



US Department of Education  
Title III Programs  
HBCU | HBGI | FUTURE ACT  
REPORT TEMPLATE GUIDELINES

**Please use this document as a reference when preparing your report.**

**EXECUTIVE SUMMARY:** Provide a one-page summary of your project performance. Provide highlights of the Activity's goals, the extent to which the expected outcomes and performance measures were achieved, and what contributions the Activity has made to research, knowledge, practice, and/or policy of your department or division. Include the population served, if appropriate.

**PERFORMANCE OBJECTIVES:** In your approved grant application, you established project objectives stating what you hope to achieve with your funded grant project. Generally, one or more performance measures were also established for each project objective that serve to demonstrate whether you have met or are making progress towards meeting each project objective. In addition to project-specific performance measures that you may have established in your approved grant application, performance measures have been established by ED for the grant program on which you are required to report.

**OBJECTIVE NARRATIVE:** Please provide a brief statement, with data and references to goals stated in your application as appropriate, to document the work towards this project objective during the current reporting period. Please describe any unexpected results due to this project objective. (Limited to 1,500 characters.)

**EXAMPLE OBJECTIVE, BASELINE AND TARGET:**

To increase student enrollment in the College of Pharmacy by 20%.

Baseline = 500 in Fall 2018

Target = 600 in Fall 2019 (100=20%)

**PERFORMANCE MEASURES:** Provide a brief description of the measurements and outcomes. This should be based on the information provided in your original application. (Limited to 1,500 characters.)

**HOW OFTEN DO YOU MEASURE?** Data may be collected monthly, bi-monthly, semester/trimester, annually, etc., at different intervals, depending on your specific project. You can provide various data collections based on these intervals. For example, a campus learning center may collect data on tutoring and/or Supplemental Instruction each semester. Please provide these data to provide the best information that highlights your campus.