

**MQSA MEU and Spending Update Report**  
**Version 03/2022**

**Instructions:**

1. Save this form with filename format: "MEU Report\_*Abbreviated State & Department Name*\_*current budget year*.xlsx" For example, an MEU report submitted from the Food & Drug Administration office in Maryland would use "MEU Report\_MD\_FDA\_2022".  
**Note: This form must be submitted via email as an MS Excel file, DO NOT submit the file as a pdf.**
2. Complete the administrative information below. If you don't see your agency name in the drop-down contact your Project Manager and [ORAOPDataHub@fda.hhs.gov](mailto:ORAOPDataHub@fda.hhs.gov) for assistance.
3. MEU Report Tab: Enter information for each inspector and training event in the table: Name of Inspector, Inspector ID, Conference/Course Title, Start Date of the event, Accreditation Organization, MEU's earned, and Funds Spent to attend event (all fields are required, though a response may be entered as "N/A" when appropriate).
4. E-mail the completed Excel form to your Project Manager and [ORAOPDataHub@fda.hhs.gov](mailto:ORAOPDataHub@fda.hhs.gov).

**Contract Number** (auto-filled)

Select Agency

**Agency Name** (select from drop-down)

Select

**State or US Territory** (auto-filled)

Select Agency

**Contract Type**

MQSA

**Date Report Completed** (MM/DD/YYYY)

**Report Contact Name**

**Report Contact Email**











