



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF POSTSECONDARY EDUCATION

Dear Colleague:

Enclosed is the Robert C. Byrd Honors Scholarship Program Performance Report Form and Instructions for completing the Academic Year (AY) 2010 through 2011 report. All AY 2010 funds should have been expended by September 30, 2011. Please adhere to the appropriate instructions below when reporting expended funds.

- a) If all AY 2010 through 2011 funds have been expended by the date on which you prepare the report, complete the report indicating how available funds were used.
- b) If all AY 2010 through 2011 funds have not been expended by the date on which you prepare the report, use this report to cover the period July 1, 2010 through June 30, 2011. If a corrected report covering the period July 1, 2010 through June 30, 2011 is necessary, it must be submitted no later than October 30, 2011.

The report form and instructions may be downloaded from the Institutional Development and Undergraduate Education Service's (IDUES) website at: <http://www.ed.gov/programs/iduesbyrd/performance.html>. The deadline for submitting the report is October 30, 2011. Please ensure that completed reports are faxed, postmarked, or emailed on or before October 30, 2011. Please review the instructions carefully as they will assist you in completing the report properly.

The completed report may be provided to the Department through several venues. The report may be faxed to:

Attention: Darryl G. Davis  
Robert C. Byrd Honors Scholarship Program  
IDUES  
Fax Number: (202) 502-7699

Or, the report may be mailed to:

Darryl G. Davis  
Robert C. Byrd Honors Scholarship Program  
Student Services Area  
U.S. Department of Education  
1990 K Street, NW, Room 6135  
Washington, DC 20006-8514

State Education Agencies may also email completed reports to Mr. Davis at:

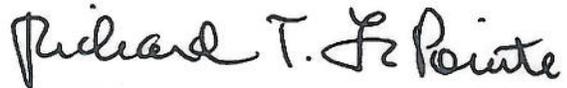
[Darryl.Davis@ed.gov](mailto:Darryl.Davis@ed.gov)

1990 K ST. NW, WASHINGTON, DC 20006  
[www.ed.gov](http://www.ed.gov)

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If you have any questions or need assistance completing this report, you may contact Darryl Davis at (202) 502-7657. We appreciate your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Richard T. LaPointe". The signature is written in a cursive style with a large initial 'R' and 'L'.

Richard T. LaPointe, Ph. D  
Senior Director  
Student Service Area

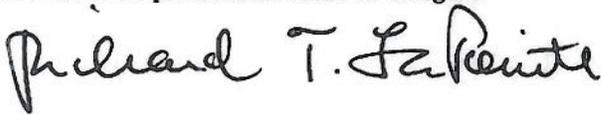
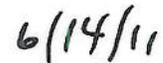
## Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, I certify that collection of information encompassed by this request complies with 5 CFR 1320.9 and related provisions of 5 CFR 1320.8(b)(3).

The following topics summarize the proposed information collection that certification covers. By checking these boxes and signing below, you are certifying your Principal Office's compliance. If you are unable to certify any of these provisions, please identify and explain the reason in number 18 of your accompanying Supporting Statement:

- (a)  It is necessary for the proper performance of agency functions;
- (b)  It avoids unnecessary duplication;
- (c)  It reduces burden on small entities;
- (d)  It uses plain, coherent, and unambiguous language that is understandable to respondents;
- (e)  Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f)  It indicates the retention periods for recordkeeping requirements;
- (g)  It informs respondents of the information called for under 5 CFR 1320.8(b)(3) about:
  - (i) Why the information is being collected;
  - (ii) Use of information;
  - (iii) Burden estimate;
  - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
  - (v) Nature and extent of confidentiality; and
  - (vi) Need to display currently valid OMB control number;
- (h)  It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected;
- (i)  It uses effective and efficient statistical survey methodology (if applicable);
- (j)  It makes appropriate use of information technology; and
- (k)  It reflects appropriate input from all agency offices affected by and involved with collecting required data from the public.

Your office must certify approval of all submitted information collection requests. Your signature authorizes RIMS to post the information collection request to EDICSWEB for public comment. If this collection should not be publicly available, please provide reasons to RIMS via e-mail to [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) with your official EDICS submittal. RIMS does not share Information collections tied to a proposed or draft rule with the public until the publication date of that rule.

Signature of Principal Office Official or Designee 	Date: 
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