

## **CAPS Survey Summary Form**

The [Survey Summary Form](#) will be completed online on the [CAPS Resource & Collaboration site](#). A CAPS R&C login will be required to access the Survey Summary Form. The Survey Summary Form must be completed when the work plans are submitted to the SPHD's office. No work plans will be reviewed or approved without a completed Survey Summary Form. Once the state submits the completed information, the state PPQ office will be required to acknowledge review before it will be reviewed by the Field Operations Manager. The state information in the Survey Summary Form will be available to Field Operations online. States will not be able to access other state's information. States are strongly encouraged to list State contributions to the survey effort in the Survey Summary Form and the Financial Plan whenever possible (note that the figures listed in these two forms must equal each other). This information will assist the Pest Detection Program answer requests and questions from the Agency, Department, and Congress, and prepare future budget requests.

The Online Survey Summary Form can be found at:

<http://caps.ceris.purdue.edu/survey-summary>

Further guidance concerning cooperator share can be found in the 2018 Guidelines document and at the link below.

[https://caps.ceris.purdue.edu/webfm\\_send/2347](https://caps.ceris.purdue.edu/webfm_send/2347)