February 2018

Dear Upward Bound (UB) and Upward Bound Math and Science (UBMS) Project Directors:

It is time to prepare your annual performance report (APR) for reporting year 2016–17, the last year of the 2012–17 grant cycle. As you know, the online APR is becoming available later than usual; thank you for your patience over the period in which we implemented new Departmental requirements for electronic data collection.

It is very important that you meet the deadline of **March 16, 2018**, for submitting the 2016–17 APR, so that the Department will be able to review your progress prior to awarding funds for the 2018–19 reporting period. Note that**, within five business days after final submission of your completed online APR,** you must scan and upload a signed copy of Section I of the report form.

You may find the APR form and instructions, plus links to the secured UB-UBMS APR web site maintained by our contractor, at <https://www2.ed.gov/programs/trioupbound/report.html> .

Do not rely solely on the UB-UBMS APR web site in completing your APR; be sure to read thoroughly the U.S. Department of Education’s APR documents at the address above.

# Notes specifically for the 2016–17 APR

*Cautions about timeframe:* Since you are reporting at a later date than usual, we would like to remind you that, for certain data fields, your APR should reflect exclusively the 2016–17 period: fields #27 through 34, 36, 44, 47–51, 56, and 63–66. For field #27 (participant status), for example, make sure that you are choosing among new, continuing, reentry, prior, or transfer for your student as of the 2016–17 period—not his or her status as of February 2018!

*Privacy Act Statement:* The Department is providing a more precise and updated statement, found at the end of Section II at <https://www2.ed.gov/programs/trioupbound/report.html>. Please familiarize yourself with this information.

# Other important reminders

*The download file:* As you may be aware from recent experience, the Department has required that you include in your APR data file all student records found in the previous year’s APR. To assist you in doing this, and to increase accuracy, the Department has provided in the Web application a file for you to download that contains your data from the previous year. It is your responsibility, however, to provide updated information on current and prior participants and to ensure the accuracy of the data submitted in 2016–17.

*Establishing cohort year 2017:*For those participants who graduate with a regular secondary school diploma during school year 2016–17 and enroll in postsecondary education by fall term 2017, please make every effort to report all relevant data in this year’s APR (2016–17). Not only must the dates of high school graduation and postsecondary enrollment be correct in your APR if a student is to be included in the 2017 cohort; you must also have coded the student as 3 (Received regular secondary school diploma) in the High School Graduation Status field (#34). **Once the Department accepts the 2016–17 APR, participants cannot be added to the 2017 postsecondary education enrollment cohort.**

**For summer bridge participants in June- and July-start projects,** you must provide postsecondary enrollment data **in the 2016–17 APR** on participants served in 2017 summer bridge to include such students in the 2017 cohort, even though summer 2017 is part of the 2017–18 reporting period for summer-start projects.

*Protecting personally identifiable information (PII):*The only location in the APR in which you should provide participants’ birth dates and Social Security numbers (SSNs) is the data file that you will be uploading securely. **Do not** include PII in such places as the text boxes within the APR Web site for the Current Participants and Eligibility Status Report and the Critical Fields Verification Report.

# Completing the APR

The APR contains many data validations to help you keep your APR accurate, but because of finite funding available for implementing data validations, certain errors must be caught by grantees if they are going to be caught at all. For example, consider field #65 (PSE completion objective--numerator). To indicate that a participant in the 2011 cohort achieved an associate or bachelor’s degree by August 31, 2017, and that the student therefore should count towards the postsecondary completion objective, a project must not only provide data on graduation in fields #59–62, but must also must select option 1 or 2 in field #65.

An additional example may be found in field #32 (high school cumulative GPA). If in that field you select option 9.999 (not applicable, prior participant) for a student served during the reporting year who had a GPA of 2.5 or above, the student cannot be counted as a success for the GPA objective.

## *The Help Desk*

If you encounter technical problems accessing the Web site or using the Web application, please contact the Help Desk by either telephone at (703) 885-8008 or email at [generaltrio@collabralink.com](mailto:generaltrio@collabralink.com). Please note that the Help Desk will try to contact projects within 24 hours of receiving the telephone call or e-mail. The Help Desk will be available to respond to your questions on weekdays that are not Federal holidays from the “go-live” date of the Web application through March 16, 2018. During peak times, it may take longer for you to receive a response; thus, I encourage you to prepare and submit your performance report as soon as you have collected complete data.

If you need to revise the APR after it has been submitted, please contact the Help Desk. **The Department will accommodate revisions only until the due date for submitting the APR.** For any questions regarding the APR requirements, please contact your program specialist directly; to ascertain his or her name, telephone number, and e-mail address, please visit [http://www2.ed.gov/about/offices/list/ope/trio/staffdirectory-cupt.html.](http://www2.ed.gov/about/offices/list/ope/trio/staffdirectory-cupt.html)

Thank you for the time and effort you devote to the performance reporting period each year and for your commitment to providing complete and accurate data. Please retain source documents in a readily accessible form so that they can be verified during an on-site visit. And remember—***don’t miss the March 16 deadline, and don’t forget to scan and upload the signed Section I page within five business days of your online APR submission.***

Sincerely,   
  
Gaby Watts  
Director  
TRIO Upward Bound and Educational Opportunity Centers Division  
Student Service