

WORKPLANS REPORTING COMMUNICATION BASICS



Feed the Future Innovation Lab for Livestock Systems

Onboarding Session # 3

June 27, 2024

ONBOARDING SESSION 3

Topics today:

- Relationship between workplans, quarterly, annual and final technical reporting
- Communication basics



Objective:

- Facilitate compliance



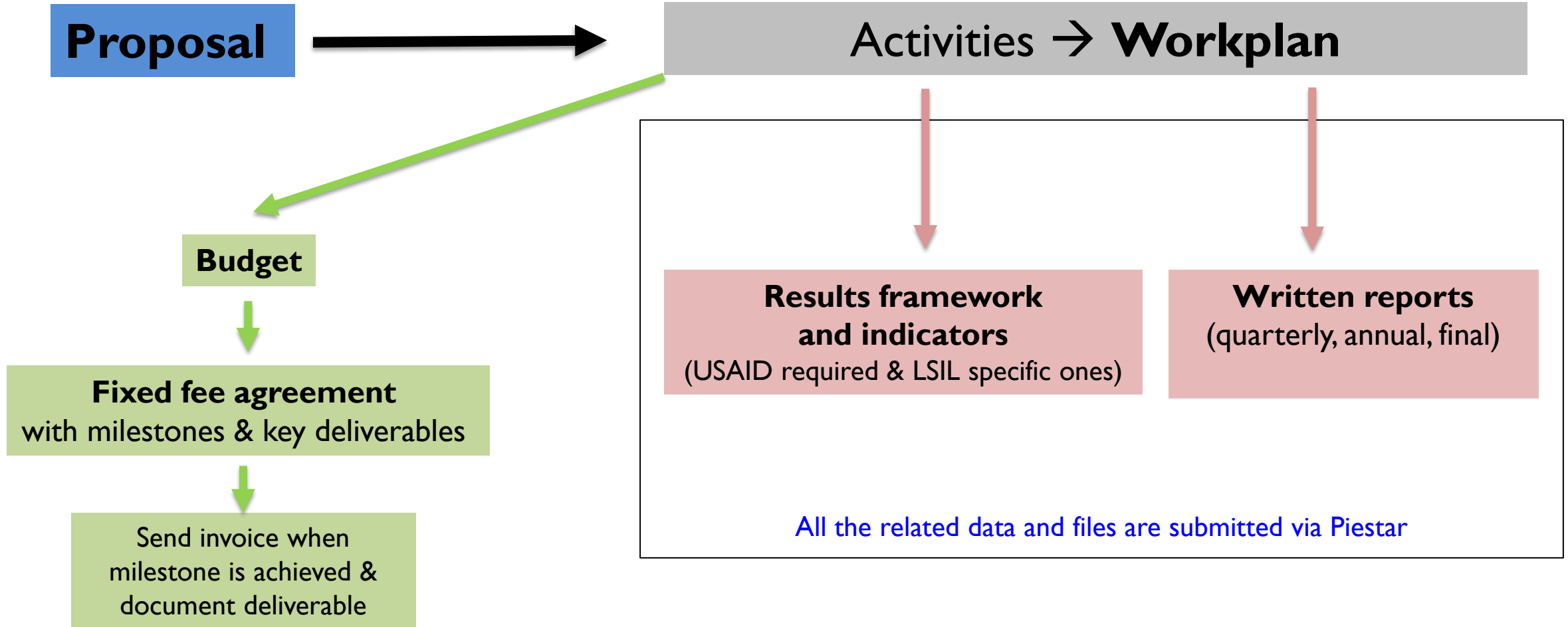
Target audience:

- Principal Investigator

A large, multi-pointed teal starburst graphic containing text.

Also appropriate for:
Co-Principal Investigators
Support Staff
Collaborators

FROM WORKPLANS TO BUDGETS AND REPORTING



Onboarding Session # 1

Onboarding Session # 2

Onboarding Session # 3

LOP WORKPLAN IS A CONTRACTUAL REQUIREMENT

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

- Within thirty (30) days of execution, the Subrecipient shall finalize the following:
 - A results framework outlining the Feed the Future and LSIL custom indicators and targets for the life of the project.
 - The Environmental Monitoring and Mitigation Plan.
 - The Open Data Plan.
 - The Local Capacity Development Plan.
 - **The Work-Plan for the life of the project.**

WHY WORKPLANS?

- Is a critical tool for effective project management
- Brings structure to potential chaos
- Provides role clarity
- Helps all team members stay on track and focused on achieving results
- Facilitates internal and external monitoring of progress
- Is structured based on the U.S. Federal Fiscal Year



FISCAL VS. CALENDAR YEAR

Work plans and reporting are based on the **federal Fiscal Year (FY)** used by U.S. governmental agencies, including USAID, and thus also by projects funded by USAID.

The FY spans from October 1 to September 30 of the following year:

Quarter 1 = October, November, December

Quarter 2 = January, February, March

Quarter 3 = April, May, June

Quarter 4 = July, August, September



WORKPLAN IN EXCEL FORMAT

(here: LCD template)

Feed the Future Innovation Lab for Livestock Systems		color in the months in which this activity is taking place																	
Principal investigator:	enter name of the principal investigator and acronym for the organization she/he is working for																		
Project Title:	xxxx	Timeline of activity for remainder of FY 2024				Timeline of activity in FY 2025 (October 1, 2023 to September 30, 2025)													
Objectives, activities, and milestones		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Location of activity	Person(s) responsible
Objective 1. ... (write out your objective) (Adjust the number of objectives as fits your project; some have just 2 Objectives, others more than 3)																			
Activity 1.1.	(start each activity with a verb) (add additional rows of activities under each objective as needed. You can make this as detailed or 'high level' as works best for you)																		
Activity 1.2.																			
Activity 1.3.																			
Activity 1.4.																			
Activity 1.5.																			
Activity 1.6.																			
Activity 1.7.																			
Activity 1.8.																			
Activity 1.9.																			
Objective 2.																			

Submit (updated) life-of-project version via Piestar by July 10

FOCUS PROJECTS

Feed the Future Innovation Lab for Livestock Systems						
Name of the PI_ Name of the Organization						
Project Title: xxx	Timeline of activity in FY 2024 (October 1, 2023 to September 30, 2024)					
Objectives, Intermediate Resu	May	Jun	Jul	Aug	Se	
<i>Objective 1.</i> xxx						
IR 1.1. xxx						
Activity 1.1.1. xxx						
Activity 1.1.2. xxx						
Activity 1.1.3. xxx						
IR 1.2. xxx						
Activity 1.2.1. xxx						
Activity 1.2.2. xxx						
Activity 1.2.3. xxx						
IR 1.3. xxx						
Activity 1.3.1. xxx						
Activity 1.3.2. xxx						

WHERE TO UPLOAD THE WORKPLAN IN PIESTAR



Progress

% Complete

Project Management Modules

- Project Overview
- Personnel Demographics
- Ethical & Environmental Approvals
- Datasets
- Location Data
- Workplans**
- Quarterly, Annual, and Final Reporting

Workplans

The purpose of this module is to facilitate the review of your project's annual workplans. Please base the workplan on the excel file developed at the project start with input from the LSIL Management Entity. You will need to review and revise this plan annually. If notable changes have been made to this plan, please explain the rationale in the text box below.

Note that workplans are based on the U.S. federal Fiscal Year (FY) which spans from October 1 to September 30.

Please upload your workplan following two important timeframes:

- Within 30 days of subaward execution.
- **By August 15** of each year your project is active. **(for FY 2025 please submit by July 10)**

50

Use the text box to describe notable changes to your workplan, i...	First Reported By	Last Updated By	
			Add

UPDATE & PROVIDE MORE DETAIL – BUT DO NOT CHANGE OBJECTIVES AND SCOPE

Contract states:

- “Workplans shall not change such scope and objectives or any other terms and conditions of the Subaward in any way.”

If you need to diverge from your plans while staying within the scope, provide an explanation in the text box in Piestar.

If you foresee a need to change the scope, contact us immediately.

QUESTIONS?



TECHNICAL REPORTING IS A CONTRACTUAL REQUIREMENT

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

The following technical reports should also be submitted through Piestar:

- Quarterly technical/progress reports for each quarter shall be submitted as follows:
 - October through December submitted by January 10
 - January through March submitted by April 10
 - April through June submitted by July 10
- Annual reports, covering October 1 through September 30, shall be submitted on or before October 10.

Final Technical Report

The final technical report (minimum of 10 and 20 pages for the Focus and Reach projects, respectively) is due no later than 60 days after the completion, expiration, or termination of the Subaward. The final report shall be submitted via Piestar and will not replace the last quarterly report.

QUARTERLY, ANNUAL & FINAL REPORTING

Purpose: Tell us your “story” so we know how you are doing. What are you discovering? What are you learning? What are your concerns?

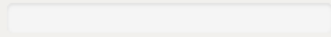
How: Complete your written technical reports in a word document using the templates provided. Upload reports to Piestar.

Note: Quarterly templates differ from the annual report. Final report template is also unique.

Focus projects and LCD projects have different templates.

Frequency: Every quarter, once a year, at the end of the project

Progress



% Complete

Project Management Modules

- Project Overview
- Personnel Demographics
- Ethical & Environmental Approvals
- Datasets
- Location Data
- Workplans
- Quarterly, Annual, and Final Reporting**

Quarterly, Annual, and Final Reporting

The purpose of this module is to collect your written quarterly, annual, and final reports. Due dates for these reports are:

- Quarter 1: January 10
- Quarter 2: April 10
- Quarter 3: July 10
- Annual report: October 10
- Final report: 60 days after the project end date.

Please note that the quarterly, annual, and final reports are each distinct templates. Use the Piestar dashboard to select the appropriate template and be sure to use the correct one when writing your reports.

Note that the Management Entity will review the final report and may request you to revise the report before it is considered finalized.

Upload report documents as an MS Word document file.

First Reported By	Last Updated By	
		<input type="button" value="Add"/>

The templates for quarterly, annual, and final reports

- are available from the Piestar Dashboard and have been shared via email

(template for the Final Report not yet)

- are slightly different for LCD and Focus projects because one emphasizes capacity development and the other research for development

Reporting Templates

Quarterly Report

- For Focus and Reach projects: [Country_LastNamePI_Pi Org_Quarterly Report_Qx_FY202x.docx](#) This is the template you need to use to write each of the three quarterly reports (due January 10, April 10, July 10, respectively). Please use the file naming convention, replacing "COU" with the target country for your project, "LastNamePI" with the name of the project PI, then then acronym of the PI's organization, and the "x" after Q for the quarter, and the "x" at the end of the file name for the fiscal year.
- For LCD projects: Please use this template: [Country_LCD_LastNamePI_Pi Org_Quarterly Report_Qx_FY202x.docx](#)

Annual Report

- For Focus and Reach projects: [Country_LastNamePI_Pi Org_Annual Report_FY202x.docx](#) This is the template you need to use to write your annual report (due October 10). Please use the file naming convention, replacing "COU" with the target country for your project, "LastNamePI" with the name of the project PI, then then acronym of the PI's organization, and the "x" at the end of the file name for the fiscal year.
- For LCD projects: [Country_LCD_LastNamePI_Pi Org_Annual Report_FY202x.docx](#)

Final Report

- For Focus and Reach projects: (template forthcoming)
- For LCD projects: (template forthcoming)

**First submission:
by July 10, 2024**

OUTLINES FOR QUARTERLY REPORTS

Focus Projects

Cover page

Executive summary

(required for Q2 report only)

A. Research Progress *A. follows the logic of the workplan*

B. Innovation Transfer and Scaling
Partnerships

C. Accomplishments and Challenges

D. Future Activities *D. is based on workplan; focus on next quarter; report adjustments if applicable*

LCD Projects

Cover page

Executive summary

(required for Q2 report only)

A. Activity Progress

B. Partnerships

C. Accomplishments and Challenges

D. Future Activities



FEED^{THE}**FUTURE**

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

KEY COMMUNICATIONS RELATED GUIDANCE

WHAT DO YOU NOTICE ABOUT THIS SLIDE?

*What about logos from other organizations
associated with the project?*

BRANDING & MARKING REQUIREMENTS

Notice

- **Logo placement**

- **Colors:** Black, teal, dark grey brown, teal, orange
- **Font** used here = Gill Sans MT



Can place partner logos here



Acceptable colors:

PRIMARY COLOR



CMYK 84/41/28/3
RGB 35/124/154
HEX #237C9A

SECONDARY COLORS



CMYK 72/28/100/12
RGB 81/131/37
HEX #518325

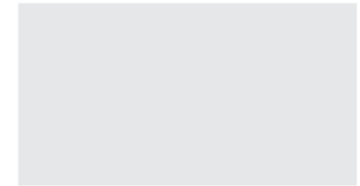


CMYK 18/76/100/7
RGB 194/87/0
HEX #C25700

ACCENT COLORS



CMYK 62/60/68/54
RGB 64/59/51
HEX #403B33



CMYK 0/0/0/10
RGB 230/231/232
HEX #E6E7E8

Acceptable fonts:

Gill Sans MT

or

Garamond

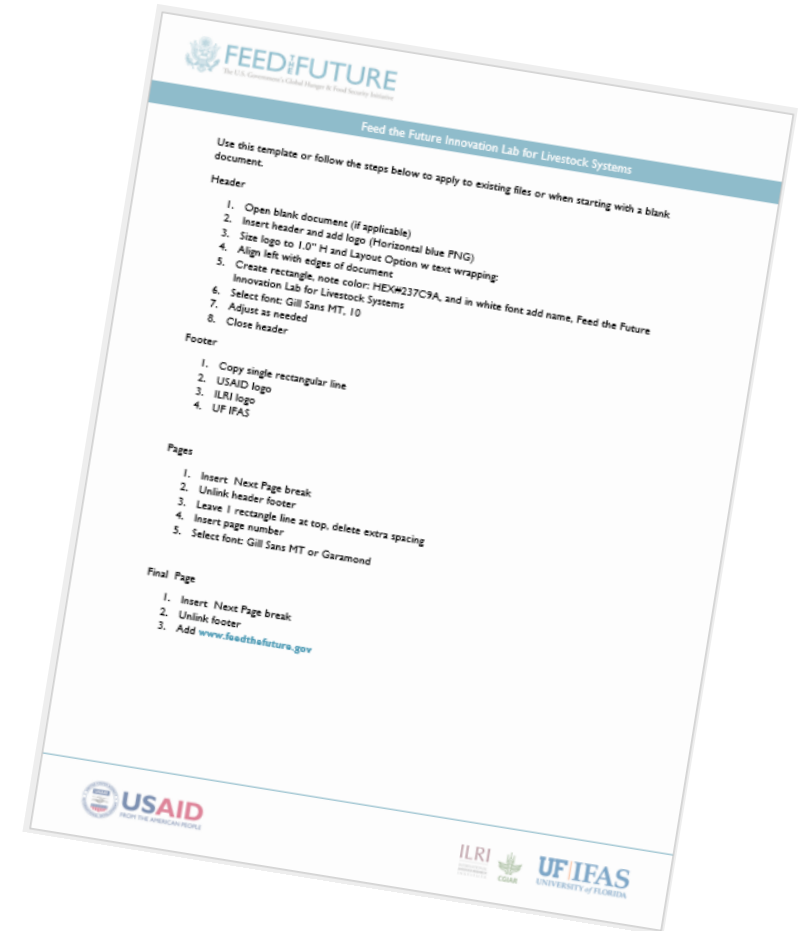
COMMUNICATIONS RELATED SECTION IN YOUR RESULTS FRAMEWORKS

Indicators which cut across various objectives and intermediary results:				
Indicator G.2	Number of peer reviewed journal articles published	STIR-12	Number of peer reviewed journal articles	1
Indicator G.3	Number of publications and communications materials developed by international research and capacity building teams for internal and external stakeholders	LSIL Custom	Number of communications materials	4
			Not peer reviewed reports/articles	
			Policy brief	
			Technical brief	
			Video	
			Poster	
			Flyer/brochure/project information sheet	
			Curriculum/training material	
Other (describe)				

PowerPoint Presentation



Word Document



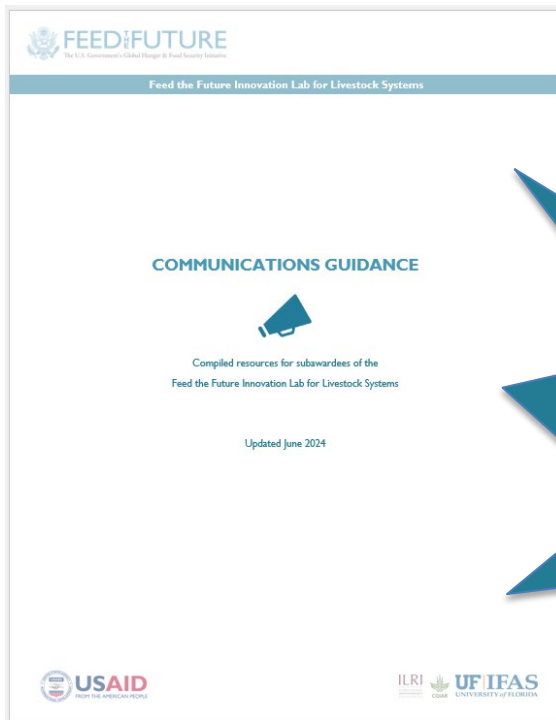
Certificate



TEMPLATES

WHERE TO FIND GUIDANCE & TIPS

Guidance Document:



And comms
webinar on
July 11, 2024

Piestar Dashboard:

Communications & Branding

- [DISCLAIMER text, updated 2024_04_08.docx](#)
- [TEMPLATE_LSIL_PPT presentation_2024_04_09.pptx](#)
- [TEMPLATE_LSIL_Word_Basic_2024_04_08.docx](#)
- [TEMPLATE_LSIL_Certificate examples 2024_04_09.pptx](#)

Online resources from Feed the Future

- [Feed the Future Branding: YouTube video](#)
- [Feed the Future Branding: Module with quizzes](#)
- [Feed the Future website for branding](#)

When in doubt, reach out: livestock-lab@ufl.edu

ALWAYS acknowledge funding source → **Use this disclaimer:**

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.

French version:

Ce travail a été financé en tout ou partie par le Bureau de résilience, environnement et sécurité alimentaire de l'Agence des États-Unis pour le développement international (USAID) en vertu de l'accord n ° AID-OAA-L-15-00003 dans le cadre du laboratoire Feed the Future d'innovation pour les systèmes d'élevage. Des fonds additionnels ont été reçus de la Fondation Bill & Melinda Gates OPP#060115. Toutes opinions, découvertes, conclusions ou recommandations exprimées ici n'engagent que leurs auteurs.

JOURNAL ARTICLES

No logos, no control over fonts and colors, but

MUST acknowledge funding source → **Use the disclaimer**

Note: The Award number makes it easy to find articles associated with LSIL

USE OF ACRONYMS

Only internal communications allows use of the acronym “LSIL” to mean “Livestock Systems Innovation Lab.”



Do not use “LSIL” in *external communications*

Never use “FTF”



Always spell out “**Feed the Future**”

Always use the full name “**Feed the Future Innovation Lab for Livestock Systems**” in external communications (i.e., publications)



REMINDER: MUST OBTAIN PRIOR APPROVAL FOR COMMUNICATION PRODUCTS

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

Communication Products: Prior to publication, Subrecipient must submit any communications, and program materials (Communication Products) for approval. ~~Approval shall be requested through Piestar.~~ A copy of each Communication Product shall be sent to PTE PI immediately after finalization. In all communications, Subrecipient must adhere to the Branding Strategy and Marking Plan included as Attachment 4d.

Modified approach:

1. Submit DRAFT via email (livestock-lab@ufl.edu)
2. Upload FINAL approved version to Piestar

QUIZ

What are your key takeaways regarding communications?

What are the 3 steps to follow?

FROM DRAFT TO FINAL PRODUCT

Three basic steps:

1. Adhere to Feed the Future/LSIL's branding requirements.
2. Submit drafts via email (livestock-lab@ufl.edu)
for feedback and clearance
3. Upload a final version of each product as a PDF file in Piestar

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