



PEPFAR

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

COP22 PEPFAR Budget and Projected Expenditure Template

DATIM Submission Instructions for Implementing Partners

June 21, 2022

19 YEARS OF SAVING LIVES THROUGH AMERICAN GENEROSITY AND PARTNERSHIPS

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PEPFAR Budget and Projected Expenditure Template Overview

PEPFAR Budget and Projected Expenditure Template Overview

- The template should be used by Implementing Partners to report COP22/FY23 PEPFAR budget and projected expenditures.
- For those familiar with expenditure reporting (ER), the PEPFAR Budget and Projected Expenditure template mirrors the template used for ER data collection.
 - Implementing Partners (IPs) will upload and submit templates in DATIM.
 - A separate template should be completed for each separate implementing mechanism.
 - IPs are not required to submit budget and projected expenditures for subrecipients by cost category.
- USG Staff will be involved in the review and approval of data submitted by IPs
- IPs have an extended window to submit their templates (July 18th through August 12th, 2022)

DATIM Account Administration

- User Administrators (UAs) will continue to administer accounts using the established ER/PBPET process to grant users access to both ER and PBPET. **ER/PBPET accounts will be one and the same.**
- User Administrator accounts will all be contacted directly by SGAC to remind them of the upcoming PBPET collection and to ensure they are all prepared to support account activation
- Users with existing inactive accounts can reach out their organizations DATIM User Administrators or fill out a request on register.datim.org
- Users who have not had an account and need to request one, please visit register.datim.org

Guidance and Instructions

All guidance and instructions related to submitting PEPFAR Budget and Projected Expenditure templates in DATIM can be found at <https://datim.zendesk.com>

The image shows a screenshot of the DATIM Support website. At the top left is the DATIM logo with the tagline 'Accountability · Transparency · Impact' and the word 'SUPPORT' next to it. A 'Sign in' button is in the top right. Below the header is a search bar with a 'Search' button. A 'BROWSER COMPATIBILITY NOTE' is displayed, stating that Microsoft Internet Explorer (IE) 10 and earlier versions are not supported, and recommending Google Chrome, Mozilla Firefox, or Microsoft IE 11. Below this is a message about site improvements and a link to submit feedback. The main content area features a grid of six navigation tiles: 'DATIM Training & Tutorials', 'What's New in DATIM', 'PEPFAR Guidance', 'Frequently Asked Questions (FAQs)', 'Data Import and Systems Administration', and 'PEPFAR/MoH Data Alignment Activity'. To the right is a sidebar with 'Guidance Highlights' (including PEPFAR Data Calendar, COP Guidance, DATIM Data Import & Exchange Resources, and MER Indicator Reference Guides) and 'Technical Support' (including Submit a Request, Your Profile, and Ticket Status). Red callout boxes are overlaid on the image: one on the left says 'Key places for instructions and guidance' with arrows pointing to the 'DATIM Training & Tutorials' and 'PEPFAR Guidance' tiles; another on the right says 'Technical Support Available!' with an arrow pointing to the 'Technical Support' sidebar section.

What Guidance and Instructions are Available?



PEPFAR Guidance

- Overview of COP22 PEPFAR Budget and Projected Expenditure Template Collection
- COP22 PEPFAR Budget and Projected Expenditure Template
- PEPFAR Financial Classifications Reference Guide



DATIM Training & Tutorials

- FY23 Instructions for IP Users – Filling out the Template, DATIM Submission, and Error Resolution
- DATIM Error Messages and Resolutions
- Instructions for User Administrators: Creating new PEPFAR Budget and Project Expenditure User Accounts
- How to Confirm Account Status in DATIM

First Look at the Template

Metadata and Error Checks

Budget Template



The PEPFAR Budget and Projected Expenditure template contains two (2) tabs:

1. Metadata and Error Checks

- This tab contains two separate components:
 - The Metadata is where Implementing Mechanisms provide identifying information about themselves
 - The Error Checks section is where the template will identify certain errors that partners should correct prior to submission

2. Budget Template

- This is where all interventions will be categorized and all budget and projected expenditures will be reported

Process for Filling Out the Template

1

- Enter Metadata
 - On Metadata and Error Checks tab, identify information about the Implementing Partner and the contracted project

2

- Enter FY23 PEPFAR Budget and Projected Expenditures
 - On Budget Template tab, categorize interventions and enter budget and projected expenditure data

3

- Review errors on the bottom of the Metadata and Error Checks tab and also ensure no red or yellow color appears on the Budget Template tab.
- Revise Data as Necessary

4

- Upload to DATIM and Submit
 - Upload the template to DATIM via the ERB Processor App, and submit the mechanism for approval via the Data Approval App

Enter Metadata

Using the 'Metadata and Error Checks' Tab

Unique Entity Identifier Number

- On April 4, 2022, SAM.gov announced they will be retiring the Data Universal Numbering System (DUNS) and using a new identification number, the Unique Entity Identifier (UEI) number.
- Therefore, in COP22, the “Metadata and Error Checks” tab of the Work Plan Budget template will require you to input your newly assigned UEI number, rather than your DUNS.
- The template and DATIM system have new validations that will confirm that will replace existing validations for the DUNS number.
- If you have not received your UEI number yet, please enter the SAM.gov website and retrieve it.
- To learn more about why UEI numbers are required: www.grants.gov
- To search for your UEI number by organization name: <https://www.gsa.gov/>
- To search for your UEI number by Aware Number: <https://www.usaspending.gov>

Fields on Metadata and Error Checks Tab

Cell Name	Cell Reference	Description
Federal Agency	D3	<p>Definition: The federal agency that issued the award for the implementing mechanism.</p> <p>Instructions: Please select the appropriate agency from the drop-down list.</p>
Mechanism ID	D4	<p>Definition: The PEPFAR mechanism ID associated with this Award and OU.</p> <ul style="list-style-type: none"> The Mechanism ID in the template must match the Mechanism ID in DATIM for which the template is being uploaded. <p>Instructions: Please enter a 4–6-digit numeric value here.</p>
Mechanism Name	D5	<p>Definition: The mechanism name for this Award and OU.</p> <p>Instructions: Please enter the name of the mechanism here.</p>
Prime Unique Entity Identifier	D7	<p>Definition: The Unique Entity Identifier (UEI) number is a unique twelve-digit identification number. A UEI number is required for all entities bidding on and receiving federal government contracts.</p> <ul style="list-style-type: none"> The UEI number in the template also must match the valid UEI number in Facts Info for the template’s mechanism. <p>Instructions: Please enter the twelve-digit numeric UEI number that corresponds to the prime partner’s organization.</p>

Fields on Metadata and Error Checks Tab

Cell Name	Cell Reference	Description
Recipient Organization (Prime Partner Name)	P4	<p>Definition: The name of the partner's organization.</p> <p>Instructions: Please enter the name of the partner's organization here.</p>
Award Number	P5	<p>Definition: The agency-issued identifying number for this particular award.</p> <ul style="list-style-type: none">The Award number in the template also has to match the valid Award number in Facts Info for the template's mechanism. <p>Instructions: Please enter the award number here.</p>
OU	P6	<p>Definition: The PEPFAR Operating Unit (OU) in which this mechanism works.</p> <p>Instructions: Please select the appropriate OU from the dropdown list.</p>

Enter Budget and Projected Expenditures

Using the 'Budget Template' Tab

Budget Template Tab

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			<i>Program Management</i>				
4	Program Area			PM: IM Program Management-NSD				
5	Beneficiary			Non-Targeted Pop: Not disaggregated				
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4	Budget against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical			NA				
8	Personnel: Salaries- Health Care Workers- Ancillary			NA				
9	Personnel: Salaries- Other Staff							
10	Fringe Benefits							
11	Travel: International Travel							
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment							
15	Supplies: Pharmaceutical			NA				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							
22	Construction							
23	Training							
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27								
28	Total Budget per Intervention (Sum of Cost Categories)			\$0	\$0	\$0	\$0	\$0

Instructions for Entering Budget and Projected Expenditure Data

- ❑ **Step 1:** Select Program Area. Each program area option will include a major program, sub-program, and service delivery or non-service delivery
- ❑ **Step 2:** Select Beneficiary. Each beneficiary option will include a major beneficiary and sub beneficiary
- ❑ **Step 3:** Enter budget and projected expenditures by sub cost categories for each intervention

Note: Implementing partners should have received all of the information needed to do Steps 1 and 2 from their funding agency. The program area, beneficiary, and the budget total for each intervention, was determined for every mechanism during the COP20 planning cycle in the Funding Allocation to Strategy Tool (FAST). Implementing partners should contact their agency if they have not received this information.

Step 1: Select Program Area

	A	B	C	D	E	F	G	H
1								
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD				
5	Beneficiary			Non-Targeted	<div style="border: 1px solid black; padding: 2px;"> C&T: HIV Clinical Services-SD C&T: HIV Clinical Services-NSD C&T: HIV Laboratory Services-SD C&T: HIV Laboratory Services-NSD C&T: HIV Drugs-SD C&T: HIV Drugs-NSD C&T: Not Disaggregated-SD C&T: Not Disaggregated-NSD </div>			
6	Cost Category			Program management		Budget against Intervention 3	Budget against Intervention 4	
7	Personnel: Salaries- Health Care Workers- Clinical			NA				
8	Personnel: Salaries- Health Care Workers- Ancillary			NA				
9	Personnel: Salaries- Other Staff							
10	Fringe Benefits							
11	Travel: International Travel							
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment							
15	Supplies: Pharmaceutical			NA				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							
22	Construction							
23	Training							
24	Subrecipient Total			NA				
25	Other: Financial Support for Beneficiaries							
26	Other: Other							
27	Indirect Charges							
28	Total Budget per Intervention (Sum of Cost Categories)			\$0	\$0	\$0	\$0	\$0

Select the Project: Subprogram-Service (or non) delivery combination from the drop-down list.

Do not paste values into these cells- use the program area drop-down list. If the value in this cell does not exactly match one of the options on the drop-down list, Ips should not upload the template since a template with this error will not constitute a valid upload in DATIM, i.e., **validation will fail**

Step 1: Select Program Area

- The complete list of the unique combination options on the program dropdown list is shown here
- Please note the following abbreviations that are used on this list:
 - C&T= Care and Treatment
 - HTS= HIV Testing Services
 - PREV= Prevention
 - SE= Socioeconomic
 - ASP= Above Site Program
 - SD= Service Delivery
 - NSD= Non-Service Delivery

- C&T: HIV Clinical Services-SD
- C&T: HIV Clinical Services-NSD
- C&T: HIV Laboratory Services-SD
- C&T: HIV Laboratory Services-NSD
- C&T: HIV Drugs-SD
- C&T: HIV Drugs-NSD
- C&T: Not Disaggregated-SD
- C&T: Not Disaggregated-NSD
- HTS: Facility-based testing-SD
- HTS: Facility-based testing-NSD
- HTS: Community-based testing-SD
- HTS: Community-based testing-NSD
- HTS: Not Disaggregated-SD
- HTS: Not Disaggregated-NSD
- PREV: Comm. mobilization, behavior & norms change-SD
- PREV: Comm. mobilization, behavior & norms change-NSD
- PREV: VMMC-SD
- PREV: VMMC-NSD
- PREV: PrEP-SD
- PREV: PrEP-NSD
- PREV: Medication assisted treatment-SD
- PREV: Medication assisted treatment-NSD
- PREV: Condom & Lubricant Programming-SD
- PREV: Condom & Lubricant Programming-NSD
- PREV: Not Disaggregated-SD
- PREV: Not Disaggregated-NSD
- PREV: Primary prevention of HIV and sexual violence-SD
- PREV: Primary prevention of HIV and sexual violence-NSD
- SE: Case Management-SD
- SE: Case Management-NSD
- SE: Economic strengthening-SD
- SE: Economic strengthening-NSD
- SE: Education assistance-SD
- SE: Education assistance-NSD
- SE: Psychosocial support-SD
- SE: Psychosocial support-NSD
- SE: Legal, human rights & protection-SD
- SE: Legal, human rights & protection-NSD
- SE: Not Disaggregated-SD
- SE: Not Disaggregated-NSD
- SE: Food and nutrition-SD
- SE: Food and nutrition-NSD
- ASP: Procurement & supply chain management-NSD
- ASP: HMIS, surveillance, & research-NSD
- ASP: Human resources for health-NSD
- ASP: Laboratory systems strengthening-NSD
- ASP: Public financial management strengthening-NSD
- ASP: Policy, planning, coordination & management of disease control programs-NSD
- ASP: Laws, regulations & policy environment-NSD
- ASP: Not Disaggregated-NSD
- ASP: Injection Safety-NSD
- ASP: Blood supply safety-NSD
- PM: IM Program Management-NSD
- PM: IM Closeout costs-NSD

Step 1: Select Program Area

	A	B	C	D	E	F	G	H
1								
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD				
5	Beneficiary			Non-Targeted Not disaggregated	<div style="border: 1px solid black; padding: 2px;"> C&T: HIV Clinical Services-SD C&T: HIV Clinical Services-NSD C&T: HIV Laboratory Services-SD C&T: HIV Laboratory Services-NSD C&T: HIV Drugs-SD C&T: HIV Drugs-NSD C&T: Not Disaggregated-SD C&T: Not Disaggregated-NSD </div>			
6	Cost Category			Program management budget		Budget against Intervention 3	Budget against Intervention 4	
7	Personnel: Salaries- Health Care Workers- Clinical			NA				
8	Personnel: Salaries- Health Care Workers- Ancillary			NA				
9	Personnel: Salaries- Other Staff							
10	Fringe Benefits							
11	Travel: International Travel							
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment							
15	Supplies: Pharmaceutical			NA				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							
22	Construction							
23	Training							
24	Subrecipient Total			NA				
25	Other: Financial Support for Beneficiaries							
26	Other: Other							
27	Indirect Charges							
28	Total Budget per Intervention (Sum of Cost Categories)			\$0	\$0	\$0	\$0	\$0

After selecting the Program Area from the drop-down list, the Beneficiary cell below it will turn red.

This is because each intervention must be defined by a program area and a beneficiary. Once the beneficiary is selected, the box will become white again.

Step 2: Select Beneficiary

	A	B	C	D	E	F	G	H
1								
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD			
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated			
6	Cost Category			Program management budget	Non-Targeted Pop: Adult			
7	Personnel: Salaries- Health Care Workers- Clinical			NA	Non-Targeted Pop: Young			
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	Non-Targeted Pop: Children			
9	Personnel: Salaries- Other Staff				Females: Adult women			
10	Fringe Benefits				Females: Young women & girls			
11	Travel: International Travel				Females: Girls			
12	Travel: Domestic Travel				Females: Not disaggregated			
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment							
15	Supplies: Pharmaceutical			NA				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							
22	Construction							
23	Training							
24	Subrecipient Total			NA				
25	Other: Financial Support for Beneficiaries							
26	Other: Other							
27	Indirect Charges							
28	Total Budget per Intervention (Sum of Cost Categories)			\$0	\$0	\$0	\$0	\$0

Select the Beneficiary: Sub Beneficiary combination from the drop-down list.

Do not paste values into these cells. Use the Beneficiary drop down list. If the value in this cell does not exactly match one of the options on the drop-down list, Ips should not upload the template since a template with this error will not constitute a valid upload in DATIM, i.e., **validation will fail.**

Step 2: Select Beneficiary

- The complete list of the unique combination options on the beneficiary drop-down list is shown here
- Please note the following abbreviations that are used on this list:
 - Pop(s)= Population(s)
 - OVC= Orphans and Vulnerable Children
- Non-Targeted Pop: Adults
- Non-Targeted Pop: Young people & adolescents
- Non-Targeted Pop: Children
- Non-Targeted Pop: Not disaggregated
- Females: Adult women
- Females: Young women & adolescent females
- Females: Girls
- Females: Not disaggregated
- Males: Adult men
- Males: Young men & adolescent males
- Males: Boys
- Males: Not disaggregated
- Key Pops: Men having sex with men
- Key Pops: Transgender
- Key Pops: Sex workers
- Key Pops: People who inject drugs
- Key Pops: Not disaggregated
- Key Pops: People in prisons
- Pregnant & Breastfeeding Women: Not disaggregated
- Priority Pops: Military & other uniformed services
- Priority Pops: Mobile Pops
- Priority Pops: Displaced persons
- Priority Pops: Clients of sex workers
- Priority Pops: Not disaggregated
- OVC: Orphans & vulnerable children
- OVC: Care givers
- OVC: Not disaggregated

Step 2: Select Beneficiary

	A	B	C	D	E	F	G	H
1								
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			<i>Program Management</i>				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD			
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Adults			
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3		
7	Personnel: Salaries- Health Care Workers- Clinical			NA				
8	Personnel: Salaries- Health Care Workers- Ancillary			NA				
9	Personnel: Salaries- Other Staff							
10	Fringe Benefits							
11	Travel: International Travel							
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment							
15	Supplies: Pharmaceutical			NA				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							
22	Construction							
23	Training							
24	Subrecipient Total			NA				
25	Other: Financial Support for Beneficiaries							
26	Other: Other							
27	Indirect Charges							
28	Total Budget per Intervention (Sum of Cost Categories)			\$0	\$0	\$0	\$0	\$0

Once the Beneficiary is selected from the drop-down list, the Beneficiary cell will turn white again

Step 2: Select Beneficiary- Program Management

	A	B	C	D	E	F	G	H
1								
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			<i>Program Management</i>				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD			
5	Beneficiary			Non-Targeted Pop: Not disaggregated				
6	Cost Category			Program management budget	Budget against Intervention 2			
7	Personnel: Salaries- Health Care Workers- Clinical			NA				
8	Personnel: Salaries- Health Care Workers- Ancillary			NA				
9	Personnel: Salaries- Other Staff							
10	Fringe Benefits							
11	Travel: International Travel							
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment							
15	Supplies: Pharmaceutical			NA				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							
22	Construction							
23	Training							
24	Subrecipient Total			NA				
25	Other: Financial Support for Beneficiaries							
26	Other: Other							
27	Indirect Charges							
28	Total Budget per Intervention (Sum of Cost Categories)			\$0	\$0	\$0	\$0	\$0

The first intervention has been populated as program management in the blank template.

Most IMs will have some budget and projected expenditures for program management, and, if so, they would be entered in this column.

The default beneficiary is Non-Targeted Pop: Not disaggregated. However, users can change the beneficiary.

Step 2a (Optional): Notes

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 2		
3	Notes			<i>Program Management</i>				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: HIV Clinical Services-SD		
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Girls	Male		
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 2		
7	Personnel: Salaries- Health Care Workers- Clinical			NA	\$14,230			
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$42,780			
9	Personnel: Salaries- Other Staff							
10	Fringe Benefits							
11	Travel: International Travel							
12	Travel: Domestic Travel				\$186,020			
13	Equipment: Health Equipment				\$209,980			
14	Equipment: Non-Health Equipment							
15	Supplies: Pharmaceutical			NA	\$105,820			
16	Supplies: Health- Non Pharmaceutical			NA	\$83,740			
17	Supplies: Other Supplies				\$76,920			
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA		\$82,540		
21	Contractual: Other Contracts					\$82,540		
22	Construction					\$67,500		
23	Training					\$100,000		
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27								
28	Total Budget per Intervention (Sum of Cost Categories)			\$0	\$719,490	\$402,560	\$0	\$0
29								

Optional free text entry. If it is useful, use this row to provide budget and projected expenditure explanations for each intervention.

This field is optional and will not be imported into DATIM or included in any analysis. It is for reference only and is meant to assist the data entry process.

Steps 1 and 2 Review

- Up to this point in the data entry process, partners should have simply been entering the data they received from their implementing agency for program areas and beneficiaries.
- This information was determined for each mechanism during the COP22 planning cycle in the Funding Allocation to Strategy Tool (FAST) and was disseminated to partners
- If the partner has discussed it with their agency and has reason to enter a different set of interventions than what was determined during the COP22 planning cycle for that mechanism they may do so, but please note that the system will flag this discrepancy, and if the agency has not approved this change, the template may be rejected by the agency reviewer.

Step 3: Enter Budget and Projected Expenditure

Step 3 is where the partner must provide data that was not determined by the implementing agency during the COP22 process. While the agency did determine the total budget per intervention during the COP planning cycle, they did not determine the cost category amounts for each intervention. The partner must provide this information here, such that the total of the cost categories equals the total budget per intervention determined during the COP planning cycle.

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3				Program Management				
4				PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: HIV Laboratory Services-NSD		
5				Non-Targeted Pop: Not disaggregated	Females: Girls	Males: Adult men		
6				Program management budget	Budget against Intervention 2	Budget against Intervention 3		
7				NA	\$14,230			
8				NA	\$42,780			
9						\$52,850		
10								
11								
12					\$186,020			
13					\$209,980			
14						\$8,000		
15				NA	\$105,820			
16				NA	\$83,740			
17					\$76,920			
18				NA				
19				NA				
20				NA		\$82,540		
21						\$82,540		
22						\$67,500		
23						\$100,000		
24								
25								
26								
27								
28				\$0	\$719,490	\$402,560	\$0	\$0

For each intervention, enter budget and projected expenditure into the appropriate sub cost categories.

Step 3: Enter Budget and Projected Expenditure

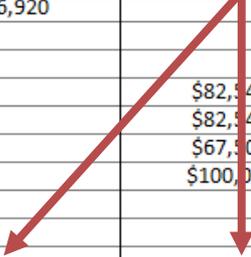
	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: HIV Laboratory Services		
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Girls	Males: Boys		
6	Cost Category			Program management budget	Budget against Intervention 2			
7	Personnel: Salaries- Health Care Workers- Clinical			NA	\$14,230			
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$42,780			
9	Personnel: Salaries- Other Staff							
10	Fringe Benefits							
11	Travel: International Travel							
12	Travel: Domestic Travel				\$186,020			
13	Equipment: Health Equipment				\$209,980			
14	Equipment: Non-Health Equipment							
15	Supplies: Pharmaceutical			NA	\$105,820			
16	Supplies: Health- Non Pharmaceutical			NA	\$83,740			
17	Supplies: Other Supplies				\$76,920			
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							
22	Construction							
23	Training					\$16,000		
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27								
28	Total Budget per Intervention (Sum of Cost Categories)			\$0	\$719,490	\$402,560	\$0	\$0
29								

Budget and projected expenditures for Health Care Workers, Pharmaceuticals, and Health Supplies Non-Pharmaceutical, and Contracted Interventions should be incurred as part of a technical intervention and not under program management. These cells are therefore NA (not applicable) for Program Management.

Step 3: Enter Budget and Projected Expenditure

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: HIV Laboratory Services-NSD		
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Girls	Males: Adult men		
6	Cost Category			Program management budget	Budget against	Budget against	Budget against	Budget against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical			NA				
8	Personnel: Salaries- Health Care Workers- Ancillary			NA				
9	Personnel: Salaries- Other Staff							
10	Fringe Benefits							
11	Travel: International Travel							
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment							
15	Supplies: Pharmaceutical			NA				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies				\$76,920			
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts					\$82,340		
22	Construction					\$82,340		
23	Training					\$67,300		
24	Other: Financial Support for Beneficiaries					\$100,000		
25	Other: Other							
26	Indirect Charges							
27								
28	Total Budget per Intervention (Sum of Cost Categories)			\$0	\$719,490	\$402,560	\$0	\$0
29								

Indirect charges can only be reported as Program Management, and this line is NA (not applicable) for all other interventions



Step 3: Enter Budget and Projected Expenditure

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			<i>Program Management</i>				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: HIV Laboratory Services-NSD		
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Girls	Males: Adult men		
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4	Budget against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical			NA	\$14,230			
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$42,780			
9	Personnel: Salaries- Other Staff					\$52,850		
10	Fringe Benefits							
11	Travel: International Travel							
12	Travel: Domestic Travel				\$186,020			
13	Equipment: Health Equipment				\$209,980			
14	Equipment: Non-Health Equipment							
15	Supplies: Pharmaceutical			NA	\$105,820			
16	Supplies: Health- Non Pharmaceutical			NA	\$83,740			
17	Supplies: Other Supplies				\$76,920			
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts					\$82,540		
22	Construction					\$67,500		
23	Training					\$100,000		
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27								
28	Total Budget per Intervention (Sum of Cost Categories)			\$0	\$719,490	\$402,560	\$0	\$0
29								

Data entry is not required for any intervention's sub cost category where there is no FY23 budget and projected expenditure- these lines can be left blank.

Total Budget by Intervention

	A	B	C	D	E	F
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3
3	Notes			<i>Program Management</i>		
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: HIV Laboratory Services-NSD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Girls	Males: Adult men
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3
7	Personnel: Salaries- Health Care Workers- Clinical			NA	\$14,230	
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$42,780	
9	Personnel: Salaries- Other Staff					
10	Fringe Benefits					
11	Travel: International Travel			\$130,000		
12	Travel: Domestic Travel			\$250,000	\$186,020	
13	Equipment: Health Equipment				\$209,980	
14	Equipment: Non-Health Equipment					
15	Supplies: Pharmaceutical			NA	\$105,820	
16	Supplies: Health- Non Pharmaceutical			NA	\$83,740	
17	Supplies: Other Supplies				\$76,920	
18	Contractual: Contracted Health Care Workers- Clinical			NA		
19	Contractual: Contracted Health Care Workers- Ancillary			NA		
20	Contractual: Contracted Interventions			NA		\$82,540
21	Contractual: Other Contracts					\$82,540
22	Construction					\$67,500
23	Training					\$100,000
24	Other: Financial Support for Beneficiaries					
25	Other: Other					
26	Indirect Charges			\$18,300		
27						
28	Total Budget per Intervention (Sum of Cost Categories)			\$398,300	\$719,490	\$402,560

Total budget for each intervention is calculated here as budget and projected expenditures are entered. This may assist in data entry.

Total Budget by Sub Cost Category

	A	B	C	AM	AN
2					
3	Notes				
4	Program Area				
5	Beneficiary				
6	Cost Category			TOTAL	% Total
7	Personnel: Salaries- Health Care Workers- Clinical			\$14,230	1%
8	Personnel: Salaries- Health Care Workers- Ancillary			\$42,780	3%
9	Personnel: Salaries- Other Staff			\$52,850	3%
10	Fringe Benefits			\$0	0%
11	Travel: International Travel			\$130,000	9%
12	Travel: Domestic Travel			\$437,550	29%
13	Equipment: Health Equipment			\$217,580	14%
14	Equipment: Non-Health Equipment			\$8,000	1%
15	Supplies: Pharmaceutical			\$105,820	7%
16	Supplies: Health- Non Pharmaceutical			\$83,740	6%
17	Supplies: Other Supplies			\$76,920	5%
18	Contractual: Contracted Health Care Workers- Clinical			\$0	0%
19	Contractual: Contracted Health Care Workers- Ancillary			\$0	0%
20	Contractual: Contracted Interventions			\$82,540	5%
21	Contractual: Other Contracts			\$82,540	5%
22	Construction			\$67,500	4%
23	Training			\$100,000	7%
24	Other: Financial Support for Beneficiaries			\$0	0%
25	Other: Other			\$0	0%
26	Indirect Charges			\$18,300	1%
27					
28	Total Budget per Intervention (Sum of Cost Categories)			\$1,520,350	100%

Total amount for each sub cost category and its percent of total is calculated in column AM and AN of the Budget Template tab as the budget and projected expenditure is entered. This may assist in data entry

Fields on the Budget Template Tab

Please consult the PEPFAR Financial Classifications Reference Guide for detailed definitions of the categories below, which is available on <https://datim.zendesk.com>

Cell Name	Cell Reference	Description
Notes	D3-AL3	Instructions: OPTIONAL free text entry. If it is useful, use this row to provide budget and projected expenditure explanations for each intervention, or to keep track of the intervention's total budget. This field is optional and will not be imported into DATIM or included in any analysis. It is for reference only and is meant to assist in the data entry PROCESS .
Program Area	D4-AL4	<p>A program is a distinct organization of resources directed toward a specific strategic objective, or a set of activities that achieve a common outcome. Each program is further disaggregated into subprograms and whether it is service delivery or non-service delivery. When the activities cannot be disaggregated, funds may be classified under the major program, not disaggregated.</p> <p>Instructions: Please select a Program Area from the drop-down menu. The value in this cell must be selected from the drop-down menu; do not paste any value into this cell. IPs should not upload the template if there is not an exact match, since a template with this error will not constitute a valid upload in DATIM, i.e., validation will fail.</p>
Beneficiary	D5-AL5	<p>Beneficiary is the targeted population that is intended to benefit from specific activities (e.g., the intended recipients of the PEPFAR programs). Individuals might belong to more than one category; however, what needs to be classified is the budget and projected expenditure according to the primary objective of the program.</p> <p>Instructions: Please select the Beneficiary from the drop-down menu. The value in this cell must be selected from the drop-down menu; do not paste any value into this cell. IPs should not upload the template if there is not an exact match, since a template with this error will not constitute a valid upload in DATIM, i.e., validation will fail.</p>

Fields on the Budget Template Tab

Please consult the PEPFAR Financial Classifications Reference Guide for detailed definitions of the categories below, which is available on <https://datim.zendesk.com>

Cell Name	Cell Reference	Details
Personnel Salaries Health Care Workers – Clinical	E7-AL7	<p>Definition: Direct costs of IP employee salaries and wages, excluding benefits, for clinical healthcare workers.</p> <p>Instructions: Please enter Personnel: Salaries-Health Care Workers Clinical budget and projected expenditures here. Please enter only non negative integers.</p>
Personnel Salaries Health Care Workers – Ancillary	E8-AL8	<p>Definition: Direct costs of IP employee salaries and wages, excluding benefits, for ancillary healthcare workers.</p> <p>Instructions: Please enter Personnel: Salaries-Health Care Workers-Ancillary budget and projected expenditures here. Please enter only non-negative integers.</p>
Personnel Salaries – Other Staff	D9-AL9	<p>Definition: Direct costs of staff salaries and wages, excluding fringe benefits, for IP employees who are not classified as healthcare workers.</p> <p>Instructions: Please enter Personnel: Salaries-Other Staff expenditures here. Please enter only non-negative integers.</p>
Fringe Benefits	D10-AL10	<p>Definition: Direct costs of employee fringe benefits unless treated as part of an approved indirect cost rate. The cost of benefits paid to the IP’s personnel on the Federal award, including the cost of employer’s share.</p> <p>Instructions: Please enter your Fringe Benefits expenditures here. Please enter only non-negative integers.</p>

Fields on the Budget Template Tab

Please consult the PEPFAR Financial Classifications Reference Guide for detailed definitions of the categories below, which is available on <https://datim.zendesk.com>

Cell Name	Cell Reference	Details
Travel: International Travel	D11-AL11	<p>Definition: Direct costs of travel, including lodging, meals, incidentals, and air and ground transport by IP personnel outside of or to/from the country of implementation</p> <p>Instructions: Please enter your Travel: International Travel budget and projected expenditures here. Please enter only non-negative integers.</p>
Travel: Domestic Travel	D12-AL12	<p>Definition: Direct costs of travel, including lodging, meals, incidentals, and air and ground transport by IP personnel within the benefitting country.</p> <p>Instructions: Please enter your Travel: Domestic Travel budget and projected expenditures here. Please enter only non-negative integers.</p>
Equipment: Health Equipment	D13-AL13	<p>Definition: Direct costs (purchase or lease) of equipment, nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the IP for financial statement purposes, or \$5,000, used for surgical procedures, or to diagnose, cure, treat, or prevent disease.</p> <p>Instructions: Please enter Equipment: Health Equipment budget and projected expenditures here. Please enter only non-negative integers.</p>

Fields on the Budget Template Tab

Please consult the PEPFAR Financial Classifications Reference Guide for detailed definitions of the categories below, which is available on <https://datim.zendesk.com>

Cell Name	Cell Reference	Details
Equipment: Non-Health Equipment	D14-AL14	<p>Definition: Direct costs (purchase or lease) of equipment, nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the IP for financial statement purposes, or \$5,000 which is not classified as health equipment.</p> <p>Instructions: Please enter Equipment: Non-Health Equipment budget and projected expenditures here. Please enter only non-negative integers.</p>
Supplies: Pharmaceutical	E15-AL15	<p>Definition: Direct costs of medications used cure, treat, or prevent disease</p> <p>Instructions: Please enter Supplies: Pharmaceutical budget and projected expenditures here. Please enter only non-negative integers..</p>
Supplies: Health-Non-Pharmaceutical	E16-AL16	<p>Definition: Direct costs of supplies used for the health procedures and the prevention, diagnosis, treatment of disease.</p> <p>Instructions: Please enter Supplies: Health –Non-Pharmaceutical budget and projected expenditures here. Please enter only non-negative integers.</p>
Supplies: Other Supplies	D17-AL17	<p>Definition: Direct costs of office and other consumable supplies with a per-unit cost of less than \$5,000.</p> <p>Instructions: Please enter Supplies :Other Supplies budget and projected expenditures here. Please enter only non-negative integers.</p>

Fields on the Budget Template Tab

Please consult the PEPFAR Financial Classifications Reference Guide for detailed definitions of the categories below, which is available on <https://datim.zendesk.com>

Cell Name	Cell Reference	Details
Contractual: Contracted Health Care Workers- Clinical	E18-AL18	<p>Definition: Direct costs of (a) contract(s) for clinical healthcare workers, who are not employed by the IP, but contracted to perform clinical healthcare services.</p> <p>Instructions: Please enter Contractual: Contracted Health Care Workers-Clinical budget and projected expenditures here. Please enter only non-negative integers.</p>
Contractual: Contracted Health Care Workers- Ancillary	E19-AL19	<p>Definition: Direct costs of (a) contract(s) for ancillary healthcare workers, who are not employed by the IP, but contracted to perform clinical healthcare services.</p> <p>Instructions: Please enter Contractual: Contracted Health Care Workers-Ancillary budget and projected expenditures here. Please enter only non-negative integers.</p>
Contractual: Contracted Interventions	E20-AL20	<p>Definition: Direct cost of an award to provide a “package” of programmatic goods or services.</p> <p>Instructions: Please enter Contractual: Contracted Interventions budget and projected expenditures here. Please enter only non-negative integers</p>
Contractual: Other Contracts	D21-AL21	<p>Definition: Direct costs of (a) contract(s) for individuals and entities for non-services delivery purposes, usually managerial, administrative, operational support, or technical.</p> <p>Instructions: Please enter Contractual: Other Contracts budget and projected expenditures here. Please enter only non-negative integers.</p>

Fields on the Budget Template Tab

Please consult the PEPFAR Financial Classifications Reference Guide for detailed definitions of the categories below, which is available on <https://datim.zendesk.com>

Cell Name	Cell Reference	Details
Construction	D22-AL22	<p>Definition: Direct costs for construction or renovation.</p> <p>Instructions: Please enter Construction budget and projected expenditures here. Please enter only non-negative integers.</p>
Training	D23-AL23	<p>Definition: Direct costs for trainings, meetings, and conferences.</p> <p>Instructions: Please enter Training budget and projected expenditures here. Please enter only non-negative integers.</p>
Other: Financial Support for Beneficiaries	D24-AL24	<p>Definition: Direct costs of financial support for beneficiaries.</p> <p>Instructions: Please enter Other: Financial Support for Beneficiaries budget and projected expenditures here. Please enter only non-negative integers.</p>
Other: Other	D25-AL25	<p>Definition: Direct costs that do not fit any of the direct cost categories.</p> <p>Instructions: Please enter Other: Other budget and projected expenditures here. Please enter only non-negative integers.</p>

Fields on the Budget Template Tab

Please consult the PEPFAR Financial Classifications Reference Guide for detailed definitions of the categories below, which is available on <https://datim.zendesk.com>

Cell Name	Cell Reference	Details
Indirect Charges	D27	<p>Definition: Indirect costs which were not budgeted as direct; costs not easily assignable to specific awards and activities because a direct relationship to cost objectives cannot be shown or would be arbitrary.</p> <p>Instructions: Please enter the value of Indirect Costs; do not enter a rate. Please enter only non-negative integers.</p>
Total Budget per Intervention	D28-AL28	<p>Definition: All PEPFAR funds budget and projected expenditure for the Implementing Partner for FY23.</p> <p>Instructions: Total budget for each intervention is calculated here as budget and projected expenditures are entered. No data entry is required</p>

Review for Template Errors

Using the 'Metadata and Error Checks' Tab

Error Checks in the Template: Overview

The template will check for certain errors. If it finds errors, they will be identified in the “Error Checks” section of the Metadata and Error Checks tab.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
8																					
9	ERROR CHECKS																				
11	Does the Prime Unique Entity ID fail to meet data entry criteria? (Exactly twelve digits and cannot be 000000000000)											Yes, the prime UEI number fails to satisfy the data entry criteria. Use leading zeroes if necessary.									
13	Does the program management budget still need to be entered?											Yes, the program management budget still need to be entered in Intervention 1.									
15	Have interventions been defined with incomplete program area and beneficiary information?											Yes, there are intervention(s) that have not been fully defined. This will cause an error when uploading.									
17	If yes, which intervention(s) have not been fully defined?				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
18						X															
20	Have very unlikely combinations of program area and beneficiaries been selected?											Yes, very unlikely combinations have been selected. This will produce a warning when uploading.									
22	If yes, in which intervention(s) do very unlikely combinations exist ?				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
23								X													
25	Have unlikely combinations of Program Area and Cost Category been selected?											Yes, very unlikely combinations have been selected. This will produce a warning when uploading.									
27	If yes, in which intervention(s) do unlikely combinations exist ?				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
28					Error																
29					Warning		1														

Error Checks in the Template: Prime UEI Number

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
17																					
18																					
19																					
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21																					
22																					
23																					
24																					
25																					
26																					
27																					17
28																					
29																					
30																					
31																					
32																					

Does the Prime Unique Entity ID fail to meet data entry criteria? (Exactly twelve digits and cannot be 000000000000) Yes, the prime UEI number fails to satisfy the data entry criteria. Use leading zeroes if necessary.

Does the program management budget still need to be entered? Yes, the program management budget still need to be entered in Intervention 1.

Have interventions been defined with incomplete program area and beneficiary information? Yes, there are intervention(s) that have not been fully defined. This will cause an error when uploading.

If yes, which intervention(s) have not been fully defined?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
		X															

Have very unlikely combinations of program area and beneficiaries been selected? Yes, very unlikely combinations have been selected. This will produce a warning when uploading.

If yes, in which intervention(s) do very unlikely combinations exist ?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				X													

Have unlikely combinations of Program Area and Cost Category been selected? Yes, very unlikely combinations have been selected. This will produce a warning when uploading.

The template will check that the Prime UEI number entered in the “Metadata” section on the Metadata and Error Checks tab meets data entry criteria (exactly 12 digits, including leading zeros if necessary, but is not 000000000000).

Please note that this will turn red to indicate that there is an error. A template with this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail**

Error Checks in the Template: Prime UEI Number

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
METADATA																								
	Federal Agency	Census										Reporting Period	FY23 (COP22)											
	Mechanism ID	123456										Recipient Organization (Prime Partner Name)	Prime Partner Name											
	Mechanism Name	Partner Name										Award Number	CEN1234923											
	Prime or Subrecipient	Prime										OU	Asia Region											
	Prime Unique Entity Identifier	123456789012										Data Set	Budget											
ERROR CHECKS																								
	Does the Prime Unique Entity ID fail to meet data entry criteria? (Exactly twelve digits and cannot be 000000000000)										No, the prime UEI number satisfies the data entry criteria.													

To correct this error, navigate to the “Metadata” section on the Metadata and Error Checks tab. Enter the correct Prime UEI number that is exactly 12 digits but is not 000000000000.

Error Checks in the Template: Prime UEI Number

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
METADATA																								
Federal Agency		Census						Reporting Period		FY23 (COP22)														
Mechanism ID		123456						Recipient Organization (Prime Partner Name)		Prime Partner Name														
Mechanism Name		Partner Name						Award Number		CEN1234923														
Prime or Subrecipient		Prime						OU		Asia Region														
Prime Unique Entity Identifier		123456789012						Data Set		Budget														
ERROR CHECKS																								
Does the Prime Unique Entity ID fail to meet data entry criteria? (Exactly twelve digits and cannot be 000000000000)												No, the prime UEI number satisfies the data entry criteria.												

The error check will now show that there is no error related to the Prime UEI number.

Error Checks in the Template: Program Management Costs

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
17																					
18																					
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22																					
23																					
24																					
25																					
26																					
27																					
28																					
29																					
30																					
31																					
32																					

Does the program management budget still need to be entered? Yes, the program management budget still need to be entered in Intervention 1.

If yes, which intervention(s) have not been fully defined?

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	X															

If yes, in which intervention(s) do very unlikely combinations exist ?

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
			X													

If yes, in which intervention(s) do unlikely combinations exist ?

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Error																
Warning			1													

The template will check that some program management budget and projected expenditure is entered in Intervention 1 on the Budget Template tab.

Nearly all mechanisms are expected to report program management budget and projected expenditure. Please note that this will turn red to indicate there is an error

Error Checks in the Template: Program Management Costs

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: HIV Laboratory Services-NSD		
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Girls	Males: Adult men		
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4	Budget against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical			NA	\$14,230			
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$42,780			
9	Personnel: Salaries- Other Staff							
10	Fringe Benefits							
11	Travel: International Travel							
12	Travel: Domestic Travel				\$186,020			
13	Equipment: Health Equipment				\$209,280			
14	Equipment: Non-Health Equipment							
15	Supplies: Pharmaceutical			NA	\$105,820			
16	Supplies: Health- Non Pharmaceutical			NA	\$83,740			
17	Supplies: Other Supplies				\$76,920			
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							
22	Construction							
23	Training							
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27								
28	Total Budget per Intervention (Sum of Cost Categories)			\$0	\$719,490	\$402,560	\$0	\$0
29								

To correct this error, first return to the Budget Template tab.

As we saw on the Metadata and Error Checks tab, Intervention 1 has no budget and projected expenditure entered.

Error Checks in the Template Program Management Costs

	A	B	C	D	E	F
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3
3	Notes			<i>Program Management</i>		
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: HIV Laboratory Services-NSD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Girls	Males: Adult men
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3
7	Personnel: Salaries- Health Care Workers- Clinical			NA	\$14,230	
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$42,780	
9	Personnel: Salaries- Other Staff					
10	Fringe Benefits					
11	Travel: International Travel			\$130,000		
12	Travel: Domestic Travel			\$250,000	\$186,020	
13	Equipment: Health Equipment				\$209,980	
14	Equipment: Non-Health Equipment					
15	Supplies: Pharmaceutical			NA	\$105,820	
16	Supplies: Health- Non Pharmaceutical			NA	\$83,740	
17	Supplies: Other Supplies				\$76,920	
18	Contractual: Contracted Health Care Workers- Clinical			NA		
19	Contractual: Contracted Health Care Workers- Ancillary			NA		
20	Contractual: Contracted Interventions			NA		
21	Contractual: Other Contracts					
22	Construction					
23	Training					\$100,000
24	Other: Financial Support for Beneficiaries					
25	Other: Other					
26	Indirect Charges			\$18,300		
27						
28	Total Budget per Intervention (Sum of Cost Categories)			\$398,300	\$719,490	\$402,560

Enter FY23 program management budget and projected expenditures, including indirect charges, if applicable.

Error Checks in the Template Program Management Costs

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
8																					
9																					
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31																					
32																					

The error check will now show that there is no error related to program management budget and expenditure

Error Checks in the Template: Defining Interventions

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
8																					
9																					
10																					
11																					
12																					
13																					
14																					
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25																					
26																					
27																					
28																					
29																					
30																					
31																					
32																					

The template will also check that interventions have been fully defined. This means that for any intervention that has budget and projected expenditure, a program area and beneficiary is selected.

Each intervention that is not fully defined is identified here by its number. A template with this error will not constitute a valid upload to DATIM, i.e., **validation will fail**.

Error Checks in the Template: Defining Interventions

	A	B	C	D	E	F	G
1							
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
3	Notes			<i>Program Management</i>			
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: HIV Laboratory Services-NSD	PREV: VMMC-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated		Non-Targeted Pop: Not disaggregated	Males: Adult men
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4
7	Personnel: Salaries- Health Care Workers- Clinical			NA	\$14,230		
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$42,780		
9	Personnel: Salaries- Other Staff			\$600,000			
10	Fringe Benefits						
11	Travel: International Travel						
12	Travel: Domestic Travel				\$186,020		
13	Equipment: Health Equipment				\$209,980		
14	Equipment: Non-Health Equipment						
15	Supplies: Pharmaceutical			NA	\$105,820		
16	Supplies: Health- Non Pharmaceutical			NA	\$83,740		
17	Supplies: Other Supplies				\$76,920		
18	Contractual: Contracted Health Care Workers- Clinical			NA			
19	Contractual: Contracted Health Care Workers- Ancillary			NA			
20	Contractual: Contracted Interventions			NA			
21	Contractual: Other Contracts						
22	Construction						
23	Training					\$100,000	
24	Other: Financial Support for Beneficiaries						
25	Other: Other						
26	Indirect Charges						
27							
28	Total Budget per Intervention (Sum of Cost Categories)			\$600,000	\$719,490	\$452,560	\$50,000

To correct this error, first return to the Budget Template tab.

As we saw on the Metadata and Error Checks tab, Intervention 2 has not been fully defined. This will also be indicated in red on the Budget Template tab.

Error Checks in the Template: Defining Interventions

	A	B	C	D	E	F
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3
3	Notes			<i>Program Management</i>		
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: HIV Laboratory Services-NSD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Girls	Males: Adult men
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3
7	Personnel: Salaries- Health Care Workers- Clinical			NA	\$14,230	
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$42,780	
9	Personnel: Salaries- Other Staff					
10	Fringe Benefits					
11	Travel: International Travel			\$130,000		
12	Travel: Domestic Travel			\$250,000	\$186,020	
13	Equipment: Health Equipment				\$209,980	
14	Equipment: Non-Health Equipment					\$8,000
15	Supplies: Pharmaceutical			NA	\$105,820	
16	Supplies: Health- Non Pharmaceutical			NA	\$83,740	
17	Supplies: Other Supplies				\$76,920	
18	Contractual: Contracted Health Care Workers- Clinical			NA		
19	Contractual: Contracted Health Care Workers- Ancillary			NA		
20	Contractual: Contracted Interventions			NA		\$82,540
21	Contractual: Other Contracts					\$82,540
22	Construction					\$67,500
23	Training					\$100,000
24	Other: Financial Support for Beneficiaries					
25	Other: Other					
26	Indirect Charges			\$18,300		
27						
28	Total Budget per Intervention (Sum of Cost Categories)			\$398,300	\$719,490	\$402,560

To correct this error, select a beneficiary for Intervention 2.

Error Checks in the Template: Defining Interventions

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U							
8																												
9	ERROR CHECKS																											
10																												
11	Does the Prime Unique Entity ID fail to meet data entry criteria? (Exactly twelve digits and cannot be 000000000000)											No, the prime UEI number satisfies the data entry criteria.																
12	Does the program management budget still need to be entered?											No, the program management budget has been entered.																
13	Have interventions been defined with incomplete program area and beneficiary information?											No, all interventions have been fully defined.																
14																												
15	If yes, which intervention(s) have not been fully defined?											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
16																												
17	Have very unlikely combinations of program area and beneficiaries been selected?											No, there are not any very unlikely combinations that have been selected.																
18																												
19	If yes, in which intervention(s) do very unlikely combinations exist?											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
20																												
21	Have unlikely combinations of Program Area and Cost Category been selected?											No, there are not any unlikely combinations that have been selected.																
22																												
23	If yes, in which intervention(s) do unlikely combinations exist?											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
24																												
25	If yes, in which intervention(s) do unlikely combinations exist?											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
26												Error																
27												Warning																
28																												
29																												
30																												
31																												
32																												

The error check will now show that there is no error related to defining interventions.

Error Checks in the Template: Unlikely Beneficiary Combinations

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
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Have very unlikely combinations of program area and beneficiaries been selected? Yes, very unlikely combinations have been selected. This will produce a warning when uploading.

If yes, in which intervention(s) do very unlikely combinations exist? X

Have unlikely combinations of Program Area and Cost Category been selected? Yes, very unlikely combinations have been selected. This will produce a warning when uploading.

If yes, in which intervention(s) do unlikely combinations exist? Error Warning 1

The template will also check that interventions have an unlikely combination of Program Area and Beneficiary. This means that the Program Area and Beneficiary selected are an unlikely combination given the population served by that program.

Error Checks in the Template: Unlikely Beneficiary Combinations

	A	B	C	D	E	F	G
1							
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
3	Notes			<i>Program Management</i>			
4	Program Area			PM: IM Program Management-NSD	SE: Case Management-SD	SE: Education assistance-SD	PREV: VMMC-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Adult women	Females: Not disaggregated	Key Pops: Sex workers
6	Cost Category			Program management budget	Budget against Intervention		
7	Personnel: Salaries- Health Care Workers- Clinical			NA			
8	Personnel: Salaries- Health Care Workers- Ancillary			NA			
9	Personnel: Salaries- Other Staff						
10	Fringe Benefits				\$10,000		
11	Travel: International Travel						
12	Travel: Domestic Travel						
13	Equipment: Health Equipment						
14	Equipment: Non-Health Equipment						
15	Supplies: Pharmaceutical			NA			
16	Supplies: Health- Non Pharmaceutical			NA			
17	Supplies: Other Supplies						
18	Contractual: Contracted Health Care Workers- Clinical			NA			
19	Contractual: Contracted Health Care Workers- Ancillary			NA			
20	Contractual: Contracted Interventions			NA			
21	Contractual: Other Contracts						
22	Construction						
23	Training						
24	Other: Financial Support for Beneficiaries						

To correct this error, first return to the Budget Template tab.

As we saw on the Metadata and Error Checks tab, Intervention 4 has an unlikely combination. This will also be indicated in red on the Budget Template tab.

Error Checks in the Template: Unlikely Beneficiary Combinations

	A	B	C	D	E	F	G
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
3	Notes			<i>Program Management</i>			
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: HIV Laboratory Services-NSD	PREV: VMMC-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Adults	Males: Adult men	Males: Boys
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4
7	Personnel: Salaries- Health Care Workers- Clinical			NA	\$14,230		
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$42,780		
9	Personnel: Salaries- Other Staff			\$600,000			
10	Fringe Benefits						
11	Travel: International Travel						
12	Travel: Domestic Travel				\$186,020		
13	Equipment: Health Equipment				\$209,980		
14	Equipment: Non-Health Equipment						
15	Supplies: Pharmaceutical			NA	\$105,820		
16	Supplies: Health- Non Pharmaceutical			NA	\$83,740		
17	Supplies: Other Supplies				\$76,920		
18	Contractual: Contracted Health Care Workers- Clinical			NA			
19	Contractual: Contracted Health Care Workers- Ancillary			NA			
20	Contractual: Contracted Interventions			NA		\$82,540	
21	Contractual: Other Contracts					\$82,540	
22	Construction					\$67,500	
23	Training					\$100,000	
24	Other: Financial Support for Beneficiaries						
25	Other: Other						
26	Indirect Charges						
27							
28	Total Budget per Intervention (Sum of Cost Categories)			\$600,000	\$719,490	\$452,560	\$50,000

To correct this error, select a beneficiary that is not a very unlikely combination. Once a likely beneficiary is selected, the cell will become white again.

Error Checks in the Template: Unlikely Beneficiary Combinations

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
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23																					
24																					
25																					
26																					
27																					
28																					
29																					
30																					
31																					
32																					

Have very unlikely combinations of program area and beneficiaries been selected? No, there are not any very unlikely combinations that have been selected.

If yes, in which intervention(s) do very unlikely combinations exist?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Have unlikely combinations of Program Area and Cost Category been selected? No, there are not any unlikely combinations that have been selected.

If yes, in which intervention(s) do unlikely combinations exist?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

The error check will now show that there is no error related to unlikely combinations of program area and beneficiaries.

Error Checks in the Template: Unlikely Program Area-Beneficiary Combinations

Unlikely program area and beneficiary combinations are warnings, not errors.

- The first unlikely combination of program area and beneficiaries are found in interventions where the Program Area is Voluntary Medical Male Circumcision
 - If the Beneficiary is NOT Male or Priority Pops: Military & Other Uniformed Services, it will be flagged as a **warning**
- The second unlikely combination of program area and beneficiaries are found in interventions where the Program Area is Medication Assisted Treatment
 - If the Beneficiary is NOT Key Pops: People Who Inject Drugs, it will be flagged as a **warning**
- The third unlikely combination of program area and beneficiaries are found in interventions where the Program Area is SE: Case Management, SE: Economic Strengthening, and SE: Education Assistance
 - If the Beneficiary is Non-Targeted: Not Disaggregated, it will be flagged as a **warning**

Review the tables in the following slides to see the full list of unlikely combinations.

Complete List of Very Unlikely Intervention Combinations: Prevention: VMMC

PROGRAM AREA	BENEFICAIRY
PREV: VMMC-SD	Non-Targeted Pop: Adults
PREV: VMMC-SD	Non-Targeted Pop: Young people & adolescents
PREV: VMMC-SD	Non-Targeted Pop: Children
PREV: VMMC-SD	Non-Targeted Pop: Not disaggregated
PREV: VMMC-SD	Females: Adult women
PREV: VMMC-SD	Females: Young women & adolescent females
PREV: VMMC-SD	Females: Girls
PREV: VMMC-SD	Females: Not disaggregated
PREV: VMMC-SD	Key Pops: Transgender
PREV: VMMC-SD	Key Pops: Sex workers
PREV: VMMC-SD	Key Pops: People who inject drugs
PREV: VMMC-SD	Key Pops: Not disaggregated
PREV: VMMC-SD	Key Pops: People in prisons
PREV: VMMC-SD	Priority Pops: Not disaggregated
PREV: VMMC-SD	Pregnant & Breastfeeding Women: Not disaggregated
PREV: VMMC-SD	OVC: Orphans & vulnerable children
PREV: VMMC-SD	OVC: Care givers
PREV: VMMC-SD	OVC: Not disaggregated
PREV: VMMC-NSD	Non-Targeted Pop: Adults
PREV: VMMC-NSD	Non-Targeted Pop: Young people & adolescents
PREV: VMMC-NSD	Non-Targeted Pop: Children
PREV: VMMC-NSD	Non-Targeted Pop: Not disaggregated
PREV: VMMC-NSD	Females: Adult women
PREV: VMMC-NSD	Females: Young women & adolescent females
PREV: VMMC-NSD	Females: Girls
PREV: VMMC-NSD	Females: Not disaggregated
PREV: VMMC-NSD	Key Pops: Transgender
PREV: VMMC-NSD	Key Pops: Sex workers
PREV: VMMC-NSD	Key Pops: People who inject drugs
PREV: VMMC-NSD	Key Pops: Not disaggregated
PREV: VMMC-NSD	Key Pops: People in prisons
PREV: VMMC-NSD	Pregnant & Breastfeeding Women: Not disaggregated
PREV: VMMC-NSD	Priority Pops: Not disaggregated
PREV: VMMC-NSD	OVC: Orphans & vulnerable children
PREV: VMMC-NSD	OVC: Care givers
PREV: VMMC-NSD	OVC: Not disaggregated

Complete List of Very Unlikely Intervention Combinations: Prevention: Medication Assisted Treatment

PROGRAM AREA	BENEFICIARY	PROGRAM AREA	BENEFICIARY
PREV: Medication assisted treatment-SD	Non-Targeted Pop: Not disaggregated	PREV: Medication assisted treatment-NSD	Non-Targeted Pop: Not disaggregated
PREV: Medication assisted treatment-SD	Non-Targeted Pop: Adults	PREV: Medication assisted treatment-NSD	Non-Targeted Pop: Adults
PREV: Medication assisted treatment-SD	Non-Targeted Pop: Young people & adolescents	PREV: Medication assisted treatment-NSD	Non-Targeted Pop: Young people & adolescents
PREV: Medication assisted treatment-SD	Non-Targeted Pop: Children	PREV: Medication assisted treatment-NSD	Non-Targeted Pop: Children
PREV: Medication assisted treatment-SD	Females: Adult women	PREV: Medication assisted treatment-NSD	Females: Adult women
PREV: Medication assisted treatment-SD	Females: Young women & adolescent females	PREV: Medication assisted treatment-NSD	Females: Young women & adolescent females
PREV: Medication assisted treatment-SD	Females: Girls	PREV: Medication assisted treatment-NSD	Females: Girls
PREV: Medication assisted treatment-SD	Females: Not disaggregated	PREV: Medication assisted treatment-NSD	Females: Not disaggregated
PREV: Medication assisted treatment-SD	Males: Adult men	PREV: Medication assisted treatment-NSD	Males: Adult men
PREV: Medication assisted treatment-SD	Males: Young men & adolescent males	PREV: Medication assisted treatment-NSD	Males: Young men & adolescent males
PREV: Medication assisted treatment-SD	Males: Boys	PREV: Medication assisted treatment-NSD	Males: Boys
PREV: Medication assisted treatment-SD	Males: Not disaggregated	PREV: Medication assisted treatment-NSD	Males: Not disaggregated
PREV: Medication assisted treatment-SD	Key Pops: Men having sex with men	PREV: Medication assisted treatment-NSD	Key Pops: Men having sex with men
PREV: Medication assisted treatment-SD	Key Pops: Transgender	PREV: Medication assisted treatment-NSD	Key Pops: Transgender
PREV: Medication assisted treatment-SD	Key Pops: Sex workers	PREV: Medication assisted treatment-NSD	Key Pops: Sex workers
PREV: Medication assisted treatment-SD	Key Pops: Not disaggregated	PREV: Medication assisted treatment-NSD	Key Pops: Not disaggregated
PREV: Medication assisted treatment-SD	Pregnant & Breastfeeding Women: Not disaggregated	PREV: Medication assisted treatment-NSD	Pregnant & Breastfeeding Women: Not disaggregated
PREV: Medication assisted treatment-SD	Priority Pops: People in prisons	PREV: Medication assisted treatment-NSD	Priority Pops: People in prisons
PREV: Medication assisted treatment-SD	Priority Pops: Military & other uniformed services	PREV: Medication assisted treatment-NSD	Priority Pops: Military & other uniformed services
PREV: Medication assisted treatment-SD	Priority Pops: Mobile Pops	PREV: Medication assisted treatment-NSD	Priority Pops: Mobile Pops
PREV: Medication assisted treatment-SD	Priority Pops: Displaced persons	PREV: Medication assisted treatment-NSD	Priority Pops: Displaced persons
PREV: Medication assisted treatment-SD	Priority Pops: Clients of sex workers	PREV: Medication assisted treatment-NSD	Priority Pops: Clients of sex workers
PREV: Medication assisted treatment-SD	Priority Pops: Not disaggregated	PREV: Medication assisted treatment-NSD	Priority Pops: Not disaggregated
PREV: Medication assisted treatment-SD	OVC: Orphans & vulnerable children	PREV: Medication assisted treatment-NSD	OVC: Orphans & vulnerable children
PREV: Medication assisted treatment-SD	OVC: Care givers	PREV: Medication assisted treatment-NSD	OVC: Care givers
PREV: Medication assisted treatment-SD	OVC: Not disaggregated	PREV: Medication assisted treatment-NSD	OVC: Not disaggregated

Complete List of Very Unlikely Intervention Combinations: Socio-economic Program Area

PROGRAM AREA	BENEFICIARY
SE: Case Management-SD	Non-Targeted Pop: Not disaggregated
SE: Case Management-NSD	Non-Targeted Pop: Not disaggregated
SE: Economic strengthening-SD	Non-Targeted Pop: Not disaggregated
SE: Economic strengthening-NSD	Non-Targeted Pop: Not disaggregated
SE: Education assistance-SD	Non-Targeted Pop: Not disaggregated
SE: Education assistance-NSD	Non-Targeted Pop: Not disaggregated

Error Checks in the Template: Unlikely Cost Combinations

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
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24																					
25																					
26																					
27																					
28																					
29																					
30																					
31																					
32																					

The template will also check that interventions have an unlikely combination of Program Area and Cost Category. This means that the Program Area and Cost Category selected are an unlikely combination given the services performed by that program.

Each intervention that has an unlikely combination is identified here by its number. A template with any number of errors (Row 28) will not constitute a valid upload to DATIM, i.e., **validation will fail**.

Error Checks in the Template: Unlikely Cost Combinations

There are two types of error checks for unlikely cost combinations: errors and warnings

Warnings represent combinations of cost and program that are unlikely, but not show-stoppers. These can be uploaded to DATIM, but may require a narrative explanation in DATIM.

	A	B	C	D	E	F	G	H
1				Intervention 2	Intervention 3	Intervention 4	Intervention 5	
2								
3				Program	C&T: HIV Clinical Services-SD	C&T: HIV Laboratory Services-NSD	PREV: VMMC-SD	ASP: HMIS, surveillance, & research-NSD
4				Targeted Pop:	Non-Targeted Pop: Adults	Non-Targeted Pop: Not disaggregated	Males: Adult men	Non-Targeted Pop: Not disaggregated
5				Management	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4	Budget against Intervention 5
6				NA	\$14,230	\$14,230	\$14,230	\$14,230
7				Personnel: Salaries- Health Care Workers- Ancillary	\$42,780	\$42,780	\$42,780	\$42,780
8				Personnel: Salaries- Other Staff	\$600,000	\$14,230	\$14,230	\$14,230
9				Fringe Benefits	\$14,230	\$42,780	\$42,780	\$42,780
10				Travel: International Travel	\$42,780	\$14,230	\$14,230	\$14,230
11				Travel: Domestic Travel	\$14,230	\$42,780	\$42,780	\$42,780
12				Equipment: Health Equipment	\$42,780	\$209,980	\$209,980	\$209,980
13				Equipment: Non-Health Equipment	\$14,230	\$209,980	\$209,980	\$209,980
14				Supplies: Pharmaceutical	NA	\$105,820	\$105,820	\$105,820
15				Supplies: Health- Non Pharmaceutical	NA	\$83,740	\$83,740	\$83,740
16				Supplies: Other Supplies	\$14,230	\$76,920	\$76,920	\$76,920
17				Contractual: Contracted Health Care Workers- Clinical	NA	\$14,230	\$14,230	\$14,230
18				Contractual: Contracted Health Care Workers- Ancillary	NA	\$42,780	\$42,780	\$42,780
19				Contractual: Contracted Interventions	NA	\$14,230	\$14,230	\$14,230
20				Contractual: Other Contracts	\$83,740	\$42,780	\$42,780	\$42,780
21				Construction	\$76,920	\$14,230	\$14,230	\$14,230
22				Training	\$14,230	\$42,780	\$42,780	\$42,780
23				Other: Financial Support for Beneficiaries	\$42,780	\$14,230	\$14,230	\$14,230
24				Other: Other	\$14,230	\$42,780	\$42,780	\$42,780
25				Indirect Charges	\$47,280	\$209,980	\$209,980	\$209,980
26								
27								
28				Total Budget per Intervention (Sum of Cost Categories)	\$1,021,660	\$1,295,490	\$1,295,490	\$1,295,490

Errors represent combinations of cost and program that are not possible and are therefore show-stoppers. These cannot be uploaded to DATIM.

Error Checks in the Template: Unlikely Cost Combinations

	A	B	C	D	E	F	G	H
1								
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			<i>Program Management</i>				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: HIV Laboratory Services-NSD	PREV: VMMC-SD	ASP: HMIS, surveillance, & research-NSD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Adults	Non-Targeted Pop: Not disaggregated	Males: Adult men	Non-Targeted Pop: Not disaggregated
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4	Budget against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical			NA	\$14,230		\$14,230	
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$42,780		\$42,780	
9	Personnel: Salaries- Other Staff			\$600,000	\$14,230	\$14,230	\$14,230	\$14,230
10	Fringe Benefits			\$14,230	\$42,780	\$42,780	\$42,780	\$42,780
11	Travel: International Travel			\$42,780		\$14,230		\$14,230
12	Travel: Domestic Travel			\$14,230	\$42,780	\$42,780	\$42,780	\$42,780
13	Equipment: Health Equipment			\$42,780	\$209,980	\$209,980	\$209,980	\$209,980
14	Equipment: Non-Health Equipment			\$14,230	\$209,980	\$209,980	\$209,980	\$209,980
15	Supplies: Pharmaceutical			NA	\$105,820	\$105,820		
16	Supplies: Health- Non Pharmaceutical			NA	\$83,740	\$83,740		
17	Supplies: Other Supplies			\$14,230	\$76,920	\$76,920		
18	Contractual: Contracted Health Care Workers- Clinical			NA	\$14,230			
19	Contractual: Contracted Health Care Workers- Ancillary			NA	\$42,780			
20	Contractual: Contracted Interventions			NA	\$14,230	\$14,230		
21	Contractual: Other Contracts			\$83,740	\$42,780	\$42,780		
22	Construction			\$76,920		\$14,230		
23	Training			\$14,230		\$42,780		
24	Other: Financial Support for Beneficiaries				\$14,230			
25	Other: Other			\$14,230	\$42,780	\$42,780		
26	Indirect Charges			\$47,280				
27								
28	Total Budget per Intervention (Sum of Cost Categories)			\$978,880	\$1,014,270	\$957,820		

To correct this error, remove cost categories that are not a very unlikely combination. Once the inputted cost is removed, the cell will become white again.

Error Checks in the Template: Unlikely Beneficiary Combinations

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
8																					
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32																					

Have unlikely combinations of Program Area and Cost Category been selected? No, there are not any unlikely combinations that have been selected.

If yes, in which intervention(s) do unlikely combinations exist? Error Warning

The error and warning counts table will also be empty to show there are no unlikely combinations of program area and cost category

The error check will now show that there is no error related to unlikely combinations of program area and cost category.

Unlikely Combinations of Program Area and Cost Category: Warnings

- There are several additional combinations of program areas and beneficiaries that are unlikely but will only flag as **warnings** and thus will not prevent upload into DATIM.
- These cost categories should not be used, and any data entry into them should be reconsidered. The only possible reason that these could be entered is if smaller interventions-that are appropriate for that cost category- have been lumped into larger ones for reporting simplicity.
- Please reference the Financial Classification reference guide if you receive a **warning** in your template as this warning indicates that your costs have been incorrectly classified.

The following will be warnings:

- If Healthcare Worker costs (personnel or contractual) under Non-Service Delivery if Program Area is C&T, PREV, SE, or HTS
- If Construction costs under Service Delivery
- If International Travel costs under Service Delivery
- If Training costs under Service Delivery
- If "Financial Support for Beneficiaries" costs under Non-Service Delivery
- If Health/Non-Pharmaceutical and Pharmaceutical supply costs under ASP PA
- If Pharmaceutical supply costs under HTS program area

Complete List of Unlikely Combinations of Program Area and Cost Category That Will Cause Warnings in DATIM

PROGRAM AREA	Cost Category
ASP: Blood supply safety-NSD	Supplies: Health- Non Pharmaceutical
ASP: HMIS, surveillance, & research-NSD	Supplies: Health- Non Pharmaceutical
ASP: Human resources for health-NSD	Supplies: Health- Non Pharmaceutical
ASP: Injection safety-NSD	Supplies: Health- Non Pharmaceutical
ASP: Laboratory systems strengthening-NSD	Supplies: Health- Non Pharmaceutical
ASP: Laws, regulations & policy environment-NSD	Supplies: Health- Non Pharmaceutical
ASP: Not Disaggregated-NSD	Supplies: Health- Non Pharmaceutical
ASP: Policy, planning, coordination & management of disease control programs-NSD	Supplies: Health- Non Pharmaceutical
ASP: Procurement & supply chain management-NSD	Supplies: Health- Non Pharmaceutical
ASP: Public financial management strengthening-NSD	Supplies: Health- Non Pharmaceutical
ASP: Blood supply safety-NSD	Supplies: Pharmaceutical
ASP: HMIS, surveillance, & research-NSD	Supplies: Pharmaceutical
ASP: Human resources for health-NSD	Supplies: Pharmaceutical
ASP: Injection safety-NSD	Supplies: Pharmaceutical
ASP: Laboratory systems strengthening-NSD	Supplies: Pharmaceutical
ASP: Laws, regulations & policy environment-NSD	Supplies: Pharmaceutical
ASP: Not Disaggregated-NSD	Supplies: Pharmaceutical
ASP: Policy, planning, coordination & management of disease control programs-NSD	Supplies: Pharmaceutical
ASP: Procurement & supply chain management-NSD	Supplies: Pharmaceutical
ASP: Public financial management strengthening-NSD	Supplies: Pharmaceutical
HTS: Facility-based testing-SD	Supplies: Pharmaceutical
HTS: Facility-based testing-NSD	Supplies: Pharmaceutical
HTS: Community-based testing-SD	Supplies: Pharmaceutical
HTS: Community-based testing-NSD	Supplies: Pharmaceutical
HTS: Not Disaggregated-SD	Supplies: Pharmaceutical
HTS: Not Disaggregated-NSD	Supplies: Pharmaceutical
HTS: Community-based testing-NSD	Personnel: Salaries- Health Care Workers- Clinical
HTS: Facility-based testing-NSD	Personnel: Salaries- Health Care Workers- Clinical
HTS: Not Disaggregated-NSD	Personnel: Salaries- Health Care Workers- Clinical
C&T: HIV Clinical Services-NSD	Personnel: Salaries- Health Care Workers- Clinical
C&T: HIV Drugs-NSD	Personnel: Salaries- Health Care Workers- Clinical
C&T: HIV Laboratory Services-NSD	Personnel: Salaries- Health Care Workers- Clinical
C&T: Not Disaggregated-NSD	Personnel: Salaries- Health Care Workers- Clinical

Complete List of Unlikely Combinations of Program Area and Cost Category That Will Cause Warnings in DATIM

PROGRAM AREA	Cost Category
PREV: Comm. mobilization, behavior & norms change-NSD	Personnel: Salaries- Health Care Workers- Clinical
PREV: Condom & Lubricant Programming-NSD	Personnel: Salaries- Health Care Workers- Clinical
PREV: Medication assisted treatment-NSD	Personnel: Salaries- Health Care Workers- Clinical
PREV: Not Disaggregated-NSD	Personnel: Salaries- Health Care Workers- Clinical
PREV: PrEP-NSD	Personnel: Salaries- Health Care Workers- Clinical
PREV: Primary prevention of HIV and sexual violence-NSD	Personnel: Salaries- Health Care Workers- Clinical
PREV: VMMC-NSD	Personnel: Salaries- Health Care Workers- Clinical
SE: Case Management-NSD	Personnel: Salaries- Health Care Workers- Clinical
SE: Economic strengthening-NSD	Personnel: Salaries- Health Care Workers- Clinical
SE: Education assistance-NSD	Personnel: Salaries- Health Care Workers- Clinical
SE: Food and nutrition-NSD	Personnel: Salaries- Health Care Workers- Clinical
SE: Legal, human rights & protection-NSD	Personnel: Salaries- Health Care Workers- Clinical
SE: Not Disaggregated-NSD	Personnel: Salaries- Health Care Workers- Clinical
SE: Psychosocial support-NSD	Personnel: Salaries- Health Care Workers- Clinical
C&T: HIV Clinical Services-NSD	Personnel: Salaries- Health Care Workers- Ancillary
C&T: HIV Drugs-NSD	Personnel: Salaries- Health Care Workers- Ancillary
C&T: HIV Laboratory Services-NSD	Personnel: Salaries- Health Care Workers- Ancillary
C&T: Not Disaggregated-NSD	Personnel: Salaries- Health Care Workers- Ancillary
HTS: Community-based testing-NSD	Personnel: Salaries- Health Care Workers- Ancillary
HTS: Facility-based testing-NSD	Personnel: Salaries- Health Care Workers- Ancillary
HTS: Not Disaggregated-NSD	Personnel: Salaries- Health Care Workers- Ancillary
PREV: Comm. mobilization, behavior & norms change-NSD	Personnel: Salaries- Health Care Workers- Ancillary
PREV: Condom & Lubricant Programming-NSD	Personnel: Salaries- Health Care Workers- Ancillary
PREV: Medication assisted treatment-NSD	Personnel: Salaries- Health Care Workers- Ancillary
PREV: Not Disaggregated-NSD	Personnel: Salaries- Health Care Workers- Ancillary
PREV: PrEP-NSD	Personnel: Salaries- Health Care Workers- Ancillary
PREV: Primary prevention of HIV and sexual violence-NSD	Personnel: Salaries- Health Care Workers- Ancillary
PREV: VMMC-NSD	Personnel: Salaries- Health Care Workers- Ancillary

Complete List of Unlikely Combinations of Program Area and Cost Category That Will Cause Warnings in DATIM

PROGRAM AREA	Cost Category
SE: Case Management-NSD	Personnel: Salaries- Health Care Workers- Ancillary
SE: Economic strengthening-NSD	Personnel: Salaries- Health Care Workers- Ancillary
SE: Education assistance-NSD	Personnel: Salaries- Health Care Workers- Ancillary
SE: Food and nutrition-NSD	Personnel: Salaries- Health Care Workers- Ancillary
SE: Legal, human rights & protection-NSD	Personnel: Salaries- Health Care Workers- Ancillary
SE: Not Disaggregated-NSD	Personnel: Salaries- Health Care Workers- Ancillary
SE: Psychosocial support-NSD	Personnel: Salaries- Health Care Workers- Ancillary
C&T: HIV Clinical Services-NSD	Contractual: Contracted Health Care Workers- Clinical
C&T: HIV Drugs-NSD	Contractual: Contracted Health Care Workers- Clinical
C&T: HIV Laboratory Services-NSD	Contractual: Contracted Health Care Workers- Clinical
C&T: Not Disaggregated-NSD	Contractual: Contracted Health Care Workers- Clinical
HTS: Community-based testing-NSD	Contractual: Contracted Health Care Workers- Clinical
HTS: Facility-based testing-NSD	Contractual: Contracted Health Care Workers- Clinical
HTS: Not Disaggregated-NSD	Contractual: Contracted Health Care Workers- Clinical
PREV: Comm. mobilization, behavior & norms change-NSD	Contractual: Contracted Health Care Workers- Clinical
PREV: Condom & Lubricant Programming-NSD	Contractual: Contracted Health Care Workers- Clinical
PREV: Medication assisted treatment-NSD	Contractual: Contracted Health Care Workers- Clinical
PREV: Not Disaggregated-NSD	Contractual: Contracted Health Care Workers- Clinical
PREV: PrEP-NSD	Contractual: Contracted Health Care Workers- Clinical
PREV: Primary prevention of HIV and sexual violence-NSD	Contractual: Contracted Health Care Workers- Clinical
PREV: VMMC-NSD	Contractual: Contracted Health Care Workers- Clinical
SE: Case Management-NSD	Contractual: Contracted Health Care Workers- Clinical
SE: Economic strengthening-NSD	Contractual: Contracted Health Care Workers- Clinical
SE: Education assistance-NSD	Contractual: Contracted Health Care Workers- Clinical
SE: Food and nutrition-NSD	Contractual: Contracted Health Care Workers- Clinical
SE: Legal, human rights & protection-NSD	Contractual: Contracted Health Care Workers- Clinical
SE: Not Disaggregated-NSD	Contractual: Contracted Health Care Workers- Clinical
SE: Psychosocial support-NSD	Contractual: Contracted Health Care Workers- Clinical

Complete List of Unlikely Combinations of Program Area and Cost Category That Will Cause Warnings in DATIM

PROGRAM AREA	Cost Category
C&T: HIV Clinical Services-NSD	Contractual: Contracted Health Care Workers- Ancillary
C&T: HIV Drugs-NSD	Contractual: Contracted Health Care Workers- Ancillary
C&T: HIV Laboratory Services-NSD	Contractual: Contracted Health Care Workers- Ancillary
C&T: Not Disaggregated-NSD	Contractual: Contracted Health Care Workers- Ancillary
HTS: Community-based testing-NSD	Contractual: Contracted Health Care Workers- Ancillary
HTS: Facility-based testing-NSD	Contractual: Contracted Health Care Workers- Ancillary
HTS: Not Disaggregated-NSD	Contractual: Contracted Health Care Workers- Ancillary
PREV: Comm. mobilization, behavior & norms change-NSD	Contractual: Contracted Health Care Workers- Ancillary
PREV: Condom & Lubricant Programming-NSD	Contractual: Contracted Health Care Workers- Ancillary
PREV: Medication assisted treatment-NSD	Contractual: Contracted Health Care Workers- Ancillary
PREV: Not Disaggregated-NSD	Contractual: Contracted Health Care Workers- Ancillary
PREV: PrEP-NSD	Contractual: Contracted Health Care Workers- Ancillary
PREV: Primary prevention of HIV and sexual violence-NSD	Contractual: Contracted Health Care Workers- Ancillary
PREV: VMMC-NSD	Contractual: Contracted Health Care Workers- Ancillary
SE: Case Management-NSD	Contractual: Contracted Health Care Workers- Ancillary
SE: Economic strengthening-NSD	Contractual: Contracted Health Care Workers- Ancillary
SE: Education assistance-NSD	Contractual: Contracted Health Care Workers- Ancillary
SE: Food and nutrition-NSD	Contractual: Contracted Health Care Workers- Ancillary
SE: Legal, human rights & protection-NSD	Contractual: Contracted Health Care Workers- Ancillary
SE: Not Disaggregated-NSD	Contractual: Contracted Health Care Workers- Ancillary
SE: Psychosocial support-NSD	Contractual: Contracted Health Care Workers- Ancillary
ASP: Blood supply safety-NSD	Other: Financial Support for Beneficiaries
ASP: HMIS, surveillance, & research-NSD	Other: Financial Support for Beneficiaries
ASP: Human resources for health-NSD	Other: Financial Support for Beneficiaries
ASP: Injection safety-NSD	Other: Financial Support for Beneficiaries
ASP: Laboratory systems strengthening-NSD	Other: Financial Support for Beneficiaries
ASP: Laws, regulations & policy environment-NSD	Other: Financial Support for Beneficiaries
ASP: Not Disaggregated-NSD	Other: Financial Support for Beneficiaries

Complete List of Unlikely Combinations of Program Area and Cost Category That Will Cause Warnings in DATIM

PROGRAM AREA	Cost Category
ASP: Policy, planning, coordination & management of disease control programs-NSD	Other: Financial Support for Beneficiaries
ASP: Procurement & supply chain management-NSD	Other: Financial Support for Beneficiaries
ASP: Public financial management strengthening-NSD	Other: Financial Support for Beneficiaries
C&T: HIV Clinical Services-NSD	Other: Financial Support for Beneficiaries
C&T: HIV Drugs-NSD	Other: Financial Support for Beneficiaries
C&T: HIV Laboratory Services-NSD	Other: Financial Support for Beneficiaries
C&T: Not Disaggregated-NSD	Other: Financial Support for Beneficiaries
HTS: Community-based testing-NSD	Other: Financial Support for Beneficiaries
HTS: Facility-based testing-NSD	Other: Financial Support for Beneficiaries
HTS: Not Disaggregated-NSD	Other: Financial Support for Beneficiaries
PM: IM Closeout costs-NSD	Other: Financial Support for Beneficiaries
PM: IM Program Management-NSD	Other: Financial Support for Beneficiaries
PREV: Comm. mobilization, behavior & norms change-NSD	Other: Financial Support for Beneficiaries
PREV: Condom & Lubricant Programming-NSD	Other: Financial Support for Beneficiaries
PREV: Medication assisted treatment-NSD	Other: Financial Support for Beneficiaries
PREV: Not Disaggregated-NSD	Other: Financial Support for Beneficiaries
PREV: PrEP-NSD	Other: Financial Support for Beneficiaries
PREV: Primary prevention of HIV and sexual violence-NSD	Other: Financial Support for Beneficiaries
PREV: VMMC-NSD	Other: Financial Support for Beneficiaries
SE: Case Management-NSD	Other: Financial Support for Beneficiaries
SE: Economic strengthening-NSD	Other: Financial Support for Beneficiaries
SE: Education assistance-NSD	Other: Financial Support for Beneficiaries
SE: Food and nutrition-NSD	Other: Financial Support for Beneficiaries
SE: Legal, human rights & protection-NSD	Other: Financial Support for Beneficiaries
SE: Not Disaggregated-NSD	Other: Financial Support for Beneficiaries
SE: Psychosocial support-NSD	Other: Financial Support for Beneficiaries
C&T: HIV Clinical Services-SD	Construction
C&T: HIV Drugs-SD	Construction
C&T: HIV Laboratory Services-SD	Construction
C&T: Not Disaggregated-SD	Construction

Complete List of Unlikely Combinations of Program Area and Cost Category That Will Cause Warnings in DATIM

PROGRAM AREA	Cost Category
HTS: Community-based testing-SD	Construction
HTS: Facility-based testing-SD	Construction
HTS: Not Disaggregated-SD	Construction
PREV: Comm. mobilization, behavior & norms change-SD	Construction
PREV: Condom & Lubricant Programming-SD	Construction
PREV: Medication assisted treatment-SD	Construction
PREV: Not Disaggregated-SD	Construction
PREV: PrEP-SD	Construction
PREV: Primary prevention of HIV and sexual violence-SD	Construction
PREV: VMMC-SD	Construction
SE: Case Management-SD	Construction
SE: Economic strengthening-SD	Construction
SE: Education assistance-SD	Construction
SE: Food and nutrition-SD	Construction
SE: Legal, human rights & protection-SD	Construction
SE: Not Disaggregated-SD	Construction
SE: Psychosocial support-SD	Construction
C&T: HIV Clinical Services-SD	Travel: International Travel
C&T: HIV Drugs-SD	Travel: International Travel
C&T: HIV Laboratory Services-SD	Travel: International Travel
C&T: Not Disaggregated-SD	Travel: International Travel
HTS: Community-based testing-SD	Travel: International Travel
HTS: Facility-based testing-SD	Travel: International Travel
HTS: Not Disaggregated-SD	Travel: International Travel
PREV: Comm. mobilization, behavior & norms change-SD	Travel: International Travel
PREV: Condom & Lubricant Programming-SD	Travel: International Travel
PREV: Medication assisted treatment-SD	Travel: International Travel
PREV: Not Disaggregated-SD	Travel: International Travel
PREV: PrEP-SD	Travel: International Travel
PREV: Primary prevention of HIV and sexual violence-SD	Travel: International Travel
PREV: VMMC-SD	Travel: International Travel

Complete List of Unlikely Combinations of Program Area and Cost Category That Will Cause Warnings in DATIM

PROGRAM AREA	Cost Category
SE: Case Management-SD	Travel: International Travel
SE: Economic strengthening-SD	Travel: International Travel
SE: Education assistance-SD	Travel: International Travel
SE: Food and nutrition-SD	Travel: International Travel
SE: Legal, human rights & protection-SD	Travel: International Travel
SE: Not Disaggregated-SD	Travel: International Travel
SE: Psychosocial support-SD	Travel: International Travel
C&T: HIV Clinical Services-SD	Training
C&T: HIV Drugs-SD	Training
C&T: HIV Laboratory Services-SD	Training
C&T: Not Disaggregated-SD	Training
HTS: Community-based testing-SD	Training
HTS: Facility-based testing-SD	Training
HTS: Not Disaggregated-SD	Training
PREV: Comm. mobilization, behavior & norms change-SD	Training
PREV: Condom & Lubricant Programming-SD	Training
PREV: Medication assisted treatment-SD	Training
PREV: Not Disaggregated-SD	Training
PREV: PrEP-SD	Training
PREV: Primary prevention of HIV and sexual violence-SD	Training
PREV: VMMC-SD	Training
SE: Case Management-SD	Training
SE: Economic strengthening-SD	Training
SE: Education assistance-SD	Training
SE: Food and nutrition-SD	Training
SE: Legal, human rights & protection-SD	Training
SE: Not Disaggregated-SD	Training
SE: Psychosocial support-SD	Training

Unlikely Combinations of Program Area and Cost Category: Errors

- If Program Management is selected as the Program Area in interventions 2 through 35, certain cost categories are not applicable for data entry and will be flagged as errors
 - These cost categories are:
 - Personnel: Salaries – Health Care Workers - Clinical
 - Personnel: Salaries – Health Care Workers – Ancillary
 - Supplies: Pharmaceuticals
 - Supplies: Health – Non Pharmaceuticals
 - Contractual: Contracted Health Care workers – Clinical
 - Contractual: Contracted Health Care workers – Ancillary
 - Contractual: Contracted Interventions
- If Above Site Program is selected as the Program Area, certain cost categories are not applicable for data entry and will be flagged as errors
 - These cost categories are:
 - Personnel: Salaries – Health Care Workers - Clinical
 - Personnel: Salaries – Health Care Workers – Ancillary
 - Contractual: Contracted Health Care workers – Clinical
 - Contractual: Contracted Health Care workers – Ancillary
 - Contractual: Contracted Interventions
- Finally, Indirect charges can only be entered in Program Management interventions, so if Program Management is not selected as the Program Area in an intervention, the Indirect Charges cost category is not appropriate and will be flagged as an error.

Complete List of Unlikely Combinations of Program Area and Cost Category That Will Cause Errors in DATIM

PROGRAM AREA	Cost Category
C&T: HIV Clinical Services-SD	Indirect Charges
C&T: HIV Clinical Services-NSD	Indirect Charges
C&T: HIV Laboratory Services-SD	Indirect Charges
C&T: HIV Laboratory Services-NSD	Indirect Charges
C&T: HIV Drugs-SD	Indirect Charges
C&T: HIV Drugs-NSD	Indirect Charges
C&T: Not Disaggregated-SD	Indirect Charges
C&T: Not Disaggregated-NSD	Indirect Charges
HTS: Facility-based testing-SD	Indirect Charges
HTS: Facility-based testing-NSD	Indirect Charges
HTS: Community-based testing-SD	Indirect Charges
HTS: Community-based testing-NSD	Indirect Charges
HTS: Not Disaggregated-SD	Indirect Charges
HTS: Not Disaggregated-NSD	Indirect Charges
PREV: Comm. mobilization, behavior & norms change-SD	Indirect Charges
PREV: Comm. mobilization, behavior & norms change-NSD	Indirect Charges
PREV: VMMC-SD	Indirect Charges
PREV: VMMC-NSD	Indirect Charges
PREV: PrEP-SD	Indirect Charges
PREV: PrEP-NSD	Indirect Charges
PREV: Medication assisted treatment-SD	Indirect Charges
PREV: Medication assisted treatment-NSD	Indirect Charges
PREV: Condom & Lubricant Programming-SD	Indirect Charges
PREV: Condom & Lubricant Programming-NSD	Indirect Charges
PREV: Not Disaggregated-SD	Indirect Charges
PREV: Not Disaggregated-NSD	Indirect Charges
SE: Case Management-SD	Indirect Charges
SE: Case Management-NSD	Indirect Charges
SE: Economic strengthening-SD	Indirect Charges
SE: Economic strengthening-NSD	Indirect Charges
SE: Education assistance-SD	Indirect Charges
SE: Education assistance-NSD	Indirect Charges
SE: Psychosocial support-SD	Indirect Charges
SE: Psychosocial support-NSD	Indirect Charges
SE: Legal, human rights & protection-SD	Indirect Charges
SE: Legal, human rights & protection-NSD	Indirect Charges
SE: Not Disaggregated-SD	Indirect Charges
SE: Not Disaggregated-NSD	Indirect Charges

Complete List of Unlikely Combinations of Program Area and Cost Category That Will Cause Errors in DATIM

PROGRAM AREA	Cost Category
ASP: Procurement & supply chain management-NSD	Indirect Charges
ASP: HMIS, surveillance, & research-NSD	Indirect Charges
ASP: Human resources for health-NSD	Indirect Charges
ASP: Laboratory systems strengthening-NSD	Indirect Charges
ASP: Public financial management strengthening-NSD	Indirect Charges
ASP: Policy, planning, coordination & management of disease control programs-NSD	Indirect Charges
ASP: Laws, regulations & policy environment-NSD	Indirect Charges
ASP: Not Disaggregated-NSD	Indirect Charges
ASP: Injection safety-NSD	Indirect Charges
ASP: Blood supply safety-NSD	Indirect Charges
SE: Food and nutrition-SD	Indirect Charges
SE: Food and nutrition-NSD	Indirect Charges
PREV: Primary prevention of HIV and sexual violence-SD	Indirect Charges
PREV: Primary prevention of HIV and sexual violence-NSD	Indirect Charges
PM: IM Program Management-NSD	Personnel: Salaries- Health Care Workers- Clinical
PM: IM Closeout costs-NSD	Personnel: Salaries- Health Care Workers- Clinical
PM: IM Program Management-NSD	Personnel: Salaries- Health Care Workers- Ancillary
PM: IM Closeout costs-NSD	Personnel: Salaries- Health Care Workers- Ancillary
PM: IM Program Management-NSD	Supplies: Pharmaceutical
PM: IM Closeout costs-NSD	Supplies: Pharmaceutical
PM: IM Program Management-NSD	Supplies: Health- Non Pharmaceutical
PM: IM Closeout costs-NSD	Supplies: Health- Non Pharmaceutical
PM: IM Program Management-NSD	Contractual: Contracted Health Care Workers- Clinical
PM: IM Closeout costs-NSD	Contractual: Contracted Health Care Workers- Clinical
PM: IM Program Management-NSD	Contractual: Contracted Health Care Workers- Ancillary
PM: IM Closeout costs-NSD	Contractual: Contracted Health Care Workers- Ancillary
PM: IM Program Management-NSD	Contractual: Contracted Interventions
PM: IM Closeout costs-NSD	Contractual: Contracted Interventions
ASP: Blood supply safety-NSD	Personnel: Salaries- Health Care Workers- Clinical
ASP: HMIS, surveillance, & research-NSD	Personnel: Salaries- Health Care Workers- Clinical
ASP: Human resources for health-NSD	Personnel: Salaries- Health Care Workers- Clinical
ASP: Injection safety-NSD	Personnel: Salaries- Health Care Workers- Clinical
ASP: Laboratory systems strengthening-NSD	Personnel: Salaries- Health Care Workers- Clinical
ASP: Laws, regulations & policy environment-NSD	Personnel: Salaries- Health Care Workers- Clinical
ASP: Not Disaggregated-NSD	Personnel: Salaries- Health Care Workers- Clinical
ASP: Policy, planning, coordination & management of disease control programs-NSD	Personnel: Salaries- Health Care Workers- Clinical
ASP: Procurement & supply chain management-NSD	Personnel: Salaries- Health Care Workers- Clinical
ASP: Public financial management strengthening-NSD	Personnel: Salaries- Health Care Workers- Clinical

Complete List of Unlikely Combinations of Program Area and Cost Category That Will Cause Errors in DATIM

PROGRAM AREA	Cost Category
ASP: Blood supply safety-NSD	Personnel: Salaries- Health Care Workers- Ancillary
ASP: HMIS, surveillance, & research-NSD	Personnel: Salaries- Health Care Workers- Ancillary
ASP: Human resources for health-NSD	Personnel: Salaries- Health Care Workers- Ancillary
ASP: Injection safety-NSD	Personnel: Salaries- Health Care Workers- Ancillary
ASP: Laboratory systems strengthening-NSD	Personnel: Salaries- Health Care Workers- Ancillary
ASP: Laws, regulations & policy environment-NSD	Personnel: Salaries- Health Care Workers- Ancillary
ASP: Not Disaggregated-NSD	Personnel: Salaries- Health Care Workers- Ancillary
ASP: Policy, planning, coordination & management of disease control programs-NSD	Personnel: Salaries- Health Care Workers- Ancillary
ASP: Procurement & supply chain management-NSD	Personnel: Salaries- Health Care Workers- Ancillary
ASP: Public financial management strengthening-NSD	Personnel: Salaries- Health Care Workers- Ancillary
ASP: Blood supply safety-NSD	Contractual: Contracted Health Care Workers- Clinical
ASP: HMIS, surveillance, & research-NSD	Contractual: Contracted Health Care Workers- Clinical
ASP: Human resources for health-NSD	Contractual: Contracted Health Care Workers- Clinical
ASP: Injection safety-NSD	Contractual: Contracted Health Care Workers- Clinical
ASP: Laboratory systems strengthening-NSD	Contractual: Contracted Health Care Workers- Clinical
ASP: Laws, regulations & policy environment-NSD	Contractual: Contracted Health Care Workers- Clinical
ASP: Not Disaggregated-NSD	Contractual: Contracted Health Care Workers- Clinical
ASP: Policy, planning, coordination & management of disease control programs-NSD	Contractual: Contracted Health Care Workers- Clinical
ASP: Procurement & supply chain management-NSD	Contractual: Contracted Health Care Workers- Clinical
ASP: Public financial management strengthening-NSD	Contractual: Contracted Health Care Workers- Clinical
ASP: Blood supply safety-NSD	Contractual: Contracted Health Care Workers- Ancillary
ASP: HMIS, surveillance, & research-NSD	Contractual: Contracted Health Care Workers- Ancillary
ASP: Human resources for health-NSD	Contractual: Contracted Health Care Workers- Ancillary
ASP: Injection safety-NSD	Contractual: Contracted Health Care Workers- Ancillary
ASP: Laboratory systems strengthening-NSD	Contractual: Contracted Health Care Workers- Ancillary
ASP: Laws, regulations & policy environment-NSD	Contractual: Contracted Health Care Workers- Ancillary
ASP: Not Disaggregated-NSD	Contractual: Contracted Health Care Workers- Ancillary
ASP: Policy, planning, coordination & management of disease control programs-NSD	Contractual: Contracted Health Care Workers- Ancillary
ASP: Procurement & supply chain management-NSD	Contractual: Contracted Health Care Workers- Ancillary
ASP: Public financial management strengthening-NSD	Contractual: Contracted Health Care Workers- Ancillary

Fields on the Metadata and Error Checks Tab

Cell Name	Cell Reference	Details
Does the Prime UEI fail to meet data entry criteria?	K11	This will check that the Prime UEI number entered in the “Metadata” section on the Metadata and Error Checks tab is exactly twelve digits but is not 000000000000. IPs should not upload the template if there is not an exact match, since a template with this error will not constitute a valid upload in DATIM, i.e., validation will fail .
Does the program management budget still need to be entered?	K13	This will check that amounts have been entered in intervention 1 for program management budget and projected expenditure. Nearly all mechanisms are expected to have program management budget and projected expenditure, the few exceptions should be confirmed with USG Agency staff (AOR/COR/Project Officer) before ignoring this error.
Have interventions been defined with incomplete program area and beneficiary information?	K15	This will check if all interventions have both a program, sub-program and service delivery or non combination and a beneficiary and sub beneficiary combination selected. If certain interventions are missing either program or beneficiary or both, this error check will identify the number of the intervention(s) that require further information. IPs should not upload the template if there is not an exact match, since a template with this error will not constitute a valid upload in DATIM, i.e., validation will fail .
Have very unlikely combinations of program area and beneficiaries been selected?	K20	This will check if any interventions have a program area and beneficiary combination that is very unlikely given programmatic guidelines, for example if PREV: VMMC –SD is selected in combination with Females: Adult women. If certain interventions have very unlikely combinations, this error check will identify the number of the intervention(s) that require revision.
Have unlikely combinations of Program Area and Cost Category been selected?	K25	This will check if any interventions have a program area and cost category combination that is very unlikely given programmatic guidelines. For example, a HIV Testing Services-Service Delivery program area is selected in combination with Construction. If certain interventions have unlikely combinations, this error check will identify the number of the intervention(s) that require revision.

Upload to DATIM and Submit

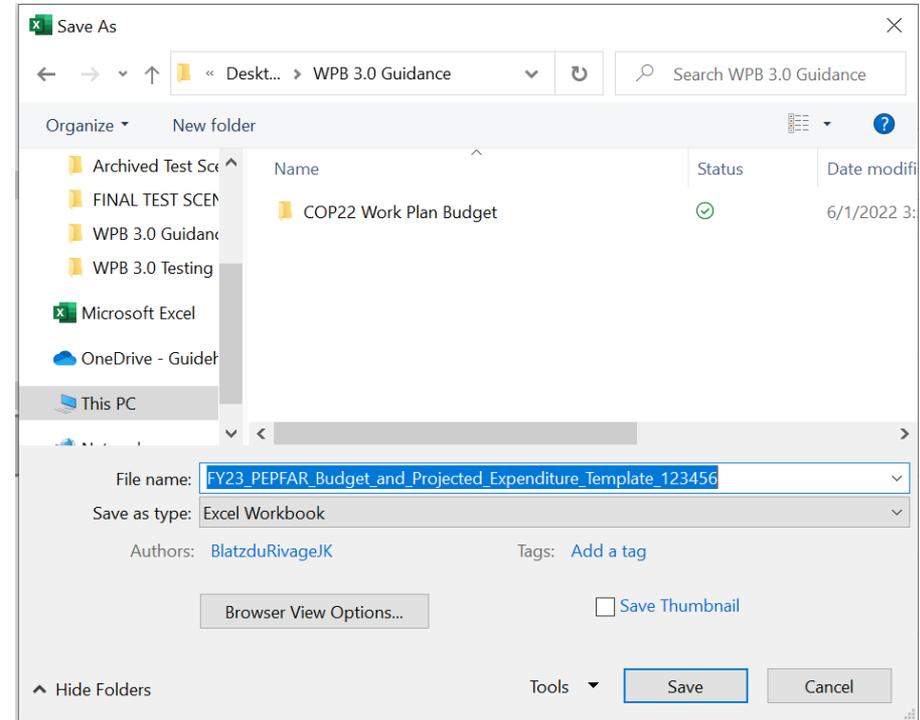
Fields on the Metadata and Error Checks Tab

Save all files with the following naming convention:

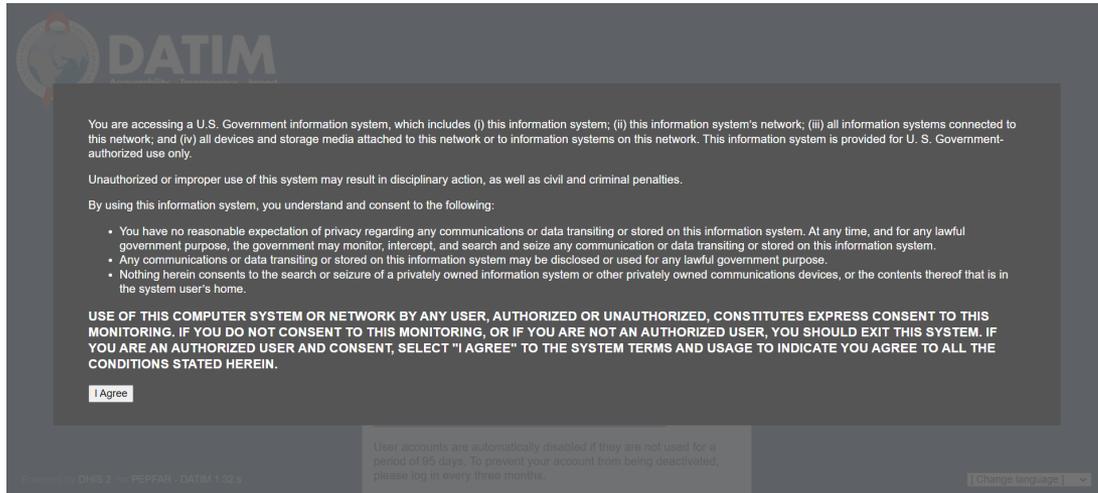
FY23_PEPFAR_Budget_and_Projected_Expenditure_[MechanismID].xlsx

For example, a mechanism with the mechanism ID 123456 would save their template as:

FY23_PEPFAR_Budget_and_Projected_Expenditure_123456.xlsx



Implementing Partner- DATIM Upload: Log Into DATIM



DATIM

You are accessing a U.S. Government information system, which includes (i) this information system; (ii) this information system's network; (iii) all information systems connected to this network; and (iv) all devices and storage media attached to this network or to information systems on this network. This information system is provided for U. S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- Nothing herein consents to the search or seizure of a privately owned information system or other privately owned communications devices, or the contents thereof that is in the system user's home.

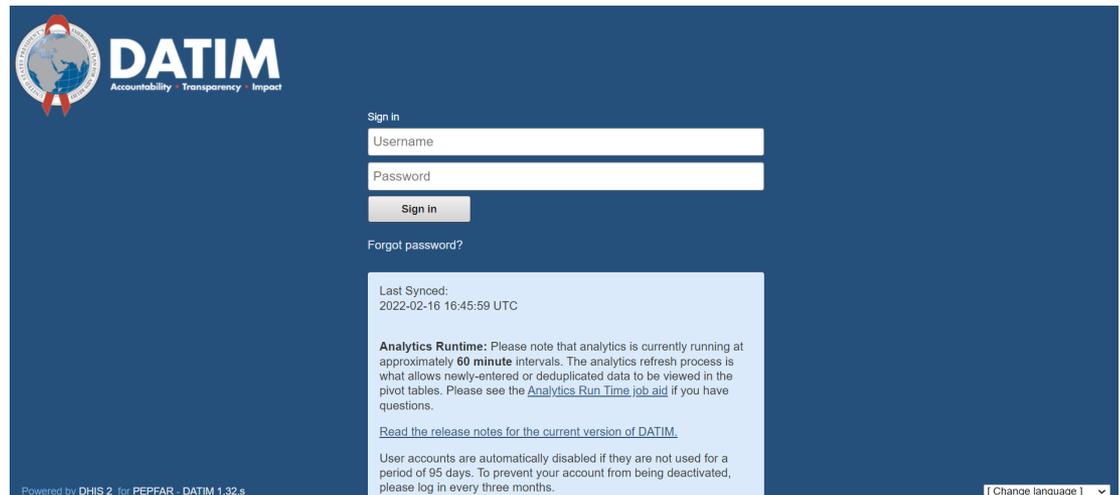
USE OF THIS COMPUTER SYSTEM OR NETWORK BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES EXPRESS CONSENT TO THIS MONITORING. IF YOU DO NOT CONSENT TO THIS MONITORING, OR IF YOU ARE NOT AN AUTHORIZED USER, YOU SHOULD EXIT THIS SYSTEM. IF YOU ARE AN AUTHORIZED USER AND CONSENT, SELECT "I AGREE" TO THE SYSTEM TERMS AND USAGE TO INDICATE YOU AGREE TO ALL THE CONDITIONS STATED HEREIN.

I Agree

DHIS 2 for PEPFAR - DATIM 1.32.s

User accounts are automatically disabled if they are not used for a period of 95 days. To prevent your account from being deactivated, please log in every three months.

[Change language]



DATIM
Accountability · Transparency · Impact

Sign in

Username

Password

Forgot password?

Last Synced:
2022-02-16 16:45:59 UTC

Analytics Runtime: Please note that analytics is currently running at approximately **60 minute** intervals. The analytics refresh process is what allows newly-entered or deduplicated data to be viewed in the pivot tables. Please see the [Analytics Run Time job aid](#) if you have questions.

[Read the release notes for the current version of DATIM.](#)

User accounts are automatically disabled if they are not used for a period of 95 days. To prevent your account from being deactivated, please log in every three months.

Powered by DHIS 2 for PEPFAR - DATIM 1.32.s

[Change language]

Implementing Partner- DATIM Upload: Enter ERB Processor App

The screenshot shows the 'ER ENVIRONMENT (TEST) - Dashboard' interface. At the top right, the 'Applications' menu (represented by a grid icon) is highlighted with a red circle and the number '1'. A dropdown menu is open, displaying a search bar and a grid of application icons. The 'ERB Processor' app icon, which features a green grid with a white dollar sign, is highlighted with a red circle and the number '2'. The main dashboard area displays the 'COP19/FY20 1. Clinical Cascade Dashboard' with a welcome message and instructions on how to use the dashboard's filters and data.

- 1 On the top right-hand corner of the page, select the Applications menu
- 2 Within the menu, select the ERB Processor App

Implementing Partner- DATIM Upload: Verify OU & Workstream

After selecting the ERB Processor app, the data entry page will appear

Headerbar Logo ER ENVIRONMENT (TEST) [Messages: 22] [Email] [Menu] [PP]

ERB Processor < Partner

Operating Unit
Kenya

Workstream

Please select a Workstream

Headerbar Logo ER ENVIRONMENT (TEST) [Messages: 22] [Email] [Menu] [PP]

ERB Processor < ... > Partner

Operating Unit
Kenya

Expenditure Reporting

PEPFAR Budget and Projected Expenditures

COP 21

Funding Mechanism to submit templates

- 1 Verify that the Operating Unit (OU) is correct
- 2 For Workstream, select “PEPFAR Budget and Projected Expenditures” from the drop-down list.

Implementing Partner- DATIM Upload: Select Period

Headerbar Logo ER ENVIRONMENT (TEST) 22

ERB Processor <

Operating Unit
Kenya

Workstream
PEPFAR Budget an...

COP Year
COP 22

Mechanism

Include Expired

Partner

Please select a Funding Mechanism to submit templates

1

- 1 Verify that the COP Year is correct (should be COP 22 for FY23)

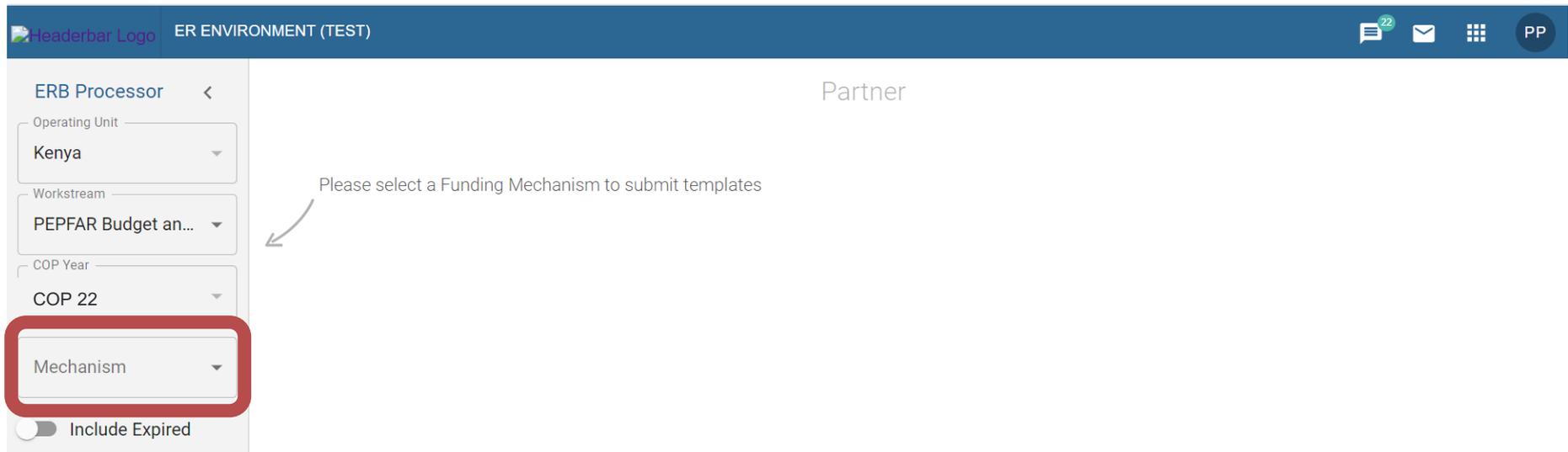
Implementing Partner- DATIM Upload: Select Mechanism

Once the workstream is selected, the Funding Mechanism field will become available

Select the Funding Mechanism from the drop-down list for which you would like to upload budget and projected expenditure data

If you do not see your mechanism in the drop-down list, please submit a request via DATIM Support at <https://www.datim.zendesk.com>

If you do not know which mechanism to report against, please contact your agency POC



The screenshot shows the DATIM upload interface. The header bar includes the logo, the text "ER ENVIRONMENT (TEST)", and notification icons. The main content area is titled "Partner" and contains a form with the following fields:

- Operating Unit: Kenya
- Workstream: PEPFAR Budget an...
- COP Year: COP 22
- Mechanism: (highlighted with a red box)
- Include Expired: (toggle switch)

An arrow points to the Mechanism field with the text "Please select a Funding Mechanism to submit templates".

Implementing Partner- DATIM Upload: Upload Template

The screenshot shows the ERB Processor interface. On the left, there is a sidebar with filters: Operating Unit (Kenya), Workstream (PEPFAR Budget an...), COP Year (COP 22), and Mechanism (14022 - AID623A12...). Below these is a toggle for 'Include Expired'. The main area is titled 'Partner' and contains a table with columns: Mechanism, Mech ID (14022), Award #, Mechanism Name, Status, Total amount (n/a), and Approval Status (Pending). Below this is a 'Prime Partner' table with columns: UEI #, Uploaded Template, Status, Int, Amount, and Del. A red box highlights the 'UPLOAD TEMPLATE' button in the Uploaded Template column.

Once the workstream is selected, the Funding Mechanism field will become available

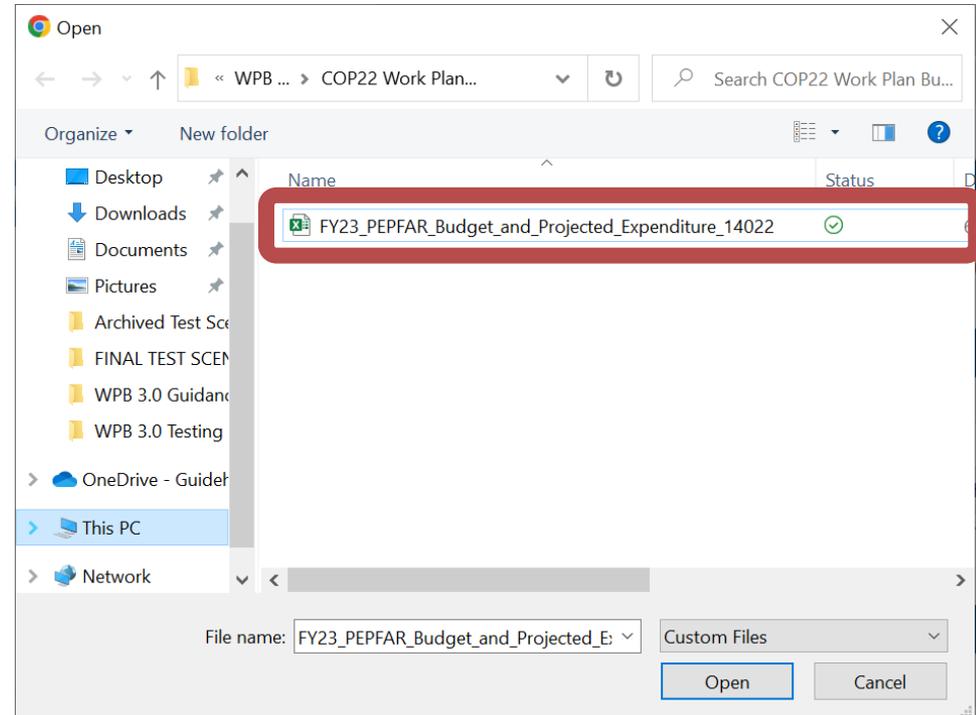
Select the Funding Mechanism from the drop-down list for which you would like to upload budget and projected expenditure data

Select the “Upload Template” icon to upload a template for the selected funding mechanism

If you do not see your mechanism in the drop-down list, please submit a request via DATIM Support at <https://www.datim.zendesk.com>

Implementing Partner- DATIM Upload: Select Template

- Click the “Upload Template” icon in the middle of the page
- Select the template document
- Wait for file to upload



Implementing Partner- DATIM Upload: Invalid Template

- If the template is invalid, the Template field will be flagged with a **red error** icon
- IPs should not submit invalid templates

The screenshot displays the ERB Processor interface in the ER ENVIRONMENT (TEST). The main content area is titled 'Partner' and shows a record with the following details:

Mechanism		Status	
Mech ID	14022	Total amount:	n/a
Award #		Approval Status:	Pending
Mechanism Name			

Below the Partner record, the 'Prime Partner' section shows a table of uploaded templates:

UEI #	Uploaded Template	Status	Int	Amount	Del
n/a	FY23_PEPFAR_Budget_and_Projected_Expenditure_14022.xlsx	1 error	n/a	n/a	

An error message is displayed below the table: **error #1:** Version - You have uploaded an invalid template for this data stream and fiscal/COP year, please download a fresh one from Zendesk. The error message and the '1 error' status in the table are highlighted with a red box.

On the left sidebar, the ERB Processor settings are visible, including Operating Unit (Kenya), Workstream (PEPFAR Budget an...), COP Year (COP 22), and Mechanism (14022 - AID623A12...). There is also an 'Include Expired' toggle switch.

Implementing Partner- DATIM Upload: Validation Checks

IPs should not submit templates which have not been validated in DATIM. Instead:

1. Delete the invalid file
2. Review the Feedback box. The feedback box will alert you to the error(s) that caused the file to fail DATIM's validation check
 - Refer to “DATIM Error Message and Resolutions” slide deck, which will explain all validation errors that will be seen in the module. This deck can be found at <https://datim.zendesk.com>
3. Revise the template
 - Check for template errors reviewed in slides 40-60
4. Upload the revised file. DATIM will re-run validation checks
5. Review the Feedback box and confirm validation
6. Submit in Data Approval app

Implementing Partner- DATIM Upload: Delete File

To delete the invalid file, select the trash icon on the right side of the Template field

The screenshot shows the ERB Processor interface in the ER ENVIRONMENT (TEST). The main content area is titled "Partner" and displays details for Mechanism ID 14022. The status is "Pending". Below this, the "Prime Partner" section contains a table of uploaded templates. The table has columns for UEI #, Uploaded Template, Status, Int, Amount, and Del. A red box highlights the trash icon in the "Del" column for the template "FY23_PEPFAR_Budget_and_Projected_Expenditure_14022.xlsx", which has a status of "1 error". An error message below the table reads: "error #1: Version - You have uploaded an invalid template for this data stream and fiscal/COP year, please download a fresh one from Zendesk".

UEI #	Uploaded Template	Status	Int	Amount	Del
n/a	FY23_PEPFAR_Budget_and_Projected_Expenditure_14022.xlsx	1 error	n/a	n/a	

error #1: Version - You have uploaded an invalid template for this data stream and fiscal/COP year, please download a fresh one from Zendesk

Implementing Partner- DATIM Upload: Delete File

After the file is deleted, the upload icon will appear and a new file can be uploaded

The screenshot shows the ERB Processor interface in the ER ENVIRONMENT (TEST). The main content area displays a 'Partner' record with the following details:

Mechanism		Status	
Mech ID	14022	Total amount:	n/a
Award #		Approval Status:	Pending
Mechanism Name			

Below the Partner record is a 'Prime Partner' table with the following columns: UEI #, Uploaded Template, Status, Int, Amount, and Del. The 'Uploaded Template' column contains a red-bordered button with an upload icon and the text 'UPLOAD TEMPLATE'.

On the left sidebar, the 'ERB Processor' section includes filters for Operating Unit (Kenya), Workstream (PEPFAR Budget an...), COP Year (COP 22), and Mechanism (14022 - AID623A12...). There is also a toggle for 'Include Expired'.

Narrative Box to Explain Variance

The screenshot displays the ERB Processor interface for a Partner. The left sidebar includes filters for Operating Unit (South Africa), Workstream (PEPFAR Budget an...), COP Year (COP 22), Mechanism (17968 - GH001538 ...), and an Include Expired toggle.

The main content area shows the Mechanism details for Mech ID 17968, with a Total amount of \$443,538.00 and an Approval Status of Pending. A DATIM APPROVALS link is visible.

Below this is the Prime Partner section, featuring a table of uploaded templates:

UEI #	Uploaded Template	Status	Int	Amount	Del
639391218	202_Budget_COP21FY22_17968.xlsx	1 warning	4	\$443,538.00	

A warning message states: "warning #1: FAST Budget and your PEPFAR Budget and Projected Expenditures Interventions Differ".

The FAST Budget Comparison section includes a table comparing the FAST Budget, Template Budget, and Difference for four interventions:

#	Intervention	FAST Budget	Template Budget	Difference
1	PM: IM Program Management-NSD + Non-Targeted Pop: Not disaggregated	\$0	\$129,923	\$129,923
2	C&T: HIV Drugs-SD + Females: Adult women	\$0	\$131,025	\$131,025
3	ASP: HMIS, surveillance, & research-NSD + Priority Pops: Military & other uniformed services	\$0	\$20,400	\$20,400
4	PREV: VMMC-NSD + Males: Adult men	\$0	\$162,190	\$162,190

At the bottom, a narrative box prompts the user: "Using the following text box, please provide additional feedback to the agency approvers and SGAC that would help explain the warnings listed above:". The box is currently empty and shows a character count of 0/1200 characters (saved).

"Using the following text box, please explain any differences between the FAST budget and the template budget."

If the Approved FAST Budget is different than the budget in the PEPFAR Budget and Projected Expenditure Template, IPs will have the option to explain the reasoning between the discrepancies. This is not required.

Implementing Partner- DATIM Upload: Valid Template

A **green** Template cell and check mark indicate that DATIM has validated the uploaded file

- The file is now ready for submission in the Data Approval app

- You MUST submit the template in the data approval app**, or it will not be considered submitted or included in any data sets used for analysis by agencies

The screenshot shows the ERB Processor interface in a test environment. On the left, there are filters for Operating Unit (Kenya), Workstream (PEPFAR Budget an...), COP Year (COP 22), and Mechanism (14022 - AID623A12...). An 'Include Expired' toggle is also present. The main content area is titled 'Partner' and displays a summary card with the following details:

- Mechanism**: Mech ID 14022, Award #, Mechanism Name
- Status**: Total amount: \$1,938,980.00, Approval Status: Pending
- DATIM APPROVALS** (with an external link icon)

Below this, the 'Prime Partner' section contains a table with the following data:

UEI #	Uploaded Template	Status	Int	Amount	Del
n/a	FY23_PEPFAR_Budget_and_Projected_Expenditure_14022.xlsx	✓ success	4	\$1,938,980.00	✕

The 'Status' cell in the table, containing '✓ success', is highlighted with a red rounded rectangle.

Implementing Partner- DATIM Upload: Submit Template

Select the DATIM Approvals Icon to be directed to the Data Approval App

NOTE: You must submit the template in the Data Approval App, or it will not be considered submitted or included in any data sets used for analysis by agencies

The screenshot shows the ERB Processor interface in a test environment. The left sidebar contains filters for Operating Unit (Kenya), Workstream (PEPFAR Budget an...), COP Year (COP 22), Mechanism (14022 - AID623A12...), and an 'Include Expired' toggle. The main content area is titled 'Partner' and displays details for Mechanism ID 14022, including a total amount of \$1,938,980.00 and a pending approval status. A red box highlights the 'DATIM APPROVALS' icon. Below this, the 'Prime Partner' section shows a table of uploaded templates.

UEI #	Uploaded Template	Status	Int	Amount	Del
n/a	FY23_PEPFAR_Budget_and_Projected_Expenditure_14022.xlsx	✓ success	4	\$1,938,980.00	✕

Implementing Partner- DATIM Submission: Data Approval app

After selecting the Data Approvals icon, you will be directed to the Data Approval app
Select “Submit Mechanism” to submit your budget data

DATIM Approvals

[SUBMIT MECHANISM](#) BACK

1 pending at partner 2 submitted by partner 3 accepted by agency

Workflow Work Plan Budgets FYOct
Period October 2022 – September 2023

Name)
OU
Agency
Partner
Status pending at partner

Dataset:
ERB: Projected Expenditures

{“httpStatus”:“Conflict”,“httpStatusCode”:409,“status”:“ERROR”,“message”:“Data set form type must be 'custom': DEFAULT”}

Implementing Partner- DATIM Submission: Data Approval app

Verify that the submission was successful

If the submission was successful, a black message box will appear in the bottom of the page

DATIM Approvals

[← RECALL MECHANISM](#) BACK

1 pending at partner 2 submitted by partner 3 accepted by agency

Workflow	Work Plan Budgets FYOct
Period	October 2022 – September 2023

Name _____

OU _____

Agency _____

Partner _____

Status submitted by partner

Dataset

ERB: Projected Expenditures ▾

Mechanism successfully submitted ✕

Reviewer Checks: Overview

Once the PEPFAR Budget and Projected Expenditure template has been successfully uploaded to DATIM and submitted by the IP, it will be reviewed by the Agency AOR/COR/Project Officer (Agency reviewer)

The Agency reviewer will check for:

- Errors or blanks in the metadata, such as incorrect Award number
- Program management budget and projected expenditure not entered when expected – including indirect costs if applicable
- Interventions not aligned to COP strategy or IP work plans
- Budget and projected expenditures that do not seem to be aligned to the intervention definition
- Budget and projected expenditures that are less than or in excess of expectations

If the reviewer notes any of the above or other potential errors, he/she may contact the IP for further explanation or to require or suggest revisions prior to approving the PEPFAR Budget and Projected Expenditure template. In this case, the IP may be asked to upload a revised template.

View Submitted Mechanisms

If you need to check the status of Implementing Mechanisms in the future, go to the Data Approval app's View tab

You can see the status of each mechanism here

Workflow: Work Plan Budgets FYOct

Period: October 2022 – September 2023

Organisation Unit: South Africa

VIEWS: 12, SUBMIT: 11, RECALL: 1

Mechanism	OU	Agency	Partner	Status
70301 -				submitted by partner

Note: In the Data Approvals app, the PEPFAR Budget and Projected Expenditure Template data will be categorized as “Workplan Budgets FYOct” in the workflow

Technical Support in DATIM

Technical Support for DATIM

Users who have questions or problems in DATIM can submit a request for technical support in the box highlighted below, on the DATIM Support page: <https://datim.zendesk.com>

The screenshot shows the top navigation bar of the DATIM Support page. On the left is the DATIM logo with the tagline 'Accountability · Transparency · Impact' and the word 'SUPPORT' next to it. On the right is a 'Sign in' button. Below the navigation bar is a search bar with a 'Search' input field and a 'Search Q' button. The main content area contains a 'BROWSER COMPATIBILITY NOTE' and a message about site improvements. A grid of six blue tiles provides navigation to various resources: 'DATIM Training & Tutorials', 'What's New in DATIM', 'PEPFAR Guidance', 'Frequently Asked Questions (FAQs)', 'Data Import and Systems Administration', and 'PEPFAR/MoH Data Alignment Activity'. On the right side, there is a 'Guidance Highlights' section and a 'Technical Support' section. The 'Technical Support' section is highlighted with a red border and contains links for 'Submit a Request', 'Your Profile', and 'Ticket Status'. A red arrow points from a callout box that says 'Technical Support Available!' to the 'Submit a Request' link.

Submit a Request



SUPPORT

Sign in

Search

Search

DATIM > Submit a request

Submit a request

Please choose from the issue topics below. On the next screen you will be asked for more details on each topic.

- OPU Issue
- Organization Hierarchy
- PEPFAR Budget and Projected Expenditure Template
- PEPFAR/MoH Data Alignment
- PEPFAR Virtual Academy

[Return to DATIM](#)

[Terms of Service](#)



19 YEARS OF SAVING LIVES THROUGH AMERICAN GENEROSITY AND PARTNERSHIPS

Submit a Request

DATIM > Submit a request

Submit a request

Please choose from the issue topics below. On the next screen you will be asked for more details on each topic.

PEPFAR Budget and Projected Expenditure Template

Your email address *

Description *

Please enter a complete description. This should include the click path you took to receive the error, which web browser and version you are using, and ideally a screen shot you can attach below.

DATIM user name *

Please enter the DATIM user name you are logging in with and experiencing issues or require support.

Organization *

Please enter the organization you are with (e.g., USAID, State Dept, XYZ Partner, etc.)

OU/HQ Affiliation *

Data Entry Choices *

Attachments

Add file or drop files here

Submit



PEPFAR

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

Thank You!

19 YEARS OF SAVING LIVES THROUGH AMERICAN GENEROSITY AND PARTNERSHIPS