Institutional Service
Titles III and V
Interim Performance Report
IPR
Technical Assistance

April 13, 2021

Office of Postsecondary Education

Higher Education Programs
Institutional Service
Agenda

• Welcome – Beatriz Ceja
• APR – Jason Cottrell, Nemeka Mason, James Laws
  • Sections Cover Sheet and A-C
    • Special Focus: Activities, Objectives, and Performance Measures
• Q&A
Grant Identification - General

Please verify the information below and click the 'Save and Continue' button to begin your report. If someone other than the project director is entering the report, please enter your name and contact information in the data entry fields.

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
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<tbody>
<tr>
<td>PR Award Number:</td>
</tr>
<tr>
<td>Program:</td>
</tr>
<tr>
<td>Unit ID:</td>
</tr>
<tr>
<td>Grantee Name (Institution Name):</td>
</tr>
<tr>
<td>Address 1:</td>
</tr>
<tr>
<td>Address 2: (Optional)</td>
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</tbody>
</table>
# Grant Identification - Contacts

**Project Director**

Editing this information does not create or edit user accounts. Please contact the [Help Desk](#) to request a new account setup.

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
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<table>
<thead>
<tr>
<th>Title:</th>
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<table>
<thead>
<tr>
<th>Office Phone:</th>
<th>EXT.</th>
<th>Cell Phone:</th>
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**Additional Contact Person Information**

Editing this information does not create or edit user accounts. Please contact the [Help Desk](#) to request a new account setup.

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
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<tbody>
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</table>
1. Budget Expenditures

Report your actual budget expenditures for the entire previous budget period (i.e., through 30 days before the due date of this report). Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the current budget period to date.

<table>
<thead>
<tr>
<th>Budget Period</th>
<th>Federal Grant Funds</th>
<th>Non-Federal Funds (Match/Cost Share)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Budget Period</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

2. Indirect Cost Information (To be completed by your Business Office)

Are you claiming indirect costs under this grant?

☐ No  ☐ Yes


Is the annual certification of Institutional Review Board (IRB) approval attached?

☐ No  ☐ Yes  ☐ N/A
5. Performance Measures Status and Certification
a. Are complete data on performance measures for the current budget period in the Project Status Chart?

☐ No  ✔ Yes

Optional. You may upload up to three files with additional information, such as a spreadsheet with a budget breakdown, an IRB Certification, or a Data Privacy and Security Measures Certification. Files must be in PDF, MS Word, or Excel format. You are not required to upload any files.

Upload File

Word, Excel, and PDF documents only; max file size is 20MB; three document limit.

Save  Save and Continue to Executive Summary
Provide a one to two page Executive Summary for annual performance reports and a two to three page Executive Summary for final performance reports. Provide highlights of the project’s goals, the extent to which the expected outcomes and performance measures were achieved, and what contributions the project has made to research, knowledge, practice, and/or policy. Include the population served, if appropriate.
Focus on Grant Activities, Objectives, and Performance Measures

• **Grant Activities** – The intended development, implementation, or restructuring of project, programs, or services. Grant activities may have multiple interconnected objectives designed to increase the success of projects, programs, and services.
  
  • Increase Student Success and Student Supplemental Instruction Programs
Focus on Grant Activities, Objectives, and Performance Measures

• **Objective** – The plan to affect change within an activity. Applicants develop objectives within their grant applications with the goal to achieve change within the institution. There may be multiple project objectives for each grant activity.

  • Increase Student Success and Student Supplemental Instruction Programs
    • Increase the number of students eligible for admission to the XYZ Program by 10% by May 31, 2020
    • Increase the number of students eligible for admission to the XYZ Program – Level II by 10% by May 31, 2020
Focus on Grant Activities, Objectives, and Performance Measures

• **Performance Measure** – Any quantitative indicator, statistic, or metric used to gauge GPRA, project, or performance. There may be multiple performance measures associated with each project objective.

  • Increase Student Success and Student Supplemental Instruction Programs
    • Increase the number of students eligible for admission to the XYZ Program by 10% by May 31, 2020
    • *Number of students passing Course 101 will increase from 50 to 75 in December 2019*
    • *Number of students eligible for TEST ABC will increase from 40 to 55 by March 2020*
  
  • Increase the number of students eligible for admission to the XYZ Program – Level II by 10% by May 31, 2020
    • *Number of students passing Course 101 will increase from 10 to 12 in December 2019*
    • *Number of students eligible for TEST ABC will increase from 20 to 25 by March 2020*
Example

Grant Activities - Decrease the time through Supplemental Instruction (non-credit) Courses into introductory college-level Math and English; baseline of 1.5 years of non-credit course work

Objective & Performance Measure

1. Conduct a six-week Summer Bridge Program (SBP) that enrolls 100 students during initial year
   1. 50% of enrollees will be students from local school district
   2. 60% of students who complete all four weeks will test at least one level higher in English
   3. 45% of students who complete all four weeks will test at least one level higher in Math
   4. 65% of SBP 2021 enrollees will register and enroll in Fall 2021 courses
   5. 40% of SBP 2021 enrollees will register and enroll in Spring 2022 courses

2. Conduct a three-week Winter Bridge Program (WBP) that enrolls 30 students during initial year
   1. 40% of enrollees will be students from local school district
   2. 40% of students who complete all four weeks will test at least one level higher in English
   3. 25% of students who complete all four weeks will test at least one level higher in Math
   4. 65% of WBP enrollees will register and enroll in Spring 2022 courses
   5. 40% of WBP enrollees will register and enroll in Fall 2022 courses
Section A: Performance Objectives

In your approved grant application, you established project objectives stating what you hope to achieve with your funded grant project. Generally, one or more performance measures were also established for each project objective that serve to demonstrate whether you have met or are making progress towards meeting each project objective. In addition to project-specific performance measures that you may have established in your approved grant application, performance measures have been established by ED for the grant program that you are required to report on.

Read More

Note: Complete data must be submitted for any performance measures established by ED for the grant program and for any project-specific performance measures that were included in your approved grant application.

Add an Objective and Performance Measure

Continue to Section B
**Objective 1**

**Objective Description:**
Please enter the name of your Objective with a brief description of it, including data and references to goals stated in your application as appropriate, to document the work towards this objective during the current reporting period. Please include any unexpected results, and any details necessary to fully describe the current objective status as appropriate (e.g., updated completion date, whether a change in objective was approved by the Program Office, why objective will not be achieved, etc.).

Increase the number of students eligible for admission to the XYZ Program by 10% by May 31, 2022

**Objective Status:** On schedule

**Performance Measure 1.1**

**Performance Measure Description:**
Number of students passing Course 101 will increase from 50 to 75 in December 2021

**Measure Type:** Project

**Date Last Measured:** 12/31/2020

**How Often Do You Measure?** Annually

**Data Type:** Raw Number

<table>
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<th>Target</th>
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<tbody>
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<td>75</td>
<td>54</td>
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Section A: Performance Objectives

In your approved grant application, you established project objectives stating what you hope to achieve with your funded grant project. Generally, one or more performance measures were also established for each project objective that serve to demonstrate whether you have met or are making progress towards meeting each project objective. In addition to project-specific performance measures that you may have established in your approved grant application, performance measures have been established by ED for the grant program that you are required to report on.

Note: Complete data must be submitted for any performance measures established by ED for the grant program and for any project-specific performance measures that were included in your approved grant application.

Objective 1/1

Increase the number of students eligible for admission to the XYZ Program by 10% by May 31, 2022...

| Performance Measure 1/1: Number of students passing Course 101 will increase from 50 to 75... | Show Objective & Measure |

Add an Objective and Performance Measure

Continue to Section B
Objective Description:
Please enter the name of your Objective with a brief description of it, including data and references to goals stated in your application as appropriate, to document the work towards this objective during the current reporting period. Please include any unexpected results, and any details necessary to fully describe the current objective status as appropriate (e.g., updated completion date, whether a change in objective was approved by the Program Office, why objective will not be achieved, etc.).

Increase the number of students eligible for admission to the XYZ Program by 10% by May 31, 2022.

Objective Status: On schedule

Performance Measure 1/1:

Performance Measure Description:
Please enter the name of your Performance Measure followed by a brief description of it, including (a) how you will know you've accomplished the Objective, and (b) what is the evidence of that accomplishment.

Number of students passing Course 101 will increase from 50 to 75 in December 2021.

Measure Type: Project
Date Last Measured: 12/31/2020

How Often Do You Measure?
Annually

Data Type: Raw Number

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<tbody>
<tr>
<td>75.00</td>
<td>50.00</td>
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Objective 1/1

Objective Description:
Please enter the name of your Objective with a brief description of it, including data and references to goals stated in your application as appropriate, to document the work towards this objective during the current reporting period. Please include any unexpected results, and any details necessary to fully describe the current objective status as appropriate (e.g., updated completion data, whether a change in objective was approved by the Program Office, why objective will not be achieved, etc.)

Increase the number of students eligible for admission to the XYZ Program by 10% by May 31, 2022

Objective Status: On schedule

Performance Measure 1/1:

Performance Measure Description:
Please enter the name of your Performance Measure followed by a brief description of it, including (a) how you will know you have accomplished the Objective, and (b) what is the evidence of that accomplishment.

Number of students passing course XYZ will increase from 50 to 70 in December 2021

Measure Type: Project 
Data Last Measured: 12/31/2020

How Often Do You Measure? Annually

Data Type: Ratio

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<th>Target</th>
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<tbody>
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<td>75.00</td>
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Add Another Measure
Cancel Save

Add an Objective and Performance Measure
Section B

1. Budget Information
If you would like to provide a spreadsheet of budget information, you may do so on the File Upload page.

- For budget expenditures made with Federal grant funds, you must provide an explanation if funds have not been drawn down from the G5 System to pay for the budget expenditure amounts in the Current Budget Period row in item 1 on this report's Cover Sheet tab.
- Provide an explanation if you did not expend funds at the expected rate during the reporting period.
- Describe any significant changes to your budget resulting from modification of project activities.
- Describe any changes to your budget that affected your ability to achieve your approved project activities and/or project objectives.

You have 4000 character(s) left.

Save  Save and Continue to Section C
Section C

1. Additional Information
   Enter any additional information you would like to provide below.

   • If applicable, please provide a list of current partners on your grant and indicate if any partners changed during the reporting period. Please indicate if you anticipate any change in partners during the next budget period. If any of your partners changed during the reporting period, please describe whether this impacted your ability to achieve your approved project objectives and/or project activities.

   • If instructed by your program office, please report on any statutory reporting requirements for this grant program.

   • Describe any changes that you wish to make in the grant’s activities for the next budget period that are consistent with the scope and objectives of your approved application.

   • If you are requesting changes to the approved Project Director listed in Block 3 of your GAN and/or to other approved key personnel listed in Block 4 with a proposed effective date during the remainder of the current budget period or the next budget period, please indicate the name, title and percentage of time of the requested key personnel. Please indicate whether the proposed Project Director curriculum vitae for the proposed key personnel when you submit your performance report.

   • Provide any other appropriate information about the status of your project including any unanticipated outcomes or benefits from your project.
Review Your Report

Review

Table: Review Your Report

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>Go to Section</th>
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<tbody>
<tr>
<td>Cover Sheet</td>
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<td>Go to Section</td>
</tr>
<tr>
<td>Executive Summary</td>
<td>![ ]</td>
<td>Go to Section</td>
</tr>
<tr>
<td>Section A: Performance Objectives</td>
<td>![ ]</td>
<td>Go to Section</td>
</tr>
<tr>
<td>Section B: Budget Information</td>
<td>![ ]</td>
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</tr>
<tr>
<td>Section C: Additional Information</td>
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Continue to Certification

Review Your Report

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<tr>
<td>Section A: Performance Objectives</td>
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</tr>
<tr>
<td>Section B: Budget Information</td>
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</tr>
<tr>
<td>Section C: Additional Information</td>
<td>![ ]</td>
<td>Go to Section</td>
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</tbody>
</table>

Continue to Certification
Certify

6. Authorized Representative
(The Institutions President or someone with the institutional authority to sign off on federal sponsored agreements) To the best of my knowledge and belief, all data in this performance report are true and correct.

Name

Email

Phone

Date

04/08/2021

Save and Continue
Submit

Ready to Submit

Your report and certification are complete.

Click the button below to submit.

If you have questions before you submit, please contact the Help Desk or your Program Officer.

Submit Report
View Reports

Table: View Reports

<table>
<thead>
<tr>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Report DRAFT</td>
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</table>
Question and Answer