

Dear Colleague:

It is time for you to submit the Annual Performance Report (APR) for your research grant. The Institute of Education Sciences (IES) will require all recipients to utilize the new Research Performance Progress Report (RPPR) format for reporting performance progress. The performance reporting requirements of the Education Department General Administrative Regulations (EDGAR) were outlined in Attachment B of your original Grant Award Notification (GAN). The specific format for Institute of Education Sciences (IES) reports can be found in the e-reports module of the Department's e-grants system. The link for the system is <http://e-grants.ed.gov/egWelcome.asp>.

The RPPR reporting format will consist of a standard cover page data element, as well as several reporting categories. Although the format states there is one mandatory reporting category and are several optional categories, IES will require all recipients to report on each category. If there is nothing to report on a particular category during the reporting period, please state "Nothing to Report". Under the budgetary information category please use the Research & Related Budget (Total Federal/Non-Federal Funds) form to collect and submit data.

Attached you will find the format with standard instructions to grantees for completing each category. The report package will allow the upload of each category and three optional categories that may be used for additional information. Please be sure to include an updated IRB certification in the required field.

The Grant Performance Coversheet (ED 524B) will be used to collect information listed under the cover page data element section and should be completed in accordance with the general Department instructions. In addition, budget information should be provided to the Department from the authorized representative from the institution's grants office rather than from the project director. Although you are submitting your report electronically, you are required to fax the original signed cover sheet by your authorized representative to IES at **202-219-2159**.

If you have any questions or concerns, please do not hesitate to contact me at (202) 219-2015 or via e-mail at [leontyne.minor@ed.gov](mailto:leontyne.minor@ed.gov). Thank you for your continued commitment.

Sincerely,

Leontyne B. Minor  
Director, Grants Administration  
Institute of Education Sciences  
U.S. Department of Education  
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