



Frequently Asked Questions

4-in-1 Grant Program Standard Quarterly Report Form

A list of frequently asked questions (FAQs) was compiled to help grantees begin using the new 4-in-1 quarterly reporting form. FAQs pertain to the latest revised form - June 2022.

Accessing and Using the Form

Q1. Where can I get a copy of the quarterly report form?

A The quarterly report form revised June 2022 (see page 6 of form) can be accessed for download by visiting the [4-in-1 Grant Program](#) page of the Indian Health Service (IHS) website

When you click on the link to access the quarterly report form, the form will automatically open in your web browser. You **must** download and save a copy of the form to your computer before filling in your program information.

Once downloaded, open the form in Adobe, fill in your program details, and save with the appropriate naming convention (e.g., AbcHealthCenter_Q3_2022).

Q2. When do we begin using the quarterly report form?

A The IHS, Office of Urban Indian Health Programs (OUIHP) provides the quarterly report form as a fillable PDF for submission of required 4-in-1 grant reporting information. Grantees can begin using the form immediately.

Q3. Will 4-in-1 quarterly reports replace all reporting requirements?

A No. This report does not replace the reporting required for the GPRA and the National Immunization Reporting System. Grantees are still required to submit those reports separately, including quarterly financial reports.

Q4. Why am I not able to edit the fillable PDF? Why is my form not working?

A Grantees need to have Adobe Acrobat to use the form. Adobe Acrobat must be installed on your computer for the new quarterly report form to function correctly. The free download of Adobe Acrobat can be accessed at <https://get.adobe.com/reader/>.

Q5. Are webinar trainings about the quarterly report form available?

A Yes, they can be accessed webinar trainings on the [4-in-1 Grant Program](#) page of the IHS OUIHP website.

Entering Content into the Form

Q6. We have different people working in the four program areas. Does reporting for all four programs go on the same report form?

A Yes. This form is a collaborative effort and will need coordination across the four program areas. Grantees should determine the best approach to completing the information for each site.

Q7. Does the cumulative percentage for each program have to equal 100%? If all four programs are performing as they should, should the percentages always be 25%?

A Under Section B, B1, B2, B3 and B4, the total of the four program areas should always equal 100%. The percentage within each area can be calculated to reflect the time and effort spent during the quarter. For example, if immunization rates are higher during the fall quarter, grantees could indicate 70% as the percentage effort for this area and 10% percent for each of the remaining three areas.

Q8. What do we put in the "target" and "actual" boxes under section B, Progress Toward Objectives?

A In the "target" box, enter your annual target number for each objective. In the "actual" box, enter the number that you have completed toward the objective for the quarter. In both the "target" and "actual" boxes, you can now enter numbers up to six digits. The "actual" should be the cumulative amount achieved at the end of the quarter to date and should increase from the previous quarterly report or stay the same, if there were no increases.

Q9. Is there a character limit within the fillable PDF reporting form?

A Yes. Each text box has a character limit. Please be concise and remember that if your text exceeds the character limit, you can add your additional details in section D2 of the reporting form.

Q10. I have supplemental materials. How do I include these materials with my reporting form?

A Grantees can submit supplemental materials, including websites, online videos, and online photos with your quarterly report form by including links in the fillable text boxes. Additional documents to supplement your quarterly report can be combined into one separate PDF document with the appropriate naming convention (e.g., AbcHealthCenter_Q3_2022_Supplement). Your quarterly report and supplement file must be submitted as an attachment in GrantSolutions.

To combine all supplemental materials into one separate PDF document **using Adobe Acrobat Pro**, follow the instructions listed below:

1. From the tools panel in Adobe, select “Combine Files.”
2. Select “add files.”
3. You can either drag and drop files in or you can select the files from a folder.
4. Once the files are selected, they should appear on the adobe page. Select “combine” on the top right hand of the page.
5. Now your files should be in a binder. To save combined documents that are now in the binder go to “file” and select “save”
6. Be sure to follow the same naming convention but add “supplement” at the end. For example, abcHealthCenter_Q4_2021_supplements.
7. Then upload the reporting form and the supplement document separately into GrantSolutions.

To combine all supplemental materials into one separate PDF document using if you **do not have Adobe Acrobat Pro**, follow the instructions listed below:

1. Click on the following link:
<https://www.adobe.com/acrobat/online/merge-pdf.html#:~:text=the%20drop%20zone.,Select%20the%20files%20you%20want%20to%20merge%20using%20the%20Acrobat,Download%20the%20merged%20PDF.>
2. To combine files, click on “Select Files”
3. Select all the files you wish to combine.
4. Once all files are loaded, select “combine or merge.”
5. Once combined, select “Download” to view your combined files.
6. Next, under “file” select “save as” and be sure to follow the file naming convention by adding “supplement” at the end. For example, “abcHealthCenter_Q4_2021_supplements.”
7. Once saved, upload the reporting form and the supplement document separately into GrantSolutions.

Q11. Will we still need to submit an unmet needs and recommendations report?

A No. A separate unmet needs and recommendations report form is no longer available because it has been integrated into the standard quarterly reporting form. Grantees will still need to provide information about unmet needs and any recommendations in your quarterly reports. Please document unmet needs on page 2, Section A2 of the quarterly report form. Please document your recommendations on page 2, Section A3 of the quarterly report.

Q12. What if we need help filling out the quarterly report or require specific instructions for a certain section?

A Each grantee can request technical assistance (TA) from the contractor, Kauffman and Associates (KAI) team. All TA requests must be submitted online via [the 4-in-1 TA request form](#). Upon receipt of your TA request, the KAI team will work with you to determine the best method of assistance—i.e., email, phone, or video conference.

Submitting the Form

Q13. When are 4-in-1 grant quarterly reports due?

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4-in-1 Reporting Schedule	4-in-1 Reporting Due Dates
Quarter 1 Report (4/01/2021—6/30/2021)	July 31, 2021
Quarter 2 Report (7/01/2021—9/30/2021)	October 31, 2021
Quarter 3 Report (10/01/2021—12/31/2021)	January 31, 2022
Quarter 4 Report, Final Report (1/01/2022—3/31/2022)	June 30, 2022

Q14. How do we submit the quarterly report form?

A Just like previous quarterly reports, grantees will submit the completed quarterly report form electronically in GrantSolutions. Once grantees populate the fillable PDF form, save it to your computer with the appropriate naming convention (e.g., AbcHealthCenter_Q3_2022), and submit the report by attaching it as a “Grant Note” in GrantSolutions. If grantees fill in the quarterly report from the webpage, grantees may lose some of the features. Therefore, it is recommended that grantees download the form from the webpage, then save a copy onto your computer.

Q15. What if we need assistance submitting the report through GrantSolutions?

A If you need assistance with submitting your quarterly reports, review the [GrantSolutions Grant Recipient Process: Performance Progress Report \(PDF, 1.6 MB, 28 pp\)](#). The GrantSolutions Help Desk is available for assistance with all GrantSolutions products and services. If you have questions, please contact the GrantSolutions Help Desk [via email](#), or by phone, 866.577.0771 or 202.401.5282. The GrantSolutions Help Desk’s hours of operation are Monday through Friday, from 7 a.m.–8 p.m. Eastern. The Help Desk is closed on [federal holidays](#).

Q16. What if we have questions and need to contact the OUIHP 4-in-1 Grant Program?

A Please contact the IHS OUIHP at 4in1@ihs.gov