# <u>Interim Performance Report (IPR) Technical Assistance Questions and Answers</u>

**General Questions**

**For any questions regarding the content of the report please contact your ED program specialist.**

Q: Can you Cut and Paste into the text fields?

> A: Yes, you may cut and paste from other applications into any of the fields but be careful of the following two issues: (1) you may paste in unintended or disallowed characters, such as commas into a number field; and (2) you will lose formatting such as bold, italics, bullets, outlining, etc. from programs such as Word because the website fields will only accept plain text.

Q: Must you complete the entire process, or does it save in parts, and you can come back to it at a later time?

Q: Is progress saved if you click save so that you can log off and reenter the document and start where you left off?

> A: You may save your work, log out, and log back in as many times as you like. Your progress will be saved as you go.

Q: How Do we submit the draft version for the director to check before the deadline? what I mean is how do we submit the draft version for the program director to check before the deadline?

> A: You can access the View Reports tab to download a PDF version of your draft report, then you may print it out or email the file to them. The website does not have a workflow feature for forwarding items to other users.

Q: What's the best practice for going "back" to other pages?

> A: You can navigate from section to section using the left-hand menu on the website, or you can click the back button on your browser's toolbar.

Q: How many people can be added to work on the report?

Q: We have one AOR for submission of proposals and one for signing sponsored agreements. Is this ok with Department of Education?

> A: You can add as many authorized users to your grant(s) as you need. The system has no limit.

Q: Thanks for the webinar. So new users need to set up their individual accounts in HEP IS regardless of if there are other users in the institution, correct?

> A: Yes, every user who needs to work on the report must have their own account, using an email address that is linked to the institution. No Gmail/Hotmail/etc., and no third-party evaluators.

Q: Notice of IPR Review & Approval, after submission, when are we officially notified of that? Thank you.

A: Once you submit your performance report, you can let your program officer know that it has been submitted for their review. You do not receive an official notification, but you can download the report. It will not have "Draft" at the top of the report after it's been submitted.

Q: Hi, my question is can students attend the HACU conference this fall and attend the student track portion of the conference under Title V?

A: This is a question for HACU and not for the Department.

Q: Can printing services, such as a banner identifying the Title V location be purchased under Title V funds? Can Title V funds cover gear for students (Shirts or even professional wear)?

A: Questions pertaining to the use of funds should be sent to your program officer.

**Grant Identification**

Q: If we have approval for PD name change, but are waiting for an updated GAN - can we submit the updated PD name on the Grant Identification page?

A: Yes, if they have been approved, you may enter the new Project Director information onto the Grant Identification page.

Q: Good afternoon! If we update the project director contact information in the interim report, does that information get updated on the GAN also? or is that a separate process? Thank you!

A: That is a separate process, the systems do not talk to each other, unfortunately. You must make the updates in both systems. You should work with your program officer on ensuring these changes are made.

**Budget**

Q: Do salaries "count" for indirect costs?

A: Questions pertaining to your program should be sent directly to your program officer.

Q: How many decimal places do we need to report on the grant funds?

A: At this time, please round your answers to the nearest dollar. We are planning a system enhancement to allow for two decimal places.

Q: On the cover sheet, we are not allowed to enter decimals for a dollar amount and interest rate. Do we round or truncate our responses?

A: At this time, please round your answers to the nearest dollar. We are planning a system enhancement to allow for two decimal places.

Q: Our 4-year campus has external partners at community colleges who submitted their own budgets during the application process. Do we submit a joint report for budget expenditures or do they need to submit a report on their own?

A: Questions pertaining to your program should be sent directly to your program officer.

Q: Under budget expenditures, on the Cover Sheet question 2b, our indirect cost 42.5% does not appear as typed, it automatically changes to 425, once saved it populates to 127. Please advise

A: At this time, please round your answers to the nearest whole number. We are planning a system enhancement to allow for one decimal place in this field.

**Federal and State Privacy Regulations**

Q: How do you know if you need a statement for privacy?

A: All grantees must supply this statement.

Q: Will a copy of my institute's privacy and security guidelines suffice as a file upload, or do I need to write out a personal narrative and upload it (or include in executive summary, or additional info)?

A: A copy of the institution's policy would suffice.

Q: Data Privacy: Is there a summary of what I should be aware of with regards to federal and state privacy regulations?

A: Questions pertaining to your program should be sent directly to your program officer.

Q: If I provided the summarized data privacy policies statement in the Executive Summary, do I have to also attached a copy of the policies? Since there is a limit on the number of attachments (3), I was hoping to use the upload file options for other supporting documentation.

A: You may provide a summary in the Executive Summary (or in Section C), or you may upload a copy of the policies. You do not have to do both.

Q: I understand you don't have a form or a particular format you'd like for the data privacy statement. Instead, is it possible to post an example to help us understand the type of info you want us to provide?

A: You can work with your program officer on reviewing these materials.

**Project Status Chart**

Q: On the cover sheet what does this mean."5. Performance Measures Status and Certification
a. Are complete data on performance measures for the current budget period in the Project Status Chart?"

A: This question pertains to whether all the data that you anticipate you will collect have been collected. As an Interim Performance Report, it probably won't be.

Q: For question 5 on the cover sheet, is a yes or no answer appropriate if we are establishing baselines and waiting for a full academic year of data for the information regarding the performance measures?

A: Questions pertaining to your program should be sent directly to your program officer. This could be appropriate as it is an Interim Performance Report.

Q: Could you comment on completeness of data on performance measures?

A: I believe, this question pertains to whether all the data that you anticipate you will collect have been collected at the time of submission. As an Interim Performance Report, it probably won't be, at least for every item. You will work with your program officer on these items.

Q: Where can I find the Project Status Chart?

Q: What does the Project Status Chart refer to?

Q: Where is the project status chart?

A: The project status chart is where you enter your performance objectives (Section A).

**Executive Summary**

Q: In the Online Form it first says, "Provide a one-to-two-page Executive Summary for annual performance reports". But then in the bottom, it shows only "4000 characters" space (which is less than one page). What should be the size of Executive Summary?

A: Four thousand characters in 11-point font is just under two double-spaced pages in Word.

Q: With the instructions I received a separate executive summary. Should we complete this form as well as the executive summary section?

A: Please complete the sections as shown on the website.

Q: Can the Executive Summary be reported as bullet points or as a narrative?

A: You may format the Executive Summary however you choose but remember as stated above that the website only accepts plain text. It will not accept formatting features such as bullets or outlines.

**Section A: Performance Measures**

Q: If I delete an objective or performance measure by accident, can I simply re-add it by selecting "add another objective and performance measure"?

A: Yes, if you delete a Performance Measure or Objective, you must re-enter it from scratch.

Q: If you are in year one of your grant, can you list the baseline data that you're using. We don't have data yet for the year.

A: Questions pertaining to your program should be sent directly to your program officer.

Q: What if your measure type is a GPRA and a program objective?

A: You would report it as a GPRA measure.

Q: What if we have not measured anything yet for performance measures?

A: Questions pertaining to your program should be sent directly to your program officer.

Q: Is there a way to adjust baseline data for the objective from what was included in the grant application? (Our institution was able to get better data from a partner institution) Or should we instead just stick to the original baseline?

A: Questions pertaining to your program should be sent directly to your program officer.

Q: What is the difference between a project and a program measure type?

Q: Please clarify the differences between performance measure types (project, program, etc.).

A: A project objective is one that is focused just on the work you are doing. A program objective is one that is for the full grant program.

Q: Since this is an IPR, if we have not yet measured the performance, where do we indicate that information?

A: Questions pertaining to your program should be sent directly to your program officer.

Q: The first Interim Report for a 5-year grant is likely to include mostly process objectives, not outcomes. Is this ok to document in this first Interim Report since there are little other data?

A: Yes.

Q: What if some of our Performance Measures are not applicable for the IPR reporting period? Do we simply omit them?

A: Focus on the ones that are applicable so far.

Q: In section A: Performance Measures, if this is your first six-month IPR and the performance measures in your approved applications are measured at the end of the fall 2022 term (Dec. 2022), how do you enter details?

A: Questions pertaining to your program should be sent directly to your program officer.

Q: Is there a text section to explain status of objectives or outcomes?

A: There is a narrative or description field associated with each Objective and Performance Measure.

Q: If the measurement for the objective is still ongoing, what number should we enter as raw and target?

A: Questions pertaining to your program should be sent directly to your program officer.

Q: How do I enter qualitative information in performance measure data?

A: You can add qualitative information into the narrative for the performance measure.

# Interim Performance Report (IPR) Technical Assistance Questions and Answers

Q: I'm having trouble entering the performance measures because the HEP IS system does not accept "0" as an entry. For the purposes of the IPR, I am attempting to enter a ratio of 0/100 for the actual outcome because the first year is a baseline year. I've already contacted my program officer and was advised to leave this section blank, which means I would not enter any information into the Performance Measures. Is there a way to update the system to allow me to enter "0"?

> A: We are planning a system enhancement to allow for zeros or "no data". However, if you don't have any data at the moment, you can focus on the program measure that you have observed.

Q: What date can we put in the performance measures if there was no measurement done?

> A: You wouldn't report on what you haven't observed.

**Section C: Additional Information**

Q: Do we need to have something for Section C?

> A: If you don't have any additional information to supply, please enter "N/A" or some other content indicating that you have nothing to report in this Section. There must be something in this field to get past the Review stage, indicating that you have at least considered the question.

Q: If you want to make changes to budget amounts, do we do this through Section C?

> A: You may enter this in Section C, but you must also confer with your Program Specialist about any budgetary changes you wish to make.

**Certification**

Q: Is the Authorized Representative the PI?

> A: Questions pertaining to your program should be sent directly to your program officer.

Q: Can't the Project Director serve as the certifying officer?

Q: Is the Certifying Official the Project Director?

Q: Are there individuals other than the President who can qualify as certifying officials? (e.g. Vice President, Grants Office, etc.)

> A: It depends. Questions pertaining to your program should be sent directly to your program officer.

Q: Will the report be directed to the Authorized Rep automatically or do I need to let them know to go into the system to sign the report?

> A: The website does not have a workflow feature. You must let them know you are finished and ask them to log in to certify your report.

# Interim Performance Report (IPR) Technical Assistance
# Questions and Answers

**Webinar Recording / Slides**

Q: Will you send us the recording later?

Q: Would you guys like to record this workshop?  two of our MESIP teammates could not make it for today? thanks

Q: Can we access the recording of this video? If so, how? Thank you

Q: Will you share this recording?

Q: Will this presentation be made available after today's workshop?

> A closed-captioned recording, a PDF copy of the slide deck, and a compilation of the questions submitted to the Chat during the webinar will all be posted on the Help page as soon as they're ready.