

**Ronald E. McNair Postbaccalaureate Achievement (McNair) Program
Annual Performance Report -- Program Year 2011-12**

Section I -- Project Identification, Certification and Warning

A. Identification

1. PR/Award Number: _____
2. Name of Grantee Institution: _____
3. Address (City, State, Zip): _____
4. Name of Project Director: _____
5. Telephone Number: _____ Fax Number: _____
E-mail Address: _____
6. Report Period: _____ to _____
7. Data Entry Person: _____
8. Telephone Number: _____ E-mail Address: _____

B. Certification: We certify that the performance report information reported and submitted electronically on _____ is readily verifiable. The information reported is accurate and complete to the best of our knowledge.

_____ Name of Project Director (Print)	_____ Name of Certifying Official (Print)
_____ Signature and Date	_____ Signature and Date

C. Warnings:

Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097. Further Federal funds or other benefits may be withheld under this program unless this report is completed and filed as required by existing law (20 U.S.C.) 1231a) and regulations (34 CFR 75.590 and 75.720).

Authority: Public Law 102-325, as amended.

AGENCY DISCLOSURE OF ESTIMATED BURDEN: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0640. The time required to complete this information is estimated to average five hours per response five hours, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to the U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission, write directly to: Federal TRIO Programs, U.S. Department of Education, 1990 K Street, N.W., 7th Floor, Washington, DC 20006-8510.

**RONALD E. MCNAIR POSTBACCALAUREATE ACHIEVEMENT PROGRAM
2011-12 ANNUAL PERFORMANCE REPORT
SECTION II -- RECORD STRUCTURE FOR PARTICIPANT LIST**

McNair grantees must submit student files in Excel or CSV format. Text files (also known as ASCII files) will no longer be accepted and as such you do not have to identify the field lengths, position start and end and field type. However, column names in your database **must** match the "Database Column Names" provided in column three below as well as the field content. For additional information regarding data submission, please see the instructions under **"HOW MAY THE REPORT BE SUBMITTED?"**

Field No.	Field Name	Database Column Name	Valid Field Content
1	PR/Award Number	PR	Number in Block 5 of the project's Grant Award Notification NOTES: Include only the eleven digit PR/Award Number that begins with P217A_ _ _ _ _ . Do not include the suffix for the fiscal year in this field.
2	Batch Year	BatchAY	2011 for project year 2011-2012
3	Record Updated	RecUpdate	1 = New, Continuing, or Prior-year participants still in contact. 2 = Prior-year participants out of contact/not enrolled 5 consecutive yrs. or more 3 = Prior-year participants out of contact/not enrolled less than 5 yrs. NOTE: For a definition of new and continuing participants, please see the instructions in field #16. A prior-year participant still in contact is an individual who has not received services during the academic year being reported, however, the project is still in contact with the student. A prior-year participant no longer enrolled or out of contact for five years or more is an individual who has not received services during the academic year being reported and has not enrolled in graduate or undergraduate studies for at least one term in the last five consecutive years, or has been out of contact for a period of five or more consecutive years.

Field No.	Field Name	Database Column Name	Valid Field Content
			<p>A prior-year participant no longer enrolled or out of contact for less than five years is an individual who has not received services during the academic year being reported and has not enrolled in graduate or undergraduate studies for at least one term in the last four or less consecutive years, or has been out of contact for a period of four or less consecutive years.</p> <p>Select option #1 for participants who are New, Continuing, or for Prior-year participant still in contact. If option #1 is selected, then field #43—Tracking Completed must be options 1, 2, or 5.</p> <p>Select option #2 for participants for whom you have no updated (new) academic information for the reporting year (i.e., those that you are unable to contact or obtain any new information for five (5) or more consecutive years. If option #2 is selected, then field #16--Participant Status must be option #3 (prior-year participant), field #43--Tracking Completed must be either 3 or 4. Also, if option #2 is used, please report “0 = Unknown/No Response” in fields #18, #19, and #20.</p> <p>Select option #3 for participants for whom you have no updated (new) academic information for the reporting year (i.e., those that you are unable to contact or obtain any new information for four (4) or less consecutive years. If option #3 is selected, then field #16--Participant Status must be option #3 (prior-year participant), field #43--Tracking Completed must be 5. Also, if option #3 is used, please report “0 = Unknown/No Response” in fields #18, #19, and #20.</p>
4	Social Security Number	SSN	<p>001010001 to 999999998 000000000 = Unknown/no response</p> <p>Note: Please format the SSN in nine digits greater than 0 without using any characters (letters, hyphens) in the number (e.g., 123456789).</p> <p>Do not include any other form of ID in this field.</p>

Field No.	Field Name	Database Column Name	Valid Field Content
5	Student's Last Name	LastNM	Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = Unknown/no response If non-blank, will be justified with an uppercase A-Z in first position.
6	Student's First Name	FirstNM	0 to 9 Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = Unknown/no response If non-blank, will be justified with an uppercase A-Z in first position.
7	Student's Middle Name	MI	Uppercase A to Z Blank = Unknown/no response
8	Student's Date of Birth	DOB	Format is MMDDCCYY, e.g., 01/01/1985 MM = 01 - 12 DD = 01 - 31 CC = 19 - 20 YY = 00 - 99 00/00/0000 = Unknown/no response
9	Gender	GenderCD	1 = Male 2 = Female 0 = Unknown/no response
11	Low-income	EligLowInc	1 = Yes 2 = No 0 = Unknown/no response
12	First-generation	EligFirstGen	1 = Yes 2 = No

Field No.	Field Name	Database Column Name	Valid Field Content
			0 = Unknown/no response
13	Underrepresented racial/ethnic group	EligUnderrep	1 = Yes 2 = No 0 = Unknown/no response NOTE: The following ethnic and racial groups are currently underrepresented in graduate education: Black (non-Hispanic), Hispanic, American Indian/Alaskan Native and Native Hawaiian or other Pacific Islander.
14	First School Enrollment Date (Postsecondary Education)	FirstEnrollDT	Format is MMDDCCYY, e.g., 09/01/2000 MM = 01 - 12 DD = 01 - 31 CC = 19 - 20 YY = 00 - 99 00/00/0000 = Unknown/no response
15	Project Entry Date	ProjEntryDT	Format is MMDDCCYY, e.g., 09/01/2004 MM = 01 - 12 DD = 01 - 31 CC = 19 - 20 YY = 00 - 99 (00 = 2000) 00/00/0000 = Unknown/no response
16	Participant Status	PartCD	1 = New Participant (for academic year being reported) 2 = Continuing Participant 3 = Prior-Year Participant 0 = Unknown/no response NOTES: A new participant is an individual who was served by the project for the first time during the academic year being reported. A continuing participant is an individual who was served by the project for the first time in another academic year and also received project services during the academic year being reported. A prior-year participant is an individual who received project services in a previous academic year but who has not received services during the academic year

Field No.	Field Name	Database Column Name	Valid Field Content
			being reported.
17	College Grade Level (Entry into project)	EnterGradeLV	<p>1 = 1st yr., never attended 2 = 1st yr., attended before 3 = 2nd yr./sophomore 4 = 3rd yr./junior 5 = 4th yr./senior 6 = 5th yr. or higher undergraduate 7 = graduate program (any year level) 0 = Unknown/no response</p> <p>NOTE: Use grade level codes 3, 4, 5, and 6 only for students who have the required number of credits and GPA to be classified by the participant's postsecondary institution as a sophomore, junior, senior, and other undergraduate, respectively.</p>

Field No.	Field Name	Database Column Name	Valid Field Content
18	College Grade Level (At the end of the spring/summer term)	CurrentGradeLV	<p>1 = 1st yr., never attended 2 = 1st yr., attended before 3 = 2nd yr./sophomore 4 = 3rd yr./junior 5 = 4th yr./senior 6 = 5th yr./or above undergraduate 7 = 1st yr. graduate/professional (received program services as undergraduate during the reporting year) 8 = 1st yr. graduate/ professional 9 = 2nd yr. graduate/ professional 10 = 3rd yr. graduate/professional 11 = Beyond 3rd yr. graduate/professional program 12 = Not enrolled in a postsecondary or graduate degree program during the academic year being reported 13 = Other 0 = Unknown/no response</p> <p>NOTES: Use grade level codes 3, 4, 5, and 6 only for students who have the required number of credits and GPA to be classified by the participant’s postsecondary institution as a sophomore, junior, senior, and other undergraduate respectively.</p> <p>Option “12—Not enrolled in a postsecondary or graduate degree program during the academic year being reported” is defined as a student who was not enrolled in postsecondary education for none of the terms in the academic year being reported. Please verify that participant enrollment status is consistent across fields #18, #19 and #20.</p> <p>Option “13 - Other” includes students working towards a second bachelor’s or second master’s degree or those doing postbaccalaureate work who have earned a bachelor’s degree but are not yet enrolled in a graduate program. This category also includes those participants in their fifth/final year of a 5-year combined undergraduate/master’s degree program.</p>

Field No.	Field Name	Database Column Name	Valid Field Content
19	Enrollment Status (for academic year being reported)	EndEnrollCD	<p>1 = Enrolled 2 = Not enrolled 0 = Unknown/no response</p> <p>NOTE: Enrolled is defined as a student who was enrolled in postsecondary education at least one term in the academic year being reported.</p> <p>Not enrolled is defined as a student who was not enrolled in postsecondary education for none of the terms in the academic year being reported. Please verify that participant enrollment status is consistent across fields #18, #19 and #20.</p>
20	Reason Not Enrolled (during academic year being reported)	ReasonNotEnroll	<p>1 = Applied but did not gain admission to graduate programs in the reporting year (for students with a bachelor's degree) 2 = Did not apply to or declined offers from graduate programs owing to financial reasons (for students with a bachelor's degree) 3 = Did not apply to or declined offers from graduate programs owing to health reasons (for students with a bachelor's degree) 4 = Did not apply to or declined offers from graduate programs owing to other reasons (for students with a bachelor's degree) 5 = Withdrew from program (undergraduate or graduate) for academic reasons 6 = Withdrew from program (undergraduate or graduate) for financial reasons 7 = Withdrew from program (undergraduate or graduate) or health reasons 8 = Withdrew from program (undergraduate or graduate) for other personal reasons 9 = Called for military duty 10 = Not applicable; the student was enrolled in at least one term during the academic year being reported 11 = Student deceased 12 = Did not enroll in research doctoral program because student considers his/her education completed. 13 = Ph.D. (or first professional degree) attained (not previously reported) 0 = Unknown/no response</p> <p>NOTE: Not enrolled is defined as a student who was not enrolled in postsecondary</p>

Field No.	Field Name	Database Column Name	Valid Field Content
			education for none of the terms in the academic year being reported. Please verify that participant enrollment status is consistent across fields #18, #19 and #20.
21	Highest Degree Earned	DegreeCD	<p>1 = Bachelor's Degree/Equivalent of Bachelor's Degree 2 = Master's Degree 3 = Doctoral Degree (Ph.D.) 4 = Other Doctoral Degree (Ed.D) 5 = First-professional Degree (Law, Medicine, Dentistry, Optometry, Veterinary medicine, Osteopathic medicine, Theology, etc.) 6 = No Bachelor's degree earned 0 = Unknown/no response</p> <p>NOTE: Use the one-digit degree code that indicates the highest degree obtained (regardless of year earned). Repeat each degree reporting code every year until a new or more advanced degree has been earned. If no bachelor's degree has been earned, please select option #6.</p>
22	Date Highest Degree Earned	DegreeDate	<p>Format is MMDDCCYY, e.g., 05/23/2002 MM = 01- 12 DD = 01 - 31 CC = 20 YY = 00 – 99 (e.g., 02 = 2002) 99/99/9999 = No bachelor's degree earned yet 00/00/0000 = Unknown/no response</p> <p>NOTE: Repeat the same date until a new and more advanced degree is earned. If you do not know the complete date, use 15 for the day and use your best estimate for the month.</p>
23	Major/field of graduate study	Major	<p>1 = Physical sciences 2 = Engineering 3 = Life sciences 4 = Health sciences 5 = Social sciences 6 = Humanities</p>

Field No.	Field Name	Database Column Name	Valid Field Content
			<p>7 = Education 8= Business administration 9 = Medicine 10 = Law 11 = Other professional fields 12 = Other 13 = Not applicable, participant is still in undergraduate program or is not enrolled. 0 = Unknown/no response</p> <p>NOTE: This field is for graduate students only. For undergraduate students, or students not currently enrolled, use option "13 - Not applicable." Please refer to the instructions for a detailed breakdown of each major/field. Please verify that information reported in this field is consistent with the data reported in field #18.</p>
24	GPA Scale	GPAScale	<p>1 = 4 point scale 2 = 5 point scale 3 = Other 9 = Not applicable, participant has not received bachelor's degree 0 = Unknown/no response</p> <p>NOTE: Use valid one digit grade point average scale code. Provide GPA scale for all McNair participants who have graduated with a bachelor's degree.</p>
25	Cumulative GPA at graduation with a bachelor's degree	CumGPA	<p>0.000 to 5.000 9.999 = Not applicable, participant has not received bachelor's degree 0.000= Unknown/no response</p> <p>NOTE: Provide cumulative GPA for all McNair participants who have graduated with a bachelor's degree. Do not provide any other GPA in this field.</p>
26	Research (2011-12 academic year)	Research	<p>1 = Participated in research but did not complete all of the components of the research activity 2 = Did not participate in Research 3 = Completed all of the components of the Research activity 9 = Prior year participant</p>

Field No.	Field Name	Database Column Name	Valid Field Content
			0 = Unknown/no response
27	McNair Internships (2011-12 academic year)	Internships	1 = Participated in research but did not complete all of the components of the research activity 2 = Did not participate in Research 3 = Completed all of the components of the Research activity 9 = Prior year participant 0 = Unknown/no response
NOTE: For field #28 – 39, indicate whether or not a participant received the service during the academic year being reported by selecting “Yes” or “No”. Select “No” for all these fields for prior year participants.			
28	Seminars/ Workshops	SemWorks	1 = Yes 2 = No
29	Tutoring	Tutoring	1 = Yes 2 = No
30	Academic Counseling	Counseling	1 = Yes 2 = No
31	Financial aid assistance	FinAidAssist	1 = Yes 2 = No
32	Admission assistance	AdmisAssis	1 = Yes 2 = No
33	Mentoring	Mentoring	1 = Yes 2 = No
34	Exposure to cultural events/ acad. programs	Cultural	1 = Yes 2 = No
35	Conferences	Conf	1 = Yes 2 = No
36	Presentations	Present	1 = Yes 2 = No
37	Graduate school visits, fairs	GradSchVisit	1 = Yes 2 = No
38	Test Preparation	TestPrep	1 = Yes

Field No.	Field Name	Database Column Name	Valid Field Content
			2 = No
39	Teaching related experiences	TeaReExp	1 = Yes 2 = No
40	Eligibility (for determining program eligibility)	EligibilReq	1 = First generation and low-income 2 = Underrepresented 0 = Unknown/no response NOTE: Please indicate which program eligibility criterion was used to classify this student as eligible for program participation in terms of the requirement to serve at least 2/3 low-income and first generation students and not more than 1/3 underrepresented students.
41	Project Participation	ProjPart	1 = Full academic year (both semesters or three quarters) 2 = Part of academic year (one semester or one or two quarters) 3 = Summer only 4 = Full academic year and summer 5 = Part of academic year and summer 9 = Prior year participant 0 = Unknown/no response NOTE: Complete this field for new and continuing students. Select “9” for prior year participants.
42	Funding Source	FundSource	1 = Federal funds 2 = Non-federal funds 3 = Partially supported with non-federal funds 9 = Prior year participant 0 = Unknown/No response NOTE: Complete this field for new and continuing students. Select “9” for prior-year participants.
43	Tracking completed	TrackComplete	1 = Yes, the student has graduated with a research or professional doctorate in this reporting period. 2 = Yes, the student has received a research or professional doctorate in a previous reporting year but is being reported for the first time.

Field No.	Field Name	Database Column Name	Valid Field Content
			<p>3 = Yes, the student has not been enrolled for at least one term in a graduate or undergraduate program for five or more consecutive years.</p> <p>4 = Yes, the student has been out of contact for five or more consecutive years and you are unable to update this record or the student is deceased.</p> <p>5 = No. Tracking is not completed.</p> <p>0 = Unknown/no response</p> <p>NOTE: If you answer, “Yes” (options 1-4), tracking for the student is now complete. You are no longer required to collect or report information on this student; subsequent APR’s should not include this student record. If the student is deceased, please select option #4.</p>
44	Special Circumstances	SpecCir	Explain any special circumstances or conditions that have affected the validity or specificity of the reporting of this student’s progress.
45	Graduate School Enrollment Status (at the beginning of the 2012-13 academic year)	GradEnrollStatus	<p>1 = Enrolled in a post baccalaureate degree program (for participants who received a bachelor’s degree or equivalent in this reporting period)</p> <p>2 = Did not enroll in a post baccalaureate degree program (for participants who received a bachelor’s degree or equivalent in this reporting period)</p> <p>3 = Other (for students who did not receive a bachelor’s degree or equivalent in this reporting period)</p> <p>0 = Unknown/No response</p> <p>Select option #1 if the student received a bachelor’s degree in this reporting period and enrolled in a post baccalaureate degree program in the Fall term of the next academic year.</p> <p>Select option #2 if the student received a bachelor’s degree in this reporting period and did not enroll in a post baccalaureate degree program in the Fall term of the next academic year.</p>

Field No.	Field Name	Database Column Name	Valid Field Content
			Select option #3 if the student did not receive a bachelor’s degree in this reporting, received a bachelor’s degree in a previous reporting period, or received a master’s degree or higher.
46	Ethnicity— Hispanic	Hispanic	<p>Participant is identified as Hispanic/Latino. 1 = Yes 2 = No</p> <p>Hispanic/Latino refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, <u>regardless of race</u>. As such, every Hispanic/Latino person has an associated race(s).</p> <p>Please see instructions for additional detail on this field.</p>
Please provide race information for <u>every</u> participant, ethnicity notwithstanding.			
47	Race—American Indian/Alaskan Native	AmIndAK	<p>Participant is identified as American Indian/Alaskan Native. 1 = Yes 2 = No</p> <p>American Indian/Alaskan Native refers to a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.</p> <p>Please see instructions for additional detail on this field.</p>

Field No.	Field Name	Database Column Name	Valid Field Content
48	Race—Asian	Asian	<p>Participant is identified as Asian. 1 = Yes 2 = No</p> <p>Asian refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p>Please see instructions for additional detail on this field.</p>
49	Race—Black or African American	BlackAfrAm	<p>Participant is identified as Black or African American. 1 = Yes 2 = No</p> <p>Black or African American refers to a person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."</p> <p>Please see instructions for additional detail on this field.</p>
50	Race—White	White	<p>Participant is identified as White. 1 = Yes 2 = No</p> <p>White refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p>Please see instructions for additional detail on this field.</p>

Field No.	Field Name	Database Column Name	Valid Field Content
51	Race—Native Hawaiian or Other Pacific Islander	HIPacIslndr	<p>Participant is identified as Native Hawaiian or Other Pacific Islander.</p> <p>1 = Yes 2 = No</p> <p>Native Hawaiian or Other Pacific Islander refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>Please see instructions for additional detail on this field.</p>

PRIVACY ACT

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that the Department of Education is authorized to collect information to implement the Ronald E. McNair Postbaccalaureate Achievement Program (McNair) under Title IV of the Higher Education Act of 1963, as amended (Pub. Law 102-325, sec. 402E). In accordance with this authority, the Department receives and maintains personal information on participants in the McNair program. The principal purpose for collecting this information is to administer the program, including tracking and evaluating participant progress. Providing the information on this form, including a social security number (SSN) is voluntary; failure to disclose a SSN will not result in the denial of any right, benefit or privilege to which the participant is entitled. The information is collected on this form will be retained in the program files and may be released to other Department officials in the performance of their official duties.