National Institute on Disability and Rehabilitation Research (NIDRR)

Web-Form Instruction Manual for

Field Initiated Project (FIP) Grantees

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Step-by Step Instructions for Completing the FIP Reporting Form

The URL for the FIP reporting form is http://public.rti.org/6742/FIP/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- Information submitted by individual grantees will not be published on the Web for public use, nor will this information be shared with other grantees.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.

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.

- *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 assistant contact information

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.

After your initial login, you can access this section of the form from the Form Progress Table. You will continue to the General Information/Abstract Section of the form from the Form Instructions and Tips page. For grantees who used the Web system last year, the information in the General Information/Abstract section will be preloaded with the responses you gave in your last report. You will need to review the information and make any necessary changes. After completing the General Information/Abstract and the Reporting and Grant Period sections, you will be taken to the Form Progress Table. See below for information about the Form Progress Table.

Form Progress Table

When you log on to the system after completing the General Information/Abstract and Reporting and Grant Period Sections, 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 FIP data form*—Click here if you want to exit the form and return later.
- *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.
- *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 for this year's report or for a prior year's report. 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*- Click here when you are ready to submit your report as final. 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, 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 10 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*- This information is preloaded into the system. You will not be able to change it.
- *Performance Period*—Enter the months, days, and years of your current performance period by clicking on the drop-down arrows. This should be a 12-month period. If you are an existing grantee, this information will be preloaded (based on your last year's report). If you are a new grantee, the current fiscal year dates will be preloaded in 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.
- *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 2: Funding

In section 2, you will enter funding information for the current reporting period only, even if awards were received for multiple years. For grants with different reporting periods, prorate the funding for this reporting period. Do not include commas or dollar signs in any of the fields. Do round amounts of 50 cents and above to the nearest dollar.

- *Grant amount*—Enter the total FIP grant amount.
- *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 only)*—Enter the estimated amount of any in-kind contributions you received from your host institution.
- *Institutional support (exclude in-kind)*—Enter the estimated amount of other institutional support you received, excluding in-kind.
- If you had additional funding sources related to FIP work, enter the total dollar amount of the combined contributions.
- *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," the system will take you to Section 2(b). If you answer "No" the system will take you 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).

2(b): Funding

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

- Enter the name(s) of the organizations or universities with which you collaborate 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).

Section 3: Staffing

In Section 3, you will report information about staff job categories and FTEs (full-time equivalents). Include only staff supported by NIDRR FIP 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 response option choices are: "Yes", "No", "Tenure track", and "N/A".
- For the remaining job categories, Research Staff, Students (working as project staff members), Web Administrator/Computer Information Systems Staff, Administrative staff, Subcontractors, Other staff, Paid FIP staff with a disability, Paid FIP 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 two 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 Grant Information

In Section 4, you will enter the following information about the project you plan to complete during the entire grant period.

- *Grant Title*—Enter the title of your grant.
- *Start Date*—Enter your grant start date using an mm/dd/yyyy format.
- *End Date*—Enter the last day of your grant period using an mm/dd/yyyy format.
- *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 project. 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 what has been accomplished to date on 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.
- *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 10 of this manual

Section 5: Networking & Collaboration

In Section 5, you will provide the types of collaborative activities FIP staff engaged in during the current reporting period. To provide any optional narrative on the details of these activities, use the "Add Notes" button at the bottom of the page.

- Report the number of activities and number of staff involved in each networking event: attendance at conferences/forums/symposia/colloquia/national or international meetings/testimony; membership on a task force; membership on an advisory panel/council; and membership on a board of directors.
- List the names of the institutions or organizations with whom you collaborated.
- 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 for the current reporting period. 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 10 of this manual

Section 6: Outputs: Publications

In Section 6, you will provide the number of publications associated with all FIP activities 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, short papers, books and book chapters, and conference papers/abstract (this includes presentations, conference proceedings, lectures, etc.).
- Enter the number of non-peer-reviewed publications, including journal articles, short papers, conference papers, books and book chapters, research reports, consumer publications, curricula, and descriptive materials.
- If you have created other non-peer-reviewed publications, (e.g., editorials, book reviews, magazines articles) specify them in the box for "Other."
- In the text box, briefly describe your key activities and outputs of any of the aforementioned publications. This narrative section 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.
- *Check Spelling* – Click here to check the spelling of your text. For further instructions about how to use the spell check, see page 10 of this manual.

Section 7: Outputs: Recognition and Service

In Section 7, you will provide information on the recognition and service activities of all FIP 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 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 8: Rehabilitation Methods

In Section 8, 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 has 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 10 of this manual

Section 9: Dissemination

In Section 9, you will provide information on print materials disseminated during the current reporting period. Items may be counted in more than one category; that is, 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 generates, do not include in-print or on-line materials generated by another entity. To provide any optional narrative on the details of these activities, click on 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, FIP 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. If you do provide a product in an alternate format, enter the type of alternate format in the last column.
- 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 box beside the appropriate choices.
- Indicate the types of materials distributed through your project’s Web site during the current reporting year by clicking the box 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 10: Quality Assurance

In Section 10, you will provide information about the quality assurance activities the FIP 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 dropdown 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.
- *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 consumer feedback for your technical assistance events, dissemination and utilization of materials, or your 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 10(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 section 10: Quality Assurance. Section 10b 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 10 of this manual.

Grantee Notes on Form: OPTIONAL

Use the text box to report any difficulties you had completing the form or 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 10 of this manual

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.
- *Add* **–** Click on this button if you want to add a word to the dictionary.
- *Cancel* – Click on this button if you want to cancel the spell check.

When the spell check is complete, a box will appear that says, “Spelling check complete.” Click on the “OK” button to close this box, end the spell check, and return to the other questions in a section.

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)