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OMB# 0925-0616  
EXP Date: XX/XXX

**UPLOAD SAMPLES**

These sample files have the correct structure and data element characteristics:

- **Awards** ( [xml](#) | [csv](#) )
- **Employee** ( [xml](#) | [csv](#) )
- **Vendor** ( [xml](#) | [csv](#) )
- **Sub-Awards** ( [xml](#) | [csv](#) )

The XML files conform to this XSD:

- [STAR METRICS Data Files.xsd](#)

The **Technical Specifications** ( [pdf](#) | [doc](#) ) details the structure and characteristics of the XML and CSV files requested. This document also describes the procedures for sending data.

**COMMON DATA CHALLENGES**

The **Most Common Data Challenges** "tips" sheet ( [pdf](#) | [doc](#) ) describes frequent challenges faced when preparing data for submission for Phase I.

**INDIRECT COST PROPOSAL**

An institution's entire Indirect Cost Proposal or its Indirect Cost Proposal Spreadsheet can be sent. Please see the **Indirect Cost Proposal Explanation** ( [pdf](#) | [doc](#) ) for further explanation.

This file can be uploaded on the [Submit Indirect Cost Proposal](#) page.

**DATA DICTIONARY**

Review the **Data Dictionary** ( [pdf](#) ) details the structure and characteristics of the XML and CSV files requested.

**EMPLOYMENT CALCULATIONS**

See **Employment Calculations** for an explanation of the calculations used to derive the jobs created. These are consistent with ARRA reporting requirements in Section 1512.

**REQUEST ADDITIONAL USERS**

Request access to STAR METRICS for additional users at your institution to give them data upload capability and/or report download access.

[Request Accounts](#)

**JOIN INCOMMON**

Simplify your log on process by joining InCommon and becoming federated with the NIH.

**CONTACT**

**Provide Feedback** directly or contact us at [starmetrics@nih.gov](mailto:starmetrics@nih.gov).

**SECURE FILE UPLOAD**

**Secure File Upload is Unavailable**

The STAR METRICS website is not available for data uploads at the present time. We apologize for the inconvenience; we are working with appropriate authorities to resolve the issues. As soon as we have more information about when upload capability will be restored, we will post the information here. Thank you in advance for your understanding.

**RECENT SUBMISSION HISTORY**

Only the three most recent submissions for each submission type are displayed here. [View the full submission history](#) for older submissions.

Submission Type	Latest Submission Date
▶ Unknown	5/4/2011 3:37 PM ET
▶ Award	3/6/2011 8:32 PM ET
▶ Employee	5/4/2011 3:25 PM ET
▶ Sub-Award	1/27/2011 1:46 PM ET
▶ Vendor	3/1/2011 6:18 PM ET

[>> Proceed to the full view of your submission history](#)

If you encounter any issues with this system, please contact us at [starmetrics@nih.gov](mailto:starmetrics@nih.gov).

The initial set up time will vary from institution to institution. The STAR METRICS team is available to consult with your institution to minimize the time cost and automate the process. Once automated, the pilot project showed that the ongoing time cost would be less than one hour per institution.

**Please Note:** Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. For reference, the OMB Control Number for this effort is 0925-0616. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0616). Do not return the completed form to this address.

**PARTICIPATE**

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**UPLOAD**

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