

WTP Fall Grantee Meeting
Data Management System (DMS) Refresher
September 28, 2015

1. Why is data and progress report entry important → Continued funding requires that we show results from the program!

2. What if I forget my password to log into the DMS?

Everyone should sign up for iforgotmypassword.nih.gov which allows you to reset your password and unlock your account if you get locked out.

Tips for using iforgotmypassword.nih.gov:

- For Domain - select NIHEXT
- For UserID – enter your DMS username without the nihext\.

Note: Passwords expire every 90 days. A link to instructions for changing your NIHEXT password is on the Awardee Information page in the DMS.

3. Why do I have to preface my username with nihext\ when I log into the DMS?

DMS users have a special type of account (an NIHEXT account). NIHEXT accounts allow users that are not part of the NIH network to access and use applications that are part of the network. Prefacing your username with NIHEXT\ lets NIH know you are coming in from outside the NIH network but that you have a NIHEXT account that gives you permission to do this.

4. What needs to be entered into the DMS and when?

A. HWWT, ECWT, HDPT

- April 1 – June 1
 - Projected data (courses you plan to conduct during the next training year – August 1 – July 31)
 - Actual data for the first 9 months of the training year
 - Initial progress report (reports first 9 months of training)
 - Student demographic data (ECWT only) for the first 9 months of the budget year
- August 1 – October 1
 - Actual data for the entire training year just ended

- Final progress report (reports on the entire training year just ended)
- Student demographic data (ECWT only) for the entire training year just ended

B. DOE

- May 1 – July 1
 - Projected data (courses you plan to conduct during the next training year – September 1 – August 31)
 - Actual data for the first 9 months of the training year
 - Initial progress report (reports first 9 months of training)
- September 1 – November 1
 - Actual data for the entire training year just ended
 - Final progress report (reports on the entire training year just ended)

5. How do I get information about changes to the DMS, data deadlines, etc.

All WTP PIs and Data Managers should sign up for the WTP-DMS-User listserv: <https://list.nih.gov/cgi-bin/wa.exe?A0=wt-dms-user>.

Data and Progress Report entry deadlines are also on the Awardee Information page of the DMS.

6. How do I enter more than one course record at a time.

On the course entry form there is a field for Number of Records.

Number of Records:

Enter the number of *identical* records you want to add to the database. This is especially useful when entering projected data with TBD for the course state and course date.

7. How do I change a course from “projected” to “actual”.

The ability to change a course status from projected to actual can be a great timesaver because you only have to enter a course record once.

To change a course from projected to actual:

- Check the “tag” box to the right of the course(s) you want to make actual.

- In the Actions box on the left bottom corner of the screen, click the box for “Change record status to actual”.
- Click the “Apply” button.

8. Why do some of the course records I enter get a status of ‘Pending’?

WTP staff need to review courses that have too many (over 40) or too few (5 or less) students or are lead or asbestos remediation courses. When these courses are entered the DMS automatically changes the status to Pending and sends an email to the Awardee Data Manager and WTP staff.

9. Do I have to send in a justification when a course I enter is given a status of Pending?

You do have to send WTP staff an explanation but soon there will be a new way to give an explanation for pending courses – the Remarks field!

The Remarks field is the last field on the Add/Edit Course Record Form. You can enter your explanation in this field and it will be automatically be included in the email that is sent to you and to WTP staff. No separate email will be needed! You will be notified when this has been put into production via the WT-DMS-USER list serv.

10. Sometimes when I order a report to be displayed in EXCEL all of the data is in one column. How do I fix it so that it displays correctly?

- Highlight the first column of the report (column A).
- Click on Data on the top horizontal menu.
- On the Data menu, select Text to Columns
- When the Text to Columns wizard is displayed, on the first form select ‘delimited’, on the second form select ‘comma’, and on the third form select ‘general’. Then click on Finish.

11. What is the difference between the Progress Report I submit each year to NIH (Form 2590 – Non-competing Continuation Progress Report) and the progress report I upload into the DMS?

The WTP progress report template and the NIH 2590 share many of the same sections but the 2590 Progress Report is uploaded to NIH once each year (by June) and the DMS Progress Report gets uploaded into the DMS

twice (initial and final). The DMS template contains some sections that are unique to WTP. The DMS also has an Admin section for WTP staff that allows them to search progress reports to gather information needed for the Congressional Justification and other reports.

12. Can I edit my Initial Progress Report to create my Final Progress Report?

YES! The Progress Report template has been modified so that the date at the top can be edited. This will allow you to use an existing progress report as the basis for a new progress report.

13. Why do I have to mark data and progress reports complete?

There are two reasons:

- 1) It “locks” the data or progress report ensuring data integrity because, once locked, the data or progress report cannot be changed.
- 2) When projected course data is marked complete, the projected data is automatically written to another table in the database. This projected data provides a historical record of the initial training plans for each training year.