



U.S. Department of Education
Graduate Assistance in Areas of National Need

GAANN Annual, Final and Supplemental Performance Reports

GAANN Performance Report How-To Guide February 2020

Once you have landed on the Graduated Assistance in Areas of National Need (GAANN) home page, click on the Login button.



U.S. Department of Education
Graduate Assistance in Areas of National Need

GAANN Annual, Final and Supplemental Performance Reports



Annual Performance Reports

Important Dates:

Monday, July 8, 2019 - Sunday, December 1, 2019



Final Performance Reports

Important Dates:

Thursday, August 8, 2019 - Wednesday, December 30, 2020



Supplement Reports

Important Dates:

Monday, December 30, 2019 - Saturday, August 8, 2020

Login

A warning message will appear. Click on the OK button to continue.



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Graduate Assistance in Areas of National Need

Login Warning

You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S. Code § 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system), and

Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

OK Cancel

The first time you log in to the system each year, you will be prompted to verify the account and update your password. Passwords for the GAANN system expires every 90 days.

Enter the password you logged in with in the Current Password field. Your new password must be at least eight characters and at least one upper case alpha, lower case alpha, number, and special character. The new password cannot contain your name, username or the word “password.” The new password cannot be the same as your last previous five passwords. If you have questions about entering your report, click the ‘Contact Us’ link and send a question to the Help Desk.

Please verify your identity in order to associate the PR number with a password and security questions for future login.

PR Number: P200A120071

Director's Email Address:

Director's First Name:

Director's Last Name:

Password Requirements

- Your new password cannot be the same as your previous 24 passwords.
- Your new password must be at least 12 characters, and include any combination of the following:
 - at least one uppercase alphabetic character (A-Z)
 - at least one lowercase alphabetic character (a-z)
 - at least one number (0-9)
 - at least one special character (#\$%^+!*()@%&)

Password:

Re-Type Password:

Security Questions:

Choose Question 1 ▼

Answer:

Choose Question 2 ▼

Answer:

Submit Cancel

Once your account and password has been verified, proceed to login with your credentials. Enter your Grantee Number or User Name and click the Enter button. After three failed attempts, your account will be locked and you will need to contact the helpdesk to unlock the account.

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Login

Registration was successful. Please login.

Please enter your user name and password and click the "Log In" button.
Your password is case-sensitive.

Grantee Number / Username:

Password:

Note: If you fail to login after 3 attempts, your account will be locked. You will need to contact the Help Desk to unlock it.

[Forgot Your Password?](#)

OMB No. 1840-0748
Expiration Date: 10/31/2021

If you can't remember your password, click the 'Forgot your password' link. Verify your User Name or PR Award Number. You will be asked to answer two security questions. Click submit.

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Forgot Password

To reset your password, check that the PR number is correct and provide answers to both security questions below.

Grantee Number:

Security Question 1: What was the name of your first pet?

Answer:

Security Question 2: What high school did you graduate from?

Answer:

Grantee Information Screens

After you log in, the Performance Report Menu will display.



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Performance Report Menu

Report Menu

- Grantee Information
- Fellow List
- Certification Form
- View Report
- Submit Report

Grant Number: P200A150084
Institution Name: UNIVERSITY OF IOWA, THE
Program Year: 2018-2019 FPR

Grantee Information	Edit grantee information and mark it complete.
Fellow List	View a list of fellows, add, edit, and mark fellows complete.
Certification Form Html / PDF	View and print a copy of your certification form in PDF format. This form must be signed and dated by the project director and certifying official. After it is signed, scan it into your computer. You will upload the signed form on the submit page.
View Report Html / PDF	View a copy of the your report in Html format to print or save for your records.
Submit Report	Submit your GAANN 2018-2019 FPR and upload the signed certification form.

Click the 'Grantee Information' link to review and update your grant and project director information. Click Save and Continue to proceed.



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Grantee Information - Page 1

Report Menu

- Grantee Information
- Fellow List
- Certification Form
- View Report
- Submit Report

Grant Number: P200A150084
Institution Name: UNIVERSITY OF IOWA, THE
Program Year: 2018-2019 FPR

Please verify the information below and click the 'Save and Continue' button to begin your report. If someone other than the project director is entering the report, please enter your name and contact information in the data entry fields.

Page 1 Page 2 Complete

* Required Fields

Grant Number:	<input type="text" value="P200A150084"/>
Institution Name:	<input type="text" value="UNIVERSITY OF IOWA, THE"/>
Department/Program:	<input type="text" value="Department of Mathematics"/>
Highest degree awarded in the course of study:*	<input type="radio"/> Master's or PSM Degree <input checked="" type="radio"/> Doctorate/Other Postbaccalaureate/Professional Degree
Address 1:	<input type="text" value="14A MLH"/>
Address 2:	<input type="text"/>
City:	<input type="text" value="Iowa City"/>
State:	<input type="text" value="IOWA"/>
Zip Code:	<input type="text" value="52242"/>
Project Director:	First Name: <input type="text" value="Daniel"/> Last Name: <input type="text" value="Anderson"/>
Phone Number:	<input type="text" value="3193350714"/>
Fax Number:	<input type="text"/>
Email Address:	<input type="text" value="dan-anderson@uiowa.edu"/>
Data Entry Person: (if different than Project Director above)	First Name: <input type="text" value="Douglas"/> Last Name: <input type="text" value="Slauson"/>
Data Entry Email Address:	<input type="text" value="douglas-slauson@uiowa.edu"/>
Data Entry Phone Number:	<input type="text" value="3193350701"/>
Budget Period:	<input type="text" value="9/1/2018 to 8/31/2019"/>
	<input type="button" value="Save and Continue"/>

On the Grantee Information – Page 1 screen, verify that the information is correct and make any corrections needed. Click the ‘Save and Continue’ button. The Grantee Information – Page 2 screen will display. Clicking Page 1 or Page 2 (as indicated by the arrow) redirects to that page without saving.

The information in the Performance Data section is not updateable. These values will update automatically when you add or update your fellow information in the next section.



Grantee Information - Page 2

Your changes have been saved!

Report Menu

- Grantee Information
- Fellow List
- Certification Form
- View Report
- Submit Report

Grant Number: P200A140079
Institution Name: RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
Program Year: 2018-2019 FPR

REMEMBER: You must always click the SAVE button at bottom to save any changes!

Page 1 Page 2 Complete

* Required Fields

Performance Data

Total number of GAANN fellowships originally awarded to the recipient department: 3
For this budget period, total number of GAANN fellowship stipends awarded to fellows using:
Only federal GAANN funds: 0
Matching/cost-share funds: 0
A combination of matching/cost-share funds and federal GAANN funds: 0

Note: The items above are totaled for you based on your responses to the question, "What is the source of the GAANN fellow's stipend?" for each fellow on the Fellow Data - Page 2 screen.

Fiscal Data

Enter data for the current budget period and the cumulative budget for this project.

	Current Reporting Period (funds spent to date for the current budget year)	Cumulative Budget
Federal funds expended: *	\$ <input type="text"/>	\$ <input type="text"/>
Matching/cost-share funds expended: *	\$ <input type="text"/>	\$ <input type="text"/>
Federal funds remaining: *	\$ <input type="text"/>	\$ <input type="text"/>

Save and Continue reset

Enter your Fiscal Data in the second block and, if necessary, the unexpended funds information and click the 'Save and Continue' button. The Complete Grantee Information screen will display. If all of the required grantee information is complete, a 'Complete Grantee' button will display.



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Grantee Complete

Your changes have been saved!

- Report Menu
- Grantee Information
- Fellow List
- Certification Form
- View Report
- Submit Report

Grant Number: P200A140079
Institution Name: RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
Program Year: 2018-2019 FPR

REMEMBER: You must always click the SAVE button at bottom to save any changes!

Page 1 Page 2 Complete

* Required Fields

Complete Status

Grantee data is complete.

Click button below to mark grantee as complete.

Complete

If you have finished entering the Grantee Information on Page 1 and 2, click the Complete button. The Fellow List screen will display.

Fellow Screens

The Fellow List screen will display when you click the 'Fellow List' link in the menu. Fellow you have entered on prior year reports will display.

If the fellow received funds during the reporting period, click the Funded option. If not, click the Not Funded option. Then click the 'Edit' button to update the fellow's information.



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Fellow List

- Report Menu
- Grantee Information
- Fellow List
- Certification Form
- View Report
- Submit Report

Grant Number: P200A140079
Institution Name: RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
Program Year: 2018-2019 FPR

Please select the Funded/Not Funded Status before clicking the "Edit" button. Even if a fellow is "Not Funded" in the current Program Year, the educational status entry is required. Once you have completed all of the fellows, click the "Submit Report" link. To add a new fellow, click the "Add Fellow" button at the bottom of the page.

All fellow records must be marked 'Completed' under 'Data Entry Status' before you can submit your report.

Fellow Name	Funding Status	Data Entry Status	Modify
Kendall Aycock	<input type="radio"/> Funded <input type="radio"/> Not Funded	Not Started	Edit
David Giancaspro	<input type="radio"/> Funded <input type="radio"/> Not Funded	Not Started	Edit
Anne Michele Goldin	<input type="radio"/> Funded <input type="radio"/> Not Funded	Not Started	Edit
Abril Jimenez	<input type="radio"/> Funded <input type="radio"/> Not Funded	Not Started	Edit
Ben Kinsella	<input type="radio"/> Funded <input type="radio"/> Not Funded	Not Started	Edit

Add Fellow

Click the 'Add Fellow' button to add a new fellow.

Funded Fellow Data – Page 1

The Fellow Data – Page 1 screen below displays when the 'Add Fellow' button is clicked or the Edit button is clicked for a funded fellow. For existing fellows, the information will be prepopulated. Update the information if needed and click the 'Save and Continue' button.

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Fellow Data - page 1

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Grant Number: P200A140079
Institution Name: RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
Program Year: 2018-2019 FPR

Page 1 | Page 2 | Complete

IMPORTANT: You must click the SAVE button at bottom to save any changes!

*** Required Fields**

Fellow Information

Fellow Name: * First Name: Last Name:

Gender: * Male Female

Is fellow a U.S. Citizen or Permanent Resident? * Yes No

Year and term fellow entered institution's graduate program: * Term: Year:

Fellow Race

Race: * Asian
 Black or African American
 American Indian or Alaska Native
 Native Hawaiian or Pacific Islander
 White

Ethnicity: * Hispanic or Latino
 Not Hispanic or Latino

Program of Study

Field of Study: *
Select the fellow's designated GAANN field of study

- Biology (Biological Sciences/Life Sciences)
- Nursing
- Physics
- Educational Evaluation, Research, and Statistics
- Area, Ethnic, and Cultural Studies
- Psychology
- American Founding
- American History and Institutions
- American Political Development
- Artificial Intelligence
- Constitutional Law
- Chemistry
- Cybersecurity
- Foundations of Western Civilization
- Secure Computer Programming
- Computer and Information Sciences
- Engineering
- Foreign Languages
- Geological and Related Sciences
- Interdisciplinary
- Mathematics
- Multidisciplinary

Sub-discipline: *
Enter the most commonly used name for the fellow's sub-discipline (e.g. biochemistry, civil engineering, organic chemistry)

Funded Fellow Data – Page 2

The Fellow Data – Page 2 screen below displays when the ‘Save and Continue’ button is clicked on the Page 1 screen or the Page 2 button is clicked for a funded fellow. Enter the information and click the ‘Save and Continue’ button.



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Fellow Data - Page 2

Fellow Data Page 1 was saved successfully.

Report Menu

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Grant Number: P200A140079
Institution Name: RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
Program Year: 2018-2019 FPR
Fellow Name: Bob Smith

IMPORTANT: You must click the SAVE button at bottom to save any changes!

[Page 1](#) [Page 2](#) [Complete](#)

* Required Fields

Education Status

What is the fellow's current status in the Doctorate degree program:*

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

If the fellow has received a Doctorate degree, specify the month and year of graduation

Month: Year:

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

If the fellow has graduated, what is the fellow's current employment status?

- Tenure-track teaching job
- Visiting teaching job
- Post-doctoral fellowship
- Working in government agency
- Working in other setting
- Private Industry
- Other (state reason)

Supervised Teaching Experience

Has this fellow completed his/her supervised teaching experience requirement this reporting period? Yes No

If 'Yes', please provide information in the text box below regarding how you were able to comply with the following regulatory requirements:

- (A) providing the fellow with adequate instruction on effective teaching techniques;
- (B) providing extensive supervision of each fellow's teaching performance; and
- (C) providing adequate and appropriate evaluation of the fellow's teaching performance.

[Empty text box for providing information on regulatory requirements]

If 'No', please state when this requirement will be fulfilled.

Note: If the fellow has completed the supervised teaching experience prior to receiving a GAANN fellowship, please specify how the three regulatory requirements above were met.

[Empty text box for stating when requirement will be fulfilled]

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 fellow. 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 fellow'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.

What was the total COA for the current budget period? Enter the COA at the time of the fellow's need determination for the current budget period. \$ [input box]

If tuition and fees were added to the COA, please enter the amount of the tuition and fees for the fellow for the budget period. \$ [input box]

At the time of need determination, what was the fellow's expected contribution (EFC) to their education? \$ [input box]

What was the fellow's financial need at the time of need determination?(Total COA - tuition and fees (if included in determining financial need) - EFC): \$

Fellow's Stipend

What is the source of this GAANN fellow's stipend?*

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

What is the amount of the fellow's stipend for the current budget period?*

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. Note: Remember the fellow's stipend should not exceed a fellow's demonstrated need.

If the fellow's stipend does not equal the demonstrated level of need, please state the reason. If the remaining funds are not sufficient to pay the fellow his or her demonstrated need, state how the remaining need is being met.

Tuition & Fees

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

Previously Funded GAANN Fellows

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 a Master's or PhD, this section may be left blank. * If there are any noteworthy activities by the fellow you may provide information about them here.

Save and Continue Cancel

Complete Fellow Record

When you click the 'Save and Continue' button on the Funded Fellow Data – Page 2 screen or the Complete button at the top of the page, the Complete Fellow Record screen will display. If there is missing information for the fellow, an error message will display at the top of the screen. Complete all required fields and then click on Save and Continue to proceed.



If all of the required information has been entered for the fellow, the screen will display like the one below.

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Fellow Complete

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Grant Number: P200A140079
 Institution Name: RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
 Program Year: 2018-2019 FPR
 Fellow Name: Bob Smith

IMPORTANT: You must click the SAVE button at bottom to save any changes!

Page 1 | Page 2 | Complete

*** Required Fields**

Complete Status

Fellow data is complete.

Click button below to mark fellow as complete.

Complete

If you have finished entering the fellow's information, click the 'Complete Fellow' button. You must click the 'Complete Fellow' button for each of your funded fellows before you can submit your report.

Not Funded Fellow

If you have any fellows in your list who did not receive funding during the reporting period, click the 'Not Funded' option on the Fellow List screen and click the Edit button.

Fellow Not Funded

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- [Submit Report](#)

Grant Number: P200A140079
 Institution Name: RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
 Program Year: 2018-2019 FPR
 Fellow Name: Kendall Aycock

Enter the fellow information and click the "Save and Continue" button at the bottom of the page to save it. All comment fields are limited to 1,500 characters and spaces.

***Required Fields**

Education Status

What is the fellow's current status in the Doctorate degree program? *

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

If the fellow has received a Doctorate degree, specify the month and year of graduation

Month: Year:

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

If the fellow has graduated, what is the fellow's current employment status?

- Tenure-track teaching job
- Visiting teaching job
- Post-doctoral fellowship
- Working in government agency
- Working in other setting
- Private Industry
- Other (state reason)

Previously Funded GAANN Fellows

Please describe the type of the 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 a Master's or PhD, this section may be left blank.

Save and Continue
Cancel

Answer the three questions and click the ‘Save and Continue’ button.

Submit Report

After you have completed the Grantee Information screens and all of the Fellow information, click the ‘View Report’ link in the menu. A PDF with your report information will display. Review the information and if necessary, make any needed corrections.

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Submit Report

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Grant Number: P200A140079
Institution Name: RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
Program Year: 2018-2019 FPR

Certification Form

Please upload your signed certification form.

1. Click the Certification Form to display the PDF version in a new tab.
2. Print the form and have your project director and certifying official sign it.
3. Scan the signed form and save it to your computer.
4. Click the 'Browse...' button and select the signed form from your computer.
5. Click the 'Upload' button to save the signed form to your report.

No file chosen

Final Performance Report Submission

- All fellow records must be marked "Complete" before the report can be submitted. There are 6 fellows which are not complete. Click Fellow List to return to the Fellow List screen and click the "Edit" link to complete any fellows with a status of "In Progress" or "Not Started."

Certification Form

Click on the Certification form on the Report Menu located on the left-hand side. Click on the Open in Printable PDF format to print the form. Once signed, save a copy to upload on the Submit Report screen.

I. Project Identification, Certification and Warning

A. Identification

1. PR/Award Number:	P200A140079
2. Grantee Name:	RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
3. Address:	10 Seminary Place Office223 New Brunswick, NJ 08901
4. Project Director:	Nydia Flores
5. Telephone Number:	8489320793
Email Address:	nydia.flores@gse.rutgers.edu
6. Report Period:	8/15/2017 - 8/14/2018

B. Certification

We certify that the information reported herein is accurate, complete, and readily verifiable to the best of our knowledge.

Name of Project Director (Print)

Name of Certifying Official (Print)

Signature and Date

Signature and Date

C. Warning

Further funding or other benefits may be withheld under this program unless this report is completed and filed as required by the U.S. Code of Federal Regulations.

Scan the signed form and then upload it to the GAANN performance report Website on the "Submit Report" page.

Once you have finished your report, click the 'Submit Report' link to submit it.

If there is any information missing, an error message will display. Click the link to go to the page and enter the missing information.

Otherwise, the screen will display with a 'Submit Report' button like the one below.



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Submit Report

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Grant Number: P200A140079
Institution Name: RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
Program Year: 2018-2019 FPR

Certification Form

Please upload your signed certification form.

1. Click the Certification Form to display the PDF version in a new tab.
2. Print the form and have your project director and certifying official sign it.
3. Scan the signed form and save it to your computer.
4. Click the 'Browse...' button and select the signed form from your computer.
5. Click the 'Upload' button to save the signed form to your report.

No file chosen

Final Performance Report Submission

This is the final step to complete your FPR

Note: Once your report has been submitted, you will no longer be able to update it. To certify that the report is complete, click the "Submit Report" button.

Before you submit your report, follow the instructions on the screen to upload your signed certification form. Have the form signed and scanned and then upload it into the GAANN system by clicking the Choose File button and selecting the file from your computer. Click on the Upload button.

Submit Complete

When you click the ‘Submit Report’ button, the screen below will display. Make sure you click the ‘View Report’ link and save a copy of the PDF for your records.

The screenshot shows the top navigation bar with links: Skip to main content | GAANN Home | Contact Us | Instructions | FAQ | Change Password | Log Out. Below this is the U.S. Department of Education logo and the text 'U.S. Department of Education Graduate Assistance in Areas of National Need'. A blue bar contains the text 'Report Status'. Below the bar, it says 'Your performance report has been submitted.' Another blue bar contains the text 'View Report'. At the bottom left, there is a link 'View Report' with 'Html / PDF' below it. At the bottom center, there is a link 'View a copy of the your report in Html format to print or save for your records.'

Once your report has been submitted, it cannot be updated. If you need to make changes to your report, contact your program officer to have the report unsubmitted.