Agency for Healthcare Research and Quality (AHRQ)

AHRQ Research Reporting System (ARRS)

Application Release 5.0

PI User Guide

Agency for Healthcare Research and Quality
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1 Overview

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

ARRS contains the following key functions:

1. Automatic report notifications
2. Preformatted Status Report Templates.
3. Ability to add additional document and file attachments.
4. Advanced search and filter results for Project Officer Reporting.
5. Print-Friedly Versions.

1.1 Roles

ARRS application has three user roles: System Admin, Project Officer, and Project Investigator. AHRQ System Admin and Project Officers can access the system within the AHRQ network via PIV-based Single-Sign-On (SSO). Project Investigator (PI) and alternate PIs can access the ARRS application when their account is created by the system. PIs are required to setup their multi factor authentication (MFA) via Login.gov to access their ARRS reports.

1. ARRS System Admin (Admin) – Full system administrator role assigned to the DIT development team.
2. ARRS Project Officer (PO) – Project Officers add notes to project reports, and can approve a report once submitted by a PI. POs can also access advanced search and reporting functionality.
3. ARRS Project Investigator (PI) – Project Investigators update and submit reports

2 Automatic Report Notification Process

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

2.1 Initial Notifications

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

2.2 Report Notifications

Notifications are sent by ARRS when a report has been created and is ready to for completion by the PI. The notification is released the day the report is available in the PIs inbox. The release date is based on the specific project's start and end dates and is usually the day the after the end of the previous reporting period. For example, if a Grant is due to report every quarter and the previous reporting period was for the period of March 1, 2025 through May 31, 2025, then ARRS will prepare and generate the next report on June 1 , 2025.

2.3 Reminder Notice

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

2.4 Report Submission Notification

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

2.5 Report Approval/Disapproval Notification

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

3 Application Overview

The following sections provide instructions for using the ARRS application.

3.1 My Dashboard

Log in to the application and access My Dashboard. Your Dashboard lists all of the Grants associated with Contracts for which the PI has reporting responsibilities.

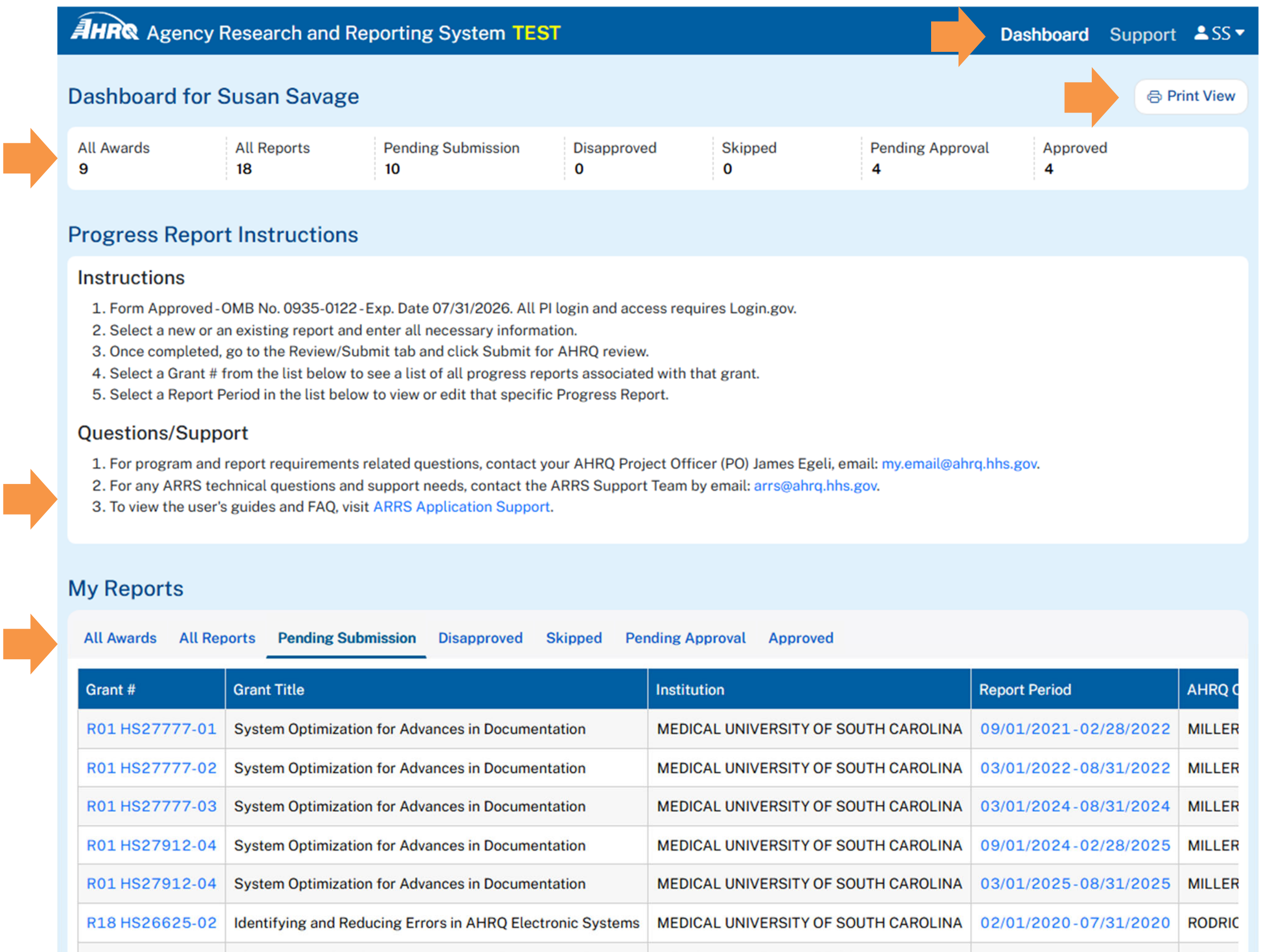
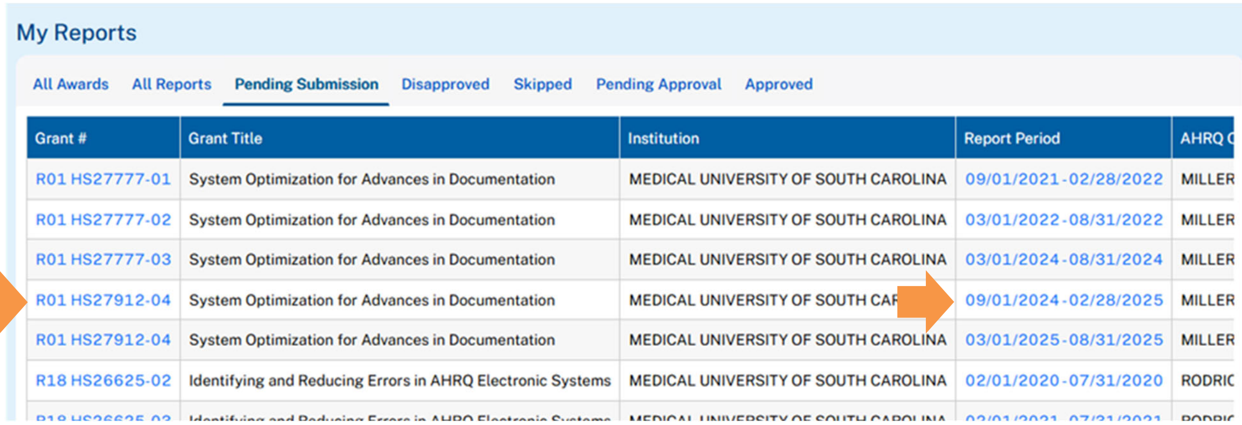


Figure provides an example of the Dashboard. The Dashboard is immediately accessible from any view by selecting the Dashboard link from the top of the web page. The Dashboard supports the following features:

1. A Print View button that opens a new window with a print-friendly version of the page.
2. An informational view of the grant counts by status.
3. Helpful instructions for work flow including the project officer email for support and questions related to the grant.
4. A table of the grants associated with the user, sorted into clickable tabs.
5. My Report Tabs include displaying all awards, which will show the grants. The rest of the tabs display the Progress Reports associated with your grants.


My Reports

All Awards | All Reports | Pending Submission | Disapproved | Skipped | Pending Approval | Approved

Grant #	Grant Title	Institution	Report Period	AHRQ C
R01 HS27777-01	System Optimization for Advances in Documentation	MEDICAL UNIVERSITY OF SOUTH CAROLINA	09/01/2021-02/28/2022	MILLER
R01 HS27777-02	System Optimization for Advances in Documentation	MEDICAL UNIVERSITY OF SOUTH CAROLINA	03/01/2022-08/31/2022	MILLER
R01 HS27777-03	System Optimization for Advances in Documentation	MEDICAL UNIVERSITY OF SOUTH CAROLINA	03/01/2024-08/31/2024	MILLER
R01 HS27912-04	System Optimization for Advances in Documentation	MEDICAL UNIVERSITY OF SOUTH CAR	09/01/2024-02/28/2025	MILLER
R01 HS27912-04	System Optimization for Advances in Documentation	MEDICAL UNIVERSITY OF SOUTH CAROLINA	03/01/2025-08/31/2025	MILLER
R18 HS26625-02	Identifying and Reducing Errors in AHRQ Electronic Systems	MEDICAL UNIVERSITY OF SOUTH CAROLINA	02/01/2020-07/31/2020	RODRIC

The Dashboard progress reports table contains the following fields:

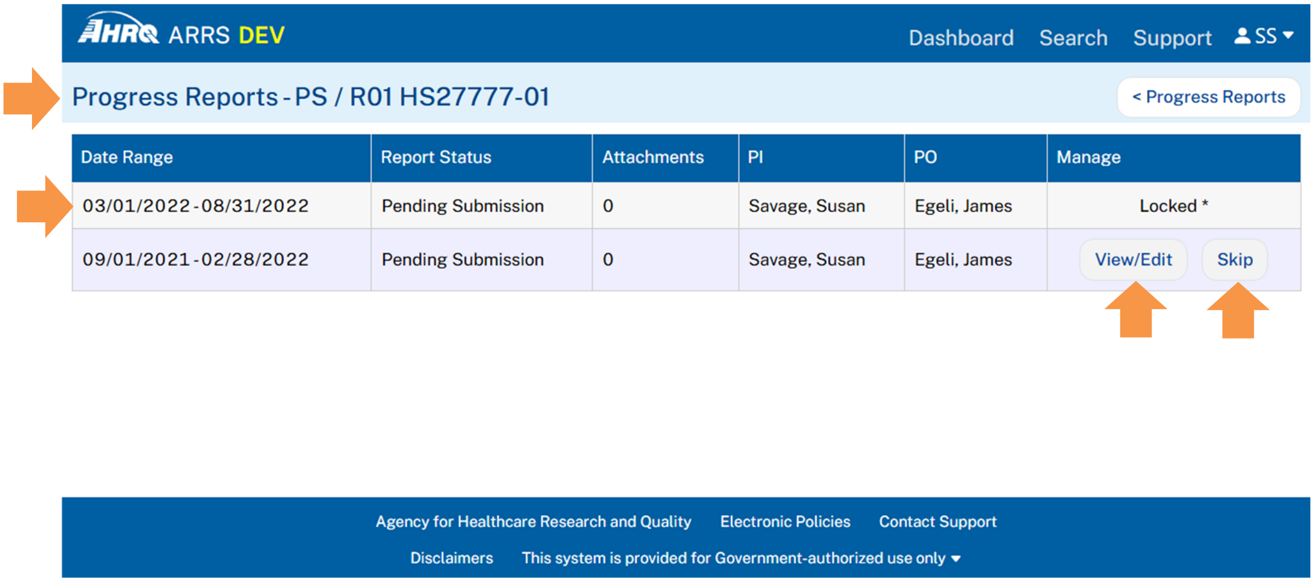
6. Grant # – Displays the grant number.
7. Grant Title – Displays the title for a grant.
8. Institution – Displays the institution for the grant.
9. Report Period – Displays the start and end dates of the grant.
10. AHRQ Officer – Displays the name of the AHRQ Project Officer for a grant.
11. Report Status – Indicates the current status of the progress report.
    a. Pending Submission– The report is waiting to be completed and submitted by the Primary Contact or Prinicple Investigator.
    b. Submitted – The report has been completed and is awaiting review by the PO.
    c. Approved – The report has been reviewed and approved by the PO.
    d. Disapproved – The report has been reviewed and disapproved by the PO and requires a resubmission.

On narrow screen views, the table is responsive and can be scrolled from left to right. The column headers are sortable. If you have any Progress Reports that are pending, disapproved,

The Grant # column is clickable, and will take you to a page of all associated progress reports associated with that grant (Section 3.2).

The Report Period column is also clickable. Selecting a Report Period with a grant will take you to the project view of that specific report period (Section 3.3).

3.2 View Progress Reports for a Grant/Contract



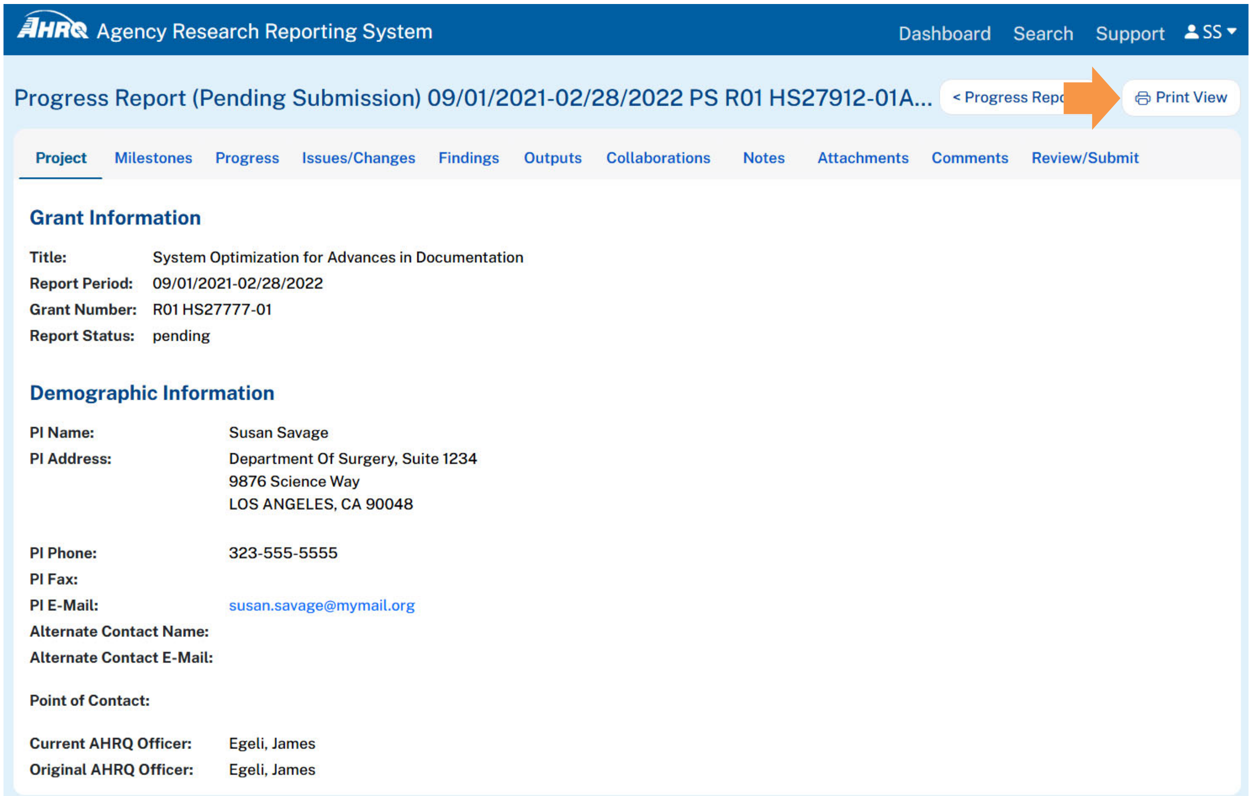
The list of Progress Reports for a specific Grant or Contract can be seen by clicking on the ID # of a Grant or Contract in the Dashboard. The current Grant or Progress report identification will display in the header, and the progress reports are listed in descending date order in the Date Range column on the table below.

Actions may be taken for each Progress Report depending on the submission state of the Progress Report. Reports that are not locked have the following Manage actions:

1. View/Edit – Open the Progress Report in the Project View (Section 4.1). You can see all the details of the Progress Report, and options to submit information and submit reports for approval are also available in this view.
2. Skip – This is for use cases where it is appropriate to skip a progress report. Please check with the PO to confirm that this is the right action to take.

4 Project View (View/Edit a Progress Report)

The Project organizes your Progress Report in a series of tabs at the top of the page. The first tab “Project” displays demographic information. The information on this page is “read only”. This page is populated by data contained in another application.



The Project View’s tabs begin with the informative “Project” tab, and end with the “Review/Submit” tab where a PI can view all of the content in the Progress Report and submit it for review by a PO. Each of the other tabs focus on a specific part of the Progress Report. These are likely editable by the PI unless the Progress Report is submitted, approved or locked.

ARRA information present in older Contracts and Grants will show on the “Project” tab information as well.

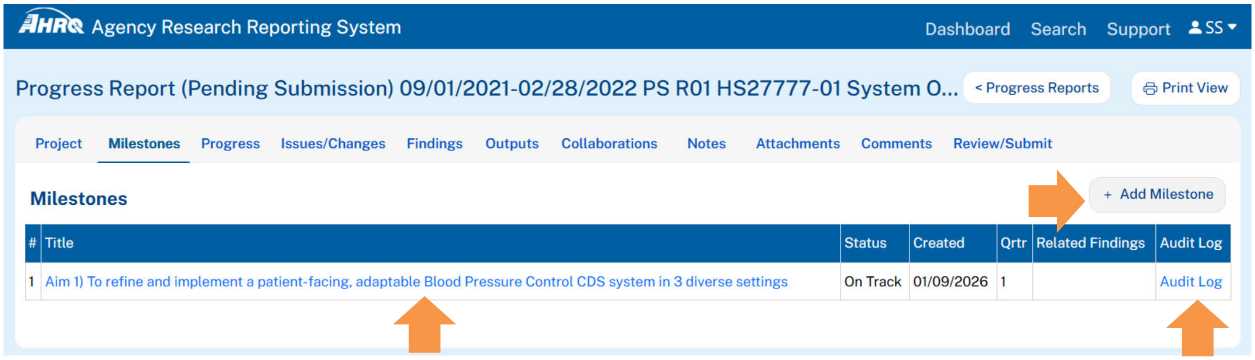
Each of the Project View tabs will feature a button that will open a new window with a print-friendly view. This is especially useful on the “Review/Submit” tab where you can print out the entire Progress Report in a way that is easy to review on paper.

We will now review each section of the Progress Report and discuss the relevant parts of the document.

If you have any Grant specific questions, please write your Project Officer, whose email address is available on your main Dashboard.

4.1 Milestones

The Milestones tab displays the goals and objectives of the project for which the report is being submitted. This tab may contain multiple project objectives, the descriptions of which can be viewed by clicking the specific milestone to be viewed.



To Add a New Milestone:

1. Click the Add button.
2. A new Project Milestone is displayed
3. Enter the title for the new Milestone.
4. Select a status for the new Milestone
5. Enter the text to describe the new Milestone in the “Description & Progress Since Last Progress Report” text box
6. Click the Save button, to save the newly entered information.

To Update an Existing Milestone:

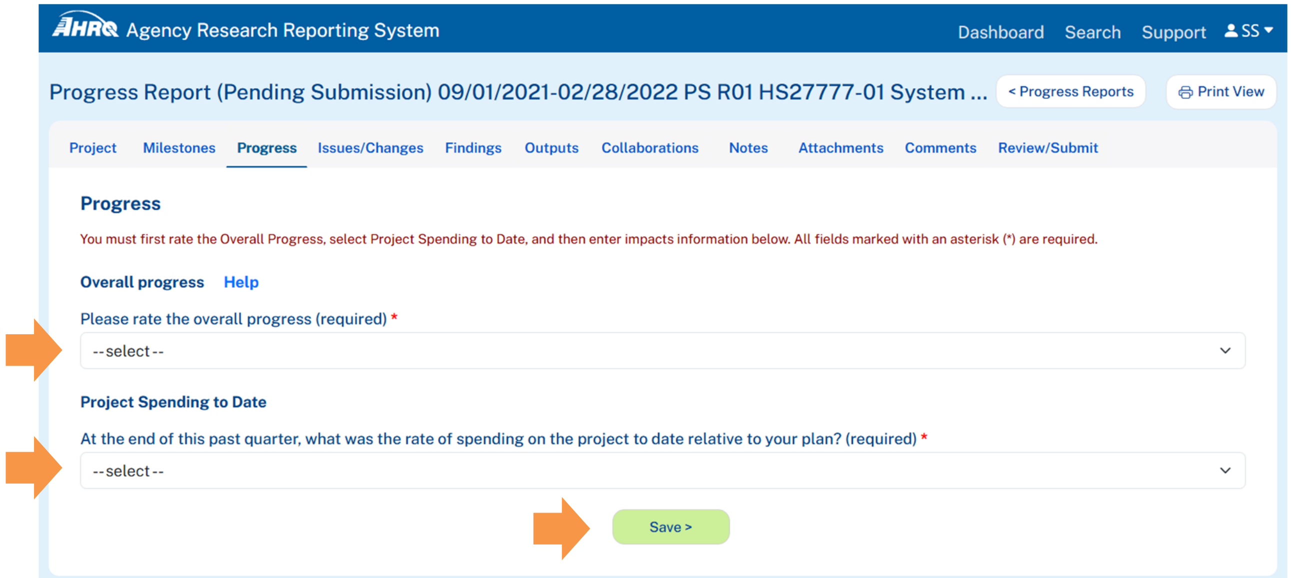
1. Locate the Title of the Milestone to update.
2. Click the selected Milestone
3. The Milestone is opened
4. Make the changes
5. Click the Save button, to save the updates.

To Delete a Milestone:

1. Locate the Title of the Milestone to Delete
2. Click the selected Milestone
3. The Milestone Page is opened
4. Click the Delete button.
5. A verification notice is displayed
6. Click “Yes”. The selected Milestone is deleted.

4.2 Progress

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



To Edit Progress:

1. Click the Overall Progress drop Down Field and select a progress value
2. Click the Project Spending to date Field and select a spending value
3. Click the Save button, to save the changes

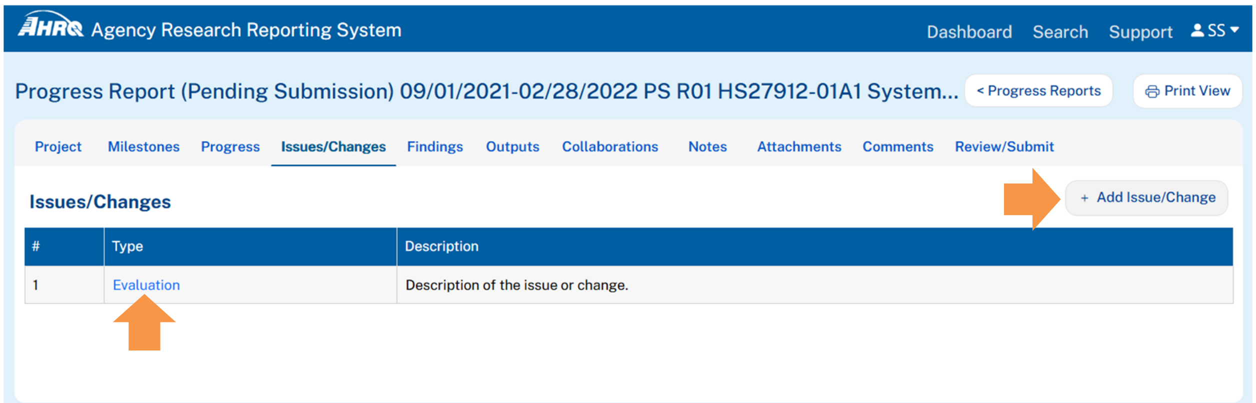
The page will open additional text areas, if the following Overall Progress Definitions are selected:

- Progress is on track in some respects but not others.
- Progress in meeting many milestones is stalled.
- Progress across the project is stalled.

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

4.3 Issues/Changes

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



To Add a New Issue/Change:

1. Click the Add button
2. A new Issue/Change is displayed.
3. Select the Issue Type from the drop down box.
4. Enter the text to describe the new Issue/Change in each of the text box areas.
5. Click the Save button, to save the newly entered information.

To Update and Issue/Change

1. Locate the line and find the Type column of the Issue/Change to update
2. Click the selected Issue/Change.
3. The Issue/Change is opened.
4. Make the changes.
5. Click the Save button, to save the updates.

To Delete an Issue/Change

1. Locate the line and find the Type column of the Issue/Change to delete.
2. Click the selected Issue/Change
3. The Issue/Change is opened.
4. Click the Delete button.
5. A verification notice is displayed.
6. Click “Yes”.
7. The selected Issue/Change is deleted.

4.4 Findings

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

To Add New Findings:

1. Click the Add button.
2. A new Findings page is displayed.
3. Select the related milestone from the drop down box.
4. Enter the text to describe the findings in the text box areas.
5. Click the Save button, to save the newly entered information.

To Update Findings:

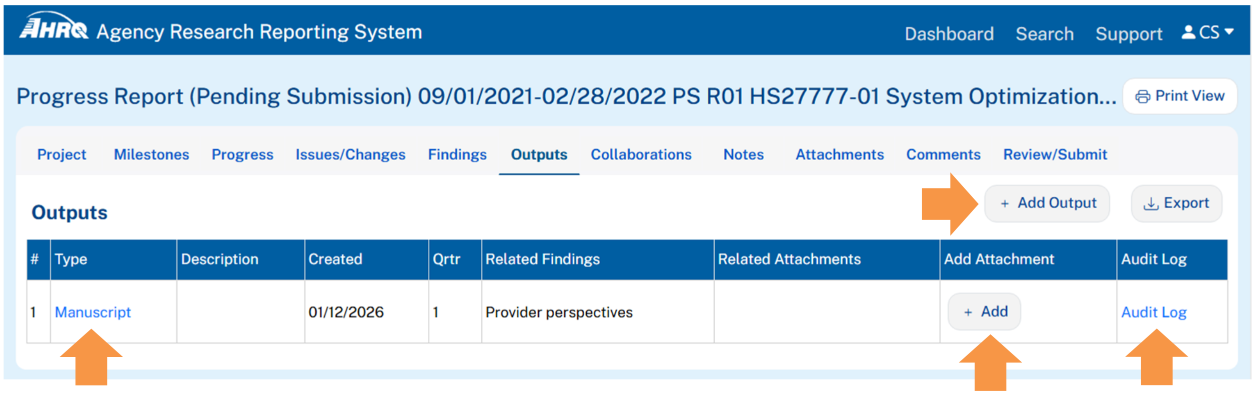
1. Locate the Title of Finding to update.
2. Click the selected Finding.
3. The Findings page is opened.
4. Make the changes.
5. Click the Save button, to save the updates.

To Delete Findings:

1. Locate the Title of the Findings record to delete.
2. Click the selected Findings record.
3. The Findings Page is opened
4. Click the Delete button.
5. A verification notice is displayed.
6. Click “Yes”.
7. The selected Findings record is deleted.

4.5 Outputs

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



Outputs can also have an attachment associated with them. To associate a file with an Output, review the steps for "Adding a file to an Output" below.

To Add a New Output:

1. Click the Add button
2. A new Output is displayed.
3. Select the Output Type from the drop down box.
4. Enter the text to describe the Output in the text box areas
5. Click the Save button, to save the newly entered information.

To Update an Output:

1. Locate the Output to update.
2. Click the selected Output
3. The Output is opened.
4. Make the changes.
5. Click the Save button, to save the updates.

To Delete an Output

6. Locate the Output to delete
7. Click the selected Output
8. The Output Page is opened.
9. Click the Delete button.
10. A verification notice is displayed
11. Click "Yes".
12. The selected Output is deleted.

Adding a file to an output:

1. Locate the Output to add a file.
2. Select the Add button in the Add Attachment column for the Output.

3. Enter a name and select a file to upload. You can optionally add a description, or select a different related Output to associate the file.
4. Click the Save button to upload the file and associate it with an Output.

4.6 Collaborations

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

To Add a New Collaboration:

1. Click the Add button.
2. A new Collaboration is displayed.
3. Enter the text to describe the Collaboration in the text box areas.
4. Click the Save button, to save the newly entered information.

To Update a Collaboration:

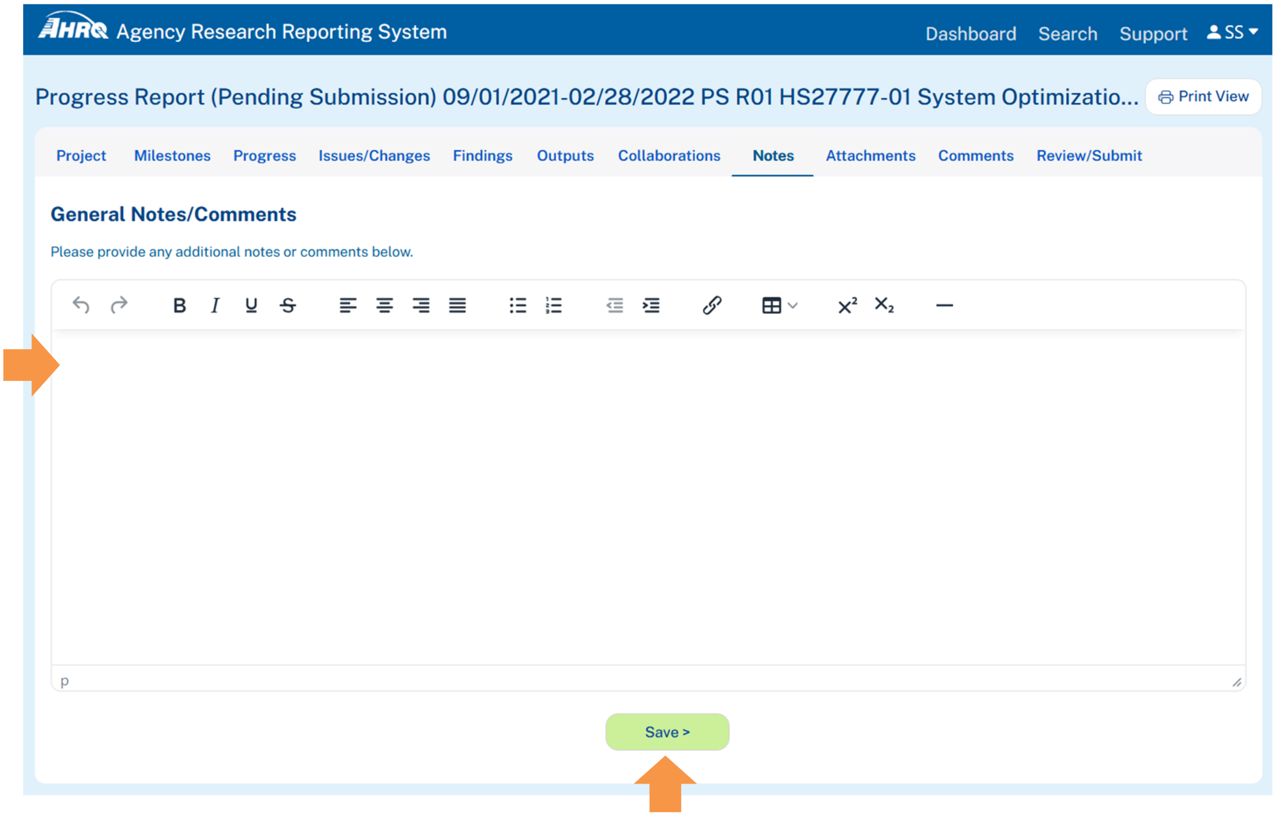
1. Locate the Collaboration to update.
2. Click the selected Collaboration.
3. The Collaboration Page is opened
4. Make the changes
5. Click the Save button, to save the updates.

To Delete a Collaboration:

1. Locate the Collaboration to delete.
2. Click the selected Collaboration.
3. The Collaboration Page is opened.
4. Click the Delete button.
5. A verification notice is displayed.
6. Click “Yes”.
7. The selected Collaboration is deleted.

4.7 Notes

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

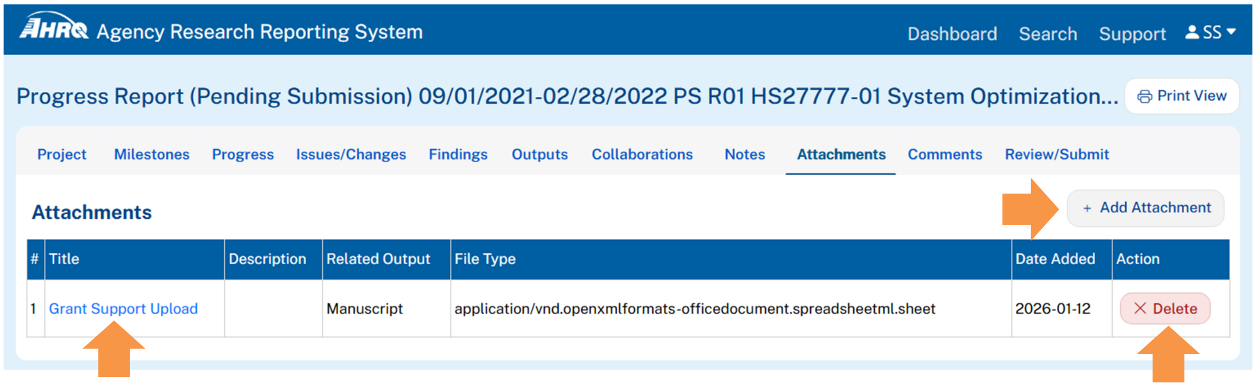


To Edit Notes:

1. Click the Notes Tab. The page becomes editable
2. Update the information on the page.
3. Click the Save button, to save the changes.

4.8 Attachments

The Attachments enables users to attach other documents to specific reports. Attachments can be viewed by clicking on the file name.



To Add an Attachment:

1. Click the Attachment Tab
2. Click the Add Attachment button
3. The Add File Attachment page displays.
4. Enter the Name and Description Fields.
5. Find the document to attach, using the Browse button.
6. Select the File to Attach
7. Click the Open button displayed in the "Choose File to Upload" Window.
8. Click the Add icon.
9. The Attachment is added to the report.

To Download an Attachment:

1. Locate the Attachment to Download by the title
2. Click the title link associated with the attachment.
3. The attachment will be downloaded to your browser default location.

To Delete an Attachment:

1. Locate the Attachment to Delete by title or description.
2. Click the Delete button associated with the attachment(s) under the Action column on the right side of the table.
3. The attachment(is removed from the report.

4.9 Comments (PO Only)

The Comments tab is only visible to the AHRQ Project Officer. It is an area where the PO can document additional notes or comments about a specific report. This tab can only be seen by the PO who is responsible for reviewing the report.

To Add a New Comment (PO Only):

5. Click the Add Comment button.
6. A new Comment is displayed.
7. Enter the text to describe the Comment in the text box area.
8. Click the Save button, to save the newly entered information.

To Update a Comment (PO Only)::

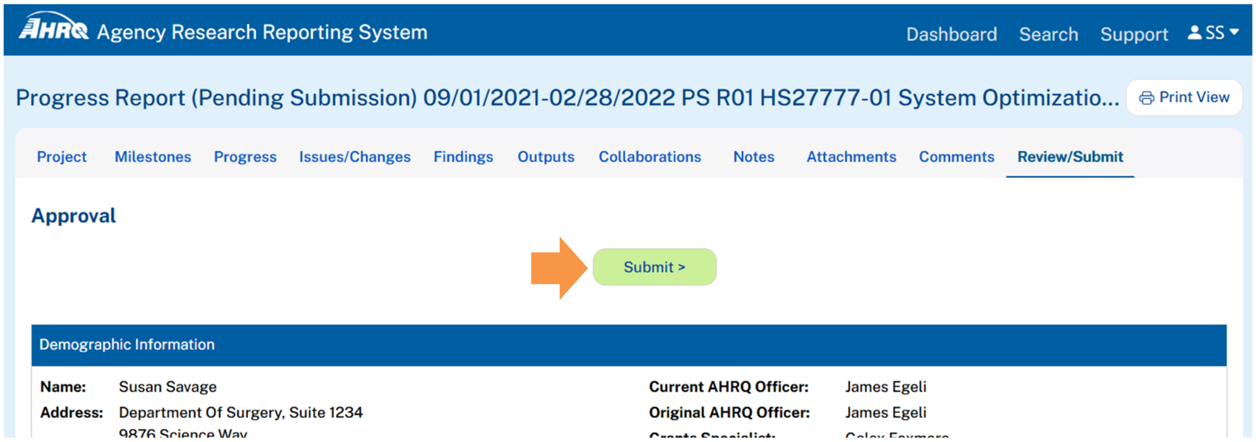
6. Locate the Comment to update.
7. Click the selected Comment.
8. The Comment Page is opened.
9. Make the changes.
10. Click the Save button, to save the updates.

To Delete a Comment (PO Only)::

8. Locate the Comment to delete.
9. Click the selected Comment.
10. The Comment Page is opened.
11. Click the Delete button.
12. A verification notice is displayed.
13. Click “Yes”.
14. The selected Comment is deleted.

4.10 Review/Submit or Approve Report

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



To Submit a Report (PI Only)

1. Click the Review/Submit Report Tab
2. The Review/Submit Report Page opens.
3. Review the information to be submitted
4. Click the Submit button
5. The report is submitted
6. The ARRS application generates an email notification to both the PI\POC and AHRQ Project Officer (PO).

To Approve/Disapprove a Report (PO Only)

1. Click the Approve Tab
2. The Approve Report Page opens.
3. Review the information to be submitted.
4. Enter any approval or disapproval comments.
5. Click the Approve or Disapprove button.
6. A verification dialog box displays.
7. Verify the approval of disapproval.
8. The report is Approved or Disapproved.
9. The ARRS application generates an email notification to both the PI\POC and AHRQ Project Officer (PO) including any approval or disapproval comments that were entered. The report status is changed to either Approved or Disapproved.

5 Acronym List

Table 1: Acronym List

Term/Abbreviation	Description
AHRQ	Agency for Healthcare Research and Quality (AHRQ)
PI	The Project Investigator for a grant or contract.
PO	The AHRQ Officer responsible for a grant or contract.
DIT	Division of Information Technology
SSO	Single Sign On
ARRS	Agency Research Reporting System