T-STEM Program
Grant Reporting Instructions

Awarded Applicants shall submit the following reports to document program activity and compliance with the statutory requirements for institutions receiving T-STEM funds:

- Student Registration Data (SRD) Report—For each semester that T-STEM scholarships are awarded, Awarded Applicants shall submit an initial and final SRD Report to document student eligibility and performance.
- Business and Industry Partnerships Report—Awarded Applicants shall submit the Business and Industry Partnerships Report at the close of each academic year to document local employment needs and student employment opportunities.
- Financial Report—Awarded Applicants shall submit the annual Financial Report following the close of each academic year to document programmatic expenditures. Reported funds expended on scholarships must be consistent with cumulative scholarship awards reported in the year's SRD Reports. In the case of a discrepancy, amended SRD Reports must be filed.

Report forms are available on the T-STEM webpage (http://www.thecb.state.tx.us/tstem) in the Grant Reporting section.

Reports shall be submitted on the following schedule:

AY 2017 Due Dates	Reports
October 3, 2016	Fall 2016 Initial Student Registration Data (SRD) Report
October 3, 2016	First Request for Funds Report
January 30, 2017	Fall 2016 Final SRD Report
February 15, 2017	Spring 2017 Initial SRD Report
June 15, 2017	Spring 2017 Final SRD Report
June 15, 2017	Second Request for Funds Report
July 3, 2017	Summer 2017 Initial SRD Report
August 31, 2017	AY 17 Business and Industry Partnerships Report
September 29, 2017	Summer 2017 Final SRD Report
November 30, 2017	AY 17 Financial Report

AY 2018 Due Dates	Report
October 2, 2017	Fall 2017 Initial Student Registration Data (SRD) Report
January 30, 2018	Fall 2017 Final SRD Report
February 15, 2018	Spring 2018 Initial SRD Report
June 15, 2018	Spring 2018 Final SRD Report
July 2, 2018	Summer 2018 Initial SRD Report
August 31, 2018	AY 18 Business and Industry Partnerships Report
September 28, 2018	Summer 2018 Final SRD Report
November 30, 2018	AY 18 Financial Report

Tentative AY 2019 Due Dates	Report
October 2, 2018	Fall 2018 Initial Student Registration Data (SRD) Report
January 30, 2019	Fall 2018 Final SRD Report
February 15, 2019	Spring 2019 Initial SRD Report
June 14, 2019	Spring 2019 Final SRD Report
July 2, 2019	Summer 2019 Initial SRD Report
August 30, 2019	AY 19 Business and Industry Partnerships Report
September 27, 2019	Summer 2018 Final SRD Report
November 29, 2019	AY 18 Financial Report (final financial report for grant term)
December 31, 2019	Deadline for returning unused grant funds

STUDENT REGISTRATION DATA REPORT

A Student Registration Data (SRD) Report shall be made for each academic semester in which T-STEM scholarships are awarded. The report shall be submitted in two parts for each semester, Initial and Final. The Initial SRD Report shall document, for each scholarship recipient awarded as of the report date, the student's personal identifying information; ethnicity, race, and gender; T-STEM CIP code of declared major; and initial (first-year) or continuing (second-year) eligibility. The Final SRD Report shall document each recipient's graduation status, scholarship amount, and whether the recipient was employed by a partnering STEM business or industry. The Final SRD Report for each semester shall also provide full documentation of all required information for any scholarship recipients awarded since the Initial report date.

Awarded Applicants shall comply fully with the requirements of the Family Educational Rights and Privacy Act in transmitting and storing personally identifying information reported to the Coordinating Board. Submission of SRD reports shall take place through the Coordinating Board's Microsoft Office SharePoint server. New Awarded Applicants shall request and receive SharePoint access for this purpose by emailing the Point of Contact to request a user ID and initial password for T-STEM SharePoint access. Three user IDs are available for each Awarded Applicant.

Program Directors shall upload the SRD Report to the Awarded Applicants' T-STEM document folders on the secure SharePoint server. **Under no circumstances shall an Awarded Applicant transmit the Student Registration Data Report to the Coordinating Board by email or any means other than SharePoint.** Personally identifying information shall be stored locally in a secure manner such as locked cabinets, password-protected files, and other secure storage means.

BUSINESS AND INDUSTRY PARTNERSHIPS REPORT

The Business and Industry Partnerships Report shall be submitted at the close of each academic year and shall document the following:

- All T-STEM business and industry partners for year;
- Local employment needs identified by partnering businesses and industries for the year, differentiated by educational level and CIP code of graduates sought; and

- All part-time employment of T-STEM scholarship recipients during the year by partnering businesses and industries, including length of employment, hours per week, and related SOC classification for each employed recipient.

The report shall be accompanied by a letter of understanding from each partnering business and industry that documents its role in the Awarded Applicant's T-STEM Program.

Program Directors shall upload the Business and Industry Partnerships Report to the Awarded Applicants' T-STEM document folders on the secure SharePoint server. **Under no circumstances shall an Awarded Applicant transmit a report containing students' names by email or any means other than SharePoint.**

FINANCIAL REPORT

Awarded Applicants shall make an annual Financial Report following the end of each academic year of the Grant Term and shall accurately report the information requested on the Financial Report Form. Reported funds expended on scholarships shall be consistent with cumulative scholarship amounts reported in the fall, spring, and summer Final SRD Reports for each reporting year.

Program Directors shall transmit the annual Financial Report electronically to TSTEM@THECB.state.tx.us.