

**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).

<b>Contract Number</b> (auto-filled)	Select Agency								
<b>Agency Name</b> (select from drop-down)	Select								
<b>State or US Territory</b> (auto-filled)	Select Agency								
<b>Contract Type</b>	MQSA								
<b>Date Report Completed</b> (MM/DD/YYYY)									
<b>Report Contact Name</b>									
<b>Report Contact Email</b>									

**The information below applies only to requirements of the Paperwork Reduction Act of 1995.**

The burden time for this collection of information is estimated to average 36.67 hours per response, including the time to review instructions, search existing data sources, gather and maintain the data needed and complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to the address to the right:

*“An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB number.”*

Department of Health and Human Services  
Food and Drug Administration  
Office of Operations  
Paperwork Reduction Act (PRA) Staff  
[PRStaff@fda.hhs.gov](mailto:PRStaff@fda.hhs.gov)

**DO NOT SEND YOUR COMPLETED FORM TO THIS PRA STAFF EMAIL ADDRESS.**











