

**U.S. Department of Education
Institutional Service (IS)**

Annual Performance Report User Manual



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1 Introduction

All Title III and Title V grantees with a budget period that ended September 30 of this year are required to complete an APR. Please ensure that the executive summary is revised and updated with current goals and objectives and reflects any programmatic or budgetary revisions approved during the course of the year. The executive summary, and the report as a whole, should show substantial progress on grant activities, objectives and goals (or provide explanatory detail, if challenges hindering substantial progress have been faced) in order to receive a non-competing continuation grant.

The purpose of the APR data collection is to:

1. To report progress on meeting the goals and objectives of the grant and report any delays and challenges for grant implementation.
2. Assess both the individual achievements of the projects and the collective achievements of the programs;
3. Improve program monitoring and technical assistance; and
4. Compile a summary of grantee goals, objectives, activities, and best practices as grant periods end.

Institutional Service will compile a final report of project goals, objectives and activities for each grant. The data will be assembled from grantees' individual annual reports received throughout the grant cycle. For grantees whose grant ended this year, you will be asked to include narrative information regarding the overall results of the grant in the Executive Summary of the report. In Sections 3 and 4 of the performance report, you should include data relevant only to the annual performance period ending September 30 of this year.

The APR system will close at the end of the due date. Completing the APR by the due date is critical since the APR data are needed to report to Congress for the annual Government and Performance and Results Act (GPRA) report on the Title III and Title V Program effectiveness.

1.2 Reporting Period

The reporting period is the same throughout the report. The reporting period is from October 1st of last year to September 30. All data and outcomes that you include in this report must **only** reflect results obtained during the reporting period and only as a result, either in whole or in part, of your Title III or Title V funds.

1.3 Contact Information

Technical Support

You can contact your Program Officer directly with questions. You can contact the help desk with technical questions on the APR system. The help desk will respond to questions within one day in most cases. Click the “Contact Us” link in the toolbar and complete the page that displays to send a message to the help desk.

1.4 APR Completion Responsibilities

Who should complete the report?

We recommend that the project directors responsible for the administration of the grant complete the APR because the project director has ultimate oversight of the Title III and V grant. In the case of cooperative grants, the project director at the lead institution (or fiscal agent) should also be responsible for completing the APR and coordinating the data from all the partner institutions.

Who has access to the reporting system?

Institutional Service (IS) will provide the grant’s project director as listed in our records only one password for accessing the APR system. The project director must make the decision whether or not to share the password with other grant staff. Keep in mind that only one person can log into the system with the password at a time, otherwise you may lose the data that is being entered into the APR system.

What if my institution has more than one grant?

Your institution is expected to complete a ***separate report for each Title III or V award*** currently administered at your institution.

1.5 Preparation

Gather all the information and materials that you will need for the report:

- ❑ Your original application and any changes that have been approved by the program office.
- ❑ Expenditure information for the reporting period.
- ❑ Budget information for the reporting period and for the next grant year.
- ❑ Previous performance reports (interim and annual performance reports).
- ❑ Evaluation, process, and outcome data relevant to the reporting period.

1.6 Login

The URL for the IS homepage is <http://opeweb.ed.gov/title3and5>.

Click on the ‘*Performance Reports*’ link to access the APR System.

To login you will be required to enter your user ID and password. Your user ID is your grant's PR award number.

Finding your Login Information

The project director on record for your institution was provided the necessary login information for the APR system in the APR announcement letter that was sent via email. You may also get the information in the following ways:

- **Grant PR Award Number:** The PR award number is a unique number associated with your grant award and can be found on your Grant Award Notification. An example PR award number is: P031A110001.
- **APR password:** Each Project Director will be provided a single password for the APR by email. If you lose your password or did not receive it, click the [Forgot Password](#) link on the Login page.

You will be prompted to change the password the first time you log into the system.

The first time you log in, the director's welcome letter will display. Click the *Next* link at the bottom of the page to continue. The About page will display. Click the *Begin* link to continue and begin your APR.

1.7 Navigating the System

At the top of each screen there are links which provide additional information, features, and/or instructions.

Note: *Click a save button before you click a link to save any changes you have made.*

- **Home** - Displays the first page of the APR so you can navigate to any of the sections of the report.
- **About** - Provides a brief overview of the APR and its main features.
- **FAQ** – Provides answers to frequently asked questions.
- **Blank Forms** - Provides access to blank forms of the APR.
- **Glossary** - Defines key terms in the APR. Terms found in the glossary are hyperlinked throughout the APR.
- **Help** - Provides step-by-step instructions for completing the major sections of the APR and information on how to get technical support.
- **Contact Us** – Provides a form you can use to send a question to the help desk.
- **Logout** – Logs you out of the system.

Saving Data

Each data entry page has a “*Save Page*” and a “*Save and Continue*” or “*Save and Return*” button located on the bottom. Both of these buttons will save the data you have entered on that page. In addition to saving your data, the “*Save and Continue*” button will move you to the next page of the APR and save data entered to that point. A message confirming that the data has been saved will display.

Moving Between Sections

The left hand navigation bar will let you move to any of the sections of the APR as needed. By clicking on the specific section link, you will be taken to the beginning of that section. You should note, however, that if you do not hit the Save button, data entered will be lost.

Special note: *You do not need to complete the APR sequentially; however, you do have to set up your activities in Section 3 before completing Section 4.*

Warning!

We strongly suggest that you use the navigation tools provided within the APR system to the greatest extent possible. Using the “Back” and “Forward” function in your browser’s tool bar may cause unexpected difficulties with saving your data and may log you out of the system.

1.9 Drafting and Formatting Text Responses

We recommend that you draft your long responses in a word processing program and save them outside the APR system. Once you have completed your response, you can “*copy and paste*” it into the APR system.

Please note that like other online systems, the APR system will not accept most of the automatic formatting features available in word processing programs. You should avoid automatic numbering features, bullets, and tables. In addition, symbols and tabs will not translate into the online system. Therefore, you should format your responses using only manually entered numbered lists or bullet indicators, manually entered returns, and manually entered spaces.

2 Grant Identification

Most of the information in the Grant Identification section of the APR has been pre-populated for you. Please review the information carefully to make sure that it is correct. Make any corrections needed, fill in any missing fields, and then click the 'Save and Continue' button.

<p>Section 2 Institutional Profile</p> <p>Section 3 Activities, Focus and Outcomes</p> <p>Section 4 Project Status and Budget</p> <p>Certification Form</p> <p>View Report</p> <p>Check Report Completeness</p> <p>Director's Letter</p>	<p>Grant Identification</p>
	<p>Please review the information for the project director and the grant and make any corrections needed. Click the Save and Continue button to save your changes and begin your APR.</p> <p>* Required</p> <p>PR Award Number: P031B090200</p> <p>Program: Title III - Part B - Historically Black Graduate Institutes</p> <p>* Institution Name: <input type="text"/></p> <p>* Project Title: <input type="text"/></p> <hr/> <p>* Project Director: First Name: <input type="text"/> Last Name: <input type="text"/></p> <p>* Title: <input type="text"/></p> <p>* E-mail: <input type="text"/></p> <p>* Phone: <input type="text"/> Ext.: <input type="text"/></p> <p>Other grant(s) assigned to this project director for which a separate APR must be completed: P031B070057</p> <hr/> <p>If you enter an additional contact, the submission verification email will be sent to this person also.</p> <p>Additional Contact: First Name: <input type="text"/> Last Name: <input type="text"/></p> <p>Email: <input type="text"/> Phone: <input type="text"/></p> <hr/> <p>If the person entering this report is not the project director or the additional contact above, please enter the name and email below. The submission verification email will be sent to this person also.</p> <p>Data Entry Person: First Name: <input type="text"/> Last Name: <input type="text"/></p> <p>Email: <input type="text"/> Phone: <input type="text"/></p> <hr/> <p>Grant Type: <input type="text" value="Individual Development Grant"/> <input type="button" value="v"/></p> <p><input type="button" value="Save and Continue"/></p>

If you have a "Cooperative Development Grant", you must provide information on your partner institution(s), including: the name of partner institution(s), contact person at the partner institution(s), and the telephone and email for the contact person at the partner institution(s). This page will display next.

3 Section 1 - Executive Summary

The Executive Summary allows you to "tell the story" of your grant's impact at your institution. During extensive grantee outreach activities, ED program staff heard the grantee community's need to place project goals and outcomes in an institutional context. ED has responded to this need by designing open-ended questions. This section allows you to report on successes and challenges that cannot be articulated purely through quantitative responses. Each response is limited to 10,000 characters and spaces.

All grantees will be required to answer standard closed- and open-ended questions. In addition, grants that involve partnerships with other entities will also answer an additional question about the partnership.

After completing the required items, SIP, TCCU, ANNH, NASNTI, AANAPISI, PPOHA, and HSI grantees must select two or more of the five additional open-ended questions. The five additional questions will be listed below the required questions. Place a check mark in the boxes to the left of each additional question you wish to complete. Click the "*Save and Continue*" button. The response boxes for the optional questions you selected will be generated.

HBCUs and HBGIs are required to answer all questions in Section 1.

4 Section 2 – Institutional Profile

In this section, we no longer collect enrollment and degree information for your institution. This information has been collected from IPEDS here and is displayed here for your information.

Accreditation

Identify your institution's accrediting agency by selecting from the choices provided. If your accrediting agency is not listed, enter the name in the option titled 'Other (please specify).'

5 Section 3 - Activities, Focus, and Outcomes

In this section you will be relating your grant activity costs to the legislative language for your particular Title III or Title V program. For most of this section you will be reporting on each activity separately. You should use the original activity structure of your application, incorporating any changes that have been approved by the program office to your original grant application.

5.1 Total Expenditures

The first step in Section 3 is to enter your expenditure information in Step 1 of the section.

Follow these steps to enter your expenditure information:

1. Click the “*Total Expenditures*” link.
2. The Section 3: Total Expenditures screen will display.

3. Enter the total expenditures of federal grant dollars including all activities, endowment, and management costs. The figure you provide should reflect actual expenses during the period in order to get your results and outcomes – planned or delayed expenses should not be included.
4. Enter the total federal grant dollars spent specifically on project management and evaluation costs.
5. The total federal dollars spent on grant activities will be calculated for you. The total amount that you report on grant activities in this section should equal this amount.
6. Enter the total number of grant activities carried out during the reporting period.
7. Click the *Save and Return* button.

5.2 Grant Activities

The next step in Section 3 is to add your activities and assign the grant dollars spent to the Legislative Allowable Activities (LAAs).

Follow these steps for each of your grant activities.

1. Click the *Add an Activity* button.
2. The Section 3: Grant Activity screen displays.

Title III Part B Section 326 Legislative Allowable Activities [Note: All listed activities are directly from the legislation.]		Dollars spent during the reporting period
Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.	\$	0.00
Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities, including purchase or rental of telecommunications and technology equipment or services.	\$	0.00
Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector.	\$	0.00
Assisting in the establishment or maintenance of an institutional endowment fund.	\$	0.00
Funds and administration management, and the acquisition of equipment, including software, for use in strengthening funds management and management information systems.	\$	0.00
Acquisition of real property that is adjacent to the campus in connection with the construction, renovation, or addition to or improvement of campus facilities.	\$	0.00
Tutoring, counseling, and student service programs designed to improve academic success.	\$	0.00
Other Activities - Please Describe in Similar Detail	\$	0.00

Sample Activities screen – The LAAs for your program will be different.

3. Enter the activity title from your original grant application in the text box.
4. Enter the amount of federal dollars spent on this activity during the reporting period.
5. Select a focus area from the dropdown.

How should I assign a focus area to an activity?

The focus areas identified in the APR are aligned closely to the legislative purposes of Title III or V grants. Activities often have elements of more than one of these. However, you should select the one that most closely reflects the overall intent of this activity. To assign a single focus area to an activity, consider the intended outcomes of an activity rather than the processes involved.

There is no formula for determining the focus area other than

examining the intentions of the activity and categorizing to the best of one’s ability. You can refer to the Glossary for sample activities within the four areas.

- Distribute the funds entered in step 2 appropriately in the LAA table. This process will show how the funds used to carry out the grant activity relate to the allowable activities under the law. This step will also determine the process measures that you will be asked to complete for this grant activity – you will need to complete a process measure on each LAA on which you spent funds.

How should I distribute the spending among the LAAs?

Instead of grouping expenditures by the standard budgetary line items this step asks you to think of activity expenses in a different way. We want you to group the expenditures according to the intent of the legislation. The specific activities expressed in the legislation should serve as the framework for the distribution of activity expenses—do your best to adopt your specific expenses with existing LAAs, but if none adequately capture your activity, you may add a category at the bottom of the table in the "Other" category. Remember that we are trying to aggregate expenses across many projects, so adhering to the LAAs to the greatest extent possible assists our program analysis.

- Click the *Save and Return* button.
- The Section 3 – Activities, Focus Areas, and Outcomes screen will redisplay. See the screen below.

Section 2
[Institutional Profile](#)

Section 3
[Activities, Focus and Outcomes](#)

Section 4
[Project Status and Budget](#)

[Certification Form](#)

[View Report](#)

[Check Report Completeness](#)

[Director's Letter](#)

Section 3 - Activities, Focus Areas, and Outcomes

In this section, we want to get a sense of the types of activities Title IIIIV is supporting at your institution. We want to know how those activities are helping to address the problems described in your grant application and how they are improving academic quality, student services and outcomes, institutional management, and fiscal stability.

Step 1:

Total Expenditures (Total federal dollars spent on Title IIIIV activities: \$975,892.00)

Step 2:

Add an Activity

Note: Do not add an activity on which you didn't expend any funds during the reporting period. You don't have to report the status of activities on which you didn't expend funds in Section 4.

Activities

The activities and process measures on which you indicated you spent funds are listed below. Click the activity link to update it. You must click each process measure link and enter the information to complete Section 3.

Activity/Process Measures	Total Dollars Spent	
<p><u>First activity name</u></p> <p>Process Measures: (Click the link to update the process measure)</p> <ul style="list-style-type: none"> Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities. (Not Complete) Acquisition of real property in connection with the construction, renovation, or addition to or improvement of campus facilities. (Not Complete) 	\$1,000.00	Delete Activity
<p><u>Second activity name</u></p> <p>Process Measures: (Click the link to update the process measure)</p> <ul style="list-style-type: none"> Establishment or improving an endowment fund. (Not Complete) 	\$1,000.00	Delete Activity

9. The activity you just entered will be displayed with the LAAs beneath it. Click the link on the activity name if you need to update the activity. Each LAA will have **(Not Complete)** listed after it. Once you have completed the process measure for the LAA, it will change to **(Complete)**.

5.3 Process Measures

This section is not applicable to MSEIP or PPOHA.

Process measures are specific activities and/or strategies that are linked to and support the attainment of desired programmatic outcomes. The measures were utilized to allow the APR to collect data on common processes, rather than relying exclusively on the outcomes of your activities. We recognize that the processes developed or improved by your grant are extremely valuable, but given the thousands of possible activities, it is nearly impossible to capture them all. With the consultation of the grantee community, we have developed a broad list of common processes and adopted them for the APR. To be useful, the process measures must be standardized as much as possible so that data can be aggregated and analyzed. Although processes funded by your grant may or may not be worded exactly as they are presented here, please generalize and respond to as many measures as you can. The process measures are posed as questions in relationship to improvement.

You will need to complete a process measure table for each LAA on which you indicated that you spent funds. These tables let us know what you have accomplished during the reporting period within the LAA categories relevant to your specific projects. You are required to enter process measures data for each LAA category for each grant activity. Therefore a Process Measures table will be generated for each LAA category reported.

Note: HBCUs and HBGI have a mandatory question in this section that they are required to complete.

Follow these steps to complete each process measure:

1. On the Section 3: Activities, Focus Areas and Outcomes screen, click the link on the LAA in the activity table.
2. The Section 3: Process Measure screen will display.

<p>Section 2 Institutional Profile</p> <p>Section 3 Activities Focus and Outcomes</p> <p>Section 4 Project Status and Budget</p> <p>Certification Form</p> <p>View Report</p> <p>Check Report Completeness</p> <p>Director's Letter</p>	<p style="text-align: center;">Section 3: Process Measure</p> <p>Activity: Third activity name</p> <p>Please complete the following table to let us know what you have accomplished during the past year in this LAA category for this Activity.</p> <p>Please report on all of the process measures that apply to this grant activity within each LAA category. The default setting of each process measure is "NA" for not applicable. If your activity is not covered by any of the standard process measures, please create your own using the same question format.</p> <p>LAA Category: <i>Tutoring, counseling, and student service programs designed to improve academic success.</i></p> <p>1. Did the number of tutors increase? NA ▾</p> <p><i>If yes:</i> Start # <input type="text"/> End # <input type="text"/> Application Objective # <input type="text"/></p> <p>2. Did the quality of tutors increase? NA ▾ <i>No standardized data elements</i></p> <p>3. Did access to tutors increase? NA ▾ <i>No standardized data elements</i></p> <p>4. Did the number of counselors increase? NA ▾</p> <p><i>If yes:</i> Start # <input type="text"/> End # <input type="text"/> Application Objective # <input type="text"/></p>
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Sample Process Measure screen – The process measures are different for each LAA.

3. For each process measure question, if the grant activity involved this process measure, respond by answering the question by selecting "Yes" or "No" from the box next to the process measure item. If the item is not applicable to the grant activity leave the "NA" response in the box.
4. If you answered "Yes" or "No" you will need to enter the Start, End, and Application Objective quantity. The quantity entered in the Application Objective box should match the goal you set for your institution in your original grant application or in any approved change to your grant application.

Definitions:

Start The number (or percentage) that existed at the beginning of the reporting period (October 1).

End The number (or percentage) that exists at the end of the reporting period (September 30) as a result, either in whole or in part, of the Title III or Title V activity funds.

Application Objective If you have clearly identified a goal in your application that relates to this process measure, please indicate it here.

5. You must answer at least two questions on the process measure page.
6. If none of the process measures fit your results, you may enter up to two original process measures as "Other" process measures. To enter your own process measure, type in your process measure using the same question format used for the standard process measures. You will also need to enter the

corresponding start, end, and application objective in the data boxes.

12. Other: NA ▾
 If yes:
 Start
 End
 Application Objective

13. Other: NA ▾
 If yes:
 Start
 End
 Application Objective

7. HGBI and HBCU grantees have a mandatory question at the end of each process measure. Check the focus area and enter the description of impact.

* 14. (Mandatory Question)
 Tell us how tutoring, counseling, and student service programs might have impacted any of the four Focus Areas. Select one or more focus areas.

Focus Areas:

Academic Quality
 Student Services and Outcomes
 Institutional Management
 Fiscal Stability

Description of impact. (500 word limit)

8. Click the *Save and Return* button.

5.4 PPOHA Process Measures

This section applies only to PPOHA grantees.

PPOHA grantees will have a single ‘Process Measures’ page to fill out for each activity, rather than one page for each LAA.

To enter the process measures, follow these steps:

1. On the Section 3: Activities, Focus Areas, and Outcomes screen, click on the ‘*Update Process Measures*’ link in the Activity table.
2. The Section 3: Process Measures screen displays.
3. This page has a section for each LAA on which you indicated you spent funds.
4. Answer the questions.

5. If you spent funds for ‘other’ activities, click the ‘*Add New Activity*’ button and enter the activity on the screen which displays.
6. If you spent funds for the Collaboration with other Institutions LAA, click the ‘*Add Institution*’ button to enter the institution on the screen which displays.

5.5 PPOHA Performance Measures

This section applies only to PPOHA grantees.

PPOHA grantees are also required to report on programmatic and student performance. In this section, you will need to present information regarding the number of new courses, new academic concentrations, and new research initiatives as a result of this grant during the current academic year. In addition, you will need to include the number of students participating in certain activities at the beginning of the academic year and the number of student participating in the same activities at the end of the academic year.

On the Section 3: Activities, Focus Areas, and Outcomes screen, you will see two performance measures links.

Step 3:

- [Performance Measures - Programmatic](#)
- [Performance Measures - Students](#)

To complete the performance measures follow these steps:

1. Click the ‘*Performance Measures – Programmatic*’ link.
2. The Section 3: Performance Measures – Programmatic screen will display.

3. If your institution added any courses as a result of the grant, click the ‘*Add Course*’ button.
4. Enter the course on the screen which displays and click the ‘*Add Course*’ button.
5. Repeat the above 2 steps for each new course.

6. If your institution added any concentrations as a result of the grant, click the *'Add Concentration'* button.
7. Enter the concentration on the screen which displays and click the *'Add Concentration'* button.
8. Repeat the above 2 steps for each new concentration.
9. If your institution added any initiatives as a result of the grant, click the *'Add Initiative'* button.
10. Enter the initiative on the screen which displays and click the *'Add Initiative'* button.
11. Repeat the above 2 steps for each new initiative.
12. Click the *'Next Page'* button.
13. The Section 3: Performance Measures – Students screen displays.

Section 3: Performance Measures - Students		
Please indicate graduate student performance in each of the following areas.		
Performance Measures: Students	Number of Students at the beginning of the Year	Number of Students at the End of the Year
Number of students participating in independent research, during the most recent complete academic year.	<input type="text"/>	<input type="text"/>
Number of students participating in research with faculty, during the most recent complete academic year.	<input type="text"/>	<input type="text"/>
Number of students presenting at conferences, during the most recent complete academic year.	<input type="text"/>	<input type="text"/>
Number of students writing for publication, during the most recent complete academic year.	<input type="text"/>	<input type="text"/>

14. Enter the number of students at the beginning and end of the year for each question and click the *'Save and Return'* button.

5.6 Section 3 - Focus Area Outcomes

This section does not apply to MSEIP or PPOHA grantees.

Once you complete basic budget and process information on each grant activity, you are asked to report on outcomes achieved during the reporting period. Outcome tables **should be reported for the entire grant project** (not individual grant activities).

You will respond to the Outcome table associated with the focus areas (Academic Quality, Fiscal Stability, Student Services and Outcomes, or Institutional Management) that you identified with your activities.

What are focus area outcomes and how do they relate to the activity?

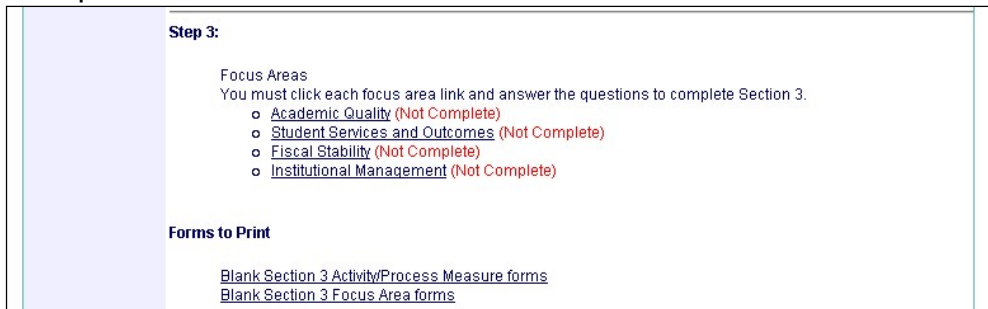
Outcome measures are indicators of the success of a program or

activity in attaining its goals related to the target populations. They generally refer to changes in conditions or behavior of the target populations, such as school attendance, academic achievement, course completion, etc. While process measures focus on the tasks that support the activities, outcome measures express the impact of the activity on a specific group or the institution as a whole. The outcome measures have been created with the input of the grantee community and are intended to be broad, yet inclusive of common activities. Although the outcomes you expressed in your grant application may or may not be worded exactly as they are presented here, please generalize and respond to as many outcome measures as you can. While we are aware that the attainment of outcome oriented goals is typically a combination of factors, rather than exclusively as a result of your Title III/V activities, if you feel that your grant activities made significant contributions to the attainment of an outcome, then please report on that measure.

Like the process measures, these outcome measures are posed as standardized questions in relationship to improvement. If your activity addressed an outcome measure here, but there was no improvement, please respond, “No.”

Follow these steps to enter your focus area outcomes:

1. The focus area(s) you selected for your activities are listed at the bottom of the Section 3 Activities, Focus Areas and Outcomes screen. If you haven't answered at least two questions, the status next to the focus area will be 'Not Complete.' Once you answer the questions, the status will change to 'Complete.'



2. Click on a Focus Area link to enter its outcomes.
3. The Focus Area Outcomes screen displays.

<p>Institutional Profile</p> <p>Section 3 Activities, Focus and Outcomes</p> <p>Section 4 Project Status and Budget</p> <p>Section 5 Technology</p> <p>Certification Form</p> <p>View Report</p> <p>Check Report Completeness</p> <p>Director's Letter</p>	<p align="center">Section 3: Academic Quality Outcomes</p> <p>The following are institutional <u>outcomes</u> that can be categorized in the academic quality focus area. Please provide information on at least two of the measures that you feel are <i>most reflective of your activities supported by Title III/V funds</i> for the current reporting period. You have the option of entering your own unique outcome goals in the area marked "Other." <i>Please note:</i> All entries will be rounded to the nearest whole number.</p> <p>You should indicate whether you achieved the related outcome during this reporting period. Many grantees might be in their first grant year and unable to report on any outcomes. If this is the case, you should indicate which goals you will report on next year.</p> <p>In some instances, it might be necessary to provide a statement that supports your response. (Your supporting statement should be limited to 2 to 3 sentences. Entries longer than 100 words will be truncated by the system.)</p> <p>Row below each item: If you indicate that you have achieved a certain goal, please provide supporting data elements: the initial data point related to the outcome goal, the final data point related to the outcome goal, and the actual outcome goal as stated in your grant application. Note that certain intangible goals will require you to select an appropriate "rating" (e.g., poor, fair, good, excellent).</p> <p>1. Has the number of new academic programs increased? Not applicable ▾</p> <p><i>If yes:</i></p> <p>Initial # <input type="text"/></p> <p>Final # <input type="text"/></p> <p>Goal <input type="text"/></p> <p>I would like to provide a brief supporting statement:</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>2. Has the number of specialized accreditations increased? Not applicable ▾</p> <p><i>If yes:</i></p> <p>Initial # <input type="text"/></p> <p>Final # <input type="text"/></p> <p>Goal <input type="text"/></p>
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4. You must provide outcome information in each focus area on at least two questions that you believe are most reflective of your activities supported by Title III and V funds over the current reporting year.
5. Read the outcome measure item found in the table for the relevant focus area. If this grant has achieved this outcome during the current reporting period, respond by selecting "Yes" from the box to the right of the outcome measure item. If you did not achieve this outcome, but expect to in the next reporting cycle, select the option "Will Report Next Year" from the drop-down menu
6. If you answered "Yes," you will need to supply standardized data elements that support this outcome. Enter the "Initial" data, the "Final" data, and enter the "Goal" as stated in your original grant application for this outcome.
 - Initial** The number or percentage that existed at the beginning of the reporting period (October 1)
 - Final** The number or percentage that exists at the end of the reporting period (September 30) as a result of Title III or Title V funds
 - Goal** If you have clearly identified a goal in your application/proposal that relates to this outcome measure, please indicate it here.
7. For Student Services Outcomes, there will also be a Cohort field for each question.
8. You have the option of completing a brief statement that supports this outcome. If you would like to enter a supporting statement, enter your statement in the box provided (up to 500 words). You can provide context for your outcomes or discuss unexpected effects of the outcomes, etc.
9. If none of the outcome measures fit your results, you may enter up to two

original outcome measures as "Other" outcomes. To enter your own outcome(s), type in your outcome and enter the corresponding cohort, start, end, and application objective in the data boxes.

10. Click the *Save and Return* button.

6 Section 4 – Project Status and Budget

In Section 4 you will enter the status for your grant activities and enter your budget.

6.1 Project Status

In this section of the APR, you will document your progress toward meeting your grant objectives during the reporting period. You will report on each objective in the original application including any changes that have been approved by your Program Officer that fall within the reporting period. You do not have to report the status for any activities on which you did not spend any funds during the reporting period.

You must enter your grant activities in Section 3 before completing the project status.

To enter your project status, follow these steps:

9. Click the *Project Status* link.
10. The Section 4: Project Status screen displays.

Activity	Objectives
First activity name	(Not Complete)
Second activity name	(Not Complete)
Third activity name	(Not Complete)

11. Click the link on an activity name to enter the objectives for that activity.
12. The Section 4: Enter Number of Objectives screen displays.

13. Enter the number of objectives for the activity and click the 'Enter Objectives' button.
14. The Section 4: Project Status Objectives screen displays.

15. Enter each major objective from your GAN and select the status from the dropdown.

The “status” terms are intended to describe the outcome of your objective for the reporting period. Each status term is described below:

- **On Schedule** To respond “on schedule” is to suggest that you are making substantial progress towards meeting the objective and expect to meet the objective by the date specified in your application. For objectives that have no specific ending date, “on schedule” suggests that that you are making ongoing substantial progress towards this objective.
- **Completed** The objective was met in full within the reporting period.
- **Change in Schedule** The objective was not met for a specified reason(s), and may be met at a later date. This option allows you to explain why you were unable to complete an objective.
- **Change in Objective** The objective will not be met and you anticipate a future change to this objective. You must have approval by ED for any change of objective prior to this APR. Contact your Program Officer to request changes to your objectives.

16. Click the ‘*Save and Continue*’ button.
17. If you selected ‘*On Schedule*’ as the status of all of your objectives, the Section 4: Project Status screen will redisplay.
18. If you selected any other status for one of your objectives, the Section 4: screen will display.

Section 4: Project Status Objective Explanation

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Activity: *First activity name*

Completed Objectives
 Please provide brief statements (100 words or less), with data and references to goals stated in your application as appropriate, to document the objectives that were "completed" during the reporting period.

Activity Objective(s)	Evidence of Completion
Objective 1	

Changes to Activity Objectives
 Please provide brief statements, with data and references to goals stated in your application, as appropriate, to support and explain the need for the changes to objectives during the reporting period. The proposed objective change should include expected changes in outcomes or process measures and numbers.

Activity Objective(s)	Proposed Objective Change	Reason(s) for Change
Objective 3		

Has this change been approved by the ED Program Office? Yes No

Changes in Objective Schedule
 Please provide brief statements, with data and references to goals stated in your application, to support and explain the need for changes in objective schedules.

Activity Objective(s)	Reason(s) for Change	Expected Completion Date
Objective 2		

Please note that any response longer than 100 words will be automatically truncated by the system.

19. Enter the Evidence of Completion for your completed objectives
20. Enter the Proposed Objective Change, the Reason(s) for Change, and indicate if the change has been approved by the Program Officer for your changed objectives.
21. Enter the Reason(s) for Change and the Expected Completion Date for your objectives with a change in schedule.
22. Click the *Save and Continue* button.
23. The Section 4: Project Status screen will redisplay.

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Section 4: Project Status

Continued funding requires evidence of substantial progress towards meeting your objectives. From your application, please list your objectives for each activity carried out this reporting period. You do **not** need to report the status of activities on which you did not spend any funds during the reporting period.

Click on an activity link to enter or update its objectives and project status.

Activity	Objectives
First activity name	Objective 1 (Complete) Objective 2 (Complete) Objective 3 (Complete)
Second activity name	(Not Complete)
Third activity name	(Not Complete)

[Delete Objective](#)

24. The objectives you entered will be listed with an indication if they are complete or not.
25. If you need to delete an objective, click the *Delete Objective* button. A list of objectives will display. Click the *Delete* link by the one you wish to delete.
26. If you need to update the objectives or add another objective for an activity, click the link on the activity name to return to the Section 4: Project Status Objectives screen.

6.2 Budget

The budget table accepts dollar amounts for the following line item categories:

- **Personnel:** The total amount spent on staff salaries, which are not part of "fringe benefits." Do not include consultants or other personnel who are *not* entitled to "fringe benefits." Include those costs under the "Other" category.
- **Fringe Benefits:** Enter the total amount used for fringe benefits, converted from your institution's percentage rate into a dollar amount.
- **Travel:** Total amount spent on transportation and per diem expenses during travel that is necessary and related to achieving the objectives of your project. Do not include freight costs or consultants' travel expenses. Include these costs in the "Other" category.
- **Equipment:** Total purchasing cost of all tangible personal property for both fixed and movable items. Include property having a useful life of more than one year and/or having an acquisition cost of \$5,000 or more per unit. Do not include the cost for renting equipment. Include these costs in the "Other" category.
- **Supplies:** Total purchasing cost of all tangible personal property having a useful life of less than one year and/or having an acquisition value of less than \$5,000 per unit.
- **Contractual:** The total cost of contractual agreements with another institution of higher education, organization or business. Do not include costs for consultants. Include these costs in the "Other" category.
- **Construction:** Total costs associated with approved construction projects (including renovation costs).
- **Endowment:** Total sum of Federal grant dollars designated as endowment dollars.
- **Other:** Include all other direct costs not covered by the other budget categories, such as training stipends, communications, freight costs (not covered in vendor purchase price), equipment rental, computer use charges, summer employment stipends, consultant costs, etc.
- Indirect Costs (MSEIP Only)
- Scholarships (PPOHA Only)
- Student Stipends (PPOHA Only)

The budget table allows reporting by the above categories for these columns:

- **Carryover Balance from Previous Year:** Enter the amount of any carryover from the previous grant year before the reporting period.
- **Actual Budget:** The budget for the reporting period, which includes the negotiated budget based on your original application budget with any budget adjustments made according to your Program Officer. The total of this column should equal the award amount for the reporting period, which is included in your Grant Award Notification.

- **Carryover Balance from Previous FY+Actual Budget: (PPOHA only).**
- **Expenditures:** The amount of grant expenses incurred during the reporting period.
- **Non-Federal Expenditures:** The amount of non-Federal expenses incurred during the reporting period. This should include any program required matching funds such as endowment matching or HBGI matching requirements.
- **Carryover Balance:** The actual funds that were not spent by the end of the reporting period.
- **Percent Carryover Balance into Next Year: (PPOHA only).**
- **Next Year's Actual Budget:** The budget planned for the next fiscal year. The total costs should match the fiscal year (FY) award amount from your most recent Grant Award Notification.
- **Changes:** Check the box in order to provide additional information on that particular the line item.

Follow these steps to enter your budget:

1. Click the *Budget* link.
2. The Section 4 – Budget screen displays.

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PR Award: P031T100307 Grant Dates: 10/01/2010 - 09/30/2015
 Institutions: Aaniiih Nakoda College Program: Strengthening American Tribally Controlled Colleges and Universities
 Project Director: Scott Friskics Program Officer: Stephen Sniegoski (Steve.Sniegoski@ed.gov) ((202) 502-7686)

Project Title: Aaniiih Nakoda College Title III Project - Part A
 APR Year: Year 5 of your 5-year grant. Your Other Grants: P031T100407 (A report is needed for each)
 The system will time out after 60 minutes of inactivity. Please click Save frequently.

Section 4: Budget

Enter your budget. If you click the "Changes" box, when you click the "Save and Continue" button a screen will display for you to enter a line item budget narrative explaining the changes.

Column Descriptions

Budget Category	Carryover Balance from Previous FY	Actual Budget	Expenditures	Non-Federal Expenditures	Carryover Balance	Next Year's Actual Budget	Changes
Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>
Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>
Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>
Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>
Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>
Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>
Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>
Endowment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>
Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

Save page Save and Continue

3. Enter your budget information. The columns will total for you in the last row as data is entered.
4. If you have changes to a line item, click the *Changes* checkbox.
5. Click a Save button.

6.3 Changes by Line Item

If you check the box in the last column you will be able to provide a narrative to discuss any relevant details on the corresponding line item. You may want to use this option in order to explain how carry over funds were spent or why you have had unexpected carryover. In addition, you may want to use this box to talk about the non-Federal expenditures that were used and how they have been leveraged with your grant to improve your project.

Steps to complete the Changes by Line Item page.

1. This page will only display if you checked a *Changes* checkbox on the Budget screen.
2. Click the 'Save and Continue' button on the Budget screen.
3. The Changes by Line Item screen will display.

Section 4: Line Item Budget Narrative

Please use the space provided to describe any necessary information related to the line item category, such as significant changes made in how funds have or will be spent; cost savings; or carryover funds. You will be asked to provide a detailed description of these changes. Please do not use this space to request approval for future budgetary changes outside of your regular authorities--**contact your program officer directly to propose any changes that require prior approval.**

Budget Categories	Line Item Budget Narrative (600 word limit on each budget category)
Personnel	
Supplies	

Save page Save and Continue

4. Enter the narrative for each line for which you checked the box.
5. Click the 'Save and Continue' button.

6.4 Budget Narrative

The Budget Narrative provides you with the opportunity to briefly (10,000 characters and spaces maximum) describe in a summary format any major departures from the approved budget or changes to your proposed budget for the next fiscal year. In this narrative, you will have the chance to provide overall project level budget information, particularly any substantial departures from previously approved budgets.

Follow these steps to complete the Budget Narrative.

1. Click the '*Summary Budget Narrative*' link.
2. The Section 4: Summary Budget Narrative screen displays.

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Section 4: Budget Summary Narrative

Please explain budget changes, as needed, particularly the use of funds from cost savings, carryover funds and other expanded authorities changes to your budget. Provide an explanation if you are NOT expending funds at the expected rate. Describe any significant changes to your budget resulting from modifications of project activities.

Please note that any response longer than 1000 words will be automatically truncated by the system.

3. Enter your budget narrative.
4. Click the '*Save and Continue*' link.

7 Section 5 - Technology (HBCU, TCCU, and PPOHA Only)

HBCU, TCCU, and PPOHA grantees are required to complete Section 5 of the APR to provide information on technology. Section 5 will not be available to other grantees.

Additionally, technology related activities funded by Title III or V funds during this reporting period should be reported in Section 3 just like any other grant activity. For the LAA Table, choose the category “Other Activities” to describe the LAA activity.

In this section, we want to get a sense of what types of technology activities were done with grant funds at your institution, such as *Creating or improving facilities for Internet or other distance learning academic instruction capabilities, including purchase or rental of telecommunications technology equipment or services.*

Follow these steps to complete Section 5.

1. To begin, click on the ‘*View technology questions*’ link.
2. The Section 5: Technology data entry screen will display.

Institutional Profile Section 3 Activities Focus and Outcomes Section 4 Project Status and Budget Section 5 Technology Section 6 Institutionalization Certification Form View Report Check Report Completeness Director's Letter	Section 5: Technology
	<p>Grant activity carried out during this reporting period as stated in your grant application: <i>Creating or improving facilities for Internet or other distance learning academic instruction capabilities, including purchase or rental of telecommunications technology equipment or services.</i></p> <p><input checked="" type="checkbox"/> No money was spent on this activity during the current reporting period.</p> <p>If checked, no further information is required on this page. <input type="button" value="Save and Continue"/></p> <p>Total grant \$ spent on this activity during the current reporting period: <input type="text" value="0.00"/></p> <p>Process Measures</p> <p>Please answer the questions below to show what you have accomplished during the past year for this activity.</p> <p>Was student access to the Internet increased? <input type="button" value="NA"/></p> <p><i>If yes:</i></p> <p>Start # of students <input type="text"/></p> <p>End # of students <input type="text"/></p> <p>Project Objective <input type="text"/></p> <p>Was faculty access to the Internet increased? <input type="button" value="NA"/></p> <p><i>If yes:</i></p> <p>Start # of faculty <input type="text"/></p> <p>End # of faculty <input type="text"/></p> <p>Project Objective <input type="text"/></p> <p>Was the number of computers available to students outside of the classroom increased? <input type="button" value="NA"/></p> <p><i>If yes:</i></p> <p>Start # of computers <input type="text"/></p>

3. If you did not spend any grant funds on a technology activity during the reporting period, click the '*No money was spent on this activity during the current report period*' checkbox and click the '*Save and Continue*' button.
4. Otherwise, enter the total amount of grant funds used on this activity during this reporting period in the space provided.
5. Complete the accompanying process measures. You must answer at least two questions in this section.
6. Click the '*Save and Continue*' button.

8 Section 6: Institutionalization - PPOHA Only

PPOHA grantees are required to complete this section of the APR. This section will not be available for other grantees. This section addresses the institution’s plans to institutionalize or assume the costs incurred from the projects and activities created from this grant. The goal is for there to be continuity in the work begun by this grant and the work that is done in the future.

You must enter your activities in Section 3 before you begin Section 6.

Follow these steps to complete Section 6.

1. Click the ‘*View institutionalization questions*’ link.
2. The Section 6: Institutionalization data entry screen will display.

Section 6: Institutionalization

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Complete the chart below detailing your plans to institutionalize the costs created by the activities of your project. In the four columns below, each activity name from the objectives is to be listed, then an approved line item (i.e. teacher salary), actual financial cost and a description of your plan to institutionalize the costs.

Activity Name	Approved line items	Financial cost	
Name of first activity		\$ 1,000.00	
Institutionalization plan:			
Name of Second Activity		\$ 0.00	
Institutionalization plan:			

In the space provided below please explain any notable experiences you have had in institutionalizing this project. Please list any considerable challenges, successes, or failures.

Please note that any response longer than 1000 words will be automatically truncated by the system.

3. The activities you entered in Section 3 will be listed.
4. For each activity, enter the approved line items, the financial cost, and the institutionalization plan.
5. Explain any notable experiences in question 1b. Your response is limited to 1,000 words.
6. Click the ‘*Save and Continue*’ button.

9 Certification Form

Click the '*View Report*' link on the left side of the screen to review your APR. Once your APR is deemed satisfactory, please ask the grant's authorized representative to review the APR. The authorized representative is someone who has the institutional authority to sign off on federal sponsored agreements.

To enter your certification information:

1. Click the '*Certification Form*' link on the menu sidebar.
2. The Certification Form screen will display.

<p>Section 2 Institutional Profile</p> <p>Section 3 Activities, Focus and Outcomes</p> <p>Section 4 Project Status and Budget</p>	<p>Certification</p> <p>Review the information below. If any of the items in 3-5 need to be changed, return to the Grant Identification page. Otherwise, enter the authorizing representative information and click a Save button.</p> <p>You are NOT required to send a signed certification form to ED.</p> <p>1. Reporting Period: 10/01/2012 - 09/30/2013</p>
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<p>Director's Letter</p>	<p>6. Authorized Representative Information (Institution President)</p> <p>To the best of my knowledge and belief, all data in this performance report are true and correct.</p> <p>Name: <input type="text" value="Missy Jarnagin"/></p> <p>E-mail: <input type="text"/></p> <p>Telephone Number: <input type="text"/></p> <p>Date: <input type="text"/> (mm/dd/yyyy format)</p> <p style="text-align: center;"> <input type="button" value="Save page"/> <input type="button" value="Save and Continue"/> </p> <p style="font-size: small; text-align: center;"> Home About Glossary FAQ Help Log Out Forms Privacy OMB 1840-0766 Expires 01/11/2014 </p>
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3. Enter the authorized representative information.
4. Click the '*Save and Continue*' button.

You do NOT need to fax a signed certification form to ED.

10 APR Submission

To submit the report, click on the '*Check Report Completeness*' link and the APR system will automatically audit your report to ensure that each section was completed.

If your report is not complete, the following screen will display. Any items that have not been completed will be listed with a link to the page where they need to be entered.

<p>Section 2 Institutional Profile</p> <p>Section 3 Activities, Focus and Outcomes</p> <p>Section 4 Project Status and Budget</p> <p>Section 5 Technology</p> <p>Section 6 Institutionalization</p> <hr/> <p>Certification Form</p> <p>View Report</p> <p>Check Report Completeness</p> <p>Director's Letter</p>	<p>Report Not Complete</p>
	<p>There are parts of this report that have not been completed yet. Listed below are sections that require completion before you can submit your report. Click on the links below to access these sections.</p> <p>Grant Identification</p> <ul style="list-style-type: none"> o COMPLETE <p>Section 1</p> <p>You did not answer any questions in Section 1</p> <ul style="list-style-type: none"> o Executive Summary <p>Section 2</p> <ul style="list-style-type: none"> o COMPLETE <p>Section 3</p>

If your report passes the completeness check, the following screen will display with a button to allow you to submit your report.

<p>Section 2 Institutional Profile</p> <p>Section 3 Activities, Focus and Outcomes</p> <p>Section 4 Project Status and Budget</p> <hr/> <p>Certification Form</p> <p>View Report</p> <p>Check Report Completeness</p> <p>Director's Letter</p>	<p>Congratulations! You have completed the Annual Performance Report.</p> <p>Review Report</p> <p>View a copy of the completed report to ensure all information is accurate and complete.</p> <p style="text-align: center;">Display the Report</p> <p>You may logout at this time and re-enter to update the APR at a later time, or you may submit this version of the APR to the U.S. Department of Education. Please review the steps related to these options as listed below.</p> <p>Option 1 - Logout and Return to APR Later</p> <p>To logout and return at a later time to review or edit your APR, click on the Log Out link above.</p> <p>Option 2 - Submit this report to the U.S. Department of Education</p> <p>You will not be able to make changes to the APR after you click the "Submit Report" button.</p> <p style="text-align: center;"><input type="button" value="Submit Report"/></p> <p>Do NOT send a copy of the completed report to the US Department of Education.</p> <p>Please Note: You also must complete and submit an APR for these grant(s): P031B070057</p>
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Click the '*Display the Report*' link to view your APR in RTF format and verify that everything is correct and complete.

If your report meets your expectations and has been approved by an authorized individual at your institution, click the '*Submit Report*' button.

Once your report is submitted electronically, you will not be able to make any changes. If you need to make changes, you must contact your ED Program Officer and request that the report be unsubmitted.

Do NOT send a hard copy of the completed report to the US Department of Education.