

American Recovery and Reinvestment Act of 2009 (ARRA) Recipient Reporting Frequently Asked Questions (FAQ)

June 10, 2013

1. **When can I file a final report on FederalReporting.gov for an ARRA award?**

A project is considered final for ARRA reporting purposes when the following requirements are met:

- All ARRA funds associated with the award have been expended at the prime recipient level.
- All or nearly all ARRA funds associated with the award have been invoiced and received.
- No additional jobs will be funded.
- The project status is complete per agency requirements and/or performance measures.
- The project status is marked as "Fully Completed."

2. **What are the final report requirements?**

For a report to be considered final per Office of Management and Budget (OMB) guidance, the Final Report indicator must be "Yes," the Project Status must be "Fully Completed," and the Amount of ARRA Funds Received and Amount of ARRA Expenditure must match the award amount. In instances where the final prime recipient expenditures are less than the award amount listed on the report due to an amendment in the original agreement or if the project came in under budget, the recipient must provide a description in the "Quarterly Activities/Project Description for Prime and Sub-recipients" field explaining why the final amount in the "Total Federal Amount of ARRA Expenditure" field does not equal the amount in the "Amount of Award" field, and confirming that no more funds will be expended by the prime recipient.

Until the report for an award meets the above requirements, NSF will continue to expect a report submission in FederalReporting.gov.

3. **Should I use the award amount from the NSF Award Notice for the "Amount of Award" field on my ARRA report?**

No. For the "Amount of Award" field, recipients should enter the value from the field entitled "Funds Obligated to Date" in Research.gov. Any non-ARRA supplemental funding should not be included in award amount totals when completing ARRA quarterly reports.

4. **I submitted a final ARRA report for my award in FederalReporting.gov, but I received an email from NSF indicating that a report is expected for the award for the current quarter. What should I do?**

If you feel that a previously submitted ARRA report for the award is final and compliant with OMB final reporting requirements, please contact the NSF ARRA Recipient Reporting Team at NSFARRAReviewer@nsf.gov as soon as possible *before* the current quarter's report submission deadline. It is possible that NSF could not accept your submitted report as final

because it was not fully compliant, and your organization is required to submit an additional report(s) in order to be compliant with the reporting requirement.

5. My institution is the prime recipient of an ARRA award, the PI has left our institution, and a subaward has been made to the PI's new institution. Which institution is responsible for submitting future ARRA reports for the award?

Prime recipients are required to submit quarterly ARRA reports until the awarded funds are fully expended or until there will be no additional expenditures for the award. Prime recipients must collect required report data from subrecipients in order to submit timely quarterly reports in FederalReporting.gov.

6. How do I update my Central Contractor Registration (CCR)?

The CCR system was migrated into the comprehensive System for Award Management (SAM). The information previously maintained in CCR is contained within the Entity Management area in SAM, and users will need to create a new username and password to access the system, as the previous CCR password will not work in SAM. The entire process to reactivate/update your CCR registration in SAM will require at least 3-5 days, and there is no fee to register at SAM.gov. For additional CCR assistance, please contact the SAM help desk at www.fsd.gov.

7. Why is it important to maintain current CCR and DUNS registration information?

It is the recipient's responsibility to ensure that their CCR information is up-to-date, and that their registration is active and will remain active throughout the reporting cycle. If the registration expires or if the recipient's CCR account has not been updated in SAM, the recipient will not be able to submit a report in FederalReporting.gov until the registration is reinstated. Given that the reinstatement process can take time, recipients should ensure their CCR registration is current prior to the beginning of each reporting cycle. Maintaining current Points of Contact in the CCR record will ensure that CCR renewal reminders are received by the appropriate person(s) at the recipient organization.

It is also the recipient's responsibility to ensure that their DUNS number and entity record is accurate and active with Dun and Bradstreet (D&B). While DUNS numbers do not expire, D&B does conduct routine and continuous data maintenance and outreach to verify operations at a location. When operations cannot be verified for a particular DUNS number, D&B may flag the DUNS number as "inactive," which could interfere with successful reporting. In order to lookup, review, or modify a record at D&B, recipients may utilize the self-service webform at <http://fedgov.dnb.com/webform>. This application allows a recipient to look up their DUNS number, review the data on file, request changes if necessary, or request a new DUNS number if one does not already exist. Recipients can call (866) 705-5711 to verify that a DUNS number is active and to confirm other details about their entity.

8. To whom should I direct further questions regarding ARRA recipient reporting?

Any questions regarding ARRA recipient reporting may be directed to the NSF ARRA Recipient Reporting Team at NSFARRAReviewer@nsf.gov. NSF-specific ARRA reporting guidance is also available on our Recovery Act website at <http://www.nsf.gov/recovery/reporting.jsp>.