
HRSA EHB USER GUIDE

Scholarships for Disadvantaged Students (SDS) Performance Reports (2012)

User Guide for Grantees

Last Updated 7/3/2012



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1. Introduction

The purpose of this document is to provide detailed assistance for accessing, completing and submitting performance reports for the Scholarships for Disadvantaged Students (SDS) 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 SDS Performance Report and Who Must Submit One?

The SDS Performance Report (SDSPR) is a performance report that collects data on the number of students receiving SDS funds, the number that graduated, and their racial/ethnic backgrounds. The report is expected of grantees funded under the Scholarships for Disadvantaged Students program and is detailed on the Notice of Grant Award (NGA).

2.2. When Will the Report be Available?

SDS Performance Report will be available in the HRSA Electronic Handbooks (EHBs) on July 1, 2012, for the reporting period ending June 30, 2012.

Figure 1: SDS Performance Report on Performance Reports Page Showing Available Date, Due Date and Reporting Period

| PERFORMANCE REPORT | | | |
|---|---------------------|----------------------------|-------------------------------------|
| Input Parameters: (Show Parameters) | | | |
| Performance Report - Osteopathic Medicine | | | Schedule Status: Not Started |
| Type | Performance Reports | Due Date | 8/15/2012 Due In: 43 days |
| Available Date | 7/1/2012 | Submission Tracking Number | PFT0800011627/1 |
| 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 SDS performance reports, 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 SDSPR, you must have the “Project Director” or “Other” role for the SDS 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 SDS performance reports. He or she may grant these privileges (as well as others) to any user who requests them.

The privileges you have determine what you can do. 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

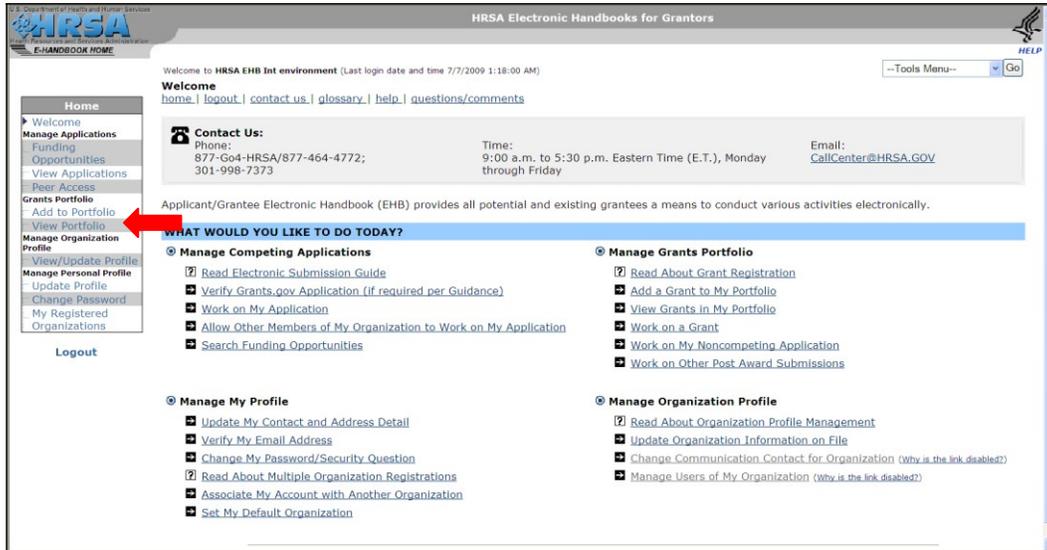
| Privilege | Permissions |
|---------------------------|---|
| View performance report | <ul style="list-style-type: none"> ✓ Access the read-only version of the performance report ✓ Access the read-only versions of the reports submitted for all previous years |
| Edit performance report | All permissions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

3.1.1 Adding the SDS Grant to Your Portfolio

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

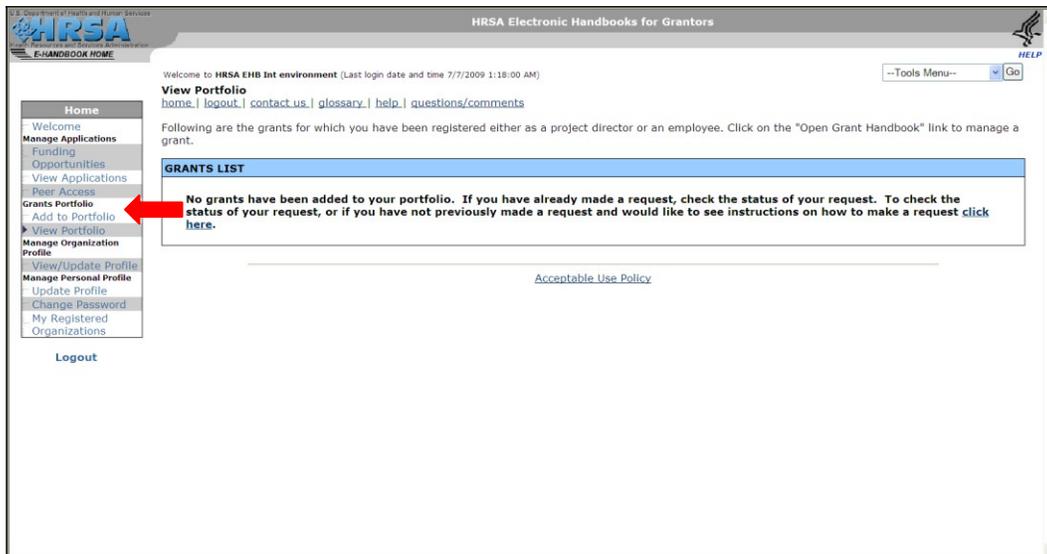
1. Click the [View Portfolio](#) link from the left side menu on the *Welcome* page.

Figure 2: View Portfolio Link on Welcome Page



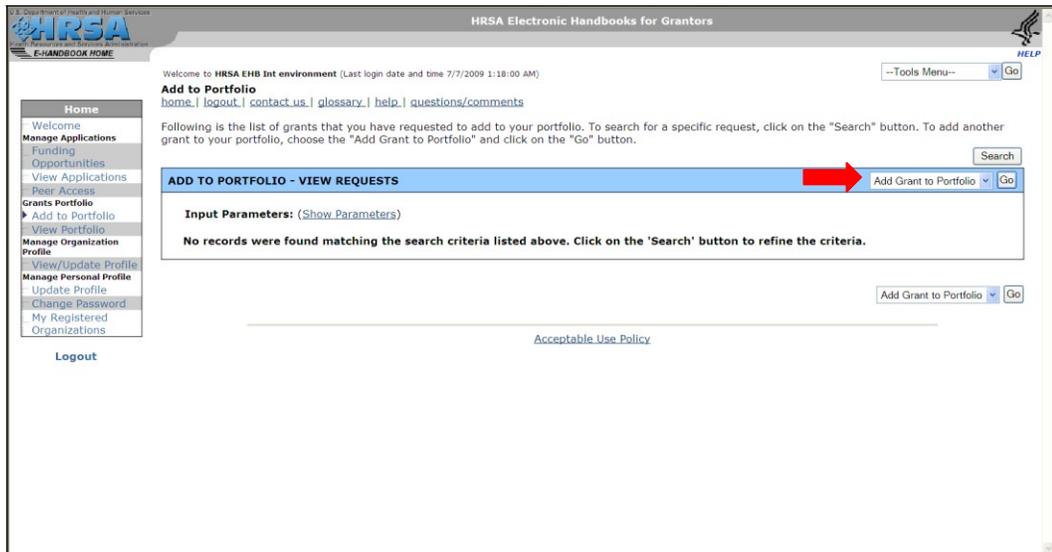
2. If the grant is not listed, click the [Add to Portfolio](#) link.

Figure 3: Add to Portfolio Link on View Portfolio Page



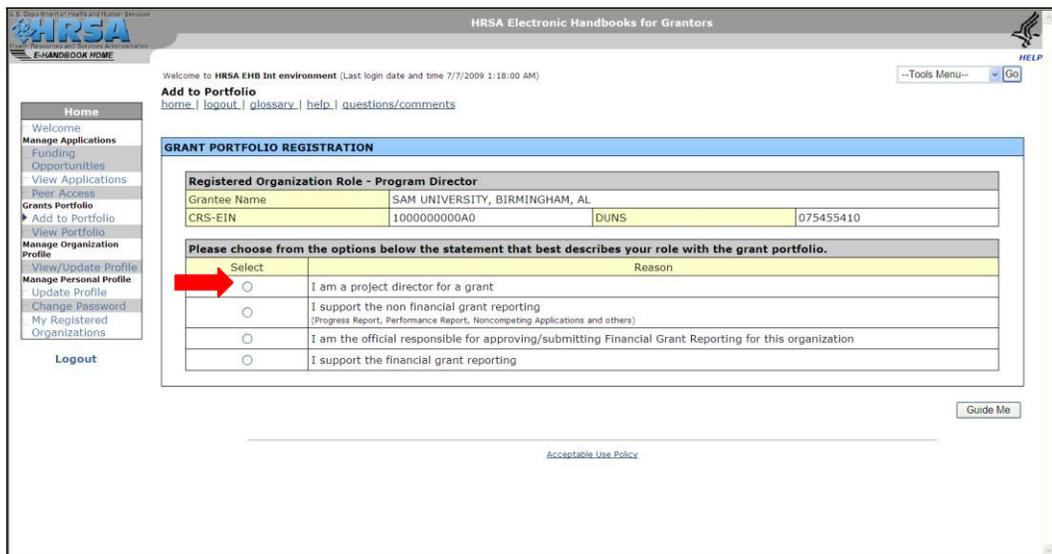
- On the next screen, choose **Add Grant to Portfolio**, and then click the **Go** button.

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

The screenshot displays the HRSA Electronic Handbooks for Grantees interface. At the top, it says 'Welcome to HRSA EHB Int environment (Last login date and time 7/7/2009 1:18:00 AM)'. The main content area is titled 'GRANT PORTFOLIO REGISTRATION'. It features a table for 'Registered Organization Role - Program Director' with the following data:

| Registered Organization Role - Program Director | | | |
|---|--------------------------------|------|-----------|
| Grantee Name | SAM UNIVERSITY, BIRMINGHAM, AL | | |
| CRS-EIN | 100000000A0 | DUNS | 075455410 |

Below the table is a section titled 'Please choose from the options below the statement that best describes your role with the grant portfolio.' It contains a table with two columns: 'Select' and 'Reason'. The first row has a radio button selected in the 'Select' column and the text 'I am a project director for a grant' in the 'Reason' column. Below this, there is a text input field with the placeholder text 'Please enter the Core Grant Number' and a 'Register as Project Director' button. A red arrow points to this input field. At the bottom of the form, there are three more radio button options:

- I support the non financial grant reporting (Progress Report, Performance Report, Noncompeting Applications and others)
- I am the official responsible for approving/submitting Financial Grant Reporting for this organization
- I support the financial grant reporting

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.

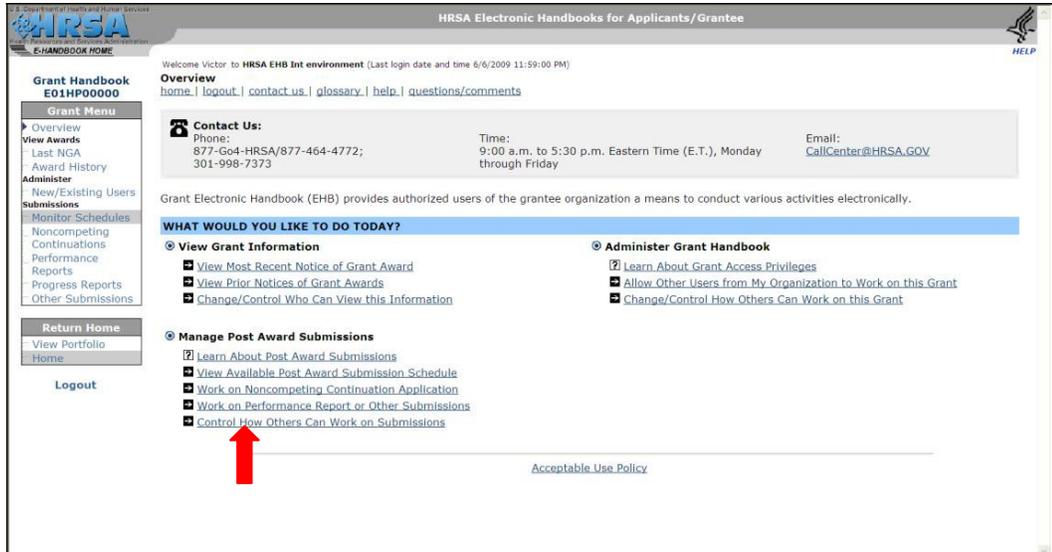
3.1.2 Granting Privileges

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 SDS 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 SDS grant.

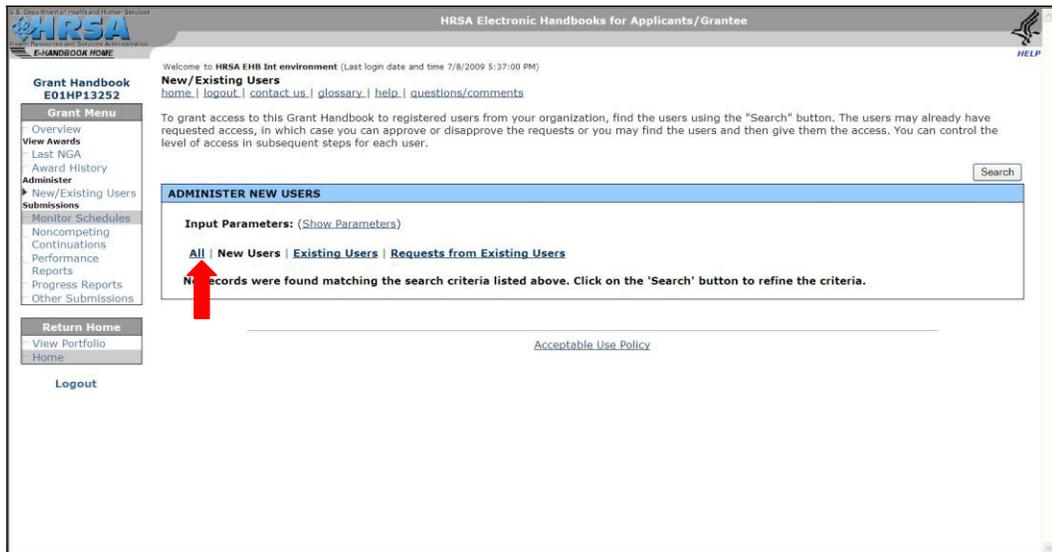
- The Overview page opens. Under Manage Post Award Submissions at the bottom of the page, click Control How Others Can Work on Submissions.

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 1:25:00 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](#)

| Gretchen Eickmeyer | | Grant Access: Not Requested |
|--------------------|--|--|
| Functional Role | Other | Approve Grant Access <input type="button" value="Go"/> |
| Email | reilester1@hotmail.com | |
| Phone | (509) 452-5100 | |
| Privileges | | |
| Lloyd Dutler | | Grant Access: Not Requested |
| Functional Role | Other | Approve Grant Access <input type="button" value="Go"/> |
| Email | reilester1@hotmail.com | |
| Phone | (509) 452-5100 | |
| 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 Contributions, Submit Noncompeting Contributions, View Noncompeting Contributions, 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 | |
| Jody Riggan | | Grant Access: Approved |
| Functional Role | Other | Update Privileges <input type="button" value="Go"/> |
| Email | reilester1@hotmail.com | |
| Phone | (509) 452-5100 | |
| 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 | |

[View Action History](#)

Page 1

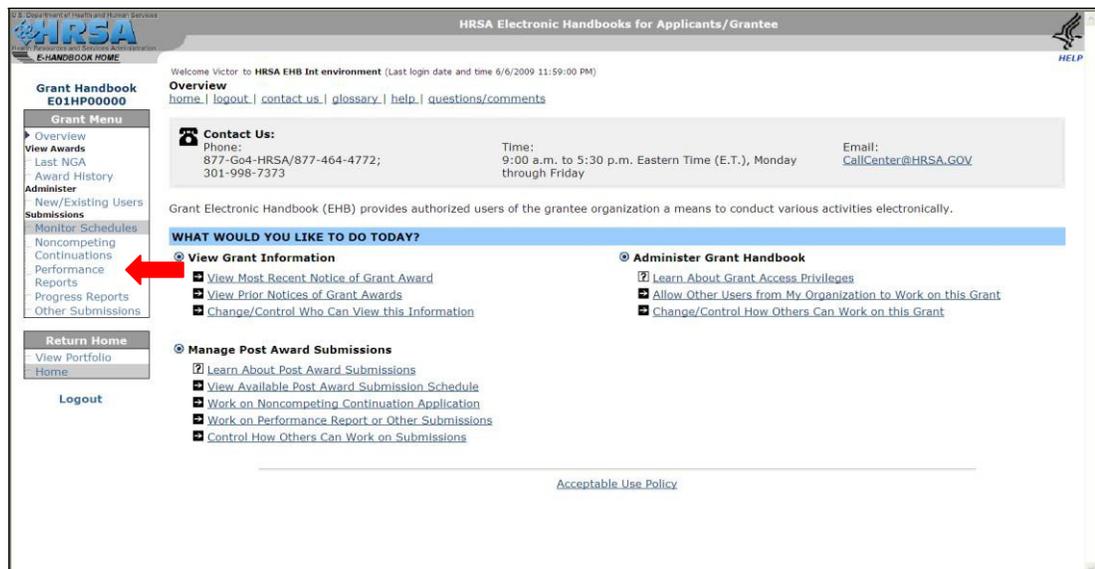
[Acceptable Use Policy](#)

3.2. Navigating to the SDS Performance 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 SDS 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

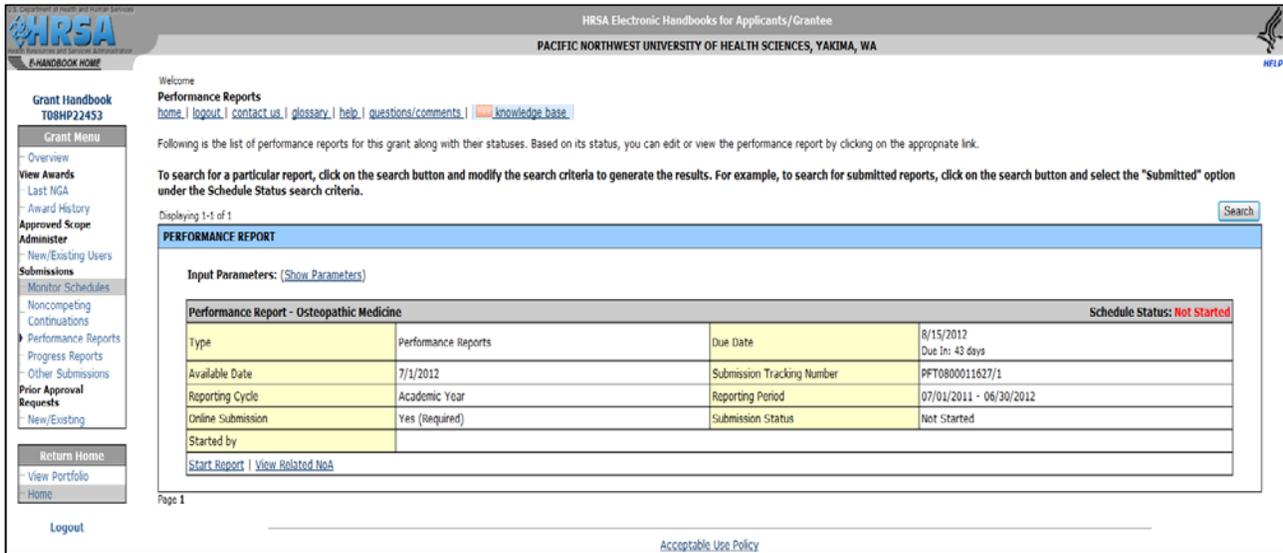


6. The *Performance Reports* page opens. See section 3.3 below.

3.3. The Performance Reports Page

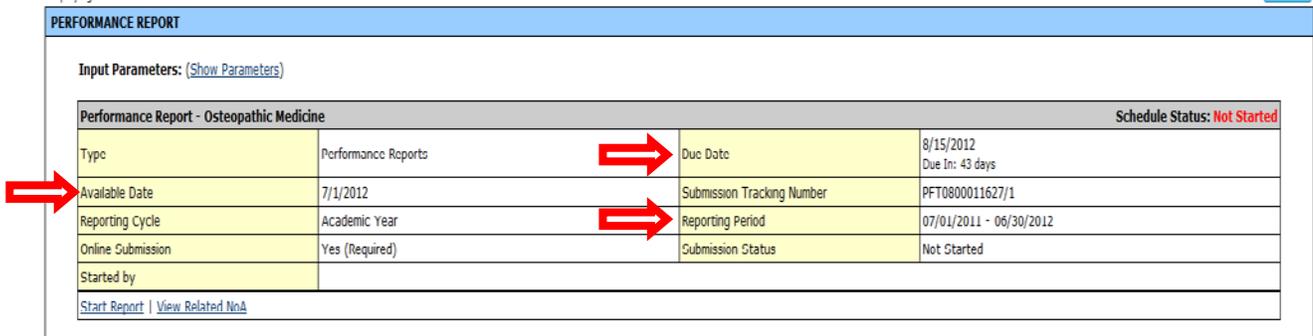
The SDS Performance Report is on the *Performance Reports* page (Figure 11).

Figure 11: Performance Reports Page



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).

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



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? |
|-------------------------|--|---------------|
| Not Started | The report has never been worked on. When the new report is available in the grantee handbook its status will be “Not Started.” | Grantee |
| In Progress | The “Start Report” link has been clicked. | Grantee |
| Submitted | The report has been submitted to HRSA. | HRSA |
| Change Requested | 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.

3.4. Beginning the Report

To begin the report, click the [Start 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: SDS Performance Report Window

The screenshot displays the HRSA Electronic Handbooks for Applicants/Grantee interface. The main content area shows the 'PERFORMANCE REPORT' window for grant TO8HP22453 at Pacific Northwest University of Health Sciences, Yakima, WA. The report is for the period 07/01/2011 - 06/30/2012. The status is 'INCOMPLETE' and cannot be submitted in its current state. The 'Schedule Status' is 'In Progress'. The interface includes a search bar, a 'Start Report' link, and a 'STATUS OVERVIEW' table.

| STATUS OVERVIEW | | | |
|--|----------------------|------------------------------|-------------------------|
| SDS Performance Report (07/01/2011 - 06/30/2012) | | Schedule Status: In Progress | |
| Discipline | Osteopathic Medicine | Submission Tracking Number | PF70800011622/1 |
| Available Date | 2/1/2012 | Due Date | 8/15/2012 12:00:00 AM |
| Reporting Cycle | Academic Year | Reporting Period | 07/01/2011 - 06/30/2012 |
| Online Submission | Yes (Required) | Submission Status | Submission In Progress |
| Project Period | 2/1/2011 - 6/30/2012 | | |
| Started by | | Last Updated By | |
| Last Version Submitted by | | | |
| View Selected SDS Last SDS | | | |

| Users with Permissions on SDS Performance Report (View Details) | | | | |
|--|----------|----------------------------|------------|------------|
| Name | Username | External Organization Role | Grant Role | Privileges |
| SDS Performance Report Status | | | | |
| Section | | Status | Action | |
| Basic Information | | Not Started | Update | |
| Scholarship for Disadvantaged Students Performance Report (SDSPR) DATA | | Not Started | Update | |
| Scholarship for Disadvantaged Students Performance Report | | Not Started | Update | |
| DATA ALERT AND WARNING | | Not Started | Update | |

4. SDS Performance Report Forms

4.1. Navigation and Data Entry

Navigation within the SDS Performance 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: SDS Performance Report Side Menu

The screenshot shows the HRSA SDS Performance Report interface. On the left is a side menu with a red box highlighting the following items: Overview, Status, Basic Information, Performance Data, SDS Information, Data Audit And Warning, Review and Submit, Review, and Save. Below the menu is a 'Close Window' button. The main content area has a header with 'Performance Report 7/1/2011 - 6/30/2012' and 'T08HP22453: Pacific Northwest University of Health Sciences'. It includes a 'Tracking #' (PFT0800011627/1) and a 'Status' section with links for home, glossary, help, and questions/comments. A message states the report is currently **INCOMPLETE** and cannot be submitted. Below this is a 'STATUS OVERVIEW' table:

| SDS Performance Report (07/01/2011 - 06/30/2012) View Details | | Schedule Status: In Progress | |
|---|----------------------|------------------------------|-------------------------|
| Discipline | Osteopathic Medicine | Submission Tracking Number | PFT0800011627/1 |
| 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 |
| Online Submission | Yes (Required) | Submission Status | Submission In Progress |
| Project Period | 7/1/2011 - 6/30/2012 | | |
| Started by | | Last Updated By | |
| Last Version Submitted by | | | |
| View: Related NGA Last NGA | | | |

Below the overview table is a section for 'Users with Permissions on SDS Performance Report' with a 'View Details' link. At the bottom is a table for 'SDS Performance Report Status' with columns for Section, Status, and Action:

| Section | Status | Action |
|--|-------------|------------------------|
| Basic Information | Not Started | Update |
| Scholarship for Disadvantaged Students Performance Report (SDSPR) DATA | | |
| Scholarship for Disadvantaged Students Performance Report | Not Started | Update |
| DATA AUDIT AND WARNING | Not Started | Update |

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

The screenshot shows three buttons at the bottom of the page: 'Go to Previous Page', 'Save', and 'Save and Continue'.

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 SDS Performance Report. This is the page that opens when you click the Start Report link on the *Performance Reports* page.

The **SDS PERFORMANCE 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

The screenshot shows the HRSA Status Page for a Performance Report. The page includes a navigation menu on the left, a welcome message, and a status overview section. The status overview section contains a table with the following data:

| SDS Performance Report (07/01/2011 - 06/30/2012) (Hide Details) | | | | Schedule Status: In Progress |
|---|----------------------|----------------------------|-------------------------|-------------------------------------|
| Discipline | Orthopaedic Medicine | Submission Tracking Number | PFT0800011627/1 | |
| 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 | |
| Online Submission | Yes (Required) | Submission Status | Submission In Progress | |
| Project Period | 7/1/2011 - 6/30/2012 | | | |
| Started by | | Last Updated By | | |
| Last Version Submitted by | | | | |

Below the status overview is a table titled 'Users with Permissions on SDS Performance Report' and a table titled 'SDS Performance Report Status'.

| Section | Status | Action |
|--|-------------|------------------------|
| Basic Information | Not Started | Update |
| Scholarship for Disadvantaged Students Performance Report (SDSPR) DATA | | |
| Scholarship for Disadvantaged Students Performance Report | Not Started | Update |
| DATA AUDIT AND WARNING | Not Started | Update |

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

Table 4: Report Section Status

| Status | Denotes |
|--------------------|---|
| Not Started | 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.” |
| In Progress | 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. |
| Complete | 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

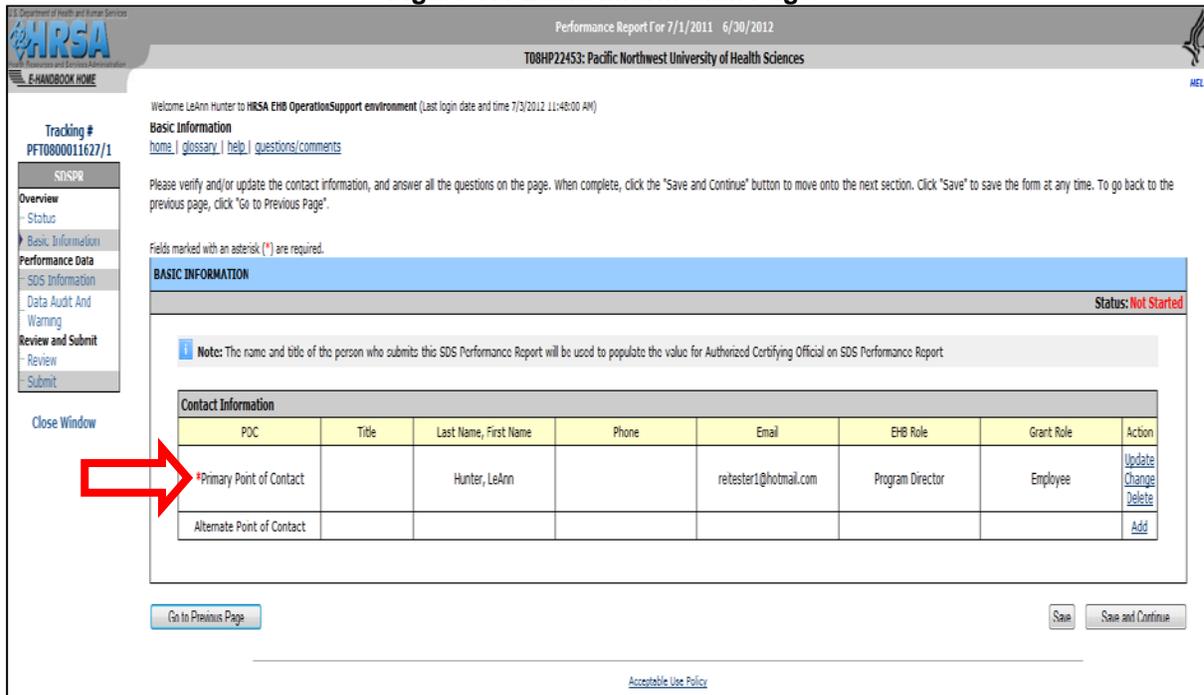
The *Basic Information* page (Figure 17) asks for information for a Primary and Alternate Point of Contact.

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



For either 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. SDS Information Page

The SDS Performance Report consists of a single page, the *SDS Information* Page (Figure 18). This page asks for information on the number of students receiving SDS funds, the number that graduated, their racial/ethnic backgrounds and the number of SDS students serving in Primary Care and Medically Underserved Communities.

Access the *SDS Information* page by clicking the [Update](#) link for Scholarships for Disadvantaged Students Performance Report on the *Status* page or by choosing [SDS Information](#) from the left side menu.

You can also access this page by clicking the **Save and Continue** button at the bottom of the *Basic Information* page.

Figure 18: SDS Information Page

Performance Report For 7/1/2011 - 6/30/2012
 T08HP22453: Pacific Northwest University of Health Sciences

Welcome LeAnn Hunter to HRSA EHB OperationSupport environment (Last login date and time 7/3/2012 11:48:00 AM)

SDS Information
[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.

SCHOLARSHIP FOR DISADVANTAGED STUDENTS PERFORMANCE REPORT Status: Not Started

1. Funding Information For Document Number: T08HP22453A0

| | | |
|--|----|--------------------------|
| A. Total Federal Funds Authorized for this Funding Period | \$ | |
| *B. Total Amount of line 1A Disbursed | \$ | |
| C. Unused Balance of Federal Funds (Line 1A minus line 1B) | \$ | |
| D. Check to indicate zero disbursements | | <input type="checkbox"/> |

2. Hispanic or Latino Students

*Did your BIPR funded program have students of "Hispanic or Latino Ethnicity" between July 01, 2011 and June 30, 2012?

Yes No

| Hispanic or Latino Students by Race | Number of Students Receiving Awards Who Did Not Graduate | Number of Graduates that Received Awards | 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 here | | | |
| TOTAL (A + B + C + D + E + F) | | | |

3. Non-Hispanic or Non-Latino Students

*Did your BIPR funded program have students of "Non-Hispanic or Non-Latino Ethnicity" between July 01, 2011 and June 30, 2012?

Enter the data. Data entry is required in fields marked with an asterisk (*).

You can click the help icon () to display help in a popup window.

Questions 2 and 3 ask for numbers of students who received awards (first column) and numbers of students who received awards and graduated (second column) during the reporting period. All students who received awards must be accounted for. The numbers are to be broken down by ethnicity and by race within ethnicity.

The format for questions 2 and 3 is the same. We will use question 2 as an example.

Figure 19: SDS Information Page, Questions 2 and 3

| 2. Hispanic or Latino Students | | | |
|--|---|--|--|
| *Did your BHPR funded program have students of "Hispanic or Latino Ethnicity" between July 01, 2011 and June 30, 2012? | | | |
| <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| Hispanic or Latino Students by Race | ? | Number of Students Receiving Awards Who Did Not Graduate | Number of Graduates that Received Awards |
| | | | Total |
| A. American Indian or Alaska Native | | <input type="text"/> | <input type="text"/> |
| B. Asian - All (including underrepresented) | | <input type="text"/> | <input type="text"/> |
| B1. Asian - underrepresented | | <input type="text"/> | <input type="text"/> |
| C. Black or African American | | <input type="text"/> | <input type="text"/> |
| D. Native Hawaiian or Other Pacific Islander | | <input type="text"/> | <input type="text"/> |
| E. White | | <input type="text"/> | <input type="text"/> |
| F. More than one race To enter data for race combinations click <input type="button" value="here"/> | | <input type="text"/> | <input type="text"/> |
| TOTAL (A + B + C + D + E + F) | | | |

| 3. Non-Hispanic or Non-Latino Students | | | |
|--|---|--|--|
| *Did your BHPR funded program have students of "Non-Hispanic or Non-Latino Ethnicity" between July 01, 2011 and June 30, 2012? | | | |
| <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| Non-Hispanic or Non-Latino Students by Race | ? | Number of Students Receiving Awards Who Did Not Graduate | Number of Graduates that Received Awards |
| | | | Total |
| A. American Indian or Alaska Native | | <input type="text"/> | <input type="text"/> |
| B. Asian - All (including underrepresented) | | <input type="text"/> | <input type="text"/> |
| B1. Asian - underrepresented | | <input type="text"/> | <input type="text"/> |
| C. Black or African American | | <input type="text"/> | <input type="text"/> |
| D. Native Hawaiian or Other Pacific Islander | | <input type="text"/> | <input type="text"/> |
| E. White | | <input type="text"/> | <input type="text"/> |
| F. More than one race To enter data for race combinations click <input type="button" value="here"/> | | <input type="text"/> | <input type="text"/> |
| TOTAL (A + B + C + D + E + F) | | | |
| To report students by Age and Gender (Applicable for Hispanic and Non-Hispanic Students), please click <input type="button" value="here"/> | | | |

Questions 2 and 3 ask if your BHPr-funded program had students of Hispanic or Latino ethnicity or Non-Hispanic or Non-Latino ethnicity during the reporting period. Click the **Yes** or **No** button, as appropriate. Click the **Yes** button enables data entry in rows A-F.

Enter the data. If there are students of more than one race, click the **here** button in row F. A page opens in which you can enter the numbers in the appropriate table(s) (**Figure 20**).

Figure 20: Combination of Races Tables

| Select | Combination of Two Races | Number of Students Receiving Awards | Number of Graduates that Received Awards |
|-------------------------------------|---------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | AIAN and Black | 2 <input type="text"/> | 2 <input type="text"/> |
| <input type="checkbox"/> | AIAN and White | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | Asian (not underrepresented) and AIAN | <input type="text"/> | <input type="text"/> |

| Select | Combination of Three Races | Number of Students Receiving Awards | Number of Graduates that Received Awards |
|--------------------------|---|-------------------------------------|--|
| <input type="checkbox"/> | AIAN and Asian (not underrepresented) and Black | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | AIAN and Asian (underrepresented) and Black | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | AIAN and Asian and NHOPI | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | AIAN and Asian (not underrepresented) and NHOPI | <input type="text"/> | <input type="text"/> |

If you cannot provide counts by race combination, enter an explanation in the space provided (Figure 21).

Figure 21: Comments Box

Please Enter Your Comments Here :

Please explain if you are unable to provide student and graduate counts by race combinations.

Maximum 2000 characters (Approx. half a page)

Times New Roman | Size | Normal | **B** | U | | | | | | | | | | | | |

Normal | Preview

For Question 4, the system will populate graduate data for schools that have previously submitted the SDSPR using last year's submitted SDSPR. If no data is available from the previous year or data is null the fields will be editable. When the school is submitting the SDSPR for the first time these fields will be editable.

Similarly for question PPR-2-001 the system shall populate the data for the graduates for schools who have been submitting the SDSPR. The data will be populated from the last year's submitted SDSPR. If no data is available from last year or data is null then the field will be editable. For schools submitting the SDSPR for the first time this field will be editable.

Figure 22: SDS Information Page – Questions 4 and PPR-2-001

| *4. Medically Underserved Communities (MUC) Details | |
|--|----------------------|
| 4A. Enter the number of Osteopathic Medicine SDS students who graduated during 07/01/2007 - 06/30/2008. | <input type="text"/> |
| 4B. Of the graduates above, enter the total number of full-time Osteopathic Medicine students that received SDS funds and served in a medically underserved community during 07/01/2011 - 06/30/2012. | <input type="text"/> |
| *Primary Care (PC) Details | |
| PPR-2-001. Enter the number of Osteopathic Medicine SDS students who graduated during 07/01/2007 - 06/30/2008 (This field is pre-populated and will be editable for new school or if data was not provided in the submitted SDSPR for the reporting period in question.) | <input type="text"/> |
| PPR-2-001a. Of the graduates above, enter the total number of full-time Osteopathic Medicine students that received SDS funds and practiced in primary care during 07/01/2011 - 06/30/2012. | <input type="text"/> |

PPR-2-001 will be applicable to following disciplines: Allopathic Medicine, Osteopathic Medicine, Dentistry, Nursing Graduate, Physician Assistant - Associate, Physician Assistant – Baccalaureate and Physician Assistant - Graduate.

PPR-2-001 will **not** be applicable to the Veterinary Medicine discipline.

Figure 23: SDS Information Page – PPR-2-002, PPR-2-003, PPR-2-004, and PPR-2-005

| *Graduates That Entered Field of Study | |
|---|--|
| PPR-2-002. Enter the number of Osteopathic Medicine SDS students who graduated during 07/01/2007 - 06/30/2008 that subsequently entered the field for which they received their degree. | <input type="text"/> |
| *Student Drop Out Details | |
| PPR-2-003. Enter the total full-time Osteopathic Medicine student enrollment at your school during 07/01/2011 - 06/30/2012. | <input type="text"/> |
| PPR-2-003a. Of those students enrolled above, enter the number of students that dropped out during 07/01/2011 - 06/30/2012. | <input type="text"/> |
| PPR-2-003b. Of those students who dropped out during 07/01/2011 - 06/30/2012 (in PPR-2-003a above), how many received SDS funds? | <input type="text"/> |
| *Scholarship Usage | |
| PPR-2-004. Check box(es) that reflect(s) how the SDS scholarships were used: | |
| Tuition | <input type="checkbox"/> |
| Fees and other reasonable educational expenses | <input type="checkbox"/> |
| Reasonable living expenses | <input type="checkbox"/> |
| *Community College Question | |
| PPR-2-005. Is your school a community college? | <input type="radio"/> Yes <input type="radio"/> No |

Click the **Save and Continue** button to return to the *SDS Information* page.

5. Reviewing and Submitting the Report

5.1. Data Audit and Warning Page

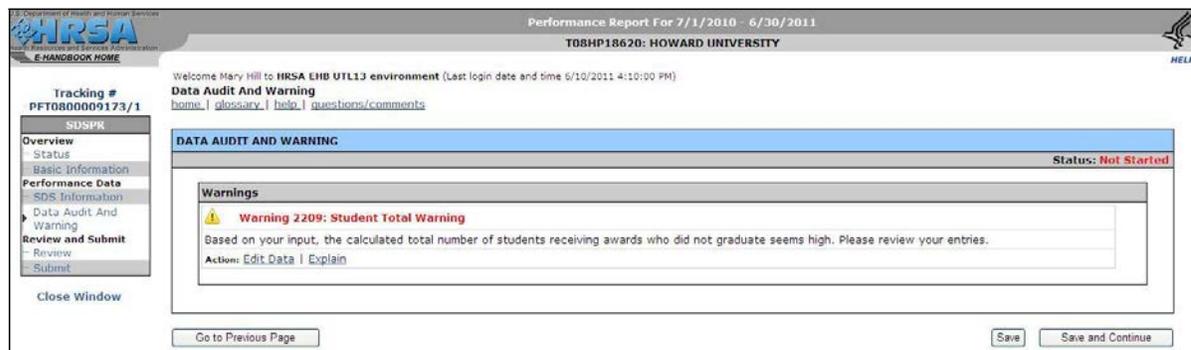
The SDS Performance Report consists of a Data Audit and Warning page, this will assist you in correcting errors or explaining unusual circumstances found when you complete the SDS Performance Report.

Access the *Data Audit and Warning* page by clicking the Update link for Scholarships for Disadvantaged Students Performance Report on the *Status* page or by choosing Data Audit and Warning from the left side menu.

You can also access this page by clicking the **Save and Continue** button at the bottom of the *SDS Information* page.

Mention about the Edit Data and Explain link.

Figure 24: Data Audit and Warning Page



5.2. Review Page

The *Review* page (Figure 25) displays, in table format, all the sections in the SDS Performance 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 25: Review Page

The screenshot shows the HRSA Review Page for Howard University. The page includes a navigation menu on the left, a welcome message, and a table of contents. The table of contents lists sections like Performance Data, SDS Information, and Comments And Certification, each with a 'View' link. There are also 'Print' and 'Print All HTML Forms' buttons.

Tracking # PFT0800009173/1

SDSPK

Overview

- Status
- Basic Information
- Performance Data
- SDS Information
- Data Audit And Warning
- Review and Submit
- Review
- Submit

Close Window

Welcome Mary Hill to HRSA EHB UTL13 environment (Last login date and time 6/10/2011 4:10:00 PM)

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

The SDS Performance Report has not been submitted to HRSA. To submit this report please click "Continue" button provided below. Following is the table of contents for the Report that you completed. ([Show Full Instruction](#))

Note: 'Print All HTML Forms' button will print all program specific HTML forms only.

| Section | Type | Action |
|----------------------------|------|----------------------|
| Performance Data | | |
| SDS Information | HTML | View |
| Comments And Certification | | |
| Comments And Certification | HTML | View |

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.

5.3. Submit Page

The *Submit* page (Figure 26) 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.

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 26: Submit Page

Tracking # PFT0800009173/1

SDSPR

Overview

Status

Basic Information

Performance Data

SDS Information

Data Audit And Warning

Review and Submit

Review

Submit

Close Window

Welcome Mary Hill to HRSA EHB UTL13 environment (Last login date and time 6/10/2011 4:10:00 PM)

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

The table below shows the status of the SDS Performance Report. The SDS Report is currently **INCOMPLETE** and cannot be submitted in it's current state.

STATUS OVERVIEW

SDS Performance Report (07/01/2010 - 06/30/2011) [\(Hide Details\)](#) Schedule Status: **In Progress**

| | | | |
|---------------------------|-------------------------------------|----------------------------|-----------------------------------|
| Discipline | Physician Assistant - Baccalaureate | Submission Tracking Number | PFT0800009173/1 |
| Available Date | 6/8/2011 | Due Date | 8/15/2011 12:00:00 AM |
| Reporting Cycle | Academic Year | Reporting Period | 07/01/2010 - 06/30/2011 |
| Online Submission | Yes (Required) | Submission Status | Submission In Progress |
| Project Period | 7/1/2010 - 6/30/2011 | | |
| Started by | Mary Hill On 6/10/2011 5:09:39 PM | Last Updated By | Mary Hill On 6/10/2011 5:56:22 PM |
| Last Version Submitted by | | | |

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

Users with Permissions on SDS Performance Report [\(View Details\)](#)

| Name | Username | External Organization Role | Grant Role | Privileges |
|------|----------|----------------------------|------------|------------|
| | | | | |

SDS Performance Report Status

| Section | Status | Action |
|--|-------------|------------------------|
| Basic Information | Not Started | Update |
| Scholarship for Disadvantaged Students Performance Report (SDSPR) DATA | | |
| Scholarship for Disadvantaged Students Performance Report | Complete | Update |
| DATA AUDIT AND WARNING | Not Started | Update |

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.

6. Help and Support

| Resource | Type | Purpose |
|---|---------------------|---|
| https://grants.hrsa.gov/webexternal/home.asp | Website | HRSA Electronic Handbooks URL. |
| Andrea Stampone Phone: 301-443-1701 Email: astampone@hrsa.gov Hai Le Phone: 301-443-1541 Email: HLe1@hrsa.gov | 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: callcenter@hrsa.gov | Phone and/or E-mail | System help by phone or via e-mail. Do not use for program questions. |