



American Recovery and Reinvestment Act
Requesting Changes to Prior Quarter Reports
Utilizing the Automated Data Change Request Tool

May 2011



National Science Foundation Requesting Changes to Prior Quarter Reports

Overview

The Recovery Accountability and Transparency Board (Recovery Board) implemented an Automated Data Change (ADC) tool on April 1, 2011 to enable users of FederalReporting.gov to request changes to prior quarter reports. Quarterly reports submitted during the current reporting quarter can be modified without using the ADC tool during the Continuous Corrections Period. Quarterly reports submitted during the current reporting period will be considered to belong to the “prior quarter” reports, once the Continuous Corrections Period of the current reporting period has ended.

The purpose of this document is to provide National Science Foundation (NSF) American Recovery and Reinvestment Act of 2009 (ARRA) funding recipients with guidance to supplement [Chapter 16](#) of the FederalReporting.gov User Guide.

1) Who can request changes using the ADC tool?

- Prime Recipients
- Awarding Agencies
- Office of Management and Budget (OMB)
- Recovery Board

2) What reports can be changed using the ADC tool?

Change requests can be entered for submitted prior quarter reports. Draft reports and deactivated reports are not eligible for change requests. Current quarter reports can be changed by recipients during the Continuous Correction Period without using the ADC tool.

3) How do Prime Recipients request a change using the ADC tool?

The ADC tool can be utilized to submit the following change requests:

- Deactivate Reports
- Link Reports
- Mark Reports as Final
- Other* – Changes that do not fall into the above-referenced categories

**Changes cannot be processed for the Number of Jobs or Award Type fields.*

The ADC tool is accessible on FederalReporting.gov under the “Quick Links” section. Click “Prime Recipient” and select the prior quarter report. The Prime Recipient Report View page provides the option to select “Request a Change” to initiate the change request.



National Science Foundation Requesting Changes to Prior Quarter Reports

After selecting the “Request a Change” option, select the “Request Type” and enter a “Reason for Change.” Recipients must provide a detailed explanation for the change request, including revised numbers or amounts where applicable.

Requests for changes may be grouped, if multiple changes are required to resolve an issue. Use this function with caution, to prevent unnecessary or incorrect changes from being applied to several reports.

4) What are the different types of “Reason for Change” requests using the ADC tool?

A. Deactivate Reports

Provides prime recipients with the ability to make a prior report inactive. The following are reasons that prime recipients may initiate a change request to deactivate a prior period report include:

- Award is less than \$25K (grants and loans only)
- Award was terminated/transferred/de-obligated with zero funds expended
- Award is not funded by ARRA
- Duplicate prior quarter reports (i.e., two reports exist in the same quarter with the same award number)
- A report was submitted after a previous report that met final report criteria was submitted. Therefore, the subsequent report was not required

B. Link Reports

Allows a prime recipient report submitted in a prior quarter to “link” to a report submitted in consecutive previous reporting cycles. Requests to “link” reports may occur if an award was transferred to a new institution or company, which required de-obligating the initial award and obligation of the secondary award; or if a report could not be copied forward due to a change in the DUNS Number, and/or Award Number. Reports may also need to be linked if a previous quarter report was submitted with an incorrect award type, and a subsequent report was submitted correctly.

C. Mark Reports as Final

Provides prime recipients the ability to mark prior quarter reports that met final report criteria as “final”. This function also enables awards that were terminated or where all ARRA funds were de-obligated and no activity took place during the quarter to be marked as final. For a report to be considered “final,” the Project Status must be "Fully Complete," the Final Report data element must be "Yes," and the Total Federal Amount of ARRA Funds Received and Total Federal 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



National Science Foundation Requesting Changes to Prior Quarter Reports

amendment in the original agreement or if the project finished under budget, the prime recipient must provide an explanation in the Quarterly Activities/Project Description for Prime and Sub-recipients field annotating why the final amount in the Total Federal Amount of ARRA Expenditure field does not equal the amount in the Award Amount field, and confirm that no more funds will be expended by the prime recipient.

D. “Other” Reasons for Change

Prime recipients should utilize the “Other” option when a specific request may be considered a “material omission” and does not fall under the above-referenced change request types. Per OMB, a “material omission” is when a recipient does not enter a value in a key field or when reported data is unclear or overly general that would mislead the public or fail to provide sufficient information to discern the award’s purpose and activities. Change requests should be entered to rectify potential material omissions.

Prime recipients should provide a clear description explaining the reason for change and include revised numbers and/or amounts, when applicable. If the change request is related to an expenditure data field, supporting documentation is required.

5) What is the process for a Prime recipient to request a change using the ADC tool?

- A. Prime recipient submits a change request to a prior quarter report and a Request ID is created
- B. NSF reviews the change request to determine if it is complete and if the specific data field changes are consistent with data field values on record with NSF
 - NSF may contact the prime recipient for additional documentation or to clarify the request at any point throughout the process
- C. NSF determines whether to approve the change request
 - Approval – The change request is approved by NSF and forwarded to the Recovery Board Data Team for review and approval
 - Denial – The request is not approved and notification is sent to the prime recipient. The reason for denial and guidance on how to resubmit a change request, if applicable, will be provided to the prime recipient
- D. The following Recovery Board and OMB Teams must approve each change request prior to processing the change on FederalReporting.gov:
 - Recovery Board Data Team
 - FederalReporting.gov Technical Team
 - Recovery.gov Technical Team
 - Recovery Board Senior Leadership



**National Science Foundation
Requesting Changes to Prior Quarter Reports**

Please direct any ARRA-related ADC tool questions to the NSF ARRA Recipient Reporting Team at NSFARRAReviewer@nsf.gov.

Resources

[FederalReporting.gov](http://www.federalreporting.gov/)

[Research.gov](http://www.research.gov/)

[NSF Recovery Act Recipient Information](http://www.nsf.gov/recovery/recipientinformation/)

<https://www.federalreporting.gov/>

<http://www.research.gov/>

<http://www.nsf.gov/recovery/reporting.jsp>