

## **Form 16A: Instructions for routine reporting of Long-Term Degree Training**

1. Download Form 16 from Forms page: <http://www.oired.vt.edu/sanremcrsp/documents/team-room/forms/Form%2016%20-%20Degree%20Training%20Table.xls>
2. Fill in all requested information for each long-term degree student involved in your LTRA.
3. Upload completed spreadsheet to the SANREM Scholar site “SANREM Long- Term Training” at: <https://scholar.vt.edu/portal> and place it in your LTRA drop box. Save file in the following format: “ Form 16 – LTRA-X *date*” (where X = your LTRA number; and date = ddMMYY)
4. The Management Entity will collect information from all LTRA tables in their respective Scholar drop-boxes and consolidate for (semi-) annual reports.

### **Subsequent Reporting Periods:**

5. The next reporting period, each LTRA PI makes a copy of the most recent table and updates student information (new students, changes in status, factual corrections, etc.).
6. This spreadsheet will be saved in the Scholar drop-box with the current date.
7. Repeat steps 5 and 6 for each subsequent reporting period.
8. The Management Entity repeats step 4 each reporting period.