

Re: **Supplemental Final Performance Report (Supplement)** 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), Section 648.66 of the GAANN Program Regulations, and the reporting requirements for your grant noted in the Notice for fiscal year XXXX, in which your institution competed and received funding for a GAANN grant, you are required to submit a supplemental report two years after submission of the final performance report.

The online reporting system will be available on XXXX for you to revise and submit the supplemental report for your referenced GAANN grant. Data in the report is based on the final performance report submitted two years ago for this award, and should be updated for each fellow that is reported. **Please note that the deadline for submitting the Supplement is XXXX.** At the time the system opens, you will receive additional information needed to access the system.

Please know that only a fellow's educational and employment status, if applicable, needs to be updated.

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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