

# **INL DevResults User Guide:**

## **Data Review and Approval Using the Paper Performance Report (INL Users)**




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# Overview

# ***Introduction***

This guide describes:

-  Process and reviewer roles (old and new)
-  New format for paper Performance Reports
-  How to review a paper Performance Report, and where DvR fits into the process

# ***Roles: What is the Same and What is Different?***

## ***Same:***

- **Basic review process:** Implementing partner sends a document to INL program manager; INL program manager reviews document and provides comments/feedback
- **System of record:** Implementing partner sends approved report documents to emails/systems of record as required by the official agreement

## ***Different:***

- **How the report document is generated:**
  - Partner enters data and narratives into DevResults (rather than drafting into a word document)
  - Partner uses the [Project Report Tool \(PRT\)](#) to automatically generate a document version of the report
- **Submission and approval:**
  - Before generating the report document with the PRT, partner clicks "submit" in DevResults
  - After reviewing the quarterly report, INL program manager clicks "Return" in DevResults if revisions are needed or "Approve" if they are satisfied with the report
- **Location of report information:** With the DevResults reporting system, the report document provides a summary of the indicator data; more detailed indicator information (i.e., dissagregations by gender, location, etc.) can only be found by logging into DevResults

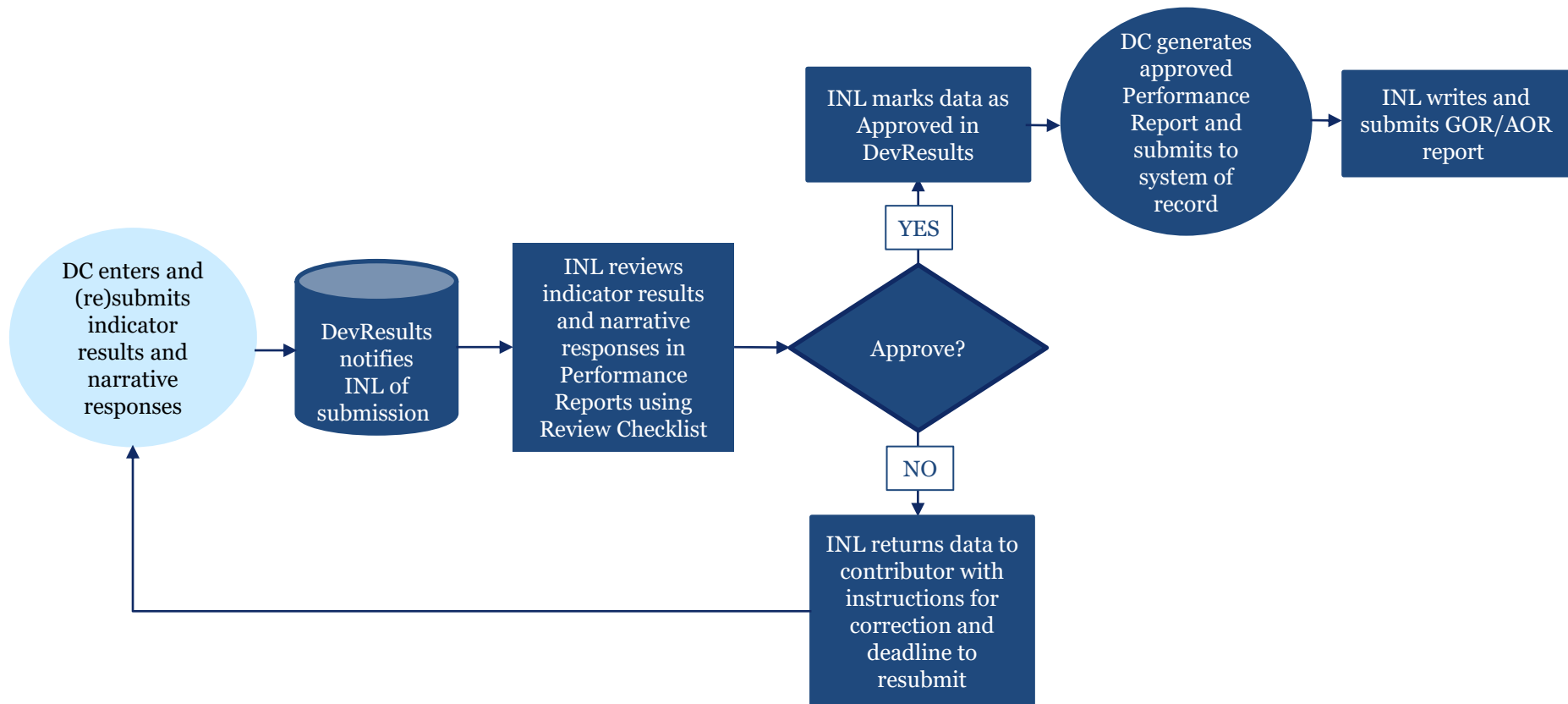
See the [next slide](#) for an illustration of this process in full.

If you are unsure who should approve results for your project(s), contact [INL-KM-DDL@state.gov](mailto:INL-KM-DDL@state.gov).

# Process

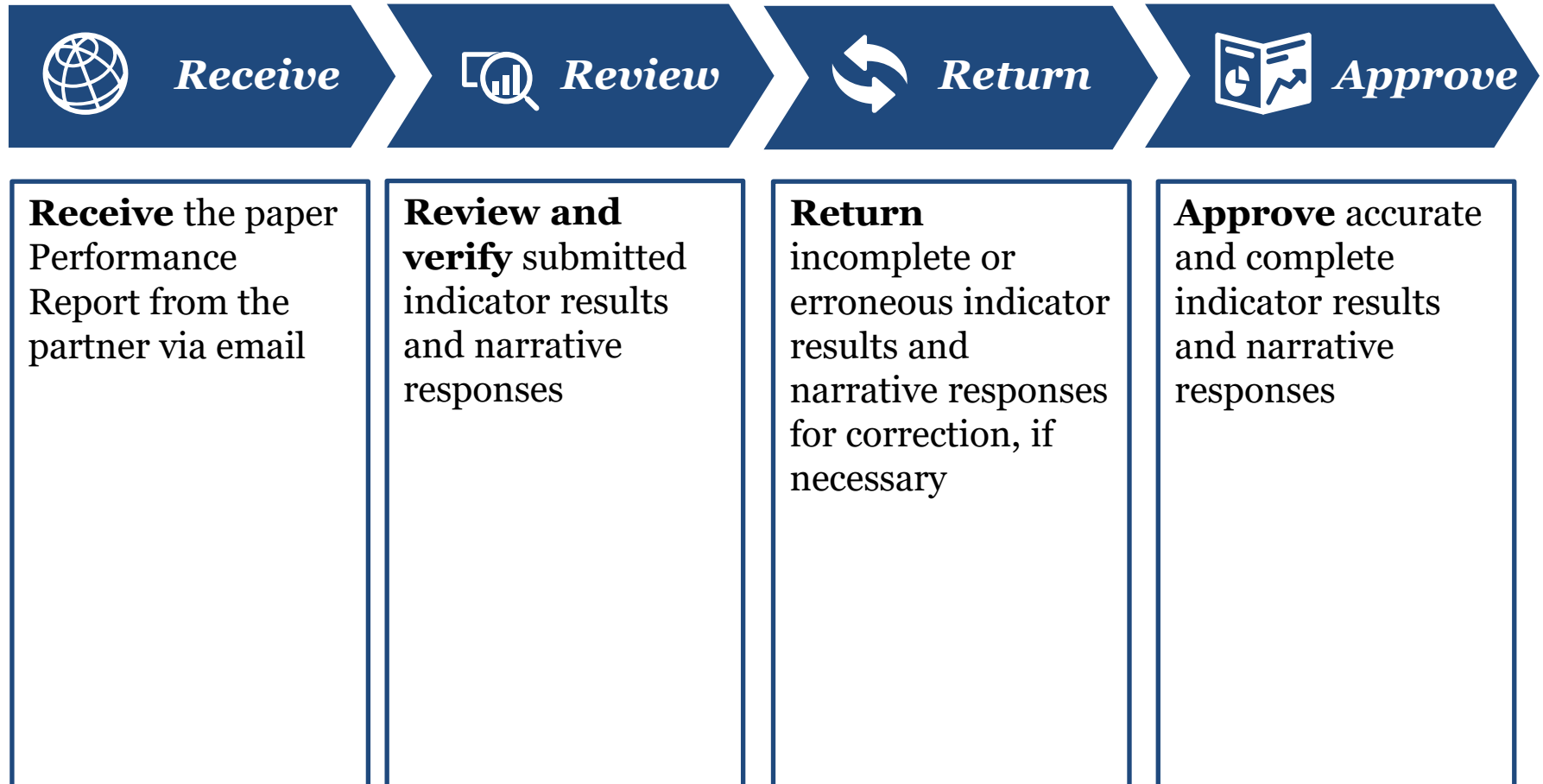
This document provides a step-by-step guide to approving or requesting changes to data that was submitted in DevResults. This process begins when the Data Contributor (DC), usually the implementing partner, submits indicator results and narrative responses. Designated INL staff then review and approve the data, or send it back to the DC for revision.

**Legend:** ○ Data Contributor (DC)    🗄 DevResults    □ INL Approver    ◇ Decision



# Detailed Process for Data Review and Approval

The process for approving data in the DevResults performance monitoring platform after partner submission of data and the paper performance report can be broken down into four steps. This guide will walk users through the following:





# Receipt of the Report



# *1. How to Expect Receipt of the Report*

After data contributors have submitted data in DevResults, the designated INL approver will receive an auto-generated DevResults notification email stating that indicator results and narrative responses have been submitted and are ready for review.

The INL approver will also receive a signed and dated Performance Report, in Word format, via email from the partner. This email will also contain any other documents the partner normally submits for a given reporting period.

## Example DevResults email notification

From: [do-not-reply@devresults.com](mailto:do-not-reply@devresults.com) <[do-not-reply@devresults.com](mailto:do-not-reply@devresults.com)>  
Sent: Thursday, August 11, 2022 1:18 PM  
To: [REDACTED]  
Subject: Results data submitted for the project 'DEMO Project: K9 Units'

### External Email

Results data has been **submitted** for [DEMO Project: K9 Units](#) by [REDACTED]

Let me know that you've received this, please!

## ***2. How to Address Late Submissions***

INL approvers may follow these best practices for handling late submissions:

### **Late data submission in DevResults:**

- Check whether the partner has entered complete data and narratives in DevResults (if you do not know how to check, contact the DevResults POC).
- If data/narratives are incomplete, work with the partner and the DevResults POC to enter this information, and then submit a Performance Report.
- If data/narratives are complete, but the Performance Report has not been submitted, follow the instructions below on paper report submission.

### **Late paper report submission to reviewer:**

- Contact the partner, provide link to the [INL Project Report Tool \(PRT\)](#) and the [Generating the Performance Report guide](#), and instruct them to contact DevResults POC with any issues or questions



# New Layout of the Report

# The Performance Report

The Performance Report is continuously updated to reflect user feedback and provide a comprehensive snapshot of project progress. The report consists of five sections covering project information and data and includes tables to summarize data and graphs to visualize project results.

Please reach out to your DevResults POC to share additional feedback on any report changes you'd like to see.

Performance Report for:  
DEMO Project: K9 Units  
Reporting Period: Q 2023 Oct-Dec  
Generated: 2024-04-04 13:16:43

I. Project Information

INL Award Number: DEMO\_K9\_Project  
Status: In Progress  
INL Program Manager: John Doe  
Primary Implementing Organization Name: INL/KM  
Implementing Organization Point of Contact: Jane Doe  
Total Project Budget: \$2,500,000.00  
Country/Countries of Project Implementation: Canada, Venezuela  
Start Date: 2017-01-01  
End Date: 2024-12-31

II. Project Description

In countries with the political will to increase investigative leads and uncover illegal goods, canines (K9s) represent a highly effective, relatively inexpensive means to increase INL partner detection capacity in a number of key areas. Developing this capacity in most instances seeks to accomplish one or more of the following purposes:

- Detecting contraband
- Detering illegal transit of illicit goods
- Identifying investigative leads and evidence of criminal acts
- Contributing to public safety/ disaster response / [counterterrorism](#)

III. Report Quality

Needs Attention: 50%

sents the average completeness for results and targets in the current reporting period.

project's active indicators, 17 (100%) are missing a result value for the current reporting period.

project's active indicators, 0 (0%) are missing a target value for the current reporting period.

Code	Indicator Title	Current Result	Current Target	Target Progress
2.02	DEMO U.S. dollar value of detected illicit goods per year	-	150,000	
2.03	DEMO % of EUM inspections that identify a deficiency	-	70%	

(from Project Checklist)

Units milestone checklist keep

checklist item Name	Due Date	Comment
the partner government establishes a rigorous certification process the meets or exceeds National Institute of Standards and Technology (NIST) canine standards	2023-06-30	The partner government took canines to licensed veterinarians. The partner government determined licensing procedures and standards.
partner country data collection and analysis procedures meet INL/KM data quality standards	2024-09-30	The partner government has started collecting incomplete data on the K9 program's effectiveness but has yet to fully report and utilize it. Expected completion for June 2023.

detailed indicator data and comments, please visit the quarterly report page at [devresults.com/en/program/time/reportingperiods/awardreportingperiod/84](#)

ve Information

omments on where the project is compared to where it expected to be at. Include discussion of planned versus actual activities and planned versus actual results.

e provided.

the project is where it is. What has enabled its successes? Where it planned or achieving the desired results, why not? Where prior results and/or learning during this reporting period, note that.

ed.

ove analysis of the project's implementation and results, are there any INL about future adjustments to the project that would be needed.

ed.

from this period.

ed.

ices or other organizations you collaborated with during this period. Please include specific information from collaboration/meetings, if any. Should include specific information of collaborators/counterparts if applicable.

ed.

ties or external events for the next reporting period, including any changes to the implementation plan.

ed.

implementation that will be monitored over the next reporting period. What key they are to occur.

ed.

ed.

ed.

Progress	Comments
KO U.S. dollar value of detected illicit goods per year	Western Hemisphere / Canada / CA - Demo Location - K92: This comment was written first (2:25pm). Western Hemisphere / Canada / CA - Demo Location - K91: This comment was written second (2:26pm)
KO % of EUM inspections that identify a deficiency	No response provided.

DEMO % of canines in K9 unit with current certification

KM.DOL.D2.02 DEMO U.S. dollar value of detected illicit goods per year

ed. complete before submitting to INL.

ative of Primary Implementing Organization: I certify to the best of my knowledge that this report is correct and complete.

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# **Review of Indicator Data and Narrative Responses**

# ***1. How to Review Indicator Results***

To begin review of indicator results in the Performance Report, first:

- Double check that the project name reference number and reporting period are correct

Then, review the indicators displayed in the report:

- The report should include a short list of indicators related to implementation
- If the report does not reflect such a list, or if the list of indicators included are ambiguous or unclear, see [Checklist: Reviewing Indicator Results](#) (the next slide) for further

Indicator Code	Indicator Title	Current Result	Current Target	Target Progress
KM.DDL.02.02	DEMO U.S. dollar value of detected illicit goods per year	-	150,000	
KM.DDL.02.03	DEMO % of EUM inspections that identify a deficiency	-	70%	

## 2. Checklist: Reviewing Indicator Results

Consider the following items during your review of each indicator:

1. Confirm that the data contributor entered results for all indicators assigned to the project. **There should be no blanks in the “Current (Cumulative) Results” column.** If there are blanks, discuss the following with the partner:
  - a) Are data for the indicators not collectible? Are the indicators inappropriate? Are the indicators not useful for monitoring?
  - b) If the answer to these questions is “No”, make sure the partner knows they must collect this data and report it.
    - a) If the answer to any of these questions is “Yes”, contact your DevResults POC to discuss deleting or modifying the blank indicators.
  - c) Was data entered and submitted for the wrong reporting period?
2. Confirm that reported results are appropriate for the project.
  - a) For those projects with targets entered, review the **(Cumulative) Target** and **% (Cumulative) Target Complete** columns and compare with the current results total.
    - i. Flag results that are far above or far below the target.
    - ii. If the result does not have a target, consider working with the partner to add one. Comparing results to targets is the easiest way to know whether or not your project is on track. For information about setting up targets, see [here](#).
  - b) In the case results for formula indicators appear to be inappropriate, check that formulas are computing correctly. If there are still outstanding issues, consult with your DevResults POC.
  - c) In the case results for data table indicators appear to be inappropriate, click into and check the linked data table to confirm that fields are appropriately filled out (shown [here](#)). If there are still outstanding issues, consult with your DevResults POC.
3. Review any comments left by data contributors in the Performance Report.

### 3. Checklist: Reviewing Narrative Responses

In reviewing Narrative Results, consider the following items during your review of each narrative response:

1. Did the data contributor clearly convey what activities were implemented or worked on during the reporting period?
2. Did the data contributor clearly articulate what was achieved during the reporting period?
3. Did the data contributor describe any difficulties over the course of implementation during the reporting period?
4. Do the narrative responses address any unexpected results in the indicator data?
5. Do the narrative responses detail any specific actions that will be undertaken to course correct or mitigate any project risks?

Home ▸ Program Info ▸ Time ▸ Reporting Periods ▸ 2020 Oct-Dec ▸ DEMO Project: K9 Units

## DEMO Project: K9 Units

2020 Oct-Dec | INL/KM

Indicators Data Tables **Narrative** Discussion Forms

### Narrative

**Overall Comments (Limit response to 500 words)**  
*Overall comments on where the project is compared to where it expected to be at this stage. Include discussion of planned versus actual activities and planned versus actual results*

**Project Analysis (Limit response to 500 words)**  
*Analysis of why the project is where it is. What has enabled its successes? Where it is not executing as planned or achieving the desired results, why not? Where prior monitoring enabled results and/or learning during this reporting period, note that.*

**Recommendations (Limit response to 500 words)**  
*Based on the analysis of the project's implementation and results, are there any suggestions for INL about future adjustments to the project that would be beneficial?*

**Success Stories (Limit response to 500 words)**  
*Success stories from this period.*

**Partnerships (Limit response to 500 words)**  
*Government offices or other organizations you collaborated with during this period and outcomes from collaboration/meetings, if any. Should include specific names and contact information of collaborators/counterparts if applicable*

**Upcoming Actions (Limit response to 500 words)**  
*Upcoming activities or external events for the next reporting period, including any course corrections or changes to the implementation plan.*

**Risks (Limit response to 500 words)**  
*Risks to project implementation that will be monitored over the next reporting period, and how likely they are to occur.*

**Other Comments (Limit response to 500 words)**  
*Other comments.*




# Reviewing Project Milestones

Milestones/checklists will be displayed on the Performance Report at the very end of the **III. Report Quality** section.

## Milestones (from Project Checklist)

Demo - K9 Units milestone checklist keep



Done?	Checklist Item Name	Due Date	Comment
Yes	The partner government establishes a rigorous certification process the meets or exceeds National Institute of Standards and Technology (NIST) canine standards	2023-06-30	The partner government took canines to licensed veterinarians. The partner government determined licensing procedures and standards.

## ***4. Reflect and Prepare to Provide Feedback***

As you conclude your review of indicator results and narrative responses, pause to consider larger questions of quality prior to approving or returning submitted data. Ask yourself:

1. Over the course of your review, did you understand what the indicators for the project were intended to capture? Did the indicators help you understand the project's progress?
  - a) If the indicators seemed unclear, either in their connection to the project and its objectives or in what they purported to measure, ask the partner for clarification.
  - b) If partners cannot justify the indicator in discussion with you, consider working with the partner to review and redevelop the indicator into one better suited to measuring results for the project.
2. Based on your review, would you be able to state the main statistic used to assess whether the project was achieving expected results and/or completing planned activities in that reporting period?
  - a) If yes, the project's indicators are likely well-suited to measuring the project's results.
  - b) If not, work with the data contributor to develop such an indicator.
3. Based on your review, were there indicators that were not useful in understanding whether the project is on track? If so, you are encouraged to re-examine whether you and the partner should continue collecting data against these indicators or drop them for future reporting cycles.

Be comprehensive and reflective as you review to allow you to leave constructive feedback for the data contributor.



**Return Results**

# ***1. Return the Submission for Corrections***

If returning the submission to the data contributor for corrections, first:

- Provide feedback by **making comments in the paper report and** emailing it back to the partner with a resubmission deadline.

Then, **return the data submission in DevResults:**

- Navigate to the project's reporting period page in DevResults, using the URL in the Performance Report displayed just before the IV. Quarterly Report Narrative section:

For more detailed indicator data and comments, please visit the quarterly report page at <https://inl.devresults.com/en/program/time/reportingperiods/awardreportingperiod/842267>

## **IV. Narrative Information**

## 2. Return the Submission for Corrections (continued)

On the project's reporting period page, **return the submission in DevResults for corrections** by clicking the Status bar to reveal the drop-down selections.

Select the **Return data to partner** option:

Home > Program Info > Time > Reporting Periods > 2021 Jan-Mar > DEMO Project: K9 Units

### DEMO Project: K9 Units

2021 Jan-Mar

Indicators Data Tables Narrative Discussion Forms

Search indicators

STATUS ☒ Submitted

← Return data to partner

✓ Approve all project data

ⓘ This project's data for this reporting period has been submitted and is locked. Owners and results approvers can edit the data, but other users cannot.

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target	% Target Reached
DDL.K9U.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location						
DDL.K9U.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location		4		10,797		
DDL.K9U.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location						
DDL.K9U.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan	Direct Entry	Location						
DDL.K9U.05	DEMO % of kennels that meet EUM standards upon inspection	Direct Entry	Location						
DDL.K9U.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location						
DDL.K9U.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location						
DDL.K9U.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location						
DDL.K9U.09	DEMO % of canines for which INL received quarterly health reports conducted by a licensed veterinarian	Direct Entry	Location						
DDL.K9U.10	DEMO % of detection dogs that graduate from an accredited canine training facility	Direct Entry	Location						
DDL.K9U.11	DEMO # of dogs certified	Direct Entry	Location						

DevResults

✓ Done

### 3. Provide Feedback and Resubmission Deadline

Add a message for the data contributor and DevResults POC that provides instructions for revision to data and/or indicators, and include a resubmission deadline in the message box. Click **Send** to return the project's data to the contributor.

Note: Any messages added to the submission will appear, along with their responses, in the **Discussion** tab.

Home > Program Info > Time > Reporting Periods > 2021 Jan-Mar > DEMO Project: K9 Units

STATUS ☒ Submitted

## DEMO Project: K9 Units

2021 Jan-Mar

Indicators Data Tables Narrative Discussion Forms

Search indicators

**Return data to partner**

⚠ This project's data for this reporting period has been submitted.

Subject: Results data has been returned for the project 'DEMO Project: K9 Units'

To: [Redacted]

**Message**

The results data submitted for **DEMO Project: K9 Units** has been returned by [Redacted] says [Redacted]

	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results
	Direct Entry	Location			
	Direct Entry	Location		4	
	Direct Entry	Location			
	Direct Entry	Location			
	Direct Entry	Location			
	Direct Entry	Location			
	Direct Entry	Location			
	Direct Entry	Location			
	Direct Entry	Location			
	Direct Entry	Location			
	Direct Entry	Location			

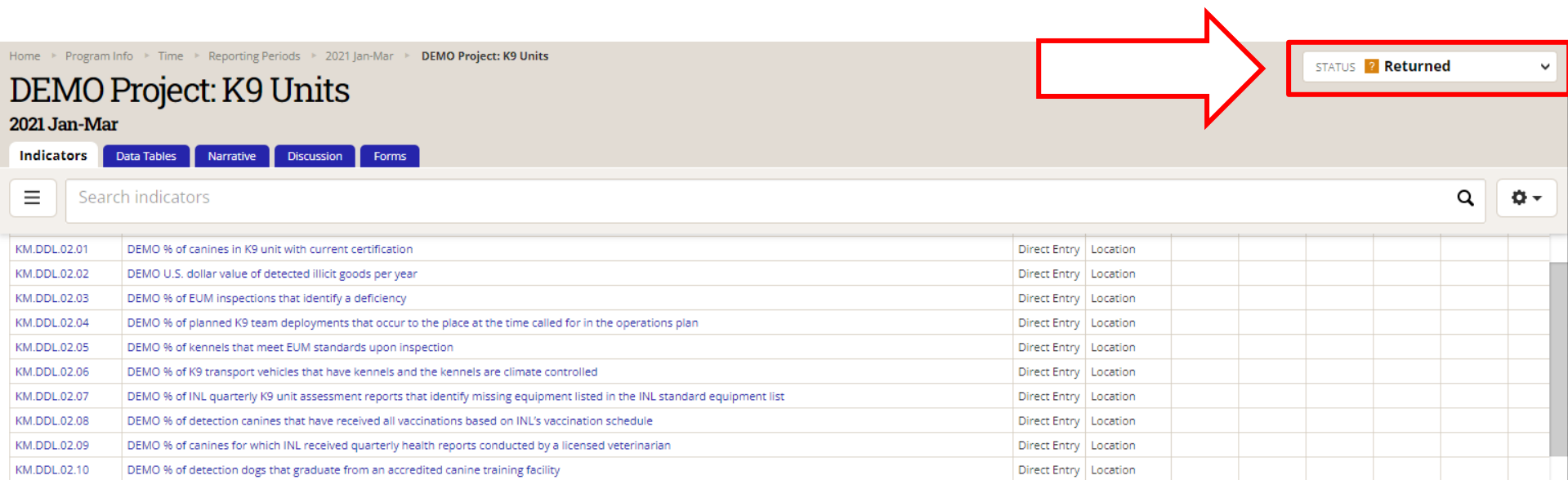
DevResults

✓ Done

## 4. Data Returned and Unlocked

The project's data will then be returned to the data contributor and unlocked for editing.

Note: The Status bar indicates that the data has been returned to the data contributor and the data is no longer locked.



The screenshot shows the 'DEMO Project: K9 Units' interface for the period '2021 Jan-Mar'. A red arrow points to the 'STATUS' bar, which displays 'Returned' with a green checkmark icon. Below the status bar, there are tabs for 'Indicators', 'Data Tables', 'Narrative', 'Discussion', and 'Forms'. A search bar is present with the text 'Search indicators'. Below the search bar is a table with 10 rows of indicators. Each row includes a unique identifier (e.g., KM.DDL02.01), a description of the indicator, and a 'Direct Entry' button. The table also includes columns for 'Location' and several empty columns for data entry.

Indicator ID	Description	Direct Entry	Location							
KM.DDL02.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location							
KM.DDL02.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location							
KM.DDL02.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location							
KM.DDL02.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan	Direct Entry	Location							
KM.DDL02.05	DEMO % of kennels that meet EUM standards upon inspection	Direct Entry	Location							
KM.DDL02.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location							
KM.DDL02.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location							
KM.DDL02.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location							
KM.DDL02.09	DEMO % of canines for which INL received quarterly health reports conducted by a licensed veterinarian	Direct Entry	Location							
KM.DDL02.10	DEMO % of detection dogs that graduate from an accredited canine training facility	Direct Entry	Location							



# Approve Results



# 1. Approve the Submission

If approving the submission, click the Status bar to reveal the drop-down selections.

Click **Approve all project data**.

Note: This step should take place once *all comments left from INL during review have been addressed* and *the data has been determined to be valid*.

Home ▶ Program Info ▶ Time ▶ Reporting Periods ▶ 2021 Jan-Mar ▶ DEMO Project: K9 Units

STATUS ☒ Submitted

← Return data to partner

✓ Approve all project data

DEMO Project: K9 Units

2021 Jan-Mar

Indicators

Data Tables

Narrative

Discussion

Forms

≡

Search indicators

Q

⚙

⚠ This project's data for this reporting period has been approved and is locked. Owners can edit the data but other users cannot.

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results
DDLK9U.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location			
DDLK9U.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location		4	
DDLK9U.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location			
DDLK9U.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan	Direct Entry	Location			
DDLK9U.05	DEMO % of kennels that meet EUM standards upon inspection	Direct Entry	Location			
DDLK9U.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location			
DDLK9U.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location			
DDLK9U.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location			
DDLK9U.09	DEMO % of canines for which INL received quarterly health reports conducted by a licensed veterinarian	Direct Entry	Location			
DDLK9U.10	DEMO % of detection dogs that graduate from an accredited canine training facility	Direct Entry	Location			
DDLK9U.11	DEMO # of dogs certified	Direct Entry	Location			

DevResults

✓ Done

## 2. Approve the Submission (continued)

Add a message to this project or leave blank and click Send to approve the project's data.

Note: Any messages added to the submission will appear, along with their responses, in the **Discussion** tab.

Home

Program Info

Time

Reporting Periods

2021 Jan-Mar

DEMO P

DEMO Project: K9 Units

2021 Jan-Mar

Indicators

Data Tables

Narrative

Discussion

Forms

Search indicators

This project's data for this reporting period has been submitted and is

Code	
DDL.K9U.01	DEMO % of canines in K9 unit with current certification
DDL.K9U.02	DEMO U.S. dollar value of detected illicit goods per year
DDL.K9U.03	DEMO % of EUM inspections that identify a deficiency
DDL.K9U.04	DEMO % of planned K9 team deployments that occur to the place
DDL.K9U.05	DEMO % of kennels that meet EUM standards upon inspection
DDL.K9U.06	DEMO % of K9 transport vehicles that have kennels and the kenn
DDL.K9U.07	DEMO % of INL quarterly K9 unit assessment reports that identifi
DDL.K9U.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule

Approve all project data

Subject Results data has been approved for the project 'DEMO Project: K9 Units'

To

Message

The results data submitted for DEMO Project: K9 Units and was approved by

says

Cancel

Send

Direct Entry

STATUS Submitted

Geographic Disaggregation

Warnings

Comments

Previous Results

Current Results

Target

% Target Reached

.ocation						0%
.ocation		4		10,797		0%
.ocation						0%
.ocation						0%
.ocation						0%
.ocation						0%
.ocation						0%
.ocation						0%
.ocation						0%
.ocation						0%

### 3. Data Approved

This project's data is now approved! This is indicated by the updated Status bar.


Home ▸ Program Info ▸ Time ▸ Reporting Periods ▸ 2021 Jan-Mar ▸ DEMO Project: K9 Units

DEMO Project: K9 Units

2021 Jan-Mar

Indicators Data Tables Narrative Discussion Forms

Search indicators

STATUS  Approved

This project's data for this reporting period has been approved and is locked. Owners can edit the data but other users cannot.

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target	% Target Reached
DDL.K9U.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location						0%
DDL.K9U.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location		4		10,797		0%
DDL.K9U.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location						0%
DDL.K9U.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan	Direct Entry	Location						0%
DDL.K9U.05	DEMO % of kennels that meet EUM standards upon inspection	Direct Entry	Location						0%
DDL.K9U.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location						0%
DDL.K9U.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location						0%
DDL.K9U.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location						0%

## 4. Generate a New Performance Report

Once the data is approved, a new performance report needs to be generated with **Status: Approved** and then submitted per the instructions in the implementing agreement. Refer the partner to the [Generating the Performance Report Guide](#) again if needed.

---

Performance Report for:  
DEMO Project: K9 Units  
Reporting Period: Q 2021 Jan-Mar  
Generated: 2024-02-08 22:29:51

---

### I. Project Information

**INL Award Number:** DEMO\_K9\_Project

**Status:** Approved

**INL Program Manager:**

**Primary Implementing Organization Name:** INL/KM

**Implementing Organization Point of Contact:**

**Total Project Budget:** \$2,500,000.00

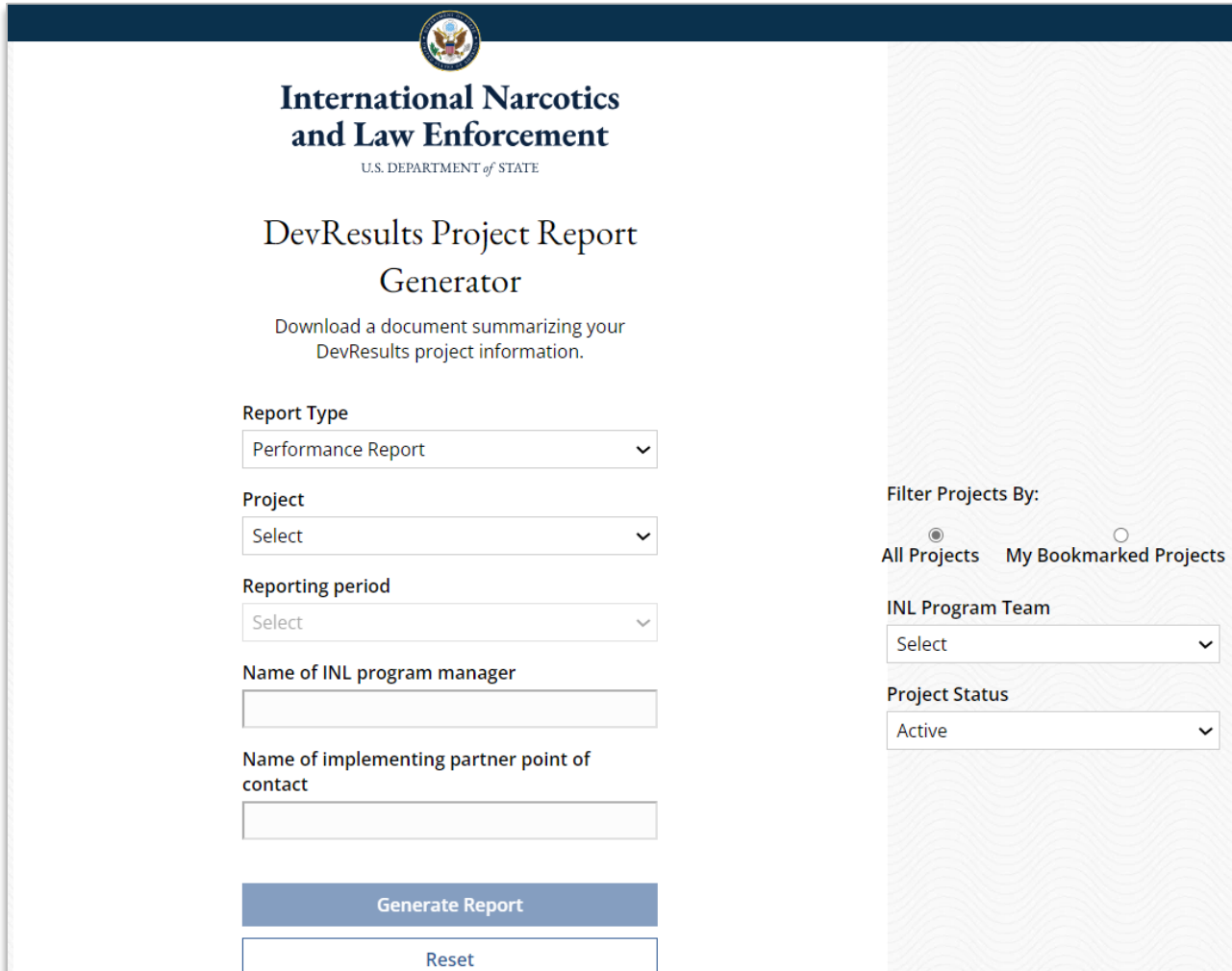
**Country/Countries of Project Implementation:** Canada, Venezuela

**Start Date:** 2017-01-01

**End Date:** 2024-12-31

# Submission Approved: Now What?

Once you have approved the submitted results, you may proceed to **Request a GOR/AOR Automated Performance Report**, if applicable, via [this link](#).



The screenshot shows the 'DevResults Project Report Generator' interface. At the top, there is a header with the International Narcotics and Law Enforcement (INLE) logo and the text 'U.S. DEPARTMENT of STATE'. Below the header, the title 'DevResults Project Report Generator' is displayed, followed by the instruction 'Download a document summarizing your DevResults project information.' The main form area contains several fields: 'Report Type' (a dropdown menu with 'Performance Report' selected), 'Project' (a dropdown menu with 'Select' selected), 'Reporting period' (a dropdown menu with 'Select' selected), 'Name of INL program manager' (a text input field), and 'Name of implementing partner point of contact' (a text input field). To the right of these fields, there is a 'Filter Projects By:' section with two radio buttons: 'All Projects' (selected) and 'My Bookmarked Projects'. Below this, there is an 'INL Program Team' dropdown menu with 'Select' selected, and a 'Project Status' dropdown menu with 'Active' selected. At the bottom of the form, there are two buttons: 'Generate Report' and 'Reset'.

International Narcotics  
and Law Enforcement  
U.S. DEPARTMENT of STATE

DevResults Project Report  
Generator

Download a document summarizing your  
DevResults project information.

Report Type  
Performance Report

Project  
Select

Reporting period  
Select

Name of INL program manager

Name of implementing partner point of  
contact

Filter Projects By:  
☒ All Projects ☐ My Bookmarked Projects

INL Program Team  
Select

Project Status  
Active

Generate Report

Reset

**Note:** The same link is used for partners to request a Performance Report, and for INL to request a GOR/AOR report. Please select the report type under “Report Type.”

# DevResults Support

# DevResults Support

If you have questions on project details or general DevResults questions, contact the DevResults Help Desk for assistance by clicking **Help** at the top right of your screen and click **Contact Helpdesk** (see below). Your help request will be assigned to the appropriate team at DevResults or INL depending on the nature of your question.

You can also access user guides and additional help materials by navigating to the INL User Guide ([here](#)).

The screenshot displays the DevResults INL Monitoring Database interface. At the top left is the U.S. Department of State logo and the text "U.S. Department of State INL Monitoring Database". Below this is a navigation bar with tabs: "Data", "Program Info", "Tools", "Administration", and "Bookmarks". Under the "Data" tab, there is a "System Default" label and a "+ Add a dashboard" button. The main content area is titled "Activity Map" and shows a world map with green and blue regions. On the right side, a "Welcome to DevResults" message is visible. A "Help" button with a question mark icon is located in the top right corner, highlighted with a red box. A dropdown menu is open from this button, listing several options: "MultiMatrix Basics for Partners", "Update Administrative Divisions", "Video Tutorial: Dashboards", "Visualizations: Choropleth and Graduated Symbols", "Visualizations: Pie Chart", "Visualizations: Targets and Actuals Graph", "Search knowledge base...", "Contact Helpdesk" (highlighted with a red box), "My User Guide", and "Knowledge Base". Below the "Contact Helpdesk" option, there is a "What's New?" section with links to "Release Notes", "Index-ify all the choosers!", "Integrations? We can help.", and "See more on our blog". At the bottom of the interface, there is a "DevResults" logo and a "+ Add Tile" button.