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

User Guide for the VUB Annual Performance Report

January 2019

Submitted by
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Log In and Navigation

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 to access the 2017-2018 APR Website.

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

---

**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.
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.


director's information 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 cannot disclose usernames 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.

**Required fields.**
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.

Click on the Login link on the main page to log in. You will first be asked to acknowledge that you are accessing a US Federal Government computer system.
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.

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, but not exceed 12 characters. The password must 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.

<table>
<thead>
<tr>
<th>PRNO Number</th>
<th>Pd47A170027</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Password</td>
<td></td>
</tr>
<tr>
<td>New Password</td>
<td></td>
</tr>
<tr>
<td>Confirm Password</td>
<td></td>
</tr>
<tr>
<td>E-mail Address*</td>
<td></td>
</tr>
<tr>
<td>First Name*</td>
<td></td>
</tr>
<tr>
<td>Last Name*</td>
<td></td>
</tr>
</tbody>
</table>

Submit  Reset  Cancel

*Required fields.

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.

Forgot Password

Note: If this is the first time you entered the US/UB/UBMS website for the current APR cycle and you do not know your password, please go to the Registration page.

If you have registered this year, please enter the following information. If all the information provided matches with our records, your password will be reset and a new temporary password will be emailed to you shortly. If you need further assistance in obtaining your password, please contact the TRIO Help Desk by e-mail at generalinfo@collaborativexx.com or call (703) 555-8000.

<table>
<thead>
<tr>
<th>PR Number*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address*</td>
<td></td>
</tr>
<tr>
<td>First Name*</td>
<td></td>
</tr>
<tr>
<td>Last Name*</td>
<td></td>
</tr>
</tbody>
</table>

Submit  Reset  Go to login screen

*Required fields.
Successful Login

After you login successfully, you will see the below screen. 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.

Navigation

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.
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 2017-18 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.
Section II: Record Structure for Individual Participants

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 Save and go to next section button.

Download Instructions for Completing the VUB Annual Performance Report for 2017-18 and Section II – VUB Individual Record Structure through the hyperlinks on this page. Click the Getting Started button to continue.

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.
Download Last Year’s Submitted Data

You can download last year’s participant data in an Excel file, modify it and 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 VUB Report for 2017-18** to update the prior year’s data and add records for new 2017-18 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**.

Upload an Excel file to the Web Data Entry Form

This option lets you upload the 2017-18 file in an Excel spreadsheet format or as a CSV file (comma-delimited text file). Most databases can convert 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 transfer last year’s submitted data directly into the online form.

**Transfer Last Year’s Submitted Data Directly into the Online Form**

To transfer the 2016-17 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.

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 2017–18 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 2016–17 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. The **Section II – VUB Individual Record Structure** download contains the complete details.

Note: 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.
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 data 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.

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.
Section II - Record Structure for Individual Participants
Review Participant List and Data Error Report (Table View)

Use the search feature below to search for a participant by first name, last name and/or SSN. To return to the Table View with a list of all students, click on the Display all Students button.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following table is a complete listing of your project's participant records that have been uploaded, transferred, entered into this Web application and/or added to the list. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the data errors.

Table View - Total Number of Participants: 360

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SSN</th>
<th>Cohort</th>
<th>Invalid Format/Value Error</th>
<th>Data Validation Error</th>
<th>Message</th>
<th>Record Number</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>8888 = not yet enrolled in a PSE timeframe allows potential for cohort.</td>
<td>42</td>
<td>22,26,37</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8888 = not yet enrolled in a PSE timeframe allows potential for cohort.</td>
<td>42</td>
<td>22,26,37</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8888 = not yet enrolled in a PSE timeframe allows potential for cohort.</td>
<td>42</td>
<td>22,26,37</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>42</td>
<td>22,26,37</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8888 = not yet enrolled in a PSE timeframe allows potential for cohort.</td>
<td>42</td>
<td>22,26,37</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8888 = not yet enrolled in a PSE timeframe allows potential for cohort.</td>
<td>42</td>
<td>22,26,37</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8888 = not yet enrolled in a PSE timeframe allows potential for cohort.</td>
<td>42</td>
<td>22,26,37</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

**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.

**Demographics 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.
You may enter or update the individual participant data in the web form below. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the screen. To make any changes, you must click the “Save” button or click on another tab.

Click on the “Back to Table View” button to return to the participant list.

### Individual Participant Data

You may enter or update the individual participant data in the web form below. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the screen. To make any changes, you must click the “Save” button or click on another tab.

Click on the “Back to Table View” button to return to the participant list.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligibility and Status at First Service Tab</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter or update fields 16 through 24. 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.

### Individual Participant Data

You may enter or update the individual participant data in the web form below. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the screen. To make any changes, you must click the “Save” button or click on another tab.

Click on the “Back to Table View” button to return to the participant list.
**Participation Tab**

Enter or update fields 25 through 36. 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.

Click on the "Back to Table View" button to return to the participant list.

<table>
<thead>
<tr>
<th>Demographics Fields 1-15</th>
<th>Eligibility and Status at First Service Fields 16-24</th>
<th>Participation Fields 25-36</th>
<th>Postsecondary Fields 37-50</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Participant Name:</strong></td>
<td><strong>SSN:</strong></td>
<td><strong>Error Description</strong></td>
<td><strong>Transferred Value</strong></td>
</tr>
<tr>
<td><strong>25. Deceased/Incapacitated:</strong></td>
<td>9 = N/A: neither deceased nor permanently incapacitated</td>
<td>9 = N/A: neither deceased nor permanently incapacitated</td>
<td>9 = N/A: neither deceased nor permanently incapacitated</td>
</tr>
<tr>
<td><strong>26. Participant Status:</strong></td>
<td>1 = New participant</td>
<td>1 = New participant</td>
<td>1 = New participant</td>
</tr>
<tr>
<td><strong>27. Served by Another Fed. Prog:</strong></td>
<td>2 = Rec’d services fr another fed-funded program similar to VUB; not EOC</td>
<td>2 = Rec’d services fr another fed-funded program similar to VUB; not EOC</td>
<td>2 = Rec’d services fr another fed-funded program similar to VUB; not EOC</td>
</tr>
<tr>
<td><strong>28. Called to Active Duty:</strong></td>
<td>3 = No</td>
<td>3 = No</td>
<td>3 = No</td>
</tr>
<tr>
<td><strong>29. Academic Improvement:</strong></td>
<td>8 = NA, srvd during rep yr but didn’t complete VUB during rep yr</td>
<td>8 = NA, srvd during rep yr but didn’t complete VUB during rep yr</td>
<td>8 = NA, srvd during rep yr but didn’t complete VUB during rep yr</td>
</tr>
<tr>
<td><strong>30. Date of Last Project Service in VUB:</strong></td>
<td>8888/88/8888 (MM/DD/YYYY)</td>
<td>8888/88/8888 (MM/DD/YYYY)</td>
<td>8888/88/8888 (MM/DD/YYYY)</td>
</tr>
<tr>
<td><strong>31. VUB Educ. Program Completion Year:</strong></td>
<td>8888 = NA, still in the VUB educational program</td>
<td>8888 = NA, still in the VUB educational program</td>
<td>8888 = NA, still in the VUB educational program</td>
</tr>
<tr>
<td><strong>32. Reason for Leaving VUB Program, as of the end of this reporting period:</strong></td>
<td>88 = NA, still in VUB (incl reentry participants still in prgm)</td>
<td>88 = NA, still in VUB (incl reentry participants still in prgm)</td>
<td>88 = NA, still in VUB (incl reentry participants still in prgm)</td>
</tr>
<tr>
<td><strong>33. Basic Skills Development:</strong></td>
<td>1 = Yes</td>
<td>1 = Yes</td>
<td>1 = Yes</td>
</tr>
<tr>
<td><strong>34. Short Term Remedial / Refresher Courses:</strong></td>
<td>2 = No</td>
<td>2 = No</td>
<td>2 = No</td>
</tr>
<tr>
<td><strong>35. Assistance in Securing Local Support:</strong></td>
<td>1 = Yes</td>
<td>1 = Yes</td>
<td>1 = Yes</td>
</tr>
<tr>
<td><strong>36. Special Services for Transition to PSE:</strong></td>
<td>1 = Yes</td>
<td>1 = Yes</td>
<td>1 = Yes</td>
</tr>
</tbody>
</table>

Click **Save** before moving to another participant record.
Postsecondary Tab

Enter or update fields 37 through 50. 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.

Individual Participant Data

You may enter or update the individual participant data in the web form below. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the screen. To make any changes, you must click the “Save” button or click on another tab.

Click on the “Back to Table View” button to return to the participant list.

Screen Navigational Instructions

The participant data has been divided into four sections: - Demographics, Eligibility and Status at First Service, Participation, 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 Demographics, Eligibility and Status at First Service, Participation, and Postsecondary tab.
- To make changes to any field for a participant, use the pull-down menus provided, or enter text as appropriate (e.g. Last Name).
- 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: (1) invalid data format/values, and (2) data validation errors. The invalid data format/value appear in the “Error Description” column. The data validation errors appear at the top of the screen in red. To correct these errors, grantee should choose a valid value from the pull-down menu, enter data where applicable, or update their 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 error” hyperlink.

The original value, if applicable, will be displayed in the “Transferred or imported Value” column.

Back to Top
Unsuccessful Upload of Excel or CSV File

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

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 upload file must have 50 columns of recipients data. There are 49 columns in your upload file. Please update the data file and try again.

Go Back

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” to retry the Upload process or click on the Go Back button below.

### Error Report

<table>
<thead>
<tr>
<th>Expected Column Name</th>
<th>Column Name in Upload File</th>
<th>Error Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>vstPR</td>
<td>vstPR</td>
<td></td>
</tr>
<tr>
<td>vstBatchNY</td>
<td>vstBatchNY</td>
<td></td>
</tr>
<tr>
<td>vstType</td>
<td>vstType</td>
<td></td>
</tr>
<tr>
<td>vstSSN</td>
<td>vstSSN</td>
<td></td>
</tr>
<tr>
<td>vstLastNM</td>
<td>vstLastNM</td>
<td></td>
</tr>
<tr>
<td>vstFirstNM</td>
<td>vstFirstNM</td>
<td></td>
</tr>
<tr>
<td>vstMI</td>
<td>vstMI</td>
<td></td>
</tr>
<tr>
<td>vstDOB</td>
<td>vstDOB</td>
<td></td>
</tr>
<tr>
<td>vstGenderCD</td>
<td>vstGenderCD</td>
<td></td>
</tr>
<tr>
<td>vstEthnic</td>
<td>vstEthnic</td>
<td></td>
</tr>
<tr>
<td>vstRace1</td>
<td>vstRace1</td>
<td></td>
</tr>
<tr>
<td>vstRace2</td>
<td>vstRace2</td>
<td></td>
</tr>
<tr>
<td>vstRace3</td>
<td>vstRace3</td>
<td></td>
</tr>
<tr>
<td>vstRace4</td>
<td>vstRace4</td>
<td></td>
</tr>
<tr>
<td>vstRace5</td>
<td>vstRace5</td>
<td></td>
</tr>
<tr>
<td>vstDipCD</td>
<td>vstDipCD</td>
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<tr>
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<td>vstGradCD</td>
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<tr>
<td>vstAlRiskSchool</td>
<td>vstAlRiskSchool</td>
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<tr>
<td>vstAlRiskSbTest</td>
<td>vstAlRiskSbTest</td>
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</tr>
<tr>
<td>vstAlRiskDisability</td>
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</tr>
<tr>
<td>vstJob</td>
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</tr>
<tr>
<td>vstDeced</td>
<td>vstDeced</td>
<td></td>
</tr>
<tr>
<td>vstPartC</td>
<td>vstPartC</td>
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</tr>
<tr>
<td>vstServed</td>
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<td>vstBasicSkill</td>
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<tr>
<td>vstSelTrmCD</td>
<td>vstSelTrmCD</td>
<td></td>
</tr>
<tr>
<td>vstPSEGrly</td>
<td>vstPSEGrly</td>
<td></td>
</tr>
<tr>
<td>vstPSRemediation</td>
<td>vstPSRemediation</td>
<td></td>
</tr>
<tr>
<td>vstCertificateCD</td>
<td>vstCertificateCD</td>
<td></td>
</tr>
<tr>
<td>vstGraduateDT</td>
<td>vstGraduateDT</td>
<td></td>
</tr>
<tr>
<td>vstAssocDegreeCD</td>
<td>vstAssocDegreeCD</td>
<td></td>
</tr>
<tr>
<td>vstAssocDegreeDT</td>
<td>vstAssocDegreeDT</td>
<td></td>
</tr>
<tr>
<td>vstBachDegreeCD</td>
<td>vstBachDegreeCD</td>
<td></td>
</tr>
<tr>
<td>vstBachDegreeDT</td>
<td>vstBachDegreeDT</td>
<td></td>
</tr>
<tr>
<td>vstActiveDuty</td>
<td>vstActiveDuty</td>
<td></td>
</tr>
<tr>
<td>FullNameChange</td>
<td>FullNameChange</td>
<td></td>
</tr>
</tbody>
</table>

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

### 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 P047V130012. This is an invalid PRNO. The PRNO for your institution should be P047V130002. Please update the upload file and try again.

**Invalid PR Number**
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.
Standardized Objectives Report

After completing Section II, grantees will view their Standardized Objectives Report, which displays the approved number of participants to be served (funded number) and the project objectives for your project for this grant award cycle (2017-2021). This information was retrieved from the approved VUB Program Profile of the application package as provided by the project.

 просмотрите эту страницу, нажав на вкладку Standard Objectives Report.
The following screen will be displayed:

**Veterans Upward Bound Program**  
**Standard Objectives from 2017 Competition**  
**P04V130002**

### NUMBER FUNDED TO SERVE:

**FOR 2017-18, THIS PROJECT WAS FUNDED TO SERVE 126 PARTICIPANTS.**

### PROJECT OBJECTIVES:

**Academic Improvement on Standardized Test:**  
65% of participants who completed their VUB educational program during the project year will improve their academic performance as measured by a standardized test taken before and after receiving services from the project.

**Education Program Retention and Completion:**  
66% of participants served during the project year will complete their VUB educational program by the end of the project year or remain enrolled in the program.

**Postsecondary Enrollment:**  
40% of participants who completed their prescribed VUB educational program in the project year (e.g., 2017–18) will enroll in a program of postsecondary education by the end of the next project year (e.g., 2018–19).

**Postsecondary Completion:**  
40% of participants who are members of the cohort year that is six years prior to the current project year (e.g., the 2012 [2012–13] cohort for the 2017–18 APR) will complete a program of postsecondary education within six project years (e.g., by September 30, 2018).
Section III: Review and Submit (Tier 1)

Access the Review and Submit 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 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.
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.
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 2017-18 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.

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.

---

### 2017-18 Funded Rate and Eligibility Requirements Table

<table>
<thead>
<tr>
<th>Number Funded to Serve</th>
<th>Number of Current Participants Served</th>
<th>Percentage Served</th>
<th>Number of first-generation &amp; low-income participants, and first-generation, low-income &amp; high risk for academic failure participants</th>
<th>2/5 Eligibility Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>125</td>
<td>112</td>
<td>90%</td>
<td>80</td>
<td>71%</td>
</tr>
</tbody>
</table>

### 2017-18 Current Participants and Eligibility Status Report

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

1. Your current participants are derived from field #20 and are coded as follows:
   - 1 = New participant, for first time period
   - 2 = Continuing participant (from immediately preceding reporting period)
   - 3 = Reentry participant

2. The eligibility status codes are derived from field #18 and are:
   - 1 = Low-income and first-generation
   - 2 = Low-income only
   - 3 = First-generation only
   - 4 = High 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, or 3) 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.

---

Current Participants and Eligibility Status Report for 2017-18

<table>
<thead>
<tr>
<th>Participant's Name</th>
<th>Participant Status Code</th>
<th>Eligibility Status Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2 = Continuing participant</td>
<td>7 = Low-income, first-generation, and at high risk for academic failure</td>
</tr>
<tr>
<td>2</td>
<td>2 = Continuing participant</td>
<td>1 = Low-income and first-generation</td>
</tr>
<tr>
<td>3</td>
<td>2 = Continuing participant</td>
<td>6 = First-generation and at high risk for academic failure</td>
</tr>
<tr>
<td>4</td>
<td>2 = Continuing participant</td>
<td>2 = Low-income only</td>
</tr>
</tbody>
</table>
Review and Submit 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.

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.
Review and Submit Step 5
Click on the **Submit** 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.

Tier 2 Data Validation
After initial submission of the APR, the Tier 2 validation process compares the 2017-18 participant data with the VUB 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.

Tier 2 Verification Reports
The New Participant Verification Report compares participants listed as new, reentry or transfer on the 2017-18 APR with those listed as new, reentry or transfer on the 2016-17 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 2016-17 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.

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

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.

Match to Prior Report

The Match to Prior report compares participants on your 2017-18 APR with the VUB system of records for your project to ensure that you have included in your APR all participants reported in your 2016-17 APR.
Grantees must restore records for any participants who appear below in the 2017-18 Match to Prior report. TRIO cannot accommodate correction of any errors that grantees might have made in earlier APRs.

**How to restore student records to your 2017-18 APR file:** To restore any participants listed below to your 2017-18 APR file, click the box aligned with the student’s name; then click **Update 2017-18 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 2017-18 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.*

![Image of Tier 2 - Submission Verification Reports Match to Prior (MTP) Report](image)

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 2017-18 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.

After adding all the students back to the 2017-18 file, you will see a screen similar to the one below when you return to Tier 2 – Match to Prior Report.

![Image of Tier 2 - Submission Verification Reports Match to Prior (MTP) Report](image)

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

**Postsecondary Education Enrollment Cohort Year Report**

The **Postsecondary Education Enrollment Cohort Year** report compares the data provided in field #38 (PSE enrollment cohort year) of the 2017-18 file with the VUB system of records for your project to ensure that all the participants’ PSE enrollment cohort year data (field #38) in your 2017-18 data file matches with the VUB system of records.

**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 VUB 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 2017-18 APR to match the data you provided in your 2016–17 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 VUB system of records, or you may select among 8888, 2017, 2018 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 VUB system of records.

In situations in which you are selecting among 8888, 2017, 2018, 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.

*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](image)

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 2017-18 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.

**Cohort Comparison Report**

The Cohort Comparison Report compares the number of participants with various values for field #38, Postsecondary Education Enrollment Cohort (VetPSECohort), for both the VUB system of records and your 2017-18 APR data file. A cohort year can be set for a participant only when he or she has completed the VUB program in one project year (for example, 2015–16) and enrolled in a program of postsecondary education by the end of the next project year (in this example, by the end of project year 2016–17). 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.

### Tier 2 - Submission Verification Reports

#### Cohort Comparison Report

The Cohort Comparison Report compares the number of participants with various values for field #38, Postsecondary Education Enrollment Cohort (VUBPSE)Cohort, for both the VUB system of records and your 2017-18 APR data file. A cohort year can be set for a participant only when he or she has completed the VUB program in one project year (for example, 2015-16) and enrolled in a program of postsecondary education by the end of the next project year (in this example, by the end of project year 2016-17). 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 Department used data from your earlier APRs to arrive at cohort values in the VUB system of records, as shown in column 2 of the table below. Possible cohort values for this column include 2012-13, 2013-14, 2014-15 (has not yet enrolled in postsecondary education program; timeframe allows potential for cohort) and 9999 (does not qualify for a cohort). Cohort year 2018, for example, includes participants who completed VUB in one project year and enrolled in PSE no later than the next project year and within the period August 1, 2015–July 1, 2016. The method used for calculating cohort values is discussed in the General Instructions. These values were included in the file you were strongly advised to download in Section I of the VASS application. These numbers in column 3 reflect your 2017-18 APR data. (Please note that cohort values 2015 and 2016-17 no longer appear in this report, due to ED’s decision to remove certain older dates from the VUB system of records; please see pages 5–6 of the General Instructions for more information.)

Once established, specific cohort years will not be adjusted in later years. The most recently established cohort is 2016; because two project years are involved in setting cohorts, and because cohort years extend from August 1 to July 31 and thus do not align exactly with project years, membership in cohort 2017 will not be complete and established until data from your 2017-18 APR has been processed.

- For cohort years 2012 through 2016, column 3 must equal column 2.
- In the 2017-18 reporting year, for cohort year 2017, the number of participants may increase, but may not be lower than the number in column 2.
- For code 9999 as well (does not qualify for a cohort), the number of participants may increase, but may not be lower than the number in column 2.
- For any participant coded 9999 (has not yet enrolled in a postsecondary education program; timeframe allows potential for cohort) in the download file, in the 2017-18 APR the project may code the participant in one of four ways: again 9999, 2017, 2016, or 9999 (does not qualify for a cohort).

Column 3 must be populated accordingly with data from your 2017-18 APR. Should you see an error message in this report, you will need to correct the cohort value(s) in question before completing the APR.

For further information on PSE enrollment cohorts, see the discussion of field #38 in the General Instructions.

#### Comparison of Values for the Postsecondary Education Enrollment Cohort (field #38)

Data in the VUB System of Records vs. Your 2017-18 APR Data

<table>
<thead>
<tr>
<th>Cohort Year for Postsecondary Education Enrollment (VUBPSE)Cohort</th>
<th>Number of Participants in Cohort Year According to VUB System of Records</th>
<th>Number of Participants in Cohort Year in Your 2017-18 APR Data File</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>2013</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>2014</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>2015</td>
<td>29</td>
<td>29</td>
</tr>
<tr>
<td>2016</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>2017</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2018</td>
<td>147</td>
<td>147</td>
</tr>
</tbody>
</table>

**Additional Information for Field #38:**

<table>
<thead>
<tr>
<th>Cohort Year for Postsecondary Education Enrollment (PSE)Cohort</th>
<th>Number of Participants in Cohort Year According to VUB System of Records</th>
<th>Number of Participants in Cohort Year in Your 2017-18 APR Data File</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>9999</td>
<td>103</td>
<td>103</td>
</tr>
</tbody>
</table>
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 #38, Postsecondary Education Enrollment Cohort (VAPSIDCohort), for both the VUB system of records and your 2017-18 APR data file. A cohort year can be used for a participant only when the student has completed the VUB program in one project year (for example, 2015-16) and enrolled in a program of postsecondary education by the end of the next project year (in this example, by the end of project year 2016-17). Along with the Postsecondary Education Enrollment Cohort Year Report, the Cohort Comparison Report helps to ensure the accuracy of your cohorts and to resolve instances in which a project creates more than one record for a single participant.

The department used data from your earlier APRs to arrive at cohort values in the VUB system of records, as shown in column 2 of the table below. Possible cohort values for this column include 2012-18, 2013-18, 2014-18 and 2015-18 (Has not yet enrolled in postsecondary education program; timeframe allows potential for cohort), and 9999 (Does not qualify for a cohort). For example, participants who completed VUB in one project year and enrolled in P2S no later than the next project year and within the period August 1, 2015-July 1, 2016. The method used for calculating cohort values is discussed in the General Instructions. These values were included in the file you were strongly advised to download in Section II of the Web application. The numbers in column 3 reflect your 2017-18 APR data. (Please note that cohort values 2222 and 2220a-11 no longer appear in this report, due to 853’s decision to remove certain other cases from the VUB system of records, please see page 2-4 of the General Instructions for more information.)

For further information on PSE enrollment cohorts, see the discussion of field #38 in the General Instructions.

Comparison of Values for the Postsecondary Education Enrollment Cohort (field #38)
Data in the VUB System of Records vs. Your 2017.18 APR Data

<table>
<thead>
<tr>
<th>Cohort Year for Postsecondary Education Enrollment (VAPSIDCohort)</th>
<th>Number of Participants in Cohort Year According to VUB System of Records</th>
<th>Number of Participants in Cohort Year in Your 2017-18 APR Data File</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>100</td>
<td>101</td>
</tr>
<tr>
<td>2013</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>2014</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>2015</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>2016</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>2017</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9999</td>
<td>147</td>
<td>147</td>
</tr>
</tbody>
</table>

Additional Information for Field #38:

<table>
<thead>
<tr>
<th>Cohort Year for Postsecondary Education Enrollment (PSECohort)</th>
<th>Number of Participants in Cohort Year According to VUB System of Records</th>
<th>Number of Participants in Cohort Year in Your 2017-18 APR Data File</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>8888</td>
<td>103</td>
<td>103</td>
</tr>
</tbody>
</table>

Error Message:
The number of participants in column 2 (the VUB system of records values) does not match the number of participants in column 3 (the value from your 2017-18 APR data) for cohort values 2012, 2014.

How did this happen?
When such a discrepancy exists, 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 a cohort.

How do I fix it?
First ascertain the number of “extra” students (for example, if for 2012 the figure 22 appears in column 2 and 22 in column 3, you need to identify two extra participants). In this example, compare students for whom VAPSIDCohort #2012 in the download file (which reflects the VUB system of records) and your 2017-18 APR file as 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 record for the two extra participants. 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 1536 and Maria Rodriguez with SSN ending 9437; or Maria Rodriguez and Maria Rodriguez, with SSN ending 1536). In this case, in “Table View” you must keep the record with the identifying information that you used in 2018-17 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

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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:

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_2017-18_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 2017-18 data file, click on the Download Data button. A blue hyperlink file (e.g., P047AYYXXS9_2017-18_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.