

Re: **Annual Performance Report (APR) and SF 425 Federal Financial Report (FFR)** for Graduate Assistance in Areas of National Need (GAANN) Grant Number XXXX

Dear Project Director:

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 **FFR**. 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 FFR, commonly referred to as the SF 425, must be submitted annually to this office no later than June XX with a reporting end date of April 30<sup>th</sup>. If there are any questions about submission requirements, please contact the GAANN program office. Once completed please have the grants and contracts office, or the appropriate office email this document to XXXX.

**For FY XXXX Grantees only:** If you 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.

An electronic copy of the APR has been included with this email. You should review this document carefully before preparing and submitting your performance report.

Please be aware that failure to submit the Annual Performance Report or the SF 425 Federal Financial Report in a timely manner may jeopardize future funding for your grant and your institution.

If you have any questions, please contact XXXX or XXXX or by e-mail at OPE\_GAANN\_Program@ed.gov.

Sincerely,

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