



USAID
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Submit Materials to the USAID Development Experience Clearinghouse





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Development Experience Clearinghouse

- **Search the Agency's institutional memory:** Access roughly 200,000 USAID-funded technical and programmatic documents through the DEC.
- **Submit materials:** Document your development-experience planning, design, implementation, and results.
- **Share your experience:** Comment, tag, rate, share your experiences.

The screenshot shows the USAID Development Experience Clearinghouse (DEC) website. At the top left is the USAID logo. To its right is a navigation menu with links: WHO WE ARE, WHAT WE DO, WHERE WE WORK, RESULTS AND DATA, NEWS & INFORMATION, and WORK WITH USAID. A blue button labeled 'USAID LEADERSHIP' is positioned in the top right corner. Below the navigation is a search bar with the text 'DEVELOPMENT EXPERIENCE CLEARINGHOUSE' and a search icon. Underneath the search bar are three buttons: SEARCH, SUBMIT, and SHARE. The main content area features a large image of people in traditional fishing boats on a body of water. Below the image is a text overlay that reads 'DEC SEARCH TRAINING: January 29. Details!'. At the bottom of the image area are three buttons: SEARCH, SUBMIT, and SHARE, each with a small descriptive text below it: 'Search a half-century of U.S. international aid records', 'Submit USAID project records to preserve knowledge for future use.', and 'Share what you find, by rating, tagging, blogging.' respectively.

<https://dec.usaid.gov>

Why submit documents to the DEC?

- Submission of development experience materials to the DEC is required (*ADS Chapter 540*)
- The DEC is a **permanent** repository of Agency documents
- The metadata attached to the documents make them easier to find by a greater number of people
- Your work gains a wider exposure both through the DEC itself and through postings on USAID web sites.



The screenshot displays the USAID DEC Express website interface. At the top, the USAID logo is visible. Below it, the main heading reads "Nepal Flood Recovery Program" followed by "Final Report". The page features a large image of people on bicycles and another of people in a boat. A section titled "FEBRUARY 2014" provides a welcome message and lists featured documents with brief descriptions:

- EDUCATION**: USAID/Indonesia scholarship history. Egypt education legacy: 36 years of a partnership in education.
- AGRICULTURE & FOOD SECURITY**: USAID and CGIAR: a strategic partnership in research... Reducing the gender gap in agricultural extension and advisory services. IFAD review of the collaborative research support program (CRSP).
- ECONOMIC GROWTH & TRADE**: 20 years of USAID economic growth assistance in Europe and Eurasia.
- GENDER EQUALITY & WOMEN'S EMPOWERMENT**: The role of women's empowerment in reducing HIV testing. Reducing the gender gap in agricultural extension and advisory services: how to find the best fit for men and women farmers. Climate change and gender.

USAID operating units must submit....

- Program policy and strategy planning documents
- Program reviews
- Development activity analysis, design, and authorization documents
- Program and development activity documents
- Performance, results, and evaluation reports

References:

ADS 540.3.2.1

USAID Branding: <http://www.usaid.gov/branding>



USAID contractors and grantees must submit....

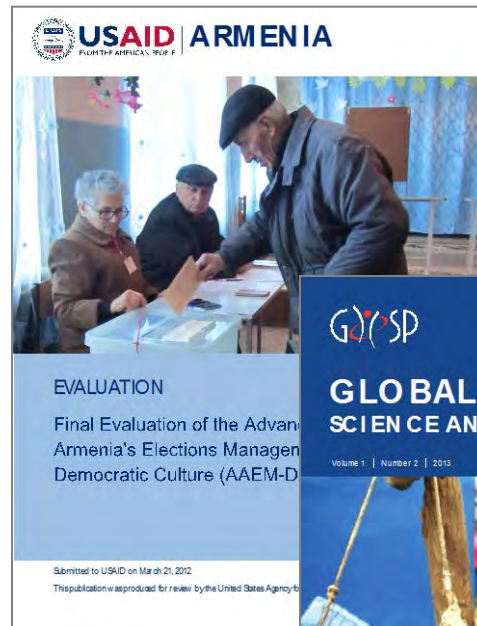
- USAID supported research, studies, technical reports, and publications
- Program and development activity performance, results, and evaluation reports
- Non-print information products
- Any other contractor deliverables and information products

References:

ADS 540.3.2.3

Preparing Evaluation Reports:

http://pdf.usaid.gov/pdf_docs/PNADY976.pdf





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Before you submit,

Check these first!

Duplicate?

File Final and Approved by COR/AOR?

All parts included?

Free of PII?

Restricted or Public?



USAID LEADERSHIP

WHO WE ARE WHAT WE DO WHERE WE WORK RESULTS & DATA NEWS & INFORMATION WORK WITH USAID

DEVELOPMENT EXPERIENCE CLEARINGHOUSE

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SEARCH SUBMIT SHARE EVALUATIONS Reports My Preferences

Search the DEC

Submit Document

Help

Submitted documents are available online immediately.

To Submit, please follow these guidelines ...

- If the document needs to be restricted for use by USAID staff only, check the box in the red area below. This will ensure that the document will not be viewable by the public.
- Delete any personal information (SSN, home address, phone, etc.) in the document.
- Enter the title exactly as it appears on the title page or cover.
- Submit the final approved version of each document separately.
- If the document consists of multiple files, [special guidelines](#) apply.
- Please **do not** resubmit documents that were submitted by the earlier online method.
- After you submit this document, you will **NOT** be able to edit the information with this document.
- For more information, go to the [ADS Chapter 540 Guidelines](#).

Required for Submission

Document Title (required):

Publication Date (required):

Language(s) (required):

Available	Selected	<input type="button" value="Remove"/>	<input type="button" value="Clear List"/>
English			
Spanish			
French			
Arabic			
Portuguese			



What does *not* go into the DEC?

- Classified materials
- Resumes or *curriculum vitae*
- Personal information
 - Social Security Numbers
 - Salary information
- Specific financial information for a project: Financial reports such as SF-425 and SF-425a, Federal Financial Report, and SF-270, Request for Advance or Reimbursement
- Materials not related to USAID

Classified

CV

SSN

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Submit Directly to the DEC for Immediate Access

<https://dec.usaid.gov/dec/content/submit.aspx>



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SEARCH SUBMIT SHARE EVALUATIONS Reports My Preferences

Search the DEC

SUBMIT MATERIALS

Documents and development assistance project materials produced or funded by USAID must be submitted for inclusion in the DEC, per the **ADS 540**. Submitted materials are immediately available.



Submit DOCUMENT

Submit IMAGE

CONTRIBUTE PROJECT EXPERIENCES

SUBMIT DOCUMENT

- Submitted documents are immediately available.
- There are **special guidelines** for documents in multiple parts.
- Please remove all **Personally Identifiable Information (PII)** before submitting. Look for specific agency guidelines in ADS Chapter 508

SUBMIT IMAGE

Acceptable image formats are .tiff, .gif, .jpg/ .jpeg or .bmp

SUBMIT VIDEO OR AUDIO

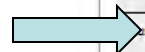
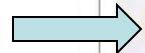
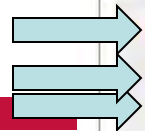
Send your audio and video files to:

USAID Development Experience Clearinghouse
M/CIO/ITSD/KM
Ronald Reagan Building M.01-010
U.S. Agency for International Development
1300 Pennsylvania Avenue, NW
Washington, DC 20523



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Submit Document



Required for Submission

Document Title (Required): Social networking - a guide to strengthening civil society through mobile phones (DOD/USAID/DCI)

Publication Date (Required): 27 June 2014

Language(s) (Required): Available: English, Spanish, French, Arabic, Portuguese, Indonesian, Russian. Selected: English. Remove Clear List

File for Upload (Required): The maximum file size that can be uploaded is 100 mb.

Restricted to USAID personnel only?

Expected Release Date:

- Each submitted document is available online immediately and verifiable by all, unless restricted by an appropriate USAID staff person, such as Contracting Officer's Technical Representative (COTR).
- Delete any personal information (SSN, home address, phone, etc.) in the document.
- To restrict, check the box above and enter a date for release to the public.

Please Provide the Following Information If Available

Translated Title:

Series Title(s):

National Author(s):

Authoring Organization(s): C0407 - Counterpart International

Sponsoring Organization(s): D0194 - USAID, Div. for Democracy, Conflict and Humanitarian Assistance, Center of Excellence on Democracy, Human Rights and Governance

Submitting an evaluation of a USAID activity, project or program?
For a final evaluation, select Final Evaluation Report.
For a mid-term, interim, or any other evaluation, select Special Evaluation.

Document Type: Other Program Document

Primary Subject: Communications media and equipment

USAID Geographic Term(s): Available: Afghanistan, Africa, Africa south of Sahara, Albania, Algeria, America, American Samoa. Selected: Remove Clear List

USAID Contract/Client Number(s):

Additional Information:

Required:

USE Internet Explorer to Submit

- Complete Document Title:
- Publication Date:
- Language
- Uploaded file

Also Include:

- USAID Contract Number(s)

AND

SAVE!





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Saved!



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Print / View E-mail Download Summary As Add To Edit Report On Content Copy Social Status Delete



The new content has been added.

Share this Document

Document Title:	Social networking : a guide to strengthening civil society through social media (#SMGuide4CSO)
Document Type:	Other Program Document
Authoring Organization(s):	Counterpart International
Sponsoring Organization(s):	USAID_Bur_for Democracy, Conflict and Humanitarian Assistance. Center of Excellence on Democracy, Human Rights and Governance
Publication Date:	27 June 2014
Document ID:	2ece190e-50cf-4d84-93f0-b64e6372ceb6

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Primary Subject: [Communications media and equipment](#)



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Sharing the link: Use the Record URI

Sponsoring Organization(s): [USAID, Bur. for Democracy, Conflict and Humanitarian Assistance, Center of Excellence on Democracy, Human Rights and Governance](#)

Publication Date: 27 June 2014

Document ID: 2ece190e-50cf-4d84-93f0-b64e6372ceb6

Download Document:



Primary Subject: [Communications media and equipment](#)

Additional Document Information

Language: English

View Document: No PDF Available

Record URI: <https://dec.usaid.gov/dec/content/Detail.aspx?ctlID=ODVhZjk4NWQ1M2YyMi00YjRmLTkxNjktZTcxMjM2NDNmY2Uy&rID=MzQ5Nzc0>



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Need more help?

- More questions?
- Need to make a change?
- Want to delete a submission?
- Want to take our Search the DEC class?

**Email your questions
or comments to:**
ksc@usaid.gov

[USAID/DEC Cataloguing References](#)

- USAID Thesaurus
- Primary Subject Codes
- Document Types