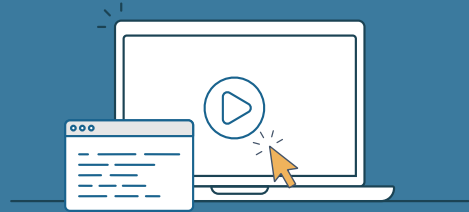




Sober Truth on Preventing Underage Drinking (STOP Act) Division of State Programs – Management Reporting Tool (DSP-MRT) Quick Reference Guide



Key Resources Available NOW

Documents

- [DSP-MRT Reporting Tool](#)
- [DSP-MRT Supplement \(STOP Act\)](#)
- [DSP-MRT STOP Act Question-by-Question\(QxQ\) Guide](#)
- [CSAP FAQ](#)
- [SPARS Add or Remove User Request Form](#)

Trainings and Videos

- [CSAP STOP Act DSP-MRT Training !\[\]\(49aa2e1da5fe39294864e9598c593810_img.jpg\)](#)
- [CSAP Division of State Programs-Management Reporting Tool \(DSP-MRT\) Training !\[\]\(7d0a8d8b1031f74abe67b09fcf4a2322_img.jpg\)](#)
- [Introduction to SPARS – CSAP !\[\]\(6557fa7496e6a507d2326ea0bef061ee_img.jpg\)](#)
- [Five Tips for Managing Your SPARS Account !\[\]\(1fe0339452ba17bd8ae951d8509f80d6_img.jpg\)](#)

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 Dates and Activities

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

Work Plan Due Dates

All Cohorts

- Disparities Impact Statement due, once, in the first year of the grant.
- Due dates for Action Plan and Logic Model determined by GPO guidance.

FY 2019 and later Cohorts

- Data Requests due, once, 90 days in advance of first reporting deadline.

Progress Report Due Dates*

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

Cohorts Funded 2019 and 2022

February 28 – Annual Progress Report

* Note: Progress Reports should also be submitted through eRA commons, <https://era.nih.gov/>.

Cohorts Funded 2023

October 31 – Annual Progress Report

- Disparities data and EBPPP’s data are due with submission; Community Outcomes data are due at least once every 2 years.

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.