

**Ronald E. McNair Postbaccalaureate Achievement (McNair) Program
Annual Performance Report -- Program Year 2003-04**

Section I -- Project Identification, Certification and Warning

A. Identification

1. PR/Award Number: _____
2. Name of Grantee Institution: _____
3. Address (City, State, Zip): _____
4. Name of Project Director: _____
5. Telephone Number: _____ Fax Number: _____
E-mail Address: _____
6. Report Period: _____ to _____
7. Data Entry Person _____
8. Telephone Number: _____ E-mail Address: _____

B. Certification: We certify that the performance report information reported and submitted electronically on _____ is readily verifiable. The information reported is accurate and complete to the best of our knowledge.

_____	_____
Name of Project Director (Print)	Name of Certifying Official (Print)
_____	_____
Signature and Date	Signature and Date

C. Warnings:

Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097. Further Federal funds or other benefits may be withheld under this program unless this report is completed and filed as required by existing law (20 U.S.C.) 1231a) and regulations (34 CFR 75.590 and 75.720).

Authority: Public Law 102-325, as amended.

AGENCY DISCLOSURE OF ESTIMATED BURDEN: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0640. The time required to complete this information is estimated to average five hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to the U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of the form, write directly to: Federal TRIO Programs, U.S. Department of Education, 1990 K Street, N.W., 7th Floor, Washington, DC 20006-8510.

ANNUAL PERFORMANCE REPORT (2003-04)
SECTION II -- RECORD STRUCTURE FOR PARTICIPANT LIST
FOR THE MCNAIR POSTBACCALAUREATE ACHIEVEMENT PROGRAM

Information on McNair participants must be formatted in accordance with the record structure that is provided below.

Below is a detailed record structure you need to follow in order to submit the required information as a text file. If you choose to submit your data in another file format, please note the Database Column Names in column three, which are provided to standardize the field headings for the performance report submissions. Before submitting the data, please change any header names you are using to match those in the Database Column Name and put the data (columns or fields) in the same order as the data fields are listed below. This will help the Department of Education convert the information you provide into a usable format. In addition, the Department will continue to make available a self-installing Visual Basic software application that grantees may use to collect the required information.

Field No.	Field Name	Database Column Name	Length (# of Bytes)	Positions Begin End		Field Type	Valid Field Content
1	PR/Award Number	PR	11	1	11	A/N	Number in Block 5 of the project's Grant Award Notification NOTE: Include only the eleven digit PR/Award Number that begins with P217A_-. Do not include the suffix for the fiscal year in this field.
2	Batch Year	BatchAY	4	12	15	A/N	2003 for project year 2003 –2004
3	Record Updated	RecUpdate	1	16	16	A/N	1 = Yes, response was received 2 = No response received.
4	Social Security Number	SSN	9	17	25	A/N	001010001 to 999999999 000000000 = Unknown Note: Please format the SSN in nine digits greater than 0 without using any characters (letters, hyphens) in the number (e.g., 123456789). Do not include any other form of ID in this field.

Field No.	Field Name	Database Column Name	Length (# of Bytes)	Positions Begin End		Field Type	Valid Field Content
5	Student's Last Name	LastNM	40	26	65	A/N	0 to 9 Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = Unknown If non-blank, will be justified with an uppercase A-Z in first position.
6	Student's First Name	FirstNM	20	66	85	A/N	0 to 9 Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = Unknown If non-blank, will be justified with an uppercase A-Z in first position.
7	Student's Middle Name	MI	1	86	86	A/N	Uppercase A to Z Blank = Unknown
8	Student's Date of Birth	DOB	8	87	94	A/N	Format is MMDDCCYY, e.g., 01011900 to 12312000; MM = 01 - 12 DD = 01 - 31 CC = 19 - 20 YY = 00 - 99 00000000 = Unknown
9	Gender	GenderCD	1	95	95	Numeric	1 = Male 2 = Female 0 = Unknown

Field No.	Field Name	Database Column Name	Length (# of Bytes)	Positions Begin	Positions End	Field Type	Valid Field Content
10	Race/Ethnicity	EthnicityCD	1	96	96	Numeric	1 = American Indian or Alaska Native 2 = Asian 3 = Black or African American 4 = Hispanic or Latino 5 = White 6 = Native Hawaiian or Other Pacific Islander 7 = More than one race reported 0 = Unknown NOTE: The race/ethnicity categories used here are the only categories officially approved by OMB for this data collection. For those students of a multi-racial background, you may use "7" for "More than one race reported."
11	Eligibility (low-income criterion)	EligLowInc	1	97	97	Numeric	1 = Yes 2 = No 0 = Unknown
12	Eligibility (first-generation criterion)	EligFirstGen	1	98	98	Numeric	1 = Yes 2 = No 0 = Unknown
13	Eligibility (underrepresented racial/ethnic group)	EligUnderrep	1	99	99	Numeric	1 = Yes 2 = No 0 = Unknown NOTE: Groups underrepresented in graduate education. The following ethnic and racial groups are currently underrepresented in graduate education: Black (non-Hispanic), Hispanic, American Indian/Alaskan Native.
14	First School Enrollment Date (Postsecondary Education)	FirstEnrollDT	8	100	107	A/N	Format is MMDDCCYY, e.g., 01010000 to 12312000; MM = 01 - 12 DD = 01 - 31 CC = 19 - 20 YY = 00 - 99 00000000 = Unknown

15	Project Entry Date	ProjEntryDT	8	108	115	A/N	Format is MMDDCCYY, e.g., 01010000 to 12312000; MM = 01 - 12 DD = 01 - 31 CC = 19 - 20 YY = 00 - 99 (00 = 2000) 00000000 = Unknown
16	Participant Status	PartCD	1	116	116	Numeric	1 = New Participant (for academic year being reported) 2 = Continuing Participant 3 = Prior-Year Participant 0 = Unknown NOTES: A new participant is an individual who was served by the project for the first time during the academic year being reported. A continuing participant is an individual who was served by the project for the first time in another academic year and also received project services during the academic year being reported. A prior-year participant is an individual who received project services in a previous academic year but who has not received services during the academic year being reported.
17	College Grade Level (Entry into project)	EnterGradeLV	2	117	118	Numeric	01 = 1st yr., never attended 02 = 1st yr., attended before 03 = 2 nd yr./sophomore 04 = 3 rd yr./junior 05 = 4th yr./senior 06 = 5th yr. or higher undergraduate 07 = graduate program (any year level) 00 = Unknown NOTE: Use grade level codes 03, 04, 05, and 06 only for students who have the required number of credits and GPA to be classified by

							the participant's postsecondary institution as a sophomore, junior, senior, and other undergraduate respectively.
18	College Grade Level (Current at the end of the spring/summer term)	CurrentGradeLV	2	119	120	Numeric	<p>01 = 1st yr., never attended 02 = 1st yr., attended before 03 = 2nd yr./sophomore 04 = 3rd yr./junior 05 = 4th yr./senior 06 = 5th yr./other undergraduates 07 = 1st yr. graduate/ professional 08 = 2nd yr. graduate/ professional 09 = 3rd yr. graduate/ professional 10 = Beyond 3rd yr. graduate/professional program 11 = Not currently enrolled in a postsecondary or graduate degree program 00 = Unknown</p> <p>NOTE: Use grade level codes 03, 04, 05, and 06 only for students who have the required number of credits and GPA to be classified by the participant's postsecondary institution as a sophomore, junior, senior, and other undergraduate respectively.</p>
19	Enrollment Status (for academic year being reported)	EndEnrollCD	2	121	122	Numeric	<p>01= Enrolled 02= Not enrolled 00 = Unknown</p> <p>NOTES: Enrolled is defined as a student who was enrolled in postsecondary education at least one term in the academic year being reported.</p> <p>Not enrolled is defined as a student who was not enrolled in postsecondary education for any term in the academic year being reported.</p>

20	Reasons Not Enrolled (during academic year being reported)	ReasonNotEnroll	2	123	124	Numeric	<p>01 = Applied but did not gain admission to graduate programs in the reporting year (for students with a bachelor's degree)</p> <p>02 = Did not apply to or declined offers from graduate programs owing to financial reasons (for students with a bachelor's degree)</p> <p>03 = Did not apply to or declined offers from graduate programs owing to health reasons (for students with a bachelor's degree)</p> <p>04 = Did not apply to or declined offers from graduate programs owing to other reasons (for students with a bachelor's degree)</p> <p>05 = Withdrew from program (undergraduate or graduate) for academic reasons</p> <p>06 = Withdrew from program (undergraduate or graduate) for financial reasons</p> <p>07 = Withdrew from program (undergraduate or graduate) or health reasons</p> <p>08 = Withdrew from program (undergraduate or graduate) for other personal reasons</p> <p>09 = Called for military duty</p> <p>10 = Not applicable; the student was enrolled in at least one term during the academic year being reported</p> <p>11 = Student deceased</p> <p>00 = Unknown</p> <p>NOTE: Grantees should not report in the reporting cycle students who completed a research or professional doctoral degree in previous years (2002-03 or before). Not enrolled is defined as not enrolled in <i>all</i> terms in the reporting year.</p>
21	Highest Degree Earned in the Reporting Year	DegreeCD	1	125	125	Numeric	<p>1 = Bachelor's Degree</p> <p>2 = Master's Degree</p> <p>3 = Doctoral Degree (Ph.D.)</p>

							<p>4 = Other Doctoral Degree (Ed.D) 5 = First-professional Degree (Law, Medicine, Dentistry, Optometry, Veterinary medicine, Osteopathic medicine, Theology, etc.) 6 = No degree earned during reporting year 0 = No response NOTE: Use the one-digit degree code that indicates the highest degree the participant obtained as of the end of the academic year being reported.</p>
22	Date Highest Degree Earned	DegreeDate	8	126	133	A/N	<p>Format is MMCCYY, e.g., 052002 MM = 01- 12 DD = 01 - 31 CC = 20 YY = 00 – 99 (00 = 2000) 00000000 = Unknown NOTE: If you do not know the complete date, use 15 for the day and use your best estimate for the month.</p>
23	Major/field of graduate study	Major	2	134	135	Numeric	<p>1 = Physical sciences 2 = Engineering 3 = Life sciences 4 = Health sciences 5 = Social sciences 6 = Humanities 7 = Education 8= Business administration 9 = Medicine 10 = Law 11 = Other professional fields 12 = Other 13 = Not applicable, participant is still in undergraduate program. 00 = Unknown</p> <p>Please refer to the instructions for a detailed breakdown of each major/field.</p>

24	GPA Scale	GPAScale	1	136	136	Numeric	1 = 4 point scale 2 = 5 point scale 3 = Other 9 = Not applicable, participant has not received bachelor's degree 0 = Unknown NOTE: Use valid one digit grade point average scale code. Provide GPA scale for all McNair participants who have graduated with a bachelor's degree.
25	Cumulative GPA at graduation with a bachelor's degree	CumGPA	5	137	141	A/N	0.000 to 5.000 9.999 = Not applicable, participant has not received bachelor's degree 0.000 = Unknown NOTE: Provide cumulative GPA for all McNair participants who have graduated with a bachelor's degree. Do not provide any other GPA in this field.
26	Research	Research	1	142	142	Numeric	1 = Yes 2 = No 0 = prior year participant
27	McNair internships	Internships	1	143	143	Numeric	1 = Yes 2 = No 0 = prior year participant
28	Seminars/ Workshops	Sem/Works	1	144	144	Numeric	1 = Yes 2 = No 0 = prior year participant
29	Tutoring	Tutoring	1	145	145	Numeric	1 = Yes 2 = No 0 = prior year participant
30	Academic Counseling	Counseling	1	146	146	Numeric	1 = Yes 2 = No 0 = prior year participant
31	Financial aid assistance	FinAidAssist	1	147	147	Numeric	1 = Yes 2 = No 0 = prior year participant
32	Admission	AdmisAssis	1	148	148	Numeric	1 = Yes

	assistance						2 = No 0 = prior year participant
33	Mentoring	Mentoring	1	149	149	Numeric	1 = Yes 2 = No 0 = prior year participant
34	Exposure to cultural events/ acad. programs	Cultural	1	150	150	Numeric	1 = Yes 2 = No 0 = prior year participant
35	Conferences	Conf	1	151	151	Numeric	1 = Yes 2 = No 0 = prior year participant
36	Presentations	Present	1	152	152	Numeric	1 = Yes 2 = No 0 = prior year participant
37	Graduate school visits, fairs	GradSchVisit	1	153	153	Numeric	1 = Yes 2 = No 0 = prior year participant
38	Test Preparation	TestPrep	1	154	154	Numeric	1 = Yes 2 = No 0 = prior year participant
39	Teaching related experiences	TeaReExp	1	155	155	Numeric	1 = Yes 2 = No 0 = prior year participant
40	Tracking completed	TrackComplete	1	156	156	Numeric	1 = Yes, the student has graduated with a research or professional doctorate. 2 = Yes, the student has not been enrolled in graduate or undergraduate program for five years or more. 3 = No, the student should continue to be tracked because the student has not graduated with a research or professional doctorate and has enrolled at least in one term in either graduate or undergraduate programs in the past five years. 0 = Unknown
41	Special Circumstances	SpecCir	254	157	410	A/N	Explain any special circumstances or conditions that have affected the validity or specificity of the reporting of this student's progress.

PRIVACY ACT

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that the Department of Education is authorized to collect information to implement the Ronald E. McNair Postbaccalaureate Achievement Program (McNair) under Title IV of the Higher Education Act of 1963, as amended (Pub. Law 102-325, sec. 402E). In accordance with this authority, the Department receives and maintains personal information on participants in the McNair program. The principal purpose for collecting this information is to administer the program, including tracking and evaluating participant progress. Providing the information on this form, including a social security number (SSN) is voluntary; failure to disclose a SSN will not result in the denial of any right, benefit or privilege to which the participant is entitled. The information is collected on this form will be retained in the program files and may be released to other Department officials in the performance of their official duties.

Section III: Prior Experience – Accomplishments To Date (For 2003-2004-ONLY) No other data will be considered.

Name: _____ PR Award Number: P217A_____

Address: _____ Campus(es)_____

In this section indicate your approved project objectives and report on the extent to which your project achieved each of these objectives. Provide specific numbers and/or percents to support on the accomplishment of each objective. Each of these objectives is consistent with one of the prior experience criteria contained in the program regulations (34 CFR 647.22).

CRITERIA	PROPOSED PERCENT	PROPOSED NUMBER	ACTUAL PERCENT	ACTUAL NUMBER	OBJECTIVES
Total # of students served this period					To consistently provide services to the correct number of participants that the project was funded to serve.
# Served who are both low-income and first-generation college students					To consistently provide services to the correct type of participants that the project was funded to serve.
# Served who are from groups underrepresented in graduate education					To consistently provide services to the correct type of participants that the project was funded to serve

CRITERIA	PROPOSED PERCENT	PROPOSED NUMBER	ACTUAL PERCENT	ACTUAL NUMBER	OBJECTIVES
Opportunities for research and other scholarly activities					of eligible participants will participate in approved research or other scholarly activities at the grantee institution or at graduate centers that are designed to provide participants with effective preparation for doctoral study.
Baccalaureate Degree					of eligible participants who received their baccalaureate degree during the current reporting period.
Post-baccalaureate enrollment					of eligible participants who enrolled in a program of postbaccalaureate education.
Ph.D. Attainment/ Completion					of prior year participants who attained/completed a doctoral degree during the current reporting period.
Other					Include other objectives/activities not specified above. Explain. (Text box)