

Setting and Submitting Annual Goals in SPARS: Checklist for Campus Suicide Prevention Program Grantees

Part I. Annual Goals

The purpose of setting Annual Goals is to quantify what you are planning to accomplish with your grant. An Annual Goal is simply the number of Infrastructure Development, Prevention, or Mental Health Promotion (IPP) activities that you plan to achieve each year. You will set Annual Goals for each required IPP indicator per Federal Fiscal Year (FFY) of the Campus Suicide Prevention Program's 3-year grant period. An FFY begins on October 1 of a calendar year and ends on September 30 of the next calendar year (e.g., FFY 2021 is October 1, 2020–September 30, 2021).

Annual Goals should be

- Set for each IPP indicator: Workforce Development (WD2), Partnership/Collaborations (PC2), Types/Targets of Practices (T3), Awareness (AW1), and Training (TR1).
- Consistent with those goals outlined in your application; do not add new goals without first consulting your Government Project Officer.
- Realistic, attainable, tied to your work plan, and aligned with your budget.
- *The best estimate* of what you reasonably plan to accomplish in each year of your grant.

- STEP 1. Calculate your Annual Goals based on the following:**
- Review the stated goals/objectives **in the program approach section of your application.** What are you planning to do and achieve?
 - Review the definitions of the five required indicators:
 - WD2:** The number of people in the mental health and related workforce trained in mental health–related practices/activities that are consistent with the goals of the grant.
 - PC2:** The number of organizations collaborating, coordinating, or sharing resources with other organizations as a result of the grant.
 - T3:** The number of people receiving evidence-based, mental health–related services as a result of the grant.
 - AW1:** The number of individuals exposed to mental health awareness messages.
 - TR1:** The number of individuals who have received training in prevention or mental health promotion.
 - Identify which indicators align with the stated goals and objectives of your project.
 - For each applicable indicator, calculate the number of planned activities for **each year of the grant.**

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- STEP 2. Enter an Annual Performance Goal (a numerical value) for each indicator for each grant year (Year 1, Year 2, and Year 3).**
 - For WD2, enter the number of people (in the mental health and related workforce) that you plan to train in specific mental health–related practices.
 - For PC2, enter the number of organizations that will collaborate, coordinate, or share resources with other organizations as a result of the grant.
 - For T3, enter the number of people that will receive evidence-based, mental health–related services.



Categories & Indicators	(11/30/2018 - 11/29/2019)	(11/30/2019 - 11/29/2020)	(11/30/2020 - 11/29/2021)		
Workforce Development					
WD2 - The <u>number of people</u> in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Partnership/Collaboration					
PC2 - The <u>number of organizations</u> collaborating/coordinates/sharing resources with other organizations as a result of the grant.	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Types/Targets of Practices					
T3 - The <u>number of people</u> receiving evidence-based mental health-related services as a result of the grant.	<input type="text"/>	<input type="text"/>	<input type="text"/>		

- For AW1, enter the number of individuals that your project plans to reach through mental health awareness messages.
- For TR1, enter the number of individuals (non–mental health professionals) that you plan to train in prevention or mental health promotion.

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Categories & Indicators	(11/30/2018 - 11/29/2019)	(11/30/2019 - 11/29/2020)	(11/30/2020 - 11/29/2021)		
Awareness					
AW1 - The <u>number of individuals</u> exposed to mental health awareness messages.	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Training					
TR1 - The <u>number of individuals</u> who have received training in prevention or mental health promotion.	<input type="text"/>	<input type="text"/>	<input type="text"/>		

- For indicators with no planned goals for a given grant year, enter a goal of zero (0). A cell that is left blank is interpreted as missing data; in the SPARS, there are no negative consequences of having a goal of zero for a particular indicator.

- STEP 3. Click the “Save” button to save your work and complete it later.**

Infrastructure Indicators

Home > Data Entry > Annual Goals > Infrastructure Indicators Print | Cancel **Save** Previous Next

- ▶ My Grants
- ▶ Admin
- ▶ Data Entry
- ▼ Annual Goals
- Services
- ▶ IPP


Infrastructure Indicators
(OMB Number: 0930-0285; Expiration Date: 02/28/2022)

Instructions:
For your current grant year and all future grant years, please enter a goal for each Indicator that you will collect during the grant performance period. Once complete, please select “Save” to save the data then “Next” to go to the next screen.

Previous Year

Current Year

Next Year



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- STEP 4. Click “Submit For Approval” on the Summary/Approval page if your information is complete and you are ready to submit for review and approval.** Once submitted, your government project officer (GPO) will receive a notification to review the information that you submitted. You will then receive an email when the GPO agrees or disagrees with the Annual Goals information that you submitted.

Grantee Approval/Submission

Home > Data Entry > Annual Goals > Grantee Approval/Submission

Print | Cancel | Save | Previous | Next

Grant #: SM6

Save And Quit Submit For Approval

Summary/Approval

(OMB Number: 0930-0285; Expiration Date: 02/28/2022)

Instructions:

Please review your Goals data. Select one of the following:

- "Cancel" to cancel out of your data entry. (Changes will not be saved)
- "Previous" to go back to previous sections to make any changes.
- "Save and Quit" to save your data and exit the Annual Goals form. (Note: data will not be submitted for approval until "Submit for Approval" button is selected.)
- "Submit for Approval" to submit your data for your GPO to approve. Please note, once you select "Submit for Approval", the form will be locked. If you need to unlock the form, please contact the SPARS Help Desk.

For more information, please refer to the *Annual Goals Information Guide for Grantees*, which is available in the [SPARS Resource Library](#).