**Newborn Survival Map Questionnaire Guide**

**Thank you for providing project information for the Newborn Survival Map!**

**Please scroll through the entire questionnaire, and take a moment to read the following sections.**

**What Does the Questionnaire Ask?**

The questionnaire asks for a brief description of your organization; for information about the locations where your project has activities; about the funding for the project; and the major goals and outputs for the project, particularly as they relate to pregnant women and newborns.

Since the information will be put on a map, the more information provided about **In-Country Regions** and **Activity Locations** will make it possible for stakeholders to see the important work related to your project.

The questionnaire provides a Release of Information, to explain that the information provided will be publicly available on the map, and that FHI 360 will not provide compensation for the information.

If you have any questions or concerns about the use and storage of information, please contact Christina Blumel at [cblumel@fhi360.org](mailto:cblumel@fhi360.org).

**Terms You Should Know**

**In-Country Region**refers to a major administrative and geographical unit **within the country.**

* For example, in Niger the major regional unit is a district; in Uganda there are 4 geographic regions and multiple Districts within them; in India there are States. Please choose the **In-Country Region** that is used for your project.
* The project may work in one **In-Country Region** or several, depending on its scope. The questionnaire has been created to make it easy to add a section to provide information for additional **In-Country Regions** as needed.

**Activity Locations:** This section asks about where activities are carried out in the in-Country Region: cities, hospitals, offices, community centers or schools could all be considered **Activity Locations**. The questionnaire makes it easy to add a section to provide information for additional **Activity Locations.**

**Tips on Filling in the Questionnaire**

1. Make sure that you have opened the link to the questionnaire (or copied and pasted it into) in a browser such as Mozilla Firefox, Google Chrome, or Internet Explorer 9 or higher. The form questionnaire will not work with Internet Explorer 8 or lower.
2. You will see many “?” symbols throughout the questionnaire. Clicking on the “?” symbol will reveal an explanation regarding the requested information.
3. You will see **information in red** when required fields are incomplete, have non-numeric values when these are required, URLs are not incomplete, or the text is too long or too short for a text box.
4. You can copy and paste information into the text boxes, to save effort in typing.
5. The form will not save information unless all required fields are filled in. These required fields are starred with a red asterisk.
6. While many fields are not required, we encourage you to fill in as many as possible!
7. At the end of the questionnaire, click on the “Save and Submit” button. This will submit your information to the database, so it can be represented on the map.
8. However, you can still go back and update and add information to the questionnaire by **Clicking on the link in the confirmation email.**  Please save this link! If you do not receive see this email, please check your “spam folder”.
9. Have more than one project or work in more than one country? Click on the “New Project” button. A blank version of the questionnaire will open in a new window in your browser.

**If your project has activities in more than one country:**

The Map features projects by country. If your project works in multiple countries, please click on the "**New Project**" button, and add project information specific to each country.

**If more than one person has information about the project:**

If there is someone who has details about a particular **In-Country Region** (targets, locations, etc.) you can send them a link to fill in that part of the questionnaire. Typically, such people will be project staff responsible for managing the project in a specific Country Region.

In the **In-Country Region Contact Section**, add the name and email address and check the "Notify Contact" checkbox.

The contact will receive an email which notes the project name, that you have designated them to receive this email, and a link to the portion of the online form that requests information for that region.

The information they provide will appear in the completed form once they have clicked on the “Save and Submit” button.

You can go back to the form (via the link provided in your confirmation email) and update or correct this information at any time.

**Questions and Comments ????**

**We welcome questions and comments. Please contact Christina Blumel at**[**cblumel@fhi360.org**](mailto:cblumel@fhi360.org)**.**

**Thank you!**

**The Newborn Survival Map Team**