

**MHEC College Preparation Intervention Program Grant Program
Interim Report Response Questions (April 23, 2014)**

Project Title and Grant #:	
Submitted By:	Reporting Period: October 25, 2013 – April 23, 2014

Please attach additional sheets for your responses. Address all questions and feel free to add any other additional information you think pertinent. The budget form is available at <http://mhec.maryland.gov/Grants/CollegePreparationInterventionProgram/CPIP.asp>

1. Evaluation

- a. Include phase one of the evaluation plan (see RFA on Evaluation Plan for details).
- b. Please describe the major activity outcome(s). The specific and measurable project objectives and outcomes submitted in the approved application should be restated in this section. Then this section should state if each project objective and outcome was partially met, met or not met depending on the phase of the project. If the project objective/intended outcome was not met, explain why. An example has been provided below.
 - i. Project objective in application (re-state): To provide opportunities for LEA SCHOOL DISTRICT students at Blake High School to gain exposure to college level courses and earn college credits through dual enrollment.
 - ii. Projected project outcome in application (re-state): By the end of January 2014, 260 12th grade students will have had three opportunities to participate in dual enrollment at the University. Of the 260 12th grade students, 30 will have completed at least one course and/or earned college credit.

Interim Report Example

- iii. Was this project objective and outcome met? Partially
- iv. Project outcome (quantified): By the end of July 2014, a total of 12 10th grade students participated in dual enrollment (fall courses) at the University. Of those 12 students, 9 completed one course, earning 3 credits; and 3 passed a developmental course, earning no credits.

Final Report Example

- iii. Was this project objective and outcome met? Yes
- iv. Project outcome (quantified): By the end of October 2013, a total of 30 11th grade students participated in dual enrollment (fall, spring, and summer courses) at the University. Of those 30 students, 14 completed two courses, earning 6 credits; 9 completed one course, earning 3 credits; and 7 passed a developmental course, earning no credits.

2. Activity and Participant Information

Submit a summary of participants for each activity and the number of attendees/participants for each. A list of individual participants should support this summary sheet (include sign-in sheets at the very least).

Here is a sample of the summary participation worksheet:

Type of Activity	Activity Date(s)/Frequency	Major Activity Objective(s)	Number of Participants (Identify Participant Type)	Contact Hours

3. Please provide an overview of how your project is progressing:

- (a) Did the project start on time? If not, please discuss why.
- (b) Has the project recruited the projected number of participants? If not, please discuss the difference.
- (c) Which activity garnered the best response? Please discuss.
- (d) What are the greatest challenges and/or major issues faced by the project?

Then discuss the factors that made it possible or not possible to meet the expectations of the project objectives.

- 4. **Do you anticipate any difficulties completing all activities on schedule and according to the proposed budget?** If so, please explain any anticipated modifications. *(Note that when such difficulties arise, project directors are encouraged to contact MHEC as soon as possible to begin discussing possible ways of addressing the problems encountered.)*
- 5. **Financial Report:** complete a budget summary like the table on following page and attach a brief budget narrative (if the summary is not fully self-explanatory) describing expenditures made.