
Plan Overview

A Data Management Plan created using DMPTool

Title: Upward Bound

Creator: Tori Nelson - ORCID: [0000-0003-3325-718X](https://orcid.org/0000-0003-3325-718X)

Affiliation: University of North Texas (unt.edu)

DMP ID: <https://doi.org/10.48321/D1JJP5Q>

Funder: United States Department of Education (ed.gov)

Funding opportunity number: 84.047A

Grant: P047A220197

Template: Institute of Education Sciences (U.S. Department of Education IES)

Project abstract:

The University of North Texas (UNT), located in Denton, Texas, proposes a cooperative partnership with two school districts to sponsor a five-year Upward Bound program for eligible students in three target high schools in North Texas. The target area is in Denton County, located north of the Dallas/Fort Worth metroplex, and includes the city of Denton and the small- to medium-sized towns and small rural communities and school districts surrounding it. While close to major cities, they lack the sophistication and population of that metropolitan area. The schools are low-achieving and are not being served by another Upward Bound program.

The purpose of the UNT Upward Bound (UB) project is to encourage participants to complete secondary school and enroll in and complete programs of postsecondary education. An estimated 2,492 students in grades 9 – 12 attend the target schools and qualify for the services of UB as defined by the Department of Education. Because only 23% of adults residing in the area have completed baccalaureate degrees, there is a critical need for this program's initiatives.

The provision of curriculum, services, and activities offered in both the academic year and summer components by program staff addresses some of the need. The academic year offering involves students meeting on the UNT campus for 18 academic year meetings, and offers supplemental instruction in reading, writing, critical thinking, study skills and test preparation, along with a college readiness class. Tutorials are conducted during the Saturday meetings and through online options. The summer component continues instruction in core curriculum and offers studies in the fine arts, recreation, and career, personal, and academic counseling, as well as a variety of social and cultural enrichment experiences.

The UNT administration contributes significantly to the UNT TRIO programs in the form of operational facilities, campus collaborations, and partnerships with professionals in financial aid, admissions, and other areas to help in educating participants on post-secondary enrollment.

The UB Director makes all decisions regarding the UB program and reports to the Associate Vice President for Student Affairs. Financial records are maintained in accordance with federal guidelines and managed by the Office of Grants and Contracts Administration and the UNT Business Services Center. Student records are maintained in an Access database; and, files are assessed regularly to evaluate the completion of objectives and effectiveness of activities, which are consistent with those stipulated in the federal guidelines.

UNT UB will address all three Competitive Preference Priorities:

CPP1 – by offering the RISE UP mentoring program for new students which meets the *What Works Clearinghouse* moderate evidence of effectiveness standard without reservation. The *What Works Clearinghouse* link is: <https://ies.ed.gov/ncee/wwc/Study/82195>. The full article can be found at <https://bit.ly/3fnr71K>.

CPP2 – by using Maslow's Hierarchy to demonstrate how services will meet student needs and integrating GRIT, coping skills, stress management, and organizational and study skills into FLIGHT as well as using positive reinforcement throughout the year.

CPP3 – by working with community agencies to create a Resource Fair as part of Parent Day for parents and students, using community asset mapping to identify resources, and creating a variety of content delivery methods for providing resource information.

Start date: 09-01-2022

End date: 08-31-2027

Last modified: 06-20-2022

Grant number / URL: P047A220197

Upward Bound

Type of data to be shared

Type of data to be shared

Student-specific data is only shared with the U.S. Department of Education and only when needed with the appropriate school district administrators following FERPA guidelines. Broad general data may be shared with those who have an educational purpose for the information.

Procedures for managing privacy and confidentiality

Procedures for managing and for maintaining the privacy and confidentiality of the data to be shared

Individual student data is only shared with the U.S. Department of Education and follows Annual Performance Report guidelines.

Roles and responsibilities

Roles and responsibilities of project or institutional staff in the management and long-term preservation—to the extent legally permissible—of research data, including a discussion of any changes to the roles and responsibilities that will occur should the PD/PI and/or Co-PDs/Co-PIs leave the project or institution.

Upward Bound does not conduct research. Student data is collected by Upward Bound staff and entered into our student database, Lacai. Each UB staff person has equal access to data and reporting so should the PI leave the project or institution, either of the remaining staff would still have access.

Expected schedule for data sharing

Expected schedule for data access, including how long the data will remain accessible (at least 10 years, unless a shorter period of time is required to comply with applicable Federal or State laws or agreements promulgated to ensure compliance with such laws in which the destruction of records or personal information is required within a shorter period of time) and acknowledgement that the timeframe of data accessibility will be reviewed at the time of annual progress reviews and revised as necessary.

Student data is entered on a regular basis and the Annual Performance Report is submitted to the U.S. Department of Education on a year basis. They require us to keep data for three years beyond the date of the last financial report for the grant cycle which is 5 years. Student information in the Lacai database is stored indefinitely.

Format of the final dataset

Format of the final dataset and any standards to which the data conform.

This is determined by U.S. Department of Education guidelines.

Documentation to be provided

Documentation to be provided.

This is determined by the U.S. Department of Education regulations for TRIO program.

Method of data sharing

Location where data will be stored and method of data access (e.g., via a publicly accessible data archive, institutional repository, or from the Project Director/Principal Investigator).

In accordance with the requirements specified by the Federal Register Part 645.43(c), the UB Director will maintain and secure accurate records relating to program requirements. Participant records will be maintained in paper files and electronic database files in the project's administrative office. All participants' records detailing program services provided will be documented in the project database. The UNT UB program contracts with Lacai. The contract will ensure cyber safety and technical support for student electronic files. The system will adhere to UNT's digital security policy. Lacai uses industry standard 256-bit AES encryption (SSL) supported by all major web browsers to provide a secure connection between staff computers and the Lacai server. Student information will also be encrypted on the server with 256-bit AES encryption as an extra layer of protection. Servers are behind a firewall and actively monitored for intrusions. The database is not accessible to the public.

Data sharing agreement

Address whether or not a data agreement that specifies conditions under which the data will be made accessible is required.

Does not apply.

Any circumstances that prevent the data from being shared

Any circumstances that prevent all or some of the data from being made accessible. This includes data that may fall under multiple statutes and hence must meet the privacy and confidentiality requirements for each applicable statute (e.g., data covered by the Common Rule for Protection of Human Subjects, FERPA, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule (45 CFR Part 160 and Subparts A and E of Part 164), section 183 of the Education Sciences Reform Act, or the Privacy Act of 1974, as amended).

This does not apply.

Planned Research Outputs

Dataset - "U.S. Department of Education Annual Performance Report"

Yearly performance results based on collected data required by the U.S. Department of Education

Planned research output details

Title	Type	Anticipated release date	Initial access level	Intended repository(ies)	Anticipated file size	License	Metadata standard(s)	May contain sensitive data?	May contain PII?
U.S. Department of Education Annual Performance Re ...	Dataset	Unspecified	Open	None specified		None specified	None specified	No	Yes