

# Quarterly Report Review Guide

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This document will serve as a guide for INL staff to use when reviewing implementer-submitted quarterly reports in DevResults. The project implementer should send you a quarterly report that can be downloaded from [this link](#). This guide will cover how to review the document and the information in the DevResults database.

## *Report Review Checklist*

- Check the Project Information section for accuracy.
- Check that there is no missing indicator data except where blanks are expected.
- Assess indicator results vice targets; review any indicator comments and plots of historical data where available.
- Review data tables and disaggregations in DevResults where necessary
- Review the Activities Milestones and Deliverables Tracker, Additional Reporting Indicators (if available), and Upcoming Events Tables.
- Review project narratives for completeness and clarity.
- Approve (or Return the report for changes if necessary) in DevResults. File the approved report in the appropriate system for the implementing mechanism.
- If you notice anything concerning or confusing in the report, [contact the RCD/Results team](#) for assistance

## *Checking for missing indicator data:*

Confirm that the implementer entered results for all expected indicators for the project.

If the **Results** column lists “Not yet reported” for any indicators, is it because:

- a) The result is not expected until later on?
- b) The indicator is marked as reporting on a calendar, fiscal, or semi-annual basis? (CA, FA, CSA, or FSA next to the indicator name?)
- c) The indicator tracks some subset of one of the other indicators? (e.g., total number of investigations opened vs. investigations with a U.S. nexus opened)

If there are blanks that you are *not* expecting for one of the above reasons, discuss the following with the implementer:

- a) Are data for the indicators not collectible?
  1. Note: before accepting that the indicator data is not collectible, ask the implementer: what have you tried to do to get it?
- b) Are the indicators inappropriate? (e.g., standard indicators assigned that are too high-level for the project?)

- c) Are the indicators not useful for monitoring? (e.g., indicators capture activity reporting that only rarely occurs?)

Make sure the implementer knows they must report data for their assigned indicators. If you agree that an indicator should be removed or adjusted, please contact your DME POC.

***Assessing indicator results:***

Confirm that reported results are appropriate for the project. (Note: Whether the result is *cumulative* (total over time) or *incremental* (result for the current quarter only) should be listed next to the indicator name.)

For indicators with targets entered, review the **Target** and **Target Progress** columns and compare with the current results total. Flag results that are not on track to meet the target or seem much higher than expected.

If the result does not have a target, consider working with the implementer to add one. Comparing results to targets is the easiest way to know whether your project is on track.

For indicators with no targets, you'll need to use your own knowledge of the project and context to assess if the results are reasonable or not. Consider the following questions:

- a) Is this a key intended result of the project?
- b) Is this number higher or lower than would be expected given the project's current stage of implementation?
- c) Are the results plausible given any known constraints?

If results for any indicators appear inconsistent, implausible, or inappropriate, consult your DevResults POC and follow up with the implementer to determine if any updates or modifications are needed.

Lastly, scroll to the bottom of the report to review any indicator comments provided by the implementer alongside the system-generated plots of indicator data over the project's POP. Consider the following questions:

- a) Does the current result make sense in comparison with past quarters' reporting?
- b) Do the indicator comments adequately explain the current result?
- c) Has the implementer consistently reported data for this indicator as expected?

***Reviewing data tables and disaggregations in DevResults as needed.***

If any results appear to warrant further review or are unexpected, you can dig deeper by [reviewing the underlying data tables](#) in DevResults to better understand the values reported.

For indicators that should be broken down by category (e.g., customs seizure events by location), [review the disaggregated indicators](#) in DevResults to ensure that they are reported as expected.

If you have more advanced data needs (e.g., aggregating indicators across projects), talk to your DevResults POC about setting up a dashboard that allows you to review a summary

### ***Reviewing other report elements:***

Review the **Activities, Milestones, and Deliverables Tracker** to assess whether the project activities are on track. Check that:

- a) All items in the list have a status listed
- b) All project activities are in the expected stage of implementation
- c) All completed items have a date included in the “Date of Item Completion” column

If available, review any narrative updates in the **Additional Reporting Indicators** section. Projects with these indicators should have updates for every indicator. These can include:

- a) indicators that are not yet defined with a PIRS
- b) indicators that capture rare events (i.e., fewer than 10 instances)
- c) indicators that are better suited for qualitative reporting

Review any planned events for upcoming quarters in the **Upcoming Events** section. If there are no events listed, but you know the implementer is planning events, please ask them to populate this table with the upcoming events.

### ***Reviewing project narratives:***

Review the eight standard narrative questions completed by the implementer. Consider the following questions:

- a) Did the implementer clearly convey what activities were completed or worked on during the reporting period?
- b) Did the implementer clearly articulate what was achieved during the reporting period?
- c) Did the implementer describe any difficulties over the course of the reporting period?
- d) Do the narrative responses address any unexpected results in the indicator data?
- e) Do the narrative responses detail any specific actions that will be undertaken to course correct or mitigate any project risks?

Follow up: If any narratives are unclear, incomplete, or do not adequately explain results and/or challenges, please reach out to the implementer for clarification as needed. You may also consult your DevResults POC for guidance.

### ***Approving (or returning) the report in DevResults***

Log in to the report page in DevResults by pasting the link from the first page of the paper report into your browser window.

If you've decided to approve the report, click the Status bar where it says "submitted" to reveal the drop-down selections and click **Approve all project data**. (Note: this should take place after any questions that arose during review have been addressed.)

If you've decided to return the report (because some data is missing or more information is needed), click the Status bar and click **Return data to partner**.

A dialog box will appear that shows all assigned users and an option to send a message. If you are returning the report, enter a message explaining why. If you are approving the report, this step is optional.

Once you click **Send**, you should see the project status bar update to your selection – Approved or Returned.

If you've approved the report, file the report document according to the appropriate procedures for the implementing mechanism:

- a) For Grants, upload the report to MyGrants.
- b) For IAA's and IOLOA's, upload the report to the award file on Sharepoint.

Lastly, have a conversation with your implementer about what you've found in the report, if you haven't already. If implementer or results are falling behind schedule, make sure the implementer has explained why. Then work with the implementer to adjust the implementation plan to account for the problems and improve results. It's possible you may need to adjust the specific activities or expected outcomes. You can do this by updating the Change Map with the mutual agreement of the implementer and the AOR, GOR or COR.

# Appendix

## Reviewing Data Tables:

To review data tables in DevResults, navigate to your home page and click “Open” next to your project name under the Reporting Page Index:

The screenshot shows the 'Reporting Page Index' with a table of projects. A red arrow points to the 'Open' link for the project 'DSB: Improving Border Security Proposal for the Government of Freedonia to Combat Transnational Crime with the U.S. Department of Safe Borders (DSB)'. The table has columns for Project Name, Reporting Period, Submission Start Date, Reporting Status, and Locked?.

	Project Name ↑	Reporting Period	Submission Start Date	Reporting Status	Locked?
→ Open	CEMI: Blow the Whistle: No Corruption Blind Spots in Montenegro	Q 2025 Oct-Dec	1 Dec 2025	Approved	🔒
→ Open	CLDP: Alternative Dispute Resolution (ADR)	Q 2025 Oct-Dec	1 Dec 2025	Submitted	🔒
→ Open	DSB: Improving Border Security Proposal for the Government of Freedonia to Combat Transnational Crime with the U.S. Department of Safe Borders (DSB)	Q 2025 Oct-Dec	1 Dec 2025	Approved	🔒
→ Open	ICITAP Law Enforcement Development Program – Albania	Q 2025 Oct-Dec	1 Dec 2025	Submitted	🔒

Next, click on the “Data Tables Tab:

The screenshot shows the 'Data Tables' tab for the project 'DSB: Improving Border Security Proposal for the Government of Freedonia to Combat Transnational Crime with the U.S. Department of Safe Borders (DSB)'. A red arrow points to the 'Data Tables' tab. Below the tabs is a search bar for indicators and a table of indicators.

	Code ↑	Indicator	Data Source	Geographic Disaggregation	Comments	Previous Results	Current Results
→ Open	INLEvents.01	# of future events	Data Table	Country			
→ Open	INLImplementation.01.01	# of activities, milestones, and/or deliverables completed	Data Table	World			1
→ Open	INLImplementation.02	# of additional reporting indicators	Data Table	World			
→ Open	INLSTD.0401-agg	# Seizure events from customs inspections by INL-supported units	Direct Entry	Location			3.9
→ Open	INLSTD.0403	% Flags resulting in a seizure	Formula	Location			72.0

Now, select the table you'd like to review from the drop-down menu:

The screenshot shows the top navigation bar of the INL Monitoring Database. The breadcrumb trail is: Home > Program Info > Time > Reporting Periods > Q 2025 Oct-Dec > DSB: Improving Border Security Proposal for the Government of Freedonia to Cor. The status is 'Approved'. The main heading is 'DSB: Improving Border Security Proposal for the Government of Freedonia t...' with a sub-heading 'Q 2025 Oct-Dec | Department of Safe Borders'. Below this are tabs for 'Indicators', 'Data Tables', 'Narrative', 'Discussion', and 'Forms'. A 'Data table' dropdown menu is open, showing a search bar and two sections: 'Tables a partner can access' and 'Tables a partner cannot access'. The 'INL Interdiction - Interdiction Table' is highlighted in orange. A 'Done' button is visible in the bottom right corner.

If you'd like to download the whole table into a .csv file, you can do so by clicking the gear icon on the right side of the screen and selecting “Download [XX] filtered items” – this option ensures that only rows related to your project are downloaded when viewing shared tables:

The screenshot shows the same interface as above, but with the 'Data table' dropdown set to 'INL Interdiction - Interdiction Table'. Below the dropdown is a search bar and a table with columns: Key Value, Date of seizure, Seizure Location Type, Seizure Location, Search Type, and Country of Des. A red arrow points to a gear icon in the top right corner of the table area, which has opened a menu. The menu options are: Import History, Download table, Download 750 filtered items, Download empty template, Import data, Recalculate linked indicators, Columns (with a search bar), and Key Value (checked). A 'Done' button is visible in the bottom right corner.

If you need help reviewing your project's data tables, reach out to the [RCD Results Team](#) for support!

## Reviewing Disaggregated Indicators

For any indicators that are broken down into multiple categories, you can review these breakdowns in DevResults. To review disaggregations in DevResults, navigate to your home page and click “Open” next to your project name under the Reporting Page Index:

The screenshot shows the 'Reporting Page Index' section of the INL Monitoring Database. It features a table with columns for Project Name, Reporting Period, Submission Start Date, Reporting Status, and Locked?. A red arrow points to the 'Open' link next to the project name 'DSB: Improving Border Security Proposal for the Government of Freedonia to Combat Transnational Crime with the U.S. Department of Safe Borders (DSB)'. To the right, there is a 'Quick Links: My Projects' sidebar with several project links. Below the table are three sections: 'PRT Links and Instructions', 'Upcoming Events', and 'Quick Links: Questions and Help'.

Next, click “Open” next to the indicator name you are interested in viewing (you will see a total value for the current quarter under the “Current Result” column):

The screenshot shows the 'Program Info' page for the project 'DSB: Improving Border Security Proposal for the Government of Freedonia to Combat Transnational Crime with the U.S. Department of Safe Borders (DSB)'. The page displays the reporting period 'Q 2025 Oct-Dec' and the status 'Approved'. Below the project title, there are tabs for 'Indicators', 'Data Tables', 'Narrative', 'Discussion', and 'Forms'. A search bar is present. A green banner indicates that the project's data for this reporting period has been approved and is locked. Below this, a table lists indicators with columns for Code, Indicator, Data Source, Geographic Disaggregation, Comments, Previous Results, and Current Result. A red arrow points to the 'Open' link next to the indicator 'INLImplementation.02'.

Code	Indicator	Data Source	Geographic Disaggregation	Comments	Previous Results	Current Result
INLEvents.01	# of future events	Data Table	Country			
INLImplementation.01.01	# of activities, milestones, and/or deliverables completed	Data Table	World			1
INLImplementation.02	# of additional reporting indicators	Data Table	World			
INLSTD.0401-agg	# Seizure events from customs inspections by INL-supported units	Direct Entry	Location			3.9
INLSTD.0403	% Flags resulting in a seizure	Formula	Location			72.

Now, you will see the indicator data broken down by categories (in this case, seizure events by border crossing station). If the implementer had comments about any particular value, you would also see these presented here:

The screenshot shows the INL Monitoring Database interface for the indicator **INL.STD.0401-agg # Seizure events from customs inspections by INL-supported units**. The data is presented in a table with the following structure:

Location	Result	Comment
Western Hemisphere / Chile / Antofagasta / CL - Paso de Jama	200	
Western Hemisphere / Chile / Arica y Parinacota / CL - Chacalluta Border Complex	302	
Western Hemisphere / Chile / Arica y Parinacota / CL - Chungará Border Crossing	87	
Western Hemisphere / Chile / Magallanes y Antártica Chilena / CL - Carlos Ibanez Airport, Punta Arenas	383	
Western Hemisphere / Chile / Santiago Metropolitan / CL - Arturo Merino Benítez Airport, Santiago	1,828	
Western Hemisphere / Chile / Valparaíso / CL - Paso los Libertadores	1,111	
	3,911	

The screenshot shows the DevResults interface with a green bar at the bottom right containing a checkmark icon and the text **Done**.

Geographic breakdowns are presented in the rows; non-geographic breakdowns will be presented across the columns. If there are many categories (or multiple non-geographic disaggregations), you might need to scroll to the right to see the total value and any comments present:

The screenshot shows the INL Monitoring Database interface for the indicator **RCD.DDL.08.09 # of courses taught by FRONTPO trainers using new curriculum**. The data is presented in a table with the following structure:

Country	RCD.DDL.08 - Course Topic					Total	Comment
	targeting and inspection	evidence gathering and handling	countering drones	intelligence sharing			
NA / Freedonia	3		1	2	6		
	3	0	1	2	6		

The screenshot shows the DevResults interface with a green bar at the bottom right containing a checkmark icon and the text **Done**.

Click “Done” when you are finished reviewing to be returned to the Indicators list.