



USAID
FROM THE AMERICAN PEOPLE

FFPMIS Commonly Asked Questions

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Question #1: I have entered concept papers into FFPMIS. Why can I not see them when I try to create an application?

Answer: You can only create an application from a concept paper once the concept paper has been approved in FFPMIS. Concept Papers will *only* appear in the concept paper drop-down menu on the application creation screen when Food For Peace has approved them.

Question #2: My organization submitted a concept paper in FFPMIS, but I cannot create an application from it. Why?

Answer: Only the individual who created the concept paper in FFPMIS can create an application from that concept paper. The main concept paper tab will display the name of the individual who created that concept paper; you will need to work with this individual to create the emergency application.

Question #3: How can I tell whether my concept paper or application was submitted successfully?

Answer: There are two ways to confirm your concept paper was submitted: by viewing the main page of the concept paper or application or by checking the **Status** column when searching.

On the main concept paper tab, the **Status** field will display the status of “Submitted for Approval,” and on the main application tab the **Submissions** field will display the status of “Submit.”

When searching for a concept paper or application, the **Status** column will display “Submitted for Approval” once the concept paper or application has been submitted.

Question #4: My organization has already submitted an application, but I need to upload a new document; what can I do?

Answer: Once an application is submitted to Food for Peace (FFP) for review and approval, all information on the application will become read only. You will need to contact FFP for assistance in uploading new documents.

*For system-related questions or access to FPMIS, please contact the Helpdesk at:
FPMIS_Support@devis.com*

*For FPMIS users' guides, please visit the FSN Network website at:
[http://www.fsnnetwork.org/document/food-peace-management-information-system-ffpmis-
resources](http://www.fsnnetwork.org/document/food-peace-management-information-system-ffpmis-resources)*