

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. Once the online reporting system opens you will receive additional information needed to access it.

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

The FFR, also called the SF 425, must be submitted annually to this office no later than 45 days after 9/30. Please have your 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 and you will receive additional information later.

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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