

USING THE DIGITAL PROCESS FOR COMPLETING SERVICE PAYBACK AGREEMENTS (SPA) IN THE PROFESSIONAL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM (PDPDCS)

What is the difference between the digital Service Payback Agreement (SPA) and the previous SPA process?

The text in the agreement remains the same; however, the new process allows project directors to enter their participant's contact and grant information directly into the secure PDPDCS website using the digital SPA format. The participants can then review and confirm the agreement online through the PDPDCS. Regardless of the method chosen, grantees are required to provide participants with SPAs according to the regulations in 34 CFR § 263.12.

How has the process for submitting an SPA changed?

Project directors will be able to work directly with participants through the PDPDCS to create the participant record. If any information about the participant is incorrect, that will be noted upon review. Once finalized, the SPA will be imported into the participant record and can be downloaded as a redacted PDF.

What are the benefits of using the digital SPA?

The digital agreements will:

- Avoid errors entering the participant's social security number and contact information since the SPA will automatically pre-fill Sections A, B, and C of the participant record;
- Save time and effort because project directors will no longer need to print and upload the agreement;
- Lower security risks since Personally Identifiable Information (PII) will be automatically redacted in the finalized SPA; and
- Archive the SPA in the PDPDCS so it can be accessed or downloaded at any time.







Can project directors still upload a PDF of the SPA?

Yes, this option will still be available to project directors. An uploaded SPA will not pre-fill the participant record; the SPA must be complete with the participant's signature and have the SSN redacted before it is uploaded.

How are the digital SPAs signed?

Participants and project directors will digitally sign the SPA within the PDPDCS.

Steps to use the digital SPA

-  1 The project director creates the digital SPA in the PDPDCS, completes all related fields, and then submits the agreement for participant review.
-  2 The participant receives an email to view the digital agreement and creates a PDPDCS account or logs into their previously created PDPDCS account.
-  3 The participant reviews the digital SPA and can then disagree or agree with the digital information in their agreement submitted by the project director.
-  4 If the participant disagrees, they will have the opportunity to make comments or propose changes to the SPA in a comment box within the system for the project director's review.
-  5 Once the participant and project director agree with the SPA content, both parties will digitally sign it, and the agreement will be finalized.
-  6 A final SPA will be used to create the participant record in the PDPDCS. The agreement will be available to both grantees and scholars for download as PDFs.

How do grantees initiate the digital SPA?

The red box in the image below from the grantee home page indicates where project directors or secondary users should click to initial the digital SPA process and then simply follow the prompts.

PARTICIPANT INFORMATION

Below is a chart summarizing the entry status, completion status, and service obligation status for all participant records entered for each grant.

To begin the process to add a new participant to a grant, select the link to "Add New Service Payback Agreement and Participant Record (digital version)" or "Add New Participant Record and Service Payback Agreement (PDF upload version)".

To monitor the status of all pending service payback agreements and to create new participant records for each agreement that has been finalized, select the link to "View Pending and Approved Service Payback Agreements".

To view a list of all participant records created in the system for each grant and their record entry, program completion, and service payback status, as well as definitions for the options under each status type, click on the "View All Participant Records" link.

Grant Award Number: H325Z050001 [View All Participant Records](#)
[View Pending and Approved Service Payback Agreements](#)

Add New Participant (Choose one below):
[Add New Service Payback Agreement and Participant Record \(digital version\)](#)
[Add New Participant Record and Service Payback Agreement \(PDF upload version\)](#)

Using the Pending and Approved Agreements Page

This page displays all digital participant agreements that have been approved or are in process.

- To access this page, select “View Pending and Approved Agreements” after logging into the PDPDCS. Select “View Document” to review any pending agreement. The final, redacted agreement is available for download by clicking the “Download Document” link in the agreement column.
- There are 5 statuses within the Agreements tables:
 - Saved for Later: This flagged status indicates a drafted agreement, not yet submitted to the participant for review.
 - Pending Participant Signature: This status indicates the agreement has been submitted to the participant for review.
 - Pending Grantee Review: Agreements in this flagged status have been reviewed by the participant and disputed. The agreement will contain an explanation from the participant in the message log on the agreement page.
 - Pending Grantee Signature: This status indicates the agreement has been signed by the participant and is ready for final review and signing by the project director.
 - Approved (DATE): This status indicates a signed, finalized, active agreement.

To access the “View Pending and Approved Agreements” page after logging into the PDPDCS:

PARTICIPANT INFORMATION

Below is a chart summarizing the entry status, completion status, and service obligation status for all participant records entered for each grant.

To begin the process to add a new participant to a grant, select the link to "Add New Service Payback Agreement and Participant Record (digital version)" or "Add New Participant Record and Service Payback Agreement (PDF upload version)".

To monitor the status of all pending service payback agreements and to create new participant records for each agreement that has been finalized, select the link to "View Pending and Approved Service Payback Agreements".

To view a list of all participant records created in the system for each grant and their record entry, program completion, and service payback status, as well as definitions for the options under each status type, click on the "View All Participant Records" link.

Grant Award Number: S123K123456 [View All Participant Records](#)

[View Pending and Approved Service Payback Agreements](#)

Add New Participant (Choose **one** below):

[Add New Service Payback Agreement and Participant Record \(digital version\)](#)

[Add New Participant Record and Service Payback Agreement \(PDF upload version\)](#)

To review scholar agreement statuses and access pending or approved agreements:

Service Payback Agreements for Grant: TESTK1400021

The section below displays the status of all Service Payback Agreements that are either pending further action or that have been finalized. Any agreement with a status of 'Pending Grantee Review' or 'Pending Grantee Signature' is awaiting your review or feedback. All finalized Service Payback Agreements are available for download in PDF format.

Name	Agreement	Status	Date Last Modified
[Redacted]	View Document	Pending Grantee Signature ⚠️	6/11/2021
[Redacted]	Download Document 📄	Approved 7/6/2020	7/6/2020
[Redacted]	View Document	Pending Participant Review	6/11/2021
[Redacted]	View Document	Pending Participant Review	4/20/2021
[Redacted]	Download Document 📄	Approved 11/30/2020	11/30/2020
[Redacted]	View Document	Saved for Later ⚠️	6/11/2021

For any other questions, please contact the Help Desk:

The Help Desk is available, Monday – Friday 8:00 AM – 8:00 PM ET.

Email: paybackobligation@ed.gov

Phone: 1-888-884-7110