

**Data Management Survey**  
**<Date TBD> 2011**

The National Endowment for the Arts (NEA) has asked NASAA to conduct a survey of the data management systems and procedures currently employed by state arts agencies and regional arts organizations. This information will be used to inform the NEA's decision-making about data management and research in the future.

Your participation is voluntary. You will not receive any compensation for responding to the survey. You may decline to answer any questions you wish. Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this interview is displayed at the top right of this protocol.

**Please submit this survey by <due date TBD>.** The questionnaire, comprised mostly of multiple-choice items, should take about 20 minutes to complete. If you need to log off before submitting the completed survey, click on the "Save and Continue Survey Later" link on the top right corner of your screen, then scroll to the top of the page to enter your email address. SurveyGizmo will email you a link that you can use to resume completing your saved survey. If you experience any problems completing the survey, please contact Kelly Liu at [kelly.liu@nasaa-arts.org](mailto:kelly.liu@nasaa-arts.org) or 202-347-6352 x101. Please contact Dr. Patricia Moore Shaffer, Senior Evaluation Officer, NEA ([shafferp@arts.gov](mailto:shafferp@arts.gov)) if you have any questions regarding the estimated time burden or any other aspect of this data collection.

Thank you for supplying your information.

- 1. State, jurisdiction or region:** <Menu listing all SAAs/RAOs>
- 2. Approximate total number of grant applications received by your agency last fiscal year (your FY 2010-11 year) \_\_\_\_\_**
- 3. Approximate total number of grant awards made by your agency last fiscal year (your FY 2010-2011 year) \_\_\_\_\_**

**Part I: Information Management Platforms**

- 4. What is the primary database you currently use to manage grants data?** Please indicate which system your agency uses to store data on grants and to generate Final Descriptive Report (FDR) details for the NEA.

Culture Grants Online / GO

Pearl

Intelligrants

CyberGrants

State government system. Please name: \_\_\_\_\_

Other system. Please name: \_\_\_\_\_

- 5. Who is the service provider of the system you identified in Question 4 above?**

Western States Arts Federation  
Bromelkamp Company  
Agate  
CyberGrants / IDS  
State government office - please name: \_\_\_\_\_  
Other provider - please name: \_\_\_\_\_

**6. Are you expecting to change database providers within the next year?**

No  
Yes  
Unknown

If you are planning to change providers and know who your new provider will be, please indicate that here: \_\_\_\_\_

**7. Does your agency participate in the Cultural Data Project (CDP)?**

Yes  
We are planning to implement the CDP  
We are currently considering participation in the future  
We are not currently considering CDP participation

**8. What portion of grantee applications does your agency receive electronically?** Please do not include CDP profiles, artwork samples or supplementary materials in this answer.

Choose one...  
All grant applications are received electronically  
Most grant applications are received electronically  
Some grant applications are received electronically  
No grant applications are received electronically

**9. What portion of grantee final reports does your agency receive electronically?** Please do not include supplementary materials in this answer.

Choose one...  
All grant applications are received electronically  
Most grant applications are received electronically  
Some grant applications are received electronically  
No grant applications are received electronically

**10. For grantee final reports collected electronically, please complete all of the below that pertain to your agency. If your agency does not collect final reports electronically, please skip this question and proceed to Question 11.**

A. If grantee final reports are collected via an on-line system:  
Name of system: \_\_\_\_\_  
Name of system provider: \_\_\_\_\_

B. If grantee final reports are collected via electronic document:

Type of document (PDF, Word, etc.) \_\_\_\_\_

How are the data in these documents usually transferred into your database?

Choose one...

Via data export or import

Via manual data entry

Unknown

C. If some other mechanism is used to collect final reports, please describe it here:

\_\_\_\_\_

**11. If there are any additional databases, on-line tools or other systems that your agency routinely uses to manage application, award or final reporting data, please name them here.** Include extranets for decentralized/regranting programs, platforms for reviewing artist submissions, and other significant systems that help you manage grants information. \_\_\_\_\_

## Part II: System Modifications

**12. Below are some kinds of modifications commonly made to grants management databases. Can your agency usually make these changes itself, or do you usually need outside assistance?** For each item below, please select the option that best describes your agency.

Adding a new data field

Modifying code lists for existing fields

Modifying the parameters for data exports (such as the FDR data dump)

Importing data from another system (such as an on-line application system)

Creating a new report or query

Modifying an existing report or query

Choose one...

Our staff can usually make this kind of change

We usually need someone outside our office to make this kind of change

It varies (sometimes we need help, sometimes we don't)

I don't know

**13. Below are some kinds of modifications commonly made to electronic application or final report forms. Can your agency usually make these changes itself, or do you usually need outside assistance?** For each item below, please select the option that best describes your agency. If your agency participates in the CDP, please exclude that system from your answers to this question. (Information about those modifications will be supplied by the CDP.) If your agency does not collect any data electronically, please skip this question and proceed to Question 14.

Adding a field

Changing field parameters (data formats, field lengths, display settings, etc.)

Modifying code lists for existing fields

- Editing tips, definitions or help prompts
- Creating conditional form logic or “branching” (changing what the system displays depending upon user answers)
- Adding or altering data validation (e.g., allowable values, totals checks, etc.)
- Exporting raw data
- Linking or mapping data into another system (such as a grants management database)

Choose one...

Our staff can usually make this kind of change

We usually need someone outside our office to make this kind of change

It varies (sometimes we need help, sometimes we don't)

I don't know

**14. When your agency makes modifications to your application forms or grant program guidelines, do you need to secure the input or approval of any other entities?** Mark all that may pertain:

- Board or council
- Department or cabinet officials
- State budget office
- State legal office(s)
- State contracts office(s)
- State legislative office(s)
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**15. When your agency makes modifications to your final report forms, do you need to secure the input or approval of any other entities?** Mark all that may pertain:

- Board or council
- Department or cabinet officials
- State budget office
- State legal office(s)
- State contracts office(s)
- State legislative office(s)
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**16. Please describe any other factors that limit the frequency or types of changes your agency can make to application and final report forms.** Consider any technical, procedural or perceptual issues that affect your ability to collect data from grantees. If your agency does not experience any limiting factors, please indicate that, instead. \_\_\_\_\_

### **Part III: Data Quality**

The following questions are designed to help the NEA understand the quality of information your agency receives directly from grantees and the level of effort required to prepare that information for use and reporting. Your answers to these questions will remain anonymous.

**17. How would you rate the overall quality, including accuracy and completeness, of final report data submitted by your grantees?** Please provide a rating for each type of information below.

Applicant Institution Code  
Number of Artists Participating  
Number of Teachers or School Administrators Participating  
Youth Benefiting  
Total Individuals Benefiting  
Audience Demographics  
Grantee Race Codes  
Project Race Codes  
Project Descriptor Codes  
Arts Education Codes  
Activity Type Codes  
Expense and Revenue Information  
In-Kind Contributions  
Information on the Location of Project Activities or Areas Served  
Federal Congressional District  
State House/Senate Districts  
DUNS Number

Choose one...  
Excellent (few or no problems)  
Good (occasional problems)  
Fair (frequent problems)  
Poor (many problems)  
Our agency (not our grantees) enters this information  
We don't track this kind of information  
Unknown

**18. What data validation or cleaning procedures does your agency employ?** Mark all of the below that your agency routinely uses. (Please exclude information about CDP validation processes; that information will be collected separately.)

Recruiting final reports from grantees  
Reviewing reports for missing data  
Reality-checking the validity of codes  
Reconciling budget/financial information  
Contacting grantees for clarifications or corrections  
Correcting/changing information in your grants database  
Assigning "share" allocations to each grant record  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_

**19. When administering your NEA ARRA subgrants, did your agency elect to have your sub-grantees enter their own information directly into the federal portal for collecting quarterly reports?**

Yes    Why? \_\_\_\_\_  
No     Why? \_\_\_\_\_

**<submit survey button>**

<acknowledgement screen text>

Thank you for completing the NEA/NASAA 2011 Data Management Survey. Your answers have been captured and submitted to NASAA for analysis. We appreciate your assistance with this data collection effort.

This survey has been conducted under the auspices of a NEA Cooperative Agreement.

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