

**INSTRUCTIONS FOR THE FY 2005  
ROBERT C. BYRD HONORS SCHOLARSHIP PROGRAM  
PERFORMANCE REPORT**

**BEFORE YOU MAIL THE PERFORMANCE REPORT**

**PLEASE CHECK THE FOLLOWING:**

**SECTION I.**

- ✓ The recipient "Total" (G) must equal the sum of the recipients (A+B+C+D+E+F).
- ✓ The "Amount Paid" total (E) must equal the sum of the amounts paid in (A+B+C+D+E+F).
- ✓ The "Amount Paid" total for each type of institution (A through F) must equal \$1,500 for new and renewal, times the number of recipients for each type of institution.

**SECTION II.**

- ✓ The Amount Paid in "A" must equal the Total Amount Paid in Section I "G." The amount in "A" should include your --
  - (1) FY 2005 allotment used for scholarships, and
  - (2) FY 2005 scholarship funds that you reserved in Section II "B" of your FY 2005 Performance Report. The FY 2005 carryover funds must have been obligated by September 30, 2005. Any funds unobligated after September 30, 2005 must be returned to the U.S. Department of Education. Any scholarship erroneously awarded after the stated date must be made good from available FY state funds.
- ✓ The sum of A+B+C+D must be equal to the state's total FY 2005 allotment plus any funds carried over from the FY 2005 performance report.

**SECTION III.**

- ✓ The sum of the numbers reported for "A.1." through "A.3." must equal the "Total" reported for "A.4."

- ✓ The number reported for “B” should include all students who withdrew or “dropped out.”
- ✓ The sum of the numbers reported for “C.1.” through “C.4.” must equal the “Total” reported for “C.5.” Include all Byrd Scholarship recipients during the entire reporting period.
- ✓ Report in “D” only those students included in “C” who remained enrolled at the end of the reporting period. Do not include any students who graduated; graduates should be reported only in “A.” The numbers reported for “D.1.” through “D.4.” must be less than or equal to the numbers reported on the corresponding lines “C.” For example, “D.1.” must be less than or equal to “C.1.” Also, the “Total” reported for “D. 5.” must equal the sum of the numbers reported for “D.1.” through “D.4.”
- ✓ The number reported in “E.3.” should include students who transferred to another institution. Non-renewals for students who withdrew or “dropped out” should be reported on “E.4.” along with any other reasons.