

## Using the ED 524B and Participating with e-Reports

e-Reports allows grantees to electronically complete and submit their annual performance reports (ED 524B) via the Internet. While your participation is voluntary, you are strongly encouraged to submit your report through this system. Please note that the ED 524B was specifically designed to facilitate electronic submission of data; for example, text blocks, which are limited on the paper form, are expandable in e-Reports.

The following steps outline how to electronically complete the Grant Performance Report Cover Sheet (ED 524B), upload related narratives and submit the report via the Internet:

- Access the U.S. Department of Education's e-Grants portal page by using the following website: <http://e-Grants.ed.gov>
- After reading the statement on the screen, click the "continue" button.
- Select e-Reports.
- Register/Log in
  - If this is your first time accessing e-Reports, click the "register" button to establish a user name and password.
    - If you are the project director, you will need to add your name and grantee DUNS number as they appear on your last Grant Award Notification document. This will give you access to the appropriate Grant Performance Report.
    - If your name does not appear as the project director on your last Grant Award Notification, before proceeding you will need to contact your Education Program Contact (i.e., Project Officer). The telephone number for that person is included in Block 3 of your last Grant Award Notification.
  - If you already have a user name and password for e-Reports, use them to log in. If you have forgotten your username and/or password, click on the "I forgot my username/password" link and follow the on-screen instructions.
- Review and update the information already completed for you on the ED 524B.
- After submission of your report, you must print a copy of the completed Grant Performance Report Cover Sheet (ED 524B), sign the form, and **fax the signed form ATTN to your program officer at: 202-205-5630 within *three* business days of electronic submission of your Grant Performance Report.**