Development Information Solution (DIS)

IMPLEMENTING PARTNER

Frequently Asked Questions

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This document includes answers to some of the most common questions from USAID implementing partners about DIS.

What is DIS?

DIS is a web-based Agency-wide portfolio management system designed to capture one cohesive development story. DIS helps standardize data collection and reporting processes, while facilitating information-sharing across USAID. DIS helps meet the need for high quality, real-time data by integrating program funding, award information, and development results in one single platform to inform evidence-based decision-making. For implementing partners, DIS will enable smoother reporting across activities and geographies, where applicable.

What can implementing partners do in DIS?

Currently, implementing partners can voluntarily use the DIS Partner Portal, where they can report activity indicator results into DIS for review and approval by their Agreement Officer's Representative (AOR) or Contracting Officer's Representative (COR). Implementing partners are also able to generate reports in the Partner Portal on their activities.

Partners can choose to complete the following tasks in DIS:

- Submit performance results for USAID activities
- Monitor and submit changes to baselines and targets for activities (if permitted by the IP's COR/AOR)
- View data associated with activities
- Leave comments and explanations regarding performance results (e.g. deviation narratives)
- Submit photos or documents in support of activities (i.e. digital artifacts)
- Receive system-generated approvals/rejections from AOR/CORs
- Run reports to view activity and indicator data
- Assign geographic locations for activities

How do implementing partners log in to DIS?

At this point, access to DIS is on a voluntary basis, and implementing partners should coordinate with their COR/AOR to request access to DIS or reactivate their account. In order to access DIS, implementing partners will need a valid Login.gov account to enter the Partner Portal (visit https://dis.usaid.gov and click the login option on the right side of the landing page after clicking "Enter"). The process to create a Login.gov account is also covered in IP training and reference materials as well as this how-to access DIS tutorial video.

IPs can request access to the DIS Partner Portal from their COR/AOR via email including the following information:

- IP's first and last name
- IP's organizational email address
- Start and end date for requested DIS access (if known)
- Full name of activity/activities the IP plans to report on in DIS

For additional questions or to learn more, implementing partners should contact their AOR/COR.

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Who can access DIS?

Implementing partners may request access to the DIS Partner Portal from their COR/AOR. There is no limit to the number of individuals from an IP organization that can access DIS; however, it is recommended that IPs set up accounts with no more than three individuals per activity.

All accounts must be approved by the COR/AOR, but once an IP's account is set up in DIS, they may add or remove other individuals from their organization to their assigned activities to help with results collection and reviews for their activity. For example, an implementing partner may choose to have one person enter data and another person review the data to ensure accuracy -- both tasks require system access.

What additional data inputs should implementing partners provide in DIS?

Implementing partners should work with their AOR/COR to determine what data and documents should be uploaded to DIS in addition to their performance results. These may include any relevant activity-level documents containing monitoring information. There is a maximum size of 100MB for a single upload and no restrictions for the number of documents that may be uploaded to an activity.

In addition to reporting narratives monitoring information, uploads may include:

- Photos (photo consent forms may be uploaded separately)
- Field visit reports
- Other relevant progress reports related to the current reporting period
- Supported file formats: (doc, docx, xls, xlsx, pdf, jpeg, pic, csv, zip, gzip, tar, dat, txt, jpg, png, gif, mp3, mp4, odt, rtf, ppt, pptx)

Can implementing partners enter results offline?

At this time, implementing partners can only submit results directly in the DIS Partner Portal.

Are other users from the same organization notified by DIS when I submit results?

No. When one implementing partner user from an organization enters results and submits a report, the other IP users from the same organization do not receive a notification. However, each user can log into DIS and see what information has been submitted. The USAID AOR/COR receives a notification of the submission so they can approve or reject the results.

Can implementing partners generate reports for specific reporting periods and relevant indicators?

Yes, implementing partners can view a number of reports in the DIS Partner Portal. IPs can view and download these reports to analyze an activity's indicators, the activity indicator submission statuses, and the activity indicator results by fiscal year.

Do Feed the Future (FTF) funded activities report into DIS?

Yes, Feed the Future reporting transitioned to DIS from the Feed the Future Monitoring System (FTFMS) for FY2020 results reporting. FTF reporting will continue to be done within DIS for FY21 reporting and beyond.

What is the current status of rulemaking?

USAID is pursuing the rulemaking process that will require the collection and submission of digital information by all USAID contractors. However, because rulemaking is a multi-year process, there is no specific timeline to share at this time.

For additional questions or to learn more, implementing partners should contact their AOR/COR.

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