

December 2024

Dear Upward Bound/Upward Bound Math Science (UB/UBMS) Project Director:

It is time to prepare the Annual Performance Report (APR) for the Upward Bound/Upward Bound Math Science (UB/UBMS) Program for reporting year 2023-24. On December 12, 2024, you may begin the submission process at the following web location: <https://trio.ed.gov/> (TRIO Web Portal). To access the APR form and instructions, go to [Upward Bound Program | U.S. Department of Education](#) and click on the “APR” tab above “What’s New.” The APR is due by **January 29, 2025**.

Prior Experience (PE) Points

The years in which the Department assesses prior experience are the second, third, and fourth of the 2022-27 cycle (that is, 2023-24, 2024-25, and 2025-26, for the UB/UBMS programs); thus, this year’s report will produce your first PE assessment. **Be sure to keep in mind that, in any of the three assessment years, if your project fails to serve at least 90 percent of the agreed-upon number of students, you will earn no PE points at all for that year.**

After submitting the APR, you will receive a summary of your reported information, including tabulations of PE points earned during this reporting period.

Competitive Preference Priorities (CPP)

Grantees’ recent proposals responded to up to three competitive preference priorities. In Section I, Part 2 of the APR, each grantee will report on how they implemented each CPP that they responded to in the grant application.

New Digital Signature Requirements

Beginning with the UB/UBMS 2023-24 APR data collection, the Department has implemented a new feature that will require the Project Director and Certifying Official to digitally certify the UB/UBMS APR data.

Verifying or Designating a Certifying Official: To enable the Certifying Official to digitally certify the APR data, their contact information will be extracted from G5. As the Project Director for your grant, you will need to first verify or designate a certifying official by logging in to the [TRIO Web Portal](#) and clicking the “Go” button for the grant you wish to verify or designate.

- If the Certifying Official information is correct, click “Yes” and continue with your APR data submission.
- If the Certifying Official information is not correct, click “No” and enter the contact information for the Certifying Official. After providing the information requested, continue with your data submission.

- If the information is missing in G5 or the information does not meet certain criteria (e.g., Project Director cannot share the same email with the Certifying Official), you will need to designate a certifying official by clicking on the “Designate Certifying Official” button and entering the information requested, then click “Send.” After providing the information requested, continue with your data submission.
- If you wish to skip the verification or designation process, click “Skip,” and continue your data submission; however, we **strongly urge** you to complete this process as soon as possible.

Project Director’s Digital Signature: To certify your final APR data submission, please login to the [TRIO Web Portal](#), click on the “Go” button for the grant you wish to certify, and follow the instructions.

Certifying Official’s Digital Signature: Once the Project Director has certified the APR data, the Certifying Official will receive an email from TRIO Help Desk notifying them to login to the [TRIO Web Portal](#) and digitally certify the data. **Note:** The Certifying Official must have established a Login.gov account using the contact information as verified or designated by the Project Director. [Click here](#) for instructions on how to create a Login.gov account.

The Certifying Official:

- Must have legal authority to sign on behalf of the institution/grant holder.
- Has greater institutional/organizational authority relative to the Project Director.
- Is not the Project Director.
- Designation/confirmation of the Certifying Official, within the APR system, should occur early in the submission period.

IMPORTANT: The Department is phasing-out the five-business-day grace period for the signature requirements; therefore, you **must** provide both digital signatures within two (2) business days after your APR submission.

Regular Upward Bound - Summer to Fall Transition Projects Only

As part of the process to transition summer starts to fall, 38 projects had an extended 2023-24 assessment period that included the summer of 2023 and the summer of 2024. For these 38 projects, **only**, reporting for Section 1, Part 1, item #9 (Project Characteristics), and Section 2, field 28 (Participation Level) require additional reporting options. For these two reporting items, impacted projects need to be aware of the answer options that are appropriate for their project.

Please see ‘**Technical Guidance for Transition Project Response Options,**’ appended to this letter, for clarity regarding reporting expectations.

For Assistance With

- APR requirements, please contact your Program Specialist directly. To ascertain your program specialist's name, telephone number, and email address, go to [Upward Bound Program | U.S. Department of Education](#) and click on the “APR” tab above “What’s New.”
- TRIO APR Web Portal, please contact TRIO Help Desk at (703) 885-8008 or via email at: TRIO@helpdesk.thetactilegroup.com.
- APR digital signature, [click here](#) to access the “Digital Signature User Guide.”
- Login.gov, please go to the Login.gov Help Center at <https://login.gov/help/>.

Friendly Reminder: Whenever you need to access the TRIO APR reporting system, you must always start at the TRIO APR Web Portal (i.e., <https://trio.ed.gov>); you should never go directly to the Login.gov site to access the TRIO APR reporting system.

Thank you for the time, effort, and dedication you devote to the performance reporting period each year and for your commitment to providing complete and accurate data. Please retain source documents in a readily accessible form, so that they can be verified during an on-site visit.

Sincerely,

Sharon Easterling
Director
TRIO Upward Bound and Educational Opportunity Centers Division

Technical Guidance to Response Options for Transition Projects

As part of the process to transition summer starts to fall, 38 projects had an extended 2023-24 assessment period that included the summer of 2023 and the summer of 2024. For these 38 projects, only, reporting for Section 1, Part 1, item #9 (Project Characteristics), and Section 2, field 28 (Participation Level) require additional reporting options. Impacted projects need to be aware of the answer options that are appropriate for their project, for these two reporting items.

Section 1 Part1 Item #9: (Project Characteristics)

Section 1 Part 1 Item #9 has questions that address summer programming and participation. However, the 38 projects that are transitioning from summer to fall starts had an assessment period that covered two summers. For clarity regarding summer programming and participation, these projects will report for summer 2023 and summer 2024 separately. Answer options in the 2023-24 APR provide summer to fall transition projects the opportunity to report for both summers.

For all other projects, report only for the summer that occurs within your performance period. For projects with performance periods starting in spring/summer (and are not transitioning) you must report only for the Summer 2023. For projects with performance periods starting in the fall, you must report only for the Summer of 2024.

Questions pertaining to Summer 2024 (9a2, 9b2, 9c2) should only be available for fall start projects and transitioning projects. Non-transitioning, summer start projects should not be able to report values for questions pertaining to Summer 2024.

Items	Fall Starts	Summer Starts	Transitioning Projects
9a1 "Summer 2023"		X	X
9a2 "Summer 2024"	X		X
9b1 "Summer 2023"		X	X
9b2 "Summer 2024"	X		X
9c1 "Summer 2023"		X	X
9c2 "Summer 2024"	X		X
9d "academic year"	X	X	X

Section 2, Field 28 (Participation Level)

A few options, for Field 28, refer to summer participation. For the 38 projects whose performance period spans two summers, the answer options must provide clarity regarding which summer participation occurred in. The 2023-24 APR provides these 38 projects options to do so using two-digit answer options (options '11' through '81'). The 38 projects that transitioned from summer to fall starts **must** use **two-digit options** for reporting in Field 28.

All other projects (i.e., the 1,243 projects that did not transition from summer to fall starts) **must** use **single digit options** only (options '1' through '6'). Note: all projects may use option '0 = Unknown.'