

Plant Protection Act 7721 (PPA 7721) Suggestion Submission Guidance

June 2024



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DOCUMENT CHANGE HISTORY

This document is subject to review and revision. The Plant Protection Act (PPA) 7721 Team will be responsible for reviewing and updating this document when changes occur that necessitate the revision of this guide. Where significant changes are made to this document, the version number will be increased by an increment of 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1. All revisions will be highlighted in the “Document Change History” table below.

Version Number	Release Date	Summary of Changes	Section	Changes Made By
1.0	05/18/2023	Creation of document	All	Glorimar Marrero
1.1	06/05/2023	Update to field number 13. Changes made to drop down list, also incorporated in Suggestion Submission Form in ServiceNow.	Procedures	Glorimar Marrero
2.0	05/27/2024	Update to format document and several field changes resulting from upgrades to the PPA 7721 ServiceNow Suggestion Submission Form.	All	Glorimar Marrero

Table of Contents

DOCUMENT CHANGE HISTORY	1
INTRODUCTION	3
Background	3
Purpose	3
Audience.....	3
GETTING STARTED	3
1. Request An eAuthentication Account	3
PROCEDURES.....	4
I. Submitting a PPA 7721 Suggestion	6
II. Reviewing a PPA 7721 Suggestion Submission	22
III. Editing a PPA 7721 Suggestion Submission.....	22
IV. Retracting a PPA 7721 Suggestion Submission.....	23
APPENDIX A.....	25

INTRODUCTION

Background

ServiceNow is a cloud-based platform that automates organizational processes, offers connected digital workflows, and delivers a consistent and efficient customer experience. The ServiceNow platform was implemented beginning with the fiscal year (FY) 2024 PPA 7721 Open Period for the PPA 7721 Plant Pest and Disease Management and Disaster Prevention Program (PPDMDPP) suggestion submission and review processes. These processes will have their own designated ServiceNow portals and require eAuthentication to access the sites.



Important Note: The following browsers are supported by the ServiceNow platform and should be used when initiating the suggestion submission process:

- Chrome (latest public release plus the two previous versions)
- Firefox and Firefox ESR (latest public release plus the two previous versions)
- Microsoft Edge Chromium (latest public release plus the two previous versions)
- Safari (12.0 and up)

Purpose

This document guides individuals through the process of submitting a PPA 7721 PPDMDPP suggestion (hereafter referred to simply as a PPA 7721 suggestion) in ServiceNow. It also guides individuals through the process of acquiring eAuthentication. This guide and the use of ServiceNow is not intended to be used for submitting suggestions to the funding opportunity for the National Clean Plant Network.

Audience

This document is written for use by USDA employees and external cooperators to use during submission of PPA 7721 suggestions.

GETTING STARTED

Before you can access the PPA 7721 workspace in ServiceNow, you must have or will need to create a USDA eAuthentication user account. USDA eAuthentication is the security portal for all USDA applications, and the user account allows you to login to USDA websites (when applicable).



Important Note: Without a valid USDA eAuthentication account you will not be able to access ServiceNow. Current USDA employees and external cooperators who already have an eAuthentication account can proceed to the next section entitled ‘Procedures’. All external users that don’t have an eAuthentication account will need to complete Step 1 of this section.

1. Request An eAuthentication Account

A USDA eAuthentication account provides secure, convenient access to multiple USDA applications and programs, and allows customers and employees to view or conduct official business via the internet with USDA. The account is created using a unique email that will serve as your User ID, and information you enter about yourself in a profile and a password. A minimum of **eAuthentication Level 2** must be in place for all USDA employees and **eAuthentication Level 1** for external users to access the PPA 7721 workspace in ServiceNow.

The process of acquiring eAuthentication Level 1 is simple and should take no more than 10 minutes. Since the process is completed online, users can conveniently request eAuthentication any time of day following the steps below.

Note: USDA eAuthentication does not issue accounts to businesses, corporations or other entities and as such will only accept eAuthentication accounts from individuals.

Starting from the [USDA eAuthentication home screen](#):

1. Select **Create Account** located on the top blue banner of Figure 1, and then in the new page that opens select **Customer** as the user type, and then press **Continue**.
2. **Enter your email address** and press **Submit**. An email will be sent to the email address you provided with a **confirmation link**. Follow the instructions in the email.
3. After successful confirmation, you will be taken to a page to **enter personal information** and **create a password** for your account.
4. Your account is ready to use on **eAuthentication Level 1** applications that *do not require a verified identity account*. You will also receive a registration success email.

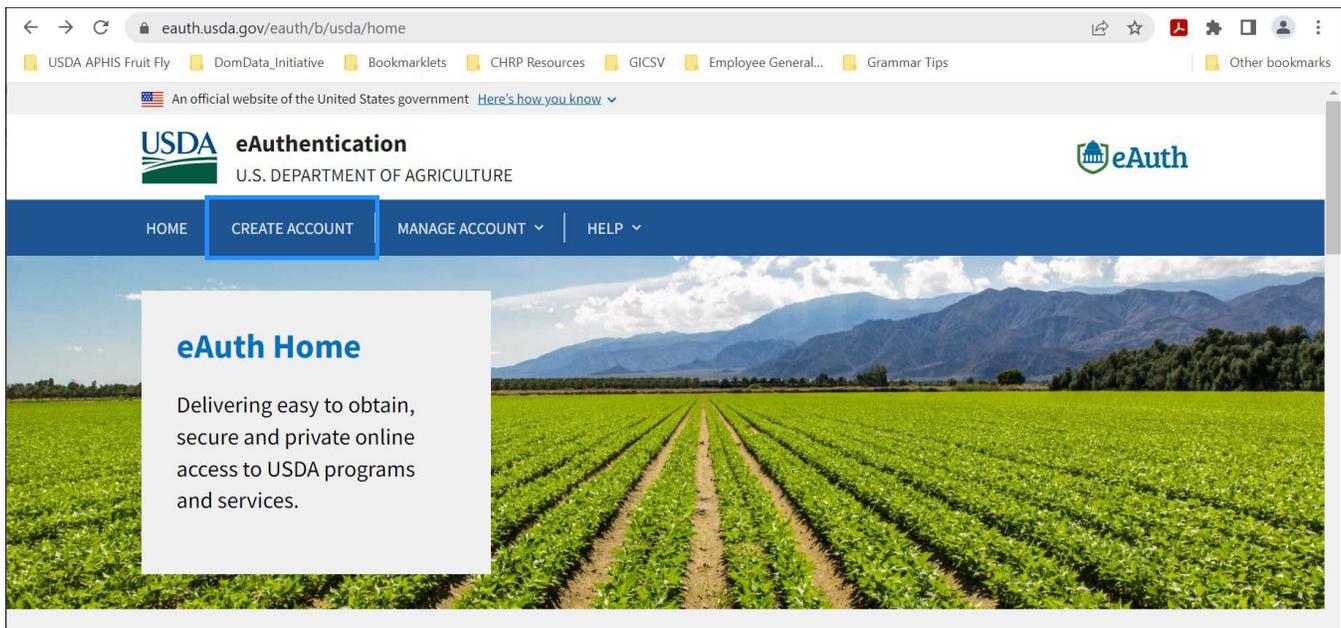


Figure 1: The USDA eAuthentication home screen. From the USDA eAuthentication home screen, applicants will use the 'Create Account' feature to start the process of creating an eAuthentication Level 1 account that is required for access to ServiceNow.

PROCEDURES

This section will provide instructions for submitting a PPA 7721 suggestion. Where indicated goal-specific guidance is given (when applicable). The following are details associated with the ServiceNow PPA 7721 Suggestion Submission Page and pictured in Figure 2:

- A. The Banner
- B. The Icons
- C. The Search Bar

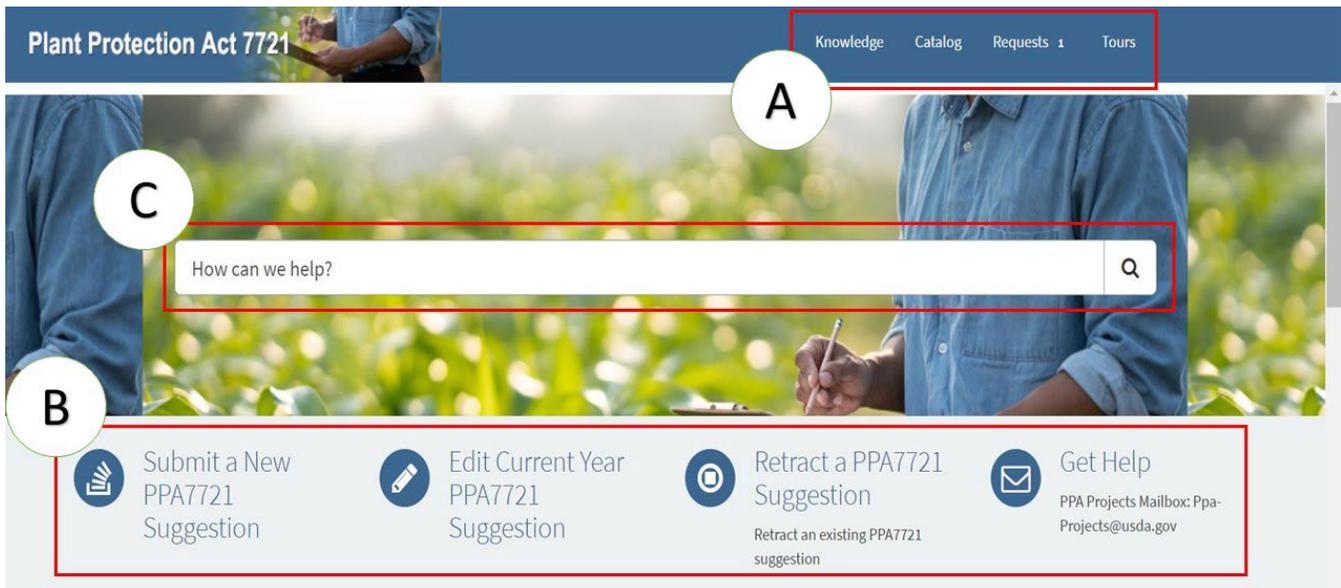


Figure 2: The ServiceNow PPA 7721 Suggestion Submission Page. The page has several useful features for users divided into three sections as indicated with an A, B, and C.

A. The Banner

The banner consists of four clickable links that open to new pages containing or providing the following:

- *Knowledge* – contains a collection of resources that includes answers to frequently asked questions, how-to guides, and troubleshooting instructions to which a user can refer. (Note: This section is still under development and will be populated in the near future.)
- *Catalog* – contains links to actions available to the current user. These links, and their associated actions are also represented under ‘The Icons’ (below), for example *Retract a PPA 7721 Suggestion*.
- *Requests* – Not applicable to the PPA 7721 instance of ServiceNow.
- *Tours* – Provides a virtual guided tour of the application for first time users or those who may need a refresher.

B. The Icons

The icons represent independent tasks or guidance a user has access to, which includes:

- *Submit a New PPA 7721 Suggestion* – this icon takes the submitter to the PPA 7721 Suggestion Submission Form for all goal areas. If a submitter is submitting suggestions for multiple goal areas, they will need to complete a single PPA 7721 Suggestion Submission Form per suggestion. This represents the starting point for entering a PPA 7721 suggestion.
- *Edit Current Year PPA7721 Suggestion* – this icon allows the submitter to view a list of

submitted suggestions by suggestion number and associated details (e.g., goal area, suggestion title, cooperator organization, etc.). After selecting a suggestion from the list, submitters can begin to edit their suggestion. Additional instruction for editing a suggestion is provided below.

- *Retract a PPA 7721 Suggestion* – this icon allows a submitter to retract a submitted PPA 7721 suggestion prior to the closing of the open period. A submitter will need to have the suggestion number assigned to them at the completion of the suggestion submission to retract a suggestion. Additional instruction for retracting a suggestion is provided below.
- *Get Help* – this icon automatically opens an email addressed to the PPA 7721 team. Users may use this icon to communicate and request assistance regarding technical issues during the PPA 7721 suggestion submission process.

C. The Search Bar

The search bar performs a keyword search and shows relevant resources and/or actions that can be taken by the user containing the keyword. For example, if a user enters the word ‘submit’ into the search bar the user will see results from the Knowledge Base and Catalog that are related to, or reference, ‘submit’ as highlighted in Figure 3. There are no Questions and Answers for the search term ‘submit’ which means that none have been generated at this time.

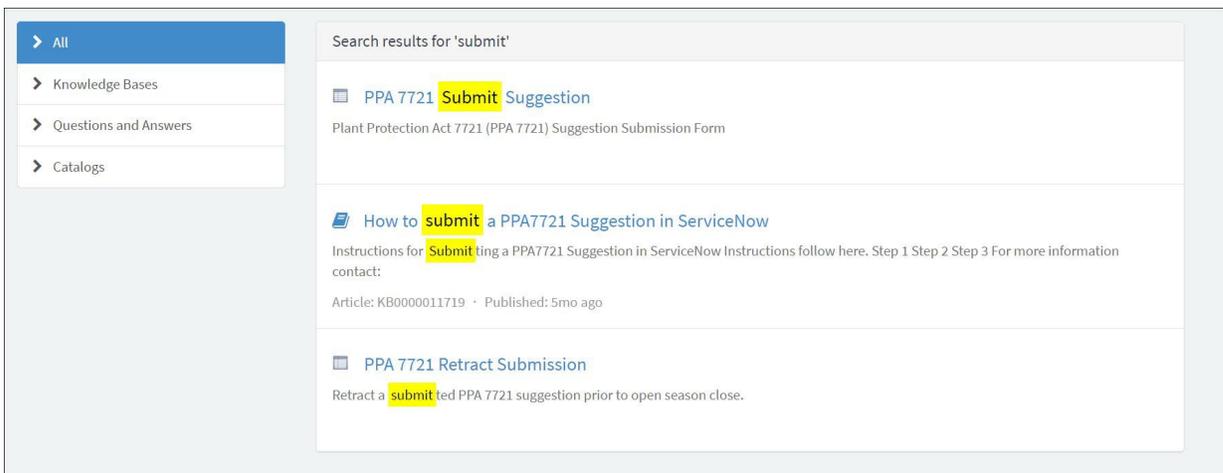


Figure 3: Results of the search bar when ‘submit’ is the keyword searched. Search results are generated from resources available in the Knowledge Base and Catalog.

I. Submitting a PPA 7721 Suggestion

Suggestions for the PPDMDPP must clearly align with one of six goal areas. Users are referred to the [PPA 7721 Implementation Plan](#) for the most current year for strategies and objectives of each goal area. Before initiating the submission process for suggestions, users should:

- ✓ Have all materials such as survey templates (if submitting to Goal 1S), budget templates, most recent accomplishment report (if applicable), etc. ready and easily accessible before starting the submission process (refer to the [Plant Pest and Disease Management and Disaster Prevention Program \(PPDMDPP\) webpage](#) or the [PPDMDPP Funding Details webpage](#) for links to templates). The user supplied information for the abstract, technical

approach, milestones, etc. should be written out in advance so that a user can copy and paste the information into the appropriate field of the PPA 7721 Suggestion Submission Form.



Important Note: The ServiceNow PPA 7721 **Suggestion Submission page will time out after 30 minutes of inactivity**; however, users have the ability to extend the session an **unlimited number of times for additional 30 minute increments**. ***It is best to start and finish a submission without interruptions***. If a submitter is unable to finish a submission in a single session, they can enter details into all fields, save the suggestion, and then return to the submission at a later time to complete it using the ‘edit a suggestion’ function.

- ✓ If a submitter received funding for a suggestion between FY 2022 and FY 2024 it is important to have that suggestion number available. The suggestion number for the most recent year can be obtained for FY 2022 or FY 2023 on the [PPDMDPP Funding Details webpage](#) under ‘Application Details’. For FY 2024, the suggestion number can be found in the [FY 2024 PPA 7721 Spending Plan](#).
- ✓ Submitters to Goal 1S should visit the [Cooperative Agricultural Pest Survey \(CAPS\)](#) website and be familiar with the CAPS Survey Guidelines before starting the submission process.



Important Note: Submitters that click on the CAPS website link within the PPA 7721 Suggestion Submission Form will be redirected to an external website and **will lose any information that has been entered into the submission form**.

After the submitter has gathered all the necessary information, begin the suggestion submission process by going to the [ServiceNow PPA 7721 Suggestion Submission page](#). Click on the icon shown in Figure 4, ‘Submit a New PPA 7721 Suggestion’. On the newly opened page representing the PPA 7721 Suggestion Submission Form begin to fill in all the required fields. Follow the instructions below for guidance on providing responses to individual fields.



Figure 4: Icon for submitting PPA 7721 suggestions on the ServiceNow PPA 7721 Suggestion Submission page.

Field 1: Title

Provide a concise title appropriate for the submitted suggestion. Suggestion titles are limited to 150 characters and will be automatically truncated if they exceed the character limit.

Field 2: Name

This field will be autopopulated with information from the user’s eAuthentication profile. If this field requires updating or modification, use the ‘Get Help’ icon to submit an email request to the PPA 7721 Team. If a user is submitting a suggestion on behalf of another person or on behalf of an institution and will not be receiving funds, they should click the checkbox for ‘Submitted on behalf of another’ (Figure 5) and follow the guidance below.

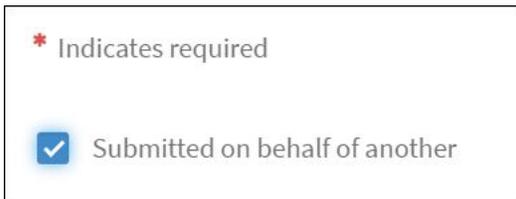


Figure 5: Selecting the checkbox for submitting a suggestion on behalf of another. Suggestions that are submitted by someone who will not be receiving funds and is not associated with a suggestion, for example a person simply designated for submitting suggestions by an organization, should select the ‘Submitted on behalf of another’ checkbox.

Use the guidance in Table 1 to fill in fields with requested information if the suggestion submission is for someone else.

Table 1: Guidance for additional fields that appear after selecting ‘Submitted on behalf of another’. Complete details are required for all additional fields.

If submitting for:	Then:
Yourself	Continue to next field.
Someone else	<ol style="list-style-type: none">1. Enter “Last Name”.2. Enter “First Name”.3. Enter “Email”.4. Enter “Phone”.5. Enter “Address”.6. Enter “City”.7. Enter “State or Territory”.8. Enter “Zip Code”.

Field 3: Email

Enter a valid email for which communication from the PPA 7721 Team will be received.

Field 4: Phone

Enter a telephone number according to the format XXX-XXX-XXXX (i.e., 123-456-6789).

Field 5: Address

Enter the street address. Include any building or unit numbers, or other relevant address information in this field.

Note: This field allows up to 200 characters. Long addresses containing alphanumeric and special characters (i.e., #) are acceptable in this field.

Field 6: City

Enter the name of the city.

Field 7: State or Territory

Select the state or territory for the address from the drop down list as shown in Figure 6.

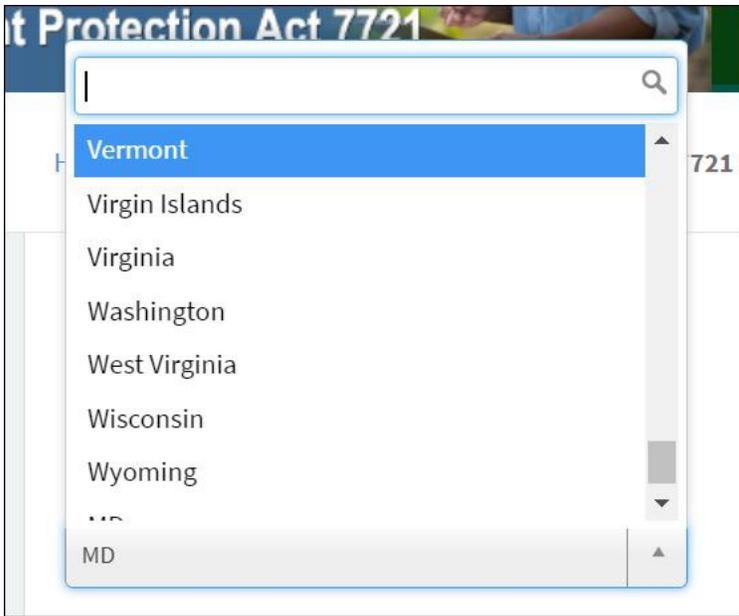


Figure 6: Drop down list for state or territory. Select a single state or territory for the address.

Field 8: Zip Code

Enter the zip code for the address.

Field 9: Cooperator Organization

Enter the name of the organization or entity of the submitting cooperator. Examples include names of universities, state departments of agriculture, non-APHIS federal entities, etc.

Field 10: Cooperator Type

Select the cooperator type (e.g., Academia, Non-profit, State government, etc.) associated with the organization or entity of the submitting cooperator from the drop down list as shown in Figure 7.

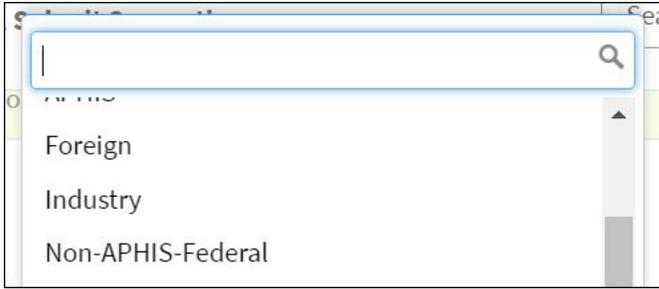


Figure 7: Drop down list for the field 'Cooperator Type'. Submitters will select the cooperator type most closely associated with their organization.

If 'Academia' is selected from the drop down list four additional fields will appear with Yes/No prompts. Follow guidance in [Appendix A](#) to select the correct response to these fields.

If selecting 'Tribal Nation' make sure to select 'Affiliation with Tribal Nations' in Field 15 (below). This will ensure that the question for Field 28 becomes available for eligibility for Reserve Funding.

Field 11: Select Goal Area

Select the goal area best aligned with the suggestion from the drop down list.

Important Note: Suggestions submitted to the incorrect goal area will not be considered for funding; goal switching is not permitted.

Field 12: Select One Or More Strategies for Which This Suggestion Aligns

Select one or more strategies that align with the suggestion from the available drop down list (Figure 8). Additional details of the objectives and strategies of each goal area can be found within the [PPA 7721 Implementation Plan](#). After review of the Implementation Plan the submitter should identify the strategies most appropriate for their suggestion.

▼ Show/Hide Strategies

Strategy 1:
Provide education and information to key groups, including:

- Producers/First Detectors – Conduct workshops, seminars, or training programs for farmers, growers, researchers, field workers, and others in positions to detect, identify and/or respond to plant pest threats (especially Tribal, underserved, minority, and specialty crop producers).
- Distribution Center Employees – Educate people working in/around warehouse and storage facilities, nursery and garden centers, and other vulnerable points how to look for and report signs of a plant pest or disease. Encourage implementation of best practices to enhance safeguarding of plants and plant products.
- Travelers – Inform travelers about plant pests and diseases, and steps to take to prevent their introduction or spread.
- Consumers – Inform consumers/public about plant pests and diseases and steps to take to prevent their introduction or spread.

Youth – Inform youth about invasive plant pests and steps to take to protect agriculture and natural resources.

Strategy 2:
Develop and implement volunteer programs to support pest detection and reporting activities.

Strategy 3:
Apply best practices or incorporate innovative approaches to increase public awareness, acceptance, and support of high priority plant pest and disease eradication and control efforts.

* Select one or more strategies for which this suggestion aligns ?

Figure 8: Strategies shown for Goal 5 – Outreach and Education. All goal areas have unique objectives and strategies; submitters must select one or more strategies that align with their suggestion from a drop down list specific to their selected goal area.

Field 13: Upload Goal 1 Survey Template (Applies to Goal 1S Only)

Follow guidance in Table 2 below to determine if this field is applicable to your suggestion. If submitting a Goal 1S suggestion, you will be prompted to attach a Goal 1 Survey Template which can be found on the [PPDMDPP Funding Details webpage](#).

Table 2: Guidance for uploading a Goal 1 Survey Template.

If:	Then:
Submitting a suggestion to Goal 1S	Upload a completed Goal 1S template.
Submitting a suggestion to another Goal area	Continue to next field.

Use the ‘Upload’ button to attach a completed PPA 7721 Goal 1 Survey template to the suggestion submission. This template should contain the complete budget, including the overall budget and all cooperators or contractual budgets. The file size is limited to 20 MB. Instructions for completing the survey template are available within the template.

Field 14: Selection Of the Type Of Project Pest Or Plant Disease

Select one or more of the checkboxes, show here in Figure 9, that reflect the pest(s) and/or plant disease(s) associated with the suggestion.

Click to select the box(es) below if the suggestion includes one or more of the indicated pests. If a box(es) is selected, select the pest(s) from the drop down list that appears for Federal Program and National Priority Pests. Type in pest(s) for Specialty Crop and Other Project Pests. 

Refer to the Implementation Plan for more information 

Does this support a recognized Federal Program or include a Federal Program Pest?

Does the suggestion include a National Priority Pest?

Does the suggestion include a Specialty Crop Pest?

Does the suggestion include other pests or plant diseases?

Figure 9: Checkbox selections for the type of project pest(s) and/or plant disease(s) specified in the suggestion. Submitters must choose one or more of the following checkboxes that align with the pest(s) and/or plant disease(s) associated with their suggestion.

Submitters can verify if their pest(s) and/or plant disease(s) are associated with a recognized Federal Program or include a Federal Program Pest by reviewing Appendix D of the PPA 7721 Implementation Plan. Similarly, pests on the National Priority Pest list can be verified by visiting the [Cooperative Agricultural Pest Survey \(CAPS\) Approved Methods for Surveillance site](#).

Submitters should select the checkbox for Specialty Crop Pest if the pest(s) or plant disease(s) in their suggestion are not associated with a recognized Federal Program, do not include a Federal Program Pest, or are not found in the National Priority Pest list, but have a specialty crop as their host. The definition for and a list of eligible specialty crops can be found on [USDA's Agricultural Marketing Service Specialty Crop Definition webpage](#).

The ‘other pests or plant diseases’ checkbox should be used for pest(s) or plant disease(s) that don’t fit with one of the other listed types.

Field 15: PPA 7721 Attributes

Select all attributes that apply to the suggestion from the drop down menu. More than one attribute can be selected per suggestion. The list of attributes is provided to help in reviewing suggestions during the review process; selecting an attribute does not confer an advantage or disadvantage to a suggestion. Use the guidance in Table 3 to accurately make selections for this field.

Table 3: Guidance for selecting attributes related to a suggestion.

If:	Then:
Submitting a suggestion where Citrus or Climate Change are a primary component, or there is an Offshore or Foreign component	Select ‘Citrus component’, ‘Climate change’, or ‘Offshore or Foreign component’.
Submitting a suggestion that is affiliated with a Tribal Nation(s)	Select ‘Affiliation with Tribal Nations’.
Submitting a suggestion from any non-profit, government, private institution or organization with a principle mission focused on serving a minority audience	Select ‘Other Minority-Affiliated Organization’.
Submitting a suggestion that is primarily related to conducting research or developing applied methods	Select ‘Research or applied methods’.
Submitting a suggestion where project work will be conducted in multiple states or territories	Select ‘Work will be conducted in multiple states or territories’.
If a suggestion doesn’t meet criteria stated above	Select ‘Attributes Not Applicable’.

Field 16: Will This Project Involve the Development or Extensive Modification Of A Software Application, Database, or Other Technology Component?

Select ‘yes or no’ from the drop down box. Extensive modifications may include, but are not limited to, adding new features to a software application or database as a significant improvement to the product.

Field 17: Which State or Territory Will The Project Work Be Primarily Conducted

Use the drop down list to select the state or territory in which the project work will be primarily conducted. If this is a national survey, such as the National Honey Bee Pests and Diseases Survey, then select ‘National’ from the drop down list.

Note: Only APHIS has the discretion to consider a project as having a national scope.

Field 18: Budget

Enter the **total** budgeted amount for the project, including any additional cooperator and contractual expenses. This amount must be equal to the amount entered for Field 20 below.

Note: This field only accepts numerical values; do not enter special characters like the '\$' sign. In addition, this field will automatically add commas to the value entered, if not originally included by the user.

Field 19: Completed Budget Template

Use the 'Upload' button to attach a completed budget template that includes the overall budget and all cooperators or contractual budgets (refer to the budget template instructions) for suggestions to Goals 1A and 2-6. The budget template is available on the [PPDMDPP Funding Details webpage](#). The file size is limited to 20MB. The budget template for Goal 1S suggestions is included in the completed survey template previously indicated in Field 13.

Note: If an incorrect file is uploaded or a user needs to upload a modified/revised budget template, the user should use the 'Delete' button and delete the previously uploaded file before adding a new file. Deleting the previously uploaded file will prevent the file from passing over to the ServiceNow PPA 7721 Reviewer site and confusing suggestion reviewers with incorrect or unnecessary information.

Field 20: Are There Additional Cooperators That Will Be Receiving Funding Through Cooperative Agreements Directly With USDA?

Select 'Yes or No' from the drop down list to answer this question. If answering Yes, a new field entitled 'PPA 7721 Cooperators' will appear. Use the guidance in Table 4 below to complete this field.

Table 4: Guidance for adding PPA 7721 Cooperators to a suggestion.

If:	Then:
The suggester answers 'Yes' to the field 'Are there additional cooperators that will be receiving funding through cooperative agreements directly with USDA?'	<ol style="list-style-type: none"> 1. Under the 'PPA 7721 Cooperators' field click 'Add'. In the dialogue box that opens perform steps 2-6. 2. Enter the "Cooperator Organization". 3. Enter the "Cooperator State". (Click the checkbox for 'International Cooperator' if applicable.) 4. Enter the "Cooperator Budget". 5. Select either 'Primary Cooperator' or 'Sub Cooperator' for "Cooperator Level". 6. When finished, click 'Add'. 7. Repeat steps 1-6 for additional cooperators.
The suggester answers 'No' to the field 'Are there additional cooperators that will be receiving funding through cooperative agreements directly with USDA?'	Continue to next field.

Field 21: Are There Additional Participants (i.e., Collaborators) On This Suggestion That Are Not Receiving Funds But Will Have An Active Role In Achieving Project Success

Select 'Yes or No' from the drop down list to answer this question. A collaborator is someone who works as a partner on the project but is not receiving any PPA funding either directly from PPQ or indirectly from a cooperator. **Note:** Collaborators may provide services such as technical expertise, offer workspace, provide organisms, assist with diagnostic services, etc., but are not expected to be reimbursed for their participation. Use the guidance in Table 5 below to complete this field.

Table 5: Guidance for adding collaborator information to a suggestion.

If:	Then:
The suggester answers 'Yes' to the field 'Are there additional participants (i.e., collaborators) on this suggestion that are not receiving funds but will have an active role in achieving project success'	<ol style="list-style-type: none"> 1. Under the 'PPA 7721 Additional Participants' field click 'Add'. In the box that opens perform steps 2-5. 2. Enter the "Participant Organization". 3. Enter the "Participant State". (Click the checkbox for 'International Cooperator' if applicable.) 4. When finished, click 'Add'. 5. Repeat steps 1-4 for additional participants.
The suggester answers 'No' to the field 'Are there additional participants (i.e., collaborators) on this suggestion that are not receiving funds but will have an active role in achieving project success'	Continue to next field.

Field 22: Was this suggestion provided PPA 7721 Funding in previous years?

Select 'Yes or No' from the drop down list to answer this field. If answering 'Yes', an Upload button will appear for the suggester to provide a narrative report to explain project progress to date.

Note: The uploaded file for the narrative report for the most current funded year can be in Microsoft Word, Excel, or Powerpoint formats or an Adobe PDF document, **but cannot exceed 50MB. A file exceeding this limit will not upload and no error message will be communicated to the suggester.** Acceptable reports may include mid-year and final reports, or other progress or status reports. Use the guidance in Table 6 below to complete this field.

Table 6: Guidance for previously funded suggestions.

If:	Then:
The suggestion was provided PPA 7721 funding in previous years	<p>Select ‘Yes’ and follow all steps below.</p> <ol style="list-style-type: none"> 1. Upload a narrative report. 2. Then select all years from the drop down list in which PPA 7721 funding was received for this project. (Note: multiple selections can be made for the subfield ‘List all previous years for which funding was provided’.) 3. If this project was provided funding any year from FY 2022 to FY 2024, select the suggestion number from the drop down list from the <u>most recently funded fiscal year</u>. Note: only one selection can be made for this field. The suggestion number for FY 2022 or FY 2023 can be found on the PPDMDPP Funding Details webpage under ‘Application Details’. For FY 2024, the suggestion number can be found in the FY 2024 PPA 7721 Spending Plan.
The suggestion was <u>not</u> provided PPA 7721 funding in previous years	Select ‘No’. Continue to next field.

Information for Fields 23–28

For fields 23–28, rich text boxes are provided to capture information pertinent to the submitter’s suggestion. These boxes have several features that are similar to using common document editing software, such as the formatting options in Microsoft Word. Follow these helpful tips for ease of use of these boxes:

- Use Ctrl-C to copy prewritten information to the rich text box, then use Ctrl-V to paste the information in the box. Do not try to ‘right-click and paste’ in the rich text box; this function is not enabled in these boxes. Using right-click and paste opens the ‘Insert/Edit

link' function within the rich text box (also indicated as C in Figure 10).

- Do not copy/paste any content from Microsoft Excel worksheets into fields 23–28. Content will lose formatting when transferred to the ServiceNow PPA 7721 Review site making the suggestion difficult for reviewers to evaluate.
- Use the arrows indicated in Figure 5 - A to undo and redo typing.
- The formatting bar indicated in Figure 5 - B follows similar functions as other document editing software to change text style, fonts, and alignment, and allows for the adding of bullets, list numbering, and indentations.
- Use the links indicated in Figure 5 - C to insert and/or edit links that are hyperlinked within the text. A new window will open where the submitter must provide information on the webpage to be linked. The submitter should not insert links to documents stored on their personal computers into any of the rich text boxes.
- Use the picture icon indicated in Figure 5 - D to insert an image into the rich text box. The image will show up in the location indicated by the suggester's placement of the cursor.

Additional icons not referenced are for inserting sample lines of code or source code and should not be used.

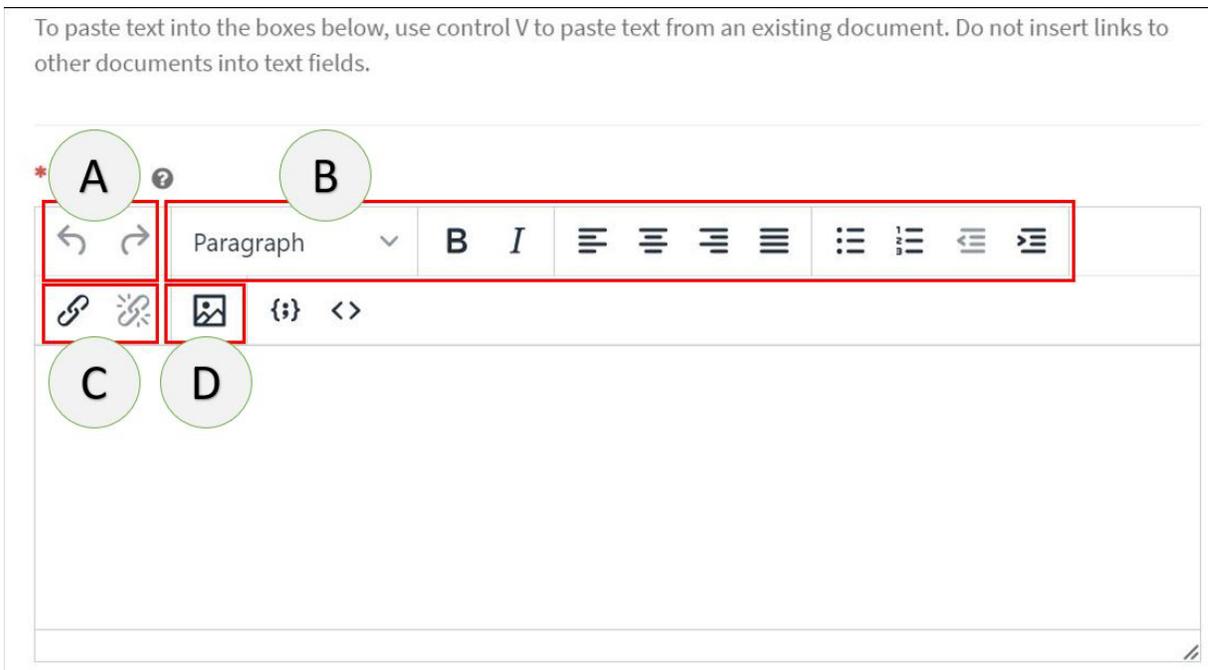


Figure 10: Sample rich text box used for select fields within the PPA 7721 suggestion form. The letters A-D indicate editing and formatting functions similar to common document editing software.

Field 23: Abstract

Provide an abstract for the proposed project. Please include a brief description of the purpose of the project, its objectives, what success will look like in terms of expected accomplishments and/or deliverables, the time duration expected to complete the project, and provide details of the cooperators involved, if any.

Important Note: This field has a character limit. Please limit the abstract to no more than 500 words (or approximately 3,000 characters).

Field 24: Describe the Purpose of the Project

Provide details regarding the purpose of the project. Include the impacts (benefits) expected and their estimated value as a return on the amount of funding being requested. Include the specific project objectives and subsequent accomplishments anticipated upon meeting these objectives. If appropriate, include information on anticipated trade impacts and benefits.

Note: For Goal 1S this information is captured in the Goal 1 Survey template; this field is not available in the Goal 1S submission form.

Field 25: Technical Approach

Describe the technical approach to be employed, including a description of methodology and a summary of the various tasks to be undertaken. Describe overall project duration and appropriate performance measures that can be used to define project success. If information technology is involved, be sure to describe how existing databases or applications do not serve the need or satisfy the requirement.

Note: For Goal 1S this information is captured in the Goal 1 Survey template; this field is not available in the Goal 1S submission form.

Field 26: Please Provide Specific Information and/or Examples of Relevant Past Performance

For each cooperator and collaborator on the project, list relevant experience to the project that represents successful past performance and innovations. For example, a cooperator may have developed a new technique for identification of an organism and published in a peer reviewed journal. Similarly, a cooperator may have successfully participated in survey work in previously

funded PPA 7721 projects (list project number and fiscal year). Unfunded collaborators that contribute to the project should also be included in this summary of relevant experience to each project.

Field 27: Milestones

Describe the milestones relevant to this project that would allow for observation, measurement, and monitoring of incremental progress toward achieving the objectives and goal specified in the Purpose section. Examples might include key dates or timelines for decisions, budget checks, obtaining inputs, reviews, or the submission of deliverables. The number and type of milestones will depend on the nature, scope, and complexity of the project; they should all reflect a specific date or timeline.

Field 28: Is This Suggestion Eligible for Reserve Funding?

This field appears only if Academia is selected for the ‘Cooperator Type’ field and ‘Yes’ is answered for one of the four additional questions that follows, or Affiliation with Tribal Nations is selected for the ‘PPA 7721 Attributes’ field. The ‘Yes or No’ drop down box will appear and should be answered accordingly after review of the *Funding for Tribes and Minority-affiliated Institutions* section of the [PPA 7721 Implementation Plan](#).

If “Yes’ is selected for this field a rich text box will open asking that the suggester provide details of and describe the direct benefits and percent of dedicated time and funding their suggestion will have towards a Tribal or minority community.

When All Fields are Completed

Once the suggester has completed entering information for all fields of their respective goal submission, they should review and/or ensure the following:

- If the suggester wants to supply documents they feel would be pertinent to their submission such as, but not limited to, published scientific articles relevant to the suggestion, they may do so by using the ‘Add Attachments’ icon (Figure 11) at the bottom of the suggestion page.

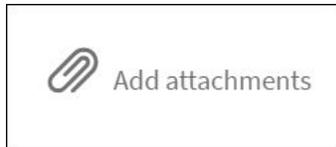


Figure 11: Icon for adding attachments to a suggestion. Suggesters can use this function to add additional documents pertinent to a suggestion for inclusion in the suggestion review process.

- Lastly, check that there are no fields with missing information (examples are indicated in red below the submit button) before pressing ‘Submit’.

After pressing ‘Submit’, a dialogue box will open and the suggester will receive a notification that the suggestion has been successfully received (Figure 12).



Figure 12: Dialogue box notification of a successful suggestion submission. Suggester can review the details of their suggestion on the following page after pressing ‘OK’.

Congratulations! You have reached the end of the submission process and your suggestion, including all attachments, has been recorded in ServiceNow and assigned a suggestion number.

II. Reviewing a PPA 7721 Suggestion Submission

Once a suggestion has been entered and successfully received in ServiceNow, a new page will open with the suggestion details for review. A suggester should review that all the details and information of their suggestion have been entered correctly and record the suggestion number as seen in Figure 13 for future use to edit or retract their suggestion (if necessary).

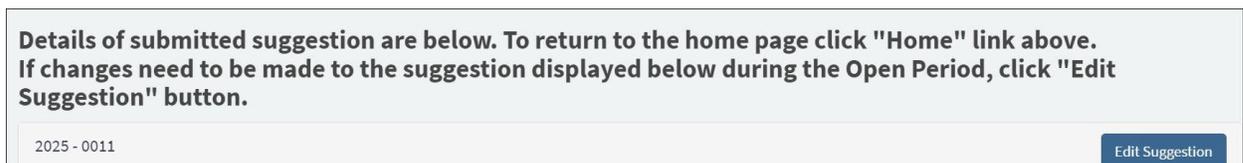


Figure 13: Message for suggesters on details summary page. Suggesters can find their suggestion number at the bottom lefthand corner of their screen as well as the option to edit their suggestion on the righthand corner.

III. Editing a PPA 7721 Suggestion Submission

Suggesters can edit the details of their suggestion, upload a new budget template, remove attachments, etc., if required before the close of the Open Period on July 31. There are three

ways that a suggester can edit their details, explained here:

1. Suggesters can use the 'Edit Suggestion' icon on the details summary page as seen on the righthand corner of Figure 13 (above). Selecting this icon will open the current suggestion in editing view and allow changes to be made to all fields, with the exception of any pictures that are attached in the rich text boxes. The latter images cannot be removed.
2. Suggesters can return to the [ServiceNow PPA 7721 Suggestion Submission landing page](#) and select the 'Edit Current Year PPA 7721 Suggestion' icon. This will open a new page where the submitter must choose which suggestion they wish to edit from a list of their completed suggestions. Details such as the goal area, suggestion title, and suggestion number are available to help the suggester identify the suggestion they want to edit.
3. The last option involves scrolling down the ServiceNow PPA 7721 Suggestion Submission landing page and selecting a suggestion via its suggestion number from a list shown under the section 'PPA 7721 Suggestions'. Only the suggestion number and title are available as identifiers for a given suggestion. Click on the suggestion number and it will open that suggestion's detail summary page; a suggester would then click on the 'Edit Suggestion' icon on the righthand side of the screen, as in no.1 above, to open the editing view.

IV. Retracting a PPA 7721 Suggestion Submission

A suggester can choose to retract a submitted suggestion for any reason before the close of the PPA 7721 Open Period. Retracted suggestions will be permanently deleted from the system and will no longer be available to suggesters. If the suggestion requires minor corrections and a suggester wishes to make edits to their suggestion, they should not use the 'Retract a PPA 7721 Suggestion' function. The latter function is strictly used for removing suggestions from review and consideration of PPA 7721 funding. Follow the steps below to retract a suggestion.

1. Click on the 'Retract a PPA7721 Suggestion' icon (Figure 14) located on the ServiceNow PPA 7721 Suggestion Submission landing page.



Figure 14: The 'Retract a PPA 7721 Suggestion' icon. Suggesters will select this icon if they want to retract a suggestion from consideration for PPA 7721 funding.

2. Select the suggestion to retract from the drop down list on the newly opened page. If a suggester has submitted more than one suggestion, they should review details of their

suggestions to ensure they have selected the correct one to retract. Refer to II. Reviewing a PPA 7721 Suggestion Submission for steps to review a completed suggestion. After choosing the suggestion to retract click 'Submit'.

3. After clicking 'Submit' the suggester will see a dialogue box (Figure 15) that their request has been processed indicating that the retraction of the suggestion was successful. An autogenerated email will be sent to the email on file with the retraction details.

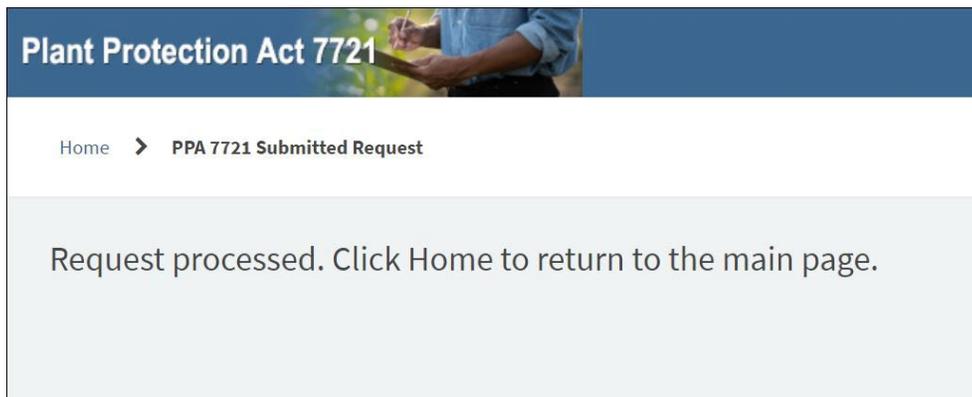


Figure 15: Dialogue box for retraction of a suggestion. A suggestion is retracted successfully when a suggester see this message and receives an autogenerated email sent to their email address on file.

4. Repeat steps 1–3 to retract additional suggestions (if applicable).

APPENDIX A

If 'Academia' is selected as the Cooperator Type for field number 10, four additional fields will appear with Yes/No prompts. Use the following guidance and U.S. Department of Education links therein to determine the correct response to these fields. Suggesters may also visit the U.S. Department of Interior's [webpage for the Minority Serving Institutions Program](#) for additional details related to these categories.

Table 1: Guidance for selecting Tribal College or University as the Cooperator Type.

If:	Then:
Your academic institution is a public institution of higher education chartered by federally recognized Indian tribes or the federal government, with majority Native American or Alaska Native student enrollment	Select 'Yes' for the field entitled Tribal College or University. If it does not meet this criterion select 'No'. Continue to next field.

Table 2: Guidance for selecting Hispanic-serving Institution as the Cooperator Type.

If:	Then:
Your academic institution is a college or university where Hispanic students comprise at least 25% of the full-time equivalent student body, according to the U.S. Department of Education, and is certified as a Hispanic Serving Institution by the U.S. Department of Education	Select 'Yes' for the field entitled Hispanic-Serving Institution. If it does not meet this criterion select 'No'. Continue to next field.

Table 3: Guidance for selecting Historically Black Colleges and Universities and/or 1890 Land Grant as the Cooperator Type.

If:	Then:
<p>Your academic institution is a historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the U.S. Secretary of Education.</p> <p>OR If your institution is considered a historically black university that was established under the Second Morrill Act of 1890 and is one of the following 19 universities: Alabama A&M, Alcorn State University, Central State University, Delaware State University, Florida A&M University, Fort Valley State University, Kentucky State University, Langston University, Lincoln University, North Carolina A&T State University, Prairie View A&M University, South Carolina State University, Southern University, Tennessee State University, Tuskegee University, University of Arkansas Pine Bluff, University of Maryland Eastern Shore, Virginia State University and West Virginia State University.</p>	<p>Select ‘Yes’ for the field entitled Hist. Black Colleges & Universities/1890 Land Grant. If it does not meet this criterion select ‘No’. Continue to next field.</p>

Table 4: Guidance for selecting Other Minority-Affiliated Institutions as the Cooperator Type.

If:	Then:
<p>Your academic institution is a private or accredited educational institution with a principle mission focused on serving a minority audience</p>	<p>Select ‘Yes’ for the field entitled Other Minority-Affiliated Institution. If it does not meet this criterion select ‘No’. Continue to next field.</p>