



DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

**GAINING EARLY AWARENESS AND READINESS
FOR UNDERGRADUATE PROGRAMS
(GEAR UP)**



**Annual Performance Report (APR)
Web Application**

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**GEAR UP CAPACITY BUILDING WORKSHOP
Philadelphia, PA
February 11, 2015**

PRESENTATION AGENDA

➤ Introduction

➤ Logistics

➤ Supported platforms

➤ Before you start

➤ Login

➤ Web pages

➤ Grantee Profile (Navigation)

➤ Sections I and II Data upload

➤ Section III

➤ Sections I and II Data upload

➤ Section III

➤ Section IV

➤ Section V

➤ Section VI Survey Data

➤ Submission of APR

➤ Help Desk

➤ Schedule

PURPOSE

The GEAR UP discretionary grant program is designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education.

The *Government Performance and Results Act* (GPRA) of 1993 is a statute that requires all federal agencies to manage their activities with attention to the consequences of those activities.

PURPOSE OF ELECTRONIC APR SUBMISSION

- Provides grantees with immediate feedback on data discrepancies
- Maintains an accurate and consistent format for reported data

SUPPORTED PLATFORM

GEAR UP will support the following browsers running on PC-based operating systems:

- ***Microsoft Internet Explorer 5.0 and higher***

BEFORE YOU START

Have the following ready before you start accessing GEAR UP web application for APR submission:

- Instruction letter from GEAR UP
- User ID and Password
- All accurate DATA needed to input into APR
- For a preview of the APR, *a hard copy of the report is available on our website: <https://www2.ed.gov/programs/gearup/performance.html>*
- Document prepared in Microsoft Word format for the Executive Summary, Section I and the Narrative Information of Section II.



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Performance Reports for GEAR UP Partnership and State Projects

Login

Please enter your user name and password and click the "Log In" button. **Your password is case-sensitive.**

User Name:

Password:



Note: If you fail to login after 3 attempts, your account will be locked. You will need to contact the Help Desk to unlock it.

[Forgot your password?](#)

This Web site is used to collect annual, interim, and final performance reports from GEAR UP grantees.

Annual Performance Reports

The Annual Performance Report (APR) collection web site is open.

The APR must be submitted by Tuesday, April 15, 2014.

APR instructions are available in either [Powerpoint](#) or [PDF](#) format.

Download a [Blank APR Form](#) in PDF format.

[Download GEAR UP APR Section I - "Executive Summary" and Section II - "Narrative Information" Template](#)

Sections I and II consist of narrative information which must be provided as a Microsoft Word or PDF document. Please download the template for Section I and Section II. It is required to complete the APR.

OMB No. 1840-0777 Expiration Date: 02/28/2016

Final Performance Reports

The current Final Performance Report (FPR) collection is for the 2007 cohort.

[Download GEAR UP FPR Section I - "Executive Summary" and Section II - "Narrative Information" Template](#)

Sections I and II consist of narrative information which must be provided as a Microsoft Word or PDF document. Please download the template for Section I and Section II. It is required to complete the FPR.

OMB No. 1840-0782 Expiration Date: 06/30/2014

Disclosure of Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The time required to complete this information collection is estimated to average 35 hours per response, including the time to review instructions, search existing data resources, gather needed data, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: The GEAR UP Program, U.S. Department of Education, 1990 K Street, N.W., Suite 7007, Washington, DC 20006-8510.

LOGIN (CONTINUED)

You must use a login procedure to access the GEAR UP APR system.

User ID: Your 11 digit PR number

(e.g. P334A110345)

Password: Default Password

Note:

- *All users are required to change their default password after completing the initial login for the APR web-access.*
- *Only the person with a valid User ID and Password can view/change data.*



Gaining Early Awareness and Readiness for Undergraduate Programs



Change Password

PR/Award Number: P334A080033

Grantee Name: Lancaster County School District

Your password has expired. It must be reset.

Please enter your current password and new password and click the 'Save' button.

- Your new password cannot be the same as your previous five passwords and it cannot contain your first name, last name, or username.
- Your new password must be at least eight characters, and include any combination of the following:
 - at least one uppercase alphabetic character (A-Z)
 - at least one lowercase alphabetic character (a-z)
 - at least one number (0-9)
 - at least one non-alphanumeric special character (e.g.: !, @, #, \$, &, *, %, /, +, -)

Current Password:

Note: The current password is case-sensitive.

New Password:

Re-enter New Password:



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Forgot Password

Forgot Password

Enter the email address or PR Award Number for the account. An email with the user name and password will be sent to the email account on record when you click the "Send" button.

Email:

PR Award Number:

NAVIGATION

- *A menu bar will appear at the top of the window. This provides access to each section of the APR and to the “SUBMIT APR” screen.*
- *Each data entry page has a **save** button at the bottom and each section has a **complete** button.*

SAVE : *Allows you to save a completed page without activating the edit checks.*

COMPLETE : *Triggers the edit checks for the current section before saving the information in the database.*

Note: To complete a section, pressing this button is required. All sections must be completed to submit APR.

GRANTEE PROFILE

The first screen you see upon logging in is the *GEAR UP APR Cover Sheet - Grantee Profile* page.

- Verify that the information is accurate. If needed, make any necessary changes.
- Upon submission of the APR, you must print out the cover sheet using the Print Cover Sheet hyperlink, sign, and mail the cover sheet with original signatures to your program officer.

GRANTEE PROFILE (CONTINUED)

1. PR/Award Number: _____
(Located in block 5 of your grant award notification) (Funding Year)

2. Name of Grantee: _____

3. Address: _____

4. Name of Project Director/Contact Person: _____

Phone Number: _____ Fax: _____

E-mail Address: _____

5. Name of Certifying Official: _____

Phone Number: _____ E-mail Address: _____

6. Report Period: _____ to _____
Month/Day/Year Month/Day/Year

We certify that to the best of our knowledge, the information reported herein is accurate and complete.

Name of Project Director (Print)

Name of Certifying Official (Print)

Signature and Date

Signature and Date

SECTIONS I AND II DATA UPLOADING

Sections I and II are narratives that must be prepared in a Microsoft word format, then uploaded to the GEARUP APR website.

1. Download the template for Sections I & II from the GEARUP APR website – either from the Login or Sections I & II web pages.
2. Fill out information using Microsoft Word and save it as a file.
 - *For “Objectives”, please use the table provided in the template.*
3. Upload file into the GEARUP APR system.

SECTIONS I AND II DATA UPLOADING (CONTINUED)

PROFILE

SECTION I&II

SECTION III

SECTION IV

SECTION V

SECTION VI

SUBMIT APR

SECTION I and II: Data Upload

PR/Award Number : P334A05Demo

Grantee Name : New City University

Step 1:

Did you create the upload file using Section I & II Template?

If not: Please download the Section I & II Template here and prepare the the file using your own word processor.

[Download Section I and II Template](#)

Step 2:

Please type the file name in the box below or use the Browse button to select the file.
Make sure to combine Section I and Section II into one file.

File to Upload:

Step 3:

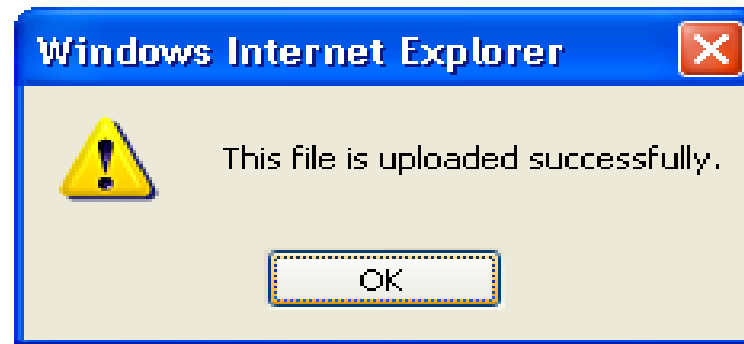
Click the 'Upload File' button to start the upload process.

SECTIONS I AND II DATA UPLOADING (CONTINUED)

Confirmation for Successful File Upload

You will receive a confirmation for successful file upload in two ways.

1. Popup message appears after upload



SECTIONS I AND II DATA UPLOADING (CONTINUED)

Confirmation for Successful File Upload

You will see a screen listing sections “Completed” for Sections I & II in the *Section Status*. This is accessible through the *Submit APR* tab

The screenshot displays a navigation bar with tabs for PROFILE, SECTION I&II, SECTION III, SECTION IV, SECTION V, SECTION VI, and SUBMIT APR. Below the navigation bar is a header for 'SUBMIT APR for P334A06Demo'. The main content area is titled 'Section Status' and lists the completion status for each section:

Grantee Profile:	Completed ✓
Sections I & II:	Completed ✓
Section III:	Not Completed
Section IV:	Not Completed
Section V:	Not Completed
Section VI:	Not Completed

At the bottom of the main content area is a 'SUBMIT APR' button.

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION

Federal Budget Summary / Non-Federal Matching Budget Summary / Actual Federal Expenditures and Matching Contribution for 6 or 7 Years

- Whole dollar values only (e.g., 100)
- Negative values not accepted
- The “TOTAL” amounts in each row will be automatically calculated by the system.
- These rules also apply to other budget tables throughout APR.
- *Note: Grantees in first year do not need to complete this section.*

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION (CONTINUED)

Federal Budget Summary

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[SECTION I&II](#)
[SECTION III](#)
[SECTION IV](#)
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Complete

	Total Federal Funds Awarded for Current Budget Period (See Current GAN)	Carryover Funds Available (Include Funds Carried Over from Previous Budget Period(s))	Actual Federal Expenditures from Current Budget Period (GAN Start Date) thru March of APR Submission Year	Anticipated Federal Expenditures from April to Current Budget Period End Date	Anticipated Carryover to Next Budget Period (if applicable)
1. Salaries and Wages					
2. Employee Benefits					
3. Travel					
4. Materials and Supplies					
5. Consultants & Contracts					
6. Other					

Section III: Grant Administration and Budget Information (continued)

Federal Budget Summary

	Total Federal Funds Awarded for Current Budget Period (See Current GAN)	Carryover Funds Available (Include Funds Carried Over from Previous Budget Period(s))	Actual Federal Expenditures from Current Budget Period (GAN Start Date) thru March of APR Submission Year	Anticipated Federal Expenditures from April to Current Budget Period End Date	Anticipated Carryover to Next Budget Period (if applicable)
A. Total Direct Costs: (Lines 1 – 6)					
B. Total Indirect Costs:					
C. Equipment					
D. Scholarships/ Tuition Assistance					
E. Total Costs (A+B+C+D)					

SAVE

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION (CONTINUED)

Federal and Matching Expenditures for 6 or 7 Years

In the next table, provide information about your Federal and Matching expenditures for **“PREVIOUSLY, COMPLETED BUDGET PERIODS”**.

- *EXAMPLE: If you are in the first year of your grant, you DO NOT need to fill out this table.*
- *If you're in the 2nd-7th years of your grant, fill out information only for COMPLETED budget periods.*
- *Do Not enter the current year's budget.*

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION (CONTINUED)

Federal and Matching Expenditures for 6 or 7 Years

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	Actual Federal Expenditures Year 1	Actual Matching Contributions Year 1	Actual Federal Expenditures Year 2	Actual Matching Contributions Year 2	Actual Federal Expenditures Year 3	Actual Matching Contributions Year 3
1. Salaries and Wages	87,300	75,800				
2. Employee Benefits	25,000	27,000				
3. Travel	12,909	5,800				
4. Materials and Supplies	2,500	2,450				
5. Consultants & Contracts	18,000	18,000				
6. Other	0	0				

NOTE: Actual table covers 7 years.

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION (CONTINUED)

Federal and Matching Expenditures for 6 or 7 Years

	Actual Federal Expenditures Year 1	Actual Matching Contributions Year 1	Actual Federal Expenditures Year 2	Actual Matching Contributions Year 2	Actual Federal Expenditures Year 3	Actual Matching Contributions Year 3
A. Total Direct Costs: (Lines 1 – 6)	145,709	129,050				
B. Total Indirect Costs:	11,656	10,000				
C. Equipment	0	0				
D. Scholarships/ Tuition Assistance	0	0				
E. Total Costs (A+B+C+D)	157,365	139,050				

Total Actual Federal Expenditures:

157,365.00 dollars

Total Actual Matching Contributions:

139,050.00 dollars

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION (CONTINUED)

4. If you are not expending Federal or matching funds as originally budgeted, please provide an explanation for the change and describe how you plan to expend carryover funds and meet your matching requirements.

5. Describe any significant changes in your project design since the approval of your grant application (e.g., changing from individual tutoring to group tutoring or placing more emphasis on enrichment activities rather than remediation). Do you anticipate making changes to your project design in the coming year? If so, please describe. How have any changes or anticipated changes affected your budget? How will these changes impact quantitative outcomes and your ability to meet the project's goals?

6. Please list the names and titles of key personnel paid by GEAR UP Federal or matching funds, and indicate the percentage of time each individual spends working on the GEAR UP grant.

No	Name	Title	Time on Grant (%)	Individual Paid By	
				Fed. Funds	Match
1	<input type="text" value="Becky White"/>	<input type="text" value="GEAR UP Director"/>	<input type="text" value="100"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<input type="text" value="David Bowie"/>	<input type="text" value="Assistant Director"/>	<input type="text" value="100"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<input type="text" value="Joy Gonzales"/>	<input type="text" value="Secretary"/>	<input type="text" value="100"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input type="text" value="Mindy Showaltz"/>	<input type="text" value="Budget Director"/>	<input type="text" value="50"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION (CONTINUED)

Do not request replacement of key personnel or the addition/elimination of position(s) here. Personnel requests are changes that must be addressed separately from this report.

Your response should be a summary of approved and completed changes that have taken place during this reporting period.

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION (CONTINUED)

9. Describe briefly your project's record keeping system for collecting and reporting student outcome/achievement data and participation in GEAR UP activities. Specifically, *how frequently is data collected*, and what method(s) does your project use to collect and maintain data regarding student, parent and teacher participation in GEAR UP activities?
10. How do you link student outcome/achievement data with student participation? How does your project use the data collected to evaluate and guide the project?
11. Describe your record-keeping system for maintaining source documentation for all federal and non-federal expenditures, transportation cost, equipment, supplies, college field trips, and other GEAR UP expenditures. Who is responsible for maintaining the documentation?

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION (CONTINUED)

12. If your project has a scholarship component for postsecondary education, please provide: a) information about the amount of scholarship money that has been *reserved* and/or obligated; b) information regarding where scholarship funds are held pending distribution to former GEAR UP students; and c) how the funds will be disbursed and to whom.

NOTE: *ALL Federal and Matching Scholarship funds are subject to audits or monitoring by authorized representatives of the Secretary throughout the life of the funds.*

13. Please indicate the number of GEAR UP students who have completed the Free Application for Federal Student Aid (FAFSA).

Section III: Grant Administration and Budget Information (continued)

14. Please complete the following table. List all partners and indicate with an “X” whether they are original partners listed in the application or new partners added during implementation. If any of these partners have become inactive and are no longer participating in the grant, please indicate this with an “X” in the column provided. If a partner is new, indicate with an “X” if you have provided the program office with a Partner Identification Form and Cost Share Worksheet to update the application.

Rows can be added to this table if you have more partners.

No	Partner Name	Original	New	Inactive	Submitted Partner Identification Form and Cost Share Worksheet	Type of Partner (IHE)

Section III: Grant Administration and Budget Information (continued)

15. Indirect Cost Agreement

Indirect cost reimbursement on a training grant is limited to the recipient's actual indirect costs, as determined by its negotiated indirect cost rate agreement, or eight percent of the modified total cost base, whichever amount is less. In order to claim an indirect cost on next year's budget, the grantee must provide information on their current agreement.

****Check one of three options**

Current Indirect Cost Agreement

Effective dates of the agreement:

Beginning Date: (mm/dd/yyyy)

Ending Date: (mm/dd/yyyy)

Current rate: %

Requesting Indirect Cost Agreement

If you've requested an indirect cost rate agreement but have not received one, you should provide your program officer with evidence of your contact with the cognizant agency and their response. If a negotiated indirect cost rate agreement was not awarded, a grantee using the training rate of eight percent is required to have documentation available for audit that shows that its indirect rate equals or exceeds the eight percent.

Please indicate whether your program officer has documentation of your attempt to secure an indirect cost rate agreement. Yes No

Do not claim Indirect Cost

SECTION IV: DEMOGRAPHIC DATA AND DATA REGARDING SERVICES PROVIDED

Participant Distribution by Grade/New or Continuing Status

- The “Proposed Number of Students Served” will be pre-populated from information provided in your original application. You are required to enter the actual number that you are serving in the current APR year (2014-2015).

NOTE for State Grants Only:

If serving students through a statewide initiative, enter the number of students in the space provided.

Section IV: Demographic Data and Data Regarding SERVICES Provided (continued)

➤ **Participant Distribution by Ethnic Background:**

The ethnicity/race background of GEAR UP students is mandatory and will be used by the Department in reporting on the ethnicity/race characteristics of students served in the program.

Ethnicity	Number of GEAR UP Students
Hispanic or Latino	0
Race	
American Indian or Alaska Native	0
Asian	0
Black or African American	0
Native Hawaiian or Pacific Islander	0
White	0
Two or More Races	0
Race and/or Ethnicity Unknown	0
Total	0

➤ **Participation by Gender:** Total should match the actual number of students served. *All totals throughout APR should match.*

SECTION IV: DEMOGRAPHIC DATA AND DATA REGARDING SERVICES PROVIDED (CONTINUED)

Participant Distribution by Grade and New or Continuing Status

PROFILE

SECTION I&II

SECTION III

SECTION IV

SECTION V

SECTION VI

SUBMIT APP

Grade Level:	Number of New GEARUP Students	Number of Continuing GEARUP Students
K-4		
5		
6		
7		
8		
9		
10		
11		
12		
First Year IHE Enrollment		
Total		

SECTION IV: DEMOGRAPHIC DATA AND DATA REGARDING SERVICES PROVIDED (CONTINUED)

Participating Schools and Housing Projects

Please include all schools you identified in your application, including their NCES school ID codes, even if they do not yet have students participating in GEAR UP.

Name of School	Grade Levels Offered	Grade Levels Served by GEAR UP	Percentage of Students Eligible for Free and Reduced Price Lunch	City	State	Zip Code	NCES CODES

SECTION IV: DEMOGRAPHIC DATA AND DATA REGARDING SERVICES PROVIDED (CONTINUED)

Services Provided to Students

PROFILE
SECTION I&II
SECTION III
SECTION IV
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Place an "X" in this column if your project provides this type of service	Type of Service R= Required Activity	Number of Students in the GEAR UP Cohort Who Received the Service	Average Hours of Service Per Participant Receiving the Service Per Year
	Supportive Services (R)		
	Rigorous Academic Curricula (R)		
	Comprehensive Mentoring (R)		
	Financial aid counseling/ advising (R)		
	Counseling/advising/academic/planning/career counseling (R)		

NOTE: Actual table covers more services.

SECTION IV: DEMOGRAPHIC DATA AND DATA REGARDING SERVICES PROVIDED (CONTINUED)

Services Provided to Students

- ***Rigorous Academic Curricula*** are courses in core academic subjects aligned with college-based curricula that prepare all students for postsecondary education upon graduating from high school.
- ***Comprehensive Mentoring*** are programs and initiatives that offer GEAR UP students the knowledge, skills, abilities and perspectives to foster the personal and academic growth of students.

Section V: GEAR UP Student Outcomes

Course Enrollment

PROFILE
SECTION I&II
SECTION III
SECTION IV
SECTION V
SECTION VI
SUBMIT APR

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Grade student was in when course was enrolled	Pre-algebra	Algebra I or equivalent	Geometry	Algebra II	Calculus	Chemistry	Physics	At least one Advanced Placement class
6								
7								
8								
9								
10								
11								
12								
First Year IHE								
Total								

Grade student was in when course was enrolled	Trigonometry	Pre-Calculus	Biology	English & Language Arts	At Least one International Baccalaureate class	At least two years of math beyond Algebra I
6						
7						
8						
9						
10						
11						
12						
First Year IHE						
Total						

Section V: GEAR UP Student Outcomes

Course Completion

PROFILE
SECTION I&II
SECTION III
SECTION IV
SECTION V
SECTION VI
SUBMIT APR

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Grade student was in when course was completed	Pre-algebra	Algebra I or equivalent	Geometry	Algebra II	Calculus	Chemistry	Physics	At least one Advanced Placement class
6								
7								
8								
9								
10								
11								
12								
First Year IHE								
Total								

Grade student was in when course was completed	Trigonometry	Pre-Calculus	Biology	English & Language Arts	At Least one International Baccalaureate class	At least two years of math beyond Algebra I
6						
7						
8						
9						
10						
11						
12						
First Year IHE						
Total						

SECTION V: GEAR UP STUDENT OUTCOMES (CONTINUED)

Course Completion

- Completion figures must be entered in the row for the grade the students were in **during the 2013-2014 school year** (not for the grade they are currently in).
- New or First Year grantees are to provide course completion information in the second year of APR submission.
- Note the request for additional course completion information on Trigonometry, Pre-Calculus, Biology, and International Baccalaureate courses.

Section V: GEAR UP Student Outcomes (continued)

Educational Progress by Current GEAR UP Students

PROFILE	SECTION I&II	SECTION III	SECTION IV	SECTION V	SECTION VI	SUBMIT APR
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Current Grade	Number of Students Performing at or above Grade Level in English/Language Arts	Number of Students Performing at or above Grade Level in Mathematics	Number of Students Promoted to the Next Grade Level at the End of the Prior School Year	Number of Students with 5 or more Unexcused Absences During the First 2 Quarters of the School Year	Number of Students Taking the PSAT or PLAN by the end of 10 th Grade	Number of Students Taking ACT or SAT Exam by the end of 11 th Grade
6						
7						
8						
9						
10						
11						
12						
Total						

➤ *New grantees should wait until their second year APR and use the most recent standardized test results for the two columns asking for “students performing at or above grade level”.*

SECTION V: GEAR UP STUDENT OUTCOMES (CONTINUED)

Baseline High School Graduation and College Enrollment

PROFILE

SECTION I&II

SECTION III

SECTION IV

SECTION V

SECTION VI

SUBMIT APR

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Complete

High School	School Year	Number of 12th Grade Students	Number who Graduated with High School Diploma	Number Enrolled in Post Secondary Institution
Best High School	2008-2009 <input type="button" value="v"/>	<input type="text" value="1000"/>	<input type="text" value="980"/>	<input type="text" value="980"/>
First High School	2008-2009 <input type="button" value="v"/>	<input type="text" value="500"/>	<input type="text" value="450"/>	<input type="text" value="400"/>

Graduation Rate:

Enrollment Rate:

SECTION VI: SURVEY DATA

Each GEARUP grantee must conduct a survey of all participating students and their parents at least once every two years.

Required response rate

Student Surveys: 80%

Parent Surveys: 50%



Section VI: Survey Data (continued)

Student Survey Results

PROFILE SECTION I&II SECTION III SECTION IV SECTION V **SECTION VI** SUBMIT APR

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A. Grade Level of Survey Respondents:

Grade Level	Number of students given the survey	Number of students who responded to the survey
6	<input type="text" value="0"/>	<input type="text" value="0"/>
7	<input type="text" value="0"/>	<input type="text" value="0"/>
8	<input type="text" value="0"/>	<input type="text" value="0"/>
9	<input type="text" value="0"/>	<input type="text" value="0"/>
10	<input type="text" value="0"/>	<input type="text" value="0"/>
11	<input type="text" value="0"/>	<input type="text" value="0"/>
12	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>

Student Response Rate: %

Adequate response rates for the student surveys is 80%

SECTION VI: SURVEY DATA (CONTINUED)

Student Survey Results (Section VI, Page 2 continued)

Explain why the target survey response rate was not met.

What steps will you take to ensure that rates will increase the next time the survey is administered?

Section VI: Survey Data (continued)

Parent Survey Results

PROFILE SECTION I&II SECTION III SECTION IV SECTION V SECTION VI SUBMIT APR

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A. Number of Parents Who Were Given and Completed the Survey

Number of Parents Given Survey	Number of Parents Completed the Survey
<input type="text" value="0"/>	<input type="text" value="0"/>

Parent Response Rate: %

If you did not meet adequate response rate of 50%, please answer the following:

Explain why the target survey response rate was not met.

What steps will you take to ensure that rates will increase the next time the survey is administered?

SUBMIT APR (CONTINUED)

- If all sections are checked as “Completed,” click **SUBMIT APR** button to submit.
 - This triggers final cross-section edit checks.
 - If any errors are found, user will be prompted to go back and fix the errors in appropriate sections.
 - If errors are not fixed, user will be prompted to provide a written explanation for the errors. **All errors must be fixed or a written explanation for the errors must be provided in the appropriate sections. User will not be able to SUBMIT APR if the errors have not been addressed.**

Submit APR

After all the sections are completed, you must **SUBMIT** the APR.

- PROFILE
- SECTION I&II
- SECTION III
- SECTION IV
- SECTION V
- SECTION VI
- SUBMIT APR

SUBMIT APR for P334A06Demo

Section Status

Grantee Profile:	Completed	✓
Section I & II:	Completed	✓
Section III:	Completed	✓
Section IV:	Completed	✓
Section V:	Completed	✓
Section VI:	Completed	✓

SUBMIT APR

Submit APR (continued)

Sample Error Screen

ERROR LIST FOR PERFORMANCE INDICATOR CALCULATION

Following are the errors found for the Performance Indicator Calculation. Please go back to the appropriate sections to fix the problem(s) by clicking the Back button in front of each error message. Contact your program officer if you need further assistance.

If you choose to submit without correcting the problem(s), enter your explanation and your click the Submit APR button on this page.

- Section V, Page2:** The number of 9th Grade Students who finished Algebra1 (511) are greater than previous year's 9th Grade participants (0).
- Section V, Page2:** The number of 9th Grade Students who finished Algebra1 (511) cannot be greater than zero while previous year's 9th Grade participants is zero.

You have error(s) in your APR. If you would like to submit your APR as is, please enter your explanation below before you Submit.

Submit APR (continued)

Once the APR is submitted:

- **Users will receive a confirmation message on their screen after submission.**

Submit Annual Performance Report

You have successfully submitted your APR.

Now you may not further update your APR except the Grantee Profile screen (Cover Sheet). Please print out your Cover Sheet, sign it, then return the SIGNED Cover Sheet to GEAR UP by mail.

You may want to print the entire APR for your own copy. Please use the print button provided below.

If you absolutely need to edit the submitted APR on-line, please contact your program officer requesting that he/she release your record. Please provide your name and PR Award Number, so we can identify you.

PRINT APR

Grantee Profile

SUBMIT APR (CONTINUED)

After the APR is submitted:

- Other than to access your Profile screen, you will not be allowed to go back to the APR application.
- You need to print the cover sheet, sign, and mail it to your program officer. You should print the entire APR from the Grantee Profile screen for your own records.

(Sections I & II will not print with the APR, as they are separate attachments. You will need to print the version of the document that you saved and uploaded.)

HELP DESK

- Help Desk will be open for technical support while the web site is available to grantees.
- All inquiries and requests should be sent to the Help Desk e-mail address provided on the web site.
- Help Desk Email: gearupapr@cbmiweb.com

SCHEDULE

- **First week of March 2015: GEAR UP APR website open to grantees.**
- **April 15, 2015: APR must be submitted.**

UNITED STATES DEPARTMENT OF EDUCATION OFFICE OF POSTSECONDARY EDUCATION



GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PROGRAMS (GEAR UP)

Annual Performance Report (APR)

Web Application

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GEAR UP CAPACITY BUILDING WORKSHOP

Philadelphia, PA

February 11, 2015