**JACOB K. JAVITS FELLOWSHIP PROGRAM**

**ANNUAL PERFORMANCE, FINANCIAL NEED AND CERTIFICATION REPORT**

**(Authority: 34 CFR 650.20 and 650.44)**

**Important: The data requested is necessary to obtain a benefit.**

Section I: General Grantee Institution Information

**Instructions:** Please complete all information in this section. This report must be completed for each cohort of Jacob K. Javits Fellows attending your institution. The Department of Education tracks funds for Jacob K. Javits Fellows according to the fiscal year in which they were initially awarded a Jacob K. Javits Fellowship. All fellows initially awarded a fellowship in a particular fiscal year constitute a cohort. Thus, you must complete one report for each fiscal year listing all fellows in that particular cohort.

Grant Number: P170B

Grantee Institution Name:

Grantee Institution Address:

Project Director:

Project Director Telephone Number:

Project Director Fax Number:

Project Director E-Mail Address:

Total Number of Javits Fellows in this cohort:

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Section II: Individual Student Data

Instructions: For the electronic report, the system will prompt you for the necessary information. Enter the requested data into the system for each individual Javits fellow belonging to a cohort at your institution.

**1) Name of Fellow:** List the fellow to whom the grant number in Section I applies. A list of each fellow belonging to this cohort at your institution is provided.

**Last Name First Name**

**Field of Study**

 **Year and term student entered institution’s graduate program:**

 **Year Term**

**2) Current Educational Status of the Fellow:**

Currently Enrolled

 Graduated

 Transferred to (provide name of institution)

 On Interruption of Study

 Funding Discontinued Due to Failure to Make Substantial

 Academic Progress

 Funding Discontinued Due to Failure to Demonstrate

 Financial Need

 Withdrawn Due to Non-Academic Reasons

 Completed Fellowship Tenure But Still Enrolled in

 Graduate Degree Program

**Fellow Financial Need and Certification Information for the Budget Period from**

 **to**

**3) Months of Study:** If the fellow is currently enrolled, please check the number of months of study projected for this fellow (maximum 12 months) during the budget period. The fellowship can be calculated on a nine-month schedule if the student will not be enrolled during the summer semester.

 9 12

**4) Total Financial Need:** Enter this fellow's total financial need, as determined under Part F of Title IV.

**Total Financial Need = Cost of Graduate Attendance - Student’s Estimated Family Contribution - Tuition & Fees.)**

Note: If the student's financial need is zero, he or she is not eligible for any part of the Javits Fellowship.

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**5) Stipend Request:** Enter the stipend request for this fellow for the budget period. The stipend request should equal the fellow’s financial need and cannot exceed the maximum stipend amount for the fiscal year.

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**6) Institutional Allowance:** If this fellow will be enrolled for the full academic year (12-month period including the fall, spring and summer), enter the institutional payment amount for the budget period. If this fellow will attend less than a full academic year, enter a pro rata reduced amount.

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**7) Prior-Year Stipend:** Enter the stipend for which this fellow was determined to be eligible to receive in the previous year for this cohort.

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**8) Unused Funds (if any):** Enter any funds from the stipend, institutional allowance, or both that your institution did not use during the previous budget period due to one of the reasons listed. For any “Other” reason not listed that applies, please provide a brief explanation in the space provided.

* If a student took a leave of absence after you submitted last year's report;

 (Note: An Interruption of Study is not allowed in the first year of the fellowship.)

* If a student withdrew or graduated after you submitted last year's report; or
* If a student transferred to another institution after you submitted last year's report.
* Other

**Stipend Unused Funds Institutional Payment Unused Funds**

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**Required Certifications**

**9) Methodology Certification:** Certify that this fellow's financial need was calculated using the same manner as that in which the institution calculates all other graduate students' financial need under Part F of Title IV of the HEA by entering “Yes” in the space provided.

**10) Academic Progress Certification:** Certify whether this fellow is making substantial progress in his or her academic program by entering “Yes” or “No.” If “No,” provide a brief explanation in the space provided.

 Yes

No

**11) “Full‑Time” Certification:**  Certify that this fellow will be devoting full time to his or her academic program, as required, by entering “Yes” in the space provided.

**12) Part-Time Employment Certification:** Certify that this fellow will not be engaged in gainful employment (other than on a part-time basis as specified below) during the budget period by checking either “Part-Time” or “Not Employed” below.

Note: A fellow may work part time, but only for the institution he or she attends, and only in teaching, research, or similar activity approved by the Secretary.

 Part-Time

 Not Employed

**13) Leave Certification:** Certify whether a fellow will be on an approvedInterruption of Study for all or part of the award year by indicating the number of months in the space provided. If the fellow will not be on Interruption of Study, check “Not on Interruption of Study.”

Note: Section 702 of the HEOA permits an institution to allow a fellowship recipient an Interruption of Study for a period not to exceed 12 months for the purpose of work, travel, or independent study; illness of the recipient or the recipient’s immediate family (spouse, parent or child); or active military service. The duration of the Interruption of Study must be not more than 12 months, or in the case of active military service, for the duration of the tour of duty. A fellow on an Interruption of Study does not receive financial support during the period of his or her leave, unless the leave is for the purpose of travel supportive of the fellow's academic program or independent study supportive of the fellow's academic program. Please provide a brief explanation in the space provided if you believe the fellow is entitled to support under these conditions.

Months

 Not on Interruption of Study

Section III: AGREEMENT CERTIFICATION (REQUIRED BY 34 CFR 650.40) FOR THE JACOB K. JAVITS FELLOWSHIP PROGRAM

This certifies that the applicant, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of institution), agrees that it will comply with the amended statute (Title VII, Part A of the Higher Education Act of 1965) and regulations (34 CFR Part 650) in implementing the Jacob K. Javits Fellowship Program.

The authorized official identified below has reviewed all data entered and certifies that the Annual Performance, Financial Need and Certification Report is accurate and complete.

Name of Authorized Official

Title of Authorized Official Date

#### Disclosure of Burden Statement

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. Public reporting burden for this collection of information is estimated to average XX minutes/hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is mandatory (citing authority)/required to obtain or retain benefit (citing authority) and voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number XXXX-XXXX. Note: Please do not return the completed XXXX (cite form or other applicable reporting mechanism) application to this address