

Plant Protection Act 7721 (PPA 7721) Suggestion Submission Guidance

June 2023



This material was designed for training purposes only. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

DOCUMENT CHANGE HISTORY

This document is subject to review and revision. The Plant Protection Act (PPA) 7721 Team will be responsible for reviewing and updating this document when changes occur that necessitate the revision of this guide. Where significant changes are made to this document, the version number will be increased by an increment of 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1. All revisions will be highlighted in the “Document Change History” table below.

Version Number	Release Date	Summary of Changes	Section	Changes Made By
1.0	05/18/2023	Creation of document	All	Glorimar Marrero
1.1	06/05/2023	Update to field number 13. Changes made to dropdown list, also incorporated in Suggestion Submission Form in ServiceNow.	Procedures	Glorimar Marrero

Table of Contents

DOCUMENT CHANGE HISTORY	1
INTRODUCTION.....	3
Background	3
Purpose	3
Audience	3
GETTING STARTED	3
1. Request An eAuthentication Account.....	4
PROCEDURES	5
I. Submitting a PPA 7721 Suggestion.....	7
II. Reviewing a PPA 7721 Suggestion Submission.....	23
III. Retracting a PPA 7721 Suggestion Submission	24
APPENDIX A	27

INTRODUCTION

Background

Since 2011, APHIS has been maintaining the Plant Protection Act Section 7721 (PPA 7721) Suggestion Submission System on the Metastorm web-based Business Process Management (BPM) platform. With the decommissioning of this platform, APHIS has replaced Metastorm with ServiceNow. ServiceNow is a cloud-based platform that automates organizational processes, offers connected digital workflows, and delivers a consistent and efficient customer experience. The ServiceNow platform will be utilized starting with the Fiscal Year (FY) 2024 PPA 7721 Open Period for the PPA 7721 Plant Pest and Disease Management and Disaster Prevention Program (PPDMDPP) suggestion submission and review processes. These processes will have their own designated ServiceNow portals and require eAuthentication to access the sites.



Important Note: The following browsers are supported by the ServiceNow platform and should be used when initiating the suggestion submission process:

- Chrome (latest public release plus the two previous versions)
- Firefox and Firefox ESR (latest public release plus the two previous versions)
- Microsoft Edge Chromium (latest public release plus the two previous versions)
- Safari (12.0 and up)

Purpose

This document guides individuals through the process of submitting a PPA 7721 PPDMDPP suggestion (hereafter referred to simply as a PPA 7721 suggestion) in ServiceNow. It also guides individuals through the process of acquiring eAuthentication. This guide and the use of ServiceNow are not intended to be used for submitting suggestions for the National Clean Plant Network.

Audience

This document is written for use by USDA employees and external cooperators to use during submission of PPA 7721 suggestions.

GETTING STARTED

Before you can access the PPA 7721 workspace in ServiceNow, you must have or will need to create a USDA eAuthentication user account. USDA eAuthentication is the security portal for all USDA applications, and the user account allows you to login to USDA websites (when applicable).



Important Note: Without a valid USDA eAuthentication account you will not be able to access ServiceNow. Current USDA employees and external cooperators who already have an eAuthentication account can proceed to the next section entitled ‘Procedures’. All external users that don’t have an eAuthentication account will need to complete Step 1 of this section.

This section contains information on how to:

1. Request an eAuthentication account

1. Request An eAuthentication Account

A USDA eAuthentication account provides secure, convenient access to multiple USDA applications and programs, and allows customers and employees to view or conduct official business via the internet with USDA. The account is created using a unique email that will serve as your User ID, and information you enter about yourself in a profile and a password. A minimum of **eAuthentication Level 2** must be in place for all USDA employees and **eAuthentication Level 1** for external users to access the PPA 7721 workspace in ServiceNow. The process of acquiring eAuthentication Level 1 is simple and should take no more than 10 minutes. Since the process is completed online, users can conveniently request eAuthentication any time of day following the steps below.

Note: USDA eAuthentication does not issue accounts to businesses, corporations or other entities and as such will only accept eAuthentication accounts from individuals.

Starting from the [USDA eAuthentication home screen](#):

1. Select **Create Account** located on the top blue banner of Figure 1, and then in the new page that opens select **Customer** as the user type, and then press **Continue**.
2. **Enter your email address** and press **Submit**. An email will be sent to the email address you provided with a **confirmation link**. Follow the instructions in the email.
3. After successful confirmation, you will be taken to a page to **enter personal information** and **create a password** for your account.
4. Your account is ready to use on applications that *do not require a verified identity account* (i.e., **eAuthentication Level 1** applications). You will also receive a registration success email.

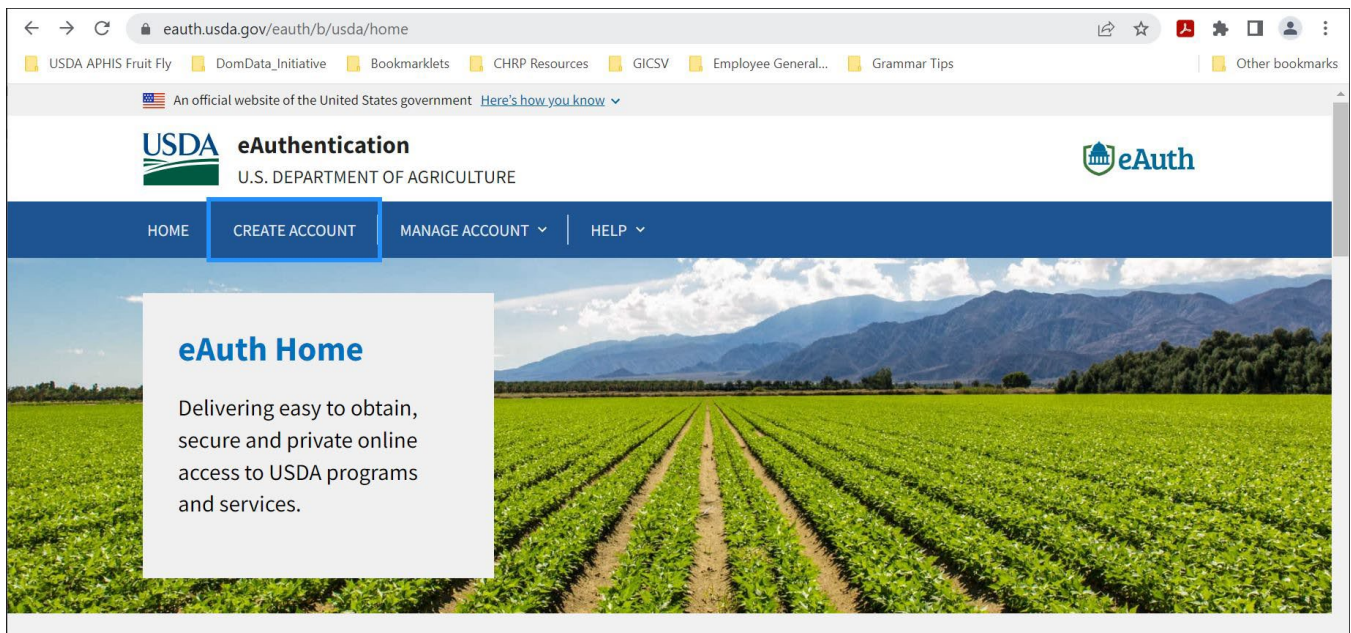


Figure 1: The USDA eAuthentication home screen. From the USDA eAuthentication home screen, applicants will use the 'Create Account' feature to start the process of creating an eAuthentication Level 1 account that is required for access to ServiceNow.

PROCEDURES

This section will provide instructions for submitting a PPA 7721 suggestion. Where indicated goal-specific guidance is given (when applicable). The following are details associated with the ServiceNow PPA 7721 Suggestion Submission Page and pictured in Figure 2:

- A. The Banner
- B. The Icons
- C. The Search Bar

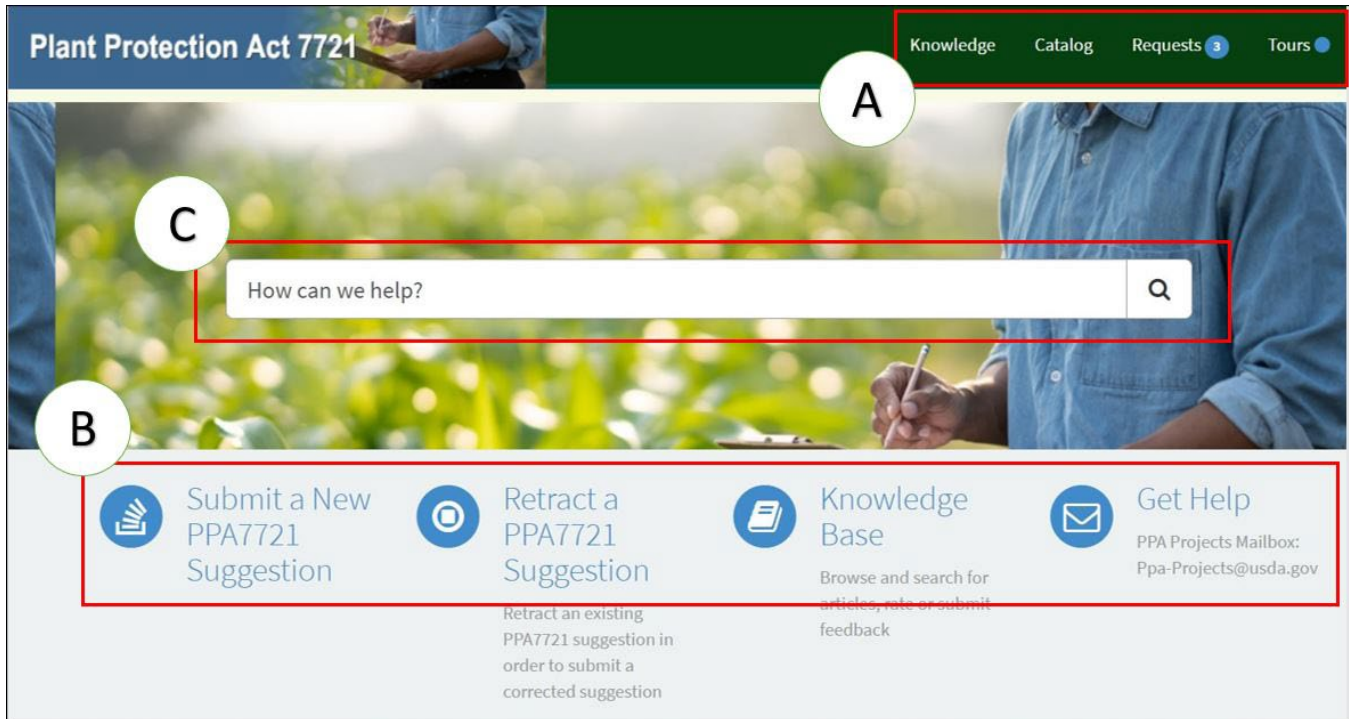


Figure 2: The ServiceNow PPA 7721 Suggestion Submission Page. The page has several useful features for users divided into three sections and indicated with an A, B, and C.

A. The Banner

The banner consists of four clickable links that open to new pages containing or providing the following:

- *Knowledge*- contains a collection of resources that includes answers to frequently asked questions, how-to guides, and troubleshooting instructions to which a user can refer. (Note: This section is still under development and will be populated in the near future.)
- *Catalog*- contains links to actions available to the current user. These links, and their associated actions, are also represented under 'The Icons' (below) for *Submit a New PPA 7721 Suggestion* and *Retract a PPA 7721 Suggestion*.

- *Requests*- contains a list of items (i.e., suggestion submissions) that have been completed by the user (as seen in Figure 3). The user can click on the items in the list and see details related to a completed submission.

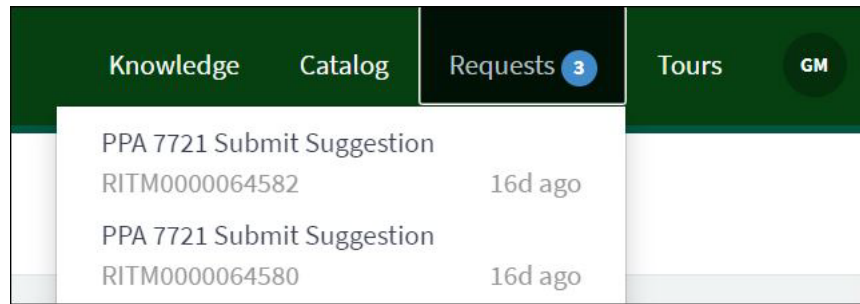


Figure 3: Example user content associated with the 'Request' link located in the banner. A list of items (i.e., suggestion submissions) specific to the logged on user is available for review by the user.

- *Tours*- Provides a virtual guided tour of the application for first time users or those who may need a refresher.

B. The Icons

The icons represent independent tasks or guidance a user has access to:

- *Submit a New PPA 7721 Suggestion*- this icon takes the submitter to the PPA 7721 Suggestion Submission Form for all goal areas. If a submitter is submitting suggestions for multiple goal areas, they will need to complete a single PPA 7721 Suggestion Submission Form per suggestion. This represents the starting point for entering a PPA 7721 suggestion.
- *Retract a PPA 7721 Suggestion*- this icon allows a submitter to retract a submitted PPA 7721 suggestion prior to the closing of the open period. A submitter will need to have the suggestion number assigned to them at the completion of the suggestion submission, which is available if a submitter forgets by clicking on 'Requests' in the banner (section A above).



Important Note: Submissions cannot be edited once submitted, therefore, retraction and resubmission are the only available options at this time.

- *Knowledge Base*- this icon will contain useful resources for the user and is linked with the 'Knowledge' link in the banner (mentioned above). (Note: This section is still under development and will be populated in the near future.)
- *Get Help*- this icon automatically opens an email addressed to the PPA 7721 team. Users may use this icon to communicate and request assistance regarding technical issues during the PPA 7721 suggestion submission process.

C. The Search Bar

The search bar performs a keyword search and shows relevant resources and/or actions that can be taken by the user containing the keyword. For example, if a user enters the word ‘submit’ into the search bar the user will see results from the Knowledge Base and Catalog that are related to, or reference, ‘submit’ as highlighted in Figure 4. There are no Questions and Answers for the search term ‘submit’ which means that none have been generated at this time.

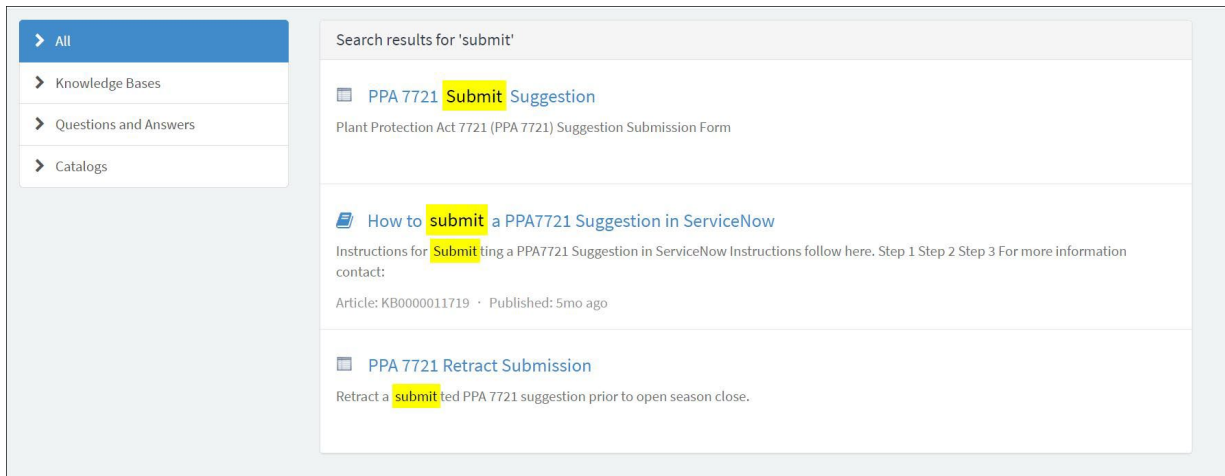


Figure 4: Results of the search bar generated when ‘submit’ is used as the search term. Search results are generated from resources available in the Knowledge Base and Catalog.

I. Submitting a PPA 7721 Suggestion

Suggestions for the PPDMDPP must clearly align with one of six goal areas. Users are referred to the [PPA 7721 Implementation Plan](#) for the most current year for strategies and objectives of each goal area. Before initiating the submission process for suggestions users should:

- ✓ Have all materials such as survey templates (if submitting to Goal 1S), budget templates, most recent accomplishment report (if applicable), etc. ready and easily accessible before starting the submission process (refer to the [Plant Pest and Disease Management and Disaster Prevention Program \(PPDMDPP\) webpage](#) for links to templates). The user supplied information for the abstract, technical approach, milestones, etc. should be written out in advance so that a user can copy and paste the information into the appropriate field of the PPA 7721 Suggestion Submission Form.



Important Note: The ServiceNow PPA 7721 **Suggestion Submission page will time out after 30 minutes of inactivity. It is best to start and finish a submission without interruptions,** otherwise the page will not function properly (i.e., content in dropdown menus will not load when moving between fields) and if it times out your submission will not be saved.

- ✓ If a submitter received funding for a suggestion in FY 2022 and/or FY 2023 it is important to have that suggestion number available. That number can be obtained on the [webpage for the PPDMDPP](#) under ‘Resources for Suggesters’.

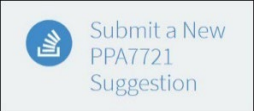
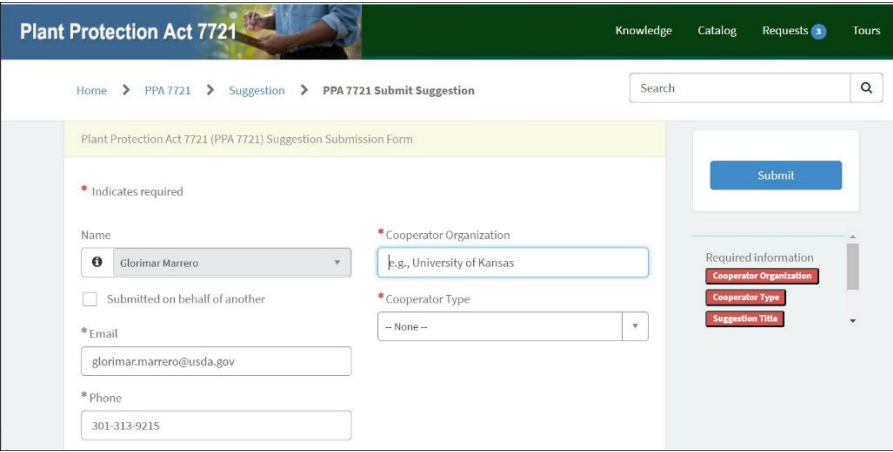
- ✓ Submitters to Goal 1S should visit the [Cooperative Agricultural Pest Survey \(CAPS\)](#) website and be familiar with the CAPS Survey Guidelines before starting the submission process.



Important Note: Submitters that click on the CAPS website link within the PPA 7721 Suggestion Submission Form will be redirected to an external website and **will lose any information that has been entered into the submission form.**

After the submitter has gathered all the necessary information, refer to Table 1 on how to start the suggestion submission process.

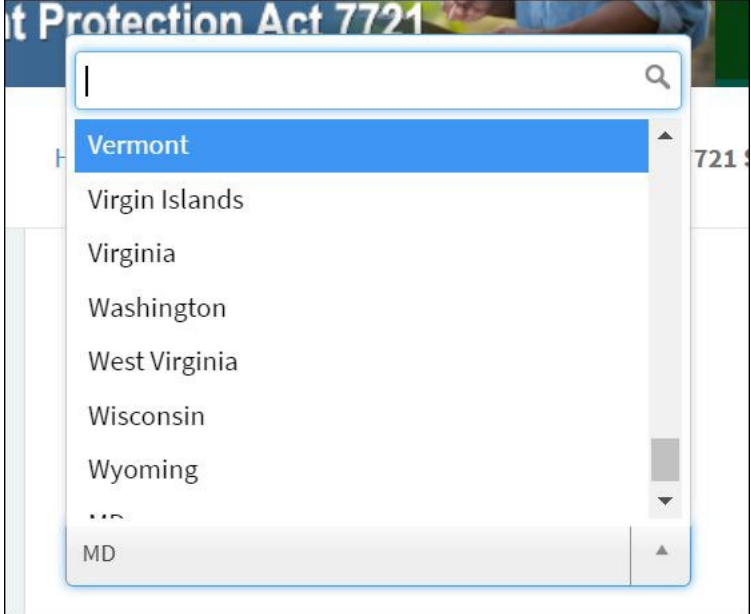
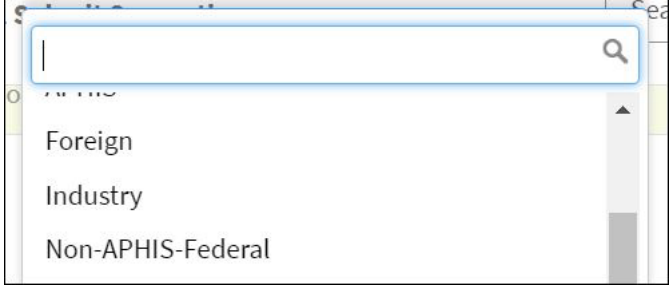
Table 1: Steps to initiate the process of submitting a PPA 7721 suggestion.

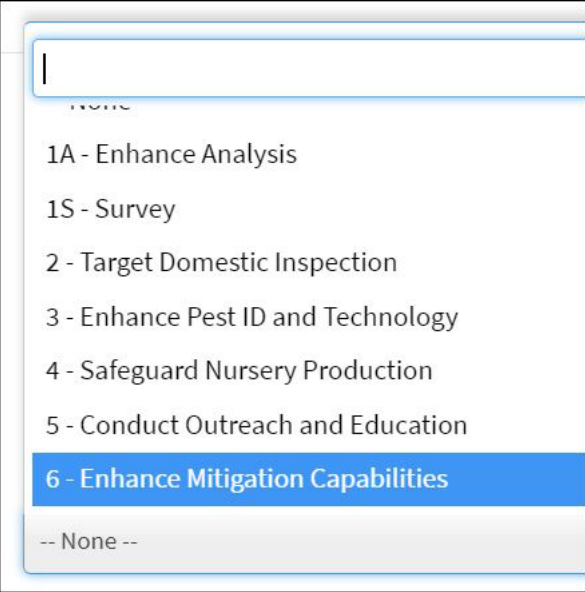
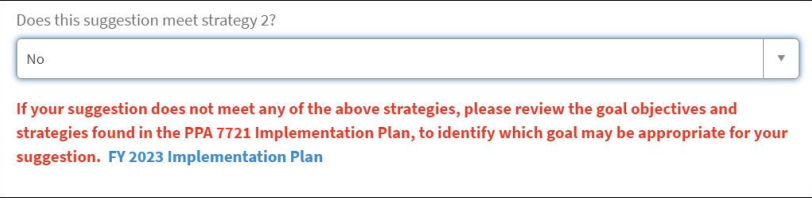
STEP	ACTION
1	<p>From the ServiceNow PPA 7721 Suggestion Submission page click on the icon ‘Submit a New PPA 7721 Suggestion’</p> 
2	<p>On the newly opened page representing the PPA 7721 Suggestion Submission Form, begin to fill in all the required fields. See Table 2 for instructions on providing responses to individual fields.</p> 

The PPA 7721 Suggestion Submission Form contains several fields that a submitter is required to fill in for successful completion and submission of a suggestion. Table 2 provides step-by-step instructions on providing responses to individual fields.


Table 2: Step-by-step instructions for completing individual fields in the PPA 7721 Suggestion Submission Form.

FIELD NAME	INSTRUCTIONS						
1) Name	<p>This field will be autopopulated with information from the user’s eAuthentication account profile. If this field requires updating or modification, use the ‘Get Help’ icon to submit an email request to the PPA 7721 Team. If a user is submitting a suggestion on behalf of another person, click in the checkbox for ‘Submitted on behalf of another’ and follow steps below.</p> <div data-bbox="500 525 1019 724" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>* Indicates required</p> <p><input checked="" type="checkbox"/> Submitted on behalf of another</p> </div> <p>Fill in fields with requested information if the suggestion submission is for someone else.</p> <table border="1" data-bbox="506 861 1466 1239" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">If:</th> <th style="width: 50%;">Then:</th> </tr> </thead> <tbody> <tr> <td>Yourself</td> <td>Continue to next field.</td> </tr> <tr> <td>Someone else</td> <td> <ol style="list-style-type: none"> 1. Enter “Last Name”. 2. Enter “First Name”. 3. Enter “Email”. 4. Enter “Phone”. 5. Enter “Address”. 6. Enter “City”. 7. Enter “State or Territory”. 8. Enter “Zip Code”. </td> </tr> </tbody> </table>	If:	Then:	Yourself	Continue to next field.	Someone else	<ol style="list-style-type: none"> 1. Enter “Last Name”. 2. Enter “First Name”. 3. Enter “Email”. 4. Enter “Phone”. 5. Enter “Address”. 6. Enter “City”. 7. Enter “State or Territory”. 8. Enter “Zip Code”.
If:	Then:						
Yourself	Continue to next field.						
Someone else	<ol style="list-style-type: none"> 1. Enter “Last Name”. 2. Enter “First Name”. 3. Enter “Email”. 4. Enter “Phone”. 5. Enter “Address”. 6. Enter “City”. 7. Enter “State or Territory”. 8. Enter “Zip Code”. 						
2) Email	Enter a valid email for which communication from the PPA 7721 Team will be received.						
3) Phone	Enter a telephone number according to the format XXX-XXX-XXXX (i.e., 123-456-6789)						
4) Address	<p>Enter the street address. Include any building or unit numbers, or other relevant address information in this field.</p> <p><i>Note: This field allows up to 200 characters. Long addresses containing alphanumerics and special characters (i.e., #) are acceptable in this field.</i></p>						
5) City	Enter the name of the city.						

FIELD NAME	INSTRUCTIONS
6) State or Territory	<p>Select the state or territory for the address from the drop down list.</p> 
7) Zip Code	<p>Enter the zip code for the address.</p>
8) Cooperator Organization	<p>Select the state or territory for the address from the drop down list.</p> <p>Enter the organization or entity of the submitting cooperator. Examples include universities, state departments of agriculture, non-APHIS federal entities, etc.</p>
9) Cooperator Type	<p>Select the cooperator type (e.g., Academia, Non-profit, State government, etc.) associated with the organization or entity of the submitting cooperator from the drop down list.</p>  <p>If 'Academia' is selected from the drop down list four additional fields will appear with Yes/No prompts. Follow guidance in Appendix A to select the correct response to these fields.</p>

FIELD NAME	INSTRUCTIONS
10) Suggestion Title	Enter a brief title for the suggestion. <i>Note: titles should be 100 characters or less.</i>
11) Select Goal Area	<p>Select the goal area best aligned with the suggestion from the drop down list.</p> <p>Important Note: Suggestions submitted to the incorrect goal area will not be considered for funding; goal switching is not permitted.</p>  <p>Provide answers to subsequent questions regarding alignment of the suggestion to specific goal strategies. If a submitter answers ‘no’ to all the questions regarding a goal’s strategies, as shown below a message will be shown in red that alerts the submitter to review the goal objectives and strategies within the PPA 7721 Implementation Plan. After review of the Implementation Plan the submitter should identify which goal may be most appropriate for their suggestion and submit their suggestion to the identified goal area.</p> 
1A - Enhance Analysis	Read each strategy carefully. Select yes or no and provide an answer to each question regarding strategies 1 – 5 for Goal 1A. <u>Do not leave any question regarding the strategies unanswered.</u>

FIELD NAME	INSTRUCTIONS
1S - Survey	Read each strategy carefully. Select yes or no and provide an answer to each question regarding strategies 1 – 2 for Goal 1S. <u>Do not leave any question regarding the strategies unanswered.</u>
2 - Target Domestic Inspection	Read each strategy carefully. Select yes or no and provide an answer to each question regarding strategies 1 – 4 for Goal 2. <u>Do not leave any question regarding the strategies unanswered.</u>
3 - Enhance Pest ID and Technology	Read each strategy carefully. Select yes or no and provide an answer to each question regarding strategies 1 – 4 for Goal 3. <u>Do not leave any question regarding the strategies unanswered.</u>
4 - Safeguard Nursery Production	Read each strategy carefully. Select yes or no and provide an answer to each question regarding strategies 1 – 2 for Goal 4. <u>Do not leave any question regarding the strategies unanswered.</u>
5 - Conduct Outreach and Education	Read each strategy carefully. Select yes or no and provide an answer to each question regarding strategies 1 – 3 for Goal 5. <u>Do not leave any question regarding the strategies unanswered.</u>
6 - Enhance Mitigation Capabilities	Read each strategy carefully. Select yes or no and provide an answer to each question regarding strategies 1 – 4 for Goal 6. <u>Do not leave any question regarding the strategies unanswered.</u>

FIELD NAME	INSTRUCTIONS						
12) Attach Goal 1 Survey	<p data-bbox="500 237 1422 342">Follow guidance below to determine if this field is applicable to your suggestion. If submitting a Goal 1S suggestion, you will be prompted to attach a Goal 1S Survey Template.</p> <table border="1" data-bbox="505 373 1458 573"> <thead> <tr> <th data-bbox="513 384 938 415">If:</th> <th data-bbox="946 384 1450 415">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 426 938 489">Submitting a suggestion to Goal 1S</td> <td data-bbox="946 426 1450 489">Upload a completed Goal 1S template.</td> </tr> <tr> <td data-bbox="513 499 938 562">Submitting a suggestion to another Goal area</td> <td data-bbox="946 499 1450 562">Continue to next field.</td> </tr> </tbody> </table> <p data-bbox="500 615 1442 793">Use the ‘Upload’ button to attach a completed PPA 7721 Goal 1S Survey template to the suggestion submission. This template should contain the complete budget, including the overall budget and all cooperators or contractual budgets. The file size is limited to 20 MB. Instructions for completing the survey template are available within the template.</p> <div data-bbox="505 825 1044 1129" style="border: 1px solid black; padding: 10px;"> <p data-bbox="540 846 906 888">* Attach Goal 1 Survey Here ?</p> <p data-bbox="548 909 1044 982">The complete survey template must include cooperators or contractual budgets. File size</p> <p data-bbox="548 1035 808 1098"></p> </div> <p data-bbox="500 1161 1401 1276">Important Note: Failure to submit a completed PPA 7721 Goal 1S Survey template will result in a suggestion not being reviewed or considered for funding.</p>	If:	Then:	Submitting a suggestion to Goal 1S	Upload a completed Goal 1S template.	Submitting a suggestion to another Goal area	Continue to next field.
If:	Then:						
Submitting a suggestion to Goal 1S	Upload a completed Goal 1S template.						
Submitting a suggestion to another Goal area	Continue to next field.						


FIELD NAME	INSTRUCTIONS						
13) Project Pest or Plant Disease	<p>Review the drop down list and follow guidance below.</p> <table border="1" data-bbox="508 300 1455 814"> <thead> <tr> <th data-bbox="516 310 938 342">If:</th> <th data-bbox="954 310 1446 342">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="516 352 938 594">The suggestion pertains to any of the following: Box Tree Moth, Coconut Rhinoceros Beetle, Fruit Fly, Mollusks, and/or Spotted Lanternfly</td> <td data-bbox="954 352 1446 594">Select and add to field. (Note: multiple selections can be made, including the addition of “Other Pest”, if applicable. If selecting “Other Pest”, choose it last or the user will not be able to add additional pests from the dropdown list.)</td> </tr> <tr> <td data-bbox="516 604 938 804">Other pest or plant disease</td> <td data-bbox="954 604 1446 804"> <ol style="list-style-type: none"> 1. Select “Other Pest”. 2. Go to the ‘Other Project Pest or Plant Disease’ field. 3. Enter the name or category/group of pests (e.g., citrus viroids). </td> </tr> </tbody> </table> <div data-bbox="508 856 1235 1318" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>* Project Pest or Plant Disease ?</p> <p>Review the drop-down list and select all pests represented in the survey. If you select other pest and type in the common name or category of pest (i.e. honey bee) reference that pest list.</p> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0;"> ✕ Fruit Fly ✕ Spotted Lanternfly ✕ Other Pest </div> <p>* Other Project Pest or Plant Disease</p> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0;">National Honey Bee Survey</div> </div> <p>If participating in a national survey (i.e. honey bee) reference that pest list by typing National Honey Bee Survey in the field for ‘Other Project Pest or Plant Disease’.</p>	If:	Then:	The suggestion pertains to any of the following: Box Tree Moth, Coconut Rhinoceros Beetle, Fruit Fly, Mollusks, and/or Spotted Lanternfly	Select and add to field. (Note: multiple selections can be made, including the addition of “Other Pest”, if applicable. If selecting “Other Pest”, choose it last or the user will not be able to add additional pests from the dropdown list.)	Other pest or plant disease	<ol style="list-style-type: none"> 1. Select “Other Pest”. 2. Go to the ‘Other Project Pest or Plant Disease’ field. 3. Enter the name or category/group of pests (e.g., citrus viroids).
If:	Then:						
The suggestion pertains to any of the following: Box Tree Moth, Coconut Rhinoceros Beetle, Fruit Fly, Mollusks, and/or Spotted Lanternfly	Select and add to field. (Note: multiple selections can be made, including the addition of “Other Pest”, if applicable. If selecting “Other Pest”, choose it last or the user will not be able to add additional pests from the dropdown list.)						
Other pest or plant disease	<ol style="list-style-type: none"> 1. Select “Other Pest”. 2. Go to the ‘Other Project Pest or Plant Disease’ field. 3. Enter the name or category/group of pests (e.g., citrus viroids). 						

FIELD NAME	INSTRUCTIONS														
14) PPA 7721 Attributes	<p>Select all attributes that apply to the suggestion from the drop down menu. The list of attributes is provided to help in reviewing suggestions during the review process; selecting an attribute does not confer an advantage or disadvantage to a suggestion. Use the guidance below to complete this field.</p> <table border="1" data-bbox="505 432 1395 1251"> <thead> <tr> <th data-bbox="513 443 911 474">If:</th> <th data-bbox="911 443 1386 474">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 474 911 642">Submitting a suggestion where Citrus or Climate Change are a primary component, or there is an Offshore or Foreign component</td> <td data-bbox="911 474 1386 642">Select 'Citrus component', 'Climate change', or 'Offshore or Foreign component'.</td> </tr> <tr> <td data-bbox="513 642 911 705">Submitting a suggestion that is affiliated with Tribal Nations or</td> <td data-bbox="911 642 1386 705">Select 'Affiliation with Tribal Nations'.</td> </tr> <tr> <td data-bbox="513 705 911 905">Submitting a suggestion from any non-profit, government, private institution or organization with a principle mission focused on serving a minority audience</td> <td data-bbox="911 705 1386 905">Select 'Other Minority-Affiliated Organization'.</td> </tr> <tr> <td data-bbox="513 905 911 1010">Submitting a suggestion that is primarily related to research or applied methods</td> <td data-bbox="911 905 1386 1010">Select 'Research or applied methods'.</td> </tr> <tr> <td data-bbox="513 1010 911 1104">Submitting a suggestion where project work will be conducted in multiple states or territories</td> <td data-bbox="911 1010 1386 1104">Select 'Work will be conducted in multiple states or territories'.</td> </tr> <tr> <td data-bbox="513 1104 911 1241">If a suggestion doesn't meet criteria stated above</td> <td data-bbox="911 1104 1386 1241"> 1. Do not select any of the attributes in the drop down list. 2. Instead, mark the checkbox for 'Attributes Not Applicable'. </td> </tr> </tbody> </table> <div data-bbox="505 1283 1101 1520" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>PPA 7721 Attributes ?</p> <div style="background-color: #f0f0f0; height: 20px; width: 100%; margin-bottom: 5px;"></div> <p><input checked="" type="checkbox"/> Attributes Not Applicable</p> </div> <p>Note: Multiple attributes can be selected if appropriate to the suggestion, as shown below.</p>	If:	Then:	Submitting a suggestion where Citrus or Climate Change are a primary component, or there is an Offshore or Foreign component	Select 'Citrus component', 'Climate change', or 'Offshore or Foreign component'.	Submitting a suggestion that is affiliated with Tribal Nations or	Select 'Affiliation with Tribal Nations'.	Submitting a suggestion from any non-profit, government, private institution or organization with a principle mission focused on serving a minority audience	Select 'Other Minority-Affiliated Organization'.	Submitting a suggestion that is primarily related to research or applied methods	Select 'Research or applied methods'.	Submitting a suggestion where project work will be conducted in multiple states or territories	Select 'Work will be conducted in multiple states or territories'.	If a suggestion doesn't meet criteria stated above	1. Do not select any of the attributes in the drop down list. 2. Instead, mark the checkbox for 'Attributes Not Applicable'.
If:	Then:														
Submitting a suggestion where Citrus or Climate Change are a primary component, or there is an Offshore or Foreign component	Select 'Citrus component', 'Climate change', or 'Offshore or Foreign component'.														
Submitting a suggestion that is affiliated with Tribal Nations or	Select 'Affiliation with Tribal Nations'.														
Submitting a suggestion from any non-profit, government, private institution or organization with a principle mission focused on serving a minority audience	Select 'Other Minority-Affiliated Organization'.														
Submitting a suggestion that is primarily related to research or applied methods	Select 'Research or applied methods'.														
Submitting a suggestion where project work will be conducted in multiple states or territories	Select 'Work will be conducted in multiple states or territories'.														
If a suggestion doesn't meet criteria stated above	1. Do not select any of the attributes in the drop down list. 2. Instead, mark the checkbox for 'Attributes Not Applicable'.														

FIELD NAME	INSTRUCTIONS
15) Will this project have an information technology (IT) component?	<p>Select Yes or No from the drop down list based on if the project will have an IT component including, but not limited to, the development of databases, applications, or the purchase of hardware, software, services and related resources.</p>
16) Which state or territory will the project work be primarily conducted?	<p>Use the drop down list to select the state or territory in which the project work will be primarily conducted. If this is a national survey, click in the checkbox for 'National Project'.</p> <div data-bbox="500 657 1092 905" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Which State or Territory will the project work be p</p> <div style="border: 1px solid gray; background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">-- None --</div> <input checked="" type="checkbox"/> National Project </div> <p>Note: Only APHIS has the discretion to consider a project as having a national scope.</p>
17) Budget	<p>Enter the total budgeted amount for the project, including any additional cooperator and contractual expenses.</p> <p>Note: This field only accepts numerical values; do not enter special characters like the '\$' sign. In addition, this field will automatically add commas to the value entered, if not originally included by the user.</p>

FIELD NAME	INSTRUCTIONS
18) Completed Budget Template	<p>For suggestions for Goals 1A and 2-6, attach a completed budget template that includes <u>the overall budget and all cooperators or contractual budgets</u> (refer to budget template instructions). The file size is limited to 20MB. The budget for Goal 1S suggestions is included in the completed survey template previously indicated in field number 12.</p> <p>If an incorrect file is uploaded or a user needs to upload a modified/revised budget template, the user should use the ‘Delete’ button and delete the previously uploaded file before adding a new file. Deleting the previously uploaded file will prevent the file from passing over to the ServiceNow PPA 7721 Reviewer site and possibly confusing suggestion reviewers with incorrect or unnecessary information.</p> <div data-bbox="500 695 1307 1016" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>* Completed Budget Template ?</p> <p>Attach a completed budget template that includes the overall budget and all template instructions). File size limited to 20MB.</p> <p>PPA 7721-budget-template.xlsx</p> <div style="display: flex; justify-content: space-around;"> + Upload ✕ Delete </div> </div> <p>Note: For Goal 1S budget information is captured in the Goal 1 Survey template. See field number 12. Attach Goal 1 Survey above for additional details.</p>

FIELD NAME	INSTRUCTIONS						
<p>19) Are there additional cooperators receiving funding?</p>	<p>Select Yes or No from the drop down list to answer this question. If answering Yes, a new field entitled 'PPA 7721 Cooperators' will appear. Use the guidance below to complete this field.</p> <p>Note: Contractor budgets should be included in the cooperator budget, and not entered separately.</p> <table border="1" data-bbox="505 478 1458 1318"> <thead> <tr> <th data-bbox="513 489 938 527">If:</th> <th data-bbox="946 489 1450 527">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 537 938 1161"> <p>The suggester answers 'Yes' to the field 'Are there additional cooperators that will be receiving funding?'</p> </td> <td data-bbox="946 537 1450 1161"> <ol style="list-style-type: none"> 1. Under the 'PPA 7721 Cooperators' field click Add. In the box that opens perform steps 2-6. 2. Enter "Cooperator Organization". 3. Enter "Cooperator State". (Select the checkbox for 'International Cooperator' if applicable.) 4. Enter "Cooperator Budget". 5. Select either 'Primary Cooperator' or 'Sub Cooperator' for "Cooperator Level". 6. When finished click Add. 7. Repeat steps 1-6 for additional cooperators. </td> </tr> <tr> <td data-bbox="513 1171 938 1308"> <p>The suggester answers 'No' to the field 'Are there additional cooperators that will be receiving funding?'</p> </td> <td data-bbox="946 1171 1450 1308"> <p>Continue to next field.</p> </td> </tr> </tbody> </table> <p>Important Note: The total amount of all cooperator budgets should equal the amount entered in the 'Budget' field (#16).</p>	If:	Then:	<p>The suggester answers 'Yes' to the field 'Are there additional cooperators that will be receiving funding?'</p>	<ol style="list-style-type: none"> 1. Under the 'PPA 7721 Cooperators' field click Add. In the box that opens perform steps 2-6. 2. Enter "Cooperator Organization". 3. Enter "Cooperator State". (Select the checkbox for 'International Cooperator' if applicable.) 4. Enter "Cooperator Budget". 5. Select either 'Primary Cooperator' or 'Sub Cooperator' for "Cooperator Level". 6. When finished click Add. 7. Repeat steps 1-6 for additional cooperators. 	<p>The suggester answers 'No' to the field 'Are there additional cooperators that will be receiving funding?'</p>	<p>Continue to next field.</p>
If:	Then:						
<p>The suggester answers 'Yes' to the field 'Are there additional cooperators that will be receiving funding?'</p>	<ol style="list-style-type: none"> 1. Under the 'PPA 7721 Cooperators' field click Add. In the box that opens perform steps 2-6. 2. Enter "Cooperator Organization". 3. Enter "Cooperator State". (Select the checkbox for 'International Cooperator' if applicable.) 4. Enter "Cooperator Budget". 5. Select either 'Primary Cooperator' or 'Sub Cooperator' for "Cooperator Level". 6. When finished click Add. 7. Repeat steps 1-6 for additional cooperators. 						
<p>The suggester answers 'No' to the field 'Are there additional cooperators that will be receiving funding?'</p>	<p>Continue to next field.</p>						

FIELD NAME	INSTRUCTIONS						
<p>20) Was this suggestion provided PPA 7721 Funding in previous years?</p>	<p>Select Yes or No from the drop down list to answer this question. If answering Yes, an Upload button will appear for the suggester to provide a narrative report to explain project progress to date. Use the guidance below to complete this field.</p> <table border="1" data-bbox="505 411 1422 1150"> <thead> <tr> <th data-bbox="511 420 922 457">If:</th> <th data-bbox="922 420 1416 457">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="511 457 922 1037">The suggestion was provided PPA 7721 funding in previous years</td> <td data-bbox="922 457 1416 1037"> Select Yes and follow all steps below. <ol style="list-style-type: none"> 1. Upload a narrative report. 2. For the field for 'Previous Years' select all years from the drop down list in which PPA 7721 funding was received for this project. (Note: multiple selections can be made for this field.) 3. In the next field, if this project was funded by PPA 7721 since FY22 select the suggestion number from the drop down list from the most recently funded prior fiscal year. (Note: only one selection can be made for this field.) </td> </tr> <tr> <td data-bbox="511 1037 922 1142">The suggestion was <u>not</u> provided PPA 7721 funding in previous years</td> <td data-bbox="922 1037 1416 1142">Select No. Continue to next field.</td> </tr> </tbody> </table> <p>Note: For step 3 of the if/then table above submitters can find suggestion numbers for FY22 and FY23 funded projects on the PPDMDPP website.</p> <div data-bbox="505 1289 1036 1646" style="border: 1px solid black; padding: 5px;"> <p>* Was this suggestion provided PPA 7721 Funding?</p> <p>Yes</p> <p>* Attach a narrative report to explain project progress reports, or other progress or status reports.</p> <p></p> </div> <p>Note: The uploaded file for the narrative report for the most current funded year can be in Microsoft Word, Excel, or Powerpoint formats or an Adobe PDF document, but cannot exceed 50MB. A file exceeding this limit will not upload and no error message will be communicated to the suggester.</p>	If:	Then:	The suggestion was provided PPA 7721 funding in previous years	Select Yes and follow all steps below. <ol style="list-style-type: none"> 1. Upload a narrative report. 2. For the field for 'Previous Years' select all years from the drop down list in which PPA 7721 funding was received for this project. (Note: multiple selections can be made for this field.) 3. In the next field, if this project was funded by PPA 7721 since FY22 select the suggestion number from the drop down list from the most recently funded prior fiscal year. (Note: only one selection can be made for this field.) 	The suggestion was <u>not</u> provided PPA 7721 funding in previous years	Select No. Continue to next field.
If:	Then:						
The suggestion was provided PPA 7721 funding in previous years	Select Yes and follow all steps below. <ol style="list-style-type: none"> 1. Upload a narrative report. 2. For the field for 'Previous Years' select all years from the drop down list in which PPA 7721 funding was received for this project. (Note: multiple selections can be made for this field.) 3. In the next field, if this project was funded by PPA 7721 since FY22 select the suggestion number from the drop down list from the most recently funded prior fiscal year. (Note: only one selection can be made for this field.) 						
The suggestion was <u>not</u> provided PPA 7721 funding in previous years	Select No. Continue to next field.						

FIELD NAME	INSTRUCTIONS
21) Abstract	<p>Provide an abstract for the proposed project. Please include a brief description of the purpose of the project, it's objectives toward achieving success, what success will look like in terms of expected accomplishments, the time duration expected to complete the project, and a short summary of other cooperators involved, if any.</p> <p>Important Note: This field has a character limit. Please limit the abstract to no more than 500 words (or approximately 3,000 characters).</p>
22) Describe the purpose of your project.	<p>Provide details regarding the purpose of the project. Include the impacts (benefits) expected and their estimated value as a return on the amount of funding being requested. Include the specific project objectives and subsequent accomplishments anticipated upon meeting these objectives. If appropriate, include information on anticipated trade impacts and benefits.</p> <p>Note: For Goal 1S this information is captured in the Goal 1 Survey template; this field is not available in the Goal 1S submission form.</p>
23) Technical Approach	<p>Describe the technical approach to be employed, including a description of methodology and a summary of the various tasks to be undertaken. Describe overall project duration and appropriate performance measures that can be used to define project success. If information technology is involved, be sure to describe how existing databases or applications do not serve the need or satisfy the requirement.</p> <p>Note: For Goal 1S this information is captured in the Goal 1 Survey template; this field is not available in the Goal 1S submission form.</p>
24) Provide specific information and/or examples of relevant past performance, best practices or innovation about each Cooperator listed.	<p>For each cooperator and collaborator on the project, list relevant experience to the project that represents successful past performance and innovations. For example, a cooperator may have developed a new technique for identification of an organism and published in a peer review article. Similarly, a cooperator may have successfully participated in survey work in previously funded PPA 7721 projects (list project number and fiscal year). Unfunded collaborators that contribute to the project should also be included in this summary of relevant experience to each project.</p>

FIELD NAME	INSTRUCTIONS
25) Milestones	Describe the milestones relevant to this project that would allow for observation, measurement and monitoring of incremental progress toward achieving the objectives and goal specified in the Purpose section. Examples might include key dates or timelines for decisions, budget checks, obtaining inputs, reviews, or the submission of deliverables. The number and type of milestones will depend on the nature, scope and complexity of the project; they should all reflect a specific date or timeline.

For fields 21–25 of Table 2, rich text boxes are provided to capture information pertinent to the submitter’s suggestion. These boxes have several features that are similar to using common document editing software, such as the formatting options in Microsoft Word. Follow these helpful tips for ease of use of these boxes:

- Use Ctrl-C to copy prewritten information to the rich text box, then use Ctrl-V to paste the information in the box. Do not try to ‘right-click and paste’ in the rich text box; this function is not enabled in these boxes. Using right-click and paste opens the ‘Insert/Edit link’ function within the rich text box (also indicated as C in Figure 5).
- Use the arrows indicated in Figure 5 - A to undo and redo typing.
- The formatting bar indicated in Figure 5 - B follows similar functions as other document editing software to change text style, fonts, and alignment, and allows for the adding of bullets, list numbering, and indentations.
- Use the links indicated in Figure 5 - C to insert and/or edit links that are hyperlinked within the text. A new window will open where the submitter must provide information on the webpage to be linked. The submitter should not insert links to documents stored on their personal computers into any of the rich text boxes.
- Use the picture icon indicated in Figure 5 - D to insert an image into the rich text box. The image will show up in the location indicated by the suggester’s placement of the cursor. All attachments, including images, will be shown at the very bottom of the submission form, and can be reviewed by the suggester before suggestion submission.
- Additional icons not referenced are for inserting sample lines of code or source code and should not be used.

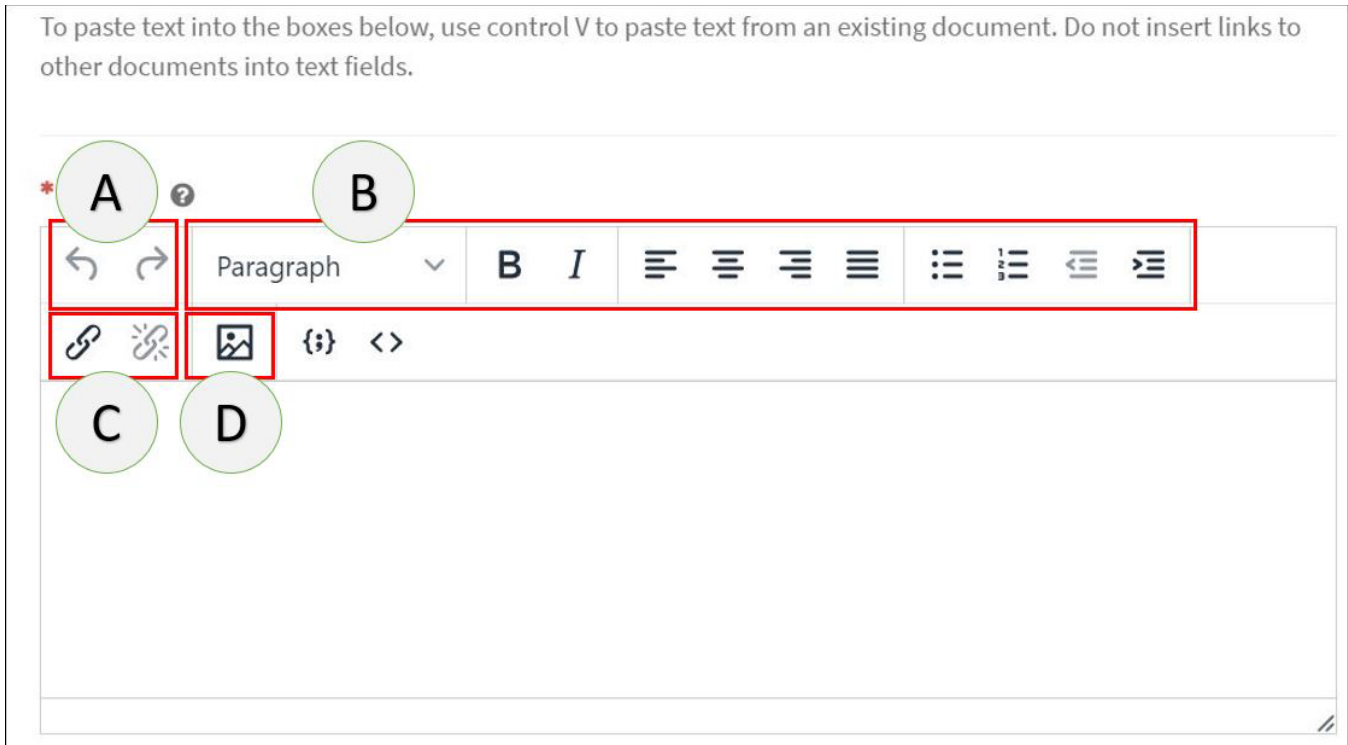
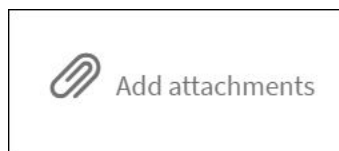


Figure 5: Sample rich text box used for select fields within the PPA 7721 suggestion form. The letters A-D indicate editing and formatting functions similar to common document editing software.

Once the suggester has completed entering information for all fields of their respective goal submission, they should review and/or ensure the following:

- Check the bottom of the page and review all documents that have been attached to the submission via the ‘Upload’ or ‘Insert Image’ functions. The suggester should edit or remove any attachments they don’t want to be viewed during the review process.
- If the suggester wants to supply documents they feel would be pertinent to their submission such as, but not limited to, published scientific articles relevant to the suggestion, they may do so by using the ‘Add Attachments’ icon at the bottom of the suggestion page.



- Lastly, check that there are no fields with missing information (examples are indicated in red below the submit button) before pressing Submit.

Submit

Required information

Cooperator Organization

Cooperator Type

Suggestion Title

After pressing Submit, a new page will open and the suggester will receive a notification that the suggestion has been successfully received (Figure 6).

Congratulations! You have reached the end of the submission process and your suggestion, including all attachments, has been recorded in ServiceNow and assigned a suggestion number.

System 14d ago · Additional comments

PPA 7721 Suggestion number 2024 - 0019 received!

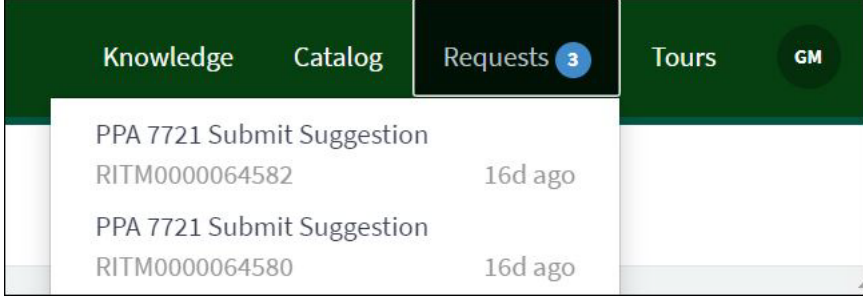

with the following 5 attachment(s) fy23-ppa7721-faqs.pdf, fy23-ppa7721-faqs.pdf, Hungry Pests Landing Page.JPG, metastorm-budget-template.xlsx, PPA 7721 Stakeholder Registry and Contact Info.JPG has been received and will be reviewed...

Figure 6: Assignment of suggestion number and suggestion received notification. A new page will open displaying this message with a suggestion number assignment when a suggestion has been submitted successfully in ServiceNow.

II. Reviewing a PPA 7721 Suggestion Submission

Once a suggestion has been entered and successfully received in ServiceNow, suggesters have the ability to review details of their submission. Suggesters should perform the steps in Table 3 to review a submitted suggestion.

Table 3: Step by step instructions on reviewing a completed PPA 7721 suggestion submission.


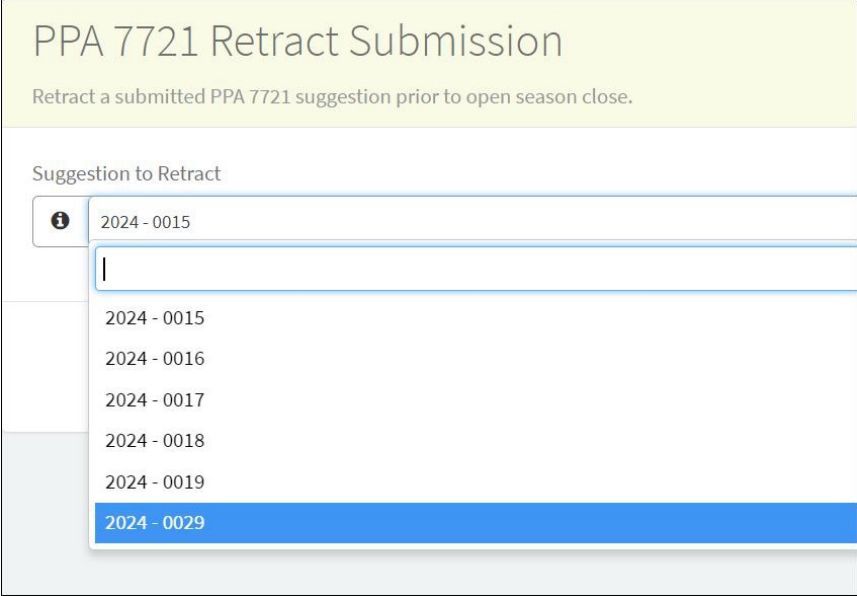
STEP	ACTION
1	<p>Click on ‘Requests’ in the banner at the top of the ServiceNow PPA 7721 Suggestion landing page or the PPA 7721 Suggestion Submission Form. The suggester will see a list of suggestions that have been submitted. Click on a listed suggestion.</p> 
2	<p>View details on the newly opened page. Details in the ‘Status’ view (indicated by yellow arrow 1) are shown by default and include the suggestion number and all attachments submitted as part of the suggestion. Suggesters can view and/or download any attachments by clicking directly on the item or the items file name (indicated by yellow arrow 2).</p> 
3	<p>Click on the link for ‘Suggestion Details’ next to ‘Status’. In the newly opened page a suggester will see details of responses to specific fields within the suggestion form.</p>
4	<p>Print details if desired. Suggesters can choose to print the page from their browser by right-clicking in the page and selecting the print option. A ‘print’ function is not currently available within the ServiceNow PPA 7721 Suggestion portal.</p>
5	<p>Repeat steps 1–4 to review other suggestions in the list (if applicable).</p>

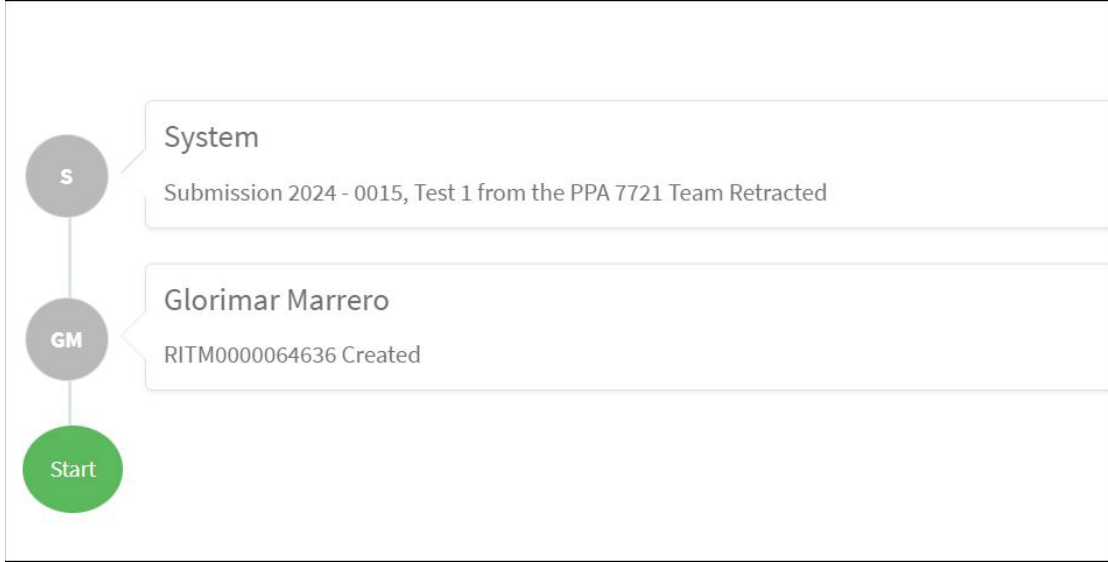
III. Retracting a PPA 7721 Suggestion Submission

A suggester can choose to retract a submitted suggestion for any reason before the close of the PPA 7721 Open Period. Currently, there is no way to make minor edits to a suggestion once submitted. For this reason suggesters are advised to leave minor errors in spelling and punctuation in a suggestion, otherwise they will be required to retract a suggestion and restart the

suggestion submission process anew. Suggesters should perform the steps in Table 4 to retract a submitted suggestion.

Table 4: Step by step instructions on retracting a completed PPA 7721 suggestion submission.

STEP	ACTION
1	<p>Click on the ‘Retract a PP7721 Suggestion’ icon located on the ServiceNow PPA 7721 Suggestion landing page.</p> 
2	<p>Select the suggestion to retract from the drop down list on the newly opened page. If a suggester has submitted more than one suggestion, they should review details of their suggestions to ensure they have selected the correct one to retract. Refer to II. Reviewing a PPA 7721 Suggestion Submission for steps to review a completed suggestion. After choosing the suggestion to retract click ‘Submit’.</p> 

STEP	ACTION
3	<p data-bbox="358 266 1455 373">View details related to the retracted suggestion on the newly opened page. Details in the 'Status' view are shown by default and include the suggestion number and title of the suggestion.</p> 
4	Repeat steps 1–3 to retract additional suggestions (if applicable).

APPENDIX A

If 'Academia' is selected as the Cooperator Type for field number 9, four additional fields will appear with Yes/No prompts. Use the following guidance to determine the correct response to these fields.

If:	Then:
Your academic institution is a public institution of higher education chartered by federally recognized Indian tribes or the federal government, with majority Native American or Alaska Native student enrollment	Select 'Yes' for the field entitled Tribal College or University. If it does not meet this criterion select 'No'. Continue to next field.

If:	Then:
Your academic institution is a college or university where Hispanic students comprise at least 25% of the full-time equivalent student body, according to the U.S. Department of Education, and is certified as a Hispanic Serving Institution by the U.S. Department of Education	Select 'Yes' for the field entitled Hispanic-Serving Institution. If it does not meet this criterion select 'No'. Continue to next field.

If:	Then:
<p>Your academic institution is a historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the U.S. Secretary of Education.</p> <p>OR If your institution is considered a historically black university that was established under the Second Morrill Act of 1890 and is one of the following 19 universities: Alabama A&M, Alcorn State University, Central State University, Delaware State University, Florida A&M University, Fort Valley State University, Kentucky State University, Langston University, Lincoln University, North Carolina A&T State University, Prairie View A&M University, South Carolina State University, Southern University, Tennessee State University, Tuskegee University, University of Arkansas Pine Bluff, University of Maryland Eastern Shore, Virginia State University and West Virginia State University</p>	<p>Select 'Yes' for the field entitled Hist. Black Colleges & Universities/1890 Land Grant. If it does not meet this criterion select 'No'. Continue to next field.</p>

If:	Then:
<p>Your academic institution is a private or accredited educational institution with a principle mission focused on serving a minority audience</p>	<p>Select 'Yes' for the field entitled Other Minority-Affiliated Institution. If it does not meet this criterion select 'No'. Continue to next field.</p>