

# 2022 Grantee Training Webinar Questions

This document includes common questions and answers that were submitted through the chat during the Personnel Development Data Collection System (PDPDCS) 2022 New Grantee Training Webinar (held on 1/25/22) and the 2022 Continuing Grantee Training Webinar (held on 1/27/22). The language below has been revised for clarity and grammar and has been approved by the Office of Special Education Programs (OSEP).

## Contents

Helpful Links .....	1
Grantee Questions.....	2
Data Entry.....	2
Digital Pre-Scholarship Agreements (PSA) and Exit Certifications (EC).....	3
Program Completion Statuses .....	5
Service Obligation .....	6

## Helpful Links

- PDP 2006 Regulations: <https://pdp.ed.gov/OSEP/Regulation/ProgramRegs2006>
- PDPDCS Regulatory FAQs: <https://pdp.ed.gov/OSEP/Home/faq2006>
- PDPDCS System FAQs: <https://pdp.ed.gov/OSEP/Home/dcsfaq>
- Pre-Scholarship Agreement and Exit Certification information and language: <https://pdp.ed.gov/OSEP/Home/Agreements/>
- PDPDCS Training and Resources Page: <https://pdp.ed.gov/OSEP/Home/Training>
- The following resources (and more) can be found on the training and resources page:
  - [Digital PSA and EC Information Sheet](#)
  - [Multi-Factor Authentication instructions](#) and demo videos
  - [PDPDCS Annual Checklist](#) and [Final Closeout Checklist](#)
  - [PDPDCS Security Incidents](#) and [How to Encrypt Files](#)
  - [Archived recordings of previously held training webinars](#)
  - [Screenshots of Scholar Main Menu and Employment Forms](#)

# Grantee Questions

## Data Entry

- Question:** For a cross-institution project, can I add the other project PIs to add their scholars?  
**Answer:** Yes, you can add up to two personnel of your choice as secondary users and they will be able to log in and help create the scholar records. Please note only the Project Director/Superuser can sign the digital agreements.
- Question:** Who is the Superuser and how many Superusers can you have?  
**Answer:** The Superuser is the Project Director, and you can only have one Superuser.
- Question:** How does a secondary user create an account?  
**Answer:** Project Directors/Superusers may add up to two secondary users per grant. Instructions on how a grant project director can provide a secondary user access to the PDPDCS can be found in FAQ 10, "[How does a grant project director provide a secondary user access to the PDPDCS?](#)"
- Question:** Are sections D-L all submitted only after a scholar has completed the program? Or are they completed at the same time as the pre-scholarship agreement, then edited later once they complete the program?  
**Answer:** These sections should be submitted within 30 days of the scholar's enrollment, after the scholar has begun to receive funding and the pre-scholarship agreement has been finalized. Once these sections have been submitted, you should make updates to these sections within 30 days of a change in status or at least once a year during the annual data collection period.
- Question:** How would you like nonbinary students recorded?  
**Answer:** For nonbinary students, you can leave Q. E1 blank if preferred as it is not a required field.
- Question:** Is there a timeline for getting the scholar record complete beyond the timeline requirements for the pre-scholarship agreement?  
**Answer:** Please complete and submit the full scholar record within 30 days of finalizing the scholar's pre-scholarship agreement. Submitting your scholar record in the PDPDCS is the final step in officially enrolling your scholar in the grant.
- Question:** I have put in all the scholars now, and we will have no more scholars entering the program. Before I click the button - "Entries have been submitted for all funded scholars under this grant; no additional scholars will be funded" - I want to make sure I can still update scholar records (funding, etc.). Is this correct?  
**Answer:** Yes, you will still be able to edit any scholar records that are in an enrolled status. You will no longer be able to edit any scholar records that are in an exited status.
- Question:** Is there a Save for Later button?  
**Answer:** There is a "Save for later" button when you first start a scholar record, digital PSA or digital EC. Once you've submitted the record or the digital agreement, the "Save for later" button is no longer available. Please note that your scholar will NOT be officially enrolled in the grant until the

PSA has been finalized and the scholar record has been completed and submitted in the PDPDCS. If you click “Save for Later” on the scholar record, that scholar will not be officially enrolled, rather will remain in a “pending” status until this step has been completed.

9. **Question:** These scholar records are due at the close of the data collection period on April 1, but our scholars don’t graduate until May. So, our graduating class this year will still be enrolled full time in April. Is that what we should enter into the scholar record?

**Answer:** Yes, you will mark these scholars as still enrolled in the training program and update the remaining information to date as of April 1. If your grant has ended, you will need to mark these scholars as exited prior to completion of the grant training program.

10. **Question:** Is the data collection period the same as the budget/fiscal year for the grant?

**Answer:** No, they are referring to two different time periods.

The budget/fiscal year refers to the period in which your grant actively enrolled and funded scholars in the OSEP-supported training program. The budget period is defined by the initial date your grant was awarded and each of your subsequent grant budget periods.

The data collection period is an annual reporting period in which you must provide information and/or updates in the PDPDCS on the scholars who were enrolled and funded in the OSEP-supported training grant during the past budget/fiscal year. The annual data submission is required by [34 CFR 75.253\(a\)\(3\)](#). The timely submission of this report is one of the factors that the Secretary will consider in determining whether to continue your project's funding for the next fiscal year. Furthermore, according to section [75.217\(d\)\(3\)\(ii\)](#), the Secretary can also consider the failure to submit scholar data in a timely fashion in determining your project’s ability to obtain future grants from OSEP or under any other Department program. Since the website is available year-round, 24 hours/day and 7 days/week, you do not have to wait until the data collection period to make these updates. Rather, you can update your scholar records associated with the grant in the PDPDCS at any time.

11. **Question:** When do the request for no cost extensions need to be submitted? What is the procedure for this request?

**Answer:** Please contact your OSEP Project Officer to request information about no cost extensions.

## Digital Pre-Scholarship Agreements (PSA) and Exit Certifications (EC)

1. **Question:** If the scholar will complete the PSA provided by OSEP, do we also need to create one specific to our project?

**Answer:** No, both the Project Director and scholar should sign the same agreement. The language is available here: <https://pdp.ed.gov/OSEP/Home/Agreements/>

2. **Question:** How do we obtain a copy of the PSA or EC if we use the digital version?

**Answer:** You can download a PDF of the finalized agreement within the system using the “View Pending and Approved Agreements” link on the lower right-hand side of your grant page under the Scholar Information section.

3. **Question:** Can we choose to do digital PSA, but then do a PDF upload EC?

**Answer:** Yes, you can do a digital PSA and upload a PDF of the EC, or vice versa.

4. **Question:** Should we remove the confidential information like SSN of the scholars in the physical PSA and EC forms?

**Answer:** If you use the physical form of the PSA, you must redact the SSN on the form prior to uploading to the PDPDCS. If you use the digital version of the agreement, the system will redact the SSN automatically once the agreement is finalized.

5. **Question:** What other information are we supposed to redact on an uploaded PDF of the EC since SSN is not listed?

**Answer:** You only need to redact the SSN on any agreement. Since the EC does not contain the SSN, there is no additional redaction required on that form.

6. **Question:** What is the path to find the electronic version of the scholar agreements?

**Answer:** Once a digital agreement has been finalized, you can access the digital agreement through the scholar record itself. See the “View Pending and Approved Agreements” link on the lower right-hand side of your grant page under the Scholar Information section. Blank digital agreements are in the same format as the PDF upload agreements. To view a blank agreement, see <https://pdp.ed.gov/OSEP/Home/Agreements/>.

7. **Question:** Does the digital PSA populate this scholar record with the information we entered?

**Answer:** Yes, the digital PSA will pre-populate the fields in the scholar record that are included in the PSA form. All remaining fields will need to be completed by the grantee to complete and submit the scholar record and officially enroll the scholar in the grant.

8. **Question:** My scholar has been unable to sign the PSA because they are using the comment box. How do I help them?

**Answer:** Currently, the comment box is designed solely for the purpose of communicating changes or updates needed within the agreement (i.e., “I changed my street address”, “my enrollment date is not correct”) and not general messages (i.e., “looks good”, “thank you). Therefore, entering text within the message box tells the system that the agreement needs edits and is not ready to be signed, and by doing so, removes the signature section of the agreement. If your scholar has sent the agreement back with no changes and simply a general message in the message log, you will need to resubmit the agreement back to your scholar for another review. If they are ready to sign the digital agreement, in a separate email, please advise them to leave the message box blank to enable the signature section to be visible for use. If your scholar continues to experience issues when trying to sign the agreement, feel free to have them contact the Help Desk and the staff will be happy to help walk them through the process.

9. **Question:** Who can create and sign the digital PSA and EC?  
**Answer:** Secondary users and Project Directors (superusers) can create either or both agreements in the system; however, only Project Directors can SIGN the agreements.
10. **Question:** After submitting a digital PSA and it is “Pending Scholar Signature” is there a way to send a reminder to the scholar within PDPDCS to approve their agreement?  
**Answer:** Once you submit an agreement for a scholar review, the scholar will receive a notification email. No additional system generated reminders will be sent. We recommend you reach out to the scholar directly via email or phone to remind them to log into the PDPDCS to sign their PSA. You may need to tell the scholar to check their spam or junk mail folder as PDPDCS emails sometimes end up in those folders for some students.

## Program Completion Statuses

1. **Question:** Does the scholar enrollment date refer to the date their first academic semester begins?  
**Answer:** The scholar enrollment date refers to the date the scholar enrolled in the OSEP-funded training program, which may or may not have been the date the scholar began receiving funding through the grant. This date must match the date of enrollment on the Pre-scholarship Agreement. This date typically corresponds with the date the scholar's first academic semester begins, but in some cases, this may differ based on university policy.
2. **Question:** If a scholar is enrolled for part of the budget period, but not the full budget period, are they still marked as full time/part time according to their status for the time while they were enrolled?  
**Answer:** Yes, if a scholar isn't enrolled the full year, please complete the item based on the time they are enrolled.
3. **Question:** If we have scholars who complete an exam AFTER they exited/completed but still within the grant cycle, can or should we update the exam data information?  
**Answer:** Yes, please contact the Help Desk with the scholar's exam information and our team will update it for you in the PDPDCS.
4. **Question:** What is the difference between “enrolled, no longer receiving OSEP funding” and “exited prior to completion”?  
**Answer:** The status of “enrolled, no longer receiving OSEP funding” should be used for scholars who are still enrolled in their grant program but are no longer receiving funding from the grant for the current budget period. For example, this could be a scholar that is completing other coursework or is working on an internship prior to graduation. Conversely, scholars who have a status of “exited prior to completion” means they did not complete the training program or did not graduate. You will need to indicate the reason the scholar did not graduate/complete the program. Reasons include transferring to another program, health issues, poor academic performance, and more. Please note, when the grant period ends, you will need to change all scholars that still have a status of “enrolled” or “enrolled, no longer receiving OSEP funding” to the status of “exited prior to completion,” and

indicate the reason the scholar is no longer enrolled as “OSEP support terminated due to OSEP grant ending.”

5. **Question:** For scholars that are enrolled but no longer receiving OSEP funding - do we need to complete the exit certification when they stop receiving funding or when they finish their degree program?

**Answer:** You should mark them as “enrolled, no longer receiving OSEP funding” until they finish their grant program. Once they finish the program, then you can mark them as “graduated/completed” and complete the exit certification at that time. If they do not finish the program, mark them as “exited prior to completion” and complete the exit certification at that time.

6. **Question:** Is there a way to update a scholar with an exited status? With COVID, we have had scholars fall behind with their program of study.

**Answer:** Yes, please contact the Help Desk with any changes that need to be made for either graduated/completed or exited prior to completion scholars and our associates can update those scholar records for you in the PDPDCS.

7. **Question:** How do the exit statuses apply to a one year no cost extension?

**Answer:** If you have a one year no cost extension, this extends the grant end date for all scholars currently enrolled in that grant.

## Service Obligation

1. **Question:** How do we check if scholars have fulfilled their service obligation?

**Answer:** In the PDPDCS, go to Grant Profile Summary > View All Scholar Records > then review the column, "Service Obligation Status". This column will reflect "Obligation Fulfilled" for all scholars that have completed their service obligation.

2. **Question:** When does the service obligation calculator start? The year after graduation or before if they are working in the capacity which they were trained but have not graduated?

**Answer:** The calculator starts after the scholar has graduated or exited the program. However, scholars can get a head start and begin entering their employment and receiving credit for their service obligation after they have completed one academic year of training in the grant program.

3. **Question:** Is there guidance on what constitutes working in a field for which the scholar has been trained (i.e., will count toward their service obligation)? Specifically, what is (and is not) considered a leadership role?

**Answer:** Scholars and their employers must ensure that all employment positions meet the criteria outlined in FAQ 8, [“How do scholar fulfill their service obligation?”](#)

4. **Question:** Does the service have to be provided in a school?

**Answer:** The service does NOT have to be in a school setting.

5. **Question:** How can part time scholars document their current work in meeting the service obligation requirements?

**Answer:** Part time scholars can begin submitted employment once they have completed the full-time equivalent of one full academic year of the training program. See FAQ 11, "[What is the minimum amount of academic training a scholar must complete before he or she may start to fulfill the service obligation through employment?](#)" Scholars working part-time submit their employment information in the system the same way that scholars in full-time employment submit. They will enter the number of hours they work per week and if the employment is verified, then the amount of service they are credited is prorated based on how many hours they work per week.
6. **Question:** Who determines whether "the individual spends at least 51 percent of his or her time performing work related to the training for which a scholarship was received"? And how is this information (51%+) requested on their employment record - is it a specific Y/N question?

**Answer:** The scholar will make that determination when creating their employment record and the employer will need to verify it, meaning the employer makes the final determination. The Help Desk periodically conducts reviews of employment records to ensure they are accurate. It is a specific Y/N question on the employment form. You can see screenshots of [Employment Forms as viewed by a scholar](#) in the Training and Resources section of the PDPDCS.
7. **Question:** If the scholar secures employment while in the program, does this count towards service obligation?

**Answer:** Yes, if the scholar has completed at least one academic year of the training program and if the employment meets the criteria outlined in FAQ 8, "[How do scholar fulfill their service obligation?](#)"
8. **Question:** What happens when a scholar is not successful in gaining a faculty position in their area of training after five or more years of applying and interviewing for positions?

**Answer:** Scholars are required to fulfill their obligation through either eligible employment or cash repayment. If they are not able to obtain an eligible employment position, they will need to complete cash repayment.
9. **Question:** How long must we be responsible for scholars logging into the site? To what extent does OSEP follow-up with scholars? I have scholars have completed and have not entered their employment data recently.

**Answer:** You should stay in touch with your scholars and maintain their agreements until their obligation has been fulfilled or paid back monetarily. The Help Desk (HD) team and the PDPDCS sends reminders to scholars who have not logged into the PDPDCS within one year. The HD team will also call scholars by phone to remind them of their obligation.
10. **Question:** Is there a cut off time for monitoring scholar's employment? I understand that we are required to follow-up with them until they have completed their obligation.

**Answer:** You are not REQUIRED to follow up with your scholars employment after they have graduated or exited from the grant. However, grantees are required to maintain copies of their scholar agreements until the scholar's obligation is fulfilled or paid back monetarily.

11. **Question:** How often do scholars get referred for repayment?

**Answer:** It does not happen very often for non-compliance. We do have scholars contact us and volunteer to repay in cash. Or some scholars will complete part of their obligation and choose to pay the balance monetarily.