

# Ohio Commission on Minority Health



Reference Manual  
Grantee Reporting Forms  
In Adobe Format

December 2002

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## Instructions for Adobe Forms Ohio Commission on Minority Health

Many companies, organizations, and government agencies use Adobe Acrobat to convert their paper forms to PDF forms, which can be accessed via e-mail. If a PDF form includes form fields (for example, text fields, buttons, list boxes), you can complete the form on-screen with an Acrobat product (such as Acrobat, Acrobat Reader, Acrobat Business Tools, or Acrobat Approval).

The attached forms were created using Adobe Acrobat ®. You will need Adobe Reader to access the forms. Adobe Reader is a free program that you can access by going to the following website: [www.adobe.com](http://www.adobe.com)

Adobe® Portable Document Format (PDF) is the open de facto standard for electronic document distribution worldwide. Adobe PDF is a universal file format that preserves all the fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it. Adobe PDF files are compact and can be shared, viewed, navigated, and printed exactly as intended by anyone with free Adobe Acrobat Reader ® software.

Common Problems	Adobe PDF Solutions
Recipients can't open files because they don't have the applications used to create the documents.	Anyone, anywhere can open a PDF file. All you need is free Acrobat Reader software.
Formatting, fonts, and graphics are lost because of platform, software, and version incompatibilities.	PDF files always display exactly as created, regardless of fonts, software, and operating systems.
Documents don't print correctly because of software or printer limitations.	PDF files always print correctly on any printing device.
Documents can't be created for viewing across multiple media, i.e., handheld devices, Web sites, and print.	Tagged PDF preserves a document's visual integrity so it can be viewed on Palm OS® devices, on the Web, or in print.
Content in existing documents can't be repurposed for other uses because of formatting problems.	Content in PDF documents can be saved in Rich Text Format and reused in other applications.
Documents with complex formatting are not accessible to visually impaired readers.	Tagged PDF files contain information on content and structure, which make them accessible with the help of screen readers.

### Description of PDF

PDF is a file format created by Adobe that lets you view and print a file exactly as the author designed it, without needing to have the same application or fonts used to create the file. Since

its introduction in 1993, PDF has become an Internet standard for electronic distribution that faithfully preserves the look and feel of the original document complete with fonts, colors, images, and layout.

Before the PDF file format existed, people exchanging electronic documents needed to have the same application and fonts used to create the documents to see them exactly the way they were designed. Now, you can create PDF files using Adobe Acrobat. (Adobe Acrobat is a different product than Acrobat Reader.

### **Here is an example of a typical use for PDF files:**

- You create a document in any application on a computer that has Adobe Acrobat installed.
- You create a PDF version of your document using Adobe Acrobat.
- You distribute the PDF file. For example, you e-mail it, post it on a Web server, or copy it to a floppy disk or network server.
- Your reader receives the PDF file. For example, the reader receives the file as an attachment via e-mail, downloads it from your Web site, or copies it from a floppy disk or network server to a computer.
- With the free Adobe Acrobat Reader, your reader can view and print the PDF file, which looks and prints exactly as you saw it on your own computer. No additional applications, fonts, or files are needed.

### **The PDF file format offers many advantages, including:**

- PDF files are compressed to produce smaller file sizes, which reduces file transfer time and required storage space.
- PDF files can link to text, graphic, sound, and movie files.
- PDF files can be indexed so that you can easily search their contents.
- PDF files can be duplicated and distributed at a lower cost than paper-based documents.
- PDF files have form features that enable you to create a form, which readers can fill out on-screen and submit electronically.

For more details about the Adobe PDF file format, see Adobe's Web site at [www.adobe.com/products/acrobat/adobepdf.html](http://www.adobe.com/products/acrobat/adobepdf.html).

## **Acrobat Reader 4.0x and 5.0 Capabilities**

- View, navigate, and print PDF forms, including form field data
- Search forms (requires Acrobat Reader with Search)
- Complete fields within a PDF form (cannot save changes to a PDF form)

## **Acrobat Approval 5.x Capabilities**

- View, navigate, and print PDF forms, including form field data
- Search forms
- Complete fields within a PDF form and save the changes
- Export and save PDF forms in Forms Data Format (FDF)
- Easily complete and submit e-forms data from within your Web browser
- Expedite your approval process by applying e-signatures to e-forms
- Add security to an Adobe PDF e-form to prevent anyone from changing it or altering the information
- Use the spell-checking feature to quickly identify misspelled words in an e-form

## **Unable to Save Changes with Acrobat Reader**

Adobe Acrobat Reader 5.0 lets you save a copy of a PDF file to your local hard drive. However, it does not let you save changes you make (such as filling out a form, moving a comment, or so on). To save changes in a PDF file, you must use the full version of Adobe Acrobat.

However, if you use Acrobat Approval, you can export and import the information. You can export the information only and the next time you open the form you can import the information and it would insert the information back in the form.

## **To determine whether a form contains form fields:**

1. Open the form in an Acrobat product.
2. Select the Hand Tool, and then drag it over fields in the PDF form.
3. The form contains form fields if the Hand Tool changes to an I-beam (the Text Select Tool, which you use to enter text in a field) a pointing hand (which you use to select an option)

Note: If you use Acrobat 4.0 or later, you can verify that a form contains form fields by selecting the Form Tool -- Acrobat will then highlight any form fields.

# Troubleshooting Printing Problems in Acrobat for Windows

*Determining the cause of the problem:* Before you can successfully resolve a printing problem, you need to do some detective work to find where the problem occurs. For example, the problem may be due to file corruption in the PDF, a bad network connection, insufficient memory at the printer, or other causes.

## The following are a series of steps you can use to pinpoint the problem

### **Print a different PDF file**

If the file prints correctly, the PDF file that doesn't print correctly may be damaged. Continue troubleshooting.

If the file doesn't print correctly, continue with the next step.

### **Print another type of file**

To test if the problem is with the file or with the printer, print a file from another application (e.g., a text file from Microsoft Word or WordPad). If the file prints correctly, you know the problem isn't system-wide.

If the file doesn't print correctly, the problem is likely to be system-wide and not specific to Acrobat Reader or your PDF files. The problem could be low system resources, insufficient memory on your system or your printer, or a poor connection between your computer and the printer. Continue with the next steps to eliminate some likely causes of the problem.

### **Restart your computer, and then print a PDF file**

If the file prints correctly, your system may have been out of memory or resources.

If the file doesn't print correctly, continue with the next step.

### **Print from another computer**

If the file prints correctly, the computer you first tried to print from may be unable to connect to the printer or the network correctly. Contact your network administrator or consult your network documentation.

If the file doesn't print correctly, continue with the next step.

### **Reset your printer's memory**

Turn your printer off for at least 15 seconds, and then restart it to remove anything that may be cached in the printer's RAM (Random Access Memory). Print the PDF file again. If the file prints, the problem was full printer memory.

If the file doesn't print, continue with the next step.

## Print a PDF file to another printer

If the file prints correctly, the computer you first tried to print from may not be connected to the original printer because of a communication, hardware, or memory problem. Make sure that the printer is turned on and connected properly. Run a self-test on the printer to make sure that it's working correctly. For instructions, see the printer's documentation. You may want to also contact your network administrator for assistance.

If you have problems printing any file from the computer, contact your technical support section or the printer manufacturer. Make sure that the printer is on, and check the physical connections between the printer and the computer -- the solution may be as simple as reconnecting a loose cable.

Also, note any recent changes to the computer system that may affect printing, such as the following:

- updating hardware or software
- adding new hardware or software
- deleting software
- installing or removing fonts
- connecting to a network
- rearranging or cleaning up files on the hard drive

## Introduction to Acrobat Reader

Adobe Acrobat Reader is free software that lets you view and print Adobe Portable Document Format (PDF) files. With Acrobat Reader, you can also fill in Adobe PDF forms.

## Description of Adobe Acrobat Reader

Acrobat Reader enables you to view and print PDF files, but that is just a small part of what you can do with PDF. To create and enhance PDF files, you must use Adobe Acrobat (the full version).

## Obtaining Acrobat Reader

You can download a free copy of Acrobat Reader from the following Web sites:

Location	URL
Adobe	<a href="http://www.adobe.com/products/acrobat/readstep.html">www.adobe.com/products/acrobat/readstep.html</a>
Ohio Commission on Minority Health	<a href="http://www.state.oh.us/mih">www.state.oh.us/mih</a>

## Using Acrobat Reader

After installing Acrobat Reader, double-click a PDF file to start Acrobat Reader and view the file. Or you can start Acrobat Reader first, then choose File > Open to view a PDF file.

### Acrobat Approval

Acrobat Approval is a limited version of Acrobat. If you can fill a form in Reader, Approval will let you EXPORT the form data and later IMPORT it.

Approval does not allow you to fill in a form that is not already fillable. Approval does not allow you to edit PDF file contents.

## Opening PDF documents

You can open a PDF document from your e-mail application, from your file system, or by choosing File > Open in Acrobat Reader. The appearance of the PDF document depends on how its creator set up the document. For example, a document might open to a particular page number or at a particular magnification.

Upon receiving the grantee forms you can either highlight the icon and do a “mouse right click” and “save as” or you can double click the file and open and do a “save as”.

### To open a PDF document from within Acrobat Reader:

Do one of the following:

- Choose File > Open. In the Open dialog box, select one or more filenames, and click Open. PDF documents usually have the extension .pdf.
- Choose the document’s filename from the File menu. The menu lists the most recently opened PDF documents.

If a document is set to open in Full Screen view, the toolbar, command bar, menu bar, and window controls are not visible. You can exit Full Screen view by pressing the Esc key, if your preferences are set this way, or by pressing Ctrl+L (Windows) or Command+L (Mac OS

### To open a PDF document from outside Acrobat Reader:

Do one of the following:

- Double-click the file icon in your file system.
- Open the PDF from an e-mail application.

## Adjusting the view of PDF documents

You can change the magnification level of a PDF document and set a page layout that determines whether you'll see one page at a time or a continuous flow of pages. Magnifying and reducing the view. If you need to magnify a page to a size larger than the window, use the hand tool to move the page around so that you can view all the areas of it. Moving a PDF page with the hand tool is like moving a piece of paper on a desk with your hand. The minimum and maximum zoom levels available depend on the current page size.

### **To increase magnification:**

Do one of the following:

- Select the zoom in tool , and click the page.
- Select the zoom in tool, and drag to draw a rectangle around the area to magnify.
- Click the Zoom In button in the viewing toolbar, and click the page.

### **To decrease magnification:**

Do one of the following:

- Select the zoom out tool , and click the page.
- Select the zoom out tool, and drag to draw a rectangle the size you want the reduced page to be.

## Saving PDF documents

You can save a copy of the original PDF document with a different filename or to a different location. However, you cannot save any data or comments you've added to the document.

### **To save a copy of the original PDF document:**

Choose File > Save As, specify the filename and location, and then click Save. The original PDF document is saved.

## Exporting and importing form data

If you have Acrobat Approval, you can export the form data to a separate file. Exporting form data lets you save the existing data, which you can then save, send via e-mail or the Internet. You can also import data from the exported file into another form, if that form has fields with the same names.

You can save the form data in Forms Data Format (FDF) or in XFDF (XML-based FDF files). The exported file will be considerably smaller than the original PDF file. A smaller file is preferable for archiving or sharing data electronically.

**Note: you must have Acrobat Approval or the full version of Acrobat to do the following**

### **To export form data to a file:**

- Open the PDF form and fill it out.

- Choose File > Export > Form Data. (If this option is dimmed, you do not have rights to export form data.)
- Specify a location and filename, and then click Save.

**To import form data from a file:**

- Open the PDF form.
- Choose File > Import > Form Data. (If this option is dimmed, you do not have rights to import form data.)
- Select a file, and click Select.

*Note: If you import form data from a form that does not match the form you are importing into, only the form fields that match are updated, and those that do not match are ignored. Existing text in text form fields is replaced if you import data to those fields.*

## Frequently Asked Questions

This section includes answers to frequently asked questions for Acrobat Reader. If you can't find what you're looking for, browse through this Help file, or go to the Adobe Web site ([www.adobe.com](http://www.adobe.com)).

### I have a PDF form. How do I . . .

#### Fill in a PDF Form

If you have Acrobat Reader you can fill in a form provided it has been made "fillable". Just move the cursor over the form and it will turn in an "I-beam" where you can click, then type.

A form is fillable if the creator of the form prepared it specially using Acrobat. You can only tell the difference by trying to fill in the form by selecting the "Hand Tool" and clicking on the form. If it doesn't change to a blinking cursor and allow you to fill it, then it is not fillable.

All forms created by the Ohio Commission on Minority Health were created to be fillable. You still need to print a hard copy and sign and mail to the Commission. Since you cannot save the information remember to print first before closing the file. Also, it would be a good idea to print a hard copy and then fill in the information to be put on the fillable form as you cannot open the document and type some information and close and open later to finish filling the form out. The information cannot be saved if you only have Acrobat Reader.

#### Save a PDF form that has been filled in

In order to save a form that you have filled in, you must have the full Acrobat product (which costs around \$249) or Acrobat Approval (which costs about \$39) which can save a filled in form and re-open it later.

### How do I convert a PDF file to Word, WordPerfect, or any other type of file format?

Basically, you can't. The PDF file format was designed to be a final format so that it cannot be easily messed with.

The text in my PDF appears normal on the screen, but when I print it out, all of the words are running together with no spaces, or letters/words are dropping out.

OR

The text in my PDF document looks terrible on my screen. All the words run together, or there are spaces within words, or text seems to be disappearing, but when I print the document, everything appears to be fine.

If your text looks good on the screen, but not when you print, it is most likely the printer driver. Updated printer drivers are usually available from the printer manufacturer's website. If you have tried updating your printer driver with no success you can use "Print as Image" in Acrobat's

print dialog box before printing. This will send pixel data to the printer and will print much slower, but should print correctly.

If your print looks bad on the screen, but prints normally, it is most likely your video card driver. Updated video drivers are usually available from your computer or video card manufacturer's website.

### **Several buttons on the toolbar and some menu commands are dimmed or grayed out. How can I make them available?**

If menu commands are dimmed that means they are not available in Acrobat Reader.

The author of the PDF document can also set restrictions that will prevent you from using certain features. For example, the Cut, Copy, and Paste commands may be dimmed because the creator of the PDF document set restrictions against copying text.

### **Why can't I fill out a form online?**

To fill out a PDF form electronically, the creator of the PDF document must use the appropriate tools when setting up the form fields in Adobe Acrobat 5.0. Contact the creator of the PDF document.

### **Why doesn't the text in my PDF document print the way it looks on the screen?**

Some fonts cannot be downloaded to a printer, either because the font is a bitmap or because embedding of the font is restricted in that document. In these cases, a substitute font is used for printing, and the printed output may not match the screen display exactly. Try printing to a different printer, or ask the creator of the PDF document to send you a version of the PDF document with appropriately embedded fonts.

### **Why can't I print my PDF document?**

First, check to see if you can print another PDF document. If you can print another PDF document, the PDF document you cannot print may be damaged—contact its author. Alternatively, the PDF document creator may have restricted document access so that it cannot be printed. Choose File > Document Security, and check to see if printing is allowed. If you cannot print any document from Acrobat Reader, try printing from another application. For more information on troubleshooting printing problems, see the Adobe Web site.

### **Where can I get additional troubleshooting help?**

The Adobe Web site includes a knowledge base for all Adobe products. Go to the following Web site: [www.adobe.com/support/main.html](http://www.adobe.com/support/main.html) Click the Support by Product link, and then click Acrobat Reader, or click a different Adobe product.

### **Printing, Saving, and Working with PDF documents**

When you open a PDF document in Acrobat Reader, you can do much more than merely

read the contents. You can print all or part of the PDF document, save it, send it via e-mail, and get information about the document.

### **Printing PDF documents**

You can specify a range of pages to print in the Print dialog box. In addition, you can specify nonadjacent pages (such as 1, 3, and 9) or a particular page area to print before you open the Print dialog box.

#### **To print a PDF document:**

- To select nonadjacent pages or to specify a print area, do either of the following before you open the Print dialog box:
- To select pages to print, click thumbnails in the Thumbnails palette. You can Ctrl-click (Windows) or Command-click (Mac OS) thumbnails to select nonadjacent pages.
- To select an area on a page to print, select the graphics select tool , and drag on the page to select the area you want to print.

Use File > Page Setup to set general printing options. The available options will vary with different printers and drivers. See your printer driver documentation for details.

Choose File > Print.

Specify the printer, page range, number of copies, and other options (see “Print options” on page 15), and click OK.

### **Shrink Oversized Pages to Paper Size**

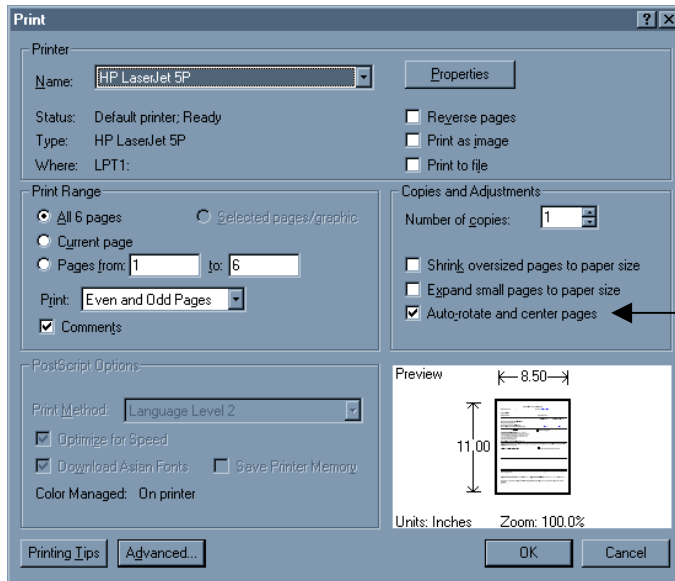
Reduces the PDF file to fit the paper size specified in the printer properties. “Expand small pages to paper size” enlarges the PDF file to fit the paper size specified in the printer properties.

### **Auto-Rotate and Center Pages**

Adjusts the PDF file’s orientation to match that specified in the printer properties. Make sure this is checked as some of the forms may be portrait and landscape. This will ensure that it prints exactly as it is on the screen.

### **Print As Image**

Prints the pages as bitmap images. You may want to print pages as images if normal printing does not produce the desired results.



This will ensure that documents that have landscape and portrait pages will print correctly.

## Using online Help

Adobe Acrobat Reader ® 5.1 software includes complete documentation in an accessible PDF-based help system. The help system—a PDF document—includes information on the Acrobat Reader tools, commands, and features for both Microsoft Windows ® and Mac OS systems.

# Form Specific Instructions

The Ohio Commission on Minority Health

## **Forms for Grantees**

MIH 0015 Quarterly Report

MIH 0014 Reconciliation of Project Financial Activity

MIH 0010 Project Budget Revision

MIH 0007 Final Program Report

MIH 0006 Final Report for Minority Health Month

Revised Original Budget

The following forms are to be used by Commission grantees. These forms are in PDF format and you will need Adobe Reader to access them. If you do not have Adobe Reader you may go to the Commission website at [www.state.oh.us/mih](http://www.state.oh.us/mih) or <http://www.adobe.com/products/acrobat/readstep.html>.

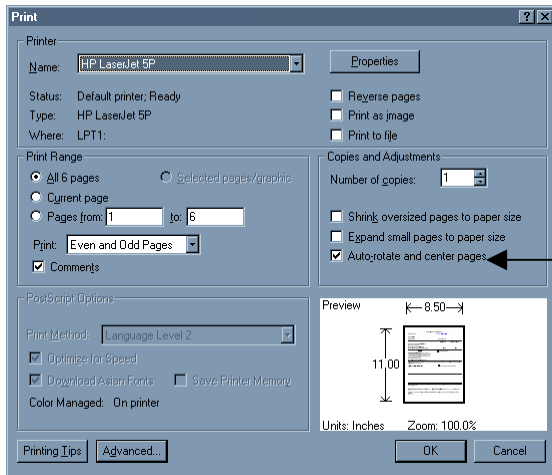
When filling in the forms you need to tab to the field or you can move your mouse to the field you want. Fields that need to be calculated or totaled will do so automatically. You will still need to check your totals as the Commission is not liable for incorrect totals.

If there is more than one place on the form that has the same information, it will be automatically filled in throughout the form. For instance, Agency Name, everywhere there is a place for agency name the field will automatically be filled in for you.

Phone numbers and dates are automatically formatted. You must include four digits for the year.

There are certain line limitations in each form. Those limitations will be listed under each section individually. If you need more lines you will need to submit a separate sheet of paper. When filling in a line that allows for two lines of text, hit enter to fill in second line then tab to go to the next field.

When you are done with the form do a "save as" and keep a copy on your computer. When you print make sure the following items are checked:



This will ensure that documents that have landscape and portrait pages will print correctly.

**Please Note: This is the first time these forms have been used. If you have any concerns or problems call the office at (614) 466-4000.**

MIH 0015  
QUARTERLY REPORT  
PROGRAM SECTION

**APPENDIX A**

This report is due 15 days after the end of the quarter. The due dates for July 1, 2002 through June 30, 2003 are:

First Quarter	July 1 – September 30, 2002	October 15, 2002
Second Quarter	October 1 – December 31, 2002	January 15, 2003
Third Quarter	January 1 – March 31, 2003	April 15, 2003
Fourth Quarter	April 1 – June 30, 2003	July 15, 2003

The Program and Fiscal section of the report are to be submitted together.

On the first page is a drop down menu for you to choose which quarter this report is for. The date fields are automatically formatted for the 1/01/01 format. You can type the date however you want and it will automatically convert to the previous format mentioned above.

MIH 0015  
QUARTERLY REPORT  
FISCAL SECTION

**APPENDIX A**

This report is due 15 days after the end of the quarter. The due dates for July 1, 2002 through June 30, 2003 are:

First Quarter	July 1 – September 30, 2002	October 15, 2002
Second Quarter	October 1 – December 31, 2002	January 15, 2003
Third Quarter	January 1 – March 31, 2003	April 15, 2003
Fourth Quarter	April 1 – June 30, 2003	July 15, 2003

The Program and Fiscal section of the report are to be submitted together.

MIH 0014  
RECONCILIATION OF PROJECT FINANCIAL ACTIVITY

**APPENDIX B**

Lines D, F, H & I are automatically calculated for you.

The dollar amounts are formatted so that you only have to put whole dollar amounts. If there are dollars and cents, you will need to fill in the exact amount.

There is a drop down menu for you to indicate that number of budget revision this is.

The first two tables are calculated for you. Be sure to check totals.

When filling in dollar amounts you only need to input the whole dollar amount. The (\$) sign will automatically be filled in as well as the cents. If it is an amount that has cents you will need to fill that in as normal, i.e., \$164.29.

When filling in the third column, % of time on project, you will need to put a decimal point in front of the amount. For example, .50 will be 50%. The only difference is when doing 100% you will need to input 1.0. Column VII is automatically calculated to total the information in columns IV & VI.

### **Section I**

There are two sheets for goals. The first sheet has space for two goals with 12 lines each. The second sheet has space for three goals, 12 lines in each of the first two and 9 lines for the third goal.

This is to be used to correct the budget that was submitted with the original grant application. After that, a budget revision will be required to modify/change the budget.

When filling in dollar amounts you only need to input the whole dollar amount. The (\$) sign will automatically be filled in as well as the cents. If it is an amount that has cents you will need to fill that in as normal, i.e., \$164.29.

When filling in the third column, % of time on project, you will need to put a decimal point in front of the amount. For example, .50 will be 50%. The only difference is when doing 100% you will need to input 1.0.

Grant Management  
**IMPORTANT DATES**  
July 1 - June 30, 2003

**QUARTERLY REPORT**

**First Quarter July 1 - September 30, 2002**

Budget Revision	September 15, 2002
Special Conditions Responses Due	
SLE	September 16, 2002
MIH & HPT	September 27, 2002
Minority Health Month Plans due	September 30, 2002

**Second Quarter October 1 - December 31, 2002**

Budget Revision	November 15, 2002
Lupus Awareness reports due	November 15, 2002
<b>1<sup>st</sup> Quarterly Report due</b>	<b>October 15, 2002</b>
Site Visits	November 30, 2002
Lupus Awareness Month Activities	October 1-31, 2002

**Third Quarter January 1 – March 31, 2003**

<b>2<sup>nd</sup> Quarter Report Due</b>	<b>January 15, 2003</b>
Budget Revision	February 15, 2003
Site Visit	February 2003
Reconciliation Report due	March 15, 2003

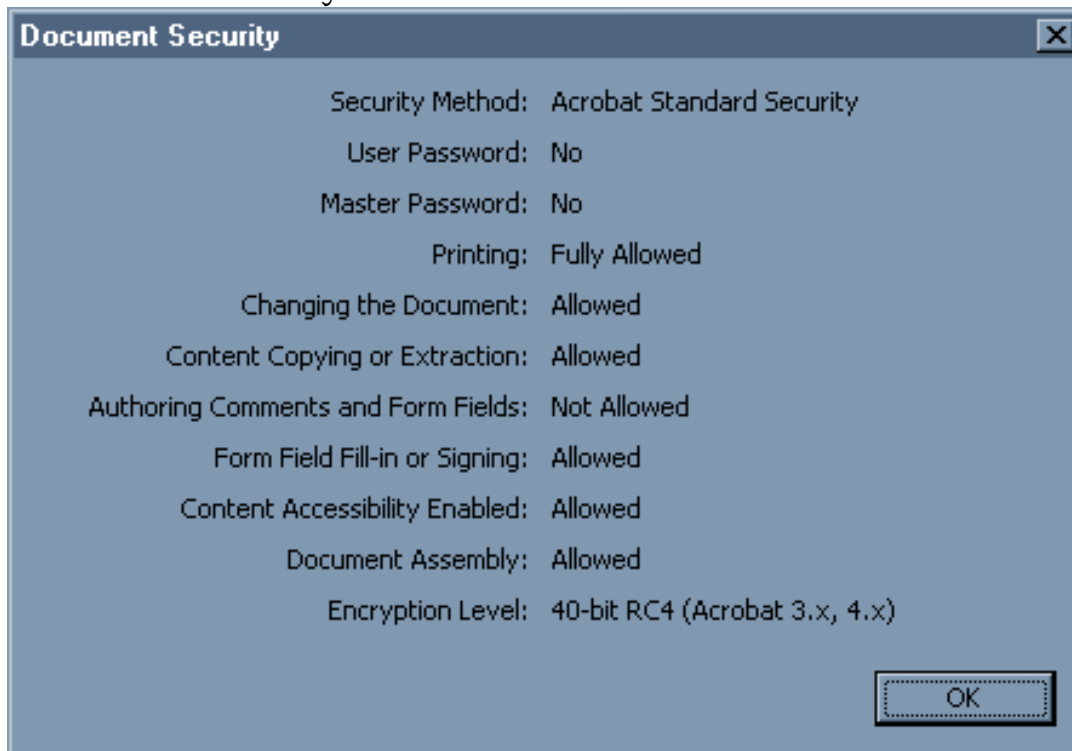
**Fourth Quarter April 1 – June 30, 2003**

<b>3<sup>rd</sup> Quarter Report Due</b>	<b>April 15, 2003</b>
Budget Revision	April 15, 2003
MHM Final Report Due	May 15, 2003
<b>4<sup>th</sup> Quarterly Report Due</b>	<b>July 15, 2003</b>

*Additional operating reports*

Final Report due	August 15, 2003
Evaluation Report due	August 15, 2003
Audit due for Demonstration grants	October 31, 2003

## Document Security:



## Document Open Options:

