National Institute on Disability and Rehabilitation Research (NIDRR)

Web-Form Instruction Manual for

Advanced Rehabilitation Research Training Project (ARRT) Grantees

Prepared by:

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Step-by Step Instructions for Completing the ARRT Reporting Form

The URL for the ARRT reporting form is http://public.rti.org/6742/arrt/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- Information submitted by individual grantees will not be published on the Web for public use, nor will this information be shared with other grantees.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 Cold Fusion 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 those 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 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 log-in. 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 a hard copy of the document before you start
- how to navigate the system
- general instructions and tips for data entry
- 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 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. (The definitions can also be found at the end of this manual).
- *FAQ's*- Click here to view a list of Frequently Asked Questions. These questions were compiled by RTI staff who have provided technical assistance to NIDRR grantees on the use of the Web form.
- *Form instructions and tips*—Click here to view the purposes of the Web-based form, instructions, and tips for completing and navigating the form.

- *Print data* - Click here if you would like to print a copy of the data entered. Click on the "Get Data Report" button to bring up a printable version of your data. Use the print function from your browser to print out the generated form. If you are not using Internet Explorer Version 4 or higher, all pages will print but with no breaks between sections.
- *Submit completed APR*- After clicking on the "Submit Completed APR" button, the data are locked (i.e., these are your final answers). You may still view your data but you cannot change any data. Please make sure you are completely finished entering your data before submitting the report.

General Information

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

- *Grantee Name*—Enter your grantee name.
- *Grant Title*—Enter your grant title.
- *Grantee Address*—Enter your address.
- *Host Institution*—Enter the name of the host institution that has fiscal responsibility for the grant.
- Enter your 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 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

Enter your project's abstract.

- In the first text box is the project abstract you submitted to NIDRR after your grant award. Use the space in the second text 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 8 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 will be 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 information about funding for the current 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.
- *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.
- *Anticipated Carryover*—Enter the amount of funds you anticipate you will carry over from the previous fiscal year.
- *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 3: Staffing

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

- For the following job categories, Project Director/Principal Investigator, Co-Director 1 & 2, enter the total number of full-time equivalent (FTE) hours for which that position is funded, the number of persons that fill that position, whether the position is filled or vacant, and whether the person who fills that position is tenured or not. For the filled/vacant item, use the drop down box to indicate whether the position is "Filled", "Vacant", or "N/A". For the tenured item, the drop down choices are: "Yes", "No", "Tenure track", and "N/A".
- For the remaining job categories, Research Staff, Information Specialists/Coordinators, Web Administrator/Staff, Administrative Staff, Students (those working as ARRT staff), Other Staff, Paid Project Staff with Disability, Paid Project Staff from Minority backgrounds, enter (a) the total FTEs of these individuals and (b) the total number of paid staff that fill that position.
  Examples:
  a) The Director works on this grant 10 hours per week. The FTE would be 0.25 and the number of persons would be 1.00.
  b) You have 2 research staff persons who are both half-time, sharing a full-time position. The FTE would be 1.00 and the number of persons would be 2
- *Save and Continue*—Click here to save the data you entered and continue with another section of the form.
- *Save and Stop*—Click here to save the data you entered and exit the form.
- *Add Notes* – Click here to provide any additional project information or to explain your answer to a specific item.
- *View definitions* – Click here to view definitions of terms followed by an asterisk. (The definitions can also be found at the end of this manual).

Section 4: Fellows Program

In Section 4, you will provide information on the fellows program's focus, demographics, research topics, presentations, publications, and awards.

- *Program Focus*—In this text box, briefly describe the focus of the fellows program using two to three sentences.
- *# of Fellows enrolled* —Enter the number of fellows enrolled in the fellows program in the current reporting period.
- *# of Fellows who completed the program*- Enter the number of fellows who completed the fellows program in the current reporting period.
- *# of Fellows Total*—Enter the total number of fellows in your program. This should be an unduplicated count of persons.
- *Fellow Demographics*—Enter the number of fellows for each of the following categories: minorities, males and females, number who have a disability, number of minorities with a disability, and the highest earned degrees of the fellows in your program (master's, doctoral or medical degree). These categories may have

a duplicate count of persons. For example, if you have a female minority fellow who also has a disability, she should be counted in all three categories.

- *Fellow Research Project Topics*—In this text box create a numbered list of all the fellows' research project topics.
- Provide the number of presentations conducted by fellows, publications completed by fellows, and awards received by fellows. If you indicate at least one fellow publication, you will be asked to complete Section 4(b): Fellows Bibliography.
- *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 8 of this manual.

4(b): Fellows Bibliography

You will be asked to complete this section if you indicate in Section 4, Fellows Program, that you have completed at least one fellow publication. In the text box, enter APA-formatted citations for journal articles, books, and book chapters that have been formally *completed* by fellows 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 can consult an APA manual for further instructions on the order of the information. At a minimum, please use the example formats. The Web form does not allow for entry of italics or underlining.

- *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 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 8 of this manual.

Section 5: Fellows Publications

In Section 5, you will provide the number of publications you produced during this reporting period that are associated with the Fellows program. 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.) If you would like to provide any optional narrative on the details of project activities, use the " Add Notes" button at the bottom of the page.

- *Peer-Reviewed Publications*—Enter the number of peer-reviewed publications including journal articles/full-length papers/monographs, short papers/technical notes/letters, books and book chapters, and conference papers.
- *Non-Peer-Reviewed Publications*—Enter the number of non-peer-reviewed publications including journal articles, short papers, conference papers, (this includes presentations, conference proceedings, lectures, etc.) books and book chapters, research reports, consumer publications, curricula, and descriptive materials.
- *Other*—If your project staff has created "Other" non-peer-reviewed publications, 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 8 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 section 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 8 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 fund 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 in 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)

THE U.S. Department of EDUCATION

National Institute on Disability and Rehabilitation Research

Advanced Rehabilitation Research Training Projects (ARRTs)
OMB NO.: 1820-0617
EXPIRATION DATE: 02/29/2004

Public Reporting Burden

JAWS for Windows users - Tips

** **Notice to Users:** A spell check software has been installed on this Web site that meets the Section 508 accessibility requirements. A 'Check Spelling' button will appear at the bottom of each page where narrative text is required (but not on pages where 'other specify' is a response category).

PR/Federal Award Number:

Password:

Continue

You are required to enter your PR/federal award number and password to obtain access to your data files. Grant numbers are preloaded into the system, and the number you enter must match this number for your Project. Every time you enter your form, you must enter your grant number for the system to retrieve your data.

BOBBY v.3.1 APPROVED d

NIDRR Annual Performance Report

Welcome to the on-line version of the NIDRR annual performance data collection form!

Purpose of the Web-based reporting form

Under the provisions of the Government Performance and Results Act (GPRA) of 1993, NIDRR has responsibility to develop a strategic plan that includes performance goals, objectives, indicators, and measures. As with all other agencies in the federal government, beginning in March 2000, NIDRR must report annually to Congress on its status and progress in meeting these performance objectives. To prepare these reports to Congress, NIDRR will draw on information from two primary sources: (1) summative reviews of grantees' accomplishments and outcomes that occur toward the end of each grantee's performance period; and (2) information that grantees submit annually in the Web-based reporting system.

NIDRR's intent is that this reporting form will be the standard annual report of progress from all Advanced Rehabilitation Research Training Projects (ARRTs) grantees. As such, it will replace the current annual progress and continuation reports that grantees submit to NIDRR. Information submitted by individual grantees will not be published on the Web for public use, nor will this information be shared with other grantees such as NCDDR or NARIC. Rather, NIDRR will aggregate information from all reporting grantees in order to develop the annual GPRA report and will also use information for program planning and priority development. NIDRR may make aggregate information available on the Web, at the program level (e.g., ARRTs , RERCs, RRTCs).

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) lmccaskill@rti.org, (919) 541-8019, Monday-Friday, 9am-5pm (EST).

Before you begin

Before you begin entering data, you may want to print a copy of the blank reporting form to use in gathering all the necessary information. This file is provided in the HTML format compatible with screen readers. To print the blank form, click on the underlined text below and press the 'Print' button. A list of the definitions used in this form is included in the HTML version, and you may also view these definitions from the table of contents page when you log back on to the system.

NIDRR Performance Report Form, ARRT version (PDF format)
NIDRR Performance Report Form, ARRT version (HTML format)

Getting started

The first time you enter the system, you may either begin to enter data or simply view each page of the form by clicking the 'Save and Continue' button. It is unlikely that you will enter all the data on the form the first time you log on to the system. Whenever you log back on to the system, you will see a table of contents page that displays links to all form questions and the date when each was last modified.

Section	Updated
General Information	06/13/99
Funding	06/08/99

Click on the section name to view it.

General instructions & tips

To make sure that your data are saved, use the submit buttons at the bottom of all of the question pages to move throughout the form. If you have not entered or changed data on a particular page, you may safely navigate using the browser's 'Back' and 'Forward' buttons.

For mouse-free data entry, use the TAB key to move from one field to the next (SHIFT + TAB to move to the previous field). You can activate buttons, as well as checkboxes, by pressing the space bar or enter key. You may view the contents of a select box (or 'drop-down' box) and make your selection with the directional arrow keys.

To enter numbers, do NOT include commas or dollar signs. DO round amounts of 50 cents and above to the nearest dollar. When entering FTEs (staffing), enter the whole number, a decimal point, and two numbers following the decimal.

To enter large amounts of text, you may find it useful to use cut-and-paste commands from any existing text files you may have. From inside an application like WordPerfect or Word, use your mouse to highlight the text you want to copy and choose **Copy** from the **Edit** menu at the top of the screen (you can also use the keyboard shortcut CTRL+C on Windows platforms). To add the text to the Web form, click in the input box where you want the text to be entered, then click the **Paste** commmand in your browser's **Edit** menu (or press CTRL+V).

The first time you log on to the system, you will receive a table of contents following this page. For all subsequent entries into the system, you will receive a form progress table with links to each item.

At the bottom of the Form Progress Table is a section entitled "Grantee Notes on the Form." Use this section if you need to explain a particular answer, report any difficulties you had completing the form, or make any other comments.

Continue

NIDRR 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: http://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 fund 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 in 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)

Underserved 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))

Unpaid staff- staff that do not receive a salary of any kind from the grant funds.

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)

Continue

Federal Award Number:

Reporting Period: 10/01/02 to 09/30/03

NIDRR

Form Progress Table

	Section	Updated
	General Information/Abstract	09/11/2003
1	Reporting & Grant Period	09/10/2003
2	Funding	09/10/2003
3	Staffing	09/10/2003
4	Fellows Program	09/10/2003
4b	Fellows Bibliography	09/10/2003
5	Fellows Publications	09/16/2003
	Grantee Notes on Form - OPTIONAL	

Submit Completed APR

Exit NIDRR Data form | View list of definitions | View FAQ (PDF format) | Form instructions and tips

Print Data | Instruction Manual (PDF version) | Instruction Manual (HTML version)

Federal Award Number:

Reporting Period: 10/01/02 to 09/30/03

NIDRR

General Information

Please complete the information on this screen so we may verify your record in the future.

Grantee Name:	
Grant Title:	
Grantee Address:	
City / State / Zip:	
Host Institution with fiscal responsibility for the grant:	
Phone:	Fax:
Grantee URL:	
Grantee E-mail:	
TTY:	
Grantee Toll-free Number:	

Please fill out the following information about the **project director/principal investigator.**

Name *(last, first)*:	
Title:	
Phone:	
E-mail:	

Please fill out the following information about the person responsible for completing this form (if different from above):

Name *(last, first)*:	
Title:	
Phone:	
E-mail:	

Save and Continue | Save and Stop | Add Notes

Federal Award Number:

Reporting Period: 10/01/02 to 09/30/03

NIDRR

General Information: Grantee Abstract

Below is the Grantee abstract that you submitted with your grant application. Use the space in the second text box to enter an updated Grantee abstract, if applicable. (Length Limit: 2,000 characters)

If you are a new grantee, enter the abstract you submitted to NIDRR after you were awarded this grant.

Grantee Abstract:

Grantee Abstract:

Check Spelling

Save and Continue | Save and Stop | Add Notes

Federal Award Number:

Reporting Period: 10/01/02 to 09/30/03

NIDRR

1. Reporting & Grant Period

Reporting Period:	From:			
	To:			
Current Fiscal Year:	From:	October 1, 2002		
	To:	September 30, 2003		
Performance Period:** (if different than the current fiscal year)	From:			
	To:			
Overall Grant Period:	From:			
	To:			

Save and Continue | Save and Stop | Add Notes | ** View Definitions

Federal Award Number:

Reporting Period: 10/01/02 to 09/30/03

NIDRR

2. Funding

Please enter the following information for the current reporting period. DO NOT include commas or dollar signs. DO round amounts of 50 cents and above to the nearest dollar.

Project grant:	$
Other NIDRR funding:	$
Institutional support (in-kind contributions only) *(best estimate)*	$
Institutional support (exclude in-kind) to project grant:	$
Anticipated carryover *(previous fiscal year)*	$

Save and Continue | Save and Stop | Add Notes | ** View Definitions

Federal Award Number:

Reporting Period: 10/01/02 to 09/30/03

NIDRR

3. Staffing

Please enter the following information on individuals working on the ARRT. Include only staff supported by NIDRR ARRT funds. Please report actual, not budgeted, FTE (full time equivalent) totals. If a staff position is not applicable to your grant, leave the **FTE** & **# of persons** columns blank. If a position applies but is currently vacant, enter 'zero' for **FTE** & **# of persons**.

Job Categories	FTEs	# of persons	Filled/Vacant	Tenured?
Project Director/Principal Investigator:				
Co-Director 1:				
Co-Director 2:				
Research Staff:				
Information Specialists/Coordinators:				
Web Administration/Computer Information Systems Staff:				
Administrative Staff:				
Students (those working as ARRT staff members):				
Other Staff (specify):				
Paid ARRT staff with a disability**				
Paid ARRT staff from minority backgrounds** (do not include women):				

Save and Continue | Save and Stop | Add Notes | ** View Definitions

Federal Award Number:

Reporting Period: 10/01/02 to 09/30/03

NIDRR

4. Fellows Program

Please provide the following information for the current reporting period.

Program Focus (two or three sentences describing program focus):	
# of Fellows enrolled since last report:	
# of Fellows who completed the program:	
# of Fellows Total (unduplicated count):	
Fellow Demographics (duplicated count; if applicable, a fellow can be counted in more than one category):	
# of minorities:	
# of males/females:	males females
# with a disability:	
# minorities with a disability:	
Highest degree of current fellows:	MA/MS Ph.D MD
# of fellows who obtained a medical degree:	
Fellow Research Project Topics (number each topic then list title):	
# of Fellow Presentations**:	
# of Fellow Publications Completed:	2
# of Fellow Awards:	

Check Spelling

Federal Award Number:

Reporting Period: 10/01/02 to 09/30/03

NIDRR

4b. Fellows Bibliography

NOTE: you are only required to complete this page if you entered at least one on the previous screen for # of fellow publications completed. In the text box below, enter APA-formatted citations for refereed journal articles, books, and book chapters 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 include 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. Enter as many citations as needed. Once you enter a citation, you can edit it or delete it.

Below are basic instructions for APA format. Please consult an APA manual for further instructions on the order of the information. The Web system does not allow for entry of italics or underlining.

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.

Enter Citation:

Add to list

Citations entered for the current year: 0

Check Spelling

Save and Continue | Save and Stop | Add Notes

Federal Award Number:

Reporting Period: 10/01/02 to 09/30/03

NIDRR

5. Fellows Publications

List by type current reporting period publications associated with the Fellows program. You may include documents that are currently in review, accepted for publication, or in press. Counts should be unduplicated; i.e., if a journal article was also published as a book chapter, it can only be counted one time, not two. You may choose which category to count it in.

Peer-Reviewed Publications	
journal articles/full-length papers/monographs:	
short papers/technical notes/letters:	
books/book chapters:	
conference papers:	
Non-Peer-Reviewed Publications	
journal articles/full-length papers:	
short papers/technical notes/letters:	
conference papers/abstracts:	
books/book chapters:	
research reports:	
consumer publications:	
curricula:	
descriptive materials:	
Other (e.g., editorials; book reviews; magazine articles):	

Optional: Briefly describe key activities/outputs:

Save and Continue | Save and Stop | Add Notes

Federal Award Number:

Reporting Period: 10/01/02 to 09/30/03

NIDRR

Grantee Notes on Form - OPTIONAL

Use this section to explain your answer(s) to a specific item, report any difficulties you had completing the form, or make any other comments. Please indicate the item number/name first, then your explanation.

Notes:

Check Spelling

Save and Continue | Save and Stop