# How to Submit SFRF Project Performance/KPI Data to NCPRO

Step 1. Access Survey

- You will receive an email from the domain **@app.smartsheet.com** containing a Data Collection Request link. Open the email and click the blue "**Open Request**" button.

Note: Data Collection Request emails will be automatically sent weekly until all kpi data that is due is submitted. Each email will contain all that is currently due. You only need to respond to the latest request. Ignore/delete any that are more than 1 week old.
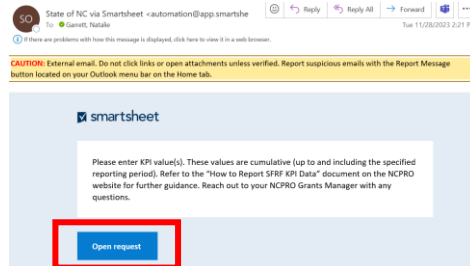
Step 2. Enter KPI Values & Submit

A. Before entering data, check the **Project Name**, **KPI Information**, & **Reporting Period** for accuracy.

B. For each KPI, add the *cumulative* data value (up to and including specified *reporting period)* in the "KPI Value" box. ("**Comment**" box is optional if you have any additional info to provide about your data)

C. If data can be disaggregated (as specified in the **KPI information** section), put the *aggregate* amount in the "**KPI Value**" box, and upload an excel file with *disaggregated* data by clicking "**Upload Files**" at the bottom of the page.

D. If there are multiple KPI values due at this time, there will be multiple screens to enter data, so click "**Next**" to move to next screen (not pictured in visual below)

E. When all values are entered, click "**Submit Update.**"

Note: If you are unsure about any of your KPI values, you can enter only the values you are sure about then click "Submit Update". Any missing values will be included in the next weekly automated Data Collection Request email link from NCPRO.

Please reach out to your NCPRO Grants Manager with any further questions.