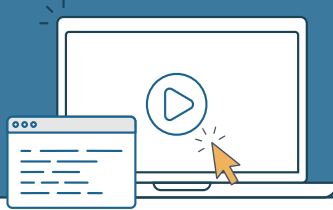# FR-CARA Division of State Programs - Management Reporting Tool (DSP-MRT) Quick Reference Guide

Key Resources Available NOW

Documents

DSP-MRT - Division of State Programs-Management Reporting Tool

DSP-MRT Supplement (PDO, FR-CARA, and Related Grants)

DSP-MRT FR-CARA Question-by-Question (QxQ Guide)

CSAP Frequently Asked Questions (FAQs)

SPARS Add or Remove User Request Form

Trainings and Videos

CSAP DSP-MRT Training 🔒

CSAP DSP-MRT Opioid-Related Grants (PDO, FR-CARA, OD Tx) Data Entry Training 🔒

Introduction to SPARS for CSAP Grantees 🔒

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

SPARSHelpDesk@mathematica-mpr.com

Key Dates and Activities

Work Plans – All Cohorts

- Evaluation Plan due, once, in the first year of the grant
- Disparities Impact Statement* due, once, in the first year of the grant

Progress Report Due Dates*

FY 2017 Cohort

April 30 – Biannual Progress Report

October 31 – Biannual Progress Report

FY 2018, 2019, and 2020 Cohorts

December 31 – Annual Progress Report

FY 2021, 2022 and 2023 Cohorts

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.

** Upload the approved October 31 SPARS report into eRA Commons system by December 31.

Top Tips and Reminders

- **Progress Reports for the next reporting period will appear in SPARS upon GPO approval of the previous Progress Report.**

- Grantees should refer to their Notice of Award (NoA) or contact their Project Officer for specific due dates. Deadlines may vary slightly by cohort

- 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.

SPARS

SAMHSA
Substance Abuse and Mental Health Services Administration