

GRASP/GRASPOST

GRANT REQUEST ANNUAL SUBMISSIONS PROGRAM

Version 3.3.2 (Windows)

September 2011



USER'S GUIDE

United States Department of State
Office of Overseas Schools
A/EX/Information Resource Management



GRASP

Grant Request Annual Submissions Program



This information is sought pursuant to Section 636(d) of the Foreign Assistance Act of 1961, as amended (22 U.S.C. 2396(d)), Section 102 of the Mutual Educational and Cultural Affairs Act of 1961, as amended (22 U.S.C. 2452), and Section 29 of the Department of State Basic Authorities Act of 1956, as amended (22 U.S.C. 2701). The information solicited in this application is necessary to assess your school's eligibility for grant assistance. Your answers will be kept confidential to the extent permitted by law. Failure to provide this information may result in your school not receiving a grant. It should take approximately 90 minutes to gather the necessary information and complete this form. Please convey any comments on the accuracy of the estimated time or recommendations for reducing that time to: Department of State, Directives Office, Washington, DC 20520.

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Click OK to Continue:

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The Office of Overseas Schools GRASP & Grant Program Descriptions

NOTE: Throughout this document, the word **POST** refers to the Embassy, Consulate General or Consulate of the United States.

The Department of State, Office of Overseas Schools (A/OPR/OS), assists approximately 197 schools in 137 countries. The Grant Request Annual Submissions Program (GRASP) is the tool used by these schools to request an annual assistance award (grant) and to provide information on the school and its programs. Schools abroad obtain the grant assistance (a) to provide adequate education for U.S. government dependents, other Americans, and foreign nationals and (b) to demonstrate to foreign nationals the philosophy and methods of American education. A second portion of the GRASP program, called GRASPOST, was developed specifically to allow a post to review and edit school data and add recommendations to grant requests submitted by schools associated with that post.

The schools receiving assistance must meet the policies and criteria set out in the Foreign Affairs Manual (2 FAM Chapter 600 Overseas Schools Program). All eligible schools that wish to receive assistance must complete GRASP on an annual basis. The GRASP solicits information about a school's student body, governing board, finances, budget, faculty, and other relevant data. Annual notices are sent out to posts and eligible schools in the fall, providing instructions and the due date for submission of the GRASP. After each school completes the GRASP, it is sent to the appropriate post for their review. Each post then writes a recommendation on the request and sends all school data to the Office of Overseas Schools for review and analysis.

The survey data is used to tabulate totals and percentages of school information to assist the Office of Overseas Schools in determining appropriate grant assistance, satisfying public requests, and producing annual publications containing information about the school (i.e., address, telephone number, opening and closing dates, organization, curriculum, faculty, enrollment, facilities, and finances). Additionally, the statistical summaries assist the Office of Overseas Schools' Regional Education Officers (REO's) in providing assistance to schools and posts that may include but is not limited to: 1) improving the general quality of educational programs, 2) aiding in the recruitment and support of qualified U.S. - citizen educational leaders and teachers, 3) developing in-service training activities, 4) providing up-to-date instructional materials, 5) supporting special educational programs, including workshops, seminars, U.S. consultants, school-to-school and university-to-school partnerships, accreditation and regional association development, and 6) assisting with community and board relations.

The Office of Overseas Schools then prepares the Federal Assistance Award (grant) and e-mails it to the post and school director for signature. The school then returns a signed copy of the grant to the Office of Overseas Schools and the post. Upon execution (signature) of the grant, the funds are available for use on a reimbursable basis through the submission of receipts to the post Management Officer.

The Office of Overseas Schools GRASP & Grant Program Flow Chart



GRASP/GRASPOST User Guide

This GRASP/GRASPOST User's Guide contains information on the Grant Request Annual Submissions Program (GRASP), which provides overseas schools with the ability to automate data entry and data collection. In addition, this guide contains information on the GRASPOST program, which provides a post with the ability to review and edit the data provided by the schools and to enter a recommendation on appropriate U.S. government support to individual schools. Post has the option to use the GRASPOST program or send its recommendation by e-mail or hardcopy.

GRASP/GRASPOST Process

1. The Office of Overseas Schools distributes packets of the GRASP/GRASPOST materials (CDs and copies of the User's Guide) to assisted schools and U.S. government posts. The school installs the application as GRASP on its computer and begins entering information into the program according to the instructions provided in the User's Guide.
2. School personnel review the data to certify that all required information has been entered. After this data has been entered and verified for completeness and accuracy, the school prints a hard copy of the GRASP Submission Report, which includes: the GRASP survey forms, signature page, Debarment Certification Statement and checklist. Appropriate school officials sign the signature page and Certification Statement.
3. The school exports the GRASP data to a CD which is sent to the post with the GRASP Submission Report. The checklist should be used as the cover sheet for the complete package. The school can also include any updated by-laws or library materials. **OR**
4. The school e-mails the .psr files and 2 signed forms to the Office of Overseas Schools. The school then sends a printed copy of the GRASP submission report to the post Management Officer for review. The school should also notify the post that they have sent all other materials directly to the Office of Overseas Schools.

To send the files by e-mail:
On your C drive where you updated the GRASP locate: C:\Program Files\Grasp\Data\School Code\Survey Year. Just copy these files and paste them in a return e-mail.
5. The post then reviews the printed copy of the GRASP Submission Report and writes a recommendation, which is then forwarded (e-mail or fax) to the Office of Overseas Schools.
6. If the post reviews the submission on the computer, the post installs the application as GRASPOST on its computer.
7. The post loads the individual school's information into GRASPOST, reviews the data from that school, and enters the Post Recommendation.
8. The post prints out and signs a hard copy of the Post Recommendation. The Post Recommendation and the data for each individual school are then exported to a **separate** CD.
9. The post ensures that the school has submitted all required materials (see checklist). It then forwards to the Office of Overseas Schools the school's materials including the school's GRASP CD, the post's GRASPOST disk with re-exported data, and the signed Post Recommendation. The checklist should be used as the cover sheet.
9. In future years, much of the data entered by the schools for the first time will be "rolled over," thus eliminating the need to enter static data every year.

System Requirements

FOR POST ONLY: GRASP was approved for use by the A/EX/ITS Local CCB. Anti-virus software must be installed and active on the GRASP workstation. POST meets standard DOS requirements as equipment is issued per GITM requirements.

FOR SCHOOLS ONLY:

Computer System

The GRASP application has been designed to work on a Windows PC and will not accommodate Macintosh files.

The *minimum* computer requirement to run GRASP/GRASPOST is a computer with the following configuration:

- 486SX or higher (Pentium recommended)
- 16 MB (24 MB recommended) RAM
- 15 MB hard drive, plus space required for data (approximately 1 MB per school)

Monitor

VGA monitor, minimum of 800x600, up to 1280X1024 resolution may be used to see full screen.

Printer

A hard copy of GRASP/GRASPOST reports and post recommendation can be produced on any type of printer.

Media Storage Devices

The following data storage devices can store and load GRASP/GRASPOST data:

- 15 MB hard drive (with a minimum of 10 MB free)
- R/W CD ROM

Software

The GRASP/GRASPOST 3.3.2 software has been developed in a Windows-based environment and can be used on Windows 95 or higher. The features are consistent with other Windows applications and therefore are probably familiar to you, e.g., menu bar, window, title, mouse pointer, etc.

Overview

The GRASP/GRASPOST Environment

GRASP/GRASPOST is a Windows-driven application. It allows you to enter data simply by clicking on the section you wish to edit. There is no need to remember a long list of sections or commands because they are all on the screen. Data entry is made easy by displays on the screen. You can see the question being asked, and you can see your answer as you enter it.

On a number of screens, GRASP automatically calculates the figures, thus reducing the amount of time spent completing a grant request application. This feature is especially helpful when entering the budget information.

Across the top of the GRASP/GRASPOST screen is a menu bar. The bar is used to select sections to edit and review, print hard copies, import/export data to a CD, exit the program, and get on-line help. The larger menus open up to reveal smaller files (sub-menus). Some of these open up to reveal still smaller menus. The smaller the menus, the more specific they are. The following is a schematic of the menus you will see when using GRASP/GRASPOST (words in bold represent the main menu choices):

GRASP

Survey Forms

- School Summary
- School Administration
- Governing Board
- Request Assistance
 - Background
 - Categories
- Faculty Information
- Student Information
 - Student Body
 - Grade Levels
 - OSAC
- School Budget
 - Receipts
 - Receipts – Annual Tuition Rates
 - Receipts – Gifts and Contributions
 - Expenditures

Administration

- Export Survey Data
- Import Survey Data
- Change Survey Year
- Change School Code
- Create New Grant Request Year
- Delete Grant Request Year
- Select Grant Request Year

Reports

- Survey

Help

- Help Topics
- About

GRASPOST

Survey Forms

- School Summary
- School Administration
- Governing Board
- Request Assistance
 - Background
 - Categories
- Faculty Information
- Student Information
 - Student Body
 - Grade Levels
 - OSAC
- School Budget
 - Receipts
 - Receipts – Annual Tuition Rates
 - Receipts – Gifts and Contributions
 - Expenditures

Administration¹

- Select a School
- Delete a School
- Create a School
- Enter Post Comments
 - Edit
 - Print
- Export Survey Data
- Import Survey Data
- Change Survey Year
- Change School Code
- Create New Grant Request Year
- Delete Grant Request Year
- Select Grant Request Year

Reports

- Survey

Help

- Help Topics
- About

1 **NOTE:** The Post Administration menu and its menu choices are available only through GRASPOST. Therefore, it can only be accessed if you first selected GRASPOST from the Installation Choice menu. If you selected GRASP, the Post Administration menu will not be displayed.

The menu bars in both GRASP and GRASPOST also include the FILE, EDIT, VIEW, and WINDOW options.

Using the Menu Bar

Each item of the menu bar can be selected by using the mouse. Alternatively, you may use the following keys to access your selection:


Pressing [ALT] will highlight the first selection on the main menu bar. Pressing the [RIGHT/LEFT ARROW] keys will allow you to make a main menu selection.


When the main menu selection is chosen, press [UP/DOWN ARROW] keys or the letter of the menu item, which is underlined, to display the sub-menu selection.

You may also use shortcut keys to quickly access a specific menu or sub-menu. Simply press the [ALT] key and the underlined letter (at the same time) from the main menu to select and display menus with the available sub-menu topics:

Example: [ALT + S] = Survey Forms

To select an item in the sub-menu, use the [UP ARROW] and [DOWN ARROW] keys to move through the drop-down sub-menu. Press [ENTER] to activate the sub-menu selection.

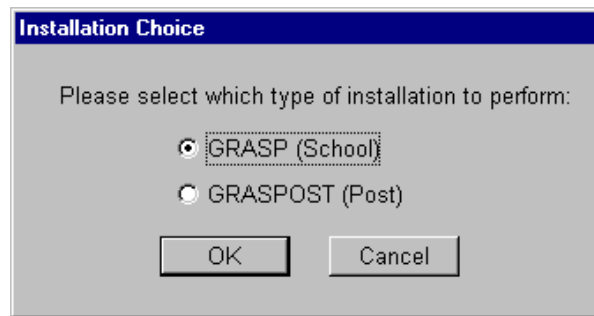
The symbol  will appear on the right side of a main menu selection when an additional sub-menu is available within a selection.

 = The DROP-DOWN LIST BOX is represented by a box with a down arrow inside the box. The window displays a vertical listing of possible category choices. The [UP ARROW] and [DOWN ARROW] keys are used to navigate inside the window. Clicking with the mouse or pressing [ENTER] will select a chosen category.

See Appendix A for a detailed list of keyboard definitions and screen symbol definitions.

GRASP/GRASPOST Installation

1. Start Windows.
2. **The current version of GRASP on the computer must be uninstalled before installing GRASP 3.3.2. Do not delete the data entered into the prior version; data will automatically be available when Version 3.3.2 is installed. If the old version of GRASP is not uninstalled before GRASP 3.3.2 is installed, the application will not work properly.**
3. Insert the GRASP program CD into your computer.
4. Install GRASP as follows:
 - Click on the START button; select RUN and type in the following: **d:\setup.exe**
 - The first two characters represent the letter of the drive that contains GRASP program CD (this is usually **d:**).
 - The second is the installation executable.
5. Upon completion of the installation procedure, you will be brought back to the main Windows screen.
6. Remove the GRASP installation CD and store it in a safe location.
7. The installation placed an icon on your desktop that will allow you to run the program. You may alternatively run GRASP Version 3.3.2 by choosing GRASP from your 'PROGRAMS menu selection.
8. The first time you run GRASP, the INSTALLATION CHOICE window will appear. This prompts you to select the option of running either GRASP (school) or GRASPOST (Embassy/Consulate).



9. Click on the GRASP (school) or GRASPOST (post) button, and then click [OK] to begin your GRASP or GRASPOST session. A password (to be provided by the Office of Overseas Schools) is required to enter GRASPOST.
10. After GRASP 3.3.2 has been installed, the data entered in the previous GRASP version will automatically be available in the 3.3.2 version.
11. For further information, see the appropriate GETTING STARTED section for GRASP (Page 12) or GRASPOST (Page 60).

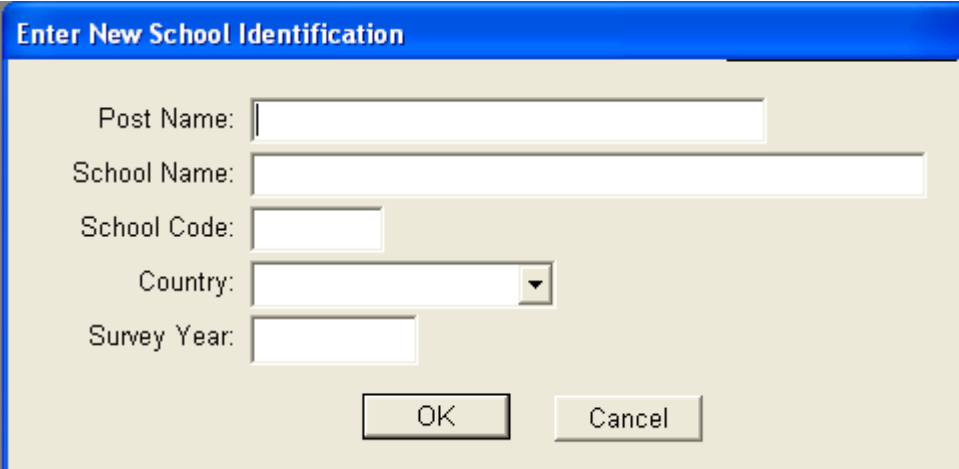
Getting Started in GRASP

Now that you have installed GRASP onto your computer, you are ready to begin using the application. Click on GRASP under PROGRAM FILES or click on the GRASP icon on your desktop.

Accessing GRASP for the first time

The first time you enter the GRASP application after the program is installed, you will see the NEW SCHOOL IDENTIFICATION screen. It is here that the program will ask you to enter basic school identification. This data will be stored permanently, so you need not enter it again.

The first data entry screen will display the following fields:



The screenshot shows a dialog box titled "Enter New School Identification". It contains the following fields and controls:

- Post Name: [Text Input Field]
- School Name: [Text Input Field]
- School Code: [Text Input Field]
- Country: [Drop-down Menu]
- Survey Year: [Text Input Field]
- OK [Button]
- Cancel [Button]

The SCHOOL **must** enter information in all fields. To input data, click to highlight each field or use the [TAB] key to move from one field to the next. Please enter full names. Do not use abbreviations.

- The **POST NAME** is the name of the city in which the U.S. Embassy, Consulate General, or Consulate responsible for your school's grant activities is located.
- The **SCHOOL CODE** for your school is contained in the cover memorandum that accompanied the installation CD and User's Guide.
- Select the **COUNTRY** by clicking on the arrow in the drop-down box. Countries are listed in alphabetical order.
- **SURVEY YEAR**
Enter the "correct" year. This is the year for which data is being reported. **Example:** if you are entering data on September 1, 2011 or January 3, 2012 for the 2011/2012 school year, you would be entering statistics as of September 15, 2011 and therefore, the survey year would be 2011. **NOTE: Throughout GRASP, the terms GRANT REQUEST YEAR and SURVEY YEAR are interchangeable.**

Click on [OK] when all fields have been completed.

Routine Operation

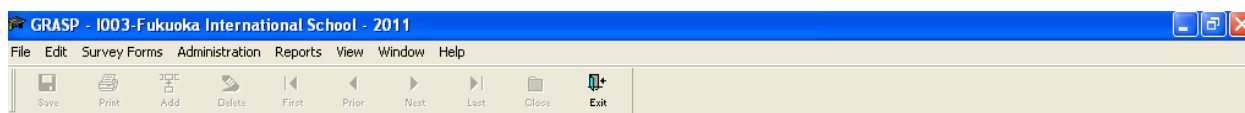
On all subsequent times when you start GRASP, the program will skip the NEW SCHOOL IDENTIFICATION screen and prompt you to select a year for editing. To select a year from the window, use the [UP/DOWN ARROW] keys to navigate to each item, or click on your selection with the mouse. If

the year you want is not listed, you will use the CREATE NEW GRANT REQUEST YEAR function under the ADMINISTRATION section in the menu bar. However, you must first select the year that most recently exists for your school. Then go to the ADMINISTRATION section and click on CREATE NEW GRANT REQUEST YEAR. At the prompt, type in the year you want to add and click [OK]. The previous year's data will be rolled over, allowing you to delete, add, change, or enter data.



The Main Menu Bar

From this point on, all selections will be made from the main GRASP menu bar as described earlier. To navigate through the menu, use the [ALT], [ARROW], or [ENTER] keys or click on your selection using the mouse.



Top Row of Main Menu Bar:

- ☞ Make a selection with the mouse on the top row of the main menu bar, by pointing and clicking. When the main menu selection is chosen, click the left mouse button to display the menu options available. Point to a menu option and click to activate the selection.
- ☞ Or press [ALT] to highlight the first selection of each menu item on the main menu bar. Use the [RIGHT ARROW] and [LEFT ARROW] keys to move through the main menu options, or press the underlined letter of your choice on the keyboard. When the option you want to select is highlighted, press [ENTER] to display the sub-menu options. To select an item in the sub-menu, use the [UP ARROW] and [DOWN ARROW] keys to move through the list.

Bottom Row of Main Menu Bar:

The bottom row of the main menu bar consists of options such as SAVE, PRINT, ADD, etc. Valid options for the currently active window are highlighted in black.

GRASP Survey Form Description

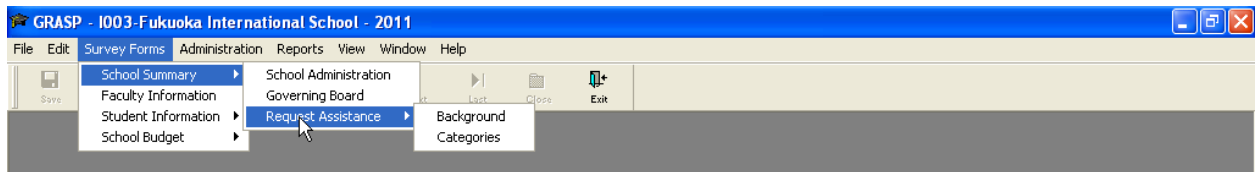
There are 4 categories of Survey Forms, School Summary, Faculty Information, Student Information and Student Body. Faculty Information is a standalone category, with only 1 form. All others include 3 to 4 forms that will need to be completed. The form that the school will use to request their grant funding is

titled Request Assistance and is found under the School Summary category. For a complete listing of all forms, please refer to Page 9.

Entering the Data into the Survey Forms

The school does not have to enter data in this program in any particular order. You can select any topic from the menu and/or sub-menu and begin to enter data. This user's guide is arranged in the order shown in the Overview on Page 9. Each new section starts with a "menu topic box," containing the name of the main menu and sub-menu topics. These are listed in hierarchical order, with the main menu highest and the current sub-menu lowest. **NOTE: Throughout GRASP, the terms GRANT REQUEST YEAR and SURVEY YEAR are interchangeable.**

Example: School Summary (Main Menu) Request Assistance (Current Menu Selection)



GRASP Survey Forms

School Summary

The School Summary sections consist of general information about the school (e.g., address, grade levels, phone numbers, etc.), its administration, the governing board, and the school's request for grant assistance.

School Summary *School Administration*

When first selected, this screen will contain the information already entered on the school identification screen: Post Name, School Name, School Code, Country, and Survey Year.

NOTE: Use [TAB], scroll bar, and/or mouse to navigate between fields and to advance to the next "page." Use [ARROW] keys and/or mouse to open and navigate within the drop-down boxes.

NOTE: Maximize this screen to see all fields at one time, if desired.

The screenshot shows a software window titled "School Summary - School Administration". The window contains the following fields:

- Post Name:
- School Name:
- School Code:
- Country:
- Survey Year:
- School Fiscal Year - From: To:
- Local Address: (Include City and Country. Do not use P.O. Box)
- Phone Number:
- Fax Number:
- E-mail Address:
- Web Address:

School Fiscal Year:

The school needs to enter the appropriate school fiscal year information. Enter the beginning and ending dates to the school's fiscal year in the format mm/dd/yyyy.

Local Address:

Enter the school's address. Include the city and country. **Do not use a PO Box number.** This address may be used for overnight mail delivery. The school's name should not be reentered.

Phone Number:

Enter the school's main office phone number. Do not enter more than one phone number. Include country code and city code to be used when dialing from the U.S. **Example:** 33-5-2222-2222

Fax Number:

Enter the school's office fax number. Include country code and city code to be used when dialing from the U.S. **Example:** 33-5-2222-2222

E-mail Address:

Enter the school's E-mail address.

Web Address:

Enter the school's Web address.

The screenshot shows a web application window titled "School Summary - School Administration". It contains three main sections for data entry:

- U.S. Correspondence Mailing Address:** A section with four horizontal text input fields.
- Chief School Administrator:** A section with four text input fields labeled "Name", "Title", "Home Phone", and "Home Phone in U.S."
- Governing Board Representative Reviewing Report:** A section with two text input fields labeled "Name" and "Title".

The window has a blue title bar with standard minimize, maximize, and close buttons. A vertical scrollbar is visible on the right side of the form area.

U.S. Correspondence Mailing Address:

Enter the complete mailing address for all correspondence to the school from the U.S. This address will be published in the Office of Overseas Schools directory. The school's name should not be reentered.

Chief School Administrator:

Enter the name of the chief school administrator. This name must coincide with the faculty member designated as the Chief Administrator in the Faculty Information section of GRASP.

Home Phone:

Enter chief school administrator's home phone number. Include country code and city code to be used when dialing from the U.S. **Example:** 33-5-2222-2222

Home Phone in the U.S.

Enter the phone number where the chief school administrator can be reached when in the U.S. Include area code.

Governing Board Representative Reviewing Report:

Enter full name and title of the governing board representative reviewing the survey.

School Summary - School Administration

Official at Foreign Service Post Responsible for Coordinating Post's Interest in School Activities

Name

Title

Grades included in the school

Does school offer boarding facilities?

What Levels?

Indicate school organization

A: through

B: through

C: through

Indicate grades in which supervised correspondence work is offered instead of regular instruction:

Official at Foreign Service Post Responsible for Coordinating Post's Interest in the School Activities:

Enter the full name and title of the Foreign Service official responsible for coordinating post's interest in the school.

Grades included in the school

Indicate a range of grade levels included in the school's regular program only. Example: PK-12

Does school offer boarding facilities?

Select YES or NO by using the [ARROW] keys or typing in the letter [Y] or [N].

What levels?

If the above answer is YES, indicate grade levels for which boarding facilities are offered.

Indicate school organization:

School organization can be broken down into 3 categories. **Example:** elementary, middle and high school. NOTE: You must complete at least line A in order to continue inputting data.

1st field: Enter category. **Example:** *primary, high*

2nd field: Enter the lowest grade for this particular category. **Example:** K, 1

3rd field: Enter the highest grade for this particular category. **Example:** 8, 12

Indicate grades in which supervised correspondence work is offered instead of regular instruction:

Enter grades in which supervised correspondence work is offered in place of regular instruction. If none, type "none" or "N/A."

List special education services offered by school or within community:

Opening and Closing dates of each school term:

	From	To
Term 1:	00/00/0000	00/00/0000
Term 2:	00/00/0000	00/00/0000
Term 3:	00/00/0000	00/00/0000
Term 4:	00/00/0000	00/00/0000

Total number of days of instruction:

Average Class Size:

Is the school accredited by a U.S. regional accrediting agency?

If Yes, give name of accrediting organization and date of accreditation.

If No, what steps have been taken toward securing accreditation?

List special education services offered by school or within community:

Enter special education services offered. **Example:** Learning Disabilities, Remedial Reading, Speech Therapy, ESL, Blind, Deaf, etc.

Opening and Closing dates of each school term:

Provide opening and closing dates for each school term, semester, or quarter. If the school year is divided into 2 or 3 terms, enter dates into the data fields for the first 2 or 3 terms and leave the rest blank. Be sure that the value entered in the closing date field is greater than the opening date value. The opening date of a term must also be greater than the closing date of the preceding term. (Up to 4 terms may be entered.)

Example: Term 1: 06/01/2011 - 08/31/2011
 Term 2: 09/01/2011 - 12/31/2011
 Term 3: 01/02/2012 - 04/01/2012
 Term 4: 04/02/2012 - 05/30/2012

Total number of days of instruction:

Indicate the total number of days of instruction, excluding holidays, in the regular school year.

Average Class Size:

Enter the average class size in your school, including pre-school. **Example:** 18

Is the school accredited by a U.S. regional accrediting agency?

Select YES or NO by using the ARROW keys or typing in the letter [Y] or [N].

If Yes, give name of accrediting organization and date of accreditation.

If No, what steps have been taken toward securing accreditation?

If YES, enter accrediting organization and the grade levels accredited. If NO, describe briefly the

steps taken toward securing accreditation.

School Summary - School Administration

If Yes, give name of accrediting organization and date of accreditation.
If No, what steps have been taken toward securing accreditation?

Date accredited: 00/00/0000

Is the school accredited or approved by local authorities? []

Describe nature of accreditation. (Include name(s) of accrediting authority)

Date of the most current BY-LAWS: 00/00/0000

CONSTITUTION: 00/00/0000

Date accredited:

If above answer is YES, enter date in format mm/dd/yyyy.

Is the school accredited or approved by local authorities?

Select YES or NO by using the [UP/DOWN] arrows or typing 'Y' or 'N'.

Describe nature of accreditation.

If above answer is YES, enter name of accrediting authority and other appropriate accrediting information.

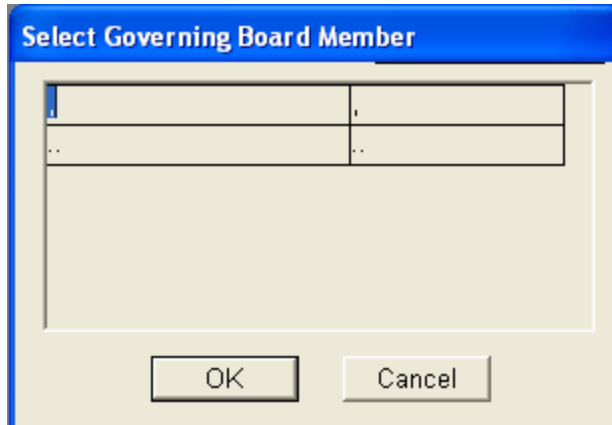
Date of the most current BY-LAWS and CONSTITUTION:

Enter dates in format mm/dd/yyyy. Attach copies of the most recent revisions to these documents.

To move to the next section, close School Administration by clicking on either the "X" in the School Administration window or on "Close" on the bottom menu bar. You will be prompted to save the data which you have entered. Selecting YES saves the data and closes this window. Selecting NO closes this section without saving data.

School Summary Governing Board

If you are accessing the Governing Board section for the first time, you will receive 2 prompt boxes, indicating that no data currently exists in this section and providing instructions on how to begin entering data. If you have already entered data or if you have converted data from a prior version of GRASP, you will automatically receive a listing of Board members already in GRASP. Click on the name of one of the members. You will be brought back to the Governing Board data entry screen.



Update information on all members of the governing board. After you have updated all data for one member, click on the NEXT button on the bottom menu bar to update data on the next member. If you are entering data for a governing board member for the first time or are adding a member to an already existing list, click on the ADD button on the bottom menu bar to enter data on that member. A drop-down box will allow the selection of a nationality. Another drop-down box allows you to indicate whether the board member is a U.S. citizen, a host country national (HCN), or a third-country national (TCN). The relation drop-down box allows you to select Employee, Dependent or Spouse. Another drop-down box will allow you to select an employment category for each board member (U.S. Government, Host Government, Third Country Government, and Business Firm, Other). To access the drop-down box, highlight the box by using [TAB] or the cursor. After the box is highlighted, make a selection by using the [ARROW] keys or typing the first letter of the name of your selection. [TAB] to the next field.

After you have entered data for one or more board members, click on the 'Save' button on the bottom menu bar or the 'File\Save' menu option. If you close the window without saving, a dialog box will be displayed, prompting you to save your data.

First Name:

Enter first name of board member.

Last Name:

Enter last name of board member.

Position:

Using the drop-down box select the appropriate title of the Governing Board member (i.e., Chair/President, Ex-Officio, Member).

Nationality:

Using the drop-down box, select the nationality of the board member (i.e., France, Italy, etc.).

Citizenship:

Using the drop-down box, select the citizenship category of the board member (i.e., U.S., host country, third country).

Regular Work Affiliation:

Enter the name of the board member's employer. Identify by name (i.e., Dow Chemical) rather than by type (i.e., corporation). If regular employer is a government, enter the agency.

Relation:

Board members should be identified by employment affiliation. If board member has no regular work affiliation in his/her own right, please use the employment status of his/her nearest employed relation to assign an employment category. Use the "Relation" section on the screen to identify the exact relationship, (i.e., Employee, Spouse or Dependent). Select "Employee" to indicate that the board member is the employee described in the "Work Affiliation" window.

Employer:

Using the drop-down box, select the specific employment affiliation. Choose from the following categories: [A] U.S. Government, [B] Host Government, [C] Third Country Government, [D] Business Firm, [E] Other.

U.S. Company:

Only for board members who are category "[D] Business Firm" indicate whether the board member works for an U.S. company or a non - U.S. company. You *can only access this field by selecting category "D."* Select YES or NO by using the [ARROW] keys or type the letter [Y] or [N].

Date Term Began: (MM/DD/YYYY)

Date board member's term began. This date value must be less than the date that the term expires. **Example:** 11/23/2011.

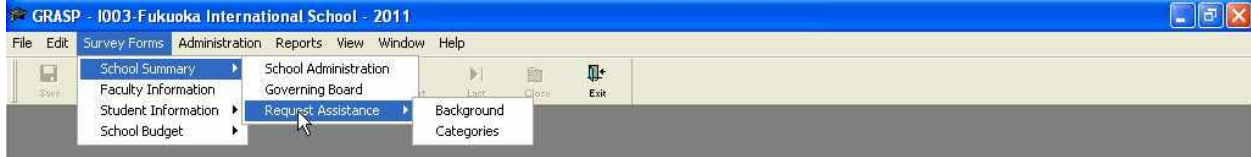
Date Term Expires: (MM/DD/YYYY)

Date board member's term expires. This date value must be greater than the date that the term began. NOTE: If the board member has an indefinite term, this field can be left blank.

Example: 11/23/2011.

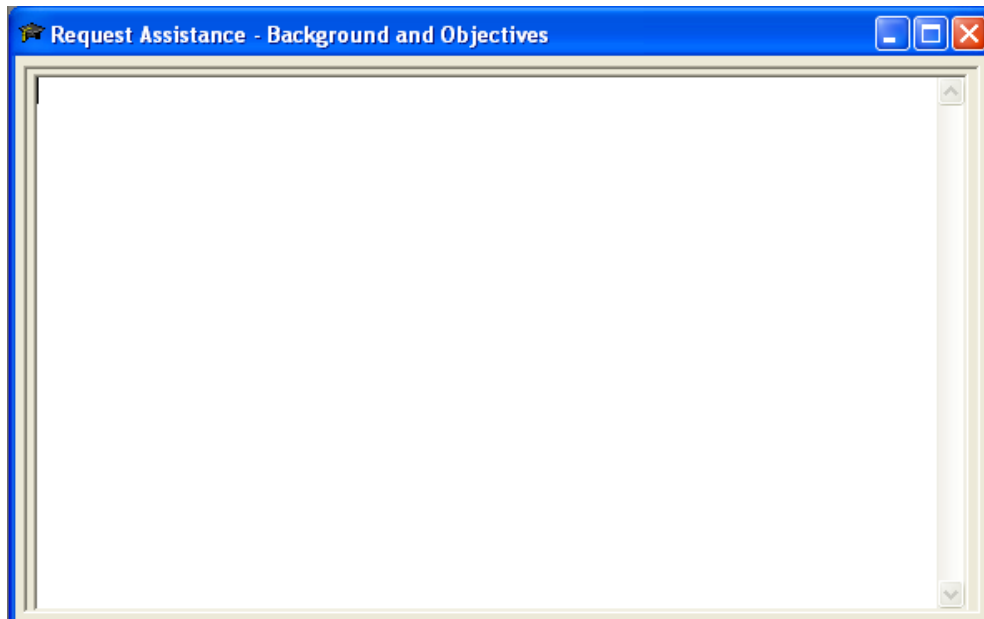
School Summary *Request Assistance*

This section asks for information concerning the school's request for grant assistance. Information to be entered is broken down into 2 categories: Background and Objectives and Categories of Assistance Requested.



School Summary *Request Assistance* Background & Objectives

Enter a narrative description of the educational plans and programs for your school. The screen scrolls up to provide as much space as is needed for data entry. If you have already entered data into a word document and wish to copy the information to GRASP, select the desired text in your word document, press [CNTL] + [C] to copy the data, minimize MS Word, and paste the data into the Background and Objectives section by pressing [CNTL] + [V]. After copy is complete, maximize your word document and close the document.



The narrative should include the following:

1. A summary statement describing the extent to which the school now meets the dual objectives of the overseas schools program as stated in 2 FAM 600:
 - (a) Providing educational facilities for U.S. government dependents overseas.
 - (b) Demonstrating U.S. education abroad and otherwise increasing mutual understanding.
2. A brief statement of the school's long-range objectives and development plans.

Click on [SAVE] and [CLOSE] (in the menu bar above the Request Assistance window) to save and close this window.

School Summary Request Assistance Categories & Estimated Costs

This section breaks down the request for financial aid into specific categories (i.e., Salary and Related Costs, Educational Materials, and Special Educational Projects, School-to-School and Other Activities such as in-service training, consultants, workshops, community relations projects, area studies, etc.). Each category requires the user to input the dollar amount (**in whole dollar amounts only**) being requested for each category, a description/justification for each item for which funding is being requested, and an indication of the **priority** that the school assigns for each item. Use [TAB] key, scroll bar, or mouse to move from one field to the next. The system automatically calculates the grand total.

Categories of Assistance: <u>Must</u> enter both the estimated cost and description/justification for each category of new assistance that you requested.	Estimated Costs U.S. Dollars
Support of salaries for U.S. professional staff <input type="text"/>	<input type="text"/>
U.S. educational materials, supplies and equipment <input type="text"/>	<input type="text" value="0"/>
Scholarships for host country nationals <input type="text"/>	<input type="text" value="0"/>

Support of salaries for U.S. professional staff:

Enter information to request support for salaries of U.S. professional staff. The justification should include a breakdown of individual staff for which support is being requested.

Example: Director - \$ 10,000; Special Needs Teacher - \$6,000 [PRIORITY 1]

U.S. Educational materials and equipment:

Enter information to request funds for purchase of U.S. educational materials and equipment for the school.

Scholarships for host country nationals:

No funds are available so you will be unable to enter data in this field.

Construction and equipment:

No funds are available so you will be unable to enter data in this field.

Special educational projects:

School-to-School & University-to-School project:

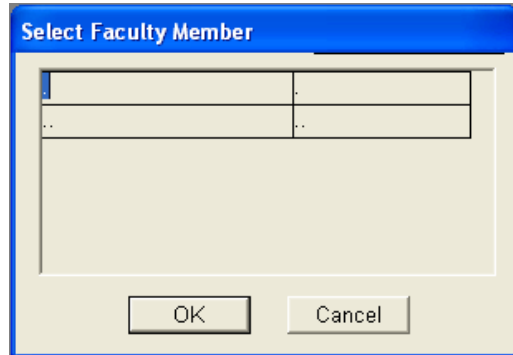
Enter information concerning financial assistance being requested for projects to be conducted between the overseas school and U.S. educational institutions. Because school-to-school and university-to-school projects involve formal steps that need to be taken for implementation, special regulations are outlined in 2 FAM 600.

Other:

Enter information on financial assistance being requested for staff development, U.S. consultants, workshops, community relations' projects, area studies, and other special projects.

Faculty Information

If you are accessing the Faculty Information section for the first time, you will receive prompt boxes, indicating that no data currently exists in this section and providing instructions on how to begin entering data. If you have already entered data or if you have converted data from a prior version of GRASP, you will automatically receive a listing of faculty members already in GRASP. Highlight the name of one of the faculty members and click on [OK]. You will be brought back to the Faculty Information data entry screen.



Update data concerning each professional staff member. After you have updated data for one faculty member, click on the NEXT button on the bottom menu bar to enter data on the next faculty member. If you are entering data for a faculty member for the first time or are adding a member to an already existing list, click on the ADD button on the bottom menu bar to enter data on that member. The Faculty Information data entry window requests general information on each faculty member. Additional information on education (Highest Degree Earned), Current Duties, and Salary should also be entered, as described below. There is a "drop-down list box" for the school's use in entering information on the teachers' employment status by nationality category. **NOTE:** Maximize this screen to see all fields at one time, if desired.

A screenshot of the "Faculty Information" data entry window. The window has a blue title bar with the text "Faculty Information" and standard window control buttons. The form contains several sections:

- Personal Information:** First Name, Last Name, Nationality (dropdown), Position.
- Academic Information:** Citizenship Category (dropdown), Teaching in field of academic preparation? (dropdown).
- Highest Degree Earned:** Highest Degree (dropdown), Year of Degree, Institution, Year Certified, State/Jurisdiction of Certification.
- Current Duties:** A list of checkboxes for Chief Administrator, Administrative Staff, Instructional Staff, Special Education, and Specialized Staff (Counselor / Librarian).
- Salary Information:** Annual Salary, Value of Other Allowance/Benefits, % of Compensation Paid in U.S. Dollars, % of Compensation Covered by USG Grants, Employment Status (dropdown), If Part Time, show percentage, Name of U.S. Government Agency.

First Name:

Enter first name and middle initial, if any, of the faculty member.

Last Name:

Enter last name of the faculty member.

Nationality:

Using the drop-down box, select the nationality of the faculty member (i.e., Canada, Italy, etc.).

Position:

Enter the position that the faculty member holds (i.e., Librarian, Teacher/High School PE, etc.). For teachers, be sure to include grades being taught.

Citizenship Category:

This field describes the category into which the employee can be placed, based on citizenship and employment status. *Select only one category for each employee.*

A. U.S. citizen recruited specifically for service in the school and residing in the country for the sole purpose of employment in the school.

B. U.S. citizen, dependent of an U.S. citizen, U.S. government employee, including contract employee, residing in the country primarily as a dependent.

C. Other U.S. citizen

G. Local national

J. Third country national

NOTE: NATIONALITY and CITIZENSHIP CATEGORY must be compatible. If not, you may receive an error message, asking you to reselect CITIZENSHIP CATEGORY.

Teaching in field of academic preparation? Yes or No.

Select YES if faculty member is teaching in academic career field. Select NO if faculty member is teaching in a field other than that of his/her academic specialization. Make selection, using [ARROW] keys or typing the letter [Y] or [N].

HIGHEST DEGREE EARNED:**High Degree:**

Using the drop-down box, enter the highest degree earned. **Example:** Bach., Masters, etc.

Year of degree:

Enter the year in which the highest degree was conferred.

Institution:

Enter the name of institution where degree was received. If not in the U.S., include name of country where institution is located (e.g., McGill Univ., Canada).

Year Certified:

Enter the year faculty member received teaching certification.

State/Jurisdiction of Certification:

Enter name of jurisdiction that awarded the teaching certification. (Specify U.S. state or foreign country.)

CURRENT DUTIES:

Indicate the current duties of the staff member by selecting one or more of the following categories: Chief Administrator, administrative staff, instructional staff, special education, specialized staff (counselor, librarian, etc.). To select a category, click in the box next to the category. If a faculty member is assigned duties in more than one category, select all applicable categories.

Only one faculty member may be designated as the Chief Administrator. Once a Chief Administrator is selected and saved, the check-box for the Chief Administrator will be disabled. If a new Chief Administrator is hired, you must change the designation of the current Chief Administrator before reassigning the designation to the new Chief Administrator.

SALARY INFORMATION:

Enter salary/compensation information on each employee. Please enter all information **in terms of U.S. dollars only**, rounded to the nearest whole U.S. dollar.

Annual Salary:

Enter annual gross salary for the current year. Round to the nearest whole U.S. dollar.

Example: 26,751

Value of Other Allowance/Benefits:

Enter total value of housing, utilities, international travel, shipment of household effects, retirement, health insurance, etc. provided in addition to the annual salary. (Annual basis only)

If an employee is part of an overseas hire "teaching couple," the housing and utilities compensation information as well as the information on costs of international travel, goods shipped, and the value of other allowances (e.g., tuition for dependents, R&R, auto, etc.), can be totaled and entered under the name of only one spouse if it is easier for the school to provide the information in that format. It does not have to be prorated between the 2 employees unless the school prefers to separate the data. Either format is acceptable.

% of Compensation paid in U.S. Dollars:

Enter information on the percent of total compensation paid to the employee in U.S. dollars.

Example: 25%

% of Compensation Covered by U.S. Grants:

Enter information on the percentage of compensation to the employee that is covered by U.S. government grants. **Example:** 25%.

Employment Status: (Full-time or Part-time).

Indicate if the faculty member is a Full-time employee or Part-time employee. After highlighting this data field, press the [ARROW] keys to toggle between the Full-time and Part-time.

If part time, show percentage:

This field is accessible only if you have indicated that an individual employee is part-time. Indicate approximately what percentage of a normal workweek the employee is on duty. **Example:** 25%.

Name of U.S. Government Agency:

This field is accessible only if you have indicated that the employee is a category "B" employee (U.S. citizen dependent of a U.S. citizen, U.S. government employee, including contract employee, residing in the country primarily as a dependent). Enter the name of the U.S. government agency with which the teacher's spouse is affiliated. **Example:** Department of State.

To move to the next section, close Faculty Information by clicking on either the "X" in the Faculty Information window or on "Close" on the bottom menu bar. You will be prompted to save the data which you have entered. Selecting YES saves the data and closes this window.

NOTE: Selecting NO closes this section without saving data.

Student Information

This portion of GRASP requests information on the student body, as of September 15 in the year for which information is being provided. The school should provide information on each student according to the category of **one** parent's employment affiliation, broken down by student nationality. **Each student should be counted only once.** Within this topic, there are 3 sub-categories titled Student Body, Grade Levels, and OSAC.

Student Information *Student Body*

This section requests information on the nationality of the parents of the students. Using statistics as of September 15, provide information on the parent's nationality by selecting one of 6 different nationality categories (see below). U.S. citizens are broken down into 4 categories, depending on the parent's place of employment. In the event of dual U.S. citizenship, please select U.S. as the primary nationality. For all other dual citizens, the school can use its discretion.

As of SEPT 15		Total
A-1	U.S. Citizens: Dependents of direct-hire U.S. Government employees	0
A-2	U.S. Citizens: Dependents of Department of Defense employees	0
A-3	U.S. Citizens: Dependents of personnel contracted to the U.S. Government	0
A-4	U.S. Citizens: Dependents of other U.S. citizens	0
	Total From OSAC A-4 Column	0
B	Host Country Nationals	0
	Total From OSAC B Column	0
C	Third Country Nationals	0
	Total From OSAC C Column	0
	Exit	Grand Total 0

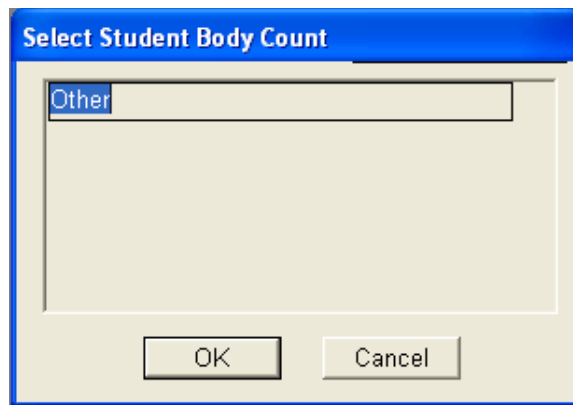
NOTE: Totals on this screen should match the total of STUDENT BODY COUNT BY AFFILIATION OF PARENTS under the OSAC section. If data has not yet been entered into or is different from the OSAC section, when exiting the screen you will get a message advising that the totals on the current screen do not match OSAC totals. You should continue entering data. If totals still do not match after data is entered in OSAC, review the data entered.

If you are accessing a category within Student Body Count section for the first time, you will receive 2 prompt boxes, indicating that no data currently exists in this section and providing instructions on how to begin entering data by using the ADD function. If you have already entered data or if you have converted data from a prior version of GRASP, you will automatically receive a listing of data already in GRASP. Highlight one line of the data and click on [OK]. You will be brought back to the data entry screen for the category you have selected.

Definitions:

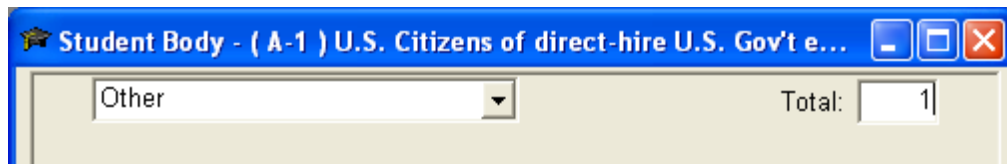
A. U.S. Citizens

- A-1.** Dependents of direct-hire U.S. government employees, except Department of Defense. This category includes students whose parents are U.S. citizens working for the Department of State, Peace Corps, USAID, Agriculture, Commerce, Treasury, etc. The data is requested by sub-category, listing total number of U.S.-citizen students by agency affiliation. If school is unable to identify agency affiliation of parents, the Foreign Service Post official can provide the information. *Detailed information on non-U.S. citizens whose parents work for the U.S.G. is requested in the OSAC section.*
- A-2.** Dependents of U.S. Department of Defense (DOD) employees, including civilian employees. This includes students whose parents are U.S. citizens, working for the U.S. Armed Forces (Air Force, Navy, Army, Military Attaches, MAAG, etc.). The data is requested by sub-category, listing total number of students by DOD affiliation. *Detailed information on non-U.S. citizens whose parents work for the DOD/USG is requested in the OSAC section.*
- A-3.** Dependents of U.S. personnel contracted to U.S. government agencies. This category includes students whose parents are employed by a company on a U.S. government contract. The data is requested by sub-category based on contracting agency. Data should be provided by the name of the U.S. government agency that issued the contract. **These U.S. students should not also be reported under category A-4.** *Data on non-U.S. citizens whose parents are employed by U.S.G. contractors is requested in the OSAC section.*
- A-4.** Dependents of other U.S. citizens. This includes all other students whose parents are U.S. citizens and are not employed by the U.S. government. There is no sub-category in this section - only totals. **NOTE:** Additional information on parent employer affiliation is requested in the OSAC section. The A-4 total from the OSAC section will also appear on this screen as a double-check for the school to ensure that the A-4 totals are the same in all sections.
- B. Host Country Nationals.** This section requests information on the total number of students whose parents are citizens of the country in which the school is located. **NOTE:** Additional information on parent employer affiliation is requested in the OSAC section. The B total from the OSAC section will also appear on this screen as a double-check for the school to ensure that the B totals are the same in all sections.
- C. Third Country Nationals.** This section requests information on the total number of students by *nationality* whose parents are citizens of a "third country." (This includes all students whose parents are neither citizens of the country in which the school is located nor U.S. citizens.) **NOTE:** Additional information on parent employer affiliation is requested in the OSAC section. The C total from the OSAC section will also appear on this screen as a double-check for the school to ensure that the C totals are the same in all sections.



When you select one of the above categories, if no data has been previously entered, you will see prompt boxes instructing you how to enter the data. If data has been previously entered, a window will appear with a list of records previously entered. Highlight the one you wish to edit or view and press the [OK] button. You will be brought to the data entry screen (see example below). The same window format is used for all categories.

Use the [TAB] key to move between fields.



Select Organization:

Select a specific agency by highlighting the drop-down list box.

IMPORTANT: Enter each organization separately, except in categories A-4 and B. For example, if you have A-1 children from both the Peace Corps and USAID, you must enter the total for each organization individually. Do not enter a grand total of all children in the A-1 category.

After you have updated one record, highlight the NEXT record to update the data. Continue until all federal agencies from which you have children enrolled have been updated. To add a new organization within the same sub-category, click on the ADD button. When you are done entering the new data, click on SAVE to store your changes. GRASP will automatically generate a grand total for each category. Similarly, you must enter each agency separately for A-2 and A-3 students enrolled in your school. When entering or updating records in category C (third country nationals) enter each country separately, selecting country names from the drop-down list box. Click on the ADD button on the bottom menu bar or the EDIT/ADD ROW menu option to add each individual country.

If you must remove a record for any reason, highlight the record. Click on the DELETE button on the bottom menu bar or the EDIT/DELETE ROW menu option to delete the record. GRASP will ask you to reconfirm your decision to delete.

NOTE: Double-check that the final totals in the Student Body section match those entered for A-4, B, and C category children in the OSAC section of GRASP. Totals from the OSAC section will be shown on the Student Body Count by Parent's Affiliation screen as a double-check for the school to ensure that A-4, B and C totals match in all sections. If totals do not match, you MUST return to the appropriate screens to reconcile all entries.

Click on the SAVE button to save all data that has either been updated or added.

To move to the next section, close the Student Body section by clicking on either the "X" in the Student Body Count by Parent's Affiliation window or "Close" button on the bottom menu bar.

Student Information Grade Levels

This section requests information on the number of U.S. government, other U.S., host country and third country students by grade level.

Provide a breakdown, by *grade level*, of the number of students enrolled in the school broken down into 4 different nationality categories: U.S. citizen dependents of U.S. government employees, other U.S. citizens, host country nationals and third country nationals.

Grade	U.S. Nationals				Total
	U.S. Gov't.	Other (A4)	Host Country	Third Country	
	0	0	0	0	0
K	0	0	0	0	0
1	0	0	0	0	0
2	0	0	0	0	0
3	0	0	0	0	0
4	0	0	0	0	0
5	0	0	0	0	0
6	0	0	0	0	0
7	0	0	0	0	0
8	0	0	0	0	0
9	0	0	0	0	0
10	0	0	0	0	0
11	0	0	0	0	0
12	0	0	0	0	0

The data field immediately above the “K” in the left column is provided for you to indicate any grade offered by the school prior to kindergarten (“K”), such as PK, PS, N, etc.

Press the [TAB] key to move to another grade level and/or column. Insert data in the appropriate grade level. GRASP will automatically calculate the total per column and row and display those totals when you exit each field.

Click on the SAVE button to save all data that has either been updated or added.

To move to the next section, close the Grade Levels section by clicking on either the “X” in the Grade Levels window or on “Close” on the bottom menu bar.

Student Information OSAC

This section requests information on the employment of the parents of students by category and nationality. The data is used to generate support for the overseas schools from the business community.

Provide information on the employment affiliation of parents by selecting one of 7 different employment categories (see box below). DO NOT use abbreviations or symbols unless they are an accepted part of the name of an organization.

OSAC - Affiliation of Parents		A4	B	C
<input type="text" value="1"/>	Names of U.S. and U.S. Affiliated Business Firms	0	0	0
<input type="text" value="2"/>	Names of other non-U.S. Business Firms	0	0	0
<input type="text" value="3"/>	Religious Organizations	0	0	0
<input type="text" value="4"/>	U.N. and U.N. Agencies	0	0	0
<input type="text" value="5"/>	Fulbright Grantees (A-4 only)	0		
<input type="text" value="6"/>	Government Affiliation (Include B and C)	0	0	0
<input type="text" value="7"/>	Others (by occupational affiliation)	0	0	0
Total		0	0	0
Exit				
Totals From Student Body		0	0	0

NOTE: Totals on this screen should match the totals of STUDENT BODY COUNT BY PARENT'S AFFILIATION under STUDENT BODY. If data has not yet been entered into or is different from the STUDENT BODY section, when exiting this screen you will get a message advising that the totals on the current screen do not match the STUDENT BODY totals. You should continue entering data. If totals still do not match after data is entered in STUDENT BODY, review the data entered.

If you are accessing a category within OSAC for the first time, you will receive 2 prompt boxes, indicating that no data currently exists in this section and providing instructions on how to begin entering data by using the ADD function. If you have already entered data or if you have converted data from a prior version of GRASP, you will automatically receive a listing of data already in GRASP within each specific category. Highlight one line of the data and click on [OK]. You will be brought back to the data entry screen for that category.

Names of U.S. and U.S. Affiliated Business Firms

Enter the name of the local company and the name of the U.S.-affiliated organization (U.S. parent company name). A "U.S.-affiliated organization" is defined as a company incorporated or headquartered in the U.S. Enter the total number of students whose parents work for that employer by nationality category (i.e. A-4, B, and C).

Names of Other Non-U.S. Business Firms

Enter the name of the local non-U.S.-affiliated company. Enter the total number of students whose parents work for that employer by nationality category (i.e., A-4, B, and C).

Religious Organizations

Enter the total number of students whose parents are affiliated with religious organizations by nationality category (i.e., A-4, B, and C). The name "Religious Organizations" has been preselected. Religious organizations are not to be entered individually.

U.N. and U.N. Agencies

Enter the total number of students whose parents are affiliated with UN agencies by nationality category (i.e., A-4, B, and C). The name "UN and UN Agencies" has been preselected. UN agencies are not to be entered individually.

Fulbright Grantees (A-4 only)

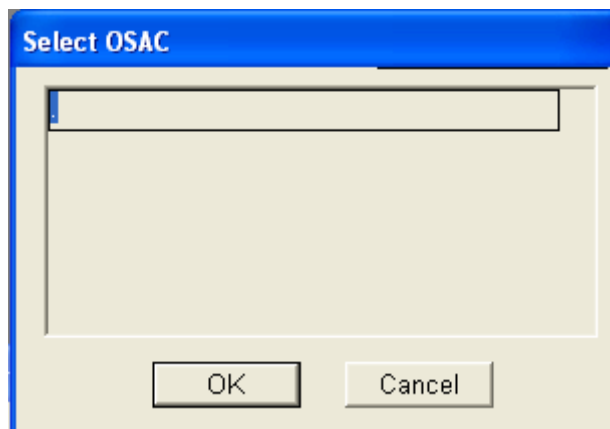
Enter total number of students whose parents are Fulbright Grantees. Please note that only U.S. citizens can be entered for this category since only U.S. citizens may receive Fulbright grants. The name "Fulbright Grantees" has been preselected.

Government Affiliation (Include B and C)

Enter total number of students whose parents are affiliated with a government agency. This category includes students of any nationality (including U.S.) whose parents are employed by host or third country government agencies; and **non-U.S. citizens** employed by the U.S. government. (Information on dependents of U.S. citizens employed by the U.S. government is provided under the Student Body section). The data is broken down by nationality category (i.e. A-4, B, and C). The name "Government Affiliation" has been preselected. Government agencies are not to be entered individually. Students listed previously in categories A-1, A-2 and A-3 in the Student Body Count section are not to be included here.

Others (by occupational affiliation)

Enter data on students whose parents do not fall in any of the other available categories. Enter data by name of organization and numbers of students in categories A-4, B, and C.



When you select one of the above categories, if no data has been previously entered, you will see prompt boxes, instructing you how to enter data. If data has been previously entered, a window will appear with a list of records previously entered. Highlight the one you wish to edit or view and press the [OK] button. You will be brought to the data entry screen (see example below). The same window format is used for all categories. Use the [TAB] key to move between fields.

Update the company or organization and parent company, if needed. When the necessary updates have been completed, click the NEXT button to move to the next company/organization. Continue until all companies/organizations from which you have children enrolled have been updated. Click on the ADD button on the bottom menu bar to enter data on a new company/organization in that category. The process is similar to that used to enter the student body information.

Totals in column A-4 should reflect the number of students whose parents are U.S. citizens working for an individual company or organization. Totals in column B should reflect the number of students whose parents are host country national citizens working for an individual company or organization. Totals in column C should reflect the number of students whose parents are third country nationals working for an individual company or organization. **Do not enter a grand total for A-4, B, or C students. It is important that each company or agency be entered individually.**

NOTE: Double-check that the final totals in the OSAC section match those entered for A-4, B, and C category children in the Student Body section of GRASP. Totals from the Student Body section will be shown on the OSAC-Affiliation of Parents screen as a double-check for the school to ensure that A-4, B and C totals match in all sections. If totals do not match, you MUST return to the appropriate screens to reconcile all entries.

Click on the SAVE button to save all data that has either been updated or added.

To move to the next section, close the OSAC section by clicking on either “X” in the OSAC-Affiliation of Parents window or the “Close” button on the bottom menu bar.

School Budget

This section requests budget data about 4 separate categories: Receipts, Annual Tuition Rates, Gifts and Contributions and Expenditures. All data in this section should be reported in terms of U.S. dollars (\$). The school should use the same exchange rate entered at the top of the RECEIPTS screen to convert local currency to U.S. dollars and then enter data as appropriate.

Data should reflect the actual receipts/expenditures at the end of the school's last fiscal year.

School Budget *Receipts*

If possible, an entry should be made for all items. If there are no receipts for a particular line item, the system defaults to zero (0) for the first time through the program. Once a number has been entered into a data field, that field will no longer default to zero (0). At that point, the program will require that you enter a number (including 0) before continuing to the next data field. Only monetary receipts should be entered. Goods or services received in-kind are discussed later in the RECEIPTS section.

Use the [TAB] key to move through the data entry fields in each screen. Use the scroll bar on the right side of the window to advance to the next "page." GRASP will automatically calculate totals in all categories. **NOTE:** Screen can be maximized to see more of the data fields at one time.

School Budget - Receipts

Current Exchange Rate in U.S.Dollars =

IN WHOLE U.S. DOLLARS ONLY **(\$) ACTUAL**

Tuition:

Regular Day School Tuition:

Other Tuition:

Total Tuition:

May tuition be paid in U.S.Dollars ?

If yes, approximately what percentage of the school's total tuition is received in U.S. dollars ? %

Does the school assess other fees ? (for example capital levy, bus fee, enrollment fee, registration fee, etc.)

If yes, enter explanation in 'Receipts - Annual Tuition Rates' menu item.

School Bus Service Fees:

Other Revenues:

Earnings from:

Current Exchange Rate:

Enter the current amount of local currency equal to one U.S. dollar and the currency name. *This is a required field.* **Example:** 1234.56 Pesos or .57 Pounds. If you processed the EXPENDITURES section first and entered the exchange rate there, it will be carried over to this entry.

Tuition:

Enter amount received from school tuition, broken down into Regular Day School Tuition and Other Tuition. Additional data on tuition levels and fees should be entered under 'School Budget/Receipts – Annual Tuition Rates'

Total Tuition: GRASP automatically calculates the total for all Tuition.

Tuition paid in U.S. Dollars? Yes or No

Enter YES if tuition can be paid in U.S. dollars. Use the [UP/DOWN ARROW] keys to change the field.

If Yes, what percentage?

Enter the percentage of the amount paid in U.S. dollars. **Example:** 82%.

Does the school assess other fees? Yes or No

Use the [UP/DOWN ARROW] keys to change the field. If YES, enter explanation in the 'Receipts - Annual Tuition Rates' menu item. **Examples:** capital levy, bus fee, registration fee, etc.

School Bus Service Fees:

Enter the amount received by the school in transportation fees.

Category	Amount
Permanent Funds and Endowments:	0
Temporary Deposits and Investments:	0
Net Receipts from Revolving Funds and Clearing Accounts:	0
Drawing School Reserve Funds:	0
Rent from:	
School Facilities Only:	0
Property other than School Facilities:	0
Gifts, Contributions, and Bequests in Cash Totals:	
U.S. Business Firms:	0
U.S. Foundations:	0
Individual Gifts:	0
Host Government:	0
Host Country Organizations:	0
Host Country Business Firms:	0
Other:	0
Gifts and Contributions Total:	0
Miscellaneous Revenue from Local Sources:	

Other Revenues:

Earnings From:

Permanent Funds and Endowments:

Enter amount of earnings from permanent funds and endowments.

Temporary Deposits and Investments:

Enter total earnings from temporary deposits and investments (including interest on short-term CDs, etc.)

Net Receipts from Revolving Funds and Clearing Accounts:

Enter net earnings from revolving funds and clearing accounts (i.e. checking account interest).

Drawing School Reserve Funds:

Enter total earnings from reserve funds. Reserve funds include the general reserve fund or special funds, (i.e., building fund or capital reserve fund).

Rent from:

School Facilities Only:

Enter amount received from rental of school facilities.

Property other than School Facilities:

Enter amount received from rental of other property that is owned by the school (i.e., sports equipment, audio-visual equipment, etc.).

Gifts, Contributions, and Bequests in Cash:

Data in these fields is entered under SCHOOL BUDGET/RECEIPTS - GIFTS AND CONTRIBUTIONS. GRASP will automatically transfer the totals to this main data entry screen.

Registration Fees:	0
Book Fees:	0
Other Miscellaneous Revenues:	0
(Identify)	
Miscellaneous Revenue Total:	0
Other Revenue Total:	0
Sale of Bonds:	0
Loans:	0
Sale of School Property and Insurance Adjustments:	0
Incoming Transfer Accounts:	0
Disbursements of U.S. Government Grants:	0
Total Receipts (U.S. Dollars):	0
SCHOOL RESERVE FUNDS:	
Operating:	0
Capital:	0
Percentage of total received in local currency:	0%

Miscellaneous Revenue from Local Sources:

Enter information about miscellaneous revenue.

Registration Fees: Enter amount received from registration fees.

Book Fees: Enter amount received from rental or sale of books.

Other Miscellaneous Revenues: Enter amount received from other charges, including receipts from fees not recorded elsewhere (i.e., boarding fees, summer school, etc.).

Miscellaneous Revenue Total: GRASP automatically calculates the total for all Miscellaneous Revenue.

Other Revenue Total:

GRASP automatically calculates the total for all Other Revenues.

Sale of Bonds:

Enter amount received by the school for sale of bonds.

Loans:

Enter amount received from loans from other institutions.

Sale of School Property and Insurance Adjustments:

Enter amount received from the sale of school property and insurance adjustments.

Disbursements of U.S. Government Grants:

Enter total funds from U.S. government grants disbursed by the school during the last school year from U.S. government grants. This sum may or may not coincide with the total of U.S. government grants available to the school at the beginning of the last school year, only the amount disbursed from the total available should be shown.

Total Receipts (U.S. Dollars):

GRASP automatically calculates the total of all Receipts (Tuition Total + Gifts and Contributions Total + Miscellaneous Revenue Total).

School Reserve Funds:

Operating:

Enter amount of the school's operating reserve funds.

Capital:

Enter amount of the capital reserve funds.

Percentage of total received in local currency:

Enter the percentage of total school income received in local currency.

Click on the SAVE button to save all data that has either been updated or added.

To move to the next section, click on either the "Close" button on the bottom menu bar or the "X" in the School Budget-Receipts window.

School Budget

Receipts – Annual Tuition Rates

Enter information on the amount charged by the school for tuition, broken down by grade level. Do not include the dollar sign with entry. Move through the screen by using the [TAB] key to move to the next field and the [LEFT/RIGHT ARROW] keys to move within a field.

Grade	Amount	Additional Tuition Rates Data:
	<input type="text"/> 0	
K -	<input type="text"/> 0	
1 -	<input type="text"/> 0	
2 -	<input type="text"/> 0	
3 -	<input type="text"/> 0	
4 -	<input type="text"/> 0	
5 -	<input type="text"/> 0	
6 -	<input type="text"/> 0	
7 -	<input type="text"/> 0	
8 -	<input type="text"/> 0	
9 -	<input type="text"/> 0	
10 -	<input type="text"/> 0	
11 -	<input type="text"/> 0	
12 -	<input type="text"/> 0	
13 -	<input type="text"/> 0	

Other Fees Assessed by School (e.g. capital levy, bus fee, etc.):
* Refer to 'School Budget - Receipts' menu item, page 1, box 6.

The data field immediately above the “K” in the left column is provided for you to indicate any grade offered by the school prior to kindergarten (“K”), such as PK, PS, N, etc.

Additional Tuition Information

Enter additional information the school wishes to provide on other charges. Do NOT include those fees charged to guarantee a space in the school, regardless of what those fees are called.

Other Fees Assessed by School

Enter additional information the school wishes to provide on other fees. Examples: capital levy, bus fee, etc.). Information on fees required to guarantee a space in the school should be reported in this section and identified as such.

Click on the SAVE button to save all data that has either been updated or added.

To move to the next section, click on either the “Close” button on the bottom menu bar or the “X” in the Receipts-Annual Tuition Rates window.

School Budget ***Receipts – Gifts and Contributions***

To access each category, click on the number box beside the category. For U.S. Business Firms and U.S. Foundations (category 1 & 2) you may enter each organization separately, by clicking on the ADD button or EDIT/ADDROW menu option. For all other categories (category 3 – 7), enter the total amount for each category. **Example:** all individual gifts \$3,000 or all host country organizations \$3,000.



U.S. Business Firms:

Enter amount of donations made by U.S. Business Firms, listing each business firm separately.

U.S. Foundations:

Enter amount of donations made by U.S. Foundations, listing each foundation separately.

Individual Gifts:

Enter the total amount of donations made by individuals.

Host Government:

Enter the total amount of donations made by the host government.

Host Country Organizations:

Enter the total amount of donations made by host country organizations.

Business Firms:

Enter the total amount of donations made by host country business firms.

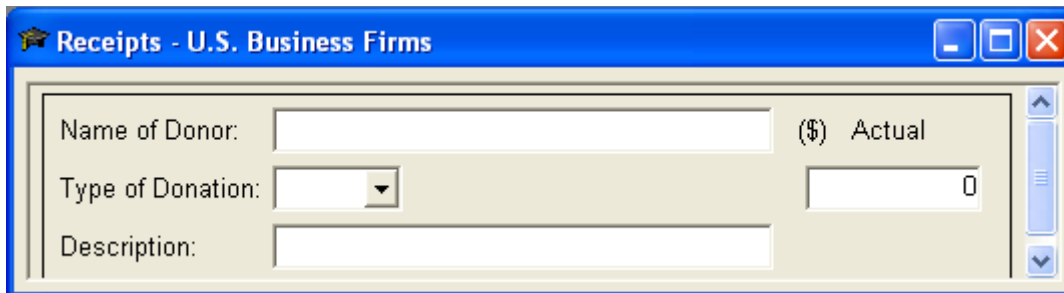
Other:

Enter amount of donations made by others not listed above, such as third country businesses and governments.

If you are accessing a category in the Gifts and Contributions section for the first time, you will receive 2 prompt boxes, indicating that no data currently exists in this section and providing instructions on how to begin entering data by using the ADD function. If you have already entered data or if you have converted

data from a prior version of GRASP, you will automatically receive a listing of organizations already in GRASP within each specific category. Click on the name of one of the organizations and click on [OK]. You will be brought back to the data entry screen for the category you have selected.

The following is an example of the data entry window for gifts, contributions and bequests.



Name of Donor:

Name of donor organization, firm, or individual. Use the ADD button or EDIT/ADD ROW menu option to add each new donor listing.

Type of Donation:

(Cash) or (In-kind) - Select type of donation by pressing [UP/DOWN ARROW] keys or by typing in the letter [C] or [I].

Description of Donation:

If you select the "IN-KIND" donation, you should enter an identification of the type of donation (i.e., computer, sports equipment, etc.).

Amount of Donation:

Amount received per donor last year.

Click on the SAVE button to save all data that has either been updated or added.

To move to the next section, click on either the "Close" button on the bottom menu bar or the "X" in the Receipts - Gifts and Contributions window.

School Budget *Expenditures*

If possible, an entry should be made for all items. If there are no expenditures for a particular line item, the system defaults to zero (0) for the first time through the program. Once a number has been entered into a data field, that field will no longer default to zero (0). At that point the program will require that you enter a number (including 0) before continuing on to the next data field. Only monetary expenditures should be entered.

Use the [TAB] key to move through the data entry fields in each screen. Use the scroll bar on the right side of the window to advance to the next "page." GRASP will automatically calculate totals in all categories. **NOTE:** Screen can be maximized to see more data fields at one time.

		(\$) ACTUAL
Current Exchange Rate in U.S. Dollars =	<input type="text"/>	
Administration:		
Salaries:	<input type="text"/>	0
Contracted Services:	<input type="text"/>	0
Other Expenses:	<input type="text"/>	0
Special Costs for U.S. Recruited Staff:	<input type="text"/>	0
Total Administration:		<input type="text"/>
Instruction:		
Salaries:		
Principals:	<input type="text"/>	0
Consultants and Supervisors:	<input type="text"/>	0
Teachers:	<input type="text"/>	0

Current Exchange Rate:

Enter the current amount of local currency equal to one U.S. dollar and the currency name. *This is a required field.* **Example:** 1234.56 Pesos or .57 Pounds. If you processed the RECEIPTS section first and entered the exchange rate there, it will be carried over to this entry.

Administration:

Salaries:

Enter data on gross salaries for Administration.

Contracted Services:

Enter amount of expenses for contracted services, such as school guards.

Other Expenses:

Enter amount for other administrative expenses incurred, such as admin. travel to recruit staff.

Special Costs for U.S. Recruited Staff:

Enter data to reflect special expenditures for transportation, housing, allowances, etc., required to secure the services of U.S. administrative staff because the school is located outside the U.S. Special costs related to instructional staff is entered in another section.

Total Administration:

GRASP automatically calculates the total for all Administration.

Instruction:

Salaries:

Provide information on amount expended for salaries of teachers, aides, librarians, and other faculty members.

Principals: Enter amount expended for annual salaries.

Consultants & Supervisors: Enter amount expended for annual salaries.

Teachers: Enter amount expended for annual salaries.

Category	Amount
Other Instructional Staff:	0
Secretarial and Clerical:	0
Other Salaries for Instruction:	0
Total Salaries:	0
Textbooks:	0
School Libraries and Audio-Visual Materials	0
Teaching Supplies:	0
Other Expenses:	0
Special Costs for U.S. Recruited Staff:	0
Total Instruction:	0
Health Services:	0
Pupil Transportation Services:	0
Operation of Plant:	0
Maintenance of Plant:	0

Other Instruction Staff: Enter amount expended for annual salaries.

Secretarial & Clerical: Enter amount expended for annual salaries.

Other Salaries for Instruction: Enter amount expended for annual salaries.

Total Salaries: GRASP automatically calculates the total for all Salaries.

Textbooks:

Enter amount expended for textbooks.

School Libraries & Audio-Visual Materials:

Enter the amount expended for library and audio-visual materials.

Teaching Supplies:

Enter amount expended providing teaching supplies to the faculty.

Other Expenses:

Enter amount expended by the school for other expenses for instruction, including costs for shipments of materials and equipment.

Special Costs for U.S. Recruited Staff:

Enter amount of costs to secure the services of U.S. citizens to fill staff positions. See the similar section under "Administration-Special Costs" discussed previously.

Total Instruction:

GRASP program automatically calculates the total for all Instruction.

Health Services:

Enter amount expended for providing health services.

Pupil Transportation Services:

Enter amount expended for transportation of school students.

Operation of Plant:

Enter amount expended by the school for operation of the school's facilities.

Maintenance of Plant:

Enter amount expended by the school for maintenance of the school facilities.

Category	Value
School Contributions to Employee Retirement:	0
Insurance and Judgments:	0
Rental of Land and Buildings:	0
Interest on Current Loans:	0
Other Fixed Charges:	0
Direct Taxes on School:	0
Total Fixed Charges:	0
Food Services:	0
Student Body Activities:	0
Community Services:	0
Capital Outlay:	
Sites:	0
Buildings:	0

Fixed Charges:

School Contributions to Employee Retirement:

Enter total amount expended concerning the school's contribution to the employees' retirement fund, including both administrative and instructional staff.

Insurance & Judgments:

Enter amount expended by the school for insurance costs and any judgments against the school.

Rental of Land & Buildings:

Enter amount expended for the school's rental costs for both land and buildings.

Interest on Current Loans:

Enter amount expended in interest for current loans against the school.

Other Fixed Charges:

Enter amount expended for all other fixed charges levied against the school, except direct taxes.

Direct Taxes on School:

Enter amount expended in taxes levied against the school. This field will be automatically added to the Other Fixed Charges field.

Total Fixed Charges:

GRASP automatically calculates the total for all Fixed Charges.

Food Services:

Enter amount expended by the school for providing dining services.

Student Body Activities:

Enter amount expended by the school to assist in student body activities.

Community Services:

Enter amount expended by the school for providing community services such as: a) training and visits involving local education, b) special student exchanges, c) programs to foster the English language (**do not include** costs associated with **ESL services** provided to students enrolled **in the school**), d) providing community access to the school library, e) providing community use of school's recreational facilities, f) scholarship expenditures, etc.

Capital Outlay:

Sites:

Enter total amount expended on maintenance and upkeep of school grounds.

Buildings:

Enter total amount expended on maintenance and of school buildings.

Total Capital Outlay:	0
Debt Service from Current Funds:	0
Total Expenditures:	0
Percentage in Local Currency:	0 %
GOVERNMENT GRANTS:	
<u>Clearing Accounts:</u>	
Balance of Grant Funds Available at Begin-of-School Fiscal Year:	0
Funds Disbursed During School's Fiscal Year:	0
Difference:	0
<u>Expenditures for Scholarships:</u>	
Financed from U.S. Government Grants:	0
From School Budget Excluding U.S. Grants:	0
Total Expenditures for Scholarships:	0

Equipment:

Enter total amount expended by the school for equipment maintenance.

Total Capital Outlay:

GRASP automatically calculates the total for all Capital Outlay.

Debt Service from Current Funds:

Enter amount expended in debt services from current funds.

Total Expenditures:

GRASP automatically calculates the total of all Expenditures:

Administration Total + Instruction + Health Services Total + Pupil Transportation Services Total + Plant Operation Total + Plant Maintenance Total + Fixed Charges Total + Food Services Total + Student Body Activities Total + Community Services Total + Capital Outlay Services + Debt Service Total.

Percentage in local currency:

Enter percentage of expenditures that are made in local currency.

Government Grants:

Provide information on U.S. government grants.

Clearing Accounts:

Balance of Grant Funds available at Beginning-of-School Fiscal Year: Enter the amount of unused U.S. grant funds available to the school at the beginning of the school's fiscal year.

Funds Disbursed during School's Fiscal Year: Enter the amount of grant funds expended during the school's fiscal year.

Difference: GRASP automatically calculates the difference between funds available and funds dispersed.

Expenditures for Scholarships

Financed from U.S. Government Grants: Enter the amount expended from U.S. government grants on scholarships.

From School Budget Excluding U.S. Grants: Enter the amount expended from the school budget on scholarships.

Total Expenditures for Scholarships: GRASP automatically calculates the total for all Scholarship Expenditures.

Click on the SAVE button to save all data that has either been updated or added.

To move to the next section, click on either the "Close" button on the bottom menu bar or the "X" in the School Budget-Expenditures window.

GRASP Reports

This function will generate various reports, using the data you have entered, and display them on the screen and/or print the reports on paper (hard copy).

Survey

This function will produce screen and/or hard copy printouts of the various parts of the Grant Request Annual Submissions Program for the year indicated in the Survey Year box at the top of the window.

Survey Report

Survey Year: 2011

Report Options

Select All Deselect All

General Information
 Request For Assistance
 Student Body Information
 OSAC Information
 Board of Governors Members
 Faculty Information
Sort By: Name Category
 Budget Receipts
 Budget Expenditures
 Detail Student Body Information

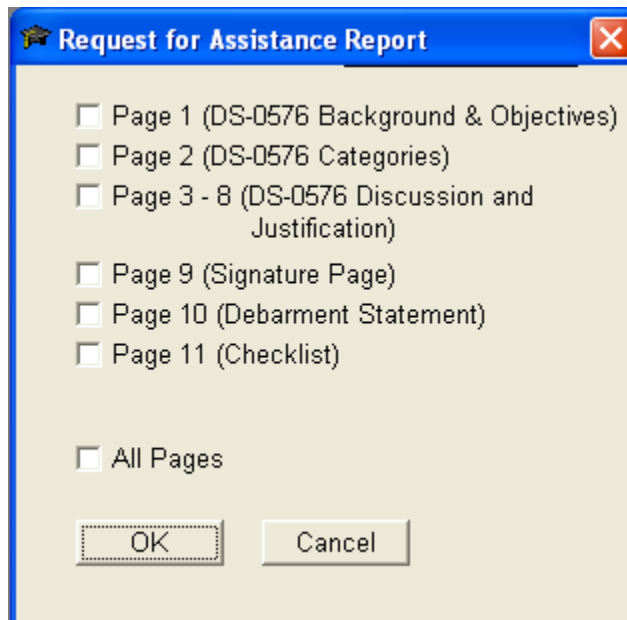
Preview Print Exit

If you plan to print the entire GRASP package, do not change the default settings. If, however, you only want to print specific reports, click on the DESELECT ALL button to clear the default settings. Next click on the particular report(s) you wish to view or print. All reports marked with the 'check-mark' will be available for viewing or printing. In order to select a specific report; use the [TAB] to navigate to the item to be selected. Press [SPACE BAR] to place or remove a 'check-mark' beside a particular item. You may also click on specific items using the mouse.

Faculty Information Report: When printing the "Faculty Information" report, you have the option of printing all the records, sorted either by name or by category.

Request for Assistance Report: The Request for Assistance Section is composed of a total of 6 reports. You can elect to preview/print all 6 reports or a specific range. When you select the Request for Assistance report, GRASP will display a screen prompting you to select either all of the 6 reports to preview/print or to select a specific report.

After you have selected the specific report(s) you wish to preview/print, click on [OK]. GRASP will either display or print your selections.



IMPORTANT: A signed Debarment Certification Statement and signature page, along with the checklist **must** accompany the GRASP package sent to the Office of Overseas Schools.

**Survey
Printer Selection**

Reports will be sent to your default printer.

**Survey
Preview/Print Buttons**

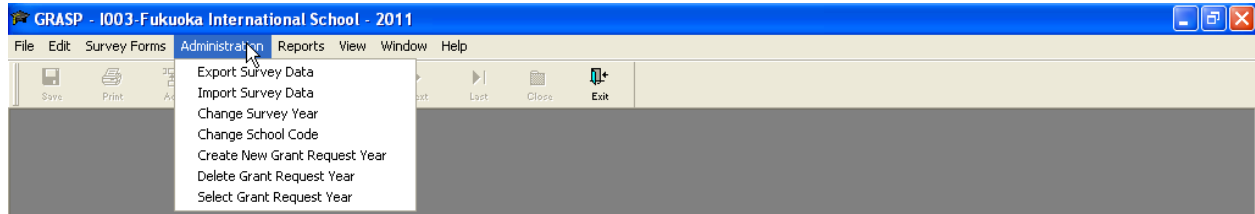
Use these buttons on the Survey Report window either to view or to print the data. If you want to view the information on the screen, use the [TAB] key to select the "Preview" button and press [ENTER] or click on the "Preview" button. All reports marked with the 'check-mark' will be available for viewing. Move from one page of the report to the other by using the 4 buttons at the top of the window. The double-arrow pointing left moves you to the first 'page'. The single-arrow pointing left moves you to a prior 'page'. The single-arrow pointing right moves you to the next 'page'. The double-arrow pointing right moves you to the last 'page'. If the boxes do not show an arrow, there are no other pages to be viewed.

When you are ready to print the reports, click on the "Print" button on the Survey Report screen. GRASP will print all reports you have selected in the "Report Options" section.

Administration

The ADMINISTRATION section assists you in maintaining system integrity and in exporting the stored data. The ADMINISTRATION section contains 7 functions for GRASP (as discussed below)

School version of the Administration menu options:



Administration Export Survey Data

After the Request for Assistance and the Certification Statement have been printed and signed by the required individuals, the school will be ready to export the data to a CD for forwarding to the Office of Overseas Schools and the post.

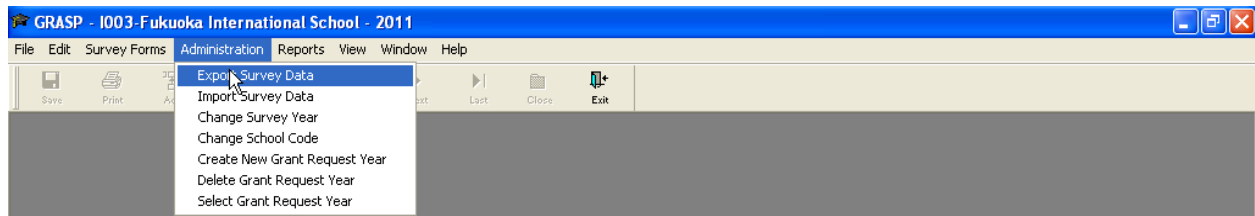
This selection is **ONLY USED** when the school is ready to export the GRASP information to a CD. Only data for the year that is displayed in the title bar of the main screen will be exported to the CD. Make sure that you have "selected" the appropriate grant request year before exporting the data (see **SELECT GRANT REQUEST YEAR** on Page 54).

NOTE: Be sure that the CD does NOT contain important data. This procedure will erase all existing files on the disk!

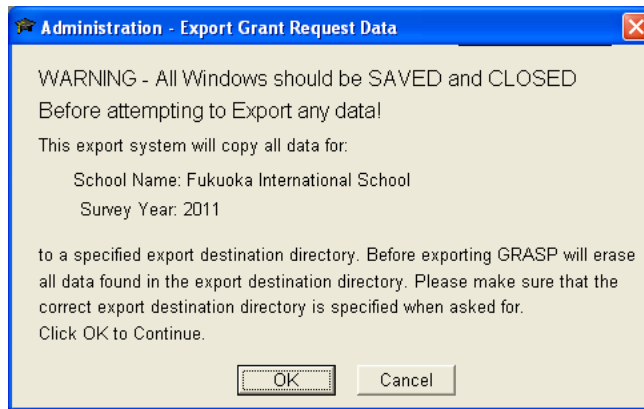
Upon completion of the export procedure, the following information must be placed on CD label:

Name of School	Lincoln School
Name of Post	Kathmandu
Survey Year on Disk	SY XXXX
Date data was exported	11/02/2011

The CD containing the exported data, along with a printout of the Request for Assistance, signature page, checklist and Certification Statement, are to be forwarded to the appropriate post for their review and forwarding to the Office of Overseas Schools in Washington, DC. Instructions for sending the GRASP package to the Office of Overseas Schools by e-mail can be found on Page 7.



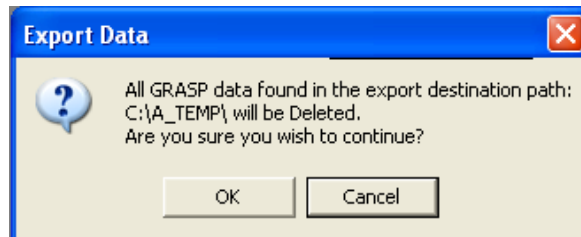
To start exporting data, select **Export Survey Data** from the main ADMINISTRATION menu. You will get a screen showing the school name and the survey year to be copied. You will need to verify this information is correct before proceeding. Click **OK** to continue.



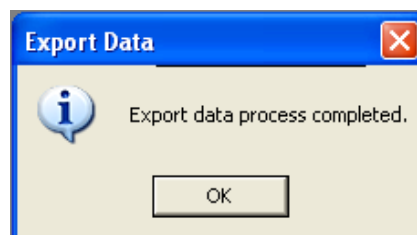
You will get a screen asking where you wish to have the data copied to. Select the appropriate drive for exporting the data. After you have selected the target drive, click on the [OK] button to begin the export procedure.



You will be given a prompt asking if you want to continue. Click on the [OK] button and the export process will start.



When the prompt EXPORT DATA PROCESS COMPLETED appears, click [OK] to return to the main menu. Click on the [CANCEL] button to cancel the export procedure and return to the main menu.

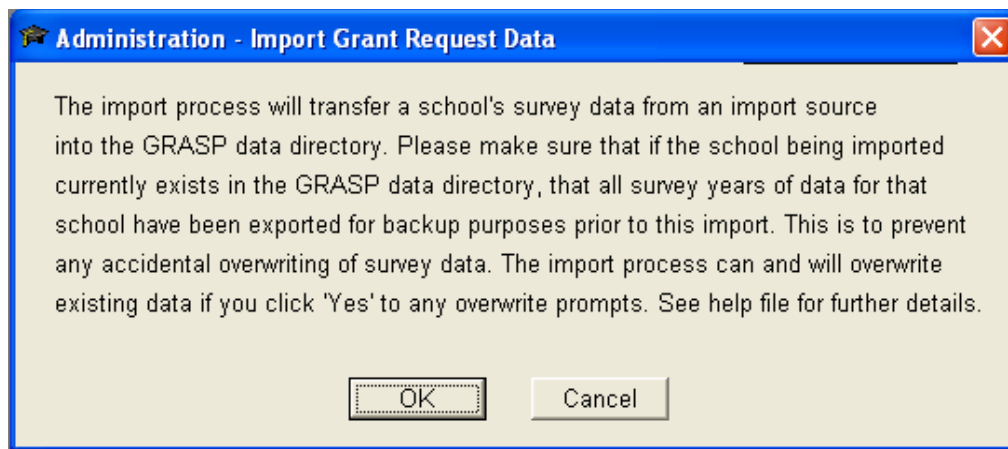


Administration Import Survey Data

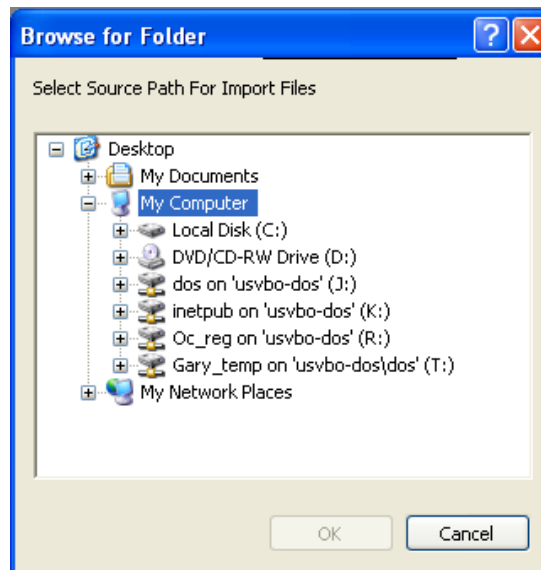
This selection is used by the school to add current year data from a CD if GRASP becomes corrupted on the computer. If GRASP becomes corrupted, you must first uninstall GRASP and then reinstall it from the GRASP 3.3.2 install CD. Instructions for installation can be found on Page 11.

WARNING! This procedure will overwrite EXISTING GRASP data for the current survey year. Reinstalling GRASP will not restore previous year data (psr files). The only way to restore those files is to re-import them from a backup copy (such as a flash drive or CD). The Office of Overseas Schools may also be able to assist you in obtaining any old data.

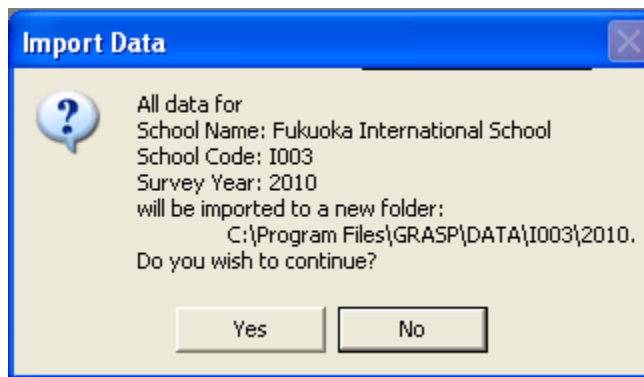
To start importing data, select IMPORT SURVEY DATA from the main ADMINISTRATION menu. After the IMPORT SURVEY DATA window is opened, click on the [OK] button to begin the import procedure. Click on the [CANCEL] button to cancel the import procedure and return to the main menu.



You will be asked to select the Source Path for the Import Files. This is the location of the files to be imported. Select the appropriate drive.



You will be given a prompt asking if you want to continue. Click on the [OK] button and the import process will start.



When the import process is done, click on [OK] to return to the main menu.

The IMPORT SURVEY DATA process will automatically create a sub-directory in GRASP that stores the school's name, code, and the date imported to the system using the school's code as the naming convention. This is done without any input from the user.

After the IMPORT SURVEY DATA function is completed, you will be returned to the main menu. You then select the school, using the SELECT A SCHOOL option, to continue the review and comment process.

NOTE: The IMPORT SURVEY DATA function will only allow you to add data from a CD containing current survey year data for a school with the same school code as the school currently selected.

Administration

Create New Grant Request Year

This selection is used to add a new grant request year.

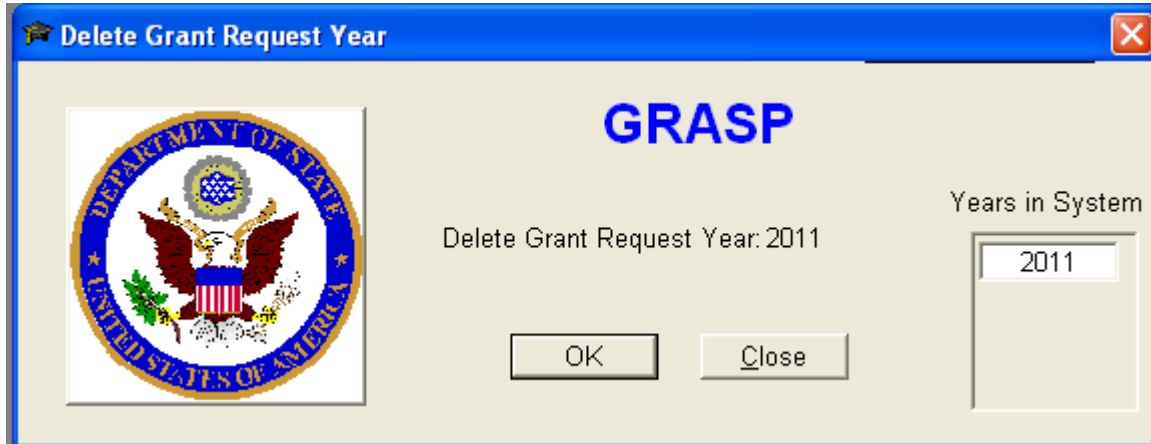
NOTE: This is the function that the school must use each year to "roll over" the static data from the prior year and to begin entering new data for the next grant request year.



First, be certain that you have selected the most recently existing survey year for your school. Next, click on CREATE NEW GRANT REQUEST YEAR under the ADMINISTRATION menu option. After the above grant survey year screen appears, enter the new Grant Request Year. You cannot enter a grant request year that already exists. This procedure automatically deletes information, which routinely changes each year and maintains information that remains static from year to year. For example, a teacher's name and education history "roll over," while salary information, etc., is deleted.

Administration Delete Grant Request Year

This selection is used to delete a grant request year. This function is used to delete a survey year which currently exists in the system. It will remove all data related to the selected school for the selected survey year.



Administration Select Grant Request Year

This selection is used to select a grant request year that is not currently "open." Select the desired year and click on the [OK] button. After you have retrieved the selected year's data, the year will be displayed in the title bar at the top of the screen. The Office of Overseas Schools suggests maintaining 3 years of data on your computer, if possible.

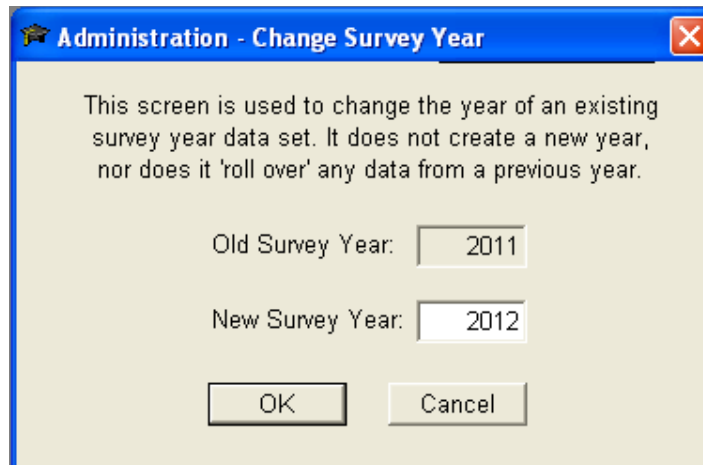


Administration Change Survey Year

This selection is used to edit the survey year if the wrong survey year was entered when GRASP was initiated or if there is duplicate survey year already in the program.

THIS SELECTION IS NOT USED TO ROLL OVER PRIOR SURVEY YEAR DATA INTO THE CURRENT SURVEY YEAR.

When this option is selected, a Change Survey Year box appears on the screen with 2 entry fields. Enter the correct survey year in the "New Survey Year" field and click on the [OK] button. If you decide not to edit the survey year after entering a new code, use the [CANCEL] button to exit the screen without making any changes.



Administration - Change Survey Year

This screen is used to change the year of an existing survey year data set. It does not create a new year, nor does it 'roll over' any data from a previous year.

Old Survey Year: 2011

New Survey Year: 2012

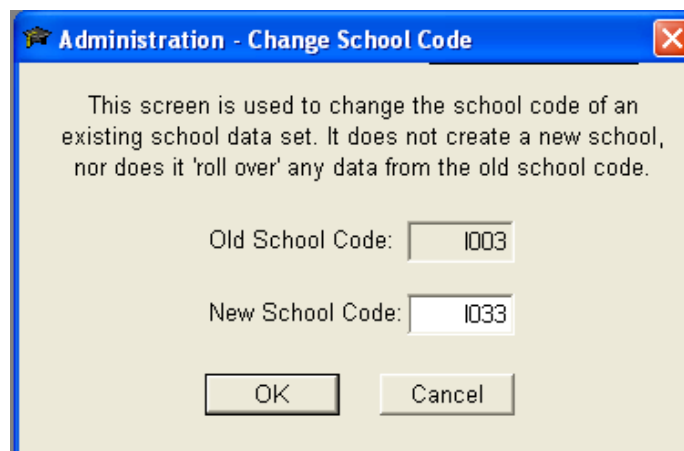
OK Cancel

Administration Change School Code

This selection is used to edit the school code if the wrong code was entered when GRASP was initiated.

This option does not create a new school, nor is it used to roll over data from another school.

When this option is selected, a Change School Code box appears on the screen with 2 entry fields. Enter the correct school code in the "New School Code" field and click on the [OK] button. If you decide not to edit the school code after entering a new code, use the [CANCEL] button to exit the screen without making any changes.



Administration - Change School Code

This screen is used to change the school code of an existing school data set. It does not create a new school, nor does it 'roll over' any data from the old school code.

Old School Code: 1003

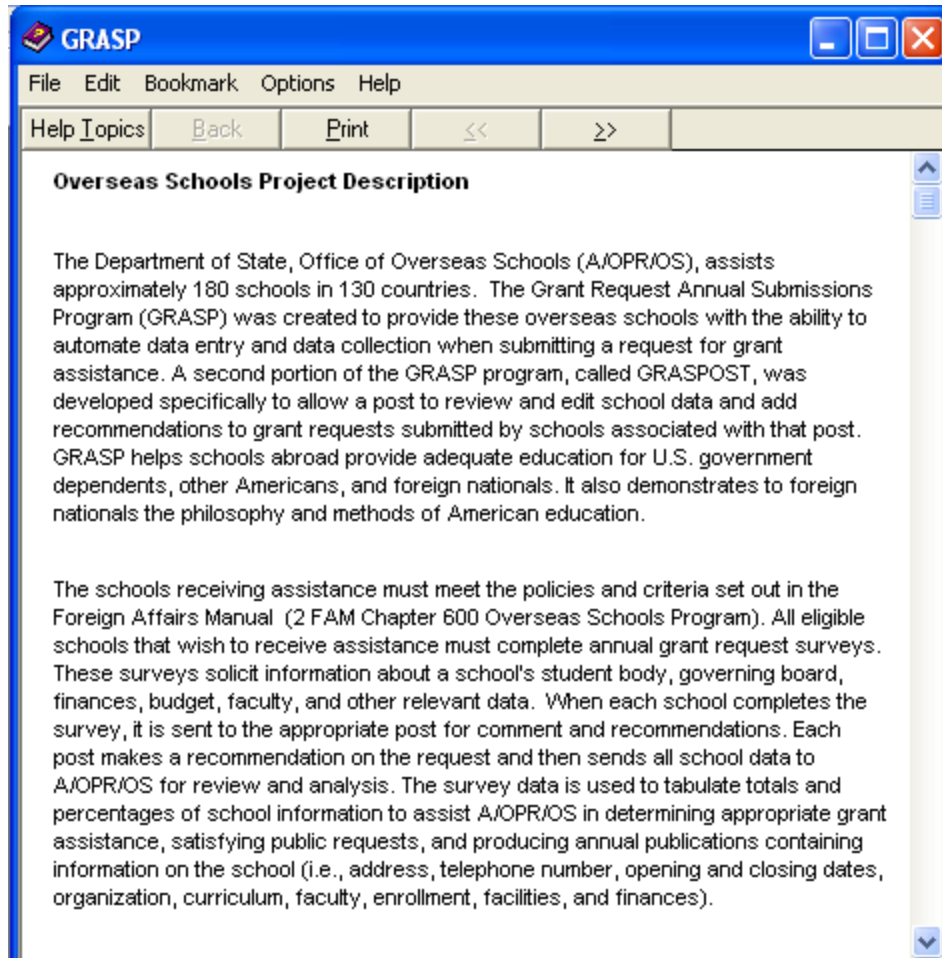
New School Code: 1033

OK Cancel

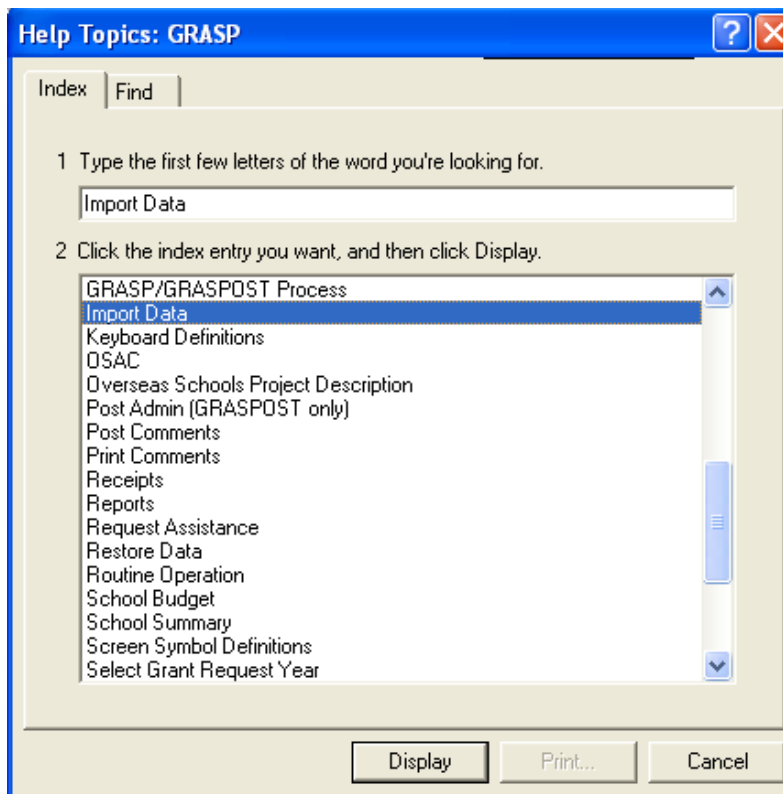
HELP

The Help window contains general information about the GRASP application. The selection is located on the main menu bar. To access, click on Help and select from Help Topics the item you wish to view by clicking on the appropriate topic. Use the [ARROW] keys to navigate within the Help window. After you have highlighted your selection, press [ENTER] to activate your selection. Close Help by clicking on the "X" in the Help window or by selecting the [FILE/EXIT] function on the main menu bar.

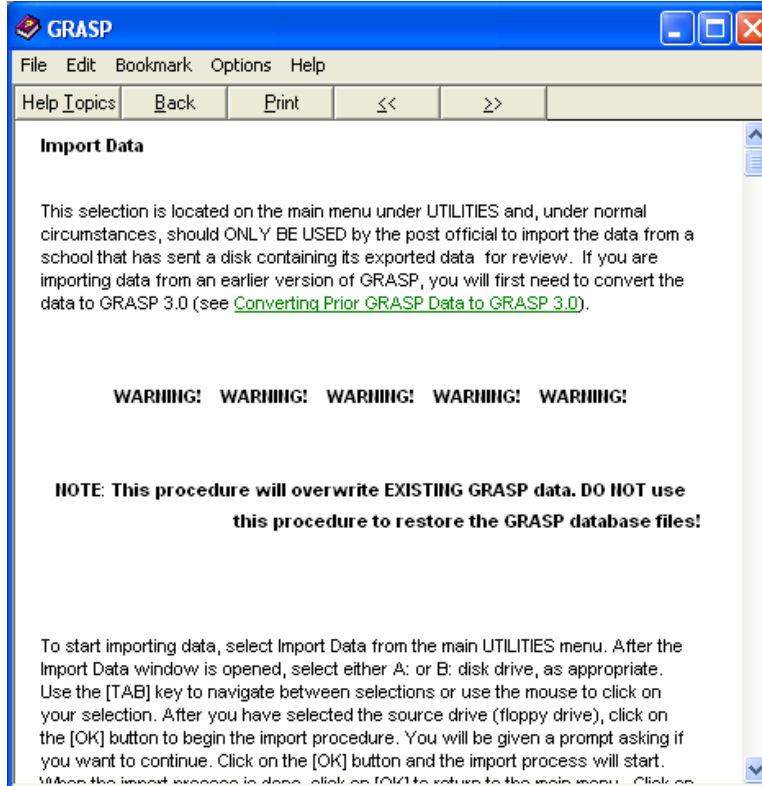
The Help Topics are also available inside all the GRASP data windows by clicking on the Help button on the main menu bar.



Click on the Help Topics button.



Scroll to the topic and Highlight it or enter a topic in the top then click on the topic when it appears and click the Display button and the topic will appear in the Help window.



Instructions for GRASPOST

Getting Started in GRASPOST

Process

1. When a school submits a CD with GRASP 3.3.2 information, the post loads the data using the IMPORT SURVEY DATA function (see IMPORT SURVEY DATA section on Page 51 for detailed instructions). Repeat this process for each school from which the post has received a GRASP CD.
2. If the post wishes to review and edit data provided by the school, the post clicks on the SELECT A SCHOOL function under the ADMINISTRATION section. GRASPOST will display a list of all the schools that have been added to your system. Select the one you wish to review, and click [OK].

Press [ALT + S] to highlight the SURVEY FORMS section and Click [OK]. You will see the same "Survey Reports" screen as in the GRASP version.

3. When the post is satisfied with the accuracy of the data, the post uses the ENTER POST COMMENTS section (located under ADMINISTRATION) to enter the Post Recommendation and to print out a hard copy.
4. The post uses the ADMINISTRATION section to re-export the school's data and Post Recommendation to a separate CD and forwards both the GRASP and GRASPOST export CDS and the completed package (see checklist) to the Office of Overseas Schools.
5. The post can maintain information on all schools associated with it for multiple survey years within the GRASPOST program. After a school has been "added" to the post's system, the post can enter new data each year by using the IMPORT SURVEY DATA function. This function will add a new survey year folder for a particular school when the data is imported.

Installation

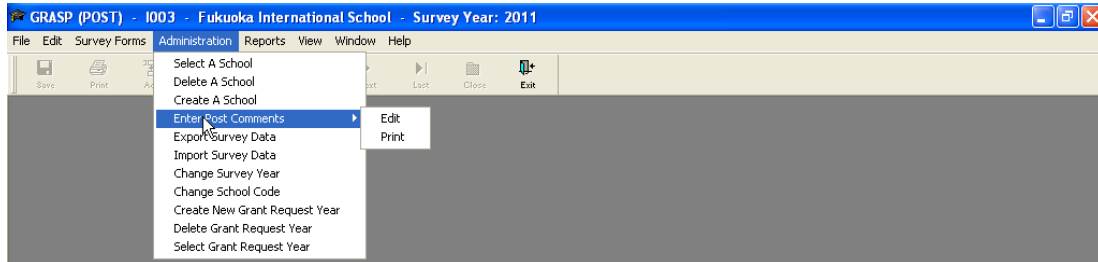
The post **must use** Version 3.3.2 to review the school's data.

Follow the installation instructions found on page 11. Select GRASPOST and enter the PASSWORD that is contained in the cover memorandum that accompanied the installation CD. Then press [ENTER] or click [OK].

Administration

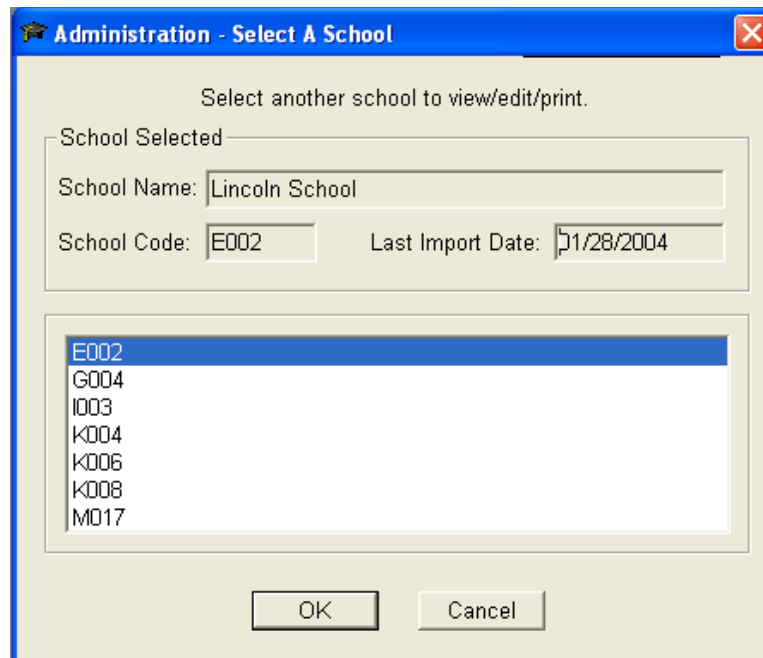
The ADMINISTRATION section provides access to the functions requiring post action and assists you in maintaining system integrity and in exporting the stored data. The ADMINISTRATION section contains 11 functions for GRASPOST (as discussed below).

When ADMINISTRATION is selected on the GRASPOST menu bar, a list of items for selection will be displayed. **With the exception of the IMPORT SURVEY DATA function, the post must use the SELECT A SCHOOL function to select a school before it can proceed with any other actions.** After a school has been selected, all of the GRASPOST menu bar items become active. SURVEY FORMS and REPORTS cannot be accessed unless a school name is selected. The following is a breakdown of the items available for selection in the ADMINISTRATION drop-down menu:



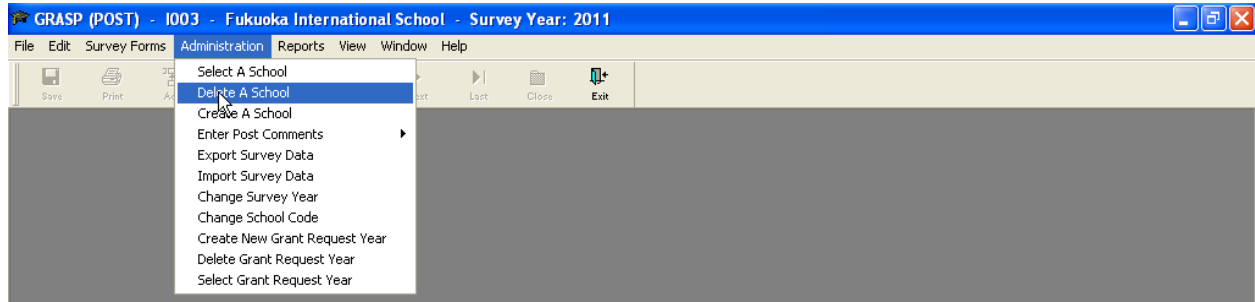
Administration Select A School

This selection permits a post to select a school to view, edit, print, and add comments. The [UP ARROW] and [DOWN ARROW] and the mouse are used to move from one item to the next. Choose a school by selecting the school code and clicking [OK]. When a school code is highlighted, its name, school code, and the last date data was imported will be displayed. Click [OK] and the program returns you to the main GRASPOST screen, and the school's name and survey year will appear in the title bar. To enter post comments, see the POST COMMENTS section on Page 64. For instructions on viewing and editing the school's data, refer to the SURVEY FORMS section on Page 14.



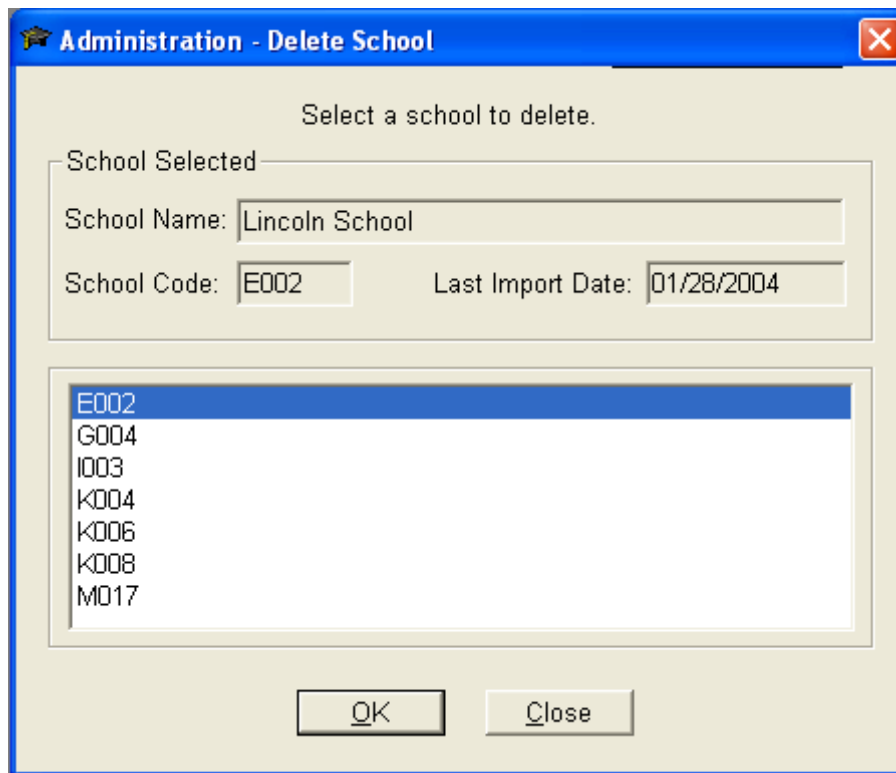
Administration

Delete A School



This selection is used to delete a school which already exists in the post's system. When DELETE A SCHOOL is chosen, highlight the school to be deleted and press [ENTER] or click [OK]. You will receive a message asking you to confirm that you want to delete the highlighted school. Click [OK] to continue or [CANCEL] to change your mind. **PLEASE NOTE: this function will delete a school entirely.**

If you wish only to delete one survey year for that school, you will need to go to:
C:\Program Files\GRASP\Data\school code)\(survey year to be deleted).



WARNING! WARNING! WARNING! WARNING! WARNING!

NOTE: This procedure will delete all data concerning the school, including the sub-directory. If the post wishes to keep a record of data, select EXPORT SURVEY DATA from the main menu under ADMINISTRATION, and make a floppy disk before deleting the school.

Two messages will be displayed during the delete process to permit a user **to abort** the delete process.

Administration

Create A School

This selection allows a post to enter data from a school which has been unable to prepare an export disk and which has provided only a hard copy version of its data. In such instances, post may wish only to review the hard copy data, append its Post Recommendation, and forward the whole package to the Office of Overseas Schools. This alternative was added to the program for those posts which wish to maintain a computer copy of the information submitted on behalf of a school.

Instructions for completing the New School Identification screen are found on Page 12. Instructions for completing the submission begin on Page 15 under Survey Forms.

Enter New School Identification

Post Name:

School Name:

School Code:

Country:

Survey Year:

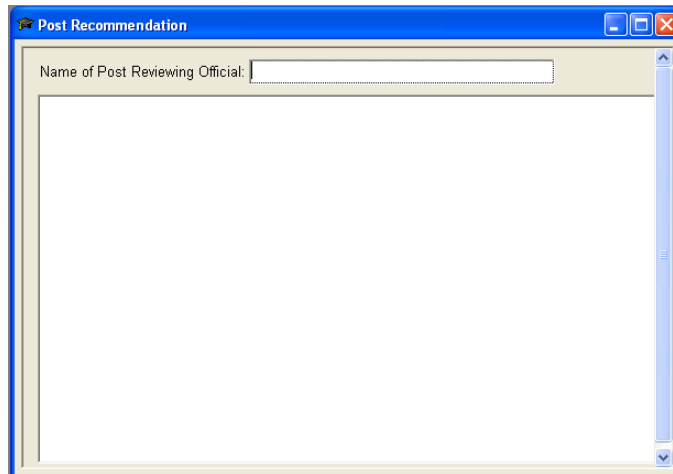
Administration
Enter Post Comments

This selection is used by a post to provide a recommendation on a school's request for assistance and to print out a copy of its recommendation. The POST COMMENTS section has 2 sub-menus: EDIT and PRINT. A post must first use the SELECT SCHOOL function to choose a school to review and enter comments. The POST COMMENTS function cannot be used until a school has been selected.

Administration
Enter Post Comments
Edit

The data in this section is entered by the post official who is responsible for coordinating school activities at the post (see 2 FAM 600). The principal officer, or the officer responsible for coordinating school activities at the Foreign Service post, should ensure that the request for assistance is in agreement with policies and criteria for granting assistance set forth in 2 FAM 600 and is justifiable in terms of these policies and criteria. The comments should contain the Recommendation of the post reviewing official regarding the request for funding that is being made by the school in the menu selection under Survey Forms/School Summary/Request for Assistance/Background and Categories.

NO REQUEST FOR ASSISTANCE WILL BE CONSIDERED UNLESS THIS SECTION IS PROPERLY COMPLETED AND ACCOMPANIED BY A SIGNED COPY.



Name of Post Reviewing Official:

Enter full name.

Post Recommendation:

Enter the post's recommendation concerning the school's request for assistance.

After completing comments, SAVE and CLOSE to continue.

Administration
Enter Post Comments
Print

After the post has completed its review of each school's data and entered its recommendation, this section is used to print the post comments for the school currently displayed in the title bar. The survey year will also be displayed.

A hard copy of the Post Recommendation must be printed out and signed by the appropriate reviewing official at the post. The signed hard copy of the Post Recommendation must accompany the **EXPORT CD** that is sent to the Office of Overseas Schools.

NOTE: This is the only menu selection from which the post can print the recommendation. If the post had reviewed or edited data originally provided by the school and wishes to keep a hard copy of the school's data, use the REPORTS section to print copies of the GRASP data provided by the school.

Administration Export Survey Data

This selection is only used when the post is ready to export the GRASPOST information to a floppy disk. The post should send to A/OPR/OS both the GRASP export disk prepared by the school and the GRASPOST export disk. See ADMINISTRATION-Export Data on Page 49.

Administration Import Survey Data

This selection is used to add a school to the post's system (GRASPOST).

The IMPORT SURVEY DATA process will automatically create a sub-directory in GRASPOST that stores the school's name, code, and the date imported to the system using the school's code as the naming convention. This is done without any input from the user. After the IMPORT SURVEY DATA function is completed, you will be returned to the main menu. You then select the school, using the SELECT A SCHOOL option, to continue the review and comment process.

If the post already has GRASP data on its system from a school that it is attempting to add to the system, a prompt will appear instructing the user that the program is importing the data into a folder named for the survey year being added to the system. See ADMINISTRATION-Import Survey Data on Page 51.

Administration Change Survey Year

This selection is used to edit the survey year if the wrong survey year was entered when GRASP was initiated or if there is duplicate survey year already in the program. **THIS SELECTION IS NOT USED TO ROLL OVER PRIOR SURVEY YEAR DATA INTO THE CURRENT SURVEY YEAR.** See ADMINISTRATION-Change Survey Year on Page 55.

Administration Change School Code

This selection is used to edit the school code if the wrong code was entered when GRASP was initiated. **This option does not create a new school, nor is it used to roll over data from another school.** See ADMINISTRATION-Change School Code on Page 55.

Administration

Create New Grant Request Year

This selection is used to add a new grant request year. **This function is used annually to "roll over" static data from the prior year and to begin entering new data for the next grant request year.** See ADMINISTRATION-Create New Grant Request Year on Page 53.

Administration

Delete Grant Request Year

This selection is used to delete a grant request year that is currently in the system. See ADMINISTRATION-Delete Grant Request Year on Page 54.

Administration

Select Grant Request Year

This selection is used to select a grant request year that is not currently "open. See ADMINISTRATION-Select Grant Request Year on Page 54.

HELP

The Help window contains general information about the GRASP application. The selection is located on the main menu bar. To access, click on Help and select from Help Topics the item you wish to view by clicking on the appropriate topic. Use the [ARROW] keys to navigate within the Help window. After you have highlighted your selection, press [ENTER] to activate your selection. Close Help by clicking on the "X" in the Help window or by selecting the [FILE/EXIT] function on the main menu bar. See ADMINISTRATION-Help on Page 56.

The Help Topics are also available inside all the GRASP data windows by clicking on the Help button on the main menu bar. See ADMINISTRATION-Help on Pages 56 and 57.