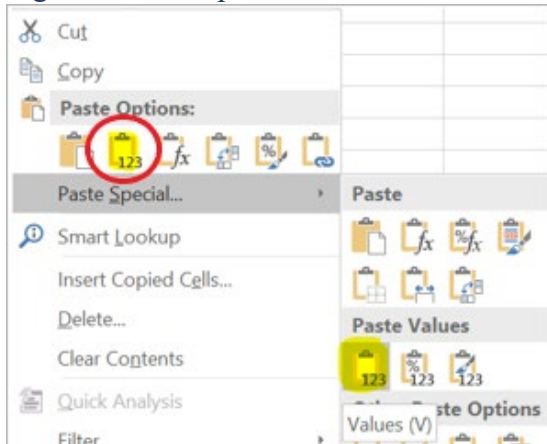Figure 4. Paste special values

If a value appears with a red strikeout, review the data to confirm possible corrections. There are some situations where a red strikeout is not an error when applied to carryover participants (e.g., Training First Provided and Training Last Provided dates). Review the form or cell comments for directions and/or seek assistance from your GOTR for clarification.

If a cell in your TPR displays #VALUE!, this means you entered a non-numeric value in one of the cells on that row and it is interfering with a calculation. Clear (delete) the invalid entry or entries and reenter the data.

All data should be entered non-cumulatively. On the Tech Perf Report tab, only enter "actual" performance and expenditure data for each quarter.

Automated calculations are performed in locked cells. Do not attempt to directly update any of the locked cells.

TPN

After completing the TPR for any given quarter, the grantee must complete the TPN for the same quarter. All fields on this form are required. For any that are not applicable, please enter N/A.

As directed on the TPN form, the grantee refers to the TPR for the same quarter in completing the TPN. Specifically, the grantee needs to refer to the TPN Action column of the Tech Perf Report tab of the TPR. Yellow "!" and red "X" indicators in that column require a narrative response or explanation in the associated fields of the TPN; see Table 2: TPN Action Indicators by Quarter for details.

The *Failed Performance in Quarters 1–4* and *Failed Performance in Quarters 5–8* fields direct grant recipients to provide responses for any of the performance indicators flagged with a red "X" in the TPN Action column of the Tech Perf Report tab at any time in Quarters 1–8.

The *Minimal Performance in Quarters 1–4* and *Minimal Performance in Quarters 5–8* fields direct grant recipients to provide responses for any of the performance indicators flagged with a yellow "!" in the TPN Action column of the Tech Perf Report tab at any time in Quarters 1–8.

REPORT SUBMISSION

The grant recipient must electronically submit the TPR and TPN directly to the GOTR each quarter. When sending the reports, grant recipients should use the subject line "COMPETITIVE GRANTS QUARTERLY REPORTS" and include the grant number, PY, and quarter(s). The grant recipients should also select "Request a Delivery Receipt" to track and document the progress of the email and its attachments.

The grant recipient must save all documents they submit to the GOTR following a standard naming convention illustrated in the table below. Only one TPR and one TPN will be accepted for any given PY quarter during the PoP. Any corrected document will replace the previously received document.

The grant recipient must submit the TPR and TPN for a specific grant award for each of the 12 participation quarters in the grant PoP and for each of the follow-up quarters within the three-year PoP. Grant recipients must submit separate TPRs and TPNs for each of the three years of their PoP.

Performance Report Naming Convention

Table 3: TPR File Naming

Parts of File Name	Shortened Grant Award Number	Program Year Covered by Report	Report Quarter (1-8)	Report Type	Excel Format[4]	File Name
Example	33123 000006	PY23	Q1	TPR	.xlsb	33123-PY23-Q1-TPR.xlsb 00006-PY23-Q1-TPR.xlsb

Table 4: TPN File Naming

Parts of File Name	Grant Award Number	Program Year Covered by Report	Report Quarter (1-8)	Report Type	PDF Format	Final File Name
Example	33123 000006	PY23	Q1	TPN	.pdf	33123-PY23-Q1-TPN.pdf 00006-PY23-Q1-TPN.pdf

---

[4] MS Excel Macro Enabled Binary: The workbook containing the TPR should always be saved as an Excel binary file (.xlsb) to enable the proper operation of macros and special formulas.

Table 5: Due Dates

Reporting Quarter	Quarter Start Date	Quarter End Date	Grant Recipient Due Date
1 & 5	July 1	September 30	October 30
2 & 6	October 1	December 31	January 30
3 & 7	January 1	March 31	April 30
4 & 8	April 1	June 30	July 30