

Checklist for a complete quarterly submission

This user guide covers submitting data in DevResults, which is one part of the quarterly submission process. See the checklist below to see the complete list of tasks to be fulfilled to meet quarterly submission requirements.

Checklist for a complete quarterly submission:

- ✓ Indicator data complete; or where incomplete, notes explain the problem
- ✓ Narratives complete, with responses kept to 500 words or less
- ✓ Checklist items (milestones and deliverables) checked off if applicable
- ✓ Discussion added where appropriate
- ✓ Data Submitted in DevResults
- ✓ Automated performance report requested, filled in and signed, and uploaded to the project Documents tab
- ✓ Other (optional) performance documents uploaded to the project Documents tab (such as annexes, reports, etc.)
- ✓ Any required financial reports sent to the INL PM by email
- ✓ Schedule a meeting with the INL PM to discuss changes to the indicators for the next reporting period, if applicable. In general, it is not a good idea to try to change the indicators within the submission window.

Navigate to the INL User Guide to find step-by-step guides detailing the other submission tasks shown above ([here](#)).