



TRACS Quick Reference Guide

Course 2: Grant Proposal and Project Statement

Lesson 2c: Enter Objectives

Step	Action
	<p>Visit Lesson 1b for more information on the components of TRACS-formatted objectives and the tools used to build them.</p> <p>Refer to the Performance Matrix and Strategy Fact Sheets, helpful reference guides for each strategy, located on the WSFR Training Portal at: https://wsfrtraining.fws.gov/mod/page/view.php?id=216&forceview=1</p> <p>Best Practice Tip: For the strategy of Training/Education, the best practice recommendation is to create two objectives, one to track the number of events and one to track the number of students. These metrics are important for tracking training and education for the program.</p>
1	<p>Navigate to the Objectives page.</p> <ol style="list-style-type: none"> a. If you are starting from the login point, click on the Performance Module to open the Dashboard page. <ol style="list-style-type: none"> i. Your grant should appear in the Recent Activities list and in the Reports, such as “My open grants”. Select the grant from the list to open the Grant Workflow page. ii. Alternately, click on “Grants” from the Dashboard and then search for the grants by keywords in the title (or if entered, the SAP/PO FBMS #). Once you find the grant, click “Work on Grant” to open the Grant Workflow page. b. If you have just started the Project Statement and completed the Need & Purpose page, you will now be on the Objectives page.
2	<p>On the Objectives page, click “Create New Objective”.</p>
3	<p>The Objectives workflow opens with sub-tabs to complete, beginning with tab “1: Create Objective”.</p> <ol style="list-style-type: none"> a. Enter the Objective Title using the standardized format. The format of the standardized objective title in TRACS is “Action verb + unit of measure + target date.”, e.g. “Stock 10 million fish by Dec. 31, 2021.” Click on the “TRACS Resources and Resources Page” link at the top of the page to open the Performance Matrix and find the standardized objective title format for your selected strategy. b. Select the Strategy for this objective from the drop down list. c. Select a predefined Objective from the drop down list based on the strategy you selected. d. Enter the Target Date. The target date is the deadline when you plan to complete this objective and must match the grant end date or be within the overall grant start and end dates. The target date usually matches the grant end date. The target date will default to the end date of the grant and may be changed to earlier if needed. Select the date from the calendar or type the date into the field formatted YYYY-MM-DD. e. If applicable, check the box “Pertains to R3 (recruitment, retention, or reactivation)”. f. Then click “Next Step”.



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4	<p>Tab “2: Add Activities” opens. Click “Add an Activity”.</p> <ol style="list-style-type: none"> Activity Tag: Select an activity tag (level 1 on the Matrix) from the drop down list. An activity is a specific descriptor that further defines the strategy. Activity Tag 2 (if applicable): Click on the drop down menu and check the box next to all of the activity tag 2s that apply. For example, if the activity tag 1 is “Recreational Boating Facilities”, then a list of components or amenities at that facility are available to select from the Activity 2 menu, such as restrooms, docks, fish cleaning stations, etc. <p>To filter the activity tag 2 list, type into the search box. To check all boxes, click the check mark next to the search box.</p> <p>Tip: TRACS requires at least one activity tag level 1, and depending on the tag, additional details may be required in the form of activity tag level 2. The unit of measure is only required for the Activity Tag 1 level. Strategies that may have Activity Tag 2s (depending on the Tag 1) include:</p> <ul style="list-style-type: none"> • Facilities/Areas Construction, Renovation or Acquisition • Facilities/Areas Operations and Maintenance (O&M) • Training and Education <ol style="list-style-type: none"> The activity tag 1 defines specific outputs (units of measures) for the objective. Fill out the unit of measure that displays. Note that TRACS does not allow commas in the number field, so make sure to double check that you have entered the correct number of digits. Enter the Principal Investigator if applicable (research only). The Principal Investigator (PI) is the lead researcher for a research-based project, such as a field or laboratory study. Enter the search parameters by First and Last Name or Email Address or click Add Contact if needed. Some activities also have additional requirements such as such as identifying target species and habitat(s). For more information on how to enter species and habitat(s), see “Course 5: Species and Habitat”. Click “Add Activity to the List” and the list will display.
5	<p>Click “Add another Activity” to repeat the process and add more activities to the objective as needed. Then click “Next Step”.</p>
6	<p>The Approach tab opens. Enter or copy/paste the Approach for this objective. The approach describes the specific conservation actions or efforts necessary to accomplish the objective. The approach answers the question “how” the objective will be accomplished by describing the actual work that will be done. This information must demonstrate that the agency will use sound design, appropriate procedures, and accepted fish and wildlife conservation, management, or research principles. A separate approach is required for each objective in TRACS.</p>
7	<p>Click “Finish Objective” to close the Objective workflow and return to the Objectives main page. The objective will display in the list.</p>
8	<p>If any items are missing, the validation column will display the number of missing items. Click on it to see a pop-up box with the missing item(s) details. The “Go” link(s) will open the corresponding page.</p>
9	<p>Continue to add objectives as needed by clicking “Create New Objective” and repeating the workflow steps (1-8). Then select “Next Step”.</p>
10	<p>The Results & Benefits page opens. Refer to the next Lesson “2d: Complete Project Statement”.</p>