Hello this is Karen Schroll. We are going to go ahead and get started. I would like to welcome you all today. We are going to be going over the personnel development program data collection system. Amy and I will be providing you with an overview of the system. And we will be doing a demonstration of the system, and how to enter information into it. >> So the purpose of the presentation today is again to present an overview of the data collection system, and to go over procedures for submitting data. Amy will then do a live demonstration of the DCS, then we will discuss strategies for submitting high quality data . >> So this slide is just a brief agenda, to highlight what we will be covering and the order. We will start off by looking first at the requirements for the program. Then I will talk a little bit more about the DCS. We will talk then about the support that is available to you as a grantee. Amy will then do the demonstration of the DCS. Then what we put together a top 10 list of tips that that will help for the data collection.

At the very end we will have time for questions and discussion . >> One of the major requirements of the personal development program is the service obligation component. This requirement for those who are receiving grant funding are required to complete a service obligation or repay all or part of the cost . >> Scholars are also required to report their employment and those who don't fulfill the service have to repay any funds, including interest and collection costs. >> To fulfill the service the scholars are required to meet one of the following criteria. At least 51% of the children served have to be receiving special education services. Or the scholar needs to be spending at least 51% of his or her time providing services for special education. Or the scholar needs to be spending at least 51% of their time working in the area for which they were trained . We do also require that the position be a paid position . And they have to meet one of those three bullets and again the requirement is two years for every academic year. >> As a grantee you are responsible for ensuring that you are entering data on all of your scholars into the system by April 3, 2015.

At the very end we will go over some tips on how to make sure you get that in by the deadline. >> Here is the ongoing requirements for the grantees. One of your first obligations is to have your scholars sign and complete a pre-scholarship agreement. They need to do that as soon as they are enrolled in your grant program. Grantees are then expected to enter or update the scholars’ contact and payback information within 30 days of what we call a change in status. Meaning the scholar has either left the program because they have completed, or they left prior to completion.

We also expect you to enter within 30 days of the conclusion of your grant budget year. >> And again, as soon as you have a completed and signed exit certificate you need to enter the system. All of these bullets are changes basically in the status of the scholar and we expect grantees to enter updates within 30 days. The system is available year-round 24 hours a day, to accommodate these different changes which will happen at different points in the year. >> This slide reviews the types or categories basically of the data that you are entering into the system as a grantee . Again, the first thing you will be doing is uploading a completed and signed pre-scholarship agreement and you will also be responsible for uploading completed and signed and exit certifications. Grantees are then responsible for entering contact information for the scholars, demographic information and scholar training information and once you've done all of that the scholars are then responsible or given access to the system so they can go in and review and approve what you have entered about them. They are also responsible for entering their employment information and once they've done that an e-mail will go to the employer for the employers to verify.

This slide will walk through what I just talked about, giving more of a picture of what we are talking about. Starting at the top , grantees are receiving the money from OSEP and again awarding funding to the scholars. We have the first box will we can't emphasize enough the importance of having a pre-scholarship agreement signed right away with the scholar. The grantee is then responsible for updating the scholar data. And then the scholar either exits the program to completion, or they leave the program prior to completion and at that time they are filling out an exit certificate . Then they can either fulfill the service by completing a service obligation, or they can fulfill by repaying in cash. Then they are responsible for having their employer verify that employment. The scholar elects cash repayment because they have chosen that or because they're not in compliance. We refer them over to the debt and payment management group. And they work with the scholar to do the cash repayment. >> So this is a list of the information that you are responsible for entering and collecting. First we are looking at , if you would like to have clarification that is fine. >> That is correct. The grantee uploads and enters the forms and the exit forms. But you don't have to enter information about the scholar’s employment .

So your only requirement as a grantee , you're responsible for providing us the contact information for the scholar, and the agreements . As well as information about the type of training they have received from you. At that point, we contact the scholar. They are asked to enter data into the DCS about their employment. So it is reported to us through the data collection center. Not directly to OSEP, it comes to us . But as a grantee you are not responsible for any of that employment information.

>> I can move on to the next slide and that gets more into what we are expecting of you. >> The changes that you need to enter within the 30 days are only related to changes with their enrollment in your program. Not related to their employment . >> So this slide, number 10, lists out the different initial contact information we are looking for . And again we are looking for names, date of birth, Social Security number, address , and e-mail address is extremely critical. We communicate primarily via e-mail , with almost everyone . What we really need is an e-mail that is not the schools e-mail account. We really need something that the scholar is likely to be using after they graduate . Because we will mostly be communicating with them after they leave the program . So we need something that we can keep in touch with them for years to come. And the University accounts tend to be deactivated once the scholar leaves the University. We really need an e-mail account that is not a university account.

And finally, we are also asking for alternate contact information . A person that would be likely to know where the scholar is in the future. In case we end up being unable to locate the scholar , this would be someone that we could reach out to who would likely know where the scholar is. >> So here again we list the components of what we are asking you to enter into the system. Again we start with a completed and signed pre-scholarship agreement . That will get uploaded into the system. Then we will ask a couple of questions about the training the scholar had before they started your program. What degrees they had, what areas those degrees were in . We ask a few questions about their employment prior to starting your program. Again, looking to find out the type of position and the area in which they were working. Then we asked some questions about the type of training they'll be receiving from you. What degree they will be earning, what area of special education . And we’d also like to have information about their employment while they are in the program with you. This is one section about employment that you do enter while they are in the program. We asked just a few questions about what they are doing while they are in the program. Are they working full time or part-time , and what type of position. And finally when the scholar is leaving your program, we have you update the program completion status and let us know whether or not the scholar completed the program. Here is where you will also indicate how many academic years they received funding. And then we also have you provide information when the scholar completed the program. We have you provide some information about the knowledge and skills that they gathered from your program . And then finally you will upload the exit certification . >> The benefit of the DCS is that it enables OSEP to monitor grantee performance in addition to monitoring service obligation fulfillment of the scholars . For the grantee's , you now have access to the system 24 hours a day, seven days a week . And for the scholar, they are getting more current information about the training and service obligation that they will be owing . As they go through your program, they will know how much funding they have received and the number of academic years completed. They can monitor that as they go through.

We have a helpdesk that is staffed Monday through Friday from 8 AM to 8 PM . We are available for any questions and we are available to grantees , scholars, and employers. >> So this is how the data that you are entering into the DCS is viewed . OSEP uses most of the information for internal reports and to inform program improvement activity related to the overall personnel development program. They also use the data to monitor individuals , grantee performance. It ensures that grantees are fulfilling the proposed scholar enrollment training and completion data that were specified in the priority of the application .

So in the application you estimated the number of scholars that you would enroll and train and graduate and this helps in terms of monitoring your progress towards that goal . It also ensures that the scholars are meeting their service obligation . And finally it is used to provide nearly all of the data that is needed for OSEP GPRA performance measures . >> So support for grantees , we will make this webinar available on the website . It is available anytime you need it to consult or go back , to be able to watch the demonstration . We also have on the website frequently asked questions. They cover both regulatory issues as well as frequently asked questions concerning the system. Those are both available , and Amy will show where those are on the website during the demonstration .

Again, this is the number for our helpdesk . We are available Monday through Friday from 8 AM to 8 PM . Our e-mail address is also there www. serviceobligation@ED.gov >> I'm going to turn things over to Amy now . She is going to provide a live demonstration that will include logging into the system as a first-time user, setting up your account, how to update your grant and your contact information, how to add a secondary user , and how to enter and submit data for a scholar. >> Okay, now I will switch over from the PowerPoint to the website .

So this is the DCS website . pdp.ed.gov/OSEP . And on this first page all this information is publicly available. You do not have to login to be able to see it. A few of the pages are ones you will probably be looking at most frequently. We have a training and resources page . Click on that link and that's where you will be able to view the recording of this training as well as past trainings we have done, the PowerPoints and transcript from those trainings as well . Then we have the frequently asked questions as mentioned. The regulatory frequently asked questions and also the data collection system frequently asked questions. There is a link to access the pre-scholarship agreement and exit certification. And at the bottom of the page are the links to the two agreements. These are the only versions of the agreements the grantees are using now. This is where you will go to get those. We also have the contact information for DCS , a link to the OSEP website and other information on the obligation requirements.

To login and you will click on the upper right-hand corner where it says secure login. For grants, if you are 2013 or 2014 grant and you have never logged in before, you should have received an e-mail from serviceobligation@ed.gov. In that e-mail there is a link that you would click on and it would bring you to a page where you would be asked to enter a key. The key is also included in the e-mail. You enter the key and set up your password. Once you have done that you will be directed immediately to this login page, where you will put in your e-mail and password you created. >> At subsequent times when you go into the system, you will be going into it like this, clicking on secure login and clicking on the e-mail address and your password. If you forget your password, you click on the forgot password link and it will take you to this page where you enter your e-mail address and then click on reset password. At that point what you need to do is go to your e-mail and you will receive an e-mail from serviceobligation@ed.gov similar to the first time you set up your account, there will be a link and you will go to the link enter the key and change your password. And then be directed back to the login page . Keep in mind when you go to reset your password, and you put in your e-mail, there is still more stuff involved. You can't just at this point login again. >> Going back to the login page. I will go ahead and login as a grantee. And if you are a grantee and you have multiple grants, all of your grants will show up listed together and you will be able to go in and work on all of your grants under the same login . As opposed to having to login under each grant individually .

And for scholars , they will be logging in the same way that grantees login. They will receive an e-mail, have a link and set up their password, and that's how they set up the first time. >> So this is the grantee landing page, the first page you will see when you login. At the very top is a bit of summary information with your grant award number, your name and your project director, and a secondary user and their name, and the start date and end date of your grant. If you want to add or change your secondary user, down in the grant personnel section you will see it says add personnel . If it is a brand-new person you want to add as your secondary user, you click on the add personnel, enter their first name, last name, phone number and e-mail, any time there is an asterisk next to the field that is a required field for you to submit on that page. Keep that in mind.

If you do add an additional personnel, click on the grant award number at the top and then there will be a drop down box that you can select a person to be added, or if it's somebody already in the system and you want to change it, select their name from the drop-down. On this page you can also add or edit information for your grant as well as the project title.

Down here also in the personnel section, if you need to edit any of your contact information you would do it here . And if there was a secondary user they would also be listed and you can edit their information as well. When you add a secondary user, an e-mail gets sent to the secondary user from the system. Again with that same link and key to go to the link and enter the key and create a password, once entered they can log into the system. And secondary users have pretty much the same access as the project directors although they cannot add any new personnel and they cannot change the secondary user.

Scrolling down to the bottom section is the scholar information. As you see here it's a nice summary of some of the different statuses we track and we think are useful for grantees to see and monitor.

We have the record entry status . That tells you how many records you have entered, how many scholars you have entered in the system. How many of those you have submitted, and I will show you what I mean when I say submitted and pending . At the bottom of the page if you want to save that for later. It tells you how many are pending or saved for later. And then the program completion status, enrolled, graduated, exited without completion, or completed . And at the bottom is the service obligation status. And most of that information comes from the scholars as they enter their employment and if it is verified. You can keep track of how many of your scholars have logged into the system, how many are in the process of fulfilling the obligation, and how many have completed their obligation.

At the bottom, we're just asking that you indicate where you are in terms of your submission status. If you have not yet funded any scholars, or if you are in the process of adding scholars, but have not added into the system all of your scholars yet. Or if you are done and have entered all of your scholars and don't plan on funding additional scholars.

If you click on the view all scholar records link it takes you to a list of all the scholars records. At the top it gives you a lot of detail about what the different statuses mean, that we saw on the previous page. And at the bottom is a list of all of the scholars that you have entered records for in the system. We have their name , the date you created the record, whether you submitted the record or is it pending, and the program completion status and their service obligation status. >> For scholars who have graduated or completed or exited prior to completion and you have submitted their record, you can no longer edit any of the fields of the record. If you do need to make any edits to those records, contact the helpdesk and they will work with you on that .

Scholars who are enrolled, if you click on the name of the scholar , you get into the record and you can edit it. I will go through the record and the sections you will be entering. At the top I would recommend reading the instructions talking about required fields --is critical. We are in process of adjusting this. Right now what is happening is if you don't save or submit the record within 30 min. of going into the scholars record, you will be kicked out of the system and lose any data you have entered. So make sure you are saving it before the 30 min. are up and you will not lose any work .

We are going to be changing that soon so you have more time.

Section A is contact information . The scholars’ name, Social Security number, date of birth, e-mail and an alternate e-mail. You can ignore this section about the scholar data report ID. That was for older grants and different system. >> That doesn't apply going forward. >> Section B is the contact information. All of the red\*items are required to submit the record. The address, phone number, a secondary address or contact information you can provide, for us to better locate the scholars. Section C is alternate contact information. So you can have information about a person who would know how to get in touch with the scholar if they move. And the contact information for the scholar, if it's no longer any good.

Section D is the pre-scholarship agreement. You going to browse and go into the location where that document is saved on your computer. And if you already uploaded the file you can click on the link to view the file you have uploaded .

Section E is demographic information . Ethnicity, age, whether the scholar has a disability.

Section F is training and information about the area of their degree prior to the training they received, if it was a specific area of that degree. Any additional training areas for their degree.

The age of the children that they were working with. And we’re also asking for information about whether or not the scholar was employed in the year prior to entering the grant supported training. If they were employed what area, the age of the children they were employed to work with, and whether or not they were highly qualified for that position >> That kind of covers the first few sections. That is information we anticipate you will only need to be entering the very first time you enter the scholars record into the system. If you have a better e-mail, or if the address or contact information changes, we hope you will update that regularly.

Section G is about the current training. Date they were enrolled in training , degrees or certificates they are pursuing, the age of the children they are training is directed towards also the area that best describes the training focus . You will see this throughout , if there's additional areas the scholar is trained in, you can select up to three. If you pick more than three you get a message that says you can only select three checkboxes

We are asking you to review section G at least every year, and check that there have been no changes, the information is still accurate.

The last couple of items of section G you will complete every year for each scholar when they are in the program. For number five of section G, we asked for each fiscal year to indicate whether the scholar was a full-time or part-time scholar . And for number six, you will enter in the funding amount they received for each year.

It looks like there's a question regarding employment during training.

 --Whether it is counted if it's in the bookstore or library? Yes I would include any employment . Going back to that section, we ask was the scholar employed during the academic year prior to entry. Say yes. Select the state they were working in. And there's an outside the field of education option . If they worked in a bookstore, you would pick that. If they were doing interpreting, you can check related services. There is an option if it is an outside field of education. >> Going back down to the last two items in G, these are critical items because they are ones we need you to fill out every fiscal year while the scholar is enrolled.

And section H, also is something we need filled out every fiscal year for the scholars while they are enrolled. That is about the employment during that fiscal year . So you will indicate if they were employed or not, if they were employed select yes . There are some additional questions we ask about that employment . The number of hours per week they were working their job. The position, if it was the same as the one they were in prior to beginning the funded training, or a different or new position. And then a description of the type of employment . If it's outside the field of education, or with an education, select that option. >> Like the items --we need responses for every fiscal year.

Section letter I, program status , the first item is critical that you keep us updated. That is the one within the 30 days of the scholar graduating, you would go in and change their status from enrolled to graduated, completed the program, and put in the date they exited or graduated .

Program duration item, we are asking if the program is less than one academic year or more than one academic year, and the date they completed one academic year. And the accumulated academic years of funding, that's used to calculate the amount of service obligation. The system populates for you if they have one academic year, then it's a 24 month obligation.

Section J is the exit information. It is completed once the scholar has graduated or completed the program . You will indicate the degree they received, the area of their degree, up to three additional training areas, for their degree. And this item is extremely critical for one of the program performance measures. We want to know whether or not the scholar took a measure of knowledge and skills . If you say yes there are additional questions. We want to know what type of exam they took, whether the scholar passed the exam, and if they took any other exams or measures . >> Section K is where you upload the signed and completed exit certification . That is only required for scholars that exited prior to completion or graduated from the program.

The very bottom, you will check that you have entered all the information available. You verify it is accurate to the best of your knowledge. And then you would save it and submit . This is an example, but we are not seeing the save for later button that I mentioned. That's only available when you first submit the scholar , for the first time. Subsequently every time you go when you will be saving and submitting the record .

I will go ahead and show you what it looks like when you enter a scholar for the very first time . You click on add new scholar record. -- Back to the view all records page or back to the first page you see and go from there, adding new scholar record.

We need to enter the very first time , the Social Security number, because the system checks to see if the scholar is already in the system . That way we can link all of the grants together that the scholar has received if more than one grant . When the scholar logged in they will be able to see all of their grants and the service obligation fulfillment, that it's done accurately. >> So the page is blank the first time you go in then you scroll down to the very bottom and I will show you the save for later button. If you don't have all of the required fields filled in, you will save for later and then go back to the record when you have all the information you need , then save and submit. It's critical by the April 3 deadline that you save and submit all of the records for a couple of reasons. One is that the scholars cannot get into the system until you have saved and submitted the record. That is a trigger that will send the e-mail to the scholar allowing them into the system. We need them to get into the system quickly so they can begin entering their employment information. And also, it lets us know that this record is complete and can be part of the program performance measures , and that you are done.

Really the save for later should only be used if you are in a little bit of a holding pattern, some communication you still need from the scholar. That's not really a long-term status , they all need to be saved and submitted by April 3.

If you have any issues contact the help desk. We are happy to help you get those resolved so we can submit all records >>

 Okay. If you have any questions, or want me to go back to any pages or sections, before we move on from the demonstration? >>

 Right, you will be submitting them one at a time. You have to go into each scholar record, fill out all the information, and then save and submit . You cannot do it is a batch . They have to be one scholar at a time. >> It's sort of the depends on your fiscal year, your budget year. When your grant was first awarded, we’re talking this year about fiscal year 2013. Which possibly could be talking about a chunk of, if not your whole academic year 2013/2014.

So it would be, if you're grant was awarded a lot of them in the fall, it would be then the fall of 2013 to 2014 fall . >> If you are ever confused about your fiscal year, you can contact the help desk and they can prepare a table for you. It sort of explains , it gives you the dates for each of your fiscal years .

So the report you submitted last fall for 2011/2012 scholars, the past fiscal year , 2013/2014 , started as a sequential here. So you still want the data for your no-cost extension year. In your past, most recent fiscal year, that's the 2013/2014, that's what we are looking at now. If in your previous submission last fall, you put in data for 2012 , which would be like your 2012/2013 year can do that now as well. We need that data also we need up through fiscal year 2013 , or the 2013/2014 year. >> >> I'm going to move back to the PowerPoint. Correct. You need to enter everything through the end of your no cost extension. And yes, go back and double check , because this would really be if you have no more no cost extensions, this would be the last year you enter data. >> Right. So if your grant has a no cost extension for fiscal year 2013, that will be your last year and you have no more no cost extensions coming. That would be your last year to enter.

 Okay, we will move on to the top 10 list. And maybe do more questions if we have time.

In terms of tracking data for five years after graduation, it's just you need to hang on to all of the agreements and exit certifications , all of your files for the grant , really until the scholars have all fulfilled their obligation. I think what that refers to is not that you have to be tracking or anything, but just hold onto your records. >> So this last group of slides is the top 10 tips. In terms of helping you to successfully enter data. On number 10, we strongly recommend that you designate a secondary user. As the project director, you are the superuser, on the account and have the ability to designate someone as your secondary user. You are still responsible as the project director, that having a secondary user who can also enter data is extremely helpful, given the amount of information you are asked to track. We want everybody logging into the system with their own unique login . We don't want you to share your login in the system , you want to make them a secondary user. At this time we only allow two people per grant to have access. >> We are considering adding a third, but at this time it is just 2. >> For security reasons the DCS will require you to reset your password every 90 days . If you haven't logged in a while don't be surprised if it tells you when you login that you need to reset your password. The requirements for passwords are on the website, but also here they need to be at least eight characters, and they need to have at least one uppercase letter, one number, and one special character . The system is going to require that you not reuse passwords . So every 90 days you will submit a new password.

If you enter your password incorrectly three times, your account will be locked. At that point you will not be able to get in for one hour. There really is nothing that the admin can do to bypass the system. You will need to reset your password at that time . Again a reminder, we do not want you to share your password with anyone.

You can set up an account for the other user if you need to. >> So we communicate largely through e-mail and our e-mail is listed there , serviceobligation@ed.gov

We ask everybody to add us to your accepted list of email addresses and your contacts, whatever it takes so that your e-mail does not consider us junk mail or trash. We need you to read all messages that are coming from this account. This is how we alert you to make sure that you know if you have any important messages from OSEP, this is how we remind you to enter your data . So please be sure you are getting our e-mails. And if you are not getting them, check your spam folder , and again change your settings so we are no longer considered junk mail. >> I mentioned this earlier , we emphasize that again because we are still running into some problems, we really need for each of your scholars , what we are calling the non-IHE or non-university e-mail. Many people have work e-mails, or set up a Gmail account. We want something like that. We do not want the e-mail that we have in our system to be a university e-mail, that potentially will go away once the scholar leaves the program. >> Number six is our favorite, that we are asking you as grantees to please encourage your scholars to login annually . You have the ability to see who has logged in and who has not. On the main page. If you see scholars that have not logged in, please encourage them to do so. We also will be reminding them to login annually, but whatever you can do to help support us we would greatly appreciate it . You have a more personal relationship with them than we do. And so it's possible they can be ignoring our messages, but they might read yours.

We really need them to login annually, because we need that information on their employment, to report to OSEP , for their performance measures. >> Okay, number five. A reminder that April 3, 2015 is the deadline. We would like you to enter or update and submit all records for your scholars . For grants awarded prior to fiscal year 2013, that have already been in the system and have already entered some but not all of your scholars, please make sure you're going into the record for all of the scholars you have currently enrolled, and make sure you are updating their status and putting in all of that information we need for each fiscal year . Fiscal year 2013 in particular. The scholars who have graduated or exited prior to completion, you do not need to update their records if they have already been submitted and their status. In fact as I showed, you can get into those records and but you cannot edit them, you will have to contact the helpdesk to edit those records. >> A few data quality reminders. Since we have gone through now one round of data collection in the new data collection system for FY 2012 data, there's a few things we have learned that we want to reiterate. For the item where were are asking for you to indicate the skills or knowledge that a scholar has taken. We saw some grantees are indicating scholars did not take a measure of skills or knowledge, or they did not know if they had taken the measure . Grantees really must have identified at least one measure that scholar complete before the scholar leaves the program as part of their grant application. The data is used for one of the performance measures, so it’s incredibly critical that you have complete information from your scholar about the measures of skills or knowledge. We recommend letting the scholars all know at the beginning of the program that they will have to let you know that information , setting up an exit interview with your scholar at the end to collect that information from them is critical . Also remember to complete those items we looked at in the demonstration in section G , and section letter H every fiscal year . Please make sure you are completing fiscal year 2013 for those items , for this round of data collection . >> In terms of when to update, again we have gone over this . We are asking that within 30 days of the scholar enrolling in the program, changing status if they exit prior to completion or graduate, and also at the end of your grant’s fiscal year, you should update the scholars’ records. You go into the data collection system and update their information, put in the information about the current fiscal year, change their status, all of the information should be updated within that 30 days. And at a minimum we would expect grants to be going in at least every six months, to update scholars. OSEP will be closely monitoring all of the grants, scholar an employer activity . Please make sure you are going in regularly. >> I already talked about this but I want to quickly go over how to access the DCS for 2013/2014 grantees that have never had a grant before . We send an e-mail with the information on how to set up your account with a link to create the password . For returning project directors, who have already accessed the system previously, you would just click on that login link and enter your e-mail and password. If you have forgotten your password or if your password expired, you would then click on the forgot password link on the login page. You will get an e-mail , with the link and the key, to create a new password. >> And finally, what we think is really most critical right now, is getting the pre-scholarship agreement and exit certifications into the system. They are required. You cannot of submit a scholar record without them. All scholars who receive funding, when they first get funding, the grantee must complete the pre-scholarship agreement with the scholar, everyone signs it and in the grantee must upload it into the system.

OSEP has developed standard pre-scholarship agreement and exit certification templates . These templates can be accessed from the website. In the past scholars have not always been provided with the agreement, or the ones that they were provided were not accurate. So these are the only forms that are used. Grantees are responsible for the accuracy and maintenance of these. Grantees may be held responsible for funds provided to scholars for whom they don't have these documents. And as we talked about before grantees must retain copies of these documents until all of their scholars has completed their service obligation . >> And finally, we've mentioned several times, the helpdesk phone number, we can also be reached through e-mail at serviceobligation@ed.gov . Please leave a message . Right now we are experiencing high call volume through e-mail and calling. So bear with us that we will be back to you within 24 hours. If you need someone to walk through it with you, you can set up an appointment and schedule that. >> That brings us to the end . I hope everyone got the information they needed. Please contact the help desk if anything comes up . Any last questions ? >> So the question is about how we determine whether or not a scholar is in the program full-time or part-time ? Okay . I would like to break the question up into two components. There are two different items tied to the central enrollment issue. The first is whether or not in those items we say they are were enrolled full-time or part-time, or not enrolled . Those items, we are looking at what your University considers to be a full time program. It sounds like , in this particular case, the University considers them full-time, please go ahead and indicate they are full-time . I also want to touch on the issue with determining the academic year of funding. It sounds like in this particular case, the scholars , they only have 2 academic years of funding so there will be one year with zero as a funding amount. >>

 Thank you very much for joining us today . Again if you think of questions afterwards, feel free to call the help desk. Or send us an e-mail .

Thank you so much. >>[Event concluded]