

Emerging Markets Program Reporting Guidance

Program recipients shall submit a final performance report, accounting for all expenditures by cost category including all of the actual contributions made to the project by the participating organization(s), no later than 90 days after the completion date for all projects regardless of duration. Please contact podadmin@fas.usda.gov or 202-720-4327 if you have questions.

Introduction: a) Acknowledgement of the funding assistance received from the Emerging Markets Program. b) For a technical assistance activity, identify the assessment activity that recommended and identified the opportunities in the activity. * c)

Executive summary: Objectives of the project and concise description of the activities undertaken.

Difficulties Encountered: Lessons learned. Description of the difficulties encountered in implementing the project, in particular if the project's objectives were not achieved.

Accomplishments: Research results, impact on markets and/or exports, results of training, seminars, etc. – successes. Successes are specific, measurable results that are a direct outcome of a project or activity. These include increases in U.S. agricultural exports, entry of U.S. products into new markets, elimination of specific market constraints or barriers, and adoption of U.S. regulations and standards, among others.

It is helpful to FAS and the future of the program if you include a Success Story: In one paragraph please describe why your project was successful (if applicable), and how federal funding solved a problem the industry could not have overcome on its own.

Cooperation: Description of the cooperation received from participating parties (U.S. organizations, foreign government or entity).

Follow Up: Recommendations for follow up (if appropriate).

Principals: Principal persons, their area(s) of expertise and organizations involved in the project (U.S. and foreign).

* To be eligible for funding and meet statutory requirements, the recipient, prior to conducting the technical assistance component of this project, must provide the Grant Programs Branch with a report documenting the assessment component from which the technical assistance activities are recommended. If the assessment or an update of a previous assessment of the food and rural business system needs of the target emerging market is part of this project, that assessment or update must be documented to the satisfaction of FAS prior to incurring expenses for the technical assistance activities in this project. The assessment component must identify the persons involved as experts, describe the assessment of the food and rural business system needs of the emerging market, make recommendations, and identify opportunities and projects to enhance the effectiveness of the emerging market's food and rural business systems. The recommendations, and identified opportunities must match the technical assistance being proposed.