

Plant Protection Act Section 7721 (PPA 7721) Suggestion Submission Guidance

June 2026



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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 drop down list, also incorporated in Suggestion Submission Form in ServiceNow.	Procedures	Glorimar Marrero
2.0	05/27/2024	Update to format document and several field changes resulting from upgrades to the PPA 7721 ServiceNow Suggestion Submission Form.	All	Glorimar Marrero
3.0	05/19/2025	Significant updates to fields changed as a result of modifications to the PPA 7721 ServiceNow Suggestion Submission Form, update of the table of contents, addition of new section under Procedures, and deletion of previous appendix.	All	Glorimar Marrero
3.1	05/05/2026	Minor updates made throughout document.	All	Glorimar Marrero

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INTRODUCTION

Background

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 was implemented beginning 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 proposals to the PPA 7721 National Clean Plant Network funding opportunity.

Audience

This document is written for use by USDA employees, returning external cooperators, and new potential cooperators to use when submitting 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 log in 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.

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](#):

- 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**.
- 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.
- After successful confirmation, you will be taken to a page to **enter personal information** and **create a password** for your account.
- Your account is ready to use on **eAuthentication Level 1** applications that *do not require a verified identity account*. You will also receive a registration success email.

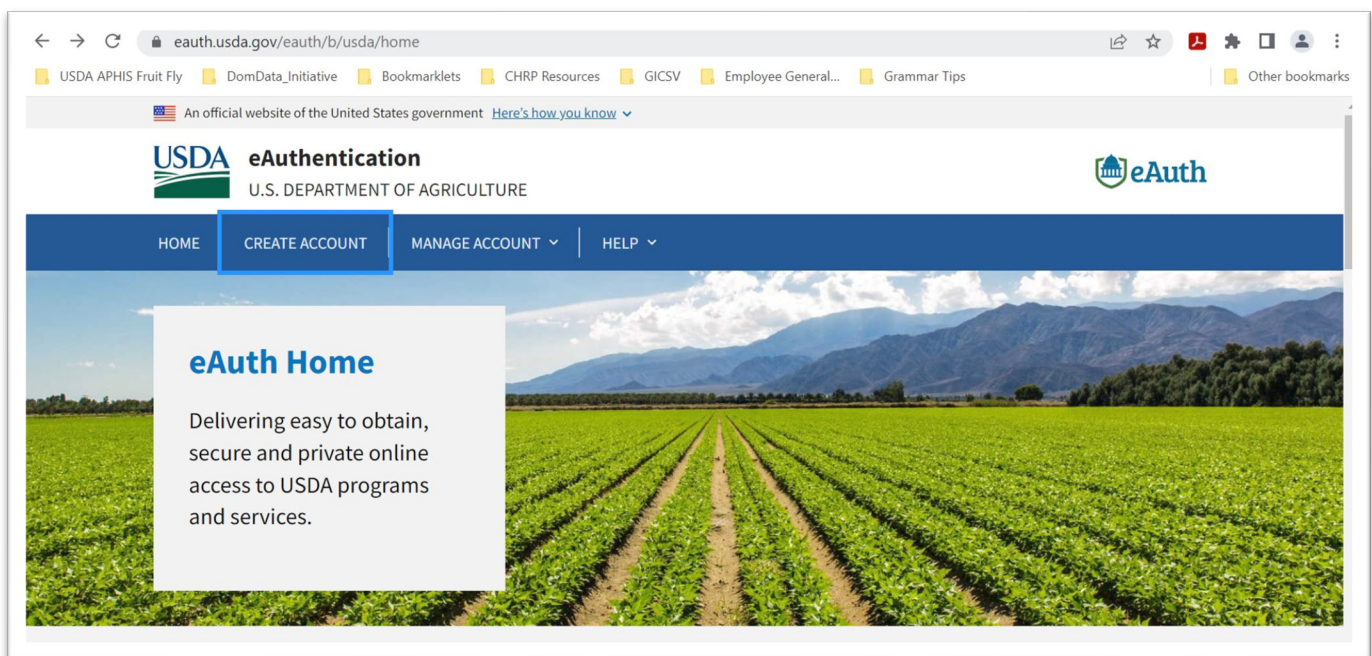


Figure 1: The USDA eAuthentication home screen. From the USDA eAuthentication home screen, applicants will use the 'Create Account' feature to start the process of creating an eAuthentication Level 1 account that is required for access to ServiceNow.

GET TO KNOW SERVICENOW

The following are elements associated with the ServiceNow PPA 7721 Suggestion Submission portal and pictured in Figure 2:

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

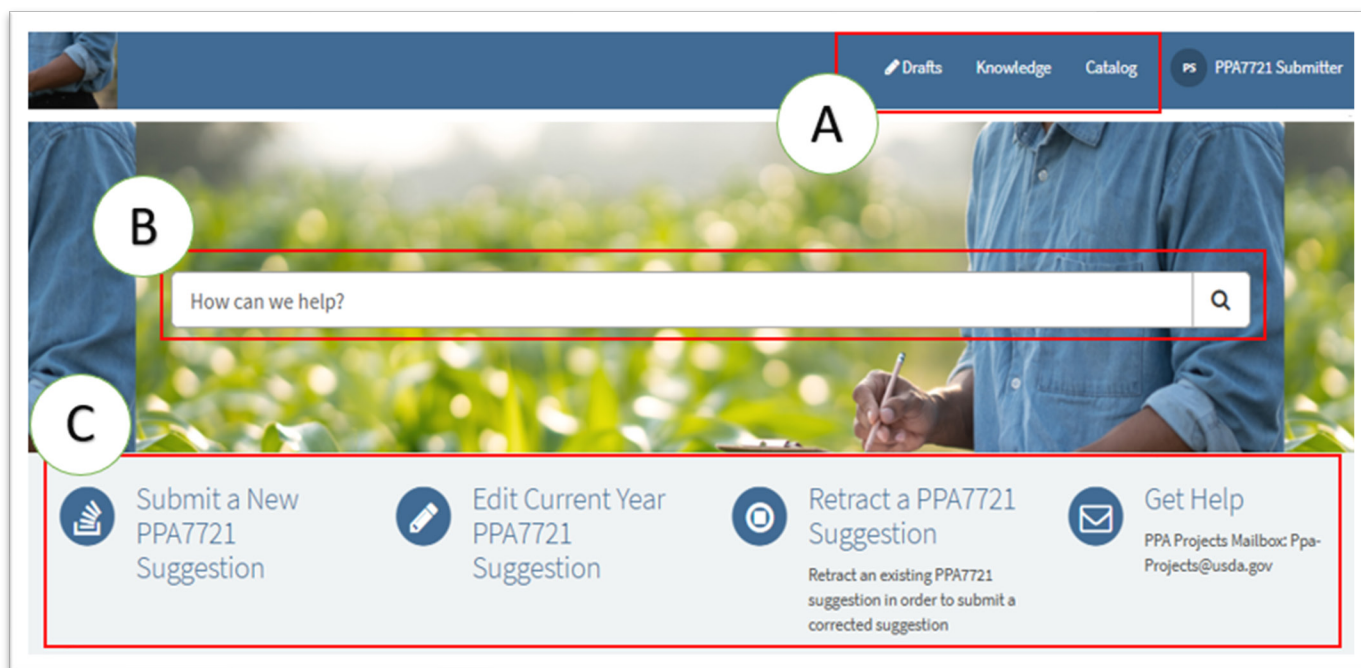


Figure 2: The ServiceNow PPA 7721 Suggestion Submission Page. The page has several useful features for users divided into three sections as indicated with an A, B, and C.

A. The Banner

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

- *Drafts* – opens a page containing a user’s ‘saved drafts’, if applicable. See section II under **Procedures** for instructions on saving a draft submission.
- *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 future.)
- *Catalog* – contains links to actions available to the current user. These links, and their associated actions are also represented under ‘C. The Icons’ (below), for example *Retract a PPA 7721 Suggestion*.

B. The Search Bar

The search bar performs a keyword search and shows relevant resources and/or actions containing the keyword that can be taken by the user. 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 3. There are no Questions and Answers for the search term 'submit' which means that none have been generated at this time.

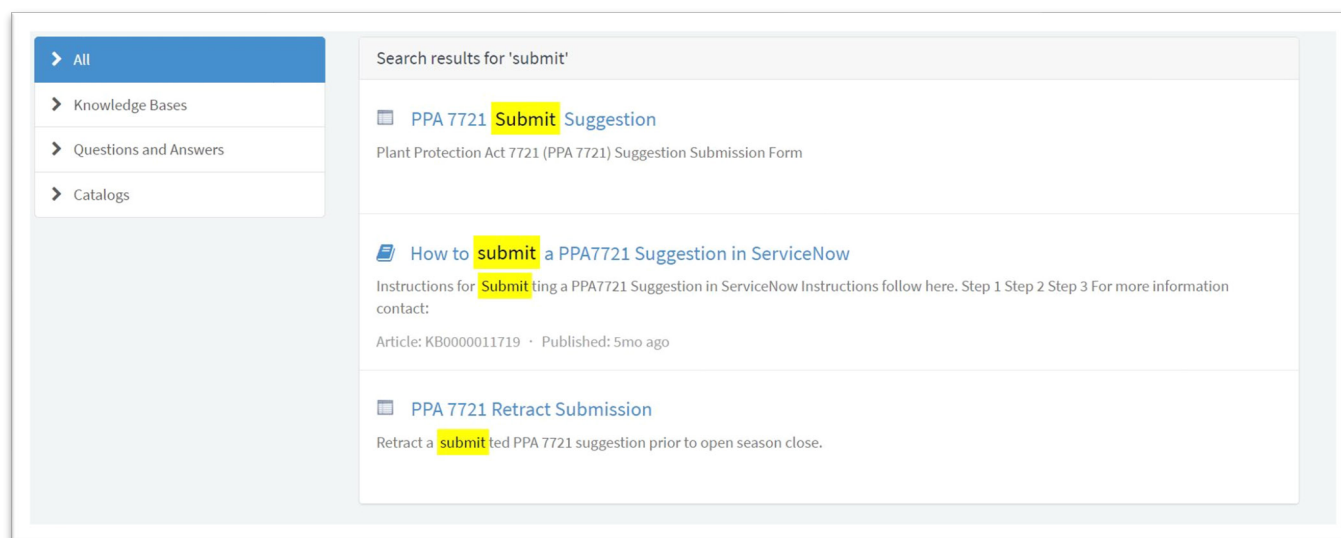


Figure 3: Results of the search bar when 'submit' is the keyword searched. Search results are generated from resources available in the Knowledge Base and Catalog.

C. The Icons

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

- *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.
- *Edit Current Year PPA7721 Suggestion* – this icon allows the submitter to view a list of their submitted suggestions by suggestion number and associated details (e.g., goal area, suggestion title, cooperator organization, etc.). Additional instruction for editing a suggestion are provided in Section IV below.
- *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 to retract a suggestion. Additional instruction for retracting a suggestion are provided in Section V below.
- *Get Help* – this icon automatically opens an email addressed to the PPA 7721 team to communicate and request assistance regarding technical issues during the PPA 7721

suggestion submission process.

PROCEDURES

This section will provide instructions for submitting a PPA 7721 suggestion. Where indicated, goal-specific guidance is given (when applicable).

I. Submitting a PPA 7721 Suggestion

Suggestions submitted to 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 or diagnostic laboratory 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 [PPDMDPP webpage](#) or the [PPDMDPP Funding Details 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; however, users may extend the session an unlimited number of times for additional 30-minute increments. *It is best to start and finish a submission without interruptions.*** If a submitter is unable to finish a submission in a single session, they can use the ‘Save as Draft’ function to save their work.

- ✓ If a submitter received funding for a suggestion between FY 2022 and FY 2026 it is important to have that suggestion number available. The suggestion number for **the most recent year** in which funding was received can be obtained for FY 2022 or FY 2023 on the [PPDMDPP Funding Details webpage](#) under ‘Application Details’. For FY 2024 or later, the suggestion number can be found in the respective year’s Spending Plan available from the [webpage for the PPDMDPP’s 5-year archive](#).
- ✓ 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.

After the submitter has gathered all the necessary information, begin the suggestion submission process by going to the [ServiceNow PPA 7721 Suggestion Submission webpage](#). Click on the icon shown in Figure 2, ‘Submit a New PPA 7721 Suggestion’. On the newly opened page representing the PPA 7721 Suggestion Submission Form, begin to fill in all the required fields. Follow the instructions below for guidance on providing responses to individual fields.

Field 1: Suggestion Title

Provide a concise title appropriate for the submitted suggestion. Suggestion titles are limited to 120 characters (with spaces) and will be automatically truncated if they exceed the character limit. Titles for suggestions to Goal 1S should avoid using the year, state, and/or state abbreviation within the survey name, for example **do not** submit titles like the following: 2026 PA Asian Defoliator Survey. Follow guidance for naming surveys provided in the [PPA 7721 Implementation Plan](#) under Goal 1S. An example of an appropriate descriptive title is: Development of a novel lure for monitoring of Asian bark beetles.

Field 2: Name

This field and the associated submitter details like email, address, zip code, etc., will be auto-populated with information from the submitter's eAuthentication profile, and assumes that the submitter is the primary cooperator on the submitted suggestion. If the submitter is someone other than the primary cooperator on the project (i.e., like a department's administrative assistant), click the box for 'Submitted on behalf of another' (Figure 4) and follow the guidance below. The submitter detail for 'phone' will need to be entered manually by all submitters. Some auto-populated details cannot be modified. Use the 'Get Help' icon to submit an email request to the PPA 7721 Team if a sub-field tied to the applicant details requiring modification cannot be modified.

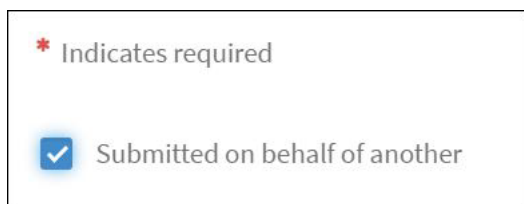


Figure 4: Selecting the checkbox for submitting a suggestion on behalf of another. Suggestions that are submitted by someone who will not be receiving funds and is not associated with a suggestion, for example a person simply designated for submitting suggestions by an organization, should select the 'Submitted on behalf of another' checkbox.

Use the guidance in Table 1 below.

Table 1: Guidance for usage of 'Submitted on behalf of another'. Complete details are required for all additional fields that appear when 'Submitted on behalf of another' is checked.

If the submitter:	Then:
Is a direct cooperator on the project (and there are no errors in the auto-populated data)	Continue to next field.
Is a direct cooperator on the project (and there are errors in the auto-populated data)	Refer to Figure 2 (above) and use the 'Get Help' icon for assistance.

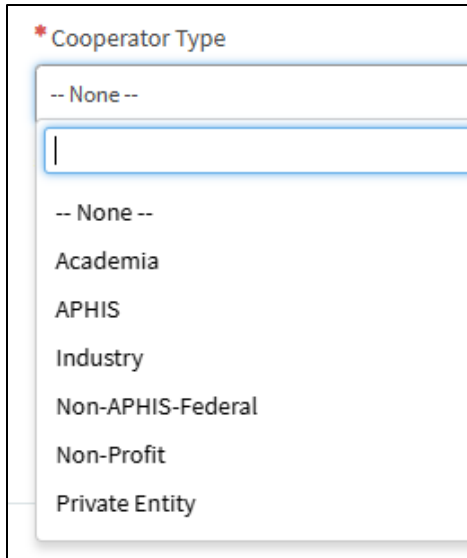
If the submitter:	Then:
Is not a direct cooperator on the project but is submitting on behalf of a primary or secondary cooperator on the project. Examples may include an institution's departmental administrative assistant submitting on behalf of a scientist/researcher or a collaborator on a project who is assisting with the project but is not intending to receive direct funding from APHIS if the suggestion is funded.	Click in the checkbox next to 'Submitted on behalf of another'. Enter the following information for the respective cooperator: 1. Enter "First Name". 2. Enter "Last Name". 3. Enter "Address". 4. Enter "City". 5. Enter "State or Territory". 6. Enter "Zip code". 7. Enter "Phone"*. 8. Enter "Email".
	*The following formats are accepted: (555) 123-4567 555-123-4567 555.123.4567 5551234567 +1-555-123-4567 1 555 123 4567 (555) 123-4567 ext 1234 555-123-4567 x1234 555.123.4567 extension 1234

Field 3: Cooperator Organization

Enter the name of the organization or entity of the cooperator who is submitting the suggestion. Examples include names of universities, colleges, state departments of agriculture, non-APHIS federal entities, etc.

Field 4: Cooperator Type

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 as shown in Figure 5.



* Cooperator Type

-- None --

Academia

APHIS

Industry

Non-APHIS-Federal

Non-Profit

Private Entity

Figure 5: Drop down list for the field 'Cooperator Type'. Submitters will select the cooperator type most closely associated with their organization.

Field 5: Select Goal Area

Select the goal area best aligned with the suggestion from the drop-down list. Suggestions should focus on a single goal area; the stated purpose and objectives of the suggestion must align with that goal area.

Field 6: Select One Or More Strategies for Which This Suggestion Aligns

Select one or more strategies that align with the suggestion from the available drop-down list (Figure 6). Additional details of the objectives and strategies of each goal area can be found within the [PPA 7721 Implementation Plan](#). After reviewing the Implementation Plan, the submitter should identify the strategies most appropriate for their suggestion.

Strategy 1:
Provide education and information to target audiences on plant pest issues, including:

- Providing education and outreach, including workshops, seminars, or training programs to detect, identify, and/or respond to plant pest threats.
- Encouraging implementation of best management practices to enhance safeguarding of plants and plant products at production and distribution sites.
- Educating on how to look for and report signs and symptoms of a plant pest or disease.
- Informing about plant pests and diseases, and steps to take to prevent their introduction or spread.

Strategy 2:
Develop and implement volunteer programs to support pest detection and reporting activities.

Strategy 3:
Apply best practices or incorporate innovative approaches to increase public awareness, acceptance, and support of high priority plant pest and disease eradication and control efforts.

* Select one or more strategies for which this suggestion aligns ⓘ

If your suggestion does not meet any of the above strategies, please review the goal objectives and strategies found in the PPA 7721 Implementation Plan, to identify which goal may be appropriate for your suggestion. [Implementation Plan](#) ✕

Figure 6: Strategies shown for Goal 5 – Outreach and Education. All goal areas have unique objectives and strategies; submitters must select one or more strategies that align with their suggestion from a drop-down list specific to their selected goal area.

Field 7: Provide Responses to Checkboxes for ‘Type of Pest(s)’

Submitters must select at least one of the boxes indicating the type of plant pest(s)—Federal Program, National Priority, Specialty Crop, or Other Pest or Plant Disease—the suggestion is addressing. For the checked box, select the plant pest(s) from the drop-down list that appears for Federal Program and National Priority Pests or type in the plant pest(s) for Specialty Crop and Other Pest or Plant Disease.

Click to select the box(es) below if the suggestion includes one or more of the indicated pests. If a box(es) is selected, select the pest(s) from the drop downlist that appears for Federal Program and National Priority Pests. Type in pest(s) for Specialty Crop and Other Project Pests

☒ Does this support a recognized Federal Program or include a Federal Program Pest?

☐ Does the suggestion include a National Priority Pest?

☐ Does the suggestion include a Specialty Crop Pest?

☐ Does the suggestion include other pests or plant diseases?

* Federal Program Pest

- Asian Citrus Psyllid
- Asian longhorned beetle
- Biological Control
- Black Stem Rust

Figure 7: Checkbox options for designating the type of pest the suggestion addresses. Submitters will have to select one or more of the checkboxes and provide a response from a drop-down list or enter a user-supplied response before moving to the next field in the submission form.

Submitters can verify if their pest(s) and/or plant disease(s) are associated with a recognized Federal Program or include a Federal Program Pest by reviewing Appendix E of the [PPA 7721 Implementation Plan](#). Similarly, pests on the National Priority Pest list can be verified by visiting the [Cooperative Agricultural Pest Survey \(CAPS\) Approved Methods for Surveillance webpage](#).

Submitters should select the checkbox for Specialty Crop Pest if the plant pest(s) or plant disease(s) in their suggestion is not associated with a recognized Federal Program, does not include a Federal Program Pest, or is not found in the National Priority Pest list, but has a specialty crop as their host. The definition for and a list of eligible specialty crops can be found on [USDA's Agricultural Marketing Service Specialty Crop Definition webpage](#).

The ‘Other Pests or Plant Diseases’ checkbox should be used for pest(s) or plant disease(s) that don’t fit with one of the other listed types.

Field 8: What Specialty Crop(s) or Commodity(ies) does this Suggestion Impact?

Submitters should indicate the specific specialty crop(s) or commodity(-ies) that will directly benefit from this project. If multiple crops directly benefit, list no more than 10, focusing on those receiving the most benefit from the project. If the plant pest or disease impacts most species within a taxonomic grouping, for example the family Rutaceae, then it’s acceptable to list the name of the taxonomic grouping instead of individual species names of hosts. It is also acceptable to use common names, for example a submitter can enter ‘all maple species’ in this field.

Field 9: Do Any of the Following Apply to your Suggestion? (formerly PPA 7721 Attributes)

Select all attributes that apply to the suggestion from the drop-down menu. More than one attribute can be selected per suggestion. 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 in Table 2 to accurately make selections for this field.

Table 2: Guidance for selecting attributes related to a suggestion.

If:	Then:
Submitting a suggestion that is affiliated or partners with a Tribal Nation(s)	Select 'Affiliation with Tribal Nations'.
Submitting a suggestion where a <i>Citrus</i> spp. is the primary host of the pest or disease, or the deliverable impacts or benefits the citrus industry	Select 'Citrus component'.
Submitting a suggestion that involves travel to a foreign country or cooperation with a foreign entity	Select 'Foreign Travel'.
Submitting a suggestion that involves survey, research, outreach, mitigation, or other activities related to forest pests	Select 'Forest pest'.
Submitting a suggestion that is primarily related to conducting research or developing applied methods	Select 'Research or applied methods'.
Submitting a suggestion that will involve the import, interstate movement, or release into the environment of any plant pest and thus may require a PPQ 526 permit	Select 'Work requires a permit'.
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	Select 'Attributes Not Applicable'.

Field 10: Will This Project Involve the Development or Extensive Modification of A Software Application, Database, or Other Technology Component?

Select 'Yes or No' from the drop-down box. Extensive modifications may include, but are not limited to, adding new features to a software application or database as a significant improvement to the product.

If a submitter answers 'Yes' to this question, they must briefly describe the software application, database, or technology component being developed or modified. If a submitter answers 'No' and the suggestion details indicate there is not a technology component associated with the suggestion, answering in the negative will not confer a disadvantage to the suggestion.

Field 11: List the State that will Directly Benefit from this Suggestion.

Use the drop-down list to select the state or territory the project work directly benefits. If more than one state benefits from this work, the primary cooperator on the suggestion should decide the state that will have the most direct benefit from the suggestion.

Field 12: Budget

Enter the **total** budgeted amount for the project, including any additional cooperator and contractual expenses. This must be equal to the amount entered for Field 14 below.

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.

Field 13: Completed Budget Template

Use the 'Upload' button to attach a completed budget template that includes the overall budget and all cooperators or contractual budgets (refer to the budget template instructions). Use the Goal 1 – Survey or Diagnostic Laboratory template when submitting a budget template for suggestions to Goal 1S; for all other goal areas use the General budget template. Use the guidance in Table 3 for selecting the correct template for use with the suggestion's anticipated goal area. Budget templates are available on the [PPDMDPP Funding Details webpage](#). The file size is limited to 20MB. The budget template for Goal 1S suggestions is included in the completed survey or diagnostic laboratory template.

Note: Submitters must use the most current version of the FY 2027 templates for consideration of PPA funding. 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 confusing suggestion reviewers with incorrect or unnecessary information.

Table 3: Guidance for uploading budget templates.

If:	Then:
Submitting a suggestion to Goal 1S	Upload a completed Goal 1 – Survey or Diagnostic Laboratory template.
Submitting a suggestion to any other Goal area	Upload a completed General budget template.

Field 14: Are There Additional Cooperators That Will Be Receiving Funding Through Cooperative Agreements Directly With USDA?

Select ‘Yes or No’ from the drop-down list to answer this question. By default, it is assumed that the submitter is the ‘Primary Cooperator’ of the suggestion. If answering ‘Yes’, a new field entitled ‘PPA 7721 Cooperators’ will appear, and the submitter must enter information for the ‘Primary Cooperator’ and each additional cooperator associated with the suggestion. Use the guidance in Table 4 below to complete this field.

Table 4: Guidance for adding PPA 7721 Cooperators to a suggestion.

If:	Then:
The submitter answers ‘Yes’ to the field ‘Are there additional cooperators that will be receiving funding through cooperative agreements directly with USDA?’	1. Under the ‘PPA 7721 Cooperators’ field click ‘Add’. In the dialogue box that opens perform steps 2-6. Note: If the submitter is a cooperator on the project, their information must be entered in the dialogue box during this and the following steps, along with information of all other cooperators. 2. Enter the “Cooperator Organization”. 3. Enter the “Cooperator State”. (Click the checkbox for ‘International Cooperator’ if applicable and enter a country in the appropriate box) 4. Enter the “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.
The submitter answers ‘No’ to the field ‘Are there additional cooperators that will be receiving funding through cooperative	Continue to next field.

If:	Then:
agreements directly with USDA?’	

Field 15: Are There Additional Participants (i.e., Collaborators) On This Suggestion That Are Not Receiving Funds but Will Have An Active Role In Achieving Project Success?

Select ‘Yes or No’ from the drop-down list to answer this question. A collaborator is someone who works as a partner on the project but is not receiving any PPA funding either directly from PPQ or indirectly from a cooperator. **Note:** Collaborators may provide services such as technical expertise, offer workspace, provide organisms, assist with diagnostic services, etc., but are not expected to be reimbursed for their participation. Use the guidance in Table 5 below to complete this field.

Table 5: Guidance for adding collaborator information to a suggestion.

If:	Then:
The submitter answers ‘Yes’ to the field ‘Are there additional participants (i.e., collaborators) on this suggestion that are not receiving funds but will have an active role in achieving project success’	1. Under the ‘PPA 7721 Additional Participants’ field click ‘Add’. In the box that opens perform steps 2-5. 2. Enter the “Participant Organization”. 3. Enter the “Participant State”. (Click the checkbox for ‘International Cooperator’ if applicable.) 4. When finished, click ‘Add’. 5. Repeat steps 1-4 for additional participants.
The submitter answers ‘No’ to the field ‘Are there additional participants (i.e., collaborators) on this suggestion that are not receiving funds but will have an active role in achieving project success’	Continue to next field.

Field 16: Was this Suggestion Provided PPA 7721 Funding in Previous Years?

Select 'Yes or No' from the drop-down list to answer this field. If answering 'Yes', an Upload button will appear for the submitter to provide a narrative report to explain project progress to date.

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 be uploaded and no error message will be communicated to the submitter.** Acceptable reports may include mid-year and final reports, or other progress or status reports. Use the guidance in Table 6 below to complete this field.

Table 6: Guidance for previously funded suggestions.

If:	Then:
The suggestion was provided PPA 7721 funding in previous years	Select ‘Yes’ and follow all steps below. 1. Upload a narrative report. 2. Then select all the years from the drop-down list in which PPA 7721 funding was received for this project. (Note: multiple selections can be made for the subfield ‘List all previous years for which funding was provided’.) When selecting multiples years, start with the first year funding was received and move in chronological order to the most recent year in which funding was received. 3. If this project was provided funding any year from FY 2022 to FY 2026, select the suggestion number from the drop-down list from the <u>most recently funded fiscal year</u>. Note: only one selection can be made for this field. The suggestion number for FY 2022 or FY 2023 can be found on the PPDMDPP Funding Details webpage under ‘Application Details’. For FY 2024 or later, the suggestion number can be found in the respective year’s Spending Plan available from the webpage for the PPDMDPP’s 5-year archive. If the project received PPA 7721 funding through Rapid Response in FY 2024 or later, use the ghost number that starts with the calendar year followed by four zeroes (example is 2026 - 0000).

If:	Then:
The suggestion was <u>not</u> provided PPA 7721 funding in previous years	Select 'No'. Continue to next field.

Information for Fields 17–21

For fields 17–21, rich text boxes are provided to capture information pertinent to the submitter's suggestion; each of these fields has a 6,000-character limit (including spaces). The rich text 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 the rich text 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.
- Do not copy/paste any content from Microsoft Excel worksheets into fields 17–21. Content will lose formatting when transferred to the ServiceNow PPA 7721 Review site, making the suggestion difficult for reviewers to evaluate.
- Use the arrows indicated in Figure 8 - A to undo and redo typing.
- The formatting bar indicated in Figure 8 - 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 8 - 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 8 - D to insert an image into the rich text box. The image will show up in the location indicated by the submitter's placement of the cursor.

Additional icons not referenced are for inserting sample lines of code or source code and should not be used.

To paste text into the boxes below, use control V to paste text from an existing document. Do not insert links to other documents into text fields.

Figure 8: 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.

Field 17: Abstract

Provide an abstract for the proposed project. Include a brief description of the purpose of the project, its objectives, what success will look like in terms of expected accomplishments and/or deliverables, the time duration expected to complete the project, and provide details of the cooperators involved, if any.

Field 18: Purpose

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.

Field 19: Technical Approach

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.

Field 20: Relevant Past Performance

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 reviewed journal. 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.

Field 21: 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.

Field 22: Do You Consent to having this Suggestion Used for Training, or Other Agency Purposes, Without Further notification?

Use the drop-down menu to answer this question. Providing a response is voluntary and will not be seen by reviewers; therefore, the response has no impact on the review process or funding consideration.

When All Fields are Completed

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

- If the submitter 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 (Figure 9) at the bottom

of the suggestion page.

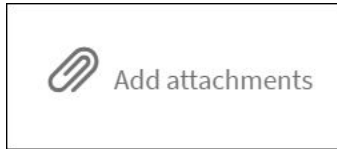


Figure 9: Icon for adding attachments to a suggestion. Submitters can use this function to add additional documents pertinent to a suggestion for inclusion in the suggestion review process.

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

After pressing 'Submit', a dialogue box will open at the very top of the screen and the submitter will receive a notification that the suggestion has been successfully received (Figure 10).



Figure 10: Dialogue box notification of a successful suggestion submission. Submitter can review the details of their suggestion on the following page after pressing 'OK'.

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.

II. Saving a Draft PPA 7721 Suggestion Submission

If a submitter can't complete their suggestion in one session or gets interrupted during the process of submitting a suggestion and needs to save their work, they can utilize the 'Save as Draft' icon at the bottom of the suggestion submission page. If the submitter returns quickly and the ServiceNow session is still active, the submitter can click the 'View Drafts' link (see yellow arrow in Figure 11) at the top of the suggestion submission page to see a list of saved draft suggestions.

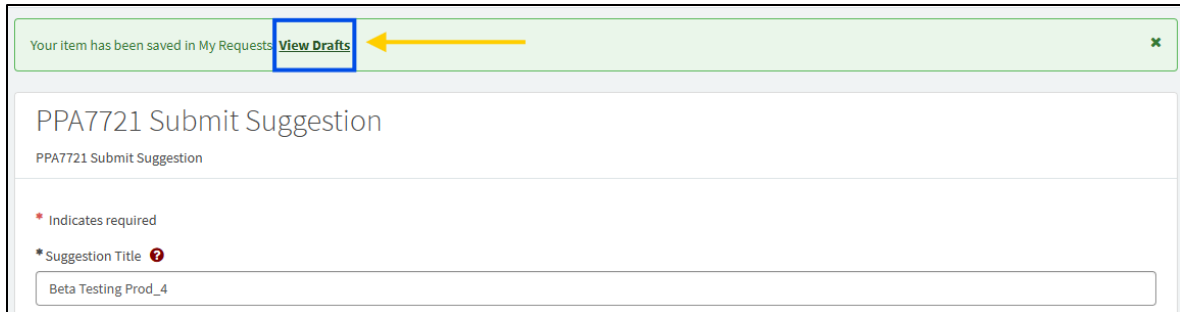


Figure 11: 'View Drafts' message and link. A message box will appear alerting a submitter that their suggestion has been saved when 'Save as Draft' is utilized. The message contains the 'View Drafts' link. A submitter will use this link to view their saved suggestions in draft form if the current ServiceNow session is still active.

If the submitter is returning and starting a new instance within ServiceNow they will need to click on the 'Drafts' link in the banner (Figure 12) to access a list of their saved suggestions in draft form.

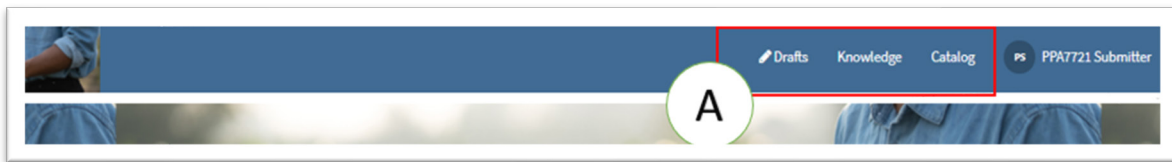


Figure 12: The banner on the ServiceNow PPA 7721 Suggestion Submission Page. The banner, indicated with the letter A, contains the link to 'Drafts' whereby a submitter can access their saved suggestion(s) in draft form.

Note: If a submitter is working on more than one suggestion and has saved multiple draft suggestions, the first suggestion saved as a draft will be given the default name *PPA7721 Submit Suggestion draft*. Unique names will need to be given to subsequent saved draft suggestions (example shown in Figure 13).

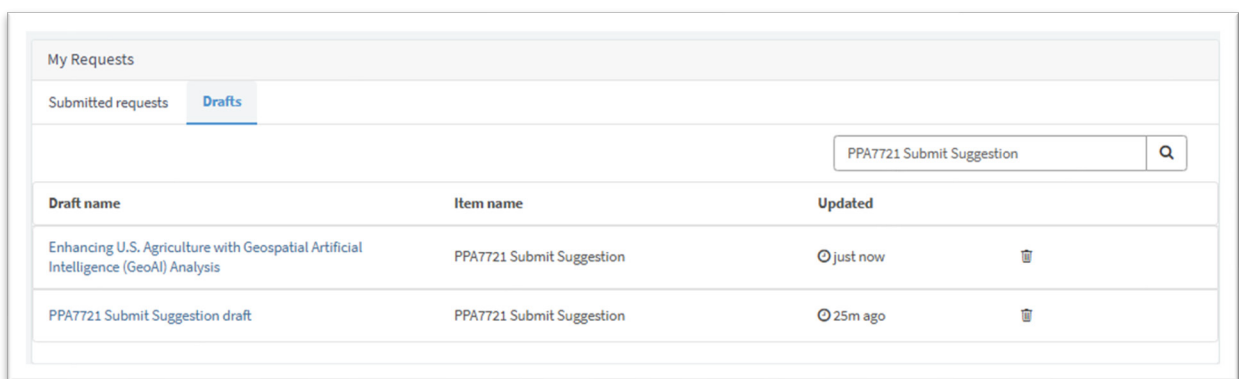


Figure 13: The interface for the 'Drafts' page. Submitters who have saved a draft(s) of a suggestion(s) can view them in the 'Drafts' tab. Submitters will apply unique names to saved drafts only if more than one suggestion is saved as a draft during the submission process. The 'Submitted requests' tab, to the left of 'Drafts', is not relevant to PPA 7721 Suggestion submitters and should be ignored.

III. Reviewing a PPA 7721 Suggestion Submission

Once a suggestion has been entered and successfully received in ServiceNow, a new page will open with the suggestion details for review. A submitter should review that all the details and information of their suggestion have been entered correctly and appear formatted properly and record the suggestion number as seen in Figure 14 for future use to edit or retract their suggestion (if necessary).

Note: It is the submitter's responsibility to ensure their suggestion details are formatted as desired and all details are visible if copy/pasted into the rich text boxes within the ServiceNow Suggestion Submission portal. Suggestions with details that cannot be viewed in their entirety in the ServiceNow PPA 7721 Reviewer portal will be removed from further funding consideration as reviewers cannot make a thorough assessment of partially viewable information during the review process.



Figure 14: Message for submitters on details summary page. Submitters can find their suggestion number at the bottom lefthand corner of their screen as well as the option to edit their suggestion on the righthand corner.

IV. Editing a PPA 7721 Suggestion Submission

Submitters can edit the details of a suggestion, upload a new budget template, remove attachments, etc., if necessary, before the close of the Open Period. There are three ways that a submitter can edit their details:

1. Submitters can use the 'Edit Suggestion' icon on the details summary page as seen on the righthand corner of Figure 14 (above). Selecting this icon will open the current suggestion in editing view and allow changes to be made to all fields.
2. Submitters can return to the [ServiceNow PPA 7721 Suggestion Submission landing page](#) and select the 'Edit Current Year PPA 7721 Suggestion' icon. This will open a new page where the submitter must choose which suggestion they wish to edit from a list of their completed suggestions. Details such as the goal area, suggestion title, and suggestion number are available to help the submitter identify the suggestion they want to edit.
3. The last option involves scrolling down the ServiceNow PPA 7721 Suggestion Submission landing page and selecting a suggestion via its suggestion number from a list shown under the section 'PPA 7721 Suggestions'. Only the suggestion number and title are available as identifiers for a given suggestion. Click on the suggestion number and it will open that suggestion's detail summary page; a submitter would then click on the 'Edit Suggestion' icon on the righthand side of the screen, as in no.1 above, to open the suggestion in editing mode.



Important Note: If during the process of editing a suggestion a submitter needs to

remove/delete an image from rich text boxes in fields 17–21, then they must perform these two actions.

- Remove the image by deleting it from the body of the field (i.e., rich text box) as shown by the red arrow in Figure 15.
- Also, delete the image by clicking the ‘X’ (red box in Figure 15) from the Existing Optional Attachments section.

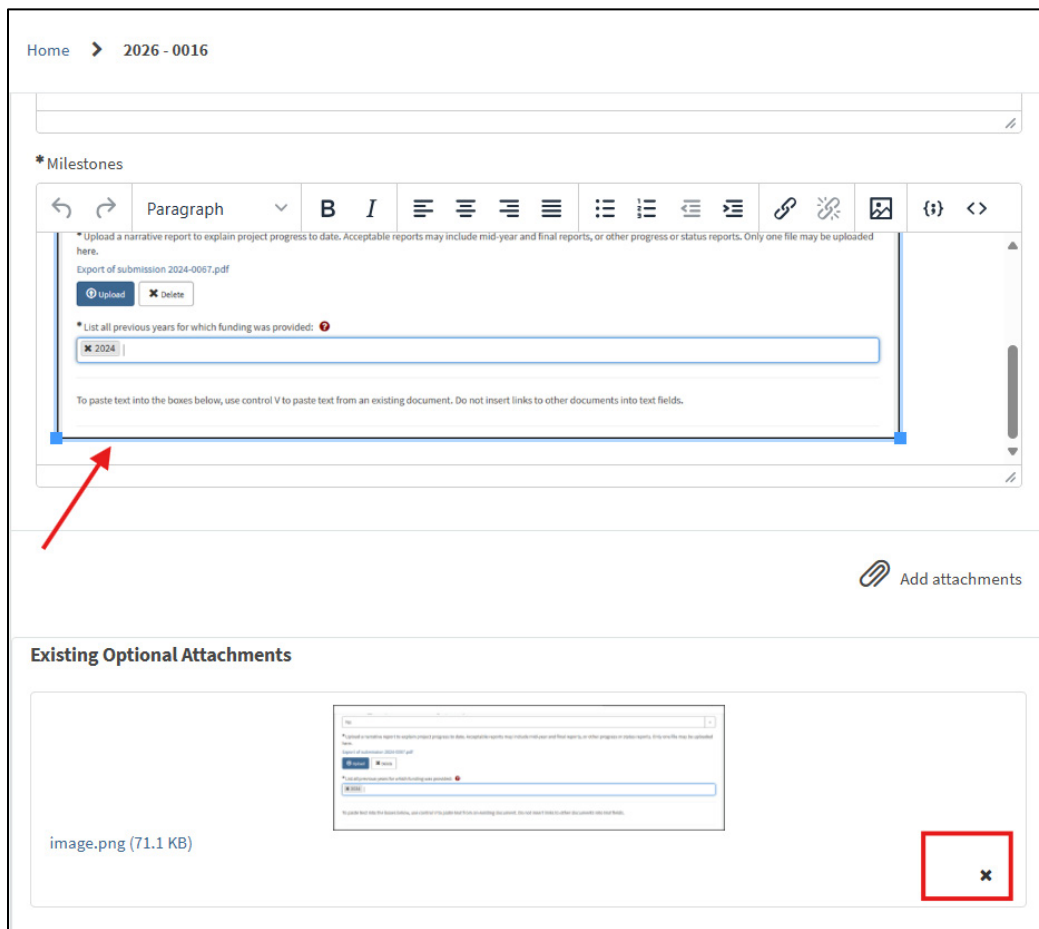


Figure 15: Editing an image within a suggestion. Submitters need to take two actions to delete images from fields 17-21 within a suggestion. First, submitters need to delete the image from within the rich text box, in this example Field 21: Milestones, pointed to with the red arrow. Second, submitters need to delete the image by clicking on the ‘X’ (red square in image) under Existing Optional Attachments.

V. Retracting a PPA 7721 Suggestion Submission

A submitter can choose to retract a submitted suggestion for any reason before the close of the PPA 7721 Open Period. Retracted suggestions will be permanently deleted from the system and will no longer be available to submitters for modifications or review. If the suggestion requires minor corrections and a suggester wishes to make edits to their suggestion, they should not use the ‘Retract a PPA 7721 Suggestion’ function. The latter function is strictly used for removing suggestions from review and consideration of PPA 7721 funding. Follow the steps below to

retract a suggestion.

1. Click on the ‘Retract a PP7721 Suggestion’ icon (Figure 16) located on the ServiceNow PPA 7721 Suggestion Submission landing page.



Figure 16: The ‘Retract a PPA 7721 Suggestion’ icon. Suggesters will select this icon if they want to retract a suggestion from consideration for PPA 7721 funding.

2. 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 *III. Reviewing a PPA 7721 Suggestion Submission* for information on reviewing a completed suggestion. After finalizing the decision of which suggestion to retract click ‘Submit’.
3. After clicking ‘Submit’ the submitter will see a dialogue box (Figure 17) that their request has been processed indicating that the retraction of the suggestion was successful. An autogenerated email will be sent to the email on file with the retraction details.

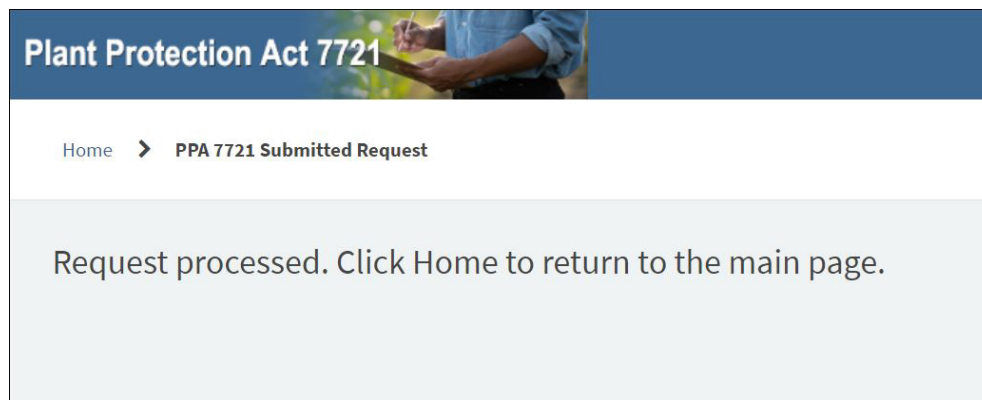


Figure 17: Dialogue box for retraction of a suggestion. A suggestion is retracted successfully when a submitter can view this message and receives an autogenerated email sent to their email address on file.

4. Repeat steps 1–3 to retract additional suggestions (if applicable).