

For research purposes, conferences are required to complete an annual report of uses form for the funds distributed in the previous academic year. The form is available online for completion in the new Revenue Distribution System and outlines the Conference Grant expenses within the approved areas for the 2016-17 academic year.

The Conference Grant Report of Uses form must be submitted no later than **Sept. 1** each year. The form cannot be submitted until the Commissioner and Coordinator(s) of Officials electronic signatures on the officiating certification have been obtained. Be sure to review the Conference Grant guidelines in the [2017 NCAA Division I Revenue Distribution Plan](#). If you have general inquiries, please email revenuedistribution@ncaa.org or call Debbie Atkinson at 317-917-6203. For distribution-specific questions, contact Andrea Worlock at aworlock@ncaa.org or 317-917-6253.

NAVIGATION INSTRUCTIONS

1. Login to the new *Revenue Distribution System* via [MyApps](#) at www.ncaa.org.
2. Select **View** from the *Report of Uses* feature card on the *Welcome Page*.



3. **Click** on the *Conference Grants* tab at the top of the screen.
4. Then click on the respective spending category to **Enter** detail regarding equipment, operations, salaries and benefits, intern salaries, travel, and sub-grants, as well as a statement about how the funds were used to advance the conference's goals for that area.
5. Select the **Save** button to save your entries.
6. Repeat the steps above until expenditures for all spending categories have been reported.
7. Once you have completed the *Report of Uses* form, ensure total reported agrees to the *Amount Distributed* and the officiating certifications have been completed, then select the **Submit** button to send your submission.

SPENDING CATEGORIES

- Men's officiating.
- Women's officiating.
- Gambling and compliance.
- Drug education.
- Enhancement opportunities – ethnic minorities.
- Enhancement opportunities – women.