November 8, 2021

Dear McNair Project Director:

It is time to prepare the Annual Performance Report (APR) for the Ronald E. McNair Postbaccalaureate Achievement (McNair) Program for program year 2020-21. The Web application you will use to submit your report will "go live" on Monday, November 8, 2021. The due date for submitting your APR is Friday, **December 10, 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 [2020-21 McNair APR.](https://www2.ed.gov/programs/triomcnair/report.html) On November 8, 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 2019-20 APR data file, except those participants whose Graduating Cohort Year of Bachelor’s Degree (field 29) is prior to 2010-11;
		+ All new participants who were served in the reporting period; and
		+ All participants who earned a Bachelor’s degree in the 2020-21 academic year.
2. **Are there any changes to the APR and/or Web application for the 2020-21 reporting period?**

Yes. There is one new report in the web application to solicit additional information on academic progression for McNair scholars who enrolled in graduate school as first-year graduates between June 30, 2021 and July 31, 2021 and continued to be enrolled, that is, as second year graduates by the Fall of the next academic year. The U.S. Department of Education (Department) would like to improve data collection for students who first enroll in graduate school late within an academic year. To do so, the Department needs to better understand how students are actually progressing within graduate school as compared to how the APR collects data on these students. As such, grantees are expected to clarify the extent to which the student has progressed within graduate school for any student they reported as:

* having first enrolled between June 1, 2021 and July 31, 2021 (field #36—Date of First Graduate School Enrollment);
* a first-year graduate (field 40—Year of Graduate Study, option 1— 1st yr. graduate/professional) in this reporting period; and
* continued to be enrolled in graduate school at the beginning of  the 2021-22  academic year (field #39—First-Year Graduate Student Persistence      Status at the beginning of  the 2021-22 academic year, option 1).

A friendly reminder: When providing the information, please do not enter any personal identifiable information (PII), instead use the student’s case number.

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

Generally, during a TRIO grant award competition, the Department uses the second, third and fourth year of the expiring grants as PE assessment years. However, due to the challenges that current grantees face as a result of the global pandemic, the following methodology will be used in order to diminish the negative programmatic impact that has occurred regarding the attainment of objectives and PE.

The highest scoring **two** years of data from the following **four** assessment years: 2017-18, 2018-19; 2019-20, and 2020-21; will be used.

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 [2020-21 McNair APR](https://www2.ed.gov/programs/triomcnair/report.html).

**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](https://trio.ed.gov/) 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 November 8, 2021 to December 10, 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, **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