

Monitoring and Reporting Requirements Table

It is important to be aware of and adhere to any unique program requirements that Department of Education Principal Offices may have. Ask your Department of Education program contact for additional information.

Requirement	Description	Timeframe
Grant Award Notification (GAN)	The Grant Award Notification (GAN) is the official document that states the terms, conditions, and amount of an award and is signed by the official who is authorized to obligate funds on behalf of the Department of Education (i.e., Authorizing Official).	Frequently, some months pass between a grant application deadline and the day when applicants learn about the funding decision.
Post-Award Performance Conferences	The Post-Award Performance Conference is generally the first step in developing the partnership between a grantee and the Department of Education. The Post-Award Performance Conference takes place between the Department of Education staff member assigned to monitor the grant and the grantee's project director or other authorized representative.	This initial conference should take place within 30 days after a new grant is awarded.
Follow-Up Performance Conference	A Follow-Up Performance Conference is generally designed to check on the progress of a grant project. The Follow-Up Performance Conference takes place between the Department of Education staff member assigned to monitor the grant and the grantee's project director or other authorized representative.	This conference should take place at a time determined by the staff member assigned to monitor the grant , but not later than the submission of the annual performance report.
Annual Performance Reports	<p>Recipients of multi-year discretionary grants must submit an annual performance report for each year funding has been approved in order to receive a continuation award. The annual performance report should demonstrate whether substantial progress has been made toward meeting the project objectives and the program performance measures.</p> <p>Annual performance reports are documented on the Grant Performance Report, ED Form 524B , or other approved reporting forms (e.g., e-Reports within GAPS), and submitted to the Department of Education.</p>	<p>Annual performance reports are typically due seven to ten (7-10) months after the start of the grant's current budget period.</p> <p>The reporting period for the annual performance report is from the start of the current budget period through 30 days before the due date of the report.</p>
Final Performance Reports	<p>Grantees are responsible for preparing a final performance report after the project has ended (cooperative agreements might require additional items). Reporting becomes the basis for the program staff's assessment of the effectiveness of its programs, as well as its own reporting to Congress, the General Accountability Office, and the public.</p> <p>The final performance report is documented on the Grant Performance Report, ED Form 524B, or other form (e.g., e-Reports within GAPS) required by a Department of Education program office. The reporting period for the final performance report covers the entire final budget period of the project.</p>	The Department of Education requires that all grantees send this final report to the program contact within 90 days after the end of the project period .