

Common Data Element Repository (CDER) Library,

Release 2.2

Forms Repository

3/12/2018

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1. Purpose

The purpose of this document is to help users understand how to use the Forms Repository function available in the Common Data Element Repository (CDER) Library.

2. Prerequisites

CDER Library is open for all users. However, users with Federal government email addresses (ending with .gov or .mil) are encouraged to sign in using MAX.gov to access additional features. The Information Collection (IC) Builder and the Forms Repository feature are only accessible to MAX.gov account holders. (For MAX.gov login questions, please visit [MAX.gov](https://www.max.gov).)

3. Background

The Common Data Element Repository (CDER) Library is an online searchable repository of Federal government program data elements/terms, definitions, and attributes. The 4 founding principles of the CDER Library are:

1. Provide framework for, and access to, agreed-upon data standards
2. Improve federal financial transparency
3. Promote consistency of Federal financial business elements/terms, definitions, and attributes
4. Assist the Federal government in Paperwork Reduction Act (PRA) processing

4. Forms Repository

The CDER Library's Forms Repository function allows users with Federal government email addresses to upload OMB-approved forms into the repository by using the "Upload Approved Forms" feature. Users can also view all previously uploaded forms specific to their agency by using the "My Agency Uploaded Forms" feature.

4.1 Upload Approved Forms

After signing in with a Federal government email address, users can access the "Upload Approved Forms" feature in CDER Library by selecting "Upload Approved Forms" from the Forms Repository drop-down menu, as illustrated in Figure 1; or by clicking on the "Forms Repository" content box, as illustrated in Figure 2.

Figure 1. Forms Repository Drop-down Menu

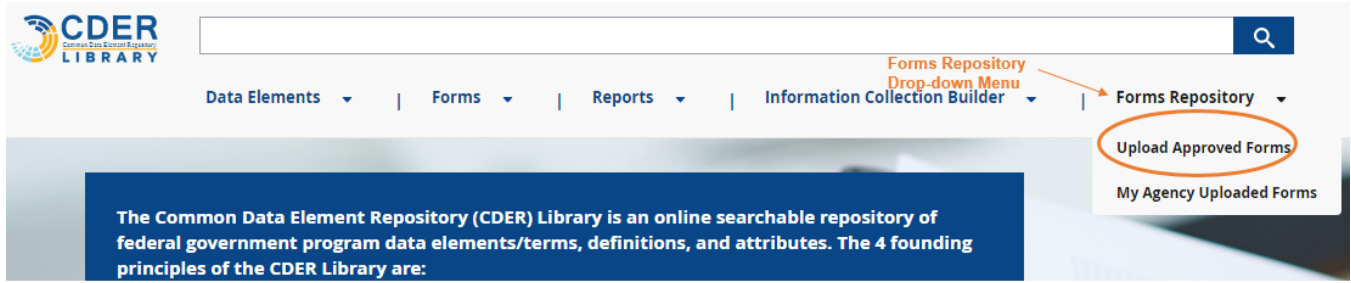
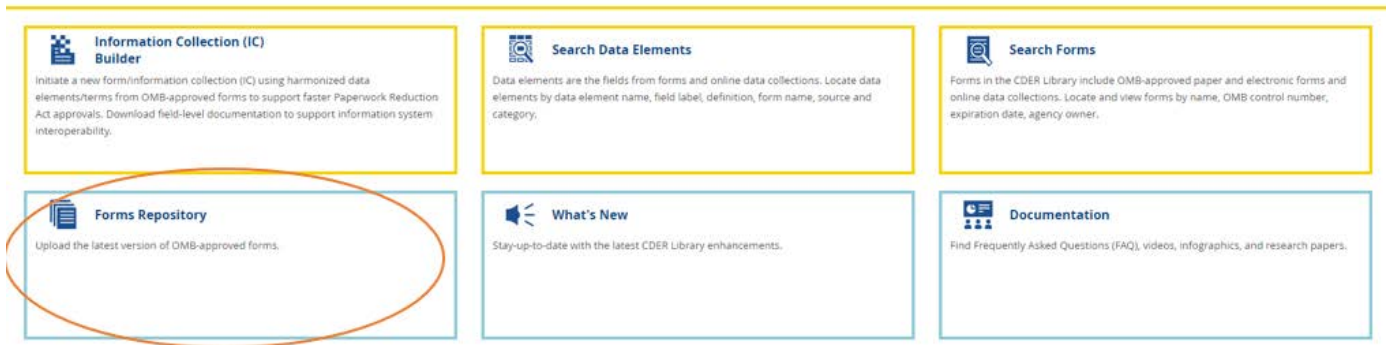


Figure 2. Forms Repository Content Box

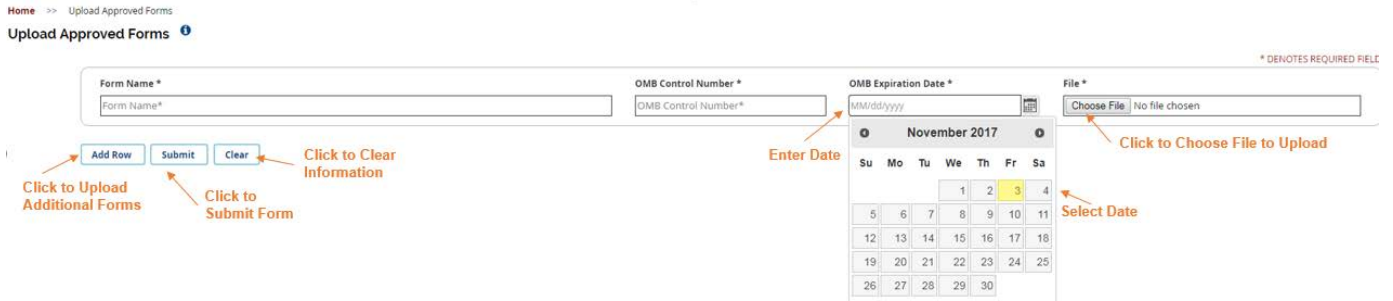


4.1.1 Upload New Forms

After accessing the “Upload Approved Forms” page, users can upload their forms into CDER Library by entering form name, OMB control number, and OMB expiration date in the appropriate text fields, as shown in Figure 3. When entering the OMB expiration date, users can either enter the date manually, using the mm/dd/yyyy format; or use the drop-down calendar to select a date. To upload files, users must click on “Choose File,” and then select a file to upload from their local folder. As indicated by the asterisks, users must populate all four fields before uploading their selected forms to the CDER Library’s form repository.

After entering the form’s name, OMB control number, and OMB expiration date, and uploading the file, users can then select “Add Row” if they wish to upload multiple forms; or “Submit” if they have no additional forms to upload. Users who wish to delete all entered information can select “Clear,” as shown in Figure 3.

Figure 3. Upload Approved Forms Fields



If a user selects “Add Row,” an additional row will appear, as shown in Figure 4. Users can add up to ten rows at one time. If an additional row is no longer necessary, the user can delete the row by clicking on the “x.” If a user selects “Add Row” before completing all required fields, a warning message will pop up, as shown in Figure 5.

Figure 4. Adding Rows

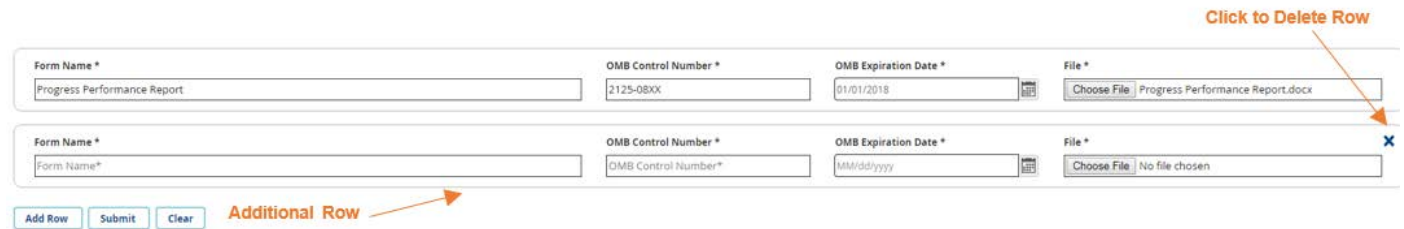
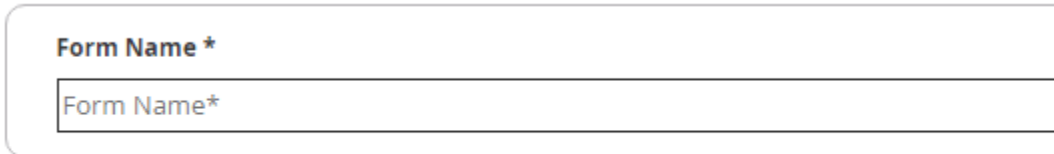


Figure 5. Add Row Warning Message



Please fill the required fields in the current row before adding a new row!

After uploading all forms and selecting “Submit,” users will receive notification that their forms have been successfully uploaded, as shown in Figure 6. If a user attempts to submit a form before the fields are filled, a warning message will pop up next to the first empty field in the row, as shown in Figure 7.

Figure 6. Form Successfully Uploaded Notification

[Home](#) >> [Upload Approved Forms](#)


Upload Approved Forms

Your forms have been successfully uploaded!

Figure 7. Submit Uploaded Form Warning Message

* DENOTES REQUIRED FIELD

| | | | |
|--|--|---|---|
| Form Name * | OMB Control Number * | OMB Expiration Date * | File * |
| <input type="text" value="Test Form"/> | <input type="text" value="OMB Control Number*"/> | <input type="text" value="mm/dd/yyyy"/> | <input type="button" value="Choose File"/> Comment on Word ...d Document.docx |

 Please fill out this field.

4.1.2 Upload Existing Forms Hosted in CDER Library

4.1.2A. Upload Forms from Form Detail Page

Users can also upload forms into CDER Library from the Form Detail page (See Search Functions User Guide), by clicking on the “Upload New Form(s)” hyperlink, as illustrated in Figure 8. By clicking this link, users will be directed to the Upload Approved Forms page.

Figure 8. Upload New Form(s) Hyperlink

Form: SF-425 Federal Financial Report (FFR)

OMB Control Number 4040-0014
OMB Expiration Date 01/31/2019
Form Family
Agency [Grants.gov](#)
External Link 
Upload New Forms Hyperlink  [Upload New Form\(s\)](#)
Form Description This is a standard governmentwide form f
Grant Common Form Yes
Reginfo.gov [Link](#)

On the Upload Approved Forms page, which is accessed through the Form Detail page, the form name, OMB control number, and OMB expiration date are pre-populated, as illustrated in Figure 9. Users can edit the pre-populated information and click “Clear” to delete all pre-populated information. A user

must select “Choose File” to upload a new version of the form. After selecting a file from a local folder, the user must press “Submit” to upload the form into CDER Library. An “add additional rows” feature is not available on this page.

Figure 9. Accessing Upload Approved Forms through Form Detail Page

The screenshot shows a form with four main input fields: Form Name, OMB Control Number, OMB Expiration Date, and File. The Form Name field contains "SF-425 Federal Financial Report (FFR)" and is annotated with "Information Pre-populated". The OMB Control Number field contains "4040-0014". The OMB Expiration Date field contains "01/31/2019". The File field contains "Choose File" and "No file chosen", with an annotation "Click to Upload File" pointing to the "Choose File" button. Below the fields are "Submit" and "Clear" buttons, with an annotation "Click to Submit" pointing to the "Submit" button and "Click to Clear Information" pointing to the "Clear" button. A note in the top right corner states "* DENOTES REQUIRED FIELD".

4.1.2B. Upload Existing Forms in Upload Approved Forms Page

Users can also upload forms that already exist within CDER Library from the Upload Approved Forms page, by using the Form Name drop-down menu, as illustrated in Figure 10. To use this feature, users must access the Upload Approved Forms page from the Forms Repository drop-down menu, illustrated in Figure 1 (page 5); or the Forms Repository Content Box, illustrated in Figure 2 (page 5). The user can type in key words (e.g., “performance report”) to find and select a specific form from the drop-down list, as illustrated in Figure 10. When the user selects the form name from the drop-down menu, the OMB control number and OMB expiration date will pre-populate. The user can then proceed by selecting a file. “Add Row,” “Submit,” and “Clear” options are also available.

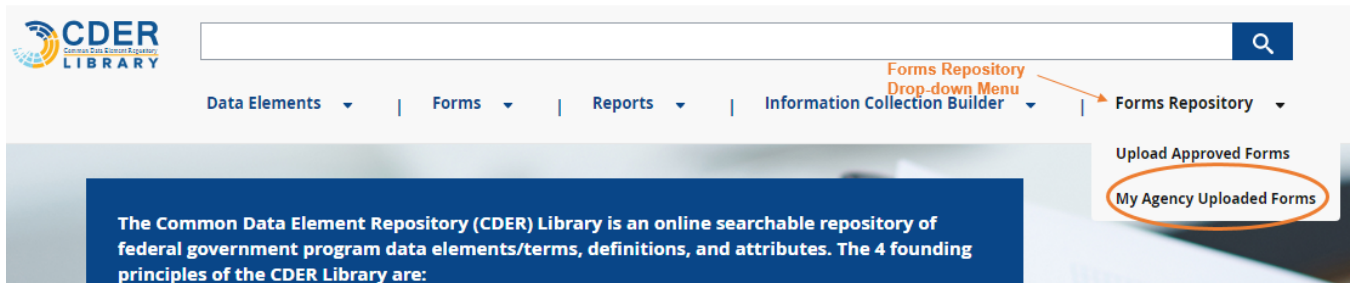
Figure 10. Form Name Drop-down Function

The screenshot shows the "Upload Approved Forms" page. The "Form Name" field is a drop-down menu with "performance report" entered. Below the menu is a list of form names: "ED-524B U.S. Department of Education Grant Performance Report Cover Sheet", "FVPSA State Performance Report (SF-PPR)", "FVPSA Tribal Performance Report (SF-PPR)", "Federal Railroad Administration Grant/Cooperative Agreement Final Performance Report", "Native Employment Works (NEW) Performance Report", "OCSE-157 Annual Performance Report", "ORR-6 Performance Report Schedule A", "ORR-6 Performance Report Schedule B", "ORR-6 Performance Report Schedule C", "ORR-6 Performance Report Schedule D", "State Independent Living Program Annual Performance Report Part I", "State Independent Living Program Annual Performance Report Part II", "State Personal Responsibility Program - Performance Report (SF-PPR)", and "The Protection & Advocacy for Individuals with Mental Illness (PAIMI) Program Annual Program Performance Report (PPR)". The "OMB Control Number" field is empty and annotated with "OMB Control Number*". The "OMB Expiration Date" field contains "mm/dd/yyyy" and is annotated with "mm/dd/yyyy". The "File" field contains "Choose File" and "Comment on Word ...d Document.docx". A note in the top right corner states "* DENOTES REQUIRED FIELD".

4.2 My Agency Uploaded Forms

After signing in with a Federal government email address, a user can access the “My Agency Uploaded Forms” feature in CDER Library by selecting “My Agency Uploaded Forms” from the Forms Repository drop-down menu, as illustrated in Figure 11.

Figure 11. Accessing My Agency Uploaded Forms



4.2.1 Form Table

The My Agency Uploaded Forms page shows all agency-specific OMB-approved forms. As shown in Figure 12, a user can view a table with the form name, the OMB control number, and the OMB expiration date. The user also has the option to download the form by clicking the “Download” button in the Actions column. Users can sort by form name, OMB control number, and OMB expiration date, in ascending or descending order, by clicking on the triangle located next to the column title, as illustrated below.

Figure 12. My Agency Uploaded Forms Page

| Form Name [▲] Click to Change Sort Order | OMB Control Number [^] | OMB Expiration Date [^] | Actions |
|---|---------------------------------|----------------------------------|--------------------------|
| Abstinence Education Program Performance Progress Report (SF-PPR) | 0970-0381 | 01/31/2017 | Download |

4.2.2 Filtering and Searching Forms

CDER Library also allows users to filter their agency’s forms by OMB expiration date range or by name of forms hosted in CDER Library, as illustrated in Figure 13. To filter forms by OMB expiration date range, users can enter a date manually using the mm/dd/yyyy format, or select a date from the drop-down calendar. To begin the filter by OMB expiration date, users must click on “Filter.” Users can also filter forms to view only those hosted in CDER Library by checking the box next to “Forms Currently Hosted in CDER Library,” located on the right side of the screen. To delete the filtering criteria, users can click “Clear.”

Figure 13. Filter My Agency Uploaded Forms

My Agency Uploaded Forms ⓘ

Agency: Department of Health & Human Services

OMB Expiration Date Range: Enter Date Range

to

Forms Currently Hosted in CDER Library

Check to Filter Only Forms in CDER Library

Click to Filter Click to Clear Filter

A user can also search for a specific form by using the search text box located above the Actions column. As the user enters text into the field, exact matches will appear in the search results, as shown in Figure 14.

Figure 14. Search My Agency Uploaded Forms

Enter Text to Search for Form

Showing 1 to 4 of 4 entries (filtered from 14 total entries) Display records Search:

| Form Name ^ | OMB Control Number ^ | OMB Expiration Date ^ | Actions |
|---|----------------------|-----------------------|---|
| Abstinence Education Program Performance Progress Report (SF-PPR) | 0970-0381 | 01/31/2017 | <input type="button" value="Download"/> |
| Abstinence Education Program Performance Progress Report (SF-PPR) | 0970-0381 | 01/31/2017 | <input type="button" value="Download"/> |
| Progress Performance | 2125-06188 | 01/01/2018 | <input type="button" value="Download"/> |
| Progress Performance Report | 2125-08XX | 01/01/2018 | <input type="button" value="Download"/> |

Showing 1 to 4 of 4 entries (filtered from 14 total entries) Display records Search: