



DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY

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



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

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

PRESENTATION AGENDA

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- **Logistics**
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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* (GPRRA) 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*
- *Firefox*
- *Google Chrome*

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”		X Due 90 days after grant ending date
NO COST EXTENSION Grant ends BEFORE: January 31, 2015 (2008 Grantees)		X Due 90 days after extension date ends.
NO COST EXTENSION Grant ends AFTER: January 31, 2015 (2008 Grantees)	X Section IV & V Due April 15, 2015	X 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 (Same as used for APR)*
- *URL: <https://opeweb.ed.gov/GEARUP>*
- *Instruction letter from GEAR UP*
- *All of 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 for gathering your data)
- *Prepare a Microsoft Word document for Section I the Executive Summary and Section II the Narrative Information.*

LOGIN

U.S. DEPARTMENT OF EDUCATION

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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:

[Log In](#)

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) Web site is currently closed. It will open 03/01/2015.

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: 04/30/2016

Final Performance Reports

The current Final Performance Report (FPR) collection is for the 2008 and 2009 cohorts.

Download a [Blank FPR Form](#) in MS Word format.

[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.

If you receive a no-cost extension, we need you to provide the number of students served and 12th grade enrollment data as an interim report at the end of your sixth year, because our program performance indicators are due before your FPR.

OMB No. 1840-0782 Expiration Date: 05/31/2017

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

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LOGIN (CONTINUED)

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

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

Password: Your password is sent in notification email.

Note:

- *You will be required to change your 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. It cannot contain your name, grant number, or the word password. You cannot use a prior GEAR UP password or one too similar to your current password. It must satisfy all following rules:

- 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.: ! @ # \$ & * % / + -)

Example: Gufprs4!

LOGIN (CONTINUED)

“Forgot Password” link is provided:

- *You will get an automatic e-mail response for a "forgot password" request.*
- *The Grant Number and the Project Director's email are required to receive a password.*
- *This information is checked against the data stored in our GEAR UP database.*



NAVIGATION

GEAR UP Close Out Cover Sheet

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

You must click a Save button at the bottom of the page to save any changes.

Grantee Profile

PR/Award Number:
Grantee Name:
Program Officer:
Report Year: 2015
Report Type: FPR

Warning: Your session will timeout after 60 minutes of inactivity during which a link or button is not clicked.

Please verify the information below and click the 'Save and Continue' button to begin your report. If someone other than the project director is entering the report, please enter your name and contact information in the data entry fields. To submit your report, you must click Save on this page even if there are no changes.

Address: Address 1:
Address 2:
City:
State:
Zip Code: -

Project Director: First Name: MI: Last Name:
Phone Number: ext.
Fax Number:
E-Mail Address:

**Data Entry Person:
(if different than above)** First Name: Last Name:
Phone Number:
E-Mail Address:

Certifying Official: First Name: MI: Last Name:
Phone Number: ext.
E-Mail Address:

Reporting Period: to

Save and Continue **Save** **Reset**

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 Report* screen.
- Each data entry page has **Save** buttons 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 website.

1. Download the template for Sections I & II from the GEAR UP website. Download either from the Login or Sections I & II web page.
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 web-based application system.

SECTIONS I AND II DATA UPLOADING (CONTINUED)



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[PROFILE](#) | [SECTION I&II](#) | [SECTION III](#) | [SECTION IV](#) | [SECTION V](#) | [SECTION VI](#) | [SUBMIT FPR](#)

You must click a Save button at the bottom of the page to save any changes.

Section I and Section II Data Upload

PR/Award Number:
Grantee Name:
Program Officer:
Report Year: 2015
Report Type: FPR

Warning: Your session will timeout after 60 minutes of inactivity during which a link or button is not clicked.

Step 1: If you did not create the upload file using the Section I & II Template, [Download the Section I and II Template](#) and update the document.

Step 2: Click the 'Browse' button to select the updated Section I & II file from your computer then click either Save button. The uploaded file must be a MS Word or PDF file.

Section I & II file:

[OPE Student Service Home Page](#) [GEAR UP Home Page](#)

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 III : GRANT ADMINISTRATION INFORMATION

Please answer all the questions in less than 3,000 characters and spaces. The counters show the remaining number of characters.

1. Please 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). How did these changes affect your budget, federal expenditures, or matching contributions?

3000 characters remaining

2. Please describe any changes to the roles of your partners during the six or seven years of your project. Describe any partners who have been added to your grant since the onset. Did the role of any of your partners in your final project year change significantly since they initially served your project? Did any partner(s) discontinue their participation in your grant?

3000 characters remaining

3. If your project has a scholarship component for postsecondary education, please provide: a) information about the amount of **Federal** scholarship funds that have been obligated; b) information regarding where the scholarship funds are held pending distribution to former GEAR UP students (e.g. are the funds in a trust account?); and c) how the funds will be disbursed and to whom. If you have already disbursed scholarship money to students, please indicate the amount of money disbursed, the number of students who received scholarships, and the average amount of the scholarships awarded.

3000 characters remaining

4. If your project has a scholarship component for postsecondary education, please provide: a) information about the amount of **match** scholarship funds that has been obligated; b) information regarding where scholarship funds are held pending distribution to former GEAR UP students (e.g., are the funds in a trust account?); and c) how the funds will be disbursed and to whom. If you have already disbursed scholarship money to students, please indicate the amount of money disbursed, the number of students who received scholarships, and the average amount of the scholarships awarded.

3000 characters remaining

[Save and Continue](#) [Save](#) [Reset](#)

SECTION IV: DEMOGRAPHIC DATA

A. Students Served:
Please complete the following table indicating the number of students served by your project.

Proposed Number of Students	Number of Students
Proposed to serve during the grant period (total year 1 - 6/7)	8
Actual Number of Students Served by your GEAR UP Project	Number of Students
Year 1	<input type="text" value="0"/>
Year 2	<input type="text" value="0"/>
Year 3	<input type="text" value="0"/>
Year 4	<input type="text" value="0"/>
Year 5	<input type="text" value="0"/>
Year 6	<input type="text" value="0"/>
Year 7	<input type="text" value="0"/>
Total number of students during the grant period	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.

The actual students served each year will pre-populate from your APRs.

SECTION IV: DEMOGRAPHIC DATA (CONTINUED)

Section IV, Part A: Students Served States Grant Only

Statewide	Number of Students
Students served under statewide initiatives	<input type="text" value="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

1) Cumulative Course Completion:

Please complete the following table indicating the number of GEAR UP students from the 9th, 10th, 11th, 12th grades and/or postsecondary in your final year of your project. 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.

If you have completed a full year no-cost extension (NCE), please include the number of students in your first cohort who completed grade 12 by June 2015 in the first row student count. Also, include their numbers in the course completion rows in the grade 12 column.

We have split the reporting of course completions into years and ask for completion data by year to get a sense for the trends in students completing college-ready courses earlier or in greater numbers as the grant progressed.

The names of math classes can vary among schools. Classify courses based on the content of the course.

AP class information is not included in this table. Any information on AP 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 classes but now you do.

Number of Students	9th Grade	10th Grade	11th Grade	12th Grade	Postsecondary	Total
In final project year	<input type="text" value="0"/>					
Completed Pre-Algebra by the end of 7th grade	<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"/>					
Completed Algebra I by the end of 8th grade	<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"/>					
Completed Algebra II	<input type="text" value="0"/>					
Completed Geometry	<input type="text" value="0"/>					
Completed any mathematics course above Geometry, not including Advanced Placement courses	<input type="text" value="0"/>					
Completed Calculus	<input type="text" value="0"/>					
Completed Chemistry	<input type="text" value="0"/>					
Completed Physics	<input type="text" value="0"/>					
Total	<input type="text" value="0"/>					

Example: The data element in row 2, column 1 pertains to the number of the 9th graders in your final project year who completed Pre-Algebra by the end of their 7th grade. Column 2 pertains to the number of 10th graders in your final project year who completed Pre-Algebra by the end of their 7th grade.

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 2014** 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

NOTE: Please complete Section A or Section B depending on the highest grade level of your students in the 6th year of the grant. If you requested a full year no-cost extension (NCE), please complete Section C.

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).)

1,580

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?

1,575

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 4-year postsecondary education institution?

0

(b) 4 or more year postsecondary education institution?

726

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 NCE year of your grant, please answer the following:

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 4-year postsecondary education institution?

(b) 4 or more year postsecondary education institution?

SECTION VI: GRANT BUDGET INFORMATION

GEAR UP Performance Report web Site - Windows Internet Explorer
 http://opeweb.cbmiweb.local/gearup/codes/guf_sec6.dfm

	Year 4		Year 5		Year 6		Year 7	
	Actual Federal Expenditures	Actual Matching Contributions						
1. Salaries and Wages	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2. Employee Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
3. Travel	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
4. Materials and Supplies	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
5. Consultants and Contracts	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
6. Other	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
A. Total Direct Cost (1-6) (Read Only)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
B. Total Indirect Costs (less than 8% of A)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
C. Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
D. Scholarships/Tuition Assistance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
E. Total Costs (A+B+C+D) (Read Only)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Total Actual Federal Expenditures: \$0
Total Actual Matching Contributions: \$0

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 2008, the Year 1 budget period would be July or September 2008 through July or September 2009.

- 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 7 includes NCE expenditures).**

SUBMIT FPR

After all of the sections are completed, you must submit the FPR.

- The screen will display the status of each section as complete or incomplete.
- Click the “Certification Form” link to display the form in PDF format. Print the form, have it signed, scan it into your computer, and upload it on the Submit page.
- If all sections are checked as “Complete” and you have uploaded your signed certification form, click the “Submit Report” button to submit your FPR.

SUBMIT FPR (CONTINUED)

Once the FPR is submitted:

- Project directors will receive a confirmation email after submission.
- You will not be allowed to go back into the report other than to access your Profile screen.
- If you wish to edit the FPR after submission, email a request to your GEAR UP program officer to un-submit the FPR.
- Click the “View/Print Report in PDF format” link to view your report in PDF format and save a copy for your own records.

INTERIM REPORT

A NO COST EXTENSION that ends after January 31, 2015 (2008 grantees), MUST submit an Interim Report on April 15, 2015.

Interim Report collects the following information

- Section IV: Demographic Data,
(A. Students 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)

The information below is part of your Final Performance Report (FPR) that is due 09/28/2015. However, our program performance indicators are due before then and for this reason we need the following data. This information relates to the end of the 6th year, the last funded year, of your grant. The information you provide now will appear in the FPR, so you will not have to re-enter it.

FPR Section IV Demographic Data

A) Students Served

Actual number of students in your cohort in the sixth year of your GEAR UP project:

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:

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 4-year postsecondary education institution?

(b) 4 or more year postsecondary education institution?

Submit Interim

HELP DESK

- All technical inquiries and requests should be sent to the Help Desk by clicking the “Contact Us” link and filling out the page which displays.
- Help Desk 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 is available all year round.

Questions?

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION



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



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

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

Computer Business Methods, Inc.

