

# HIGHER EDUCATION PROGRAMS INSTITUTIONAL SERVICE SYSTEM

## INTERIM REPORT USER GUIDE



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Version 2.2

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# IS INTERIM REPORT QUICK SHEET

This page provides a quick overview of the HEP IS Interim Report system and how to use it. We recommend you review the entire User Guide to learn more about how each part of the system works so you can fully understand the Institutional Services Interim Reporting process.

1. **Log in to <https://hepis.ed.gov> with your username and password**

See **Chapters II & III** of this user guide for more details about logging into the system.

2. **Verify your institution and grantee contact information and update it, if necessary**

See **Chapter VI** for more about the Grantee Information section.

3. **Complete all five Sections of your Interim Report**

See **Chapters VII-XI** for more details about each Section of the report.

4. **Review, Certify, and Submit your Interim Report**

See **Chapter XII** for more information about these steps.

For complete details about this entire process, please read this **User Guide** and the **Cover Sheet, Executive Summary, and Sections A-C** samples, all of which are available for download under the Interim Performance Reports header on the HEP IS Help page at <https://hepis.ed.gov/main/help>.

## I. About the HEP IS Interim Reporting System

The Institutional Service Interim Reporting system is used to collect performance data from grantees that are in the first year of their grant. For example, if you are reporting during Spring 2025, then your grant started in October 2024 and the data you're submitting should reflect activity from that date until March 31.

Institutional Services grant programs are designed to improve academic quality, institutional management and fiscal stability, and strengthen physical plants and endowments of institutions of higher education, with an emphasis on institutions that enroll large proportions of minority and financially disadvantaged students.

The IS Interim Report, also known as the Form 524B, consists of the following five sections:

- **Cover Sheet**
- **Executive Summary**
- **Section A:** Performance Objectives
- **Section B:** Budget Information
- **Section C:** Additional Information

Please complete this report as soon as possible so that program staff can review the information in a timely manner. If you are unsure about how to answer any of the questions in the online reporting tool, or if you need clarification on anything related to the content of your report, please contact your Program Officer.

If you have any questions or issues of a technical nature related to the use of the website, please contact the help desk. IS APR help desk staff are not qualified to answer any questions of a programmatic nature related to your grant.

The IS Interim Reporting system is generally open for one month starting in the Spring. Check the HEPIS Home Page for the opening date and the submission deadline.

For more information please see: <https://www2.ed.gov/about/offices/list/ope/idades/index.html>

## II. HEP IS Home Page

After accepting a standard disclaimer regarding usage of a Federal website, you will be able to access the HEP IS system home page.

**HEP IS**  
Higher Education Programs: Institutional Service

[HEP IS Home](#) | [About](#) | [Help](#) | [FAQs](#) | [Contact Us](#)

### Welcome to the HEPIS Web Portal

- GEA Grant Eligibility Application
- IS APR Titles III & V Annual Performance Reporting System
- EFRS Endowment Financial Reporting System
- FIPSE Reporting System

#### System Status and Important Dates

<b>Open</b>	<b>Grant Eligibility Application system</b>	Open 01/22/2024 to 02/27/2024
<b>Closed</b>	<b>Title III/IV Annual Performance Reporting system</b>	Open from TBA
<b>Closed</b>	<b>Title III/IV Interim Reporting system</b> <i>(first year grantees only)</i>	Open 04/01/2024 to 05/03/2024
<b>Open</b>	<b>Endowment Financial Reporting System</b>	Open from 7/24/2020 to TBD
<b>Closed</b>	<b>Fund for Improvement of Postsecondary Education</b>	Open from TBA

#### Returning User? Login Below.

[Login](#)

New to HEP IS? [Request Account.](#)


[Login Instructions](#)

#### Find blank forms and guides

[Download blank forms and user guides for HEP IS systems.](#)

#### Search the FIPSE Public Website

[Click here to view information regarding Fipse grant information](#)

[About HEP IS](#) | [Privacy Policy](#) |  | [Contact Us](#)

### 1. Main Menu Links:

- a. **HEP IS Home** - return to the home page
- b. **About** - learn more about the HEPIS website and each of its subsystems.
- c. **Help** - access User Guides, blank forms, and other helpful resources
- d. **FAQs** - review answers to frequently asked questions
- e. **Contact Us** - fill out a contact form to request assistance from the Help Desk (staffed Mon-Fri, 9 am-5 pm Eastern time; telephone support is not available)

2. **System Status and Important Dates** - look here for important information about when various HEPIS subsystems are opening and when reports are due.

3. **Find blank forms and guides** - another link the the *Help* page described above
4. **Login**
  - a. **Login button** - in this system your username is your email address
  - b. **Request Account** - remember not to share your password with anyone; additional users require their own accounts linked to their own email addresses
  - c. **Login Instructions** - to request a link via email to reset your password

#### A. Logging In

The Federal Government has transitioned to a new Single Sign-On (SSO) login and Multifactor Authentication (MFA) process that is managed by the Login.gov service.

**For details about logging in and requesting new accounts, see Appendix A.**

## IV. HEP IS Landing Page

**HEP IS**  
Higher Education Programs: Institutional Service

[HEP IS Home](#) | [About](#) | [Help](#) | [FAQs](#) | [Contact Us](#) | [Account](#) | [Logout](#)

Welcome test@statecollege.edu

**ISAPR - Annual and Interim Performance Reports**

Your grants in the ISAPR system:

PR#	Report Type	Data Entry Window	Status	Enter System
P000X190000	Interim	04/01/2020 - 04/30/2020	In Progress	<a href="#">GO</a>

After you successfully log into the system, you will find yourself on the HEP IS Landing Page. From here you can access each of the individual subsystems contained within the HEP IS system (there are a total of five subsystems, but you may not have access to all of them).

Your landing page may look different from the one displayed above. You will have access to whichever subsystem(s) apply to your particular grantee scenario. If you are not required to work in one of the subsystems, then it will not appear on your landing page. Each user will only see the subsystems that they need to work in. If you don't need it, you won't see it.

The main menu has two additional links now that you're logged in:

1. **Account** - click here to change your password and manage your two-factor authentication method(s)
2. **Logout** - click here to end your user session and logout of the system

To enter the Interim Reporting subsystem, click the GO button in the Enter System column on the row that includes your PR Number (represented above and in later screenshots by **P000X190000**).

## V. Interim Reporting Home Page

The IS APR home page will display a Welcome Letter from the Director.

The screenshot shows the IS APR home page. At the top, there is a dark teal header with the text "ISAPR Institutional Services Annual Performance Reporting System" and a navigation bar with links for "About", "Help", "FAQs", "Contact Us", "Account", and "Logout". Below the header, the page is divided into a left sidebar and a main content area. The sidebar, titled "IS APR Home", contains a vertical list of menu items: "Grant Identification", "Cover Sheet", "Executive Summary", "Section A Performance Objectives", "Section B Budget Information", "Section C Additional Information", "Review and Certification", "View Report(s)", and a "HELP" button with a left-pointing arrow. The main content area features a light blue box with the heading "Welcome test@statecollege.edu" and a table containing the following information:

PR/Award Number: P000X190000	Reporting Period: 10/01/2019 to 03/31/2020
Grantee Name: Community State College University	Program Officer: Jane Doe (Jane.Doe@ed.gov)

Below the table, the text "IS APR Home - Interim" is displayed. The main heading is "Director's Letter". The letter begins with "Dear Project Director," and contains several paragraphs of text providing instructions and reminders for the interim performance report. At the bottom of the letter, it says "Sincerely, The IS Technical Support Team". A dark teal "Continue" button is located at the bottom right of the main content area.

From the IS APR home page you can navigate to the following sections:

1. **Grant Identification** - every year you should review your Institution and Contact details and make any updates necessary, see Chapter VI
2. **Cover Sheet** - enter budget and other details about your grant, see Chapter VII
3. **Executive Summary** - enter a narrative highlighting your achievements, see Chapter VIII
4. **Section A: Performance Objectives** - enter objectives and performance measures, see Chapter IX
5. **Section B: Budget Information** - enter budget narrative, see Chapter X
6. **Section C: Additional Information** - enter any additional information, see Chapter XI
7. **Review and Certification** - verify that all sections are complete, certify that all data is accurate, and submit your report, see Chapter XII
8. **View Reports** - download PDFs of draft version and final submitted reports, see Chapter XIII

Any section that is dependent on another being finished first will be inaccessible until the required preliminary data has been entered. More details about these specific scenarios are provided in the appropriate chapters of this user guide.

## VI. Grant Identification

Start on the Grant Identification tab by reviewing your Institution and Contact details and make any updates necessary.

# ISAPR

Institutional Services Annual Performance Reporting System

[About](#) | [Help](#) | [FAQs](#) | [Contact Us](#) | [Account](#) | [Logout](#)

IS APR Home

**Grant Identification**

Cover Sheet

Executive Summary

[Section A](#)  
Performance Objectives

[Section B](#)  
Budget Information

[Section C](#)  
Additional Information

Review and Certification

View Report(s)

[← HELP](#)

Welcome test@statecollege.edu

PR/Award Number: P000X190000      Reporting Period: 10/01/2019 to 03/31/2020

Grantee Name: Community State College University      Program Officer: Jane Doe (Jane.Doe@ed.gov)

[IS APR Home](#) / [Grant Identification](#)

### Grant Identification

Please verify the information below and click the 'Save and Continue' button to begin your report. If someone other than the project director is entering the report, please enter your name and contact information in the data entry fields.

#### General Information

**PR Award Number:** P031S190118

**Program:** Title V Developing Hispanic-Serving Institutions

**Unit ID:** 228149

**Grantee Name (Institution Name):**

  
**Address 1:**  
**Address 2: (Optional)**

Most of the information in this section will be pre-populated for you. Please review the information carefully to make sure that it is accurate. Make any corrections necessary and fill in any missing fields, especially the names and contact information for the Project Director (required) and an Additional Contact Person (optional, but recommended).

Please note that entering information in the Project Director and/or Additional Contact fields *does not* create new user accounts for them. New user accounts must be requested from the Help Desk.

Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the Cover Sheet.

## VII. Cover Sheet

The Cover Sheet allows you to enter budget information and other details about your grant.

# ISAPR

Institutional Services Annual Performance Reporting System

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IS APR Home

Grant Identification

Cover Sheet

Executive Summary

Section A  
Performance Objectives

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Budget Information

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View Report(s)

HEP

Welcome test@statecollege.edu

PR/Award Number: P000X190000Reporting Period: 10/01/2019 to 03/31/2020

Grantee Name: Community State College UniversityProgram Officer: Jane Doe (Jane.Doe@ed.gov)

IS APR Home / [Cover Sheet - Interim](#)

### Cover Sheet - Interim

**1. Budget Expenditures**

Report your actual budget expenditures for the entire previous budget period (i.e., through 30 days before the due date of this report). Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the current budget period to date.

Budget Period	Federal Grant Funds	Non-Federal Funds (Match/Cost Share)
Current Budget Period	<input style="width: 90%;" type="text" value="599,454,000"/>	<input style="width: 90%;" type="text" value="\$"/>

**2. Indirect Cost Information (To be completed by your Business Office)**

Are you claiming indirect costs under this grant?

No    Yes

**3. Human Subjects (Annual Institutional Review Board (IRB) Certification)**

Is the annual certification of Institutional Review Board (IRB) approval attached?

No    Yes    N/A

Respond to each question in the spaces provided. If attachments are requested, use the upload button at the bottom of the page to submit up to three (3) documents as attachments. Documents may only be in Word, Excel, or PDF format, and must be under 20 MB each.

Question number 4 on the Cover Sheet is highlighted below:

#### 4. Data Privacy and Security Measures Certification

Is a statement affirming that you are aware of federal and state data security and security and student privacy regulations included, with supporting documentation attached?

The guidance from the Instructions document is, “You must check “yes” to indicate that a statement is included in the report to affirm that you are aware of, and in compliance with, all Federal and State laws and regulations regarding system security and the protection of personally identifiable information (PII),

supported by a summary of policies and procedures that are in place to ensure compliance, and related attachments.”

There is no template available, and there is nothing to download or to sign. This question is asking you to check the box to affirm that you're aware of and in compliance with Federal and State laws regarding system security and PII, and to provide a summary of your IT security policies. You could provide this summary in either the Executive Summary section or in Section C.

Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the next Section.

## VIII. Executive Summary

The Executive Summary allows you to "tell the story" of your grant's impact at your institution. Provide a one to two page summary highlighting your project's goals, the extent to which the expected outcomes and performance measures were achieved, and what contributions the project has made to research, knowledge, practice, and/or policy. Include the population served, if appropriate.

# ISAPR

Institutional Services Annual Performance Reporting System

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IS APR Home

Grant Identification

Cover Sheet

IS APR Home / **Executive Summary - Interim**

## Executive Summary

**Section A**  
Performance Objectives

**Section B**  
Budget Information

**Section C**  
Additional Information

Review and Certification

View Report(s)

← HEP

Welcome test@statecollege.edu

PR/Award Number: P000X190000      Reporting Period: 10/01/2019 to 03/31/2020


Grantee Name: Community State College University      Program Officer: Jane Doe (Jane.Doe@ed.gov)

### Executive Summary - Interim

Provide a one to two page Executive Summary for annual performance reports and a two to three page Executive Summary for final performance reports. Provide highlights of the project's goals, the extent to which the expected outcomes and performance measures were achieved, and what contributions the project has made to research, knowledge, practice, and/or policy. Include the population served, if appropriate.

You have 4000 character(s) left.

**Save**      **Save and Continue to Section A**

HEP IS            IS APR  
About IS APR

Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the next Section.

## IX. Section A: Performance Objectives

In Section A you will describe the Performance Measures you have established for each of the Project Objectives stated in your approved grant application.

**ISAPR**  
Institutional Services Annual Performance Reporting System

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Grant Identification

Cover Sheet

Executive Summary

**Section A**  
Performance Objectives

Section B  
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Welcome test@statecollege.edu

PR/Award Number: P000X190000      Reporting Period: 10/01/2019 to 03/31/2020

Grantee Name: Community State College University      Program Officer: Jane Doe (Jane.Doe@ed.gov)

IS APR Home / **Section A**

### Section A: Performance Objectives

In your approved grant application, you established project objectives stating what you hope to achieve with your funded grant project. Generally, one or more performance measures were also established for each project objective that serve to demonstrate whether you have met or are making progress towards meeting each project objective. In addition to project-specific performance measures that you may have established in your approved grant application, performance measures have been established by ED for the grant program that you are required to report on.

[Read More](#)

Note: Complete data must be submitted for any performance measures established by ED for the grant program and for any project-specific performance measures that were included in your approved grant application.

**Add an Objective and Performance Measure**

**Continue to Section B**

HEP IS

DEPARTMENT OF EDUCATION

IS APR  
About IS APR

Click the **Add an Objective and Performance Measure** button to get started.

You must enter at least **one** Objective AND **one** Performance Measure. You may add multiple Performance Measures under each Objective, if desired.

Add your Objective details in the fields displayed.

Enter the name of the Objective *and* a brief description of it in the Objective Description field. Click the **Save** button at the bottom of the form to save your changes.

**\*Objective 1**

**Objective Description:**

Please enter the name of your Objective with a brief description of it, including data and references to goals stated in your application as appropriate, to document the work towards this objective during the current reporting period. Please include any unexpected results, and any details necessary to fully describe the current objective status as appropriate (e.g., updated completion date, whether a change in objective was approved by the Program Office, why objective will not be achieved, etc.).

You have 4000 character(s) left.

**Objective Status:** On schedule ▼ ?

**\*Performance Measure 1.1**

**Performance Measure Description:**

You have 4000 character(s) left.

**Measure Type:**

Project ▼

**Date Last Measured:**

📅

**How Often Do You Measure** ?

**Data Type:**  Raw Number

Ratio

Target	Actual
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>

**Note:** You must answer all questions above in order to save your objective & performance measure. If you have more than one performance measure for this objective, you can add it after you click Save.

Cancel Save

Once you've saved your first Objective and Performance Measure it will look like this:

**Objective 1/1**

Show Objective & Measure

Increase the number of students eligible for admission to the XYZ Program by 10% by May 31, 2020 ...

| **Performance Measure 1/1** : Number of students passing Course 101 will increase from 50 to 75...

Add an Objective and Performance Measure

Continue to Section B

From here you may want to:

- A. Edit your first Objective or Performance Measure,
- B. Enter additional Performance Measure(s) under your first Objective,
- C. Enter another Objective/Performance Measure pair, or
- D. Delete Performance Measures or Objective/Performance Measure pairs.

To perform any of the tasks listed above, click the **Show Objective & Measure** button as seen in the upper right corner above. When you're in Show Mode the screen looks like this:

**Objective 1/1**

Hide Objective & Measure

Edit Objective & Measure

**Objective Description:**

Please enter the name of your Objective with a brief description of it, including data and references to goals stated in your application as appropriate, to document the work towards this objective during the current reporting period. Please include any unexpected results, and any details necessary to fully describe the current objective status as appropriate (e.g., updated completion date, whether a change in objective was approved by the Program Office, why objective will not be achieved, etc.).

Increase the number of students eligible for admission to the XYZ Program by 10% by May 31, 2020

You have 3904 character(s) left.

Objective Status: On schedule



**Performance Measure 1/1 :**

Click the **Edit Objective & Measure** button to proceed, or you can click the **Hide Objective & Measure** button to return to the previous screen.

## A. Edit Objective and Performance Measure

Greyed out fields are not editable. To edit any of the data on the screen, click the **Edit Objective & Measure** button as seen above, or click the **Hide** button to collapse the fields and return to the previous view.

Once you're in Edit mode, the screen looks like this:

Objective 1/1

Delete Objective & Measure

### Objective Description:

Please enter the name of your Objective with a brief description of it, including data and references to goals stated in your application as appropriate, to document the work towards this objective during the current reporting period. Please include any unexpected results, and any details necessary to fully describe the current objective status as appropriate (e.g., updated completion date, whether a change in objective was approved by the Program Office, why objective will not be achieved, etc.).

Increase the number of students eligible for admission to the XYZ Program by 10% by May 31, 2020

You have 3904 character(s) left.

Objective Status: On schedule



Performance Measure 1/1 :

Delete Measure

Simply make your changes and click the Save button at the bottom of the screen:

Cancel

Save

## B. Enter Additional Performance Measure(s) under your First Objective

Add an additional Performance Measure to an Objective

Click the Add Another Measure button at the bottom of the screen

Add Another Measure

## C. Enter Another Objective/Performance Measure Pair

Click the **Add an Objective and Performance Measure** button at the bottom to add a new Objective and Performance Measure.

Add an Objective and Performance Measure

## D. Delete Performance Measures or Objective/Performance Measure Pairs

Click the Delete button next to the Measure or the Objective & Measure that you want to delete.

Delete Objective & Measure

## E. Overview of Commands Available in Edit Mode

Objective 1/1

Delete Objective & Measure

### Objective Description:

Please enter the name of your Objective with a brief description of it, including data and references to goals stated in your application as appropriate, to document the work towards this objective during the current reporting period. Please include any unexpected results, and any details necessary to fully describe the current objective status as appropriate (e.g., updated completion date, whether a change in objective was approved by the Program Office, why objective will not be achieved, etc.).

Increase the number of students eligible for admission to the XYZ Program by 10% by May 31, 2020

You have 2004 characters left.

Objective Status: On schedule

Performance Measure 1/1 :

Delete Measure

### Performance Measure Description: ?

Please enter the name of your Performance Measure followed by a brief description of it, including (a) how you will know you've accomplished the Objective, and (b) what is the evidence of that accomplishment.

Number of students passing Course 101 will increase from 50 to 75 in December 2019

You have 3917 characters left.

Measure Type:

Project

Date Last Measured:

04/01/2021

How Often Do You Measure ?

Annually

Data Type:  Raw Number

Ratio

Target	Actual
75.00	50.00

Add Another Measure

Cancel

Save

Add an Objective and Performance Measure

Continue to Section B

Click the **Delete Objective & Measure** button to delete the pair.

Click the **Delete Measure** button to delete a single Performance Measure.

Click the **Add Another Measure** button to add Performance Measure(s) to this Objective.

Click the **Save** button to save your work, or **Cancel** to drop your changes.

Click the **Add an Objective and Performance Measure** button to get started with another pair.

When finished adding all of your Project Objectives and Performance Measures, click **Save** to save your work.

## X. Section B: Budget Information

In Section B, you'll provide narrative information about your budget.

**ISAPR**  
Institutional Services Annual Performance Reporting System

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IS APR Home

Grant Identification

Cover Sheet

Executive Summary

[Section A](#)  
Performance Objectives

**[Section B](#)**  
**Budget Information**

[Section C](#)  
Additional Information

Review and Certification

View Report(s)

← HEP

**Welcome test@statecollege.edu**

PR/Award Number: P000X190000	Reporting Period: 10/01/2019 to 03/31/2020
Grantee Name: Community State College University	Program Officer: Jane Doe (Jane.Doe@ed.gov)

IS APR Home / **Section B**

### Section B: Budget Information

**1. Budget Information**  
If you would like to provide a spreadsheet of budget information, you may do so on the File Upload page.

- For budget expenditures made with Federal grant funds, you must provide an explanation if funds have not been drawn down from the GS System to pay for the budget expenditure amounts in the Current Budget Period row in item 1 on this report's Cover Sheet tab.
- Provide an explanation if you did not expend funds at the expected rate during the reporting period.
- Describe any significant changes to your budget resulting from modification of project activities.
- Describe any changes to your budget that affected your ability to achieve your approved project activities and/or project objectives.

You have 4000 character(s) left.

Save   Save and Continue to Section C

Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the next Section.

# XI. Section C: Additional Information

In Section C, you can provide any additional narrative information about your project that you like.

## ISAPR

Institutional Services Annual Performance Reporting System

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[Review and Certification](#)  
[View Report\(s\)](#)  
[← HEP](#)

Welcome **test@statecollege.edu**

PR/Award Number: P000X190000	Reporting Period: 10/01/2019 to 03/31/2020
Grantee Name: Community State College University	Program Officer: Jane Doe (Jane.Doe@ed.gov)

IS APR Home / **Section C**

### Section C: Additional Information

**1. Additional Information**  
Enter any additional information you would like to provide below.

- If applicable, please provide a list of current partners 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.
- If instructed by your program office, please report on any statutory reporting requirements for this grant program.
- 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.
- If you are requesting changes to the approved Project Director listed in Block 3 of your GAN and/or to other approved key personnel listed in Block 4 with a proposed effective date during the remainder of the current budget period or the next budget period, please indicate the name, title and percentage of time of the requested key personnel. Please indicate whether the proposed Project Director curriculum vitae for the proposed key personnel when you submit your performance report.
- Provide any other appropriate information about the status of your project including any unanticipated outcomes or benefits from your project.

Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the next Section.

## XII. Review and Certification

The Review and Certification Section serves three tasks:

1. **Review:** Check your report for completeness and verify that all required questions have been answered
2. **Certification:** Certify that all information on the report is true and correct to the best of your knowledge
3. **Submit:** Send your report to the Department and lock it to prevent future changes.

The screenshot displays the ISAPR (Institutional Services Annual Performance Reporting System) interface. At the top, the header includes the ISAPR logo and the text "Institutional Services Annual Performance Reporting System". Below the header is a navigation bar with links for "About", "Help", "FAQs", "Contact Us", "Account", and "Logout".

The main content area is divided into a left sidebar and a main panel. The sidebar contains the following menu items: "IS APR Home", "Grant Identification", "Cover Sheet", "Executive Summary", "Section A Performance Objectives", "Section B Budget Information", "Section C Additional Information", "Review and Certification" (highlighted), "View Report(s)", and a "HEP" button with a left-pointing arrow.

The main panel displays a welcome message: "Welcome test@statecollege.edu". Below this, a box contains the following information: "PR/Award Number: P000X190000", "Reporting Period: 10/01/2019 to 03/31/2020", "Grantee Name: Community State College University", and "Program Officer: Jane Doe (Jane.Doe@ed.gov)".

The breadcrumb trail reads: "IS APR Home / Review and Certification - Interim". The main heading is "Review and Certification - Interim".

The main content area is divided into three tabs: "Review", "Certification", and "Submit". The "Review" tab is active. The main heading is "Review Your Report".

The "Review Your Report" section is divided into three rows, each representing a different section of the report:

- Cover Sheet:** Shows a red exclamation mark icon and a "Go to Section" button.
- Executive Summary:** Shows a red exclamation mark icon and a "Go to Section" button.
- Section A: Performance Objectives:** Shows a green checkmark icon and a "Go to Section" button.

## A. Review

On the Review tab you will be shown the completion status for each section of the report. If any section is incomplete, click the **Go to Section** button or click the desired Section option on the left hand menu to return to that section and complete the remaining questions.

The screenshot displays the 'Review Your Report' interface. At the top, there are three tabs: 'Review' (active), 'Certification', and 'Submit'. Below the tabs, the title 'Review Your Report' is shown. The main content area consists of five rows, each representing a section of the report. Each row has a dark header with the section name, a status indicator, and a 'Go to Section' button. The status indicators are: a red exclamation mark for 'Cover Sheet', 'Executive Summary', 'Section B: Budget Information', and 'Section C: Additional Information'; and a green checkmark for 'Section A: Performance Objectives'. At the bottom of the interface, there is a 'Continue to Certification' button.

Section Name	Status	Action
Cover Sheet	Incomplete (Red !)	Go to Section
Executive Summary	Incomplete (Red !)	Go to Section
Section A: Performance Objectives	Complete (Green ✓)	Go to Section
Section B: Budget Information	Incomplete (Red !)	Go to Section
Section C: Additional Information	Incomplete (Red !)	Go to Section

Continue to Certification

All questions on the report are required except where indicated.

When all sections are complete, you will be able to proceed to the Certification tab.

## B. Certification

The Certification tab allows your Certifying Official to enter their name and contact information, which serves as an electronic signature. Their electronic signature certifies that all information on the report is true and correct to the best of their knowledge.

First verify that the information at the top of the tab is correct. If any changes need to be made, either click the **Return to Grant Identification Page to Edit** button, or click the Grant Identification option at the top of the left hand menu.

Review Certification Submit

### Certification

Review the information below. If any of the items in 3-5 need to be changed, return to the Grant Identification page and update it there. Otherwise, please enter the authorizing representative information and click the Save and Continue button. You do not need to send a signed certification form to ED or upload a signed certification form.

**1. Reporting Period**  
10/1/2018 to 09/30/2019 [Return to Grant Identification Page to Edit](#)

**2. PR Award Number**  
P000X000000

**3. Project Title**  
Excellent Grant Project

**4. Recipient Information**  
Name: Community State College University  
Address: 1200 State Capital Boulevard, State Capital, US 12345

**5. Contact Information**  
Name: Jane Doe  
Title: Project Director  
Phone: (888) 555-1212  
Email: jane.doe@commstatecolliv.edu

**6. Authorized Representative**  
(The Institutions President or someone with the institutional authority to sign off on federal sponsored agreements) **To the best of my knowledge and belief, all data in this performance report are true and correct.**

Name  Email

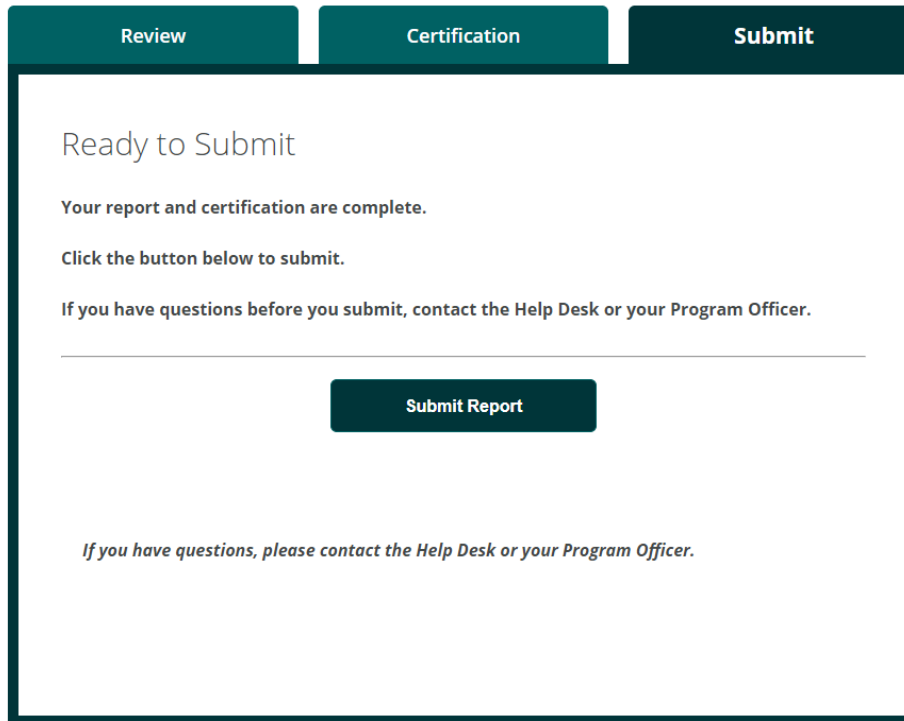
Phone  Date

[Save and Continue](#)

You do NOT need to mail or fax a signed certification form to the Department.

## A. Submit

Once your report has passed the completion review and your Certifying Official has entered their electronic signature, you will be able to Submit your report.



The screenshot shows a web interface with three tabs: 'Review', 'Certification', and 'Submit'. The 'Submit' tab is active. The content of the 'Submit' tab includes the heading 'Ready to Submit', followed by the text 'Your report and certification are complete.', 'Click the button below to submit.', and 'If you have questions before you submit, contact the Help Desk or your Program Officer.' Below this text is a dark green button labeled 'Submit Report'. At the bottom of the content area, there is a line of italicized text: 'If you have questions, please contact the Help Desk or your Program Officer.'

Click the **Submit** button to send your report to the Department.

You do NOT need to send a hard copy of the report to the Department.

## B. Unsubmit

Once your report is submitted it is locked and you cannot make any further changes.

If you need to make changes to your submitted report **before** the submission deadline and the system closes, simply contact the Help Desk and they will “unsubmit” your report for you.

You will then be able to login as normal, make your edits as needed, and then resubmit your report yourself.

You do not need to contact the Help Desk to resubmit your report.

### XIII. View Reports

Click the View Reports tab to print a copy of this year’s report. If your report has not been submitted yet, it will have a “Draft” indicator in each page header. After submission, this indicator will disappear to reflect that it is the final version of the submitted report.

The screenshot shows the ISAPR (Institutional Services Annual Performance Reporting System) interface. At the top, there is a dark teal header with the ISAPR logo and the full name of the system. Below the header is a navigation bar with links for About, Help, FAQs, Contact Us, Account, and Logout. On the left side, there is a vertical menu with options: IS APR Home, Grant Identification, Cover Sheet, Executive Summary, Section A (Performance Objectives), Section B (Budget Information), Section C (Additional Information), Review and Certification, View Report(s), and a button with a left arrow and the text 'HEP'. The main content area displays a welcome message for 'test@statecollege.edu' and a box containing report details: PR/Award Number: P000X190000, Reporting Period: 10/01/2019 to 03/31/2020, Grantee Name: Community State College University, and Program Officer: Jane Doe (Jane.Doe@ed.gov). Below this, there is a breadcrumb trail 'IS APR Home / Reports' and a section titled 'View Reports' with a sub-section 'Current Year'. Under 'Current Year', there is a link for 'Interim Report DRAFT'.

## Appendix A: Logging into HEPIS with Login.gov

The Federal Government has transitioned to a new Single Sign-On (SSO) login and Multifactor Authentication (MFA) process that is managed by the Login.gov service. With one username and password, you will be able to access multiple Federal websites.

To use the HEPIS system, you will need:

- A. an account in HEPIS, *and*
- B. an account in Login.gov using the **same email address** as your account in HEPIS.

### Quick Links

[Do you have a HEPIS account, but do not have a Login.gov account?](#)

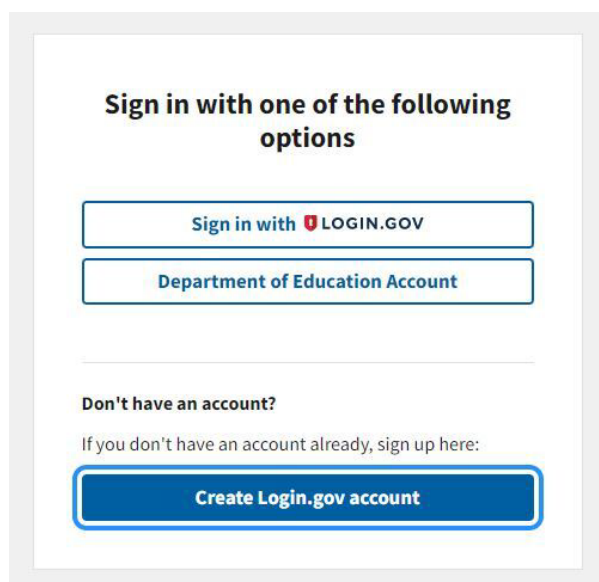
[Do you have both a HEPIS account and a Login.gov account?](#)

[Do you need to create a new HEPIS account?](#)

[Do you need further assistance?](#)

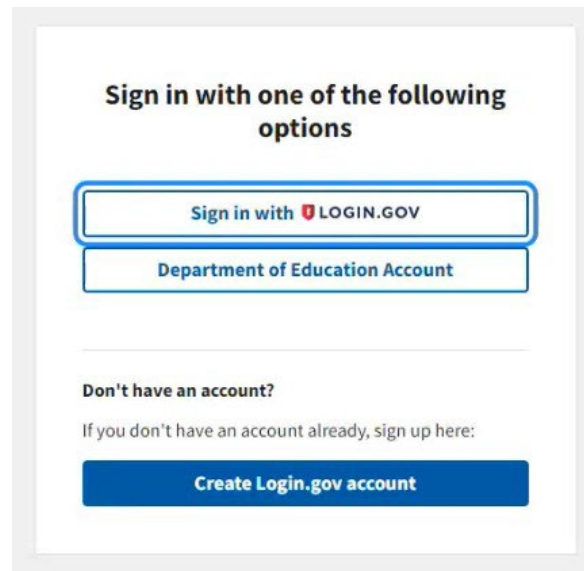
### Do you have (A) a HEPIS system account, but do not have (B) a Login.gov account?

1. Go to the HEPIS system home page (<https://hepis.ed.gov>)
2. Click the “Login” button. You will be taken to the Login.gov website.
3. Click the “Create Login.gov account” button (*see image below*).
4. Follow the prompts to create your Login.gov account. **You must use the same email address for Login.gov that you use in HEPIS. If the emails do not match, you WILL NOT be able to access HEPIS. Find detailed Login.gov instructions in the [External Users Login.gov Guide](#).**
5. Once your Login.gov account is set up, you will be able to log in to HEPIS.



## Do you have both (A) a HEPIS system account and (B) a Login.gov account?

1. The email address you use in Login.gov MUST match the address we have on file for you in HEPIS (i.e., your .edu work email).
2. Go to the HEPIS home page (<https://hepis.ed.gov>).
3. Click the “Login” button. You will be taken to a partner site called Login.gov.
4. Click the “Sign in with Login.gov” button and enter your username and password (*see image below*).



## Do you need to create a new HEPIS account?

1. Click the [Request Account](#) link on the home page.
2. Fill out the form. Help Desk will create an account for you and send you an email with further instructions for creating your Login.gov account and logging in for the first time.

## Do you need further assistance?

If you need further assistance, please reach out to the HEPIS Help Desk at the address below. (Note: this is a new email address, but the old address still works. Please consider adding this address to your Safe Senders list.)

- HEP IS: [hepis@helpdesk.thetactilegroup.com](mailto:hepis@helpdesk.thetactilegroup.com)