**Guidelines for Entering Projects into AFSI Project Tracking Database**

**1) What counts?**

A project “counts” as an AFSI project if you are undertaking activities which will help the Initiative achieve the overarching goal of increasing shorebird populations 10% by 2025. All projects count that implement any of the strategies, objectives and actions as outlined in the AFSI business plan. And almost any shorebird work being done in the Atlantic Flyway which reference AFSI in the project proposal or description is likely making a contribution which counts.

**2) Reporting costs, metrics, and time frames for ongoing monitoring projects, such as:**

Report only activities, costs, and metrics that occured within the time period of the AFSI Business Plan (2015-2025). Keep in mind whether your long-term motoring efforts “count”. If you began efforts before the inception of AFSI but you now reference AFSI, then hurray - it counts! If you are doing this work as a long-term shorebird effort but do not mention AFSI in any project description, proposal, or reporting, then it does not count.

* If this is your first time entering project information select “This is a new project in the database”.
* If you are updating an existing project, select “This is an update to an existing project in the database”.
* Every year we call for accomplishments, you can update an ongoing project.
* Only report metrics and cost for years past and present - do not report for future years.
* Only report new metrics and cost if you are updating an existing project (to avoid double counting).

**EXAMPLE**

*Start year, end year, costs:*

if I had an ongoing monitoring project that cost $100k per year, and I was reporting three years of data (2015, 2016, and 2017), I would enter:

Start year: 2015

End year: 2017

Cost: $300,000

Report on any metrics that occurred within those 3 years.

**3) Reporting Locations:**

Please capture the place name or geographic region within your project title and/or description.

Focal geography categories place the project within one of the AFSI geographies (or multiple categories, if applicable)

The latitude/longitude coordinates are just used to place the project somewhere on our map.

For the regional projects, just putting a point somewhere within the region. Folks typically select a meaningful location, such as a central field site.

If you have any projects where "Focal Geography = All Flyway", and would prefer not to select a single central location, please feel free to put the dot somewhere in the western Atlantic Ocean.

**If you have questions please reach out to** **debra\_reynolds@fws.gov** **or** **pamela\_loring@fws.gov**