

From: **Reeves, Alfreda** <[Alfreda.Reeves@ed.gov](mailto:Alfreda.Reeves@ed.gov)>  
Date: Thu, Nov 13, 2014 at 5:06 PM  
Subject: RE: Update on Points for Entering Annual Report

To:

Good Afternoon Directors,

This email is to provide some tips to remember regarding the final report that will be submitted in G5. These tips may be included in the instructions in the cover letter sent out to you last week, regarding submitting the Final Report in G5. A Final Report should be submitted for grants with a project number CFDA of 250A, 250C or 250D.

- In order to access the final report you must go to the reporting function, not the payment function of G5
- Only the project director that was listed on the last grant award notification (GAN) for CFDA 250A, 250C, or 250D, can access the report. To gain access your name must be entered the same as it appears on the GAN. Therefore if your name is not listed on the GAN please contact your RSA Program Officer for instructions.
- RSA has recently been informed the G5 database will be closed down for systems upgrades during the following dates: November 19-24, 2014 and December 23-29, 2014, therefore we ask you to continue to prepare your report and enter the information in G5 as soon as possible. Please contact your RSA Program Officer if you are having problems.

Thanks much,

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