

U.S. DEPARTMENT OF EDUCATION
Washington, D.C. 20006

**GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED (GAANN) PROGRAM
(Title VII, Part A, Higher Education Act of 1965, as amended)
INSTRUCTIONS FOR COMPLETING THE ANNUAL PERFORMANCE REPORT**

DISCLOSURE OF BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0748 and the expiration date is 06/30/2012. The time required to complete this information collection is estimated to average 10.5 hours per response, including the time to review instructions, search existing data resources, gather needed data, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, DC 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** The Graduate Assistance in Areas of National Need Fellowship Program, U.S. Department of Education, 1990 K Street, N.W., Washington, DC 20006-8524.

GENERAL INFORMATION

Reporting Requirements – The GAANN program requires the submission of the Annual Performance Report (APR) and the SF 269 Financial Status Report by April of each year. **The Fiscal Year XXXX APR and the SF 269 Financial Status Report (FSR) must be submitted by Friday, XXXXX. Failure to submit these reports by the required deadline may jeopardize future funding.** The final performance report and the SF 269 report for expired projects must be submitted 90 days after the end of the final budget period. Submission of these reports is required under the Education Department General Administrative Regulations (EDGAR) volume 34 CFR 74.51, 75.590, 75.720, and 75.730-732.

Format of performance report – You must complete and submit the report electronically. Prior to submitting the report, you will receive a letter containing the Web address with instructions for completing the report online.

DEFINITIONS

Budget Period - A one-year interval of time within a project period, which exists for budget reporting purposes.

Project Period - The three-year period of time that is the total length of the GAANN grant.

Cumulative – From the grant’s first budget period to date.

Note: Future funding or other benefits may be withheld under this program unless all required reports are completed and filed as mandated under the U.S. Code of Federal Regulations.

**GAANN PROGRAM
ANNUAL PERFORMANCE REPORT
FISCAL YEAR XXXX - XXXX**

Section I: Grantee Information

Instructions: Please complete all information requested in this section including the information in the 'Grantees with Unexpended Balances' box provided at the end of the Fiscal Data section.

General Information

Grant Number: P200A _____

Institution Name: _____

Department/Program: _____

Highest degree awarded in the course of study:

- Master's Degree
- Doctorate Degree

Address: _____

City, State, Zip Code: _____

Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Budget Period: _____

Performance Data

Total number of GAANN fellowships originally awarded to the recipient Department.

Self populate

Total number of GAANN fellowships awarded to fellows only using federal GAANN funds this budget period.

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Total number of GAANN fellowships awarded to fellows only using matching/cost-share funds this budget period (if none, enter zero).

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Total number of GAANN fellowships awarded to fellows using a combination of matching/cost-share funds and federal GAANN funds this budget period (if none, enter zero).

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Fiscal Data

Instructions: Enter data for 1) the budget period and 2) the cumulative budget for this project.

	Budget Period (funds spent from May 1 – April 30)	Cumulative Budget (from grant inception to current date)
Federal funds expended	\$ _____	\$ _____
Matching/cost-share funds expended	\$ _____	\$ _____
Federal funds remaining	\$ _____	\$ _____

Grantees with Unexpended Balances:

Grantees in their first year who estimate having an unexpended balance of GAANN federal funds totaling 70% or higher are required to provide a dollar estimate of unexpended funds. In addition, they must submit a **detailed** plan as to how the funds will be expended.

Grantees in their second year who estimate having an unexpended balance of GAANN federal funds totaling 50% or higher are required to provide a **detailed** plan for expending the remaining funds. Grantees' third year of continuation funding may be reduced if their plan does not provide enough information to justify receiving continuation funding.

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GAANN Annual Performance Report Section II: Individual Fellow Data

Instructions: The electronic report will prompt you to complete the information requested in this section. You will be required to enter the requested data into the system for each individual GAANN fellow.

General Information

1) Fellow's Name: _____
Last Name First Name

2) Institution: _____

3) Department: _____

4) Grant Award Number: _____

5) Gender: Male Female

6) Is the fellow a U.S. Citizen or Permanent Resident?

Yes No

7) Year and term fellow entered institution's graduate program.

Term _____ Year _____

8) Ethnicity (Select one)

- Hispanic or Latino
- Not Hispanic or Latino

Race (Select one or more)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Program of Study

9) Field of Study (Check/Select one)

Select Fellow's designated GAANN field of study.

- Biology
- Chemistry
- Computer and Information Sciences
- Engineering
- Educational Assessment, Evaluation and Research
- *Geological and Related-Sciences
- Interdisciplinary
- Mathematics
- Multidisciplinary
- Nursing
- Physics

*Geological and Related Sciences is no longer a funded field

10) Sub-discipline

Enter the most commonly used name for the fellow's sub-discipline. For example: biochemistry, civil engineering, organic chemistry.

Status

11) What is the fellow's current education status? (Check/Select one)

Master's Degree programs:

- Is enrolled
- Has received Master's degree

If fellow has received Master's degree, specify month and year of graduation

Month _____ **Year** _____

- Left for academic reasons
- Left for non-academic reasons (personal or other reason)
- Other (state reason) _____

Doctorate Degree programs:

- Is enrolled but not yet advanced to Ph.D. candidacy
- Left graduate school after completing Master's degree
- Has passed prelims and advanced to Ph.D. candidacy
- Has received Ph.D.

If fellow has received Ph.D., specify month and year of graduation

Month _____ **Year** _____

- Left for academic reasons
- Left for non-academic reasons (personal or other reason)
- Other (state reason) _____

12) If the fellow has graduated, what is the fellow's employment status? (Check/Select one)

- Tenure-track teaching job
- Visiting teaching job
- Post-doctoral fellowship
- Private Industry
- Working in government agency

Working in other setting

Supervised Teaching Experience

13) Has this fellow completed his/her supervised teaching experience requirement? If yes, please provide information in the text box below how you were able to comply with the following regulatory requirements: (1) providing the fellow with adequate instruction on effective teaching techniques; (2) providing extensive supervision of each fellows teaching performance; and (3) providing adequate and appropriate evaluation of the fellow's teaching performance.

Yes No

Please provide a description of the experience in the text box below.

If fellow has not completed the supervised teaching experience, please state when this requirement will be fulfilled. Note: If the Fellow has completed his/her supervised teaching experience prior to receiving a GAANN fellowship, please specify how they met the three regulatory requirements referenced above.

Financial Need

Financial need is determined each year on the basis of the requirements for need analysis prescribed by Title IV, Part F of the Higher Education Act of 1965, as amended. Please consult your institution's financial aid office for information or questions regarding the determination of financial need. Please note that, for GAANN purposes, tuition and fees are excluded from the fellow's cost of attendance (COA) in most every case because the fellowship includes an institutional payment that is provided in lieu of tuition and fees normally charged to the student. The preferred method for calculating the COA and thus, financial need for a GAANN Fellow is to exclude tuition and fees because of the institutional payment. However, an institution may need to report the tuition and fees amount as part of COA under certain circumstances, such as a State's requirement that even waived tuition charges must be posted to the student's account. In this situation, the amount of the institutional payment must be included as part of the amount that goes to meet that fellow's financial need. How an institution determines a GAANN Fellow's COA can affect reporting of financial need and the resources used to meet that need.

14) What was the total COA for the current year? Enter the COA at the time of the fellow's need determination for the current year.

\$

15) If tuition and fees were added to the COA, please enter the amount of tuition and fees for the fellow for the academic year.

\$

16) At the time of need determination, what was the fellow's expected family contribution (EFC) to their education?

\$

17) What was the fellow's financial need at the time of need determination?

\$

Note: Financial need = Total COA – tuition and fees (if they were included in determining a fellow's financial need) – EFC

Fellow's Stipend

18) What is the source of this fellow's GAANN fellowship? (Check one)

- Entirely from federal GAANN funds
- Entirely from matching/cost-share funds
- Combination of federal GAANN and matching funds

19) What is the amount of the fellow's stipend for the current funding year? This is the stipend amount provided directly to the fellow from either federal GAANN funds, matching/cost-share funds, or a combination federal GAANN funds and matching/cost-share funds. Remember the fellow's stipend should not exceed a fellow's financial need.

\$

If the fellow's stipend does not equal demonstrated level of need, please state the reason.

20) Please provide a dollar value and narrative summary of the benefits provided to the fellow using the institutional payment and/or matching/cost-share funds. This includes tuition and fee benefits.

Previously Funded GAANN Fellows

21) Please describe the type of support currently being provided to this fellow. Institutions are required to provide two additional years of support to GAANN fellows (through fellowships, assistantships, etc.). If the fellow has left the program or completed the course of study and received the Ph.D., this section may be left blank.