

FY21 Expenditure Reporting Instructions for PEPFAR Implementing Partners

Expected Issue Date: September 15, 2021

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Expenditure Reporting Overview



Intended Audience

- Primary Audience: The primary intended audience for this document is PEPFAR Implementing Partners-both prime partners and subrecipients-who will be reporting expenditures for the FY21 cycle
- Secondary Audience: The secondary audience for this document is anyone who supports implementing partners in the expenditure reporting process and thus should have familiarly with the process for implementing partners reporting expenditures (e.g. PEPFAR implementing agency colleagues), and also, future PEPFAR implementing partners, who may want to prepare for expenditure reporting in future cycles.



Expenditure Reporting Submission Overview

- The expenditure reporting submission should include all expenditures made during Fiscal Year 2020 (October 1, 2019 September 30, 2020)
- Submissions will be made by PEPFAR implementing partners using the expenditure reporting template; one template should be completed for each separate Operating Unit (OU) and mechanism.
- All submissions should comply with federal cost regulations, as outlined in Part 200, Subpart E of the Code of Federal Regulations. This section of the CFR describes cost principles for non-federal entities receiving federal awards, including cost principles related to the classification of direct and indirect costs, the allowability, reasonability and allocability of costs, as well as other cost principles. CFR Part 200 Subpart E can be accessed here: <u>https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#sp2.1.200.e</u>
- Public reporting burden for this collection of information is estimated to average 24 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: Office of the US Global AIDS Coordinator (S/GAC) U.S. Department of State, 1800 G Street, NW, 10th Floor, Washington, DC 20006.



Expenditure Reporting Compliance with CFR Cost Principles

- All submissions should comply with federal cost regulations, as outlined in Part 200, Subpart E of the Code of Federal Regulations.
- CFR Part 200 Subpart E can be accessed here: <u>https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#sp2.1.200.e</u>
- This section of the CFR describes cost principles for non-federal entities receiving federal awards, including cost principles related to the
 - <u>classification of direct and indirect costs</u>,
 - the allowability,
 - <u>reasonability and</u>
 - <u>allocability of costs</u>, as well as other cost principles.
- Value Added Tax (VAT) Foreign taxes charged for the purchase of goods or services that a non-Federal entity is legally required to pay in country is an allowable expense under Federal awards as direct or indirect costs. To the extent that such credits accrued or received by the non-Federal entity relate to allowable cost, these costs must be credited to the Federal awarding agency either as costs or cash refunds. More information can be found <u>here</u>.



Agency Cost Principles and Reporting Requirements

- In addition to the federal cost principles outlined to the CFR Part 200, each implementing agency may have additional cost principles and other terms that must be respected as part of the expenditure reporting process.
- Implementing partners should confer with their awarding agency to ensure that their expenditure reporting submission complies with expenditure and cost requirements for that agency.
- For awards made by The Department of State, reporting must comply with U.S. Department of State Standard Terms and Conditions, which can be accessed <u>here</u>.



PEPFAR FY21 Expenditure Reporting Template Overview

- The expenditure reporting template should be used by Implementing Partners to report COP20/FY21 PEPFAR expenditures.
- The template is posted on DATIM Zendesk here: <u>https://datim.zendesk.com/hc/en-us/articles/360016058191-Expenditure-Reporting-Excel-Template</u>
- For those familiar with expenditure reporting (ER), the COP20/FY21 template is the same format as the COP20/FY21 template.
 - IPs are not required to submit expenditures for subrecipients by cost category.
 - Prime Implementing Partners (IPs) will upload and submit templates in DATIM.
 - One separate template should be completed for each separate Operating Unit (OU) and mechanism.
- USG Staff will be involved in the workflow and approval of data.
- Please read through expenditure reporting guidance on this template prior to completing this form. All programmatic guidance and systems instructions can be found on https://datim.zendesk.com.



DATIM Account User Administration Overview

- User Administrators (UAs) will continue to administer accounts using the established ER process to grant users access to ER.
 - Users *with* existing DATIM accounts with ER access to upload and submit expenditure templates. No additional user administration is necessary.
 - Users *without* existing DATIM accounts with ER data access need to request a new account.
- All accounts with ER access will also have budget and projected expenditure access for future data collection.

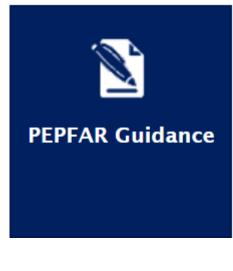


Guidance and Instructions

All guidance and instructions related to submitting expenditure templates in DATIM can be found at <u>https://datim.zendesk.com</u>.

DATIM	SUPPORT			Sign	n in
	BROWSER COMPATIBILITY N Team recommends using the	e Google Chrome, Mozilla	Firefox, or Microsoft IE 11 brow	k. Learn more about these updates here. Guidance Highlights PEPFAR Data Calendar	
2 key places to find guidance and instructions	DATIM Training & Tutorials	what's New in DATIM °↔↔ °↔→ Data Import and	PEPFAR Guidance	COP Target Setting DATIM Data Import & Exchange Resources DATIM Release notes 1.25 (August 29, 2018) DATIM Groupsets and Group Options Update for MER 2.3 (March 2019) MER Guidance (2.0 Indicator Reference Guide) PEPFAR/MOH Data Alignment Webinars & Virtual Trainings What's New for FY2018 PEPFAR Program Expenditure Reporting?	
	Questions (FAQs)	Systems Administration	Data Alignment Activity	Technical Support Submit a Request Your Profile Ticket Status	Techn supp availa

What guidance and instructions are available?



- What's new for COP20/FY2021 PEPFAR Program Expenditure Reporting?
- Expenditure Reporting Template
- Checklists for Reviewing Expenditure Reporting Data
- PEPFAR Financial Classifications Reference Guide
- Monitoring PEPFAR Program Expenditures



- COP20/FY2021 Expenditure Reporting Webinar
- COP20/FY2021 Instructions for IP Users
- COP20/FY2021 Instructions for Agency Users
- DATIM4U for ER
- DATIM Data Approval Level Statuses and Actions



***Please check back regularly on DATIM Zendesk as the above materials will be posted on a rolling basis.

First Look at the ER Template

Instructions

Metadata and Error Checks

Expenditure Template

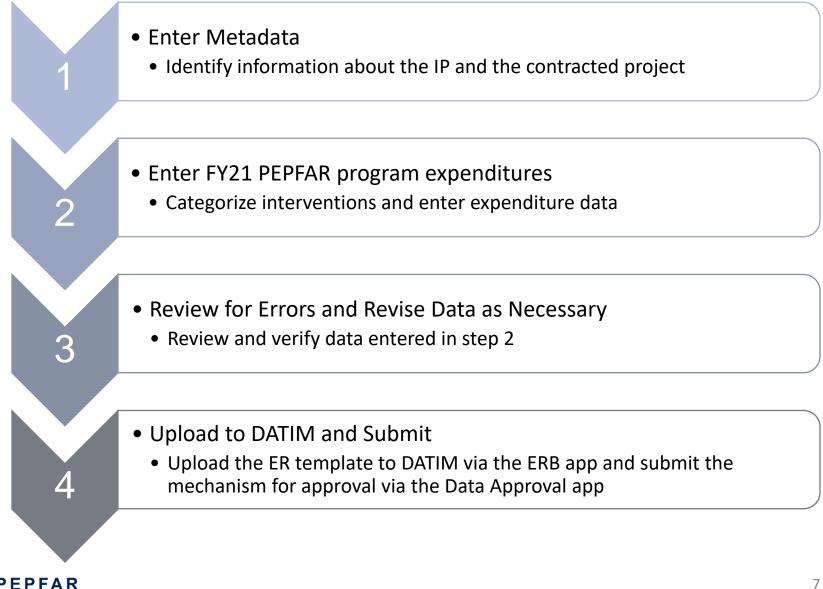
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The template contains three tabs:

- Instructions (no data entry)
 - Provides background and information about the template and reporting requirement
- Metadata and Error Checks (data entry)
 - This tab contains two separate components: —
 - The Metadata is where implementing mechanisms provide identifying information about themselves
 - The Error Checks section is where the template will identify certain errors that partners should correct prior to submission
- Expenditure Template (data entry)
 - This is where all interventions will be categorized and all expenditures will be reported



Process for Filling out the ER Template



Enter Metadata

Tab: Metadata and Error Checks



Metadata and Error Checks Tab

В	С	D	E	F	G	Н	- I	J	К	L	М	N	0	Р	Q	R	S	Т	U	V	W	Х
		1								MET	ADATA											'
	Federal Agency											ient Organiza Partner Name										
	Mechanism ID										A	ward Numbe	r									
١	Mechanism Name											OU										
Pr	rime DUNS Number											Data Set						Expenditure	2			
	Reporting Period					FY20																
-																						
										ERROF	R CHECKS						7					
Does th	he Prime DUNS numbe	er fail to meet	t data entry	criteria? (I	Exactly i ine	e digits an	d cannot be	0000000	00) Yes, the p	orime DUN	S number fa	ils to satisfy	the data e	entry criter	ia. Use lead	ing zeroe	s f necessa	ary.				
oes th	he program managem	ent expenditu	ure still nee	ed to be en	tered?				Yes, the p	program m	anagement e	expenditure	e still need	to be ente	ered in Inte	rventir n 1						
lave ir	nterventions been de	fined with inc	omplete pr	ogram area	a and benef	fic																
_																			-			
	which intervention(s) ully defined?	have not	1	2	3		n th	<u>م ا</u> /	letad	lata	and	Erro	c Ch	orks	tah	14	15	16	17	18	19	20
Jeen n	any defined:								ictau	ata	and		CIII	CURS	tab,	_						
						. tł	he bo	าх ล	t the	top	ofth	he sh	eet	is w	here							
lave v	ery unlikely combinat	tions of progra	im area and	beneficiai	ries been se																	
f.u.a.a. i	in which intervention	(s) de vers			3	– m	etac	lata	will	be e	enter	ed. /	A de	escri	otior		45	10	47	10	10	20
- C	y combinations exist		1	2	3	+-1								-		14	15	16	17	18	19	20
	,	-					ot ea	ach i	of th	e me	etada	ata fi	elds	s car	i be	_						
\re the	ere any subrecipient r	ows that have	have a zer	o-dollar ex	nenditure?			.			f - 11 -					ited s	ubrecipien	t rows to a	void causin	g an error y	vhen unlog	ding
are the	any subrecipient in	ows that have	nave a zer	o-donar ex	penantare.			rour	nd in	the	TOIIO	wing	g SIIC	les.		ited 5	ubrecipien	10003104		ganenory	unen upioa	iunig.
Are the	ere any subrecipient r	ows that have	an an expe	enditure bu	ut are missi	ng																
	Or are missing a subr	ecipient name	2?			Ĭ																
	Or are missing both t	he subrecipie	nt name an	d the DUN	S number?				No, there	are not ar	ny subrecipie	ent rows wit	th an expe	nditure th	at are missii	ng both a	name and a	DUNS nun	nber.			
	Or used 00000000 as a	a DUNS numbe	er?						No, every	/ subrecipi	ent row with	an expend	liture cont	ains a DUN	S number.							



DUNS Number

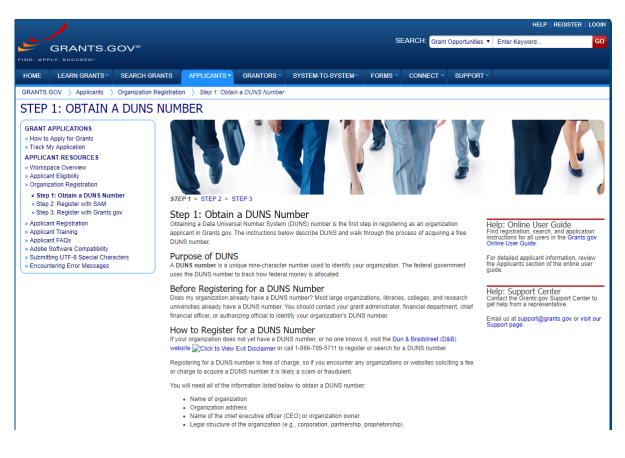
 The Data Universal Numbering System (DUNS) is required for all entities bidding on and receiving federal government awards, contracts, or grants.

To learn more about why DUNS numbers are required: <u>www.grants.gov</u>

To search for your DUNS number by organization name:

http://fedgov.dnb.com

To search for your DUNS number by Award number: <u>https://www.usaspending.</u> <u>gov</u>





Fields on Metadata and Error Checks Tab

Row & Column Name	Cell Reference	Description
Federal Agency	D3	 Definition: The federal agency that issued the award for the implementing mechanism.
		Instructions: Please select the appropriate agency from the drop down list.
Mechanism ID	D4	• Definition: The PEPFAR mechanism ID associated with this particular Award and OU.
		 The Mechanism ID in the template has to match the Mechanism ID in DATIM for which the template is being uploaded.
		Instructions: Please enter a 4-6 digit numeric value here.
Mechanism Name	D5	Definition: The mechanism name for this particular Award and OU.
		Instructions: Please enter the name of the mechanism here.
Prime DUNS Number	D6	 Definition: The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by the company Dun & Bradstreet. A DUNS number is required for all entities bidding on and receiving federal government contracts.
		 The DUNS number in the template also has to match the valid DUNS number in Facts Info for the template's mechanism.
		 Instructions: Please enter the nine digit numeric DUNS number that corresponds to the prime partner's organization.
Reporting Period	D7	Definition: The period of time on which the template is reporting.
		 Instructions: This field will be prepopulated since all mechanisms will be reporting on FY20 expenditures in this cycle. No data entry is required.



Fields on Metadata and Error Checks Tab

Row & Column Name	Cell Reference	Description
Recipient Organization (Partner Name)	Р3	 Definition: The name of the partner's organization. Instructions: Please enter the name of the partner's organization here.
Award Number	Ρ4	 Definition: The agency-issued identifying number for this particular award. The Award number in the template also has to match the valid Award number in Facts Info for the template's mechanism. Instructions: Please enter the award number here.
OU	Р5	 Definition: The PEPFAR Operating Unit (OU) in which this mechanism works. Instructions: Please select the appropriate OU from the dropdown list.
Data Set	P6	 Definition: The data set is the type of financial data captured in the template. This could be either expenditure or budget. Instructions: This field will be prepopulated. For this reporting cycle, all mechanisms will be reporting on expenditures, so "Expenditure" will be prepopulated here. No data entry is required.



Enter Expenditures



Expenditure Reporting Template

А	A B C	D	E	F	G	Н	I	J	К
1									
2		Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6	Categorization of Intervention 7	Categorization of Intervention 8
3	Notes	Program Management							
4	Program Area	PM: IM Program Management-NSD							
5	Beneficiary	Non-Targeted Pop: Not disaggregated							
6	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7	Expenditures against Intervention 8
7	Personnel: Salaries- Health Care Workers- Clinical	NA							
8	Personnel: Salaries- Health Care Workers- Ancillary	NA							
9	Personnel: Salaries- Other Staff								
10	Fringe Benefits								
11	Travel: International Travel								
12	Travel: Domestic Travel								
13	Equipment: Health Equipment								
14	Equipment: Non-Health Equipment								
15	Supplies: Pharmaceutical	NA							
16	Supplies: Health- Non Pharmaceutical	NA							
17	Supplies: Other Supplies								
18	Contractual: Contracted Health Care Workers- Clinical	NA							
19	Contractual: Contracted Health Care Workers- Ancillary	NA							
20	Contractual: Contracted Interventions	NA							
21	Contractual: Other Contracts								
22	Construction								
23	Training								
24	Subrecipient Total	NA	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25	Other: Financial Support for Beneficiaries								
26	Other: Other								
27	Indirect Charges								
28	Total Expenditures per Intervention (Sum of Cost Categories)	\$0	\$ 0	\$0					



Prime partner and subrecipient expenditure reporting process in FY21

- In FY21, there will be one template submitted for each prime partner and one template submitted for each subrecipient
- Both prime partners and subrecipients will report expenditures by intervention with full cost category detail for each intervention
- There will be one and only one template for expenditure reporting in FY21: prime partners will use the same template as subrecipients, and thus the following template instructions apply to both prime partners and subrecipients



Step by Step Instructions for Entering Expenditure Data into the Expenditure Reporting Template

- Step 1: Select program, sub-program, and service delivery or nonservice delivery
- □ Step 2: Select beneficiary and sub beneficiary
- Step 3: Enter expenditures by sub cost categories for each intervention
- Step 4: If applicable: enter subrecipient names, DUNS, and expenditures by intervention



Step 1: Select Program Area

	АВ	с	D	E	F	G	н	I.	J
2			Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6	Categorization of Intervention 7
3	Notes		Program Management						
4	Program Area		PM: IM Program Management-NSD	C&T: HIV Drugs-SD					
5	Beneficiary		Non-Targeted Pop: Not disaggregated	C&T: HIV Drugs-SD C&T: HIV Drugs-NSD C&T: Not Disaggregat C&T: Not Disaggregat HTS: Facility-based tes					
6	Cost Category		Program management expenditures	HTS: Facility-based tes HTS: Community-base HTS: Community-base	xpenditun ainst Interventio 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
7	Personnel: Salaries- Health Care Work	ers- Clinical	NA						
8	Personnel: Salaries- Health Care Work	ers-Ancillary	NA				•		
9	Personnel: Salaries- Other Staff				Sele	ect the Pro	ogram: Su	bprogram	ן– ו
10	Fringe Benefits								
11	Travel: International Travel				— Servic	e deliverv	(or non)	combinat	tion ——
12	Travel: Domestic Travel								
13	Equipment: Health Equipment				_	from the	drop dov	vn list	
14	Equipment: Non-Health Equipment				_			vii iist.	
15 16	Supplies: Pharmaceutical		NA		_				
17	Supplies: Health- Non Pharmaceutical Supplies: Other Supplies		NA		_				
18	Contractual: Contracted Health Care V	Jorkers, Clinical	NA			at in a sta		+haca aa	
19	Contractual: Contracted Health Care V		NA		<u>– Do n</u>	<u>ot paste</u> v	alues intc	o these ce	IIS;
20	Contractual: Contracted Interventions		NA						
21	Contractual: Other Contracts		110		— use tr	ne prograi	m area dr	op down I	list.
22	Construction								
23	Training				🚽 If the v	value in th	nis cell do	es not exa	activ
24	Subrecipient Total		NA	\$0					
25	Other: Financial Support for Beneficia	ries			match	n one of th	ne options	s on the d	ron
26	Other: Other						ie option.		
27	Indirect Charges				down	n lict IDc a	should no [.]	t unload t	ho
28	Total Expenditures per Intervention (Su	um of Cost Categories)	\$0	\$0		1 1136, 11 3 3		i upioau i	
29					tom	alata since	e a templa	to with th	hic
	Number of Subrecipients (0-100)		1		tem	Shale Shile	e a tempia		
31 32					error	will not co	onstitute a	a valid upl	oad
33	Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	in [DATIM, <u>i.e</u>	., validatio	on will fai	s against tion 7
34	Sub 1		NA						



Step 1: Select Program

- The complete list of the unique combination options on the program dropdown list is shown here
- Please note the following abbreviations that are used on this list:
 - C&T= Care and Treatment
 - HTS= Testing
 - PREV= Prevention
 - SE= Socioeconomic
 - ASP= Above Site Programs
 - SD= service delivery
 - NSD= non service delivery



- C&T: HIV Clinical Services-SD
- C&T: HIV Clinical Services-NSD
- C&T: HIV Laboratory Services-SD
- C&T: HIV Laboratory Services-NSD
- C&T: HIV Drugs-SD
- C&T: HIV Drugs-NSD
- C&T: Not Disaggregated-SD
- C&T: Not Disaggregated-NSD
- HTS: Facility-based testing-SD
- HTS: Facility-based testing-NSD
- HTS: Community-based testing-SD
- $\circ \quad \text{HTS: Community-based testing-NSD}$
- $\circ \quad \text{HTS: Not Disaggregated-SD}$
- HTS: Not Disaggregated-NSD
- PREV: Comm. mobilization, behavior & norms change-SD
- PREV: Comm. mobilization, behavior & norms change-NSD
- PREV: VMMC-SD
- PREV: VMMC-NSD
- o PREV: PrEP-SD
- o PREV: PrEP-NSD
- o PREV: Medication assisted treatment-SD
- PREV: Medication assisted treatment-NSD
- PREV: Condom & Lubricant Programming-SD
- PREV: Condom & Lubricant Programming-NSD
- PREV: Not Disaggregated-SD
- PREV: Not Disaggregated-NSD
- PREV: Primary prevention of HIV and sexual violence-SD
- PREV: Primary prevention of HIV and sexual violence-NSD

- o SE: Case Management-SD
- SE: Case Management-NSD
- SE: Economic strengthening-SD
- $\circ\quad \text{SE: Economic strengthening-NSD}$
- \circ SE: Education assistance-SD
- SE: Education assistance-NSD
- SE: Psychosocial support-SD
- SE: Psychosocial support-NSD
- SE: Legal, human rights & protection- SD
- o SE: Legal, human rights & protection-NSD
- SE: Not Disaggregated-SD
- SE: Not Disaggregated-NSD
- o SE: Food and nutrition-SD
- SE: Food and nutrition-NSD
- ASP: Procurement & supply chain management-NSD
- ASP: HMIS, surveillance, & research-NSD
- ASP: Human resources for health-NSD
- o ASP: Laboratory systems strengthening-NSD
- o ASP: Public financial management strengthening-NSD
- ASP: Policy, planning, coordination & management of disease control programs-NSD
- o ASP: Laws, regulations & policy environment-NSD
- $\circ \quad \text{ASP: Not Disaggregated-NSD}$
- ASP: Injection Safety-NSD
- ASP: Blood supply safety-NSD
- PM: IM Program Management-NSD
- PM: IM Closeout costs-NSD

Step 1: Select Program

	Α	2	В	с	D	E	F		G	Н	I.	J
2					Program Management	Categorization of Intervention 2	Categorizat Intervent		Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6	Categorization of Intervention 7
3	Notes	•			Program Management							
4	Progra	am Area			PM: IM Program Management-NSD	SE: Economic strengthening-SD	•					
5	Benef	iciary			Non-Targeted Pop: Not disaggregated							
6	Cost C	ategory			Program management expenditures	Expenditures against Intervention 2	Expendit Interven	3	t Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
7	Perso	onnel: Salarie	es- Health Care W	/orkers- Clinical	NA							
8	Perso	onnel: Salarie	es- Health Care W	/orkers- Ancillary	NA							
9	Perso	onnel: Salarie	es- Other Staff					tor	colocting	the prog	ram area	from
10	Fring	e Benefits						lei	selecting	the progr	annaica	
11	Trave	el: Internatio	nal Travel				+h	م ما ہ		list the h	o o o fi o i o r	
12	Trave	el: Domestic 1	Fravel				UN	e ar	op down	list, the b	penenciar	y ceii
13	Equip	oment: Health	n Equipment									·
14			lealth Equipment						WI	ill turn red	d.	
15		lies: Pharma			NA							
16			Non Pharmaceut	ical	NA							
17		lies: Other Su										
18				re Workers- Clinical	NA			Thi	s is hocau	ise each i	ntorvonti	on –
19				re Workers- Ancillar	·				S IS DELAU	ise each i		
20			racted Interventi	ons	NA				+ ha dafin	ad by a m		
21		ractual: Othe	r Contracts					nus	t be defir	ned by a p	orogram a	rea
22		truction								· · · ·		
23	Train					<u> </u>			and a ber	neficiary. (Unce the	
24		ecipient Tota			NA	\$0				•		
25 26		r: Financial S r: Other	support for Benef	Iciaries				pen	eficiary is	selected,	the box	will —
20		ect Charges								Jereolea,		
28			ner Intervention	(Sum of Cost Catego	ories) \$0	\$0			hecon	ne white a	again	
29	TUTAL	Experiatures	per intervention	i (sum of cost catego	Jilesj 30				DECON		agani.	
	Munsh	or of Subro	cipients (0-100	1		1						
31	Numb	er of subre	cipients (0-100	1		±						
32												
1.1		Subr	ecipient name	Subrecipient D	UNS	Expenditures against Intervention 2	Expenditures Interventi	-	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
33	Sub 1				NA	Intervention 2	Interventi	0115	Intervention 4	intervention 5	Intervention 6	intervention 7
54	SUD1			1	NA		1			1	1	I



Step 2: Select Beneficiary

1	A B C	D	E	F	G	н	I	J
2		Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6	Categorization o Intervention 7
3	Notes	Program Management						
1	Program Area	PM: IM Program Management-NSD	SE: Economic strengthening-SD					
5	Beneficiary	Non-Targeted Pop: Not disaggregated		Y				
;	Cost Category	Program management expenditures	Non-Targeted Pop: Ac Non-Targeted Pop: Yo Non-Targeted Pop: Cr	xpe tures against	Expenditures against rention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures again Intervention 7
7	Personnel: Salaries- Health Care Workers- Clinical	NA	Non-Targeted Pop: No Females: Adult womer	$\langle \rangle$				
В	Personnel: Salaries- Health Care Workers- Ancillary	NA	Females: Young wome					
9	Personnel: Salaries- Other Staff		Females: Girls Females: Not disaggre	×				
0	Fringe Benefits		remaies: Not disaggre					
1	Travel: International Travel			Coloct	the Deme	ficience	h h a n a fi	
2	Travel: Domestic Travel				the Bene	liciary: Su	nenea ai	Jary 👝
3 4	Equipment: Health Equipment Equipment: Non-Health Equipment				·····	برام مراج مرب		lint -
4 5	Supplies: Pharmaceutical	NA		– comb	ination fro	om the dr	op down	IIST. —
6	Supplies: Health- Non Pharmaceutical	NA		—				
7	Supplies: Other Supplies	116		-				
8	Contractual: Contracted Health Care Workers- Clinical	NA						
9	Contractual: Contracted Health Care Workers- Ancillary	NA		Do no	ot paste v	alues into	o these ce	IS:
0	Contractual: Contracted Interventions	NA						
1	Contractual: Other Contracts			lise t	he benefi	riary dror	n down lis	t If 🗌
2	Construction							
3	Training			they	alue in thi	s cell doe	s not eva	ctly
4	Subrecipient Total	NA	\$0					
5	Other: Financial Support for Beneficiaries			match	one of th	no ontion	c on the c	Iron
6	Other: Other					ie option	s on the t	
27	Indirect Charges	60	60	daum	lict IDe	hould		-ha
28 29	Total Expenditures per Intervention (Sum of Cost Categories)	\$0	\$ 0		n list, IPs s	noula <u>no</u>	t uploa <u>d</u> i	ine
30	Number of Subrecipients (0-100)	1]	temr	plate since	e a templa	ate with t	his
31 32					vill not co			
-	Subrecipient name Subrecipient DUNS		Expenditures against	ECTION		nstitute o		
33	Subrecipient name Subrecipient DONS		Intervention 2		DATIM, i.e	validati	on will fai	on 7



Step 2: Select Beneficiary

- The complete list of the unique combination options on the beneficiary dropdown list is shown here
- Please note the following abbreviations that are used on this list:
 - Pop(s) = Population(s)
 - OVC = Orphans & vulnerable children

 Non-Targeted Pop: Adults Non-Targeted Pop: Young people & adolescents Non-Targeted Pop: Children Non-Targeted Pop: Not disaggregated Females: Adult women • Females: Young women & adolescent females Females: Girls Females: Not disaggregated Males: Adult men Males: Young men & adolescent males Males: Boys Males: Not disaggregated • Key Pops: Men having sex with men Key Pops: Transgender • Key Pops: Sex workers Key Pops: People who inject drugs Key Pops: Not disaggregated • Key Pops: People in prisons Pregnant & Breastfeeding Women: Not disaggregated • Priority Pops: Military & other uniformed services • Priority Pops: Mobile Pops • Priority Pops: Displaced persons • Priority Pops: Clients of sex workers Priority Pops: Not disaggregated OVC: Orphans & vulnerable children • OVC: Care givers OVC: Not disaggregated



Step 2: Select Beneficiary

	Α		В		С	D	E	F		G	н	I.	J
2						Program Management	Categorization of Intervention 2	Categorization Intervention		Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6	Categorization of Intervention 7
3	Notes	6				Program Management							
4	Progra	am Area				PM: IM Program Management-NSD	SE: Economic strengthening-SD						
5	Benef	ficiary				Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females						
6	Cost C	Category				Program management expenditures	Expenditures against Intervention 2	Expentervention		Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
7	Perso	onnel: Salari	es- Health Care	Work	ers- Clinical	NA					- 1		
8	Perso	onnel: Salari	es- Health Care	Work	ers- Ancillary	NA				Once	e the		
9	Perso	onnel: Salari	es- Other Staff										
10	Fring	ge Benefits								benefici	arv has		
11	Trave	el: Internatio	nal Travel							Serierio			
12		el: Domestic							h	been seled	rtad from		
13		pment: Healt											
14			lealth Equipme	nt					+	ha dran a	Journ list		
15		lies: Pharma				NA			l	he drop c	JOWN IISL,		
16			Non Pharmace	utical		NA							
17		lies: Other Su							t	he benef	iciarv cell		
18					/orkers- Clinical	NA					· · · ·		
19					orkers- Ancillary	NA				will turr	n white		
20			racted Interven	tions		NA				vviii corr	vvince		
21 22		ractual: Othe	er Contracts							aga	in		
22		truction								aga	111.		
23	Train	ecipient Tota	1			NA	\$0	\$0		\$0	\$0	\$0	\$0
24			upport for Ben	oficiar	ries	INA	οų			οų	ŞU	ŞU	ŞU
26		r: Other	apport for ben	eneral									
27		rect Charges											
28			per Interventi	on (Su	m of Cost Categories)	\$0	\$0	\$0		\$0	\$0	\$0	\$0
29						+-	* -			7 -			7-
	Numb	per of Subre	cipients (0-10	00)		1]						
31		.c. or subre	cipicino (o 10				I						
32													
33		Subr	ecipient name		Subrecipient DUNS		Expenditures against Intervention 2	Expenditures aga Intervention		Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
	Sub 1					NΔ							



Step 2: Program Management

I	АВ	с	D	E	F	G	Н	I	J	К
1										
			Program	Categorization of	Categorization of Intervention 3	Categorization of				
2			Management	Intervention 2	Intervention 3	Intervention 4	Intervention 5	Intervention 6	Intervention 7	Intervention 8
3 No	otes		Program Management							
5			wanagement			The first i	Intervent	lion nas c	been	
	-		PM: IM Program							
	ogram Area		Management-NSD		pop	ulated as	program	n manage	ement in	
4										
	<i>a</i> .		Non-Targeted Pop:			the	blank te	mplate.		
	neficiary		Not disaggregated							
5										
Co	st Category		Programmanagement	Expenditures against	Exp					penditures against
6	or caregory		expe ditures	Intervention 2		Ms will ha	ave some	exnendi	tures for	Intervention 8
	ersonnel: Salaries- Health Care Worke		VA					слрени		
1000000000000	ersonnel: Salaries- Health Care Worke	rs- Ancillary	NA .		- nr	ogram ma	anagomo	nt If add	litional	
	ersonnel: Salaries- Other Staff				<u> </u>	ogramme	anageme	m. n auc	illonai	
	ringe Benefits ravel: International Travel	_							+:	
	ravel: Domestic Travel	-			— prog	ram man	agement	interven	itions are	
	quipment: Health Equipment	-	he defau	llt –						
	quipment: Non-Health Equipment					required,	, please e	enter the	min	
	upplies: Pharmaceutical	hene	ficiary is	Non-						
16 S	upplies: Health- Non Pharmaceutical					interve	ntions 2 1	hrough 3	35	
17 S	upplies: Other Supplies	targ	eted Pop	·Not					<u> </u>	
18 C	ontractual: Contracted Health Care Wo	ark Laigt	eleu Pop	. NOL						
	ontractual: Contracted Health Care Wo	ork								
	ontractual: Contracted Interventions	_ ais	aggregat	ed						
	ontractual: Other Contracts									
	onstruction	– Howe	ever, use	rs can 🗕						
	raining				47	4-	4.7	*-		4.5
	ubrecipient Total		hange th		\$0	\$0	\$0	\$0	\$0	\$0
)ther: Financial Support for Beneficiari)ther: Other	es C	nange u							
	ndirect Charges	h	opoficier							
	tal Expenditures per Intervention (Sun	D D	eneficiar	у. –	\$0	\$0	\$0	\$0	\$0	\$0
29						¥*	4 0	¥*	¥*	φ υ
	mber of Subrecipients (0-100)		1							
31										
32										
	Subariaiantara	Subassisian DUM		Expenditures against	Expenditures against	Expenditures against	Expenditures against	Expenditures against	Expenditures against	Expenditures against
33	Subrecipient name	Subrecipient DUNS		Intervention 2	Intervention 3	Intervention 4	Intervention 5	Intervention 6	Intervention 7	Intervention 8
24 0.1			NIA							



Step 2 OPTIONAL: Notes

	A B	с	D	E	, F	G	Н	l l	J					
1			Program Management Program	Categoriz- n of Intep	OPTI	ONAL free	e text entry	/. If it is	Categorization of Intervention 7					
3	Notes		Management		useful i	use this ro	w to provi	de hudget						
4	Program Area		PM: IM Program Management-NSD	SE: Econo ic strengthening-SD	ar	ture								
5	Beneficiary		Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females		explanations for each intervention. This field is optional and will not be								
6	Cost Category		Program management expenditures	Expenditures against Intervention 2		imported into DATIM or included in								
7	Personnel: Salaries- Health Care Worker		NA											
8	Personnel: Salaries- Health Care Worker	rs-Ancillary	NA			any analysis. It is for reference only								
9 10	Personnel: Salaries- Other Staff Fringe Benefits				and i	and is meant to assist in the data								
11	Travel: International Travel													
12	Travel: Domestic Travel					entry process.								
13	Equipment: Health Equipment					or or y								
14	Equipment: Non-Health Equipment													
15	Supplies: Pharmaceutical		NA											
16	Supplies: Health- Non Pharmaceutical		NA											
17	Supplies: Other Supplies													
18	Contractual: Contracted Health Care Wo		NA											
19	Contractual: Contracted Health Care Wo	orkers- Ancillary	NA											
20 21	Contractual: Contracted Interventions		NA											
21	Contractual: Other Contracts Construction													
22	Training													
24	Subrecipient Total		NA	\$0	\$0	\$0	\$0	\$0	\$0					
25	Other: Financial Support for Beneficiario	es			÷-	+-	÷-							
26	Other: Other													
27	Indirect Charges													
28	Total Expenditures per Intervention (Sun	n of Cost Categories)	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
29														
30 31 32	Number of Subrecipients (0-100)		1											
33	Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7					
34	Sub 1		NA											



Step 3: Enter Expenditure by Sub Cost Category

4	A B C	D	E	F	G	Н	
1							
2		Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	
3	Notes	Program Management					
4	Program Area	PM: IM Program Management-NSD	SE: Economic strengthening-SD	SE: Psychosocial SE: Case support-SD Management-SD		SE: Education assistance-SD	
5	Beneficiary	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young Females: Young women & women & women & women & adol For oach intervent		Females: Young women & nt females	
6	Cost Category	Program management expenditures	Expenditures against Intervention 2	Exp For each intervention, enter expenditures enter			
7	Personnel: Salaries- Health Care Workers- Clinical	NA					
8	Personnel: Salaries- Health Care Workers- Ancillary	NA			ne appropria		
9	Personnel: Salaries- Other Staff	\$315,057	\$296,253	sub co	ost categorie	ac 3,459	
10	Fringe Benefits	\$78,192	\$75,480		ost categoria	,048	
11	Travel: International Travel	\$15,700					
12	Travel: Domestic Travel	\$24,800	\$35,817	\$12,548	\$5,480		
13	Equipment: Health Equipment						
14	Equipment: Non-Health Equipment	\$10,000					
15	Supplies: Pharmaceutical	NA		1			
16	Supplies: Health-Non Pharmaceutical	NA					
17	Supplies: Other Supplies	\$16,850	\$36,891	\$15,987	\$3,450		
18	Contractual: Contracted Health Care Workers- Clinical	NA					
19	Contractual: Contracted Health Care Workers- Ancillary	NA			\$40,000	\$250,999	
20	Contractual: Contracted Interventions	NA					
21	Contractual: Other Contracts	\$9,985					
22	Construction						
23	Training				\$154,805	\$23,499	
24	Subrecipient Total	NA	\$0	\$0	\$0	\$0	
25	Other: Financial Support for Beneficiaries		\$450,000				
26	Other: Other						
27	Indirect Charges	\$320,458					
28	Total Expenditures per Intervention (Sum of Cost Categorie	\$791,042	\$894,441	\$109,751	\$263,201	\$364,005	



Appropriate Sub Categories for Program Management Interventions

- If Program Management is selected as the Program Area in interventions 2 through 35, certain cost categories are not applicable for data entry.
 - These cost categories are:
 - Personnel: Salaries Health Care Workers Clinical
 - Personnel: Salaries Health Care Workers Ancillary
 - Supplies: Pharmaceuticals
 - Supplies: Health Non Pharmaceuticals
 - Contractual: Contracted Health Care workers Clinical
 - Contractual: Contracted Health Care workers Ancillary
 - Contractual: Contracted Interventions
 - Subrecipient
- If Program Management is not selected as the Program Area in an intervention, the Indirect Charges cost category is not appropriate for data entry.

The template will not prevent you from entering into these cost categories, however upon upload to DATIM, the error will be flagged and the template will fail to validate.

Indirect Charges in Interventions 2-35

- Just as certain cost categories are not available for Program Management interventions, one cost category - Indirect Charges – is ONLY available for Program Management interventions.
- Indirect charges may be entered in intervention 1, which defaults to Program Management, or it may be entered in interventions 2-35 for any intervention with a Program Area of Program Management.
- If indirect charges are entered against an intervention with a Program Area other than Program Management (e.g., C&T or Socioeconomic), the template will not prevent you from entering into these cost categories, however upon upload to DATIM, the error will be flagged and the template will fail to validate.



Step 3: Enter Expenditure by Sub Cost Category

8 Personn 9 Personn 10 Fringe B 11 Travel: I 12 Travel: I 13 Equipme 14 Equipme 15 Supplie: 16 Supplie: 17 Supplie: 18 Contrac 19 Contrac		Program Management Program Management PM: IM Program	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3Notes3Program4Program4Benefici5Cost Cate6Person7Person8Person9Person10Fringe B11Travel: I12Travel: I13Equipme14Equipme15Supplie:16Supplie:17Supplie:18Contrac19Contrac		Management Program Management	-	-	-	-
3 Program 4 Benefici 5 Cost Cate 6 Cost Cate 7 Personr 8 Personr 9 Personr 10 Fringe B 11 Travel: I 12 Travel: I 13 Equipment 14 Equipment 15 Supplies 16 Supplies 17 Supplies 18 Contract 19 Contract		Management				
4 Benefici 5 Cost Cato 6 7 Personr 8 Personr 9 Personr 10 Fringe B 11 Travel: 1 12 Travel: 1 13 Equipm 14 Equipm 15 Supplie: 16 Supplie: 18 Contrac 19 Contrac	m Area	PM: IM Program				
5 Cost Cate 7 Personr 8 Personr 9 Personr 10 Fringe B 11 Travel: 1 12 Travel: 1 13 Equipment 14 Equipment 15 Supplies 16 Supplies 17 Supplies 18 Contract 19 Contract		Management-NSD	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD	SE: Education assistance-SD
6 7 Personr 8 Personr 9 Personr 10 Fringe B 11 Travel: 1 12 Travel: 1 13 Equipment 14 Equipment 15 Supplies 16 Supplies 17 Supplies 18 Contract 19 Contract	iciary	Non-Targeted Pop: Not disaggregated	Females: Young women & adolesc females			Females: Young men & adolescent females
8 Personn 9 Personn 10 Fringe B 11 Travel: I 12 Travel: I 13 Equipme 14 Equipme 15 Supplie: 16 Supplie: 17 Supplie: 18 Contrac 19 Contrac	ategory	Program management expenditures	Expenditures agair Intervention 2	workers, pharmaceuticals,		xpenditures against Intervention 5
9 Personn 10 Fringe B 11 Travel: I 12 Travel: I 13 Equipme 14 Equipme 15 Supplie: 16 Supplie: 17 Supplie: 18 Contrac 19 Contrac	nnel: Salaries- Health Care Workers- Clinical	NA		and health supplies – non		
10Fringe B11Travel: I12Travel: I13Equipment14Equipment15Supplie:16Supplie:17Supplie:18Contract19Contract	onnel: Salaries- Health Care Workers- Ancillary	NA		nharmacoutical and		
11Travel: I12Travel: I13Equipment14Equipment15Supplie:16Supplie:17Supplie:18Contract19Contract	onnel: Salaries- Other Staff	\$315,057	\$296,253	pharmaceutical, and		\$73,459
12Travel: I13Equipment14Equipment15Supplie:16Supplie:17Supplie:18Contract19Contract		\$78,192	\$75,480	contracted interventions		\$16,048
13Equipment14Equipment15Supplies16Supplies17Supplies18Contract19Contract	l: International Travel	\$15,700				
14Equipme15Supplies16Supplies17Supplies18Contract19Contract	I: Domestic Travel	\$24,800	\$35,817	should be incurred as part of		
15 Supplies 16 Supplies 17 Supplies 18 Contrac 19 Contrac	oment: Health Equipment			should be incurred as part of		
16 Supplies 17 Supplies 18 Contrac 19 Contrac	ment: Non-Health Equipment	\$10,000		a technical intervention and		
17 Supplies 18 Contrac 19 Contrac	lies: Pharmaceutical	NA		a technical intervention and		
18 Contrac 19 Contrac	lies: Health- Non Pharmaceutical	NA	005 005	not under program		
19 Contrac	lies: Other Supplies	\$16,850	\$36,801	not under program		
	actual: Contracted Health Care Workers- Clinical actual: Contracted Health Care Workers- Ancillary	NA NA		management. These cells		\$250.000
						\$250,999
	actual: Contracted Interventions actual: Other Contracts	NA \$9,985		are therefore NA (not		
21 Contrac 22 Constru		59,905				
23 Training				applicable) for Program		\$23,499
	ring cripient Total	NA	\$0			\$23,499
	: Financial Support for Beneficiaries	INA	\$450,000	Management.		
	- maneral support for beneficiaries		Ş450,000	- Management.		
	Other					
28 Total Exp	:: Other ect Charges				· I	



Step 3: Enter Expenditure by Sub Cost Category

A	A B	с	D	E	F	G	н	
1								
2			Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorizat Intervent	
з	Notes		Program Management					
4	Program Area		PM: IM Program Management-NSD	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD	SE: Educa assistanc	
5	Beneficiary		Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	escent women & adolescent women & a		
6	Cost Category		Program management expenditures	Expenditures against Intervention 2	Expenditures ag Intervention	Data entry is	not	against on 5
7	Personnel: Salaries- Health Care Worker		NA	←		required for	anv	
8	Personnel: Salaries- Health Care Worker	rs-Ancillary	NA					
9	Personnel: Salaries- Other Staff		\$315,057	\$296,253	\$65,808	intervention's	ssuh	9
10	Fringe Benefits		\$78,192	\$75,480	\$15,408	intervention 5 500		
11	Travel: International Travel		\$15,700			cost category where		
12 13	Travel: Domestic Travel		\$24,800	\$35,817	\$12,548			
14	Equipment: Health Equipment		¢10.000			there is no FY20		
15	Equipment: Non-Health Equipment Supplies: Pharmaceutical		\$10,000 NA					
16	Supplies: Health- Non Pharmaceutical		NA		e	expenditure; these		
17	Supplies: Other Supplies		\$16,850	\$36,891	\$15,987			
18	Contractual: Contracted Health Care Wo	rkers- Clinical	NA	000,001	<i><i><i>q</i>15,567</i></i>	lines can be left		
19	Contractual: Contracted Health Care Wo		NA	4				99
20	Contractual: Contracted Interventions	,	NA			blank.		
21	Contractual: Other Contracts		\$9,985			Diamin.	1	
22	Construction							
23	Training					\$154,805	\$23,49	99
24	Subrecipient Total		NA	\$0	\$0	\$0	\$0	
25	Other: Financial Support for Beneficiarie	es						
26	Other: Other							
27	Indirect Charges				\$320,458			
28	Total Expenditures per Intervention (Sur	n of Cost Categories)	\$470,584	\$444,441	\$430,209	\$263,201	\$364,0	05
29								
30 31 32	Number of Subrecipients (0-100)		1					
33	Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures Interventi	-
34	Sub 1		NA					



Total Expenditure by Intervention

A	A B C	D	E	F	G	Н	
1							
2		Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	
3	Notes	Program Management					
4	Program Area	PM: IM Program Management-NSD	SE: Economic strengthening-SD	SE: Psychosocial SE: Case support-SD Management-SD		SE: Education assistance-SD	
5	Beneficiary	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females	
6	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	
7	Personnel: Salaries- Health Care Workers- Clinical	NA					
8	Personnel: Salaries- Health Care Workers- Ancillary	NA					
9	Personnel: Salaries- Other Staff	\$315,057	\$296,253	\$65,808	\$48,408	\$73,459	
10	Fringe Benefits	\$78,192	\$75.480	\$15.408	\$11.058	\$16,048	
11	Travel: International Travel	\$15,700					
12	Travel: Domestic Travel	\$24,800	Total expenditure for each				
13	Equipment: Health Equipment		intoryon	intervention is calculated here as			
14	Equipment: Non-Health Equipment	\$10,000	interven	intervention is calculated here as			
15	Supplies: Pharmaceutical	NA	expenditu	penditures are entered. This may			
16	Supplies: Health- Non Pharmaceutical	NA					
17	Supplies: Other Supplies	\$16,850	a	assist in data entry.			
18	Contractual: Contracted Health Care Workers- Clinical	NA					
19	Contractual: Contracted Health Care Workers- Ancillary	NA			\$ 40,000	\$250,999	
20	Contractual: Contracted Interventions	NA					
21	Contractual: Other Contracts	\$9,985					
22	Construction						
23	Training				\$154,805	\$23,499	
24	Subrecipient Total	NA	\$0	\$0	\$	\$0	
25	Other: Financial Support for Beneficiaries						
26	Other: Other						
27	Indirect Charges			\$320,4			
28	Total Expenditures per Intervention (Sum of Cost Categories)	\$470,584	\$444,441	\$430,209	\$263,201	\$364,005	



Total Expenditure by Sub Cost Category

.As	Α	В	С	AK	AL	AM	AN		
1									
2				Categorization of Intervention 34	Categorization of Intervention 35				
3	Note	25							
4	Prog	ram Area							T + 1
5	Bene	eficiary							Total expenditure for
6	Cost	Category		Expenditures against Intervention 34	Expenditures against Intervention 35	TOTAL	% Total		each sub object class and its %
7	Pers	sonnel: Salaries- Health C	are Workers- Clinical			\$0	0%		
8		sonnel: Salaries- Health C	· · · · ·			\$0	0%		of the total is
9		sonnel: Salaries- Other Sta	aff			\$798,985	41%		
10		nge Benefits				\$196,186	10%		calculated in
11		vel: International Travel				\$15,700	1%		
12		vel: Domestic Travel				\$78,645	4%	4	column X and \
13	· ·	uipment: Health Equipmen				\$0	0%		
14		uipment: Non-Health Equip	oment			\$10,000	1%		of the
15		oplies: Pharmaceutical				\$0	0%		
16		oplies: Health- Non Pharma	aceutical			\$0	0%		expenditure
17		oplies: Other Supplies				\$73,178	4%		
18		ntractual: Contracted Healt				\$0	0% 15%		template tab a
19 20		ntractual: Contracted Healt				\$290,999	15%		
20		htractual: Contracted Interv htractual: Other Contracts	entions			\$0	1%		the expenditur
						\$9,985 \$0	1%		
22		nstruction				+-	9%		is entered. This
23 24		ining		\$0	\$0	\$178,304 \$0	9% 0%		
24 25		precipient Total	lonoficiarios	20	20	\$0 \$0	0%		may assist in
25		ner: Financial Support for B ner: Other	enenciaries			50 \$0	0%		data optru
20		lirect Charges		1		\$320,458	16%		data entry.
1.000			on (Sum of Cost Catoonsian)	\$0	\$0	\$320,458 \$1,972,440	10%		
28	Tota	I Expenditures per Intervention	on (sum of cost categories)	20	\$0	\$1,972,440	100%		



Row & Column Name	Cell Reference	Description
Notes	D3-AL3	 Instructions: OPTIONAL free text entry. If it is useful, use this row to provide expenditure explanations for each intervention, or to keep track of the intervention's total budget. This field is optional and will not be imported into DATIM or included in any analysis. It is for reference only and is meant to assist in the data entry process.
Program Area	D4-AL4	• A program is a distinct organization of resources directed toward a specific strategic objective, or a set of activities that achieve a common outcome. Each program is further disaggregated into subprograms and whether it is service delivery or non service delivery. When the activities cannot be disaggregated, funds may be classified under the major program, not disaggregated.
		 Instructions: Please select a Program Area from the drop down menu. The value in this cell must be selected from the drop-down menu; <u>do not paste</u> any value into this cell. IPs should not upload the template if there is not an exact match, since a template with this error will not constitute a valid upload in DATIM, i.e., validation will fail.
Beneficiary	D5-AL5	• Definition: Beneficiary is the targeted population that is intended to benefit from specific activities (e.g., the intended recipients of the PEPFAR programs). Individuals might belong to more than one category; however, what needs to be classified is expenditure according to the primary objective of the program.
		 Instructions: Please select the Beneficiary from the drop down menu. The value in this cell must be selected from the drop-down menu; <u>do not paste</u> any value into this cell. IPs should not upload the template if there is not an exact match, since a template with this error will not constitute a valid upload in DATIM, i.e., validation will fail.

Note: For more information on PEPFAR Financial Classifications, please refer to the PEPFAR Financial Classification Reference Guide on DATIM Support <u>https://datim.zendesk.com</u>.



Row & Column Name	Cell Reference	Description
Personnel: Salaries- Health	E7-AL7	 Definition: Direct costs of IP employee salaries and wages, excluding benefits, for clinical healthcare workers.
Care Workers- Clinical		 Instructions: Please enter Personnel: Salaries- Health Care Workers- Clinical expenditures here. Please enter only non-negative integers.
Personnel: Salaries- Health	D8-AL8	 Definition: Direct costs of IP employee salaries and wages, excluding benefits, for ancillary healthcare workers.
Care Workers- Ancillary		 Instructions: Please enter Personnel: Salaries- Health Care Workers- Ancillary expenditures here. Please enter only non-negative integers.
Personnel: Salaries- Other	D9-AL9	 Definition: Direct costs of staff salaries and wages, excluding fringe benefits, for IP employees who are not classified as healthcare workers.
Staff		 Instructions: Please enter Personnel: Salaries- Other Staff expenditures here. Please enter only non-negative integers.
Fringe Benefits	D10-AL10	 Definition: Direct costs of employee fringe benefits unless treated as part of an approved indirect cost rate. The cost of benefits paid to the IP's personnel on the Federal award, including the cost of employer's share.
		 Instructions: Please enter your Fringe Benefits expenditures here. Please enter only non- negative integers.



Row & Column Name	Cell Reference	Description
Travel: International	D11-AL11	 Definition: Direct costs of travel, including lodging, meals, incidentals, and air and ground transport by IP personnel outside of or to/from the country of implementation
Travel		 Instructions: Please enter your Travel: International Travel expenditures here. Please enter only non-negative integers.
Travel: Domestic Travel	D12-AL12	 Definition: Direct costs of travel, including lodging, meals, incidentals, and air and ground transport by IP personnel within the benefitting country.
		 Instructions: Please enter your Travel: Domestic Travel expenditures here. Please enter only non-negative integers.
Equipment: Health Equipment	D13-AL13	 Definition: Direct costs (purchase or lease) of equipment, nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the IP for financial statement purposes, or \$5,000, used for surgical procedures, or to diagnose, cure, treat, or prevent disease.
		 Instructions: Please enter Equipment: Health Equipment expenditures here. Please enter only non-negative integers.



Row & Column Name	Cell Reference	Description
Equipment: Non-Health Equipment	D14-AL14	 Definition: Direct costs (purchase or lease) of equipment, nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the IP for financial statement purposes, or \$5,000 which is not classified as health equipment.
		 Instructions: Please enter Equipment: Non- Health Equipment expenditures here. Please enter only non-negative integers.
Supplies: Pharmaceutical	E15-AL15	Definition: Direct costs of medications used cure, treat, or prevent disease
		 Instructions: Please enter Supplies: Pharmaceutical expenditures here. Please enter only non-negative integers.
Supplies: Health- Non Pharmaceutical	E16-AL16	 Definition: Direct costs of supplies used for the health procedures and the prevention, diagnosis, treatment of disease.
		 Instructions: Please enter Supplies: Health – Non Pharmaceutical expenditures here. Please enter only non-negative integers.
Supplies: Other Supplies	D17-AL17	• Definition: Direct costs of office and other consumable supplies with a per-unit cost of less than \$5,000.
		 Instructions: Please enter Supplies: Other Supplies expenditures here. Please enter only non-negative integers.



Row & Column Name	Cell Reference	Description
Contractual: Contracted Health	E18-AL18	 Definition: Direct costs of (a) contract(s) for clinical healthcare workers, who are not employed by the IP, but contracted to perform clinical healthcare services.
Care Workers- Clinical		 Instructions: Please enter Contractual: Contracted Health Care Workers- Clinical expenditures here. Please enter only non-negative integers.
Contractual: Contracted Health	E19-AL19	 Definition: Direct costs of (a) contract(s) for ancillary healthcare workers, who are not employed by the IP, but contracted to perform clinical healthcare services.
Care Workers- Ancillary		 Instructions: Please enter Contractual: Contracted Health Care Workers- Ancillary expenditures here. Please enter only non-negative integers.
Contractual: Contracted Interventions	E20-AL20	 Definition: Direct cost of an award to provide a "package" of programmatic goods or services. Instructions: Please enter Contractual: Contracted Interventions expenditures here. Please enter only non-negative integers.
Contractual: Other Contracts	D21-AL21	 Definition: Direct costs of (a) contract(s) for individuals and entities for non services delivery purposes, usually managerial, administrative, operational support, or technical.
		 Instructions: Please enter Contractual: Other Contracts expenditures here. Please enter only non-negative integers.
Construction	D22-AL22	 Definition: Direct costs for construction or renovation. Instructions: Please enter Construction expenditures here. Please enter only non-negative integers.



Row & Column Name	Cell Reference	Description
Other: Financial Support for Beneficiaries	D25-AL25	 Definition: Direct costs of financial support for beneficiaries. Instructions: Please enter Other: Financial Support for Beneficiaries expenditures here. Please enter only non-negative integers.
Other: Other	D26-AL26	 Definition: Direct costs that do not fit any of the aforementioned direct cost categories. Instructions: Please enter Other: Other expenditures here. Please enter only non-negative integers.
Indirect Charges	D27	 Definition: Indirect costs which were not charged as direct; costs not easily assignable to specific awards and activities because a direct relationship to cost objectives cannot be shown or would be arbitrary. Instructions: Please enter the value of Indirect Charges; do not enter a rate. Please enter only non-negative integers.
Total Budget per Intervention	D28-AL28	 Definition: All PEPFAR funds expenditure for the Implementing Partner for FY21. Instructions: Total budget for each intervention is calculated here as expenditures are entered. No data entry is required.



Review for Template

Tab: Metadata and Error Checks



Error Checks in the Template: Overview

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2						_	er	rors	. If	it fin	ids e	rror	s. th	ev w	/ill b	е								÷.,
3	•	Federal Agency																						_
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6		Prime DUNS Numb	er				OII	ine	viet	adat	a an			Luec	.ΚΣια	JD.			Expenditur	e				
7		Reporting Period			-		FY20																	
8																								
9											ERROR	CHECKS												
10		Does the Prime DUNS	number fail to me	eet data en	try criteria	(Exactly r	nine digits a	and canno	t be 0000	C Yes, the	prime DUN	Snumber	fails to sati	sfy the da	ta entry cri	teria. Use l	eading ze	roes if ne	cessary.					
11																								
12	_	Does the program ma	nagement expen	diture still r	need to be	entered?				Yes, the	program m	anagemei	nt expendi	ture still ne	ed to be e	ntered in Ir	nterventio	n 1.						
13																								
14		Have interventions be	en defined with ir	ncomplete	program ar	ea and be	meficiary in	nformation	?	No, all int	terventions	have bee	n fully defir	ned.										
15	_				_																			—
16	-	If yes, which intervent been fully defined?	on(s) have not	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	+
17		been raily defined :																						—
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19		Have very unlikely cor	nbinations of prog	gram area a	and benefi	ciaries bee	en selecter	87		No, there	e are not ar	ny very unli	kely combi	inations th	iat have be	en selecte	ed.							
20 21		lf yes, in which interve	ntion(c) do yory	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	+
21		unlikely combinations		-		3	4	0	•	<u> </u>	•	3	10		12	13	14	ID	16	17	10	13	20	+
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24		Are there any subreci	pient rows that ha	ave have a	zero-dollar	i rexnenditi	ure?			Yes 1re	u(s) have a	zero-doll.	ar exnendil	ture Assic	in an exne	nditure to .	allindicate	ed subrec	ipient rows	to avoid o	ausing an	error when	unloadin	 10
25						- and - and -															susing arr		, aproduit	<u>.</u>
26		Are there any subreci	pient rows that ha	ave an an e	xpenditure	but are m	issing a DU	JNS numbe		No, ever	y subrecipi	ent row wit	h an exper	nditure coi	ntains a Dl	JNS numb	er.							
27			a subrecipient na				_			No, ever	, y subrecipi	ent row wit	h an exper	nditure coi	ntains a na	ime.								\top
28		Or are missing	both the subrecip	pient name	and the Dl	JNS numb	er?			No, there	e are not ar	ny subrecip	ient rows v	with an exp	oenditure t	hat are mis	ssing both	a name a	and a DUN	3 number.				
29		Or used 00000	000 as a DUNS n	number?						No, ever	y subrecipi	ent row wit	h an exper	nditure coi	ntains a Dl	JNS numb	er.							
30										Alote:	Every su	brecipient	must have	a valid na	me and DL	NSnumb	er. TBD su	brecipien	its are not j	permitted.				
31											Each DU	NSnumbe	r must be a	акас <i>ф</i> у 9 с	tigits, inclu	ding leadii	ng zerves.							
32																								
33		Is there any data ente	red outside of the	subrecipie	ent rows th	at were sp	ecified?			No, there	e is no data	that was e	ntered out	tside of the	e specified	subrecipi	ent rows.		_					
34		Subrecipient r	ows created:	35	1																			\perp
35	_	First row that s	nould be empty:																			1		
36		Cells expected		3663	-																			
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Error Checks in the Template: Prime DUNS Number

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6	F	rime DUNS Number											Data Set						Expenditur	e			
7		Reporting Period					FY20																
8																							
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10	Does	Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 00000 Yes, the prime DUNS number fails to satisfy the data entry criteria. Use lea															ding zer	oes if neo	essary.				
11																							
12	Does	the program managem	ent expendi	ture still ne	ed to be e	entered?				Yes, the	program n	nanageme	nt expend	iture still ne	eed to be ne	red in Inte	rvention	nt.					
13																							
14	Have	interventions been defi	ined with inc	omplete pr			_																
15						The t	tem	plate	e wil	l che	eck t	:hat '	the F	Prim	e DUN	۱S -							
16		which intervention(s) h	iave not	1	_												14	15	16	17	18	19	20
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21	· ·	in which intervention(s dv combinations exist ?		1	_	C	lata	entr	y cr	iteria	а (ех	actr	y nin	ie al	gits,	-	14	15	16	17	18	19	20
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28		Or are missing a subre Or are missing both th	·····																i ndia DUNS	2			
29		Or used 00000000 as			100	Plea	se n	otet	that	this	will	turr	n red	to i	ndicat	te l	ig both	a name a	nd a DON.	onumber.			
30		C, used 0000000 as	, a bonao hu	nber:													TRA	hoaninian	ls are noty	uaomittau⊀			
31						tha	t th	ere i	s an	erro	or. A	tem	plat	e wit	th this	5	renses.	n copier r	o are nov p				
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33	ls the	re any data entered out	side of the s	ubrecipien	t rov	eri	ror	vill <mark>r</mark>	ot (const	tītu <u>t</u>	<u>e a </u>	/alid	uplo	bad in		rows.						
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Error Checks in the Template: Prime DUNS Number

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3 `	Federal Agency				HHSICDC						Partner Na	me)					ier Examp				
4	Mechanism ID				18219						Award Num	ber				Aw	vard12345	6			
5	Mechanism Name			Соор	erative Agre	ement					OU						Ukraine				
6	Prime DUNS Number										Data Set	:				Ex	xpenditure	2			
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15	have interventions been den	To correct this error, navigate to the "Metadata" section																			
16	If yes, which intervention(s) h																	17	18	19	20
17	been fully defined?	on the Metadata and Error Checks ta																			
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19	Have very unlikely combination	ons of progr																			
20			End	tor th		- rro	ct D	rim		INIC		aha	c +h c	+ ic		-+h.					
21	If yes, in which intervention(s	l do very	EIII	ter tl	ie co	Jre	CLP			JN2	nun	nbei	llic		exa	LIY		17	18	19	20
22	unlikely combinations exist ?				n	ino	digit	tc hi	it ic	not	000	nooc	nooc					ļ!	<u> </u>	<u> </u>	
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24	Are there any subrecipient ro	ws that hav															/sl	to avoid ca	ausing an	error when	n uploading.
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26	Or are missing a subre		an expendi	ture but are i	hissing a D		DE			pient row w pient row w					er.						
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Error Checks in the Template: Prime DUNS Number

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16		Fuern	hich intervention(s)	l haue pot	1	2	3	4	5			-					13	14	15	16	17	18	19	20	t
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19		Have v	ery unlikely combina	ations of progr	am area a	nd benefic	iaries bee	en selected	3?								een selecti	ed.							t
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24		Are the	re any subrecipient	rows that hav	e have a z	ero-dollar	expenditu	ure?			L		Silu	mbe	۱.		enditure to	all indicate	ed subrecij	pient rows	s to avoid o	ausing an	error when	uploading	g.
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27			Or are missing a sub	precipient nam	ne?						No, eve	ry subreci	pient row wi	th an expe	nditure cor	ntains a n	ame.								_
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29			Or used 00000000	as a DUNS nu	mber?										nditure cor										-
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Error Checks in the Template: Program Management Costs

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5		N	Aechanism Name				Cooper	ative Agree	ment					OU						Ukraine				
6		Pri	ime DUNS Number					123456789						Data Set						Expenditure	9			
		F	Reporting Period					FY20																
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9												ERROR	CHECKS											
10		Doest	he Prime DUNS num	ber fail to me	et data eni	try criteria?	(Exactly r	nine digits a	and canno	t be 00000	No, the p	rime DUNS	3 number s	atisfies the	e data entry	y criteria.								
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12		Doest	he program manage	ment expend	diture still n	eed to be e	entered?				Yes, the	program m	hanagemer	nt expendi	ture still ne	ed to be e	ntered in li	nterventio	n 1.					
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31												Each DL					is	an e	error.					
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33		ls there	e any data entered o	utside of the	subrecipie	ent rows tha	at were spe	ecified?			No, there	e is no data												
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37			Count of blank cells	after last row	v: 3663	3																		
38			Non-blank cells afte	er last row:	C)																		



Error Checks in the Template: Program Management Costs

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1							
2		Program Management	Categorizati Interventio		Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes	Program Management					
4	Program Area	PM: IM Program Management-NSD	SE: Econor strengthenin		SE: Psychosocial support-SD	SE: Case Management-SD	SE: Education assistance-SD
5	Beneficiary	Non-Targeted Pop: Not disaggregated	Females: Yo women adolesce female	&	Females: Young women & adolescent	Females: Young women & adolescent	Females: Young women & adolescent females
6	Cost Category	Program management expenditures	Expenditures Interventic	Tc	o correct this	error first	penditures against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical	NA				senor, msc	
8	Personnel: Salaries- Health Care Workers- Ancillary	NA		re	turn to the I	Expenditure	
9	Personnel: Salaries- Other Staff	\$315,057	\$296,25				\$73,459
10	Fringe Benefits	\$78,192	\$75,48		Templat	e tab.	\$16,048
11	Travel: International Travel	\$15,700					
12	Travel: Domestic Travel	\$24,800	\$25.81				
13	Equipment: Health Equipment	<u> </u>			As we saw	on the	
14 15	Equipment: Non-Health Equipment	\$10,000					
15	Supplies: Pharmaceutical	NA		Me	etadata and	Error Checks	
17	Supplies: Health- Non Pharmaceutical Supplies: Other Supplies	NA \$16,850	\$36,89				
18	Contractual: Contracted Health Care Workers- Clinical	\$10,850 A	\$30,69.	ta	b, Interventi	on 1 has no	
19	Contractual: Contracted Health Care Workers- Childan					e eveteve d	\$250,999
20	Contractual: Contracted Interventions				expenditure	s enterea.	\$250,555
21	Contractual: Other Contracts	\$9,985					
22	Construction	<i>••••••••</i>					
23	Training					\$154,805	\$23,499
24	Subrecipient Total	NA	\$0		\$0	\$0	\$0
25	Other: Financial Support for Beneficiaries						•
26	Other: Other						
27	Indirect Charges	\$320,458			\$320,458		
28	Total Expenditures per Intervention (Sum of Cost Categories) \$791,042	\$444,44	1	\$430,209	\$263,201	\$364,005



Error Checks in the Template: Program Management Costs

	A	в	с	D	E	F	G	н	1	J	к	L	м	N	0	P	Q	B	s	т	U	۷	v	X
1																								
2												MET/	ADATA											
3			Federal Agency				ŀ	HISICDC					He He	cipient Organ (Partner Nar					P4	rtner Examp	le 2			
4			Mechanism ID					18219						Award Numb	per				,	Award12345	i6			
5		Ν	Aechanism Name				Coope	rative Agree	ement					OU						Ukraine				
6		Pr	ime DUNS Number					123456789						Data Set						Expenditure	•		-	
7		1	Reporting Period					FY20																
8													_				1							
9												ERROR	CHECK	s										
10		Does	the Prime DUNS numb	per fail to mee	et data ent	try criteria 🤅	(Exactly r	nine digits a	and canno	t be 0000	IC No, the p	rime DUN	Snumbe	r satisfies th	e data entr	y criteria.								
11																								
12		Does	the program manager	nent expend	liture still n	eed to be	entered?				No, the p	orogram m	anagem	ent expendit	ure has be	en entere	d.							
13																							_	
14		Have	interventions been de	fined with inc	complete p	orogram ar	ea and be	neficiary ir	formation	?	No, all int	tervention	is have b	een fully defi	ned.									
15									-														<u> </u>	-
16			which intervention(s) fully defined?	have not	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17														_									<u> </u>	
18 19		L	very unlikely combinat						сı.		NI- N			inlikely comb	:									
20		паче	very unlikely combinat	tions or progr	ram area a	ina beneri	ciaries dee	en selecter] i		No, there	e are not	ny very c	iniikely com	inations th	at nave b	een selec	ied.						
20		lfues	in which intervention(;	s) do veru	1	2	3	4	5	6	7	8		1	L		L	14	15	16	17	18	19	20
22			ly combinations exist '		<u> </u>	-	Ť		L .			Ť	\uparrow					- 17	10	10		10	10	20
23														The	error	[.] che	ck							
24		Are th	ere any subrecipient r	ows that hav	, ve have a z	zero-dollar	r expenditu	ure?			No, ever	y subrecip	pient											
25														WIII	now	sno	W							
26		Are th	ere any subrecipient r	ows that hav	/e an an ex	xpenditure	but are mi	issing a DL	JNS numb	E	No, every	y subrecip	pientr	that	thor	o ic i	20	er.						
27			Or are missing a subr	recipient nar	ne?						No, every	y subrecip	pientr	that	uler	E 13 I	10							
28			Or are missing both t	he subrecipi	ient name	and the Dl	JNS numb	er?			No, there	e are not a	iny su	erro	r rela	ated	to	ssing both	a name ar	nd a DUNS) number.			
29			Or used 00000000 a	as a DUNS nu	umber?						No, ever	y subrecip	pient r	chief				er.						
30											Alote:	Everysi	ubrec	p	rogr	am		er. TBD su	ibrecipieni	s are not p	ermitted.			
31												EachD	UNSI					ng zeroes.						
32														ma	nage	mer	π							
33		ls ther	e any data entered ou		· · · · ·	1	at were spe	ecified?			No, there	e is no dat	a thai		cost	c		ent rows.						
34			Subrecipient rows or		0										cost	5.								
35			First row that should		34										-									
36			Cells expected to be		3700																			
37			Count of blank cells																					
38			Non-blank cells after	r last row:	0)																		



d	A	в	С	D	E	F	G	н	I	J	к	L	м	N	O	Р	Q	B	S	т	U	٧	V	X
1												ыста	DATA											
2	_			1								META	DATA Becil	pient Organi	ization	1								
3		-	Federal Agency				F	IHSICDC						Partner Nan					Pa	itner Example	e 2			
4			Mechanism ID					18219					, A	ward Numb	per				/	Award12345	6			
5		M	lechanism Name				Cooper	ative Agree	ment					OU						Ukraine				
6		Prir	me DUNS Number				1	23456789						Data Set						Expenditure	•			
7		F	eporting Period					FY20																
8																								
9													CHECKS											
10		Does t	he Prime DUNS num	nber fail to me	et data en	try criteria?	(Exactly n	ine digits a	and canno	t be 0000	(No, the p	rime DUNS	3 number s	atisfies the	e data enti	y criteria.								
11																								
12		Does ti	ne program manage	ement expend	diture still n	eed to be (entered?				No, the p	rogramma	anagemen	t expenditi	ure has be	en entered	1.							
13																								
14		Have ir	nterventions been d	efined with in	complete j	program ar	ea and ber	neficiary in	formation	?	Yes, the	re are inter	vention(s)	that have i	not been f	ully defined	d. This will (bause an e	error when	uploading	j .			
15																								
16			vhich intervention(s)) have not	1	2	3	4	5	6	7	8	9	10		12	13	14	15	16	17	18	19	20
17		beenti	ully defined?			X		×		×														
18							-								L									
19		Have v	ery unlikely combina	ations of prog	jram area a	and benen	riaries bee	n selectio	1?		No, there	e are not a	ny very unl	ikely comb	inat ons th	hat have be	en selecti	ed.						
20																								
21			n which intervention		1	2	3	4					• 11									18	19	20
22		unlikely	combinations exist	t?						ne te	empl	ate v	vill a	ISO C	neck	k tha	t inte	erver	ntior	ns ha	ve			
23										h		c	dafi		The			hat	foro	-				
24		Are the	ere any subrecipient	rows that hav	ve have a :	zero-dollar	r expenditu	re?		D	een	runy	aem	neu.		s me	ansı	.ndt	IOI d	пу				
25									l a ir	ntor	<u>anti</u>	on t	hat h		vnor	nditu	rac	a nrc	orar	n ar	22			
26		Are the	ere any subrecipient	rows that hav	ve an an e	spenditure	but are mi	ssing a DU	y ''	iter									<u> </u>	ii ai	ca			
27			Or are missing a sub	brecipient nar	me?						a	nd b	enef	iciary	v has	s bee	n se	lecte	ed.					
28			Or are missing both	the subrecipi	ient name	and the Dl	JNS numbe	er?							,									
29			Or used 00000000	as a DUNS ni	umber?																			
30									Га	ah in		(. + :	+I	t. h		ما الم		11	ما م £:					
31									Ea	ICN II	ner	/enu	on u	nat n	ias n	ot be	en i	ully	aenr	iea v	NIII			
32									he	ida	otific	d he	oro h	vite	num	ber.	$\Lambda + \alpha$	mnla		vith t	hic			
33		ls there	any data entered o	outside of the	subrecipie	ent rows the	at were spe	cified?		lue				yits	nun	ibei.	Ale	inpic			.1115			
34			Subrecipient rows o	preated:	0)			er	ror	vill	ot c	onst	itute	a va	ilid u	ploa	d in	DAT	M. i	е.			
35			First row that should	d be empty:	34	4																		
36			Cells expected to b	e blank:	3700)							Va	lidat	tion	will f	ail							
37			Count of blank cells	s after last row	: 3700)																		
38			Non-blank cells afte	er last row:	0)																		
			U.S. President's Emergenc	cy Plan for AIDS Relief																		52	2	

A	A B C	D	E	F		G	Н	I
1								
2		Program Management	Categorization of Intervention 2	Categorization Intervention		Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6
3	Notes	Program Management						
4	Program Area	PM: IM Program Management-NSD	SE: Economic strengthening-SD	SE: Psychoso support-SI		1	SE: Education assistance-SD	A
5	Beneficiary	Non-Targeted Pop: Not disaggregated		Females: You women & adolescen females		remales: Young women & adolescent females	Females: Young women & adolescent females	7
6	Cost Category	Program management expenditures	E penditures against Intervention 2	Expenditures ar Interventic n		Expenditures against Intervention 4	Expenditures against Intervention 5	2xpenditures against Intervention 6
7	Personnel: Salaries- Health Care Workers- Clinical	NA						
8	Personnel: Salaries- Health Care Workers- Ancillary	NA						
9	Personnel: Salaries- Other Staff	\$315,057	\$296,253	65,808		\$48,408	\$73,459	\$29,372
0	Fringe Benefits	\$78,192	\$75,480	\$15,408		\$11,058	\$16,048	
1	Travel: International Travel	\$15.700						
2	Travel: Domestic Travel					\$5,480		
3	Equipment: Health Equipment	— To corr	ect this erro	or first				
4	Equipment: Non-Health Equipment							
5 6	Supplies: Pharmaceutical	return t	o the Exper	nditure				
o 7	Supplies: Health- Non Pharmaceutical					¢2.450		
/ 8	Supplies: Other Supplies Contractual: Contracted Health Care Workers- Clinical	— Templa	ite tab. As w	ve saw	_//	\$3,450		
。 9	Contractual: Contracted Health Care Workers- Clinical Contractual: Contracted Health Care Workers- Ancillary					\$40.000	\$250,999	
9	Contractual: Contracted Health Care workers- Anchiary Contractual: Contracted Interventions	on the	on the Met	ladata 🔤		340,000	\$230,333	
1	Contractual: Other Contracts		rror Chooks	tab				
2	Construction	and E	rror Checks	tab,				
3	Training	Intoruc	ntions 2, 4,	and 6		\$154,805	\$23,499	
4	Subrecipient Total	interve	, 4 , 4,			\$154,005	\$0	\$0
5	Other: Financial Support for Beneficiaries	have	e not been f				ŶŸ	V 0
6	Other: Other							
27	Indirect Charges	defined	d. This will a	lso be				
8	Total Expenditures per Intervention (Sum of Cost Categories)					\$263,201	\$364,005	\$29,372
	· · · · · · · · · · · · · · · · · · ·	indica	ted in red o	n the		+		
		Expendi	ture Templa	ate tab.				



A	A B	c	D	E		F	G	Н	I
1									
2			Program Management	Categoriz Interven		Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6
3	Notes		Program Management						
4	Program Area		PM: IM Program Management-NSD	SE: Ecor strengthe		SE: Psychosocial support-SD	SE: Case Management-SD	SE: Education assistance-SD	
5	Beneficiary		Non-Targeted Pop: Not disaggregated	Females wome adolescen	en &	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females	
6	Cost Category		Program management expenditures	Expenditur Interve	-	Expenditures against Intervention 3	Erpenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6
7	Personnel: Salaries-Health Care Workers-Cli	nical	NA						
8	Personnel: Salaries-Health Care Workers-An	cillary	NA						
9	Personnel: Salaries- Other Staff		\$315,057	\$296		\$65,808	\$48,408	\$73,459	
10	Fringe Benefits		\$78.192	\$75.	80	\$15,408	\$11.058	\$16,048	
11	Travel: International Travel								
12	Travel: Domestic Travel		IO corre	ect this	s erro	r, select a b	eneticiary		
13	Equipment: Health Equipment		for Inte	rvonti	n 2	select a pro	aram araa		
14	Equipment: Non-Health Equipment			venu	, ב ווכ	select a plu	grannaica		
15	Supplies: Pharmaceutical		and be	neficia	arv fo	r Interventi	on 4. and		
16	Supplies: Health-Non Pharmaceutical								
17	Supplies: Other Supplies		delete	e the e	errone	eous fringe	benefits		
18	Contractual: Contracted Health Care Workers								
19	Contractual: Contracted Health Care Workers	s-Ancillary	amount	. IN INU	erven	ition 6. If th	ie amount	\$250,999	
20	Contractual: Contracted Interventions		in Inte	orvont	ion 6	represente	d actual		
21	Contractual: Other Contracts								
22	Construction		expe	nditur	es. th	is error can	also be		
23	Training							\$23,499	
24	Subrecipient Total		correct	ed by	ident	ifying a prog	gram area	\$0	\$0
25	Other: Financial Support for Beneficiaries								
26	Other: Other		and b	enerici	ary to	or that inter	vention.		
27	Indirect Charges		,						
28	Total Expenditures per Intervention (Sum of Co	st Categorie	\$791,042	\$444,	441	\$430,209	\$263,201	\$364,005	\$0



	A	в	с	D	E	F	G	н	1	J	к	L	м	N	0	P	Q	B	s	т	U	v	V	×
1																								
2												MET/	DATA											
3	、	ł	Federal Agency				H	HSICDC						pient Organi Partner Nari					Pa	rtner Examp	le 2			
4			Mechanism ID					18219						ward Numb						Award12345	i6			
5		M	lechanism Name				Coope	rative Agree	ment					OU						Ukraine				
6		Prir	ne DUNS Number					123456789						Data Set						Expenditure	•			
7		F	eporting Period					FY20																
8																								
9												ERROR	CHECKS											
10		Does t	ne Prime DUNS num	ber fail to mee	et data enti	ry criteria?	(Exactly r	ine digits a	nd canno	t be 0000	00 No, the pr	ime DUN	3 number s	atisfies the	e data entr	y criteria.								
11																								
12		Does t	ne program manage	ment expendi	iture still ne	eed to be e	entered?				No, the pr	ogram m	anagemen	t expendit	ure has be	en entere	d.							
13																							_	
14		Have in	nterventions been de	efined with inc	complete p	program ar	ea and be	neficiary in	formation	?	No, all inte	ervention	s have bee	n fully defi	ned.									
15						-						<u> </u>			-				-					
16		· ·	vhich intervention(s)	l have not	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17		been fi	ully defined?									_												
18																								
19		Have v	ery unlikely combina	ations of progr	ram area a	nd benefic	ciaries bee	en selected	1?		No, there	a enota	ny very unl	ikely comb	inations th	iat have b	een select	ed.						
20																								
21			n which intervention		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
22		unlikely	combinations exist	?																				
23																								
24		Are the	ere any subrecipient	rows that hav	e have a z	ero-dollar	expenditu	ire?								хре	nditure.							
25											Oni	the	Neta	adata	a and									
26		Are the	ere any subrecipient	rows that hav	e an an ex	penditure	but are mi	issing a DL	NS numbe		Erre	or Cl	hock	c toh	, the	aD	UNS numb	oer.						
27			Or are missing a sub	precipient nar	ne?						LIIC		IECK	siau	, ine	an	ame.							
28			Or are missing both	the subrecipie	ent name a	and the DL	JNS numb	er?			err	or cl	heck	will	now	ure	that are mi	ssing both	a name ai	nd a DUNS) number.			
29			Or used 00000000	as a DUNS nu	umber?											a D	UNS numb	ber.						
30											sho	w th	nat tr	nere	is no) dD	UNS numb	er. TBD su	ibrecipieni	is are not p	ermitted.			
31														ب ام م ب		inak	iding leadi	ing zeroes.						
32											E	erroi	^r rela	ited	to									
33		ls there	any data entered o	utside of the s	subrecipie	nt rows tha	at were spe	ecified?			dofi	ning	into	rvon [.]	tions	bifie	d subrecipi	ient rows.						
34			Subrecipient rows c	reated:	0						uem	iiiig	me	IVEII	lions	.								
35			First row that should	be empty:	34																			
36			Cells expected to be	e blank:	3700																			
37			Count of blank cells	after last row:	3700																			
38			Non-blank cells afte	er last row:	0																			



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1																								
2	_											MET/	DATA			-								
3 .			Federal Agency				ł	HHS/CDC						pient Organi Partner Nan					Pa	tner Exampl	e 2			
4			Mechanism ID					18219					A	ward Numb	per				,	\ward12345	6			
5		N	Aechanism Name				Coope	rative Agre	ement					OU						Ukraine				
6		Pri	ime DUNS Number					123456789						Data Set						Expenditure	,			
7		F	Reporting Period					FY20																
8	-																							
9												ERROR	CHECKS											
10	C	Doest	he Prime DUNS numl	ber fail to mee	et data ent	ry criteria?	(Exactly r	nine digits	and canno	t be 0000	00 No, the p	rime DUN	5 number s	atisfies the	e data entr	y criteria.								
11																								
12	C	Doest	he program managei	ment expend	liture still ne	eed to be e	entered?				No, the p	orogram m	anagemen	t expendit	ure has be	en entere	1 .							
13																								
14	F	lave i	nterventions been de	efined with inc	complete p	program ar	ea and be	neficiary i	nformation	?	No, all in	tervention	s have bee	n fully defi	ned.									
15	_																							
16			which intervention(s)	have not	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	Ь	been f	ully defined?																					
18			1	 !	1	l I	1	1	1			1	1	 !	1			1						
19	F	lave v	very unlikely combina	tions of progr	ram area a	nd benefic	iaries bee	en selecte	d?		Yes, very	y unlikely o	ombinatio	ns have be	en selecte	ed. This wil	produce -	a warning ·	when uplo	ading.				
20																								
21			in which intervention		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
22	ч	unlikel	y combinations exist	?				×																
23											·rh	~ +~·	mola			o ch		-hat	intor	voot	ione			
24	A	Are the	ere any subrecipient	rows that hav	e have a z	ero-dollar	expenditu	ure?			- IN	e ter	npla	le w	III dis	o cn	еск	Indl	inter	vent	lons			
25												hav	e not	hee	n de	fined	d wit	h ve	rv ur	hlike	V			
26	A	Are the	ere any subrecipient	rows that hav	/e an an ex	penditure	but are mi	issing a Dl	JNS numb															
27			Or are missing a sub	recipient nar	ne?						con	nbina	ation	s of	prog	ram	area	and	ben	efici	aries			
28			Or are missing both	the subrecipi	ent name a	and the DL	JNS numb	er?							- 0									
29			Or used 00000000 a	as a DUNS nu	umber?																			
30															f	r or		$\sim \sim \sim$		יסס״	=\/.			
31												OI E	xamp	ле, г	i you	n hid	Jgrai	II di	eais	PRI	EV.			
32													1MC-	-SD "	a ve	rv III	nlike	lv he	nefi	riarv				
33	ls	s there	e any data entered o	utside of the s	subrecipie	nt rows tha	at were spe	ecified?																
34			Subrecipient rows c	reated:	0						con	<u>nbin</u> a	ation	WOL	<u>ıld b</u>	<u>e "F</u>	emal	es: A	<u>dult</u>	wor	<u>nen.'</u>			
35			First row that should	be empty:	34																			
36			Cells expected to be	e blank:	3700							Eacr	n inte	erver	ntion	that	<u>nas</u>	a ve	ry ui	пке	IY			
37			Count of blank cells	after last row:	: 3700						com	hina	tion	will	ho id	onti	fied	horo	hy i	с nu	mbo	r		
38			Non-blank cells afte	er last row:	0						COIII		tion	WIII		enti	neu	here	byI	.s nu	nibe	1.		
0100000000		,																				50		

	A B C	D		E	F	G
1	· · · · ·					
2		Program Management	-	orization of vention 2	Categorization of Intervention 3	Categorization of Intervention 4
3	Notes	Program Management				
4	Program Area	PM: IM Program Management-NSD		conomic thening-SD	SE: Psychosocial support-SD	SE: Case Management-SD
5	Beneficiary	Non-Targeted Pop: Not disaggregated	wo	les: Young omen & ent females	Females: Young women & adolescent females	Non-Targeted Pop: Not disaggregated
6	Cost Category	Program management expenditures		tures against vention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
7	Personnel: Salaries- Health Care Workers- Clinical	NA				
8	Personnel: Salaries- Health Care Workers- Ancillary	NA				
9	Personnel: Salaries- Other Staff	\$315,057	\$2	96,253	\$65,808	\$48, <mark>408</mark>
10	Fringe Benefits	\$78,192	\$		A	A
11	Travel: International Travel	\$15,700				
12	Travel: Domestic Travel	\$24,800	\$			•
13	Equipment: Health Equipment			To cor	rect this error	, first return to
14	Equipment: Non-Health Equipment	\$10,000				
15	Supplies: Pharmaceutical	NA		the	Expenditure T	emplate tab.
16	Supplies: Health- Non Pharmaceutical	NA				
17	Supplies: Other Supplies	\$16,850	\$			
18	Contractual: Contracted Health Care Workers- Clinical	NA			e saw on the M	Actadata and
19	Contractual: Contracted Health Care Workers-Ancillary	NA		AS W		victauata anu
20	Contractual: Contracted Interventions	NA		Frro	r Checks tab, li	ntervention 4
21	Contractual: Other Contracts	\$9,985				
22	Construction			C	ontained a ver	v unlikely
23	Training					
24	Subrecipient Total	NA		con	hbination. This	s will also be
25	Other: Financial Support for Beneficiaries			i na al i a ad		
26	Other: Other			indica	ted in red on t	he Expenditure
27	Indirect Charges	\$320,458			Template	tah
28	Total Expenditures per Intervention (Sum of Cost Categorie	\$791,042	\$4		Template	tab.



	A B C	D	E	F	G		н
1							
2		Program Management	Categorization of Intervention 2	Categorization Intervention 3			Categorization of Intervention 5
3	Notes	Program Management					
4	Program Area	PM: IM Program Management-NSD	SE: Economic strengthening-SD	SE: Psychosoci support-SD		-	SE: Education assistance-SD
5	Beneficiary	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: You women & adolescent fem	women	&	Females: Young women & vlescent females
6	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures aga Intervention 3			Expenditures against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical	NA					
8	Personnel: Salaries- Health Care Workers- Ancillary	NA					
9	Personnel: Salaries- Other Staff	\$315,057	\$296,253	\$65,808			
10	Fringe Benefits	\$78,192	\$75,480	\$15,408			
11	Travel: International Travel	\$15,700			To corre	ect th	his error,
12	Travel: Domestic Travel	\$24,800	\$35,817	\$12,548			
13	Equipment: Health Equipment				select a be	eneti	ciary that is
14	Equipment: Non-Health Equipment	\$10,000			not o u		Unlikolu
15	Supplies: Pharmaceutical	NA			notav	ery (unlikely
16	Supplies: Health-Non Pharmaceutical	NA			combinat	tion	Once the
17	Supplies: Other Supplies	\$16,850	\$36,891	\$15,987	combinat		Unce the
18	Contractual: Contracted Health Care Workers-Clinical	NA			correct	hene	eficiary is
19	Contractual: Contracted Health Care Workers- Ancillary	NA					
20	Contractual: Contracted Interventions	NA			selected	d. the	e cell will
21	Contractual: Other Contracts	\$9,985					
22	Construction				become	e whi	te again.
23	Training						
24	Subrecipient Total	NA	\$0	\$0			20
25	Other: Financial Support for Beneficiaries						
26	Other: Other						
27	Indirect Charges	\$320,458		\$320,458			
28	Total Expenditures per Intervention (Sum of Cost Categorie	\$791,042	\$444,441	\$430,209	\$263,20)1	\$364,005



a) I	АВ	С	D	Е	F	G	н	Т	J	к	L	м	N	0			-	4 e	÷ -	+ u	t v	V	×
1																							
2											META	DATA											
3 .	F	Federal Agency				H	HS/CDC						pient Organi Partner Nan			n +h a		tada	+				
4	1	Mechanism ID					18219						ward Numb			n une		ldüd	ita ai	nu			
5	M	echanism Name				Coope	ative Agree	ement					OU		Er	ror	Chec	ks ta	ab, th	าย			
6	Prin	ne DUNS Number					23456789						Data Set										
7	B	eporting Period					FY20								e	IOI	cnec	K WI	ll no	W			
8													1		sho	ow t	hat t	here	e are	no			
9											ERROR	CHECKS											
10	Does th	he Prime DUNS number	fail to meet	t data enti	ry criteria?	(Exactly r	ine digits a	and canno	t be 0000	IC No, the p	rime DUNS	number s	atisfies the	e d'uta entr	er	rors	rela	ted t	to ve	ry			
11															un	likal		mhin	atio	nc			
12	Does th	ne program manageme	nt expendit	ture still ne	eed to be e	entered?				No, the p	rogram ma	nagemen	t expendit	ure has be	un	IIIKEI	y COI		atio	115.			
13																							
14	Have in	terventions been defin	ed with inco	omplete p	orogram ar	ea and be	neficiary in	formation	?	No, all in	terventions	shavr oee	en fully defi	ned.									
15																							
16		hich intervention(s) ha	venot	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	beentu	ally defined?								ļ,												<u> </u>	
18																							
19	Have ve	ery unlikely combination	ns of progra	am area a	nd benefic	iaries bee	n selected	1?		No, there	e are not ar	ny very unl	ikely comb	inations th	at have be	een select	ed.						
20																							
21	P	which intervention(s)	do very	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
22	unlikely	combinations exist ?																					
23																							
24	Are the	re any subrecipient row	s that have	e have a z	ero-dollar	expenditu	ire?			No, ever	y subrecipi	ent has be	en assign	ed a non-z	ero exper	nditure.							
25																							
26	Are the	re any subrecipient row	s that have	e an an ex	penditure	but are mi	ssing a DL	INS numbe		No, ever	y subrecipi	ent row wi	th an expe	nditure cor	ntains a DI	UNS numb	er.						
27		Or are missing a subred	ipient nam	e?						No, ever	y subrecipi	ent row wi	th an expe	nditure cor	ntains a na	ame.							
28		Or are missing both the	subrecipie	nt name a	and the DL	JNS numb	er?			No, there	e are not ar	ny subrecij	pient rows	with an exp	enditure (that are mi	ssing both	a name a	nd a DUNS	3 number.			
29		Or used 00000000 as a	a DUNS nur	mber?						No, ever	y subrecipi	ent row wi	th an expe	nditure cor	ntains a DI	UNS numb	er.						
30										Note:	Every su	brecipient	musthave	e a valid na	ne and Di	UNSnumb	er. TBD su	ibrecipien	ts are not p	oermitted.			
31											Each DU	NSnumbe	er must be-	exactly 9 o	ligits, inclu	iding leadi	ng zeroes.						
32																							
33	ls there	any data entered outs	ide of the su	ubrecipie	nt rows tha	at were spe	cified?			No, there	e is no data	that was e	entered ou	itside of the	specified	d subrecipi	ent rows.						
34	:	Subrecipient rows crea	ited:	0																			
35		First row that should be	empty:	34																			
36		Cells expected to be bl	ank:	3700																			
37		Count of blank cells aft	er last row:	3700																			
38		Non-blank cells after la	ist row:	0																			
	100																				- L-	ù	



Complete List of Very Unlikely Intervention Combinations: Prevention Program Area: VMMC

PROGRAM AREA	BENEFICAIRY
PREV: VMMC-SD	Non-Targeted Pop: Adults
PREV: VMMC-SD	Non-Targeted Pop: Young people & adolescents
PREV: VMMC-SD	Non-Targeted Pop: Children
PREV: VMMC-SD	Non-Targeted Pop: Not disaggregated
PREV: VMMC-SD	Females: Adult women
PREV: VMMC-SD	Females: Young women & adolescent females
PREV: VMMC-SD	Females: Girls
PREV: VMMC-SD	Females: Not disaggregated
PREV: VMMC-SD	Key Pops: Transgender
PREV: VMMC-SD	Key Pops: Sex workers
PREV: VMMC-SD	Key Pops: People who inject drugs
PREV: VMMC-SD	Key Pops: Not disaggregated
PREV: VMMC-SD	Key Pops: People in prisons
PREV: VMMC-SD	Priority Pops: Not disaggregated
PREV: VMMC-SD	Pregnant & Breastfeeding Women: Not disaggregated
PREV: VMMC-SD	OVC: Orphans & vulnerable children
PREV: VMMC-SD	OVC: Care givers
PREV: VMMC-SD	OVC: Not disaggregated
PREV: VMMC-NSD	Non-Targeted Pop: Adults
PREV: VMMC-NSD	Non-Targeted Pop: Young people & adolescents
PREV: VMMC-NSD	Non-Targeted Pop: Children
PREV: VMMC-NSD	Non-Targeted Pop: Not disaggregated
PREV: VMMC-NSD	Females: Adult women
PREV: VMMC-NSD	Females: Young women & adolescent females
PREV: VMMC-NSD	Females: Girls
PREV: VMMC-NSD	Females: Not disaggregated
PREV: VMMC-NSD	Key Pops: Transgender
PREV: VMMC-NSD	Key Pops: Sex workers
PREV: VMMC-NSD	Key Pops: People who inject drugs
PREV: VMMC-NSD	Key Pops: Not disaggregated
PREV: VMMC-NSD	Key Pops: People in prisons
PREV: VMMC-NSD	Pregnant & Breastfeeding Women: Not disaggregated
PREV: VMMC-NSD	Priority Pops: Not disaggregated
PREV: VMMC-NSD	OVC: Orphans & vulnerable children
PREV: VMMC-NSD	OVC: Care givers
PREV: VMMC-NSD	OVC: Not disaggregated



Complete List of Very Unlikely Intervention Combinations: Prevention Program Area: Medication assisted treatment

PROGRAM AREA	BENEFICIARY	PROGRAM AREA	BENEFICIARY
PREV: Medication assisted treatment-SD	Non-Targeted Pop: Not disaggregated	PREV: Medication assisted treatment-NSD	Non-Targeted Pop: Not disaggregated
PREV: Medication assisted treatment-SD	Non-Targeted Pop: Adults	PREV: Medication assisted treatment-NSD	Non-Targeted Pop: Adults
PREV: Medication assisted treatment-SD	Non-Targeted Pop: Young people & adolescents	PREV: Medication assisted treatment-NSD	Non-Targeted Pop: Young people & adolescents
PREV: Medication assisted treatment-SD	Non-Targeted Pop: Children	PREV: Medication assisted treatment-NSD	Non-Targeted Pop: Children
PREV: Medication assisted treatment-SD	Females: Adult women	PREV: Medication assisted treatment-NSD	Females: Adult women
PREV: Medication assisted treatment-SD	Females: Young women & adolescent females	PREV: Medication assisted treatment-NSD	Females: Young women & adolescent females
PREV: Medication assisted treatment-SD	Females: Girls	PREV: Medication assisted treatment-NSD	Females: Girls
PREV: Medication assisted treatment-SD	Females: Not disaggregated	PREV: Medication assisted treatment-NSD	Females: Not disaggregated
PREV: Medication assisted treatment-SD	Males: Adult men	PREV: Medication assisted treatment-NSD	Males: Adult men
PREV: Medication assisted treatment-SD	Males: Young men & adolescent males	PREV: Medication assisted treatment-NSD	Males: Young men & adolescent males
PREV: Medication assisted treatment-SD	Males: Boys	PREV: Medication assisted treatment-NSD	Males: Boys
PREV: Medication assisted treatment-SD	Males: Not disaggregated	PREV: Medication assisted treatment-NSD	Males: Not disaggregated
PREV: Medication assisted treatment-SD	Key Pops: Men having sex with men	PREV: Medication assisted treatment-NSD	Key Pops: Men having sex with men
PREV: Medication assisted treatment-SD	Key Pops: Transgender	PREV: Medication assisted treatment-NSD	Key Pops: Transgender
PREV: Medication assisted treatment-SD	Key Pops: Sex workers	PREV: Medication assisted treatment-NSD	Key Pops: Sex workers
PREV: Medication assisted treatment-SD	Key Pops: Not disaggregated	PREV: Medication assisted treatment-NSD	Key Pops: Not disaggregated
PREV: Medication assisted treatment-SD	Pregnant & Breastfeeding Women: Not disaggregated	PREV: Medication assisted treatment-NSD	Pregnant & Breastfeeding Women: Not disaggregated
PREV: Medication assisted treatment-SD	Priority Pops: People in prisons	PREV: Medication assisted treatment-NSD	Priority Pops: People in prisons
PREV: Medication assisted treatment-SD	Priority Pops: Military & other uniformed services	PREV: Medication assisted treatment-NSD	Priority Pops: Military & other uniformed services
PREV: Medication assisted treatment-SD	Priority Pops: Mobile Pops	PREV: Medication assisted treatment-NSD	Priority Pops: Mobile Pops
PREV: Medication assisted treatment-SD	Priority Pops: Displaced persons	PREV: Medication assisted treatment-NSD	Priority Pops: Displaced persons
PREV: Medication assisted treatment-SD	Priority Pops: Clients of sex workers	PREV: Medication assisted treatment-NSD	Priority Pops: Clients of sex workers
PREV: Medication assisted treatment-SD	Priority Pops: Not disaggregated	PREV: Medication assisted treatment-NSD	Priority Pops: Not disaggregated
PREV: Medication assisted treatment-SD	OVC: Orphans & vulnerable children	PREV: Medication assisted treatment-NSD	OVC: Orphans & vulnerable children
PREV: Medication assisted treatment-SD	OVC: Care givers	PREV: Medication assisted treatment-NSD	OVC: Care givers
PREV: Medication assisted treatment-SD	OVC: Not disaggregated	PREV: Medication assisted treatment-NSD	OVC: Not disaggregated

U.S. President's Emergency Plan for AIDS Relief

Complete List of Very Unlikely Intervention Combinations: Socio-economic Program Area

PROGRAM AREA	BENEFICIARY
SE: Case Management-SD	Non-Targeted Pop: Not disaggregated
SE: Case Management-NSD	Non-Targeted Pop: Not disaggregated
SE: Economic strengthening-SD	Non-Targeted Pop: Not disaggregated
SE: Economic strengthening-NSD	Non-Targeted Pop: Not disaggregated
SE: Education assistance-SD	Non-Targeted Pop: Not disaggregated
SE: Education assistance-NSD	Non-Targeted Pop: Not disaggregated



Error Checks in the Template: Subrecipient Rows

	A	в	С	D	E	F	G	н	1	J	к	L	M	N	0	Р	Q	В	S	т	U) V		V	×
1																									
2												META	DATA												
3			Federal Agency	HHS/CDC									Recipier (Pari				P	artner Examp	ple 2						
4			Mechanism ID					18219					Awa	ard Numb	er					Award1234	56				
5		M	lechanism Name				Cooper	ative Agre	ement					OU						Ukraine					
6		Pri	me DUNS Number				1	23456789					C	Data Set						Expenditur	re				
7		F	Reporting Period					FY20																	
8																									
9												ERROR	CHECKS												
10	[)oest	he Prime DUNS numb	per fail to mee	et data ent	ry criteria?	(Exactly n	ine digits :	and canno	t be 000	DC No, the p	rime DUNS	5 number sati	isfies the	e data entr	y criteria.									
11														_											
12	[Doest	he program manager	nent expend	liture still ne	eed to be e	entered?				No, the p	rogram ma	anagement e:	×p							- 4 -				
13															i ne t	emp	late	will	cneo	ск тп	at a				
14	ł	lave ir	nterventions been de	fined with inc	complete p	orogram are	ea and ber	neficiary ir	nformation	?	No, all int	ervention:	s have been f	ful	cub	rocir	aion	+ dat		onto	rad				
15															Sub	recip	Jen	t dat	.a 15 (ente	reu				
16			which intervention(s)	have not	1	2	3	4	5	6	7	8	9		,	with	in th	e de	sign	ated		8	;	19	20
17	ŀ	een f	ully defined?																<u> </u>						
18															SL	ibred	cipie	nt rc	ows (on th	ne				
19	ł	lave u	very unlikely combinat	tions of prog	ram area a	nd benefic	iaries bee	n selecte	d?		No, there	are not ar	ny very unlikel	ly											
20															EX	penc	litur	e Ter	mpla	ite ta	ab.				
21	Ī	iyes, i	in which intervention(s) do very	1	2	3	4	5	6	7	8	9					that	+hic		Hurn	Ē	;	19	20
22		Inlikel	y combinations exist	?											Plea	sen	ote	Inal	unis	VVIII (lum				
23															red t	o ind	dicat	e th	at th	ere	is ar	n [
24		Are the	ere any subrecipient r	ows that hav	ve have a z	ero-dollar	expenditu	ıre?			No, every) subrecipi	ient has been	ha											
25														e	rror.	A te	empl	ate \	with	this	erro	or [
26		Are the	ere any subrecipient r	ows that hav	/e an an ex	penditure	but are mi	ssing a Dl	JNS numb	6	No, every) subrecipi	ient row with a												
27			Or are missing a subi	recipient nar	ne?						No, every) subrecipi	ient row with a	7 W	/III n (Dt CC	nstr	tute	a va	lid u	ploa	ad [
28			Or are missing both t	he subrecipi	ient name a	and the DL	JNS numbe	er?			No, there	are not ar	ny subrecir le				io	valio	datio		II fo	:1			
29			Or used 00000000 a	as a DUNS nu	umber?						No, every	, subrecipi	ient row vith a	an	IDA	I IIVI,	ı.e.,	vanc	Janc		II Id	II.			
30											Note:	Every su	ibrec sient mu	ust have	a valid nai	ne and DL	NSnumb	er. TBD su	ibrecipien	ts are not;	oermitteo	<i>t.</i>			
31												Each DL	N 5 number n	nust be e	exactly 9 a	ligits, inclui	ding leadi	ing zeroes.							
32																									
33	1	s there	e any data entered ou	utside of the :	subrecipie	nt rows tha	at were spe	cified?			Yes, ther	e are 3 val	lue(s) that mu	ist be de	leted.										
34			Subrecipient rows cr	eated:	2																				
35			First row that should	be empty:	36																				
36			Cells expected to be	blank:	3626																				
37			Count of blank cells	after last row	: 3623																				
38			Non-blank cells afte		3																				
		1.0	U.S. President's Emergency	r Plan for AIDS Relief						1											1		0.5		

05

Fields on the Metadata and Error Checks Tab

Row & Column Name	Cell Reference	Description
Does the Prime DUNS number fail to meet data entry criteria?	К10	• This will check that the Prime DUNS number entered in the "Metadata" section on the Metadata and Error Checks tab is exactly nine digits but is not 000000000. IPs should not upload the template if there is not an exact match, since a template with this error will not constitute a valid upload in DATIM, i.e., validation will fail .
Do program management budget still need to be entered?	K12	 This will check that amounts have been entered in intervention 1 for program management expenditures. Nearly all mechanisms are expected to have program management expenditures, the few exceptions should be confirmed with USG Agency staff (AOR/COR/Project Officer) before ignoring this error.
Have interventions been defined with incomplete program area and beneficiary information?	K14	 This will check if all interventions have both a program, sub-program and service delivery or non combination and a beneficiary and sub beneficiary combination selected. If certain interventions are missing either program or beneficiary or both, this error check will identify the number of the intervention(s) that require further information. IPs should not upload the template if there is not an exact match, since a template with this error will not constitute a valid upload in DATIM, i.e., validation will fail.
Have very unlikely combinations of program area and beneficiaries been selected?	К19	 This will check if any interventions have a program area and beneficiary combination that is very unlikely given programmatic guidelines, for example if PREV: VMMC – SD is selected in combination with Females: Adult women. If certain interventions have very unlikely combinations, this error check will identify the number of the intervention(s) that require revision.



Upload to DATIM and Submit EPFAR

65

Save ER Template for Upload

€ ⋒ Home	Save As	
🕒 New	Save As ← → ← ↑ 🖈 > Quick access	✓ Č Search Quick access P
Info Save	Save all files with the following COP20 FY21_ER_[Mech	
Save As Print	For example, a mechanism with the mechanism	ID 18219 would save their template as:
Share Export	COP20 FY21 _ER_1	L8219.xlsx
Publish		
Close	File name: COP19 FY20_ER_18219.xlsx Save as type: Excel Workbook (*.xlsx)	<u> </u>
	Authors: BlatzduRivageJK Tags: Add a tag	Title: Add a title
	∧ Hide Folders	Tools 🔻 Save Cancel



DATIM Upload: Log in to DATIM-https://www.datim.org

what allows newly-entered or deduplicated data to be viewed in the pivot tables. Please see the <u>Analytics Run Time job aid</u> if you have

questions

You are accessing a U.S. Government information system, which includes (i) this information syster systems connected to this network; and (iv) all devices and storage media attached to this network system is provided for U.S. Government-authorized use only.	
Unauthorized or improper use of this system may result in disciplinary action, as well as civil and cri	iminal penalties.
By using this information system, you understand and consent to the following:	
 You have no reasonable expectation of privacy regarding any communications or data transiti any lawful government purpose, the government may monitor, intercept, and search and seize information system. Any communications or data transiting or stored on this information system may be disclosed Nothing herein consents to the search or seizure of a privately owned information system or or contents thereof that is in the system user's home. 	e any communication or data transiting or stored on this or used for any lawful government purpose.
USE OF THIS COMPUTER SYSTEM OR NETWORK BY ANY USER, AUTHORIZED OR CONSENT TO THIS MONITORING. IF YOU DO NOT CONSENT TO THIS MONITORING YOU SHOULD EXIT THIS SYSTEM. IF YOU ARE AN AUTHORIZED USER AND CONSE AND USAGE TO INDICATE YOU AGREE TO ALL THE CONDITIONS STATED HEREIN.	G, OR IF YOU ARE NOT AN AUTHORIZED USER, ENT, SELECT "I AGREE" TO THE SYSTEM TERMS
	Saat
W	Sign in
	Username
	Password
	Sign in
	Forgot password?
	, oger prositioner.
	DATIM now uses DUNS numbers to identify Implementing Partners to help with data quality and integrity. <u>Find out if this</u> <u>impacts you.</u>
	Analytics Runtime: Please note that analytics is currently running at approximately 60 minute intervals. The analytics refresh process is



Navigate to ERB Processor App

On the top right hand corner of the screen, select the apps menu

\otimes	ER ENVIRONMENT (DEV) - Dashboard								
Ð	Q Search for a dashboard	COP20 Analysis	MER Result & Target Review Favorites	World AIDS Day 2019					
			Show more						

Within the apps menu, select the ERB Processor app

	IMENT (DEV) - D	ashboard						<u>∽ </u>	PP
🕂 🔍 Search fo	r a dashboard	COP20 /	Analysis	MER Result & Targe	et Reviev	Search apps	6	3 🌣	
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COP20 Anal	ysis 🛧 🤅) Add filt		Menu Management	Reports				
	nboard is display and COP20 Targ Analytics: Clinic	ets are impor	ERB Processor	Genie		0			
				Ukraine					
Period / Data	FY20 HTS_TST Achievement (%)	HTS_TST Total Numerator +	FY20 Targets HTS_TST * Total	FY20 HTS_TST_POS Achievement (%) *	HTS_TS	Data Approval	Data Pack	F) Far X_	/20 gets NEW [≑]
Oct 2019 to Sep 2020	•					Bata Approval	Self-Service		
	unalution: Clinic		Spanchot And	hiovomont [7]		DATIM Support			
PEPFAR FY20	analytics: Clinic	al Cascade S	Snapshot Ac	nievement 🛛		-			



DATIM Upload: ERB Processor Page

After selecting ERB Processor app, the data entry page will appear:									
Headerbar Logo ER ENVIR	ONMENT (DEV)								
ERB Processor Operating Unit Ukraine Workstream Expenditure Reporti COP Year COP 19 Mechanism Include Expired	Please select a Funding Mechanism to submit templates								

NOTE: Expenditure is reported at the OU level, regardless of whether the IP is only working in one SNU or multiple SNU; please make sure the OU is selected.



Verify OU

Headerbar Logo ER ENVIRONMENT (DEV)		
		РР
ERB Processor Operating Unit Ukraine Workstream Expenditure Reporti COP Year COP 19 Include Expired Cop Include Expired Cop Include Expired) i	۶ _с .

NOTE: Expenditure is reported at the OU level, regardless of whether the IP is only working in one SNU or multiple SNU; please make sure the OU is selected.



Verify Workstream and COP Year

erify the Workstrea	am is "Expenditure Reporting" and COP Year is "COP 19"
Headerbar Logo ER ENVIRO	
ERB Processor < Operating Unit Ukraine	<pre> Print di MAL de la Little Little MALLE ILLE TLA PROFILE Print ALLE Print A</pre>
Workstream Expenditure Reporti COP Year COP 19	Please select a Funding Mechanism to submit templates
Mechanism - Include Expired	

NOTE: If you select an earlier reporting period (e.g., COP 18), you will not be able to submit your expenditure reporting template in the Data Approval app, as the only option for data approval for this first ER reporting period in DATIM is COP 19.



Select Mechanism

- Select the dropdown in the Mechanism box and verify that the correct funding mechanism is there
- If you do not see your mechanism on the drop-down list because it is an expired mechanism for which you need to report close-out or other costs, select to include expired mechanisms using the outlined toggle switch below
- If you do not see your mechanism on the drop-down list for any other reason, please submit a request via DATIM Support www.datim.zendesk.com
- If you do not know which mechanism to report against, please contact your Agency POC

RENVIR	CONMENT (DEV)	⊻ ∷	РР
ERB Processor < Operating Unit Ukraine	Partner	1 1 1 3 F 1 3 F 1 3 F	9 ₆ 1
Workstream Expenditure Reporti COP Year COP 19 COP 19	Please select a Funding Mechanism to submit templates		
17932 - GH002168 - NPF	HC/UCDC Epi/Surv/QI HC/UCDC Care and Treatment		
Include Expired			
EPFAR valides 'E Energiesy Flas for AISS Balar			

Selecting Template File to Upload

Click the Upload Template icon in the Prime Partner upload field

ERB Processor	<		Partner	A 94 36 - 130 - 1	", 27 F1) (9
Workstream		Mechanism		Status	
Expenditure Reporti	-	Mech ID	18219	Total from all	n/a
COP Year		Award #	GH002062	templates:	
COP 19	-	Mechanism Name	NPHC/UCDC Care and Treatment	Approval Status:	Pending
Mechanism	•	Hume	neutricit		DATIM APPROVALS
Include Expired		Prime Partne	er		
		DUNS #	Uploaded Status Template	Int	Amount Del
			🚹 UPLOAD TEM	PLATE	



Selecting Template File to Upload

• Select the template document and wait for file to upload

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C Operating Unit		1 -1.141 - 2 - 3		* I.	- 3 F 1 1	••• Partner		
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Expenditure Reporti 🔻	Organize 🔻 New folder		≣≕ ▾ 🔳 💡			Approval Status:	Pending	
COP Year	^	Name	Date modified	t			DATIM APPROV	ALS 🛛
COP 19 -	📌 Quick access	DOP19 FY20_ER_18219.xlsx	9/10/2020 7:33 AM					
Mechanism —	OneDrive - Guideł							
18219 - GH002062 🔻	This PC						Status	Int
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Include Expired	Documents				UPLOAD TEMPLATE			
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	GSDisk (C:)		>					
	File name	e: COP19 FY20_ER_18219.xlsx	✓ Custom Files (*.xls;*.xlsx) ✓					
			Open Cancel					



Invalid File

- If the template is invalid, the Status field will be flagged with a **red "error"** status and exclamation point icon. Click the status to reveal the error message regarding the error(s) that caused the upload to fail DATIM's validation check
- IPs should not submit invalid templates. Invalid files must be deleted, corrected, and re-uploaded

Headerbar Logo ER EN	VIRONMENT (DEV)	M ■ ■ PP
ERB Processor < Operating Unit Ukraine	Contraction of the second s	: ", _" , Fi) i ⁹ i
Expenditure Reporti	Mechanism Status	
· · ·	Mech ID 18219 Total from templates:	n/a
COP Year COP 19	Award # GH002062 Approval Mechanism NPHC/UCDC Care and Status: Name Treatment Status:	Pending
Mechanism 18219 - GH002062 👻		DATIM APPROVALS
Include Expired	Prime Partner	
	DUNS # Uploaded Template Status Int	Amount Del
	n/a COP19 FY20_ER_18219.xlsx 9 1 error n/a	n/a 🕱
	error #1: Metadata and Error Checks - The award number in the FACTS Info not match the award number supplied in the file. (Q104) (Template: None, F	

DATIM Validation Checks

IPs should not submit templates which have not been validated in DATIM. Instead,

- 1. Delete the invalid file
- 2. Review the error message that will alert you to the error(s) that caused the file to fail DATIM's validation check
- 3. Make the appropriate revisions to the template
 - Check for template errors reviewed in slides 44-77
 - Refer to "DATIM Error Message and Resolutions", which can be found at https://datim.zendesk.com
- 4. Upload the revised file. DATIM will re-run validation checks
- 5. Review the Status field and confirm validation
- 6. Submit in Data Approval app



Delete an Invalid File

To delete the invalid file, select the trash bin icon on the right side of the Prime Partner upload field

Prime Partner

DUNS #	Uploaded Template	Status	Int	Amount	Del
n/a	COP19 FY20_ER_18219.xlsx	1 error	n/a	n/a	Ī
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Delete an Invalid File

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NOTE: To use the same file name when re-uploading a template, simply delete the existing file and refresh the page before uploading a new template.

Delete an Invalid File

The file will now be c	leared and a	new file can be uploaded	ł	
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NOTE: To use the same file name when re-uploading a template, simply delete the existing file and refresh the page before uploading a new template.

Select (Revised) Template File to Upload

Click the Upload Template icon in the Prime Partner upload field

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Select (Revised) Template File to Upload

Select the template document and upload the file ER ENVIRONMENT (DEV) render de la Marine de Linge de Linge Alfred (1920) en la company de la Partner **ERB** Processor < Operating Unit Ukraine Status Х 💽 Open Workstream Total amount: ← → * ↑ A This PC > Documents ✓ [™]O Search Documents Q Expenditure Reporti... 👻 Approval Status: Pending Organize New folder = - 1 () COP Year -DATIM APPROVALS Name Date modified 📌 Quick access COP 19 COP19 FY20_ER_18219.xlsx 9/10/2020 7:33 AM OneDrive - Guidel Mechanism This PC 18219 - GH002062 ... 🔻 Status Int 3D Objects 📃 Desktop UPLOAD TEMPLATE Include Expired 🗄 Documents Downloads h Music Pictures Videos SDisk (C:) V (File name: COP19 FY20_ER_18219.xlsx Custom Files (*.xls;*.xlsx) \sim \sim Open Cancel



Review Status Field for a Valid File

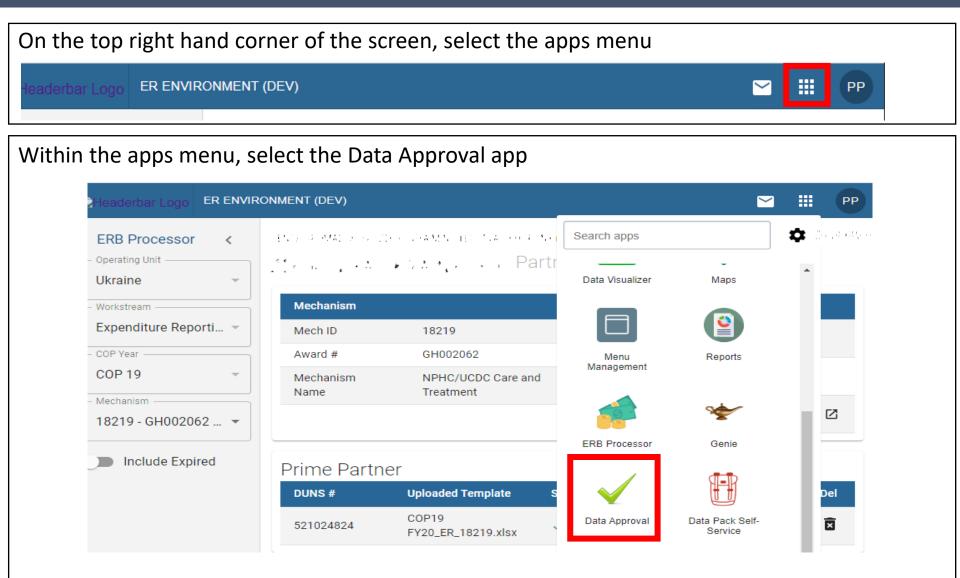
- Before proceeding with submission, review the Status field for errors and warnings
- A full list of DATIM Error Messages and Resolutions is available on DATIM Support
- The number of interventions and total expenditures reported will be indicated for the user to check against
- A green "success" status and check mark icon with will also appear in the Status field to indicate that the file is valid
- The file is now ready for submission in the Data Approval app

Prime Partner

DUNS #	Uploaded Template	Status	Int	Amount	Del
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DATIM Submission: Navigate to Data Approval App





DATIM Submission: Data Approval Page

After selecting the Data Approval app, you will see this page:

R Exp	v eenditures FYOct 👻	Period October	2019 - Sep	tember 2020 👻	Organisation Unit Ukraine	*	
	VIEW 2	ACCEPT		SUBMIT 2	RECALL	RETURN	I
2	mechanisms					Q Search	×
	Mechanism 🔺		OU	Agency	Partner		Status
	17932 - GH002168 - NPHC/UCDC Epi/Surv	ı/QI	Ukraine	HHS/CDC	Example Partner		pending at partner
							pending at



DATIM Submission: Verify Workflow and Period

- Begin by ensuring that the correct workflow and period are selected from the drop-down lists
- For Workflow, the selection should be "ER Expenditures FYOct"
- For Period, the selection should be "October 2019 -September 2020"

	TIM Approva	IS				
rkflov Exp			tember 2020 👻	Organisation Unit Ukraine	*	
	VIEW ² ACCE	PT	SUBMIT 2	RECALL	RETUR	Ν
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	18219 - GH002062 - NPHC/UCDC Care and	Ukraine	HHS/CDC	Example Partner		pending at partner

DATIM Submission: Click the Submit Tab

Click the Submit tab to see the funding mechanisms for which you have the option to submit expenditure data

	TIM Appro	ovals				
/orkflov	∞ oenditures FYOct →	Period October 2019 - Se	eptember 2020 👻	Organisation Unit Ukraine	•	
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	18219 - GH002062 -	d Ukraine	HHS/CDC	Example Partner		pending at



DATIM Submission: Select Mechanism to Submit

Select the Funding Mechanism for which you would like to submit PEPFAR expenditure template by checking the box directly to the left of the mechanism.

DATIM Appro	ovals				
erkflow R Expenditures FYOct 👻	Period October 2019 - Se	ptember 2020 👻	Organisation Unit Ukraine	Ŧ	
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18219 - GH002062 - NPHC/UCDC Care an	d Ukraine	HHS/CDC	Example Partner		pending at partner



DATIM Submission: Select Proceed

Once the mechanism is selected in the Submit tab, select Submit

	TIM Appro	ovals								
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1	mechanism(s) s	elected				٩	Search			×
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	17932 - GH002168 -	Ukr	aine H	HS/CDC	Example Partner				pendin partnei	<u> </u>
	NPHC/UCDC Epi/Surv	/ .								



DATIM Submission: Select Submit 1 Mechanism(s)

- After selecting Submit, you will proceed to the approvals page
- Select "Submit Mechanism" to submit your expenditure data

л Submit	MECHANISM		BAC
	0	2	
F	bending at partner	submitted by partner	accepted by agency
Workflow	ERI	Expenditures FYOct	
Period	Oct	ober 2019 - September 2020	
	H002062 - NPHC/UCDC AND TREATMENT		
Name	18219 - GH002062 - NPHC/U	JCDC Care and Treatment	
OU	Ukraine		
Agency	HHS/CDC		
Partner	Example Partner		
Status	pending at partner		
aset			



DATIM Submission: Verify Submission Successful

- Verify that the submission was successful
- If the submission was successful, a black message box will appear at the bottom of the page

	MECHANISM		B/	ACI
	Ø	2	3	
I	bending at partner	submitted by partner	accepted by agency	
Workflow	ER E	xpenditures FYOct		
Period	Octo	ber 2019 - September 2020		
CARE Name	AND TREATMENT 18219 - GH002062 - NPHC/U	CDC Care and Treatment		
	Ukraine			
OU				
OU Agency	HHS/CDC			
	HHS/CDC Example Partner			
Agency				
Agency Partner	Example Partner			



Reviewer Checks: Overview

- Once the FY20 ER template has been successfully uploaded to DATIM and submitted by the IP, it will be reviewed by the Agency AOR/COR/Project Officer (Agency reviewer)
- The Agency reviewer will check for:
 - Errors or blanks in the metadata, such as incorrect Award number
 - Program management expenditure not entered when expected including indirect costs, if applicable
 - Interventions not aligned to COP strategy or IP work plans
 - Expenditures that do not seem to be aligned to the intervention definition
 - Expenditures that are less than or in excess of expectations
- If the reviewer notes any of the above or other potential errors, he/she may contact the IP for further explanation or to require or suggest revisions prior to approving the ER template. In this case, the IP may be asked to upload a revised template.



View Submitted Mechanisms

- If you need to check the status of Implementing Mechanisms in the future, go to the Data Approval app's View tab
- You can see the status of each mechanism here

	TIM Appro	ovais	5						
Vorkflov E R Exp	∾ penditures FYOct →	Period Octobe	r 2019 - Sep	otember 2020 👻	Organisation Unit Ukraine	Ŧ			
	VIEW 2	ACCEPT	-		RECALL		RETURN		
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	18219 - GH002062 -							submitted	



Technical Support in DATIM EPFAR

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Technical Support for DATIM

 Users who have questions or problems in DATIM can submit a request for technical support in the box highlighted below, on the DATIM Support page: <u>https://datim.zendesk.com</u>.

DATIM Louvebilly = Tongoriery = Impert	SUPPORT			Sign	n in
	:	Search		Search Q	
	Team recommends using t	he Google Chrome, Mozilla F	Firefox, or Microsoft IE 11 brows	ns are not supported by DATIM. The DATIM Support sers while using DATIM. K. Learn more about these updates here.	
				🛐 Guidance Highlights	
	₽a	=		PEPFAR Data Calendar	
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	DATIM Training	- What's New in	PEPFAR Guidance	DATIM Data Import & Exchange Resources	
	& Tutorials	DATIM		DATIM Release notes 1.25 (August 29, 2018)	
				DATIM Groupsets and Group Options Update for MER 2.3 (March 2019)	
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		Data Import and Systems	PEPFAR/MoH Data Alignment	Update for MER 2.3 (March 2019) MER Guidance (2.0 Indicator Reference Guide) PEPFAR/MOH Data Alignment Webinars & Virtual Trainings What's New for FY2018 PEPFAR Program	
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Submit a Request

SUPPORT

DATIM









Return to DATIM Terms of Service



Submit a Request

SUPPORT		Sign in
	Search	Search Q
	DATIM > Submit a request Submit a request Please choose from the issue topics below. On the next screen you will be asked for more details on each topic.	
	Expenditure Reporting (ER) * Your email address *	
	Description *	
	Please enter a complete description. For errors: This should include the click path you took to receive the error, which web browser and version you are using, and ideally a screen shot you can attach below. For new account requests: Please detail the reason you need this account.	
	DATIM user name *	
	Please enter the DATIM user name you are logging in with and experiencing issues or require support.	



Organization *

Thank You!



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