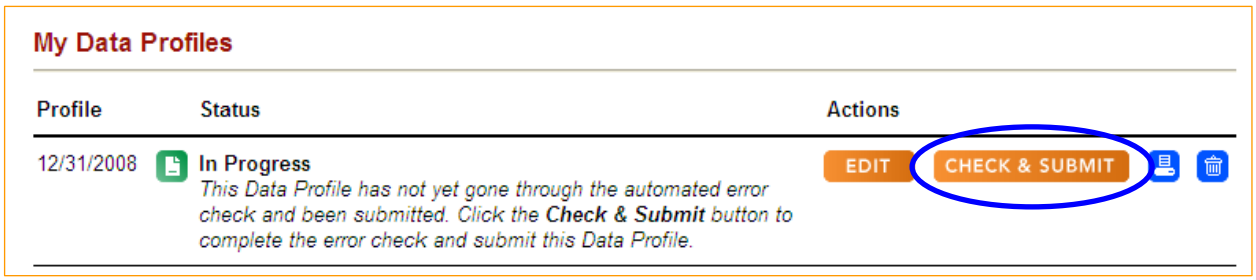
CULTURAL DATA PROJECT

How to Submit a Data Profile

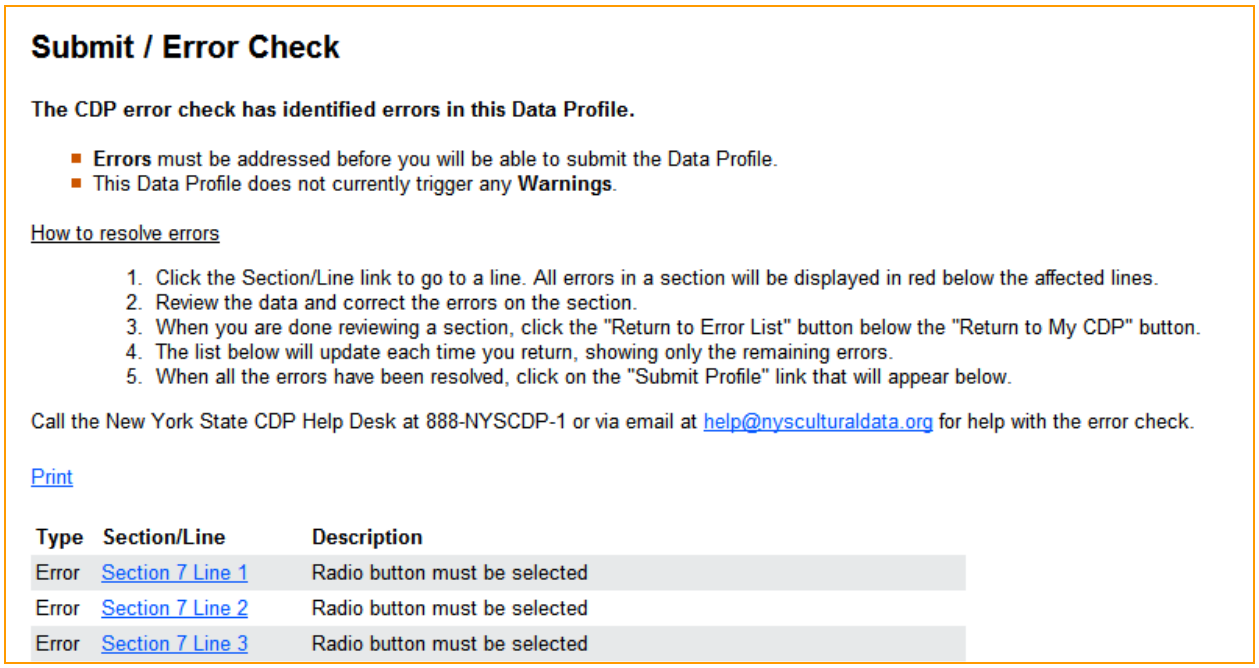
1. Log in to your account at www.nysculturaldata.org.

2. Click on "**Check & Submit**" next to the **"In Progress" or "Under Revision"** Data Profile you wish to submit. This initiates the automated error check process.



3. The Submit / Error Check page will display error and/or warning messages for any potential inconsistencies identified in the Data Profile. Follow the directions at the top of the page to address them.
   - Errors must be addressed before you will be able to submit the Data Profile
   - Warnings should be reviewed, but do not need to be changed in order to submit.

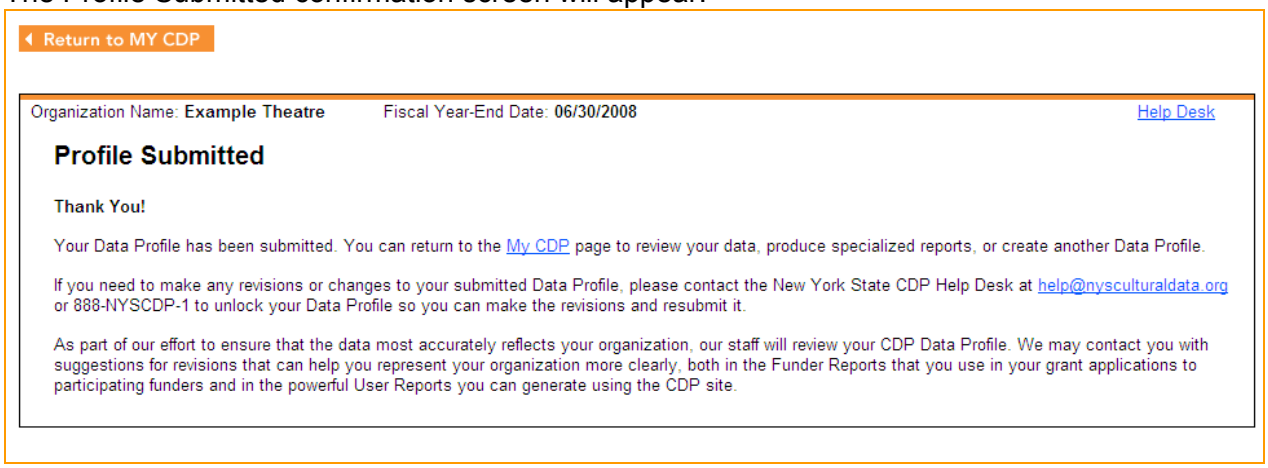
   Be sure to call the Help Desk at 1-888-NYSCDP-1 if you need help resolving these errors.



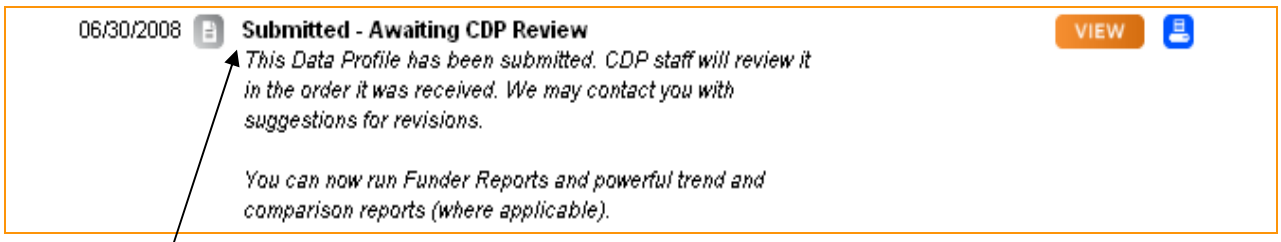
4. When all the errors have been addressed, you are ready to submit. The Submit Profile link will appear at the bottom of the page.

5. Click “**Submit Profile**”.

6. The Profile Submitted confirmation screen will appear.



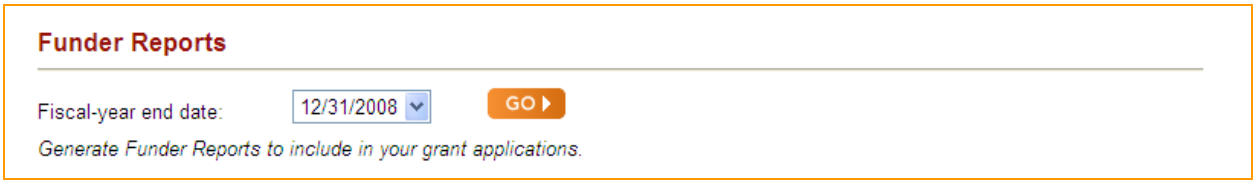
7. Click **Return to My CDP.** You will see that the Data Profile status has changed to “Submitted-Awaiting CDP Review.” You are now ready to run your Funder Report.



Note: The Submitted-Awaiting CDP Review status refers to the CDP’s internal data review process. You can submit reports to your funders before this CDP review occurs, as long as the Data Profile status includes the word “Submitted” or “Review Complete”.

How to Generate Funder Reports

1. From My CDP, scroll down to the **Funders Reports** section, select the fiscal year end date for the year that you would like to report on, and click “**GO**.”



Some funders may require that you report on a specific fiscal year. Remember to confirm your funder’s requirements.

2. Find the funder's name on the Funder Report screen.

3. Click on the name of the funding program to which you are applying to generate the funder report in PDF format.

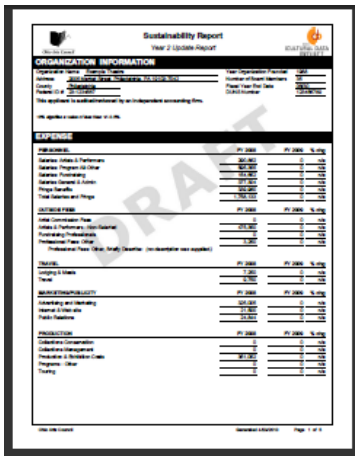
4. Review the report. In particular, make sure:
   a. you have generated the report for the correct fiscal year
   b. you have chosen the correct funder and grant program
   c. you have entered your data accurately
   d. a DRAFT watermark does not appear on the report

5. Print the funder report or save a copy of the PDF file to your own computer for printing later. Call the Help Desk at 1-888-NYSCDP-1 if you need help saving the funder report.

6. Print the report to submit it to your funder on paper or online according to the funder's guidelines.

Important notes:

- Generating the funder report on screen does not automatically submit any information to your funder. Funder Reports are generated as PDF documents. You must then print and deliver to your funder or save the report to your computer to submit electronically according your funder's guidelines.
- Be sure a DRAFT watermark does not appear on the pages of your report. If you see a DRAFT watermark, you have not successfully submitted your Data Profile, and the Funder Report will not be accepted by your funder. Return to Step 3. If you cannot correct the errors on the Submit/Error Check page, call the Help Desk for assistance at 1-888-NYSCDP-1.



DRAFT watermark on sample funder report