

Equity in Athletics Disclosure Act Report

Rutgers, The State University of New Jersey

Rutgers University – Newark

October 15, 2017

Identification

- Please enter/review all applicable information. Required fields are indicated with asterisks (*).

General Information

Institution Name	Rutgers University-Newark		
Address 1 *	<input type="text" value="249 University Avenue, Blumenthal Hall"/>		
Address 2	<input type="text"/>		
City *	<input type="text" value="Newark"/>		
State *	<input type="text" value="NJ"/>		
ZIP Code *	<input type="text" value="07102"/>	-	<input type="text"/>
Telephone *	<input type="text" value="973"/>	-	<input type="text" value="353"/> - <input type="text" value="1766"/> Ext. <input type="text"/>

Athletic Department

Athletic Director Name *	<input type="text" value="Mark Griffin"/>		
Address 1 *	<input type="text" value="Golden Dome Athletic Center"/>		
Address 2	<input type="text" value="42 Warren Street"/>		
City *	<input type="text" value="Newark"/>		
State *	<input type="text" value="NJ"/>		
ZIP Code *	<input type="text" value="07102"/>	-	<input type="text" value="1807"/>
Telephone *	<input type="text" value="973"/>	-	<input type="text" value="353"/> - <input type="text" value="1458"/> Ext. <input type="text"/>

Chief Administrative Officer

Chief Administrative Officer's Name *	<input type="text" value="Robert L. Barchi"/>		
Title *	<input type="text" value="President"/>		
Telephone *	<input type="text" value="848"/>	-	<input type="text" value="932"/> - <input type="text" value="7454"/> Ext. <input type="text"/>
Fax	<input type="text"/>	-	<input type="text"/>
E-mail Address *	<input type="text" value="president@rutgers.edu"/>		

EADA General

Designated Reporting Year*

Note: The reporting period must be 12 months. The dates for the reporting year should be consistent from year to year.

Begins: (MM/DD) /2016 Ends: (MM/DD) /2017

Number of full-time undergraduates by gender: The numbers below were reported on your institution's 2016-17 IPEDS Survey and should not be changed unless they were reported incorrectly to IPEDS. If the numbers are incorrect, please call the EADA Help Desk to correct them.

	Number	Percent
Male full-time undergraduates	3094	46 %
Female full-time undergraduates	3572	54 %
Total full-time undergraduates	6666	100 %

Athletic Sanctioning Body for the designated reporting year (select one):*

- ☐ NCAA Division I-FBS
 ☐ NAIA Division I
- ☐ NCAA Division I-FCS
 ☐ NAIA Division II
- ☐ NCAA Division I without football
 ☐ NJCAA Division I
- ☐ NCAA Division II with football
 ☐ NJCAA Division II
- ☐ NCAA Division II without football
 ☐ NJCAA Division III
- ☐ NCAA Division III with football
 ☐ NCCAA Division I
- ☒ NCAA Division III without football
 ☐ NCCAA Division II
- ☐ CCCAA
 ☐ NWAC
- ☐ Independent
 ☐ USCAA
- ☐ Other

Other Description:

Sports Selection - Men's and Women's Teams

Select the varsity sports teams at your institution.

Sport	Men's	Women's	Sport	Men's	Women's
Archery	<input type="checkbox"/>	<input type="checkbox"/>	Badminton	<input type="checkbox"/>	<input type="checkbox"/>
Baseball	<input checked="" type="checkbox"/>		Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Beach Volleyball	<input type="checkbox"/>	<input type="checkbox"/>	Bowling	<input type="checkbox"/>	<input type="checkbox"/>
Cross Country	<input type="checkbox"/>	<input type="checkbox"/>	Diving	<input type="checkbox"/>	<input type="checkbox"/>
Equestrian	<input type="checkbox"/>	<input type="checkbox"/>	Fencing	<input type="checkbox"/>	<input type="checkbox"/>
Field Hockey		<input type="checkbox"/>	Football	<input type="checkbox"/>	
Golf	<input type="checkbox"/>	<input type="checkbox"/>	Gymnastics	<input type="checkbox"/>	<input type="checkbox"/>
Ice Hockey	<input type="checkbox"/>	<input type="checkbox"/>	Lacrosse	<input type="checkbox"/>	<input type="checkbox"/>
Rifle	<input type="checkbox"/>	<input type="checkbox"/>	Rodeo	<input type="checkbox"/>	<input type="checkbox"/>
Rowing	<input type="checkbox"/>	<input type="checkbox"/>	Sailing	<input type="checkbox"/>	<input type="checkbox"/>
Skiing	<input type="checkbox"/>	<input type="checkbox"/>	Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Softball		<input checked="" type="checkbox"/>	Squash	<input type="checkbox"/>	<input type="checkbox"/>
Swimming	<input type="checkbox"/>	<input type="checkbox"/>	Swimming and Diving (combined)	<input type="checkbox"/>	<input type="checkbox"/>
Synchronized Swimming		<input type="checkbox"/>	Table Tennis	<input type="checkbox"/>	<input type="checkbox"/>
Team Handball	<input type="checkbox"/>	<input type="checkbox"/>	Tennis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Track and Field (Indoor)	<input type="checkbox"/>	<input type="checkbox"/>	Track and Field (Outdoor)	<input type="checkbox"/>	<input type="checkbox"/>
Track and Field and Cross Country (combined)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Volleyball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Water Polo	<input type="checkbox"/>	<input type="checkbox"/>	Weight Lifting	<input type="checkbox"/>	<input type="checkbox"/>
Wrestling	<input type="checkbox"/>	<input type="checkbox"/>	Other Sports (Specify sports in the caveat box.)*	<input type="checkbox"/>	<input type="checkbox"/>

CAVEAT

Cross Country and Track & Field are combined for EADA reporting purposes.

* If you indicated in the caveat box that your other sports are Dancing and/or Cheerleading, please specify in the caveat box that these are competitive varsity teams (i.e., not pep squads).

If you save the data on this screen, then return to the screen to make changes, note the following:

- 1) If you select an additional team remember to include associated data for that sport on subsequent screens;
- 2) If you delete a sport but have already entered associated data on other screens, all associated data for that sport will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

Athletics Participation - Men's and Women's Teams

Enter the number of participants as of the day of the first scheduled contest.

Varsity Teams

	Men's Teams	Women's Teams
Baseball	36	
Basketball	17	13
Soccer	34	28
Softball		16
Tennis	12	12
Track and Field and Cross Country (combined)	67	43
Track and Field (Indoor)	24	17
Track and Field (Outdoor)	21	13
Cross Country	22	13
Volleyball	17	16
Total Participants Men's and Women's Teams	183	128
Unduplicated Count of Participants (This is a head count. If an individual participates on more than one team, count that individual only once on this line.)	142	102

CAVEAT

(For each men's or women's team that includes opposite sex participants, specify the number of male and the number of female students on that team in this caveat box. This does not apply for coed teams. Additionally, provide any other clarifying information here.)

If you save the data on this screen, then return to the screen to make changes, please note you must re-save every screen because the survey system has to recalculate the totals.

Rutgers, The State University of New Jersey, Newark
Information for the Reporting Year: 2017

		Number of Participants		Number of Participants Participating on a Second Team		Number of Participants Participating on a Third Team	
Sport	Coed Teams	Men's Teams	Women's Teams	Men's Teams	Women's Teams	Men's Teams	Women's Teams
Baseball		36					
Basketball		17	13				
Cross Country		22	13	20	12	16	10
Soccer		34	28				
Softball			16		1		
Tennis		12	12	1			
Track, Indoor		24	17	24	14	16	10
Track, Outdoor		21	13	20	12	16	10
Volleyball		17	16	1	1		
Others							
Total Participants		183	128	66	40	48	30
Unduplicated Count of Participants		142	102				

Head Coaches - Men's Teams

For each men's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1
Basketball	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1
Soccer	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1
Tennis	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1
Track and Field and Cross Country (combined)	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1
Volleyball	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1
Coaching Position Totals	0	6	5	1	0	0	0	0	6
CAVEAT									

Head Coaches - Women's Teams

For each women's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	1
Soccer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	1
Softball	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	1
Tennis	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1
Track and Field and Cross Country (combined)	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1
Volleyball	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	1
Coaching Position Totals	0	2	1	1	0	4	2	2	6
CAVEAT									

Head Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays head coaches as compensation for coaching. Do not include benefits on this screen.

Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total. For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Head Coaching Position (for coaching duties only)	44,252	28,656
Number of Head Coaching Positions Used to Calculate the Average	6	6
Number of Volunteer Head Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	0
Average Annual Institutional Salary per Full-time equivalent (FTE)	62,473	47,760
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	4.25	3.60

CAVEAT

Assistant Coaches - Men's Teams

For each men's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2
Basketball	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3
Soccer	<input type="text"/>	<input type="text" value="7"/>	<input type="text"/>	<input type="text" value="7"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	7
Tennis	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1
Track and Field and Cross Country (combined)	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="2"/>	5
Volleyball	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	3
Coaching Position Totals	0	18	0	18	0	3	0	3	21
CAVEAT									

Assistant Coaches - Women's Teams

For each women's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="2"/>	3
Soccer	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="2"/>	3
Softball	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="3"/>	3
Tennis	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1
Track and Field and Cross Country (combined)	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="2"/>	5
Volleyball	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="2"/>	2
Coaching Position Totals	0	6	0	6	0	11	0	11	17
CAVEAT									

Assistant Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays assistant coaches as compensation for coaching. Do not include benefits on this screen.

Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total. For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Assistant Coaching Position (for coaching duties only)	2,568	3,744
Number of Assistant Coaching Positions Used to Calculate the Average	20	14
Number of Volunteer Assistant Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	1	3
Average Annual Institutional Salary per Full-time equivalent (FTE)	20,544	26,208
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	2.50	2.00

CAVEAT

Athletically Related Student Aid - Men's and Women's Teams

Athletically related student aid is any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. Other student aid, of which a student-athlete simply happens to be the recipient, is not athletically related student aid. If you do not have any aid to report, enter a 0.

	Men's Teams	Women's Teams	Total
Amount of Aid	<div>0</div>	<div>0</div>	0
Ratio (percent)	0	0	100%
CAVEAT			

Recruiting Expenses - Men's and Women's Teams

Recruiting expenses are all expenses an institution incurs attributable to recruiting activities. This includes, but is not limited to, expenses for lodging, meals, telephone use, and transportation (including vehicles used for recruiting purposes) for both recruits and personnel engaged in recruiting, and other expenses for official and unofficial visits, and all other expenses related to recruiting. If you do not have any recruiting expenses to report, enter a 0.

	Men's Teams	Women's Teams	Total
Total	19,584	15,114	34,698
CAVEAT			

Cross Country and Track & Field have been prorated based on the number of male and female athletes.

Operating (Game-Day) Expenses - Men's and Women's Teams by Team

Operating expenses are all expenses an institution incurs attributable to home, away, and neutral-site intercollegiate athletic contests (commonly known as "game-day expenses"), for (A) Lodging, meals, transportation, uniforms, and equipment for coaches, team members, support staff (including, but not limited to team managers and trainers), and others; and (B) Officials.

For a sport with a men's team and a women's team that have a combined budget, click [here](#) for special instructions. Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Participants	Men's Teams		Participants	Women's Teams		Total Operating Expenses
		Operating Expenses per Participant	By Team		Operating Expenses per Participant	By Team	
Basketball	17	2,901	49,321	13	2,451	31,862	81,183
Baseball	36	3,701	133,232				133,232
Soccer	34	2,140	72,776	28	1,421	39,790	112,566
Softball				16	3,066	49,056	49,056
Tennis	12	887	10,643	12	277	3,318	13,961
Track and Field and Cross Country (combined)	67	1,122	75,173	43	1,073	46,131	121,304
Volleyball	17	2,464	41,881	16	2,360	37,755	79,636
Total Operating Expenses Men's and Women's Teams	183		383,026	128		207,912	590,938
CAVEAT							

Cross Country and Track & Field have been prorated based on the number of male and female athletes.

Note: This screen is for game-day expenses only.

Total Expenses - Men's and Women's Teams

Enter all expenses attributable to intercollegiate athletic activities. This includes appearance guarantees and options, athletically related student aid, contract services, equipment, fundraising activities, operating expenses, promotional activities, recruiting expenses, salaries and benefits, supplies, travel, and any other expenses attributable to intercollegiate athletic activities.

Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	169,185	147,509	316,694
Baseball	260,437		260,437
Soccer	213,996	77,931	291,927
Softball		154,544	154,544
Tennis	19,269	14,546	33,815
Track and Field and Cross Country (combined)	161,940	122,585	284,525
Volleyball	129,904	88,791	218,695
Total Expenses of all Sports, Except Football and Basketball, Combined	785,546	458,397	1,243,943
Total Expenses Men's and Women's Teams	954,731	605,906	1,560,637
Not Allocated by Gender/Sport (Expenses not attributable to a particular sport or sports)			1,259,317
Grand Total Expenses			2,819,954
CAVEAT			

Cross Country and Track & Field have been prorated based on the number of male and female athletes.

Total Revenues - Men's and Women's Teams

Your total revenues must cover your total expenses.

Enter all revenues attributable to intercollegiate athletic activities. This includes revenues from appearance guarantees and options, an athletic conference, tournament or bowl games, concessions, contributions from alumni and others, institutional support, program advertising and sales, radio and television, royalties, signage and other sponsorships, sport camps, state or other government support, student activity fees, ticket and luxury box sales, and any other revenues attributable to intercollegiate athletic activities.

Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	171,355	147,509	318,864
Baseball	262,437		262,437
Soccer	213,996	79,931	293,927
Softball		155,512	155,512
Tennis	19,269	14,546	33,815
Track and Field and Cross Country (combined)	161,940	124,119	286,059
Volleyball	132,842	88,791	221,633
Total Revenues of all Sports, Except Football and Basketball, Combined	790,484	462,899	1,253,383
Total Revenues Men's and Women's Teams	961,839	610,408	1,572,247
Not Allocated by Gender/Sport (Revenues not attributable to a particular sport or sports)			1,259,317
Grand Total for all Teams (includes by team and not allocated by gender/sport)			2,831,564

CAVEAT

Cross Country and Track & Field have been prorated based on the number of male and female athletes.

Summary - Men's and Women's Teams

Your Grand Total Revenues must be equal to or greater than your Grand Total Expenses or you will not be able to lock your survey.

		Men's Teams	Women's Teams	Total
1	Total of Head Coaches' Salaries	265,512	171,936	437,448
2	Total of Assistant Coaches' Salaries	51,360	52,416	103,776
3	Total Salaries (Lines 1+2)	316,872	224,352	541,224
4	Athletically Related Student Aid	0	0	0
5	Recruiting Expenses	19,584	15,114	34,698
6	Operating (Game-Day) Expenses	383,026	207,912	590,938
7	Summary of Subset Expenses (Lines 3+4+5+6)	719,482	447,378	1,166,860
8	Total Expenses for Teams	954,731	605,906	1,560,637
9	Total Expenses for Teams Minus Subset Expenses (Line 8 – Line 7)	235,249	158,528	393,777
10	Not Allocated Expenses			1,259,317
11	Grand Total Expenses (Lines 8+10)			2,819,954
12	Total Revenues for Teams	961,839	610,408	1,572,247
13	Not Allocated Revenues			1,259,317
14	Grand Total Revenues (Lines 12+13)			2,831,564
15	Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8)	7,108	4,502	11,610
16	Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)			11,610

Supplemental Information (optional)

This screen may be used to help the reader better understand the data you have provided, or to help a prospective student-athlete make an informed choice of an athletics program.

This information will be viewable on the EADA public website. Please do not include the names of individuals or write messages to the help desk.

To explain specific data entered on a previous screen, please use the caveat box on that screen.