Scholar Record Form- This form shows the items presented in the scholar record that the Grantee is responsible for completing.

Scholar Record

Grantee Instructions for the Scholar Record

- **Required Fields:**Please complete the following questions for the scholar record. Required items are marked with an asterisk.
- **Entering Scholars:** Please note that scholars may only be entered into the PIMS under one RSA RLTT grant at a time. If a scholar is funded sequentially under multiple RLTT funded grants, please exit the scholar from the first RLTT grant and ensure that the scholar completes the Exit Certification from that RLTT grant. Then, the scholar and grantee must submit a new Payback Agreement under the next RLTT grant from which the scholar will receive funds. Please contact the PIMS Help Desk at 1-800-832-8142 or send an email to RLTTHelpDesk@ed.gov for further information, if needed.
- **System Timing Out:**You will be logged out of the system if you do not click the Save for Later or Save and Submit button after 30 minutes.
- **Saving and Submitting Records:** To save a record for future editing or completion, click on the Save for Later button. This will create a pending record. When you have completed entry for a scholar, check the box in Section J. Then, click on the Save and Submit button. When the record is "submitted" for a scholar who has exited or completed the program, it CANNOT be edited. To edit those submitted records, please contact the Help Desk. However, records submitted for currently enrolled scholars can be edited.
- **Scholar Access to System:** Scholars are given access to the system when their records are submitted. If they have exited the training program they are eligible to begin fulfilling their service obligation per Program Regulations: §386.40(a)(7).

Grant Award Number: TEST140001

Repayment Control Number: Scholar ID: 0

Required fields necessary to submit a record.

A. IDENTIFYING INFORMATION

* First Name: Middle Name: * Last Name:

Maiden Name, if applicable: * Social Security Number: Date of Birth:

* Primary E-mail Address: * Verify Primary E-mail Address:
(Do not use university email address)   (Do not use university email address)

Alternative E-mail Address: Verify Alternative E-mail Address:

B. CONTACT INFORMATION

Permanent Address

* Address:

Address Line 2:

* City:

* State:

Please Select a State ∨

* Zip Code:

* Home Phone:

Cell Phone:

Secondary Address

Address:

Address Line 2:

City:

State:

Please Select a State ∨

Zip Code:

Other Phone:

Fax:

C. ALTERNATE CONTACT INFORMATION

Address and contact information for a relative or other person through which PIMS may contact the scholar, if necessary.

First Name:

Last Name:

E-mail Address:

Verify Primary E-mail Address:

Address:

Address Line 2:

City:

State:

Please Select a State ∨

Zip Code:

Home Phone:

Other Phone:

D. Payback Agreement

* Please upload a copy of the completed and signed Payback Agreement for this scholar.

Upload Files

Uploaded File:

☐ **Grantee has contacted the Helpdesk and does not have a Payback Agreement.**

DO NOT upload blank or unsigned agreements.

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E. SCHOLAR DEMOGRAPHIC INFORMATION

1. **What is this scholar's gender?**

○ Male

○ Female

○ Transgender

2. **What is this scholar's race or ethnicity? Check all that apply.**

☐ Hispanic or Latino

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White

3. **Does this scholar have a disability?**

○ Yes

○ No

○ Don't know

4. **What is the scholar's current age?**

○ Under 21

○ 21-29

○ 30-39

○ 40-49

○ 50 and over

5. *** Has this scholar received funding under a different RLTT training grant?**

○ Yes (Please specify grant number [_____])

○ No

6. *** Is this scholar a U.S. citizen or national, or a permanent resident of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands?**

○ Yes

○ No

7. * Is the scholar a lawful permanent resident of the United States or in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident?

○ Yes
○ No

8. * Does this scholar have the capacity to complete this course of study leading to a degree?

○ Yes
○ No

9. * Has this scholar expressed an interest in a career in clinical practice, administration, supervision, teaching, or research in the vocational rehabilitation, supported employment, or independent living rehabilitation of individuals with disabilities, especially individuals with significant disabilities in the field of study in which the training will be received?

○ Yes
○ No

10. * Is this scholar capable of being employed, once the scholar completes the program?

○ Yes
○ No

11. * Please upload the scholar's Certification of Eligibility for Federal Assistance in Certain Programs (ED 80-0016). (Click here to download a blank Certification of Eligibility for Federal Assistance in Certain Programs)

Please upload documentation verifying proof of U.S. citizenship or legal permanent resident status (e.g. copy of driver's license, Passport, social security card).

Upload Files

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F. CURRENT TRAINING PROGRAM INFORMATION

1. ***** **Date scholar enrolled in RLTT program:** [   ] (mm/dd/yy)

Please provide the date the scholar enrolled in the RLTT program, which may or may not have been the date the scholar began receiving funding through the grant.

2. ***** **Date scholar began receiving funding through the RLTT program:** [   ] (mm/dd/yy)

3. ***** **Check the degree(s) or certificate the scholar is pursuing through this training grant: (Check all that apply)**

☐ Bachelor's Degree
☐ Master's Degree
☐ Doctoral Degree
☐ Certificate

Please review and verify the information in Section F Items 1 through 3. Check the box below if there have been no changes in the last year.

☐ **No changes necessary**

Note: Section F, Items 4, 5 and 6 must be completed annually for scholars until they exit or graduate. Please complete these items for each year the scholar was actively enrolled in the program, even if he/she did not receive funding through the grant that year. A scholar is considered actively enrolled in the program if the scholar is working toward the degree/certificate your RSA RLTT grant was designed to support. An actively enrolled scholar should be taking courses, completing an internship, working on a dissertation, or performing other similar activities required for completion.

4. ***** **During the current or most recent grant budget period, was this scholar considered by your institution to be a full-time or part-time scholar?**

Budget Period	Full-time scholar, even if the scholar worked full-time or part-time	Part-time scholar (anything less than full-time)	Not enrolled in the program
2014 (10/01/2014-09/30/2015)	○ Full-time scholar	○ Part-time scholar	◉ Not enrolled in the program
2015 (10/01/2015-09/30/2016)	○ Full-time scholar	○ Part-time scholar	◉ Not enrolled in the program
2016 (10/01/2016-09/30/2017)	○ Full-time scholar	○ Part-time scholar	◉ Not enrolled in the program
2017 (10/01/2017-09/30/2018)	○ Full-time scholar	○ Part-time scholar	◉ Not enrolled in the program
2018 (10/01/2018-09/30/2019)	○ Full-time scholar	○ Part-time scholar	◉ Not enrolled in the program

5. * **Specify the total amount of funding this scholar received directly from this RSA RLTT supported training grant during the current budget period.** In calculating the total amount, include any student stipends, tuition and fees, books and supplies, and student travel in conjunction with training assignments. Please enter $0 for a scholar who was enrolled in the grant program but did not receive funding during the current budget period.

Budget Period	Scholar Funding Amount
2014 (10/01/2014-09/30/2015)	$ 0
2015 (10/01/2015-09/30/2016)	$ 0
2016 (10/01/2016-09/30/2017)	$ 0
2017 (10/01/2017-09/30/2018)	$ 0
2018 (10/01/2018-09/30/2019)	$ 0
Total	$ 0

6. * **During the current or most recent grant budget period, was this scholar employed in a qualified position in the field of vocational rehabilitation?**

Budget Period	Employment Information
2014 (10/01/2014-09/30/2015)	Employed: ○ Yes ○ No ◉ Not enrolled in the program
2015 (10/01/2015-09/30/2016)	Employed: ○ Yes ○ No ◉ Not enrolled in the program
2016 (10/01/2016-09/30/2017)	Employed: ○ Yes ○ No ◉ Not enrolled in the program
2017 (10/01/2017-09/30/2018)	Employed: ○ Yes ○ No ◉ Not enrolled in the program
2018 (10/01/2018-09/30/2019)	Employed: ○ Yes ○ No ◉ Not enrolled in the program

G. SCHOLAR STATUS

Please indicate the appropriate program status of the scholar below. You must complete all subquestions for the option selected.

1. * **Scholar program status:**
Select the most appropriate option below.

◉ The scholar is still enrolled in the program and is currently receiving RLTT funding.

◉ The scholar is still enrolled in the program but is no longer receiving RLTT funding.
   * Please specify reason scholar is no longer receiving RLTT funding but is still enrolled.

[   ]

◉ The scholar exited/graduated/completed the program.
   * Please enter the date of exit/graduation/completion.
   [   ] (mm/dd/yyyy)
   Please note: The Exit Certification must be completed, signed and uploaded into PIMS within 30 days of exit from the program.

◉ The scholar exited without graduating/completing the program.

　　　* Please enter the date of exit without completion: [   ] (mm/dd/yyyy)

　　　* Did the scholar complete one academic year or more in duration?
　　　○ Yes
　　　○ No

　　　* What are the reason(s) that the scholar is no longer enrolled in this program?
　　　(Check all that apply)
　　　☐ Transferred to another training program
　　　☐ Transferred to another program of study
　　　☐ Financial stress or burden
　　　☐ Health (physical/emotional) of self or family member
　　　☐ Moved
　　　☐ Obtained employment
　　　☐ Other personal reasons
　　　☐ Expulsion due to poor academic performance
　　　☐ Poor practicum/field-based performance
　　　☐ RSA grant closed

Please note: The Exit Certification must be completed, signed and uploaded into PIMS within 30 days of exit/graduation from the program.

2.　* **Accumulated academic years of funding:** [   ]

Enter durations less than one academic year as decimals. For example, 0.5 is half of one academic year of funding. See FAQ #4, for more information on accumulated academic years of funding.

3.　**Total service obligation in months:** [   ]

This amount was calculated by multiplying accumulated academic years of funding by 24 months, i.e., two years of service obligation for every academic year of scholarship support equals 24 months.

4.　**Date by which service obligation must be completed:**

This date was calculated by adding the total service obligation (accumulated academic years of funding multiplied by 24 months, i.e., two years of service obligation for every academic year of scholarship support) and the additional two years to the date to complete or exit the training.

H. SCHOLAR EXIT INFORMATION

1. * What degree(s) or certificate(s) did this scholar receive as a result of completing this RSA grant-supported training:
(Check all that apply)

☐ Bachelor's Degree

☐ Master's Degree

☐ Doctoral degree

☐ Certificate

2. * Did the scholar complete an internship as part of this RSA grant-supported training?

○ Yes

○ No

3. * Did the scholar take an exam or measure to demonstrate knowledge and skills prior to completing this RSA-funded training program?

○ Yes

○ No

○ Don't know

I. SERVICE OBLIGATION INFORMATION AND EXIT CERTIFICATION

* Please upload a copy of the completed and signed Exit Certification for this scholar within 30 days of exit/graduation from the program (either prior to completion or at completion of program).

DO NOT upload blank or unsigned agreements.

Upload Files

Uploaded Files:

☐ **Grantee has contacted the Helpdesk and does not have an exit agreement.**

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J. INFORMATION VERIFICATION

- **Saving and Submitting Records**: To save a record for future editing or completion, click on the "Save for Later" button. This will create a pending record. When you have completed entry for a scholar, check the box below. Then, click on the "Save and Submit" button. When the record is "submitted," for a scholar who has exited or completed the program, it CANNOT be edited. To edit those submitted records, please contact the Help Desk. However, records submitted for currently enrolled scholars can be edited.

☐

Yes, all information available for this scholar has been entered. I certify that all of the information I have provided is true and correct to the best of my knowledge. I understand that if I purposely give false or misleading information, I may be fined in an amount not less than $5,000 and not greater than $10,000, plus 3 times the amount of damages the Government sustains due to my false statement. - False Claims Act, 31 USC § 3729.

Save and Submit   Save for Later