Ronald E. McNair Postbaccalaureate Achievement (McNair) Program
Instructions for Completing the 2013-14 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 2013-14 academic year is roughly August/September 2013 through July/August 2014 while the budget/project year for most McNair grants is October 1, 2013, through September 30, 2014.

- The reporting requirements are as follows

    - Projects must retain participant records for a period of ten (10) years after the attainment of a bachelor's degree.
    - Projects must retain all of the participant records that were in the 2012-13 APR data file for a period of ten (10) years (excluding records with cohort years **prior** to 2003-04). These records include participants who were served in 2012-13 as well as participants who were not served and have not yet attained a bachelor's degree. Therefore, if you included a participant record on your 2012-13 APR data file (excluding records with cohort years **prior** to 2003-04), you must include the record on your 2013-14 APR data file.

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 **December 15**, 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 Information
    - II.E. Participant's Enrollment Status Information
    - II.F. Participant's Academic and Degree Status Information
    - II.G. Participant's Research or Other Scholarly Activities Information
    - II.H. Participant's Graduate School Status 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. You will be asked to complete a form. 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 login 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 your 2012-13 McNair APR data file. You can use this file to construct your 2013-14 APR data file and/or use it as a reference to ensure that all participants that should be on the 2013-15 APR data file are included.
- 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 (**January 30, 2015**), 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.
- 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 2013-14

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. Pre-populated

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 for the 2013-14 academic year.

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, please contact the Help Desk at (703) 846-8248 or via e-mail at generaltrio@cbmiweb.com. When contacting the Help Desk via email, please do not send any attachments.

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 *(during academic year being reported)*			X
23	Enrollment Status			X

Field #	Field Name	You cannot update	You should not have to update	You may update
	(during academic year being reported)			
24	Project Participation *(during academic year being reported)*			✗
25	Funding Source *(during academic year being reported)*			✗
26	STEM Discipline		✗	
27	Bachelor's Degree (or equivalent)		✗	
28	Date of Bachelor's Degree (or equivalent)		✗	
29	Graduating Cohort Year of Bachelor's Degree	✗		
30	Main field of Study (Bachelor's Degree Earned)		✗	
31	Cumulative GPA *(upon graduation with a bachelor's degree)*		✗	
32	Research Activity *(2012–13 academic year)*			✗
33	Other Scholarly Activity *(2012–13 academic year)*			✗
34	McNair Research Internship *(2012–13 academic year)*			✗
35	Graduate School Admissions Test		✗	
36	Date of First Graduate School Enrollment		✗	
37	Graduate Institution First Attended		✗	
38	Graduate School Enrollment Status *(at the beginning of the **2014–15** academic year)*			✗
39	First-Year Graduate Student Persistence Status *(at the beginning of the **2014–15** academic year)*			✗
40	Current Year of Graduate Study *(during academic year being reported)*			✗
41	Graduate Student's Main Field of Study *(at time of entrance)*		✗	
42	Graduate Assistantships *(for 1st year graduate students only)*		✗	
43	Reason Left Graduate School		✗	
44	Highest Graduate Degree Earned *(as of the end of the academic year)*			✗
45	Date Highest Graduate Degree Earned			✗
46	Institution Where Doctorate Degree was Earned		✗	
47	Doctorate Recipient's Employment Activity		✗	
48	Student's Name Change—Optional (Full Name)			✗

You cannot update means *you cannot change the response you provided in the previous reporting period..*

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 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.

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 2013-14 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 or 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 2013-14 SED questionnaire can be found at: http://www.norc.org/PDFs/SED-Findings/Fillable%20Quex%202014_FINAL.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 2013.

II.B. Participant's Personal Information

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. If you need to report a change to the student's last name, please use field 48.
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. If you need to report a change to the student's first name, please use field 48.
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.
Note: Project's should not be serving participants who are only low-income or first-generation.

II.E. Participant's Enrollment Status Information

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 participant's length of project participation 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 Information

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 earned a bachelor's degree in the 2013-14 academic year, select "Yes". If the participant is on your 2012-13 McNair APR data file as having earned a bachelor's degree, 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 13 (2013-14) if the participant earned a bachelor's degree in this reporting period. If the participant was assigned a cohort in your 2012-13 APR data file, you must select the cohort year as it appears on the file. Hint: If you select "Yes" in field 27, then you must select a cohort year in field 29. 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. Participant's Research or Other Scholarly Activities Information

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 Status 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.

- Typically, the date of first graduate school enrollment is between August 1 through July 31 of the next academic year.
- Do not enter the date the participant was accepted for enrollment unless both dates are the same. For example, if the participant was accepted for enrollment on June 1, 2013 but they first enrolled in graduate school on August 26, 2013, enter 8/26/2013.
- If you do not know the exact date, use 15 for the day and use your best estimate for the month and year.
- Once you report the first enrollment date in graduate school, **do not** update it in subsequent reporting periods.

IMPORTANT: If you reported the participant as a first-year graduate student in a previous reporting year (including 2012-13), then the participant cannot be a first-year graduate student in this [2013-14] or any subsequent reporting year. However, a review of the 2012-13 APR data submitted by grantees shows some data inconsistencies in the graduate year of study (40) and date of first graduate school enrollment (36) fields. For example, some grantees reported the student as a first-year graduate in 2012-13, however, the date of first graduate school enrollment (e.g., August 26, 2013) was outside the 2012-13 academic year. In the example above, if the student's date of first enrollment in graduate school is August 26, 2013, then the student is a first-year graduate student in 2013-14 not 2012-13. Grantees who incorrectly reported the student's year of graduate study in 2012-13, especially those that reported a student as a first-year graduate yet the date of graduate enrollment was between August 1, 2013 and July 31,

2014, will be given the opportunity to provide correct information in 2013-14. Please note that this is a one-time correction, that is, once the graduate study level and first enrollment date in graduate school is provided, grantees will not be allowed to change the date of first graduate school enrollment nor report the student as a first-year graduate in subsequent reporting.

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 2014-15 academic year (i.e., fall) for participants who earned a bachelor's degree in this [2013-14] reporting period.
Field 39—Select the participant's graduate school persistence status at the beginning of the 2014-15 academic year (i.e., fall) for participants who were first-year graduate students in this [2013-14] reporting period. **Hint**: Typically, in order for the participant to be a first-year graduate in 2013-14, the participant should have first enrolled in graduate school between August 1, 2013 and July 31, 2014.

Field 40—Select the participant's graduate year of study for participants who are enrolled in graduate school in this [2013-14] reporting period. Please refer to the APR form for additional instructions.
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 was earned. Select option 4 only if the "other" doctorate degree was in a research-intensive program. Select option 5 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). Once the research-intensive doctorate degree has been provided (i.e., option 2, 3, or 4), do not change the response in subsequent reporting periods.
Field 45—Enter the date of the highest degree earned. Once the research-intensive doctorate degree date has been provided (i.e., option 2, 3, or 4); do not change the date in subsequent reporting periods.
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
910 Business Administration & Management
915 Business/Managerial Economics
901 Finance
921 Human Resources Development
912 Hospitality, Food Service & Tourism Management
916 International Business/Trade/Commerce
920 Marketing Management & Research
917 Management Information Systems/Business Statistics
930 Operations Research (also in ENGINEERING & in MATHEMATICS)
935 Organizational Behavior (see also PSYCHOLOGY/Industrial & Organizational)
938 Business Management/Administration, General
939 Business Management/Administration, Other

COMMUNICATION

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

COMPUTER & INFORMATION SCIENCES

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

EDUCATION

RESEARCH & ADMINISTRATION

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

TEACHER EDUCATION

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

TEACHING FIELDS

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

OTHER EDUCATION

898 Education, General
899 Education, Other

ENGINEERING

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

HUMANITIES

HISTORY

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

FOREIGN LANGUAGES & LITERATURE

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

LETTERS

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

OTHER HUMANITIES

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

LIFE SCIENCES

AGRICULTURAL SCIENCES/NATURAL RESOURCES

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

LIFE SCIENCES (continued)

BIOLOGICAL/BIOMEDICAL SCIENCES

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

HEALTH SCIENCES

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

MATHEMATICS

425 Algebra
430 Analysis & Functional Analysis
420 Applied Mathematics
460 Computing Theory & Practice
435 Geometry/Geometric Analysis
440 Logic
445 Number Theory
465 Operations Research (also in ENGINEERING & in BUSINESS MANAGEMENT/ADMIN.)
450 Statistics (also in SOCIAL SCIENCES)
455 Topology/Foundations
498 Mathematics/Statistics, General
499 Mathematics/Statistics, Other

PHYSICAL SCIENCES

ASTRONOMY

500 Astronomy
505 Astrophysics
509 Astronomy, Other

ATMOSPHERIC SCIENCE & METEOROLOGY

510 Atmospheric Chemistry & Climatology
512 Atmospheric Physics & Dynamics
514 Meteorology
518 Atmospheric Science/Meteorology, General
519 Atmospheric Science/Meteorology, Other

CHEMISTRY

520 Analytical Chemistry
522 Inorganic Chemistry
526 Organic Chemistry
530 Physical Chemistry
532 Polymer Chemistry
534 Theoretical Chemistry
538 Chemistry, General
539 Chemistry, Other (see also BIOLOGICAL/Biochemistry)

GEOLOGICAL & EARTH SCIENCES

542 Geochemistry
540 Geology
552 Geomorphology & Glacial Geology
544 Geophysics & Seismology
548 Mineralogy & Petrology
546 Paleontology
550 Stratigraphy & Sedimentation
558 Geological & Earth Sciences, General
559 Geological & Earth Sciences, Other

OCEAN/MARINE SCIENCES

585 Hydrology & Water Resources
590 Oceanography, Chemical & Physical
595 Marine Sciences
599 Ocean/Marine, Other

PHYSICS

560 Acoustics
576 Applied Physics
561 Atomic/Molecular/Chemical Physics
565 Biophysics (also in BIOLOGICAL SCIENCES)
574 Condensed Matter/Low Temperature Physics
577 Medical Physics/Radiological Science
568 Nuclear Physics
569 Optics/Photonics
564 Particle (Elementary) Physics
570 Plasma/Fusion Physics
572 Polymer Physics
578 Physics, General
579 Physics, Other

PSYCHOLOGY

602 Behavioral Analysis
600 Clinical Psychology
603 Cognitive Psychology & Psycholinguistics
609 Counseling
612 Developmental & Child Psychology
618 Educational Psychology (also in EDUCATION)
615 Experimental Psychology
620 Family Psychology
614 Health & Medical Psychology
613 Human Development & Family Studies
621 Industrial & Organizational (see also BUSINESS MANAGEMENT/Organization Behavior)
627 Neuropsychology/Physiological Psychology
624 Personality Psychology
633 Psychometrics & Quantitative Psychology
636 School Psychology (also in EDUCATION)
639 Social Psychology
648 Psychology, General
649 Psychology, Other

SOCIAL SCIENCES

650 Anthropology
652 Area/Ethnic/Cultural/Gender Studies
657 Criminal Justice & Corrections
658 Criminology
662 Demography/Population Studies
668 Econometrics
667 Economics
670 Geography
684 Gerontology (also in HEALTH SCIENCES)
674 International Relations/Affairs
676 Linguistics
665 Natural Resource/Environmental Economics (also in AGRICULTURAL SCIENCES)
678 Political Science & Government
682 Public Policy Analysis
686 Sociology
690 Statistics (also in MATHEMATICS)
694 Urban Affairs/Studies
695 Urban/City, Community & Regional Planning
698 Social Sciences, General
699 Social Sciences, Other

FIELDS NOT ELSEWHERE CLASSIFIED (NEC)

960 Architecture/Environmental Design
964 Family/Consumer Science/Human Science (also in EDUCATION)
968 Law
972 Library Science
974 Parks/Sports/Rec./Leisure/Fitness
976 Public Administration
980 Social Work
984 Theology/Religious Education (see also OTHER HUMANITIES/Religion/Religious Studies, Ethics)
989 Other Fields, NEC