**Example: U.S. Department of Grant Performance Report (ED 524B)  
Project Status Chart**

**Alternate format (accessible, for instruction/demonstration purposes only)**

# Section A - Performance Objectives Information and Related Performance Measures Data

## **1: Project Objective**

Example: Develop and implement interdisciplinary, evidence-based program of study.

Performance measures:

### **Example 1.a**

* Performance Measure text (example): The percentage of preparation programs that incorporate scientifically or evidence-based practices into their curricula. (OSEP PDP Measure)
* Measure Type: PROG (Select “PROG” [not “GPRA”] for all Program measures)
* Quantitative data: 999 (Enter “999” in boxes for PROG Measures)

### **Example 1.b (Aligned Project Measure)**

* Performance Measure text (example of an aligned project measure): By the end of Year 1, 100% of core courses will be rated as scientifically or evidence-based practices aligned with OSEP evidence-based practice domains (assessment, behavior, inclusive practices, instructional strategies, literacy), using DEC Recommended Practices.
* Measure Type: PROJ (Select “PROJ” for all Project measures)
* Quantitative data: (enter the “Target” and “Actual” data in boxes for PROJ Measures. For PROJ Measures, enter a raw number or ratio and percentage.)  
  examples:
  + Target
    - Raw Number: (blank)
    - Radio: 15/15
    - %: 100
  + Actual Performance Data
    - Raw Number: (blank)
    - Ratio: 15/15
    - %: 100

### **Example 1.c (Unique Project Measure)**

* Performance Measure text (example of a unique Project measure): Annually, 100% of scholars will rate the Interdisciplinary Seminar course (e.g., content, organization, expectations) as “good” or better (i.e., 3 or better on a 4-point scale) on the course evaluation tool developed by the project.
* Measure tyle: PROJ
* Quantitative data:   
  examples:
  + Target:
    - Raw Number: (blank)
    - Ratio: 36/36
    - %: 100
  + Actual Performance Data
    - Raw Number: (blank)
    - Ratio: 31/36
    - %: 86

### **Note:** Add rows to include additional PROJECT Performance Measures for Objective 1, as needed; Measures unique to your grant.

### **Explanation of Progress (Include Qualitative Data and Data Collection Information):**

(Use the “Explanation of Progress” space to add a brief description of data collection measures, participants, sample size limitations, and other information needed to understand the data reported.)

#### **Example:**

* 1.a. OSEP collects and reports actual data for all 325K Program Performance Measures. As this is an OSEP Program Performance measure, data are not reported. See 1.b. for the aligned Project Measure.
* 1.b. The course syllabus for 15 courses were independently reviewed by two program faculty to rate how evidence-based practice domains identified by OSEP, including assessment, behavior, inclusive practices, instructional strategies, and literacy (see attached) were included in the courses. Inter-rater reliability exceeded 95% on the independent ratings of core courses.
* 1.c. At the end of each academic year, scholars rate courses on six quality indicators using a 4-point Likert type scale. Project faculty met and re-viewed the course evaluations and responses to open-ended questions to identify areas where courses could be improved. Two areas of improvement were noted. These included bringing in more perspectives and expertise from families and including more content on supporting equitable intervention practices. Revisions are currently underway to address these. Performance will be assessed after each semester and reported annually.

## **2. Project Objective**

Example: Prepare high quality personnel with the knowledge and skills to use evidence-based instruction and intervention practices to improve the outcomes of infants, toddlers, and preschoolers with ASD.

### **Example 2.a**

* Performance measure text: (example) The percentage of scholars completing preparation programs who are working in the area(s) in which they were prepared upon program completion (OSEP PDP Measure)
* Measure Type: PROG
* Quantitative Data: (Enter 999 in boxes for PROG measures)

### **Example 2.b (Aligned Project Measure)**

* Performance measure text: (Add Project measure(s) that align with the Program measure above)  
  (example of an aligned project measure) One year after graduation, 96% of scholars who completed the program are employed to serve young children with ASD as reported on the *Employer Survey*.
* Measure type: PROJ
* Quantitative Data: (enter in “Target” and “Actual” data in boxes for PROJ Measures)  
  examples:
  + Target
    - Raw number (blank)
    - Ratio: 23/24
    - %: 96
  + Actual Performance Data
    - Raw number (blank)
    - Ratio: 21/24
    - %: 92

### **Explanation of Progress (Include Qualitative Data and Data Collection Information):**

(Add a brief description of data collection measures, participants, sample size, limitations, and other information needed to understand the data reported.)

#### **Example:**

* 2.a.This is an OSEP Program Measure so actual data are not reported. See 2.b. for the aligned Project Measure
* 2.b. Response rate the Employer Survey administered one-year post-graduation was 92% for this reporting period; n=24.

# Section B – Budget Information

Please see the Instructions for Section B for the information that must be reported in this section.

For budget expenditure data reported in items 8a. – 8c. of the ED 524B Cover Sheet, please provide a breakdown of the federal grant and non-federal grant cost-match expenditures in each category for the reporting period as appropriate. If your grant will have any unexpended funds, including federal grant funds and non-federal cost-match funds, at the time of submission of this report, please provide:

1. an estimate of the amount of remaining funds,
2. a brief explanation of why this amount remains, and
3. a description of how your program plans to ensure that those funds are expended by the end of the current grant year.

If needed, also describe how your project plans to use any unexpended funds at the end of this grant year (carryover) in the next grant year.

The Department is asking for justification of need for continuation funding on grants with a large available balance (LAB) i.e., amounts >70 percent of an annual award. If your project has a LAB at the end of the reporting period, you may be required to make budget adjustments, as approved by the project officer.

If you have additional questions or concerns, please contact your Project Officer for more information

* Describe any anticipated changes in your budget for the next budget period. These changes may require prior approval from the Department (see EDGAR, 34 CFR 74.25 and 80.30, as applicable).

## **Example: Table\* of Expenditures**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Amount Available Current Year FY 20XX (Year 1) | Amount Expended in Reporting Period (by 2/28/2021) | Amount Encumbered to be Expended by End of Budget Year (9/30/202X) | Expected Unexpended Funds (for Carryover) | Comments |
| Personnel |  |  |  |  |  |
| Fringe Benefits |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Supplies |  |  |  |  |  |
| Contractual |  |  |  |  |  |
| Other |  |  |  |  |  |
| Indirect Costs |  |  |  |  |  |
| Scholar Support Expenditures |  |  |  |  |  |
| Total Costs |  |  |  |  |  |

NOTE: \*Include a separate table for reporting non-federal grant funds (cost/matching), if applicable.

## **Example: Table\* of Scholar Support**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| Number of scholars planned to support |  |  |  |  |  |  |
| Number of scholars actually receiving support |  |  |  |  |  |  |

NOTE: \*For future budget periods, provide an estimate of the number of scholars that will be supported in those years

# Section C: Additional Information

Please see the Instructions for Section C for the information that MUST be reported in this section.

* If applicable, please provide a list of current partners (other IHEs, external evaluators, consultants, etc.) on your grant and indicate if any partners changed during the reporting period. Please indicate if you anticipate any change in partners during the next budget period. If any of your partners changed during the reporting period, please describe whether this impacted your ability to achieve your approved project objectives and/or project activities;
* Describe any changes that you wish to make in the grant’s activities for the next budget period that are consistent with the scope and objectives of your approved application;
* Report any recent or upcoming changes in key personnel and the impact on the grant;
* If possible, describe the impact of the project on children with disabilities and their families that have resulted based on services provided by scholars (current or graduated);