United States Department of Education (ED)
Office of Postsecondary Education (OPE)
Federal TRIO Programs (TRIO)

User Guide
For the
UB/UBMS Program
Annual Performance Report
Website

October 2016

Submitted by

CBMI

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1 Overview

1.1 Introduction

The Federal TRIO Programs office, within the Office of Postsecondary Education (OPE) at the United States Department of Education (ED), has designed the UB/UBMS Online Annual Performance Report (APR) site so that grantees can prepare and submit the APR data.

1.2 Features of the Site

Features of the UB/UBMS site include:

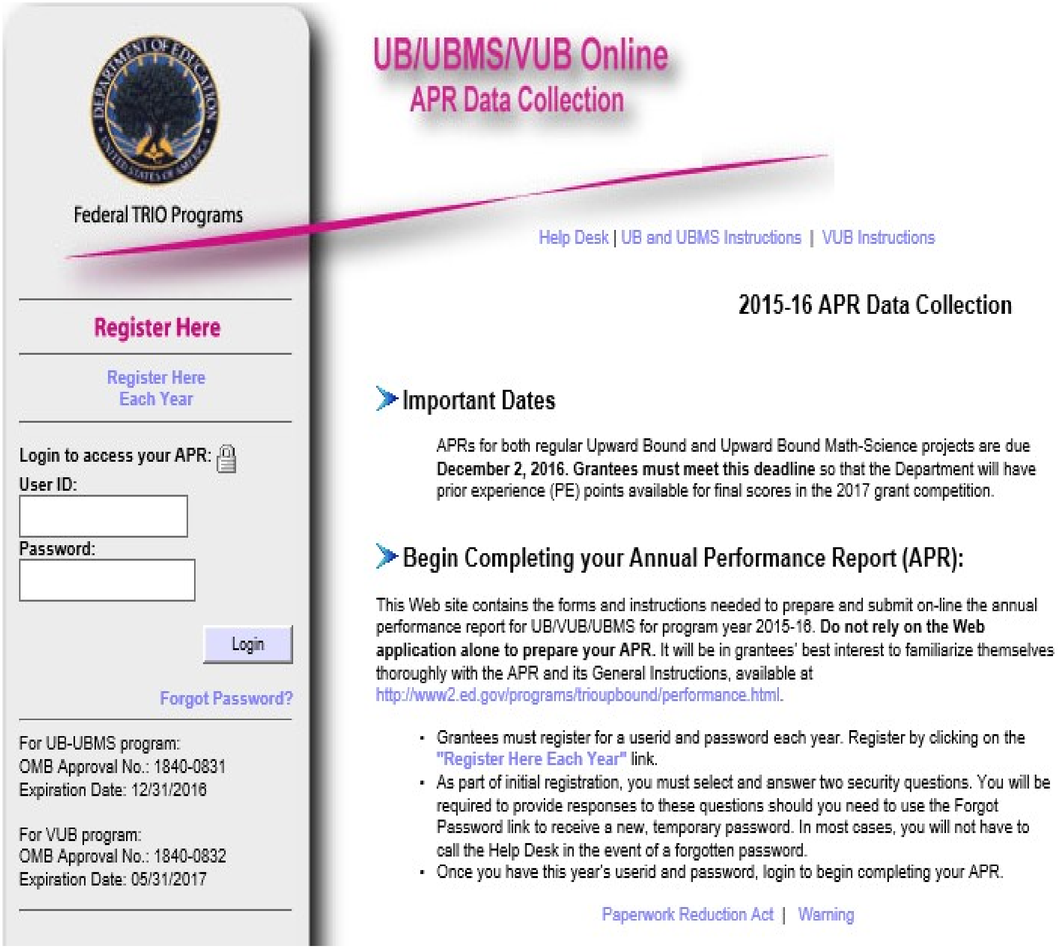
- An online user guide and online help;
- A Web form for completing Section I online;
- A feature that allows you to upload an electronic file with the individual participant records (Section II);
- A "***print***" button to produce a hard copy of the information entered;
- A "***submit***" button to send the entire report to the Department; and
- An e-mail confirmation that the report has been submitted (if you provide an e-mail address in Section I).

2 Accessing the Site

The main page of the UB/UBMS/VUB site is shown below. You must register on the site to obtain a user id and password. An overview of the registration process follows.

Note: Even if you registered last year, you must register again in order to access the 2015-2016 APR Website.

For initial access, click ***Register Here Each Year.***



2.1 Register Here Each Year

To register each year, enter your PR Number, your project director's email address, first and last name. If the information matches the UB programs' system of records, the system will email your user id and password to the project director; otherwise, it will email your program specialist to verify your information.

Note: You should receive a response within 24 hours. Please wait at least 24 hours before contacting the help desk about registration verification issues.

UB/UBMS/VUB Online

Federal TRIO Programs

Contact Help Desk | UB/UBMS Instructions | VUB Instructions | UB/UBMS APR Web Site User Guide | VUB APR Web Site Us

User Registration

To receive your userid and password:

Please complete the required information and submit the form below. Upon verification, your login information will be e-mailed to the Project Director at the e-mail address we have on file. Further login instructions will be provided in the e-mail.

During the registration process, you must select and answer two security questions. You will be required to provide responses to these questions when using the Forgot Password link to receive a new, temporary password.

If you do not have the project information or we are unable to verify it:

An e-mail will be sent to your Program Specialist for assistance in verifying your project information. You should receive a response within 24 hours. Please wait 24 hours before contacting the help desk about registration verification issues.

PR Number*:

Director's E-mail*:

Director's First Name*:

Director's Last Name*:

Security Questions*:

-- Select one --

Answer:

-- Select one --

Answer:

Submit | Reset | Cancel

*Required fields.

Contact Help Desk | UB/UBMS Instructions | VUB Instructions | UB/UBMS APR Web Site User Guide | VUB APR Web Site Us

2.1.1 Registration Failed:

If the system is unable to verify the information you entered, it will display the ***Registration Failed*** page, shown below. This page describes the secondary verification process.

- If you think you made a mistake on the registration page, click the "***Go back to registration form"*** button to try again.
- If you are a new project director, you must enter the information requested on the lower half of the page.

Once the program specialist has verified your information, the help desk will contact you within 24 hours using **the email address that you provide on this page.** Please allow 24 hours for verification and response.

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The Director's e-mail address provided does not match the records in the system.

Registration Failed

The information you entered on the project director does not match the information on file. The information on file may not reflect recent changes in the project director and/or e-mail address. An e-mail will be sent to your program specialist requesting verification of the information you submitted.

Upon verification from your program specialist, the Help Desk will contact you using the e-mail address you provide below. Please allow 24 hours for verification and a response.

You may contact the TRIO Help Desk for further assistance but keep in mind that we can not disclose username and passwords over the phone or without further verification from your Program Specialist.

Please enter the following contact information and then click on "Submit" button to process the verification request with your Program Specialist.

OR

If you want to go back and try again, click the "Go back to registration form" button.

Director's First Name*:

Director's Last Name*:

Are you a new director?*: Yes No

Do you have a new e-mail address?*: Yes No

Provide your current e-mail address*:

Director's Phone Number: e.g.:999-999-9999

ext.

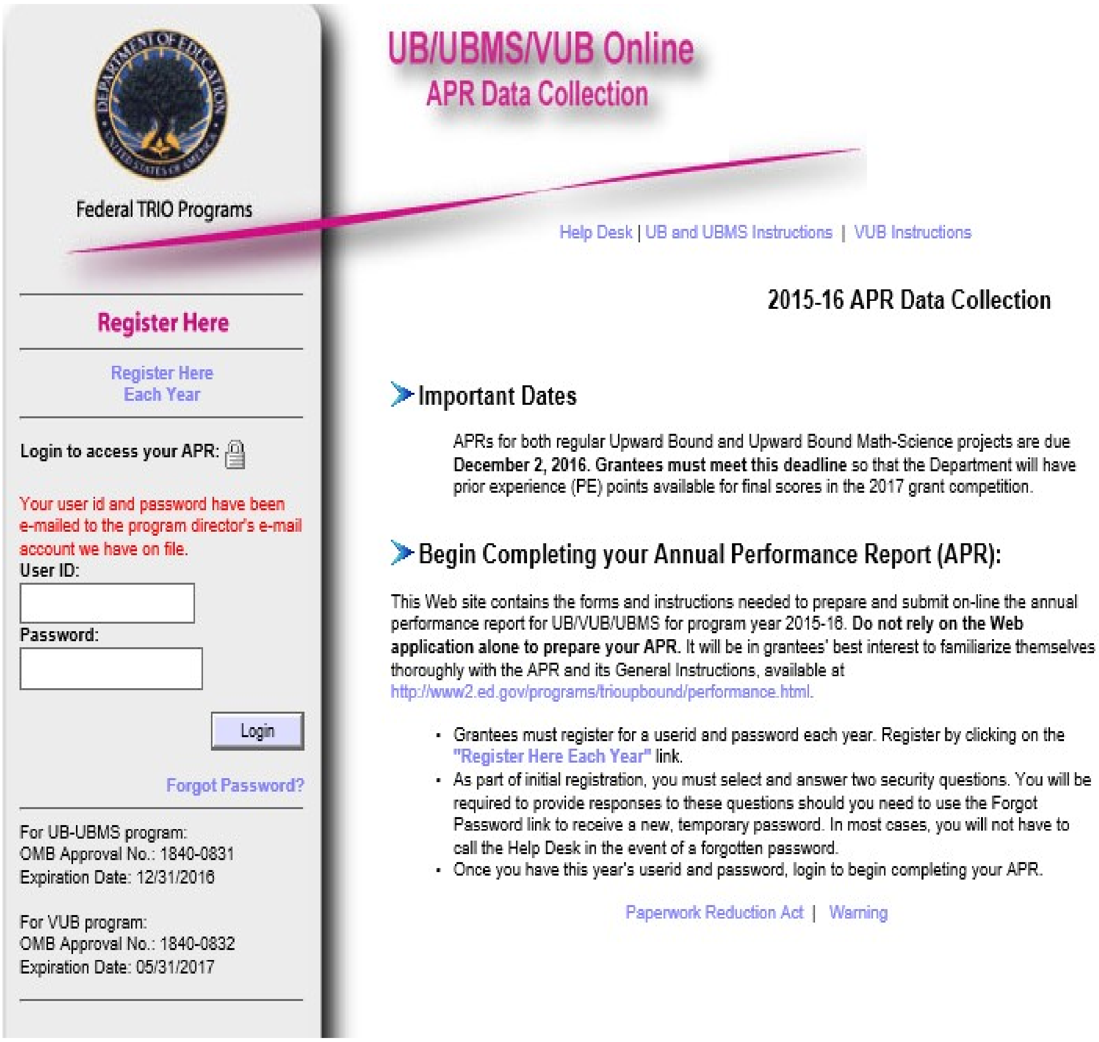
Submit | Go back to registration form

*Required fields.

Contact Help Desk | UB/UBMS Instructions | VUB Instructions | UB/UBMS APR Web Site User Guide | VUB APR Web Site Us

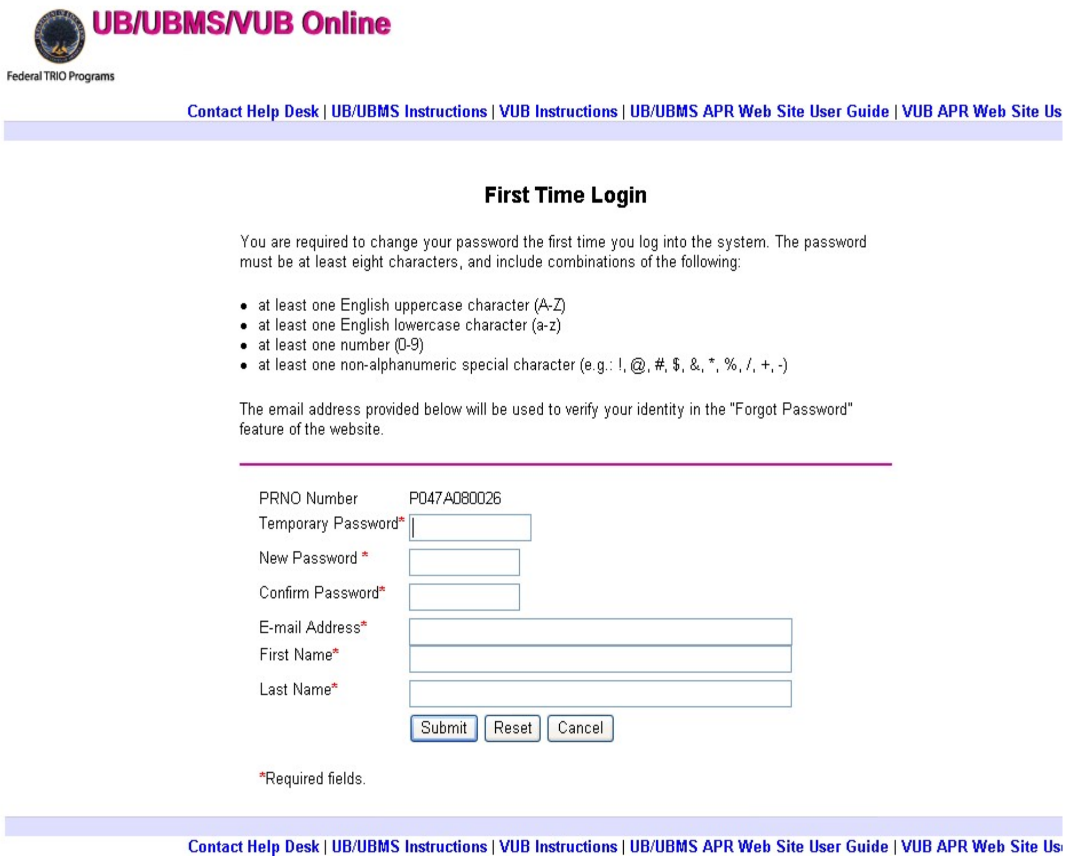
2.1.2 Registration Successful:

If the system successfully verifies your information, it will email your login information to your project director and redisplay the main page with the message shown below.



2.2 Log in as a Registered User

Log in to the system with your new user id and password. After your initial login, the system will prompt you to change your temporary password. Your new password must include at least one upper case letter, one lower case letter, one number, and one special character.


UB/UBMS/VUB Online
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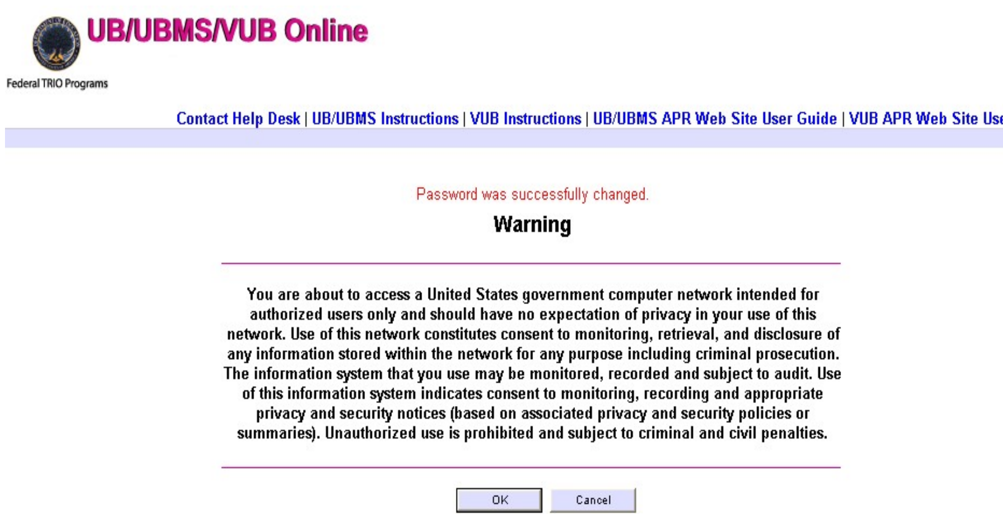
First Time Login
You are required to change your password the first time you log into the system. The password must be at least eight characters, and include combinations of the following:
at least one English uppercase character (A-Z)
at least one English lowercase character (a-z)
at least one number (0-9)
at least one non-alphanumeric special character (e.g.: !, @, #, $, &, *, %, /, +, -)
The email address provided below will be used to verify your identity in the "Forgot Password" feature of the website.
PRNO Number P047A080026
Temporary Password*
New Password *
Confirm Password*
E-mail Address*
First Name*
Last Name*
Submit
Reset
Cancel
*Required fields.
Contact Help Desk | UB/UBMS Instructions | VUB Instructions | UB/UBMS APR Web Site User Guide | VUB APR Web Site Us


UB/UBMS/VUB Online
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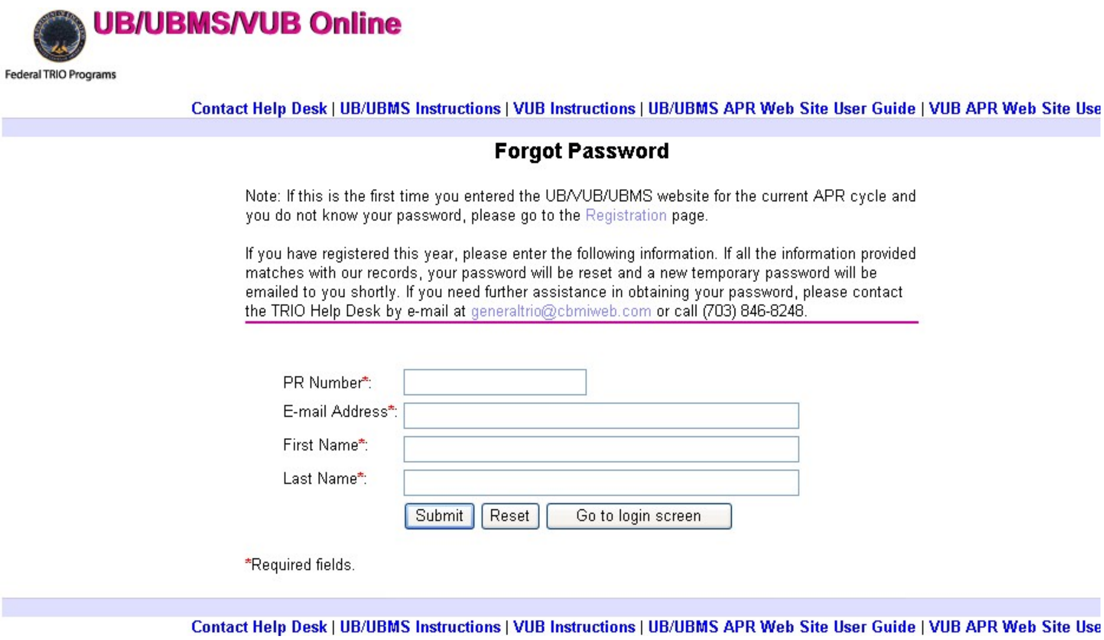
Password was successfully changed.
Warning
You are about to access a United States government computer network intended for authorized users only and should have no expectation of privacy in your use of this network. Use of this network constitutes consent to monitoring, retrieval, and disclosure of any information stored within the network for any purpose including criminal prosecution. The information system that you use may be monitored, recorded and subject to audit. Use of this information system indicates consent to monitoring, recording and appropriate privacy and security notices (based on associated privacy and security policies or summaries). Unauthorized use is prohibited and subject to criminal and civil penalties.
OK
Cancel

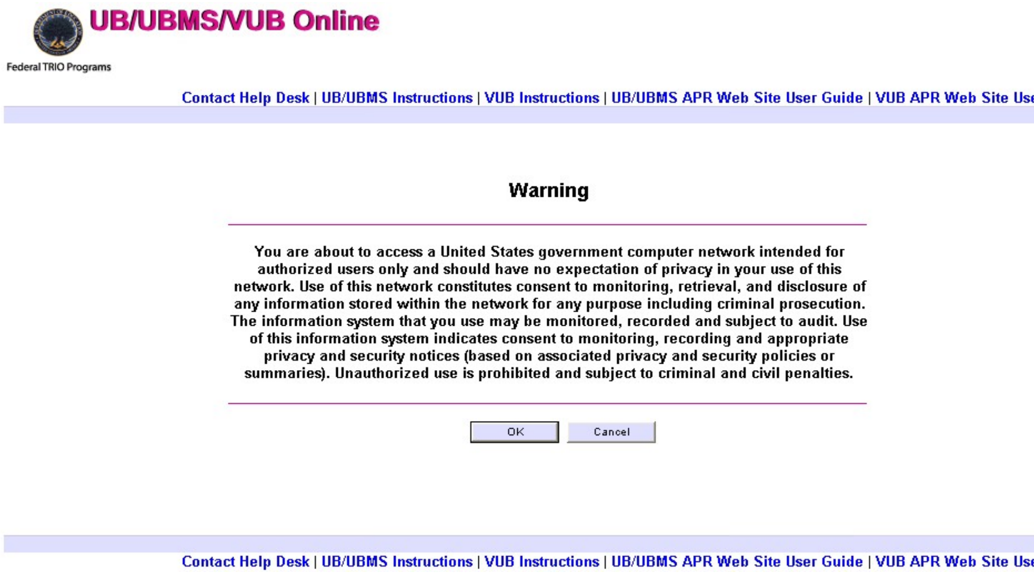
2.3 Forgot Password

If you forget your password after you have logged in and changed it, click on the ***Forgot Password*** link on the Main Page. Enter and submit the requested information and also answer the security questions to receive a new, temporary password.

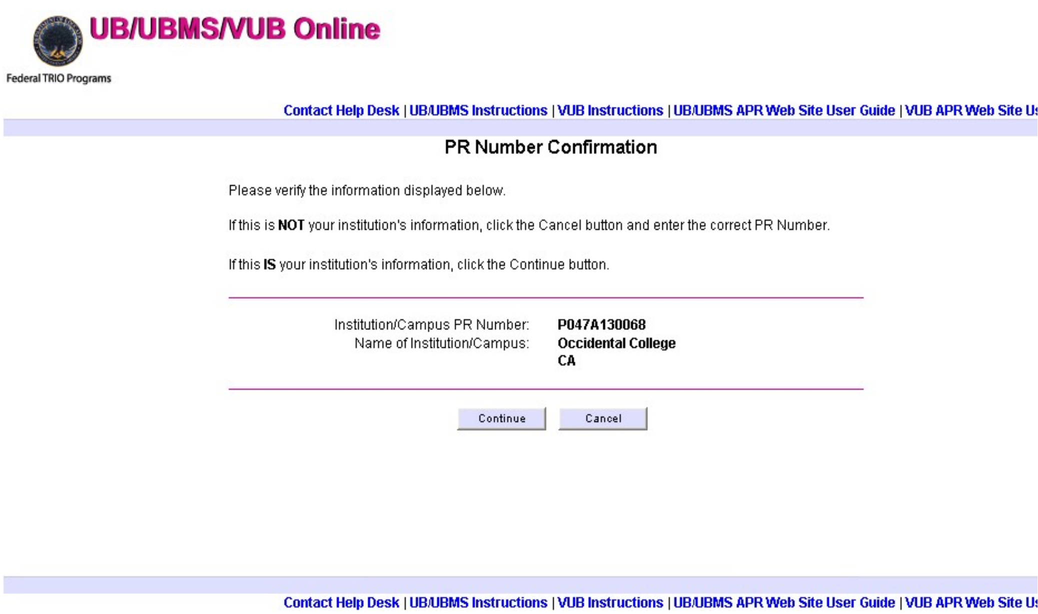


2.4 Successful Login

A warning message regarding authorized use and privacy will display after you log in successfully. Click "***Ok***" to continue.



Confirm that the correct PR number and institution are displayed by clicking "***Continue***". If the information is incorrect, please click "***Cancel***" and report the problem to the help desk.



3 Navigating the Site

The APR has three sections. After initial login, the system displays the Section I page. To navigate between sections, click on the individual tabs at the top of the page, ***Section I, Section II,*** **and** ***Review and Submit***. The current tab is highlighted in light blue.

The PR /Award Number and institution name are displayed at the upper left corner of each page.

At the upper right corner, note that there are six hyperlinks:

- The ***Contact Help Desk*** link allows you to report a problem with the site to the Help Desk;
- The ***UB/UBMS Instructions*** link displays the Department of Education (ED) site's UB/UBMS APR page. From there, you can download APR instructions and the participant record structure. The Department strongly suggests that you review these documents before working with the Web application.
- The ***VUB Instructions*** link displays the Department of Education (ED) site's VUB APR page. From there, you can download APR instructions and the participant record structure.
- The links for the ***UB/UBMS and VUB APR Web Site User Guides*** connect users to this downloadable guide and the companion guide for VUB grantees.
- The ***Log Out*** link logs you off the application and displays the main page.

The section tabs and hyperlinks are repeated at the bottom of the page for convenience.

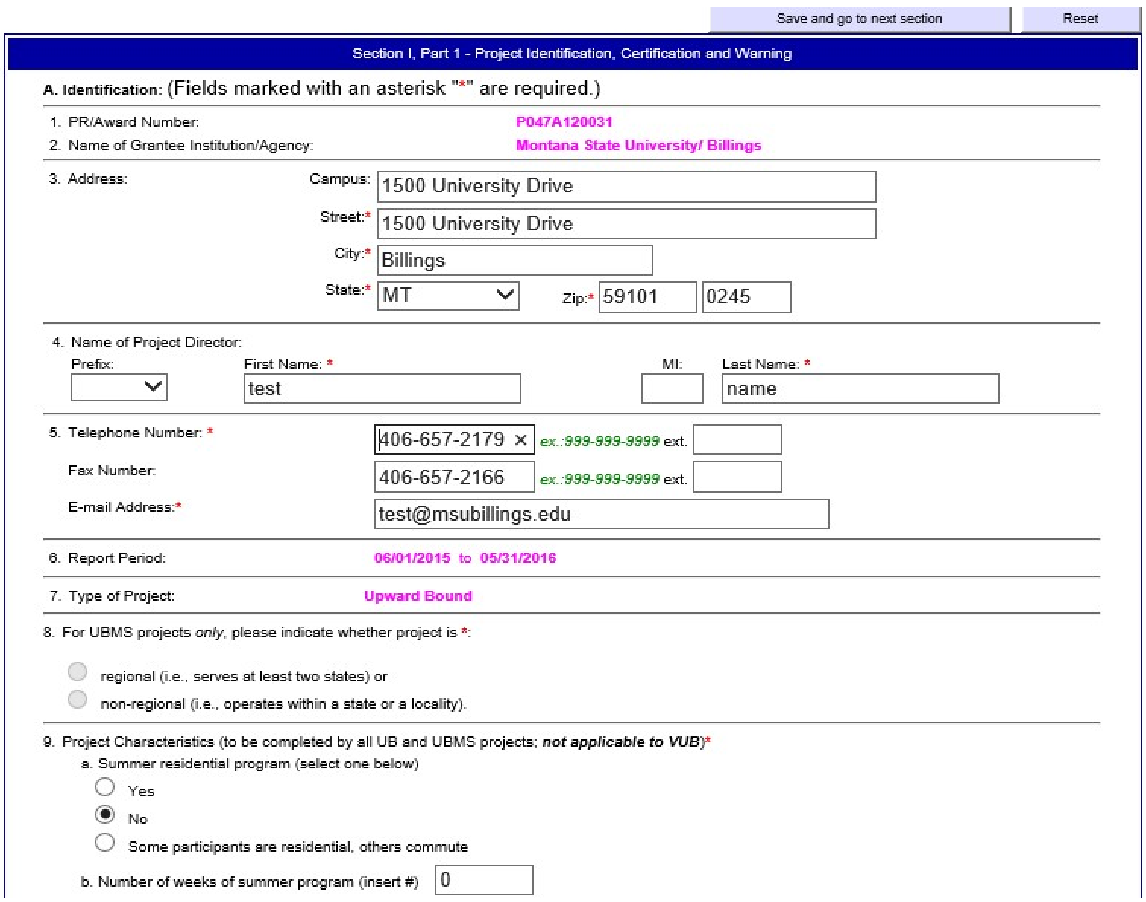
Once you have completed Section I, click on the "***Save and go to next section***" button. You may tab from one section to another, or log off and return at another time to complete a section. If you do, be sure to save the current page before exiting. The system will validate your entries and will not allow you to submit the APR if it detects errors or omissions.

4 Section I: Project Identification, Certification, and Warning

Section I of the report will display with pre-populated information about your grantee institution. Verify the information and update as needed. If you would like an email confirmation when you successfully submit your report, enter your email address on this page.

The project director and certifying official for the institution must sign and date Section I of the 2015-16 APR to certify that the information reported and submitted electronically is readily verifiable, accurate, and complete. After you complete the APR online, print a hard copy of the completed report and obtain the required signatures. After both the director and the certifying official have signed the report, upload the signed **Section I only** of the APR in the website.

Please do not upload the entire report. For your records, you should keep in your files Section I with the original signatures and a copy of the two parts of your APR submission: (1) the PDF version of Section I and the data validation reports, which you will be able to print at the end of your submission; and (2) the Excel file of your individual participant records. These items are discussed later in this user's guide.


Save and go to next section | Reset

Section I, Part 1 - Project Identification, Certification and Warning

A. Identification: (Fields marked with an asterisk "*" are required.)

1. PR/Award Number: P047A120031
2. Name of Grantee Institution/Agency: Montana State University/ Billings

3. Address: Campus: 1500 University Drive
Street:* 1500 University Drive
City:* Billings
State:* MT Zip:* 59101 0245

4. Name of Project Director:
Prefix: First Name: * test MI: Last Name: * name

5. Telephone Number: * 406-657-2179 ex.:999-999-9999 ext.
Fax Number: 406-657-2166 ex.:999-999-9999 ext.
E-mail Address:* test@msubillings.edu

6. Report Period: 06/01/2015 to 05/31/2016

7. Type of Project: Upward Bound

8. For UBMS projects *only*, please indicate whether project is *:
regional (i.e., serves at least two states) or
non-regional (i.e., operates within a state or a locality).

9. Project Characteristics (to be completed by all UB and UBMS projects; ***not applicable to VUB***)*
a. Summer residential program (select one below)
Yes
No
Some participants are residential, others commute
b. Number of weeks of summer program (insert #) 0

c. Frequency of academic year contacts between project staff and participants (select only one)

- ○ Weekly
- ○ Twice a month
- ○ Once a month
- ○ Quarterly
- ○ No face-to-face contact
- ◉ Other

10. Data Entry Person:

Prefix: | First Name: * test1 | MI: | Last Name: * test2

Telephone Number: * 281-777-7439 *ex.:999-999-9999* ext.

If you would like to receive an email confirmation upon successful submission of your Annual Performance Report, please enter your email address: test12@cbmiweb.com

B. Certification

Note: The project director and certifying official for the grantee institution/agency are required to sign and date Section I, Part 1 of the 2015-16 annual performance report (APR) to certify that the information reported and submitted electronically is readily verifiable and is accurate and complete. After completing the APR online, you must print a hard copy of the completed report and obtain the required signatures. After Section I, Part 1 has been signed by both the director and certifying official, it should be scanned for uploading using the functionality of the APR site. Please do not upload a copy of the entire report. A hard copy of the entire report with the required signatures must be maintained in your project files.

Please review the information in this section for accuracy and make needed changes before proceeding to the next section of the report form.

☑ **I have verified the information in this section.**

C. Warning

Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.

Further federal funds or other benefits may be withheld under these programs unless this report is completed and filed as required by existing law (20 U.S.C. 1231a) and regulations (34 CFR 75.590 and 75.720).

Section I, Part 2: Competitive Preference Priorities (If Applicable)

The 2012 UB and UBMS grant competitions established three competitive preference priorities concerning persistently lowest-achieving schools, data-based decision-making, and improvements in productivity. The Department will derive data for the first competitive preference, concerning projects' service to persistently lowest-achieving schools, from the "Target School—NCES Identification Number" field (#23) in Section II, which provides identifying information on the target school attended by each participant.

For the two remaining competitive preference priorities, the Department has provided the information you submitted in the 2012-13 APR in a format that cannot be edited in the current APR. If you wish to provide any updates, please contact your program specialist.

Competitive Preference Priority #2: The Secretary encourages applicants to work with appropriate State agencies to use data from State longitudinal data systems or to obtain data from reliable third-party sources when providing information on the implementation of their UB/UBMS projects and their participants' outcomes.

1A. Not applicable ☐

1B. Yes ☑

If "Yes", indicate below which data systems your project utilized.

State longitudinal data systems	Third-party data systems
Implementing GEMS system with target of mi	Power School
Infinite Campus data system in progress with	Student Clearinghouse
MUS data warehouse in progress with OCHE	Banner

Competitive Preference Priority #3: The Secretary encourages applicants to design projects that serve the same or increased number of students at a lower cost per participant while improving or keeping steady student outcomes.

3A. Not applicable ☐

3B. Yes ☑

If "Yes", indicate below how your project achieved this productivity by increasing efficiency in the use of time, staff, money or other resources.

Resource/Measure used with increased efficiency	Improved Outcome
Technology	Decrease costs in print, paper consumption,
Collaboration	Reduce costs in housing/food/tuition/applicat
Service	Blending of UB and ETS staff

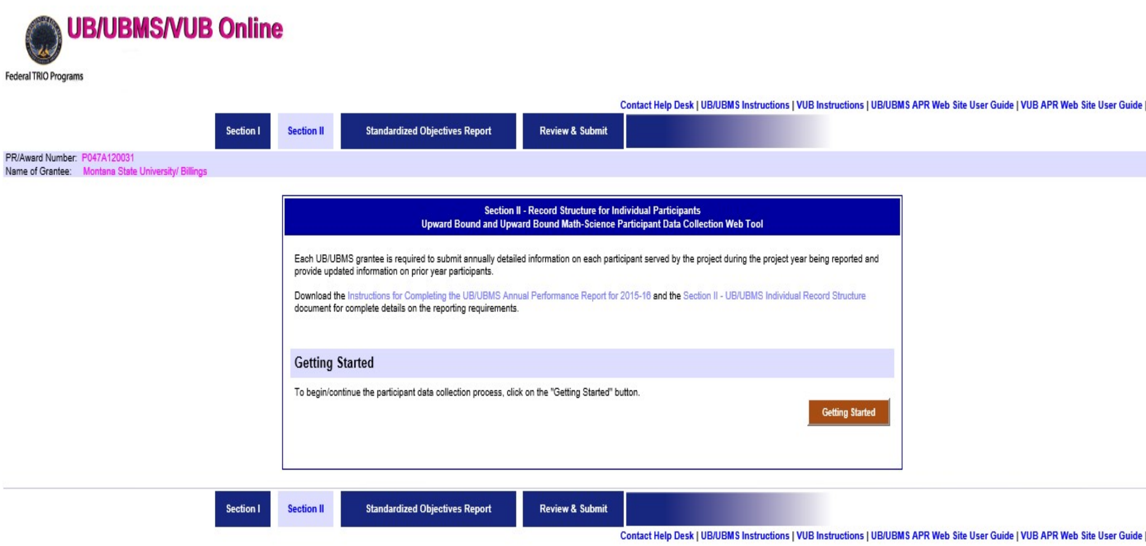
Save and go to next section | Reset

5 Section II: Record Structure for Individual Participants

5.1 Section II Main Page

To access Section II, click the ***Section II*** tab at the top or bottom of the page, or complete Section I and click on the "S***ave and go to next section***" button.

Download:
Instructions for Completing the UB/UBMS Annual Performance Report for 2015-16 and ***Section II –UB/UBMS Individual Record Structure*** through the hyperlinks on this page. Click on the "***Getting Started***" button to continue.



5.2 Getting Started Page

This page identifies four options for reporting and submitting participant data:

- Download an Excel file of last year's submitted data; update the file and then upload directly to the Web form.
- Upload an Excel/CSV file directly to the Web form.
- Transfer last year's data submission to the Web form, and update and add records online.
- Enter Participant data directly into the Web form.

Section II - Record Structure for Individual Participants
Getting Started

Section II - The UB/UBMS online application provides four options for starting the data submission process:

- Download an Excel file of last year's APR data; update the file and then upload directly to the Web form.
- Upload an Excel or CSV file directly to the Web form.
- Transfer last year's data submission to the Web form and update and add records online.
- Enter Participant data directly into the Web form.

Via the download and transfer options, the Department provides your last year's data for your convenience and to increase accuracy. If you are unable to prepare an Excel (or CSV) file using your existing database, you have the option of transferring last year's data directly into the Web for or entering participant data directly into the Web form.

Note: You may recall that, for the 2014–15 APR, the Department removed approximately 19,600 old records that had no bearing on PE calculations for the 2012–17 cycle. We have **not** removed any additional records for 2015–16. If you reported on any of the 19,600 cases in the 2014–15 APR, they will be part of the match file for 2015–16, and you will need to report on them this year.

Whatever option you choose for submitting your 2015-16 data, it remains your responsibility to provide updated information on current and prior participants and to ensure the accuracy of the data that you submit for reporting period 2015-16.

5.2.1 Download last year's submitted data

You can download last year's participant data in an Excel file, modify it on your desktop, and later upload it to the site**.**

To download last year's data file, click on the "***Download Data***" button. A file name will display as a blue hyperlink.

To save the file to your desktop:

- Right click your mouse and select the "***Save Target As***" option. Identify a folder on your desktop (e.g., My Documents) to save the file. You may then open the file on your desktop with Excel.

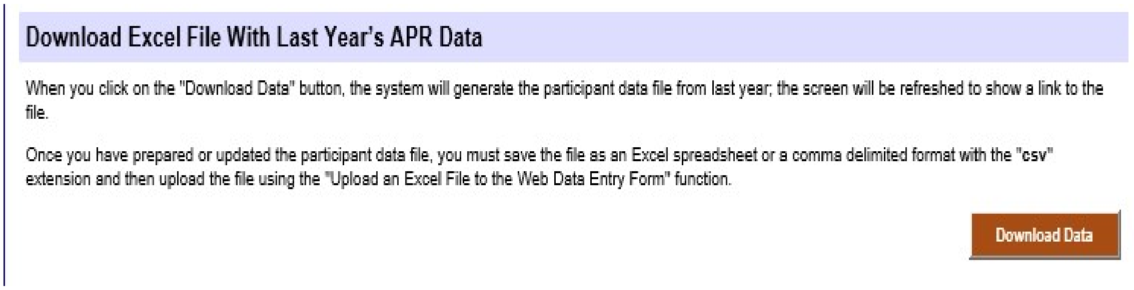
Or

- Click on the file name hyperlink to open it, and save it to your desktop.

After downloading the file, you can update the Excel file or import the data into a database application such as MS Access. Follow the ***Instructions for Completing the UB/UBMS Annual Performance Report for 2015-16*** to update the prior year's data and add records for new 2015-16 participants.

For security reasons, we do not include participant social security number (SSNs) in the data file. You will need to add these to the file before uploading it.

When you have made all necessary modifications and saved the file as an Excel spreadsheet or a comma-delimited CSV file, return to this page, and follow the instructions to "***Upload an Excel File to the Web Data Entry Form***".



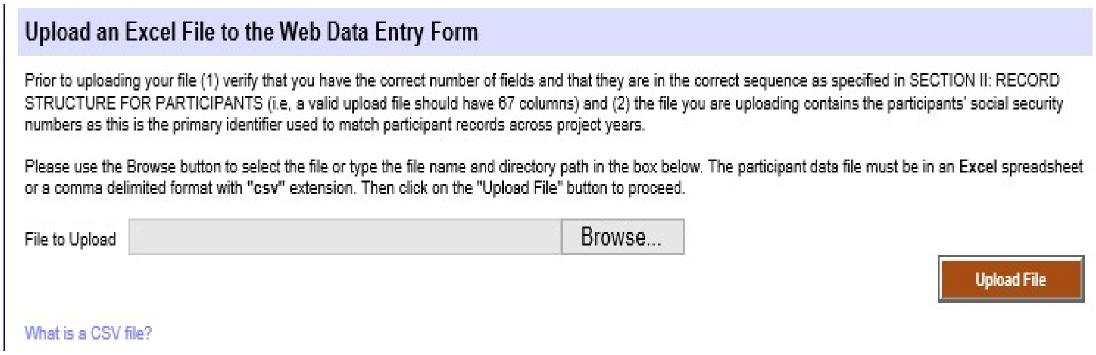
5.2.2 Upload an Excel file to the Web Data Entry Form.

This option lets you upload the 2015-16 file in an Excel spreadsheet format or as a CSV file (comma-delimited text file). Most databases can covert a file to either CSV or Excel format. For instructions on creating a CSV file, click the ***What is a CSV file?*** hyperlink. Before uploading your participant data file, verify that:

- The file is either an Excel spreadsheet or a comma-delimited CSV file;
- You have the correct number of fields (67) and they are in the sequence specified in ***Section II - Individual Record Structure***;
- If your file is an Excel spreadsheet, it should use the column names identified in ***Section II - Individual Record Structure***; and
- The file contains the participants' social security numbers. (SSN is the primary identifier we use to match participant records across project years.)

Use the "***Browse"*** button to select the file, or type the file name and directory path. Click on the "***Upload File***" button to proceed.

If your file is formatted correctly, you may proceed to the ***Review Participant List and Data Error Report (Table View)*** page; otherwise, the system will display the errors it has detected with your file format, and provide instructions for correcting them. See Section 5.5 for sample errors



If you are unable to provide an Excel or CSV file, you may elect to:

5.2.3 Transfer last year's submitted data directly into the on-line form.

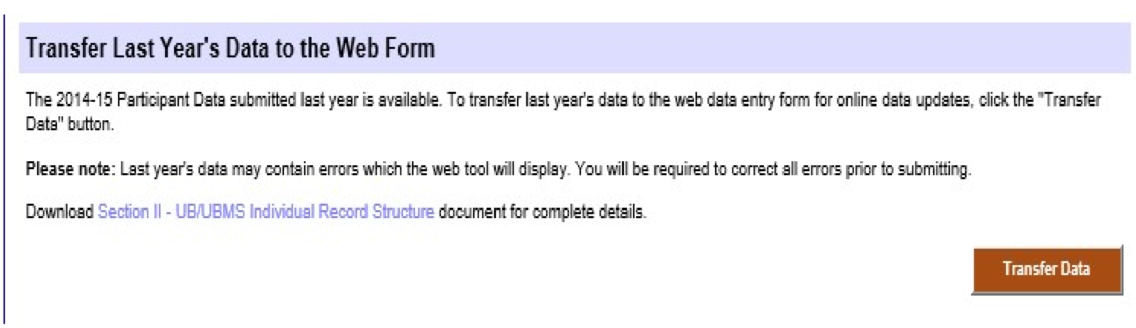
To transfer the 2014-15 participant data that you successfully submitted last year to the on-line data entry form, click on the "***Transfer Data***" button. On the ***Review Participant List and Data Error Report (Table View)*** page, you can edit data for prior participants and add new ones.

Note: If you choose to transfer last year's data directly to the Web form, the data from last year's file for certain fields that need to be updated each year will not transfer to the Web form. You will need to complete these data fields with information from your 2015–16 project year. In the general instructions, please see pages 7–8 for a list of fields that should not change from year to year unless you have discovered that erroneous data had been entered in the past. Note that identifying data (that is, SSN in field #4, last name in #5, first name in #6, and date of birth in #8) for all but new participants must match the data in your 2014–15 APR, even if you have discovered that last year's data contained errors or misspellings.

You will need to provide missing information and correct all errors before submitting.

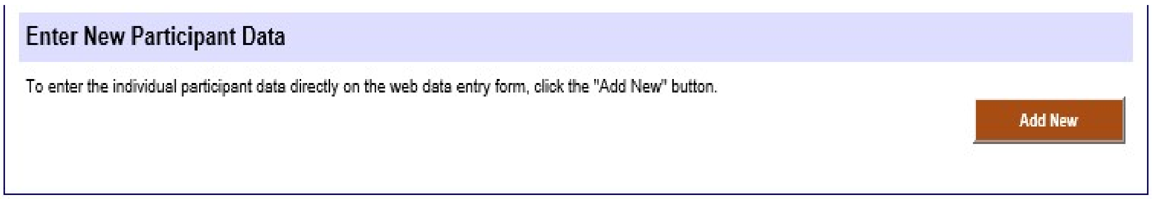
Download Section II – UB/UBMS Individual Record Structure for complete details.

The Transfer Data option is not available for new grantees.



Click the "***Add New***" button to enter the data for each participant directly into the form.

Enter new participant data directly into the on-line form.

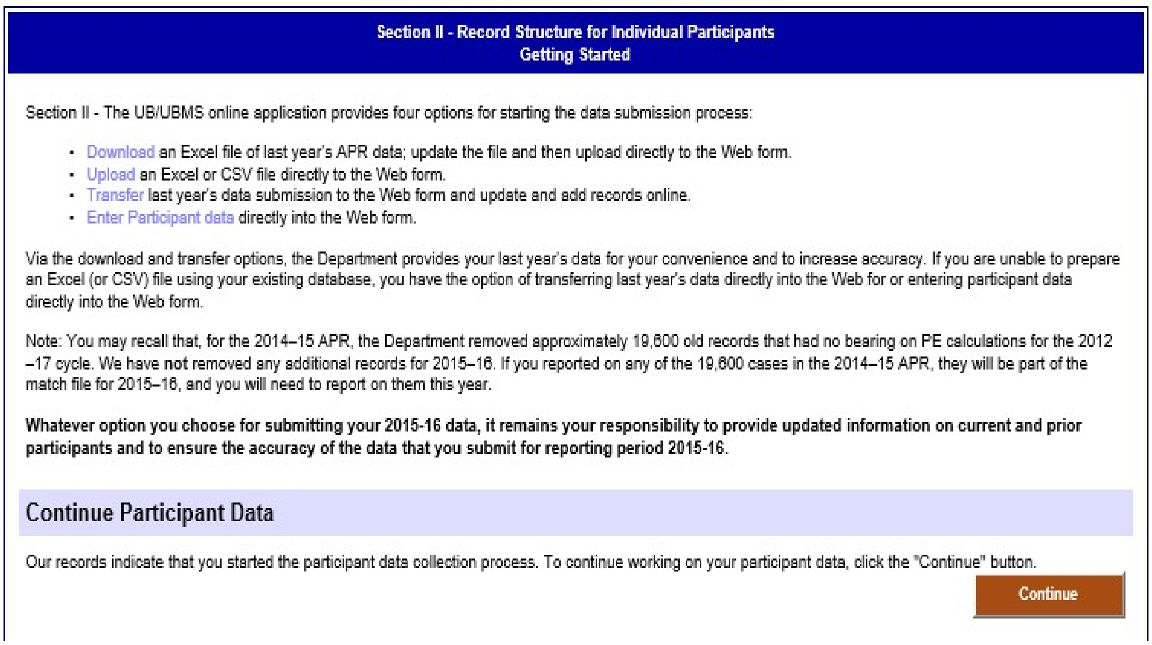


5.2.4 The “Continue” button

Whether you choose to upload, transfer, or enter data directly, you may save data without submitting and come back to it later.

The system detects whether you have begun the data collection process and provides the option to continue entering/updating participant date on-line. The “***Continue”*** button will not display until you have already uploaded, entered, or transferred data, exited the system and logged back in.

After clicking on the “***Getting Started***” button on the main Section II page, you can choose to continue with your data, or select one of the other options.



Section II - Record Structure for Individual Participants
Getting Started

Section II - The UB/UBMS online application provides four options for starting the data submission process:

- Download an Excel file of last year's APR data; update the file and then upload directly to the Web form.
- Upload an Excel or CSV file directly to the Web form.
- Transfer last year's data submission to the Web form and update and add records online.
- Enter Participant data directly into the Web form.

Via the download and transfer options, the Department provides your last year's data for your convenience and to increase accuracy. If you are unable to prepare an Excel (or CSV) file using your existing database, you have the option of transferring last year's data directly into the Web for or entering participant data directly into the Web form.

Note: You may recall that, for the 2014–15 APR, the Department removed approximately 19,600 old records that had no bearing on PE calculations for the 2012–17 cycle. We have **not** removed any additional records for 2015–16. If you reported on any of the 19,600 cases in the 2014–15 APR, they will be part of the match file for 2015–16, and you will need to report on them this year.

Whatever option you choose for submitting your 2015-16 data, it remains your responsibility to provide updated information on current and prior participants and to ensure the accuracy of the data that you submit for reporting period 2015-16.

Continue Participant Data

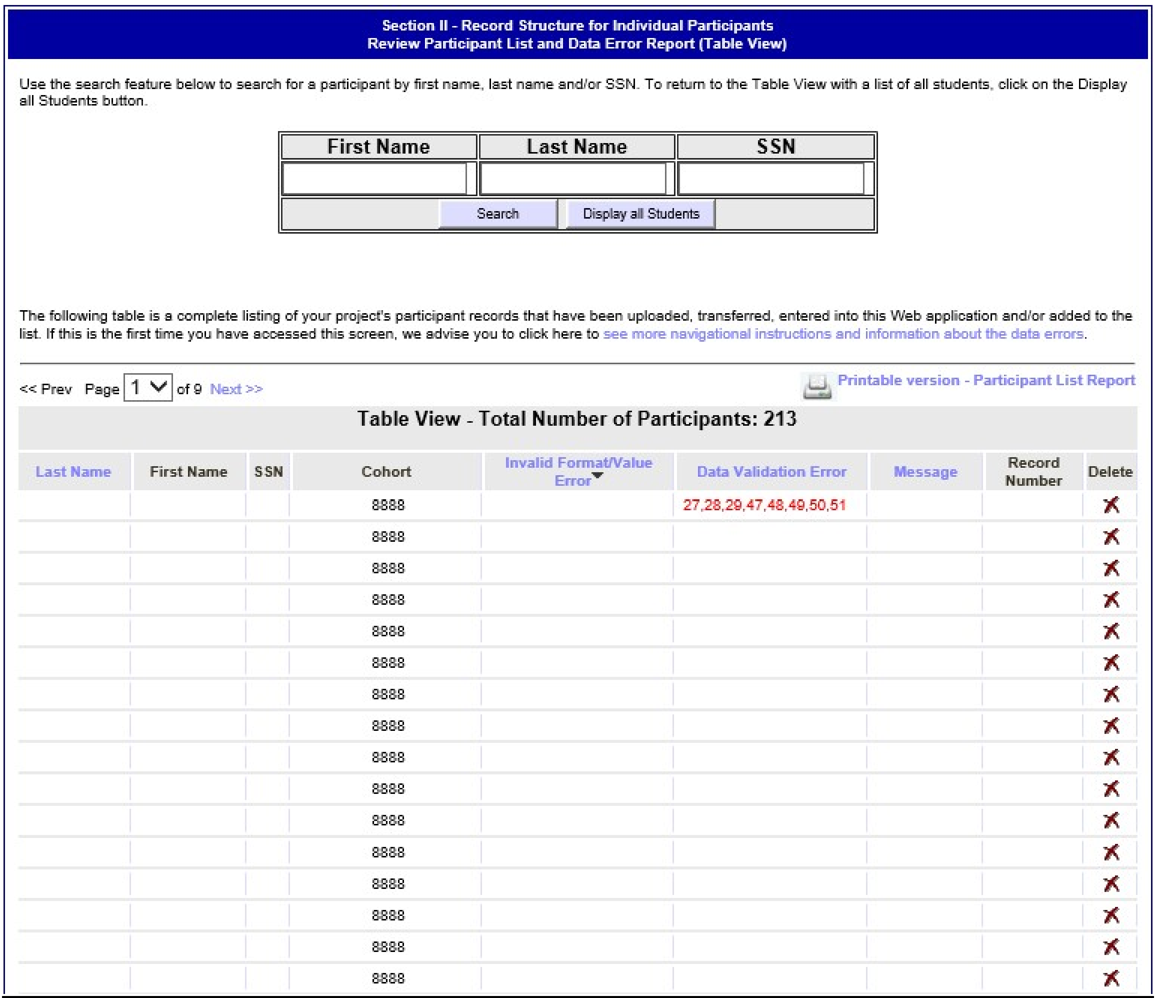
Our records indicate that you started the participant data collection process. To continue working on your participant data, click the "Continue" button.

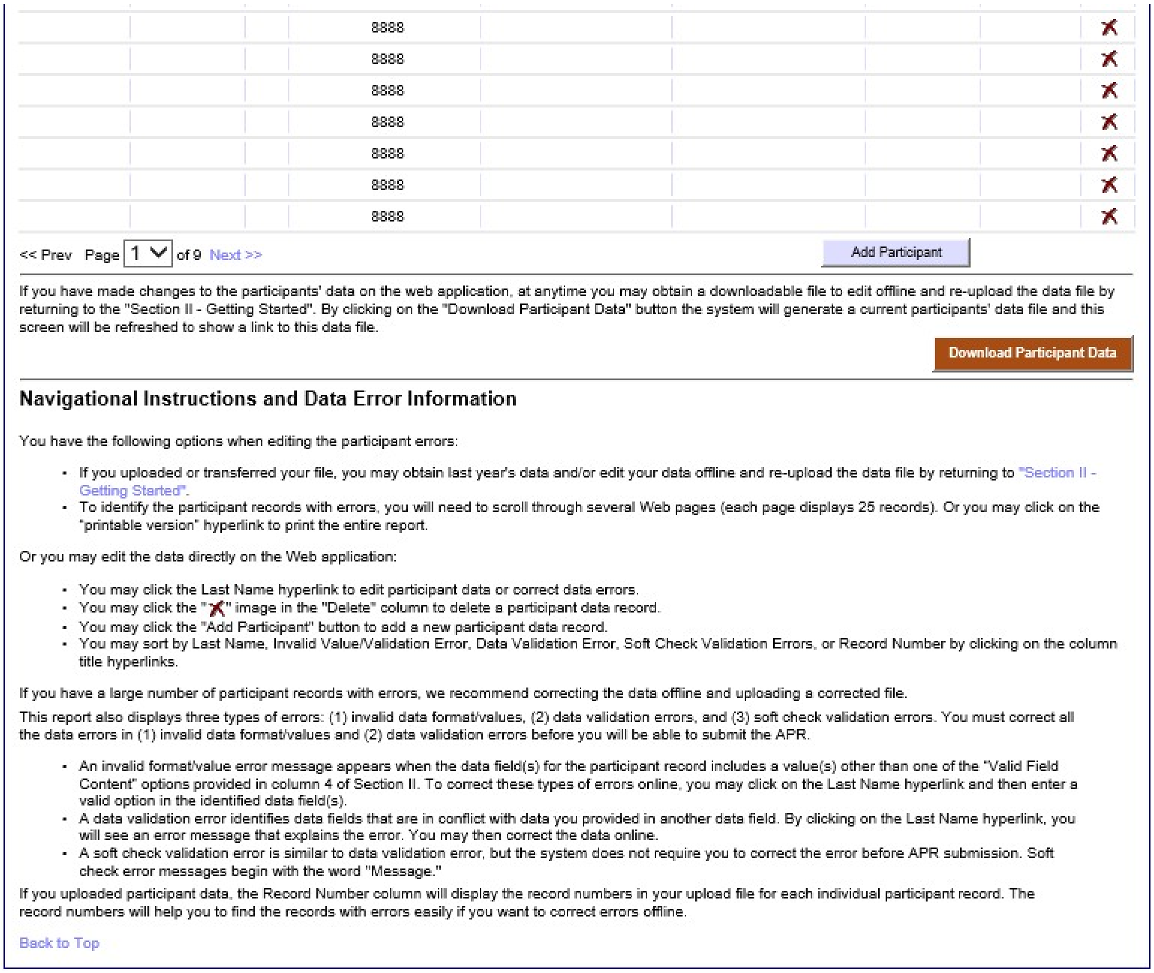
Continue

5.3 Review Participant List and Data Error Report (table view)

If you selected the ***Continue***, ***Upload***, or ***Transfer*** option on the ***Getting Started*** page, you will proceed to the ***Table View*** page shown below. This page lists the participants in the file, the total number of participants in the file, any formatting or value errors, and any data validation errors, and provides a printable report of those errors.

Note – student names have been removed from the screen shot below. Your screen will include the names of your students.





			8888					
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<< Prev Page 1 of 9 Next >> Add Participant

If you have made changes to the participants' data on the web application, at anytime you may obtain a downloadable file to edit offline and re-upload the data file by returning to the "Section II - Getting Started". By clicking on the "Download Participant Data" button the system will generate a current participants' data file and this screen will be refreshed to show a link to this data file.

Download Participant Data

Navigational Instructions and Data Error Information

You have the following options when editing the participant errors:

- If you uploaded or transferred your file, you may obtain last year's data and/or edit your data offline and re-upload the data file by returning to "Section II - Getting Started".
- To identify the participant records with errors, you will need to scroll through several Web pages (each page displays 25 records). Or you may click on the "printable version" hyperlink to print the entire report.

Or you may edit the data directly on the Web application:

- You may click the Last Name hyperlink to edit participant data or correct data errors.
- You may click the "" image in the "Delete" column to delete a participant data record.
- You may click the "Add Participant" button to add a new participant data record.
- You may sort by Last Name, Invalid Value/Validation Error, Data Validation Error, Soft Check Validation Errors, or Record Number by clicking on the column title hyperlinks.

If you have a large number of participant records with errors, we recommend correcting the data offline and uploading a corrected file.

This report also displays three types of errors: (1) invalid data format/values, (2) data validation errors, and (3) soft check validation errors. You must correct all the data errors in (1) invalid data format/values and (2) data validation errors before you will be able to submit the APR.

- An invalid format/value error message appears when the data field(s) for the participant record includes a value(s) other than one of the "Valid Field Content" options provided in column 4 of Section II. To correct these types of errors online, you may click on the Last Name hyperlink and then enter a valid option in the identified data field(s).
- A data validation error identifies data fields that are in conflict with data you provided in another data field. By clicking on the Last Name hyperlink, you will see an error message that explains the error. You may then correct the data online.
- A soft check validation error is similar to data validation error, but the system does not require you to correct the error before APR submission. Soft check error messages begin with the word "Message."

If you uploaded participant data, the Record Number column will display the record numbers in your upload file for each individual participant record. The record numbers will help you to find the records with errors easily if you want to correct errors offline.

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The ***Table View*** page displays up to 25 records. To view additional students, click on the ***Prev*** or ***Next*** links displayed above and below the table.

Records are sorted by data validation error. Click on another column heading to sort by that column.

To view a participant's record, click the ***Last Name*** hyperlink. This will direct you to the Web form where you can enter information for the participant.

To delete a participant record, click the "" image in the "***Delete***" column for the participant.

To add a participant record, click on the "***Add Participant***" button below the table. This will direct you to the Web form where you can enter information for the participant. See Section 5.4 of this document for further instructions about the participant data Web form.

To generate a printable report of the errors on the file, click on the ***Printable Version – Participant List Report*** link above the table.

The table view displays three types of errors:

- invalid data format/values;
- cross validation errors; and
- soft check validation errors.

You must correct all invalid data and cross validation errors before you can submit the APR. The number in the "Error Description" column represents the field in error.

- An invalid format/value error occurs when a data field includes a value that is not a valid response for the question. To correct this type of error online, click on the ***Last Name*** hyperlink and select a valid option or enter text, if applicable, in the identified data field.
- A cross validation error occurs when the value in one field conflicts with the value in another field. Click on the ***Last Name*** hyperlink to see a message explaining the error. This message will appear in red below the participant's SSN. You may then correct the data online.
- Soft check validation errors, which begin with the word "Message", provide important reminders, but do not require you to make any changes in your data.

If there are several participant records with errors, you may choose to correct the data offline and to later upload the corrected file. To download the file, which will include any updates you have saved, click on the "***Download Participant Data***" button under the participant list. After editing the data offline, return to ***Section II – Getting Started*** to upload the revised file. See **Section 5.5** for instructions on uploading a file.

If you are viewing the page for the first time, click on the ***See more navigational instructions and information about data errors*** hyperlink at the top of the page. This link will provide additional information about navigating the site. Click on the ***Back to Top*** hyperlink to return to the top of the page and edit participant records.

5.4 Participant Data Form

To access the online participant data entry page which displays data about each individual student:-

From the ***Section II - Getting Started*** page:

- Click on the "***Add New"*** button; or
- Transfer or upload data, or click on the "***Continue"*** button; on the **Section III - Getting Started** tab.

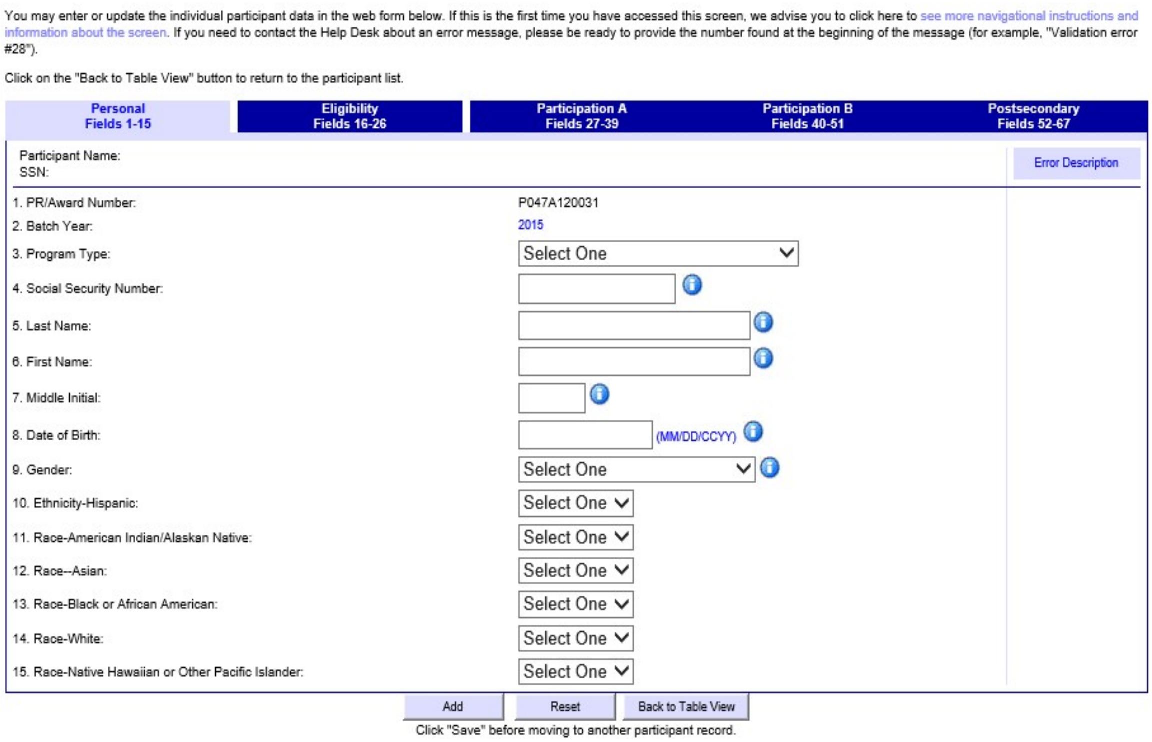
From the ***Table View*** page:

- Click on the ***Last Name*** hyperlink for a participant.

For most data fields on the participant data form tabs, dropdown menus will display valid field content. Clicking on the blue "information" icons that are found next to many fields will produce a pop-up box displaying valid options and instructions from the data structure as it appears on the TRIO Web pages. When you are finished with a box, you must click on the "x" to make it disappear before you can pop up another one.

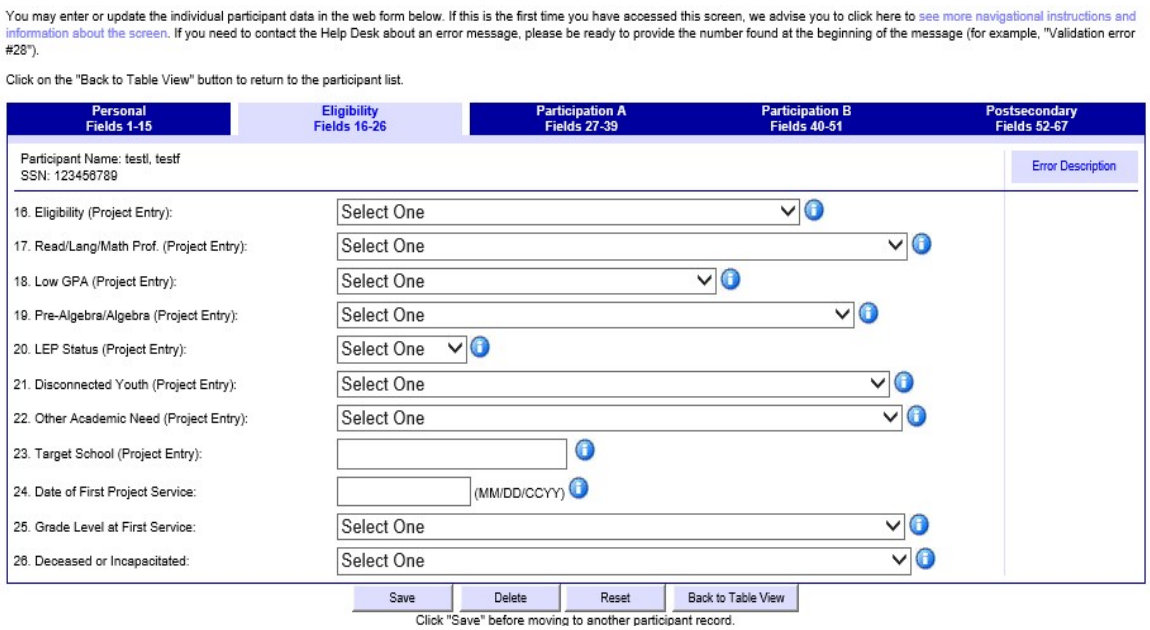
5.4.1 Personal Tab

Enter or update fields 1 through 15. Error descriptions and imported/transferred values appear on the right, where applicable. Use the buttons at the bottom to "***Save***", "***Delete***", "***Reset***", or go "***Back to table view***". To move to the next student, click the "***Save"*** button before clicking the ***Next*** >> link or the "***Back to table view"*** button.



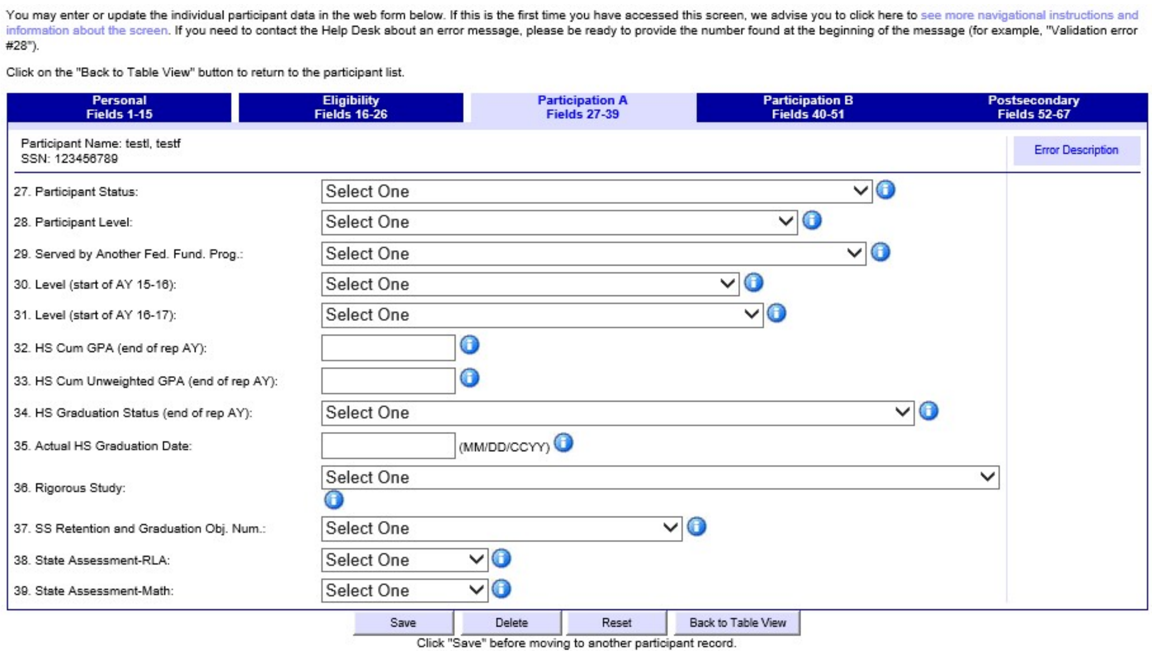
5.4.2 Eligibility Tab

Enter or update fields 16 through 26. Error descriptions and imported/transferred values appear on the right, where applicable. Use the buttons at the bottom to "***Save***", "***Delete***", "***Reset***", or go "***Back to table view***". To move to the next student, click the "***Save"*** button before clicking the ***Next*** >> link or the "***Back to table view"*** button.



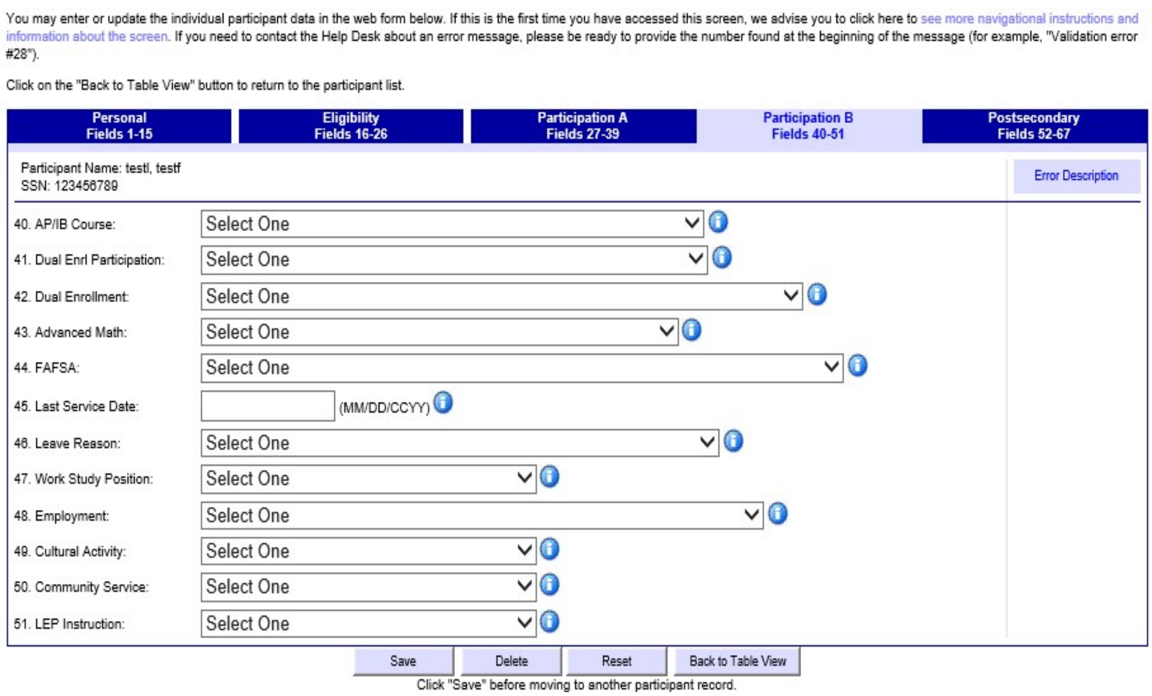
5.4.3 Participation A Tab

Enter or update fields 27 through 39. Error descriptions and imported/transferred values appear on the right, where applicable. Use the buttons at the bottom to "***Save***", "***Delete***", "***Reset***", or go "***Back to Table View***". To move to the next student, click the "***Save"*** button before clicking the ***Next >>*** link or the "***Back to table view"*** button.



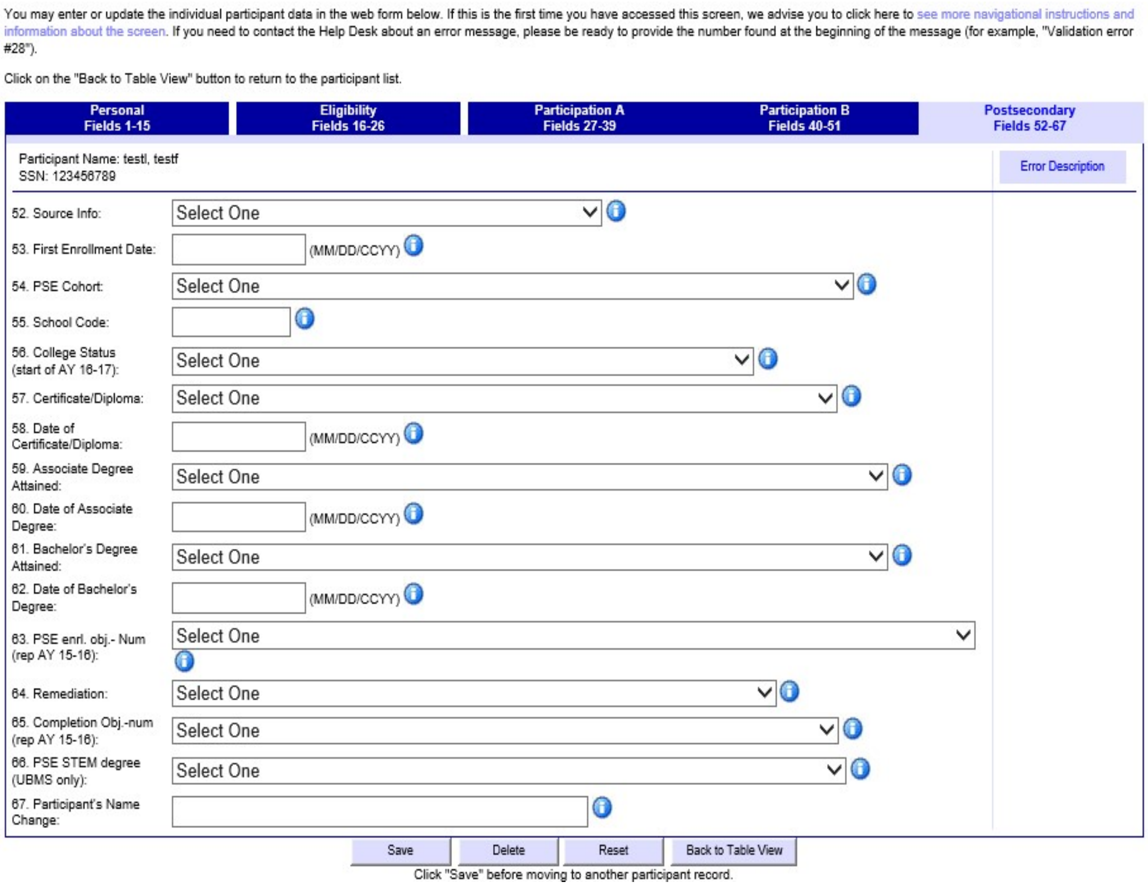
5.4.4 Participation B Tab

Enter or update fields 40 through 51. Error descriptions and imported/transferred values appear on the right, where applicable. Use the buttons at the bottom to "***Save***", "***Delete***", "***Reset***", or go "***Back to table view***". To move to the next student, click the "***Save"*** button before clicking the ***Next*** **>>** link or the "***Back to table view"*** button.



5.4.5 Postsecondary Tab

Enter or update fields 52 through 67. Error descriptions and imported/transferred values appear on the right, where applicable. Use the buttons at the bottom to "***Save***", "***Delete***", "***Reset***", or go "***Back to table view***". To move to the next student, click the "***Save"*** button before clicking the ***Next*** >> link or the "***Back to table view"*** button.



5.4.6 Screen Navigation Instructions:

Screen Navigational Instructions:

The participant data has been divided into five sections/tabs - Personal, Eligibility, Participation A, Participation B, and Postsecondary. The web form displays the participant's name and social security number on the left side of the screen, below the tabs.

- To navigate through the sections and view the data provided in each section, click on the Personal, Eligibility, Participation A, Participation B, and Postsecondary tabs.
- To make changes to any field for a participant, use the pull-down menus provided, or enter text or dates as appropriate (e.g., Last Name; Date of First Project Service).
- To save changes, click on the "Save" button or click on another tab.
- To delete a record, click on the "Delete" button.
- To reset the data after you have already made changes, but have not saved, click on the "Reset" button.
- To advance to another participant's record, click on the "Next" or "Previous" link. You may also use the pull-down menu to select a record. Please note that you must click on the "Save" button before advancing to the "Next" or "Previous" record.

Error Descriptions:

The web form provides two types of error descriptions for the individual participant records: (1) invalid data format/values; and (2) data validation errors. The invalid data format/value appears in the "Error Description" column and, if applicable, the incorrect data is shown in the "Invalid value" column. The data validation errors appear at the top of the screen in red. To correct these errors, you should choose a valid value from the pull-down menu, enter missing data, correct conflicting data entries, or update and correct the APR file offline. For further instructions on how to update your file offline, click on the Back to Table View button, then select the "see more navigational instructions and information about the data errors" hyperlink.

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5.5 Unsuccessful upload of Excel file

If the system detects errors in your uploaded Excel file, it will display an error message and instructions for correcting the error(s). Samples of typical errors are illustrated below.

5.5.1 Incorrect Number of Columns

Section II - Record Structure for Individual Participants

Error!

The column names in the file you attempted to upload were either missing, misspelled, or not in the correct order. See the error report below for detail(s). To correct the error (s):

1. Open the spreadsheet you used for the upload.
2. Verify that the column names are correct and in the sequence specified in Section II - Individual Record Structure.
3. After the file has been corrected return to Section II and click "Getting Started" the Upload process or click on the Go Back button below.

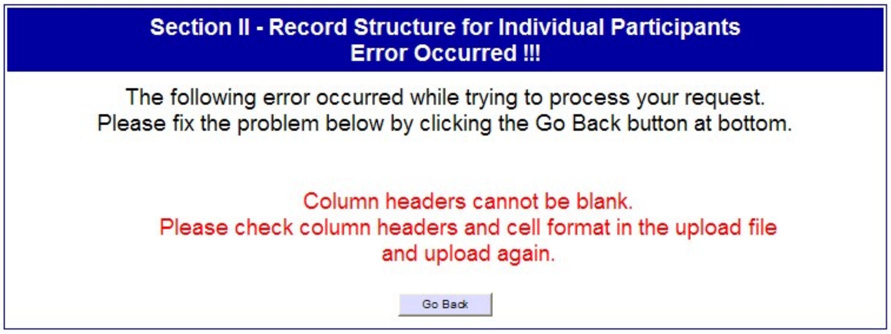
Error Report

	Expected Column Name	Column Name in Upload File	Error Fields
1	PR	PR	
2	BatchAY	BatchAY	
3	Type	Type	
4	SSN	SSN	
5	LastNM	LastNM	
6	FirstNM	FirstNM	
7	MI	MI	
8	DOB	DOB	
9	GenderCD	GenderCD	
10	Ethnic	Ethnic	
11	Race1	Race1	
12	Race2	Race2	
13	Race3	Race3	
14	Race4	Race4	
15	Race5	Race5	
16	EligibilityCD	EligibilityCD	

17	AtRiskStdTest	AtRiskStdTest	
18	AtRiskLowGPA	AtRiskLowGPA	
19	AtRiskAlgebra	AtRiskAlgebra	
20	LEPEntry	LEPEntry	
21	Disconnected	Disconnected	
22	OtherNeed	OtherNeedCD	Error
23	NCESSchID	NCESSchID	
24	ProjEntryDT	ProjEntryDT	
25	EnterGradeLV	EnterGradeLV	
26	Deceased	Deceased	
27	PartCD	PartCD	
28	PartLV	PartLV	
29	FederalServed	FederalServed	
30	StartGradeLV	StartGradeLV	
31	EndGradeLV	EndGradeLV	
32	HSGPA	HSGPA	
33	HSGPAUnweighted	HSGPAUnweighted	
34	HsGRAD	HsGRAD	
35	HsgradDT	HsgradDT	
36	RigorousStudy	RigorousStudy	
37	SchoolPersistNum	SchoolPersistNum	
38	HSProficientRLA	HSProficientRLA	
39	HSProficientMath	HSProficientMath	
40	APCourse	APCourse	
41	DualEnrollPart	DualEnrollPart	
42	DECredentials	DECredentials	
43	AdvancedMath	AdvancedMath	
44	FAFSA	FAFSA	
45	LastSerDT	LastSerDT	
46	Reason	Reason	
47	WorkStd	WorkStd	
48	Employ	Employ	
49	CultAct	CultAct	
50	CmtySer	CmtySer	
51	LEPInstruct	LEPInstruct	
52	SelfTranCD	SelfTranCD	
53	FirstEnrollDT	FirstEnrollDT	
54	PSECohort	PSECohort	
55	PSECDFE	PSECDFE	
56	PSEGradeLV	PSEGradeLV	
57	CertificateCD	CertificateCD	
58	CertificateDT	CertificateDT	
59	AssocDegreeCD	AssocDegreeCD	
60	AssocDegreeDT	AssocDegreeDT	
61	BachDegreeCD	BachDegreeCD	
62	BachDegreeDT	BachDegreeDT	
63	PSEEnrollObjNum	PSEEnrollObjNum	
64	PSRemediation	PSRemediation	
65	PSCompleteNum	PSCompleteNum	
66	STEMDegree	STEMDegree	
67	FullNameChange	FullNameChange	

Go Back

5.5.2 Error due to empty file


Section II - Record Structure for Individual Participants
Error Occurred !!!

The following error occurred while trying to process your request.
Please fix the problem below by clicking the Go Back button at bottom.

Column headers cannot be blank.
Please check column headers and cell format in the upload file and upload again.

Go Back

5.6 Unsuccessful Upload of CSV Files

If the system detects errors in your uploaded CSV file, it will display an error message and instructions for correcting the error(s). Samples of typical errors are shown below.

5.6.1 Incorrect Number of Columns


Section II - Record Structure for Individual Participants

Error!

The column names in the file you attempted to upload were either missing, misspelled, or not in the correct order. See the error report below for detail(s). To correct the error (s):

1. Open the spreadsheet you used for the upload.
2. Verify that the column names are correct and in the sequence specified in Section II - Individual Record Structure.
3. After the file has been corrected return to Section II and click "Getting Started" the Upload process or click on the Go Back button below.

Error Report

	Expected Column Name	Column Name in Upload File	Error Fields
1	PR	PR	
2	BatchAY	BatchAY	
3	Type	Type	
4	SSN	SSN	
5	LastNM	LastNM	
6	FirstNM	FirstNM	
7	MI	MI	
8	DOB	DOB	
9	GenderCD	GenderCD	
10	Ethnic	Ethnic	
11	Race1	Race1	
12	Race2	Race2	
13	Race3	Race3	
14	Race4	Race4	
15	Race5	Race5	
16	EligibilityCD	EligibilityCD	

17	AtRiskStdTest	AtRiskStdTest	
18	AtRiskLowGPA	AtRiskLowGPA	
19	AtRiskAlgebra	AtRiskAlgebra	
20	LEPEntry	LEPEntry	
21	Disconnected	Disconnected	
22	OtherNeed	OtherNeedCD	Error
23	NCESSchID	NCESSchID	
24	ProjEntryDT	ProjEntryDT	
25	EnterGradeLV	EnterGradeLV	
26	Deceased	Deceased	
27	PartCD	PartCD	
28	PartLV	PartLV	
29	FederalServed	FederalServed	
30	StartGradeLV	StartGradeLV	
31	EndGradeLV	EndGradeLV	
32	HSGPA	HSGPA	
33	HSGPAUnweighted	HSGPAUnweighted	
34	HsGRAD	HsGRAD	
35	HsgradDT	HsgradDT	
36	RigorousStudy	RigorousStudy	
37	SchoolPersistNum	SchoolPersistNum	
38	HSProficientRLA	HSProficientRLA	
39	HSProficientMath	HSProficientMath	
40	APCourse	APCourse	
41	DualEnrollPart	DualEnrollPart	
42	DECredentials	DECredentials	
43	AdvancedMath	AdvancedMath	
44	FAFSA	FAFSA	
45	LastSerDT	LastSerDT	
46	Reason	Reason	
47	WorkStd	WorkStd	
48	Employ	Employ	
49	CultAct	CultAct	
50	CmtySer	CmtySer	
51	LEPInstruct	LEPInstruct	
52	SelfTranCD	SelfTranCD	
53	FirstEnrollDT	FirstEnrollDT	
54	PSECohort	PSECohort	
55	PSECDFE	PSECDFE	
56	PSEGradeLV	PSEGradeLV	
57	CertificateCD	CertificateCD	
58	CertificateDT	CertificateDT	
59	AssocDegreeCD	AssocDegreeCD	
60	AssocDegreeDT	AssocDegreeDT	
61	BachDegreeCD	BachDegreeCD	
62	BachDegreeDT	BachDegreeDT	
63	PSEEnrollObjNum	PSEEnrollObjNum	
64	PSRemediation	PSRemediation	
65	PSCompleteNum	PSCompleteNum	
66	STEMDegree	STEMDegree	
67	FullNameChange	FullNameChange	

Go Back

5.6.2 Invalid PR Number


UB/UBMS/VUB Online

Federal TRIO Programs

Contact Help Desk | UB/UBMS Instructions | VUB Instructions | UB/UBMS APR Web Site User Guide | VUB APR Web Site User Guide

Section I | Section II | Standardized Objectives Report | Review & Submit

PR/Award Number: P047A120049
Name of Grantee: Lyndon State College

Section II - Record Structure for Individual Participants
Error Occurred !!!

The following error occurred while trying to process your request.
Please fix the problem below by clicking the Go Back button at bottom.

The PRNO in your upload file is P047A080049. This is an invalid PRNO.
The PRNO for your institution should be P047A120049.
Please update the upload file and try again.

Go Back

Section I | Section II | Standardized Objectives Report | Review & Submit

Contact Help Desk | UB/UBMS Instructions | VUB Instructions | UB/UBMS APR Web Site User Guide | VUB APR Web Site User Guide

5.6.3 Column Name Missing or Misspelled, or Column Out of Order


Section II - Record Structure for Individual Participants

Error!

The column names in the file you attempted to upload were either missing, misspelled, or not in the correct order. See the error report below for detail(s). To correct the error (s):

1. Open the spreadsheet you used for the upload.
2. Verify that the column names are correct and in the sequence specified in Section II - Individual Record Structure.
3. After the file has been corrected return to Section II and click "Getting Started" the Upload process or click on the Go Back button below.

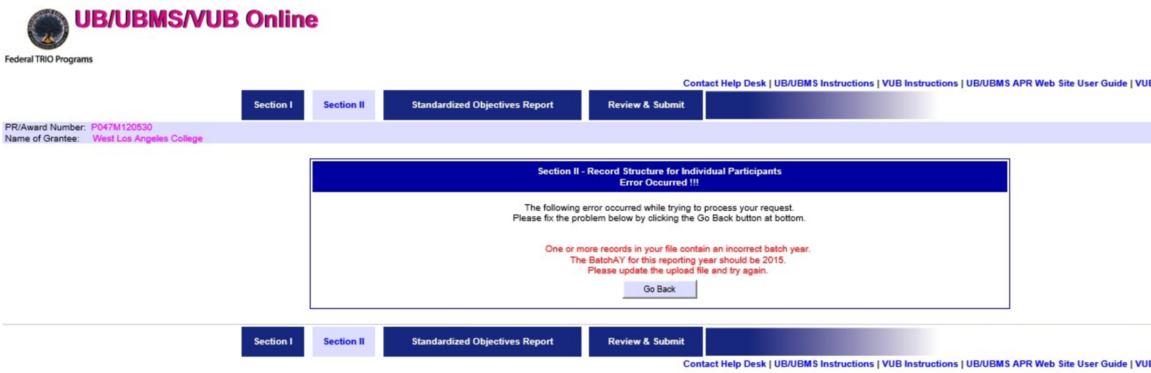
Error Report

	Expected Column Name	Column Name in Upload File	Error Fields
1	PR	PR	
2	BatchAY	BatchAY	
3	Type	Type	
4	SSN	SSN	
5	LastNM	LastNM	
6	FirstNM	FirstNM	
7	MI	MI	
8	DOB	DOB	
9	GenderCD	Ethnic	Error
10	Ethnic	GenderCD	Error
11	Race1	Race1	
12	Race2	Race2	
13	Race3	Race3	
14	Race4	Race4	
15	Race5	Race5	
16	EligibilityCD	EligibilityCode	Error

17	AtRiskStdTest	AtRiskStdTest	
18	AtRiskLowGPA	AtRiskLowGPA	
19	AtRiskAlgebra	AtRiskAlgebra	
20	LEPEntry	LEPEntry	
21	Disconnected	Disconnected	
22	OtherNeed	OtherNeed	
23	NCESSchID	NCESSchID	
24	ProjEntryDT	ProjEntryDT	
25	EnterGradeLV	EnterGradeLV	
26	Deceased	Deceased	
27	PartCD	PartCD	
28	PartLV	PartLV	
29	FederalServed	FederalServed	
30	StartGradeLV	StartGradeLV	
31	EndGradeLV	EndGradeLV	
32	HSGPA	HSGPA	
33	HSGPAUnweighted	HSGPAUnweighted	
34	HsGRAD	HsGRAD	
35	HsgradDT	HsgradDT	
36	RigorousStudy	RigorousStudy	
37	SchoolPersistNum	SchoolPersistNum	
38	HSProficientRLA	HSProficientRLA	
39	HSProficientMath	HSProficientMath	
40	APCourse	APCourse	
41	DualEnrollPart	DualEnrollPart	
42	DECredentials	DECredentials	
43	AdvancedMath	AdvancedMath	
44	FAFSA	FAFSA	
45	LastSerDT	LastSerDT	
46	Reason	Reason	
47	WorkStd	WorkStd	
48	Employ	Employ	
49	CultAct	CultAct	
50	CmtySer	CmtySer	
51	LEPInstruct	LEPInstruct	
52	SelfTranCD	SelfTranCD	
53	FirstEnrollDT	FirstEnrollDT	
54	PSECohort	PSECohort	
55	PSECDFE	PSECDFE	
56	PSEGradeLV	PSEGradeLV	
57	CertificateCD	CertificateCD	
58	CertificateDT	CertificateDT	
59	AssocDegreeCD	AssocDegreeCD	
60	AssocDegreeDT	AssocDegreeDT	
61	BachDegreeCD	BachDegreeCD	
62	BachDegreeDT	BachDegreeDT	
63	PSEEnrollObjNum	PSEEnrollObjNum	
64	PSRemediation	PSRemediation	
65	PSCompleteNum	PSCompleteNum	
66	STEMDegree	STEMDegree	
67	FullNameChange	FullNameChange	

Go Back

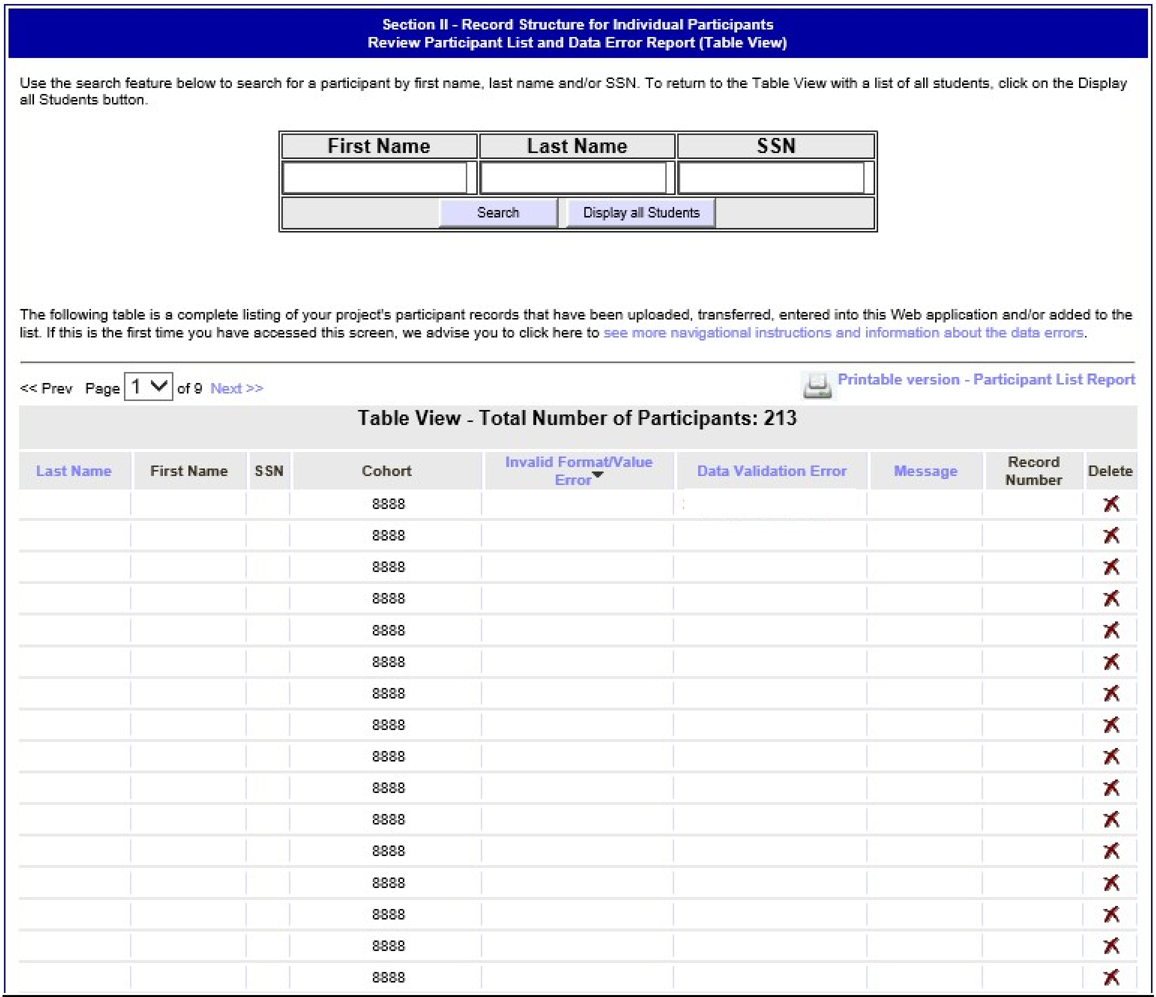
5.6.4 Invalid Batch Year



5.7 Successful Transfer or Upload – Table View Page

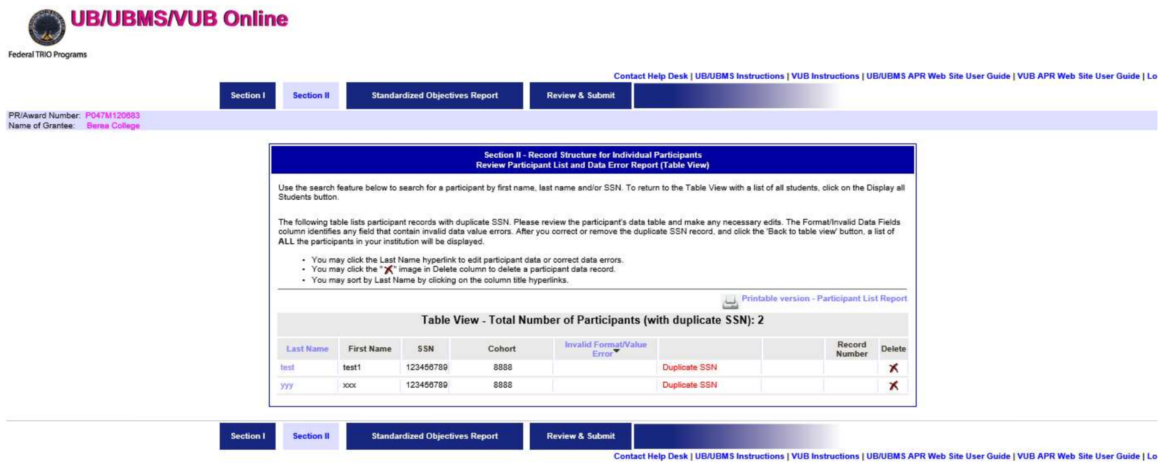
After a successful upload of your participant data file, if there are no errors displayed on the ***Table View*** page, proceed to "***Review and Submit***".

Note – student names have been removed from the screen shot below. Your screen will include the names of your students.



5.8 Duplicate Social Security Numbers (SSN)

If the system determines there are duplicate social security numbers in the file, a screen similar to the one below will be displayed. You will be required to fix the error before returning to the **Table View** screen.



To change the SSN for a participant, click on the *Last Name* hyperlink and change the SSN on the Web data entry form. If the participant record is a duplicate, you can click on the "" image in the "Delete" column to delete the record. Once the duplicate SSN error has been fixed for the applicable participants, clicking on the "***Back to Table View***" button will display all participants.

6 Standardized Objectives Report

After completing Section II, grantees will view their Standardized Objectives Report.

Description
In this section, the approved number of participants to be served (funded number) and the project objectives for your project for this grant award cycle (2012-2016). This information was retrieved from the approved ***"UB/UBMS Program Profile"*** of the application package as provided by the project.

Navigation
Users can go to this page by clicking on the "Standard Objectives Report" tab on top. The following screen will be displayed:

Go to next section

Upward Bound and Upward Bound Math-Science Programs
Standardized Objectives from 2012 Competition
(P047A120032)

NUMBER FUNDED TO SERVE:

FOR 2015-16, THIS PROJECT WAS FUNDED TO SERVE 63 PARTICIPANTS.

PROJECT OBJECTIVES:

Academic Performance-Grade Point Average (GPA):

65% of participants served during the project year will have a cumulative GPA of 2.5 or better on a four-point scale at the end of the school year.

Academic Performance on Standardized Test:

70% of UB seniors served during the project year will have achieved at the proficient level on state assessments in reading/language arts and math.

Secondary School Retention and Graduation:

85% of project participants served during the project year will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a regular secondary school diploma.

Secondary School Graduation (Rigorous Secondary School Program of Study):

85% of all current and prior-year UB participants who graduated from high school during the school year with a regular secondary school diploma will complete a rigorous secondary school program of study.

Postsecondary Enrollment:

80% of all current and prior-year UB participants who graduated from high school during the school year with a regular secondary school diploma will enroll in a program of postsecondary education by the fall term immediately following high school graduation, or will have received notification by the fall term immediately following high school from an institution of higher education of acceptance but deferred enrollment until the next academic semester (e.g., spring semester).

Postsecondary Completion:

80% of participants who enrolled in a program of postsecondary education, by the fall term immediately following high school graduation or by the next academic term (e.g., spring term) as a result of acceptance but deferred enrollment, will attain either an associate or bachelor's degree within six years following graduation from high school. (Note that the denominator of this objective is the same as the numerator of the postsecondary enrollment objective.)

Go to next section

7 Section III: Review and Submit (Tier 1)

7.1 Review and Submit Main Page:

Access this page by clicking the "***Review & Submit***" tab on top.

This page describes the two-tier validation process. Read the description and click the "***Start Submission***" button.

Review and Submit
Start Submission

The Review and Submit section will guide you through the submission process, which includes a two-tiered system for evaluating the quality of the data on participants. All grantees must complete both tiers. The **first tier data checks**, which apply to all projects, include the following:

- **Funded Rate and Eligibility Requirements Table**

  The table provides the following information:

  o The number of participants funded to serve and the number and percentage of participants actually served in the reporting year (the "funded rate").

  o The total number and percentage of participants served in the reporting year who are either first-generation and low-income, or first-generation, low-income, and at high risk for academic failure ("two-thirds requirement").

  If your funded rate is below 100%, you will be asked to review your data file to confirm that you correctly updated the participant status (field #27) and/or included records for all participants served in 2015-16.

  If your two-thirds eligibility rate is below 66%, we recommend that you review the eligibility status (field #16) to ensure that you entered the correct status for each participant.

- **Current Participants and Eligibility Status Report**

  The Web application provides a list of current year participants so that you can easily view the name, participant status (e.g., new, continuing) as drawn from field #27, and eligibility status (drawn from field #16) of each new, continuing, reentry, or transfer participant included in the project's APR data file. If you did not meet the program requirements reflected in the Funded Rate and Eligibility Requirements table, you should check to see if you failed to update or correct any records; making such corrections might allow you to demonstrate that you met the requirements. If, however, you confirm that the data file is correct as it stands, and that your project indeed did not meet requirements, you will be asked to provide an explanation for the **low funded rate only**. No explanation is requested in the APR for the eligibility rate.

- **Critical Fields Report**

  This report provides the percentage of participant records for which you entered "Unknown" for 13 data fields that we have determined are critical for analyzing project and program outcomes. Since a response of "Unknown" does not provide usable information for data analysis, we ask you to review fields for which 10% or more of your records have a response of "Unknown." If you find it possible to provide a response other than "Unknown," please do so. If you do not have sufficient data to drop below 10% for one or more of these fields, please explain in the text box why the data is not available.

All grantees must also undergo **Tier 2 data checks** after the Tier 1 submission of the APR. These second tier data checks compare the 2015-16 participant data with data submitted in prior years (that is, with the UB system of records). These checks include the following reports:

- **New Participants Verification Report.** This report compares the participants listed as "new", "reentry", or "transfer" on the 2015-16 APR with those listed as "new", "reentry," or "transfer" on the 2014-15 APR. Those participants listed as "new", "reentry", or "transfer" in both years are displayed. You must update the student records accordingly or provide an explanation for the apparent conflict.

- **Match to Prior Report.** This report compares the participants on the 2015-16 APR with the 2014-15 data file to ensure that all participants included on the earlier file appear on the 2015-16 file. Any 2014-15 participants not included in the 2015-16 file will be displayed on the Match to Prior report. You must restore all the student records on this report to the 2015-16 file and, as necessary, update the data fields for these participants. To help grantees investigate missing data, the Match to Prior report includes names, dates of birth, SSNs, and dates of first service for the missing students.

  Note: You may recall that, for the 2014–15 APR, the Department removed approximately 19,600 old records that had no bearing on PE calculations for the 2012–17 cycle. We have **not** removed any additional records for 2015–16. If you reported on any of the 19,600 cases in the 2014–15 APR, they will be part of the match file for 2015–16, and you will need to report on them this year.

- **Postsecondary Education Enrollment Cohort Year Report.** The UB system of records includes postsecondary education enrollment cohorts (field #54) established for participants served in the 2007–12 cycle and also for students first served in 2012–13, 2014-15, and 2015-16. Cohort years 2008–15 reported in your 2015-16 APR must match those of the UB system of records as reflected in your download file available in the "Getting Started" step of the APR. Also, if a code of 9999 appears in the download file, that code must be maintained in your 2015-16 APR. If a code of 8888 appears in the download file, allowable codes in the 2015-16 APR include 8888, 2016, and 9999. Should any participants appear in the Postsecondary Education Enrollment Cohort Year Report, you will not be able to submit the APR until the student's cohort is changed in accordance with the principles stated above.

- **Cohort Comparison Report:** First used in the 2013-14 APR, the Cohort Comparison Report adds further assurance of cohorts' accuracy by comparing the number of participants with various values for field #54 for both the UB system of records and your 2015-16 data file. For further information on postsecondary education enrollment cohorts, see the discussion of field #54 in the General Instructions.

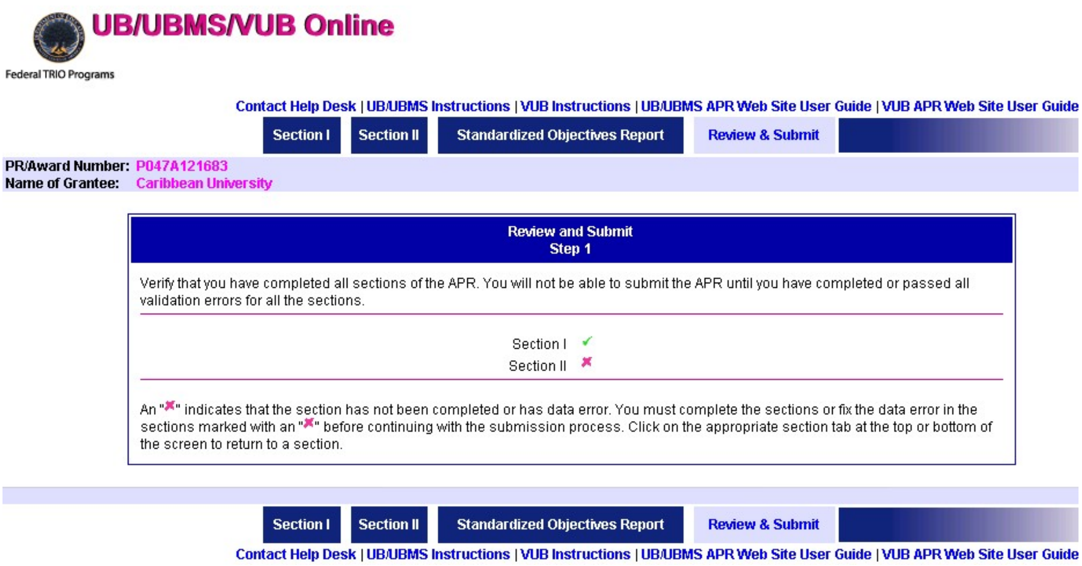
You will receive an e-mail confirmation that the report has been submitted. If there is a need to revise the APR after it has been submitted, please contact the Help Desk for assistance. Please note that the Department will only accommodate revisions until the due date for submitting the APR.

Click the "Start Submission" button to begin.

Start Submission

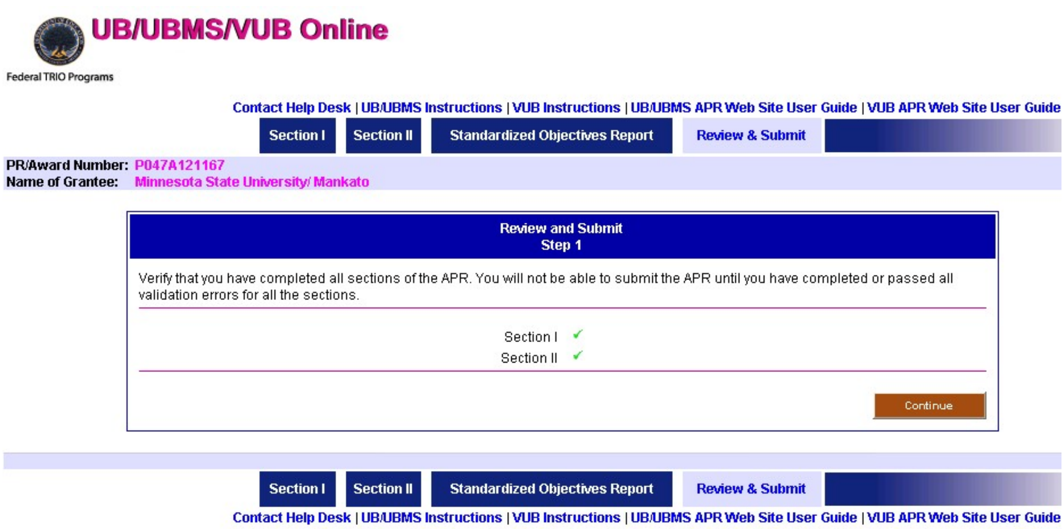
7.1.1 Review and Submit - Step 1: (With Errors)

If there are any sections of the APR that you have not completed, they will display with an "X" on this page. You must complete any section marked with an "X" before you continue.



7.1.2 Review and Submit - Step 1: (no Errors)

When you submit with all sections of the APR complete, the following page will display. Click on the "***Continue"*** button.



7.2 Review and Submit - Step 2

The Funded/Served Rate report includes a comparison on the number of current participant records with the number of participants the grantee was approved to serve in 2015-16 but also to provide information on the eligibility status of current participants (that is, participants who are first-generation and/or low-income). If your funded rate is below 100%, you will be asked to review certain aspects of your data, as described on the page below.

7.2.1 Funded Rate and Eligibility Requirements Table and Current Participants and Eligibility Status Report (Outside Range)

If the percentage of students participating in the project is less than 100%, you may correct a student's status by clicking on his or her name, or submit an explanation in the box provided.

Note – student names have been removed from the screen shot below. Your screen will include the names of your students and will display 20 records at a time.

Review and Submit

Step 2 - Funded Rate and Eligibility Requirements Table and Current Participants and Eligibility Status Report

2015-16 Funded Rate and Eligibility Requirements Table

The table below provides information on: (a) the number of participants funded to serve and actually served and (b) the total number and percent of participants served who were either first-generation and low-income, or first-generation, low income and at high risk for academic failure. The expectation is that a project will serve at least as many participants (i.e., 100% or more) as the project was funded to serve and that at least two-thirds (i.e., 66% or greater) of the participants served during the reporting year will be either first-generation and low-income, or first-generation, low-income, and at high risk for academic failure.

Please review the information contained in the table below. If your project did not meet the requirements mentioned above, please verify that the participant and eligibility codes for each current participant for whom you provided information are correct. Your "current participants" are coded in field #27 as a 1, 2, 3, and 6. Only current participants coded 1 (low-income and first-generation) and 7 (low-income, first-generation and high risk for academic failure) in field #16 are reflected in the column entitled 2/3 Eligibililty Percentage.

Funded Rate and Eligibility Requirements Table				
Number of Participants Funded to Serve & Served			2/3 Eligibility Requirements	
Number Funded to Serve	Number of Current Participants Served	Percentage Served	Number of first-generation & low-income participants, and first-generation, low income & high risk for academic failure participants	2/3 Eligibility Percentage
75	72	96%	52	72%

2015-16 Current Participants and Eligibility Status Report

The report below provides a list of your new, continuing, reentry, and transfer participants who received project services (1, 2, 3, and 6) along with the participant's eligibility status.

1. Your current participants are derived from field #27 and are coded as follows:
   1 = New participant during reporting period
   2 = Continuing participant
   3 = Reentry participant, previously served by project submitting report
   6 = Transfer participant in reporting year
2. The eligibility status codes are derived from field #16 and are:
   1 = Low-income and first-generation
   2 = Low-income only
   3 = First-generation only
   4 = At risk for academic failure only
   5 = Low-income and at high risk for academic failure
   6 = First generation and at high risk for academic failure
   7 = Low-income, first-generation, and at high risk for academic failure
   0 = Unknown

Please review the information carefully and

- verify that the participant and eligibility status codes are correct.
- verify that all students reported as current participants (1, 2, 3, and 6) were actually served during this reporting period.
- verify that you correctly updated the participant status field for all participants served in a previous reporting period.
- provide an explanation if you did not meet the number of participants you were funded to serve.

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Current Participants and Eligibility Status Report for 2015-16

Participant's Name	Participant Status Code	Eligibility Status Code
1	2 = Continuing participant	2 = Low-income only
2	1 = New participant during reporting period	1 = Low-income and first-generation
3	2 = Continuing participant	1 = Low-income and first-generation
4	2 = Continuing participant	2 = Low-income only
5	2 = Continuing participant	1 = Low-income and first-generation
6	2 = Continuing participant	3 = First-generation only
7	2 = Continuing participant	1 = Low-income and first-generation
8	1 = New participant during reporting period	3 = First-generation only
9	2 = Continuing participant	3 = First-generation only
10	2 = Continuing participant	1 = Low-income and first-generation
11	2 = Continuing participant	1 = Low-income and first-generation
12	2 = Continuing participant	3 = First-generation only
13	2 = Continuing participant	1 = Low-income and first-generation
14	2 = Continuing participant	1 = Low-income and first-generation
15	2 = Continuing participant	3 = First-generation only
16	2 = Continuing participant	2 = Low-income only
17	1 = New participant during reporting period	2 = Low-income only
18	2 = Continuing participant	3 = First-generation only
19	2 = Continuing participant	1 = Low-income and first-generation
20	2 = Continuing participant	1 = Low-income and first-generation

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There are some circumstances in which a grantee may not have met the number of participants the project was funded to serve. In these situations, you must provide an explanation for the discrepancy between the funded number and the number served. Type your explanation in the text box below (limit 1,000 characters and spaces). **Do not include SSNs, dates of birth, or any other personally identifiable information in this box.** Such information may be included only in the data file.

Submit Explanation and Continue

7.2.2 Funded Rate and Eligibility Requirements Table and Current Participants and Eligibility Status Report (within Range)

Review and Submit

Step 2 - Funded Rate and Eligibility Requirements Table and Current Participants and Eligibility Status Report

2015-16 Funded Rate and Eligibility Requirements Table

The table below provides information on: (a) the number of participants funded to serve and actually served and (b) the total number and percent of participants served who were either first-generation and low-income, or first-generation, low income and at high risk for academic failure. The expectation is that a project will serve at least as many participants (i.e., 100% or more) as the project was funded to serve and that at least two-thirds (i.e., 66% or greater) of the participants served during the reporting year will be either first-generation and low-income, or first-generation, low-income, and at high risk for academic failure.

Please review the information contained in the table below. If your project did not meet the requirements mentioned above, please verify that the participant and eligibility codes for each current participant for whom you provided information are correct. Your "current participants" are coded in field #27 as a 1, 2, 3, and 6. Only current participants coded 1 (low-income and first-generation) and 7 (low-income, first-generation and high risk for academic failure) in field #16 are reflected in the column entitled 2/3 Eligibililty Percentage.

Funded Rate and Eligibility Requirements Table				
Number of Participants Funded to Serve & Served			2/3 Eligibility Requirements	
Number Funded to Serve	Number of Current Participants Served	Percentage Served	Number of first-generation & low-income participants, and first-generation, low income & high risk for academic failure participants	2/3 Eligibility Percentage
110	111	100%	79	71%

2015-16 Current Participants and Eligibility Status Report

The report below provides a list of your new, continuing, reentry, and transfer participants who received project services (1, 2, 3, and 6) along with the participant's eligibility status.

1. Your current participants are derived from field #27 and are coded as follows:
   1 = New participant during reporting period
   2 = Continuing participant
   3 = Reentry participant, previously served by project submitting report
   6 = Transfer participant in reporting year

2. The eligibility status codes are derived from field #16 and are:
   1 = Low-income and first-generation
   2 = Low-income only
   3 = First-generation only
   4 = At risk for academic failure only
   5 = Low-income and at high risk for academic failure
   6 = First generation and at high risk for academic failure
   7 = Low-income, first-generation, and at high risk for academic failure
   0 = Unknown

Please review the information carefully and

- verify that the participant and eligibility status codes are correct.
- verify that all students reported as current participants (1, 2, 3, and 6) were actually served during this reporting period.
- verify that you correctly updated the participant status field for all participants served in a previous reporting period.
- provide an explanation if you did not meet the number of participants you were funded to serve.

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Current Participants and Eligibility Status Report for 2015-16

Participant's Name	Participant Status Code	Eligibility Status Code
1	2 = Continuing participant	1 = Low-income and first-generation
2	2 = Continuing participant	3 = First-generation only
3	2 = Continuing participant	1 = Low-income and first-generation
4	2 = Continuing participant	1 = Low-income and first-generation
5	2 = Continuing participant	1 = Low-income and first-generation
6	2 = Continuing participant	6 = First generation and at high risk for academic failure
7	2 = Continuing participant	1 = Low-income and first-generation
8	2 = Continuing participant	1 = Low-income and first-generation
9	2 = Continuing participant	6 = First generation and at high risk for academic failure
10	2 = Continuing participant	2 = Low-income only
11	2 = Continuing participant	1 = Low-income and first-generation
12	2 = Continuing participant	7 = Low-income, first-generation, and at high risk for academic failure
13	2 = Continuing participant	2 = Low-income only
14	2 = Continuing participant	7 = Low-income, first-generation, and at high risk for academic failure
15	2 = Continuing participant	2 = Low-income only
16	2 = Continuing participant	7 = Low-income, first-generation, and at high risk for academic failure
17	2 = Continuing participant	1 = Low-income and first-generation
18	2 = Continuing participant	1 = Low-income and first-generation
19	2 = Continuing participant	1 = Low-income and first-generation
20	2 = Continuing participant	2 = Low-income only

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Continue

7.3 Critical Fields Verification Report - Step 3

The next step of the Tier 1 process is the **Critical Fields Verification Report**. This page lists fields that TRIO considers critical for analyzing project and program outcomes. The system calculates the percentage of these fields in your participant records with "***No Response/Unknown***".

We ask that you review fields for which 10% or more of the records have "***No Response/Unknown***" and either correct/update the data or provide an explanation as to why the data is not available.

To change a participant's record so as to provide data on critical fields, click on the ***Section II*** hyperlink. Once you have made the necessary changes, click on the ***Review and Submit*** tab to resubmit your data. If you are unable to update all data, enter an explanation in the text box.

Critical Fields Verification Report - (with errors)

Review and Submit
Step 3 - Critical Fields Verification Report

Your funded/served rate has met the established threshold of 100%

This report provides the percentage of participant records for which you entered "Unknown" for 12 data fields that we have determined are critical for analyzing project and program outcomes. Since a response of "Unknown" does not provide usable information for data analysis, we ask you to review fields for which 10% or more of your records have a response of "Unknown."

If you find it possible to provide a response other than "Unknown" for participants reflected in the columns below, please do so; we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with an "Unknown" entry.

If you do not have sufficient data to drop below 10% for one or more of these fields, please explain in the text box why the data is not available.

Note that grantees should have no "Unknowns" for fields #24 and #25 (Date of First Project Service and Grade Level at First Service).

You have 279 participant records.

	Field Name	Number with No Response/Unknown	Percent
8.	Student DOB	0 records	0%
24.	Date of First Project Service	0 records	0%
25.	Grade Level at First Service	0 records	0%
27.	Participant Status, for reporting year (2015-16)	0 records	0%
30.	Grade level at beginning of reporting year (2015-16)	2 records	1%
31.	Secondary Grade Level or Postsecondary Status at beginning of AY following year being reported (2016-17)	0 records	0%
32.	High School Cumulative Grade Point Average (GPA)	13 records	5%
36.	Rigorous secondary school program	35 records	13%
38.	Met HS state standard-RLA	11 records	4%
39.	Met HS state standard-math	14 records	5%
53.	Date of first Postsecondary School Enrollment	2 records	1%
63.	PS Enrollment objective--numerator for reporting year (2015-16)	25 records	9%

Type your explanation in the text box below. Your explanation will be reviewed by TRIO. **Do not include SSNs, dates of birth, or any other personally identifiable information in this box.** Such information may be included only in the data file.

Submit Explanation and Continue

Critical Fields Verification Report - (no errors)

Review and Submit
Step 3 - Critical Fields Verification Report

Your funded/served explanation has been saved and will be reviewed by TRIO.

This report provides the percentage of participant records for which you entered "Unknown" for 12 data fields that we have determined are critical for analyzing project and program outcomes. Since a response of "Unknown" does not provide usable information for data analysis, we ask you to review fields for which 10% or more of your records have a response of "Unknown."

If you find it possible to provide a response other than "Unknown" for participants reflected in the columns below, please do so; we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with an "Unknown" entry.

If you do not have sufficient data to drop below 10% for one or more of these fields, please explain in the text box why the data is not available.

Note that grantees should have no "Unknowns" for fields #24 and #25 (Date of First Project Service and Grade Level at First Service).

You have 242 participant records.

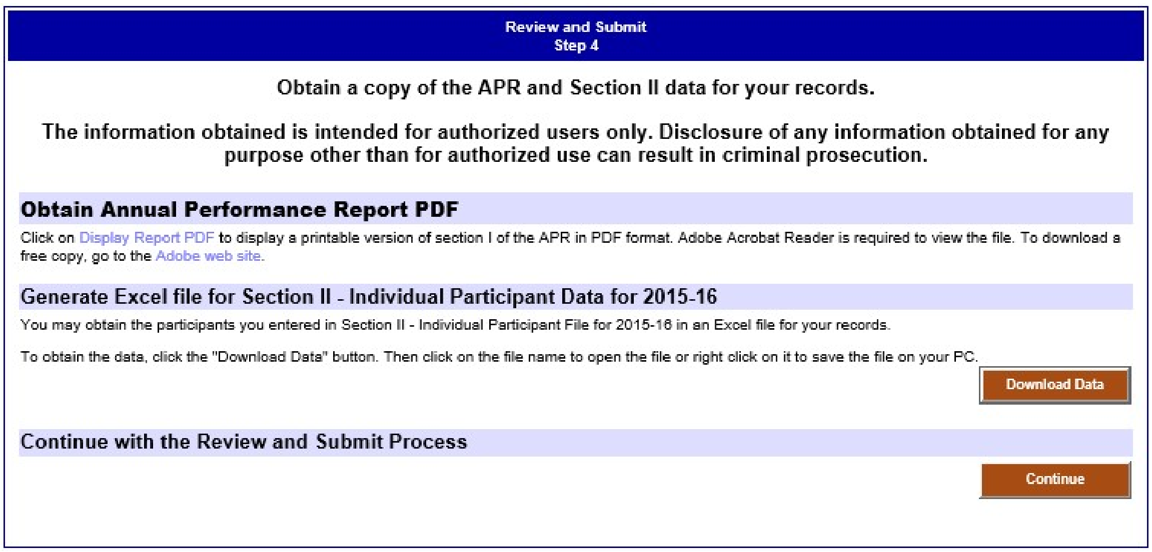
	Field Name	Number with No Response/Unknown	Percent
8.	Student DOB	0 records	0%
24.	Date of First Project Service	0 records	0%
25.	Grade Level at First Service	0 records	0%
27.	Participant Status, for reporting year (2015-16)	0 records	0%
30.	Grade level at beginning of reporting year (2015-16)	0 records	0%
31.	Secondary Grade Level or Postsecondary Status at beginning of AY following year being reported (2016-17)	0 records	0%
32.	High School Cumulative Grade Point Average (GPA)	8 records	3%
36.	Rigorous secondary school program	0 records	0%
38.	Met HS state standard-RLA	22 records	9%
39.	Met HS state standard-math	22 records	9%
53.	Date of first Postsecondary School Enrollment	0 records	0%
63.	PS Enrollment objective--numerator for reporting year (2015-16)	0 records	0%

Continue

7.4 Review and Submit - Step 4:

This page lets you display a printable PDF version of your APR through the “Funded Rate” and “Critical Fields” reports. Click on ***Display Report PDF*** to view Sections I and II of the report. Print the file for your records. If your project presents issues needing resolution in the Tier 2 data checks, you will have an opportunity to obtain an updated PDF at the end of Tier 2.

If you do not already have a final copy of your data, or have made changes to the data since you uploaded it, click the “***Download Data***” button to create an Excel spreadsheet of the data you entered in Section II. Save this file to your workstation. Click on the “***Continue***” button.



7.4.1 Review and Submit - Step 5:

Click on the “***Continue***” button. The APR is not complete until the participant data passes the second tier data checks. Instructions will display after you submit. No other sections will be available after submission.

7.5 Submission with Tier 2 Data Validation – Step 6

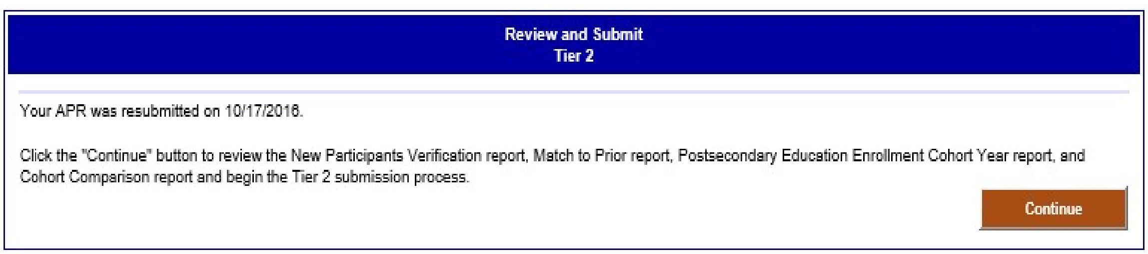
After initial submission of the APR, the Tier 2 validation process compares the 2015-16 participant data with the UB system of records. If this is your first year of funding, your report is excluded from these data quality checks.

The second tier data checks include the ***New Participant Verification, Match to Prior, Postsecondary Education Enrollment Cohort Year and Cohort Comparison*** reports.

Review and Submit APR Submitted (with Tier 2 errors):

If Tier 2 data validation identifies errors in Section II of your report, the Review and Submit Tier 2 page will display identifying the APR submission date. Please note that if you make any changes to the participant data file, the participant data error report and the Tier 1 and Tier 2 data quality reports will be re-run. If there are additional data errors, you must correct these prior to resubmitting the APR.

Click on the "***Continue***" button to review the New Participant Verification, Match to Prior, Postsecondary Education Enrollment Cohort Year and Cohort Comparison Reports and begin the Tier 2 submission process.



7.6 Tier 2 Verification Reports

7.6.1 Tier 2 - New Participant Verification Report

This report compares participants listed as "new", "reentry" or "transfer" on the 2015-16 APR with those listed as "new", "reentry" or "transfer" on the 2014-15 APR. A participant should not be classified as "new", "reentry" or "transfer" in two consecutive reporting cycles. If a participant was reported "new", "reentry" or "transfer" on the 2014-15 file, that individual's participant status must be updated for the current reporting year.

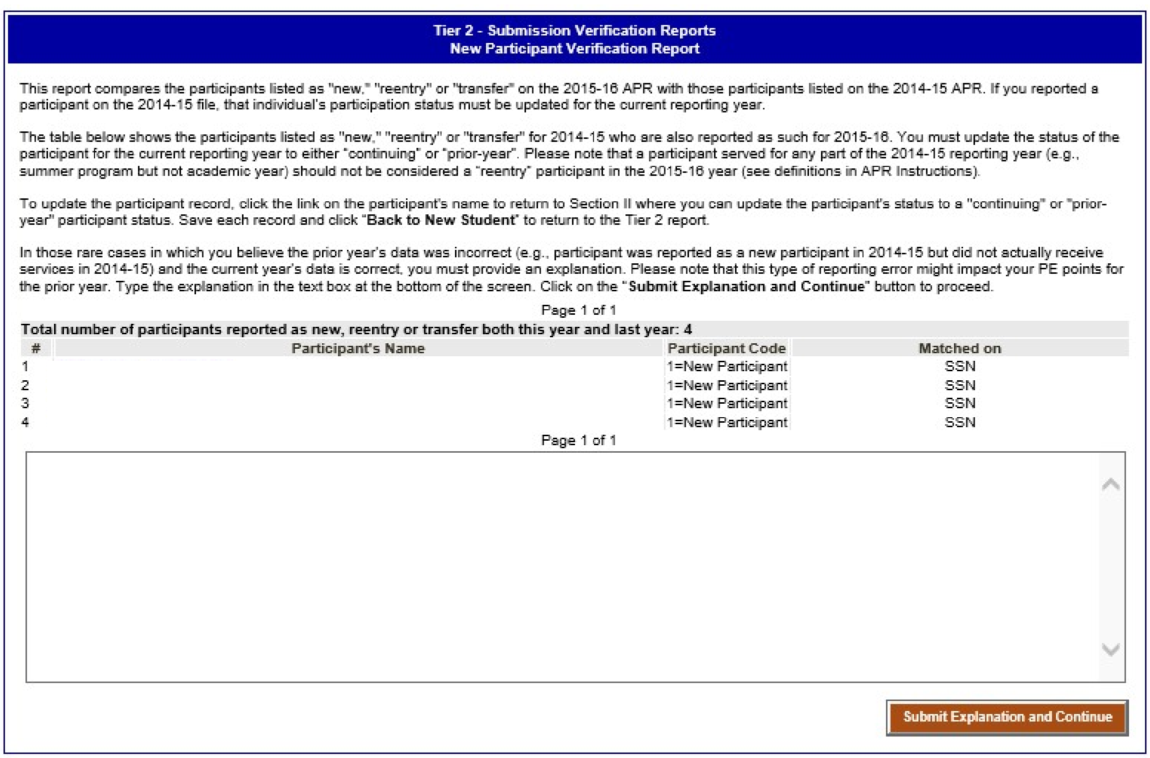
If the system detects errors, the screen shows participants listed as "new", "reentry" or "transfer" in the current and prior reporting year. The most likely reason for this is that you did not update the participant status code for the current reporting year. You must update the records or provide an explanation before continuing with the APR submission process.

Correct the participant's status by clicking on his/her name to return to the Section II Web form. Update the participant status to a "continuing" or "prior-year" participant status, or submit an explanation in the box provided.

New Participant Verification Report - (with errors)

To correct a participant record, click on the student name hyperlink to return to Section II. Here you can change the participant status code (field 27) to "continuing" or "prior-year". Save each record and click "***Back to New Student***" to return to the Tier 2 report. In those rare cases in which you believe the prior year's data was incorrect and the current year's data is correct, you must provide an explanation. Type the explanation in the text box at the bottom of the screen. Click on the "***Submit Explanation and Continue***" button to proceed.

Note – student names have been removed from the screen shot below. Your screen will include the names of your students.



Tier 2 - Submission Verification Reports
New Participant Verification Report

This report compares the participants listed as "new," "reentry" or "transfer" on the 2015-16 APR with those participants listed on the 2014-15 APR. If you reported a participant on the 2014-15 file, that individual's participation status must be updated for the current reporting year.

The table below shows the participants listed as "new," "reentry" or "transfer" for 2014-15 who are also reported as such for 2015-16. You must update the status of the participant for the current reporting year to either "continuing" or "prior-year". Please note that a participant served for any part of the 2014-15 reporting year (e.g., summer program but not academic year) should not be considered a "reentry" participant in the 2015-16 year (see definitions in APR Instructions).

To update the participant record, click the link on the participant's name to return to Section II where you can update the participant's status to a "continuing" or "prior-year" participant status. Save each record and click "**Back to New Student**" to return to the Tier 2 report.

In those rare cases in which you believe the prior year's data was incorrect (e.g., participant was reported as a new participant in 2014-15 but did not actually receive services in 2014-15) and the current year's data is correct, you must provide an explanation. Please note that this type of reporting error might impact your PE points for the prior year. Type the explanation in the text box at the bottom of the screen. Click on the "**Submit Explanation and Continue**" button to proceed.

Page 1 of 1

Total number of participants reported as new, reentry or transfer both this year and last year: 4

#	Participant's Name	Participant Code	Matched on
1		1=New Participant	SSN
2		1=New Participant	SSN
3		1=New Participant	SSN
4		1=New Participant	SSN

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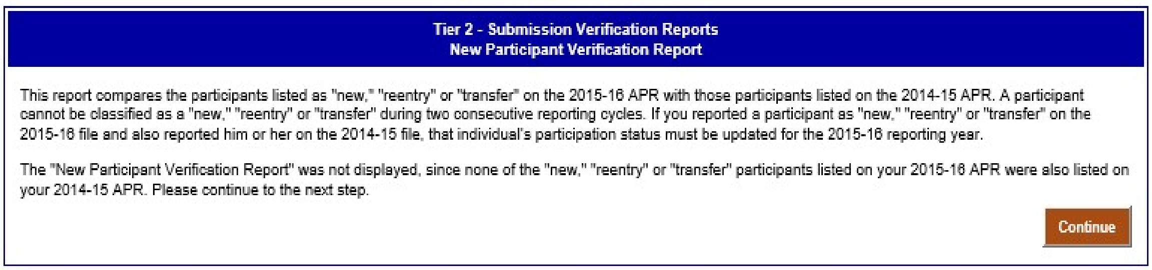
Submit Explanation and Continue

Click on the "***Submit Explanation and Continue***" button. Your explanation will be acknowledged in the next report.

Tier 2 - New Participant Verification Report - (no errors)

If your file passes the ***New Participant*** review, you will see a screen similar to the one below. Click on the "***Continue***" button.



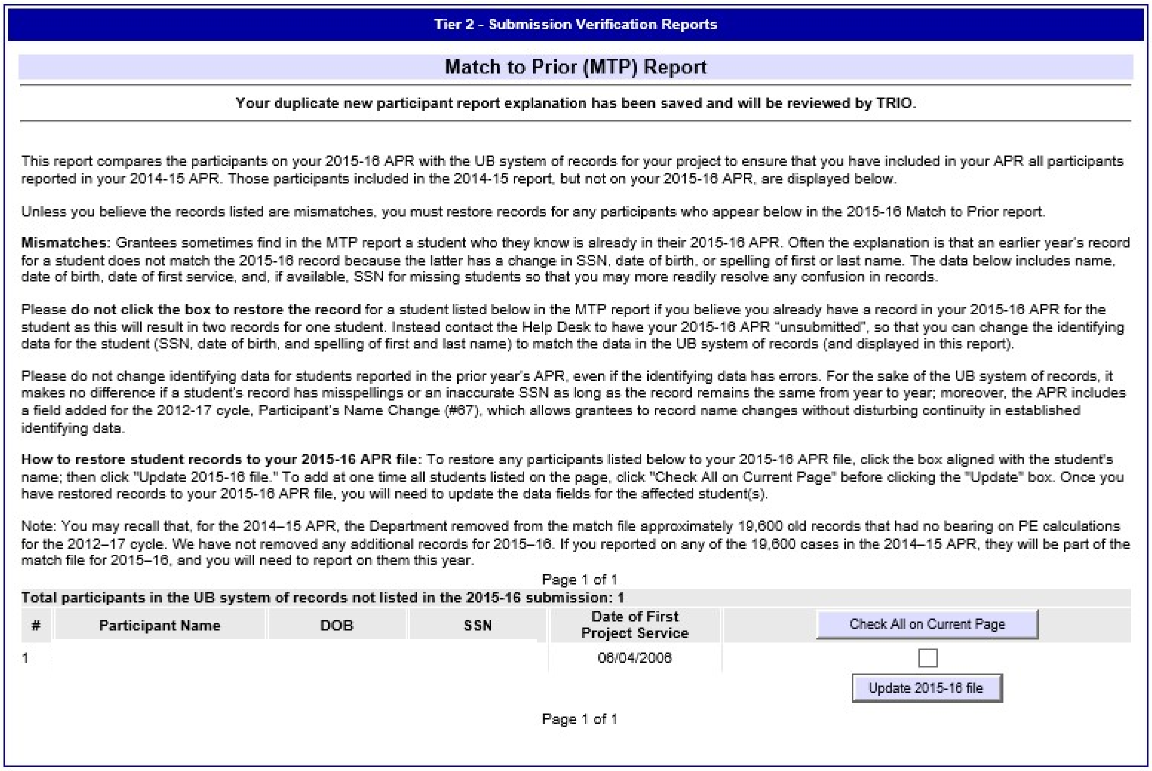
7.6.2 Match to Prior Report

The ***Match to Prior*** report compares participants on your 2015-16 APR with the UB system of records for your project to ensure that you have included in your APR all participants reported in your 2014-15 APR.

During the 2007–12 cycle, Department staff members worked extensively with grantees to resolve all cases of discrepancies in essential data. Thus, grantees must restore records for any participants who appear below in the 2015-16 Match to Prior report. With tens of thousands of UB and UBMS participants in the UB system of records, TRIO cannot accommodate correction of any errors that grantees might have made in earlier APRs.

How to restore student records to your 2015-16 APR file: To restore any participants listed below to your 2015-16 APR file, click the box aligned with the student's name; then click "Update 2015-16 file." To add at one time all students listed on the page, click "Check All on Current Page" before clicking the "Update" box. Once you have restored records to your 2015-16 APR file, you should update the data fields for the affected student(s).

Note – student names and SSNs have been removed from the screen shot below. Your screen will include the names of your students and their SSNs.



Tier 2 - Submission Verification Reports

Match to Prior (MTP) Report

Your duplicate new participant report explanation has been saved and will be reviewed by TRIO.

This report compares the participants on your 2015-16 APR with the UB system of records for your project to ensure that you have included in your APR all participants reported in your 2014-15 APR. Those participants included in the 2014-15 report, but not on your 2015-16 APR, are displayed below.

Unless you believe the records listed are mismatches, you must restore records for any participants who appear below in the 2015-16 Match to Prior report.

Mismatches: Grantees sometimes find in the MTP report a student who they know is already in their 2015-16 APR. Often the explanation is that an earlier year's record for a student does not match the 2015-16 record because the latter has a change in SSN, date of birth, or spelling of first or last name. The data below includes name, date of birth, date of first service, and, if available, SSN for missing students so that you may more readily resolve any confusion in records.

Please **do not click the box to restore the record** for a student listed below in the MTP report if you believe you already have a record in your 2015-16 APR for the student as this will result in two records for one student. Instead contact the Help Desk to have your 2015-16 APR "unsubmitted", so that you can change the identifying data for the student (SSN, date of birth, and spelling of first and last name) to match the data in the UB system of records (and displayed in this report).

Please do not change identifying data for students reported in the prior year's APR, even if the identifying data has errors. For the sake of the UB system of records, it makes no difference if a student's record has misspellings or an inaccurate SSN as long as the record remains the same from year to year; moreover, the APR includes a field added for the 2012-17 cycle, Participant's Name Change (#67), which allows grantees to record name changes without disturbing continuity in established identifying data.

How to restore student records to your 2015-16 APR file: To restore any participants listed below to your 2015-16 APR file, click the box aligned with the student's name; then click "Update 2015-16 file." To add at one time all students listed on the page, click "Check All on Current Page" before clicking the "Update" box. Once you have restored records to your 2015-16 APR file, you will need to update the data fields for the affected student(s).

Note: You may recall that, for the 2014–15 APR, the Department removed from the match file approximately 19,600 old records that had no bearing on PE calculations for the 2012–17 cycle. We have not removed any additional records for 2015–16. If you reported on any of the 19,600 cases in the 2014–15 APR, they will be part of the match file for 2015–16, and you will need to report on them this year.

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Total participants in the UB system of records not listed in the 2015-16 submission: 1

#	Participant Name	DOB	SSN	Date of First Project Service	Check All on Current Page
1				08/04/2006	
					Update 2015-16 file

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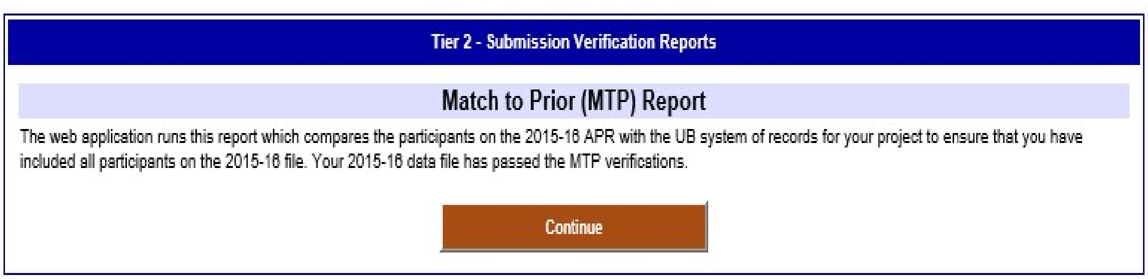
To add the participants, click "***Check all on current page***" or click on the box for each participant that you want to add to your file. Then click on "***Update 2015-16 file***." This will return you to Section II and allow you to update the participant records. After updating participant records, click on the "***Return to Tier 2 Match to Prior report***" button.

Tier 2 – Match to Prior Report - (no errors)

After adding all the students back to the 2015-16 file, you will see a screen similar to the one below when you return to Tier 2 – Match to Prior Report.



Tier 2 - Submission Verification Reports

Match to Prior (MTP) Report

The web application runs this report which compares the participants on the 2015-16 APR with the UB system of records for your project to ensure that you have included all participants on the 2015-16 file. Your 2015-16 data file has passed the MTP verifications.

Continue

Click on the 'Continue' button. You will proceed to the Postsecondary Education Enrollment Cohort Year Report.

7.6.3 Postsecondary Education Enrollment Cohort Year Report

After adding and updating any student records required on the Match to Prior Report, grantees will see the Postsecondary Education Enrollment Cohort Year Report, which compares data on cohort years (field 54) in your 2015-16 APR with data in the UB system of records. If your data for certain students differs from that of our system of records, the affected participants and the two different cohorts for each will appear below.

Note – student names and SSNs have been removed from the screen shot below. Your screen will include the names of your students and their SSNs.

Tier 2 - Submission Verification Reports

Postsecondary Education Enrollment Cohort Year Report

The Postsecondary Education Enrollment Cohort Year Report compares data on cohort years (field #54) in your 2015-16 APR with data in the UB system of records. The system's data appears in the download file available in the "Getting Started" step of the APR.

- If a value of 2008–15 or 9999 for any participant in the UB system of records differs from data in your 2015-16 APR for that student, his or her name will appear in the cohort report below.
- If the value in the UB system of records is 8888 for any of your participants, your 2015-16 APR value for that student must be 8888, 2016, or 9999; if any other value appears for the student in your APR, his or her name will appear in the cohort report.

The Department established cohort values for 2008–12 in the UB system of records based on data in grantees' 2011–12 APRs; code values 2013-15 were established when grantees submitted their 2012-13, 2013-14, and 2014-15 APRs. The Department is therefore not considering any changes to cohort years in the UB system of records. Thus, **for all discrepancies between the UB system of records and your 2015-16 APR involving values of 2008–15 (inclusive) or 9999,** please accept the value in the column "UB System of Records' PSE Enrollment Cohort Year." **For cases in which the UB system of records has 8888 for the cohort value and your 2015-16 APR value is other than 8888, 2016, or 9999,** the student's name will appear along with a dropdown menu that you must use to accept one of those three options for the student.

Mismatches: Check your records carefully for participants listed in the report—particularly for first and last names, SSN, and data of birth you provided in each year the individual appeared on your file. Remember that, if you changed the participant's identifying data (name, SSN, and date of birth) in this year or an earlier APR, the UB system of records may not match to the correct record for the participant; you may therefore be prompted to accept an incorrect cohort year. If you suspect that you are being prompted to accept an incorrect cohort because of a matching problem, please change the identifying data in your 2015-16 APR to match the data you provided in your 2014-15 report. If this does not resolve the problem, please contact the Help Desk.

How to accept cohort values from the UB system of records: Depending on the specifics of the participant's record, either you will be able to check a box to accept the value in the UB system of records, or you may select among 8888, 2016, or 9999 in a dropdown menu. To select all individuals listed on the page, click "Check All on Current Page" before clicking the "Update" box. The Web application will then automatically update the participant's records in your file to match that of the UB system of records.

In situations in which you are selecting among 8888, 2016, or 9999, if you select an option that generates a data validation, the Web application will provide a link to return you to the "Table View" so that you may update your data.

Page 1 of 1

Total students on the 2015-16 data file whose PSE Enrollment Cohort Year is different from that in the UB system of records: 1

#	Name	SSN	UB System of Records' PSE Enrollment Cohort Year	PSE Enrollment Cohort Year in 15-16 APR	Check All on Current Page
1			2008	2009	☐

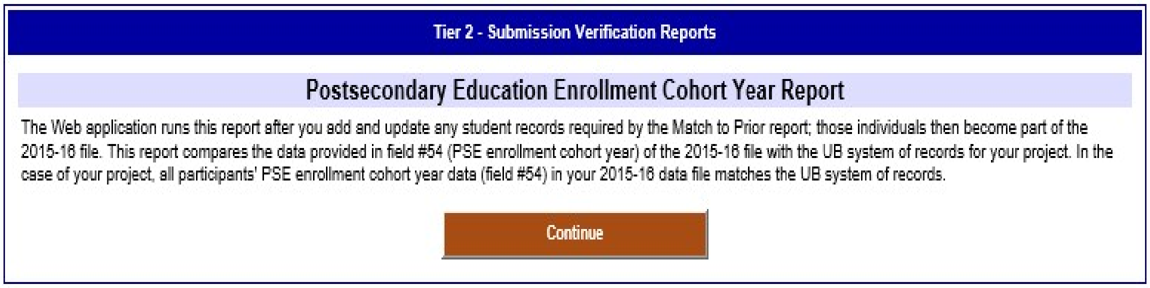
Update PSE Cohort Year on 2015-16 file

Page 1 of 1

Obtain PSE Enrollment Cohort Year Report PDF

Click on Display PSE Enrollment Cohort Year Report to display a printable version of the report in PDF format. Adobe Acrobat Reader is required to view the file. To download a free copy, go to the Adobe web site.

To update the cohort for all participants, click "***Check all on current page***" or click on the box for each participant that you want to update the cohort to your file. Then click on "***Update PSE Cohort Year on 2015-16 file***." This will update the cohort for all the participants listed and you will see a screen similar to the one below.



Click on the ‘Continue’ button. You will proceed to the Cohort Comparison Report.

Click on the “***Continue”*** button to proceed with the APR submission. The Funded Rate and Critical Fields reports from Tier 1 will be run against any changes made in Tier 2. These reports are explained in more detail in Sections 6.2 and 6.3.

7.6.4 Cohort Comparison Report

The Cohort Comparison Report compares the number of participants with various values for field #54, Postsecondary Education Enrollment Cohort (PSECohort), for both the UB system of records and your 2015-16 APR data file. A cohort year can be set for a participant only when he or she has graduated high school in an academic year (for example, 2015–16) and enrolled in postsecondary education by the fall of that year (in this example, fall 2016).

Cohort Comparison Report - (with errors)

Tier 2 - Submission Verification Reports

Cohort Comparison Report

The Cohort Comparison Report compares the number of participants with various values for field #54, Postsecondary Education Enrollment Cohort (PSECohort), for both the UB system of records and your 2015-16 APR data file. A cohort year can be set for a participant only when he or she has graduated high school with a regular diploma in an academic year (for example, 2015-16) and enrolled in postsecondary education by the fall following graduation (in this example, fall 2016). Along with the Postsecondary Education Enrollment Cohort Year Report, the Cohort Comparison Report helps to ensure the accuracy of your cohorts and to reduce instances in which a project creates more than one record for a single participant.

The numbers of participants from the UB system of records (column 2 below) are drawn from field #54 in the file you were advised to download in Section II of the Web application; values reflect the APR data your project had submitted only through 2014-15, and thus no participants appear for 2016. The numbers in column 3 reflect your 2015-16 APR data.

Once established, specific cohort years will not be adjusted in later years; therefore, for cohort years 2008 through 2015, column 3 must equal column 2. In addition, for code 9999 (does not qualify for a cohort), the number of participants may increase, but may not be lower than the number in column 2. Moreover, for code 8888 in the download file, in the 2015-16 APR the project may code the participant in only one of three ways: 8888, still in high school; 2016, graduated high school in 2015-16 with a regular diploma and enrolled in postsecondary by fall 2016; or 9999, does not qualify for a cohort.

Column 3 shows data from your 2015-16 APR: cohort years coded 2008 through 2015 must equal column 2; code 9999 may be equal to or greater than column 2, but not lower; and code 8888 may vary using the three options described above. **Should you see an error message in this report, you will need to correct the cohort value(s) in question before completing the APR.**

As noted above, cohort values for 2008–12 in the UB system of records were based on data in grantees' 2011–12 APRs; code 2013-15 values were established when submitting the 2012–13, 2013-14, and 2014-15 APRs. No new records may be added to cohorts 2008–15; therefore, if you restored in your 2015-16 APR a record originally reported prior to 2011–12 but not in the 2011–12 APR file, the only code that will be valid is 9999. (You may update information related to students coded as 9999 in other APR fields.) The Department has established these restrictions so as to conduct calculations for prior experience points and performance measures in a timely manner.

For further information on PSE enrollment cohorts, see the discussion of field #54 in the General Instructions.

Comparison of Values for the Postsecondary Education Enrollment Cohort (field #54)
Data in the UB System of Records vs. Your 2015-16 APR Data

Cohort Year for Postsecondary Education Enrollment (PSECohort)	Number of Participants in Cohort Year According to UB System of Records	Number of Participants in Cohort Year in Your 2015-16 APR Data File
2008 (graduated HS in AY 0708 w/regular diploma and enrolled in PSE by fall 2008)	22	22
2009	13	13
2010	13	13
2011	16	16
2012	16	16
2013	11	11
2014	15	15

2015	11	12
9999	57	60
Additional Information for Field #54		
Cohort Year for Postsecondary Education Enrollment (PSECohort)	Number of Participants in Cohort Year According to UB System of Records	Number of Participants in Cohort Year in Your 2015-16 APR Data File
2016	N/A	8
8888	69	82

Error Message: The number of participants in column 2 (the UB system of records value) does not match the number of participants in column 3 (the value from your 2015-16 APR data) for cohort year(s) 2015.

How did this happen?

When the cohorts for specific years do not match, the most probable explanation is that you added a participant to an existing cohort, or inadvertently created a second record for a student already in the cohort.

How do I fix it?

First ascertain the number of "extra" students (for example, if for 2012 the figure 20 appears in column 2 and 22 in column 3, you need to identify two extra participants). In this example, compare students for whom PSECohort = 2012 in the download file (which reflects the UB system of records) and your 2015-16 APR file; once you have identified the two names that appear only in your file and not in the download file, you may click the box to return to the "Table View" to change the records for the two extra participants. "Extra" participants might appear if you restored certain kinds of older records to your file. Cohort values for 2008–12 in the UB system of records were based on data in grantees' 2011–12 APRs; code 2013, 2014, and 2015 values were first valid in the 2012–13, 2013-14, and 2014-15 APRs. No new records may be added to cohorts 2008–15; therefore, if you restored in your 2015-16 APR a record originally reported prior to 2011–12 but not in the 2011–12 APR file, the only code that will be valid is 9999.

An "extra" participant might also appear if you inadvertently added a second record for a participant who does belong in a cohort year; this problem typically arises when the project makes a change in the identifying information (first name, last name, date of birth, or SSN) for the participant in question (for example, Maria Rodriguez with SSN ending 1234 and Maria Rodriguez with SSN ending 1243; or Maria Rodriguez and Marla Rodriguez). In this case, in "Table View" you must keep the record with the identifying information that you used in 2014-15 and delete the other record from the APR, after updating the original record with any accurate data that exists only in the other record.

If you did not initially save the download file, you will have to ask the Help Desk to "unsubmit" your APR so that you can download the file again.

Go back to Section II

Cohort Comparison Report - (No errors)

Tier 2 - Submission Verification Reports

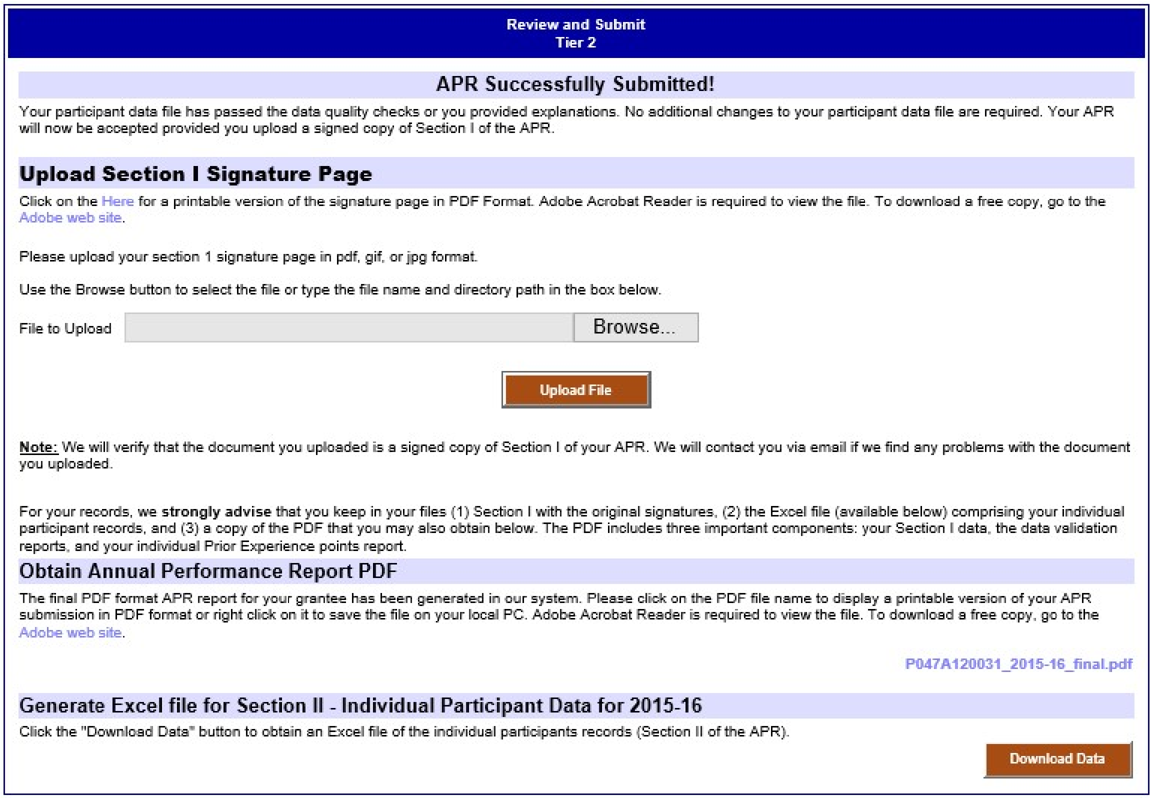
Cohort Comparison Report		
The Cohort Comparison Report compares the number of participants with various values for field #54, Postsecondary Education Enrollment Cohort (PSECohort), for both the UB system of records and your 2015-16 APR data file. A cohort year can be set for a participant only when he or she has graduated high school in an academic year (for example, 2015-16) and enrolled in postsecondary education by the fall of that year (in this example, fall 2015).		
Comparison of Values for the Postsecondary Education Enrollment Cohort (field #54) Data in the UB System of Records vs. Your 2015-16 APR Data		
Cohort Year for Postsecondary Education Enrollment (PSECohort)	Number of Participants in Cohort Year According to UB System of Records	Number of Participants in Cohort Year in Your 2015-16 APR Data File
2008 (graduated HS in AY 0708 w/regular diploma and enrolled in PSE by fall 2008)	16	16
2009	17	17
2010	15	15
2011	11	11
2012	14	14
2013	12	12
2014	13	13
2015	16	16
9999	64	64
Additional Information for Field #54		
Cohort Year for Postsecondary Education Enrollment (PSECohort)	Number of Participants in Cohort Year According to UB System of Records	Number of Participants in Cohort Year in Your 2015-16 APR Data File
2016	N/A	0
8888	64	64

The Cohort Comparison Report identified no errors in cohorts in your 2015-16 APR file.

Continue

7.7 Review and Submit – APR Submitted

Once you have successfully made the changes required for Tier 2 validation the following screen displays acknowledging your APR submission is complete:


Review and Submit
Tier 2

APR Successfully Submitted!

Your participant data file has passed the data quality checks or you provided explanations. No additional changes to your participant data file are required. Your APR will now be accepted provided you upload a signed copy of Section I of the APR.

Upload Section I Signature Page

Click on the Here for a printable version of the signature page in PDF Format. Adobe Acrobat Reader is required to view the file. To download a free copy, go to the Adobe web site.

Please upload your section 1 signature page in pdf, gif, or jpg format.

Use the Browse button to select the file or type the file name and directory path in the box below.

File to Upload Browse...

Upload File

Note: We will verify that the document you uploaded is a signed copy of Section I of your APR. We will contact you via email if we find any problems with the document you uploaded.

For your records, we **strongly advise** that you keep in your files (1) Section I with the original signatures, (2) the Excel file (available below) comprising your individual participant records, and (3) a copy of the PDF that you may also obtain below. The PDF includes three important components: your Section I data, the data validation reports, and your individual Prior Experience points report.

Obtain Annual Performance Report PDF

The final PDF format APR report for your grantee has been generated in our system. Please click on the PDF file name to display a printable version of your APR submission in PDF format or right click on it to save the file on your local PC. Adobe Acrobat Reader is required to view the file. To download a free copy, go to the Adobe web site.

P047A120031_2015-16_final.pdf

Generate Excel file for Section II - Individual Participant Data for 2015-16

Click the "Download Data" button to obtain an Excel file of the individual participants records (Section II of the APR).

Download Data

Once your APR has been successfully submitted, no additional revisions are needed. If you provided an email address in Section I, a confirmation email will be sent.

To print a copy of the APR, including the Section I signature page, click on the *P047AYYXXS9_2015-16_final.pdf* link. The APR will display as a PDF. Print the first page, collect the required signatures and you can either upload or send the fax. (This PDF will provide information and reports updated from the PDF available at the end of Tier 1, which included only the Funded Rate and Critical Fields reports.)

Adobe Acrobat Reader is required to view PDF files and can be downloaded from the Adobe site via the hyperlink on this page. Once the PDF is displayed, select "***File-Print***" from the menu or click on the printer image.

To download an Excel version of the 2015-16 data file, click on the "***Download Data***" button. A blue hyperlink file (e.g. *P047AYYXXS9_2015-16_final.xlsx*) will appear on the screen.

To open the file in your browser window, click on the hyperlink.

To save the file to your desktop, right click using your mouse and select the "***Save Target As***" option. Select a location on your desktop (e.g., My Documents) to save the file.

Upload Section I signature page:

Click on the '*Here*' hyperlink for a printable version of the signature page of Section I. After you have obtained the signatures, please upload this page in the APR site. TRIO help desk will verify that the document you uploaded is a signed copy of Section I of your APR and will contact you via email if there are any problems with the document you uploaded.

Click on the "***Log Out***" button to end the session and return to the UB/UBMS/VUB main page. No further revisions to your file can be made.

7.8 PE Points Report

After you successfully submit your APR, the system will generate a report that shows the Prior Experience points earned for the 2015-16 reporting year. Your points are calculated using the student-level data you submit via the online system for reporting period 2015-16 and are based on your project's approved objectives. The Department will not accept any changes to the project's 2015-16 data once you have completed the submissions of your 2015-16 APR.