



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

DATE

RE: Final Performance Report (FPR) 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 2 CFR 200.329(c) and Section 648.66 of the GAANN Program Regulations, recipients of a GAANN grant must submit an FPR and a final FFR up to 120 days after the expiration of a grant.

FPR: This email requests submission of the FPR from **Day, Month Date, Year until Day, Month Date, Year**. Please submit your FPR report at: **insert web address**. You will need your PR number (noted above) and your Project Director's name and email address to register for a password. Once registered, you will be able to proceed with the data collection.

Final FFR: Please contact your institution's grants and contracts office to remind them to complete and email the FFR to Rebecca Ell at Rebecca.Ell@ed.gov or to OPE_GAANN_Program@ed.gov.

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

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

The FPR and final FFR are needed to keep the referenced GAANN grant in good standing. If these reports are not received, this grant will be marked in non-compliance when closed. This could jeopardize future funding requests for any Department of Education grant submitted by your institution. **Please remember data from these final performance reports is reported to Congress to show the effectiveness of the GAANN program.**

If you have any questions, please contact Eric Lange 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