**DATA COLLECTION PLAN TEMPLATE – Planning Grants**

Provide a data collection plan below that includes the following:

* A description of the applicant’s data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high quality system.
* Description of data collection instruments.
* A description of how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

Do not exceed 2 pages.