



USING THE NEW DIGITAL PROCESS FOR COMPLETING PRE-SCHOLARSHIP AGREEMENTS (PSA) IN THE PERSONNEL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM (PDPDCS)

What is the difference between the digital Pre-Scholarship Agreement (PSA) and the previous PSA process?

The text in the agreement remains the same; however, the new process allows project directors to enter their scholar's contact and grant information directly into the secure PDPDCS website using the digital PSA format. The scholars can then review and confirm the agreement online through the PDPDCS. Regardless of the method chosen, Institutions of Higher Education (IHEs) are required to provide scholars with Pre-Scholarship Agreements according to the regulations in 34 CFR § 304.23.

How has the process for submitting a PSA changed?

Project directors will be able to work directly with scholars through the PDPDCS to create the scholar record. If any information about the scholar is incorrect, that will be noted upon review. Once finalized, the PSA will be imported into the scholar record and can be downloaded as a redacted PDF.

What are the benefits of using the digital PSA?

The digital agreement will:

- Avoid errors entering the scholar's social security number and contact information since the PSA will automatically pre-fill Sections A, B, and C of the scholar record;
- Save time and effort because project directors will no longer need to print and upload the agreement;
- Lower security risks since Personally Identifiable Information (PII) will be automatically redacted in the finalized PSA; and
- Archive the PSA in the PDPDCS so it can be accessed or downloaded at any time.

Can project directors still upload a PDF of the PSA?

Yes, this option will still be available to project directors. An uploaded PSA will not pre-fill the scholar record; the PSA must be complete with the scholar's signature and have the SSN redacted before it is uploaded.

How are the digital PSAs signed?

Scholars and project directors will digitally sign the PSA within the PDPDCS.

Steps to use the digital PSA:

1. The project director creates the digital PSA in the PDPDCS, completes all related fields, and then submits the agreement for scholar review.
2. The scholar receives an email to view the digital agreement and creates a PDPDCS account or logs into their previously created PDPDCS account.
3. The scholar reviews the digital PSA and can then disagree or agree with the digital information in their agreement submitted by the project director.
4. If the scholar disagrees, they will have the opportunity to make comments or propose changes to the PSA in a comment box within the system for the project director's review.
5. Once the scholar and project director agree with the PSA content, both parties will digitally sign it, and the agreement will be finalized.
6. A final PSA will be used to create the scholar record in the PDPDCS. The agreement will be available to both grantees and scholars for download as PDFs.

How do grantees initiate the digital PSA?

The red oval in the image below from the grantee home page indicates where project directors or secondary users should click to initial the digital PSA process and then simply follow the prompts.

SCHOLAR INFORMATION

Below is a chart summarizing the entry status, completion status, and service obligation status for all scholar records entered for each grant.

To begin the process to add a new scholar to a grant, select the link to "Add New Pre-Scholarship Agreement and Scholar Record (digital version)" or "Add New Scholar Record and Pre-Scholarship Agreement (PDF upload version)".

To monitor the status of all pending pre-scholarship agreements and to create new scholar records for each agreement that has been finalized, select the link to "View Pending and Approved Pre-Scholarship Agreements".

To view a list of all scholar records created in 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: TESTK140000

[Add New Scholar Record and Pre-Scholarship Agreement \(digital version\)](#)
[Add New Scholar Record and Pre-Scholarship Agreement \(PDF upload version\)](#)
[View Pending and Approved Pre-Scholarship Agreements](#)
[View All Scholar Records](#)

For any other questions, please contact the Help Desk:

The Help Desk is available, Monday – Friday 8:00 AM – 8:00 PM ET.

Email: serviceobligation@ed.gov

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