

Basic Guidelines for Completing the Title III Quarterly Progress Reports

In order for the Title III Office to comply with agency reporting guidelines, a progress report must be submitted at the end of each quarter documenting the progress of the approved objectives. This document provides a step-by-step procedure for developing and submitting the progress report.

Procedure

Progress Reports are to be submitted electronically to the Title III Office 10 days after the end of each quarter. An email reminder notice will be sent to each Activity Director prior to the due date. The report should document with measurable data the progress toward completing the approved objectives. The objectives reported in the Progress Report **must match** those in your original or agency approved revised Title III proposal, and are not to be altered for any reason without prior approval.

Activity	Responsible Party
The Title III Progress Report form can be found on the ECSU web site Inside ECSU → Sponsored Programs → Forms & Documents → Title III Progress Report	Activity Director
It is imperative that you quantify your results (make them measurable). The column entitled “ Metrics at Quarter Start ” is where you document your metrics at the start of the quarter. The column entitled “ Metrics at Quarter End ” is where you indicate your metrics at the end of the quarter (note: then this number would be your “baseline data” for the start of the following quarter).	Activity Director
Only report on your approved objectives from your award package received at the Title III Office implementation meeting	Title III Activity Directors
Under the column entitled “Status/Accomplishments”, first indicate (in bold print) one of the following 3 statuses of the objective: <ul style="list-style-type: none"> • “Not Yet Started” • “In Progress” • “Completed” 	Activity Director
After indicating the status of the objective, then proceed to elaborate on what was accomplished	Activity Director

during the quarter, in narrative form including measurable data.	
In the final column, simply indicate the Impact for your activity during the quarter (what were the results of the tasks completed during the period). A sample report is online as well.	Activity Director
For activities which have multiple components, the Activity Director needs to compile the input received from each Component Director, to generate a single integrated report for the overall activity. This means you will probably need to ask your Component Directors for their input prior to the due date, in order to have sufficient time to compile the report.	Activity Director
Once completed, save your report locally on your computer (maintain a separate electronic document in a file for each quarter), then email the completed report to the Title III Coordinator	Activity Director
Review the submitted progress report and compare the Response to the Performance Indicators listed in the approved proposal to make sure that the data addresses the approved objectives.	Title III Coordinator
Provide feedback to Activity Directors and request additional information if the status is not clear	Title III Coordinator
File approved report in Activity file	Title III Coordinator and Activity Director

The information from the Quarterly reports will be submitted to the External Evaluation team and included in the U. S. Department of Education Annual Performance Report (APR)

September 13, 2017