|  |
| --- |
| ***Title III Program Administration******Project Status Report*** |
| **Activity Title:**  |
| **Principal Investigator:**  | **Account No.:**  |
| **Funding Agency:** U.S. Department of Education | **Reporting Period:**  |
| **Grant/Contract No.:**   |

|  |
| --- |
| Updates |

|  |
| --- |
| Issues |

|  |
| --- |
| Budget Narrative |

**Please describe in detail how your Title III funds were spent during this reporting period. You must tie the dollars spent to your project objectives, activities, and outcomes. Your project objectives should be consistent with the ones in the approved proposal. Activities should include (if applicable): personnel, fringe benefits, travel, equipment, supplies, contractual, construction, and scholarship.**

|  |
| --- |
| *Project Status* |

|  |  |  |
| --- | --- | --- |
| Step 1 | Objective/Expected Outcome in Measurable Terms | **Objective 1:** |
| Step 2 | Anticipated Results (Criteria for Success or Evidence of Completion) |  |
| Step 3 | Measure Performance on Objective/Expected Outcome | Direct Measure(s): |
| Indirect Measure(s): |
| Step 4 | Results/Outcomes for this Reporting Period (Quantitative and Qualitative Data) |  |
| Step 5 | Improvement Plan Based on Assessment Results (based on Step 4 findings) |  |
| Step 6 | Changes or Improvements Resulting from the Improvement Plan (based on Step 5) |  |

|  |
| --- |
| *Project Status*  |

|  |  |  |
| --- | --- | --- |
| Step 1 | Objective/Expected Outcome in Measurable Terms | **Objective 2:** |
| Step 2 | Anticipated Results (Criteria for Success or Evidence of Completion) |  |
| Step 3 | Measure Performance on Objective/Expected Outcome | Direct Measure(s): |
| Indirect Measure(s): |
| Step 4 | Results/Outcomes for this Reporting Period (Quantitative and Qualitative Data) |  |
| Step 5 | Improvement Plan Based on Assessment Results (based on Step 4 findings) |  |
| Step 6 | Changes or Improvements Resulting from the Improvement Plan (based on Step 5) |  |

|  |
| --- |
| *Project Status* |

|  |  |  |
| --- | --- | --- |
| Step 1 | Objective/Expected Outcome in Measurable Terms | **Objective 3:** |
| Step 2 | Anticipated Results (Criteria for Success or Evidence of Completion) |  |
| Step 3 | Measure Performance on Objective/Expected Outcome | Direct Measure(s): |
| Indirect Measure(s): |
| Step 4 | Results/Outcomes for this Reporting Period (Quantitative and Qualitative Data) |  |
| Step 5 | Improvement Plan Based on Assessment Results (based on Step 4 findings) |  |
| Step 6 | Changes or Improvements Resulting from the Improvement Plan (based on Step 5) |  |

|  |
| --- |
| *Project Status* |

|  |  |  |
| --- | --- | --- |
| Step 1 | Objective/Expected Outcome in Measurable Terms | **Objective 4:** |
| Step 2 | Anticipated Results (Criteria for Success or Evidence of Completion) |  |
| Step 3 | Measure Performance on Objective/Expected Outcome | Direct Measure(s): |
| Indirect Measure(s): |
| Step 4 | Results/Outcomes for this Reporting Period (Quantitative and Qualitative Data) |  |
| Step 5 | Improvement Plan Based on Assessment Results (based on Step 4 findings) |  |
| Step 6 | Changes or Improvements Resulting from the Improvement Plan (based on Step 5) |  |

|  |
| --- |
| *Project Status* |

|  |  |  |
| --- | --- | --- |
| Step 1 | Objective/Expected Outcome in Measurable Terms | **Objective 5:** |
| Step 2 | Anticipated Results (Criteria for Success or Evidence of Completion) |  |
| Step 3 | Measure Performance on Objective/Expected Outcome | Direct Measure(s): |
| Indirect Measure(s): |
| Step 4 | Results/Outcomes for this Reporting Period (Quantitative and Qualitative Data) |  |
| Step 5 | Improvement Plan Based on Assessment Results (based on Step 4 findings) |  |
| Step 6 | Changes or Improvements Resulting from the Improvement Plan (based on Step 5) |  |

**Title III Inventory**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FOAP** | **TSU TAG #** | **Serial #** | **Item Description** | **Location****(Bldg/Rm)** | **Purchase Requisition** | **Purchase Order**  | **Dept.** | **Contact** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Building Abbreviation List**

|  |  |
| --- | --- |
|  AGR | Agriculture Bldg |
| AWC | Avon / Williams Campus |
| CHM | Chemistry Bldg |
| CLH | Clement Hall |
| ED | Clay Education Bldg |
| ET | Torrence Engineering Bldg |
| GRD | Crouch Hall (Graduate Bldg) |
| HEN | Home Ec & Nursing Bldg |
| HH | Harned Hall (Biology Bldg) |
| HUM | Humanities Bldg |
| IND | Industrial Arts Bldg |
| KH | Kean Hall |
| LRC | Learning Resource Center |
| MH | McCord Hall |
| MUS | Marie Brooks Strange Music Bldg |
| NLB | Library |
| PEC | Physical Education Center (Gentry Complex) |
| PMB | Alger Boswell Physics & Math Bldg |
| SB | Holland Hall, School of Business |
| WB | Jane Elliot Hall (Women’s Bldg) |

**Description of Terms:**

**FOAP** –Fund – Org – Account - Program number that was used to purchase the item.

**TSU TAG #** -The number that was issued by Tennessee State University’s Receivable Properties.

**Serial #** - The manufacturer issued identification number assigned by the manufacturer.

**Item Description** – A brief description of the item. (ex. laptop, desktop, printer, etc.)

**Location (Bldg/Rm)** – The physical location of the item, not where it is supposed to be, but where it is actually located (building and room number). If this location changes, the Title III Program Administration Office should be notified immediately, and made aware of these changes.

**Purchase Requisition** – The Purchase Requisition number that shows the purchase of this particular item.

**Purchase Order** - The Purchase Order number that shows the purchase of this particular item.

**Dept.** – The University Department or Activity (If applicable) that houses the item.

**Contact** – The person responsible for the purchased items, and a phone number where that person can be reached. If this contact information changes, the Title III Program Administration Office should be notified immediately, and made aware of these changes.

\*This form must be completed for every item (tagged) purchased with Title III funds.\*

If there are any questions, please do not hesitate to contact the Title III office at 615-963-5711.