Agency for Healthcare Research and Quality (AHRQ)
AHRQ Research Reporting System (ARRS)

Attachment B
Screenshots and Instruction for Use

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1 Overview

The Agency for Healthcare Research and Quality (AHRQ) has identified the need to establish a systematic method for reporting the progress and important preliminary findings of projects funded by the Agency. ARRS was developed to establish a comprehensive project progress reporting solution for AHRQ. ARRS facilitates the distribution and receipt of status reports for the entire Agency from Grantees and Contractors.

ARRS contains the following key functions:

1. Automatic report notifications.

2. Preformatted Status Report Templates.

3. Ability to add additional document and file attachments.

4. Search and filter results for Project Officer Reporting.

5. Print-Friendly Version.

2 Automatic Report Notification Processes

ARRS distributes report notifications via e-mail to Principle Investigators (PI) and Project Officers (PO). The notifications serve as reminders that a report for a specific Grant or Contract is due for submission.

2.1   Initial Notification

The PI or Contractor for specific ARRS reports is determined from the Point of Contact (POC) information entered into FDSS by the PO. ARRS sends an e-mail notification to the PI/Contractor and PO when a report is due for a Grant or Contract. If the PI or POC is reporting in ARRS for the first time, ARRS will also distribute an email that contains the ARRS Account Username and temporary password.

```
From: arrs@ahrq.hhs.gov [mailto:arrs@ahrq.hhs.gov]
Sent: Friday, July 22, 2011 10:41 AM
To: [PI\POC Name]
Subject: AHRQ Progress Report – [Grant\Contract Number], [Grant\Contract
Title].

PLEASE DO NOT RESPOND TO THIS EMAIL ADDRESS.

Dear AHRQ ARRS user,

The AHRQ GRS system has been updated to the AHRQ Research Reporting System
(ARRS).  ARRS is a  web based system developed to provide an online mechanism for
report submission and approval.  Each awardee has an inbox that can be used to
save, submit, and review progress reports for future reference.

You will continue to be notified via e-mail of your progress report due dates.
The notification e-mail will include a hyper link to the new form. Selecting the
hyperlink will allow you to open the form.   Please feel free to contact
arrs@ahrq.gov if you have any questions or comments.  Online HELP is available
after you log into ARRS.

You will need to login to ARRS to find your Progress Report for AHRQ ID number
R18 HS19989-01, Reporting Period 2011-03-31 to 2011-06-29. Please follow the link
https://arrs.ahrq.gov/, log in, and enter your report information.

If this is your first time completing the AHRQ Progress Report please review the
instructions on the web site. They will assist you in completing this form.

Please complete this form and submit it to AHRQ by dd-mm-yy.
```

Figure 1: ARRS Initial Email Notification

```
From: arrs@ahrq.hhs.gov [mailto:arrs@ahrq.hhs.gov]
Sent: Friday, July 01, 2011 6:00 AM
To: [PI\POC Name]
Subject: AHRQ NEW ACCOUNT INFORMATION - ** PLEASE RETAIN FOR YOUR
RECORDS **

PLEASE DO NOT RESPOND TO THIS EMAIL ADDRESS.

Dear AHRQ ARRS user,

Enclosed are your user name and temporary password to be used to access the
Agency for Healthcare Research and Quality (AHRQ) Agency Research Reporting
System.  Please follow the link https://arrs.ahrq.gov/, and then log in with the
user name and temporary password below. Once you are logged into the system, you
will then be asked to enter a permanent password.

User Name: FNNNNNNN
Temporary Password: KRFJHpt
```

Figure 2: ARRS Username and Password Notification

2.1.1   Non ARRA Report Notification

Notifications are sent by ARRS when a report has been created and is ready to for completion by the PI. The notification is released the day the report is available in the PIs inbox. The release date is based on the specific project's start and end dates and is usually the day the after the end of the previous reporting period. For example, if a Grant is due to report every quarter and the previous reporting period was for the period of March 1, 2011 through may 31, 2011, then ARRS will prepare and generate the next report on June1 , 2011.

2.1.2   ARRA Report Notification

Contracts and Grants subject to ARRA reporting receive a notification from ARRS two weeks prior to the end of the calendar quarter regardless of the specific project's start and end dates.

2.2   Reminder Notice

ARRS sends a reminder e-mail notification to the PI \POC two weeks after the initial notification, if the report has not been completed and submitted:

```
From: arrs@ahrq.hhs.gov [mailto:arrs@ahrq.hhs.gov]
Sent: Friday, July 15, 2011 5:05 AM
To: [PI\POC Name]
Subject: ** REMINDER ** AHRQ Progress Report – [Grant\Contract Number],
[Grant\Contract Title].

PLEASE DO NOT RESPOND TO THIS EMAIL ADDRESS.

Dear AHRQ ARRS user,

Enclosed you will find your Progress Report for AHRQ ID number R18 HS18646-01A1,
Reporting Period 31-MAR-11 to 29-JUN-11.  Please follow the link
https://arrs.ahrq.gov/, log in, and enter your report information.

If this is your first time completing the AHRQ Progress Report please review the
instructions on the web site.  They will assist you in completing this form.

Please complete this form and submit it to AHRQ by dd–mm-yy
```

Figure 3: ARRS Reminder Email

2.3   Report Submission Notification

ARRS sends an e-mail to the PO when a report is submitted by a PI/POC. Once a report has been submitted, the PO can log on and review the report.

```
ID number R18 HS19587-01, Awardee Davis, Stanley, Reporting Period 2011-01-01 to
2011-03-31 received.

To access this report, log into AHRQ Research Reporting System (ARRS)
https://arrs.ahrq.gov/ARRS.
```

Figure 4: ARRS Report Submission Email Notification

2.4   Report Approved\Disapproved Notification

ARRS sends a notification to the PI\POC when a report has been reviewed and approved or disapproved. The following figures
are examples of these types of notifications.

```
Dear AHRQ ARRS user,

Your AHRQ Progress Report submission of ID number T32 HS19488-01, Reporting Period
2011-01-01 to 2011-03-31 has been approved.
```

Figure 5: ARRS Report Approval Email Notification

```
Dear AHRQ ARRS user,

Your AHRQ Progress Report submission of ID number T32 HS19488-01, Reporting Period
2011-04-01 to 2011-06-30 has been disapproved.
```

Figure 6: ARRS Report Disapproval Email Notification

3 Application Overview

The following sections provide instructions for using the ARRS application.

3.1 Inbox

1. Log into the application and access the Inbox : The Inbox lists all of the Grants associated with Contracts for which the PI/POC has reporting responsibilities. Figure 7 provides an example of the Inbox. The inbox contains the following fields:

    - ID Number – Displays the Grant or Contract ID.

    - AHRQ Officer – Displays the name of the AHRQ Project Officer for a Grant or Contract.

    - Project Title – Displays the title for a Grant or Contract.

    - ARRA Report Indicator – Indicates whether the report is an ARRA Report

    - Start Date – Displays the Start date of the Grant or Contract.

    - End Date – Displays the End date of the Grant or Contract.

    - Locked – Indicates whether a Grant or Contract report has been locked.

Figure 7: Inbox

2. Select a Grant or Contract to access the Detailed Inbox containing the reports for the selected project: The detailed Inbox displays the individual reports for a Grant or Contract. . The column label "Report Status" displays the current state of each report to date. This column is used to determine the report that is currently "Pending", and is ready for submission. An example of the Detailed Inbox is provided in Figure 8. The Detailed Inbox contains the following fields:

- Current Grantee/Vendor– Displays the name of the current POC for a Grant or Contract.

- Original Grantee/Vendor – Displays the name of the original POC for a Grant or Contract, if the POC was changed.

- Current AHRQ Officer – Displays the name of the current AHRQ Project Officer responsible for the Grant or Contract.

- Original AHRQ Officer – Displays the name of the original AHRQ Project Officer, if the Grant or Contract was reassigned.

- Start Date – Displays the Start Date of the Project.

- End Date – Displays the End Date of the Project.

- Report Status: Displays the following report "states":

    i.   *Pending Submission*– The report is waiting to be completed and submitted by the Primary Contact or Prinicple Investigator.

    ii. *Submitted* – The report has been completed and is awaiting review by the PO.

    iii. *Approved* – The report has been reviewed and approved by the PO.

- *Disapproved* – The report has been reviewed and disapproved by the PO.

- Attachments – Displays the number of attachments submitted with a report.

- Manage: Contains the link to view and edit the report.

Figure 8: Detailed Inbox

3. Click the **View/Edit** link to open the current Pending report.

4. The application opens the report.

3.2   Project Tab

The Project Tab contains demographic information.   The information displayed on this page is "read only".   This page is populated by data contained in another application. Figure 9 provides an example of the Project Tab.
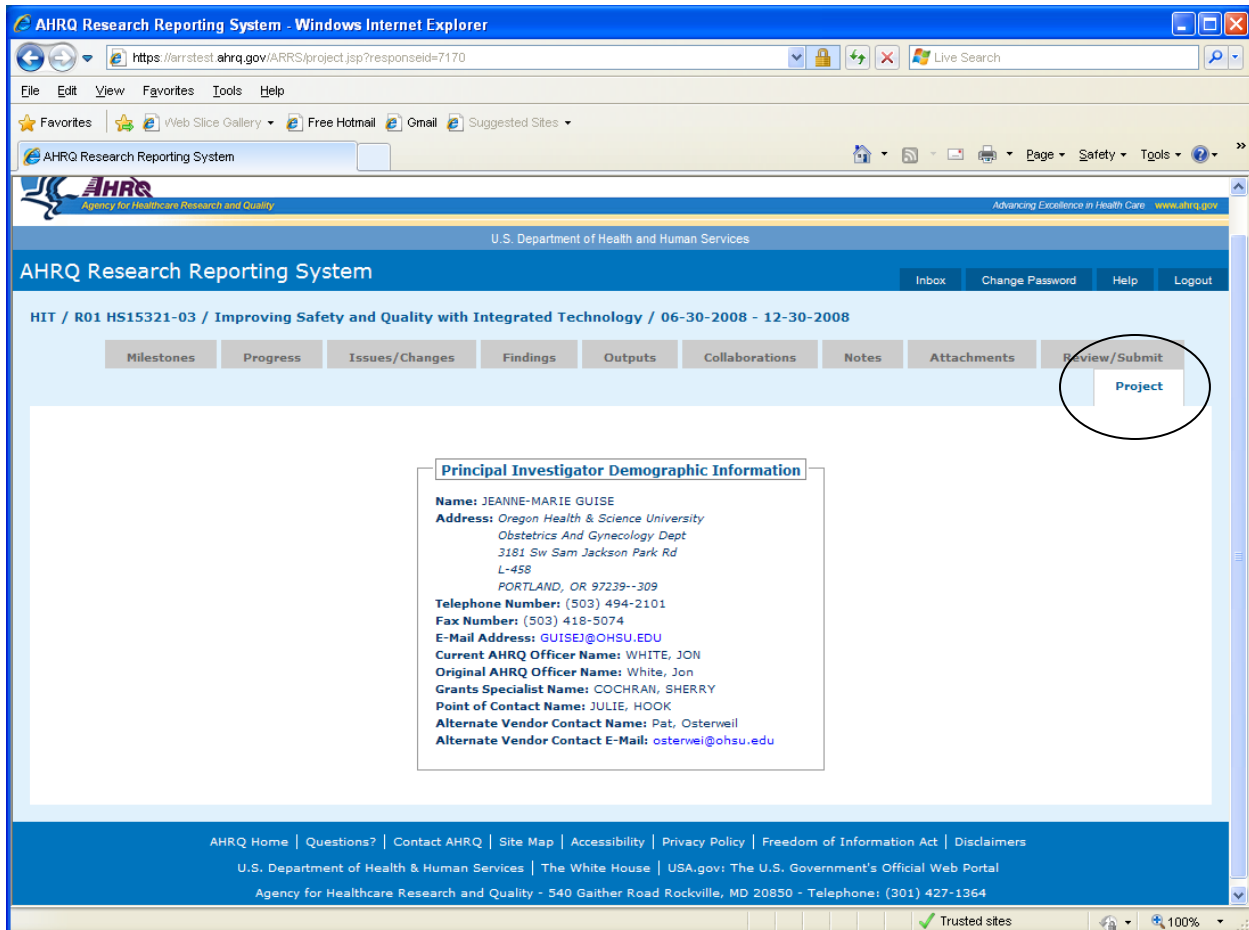
3.2.1   Non ARRA Reports

Figure 9: Project Tab

3.2.2   ARRA Reports

If a report needs to be included under the ARRA reporting requirements, an ARRA Information Tab will appear with the other report tabs.   The application displays the Congressional District (CD) of the PI/Contractor for the Grant or Contract with PI/Contractor address.   The application also displays the Congressional District for the place of performance. . In most cases, these CD's will be the same. The CD is associated with the PI address from IMPACII or the Vendor location entered by the AHRQ Contracting Officers at time of award. With the exception of the Place of Performance CD, the information contained on the Project tab is static and not editable in the ARRS application. Figure 10 provides an example of the ARRA Information Tab.

1.   Select the ARRA Information Tab.

2. The ARRA information page is displayed with editable Congressional District Fields.

3. Enter the Congressional District information and the New Jobs created information.

4. Click Save.

5. The application saves the information.

Figure 10: ARRA Information Tab

3.3   Milestones Tab

The Milestones tab displays the goals and objectives of the project for which the report is being submitted. This tab may contain multiple project objectives, the descriptions of which can be viewed by clicking the specific milestone to be viewed. Figure 11 provides an example of the Milestones Tab.
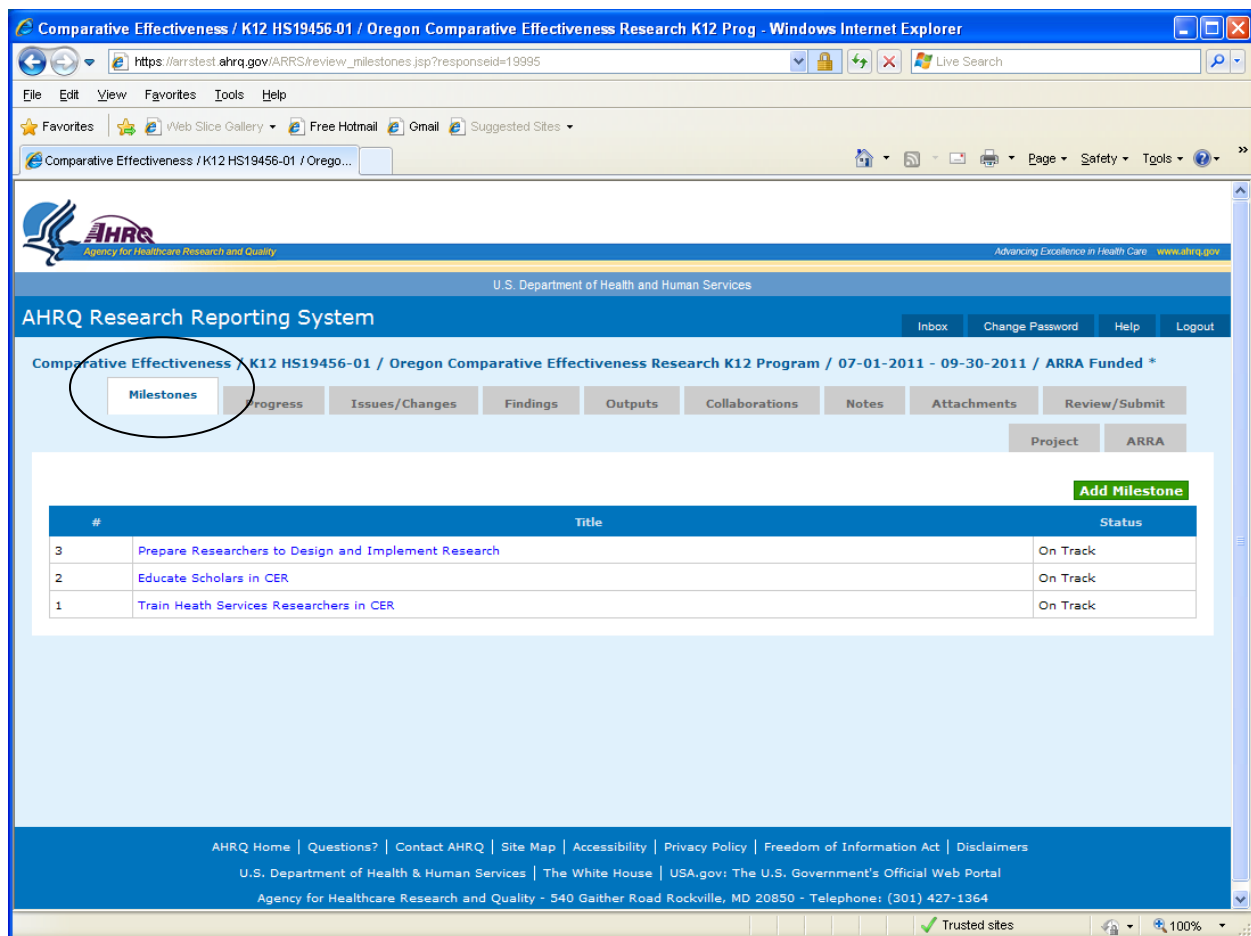
Figure 11: Milestone Tab

To Add a New Milestone:

1. Click the Add button.

2. A new Project Milestone is displayed.

3. Enter the title for the new Milestone.

4. Select a status for the new Milestone.

5. Enter the text to describe the new Milestone in the "Description & Progress Since Last Progress Report" text box.

6. Click the Save button, to save the newly entered information.

To Update an Existing Milestone:

1. Locate the Title of the Milestone to update.

2. Click the selected Milestone.

3. The Milestone is opened.

4. Make the changes.

5. Click the Save button, to save the updates.

To Delete a Milestone:

1. Locate the Title of the Milestone to Delete.

2. Click the selected Milestone.

3. The Milestone Page is opened. Figure 12 provides an example of the Milestone Page.

4. Click the Delete button.

5. A verification notice is displayed.

6. Click "Yes". The selected Milestone is deleted.

Figure 12: Milestone Page

3.4   Progress Tab

The Progress tab displays a summary view of the project's overall progress and budget status. If a project is reported to have delays or overspending, the PI may enter additional information in select text boxes to convey this information.   Figure 13 provides an example of the Progress Page.

Figure 13: Progress Page

To Edit Progress:

1. Click the Overall Progress drop Down Field and select a progress value.

2. Click the Project Spending to date Field and select a spending value.

3. Click the Save button, to save the changes

The page will open additional text areas, if the following Overall Progress Definitions are selected:
- **Progress is on track in some respects but not others.**
- **Progress in meeting many milestones is stalled.**
- **Progress across the project is stalled.**

Enter detailed progress information to describe issues associated with Project Progress.

3.5   Issues and Changes Tab

The Issues and Changes tab displays any significant problems, issues or changes that have occurred since the last reporting cycle*.* This tab may contain multiple issues and problems, the descriptions of which can be viewed by selecting a record on the page*.* Figure 14 provides an example of the Issues and Changes Tab.
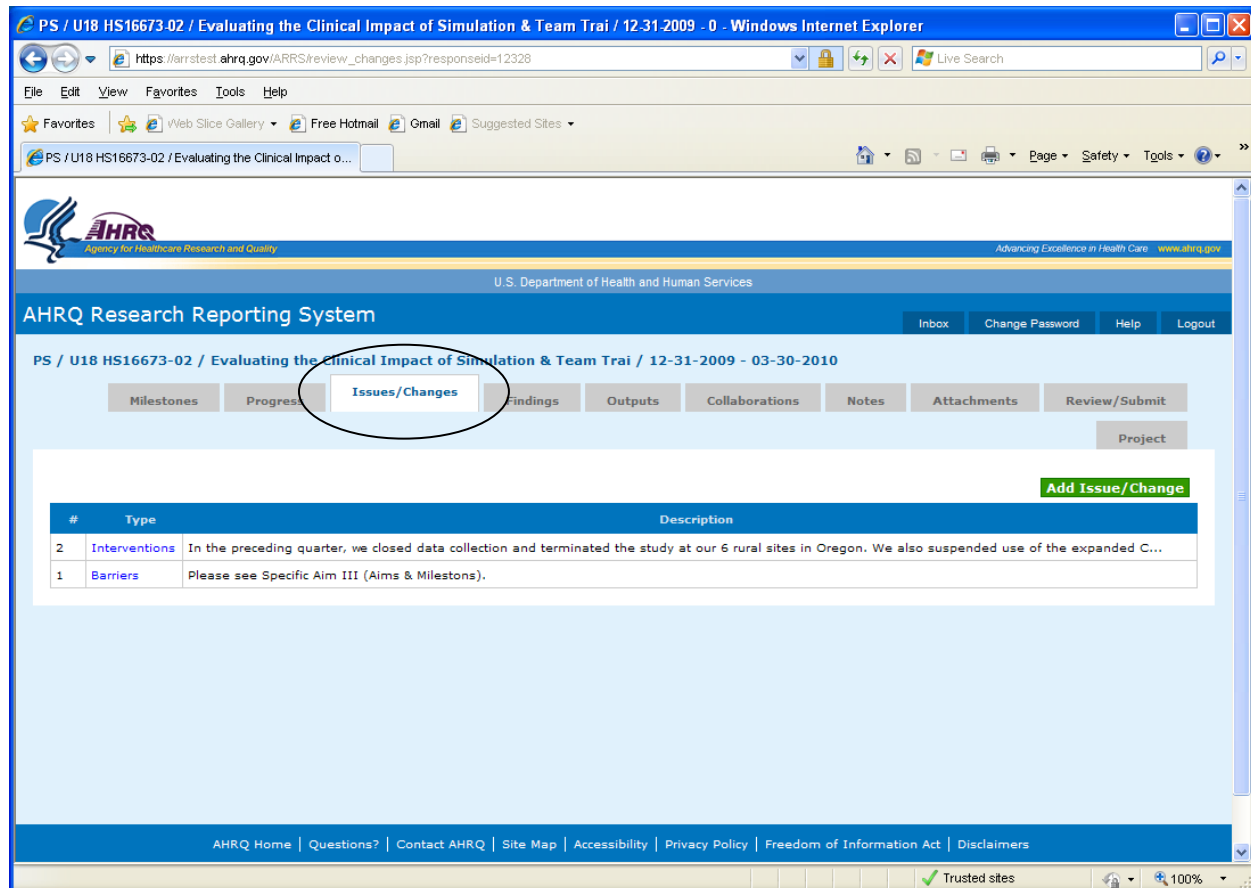

Figure 14: Issues and Changes Tab

To Add a New Issue/Change:

1. Click the Add button.

2. A new Issue/Change is displayed.

3. Select the Issue Type from the drop down box.

4. Enter the text to describe the new Issue/Change in the text box areas.

5. Click the Save button, to save the newly entered information.

To Update and Issue/Change:

1. Locate the Title of Issue/Change to update.

2. Click the selected Issue/Change.

3.   The Issue/Change is opened.

4.   Make the changes.

5.   Click the Save button, to save the updates.

To Delete an Issue/Change:

1.   Locate the Title of the Issue/Change to delete.

2.   Click the selected Issue/Change.

3.   The Issue/Change is opened.

4.   Click the Delete button.

5.   A verification notice is displayed.

6.   Click "Yes". The selected Issue/Change is deleted.

Figure 15 provides an example of the Issues and Changes Page.

Figure 15: Issues and Changes Page

3.6   Findings Tab

The Findings tab displays an area to document discoveries or conclusions that should be reported for the project. This tab may contain multiple findings associates with different Milestones, the descriptions of which can be viewed by selecting a record on the page. Figure 16 provides an example of the Findings Tab.
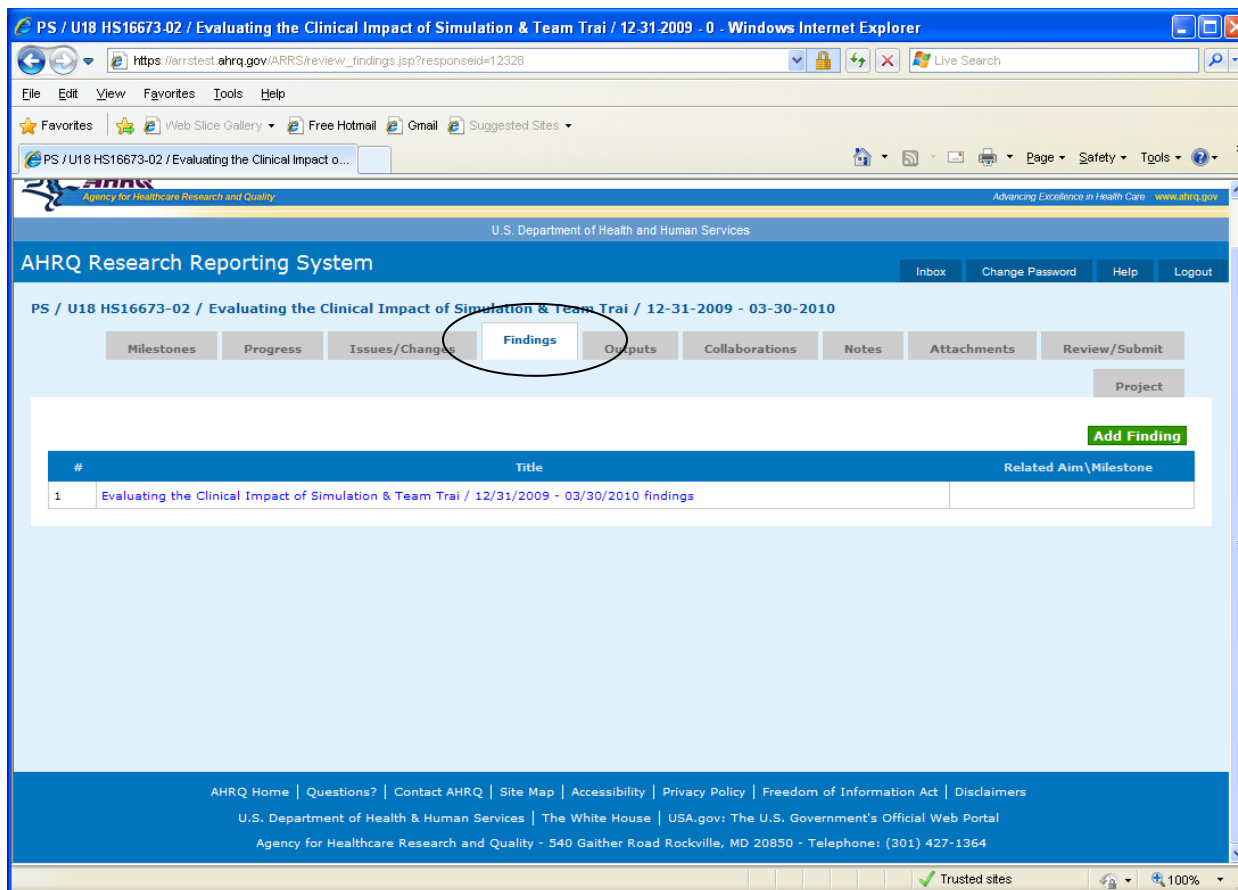

Figure 16: Findings Tab

To Add New Findings:

1.   Click the Add button.

2.   A new Findings page is displayed.

3.   Select the related milestone from the drop down box.

4.   Enter the text to describe the findings in the text box areas.

5.   Click the Save button, to save the newly entered information.

To Update Findings:

1. Locate the Title of Finding to update.

2. Click the selected Finding.

3. The Findings page is opened.

4. Make the changes.

5. Click the Save button, to save the updates.

To Delete Findings:

1. Locate the Title of the Findings record to delete.

2. Click the selected Findings record.

3. The Findings Page is opened. Figure 17 provides an example of the Findings Page.

4. Click the Delete button.

5. A verification notice is displayed.

6. Click "Yes". The selected Findings record is deleted.

Figure 17: Findings Page

3.7   Outputs Tab

The Outputs tab describes any significant products that have been produced since the last reporting cycle.   This tab may contain multiple output products, the descriptions of which can be viewed by clicking the Collapse and Expand buttons located on the top right hand portion of the page. Figure 18 provides an example of the Outputs Tab.
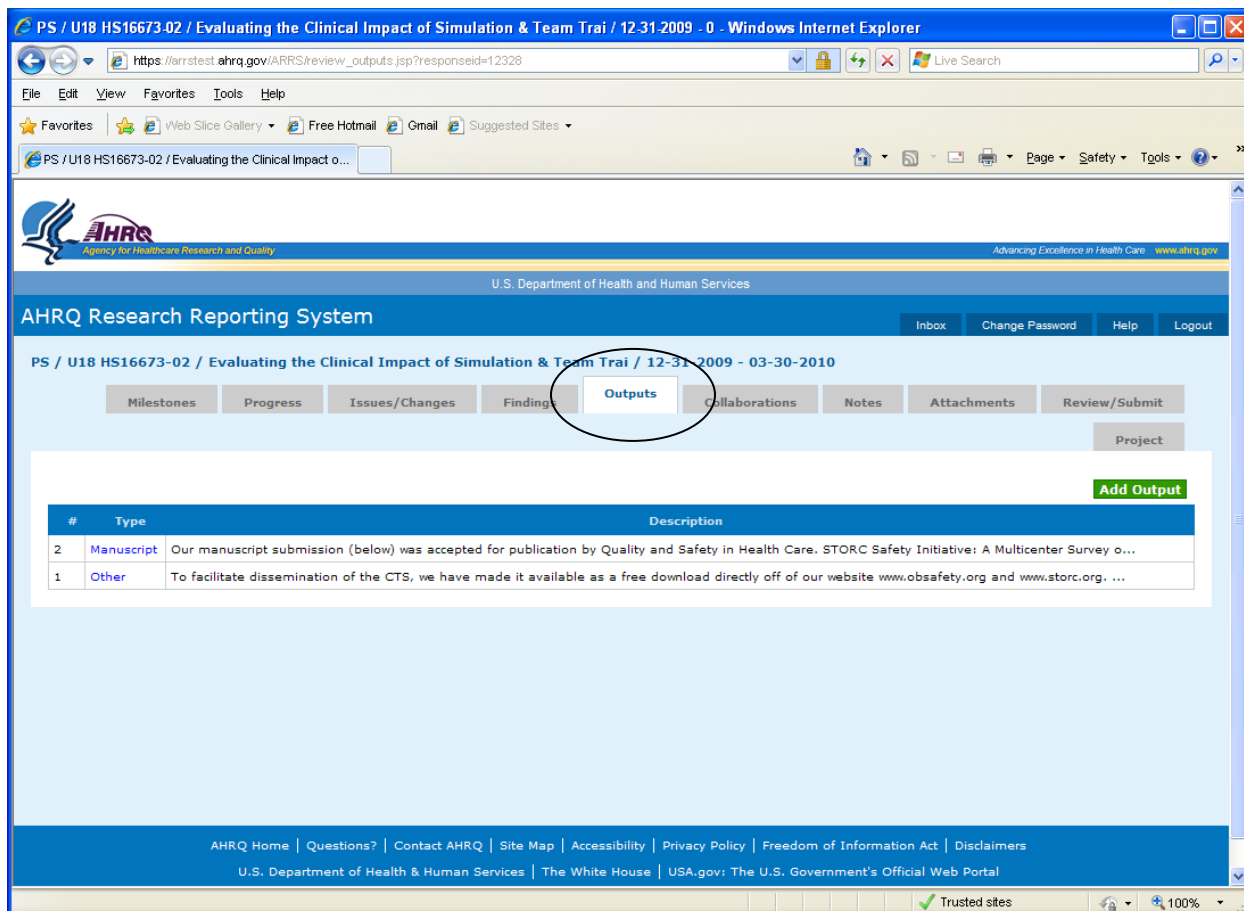

Figure 18: Outputs Tab

To Add a New Output:

1.   Click the Add button.

2.   A new Output is displayed.

3.   Select the Output Type from the drop down box.

4.   Enter the text to describe the Output in the text box areas.

5.   Click the Save button, to save the newly entered information.

To Update an Output:

1.   Locate the Output to update.

2.   Click the selected Output.

3. The Output is opened.

4. Make the changes.

5. Click the Save button, to save the updates.

To Delete an Output:

7. Locate the Output to delete.

8. Click the selected Output.

9. The Output Page is opened. Figure 19 provides an example of the Output Page.

10. Click the Delete button.

11. A verification notice is displayed.

12. Click "Yes". The selected Output is deleted.

Figure 19: Output Page

3.8   Collaborations Tab

The Collaborations tab describes any partnerships with project collaborators that may have been formed, or meetings with collaborating partners since the last reporting cycle.   This data can be viewed by clicking the Collapse and Expand buttons located on the top right hand portion of the page. Figure 20 provides an example of the Collaborations Tab.
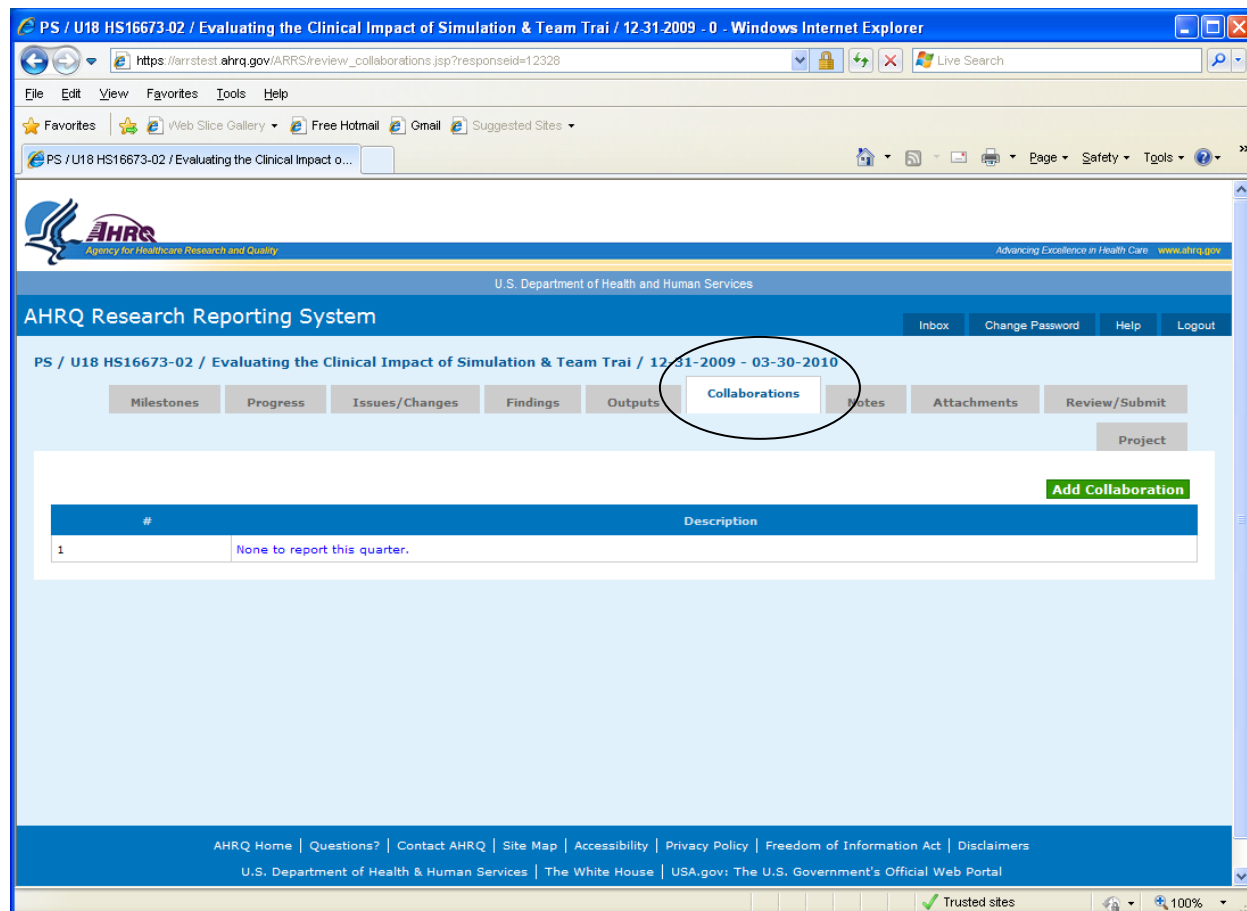

Figure 20: Collaborations Tab

To Add a New Collaboration:

1.   Click the Add button.

2.   A new Collaboration is displayed.

3.   Enter the text to describe the Collaboration in the text box areas.

4.   Click the Save button, to save the newly entered information.

To Update a Collaboration:

1.   Locate the Collaboration to update.

2.   Click the selected Collaboration.

3.   The Collaboration Page is opened. Figure 21 provides an example of the Collaboration Page.

4. Make the changes.

5. Click the Save button, to save the updates.

To Delete a Collaboration:

1. Locate the Collaboration to delete.

2. Click the selected Collaboration.

3. The Collaboration Page is opened.

4. Click the Delete button.

5. A verification notice is displayed.

6. Click "Yes". The selected Collaboration is deleted.

Figure 21: Collaborations Page

3.9   Notes Tab

The Notes tab contains an area that enables the PI/Contractor to add any additional comments or text that pertain to a specific report. Figure 22 provides an example of the Notes Tab.

To Edit Notes:

1.   Click the Notes Tab. The page becomes editable

2.   Update the information on the page.

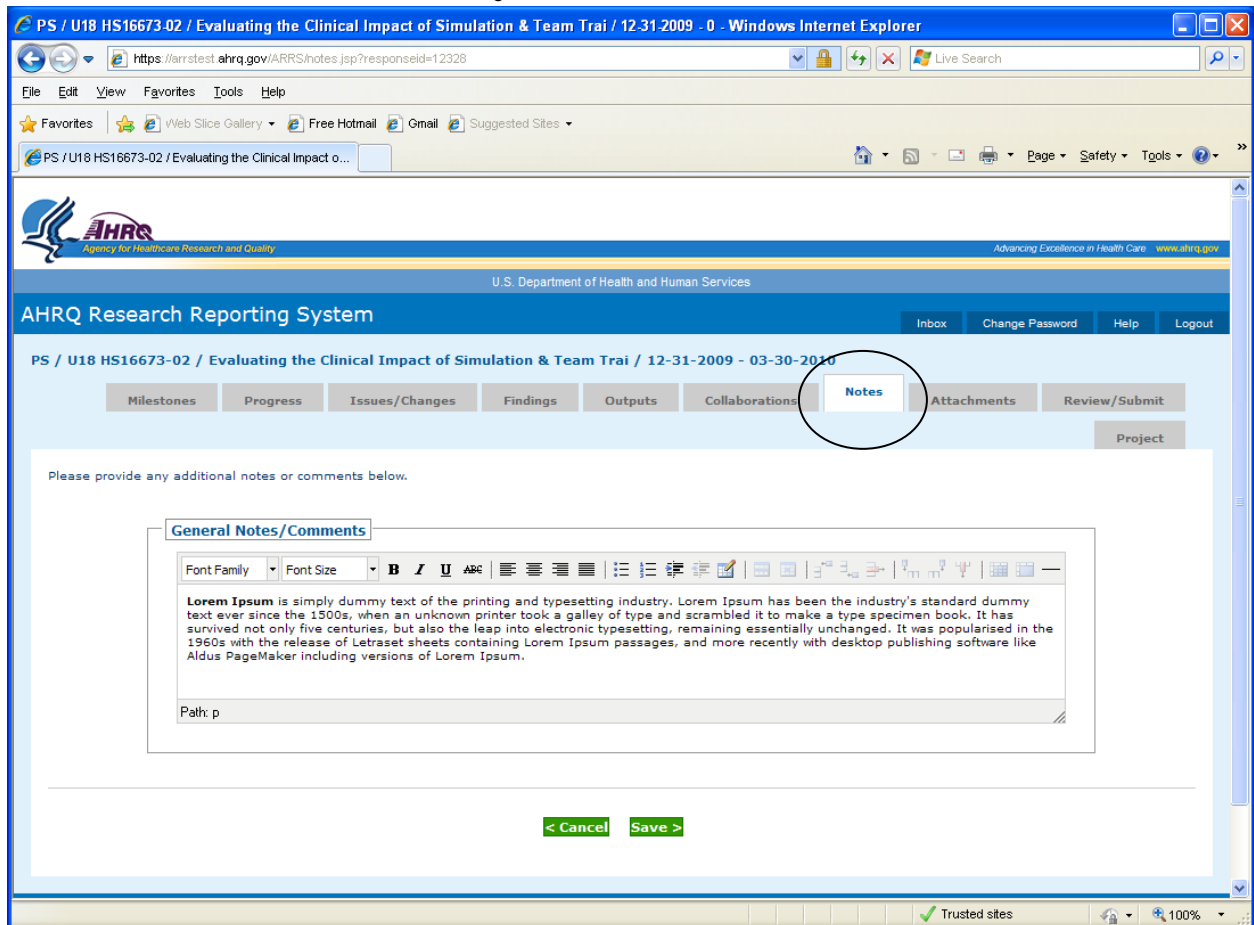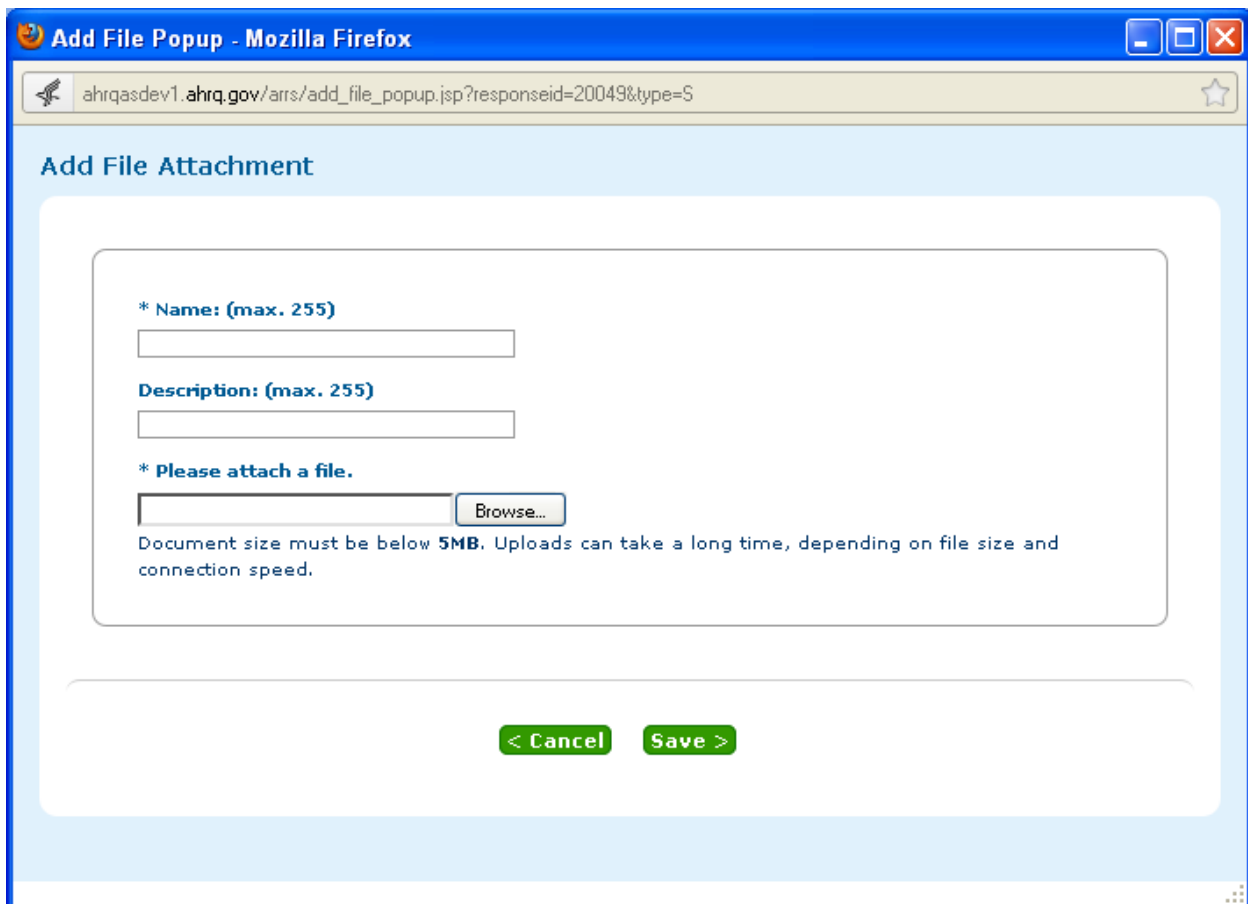3.   Click the Save button, to save the changes.

Figure 22: Notes Tab

3.10 Attachments Tab

The Attachments tab, as shown in Figure 24, enables users to attach other documents to specific reports. Attachments can be viewed by clicking on the file name. Figure 23 provides an example of the Add File Attachments Page.

To Add an Attachment:

1. Click the Attachment Tab.

2. Click the Add Attachment button.

3. The Add File Attachment page displays.

4. Enter the Name and Description Fields.

5. Find the document to attach, using the Browse button.

6. Select the File to Attach.

7. Click the Open button displayed in the "Choose File to Upload" Window.

8. Click the Add icon.

9. The Attachment is added to the report.
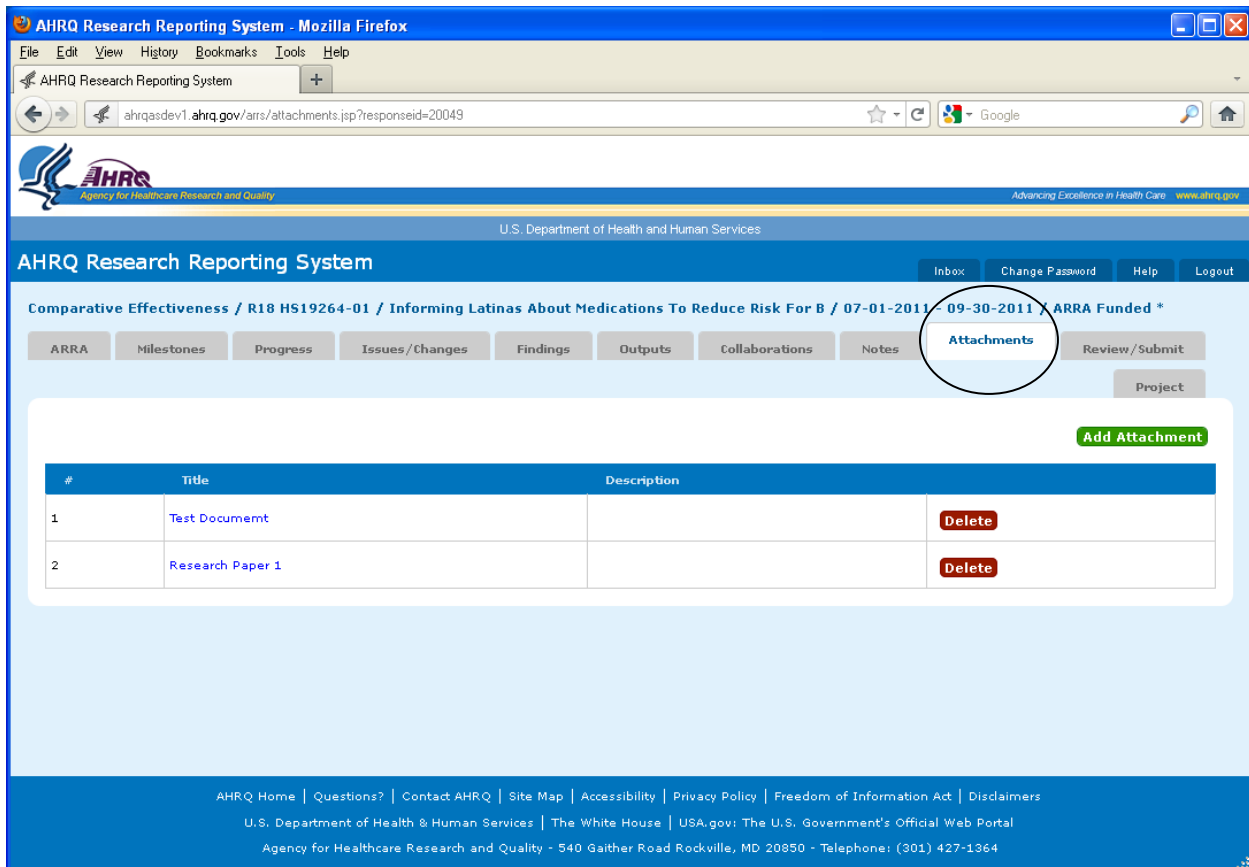
Figure 23: Add File Attachment Page

To Delete an Attachment:

1. Select the Attachment(s) to Delete (this can be a multiple selection).

2. Click the Delete button associated with the attachment(s).

3. The attachment(s) is removed from the report.

Figure 24: Attachments Tab

4 Submit a Report

PIs and POCs submit the completed reports to AHRQ for review. The report is submitted directly from the ARRS application. Once a report has been submitted, the status of the report changes from "Pending" to "Submitted". The status is viewed in both the PI's and the Pos inbox.

To Submit a Report

1. Click the Review/Submit Report Tab.

2. The Review/Submit Report Page opens. Figure 25 provides an example of the Review/Submit Reports Page.

3. Review the information to be submitted.

4. Click the Submit button.

5. The report is submitted.

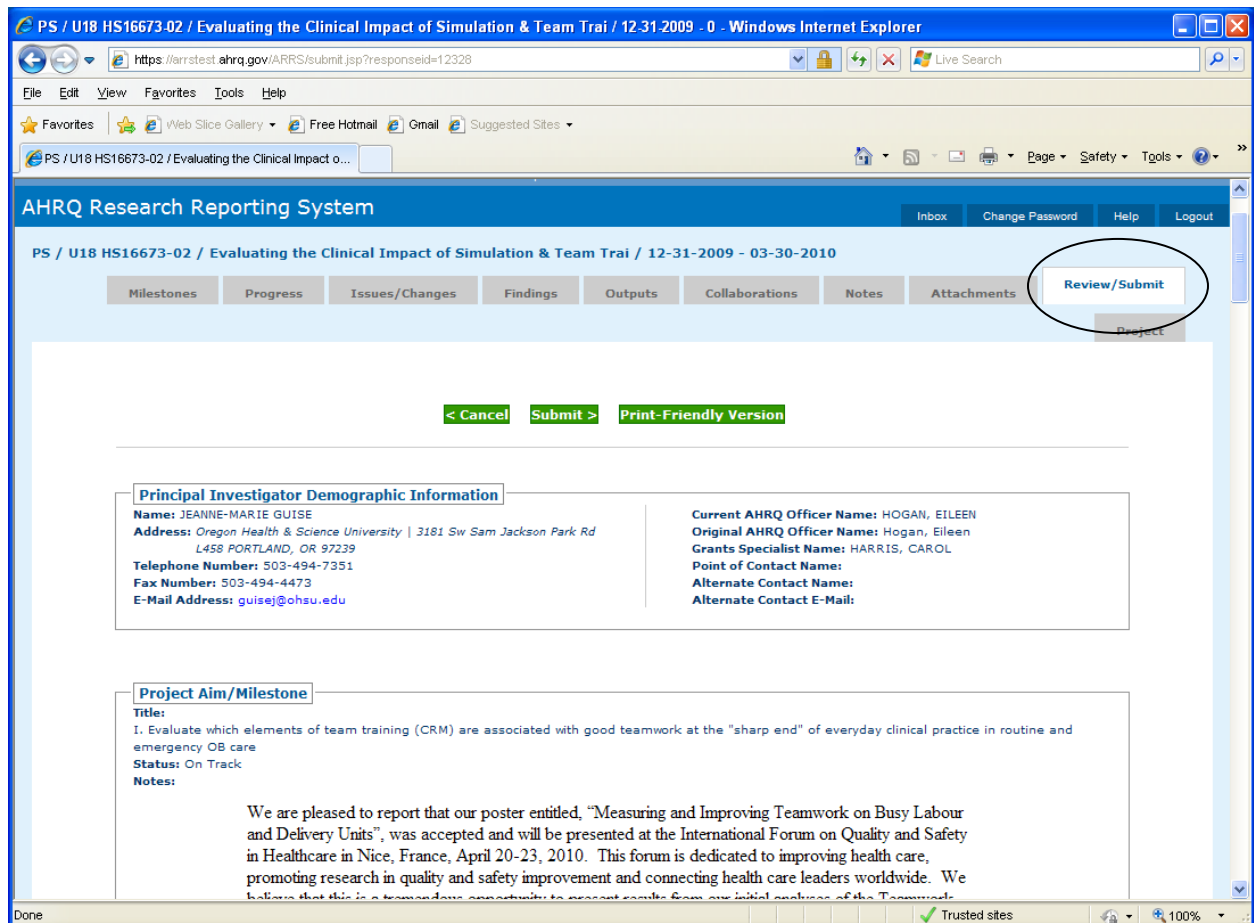6. The ARRS application generates an email notification to both the PI\POC and AHRQ Project Officer.

Figure 25: Review/Submit Report Page

5 Change/Forget Password

A password can be changed from the login page or from within the application. A new password can be requested from the login page or from within the application.

Change Password - From the Login Page

1. Click the Change Password Tab.

2. The Change Password Page is displayed. Figure 26 provides an example of the Change Password Page.

3. Enter the User Name.

4. Enter the Old Password.

5. Enter the New Password.

6. Re-enter the New Password.

7. Click Submit.

8. The password is changed.

Receive New Password – From Login Page

1. Click the Forgot Password Tab.

2. The Forgot Password Page is displayed.

3. Enter your ARRS user name OR

4. Enter your email address.

5. Click Submit.

6. The ARRS system will email you a new password.

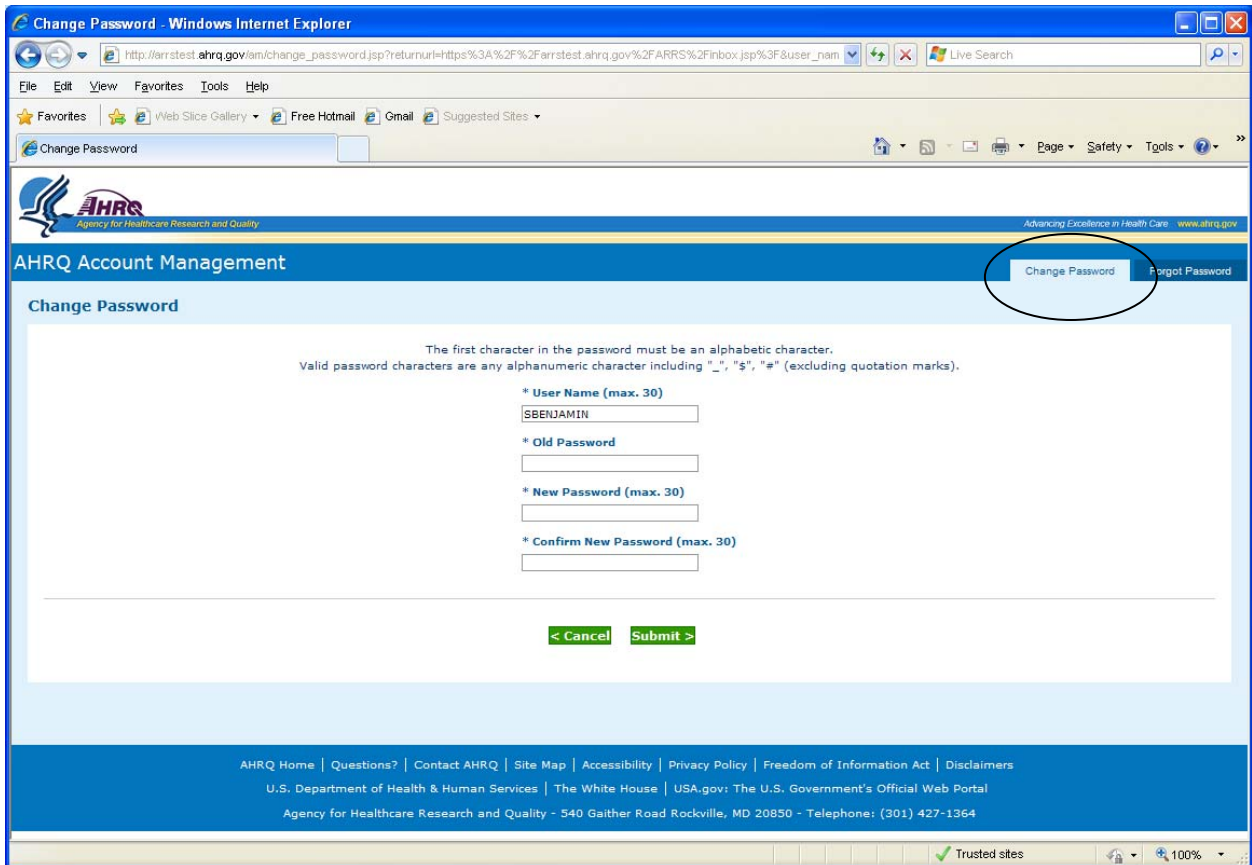**Change Password –From Inbox**

Login to ARRS and follow the steps for **Change Password – From Login Page (above)**.

Figure 25: Change Password Page