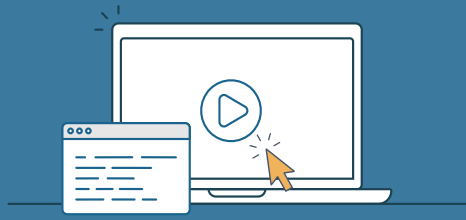


# Grants to Prevent Prescription Drug/Opioid Overdose-Related Deaths (PDO) Division of State Programs – Management Reporting Tool (DSP-MRT) Quick Reference Guide



## Key Dates and Activities



Note: Grantees should contact their Project Officer for specific due dates.

### Work Plans

- Needs Assessment due, once, in the first year of the grant.
- Disparity Impact Statement\* due, once, in the first year of the grant.
- Naloxone Distribution Plan due, once, in the first year of the grant.
- Evaluation Plan due, once, in the first year of the grant.

### Progress Report Due Dates\*

**April 30** Biannual Progress Report

**October 31** Biannual Progress Report

- Note that the Disparity Impact Statement (DIS) and Progress Reports should also be submitted through eRA commons, <https://era.nih.gov/>.
- \* Data reported through the Disparities tab are due with both submissions; data reported through the Annual Outcomes tab are due October 31.

### Top Tips and Reminders

- **Progress Reports for the next reporting period will appear in SPARS upon GPO approval of the previous Progress Report.**
- Progress Reports can be edited until submitted to the GPO for approval. If the GPO rejects the Progress Report, the report will re-open for edits.

### Contact Information

SPARS Help Desk: 1-800-685-7623

Help Desk Hours: Monday–Friday (except holidays)  
9:00 AM to 8:00 PM ET

[SPARS Help Desk Email](#)

## Key Resources Available NOW

### Documents

[DSP-MRT Reporting Tool](#)

[DSP-MRT Supplement \(PDO, FR-CARA, and Related Grants\)](#)

[DSP-MRT PDO Question-by-Question \(QxQ\) Guide](#)

[CSAP FAQ](#)

[SPARS Add or Remove User Request Form](#)

### Trainings and Videos

[CSAP Division of State Programs-Management Reporting Tool \(DSP-MRT\) Training](#) 

[SPARS CSAP Opioid-Related Grants Data Entry Training Slides](#) 

[Introduction to SPARS – CSAP](#) 

[Five Tips for Managing Your SPARS Account](#) 

 This icon indicates resources that require the user to be logged into SPARS.