

DATE

Dr. Insert Name
Insert University
Insert Address
Insert Address
Insert City, State Zip

Re: **Annual Performance Report (APR) and SF 269 Financial Status Report (FSR)** for Graduate Assistance in Areas of National Need (GAANN) Grant Number XXXX

Dear Dr. Insert Name:

In accordance with Section 75.118 of the Education Department General Administrative Regulations (EDGAR) and Section 648.66 of the GAANN Program Regulations, recipients of a GAANN grant are required to submit an **APR** and **FSR**. Starting XXXX, the APR online system will be available for you to input and submit your APR. You may access the online system at:

<https://xxxxx.xxxxx>

Your User Name and a Default Password have been provided below so that you may obtain immediate access. You will need to change the default password the first time you enter the online system.

User Name: Grant Number XXXX
Default Password: XXXX

Please note that the deadline for submitting the APR is XXXX.

The FSR, commonly referred to as the SF 269A form, must be submitted to this office by XXXX. Please have your grants and contracts office, or the appropriate office fax this document to XXXX.

For FY XXXX Grantees only: If you will need a No-Cost Time extension you are required to submit an APR. However, if you will not need an extension you are not required to submit a performance report at this time.

Hard copies of the APR along with the instructions have been included with this letter. You should review these documents carefully before preparing and submitting the APR. Failure to submit these documents in a timely manner may jeopardize future funding.

If you have any questions, please contact XXXX or XXXX or by e-mail at OPE_GAANN_Program@ed.gov.

Sincerely,

Cosette Ryan
Team Leader
Teacher and Student Development Programs Service

CC: Insert Authorizing Official Name