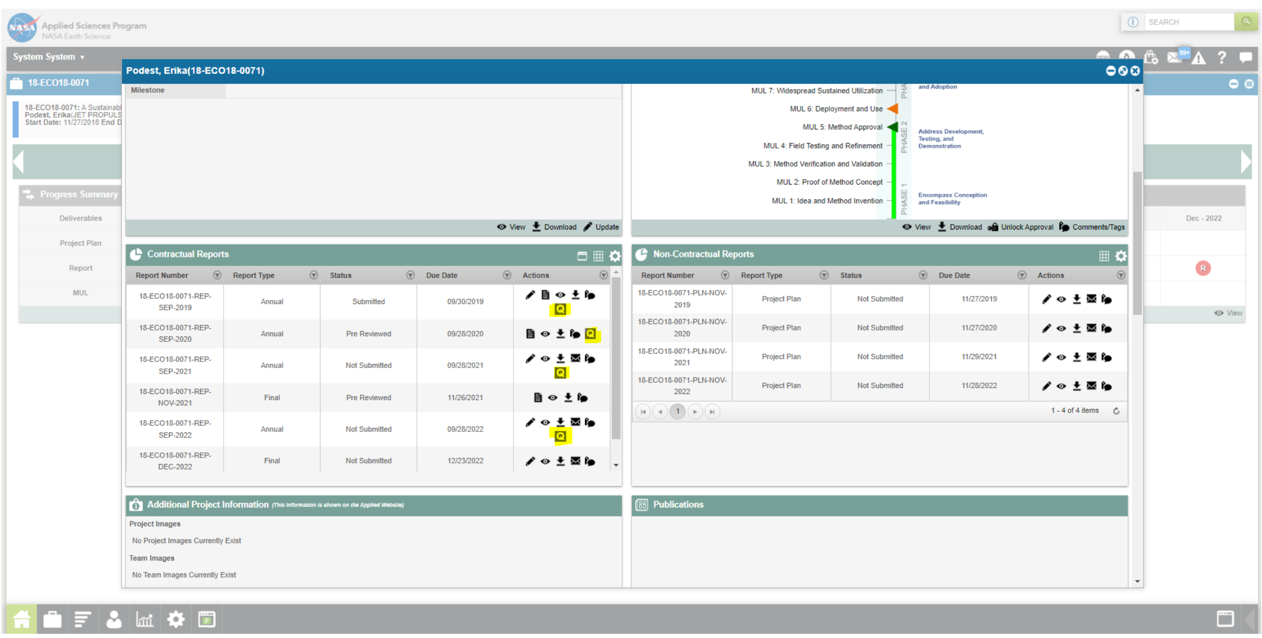
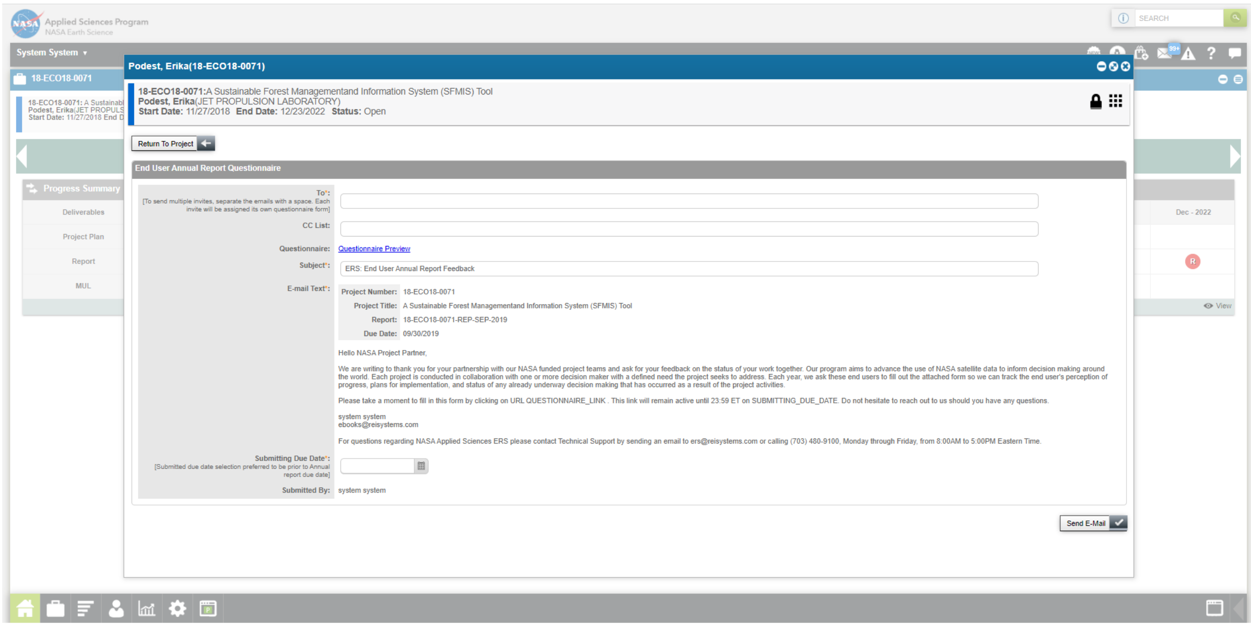
Steps to complete End User Survey

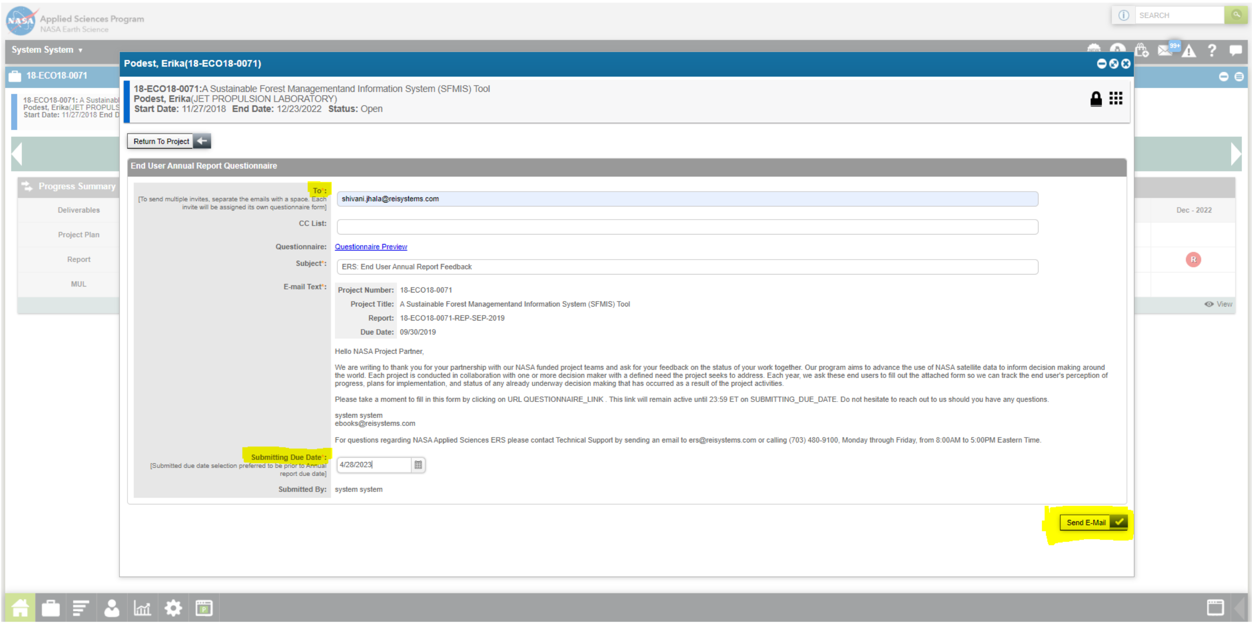
Step 1: Login to the application with username and password. Once login is successful, locate the project by searching with project number. Under the project deliverables “Contractual Reports”, All Annual Reports will have “Q” icon.



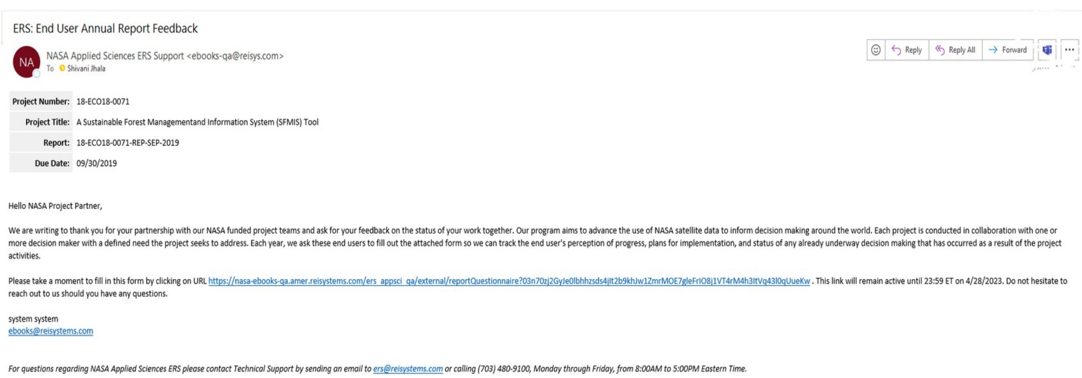
Step 2: User clicks on “Q” questionnaire icon to view the End User Survey form.



Step 3: Program Manager and/or Admin user roles will be able to input the required fields to send the End User Survey to the end users by inputting the email address in “To “ field. Other fields are prefilled by the system. In addition to the email address, PM needs to input Due Date by which the end users need to submit the survey. Once the required fields are completed, PM will click on “Send E-Mail”, which will send the email to the required end users.

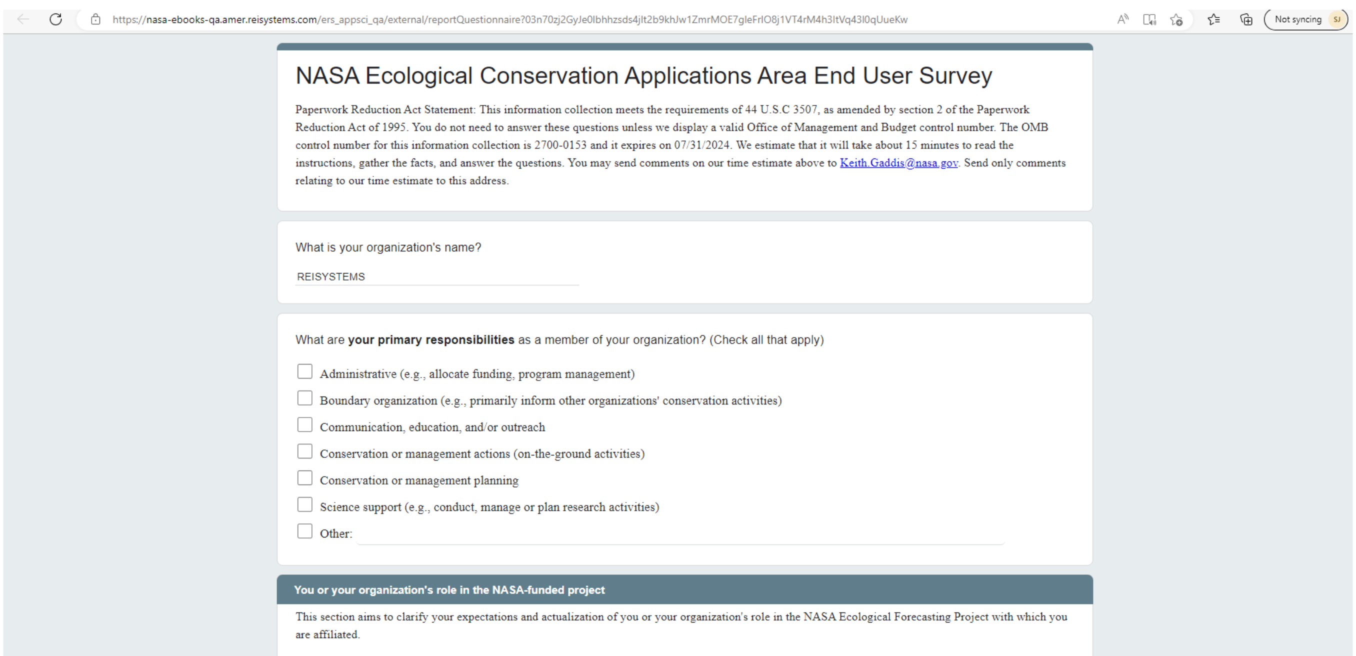


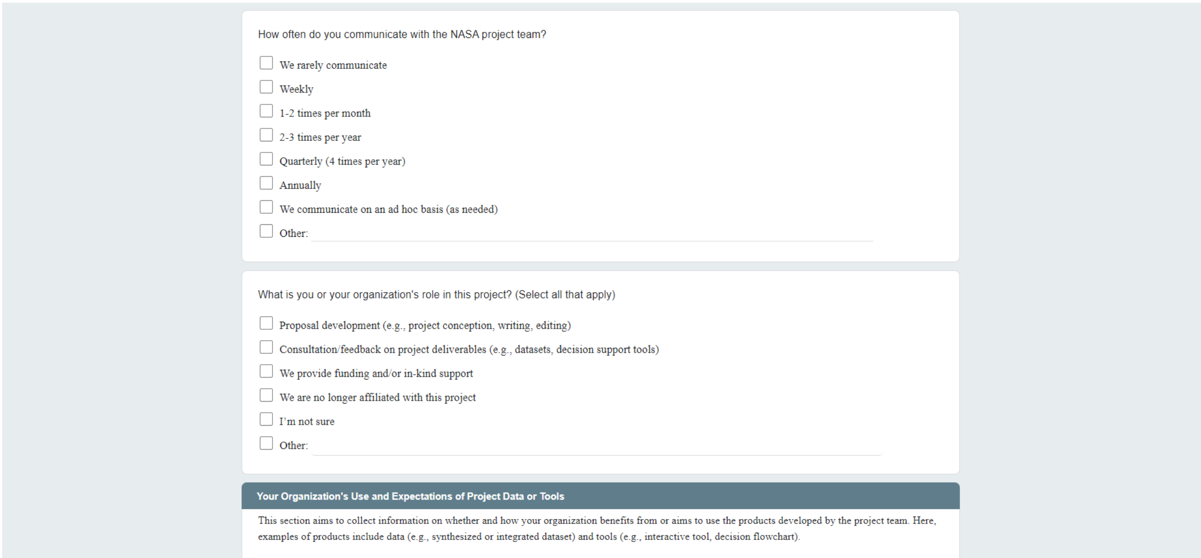
Step 4: System will send the email to the end user with the active URL, which will open the End User Survey.



Step 5: Once end user clicks on the URL, end user survey will open in new tab for them to fill in the input.

NOTE: End users will not have access to the ERS system, as a result the unique URL sent by the system will be a stand alone form which they can access until the Due date decided by the project PM. End user can resubmit there selections multiple times during the stated time frame. Once completed, end user clicks on “Submit” and survey will be submitted in ERS application on behalf of them.





How often do you communicate with the NASA project team?

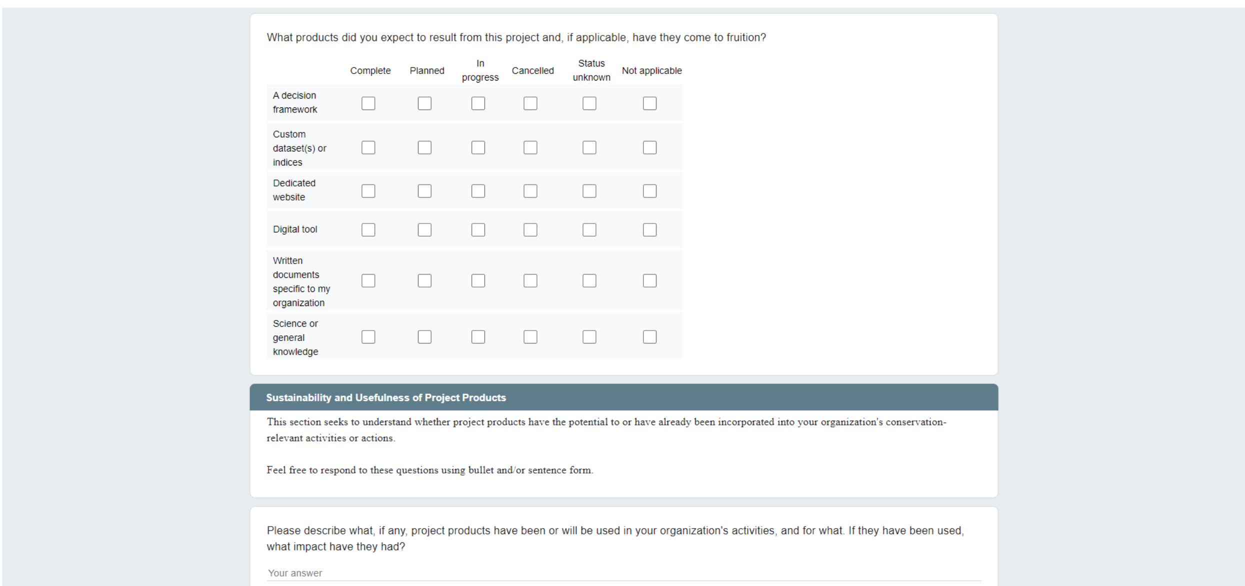
- ☐ We rarely communicate
- ☐ Weekly
- ☐ 1-2 times per month
- ☐ 2-3 times per year
- ☐ Quarterly (4 times per year)
- ☐ Annually
- ☐ We communicate on an ad hoc basis (as needed)
- ☐ Other:

What is you or your organization's role in this project? (Select all that apply)

- ☐ Proposal development (e.g., project conception, writing, editing)
- ☐ Consultation/feedback on project deliverables (e.g., datasets, decision support tools)
- ☐ We provide funding and/or in-kind support
- ☐ We are no longer affiliated with this project
- ☐ I'm not sure
- ☐ Other:

Your Organization's Use and Expectations of Project Data or Tools

This section aims to collect information on whether and how your organization benefits from or aims to use the products developed by the project team. Here, examples of products include data (e.g., synthesized or integrated dataset) and tools (e.g., interactive tool, decision flowchart).



What products did you expect to result from this project and, if applicable, have they come to fruition?

	Complete	Planned	In progress	Cancelled	Status unknown	Not applicable
A decision framework	☐	☐	☐	☐	☐	☐
Custom dataset(s) or indices	☐	☐	☐	☐	☐	☐
Dedicated website	☐	☐	☐	☐	☐	☐
Digital tool	☐	☐	☐	☐	☐	☐
Written documents specific to my organization	☐	☐	☐	☐	☐	☐
Science or general knowledge	☐	☐	☐	☐	☐	☐

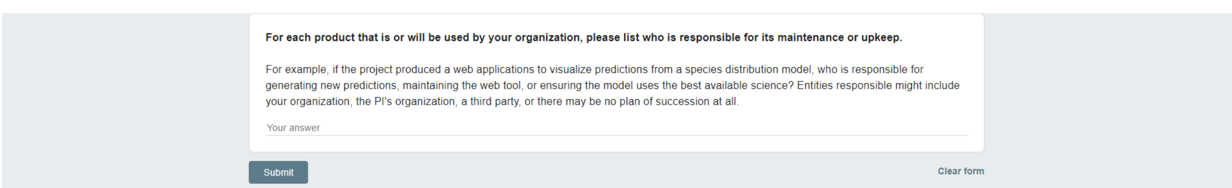
Sustainability and Usefulness of Project Products

This section seeks to understand whether project products have the potential to or have already been incorporated into your organization's conservation-relevant activities or actions.

Feel free to respond to these questions using bullet and/or sentence form.

Please describe what, if any, project products have been or will be used in your organization's activities, and for what. If they have been used, what impact have they had?

Your answer



For each product that is or will be used by your organization, please list who is responsible for its maintenance or upkeep.

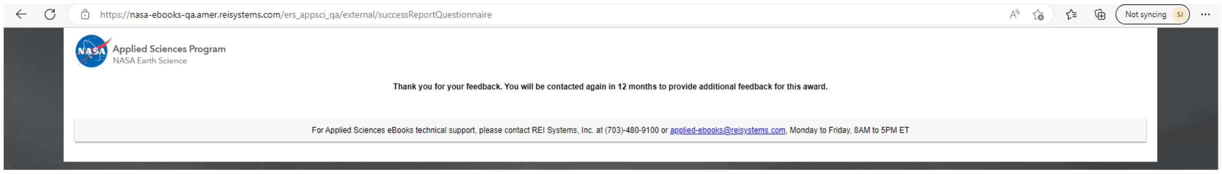
For example, if the project produced a web applications to visualize predictions from a species distribution model, who is responsible for generating new predictions, maintaining the web tool, or ensuring the model uses the best available science? Entities responsible might include your organization, the PI's organization, a third party, or there may be no plan of succession at all.

Your answer

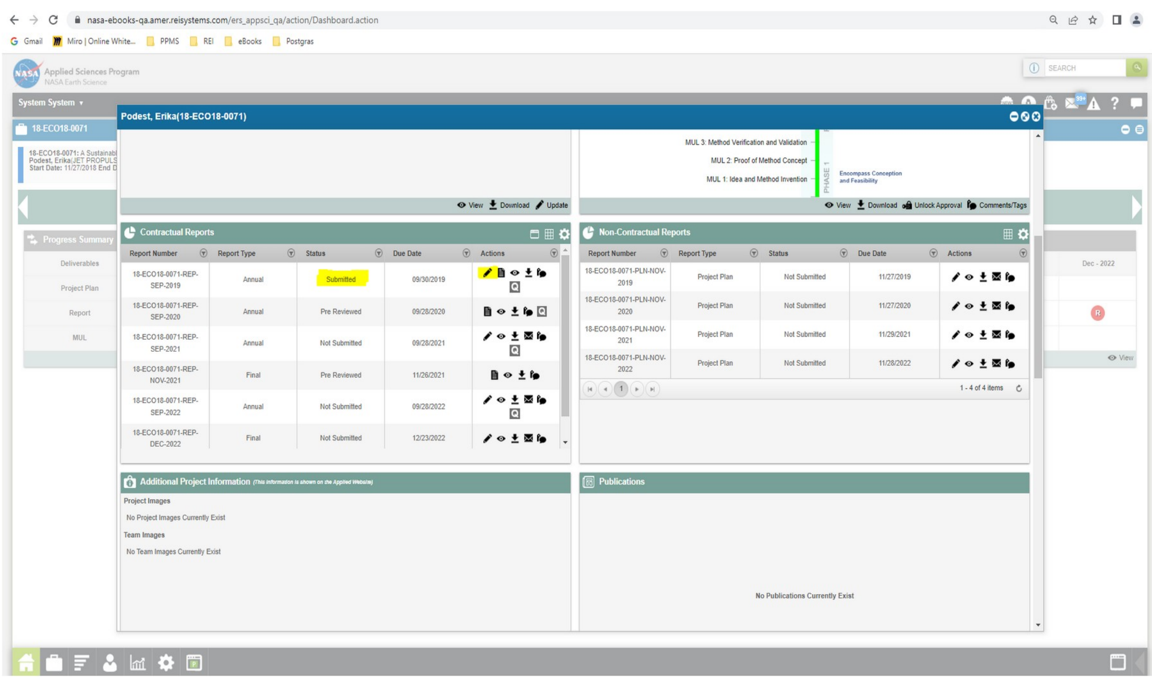
Submit

Clear form

Step 6: Once User Submits the survey, system will show confirmation msg

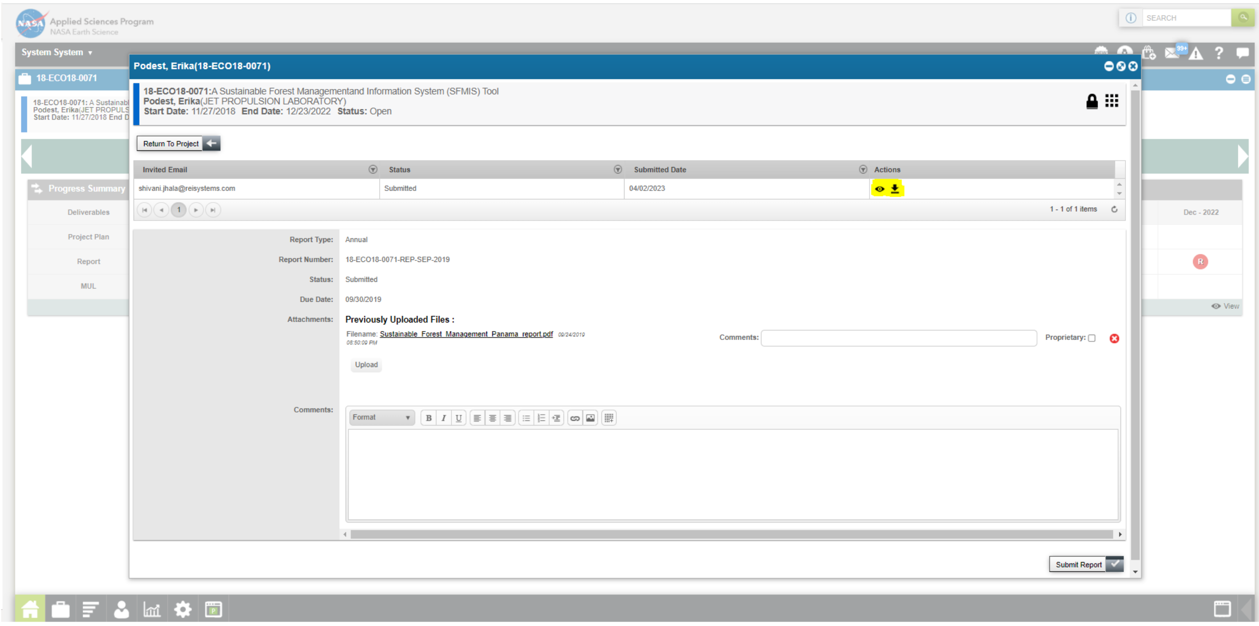


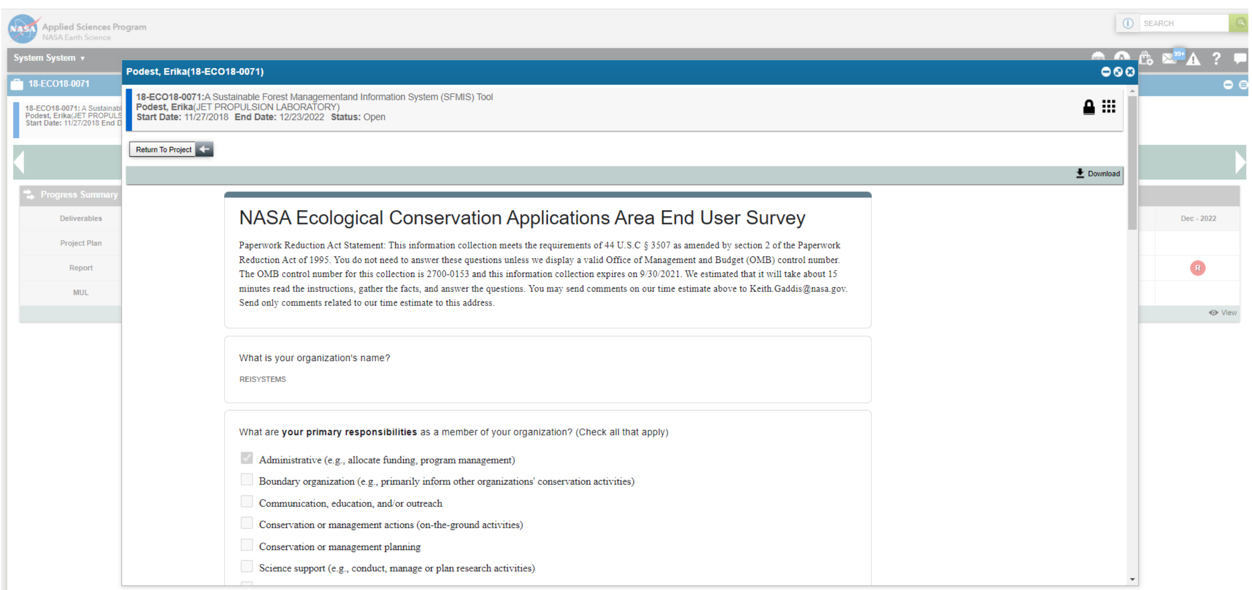
Step 7: Program Manager then will be notified of the end user submission. PM can go to the project, under “Contractual Report” and click on “Update” or “Review” action to view the submission. The report status will be updated to “Submitted” from “Not Submitted.”



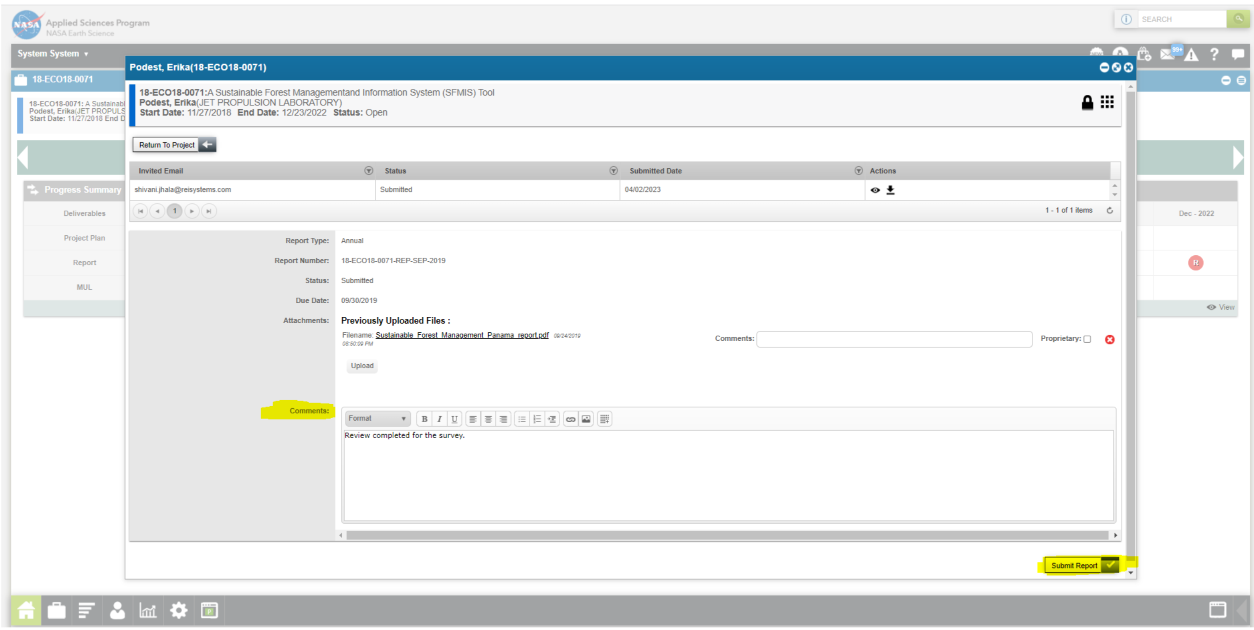
Step 8: Project Manager will be able to view all the end user who has submitted the survey and will be

able to “View” or “Download” the survey for the Review. Once clicks on “View” icon, below filled end user survey will be displayed for the PM to review.



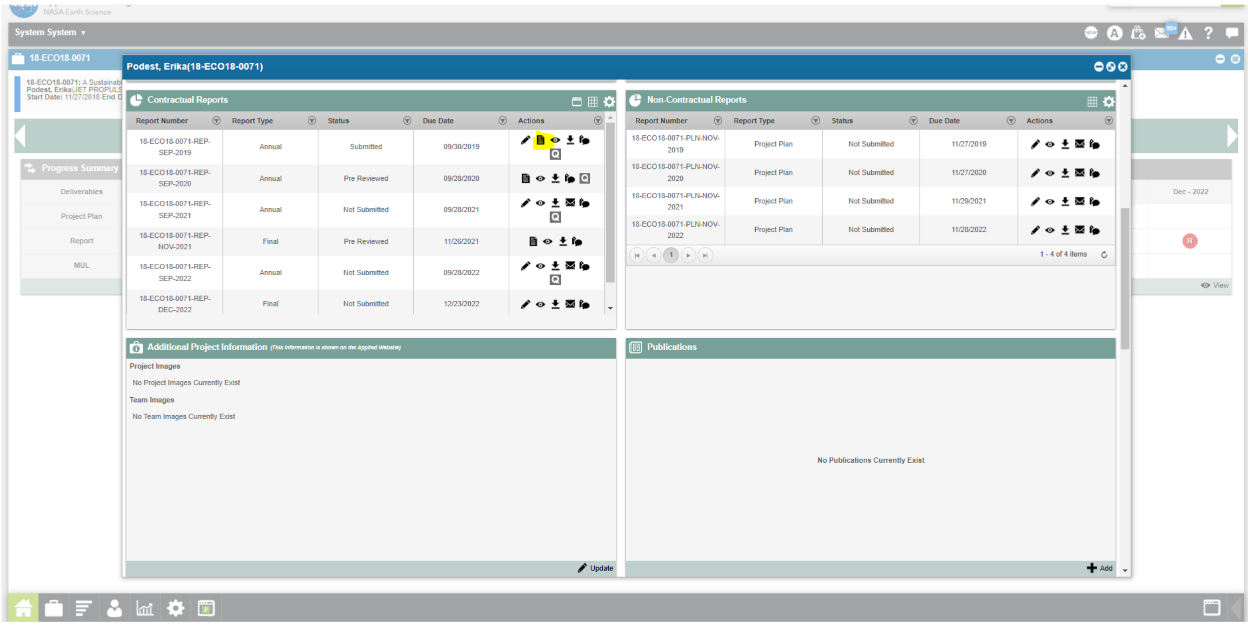


Step 9: Once Program Manager reviews the report with end user survey, they can end the Comments and click on “Submit Report”



Step 10: Another action Program Manager can do is to select the “Review” icon under actions, to Approve or Not Approve final report by clicking on Review Status.

Step 10a:



Step 10b: Once Program manager approves the report, after reviewing the end user survey, PM clicks on the "Review Report" button to Approve final report.