



**DEPARTMENT OF EDUCATION**  
OFFICE OF POSTSECONDARY

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



**Final Performance Report (FPR)  
Web Application**

**Presenter:  
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**CAPACITY-BUILDING WORKSHOP  
Philadelphia, Pennsylvania  
February 8-11, 2015**

# PRESENTATION AGENDA

- **Introduction and Purpose**
- **Logistics**
- Supported platforms
- Before you start
- Login
- **Web pages**
- Grantee Profile (Navigation)
- Sections I and II - Data upload
- Section III – Grant Administration Information
- Section IV - Demographic Data
- Section V - Student Outcomes
- Section VI - Grant Budget Information
- Submission of FPR
- Interim Report
- **Help Desk**
- **Schedule**

# PURPOSE

GEAR UP is a discretionary grant program, whose aim is 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 CONTINUE

Indicators of program performance have been gathered over the years from the Annual Performance Reports (APR). The Final Performance Report (FPR) collects data on three critical areas:

- 1) the number of seniors graduating from high school with an official high school diploma
- 2) the number enrolled in post secondary institutions, and
- 3) the efficiency measure of cost per student.

These indicators become available with the submission of the FPR. You can view performance indicator (listed under Goal #3) results at <http://www.ed.gov/about/reports/annual/2009plan/program.html>

# SUPPORTED PLATFORM

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

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

# FINAL YEAR TIME EXTENSIONS

- One-time NO COST Extension (NCE) for up to one year
- Grantees should carefully consider time extension needs

## Time Extensions

- *Not just for using unexpended funds*
- *No additional federal funds*
- *No change to scope or objectives*
- *Time extension is not automatic*

# **FINAL YEAR TIME EXTENSIONS (CONTINUED)**

**Send written notice to program officer to request a no cost extension.**

**Written notification must include:**

- **PR award number**
- **State reasons for extension (rationale and justification for extension)**
- **Include revised expiration date**
- **Budget amount to be carried over**
- **Breakout of revised budget fund and budget narrative**
- **No later than 10 days before project ends**



# FINAL YEAR TIME EXTENSIONS (CONTINUED)

## What and When Do I submit? Interim Report and FPR Report

END DATE	INTERIM	FINAL
IF YOU ARE <u>NOT</u> REQUESTING A “NO COST EXTENSION”		<b>X</b> Due 90 days after grant ending date
NO COST EXTENSION Grant ends <b>BEFORE:</b> January 31, 2015 (2008 Grantees)		<b>X</b> Due 90 days after extension date ends.
NO COST EXTENSION Grant ends <b>AFTER:</b> January 31, 2015 (2008 Grantees)	<b>X</b> Section IV & V Due April 15, 2015	<b>X</b> Due 90 days after extension date ends.

# BEFORE YOU START

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

*User ID (PR NUMBER) and Password (Default)*

- *Instruction letter from GEAR UP*
- *All the data that is needed to submit for Sections I through VI of the FPR*  
*(a hard copy template of the FPR is available on our website [www.ed.gov/gearup/performance.html](http://www.ed.gov/gearup/performance.html) for gathering your data)*
- *Prepare a Microsoft Word document for Section I the Executive Summary and Section II the Narrative Information.*



# LOGIN

## Final Performance Report for Partnership and State Projects

### Login

USER ID:

PASSWORD:

[Forgot your password?](#)

Your Institution's 11 digit PR Number (User ID) and a password are required to access this system. If you are a first time user, please enter the default password. You will then be prompted to enter a permanent password. Use the permanent password when reentering the system.

### Current Collection

The current collection is for Final Performance Report for the 2007 grants.

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

Sections I and II are narrative information which must be provided in a Microsoft word format.

Please download the electronic template for Section I and Section II. This template is required to complete the FPR.

### [Download Sections I and II Template](#)

# LOGIN (CONTINUED)

You follow the use a login ID procedure to access the GEAR UP FPR system.

*User ID: Your 11 digit PR number (e.g. P334A060345)*

*Password: Default password given is*

*“GEARUPFPR” for the first login*

*Note:*

- *First time users are (required) to change their default password after completing the first login .*
- *Only the person with a valid User ID and Password can view/change data.*

# LOGIN (CONTINUED)

## Password Requirement

**The Password must be at least 8 characters, but not more than 14.  
The Password must satisfy 3 of the 4 following classes:**

- *English upper case letters, A...Z*
- *English lower case letters, a...z*
- *Westernized Arabic numerals, 0-9*
- *Special characters, (e.g.: %, @, #, &, \$, !...)*

**Example: Gufprs4!**

## LOGIN (CONTINUED)

“Forgot Password” link is provided:

- *You will get an automatic e-mail response for a "forgot password" request from our server.*
- *The Project Director's, first name, last name, and city name is required to receive a password.*
- *This information is checked against the data stored in our FPR database.*



# NAVIGATION

## GEAR UP Close Out Cover Sheet

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

[Print Cover Sheet](#)

1. PR/Award Number:	P334A00demo
2. Name of Grantee:	New World University

3. Address:

Address1:

Address2:

City:

State:

Zip Code:  -

4. Name of Project Director/  
Contact Person:

First Name:  Middle Initial:

Last Name:

Phone Number: (  )  -  ext:

Fax Number: (  )  -

E-Mail Address:

Save

## NAVIGATION (CONTINUED)

- A menu bar will appear with tabs at the top of the window. It provides access to each section of the *FPR* and to the *SUBMIT FPR* screen.
- Each data entry page has a *SAVE* button at the bottom which triggers the edit checks for the current section before saving the information in the database.



# SECTIONS I AND II DATA UPLOADING

Sections I and II are narratives that need to be prepared using Microsoft Word document and uploaded to the GEAR UP FPR website.

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

# SECTIONS I AND II DATA UPLOADING (CONTINUED)

PROFILE

SECTION I&II

SECTION III

SECTION IV

SECTION V

SECTION VI

SUBMIT FPR

PR/Award Number: P334A00demo

Name of Grantee: New World University

Step 1:

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

**If not:** Please download the Section I & II Template here and prepare 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:

Browse...

Step 3:

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

**Upload File**

## SECTION III : GRANT ADMINISTRATION INFORMATION

- This section contains narrative questions.
- Please answer all the questions within 3000 characters (including spaces).
- Use the character counter provided for each question. The counters show the remaining number of characters.



# SECTION IV: DEMOGRAPHIC DATA

## A. Students Served

Proposed Number of Students	Number of Students
Proposed to serve during the grant period (total year 1- 6)	0

Actual Number of Students in Your Cohort(s)	Number of Students
First year of your GEAR UP Project	<input type="text" value="0"/>
Second year of your GEAR UP Project	<input type="text" value="0"/>
Third year of your GEAR UP Project	<input type="text" value="0"/>
Fourth year of your GEAR UP Project	<input type="text" value="0"/>
Fifth year of your GEAR UP Project	<input type="text" value="0"/>
Sixth year of your GEAR UP Project	<input type="text" value="0"/>
Total number of students during the grant period (total year 1- 6)	<input type="text" value="0"/>

The Total number proposed to serve over the entire grant period will be generated by the figures we have pulled from the original grant application. It is a read only field.

For actual students served each year, you should refer to the APRs you've submitted for years 1-6 and enter those numbers in these fields. (If you complete an interim report before the FPR, the 6<sup>th</sup> year actual figure will be pre-populated.)

# SECTION IV: DEMOGRAPHIC DATA (CONTINUED)

## Section IV, Part A: Students Served States Grant Only

Statewide	Number of Students
Students served under statewide initiatives	0

**If you are serving students through a statewide initiative please indicate that number here. These numbers are above those students stated on the Students Served Form in your proposal and reported in the actual students served count shown above.**

*An example of this may be a state-wide homework hotline where students can call in and receive assistance with their assignments.*

# SECTION IV: DEMOGRAPHIC DATA (CONTINUED)

## B. Participant Distribution by Ethnic Background

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

*These figures should reflect the total of the ethnic distributions submitted in your APRs for all six years of the grant.*

# SECTION V: GEAR UP STUDENT OUTCOMES

## Cumulative Course Completion

Number of Students	9th Grade	10th Grade	11th Grade	12th Grade	Total
In final project year	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Completed Pre-Algebra by the end of 7th grade	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Completed Pre-Algebra by the end of 8th grade (would include those who completed Pre-Algebra by the end of earlier grades as well)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Completed Algebra I by the end of 8th grade	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Completed Algebra I by the end of 9th grade (would include those who completed Algebra I by the end of earlier grades as well)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Completed Algebra II	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Completed Geometry	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Completed any mathematics course above Geometry, not including Advanced Placement courses	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Completed Calculus	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Completed Chemistry	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Completed Physics	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>TOTAL</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



# SECTION V: GEAR UP STUDENT OUTCOMES (CONTINUED)

## Cumulative Course Completion

- In providing the numbers of students served in each of those grades, the grade determination should be based on the credits required for each grade level.
- AP/IB class information is not included in this table.  
**Any information on AP or IB classes should be provided in the narrative of Section II, # 7. This may include increased number of AP subject offerings, increased enrollment, or perhaps you did not offer AP or IB classes but now you do.**
- *If you have completed a full year no-cost extension (NCE), include the number of students in your first cohort who completed grade 12 in **June of 2013** in the first row student count.*

# SECTION V: GEAR UP STUDENT OUTCOMES (CONTINUED)

## Cumulative Course Completion Section A, B, C

- Complete SECTION A or SECTION B depending on the highest grade level of your students in the 6th year of the grant.  
*(This information will be pre-populated if you submit an interim report before the FPR)*
- If you requested a full year no-cost extension (NCE) please complete SECTION C.

# SECTION V: GEAR UP STUDENT OUTCOMES (CONTINUED)

## Cumulative Course Completion Section A

SECTION A - If you had 12th graders during the 6th year of your grant, please answer the following

### 2A) High School Graduation:

What is the number of 12th graders served during the 6th year of your grant? (The number of 12th graders should be the number of students who have the credits required to be considered a 12th grader (senior).)

### 3A) High School Completion/Graduation rates:

From the students given in Question 2 above, what is the number of 12th graders who received an official high school diploma?

### 4A) Immediate postsecondary education institution enrollment rates:

What is the number of cohort students, who, upon graduation, enrolled by the fall immediately following receipt of high school diploma in a:

(a) less than 2-year postsecondary education institution?

(b) 2- 3 year postsecondary education institution?

(c) 4 or more year postsecondary education institution?

# SECTION V: GEAR UP STUDENT OUTCOMES (CONTINUED)

## Cumulative Course Completion Section B

SECTION B - if the oldest students in your 6th year were in 11th grade or younger, please answer the following questions

2B) What is highest grade level served in your 6th year? (Enter a number between 7 and 11)

3B) How many students were in that grade level? (This number should be equal to the number of students in the highest grade level - provided in row 1 on the previous Course Completion table.)

4B) What year are these students scheduled to graduate from high school? ('yyyy')

# SECTION V: GEAR UP STUDENT OUTCOMES (CONTINUED)

## Cumulative Course Completion Section C

SECTION C - if you had 12th graders during the full year NCE of your grant

### 2C) High School Graduation:

What is the number of 12th graders served during the NCE year of your grant? (The number of 12th graders should be the number of students who have the credits required to be considered a 12th grader (senior).)

### 3C) High School Completion/Graduation rates:

From the students given in Question 2 above, what is the number of 12th graders who received an official high school diploma?

### 4C) Immediate postsecondary education institution enrollment rates:

What is the number of cohort students, who, upon graduation, enrolled by the fall immediately following receipt of high school diploma in a:

(a) less than 2-year postsecondary education institution?

(b) 2- 3 year postsecondary education institution?

(c) 4 or more year postsecondary education institution?

# SECTION VI: GRANT BUDGET INFORMATION

	Year 4		Year 5		Year 6	
	Actual Federal Expenditures	Actual Matching Contributions	Actual Federal Expenditures	Actual Matching Contributions	Actual Federal Expenditures	Actual Matching Contributions
1. Salaries and Wages	0	0	0	0	0	0
2. Employee Benefits	0	0	0	0	0	0
3. Travel	0	0	0	0	0	0
4. Materials and Supplies	0	0	0	0	0	0
5. Consultants and Contracts	0	0	0	0	0	0
6. Other	0	0	0	0	0	0
A. Total Direct Cost (1-6) (Read Only)	0	0	0	0	0	0
B. Total Indierct Costs	0	0	0	0	0	0
C. Equipments	0	0	0	0	0	0
D. Scholarships/Tuition Assistance	0	0	0	0	0	0
E. Total Costs (A+B+C+D) (Read Only)	0	0	0	0	0	0

Total Actual Federal Expenditures : 0.00 dollars

Total Actual Matching Contributions : 0.00 dollars

## SECTION VI: GRANT BUDGET INFORMATION

- In this table, please provide information about your Federal and matching expenditures for previous, completed budget periods.

*For example, if your grant began in Fiscal Year 2007, the Year 1 budget period would be July or September 2007 through July or September 2008.*

- Information for ALL completed budget periods, Years 1-5 are pre-populated with information from the last APR(s), but you can modify when providing the completed Year 6 figures. **(Year 6 includes NCE expenditures).**

# SUBMIT FPR

After all the sections are completed, you must SUBMIT the FPR.

- Screen will display the status of each section as complete or incomplete.
- If all sections are checked as “Complete”, click **SUBMIT FPR** button to submit.
- This triggers final cross-section edit checks.
- If any errors are found, the user will be prompted to go back and fix the errors in the appropriate sections. You will not be able to submit the FPR with errors.



# SUBMIT FPR (CONTINUED)

Once the FPR is submitted:

- Users will receive a confirmation message on their screen after submission.
- You will not be allowed to go back into the application other than to access your Profile screen.
- If you wish to edit the FPR after submission, email a request to the GEAR UP program officers to un-submit the FPR.
- Please print the cover sheet, sign and mail a hard copy with original signatures to your GEAR UP program officer.
- You should print the entire FPR from the Grantee Profile screen for your own records.

# INTERIM REPORT

A NO COST EXTENSION that ends after January 31, 2014 (2007 grantees), MUST submit an Interim Report on April 15, 2014.

## **Interim Report collects the following information**

- Section IV: Demographic Data,  
*(A. Student Served)*
- Section V: GEAR UP Student Outcomes,  
*(Section A)*
- *Note: You will NOT be required to submit an Annual Performance Report for the No Cost Extension Year!*

# INTERIM REPORT (CONTINUED)

## From FPR Section IV Demographic Data

### A. Student Served

Actual Number of Students in Your Cohort(s)	Number of Students
Sixth year of your GEAR UP Project	<input type="text"/>

## From FPR Section V GEAR UP Student Outcomes

**SECTION A - If you had 12th graders during the 6th year of your grant, please answer the following. Otherwise, skip this section and submit.**

<b>2A) High School Graduation:</b>	
What was the number of 12th graders during the 6th year of your grant? (The number of 12th graders should be the number of students who have the credits required to be considered a 12th grader (senior))	<input type="text" value="432"/>
<b>3A) High School Completion/Graduation rates :</b>	
From the students given in Question 2 above, what is the number of 12th graders who received an official high school diploma?	<input type="text" value="403"/>
<b>4A) Immediate postsecondary education institution enrollment rates :</b>	
What is the number of cohort students, who, upon graduation, enrolled by the fall immediately following receipt of high school diploma in a :	
(a) less than 2-year postsecondary education institution?	<input type="text" value="38"/>
(b) 2- 3 year postsecondary education institution?	<input type="text" value="137"/>
(c) 4 or more year postsecondary education institution?	<input type="text" value="121"/>

# HELP DESK

- All inquiries and requests must be sent to the Help Desk e-mail address provided on the web site.
- Issues will be logged and addressed in the order they are received.
- The GEAR UP Help Desk will make initial contact within 24 hours of receiving request.
- Staff will make every effort to resolve your issue as soon as possible.

# SCHEDULE

- The FPR Website is available to grantees in the close out process for 90 days after the Close-out Date.
- Help Desk for FPR submission is available year round.
- The Web based FPR system opened up for 2006 grantees on July 18, 2012 and will be opened for 2007 grantees in August 2013.

# Questions?

UNITED STATES DEPARTMENT OF EDUCATION  
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