



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF POSTSECONDARY EDUCATION

**DATE**

**RE: Final Performance Report (FPR) for your GAANN grant**

Dear Colleague:

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 must submit a Final Performance Report (FPR) and an SF 425 Federal Financial Report (FFR) 90 days after the expiration of a grant.

This email requests submission of both reports beginning **Day, Month Date, Year until Day, Month Date, Year**. When the system opens, you will be provided a website and login information to submit the FPR.

Please contact your institution's grants and contracts office to have them complete and email the FFR to Ashley Hillary at Ashley.Hillary@ed.gov or to OPE\_GAANN\_Program@ed.gov.

Remember: Both reports are due no later than **Day, Month Date, Year**.

Please note that you are required to submit a supplement to the final performance report two years after your grant ends. You will receive additional information later.

Remember that failure to submit the FPR and FFR in a timely manner will result in your grant being closed in non-compliance and jeopardize any future funding requests submitted by your institution.

If you have any questions, please contact Ashley Hillary or Rebecca Ell by e-mail at OPE\_GAANN\_Program@ed.gov.

Sincerely,

ReShone L. Moore, Ph.D.  
Director, Graduate and Special Focus Programs Division  
Student Service