

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 12 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** – **Grantees are 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  
SUPPLEMENT TO THE PERFORMANCE REPORT  
FISCAL YEAR XXXX - XXXX**

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**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**

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Grant Number: P200A (pre-populated)

Institution Name: (pre-populated)

Department/Program: (pre-populated)

Highest degree awarded in the course of study: (pre-populated)

- Master's Degree
- Doctorate Degree

Address: (pre-populated)

City, State, Zip Code: (pre-populated)

Project Director Name: (pre-populated)

Telephone Number: (pre-populated)

Fax Number: (pre-populated)

Email Address: (pre-populated)

Data Entry Person: (pre-populated)  
(Optional)

Data Entry Phone Number: (pre-populated)

Data Entry Email Address: (pre-populated)

## 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

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1) Fellow's Name: (Pre-populated) \_\_\_\_\_  
Last Name First Name

#### Status

**(Will be pre-populated based on final performance report; required to be updated, if applicable)**

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2) 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  
**If fellow has received doctorate, specify month and year of graduation**  
Month \_\_\_\_\_ Year \_\_\_\_\_
- Left for academic reasons.
- Left for non-academic reasons (personal or other reason).
- Other (state reason) \_\_\_\_\_

3) 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) \_\_\_\_\_