National Institute on Disability and Rehabilitation Research (NIDRR)

Web-Form Instruction Manual for

Disability and Rehabilitation Research Project (DRRP) Grantees

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Step-by Step Instructions for Completing the DRRP Reporting Form

The URL for the DRRP reporting form is http://public.rti.org/6742/drrp/intro.cfm. The URL for this instruction manual is http://public.rti.org/6742/manuals.

- Information submitted by individual grantees will not be published on the Web for public use, nor will this information be shared with other grantees. NIDRR program staff will have access to your data. RTI (formerly Research Triangle Institute) hosts the Web system and is directly connected to the Internet through an Internet firewall. RTI's Web server has secure socket layering certification that supports 128-bit encryption for data transmission. The reporting system was developed with ColdFusion and SQL.
- Many grantees requested formatting tools be added to the forms to allow them to format text (i.e., bold, italics, underline). This would involve a client side script (i.e., Java), which is highly discouraged in terms of accessibility guidelines. Therefore, formatting tools are not available with this system.
- You are now able to view and print data from prior year's reporting forms. You may also copy and paste the data into another form. To access these data, go to the Table of Contents and scroll to the bottom of the page to the 'Print Data' link. Click on that link and you will have the option to print data from your current reporting period or from other years. You will be able to select reports (to view or print) from your prior reporting periods but you cannot change any of the data from prior year's reports. If you access data from other years, you will have to log back into the system to access your current reporting form.
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Log-on Screen

This is the first screen you will view and enter to log on to the Web-based reporting system. Grant numbers and passwords are preloaded into the system and your entries must match these for your Center. Every time you enter your form, you must enter your grant number and password for the system to retrieve your data.

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- *Public Reporting Burden*—Click here to read the federal authorization for this data collection and the estimated number of hours required to complete this form (public reporting burden).
- *PR/Federal Award Number*—Type in your federal grant number, also known as PR number, using capital letters (where appropriate); do not put any spaces between letters and numbers. Example: H133A000000. Do not enter the "-00" or "dash, numeric, numeric" at the end of the PR Number. Your PR number will appear in the top left corner of each page of your form.
- *Password*—Type in your password, using lowercase letters (where appropriate). RTI staff will have sent this to you. Example: d5ce56s (please note that the numeric number "0" can easily be confused with the letter "o", and the lower case "L" (l) can be confused with the number one (1). If you get an error message after entering your PR number and password, please check your information again and try re-entering. If there is still a message, please contact Lisa McCaskill (RTI, NC) Monday-Friday, 9am-5pm (EST) at lmccaskill@rti.org or (919) 541-8019.
- *Continue*—Click on this button to log on to the system.

When you first log on to the system, you will probably not complete all your data entry at one sitting. To ensure that you don't lose data from one recording session to the next, please

- read the instructions carefully (see below), and
- print out a hard copy of the form to help you collect information you will need and keep track of your progress.

Form Instructions and Tips Screen

This is the first section you will see after initial login. Read all instructions prior to beginning any data entry on the Web. Instructions include information on:

- the purpose of the Web-based reporting form
- printing out a hard copy of the document before you start
- how to navigate the system
- general instructions and tips for data entry
- category definitions
- NIDRR and RTI technical assistance contact information.
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- Questions regarding potential uses of the information submitted by individual grantees should be directed to Joe DePhillips (NIDRR) at (202) 205-8187. If you need technical assistance while completing this form, contact Lisa McCaskill (RTI, NC) Monday-Friday, 9am-5pm (EST) at lmccaskill@rti.org or (919) 541-8019.
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- After your initial login, you can access this section from the Form Progress Table. From this page, you will continue to the General Information/Abstract Section of the form. For grantees who used the Web system last year, the information in this section will be preloaded with the responses you gave in your last report. You will need to review the information and make any changes. After completing this section and the Reporting and Grant Period Section, you will be taken to the Form Progress Table. See below for information about the Form Progress Table.
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Form Progress Table

When you log on to the system after completing the General Information/Abstract section and the Reporting and Grant Period section, you will see this page; it is a table of contents for your form. All sections of the form are listed in the Form Progress Table. You may proceed directly to a section by clicking on its name. The form does not need to be completed in sequential order.

- The "Updated" column shows the last date on which you entered data in a section.
- *Exit DRRP data form*—Click here to exit the form and return at a later date.
- *View list of definitions*—Click here to review NIDRR definitions of terms used in the reporting form. You can link to this page from any section of the form where these terms are used. (The definitions can also be found at the end of this manual).
- *FAQ's*- Click here to view a list of Frequently Asked Questions. These questions were compiled by RTI staff who have provided technical assistance to NIDRR grantees on the use of the Web form.
- *Form instructions and tips*—Click here to view the purposes of the Web-based form, instructions, and tips for completing and navigating the form.
- *Print data*- Click here to link to the print option. Click on the "Get Data Report" button to bring up a printable version of your data. Use the print function from your browser to

print out the generated form. If you are not using Internet Explorer Version 4 or higher, all pages will print but with no breaks between sections.
- *Submit Completed APR*- After clicking on the "Submit Completed APR" button, the data are locked (i.e., these are your final answers). You may still view your data but you cannot change any data. Please make sure you are completely finished entering your data before submitting the report.

General Information

In the General Information section, you will provide the following identifying information:

- Grantee Institution/Organization—Enter your grantee name.
- *Grant Title*—Enter the title of the grant
- *Grantee Address*—Enter the DRRP's address.
- *Host Institution*—Enter the name of the host institution that has fiscal responsibility for the grant
- Enter your Center's fax number, URL (Web site address) if applicable, TTY number, and toll-free number.
- Provide the name, telephone number, and e-mail address of the project director/principal investigator.
- Provide the name, title, telephone number, and e-mail address of an administrative contact.
- Provide the name, title, telephone number, and e-mail address of the person responsible for completing the form, if different from above.
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.

General Information: Project Abstract

In the Project Abstract section, you will enter your project's abstract, if applicable.

- In the first text box is the project abstract you submitted to NIDRR after your grant award. Use the space in the second box to enter any revisions, if applicable.
- If you are a new grantee, enter the abstract you submitted to NIDRR after you were awarded this grant. [Note: When you log on to your form for the next reporting period, this abstract will be pre-loaded. You will be able to revise it if necessary in the subsequent years of your grant.]
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *Check Spelling* – Click here to check the spelling of your text. For further instructions about how to use the spell check, see page 11 of this manual.

Section 1: Reporting & Grant Period

In Section 1, you will provide the dates of your reporting period, performance period, and overall grant period.

- *Reporting Period*—Enter the months, days, and years of your current reporting period by clicking on the drop-down arrows. This period is likely to be a portion or all of your performance period.
- *Current Fiscal Year*- The dates of the current fiscal year are preloaded into the system. You will not be able to change these dates.
- *Performance Period*—Select the months, days, and years of your current performance period by clicking on the drop-down arrows and choosing the appropriate response choice. This should be a 12-month period. If you are an existing grantee, the information has been preloaded into the system (based on your last year's report). If you are a new grantee, the current fiscal year dates are preloaded into these boxes. Change them as needed.
- *Overall Grant Period*—Enter the months and years of your entire grant period from award date to the end of the grant by clicking on the drop down arrow and choosing the appropriate response options from the list.
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.

Section 2: Funding

In Section 2, you will enter information for the current reporting period. For multiyear awards, include funding only for the current reporting period; prorate if necessary. Do not include commas or dollar signs. Do round amounts of 50 cents and above to the nearest dollar.

- *DRRP grant*—Enter the total DRRP grant.
- *Other NIDRR funding* —Enter the amount of any other NIDRR funding you received for Center activities. All other funding received (in addition to NIDRR grant) is considered 'leveraged' funding. It is important to provide this information.
- *Institutional support (in-kind contributions, best estimate)*—Enter the estimated amount of funding for institutional support.
- *Institutional support (exclude in-kind)*—Enter the estimated amount of other institutional support you received, excluding in-kind.
- Enter the estimated amount of funding received from all other funding sources. All other funding received (in addition to NIDRR grant) is considered 'leveraged' funding. It is important to provide this information.
- *Estimated carryover amount*—Enter the amount of funds carried over from the previous fiscal year.
- Enter "Yes" or "No" to indicate whether subcontractor organizations received part of your Center grant to conduct work for the Center. If you answer, "Yes," you will proceed to Section 2(b). If you answer "No", you will proceed to Section 3.
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.

- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *View definitions* – Click here to view definitions of terms followed by an asterisk. (The definitions can also be found at the end of this manual).
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2(b): Funding

You will advance to this screen if you indicate in Section 2 that you collaborated with subcontractor organizations.

- Enter the name(s) of the organizations or universities with which you collaborated and the amount of grant dollars (rounded to the nearest dollar) each organization received during the current reporting period.
- *Save and Continue*—Click here to save the information you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the information you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *View definitions* – Click here to view definitions of terms followed by an asterisk. (The definitions can also be found at the end of this manual).
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Section 3: Staffing

In Section 3, you will report information about staff job categories and FTEs (full-time equivalents). Include only staff supported by DRRP funds and report actual, not budgeted, FTE totals. If a staff position is not applicable to your grant, leave the “FTE” and “# of persons” columns blank. If a position applies but is currently vacant, enter zero in the “FTE” and “# of persons” columns.

- For the following job categories, Project Director/Principal Investigator, Co-Director 1 & 2, enter the total number of full-time equivalent (FTE) hours for which that position is funded, the number of persons that fill that position, whether the position is filled or vacant, and whether the person who fills that position is tenured or not. For the filled/vacant item, use the drop down box to indicate whether the position is “Filled”, “Vacant”, or “N/A”. For the tenured item, the drop down choices are: “Yes”, “No”, “Tenure track”, and “N/A.”
- For the remaining job categories, Research Staff, Information Specialists/Coordinators, Web Administrator/Computer Information Systems Staff, Administrative Staff, Students (working as project staff members), Subcontractors, Other Staff, Paid Project Staff with a disability, Paid Project Staff from minority backgrounds, enter (a) the total FTEs of these individuals and (b) the total number of paid staff that fill that position.
- Examples:
  a) The Director works on this grant 10 hours per week. The FTE would be 0.25 and the number of persons would be 1.00.
  b) You have 2 research staff persons who are both half time, sharing a full-time position. The FTE would be 1.00 and the number of persons would be 2.
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.

- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *View definitions* – Click here to view definitions of terms followed by an asterisk. (The definitions can also be found at the end of this manual).

Section 4: Research & Development Project Information

In section 4, you will provide information about your research and development projects. In the box provided, enter the number of research projects your Project plans to complete during the entire grant period.

Project Required Activities

- List up to 10 priorities NIDRR published for your Project. Word limit is 100 for each priority.

- *Continue* – Click here to continue to the next part of the Research Projects section.

4(a): Research Projects

For each research and development project you indicated in Section 4, you will be asked to enter project priorities and project information. (The computer will generate the screens based on the number of projects you entered.)

- Click on “Complete this information” to proceed to the additional sections (4b and 4c) for each research and development project.
- *Modify number/type of research projects*—Click here to add or delete the number of projects.
- *Modify project priorities*—Click here to modify the priorities NIDRR published for your project.
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.

4(b): Priorities for Research Project

In section 4(b), you will indicate the priorities that are addressed by the research and development project. Check all that apply.

- *Save and Continue*— After you have entered the priorities, scroll down to the end of this page and click ‘save and continue’ to report on your Research projects (section 4c).

4(c): Research Project Information

In section 4(c), you will provide specific information about each research and development project.

- *Grant Title*—Enter the grant title.

- Indicate whether the project is primarily research or primarily development.
- *Project Director/Principal Investigator*—Enter the name of the project director or principal investigator.
- Enter the projected start and end dates of the grant using an mm/dd/yyyy format (i.e., two digits for the month and day, four digits for the year).
- *Status*—Indicate the status of the Project. Hold down the CTRL key while making your selections to choose more than one status. Status options are: not started, ahead of schedule, on schedule, delayed, completed, and timeline extended.
- In the text box below "Status", explain any changes that resulted in a project being delayed or having its timeline extended.
- *Objectives*—In the text box, describe the objectives of the grant. You may cut and paste from other text sources as needed.
- *Target Population(s)*—In the text box, describe the population(s) this Project is designed to target.
- *Progress to Date*—In the text box, describe the accomplishments to date for this Project.
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *Check Spelling* – Click here to check the spelling of your text. For further instructions about how to use the spell check, see page 11 of this manual.

Section 5: Technical Assistance/Presentations/Training

In Section 5, you will report the number of technical assistance activities, presentations, and training/workshops conducted by any/all project staff during the current reporting period.

- *Technical assistance activities*- In the left column, enter the number of technical assistance activities conducted by method (referrals, consultation, and information disseminated). In the right-hand column, enter the number (or estimate) of people served by each type of technical assistance activity. Also enter the unduplicated count of consumers served by all technical assistance activities. In the text box, describe key activities and/or outputs of the technical assistance activities. This narrative is optional.
- *Presentations*- In the left column, enter the total number of presentations conducted at different venues (national conferences, other conferences, poster sessions, and workshops) by all DRRP staff, and in the right-hand column enter the number (or estimate) of the people who participated or attended each type of presentation (this includes conference presentations and lectures). It is important to provide the total number of people attending the presentations. If you are unable to supply an exact count, please enter an approximate (or best estimate) figure. Also count any radio/TV broadcasts done by Center staff as a presentation. In the text box, describe key activities and/or outputs of the presentations. This narrative is optional.

- *Training/workshop activities* – Report the unduplicated number of training and/or workshop activities conducted during the current reporting period and the unduplicated number of individuals participating. Also, enter the unduplicated count of training/workshop participants, by type of individual (persons with disabilities, people from disability/advocate organization, advocates/family members, researchers, practitioners, business groups (for profit and non-profit), government agency (local and state), educational agency staff, code officials/physical accessibility, other) for the current reporting period. DO NOT include commas. In the text box, describe key activities and/or outputs of the training/workshops. This narrative is optional.
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *View definitions* – Click here to view definitions of terms followed by an asterisk. (The definitions can also be found at the end of this manual).
- *Check Spelling* – Click here to check the spelling of your text. For further instructions about how to use the spell check, see page 11 of this manual.

Section 6: Networking & Collaboration

In section 6, you will provide information about networking and collaboration activities for all persons involved in Other NIDRR Centers for the current reporting year. If you would like to provide any optional narrative on the details of these activities, use the “Add Notes” button at the bottom of the page.

- For each networking and collaboration activity listed, (attendance at conferences, forums, symposia, colloquia, national or international meetings, testimony, membership on a task force, membership on an advisory panel/council, membership on a board of directors), enter the total number of activities and the total number of staff involved.
- Enter the names of any collaborating institutions or organizations (e.g., nonprofits, academic institutions, business/industry).
- Enter the number of collaborative activities engaged in by all Center staff with: academic institutions, business/industry, other NIDRR Centers, and other federal agencies.
- In the text box, briefly describe your key collaborations. This question is optional.
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *View definitions* – Click here to view definitions of terms followed by an asterisk. (The definitions can also be found at the end of this manual).
- *Check Spelling* – Click here to check the spelling of your text. For further instructions about how to use the spell check, see page 11 of this manual.

Section 7: Outputs: Publications

In Section 7, you will provide the number of publications you produced from all DRRP projects during this reporting period. You may include documents that are currently accepted for publication or in press. Counts should be unduplicated; if a journal article was also published as a book chapter, only count it one time, not two. You may choose which category to count the publication in. (Click on the publications link to view a list of publication types by category.)

- Enter the number of peer-reviewed publications, including journal articles/full-length papers/monographs, short papers/technical notes/letters, books/book chapters, and conference papers (this includes presentations, conference proceedings, lectures, etc.).
- Enter the number of non-peer-reviewed publications, including journal articles/full length papers, short papers/technical notes/letters, books/book chapters, research reports, consumer publications, curricula, and descriptive materials.
- If your Center created other non-peer-reviewed publications (e.g., editorials, book reviews, magazine articles), specify them in the box for “other.”
- In the optional text box, enter information about the main activities (or primary outputs) in the area of publications that your project undertook during the current reporting period. Do NOT provide a list of your publications. You can reference other sections (ex: Section 4 - research projects) if you have already provided detailed information about a publication(s) in that section. Examples of the type of information to enter in this box: (1) "We have drafts of four journal articles that will be submitted for peer review; a draft of a short paper for a non-peer-reviewed publication, and three conference proceedings that will be completed in the coming months." (2) "Developed an extensive Web site, that meets 508 accessibility requirements, that is a major dissemination vehicle for our project (give URL)."
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *Check Spelling* – Click here to check the spelling of your text. For further instructions about how to use the spell check, see page 11 of this manual.

Section 8: Outputs: Bibliography

Enter APA-formatted citations for books, book chapters, and refereed journal articles in the appropriate text box that were formally *completed* and *published* this reporting period. Include only NIDRR- funded publications (i.e. work was completed using NIDRR funds). Do not enter documents that are currently in review, accepted for publication, in press, etc. Enter one citation at a time, clicking on the “Add to list” button to submit the reference to the system’s database before entering additional citations. Below are basic instructions for APA format. You may use an APA manual for further instructions on the order of the information. At a minimum, please use the example formats. The Web system does not allow for (1) entry of italics or underlining, or (2) entering more than one citation at a time. (This is not permitted because NIDRR would lose the ability to count individual citations; they would appear as only 1(one) entry in the database.

- *Journal articles*—Author, A.A., Author, B.B., & Author, C.C. (1994). Title of article. Title of Periodical, xx, xxx-xxx.
- *Books*—Author, A.A., Author, B.B., & Author, C.C. (1994). Title of work. Location: Publisher.
- *Book chapters*—Author, A.A., Author, B.B., & Author, C.C. (1994). Title of chapter. In A.A. Editor & B.B. Editor (Eds.), Title of book (pp. xxx-xxx). Location: Publisher.
- As you submit a citation, it will appear listed in the lower box. Click on the hypertext “Edit” button to make changes to a citation you have already submitted.

- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *Check Spelling* – Click here to check the spelling of your text. For further instructions about how to use the spell check, see page 11 of this manual.

Section 9: Outputs: Recognition & Service

In Section 9, you will provide information on the recognition and service activities of all DRRP staff (collectively) during the current reporting period.

- Enter the number of public recognition events, including awards/honors, keynote speeches, invited presentations, expert testimony, and positions obtained by program graduates. Indicate number of awards, not number of persons who received awards. For example, if three of your staff received an award for a Project worked on together, report one award, not three.
- Enter the number of committees on which any/all Center staff provided service including national committees, editorial boards/panels, peer-review panels, and expert panels.
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *View definitions* – Click here to view definitions of terms followed by an asterisk. (The definitions can also be found at the end of this manual).

Section 10: Rehabilitation Methods

In Section 10, you will provide information about rehabilitation methods your Center developed during the current reporting period.

- Click on the drop-down arrow to indicate (Yes/No) whether your Center developed new rehabilitation methods, procedures, techniques, guidelines, or measures.
- If you developed new methods, briefly describe your key accomplishments in the text box.
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *Check Spelling* – Click here to check the spelling of your text. For further instructions about how to use the spell check, see page 11 of this manual.

Section 11: Dissemination

In Section 11, you will provide information about the products your Center disseminated during the current reporting period. Unlike Section 8, if a journal article was also published as a book chapter, it can be counted twice as a disseminated product. Only include materials that the project/center generated, do not include in-print or on-line materials generated by another entity. To provide any optional narrative on the details of these activities, add to the “Add Notes” button at the bottom of the page.

- Enter the total number of copies disseminated for each type of the following products: journal articles, center publications, video/audio tapes, CD/ROMs (self-instruction), books/book chapters, and Web-based products.
- *Other*—Enter any other types of products disseminated during the current reporting period that are not listed above.
- For each of the products you disseminated, use the drop-down arrow to indicate (Yes/No) whether you provided each product in an alternate format.
- Click on the drop-down arrow to indicate (Yes/No) whether your Web site assists you in the distribution of materials.
- If your Web site does assist you in the distribution of materials, indicate by which means (links to primary sources, on-line order form, downloadable products, and Other) your Web site assists you by clicking in the boxes besides the appropriate choices.
- Indicate the types of materials distributed through your project’s Web site during the current reporting year by clicking the square beside the appropriate material (architectural related, communication, employment, general, information technology, public accommodations, state and local government, transportation, and Other). A check mark will appear for each answer you choose. If you choose the “Other (please specify)” box, enter the specific type of material(s) in the corresponding text box.
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *View definitions* – Click here to view definitions of terms followed by an asterisk. (The definitions can also be found at the end of this manual).

Section 12: Quality Assurance

In Section 12, you will provide information about the quality assurance activities the DRRP or host institution conducted during the current reporting period.

- *Internal procedures*—Click on the drop-down arrow to indicate (Yes/No) whether your Project conducted a quality review of reports and publications prior to their release. Click on the drop down box to indicate (Yes/No) if your project had periodic staff meetings to review the status/progress of research. Indicate how often review meetings took place by clicking on the drop down box and choosing either Weekly, Bi-weekly, Monthly, Quarterly, Six months, or Annually. Click (Yes/No) to indicate whether you conducted an evaluation of the impacts of the Project’s programs.
- *Scientific review*—Click on the drop-down arrow to indicate (Yes/No) whether your reviewers were internal consultants, an advisory council, and/or external consultants.
- Indicate if you participated in a NIDRR program review. If “Yes”, enter the date of this review in mm/dd/yyyy format.
- *Review focus*—Click on the drop-down arrow to indicate (Yes/No) whether your review focus was on research design, data analysis plan, reports, publications, and/or presentations. If you had another review focus not listed, write it in the “Other” category.

- *Consumer involvement in*—Click on the drop-down arrow to indicate (Yes/No) whether consumers were involved in your research design, conduct of research, or another area of your research not listed above.
- *Customer feedback for*—Click on the drop-down arrow to indicate (Yes/No) whether you received customer feedback for your technical assistance events, dissemination and utilization of materials, and review of results.
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *View definitions* – Click here to view definitions of terms followed by an asterisk. (The definitions can also be found at the end of this manual).

Section 12(b): Quality Assurance

In the text box, briefly describe your self-evaluation efforts and findings for the current reporting period. You will only receive this page if you answered “Yes” to customer feedback in section12: Quality Assurance. Section 12b will not print if you answered “No” to that question.

- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *Check Spelling* – Click here to check the spelling of your text. For further instructions about how to use the spell check, see page 11 of this manual.

Grantee Notes on Form: *OPTIONAL*

- Use the text box to report any difficulties you had completing the form or to make any other comments about the form itself. Indicate the item number/name first, then your explanation. For example: 3-staffing, explanation
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Check Spelling* – Click here to check the spelling of your text. For further instructions about how to use the spell check, see page 11 of this manual.
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Spell Check Software

Spell check software (product name: Spellex) that meets the 508 accessibility requirements is installed on all pages of the Web reporting form that include a text box. This software is not installed on the pages that only have an "other specify" response choice. To use the spell check, click on the “check spelling” button at the bottom of the page after you type your information in the text box. The software will check the spelling in the text box and offer suggestions if a word is spelled incorrectly. If a word is misspelled, you can chose from the following options:

- *Ignore* – Click on this button if you want to ignore the spelling error.

- *Ignore All* – Click on this button to ignore a spelling error that occurs more than once in the same text box.
- *Change* – Click on this button if you want to change the spelling of the misspelled word. The dictionary will recommend a suggestion in the “Change to” box. If the suggestion provided in the “Change to” box is correct, click on “Change” button to use the suggestion. If the suggestion in the “Change to” box is incorrect, choose another word from the list provided in the “Suggestions” box by clicking on the correct word you want to use or by just typing in the correct response in the “Change to” box. After you click on the word, it will appear in the “Change to” box. You will then need to click on “Change” button to actually change the word in your text.
- *Change All* – Click on this button if you want to change the misspelling of a word that appears more than once in the same text box. Follow the same instructions given for the “Change” button above.

Form Definitions

Below are definitions of terms that appear throughout the NIDRR Annual Performance Report form. You can link to this page from any section of the form where these terms are used.

This list is a work in progress that stems from your questions and requests for information. You may need to consult your program priority documents and other research specific regulations for definitions that apply to your individual grants. The NIDRR Web site contains program specific information http://www.ed.gov/offices/OSERS/NIDRR/Programs/

These definitions come from three sources of information. At the end of each definition, each source will be identified by one of these source numbers and a regulations reference, as needed. Explanations used to illustrate or clarify the content required in a question on the report form appear without any reference or as a NOTE.
The three sources and their Web sites are:

1) The Federal Register / Vol.62 No.25/ Thursday, February 6, 1997/Rules and Regulations, Part V, Department of Education, Office of Special Education and Rehabilitative Services, 34 CFR Parts 350, et al. Disability and Rehabilitation Research Projects and Centers program; Final Rule.

Web site: www.access.gpo.gov/su_docs/

2) The Office of Management and Budget, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, October30, 1997

Web site: http://www.whitehouse.gov/omb/grants/index.html

3) Education Department General Administrative Regulations (EDGAR), 34 CFR Parts 74,74,76,77,79,80,81,823,85,86,97,98, and 99, March 5, 2001

Web site: http://www.ed.gov/offices/OCFO/grants/edgar.html

Definitions

Academic mentorship or guidance- academic mentorship or guidance and opportunities for scientific collaboration with qualified researchers at the host university and other appropriate institutions. ((1), 350.12,4, Authority: Section 202; 29 U.S.C.761a)

Collaborations- cooperative activities with one or more institutions of higher education, or one or more providers of rehabilitation or other appropriate services, and other local, state, regional, and national programs and organizations developing or delivering rehabilitation services and technology. Activities will include providing information to individuals with disabilities and their parents, family members, guardians, advocates or authorized representatives to increase awareness and understanding of how rehabilitation technology can address their needs, and increasing awareness and understanding of their range of options, programs, services, and resources available, including financing options for the technology and services covered by the subject area focus of the center. ((1) 350.33, Authority: Section 204 (b) (3) and (c); 29, U.S.C. 761(b) (3) and (c))

Development- understanding gained from research to create materials, devices, systems or methods beneficial to the target population, including design and development of prototypes and processes. ((1) 350.15, Authority: Section 202; 29, U.S.C. 761a)

Demonstration- results derived from previous research, testing, or practice to determine the effectiveness of a new strategy approach. ((1) 350.15, Authority: Section 202; 29, U.S.C. 761a)

Disability- These include:

- Disability: Means a physical or mental impairment that substantially limits one or more major life activities.
  ((2), 350.5,29 U.S.C. 706 (8)(B): Section 7(8)(b))

  - Individual with a disability- an individual who has a physical or mental impairment that substantially limits one or more of the individuals' s major life activities; has a record of this impairment and is regarded as having this impairment. ((2), Authority: Section 7(8)(B); 29 U.S.C. 706 (8)(B))

  - Individual with a severe disability- an individual with a disability who has a severe impairment that seriously limits one or more functional capacities such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or work skills in terms of an employment outcome. (NOTE: a list of physical and mental disabilities and other impairments covered under this definition is included in ((1) 350.5 Authority: Section 7(15) (C); 29 U.S.C. 706 (15) (C))

Dissemination- systematical distribution of information or knowledge through a variety of ways to potential users or beneficiaries. ((1) 350.18, Authority: Section 202; 29, U.S.C. 761a)

(NOTE - for the publications question on the reporting form, if a journal article is also *published* as a book chapter, it is only counted as a publication one time, not two, with your choice of category in which to count it. For the question on *dissemination*, it can be counted twice.)

Inkind contributions - non-monetary means of support to a project by a donor entity or host institution (e.g., host institution provides office space or copy machine at no cost to the project) ((2) EDGAR, 74.3, Authority: 20 U.S.C. 1221e-33474; OMB Circular A-110)

Performance period- The period for which funds have been awarded ((3) EDGAR, 77. General Provisions Act)
For NIDDR grantees, the performance period is the 12-month period from the start/beginning of the project activities, which typically coincides with the project start date, to the end of that 12-month period when the performance report is due to NIDRR.

Pre-conference- technical assistance that occurs in conjunction with a set conference prior to the start of a conference (e.g., conference on subject ‘A’ held January 10-12, pre-conference TA held on January 9.)

Presentations-opportunities for participation in the development of professional presentations and publications, and for attendance at professional conferences and meetings as appropriate for the individual’s field of study and level of experience (e.g., colloquia, forums, summer institutes, meetings/national meetings, workshops). ((1) 350.12, Authority: Section 202 (K); 29, U.S.C. 761a (k))

Basic types of presentations are:

- Conference- events, forum or professional meeting where participants meet to discuss a topic of common interest.
- Lecture- events where the presenter is the lead speaker and an expert on his/her subject.
- Symposia- Events where participants are called as experts on the topic to be discussed.
- Training programs- planned and systematic sequence of supervised instruction that is designed to impart predetermined skills and knowledge.

Publications- *Peer-reviewed:* These include:

1. Journal articles/full-length papers/monographs/special editions of journals
2. Short papers/technical notes/letters/abstracts
3. Books/book chapters (includes textbooks/anthologies) (NOTE - for the publications question on the reporting form, if a journal article is also *published* as a book chapter, it is only counted as a publication one time, not two, with your choice of category in which to count it. For the question on *dissemination*, it can be counted twice.)
4. Conference papers

Publications- ***Non- Peer**:* These include:

1. Research reports (concept papers, conference proceedings, dissertations, technical briefs, trade journals, working papers)

2. Project Publications (training or curricular materials or other substantive documents, not including bulletins/fact sheets/newsletters)
3. Consumer publications
4. Curricula (guides, handbooks, manuals, sourcebooks)
5. Descriptive materials (booklets, bulletins, fact sheets, national registry, newsletters, resource directories)
6. Other (book reviews, editorials, magazine articles)

Race and Ethnicity-

Based on voluntary disclosure:

Alaska Native- includes Eskimo and Aleut and other tribal affiliations.

American Indian- a person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

Asian-a person having origins in any of the original peoples of the far east, Southeast Asia, or the Indian subcontinent including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American- a person having origins in any of the black racial groups of Africa. Terms such as Haitian or Negro can be used in addition to black or African American.

Hispanic or Latino- refers to persons who trace their origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures. The term Spanish Origin can be used in addition to Hispanic or Latino.

Native Hawaiian or Other Pacific Islander- a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White- a person having origin in any of the peoples of Europe, the Middle East or North Africa. ((2) The Office of Management and Budget, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, October 30, 1997)

Research/laboratory experience- research, laboratory experience or its equivalent in a community-based research setting or a practicum that involve each individual in clinical research and in practical activities with organizations representing individuals with disabilities. ((1) 350.12, Authority: Section 202(k); 29 U.S.C. 761a(k))

Technical assistance-Providing expertise or information for use in problem solving. ((1), 350.19, Authority: Section 202; 29 U.S.C. 761a)

NOTE: For example, providing information and resources to providers, individuals with disabilities, parents, family members, guardians, advocates and authorized representatives of individuals with disabilities, through conferences, workshops, public education programs, in service training, electronic contacts, and other related activities

Training programs- planned and systematic sequence of supervised instruction that is designed to impart predetermined skills and knowledge.
((1) 350.14, Authority: Section 202; 29 U.S.C. 761a)

Undeserved Populations- racial & ethnic minorities i.e., American Indians, Latinos, African-Americans, Asian-Americans, and other ethnic groups. (Title IV- Rehabilitation Act Amendments of 1998; Section 19 (a))

Utilization- the grantee must relate research findings to practical applications in planning, policymaking, program administration, and delivery of services to individuals with disabilities.
((1), 350.17, Authority: Section 202; 29 U.S.C. 761a)