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HRSA EHB USER GUIDE

# Nurse Faculty Loan Program (NFLP) Annual Operating Reports (2012) User Guide for Grantees

Last updated 7/5/2012



# Table of Contents

<b>1. INTRODUCTION.....</b>	<b>5</b>
<b>2. GETTING STARTED .....</b>	<b>5</b>
2.1. WHAT IS THE NFLP ANNUAL OPERATING REPORT AND WHO MUST SUBMIT ONE? .....	5
2.2. WHEN WILL THE REPORT BE AVAILABLE? .....	5
2.3. WHAT ARE THE DEADLINES? .....	5
<b>3. ACCESSING THE REPORT .....</b>	<b>6</b>
3.1. EHB ROLES AND PRIVILEGES .....	6
3.1.1 Adding the NFLP Grant to Your Portfolio .....	7
3.1.2 Granting Privileges.....	9
3.2. NAVIGATING TO THE NFLP ANNUAL OPERATING REPORT.....	12
3.3. THE PERFORMANCE REPORTS PAGE .....	13
<b>4. NFLP ANNUAL OPERATING REPORT FORMS .....</b>	<b>16</b>
4.1. NAVIGATION AND DATA ENTRY .....	16
4.2. STATUS PAGE .....	17
4.3. BASIC INFORMATION PAGE.....	19
4.4. NFLP PAGE 1A - STUDENT BORROWER DATA SECTION .....	20
4.5. NFLP PAGE 1B - STUDENT BORROWER DATA SECTION .....	21
4.6. NFLP PAGE 2 - PROGRAM ACCOUNTS SECTION .....	22
4.7. NFLP PAGE 3 - PROGRAM ACCOUNTS SECTION .....	23
4.8. NFLP PAGE 4 - PROGRAM ACCOUNTS SECTION .....	24
4.9. NFLP PAGE 5A - BORROWER ACCOUNTS WORKSHEET SECTION .....	25
4.10. NFLP PAGE 5B - BORROWER ACCOUNTS WORKSHEET SECTION.....	26
4.11. NFLP PAGE 5C - BORROWER ACCOUNTS WORKSHEET SECTION.....	27
<b>5. DATA AUDIT AND WARNING.....</b>	<b>28</b>
<b>6. REVIEWING AND SUBMITTING THE REPORT .....</b>	<b>29</b>
6.1. REVIEW PAGE .....	29
6.2. SUBMIT PAGE .....	30
<b>7. HELP AND SUPPORT .....</b>	<b>31</b>
<b>8. APPENDIX: CROSS VALIDATIONS (BUSINESS RULES) WITHIN STUDENT BORROWER DATA (NFLP PAGE 1).....</b>	<b>32</b>

## List of Tables

Table 1: Access Privileges .....	6
Table 2: Schedule Status Values .....	14
Table 3: Submission Status Values.....	14
Table 4: Report Section Status.....	18

## List of Figures

Figure 1: NFLP Annual Operating Report on Performance Reports Page Showing Available Date, Due Date and Reporting Period .....	5
Figure 2: View Portfolio Link on Welcome Page .....	7
Figure 3: Add to Portfolio Link on View Portfolio Page.....	7
Figure 4: Add Grant to Portfolio Command on Add to Portfolio Page.....	8
Figure 5: Grant Portfolio Registration Form on Add to Portfolio Page .....	8
Figure 6: Project Director Registration on Add to Portfolio Page .....	9
Figure 7: Setting Up User Access on Grant Handbook Overview Page .....	10
Figure 8: Searching for Users.....	10
Figure 9: Approving Grant Access for Users.....	11
Figure 10: Performance Reports Link on Overview Page .....	12
Figure 11: Performance Reports Page.....	13
Figure 12: Schedule Status and Submission Status on Performance Reports Page .....	13
Figure 13: NFLP Annual Operating Report Window .....	15
Figure 14: NFLP Annual Operating Report Side Menu .....	16
Figure 15: Save and Save and Continue Buttons .....	16
Figure 16: Status Page.....	17
Figure 17: Basic Information Page .....	19
Figure 18: NFLP Page 1a - Student Borrower Data Section.....	20
Figure 19: NFLP Page 1b - Student Borrower Data Section.....	21
Figure 20: NFLP Page 2 - Program Accounts Section.....	22
Figure 21: NFLP Page 3 - Program Accounts Section.....	23
Figure 22: NFLP Page 4 - Program Accounts Section.....	24
Figure 23: NFLP Page 5a - Borrower Accounts Worksheet Section.....	25
Figure 24: NFLP Page 5b - Borrower Accounts Worksheet Section.....	26
Figure 25: NFLP Page 5c - Borrower Accounts Worksheet Section.....	27
Figure 26: Data Audit and Warning Page.....	28

Figure 27: Review Page ..... 29

Figure 28: Submit Page ..... 30

Figure 29: Section 1 of Student Data Table with Current Fields Highlighted ..... 32

Figure 30: Section 2 of Student Data Table with Current MSN Graduates Field Highlighted ..... 33

Figure 31: Section 2 of Student Data Table with Current Doctoral Graduates Field Highlighted ..... 33

Figure 32: Section 3 of Student Data Table with Total Number of NFLP Graduates Employed Highlighted ..... 34

Figure 33: Hispanic/Latino Students Table with the By Race Section Enabled ..... 34

Figure 34: Hispanic/Latino Students Table with the All Races Section Enabled ..... 35

Figure 35: Hispanic/Latino Students Table with Both By Race and All Races Sections Enabled ..... 35

Figure 36: Hispanic/Latino Students Table with the By Race and All Races Sections Disabled ..... 36

Figure 37: Student Data Table ..... 37

Figure 38: Hispanic/Latino Students and Non-Hispanic/Non-Latino Students Tables with “by Race” Sections Enabled ..... 37

Figure 39: Hispanic/Latino Students and Non-Hispanic/Non-Latino Students Tables with “All Races” Sections Enabled ..... 39

Figure 40: Hispanic/Latino Students and Non-Hispanic/Non-Latino Students Tables with “by Race” and “All Races” Sections Enabled ..... 40

Figure 41: Hispanic/Latino Students Table with No Section Enabled and Non-Hispanic/Non-Latino Students Tables with “All Races” Section Enabled ..... 41

## 1. Introduction

The purpose of this document is to provide detailed assistance for completing and submitting annual operating reports for the Nurse Faculty Loan Program through the HRSA Electronic Handbooks (EHBs).

This document is not a substitute for Program Information Notices (PINs) or Program Assistance Letters (PALs).

## 2. Getting Started

### 2.1. What Is the NFLP Annual Operating Report and Who Must Submit One?

The NFLP Annual Operating Report (AOR) is a performance report that is due each year within 30 days following the last day of the period of support and should reflect current and cumulative loan fund activity. The report is expected of grantees funded under the Nurse Faculty Loan Program and is detailed on the Notice of Grant Award (NGA).

### 2.2. When Will the Report be Available?

HRSA will make the first NFLP Annual Operating Report available in the HRSA Electronic Handbooks (EHBs) on July 1, 2011, for the reporting period ending June 30, 2012.

**Figure 1: NFLP Annual Operating Report on Performance Reports Page Showing Available Date, Due Date and Reporting Period**

PERFORMANCE REPORT			
Input Parameters: <a href="#">Show Parameters</a>			
Annual Operating Report			Schedule Status: <b>Not Started</b>
Type	Performance Reports	Due Date	8/15/2012 Due In: 41 days
Available Date	7/1/2012	Submission Tracking Number	AOREDA00011201/1
Reporting Cycle	Academic Year	Reporting Period	07/01/2011 - 06/30/2012
Online Submission	Yes (Required)	Submission Status	Not Started
Started by			
Start Report   View Related NoA			

### 2.3. What Are the Deadlines?

The report is available in the EHBs on July 1 every year.

The report is due on August 15 every year.

### 3. Accessing the Report

#### 3.1. EHB Roles and Privileges

In order to access, work on and submit NFLP performance reports (the annual operating report is a performance report), you must be a registered user within the EHBs, with appropriate roles and privileges. Every EHBs user has the organization-level role of “Authorizing Official” (AO), “Business Official” (BO) or “Other.” You choose that role when you create your EHBs account. To work on submissions for a grant, you must also have the grant-level role of “Project Director” (PD) or “Other” for that grant. In the case of NFLP, you must have the “Project Director” or “Other” role for the NFLP grant and you must have one or more of the privileges in Table 1 below.

The Project Director automatically has all privileges associated with the grant, including the privilege to view, edit and submit NFLP performance reports. He or she may grant these privileges (as well as others) to any user who requests them.

The privileges you have been given will determine what you can do within the HRSA EHBs. You may have any or all of the view, edit and submit privileges at the grant level. The following table summarizes the permissions associated with each privilege within the EHBs.

**Table 1: Access Privileges**

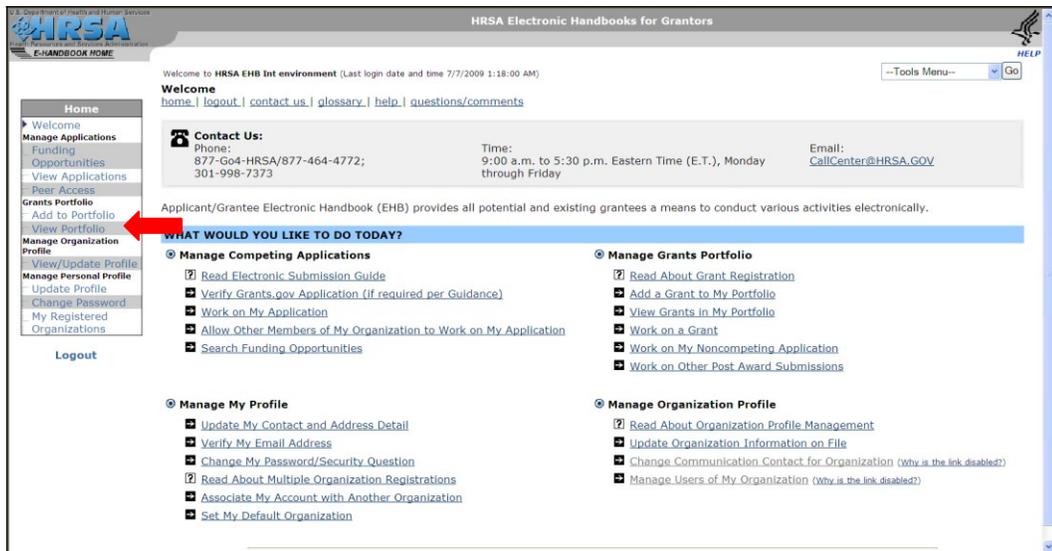
Privilege	Permissions
View performance report	<ul style="list-style-type: none"> <li>✓ Access the read-only version of the performance report</li> <li>✓ Access the read-only versions of the reports submitted for all previous years</li> </ul>
Edit performance report	All permissions associated with the “View” privilege, plus <ul style="list-style-type: none"> <li>✓ Enter and save the data in the electronic forms for all sections of the report</li> </ul>
Submit performance report	All permissions associated with the “Edit” privilege, plus <ul style="list-style-type: none"> <li>✓ Submit the report once the data has been entered</li> </ul>

### 3.1.1 Adding the NFLP Grant to Your Portfolio

All users (including the Project Director) who need to work on the NFLP annual operating report should ensure that the NFLP grant has been added to their portfolio. If you are the Project Director, you can follow these steps to add the grant:

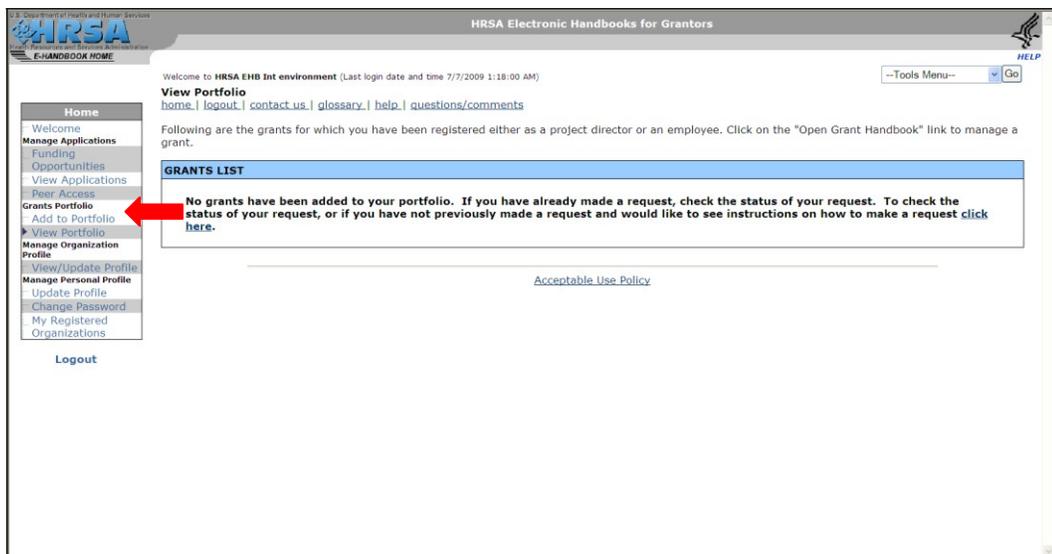
1. Click the [View Portfolio](#) link from the left side menu on the *Welcome* page.

Figure 2: View Portfolio Link on Welcome Page



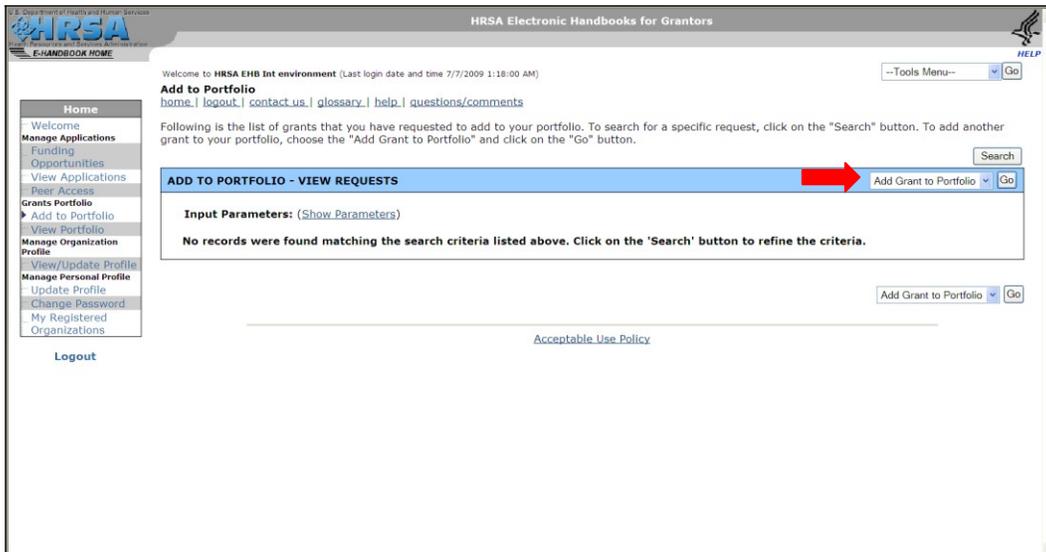
2. If the grant is not listed, click the [Add to Portfolio](#) link.

Figure 3: Add to Portfolio Link on View Portfolio Page



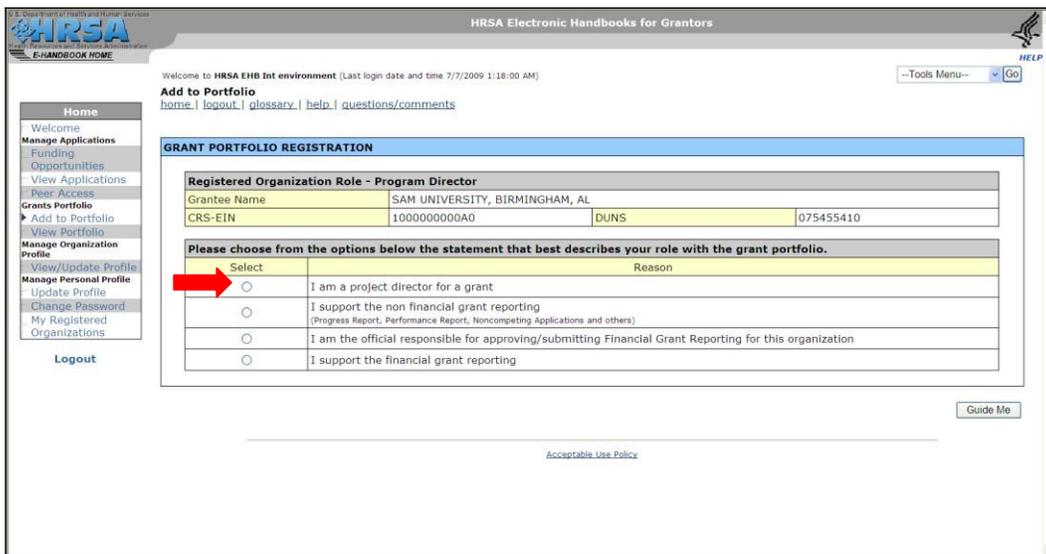
- On the next screen, choose **Add Grant to Portfolio**, and then click the **Go** button.

**Figure 4: Add Grant to Portfolio Command on Add to Portfolio Page**



- Choose "I am a project director for the grant," and then click the **Guide Me** button.

**Figure 5: Grant Portfolio Registration Form on Add to Portfolio Page**



5. Enter the core grant number in the space provided, and then click the **Register as Project Director** button.

**Figure 6: Project Director Registration on Add to Portfolio Page**

Welcome to HRSA EHB Int environment (Last login date and time 7/7/2009 1:18:00 AM)

**Add to Portfolio**  
[home](#) | [logout](#) | [glossary](#) | [help](#) | [questions/comments](#)

**GRANT PORTFOLIO REGISTRATION**

**Registered Organization Role - Program Director**

Grantee Name	SAM UNIVERSITY, BIRMINGHAM, AL		
CRS-EIN	1000000000A0	DUNS	075455410

**Please choose from the options below the statement that best describes your role with the grant portfolio.**

Select	Reason
<input checked="" type="radio"/>	<p>I am a project director for a grant</p> <p>To add a grant to your portfolio, please provide the <b>Core Grant Number</b> of the grant that you would like to add to the portfolio</p> <p>The system will then match the name on the NGA with the one in your user profile. If they match, then you will be required to enter the following NGA information:</p> <ol style="list-style-type: none"> <li>1. Issue Date of the NGA</li> <li>2. CRS-EIN on the NGA</li> </ol> <p>On successful validation of the NGA information, you will be given the necessary privileges to manage the non financial grant reporting as a project director. If the names do not match, then you will be prompted either to correct the profile information or communicate with the call center (call center contact info should come here) to get the name on the NGA corrected.</p> <p>Please enter the Core Grant Number <input type="text"/></p> <p><input type="button" value="Register as Project Director"/></p>
<input type="radio"/>	I support the non financial grant reporting (Progress Report, Performance Report, Noncompeting Applications and others)
<input type="radio"/>	I am the official responsible for approving/submitting Financial Grant Reporting for this organization
<input type="radio"/>	I support the financial grant reporting

[Guide Me](#)

[Acceptable Use Policy](#)

6. Follow the directions on subsequent screens (not shown). The PD will be given immediate access to the grant. Others are given access and privileges when the PD approves their request.

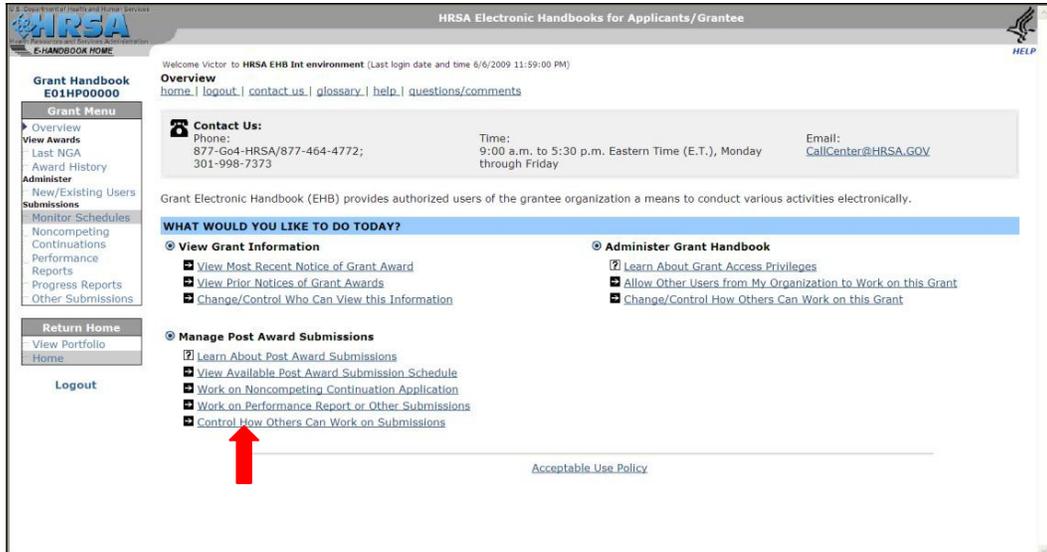
### 3.1.2 Granting Privileges

Once the Project Director has added the grant to his or her portfolio, he or she may take the following steps to grant other users permission to access and work with performance reports for the NFLP grant:

1. Log into the handbook (if necessary).
2. Click the [View Portfolio](#) link from the left side menu on the *Welcome* page.
3. In the Grants List, click [Open Grant Handbook](#) for your NFLP grant.

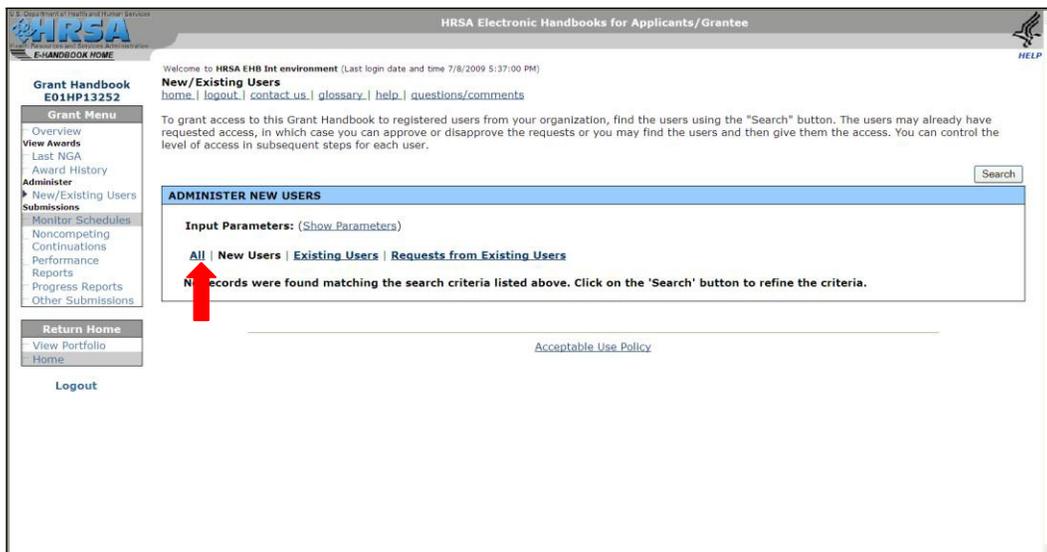
- The *Overview* page opens. Under Manage Post Award Submissions at the bottom of the page, click Control How Others Can Work on Submissions.

**Figure 7: Setting Up User Access on Grant Handbook Overview Page**



- If no names appear under **ADMINISTER NEW USERS**, click All.

**Figure 8: Searching for Users**



- All users registered to the organization appear. For any user, choose **Approve Grant Access**, and then click the **Go** button. Choose access permissions for this user and confirm on subsequent screens (not shown).

**Figure 9: Approving Grant Access for Users**

Welcome LeAnn Hunter to HRSA EHB OS environment (Last login date and time 7/3/2012 1:26:00 PM)

**New/Existing Users**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#) | [knowledge base](#)

Following is the list of users having this grant in their portfolio or to get grant access to this Grant Handbook. You can grant or revoke privileges of individual users by choosing the "Update Privilege" option and clicking the "Go" button against the existing user or you can approve or disapprove the requests. To search the list of users, click on the "Search" button.

Displaying 1-3 of 3 Search

**ADMINISTER USERS**

Input Parameters: ([Show Parameters](#))

All | [New Users](#) | [Existing Users](#) | [Requests from Existing Users](#)

<b>Gretchen Eickmeyer</b>		<b>Grant Access: Not Requested</b>
Functional Role	Other	
Email	reitester1@hotmail.com	
Phone	(509) 452-5100	Approve Grant Access <input type="button" value="Go"/>
Privileges		
<b>Lloyd Butler</b>		<b>Grant Access: Not Requested</b>
Functional Role	Other	
Email	reitester1@hotmail.com	
Phone	(509) 452-5100	Approve Grant Access <input type="button" value="Go"/>
Privileges	Allow Actions on Folders, Edit Prior Approval Request, Submit Prior Approval Request, View Prior Approval Request, Access Grant, Administer Grant Users, View Awards, Edit Noncompeting Continuabons, Submit Noncompeting Continuabons, View Noncompeting Continuabons, Edit Progress Report, Submit Progress Report, View Progress Report, Edit Performance Report, Submit Performance Report, View Performance Report, Edit Other Submissions, Submit Other Submissions, View Other Submissions, Create CIS Request, View CIS Request, Edit CIS Request, Submit CIS Request	
<b>Jody Riggan</b>		<b>Grant Access: Approved</b>
Functional Role	Other	
Email	reitester1@hotmail.com	
Phone	(509) 452-5100	Update Privileges <input type="button" value="Go"/>
Privileges	Administer Financial Report, Edit Prior Approval Request, Submit Prior Approval Request, View Prior Approval Request, Access Grant, View Awards, Edit Financial Report, Submit Financial Report, View Financial Report	
<a href="#">View Action History</a>		

Page 1

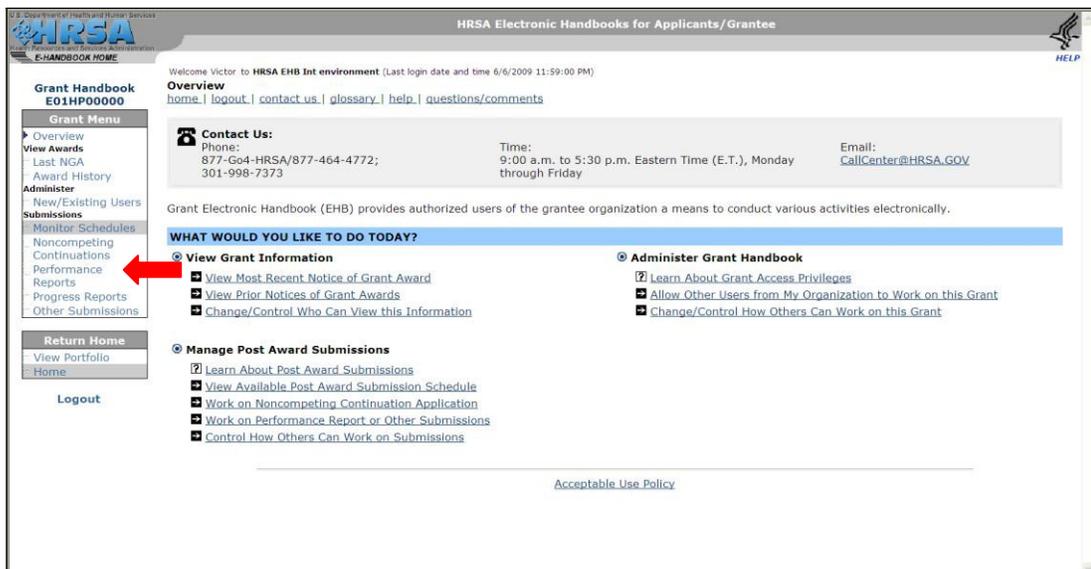
[Acceptable Use Policy](#)

### 3.2. Navigating to the NFLP Annual Operating Report

If you are already a registered user with the HRSA EHBs, and you have appropriate permissions, you can follow these steps to get started:

1. Type the link to the EHBs, in the address bar of your browser:  
<https://grants.hrsa.gov/webexternal/Login.asp>
2. Log into the EHBs.
3. On the left side menu, under **Grants Portfolio**, click the View Portfolio link.
4. In the **Grants List**, click Open Grant Handbook for your NFLP grant.
5. The *Overview* page opens. On the left side menu, under **Submissions**, click on the **Performance Reports** link.

Figure 10: Performance Reports Link on Overview Page



6. The *Performance Reports* page opens. See section 3.3 below.

### 3.3. The Performance Reports Page

The NFLP annual operating report is on the *Performance Reports* page (Figure 11).

**Figure 11: Performance Reports Page**

HRSA Electronic Handbooks for Applicants/Grantee  
 ADELPHI UNIVERSITY, GARDEN CITY, NY

Welcome Jane White to HRSA EHB OS environment (last login date and time 8/24/2010 12:26:00 PM)

**Performance Reports**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#) | [knowledge base](#)

Following is the list of performance reports for this grant along with their statuses. Based on its status, you can edit or view the performance report by clicking on the appropriate link.

To search for a particular report, click on the search button and modify the search criteria to generate the results. For example, to search for submitted reports, click on the search button and select the "Submitted" option under the Schedule Status search criteria.

Displaying 1-1 of 1 Search

**PERFORMANCE REPORT**

Input Parameters: [\(Show Parameters\)](#)

Annual Operating Report		Schedule Status: In Progress	
Type	Performance Reports	Due Date	8/15/2012 Due In: 41 days
Available Date	7/1/2012	Submission Tracking Number	AORE0A00011201/1
Reporting Cycle	Academic Year	Reporting Period	07/01/2011 - 06/30/2012
Online Submission	Yes (Required)	Submission Status	Submission In Progress
Started by	Jane White on 7/5/2012 11:07:39 AM		
<a href="#">Submit Report</a>   <a href="#">Edit Report</a>   <a href="#">View Report</a>   <a href="#">View Related NoA</a>			

Page 1

Logout [Acceptable Use Policy](#)

Two entries on the *Performance Reports* page allow you to monitor the status of your report. They are the Schedule Status and the Submission Status ( ).

**Figure 12: Schedule Status and Submission Status on Performance Reports Page**

**PERFORMANCE REPORT**

Input Parameters: [\(Show Parameters\)](#)

Annual Operating Report		Schedule Status: In Progress	
Type	Performance Reports	Due Date	8/15/2012 Due In: 41 days
Available Date	7/1/2012	Submission Tracking Number	AORE0A00011201/1
Reporting Cycle	Academic Year	Reporting Period	07/01/2011 - 06/30/2012
Online Submission	Yes (Required)	Submission Status	Submission In Progress
Started by	Jane White on 7/5/2012 11:07:39 AM		
<a href="#">Submit Report</a>   <a href="#">Edit Report</a>   <a href="#">View Report</a>   <a href="#">View Related NoA</a>			

The Schedule Status describes the states the report passes through during its lifecycle. Values for Schedule Status are given in Table 2.

**Table 2: Schedule Status Values**

Schedule Status	Denotes	Who Must Act?
<b>Not Started</b>	The report has never been worked on. When the new report is available in the grantee handbook its status will be “Not Started.”	Grantee
<b>In Progress</b>	The “Start Report” link has been clicked.	Grantee
<b>Submitted</b>	The report has been submitted to HRSA.	HRSA
<b>Change Requested</b>	After the report has been submitted, it is sent to a reviewer. If the reviewer determines that changes are needed, the report will be made available to the grantee again for changes. The schedule status will move to “Change Requested.” The report will stay in this status while it is being corrected. When the changes are made and the report is re-submitted, the schedule status will revert to “Submitted.”	Grantee

The Submission Status describes the status of the report while it is being prepared, reviewed, or revised, either originally or in response to a request for changes. Values for Submission Status are given in Table 3.

**Table 3: Submission Status Values**

Submission Status	Denotes
Not Started	Data entry for the initial submission of the report has not been started.
Submission in Progress	Data entry for the initial submission of the report has not been started.
Change Requested	The report was sent back for changes. You must make the needed changes and re-submit the report.
Submitted	The report has been submitted, either for the first time or following a change request.

Additional Submission Status values may be added in the future.

To begin the report, click the [Begin Report](#) link. You need not complete the report in a single sitting. To return to a report you have previously begun, click the [Edit Report](#) link. (The Edit Report link replaces the Start Report link as soon as the report Schedule Status moves to "In Progress.")

The report opens in a separate window (Figure 13).

**Figure 13: NFLP Annual Operating Report Window**

The screenshot displays the HRSA Electronic Handbooks for Applicants/Grantee interface. The main window is titled "Annual Operating Report For 7/1/2011 - 6/30/2012" for tracking number "EOAHP15397: ADELPHI UNIVERSITY". The user is Jane White, logged in at 8/24/2010 12:26:00 PM. The report is currently in an "INCOMPLETE" state and cannot be submitted until it is corrected.

**STATUS OVERVIEW**

NFLP Annual Operating Report (07/01/2011 - 06/30/2012)			
(Hide Details)		Schedule Status: In Progress	
Available Date	7/1/2012	Due Date	8/15/2012 12:00:00 AM
Reporting Cycle	Academic Year	Reporting Period	07/01/2011 - 06/30/2012
Institution Status	Active	Submission Status	Submission In Progress
Started by	Jane White On 7/5/2012 11:07:35 AM	Last Updated By	Jane White On 7/5/2012 11:07:39 AM
Last Version Submitted by			
Submission Tracking Number	AORE0A00011201/1	Project Period	8/1/2009 - 6/30/2011

View: [Related NGA](#) | [Last NGA](#)

**Users with Permissions on NFLP Annual Operating Report**

Name	Username	External Organization Role	Grant Role	Privileges
Jane White	janewhite	Other	Program Director	- Edit Performance Report - Submit Performance Report - View Performance Report
				- Edit Performance Report

## 4. NFLP Annual Operating Report Forms

### 4.1. Navigation and Data Entry

Navigation within the NFLP annual operating report reflects the conventions used within the EHBs. It is designed to facilitate data entry by streamlining the flow of pages. All the pages in the report can be accessed through the side menu of the handbook (Figure 14).

Figure 14: NFLP Annual Operating Report Side Menu

The screenshot shows the NFLP Annual Operating Report interface. On the left is a sidebar menu with the following items: Tracking # AORE0A0011201/1, NFLP AOR Report, Overview, Status, Basic Information, Financial Data (NFLP Page 1a, NFLP Page 1b, NFLP Page 2, NFLP Page 3, NFLP Page 4, NFLP Page 5a, NFLP Page 5b, NFLP Page 5c), Data Audit And Warning, Review and Submit (Review, Submit), and Close Window. The main content area includes a welcome message, a status bar, a table showing the report's status (INCOMPLETE), a 'STATUS OVERVIEW' table, a 'Users with Permissions on NFLP Annual Operating Report' table, and a 'NFLP Annual Operating Report Status' table.

STATUS OVERVIEW			
NFLP Annual Operating Report (07/01/2011 - 06/30/2012) <a href="#">Hide Details</a> <span style="float: right;">Schedule Status: In Progress</span>			
Available Date	7/1/2012	Due Date	8/15/2012 12:00:00 AM
Reporting Cycle	Academic Year	Reporting Period	07/01/2011 - 06/30/2012
Institution Status	Active	Submission Status	Submission In Progress
Started by	Jane White On 7/5/2012 11:07:35 AM	Last Updated By	Jane White On 7/5/2012 11:07:39 AM
Last Version Submitted by			
Submission Tracking Number	AORE0A0011201/1	Project Period	8/1/2009 - 6/30/2011
<a href="#">View Related</a> <a href="#">Help</a>   <a href="#">Last 1565</a>			

Users with Permissions on NFLP Annual Operating Report				
Name	Username	External Organization Role	Grant Role	Privileges
Jane White	janewhite	Other	Program Director	- Edit Performance Report - Submit Performance Report - View Performance Report
NANCY CAPOZIELLO	NCAP524	Business Official	Other	- Edit Performance Report - Submit Performance Report - View Performance Report
Sheryl Mihopoulos	SMhop	Employee	Other	- View Performance Report

NFLP Annual Operating Report Status		
Section	Status	Action
Basic Information	Not Started	<a href="#">Update</a>
Financial Data		
Page 1a - Student Borrower Data Section	Not Started	<a href="#">Update</a>
Page 1b - Student Borrower Data Section	Not Started	<a href="#">Update</a>
Page 2 - Program Accounts Section	Not Started	<a href="#">Update</a>
Page 3 - Program Accounts Section	Not Started	<a href="#">Update</a>
Page 4 - Program Accounts Section	Not Started	<a href="#">Update</a>
Page 5a - Borrower Accounts Worksheet Section	Not Started	<a href="#">Update</a>
Page 5b - Borrower Accounts Worksheet Section	Not Started	<a href="#">Update</a>
Page 5c - Borrower Accounts Worksheet Section	Not Started	<a href="#">Update</a>
Data Audit And Warning	Not Started	<a href="#">Update</a>

There is a **Save** and **Save and Continue** button on each page of the report (Figure 15). Clicking on **Save** will save the data and keep you on the current page. **Save and Continue** will save the data and navigate you to the next page in the report.

Figure 15: Save and Save and Continue Buttons



You can click the **Save** button at any time to save the data you have entered to this point on the current page. If data entry is incomplete, the system will display error messages. You may disregard them and continue data entry. The **Save and Continue** button has a similar function as the **Save** button, except that it will navigate you to the next page. The status of your page after clicking the **Save** button will be "In Progress."

When data entry for a page is complete, you should click the **Save** button to see if there are errors. If there are, you can address them immediately. If clicking the **Save and Continue** button produces no

error messages, your page status will be updated to “Complete” and you may continue to the next page.

## 4.2. Status Page

The *Status* page (Figure 16) page displays the completion status of each section of the NFLP annual operating report. This is the page that opens when you click the Begin Report link on the *Performance Reports* page.

The **NFLP ANNUAL OPERATING REPORT STATUS** table on the *Status* page lists the sections of the report. The completion status is displayed to the right. Click the Update link under **Action** to open a section for editing.

Figure 16: Status Page

Welcome Jane White to HRSA EHB OperationSupport environment (Last login date and time 8/24/2010 12:26:00 PM)

Status  
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the NFLP Annual Operating Report. The report is currently **INCOMPLETE** and cannot be submitted in it's current state. Please review each page for error and make the appropriate corrections.

STATUS OVERVIEW				
NFLP Annual Operating Report (07/01/2011 - 06/30/2012) <a href="#">(Hide Details)</a>			Schedule Status: <b>In Progress</b>	
Available Date	7/1/2012	Due Date	8/15/2012 12:00:00 AM	
Reporting Cycle	Academic Year	Reporting Period	07/01/2011 - 06/30/2012	
Institution Status	Active	Submission Status	Submission In Progress	
Started by	Jane White On 7/5/2012 11:07:35 AM	Last Updated By	Jane White On 7/5/2012 11:07:39 AM	
Last Version Submitted by				
Submission Tracking Number	AORE0A00011201/1	Project Period	8/1/2009 - 6/30/2011	
<a href="#">View Related NGA</a>   <a href="#">Last NGA</a>				
Users with Permissions on NFLP Annual Operating Report				
Name	Username	External Organization Role	Grant Role	Privileges
Jane White	janewhite	Other	Program Director	- Edit Performance Report - Submit Performance Report - View Performance Report
NANCY CAPOZZIELLO	NCAP574	Business Official	Other	- Edit Performance Report - Submit Performance Report - View Performance Report
Sheryl Mihopoulos	SMhop	Employee	Other	- View Performance Report
NFLP Annual Operating Report Status				
Section	Status	Action		
Basic Information	Not Started	<a href="#">Update</a>		
Financial Data				
Page 1a - Student Borrower Data Section	Not Started	<a href="#">Update</a>		
Page 1b - Student Borrower Data Section	Not Started	<a href="#">Update</a>		
Page 2 - Program Accounts Section	Not Started	<a href="#">Update</a>		
Page 3 - Program Accounts Section	Not Started	<a href="#">Update</a>		
Page 4 - Program Accounts Section	Not Started	<a href="#">Update</a>		
Page 5a - Borrower Accounts Worksheet Section	Not Started	<a href="#">Update</a>		
Page 5b - Borrower Accounts Worksheet Section	Not Started	<a href="#">Update</a>		
Page 5c - Borrower Accounts Worksheet Section	Not Started	<a href="#">Update</a>		
Data Audit And Warning	Not Started	<a href="#">Update</a>		

Completion statuses for report sections are listed and explained in Table 4.

**Table 4: Report Section Status**

Status	Denotes
<b>Not Started</b>	The page has not been accessed. All the forms are initially in the “Not Started” status. Accessing the page moves the status to “In Progress.”
<b>In Progress</b>	The form will remain in this status until all the data has been entered and has been saved. The data will be saved as long as there are no critical errors.
<b>Complete</b>	Once you have entered all the data within the form and there are no errors, the form status will be changed to “Complete.”

You can update any section, even those marked “Complete.” Once a section has been marked “Complete,” making changes to the data which cause errors will change the section status back to “In Progress.” A section never reverts to the “Not Started” status.

### 4.3. Basic Information Page

The *Basic Information* page (Figure 17) asks for information for a Primary and Alternate Point of Contact.

Access this page by clicking the Update link for Basic Information on the *Status* page or by choosing Basic Information from the left side menu.

You must enter information for a Primary Point of Contact.

Information you enter on this page applies to, and is saved with, this report only.

**Figure 17: Basic Information Page**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration

Financial Report For 7/1/2010 - 6/30/2011  
 E01HP12980: UNIVERSITY OF CONNECTICUT SCH OF NURSING

Welcome E. Polifroni to **HRSA EHB UTL13 environment** (Last login date and time 7/5/2011 11:49:00 AM)

**Basic Information**  
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please verify and/or update the contact information, and answer all the questions on the page. When complete, click the "Save and Continue" button to move onto the next section. Click "Save" to save the form at any time. To go back to the previous page, click "Go to Previous Page".

Fields marked with an asterisk (\*) are required.

**BASIC INFORMATION** Status: **Not Started**

**Note:** The name and title of the person who submits this NFLP AOR Report will be used to populate the value for Authorized Certifying Official on NFLP AOR Report

Contact Information							
POC	Title	Last Name, First Name	Phone	Email	EHB Role	Grant Role	Action
*Primary Point of Contact		Polifroni, E.	(860) 486-0511	reitester1@hotmail.com	Program Director	Employee	Update Change Delete
Alternate Point of Contact							Add

Go to Previous Page Save Save and Continue

For a given contact, click the Add link to add the information. Click the Update link to edit previously-entered information, the Change link to enter a different set of information, or the Delete link to delete the information.

#### 4.4. NFLP Page 1a - Student Borrower Data Section

The *NFLP Page 1a - Student Borrower Data Section* page (Figure 18) asks for numbers of NFLP student borrowers enrolled, numbers of NFLP graduates and numbers of NFLP graduates employed as nurse faculty. It also asks that you break the numbers down by race and ethnicity.

You will be navigated to the *NFLP Page 1a - Student Borrower Data Section* page if you click the **Save and Continue** button at the bottom of the *Basic Information* page. You may also access the *NFLP Page 1a - Student Borrower Data Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 1a from the left side menu.

Enter data for each section. Data is required where question is marked with an asterisk (\*).

**Figure 18: NFLP Page 1a - Student Borrower Data Section**

Annual Operating Report For 7/1/2010 - 6/30/2011  
 E01HP18940: MADONNA UNIVERSITY

Welcome Nancy O'Connor to HRSA EHB UTIL13 environment (Last login date and time 6/10/2011 12:38:00 PM)

**NFLP Page 1a**  
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please verify and/or update the data, and answer all the questions on the page. Make sure to scroll down to complete all the sections. When complete, click the "Save and Continue" button at the bottom of the page to move onto the next section. Click "Save" to save the form at any time. To go back to the previous page, click "Go to Previous Page".

Fields marked with an asterisk (\*) are required.

**PAGE 1A - STUDENT BORROWER DATA SECTION** Status: Not Started

Student Data	Cumulative (07/01/2003 - Present)	Current (07/01/2010 - 06/30/2011)
<b>*1. Number of NFLP Student Borrowers Enrolled(Provide total borrowers. Do not provide the number of loans to a single borrower) ?</b>		
MSN: In-State	0	
MSN: Out-of-State	0	
Total (MSN: In-State + MSN: Out-of-State)	0	
DOCTORAL: In-State	0	
DOCTORAL: Out-of-State	0	
Total (DOCTORAL: In-State + DOCTORAL: Out-of-State)	0	
Grand Total (MSN + DOCTORAL)	0	
<b>*2. Total Number of NFLP Graduates</b>		
MSN	0	
DOCTORAL	0	
Total (MSN + DOCTORAL)	0	
<b>*3. Total Number of NFLP Graduates Employed as Nurse Faculty</b>		
	0	

Numerous business rules are built into this and other pages to ensure valid data entry. For a description of the business rules built into NFLP Page 1a, see Section 8 below.

On any page, you can click the  icon to access help. Help appears in a popup window.

## 4.5. NFLP Page 1b - Student Borrower Data Section

The *NFLP Page 1b - Student Borrower Data Section* page (Figure 18) asks for break down the enrollee, graduate data and graduates employed data by degree level, practice roles, age and gender.

You will be navigated to the *NFLP Page 1b - Student Borrower Data Section* page if you click the **Save and Continue** button at the bottom of the *NFLP Page 1a - Student Borrower Data Section* page. You may also access the *NFLP Page 1a - Student Borrower Data Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 1b from the left side menu.

Enter data for each section. Data is required where question is marked with an asterisk (\*).

**Figure 19: NFLP Page 1b - Student Borrower Data Section**

PAGE 1B - STUDENT BORROWER DATA SECTION			
			Status: <b>Not Started</b>
<b>Student Data</b>		<b>Cumulative (07/01/2003 - Present)</b>	<b>Current (07/01/2010 - 06/30/2011)</b>
<b>1. Number of NFLP Student Borrowers Enrolled</b>			
MSN: In-State		0	
MSN: Out-of-State		0	
Total (MSN: In-State + MSN: Out-of-State)		0	
DOCTORAL: In-State		0	
DOCTORAL: Out-of-State		0	
Total (DOCTORAL: In-State + DOCTORAL: Out-of-State)		0	
Grand Total (MSN + DOCTORAL)		0	
<b>2. Total Number of NFLP Graduates</b>			
MSN		0	
DOCTORAL		0	
Total (MSN + DOCTORAL)		0	
<b>3. Total Number of NFLP Graduates Employed as Nurse Faculty</b>			
		0	
<b>*11. STUDENT BORROWER DATA BY DEGREE LEVEL (07/01/2010 - 06/30/2011)</b>			
<b>Degree Level</b>	<b>NFLP Recipients Enrolled - Who Did Not Graduate</b>	<b>NFLP Graduates</b>	<b>NFLP Graduates Employed as Nurse Faculty</b>
A. Master's	<input type="text"/>	<input type="text"/>	<input type="text"/>
B. Post-Nursing Master's Education Certificate	<input type="text"/>	<input type="text"/>	<input type="text"/>
C. Post BSN-PhD/DNSc	<input type="text"/>	<input type="text"/>	<input type="text"/>
D. Post BSN-DNP	<input type="text"/>	<input type="text"/>	<input type="text"/>
E. Post MSN-PhD/DNSc	<input type="text"/>	<input type="text"/>	<input type="text"/>
F. Post MSN-DNP	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL			

The HRSA EHBs provides a read only table (not shown) at the top of this page with data from NFLP Page 1a. Please refer to this table when completing NFLP Page 2.

Numerous business rules are built into this and other pages to ensure valid data entry. For a description of the business rules built into NFLP Page 1b, see Section 8 below.

On any page, you can click the  icon to access help. Help appears in a popup window.

## 4.22. NFLP Page 2 - Program Accounts

The *NFLP Page 2 - Program Accounts Section* page asks for information concerning receipts and disbursements. The Program Accounts Section of the report is continued on *NFLP Page 3* and *NFLP Page 4*.

You will be navigated to the *NFLP Page 2 - Program Accounts Section* page if you click the **Save and Continue** button at the bottom of the *NFLP Page 1b - Student Borrower Data Section* page. You may also access the *NFLP Page 2 - Program Accounts Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 2 from the left side menu.

Enter data for each section. Data is required where section is marked with an asterisk (\*).

**Figure 20: NFLP Page 2 - Program Accounts Section**

PAGE 2 - PROGRAM ACCOUNTS SECTION			Status: <b>Not Started</b>	
Program Accounts		Cumulative (includes current year)	Current Year	
<b>A.</b>	FEDERAL FUNDS AWARDED <input checked="" type="checkbox"/>	\$ 39273	\$ 39273	
<b>*B.</b>	CASH BALANCE - START OF REPORT PERIOD <input checked="" type="checkbox"/>		\$ 0	
<b>*C.</b>	CASH RECEIPTS			
1.	Federal Funds Received/Receivable <input checked="" type="checkbox"/>	\$ 0	\$	
2.	Institutional Contributions Deposited <input checked="" type="checkbox"/>	\$ 0	\$	
3.	Transferred from Scholarship Fund (Not applicable for NFLP program)			
4.	Loan Principal Collected	\$ 0	\$	
5.	Interest Income Collected on Loans	\$ 0	\$	
6.	Penalty Charges Collected on Loans	\$ 0	\$	
7.	Investment Income	\$ 0	\$	
8.	Institutional Repayments of Bad Debts, Principal	\$ 0	\$	
9.	Institutional Repayments of Bad Debts, Interest	\$ 0	\$	
10.	Institutional Repayments of Bad Debts, Penalty Charges	\$ 0	\$	
11.	Cash Receipts Total (sum of C.1 through C.10)	\$ 0	\$	
<input type="button" value="Save"/>				
<b>*D.</b>	CASH DISBURSEMENTS			
1.	Loaned to Students <input checked="" type="checkbox"/>	\$ 0	\$	
2.	Transferred to Scholarship Fund (Not applicable for NFLP program)			
3.	Repayments to Federal Government, Principal <input checked="" type="checkbox"/>	\$ 0	\$	
4.	Repayments to Federal Government, Interest <input checked="" type="checkbox"/>	\$ 0	\$	
5.	Repayments to Federal Government, Other Income <input checked="" type="checkbox"/>	\$ 0	\$	
6.	Repayments to Institution, Principal	\$ 0	\$	
7.	Repayments to Institution, Interest	\$ 0	\$	
8.	Repayments to Institution, Other Income	\$ 0	\$	
9.	Collection Agent Costs, Principal <input checked="" type="checkbox"/>	\$ 0	\$	
10.	Collection Agent Costs, Interest <input checked="" type="checkbox"/>	\$ 0	\$	
11.	Litigation Costs, Principal <input checked="" type="checkbox"/>	\$ 0	\$	
12.	Litigation Costs, Interest <input checked="" type="checkbox"/>	\$ 0	\$	
13.	Credit Bureau Fees	\$ 0	\$	
14.	Other Costs <input checked="" type="checkbox"/>	\$ 0	\$	
15.	Cash Disbursements Total (sum of D.1 through D.14)	\$ 0	\$	
<b>E.</b>	CASH BALANCE - END OF REPORT PERIOD		\$	
<input type="button" value="Go to Previous Page"/>		<input type="button" value="Save"/> <input type="button" value="Save and Continue"/>		

### 4.7. NFLP Page 3 - Program Accounts Section

The *NFLP Page 3 - Program Accounts Section* page (Figure 21) continues the Program Accounts section of the report from *NFLP Page 2*. It asks for information concerning loan cancellations to borrowers and bad debts approved for write-off by HHS.

You will be navigated to the *NFLP Page 3 - Program Accounts Section* page if you click the **Save and Continue** button at the bottom of the *NFLP Page 2 - Program Accounts Section* page. You may also access the *NFLP Page 3 - Program Accounts Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 3 from the left side menu.

Enter data for each section. Data is required where section is marked with an asterisk (\*).

**Figure 21: NFLP Page 3 - Program Accounts Section**

PAGE 3 - PROGRAM ACCOUNTS SECTION									
									Status: <b>Not Started</b>
Program Accounts (Continued)			Cumulative (includes current year)			Current Year			
*F.	LOAN CANCELLATIONS TO BORROWERS	Number of Borrowers	Principal	Interest	Number of Borrowers	Principal	Interest		
1.	Professional Practice (Not applicable for NFLP program)								
	a. HP Practice-Shortage (10%)								
	b. HP Practice-Rural Shortage (15%)								
2.	Nursing Employment (2a,b,c are not applicable for NFLP program)								
	a. Nursing Employment (10%)								
	b. Nursing Employment (15%)								
	c. Nursing Employment (20%)								
	d. NFLP Employment – Yr. 1 (20%)	0	\$ 0	\$ 0		\$		\$	
	e. NFLP Employment – Yr. 2 (20%)	0	\$ 0	\$ 0		\$		\$	
	f. NFLP Employment – Yr. 3 (20%)	0	\$ 0	\$ 0		\$		\$	
	g. NFLP Employment – Yr. 4 (25%)	0	\$ 0	\$ 0		\$		\$	
	Total (d+e+f+g)	0	\$ 0	\$ 0		\$		\$	
3.	Death (3b is not applicable for NFLP program)								
	a. On NFLP Loans made on or after 7/22/2010	0	\$ 0	\$ 0		\$		\$	
	b. On Loans except those reported in F.3.a								
4.	Permanent & Total Disability Approved by HHS (4b is not applicable for NFLP program)								
	a. On NFLP Loans made on or after 7/22/2010	0	\$ 0	\$ 0		\$		\$	
	b. On Loans except those reported in F.4.a								
PROGRAM ACCOUNTS (Continued)		Cumulative				Current Year			
*G.	BAD DEBTS APPROVED FOR WRITE-OFF BY HHS	Number of Borrowers	Principal	Interest	Penalty Charges	Number of Borrowers	Principal	Interest	Penalty Charges
	Total Approved	0	\$ 0	\$ 0	\$ 0		\$	\$	\$

Go to Previous Page Save Save and Continue

#### 4.24. NFLP Page 4 - Program Accounts

The *NFLP Page 4 - Program Accounts Section* page (Figure 22) is the final portion of the Program Accounts Section of the report.

You will be navigated to the *NFLP Page 4 - Program Accounts Section* page if you click the **Save and Continue** button at the bottom of the *NFLP Page 3 - Program Accounts Section* page. You may also access the *NFLP Page 4 - Program Accounts Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 4 from the left side menu.

Enter data for each section. Data is required where section is marked with an asterisk (\*).

**Figure 22: NFLP Page 4 - Program Accounts Section**

PAGE 4 - PROGRAM ACCOUNTS SECTION		
		Status: <b>Not Started</b>
<b>Program Accounts (Continued)</b>		
H. FROM WORKSHEET CALCULATIONS (Not applicable for NFLP program)		
1.	Default Rate	
FOR ACTIVE SCHOOLS		
2.	Excess Cash from report page 4 that was or will be returned to PMS	
3.	Excess Cash from report page 4 that was or will be returned to the Division of Financial Operations	
FOR CLOSING SCHOOLS		
4.	Amount of cash determined to be due the Federal Government and remitted separately to the Division of Financial Operations	
*I. CHECK LIST/QUESTIONS		
1.	What is the total amount of interest that is past due? <input type="checkbox"/>	\$ <input type="text"/>
AUDITS		
2.	Does your institution provide for a biennial audit of the loan and/or scholarship funds by a qualified independent auditor?	<input type="radio"/> Yes <input type="radio"/> No
	a. Period of last audit (Please enter dates: mm/yyyy)	From: <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/>
	b. Date audit submitted to Regional Audit Agency (Please enter dates: mm/yyyy)	<input type="text"/> / <input type="text"/>
<input type="button" value="Go to Previous Page"/>		<input type="button" value="Save"/> <input type="button" value="Save and Continue"/>

### 4.9. NFLP Page 5a - Borrower Accounts Worksheet Section

The *NFLP Page 5a - Borrower Accounts Worksheet Section* page (Figure 23) asks for information concerning borrower accounts. This section is distributed over pages – 5a, 5b and 5c.

You will be navigated to the *NFLP Page 5a - Borrower Accounts Worksheet Section* page if you click the **Save and Continue** button at the bottom of the *NFLP Page 4 - Program Accounts Section* page. You may also access the *NFLP Page 5a - Borrower Accounts Worksheet Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 5a from the left side menu.

Enter data for each section. Data is required where section is marked with an asterisk (\*).

**Figure 23: NFLP Page 5a - Borrower Accounts Worksheet Section**

**MANAGE BORROWER ACCOUNT ATTACHMENTS**

---

Download Excel Document

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Upload Excel Document

Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					
<a href="#">Attach</a>					

---

Process Excel Document

[Process Worksheet](#)

---

**PAGE 5A - BORROWER ACCOUNTS WORKSHEET SECTION** Status: **Not Started**

Borrower Accounts		Number of Borrowers (1) [?]	Principal Loaned (2) [?]	Principal Repaid (3) [?]
<b>*1. FULLY RETIRED</b>				
A.	Repayment/Cancellation [?]	[ ]	\$ [ ]	\$ [ ]
B.	Cancellation/Death [?]	[ ]	\$ [ ]	\$ [ ]
C.	Cancellation/Disability [?]	[ ]	\$ [ ]	\$ [ ]
D.	Discharged in Bankruptcy [?]	[ ]	\$ [ ]	\$ [ ]
E.	HHS Approved Write-off [?]	[ ]	\$ [ ]	\$ [ ]
F.	Uncollectible per P.L. 107-205 [?]	[ ]	\$ [ ]	\$ [ ]
<b>*2. CURRENT</b>				
A.	Student Status [?]	[ ]	\$ [ ]	\$ [ ]
B.	Grace Period [?]	[ ]	\$ [ ]	\$ [ ]
C.	Deferment Status [?]	[ ]	\$ [ ]	\$ [ ]
D.	Postponement/Cancellation [?]	[ ]	\$ [ ]	\$ [ ]
E.	Repayment - Not Past Due [?]	[ ]	\$ [ ]	\$ [ ]
F.	Past Due 1-119 Days [?]	[ ]	\$ [ ]	\$ [ ]
<b>*3. IN BANKRUPTCY</b>				
A.	Pending Discharge/Wage Earners Agreement [?]	[ ]	\$ [ ]	\$ [ ]
<b>*4. IN DEFAULT</b>				
A.	120 Days and Over [?]	[ ]	\$ [ ]	\$ [ ]
<b>*5. FORBEARANCE</b>				
A.	Forbearance [?]	[ ]	\$ [ ]	\$ [ ]
<b>TOTAL [?]</b>			\$ [ ]	\$ [ ]

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

The HRSA EHBs provides downloadable excel template available on pages 5a, 5b and 5c. You will be able to download this template from any of these pages on to your local machines and complete it offline. Once complete the data can then transferred back in the EHBs.

### 4.10. NFLP Page 5b - Borrower Accounts Worksheet Section

The *NFLP Page 5b - Borrower Accounts Worksheet Section* page (Figure 24) continues the Borrower Accounts Worksheet Section.

You will be navigated to the *NFLP Page 5b - Borrower Accounts Worksheet Section* page if you click the **Save and Continue** button at the bottom of the *NFLP Page 5a - Borrower Accounts Worksheet Section* page. You may also access the *NFLP Page 5b - Borrower Accounts Worksheet Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 5b from the left side menu.

**Figure 24: NFLP Page 5b - Borrower Accounts Worksheet Section**

PAGE 5B - BORROWER ACCOUNTS WORKSHEET SECTION					Status: <b>Not Started</b>	
Borrower Accounts		PRINCIPAL CANCELED		Principal Delinquent (b) ?		
		Employment as Nurse Faculty (4) ?	Death/Disability (5) ?			
<b>*1. FULLY RETIRED</b>						
A.	Repayment/Cancellation	?	\$			
B.	Cancellation/Death	?	\$	\$		
C.	Cancellation/Disability	?	\$	\$		
D.	Discharged in Bankruptcy	?	\$			
E.	HHS Approved Write-off	?	\$			
F.	Uncollectible per P.L. 107-205	?	\$			
<b>*2. CURRENT</b>						
A.	Student Status					
B.	Grace Period					
C.	Deformont Status	?	\$			
D.	Postponement/Cancellation	?	\$			
E.	Repayment - Not Past Due	?	\$			
F.	Past Due 1-119 Days	?	\$			\$
<b>*3. IN BANKRUPTCY</b>						
A.	Pending Discharge/Wage Earners Agreement	?	\$			\$
<b>*4. IN DEFAULT</b>						
A.	120 Days and Over	?	\$			\$
<b>*5. FORBEARANCE</b>						
A.	Forbearance	?	\$			\$
<b>TOTAL</b>		?	\$	\$		\$

[Go to Previous Page](#)

[Save](#)

[Save and Continue](#)

The HRSA EHBs provides downloadable excel template available on pages 5a, 5b and 5c. You will be able to download this template from any of these pages on to your local machines and complete it offline. Once complete the data can then transferred back in the EHBs.

### 4.11. NFLP Page 5c - Borrower Accounts Worksheet Section

The *NFLP Page 5c - Borrower Accounts Worksheet Section* page (Figure 25) is the final portion of the Borrower Accounts Worksheet Section.

You will be navigated to the *NFLP Page 5c - Borrower Accounts Worksheet Section* page if you click the **Save and Continue** button at the bottom of the *NFLP Page 5b - Borrower Accounts Worksheet Section* page. You may also access the *NFLP Page 5c - Borrower Accounts Worksheet Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 5c from the left side menu.

**Figure 25: NFLP Page 5c - Borrower Accounts Worksheet Section**

PAGE 5C - BORROWER ACCOUNTS WORKSHEET SECTION						Status: Not Started
Borrower Accounts	Principal Uncollectible Not Past Due (7) [?]	Principal Outstanding but Not Due (8) [?]	Principal Written Off (9) [?]	Capitalized Interest (10) [?]	Reconciling Difference (column 2 - sum of columns 3 thru 9)	
<b>*1. FULLY RETIRED</b>						
A. Repayment/Cancellation [?]					0	
B. Cancellation/Death [?]					0	
C. Cancellation/Disability [?]					0	
D. Discharged in Bankruptcy [?] \$ [ ]					0	
E. HHS Approved Write-off [?] \$ [ ]					0	
F. Uncollectible per P.L. 107-205 [?] \$ [ ]					0	
<b>*2. CURRENT</b>						
A. Student Status [?] \$ [ ]					0	
B. Grace Period [?] \$ [ ]					0	
C. Deferment Status [?] \$ [ ]					0	
D. Postponement/Cancellation [?] \$ [ ]					0	
E. Repayment - Not Past Due [?] \$ [ ]					0	
F. Past Due 1-119 Days [?] \$ [ ]					0	
<b>*3. IN BANKRUPTCY</b>						
A. Pending Discharge/Wage Earners Agreement [?] \$ [ ] \$ [ ]					0	
<b>*4. IN DEFAULT</b>						
A. 120 Days and Over [?] \$ [ ] \$ [ ]					0	
<b>*5. FORBEARANCE</b>						
A. Forbearance [?] \$ [ ] \$ [ ]					0	
TOTAL [?]	\$ [ ]	\$ [ ]	\$ [ ]		0	

The HRSA EHBs provides downloadable excel template available on pages 5a, 5b and 5c. You will be able to download this template from any of these pages on to your local machines and complete it offline. Once complete the data can then transferred back in the EHBs.

The HRSA EHBs also provides a column labeled “Reconciling Differences”, this will assist you in identifying any inconsistencies between column 2 and columns 3 - 9, if necessary. The “Reconciling Differences” should show “0” for all rows on this page.

## 5. Data Audit And Warning

When data entry is complete, click on the [Data Audit and Warning](#) link from the report *Status* page or from the left side menu.

Clicking on the link will generate a list of warnings and audits for the report. These are displayed on the *Data Audit and Warning* page (Figure 26).

**Figure 26: Data Audit and Warning Page**

The screenshot displays the 'DATA AUDIT AND WARNING' page with a status of 'In Progress'. It is divided into two main sections: 'Warnings' and 'Data Audit Status'.  
 The 'Warnings' section contains two items:  
 1. **Warning 2727: Investment Income Warning**: A yellow warning icon. The message states: 'Since the current Investment Income (in line C.7) is zero, funds must be invested and all earnings deposited to the fund.' The action is 'Edit Data'.  
 2. **Warning 2731: Reimbursement Warning**: A yellow warning icon. The message states: 'School denied write-off by HHS. Reimbursement Institutional repayment of bad debts (in line C.8 to C.10) is required.' The action is 'Edit Data'.  
 The 'Data Audit Status' section contains two items:  
 1. **Audit 2719: Incorrect Ending Cash Balance**: A yellow warning icon. The message states: 'Ending Cash Balance (line E) must equal Cumulative Receipts (section C) less Cumulative Disbursements (section D). Please correct or explain.' The action is 'Edit Data | Explain'. The 'Edit Status' is 'Reviewed-Explained'.  
 2. **Audit 2720: Inconsistency in Student Borrowers Data**: A yellow warning icon. The message states: 'If Loaned to Students (Page 2 Line D.1) is greater than zero, Number of New Loans (Page 1 Line 1 current column) must be greater than zero and vice versa. Please correct or explain.' The action is 'Edit Data | Explain'. The 'Edit Status' is 'Pending Review'.  
 At the bottom of the page, there are three buttons: 'Go to Previous Page', 'Save', and 'Save and Continue'.

Warnings and audits are inconsistencies and possible errors in the data entered in the report. They are provided as an advisory for you.

You may correct warnings or not, at your option. If desired, click [Edit Data](#) to correct the data.

Audits are inconsistencies that you must correct or explain, as appropriate. Click [Edit Data](#) to correct the data or [Explain](#) to explain it.

When all audits have been corrected or explained, you can continue with your submission.

## 6. Reviewing and Submitting the Report

### 6.1. Review Page

The *Review* page (Figure 27) displays, in table format, all the sections in the NFLP annual operating report. It allows you to view or print any or all sections.

You will be navigated to the *Review* page if you click the **Save and Continue** button at the bottom of the *Data Audit and Warning* page. You may also access the *Review* page by choosing Review from the left side menu.

Figure 27: Review Page

The screenshot shows the HRSA EHB UTL13 environment interface. The page title is "Financial Report For 7/1/2010 - 6/30/2011" for "E01HP12980: UNIVERSITY OF CONNECTICUT SCH OF NURSING". The user is E. Polifroni. The page displays a "Review" section with a message stating the report has not been submitted and provides a "Continue" button. A "TABLE OF CONTENTS" table is shown with columns for Section, Type, and Action. The table lists various report sections like "Financial Data", "NFLP Page 1a", "NFLP Page 1b", "NFLP Page 2", "NFLP Page 3", "NFLP Page 4", "NFLP Page 5a", "NFLP Page 5b", "NFLP Page 5c", and "Comments And Certification", each with a "View" link. There are also "Print" and "Print All HTML Forms" buttons, and a "Go to Previous Page" button at the bottom left.

Section	Type	Action
Financial Data		
NFLP Page 1a	HTML	<a href="#">View</a>
NFLP Page 1b	HTML	<a href="#">View</a>
NFLP Page 2	HTML	<a href="#">View</a>
NFLP Page 3	HTML	<a href="#">View</a>
NFLP Page 4	HTML	<a href="#">View</a>
NFLP Page 5a	HTML	<a href="#">View</a>
NFLP Page 5b	HTML	<a href="#">View</a>
NFLP Page 5c	HTML	<a href="#">View</a>
Comments And Certification	HTML	<a href="#">View</a>

Click the View link next to any section of the report to view that section. The item will open in HTML format, in a separate window. Click the **Print** button to print this page. Click the **Print All** button to print all HTML-format forms.

## 6.2. Submit Page

The *Submit* page (Figure 28) is the page from which you start the report submission process. It displays, in table format, the sections of the report and their completion status. All sections must be in “Complete” status before you can submit the report.

Uncorrected warnings from the *Data Audit and Warning* page are displayed at the bottom of the *Submit* page.

You will be navigated to the *Submit* page if you click the **Continue** button at the bottom of the *Review* page. You may also access the *Submit* page by choosing **Submit** from the left side menu.

**Figure 28: Submit Page**

Annual Operating Report For 7/1/2010 - 6/30/2011  
 E01HP12980: UNIVERSITY OF CONNECTICUT SCH OF NURSING

Welcome E. Polifroni to HRSA EHB UTL13 environment (Last login date and time 7/5/2011 11:49:00 AM)  
**Submit**  
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the NFLP Annual Operating Report. The report is currently **INCOMPLETE** and cannot be submitted in it's current state. Please review each page for error and make the appropriate corrections.

STATUS OVERVIEW			
<b>NFLP Annual Operating Report (07/01/2010 - 06/30/2011)</b>		Schedule Status: <b>In Progress</b>	
Available Date	6/21/2011	Due Date	8/15/2011 12:00:00 AM
Reporting Cycle	Academic Year	Reporting Period	07/01/2010 - 06/30/2011
Institution Status	Active	Submission Status	Submission In Progress
Started by	E Carol Polifroni On 7/5/2011 11:49:47 AM	Last Updated By	E Carol Polifroni On 7/8/2011 1:37:02 PM
Last Version Submitted by			
Submission Tracking Number	AORE0100008539/1	Project Period	7/1/2009 - 6/30/2011
View: <a href="#">Related NGA</a>   <a href="#">Last NGA</a>			

Users with Permissions on NFLP Annual Operating Report				
Name	Username	External Organization Role	Grant Role	Privileges
E. Polifroni	ecarol	Other	Program Director	- Edit Performance Report - Submit Performance Report - View Performance Report
Jacqueline Marshall	JCMARSHALL	Business Official	Other	- Edit Performance Report - Submit Performance Report - View Performance Report

NFLP Annual Operating Report Status		
Section	Status	Action
Basic Information	Not Started	<a href="#">Update</a>
Financial Data		
Page 1a - Student Borrower Data Section	Not Started	<a href="#">Update</a>
Page 1b - Student Borrower Data Section	Not Started	<a href="#">Update</a>
Page 2 - Program Accounts Section	Not Started	<a href="#">Update</a>
Page 3 - Program Accounts Section	Not Started	<a href="#">Update</a>
Page 4 - Program Accounts Section	Not Started	<a href="#">Update</a>
Page 5a - Borrower Accounts Worksheet Section	Not Started	<a href="#">Update</a>
Page 5b - Borrower Accounts Worksheet Section	Not Started	<a href="#">Update</a>
Page 5c - Borrower Accounts Worksheet Section	Not Started	<a href="#">Update</a>
Data Audit And Warning	Not Started	<a href="#">Update</a>

Click the **Proceed to Submit** button when you are ready to submit the report.

The **Proceed to Submit** button appears only if all sections are deemed “Complete.” At all other times, the button will not be available. This prevents the user from submitting an incomplete report.

## 7. Help and Support

Resource	Type	Purpose
<a href="https://grants.hrsa.gov/webexternal/home.asp">https://grants.hrsa.gov/webexternal/home.asp</a>	Website	HRSA Electronic Handbooks URL
Denise Thompson Phone: 301 443 1399 Email: <a href="mailto:dthompson@hrsa.gov">dthompson@hrsa.gov</a>	Phone and/or E-mail	Program or System help by phone or e-mail.
HRSA Contact Center Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373 (9:00 AM to 5:30 PM ET M-F) Email: <a href="mailto:callcenter@hrsa.gov">callcenter@hrsa.gov</a>	Phone and/or E-mail	<u>System</u> help by phone or via e-mail. Do not use for program questions.

## 8. Appendix: Cross Validations (Business Rules) within Student Borrower Data (NFLP Page 1)

The information in the following examples are intended to show the process for completing various sections. This information shown in the screen shots should not be deemed as accurate, please use your information to “Complete” the NFLP AOR.

NFLP Page 1a requires the current student data to tally up between the Student Data section and the Hispanic or Latino Students and Non-Hispanic or Latino Students whereas NFLP Page 1b requires the data reported in Student Borrower Data By Degree Level, Student Borrower Data By Practice and Student Borrower Data By Age and Gender reconcile with the current student data provided in Student Data section. The validation rules are as follows:

**Rule #1:** Total Number of Recipients Enrolled for both Hispanic/Latino students and Non-Hispanic/Latino students must equal total number of Current NFLP student borrowers enrolled in section 1 of the Student Data table (Figure 29).

**Figure 29: Section 1 of Student Data Table with Current Fields Highlighted**

Student Data	Cumulative (07/01/2003 - Present)	Current (07/01/2010 - 06/30/2011)
*1. Number of NFLP Student Borrowers Enrolled (Provide total borrowers. Do not provide the number of loans to a single borrower) <span style="float: right;">?</span>		
MSN: In-State	0	<input type="text"/>
MSN: Out-of-State	0	<input type="text"/>
Total (MSN: In-State + MSN: Out-of-State)	0	<input type="text"/>
DOCTORAL: In-State	3	<input type="text"/>
DOCTORAL: Out-of-State	0	<input type="text"/>
Total (DOCTORAL: In-State + DOCTORAL: Out-of-State)	3	<input type="text"/>
Grand Total (MSN + DOCTORAL)	3	<input type="text"/>
*2. Total Number of NFLP Graduates		
MSN	0	<input type="text"/>
DOCTORAL	1	<input type="text"/>
Total (MSN + DOCTORAL)	1	<input type="text"/>
*3. Total Number of NFLP Graduates Employed as Nurse Faculty		
	0	<input type="text"/>
<input type="button" value="Save"/>		

**Rule #2:** Total Number of NFLP MSN Graduates for both Hispanic/Latino students and Non-Hispanic/Latino students must equal number of Current NFLP Graduates in MSN degree in section 2 of the Student Data table (Figure 30).

**Figure 30: Section 2 of Student Data Table with Current MSN Graduates Field Highlighted**

Student Data	Cumulative (07/01/2003 - Present)	Current (07/01/2010 - 06/30/2011)
*1. Number of NFLP Student Borrowers Enrolled (Provide total borrowers. Do not provide the number of loans to a single borrower) ?		
MSN: In-State	0	
MSN: Out-of-State	0	
Total (MSN: In-State + MSN: Out-of-State)	0	
DOCTORAL: In-State	3	
DOCTORAL: Out-of-State	0	
Total (DOCTORAL: In-State + DOCTORAL: Out-of-State)	3	
Grand Total (MSN + DOCTORAL)	3	
*2. Total Number of NFLP Graduates		
MSN	0	
DOCTORAL	1	
Total (MSN + DOCTORAL)	1	
*3. Total Number of NFLP Graduates Employed as Nurse Faculty		
	0	

**Rule #3:** Total Number of NFLP Doctoral Graduates for both Hispanic/Latino students and Non-Hispanic/Latino students must equal number of Current NFLP Graduates in Doctoral degree in section 2 of the Student Data table (Figure 31).

**Figure 31: Section 2 of Student Data Table with Current Doctoral Graduates Field Highlighted**

Student Data	Cumulative (07/01/2003 - Present)	Current (07/01/2010 - 06/30/2011)
*1. Number of NFLP Student Borrowers Enrolled (Provide total borrowers. Do not provide the number of loans to a single borrower) ?		
MSN: In-State	0	
MSN: Out-of-State	0	
Total (MSN: In-State + MSN: Out-of-State)	0	
DOCTORAL: In-State	3	
DOCTORAL: Out-of-State	0	
Total (DOCTORAL: In-State + DOCTORAL: Out-of-State)	3	
Grand Total (MSN + DOCTORAL)	3	
*2. Total Number of NFLP Graduates		
MSN	0	
DOCTORAL	1	
Total (MSN + DOCTORAL)	1	
*3. Total Number of NFLP Graduates Employed as Nurse Faculty		
	0	

**Rule #4:** Total Number of NFLP Graduates Employed for both Hispanic/Latino students and Non-Hispanic/Latino students must equal total number of Current NFLP Graduates Employed in section 3 of the Student Data table (Figure 32).

**Figure 32: Section 3 of Student Data Table  
 with Total Number of NFLP Graduates Employed Highlighted**

Student Data	Cumulative (07/01/2003 - Present)	Current (07/01/2010 - 06/30/2011)
<b>*1. Number of NFLP Student Borrowers Enrolled (Provide total borrowers. Do not provide the number of loans to a single borrower) ?</b>		
MSN: In-State	0	
MSN: Out-of-State	0	
Total (MSN: In-State + MSN: Out-of-State)	0	
DOCTORAL: In-State	3	
DOCTORAL: Out-of-State	0	
Total (DOCTORAL: In-State + DOCTORAL: Out-of-State)	3	
Grand Total (MSN + DOCTORAL)	3	
<b>*2. Total Number of NFLP Graduates</b>		
MSN	0	
DOCTORAL	1	
Total (MSN + DOCTORAL)	1	
<b>*3. Total Number of NFLP Graduates Employed as Nurse Faculty</b>	0	

[Save](#)

The total recipients and total graduates counts from the Hispanic/Latino students and Non-Hispanic/Latino students will be calculated from different fields depending on the answer you selected in the corresponding Hispanic or Latino Students and Non-Hispanic or Non-Latino Students tables.

If you choose “Yes, I can provide counts by race as mentioned below,” the “By Race” section of the table will be editable and the “All Race” section of the table will be non-editable. The total recipients and total graduates counts for the corresponding ethnicity will be calculated using the “by Race” section of the table (Figure 33). **NOTE:** Click the **HERE** button to activate question F, for multiple race data.

**Figure 33: Hispanic/Latino Students Table  
 with the By Race Section Enabled**

Hispanic or Latino Students by Race ?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native					
B. Asian - All (including underrepresented)					
B1. Asian - underrepresented					
C. Black or African American					
D. Native Hawaiian or Other Pacific Islander					
E. White					
F. More than one race To enter data for race combinations click <a href="#">here</a>					
<b>TOTAL (A + B + C + D + E + F)</b>					
Hispanic or Latino Students All Races ?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races					

If you choose, “Yes, I can only provide total counts but cannot provide counts by race,” the “All Races” section of the table will be editable and the “By Race” section of the table will be non-editable. The total recipients and total graduates counts for the corresponding ethnicity will come from the “All Races” section of the table (Figure 34).

**Figure 34: Hispanic/Latino Students Table with the All Races Section Enabled**

Hispanic or Latino Students by Race	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native					
B. Asian - All (including underrepresented)					
B1. Asian - underrepresented					
C. Black or African American					
D. Native Hawaiian or Other Pacific Islander					
E. White					
F. More than one race To enter data for race combinations click <a href="#">here</a>					
TOTAL (A + B + C + D + E + F)					
Hispanic or Latino Students All Races	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races					

If you choose, “Yes, I can provide some of the counts by race but not all,” both “By Race” and “All Races” sections of the table will be editable. However, the total recipients and total graduates counts for the corresponding ethnicity will come from “All Races” section of the table. This is because counts in the “All Races” section should include counts specified in the “By Race” section (Figure 35). **NOTE:** Click the **HERE** button to activate question F, for multiple race data.

**Figure 35: Hispanic/Latino Students Table with Both By Race and All Races Sections Enabled**

Hispanic or Latino Students by Race	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native					
B. Asian - All (including underrepresented)					
B1. Asian - underrepresented					
C. Black or African American					
D. Native Hawaiian or Other Pacific Islander					
E. White					
F. More than one race To enter data for race combinations click <a href="#">here</a>					
TOTAL (A + B + C + D + E + F)					
Hispanic or Latino Students All Races	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races					

If you choose, “No, my program does not have <Hispanic or Latino / Non-Hispanic or Non-Latino> students,” both “By Race” and “All Races” sections of the table will be non-editable. The total recipients and total graduates counts will not be calculated for the corresponding ethnicity (Figure 36).

**Figure 36: Hispanic/Latino Students Table with the By Race and All Races Sections Disabled**

Hispanic or Latino Students by Race	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native						
B. Asian - All (including underrepresented)						
B1. Asian - underrepresented						
C. Black or African American						
D. Native Hawaiian or Other Pacific Islander						
E. White						
F. More than one race To enter data for race combinations click <a href="#">here</a>						
TOTAL (A + B + C + D + E + F)						
Hispanic or Latino Students All Races	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races						

**Example for Rule #1:** Total Number of Recipients Enrolled for both Hispanic/Latino students and Non-Hispanic/Latino students must equal total number of Current NFLP students borrowers enrolled in section 1 of the Student Data table.

User entered the following data in section 1 of the Student Data table (Figure 37):

**Figure 37: Student Data Table**

Student Data	Cumulative (07/01/2003 - Present)	Current (07/01/2010 - 06/30/2011)
*1. Number of NFLP Student Borrowers Enrolled (Provide total borrowers. Do not provide the number of loans to a single borrower) <input type="text" value="23"/>		
MSN: In-State	<input type="text" value="0"/>	<input type="text" value="11"/>
MSN: Out-of-State	<input type="text" value="0"/>	<input type="text" value="9"/>
Total (MSN: In-State + MSN: Out-of-State)	0	
DOCTORAL: In-State	<input type="text" value="3"/>	<input type="text" value="2"/>
DOCTORAL: Out-of-State	<input type="text" value="0"/>	<input type="text" value="1"/>
Total (DOCTORAL: In-State + DOCTORAL: Out-of-State)	3	
Grand Total (MSN + DOCTORAL)	3	

Notice that the total current NFLP student borrowers enrolled sums up to 23.

**Case 1:** User selected “Yes, I can provide counts by race as mentioned below.” for both Hispanic/Latino Students and Non-Hispanic/Non-Latino Students tables. User must enter data under the “by Race” section in both tables (Figure 38) such that the total Number of NFLP Recipients Enrolled across both ethnicities matches section 1 of Student Data table. **NOTE:** Click the **HERE** button to activate question F, for multiple race data.

**Figure 38: Hispanic/Latino Students and Non-Hispanic/Non-Latino Students Tables with “by Race” Sections Enabled**

*9. Hispanic or Latino Students					
Did your BHPf funded program have students of "Hispanic or Latino ethnicity" between July 01, 2010 and June 30, 2011? <b>Yes, I can provide counts by race as mentioned below.</b>					
<input type="checkbox"/> Yes, I can provide counts by race as mentioned below. (Instruction: Please enter counts in rows A through F.)					
<input type="checkbox"/> Yes, I can only provide total counts but cannot provide counts by race. (Instruction: Please enter total student counts in row G.)					
<input type="checkbox"/> Yes, I can provide some of the counts by race but not all. (Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.)					
<input type="checkbox"/> No, my program does not have Hispanic or Latino students. (Instruction: Data is not required in this section.)					
Hispanic or Latino Students by Race	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
B. Asian - All (including underrepresented)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
B1. Asian - underrepresented	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C. Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
D. Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
E. White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
F. More than one race To enter data for race combinations click <a href="#">here</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
TOTAL (A + B + C + D + E + F)					
Hispanic or Latino Students All Races	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

*10. Non-Hispanic or Non-Latino Students						
Did your BHPf funded program have students of "Non-Hispanic or Non-Latino ethnicity" between <b>July 01, 2010 and June 30, 2011</b> ? <b>Yes, I can provide counts by race as mentioned below.</b>						
<input type="checkbox"/> Yes, I <u>can</u> provide counts by race as mentioned below. (Instruction: Please enter counts in rows A through F.)						
<input type="checkbox"/> Yes, I <u>can</u> only provide total counts but cannot provide counts by race. (Instruction: Please enter total student counts in row G.)						
<input type="checkbox"/> Yes, I <u>can</u> provide some of the counts by race but not all. (Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.)						
<input type="checkbox"/> No, my program does not have Non-Hispanic or Non-Latino students. (Instruction: Data is not required in this section.)						
Non-Hispanic or Non-Latino Students by Race	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
B. Asian - All (including underrepresented)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
B1. Asian - underrepresented		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C. Black or African American		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
D. Native Hawaiian or Other Pacific Islander		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
E. White		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
F. More than one race To enter data for race combinations click <a href="#">here</a>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
TOTAL (A + B + C + D + E + F)						
Non-Hispanic or Non-Latino Students All Races	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Total Hispanic/Latino NFLP Recipients Enrolled + Total Non-Hispanic/Non-Latino NFLP Recipients Enrolled. This total count matches the total current NFLP student borrowers enrolled in section 1 of the Student Data Table. **NOTE:** Click the **HERE** button to activate question F, for multiple race data.

**Case 2:** User selected “Yes, I can only provide total counts but cannot provide counts by race.” for both Hispanic/Latino Students and Non-Hispanic/Non-Latino Students tables. User must enter data under the “All Races” section in both tables (Figure 39) such that the total Number of NFLP Recipients Enrolled across both ethnicities matches section 1 of Student Data table.

**Figure 39: Hispanic/Latino Students and Non-Hispanic/Non-Latino Students Tables with “All Races” Sections Enabled**

<b>*9. Hispanic or Latino Students</b>						
Did your BHPf funded program have students of "Hispanic or Latino ethnicity" between July 01, 2010 and June 30, 2011? <b>Yes, I can only provide total counts but cannot provide counts by race.</b>						
<input type="checkbox"/> Yes, I can provide counts by race as mentioned below. (Instruction: Please enter counts in rows A through F.)						
<input type="checkbox"/> Yes, I can only provide total counts but cannot provide counts by race. (Instruction: Please enter total student counts in row G.)						
<input type="checkbox"/> Yes, I can provide some of the counts by race but not all. (Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.)						
<input type="checkbox"/> No, my program does not have Hispanic or Latino students. (Instruction: Data is not required in this section.)						
Hispanic or Latino Students by Race	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native						
B. Asian - All (including underrepresented)						
B1. Asian - underrepresented						
C. Black or African American						
D. Native Hawaiian or Other Pacific Islander						
E. White						
F. More than one race To enter data for race combinations click <a href="#">here</a>						
TOTAL (A + B + C + D + E + F)						
Hispanic or Latino Students All Races	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races		10				

<b>*10. Non-Hispanic or Non-Latino Students</b>						
Did your BHPf funded program have students of "Non-Hispanic or Non-Latino ethnicity" between July 01, 2010 and June 30, 2011? <b>Yes, I can only provide total counts but cannot provide counts by race.</b>						
<input type="checkbox"/> Yes, I can provide counts by race as mentioned below. (Instruction: Please enter counts in rows A through F.)						
<input type="checkbox"/> Yes, I can only provide total counts but cannot provide counts by race. (Instruction: Please enter total student counts in row G.)						
<input type="checkbox"/> Yes, I can provide some of the counts by race but not all. (Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.)						
<input type="checkbox"/> No, my program does not have Non-Hispanic or Non-Latino students. (Instruction: Data is not required in this section.)						
Non-Hispanic or Non-Latino Students by Race	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native						
B. Asian - All (including underrepresented)						
B1. Asian - underrepresented						
C. Black or African American						
D. Native Hawaiian or Other Pacific Islander						
E. White						
F. More than one race To enter data for race combinations click <a href="#">here</a>						
TOTAL (A + B + C + D + E + F)						
Non-Hispanic or Non-Latino Students All Races	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races		13				

Total Hispanic/Latino NFLP Recipients Enrolled (10) + Total Non-Hispanic/Non-Latino NFLP Recipients Enrolled (13) = 23. This total count matches the total current NFLP student borrowers enrolled in section 1 of the Student Data Table.

**Case 3:** User selected “Yes, I can provide some of the counts by race but not all.” for both Hispanic/Latino Students and Non-Hispanic/Non-Latino Students tables. User must enter data under “By Race” and “All Races” sections in both tables (Figure 40) with the total Number of NFLP Recipients Enrolled in the “All Races” section across both ethnicities matches section 1 of Student Data table.

**Figure 40: Hispanic/Latino Students and Non-Hispanic/Non-Latino Students Tables with “by Race” and “All Races” Sections Enabled**

<b>*9. Hispanic or Latino Students</b>						
Did your BHPf funded program have students of "Hispanic or Latino ethnicity" between <b>July 01, 2010 and June 30, 2011?</b> <b>Yes, I can provide some of the counts by race but not all.</b>						
<input type="checkbox"/> Yes, I can provide counts by race as mentioned below. (Instruction: Please enter counts in rows A through F.)						
<input type="checkbox"/> Yes, I can only provide total counts but cannot provide counts by race. (Instruction: Please enter total student counts in row G.)						
<input type="checkbox"/> Yes, I can provide some of the counts by race but not all. (Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.)						
<input type="checkbox"/> No, my program does not have Hispanic or Latino students. (Instruction: Data is not required in this section.)						
Hispanic or Latino Students by Race	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native						
B. Asian - All (including underrepresented)		3				
B1. Asian - underrepresented						
C. Black or African American		2				
D. Native Hawaiian or Other Pacific Islander						
E. White		2				
F. More than one race To enter data for race combinations click <a href="#">here</a>						
TOTAL (A + B + C + D + E + F)						
Hispanic or Latino Students All Races	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races		10				10

<b>*10. Non-Hispanic or Non-Latino Students</b>						
Did your BHPf funded program have students of "Non-Hispanic or Non-Latino ethnicity" between <b>July 01, 2010 and June 30, 2011?</b> <b>Yes, I can provide some of the counts by race but not all.</b>						
<input type="checkbox"/> Yes, I can provide counts by race as mentioned below. (Instruction: Please enter counts in rows A through F.)						
<input type="checkbox"/> Yes, I can only provide total counts but cannot provide counts by race. (Instruction: Please enter total student counts in row G.)						
<input type="checkbox"/> Yes, I can provide some of the counts by race but not all. (Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.)						
<input type="checkbox"/> No, my program does not have Non-Hispanic or Non-Latino students. (Instruction: Data is not required in this section.)						
Non-Hispanic or Non-Latino Students by Race	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native		1				
B. Asian - All (including underrepresented)		3				
B1. Asian - underrepresented						
C. Black or African American						
D. Native Hawaiian or Other Pacific Islander		1				
E. White		1				
F. More than one race To enter data for race combinations click <a href="#">here</a>						
TOTAL (A + B + C + D + E + F)						
Non-Hispanic or Non-Latino Students All Races	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races		13				13

Total Hispanic/Latino NFLP Recipients Enrolled (10) + Total Non-Hispanic/Non-Latino NFLP Recipients Enrolled (13) = 23. This total count matches the total current NFLP student borrowers enrolled in section 1 of the Student Data Table.

**Case 4:** User selected “**No, my program does not have Hispanic or Latino students.**” for Hispanic/Latino Students table and “**Yes, I cannot provide counts by race as mentioned below.**” for Non-Hispanic/Non-Latino Students table. User is **not** required to enter data in Hispanic/Latino Students table. However, user must enter data under the “**All Races**” section of the Non-Hispanic/Non-Latino Students table such that the total Number of NFLP Recipients Enrolled for Non-Hispanic/Non-Latino Students matches section 1 of Student Data table. (Figure 41)

**Figure 41: Hispanic/Latino Students Table with No Section Enabled and Non-Hispanic/Non-Latino Students Tables with “All Races” Section Enabled**

*9. Hispanic or Latino Students						
Did your BHPf funded program have students of "Hispanic or Latino ethnicity" between <b>July 01, 2010 and June 30, 2011?</b> <b>No, my program does not have Hispanic or Latino students.</b>						
<input type="checkbox"/> Yes, I <u>can</u> provide counts by race as mentioned below. (Instruction: Please enter counts in rows A through F.)						
<input type="checkbox"/> Yes, I <u>can</u> only provide total counts but cannot provide counts by race. (Instruction: Please enter total student counts in row G.)						
<input type="checkbox"/> Yes, I <u>can</u> provide some of the counts by race but not all. (Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.)						
<input type="checkbox"/> No, my program does not have Hispanic or Latino students. (Instruction: Data is not required in this section.)						
Hispanic or Latino Students by Race	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native						
B. Asian - All (including underrepresented)						
B1. Asian - underrepresented						
C. Black or African American						
D. Native Hawaiian or Other Pacific Islander						
E. White						
F. More than one race						
To enter data for race combinations click <a href="#">here</a>						
TOTAL (A + B + C + D + E + F)						
Hispanic or Latino Students All Races	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races						

**\*10. Non-Hispanic or Non-Latino Students**

Did your BHPf funded program have students of "Non-Hispanic or Non-Latino ethnicity" between **July 01, 2010 and June 30, 2011**?  
**No, my program does not have Non-Hispanic or Non-Latino students.**

Yes, I can provide counts by race as mentioned below. (Instruction: Please enter counts in rows A through F.)

Yes, I can only provide total counts but cannot provide counts by race. (Instruction: Please enter total student counts in row G.)

Yes, I can provide some of the counts by race but not all. (Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.)

No, my program does not have Non-Hispanic or Non-Latino students. (Instruction: Data is not required in this section.)

Non-Hispanic or Non-Latino Students by Race	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native						
B. Asian - All (including underrepresented)						
B1. Asian - underrepresented						
C. Black or African American						
D. Native Hawaiian or Other Pacific Islander						
E. White						
F. More than one race To enter data for race combinations click <a href="#">here</a>						
TOTAL (A + B + C + D + E + F)						
Non-Hispanic or Non-Latino Students All Races	?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races						

Total Hispanic/Latino NFLP Recipients Enrolled (0) + Total Non-Hispanic/Non-Latino NFLP Recipients Enrolled (23) = 23. This total count matches the total current NFLP student borrowers enrolled in section 1 of the Student Data Table.