How to Complete the RSR Recipient Report Using the GCMS

Written Q & A Summary

November 8, 2023

#	Questions	Answers
1.	Can you clarify what EHE funding is?	EHE refers to the Ending the HIV Epidemic Initiative funding stream. You can find out more information on HRSA's EHE Initiative Triannaul Report on the TargetHIV website.
2.	Should we be able to get into the GCMS now or will we not have access until the Recipient Report start date?	Recipients can enter their provider contract and service information in the Grantee Contract Management System (GCMS) year-round. Recipients access the GCMS through their most recent RWHAP Service Report (RSR) submission in the HRSA Electronic Handbooks (EHBs). If you need any assistance with accessing or using the GCMS, please contact RWHAP Data Support by email or phone.
3.	Were there changes made to the GCMS? I attempted to make changes in the GCMS and could not access it like in previous years.	You should be able to access the GCMS to make updates year-round. If for some reason you are not able to do so through your most recent RSR submission, try your most recent RWHAP Program Terms Report (PTR)/Allocations Report submission for that grant. We also encourage you to reach out to RWHAP Data Support if you are running into any issues with the GCMS.
4.	If you are the recipient and also the provider would your organization be listed in the Provider section as well?	A Recipient-Provider, meaning that an organization receives its RWHAP grant funding directly from HAB and provides eligible services with that grant funding, should log into the EHB's using the Applicant/Grantee portal. Because you are both a recipient and a provider, you should see your agency listed under the 'Program Information' section of the Recipient Report along with the services that you are funded to provide. You will be responsible for completing a Recipient Report, and once the RSR Provider Report opens up you will see that listing in your RSR Provider Report inbox. We encourage you to register for the annual Completing the RSR Provider Report webinar in Spring 2024 once the dates are announced via DISQ's RSR Listserv.
5.	Is the timeline for the data submitted January 1, 2023 to December 31, 2023?	Yes. The RSR reporting period always covers a calendar year. The 2023 RSR will include all data from January 1, 2023 to December 31,

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		2023. The target deadline for the RSR is usually the first Monday in March to give people enough time to ensure they are submitting the highest quality data to the HRSA HIV/AIDS Bureau (HAB). The RSR Submission Timeline on TargetHIV covers the due dates in more detail.
6.	For grants that cross calendar years, do we include financial data in the GCMS from the prior FY and the current FY that the RSR is due?	Financial data is primarily reported in the RWHAP Program Terms Report (PTR)/Allocations Report. The RSR is focused on what services are funded and delivered through your provider organization(s).
7.	Is the information presented today referring to a calendar year and not a grant year?	There may be some overlap between your grant period(s) and the dates that the RSR reporting submission covers. For example, a grant may run from mid-2022 to mid-2023, or mid-2023 to mid-2024. This could result in you seeing multiple contracts in the GCMS depending on what the contract periods are. If any contract is covered in the current RSR reporting timeframe, you should include data from that time period in the RSR.