

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 Revenue Distribution System and outlines the Conference Grant expenses within the approved areas.

The Conference Grant Report of Uses form is open from July 1<sup>st</sup> through August 31<sup>st</sup> each year. The form cannot be submitted until the electronic signatures of the commissioner and coordinator(s) of officials have been obtained on the officiating certification form. The electronic signature is sent via email from the form. Note: if an email address is resent it will invalidate the previous email.

Please review the Conference Grant guidelines located under Resources within the Revenue Distribution system. If you have questions, contact Andrea Worlock at [aworlock@ncaa.org](mailto:aworlock@ncaa.org) or 317-917-6253.

### NAVIGATION INSTRUCTIONS

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1. Login to the new *Revenue Distribution System* via [MyApps](#) at [www.ncaa.org](http://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** details (amount and conference goals) regarding equipment, operations, salaries and benefits, intern salaries, travel and sub-grants.
5. Select the **Save** button to save your entries.
6. Repeat the steps above until expenditures and conference goals for all spending categories have been reported.
7. Once you have reviewed the *Report of Uses* form, ensure total reported agrees with the *Amount Distributed*, the officiating certification emails have been sent and have been accepted.
8. Select the **Submit** button to send your submission.

### SPENDING CATEGORIES

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- Men's officiating.
- Women's officiating.
- Sports wagering and compliance.
- Drug education.
- Enhancement opportunities – women.
- Enhancement opportunities – ethnic minorities.
- Enhance diversity and inclusion efforts.
- Enhance health and safety of student-athletes, coaches and administrators (including mental health).