NSF Regional Grants Conference
October 25-26, 2010
Grant Payment & Federal Financial Report (FFR) Processes

Hosted by: The University of Utah & Utah State University
Dorothy Battle: GCMS Accountant
Denise Robinson: GCMS Accountant
Division of Financial Management
AGENDA

• Organization Overview
• FastLane Financial Function & Grant Payment Process
• Financial Reporting Process
• Other Items
  – Research.gov
  – ARRA Awards and the FFR
  – Cancelling Funds
  – Contact Information
Grantee Cash Management Section

Division of Financial Management
DFM
Shirl Ruffin, Director

Cash Management Branch
CMB
Rick Noll, Branch Chief

Grantee Cash Management Section
GCMS
Mike Howe, Section Head

GCMS Accountant
Dorothy Battle
GCMS Accountant
Denise Robinson
GCMS Accountant
Ilene Caruso
GCMS Accountant
Justin Poll
GCMS Accountant
Karen Cavanaugh

Customers: 1,762 active grantee organizations with 48,947 active awards
### Institution Grant Analysis

#### Distribution of Grant Dollars

<table>
<thead>
<tr>
<th>Number of Grants</th>
<th>Institution Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>652</td>
<td>37.00%</td>
</tr>
<tr>
<td>2-3</td>
<td>429</td>
<td>24.35%</td>
</tr>
<tr>
<td>4-5</td>
<td>155</td>
<td>8.80%</td>
</tr>
<tr>
<td>6-15</td>
<td>213</td>
<td>12.09%</td>
</tr>
<tr>
<td>16-30</td>
<td>94</td>
<td>5.33%</td>
</tr>
<tr>
<td>31-50</td>
<td>43</td>
<td>2.44%</td>
</tr>
<tr>
<td>51-100</td>
<td>59</td>
<td>3.35%</td>
</tr>
<tr>
<td>101-200</td>
<td>41</td>
<td>2.33%</td>
</tr>
<tr>
<td>201-300</td>
<td>29</td>
<td>1.65%</td>
</tr>
<tr>
<td>301-500</td>
<td>26</td>
<td>1.48%</td>
</tr>
<tr>
<td>501+</td>
<td>21</td>
<td>1.19%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>1762</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
• Out of a total of 1,762 Institutions with 48,947 grants:
  • 37% or 652 have one grant
    *(average amount of $1.025 million)*
  • 70% or 1,236 have 5 or less grants
  • 90% or 1,586 have 50 or less grants
  • 10% or 176 have 51 or more grants. *These institutions have 84% (40,978) of the total grants and receive 78% of the funds.*
  • 1% or 21 have over 500 grants each
    *(highest being 834)*
2009 Grantee Survey Results

• Strengths
  – FastLane Financial Functions is user friendly
  – Helpful and responsive staff

• New items or improvements requested in the survey
  – Timeliness of funds deposit (next day payments)
  – Enhancement of the FFR
  – Grant by grant payment requests

• Survey results available at
Grant Payment Process
Grant Payment Process

• The system allows grantees to request and receive payments within 2-3 business days.

• In order to request payments, the following steps must be completed:
  – Setup Financial Function users.
  – Setup and certify EFT information.
  – Submit payment request.
  – Submit quarterly financial reports timely.
Grantee FastLane
Financial Function Users

*Note: The FastLane Administrative Contact should periodically clean up the organization's permissions for employees who have left the organization or have been re-assigned.
To enter banking information for Electronic Funds Transfer (EFT), the grantee selects the *Grantee EFT Update* option.
The grantee must have:
- Taxpayer Identification Number (TIN)
- Data Universal Number System (DUNS) number
- DUNS qualifier (optional)

The grantee must enter:
- Routing Number
- Account Number
- Account Type

To finish, select Modify
The Bank Name is automatically entered by the system after a positive validation of the routing number.

The preparer can select Forward so the EFT Certifier can verify the data or select Certify & Submit if he/she has the EFT Certifier permission.

Grantee EFT Update

Please verify that the following information is correct. To forward for certification click the 'Forward' button. To certify and submit to NSF click the 'Certify & Submit' button.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Test University</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIN</td>
<td>0000000000</td>
</tr>
<tr>
<td>DUNS Number</td>
<td>0000000000</td>
</tr>
<tr>
<td>DUNS Qualifier</td>
<td>0000</td>
</tr>
<tr>
<td>Bank name</td>
<td>Wilmington Trust Company</td>
</tr>
<tr>
<td>Routing number</td>
<td>031100092</td>
</tr>
<tr>
<td>Account number</td>
<td>123456789</td>
</tr>
<tr>
<td>Account type</td>
<td>Checking</td>
</tr>
<tr>
<td>Update by</td>
<td>Frank FinFuncUser</td>
</tr>
</tbody>
</table>

[Forward] [Certify & Submit] [Go Back]
To process a payment request, the grantee selects the **Cash Request** option.

To view previous cash requests, select the **Cash Request History** option.

NSF processes approximately 70 FastLane grant payments totaling $20-$30 million per day.
Cash Request Option

Cash Request Form

Organization ID: 0014316000    Name: Test University
Balance Authorized: $ 50,980,121.01

Current Cash on Hand Balance: [ ] Help For This Field

Transaction Type:
- Advance FROM (mm/dd/yy): [ ] TO (mm/dd/yy): [ ]
- Reimbursement

Dollar Amount Requested: [ ]

Warehouse Cash Request Date (mm/dd/yy): [ ]
(Note: Use only if you would like to delay your payment from being processed by NSF.)

CERTIFICATION:
I certify that to the best of my knowledge and belief the request for advance or reimbursement above is correct and that all outlays were or will be made in accordance with the grant conditions or other agreements and that payment is due and has not been previously requested.

Date: 02/24/10

Requester Name: Frank P. FinFuncUser    Title: [ ]
Telephone (Area Code, Number & Extension): 212:111-2222

Organization E-Mail Address: financial.contact@testuniversity.edu
(Note: This is the address to be used by NSF for the routing of all notices to this organization regarding Cash Requests.

*Note: The dollar amount requested cannot exceed the amount available and the Financial System amount available is updated in real-time.

Please note that the Electronic Funds Transfer (EFT) profile for your organization was last certified by Frank FinFuncUser on Dec 4 2009 3:30PM.

Submit Cash Request

Go Back to Financial Menu
### Cash Request History Option

**List of FastLane Cash Requests for Test University**

<table>
<thead>
<tr>
<th>Date</th>
<th>Doc ID</th>
<th>Status</th>
<th>Tran ID</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/12/09</td>
<td>0036635357</td>
<td>Accepted</td>
<td>1000203057</td>
<td>$135,000.00</td>
</tr>
<tr>
<td>02/25/09</td>
<td>0036620278</td>
<td>Accepted</td>
<td>1000202243</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>01/31/09</td>
<td>0036612790</td>
<td>Accepted</td>
<td>1000201754</td>
<td>$400,000.00</td>
</tr>
<tr>
<td>01/23/09</td>
<td>0036602770</td>
<td>Accepted</td>
<td>1000200102</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>12/19/08</td>
<td>0036742014</td>
<td>Accepted</td>
<td>1000185975</td>
<td>$275,000.00</td>
</tr>
<tr>
<td>11/29/08</td>
<td>0036740283</td>
<td>Accepted</td>
<td>1000197846</td>
<td>$135,000.00</td>
</tr>
<tr>
<td>11/21/08</td>
<td>0036731318</td>
<td>Accepted</td>
<td>1000197569</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>11/19/08</td>
<td>0036734763</td>
<td>Accepted</td>
<td>1000197299</td>
<td>$130,000.00</td>
</tr>
<tr>
<td>11/13/08</td>
<td>0036726353</td>
<td>Accepted</td>
<td>1000196358</td>
<td>$120,000.00</td>
</tr>
<tr>
<td>10/22/08</td>
<td>0036716363</td>
<td>Accepted</td>
<td>1000195719</td>
<td>$55,000.00</td>
</tr>
<tr>
<td>10/15/08</td>
<td>0036714517</td>
<td>Accepted</td>
<td>1000194313</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>10/19/08</td>
<td>0036713172</td>
<td>Accepted</td>
<td>1000195040</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>09/24/08</td>
<td>0036659698</td>
<td>Accepted</td>
<td>1000194331</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>08/17/08</td>
<td>0036654694</td>
<td>Accepted</td>
<td>1000193933</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>09/15/08</td>
<td>0036601658</td>
<td>Accepted</td>
<td>1000193601</td>
<td>$130,000.00</td>
</tr>
</tbody>
</table>

### Cash Request Details

- **Organization ID:** 001431600
- **Organisation Name:** Test University
- **Current Cash Balance:** $32,868.74
- **Transaction Date/Time:** 11/12/08 10:57:29
- **Payment Request Date:** 11/12/08
- **Transaction Type:** Reimbursement
- **Dollar Amount Requested:** $32,868.74
- **Document ID:** UU2639639
- **Transaction ID:** 1000196964
- **Name of the Official:** Frank FinFuncUser
- **Title:** Controller
- **E-Mail Address:** financial.contact@testuniversity.edu
- **Phone Number:** 212-111-2222

*Edit Status: The Transaction has passed all edits*

*Posting Status: CASH REIMBURSEMENT SUCCESSFULLY PROCESSED*
Fixing Mistakes on Cash Requests

• Cash requests can be canceled if an error is identified:
  – Call the assigned Accountant
  – Only available for the same day the cash request was submitted

• Refund can be made if mistake is noticed late:
  – Pay.gov
  – Check by mail: address available under website FAQ’s http://www.nsf.gov/bfa/dfm/cmeab.jsp
Federal Financial Reporting Process
Federal Financial Report (FFR)

• The Federal Financial Assistance Management Improvement Act of 1999 (aka P.L. 106-107), required the Office of Management and Budget (OMB) to streamline the federal grant reporting process.


• As of December 31, 2008, all NSF grantees transitioned to the FFR.
Federal Financial Report (FFR)

• The FFR provides federal agencies and grant recipients with a standard format and consistent reporting requirements. The implementation process also standardized the quarterly reporting periods and report due dates across all federal agencies.

• The reports are due 30 days after the end of the quarter.

    FY 2011 due dates are as follows:

    | Quarter Ending | Due Date |
    |----------------|----------|
    | 09/30/10       | 11/01/10 |
    | 12/31/10       | 01/31/11 |
    | 03/31/11       | 04/30/11 |
    | 06/30/11       | 08/01/11 |

• The ability to draw cash is shut off for institutions that do not submit the report by the due date.
Federal Financial Report (FFR)

Financial Functions for Test University

Please select the application by clicking on appropriate "GO" button. For FCTRs, select an appropriate quarter ending date.

- Historical Federal Cash Transaction Report for Quarter Ending: 09/30/2008
- Cash Request
- Cash Request History
- Grantee EFT Update
- Grantee EFT History

Instructions for Financial Functions
Change Password

To process the FFR, the grantee selects the Federal Financial Report (FFR) for Quarter Ending option.
The columns outlined in blue are pre-populated by NSF and cannot be changed by the grantee.

The columns outlined in orange are updated by the grantee. The new cumulative amount reported cannot exceed the Total Federal Funds Authorized.
• NSF has historically provided the status of the Final Project Report (FPR) for institution reference on the FFR attachment. NSF is in the process of updating this column to show the status of an additional project report:
  – Project Outcome Report (POR)
• Both report statuses are being shown to assist institutions in monitoring timely submission of other required reports. The column title will be updated to “Project Reports”. 
Frequent Submission Issue

- Several reports are returned each quarter because they are submitted with quarterly expenditures.
- A new warning message has been added to the FFR. When the reported expenditures are lower than the previous quarter’s cumulative expenditure total, a message appears on the screen asking the user to double check the awards with decreasing expenditures.
- If cumulative expenses aren’t reported on a grant that doesn’t have current expenses, then the ending Cash on Hand balance will usually be a positive number.
Step 1) FFR Attachment

- Begin the FFR submission process by entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev., "Next," or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2 FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column title. Required fields are indicated by an asterisk (*).

Warning: The amount of cumulative cash disbursements is less than the amount previously reported for award 0118882, 0239657, 0302551, 0326155, 0333173, 0348724, 0409364, 0422368, 0423690, 0426210, 0447000, 0448052, 0454456, 0457126, 0500269, 0500871, 0501219, 0503335, 0504329, 0505622. Please review the amount entered and correct if necessary.
### FFR (Top Half)

#### Federal Financial Report (FFR)

**Organization:** NSF

**Quarter Ending:** 12/31/2009  
**Due Date:** 02/12/2010

**Test University/ DC | 001431600**

**SCHEDULES:**  
- Advances/Reimbursements  
- Awards Permitted

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**Step 2) FFR**

- Review the FFR below and update appropriate form fields as necessary. If you need to enter adjustments to financially closed awards, you can click the "Enter Adjustments" link. If you need to report program income earned, click "Enter Program Income".
- Click "Save" at any time and come back to your work later. When you have reviewed the FFR and made any necessary updates, click "Save and Continue to Step 3" or the Certification tab in order to proceed to Step 3 Certification.
- To view the FFR in PDF click "Print to PDF". Required fields are indicated by an asterisk (*).

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**Page 1 of 1**

1. **Federal Agency and Organizational Element to Which Report is Submitted:** National Science Foundation, Division of Financial Management
2. **Federal Grant or Other Identifying Number Assigned by the Federal Agency:** --
3a. **Recipient Organization Name:** University of Connecticut
3b. **Recipient Organization Address:**
   - *(Line 1): University of Connecticut*
   - *(Line 2): Office for Sponsored Programs*
   - *(Line 3): 400 Whitney Road EYT (Unit 113)*
   - *(City): Storrs*
   - *(State): CT*
   - *(Zip): 06269-113*
4a. **DUNS Number:** 614209054
4b. **EIN:** 060772160
5. **Recipient Account Number or Identifying Number:** --
6. **Final Report:** Yes
7. **Basis of Accounting:** Cash
8. **Project/Grant Period:**
   - From: (mm/dd/yyyy) To: (mm/dd/yyyy)  
   - 12/31/2009
9. **Reporting Period End Date:** 12/31/2009

**10. TRANSACTIONS:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Cash on Hand (COH) from previous FFR:</strong></td>
<td>$749,031.53</td>
</tr>
<tr>
<td><strong>Payments Received:</strong></td>
<td>$3,724,045.26</td>
</tr>
<tr>
<td><strong>Cash Receipts = Beginning COH + Payments Received</strong></td>
<td>$4,473,076.73</td>
</tr>
<tr>
<td><strong>Cash Disbursements = (A3 - A2 from FFR Attachment)</strong></td>
<td>$4,082,694.77</td>
</tr>
<tr>
<td><strong>Adjustments to Financially Closed Awards = New Federal Share of Expenditures (Cumulative Cash Disbursements) - Current Federal Share of Expenditures (Previous Cumulative Cash Disbursements)</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Cash on Hand = Cash Receipts - (Cash Disbursements + Adjustments to Financially Closed Awards)</strong></td>
<td>$11,057,708.50</td>
</tr>
</tbody>
</table>

---

**NSF pre-populated data – cannot be changed by the FFR Preparer.**

To change the expenditure amount on closed awards, the FFR Preparer selects **Enter Adjustments**.
### FFR (Bottom Half)

**Federal Expenditures and Unobligated Balance:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>d.</td>
<td>Total Federal Funds authorized = AI from FFR Attachment</td>
<td>$76,364,285.87</td>
</tr>
<tr>
<td>e.</td>
<td>Federal Share of Expenditures = A3 from FFR Attachment</td>
<td>$30,564,658.02</td>
</tr>
<tr>
<td>f.</td>
<td>Federal share of unliquidated obligations (line 10d minus 10e)</td>
<td>--</td>
</tr>
<tr>
<td>g.</td>
<td>Total Federal share (sum of lines 10e and 10f)</td>
<td>--</td>
</tr>
<tr>
<td>h.</td>
<td>Unobligated balance of Federal funds = AI - A3 from FFR Attachment</td>
<td>$45,799,627.05</td>
</tr>
</tbody>
</table>

Balance Authorized = Unobligated Balance of Federal Funds  
- Cash on Hand  
\( \$39,711,718.68 \)

**Recipient Share:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Total recipient share required</td>
<td>--</td>
</tr>
<tr>
<td>j.</td>
<td>Recipient share of expenditures</td>
<td>--</td>
</tr>
<tr>
<td>k.</td>
<td>Remaining recipient share to be provided (line i minus j)</td>
<td>--</td>
</tr>
</tbody>
</table>

**Program Income:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>l.</td>
<td>Total Federal Program Income Earned</td>
<td>$0.00</td>
</tr>
<tr>
<td>m.</td>
<td>Program income expended in accordance with the deduction alternative</td>
<td>--</td>
</tr>
<tr>
<td>n.</td>
<td>Program income expended in accordance with the addition alternative</td>
<td>$0.00</td>
</tr>
<tr>
<td>o.</td>
<td>Unexpended program income (line i minus line m or line n)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Indirect Expense:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Type of Rate:</td>
<td>--</td>
</tr>
<tr>
<td>b.</td>
<td>Rate:</td>
<td>--</td>
</tr>
<tr>
<td>c.</td>
<td>Period From:</td>
<td>--</td>
</tr>
<tr>
<td>d.</td>
<td>Period To:</td>
<td>--</td>
</tr>
<tr>
<td>e.</td>
<td>Base:</td>
<td>--</td>
</tr>
<tr>
<td>f.</td>
<td>Amount Charged:</td>
<td>--</td>
</tr>
<tr>
<td>g.</td>
<td>Federal Share:</td>
<td>--</td>
</tr>
<tr>
<td>h.</td>
<td>Totals:</td>
<td>--</td>
</tr>
</tbody>
</table>

**Remarks:**

Include any explanation deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation. (4,000 characters)

**Fields are populated from the FFR Attachment.**

**To report the program income earned on an award, the FFR Preparer selects Enter Program Income.**

**The Remarks field is available for the FFR Preparer to provide additional explanations as needed.**
**FFR Adjustments to Financially Closed Awards**

To enter adjustments, first enter a Federal Grant Number to populate the Previous Cumulative Cash Disbursements. Note that the Federal Grant Number must be financially closed to be adjusted and the expenses must have been incurred during the life of the grant.

Next, enter the New Federal Share of Expenditures (Cumulative Cash Disbursements) to report adjustments to grants. Note that the difference between the Previous Cumulative Cash Disbursements and the New Federal Share of Expenditures (Cumulative Cash Disbursements) must be at least ±$300.

Next, enter a short justification.

Click "Save" at any time and come back to your work later. Click "Save and Return to Report" to save your work and return to the FFR.

To view the H-K Worksheet - Adjustments in PDF click "Print to PDF".

Adjusted fields are indicated by an asterisk (*).

Adjustments of less than ±$300 are not accepted.

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### Federal Financial Report (FFR)

#### FFR Adjustments

- To enter adjustments, first enter a Federal Grant Number to populate the Previous Cumulative Cash Disbursements. Note that the Federal Grant Number must be financially closed to be adjusted and the expenses must have been incurred during the life of the grant.
- Next, enter the New Federal Share of Expenditures (Cumulative Cash Disbursements) to report adjustments to grants. Note that the difference between the Previous Cumulative Cash Disbursements and the New Federal Share of Expenditures (Cumulative Cash Disbursements) must be at least ±$300.
- Next, enter a short justification.
- Click "Save" at any time and come back to your work later. Click "Save and Return to Report" to save your work and return to the FFR.
- To view the H-K Worksheet - Adjustments in PDF click "Print to PDF".
- Adjusted fields are indicated by an asterisk (*).

Adjustments of less than ±$300 are not accepted.

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The difference ($150.00) between the Cumulative Cash Disbursements ($479,850.00) and the Previous Cumulative Cash Disbursements ($480,000.00) cannot be less than $300.00 for 0349121.

---

<table>
<thead>
<tr>
<th>Adjustment Number</th>
<th>Federal Grant Number</th>
<th>Previous Cumulative Cash Disbursements</th>
<th>New Federal Share of Expenditures (Cumulative Cash Disbursements)</th>
<th>Adjustment Amount</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0235114</td>
<td>$417,999.00</td>
<td>$400,000.00</td>
<td>-$17,999.00</td>
<td>Enter Explanation Here</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
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<td><strong>Totals</strong></td>
<td></td>
<td>$417,999.00</td>
<td>$400,000.00</td>
<td>-$17,999.00</td>
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</table>

The FFR Preparer enters the **NSF Award ID**, **New Cumulative Amount**, and a **Justification** in order to increase or decrease previously reported expenditures.
Program Income accrued during the grant period is to be added to funds committed to the project. *(see Section VI-F of the AAG)*

The FFR Preparer enters the **NSF Award ID**, **Program Income Earned**, and **Program Income Expended** when income has been earned by the grantee as a result of the grant.

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Federal Grant Number</th>
<th>Federal Program Income Earned</th>
<th>Program Income in accordance with the addition alternative</th>
<th>Unexpended Program Income</th>
<th>Remarks</th>
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<td><strong>Totals</strong></td>
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</table>
Step 3) Preparer Certification

- Review the Certification below and update appropriate form fields as necessary.
- Click “Save” at any time and come back to your work later. Click “Forward for Certification” to submit the complete FFR to your organization’s certifiers.
- To view the Certification click “Print to PDF.” To view the complete FFR click “Print Full Report to PDF.”
- Required fields are indicated by an asterisk (*).

13. CERTIFICATION:

   a. Name of Preparer:
   b. Preparer’s Email Address:
   c. Preparer’s Phone Number:
   d. Preparer’s Phone Extension:
   e. Preparer’s Fax:
   f. Name of Certifying Official:
   g. Title of Certifying Official:
   h. Certifying Official’s Email Address:
   i. Data Report Submitted:
   j. Certifying Official’s Comments:

   The FFR Preparer selects Forward for Certification once he/she has completed the report.
Frequent Submission Issue

• Process change from the old FCTR procedure:

The certification process is a 2-step procedure.
– the FFR Preparer forwards the FFR for certification when completed.
  *(this step does not send the report to NSF for processing)*
  
  ![CONFIRMATION](image)

  The first confirmation screen only confirms the report has been *Forwarded for Certification*, not that the report has been submitted to NSF.

– the FFR Certifier reviews the report for correctness, attests to the certification statement and submits the FFR to NSF for processing.
The FFR cannot be submitted unless all required fields on the certification page are completed.

The FFR Certifier attests to the certification statement and selects **Save and Submit to NSF** for processing.
Frequent Submission Issue (continued)

• Even if the same person has both user roles, the two processes are separate steps.

Until the FFR Certifier receives this second confirmation screen the report has not been submitted to NSF.

• Several institutions forget to complete the second certification step each quarter causing their report to be late.

• The NSF Accountant will send email reminders to those institutions that have forwarded the report but the report is still awaiting certification.
Other Items

Research.gov

ARRA

Cancelling Funds
What is Research.gov?

Research.gov is a...

• New initiative that enables organizations and grantees to have a one place access to a menu of services for multiple federal agencies.

• Modernization of FastLane that provides a menu of services:
  – tailored to meet the unique needs of the research community.
  – aimed at easing the grants administrative burden.

• Research-oriented solution for delivering services under the Grants Management Line of Business initiative.
Logging into Research.gov

Selecting Login which is located on the navigation menu will take user to the login screen.

The dropdown will allow user to select which federal agency system to login to.
Differences from the FastLane FFR

• The **Navigation Menu** and **Dashboard** environment are new:
  
  User navigation options will most likely be found on the green bar located on the left of the screen or in a dashboard window located in the center.
Differences from the FastLane FFR (continued)

- Historical FFR reports are available in the dashboard and are no longer selected from a drop-down list.
- Grantees with a single NSF award are no longer required to complete an FFR Attachment. All entries are made on the FFR main page.
- Changes made to user permissions are not reflected in Research.gov until the next business day.
Popular FFR Features Still Available

- These features are available in the FFR located on both FastLane and Research.gov:
  - Printing report to a PDF format
  - Downloading data to MS Excel format
  - Uploading user report data with completed MS Excel file
Recent System Update

- New ability to designate a “Financial Representative” who has no FastLane Permissions
System Updates on the horizon…

• Cash Request update and history improvements and migration to Research.gov
• EFT information from CCR for all grantees
• Identifying “new” and “lapsing” awards on FFR
• Linking award numbers to the award detail information
• Improvements to Program Income reporting (pre-population, etc…)
• Improving on line-help and training available
ARRA and FFR Reporting

• Awards funded by ARRA will appear on your institution’s FFR.

• Reporting expenditures for these awards on the FFR does not fulfill the ARRA specific reporting requirements.

• FederalReporting.gov due date is 10 days after the end of the quarter rather than 30 days for the FFR.

• Expenditures reported on the FFR will be compared to expenditures reported on FederalReporting.gov for variances.
Additional ARRA Information

• Information is available for ARRA funded awards on Research.gov by selecting:

* This information can be used to assist grantees in completing the FederalReporting.gov reports required by the funding act.

• Additional policy guidance can be found at NSF’s ARRA website:
  http://www.nsf.gov/recovery/
Cancelling Funds

• Public Law 101-510 requires that all federal agencies financially close fixed year appropriation accounts and cancel any remaining balances by September 30th of the 5th year after the period of availability.
• All NSF awards funded with FY 05/06 appropriations are due to cancel on 9/30/11.
• These grants may not be extended past 9/30/11 due to an edit built into the FastLane No-Cost Extension system.
• The federal appropriation and not the effective/expiration dates of the award determines when it will cancel.
• Starting in February, GCMS accountants will contact all grantees with awards with cancelling funds.
For More Information

• FastLane Demonstration Site:

  https://www.fldemo.nsf.gov/jsp/homepage/faulogin.jsp

• Award Administration Guide (January 2010):

  http://www.nsf.gov/pubs/policydocs/pappguide/nsf10_1/aag_index.jsp
  – Chapter III: Financial Requirements & Payments
  – Chapter V: Allowability of Costs
GCMS Contact Information

• **Mike Howe** – mhowe@nsf.gov or (703) 292-8285
  USP & Foreign Grantees

• **Dorothy Battle** – dbattle@nsf.gov or (703) 292-4440
  AL, AR, CO, DE, FL, ID, IN, KY, MA, MD, MS, NH, RI, SC, UT, WI, WV and all SBIR Phase II awards

• **Ilene Caruso** – icaruso@nsf.gov or (703) 292-8334
  AK, CA, HI, IA, ND, NM, NY, WA, WY and Fellowship payments

• **Karen Cavanaugh** – kcavanaugh@nsf.gov or (703) 292-2411
  MO, NV, OH, SD, VT

• **Justin Poll** – jpoll@nsf.gov or (703) 292-4663
  IL, KS, LA, ME, MT, NC, NE, OK, OR, VA

• **Denise Robinson** – drobinso@nsf.gov or (703) 292-8293
  AZ, CT, DC, GA, MI, MN, NJ, PA, TN, TX, and all SBIR Phase I awards