



GAANN Performance Report How-To Guide

Enter your User ID (your 11-character grant number) and your password. Click the Login button. Click the OK button on the Warning banner.

If you can't remember your password, click the 'Forgot your password?' link. Enter your email or PR Award Number and click the Send button. If the information entered matches the information in our records, the login information will be emailed.

If you have questions about entering your report, click the 'Contact Us' link and send a question to the Help Desk.

The screenshot shows the GAANN login interface. On the left is a 'Login' form with fields for 'User Name' and 'Password', a 'Log In' button, and a 'Forgot your password?' link. A note states that the account will be locked after 3 failed attempts. On the right is a 'Warning Banner' with a title 'This Web site is used to collect annual and final performance reports from GAANN grantees.' and a list of report types: Annual Performance Reports, Final Performance Reports, and Supplemental Reports, all of which are currently closed. Below the banner are links for 'Privacy Act' and 'Disclosure of Burden Statement'. At the bottom of the page are links for 'OPE Student Service Home Page' and 'GAANN Home Page'. Callouts from the text above point to the 'Log In' button, the 'Forgot your password?' link, and the 'Contact Us' link in the top navigation bar.

The first time you login to the system each year, the Change Password screen will display. Passwords for the GAANN system expire every 90 days.

Enter the password you logged in with in the Current Password field. Your new password must be a least 8 characters long and include an upper-case, lower-case, number, and special character.

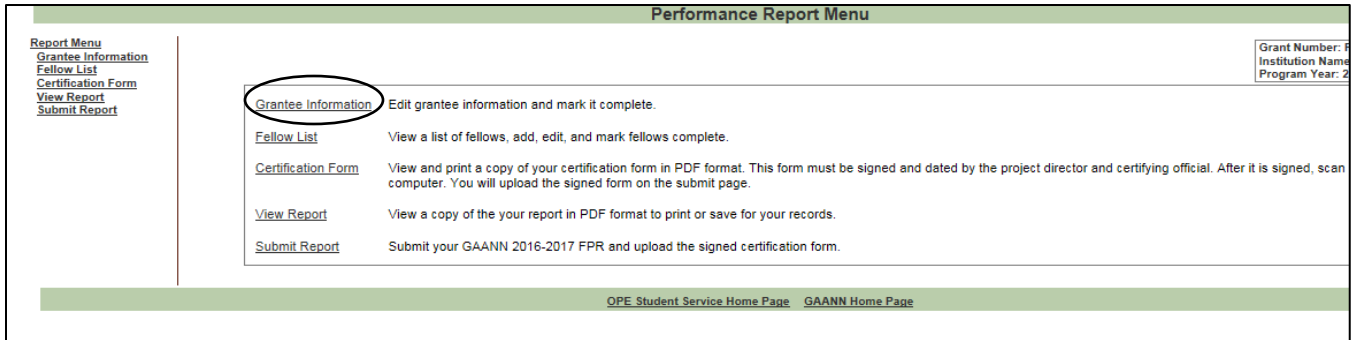
The screenshot shows the 'Change Password' screen. At the top right, there is a box containing 'Grant Number:', 'Institution Name:', and 'Program Year:'. Below this is a red warning message: 'Your password has expired. It must be reset.' Underneath is a 'Change Password' section with the instruction: 'Please enter your current password and a new password and click the 'Save' button.' A list of password requirements is provided:

- Your new password cannot be the same as your previous five passwords and it cannot contain your first name, last name, or username.
- Your new password must be at least eight 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 non-alphanumeric special character (e.g.: !, @, #, \$, %, ^, /, +, -)

 Below the list are three input fields: 'Current Password:', 'New Password:', and 'Re-enter New Password:'. A 'Save' button is located at the bottom. A note states: 'Note: The current password is case-sensitive.'

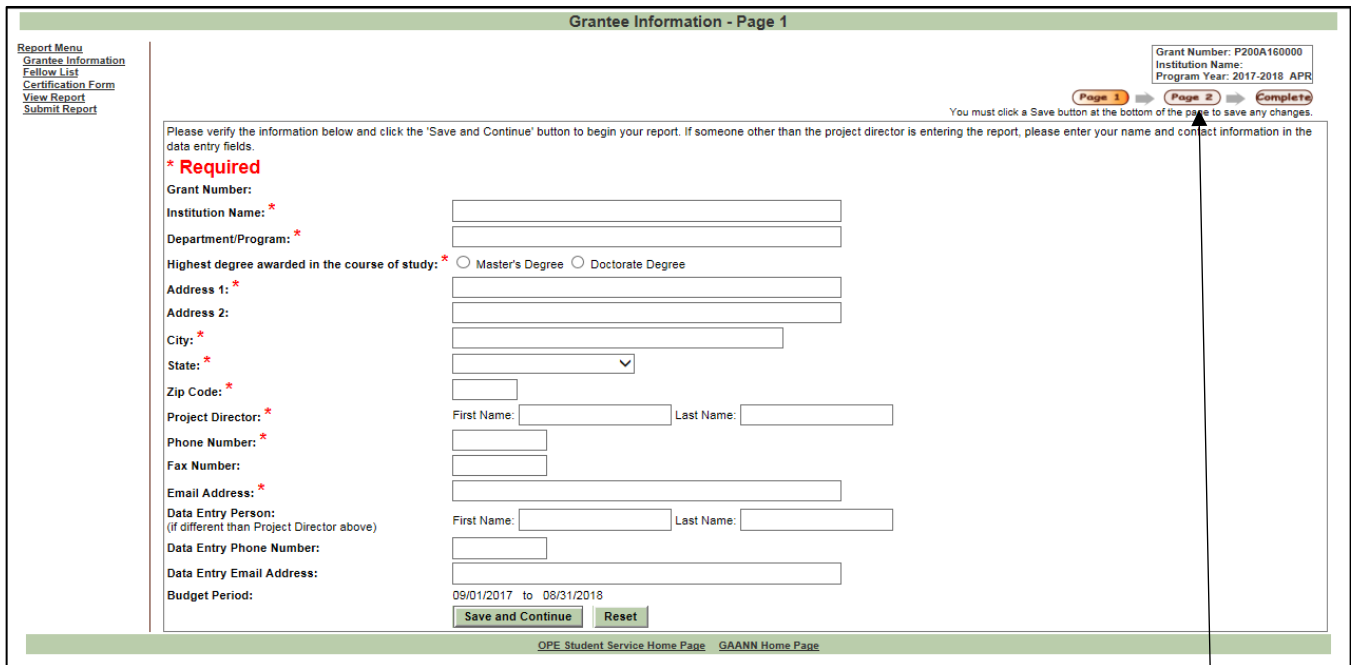
Grantee Information Screens

After you login and change your password, the Performance Report Menu will display.



The screenshot shows the 'Performance Report Menu' interface. On the left is a navigation menu with links: Report Menu, Grantee Information, Fellow List, Certification Form, View Report, and Submit Report. The main content area lists four options: 'Grantee Information' (circled in red), 'Fellow List', 'Certification Form', and 'Submit Report', each with a brief description of its function. The top right corner displays 'Grant Number: F', 'Institution Name', and 'Program Year: 2'. The bottom of the page has links for 'OPE Student Service Home Page' and 'GAANN Home Page'.

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



The screenshot shows the 'Grantee Information - Page 1' form. The top right corner displays 'Grant Number: P200A160000', 'Institution Name', and 'Program Year: 2017-2018 APR'. Below this are navigation buttons for 'Page 1', 'Page 2', and 'Complete'. A note states: 'You must click a Save button at the bottom of the page to save any changes.' The form contains several fields with red asterisks indicating required information: Grant Number, Institution Name, Department/Program, Highest degree awarded in the course of study (with radio buttons for Master's Degree and Doctorate Degree), Address 1, Address 2, City, State (dropdown), Zip Code, Project Director (First Name and Last Name), Phone Number, Fax Number, Email Address, Data Entry Person (First Name and Last Name), Data Entry Phone Number, and Data Entry Email Address. The Budget Period is set to '09/01/2017 to 08/31/2018'. At the bottom are 'Save and Continue' and 'Reset' buttons. The left navigation menu is identical to the previous screenshot. The bottom of the page has links for 'OPE Student Service Home Page' and 'GAANN Home Page'.

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.

Click one of these buttons to go directly to a 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

Grant Number: P200A160000
 Institution Name:
 Program Year: 2017-2018 APR

[Report Menu](#)
[Grantee Information](#)
[Fellow List](#)
[Certification Form](#)
[View Report](#)
[Submit Report](#)

Page 1 →
 Page 2 →
 Complete

You must click a Save button at the bottom of the page to save any changes.

Required *

Performance Data

Total number of GAANN fellowships originally awarded to the recipient department: 4

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 (from grant inception to April 30, 2018)
Federal funds expended *	\$ <input style="width: 50px;" type="text" value="0.00"/>	\$ <input style="width: 50px;" type="text" value="0.00"/>
Matching/cost-share funds expended *	\$ <input style="width: 50px;" type="text" value="0.00"/>	\$ <input style="width: 50px;" type="text" value="0.00"/>
Federal funds remaining *	\$ <input style="width: 50px;" type="text" value="0.00"/>	\$ <input style="width: 50px;" type="text" value="0.00"/>

Grantees with Large Balances

Grantees in their first year who estimate having an unexpended balance of GAANN federal funds totaling 70% or higher at the end of the budget period 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.

The plan should include:

1. The names of fellows who will start the GAANN fellowship in the next reporting period (this may include those who will start in the summer);
2. If students have completed or are in the process of completing the FAFSA, and/or
3. A description of efforts taken to ensure that funds that carry over to the second budget period are expended.

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

Grantees in their second year are expected to have at least the number of fellows originally awarded on their grant by the end of their second year. If the grantee does not have the number of fellows originally awarded on their grant by the time they submit their second year performance report they should provide the following information:

1. The names of fellows who will start the GAANN fellowship in the next reporting period (this may include those who will start in the summer); and
2. If students have completed or are in the process of completing the FAFSA.

Please provide a plan explaining how the unexpended funds will be utilized.

Save and Continue
Reset

[OPE Student Service Home Page](#) [GAANN Home Page](#)

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.

U.S. Department of Education
Office of Postsecondary Education

Graduate Assistance in Areas of National Need

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Complete Grantee Information

[Report Menu](#)
[Grantee Information](#)
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Page 1 →
 Page 2 →
 Complete

Grantee Information Complete

To verify you have completed the grantee information, click the "Complete Grantee" button.

Complete Grantee

[OPE Student Service Home Page](#) [GAANN Home Page](#)

If you have finished entering the Grantee Information on Page 1 and 2, click the Complete Grantee 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.

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.

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.

Fellow Data - Page 2

Page 1 →
 Page 2 →
 Complete

You must click a Save button at the bottom of the page to save any changes.

Required *

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.

Education Status

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

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 the Ph.D.
 If the fellow has received a Ph. D., specify the month and year of graduation
 Month: (mm) Year: (yyyy)

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.

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.

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. * \$

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. \$

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

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 Reset

When you enter the fellow's stipend, the Performance Data on the Grantee Information 2 screen will be updated.

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. Click the link to return to the Fellow Data page and enter the missing information.

The screenshot shows the 'Complete Fellow Record' interface. At the top, there is a green header with the title 'Complete Fellow Record'. Below the header, there are navigation buttons for 'Page 1', 'Page 2', and 'Complete'. The main content area has a green bar that says 'Fellow Record is Incomplete'. Below this, a message states: 'You have not completed all of the required fellow information. Please return to [Fellow Page 2](#) and enter the following missing information:'. A list of missing information items follows: 'Education Status', 'Has this fellow completed his/her supervised teaching experience requirement this reporting period?', and 'Select Fellow's source of fellowship.'. Below the list, there is a green bar with the text 'Complete Fellow Record for Andelle Kudzal'. A message below that says: 'Even though there is missing data for this fellow, you may click the "Complete Fellow with Errors" button and mark the fellow record complete. You must complete all fellows before you can submit your report.'. At the bottom of the main content area, there is a button labeled 'Complete Fellow with Errors'. The footer contains links for 'OPE Student Service Home Page' and 'GAANN Home Page'.

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

The screenshot shows the 'Complete Fellow Record' interface. At the top, there is a green header with the title 'Complete Fellow Record'. Below the header, there are navigation buttons for 'Page 1', 'Page 2', and 'Complete'. The main content area has a green bar with the text 'Complete Fellow Record for Andelle Kudzal'. Below this, a message states: 'Click the "Complete Fellow" button below if you are finished with data entry for this fellow. You must complete all fellows before you can submit your report.'. At the bottom of the main content area, there is a button labeled 'Complete Fellow'. The footer contains links for 'OPE Student Service Home Page' and 'GAANN Home Page'.

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

[Report Menu](#)
[Grantees Information](#)
[Fellow List](#)
[Certification Form](#)
[View Report](#)
[Submit Report](#)

Education and Employment Status

Even if a fellow is not funded for a given program year, please select the fellow's educational and employment status and click the "Save and Return" button. **Required ***

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

- 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 the Ph.D.
If the fellow has received a Ph. D., specify the month and year of graduation
Month: (mm) Year: (yyyy)
- 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 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.

[OPE Student Service Home Page](#) [GAANN Home Page](#)

Answer the three questions and click the 'Save and Return' 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.

The screenshot shows the 'Submit Report' page with a left-hand navigation menu containing: Report Menu, Grantee Information, Fellow List, Certification Form, View Report, and Submit Report. The main content area is titled 'Certification Form' and contains the following text: 'Please upload your signed certification form.' followed by a numbered list of five steps: 1. Click the 'Certification Form' link to display the certification form in PDF format. 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. Below the list is a text input field labeled 'Signed Certification Form File:' with a 'Browse...' button to its right and an 'Upload' button below it. A second section titled 'Final Performance Report Submission' contains two bullet points: 'You have not completed the Grantee Information. Click [Complete Grantee](#) to return to the Grantee Completion screen and then click the "Complete" button.' and 'All fellow records must be marked "Complete" before the report can be submitted. There are 3 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."' At the bottom of the page are links for 'OPE Student Service Home Page' and 'GAANN Home 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.

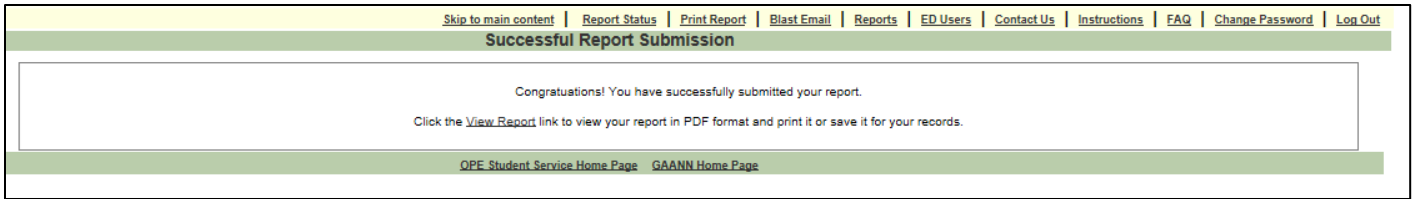
Otherwise, the screen will display with a 'Submit Report' button like the one below.

The screenshot shows the 'Submit Report' page with the same left-hand navigation menu. The main content area is titled 'Annual Performance Report Submission' and contains the following text: 'This is the final step to complete your Annual Performance Report.' followed by a '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.' Below the note is a 'Submit Report' button. The bottom of the page features links for 'OPE Student Service Home Page' and 'GAANN Home Page'.

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

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 a web page with a yellow header bar containing navigation links: [Skip to main content](#), [Report Status](#), [Print Report](#), [Blast Email](#), [Reports](#), [ED Users](#), [Contact Us](#), [Instructions](#), [FAQ](#), [Change Password](#), and [Log Out](#). Below the header is a green bar with the title "Successful Report Submission". The main content area is a white box with a thin border containing the text: "Congratulations! You have successfully submitted your report." and "Click the [View Report](#) link to view your report in PDF format and print it or save it for your records." At the bottom of the page is another green bar with two links: [OPE Student Service Home Page](#) and [GAANN Home Page](#).

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.