



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

DATE

Re: Annual Performance Report (APR) and SF 425 Federal Financial Report (FFR) for your Graduate Assistance in Areas of National Need (GAANN) grant PR 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**.

This email requests submission of the APR starting **Day, Month Date, Year**.

Please note that the deadline for submitting the APR is Day, Month Date, Year.

The **FFR**, also called the SF 425, must be submitted annually to this office within 30 days after September 30th. Please contact your institution's grants and contracts office to remind them to email the completed FFR to OPE_GAANN_Program@ed.gov.

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 the program office by e-mail at OPE_GAANN_Program@ed.gov.

Sincerely,

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