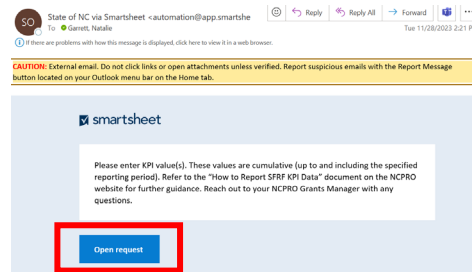


How to Submit SFRF Project Performance/KPI Data to NCPRO

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



Step 2. Enter KPI Values

Reminder: Unless otherwise specified, KPI data is due 15 days from receipt of initial Data Collection Request.

- Before entering any data, be sure to check the **Project Name, KPI Information, & Reporting Period.**
- For each KPI, add the **cumulative** data value (up to and including specified reporting period) in the **“Value”** box.
- If data can be disaggregated (as specified in the **KPI information** section), put the **aggregate** amount in the **“Value”** box, and upload an excel file with **disaggregated** data by clicking **“Upload Files”** at the bottom of the page.
- For KPI values you know, enter the values and upload any necessary disaggregated data, then click the checkbox next to **“Final Submission”**
- 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 below). When all values are entered, click **“Submit Update”**

smartsheet

SFRF KPI Data Collection

Please enter KPI value(s). These values are cumulative (up to and including the specified reporting period). Refer to the "How to Report SFRF KPI Data" document on the NCPRO website for further guidance. Reach out to your NCPRO Grants Manager with any questions.

Project Name Information
OSBM-60 NCPRO- Extension of Operations

KPI Information
KPI Key: OSBM-60-KPI01
KPI Name: Staff employed
KPI Description: Number of staff employed each month at NCPRO
KPI Target Value (no target): Number of FTEs
KPI Target Description: A target value is not appropriate for this KPI as NCPRO staffing is based on stakeholder needs and other external forces.
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 (Comments) field.

KPI Value (Cumulative)

Comment

Declaration Information
By checking the FINAL SUBMISSION checkbox below, I hereby certify that, to the best of my knowledge, the provided KPI data value is true and accurate. The data value is final.

Final Submission
☐

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

Submit Update

A: Check here when you are confident the KPI value is correct. (Points to Project Name, KPI Information, and Reporting Period)

B: *Number only--no text, \$, %, etc. *Enter cumulative value (Points to KPI Value field)

C: (Points to Upload Files button)

D: (Points to Final Submission checkbox)

E: (Points to Submit Update button)

***Note: If you are unsure about any of your KPI values, you can either:**

- Leave all fields blank for that KPI and submit or click “Next” to move on to complete KPI values you are sure about.

--Or--

- Enter your estimated KPI value, but DO NOT click “Final submission” checkbox before moving to next KPI or submitting (described in **Step 3** below).

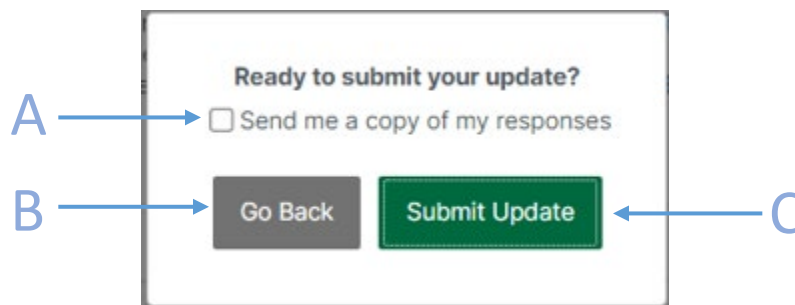
Both options allow you to add or modify KPI data values later using a new automated Data Collection Request email link from NCPRO.

All data values should be submitted as “Final Submissions” by the close of the **15th day after receiving the initial data request.**

These automated links will be sent out weekly via email until all due data is submitted.

Step 3. Submit Performance Data

- Once you’ve clicked through all screens for KPI data due at this time, this box will pop up:



- A. Select the checkbox next to “**Send me a copy of my responses**” to track data you’ve submitted.
- B. If you are not finished adding performance data for one or more KPIs, you may click “**Go back**” to add/modify responses
- C. If you have entered all of the KPI values you are able to provide at this time, click “**Submit Update**”

***Note: If you left any KPI values blank, or if you entered estimated KPI values but did not select “Final Submission” before submitting, then:**

- You can still go ahead and click “**Submit Update**”. At that point, the current link will expire, and you will receive another automated Data Collection Request link within a week to add/modify any incomplete data.
- This automated Data Collection Request link will be prepopulated with anything you previously entered for which you did not click “**Final submission**”.
- Any KPI values for which you clicked “**Final Submission**” will not be included in the next automated Data Collection Request link
- If you need to edit one of your KPI data values after clicking “**Final Submission**” and “**Submit**” for that value, or if you want a new Data Collection Request link sooner than the next automated weekly link, please contact your NCPRO Grant Manager.

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