

## **Ronald E. McNair Postbaccalaureate Achievement (McNair) Program Instructions for Completing the 2012-13 Annual Performance Report (APR)**

### **Background Information on the McNair APR**

The Department of Education (Department) uses the information provided in the McNair Annual Performance report to assess a grantee's progress in meeting its approved goals and objectives and to determine a grantee's prior experience points in accordance with the program regulations (34 CFR 647). The following outline is provided to answer questions you may have about the APR submission.

#### **Who**

- All grantees funded under the McNair Program must submit an annual performance report as a condition of the grant award.

#### **What**

- The APR consists of two sections. Section I gathers project information and Section II gathers detailed information on individual McNair participants as defined in 34 CFR 647.3.
- The project and individual participant information provided in the report must cover the 12-month academic year of the grantee institution instead of the 12-month budget/project year for the grant. For example, the 2012-13 academic year is roughly August/September 2012 through August 2013 while the budget/project year for most McNair grants is October 1, 2012, through September 30, 2013.
- Projects must retain participant records for a period of ten (10) years after the attainment of a bachelor's degree. In the Fall of 2013, the Department implemented a one-time verification process that required projects to verify the student cohorts for project participants who have already attained a bachelor's degree between academic years 2002-03 and 2011-12. This process is the McNair Tier 1A—Student Verification for the Bachelor's Degree Attainment. These verified records are required to be retained for a period of ten years. This ten (10) year period is necessary to accurately report on the doctorate degree objective. In future reporting periods, new bachelor's degree cohorts will be established at the time the project successfully submits their APR data.

#### **When:**

- The annual report is submitted within 90 days after the end of the 12-month budget period.

#### **Where:**

- Because the APR requests personal and confidential information on project participants; the secured Web site meets the Department of Education's data security standards for sensitive data, including password and site access procedures. Further, to ensure that the data is accessible only to authorized individuals and protected from unauthorized uses, a grantee must submit the participant level data via the Web application; under no circumstances should a grantee transmit the data to the Department or the APR Help Desk via e-mail.

- The actual Web application will be available on **Month Day, Year** at the following Web address: <http://www.ed.gov/programs/triomcnair/report.html>
- Web application registration and features are provided below.

**Why:**

- Title IV, Section 402E, of the Higher Education Act of 1965, as amended (Public Law 102-325), the program regulations in 34 CFR Part 647; and sections 75.590, and 75.720 of the Education Department General Administrative Regulations (EDGAR) requires the collection of this information.

**How:**

- By constructing a tab delimited (.csv) or Excel (xls or .xlsx) file that contains all of the individual participant information requested in Section II of the APR which is the Record Structure for Participants. The file must mirror the order of the field name and the content of the database column name.
  - Section I, Part 1—Project Identification/Characteristics Certification and Warning Statements
  - Section I, Part 2—Project Services
  - II.A. Project Identifiers (pre-populated)
  - II.B. Participant’s Personal Information
  - II.C. Participant’s Demographic Information
  - II.D. Participant’s Eligibility Status
  - II.E. Participant’s Enrollment Status Information
  - II.F. Participant’s Academic and Degree Status
  - II.G. Participant’s Research and Internships during the Academic Year
  - II.H. Participant’s Graduate School Information
- In the construction of the file, all date fields **must** be formatted as follows: 2 digits for month; 2 digits for day; 4 digits for year. Also, slashes **must** be used between the month, day and year (e.g., 09/01/2012).

**Web Registration:**

- Go to <https://trio.ed.gov/mcnair>,
- Click on "**Register Here Each Year,**"
- Enter the project's PR award number (found on the Grant Award Notification),
- Enter project director's first and last names,
- Enter project director’s e-mail address,
- Select and answer two security questions,
- If the project director’s information matches the data that the Department currently has on file, a user ID and temporary password will be sent to the e-mail address on file.
  - If the project director’s information does not match the data that the Department currently has on file, you will be directed to a "Registration Failed" page. Your program specialist and the Help Desk will be sent an e-mail message requesting verification of project director. Verification will occur within 24 hours if the program specialist can readily confirm a change in project director or e-mail address. Once the Help Desk has received verification from the program specialist, you will be notified to continue with registration.
- You may enter the user ID and temporary password right below the **Register Here Each Year** link.

- You will be guided to select a new password. Password requirements are:
  - at least eight characters, and include combinations of the following,
  - at least one English uppercase character (A-Z),
  - at least one English lowercase character (a-z),
  - at least one numeric number (0-9), and
  - at least one non-alphanumeric special character (e.g.,: , !, @, #, \$, &, \*, %, /, +, -).
- If you forget your password, a "**Forgot Password**" link is available on the log-in page. The link will route you to a screen that will allow you to retrieve your password by answering the two security questions you provided at initial registration. Once you answer the two security questions, your password will be sent to the email on file.
- After three failed attempts to access the Web site, you will be locked out and must call the Help Desk to obtain access.

### **Web Features:**

- A Web form for completing Sections I and II on-line.
- Access to a grantee's bachelor's degree cohort file (McNair Student Verification for the Bachelor's Degree Attainment—Tier 1A File) to ensure that all participants that should be on the 2012-13 data file are included.
- Functionality to upload a file with the individual participant records (Section II) to the Web application using a tab delimited (.csv) or EXCEL (.xls, .xlsx) file format.
- Functionality to download a file of the individual participant records (Section II).
- Functionality to view/delete/add participant data online.
- Functionality to upload a scanned signed copy of Section I using the online Web application.
- Online data field validations and error checks. In order for a grantee to be able to submit the APR, all of the sections of the APR must pass the first level of data field validations; therefore, following the initial submission of the participant data, additional data quality checks will be run. If any errors or data inconsistencies are found, the grantee will be notified via email of needed corrections and the due date for resubmitting the Section II data.
- A print button to generate a hard copy of the information entered online for Sections I and II.
- A submit button to send the entire report to the Department.
- An e-mail confirmation will be automatically generated and sent to the person on file notifying them that the report has been submitted (a valid e-mail address must be provided in Section I).

### **Contact the Help Desk or your program specialist if you:**

- have **technical problems** accessing the Web site or using the Web application
- do not receive an e-mail confirmation
- need to revise your performance report data after it has been submitted but prior to the deadline date (mm/dd/yyyy)
- have questions regarding the performance report requirements

### **Contact Information:**

- APR Help Desk at (703) 846-8248 or via e-mail at: [mcnairweb@cbmi.com](mailto:mcnairweb@cbmi.com).
- Program Specialist—Use the State listing provided at: <http://www.ed.gov/programs/triomcnair/report.html>.

**Ronald E. McNair Postbaccalaureate Achievement (McNair) Program**  
**Specific Instructions for Completing the Performance Report**  
**For 2012-13**

**SECTION I, Part 1—Project Identification/Reporting Periods/Contact Information/ Certification and Warning Statements**

**A. Project Identification**

1. Pre-populated
2. Pre-populated
3. Pre-populated
4. Pre-populated
5. Choose one

**B. Reporting Periods**

- 6a. Pre-populated
- 6b. Enter the date for the first day of classes, that is, the official date when courses first began.

**B. Contact Information**

- 7a. Pre-populated
- 7b. Pre-populated
- 7c. Pre-populated
- 7d. Pre-populated
- 8a. Pre-populated
- 8b. Pre-populated
- 8c. Pre-populated

**D. Certification**

Signatures for the both the project director and the certifying official are required in this section. You must fax a signed copy of Section I of the report form to **703-832-1360**.

*With the exception of Section I of the report, **please** do not fax a paper copy of the performance report.*

**SECTION I, Part 2—Project Services**

Enter the number of participants who received the required services and permissible services. A participant may be counted only one time in each category. For example, if the number of participants served is 30, none of the eleven categories will have a number exceeding 30.

Please refer to the definitions provided in the instructions for the required services and permissible services.

## SECTION II: PARTICIPANT RECORD STRUCTURE

Before you begin, please familiarize yourself with the participant data fields and the “*Definitions That Apply*” to the APR. The McNair participant record structure contains forty-eight (48) data fields. The first two fields are project identifiers. The remaining 46 fields are student data fields and may or may not require/allow updates as noted with an “X” below.

Field #	Field Name	You cannot update	You should not have to update	You may update
1	Pr/Award Number	X		
2	Batch Year	X		
3	Social Security Number	X		
4	Student’s Last Name	X		
5	Student’s First Name	X		
6	Student’s Middle Initial		X	
7	Student’s Date of Birth	X		
8	Gender			X
9	Ethnicity—Hispanic		X	
10	Race—American Indian/Alaskan Native		X	
11	Race—Asian		X	
12	Race—Black or African American		X	
13	Race—White		X	
14	Race—Native Hawaiian or Other Pacific Islander		X	
15	Low-income		X	
16	First-generation		X	
17	Under-represented racial/ethnic group		X	
18	First Postsecondary Education Enrollment Date		X	
19	Attendance at Community College/2-year Institution		X	
20	Project Entry Date		X	
21	Grade Level at Project Entry		X	
22	Participant Status ( <i>during academic year being reported</i> )			X
23	Enrollment Status ( <i>during academic year being reported</i> )			X
24	Project Participation ( <i>during academic year being reported</i> )			X
25	Funding Source ( <i>during academic year being reported</i> )			X
26	STEM Discipline		X	
27	Bachelor’s Degree (or equivalent)		X	
28	Date of Bachelor’s Degree (or equivalent)		X	
29	Graduating Cohort Year of Bachelor’s Degree	X		
30	Main field of Study (Bachelor’s Degree Earned)		X	
31	Cumulative GPA ( <i>upon graduation with a bachelor’s degree</i> )		X	
32	Research Activity ( <i>2012–13 academic year</i> )			X
33	Other Scholarly Activity ( <i>2012–13 academic year</i> )			X
34	McNair Research Internship ( <i>2012–13 academic year</i> )			X
35	Graduate School Admissions Test		X	
36	Date of First Graduate School Enrollment		X	
37	Graduate Institution First Attended		X	
38	Graduate School Enrollment Status ( <i>at the beginning of the 2013–14 academic year</i> )			X
39	First-Year Graduate Student Persistence Status			X

Field #	Field Name	You cannot update	You should not have to update	You may update
	<i>(at the beginning of the 2013–14 academic year)</i>			
40	Current Year of Graduate Study <i>(during academic year being reported)</i>		X	
41	Graduate Student’s Main Field of Study <i>(at time of entrance)</i>		X	
42	Graduate Assistantships <i>(for 1<sup>st</sup> year graduate students only)</i>		X	
43	Reason Left Graduate School		X	
44	Highest Graduate Degree Earned <i>(as of the end of the academic year)</i>			X
45	Date Highest Graduate Degree Earned			X
46	Institution Where Doctorate Degree was Earned		X	
47	Doctorate Recipient’s Employment Activity		X	
48	Student’s Name Change—Optional (Full Name)			X

## Definitions That Apply

### Bachelor’s Degree:

- Equivalent of a bachelor’s degree means any McNair participant who did not earn a baccalaureate degree upon completion of their undergraduate studies because their institution does not confer baccalaureate degrees until the student is enrolled in a graduate program or has completed their graduate studies.
- Graduating Cohort Year of Bachelor’s Degree means the year in which the participant earned their bachelor’s degree. For participants who attained their bachelor’s degree prior to the 2012-13 academic year, the cohort year was established via the McNair Tier 1A student verification process. For baccalaureate degree recipients not identified through the McNair Tier 1A process, the graduating cohort year will be established based on the APR data submitted by the project.

**Current Participant** means a participant who was served by the project in the reporting period. *(Note: The sum of new and continuing participants should equal the total number of participants served during the 2012-13 reporting period.)*

### Eligibility Status:

- Low-income individual means an individual whose family’s taxable income did not exceed 150 percent of the poverty level amount in the calendar year preceding the year in which the individual initially participated in the project. The poverty level amount is determined using criteria of poverty established by the Bureau of the Census of the U.S. Department of Commerce.
- First-generation college student means (1) an individual neither of whose natural or adoptive parents received a baccalaureate degree; or (2) an individual who, prior to the age of 18, regularly resided with and received support from only one parent and whose supporting parent did not receive a baccalaureate degree; or (3) an individual who, prior to the age of 18, did not regularly reside with or receive support from a natural or adoptive parent.

- Groups underrepresented in graduate education currently include the following ethnic and racial groups: Black (non-Hispanic), Hispanic, American Indian, Alaskan Native, Native Hawaiians and Native American Pacific Islanders.

### Enrollment Status:

- Enrolled is defined as a student who was enrolled in postsecondary education at least one term in the academic year being reported.
- Not enrolled is defined as a student who was not enrolled in postsecondary education for any of the terms in the academic year being reported.

### Ethnicity/Race:

- **Hispanic or Latino** – means a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- **American Indian or Alaska Native** - American Indian/Alaskan Native refers to a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** - A person having origins in any of the black racial groups of Africa.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii or other Pacific islands such as Samoa and Guam.

**Integrated Postsecondary Education Data System (IPEDS)** is the primary source for data on colleges, universities, and technical and vocational postsecondary institutions in the United States.

### Participant Status:

- A new participant is an individual who was served by the project for the **first time** in the this reporting period.
- A continuing is an individual who was served by the project for the first time in **any** prior reporting period and **also received** services in the this reporting period.
- A prior year is an individual served by the project in **any** prior reporting period but **did not** receive services in this reporting period.
- A prior-year participant who is deceased is an individual served by the project in **any** prior reporting period but is now deceased.

### Project Services

- Research or Other Scholarly Activities means an educational activity that meets **all** of the following criteria:
  - is more rigorous than is typically available to undergraduates in a classroom setting,
  - is definitive in its start and end dates,
  - contains appropriate benchmarks for completion of various components; **and**
  - is conducted under the guidance of an appropriate faculty member with experience in the relevant discipline.
- Summer Internships that are research-based means an educational activity that (1) is more rigorous than is typically available to undergraduates in a classroom setting, (2) is definitive in its start and end dates, (3) contains appropriate benchmarks for completion of various components, and (4) is conducted under the guidance of the an appropriate faculty member with

experience in the relevant discipline. Summer Internships that are not research-based means an educational experience in which participants, under the guidance and direction of experienced faculty researchers, are provided an opportunity to engage in research or other scholarly activities.

- Seminars/workshops means group activities that provide participants with the opportunity to receive information or practice methodology in one or more areas necessary for the successful navigation of the educational system relative to the attainment/completion of their doctoral studies.
- Tutoring means academic assistance provided by an advanced undergraduate student, graduate student or a professional staff.
- Academic counseling means assisting students in making educational plans, selecting appropriate courses, meeting academic requirements, and planning for graduation and graduate education.
- Admission assistance to graduate school means assisting students in choosing graduate or professional programs and applying for admission to those programs.
- Financial aid assistance to graduate school means assisting students individually or in small groups in completing financial aid applications and securing fellowships and other forms of financial assistance for graduate study.
- Education/Counseling to improve financial and economic literacy means knowledge about personal financial decision-making, which may include but is not limited to knowledge about
  - Personal and family budget planning;
  - Understanding credit-building principles to meet long-term and short-term goals ( e.g., loan to debt ratio, credit scoring, negative impacts on credit scores);
  - Cost planning for postsecondary or postbaccalaureate education (e.g., spending, saving, personal budgeting);
  - College cost of attendance ( e.g., public vs. private, tuition vs. fees, personal costs);
  - Financial assistance ( e.g., searches, application processes, and differences between private and government loans, assistantships); and
  - Assistance in completing the Free Application for Federal Student Aid (FAFSA).
- Mentoring means professionals, other than project staff, working with project students to expose them to careers that require doctoral degrees.
- Exposure to cultural events and academic programs means any project sponsored activities, such as field trips, special lectures, and symposiums that have as their purpose the improvement of the project participants' academic progress and personal development.
- Other means additional activities not listed above that are designed to meet the purpose of the McNair Program.

**National Center for Education Statistics (NCES)**, in the Institute of Education Sciences, is the statistical agency of the U.S. Department of Education and the primary federal provider of education statistics on the condition of American education.

**NCES IPEDS ID** is unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS) and is also referred to as the UNITID.

**Science, Technology, Engineering or Mathematics (STEM)** means a program of study in the fields of science, technology, engineering, and mathematics and includes disciplines such as

- Computer and Information Sciences
- Engineering



- Life Sciences, including agricultural sciences/natural resources, biological/biomedical sciences, and health sciences.
- Mathematics
- Physical Sciences, including astronomy, atmospheric science and meteorology, chemistry, geological and earth sciences, ocean/marine sciences, and physics.

**Survey of Earned Doctorate (SED)** is a federal agency survey conducted by the National Opinion Research Center (NORC) for the National Science Foundation and five other federal agencies. The SED gathers information annually on research doctorate graduates about their educational histories, funding sources, and post-doctoral plans. The 2011-12 SED questionnaire can be found at: [http://www.nsf.gov/statistics/srvydoctorates/surveys/srvydoctorates\\_2011.pdf](http://www.nsf.gov/statistics/srvydoctorates/surveys/srvydoctorates_2011.pdf)

## Instructions for Participant Data File

### II.A. Project Identifiers

**Field 1**—Use the PR/Award Number that corresponds to the reporting year even if you have been awarded a new grant and PR/Award Number for the next reporting year.

**Field 2**—Enter 2012.

### II.B. Participant’s Personal Data

**Field 3**—Enter SSN. If a project does not know a student’s SSN, leave it blank or enter zeros, “000000000.” *Not changeable in subsequent reporting periods.*

**Field 4**—Enter Student’s Last Name. **Not changeable in subsequent reporting periods.**

**Field 5**—Enter Student’s First Name. **Not changeable in subsequent reporting periods.**

**Field 6**—Enter Student’s Middle Initial.

**Field 7**—Enter Student’s Date of Birth. **Not changeable in subsequent reporting periods.**

### II.C. Participant’s Demographic Information

**Field 8**—Select Student’s Gender.

**Field 9**—Select whether or not the participant is identified/self-identifies as Hispanic/Latino.

**Field 10**—Select whether or not the participant is identified/self-identifies as American Indian/Alaskan Native.

**Field 11**—Select whether or not the participant is identified/self-identifies as Asian.

**Field 12**—Select whether or not the participant is identified/self-identifies as Black or African American.

**Field 13**—Select whether or not the participant is identified/self-identifies as White.

**Field 14**—Select whether or not the participant is identified/self-identifies as Native Hawaiian or Pacific Islander.

### II.D. Participant’s Eligibility Status Information

**Field 15**—Select whether or not the participant is low-income.

**Field 16**—Select whether or not the participant is first-generation college.

**Field 17**—Select whether or not the participant is from one of the following underrepresented groups in graduate education: Black (non-Hispanic), Hispanic, American Indian, Alaskan Native, Native Hawaiians and Native American Pacific Islanders.

## II.E. Participant’s Enrollment Status

**Field 18**—Enter participant’s date of first enrollment in postsecondary education. The first postsecondary enrollment date is the first date a participant enrolled in a program of postsecondary education; however, this date does not include the date a participant enrolled in a high school bridge-to-college program/dual enrollment program nor the first enrollment date a participant took college courses while enrolled in high school.

**Field 19**—Select whether or not a participant attended a community college/2-year institution *following high school graduation or having earned their GED*.

**Field 20**—Enter participant’s date of first project service.

**Field 21**—Select the participant’s college grade level at the time of project entry. Use your institution’s classification grade level criteria when determining the participant’s college grade level.

**Field 22**—Select the participant’s status.

**Field 23**—Select the participant’s enrollment status. Select “Yes” if the participant was enrolled in undergraduate or graduate studies at **any** time during the reporting period; otherwise, select “No”.

**Field 24**—Select the length of project participation by the participant. You must select “9” if the student was a prior-year participant.

**Field 25**—Select the types of funds used in this reporting period to serve the participant.

## II.F. Participant’s Academic and Degree Status

**Field 26**—For participants who were served in this reporting period, select the participant’s major field of study at the time of project entry. For prior year participants, select option 9. Generally, the social and behavioral sciences includes disciplines such as economics, econometrics, psychology, sociology, anthropology, political science, etc. For assistance and guidance, use the Main Field of Study list in the instructions.

**Field 27**—Select whether or not the participant has earned a bachelor’s degree or equivalent of a bachelor’s degree. If the participant is on your McNair Tier 1A—Student Verification for the Bachelor’s Degree Attainment data file, you must select “Yes”.

**Field 28**—Enter the date the participant earned their bachelor’s degree or equivalent of a bachelor’s degree.

**Field 29**—Select the applicable graduating cohort year the participant earned their bachelor’s degree. Select option 12 (2012-13) if the participant earned a bachelor’s degree in this reporting period. If the participant is on your McNair Tier 1A—Student Verification for the Bachelor’s Degree Attainment data file, you must select the cohort as it appears on the file. Hint: If you select “Yes” in field 27, then you must select a cohort year in field 29. **NOTE: Once the cohort year is established, it cannot be changed in subsequent reporting periods.**

**Field 30**—Use the Main Field of Study list located at the end of this document to enter the three-digit code for participants who have **EARNED** a bachelor’s degree. If the participant is a graduate or first professional student, enter the three-digit code at the time they attained their bachelor’s degree. For participants who are double majors, you may use your discretion.

**Field 31**—Enter the cumulative GPA upon graduation with a bachelor’s degree.

## II.G. Research or Other Scholarly Activities

**IMPORTANT:** Per regulatory definition of what constitutes research or other scholarly activities, in order to determine whether the student participated in research or other scholarly activities (including McNair research internships), you must answer “Yes” to all of the four (4) questions (i.e., criteria) listed below. For example, if the activity does not have a definitive start and end date, then the activity is not considered research.

1. Was the educational activity more rigorous than is typically available to undergraduates in a classroom setting?
2. Was the educational activity definitive in its start and end dates?
3. Did the educational activity contain appropriate benchmarks for completion of various components? **AND**
4. Was the educational activity conducted under the guidance of an appropriate faculty member with experience in the relevant discipline?

**Field 32**—Select the participant’s research activity completion status in this reporting period.

**Field 33**—Select the participant’s other scholarly activity completion status in this reporting period.

**Field 34**—Select the participant’s McNair research internship activity completion status in this reporting period.

## II.H. Participant’s Graduate School Information

**Field 35**—Select whether or not the bachelor’s degree recipient completed a graduate school admissions test.

**Field 36**—Enter the date of first graduate school enrollment.

**Field 37**—Enter the six-digit postsecondary institution NCES IPEDS ID for graduate institution first attended.

**Field 38**—Select the participant’s graduate school enrollment status at the beginning of the 2013-14 academic year (i.e., Fall) **for participants who earned a bachelor’s degree in this reporting period.**

**Field 39**—Select the participant’s graduate school persistence status at the beginning of the 2013-14 academic year (i.e., Fall) **for participants who were first-year graduate students in this reporting period.**

**Field 40**—Select the participant’s graduate year of study **for participants who are enrolled in graduate school in this reporting period.**

**Field 41**—Using the Main Field of Study list located at the end of this document; enter the three-digit code for the **main field of study at the time of entry into graduate school.** For students who are no longer enrolled in graduate school or for students who completed their graduate studies, the project should provide, to the extent possible, the main field of study at the time the participant first entered graduate school.

**Field 42**—Select the type of assistantship the **first-year graduate participant** received in this reporting period.

**Field 43**—Select the reason the participant left graduate school.

**Field 44**—Select the highest degree earned by the end of the academic year. Once reported, do not change the degree unless a new or more advanced degree has been earned. ***Select option 4 only if the other doctorate degree was in a research-intensive program. Select option 5 only if the other doctorate degree was in a non-research-intensive program.*** If a participant earned a professional

degree but subsequently earns a research-intensive doctorate, select the type of doctorate earned (e.g., PhD).

**Field 45**—Enter the date of the highest degree earned.

**Field 46**—If you selected option 2, 3, or 4 in field 44, enter the six-digit code postsecondary institution NCES IPEDS ID.

**Field 47**—Select the primary employment activity for participants who have earned a research-intensive doctorate degree. **Hint:** Options 1 thru 4 only apply if you selected option 2, 3, or 4 in field 44. In addition to a university setting, the primary employment can occur at organizations such as the National Institutes of Health (NIH), Centers for Disease Control and Prevention (CDC), private industry, etc. Once reported, do not update in subsequent reporting periods.

## **II.I. Participant's Name Change**

**Field 48**—This field is optional. If the participant changed their name and you need this information to assist you in further tracking the participant, please enter the participant's full name (i.e., first and last name). If the participant's name is the same as provided in fields 4 and 5, you may leave this field blank. The information in this field can be changed in subsequent reporting periods.

**Main Field of Study List  
For Fields 26, 30, and 41**



**BUSINESS MANAGEMENT/ADMINISTRATION**

900 Accounting	912 Hospitality, Food Service & Tourism Management	935 Organizational Behavior ( <i>see also PSYCHOLOGY/Industrial &amp; Organizational</i> )
905 Banking/Financial Support Services	916 International Business/Trade/Commerce	938 Business Management/Administration, General
910 Business Administration & Management	920 Marketing Management & Research	939 Business Management/Administration, Other
915 Business/Managerial Economics	917 Management Information Systems/Business Statistics	
901 Finance	930 Operations Research ( <i>also in ENGINEERING &amp; in MATHEMATICS</i> )	
921 Human Resources Development		

**COMMUNICATION**

940 Communication Research	950 Film, Radio, TV & Digital Communication	958 Communication, General
957 Communication Theory	947 Mass Communication/Media Studies	959 Communication, Other

**COMPUTER & INFORMATION SCIENCES**

400 Computer Science	410 Information Science & Systems	419 Computer & Information Science, Other
	415 Robotics	

**EDUCATION****RESEARCH & ADMINISTRATION**

840 Counseling Education/Counseling & Guidance	807 Educational Leadership	833 International Education
800 Curriculum & Instruction	822 Educational Psychology ( <i>also in PSYCHOLOGY</i> )	825 School Psychology ( <i>also in PSYCHOLOGY</i> )
805 Educational Administration & Supervision	808 Educational Policy Analysis	830 Social/Philosophical Foundations of Education
820 Educational Assessment/Testing/Measurement	815 Educational Statistics/Research Methods	835 Special Education
810 Educational/Instructional Media Design	845 Higher Education/Evaluation & Research	806 Urban Education and Leadership

**TEACHER EDUCATION**

858 Adult & Continuing Teacher Education	850 Pre-elementary/Early Childhood Teacher Education	856 Secondary Teacher Education
852 Elementary Teacher Education		

**TEACHING FIELDS**

860 Agricultural Education	866 Foreign Languages Education	882 Reading Education
861 Art Education	868 Health Education	884 Science Education
864 English Education	874 Mathematics Education	885 Social Science Education
870 Family & Consumer/Human Science ( <i>also in Fields Not Elsewhere Classified</i> )	876 Music Education	889 Teacher Education & Professional Development, Other
	878 Nursing Education	880 Physical Education & Coaching

**OTHER EDUCATION**

898 Education, General	899 Education, Other	
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**ENGINEERING**

300 Aerospace, Aeronautical & Astronautical Engineering	376 Engineering Management & Administration	357 Nuclear Engineering
303 Agricultural Engineering	327 Engineering Mechanics	360 Ocean Engineering
306 Bioengineering & Biomedical Engineering	330 Engineering Physics	363 Operations Research ( <i>also in MATHEMATICS &amp; in BUSINESS MANAGEMENT</i> )
309 Ceramic Sciences Engineering	333 Engineering Science	366 Petroleum Engineering
312 Chemical Engineering	336 Environmental Health Engineering	369 Polymer & Plastics Engineering
315 Civil Engineering	339 Industrial & Manufacturing Engineering	316 Structural Engineering
318 Communications Engineering	342 Materials Science Engineering	372 Systems Engineering
321 Computer Engineering	345 Mechanical Engineering	398 Engineering, General
324 Electrical, Electronics & Communications Engineering	348 Metallurgical Engineering	399 Engineering, Other
	351 Mining & Mineral Engineering	

**HUMANITIES****HISTORY**

706 African History	705 European History	708 Middle/Near East Studies
700 American History (U.S. & Canada)	710 History, Science & Technology & Society	718 History, General
703 Asian History	707 Latin American History	719 History, Other

**FOREIGN LANGUAGES & LITERATURE**

768 Arabic	743 German	752 Russian
758 Chinese	746 Italian	749 Spanish
740 French	762 Japanese	769 Other Languages & Literature

**LETTERS**

732 American Literature (U.S. & Canada)	734 English Language	736 Speech & Rhetorical Studies
720 Classics	733 English Literature (British & Commonwealth)	738 Letters, General
723 Comparative Literature	724 Folklore	739 Letters, Other
735 Creative Writing		

**OTHER HUMANITIES**

770 American/U.S. Studies	780 Music	785 Philosophy
773 Archaeology	786 Music Theory & Composition	790 Religion/Religious Studies
776 Art History/Criticism/Conservation	787 Music Performance	798 Humanities, General
792 Bible/Biblical Studies	788 Musicology/Ethnomusicology	799 Humanities, Other
795 Drama/Theater Arts	789 Music, Other	

**LIFE SCIENCES****AGRICULTURAL SCIENCES/NATURAL RESOURCES**

005 Agricultural Animal Breeding	055 Fishing & Fisheries Sciences/Management	030 Plant Pathology/Phytopathology ( <i>also in BIOLOGICAL SCIENCES</i> )
000 Agricultural Economics	043 Food Science	039 Plant Sciences, Other
025 Agricultural & Horticultural Plant Breeding	044 Food Science & Technology, Other	046 Soil Chemistry/Microbiology
020 Agronomy & Crop Science	066 Forest Sciences & Biology	049 Soil Sciences, Other
010 Animal Nutrition	070 Forest/Resources Management	080 Wildlife/Range Management
014 Animal Science, Poultry (or Avian)	079 Forestry & Related Science, Other	072 Wood Science & Pulp/Paper Technology
019 Animal Science, Other	050 Horticulture Science	098 Agriculture, General
081 Environmental Science	074 Natural Resources/Conservation	000 Agricultural Science, Other

**LIFE SCIENCES (continued)****BIOLOGICAL/BIOMEDICAL SCIENCES**

130	Anatomy	142	Developmental Biology/Embryology	175	Pathology, Human & Animal
110	Bacteriology	139	Ecology	180	Pharmacology, Human & Animal
100	Biochemistry ( <i>see also PHYSICAL SCIENCES/Chemistry, other</i> )	145	Endocrinology	185	Physiology, Human & Animal
102	Bioinformatics	148	Entomology	115	Plant Genetics
103	Biomedical Sciences	167	Environmental Toxicology	120	Plant Pathology/Phytopathology ( <i>also in AGRICULTURAL SCIENCES</i> )
133	Biometrics & Biostatistics	137	Evolutionary Biology	125	Plant Physiology
105	Biophysics ( <i>also in PHYSICS</i> )	170	Genetics/Genomics, Human & Animal	155	Structural Biology
107	Biotechnology	151	Immunology	169	Toxicology
129	Botany/Plant Biology	157	Microbiology	168	Virology
158	Cancer Biology	154	Molecular Biology	189	Zoology
136	Cell/Cellular Biology & Histology	160	Neurosciences	198	Biology/Biomedical Sciences, General
104	Computational Biology	163	Nutrition Sciences	199	Biology/Biomedical Sciences, Other
		166	Parasitology		

**HEALTH SCIENCES**

210	Environmental Health	240	Medicinal/Pharmaceutical Sciences	200	Speech-Language Pathology & Audiology
220	Epidemiology	230	Nursing Science	250	Veterinary Sciences
227	Gerontology ( <i>also in SOCIAL SCIENCES</i> )	207	Oral Biology/Oral Pathology	298	Health Sciences, General
212	Health Systems/Services Administration	215	Public Health	299	Health Sciences, Other
222	Kinesiology/Exercise Science	245	Rehabilitation/Therapeutic Services		

**MATHEMATICS**

425	Algebra	440	Logic	450	Statistics ( <i>also in SOCIAL SCIENCES</i> )
430	Analysis & Functional Analysis	445	Number Theory	455	Topology/Foundations
420	Applied Mathematics	465	Operations Research ( <i>also in ENGINEERING &amp; in BUSINESS MANAGEMENT/ADMIN.</i> )	498	Mathematics/Statistics, General
460	Computing Theory & Practice			499	Mathematics/Statistics, Other
435	Geometry/Geometric Analysis				

**PHYSICAL SCIENCES****ASTRONOMY**

500	Astronomy	505	Astrophysics	509	Astronomy, Other
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**ATMOSPHERIC SCIENCE & METEOROLOGY**

510	Atmospheric Chemistry & Climatology	514	Meteorology	519	Atmospheric Science/Meteorology, Other
512	Atmospheric Physics & Dynamics	518	Atmospheric Science/Meteorology, General		

**CHEMISTRY**

520	Analytical Chemistry	530	Physical Chemistry	538	Chemistry, General
522	Inorganic Chemistry	532	Polymer Chemistry	539	Chemistry, Other ( <i>see also BIOLOGICAL/Biochemistry</i> )
526	Organic Chemistry	534	Theoretical Chemistry		

**GEOLOGICAL & EARTH SCIENCES**

542	Geochemistry	544	Geophysics & Seismology	550	Stratigraphy & Sedimentation
540	Geology	548	Mineralogy & Petrology	558	Geological & Earth Sciences, General
552	Geomorphology & Glacial Geology	546	Paleontology	559	Geological & Earth Sciences, Other

**OCEAN/MARINE SCIENCES**

585	Hydrology & Water Resources	595	Marine Sciences		
590	Oceanography, Chemical & Physical	599	Ocean/Marine, Other		

**PHYSICS**

560	Acoustics	574	Condensed Matter/Low Temperature Physics	570	Plasma/Fusion Physics
576	Applied Physics	577	Medical Physics/Radiological Science	572	Polymer Physics
561	Atomic/Molecular/Chemical Physics	568	Nuclear Physics	578	Physics, General
565	Biophysics ( <i>also in BIOLOGICAL SCIENCES</i> )	569	Optics/Photonics	579	Physics, Other
		564	Particle (Elementary) Physics		

**PSYCHOLOGY**

600	Clinical Psychology	615	Experimental Psychology	627	Physiological/Psychobiology Psychology
603	Cognitive Psychology & Psycholinguistics	620	Family Psychology	633	Psychometrics & Quantitative Psychology
609	Counseling	613	Human Development & Family Studies	636	School Psychology ( <i>also in EDUCATION</i> )
612	Developmental & Child Psychology	621	Industrial & Organizational ( <i>see also BUSINESS MANAGEMENT/Organization Behavior</i> )	639	Social Psychology
618	Educational Psychology ( <i>also in EDUCATION</i> )	624	Personality Psychology	648	Psychology, General
				649	Psychology, Other

**SOCIAL SCIENCES**

650	Anthropology	667	Economics	686	Sociology
652	Area/Ethnic/Cultural/Gender Studies	670	Geography	690	Statistics ( <i>also in MATHEMATICS</i> )
657	Criminal Justice & Corrections	684	Gerontology ( <i>also in HEALTH SCIENCES</i> )	694	Urban Affairs/Studies
658	Criminology	674	International Relations/Affairs	695	Urban/City, Community & Regional Planning
662	Demography/Population Studies	676	Linguistics	698	Social Sciences, General
668	Econometrics	678	Political Science & Government	699	Social Sciences, Other
		682	Public Policy Analysis		

**FIELDS NOT ELSEWHERE CLASSIFIED (NEC)**

960	Architecture/Environmental Design	972	Library Science	984	Theology/Religious Education ( <i>see also OTHER HUMANITIES/Religion/Religious Studies</i> )
964	Family/Consumer Science/Human Science ( <i>also in EDUCATION</i> )	974	Parks/Sports/Rec./Leisure/Fitness	989	Other Fields, NEC
968	Law	976	Public Administration		
		980	Social Work		