

## INSTRUCTIONS FOR KNOWLEDGE APPLICATION PROGRAM GPRA FORMS

There are several events that you must collect data on, and report on, in your quarterly report. The events covered by the GPRA forms are:

- Meetings
- Trainings
- Technical Assistance
- Products

### When to collect the data:

#### MEETINGS

If the meeting is a recurring or on-going meeting, in that the same participants are expected to be present at each meeting, it is only necessary to collect the MEETING FORM at the end of each meeting

If the meeting is a one-time only meeting, in that the participants are not expected to be at subsequent meetings on the same topic, it is necessary to collect the MEETING FORM at the end of the meeting and 30 days post meeting (MEETING FOLLOW-UP FORM).

#### TRAINING

If the TRAINING is a recurring or on-going TRAINING, in that the same participants are expected to be present at each meeting then it is only necessary to collect the TRAINING FORM at the end of each TRAININGS.

If the TRAINING is a one-time only TRAINING, in that the participants are not expected to be at subsequent TRAININGS on the same topic, it is necessary to collect the TRAINING FORM at the end of the meeting and 30 days post meeting (TRAINING FOLLOW-UP FORM).

#### TECHNICAL ASSISTANCE

If the TECHNICAL ASSISTANCE is a recurring or on-going TECHNICAL ASSISTANCE, in that the same participants are expected to be present at each meeting, it is only necessary to collect the TECHNICAL ASSISTANCE FORM at the end of each TRAININGS.

If the TECHNICAL ASSISTANCE is a one-time only TECHNICAL ASSISTANCE, in that the participants are not expected to be at subsequent TECHNICAL ASSISTANCE on the same topic, it is necessary to collect the TECHNICAL ASSISTANCE FORM at the end of the meeting and 30 days post meeting (TECHNICAL ASSISTANCE FOLLOW-UP FORM).

#### PRODUCTS

If the contractor is disseminating a CSAT product the mailing of the product should include the CSAT PRODUCTS AND MATERIALS SURVEY with a self addressed envelope for mailing back to CSAT.

<b>TYPE OF EVENT</b>	<b>“Immediately following event”</b>	<b>“30 days after event”</b>
<b>MEETINGS</b>		
<i>one-time</i>	MEETING FORM	MEETING FOLLOW-UP FORM
<i>recurring</i>	MEETING FORM (after each meeting)	
<b>TRAINING</b>		
<i>one-time</i>	TRAINING FORM	TRAINING FOLLOW-UP FORM
<i>recurring</i>	TRAINING FORM (after each training)	
<b>TECHNICAL ASSISTANCE</b>		
<i>one-time</i>	TA FORM	TA FOLLOW-UP FORM
<i>recurring</i>	TA FORM (after each TA)	
<b>PRODUCTS</b>		
with product mailings, include (1) NAME OF SURVEY and (2) SSAE directing to CSAT		