

# GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PROGRAMS (GEAR UP)

Annual Performance Report  
Website User's Guide

U.S. Department of Education  
Office of Postsecondary Education



Version 1.0  
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# GEAR UP APR QUICK SHEET

This page provides a quick overview of the GEAR UP Annual Performance Report system and how to use it. We recommend you review the entire User Guide to learn more about how each part of the system works so you can fully understand the GEAR UP annual performance reporting process.

1. **Log in to <https://gearup.ed.gov> with your username and password**

See **Chapter III** of this user guide for more details about logging into the system.

2. **Verify your institution and grantee contact information and update it, if necessary**

See **Chapter VI** for more about the Grantee Profile section.

3. **Complete all Sections of your Annual Performance Report**

See **Chapters VII-XII** for more details about each Section of the report.

4. **Review, Certify, and Submit your Annual Performance Report**

See **Chapter XIII** for more information about these steps.

For complete details about this entire process, please read this **User Guide** and the **Blank APR Form**, both of which are available online at <https://gearup.ed.gov/help>.

## I. Introduction

The APR is used by the U.S. Department of Education to determine if grantees are making substantial progress in achieving the goals and objectives of the project, as outlined in the approved application and required by the Education Department General Administrative Regulations (§75.253). Continued funding for your project is contingent upon making substantial progress. The APR consists of a cover page and six sections. Grantees must provide data for the Reporting Period and the Budget Period.

**Sections I, II, IV, V and VI** address the implementation of activities and services for the reporting period described below.

Type of Grant	Grant Year	Reporting Period
Continuing Grantees	Years 2 through 6 or 7	Previous academic school year
New Grantees	Year 1	Start date to March 31, 2022

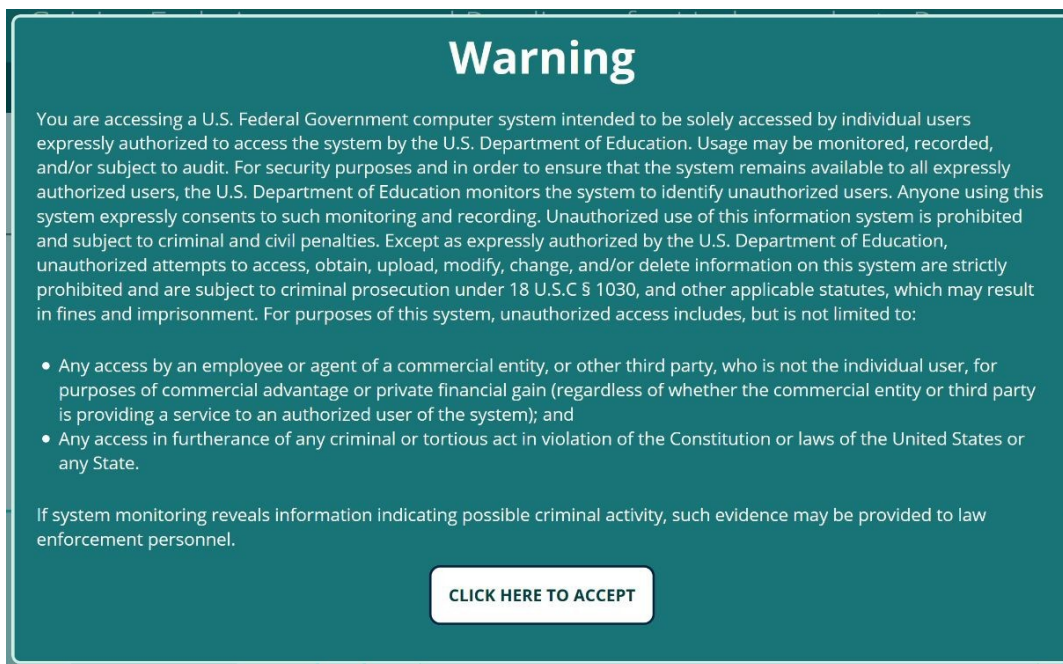
**Section III** addresses the federal and matching expenditures and fiscal management of funds for the budget period. The budget period for continuing grantees and new grantees is from the beginning to the end of the last grant performance period. Block 6 of the grant award notification for your new or continuation award outlines the budget period. Grantees must address actual and anticipated expenditures and carryover funds.

Actual Expenditures	Anticipated Expenditures	Carryover Funds
From start date of budget period to March 31, 2022	From April 1, 2022 to the end of the budget period	Anticipated funds that will be carried over to the next budget period

The APR must be submitted through the web-based system.

## II. Disclaimer Screen

Every time you access the system you must accept the terms of the following disclaimer.

A teal-colored rectangular box with a white border. At the top center, the word "Warning" is written in a large, white, sans-serif font. Below this, there is a paragraph of white text explaining that the user is accessing a U.S. Federal Government computer system and that usage may be monitored. It states that unauthorized use is prohibited and subject to criminal and civil penalties. Below the paragraph is a bulleted list of two items: 1) Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and 2) Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State. Below the list is another paragraph of white text stating that if system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel. At the bottom center of the box is a white button with a black border and the text "CLICK HERE TO ACCEPT" in black, uppercase letters.

If you don't accept the terms on the disclaimer screen, you may not use the system.

### Browser Compatibility and Security Requirements

Recommended browsers for this website include:

- Chrome version 41 and newer
- Firefox version 44 and newer
- Safari version 10 and newer
- Internet Explorer 11 on Windows 10
- Microsoft Edge

Please be aware that versions of Internet Explorer less than 11 (IE 10, IE 9, etc.), and versions of Windows less than 10 (Windows 8.1, Windows 7, Windows Vista) are no longer supported by Microsoft. This means they are no longer receiving security patches, bug fixes, or updates.

If you are running software that is no longer supported by its manufacturer, you must upgrade to a supported version or switch to a supported browser.

Security requirements dictate that users may only access the GEAR UP website while using supported software.

### III. GEAR UP Home Page

After accepting the disclaimer, you will be able to access the GEAR UP system home page.

**GEAR UP**  
Gaining Early Awareness and Readiness for Undergraduate Programs

1 Home | About | Help | FAQs | Contact Us

2 APR collection will run from:  
March 9, 2020 to April 15, 2020.  
Current Final Performance Report collection is for the:  
2013 and 2014 cohorts.

New to GEAR UP? Click the button below to get started

3 New User

4 Blank forms and guides  
Click here to view blank report forms and user guides for GEAR UP systems.

**Welcome to the new GEAR UP web portal!**

This Web site is used to collect annual, interim, and final performance reports from GEAR UP grantees.  
The Annual Performance Report website is currently closed.  
Your FPR must be submitted within 90 days after the closing date of your grant.

**Returning User? Login Below.**

5 Email:  
Password:  
Forgot your password? Need Help?  
Login

1. **Main Menu Links:**
  - a. **Home** - return to the GEAR UP home page
  - b. **About** - learn more about the GEAR UP website.
  - c. **Help** - access User Guides, blank forms, and other helpful resources
  - d. **FAQs** - review answers to frequently asked questions
  - e. **Contact Us** - fill out a contact form to request assistance from the Help Desk (staffed Mon-Fri, 9 am-5 pm Eastern time; telephone support is not available)
2. **System Information** - look here for important information about when the GEAR UP system is opening and closing.
3. **New User** - click here if you need to request a new user account
4. **Blank forms and guides** - another link to the *Help* page described above
5. **Login fields:**
  - a. **Email** - your username is your email address
  - b. **Password** - do not share your password with anyone; if you need additional users to fill out your APR they must have their own accounts linked to their own email addresses

c. **Forgot your password** - click here to request a link via email to reset your password

- d. **Need help** - another link to the *Contact Us* page described above
- e. **Login** - after entering your username and password, click this button to login

## a. New User Accounts

If you need a new user account, click the **New User** button and enter your email address into the field provided. The system will check to see if your email is already registered.

If your email address is not in the system, you'll be presented with a form to request a new user account. Make sure you provide the new user's:

- First Name
- Last Name
- Email Address,
- Institution Name, and
- Grant PR Number

The Help Desk must verify that the new user is authorized to access the application by contacting an individual that is currently in the system from a previous year.

Please allow up to one business day for new accounts to be created.

To save a step and expedite this process, you may choose to have someone who is already listed on the grant, such as the Project Director, fill out the new account request form on behalf of the new user.

## b. Two-Factor Authentication

All Federal websites are now required to include **TWO-FACTOR AUTHENTICATION** in the login process. You may have seen this on other websites, especially those for banks and credit card companies.

Two-factor authentication requires that you login first with something you *know* (i.e., your username and password), and then with something you *have* (e.g., your phone).

You'll have the option to authenticate to the GEAR UP web portal by means of:

- a smartphone app,
- a text message, or
- a voice telephone call.

You'll authenticate by confirming a request in the app, or by entering a 6-digit code onto the website sent to you by text or by voice.



The smartphone app is the recommended option, but we realize not everyone will have the access or the desire to use an app.

No matter which method you choose, the website will walk you through the setup process step by step. Setting it up will take less than five minutes, and using it each time you login will take only a few seconds.

## IV. GEAR UP Dashboard

Once you are logged in and authenticated you will see your GEAR UP Dashboard.



### Welcome to the new GEAR UP web portal!

This Web site is used to collect annual, interim, and final performance reports from GEAR UP grantees.

PR#	Report Type	Data Entry Window	Status	Enter System
P334A	APR	03/09/2020 to 04/15/2020	In Progress	<a href="#">GO</a>
P334S	FPR	03/09/2020 to 04/15/2020	In Progress	<a href="#">GO</a>
P334S	Interim	03/09/2020 to 04/15/2020	In Progress	<a href="#">GO</a>



The dashboard lists all the grants you have permission to access. For some users this will be one grant, for others it may be more than one. If you are listed as the Project Director, Additional Contact/Data Entry Person, or Certifying Official on a grant, it will appear on your dashboard.

The main menu has two additional links now that you're logged in:

1. **Account** - click here to change your password and manage your two-factor authentication method(s)
2. **Logout** - click here to end your user session and logout of the system

For each of your grants, the dashboard will display the PR Number, Report Type (APR, FPR, or Interim) and the Status of each report.

Click the appropriate **GO** button to enter the system and access that grant's report.

If a report is Not Started or In Progress you will be taken to the data entry forms for that report.

If a report is Submitted, you will be taken to the Submit tab. If the system is still open, you can request that your report be unsubmitted so that you can edit the information and resubmit.

## V. Welcome

The Welcome page provides information about completing the grant and system requirements.

**GEAR UP**  
Gaining Early Awareness and Readiness for Undergraduate Programs

Home | About | Help | FAQs | Contact Us | Account | Logout

Welcome

Grantee Profile

Section 1  
Executive Summary

Section 2  
Administrative Information

Section 3  
Fiscal Management

Section 4  
Student's Demographic Data

Section 5  
Objectives and Services

Welcome project.director@commstate.edu

PR/Award Number: P334A000000 Reporting Period: 9/25/2018 - 9/24/2019

Grantee Name: COMMUNITY STATE COLLEGE UNIVERSITY Program Officer: David Howe (David.Howe@ed.gov)

GEAR UP Home

**Welcome!**

**INSTRUCTIONS:**  
Section 75.720 of Education Department General Administrative Regulations (EDGAR) requires Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) State and Partnership grantees to submit an Annual Performance Report (APR). The U.S. Department of Education (Department) uses APRs to help determine if projects are making substantial progress in accomplishing the goals and objectives of the project. Continuation funding is based on, in part, grantees making annual substantial progress. The Government Performance and Results Act of 1993 also requires that APR data is used to assess the GEAR UP program as a whole.

The APR consists of a cover sheet and six sections. The cover sheet must be completed and signed by the project director and the authorized representative and returned to the Department along with the six sections on or before the due date. A separate announcement including these instructions and the due date will be emailed to each grantee annually. Grantees are expected to complete all questions in the APR except when otherwise stated. Please define all terms specific to your

Please make note of the following changes in the new system:

1. Grantees are no longer required to upload a signed certification form. There is now a section where the Certifying Official is able to electronically sign the document.
2. Grantees are no longer required to upload a Word template for Sections I and II. Those sections have been converted into standard online data entry forms.
3. Grantees are expected to complete all questions in all sections of the report *except where noted*. Questions that are *not required* will be marked **Optional** at the beginning of the question.

## VI. Grantee Profile

The Grantee Profile provides information about the grant recipient.

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Gaining Early Awareness and Readiness for Undergraduate Programs

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Welcome

**Grantee Profile**

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Fiscal Management

**Section 4**  
Student's Demographic Data

**Section 5**  
Objectives and Services

Welcome project.director@commstate.edu

PR/Award Number: P334A000000	Reporting Period: 9/25/2018 - 9/24/2019
Grantee Name: COMMUNITY STATE COLLEGE UNIVERSITY	Program Officer: David Howe (David.Howe@ed.gov)

Welcome / [Grantee Profile](#)

### Grantee Profile

Please verify the information below and click the 'Save and Continue' button to begin you report. If someone other than the project director is entering the report, please enter your name and contact information in the data entry fields. To submit your report, you must click Save on the page even if there are no changes.

#### Address

Address 1:

This form will be pre-populated with information from your account. Please review and update the information as necessary.

## VII. Section I: Executive Summary

The Executive Summary requires grantees to provide a brief description of the project's overall accomplishments, highlighting major outcomes, successes, and challenges.

All questions in this section are required and must be answered by all grantees.

The screenshot displays the GEAR UP web application interface. At the top, the logo "GEAR UP" is prominently featured, with the tagline "Gaining Early Awareness and Readiness for Undergraduate Programs" below it. A navigation bar includes links for Home, About, Help, FAQs, Contact Us, Account, and Logout. On the left side, a vertical menu lists sections: Welcome, Grantee Profile, Section 1 (Executive Summary), Section 2 (Administrative Information), Section 3 (Fiscal Management), Section 4 (Student's Demographic Data), and Section 5 (Objectives and Services). The main content area shows a user profile for "project.director@commstate.edu" with fields for PR/Award Number (P334A000000), Reporting Period (9/25/2018 - 9/24/2019), Grantee Name (COMMUNITY STATE COLLEGE UNIVERSITY), and Program Officer (David Howe). Below this, the "Section 1: Executive Summary" heading is followed by a note: "You must answer all questions in order to submit your report, except those marked Optional." The mission statement and a list of goals are also visible.

**GEAR UP**  
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Grantee Profile

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**Section 5**  
Objectives and Services

Welcome project.director@commstate.edu

PR/Award Number: P334A000000 Reporting Period: 9/25/2018 - 9/24/2019

Grantee Name: COMMUNITY STATE COLLEGE UNIVERSITY Program Officer: David Howe (David.Howe@ed.gov)

Welcome / Executive Summary

**Section 1: Executive Summary**

**Note:** You must answer all questions in order to submit your report, except those marked Optional.

The mission of the GEAR UP program is to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education. Please provide a brief description (no more than 4000 characters, or approximately three pages) of the current status of your project. Describe the extent to which you have implemented all program activities and components planned for this reporting period, highlighting your major outcomes, successes, and challenges as they pertain to:

- Improving the academic performance of GEAR UP students;
- Increasing educational expectations of participating students and their parents, guardians, or family members;
- Improving knowledge postsecondary education preparation and financing for students and their parents, guardians, or family members; and
- Working to improve high school graduation and postsecondary enrollment rates.

Formerly, Section I was entered into a downloadable Word template and then uploaded into the system.

Now, Section I is entered into data entry form fields just like the rest of the APR.

Please note that the data entry fields do not accept any special formatting characters, such as bold, underline, or italics. They also will not accept tables, charts, graphs, or images.

If you are used to creating your Executive Summary in Word, you may continue to do so, but we would recommend before cutting and pasting it into the system, try cutting and pasting it into Notepad first to see how the formatting will be affected.

## VIII. Section II: Administrative Information

The Narrative section allows grantees to provide data on project successes and areas of greatest impact; barriers or challenges; progress towards meeting proposed objectives; lessons learned; effect of the project on participants' academic achievement and/or performance; and sustainability of activities and outcomes.

All questions in this section are required and must be answered by all grantees.

The screenshot displays the GEAR UP web application interface. At the top, the header reads "GEAR UP" with the subtitle "Gaining Early Awareness and Readiness for Undergraduate Programs". A navigation menu includes links for Home, About, Help, FAQs, Contact Us, Account, and Logout. A sidebar on the left lists sections: Welcome, Grantee Profile, Section 1 (Executive Summary), Section 2 (Administrative Information), Section 3 (Fiscal Management), Section 4 (Student's Demographic Data), and Section 5 (Objectives and Services). The main content area shows a user profile for "project.director@commstate.edu" with details for PR/Award Number (P334A000000), Reporting Period (9/25/2018 - 9/24/2019), Grantee Name (COMMUNITY STATE COLLEGE UNIVERSITY), and Program Officer (David Howe). Below this is a breadcrumb trail "Welcome / Administrative Information" and a heading "Section 2: Administrative Information". A note states: "Note: You must answer all questions in order to submit your report, except those marked Optional." A question is listed: "1. Describe any significant changes in your project design since the approval of your grant application that did not require prior approval from the Department (e.g., changing from individual tutoring to group tutoring or placing more emphasis on enrichment activities rather than remediation). Note: Changes that require prior approval from the Department should be submitted directly to your program specialist and not through your APR." Below the question is a large empty text input field.

Formerly, Section II was entered into a downloadable Word template and then uploaded into the system.

Now, Section II is entered into data entry form fields just like the rest of the APR.

### a. Section II, Question 4: Personnel

In question 4 you will be asked to create a list of the names and titles of all key personnel. To get started, click the **Add Personnel** button.



Then enter your data into all the fields as displayed below.

**Name of Personnel #1:**

Title:

Federal  Non-Federal

Percentage of time:

OR

Total Number of hours:

**Save**

Click Save when done.

To add another person, click the **Add Personnel** button again, and repeat until you've created all the records you need.

To delete an entry, simply click the Trash Can icon in the upper right corner of that item's header bar at any time. Be careful, because there is no undelete feature. If you delete an item you didn't mean to, you will have to re-enter the data from scratch.

## b. Section II, Question 6: Partners

In question 6 you will be asked to create a list of partners, both original and those added during implementation. To get started, click the **Add a Partner** button.



Then enter your data into all the fields as displayed below.

**Name of Partner #1:**

\*Type of Partner:

Partner Status:  And

Submitted Partner Identification From and Cost Share Worksheet:

**Save**

Click Save when done.

To add another School, click the **Add a Partner** button again, and repeat until you've created records for all necessary partners.

To delete an entry, simply click the Trash Can icon in the upper right corner of that item's header bar at any time. Be careful, because there is no undelete feature. If you delete an item you didn't mean to, you will have to re-enter the data from scratch.



## IX. Section III: Fiscal Management

Grant Administration Information requires grantees to provide data on changes in project design; changes in partners; and details about scholarship components, if applicable.

All questions in this section are required and must be answered by all grantees EXCEPT the following:

- Section 3, Question 4: First Year grantees do not have to answer, and will not see this question
- Section 3, Question 6d: This question is optional for all grantees

The screenshot shows the GEAR UP web application interface. At the top, there is a teal header with the text "GEAR UP" and "Gaining Early Awareness and Readiness for Undergraduate Programs". Below the header is a navigation bar with links for Home, About, Help, FAQs, Contact Us, Account, and Logout. On the left side, there is a vertical menu with sections: Welcome, Grantee Profile, Section 1 (Executive Summary), Section 2 (Administrative Information), Section 3 (Fiscal Management - highlighted), Section 4 (Student's Demographic Data), Section 5 (Objectives and Services), Section 6 (GEAR UP Student Outcomes), and Review and Certification. The main content area shows a user profile for "project.director@commstate.edu" with details like PR/Award Number (P334A000000), Reporting Period (9/25/2018 - 9/24/2019), Grantee Name (COMMUNITY STATE COLLEGE UNIVERSITY), and Program Officer (David Howe). Below this is the "Section 3: Fiscal Management" heading and a note: "Note: You must answer all questions in order to submit your report, except those marked Optional." A numbered instruction follows: "1. In the following table, please provide information about your actual and anticipated Federal expenditures for the current budget period. The current budget period can be found in Section 6 of your current Grant Award Notification (GAN). You do not need to fill in the shaded boxes, but please indicate total amounts in line E for all columns. If this is the first award year of your grant, the reporting period includes the time period from the beginning of your grant through March 31st of the current calendar year." Below the instruction is a table with five columns: "Total Federal Funds Awarded for Current Budget Period (See CurrentGAN)", "Carryover Funds Available (Include Funds Carried Over from Previous Budget Period(s))", "Actual Federal Expenditures for Current Budget Period from GAN Start Date thru March of APR Submission Year", "Anticipate dFederal Expenditures from April to Current Budget Period End Date", and "Anticipated Carryover to Next Budget Period (If applicable)". The first row of the table is labeled "1. Salaries and Wages" and contains five input fields, each starting with a dollar sign and a small icon.

### a. Section III, Question 6c: Organizations

In question 6c you will be asked to create a list of Organizations where scholarship funds are being held pending distribution to former GEAR UP students. To get started, click the **Add an Organization** button.

Add an Organization

Then click the Organization header bar to expand the panel so you can enter your data.

Organization #1

Then enter your data into all the fields as displayed below.

The image shows a web form for adding an organization. At the top, there is a header bar with a green background, containing an upward-pointing arrow icon, the text "Organization #1", and a trash can icon. Below the header, the form is divided into several sections. The first section, titled "Organization Name", contains a single text input field. The second section contains four input fields: "Street", "City", "Zip Code", and "State". The "State" field is a dropdown menu. The third section, titled "Contact Person's Name", contains a single text input field. The fourth section contains two input fields: "Phone Number" and "Email". The fifth section contains two radio buttons labeled "Yes" and "No" under the heading "Do you have a contractual agreement with the organization?". The final section, titled "How will the funds be disbursed?", contains a large text area for a detailed response.

To add another Organization, click the **Add an Organization** button again, and repeat until you've created records for all necessary organizations.

You can click any Organization header bar at any time to collapse it and get it out of your way, or to expand it so you can see the data inside it. The header bar is where it says "Organization #1" or #2, etc.

To delete an organization, simply click the Trash Can icon in the upper right corner of that organization's header bar at any time. Be careful, because there is no undelete feature. If you delete an organization you didn't mean to, you will have to re-enter the data from scratch.

## X. Section IV: Student Demographic Data

Demographic Data requires grantees to provide data on students served and ethnicity/racial background.

All questions in this section are required and must be answered by all grantees EXCEPT the following:

- Section 4, Question 2: This question does not apply to Partnership grantees, therefore they do not have to answer, and will not see this question

# GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs

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Welcome

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Grantee Profile

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Executive Summary

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**Section 3**  
Fiscal Management

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**Section 4**  
Student's Demographic Data

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**Section 5**  
Objectives and Services

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**Section 6**  
GEAR UP Student Outcomes

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Review and Certification

Welcome [project.director@commstate.edu](mailto:project.director@commstate.edu)

PR/Award Number: P334A000000 Reporting Period: 9/25/2018 - 9/24/2019

Grantee Name: **COMMUNITY STATE COLLEGE UNIVERSITY** Program Officer: **David Howe** ([David.Howe@ed.gov](mailto:David.Howe@ed.gov))

Welcome / [Student's Demographic Data](#)

### Section 4: Student's Demographic Data

**Note:** You must answer all questions in order to submit your report, except those marked Optional.

**1 or 2. Number of Participating Students**

Does your state or partnership grant serve students under the GEAR UP cohort approach or does your state grant serve priority students under the GEAR UP priority student approach?

GEAR UP cohort approach

Participant Distribution by Grade and Status (Cohort Students)							
Grade Level	(a) # of GEAR UP Students Proposed	(b) # of Continuing GEAR UP Students	(c) # of New GEAR UP Students	(d) # of GEAR UP Students who Withdrew	(e) # of GEAR UP Students who Dropped Out	(f) # of Active GEAR UP Students [(b)+(c)]	(g) # of Total GEAR UP Students [(b)+(c)+ (d)+(e)]
K-4							

## XI. Section V: Objectives and Services

Student Outcomes requires grantees to provide data on cumulative course completion, graduation rates, FAFSA completion, and postsecondary enrollment.

All questions in this section are required and must be answered by all grantees EXCEPT the following:

- Section 5, Question 5: The first four rows in this table are optional for all grantees
- Section 5, Question 7: This question is optional for all grantees
- Section 5, Question 8: This question is optional for all grantees
- Section 5, Question 13: This question is optional for all grantees
- Section 5, Question 14: This question is for State grantees only; Partnership grantees will not see it
- Section 5, Question 15: This question is for State grantees only; Partnership grantees will not see it

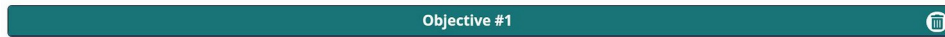
The screenshot displays the GEAR UP web application interface. At the top, the header reads "GEAR UP" with the tagline "Gaining Early Awareness and Readiness for Undergraduate Programs". Below the header is a navigation menu with links for Home, About, Help, FAQs, Contact Us, Account, and Logout. A sidebar on the left contains a list of sections: Welcome, Grantee Profile, Section 1 (Executive Summary), Section 2 (Administrative Information), Section 3 (Fiscal Management), Section 4 (Student's Demographic Data), Section 5 (Objectives and Services), Section 6 (GEAR UP Student Outcomes), and Review and Certification. The main content area shows a user profile for "project.director@commstate.edu" with details for PR/Award Number (P334A000000), Reporting Period (9/25/2018 - 9/24/2019), Grantee Name (COMMUNITY STATE COLLEGE UNIVERSITY), and Program Officer (David Howe). Below this is a breadcrumb trail: "Welcome / Objectives and Services". The main heading is "Section 5: Objectives and Services", followed by a note: "Note: You must answer all questions in order to submit your report, except those marked Optional." Under the heading "Objectives", there is a list item: "1. Please complete the table below:". Below this is a teal bar with a dropdown arrow and the text "Example (This is an example of how you could answer the Objective questions)". Underneath is a table with one row labeled "Objective #1" and a plus icon in the right column. At the bottom of the table is a teal button labeled "Add an Objective". At the very bottom of the page, there is a footer link for "Activities and Services".

### a. Section V, Question 1: Objectives

In question 1 you will be asked to create a list of approved Objectives from your grant application and/or approved modified objectives, and provide baseline data where applicable. To get started, click the **Add an Objective** button.

**Add an Objective**

Then click the Objective header bar to expand the panel so you can enter your data.



Then enter your data into all the fields as displayed below.

A screenshot of the "Objective #1" form. The form is titled "Objective #1" and "Objectives". It contains four main sections: "Objectives" (with a 4000-character text box), "Activities" (with a 4000-character text box), "Results" (with a 4000-character text box), and "Progress/Required Action:" (with a 4000-character text box). Each section has a heading and a brief instruction. The "Objectives" section instruction is "List approved objectives from your grant application and/or approved modified objectives and provide baseline data where applicable." The "Activities" section instruction is "List the activities, outreach, and support services that were conducted to accomplish objectives." The "Results" section instruction is "Indicate if objectives have been met (e.g., yes/no/partially)". The "Progress/Required Action:" section instruction is "Describe your progress in achieving objectives or the required action(s) necessary to improve results." Each text box has a "You have 4000 character(s) left." label at the bottom left.

To add another Objective, click the **Add an Objective** button again, and repeat until you've created records for all necessary objectives.

You can click any Objective header bar at any time to collapse it and get it out of your way, or to expand it so you can see the data inside it. The header bar is where it says "Objective #1" or #2, etc.

To delete an objective, simply click the Trash Can icon in the upper right corner of that objective's header bar at any time. Be careful, because there is no undelete feature. If you delete an objective you didn't mean to, you will have to re-enter the data from scratch.

### b. Section V, Question 10: Target Schools Served

In question 10 you will be asked to create a list of schools participating in your GEAR UP project. To get started, click the **Add a School** button.



Then enter your data into all the fields as displayed below.

A form titled "Name of School #1:" with a trash can icon in the top right corner. The form contains several input fields: "City" (text input), "State" (dropdown menu with "select" and a downward arrow), "Zip Code" (text input), "Type of School(e.g., middle school)" (text input), "Grade Levels Served" (text input), and "NCES ID#" (text input). A teal "Save" button is centered at the bottom of the form.

Click Save when done.

To add another School, click the **Add a School** button again, and repeat until you've created records for all necessary schools.

To delete a school, simply click the Trash Can icon in the upper right corner of that school's header bar at any time. Be careful, because there is no undelete feature. If you delete a school you didn't mean to, you will have to re-enter the data from scratch.

### c. Section V, Question 11: Public Housing Projects Served

In question 11 you will be asked to create a list of housing projects served by your GEAR UP project. To get started, click the **Add a Public Housing** button.



Then enter your data into all the fields as displayed below.

The form is titled "Name of Public Housing Project #1:" and features a trash can icon in the top right corner. It contains three input fields: "City" (a text box), "State" (a dropdown menu with "select" as the current option), and "Zip Code" (a text box). Below these is a "Grade Levels Served" text box. A "Save" button is centered at the bottom of the form.

Click Save when done.

To add another School, click the **Add a Public Housing** button again, and repeat until you've created records for all necessary housing.

To delete an entry, simply click the Trash Can icon in the upper right corner of that item's header bar at any time. Be careful, because there is no undelete feature. If you delete an item you didn't mean to, you will have to re-enter the data from scratch.

#### d. Section V, Question 13: Professional Development Activities Provided to Educators

In question 13 you will be asked to create a list of activities provided to educators as part of your approved project design. To get started, click the **Add an Activity** button.



Then enter your data into all the fields as displayed below.

The form has two columns. The left column is labeled "Type of Activity" and contains a text input field. The right column is labeled "Unduplicated Number of Educators" and contains a text input field. Below the input fields is a dark teal bar, and at the bottom center is a "Add an Activity" button.

To add another Activity, click the **Add an Activity** button again, and repeat until you've created records for all necessary activities.

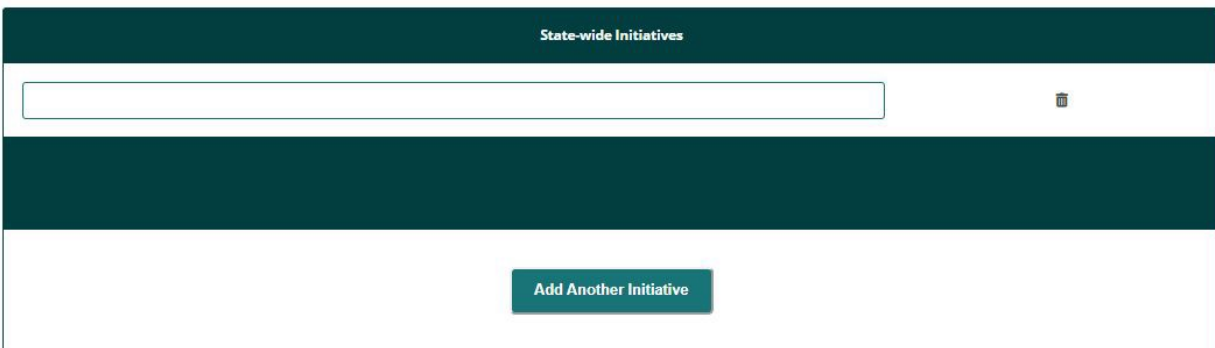
To delete an activity, simply click the Trash Can icon on the right side of that item in the table at any time. Be careful, because there is no undelete feature. If you delete an activity you didn't mean to, you will have to re-enter the data from scratch.

### e. Section V, Question 15: State-wide Initiatives

(State Grantees Only) In question 13 you will be asked to create a list of state-wide initiatives implemented . To get started, click the **Add an Initiative** button.



Then enter your data into all the fields as displayed below.



To add another Initiative, click the **Add an Initiative** button again, and repeat until you've created records for all necessary initiatives.

To delete an initiative, simply click the Trash Can icon on the right side of that item in the table at any time. Be careful, because there is no undelete feature. If you delete an initiative you didn't mean to, you will have to re-enter the data from scratch.



## XII. Section VI: Student Outcomes

Grant Budget requires grantees to provide data on actual Federal expenditures and actual matching contributions in a variety of budget categories over the life of the grant.

All questions in this section are required and must be answered by all grantees EXCEPT the following:

- Section 6, Question 1: First Year grantees do not have to answer, and will not see this question
- Section 6, Question 2: First Year grantees do not have to answer, and will not see this question
- Section 6, Question 3: This question is optional for all grantees
- Section 6, Question 4, Column 1:
  - First Year grantees do not have to answer, and will not see this column
  - This column is optional for all other grantees
- Section 6, Question 4, Column 2:
  - First Year grantees do not have to answer, and will not see this column
  - This column is optional for all other grantees

# GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs

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Welcome

Grantee Profile

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**Section 4**  
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**Section 5**  
Objectives and Services

**Section 6**  
GEAR UP Student Outcomes

Review and Certification

Welcome [project.director@commstate.edu](mailto:project.director@commstate.edu)

PR/Award Number: P334A000000 Reporting Period: 9/25/2018 - 9/24/2019

Grantee Name: COMMUNITY STATE COLLEGE UNIVERSITY Program Officer: David Howe ([David.Howe@ed.gov](mailto:David.Howe@ed.gov))

[Welcome](#) / [GEAR UP Student Outcomes](#)

### Section 6: GEAR UP Student Outcomes

**Note:** You must answer all questions in order to submit your report, except those marked Optional.

**1. Secondary Course Enrollment:**

Please complete the following table indicating the number of GEAR UP students who have successfully enrolled in the courses identified, for the prior academic year. The names for math classes can vary among schools. Classify courses based on the content of the course. "Advanced Placement" classes are courses designed to prepare students for the Advanced Placement Exams. Some examples of a Rigorous Class can be an AP or IB Class, an Honors Class or one of the required Secondary Classes needed for entrance into Postsecondary Education. This list is not all inclusive. *Grantees in their first year do not need to complete this question.* Enter the numbers in the grade level the cohort was in when the student enrolled in the course.

Grade student was in when course was taken	Pre-Algebra	Algebra I or equivalent	At least one rigorous class (e.g., Advanced Placement or International Baccalaureate Class)
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>

### XIII. Review and Certification

The Review and Certification page consists of three tabs: Review, Certification, and Submit.

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**Section 6**  
GEAR UP Student Outcomes

**Review and Certification**

Welcome project.director@commstate.edu

PR/Award Number: P334A000000 Reporting Period: 9/25/2018 - 9/24/2019

Grantee Name: COMMUNITY STATE COLLEGE UNIVERSITY Program Officer: David Howe (David.Howe@ed.gov)

Welcome / Review and Certification

### Review and Certification

This is the final step to complete your Annual Performance Report. Please review the information below. All questions on all pages are required. If you cannot answer a question, enter "n/a" in a text field or "0" in a number field, and provide an explanation where and if possible.

Once all six sections are complete and you have completed the online certification page (an uploaded signature page is no longer required), the "Submit" tab will become active.

Click the Submit button on that tab to submit your report. After you submit the report, it is locked and you can no longer make any changes to it.

If you need to edit any submitted information, please contact your Program Officer or the Help Desk and request that your report be unsubmitted.

**Review** Certification Submit

### Review Your Report

Please ensure that all sections below are complete (green check mark). If a section is incomplete, click the "Go to Section" button and add the missing information.

#### a. Review

The Review tab performs a check, making sure that all fields are complete prior to submission. Please note that ALL FIELDS are required. If a question does not apply to your grant or if you have no data to supply, please enter "n/a" or "not applicable" in text fields, and a zero in number fields.

Review	Certification	Submit
<h3>Review Your Report</h3> <p>Please ensure that all sections below are complete (green check mark). If a section is incomplete, click the "Go to Section" button and add the missing information.</p>		
<b>Profile</b>		
!	Profile is Incomplete	<a href="#">GO TO SECTION</a>
<b>Section 1: Executive Summary</b>		
✓	Section is Complete	
<b>Section 2: Administrative Information</b>		
!	Section is Incomplete	<a href="#">GO TO SECTION</a>
<b>Section 3: Fiscal Management</b>		
!	Section is Incomplete	<a href="#">GO TO SECTION</a>
<b>Section 4: Student's Demographic Data</b>		
!	Section is Incomplete	<a href="#">GO TO SECTION</a>
<b>Section 5: Objectives and Services</b>		
!	Section is Incomplete	<a href="#">GO TO SECTION</a>
<b>Section 6: GEAR UP Student Outcomes</b>		
!	Section is Incomplete	<a href="#">GO TO SECTION</a>
<a href="#">Continue to Certification</a>		

## b. Certification

The GEAR UP system no longer requires you to upload a signed PDF version of the Certification Form. Now your Certifying Official need only log in and enter their name, email address, phone number, and date.

The screenshot shows a web form titled "6. Authorized Representative". Below the title is a note: "(The Institution's President or someone with the institutional authority to sign off on federal sponsored agreements) To the best of my knowledge and belief, all data in this performance report are true and correct." There are four input fields: "Name", "E-Mail", "Phone", and "Date". At the bottom center is a dark teal button labeled "Save and Continue".

Go to the Review and Certification page and click on the Certification tab.

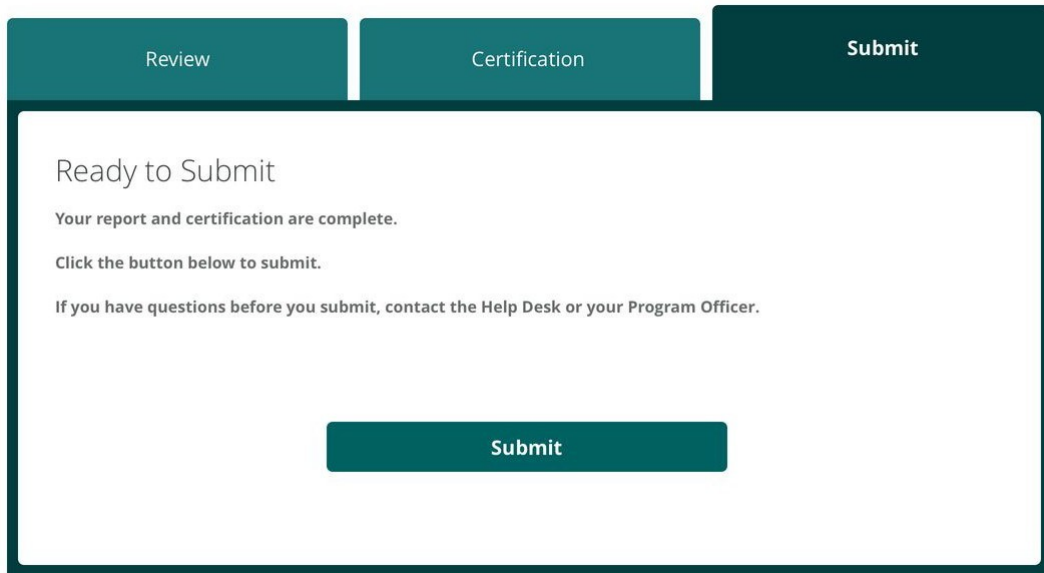
Verify that the information about your grant and institution are correct. If you need to make changes, click the button or go to the Grant Profile page.

The Certifying Official should enter their name email address, phone number, and date on this tab. By completing these fields and saving the page, they are certifying that all data in the performance report are true and correct to the best of their knowledge.

Click the **Save and Continue** button when done.

### c. Submit

When all required data has been entered and your Certification page has been completed, the Submit tab will become available. The Submit tab will not be available until the system determines that your report is finished.



When ready to submit your report, click the **Submit** button.

Once the report is submitted, it is locked and cannot be edited. If you need to make changes, contact your Program Officer or the Help Desk before the report deadline and request that your report be unsubmitted so you can make edits.

## XIV. Reports

To download a copy of your current year's report in PDF format, click the Reports tab.

The screenshot displays the GEAR UP web application interface. At the top, a dark teal header contains the logo "GEAR UP" and the tagline "Gaining Early Awareness and Readiness for Undergraduate Programs". Below the header is a navigation bar with links for Home, About, Help, FAQs, Contact Us, Account, and Logout. On the left side, there is a vertical sidebar menu with the following items: Welcome, Grantee Profile, Section 1 (Executive Summary), Section 2 (Administrative Information), Section 3 (Fiscal Management), Section 4 (Student's Demographic Data), Section 5 (Objectives and Services), Section 6 (GEAR UP Student Outcomes), and Review and Certification. The main content area shows a user login box with the text "Welcome project.director@commstate.edu". Below this, a box displays grant information: "PR/Award Number: P334A000000", "Reporting Period: 9/25/2018 - 9/24/2019", "Grantee Name: COMMUNITY STATE COLLEGE UNIVERSITY", and "Program Officer: David Howe (David.Howe@ed.gov)". A breadcrumb trail reads "Reports / Grant Budget Information". The "View Reports" section is active, showing a "Current Year" tab and a "Print Draft PDF Report" link.