HRSA EHB USER GUIDE

Nurse Faculty Loan Program (NFLP) Annual Operating Reports (2012)

User Guide for Grantees

Last updated 7/5/2012

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

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1. Introduction

The purpose of this document is to provide detailed assistance for completing and submitting annual operating reports for the Nurse Faculty Loan Program through the HRSA Electronic Handbooks (EHBs).

> This document is not a substitute for Program Information Notices (PINs) or Program Assistance Letters (PALs).

2. Getting Started

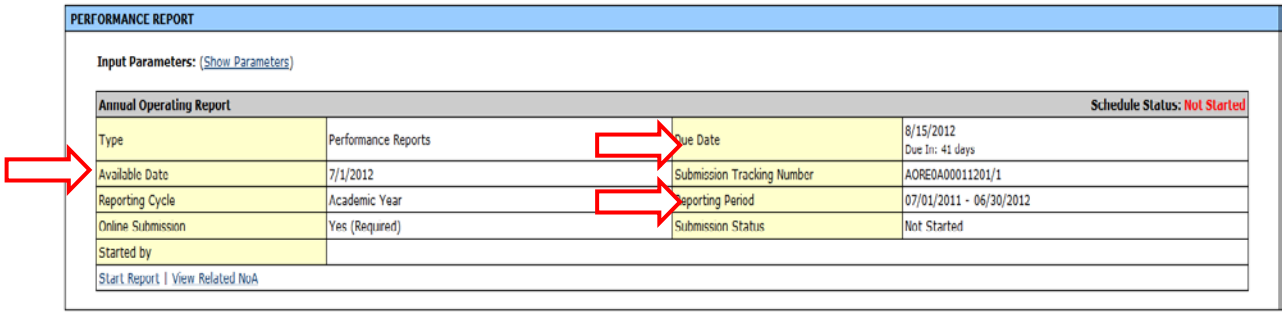
2.1. What Is the NFLP Annual Operating Report and Who Must Submit One?

The NFLP Annual Operating Report (AOR) is a performance report that is due each year within 30 days following the last day of the period of support and should reflect current and cumulative loan fund activity. The report is expected of grantees funded under the Nurse Faculty Loan Program and is detailed on the Notice of Grant Award (NGA).

2.2. When Will the Report be Available?

HRSA will make the first NFLP Annual Operating Report available in the HRSA Electronic Handbooks (EHBs) on July 1, 2011, for the reporting period ending June 30, 2012.

Figure 1: NFLP Annual Operating Report on Performance Reports Page Showing Available Date, Due Date and Reporting Period



PERFORMANCE REPORT

Input Parameters: (Show Parameters)

Annual Operating Report			Schedule Status: Not Started
Type	Performance Reports	Due Date	8/15/2012 Due In: 41 days
Available Date	7/1/2012	Submission Tracking Number	AORE0A00011201/1
Reporting Cycle	Academic Year	Reporting Period	07/01/2011 - 06/30/2012
Online Submission	Yes (Required)	Submission Status	Not Started
Started by			
Start Report | View Related NoA			

2.3. What Are the Deadlines?

The report is available in the EHBs on July 1 every year.

The report is due on August 15 every year.

3. Accessing the Report

3.1. EHB Roles and Privileges

In order to access, work on and submit NFLP performance reports (the annual operating report is a performance report), you must be a registered user within the EHBs, with appropriate roles and privileges. Every EHBs user has the organization-level role of “Authorizing Official” (AO), “Business Official” (BO) or “Other.” You choose that role when you create your EHBs account. To work on submissions for a grant, you must also have the grant-level role of “Project Director” (PD) or “Other” for that grant. In the case of NFLP, you must have the “Project Director” or “Other” role for the NFLP grant and you must have one or more of the privileges in Table 1 below.

The Project Director automatically has all privileges associated with the grant, including the privilege to view, edit and submit NFLP performance reports. He or she may grant these privileges (as well as others) to any user who requests them.

The privileges you have been given will determine what you can do within the HRSA EHBs. You may have any or all of the view, edit and submit privileges at the grant level. The following table summarizes the permissions associated with each privilege within the EHBs.

Table 1: Access Privileges

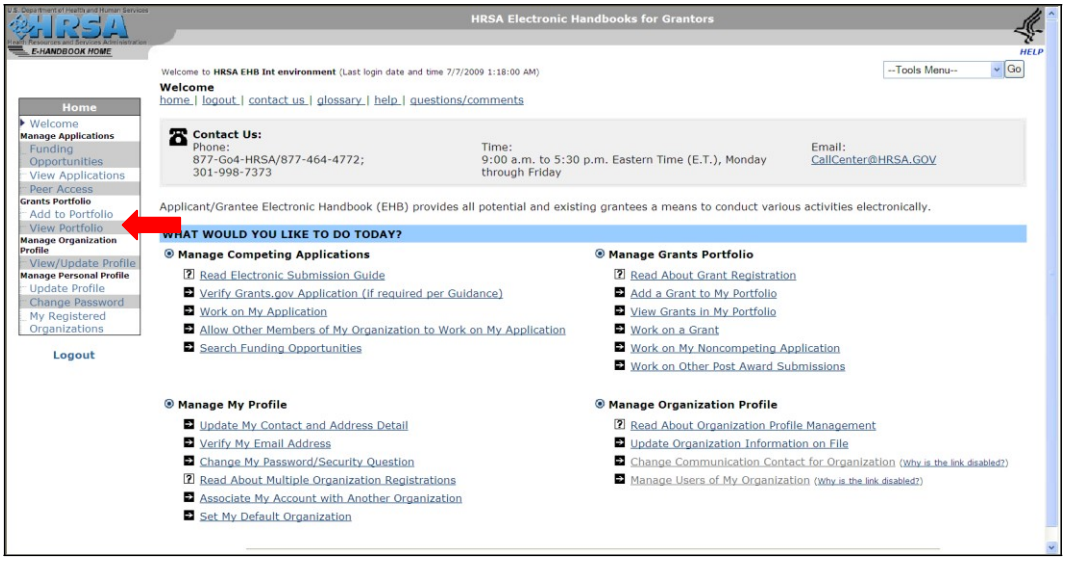
Privilege	Permissions
View performance report	✓ Access the read-only version of the performance report ✓ Access the read-only versions of the reports submitted for all previous years
Edit performance report	All permissions associated with the “View” privilege, plus ✓ Enter and save the data in the electronic forms for all sections of the report
Submit performance report	All permissions associated with the “Edit” privilege, plus ✓ Submit the report once the data has been entered

3.1.1 Adding the NFLP Grant to Your Portfolio

All users (including the Project Director) who need to work on the NFLP annual operating report should ensure that the NFLP grant has been added to their portfolio. If you are the Project Director, you can follow these steps to add the grant:

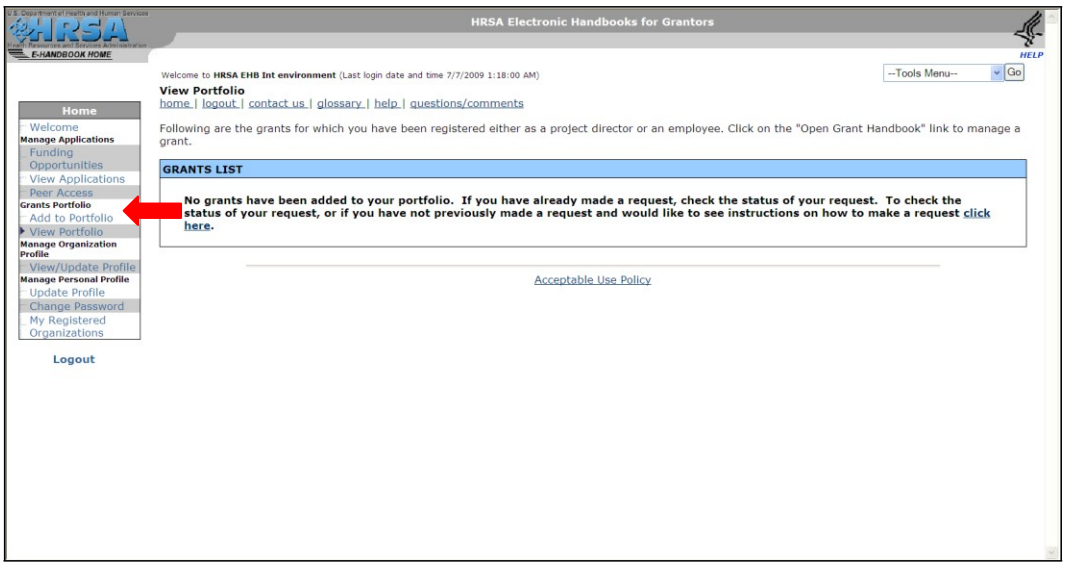
1. Click the View Portfolio link from the left side menu on the *Welcome* page.

Figure 2: View Portfolio Link on Welcome Page



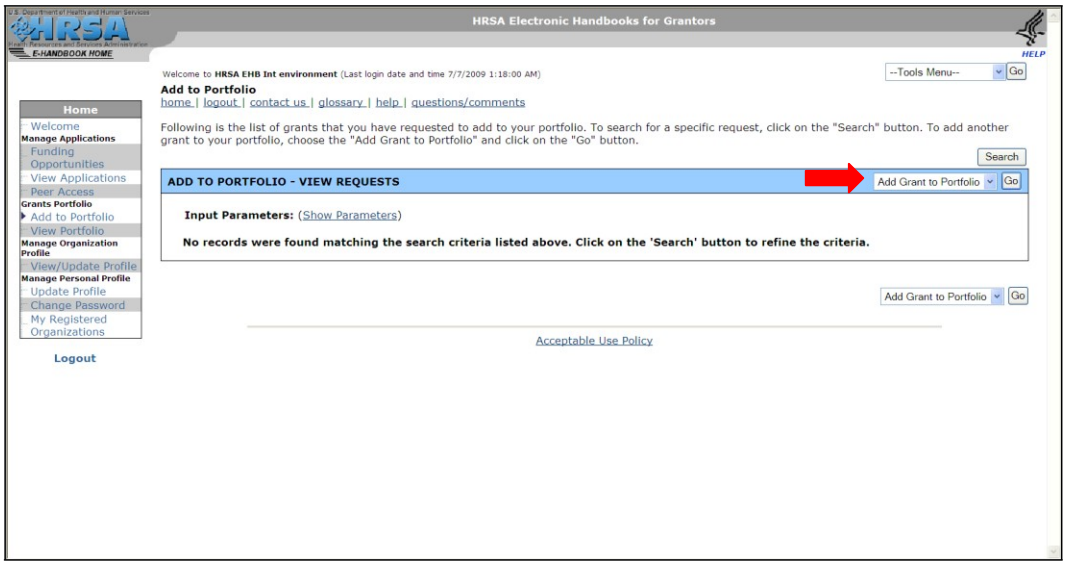
2. If the grant is not listed, click the Add to Portfolio link.

Figure 3: Add to Portfolio Link on View Portfolio Page



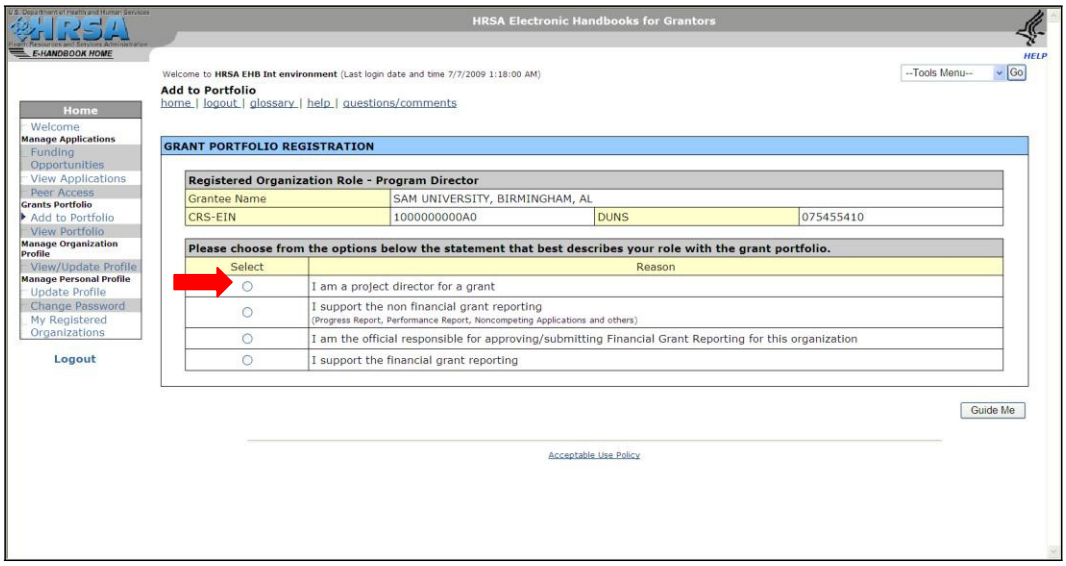
3. On the next screen, choose **Add Grant to Portfolio**, and then click the **Go** button.

Figure 4: Add Grant to Portfolio Command on Add to Portfolio Page



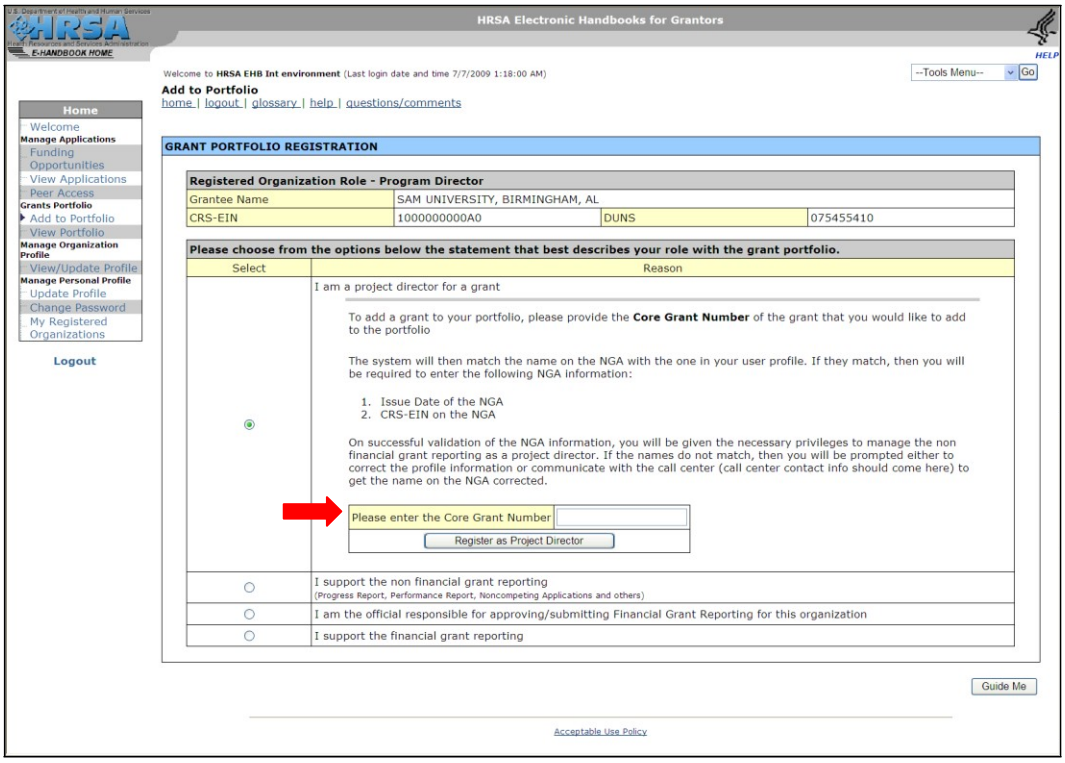
4. Choose “I am a project director for the grant,” and then click the **Guide Me** button.

Figure 5: Grant Portfolio Registration Form on Add to Portfolio Page



5. Enter the core grant number in the space provided, and then click the **Register as Project Director** button.

Figure 6: Project Director Registration on Add to Portfolio Page



6. Follow the directions on subsequent screens (not shown). The PD will be given immediate access to the grant. Others are given access and privileges when the PD approves their request.

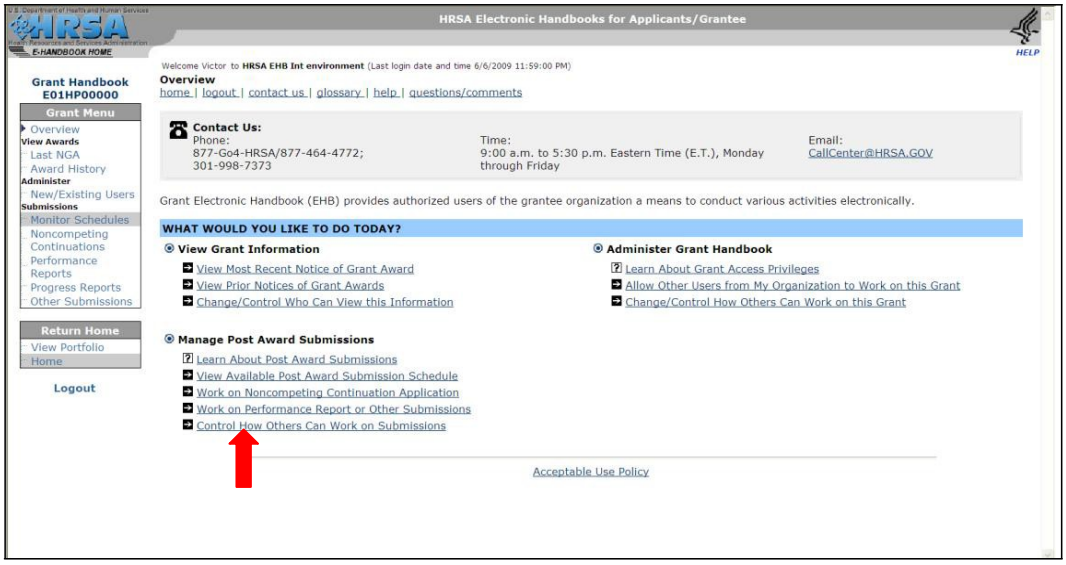
3.1.2 Granting Privileges

Once the Project Director has added the grant to his or her portfolio, he or she may take the following steps to grant other users permission to access and work with performance reports for the NFLP grant:

1. Log into the handbook (if necessary).
2. Click the View Portfolio link from the left side menu on the *Welcome* page.
3. In the Grants List, click Open Grant Handbook for your NFLP grant.

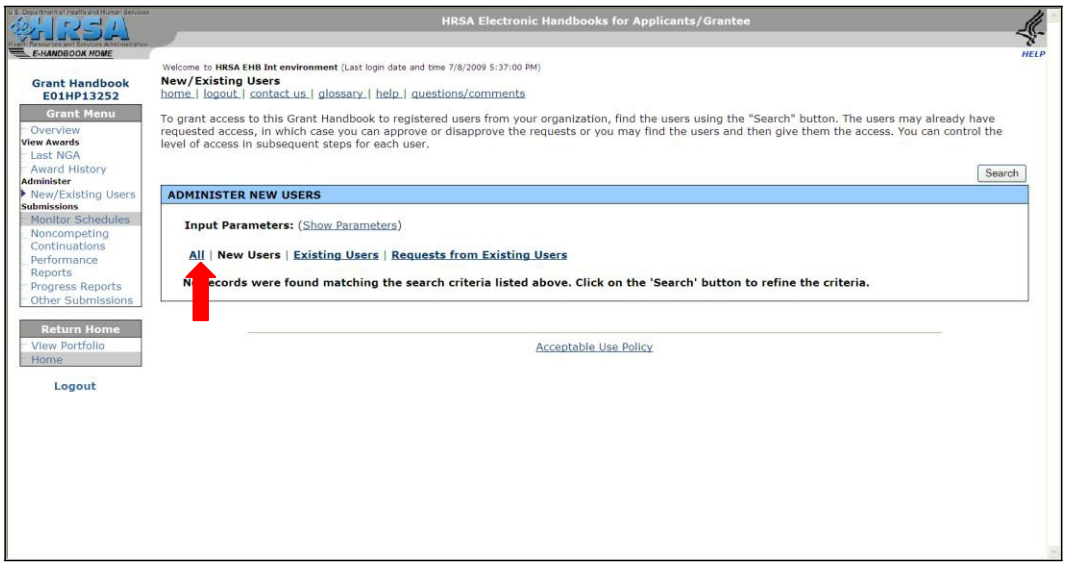
4. The *Overview* page opens. Under Manage Post Award Submissions at the bottom of the page, click Control How Others Can Work on Submissions.

Figure 7: Setting Up User Access on Grant Handbook Overview Page



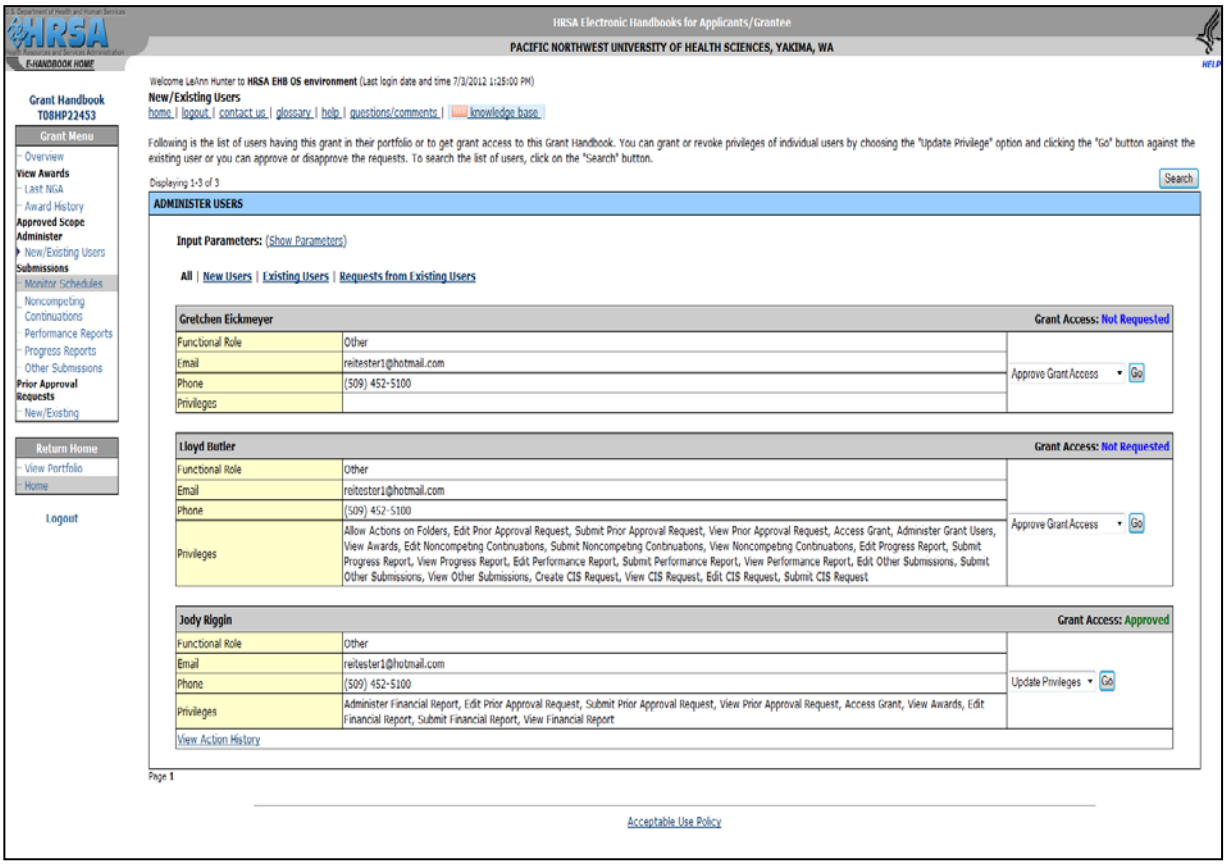
5. If no names appear under **ADMINISTER NEW USERS**, click All.

Figure 8: Searching for Users



6. All users registered to the organization appear. For any user, choose **Approve Grant Access**, and then click the **Go** button. Choose access permissions for this user and confirm on subsequent screens (not shown).

Figure 9: Approving Grant Access for Users

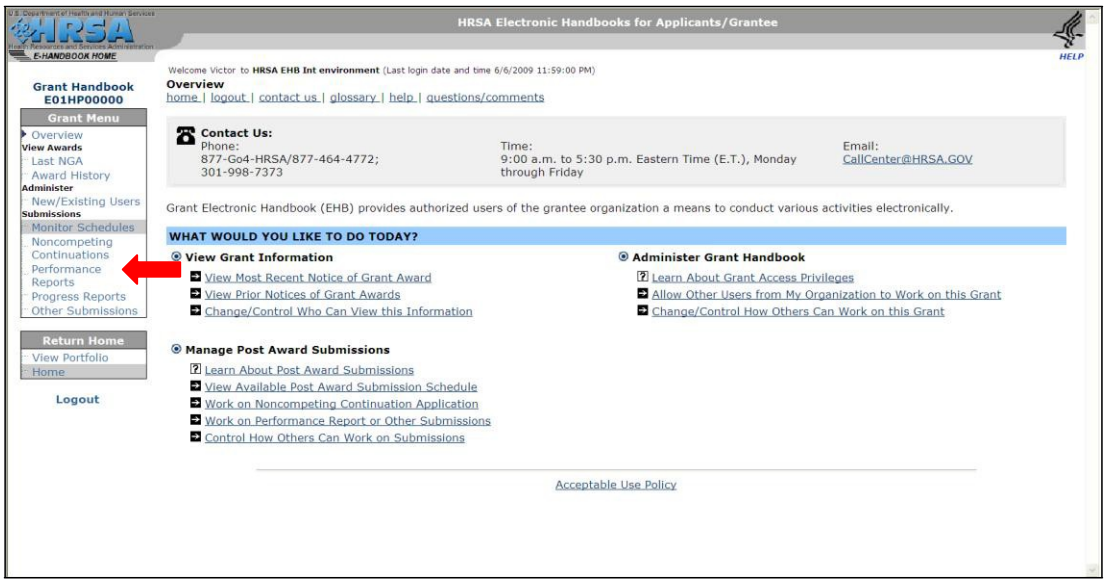


3.2. Navigating to the NFLP Annual Operating Report

If you are already a registered user with the HRSA EHBs, and you have appropriate permissions, you can follow these steps to get started:

1. Type the link to the EHBs, in the address bar of your browser: https://grants.hrsa.gov/webexternal/Login.asp
2. Log into the EHBs.
3. On the left side menu, under **Grants Portfolio**, click the View Portfolio link.
4. In the **Grants List**, click Open Grant Handbook for your NFLP grant.
5. The *Overview* page opens. On the left side menu, under **Submissions**, click on the **Performance Reports** link.

Figure 10: Performance Reports Link on Overview Page

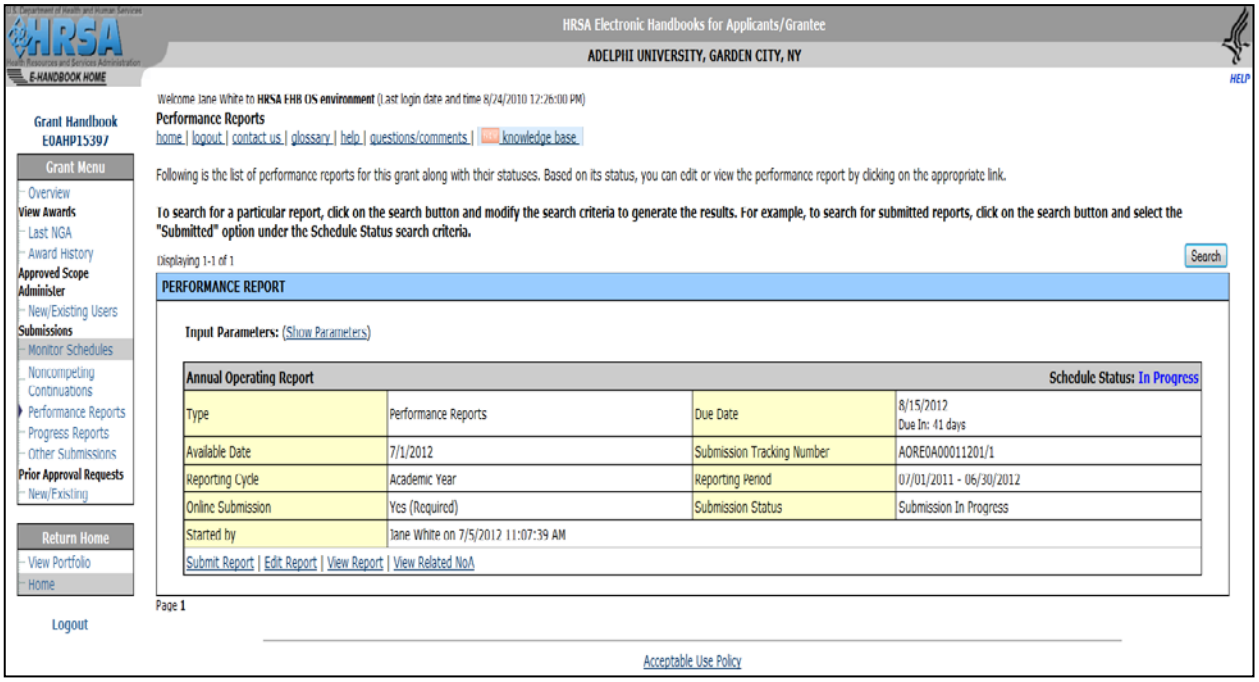


6. The *Performance Reports* page opens. See section 3.3 below.

3.3. The Performance Reports Page

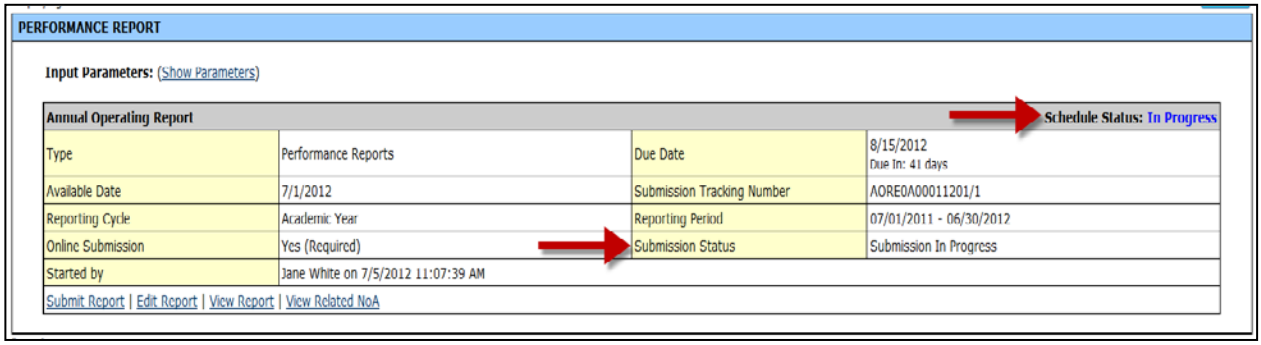
The NFLP annual operating report is on the *Performance Reports* page (Figure 11).

Figure 11: Performance Reports Page



Two entries on the *Performance Reports* page allow you to monitor the status of your report. They are the Schedule Status and the Submission Status ().

Figure 12: Schedule Status and Submission Status on Performance Reports Page



The Schedule Status describes the states the report passes through during its lifecycle. Values for Schedule Status are given in Table 2.

Table 2: Schedule Status Values

Schedule Status	Denotes	Who Must Act?
Not Started	The report has never been worked on. When the new report is available in the grantee handbook its status will be "Not Started."	Grantee
In Progress	The "Start Report" link has been clicked.	Grantee
Submitted	The report has been submitted to HRSA.	HRSA
Change Requested	After the report has been submitted, it is sent to a reviewer. If the reviewer determines that changes are needed, the report will be made available to the grantee again for changes. The schedule status will move to "Change Requested." The report will stay in this status while it is being corrected. When the changes are made and the report is re-submitted, the schedule status will revert to "Submitted."	Grantee

The Submission Status describes the status of the report while it is being prepared, reviewed, or revised, either originally or in response to a request for changes. Values for Submission Status are given in Table 3.

Table 3: Submission Status Values

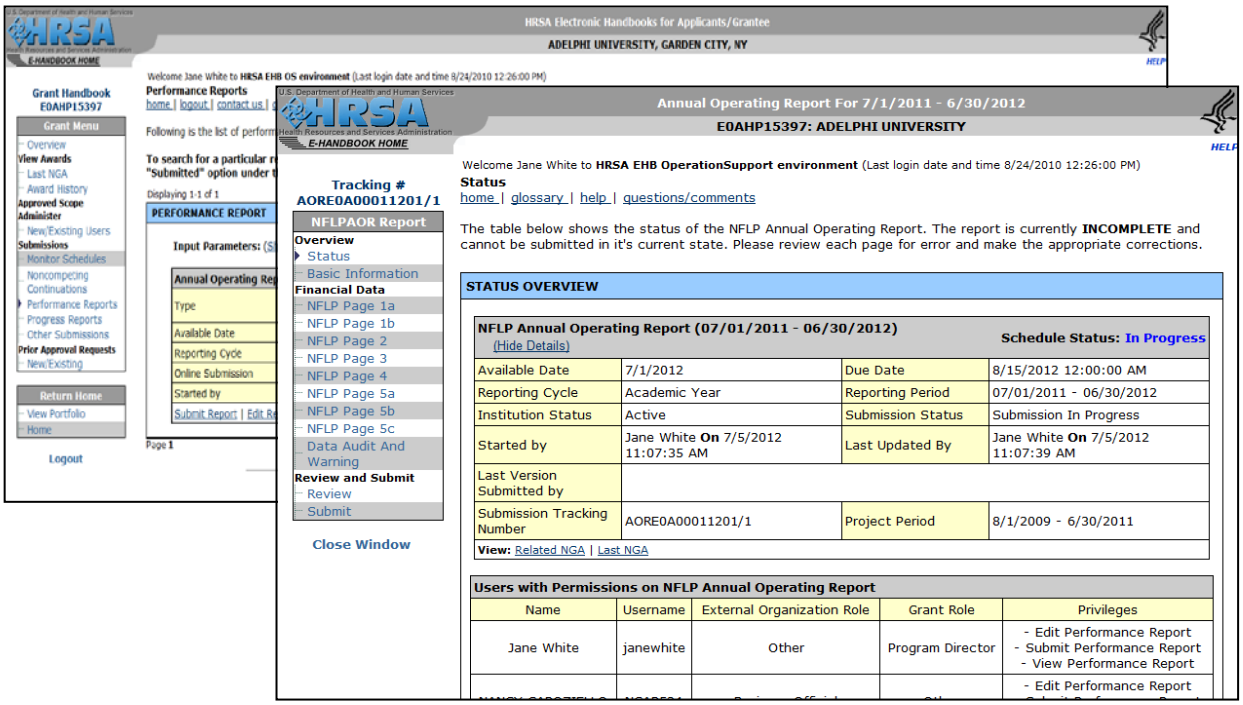
Submission Status	Denotes
Not Started	Data entry for the initial submission of the report has not been started.
Submission in Progress	Data entry for the initial submission of the report has not been started.
Change Requested	The report was sent back for changes. You must make the needed changes and re-submit the report.
Submitted	The report has been submitted, either for the first time or following a change request.

Additional Submission Status values may be added in the future.

To begin the report, click the Begin Report link. You need not complete the report in a single sitting. To return to a report you have previously begun, click the Edit Report link. (The Edit Report link replaces the Start Report link as soon as the report Schedule Status moves to “In Progress.”)

The report opens in a separate window (Figure 13).

Figure 13: NFLP Annual Operating Report Window

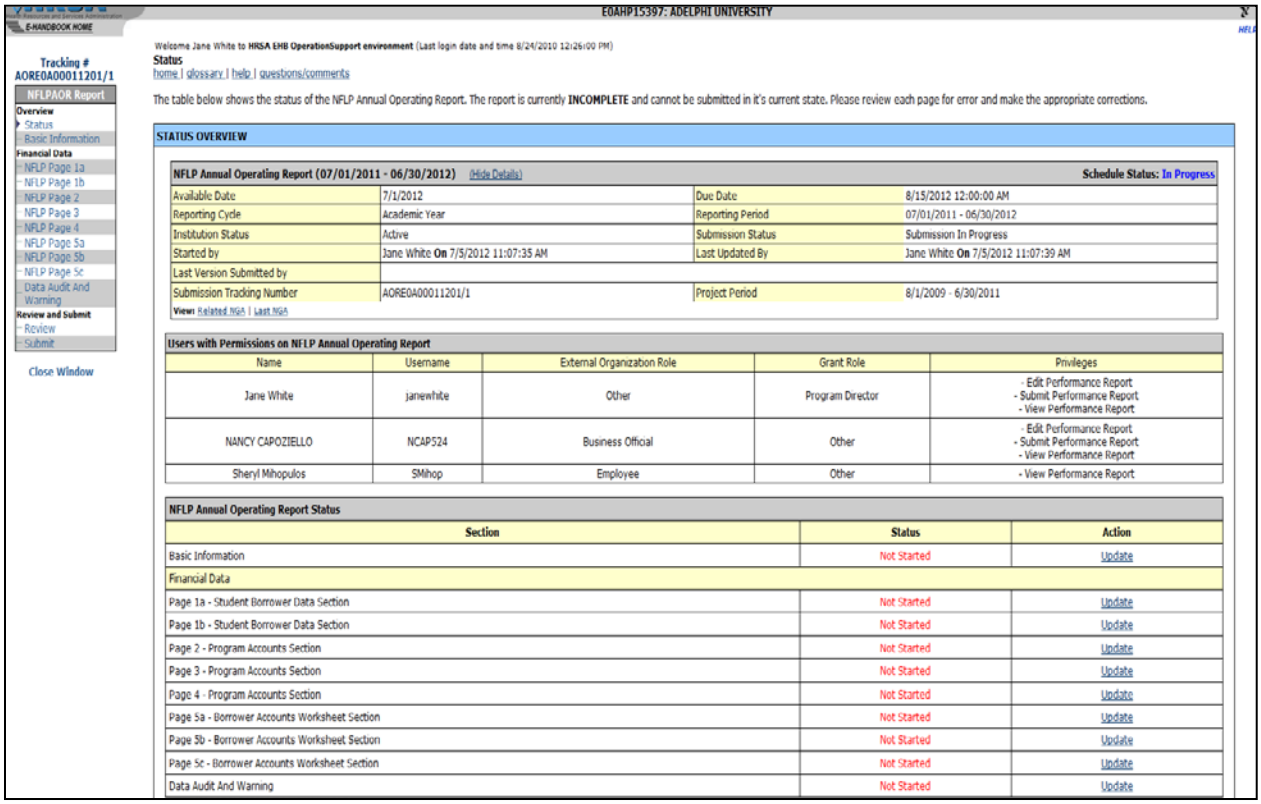


4. NFLP Annual Operating Report Forms

4.1. Navigation and Data Entry

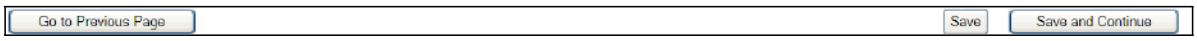
Navigation within the NFLP annual operating report reflects the conventions used within the EHBs. It is designed to facilitate data entry by streamlining the flow of pages. All the pages in the report can be accessed through the side menu of the handbook (Figure 14).

Figure 14: NFLP Annual Operating Report Side Menu



There is a **Save** and **Save and Continue** button on each page of the report (Figure 15). Clicking on **Save** will save the data and keep you on the current page. **Save and Continue** will save the data and navigate you to the next page in the report.

Figure 15: Save and Save and Continue Buttons



You can click the **Save** button at any time to save the data you have entered to this point on the current page. If data entry is incomplete, the system will display error messages. You may disregard them and continue data entry. The **Save and Continue** button has a similar function as the **Save** button, except that it will navigate you to the next page. The status of your page after clicking the **Save** button will be "In Progress."

When data entry for a page is complete, you should click the **Save** button to see if there are errors. If there are, you can address them immediately. If clicking the **Save and Continue** button produces no

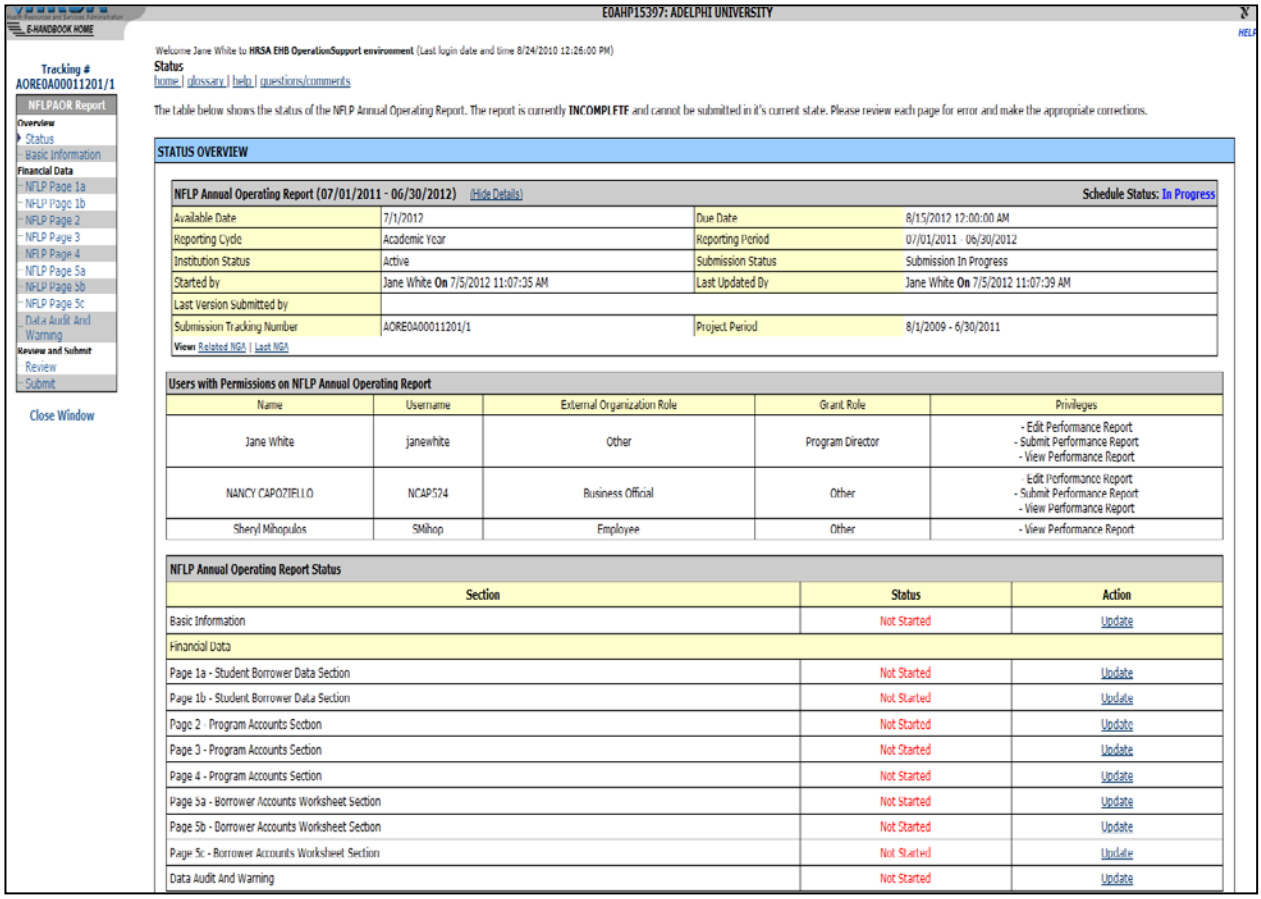
error messages, your page status will be updated to “Complete” and you may continue to the next page.

4.2. Status Page

The *Status* page (Figure 16) page displays the completion status of each section of the NFLP annual operating report. This is the page that opens when you click the Begin Report link on the *Performance Reports* page.

The **NFLP ANNUAL OPERATING REPORT STATUS** table on the *Status* page lists the sections of the report. The completion status is displayed to the right. Click the Update link under **Action** to open a section for editing.

Figure 16: Status Page



E0AHP15397: ADELPHI UNIVERSITY

E-HANDBOOK HOME

Welcome Jane White to **HRSA EHB OperationSupport environment** (Last login date and time 8/24/2010 12:26:00 PM)

Tracking # AORE0A00011201/1

NFLPAOR Report
Overview
Status
Basic Information
Financial Data
NFLP Page 1a
NFLP Page 1b
NFLP Page 2
NFLP Page 3
NFLP Page 4
NFLP Page 5a
NFLP Page 5b
NFLP Page 5c
Data Audit And Warning
Review and Submit
Review
Submit

Close Window

Status

home | glossary | help | questions/comments

The table below shows the status of the NFLP Annual Operating Report. The report is currently **INCOMPLETE** and cannot be submitted in it's current state. Please review each page for error and make the appropriate corrections.

STATUS OVERVIEW

NFLP Annual Operating Report (07/01/2011 - 06/30/2012) (Hide Details) **Schedule Status: In Progress**

Available Date	7/1/2012	Due Date	8/15/2012 12:00:00 AM
Reporting Cycle	Academic Year	Reporting Period	07/01/2011 - 06/30/2012
Institution Status	Active	Submission Status	Submission In Progress
Started by	Jane White **On** 7/5/2012 11:07:35 AM	Last Updated By	Jane White **On** 7/5/2012 11:07:39 AM
Last Version Submitted by			
Submission Tracking Number	AORE0A00011201/1	Project Period	8/1/2009 - 6/30/2011

View Related NGA | Last NGA

Users with Permissions on NFLP Annual Operating Report

Name	Username	External Organization Role	Grant Role	Privileges
Jane White	janewhite	Other	Program Director	- Edit Performance Report - Submit Performance Report - View Performance Report
NANCY CAPOZIELLO	NCAP524	Business Official	Other	- Edit Performance Report - Submit Performance Report - View Performance Report
Sheryl Mihopulos	SMihop	Employee	Other	- View Performance Report

NFLP Annual Operating Report Status

Section	Status	Action
Basic Information	Not Started	Update
Financial Data		
Page 1a - Student Borrower Data Section	Not Started	Update
Page 1b - Student Borrower Data Section	Not Started	Update
Page 2 - Program Accounts Section	Not Started	Update
Page 3 - Program Accounts Section	Not Started	Update
Page 4 - Program Accounts Section	Not Started	Update
Page 5a - Borrower Accounts Worksheet Section	Not Started	Update
Page 5b - Borrower Accounts Worksheet Section	Not Started	Update
Page 5c - Borrower Accounts Worksheet Section	Not Started	Update
Data Audit And Warning	Not Started	Update

Completion statuses for report sections are listed and explained in Table 4.

Table 4: Report Section Status

Status	Denotes
Not Started	The page has not been accessed. All the forms are initially in the “Not Started” status. Accessing the page moves the status to “In Progress.”
In Progress	The form will remain in this status until all the data has been entered and has been saved. The data will be saved as long as there are no critical errors.
Complete	Once you have entered all the data within the form and there are no errors, the form status will be changed to “Complete.”

You can update any section, even those marked “Complete.” Once a section has been marked “Complete,” making changes to the data which cause errors will change the section status back to “In Progress.” A section never reverts to the “Not Started” status.

4.3. Basic Information Page

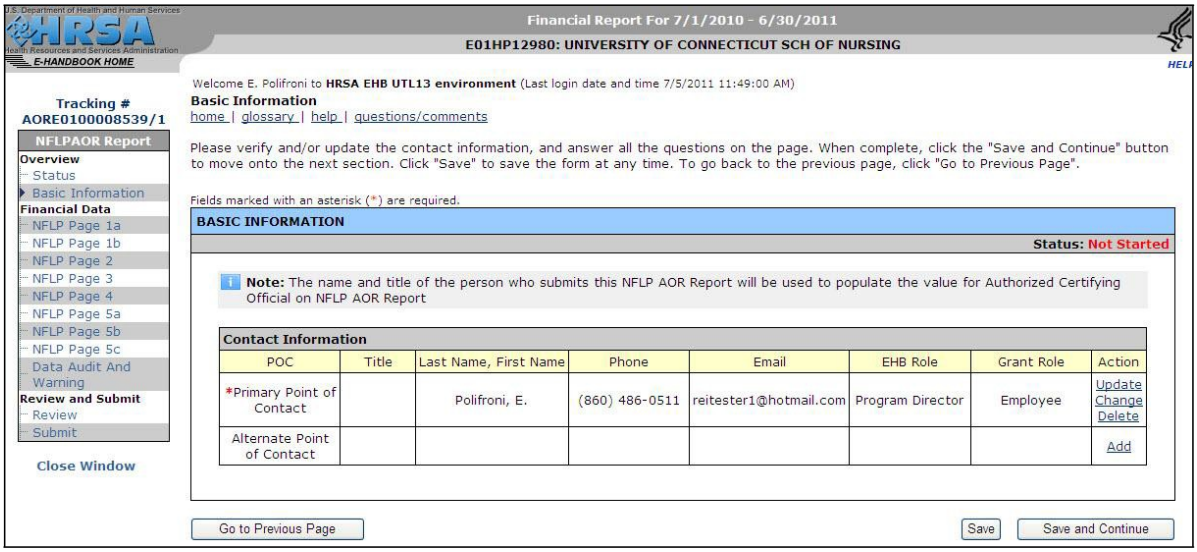
The *Basic Information* page (Figure 17) asks for information for a Primary and Alternate Point of Contact.

Access this page by clicking the Update link for Basic Information on the *Status* page or by choosing Basic Information from the left side menu.

You must enter information for a Primary Point of Contact.

> Information you enter on this page applies to, and is saved with, this report only.

Figure 17: Basic Information Page



For a given contact, click the Add link to add the information. Click the Update link to edit previously-entered information, the Change link to enter a different set of information, or the Delete link to delete the information.

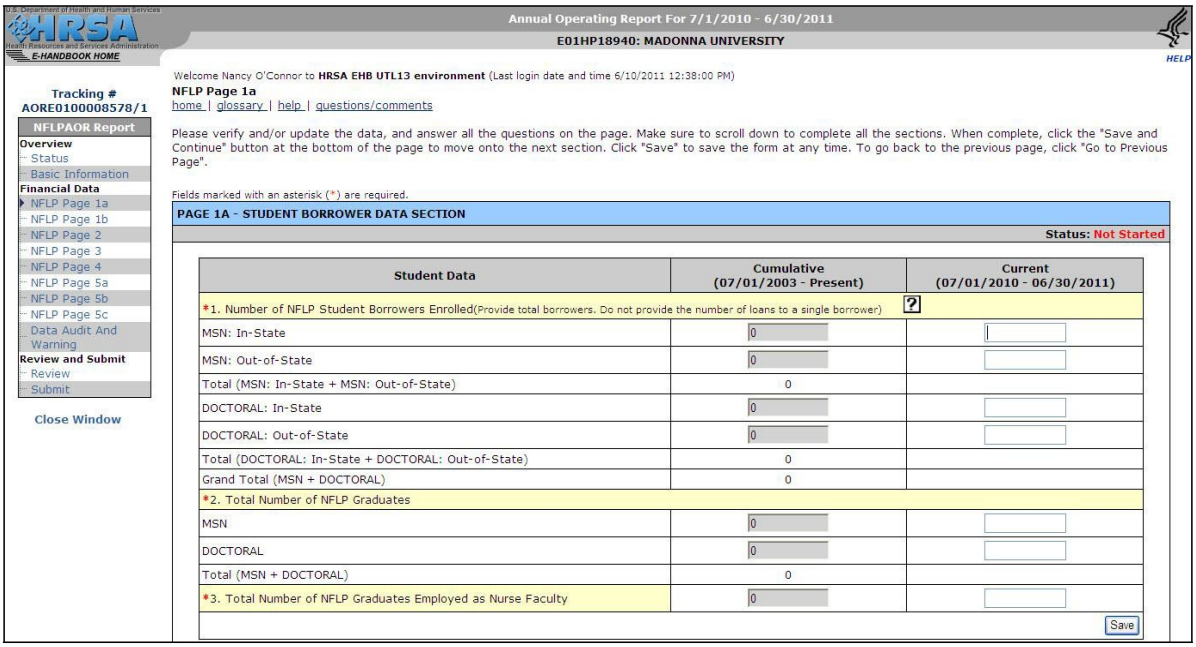
4.4. NFLP Page 1a - Student Borrower Data Section

The *NFLP Page 1a - Student Borrower Data Section* page (Figure 18) asks for numbers of NFLP student borrowers enrolled, numbers of NFLP graduates and numbers of NFLP graduates employed as nurse faculty. It also asks that you break the numbers down by race and ethnicity.

You will be navigated to the *NFLP Page 1a - Student Borrower Data Section* page if you click the **Save and Continue** button at the bottom of the *Basic Information* page. You may also access the *NFLP Page 1a - Student Borrower Data Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 1a from the left side menu.

Enter data for each section. Data is required where question is marked with an asterisk (*).

Figure 18: NFLP Page 1a - Student Borrower Data Section



Student Data	Cumulative (07/01/2003 - Present)	Current (07/01/2010 - 06/30/2011)
*1. Number of NFLP Student Borrowers Enrolled(Provide total borrowers. Do not provide the number of loans to a single borrower)		
MSN: In-State	0	
MSN: Out-of-State	0	
Total (MSN: In-State + MSN: Out-of-State)	0	
DOCTORAL: In-State	0	
DOCTORAL: Out-of-State	0	
Total (DOCTORAL: In-State + DOCTORAL: Out-of-State)	0	
Grand Total (MSN + DOCTORAL)	0	
*2. Total Number of NFLP Graduates		
MSN	0	
DOCTORAL	0	
Total (MSN + DOCTORAL)	0	
*3. Total Number of NFLP Graduates Employed as Nurse Faculty	0	

Numerous business rules are built into this and other pages to ensure valid data entry. For a description of the business rules built into NFLP Page 1a, see Section 8 below.

On any page, you can click the icon to access help. Help appears in a popup window.

4.5. NFLP Page 1b - Student Borrower Data Section

The *NFLP Page 1b - Student Borrower Data Section* page (Figure 18) asks for break down the enrollee, graduate data and graduates employed data by degree level, practice roles, age and gender.

You will be navigated to the *NFLP Page 1b - Student Borrower Data Section* page if you click the **Save and Continue** button at the bottom of the *NFLP Page 1a - Student Borrower Data Section* page. You may also access the *NFLP Page 1a - Student Borrower Data Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 1b from the left side menu.

Enter data for each section. Data is required where question is marked with an asterisk (*).

Figure 19: NFLP Page 1b - Student Borrower Data Section

PAGE 1B - STUDENT BORROWER DATA SECTION

Status: Not Started

Student Data	Cumulative (07/01/2003 - Present)	Current (07/01/2010– 06/30/2011)
1. Number of NFLP Student Borrowers Enrolled		
MSN: In-State	0	
MSN: Out-of-State	0	
Total (MSN: In-State + MSN: Out-of-State)	0	
DOCTORAL: In-State	0	
DOCTORAL: Out-of-State	0	
Total (DOCTORAL: In-State + DOCTORAL: Out-of-State)	0	
Grand Total (MSN + DOCTORAL)	0	
2. Total Number of NFLP Graduates		
MSN	0	
DOCTORAL	0	
Total (MSN + DOCTORAL)	0	
3. Total Number of NFLP Graduates Employed as Nurse Faculty	0	

*11. STUDENT BORROWER DATA BY DEGREE LEVEL (07/01/2010– 06/30/2011)

Degree Level	NFLP Recipients Enrolled – Who Did Not Graduate	NFLP Graduates	NFLP Graduates Employed as Nurse Faculty
A. Master's			
B. Post-Nursing Master's Education Certificate			
C. Post BSN-PhD/DNSc			
D. Post BSN-DNP			
E. Post MSN-PhD/DNSc			
F. Post MSN-DNP			
TOTAL			

The HRSA EHBs provides a read only table (not shown) at the top of this page with data from NFLP Page 1a. Please refer to this table when completing NFLP Page 2.

Numerous business rules are built into this and other pages to ensure valid data entry. For a description of the business rules built into NFLP Page 1b , see Section 8 below.

On any page, you can click the icon to access help. Help appears in a popup window.

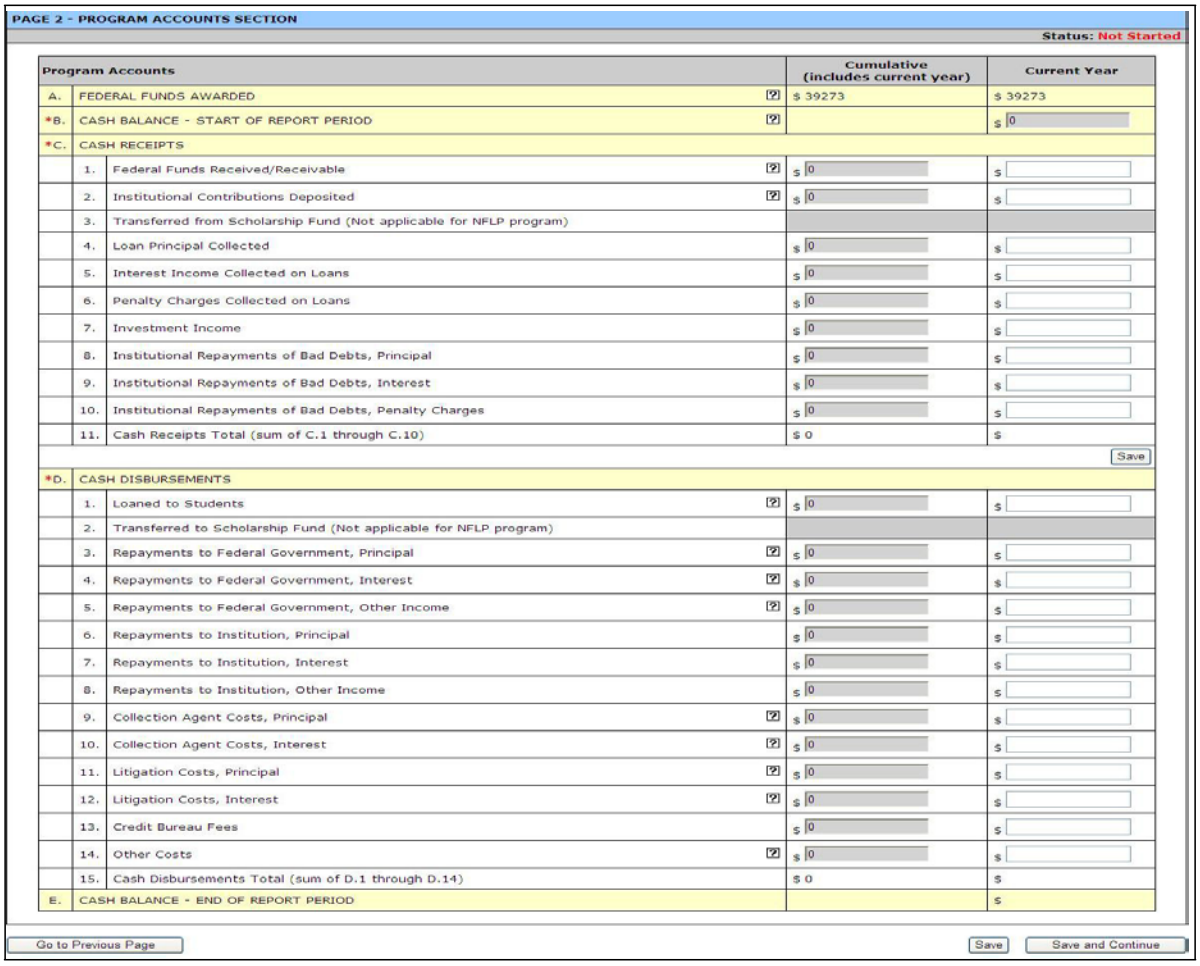
4.22. NFLP Page 2 - Program Accounts

The *NFLP Page 2 - Program Accounts Section* page asks for information concerning receipts and disbursements. The Program Accounts Section of the report is continued on *NFLP Page 3* and *NFLP Page 4.*

You will be navigated to the *NFLP Page 2 - Program Accounts Section* page if you click the **Save and Continue** button at the bottom of the *NFLP Page 1b - Student Borrower Data Section* page. You may also access the *NFLP Page 2 - Program Accounts Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 2 from the left side menu.

Enter data for each section. Data is required where section is marked with an asterisk (*).

Figure 20: NFLP Page 2 - Program Accounts Section



PAGE 2 - PROGRAM ACCOUNTS SECTION

Status: Not Started

Program Accounts			Cumulative (includes current year)	Current Year
A.		FEDERAL FUNDS AWARDED	$ 39273	$ 39273
*B.		CASH BALANCE - START OF REPORT PERIOD		$ 0
*C.		CASH RECEIPTS		
	1.	Federal Funds Received/Receivable	$ 0	$
	2.	Institutional Contributions Deposited	$ 0	$
	3.	Transferred from Scholarship Fund (Not applicable for NFLP program)		
	4.	Loan Principal Collected	$ 0	$
	5.	Interest Income Collected on Loans	$ 0	$
	6.	Penalty Charges Collected on Loans	$ 0	$
	7.	Investment Income	$ 0	$
	8.	Institutional Repayments of Bad Debts, Principal	$ 0	$
	9.	Institutional Repayments of Bad Debts, Interest	$ 0	$
	10.	Institutional Repayments of Bad Debts, Penalty Charges	$ 0	$
	11.	Cash Receipts Total (sum of C.1 through C.10)	$ 0	$
*D.		CASH DISBURSEMENTS		
	1.	Loaned to Students	$ 0	$
	2.	Transferred to Scholarship Fund (Not applicable for NFLP program)		
	3.	Repayments to Federal Government, Principal	$ 0	$
	4.	Repayments to Federal Government, Interest	$ 0	$
	5.	Repayments to Federal Government, Other Income	$ 0	$
	6.	Repayments to Institution, Principal	$ 0	$
	7.	Repayments to Institution, Interest	$ 0	$
	8.	Repayments to Institution, Other Income	$ 0	$
	9.	Collection Agent Costs, Principal	$ 0	$
	10.	Collection Agent Costs, Interest	$ 0	$
	11.	Litigation Costs, Principal	$ 0	$
	12.	Litigation Costs, Interest	$ 0	$
	13.	Credit Bureau Fees	$ 0	$
	14.	Other Costs	$ 0	$
	15.	Cash Disbursements Total (sum of D.1 through D.14)	$ 0	$
E.		CASH BALANCE - END OF REPORT PERIOD		$

Save

Go to Previous Page | Save | Save and Continue

4.7. NFLP Page 3 - Program Accounts Section

The *NFLP Page 3 - Program Accounts Section* page (Figure 21) continues the Program Accounts section of the report from *NFLP Page 2*. It asks for information concerning loan cancellations to borrowers and bad debts approved for write-off by HHS.

You will be navigated to the *NFLP Page 3 - Program Accounts Section* page if you click the **Save and Continue** button at the bottom of the *NFLP Page 2 - Program Accounts Section* page. You may also access the *NFLP Page 3 - Program Accounts Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 3 from the left side menu.

Enter data for each section. Data is required where section is marked with an asterisk (*).

Figure 21: NFLP Page 3 - Program Accounts Section

PAGE 3 - PROGRAM ACCOUNTS SECTION

Status: Not Started

Program Accounts (Continued)		Cumulative (includes current year)			Current Year		
*F.	LOAN CANCELLATIONS TO BORROWERS	Number of Borrowers	Principal	Interest	Number of Borrowers	Principal	Interest
1.	Professional Practice (Not applicable for NFLP program)						
	a. HP Practice-Shortage (10%)						
	b. HP Practice-Rural Shortage (15%)						
2.	Nursing Employment (2a,b,c are not applicable for NFLP program)						
	a. Nursing Employment (10%)						
	b. Nursing Employment (15%)						
	c. Nursing Employment (20%)						
	d. NFLP Employment – Yr. 1 (20%)	0	$ 0	$ 0		$	$
	e. NFLP Employment – Yr. 2 (20%)	0	$ 0	$ 0		$	$
	f. NFLP Employment – Yr. 3 (20%)	0	$ 0	$ 0		$	$
	g. NFLP Employment – Yr. 4 (25%)	0	$ 0	$ 0		$	$
	Total (d+e+f+g)	0	$ 0	$ 0		$	$
3.	Death (3b is not applicable for NFLP program)						
	a. On NFLP Loans made on or after 7/22/2010	0	$ 0	$ 0		$	$
	b. On Loans except those reported in F.3.a						
4.	Permanent & Total Disability Approved by HHS (4b is not applicable for NFLP program)						
	a. On NFLP Loans made on or after 7/22/2010	0	$ 0	$ 0		$	$
	b. On Loans except those reported in F.4.a						

PROGRAM ACCOUNTS (Continued)		Cumulative				Current Year			
*G.	BAD DEBTS APPROVED FOR WRITE-OFF BY HHS	Number of Borrowers	Principal	Interest	Penalty Charges	Number of Borrowers	Principal	Interest	Penalty Charges
	Total Approved	0	$ 0	$ 0	$ 0		$	$	$

Go to Previous Page | Save | Save and Continue

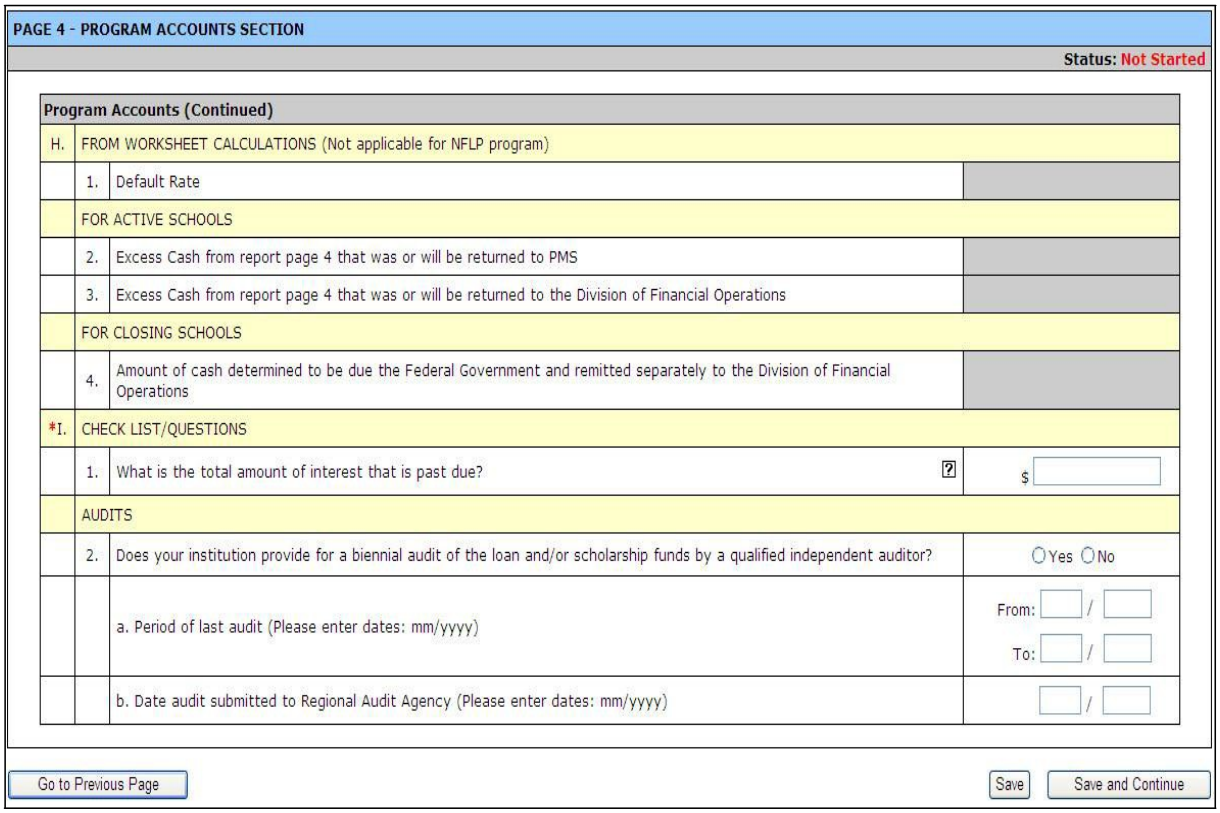
4.24. NFLP Page 4 - Program Accounts

The *NFLP Page 4 - Program Accounts Section* page (Figure 22) is the final portion of the Program Accounts Section of the report.

You will be navigated to the *NFLP Page 4 - Program Accounts Section* page if you click the **Save and Continue** button at the bottom of the *NFLP Page 3 - Program Accounts Section* page. You may also access the *NFLP Page 4 - Program Accounts Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 4 from the left side menu.

Enter data for each section. Data is required where section is marked with an asterisk (*).

Figure 22: NFLP Page 4 - Program Accounts Section



PAGE 4 - PROGRAM ACCOUNTS SECTION

Status: Not Started

Program Accounts (Continued)			
H.	FROM WORKSHEET CALCULATIONS (Not applicable for NFLP program)		
	1.	Default Rate	
	FOR ACTIVE SCHOOLS		
	2.	Excess Cash from report page 4 that was or will be returned to PMS	
	3.	Excess Cash from report page 4 that was or will be returned to the Division of Financial Operations	
	FOR CLOSING SCHOOLS		
	4.	Amount of cash determined to be due the Federal Government and remitted separately to the Division of Financial Operations	
*I.	CHECK LIST/QUESTIONS		
	1.	What is the total amount of interest that is past due?	$
	AUDITS		
	2.	Does your institution provide for a biennial audit of the loan and/or scholarship funds by a qualified independent auditor?	Yes No
		a. Period of last audit (Please enter dates: mm/yyyy)	From: / To: /
		b. Date audit submitted to Regional Audit Agency (Please enter dates: mm/yyyy)	/

Go to Previous Page | Save | Save and Continue

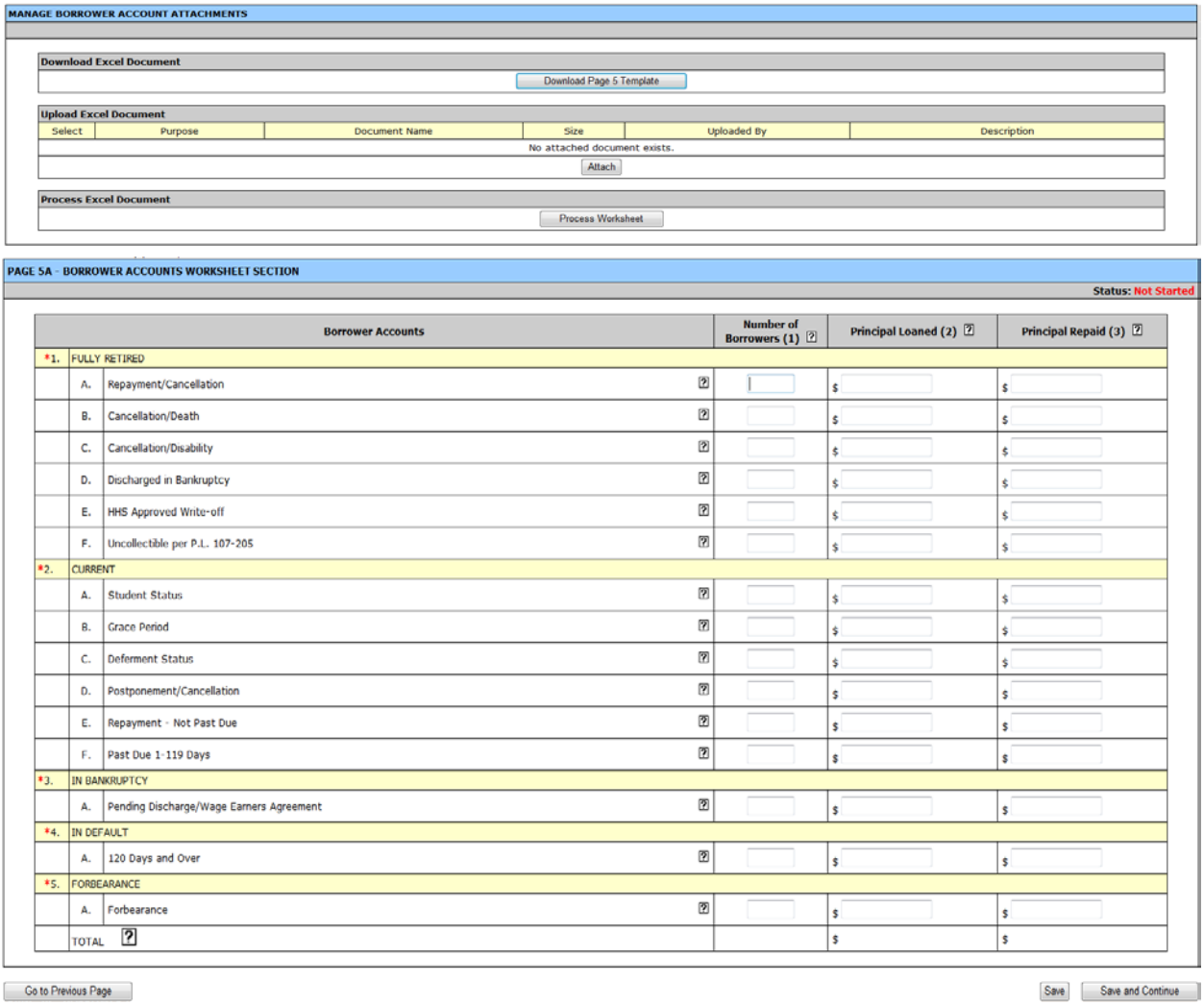
4.9. NFLP Page 5a - Borrower Accounts Worksheet Section

The *NFLP Page 5a - Borrower Accounts Worksheet Section* page (Figure 23) asks for information concerning borrower accounts. This section is distributed over pages – 5a, 5b and 5c.

You will be navigated to the *NFLP Page 5a - Borrower Accounts Worksheet Section* page if you click the **Save and Continue** button at the bottom of the *NFLP Page 4 - Program Accounts Section* page. You may also access the *NFLP Page 5a - Borrower Accounts Worksheet Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 5a from the left side menu.

Enter data for each section. Data is required where section is marked with an asterisk (*).

Figure 23: NFLP Page 5a - Borrower Accounts Worksheet Section



The HRSA EHBs provides downloadable excel template available on pages 5a, 5b and 5c. You will be able to download this template from any of these pages on to your local machines and complete it offline. Once complete the data can then transferred back in the EHBs.

4.10. NFLP Page 5b - Borrower Accounts Worksheet Section

The *NFLP Page 5b - Borrower Accounts Worksheet Section* page (Figure 24) continues the Borrower Accounts Worksheet Section.

You will be navigated to the *NFLP Page 5b - Borrower Accounts Worksheet Section* page if you click the **Save and Continue** button at the bottom of the *NFLP Page 5a - Borrower Accounts Worksheet Section* page. You may also access the *NFLP Page 5b - Borrower Accounts Worksheet Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 5b from the left side menu.

Figure 24: NFLP Page 5b - Borrower Accounts Worksheet Section

PAGE 5B - BORROWER ACCOUNTS WORKSHEET SECTION

Status: Not Started

		Borrower Accounts	PRINCIPAL CANCELED		Principal Delinquent (6)
			Employment as Nurse Faculty (4)	Death/Disability (5)	
*1.	FULLY RETIRED				
	A.	Repayment/Cancellation	$		
	B.	Cancellation/Death	$	$	
	C.	Cancellation/Disability	$	$	
	D.	Discharged in Bankruptcy	$		
	E.	HHS Approved Write-off	$		
	F.	Uncollectible per P.L. 107-205	$		
*2.	CURRENT				
	A.	Student Status			
	B.	Grace Period			
	C.	Deferment Status	$		
	D.	Postponement/Cancellation	$		
	E.	Repayment - Not Past Due	$		
	F.	Past Due 1-119 Days	$		$
*3.	IN BANKRUPTCY				
	A.	Pending Discharge/Wage Earners Agreement	$		$
*4.	IN DEFAULT				
	A.	120 Days and Over	$		$
*5.	FORBEARANCE				
	A.	Forbearance	$		$
	TOTAL		$	$	$

Go to Previous Page Save Save and Continue

The HRSA EHBs provides downloadable excel template available on pages 5a, 5b and 5c. You will be able to download this template from any of these pages on to your local machines and complete it offline. Once complete the data can then transferred back in the EHBs.

4.11. NFLP Page 5c - Borrower Accounts Worksheet Section

The *NFLP Page 5c - Borrower Accounts Worksheet Section* page (Figure 25) is the final portion of the Borrower Accounts Worksheet Section.

You will be navigated to the *NFLP Page 5c - Borrower Accounts Worksheet Section* page if you click the **Save and Continue** button at the bottom of the *NFLP Page 5b - Borrower Accounts Worksheet Section* page. You may also access the *NFLP Page 5c - Borrower Accounts Worksheet Section* page by clicking the Update link on the *Status* page or by choosing NFLP Page 5c from the left side menu.

Figure 25: NFLP Page 5c - Borrower Accounts Worksheet Section

PAGE 5C - BORROWER ACCOUNTS WORKSHEET SECTION

Status: Not Started

		Borrower Accounts	Principal Uncollectible Not Past Due (7)	Principal Outstanding but Not Due (8)	Principal Written Off (9)	Capitalized Interest (10)	Reconciling Difference (column 2 – sum of columns 3 thru 9)
*1.	FULLY RETIRED						
	A.	Repayment/Cancellation					0
	B.	Cancellation/Death					0
	C.	Cancellation/Disability					0
	D.	Discharged in Bankruptcy	$				0
	E.	HHS Approved Write-off			$		0
	F.	Uncollectible per P.L. 107-205			$		0
*2.	CURRENT						
	A.	Student Status		$			0
	B.	Grace Period		$			0
	C.	Deferment Status		$			0
	D.	Postponement/Cancellation		$			0
	E.	Repayment - Not Past Due		$			0
	F.	Past Due 1-119 Days		$			0
*3.	IN BANKRUPTCY						
	A.	Pending Discharge/Wage Earners Agreement	$	$			0
*4.	IN DEFAULT						
	A.	120 Days and Over	$	$			0
*5.	FORBEARANCE						
	A.	Forbearance	$	$			0
	TOTAL		$	$	$		0

The HRSA EHBs provides downloadable excel template available on pages 5a, 5b and 5c. You will be able to download this template from any of these pages on to your local machines and complete it offline. Once complete the data can then transferred back in the EHBs.

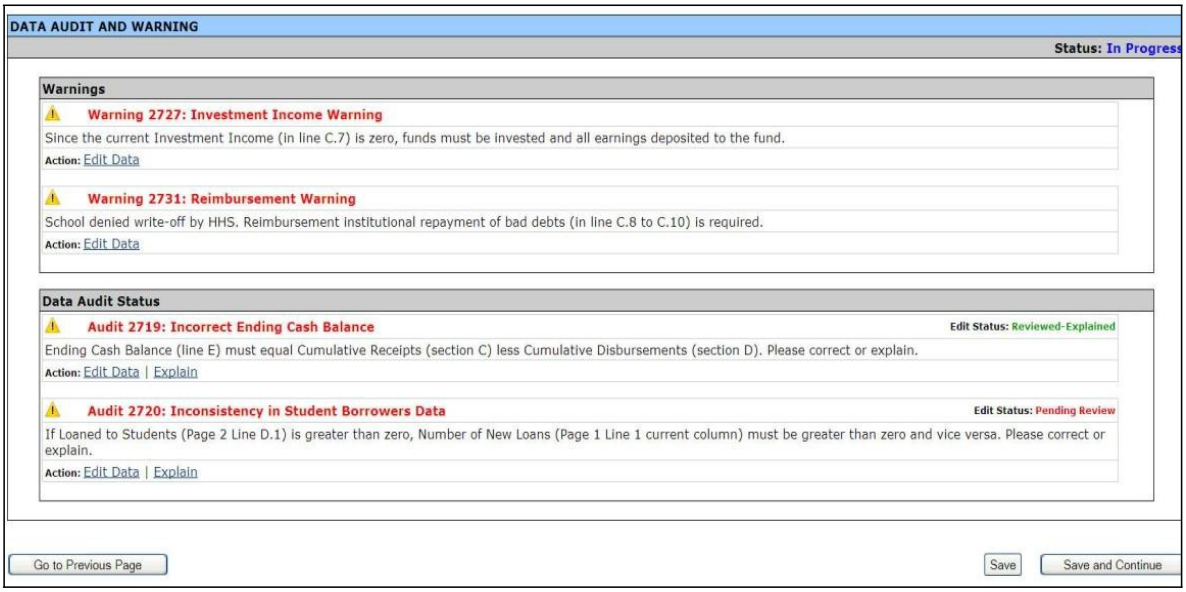
The HRSA EHBs also provides a column labeled “Reconciling Differences”, this will assist you in identifying any inconsistencies between column 2 and columns 3 - 9, if necessary. The “Reconciling Differences” should show “0” for all rows on this page.

5. Data Audit And Warning

When data entry is complete, click on the Data Audit and Warning link from the report *Status* page or from the left side menu.

Clicking on the link will generate a list of warnings and audits for the report. These are displayed on the *Data Audit and Warning* page (Figure 26).

Figure 26: Data Audit and Warning Page



Warnings and audits are inconsistencies and possible errors in the data entered in the report. They are provided as an advisory for you.

You may correct warnings or not, at your option. If desired, click Edit Data to correct the data.

Audits are inconsistencies that you must correct or explain, as appropriate. Click Edit Data to correct the data or Explain to explain it.

When all audits have been corrected or explained, you can continue with your submission.

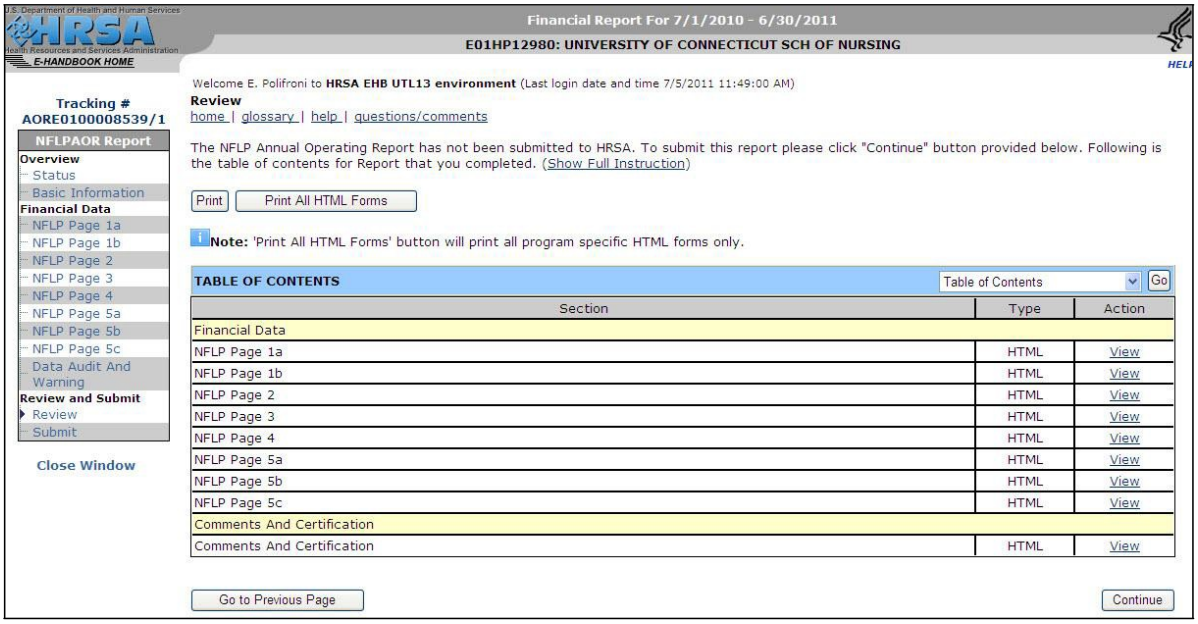
6. Reviewing and Submitting the Report

6.1. Review Page

The *Review* page (Figure 27) displays, in table format, all the sections in the NFLP annual operating report. It allows you to view or print any or all sections.

You will be navigated to the *Review* page if you click the **Save and Continue** button at the bottom of the *Data Audit and Warning* page. You may also access the *Review* page by choosing Review from the left side menu.

Figure 27: Review Page



Click the View link next to any section of the report to view that section. The item will open in HTML format, in a separate window. Click the **Print** button to print this page. Click the **Print All** button to print all HTML-format forms.

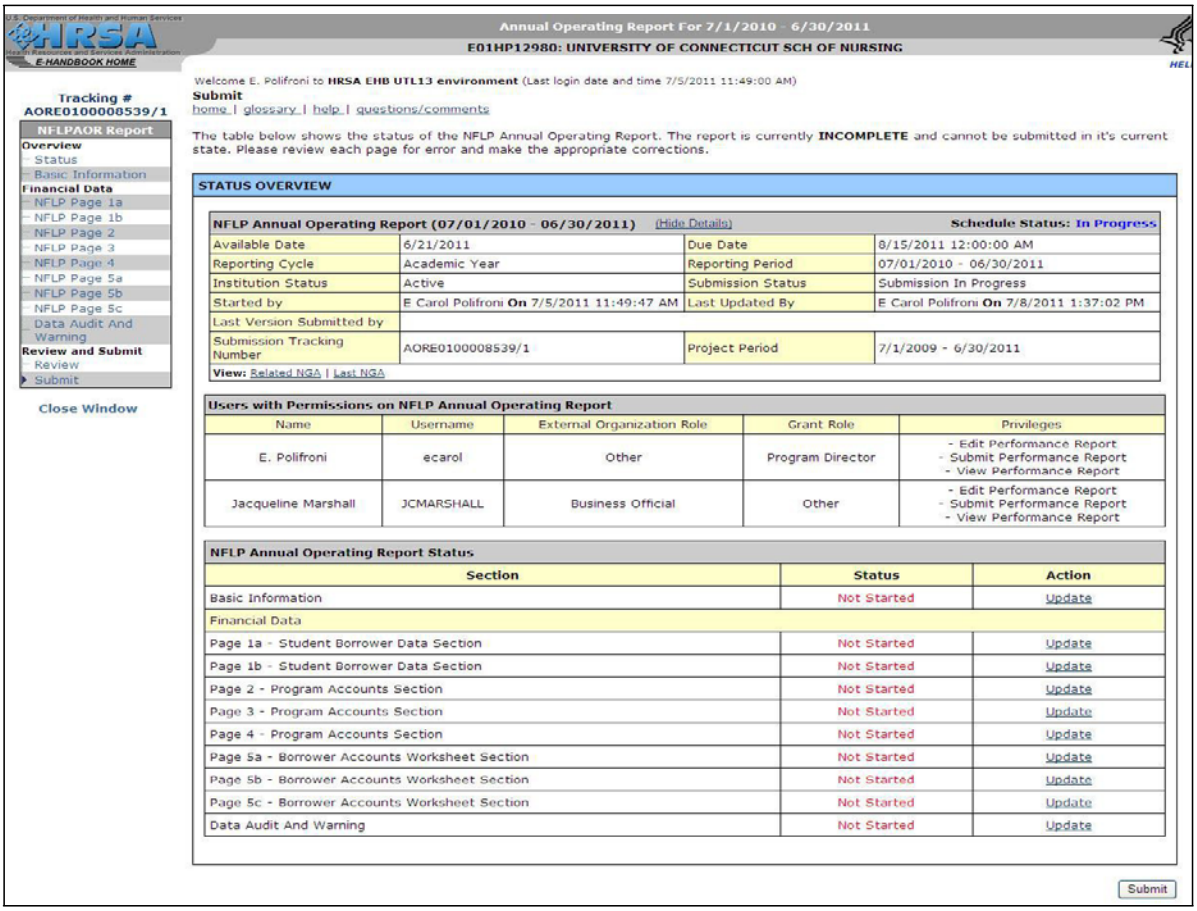
6.2. Submit Page

The *Submit* page (Figure 28) is the page from which you start the report submission process. It displays, in table format, the sections of the report and their completion status. All sections must be in "Complete" status before you can submit the report.

> Uncorrected warnings from the *Data Audit and Warning* page are displayed at the bottom of the *Submit* page.

You will be navigated to the *Submit* page if you click the **Continue** button at the bottom of the *Review* page. You may also access the *Submit* page by choosing Submit from the left side menu.

Figure 28: Submit Page



Click the **Proceed to Submit** button when you are ready to submit the report.

> The **Proceed to Submit** button appears only if all sections are deemed "Complete." At all other times, the button will not be available. This prevents the user from submitting an incomplete report.

7. Help and Support

Resource	Type	Purpose
https://grants.hrsa.gov/webexternal/home.asp	Website	HRSA Electronic Handbooks URL
Denise Thompson Phone: 301 443 1399 Email: dthompson@hrsa.gov	Phone and/or E-mail	Program or System help by phone or e-mail.
HRSA Contact Center Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373 (9:00 AM to 5:30 PM ET M-F) Email: callcenter@hrsa.gov	Phone and/or E-mail	System help by phone or via e-mail. Do not use for program questions.

8. Appendix: Cross Validations (Business Rules) within Student Borrower Data (NFLP Page 1)

The information in the following examples are intended to show the process for completing various sections. This information shown in the screen shots should not be deemed as accurate, please use your information to "Complete" the NFLP AOR.

NFLP Page 1a requires the current student data to tally up between the Student Data section and the Hispanic or Latino Students and Non-Hispanic or Latino Students whereas NFLP Page 1b requires the data reported in Student Borrower Data By Degree Level, Student Borrower Data By Practice and Student Borrower Data By Age and Gender reconcile with the current student data provided in Student Data section. The validation rules are as follows:

Rule #1: Total Number of Recipients Enrolled for both Hispanic/Latino students and Non-Hispanic/Latino students must equal total number of Current NFLP student borrowers enrolled in section 1 of the Student Data table (Figure 29).

Figure 29: Section 1 of Student Data Table with Current Fields Highlighted

Student Data	Cumulative (07/01/2003 - Present)	Current (07/01/2010 - 06/30/2011)
*1. Number of NFLP Student Borrowers Enrolled (Provide total borrowers. Do not provide the number of loans to a single borrower)		
MSN: In-State	0	
MSN: Out-of-State	0	
Total (MSN: In-State + MSN: Out-of-State)	0	
DOCTORAL: In-State	3	
DOCTORAL: Out-of-State	0	
Total (DOCTORAL: In-State + DOCTORAL: Out-of-State)	3	
Grand Total (MSN + DOCTORAL)	3	
*2. Total Number of NFLP Graduates		
MSN	0	
DOCTORAL	1	
Total (MSN + DOCTORAL)	1	
*3. Total Number of NFLP Graduates Employed as Nurse Faculty	0	
		Save

Rule #2: Total Number of NFLP MSN Graduates for both Hispanic/Latino students and Non-Hispanic/Latino students must equal number of Current NFLP Graduates in MSN degree in section 2 of the Student Data table (Figure 30).

Figure 30: Section 2 of Student Data Table with Current MSN Graduates Field Highlighted

Student Data	Cumulative (07/01/2003 - Present)	Current (07/01/2010 - 06/30/2011)
*1. Number of NFLP Student Borrowers Enrolled (Provide total borrowers. Do not provide the number of loans to a single borrower)		
MSN: In-State	0	
MSN: Out-of-State	0	
Total (MSN: In-State + MSN: Out-of-State)	0	
DOCTORAL: In-State	3	
DOCTORAL: Out-of-State	0	
Total (DOCTORAL: In-State + DOCTORAL: Out-of-State)	3	
Grand Total (MSN + DOCTORAL)	3	
*2. Total Number of NFLP Graduates		
MSN	0	
DOCTORAL	1	
Total (MSN + DOCTORAL)	1	
*3. Total Number of NFLP Graduates Employed as Nurse Faculty	0	
		Save

Rule #3: Total Number of NFLP Doctoral Graduates for both Hispanic/Latino students and Non-Hispanic/Latino students must equal number of Current NFLP Graduates in Doctoral degree in section 2 of the Student Data table (Figure 31).

Figure 31: Section 2 of Student Data Table with Current Doctoral Graduates Field Highlighted

Student Data	Cumulative (07/01/2003 - Present)	Current (07/01/2010 - 06/30/2011)
*1. Number of NFLP Student Borrowers Enrolled (Provide total borrowers. Do not provide the number of loans to a single borrower)		
MSN: In-State	0	
MSN: Out-of-State	0	
Total (MSN: In-State + MSN: Out-of-State)	0	
DOCTORAL: In-State	3	
DOCTORAL: Out-of-State	0	
Total (DOCTORAL: In-State + DOCTORAL: Out-of-State)	3	
Grand Total (MSN + DOCTORAL)	3	
*2. Total Number of NFLP Graduates		
MSN	0	
DOCTORAL	1	
Total (MSN + DOCTORAL)	1	
*3. Total Number of NFLP Graduates Employed as Nurse Faculty	0	
		Save

Rule #4: Total Number of NFLP Graduates Employed for both Hispanic/Latino students and Non-Hispanic/Latino students must equal total number of Current NFLP Graduates Employed in section 3 of the Student Data table (Figure 32).

Figure 32: Section 3 of Student Data Table with Total Number of NFLP Graduates Employed Highlighted

Student Data	Cumulative (07/01/2003 - Present)	Current (07/01/2010 - 06/30/2011)
*1. Number of NFLP Student Borrowers Enrolled (Provide total borrowers. Do not provide the number of loans to a single borrower)		
MSN: In-State	0	
MSN: Out-of-State	0	
Total (MSN: In-State + MSN: Out-of-State)	0	
DOCTORAL: In-State	3	
DOCTORAL: Out-of-State	0	
Total (DOCTORAL: In-State + DOCTORAL: Out-of-State)	3	
Grand Total (MSN + DOCTORAL)	3	
*2. Total Number of NFLP Graduates		
MSN	0	
DOCTORAL	1	
Total (MSN + DOCTORAL)	1	
*3. Total Number of NFLP Graduates Employed as Nurse Faculty	0	
		Save

The total recipients and total graduates counts from the Hispanic/Latino students and Non-Hispanic/Latino students will be calculated from different fields depending on the answer you selected in the corresponding Hispanic or Latino Students and Non-Hispanic or Non-Latino Students tables.

If you choose "Yes, I can provide counts by race as mentioned below," the "By Race" section of the table will be editable and the "All Race" section of the table will be non-editable. The total recipients and total graduates counts for the corresponding ethnicity will be calculated using the "by Race" section of the table (Figure 33). **NOTE:** *Click the **HERE** button to activate question **F**, for multiple race data.*

Figure 33: Hispanic/Latino Students Table with the By Race Section Enabled

Hispanic or Latino Students by Race	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native					
B. Asian - All (including underrepresented)					
B1. Asian - underrepresented					
C. Black or African American					
D. Native Hawaiian or Other Pacific Islander					
E. White					
F. More than one race To enter data for race combinations click here					
TOTAL (A + B + C + D + E + F)					
Hispanic or Latino Students All Races	**Number of NFLP Recipients Enrolled Who Did Not Graduate**	**Number of NFLP MSN Graduates**	**Number of NFLP Doctoral Graduates**	**Number of NFLP Graduates Employed**	**Total**
G. All races					

If you choose, "Yes, I can only provide total counts but cannot provide counts by race," the "All Races" section of the table will be editable and the "By Race" section of the table will be non-editable. The total recipients and total graduates counts for the corresponding ethnicity will come from the "All Races" section of the table (Figure 34).

Figure 34: Hispanic/Latino Students Table with the All Races Section Enabled

Hispanic or Latino Students by Race ?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native					
B. Asian - All (including underrepresented)					
B1. Asian - underrepresented					
C. Black or African American					
D. Native Hawaiian or Other Pacific Islander					
E. White					
F. More than one race To enter data for race combinations click here					
TOTAL (A + B + C + D + E + F)					
Hispanic or Latino Students All Races ?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races					

If you choose, "Yes, I can provide some of the counts by race but not all," both "By Race" and "All Races" sections of the table will be editable. However, the total recipients and total graduates counts for the corresponding ethnicity will come from "All Races" section of the table. This is because counts in the "All Races" section should include counts specified in the "By Race" section (Figure 35). **NOTE:** *Click the **HERE** button to activate question **F**, for multiple race data.*

Figure 35: Hispanic/Latino Students Table with Both By Race and All Races Sections Enabled

Hispanic or Latino Students by Race ?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native					
B. Asian - All (including underrepresented)					
B1. Asian - underrepresented					
C. Black or African American					
D. Native Hawaiian or Other Pacific Islander					
E. White					
F. More than one race To enter data for race combinations click here					
TOTAL (A + B + C + D + E + F)					
Hispanic or Latino Students All Races ?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races					

If you choose, “No, my program does not have <Hispanic or Latino / Non-Hispanic or Non-Latino> students,” both “By Race” and “All Races” sections of the table will be non-editable. The total recipients and total graduates counts will not be calculated for the corresponding ethnicity (Figure 36).

Figure 36: Hispanic/Latino Students Table with the By Race and All Races Sections Disabled

Hispanic or Latino Students by Race	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native					
B. Asian - All (including underrepresented)					
B1. Asian - underrepresented					
C. Black or African American					
D. Native Hawaiian or Other Pacific Islander					
E. White					
F. More than one race To enter data for race combinations click here					
TOTAL (A + B + C + D + E + F)					
Hispanic or Latino Students All Races	**Number of NFLP Recipients Enrolled Who Did Not Graduate**	**Number of NFLP MSN Graduates**	**Number of NFLP Doctoral Graduates**	**Number of NFLP Graduates Employed**	**Total**
G. All races					

Example for Rule #1: Total Number of Recipients Enrolled for both Hispanic/Latino students and Non-Hispanic/Latino students must equal total number of Current NFLP students borrowers enrolled in section 1 of the Student Data table.

User entered the following data in section 1 of the Student Data table (Figure 37):

Figure 37: Student Data Table

Student Data	Cumulative (07/01/2003 - Present)	Current (07/01/2010 - 06/30/2011)
*1. Number of NFLP Student Borrowers Enrolled (Provide total borrowers. Do not provide the number of loans to a single borrower)		?
MSN: In-State	0	11
MSN: Out-of-State	0	9
Total (MSN: In-State + MSN: Out-of-State)	0	
DOCTORAL: In-State	3	2
DOCTORAL: Out-of-State	0	1
Total (DOCTORAL: In-State + DOCTORAL: Out-of-State)	3	
Grand Total (MSN + DOCTORAL)	3	

Notice that the total current NFLP student borrowers enrolled sums up to 23.

Case 1: User selected "**Yes, I can provide counts by race as mentioned below.**" for both Hispanic/Latino Students and Non-Hispanic/Non-Latino Students tables. User must enter data under the "**by Race**" section in both tables (Figure 38) such that the total Number of NFLP Recipients Enrolled across both ethnicities matches section 1 of Student Data table. **NOTE:** *Click the **HERE** button to activate question **F**, for multiple race data.*

Figure 38: Hispanic/Latino Students and Non-Hispanic/Non-Latino Students Tables with "by Race" Sections Enabled

***9. Hispanic or Latino Students**

Did your BHPr funded program have students of "Hispanic or Latino ethnicity" between **July 01, 2010 and June 30, 2011**?
Yes, I can provide counts by race as mentioned below.

[Yes], I can provide counts by race as mentioned below. (*Instruction: Please enter counts in rows A through F.*)

[Yes], I can only provide total counts but cannot provide counts by race. (*Instruction: Please enter total student counts in row G.*)

[Yes], I can provide some of the counts by race but not all. (*Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.*)

[No], my program does not have Hispanic or Latino students. (*Instruction: Data is not required in this section.*)

Hispanic or Latino Students by Race ?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native					
B. Asian - All (including underrepresented)					
B1. Asian - underrepresented					
C. Black or African American					
D. Native Hawaiian or Other Pacific Islander					
E. White					
F. More than one race To enter data for race combinations click [here]					
TOTAL (A + B + C + D + E + F)					
Hispanic or Latino Students All Races ?	**Number of NFLP Recipients Enrolled Who Did Not Graduate**	**Number of NFLP MSN Graduates**	**Number of NFLP Doctoral Graduates**	**Number of NFLP Graduates Employed**	**Total**
G. All races					

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***10. Non-Hispanic or Non-Latino Students**

Did your BHPr funded program have students of "Non-Hispanic or Non-Latino ethnicity" between **July 01, 2010 and June 30, 2011**?
Yes, I can provide counts by race as mentioned below.

Yes, I can provide counts by race as mentioned below. (*Instruction: Please enter counts in rows A through F.*)

Yes, I can only provide total counts but cannot provide counts by race. (*Instruction: Please enter total student counts in row G.*)

Yes, I can provide some of the counts by race but not all. (*Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.*)

No, my program does not have Non-Hispanic or Non-Latino students. (*Instruction: Data is not required in this section.*)

Non-Hispanic or Non-Latino Students by Race ?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native					
B. Asian - All (including underrepresented)					
B1. Asian - underrepresented					
C. Black or African American					
D. Native Hawaiian or Other Pacific Islander					
E. White					
F. More than one race To enter data for race combinations click here					
TOTAL (A + B + C + D + E + F)					
Non-Hispanic or Non-Latino Students All Races ?	**Number of NFLP Recipients Enrolled Who Did Not Graduate**	**Number of NFLP MSN Graduates**	**Number of NFLP Doctoral Graduates**	**Number of NFLP Graduates Employed**	**Total**
G. All races					

Total Hispanic/Latino NFLP Recipients Enrolled + Total Non-Hispanic/Non-Latino NFLP Recipients Enrolled. This total count matches the total current NFLP student borrowers enrolled in section 1 of the Student Data Table. **NOTE:** *Click the **HERE** button to activate question **F**, for multiple race data.*

Case 2: User selected "**Yes, I can only provide total counts but cannot provide counts by race.**" for both Hispanic/Latino Students and Non-Hispanic/Non-Latino Students tables. User must enter data under the "**All Races**" section in both tables (Figure 39) such that the total Number of NFLP Recipients Enrolled across both ethnicities matches section 1 of Student Data table.

Figure 39: Hispanic/Latino Students and Non-Hispanic/Non-Latino Students Tables with "All Races" Sections Enabled

***9. Hispanic or Latino Students**

Did your BHPr funded program have students of "Hispanic or Latino ethnicity" between **July 01, 2010 and June 30, 2011**?
Yes, I can only provide total counts but cannot provide counts by race.

[Yes], I can provide counts by race as mentioned below. (*Instruction: Please enter counts in rows A through F.*)

[Yes], I can only provide total counts but cannot provide counts by race. (*Instruction: Please enter total student counts in row G.*)

[Yes], I can provide some of the counts by race but not all. (*Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.*)

[No], my program does not have Hispanic or Latino students. (*Instruction: Data is not required in this section.*)

Hispanic or Latino Students by Race ?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native					
B. Asian - All (including underrepresented)					
B1. Asian - underrepresented					
C. Black or African American					
D. Native Hawaiian or Other Pacific Islander					
E. White					
F. More than one race To enter data for race combinations click here					
TOTAL (A + B + C + D + E + F)					
Hispanic or Latino Students All Races ?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races	10				

***10. Non-Hispanic or Non-Latino Students**

Did your BHPr funded program have students of "Non-Hispanic or Non-Latino ethnicity" between **July 01, 2010 and June 30, 2011**?
Yes, I can only provide total counts but cannot provide counts by race.

[Yes], I can provide counts by race as mentioned below. (*Instruction: Please enter counts in rows A through F.*)

[Yes], I can only provide total counts but cannot provide counts by race. (*Instruction: Please enter total student counts in row G.*)

[Yes], I can provide some of the counts by race but not all. (*Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.*)

[No], my program does not have Non-Hispanic or Non-Latino students. (*Instruction: Data is not required in this section.*)

Non-Hispanic or Non-Latino Students by Race ?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native					
B. Asian - All (including underrepresented)					
B1. Asian - underrepresented					
C. Black or African American					
D. Native Hawaiian or Other Pacific Islander					
E. White					
F. More than one race To enter data for race combinations click here					
TOTAL (A + B + C + D + E + F)					
Non-Hispanic or Non-Latino Students All Races ?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races	13				

Total Hispanic/Latino NFLP Recipients Enrolled (10) + Total Non-Hispanic/Non-Latino NFLP Recipients Enrolled (13) = 23. This total count matches the total current NFLP student borrowers enrolled in section 1 of the Student Data Table.

Case 3: User selected "**Yes, I can provide some of the counts by race but not all.**" for both Hispanic/Latino Students and Non-Hispanic/Non-Latino Students tables. User must enter data under "**By Race**" and "**All Races**" sections in both tables (Figure 40) with the total Number of NFLP Recipients Enrolled in the "All Races" section across both ethnicities matches section 1 of Student Data table.

Figure 40: Hispanic/Latino Students and Non-Hispanic/Non-Latino Students Tables with "by Race" and "All Races" Sections Enabled

***9. Hispanic or Latino Students**

Did your BHPr funded program have students of "Hispanic or Latino ethnicity" between **July 01, 2010 and June 30, 2011**?
Yes, I can provide some of the counts by race but not all.

Yes, I can provide counts by race as mentioned below. (*Instruction: Please enter counts in rows A through F.*)

Yes, I can only provide total counts but cannot provide counts by race. (*Instruction: Please enter total student counts in row G.*)

Yes, I can provide some of the counts by race but not all. (*Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.*)

No, my program does not have Hispanic or Latino students. (*Instruction: Data is not required in this section.*)

Hispanic or Latino Students by Race	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native					
B. Asian - All (including underrepresented)	3				
B1. Asian - underrepresented					
C. Black or African American	2				
D. Native Hawaiian or Other Pacific Islander					
E. White	2				
F. More than one race To enter data for race combinations click here					
TOTAL (A + B + C + D + E + F)					
Hispanic or Latino Students All Races	**Number of NFLP Recipients Enrolled Who Did Not Graduate**	**Number of NFLP MSN Graduates**	**Number of NFLP Doctoral Graduates**	**Number of NFLP Graduates Employed**	**Total**
G. All races	10				10

***10. Non-Hispanic or Non-Latino Students**

Did your BHPr funded program have students of "Non-Hispanic or Non-Latino ethnicity" between **July 01, 2010 and June 30, 2011**?
Yes, I can provide some of the counts by race but not all.

Yes, I can provide counts by race as mentioned below. (*Instruction: Please enter counts in rows A through F.*)

Yes, I can only provide total counts but cannot provide counts by race. (*Instruction: Please enter total student counts in row G.*)

Yes, I can provide some of the counts by race but not all. (*Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.*)

No, my program does not have Non-Hispanic or Non-Latino students. (*Instruction: Data is not required in this section.*)

Non-Hispanic or Non-Latino Students by Race	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native	1				
B. Asian - All (including underrepresented)	3				
B1. Asian - underrepresented					
C. Black or African American					
D. Native Hawaiian or Other Pacific Islander	1				
E. White	1				
F. More than one race To enter data for race combinations click here					
TOTAL (A + B + C + D + E + F)					
Non-Hispanic or Non-Latino Students All Races	**Number of NFLP Recipients Enrolled Who Did Not Graduate**	**Number of NFLP MSN Graduates**	**Number of NFLP Doctoral Graduates**	**Number of NFLP Graduates Employed**	**Total**
G. All races	13				13

Total Hispanic/Latino NFLP Recipients Enrolled (10) + Total Non-Hispanic/Non-Latino NFLP Recipients Enrolled (13) = 23. This total count matches the total current NFLP student borrowers enrolled in section 1 of the Student Data Table.

Case 4: User selected "**No, my program does not have Hispanic or Latino students.**" for Hispanic/Latino Students table and "**Yes, I cannot provide counts by race as mentioned below.**" for Non-Hispanic/Non-Latino Students table. User is **not** required to enter data in Hispanic/Latino Students table. However, user must enter data under the "**All Races**" section of the Non-Hispanic/Non-Latino Students table such that the total Number of NFLP Recipients Enrolled for Non-Hispanic/Non-Latino Students matches section 1 of Student Data table. (Figure 41)

Figure 41: Hispanic/Latino Students Table with No Section Enabled and Non-Hispanic/Non-Latino Students Tables with "All Races" Section Enabled

***9. Hispanic or Latino Students**

Did your BHPr funded program have students of "Hispanic or Latino ethnicity" between **July 01, 2010 and June 30, 2011**?
No, my program does not have Hispanic or Latino students.

[Yes], I can provide counts by race as mentioned below. (*Instruction: Please enter counts in rows A through F.*)

[Yes], I can only provide total counts but cannot provide counts by race. (*Instruction: Please enter total student counts in row G.*)

[Yes], I can provide some of the counts by race but not all. (*Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.*)

[No], my program does not have Hispanic or Latino students. (*Instruction: Data is not required in this section.*)

Hispanic or Latino Students by Race ?	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native					
B. Asian - All (including underrepresented)					
B1. Asian - underrepresented					
C. Black or African American					
D. Native Hawaiian or Other Pacific Islander					
E. White					
F. More than one race To enter data for race combinations click here					
TOTAL (A + B + C + D + E + F)					
Hispanic or Latino Students All Races ?	**Number of NFLP Recipients Enrolled Who Did Not Graduate**	**Number of NFLP MSN Graduates**	**Number of NFLP Doctoral Graduates**	**Number of NFLP Graduates Employed**	**Total**
G. All races					

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***10. Non-Hispanic or Non-Latino Students**

Did your BHPr funded program have students of "Non-Hispanic or Non-Latino ethnicity" between **July 01, 2010 and June 30, 2011**?
No, my program does not have Non-Hispanic or Non-Latino students.

Yes, I can provide counts by race as mentioned below. (*Instruction: Please enter counts in rows A through F.*)

Yes, I can only provide total counts but cannot provide counts by race. (*Instruction: Please enter total student counts in row G.*)

Yes, I can provide some of the counts by race but not all. (*Instruction: Please enter counts for which you have information in rows A through F and enter total student counts in row G. Sum of rows A through F can be lesser than G.*)

No, my program does not have Non-Hispanic or Non-Latino students. (*Instruction: Data is not required in this section.*)

Non-Hispanic or Non-Latino Students by Race	Number of NFLP Recipients Enrolled Who Did Not Graduate	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native					
B. Asian - All (including underrepresented)					
B1. Asian - underrepresented					
C. Black or African American					
D. Native Hawaiian or Other Pacific Islander					
E. White					
F. More than one race To enter data for race combinations click here					
TOTAL (A + B + C + D + E + F)					
Non-Hispanic or Non-Latino Students All Races	**Number of NFLP Recipients Enrolled Who Did Not Graduate**	**Number of NFLP MSN Graduates**	**Number of NFLP Doctoral Graduates**	**Number of NFLP Graduates Employed**	**Total**
G. All races					

Total Hispanic/Latino NFLP Recipients Enrolled (0) + Total Non-Hispanic/Non-Latino NFLP Recipients Enrolled (23) = 23. This total count matches the total current NFLP student borrowers enrolled in section 1 of the Student Data Table.