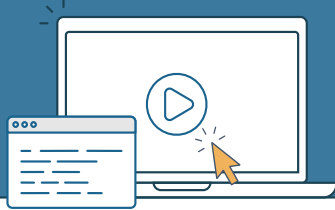


National Minority AIDS Initiative (MAI) Substance Abuse/HIV Prevention Initiative MAI Grants Quick Reference Guide



Key Dates and Activities



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

Work Plans – Cohorts Funded 2018




- Needs Assessment, Capacity Building, and Strategic Plan due, once, in the first year of the grant.
 - Disparity Impact Statement* due, once, in the first year of the grant.
- * Note that the Disparity Impact Statement (DIS) and Annual Progress Reports should also be submitted through eRA commons: <https://era.nih.gov/>.

Key Resources Available NOW

Documents

- [HIV Adult Questionnaire](#)
- [HIV Youth Questionnaire](#)
- [MAI Quarterly Progress Report](#)
- [CSAP MAI Quarterly Progress Report Question-by-Question \(QxQ\) Guide](#)
- [CSAP MAI Data Collection Overview](#)
- [CSAP FAQ](#)
- [SPARS Add or Remove User Request Form](#)

Trainings and Videos

- [CSAP Minority AIDS Initiative \(MAI\) Tool Training](#) 
- [Introduction to SPARS – CSAP](#) 
- [Five Tips for Managing Your SPARS Account](#) 

Progress Reports – Cohorts Funded 2018

Grantees should contact their Project Officer for specific due dates.

December 31 – Annual Progress Report due

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:

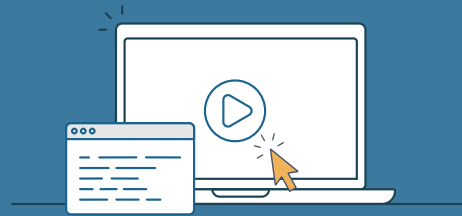
1-800-685-7623

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

[SPARS Help Desk Email](#)

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

National Minority AIDS Initiative (MAI) Substance Abuse/HIV Prevention Initiative MAI Grants Participant-Level Data



Participant-Level Data

April 30 Adult and Youth Questionnaires** due

October 31 Adult and Youth Questionnaires** due

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

** No participant-level data collection is required if the participant is only receiving HIV/VH testing and testing-related counseling services. Grantees are required to keep records of the individuals receiving testing services for purposes of aggregate reporting as part of their progress reports. An [example form](#) for testing services is available on the SPARS website.

Guidance for Participant-Level Data: Adult and Youth Questionnaires.**

The guidance below is for the participant-level instruments.

Service Duration	Length of Service	Required Questionnaire Sections	Data Collection Time Points
Single Session	No longer than a single day	Sections 1 & 2	Baseline
Multiple Session Brief	2 – 29 days	Sections 1 & 2	Baseline and exit
Multiple Session Long	30+ days	Sections 1, 2, & 3 (Full Instrument)	Baseline, exit and 90-day post-exit follow-up