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NGO Aid Map
An InterAction Initiative

Guidance for Reporting Project Data

Project: A project is defined as a group of activities with a start date, end date and budget that are aimed at achieving clearly specified objectives. Projects may take place in multiple locations and/or cut across multiple sectors. You should only provide information on **active** projects.

If you are reporting on a project on which you are a **sub-recipient**, please only provide information on your organization's portion of the project – not the overall award.

Note: An asterisk (*) indicates a required field.

PROJECT DATA	
Organization*	The name of your organization.
Project Identifiers/Organization Project ID	Alpha/Numeric code your organization uses to identify the project. This is always the project identifier that is assigned by the reporting organization.
Project Identifiers	You may provide any number of additional project identifiers. Just provide the identifier/code and which organization assigned the ID. An InterAction ID is automatically assigned to every project.
Tags	Tags flag projects for special use, most often for inclusion in a featured map. Choose any appropriate tags from the options in the dropdown
Project Name*	The official title of the project *(avoid giving multiple projects the same name!).*
Project Description*	A brief description of the goals and objectives of the project.
Project Activities	A brief description of the activities taking place to meet the project objectives.
Additional Information	Optional field - can include progress to date or links to further information.
Start Date*	First day of project implementation.
End Date*	Date by which the project is expected to be completed (on-going projects must also provide an end date). *Note that this information can be updated*

	with actual end dates.
Sector(s)*	Classification of the type of project (e.g., Health, Education, etc.).
Cross-Cutting Issue(s)	Issues addressed by the project that cut across more than one sector (e.g., gender).
Humanitarian	If the project is humanitarian in whole or in part, make sure this flag is checked. It must be checked in order to provide more details in the Humanitarian Scopes section.
Donor(s)	What organization(s) was the **original** source of funds for the project?
Budget	What is **your** organization's total budget for the project? Should reflect the amount listed in a grant agreement or contract (i.e., award ceiling vs. obligated amount).
Currency	The currency of the project budget reported. Required in order to report budget information.
Budget Value Date	Date to be used for determining the exchange rate for currency conversions. The default is the project start date.
Prime Awardee	For multilateral, government or foundation-funded projects, what organization received the funding directly from the original donor? This can be your organization.
Partner(s)	Which organization(s) or agency(ies) are involved in the implementation of the project? Do not include donors or field offices of your organization.
Project Reach Unit	The unit in which project reach is being reported (e.g., individuals, households).
Project Reach (Target)	The number of units expected to directly benefit from the project.
Project Reach (Actual)	The actual number of units reached to date.
Target Group(s)	What types of individuals or groups are primarily intended to benefit from the project? (e.g., youth, children under 5)
LOCATION INFORMATION	
Geographical Scope	Used to indicate whether the project is "national" or "global" in scope, meaning it does not take place in specific locations.
Country*	Country in which the project is taking place. If the project is targeted at a region, list all countries considered to be part of that region. If a project is global, please contact us at mappinginfo@interaction.org for guidance.
1^{st} / 2^{nd} / 3^{rd} Admin Level	First, second or third sub-national level in which the project is taking place *(in the US, this would be: 1^{st} = state > 2^{nd} = county > 3^{rd} = municipality).*
Verbatim location	Optional field for providing more specific location information.
CONTACT INFORMATION	
Name, Position, Email	Who should people contact with questions about the project?
Project Website	Link to project website, if available *(<u>not</u> organization's main website)*

HUMANITARIAN SCOPES	
Type, Vocabulary, Code, Vocabulary URI, Narrative	Humanitarian scopes provide contextual information for humanitarian projects. These fields are based on the IATI standard, allowing the reporting organization to reference standardized codes and codelists for identifying specific humanitarian contexts comparably. A project can have any number of scopes.
EXTRAS	
Pictures/Videos	You may upload or link via url images (under 300Kb) of your projects. Videos (YouTube and Vimeo) may also be added via url.
Resources	External project files and related web content may be linked to a project by providing a url for each resource.

For more information on reporting to NGO Aid Map visit
http://ngoaidmap.org/p/data-guidance