UCEDD Program Performance Report (PPR)

May 29, 2019

- Webinar is being recorded for later viewing
- Materials available in "Download" section of webinar screen
- Participants muted during presentation
- Submit questions via chat box anytime
- Individually unmuted during Q&A

- Introductions & review learning objectives
- Relevance & overview of key resources
- Examine UCEDD PPR in NIRS
- Review common errors
- Questions addressed at end
  – Feel free to ask questions in chat box throughout the webinar for us to address at end
- Survey to give us feedback for the next time!

Dawn Rudolph

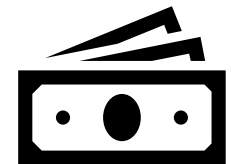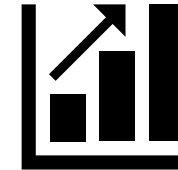Sr. Director, Technical Assistance & Network Engagement, AUCD

Natalie Martinez

Data Support Manager, AUCD

AUCD
Association of University Centers on Disabilities

Participants will:

1. Understand UCEDD annual Program Performance Report (PPR) requirements

2. Understand how AUCD's National Information Reporting System (NIRS) supports PPR development

3. Understand how AIDD reviews UCEDD PPRs

> ➤ It is how each UCEDD is required to report progress to the funder

> ➤ AIDD and AUCD use PPR & NIRS data to track trends & identify expertise.

> ➤ It also documents how federal funds were used for the purposes they were intended.

> ➤ AIDD uses data from UCEDD PPRs in their report to Congress to help justify continued funding for the UCEDD network.

▼ Logic Model for UCEDD network
  – Includes key reporting requirements & definitions

▼ National Information Reporting System (NIRS)
  – Captures all logic model data, and more

▼ Program Performance Report (PPR)
  – Generated in NIRS
  – Submitted in GrantSolutions grant management system

▼ Quality Review System (QRS)
  – AIDD's quality review system for UCEDDs
  – QRS Tier 1 is a guide to reviewing and scoring PPRs

- [UCEDD logic model with definitions](#)

- [Guidance for Consumer Satisfaction of UCEDD Products](#)

- [UCEDD PPR template](#)

- [UCEDD PPR Guidebook](#)

- [UCEDD Logic Model & Data Points in NIRS](#)

- [UCEDD Quality Review System (QRS) Tier 1 Tool](#)

- [NIRS Online Learning Modules: Reporting to AIDD](#)

- PPR due July 30, 11:59 pm via Grant Solutions.

- Trainee survey data MUST be entered by June 30; this data cannot be entered after your grant year ends.

- All other data SHOULD be entered by June 30, leaving the month of July for data cleaning, writing narrative, and reviewing PPR prior to submission.

- When viewing (View)PPR in NIRS, if export button is grey (Export Final Report for GrantSolutions), then data is missing. Green is good to go!

PPR Part 1a & 1b

- **Limit narrative** as an act of kindness; just 2 project officers review all 67 PPRs.
- **More bullet points**, less paragraphs in the narrative.
- **Focus on outcomes** (not outputs) in the narrative. The outputs are in PPR Part 2.
- **Include your public-facing annual report as an attachment**. AIDD appreciates these too!

NIRS > Projects dataset

- Be sure to enter the UCEDD core grant as a separate project *with correct annual funding*. NIRS formula for leveraged funds:

    Total UCEDD funding

    - <u>UCEDD core funding</u>

    Total leveraged funds reported in PPR

NIRS > Projects dataset

- **Be sure project contact & description is up to date**, as this data is used to identify network expertise. Unclear titles, descriptions, or missing contact information results in your UCEDD expertise <u>not</u> being shared with policymakers and others.

NIRS > Activities dataset

- **Be sure research activities are documented**, as this is a required core function. If PPR indicates 0 research activities, you will be unable to finalize PPR. Correct research data in activity dataset.

PPR Part 2 > Core function of Research

- Be sure to **answer Yes or No to question: "Have you adopted research findings…"**, as this is a required question often missed.

NIRS > Directory dataset

- **Be sure your Center and faculty/staff info is all up to date and accurate.** This helps identify your UCEDD expertise quickly when needed by policymakers, funders, and others.

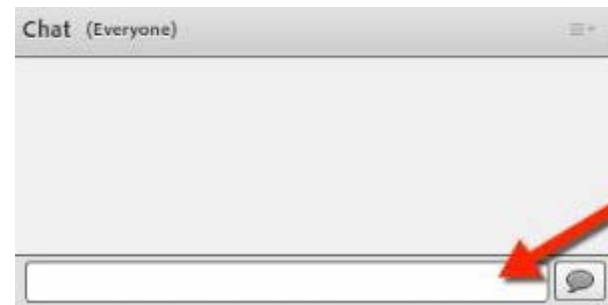If you would like to ask a question using your **computer microphone**.

Please raise your hand to be unmuted.

If you would like to ask a question using your **phone**. Please press * # to be unmuted.

You can also ask a question using the **chat box** on your webinar console.

This webinar will be archived at:
https://www.aucd.org/resources/webinars.cfm

Natalie Martinez for all NIRS questions
nmartinez@aucd.org

Dawn Rudolph for other questions
drudolph@aucd.org

Please take a few minutes to complete our survey!