of a commodity; an unusual change in the political or financial situation in a country; or a significant change in crop conditions--any of which may have an immediate impact on the access of particular commodities to specific markets. Proposals to the Quick Response Marketing Fund must identify specific market access issues which also face time constraints. Timing concerns in and of themselves do not justify use of the Fund.

3. Technical Issues Resolution Fund. This fund is reserved for addressing priority sanitary or phytosanitary trade issues such as plant quarantine, animal health, food safety, and other technical barriers to U.S. exports based on unsound or incomplete scientific information. Priority issues are those that are time sensitive and likely to achieve the desired impact. Funding decisions are determined by a review process that includes FAS and relevant regulatory agencies. Consult the Program Regulations for further information; application requirements are slightly different than for either the Central Fund or the Quick Response Marketing Fund.

Are there any priority subjects that are considered more appropriate for the Program than others?

Actually, yes. While we allow private industry to determine specific target markets, priority commodities, or preferred export activities, we place a higher priority on certain types of technical assistance activities that are particularly appropriate for the Program. For example:

- Marketing and distribution of value-added products, including new products or uses;
- Studies of food distribution channels in emerging markets, including infrastructural impediments to U.S. exports;
- Projects that specifically address various constraints to U.S. exports, including food safety/sanitary and phytosanitary issues and other non-tariff barriers;
- Assessments and follow up activities designed to improve country-wide food and business systems, to reduce trade barriers, and to increase prospects for U.S. trade and investment in emerging markets;
- Projects that help foreign governments to collect and use market information and to develop free trade policies that benefit American exporters as well as the target country or countries (this is usually more appropriate for government agencies to address);
- Short-term training in agriculture and agribusiness trade, including retail training, that will benefit U.S. exporters, e.g., seminars and training at trade shows designed to expand the potential for U.S. agricultural exports by focusing on the trading system.

Are all commodities eligible?

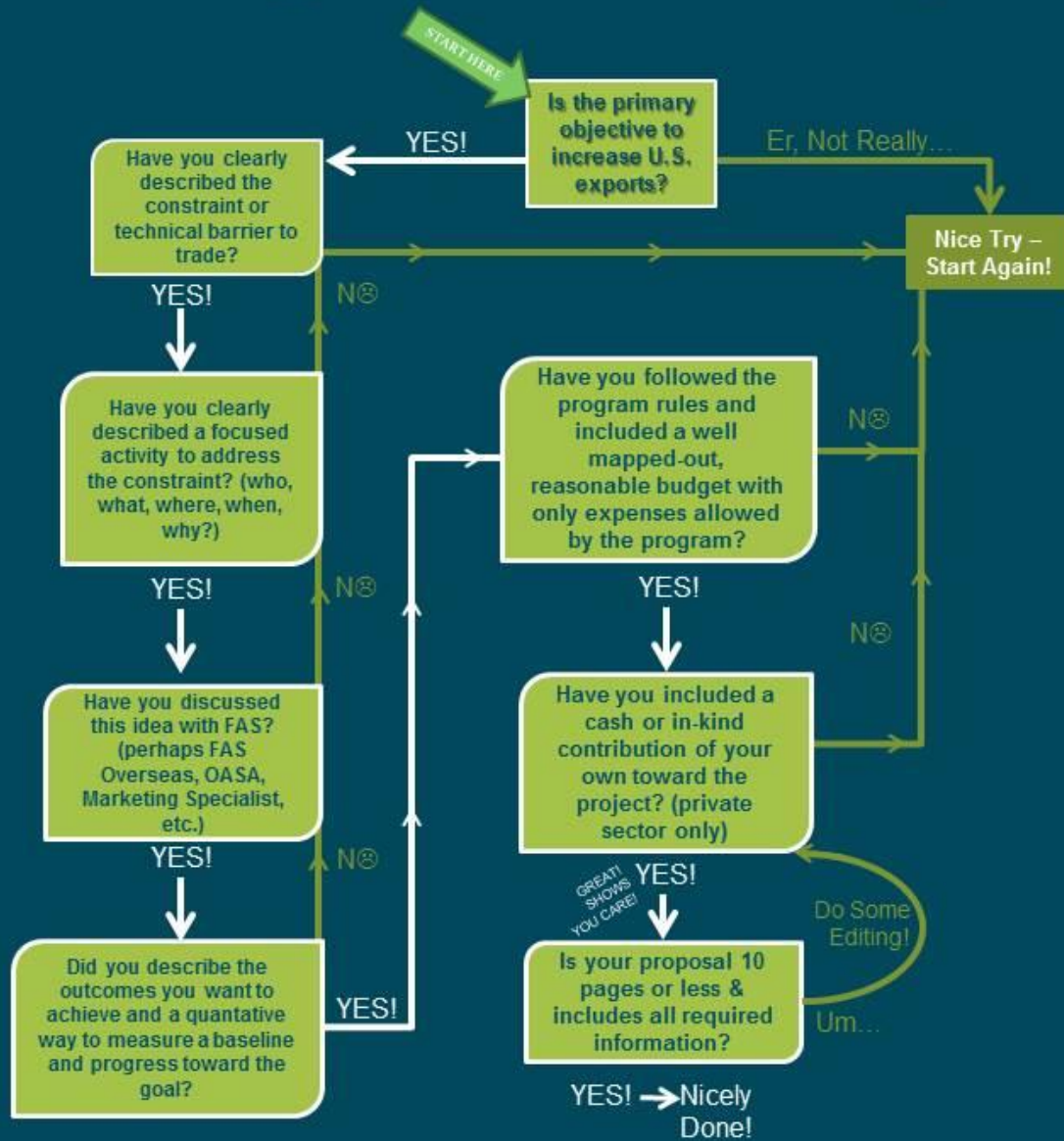
All except tobacco.

What about ineligible activities, or specific funding restrictions?

There are both. Rather than go into all the details here, we strongly recommend that you read the Program Regulations for this and much other information, which you will need to know before you decide to apply to the Program.

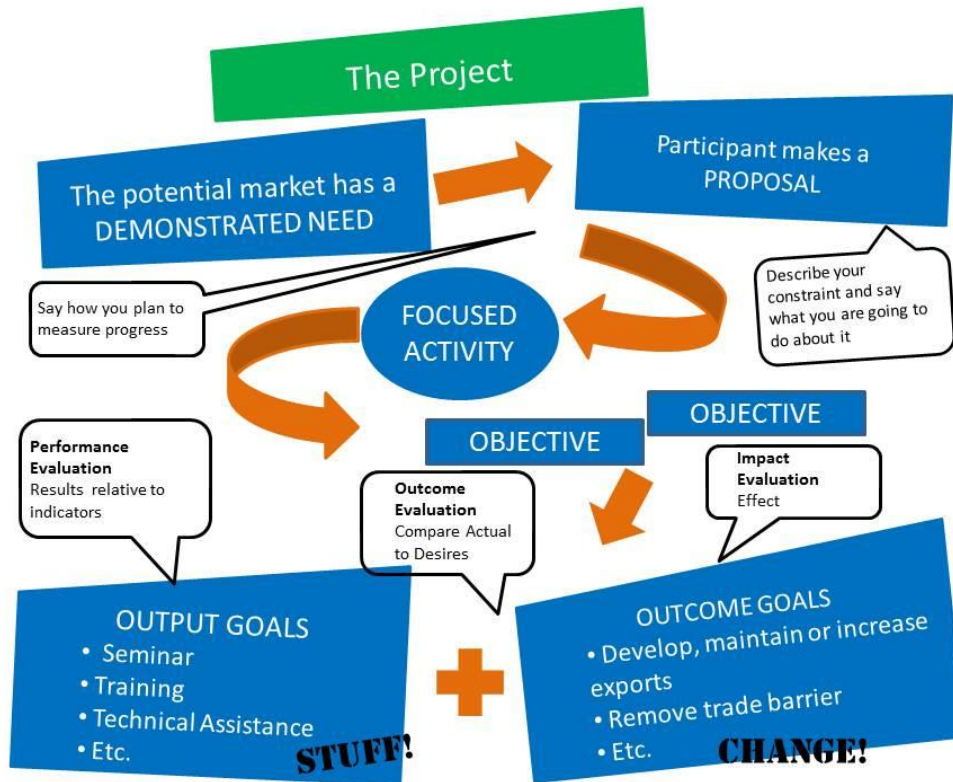
Which Proposals Get Funded

Creating a Good Grants Proposal



SUBMIT BY DEADLINE
(anytime for TIRF or QRMF)
TO:
podadmin@fas.usda.gov
or in the UES system

More Guidance on Project Development



Example Sufficiency Check

| 2014 POD EMP Private Sector Sufficiency Check | | |
|--|-------------------------------------|----|
| Applicant: Sample Applicant | | |
| Confirmed – Not excluded party: | | |
| Title: Training Seminar in China | | |
| POD Contact: <u>Ed Covey</u> Phone: <u>202-720-0866</u> | | |
| Organizational information | YES | NO |
| Eligible Entity: U.S. private or govnr't entity with a role or interest in the export of U.S. agricultural commodities or products. | <input checked="" type="checkbox"/> | |
| Confirmed Not Excluded Party: www.sam.gov | <input checked="" type="checkbox"/> | |
| Type of Organization: | | |
| Applicant Profile: | <input checked="" type="checkbox"/> | |
| Sample Applicant 1000 Test Street, Testcity, CA 95630 Telephone: (916) 111-1234, Fax (916) 111-5678 John Doe, Senior Marketing Director, International Email: johndoe@sampleapplicant.org | YES | NO |
| Eligible Commodities: | <input checked="" type="checkbox"/> | |

| | | |
|---|-------------------------------------|-------------------------------------|
| Eligible Activities: | <input checked="" type="checkbox"/> | |
| Supports the export of U.S. agricultural commodities and/or products Develops, maintains, or expands emerging markets through generic activities Government officials, expert in assessing the food and rural business systems of other countries | | |
| Eligible Target Market: China | <input checked="" type="checkbox"/> | |
| Population greater than 1 million; per capita income upper middle or below; taking steps toward a market-oriented economy; has potential of being a viable market; not a restricted country – Iran, North Korea, Sudan, Cuba. | | |
| Cost Share: \$ 20,000 | <input checked="" type="checkbox"/> | |
| Appropriate Activities: | | |
| | YES | NO |
| EMP Required Four Categories: (must meet 1 of 4) | | |
| #1 Assessing the food and rural business systems of other countries | | |
| #2 Paying for subsistence expenses for Emerging market individuals to travel to the U.S. to learn about U.S. technology and agribusiness | <input checked="" type="checkbox"/> | |
| #3 Paying for necessary subsistence expenses for U.S. experts to travel to emerging markets to assist in transferring knowledge and expertise | | |
| #4 Paying for technical assistance to implement the recommendations, projects, and/or opportunities identified by assistance under #1 (must have one “YES” checked below in order to check “YES” in category 4) | | |
| Recommendations and/or projects and opportunities are part of previous EMP project final report and that report is cited in the proposal | | |
| Will confirm assessment after initial assessment is completed prior to moving on to the technical assistance phase/portion of their proposed activity | | |
| Recommendations and/or projects and opportunities are part of an outside assessment and that assessment source is cited in the proposal and then confirmed before the project is approved | | |
| | YES | NO |
| Specialty Fund Eligibility: TIRF / Quick Response : Time Sensitive | NA | |
| Application Content | | |
| Project title: Training Seminar in China | | |
| Requested EMP Funding: \$157,500 | | |
| Cost Share Amount: \$20,000 | | |
| Current Conditions: | <input checked="" type="checkbox"/> | |
| Description of Problem(s), i.e. constraints to be addressed | <input checked="" type="checkbox"/> | |
| Project Objectives: | <input checked="" type="checkbox"/> | |
| Performance Measures: benchmarks for quantifying progress in meeting the objectives: See Note 1 | | <input checked="" type="checkbox"/> |
| Rationale: Underlying reasons for the project, the anticipated benefits | <input checked="" type="checkbox"/> | |
| Clearly demonstrate that successful implementation will benefit an Emerging Market’s food and rural business system and/or reduce trade barriers, will this promote or maintain U.S. agricultural exports | <input checked="" type="checkbox"/> | |
| Explanation as to what specifically could not be accomplished without federal funding assistance | <input checked="" type="checkbox"/> | |
| Description of the activities planned to address the constraint or opportunity, including what specific activities are to be undertaken with EMP funds: | <input checked="" type="checkbox"/> | |
| Beginning and end date for the proposed project: | <input checked="" type="checkbox"/> | |

| | | |
|---|-------------------------------------|-------------------------------------|
| Information of similar activities funded with USDA resources: | <input checked="" type="checkbox"/> | |
| Detailed line item budget-list of all estimated costs associated with the activity: | <input checked="" type="checkbox"/> | |
| Itemized list of all funding sources and contributions | <input checked="" type="checkbox"/> | |
| Supplemental Information | YES | NO |
| Reporting requirement from previous year(s) | | <input checked="" type="checkbox"/> |
| Application Exceeds Program Funding Limits: Excess of \$500,000 per year; No cost share; Excess of 3 years funding | | <input checked="" type="checkbox"/> |
| Funding Restrictions: | | <input checked="" type="checkbox"/> |

Note 1: Baseline measurements have not been established as benchmarks for quantifying progress in meeting the objectives; or, that can be used to evaluate the effect the activity has in developing, maintaining, or expanding exports of U.S. agricultural commodities and products by funding activities that improve emerging markets' food and rural business systems, including reducing potential trade barriers in such markets.

Criteria for Review

Review recommendations are based on the following criteria:

1. Appropriateness of the activities for the targeted market(s) and the extent to which the project identifies market barriers.

- Is the current market situation accurately described (including accurate constraint identification)?
- Does the applicant identify the competition, past activities or other related activities that may impact the success of this activity?
- Does the activity fit into the FAS country/region strategy? (Reviewer will consult Post review when answering this)
- Is there evidence that the organization has the knowledge, expertise, ability, and resources to successfully implement and manage the project?
- Are activity budgets presented with sufficient detail to provide confidence that the project can be implemented successfully?
- Are budgets reasonable?

2. Potential of the project to expand U.S. market share, increase U.S. exports or sales, and/or improve awareness of U.S. agricultural commodities and products.

- Are projected program results detailed and do they include performance measures?
- Will the activity make an impact in regards to developing, maintaining or increasing US exports?
- Taking into account the funding request, what kind of return are we getting for the budget request?

3. Quality of the project's performance measures, and the degree to which they relate to the objectives, proposed approach and activities, and deliverables.

- Do performance measures measure outcomes (impact) not outputs?
- Are performance measures truly measurable and quantifiable?
- Will progress in performance measures directly affect the constraint and trade?

Program Support Contacts

For EMP program support please contact appropriate Grant Programs Branch (GPB) staff directly or email PODADMIN@fas.usda.gov. Contact information is below.

Lona Powell, Branch Chief, Lona.Powell@fas.usda.gov, 202 720-8557

Ed Covey, EMP private sector lead, Ed.Covey@fas.usda.gov 202 720-0866

Jarrold Jones, EMP public sector lead, Jarrod.Jones@fas.usda.gov 202 690-4058

Vincent Cornetto, TIRF and QRMF lead, Vincent.Cornetto@fas.usda.gov 202 720-7927

Kendi Joshua, Program Support, Kendi.Joshua@fas.usda.gov, 202 720-5306

GPB monitored email, podadmin@fas.usda.gov

Ilah Barnes, Program Operations Division Admin Support, Ilah.Barnes@fas.usda.gov, 202 720-4327, Fax: (202) 690-0193

Mail can be directed to:

Programs Operations Division, Grant Programs Branch

Foreign Agricultural Service

U.S. Dept. of Agriculture, Stop 1052

1400 Independence Ave. SW

Washington, D.C. 20250-1052

Internet: <http://www.fas.usda.gov/programs/emerging-markets-program-emp>

UES and Claims procedures

Creating the EMP Proposal in UES

USDA FAS OTP POD GMD

Cornetto/Jones 03.11

1. Log in to the Unified Export Strategy (UES) with appropriate credentials.

This Guide assumes you have the proper credentials to add Proposals to the UES.

https://www.fas.usda.gov/UES/WebApp/

My UES

You are here: Home

Welcome to the new UES Home

This is the UES Home Page. Choose the appropriate function you want to perform pertaining to your UES Role using the Menu options.

Recent updates to the UES System

The UES system continues to be enhanced with user-requested changes. Release 2.2.18 has just been deployed as of March 21, 2011. Eight previous system change releases have been deployed since support for the new system began in June. You may review a summary of the system changes in these releases (most recent 2.2.18 changes are at the top) by clicking on the following link. ([Release Summary](#))

- For system problems, all UES users can request support from the Help Desk at 202-690-1000 or email ITSTechnicalSupport@wdc.usda.gov.
- All UES users can request custom reports by filling out the Reporting Request Form provided at the link below. Once completed, please submit it to the POD office at PODAdmin@fas.usda.gov.
[UES Report Request Form](#)

Check out the new General Forum threads and contribute your ideas as discussed at the USAEDC Conference

Two important topics for future UES System improvements were discussed at the UES Training Day in Baltimore, MD on November 18th in conjunction with the USAEDC Annual Workshop. These topics were Country Progress Reports and Trip Reports. A thread in the UES System Forum was started under the General Forum category for each of these topics to enable you to review others' ideas and share your own for how UES should handle these functions. Please take a few minutes to Create a New Reply to these new threads and start a valuable collaboration on how UES can best handle Progress Reports and Trip Reports. Go to the "Tools" menu above and select "Forums" to get started.

For Post Users new to the Unified Export Strategy (UES) application: For detailed user self-learning and sample screen shots, please click on the link 'Help for Posts' located near the bottom of the page and browse through the contents of a Post User Manual. You may also view a series of 4 orientation videos by clicking and saving to your local computer the link .mp4 files below. (Please note that your local computer will need to have either the Real Player or QuickTime media players to play the videos; Windows Media Player will not work with .mp4 files).

Important: The UES technical team strongly recommends that you refer to the instructions for Rich Text Formatting ([click here](#)) especially if you are having issues with text formatting.

Marketing Guideline Links: Several PDF documents that contain helpful strategic planning and marketing tips and guidance from presentations to a past FAS workshop are contained for participant reference and use in developing your UES Plans or Strategic Overviews. Links to access these documents are provided below.
[Review of UES Planning and Performance Measurements](#), [CISP Overview](#), [CISP Case Study](#)

Ad-hoc Reporting Service Available: The Ad-hoc Reporting Service portion of the new UES system is now implemented. To get started, please refer to the training video on ad-hoc reporting service referenced below in training videos for basic orientation. You may also refer to the help document provided in the following link. [SSRS Help Document](#)

The ad-hoc reporting service is accessed from the 'Reports Out' Menu. Select either the Ad-hoc Reports or the Report Builder from the drop down menu items.

VERY IMPORTANT: Prior to selecting Report Builder from the drop down menu of 'Reports Out' you must create a separate password. To create this password, go to the 'Tools' menu item (two links to the right from 'Reports Out') and select 'Reset SSRS Password'. Taking this action will present a separate dialogue box prompting you to enter a password and re-entering that password to confirm it. You must create a password and enter it into that dialogue box that meets the following criteria - minimum of 9 digits, of which there must be at least the following types (numbers, upper case letters, lower case letters). You will receive an error message if the password you have entered does not meet these criteria. Once the password has been entered and confirmed, click on the 'Reset SSRS Password' button.

Please record your password for the Report Builder in a secure place; you will need to enter this separately each time you enter into a new Report Builder session from UES.

Updated Participant User Manual and FAS OTP/POD Help Files Available: A current Participant User Manual is available through the link below.

My UES

Current | [Change](#)

**Tuna Packers Consortium
"Test Participant-Ignore",
Year 2008**

Plan Explorer

- [By Prom. Commodity](#)
- [By Market Definition](#)

Plan Actions

- [Copyover / Snapshot](#)
- [Plan Submittal](#)
- [Application Report](#)

Plan Sections

- [Application Notes](#)
- [Industry Goal](#)
- [Market Definition](#)
- [Promoted Commodity](#)
- [Targeted Market](#)
- [Constraint](#)
- [Activity](#)
- [Admin Activity](#)
- [World Wide Personnel](#)
- [Contingent Liability](#)
- [EMP Proposal](#)
- [TASC Proposal](#)
- [QSP Proposal](#)

2. Begin by clicking once on the [Market Definition](#) link.

Market Definition Create

'Market Definitions' are equivalents of **'Regions'** in legacy UES system with minor changes. Even single countries have to be created as Market Definitions in the upgraded system.

Use this screen to define a new **Market** or edit an existing one. Enter/ Edit appropriate information including the countries that make up the market and select 'Save' button.

Market Kind Descriptions:

- geographical markets - markets related to one another by geographic proximity
- market chain - markets related to one another by something other than geographic proximity (i.e., economic)
- world-wide - markets in multiple regions

Countries: In order to add countries, select one or more countries and use the '>' button to move them from the 'available' listbox to the 'selected' listbox. The countries in the 'selected' listbox make your market. Use the '<' button to remove countries from the selected listbox. '>>' and '<<' buttons can be used to add or remove all countries respectively.

Market Title: *

Market Description:

Market Kind:

Available Countries

- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antigua and Barbuda
- Argentina

Selected Countries

3. Input requested fields.

The green boxes at the top of the UES pages provide instruction on the drop down selections.

Yellow fields with asterisks are always required fields in UES.

Market Title: *

Market Description:

Market Kind: ▼ *

Available Countries

- Brunei
- Bulgaria
- Burkina
- Burma
- Burundi
- Cambodia
- Cameroon
- Canton & Enderbury Islands
- Cape Verde
- Cayman Islands

Selected Countries

- Japan
- South Africa, Republic of
- Canada

Save

The screenshot shows a web-based form for configuring a market. At the top, there are three input fields: 'Market Title' with the value 'Global', 'Market Description' which is empty, and 'Market Kind' with a dropdown menu showing 'World-wide'. Below these are two columns of country lists. The 'Available Countries' list on the left contains ten countries, and the 'Selected Countries' list on the right contains three: Japan, South Africa, Republic of, and Canada. Between the lists are four arrow buttons: a double right arrow (>>), a single right arrow (>), a single left arrow (<), and a double left arrow (<<). A blue arrow points from the single right arrow button to the 'Selected Countries' list, and another blue arrow points from the single left arrow button to the 'Available Countries' list. A 'Save' button is located at the bottom center. Two callout boxes with blue borders and light blue backgrounds provide instructions. The first callout box, containing step 4, points to the right arrow button. The second callout box, containing step 5, points to the 'Selected Countries' list.

4. Select countries from the Available Countries list. Hold the CTRL key to select multiple countries. After all countries are selected click once on the right arrow button to add your selection to the Selected Countries area.

5. When the Selected Countries area is complete, click Save.

The newly created Market Definition now appears.

[Create New Market Definition](#) [Add FAS Market Definition](#)

| Market Title | Market Type | Action |
|---------------|-------------------|--|
| AG | Geographic Market | Edit View Delete Targeted Market |
| ASIA | Geographic Market | Edit View Delete Targeted Market |
| BD | Geographic Market | Edit View Delete Targeted Market |
| Global | World-wide | Edit View Delete Targeted Market |
| Latin america | Market Chain | Edit View Delete Targeted Market |
| SA TEST | Geographic Market | Edit View Delete Targeted Market |
| TEST REG | Geographic Market | Edit View Delete Targeted Market |

6. The next step is to add the Promoted Commodity. Click once on the Promoted Commodity link.

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Promoted Commodity

Below is the list of **Promoted Commodities** defined for this application. You may select an action using the link buttons to the right of each Promoted Commodity. Use the 'Create New' button located at the top right side of the list to create a new Promoted Commodity.

The 'Targeted Market' link against a Promoted Commodity navigates to the list of Targeted Markets identified for that Commodity.

| Promoted Commodity | Commodity Aggregate | U.S. Origin | Value Added | Action |
|--------------------|------------------------|-------------|-------------|--|
| AFATS | Animal Fats | % | No | Edit View Delete Targeted Market |
| ALLHS | All Food & Ag Products | % | No | Edit View Delete Targeted Market |
| BRNDY | Brandy | % | No | Edit View Delete Targeted Market |
| orange | Oranges, Fresh | 100% | No | Edit View Delete Targeted Market |
| sa butter | Butter | 100% | No | Edit View Delete Targeted Market |
| sa test | Breeding Sheep | 56% | No | Edit View Delete Targeted Market |

[Create New](#)

7. To add a new commodity, click the [Create New](#) link once.

Please note that new Grants Recipients will not see any archived tables within these screens.

Create Promoted Commodity

Use this screen to create a new Promoted Commodity. This replaces the "Analysis of U.S. and World Market Situation" in the legacy system. It asks for the same information, but breaks it down into more detailed sections. If last year's UES information is still current, you may just cut and paste into the relevant sections.

Enter the necessary information in the appropriate fields and click **SAVE** button

The new commodity created appears on the list page. Select 'Edit' against it to edit any information or enter Metrical information for that Promoted Commodity. Metrical data can be entered on the **Metrics** tab. Navigate to Metrics tab by directly clicking on the tab.

Commodity

Metrics

Commodity Aggregate: *

Promoted Commodity Name: *

Value Added Definition:

U.S. Origin %: *

Save

Commodity Aggregate: *

Promoted Commodity Name: *

Value Added Definition:

U.S. Origin %: *

Save

8. Select your promoted commodity. If more than one commodity within the list is selected, select ALL (the first option). Click once on the save button when finished.

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9. Click once on the [Targeted Market](#) link.

10. Locate your previously selected Market Definition and Promoted Commodity from their respective drop down menus.

Market Create

... as the former Table 4: "U.S. and World Production and Trade" from the legacy system. Participants should provide ... for the current year and 6 years after the current year.

... is a unique combination of a Promoted Commodity and a Market Definition. Make sure you create the appropriate Promoted Commodity prior to creating the Targeted Market. Use this page to identify a Targeted Market and enter Basic information. Once created, the 'Metrics' tabs appear where additional Targeted Market information can be entered. To navigate to these tabs, click on the tab directly.

Basic Information

Market Definition: *

Promoted Commodity: *

Market Type: *

Market Keywords:

Available

FAS Market Keywords:



11. Select the Market that best pertains to your Market Type.

12. Click once on the Save button when finished.

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Constraint

Listed below are the **Constraints** identified for the Targeted Markets. To narrow your search, enter appropriate Search Criteria. You may select an action using the link buttons to the right of each Constraint. Use the 'Create New' link located on the top right to define a new Constraint.

Performance Measures or **PM Specific** for a Constraint can be defined within a Constraint. Select the 'Edit' link against the Constraint and follow directions.

The '**View Activities**' link against a Constraint takes you to the list of Activities defined for that Constraint.

Note: The search selections used to retrieve an appropriate list of constraints will now be preserved rather than having to reenter the selections every time you launch this list page. This will aid in working with a particular targeted market. To retrieve the preserved selections on the list page, please navigate back by using the breadcrumb or the 'You are here' links below the menu bar OR the 'My UES' left panel link. Using the browser's "Back" button may NOT retain the search selections you made.

Targeted Market:

Constraint Type:

13. When the Targeted Market is complete, click once on the [Constraint](#) link and your window will appear as shown here.

14. Click once on the [Create New](#) link.

[Create New](#)

| Constraint # - Title | Constraint Type | Has Activity? | Action |
|----------------------|-----------------|---------------|--------|
|----------------------|-----------------|---------------|--------|

Constraint: Create

Use this screen to create a new **Constraint** for a Targeted Market. Make sure you create the Targeted Market prior to identifying its Constraints.

Note: You can create a new Constraint with or without using a Constraint Definition. In order to use a Constraint Definition, select a value from the Constraint Definition dropdown. Note that the 'Title', 'Type' and 'Description' fields are populated with information defined in the Definition. This information can be further edited to suit the concerned Targeted Market.

Select **Create** button after entering appropriate information. **CPR-specific** information fields appear and PM-specific tab is active, created. In order to enter **PM-specific** information for a Constraint click directly on the tab.

Note the PM Specific Tab does not need to be completed.

Constraint

PM Specific

15. Select the Constraint Definition from the drop down menu.

Constraint Definition: Select

16. Select the previously created Targeted Market from the drop down menu.

Targeted Market Information:

Targeted Market: Global - ALLHS

17. What exactly is constraint title.

Constraint Title:

Constraint Type: Select

18. Select Constraint Type.

19. Include brief description of constraint in the Market.

Constraint Description:

A [undo] [redo] [copy] [paste] [insert image] [insert table] [bold] [italic] [underline] [bulleted list] [numbered list] [indent] [outdent] Font Name Size

20. Click once on the Save button.

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EMP Proposals

Below is the list of **Proposals** defined by the Participant for an applicable Program and Program Year. Choose the appropriate action link buttons to the right of the Proposals to perform the action specific to your UES Role. Select the 'Create New' link on the top right of the list to create a new Proposal.

Please note that **you can not prepare** a new proposal until you have created the Market Definition, Promoted Commodity, Target Market (combination of Market Definition and Promoted Commodity), Constraint, and specific Performance Measures for your current plan year.

Program:

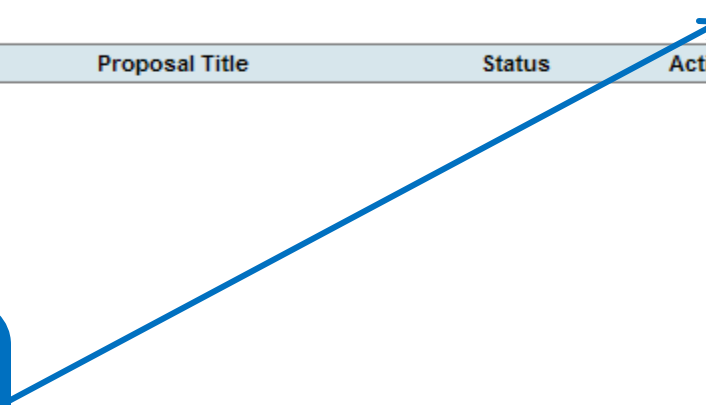
Year:

| Proposal ID | Targeted Market | Proposal Title | Status | Action |
|-------------|-----------------|----------------|--------|--------|
|-------------|-----------------|----------------|--------|--------|

[Create New](#)

21. When the Constraint information is complete, click once on the [EMP Proposal](#) link.

22. Then click once on the [Create New](#) link.



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EMP Proposal Create

A new EMP Proposal can be created here. Enter Basic information, identify a Targeted Market, and click the 'Create' button to create the Proposal.

Constraints identified for a Targeted Market appear once a Targeted Market is chosen from the dropdown list. Insert checkmarks against one or more Constraints that are applicable to this Proposal.

'Substantive' and 'Activity' tabs appear once the Proposal is created. Click directly on the tabs to enter additional information.

Note: Targeted Markets and Constraints applicable for this Proposal must be created prior to creating the Proposal. If you haven't already created, you will not find them on this page. In that case, please goto Targeted Markets/ Constraints page from Plan Sections Index to create them.

23. Complete the Proposal Title and Select EMP Proposal Type.

Basic Information

Program: EMP

Year: 2012

Proposal Title: *

Status: Draft

EMP Proposal Type:

Proposal Keywords:

Available

Selected

FAS Proposal Keywords:



Proposal Keywords:

Available

Selected

>>

>

<

<<

FAS Proposal Keywords:

24. If proposal is multiple year, please list anticipated budget amount for year two and three of project.

Targeted Market:

Constraint #

25. Select the previously created Targeted Market from drop down menu.

26. With selection of the targeted market, the previously created Constraint(s) will appear. Check the select box of the appropriate constraint. Then Click "Create"

| Constraint # | Constraint Title | Select |
|--------------|----------------------------|-------------------------------------|
| 1 | Test Constraint Definition | <input type="checkbox"/> |
| 2 | Screen Shots for Proposals | <input checked="" type="checkbox"/> |

Create

EMP Proposal Edit

Basic Substantive Activity

Once the Constraint is created, these tabs will appear at the top of the EMP Proposal Edit Screen.

27. Click the Substantive tab once and the screen will appear as illustrated here:

EMP Proposal Substantive

Basic Substantive Activity

Use this screen to enter or edit the Substantive information of the EMP Proposal. Enter narrative Proposal information and EMP Cost Share and select the 'Save' button.

Program: EMP
Program Year: 2012
Proposal Id: 1991
Proposal Title: FY 2012 UES Process
Status: Draft
Targeted Market: FY12 - ALLHS - All Food & Ag Products

Substantive Information

EMP Project Objectives:

Rich text editor toolbar with icons for text formatting (bold, italic, underline), alignment, and font settings (Font Name, Size).

EMP Proposal Substantive

Basic **Substantive** Activity

Use this screen to enter or edit the Substantive Information of the EMP Proposal. Enter narrative Proposal Information and EMP Cost Share and select the 'save' button.

Program: EMP
Program Year: 2012
Proposal Id: 1991
Proposal Title: FY 2012 UES Process
Status: Draft
Targeted Market: FY12 - ALLHS - All Food & Ag Products

Substantive Information

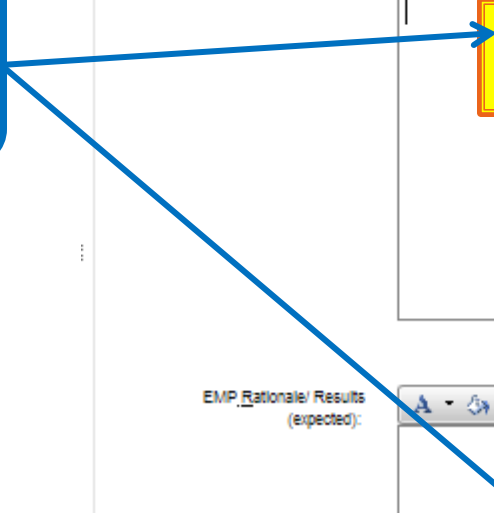
EMP Project Objectives:

Describe what are you trying to accomplish?

EMP Rationale/ Results (expected):

Why this market over other markets? Why are you choosing this activity over another type of activity?

28. Add appropriate descriptions in the Substantive Information fields.



29. Add appropriate descriptions in the Substantive Information fields.

EMP Industry Benefit:

How will project benefit the whole U.S. industry not just the applicant? How will it reduce trade barriers? How will this project benefit the emerging market(s)' food and rural business system?

EMP Federal Funding Necessity (Also explain any other funding sources here):


Explanation as to what specifically could not be accomplished without federal funding assistance and how will federal funds assist in achieving market development objectives of this project?

EMP Cost Share (\$):

Enter the cost contribution amount of the applicant (in-kind or cash).

EMP Federal Funding
Necessity (Also explain any
other funding sources here):

2012 Screen Shots



30. Click
the Save
button
once.

EMP Cost Share (\$):

Save

31. Click
once on the
Activity
link.

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Activity

Program Activities defined for the application will be listed here. To narrow your search, enter appropriate Search Criteria. You may select an action using the link buttons to the right of each Activity. Use the 'Create New' link located on the top right to create a new Activity and/or **GBI activity**.

Note: Activities created will be submitted upon plan submission. Activities that are created after the deadline has passed, when plan submission is not possible or after proposal submission should however be submitted individually using the 'Submit' links in the Action column.

Note: The search selections used to retrieve an appropriate list of activities will now be preserved rather than having to reenter the selections every time you launch this list page. This will aid in working with a particular program, a targeted market or a constraint. To retrieve the preserved selections on the list page, please navigate back by using the breadcrumb or the 'You are here' links below the menu bar OR the 'My UES' left panel link. Using the browser's "Back" button may NOT retain the search selections you made.

Search Information

Program:

Targeted Market:

Constraint:

Status:


32. Click the [Create New](#) link once.

[Create New](#)

| Targeted Market | Activity Code | Activity Title | Activity Type | Funded Amount (\$) | Status | Action |
|-----------------|---------------|----------------|---------------|--------------------|--------|--------|
|-----------------|---------------|----------------|---------------|--------------------|--------|--------|

Basic Information

Program: EMP * 

Targeted Market: FY12 - ALLHS - All Food & Ag Products 


Proposal: 1991-FY 2012 UES Process 

Constraint: 2-Screen Shots for Proposals 

Activity Definition: 

Import Activity Definition

Activity Program year: 12

Activity Type: M - Main or central fund * 

Activity 5 character Unique Identifier: SSFP1 *

Activity Title: FY2012 Screen Shots for the UES *

Requested Amount (\$): 85000 *

Activity Status: Draft

33. Select EMP.

34. Select the previously created information for these drop down boxes.

If the dropdown areas do NOT match previously created information, contact us.

35. Create any 5 character alpha-numeric combination you wish.

For EMP the Activity Definition drop-down menu should remain blank

36. Input the title of your proposal or activity.

37. Amount requested from EMP program for year one of project.

Activity Program year:

Activity Type:


Activity 5 character Unique Identifier:

Activity Title:

Requested Amount (\$):

Activity Status:

Activity Description:



38. Information regarding your EMP activity.

39. Click create once.

Activity Edit

Basic | Event | Substantive | Content | Joint | **EMP Specific** | Activity Tag

Use this screen to edit Basic information of the Activity and select "Save" button to save the changes. Note that the Activity can be funded only after the Allocation has been made. Navigate to the other tabs of the Activity by directly clicking on the tab.

Information entered on this screen is mandatory.

OTP users may change the status of the Activity after review.
POD users can change the Activity Type, enter Funded Amount and Activity Ceiling for EMP Activities.

Your record has been saved successfully

Basic Information

Program:

Targeted Market:

Proposal:

Constraint:

Activity Program year:

Activity Type:

Activity 5 character Unique Identifier:

Activity Code:

Activity Title:

39. After clicking *Create*, go to the Substantive tab.

Activity EMP Specific

Basic Event Substantive Content Joint **EMP Specific** Activity Tag

Use this screen to enter or update **EMP or TASC specific** Activity information.
Budget Line Items for the Activity by Cost Category can be entered or edited at the bottom of the page.

POD users can enter Activity Expiration Date for an EMP Activity. Based on the Activity Expiration Date, the Final Report and Final Claim Dates are calculated. Select 'Save' button after entry or edit to save the changes.


Targeted Market : FY12 - ALLHS - All Food & Ag Products
Constraint : 2 - Screen Shots for Proposals
Activity Code : E12MXSSFP1
Activity Title : FY2012 Screen Shots for the UES
Requested Amount : 85000
Funded Amount :

EMP Specific Information

EMP Expiration Date (mm/dd/yyyy):

EMP Final Report Date (mm/dd/yyyy):

EMP Final Claim Date (mm/dd/yyyy):

Previous USDA Funding: 

To be completed by FAS.

40. Provide appropriate information on previous USDA Funding that you are aware of that relates to this activity.

Previous USDA Funding:

A - [font icons] - [font size] - [font color] - [font style] - [font weight] - [font italic] - [font underline] - [font list] - [font indent] - [font align] - [font justify] - [font left] - [font right] - [font center] - [font full] Times New R... 3

Describe previous USDA grants you may have received.

40. Complete Funding and Time Line Fields. Click Save.

Time Line Description: [text input field]

Time Line Start Date (mm/dd/yyyy): [text input field]

Time Line End Date: [text input field]

Previous USDA Funding:

Font Name Size

Describe previous USDA grants you may have received.

Time Line Description: Expected complete

Time Line Start Date (mm/dd/yyyy): 02/01/2012

Time Line End Date (mm/dd/yyyy): 9/30/2012

Save

41. Create Budget Line Items by: selecting cost categories, adding descriptions, requested amount, participant contribution, and third party contribution information.

42. Click Save once.

| Description | Request Amount (\$) | Participant Contribution (\$) | Foreign Third Party Contribution (\$) | Action |
|---|---------------------|-------------------------------|---------------------------------------|--------|
| Commodity Samples | | | | |
| Consultant | | | | |
| Direct Admin Cost | | | | |
| Indirect Costs (Overhead) | | | | |
| Marketing | | | | |
| Publications-Training Materials | | | | |
| Representation Costs | | | | |
| Salaries and Benefits | | | | |
| Seminar, Conference Facilities | | | | |
| Subcontracts, e.g., Mkt Resea | | | | |
| Translation-Interpretation | | | | |
| Travel | | | | |
| Travel | | | | |
| Total: | \$0 | \$0 | \$0 | |
| * International Travel for 10 People X 4 nigh | 15000 | 15000 | | Save |

Cancel

Previous USDA Funding:

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, and font settings. The font settings dropdown shows "Font Name" and "Size".

Describe previous USDA grants you may have received.

Time Line Description:

Time Line Start Date

(mm/dd/yyyy):

Time Line End Date

(mm/dd/yyyy):

For each subsequent Line item, click the Create New link and repeat steps 41 & 42.

Activity Budget Line Items:

| Cost Category | Description | Request Amount (\$) | Participant Contribution (\$) | Foreign Third Party Contribution (\$) | Action |
|---------------|---|---------------------|-------------------------------|---------------------------------------|---|
| Travel | International Travel for 10 People X 4 nights | \$15,000 | \$15,000 | | Edit Delete |
| Total: | | \$15,000 | \$15,000 | \$0 | |

[Create New](#)

EMP Specific Information

EMP Expiration Date (mm/dd/yyyy):

EMP Final Report Date (mm/dd/yyyy):

EMP Final Claim Date (mm/dd/yyyy):

Previous USDA Funding:



Describe previous USDA grants you may have received.

Time Line Description:

Time Line Start Date (mm/dd/yyyy):

Time Line End Date (mm/dd/yyyy):

Activity Budget Line Items:

| Cost Category | Description | Request Amount (\$) | Participant Contribution (\$) | Foreign Third Party Contribution (\$) | Action |
|--------------------------------|---|---------------------|-------------------------------|---------------------------------------|---|
| Seminar, Conference Facilities | Training Facility for 3 Days | \$70,000 | \$0 | | Edit Delete |
| Travel | International Travel for 10 People X 4 nights | \$15,000 | \$15,000 | | Edit Delete |
| Total: | | \$85,000 | \$15,000 | \$0 | |

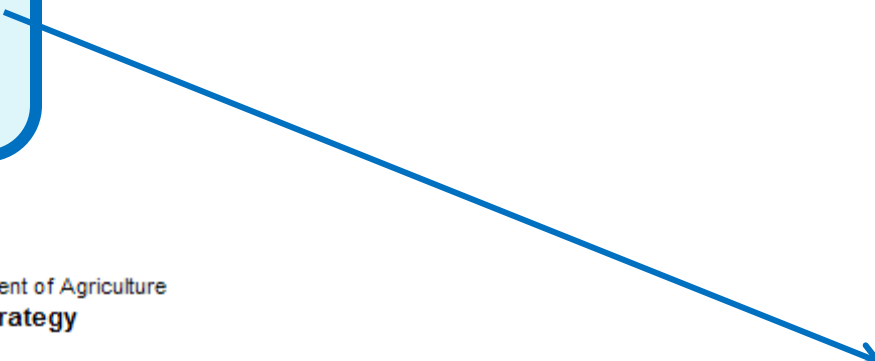
[Create New](#)

Activity Budget Line Items:

| Cost Category | Description | Request Amount (\$) | Participant Contribution (\$) | Foreign Third Party Contribution (\$) | Action |
|--------------------------------|---|---------------------|-------------------------------|---------------------------------------|---|
| Seminar, Conference Facilities | Training Facility for 3 Days | \$70,000 | \$0 | | Edit Delete |
| Travel | International Travel for 10 People X 4 nights | \$15,000 | \$15,000 | | Edit Delete |
| Total: | | \$85,000 | \$15,000 | \$0 | |

[Create New](#)

43. Once the budget table is entered and completed click on the *Financial* tab in the toolbar at the top of the page. Then click *Promised Contribution*.



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Activity EMP Specific

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Basic | Event | Substantive | Content | Joint | **EMP Specific** | Activity Tag

Use this screen to enter or update **EMP or TASC specific** Activity information.
Budget Line Items for the Activity by Cost Category can be entered or edited at the bottom of the page.
 POD users can enter Activity Expiration Date for an EMP Activity. Based on the Activity Expiration Date, the Final Report and Final Claim Dates are calculated. Select 'Save' button after entry or edit to save the changes.

Promised Contribution

Promised Contributions by Program for a Participant's application can be viewed/ entered here. Select 'Create New' link to enter Promised Contributions for a Program.
Authorized FAS personnel can select a Participant/ Year and click 'Go' to see the Participant's Promised Contributions.

Participant ID:
Program Year:

44. Click *Create New*.

[Create New](#)

Promised Contribution Create

Use this screen to enter **Promised Contribution** information by Program for an Application.
Note that Promised Contribution can be entered as a percentage OR dollar amount and not both.

Once you click create you will be directed to the **Promised Contribution Create** page.

Promised Contribution Information

Participant ID:
Program Year:
Program: *
Contribution Type:
Applicant/Participant Contribution:
Industry Contribution:

45. Select the appropriate drop down selection.

46. Enter in the amount of contribution (in-kind or cash) from the applicant.

47. *Industry Contribution* can be either 3rd Party contributions or contributions from industry members. If there is none or non-applicable then enter 0.

48. Click *Create New*.

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EMP Proposals

Below is the list of **Proposals** defined by the Participant for an applicable Program and Program Year. Choose the appropriate action link buttons to the right of the Proposals to perform the action specific to your UES Role. Select the 'Create New' link on the top right of the list to create a new Proposal.

Please note that **you can not prepare** a new proposal until you have created the Market Definition, Promoted Commodity, Target Market (combination of Market Definition and Promoted Commodity), Constraint, and specific Performance Measures for your current plan year.

Program:

Year:

50. Click *Submit* once.

[Create New](#)

| Proposal ID | Targeted Market | Proposal Title | Status | Action |
|-------------|---------------------------------------|---------------------|--------|---|
| 1991 | FY12 - ALLHS - All Food & Ag Products | FY 2012 UES Process | Draft | Edit View Delete Submit |

49. Click *EMP Proposal* and you will be direct to this page.

Finally, Once the budget table and Promised Contribution has been entered, click on EMP Proposal then click Submit. If you receive an error message upon clicking the submit button, your proposal will still be saved. However, please notify FAS that your proposal is in the UES, so that we can move your proposal along in the process.

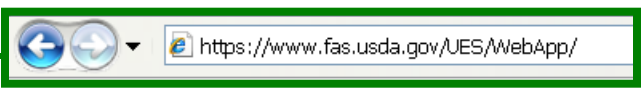


Entering Reimbursement **Claims** in the UES (Unified Export Strategy) System



1

Log in to UES with appropriate credentials



- Quick Links
 - > What is an account?
 - > Create an account
 - > Update your account
- Administrator Links
 - > Local Registration Authority Login

eAuthentication Login

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

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



2

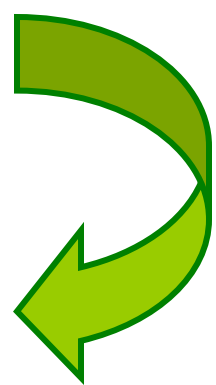
Select appropriate Program Year. Click once on the GO button.

Participant and Application Year

Participant:

Application Year:

Your screen view may appear slightly different



3

Mouse-over the Financial link and click once on the Claims link. Your screen should appear as illustrated in Figure A on page 3 of this guide

Home | UES | Financial | Reports In | Reports Out | About FAS

Welcome | Contributor] [Log Off]

- Claims
- Promised Contribution
- Actual Contribution



My UES
 Current | Change
Tuna Packers Consortium "Test Participant-Ignore", Year 2009
 Plan Explorer
 • By Prom. Commodity
 • By Market Definition
 Plan Actions
 • Copyover / Snapshot
 • Plan Submit
 • Application Report
 Plan Sections
 • Application Notes
 • Industry Goal
 • Market Definition
 • Promoted Commodity
 • Targeted Market
 • Constraint
 • Activity
 • Admin Activity
 • World Wide Personnel
 • Contingent Liability
 • EMP Proposal
 • TASC Proposal

You are here: [Home](#) > [Financial](#) > Claims

Welcome [Author][Cashier][Contributor] | [Log Off](#)

Claim Process

This page allows users to Search for or Add claims.

To Search: You may select search criteria to bring up a list of claims on this screen. Once the list of claims matching your criteria are returned, you may select an action link, appropriate to your UES Role.

To Add a new Advance or Reimbursement: Select Participant, Year and Program then Click on 'Add Reimbursement' or 'Add Advance' buttons directly below the search criteria to perform necessary action. Click on 'Submit' link against a Claim for FAS approval.

For POD staff processing claims: When searching for all participant claims that are ready for processing, you can use the Claim Status drop down and select "Submitted/Pending" status claims to give you a list of participant's reimbursement and advance claims that have been entered for approval by FAS. Submitted status is for reimbursements claims and Pending status applies to advance requests that have been submitted by participants.POD users may approve a claim by selecting the 'Approve' link against it. Once a claim is approved, the SF 1166 link will be enabled and you may generate the SF 1166 for payment.

Search Information

Participant: Program Year:

Program: Claim Type (search only): Claim Status:

| Claim # | Part Id | Program | Claim Type | Received Date | Approved Date | CCC Date | Paid Date | Status | Amount(\$) |
|---------|---------|---------|------------|---------------|---------------|----------|-----------|--------|------------|
|---------|---------|---------|------------|---------------|---------------|----------|-----------|--------|------------|

Figure A

Home | UES | Financial | Reports In | Reports Out | About FAS

You are here: [Home](#) > [Financial](#) > Claims

Welcome [Author][Cashier][Contributor] | [Log Off](#)

Claim Process

This page allows users to Search for or Add claims.

To Search: You may select search criteria to bring up a list of claims matching your criteria are returned, you may select an action link, appropriate to your UES Role.

To Add a new Advance or Reimbursement: Select Participant, Year and Program then Click on 'Add Reimbursement' or 'Add Advance' buttons directly below the search criteria to perform necessary action. Click on 'Submit' link against a Claim for FAS approval.

For POD staff processing claims: When searching for all participant claims that are ready for processing, you can use the Claim Status drop down and select "Submitted/Pending" status claims to give you a list of participant's reimbursement and advance claims that have been entered for approval by FAS. Submitted status is for reimbursements claims and Pending status applies to advance requests that have been submitted by participants.POD users may approve a claim by selecting the 'Approve' link against it. Once a claim is approved, the SF 1166 link will be enabled and you may generate the SF 1166 for payment.

Search Information

Participant: Program Year:

Program: Claim Type (search only): Claim Status:

| Claim # | Part Id | Program | Claim Type | Received Date | Approved Date | CCC Date | Paid Date | Status | Amount(\$) | Comments | Action |
|---------|---------|---------|------------|---------------|---------------|----------|-----------|--------|------------|----------|--------|
|---------|---------|---------|------------|---------------|---------------|----------|-----------|--------|------------|----------|--------|

Reports Out

- Allocation Balance
- Country Summary
- Branded Company
- Contribution Detail
- Program Ceiling
- Activity Plan Approval
- Adhoc Reports
- Report Builder

NOTE: Always verify balances and previous expenditures vs. allocation balances. Ensure funding is available BEFORE submitting claims. Using some of the reporting in the Reports Out tab can assist you.



4

To add a reimbursement claim set the appropriate parameters:
Program Year
Program
Claim Type

My UES You are here: Home > Financial > Claims Welcome PART - [Author][Cashier][Contributor] [Log Off]

Claim Process

Search for or Add claims.

Search criteria to bring up a list of claims on this screen. Once the list of claims matching your criteria are returned, you may perform necessary action. Click on 'Submit' link against a Claim for FAS approval.

Reimbursement: Select Participant, Year and Program then Click on 'Add Reimbursement' or 'Add Advance' buttons directly to perform necessary action. Click on 'Submit' link against a Claim for FAS approval.

Advances: When searching for all participant claims that are ready for processing, you can use the Claim Status drop down and status claims to give you a list of participants reimbursement and advance claims that have been entered for approval by FAS. For pending claims and Pending status applies to advance requests that have been submitted by participants POD users may approve a claim by selecting the 'Approve' link against it. Once a claim is approved, the SF 1166 link will be enabled and you may generate the SF 1166 for payment.

Search Information

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC Program Year: 2008

Program: MAP Claim Type (search only): Reimbursement Claim Status: ALL

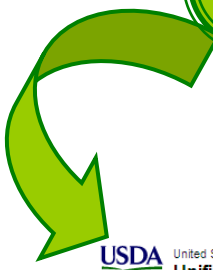
Add Reimbursement Add EMP Advance Add Advance Search

| Claim # | Partic | Program | Claim Type | Received Date | Approved Date | CCC Date | Paid Date | Status | Amount(\$) | Comments | Action |
|---------|--------|---------|------------|---------------|---------------|----------|-----------|--------|------------|----------|--------|
|---------|--------|---------|------------|---------------|---------------|----------|-----------|--------|------------|----------|--------|

5

Click the Add Reimbursement button once

When submitting advances click the appropriate button (more about advances further in these guides)



My UES You are here: Home > Financial > Claims > Line Items Welcome - [Author][Cashier][Contributor] [Log Off]

Edit Reimbursement

Claim Line Items Add in Spread Sheet

You may use this screen to view the existing Line Items for this claim and you may create new line items for multiple line items.

Note for EMP: Participants may request an EMP advance by project activity in increments up to the EMP Final Report has been approved.

Reimbursement was Created Successfully.

Claim Information

Participant: Tuna Packers Consortium "Test Participant-Ignore"

Year: 2008 Program: MAP Claim Number: 08003 Total of Claims(\$): 0.00

[Create New](#) | [Add in Spreadsheet Mode](#)

| Activity | Market | Spent-In Country | Cost Category | Amount (\$) | Status | Comments | Action |
|----------|--------|------------------|---------------|-------------|--------|----------|--------|
|----------|--------|------------------|---------------|-------------|--------|----------|--------|

Notice the claim number Auto-populates here

6

Click once on the [Create New](#) or [Add in Spreadsheet Mode](#) hyperlink



When selecting the [Create New](#) hyperlink the screen illustrated in [Figure B](#) will appear. This screen allows the manual input of line items by selecting from drop-down option boxes and a text field for the amount.

USDA United States Department of Agriculture
Unified Export Strategy

Home UES Financial Reports In Reports Out About FAS

You are here: Home > Financial > Claims > Line Items > Add

Add Reimbursement

Claim Line Items

You can use this screen to compose a Line Item. After selecting the activity associated with the claim from the drop-down list, the appropriate market for that activity will be automatically selected. Enter other necessary information about the line item and select the 'Save' button.

If creating an EMP line item, note that the line items of one reimbursement/advance can be associated to only one activity. For an EMP Advance Payback, enter a negative value in the amount field.

Claim Line Item Information

Participant: Tuna Packers Consortium "Test Pa

Year: 2008

Program: MAP

Claim Number: 08003

Line Status: Draft

Activity Code: M08BXLONA1//Branded Company Promotion

Activity Market: Bahrain

Spent In Country: Afghanistan

Benefited Country:

Cost Category: Contractor Fees(CNTRC08)

Amount(\$): 0.00

Save

6a

If using the [Create New](#) method to enter a claim, select and input the correct line item information then click once on the **Save** button. When Saved, the screen illustrated in [Figure C](#) will appear.

Figure B

Go to page 9 for instructions on submitting claims via the [Add in Spreadsheet Mode](#) method



Claim Line Item was Created Successfully.

Claim Information

Participant:

Year:

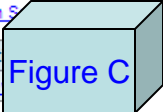
Program:

Claim Number:

Total of Claims(\$):

[Create New](#) | [Add in Spreadsheet Mode](#)

| Activity Code | Market | Spent-In Country | Cost Category | Amount (\$) | Status | Comments | Action |
|---------------|--------|------------------|-----------------|-------------|--------|----------|---|
| M08BXLONA1 | BA | AF | Contractor Fees | 500.30 | Draft | | View Delete |



Add all necessary line items. In this example there are 3 line items for MAP claim 08004 totaling \$3,130.93

Claim Line Item was Created Successfully.

Claim Information

Participant:

Year:

Program:

Claim Number:

Total amount of claim appears here

Total of Claims(\$):

[Create New](#) | [Add in Spreadsheet Mode](#)

| Activity Code | Market | Spent-In Country | Cost Category | Amount (\$) | Status | Comments | Action |
|---------------|--------|------------------|----------------------|-------------|--------|----------|---|
| M08BXLONA1 | BA | AF | Contractor Fees | 500.30 | Draft | | View Delete |
| M08BXLONA1 | BA | AF | International Travel | 2,565.00 | Draft | | View Delete |
| M08BXLONA1 | BA | AF | Trade Promotion | 65.63 | Draft | | View Delete |



You are here : [Home](#) > [Financial](#) > [Claims](#) > Line Items

Welcome

- [Author][Cashier][Contributor] [[Log Off](#)]

Edit Reimbursement

Claim **Line Items** Add in Spread Sheet

You may use this screen to view the existing **Line Items** for this claim and you may create new line items either directly or through mass spreadsheet data entry for multiple line items.

Note for EMP: Participants may request an EMP Final Report for a claim that shall be limited to 85% of the activity budget until after the EMP Final Report is received.

Claim Line Item was Created Successfully.

6b

Click once on the [Claims](#) hyperlink after all line items are entered.

Claim Information

Participant:

Year:

Program:

Claim Number:

Total of Claims(\$):

[Create New](#) | [Add in Spreadsheet Mode](#)

| Activity Code | Market | Spent-In Country | Cost Category | Amount (\$) | Status | Comments | Action |
|---------------|--------|------------------|----------------------|-------------|--------|----------|---|
| M08BXLONA1 | BA | AF | Contractor Fees | 500.30 | Draft | | View Delete |
| M08BXLONA1 | BA | AF | International Travel | 2,565.00 | Draft | | View Delete |
| M08BXLONA1 | BA | AF | Trade Promotion | 65.63 | Draft | | View Delete |

Claim Process

This page allows users to **Search** for or **Add** claims.

To Search: Search criteria to bring up a list of claims on this screen. Once the list of claims matching your criteria are returned, you may select an action to perform on the claim.

To Add a new claim: Click on the 'Add Reimbursement' or 'Add Advance' buttons directly below the search information.

For POD staff processing claims: When processing, you can use the Claim Status drop down and select "Submitted/Pending" status of claims that have been entered for approval by FAS. Submitted status is for reimbursement claims that have been submitted by participants. POD users may approve a claim by selecting the 'Approve' button. Once approved, the 'Approve' button will be enabled and you may generate the SF 1166 for payment.

6c

Change the Claim Status parameter to **Draft** and click once on the **Search** button

Search Information

Participant: Program Year:

Program: Claim Type (search only): Claim Status:



The claim should be visible. Click on the [view](#) hyperlink to review the line items and claim info to ensure all is correct before submitting to FAS.

6d

If all information is correct and funding is available for the program/program year/activity, etc., click once on the [submit](#) link

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC Program Year: 2008

Program: MAP Claim Type: Reimbursement Claim Status: Draft

[Add Reimbursement](#) [Add EMP Advance](#) [Add Advance](#) [Search](#)

| Claim # | Part Id | Program | Claim Type | Received Date | Approved Date | CCC Date | Paid Date | Status | Amount (\$) | Comments | Action |
|---------|---------|---------|---------------|---------------|---------------|----------|-----------|--------|-------------|----------|--|
| 08004 | TPC | MAP | Reimbursement | | | | | Draft | 3,130.93 | | Edit View Delete Submit Draft SF1166 Approve |

Claim Information

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC

Year: 2008

Program: MAP

Claim Type: Reimbursement

Claim Number: 08004

Claim Status: Draft

Received Date:

Approved Date:

CCC Date: (MM/DD/YYYY)

Paid Date: (MM/DD/YYYY)

Total of Claims(\$): 3130.93

Comments: Please wire funds to Tuna Unpackers

[Save](#)

(For those participants who are considered **parent & subgroup**, please click once on the [Edit](#) hyperlink **BEFORE** submitting to FAS and enter the comment: "Please make payable to *organization name*" or "Please Wire funds directly to *organization name*". Then click once on the Save button)

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC Program Year: 2008

Program: MAP Claim Type (search only): Reimbursement Claim Status: Draft

[Add Reimbursement](#) [Add EMP Advance](#) [Add Advance](#) [Search](#)

| Claim # | Part Id | Program | Claim Type | Received Date | Approved Date | CCC Date | Paid Date | Status | Amount (\$) | Comments | Action |
|---------|---------|---------|---------------|---------------|---------------|----------|-----------|--------|-------------|-------------------------------------|--|
| 08004 | TPC | MAP | Reimbursement | | | | | Draft | 3,130.93 | Please wire funds to Tuna Unpackers | Edit View Delete Submit Draft SF1166 Approve |

6e

To view the claim in Submitted/pending status (ensuring it has been sent to FAS) change the claim status to Submitted/Pending and click once on the Search button

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC Program Year: 2008

Program: MAP Claim Type (search only): Reimbursement Claim Status: Submitted/Pending

[Add Reimbursement](#) [Add EMP Advance](#) [Add Advance](#) [Search](#)

Program: MAP Claim Type (search only): Reimbursement Claim Status: Submitted/Pending

[Add Reimbursement](#) [Add EMP Advance](#) [Add Advance](#) [Search](#)

| Claim # | Part Id | Program | Claim Type | Received Date | Approved Date | CCC Date | Paid Date | Status | Amount (\$) | Comments | Action |
|---------|---------|---------|---------------|---------------|---------------|----------|-----------|---------|-------------|----------|--|
| 08004 | TPC | MAP | Reimbursement | 3/26/2010 | | | | Pending | 3,130.93 | | Edit View Delete Submit Draft SF1166 Approve |



A note about EMP Claims

7CFR Part 1486

\$ 1486.405 How are Recipients reimbursed for project expenditures?

(a) After implementation of an EMP project for which CCC has agreed to provide funding, Recipients may submit claims for reimbursement of the expenses incurred to the extent CCC has agreed to pay for such costs. Reimbursement is limited to 85 percent of the amount specified in the project agreement. The Recipient may be reimbursed for the remaining 15 percent of the funds after the final performance report containing the information required by the agreement is submitted to and approved by FAS.

Year: Program: Claim Number: Total of Claims(\$):

| Activity Code | Spent In Country | | | Amount (\$) | | | | |
|---------------|------------------|----|--------------------------------|-------------|--------------|---|---|--|
| E09MXSEA01 | SE ASIA | TH | Travel | 1,051.00 | Insufficient | ISF: EXPENSE > AVAILABLE BUDGET BY \$232. | View Delete | |
| E09MXSEA01 | SE ASIA | VM | Travel | 1,049.00 | Insufficient | ISF: EXPENSE > AVAILABLE BUDGET BY \$230. | View Delete | |
| E09MXSEA01 | SE ASIA | RP | Travel | 1,049.00 | Insufficient | ISF: EXPENSE > AVAILABLE BUDGET BY \$230. | View Delete | |
| E09MXSEA01 | SE ASIA | ID | Travel | 1,049.00 | Insufficient | ISF: EXPENSE > AVAILABLE BUDGET BY \$230. | View Delete | |
| E09MXSEA01 | SE ASIA | CH | Travel | 1,049.00 | Insufficient | ISF: EXPENSE > AVAILABLE BUDGET BY \$230. | View Delete | |
| E09MXSEA01 | SE ASIA | VM | Seminar, Conference Facilities | 852.00 | Insufficient | ISF: EXPENSE > AVAILABLE BUDGET BY \$33.0 | View Delete | |
| E09MXSEA01 | SE ASIA | VM | Consultant | 2,350.00 | Final | **PAID** | View Delete | |
| E09MXSEA01 | SE ASIA | VM | Translation/Interpretation | 350.00 | Final | **PAID** | View Delete | |
| E09MXSEA01 | SE ASIA | TH | Commodity Samples | 2,350.00 | Final | **PAID** | View Delete | |

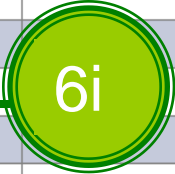
The payment on Claim 09002 (illustrated above) is \$34,768.00 compared to the initial claim amount of \$41,867. The budget for E09MXSEA01 is \$35,586.95 (41867X85%=35586.95). The remaining 15% of the budget will be released when:

- The Participants' Final EMP report for E09MXSEA01 is submitted through the UES and received by the EMP Marketing Specialist
- FAS and the EMP Marketing Specialist approves the Participants' Final Report



| Activity Code | Activity Market | Spent In Country | Cost Category | Amount | Benefited Country | Delete |
|---------------|-----------------|------------------|----------------------|---------|-------------------|--------|
| M08EXLONA1 | BA | AF | Contractor Fees | 500.30 | | Delete |
| M08EXLONA2 | BA | AF | International Travel | 2565.00 | | Delete |
| M08EXLONA3 | BA | AF | Trade Promotion | 65.63 | | Delete |
| | | | | | | Delete |
| | | | | | | Delete |
| | | | | | | Delete |
| | | | | | | Delete |
| | | | | | | Delete |
| | | | | | | Delete |
| | | | | | | Delete |
| | | | | | | Delete |
| | | | | | | Delete |
| * | | | | | | Delete |

The line items are now pasted. Click once on the Submit button.



Submit

[Back to List](#)

[Economic Research Service \(ERS\)](#) | [World Agricultural Outlook Board \(WAOB\)](#) | [Trade Links](#) | [FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Information Quality](#) | [USA.gov](#) | [White House](#)

Data was processed successfully.

Claim Information

Participant: Year: Program: Claim Number:

| Activity Code | Activity Market | Spent In Country | Cost Category | Amount | Benefited Country | Delete |
|---------------|-----------------|------------------|---------------|---------|-------------------|--------|
| M08BXLONA1 | BA | AF | SPPLY | 500.30 | | Delete |
| M08BXLONA1 | BA | AF | SHOWS | 2565.00 | | Delete |
| M08BXLONA1 | BA | AF | TRVL | 65.63 | | Delete |



You are here : [Home](#) > [Financial](#) > [Claims](#) > [Line Items](#) > Add in Spread Sheet

Add Claim Line Item in SpreadSheet

6j

Click once on the [Claims](#) hyperlink after all line items are entered

Claim Process

This page allows users to **Search** for or **Add** claims.

To Search: Enter search criteria to bring up a list of claims on this screen. Once the list of claims matching your criteria are returned, you may select an appropriate claim to view or edit.

To Add a new claim: Click on 'Add Reimbursement' or 'Add Advance' buttons directly below the search information section to perform the appropriate action.

For POD staff processing claims: After a claim has been entered for approval, you can use the Claim Status drop down and select "Submitted/Pending" status of the claim. Claims that have been entered for approval by FAS. Submitted status is for reimbursement claims that have been submitted by participants. POD users may approve a claim by selecting the 'Approve' button. Once approved, you will be enabled and you may generate the SF 1166 for payment.

6k

Change the Claim Status parameter to **Draft** and click once on the **Search** button

Search Information

Participant: Program Year:

Program: Claim Type (search only): Claim Status:

Search Information

Participant: Program Year:

Program: Claim Type (search only): Claim Status:

| Claim # | Part Id | Program | Claim Type | Received Date | Approved Date | CCC Date | Paid Date | Status | Amount (\$) | Comments | Action |
|---------|---------|---------|---------------|---------------|---------------|----------|-----------|--------|-------------|----------|--|
| 108004 | TPC | MAP | Reimbursement | | | | | Draft | 3,130.93 | | Edit View Delete Submit Draft SF1166 Approve |

The claim should be visible. Click on the [View](#) hyperlink to review the line items and claim info to ensure all is correct before submitting to FAS.



6i

If all information is correct and funding is available for the program/program year/activity, etc., click once on the [Submit](#) link

Search Information

Participant: Program Year:

Program: Claim Type (search only): Claim Status:

| Claim # | Part Id | Program | Claim Type | Received Date | Approved Date | CCC Date | Paid Date | Status | Amount (\$) | Comments | Action |
|---------|---------|---------|---------------|---------------|---------------|----------|-----------|--------|-------------|----------|--|
| 08004 | TPC | MAP | Reimbursement | | | | | Draft | 3,130.93 | | Edit View Delete Submit Draft SF1166 Approve |

Claim Information

Participant:

Year:

Program:

Claim Type:

Claim Number:

Claim Status:

Received Date:

Approved Date:

CCC Date: (MM/DD/YYYY)

Paid Date: (MM/DD/YYYY)

Total of Claims(\$):

Comments:

(For those participants who are considered **parent & subgroup**, please click once on the [Edit](#) hyperlink **BEFORE** submitting to FAS and enter the comment: "Please make payable to *organization name*" or "Please Wire funds directly to *organization name*". Then click once on the **Save** button)

Participant: Program Year:

Program: Claim Type (search only): Claim Status:

| Claim # | Part Id | Program | Claim Type | Received Date | Approved Date | CCC Date | Paid Date | Status | Amount (\$) | Comments | Action |
|---------|---------|---------|---------------|---------------|---------------|----------|-----------|--------|-------------|-------------------------------------|--|
| 08004 | TPC | MAP | Reimbursement | | | | | Draft | 3,130.93 | Please wire funds to Tuna Unpackers | Edit View Delete Submit Draft SF1166 Approve |

6m

To view the claim in Submitted/pending status (ensuring it has been sent to FAS) change the claim status to Submitted/Pending and click once on the search button

Search Information

Participant: Program Year:

Program: Claim Type (search only): Claim Status:

Program: Claim Type (search only): Claim Status:

| Claim # | Part Id | Program | Claim Type | Received Date | Approved Date | CCC Date | Paid Date | Status | Amount (\$) | Comments | Action |
|---------|---------|---------|---------------|---------------|---------------|----------|-----------|---------|-------------|----------|--|
| 08004 | TPC | MAP | Reimbursement | 3/26/2010 | | | | Pending | 3,130.93 | | Edit View Delete Submit Draft SF1166 Approve |