

**United States Agency for International Development
Bureau of Democracy, Conflict and Humanitarian
Assistance
Office of Food for Peace**

Fiscal Year 2011 Annual Results Report Guidance

Awardee Name /Host Country

(insert) _____

Award Number

(insert) _____

Submission Date: _____ *(mm/dd/yy)*

(Enter the following information)

Awardee HQ Contact Name	
Awardee HQ Contact Address	
Awardee HQ Contact Telephone Number	
Awardee HQ Contact Fax Number	
Awardee HQ Contact Email Address	

(Enter the following information)

Host Country Office Contact Name	
Host Country Office Address	
Host Country Office Contact Telephone Number	
Host Country Office Contact Fax Number	
Host Country Office Contact Email Address	

LIST OF ACRONYMS

ADS	Automated Directives System
AOTR	agreement officer's technical representative (formerly cognizant technical officer)
ARR	annual results report
BEHT	Bill Emerson Humanitarian Trust
DEC	Development Experience Clearinghouse
DIP	detailed implementation plan
DQA	data quality assessment
FFP	Office of Food for Peace
FFP/M/R	Office of Food for Peace/Mission and/or Regional Office, as appropriate
FFP/W	Office of Food for Peace/Washington
FFPIB	Food for Peace Information Bulletin
FY	fiscal year (October 1 st - September 30 th)
HIV	human immunodeficiency virus
IDP	internally displaced person
IFRP	International Food Relief Partnership
IPTT	indicator performance tracking table
LOA	life of award
MYAP	multi-year assistance programs
PREP	pipeline and resource estimate proposal
SAPQ	standardized annual performance questionnaire
SYAP	single-year assistance programs
USAID	United States Agency for International Development

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Bureau for Democracy, Conflict and Humanitarian Assistance
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Fiscal Year 2011: Annual Results Report Guidance

I. Background and Purpose

All currently active Title II programs¹ must submit an annual results report (ARR). Title II programs submitting ARR include multi-year assistance programs (MYAPs), development food assistance programs, single-year assistance programs (SYAPs), emergency programs, and International Food Relief Partnership (IFRP) grants.

ARRs submitted by Office of Food for Peace (FFP) awardees provide meaningful results-oriented information to demonstrate the impact of FFP programs on food security issues. Awardees, FFP/Washington (FFP/W) and FFP Missions and/or Regional Office (FFP/M/R), as appropriate, use this information to demonstrate progress of award activities to date and to share lessons learned and food aid program best practices to improve the design and implementation of current and future food aid programming. ARR also serve as an important source of information for FFP/W, FFP/M/R and the United States Agency for International Development (USAID) to report on the overall impact of food aid programs and to respond to relevant stakeholders including the U.S. Congress, the Office of the Director of Foreign Assistance, and the Office of Management and Budget, among others.

Submission of an ARR is required each fiscal year (October 1st - September 30th), even if the food aid program began late or expired early in the fiscal year being reported on and has therefore implemented few award activities or achieved few results. An ARR covers award activities **implemented** during one fiscal year only, regardless of when funding or food aid commodities were provided. If activities were not implemented in the fiscal year being reported (e.g., due to late food aid commodity arrivals), then awardees should discuss with the appropriate agreement officer's technical representative (AOTR, formerly referred to as the cognizant technical officer) which components of the ARR for the specific fiscal year should be reported. If the AOTR decides all ARR components are not applicable for the specific fiscal year, awardees are still required to submit the attached *Completeness Checklist* with an explanation as to why each component is being considered not applicable. Submission of the *Completeness Checklist* should follow the submission process detailed in Section II, *Deadline and Submission*.

NOTE: FFP is required to conduct data quality assessments (DQAs) on information that is reported to U.S. Government stakeholders. Data submitted through any of the ARR components are therefore subject to a DQA conducted by FFP in the months following the awardee's ARR submission. During a DQA, awardees may be requested to provide information related to the quality of the data provided, regardless of whether the food aid program continues to be active.

¹ Food aid programs implemented under unique circumstances, such as the Productive Safety Net Program in Ethiopia, should discuss ARR component applicability with the agreement officer's technical representative and note discussion outcomes in the attached *Completeness Check*.

II. Annual Results Report Deadline and Submission Process:

- The ARR is due **no later than 12:00 P.M. Eastern Standard Time on the first Monday in November.** For fiscal year 2011 (FY 2011), ARRs are due on November 7, 2011.
- Food aid programs expiring prior to the end of FY 2011 (September 30, 2010) and prior to the release of the fiscal year 2011 ARR Guidance, should follow the *Fiscal Year 2010 Annual Results Report Guidance*. This means awardees will submit the final fiscal year ARR by the first Monday of November following the date of expiration of the food aid program or within 90 days of the date of expiration, whichever comes first.
- Awardees should submit an electronic copy of the ARR to FFP/W and FFP/M/R. The electronic copy submitted to FFP/W should be sent to ffpdocs@amexdc2.com. Please include “ARR FY__, the awardee name and host country” in the subject line of the email for each ARR submission. Awardees should note that zipped files may not be accepted by USAID email accounts, and should follow up with FFP/M/R to ensure all files were received.
- In addition to submitting any assessments, evaluations, analyses and special studies to the Development Experience Clearinghouse (DEC), awardees are also required to submit all applicable components of the ARR to the DEC. For more information on DEC submission requirements, please refer to [USAID ADS 540](#), *USAID Development Experience Information*, the [Development Experience Clearinghouse Web site](#), and/or the appropriate AOTR.
- Within approximately two weeks of submitting an ARR, awardees should receive ARR submission completeness check results from FFP. If components of an awardee's ARR are missing or incomplete, the awardee will be asked to revise and quickly resubmit the components in question. Awardees may also be contacted in future months in response to evaluations of submissions with regard to DQAs.

III. Annual Results Report Format

In lieu of a hardcopy submission, all submissions are requested electronically and should be in a printer-friendly format. Submissions not sent according to the standards requested in this guidance will be returned. Please adhere to the following formats, as applicable:

- No more than 12 pages in length, excluding cover page, list of acronyms and attachments;
- Written in English and in 12-point “Times New Roman” font;
- Narratives should be prepared in Microsoft Word with one-inch margins, left justification, and a footer on each page including page number, date of submission and food aid program award number; and

- Spreadsheets should be prepared in Microsoft Excel, with print areas set to 8.5 x 11 inch, letter-sized paper. Only the indicator performance tracking tables (IPTT) may be submitted on 8.5 x 14 inches, legal-sized paper.

IV. Annual Results Report Submission Requirements

For MYAPs and development food assistance programs, a complete ARR will include each applicable component listed below and detailed in Section V, *Components*, of this guidance:

1. Introduction: Annual Food Aid Program Results;
2. Success Stories;
3. Lessons Learned; and
4. Attachments:
 - A. Indicator Performance Tracking Table;
 - B. Detailed Implementation Plan;
 - C. Standardized Annual Performance Questionnaire;
 - D. Tracking Table for Beneficiaries and Resources;
 - E. Expenditure Report;
 - F. Monetization Tables;
 - G. Baseline Survey, Mid-term or Final Evaluation Reports;
 - H. Supplemental Materials; and
 - I. Completeness Checklist.

For SYAPs and Title II emergency programs, a complete ARR will include each applicable component listed below and detailed in Section V, *Components*, of this guidance:

1. Introduction: Annual Food Aid Program Results;
2. Success Stories;
3. Lessons Learned; and
4. Attachments:
 - C. Standardized Annual Performance Questionnaire;
 - D. Tracking Table for Beneficiaries and Resources;
 - H. Supplemental Materials; and
 - I. Completeness Checklist.

For IFRP grants, a complete ARR will include each applicable component listed below and detailed in Section V, *Components*, of this guidance:

1. Introduction: Annual Food Aid Program Results;
2. Success Stories;
3. Lessons Learned; and
4. Attachments:
 - D. Tracking Table for Beneficiaries and Resources;
 - H. Supplemental Materials; and
 - I. Completeness Checklist.

V. Annual Results Report Components

A complete ARR includes the timely submission of each component detailed below, provided in this order and with corresponding titles. Awardees should use the templates provided, as applicable. Reference should be made to any sections of the approved award or previous ARR that are relevant to an issue or point being addressed in the document (include page number and/or section references). Please include only the information requested. Should any of the below components not be relevant to the food aid program, the awardee should state that the section is not applicable, “N/A”, and provide explanations in the *Completeness Check*, described below. Supplemental information should be provided if it directly supports information requested in the ARR. Please direct any questions regarding these instructions to the appropriate AOTR.

The ARR should focus on reporting a food aid program’s progress and accomplishments during the fiscal year being reported with regard to award objectives and performance indicators. Awardees may briefly discuss progress to date or results achieved over the life of award (LOA), *but emphasis must be on the fiscal year being reported*. The narrative should include discussion of the results demonstrated through IPTT indicators.

The ARR submitted for the final fiscal year of the food aid program should primarily focus on the final fiscal year rather than the LOA. FFP receives ARRs for each fiscal year of the food aid program as well as mid-term and final evaluations. Therefore, a final comprehensive report restating information contained in prior years ARRs is not required. However, in the final ARR submission, the awardee may briefly discuss overall achievement during the food aid program’s LOA relative to award objectives established in the approved award. A concise overview on why such results were or were not achieved, overall food aid program impact and future implications may also be discussed. Lessons learned during the food aid program’s LOA should be captured in Section 3, *Lessons Learned*.

1. Introduction: Annual Food Aid Program Results

A. Multi-Year Assistance Programs and Development Food Assistance Programs:

Examples of key questions to address in the ARR narrative for MYAPs and development food assistance programs are as follows:

- Which circumstances or factors led to exceeding or falling short of expected targets? Were targets set too high or too low and why? How will problems be corrected? How will experiences of prior fiscal years be incorporated into the upcoming fiscal year’s implementation to improve performance?
- Have any key assumptions changed? Have assumptions held true?
- In what ways were the strategies in achieving the food aid program objectives influenced by feedback from recipients and/or beneficiaries? Did this feedback confirm the food aid program is on track or do issues remain?

- How has food aid program management been influenced by partnering with various actors (i.e. non-governmental organizations, the private sector, host country government officials or representatives, etc.) and changes in the institutional and policy framework?
 - How have sectoral activities of the fiscal year being reported affected LOA food security objectives and what is the potential for sustainability (e.g., what is the food security impact of improved water and sanitation infrastructure, service and practices for the affected households and the region or country as a whole)?
- B. *Single-Year Assistance Programs, Emergency Programs, and International Food Relief Partnership Grants*: Examples of key questions to address in the ARR narrative for SYAPs, emergency programs, and IFRP grants are as follows:
- What are the overall award objectives of the food aid program and who are the main beneficiary groups?
 - What are the major award activities (general free food distribution, supplementary feeding, therapeutic feeding, food for work, food for agriculture, complementary feeding, etc.)?
 - Did the program incorporate strategies and activities to accelerate the establishment and/or reestablishment of beneficiaries' livelihoods and self-sufficiency, such as resettlement or rehabilitation? If so, what were the strategies and activities? If no, please explain why these kinds of activities are not necessary or appropriate.
 - What results were achieved during the fiscal year?
 - On the whole, did the award achieve agreed upon objectives and targets (e.g., beneficiary levels, etc.)? If so, what objectives and/or targets were achieved or exceeded, and how? Explain the significance of what was accomplished and identify reasons for greater than expected results or factors that led to higher than expected achievement. If available, provide data in support of results. If not, what objectives and/or targets were not achieved and why? Identify reasons for performance shortfalls or factors that led to lower than expected targets and discuss how these problems were or will be addressed (or how these should be addressed by FFP). Examples might include civil unrest, personnel issues, shipping or ground transportation delays, budgetary constraints, etc. How will these experiences be incorporated into future implementation to improve performance?

2. Success Stories

When possible, awardees should include success stories and photographs to further educate the public about food aid programs, particularly to demonstrate the impact that food aid programs have on peoples' lives around the world. The stories should explain the food aid program in non-technical language and describe the result or benefit (where feasible). FFP seeks descriptions of

successes that go beyond the specifics of how much food was delivered and those that focus on the progress made in reducing food insecurity in the populations receiving food assistance. Success stories from all regions are encouraged. For final fiscal year ARR, FFP would appreciate success stories that focus on the impact the food aid program has made on a community and/or national level. Stories that focus on preventing malnutrition in children under two approach; increased agricultural productivity; alleviating the impact of shifting food prices; maternal and child health and nutrition; environmental mitigation; other FFP program elements and other topics tied to Title II programs are welcome. Submission of more than one success story is encouraged.

Selected stories may be included on the FFP Web site, in the annual U.S. International Food Assistance Report and in other communications products that highlight the work of FFP and its awardees.

Success stories should use the following format:

- **Headline:** 5-10 words;
- **Text:** 300-400 words, including impact and benefit of the activity;
- **Photo:** .jpg, .bmp, or .gif file, at least 300 dots per inch (dpi);
- **Photo caption:** include photographer's name and organization, a caption of 25 words or less summarizing what is occurring in the photo, including where and when it was taken and names of person(s) in the photo; and
- **Awardee description:** one sentence to one paragraph maximum.

3. Lessons Learned

Awardees should describe lessons learned from activities implemented during the fiscal year being reported. Food aid programs submitting a final fiscal year ARR should also capture lessons learned for the food aid program's LOA. Awardees should relate how these lessons learned apply to the specific activities, overall objectives and progress. Emphasis should be placed on information that will be useful for future food aid programming and interventions that might be shared within the awardee's organization, with other FFP awardees, FFP and the wider development community.

4. Attachments

The following attachments should also be submitted in conjunction with the narrative provided above, as applicable. Please note that the letters for the following subsections correspond to the letter of the ARR attachments.

A. Indicator Performance Tracking Table

Awardees should include a complete IPTT with indicator values inserted for the reported fiscal year.

B. Detailed Implementation Plan Table

The detailed implementation plan (DIP) table should be prepared using the format provided in the attachment. Awardees should complete the last column of the DIP table (current status),

which was left blank when the DIP table was submitted with the most recent pipeline and resource estimate proposal (PREP) submission. **When completing the last column, awardees should indicate whether the activity is: completed, delayed, cancelled or on-going.**

C. Standardized Annual Performance Questionnaire

It is important that awardees fully read the definitions and instructions tabs included with the standardized annual performance questionnaire (SAPQ) spreadsheet to properly complete this attachment.

All FFP programs are required to submit a complete SAPQ with their ARR. The SAPQ is a reporting tool used by FFP to collect standard data across host countries and food aid programs. **Food aid programs awarded in or after fiscal year 2008 are required to report, each year, on all annual indicators applicable to their food aid programs and on the applicable impact indicators in the appropriate years.** Food aid programs awarded prior to fiscal year 2008 are asked only to provide the data if they have it available.

Awardees should provide data only for the exact indicators described in the SAPQ form. No modifications or substitutes may be made as FFP must collect standard data across food aid programs.

For additional information on this reporting requirement, please see Food for Peace Information Bulletin (FFPIB) 07-02: *New Reporting Requirements for Food for Peace* and FFPIB 09-07: *Title II Awardee Reporting Requirements*.

D. Tracking Tables for Beneficiaries and Resources

It is very important that awardees fully read the definitions and instructions tabs included with the tracking table for beneficiaries and resources to complete this attachment properly. In aggregate, the data and information provided in the tracking tables allows FFP/W to determine how food aid program resources are programmed, disaggregated by technical sectors and target groups, to compare beneficiary projections with final results, and to respond to U.S. Government reporting requirements.

For each of the following sections, the letter corresponds to the letter of the tab in the spreadsheet for the tracking tables.

- i. *Tab A. Resources Summary Table:* Tabs A.i and A.ii reflect total food aid commodities and all cash expenditure amounts (including estimated accrued estimates) based on the fiscal year calendar. These tabs also provide space for awardees to briefly describe food aid program resources and award activities aimed at HIV affected populations. Awardees should complete this section, as appropriate.

Note that tab A.i is specific to MYAPs, development food assistance programs, SYAPs, and emergency programs. Awardees completing tab A.i should include all food aid commodities distributed and monetized as well as all cash expenditure

amounts (including estimated accrued estimates). Tab A.i is not applicable to IFRP grants.

Tab A.ii. is specific to IFRP grants. This tab should therefore include all food aid commodities distributed and all cash expenditure amounts (including estimated accrued estimates) based on the fiscal year calendar. Tab A.ii does not apply to MYAPs, development food assistance programs, SYAPs, or emergency programs.

- a. Awardees should provide the resource totals targeting beneficiaries who are highly vulnerable children. According to the PL 109-95 Implementation Strategy (May 2006), highly vulnerable children are “children and youth who are under 18 years whose safety, wellbeing, growth and development are at significant risk due to inadequate care, protection, or access to essential services.” Refer to www.hvcassistance.org for further information. Using the tracking tables spreadsheet, the awardee should specify the resources used to target highly vulnerable children, disaggregated by gender and age (under 17.99 years of age) where possible.
- ii. *Tab B. Beneficiaries by Sector:* All FFP awardees submitting an ARR should complete this tab by providing the total number of direct food aid beneficiaries planned and reached for the fiscal year being reported on, disaggregated by program element of operation.

Should food aid program beneficiaries include internally displaced persons (IDPs) and/or refugees, awardees should provide the number of IDPs and/or refugees targeted and reached. According to the [USAID Assistance to Internally Displaced Persons](#) report, IDPs are persons involuntarily uprooted within their country of origin due to a specific crisis or shock. No single international legal instrument or international organization is exclusively devoted to addressing their needs. This distinguishes IDPs from refugees, who are those who have crossed an international border. Refugees benefit from clear international responsibilities for their protection and the international organization mandated to assist them.

Awardees should provide the number of beneficiaries who are highly vulnerable children. According to the PL 109-95 Implementation Strategy (May 2006), highly vulnerable children are “children and youth who are under 18 years whose safety, wellbeing, growth and development are at significant risk due to inadequate care, protection, or access to essential services.” Refer to www.hvcassistance.org for further information. Using the tracking tables spreadsheet, the awardee should specify the number of beneficiaries identified as highly vulnerable children, disaggregated by gender and age (under 17.99 years of age) where possible.

Bill Emerson Humanitarian Trust Reporting: Should an awardee receive BEHT resources for unanticipated emergencies during the course of the LOA, awardees will be required to report BEHT metric tonnage and/or cash and target populations reached by BEHT resources via the ARR tracking tables for that particular fiscal year.

Awardees should contact the appropriate AOTR with any questions regarding BEHT or BEHT reporting.

- iii. *Tab C. Regional Beneficiaries by Sector:* All awardees should complete this tab if their food aid program was implemented in more than one host country. The aggregate total of beneficiaries in the *Beneficiaries by Sector* tab for the entire food aid program should match the aggregate totals of each individual host country within the food aid program as presented in the *Regional Beneficiaries by Sector* tab. The same instructions apply as on the *Beneficiaries by Sector* tab, disaggregated by country.

UPDATE: The revised tracking table for beneficiaries and resources no longer disaggregates data by technical sector. Instead, the tracking tables now disaggregate such data by program element,

FFP previously asked for awardees to disaggregate information by technical sector in ARR and other reporting. To better align FFP reporting with standard foreign assistance indicators developed by the U.S. Department of State and USAID, awardees are now being asked to report on activities by program element. All awardees are asked to assign resources and beneficiaries to the relevant program element in their Tracking Tables for Resources and Beneficiaries spreadsheets going forward. Awardees should assign activities and resources to program elements based on the definitions found in the AER; further information on standard foreign assistance indicators can be found at <http://www.state.gov/f/indicators/>. The table below shows suggested comparability between technical sectors and program elements.

Technical Sectors	Program Elements
Ag. / NRM – HIV or Non-HIV	Agricultural Sector Capacity
	Natural Resources and Biodiversity
Civil Society Strengthening – HIV or Non-HIV	Civil Participation
	Capacity Building, Preparedness and Planning
Education – HIV or Non-HIV	Basic Education
Emergency Prep. / Disaster Mitigation – HIV or Non-HIV	Assistance and Recovery
Health & Nutrition – HIV or Non-HIV	HIV/AIDS
	Family Planning and Reproductive Health
	Maternal and Child Health
	Nutrition
Non-Ag. Income Generation – HIV or Non-HIV	Strengthen Microenterprise Productivity
Vul. Group Feeding / Social Safety Net - HIV or Non-HIV	Protection and Solutions
	Social Assistance
Water / Sanitation – HIV or Non-HIV	Water Supply and Sanitation

E. Expenditure Report

The expenditure report in the ARR should detail actual expenditures (including estimates of accrued expenses) from the reported fiscal year. Totals provided in the expenditure report should match totals provided in the applicable resources summary table (part of the tracking tables for beneficiaries and resources) as well as total expenditure estimates for the fiscal year submitted as part of an awardee’s quarterly federal financial report.

For many food aid programs, this means that the expenditure report will detail expenditures from (parts of) two implementation years. For example, for a five-year development food assistance program operating on an implementation year that runs from April 1 to March 31, the first fiscal

year expenditure report would include the start of the program, April 1, through the end of the fiscal year on September 30. The second, third, and fourth expenditure reports would each cover an entire fiscal year, October 1 through September 30. The fifth expenditure report would cover October 1 through the expiration of the program on March 31.

F. Monetization Tables

In contrast to all other reporting data provided in the ARR, data provided in the monetization tables is based on implementation year, not fiscal year. Therefore, totals provided in the ARR section of the monetization tables (proceeds expended, etc.) will not match those provided in the resources summary table (part of the tracking tables for resources and beneficiaries), which follows the fiscal year. However, the monetization tables enable the AOTR to determine whether monetization proceeds are on target for the approved budget, or whether changes are needed. Awardees should note that the monetization attachments are combined into one spreadsheet.

- i. *Life of Activity Analysis for Monetization Proceeds:* Awardees should complete the LOA analysis for monetization proceeds table if the food aid program contains monetization. LOA expenditures are expected to stay within approved LOA budget levels.

On an implementation year basis, the amount of monetization proceeds generated should match the awardee's monetization budget. Any inconsistencies should be discussed with the appropriate AOTR.

- ii. *Anticipated Monetization Proceeds and Cost Recovery:* Data on anticipated monetization proceeds and cost recovery are captured in a development food assistance program proposal or PREP submission. Awardees should leave this tab blank when submitting the ARR.
- iii. *Actual Monetization Proceeds and Cost Recovery:* Awardees should complete the actual monetization proceeds and cost recovery figures for the previous implementation year.
- iv. *Anticipated or Actual Monetization Results:* In the text boxes provided, awardees should provide an analysis of their monetization transactions during the previous implementation year, and monetization results. This should include a discussion on how monetization proceeds were maximized as well as any monetization sales impacts registered.

G. Baseline Survey, Mid-Term or Final Evaluation Reports

Copies of reports from any baseline survey, midterm and/or final evaluation studies reports conducted during the fiscal year being reported should be included here. If already submitted to FFP, please provide the date of submission and the name and location of the person(s) to which they were sent.

The final evaluation is no longer required to be conducted in the first quarter of the third year (for a three-year food aid program) or in the penultimate year (of a four-year or longer food aid program). From fiscal year 2010 onward, awardees may conduct the final evaluation study as close as possible to the expiration of the food aid program, but in time to meet the due date for submission of the final evaluation study report. Please keep in mind the time needed for arranging for an external evaluator, for study design, data collection and analysis, draft report review, document finalization and FFP review. Also note that findings must be incorporated into any subsequent proposals for the same area.

As described in fiscal year 2010 *Title II Program Policies and Proposal Guidelines*, baseline surveys are conducted during the food aid program's first implementation year and mid-term evaluations approximately half-way through the LOA. Awardees should plan to conduct the final evaluation as close as possible to the proposed expiration date of the food aid program, but in time to meet the due date for submission of the final evaluation report. Note: If the food aid program receives an extension or was reduced in length, awardees may need to modify the timing and scope of the mid-term and final evaluation schedules to reflect the change in duration of the food aid program. If such an adjustment was agreed upon by the appropriate AOTR, please discuss the timing and coverage of such evaluations in the ARR.

H. Supplemental Materials

Awardees should provide supplemental information only if it directly supports information requested in this guidance. This may include additional evaluations, reports, case studies and/or executive summaries of these reports or studies, source data, photos, etc.

I. Completeness Checklist

Awardees should submit the completeness checklist to ensure all applicable ARR components are included in the submission. If, for any reason, the awardee is not submitting a particular component as detailed in Section IV, *ARR Components*, the awardee should provide a short explanation as to why the component is not applicable to the ARR in the *Completeness Checklist*.

As stated above, if activities were not implemented in the fiscal year being reported, due to late food aid commodity arrivals, etc., then awardees should discuss with the appropriate AOTR which components of the ARR for the specific fiscal year should be reported.

If the AOTR decides all ARR components are not applicable for the specific fiscal year, awardees are still required to submit the attached *Completeness Checklist* with an explanation as to why each component is being considered not applicable. Submission of the *Completeness Checklist* should follow the submission process detailed in Section II, *Deadline and Submission*.