January 14, 2021

Dear McNair Project Director:

It is time to prepare the Annual Performance Report (APR) for the Ronald E. McNair Postbaccalaureate (McNair) Program for program year 2019-20. The Web application you will use to submit your report will "go live" on Tuesday, January 19, 2021. The due date for submitting your APR is Friday, **February 26, 2021**.

Please find the data structure and instructions for the report, along with links to the secured APR Web site maintained by our contractor, at [2019-20 McNair APR.](https://www2.ed.gov/programs/triomcnair/report.html) On January 19, 2021, you may begin your submission process at the following web location: <https://trio.ed.gov/>

1. **Who needs to be on your APR data file?**
	* + All participants on your 2018-19 APR data file, except those participants whose Graduating Cohort Year of Bachelor’s Degree (field 29) is prior to 2009-10;
		+ All new participants who were served in the reporting period; and
		+ All participants who earned a Bachelor’s degree in the 2019-20 academic year.
2. **Are there any changes to the APR and/or Web application for the 2019-20 reporting period?**

Yes. There is one change to the web application to address a potential issue related to the actual number of participants served. Based on an analysis of the 2018-19 APR data, the findings show approximately 11 percent of grantees reported serving one or more students for a period of five years or more. The Department wants to ensure that the information provided is accurate as this can potentially impact a project’s Prior Experience (PE) points. As such, using the web application, the Department will be monitoring grant projects that continue to serve participants for five years or more. If a student has been served for five-years or more and they were also served in 2019-20, the web application system will generate a report containing the name(s) of the student(s), and the project will be required to provide a brief explanation to account for this duration of service.

1. **Prior Experience (PE) Points Report**

Please note that prior experience (PE) points are assessed in the second, third and fourth years of the grant cycle. Since the 2019-20 reporting period is the third year of the 2017-2022 grant cycle, the Department will use the data you submit to calculate your PE points. Note that failure to submit your APR may adversely impact your future PE points because the 2019-20 APR data is used in future PE assessment years.

After submitting the APR, you will receive a summary of your reported information, including tabulations of PE points earned during this reporting period.

The method used to calculate values in this report is available at [2019-20 McNair APR](https://www2.ed.gov/programs/triomcnair/mcnaprappendixpe2017-22cycle.docx).

**Registration.** Grantees must register a password in order to protect the security of their APR data. All first-time users must register on the site in order to set up their account. To register, click on the "Login and Registration" link and provide the Project Director’s first and last name and email address. If the PR number, last name, and email address match the data that the Department currently has on file, users will proceed with the registration process by providing a password, password confirmation, and selecting two security questions before submitting the form. Users will be required to login again using the PR number and re-entering the password.

If the project director’s information has changed, or needs to be updated from what the system holds, the user may submit updated information through the registration page to initiate a change verification process. The information that the user submits will be verified by a program specialist. Only after the new project director information has been verified can the user proceed with registration.

**Help Desk.** If you encounter technical problems accessing the Web site or using the Web application, please contact the Help Desk at any time at (703) 885-8008 or via e-mail at  generaltrio@collabralink.com. Please note that the Help Desk will respond to inquiries from grantees within two business days of receiving the telephone call or e-mail. The Help Desk will be available to respond to questions on weekdays (excluding Federal Holidays) from January 19, 2021 to February 26, 2021. During peak times, it may take longer to receive a response; thus, we encourage you to prepare and submit your performance report as soon as you have collected the complete set of data.

Please remember that, **within five business days after final submission of your completed online APR, you must scan and upload a signed copy of Section I of the report form** that certifies that the information submitted electronically has been verified to be accurate and complete. Should you have any problems uploading Section I, please contact the Help Desk for assistance at (703) 885-8008.

If you need to revise your performance report data after submission, please contact the Help Desk for assistance. Please note that generally the Department will be able to accommodate revisions only until the due date for submitting your APR.

Thank you for the time and effort you devote to the performance reporting process and for your commitment to providing complete and accurate data for the McNair Program. Please retain source documents in a readily accessible form so that they can be verified during an on-site visit.

Sincerely,



ReShone Moore, Ph.D.
Director
Graduate and Special Focus Programs Division