

INSTRUCTIONS FOR COMPLETING THE ANNUAL PERFORMANCE, FINANCIAL NEED AND CERTIFICATION REPORT FOR THE JACOB K. JAVITS FELLOWSHIP PROGRAM

Section I: General Grantee Institution Information

Please be sure to complete one form for each cohort of Jacob K. Javits Fellows attending your institution. The Department of Education tracks funds for Jacob K. Javits Fellows according to the fiscal year in which they were initially awarded a Jacob K. Javits Fellowship. All fellows initially awarded a fellowship in a particular fiscal year constitute a cohort. Thus, you must complete one form for each fiscal year listing all fellows in that particular cohort.

Determine the level of financial need of each Jacob K. Javits Fellow on the enclosed list before completing these forms. Each Jacob K. Javits Fellow's demonstrated level of financial need must be reflected on these forms. Financial need is determined each year on the basis of the requirements for need analysis prescribed by Part F of Title IV of the Higher Education Act of 1965, as amended (HEA), except that *tuition and fees are excluded from the student's cost of attendance*. Tuition and fees are excluded because the fellowship includes an institutional payment that is provided in lieu of tuition and fees normally charged to the student. Your institution's financial aid office may be able to provide you with this information or assistance in calculating financial need.

Continuing fellows **must** complete a Free Application for Federal Student Aid (FAFSA) immediately and submit the results to your institution for financial need determination. The FAFSA is available on the Internet at www.fafsa.ed.gov. Students may also obtain a hardcopy format in the financial aid office at your institution.

Grant Number: Enter the ten-digit grant number that always begins with "P170B." There is a separate grant number for each cohort (group) of Jacob K. Javits fellows. Remember that a cohort includes all fellows initially awarded a fellowship in a particular fiscal year. Insert the number from the column entitled "PR#" on your grant award notification document or on the enclosed list of continuing fellows (if any). The first two digits after the B indicate the fiscal year of the initial award. For example, P170B010001 is the number for a fellow initially awarded in fiscal year 2001. This number remains the same throughout the period of a student's fellowship. In some documents, you may see a 2-digit

suffix, for example, -99. Ignore the suffix for purposes of completing this form. The suffix indicates the current fiscal year.

Grantee Institution Name: Self-explanatory.

Grantee Institution Address: Self-explanatory.

Project Director: Please indicate the name of the person at the institution whom the Department of Education should contact regarding the administration of Javits Fellowships. The Javits Program Office also frequently refers to this individual as the "Javits Coordinator."

Project Director Telephone Number: Self-explanatory.

Project Director Fax Number: Self-explanatory.

Project Director E-Mail Address: Self-explanatory.

Total Number of Javits Fellows in this cohort: List the total number of all fellows initially awarded a fellowship in the fiscal year referenced in this report.

Section II: Individual Student Data

Name of Fellow: List the fellow to whom the grant number in Section I applies for this report. A list of fellows at your institution is provided. Enter the last name first, followed by the first name.

NOTE: Never change a fellow from one cohort year (and the accompanying ten-digit grant number) to another.

Please enter "0" for any fellow who failed to submit his or her financial aid forms in time for you to calculate his or her financial need.

Field of Study: List the field of study under which the fellow was awarded a Javits fellowship.

Year and Term student entered institution's graduate program: Self-explanatory.

Current Educational Status of the Fellow: Please indicate the status of the fellow on the report form for the current budget period as follows: "Currently Enrolled Fellow," "Graduated," "Transferred to Name of Institution," "On Interruption of

Study," "Funding Discontinued Due to Failure to Make Substantial Academic Progress," "Withdrawn Due to Non-Academic Reasons," or "Completed Tenure But Still Enrolled."

Fellow Financial Need and Certification Information for the Budget Period from _____ to _____: This is the next scheduled budget period for which you must report financial need and certification information in order to request continuation funding for each fellow. Specifically, the dates for the next scheduled budget period are September 1, _____ through August 31, _____.

Months of Study: Enter the number of months of study projected for the fellow (maximum 12 months) during the budget period covered by this report. The fellowship can be calculated on a nine-month schedule if the student will not be enrolled during the summer semester.

Total Financial Need: Enter the fellow's total financial need, as determined under Part F of Title IV.

Total Financial Need = Cost of Graduate Attendance - Student's Estimated Family Contribution - Tuition & Fees.

Note: If the student's financial need is zero, he or she is not eligible for any part of the Javits Fellowship.

Stipend Request: Enter the stipend request for each fellow. The stipend request should equal the fellow's financial need and cannot exceed the maximum stipend amount for the fiscal year.

Institutional Allowance: If the fellow will be enrolled for the full academic year (12-month period including the fall, spring and summer), enter the institutional payment amount. If the fellow will attend less than a full academic year, enter a pro rata reduced amount.

Note: The fellowship provides an institutional allowance that is in lieu of all tuition and fees normally charged to the student for the period of enrollment. The allowance must be reduced by any amount collected by the institution from a fellow for tuition and other expenses related to the fellow's educational program (34 CFR 650.41).

Prior-Year Stipend: Enter the stipend for which this fellow was determined to be eligible to receive in the previous year for this cohort.

Unused Funds (if any): Enter any funding provided for the fellow that your institution did not use from the stipend, institutional allowance, or both for one of the reasons listed below. For any "Other" reason that applies, please provide a brief explanation in the space provided.

- If a student took a leave of absence after you submitted last year's report; (Note: An Interruption of Study is not allowed in the first year of the fellowship.)
- If a student withdrew or graduated after you submitted last year's report; or
- If a student transferred to another institution after you submitted last year's report.
- Other

Required Certifications: These constitute all of the certifications which are required to establish the eligibility of each Javits fellow to receive continuation funding for the next scheduled budget period. These certifications also ensure the compliance of the grantee institution requesting continuation funding on behalf of the fellow for the budget period.

Methodology Certification: Certify that the fellow's financial need was calculated using the same manner as that in which the institution calculates all other graduate students' financial need under Part F of Title IV of the HEA by entering "Yes."

Academic Progress Certification: Certify whether the fellow is making substantial progress in his or her academic program by entering "Yes" or "No." If "No," provide a brief explanation in the space provided.

"Full-Time" Certification: Certify that the fellow will be devoting their full time to his or her academic program, as required, by entering "Yes."

Part-Time Employment Certification: Certify that each fellow will not be engaged in gainful employment (other than on a part-time basis as specified below) during the budget period by entering "Yes."

Note: A fellow may work part time, but only for the institution he or she attends, and only in teaching, research, or similar activity approved by the Secretary.

Leave Certification: Certify whether a fellow will be on an approved Interruption of Study for all or part of the award year by indicating the number of months in the space provided. If the fellow will not be on Interruption of Study, check "Not on Interruption of Study."

Note: Section 701 of the HEA permits an institution to allow a fellowship recipient an Interruption of Study for a period not to exceed 12 months for the purpose of work, travel, or independent study away from the campus if the independent study is supportive of the fellowship recipient's academic program. A fellow on an Interruption of Study does not receive financial support during the period of his or her leave, unless the leave is for the purpose of travel supportive of the fellow's academic program or independent study supportive of the fellow's academic program. In the space provided, please provide a brief explanation if you believe the fellow is entitled to support under these conditions.

Section III: Agreement Certification (required by 34 CFR 650.40) for the Jacob K. Javits Fellowship Program: Upon completion of electronic report, the applicant, who is the grantee institution, must agree that it will comply with the amended statute (Title VII, Part A of the Higher Education Act of 1965) and regulations (34 CFR Part 650) in implementing the Jacob K. Javits Fellowship Program. Also, an authorized official must review all data entered and provide a signature certification that the Annual Performance, Financial Need and Certification Report is accurate and complete.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0630 and the expiration date is 11/30/2010. The time required to complete this information collection is estimated to average 4 hours (or 160 minutes) per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: The Jacob K. Javits Fellowship Program, U.S. Department of Education, 1990 K Street, N.W., Washington, DC 20006-8521.