SPARS New Grant and User Setup

Key Resources Available

General

Add or Remove User Request Form

Introduction to SPARS

Five Tips for Managing Your SPARS Account

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Center-specific

CMHS Quick Reference Guide

CMHS Grantee Checklist and Welcome

CSAP Quick Reference Guides

CSAP Grantee Checklist and Welcome

CSAT Quick Reference Guide

CSAT Grantee Checklist and Welcome

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Top Tips

• Check junk/spam folders and add donotreply@samhsa.hhs.gov and SPARSHelpDesk@mathematica-mpr.com to your safe senders list to avoid missing important emails.

• Include your ticket number when contacting the SPARS Help Desk about an existing request.

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Contact Information

SPARS Help Desk
SPARSHelpDesk@mathematica-mpr.com
1-800-685-7623
Hours: Monday–Friday (except holidays)
9:00 AM to 8:00 PM ET

How does a new grant and its users get setup in SPARS?

1. **The SPARS Help Desk initiates the setup of each grant in SPARS using eRA data** and based on the grant's Notice of Award (NOA) in eRA Commons. This initial setup includes creating a Project Director (PD) user account and involves linking the new, or an existing account, with the new grant. Please note – linking may take up to 50 business days from the award date. PDs are alerted as described below:

   • PDs with a new account: SPARS and the SPARS Help Desk email the PD with the login link and instructions. PDs with new accounts **must** verify the account within 72 hours of receiving the email from SPARS or the link will expire. Contact the Help Desk to resend the link.

   • PDs with an existing account: the Help Desk emails the PD with the login link to notify them that they have been linked with the new grant.

2. **The Help Desk emails the PD and Government Project Officer (GPO) instructions** on how to setup additional users in SPARS using the **Add or Remove User Request Form**.

3. **The PD listed in eRA Commons emails a completed Add or Remove User Request Form to the Help Desk** (after NOA budget start date and being notified of new grant setup in SPARS [Step 1 above]).

4. **Within approximately ten business days of receiving the completed Add or Remove User Request Form, the Help Desk links new and/or existing grantee users to the new grant.**

   • The PD/Alternate PD/Authorized Representative will receive an email from the Help Desk with a login link and instructions for new users. It will also confirm all requested users have been linked to the grant. Please share this notification with applicable staff.

   • New users: SPARS emails the login link and instructions.

   • New users **must** verify the new account within 72 hours of receiving the email from SPARS or the link will expire (contact the Help Desk to resend the link).

![SPARS logo] **SPARS**
SAMHSA's Performance Accountability & Reporting System (SPARS)

SAMHSA
Substance Abuse and Mental Health Services Administration