USDA APHIS Veterinary Services
Farm Bill National Animal Disease Preparedness and Response Program - NADPRP
QUARTERLY PERFORMANCE REPORT INSTRUCTIONS

All NADPRP Recipients are required to submit quarterly performance reports even if there is no new activity to report. These reports should briefly describe activities completed in the last quarter, activities planned for the next quarter, and the MAJOR project achievements to date.

TIPS

- Please use the template provided by NADPRP.
- Make sure that completed and planned activities align with one or more Work Plan Objectives.
- To approve a claim for reimbursement, the quarterly report should describe the activities that occurred that justified the expenses.
- Ask your VS PM to review your draft before submitting in eFG; this may help avoid additional steps if changes are requested.

Report Due Dates

Reference your Award Face Sheet for the due date for your FIRST quarterly financial and performance reports. Quarterly Financial and Performance Reports are always due in eFG by the dates shown below.

Report Due Date	Activity Period the Report Must Cover	Reference Name
April 30	January 1 through March 31	Quarter One (Q1)
July 31	April 1 through June 30	Quarter Two (Q2)
October 31	July 1 through September 30	Quarter Three (Q3)
January 31	October 1 through December 31	Quarter Four (Q4)

Instructions

Follow the instructions given in the template. Remove the italic instructions from the report before submitting.

File Naming Convention

Reports should be submitted as attachments in eFG in Microsoft Word or Adobe PDF formats. Please use this naming convention for NADPRP quarterly performance reports submitted in eFG.

Project ID (assigned by NADPRP)- PEQ1 (performance report/ quarter 1, 2, 3 or 4)- Date of Submission.

E.g., filename = *NY01.22 PEQ1 04.30.2023 or NAT04.21 PEQ2 7.28.2023*

Submitting your Quarterly Performance Report in ezFedGrants

1. On the eFG Portal Home screen, in the Actionable Items section, locate the actionable item where the Transaction column says, 'Performance Report'.
2. Click the Transaction ID link on this row to open the Create Report screen.
3. Complete required fields that are not pre-filled and write "See Attachment" in the Performance Narrative Field.
4. Click NEXT and proceed through the signature stages and designate a Certifying Official for your report.
5. Click NEXT to proceed to the ATTACHMENTS stage.
   a. Upload your quarterly report by selecting the Click Here to Attach Files link.
   b. On the Add Attachment popup window, click Choose File and locate the report on your computer.
6. Click SUBMIT to send the report to the Certifying Official(s).
   a. The Submit button is only available when viewing the Attachments stage.