

U.S. DEPARTMENT OF EDUCATION
Washington, D.C. 20006

**GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED (GAANN) PROGRAM
(Title VII, Part A, Higher Education Act of 1965, as amended)
INSTRUCTIONS FOR COMPLETING THE ANNUAL PERFORMANCE REPORT**

DISCLOSURE OF BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 11 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to retain benefit under the authority of Title VII, Part A, Subpart 2, Section 711 of the Higher Education Act of 1965, as amended; the program regulations in 34 CFR 648; and under 2 CFR 200.328 (Monitoring and reporting program performance.). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to regulations.gov during the public comment period for this collection of information. If you have specific questions about the form, instrument or survey, please contact: The Graduate Assistance in Areas of National Need Fellowship Program, U.S. Department of Education, 1990 K Street, N.W., Washington, DC 20006-8524.

GENERAL INFORMATION

Reporting Requirements – **The GAANN program requires the submission of the Annual Performance Report (APR) and the SF 425 Federal Financial Report by April of each year. The Fiscal Year XXXX APR and the SF 425 Federal Financial Report (FFR) must be submitted by XXXX. Failure to submit these reports by the required deadline may jeopardize future funding.** The final performance report and the SF 425 report for expired projects must be submitted 90 days after the end of the final budget period. Grantees are also required to submit a supplement to the final performance report two years after the expiration of their GAANN grant. The purpose of this supplement is to identify and report the educational and employment outcome of each GAANN fellow. Submission of these reports is required under the Education Department General Administrative Regulations (EDGAR) volume 75.590, 75.720, and 75.730-732 and under 2 CFR 200.328 (Monitoring and reporting program performance.).

Format of performance report – You must complete and submit the report electronically. Prior to submitting the report, you will receive a letter containing the web address with instructions for completing the report online.

DEFINITIONS

Budget Period - A one-year interval of time within a project period, which exists for budget reporting purposes.

Cumulative – From the grant’s first budget period to date.

Project Period - The three-year period of time that is the total length of the GAANN grant.

Note: Future funding or other benefits may be withheld under this program unless all required reports are completed and filed as mandated under the U.S. Code of Federal Regulations.

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**GAANN PROGRAM
ANNUAL PERFORMANCE REPORT
FISCAL YEAR XXXX - XXXX**

Section I: Grantee Information

Instructions: Please complete all information requested in this section including the information in the 'Grantees with Unexpended Balances' box provided at the end of the Fiscal Data section.

General Information

Grant Number: P200A(prepopulated)

Institution Name: (prepopulated)

Department/Program: (prepopulated)

Highest degree awarded in the course of study:

- Master's Degree
- Doctorate Degree

Address: _____

City, State, Zip Code: _____

Project Director Name: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Data Entry Person: _____
(Optional)

Data Entry Phone Number: _____

Data Entry Email Address: _____

Budget Period: (prepopulated)

Performance Data

Total number of GAANN fellowships originally awarded to the recipient Department.

Self-populate

Total number of GAANN fellowship stipends awarded to fellows only using federal GAANN funds this budget period.

Self-populate

Total number of GAANN fellowship stipends awarded to fellows using matching/cost-share funds this budget period (if none, enter zero).

Self-populate

Total number of GAANN fellowship stipends awarded to fellows using a combination of matching/cost-share funds and federal GAANN funds this budget period (if none, enter zero).

Self-populate

Fiscal Data

Instructions: Enter data for 1) the reporting period and 2) the cumulative budget for this project.

	Current Reporting Period (funds spent to date for the current budget year)	Cumulative Budget (from grant inception to current date)
Federal funds expended	\$ _____	\$ _____
Matching/cost-share funds expended	\$ _____	\$ _____
Federal funds remaining	\$ _____	\$ _____

Grantees with Unexpended Balances:

Grantees in their first year who estimate having an unexpended balance of GAANN federal funds totaling 70% or higher are required to provide a dollar estimate of unexpended funds. In addition, they must submit a **detailed** plan as to how the funds will be expended.

Plan should include:

1. The names of fellows who will start the GAANN fellowship in the next reporting period (this may include those who will start in the summer);
2. If students have completed or are in the process of completing the FAFSA; and/or
3. A description of efforts taken to ensure that funds that carry over to the second budget period are expended.

Grantees in their second year who estimate having an unexpended balance of GAANN federal funds totaling 50% or higher are required to provide a **detailed** plan for expending the remaining funds (see above). Grantees' third year of continuation funding will be reduced or eliminated if their plan does not provide enough information to justify receiving continuation funding.

Grantees in their second year are expected to have funded at least the number of fellows originally awarded on their grant by the end of their second year. If the grantee does not have the number of fellows originally awarded on their grant by the time they submit their second year performance report they should provide the following information:

1. The names of fellows who will start the GAANN fellowship in the next reporting period (this may include those who will start in the summer); and
2. If students have completed or are in the process of completing the FAFSA.

Word limit.

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GAANN Annual Performance Report Section II: Individual Fellow Data

Instructions: The electronic report will prompt you to complete the information requested in this section. You will be required to enter the requested data into the system for each individual GAANN fellow.

General Information

1) **Fellow's Name:** _____
Last Name First Name

2) **Institution:** _____

3) **Department:** _____

4) **Grant Award Number:** _____

5) **Gender:** Male Female

6) **Is the fellow a U.S. Citizen or Permanent Resident?**

Yes No

7) **Year and term fellow entered institution's graduate program.**

Term _____ Year _____

8) **Ethnicity** (Select one)

- Hispanic or Latino
- Not Hispanic or Latino

Race (Select one or more)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Program of Study

9) **Field of Study** (Check/Select one)

Select Fellow's designated GAANN field of study.

- Area, Ethnic, and Cultural Studies
- Biology (Biological Sciences/Life Sciences)
- Chemistry
- Computer and Information Sciences
- Engineering
- Educational Evaluation, Research, and Statistics
- Foreign Languages
- Interdisciplinary
- Mathematics
- Multidisciplinary
- Nursing
- Physics
- Psychology

10) **Sub-discipline**

Enter the most commonly used name for the fellow's sub-discipline. For example: biochemistry, civil engineering, organic chemistry.

Status

11) What is the fellow's current education status? (Check/Select one)

Master's Degree programs:

- Is enrolled
- Has received the Master's degree
If fellow has received Master's degree, specify month and year of graduation
Month _____ **Year** _____
- Left for academic reasons.
- Left for non-academic reasons (personal or other reason).
- Other (state reason) _____

Doctorate Degree programs:

- Is enrolled but not yet advanced to candidacy
- Left graduate school after completing Master's degree
- Has passed prelims and advanced to candidacy
- Has received the doctorate degree
If fellow has received the doctorate degree, specify month and year of graduation
Month _____ **Year** _____
- Left for academic reasons.
- Left for non-academic reasons (personal or other reason).
- Other (state reason) _____

12) If the fellow has graduated, what is the fellow's employment status? (Check/Select one)

- Tenure-track teaching job
- Visiting teaching job
- Post-doctoral fellowship
- Private Industry
- Working in government agency
- Working in other setting
- Other (state reason) _____

Supervised Teaching Experience

13) Has this fellow completed his/her supervised teaching experience requirement this reporting period?

- Yes
- No

If "Yes", please provide information in the text box below how you were able to comply with the following regulatory requirements:

- A) providing the fellow with adequate instruction on effective teaching techniques;
- B) providing extensive supervision of each fellows teaching performance; and

C) providing adequate and appropriate evaluation of the fellow's teaching performance.

Please provide a description of the experience in the text box below. **Word limit.**

If "No", please state when this requirement will be fulfilled. **Word limit.**

Note: If the Fellow has completed the supervised teaching experience prior to receiving a GAANN fellowship, please specify how they met the three regulatory requirements referenced above.

Financial Need

Financial need is determined each year on the basis of the requirements for need analysis prescribed by Title IV, Part F of the Higher Education Act of 1965, as amended. Please consult your institution's financial aid office for information or questions regarding the determination of financial need. Please note that, for GAANN purposes, tuition and fees are excluded from the fellow's cost of attendance (COA) in most every case because the fellowship includes an institutional payment that is provided in lieu of tuition and fees normally charged to the student. The preferred method for calculating the COA and thus, financial need for a GAANN Fellow is to exclude tuition and fees because of the institutional payment. However, an institution may need to report the tuition and fees amount as part of COA under certain circumstances, such as a State's requirement that even waived tuition charges must be posted to the student's account. In this situation, the amount of the institutional payment must be included as part of the amount that goes to meet that fellow's financial need. How an institution determines a GAANN Fellow's COA can affect reporting of financial need and the resources used to meet that need.

14) What was the total COA for the current budget period? Enter the COA at the time of the fellow's need determination for the current budget period.

\$

15) If tuition and fees were added to the COA, please enter the amount of tuition and fees for the fellow for the budget period year.

\$

16) At the time of need determination, what was the fellow's expected family contribution (EFC) to their education?

\$

17) What was the fellow's financial need at the time of need determination?

\$

Note: Financial need = Total COA – tuition and fees (if they were included in determining a fellow's financial need) – EFC

Fellow's Stipend

18) What is the source of this GAANN fellow's stipend? (Check one)

- Entirely from federal GAANN funds
- Entirely from matching/cost-share funds
- A combination of federal GAANN and matching funds

19) What is the amount of the fellow's stipend for the current budget period? This is the stipend amount provided directly to the fellow from either federal GAANN funds, matching/cost-share funds, or a combination federal GAANN and matching/cost-share funds.

Note: Remember the fellow's stipend should not exceed a fellow's demonstrated of need.

\$

If the fellow's stipend does not equal demonstrated level of need, please state the reason. If remaining funds are not sufficient to pay the fellow his or her demonstrated need, state how is the remaining stipend being met? **Word limit.**

Tuition & Fees:

20) Please provide a dollar value and narrative summary of the benefits provided to the fellow using the institutional payment and/or institutional match/cost-share funds. This includes tuition and fee benefits. **Word limit.**

Previously Funded GAANN fellows

21) Please describe the type of support currently being provided to this fellow. Institutions are required to provide two additional years of support to GAANN fellows (through fellowships, assistantships, etc.). If the fellow left the program or completed the course of study and received a Master's or PhD, this section may be left blank. **Word limit.**

*If there are any noteworthy activities by the fellow you may provide information here.

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