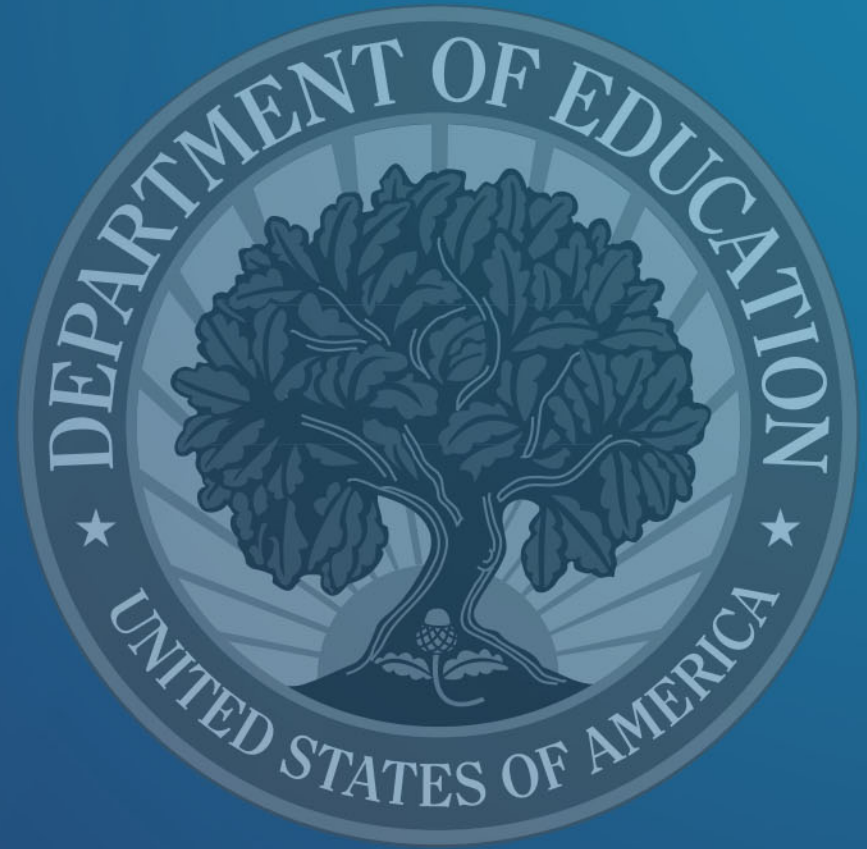


PERSONNEL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM (PDPDCS)



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RICHELLE DAVIS, OSEP
AARON PETRILLO, ANLAR
AMANDA PIERCE, WESTAT
MICHELLE BLOOM, ANLAR

December 10, 2019



Purpose of the Training

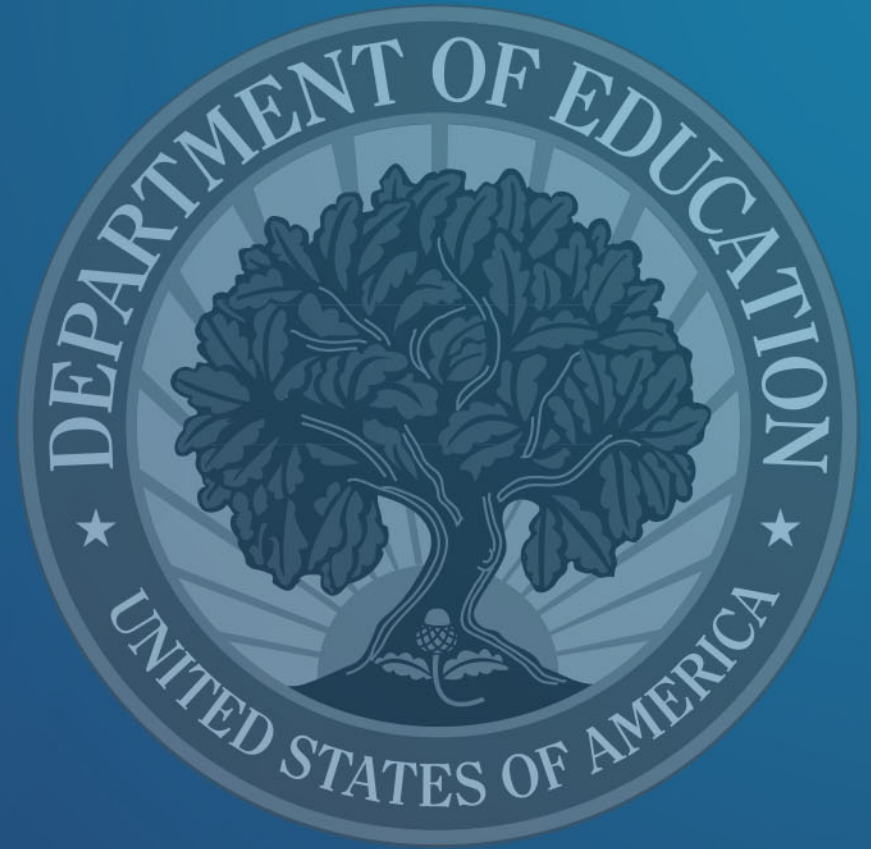
- Orient grantees to data reporting requirements
- Improve the quality of data submitted by grantees
- Introduce the Personnel Development Program Data Collection System (PDPDCS)
 - Data submission requirements for grantees, scholars, and employers;
 - Resources available to you and your scholars



Training Agenda

- Review grantee reporting requirements
- Discuss the PROGRAM performance measures
- Demonstrate using the PDPDCS for data collection
- Explain data submission requirements and steps and avoiding security incidents
- Offer tips for reporting high quality data
- Review available resources and supports
- Questions and discussion





GRANTEE REPORTING REQUIREMENTS



325K FY 2019 Priority Language

- ***Absolute Priority:*** Interdisciplinary Preparation in Special Education, Early Intervention, and Related Services for Personnel Serving Children with Disabilities who have High-Intensity Needs
 - An interdisciplinary project is a project that delivers core content through **shared coursework, group assignments, and coordinated field experiences** as part of **two or more** master's degree, educational specialist degree, or clinical doctoral **degree programs** for scholars.



325K FY 2019 Priority Language – Project Evaluation

- The applicant will use comprehensive and appropriate methodologies to **evaluate how well the goals or objectives of the proposed project have been met**, including the project processes and outcomes;
- The applicant will **collect, analyze, and use data related to specific and measurable goals, objectives, and outcomes of the project**. To address this requirement, the applicant must describe how—
 - **Scholar competencies and other project processes and outcomes will be measured for formative evaluation purposes**, including proposed instruments, data collection methods, and possible analyses; and
 - It will **collect and analyze data on the quality of services provided by scholars who complete the graduate degree programs** involved in this interdisciplinary project and are employed in the field for which they were trained, including data on the learning and developmental outcomes (e.g., academic, social, emotional, behavioral, meeting college- and career-ready standards), and on growth toward these outcomes, of the children with disabilities who have high-intensity needs;



325K FY 2019 Priority Language – Project Evaluation

- The methods of evaluation will produce **quantitative and qualitative data for objective performance measures** that are related to the outcomes of the proposed project; and
- The methods of evaluation will provide **performance feedback and allow for periodic assessment of progress** towards meeting the project outcomes.



325K FY 2019 Priority Language – Support for Service Obligation

- Provide scholar support for participants from two or more graduate degree programs partnering in the proposed interdisciplinary personnel preparation project. Consistent with [34 CFR 304.30](#), each scholar must --
 - receive support for no less than one academic year, and
 - be eligible to fulfill service obligation requirements following degree program completion



325D/325H FY 2019 Priority Language- Project Evaluation

- The applicant must **describe the outcomes to be measured** for both the project and the scholars, particularly the **acquisition of scholars' competencies; and the evaluation methodologies to be employed**, including proposed instruments, data collection methods, and possible analyses;
- **Collect, analyze, and use data on current scholars** and scholars who graduate from the program to improve the proposed program on an ongoing basis; and
- **Report the evaluation results to OSEP** in the applicant's annual and final performance reports.



325D/325H FY 2019 Priority Language – Support for Service Obligation

- Ensure that the project will meet the requirements in [34 CFR 304.23](#), particularly those related to -
 - (a) **informing all scholarship recipients of their service obligation commitment;**
 - (b) **disbursing scholarships; and**
 - (c) **reporting** scholar data to OSEP / PDPDCS.



Other Important Items to Note

- Ensure that **prior approval from the OSEP project officer will be obtained before admitting additional scholars** beyond the number of scholars proposed in the application and before transferring a scholar to another OSEP-funded grant;
- Ensure that **the IHE will not require scholars enrolled in the program to work (e.g., as graduate assistants) as a condition of receiving support (e.g., tuition, stipends) from the proposed project, unless the work is specifically related to the acquisition of scholars' competencies or the requirements for completion of their personnel preparation program.**
 - This prohibition on work as a condition of receiving support **does not apply to the service obligation requirements** in section 662(h) of IDEA;



Grant Performance Reports

Annual Performance Reports (APR)

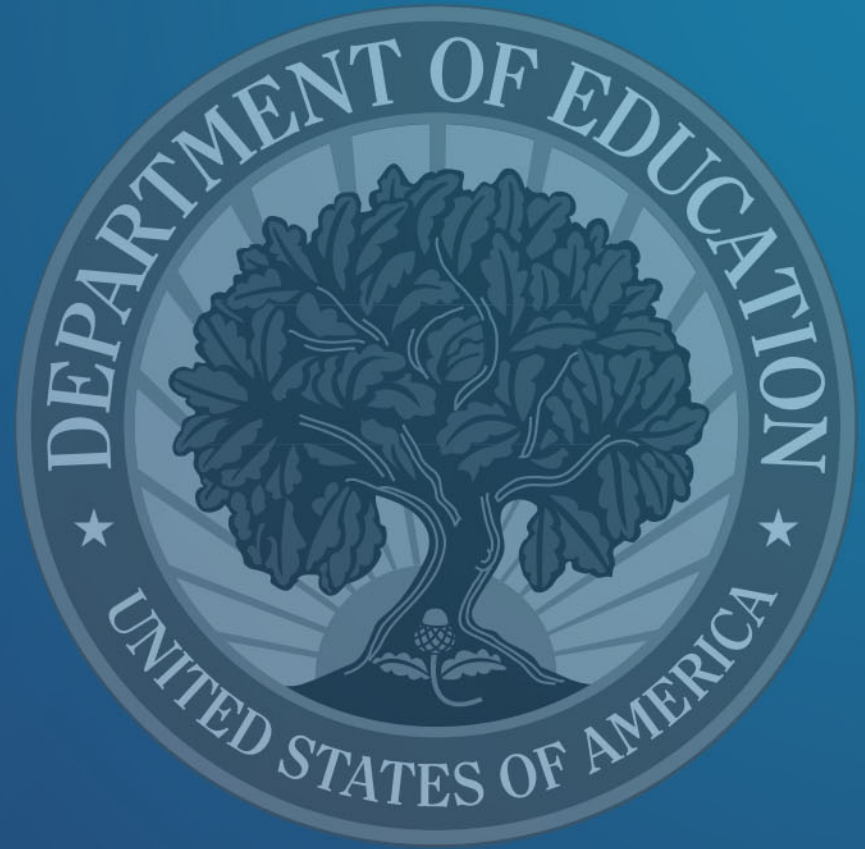
- Instructions for preparing and submitting APRs will be sent by OSEP to Project Directors (PDs) and Authorized Representatives prior to February 1 annually
- Training for 325 PDs in February and March
- Deadline for submitting is COB on the first Friday in May
- Submitted in G5 (<http://www.g5.gov>)

Final Performance Report

- Instructions clarify which portions require updates, summaries covering full award period, and new information
- Due no later than 90 days after end of project award period
- Submitted in G5



OVERVIEW OF PROGRAM PERFORMANCE MEASURES



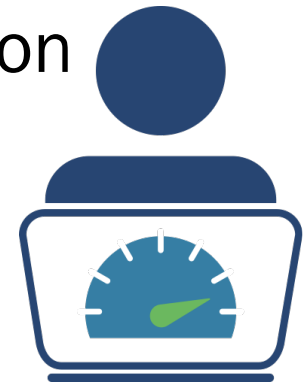
PDP Performance Measures Purpose

- Helps measure whether the PDP is meeting its objectives.
- Demonstrates program progress and effectiveness over time.
- May be used by Congress to determine future program funding.
- Required under the Government Performance and Results Act (GPRA).



PDP Performance Measures

- **Measure 1**: The percentage of preparation programs that incorporate scientifically or evidence-based practices into their curricula.
- **Source of data**: Expert panel review of syllabi from PDP grantees conducted one year following the grant award.
 - Syllabi from the FY 2019 grant applications are reviewed and reported during the 2020 reporting period
 - Submit new / revised syllabi to project officer



PDP Performance Measures

- **Measure 2**: The percentage of scholars completing preparation programs who are knowledgeable and skilled in evidence-based practices for children with disabilities.
- **Source of Data**: Grantees enter data on scholars at the time of enrollment, during enrollment, and at degree program completion in the PDPDCS
 - Must list at least one measure project will use to demonstrate each scholar is “knowledgeable and skills in use of EBPs”
 - May list up to 5 performance measures



PDP Performance Measures

Measure 2:

Examples of Measures of Knowledge and Skills

ACCEPTABLE Measures

- Grantee-specific tests (e.g., portfolio, comprehensive exam, dissertation defense)
- PRAXIS II
- National organization tests
- State-specific tests
- Capstone project or exam required of scholars prior to degree program or grant project completion

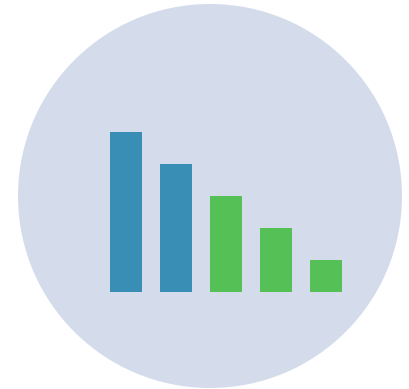
UNACCEPTABLE Measures

- Entrance exams (e.g., PRAXIS I, GRE, SAT)
- University preliminary exams
- Individual course exams or grades



PDP Performance Measures

- **Measure 3**: The percentage of scholars who exit preparation programs prior to completion due to poor academic performance.
- **Source of data**: Grantees enter data on each scholar in PDPDCS at --
 - Enrollment,
 - Annual scholar data collection period,
 - Exit from or completion of program (incl. grant ending)



PDP Performance Measures

- **Measure 4**: The percentage of scholars completing preparation programs who are working in the area(s) for which they were prepared upon program completion.
- **Sources of data:**
 - **Grantees enter data in the PDPDCS** on scholars at the time of enrollment, during enrollment, and at time of exit;
 - **Scholars and employers report** in the PDPDCS on scholar's employment after exit.



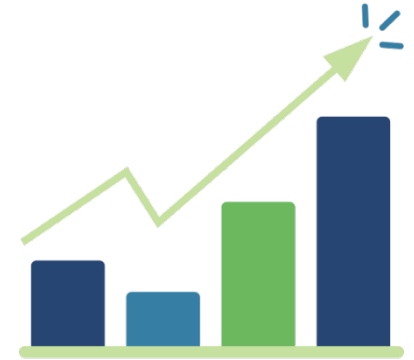
PDP Performance Measures

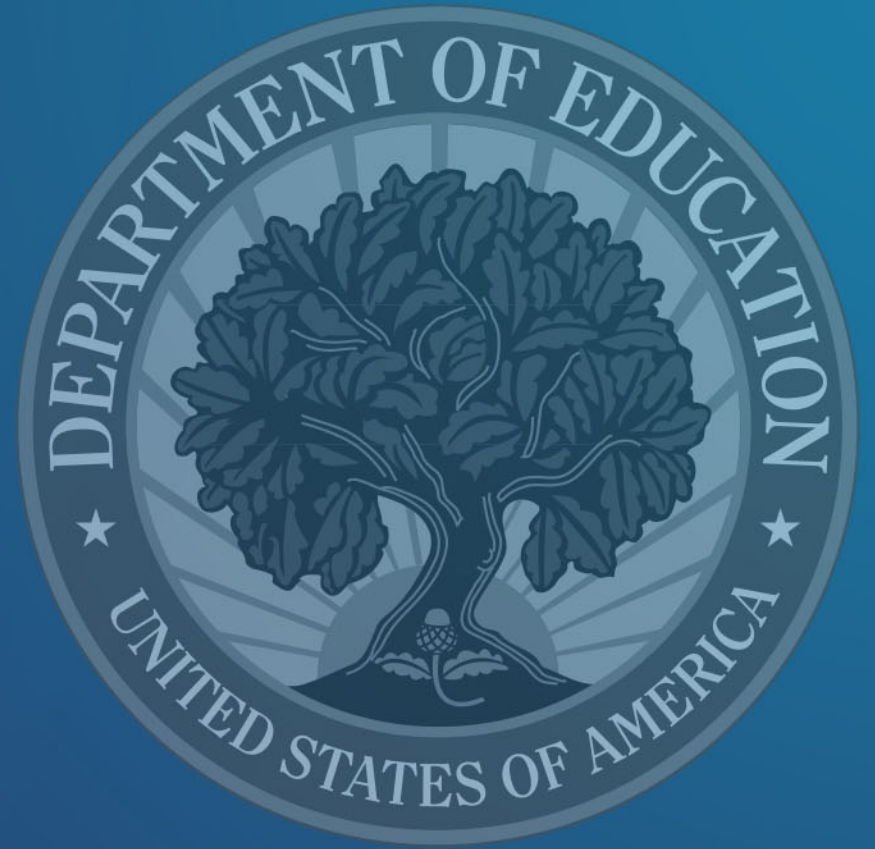
- **Measure 5**: The Federal cost per scholar who completed the preparation program.
- **Sources of data:**
 - **ED G5 database** provides financial data for each grant; and
 - **PDPDCS** data reported by grantees on the total amount of “scholar support” provided.



Outcome Measures

- The percentage of scholars who completed the preparation program and are employed in high-need districts.
- The percentage of scholars who completed the preparation program and are employed in the field of special education for at least two years.
- The percentage of scholars who completed the preparation program and are rated effective by their employers.





USING THE PDPDCS



PDPDCS: Live Demonstration

We will now demonstrate the following activities in the PDPDCS:

- Logging into the system,
- Updating a grant and contact information,
- Adding a secondary user,
- Adding and updating data for a scholar, and
- Tracking scholar's service obligation fulfillment.



PDPDCS Setup: Setting up an account

- Project Directors with older PDP grants will see the new FY 2019 grant added to your list of grants.
- Project Directors with new PDP grant awards will receive an email with a link to set up your account.



PDPDCS Setup: Setting up an account (cont.)

- Enter the encrypted key provided in the email.
- Create your password.
- Set up multifactor authentication.
- Login using your email address and the password you created.



PDPDCS Setup: Secondary Users

- Project Directors are responsible for all data entries, however secondary users are permitted to assist in the process.
- Secondary users:
 - Can enter scholar information, and
 - Have a unique log in.
- Only two people per grant are permitted access.
 - Project Directors may change the secondary user at any time.



What is Multifactor Authentication (MFA)?

- MFA is a security process that requires a user to verify their identity in multiple ways to gain system access.
- This prevents system-wide data breaches and greatly reduces the chance of unauthorized access, protecting users' personally identifiable information (PII), including social security number, home address, and contact information.



Enrolling in MFA for the PDPDCS

1. Download and install Google Authenticator on your smartphone

- Google Authenticator is free and easy to set up.
- The app is available through the [Apple App Store](https://www.apple.com/ios/app-store/) or [Google Play Store](https://play.google.com) by searching for “Google Authenticator.”
- If you are not sure where to locate the Apple App Store or Google Play Store on your smartphone, look for one of the icons below on your smartphone home screen or within your smartphone’s applications or “apps” section.

<https://www.apple.com/ios/app-store/>



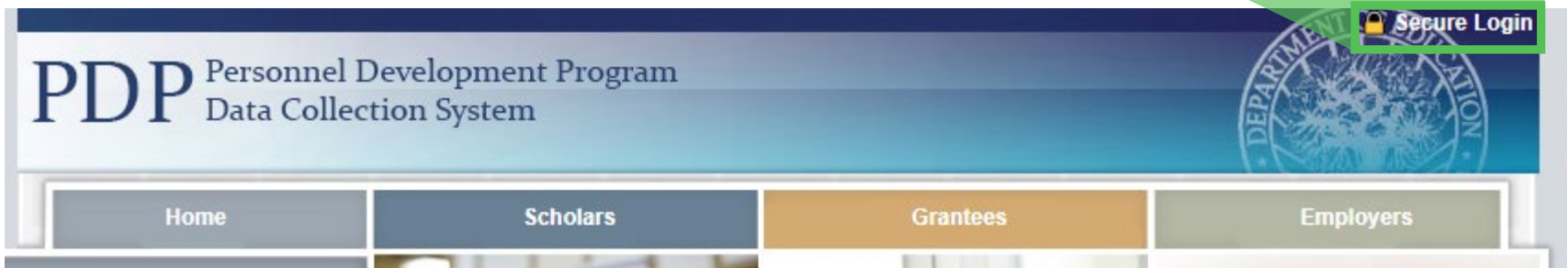
<https://play.google.com>



Enrolling in MFA for the PDPDCS

2. Navigate to the PDPDCS site

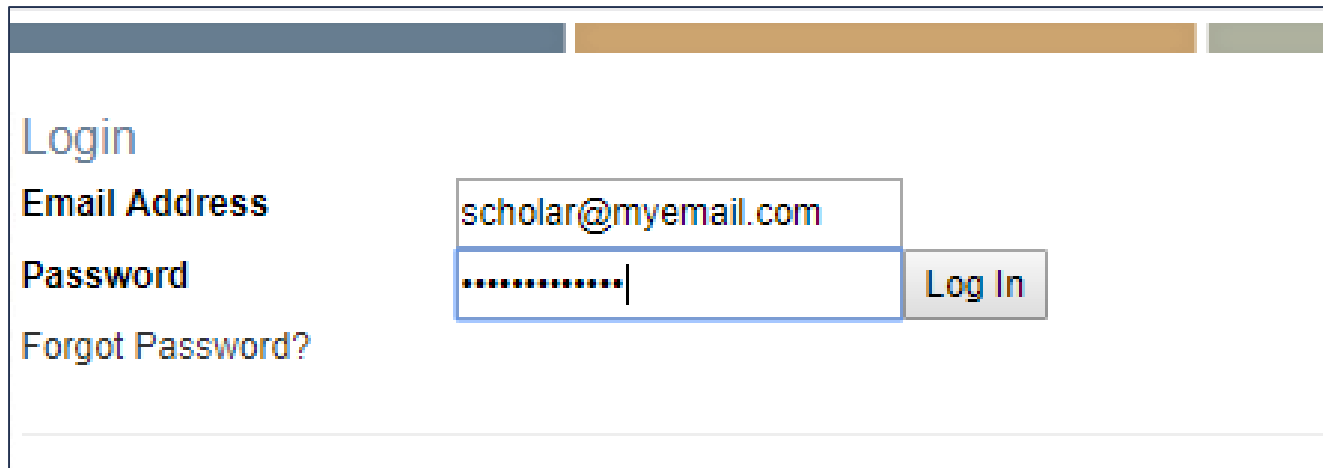
- On the device you'd like to sign into the PDPDCS on, navigate to <https://pdp.ed.gov/OSEP>.
- On the home page of the site, click **Secure Login** in the upper right corner.



Enrolling in MFA for the PDPDCS

3. Log into the PDPDCS

- Login to the PDPDCS using your regular username and password.



Login

Email Address

Password

[Forgot Password?](#)

Enrolling in MFA for the PDPDCS

4. Open the enrollment page

- When you login, you will be directed to the **enrollment page**.
- The enrollment page will include a QR code and a place to enter the code generated by your Google Authenticator app.

Multi-Factor Authentication


Google Authenticator Setup

- 1. Add PDPDCS to Google Authenticator**

Open Google Authenticator and add PDPDCS by scanning the QR Code.
- 2. Enter the 6 digit code that Google Authenticator generates**

Verify that PDPDCS is added correctly in Google Authenticator by entering the 6 digit code which Google Authenticator generates for PDPDCS below, and then click Register.

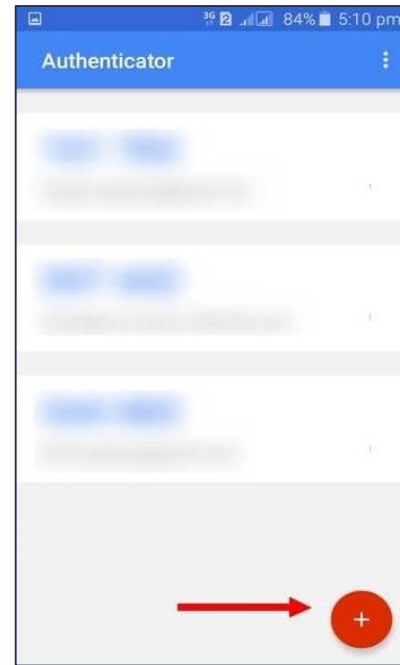
Enter the code:



Enrolling in MFA for the PDPDCS

5. Pair the app and PDPDCS

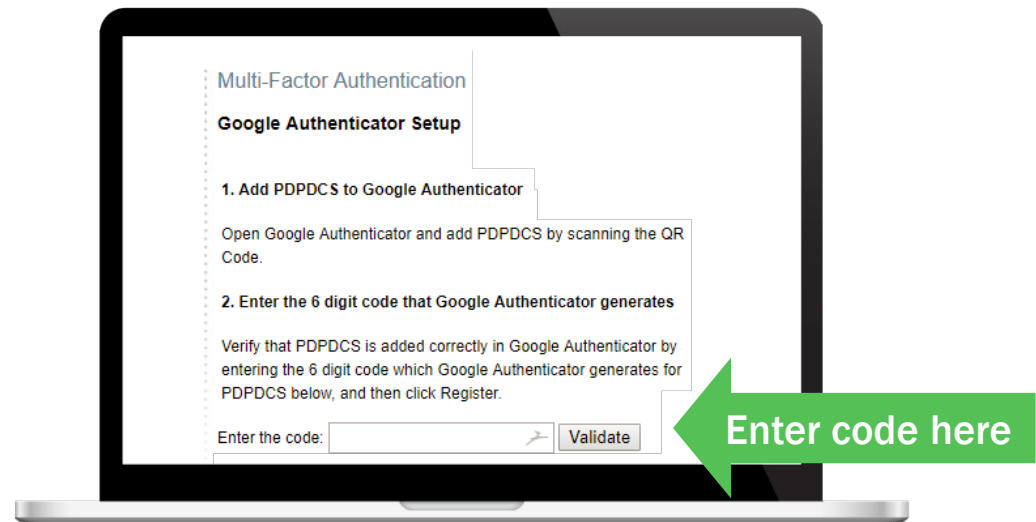
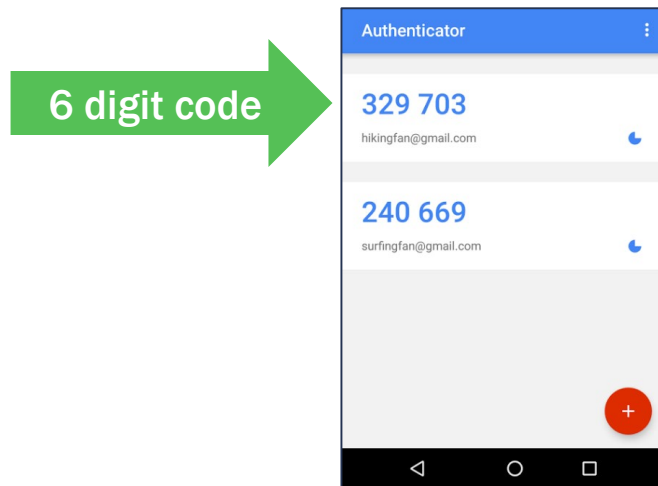
- Open the Google Authenticator app on your smartphone
- Click the + button on the app to add the PDPDCS website
- Scan the QR Code from the PDPDCS website enroll page on the enroll page with your cellphone



Enrolling in MFA for the PDPDCS

6. Enter code in the app

- Enter the code generated by the Google Authenticator app into the PDPDCS enroll page and click “Validate.”
- Remember to enter the code quickly as each code is only valid for 30 seconds. As soon as another code is generated, the preceding one becomes invalid.



Enrolling in MFA for the PDPDCS

SUCCESS!

If all steps were completed correctly, you should now have access to the PDPDCS!

If you are not able to enroll successfully, contact the PDPDCS Help Desk:

Support available from 8 am to 8 pm EST

Monday through Friday

1-800-285-6276

serviceobligation@ed.gov



Signing into the PDPDCS in the Future

Each time you sign into the PDPDCS from any device you will need to complete these 3 steps:

1. Enter your username and password in the PDPDCS.
2. Open the Google Authenticator app on your smartphone and take note of the 6-digit security code generated by the app*.
3. Enter the 6-digit security code into the PDPDCS when prompted by the system (prompt will occur after you enter your username and password).

***Remember:** Each code is only valid for 30 seconds

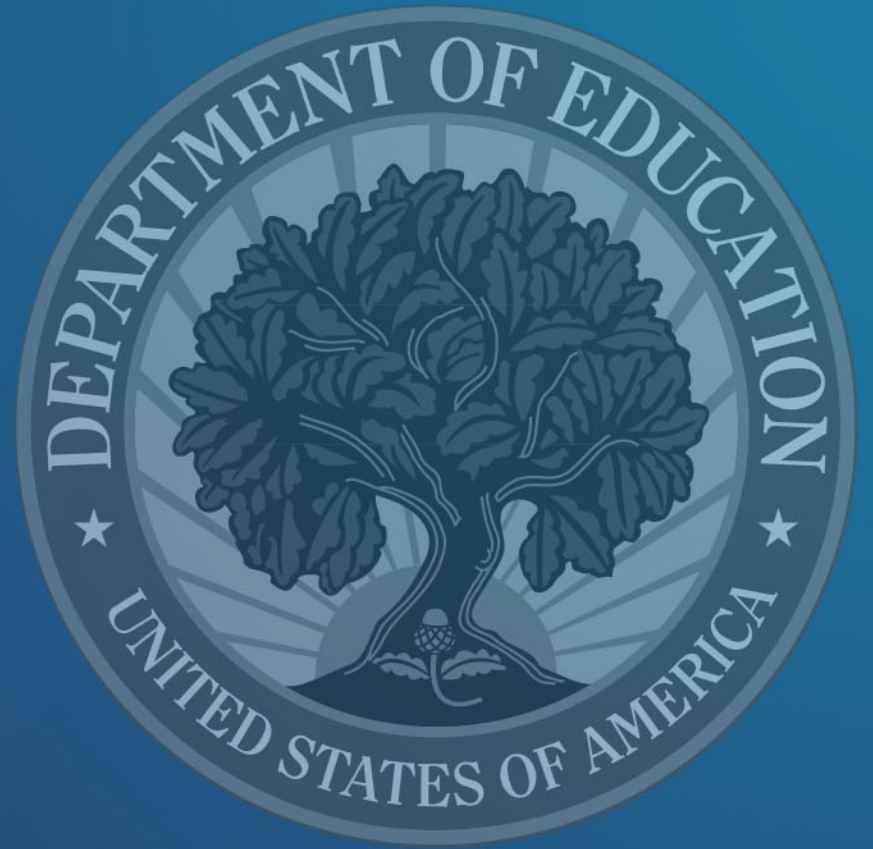


Signing into the PDPDCS in the Future

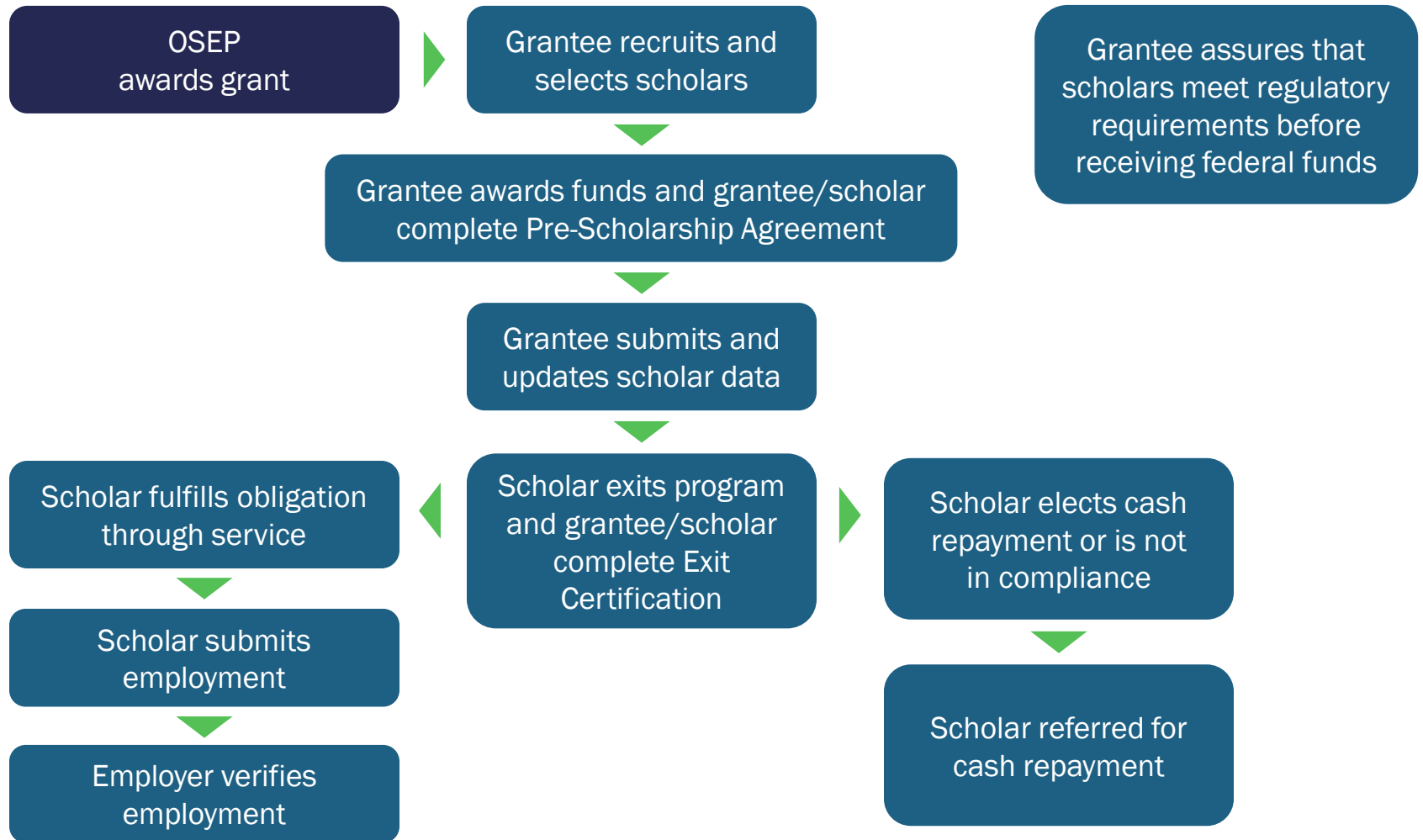
- If you create a new password, you will need to scan the QR code on your smartphone again.
- If you purchase a new device, please contact the Help Desk to reset your MFA so you can scan the QR code and add it to your phone again.
 - You can also change your password to be able to rescan the QR code.



PDPDCS SUBMISSION REQUIREMENTS



PDPDCS: Data Submission Process



Submission Requirements: Grantees

Grantees will submit the following data into the PDPDCS:

- Completed and signed *Pre-Scholarship Agreement* (<https://pdp.ed.gov/OSEP/Home/Agreements/>).
- Scholar data including contact, demographic, and training information.
- Completed and signed *Exit Certification* after the scholar has completed his/her training program.



Submission Requirements: Pre-Scholarship Agreements and Exit Certifications

OMB Control Number: 1820-0686
Expiration: 03/31/2020

Personnel Development Program
Data Collection System
Service Obligation Pre-Scholarship Agreement
For a Scholarship Received from a Personnel Development
to Improve Services and Results for Children with Disabilities Grant

Service Obligation Pre-Scholarship Agreement
Between

Name of Scholar

And

Name of Grantee (IHE)

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is mandatory per the Individuals with Disabilities Education Act (IDEA) and its corresponding regulations 34 CFR Part 304.

Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0686. Note: Please do not return the completed Service Obligation Pre-Scholarship Agreement to this address.

Privacy Act Notice

The Privacy Act of 1974 (5 U.S.C. 552a) requires that the following notice be provided to you. The authority for collecting the requested information from and about you is part D of the Individuals with Disabilities Education Act, as amended by the Individuals with Disabilities Education Improvement Act of 2004. We request your scholar educational information pertinent to the OSEP scholarship grant received whether provided by the scholar, grantee, or other entity, including personally identifiable information (PII), under this authority in order to

suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-7100 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0686. Note: Please do not return the completed Exit Certification to this address.

Page 1 of 7

- For each scholar who receives funding, grantees must upload a completed and signed *Pre-Scholarship Agreement and Exit Certification*.
- Grantees must use the OMB approved forms found at <https://pdp.ed.gov/OSEP/Home/Agreements/>.



Protecting Scholar's PII

- Scholar agreements and records within the PDPDCS contain significant amounts of scholar personally identifiable information (PII).
- **It is the responsibility of the grantees to protect this scholar information.**
- Improperly handling PDP documentation could expose a scholar to potential identity theft and impact the university's ability to receive future funding from the Department.



Submission Requirements:

Pre-Scholarship Agreements and Exit Certifications

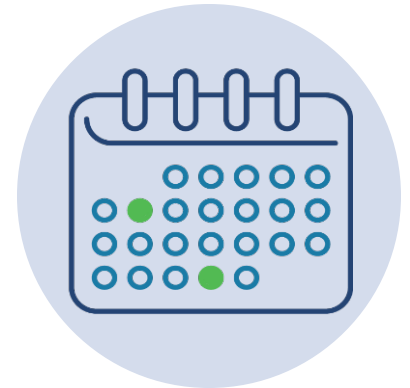
- Grantees will not be able to submit scholar records without these documents.
- Please contact the Help Desk as soon as possible if you do not have these documents.
- Grantees may be held responsible for funds provided to scholars with missing or invalid documents.
- Grantees must retain grant records until all service obligation has been fulfilled or paid back.



Submission Requirements: Grantees

Grantees must enter or update scholar contact and program completion information within 30 days of:

- Scholar enrollment*;
- Scholar changes in status; and
- Grant's fiscal year ending.



OSEP requires that scholars are in a pending status for no more than 30 days.

NOTE: *Enter currently enrolled scholars within 30 days of gaining access to the PDPDCS.

PDPDCS Data Collection Period

- **2020 Data Collection Period: February 3 – April 3, 2020**
 - All scholars who have enrolled must be entered in PDPDCS and their records “submitted” by 4/3/2020.
 - New grants that do not yet have enrolled scholars will not be required to submit information during this time
- PDPDCS is open year-round for data entry
- Plan for 2021 Data Collection Period



Submission Requirements: Scholars

Scholars will access the PDPDCS to:

- Review and approve previously submitted grantee-entered training information;
- View service obligation status; and
- Enter eligible employment information.



Scholars' Employment Record

- Information collected includes:
 - Contact information;
 - Type of organization;
 - Dates of employment;
 - Type of employment;
 - Full or part time position;
 - Training area(s);
 - Whether the position meets PDPDCS time requirements; and
 - Certification or licensure



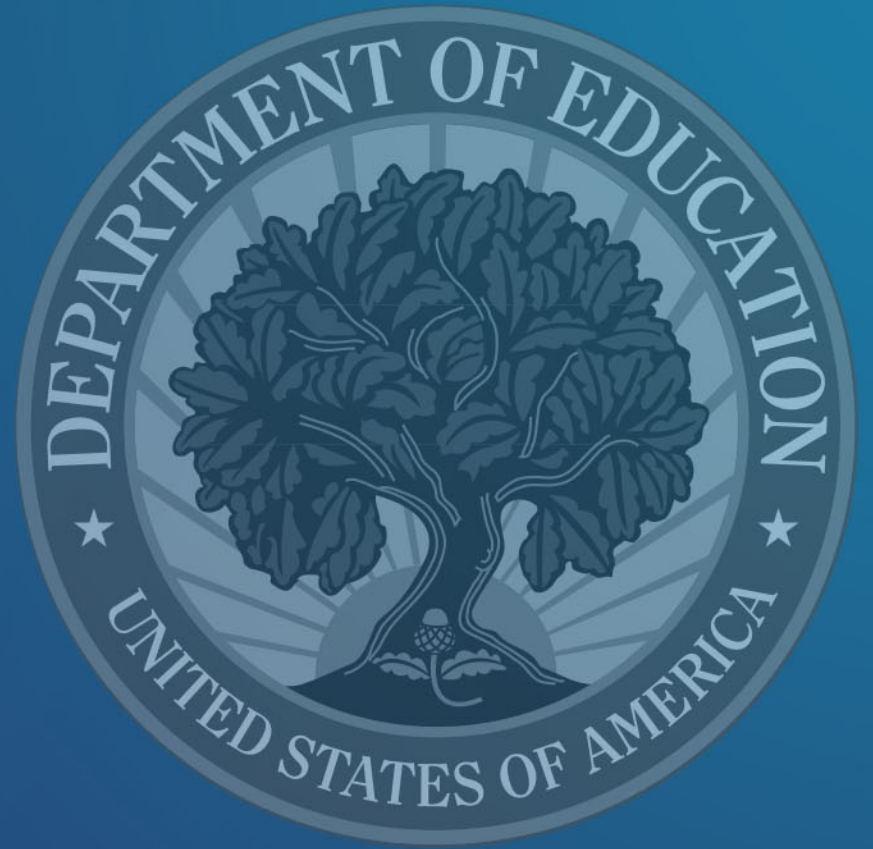
Submission Requirements: Employers

Employers verify employment information within the PDPDCS.



- Scholars do not receive credit for service obligation until the employer has verified their employment.
- Scholars receive an email when their employment is verified or disputed

AVOIDING SECURITY INCIDENTS



Security Incidents: Exposing Scholar PII

A security incident occurs if personally identifiable information (PII) is potentially viewable to unrelated parties. Examples from PDPDCS:

- Uploading an unredacted *Pre-Scholarship Agreement (PSA)* to the wrong scholar record
- Sending an unencrypted *PSA* or PII in an email to the PDPDCS Help Desk



Impacts of Security Incidents

Every security incident that occurs requires significant resources from the Department to mitigate the impact:

- **PDPDCS staff must notify the Department's Education Security Operation Center (EDSOC), document the incident, and work to expunge the file or email from the PDPDCS or email servers.**
- Additional interviews, investigations, and mitigation strategies might be necessary if an unauthorized individual viewed the PII.
- **PDPDCS Staff must review all other scholar records and documentation associated with the grantee to ensure other security incidents have not occurred**



Impacts of Security Incidents

Grantees and Project Directors also are impacted by these security incidents:

- Grantees will be required to resubmit scholar documentation and complete security incident report documentation and participate in investigation interviews as needed;
- Project Directors and Secondary Users will be required to participate in a security training to understand the proper handling of scholar PII and the consequences of data breaches; and
- The grant will be placed on a security incident list tracked by PDPDCS and OSEP staff. If further incidents occur, the grant and university could be placed on high-risk status, impacting their ability to receive future federal funding

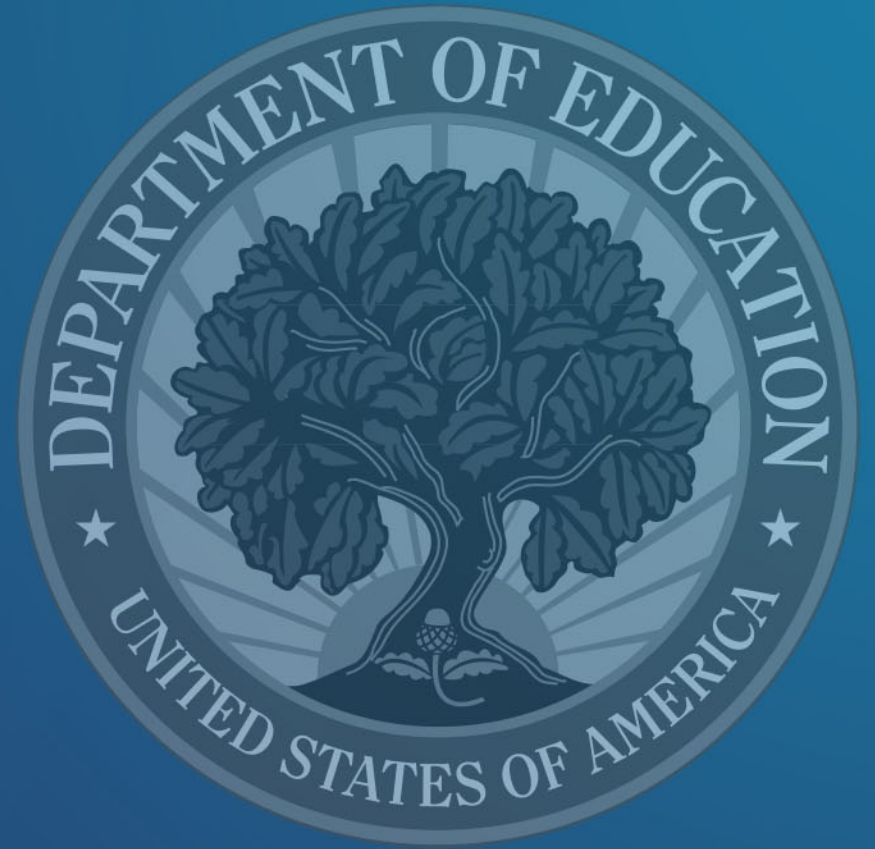


Avoiding Security Incidents

- Develop a file upload checklist to review the scholar agreement for the correct name, ensure the SSN is redacted, and the file name is correct.
- Always encrypt files being sent by email, including to the PDPDCS Help Desk.
- Implement a file naming convention to avoid uploading the wrong file to a scholar's record: PSA_J_DOE.pdf.
- Review all files after uploading to the PDPDCS to ensure the agreements have been uploaded to the correct scholar.



SUBMITTING HIGH QUALITY DATA



PDPDCS Communication: Always Read System Notifications

- Notifications regarding system or policy changes as well as data submission reminders are sent electronically.



- Please add serviceobligation@ed.gov to your contact list.
- Check your email settings to be sure emails from this account are not marked as spam.

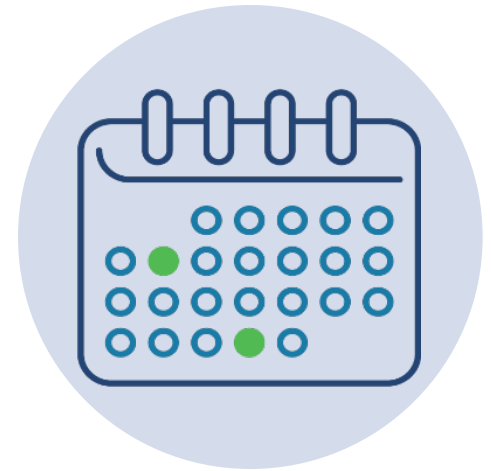
PDPDCS Data Quality: Scholar Contact Information

- OSEP and PDPDCS staff must be able to reach scholars after they graduate or leave your IHE. Please enter a non-IHE email address for each scholar.
 - Personal email (e.g., Gmail, Yahoo, Outlook), or
 - Work email.
- If the scholar has multiple emails, include a second non-IHE email in the alternative email field.



PDPDCS Reporting: Grantee Requirements

- Grantees must update information in PDPDCS for all scholars within 30 days of:
 - Enrolling a scholar*,
 - A change in status of a scholar, or
 - The end of your grant's fiscal year.



*Enter currently enrolled scholars within 30 days of gaining access to the PDPDCS.



PDPDCS Reporting: Grantee Requirements

- Scholars cannot be left in a “pending” status in the PDPDCS for more than 30 days.
- At a minimum, grant personnel should plan to update their grant account **every six months**.
- All scholars **MUST** be exited from a grant before it ends.
- OSEP monitors grantee, scholar, and employer activity.



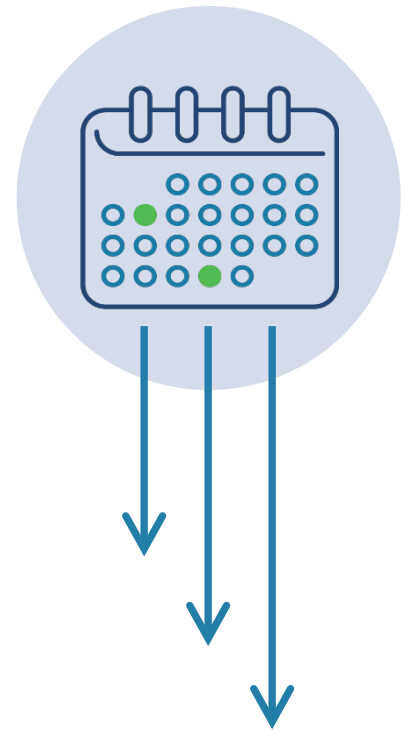
PDPDCS Reporting: Grantee Requirements

- Project Directors must manage grants to ensure that:
 - All scholars will complete the degree program before the grant ends; and
 - Scholars are enrolled with sufficient time, funding, and support to complete the personnel preparation program and graduate within the grant project period.



PDPDCS Reporting: No-Cost Extensions

- Grantees can request a one-time, no-cost extension to allow more time (up to 12 months) for scholars to complete the preparation program.
- To request a second, no-cost extension if even more time is needed for scholars to complete the program.



PDPDCS Reporting: Grant Ending

- All scholars must be “exited” from PDPDCS before your grant ends.
- As you “exit” each scholar, you also will report the reason or final status for each scholar/ For example, status may be –
 - Graduated / Program completed;
 - Poor academic performance; or
 - Grant ending prior to preparation program completion

NOTE: Any scholar who is not “exited” in PDPDCS when a grant is closed will be assigned the status of “exited without completion.”

Project Directors are responsible for obtaining *Exit Certifications* from these scholars too. Service obligation still applies.



PDPDCS Reporting: Timely Submission

- Submit all data on time (APR, PDPDCS, and FPR).
 - According to 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 next fiscal year.
 - According to section 75.217(d)(3)(ii), the Secretary can consider the failure to submit scholar data in a timely fashion in determining your project's ability to obtain future grants from the Office of Special Education Programs or under any other Department program.



PDPDCS Reporting: Scholar Requirements

- Remind scholars throughout their time in the program to login to the PDPDCS and provide employment data.
- Scholars must login to the PDPDCS within 30 days of receiving access to the system and then, at least annually until they fulfill their service obligation to:
 - Review and update contact information;
 - Review training and service obligation information; and
 - Submit employment information.



PDPDCS Reporting: Scholar Requirements

- Recommend that your scholars review the Scholar Training and PDPDCS Quick Reference Guide <https://pdp.ed.gov/OSEP/Home/Training>.
- Notify scholars at the beginning of the program that they will be required to provide licensure test results to you.
- Arrange and conduct exit interviews with each exiting scholar.



PDPDCS Reporting: Monitoring Scholars

SCHOLAR INFORMATION

Below is a summary of the scholar records entered for each grant. To add a new scholar to a grant, click on the "Add New Scholar" link. To view a list of all scholars entered into 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 Scholar Records" link.

Grant Award Number: TESTK160001

[Add New Scholar Record](#)

[View All Scholar Records](#)

Proposed Number of Scholars	Record Entry Status			Program Completion Status			
	Total Records Entered	Total Records Submitted	Total Records Pending	Enrolled, no longer receiving OSEP funding	Enrolled	Exited Without Completion	Completed/ Graduated
	7	5	2	0	1	0	4

Service Obligation Status						
Awaiting Completion	Awaiting Login	Fulfillment Not in Progress	Fulfillment in Progress	In Repayment	In Deferral/Exception	Obligation Fulfilled
0	2	1	2	0	0	0



How OSEP Uses the Data that Grantees Report: APR

- Annual Performance Reports (APR)
 - Documents the progress of the project toward meeting its annual objectives aligned to performance measures and accounts for its fiscal expenditures.
 - Supports continuation funding for the next fiscal year, when substantial progress is evident.

U.S. Department of Education
Grant Performance Report Cover Sheet (ED 524B)
Check only one box per Program Office instructions.
 Annual Performance Report Final Performance Report

OMB No. 1834-003
Exp. 08/31/2020

General Information

1. PR Award #: _____ 2. Grantee NCES ID#: _____
(Block 5 of the Grant Award Notification - 11 characters.) (See instructions. Up to 12 characters.)

3. Project Title: _____
(Enter the same title as on the approval application.)

4. Grantee Name (Block 1 of the Grant Award Notification): _____

5. Grantee Address (See instructions.) _____

6. Project Director (See instructions.) Name: _____ Title: _____
 Ph #: () _____ Ext: () _____ Fax #: () _____
 Email Address: _____

Reporting Period Information (See instructions.)

7. Reporting Period: From: ___/___/___ To: ___/___/___ (mm/dd/yyyy)

Budget Expenditures (To be completed by your Business Office. See instructions. Also see Section B.)

8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds (Match/Cost Share)
a. Previous Budget Period		
b. Current Budget Period		
c. Entire Project Period <small>(For Final Performance Reports only)</small>		

Indirect Cost Information (To be completed by your Business Office. See instructions.)

9. Indirect Costs

a. Are you claiming indirect costs under this grant? Yes No
 If yes, please indicate which of the following applies to your grant?

b. The grantee has an Indirect Cost Rate Agreement approved by the Federal Government.
 The period covered by the Indirect Cost Rate Agreement is from: ___/___/___ to: ___/___/___ (mm/dd/yyyy)
 The approving Federal agency is: ___ ED ___ Other (Please specify): _____
 The Indirect Cost Rate is: ___ %
 The Type of Rate (For Final Performance Reports Only) is: Provisional Final Other (Please specify): _____

c. The grantee is not a State, local government, or Indian tribe, and is using the de minimis rate of 10% of modified total direct costs (MTDC) in compliance with 2 CFR 200.414(d).

d. The grantee is funded under a Restricted Rate Program and is using a restricted indirect cost rate that either:
 is included in its approved Indirect Cost Rate Agreement; or
 Complies with 34 CFR 76.564(c)(2).

e. The grantee is funded under a Training Rate Program and:
 is recovering indirect cost using 8 percent of MTDC in compliance with 34 CFR 75.561(c)(2); or
 is recovering indirect costs using its actual negotiated indirect cost rate reflected in 9(b).

Human Subjects (Annual Institutional Review Board (IRB) Certification) (See instructions.)

10. Is the annual certification of Institutional Review Board (IRB) approval attached? Yes No N/A

Performance Measures Status and Certification (See instructions.)

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How OSEP Uses the Data that Grantees Report: QMR/FPR

- **Quarterly Monitoring Reports (QMR)**

Assists OSEP Project Officers in monitoring the status of scholars enrolled in each preparation program funded by OSEP.

- **Final Performance Report (FPR)**

Documents the completion of project objectives and the outcomes of the Federal investment.

OSEP Personnel Development Program
Data Collection System (DCS)
Quarterly Monitoring Report (QMR)
December 18, 2015

Project Officer: Name	Grant: Grant Number	IHE: School Name
Start Date: 01/01/2014	End Date: 01/01/2019	End of NCE (if applicable):
Project Director: Name	Project Director Email: Email	
Grant is currently open or closed: Open/Closed	Total amount of funding scholars received: \$00,000.00	

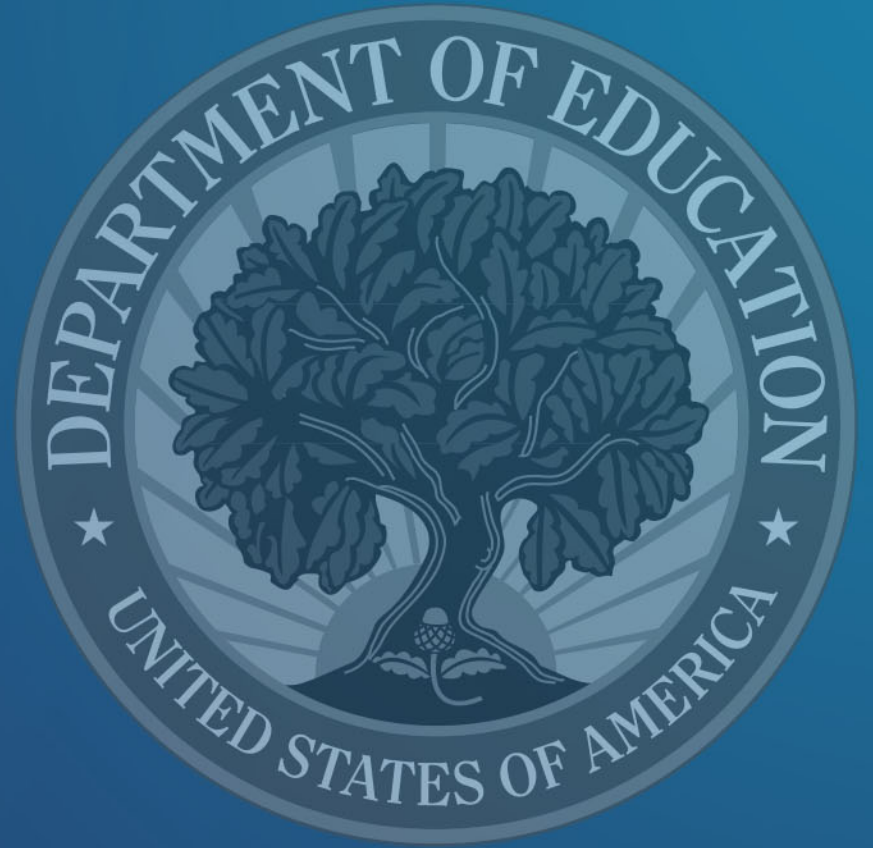
Scholar Record Entry Status			
Proposed number of scholars from application	Total scholar records submitted	Total scholar records pending	Total scholar records entered
30	10	0	10

Scholar Program Completion Status			
Enrolled	Enrolled, no longer receiving OSEP funding	Graduated/completed	Exited without completion
10	0	0	0

Scholar Service Obligation Status						
Awaiting login	Awaiting completion	Fulfillment NOT in progress	Fulfillment in progress	Obligation fulfilled	In repayment	In exception/deferral
0	0	0	0	0	0	0

OSEP FDP DCS QMR December 18, 2015

RESOURCES AND SUPPORT



Grantee Reporting Sample Resources

- **Training for Using G5 System**

This training will take approximately **1 hour** to complete. When you finish the training, the Department's Office of the Chief Financial Officer (OCFO) will be automatically notified when you submit your training certification (at conclusion of training). Go to <http://vpp.ed.gov/training/>.

- **Logic Modeling and Performance Measure Training**

The Center for Evaluation and Education Policy (CEEP) at Indiana University has created two voice-over PowerPoint presentations for OSEP: (a) How to create and use logic models, and (b) How to create high quality objectives and performance measures. For training on modules, see <https://www.osepideasthatwork.org/logicmodel>.



Support Using PDPDCS: Website Resources

- PDPDCS resources include:
 - A closed-captioned recording of this webinar will be made available (<https://pdp.ed.gov/OSEP/Home/Training>).
 - PDPDCS Frequently Asked Questions (<https://pdp.ed.gov/OSEP/Home/dcsfaq>).



Support Using PDPDCS: Website Resources

Service obligation resources for grantees and scholars:

- *Pre-Scholarship Agreements (PSA) and Exit Certifications (EC)*
(<https://pdp.ed.gov/OSEP/Home/Agreements/>).
- 2006 Service Obligation Regulations
(<https://pdp.ed.gov/OSEP/Regulation/ProgramRegs2006>).
- Regulatory Frequently Asked Questions available at:
(<https://pdp.ed.gov/OSEP/Home/regulatoryfaqs>).



Support Using PDPDCS: Help Desk

- The PDPDCS Help Desk is available by phone or email to answer questions you or your scholars may have regarding the PDPDCS. Help Desk support is available:
 - Monday through Friday from 8 am to 8 pm, ET.
 - Email: serviceobligation@ed.gov.
 - Toll Free Hotline: 1-800-285-6276.
 - If someone is not available when you call, please leave a message. A Help Desk operator will return your message within 24 hours.
- A designated specialist can also spend additional time walking you through components of the PDPDCS. Just contact the Help Desk to set up an appointment.



Questions and Discussion

- Type your questions directly into the chat box. Thank you!
- Please take a brief feedback questionnaire about this webinar at: <https://www.surveymonkey.com/r/3W2W9SR>

More questions?

PDPDCS Help Desk

Support available from 8 am to 8 pm EST

Monday through Friday

1-800-285-6276

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