February 2022

Dear Talent Search Project Director:

It is time to prepare the Annual Performance Report (APR) for your Talent Search (TS) project for program year 2020-21, the last reporting year of the 2016–21 grant cycle.   The year “go-live” date for the APR will be **February 1, 2022,** with a **due date of March 1, 2022**.

Beginning February 1, please visit our contractor’s website, <https://trio.ed.gov/>, to access the web application.  Note, though, that the contractor’s site is not designed to provide comprehensive instructions on completing the report;**be sure to read and follow the full instructions provided on the TS Annual Performance Report page of the TRIO website**.

The APR summary PDF document that grant projects are strongly advised to download contains personally identifiable information (PII) about program participants.  Executive Order 13556 requires compliance with uniform standards in managing documents with sensitive information.  In compliance with these standards, the Department is: (1) including a header marking across the top of the document “CUI//PRVCY/STUD”; (2) beginning the file name with the characters CUI-PRVCY-STUD; and (3) including a footer in the cover page which states, “Controlled by Emory Morrison”.  As a practical matter, these markings are meaningful for the National Archives and Records Administration (NARA) which oversees compliance with Executive Order 13556.  They indicate that the document contains sensitive information and should be handled with care.  The marking CUI is an acronym for Controlled Unclassified Information; the marking PRVCY indicates “Privacy” which is a particular class of CUI; and the marking “STUD” indicates “Student”.  If you have any questions or concerns about the CUI markings, please contact [Emory.Morrison@ED.Gov](mailto:Emory.Morrison@ED.Gov), and please include “APR CUI’ in the subject line

**Review and Submit**: The APR contains four numbered sections, all of which need to be completed. In addition, the “Review and Submit” section helps you to ensure accuracy and completeness. In Step 2 of the “Review and Submit” section, you should click on the “View APR (PDF File)” link to display a printable version of the entire APR, including points for the Standard Objectives. If you discover that some data is incorrect, or that the Standard Objectives report is not what you had expected, click on the appropriate section tab at the top of the website page to make corrections.

**Please note that you must scan and upload the signed copy of the Section I Cover Page within five business days after final submission of your online APR**. Should you have any issues or concerns with uploading the Section I Cover Page, please contact the Help Desk for assistance at **(703) 885-8008** or email at **generaltrio@collabralink.com**.

If you need to revise the APR after it has been submitted, please contact the Help Desk. **Once the March 1 deadline for the APR has occurred**, you may not modify the report, except under exceptional circumstances and with the approval of TRIO staff.

For any questions regarding the APR requirements, please contact your program specialist directly; to ascertain your program specialist's name, telephone number, and email address, please visit the [TS Contacts page](https://www2.ed.gov/programs/triotalent/contacts.html).

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

Sincerely,

Craig Pooler  
Director  
GEAR UP and TRIO Talent Search Division  
Student Service