

**Ronald E. McNair Postbaccalaureate Achievement (McNair) Program  
Instructions for Completing the 2012-13 Annual Performance Report (APR)**

**Background Information on the McNair APR**

The Department of Education (Department) uses the information provided in the McNair Annual Performance report to assess a grantee's progress in meeting its approved goals and objectives and to determine a grantee's prior experience points in accordance with the program regulations (34 CFR 647). The following outline is provided to answer questions you may have about the APR submission.

**Who**

- All grantees funded under the McNair Program must submit an annual performance report as a condition of the grant award.

**What**

- The APR consists of two sections. Section I gathers project information and Section II gathers detailed information on individual McNair participants as defined in 34 CFR 647.3.
- The project and individual participant information provided in the report must cover the 12-month academic year of the grantee institution instead of the 12-month budget/project year for the grant. For example, the 2012-13 academic year is roughly August/September 2012 through August 2013 while the budget/project year for most McNair grants is October 1, 2012, through September 30, 2013.
- Projects must retain participant records for a period of ten (10) years after the attainment of a bachelor's degree. In the fall of 2013, the Department implemented a one-time verification process that required projects to verify the student cohorts for project participants who have already attained a bachelor's degree between academic years 2002-03 and 2011-12. This process is the McNair Tier 1A—Student Verification for the Bachelor's Degree Attainment. These verified records are required to be retained for a period of ten years. This ten (10) year period is necessary to accurately report on the doctorate degree objective. In future reporting periods, new bachelor's degree cohorts will be established at the time the project successfully submits their APR data.

**When:**

- The annual report is submitted within 90 days after the end of the 12-month budget period.

**Where:**

- Because the APR requests personal and confidential information on project participants; the secured Web site meets the Department of Education's data security standards for sensitive data, including password and site access procedures. Further, to ensure that the data is accessible only to authorized individuals and protected from unauthorized uses, a grantee must submit the

participant level data via the Web application; under no circumstances should a grantee transmit the data to the Department or the APR Help Desk via e-mail.

- The link to the actual Web application will be available on **April 16, 2014**, at the following Web address: <http://www.ed.gov/programs/triomcnair/report.html>
- Web application registration and features are provided below.

#### **Why:**

- Title IV, Section 402E, of the Higher Education Act of 1965, as amended (Public Law 102-325), the program regulations in 34 CFR Part 647; and sections 75.590, and 75.720 of the Education Department General Administrative Regulations (EDGAR) requires the collection of this information.

#### **How:**

- By constructing a tab delimited (.csv) or Excel (.xls or .xlsx) file that contains all of the individual participant information requested in Section II of the APR which is the Record Structure for Participants. The file must mirror the order of the field name and the content of the database column name.
  - Section I, Part 1—Project Identification/Characteristics Certification and Warning Statements
  - Section I, Part 2—Project Services
  - II.A. Project Identifiers (pre-populated)
  - II.B. Participant's Personal Information
  - II.C. Participant's Demographic Information
  - II.D. Participant's Eligibility Status
  - II.E. Participant's Enrollment Status Information
  - II.F. Participant's Academic and Degree Status
  - II.G. Participant's Research and Internships during the Academic Year
  - II.H. Participant's Graduate School Information
  - II.I. Participant's Name Change
- In the constructing your data file, all date fields **must** be formatted as follows: 2 digits for month; 2 digits for day; 4 digits for year. Also, slashes **must** be used between the month, day and year (e.g., 09/01/2012).

#### **Web Registration:**

- Go to <https://trio.ed.gov/mcnair>,
- Click on "**Register Here Each Year,**"
- Enter the project's PR award number (found on the Grant Award Notification),
- Enter project director's e-mail address,
- Enter project director's first and last names,
- Select and answer two security questions,
- If the project director's information matches the data that the Department currently has on file, a user ID and temporary password will be sent to the e-mail address on file.
- If the project director's information does not match the data that the Department currently has on file, you will be directed to a "Registration Failed" page. Your program specialist and the Help Desk will be sent an e-mail message requesting verification of project director. Verification will occur within 24 hours if the program specialist can readily confirm a change in project director or e-mail address. Once the Help Desk has received verification from the program specialist, you will be notified to continue with registration.

- You may enter the user ID and temporary password below the “**Register Here Each Year**” link.
- You will be guided to select a new password. Password requirements are:
  - at least eight characters, and include combinations of the following,
  - at least one English uppercase character (A-Z),
  - at least one English lowercase character (a-z),
  - at least one numeric number (0-9), and
  - at least one non-alphanumeric special character (e.g., :, !, @, #, \$, &, \*, %, /, +, -).
- If you forget your password, a “**Forgot Password**” link is available on the log-in page. The link will route you to a screen that will allow you to retrieve your password by answering the two security questions you provided at initial registration. Once you answer the two security questions, your password will be sent to the email on file.
- After three failed attempts to access the Web site, you will be locked out and must call the Help Desk to obtain access.

### **Web Features:**

- A Web form for completing Sections I and II online.
- Access to a grantee’s bachelor’s degree cohort file (McNair Student Verification for the Bachelor’s Degree Attainment—Tier 1A File) to ensure that all participants that should be on the 2012-13 data file are included. To facilitate APR reporting, the file will contain all of the APR data fields as they appear on the record structure. In addition, to the extent feasible, some fields will contain data as provided by your project in previous reporting periods. For example, if you provided information for the “Project Entry Date” this information will be on the file.
- Functionality to upload a file with the individual participant records (Section II) to the Web application using a tab delimited (.csv) or EXCEL (.xls, .xlsx) file format.
- Functionality to download a file of the individual participant records (Section II).
- Functionality to view/delete/add participant data online.
- Functionality to upload a scanned signed copy of Section I using the online Web application.
- Online data field validations and error checks. In order for a grantee to be able to submit the APR successfully, all of the sections of the APR must pass the first level of data field validations. In addition, following the initial submission of the participant data, additional data quality checks will be run. If any errors or data inconsistencies are found, the grantee will be notified via email of needed corrections and the due date for resubmitting the Section II data.
- A print button to generate a hard copy of the information entered online for Sections I and II (does not include the actual student record).
- A submit button to send the entire report to the Department.
- An e-mail confirmation that notifies projects that the report has been submitted (a valid e-mail address must be provided in Section I).

### **Contact the Help Desk or your program specialist if you:**

- have **technical problems** accessing the Web site or using the Web application,
- do not receive an e-mail confirmation,
- need to revise your performance report data after it has been submitted but prior to the deadline date (**May 16, 2014**), and or
- have questions regarding the performance report requirements.

**Contact Information:**

- APR Help Desk at (703) 846-8248 or via e-mail at: [generaltrio@cbmiweb.com](mailto:generaltrio@cbmiweb.com).
- Program Specialist—Use the State listing provided at:  
<http://www.ed.gov/programs/triomcnair/report.html>.

**Ronald E. McNair Post-baccalaureate Achievement (McNair) Program  
Specific Instructions for Completing the Performance Report  
For 2012-13**

**SECTION I, Part 1—Project Identification/Reporting Periods/Contact Information/ Certification  
and Warning Statements**

**A. Project Identification**

1. Pre-populated
2. Pre-populated
3. Pre-populated
4. Pre-populated
5. Choose one

**APR and Academic Year Reporting Periods**

- 6a. Pre-populated
- 6b. Enter the date for the first day of classes, that is, the official date when courses first began.

**Project Director and Data Entry Contact Information**

- 7a. Pre-populated
- 7b. Pre-populated
- 7c. Pre-populated
- 7d. Pre-populated
- 8a. Enter the data entry contact first and last name
- 8b. Enter the data entry contact telephone number
- 8c. Enter the data entry contact email address

**B. Certification**

Signatures for the both the project director and the certifying official are required in this section. You must upload a scanned signed copy of Section I using the online Web application. If you are not able to upload Section I, you may fax a signed copy of the report form to **703-832-1360**.

*With the exception of Section I of the report, please do not send a paper copy of the performance report.*

## SECTION I, Part 2—Project Services

Enter the number of participants who received the required services and permissible services. A participant may be counted only one time in each category. For example, if the number of participants served is 30, none of services should have a number exceeding 30.

For further information, please refer to the definitions provided in the instructions.

## SECTION II: PARTICIPANT RECORD STRUCTURE

Before you begin, please familiarize yourself with the participant data fields and the “*Definitions That Apply.*” The McNair participant record structure contains forty-eight (48) data fields. The first two fields are project identifiers. The remaining 46 fields are student data fields and may or may not require or allow updates as noted with an “**X**” below.

| Field # | Field Name   | You cannot update | You should not have to update | You may update |
|---------|--|-------------------|-------------------------------|----------------|
| 1       | Pr/Award Number  | X                 |                               |                |
| 2       | Batch Year   |                   |                               | X              |
| 3       | Social Security Number   | X                 |                               |                |
| 4       | Student’s Last Name  | X                 |                               |                |
| 5       | Student’s First Name   | X                 |                               |                |
| 6       | Student’s Middle Initial   |                   | X                             |                |
| 7       | Student’s Date of Birth  | X                 |                               |                |
| 8       | Gender   |                   |                               | X              |
| 9       | Ethnicity—Hispanic   |                   | X                             |                |
| 10      | Race—American Indian/Alaskan Native                                  |                   | X                             |                |
| 11      | Race—Asian   |                   | X                             |                |
| 12      | Race—Black or African American                                       |                   | X                             |                |
| 13      | Race—White   |                   | X                             |                |
| 14      | Race—Native Hawaiian or Other Pacific Islander                       |                   | X                             |                |
| 15      | Low-income   |                   | X                             |                |
| 16      | First-generation   |                   | X                             |                |
| 17      | Under-represented racial/ethnic group                                |                   | X                             |                |
| 18      | First Postsecondary Education Enrollment Date                        |                   | X                             |                |
| 19      | Attendance at Community College/2-year Institution                   |                   | X                             |                |
| 20      | Project Entry Date   |                   | X                             |                |
| 21      | Grade Level at Project Entry   |                   | X                             |                |
| 22      | Participant Status ( <i>during academic year being reported</i> )    |                   |                               | X              |
| 23      | Enrollment Status ( <i>during academic year being reported</i> )     |                   |                               | X              |
| 24      | Project Participation ( <i>during academic year being reported</i> ) |                   |                               | X              |
| 25      | Funding Source ( <i>during academic year being reported</i> )        |                   |                               | X              |

| Field # | Field Name   | You cannot update | You should not have to update | You may update |
|---------|--|-------------------|-------------------------------|----------------|
| 26      | STEM Discipline  |                   | X                             |                |
| 27      | Bachelor's Degree (or equivalent)  |                   | X                             |                |
| 28      | Date of Bachelor's Degree (or equivalent)  |                   | X                             |                |
| 29      | Graduating Cohort Year of Bachelor's Degree  | X                 |                               |                |
| 30      | Main field of Study (Bachelor's Degree Earned)   |                   | X                             |                |
| 31      | Cumulative GPA ( <i>upon graduation with a bachelor's degree</i> )   |                   | X                             |                |
| 32      | Research Activity ( <i>2012–13 academic year</i> )   |                   |                               | X              |
| 33      | Other Scholarly Activity ( <i>2012–13 academic year</i> )  |                   |                               | X              |
| 34      | McNair Research Internship ( <i>2012–13 academic year</i> )  |                   |                               | X              |
| 35      | Graduate School Admissions Test  |                   | X                             |                |
| 36      | Date of First Graduate School Enrollment   |                   | X                             |                |
| 37      | Graduate Institution First Attended  |                   | X                             |                |
| 38      | Graduate School Enrollment Status<br>( <i>at the beginning of the 2013–14 academic year</i> )              |                   |                               | X              |
| 39      | First-Year Graduate Student Persistence Status<br>( <i>at the beginning of the 2013–14 academic year</i> ) |                   |                               | X              |
| 40      | Current Year of Graduate Study ( <i>during academic year being reported</i> )                              |                   |                               | X              |
| 41      | Graduate Student's Main Field of Study<br>( <i>at time of entrance</i> )                                   |                   | X                             |                |
| 42      | Graduate Assistantships<br>( <i>for 1<sup>st</sup> year graduate students only</i> )                       |                   | X                             |                |
| 43      | Reason Left Graduate School  |                   | X                             |                |
| 44      | Highest Graduate Degree Earned<br>( <i>as of the end of the academic year</i> )                            |                   |                               | X              |
| 45      | Date Highest Graduate Degree Earned  |                   |                               | X              |
| 46      | Institution Where Doctorate Degree was Earned  |                   | X                             |                |
| 47      | Doctorate Recipient's Employment Activity  |                   | X                             |                |
| 48      | Student's Name Change—Optional (Full Name)   |                   |                               | X              |

**You cannot update** means you cannot change the response.

**You should not have to update** means that once you provide a response, you should not need to update the field unless the response was incorrect or the response in a previous reporting period was “Unknown” but you now have new information.

**You may update** means that you may have to update the information if the status of the participant has changed. For example, if in a previous reporting period you indicated the participant was “Enrolled” (i.e., field 23, option 1) but in this reporting period the participant is no longer enrolled, you would need to update the response from “Enrolled” to “Not Enrolled.”

## Definitions That Apply

### Bachelor's Degree:

- Equivalent of a bachelor's degree means any McNair participant who completed their undergraduate studies but did not earn a baccalaureate degree because their institution does not confer baccalaureate degrees until the student is enrolled in a graduate program or has completed their graduate studies.
- Graduating Cohort Year of Bachelor's Degree means the year in which the participant earned their bachelor's degree. For participants who attained their bachelor's degree prior to the 2012-13 academic year, the cohort year was established via the McNair Tier 1A student verification process.

**Current Participant** means a participant who was served by the project in the reporting period. (*Note: The sum of new and continuing participants should equal the total number of participants served during the 2012-13 reporting period.*)

### Eligibility Status:

- Low-income individual means an individual whose family's taxable income did not exceed 150 percent of the poverty level amount in the calendar year preceding the year in which the individual initially participated in the project. The poverty level amount is determined using criteria of poverty established by the Bureau of the Census of the U.S. Department of Commerce.
- First-generation college student means: (1) an individual neither of whose natural or adoptive parents received a baccalaureate degree; or (2) an individual who, prior to the age of 18, regularly resided with and received support from only one parent and whose supporting parent did not receive a baccalaureate degree; or (3) an individual who, prior to the age of 18, did not regularly reside with or receive support from a natural or adoptive parent.
- Groups underrepresented in graduate education currently include the following ethnic and racial groups: Black (non-Hispanic), Hispanic, American Indian, Alaskan Native, Native Hawaiians and Native American Pacific Islanders.

### Enrollment Status:

- Enrolled is defined as a student who was enrolled in postsecondary education at least one term in the academic year being reported.
- Not enrolled is defined as a student who was not enrolled in postsecondary education for any of the terms in the academic year being reported.

### Ethnicity/Race:

- **Hispanic or Latino** – means a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- **American Indian or Alaska Native** - 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.
- **Asian** - 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.

- **Black or African American** - A person having origins in any of the black racial groups of Africa.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii or other Pacific islands such as Samoa and Guam.

**Integrated Postsecondary Education Data System (IPEDS)** is the primary source for data on colleges, universities, and technical and vocational postsecondary institutions in the United States.

### **Participant Status:**

- A new participant is an individual who was served by the project for the **first time** in the reporting period.
- A continuing participant is an individual who was served by the project for the first time in **any** prior reporting period and **also received** services in the this reporting period.
- A prior year is an individual served by the project in **any** prior reporting period but **did not** receive services in this reporting period.
- A prior-year participant who is deceased is an individual served by the project in **any** prior reporting period but is now deceased.

### **Project Services**

- *Research or Other Scholarly Activities* means an educational activity that meets **all** of the following criteria:
  - is more rigorous than is typically available to undergraduates in a classroom setting;
  - is definitive in its start and end dates;
  - contains appropriate benchmarks for completion of various components; **and**
  - is conducted under the guidance of an appropriate faculty member with experience in the relevant discipline.
- *Summer Internships* that are research-based means an educational activity that: (1) is more rigorous than is typically available to undergraduates in a classroom setting; (2) is definitive in its start and end dates; (3) contains appropriate benchmarks for completion of various components; and (4) is conducted under the guidance of the an appropriate faculty member with experience in the relevant discipline. Summer Internships that are not research-based means an educational experience in which participants, under the guidance and direction of experienced faculty researchers, are provided an opportunity to engage in research or other scholarly activities.
- *Seminars and Other Educational Activities* means group activities that provide participants with the opportunity to receive information or practice methodology in one or more areas necessary for the successful navigation of the educational system relative to the attainment/completion of their doctoral studies.
- Tutoring means academic assistance provided by an advanced undergraduate student, graduate student or a professional staff.
- *Academic counseling* means assisting students in making educational plans, selecting appropriate courses, meeting academic requirements, and planning for graduation and graduate education.
- *Admission assistance* to graduate school means assisting students in choosing graduate or professional programs and applying for admission to those programs.

- *Financial aid assistance* to graduate school means assisting students individually or in small groups in completing financial aid applications and securing fellowships and other forms of financial assistance for graduate study.
- *Education or Counseling to Improve Financial and Economic Literacy* means knowledge about personal financial decision-making, which may include but is not limited to knowledge related to:
  - Personal and family budget planning;
  - Understanding credit-building principles to meet long-term and short-term goals (e.g., loan to debt ratio, credit scoring, negative impacts on credit scores, etc.);
  - Cost planning for postsecondary or post-baccalaureate education (e.g., spending, saving, personal budgeting, etc.);
  - College cost of attendance (e.g., public vs. private, tuition vs. fees, personal costs, etc.);
  - Financial assistance (e.g., searches, application processes, and differences between private and government loans, assistantships, etc.); and
  - Assistance in completing the Free Application for Federal Student Aid (FAFSA).
- *Mentoring* means professionals, other than project staff, working with project students to expose them to careers that require doctoral degrees.
- *Exposure to Cultural Events and Academic Programs* means any project sponsored activities, such as field trips, special lectures, and symposiums that have, as their purpose, the improvement of the project participants' academic progress and personal development.
- *Other* means additional activities not listed above that are designed to meet the purpose of the McNair Program.

**National Center for Education Statistics (NCES)** is the primary federal entity for collecting and analyzing data related to education in the United States and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

**NCES IPEDS ID** is unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS) and is also referred to as the UNITID.

**Science, Technology, Engineering or Mathematics (STEM)** means a program of study in the fields of science, technology, engineering, and mathematics (i.e., "hard sciences") and includes disciplines such as:

- Computer and Information Sciences
- Engineering
- Life Sciences, including agricultural sciences/natural resources, biological/biomedical sciences, and health sciences
- Mathematics
- Physical Sciences, including astronomy, atmospheric science and meteorology, chemistry, geological and earth sciences, ocean/marine sciences, and physics.

**Survey of Earned Doctorate (SED)** is a federal agency survey conducted by the National Opinion Research Center (NORC) for the National Science Foundation (NSF) and five other federal agencies. The SED gathers information annually on research doctorate graduates about their educational histories, funding sources, and post-doctoral plans. The 2011-12 SED questionnaire can be found at:

[http://www.nsf.gov/statistics/srvydoctorates/surveys/srvydoctorates\\_2012.pdf](http://www.nsf.gov/statistics/srvydoctorates/surveys/srvydoctorates_2012.pdf)

## Instructions for Participant Data File

### II.A. Project Identifiers

**Field 1**—Use the PR/Award Number that corresponds to the reporting year even if you have been awarded a new grant and PR/Award Number for the next reporting year.

**Field 2**—Enter 2012.

### II.B. Participant's Personal Data

**Field 3**—Enter SSN. If a project does not know a student's SSN, leave it blank or enter zeros, "000000000." **Once you provide the SSN, you cannot change nor update it in subsequent reporting years.**

**Field 4**—Enter Student's Last Name. **Once you provide the student's last name, you cannot change nor update it in subsequent reporting years.**

**Field 5**—Enter Student's First Name. **Once you provide the student's first name, you cannot change nor update it in subsequent reporting years.**

**Field 6**—Enter Student's Middle Initial.

**Field 7**—Enter Student's Date of Birth. **Once you provide the student's date of birth, you cannot change nor update it in subsequent reporting years.**

### II.C. Participant's Demographic Information

**Field 8**—Select the student's Gender.

**Field 9**—Select whether or not the participant is identified/self-identifies as Hispanic/Latino.

**Field 10**—Select whether or not the participant is identified/self-identifies as American Indian/Alaskan Native.

**Field 11**—Select whether or not the participant is identified/self-identifies as Asian.

**Field 12**—Select whether or not the participant is identified/self-identifies as Black or African American.

**Field 13**—Select whether or not the participant is identified/self-identifies as White.

**Field 14**—Select whether or not the participant is identified/self-identifies as Native Hawaiian or Pacific Islander.

### II.D. Participant's Eligibility Status Information

**Field 15**—Select whether or not the participant is low-income.

**Field 16**—Select whether or not the participant is first-generation college.

**Field 17**—Select whether or not the participant is from one of the following underrepresented groups in graduate education: Black (non-Hispanic), Hispanic, American Indian, Alaskan Native, Native Hawaiians and Native American Pacific Islanders.

## II.E. Participant's Enrollment Status

**Field 18**—Enter participant's date of first enrollment in postsecondary education. The first postsecondary enrollment date is the first date a participant enrolled in a program of postsecondary education; however, this date does not include the date a participant enrolled in a high school bridge-to-college program/dual enrollment program nor the first enrollment date a participant took college courses while enrolled in high school. For participants who stopped-out for a period of time and subsequently re-enrolled, enter the date the participant first enrolled in postsecondary education.

**Field 19**—Select option 1 (Yes) only if the participant—*following high school graduation or having earned their GED*—first attended a 2-year institution, then transferred to a 4-year institution. If the participant first attended a 4-year institution, then transferred to a 2-year institution, select option 2 (No).

**Field 20**—Enter the participant's date of first project service.

**Field 21**—Select the participant's college grade level at the time of project entry. Use your institution's classification grade level criteria when determining the participant's college grade level.

**Field 22**—Select the participant's status.

**Field 23**—Select the participant's enrollment status. Select "Yes" if the participant was enrolled in undergraduate or graduate studies at **any** time during the reporting period; otherwise, select "No."

**Field 24**—Select the length of project participation by the participant in this reporting period.

**Field 25**—Select the type of funds used in this reporting period to serve the participant.

## II.F. Participant's Academic and Degree Status

**Field 26**—For participants who were served in this reporting period, select the participant's major field of study at the time of project entry. For prior year participants, select option 9. Generally, the social and behavioral sciences includes disciplines such as economics, econometrics, psychology, sociology, anthropology, political science, etc. For assistance and guidance, refer to the "*Definitions That Apply*" as well as the Main Field of Study list in the instructions.

**Field 27**—Select whether or not the participant has earned a bachelor's degree or equivalent of a bachelor's degree. If the participant is on your McNair Tier 1A—Student Verification for the Bachelor's Degree Attainment data file, you must select "Yes".

**Field 28**—Enter the date the participant earned their bachelor's degree or equivalent of a bachelor's degree.

**Field 29**—Select the applicable graduating cohort year the participant earned their bachelor's degree. Select option 12 (2012-13) if the participant earned a bachelor's degree in this reporting period. If the participant is on your McNair Tier 1A—Student Verification for the Bachelor's Degree Attainment data file, you must select the cohort as it appears on the file. Hint: If you select "Yes" in field 27, then you must select a cohort year in field 29. **NOTE: Once the cohort year is established, it cannot be changed in subsequent reporting periods.**

**Field 30**—Use the Main Field of Study list located at the end of this document to enter the three-digit code for participants who have **EARNED** a bachelor's degree. If the participant is a graduate student or has earned a doctorate degree (including first professional degree), enter the three-digit code at the time the participant attained their bachelor's degree. For participants who are double majors, you may use your discretion.

**Field 31**—Enter the cumulative GPA upon graduation with a bachelor's degree.

## II.G. Research or Other Scholarly Activities

**IMPORTANT:** Per regulatory definition of what constitutes research or other scholarly activities, in order to determine whether the student participated in research or other scholarly activities (including McNair research internships), you must answer “Yes” to all of the four (4) questions (i.e., criteria) listed below. For example, if the activity does not have a definitive start and end date, then the activity is not considered research.

1. Was the educational activity more rigorous than is typically available to undergraduates in a classroom setting?
2. Was the educational activity definitive in its start and end dates?
3. Did the educational activity contain appropriate benchmarks for completion of various components? **AND**
4. Was the educational activity conducted under the guidance of an appropriate faculty member with experience in the relevant discipline?

**Field 32**—Select the participant’s research activity completion status in this reporting period.

**Field 33**—Select the participant’s other scholarly activity completion status in this reporting period.

**Field 34**—Select the participant’s McNair research internship activity completion status in this reporting period.

## II.H. Participant’s Graduate School Information

**Field 35**—Select whether or not the bachelor’s degree recipient completed a graduate school admissions test.

**Field 36**—Enter the date of first graduate school enrollment. If you do not know the exact date, use 15 for the day and use your best estimate for the month and year.

**Field 37**—Enter the six-digit postsecondary institution NCES IPEDS ID for graduate institution first attended. You can obtain the IPEDS ID from the following web site: <http://nces.ed.gov/globallocator>.

**Field 38**—Select the participant’s graduate school enrollment status by the fall term of the 2013-14 academic year (i.e., fall) **for participants who earned a bachelor’s degree in this reporting period.**

**Field 39**—Select the participant’s graduate school persistence status at the beginning of the 2013-14 academic year (i.e., fall) **for participants who were first-year graduate students in this reporting period.**

**Field 40**—Select the participant’s graduate year of study **for participants who are enrolled in graduate school in this reporting period.**

**Field 41**—Using the Main Field of Study list located at the end of this document; enter the three-digit code for the **main field of study at the time of entry into graduate school.** For students who are no longer enrolled in graduate school or for students who completed their graduate studies, the project should provide, to the extent possible, the main field of study at the time the participant first entered graduate school.

**Field 42**—Select the type of assistantship the **first-year graduate participant** received in this reporting period.

**Field 43**—Select the reason the participant left graduate school.

**Field 44**—Select the highest degree earned by the end of the academic year. Once reported, do not change the degree unless a more advanced degree has been earned. *Select option 4 only if the other doctorate degree was in a research-intensive program. Select option 5 only if the doctorate degree was in a non-research-intensive program.* If a participant earned a professional degree but subsequently earns a research-intensive doctorate, select the type of doctorate earned (e.g., PhD).

**Field 45**—Enter the date of the highest degree earned.

**Field 46**—If you selected option 2, 3, 4, or 5 in field 44, enter the six-digit postsecondary institution NCES IPEDS ID. If you selected option 1 or 6, in field 44, enter 999999.

**Field 47**—Select the primary employment activity for participants who have earned a research-intensive doctorate degree (i.e., field 44, option 2, 3, or 4). In addition to a university setting, the primary employment can occur at organizations such as the National Institutes of Health (NIH), Centers for Disease Control and Prevention (CDC), private industry, etc. Once you report the doctorate recipient's employment activity, do not update in subsequent reporting periods.

## **II.I. Participant's Name Change**

**Field 48**—This field is optional. If the participant changed their name and you need this information to assist you in further tracking the participant, please enter the participant's full name (i.e., first and last name). If the participant's name is the same as provided in fields 4 and 5, you may leave this field blank. The information in this field can be changed in subsequent reporting periods.

# Main Field of Study List For Fields 26, 30, and 41

## BUSINESS MANAGEMENT/ADMINISTRATION

|  |  |   |
|--|--|---|
| 900 Accounting                           | 912 Hospitality, Food Service & Tourism Management             | 935 Organizational Behavior (see also PSYCHOLOGY/Industrial & Organizational) |
| 910 Business Administration & Management | 916 International Business/Trade/Commerce                      | 938 Business Management/Administration, General                               |
| 915 Business/Managerial Economics        | 920 Marketing Management & Research                            | 939 Business Management/Administration, Other                                 |
| 901 Finance                              | 917 Management Information Systems/Business Statistics         |   |
| 921 Human Resources Development          | 930 Operations Research (also in ENGINEERING & in MATHEMATICS) |   |

## COMMUNICATION

|                            |   |                            |
|----------------------------|---|----------------------------|
| 940 Communication Research | 950 Film, Radio, TV & Digital Communication | 958 Communication, General |
| 957 Communication Theory   | 947 Mass Communication/Media Studies        | 959 Communication, Other   |

## COMPUTER & INFORMATION SCIENCES

|                      |                                   |   |
|----------------------|-----------------------------------|---|
| 400 Computer Science | 410 Information Science & Systems | 419 Computer & Information Science, Other |
|                      | 415 Robotics                      |   |

## EDUCATION

### RESEARCH & ADMINISTRATION

|  |   |   |
|--|---|---|
| 840 Counseling Education/Counseling & Guidance       | 810 Educational/Instructional Media Design      | 845 Higher Education/Evaluation & Research        |
| 800 Curriculum & Instruction                         | 812 Educational/Instructional Technology        | 833 International Education                       |
| 805 Educational Administration & Supervision         | 807 Educational Leadership                      | 825 School Psychology (also in PSYCHOLOGY)        |
| 820 Educational Assessment/Testing/Measurement       | 822 Educational Psychology (also in PSYCHOLOGY) | 830 Social/Philosophical Foundations of Education |
| 804 Educational & Human Resource Studies/Development | 808 Educational Policy Analysis                 | 835 Special Education                             |
|  | 815 Educational Statistics/Research Methods     | 806 Urban Education and Leadership                |

### TEACHER EDUCATION

|  |  |                                 |
|--|--|---------------------------------|
| 858 Adult & Continuing Teacher Education | 850 Pre-elementary/Early Childhood Teacher Education | 856 Secondary Teacher Education |
| 852 Elementary Teacher Education         |  |                                 |

### TEACHING FIELDS

|   |                                  |   |
|---|----------------------------------|---|
| 860 Agricultural Education  | 866 Foreign Languages Education  | 880 Physical Education & Coaching                       |
| 861 Art Education   | 868 Health Education             | 884 Science Education                                   |
| 865 Bilingual & Multilingual Education  | 882 Literacy & Reading Education | 885 Social Science Education                            |
|   |                                  | 889 Teacher Education & Professional Development, Other |
| 864 English Education   | 874 Mathematics Education        |   |
| 870 Family & Consumer/Human Science (also in Fields Not Elsewhere Classified) | 876 Music Education              |   |
|   | 878 Nursing Education            |   |

### OTHER EDUCATION

|                        |                      |  |
|------------------------|----------------------|--|
| 898 Education, General | 899 Education, Other |  |
|------------------------|----------------------|--|

## ENGINEERING

|  |  |  |
|--|--|--|
| 300 Aerospace, Aeronautical & Astronautical Engineering  | 376 Engineering Management & Administration        | 357 Nuclear Engineering  |
| 303 Agricultural Engineering                             | 327 Engineering Mechanics                          | 360 Ocean Engineering  |
| 306 Bioengineering & Biomedical Engineering              | 330 Engineering Physics                            | 363 Operations Research (also in MATHEMATICS & in BUSINESS MANAGEMENT) |
| 309 Ceramic Sciences Engineering                         | 333 Engineering Science                            | 366 Petroleum Engineering  |
| 312 Chemical Engineering                                 | 336 Environmental/Environmental Health Engineering | 369 Polymer & Plastics Engineering                                     |
| 315 Civil Engineering                                    | 337 Geotechnical & Geoenvironmental Engineering    | 316 Structural Engineering   |
| 318 Communications Engineering                           | 339 Industrial & Manufacturing Engineering         | 372 Systems Engineering  |
| 321 Computer Engineering                                 | 342 Materials Science Engineering                  | 373 Transportation & Highway Engineering                               |
| 324 Electrical, Electronics & Communications Engineering | 345 Mechanical Engineering                         | 398 Engineering, General   |
|  | 348 Metallurgical Engineering                      | 399 Engineering, Other   |
|  | 351 Mining & Mineral Engineering                   |  |

## HUMANITIES

### HISTORY

|                                      |   |                              |
|--------------------------------------|---|------------------------------|
| 706 African History                  | 705 European History                        | 708 Middle/Near East Studies |
| 700 American History (U.S. & Canada) | 710 History, Science & Technology & Society | 718 History, General         |
| 703 Asian History                    | 707 Latin American History                  | 719 History, Other           |

**FOREIGN LANGUAGES & LITERATURE**

|             |                        |                                  |
|-------------|------------------------|----------------------------------|
| 768 Arabic  |                        | 752 Russian                      |
| 758 Chinese | 743 German 746 Italian | 749 Spanish                      |
| 740 French  | 762 Japanese           | 769 Other Languages & Literature |
|             | 750 Latin American     |                                  |

**LETTERS**

|   |   |                                 |
|---|---|---------------------------------|
| 732 American Literature (U.S. & Canada) | 734 English Language                            | 736 Speech & Rhetorical Studies |
| 720 Classics                            | 733 English Literature (British & Commonwealth) | 738 Letters, General            |
| 723 Comparative Literature              | 724 Folklore                                    | 739 Letters, Other              |
| 735 Creative Writing                    | 737 Rhetoric & Composition                      |                                 |

**OTHER HUMANITIES**

|  |                                     |                                |
|--|-------------------------------------|--------------------------------|
| 770 American/U.S. Studies              | 778 Film/Cinema/Video Studies       | 788 Musicology/Ethnomusicology |
| 773 Archaeology                        | 777 Jewish/Judaic Studies & History | 789 Music, Other               |
| 776 Art History/Criticism/Conservation | 780 Music                           | 785 Philosophy                 |
| 792 Bible/Biblical Studies             | 786 Music Theory & Composition      | 790 Religion/Religious Studies |
| 795 Drama/Theater Arts                 | 787 Music Performance               | 798 Humanities, General        |
| 784 Ethics                             |                                     | 799 Humanities, Other          |

**LIFE SCIENCES****AGRICULTURAL SCIENCES/NATURAL RESOURCES**

|   |  |  |
|---|--|--|
| 005 Agricultural Animal Breeding                | 043 Food Science   | 030 Plant Pathology/Phytopathology (also in BIOLOGICAL SCIENCES) |
| 002 Agricultural Economics                      | 044 Food Science & Technology, Other                                   | 039 Plant Sciences, Other  |
| 025 Agricultural & Horticultural Plant Breeding | 066 Forest Sciences & Biology  | 046 Soil Chemistry/Microbiology                                  |
| 020 Agronomy & Crop Science                     | 070 Forest/Resources Management  | 049 Soil Sciences, Other   |
| 010 Animal Nutrition                            | 079 Forestry & Related Science, Other                                  | 080 Wildlife/Range Management                                    |
| 014 Animal Science, Poultry (or Avian)          | 050 Horticulture Science   | 072 Wood Science & Pulp/Paper Technology                         |
| 019 Animal Science, Other                       | 074 Natural Resources/Conservation                                     | 098 Agriculture, General   |
| 081 Environmental Science                       | 003 Natural Resource/Environmental Economics (also in SOCIAL SCIENCES) | 099 Agricultural Science, Other                                  |
| 055 Fishing & Fisheries Sciences/Management     |  |  |

**LIFE SCIENCES (continued)****BIOLOGICAL/BIOMEDICAL SCIENCES**

|  |  |  |
|--|--|--|
| 130 Anatomy  | 142 Developmental Biology/Embryology         | 175 Pathology, Human & Animal                                      |
| 110 Bacteriology   | 139 Ecology                                  | 180 Pharmacology, Human & Animal                                   |
| 100 Biochemistry (see also PHYSICAL SCIENCES/Chemistry, other) | 145 Endocrinology                            | 185 Physiology, Human & Animal                                     |
| 102 Bioinformatics   | 148 Entomology                               | 115 Plant Genetics   |
| 103 Biomedical Sciences  | 167 Environmental Toxicology                 | 120 Plant Pathology/Phytopathology (also in AGRICULTURAL SCIENCES) |
| 133 Biometrics & Biostatistics                                 | 137 Evolutionary Biology                     | 125 Plant Physiology   |
| 105 Biophysics (also in PHYSICS)                               | 170 Genetics/Genomics, Human & Animal        | 155 Structural Biology   |
| 107 Biotechnology  | 151 Immunology                               | 169 Toxicology   |
| 129 Botany/Plant Biology                                       | 152 Marine Biology & Biological Oceanography | 168 Virology   |
| 158 Cancer Biology   | 157 Microbiology                             | 189 Zoology  |
| 136 Cell/Cellular Biology & Histology                          | 154 Molecular Biology                        | 198 Biology/Biomedical Sciences, General                           |
| 104 Computational Biology                                      | 160 Neurosciences & Neurobiology             | 199 Biology/Biomedical Sciences, Other                             |
|  | 163 Nutrition Sciences                       |  |
|  | 166 Parasitology                             |  |

**HEALTH SCIENCES**

|   |                                       |   |
|---|---------------------------------------|---|
| 210 Environmental Health                  | 222 Kinesiology/Exercise Physiology   | 245 Rehabilitation/Therapeutic Services   |
| 220 Epidemiology                          | 240 Medicinal/Pharmaceutical Sciences | 200 Speech-Language Pathology & Audiology |
| 227 Gerontology (also in SOCIAL SCIENCES) | 230 Nursing Science                   | 250 Veterinary Sciences                   |
| 217 Health Policy Analysis                | 207 Oral Biology/Oral Pathology       | 298 Health Sciences, General              |
| 212 Health Systems/Service Administration | 215 Public Health                     | 299 Health Sciences, Other                |

| <b>MATHEMATICS</b>  |  |   |
|---|--|---|
| 425 Algebra   | 440 Logic  | 450 Statistics (also in SOCIAL SCIENCES)  |
| 430 Analysis & Functional Analysis                            | 445 Number Theory  | 455 Topology/Foundations  |
| 420 Applied Mathematics                                       | 465 Operations Research (also in ENGINEERING & in BUSINESS MANAGEMENT/ADMIN.)        | 498 Mathematics/Statistics, General   |
| 460 Computing Theory & Practice                               |  | 499 Mathematics/Statistics, Other   |
| 435 Geometry/Geometric Analysis                               |  |   |
| <b>PHYSICAL SCIENCES</b>                                      |  |   |
| <b>ASTRONOMY</b>  |  |   |
| 500 Astronomy   | 505 Astrophysics   | 509 Astronomy, Other  |
| <b>ATMOSPHERIC SCIENCE &amp; METEOROLOGY</b>                  |  |   |
| 510 Atmospheric Chemistry & Climatology                       | 514 Meteorology  | 519 Atmospheric Science/Meteorology, Other  |
| 512 Atmospheric Physics & Dynamics                            | 518 Atmospheric Science/Meteorology, General   |   |
| <b>CHEMISTRY</b>  |  |   |
| 520 Analytical Chemistry                                      | 530 Physical Chemistry   | 538 Chemistry, General  |
| 522 Inorganic Chemistry                                       | 532 Polymer Chemistry  | 539 Chemistry, Other (see also BIOLOGICAL/Biochemistry)   |
| 526 Organic Chemistry   | 534 Theoretical Chemistry  |   |
| <b>GEOLOGICAL &amp; EARTH SCIENCES</b>                        |  |   |
| 542 Geochemistry  | 544 Geophysics & Seismology  | 550 Stratigraphy & Sedimentation  |
| 540 Geology   | 548 Mineralogy & Petrology   | 558 Geological & Earth Sciences, General  |
| 552 Geomorphology & Glacial Geology                           | 546 Paleontology   | 559 Geological & Earth Sciences, Other  |
| <b>OCEAN/MARINE SCIENCES</b>                                  |  |   |
| 585 Hydrology & Water Resources                               | 595 Marine Sciences  |   |
| 590 Oceanography, Chemical & Physical                         | 599 Ocean/Marine, Other  |   |
| <b>PHYSICS</b>  |  |   |
| 560 Acoustics   | 574 Condensed Matter/Low Temperature Physics   | 570 Plasma/Fusion Physics   |
| 576 Applied Physics   | 577 Medical Physics/Radiological Science   | 572 Polymer Physics   |
| 561 Atomic/Molecular/Chemical Physics                         | 568 Nuclear Physics  | 578 Physics, General  |
| 565 Biophysics (also in BIOLOGICAL SCIENCES)                  | 569 Optics/Photonics   | 579 Physics, Other  |
|   | 564 Particle (Elementary) Physics  |   |
| <b>PSYCHOLOGY</b>   |  |   |
| 602 Behavioral Analysis                                       | 615 Experimental Psychology  | 624 Personality Psychology  |
| 600 Clinical Psychology                                       | 620 Family Psychology  | 633 Psychometrics & Quantitative Psychology   |
| 603 Cognitive Psychology & Psycholinguistics                  | 614 Health & Medical Psychology  | 636 School Psychology (also in EDUCATION)   |
| 609 Counseling  | 613 Human Development & Family Studies   | 639 Social Psychology   |
| 612 Developmental & Child Psychology                          | 621 Industrial & Organizational (see also BUSINESS MANAGEMENT/Organization Behavior) | 648 Psychology, General   |
| 618 Educational Psychology (also in EDUCATION)                | 627 Neuropsychology/Physiological Psychology   | 649 Psychology, Other   |
| <b>SOCIAL SCIENCES</b>  |  |   |
| 650 Anthropology  | 670 Geography  | 682 Public Policy Analysis  |
| 652 Area/Ethnic/Cultural/Gender Studies                       | 684 Gerontology (also in HEALTH SCIENCES)  | 686 Sociology   |
| 657 Criminal Justice & Corrections                            | 674 International Relations/Affairs  | 690 Statistics (also in MATHEMATICS)  |
| 658 Criminology   | 676 Linguistics  | 694 Urban Affairs/Studies   |
| 662 Demography/Population Studies                             | 665 Natural Resource/Environmental Economics (also in AGRICULTURAL SCIENCES)         | 695 Urban/City, Community & Regional Planning   |
| 668 Econometrics  | 678 Political Science & Government   | 698 Social Sciences, General  |
| 667 Economics   |  | 699 Social Sciences, Other  |
| <b>FIELDS NOT ELSEWHERE CLASSIFIED (NEC)</b>                  |  |   |
| 960 Architecture/Environmental Design                         | 972 Library Science  | 984 Theology/Religious Education (see also OTHER HUMANITIES/Religion/Religious Studies, Ethics) |
| 964 Family/Consumer Science/Human Science (also in EDUCATION) | 974 Parks/Sports/Rec./Leisure/Fitness  |   |
| 968 Law   | 976 Public Administration  | 989 Other Fields, NEC   |
|   | 980 Social Work  |   |