November 2020

Dear Upward Bound (UB) and Upward Bound Math and Science (UBMS) Project Directors:

It is time to prepare your annual performance report (APR) for reporting year 2019-20, the third year of the 2017–22 grant cycle. As of November 17, 2020, you will find the APR form and instructions, plus links to the secured UB-UBMS APR website maintained by our contractor, at <https://www2.ed.gov/programs/trioupbound/report.html>. **Your APR is due to us by December 18, 2020.**

Do not rely solely on the UB-UBMS APR website in completing your APR; be sure to read thoroughly the U.S. Department of Education’s APR documents at the web address above. Should you wish to revise your report after having submitted it, you may ask the Help Desk to “unsubmit” it, but you must make final submission **no later than the due date**. Also 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. Section I must be signed both by the project director and certifying official; you may wish to alert your certifying official of this requirement in advance.

# Notes specifically for the 2019-20 APR

*Preview of APR results:* This year, at the end of the APR’s “Review and Submit” section, you will be able to view your APR data and the results of prior experience (PE) calculations for your project in advance of formally submitting your APR. With this information, before submission you will be able to identify results that might not be what you had expected. You will thus be able to review your data and correct any errors you might have made, thus reducing any need to ask the Help Desk to “unsubmit” your APR at the last minute.

*Move to case numbers****:*** You may recall that, by the end of the 2018-19 data collection, all TRIO programs with student-level data shifted from using Social Security numbers to case numbers assigned by the Department. In the download file that you will receive in the APR online process, you will see case numbers for students that need to remain in your data file. Please consult the General Instructions for more information (pages 3-4).

*Earning prior experience (PE) points:* The years in which the Department assesses prior experience are the second, third, and fourth of the 2017–22 cycle (that is, 2018–19, 2019–20, and 2020–21 for the UB programs); thus, this year’s report will produce your second PE assessment. **Be sure to keep in mind that, in any of the three assessment years, if your project fails to serve at least 90 percent of the agreed-upon number of students, you will earn no PE points at all for that year.**

*Content of Section I:* This section retains last year’s four components: Part 1 (project identification, certification, and warning); Part 2 (the competitive preference priority); Part 3 (information on supplemental funding that you may have received in 2018 for activities involving STEM education); and Part 4 (data on target schools). Regarding Part 4, you may wish to see how TRIO has made this target school data available via “story” and “exploring” maps at <https://www2.ed.gov/about/offices/list/ope/trio/index.html#maps> .

*Dropping older participant records from the APR:* Grantees that have participated in UB-UBMS for many years—primarily those that held grants in the 2007–12 cycle—are aware that TRIO has identified a large number of prior-year participant records that the Department no longer needs for PE calculations or for other important measures. We are continuing to eliminate such records from this year’s download file. **If one or more of your old records are among those we deleted, you will not be able to report on those specific individuals in 2019-20 or thereafter.** Please see pages 2-3 of the General Instructions, available at the web address above, for further information.

# Other important reminders

*Establishing cohort year 2020:*For the members of the 2020 postsecondary enrollment cohort—that is, those participants who graduated with a regular secondary school diploma during school year 2019-20 and enrolled in postsecondary education by fall term 2020, or who received notification from their postsecondary institution of acceptance but deferred enrollment until the next academic semester--please make every effort to report all relevant data in this year’s APR (2019-20). Not only must the dates of high school graduation and postsecondary enrollment be correct in your APR if a student is to be included in the 2020 cohort; you must also have coded the student as 3 (Received regular secondary school diploma) in the High School Graduation Status field (#34). **Once the Department accepts the 2019-20 APR, participants cannot be added to the 2020 postsecondary education enrollment cohort.**

**For summer bridge participants in June- and July-start projects,** you must provide postsecondary enrollment data **in the 2019-20 APR** on participants served in 2020 summer bridge to include such students in the 2020 cohort, even though summer 2020 is part of the 2020-21 reporting period for summer-start projects.

*Protecting personally identifiable information (PII):*The only location in the APR in which you should provide participants’ birth dates is the data file that you will be uploading securely. **Do not** include PII in such places as the text boxes within the APR website for the Current Participants and Eligibility Status Report and the Critical Fields Verification Report.

## *The Help Desk:* If you encounter technical problems accessing the website or using the web application, please contact the Help Desk by either telephone at (703) 885-8008 or email at [generaltrio@collabralink.com](mailto:generaltrio@collabralink.com). Please note that the Help Desk will try to contact projects within two business days of receiving a telephone call or email. The Help Desk will be available to respond to your questions on weekdays that are not Federal holidays from the “go-live” date of the web application through December 18, 2020. During peak times, it may take longer for you to receive a response; thus, I encourage you to prepare and submit your performance report as soon as you have collected complete data. For any questions regarding the APR requirements, please contact your program specialist directly; to ascertain his or her name, telephone number, and email address, please visit [http://www2.ed.gov/about/offices/list/ope/trio/staffdirectory-cupt.html.](http://www2.ed.gov/about/offices/list/ope/trio/staffdirectory-cupt.html)

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

Sincerely,

Gaby Watts  
Director  
TRIO Upward Bound and Educational Opportunity Centers Division  
Student Service