National Institute on Disability and Rehabilitation Research (NIDRR)

Web-Form Instruction Manual for Model Systems (MS) Grantees

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Step-by Step Instructions for Completing the MS Reporting Form

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- Information submitted by individual grantees will not be published on the Web for public use, nor will this information be shared with other grantees.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

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 NIDRR 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.
- *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*- 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 this section, you will provide the following identifying information:

- *Grantee Name*—Enter your grantee name.
- *Grant Title*—Enter your grant title.
- *Grantee Address*—Enter your Project address.
- *Type of Model System*—Click on one of the radio buttons to indicate the type of system you operate: spinal cord injury, burn, or traumatic brain injury.
- *Project Name*—Enter the name of your Project.
- *Host Institution*—Enter the name of the host institution that has fiscal responsibility for the grant.
- Enter your Center’s telephone number, fax number, Project URL (Web site address) if applicable, e-mail address, TTY number, and toll-free number.
- 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 project director/principal investigator.
- 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 this 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 16 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, dates, and years of the current reporting period by clicking on the drop-down arrows.
- *Current Fiscal Year*- This information was 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 was preloaded (based on your last year's report). If you are a new grantee, the current fiscal year dates were 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.

Section 2: Funding

In section 2, you will enter information about funds that directly support the Model System or fund the Project. Include funding only for the current reporting period, even when 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. Do round amounts of 50 cents and above to the nearest dollar.

- *Project grant*—Enter the total Project grant amount.
- *Special projects*—Enter the total amount of funding for special projects added to the Project grant.
- *Other NIDRR funding*—Enter the amount of any other NIDRR funding you received for Project 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 any in-kind contributions you received from your host institution.
- *Institutional support to Project grant (exclude in-kind)*—Enter the estimated amount of other institutional support you received, excluding in-kind.
- If you have additional funding sources, enter the names of the top five sources and the total dollar amount they contributed to the Project. Leave this item blank if it does not apply.
- If you received funding from more than five additional entities, enter the total number of additional entities from which you received funding and the total dollar amount of their 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 Project grant to conduct work for the Project. 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).

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 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).

Section 3: Staffing

In Section 3, you will report information about staff job categories and FTEs (full-time equivalents). Include only staff supported by Model System 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 each job category listed: Project Director/Principal Investigator, Co-Director/Co-PI 1 & 2, Research Director, and Training Director, 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, Training Staff, Care Coordinators (medical staff), Dissemination Staff, Technology Transfer Staff, Administrative Staff, Students (those working as a Project staff member), Web Administration/Computer Information Systems Staff, Consultants, Subcontractors, Other, Paid Project staff with a disability, Paid Project staff from minority backgrounds, enter the total number of full-time equivalent (FTE) hours for which that position is funded and the number of persons 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 two.

- For consultants (only), you may report their time by number of days of service instead of FTE. Enter whole numbers (if a half day or more, round up; if less than a half day, round down).
- *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 Projects

In Section 4, you will enter information about your research project. In the box provided, enter the number of research projects your Project plans to complete during the entire grant period. Indicate how many of these projects are investigator-initiated, collaborative (lead site), and collaborative (non-lead site).

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.

- *Project Title*—Enter the project title.
- *Project Director/Principal Investigator*—Enter the name of the project director or principal investigator.
- Enter the projected start and end dates of the project using an mm/dd/yyyy format (i.e., two digits for the month and day, four digits for the year).
- *Type of Project*—Indicate the type of project by choosing investigator initiated, collaborative—lead site, or collaborative—non-lead site.
- *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: new project, not started, ahead of schedule, on schedule, delayed, completed, dropped, timeline extended, IRB approved, and IRB pending.
- In the text box below Status, explain any changes that resulted in a project being delayed, dropped, 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 information you entered. You will be returned to section 4(a) to complete information on any additional projects you listed. If you have finished completing project information on all projects, click on the “Save and Continue” button on this page.
- *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 16 of this manual.

Section 5: Clinical Demonstration Activities

In Section 5, you will provide information about your clinical demonstration activities during the current reporting period.

- For the current reporting period, enter the number of patients enrolled in the database and the number of patients for whom you conducted a follow-up.
- In the text box, describe any changes in the system of patient care related to the demonstration activities indicated above. 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.
- *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 16 of this manual.

Section 6: Educational Programs

In Section 6, you will provide information about the educational programs available at or through your Center.

For each of the educational programs listed (internship, fellowship, undergraduate degree, master's, doctoral, and postdoctoral), click on the drop-down arrow to indicate (Yes/No) whether each program was available through your Center.
For each of the programs to which you answered "Yes," indicating it is available, provide the following additional information: [if you respond, "Yes", that a fellowship program is available, you will also complete 6(b)]:

- number of persons enrolled in the program,
- number of persons who have completed the program,
- number of students in the program who have a disability, and
- number of students in the program who are from an underserved population.
- In the last two rows, enter the number of college courses taught by Center staff and the number of lectures or seminars given by Center staff.
- In the text box, describe key activities or outputs related to the educational programs you indicated above. 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.
- *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 16 of this manual.

6(b): Fellows Program

You will be asked to complete this section if you indicate in Section 6 that you have a fellowship program available.

- *Fellow Research Project Topics*—In this text box, create a numbered list of all the fellows' research project topics.
- Enter the number of presentations conducted by fellows, publications completed by fellows, and awards received by fellows.
- *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 16 of this manual.

Section 7: Technical Assistance/Presentations/Training

In Section 7, 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, report 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. You will also need to 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 Model Systems 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. In addition, any radio/TV broadcasts done by Center staff should be counted 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. You will also need to 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), state government agency, local government agency, educational agency, 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/workshop activities. 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.
- *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 16 of this manual.

Section 8: Networking & Collaboration

In Section 8, you will provide the types of collaborative activities your project staff engaged in during the current reporting period. This section is optional if your project is not required to collaborate as a condition of your grant. To report participation by clinicians, clinical facilities and consumers, or to provide any optional narrative on the details of these activities, use the “Add Notes” button at the bottom of the page.

- Enter the number of collaborative activities engaged in by all project staff with: academic institutions, other RERCs/RRTCs other than Model Systems, and other federal agencies.

- In the text box, briefly describe your key collaborations. Specify the academic institutions with which you collaborated. 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 16 of this manual.

Section 9: Outputs

Section 9(a): Outputs: Publications

In Section 9(a), you will provide the number of publications by type associated with all 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. 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. (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 Project has created other non-peer-reviewed publications (e.g. editorials, book reviews, magazine articles), specify them in the "Other" box.
- 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 16 of this manual.

Section 9(b): Outputs: Bibliography

In Section 9(b), you will enter APA-formatted citations for books, book chapters, and refereed journal articles in the appropriate text box that have been 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 us 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 10 of this manual.

Section 9(c): Outputs: Recognition & Service

In Section 9(c), you will provide information on the recognition and service activities of all your Project 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 Project 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.

Section 9(d): Outputs: Products

In Section 9(d), you will provide information about products created during the current reporting period.

- Enter the number of product copyrights, videotapes, audiotapes, self-instruction (CD/ROM), and resource library/clearinghouse.
- *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 10: Rehabilitation Methods

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

- Click on the drop-down arrow to indicate (Yes/No) whether your Project 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 16 of this manual.

Section 11: Dissemination

In Section 11, you will provide information on print materials your Project disseminated during the current reporting period. Unlike Section 9(a), 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. If you would like to report other types of dissemination activities (demonstrations or other means of promoting your products), use the “Add Notes” button at the bottom of the page.

- Enter the total number of copies disseminated this year for each type of the following products: journal articles, Project publications, video/audio tapes, CD/ROMs (self-instruction), books/book chapters, fact sheets, and newsletters. (If you published two newsletters during the reporting period and sent each of them to 500 people, the number disseminated would be 1,000).
- *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.
- In the last three rows, indicate whether your Project has a mailing list, the number of persons on that list, and the number of separate mailings that occurred during this reporting period. Do not include Internet lists.
- In the text box, describe key activities and or outputs.

- *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 16 of this manual.

Section 12: Electronic Dissemination

In Section 12, you will provide information about products that your project may have disseminated electronically during the current reporting period.

- Click on the drop-down arrow to indicate (Yes/No) whether your project has a Web site. If your project does not have a Web site, leave the remaining answers blank.
- Indicate whether your Web site is accessible to people with disabilities; that is, it meets Section 508 guidelines, W3C Priority I guidelines, or is “Bobby-approved”.
- Enter the total number of individual files that appear as Web pages (i.e., the distinct number of information pages on your web site. **Ask your Web site developer/programmer for this information.** The number will vary from 1 to 100+. Do NOT COUNT the files that actually combine to make up a single page. For example, a website may have 80 distinct pages, organized into a hierarchy four levels deep. A single page displayed by a user's browser may be produced by several different files, such as an .asp page (which includes both a header and a footer file (inc.), several image files (.jpg), and maybe a style sheet (.css), and a template file.) The count you enter for this answer is 80, the distinct number of displayed pages, not the component files that produce the pages. (Ask your Web site developer/programmer for this information. This number will vary from 1 to over 100+.)
- Enter the average number of page views (requests) per day. (Almost all Web-tracking software will provide you with this information. This number will vary from 100+ to the thousands. If you currently do NOT use any Web-tracking software, you need to in order to provide this information as well as other data requested in this section. You can obtain FREE Web-tracking software from Analog at http://www.analog.cx Analog’s default report provides ‘Average successful requests for pages per day’ – you would enter that number to respond to this question.)
- Enter the average amount of data transferred (in mega bytes) per day. (This number will vary from 1 to over 100+. Analog software also provides this information in its default reports. You can also request other reports from Analog that will provide you with more detailed information about your Web site’s traffic.)
- Enter the number of links from your Web site to other individual sites with assistive technology content.
- Click on the drop-down arrow to indicate (Yes/No) whether your project has a listserv.
- If you have a listserv, enter the number of listserv(s) your project manages, number of individuals/entities on the listserv(s) and the number of emails to the listserv.
- 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 (Yes/No) by which means (Links to primary sources, On-line order form, Downloadable products, and Other).

- 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 13: Quality Assurance

In Section 13, you will provide information about the quality assurance activities your Project 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 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 of your Project's internal scientific review.
- *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 review of results, technical assistance events, or dissemination and utilization of materials.
- *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 13(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 13: Quality Assurance. Section 13b 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 16 of this manual.

Section 14: Customer Satisfaction

In Section 14, you will indicate the type of customer satisfaction activities your Project conducted during the current reporting period.

- Click on the box if you did not conduct any customer satisfaction activities/surveys during this reporting period. If you did not check this box, proceed to the Sample section.
- *Method*—Click in the boxes to indicate the methods by which you surveyed customers (e-mail, evaluation form, mail, telephone, phone/mail combination, personal interview, Web-based or other).
- *Sample*- For each of the methods you choose, use the drop-down arrow to indicate whether you surveyed the universe of customers (all), a sample of customers, or both.
- *Frequency*—For each of the methods you choose, use the drop-down arrow to indicate the frequency with which you surveyed: annually, biennially, quarterly, triennially, monthly or other. If the frequency of your survey interval is not listed, write in the frequency in the text box in the last column "Specify (if other)."
- *Specify (if other)*—Enter the frequency of method if you choose other (please specify).
- In the next two rows, enter how many questionnaires your Project sent out/conducted during the most recent survey and indicate the response rate.
- *Areas of customer satisfaction surveyed*—Click on one of the radio buttons (Yes/No) to indicate what area your Project surveyed for customer satisfaction. Area choices are information, products, and technical assistance. Estimate the percentage of customers that found each area useful.
- In the text box briefly describe customer survey response choices (e.g., very useful, somewhat useful, not useful), and how you aggregated these responses to arrive at the total percentages reported.
- In the text box briefly describe a summary of other areas (not covered above) your customer satisfaction survey addressed this reporting period and the overall results of your survey.
- *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 16 of this manual.

Section 15: Additional Center Information: *OPTIONAL*

In the text box, provide a summary of your Project's progress to date.

- *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 16 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 16 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)