



PEPFAR

U.S. President's Emergency Plan for AIDS Relief

FY 22 HRH Template: Implementing Partner Submission Checklist

1 BEFORE ENTERING DATA INTO FY 22 HRH TEMPLATE

- ┌ Review FY22 HRH information and guidance as provided to you by your USG awarding agency
- ┌ Verify that the FY22 HRH Template is downloaded from the HRH Processor App in [DATIM](#) and has not been unlocked or 'broken'
- ┌ Collect staffing information from subrecipients for consolidation during data entry
- ┌ Collect metadata before entry:
 - USG Funding Agency
 - Mechanism ID and Mechanism name
 - PRIME IP Point of Contact Information
- ┌ Review [HRH Handbook](#) to ensure alignment with S/GAC definitions

Once all checks completed, enter data into template. The Prime IP will submit one (1) template for the IM, consolidating prime and subrecipients' staffing data so that there is only one template per mechanism.

2 BEFORE UPLOADING TEMPLATE TO DATIM VIA THE HRH PROCESSOR APP

- ┌ Save the template with the naming convention, FY22_HRH_[Mechanism ID].xlsx
- ┌ Verify that the file is saved as an Excel Workbook file type, or XLSX file
- ┌ Confirm that all Cover Sheet fields have been correctly completed
 - Correct Funding Agency, Mechanism ID, and Mechanism Name
- ┌ Confirm that the template is not unlocked, broken, or corrupted
 - No tabs have been inserted or added; No tabs have been deleted or hidden
 - No values have been copied and pasted into the columns with required dropdowns
- ┌ Confirm that all potential errors have been accounted for by reviewing the [Validation Rule Documentation](#).
- ┌ Confirm total amounts entered in template
 - Confirm grand total of rows are equal to the number of employees required to enter
 - Confirm Annual Expenditure and Fringe match accounting records

3 BEFORE SUBMITTING TEMPLATE IN DATIM VIA THE DATA APPROVAL APP

- ┌ Confirm the fields selected on the data entry screen in the DATIM HRH Processor app
 - Confirm the Organization Unit is correct for your mechanism
 - Confirm the COP Year is "COP 21"
 - Confirm the Funding Mechanism is the correct mechanism ID
 - ┌ Confirm that the uploaded file is the correct file for the mechanism ID shown above
 - Confirm that the status field has a green "success" feedback
- Once all checks completed, submit the template in DATIM (see instructions document for how to submit).*

4 BEFORE EXITING DATIM

- ┌ Confirm that the template has been submitted
 - In Data Approval app, the status in View tab should read "submitted by partner" for the correct mechanism

5 BEFORE DATA ENTRY CLOSE

- ┌ Confirm that the template has been accepted