



# **WELCOME TO THE LIVESTOCK SYSTEMS INNOVATION LAB'S ONBOARDING PROCESS**

*Feed the Future Innovation Lab for Livestock Systems*

*June 20, 2024*

# WELCOME !



- Please introduce yourself in the chat
- Use the chat to comment, interact, ask questions
- Feel free to keep your video on
- Please mute yourself when not speaking

Note: This meeting is being recorded; the recording and this slide deck will be shared on the Piestar platform's dashboard

## ONBOARDING SESSION 2

### Topics today:

- Communication between projects and LSIL
- Results frameworks, Piestar, and indicator reporting

### Objective:



- Facilitate a successful start for all new project teams
- Understand how to use Piestar when reporting indicator data.



### Target audience:

- Principal Investigator



**Also appropriate for:**  
Co-Principal Investigators  
Support Staff  
Collaborators

## MEET THE U.S. BASED TEAM (... AGAIN)



**Geoff Dahl**

Director

Harriet B. Weeks Professor; Past President,  
American Dairy Science Association



**Saskia Hendrickx**

Associate Director



**Andrea Bohn**

Project Manager



**Erica Odera**

Monitoring & Evaluation  
Associate Scientist



**Ana Ugalde-Brenes**

Project Coordinator



**Billy Field**

Fiscal Assistant II



**Nicole Monval**

Fiscal Assistant III



**Jacqueline Raes**

Administrative Support Assistant I

# LSIL COUNTRY COORDINATORS



**Isidore Gnanda**

Coordinator  
Burkina Faso



**Moctar Karimou**

Coordinator  
Niger



**Zeleke Mekuriaw**

Coordinator  
Ethiopia



**Felix Ngamije**

Coordinator  
Rwanda



**Padmakumar  
Varijakshapanicker**

Coordinator  
Nepal

**We represent LSIL in the respective target countries and look forward to working with you!**

# COMMUNICATION BETWEEN THE PROJECTS & LSIL TEAM MEMBERS

**The Management Entity generally communicates with the PI only**

- The PI is responsible for sharing information with other research team members

**Use the Piestar email only for technical issues related to the platform**

- LSIL/project related questions cannot be answered by the Piestar team

# ELECTRONIC COMMUNICATION

[livestock-lab@ufl.edu](mailto:livestock-lab@ufl.edu)

**All communication with  
LSIL staff**

**Includes:**

- Anything related to research, technical topics, publications, general questions

[lsilmanagement@research.ufl.edu](mailto:lsilmanagement@research.ufl.edu)

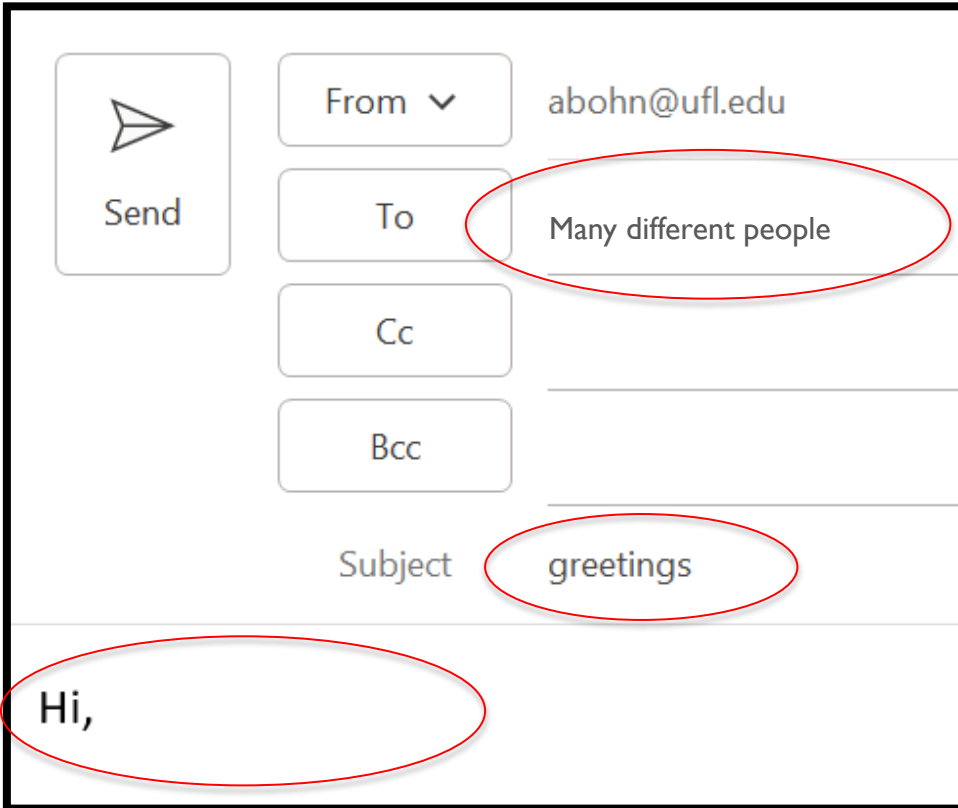
**Use this email for any topic that  
needs official record and response!**

**Includes:**

- Anything financial, e.g., invoices



**If in doubt, reach out!**  
(using this account)



Send

From ▼ abohn@ufl.edu

To Many different people

Cc

Bcc

Subject greetings

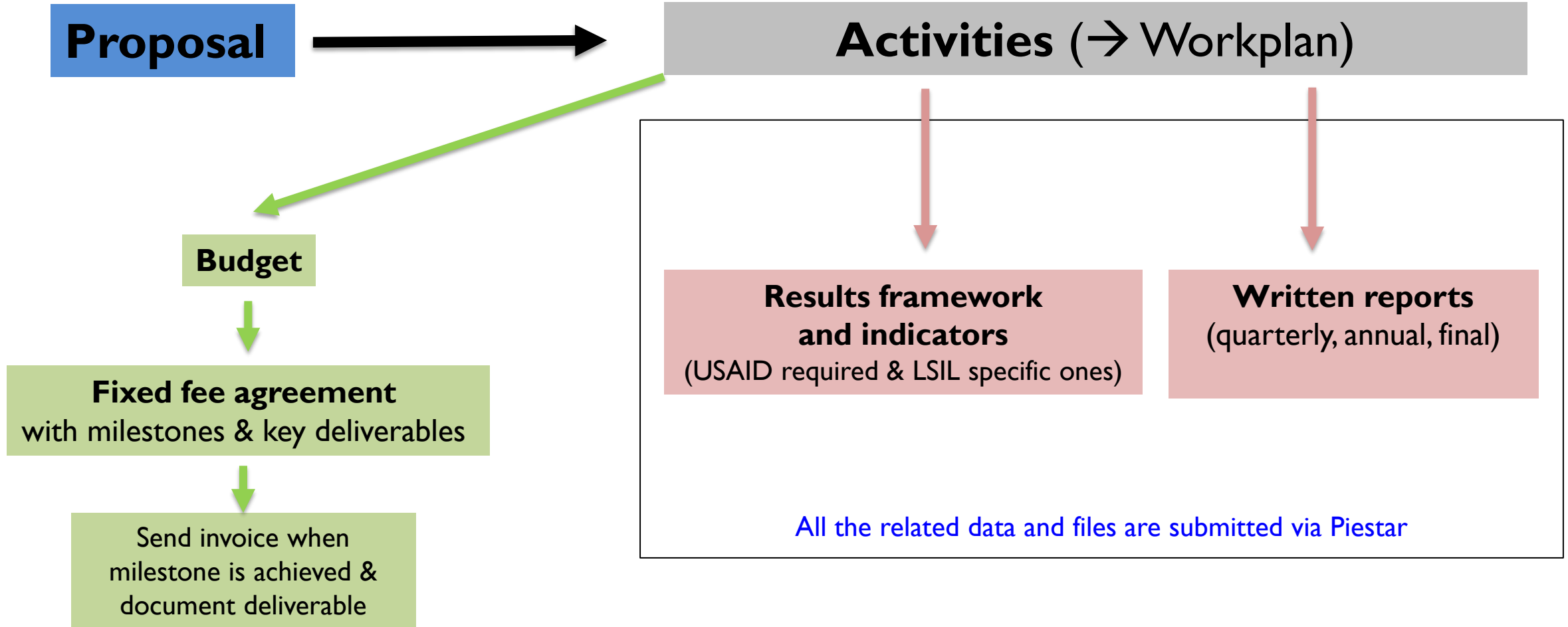
Hi,



- **Limit the number of addressees,** use [livestock-lab@ufl.edu](mailto:livestock-lab@ufl.edu)
- **Write a descriptive subject line:** What is it about, who should address your request?
- **Address the specific person** you intend the message for



# FROM WORKPLANS TO BUDGETS AND REPORTING



## WHAT IS A RESULTS FRAMEWORK?

- A formatted excel file that categorizes your project's research objectives alongside indicators
- Indicators are quantitative outputs/counts that help us take a snapshot of what is occurring as a result of a project

# INDICATORS & PERFORMANCE MONITORING



## Feed the Future Indicator Handbook

November 2023



Level of Collection	Indicator Number	Indicator Title and Link to Definition Sheet	Page Number
ZOI	HL.9.1-a	<a href="#">Percent of children 6–23 months receiving a minimum acceptable diet [ZOI level]</a>	<a href="#">87</a>
ZOI	HL.9.1-b	<a href="#">Prevalence of exclusive breastfeeding of children under six months of age [ZOI level]</a>	<a href="#">90</a>
ZOI	HL.9.1-d	<a href="#">Percent of women of reproductive age consuming a diet of minimum diversity ("MDD-W") [ZOI level]</a>	<a href="#">92</a>
ZOI	RESIL-a	<a href="#">Ability to recover from shocks and stresses index [ZOI level]</a>	<a href="#">94</a>
Activity/IM	EG.3-2	<a href="#">Number of individuals participating in USG food security programs [activity/IM level]</a>	<a href="#">98</a>
Activity/IM	EG.3-10, -11, -12	<a href="#">Yield of targeted agricultural commodities among program participants with USG assistance [activity/IM level]</a>	<a href="#">105</a>
Activity/IM	EG.3.1-15	<a href="#">Value of new private sector investment leveraged by the USG to support food security and nutrition [activity/IM level]</a>	<a href="#">112</a>
Activity/IM	EG.3.2-2	<a href="#">Number of individuals who have received USG-supported degree-granting non-nutrition-related food security training [activity/IM level]</a>	<a href="#">116</a>
Activity/IM	EG.3.2-7	<a href="#">Number of technologies, practices, and approaches under various phases of research, development, and uptake as a result of USG assistance [activity/IM level]</a>	<a href="#">118</a>
Activity/IM	EG.3.2-24	<a href="#">Number of individuals in the agriculture and food system who have applied improved management practices or technologies with USG assistance [activity/IM level]</a>	<a href="#">130</a>
Activity/IM	EG.3.2-25	<a href="#">Number of hectares under improved management practices or technologies with USG assistance [activity/IM level]</a>	<a href="#">140</a>
Activity/IM	EG.3.2-26	<a href="#">Value of annual sales of producers and firms receiving USG assistance [activity/IM level]</a>	<a href="#">149</a>
Activity/IM	EG.3.2-27	<a href="#">Value of agriculture-related financing accessed as a result of USG assistance [activity/IM level]</a>	<a href="#">156</a>

## WHY USE A RESULTS FRAMEWORK?

1. Helps LSIL report to USAID
2. Links research objectives with outputs
3. Serves as a final record of the life of the project



The U.S. Government's Global Hunger &amp; Food Security Initiative

## WHAT DOES THE RESULTS FRAMEWORK LOOK LIKE?

[illegible]

## WHAT IS PIESTAR?

Piestar is an online data management and reporting platform designed to streamline reporting efforts required for large federal grants.

- **Helps subawarded projects** upload project data in a systematic way
- **Helps LSIL** monitor progress and facilitate reporting across multiple projects

# PIESTAR INDICATOR REPORTING

- We will use Piestar for reporting details about each indicator within your results framework.
- This process will help streamline emails, ensure accurate data, and serve as a repository for your project's information.



## GETTING STARTED

- An email from Piestar has been sent to you inviting you to create an account
- Click on the link sent in the email to set up a password and activate your Piestar account (or login to your existing account)
- Inform LSIL of any individuals who need Piestar access other than the PI

A screenshot of the Piestar sign-in page. At the top is the Feed the Future logo with the text "The U.S. Government's Global Hunger & Food Security Initiative". Below the logo is the heading "Sign in to Piestar". There is a text input field labeled "Email" with a cursor inside. Below the input field is a blue button labeled "Next". At the bottom, there is a "Sign in with Google" button featuring the Google logo.



# MODULES

- Modules- online forms that will ask for multiple pieces of information on one topic
- There are two types of modules
  - Management Related
  - Indicator Related

## Project Management Modules

Project Overview

Personnel Demographics

Ethical & Environmental Approvals

Environmental Monitoring

Datasets

Location Data

Workplans

Quarterly, Annual, and Final Reporting


## LSIL Custom Indicator Modules


Trainings & Workshops

Policy Meetings

# ACCESSING MODULES

- Click on “Impact Modules”
- On the left-hand sidebar, you will see a menu of different modules

 **FEED THE FUTURE**  
The U.S. Government's Global Hunger & Food Security Initiative

ERICA ODERA 

**DASHBOARD** DASHBOARD IMPACT MODULES PEOPLE REQUESTS▼ PROJECTS MANAGE▼ REPORTS▼ SEARCH

### Overview


The Feed the Future Innovation Lab for Livestock Systems Reporting Hub is specifically designed for the purposes of collecting data, managing projects, monitoring progress, evaluating impact, and reporting results.

[Feed the Future Innovation Lab for Livestock Systems](#)

Department of Animal Sciences  
P.O. Box 110910  
Gainesville, Florida

### Module Reporting Progress

**Total Reporting Progress: 0%**

 **Livestock Systems Innovation Lab**  
0 / 22 Modules Complete  
**PAST DUE** ( April 4, 2022 )  
[Continue Reporting](#)

### Travel Calendar

ID	Dates	Traveler(s)	From	Destination(s)
T00522	Apr 20 - Apr 27	Adegbola Adesogan	United States	Nepal
T00520	Apr 21 - Apr 28	Andrea Bohn	United States	Nepal
T00523	Apr 22 - Apr 29	Nargiza Ludgate	United States	Nepal
T00525	May 6 - May 11	Nargiza	United	Rwanda

# PROJECT MANAGEMENT MODULES

## Project Management Modules

Project Overview

Personnel Demographics

Ethical & Environmental Approvals

Environmental Monitoring

Datasets

Location Data

Workplans

Quarterly, Annual, and Final Reporting

# PROJECT OVERVIEW

- **Purpose:** To collect and store a brief overview of your project and categories of interest related to your project
- **How to use:** The ME will fill out this information on your behalf.
- **Frequency:** At the beginning of your project, one time.

## Project Overview

Please review and complete the information below regarding your USAID project.

Project Number

Official Title

Livestock Systems Innovation Lab

Short Title

Livestock Systems Innovation Lab

Provide a short title used to reference this project.

PI Name

Erica Odera


Project Type

Site Default Project

Total Amount Awarded

900000

Project Dates

 10/01/2015

Start Date

Executive Summary

# PERSONNEL DEMOGRAPHICS

- **Purpose:** To gather and store contact information and details for the personnel on your project with access to piestar
- **How to use:** Each individual with access to piestar for your project can fill in further details about their name and contact information as desired (but not required).
- **Frequency:** At the beginning of your project, one time.

## Personnel Demographics

Please answer the following questions regarding your current contact information and demographics.

### Participant Name & Demographics

Title

Optional. Example: Dr., Mr., Ms., etc. Max 10 characters.

Name

Middle

Optional.

Sex

Please select...

### Business Contact Information

Email

ericalin@ufl.edu

Position Title

Examples: Technician, Professor, Department Head, etc.

Institution

Specify the name of your home institution.

Street Address

Street Address 2

Optional.

City

# ETHICAL & ENVIRONMENTAL APPROVALS

- **Purpose:** To ensure and keep on record that each project has all required ethical and environmental approvals before beginning
- **How to use:** As you obtain these approvals, upload them into this module
- **Frequency:** At the beginning of your project, and then updated only if these approvals change during the course of your project

## Ethical & Environmental Approvals

The purpose of this module is to gather and store information about your project start of your project. Should changes to these approvals be needed over the course of your project.

### Ethical Approval Files

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Please upload a PDF file of the certificate you received from attending the required training.

+ Upload File

Please upload all applicable approvals (in PDF format) showing that your project has received all necessary ethical approvals.

+ Upload File

Please upload all applicable approvals (in PDF format) showing that your project has received all necessary environmental approvals.

+ Upload File

### Environmental Monitoring & Mitigation Plan

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Please upload a PDF file of your project's final Environmental Monitoring & Mitigation Plan.

+ Upload File

# ENVIRONMENTAL MONITORING

- **Purpose:** To collect and store the environmental monitoring activities your project carries out.
- **How to use:** Fill out the questions presented in this module. Describe details of the monitoring activity, as applicable.
- **Frequency:** Every quarter at minimum. If your project carries out more than one monitoring activity during a given quarter, simply add another entry.

## Environmental Monitoring

The purpose of this module is to collect information on the environmental monitoring activities you or your project team members carry out throughout the life of your project.

During this last quarterly reporting period, did your project carry out environmental monitoring activities?

- ☐ Yes  
☐ No

In the next quarterly reporting period, does your project plan to carry out environmental monitoring activities?

- Laboratory work and analysis
- Collecting or transporting samples of any kind
- Animal feeding trials or experiments
- Procuring, storing, creating, or distributing animals or animal feed
- Using pesticides, insecticides, or fertilizers
- Training and capacity development of individuals

- ☐ Yes  
☐ No

Save

Save Draft

# DATASETS

- **Purpose:** To document and store your project's open data plan and facilitate yearly updates on this plan.
- **How to use:** Fill out the open data plan information as requested within this module at the start of your project. On a yearly basis indicate whether any changes are needed to this plan.
- **Frequency:** Once a year.

## Datasets

The purpose of this module is to collect and track updates to your project's open data plan produce. You are required to complete this at the start of your project. Once your project h throughout the life of your project. At the end of your project, please use this module to up

### Update and Review of Datasets

What type of update are you reporting for this dataset?

- ☐ This is the first time I am completing this form for this particular dataset (please continue on to 1
- ☐ There are no changes to these open data plans for this year (skip to the end of the form and cl
- ☐ There are changes to these open data plans for this year (make changes within this form wher
- ☐ I am submitting a final version of my dataset and supporting documents (skip to the end of the

### Dataset Details

Please provide a name for this dataset.

Provide details to describe the dataset. Please answer the following questions: What inf the data be collected?



# LOCATION DATA

- **Purpose:** To facilitate the collection of GPS coordinates of project activities across the project lifespan. This is required by USAID.
- **How to use:** Use the GPS template provided for your country and input GPS coordinate information for all locations where your project was active during the year. See the instruction sheet on the dashboard on how to use the GPS excel template.
- **Frequency:** Once a year.

## Location Data

The purpose of this module is to gather information about project activities that helps the agency understand where activities of funded projects are taking place.

There are two templates on the Piestar dashboard you can use to collect project works. Fill out this excel file using the instructions provided.

Upload the completed "Location Data Template" excel file to the dashboard.

## Review and Update of Location Data

What type of update are you reporting for the location data?

- ☐ This is the first time I am completing a location data upload.
- ☐ There are no changes to my location data for this year (please select this option if you are not updating your data).
- ☐ There are changes to my location data for this year (please select this option if you are updating your data).

## Location Data File

Please upload an excel file of the location data for your project.

[+ Upload File](#)

[Mark as Complete](#)

[Save Draft](#)

### LSIL Custom Indicator Modules

- Trainings & Workshops
- Policy Meetings
- Communication Products
- Lectures, Seminars, & Webinars
- Conference Presentations & Posters
- Studies

### Feed the Future Indicator Modules

- Peer-Reviewed Journal Articles
- Degree-granting Students
- Program Participants
- Technologies, Practices, & Approaches
- Applied Technologies, Practices & Approaches
- Hectares Under Improvement
- Organizational Improvement
- Young Child Nutrition
- Pregnant Women

# TYPES OF INDICATORS

## LSIL Custom Indicators

Customized to capture the production and sharing of research and knowledge.

The use of custom indicators is common for Innovation Labs

## USAID Feed the Future Indicators

Designed to capture information about people, products, and use of new practices/technologies.

Standardized with many specific disaggregated pieces of information required.

# YOUR INDICATOR SELECTION IS CUSTOMIZED!

You will only see a menu of indicators that are relevant to your project and that have been chosen in your results framework.



## LSIL Custom Indicator Modules

Trainings & Workshops

Policy Meetings

Communication Products

Lectures, Seminars, &  
Webinars

Conference Presentations &  
Posters

Studies

# TRAININGS & WORKSHOPS

- **Definition:** Trainings or workshops are defined as structured events designed to improve the awareness, knowledge, skills, or abilities of trainees around a set topic.
- **Information Required:** Gender, Age, Livelihood of trainees. Documentation related to the training. Signatures of participants.
- **Advice:** Use a sign-in sheet during each training/workshop you give that requests this information from participants.

## Training Details

Title of training.

Start date.

Please indicate whether this training was held...

☐ In person

☐ Virtually

Please describe the objectives of the training.

## Feed the Future Indicator Modules

Peer-Reviewed Journal Articles

Degree-granting Students

Program Participants

Technologies, Practices, &  
Approaches

Applied Technologies,  
Practices & Approaches

Hectares Under Improvement

Organizational Improvement

Young Child Nutrition

Pregnant Women

- High level of detail required
- Deviations of +/- 10% in a given year require written narrative explanations from you.

## DEGREE-GRANTING STUDENTS

- **Definition:** Students enrolled in a degree-granting education program who have received money, course credit, or will use information from your project for their thesis/practicum.
- **Information required:** Name, email, gender, age, institution details, program details, current enrollment status
- **Advice:** Do not include voluntary interns in this module, but we welcome you to mention them in your annual report.

### Student Demographics

Student's first name.

Student's last name.

Student's email address.

Gender.

Please select...

Student's home country/country of origin.

Age.

Please select...

### Degree Program Details

## PROGRAM PARTICIPANTS

- **Definition:** People who are engaged in your project in such a way that we would expect changes in their knowledge, attitudes, or behaviors.
- **Information required:** Description of the nature of participation, gender, age, livelihood of all those participating, supporting documents.

This module asks for groups of participants, you do not need to fill it out for each individual participant.

- **Advice:** It is important not to double count participants. Keep this in mind if you engage the same group of participants in different activities.

### Participant Details

Description of program participants.

Please provide a short description of the program participants

Description of engagement.

Please provide a short description of the way these participants have |

### Total Number of Participants

Total # of participants

### Gender

Total # of males

Total # of females



# ORGANIZATIONAL IMPROVEMENT

- **Definition:** A deliberate process of improving an organization's performance that includes documenting and measuring this performance using a specific performance metric.
- **Information required:** Description of your project's engagement with each organization, documentation which shows performance improvement.
- **Advice:** Report on all organizations/institutions you work with even if improvement didn't happen that year. Create an improvement measurement plan early in your project.

*\*\*Special note- this module collects information on two indicators- Organizational Improvement and Institutional Capacity Development*

## Organization Details

Name of the organization.

Type of organization.

- ☐ Educational institution (degree-granting)
- ☐ Research institution (non-degree granting)
- ☐ Cooperative group
- ☐ Producer group
- ☐ Faith based organization
- ☐ Government agency
- ☐ Health service delivery site (hospital, clinic, etc)
- ☐ Private sector firm
- ☐ Non-governmental or non-profit organization
- ☐ Other

Please describe the organization's purpose, aims, or goals.

## Engagement of Project with the Organization

In what ways is your project contributing to the improvement of this organi

How is your project documenting this improvement process?

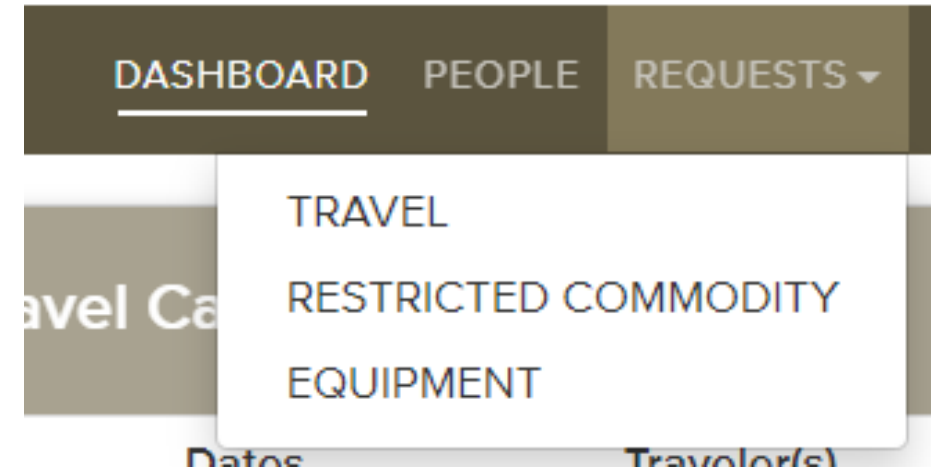
## OVERALL ADVICE AND TAKEAWAY MESSAGES

- **Create an internal data collection system for your project** to keep track of all the people engaged in your project.
- **Have participants sign a sign-in sheet** with information about their name, age, gender, and livelihood for each meeting or training you have. (If an electronic meeting, have this done electronically).
- Use the **Piestar dashboard** (i.e. homepage) to find templates for location data, participant sign-in sheets, written reports, and other useful information.
- **I (Erica) can help in any way!**



# REQUESTS

- **Purpose:** To formally request approval to travel internationally, to purchase restricted commodities or equipment.
- **How to use:** Fill out as needed with sufficient lead time.
- **Frequency:**
  - **Equipment and Restricted Commodities:** ideally already completed during the contracting phase.
  - **Travel:** At least 4 weeks prior to the planned international travel. Can apply multiple times to the FOCUS projects; for LCD only to final general meeting and GNS in Rwanda in August 2025.
  - Will go into more detail next week!





## REMINDER: THIS IS A CONTRACTUAL

### ATTACHMENT 2 Fixed Amount Research Subaward Prior Approvals, Invoicing and Reporting Requirements

Purchase of Equipment not included in the Budget: Subrecipient may not use Subaward funds to purchase any Equipment (tangible, nonexpendable, personal property (including information technology systems)) having a useful life of more than one year and an acquisition cost of \$5000 or more per unit) that was not approved in the original Subaward budget. Prior approval shall be requested through the Piestar Reporting Portal (<http://livestock.piestar.com>) ("Piestar").

Travel: All International Travel (travel between a place in the United States and a place outside thereof, or between two places, both of which are outside the United States) requires prior approval. Prior approval shall be requested through Piestar.

Commodities: The purchase of certain commodities (any material, article, supply, goods, or equipment) require prior approval. Prior approval of Commodities shall be requested through Piestar.

Restricted Commodities. The Subrecipient must obtain prior written approval of the PTE Administrative Contact listed in Attachment 3A when procuring any of the following commodities:

Agricultural commodities,  
Motor vehicles,  
Pharmaceuticals,  
Pesticides,  
Used equipment,  
U.S. Government-owned excess property, or  
Fertilizer.

The Subrecipient must not, under any circumstances, procure any of the following under this award:

Military equipment;  
Surveillance equipment;  
Commodities and services for support of police or other law enforcement activities;  
Abortion equipment and services;  
Luxury goods and gambling equipment; or  
Weather modification equipment.

*Next four slides are from Onboarding session # 2 (as a reminder)*

## INTERNATIONAL TRAVEL

All International Travel — travel between a place in the United States and a place outside thereof **OR** between two places, both of which are outside the United States — requires prior approval through *Piestar*.\*

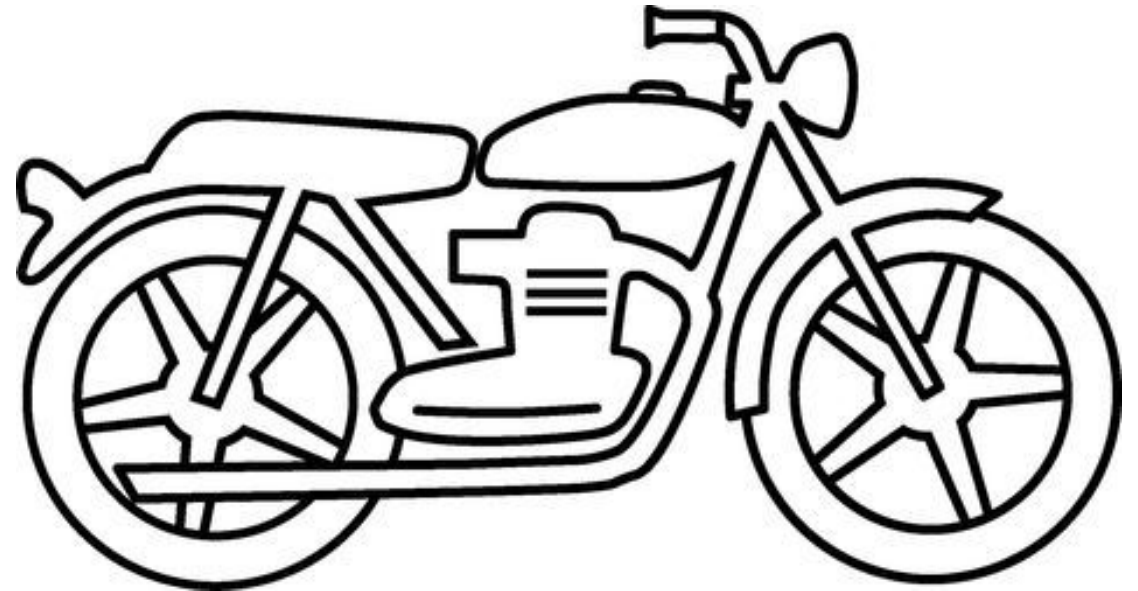
In addition, the recipient must use U.S. Flag Air Carriers for all international air transportation (including personal effects) funded by this award pursuant to the Fly America Act.



\* Accessing Piestar: <http://livestock.piestar.com>

## **PURCHASE OF EQUIPMENT NOT INCLUDED IN THE BUDGET**

The purchase of any **equipment** (tangible, nonexpendable, personal property, including information technology systems) having a useful life of more than one year and an acquisition cost of \$5,000 USD or more per unit) that was not approved in the original budget requires prior approval through *Piestar*.



## RESTRICTED COMMODITIES

Prior approval must be requested through *Piestar* when procuring any of the following commodities:

- Agricultural commodities
- Motor vehicles
- Pharmaceuticals
- Pesticides
- Used equipment
- U.S. Government-owned excess property
- Fertilizer



## RESTRICTED COMMODITIES

The Subrecipient must not, under any circumstances, procure any of the following:

- Military equipment
- Surveillance equipment
- Commodities and services for support of police or other law enforcement activities
- Abortion equipment and services
- Luxury goods and gambling equipment
- Weather modification equipment



# QUESTIONS?



## NEED HELP?

- **Site-Related Questions:** [support@piestar.com](mailto:support@piestar.com)
- **Other Questions:** [livestock-lab@ufl.edu](mailto:livestock-lab@ufl.edu)

## Disclaimer

This work was funded in whole or part by the United States Agency for International Development (USAID) Bureau for Resilience, Environment and Food Security under Agreement # AID-OAA-L-15-00003 as part of Feed the Future Innovation Lab for Livestock Systems. Additional funding was received from Bill & Melinda Gates Foundation OPP#060115. Any opinions, findings, conclusions, or recommendations expressed here are those of the authors alone.

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livestock-lab@ufl.edu | <http://livestocklab.ifas.ufl.edu/>



# FEED<sup>THE</sup>FUTURE

The U.S. Government's Global Hunger & Food Security Initiative

[www.feedthefuture.gov](http://www.feedthefuture.gov)



BILL & MELINDA  
GATES *foundation*

ILRI  
INTERNATIONAL  
LIVESTOCK RESEARCH  
INSTITUTE



UF | IFAS  
UNIVERSITY of FLORIDA

# TRAININGS & WORKSHOPS

- **Definition:** Trainings or workshops are defined as structured events designed to improve the awareness, knowledge, skills, or abilities of trainees around a set topic.
- **Information required:** Gender, Age, Livelihood of trainees. Documentation related to the training. Signatures of participants.
- **Advice:** Use a sign-in sheet during each training/workshop you give that requests this information from participants.
- *\*\*Special note: This is the module where you will report on Nutrition-Related Professional Training if applicable.*

## Training Details

Title of training.

Start date.

Please indicate whether this training was held...

☐ In person

☐ Virtually

Please describe the objectives of the training.

# TRAININGS & WORKSHOPS

- *Some projects have an indicator called “Nutrition-Related Professional Training.”*
- *Use the Trainings and Workshops module for this information.*

Was this training focused on providing human nutrition-related training to professionals who work in the human nutrition field?

- ☒ Yes  
☐ No

The Feed the Future Indicator HL.9-4 "Number of individuals receiving nutrition-related professional training through USG- supporting p the individuals involved in this training.

Please select the type of trainees who were part of this nutrition-related professional training:

- ☐ Degree seeking trainees: New- Those that started a degree granting program during the reporting year.  
☐ Degree seeking trainees: Continuing- Those that are continuing a degree program they started in a previous year.  
☐ Non-degree seeking trainees

# POLICY MEETINGS

- **Definition:** Policy meetings are defined as meetings that go beyond the presentation of research results to include a discussion of how research can be used to change, influence, or improve policies.
- **Information required:** Date and location of meeting. Purpose and outcome of meeting. Supporting documents including attendance sheet.
- **Advice:** Use a sign-in sheet during the meeting to gather participant information and attendance records.

## Policy Meeting Details

Title of policy meeting.

Start date.

End date (if this meeting lasted more than one day).

Location of the meeting (City, Country).

Total # of attendees.

Please describe the purpose and outcomes of the meeting.



## SIGN-IN SHEETS

- *We will be providing sign-in sheets for trainings and policy meetings. These will be placed on the Piestar dashboard to help you collect participant information during your meetings/trainings.*

# COMMUNICATION PRODUCTS

- **Definition:** Outreach and technical materials produced that are not peer-reviewed journal articles.
- **Information required:** Citation (an example is provided), type of product, promotion plans, sensitivity of product, file.
- **Advice:** Be prepared to describe how you have shared the product or how you plan to do so. Only share the final product within Piestar, not drafts.

## Citation

---

Please provide a full citation for this publication or communication product.

## Communication Product Details

---

Please select the type that best describes this publication or communication product:

- ☐ Brochure, flyer, or handout
- ☐ Poster (non-conference posters)
- ☐ Video
- ☐ Electronic media: blog, website, social media campaigns
- ☐ Thesis or dissertation
- ☐ Brief: technical, research, or policy
- ☐ Report
- ☐ Other (please explain)

Did you share a draft version of this publication with the LSIL Management Entity via email

- ☐ Yes
- ☐ No

# LECTURES, SEMINARS, & WEBINARS

- **Definition:** Talks given to share information about your project or project findings.
- **Information required:** Citation (example provided), number of attendees, presentation file.
- **Advice:**  
Note/observe how many people attended your talk. (10 or fewer, 11-30, 31-99, or 100+ people).  
This indicator is not for conferences that undergo peer-review for acceptance.

## Citation

Please provide a full citation for this lecture, seminar, presentation or webinar.

## Presentation Details

How many people attended this presentation?

- ☐ 10 or fewer  
☐ 11-30  
☐ 31-99  
☐ 100 or more

Did you share the presentation with the LSIL Management Entity via email prior to the event?

- ☐ Yes  
☐ No

## Supporting Files

Please upload the file of the presentation you gave during this event.

[+ Upload File](#)

# CONFERENCE PRESENTATIONS & POSTERS

- **Definition:** Scientific presentations or posters at conferences, where abstracts had to be submitted and approved in advance.
- **Information required:** Citation (example provided), number of attendees, link to conference details, presentation/poster file.
- **Advice**  
Note/observe how many people attended your talk. (10 or fewer, 11-30, 31-99, or 100+ people).  
This is for talks or posters that underwent peer review in order to be accepted into a conference. The conference can be virtual or in person.

## Citation

Please provide a full citation for this conference presentation.

## Conference Details

How many people attended this conference session?

- ☐ 10 or fewer  
☐ 11-30  
☐ 31-99  
☐ 100 or more

Please provide an online link to your presentation and/or the conference details.

Did you share the abstract, poster, or presentation with the LSIL Management Entity via email?

- ☐ Yes  
☐ No

## Supporting Files

Please upload a file of the abstract, poster, or presentation.

[+ Upload File](#)

# STUDIES

- **Definition:** A study is defined as a component of your research project that asks a unique research question from the other components of the project. These generally make up the subject matter of a unique journal article.
- **Information required:** A brief abstract and title of each research study that is part of your project, indication of whether the study is new, continuing, or completed.
- **Advice:** Keep the description brief, just one paragraph or so.

Title of the study.

Description of the study.

Please indicate which of the following best describes the study during this reporting :

- ☐ This study is new during this reporting period.
- ☐ This study is ongoing from a previous reporting period.
- ☐ This study has concluded during this reporting period.

# PEER-REVIEWED JOURNAL ARTICLES

- **Definition:** Peer-reviewed articles published in scientific journals.
- **Information required:** Citation, sensitivity, file.
- **Advice:**
  - A DOI number must be issued before filling out this module.
  - Your article must include the current LSIL disclaimer text. It is located within the Communications & Branding section of the Piestar dashboard.

## Citation

Please provide a full citation for this article.

Did you share a draft version the LSIL Management Entity prior to submission to th

- ☐ Yes  
☐ No

## Sensitivity

Are you concerned that some of the content may be sensitive? Content may be "se  
communication plans with the LSIL Management Entity prior to sharing the materia

- ☐ Yes  
☐ No

## Supporting Files

Please upload a PDF version of the article.

+ Upload File

# DEGREE-GRANTING STUDENTS

- **Definition:** Students enrolled in a degree-granting education program who have received money, course credit, or will use information from your project for their thesis/practicum.
- **Information required:** Name, email, gender, age, institution details, program details, current enrollment status
- **Advice:** Do not include voluntary interns in this module, but we welcome you to mention them in your annual report.

## Student Demographics

Student's first name.

Student's last name.

Student's email address.

Gender.

Student's home country/country of origin.

Age.

## Degree Program Details

# PROGRAM PARTICIPANTS

- **Definition:** People who are engaged in your project in such a way that we would expect changes in their knowledge, attitudes, or behaviors.
- **Information required:** Description of the nature of participation, gender, age, livelihood of all those participating, supporting documents.  
This module asks for groups of participants, you do not need to fill it out for each individual participant.
- **Advice:** It is important not to double count participants. Keep this in mind if you engage the same group of participants in different activities.  
Do not include Students in this module as we have that data in the Degree-Granting Students module  
Do not include Children under 5 in this module (instead, they would be included in the module Young Child Nutrition)

## Participant Details

Description of program participants.

Please provide a short description of the program participants

Description of engagement.

Please provide a short description of the way these participants have

## Total Number of Participants

Total # of participants

## Gender

Total # of males

Total # of females



## PROGRAM PARTICIPANTS

- Your project works with farmers on improving their farm management and your project also works with extension agents on how to teach farmers about these topics. Because your project keeps attendance sheets separately for these two different activities, we recommend you make two separate entries within this module.
- Your project carries out an educational farmer field school exposition inviting many farmers, extension agents, and professionals all together for a multi-day event. Because this activity's records are in a single document, we recommend you make one entry within this module for this major activity.
- You work with the same set of people throughout the course of your project. You carry out many different training and activities with these same individuals. We recommend you make one entry within this module use the "Participation Details" section to describe the different ways they engage in your project.

# TECHNOLOGIES, PRACTICES, & APPROACHES

- **Definition:** A technology, practice, or approach is something which is designed to reach and benefit individuals within the agricultural sector.
- **Information required:** Description of the technology and how it will help others, phase of development, type of technology.
- **Advice:** Be prepared to write several sentences about each open-ended question in non-technical language. We use this information to craft detailed descriptions for USAID and also for outreach materials.

Title. Please provide a short title for your technology, practice, or approach.

Description of the technology, practice, or approach. Please write as a brief abstract for a non-technical audience.

In what stage of development is your technology, practice, or approach?

- ☐ Phase 1: Under Research
- ☐ Phase 2: Under Field Testing
- ☐ Phase 3: Made Available for Transfer
- ☐ Phase 4: Demonstrated Uptake by the public and/or private sector

Please select which of the following best describes the type of research your technology, practice, or approach is based on.

- ☐ Plant and Animal Improvement Research
- ☐ Production Systems Research
- ☐ Social Science Research

# APPLIED TECHNOLOGIES, PRACTICES, & APPROACHES

- **Definition:** Anyone involved in the agricultural sector (including government, private sector) that is applying the technologies, practices, or approaches developed or promoted by your project.
- **Information required:** Type of technology, commodity, livelihood, gender, age.
- **Advice:** Keep meticulous notes on each person (livelihood, age, gender) that is applying the technologies produced by your project. If the same person applies more than one technology from your project, we will only count that person once.

## Technology, Practice, or Approach Details

Name of the Technology, Practice, or Approach (this name should match the title of the document)

Please select the category which best describes the technology, practice, or approach

- ☐ Climate adaptation
- ☐ Climate mitigation
- ☐ Crop genetics
- ☐ Cultural practices
- ☐ Disease management
- ☐ Livestock management
- ☐ Marketing and distribution
- ☐ Post-harvest—handling & storage
- ☐ Soil-related fertility and conservation
- ☐ Value-added processing
- ☐ Other

Please select the agricultural commodity this technology, practice, or approach is applied to

Please select...

Please specify:

## Livelihood

Please indicate which type of value chain actors are applying the technology, practice, or approach

- ☐ Civil society (e.g. staff and volunteers from non-governmental organizations)
- ☐ Government (e.g. policy makers, extension workers)
- ☐ Private sector (e.g. processors, service providers, manufacturers)
- ☒ Smallholder Producers (e.g. producers operating on approximately less than 5 hectares)
- ☐ Non-smallholder producers (e.g. producers operating on more than 5 hectares)
- ☐ Others. please describe \_\_\_\_\_

# HECTARES UNDER IMPROVEMENT

- **Definition:** The land area (in hectares) where improved management practices or technologies are being applied as a result of your project.
- **Information required:** Type and total number of hectares, number of hectares managed by men/women, number of hectares managed by youth/adults, description and type of technology applied to the hectares.
- **Advice:** Don't include the total number of farmers here (that will be for the Applied Technologies module) only the number of hectares managed by different age/gender of farmers.

## Type and Cultivation of Hectares

Type of hectares.

Please select...

Total # of hectares cultivated.

Please indicate who cultivated the improved hectares.

- ☐ Individual farmers  
☐ An association of farmers

## Technology or Management Practice Applied to Hec

Please describe the technology or management practice. (Please use the sa

Please select the type of management practice or technology:

- ☐ Agriculture Water Management (non-irrigation based)  
☐ Climate Adaptation/Climate Risk Management  
☐ Climate Mitigation  
☐ Crop Genetics  
☐ Cultural Practices  
☐ Irrigation  
☐ Livestock Management  
☐ Natural Resources or Ecosystem Management  
☐ Pest and Disease Management  
☐ Soil-related Fertility and Conservation  
☐ Other

# ORGANIZATIONAL IMPROVEMENT

- **Definition:** A deliberate process of improving an organization's performance that includes documenting and measuring this performance using a specific performance metric.
- **Information required:** Description of your project's engagement with each organization, documentation which shows performance improvement.
- **Advice:** Report on all organizations/institutions you work with even if improvement didn't happen that year. Create an improvement measurement plan early in your project.
- *\*\*Special note- this module collects information on two indicators- Organizational Improvement and Institutional Capacity Development*

## Organization Details

Name of the organization.

Type of organization.

- ☐ Educational institution (degree-granting)
- ☐ Research institution (non-degree granting)
- ☐ Cooperative group
- ☐ Producer group
- ☐ Faith based organization
- ☐ Government agency
- ☐ Health service delivery site (hospital, clinic, etc)
- ☐ Private sector firm
- ☐ Non-governmental or non-profit organization
- ☐ Other

Please describe the organization's purpose, aims, or goals.

## Engagement of Project with the Organization

In what ways is your project contributing to the improvement of this organi

How is your project documenting this improvement process?

# YOUNG CHILD NUTRITION

- **Definition:** Children 0-2 or 0-5 that are reached through nutrition-related interventions.
- **Information required:** Name of the nutrition intervention, age of children, gender of children.
- **Advice:** You will need to use only one or the other age category during your project.
- **\*\*Special note-** this module collects information about two indicators (children under 5; children under 2)

## Nutrition Intervention Details

Description of the nutrition intervention.

Please indicate which age category best describes the children who become older than 2 years old during your nutrition intervention.

- ☒ Children 0-2 years  
☐ Children 0-5 years

## Demographics - Children Under 2

Total # of children under 2.

Total # of male children under 2.

Total # of female children under 2.

# PREGNANT WOMEN

- **Definition:** Pregnant women are considered reached by nutrition-specific interventions if programs, education, food, or nutritional supplements are provided with the goal to improve the health of the mother, child, and promote positive birth outcomes.
- **Information required:** Number of pregnant women, age, type of intervention.
- **Advice:** Age disaggregates are a little different here. This indicator examines pregnant women who are 18 yrs and below vs 19 yrs and above.

## Description of Intervention

Please provide a title of the nutrition intervention.

Please provide a short description of the intervention.

## Age

Total # of pregnant women 18 years old or younger.

Total # of pregnant women 19 years old or older.