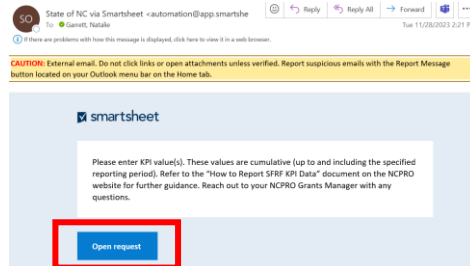


# How to Submit SFRF Project Performance/KPI Data to NCPRO

## 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

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

**SFRF KPI Data Collection**

Note: SFRF recipients receive weekly emailed KPI data requests for all currently due KPI data.  
\*\*To submit KPI data, you must only respond to the latest email (KPI data update request). Please ignore all KPI data request emails that are more than one week old.

**Project Name Information**  
OSBM 60: NCPRO - Extension of Operations

**KPI Information**  
KPI Key: OSBM-60-KPI01  
KPI Name: Completed and Signed MOUs  
KPI Description: Percent of SFRF projects with completed and signed MOUs  
KPI Target Value: 100%  
KPI Target Description: 100% of NCPRO's SFRF projects will have a completed and signed MOU by Q4 2026.  
Disaggregated Equity Dimensions:

**KPI Reporting Period Information**  
2022-Q1 (January - March)

**KPI Value Reporting Instructions**  
1. Report cumulative value (up to and including specified reporting period)  
2. Report single numerical value only (no special characters)  
3. Input any explanatory text in (Comment) field

**KPI Value (Cumulative)**

**Comment**

**Declaration Information**  
By submitting KPI data to NCPRO, I hereby certify that, to the best of my knowledge, the provided KPI data value is true and accurate. The data value is final.

**Disaggregated KPI Information**  
If data can be disaggregated by equity dimensions, enter AGGREGATE value above and use "Upload Files" below to attach excel sheet with disaggregated data values.

**Attachments**

Send me a copy of my responses

**A** points to Project Name Information, KPI Information, and KPI Reporting Period Information.

**B** points to the KPI Value (Cumulative) input field.

**C** points to the Upload Files button.

**E** points to the Submit Update button.

Number only--no text, \$, %, etc.

Only use for disaggregated data.

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