RSA Payback Grantee Form: Sample Instrument

The RSA Payback form is submitted electronically using the RSA MIS system. This sample form provides an overview of the information grantees are required to submit each fiscal year until every scholar under a specific grant successfully fulfills their payback obligation. Detailed instructions for grantees are included in the Payback MIS User Guide and Instructions manual. Cells that are shaded gray indicate the information either rolls over from a previous screen or the information cannot be inputted by grantees because the data self-populates based on information entered into other areas of the form.

	Screen 1: General Information				
Grantee:		**Project Director:**		**Name of Person Completing Form:**	**Grant Number:**	
Address:		**Phone:**		**Phone:**	**FY Grant Amount**	
Rehab Field of Training		**Email:**		**Email:**	**Reporting Period (last Fiscal Year completed)**	

The data fields are self explanatory for this screen. Grantees will type in the information requested. The Rehab Field of Training field displays a drop down box that asks grantees to select the correct field of training the grant they are reporting on supports.

			Screen 2: Add/Edit Scholars					
Name of RSA Scholar	**Status**	**Scholar start date**	**Date of initial disbursement**	**Initial disbursement amount**	**Scholarship prior amount**	**Total support all years**	**Payback agreement signed and on file?**	**Current address on file?**
Text field	*Drop down box*	*Text field*	*Text field*	*Text field*	*Text field*	*Text field*	*Select Yes/No*	*Select Yes/No*

The second screen of the RSA payback form asks for information about the students receiving aid under the grant.   Grantees type in or choose the correct option from the drop down menu or checkbox for the information requested. Under "status" the grantee will note whether the student is currently enrolled in the program or has exited. The last two fields on Screen 2 require grantees to check a box certifying that the required payback agreement has been signed and is on file and that the scholar's address information is up to date.

	Screen 3: RSA Current Scholars		
Name of RSA Scholar	**Academic degree sought**	**Student Status**	**Alias of Scholar (Former name of scholar)**
Text field	*Drop down box*	*Drop down box*	*Text field*

Screen three asks for information on scholars currently enrolled in the grantee's academic program. This information will carry over year to year until the student's status is changed from "current" to "exited" on screen 2.

	Screen 4: RSA Exited Scholars				
Name of RSA Scholar	**Why did this scholar exit the program?**	**Date exited the program**	**Date work must begin (including 2 years grace)**	*Number of work years owed*	**Date by which work must be completed (including 2 years grace)**
Text field	*Drop down box*	*Text field*	*Automatically populates: no data entry required*	*Text field*	*Automatically populates: no data entry required*

Screen four collects information on scholars who have graduated or otherwise exited the grantee's program and are now in payback status. Grantees need to specify why a scholar exited the program. Once the grantee enters the date the system will automatically generate the date work must begin, the date by which work must be completed, and the scholar's commitment time completed and remaining obligation to date.

		Screen 5: RSA Exited Scholars (continued)					
Name of RSA Scholar	*Employment Status*	*If deferment or waiver or non qualifying employment, explain*	*Number of work years owed*	*Work years completed to date*	*Commitment (years/money) completed to date*	*Commitment (years/money) Remaining obligation*	*Payback complete?*
Text field	*Drop down box*	*Text field*	*Text field*	*Automatically populates: no data entry required*	*Automatically populates: no data entry required*	*Automatically populates: no data entry required*	*Automatically populates: no data entry required*

Screen five collects additional information on RSA exited scholars, specifically information about employment. Grantees are required to update the information each year until each scholar fulfills their payback obligation. When the fields in "number of work years owed" equals "work years completed to date," the system will automatically default to "Yes" in the "payback complete" field and the scholars' information will not appear on future payback forms. Grantees cannot manually change the payback complete field.

Screen 6: Summary and Signatures	
Total support all years to date	
Total scholarship amount current year	
Average number of work years owed	
Total number of scholars on this report	
Total number of current scholars	
Total number of full time scholars	
Total number of part time scholars	
Total number of graduated scholars	
Total number who exited without graduating	
Total for whom payback is complete	
Total for whom payback is not complete	
Total number of scholars in unqualified employment	
Total number of deferments (table in guide says temporary deferments)	
Total number of waivers	
Name of individual submitting this form	*Automatically populates: no data entry required*
Title of individual submitting this form	*Automatically populates: no data entry required*
Date	*Text field*

The last screen provides a summary of grantee activity based on data entered into the prior five screens. Grantees must fill out the last three text boxes on this form: the name of the individual submitting the current form, their title and the date. RSA will use all of the

grantee summary screens for analysis. Any fields with questionable data will be noted by RSA project officers who will then contact the grantees for additional information or to provide technical assistance.