

**Ronald E. McNair Postbaccalaureate Achievement (McNair) Program
Instructions for Completing the Annual Performance Report
For Program Year 2011-12**

1. WHAT IS THIS PACKAGE?

This package contains the forms and instructions needed to prepare the annual performance report for the Ronald E. McNair Postbaccalaureate Achievement (McNair) Program. The Department of Education (Department) uses the information provided in the 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).

2. WHAT ARE THE LEGISLATIVE AND REGULATORY AUTHORITIES TO COLLECT THIS INFORMATION?

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) permit the collection of this information.

3. WHO MUST FILE THIS REPORT?

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

4. WHAT PERIOD OF TIME IS COVERED IN THE REPORT?

The individual participant information provided in the report should cover the 12-month academic year of the grantee institution that most closely aligns with the 12-month budget-year for the grant that is found in Block 6 of the Grant Award Notification. The 2011-12 academic year is approximately August/September 2011 through August 2012.

5. WHEN SHOULD THE REPORT BE FILED?

The annual report should be submitted within 90 days after the end of each 12-month grant period (budget).

6. WHAT INFORMATION MUST BE SUBMITTED?

The report consists of three sections. Section I requests project identifying information and Section II requests an electronic file of individual participant records.

7. HOW MAY THE REPORT BE SUBMITTED?

All McNair grantees must complete the APR online using the Web application. In addition, a grantee must fax a signed copy of Section I of the report form that certifies that the information submitted electronically is readily verifiable and the information reported is accurate and complete.

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 Web application and instructions for submitting the report electronically will be available on December 3, 2012 at the following Web address:

<http://www.ed.gov/programs/triomcnair/report.html>

The Web application that McNair grantees must use to submit the annual performance report has the following features:

- A Web form for completing Sections I and II on-line.
- Access to the grantee's previous year's APR data. A grantee may choose to download from the secured Web site its prior year's APR data, without the participants' social security numbers, as a comma-delimited file (CSV) or as an Excel (XLS) spreadsheet.
- Functionality to upload a file with the individual participant records (Section II) to the Web application using a CSV or XLS file format.
- Functionality to view/delete/add participant data online.
- Online data field validations and error checks. In order for a grantee to be able to submit the APR, all of the sections of the APR must pass the first level of data field validations. 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 informed of needed corrections and the due date for resubmitting the Section II data.
- A print button to make a hard copy of the information entered online for Sections I and II.
- Functionality to download an electronic file with the individual participant records (Section II).
- A submit button to send the entire report to the Department.

- An e-mail confirmation that the report has been submitted (a valid e-mail address must be provided in Section I).

A project will receive confirmation that the report has been successfully submitted, if the person entering the performance report data provided a valid e-mail address in Section I. After the report has been submitted, a confirmation will be automatically sent to the e-mail address provided. If you do not receive an e-mail confirmation, contact the APR Help Desk.

If for any reason, and prior to the deadline date, you need to revise your performance report data after it has been submitted, please contact the APR Help Desk as soon as possible but prior to January 4, 2013.

8. WHO MAY BE CONTACTED FOR ADDITIONAL INFORMATION CONCERNING THE SUBMISSION OF THE PERFORMANCE REPORT?

Please contact your program specialist directly if you have questions regarding the performance report requirements. A state listing of program specialist names, telephone numbers, and e-mail addresses is available at: <http://www.ed.gov/programs/triomcnair/report.html>.

If you have technical problems accessing the Web site or using the Web application, please contact the APR Help Desk at (703) 846-8248 or via e-mail at: mcnairweb@cbmi.com.

9. AS OF THE 2010-11 REPORTING PERIOD, WHAT ARE THE NEW REPORTING REQUIREMENTS CONCERNING RACE AND ETHNICITY?

On October 19, 2007, ED released revised, Department-wide guidance on how institutions should collect and maintain data on race and ethnicity and on how they should report such data in the aggregate:

<http://www.ed.gov/legislation/FedRegister/other/2007-4/101907c.pdf> ; or

<http://www.ed.gov/legislation/FedRegister/other/2007-4/101907c.html>

Because McNair grantees report individual data, they should not follow the portions of the guidance that cover aggregate reporting; they must, however, collect and maintain data as indicated in the guidance. The new guidance was implemented by the fall of 2010 for the 2010–11 academic year.

Collection procedures in the guidance require grantees to collect data on race and ethnicity on all participants using a two-part question: first, the grantee asks the respondent whether the participant is Hispanic/Latino; second, the grantee asks the respondent to select one or more races from the five racial groups listed. If the participant declines to answer questions about race and ethnicity, the grantee should use observation, as discussed in the guidance. For further details on the guidance for collecting data, please see the full *Federal Register* notice. Grantees are responsible for implementing all relevant aspects of the guidance.

NOTE: For additional information on how to report on the ethnicity and race of a project participant, please see the instructions for fields #46 through #51. Also, please ensure that your data file contains the correct field names along with the correct sequence as failure to make the necessary revisions will result in errors during the upload of your data. For the correct order of APR fields, please refer to Section II of the Annual Performance Report.

GETTING STARTED

1. To begin completing this report online, from the Department's Web page click on:

<https://trio.ed.gov/mcnair>

2. Once at the Web site (entitled "McNair Online, Program Year 2011-12"), you will need to register; you may do so well in advance of actual submittal of reports. **To allow time to resolve any problems that might occur with registration, we ask you to register as early as possible.**

To register, click on "Register Here Each Year," and then enter the project director's first and last names and e-mail address and the project's PR award number (found on the Grant Award Notification), 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 discrepancies exist, you will be directed to a "Registration Failed" page; if necessary, your program specialist and the Help Desk will be sent an e-mail message requesting verification of data on the project. Verification will occur within 24 hours if the program specialist can readily confirm a change in project director or e-mail address; if the program specialist has no prior knowledge of the change, it may take longer. Once the Help Desk has received verification from the program specialist, you will be notified to continue with registration.

3. Once you have your user ID and temporary password, you may enter them on the site in the top box of the left side of the page; click "Log in." You will be guided to select a new password. Once you complete this step, you will automatically be logged in.

Your new password must be 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)
- at least one non-alphanumeric special character (e.g., !, @, #, \$, &, *, %, /, +, -)

After three failed attempts to access the Web site, you will be locked out and must call the Help Desk to obtain access.

Forgot Your Password?

In prior years, grantees were required to contact the Help Desk for assistance if they forgot their password. However, a new feature now allows grantees to retrieve their passwords without having to contact the Help Desk. 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.

4. Follow the instructions for completing and submitting the report via the World Wide Web.

**Ronald E. McNair Postbaccalaureate Achievement (McNair) Program
Specific Instructions for Completing the Performance Report
For 2011-12**

SECTION I -- PROJECT IDENTIFICATION, CERTIFICATION, AND WARNING

A. Identification

Many of the data fields in this section are pre-populated. Please review these fields, including the project director's e-mail address, and revise and update these fields as needed. Also, please provide information for any fields that are not pre-populated. You may change the data in all fields except for the project's PR Award Number, the Grantee Name, and the Report Period.

B. Certification

You must fax a signed copy of Section I of the report form that certifies that the information submitted electronically is accurate, complete, and readily verifiable to the best of your knowledge. Section I must be signed by both the project director and the certifying representative at the grantee institution and faxed to **703-832-1360**.

With the exception of Section I of the report, do not fax a paper copy of the performance report.

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).

SECTION II: PARTICIPANT LIST

General Instructions for the Participant List

(1) Who should be included on the annual data file?

The data file should include one record for each student served by the project during the academic year being reported and for all prior year participants still being tracked. A project must track the progress of participants until they: (1) obtain the doctoral degree (Ph.D., Ed.D., etc.) or a first professional degree (JD, MD, DDS, etc.); (2) have not enrolled in graduate or undergraduate studies for at least one term in the last five consecutive years; or (3) have been out of contact for a period of five or more consecutive years.

(2) How should participant's status (new, continuing, or prior year), current grade level, and enrollment status be reported?

Please note the following clarifications regarding how to report a participant's status (new, continuing, or prior year), current grade level, and enrollment status when preparing the data file.

Since the Department of Education needs to be able to track the academic progress of McNair participants from one academic year to the next, this performance report needs to follow the 12-month academic year of the grantee institution instead of the 12-month budget/project year for the grant. For example, the 2011-12 academic year is roughly August/September 2011 through August 2012 while the budget/project year for most McNair grants is October 1, 2011, through September 30, 2012. To ensure consistency in data reporting, please provide information on a participant's status (field #16), college grade level (field #18) and enrollment status (field #19) based on the "academic year" not the project's budget/project year.

For this report, the academic year being reported is from the fall 2011 term through the end of the summer term 2012. For example, a McNair student served for the first time by the project during the fall 2011 semester should be reported as a "new participant" in field #16. That same student's college grade level (field #18) would reflect the student's grade level as of the end of the academic year being reported, and the enrollment status (field #19) would be "enrolled," since the student was enrolled at least one term during the academic year.

(3) How should the date fields be formatted (fields #8, #14, #15, and #22)?

Please review carefully the Valid Field Content column to ensure that the data submitted is in the correct format. All date fields should be formatted as follows: 2 digits for month; 2 digits for day; 2 digits for century; and 2 digits for year. Also, please include slashes between the month, day and year. For example, a participant's birth date of January 1, 1990, would be formatted as follows: 01/01/1990. To ensure that the date is properly imported, always use the zero before one-digit months and days and insert slashes.

Please make every effort to provide accurate dates. If you find it necessary to estimate a date, please do not enter "00s." Rather, use 15 for the day and your best estimate for the month. If date is unknown, please enter 00/00/0000.

SUPPLEMENTAL DEFINITIONS AND INSTRUCTIONS FOR SPECIFIC FIELDS

Field #1—PR Award Number

A grantee should use the PR Award Number applicable to the project (budget) period covered by this report. This number can be found in Block 5 of the Grant Award Notification. Be sure that you use the PR Award Number applicable to the reporting year even if you have been awarded a new grant and PR/Award Number for the next reporting period.

Please note that the PR Award Number is eleven (11) digits in length. Please be sure you use “zeros” instead “Os” when entering the PR/Award Number into your database.

Field #2—Batch Year

Use the four-digit year provided on the form. This number will change with each year’s submission. The Batch Year designates the fiscal year funding for the project period reported. TRIO grants are forward-funded. For example, fiscal year 2011 funds would be used to support project activities in the 2011-12 program year. Thus, the data file for Batch Year 2011 would include information on project participants served or tracked during academic year 2011-12.

Field #3—Record Updated

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.

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.

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.

Field #4—Social Security Number (SSN)

SSNs are very important as they assist the Department in tracking participant outcomes over multiple years and facilitate matching of participant records with other databases. If a project does not know a student’s SSN, please enter zeros, “000000000,” rather than providing other forms of identification numbers.

Please note that for security and privacy reasons we cannot provide the SSN when a project downloads the data from our Web site; therefore, please provide the SSN when uploading the data file.

Fields #11, 12, and 13—Program Eligibility

The statute and regulations governing the McNair Program require that an eligible project participant must be a “low-income individual who is a first-generation college student” or a “member of a group that is underrepresented in graduate education” (definitions are provided below). At least two-thirds of project participants each year must be both low-income and first-generation college students; the remaining participants can be members of groups underrepresented in graduate education.

Three fields allow for the analysis of project participants by all combinations of eligibility status: low-income and first-generation and underrepresented racial/ethnic group. If you do not collect income and first-generation data on participants who qualify for services as members of groups underrepresented in graduate education, please select option “0 – Unknown/no response” for fields #11 and #12.

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, and American Indian/Alaskan Native. (*Note: The Secretary has determined as a policy issue that Native Hawaiians and other Pacific Islanders may be included in this definition.*)

Field #14—First School Enrollment Date

The “first school enrollment date” is the date the McNair participant first enrolled in a program of postsecondary education. Provide this information for all students served by the McNair project even if the student did not begin or is not currently enrolled at your institution. The purpose of this data field is to determine the length of time from initial enrollment in postsecondary education through undergraduate, graduate, and doctoral degree completion.

Field #16—Participant Status

For this field, please use the following definitions:

A **new participant** is an individual who was served by the McNair 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. Do not count as continuing participants, individuals for whom the main contact from the project during this academic period was for tracking purposes; these individuals should be designated as prior year participants.

Note: The sum of the number of new and continuing participants should equal the total number of participants the projects served during the reporting period.

A **prior year participant** is one who received project services in a previous academic year but who did not receive services on a continual basis during the academic year being reported.

Field #18—College Grade Level (at end of spring/summer term)

Field #18 allows for the classification of the student's college grade level at the end of the spring/summer term. For undergraduate students who received project services, graduated, and enrolled in graduate school during the reporting period (e.g., student was an undergraduate during the 2011 fall semester, graduated at the end of the fall semester and enrolled in graduate school for the spring 2012 semester), please select option "7 – 1st year graduate/professional (received program services as undergraduate during the reporting period)." Please select option "13 – Other" for students who are working on a second bachelor's or second master's degree. Also select option "13 – Other" for students who have earned a bachelor's degree and are doing post baccalaureate work but have 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.

Field #19—Enrollment Status

Field #19 allows projects to report whether or not the participant was enrolled in postsecondary education for at least one term during the reporting period.

NOTE: **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. Please verify that participant enrollment status is consistent across fields #18, #19 and #20.

Field #20—Reason Not Enrolled

Field #20, "Reason Not Enrolled," allows projects to document the reason the student was not enrolled during the academic year being reported (see Field #19 for definition of "not enrolled").

Use option #12 to report on individuals who consider their education completed and do not plan to enroll in a doctoral program. Use option #13 to report on individuals who were not enrolled in the reporting year because the individual had attained a doctoral (Ph.D., Ed.D, etc.) or first professional degree (JD, MD, DDS, etc.) prior to the current reporting year (2011-12), AND the same degree had not been previously reported.

Field #21—Highest Degree Earned

Field #21 reflects the degree attainment information of participants. Option #1 has been expanded to also account for those participants who have completed a program of study equivalent to a

bachelor's degree. Select option #1 if a participant's highest degree earned is a bachelor's degree or if a participant has completed four (4) years of undergraduate study at an institution of higher education as a result of being enrolled in a dual degree program. If no Bachelor's degree has been earned, use option "6." If the participant has earned more than one degree, report only the highest degree obtained and in field #22 provide the date the degree was earned. If the participant earned a degree in the academic year being reported, update this field appropriately.

Field #22—Date Highest Degree Earned

Field #22, Date of Highest Degree, tracks changes in a student's status relative to degree attainment. Use "99/99/9999—No Bachelor's degree earned yet" for participants that have not yet completed a baccalaureate degree. Use "00/00/0000—Unknown/no response" if you do not know the date of highest degree earned or if the data are not available for prior year participants.

Field #23—Major Field of Study

Field #23, Major/field of graduate study, allows for reporting of the precise major or field of study the McNair participant undertakes in graduate school (a listing and breakdown of fields of graduate study are provided below). A major field of study is to only be reported for graduate students who are enrolled; therefore, for all other students use option "13 - Not Applicable."

Physical Sciences include: Astronomy, Atmospheric Sciences and Meteorology, Chemistry, Computer Sciences, Earth Sciences, Environmental Sciences, Geology, Information Sciences, Marine Sciences (including Oceanography), Mathematics (including Mathematical Statistics, Operations Research), Physics

Engineering includes: Aerospace, Biomedical, Civil, Chemical, Computer, Electrical and Electronics, Engineering Technology, Industrial and Manufacturing, Mechanical, Metallurgical and Material, Mining, Nuclear, Structural, Systems

Life Sciences include: Agricultural Sciences, Agricultural Management, Biological Sciences (all fields), Biometrics and Biostatistics, Botany and Other Plant Sciences, Ecology, Forestry, Genetics, Horticultural Sciences, Neuroscience, Nutritional Sciences, Parasitology, Pharmacology, Physiology Human and Animal), Soil Sciences, Toxicology, Zoology

Health Sciences include: Allied Health Technologies and Services, Health Sciences, Hospital Administration, Kinesiology, Nursing, Pharmacy, Public Health, Rehabilitation Services and Counseling, Speech-Language Pathology and Audiology

Social Sciences include: Anthropology, Area Studies, Communications, Criminology, Demography/Population Studies, Economics/Econometrics, Geography, Journalism, International Relations/Affairs, Political Sciences and Government, Psychology (including Biopsychology), Public Policy, Sociology, Urban Studies/Planning

Humanities include: American Studies, Afro-American Studies, Art and Art History, Classics and Letters, Dance, Films and other Visual Arts, English Literature and Language, Ethnic Studies, Foreign Languages and Literature, History, Home Economics,

Interdisciplinary Studies, Linguistics, Music (including Performance), Philosophy, Speech and Rhetorical Studies, Theology and Religious Studies

Education includes: All teaching specialty fields, Education Research, Teacher Education

Business Administration includes: Accounting, Banking, Business Administration/Management, Finances, Industrial Organization, Marketing and Marketing Research, All other Business fields

Medicine, Dentistry, and Other Medical Fields includes: Chiropractic, Dentistry, Medicine (all specialties), Optometry, Podiatry

Law

Other Professional Fields include: Architecture, Library Sciences, Parks and Recreations, Protective Services, Social Work

Field #24—Grade Point Average (GPA) Scale

Field #24, GPA Scale, allows for accurate GPA reporting on whether your institution uses a 4.0 or 5.0 grading scale.

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 (e.g., 4 or 5).

Field # 25—Grade Point Average (GPA)

Field #25, Cumulative GPA, collects information on a student's academic performance at the time of the attainment of the bachelor's degree. The data in this field should reflect the cumulative GPA of the participant upon graduation with a bachelor's degree only. Do not provide any other GPA in this field.

Fields #26 and 27—Research Activities and McNair Internships

These fields capture information needed to determine if the project met its "Research" objective for the academic year being report. The standard "Research" objective and related definitions are listed below:

___% of McNair participants will complete research* and scholarly activities that will directly impact their educational progression each McNair Program academic year**.

*A structured research activity must be definitive in its start and end dates and contain appropriate benchmarks for completion of the various components. In addition, the activity should be conducted under the guidance of an appropriate faculty member with experience in the discipline selected by the McNair participant.

**The McNair Program academic year is the period that most closely aligns with the 12-month budget period. The 2011-12 McNair Program academic year is roughly August/September 2011 through August 2012.

Research refers to any unpaid research activities participants engaged in or research activities that were paid from non-McNair sources.

McNair internships refer only to those activities for which the legislated stipend of up to \$2,800 was paid to students who participated in research activities.

Select option #1 if the participant participated in a research activity but **did not complete** all of the components of the research activity during the academic year being reported.

Select option #2 if the participant **did not participate** in a research activity.

Select option #3 if the participant participated in a research activity and **completed** all of the components of the research activity during the academic year being reported.

Select option #9 for all prior year participants.

Because the objective states that the participants will “complete” the research and scholarly activities, only those participants that completed the McNair research activity (field #26, option 3) and/or the McNair internship (field #27, option 3) during the academic year being reported will be counted toward achieving this objective. McNair participants who participated in research during the reporting period but did not complete all of the components of the research activity until a subsequent reporting period will be counted toward the objective in the year the research was completed.

Fields #28 through 39—Other Program Services

These fields allow for the collection of information on all other services the McNair project most commonly provides to active participants while they are in the project. No one project will choose to offer all of the listed services. A student may or may not receive each of the activities/services listed during the reporting year and should be coded accordingly. Report only on the services the student received from the project during the academic year being reported.

Select option #2, “No” for all prior year participants.

Seminars/workshops 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 individual or small group tutoring provided by a graduate student or a professional staff person.

Academic counseling means assisting students in making educational plans, selecting appropriate courses, meeting academic requirements, and planning for graduation and graduate education.

Financial aid assistance 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.

Admission assistance means assisting students in choosing graduate or professional programs and applying for admission to those programs.

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.

Conferences mean project sponsored trips to professional conferences related to the various fields of study proposed to be undertaken by project participants at the graduate level.

Presentations means activities sponsored by the project which give participants an opportunity to formally present their completed research to groups of interested parties both peer and professional as well as other interested lay groups.

Graduate school visits/fairs means project sponsored trips to graduate schools or fairs for the purpose of acquainting students with institutions that the project participants may wish to attend to further their education.

Test preparation means activities designed to prepare participants for success on the Graduate Record Exam (GRE) or other test needed for admission to graduate programs.

Teaching related experiences means project sponsored opportunities for participants to gain personal and practical knowledge of the rigors and rewards of the professorate through direct participation, observation or "shadowing" experiences.

Field #40—Eligibility (for determining program eligibility)

Field #40 – Eligibility will provide grantees with the means to report the exact eligibility criterion that was used to select a student for program participation and will also provide the Department with information to document the requirement that at least two-thirds of the participants are low-income and first generation and not more than one-third are underrepresented students.

Field #41—Project Participation

Field #41- Project Participation will provide grantees with the means to report whether the student was active in the project during the academic year only, the summer component only or a combination of both. This will allow the Department to determine the level or degree of student participation during the reporting period and will help eliminate double reporting of students.

Options 1 through 5 should be reported for new and continuing students only; select option "9" for prior year participants.

Field # 42—Funding Source

Field # 42 – Funding Source will provide grantees with the means to report the funding source(s) used to support the activities afforded to individual students under the McNair program. It will also clarify why the actual student served number reported for some projects exceeds the Department’s approved student service number of official record (funded to serve number).

Options 1 through 3 should be reported for new and continuing students only—select option “9” for prior year participants

Field # 43—Tracking Completed

Field #43, Tracking Completed, provides grantees with the means to report whether the student has (1) obtained the doctoral degree (Ph.D., Ed.D., etc.) or a first professional degree (JD, MD, DDS, etc.), (2) has not enrolled in graduate or undergraduate studies for at least one term in the last five years, (3) has been out of contact for a period of five or more years. Once a participant meets one of the above conditions, the grantee is not required to include the participant record in subsequent performance report submissions.

Select option #1 if the student has graduated with a research or professional doctorate (PhD, Ed.D, etc.) in this reporting period.

Select option #2, if the student graduated with a research or professional doctorate (PhD, Ed.D, etc.) in a previous reporting period but is being reported for the first time.

Select option #3 if the student has not been enrolled for at least one term in a graduate or undergraduate program for **five or more consecutive years**.

Select option #4 if the student has been out of contact for **five or more consecutive years** and you are unable to update this record. Also select option #4 if the student is deceased.

Select option #5 if none of the above apply, that is, tracking is not yet completed.

Field #44—Special Circumstances

Field #44, Special Circumstances (1000 character limit), provides grantees an opportunity to explain any special conditions that may have affected its ability to successfully or accurately report all or some of the student data requested.

Field #45 - Graduate Enrollment Status (at the beginning of the 2012-13 academic year)

Field #45 – Enrollment status at the beginning of the 2012-13 academic year, provides a grantee with the means to report, on an annual basis, the extent to which its approved objective to enroll participants in a post baccalaureate program by the fall term immediately following completion of the bachelor’s degree (e.g., fall 2012) has been achieved.

Options 1 and 2 are for participants who received a bachelor’s degree in the reporting period.

Therefore, select option #1 if the student **received** a bachelor’s degree in this reporting period and **enrolled** in a post baccalaureate degree program by the fall term of the next academic year. 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 by the fall term of the next academic year.

Select option #3 if the student **did not receive** a bachelor's degree in this reporting period, received a bachelor's degree in a previous reporting period, or received a master's degree or higher.

Fields #46 - #51—Ethnicity (Hispanic) and Race

On October 19, 2007, ED released revised, Department-wide guidance on how institutions should collect and maintain data on race and ethnicity and on how they should report such data in the aggregate:

<http://www.ed.gov/legislation/FedRegister/other/2007-4/101907c.pdf> ; or

<http://www.ed.gov/legislation/FedRegister/other/2007-4/101907c.html>

Because McNair grantees report individual data, they should not follow the portions of the guidance that cover aggregate reporting; they must, however, collect and maintain data as indicated in the guidance. The new guidance was implemented by the fall of 2010 for the 2010–11 academic year. (Note that projects may leave the race and ethnicity fields blank for prior-year participants if the project is unable to determine the race and/or ethnicity of these participants, however, projects should provide the race and ethnicity of participants who received services in 2011-12.)

Collection procedures in the guidance require grantees to collect data on race and ethnicity on all participants using a two-part question: first, the grantee asks the respondent whether the participant is Hispanic/Latino; second, the grantee asks the respondent to select one or more races from the five racial groups listed. The grantee reports the responses in fields #46 through #51 of the APR.

If, for example, a McNair participant is identified as Hispanic, Asian, and White, select option #1, “Yes” in fields #46 (Hispanic/Latino), #48 (Asian), and #50 (White) and select option #2, “No” in fields #47, #49, and #51.

If the participant declines to answer questions about race and ethnicity, the grantee should use observation, as discussed in the guidance. For further details on the guidance for collecting data, please see the full *Federal Register* notice. Grantees are responsible for implementing all relevant aspects of the guidance. Note that the Department encourages institutions to allow all current students to re-identify their race and ethnicity using OMB's 1997 standards (see page 59276 of the notice), but does not require institutions to do so.