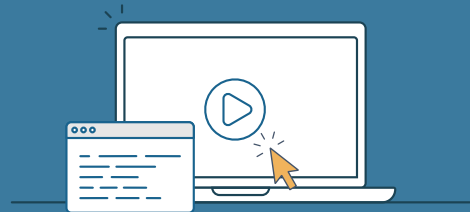


Strategic Prevention Framework for Prescription Drugs (SPF-Rx) Division of State Programs – Management Reporting Tool (DSP-MRT) Quick Reference Guide



Key Dates and Activities

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

Work Plans

- Disparity Impact Statement* due, once, in the first year of the grant.
- Evaluation Plan due, once, in the first year of the grant.
- Public Education Plan due, once, in the first year of the grant.
- Strategic Plan due, once, in the first year of the grant.

Progress Report Due Dates*

January 31	Quarterly Progress Report
April 30	Quarterly Progress Report**
July 31	Quarterly Progress Report
October 31	Quarterly 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 the April 30 and October 31 submissions.

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 SPF Rx Question-by-Question \(QxQ\) Guide](#)

[DSP-MRT Supplement \(SPF Rx\)](#)

[CSAP FAQ](#)

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

Trainings and Videos

[CSAP DSP-MRT SPF-Rx Training](#)

[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.