



NIRS Data Cleaning for Accurate Reporting to Federal Funders



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Overview

The guidelines below help Centers/Programs enter and clean their data in AUCD's National Information Reporting System (NIRS) across the Trainees, Projects, Activities, and Products Datasets.

Centers/Programs use this data for federal reporting purposes. UCEDDs submit the Program Performance Report (PPR) to the Office of Intellectual and Developmental Disabilities (OIDD) on July 30 through ACL's Grant Solutions. LEND, LEAH, PPC, and DBP Programs send the performance report to the Maternal and Child Health Bureau (MCHB) / Health Resources and Services Administration (HRSA) via the Electronic Handbook (EHB) each September/October. The guidelines below help Centers/Programs provide clean, accurate data to federal funders.

Note: Images included in this document are from the Test Center and do not contain actual data.

General tips:

In fields that allow text, avoid using language such as 'TBD', 'Update later', or 'Unknown'.

If you have done so, be sure to update those fields with valid data later.

Provide a valid response to all required fields.

For TA support, email NIRS@aucd.org.

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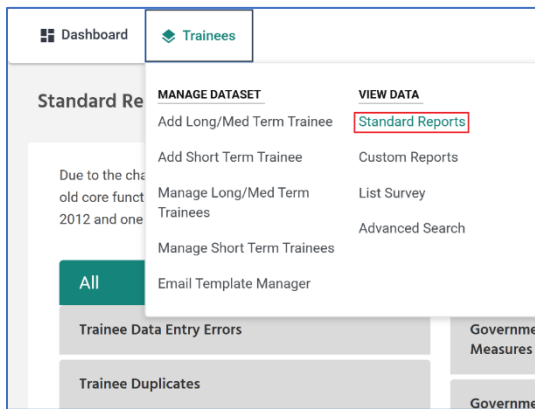
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1.0 Trainees Dataset

1.1 Standard Reports: Trainee Data Entry Errors and Trainee Duplicates

Both reports are found by navigating to Trainee Dataset > Standard Reports > "ALL" column.



Trainee Data Entry Errors: The report lists errors in your trainee records. You should make an effort to resolve each record. To resolve the issue, read the "Missing" column and then click on the record listed in blue under the "total" column. This will take you to the record to edit. Save the page once all corrections have been made. Rerun the "Data Entry Error" standard report in the Trainees Dataset. If successful, the record will no longer be listed.

Trainee Duplicates: Use this standard report to check if a trainee, long/medium-term or short-term, has duplicate records. Click on the trainee's name highlighted in blue to be taken to the trainee's record.

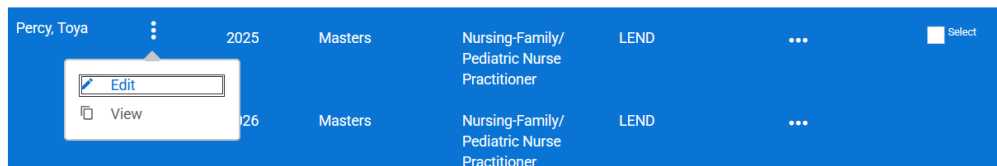
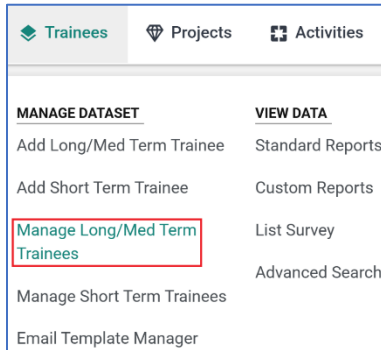
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1.2 Critical fields in Trainee Main record

Trainee Main records are located by navigating to the Trainees Dataset > Manage Long/Medium Term Trainees.



Field	Center/Program Type	Requirements
*Primary Email	UCEDD/LEND LEAH, PPC, and DBP	Primary Emails are reported to MCHB. If a trainee cannot provide an email address or the trainee is deceased, enter the email address of a faculty/staff person or email group from your organization that can be reached regarding that trainee.

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1.3 Critical fields in Trainee Annual record

Name	Year	Program Type	Discipline	LEND
Percy, Toya	2025	Masters	Nursing-Family/ Pediatric Nurse Practitioner	LEND
	2026	Masters	Nursing-Family/ Pediatric Nurse Practitioner	LEND
	2027	Masters	Nursing-Family/ Pediatric Nurse	LEND

Field	Center/Program Type	Requirements
*Degree Program	UCEDD/LEND LEAH, PPC, and DBP	The field is reported to MCHB and OIDD. Provide a valid Degree; avoid NA responses.
*Discipline (option OTHER)	UCEDD/LEND LEAH, PPC, and DBP	Avoid None, TBD, or Unknown responses.
Year Start/Completion Date	UCEDD/LEND LEAH, PPC, and DBP	The correct format for these fields is MM/YYYY Example: 07/2026 The month must have two digits.

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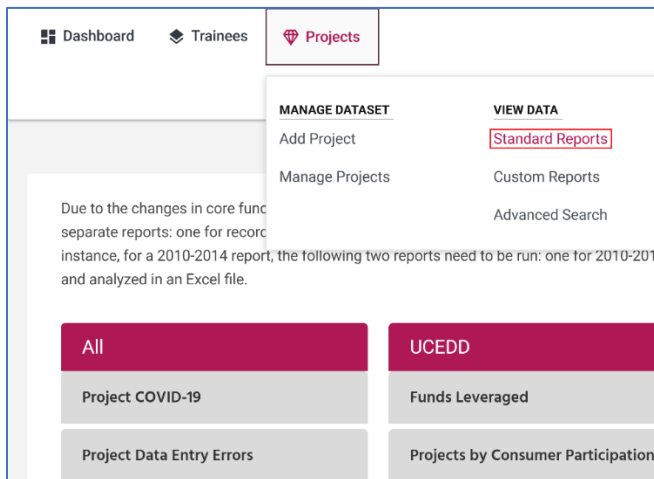
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2.0 Projects Dataset

2.1 Standard Report: Project Data Entry Errors

The report is found by navigating to the Project Dataset > Standard Reports > "ALL" column.



Project Data Entry Errors: The report lists errors in your project records. You should make an effort to resolve each record. To resolve the issue, read the "Missing" column and then click on the record listed in blue under the "total" column. This will take you to the record to edit. Save the page once all corrections have been made. Rerun the "Data Entry Error" standard report in the Projects Dataset. If successful, the record will no longer be listed.

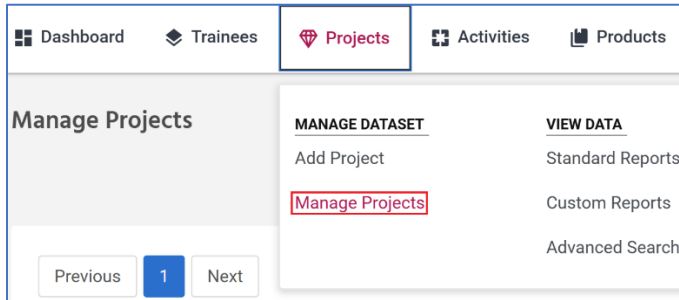
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2.2 Critical fields in the Project record

Project records are located by navigating to the Projects Dataset > Manage Projects.



Field	Center/Program Type	Requirements
*Title of Project	UCEDD/LEND LEAH, PPC, and DBP	All records should have a unique title. Avoid N/A responses.
*Project Description	UCEDD/LEND LEAH, PPC, and DBP	This field is publicly searchable on the NIRS Public Search . Public and government agencies use the NIRS Public Search feature to find collaborators on specific topics or to identify ongoing or completed projects and products across the network. Recommendations: <ul style="list-style-type: none"> • Use plain language to help the public understand your projects. • Include words that help search users find your record.
Contact	UCEDD/LEND LEAH, PPC, and DBP	This field is publicly searchable on the NIRS Public Search. The contact person identified should have an

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		<p>email address that is monitored and be someone from your Center/Program who can answer questions, such as a Project Director or Principal Investigator of the funding source.</p>
<p>*Agencies Collaborating on the Work of the Project</p>	<p>UCEDD/LEND LEAH, PPC, and DBP</p>	<p>Provide a valid name for the column. The agency's name may be supplied in the space provided.</p> <p>The DGIS Partnerships and Collaboration form requests this data.</p>

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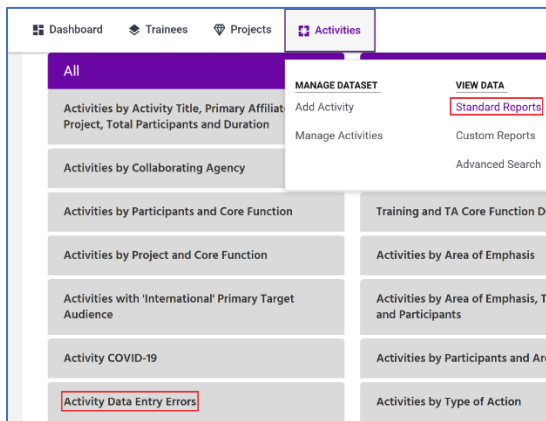
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3.0 Activities Dataset

3.1 Standard Report: Activity Data Entry Errors

The report is found by navigating to the Activities Dataset > Standard Reports > "All" column.



Activity Data Entry Errors: The report lists errors in your activity records. You should make an effort to resolve each record. To resolve the issue, read the "Missing" column and then click on the record listed in blue under the "total" column. This will take you to the record to edit. Save the page once all corrections have been made. Rerun the "Data Entry Error" standard report in the Activities Dataset. If successful, the record will no longer be listed.

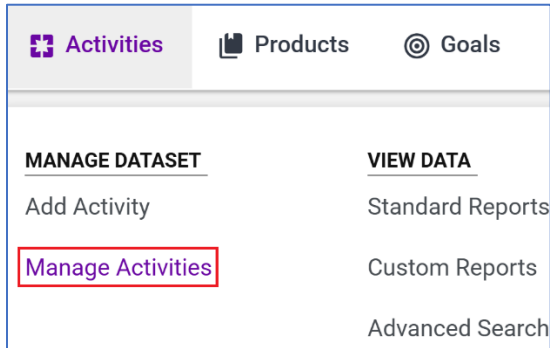
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3.2 Critical fields in the Activity record

Activity records are located by navigating to the Activities Dataset > Manage Activities.



Field	Center/Program Type	Requirements
*Title of Activity	UCEDD/LEND LEAH, PPC, and DBP	All records must have a unique title. Avoid N/A responses.
*Types and Numbers of Participants	UCEDD/LEND LEAH, PPC, and DBP	Ensure that the number of unduplicated participants is provided. Individuals must be counted in only a single category.
*Agencies Collaborating on the Work of the Project	UCEDD/LEND LEAH, PPC, and DBP	Provide a valid name for the column. The agency's name may be supplied in the space provided. The DGIS Partnerships and Collaboration form requests this data.

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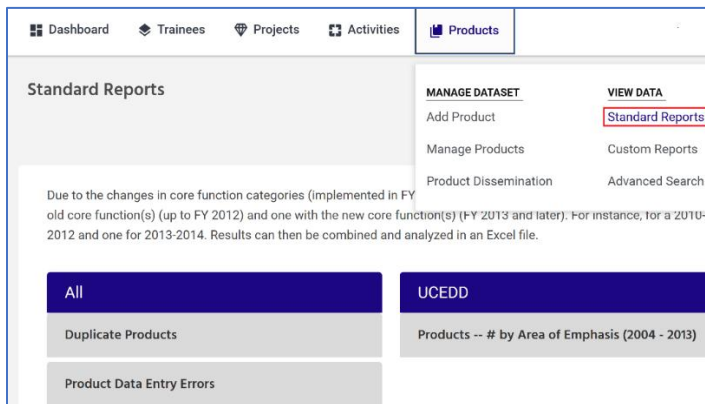
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4.0 Products Dataset

4.1 Standard Reports: Product Data Entry Errors and Duplicate Products

Both reports are found by navigating to the Products Dataset > Standard Reports > "All" column.



Product Data Entry Errors: The report lists errors in your product records. You should make an effort to resolve each record. To resolve the issue, read the "Missing" column and then click on the record listed in blue under the "total" column. This will take you to the record to edit. Save the page once all corrections have been made. Rerun the "Data Entry Error" standard report in the Products Dataset. If successful, the record will no longer be listed.

Duplicate Products: Use this standard report to check whether a product has multiple titles with the same name. Click on the product's name highlighted in blue to be taken to the product record.

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4.2 Critical fields in the Product record

Product records are located by navigating to the Products Dataset > Manage Products.

Products	Goals	Directory
<u>MANAGE DATASET</u>	<u>VIEW DATA</u>	
Add Product	Standard Reports	
Manage Products	Custom Reports	
Product Dissemination	Advanced Search	

Click on the three dots under the "Manage" column to view or edit records.

The Women (UCEDD only)	Book
The world is getting hotter – this is what it is doing to our brains (UCEDD-only)	Academic Course Development
There are record applications for marathons. So why do I hate running? (UCEDD/LEND)	Books or Toolkits

Data in the Product Dataset can be reported for the following material types:

- Academic Course Development
- Book
- Book Chapter
- Conference presentations and posters presented
- Distance learning modules
- Doctoral Dissertation or Master's Thesis
- Newsletters
- Other
- Pamphlets, Brochures, or Fact Sheets
- Peer-reviewed publications in scholarly journals, Published/In Press

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- Peer-reviewed publications in scholarly journals submitted
- Press communications
- Reports and monographs
- Tools or Toolkits
- Web-based products

Field	Center/Program Type	Requirements
*Title Note: the field is used in all material types.	UCEDD/LEND LEAH, PPC, and DBP	The title must be unique. The field is reported to MCHB and OIDD. "N/A" is not recommended as a product title. You might include the date/season/number to the end of the title if it is a sequence of meetings or the topic of a webinar series.
*Authors	UCEDD/LEND LEAH, PPC, and DBP	If the product type includes the "Author" field, please enter the name(s) of the author. This data should be a person's name. Below are examples of <u>incorrect</u> entries: <ol style="list-style-type: none"> "N/A" (and different forms, such as "no," "NA") "None" Center/Program name as an Author

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<p>*To obtain copies (URL or email)</p> <p>(field exists in all Product Material types)</p>	<p>UCEDD/LEND LEAH, PPC, and DBP</p>	<p>The data field must be a valid email address or URL. The field is reported to MCHB.</p> <p>Below are examples of incorrect entries:</p> <ol style="list-style-type: none"> a. "N/A" (and different forms, such as "no," "NA") b. "None" c. "See the author(s)" d. "First/last name" e. any text other than a valid email address or URL (examples, "[Epub ahead of print]") f. "TBD" g. "Unknown"
<p>*Publisher</p>	<p>UCEDD/LEND LEAH, PPC, and DBP</p>	<p>The "Publisher" field is used in the Book and Book Chapter product material type. Publisher's name is required. The field is reported to MCHB.</p> <p>Below are examples of incorrect entries:</p> <ol style="list-style-type: none"> a. "In press" b. "N/A" (and different forms, such as "no," "NA") c. "Unknown" d. "Under review" e. "Peer-reviewed article" f. "Preparation for Submission"

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<p>Brief Description</p>	<p>UCEDD/LEND LEAH, PPC, and DBP</p>	<p>The "Brief Description" field is used in ALL material types in the Products Dataset.</p> <p>The NIRS Public Search on the AUCD website displays the "Brief Description" field of each product and project listed on the search result page. Public and government agencies also use the NIRS Public Search feature to find ongoing or completed projects and products across the network, as well as experts for collaboration.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Use plain language to help the public understand your projects. • Include words that help search users find your record.
<p>Years (*Date of...)</p> <p>Field exists in a different by-product type</p> <ul style="list-style-type: none"> • Date of publication • Date the product was presented • Date the course was created 	<p>UCEDD/LEND LEAH, PPC, and DBP</p>	<p>MCHB PROGRAMS ONLY - For exported data in the current Program Year, MCHB expects to see products created <u>only</u> in the previous and current Fiscal Year (FY)/Program Year (PY).</p>

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<ul style="list-style-type: none"> • Date of presentation • Date the module was developed • Date the product was developed 		
<p>* Article DOI</p>	<p>UCEDD/LEND LEAH, PPC, and DBP</p>	<p>The field is reported to MCHB.</p> <p>The DOI is accepted in the following formats:</p> <p>doi:10.1080/02626667.2018.1560449 https://doi.org/10.1111/hex.12487 https://dx.doi.org/10.1080/02626667.2018.1560449 https://doi.org/10.1016/j.jpsychires.2017.11.014</p> <p>However, this is the preferred format:</p> <p style="text-align: center;">10.xxxx/xxxxx</p>

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