



# Food for Peace Management Information System Users' Guide

## Creating an IFRP Application

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This publication was produced for review by the United States Agency for International Development. It was prepared by Development InfoStructure (Devis).

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## IFRP Application

### Purpose:

This guide provides users with step-by-step instructions for creating and submitting International Food Relief Partnership Program (IFRP) applications in the Food for Peace Management Information System (FFPMIS). Users will learn how to initiate an IFRP application and upload required documents.

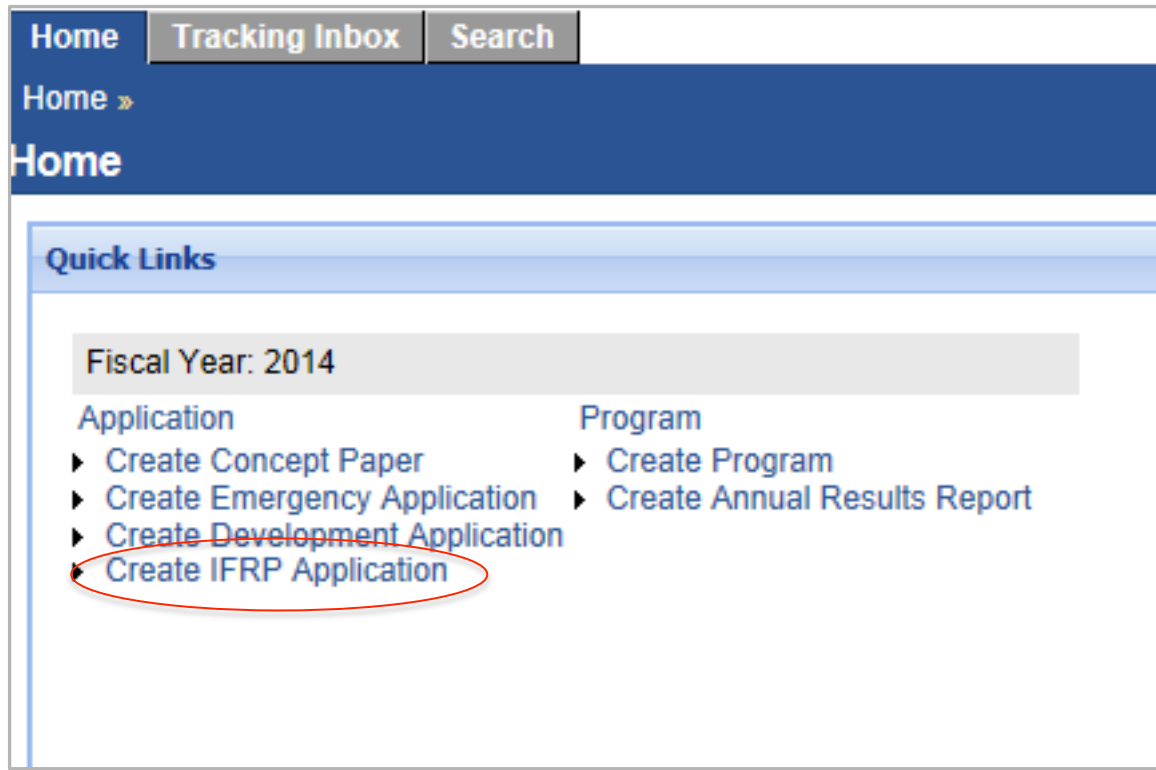
The instructions in this guide apply to requests for Title II IFRP resources for both production and distribution grants.

Please contact the FFPMIS Helpdesk at [FFPMIS\\_Support@devis.com](mailto:FFPMIS_Support@devis.com) with any questions about submitting an IFRP application in FFPMIS. For questions about IFRP application requirements, please refer to the Request for Applications.

### Before Starting:

1. Open FFPMIS using Internet Explorer
2. Log into FFPMIS as a PIO-PVO user.



## Creating an IFRP Application



Steps	Section	User Action	Description/Guidance
1.	FFPMIS Sign On	Log on to FFPMIS (not shown).	
2.	FFPMIS Welcome page	Click the <b>Create IFRP Application</b> link under the “Application” heading.	

Application	
Program Type	IFRP <span style="color: red;">R</span>
Grant Type	Distribution
Fiscal Year	2014 <span style="color: red;">R</span>
Country	Azerbaijan <span style="color: red;">R</span>
Organization Type	PVO <span style="color: red;">R</span>
Organization	TRNG- Training PVO <span style="color: red;">R</span>
Shock Type	<input type="checkbox"/> Refugees <input type="checkbox"/> Drought <input type="checkbox"/> Flood <input type="checkbox"/> Flood/Drought <input type="checkbox"/> Returnees

Steps	Section	User Action	Description/Guidance
3.	Application	<p>Complete the following fields:</p> <ul style="list-style-type: none"> <li>- <b>Program Type:</b> Select “IFRP” from the drop-down menu.</li> <li>- <b>Grant Type:</b> Select “Production” or “Distribution” from the drop-down menu.</li> <li>- <b>Fiscal Year:</b> Select the fiscal year from the drop-down menu.</li> <li>- <b>Country:</b> Select a country from the drop-down menu.</li> <li>- <b>Organization Type:</b> Select whether your organization is a PIO or PVO.</li> <li>- <b>Organization:</b> Select your organization’s name from the drop-down menu.</li> </ul>	<p><span style="color: red;">R</span> This symbol indicates a required field in the system. If this symbol appears next to the field, users must enter data into that field.</p> <p>Selecting “PIO” for <b>Organization Type</b> generates the <b>Operation</b> and <b>Operation Number</b> fields.</p> <p><b>Operation:</b> Select the appropriate operation type from the drop-down menu. Organizations other than the World Food Program (WFP) should select “N/A.”</p> <p><b>Operation Number:</b> Enter the operation number. Organizations other than WFP should enter “N/A.”</p>

Program Name	IFRP User Guide <span style="color: red;">R</span>
Program Short Name	
Title II Request Amount (Life of Award)	\$0.00
PIOs, please enter the Start and End date of the Appeal. PVOs, please enter the Start and End Date of the Program.	
Program Begin Date	10/01/2014  (mm/dd/yyyy) <span style="color: red;">R</span>
Program End Date	04/01/2015  (mm/dd/yyyy) <span style="color: red;">R</span>
Description	<div>Enter description here.</div>

Steps	Section	User Action	Description/Guidance
3.	Application	<p>Complete the following fields:</p> <ul style="list-style-type: none"> <li>- <b>Program Name:</b> Enter the program name.</li> <li>- <b>Title II Request Amount (Life of Award):</b> Enter the amount of Title II funds you are requesting.</li> <li>- <b>Program Begin Date:</b> Select the program start date.</li> <li>- <b>Program End Date:</b> Select the program end date.</li> <li>- <b>Description:</b> Enter a brief description of the program.</li> </ul>	<p><span style="color: red;">R</span> This symbol indicates a required field in the system. If this symbol appears next to the field, users must enter data into that field.</p> <p>The system will automatically generate the <b>Program Short Name</b> after you click save.</p>

**Application Submission Status:**

Submissions

Application Number

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**TEC Review Status:**

TEC Status

Title II Approval Status

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**Application Award Status:**

Status

Award Number

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Created Date 01/09/2014 08:07 PM

Created By

Updated By

Updated Date


Steps	Section	User Action	Description/Guidance
3.	Application	Complete the following fields:  - <b>Submissions:</b> This will default to "Draft."	You must first save the application as a draft. At this stage, the system will not allow you to select "Submit" and click the <b>Save</b> button.
4.	Application	Click the <b>Save</b> button when finished.	After clicking save, additional tabs will appear.  Click on the <b>Partner Documents</b> tab.


## Partner Documents Tab






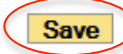
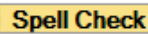

Partner Documents Listing		
Application	Consolidated Cost Sheet Summary	Title II Recipients
Partner Documents		
New Partner Documents		
Document Description	Required	Document Title
Application Narrative	Yes	
▸ Certifications, Assurances, and Other Statements of Applicant and/or Recipient	No	
▸ Detailed Budget Narrative	Yes	
▸ Detailed and Summary Budgets	Yes	
▸ Documentation Supporting Indirect Cost Rate	No	
▸ Partner POC Information	Yes	
▸ Proof of Eligibility	Yes	
▸ Technical Narrative	Yes	

Steps	Section	User Action	Description/Guidance
5.	Partner Documents Listing	Select a document.	<p>If a document has a designation of “Yes” in the Required column, users must upload that document in order to submit the application.</p> <p>You can add additional documents by clicking on the <b>New Partner Documents</b> button.</p>



Partner Documents	
Document Description	Application Narrative
Document Type	Proposal Submission
Required	Yes
Document Title	<input type="text"/>
Document Link	<input type="text"/> <input type="button" value="Browse..."/> 
Versions	<input type="text"/>
Comment	<div><div></div></div>
Created By	System Auto Generated
Created Date	01/09/2014 08:37 PM
Updated By	
Updated Date	
<input type="button" value="Save"/> <input type="button" value="Spell Check"/> <input type="button" value="Delete"/>	

Steps	Section	User Action	Description/Guidance
6.	Partner Documents	Complete the following fields: <ul style="list-style-type: none"> <li>- <b>Document Title:</b> Enter the document title.</li> <li>- <b>Document Link:</b> Click the <b>Browse</b> button to select and upload a document from your computer.</li> <li>- <b>Comment:</b> Add comments as necessary.</li> </ul>	 This symbol indicates a required field in the system. If this symbol appears next to the field, users must enter data into that field.
7.	Partner Documents	Click the <b>Save</b> button when finished.	Repeat steps 6-8 for each document you wish to upload.
8.	Partner Documents Lising	Click on the <b>Application</b> link in the breadcrumb navigation trail (not shown).	

Program Begin Date	<input type="text" value="10/01/2014"/>  (mm/dd/yyyy) 
Program End Date	<input type="text" value="04/01/2015"/>  (mm/dd/yyyy) 
Description	<div>Enter description here.</div>
<hr/>	
<b>Application Submission Status:</b>	
Submissions	<div>Submit </div>
Application Number	<input type="text"/>
<hr/>	
<b>TEC Review Status:</b>	
TEC Status	
Title II Approval Status	
<hr/>	
<b>Application Award Status:</b>	
Application Status	
Award Number	<input type="text"/>
<hr/>	
Created By	PREP Training12 (pretraining12)
Created Date	01/09/2014 08:37 PM
Updated By	
Updated Date	
<div>    </div>	

Steps	Section	User Action	Description/Guidance
9.	Application	Change the <b>Submissions</b> field from “Draft” to “Submit.”	Please review all information before you click the <b>Save</b> button. You cannot make changes after submitting the application.
10.	Application	Click the <b>Save</b> button when finished.	After you click save, the screen will refresh and all information will be read only. You cannot make changes unless FFP rejects the application for revision.

This concludes the data entry procedures for creating and submitting an IFRP application. For more assistance, please contact the FFPMIS Helpdesk at [FFPMIS\\_Support@devis.com](mailto:FFPMIS_Support@devis.com).