



# ARRA Reporting Database Instructions

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## INTRODUCTION

As funding from the American Recovery and Reinvestment Act (ARRA) is received by the JHU community, extensive reporting requirements must be met. The Recovery Act requires an unprecedented level of transparency into how Federal dollars are being spent to drive accountability for the timely, prudent and effective use of recovery dollars. Implementing guidance was issued by the Office of Management and Budget that outlines the reporting requirements in Section 1512 of the ARRA at [http://www.whitehouse.gov/omb/assets/memoranda\\_fy2009/m09-21.pdf](http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf).

A nationwide data collection system is being deployed at the website [www.FederalReporting.gov](http://www.FederalReporting.gov) to streamline the reporting process and serve as a central reporting solution. The resulting data will be made available to the public on [www.Recovery.gov](http://www.Recovery.gov).

Section 1512 of the Recovery Act requires reports on the use of funding by recipients no later than the 10th day after the end of each calendar quarter, periods ending 3/31, 6/30, 9/30 and 12/31, and for the Federal agency providing those funds to make the reports publicly available no later than the 30th day after the end of that quarter.

## REPORTING OVERVIEW

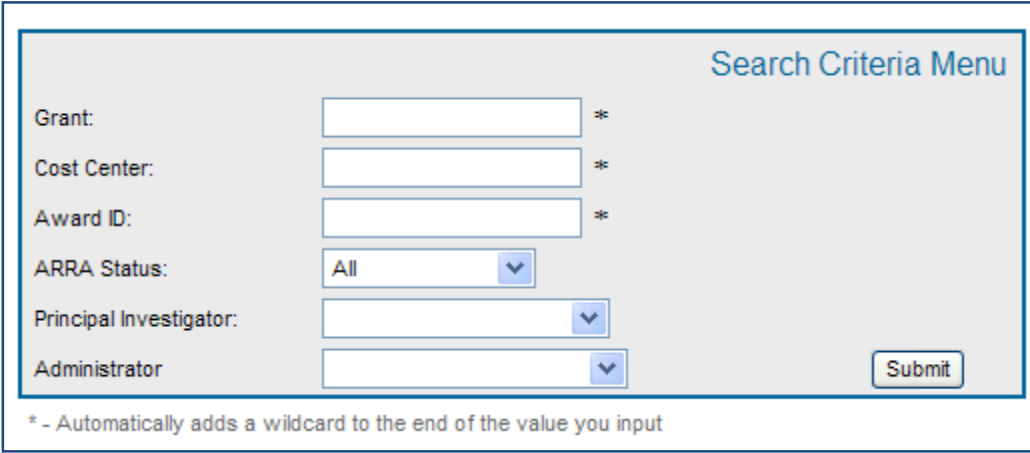
A database tool has been developed to streamline the data collection process for JHU. Access to the database is available at <http://ssc.jhu.edu/sponsoredprojects/index.html>. Users will be required to verify and submit required information using the database no later than the last day of the calendar quarter.

Sponsored Projects Shared Services (SPSS) in the JHU Controller's Office will be responsible for gathering necessary information from the database, combine it with data extracted from the Business Warehouse (BW) and format the data as required. SPSS will submit the report thru the Web portal established for Recovery Act reporting.

## USING THE DATABASE

### Login

To access the database, go to the URL <http://orchid.hosts.jhmi.edu/hopkinsone/ARRA/index.cfm> and authenticate using a JHED ID and password. Users have broad access to the data, there is no security required at the cost center level.



The screenshot shows a web form titled "Search Criteria Menu". It contains six input fields: "Grant:", "Cost Center:", "Award ID:", "ARRA Status:", "Principal Investigator:", and "Administrator". Each of the first three fields has a text input box followed by an asterisk (\*). The "ARRA Status:" field is a dropdown menu with "All" selected. The "Principal Investigator:" and "Administrator" fields are dropdown menus. A "Submit" button is located at the bottom right of the form. Below the form, a note states: "\* - Automatically adds a wildcard to the end of the value you input".

### Search Options

The Grant, Cost Center and Award ID search fields include a wildcard contains feature. Users may enter a partial numeric search and the results returned will include those values. For example, searching by 170 in cost center would render results for business area 170 (School of Medicine) and any cost centers that contain 170.

Search Options:

Grant

Cost Center

Award ID

ARRA Status:

All- all awards in the database

Pre-Review- initialization status

Pending Review- database entry has been saved but not submitted

Reviewed- all required fields have an entry and entry has been submitted

Principal Investigator: Search from a drop down menu that includes a listing of all Principal Investigators that have been awarded an ARRA funded grant in SAP.

Administrator- Search from a drop down list of administrators of ARRA supported sponsored projects. The administrator is determined by who receives monthly statement distribution.

### Search Results

The search results include a message box that is updated by SPSS with the current reporting period, deadlines and any other important information.

The search results give detailed information by grant, including master data, current expenses, ARRA reporting status and the 3 fields for department users to verify and update as necessary. The ITD expense field is updated thru nightly feeds from BW. The “Updated By” field will be populated each time a “Save” or “Submit” of the data is performed. This field will include the JHED id, the date and the time of the most recent entry.

GRANT	COST CENTER	PROJECT TITLE	AWARD AMT	AWARD TYPE	ITD EXPENSE	SPONSOR	AWARD ID	ARRA STATUS
106350	1701211001	Molecular Genetics of Thermotaxis	278,653.00	AGT	3,707.09	NATL INST OF GENERAL MEDICAL SCIENC (303587)	R01GM085335	Pre-Review
<b>PRINCIPAL INVESTIGATOR</b>	<b>PROJECT STATUS</b>	<b>AWARD DESCRIPTION (4000 character max)</b>			<b>PROJECT DESCRIPTION (2000 character max)</b>			<b>UPDATED BY</b>
Montell, Craig	Less than 50% ▼	"Molecular genetics of thermotaxis and insect response to insect repellents" The focus of the parent grant is to dissect the mechanisms underlying thermotaxis and the aversion to insect repellents in the fruit fly. The specific goals are to			The goal of our proposed research is to understand the molecular mechanisms underlying thermotaxis in the fruit fly, <i>Drosophila melanogaster</i> . Thermotaxis, which is the movement towards a preferred temperature, has been			
<b>ADMINISTRATOR</b>		(2126 actual characters)			(1966 actual characters)			
Peters, Natalie								
								<input type="button" value="Save"/> <input type="button" value="Submit"/>

Example of search results

## Data Requirements for Input by the Department

There are 3 fields that require input from the department: project status, award description and project description. These fields are pre-populated with data reported from the prior quarter. In many cases this data will only need to be updated occasionally by the department. For initial reporting on new grants, the project status will default as not started and the award description and project description fields will be blank.

GRANT	COST CENTER	PROJECT TITLE	AWARD AMT	AWARD TYPE	ITD EXPENSE	SPONSOR	AWARD ID	ARRA STATUS
106348	1602510000	Gastroparesis Clinical Research Consorti	149,994.00	AGT	0.00	NATL INST OF DIABETES AND DIGESTION (303586)	U01DK074008	Pre-Review
<b>PRINCIPAL INVESTIGATOR</b>	<b>PROJECT STATUS</b>	<b>AWARD DESCRIPTION (4000 character max)</b>			<b>PROJECT DESCRIPTION (2000 character max)</b>			<b>UPDATED BY</b>
Tonascia, James	Not Started	The Gastroparesis Clinical Research Consortium (GpCRC) is sponsored by the National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK) to focus on the etiology, natural history, and therapy of gastroparesis. The goal of			The funding for this administrative supplement to the DCC, as outlined in the award description, will be used to provide additional PhD level and MS level biostatistical expertise to accelerate analyses and publications of main results and			
<b>ADMINISTRATOR</b>		(3174 actual characters)			(1384 actual characters)			
Welsh, Kelly								
								Save Submit

Example of Required User Input Fields

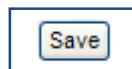
**Project status** should be selected from the drop down menu. The project status will be populated with the data reported from the prior reporting period. The menu options are Not Started, Less than 50%, More than 50% and Fully Completed. The selection of a status should be based on performance progress reports and other relevant non-financial performance information.

The **Award Description** (4000 character maximum) field should include a brief descriptive title of the project or activity funded in whole or in part with Recovery Act funds. If the award funds multiple projects or activities, provide a descriptive title that captures the general focus area. This entry should be in plain, easily understood language. A character counter is included in this field.

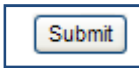
The **Project Description** (2000 character maximum) field should include a brief narrative of the overall purpose and expected outputs and outcomes or results of the award and first tier subawards, including significant deliverables and, if appropriate, units of measures. For an award that funds multiple projects or activities, such as a formula block grant, the purpose and outcomes or results may be stated in broad terms. This entry should be in plain, easily understood language. A character counter is included in this field.

## Submitting Required Data

If changes are made to the input fields and the user does not want to finalize their entry, use the “Save” option. This action will result in the ARRA status field updating to “Pending Review.”



As the input fields are updated and reviewed as necessary, the user should click on “Submit.” This action will result in the ARRA status field updating to “Reviewed.”



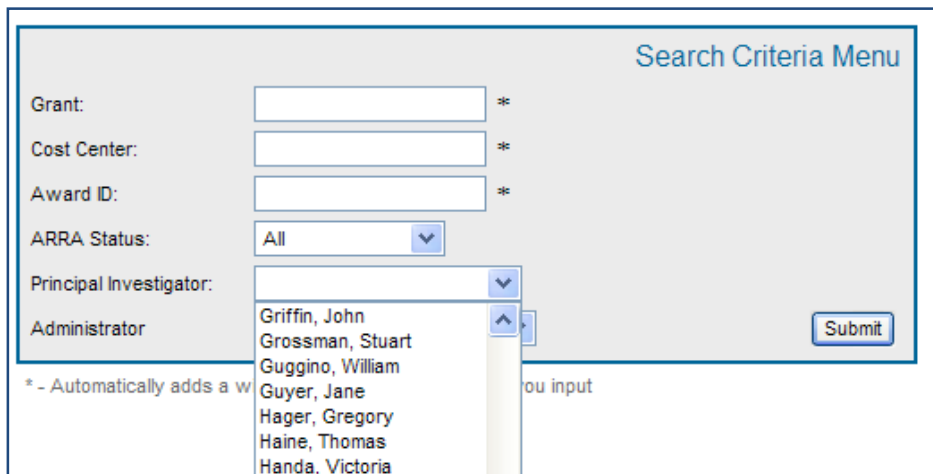
If no changes to the project status, award description or project description are required, users still need to click on “Submit” to update the ARRA status to “Reviewed.”

The “Updated By” field will be populated each time a “Save” or “Submit” of the data is performed. This field will include the JHED id, the date and the time of the most recent entry.

### EXAMPLE

Scenario: You are the financial analyst for Dr. Jane Guyer, recipient of an ARRA funded grant. According to recent updates from Dr. Guyer, work will begin in the spring. To update the database entry:

1. Search the database. In this case, use the PI drop down menu and select Guyer from the drop down list, click on “Submit.”

A screenshot of a web form titled "Search Criteria Menu". The form contains several input fields: "Grant:" (text box with asterisk), "Cost Center:" (text box with asterisk), "Award ID:" (text box with asterisk), "ARRA Status:" (dropdown menu with "All" selected), "Principal Investigator:" (dropdown menu with a list of names), and "Administrator" (text box). A "Submit" button is located at the bottom right. A note at the bottom left states "\* - Automatically adds a w". The dropdown menu for "Principal Investigator" is open, showing a list of names: Griffin, John; Grossman, Stuart; Guggino, William; Guyer, Jane; Hager, Gregory; Haine, Thomas; Handa, Victoria.

2. Review the search results. Note the ITD Expense field is 0.00 and the project status is Not Started. The award description field and project description field are already populated with data from the 9/30/09 submission and no changes or updates are required.

GRANT	COST CENTER	PROJECT TITLE	AWARD AMT	AWARD TYPE	ITD EXPENSE	SPONSOR	AWARD ID	ARRA STATUS
105861	1153100303	Doctoral Dissertation Improvement Grant:	10,815.00	AGT	0.00	NATL SCIENCE FOUNDATION (300883)	SES0924815	Pre-Review
PRINCIPAL INVESTIGATOR	PROJECT STATUS	AWARD DESCRIPTION (4000 character max)			PROJECT DESCRIPTION (2000 character max)			UPDATED BY
Guyer, Jane	Not Started	Doctoral Dissertation Improvement Grant: The Regulation, Circulation and Experiences of Novel Nutritive Substances: Rational Governance and the Gut in Contemporary South Africa. This doctoral dissertation research improvement grant- <small>(2332 actual characters)</small>			The proposed research seeks to understand how individuals in South Africa experience and interpret concepts of nourishment and well-being amidst a contest over the place of science in the postcolonial democratic order. It tracks the <small>(1196 actual characters)</small>			
ADMINISTRATOR	Meyers, Irvina							
								Save Submit

3. Click on “Submit”. The Updated By field is populated with the JHED id, date and time of the submission. Also, the ARRA status is updated to “Reviewed.”

GRANT	COST CENTER	PROJECT TITLE	AWARD AMT	AWARD TYPE	ITD EXPENSE	SPONSOR	AWARD ID	ARRA STATUS
105861	1153100303	Doctoral Dissertation Improvement Grant:	10,815.00	AGT	0.00	NATL SCIENCE FOUNDATION (300883)	SES0924815	Reviewed
PRINCIPAL INVESTIGATOR	PROJECT STATUS	AWARD DESCRIPTION (4000 character max)			PROJECT DESCRIPTION (2000 character max)			REVIEWED BY
Guyer, Jane	Not Started	Doctoral Dissertation Improvement Grant: The Regulation, Circulation and Experiences of Novel Nutritive Substances: Rational Governance and the Gut in Contemporary South Africa. This doctoral dissertation research improvement grant- <small>(2332 actual characters)</small>			The proposed research seeks to understand how individuals in South Africa experience and interpret concepts of nourishment and well-being amidst a contest over the place of science in the postcolonial democratic order. It tracks the <small>(1196 actual characters)</small>			Sharon Swisher (swwish1) 12/2/09, 4:27 PM
ADMINISTRATOR	Meyers, Irvina							
								Save Submit

## FREQUENTLY ASKED QUESTIONS

### How do I know if my grant is supported by ARRA?

Grants supported by ARRA funding will be reflected in SAP with an external fund of 9000000002. The award types are: ARRA Grant (AGT), ARRA Contract (ACT), ARRA Subgrant (ASG), ARRA Subcontract (ASC). Additionally, the federal document ID for ARRA supported funding issued by NIH will end with a “Z”. The federal document ID is listed in the external reference field in GMGRANT.

### How do I obtain the password to submit ARRA reporting to [www.FederalReporting.gov](http://www.FederalReporting.gov) ?

Department users will be accessing the JHU database to submit the necessary information. SPSS in the Controller’s Office will submit the finalized report to [www.FederalReporting.gov](http://www.FederalReporting.gov).

### What period do the reports cover? Is the reporting cumulative?

ARRA reporting is due for the quarters ending 3/31, 6/30, 9/30 and 12/31. The reporting is cumulative.

### I think the information about my grant in the database is incorrect. What should I do?

Email your questions or concerns to [sponsoredprojectsqc@jhu.edu](mailto:sponsoredprojectsqc@jhu.edu).

**I'm having problems submitting my information in the database. Who should I contact?**

Email your questions or concerns to [sponsoredprojectsqc@jhu.edu](mailto:sponsoredprojectsqc@jhu.edu).

**The information I submitted for the previous quarter needs to be revised, how do I proceed?**

*Input the correct information for the current quarter. Previous submissions cannot be revised unless it is at the request of the Agency or Sponsor.*

**JHU has delegated reporting requirements to a subrecipient. They have questions about how to report. What should we do?**

Email [sponsoredprojectsqc@jhu.edu](mailto:sponsoredprojectsqc@jhu.edu) for guidance.