# *WHAT HAPPENS IF A PROPOSAL/PROJECT IN THE FONS MODULE IS FULLY OR PARTIALLY FUNDED?*

## PROCESS SUMMARY

When a FONS proposal/project is fully or partially funded, its status in the FIS changes. According to the FIS Business Rules, the proposal/project must be moved out of the FONS module (upgraded from FONS to the the Accomplishment Module, where it is associated with the appropriate performance measures (see screenshot). There are cases where partial funding is obtained and the project remains in both modules.

## LOGISTICS/CHALLENGES

- While FIS Basic Users can remove proposals/projects from the FONS module, they cannot upgrade FONS projects into the Accomplishment Module. Only Regional and WO Super Users have that capability.
- Subsequently, there may be confusion about how a station users transfer project status and project details from the FONS module into the Accomplishments module. Basic users are able to delete the proposal from the FONS module, and to 'Record accomplishments for a new project.'
- Guidance on the FIS Accomplishments Module home page is to not create a new project for a pre-existing FONS proposal (contact your Regional Coordinator if a project has been accidentally deleted before being upgraded to accomplishments).
- This possibility is exacerbated by the likelihood that a project may receive funding in a given fiscal year, but cannot record accomplishments until the project is actually 'construction' completed.
- The need for local program experts, FIS Basic Users (if different), a regional program coordinator and/or Regional FIS coordinator to communicate regularly on FONS proposal status, funding completion dates, and accomplishments complicates this process.

## PROPOSED SOLUTIONS

- Regional FIS users and project coordinators at all levels should take advantage of the FIS's capability to quickly upgrade a FONS project proposal to a Project tied to performance measures in the accomplishments module (even if those accomplishments will be completed in a future FY). The 'Upgrade a FONS Project' saves a field station user significant time by preventing the need to create a new Accomplishment project one or more years later for the same FONS project.

**Process:**

- *Regional FIS Coordinator:* The Regional FIS Coordinator will closely monitor FONS project status, in consultation with both Regional Office program coordinators and field office program experts/FIS Basic Users. It will be his/her responsibility to follow-up with these entities if FIS data appear to be missing or incomplete during QA/QC data checks or during regional/national datacalls. The Coordinator will make any necessary changes to project status in the FIS with needed input from the office implementing the project. *Field FIS Users:* Field office FIS Basic Users and/or program experts (if different) will inform the Regional FIS Coordinator (along with appropriate Regional line manager(s) and/or program coordinators) if/when the status of a FONS project needs to be upgraded.

FIS help states that if funding is used or work is done on a FONS project, it should be "upgraded" to Accomplishments
Project leads should work with the FIS coordinator to upgrade projects
The project with its performance measures remains in Accomplishments until it is completed

### THE ATTACHED SCREEN SHOT INDICATES THE OPTIONS A REGIONAL/WO FIS SUPER USER MUST SELECT TO UPGRADE A PROJECT

- The Regional FIS Coordinator, with confirmation from field users/program experts, need to verify which 'Action' and 'Funding Level' should be selected prior to saving.
- The FIS Coordinator should also coordinate with the appropriate field office/RO staff to determine if the project will be completed in the current FY—in which case performance measures would be automatically imported (and adjusted in that FY as needed) –or put in a 'holding' pattern by indicating that 'no performance measures are selected.'



**For additional information on moving FONS projects over to the Accomplishments Module, or other FIS issues contact your Regional FIS Coordinator:**

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