

UNITED STATES DEPARTMENT OF EDUCATION
Washington DC 20006-8521

MEMORANDUM

DATE: [insert date]

TO: Jacob K. Javits Fellowship Program Coordinators

FROM: Carmen Gordon
Program Officer
Jacob K. Javits Fellowship Program (CFDA 84.170)

SUBJECT: **FINAL PERFORMANCE REPORT FOR [fiscal year start date]-[end date] GRANT**

This memorandum informs you that the U.S. Department of Education is requesting information on students who received a Jacob K. Javits fellowship through a grant to your institution that was originally awarded on September 1, [date], and ended on August 31, [date]. Attachment B of your FY [date] grant award notification requires all grant recipients to submit a **final performance report** within 90 days after the expiration of fellowship support. **Please be sure to complete and submit the enclosed report form on or before [date].** **NOTE:** You are not required to submit a final performance report by [date] if your [fiscal year] grant award budget period has been extended to August 31, [date]. **However, you will need to provide information on any student within that cohort within 90 days after the expiration of the extension date.**

This Final Performance Report for the Jacob K. Javits Fellowship Program is used to collect information that will help the U.S. Department of Education to assess the Javits program's accomplishments towards meeting the requirements of the Government Performance and Results Act (GPRA). The two GPRA performance measures for the Javits program are:

- (1) Time to degree completion for Javits Fellows will be less than the national average of 7.5 years.
- (2) The percentage of Javits Fellows obtaining graduate degrees will be greater than the national average (30 percent).

Other data collected by the report will provide valuable information on how the students financed the remainder of their graduate education beyond the four-year performance period of the Javits fellowship and the type of employment they pursued.

The report form, instructions on how to complete the report, and the names of the students for which you are providing information are enclosed. If you have any questions, please do not hesitate to contact Carmen Gordon, preferably by e-mail, at Carmen.Gordon@ed.gov, or telephone at (202) 502-7542.

PLEASE MAIL YOUR REPORT TO: Carmen Gordon, Program Officer, U.S. Department of Education, 1990 K Street, N.W., Room 6018, Washington, DC 20006.

Enclosures (1):

Performance Report Form (ED 40-1304) and Instructions