November 2018

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

Greetings to our grantees that have participated in UB or UBMS for many years, and welcome to grantees that have recently completed their first year in these programs. It is time to prepare your annual performance report (APR) for reporting year 2017–18, the first year of the 2017–22 grant cycle. As of November 1, 2018, you will find the APR form and instructions, plus links to the secured UB-UBMS APR web site maintained by our contractor, at <https://www2.ed.gov/programs/trioupbound/report.html>. **Your APR is due to us by Wednesday, December 5.**

Do not rely solely on the UB-UBMS APR web site 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 **no later than the due date**.

Note 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; given busy holiday schedules in late November and December, you may wish to alert your certifying official of this requirement far in advance.

# Notes specifically for the 2017–18 APR

*The new cycle and prior experience (PE) points:* The years in which the Department will assess prior experience are the second, third, and fourth of the 2017–22 cycle (that is, 2018–19, 2019–20, and 2020–21). For each of the five years of the cycle, after you submit your APR, the web application will produce for you a report that shows the extent to which you met your objectives, such as participants’ retention and graduation and their enrollment in postsecondary education. In the first and fifth years of the cycle the report is referred to as the Standard Objectives Report; in the second through the fourth years, it is the Individual Prior Experience (PE) Points Report. All five years’ results are based on identical formulas that are explained in the “Policies and Procedures” document also available at the web address above. Please take note of this first year’s report, which is found in the final pages of the PDF that you will be able to download once you have submitted your APR. The report may tell you a great deal about your progress and may help you to identify areas in which you could improve**. 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.**

*The competitive preference priority:* Most grantees’ proposals responded to the competitive preference priority to undertake activities that are supported by at least moderate evidence of effectiveness—particularly activities that would increase the likelihood that students would complete high school, enroll in a postsecondary program, and complete that program. Grantees that did respond will find in Section I, Part 2 of the APR a means to report on how you are implementing that priority.

*Dropping older participant records from the APR:* In the past, the Department has required grantees to retain in their data files all student records found in the previous year’s APR. In the APR web application, we provide a file allowing grantees to download data from the previous year.

Grantees that have participated in UB-UBMS for many years—primarily those that held grants in the 2007–12 cycle—should note 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 have removed these records from this year’s download file. **If one or more of your old records are among those we deleted, you must not report on those specific individuals in 2017–18 or thereafter.** Please see page 2 of the General Instructions, available at the web address above, for further information.

## Other important reminders

*The download file:* As noted above, to assist you in reporting on students included in the previous year’s APR (excluding those described in the preceding paragraph), and to increase accuracy, the Department provides in the web application a file for you to download data from the previous year. It is your responsibility, however, to provide updated information on current and prior participants and to ensure the accuracy of the data submitted in 2017–18. **Only records in the download file, plus records that you add this year in which Participant Status (field #27) is 1 (new) or 6 (transfer), may be included in your 2017–18 APR.**

*Establishing cohort year 2018:*For the members of the 2018 postsecondary enrollment cohort—that is, those participants who graduated with a regular secondary school diploma during school year 2017–18 and enrolled in postsecondary education by fall term 2018, 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 (2017–18). 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 2018 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 2017–18 APR, participants cannot be added to the 2018 postsecondary education enrollment cohort.**

**For summer bridge participants in June- and July-start projects,** you must provide postsecondary enrollment data **in the 2017–18 APR** on participants served in 2018 summer bridge to include such students in the 2018 cohort, even though summer 2018 is part of the 2018–19 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 and Social Security numbers (SSNs) is the data file that you will be uploading securely. **Do not** include PII in such places as the text boxes within the APR web site for the Current Participants and Eligibility Status Report and the Critical Fields Verification Report.

## *The Help Desk*

If you encounter technical problems accessing the web site or using the web application, please contact the Help Desk by either telephone at (703) 885-8008 or email at 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 5, 2018. 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