

# CDD's Tips and (Qual)Tricks



## WELCOME TO QUALTRICS



When it's time to fill out your Quarterly Report (QR), you'll receive an email from: **NYSCDD@qemailserver.com** with a link to your personalized report. **Do not** respond to this email; there is not an associated user. If you have a question, email your grants coordinator directly.

**Below are some tips and tricks to help you as you navigate Qualtrics for the first time:**

- **Know your grant** -- If your organization has multiple grants with the CDD, you will receive multiple links. Please only fill out the link with the information from the associated contract number. You will be sent a new custom link each quarter.
- **Keep it simple** -- If you type up your answers on a different platform beforehand, be aware that the majority of formatting will not translate. Keep answers in basic paragraphs. Avoid bullet points or other formatted lists.
- **Be thorough** -- While answering *all* questions is not required to submit, we do expect a complete report and will re-open your link if more info is needed.
- **Submit ALL QR materials** -- All documents related to your QR should be uploaded and submitted with your program report on Qualtrics. Make sure that in addition to filling out the form, you submit your expenditure report, expense backup, and any program backup.
- **Wait to hit "Submit"** -- The form will auto-save on its own so don't hit submit until you're 100% done. If you do unintentionally submit early, email your grants coordinator to have your link re-activated.
- **Keep a record of your responses** -- Grantees will not automatically receive copies of their completed report. It is recommended that you save a copy of your drafted answers to the [Quarterly Program Questions](#) document located in the Grantee Resource Center on the CDD website.