November 2023

Dear Talent Search Project Director:

It is time to prepare the Annual Performance Report (APR) for your Talent Search (TS) project for program year 2022-23, the second reporting year of the 2021–26 grant cycle. The “go-live” date for the APR will be **November 1, 2023,** with a due date of **December 5, 2023**.

Earning Prior Experience (PE) points

The years in which the Department assesses prior experience are the second, third, and fourth of the 2021–26 grant cycle (i.e., 2022–23, 2023–24, and 2024–25 for the TS program); thus, this year’s report will produce your first PE assessment. Be sure to keep in mind that, in any of the three assessment years, if your project fails to serve at least 90 percent of the agreed-upon number of students, you will earn no PE points at all for that year.

**New Login Requirements:**

New Federal security requirements have changed how project staff will be able to access Federal IT systems, including the Talent Search Annual Performance Report (APR) Data Collection System. As the project director for your Talent Search project, the Federal Government requires you have an account with Login.gov to access the TRIO APR Web Portal reporting system. Therefore, to use the TRIO APR Web Portal, you will need (1) an account in the reporting system related to your grant program, and (2) a *username and password* that you will create and maintain at Login.gov using the same email address linked to your G5 account.

We have provided two guides (quick and detailed) that contain instructions on how to access the TRIO APR Web Portal. To access the quick guide, which contains abbreviated instructions, and the detailed guide, which contains step-by-step instructions as well as accompanying screenshots, [**click here**.](https://www2.ed.gov/programs/triotalent/report.html)

**Friendly Reminder:**

Whenever you need to access the TRIO APR reporting system, you ***must*** ***always*** start at the TRIO APR Web Portal (i.e., <https://trio.ed.gov>); you should **never** go directly to the Login.gov site to access the TRIO APR reporting system.

**New Signature Page Feature:**

To facilitate the submission of Section I (i.e., signature page), you will be able to download Section 1 from the web application, once you submit successfully. **Please note that you must scan and upload the signed copy of the signature page within five (5) business days after final submission of your online APR**. Should you have any issues or concerns with uploading the Section I (signature page), please contact the Help Desk for assistance at **(703) 885-8008** or email at:[TRIO@helpdesk.thetactilegroup.com](mailto:TRIO@helpdesk.thetactilegroup.com).

If you need to revise the APR after it has been submitted, please contact the Help Desk. Oncethe **December 5, 2023, deadline** for the APR has occurred, you may not modify the report, except under exceptional circumstances, and only with the approval of TRIO staff.

**For assistance with:**

* APR requirements, please contact your Program Specialist directly. To ascertain your program specialist's name, telephone number, and email address, please visit the [TS Contacts page](https://www2.ed.gov/programs/triotalent/contacts.html).
* TRIO APR Web Portal, please contact TRIO Help Desk at [TRIO@helpdesk.thetactilegroup.com](mailto:TRIO@helpdesk.thetactilegroup.com).
* Login.gov, please go to the Login.gov Help Center at <https://login.gov/help/>.

Thank you for the time, effort, and dedication 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.

Sincerely,

Gaby Watts

Senior Director

Student Service