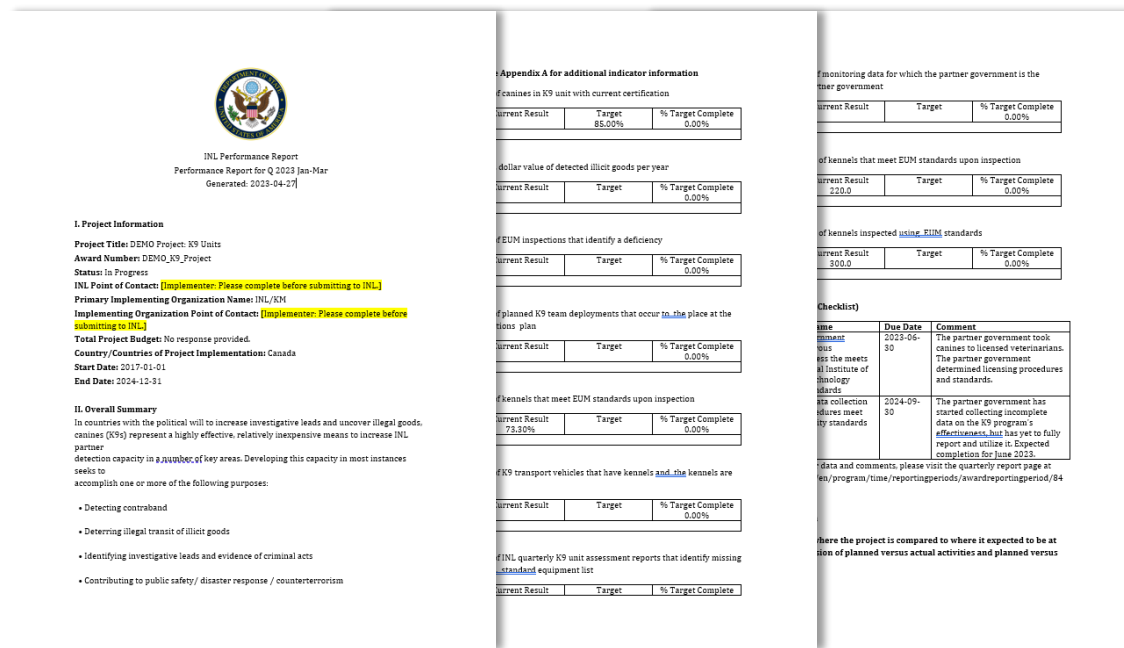


INL DevResults User Guide: Project Reporting Tool (All Users)

1. The Project Reporting Tool

DevResults is a database that organizes and stores all project performance monitoring data. However, most INL Partners are required to submit a performance report *document* along with their input into DevResults. To prevent duplications of effort in reporting, INL developed a Project Reporting Tool (PRT) that creates a computer-generated Word document summarizing the monitoring information entered into DevResults for a given reporting period.



The image displays a sample INL Performance Report template. It is a multi-page document with a header section containing the INL seal and title, followed by a main body with various sections and tables.

INL Performance Report
Performance Report for Q 2023 Jan-Mar
Generated: 2023-04-27

I. Project Information
Project Title: DEMO Project: K9 Units
Award Number: DEMO_K9_Project
Status: In Progress
INL Point of Contact: [Implementer: Please complete before submitting to INL]
Primary Implementing Organization Name: INL/KM
Implementing Organization Point of Contact: [Implementer: Please complete before submitting to INL]
Total Project Budget: No response provided.
Country/Countries of Project Implementation: Canada
Start Date: 2017-01-01
End Date: 2024-12-31

II. Overall Summary
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
- Deterring illegal transit of illicit goods
- Identifying investigative leads and evidence of criminal acts
- Contributing to public safety / disaster response / counterterrorism

Appendix A for additional indicator information

Examine in K9 unit with current certification

Current Result	Target	% Target Complete
	85.00%	0.00%

Dollar value of detected illicit goods per year

Current Result	Target	% Target Complete
		0.00%

EUM inspections that identify a deficiency

Current Result	Target	% Target Complete
		0.00%

Planned K9 team deployments that occur on the place at the times plan

Current Result	Target	% Target Complete
		0.00%

Kennels that meet EUM standards upon inspection

Current Result	Target	% Target Complete
		0.00%

K9 transport vehicles that have kennels and the kennels are

Current Result	Target	% Target Complete
		0.00%

INL quarterly K9 unit assessment reports that identify missing standards equipment list

Current Result	Target	% Target Complete

Monitoring data for which the partner government is the owner government

Current Result	Target	% Target Complete
		0.00%

Kennels that meet EUM standards upon inspection

Current Result	Target	% Target Complete
220.0		0.00%

Kennels inspected using EUM standards

Current Result	Target	% Target Complete
300.0		0.00%

Checklist

Task	Due Date	Comment
Assess the needs of the partner government to determine licensing procedures and standards.	2023-06-30	The partner government took action to license veterinarians. The partner government determined licensing procedures and standards.
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.	2024-09-30	

data and comments, please visit the quarterly report page at [ea/program/time/reportingperiods/awardreportingperiod/84](#)

Where the project is compared to where it expected to be at the end of the reporting period

Above: Sample INL Performance Report template generated based on DevResults reporting

Partners should use the PRT to generate their performance report and submit it according to the instructions found in the terms and conditions of their agreement with INL. Partners may add appendices to this report as needed. INL staff should NOT accept a performance₂ report that was created outside of the DevResults PRT process.

2. Performance Report Overview

For Partners, the PRT generates a performance report that captures project data and narrative responses reported in DevResults for the requested reporting period. The following sections are included in the report:

- **Project Information:** Basic information about the project as detailed on the project's **Overview** page in DevResults, such as Project Title, Award Number, Start and End Dates, and two fields that must be filled in once the report is generated: INL Project Manager and Implementing Organization Point of Contact (instructions [here](#)).
- **Overall Summary:** Summary information about the project as detailed in the “Project Summary” section on the project's **Overview** page in DevResults.
- **Indicator Results:** Indicator results will display in tables, per indicator, each of which will show the indicator's previous result, current result, and progress towards the indicator's target, along with any accompanying comments added in DevResults.
- **Milestones:** Items found on the project's **Checklists** tab will display here, along with status, due date, and any comments added in DevResults.
- **Narrative Information:** Each narrative response question and its answer will be captured in the report. To ensure proper formatting during report generation, see resources at the end of guide [here](#).
- **Certification:** The report will include a “Certification” section for signing the report. Further details about how to complete this portion can be found [here](#).

3. Request a Performance Report (Slide 1 of 2)

To generate an automated performance report, navigate to <https://prt.inl.state.gov/> and complete the required entries as shown below. A report will be generated in about 1 minute and saved to the computer's local Download folder.

For any questions or issues using the tool, please reach out to INL-DvR-Mailbox@state.gov

The screenshot shows the "DevResults Project Report Generator" interface. At the top, it says "International Narcotics and Law Enforcement" and "U.S. DEPARTMENT of STATE". Below that, it says "DevResults Project Report Generator" and "Download a document summarizing your DevResults project information." The form has several fields and buttons:

- 1** "Generate Report For" enables you to select from projects that are listed as "active" in DevResults, or all projects which include closed and forthcoming.
- 2** Under "Report Type," INL employees can select to view either a Performance Report or an AOR/GOR report. Implementing partners will only see Performance Report here.
- 3** Under "Project," INL employees can select from all projects, based on their previous selection of "Active" or "All". Implementing partners will be able to select from the projects they are affiliated with in DevResults.
- 4** Under "Reporting Period," all users can select the quarter they want the report generated for, for the project they selected above. For example, "Q 2023 Jul-Sep."
- 5** Under "Name of INL Program Manager," users can type in the name of the AOR/GOR/COR with oversight of the project. This does not send an email to the POC.
- 6** Under "Name of implementing partner point of contact," users can add the name of the implementing organization's project manager. This does not send an email to the POC.
- 7** Click "Generate Report" to download a word document copy of the project's performance report to your computer. Note: Report generation will take anywhere from 20 seconds to 1 minute depending on how much data is associated with a project.
- 8** Click "Reset" to revert all fields to default values.
- 9** Click "Log out" to log out of the tool, returning to the Okta login page.

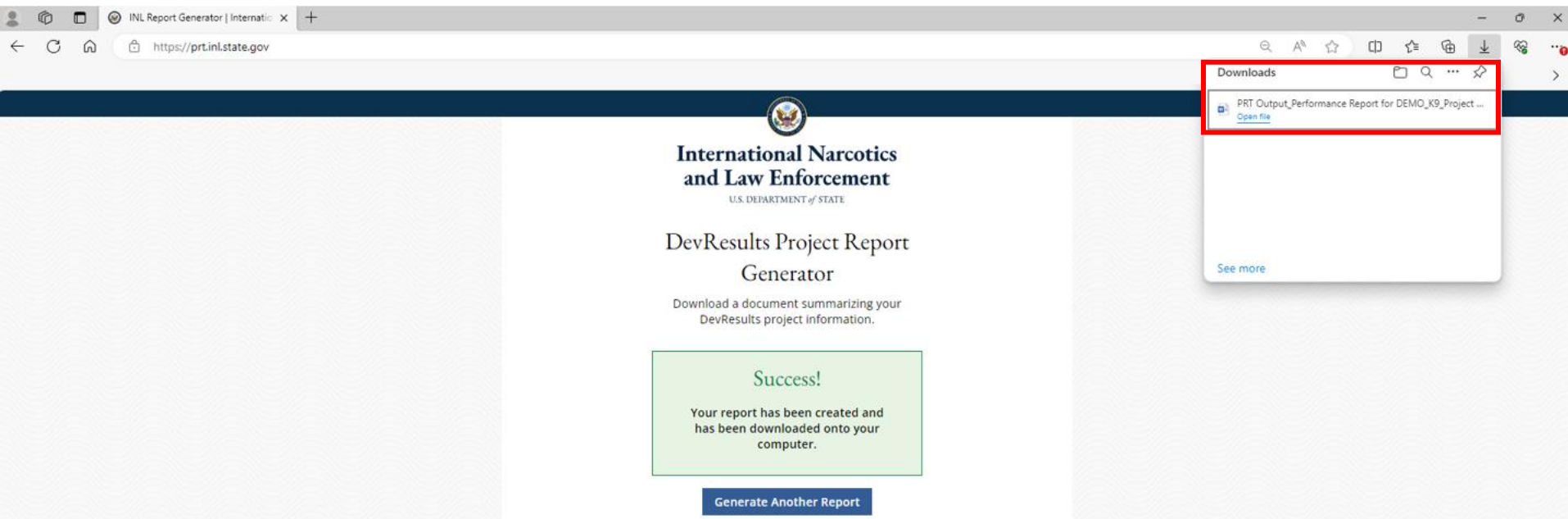
The form fields include:

- Generate Report For: ☒ Active Projects ☐ All Projects
- Report Type:
- Project:
- Reporting period:
- Name of INL program manager:
- Name of implementing partner point of contact:
- Buttons: Generate Report, Reset, Log out

4. *Download the Performance Report*

Click on the name of the report to download it to your computer, as shown below. The report can now be opened in your word processor.

Select “Generate Another Report” to return to the main PRT generator page.



The screenshot shows a web browser window with the URL <https://prt.inl.state.gov>. The page is titled "International Narcotics and Law Enforcement" and "U.S. DEPARTMENT of STATE". Below this, it says "DevResults Project Report Generator". A green box with the text "Success! Your report has been created and has been downloaded onto your computer." is displayed. At the bottom, there is a blue button labeled "Generate Another Report". On the right side of the browser window, a "Downloads" panel is open, showing a file named "PRT Output_Performance Report for DEMO_K9_Project ..." with an "Open file" link.

5. Edit the Performance Report

Once you have downloaded the report, review it to check for any unusual formatting. Please note, “INL Program Manager” and “Implementing Organization Point of Contact” will display text as entered in the PRT fillable fields. As discussed [here](#), narrative responses should be minimally formatted in DevResults for best viewing. If you need to make an update to report content, you must do so in DevResults and then generate another report in the PRT.

After filling out the Certification (next slide), no edits should be made. Editing the report may create a record that does not match the information in DevResults. If any of the information in the report is incorrect, please adjust it in DevResults and generate another report.

Performance Report for: DEMO Project: K9 Units Reporting Period: Q 2023 Jul-Sep Generated: 2024-01-03 16:18:08

I. Project Information

INL Award Number: DEMO_K9_Project
Status: In Progress
INL Program Manager: Jane Doe
Primary Implementing Organization Name: INL/KM
Implementing Organization Point of Contact: John 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. Overall Summary

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
- Deterring illegal transit of illicit goods
- Identifying investigative leads and evidence of criminal acts
- Contributing to public safety/ disaster response / counterterrorism

V. Certification

[Implementer: Please complete before submitting to INL.]

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

Name:
Title:
Signature:
Date:

6. Sign the Performance Report

Finally, fill in and sign the “Certification” section of the report, as shown below. If you have made changes to your data for any reason since you last generated a report, be sure to generate another report ([link](#)) to get an updated copy!

Once signed, you may add any supplementary materials (e.g., in-depth event narratives, training curriculum, participant lists) following Appendix A of the generated report as necessary, and save the completed file in either a .doc or .pdf format. Send the completed report to the systems and/or points of contact specified in your implementing agreement.

investigations, corrections, or border security depending on the specific focus.... [Response exceeded character limit]

7. Risks to project implementation that will be monitored over the next reporting period, and how likely they are to occur.

INL/KM sponsors, funds, and administers six ILEA academies, in partnership with host governments. The facilities are located in Accra, Ghana; Budapest, Hungary; Bangkok, Thailand; Gaborone, Botswana; and San Salvador, El Salvador; as well as a specialized ILEA for executives in Roswell, New Mexico. Participation in ILEA is meant to be complimentary to bilateral initiatives, and is particularly valuable in developing an alumni network that can provide both formal and informal information exchange and mentoring between INL partner countries.

While the current course catalog does not include a standing training course on K9 programs, targeted courses can be requested off-cycle, and priorities for future courses are established via an annual survey. Please contact INL-KM-CET-ILEA@state.gov to explore potential opportunities.

8. Other comments

4. Ensuring laws and regulations allow both the use of detection dogs, and the admissibility of the evidence they uncover in court: While there is compelling public safety, operational security (such as in the corrections context), and investigative benefit to establishing a K9 unit in addition to its utility in the judicial process in most contexts, an INL K9 project should support the full criminal justice continuum. In some countries, evidence obtained from a search initiated based on a “hit” from a detection dog that has not been certified by a national authority, or a dog under the direction of a handler who has not been certified by a national authority, is vulnerable to dismissal in court. The evidence can be deemed the product of an illegal search and seizure. To avoid this complication, clarify if the partner government has an accepted K9 certification process. If not, establishing an official standard (a process with which INL can assist) should be a primary objective in the K9 project’s design.

V. Certification

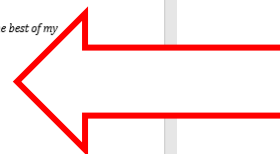
Authorized Representative of Primary Implementing Organization: I certify to the best of my knowledge and believe that this report is correct and complete.

Name:

Title:

Signature:

Date:

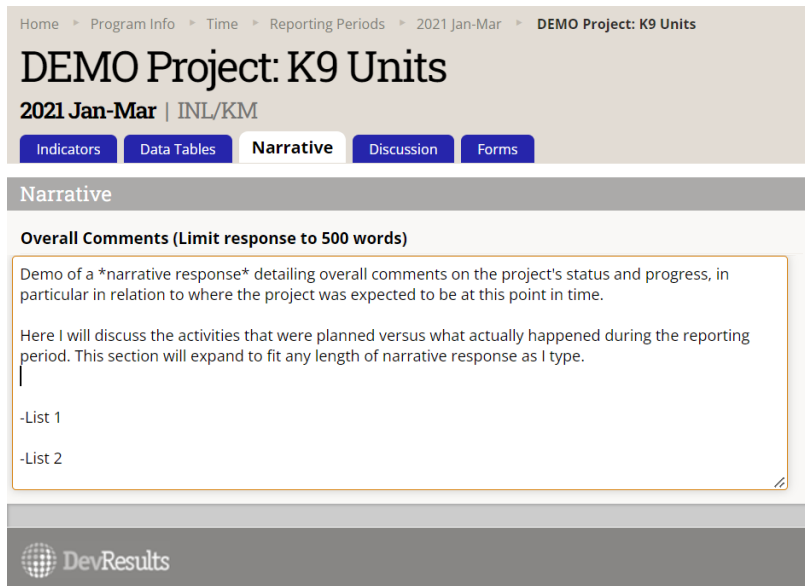


Formatting Narrative Responses

1. Formatting Narrative Responses

DevResults enables users to format text in narrative using a system called Markdown (see next slide). Markdown will allow your narrative responses to be exported from DevResults with formatting intact.

Because DevResults formats in this way, pasting pre-formatted text (e.g. headers, bullets, page breaks, italics, and underlines) into DevResults will result in formatting errors. To avoid this, it is a best practice to paste your responses for each section in DevResults with minimal formatting. You can add formatting with markdown if you choose to do so after you paste your text.



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

DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

Indicators Data Tables **Narrative** Discussion Forms

Narrative

Overall Comments (Limit response to 500 words)

Demo of a *narrative response* detailing overall comments on the project's status and progress, in particular in relation to where the project was expected to be at this point in time.


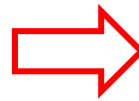
Here I will discuss the activities that were planned versus what actually happened during the reporting period. This section will expand to fit any length of narrative response as I type.

-List 1

-List 2

DevResults

Before: How text appears when you click *into* a field to add markdown formatting to a narrative



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

DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

Indicators Data Tables **Narrative** Discussion Forms

Narrative

Overall Comments (Limit response to 500 words)

Demo of a *narrative response* detailing overall comments on the project's status and progress, in particular in relation to where the project was expected to be at this point in time.

Here I will discuss the activities that were planned versus what actually happened during the reporting period. This section will expand to fit any length of narrative response as I type.

- List 1
- List 2
- List 3

Project Analysis (Limit response to 500 words)

DevResults

After: How text appears when you click *out of* a field after adding markdown formatting to a narrative

2. Formatting Narrative Responses – Markdown

The following common features of the markdown formatting language can be used when formatting your narrative responses in DevResults:

Desired Format	Markdown Language
Text: Italics	Type asterisks or underscores around the word or words that should appear in italics, i.e. <code>*italicize*</code> or <code>_italicize_</code> .
Text: Bold	Type a double set of asterisks or underscores around the word or words that should appear in bold face, i.e., <code>**bold**</code> or <code>__bold__</code> .
Spacing: Paragraphs	Press the enter key twice to create a new paragraph. Hitting “enter” or “return” only once will not make text to appear on a new line.
Spacing: Sections and Line Breaks	To create sections using line dividers, use three hyphens (---) in a paragraph by themselves. Remember that paragraphs are created by hitting enter twice.
Bulleted List	To create bullets or a numbered list, use either an asterisk (*), plus (+), or hyphen (-) as such: * First Item * Second Item * Third Item Note: Any of these three notations will properly format into bullets.
Numbered List	To create a numbered list, simply type as follows: 1. First Item 2. Second Item 3. Third Item
Headings and Subheadings	Type pound signs (#) prior to your text to create headings and subheadings. The more pound signs you add, the smaller the text size, e.g., # Header; ## Subheader Text; ### Even smaller text; etc.
Hyperlinks	To add a link, use brackets or parentheses as in [inl.devresults.com] or (inl.devresults.com).

For more details about Markdown, see [this link](#).