INL DevResults User Guide:

Submit Results

Checklist for a complete quarterly submission

This user guide covers submitting data in DevResults, which is one part of the quarterly submission process. See the checklist below for the complete list of tasks to be fulfilled to meet quarterly submission requirements.

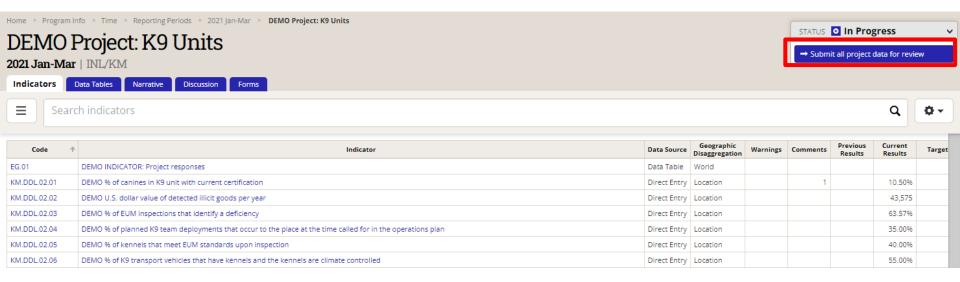**Checklist for a complete quarterly submission:**
- ✓ Indicator data complete; or where incomplete, notes to explain the problem
- ✓ Upcoming events added to events table
- ✓ Activities table updated with current progress
- ✓ Narratives complete, with responses kept to 1,500 words or less
- ✓ Data <u>Submitted</u> in DevResults
- ✓ Performance report generated using the Project Report Tool
- ✓ Performance report sent to INL Project Manager (and other mailboxes or systems required in the agreement documents)
- ✓ Financial report (drafted outside of the INL DevResults system) sent to individuals and systems as required in the agreement documents

After submitting your quarterly reports, consider setting up a meeting with the INL project manager to discuss:
- • The past quarter's results
- • Whether any changes are needed to project implementation plans
- • Whether any changes are needed for indicators or targets

1. Submit Results

Once all data has been entered for your project, you are ready to submit the project's indicator results and narrative responses for the reporting period. From the Indicator page (see below), click the Status bar to reveal the drop-down selections and select **Submit all project data for review** option (shown below).

2. Submit Results (continued)

A message box will pop up before your submission is complete. You may choose to add a message for the reviewer in the message box (shown below). Click Send to submit all the project's indicator results and narrative responses for review.

After you click Send, DevResults will automatically notify the designated INL approver via email stating that indicator results and narrative responses have been submitted and are ready for review.

NOTE: Messages added to the submission will appear, along with any responses, in the in the **Discussion** tab.

3. *Data Locked*

Upon submitting project data, you will see a notification that the project's data has been locked. The Status bar at the top right of the page indicates that data has been Submitted. You can no longer make edits to this project's data unless the submission is returned to you for corrections.

If you find a mistake after submitting the data, contact your INL project manager and ask them to return the data. Once data is returned, the project's reporting period will be unlocked so that you can revise the information.

DevResults will notify you via email notification when the submitted project data is returned for edits. The project's reporting period will be unlocked so that you can make any necessary changes. Any messages left by the reviewer upon the return of the project's data will appear in the **Discussion** tab.

Home ▸ Program Info ▸ Time ▸ Reporting Periods ▸ 2021 Jan-Mar ▸ DEMO Project: K9 Units

STATUS ☑ **Submitted**

DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

| Indicators | Data Tables | Narrative | Discussion | Forms |

Search indicators

🔒 This project's data for this reporting period has been submitted and is locked. Owners and results approvers can edit the data, but other users cannot.

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target
EG.01	DEMO INDICATOR: Project responses	Data Table	World					
KM.DDL.02.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location		1		10.50%	
KM.DDL.02.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location				43,575	
KM.DDL.02.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location				63.57%	
KM.DDL.02.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan	Direct Entry	Location				35.00%	
KM.DDL.02.05	DEMO % of kennels that meet EUM standards upon inspection	Direct Entry	Location				40.00%	
KM.DDL.02.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location				55.00%	