



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.

Performance Objective 1:

Complete the steps below for each objective contained in your original application. See the report template guidelines for assistance.

Baseline	Target
Objective Status (Select One Only)	Objective Status Description
On Schedule ____	The objective has no specific ending date, or is scheduled to conclude at a date that falls outside of the reporting period. "On Schedule" suggests that substantial progress is being made towards meeting this objective.
Completed ____	The objective was met on time and in full within the reporting period.
Change in Schedule ____	The objective was not met for a specified reason(s), and may or may not be met at a later date. This option allows grantees to explain why they were unable to complete an objective.
Change in Objective ____	The objective was not met, or, will not be met, and a future change to this objective is anticipated. Grantees must have approval by the Department of Education for any change of objective prior to this APR.
Objective Narrative (Limited to 1,500 Characters)	

Performance Measure 1.1

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Measure 1.2

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Measure 1.3

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Measure 1.4

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Objective 2:

Complete the steps below for each objective contained in your original application. See the report template guidelines for assistance.

Baseline	Target
Objective Status (Select One Only)	Objective Status Description
On Schedule ____	The objective has no specific ending date, or is scheduled to conclude at a date that falls outside of the reporting period. "On Schedule" suggests that substantial progress is being made towards meeting this objective.
Completed ____	The objective was met on time and in full within the reporting period.
Change in Schedule ____	The objective was not met for a specified reason(s), and may or may not be met at a later date. This option allows grantees to explain why they were unable to complete an objective.
Change in Objective ____	The objective was not met, or, will not be met, and a future change to this objective is anticipated. Grantees must have approval by the Department of Education for any change of objective prior to this APR.
Objective Narrative (Limited to 1,500 Characters)	

Performance Measure 2.1

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Measure 2.2

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Measure 2.3

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Measure 2.4

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Objective 3:

Complete the steps below for each objective contained in your original application. See the report template guidelines for assistance.

Baseline	Target
Objective Status (Select One Only)	Objective Status Description
On Schedule ____	The objective has no specific ending date, or is scheduled to conclude at a date that falls outside of the reporting period. "On Schedule" suggests that substantial progress is being made towards meeting this objective.
Completed ____	The objective was met on time and in full within the reporting period.
Change in Schedule ____	The objective was not met for a specified reason(s), and may or may not be met at a later date. This option allows grantees to explain why they were unable to complete an objective.
Change in Objective ____	The objective was not met, or, will not be met, and a future change to this objective is anticipated. Grantees must have approval by the Department of Education for any change of objective prior to this APR.
Objective Narrative (Limited to 1,500 Characters)	

Performance Measure 3.1

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Measure 3.2

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Measure 3.3

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Measure 3.4

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Objective 4:

Complete the steps below for each objective contained in your original application. See the report template guidelines for assistance.

Objective	
Baseline	Target
Objective Status (Select One Only)	Objective Status Description
On Schedule ____	The objective has no specific ending date, or is scheduled to conclude at a date that falls outside of the reporting period. "On Schedule" suggests that substantial progress is being made towards meeting this objective.
Completed ____	The objective was met on time and in full within the reporting period.
Change in Schedule ____	The objective was not met for a specified reason(s), and may or may not be met at a later date. This option allows grantees to explain why they were unable to complete an objective.
Change in Objective ____	The objective was not met, or, will not be met, and a future change to this objective is anticipated. Grantees must have approval by the Department of Education for any change of objective prior to this APR.
Objective Narrative (Limited to 1,500 Characters)	

Performance Measure 4.1

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Measure 4.2

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Measure 4.3

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	

Performance Measure 4.4

Performance Measure Description (Limited to 1,500 Characters)	
Measure Type	Project ____ Program ____ Gov't Performance Results Act ____
Date Last Measured	
How Often Do You Measure?	Monthly ____ Bi-Monthly ____ Quarterly ____ Semester ____ Annually ____
Data Type	Raw Number ____ Ratio ____
Target	
Actual	