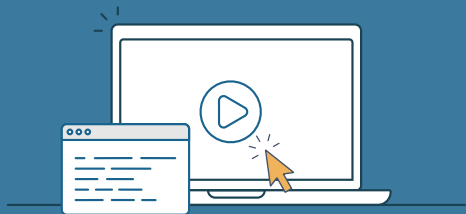


National Minority AIDS Initiative (MAI) Substance Abuse/HIV Prevention Initiative Prevention Navigator Grants Quick Reference Guide



Key Dates and Activities



Note: Grantees should contact their Project Officer for specific due dates. Deadlines may vary slightly by cohort.

Work Plans – All Cohorts



- Disparity Impact Statement* due, once, in the first year of the grant.
- Grantees may develop a strategic plan, needs assessment, capacity building work plan, and evaluation plan. While submission to the project officer is not required for approval, grantees are encouraged to share these documents with their project officer, who can review and provide feedback.

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](#) 

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](#)

Progress Report Due Dates*

Cohorts funded 2019, 2020, and 2021

November 28 Annual Progress Report due

Cohorts funded 2022

- January 31** Quarterly Progress Report
- April 30** Quarterly Progress Report**
- July 31** Quarterly Progress Report
- October 31** Quarterly Progress Report**

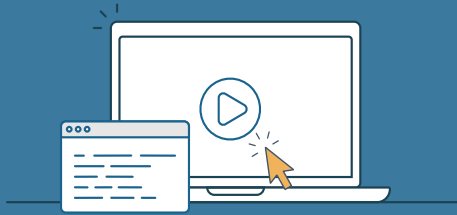
* Note that the Disparity Impact Statement (DIS) and Annual Progress Reports should also be submitted through eRA commons: <https://era.nih.gov/>.

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.

 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

June 30 Adult and Youth Questionnaires** due

October 31 Adult and Youth Questionnaires** due

Note: Grantees should refer to their Notice of Award (NoA) 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