

Re: **Final Performance Report (FPR) and SF 425 Federal Financial Report (FFR)** for Graduate Assistance of Areas in 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 a **FPR** and **FFR** 90 days after the expiration of a the grant. Starting XXXX, the FPR online system will be available for you to input and submit your FPR. You will receive additional information needed to access the system when it opens

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

The FFR, also called the SF 425, must be submitted to this office by XXXX. Please have your grants and contracts office, or the appropriate office email this document to XXXX.

Please be aware that failure to submit either the Final Performance Report or the SF 425 in a timely manner will result in your grant being closed in non-compliance and may jeopardize any future funding requests submitted by 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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