

Reporting Requirements by Awardees of the Higher Education Multicultural Scholars (MSP) Grants

Required Reporting	Content	Mechanism/Time line	How to Submit	Recipient of Completed Report
Appointment Form for Scholars	Fill in the data requested in the form	CSREES Form 2010: As soon as student is appointed as a Multicultural Scholar	(i) e-Mail as a .pdf attachment to Program Office OR (ii) Mail to MSP Office OR (iii) Fax to Program Office	<i>Multicultural Scholars Program Office</i> e-Mail: MSP@csrees.usda.gov Mail: 1400 Independence Avenue, S.W. Mail Stop 2251, Washington DC 20250-2251 Fax: 202-720-2030
Exit Form for Scholars	Fill in the data requested in the form	CSREES Form 2010: As soon as student leaves program or is terminated as a Multicultural Scholar	(i) e-Mail as a .pdf attachment to Program Office OR (ii) Mail to MSP Office OR (iii) Fax to Program Office	<i>Multicultural Scholars Program Office</i> e-Mail: MSP@csrees.usda.gov Mail: 1400 Independence Avenue, S.W. Mail Stop 2251, Washington DC 20250-2251 Fax: 202-720-2030
Annual Update Form on - PROGRESS OF EACH SCHOLAR in Training under an MSP Award	Fill in the data requested in the form	CSREES Form 2010: Each year on the anniversary of the appointment of the student as a Multicultural Scholar CSREES Form 2010 - http://www.csrees.usda.gov/funding/all_forms.html .	(i) e-Mail as a .pdf attachment to Program Office OR (ii) Mail to MSP Office OR (iii) Fax to Program Office	<i>Multicultural Scholars Program Office</i> e-Mail: MSP@csrees.usda.gov Mail: 1400 Independence Avenue, S.W. Mail Stop 2251, Washington DC 20250-2251 Fax: 202-720-2030
ANNUAL PROGRESS REPORTING ON AWARD PROJECT MANAGEMENT (NOT ACADEMIC PROGRESS OF THE INDIVIDUAL STUDENT)	Fill in the data in the CRIS web form site describing progress towards achieving goals of funded project; highlight success and report challenges and measures taken to address each; overall progress of training of scholars to impact on workforce.	CRIS Web Forms: The annual project reporting in CRIS is due on the anniversary of the award i.e. each year on the effective date of the award (found on the Notice of Award).	CRIS Web Forms Site http://cwf.uvm.edu/cris/ Accomplishment Report	Current Research Information System (CRIS) From the menu please select: Accomplishments Report Select your state Your participating site is: SERD The password is: teach You will need to enter the agreement number, the investigator last name, and an email address in order to proceed.

Information provided is current as of 3/2008