Research gov How to Prepare and Submit a Single Award Federal Financial Report

Financial users must use Research.gov to submit Federal Financial Reports (FFRs) to the National Science Foundation (NSF). Research.gov's FFR service allows organizations to prepare and submit the government-wide standard financial report to NSF.

Submit an FFR

Step 1: Access Your FFR

You can click on either the Federal Financial Report link found on the left-hand navigation menu or you can click on the Federal Financial Report link found on your desktop's dashboard to access your FFR.





Step 2: Open Your Active FFR

Click on the current quarter end date to access your FFR. The status should be open until the FFR is submitted. This will direct you to the *FFR Single Award* page.

| Research | 1.gov _{pow} | ERING KNOWI | REDGE AND | Search Advanced | | |
|-------------------------------------|----------------------------------|---------------|----------------------------|---|--|--|
| Home Contact Us Site Map Help | | | Welcome Paul Sandoval My | Profile Logout October 05, 2011 | | |
| FEDERAL FINANCIAL REPORT | | | | Print Page Adjust Font Size: <u>A A A</u> | | |
| FFR Attachment | | | | | | |
| FFR | Federal Financial Report History | | | | | |
| Certification | | | | EED Hala | | |
| Advances/Reimbursements | | | | FFR Help | | |
| Awards Purged | Show 25 v per page | | | | | |
| FFR History | chew 25 - per page | | | | | |
| MY DE SKTOP | 55 FFRs found | | | | | |
| Research.gov Services & Tools | Showing Results 1 - 25 | | PAGE 1 of 3 1 2 3 NE | EXT PAGE >> | | |
| Grant Application Status | Quarter Ending | Status | Required | FFR Type | | |
| Federal Financial Report | 06/30/2011 | Open | Required | FFR | | |
| Research Spending & | 03/31/2011 | Posted to NSF | Required | FFR | | |
| Results | 12/31/2010 | Posted to NSF | Required | FFR | | |
| User Management | 09/30/2010 | Posted to NSF | Required | FFR | | |
| Policy Library | 06/30/2010 | Posted to NSF | Required | FFR | | |
| Project Outcomes Report | 03/31/2010 | Posted to NSF | Required | FFR | | |
| NSE FastLane Services | | | | | | |

How to Prepare and Submit a Single Award Federal Financial Report

Step 3: Complete the FFR

esearch.gov

- Enter a Recipient Account Number or Identifying Number (Line 5). (Optional)
- Complete Final Report (Line 6) if this will be the final expenditure amount.
- 3) Enter the new Federal Share of Expenditures (Line 10e).
- If needed, enter adjustments to closed awards via the Enter Adjustments link.
- 5) Click the Enter Program Income link to either enter your income or select the No Program Income to Report checkbox at the bottom of the Program Income Worksheet.
- Reconcile Cash on Hand (Line 10c) to your books.
- Fill out the *Remarks* (Line 12) section if your institution has a positive cash on hand balance.
- 8) Click Save & Continue to proceed to the Complete FFR Certification Page.

| | Federal Agency and Organizational Element to Which Report is Submitted: | | | | National Science Foundation, Division of Financial Management | | |
|--|--|------------------------------------|---|----------|--|------|--|
| Federal Grant or Other Identifying Number Assigned by the Federal Agency: Recipient Organization Name: | | | | | 0531960 PA State System of Higher Education | | |
| | | | | | | | |
| | 1/1 in m 1 1: | Diven Universit | ity Castar | 1000 | Harrisburg | | |
| | (Line 2): | 2986 North S | econd Street | "State | PA | | |
| | (Line 3): | 2000 1101111 0 | econd otreet | *Zio: | 17110 | | |
| | (| | | | | | |
| | DUNS Numbe | e: | | | 10000110000 | | |
| | EIN: | | | | 2122252588 | | |
| | Recipient Acc | count Number or k | fentifying Number: | | 1 | | |
| | Final Report: | | | | | | |
| | Basis of Acc | ounting: | | | Cash Accrual | | |
| | Project/Grant | Period: | | | From: 09/01/2005 To: 09/30/2011 | | |
| | TRANSACTION | ONS: | | | 09/30/2011 | _ | |
| | Federal Ca | sh: | | | | | |
| | Paymen | ng Cash on Hand its Received: | (COH) from previous FFR: | | -\$41,138.10 \$41,137.86 | 4 | |
| | a. Cash Re b. Cash Di | eceipts = Beginnir isbursements | ng COH + Payments Received | | -\$0.24 | | |
| | Adjustr | ents to Financially | Closed Awards = New Federa | 8/ | 50.00 Enter Adjustme | ents | |
| | Current | Federal Share of | Expenditures (Previous | (3) - | | | |
| | c. Cash or | Hand = Cash Re | ceipts - (Cash Disbursements | * | -\$0.24 | | |
| | Adjustn | nents to Financial | ly Closed Awards) | | | | |
| | Federal Exp | enditures and l | Inobligated Balance: | | \$388.457.61 | | |
| > | e. Cumulat | tive Federal Share | Of Expenditures (Cumulative | | \$388,457.61 | | |
| | Federal | share of unliquids | ated obligations <i>(line 10d minus</i> | | | | |
| | g. Total Fe | deral share (sum | of lines 10e and 10f) | | 50.00 | | |
| | Balance | Authorized = Uni | obligated Balance of Federal | | \$0.24 | | |
| | - Cash | on Hand | | | | | |
| | Recipient S | hare: | ined | | | | |
| | j. Recipier | nt share of expen | ditures | | | | |
| | Decorram In | and a second | The de provided (mile (miles)) | | | Ľ | |
| | I. Total Fe | deral Program Inc | ome Earned | | \$0.00 Enter Program | Inco | |
| | m. Program deduction | n income expende on alternative | d in accordance with the | | | | |
| | n. Program alternat | n income expende ive | d in accordance with the addition | on | \$0.00 | | |
| | o. Unexpe | nded program inc | ome (line I minus line m or line | n) | \$0.00 | | |
| | Indirect Exper | nse: | | | | | |
| | a. Type o | f Rate: | O Prov | Istocial | Predetermined Final Fived | | |
| | b. Rate: | | - Prov | -2-01181 | - | | |
| | c. Period | From: | | | | | |
| | d Base | 10: | | | | | |
| | e. Amoun | t Charged: | | | in the second se | | |
| | f. Federa | I Share: | Remarks are required | when | nan | | |
| | g. Totals: | | institution has a positiv | ve Cas | sh on | | |
| | | | Hand Balance (line | e 10c) | | | |
| | Remarks: Include any e | xplanation deeme | ed nece Information rec | quired & | by Federal sponsoring agency in compliance with governing | | |
| | gistation. (8 | usu characters) | | | | | |
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Step 4: Forward the FFR for Certification

- 1) Click Certification on the lefthand navigation menu to open up the Certification screen.
- 2) Select the button Forward for Certification. (outlined in orange) The FFR certifier will now need to verify your submission and submit to NSF.

| FFR Certification Advances/Reimbursements Awards Purged FFR History MY DESKTOP Research.gov Services & Tools Grant Application Status Federal Financial Report Research Spending & Results Policy Library Project Outcomes Report NSF Services Proposal, Awards & Status Financial Functions | FFR Attachment |
|--|-------------------------------|
| Certification Advances/Reimbursements Awards Purged FFR History MY DESKTOP Research.gov Services & Tools Grant Application Status Federal Financial Report Research Spending & Results Policy Library Project Outcomes Report NSF Services Proposal, Awards & Status Financial Functions | FFR |
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| Research Spending & Results Policy Library Project Outcomes Report NSF Services Proposal, Awards & Status Financial Functions | Federal Financial Report |
| Policy Library Project Outcomes Report NSF Services Proposal, Awards & Status Financial Functions | Research Spending & |
| Project Outcomes Report NSF Services Proposal, Awards & Status Financial Functions | Policy Library |
| NSF Services Proposal, Awards & Status Financial Functions | Project Outcomes Report |
| Proposal, Awards & Status Financial Functions | NSF Services |
| Financial Functions | Proposal, Awards & Status |
| | Financial Functions |

Certification

13 CERTIFICATION

I certify:

a. Name of Preparer

e. Preparer's Fax:

Preparer's Email Address c. Preparer's Phone Number:

f. Name of Certifying Official

g. Title of Certifying Official:

i. Date Report Submitted:

Cash Receipts (FFR Line 10a.)

Cash on Hand (FFR Line 10c.)

FFR Certification

Preparer Certification

Review the Certification below and update appropriate form fields as necessary. Cick "Save" at any time and come back to your work later. Cick "Save and Submit to NSF" to submit the complete FFR to NSF. To view the Certification cick "Print DPF". To view the complete FFR cick "Print Full Report to PDF." FFR Help Case Western Reserve University | OH | 0001024000 Quarter Ending : 09/30/2011 | Due Date: 11/13/2011 Print to PDFI T Print Full Report to PDF 13. CERTIFICATION: Cash Receipts (FFR Line 10a.) \$5,585,067.64 Cash Disbursements (FFR Line 10b.) -\$42,192,099.06 Adjustments to Financially Closed Awards (FFR.) \$0.00 Cash on Hand (FFR Line 10c.) \$47,777,166.70 Total Federal Program Income Earned (FFR Line 10n.) \$0.00 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. Date Report Submitted: Cancel Save Fo Review the Certification below and update appropriate form fields as necessary. Citic "Save" at any time and come back to your work later. Citck "Save and Submit to NSF" to submit the complete FFR to NSF To your the Conflication citic, "Print to PC". "To your the conducter FFR citic, "Print Full Report to PDF." FER He ase Western Reserve University | OH | 0001024000 arter Ending : 09/30/2011 | Due Date: 11/13/2011 Print to PDE Print Full Report to PDE The FFR has been forwarded to you in your role as the FFR Certifier by the Preparer for your review, certification, and sub to USE \$5 585 087 84 Cash Disbursements (FFR Line 10b.) -\$42,192,099.06 Print Full Report to Adjustments to Financially Closed Awards (FFR.) \$0.00 PDF \$47,777,166.70 Total Federal Program Income Earned (FFR Line 10n.) \$0.00 That to be used of my knowledge and belief, this report is true in all respects and that all disbursements have been made for the purposes and ond being including cost-sharing requirements as stated in the NSF grant policy manual) of the awards (B) That final closeout diabursements have been reported on all grants that expired prior to the beginning of this reporting quarter except for awards I have identified to be held open with 'unpaid obligations' on the FFR Attachment, and (C) That awards requested to be held open for the payment of 'unpaid obligations' have been reviewed to establish the validity of the 'u obligations' and appropriate measures have been taken to permit the earliest possible payment or deoblgation (D) Under penalties of perjury a willful false certification is a criminal offense, 18 U.S.C. 1001 d. Preparer's Phone Extension: And in case Certifying Official's Email Address

Step 5: Certify Your FFR for Submission to NSF

- 1) The FFR certifier will be notified via email once the FFR preparer submits the report. The FFR certifier will then need to review and approve the submission.
- The FFR certifier must first log in to Research.gov and access the FFR.
- To review the submission, a FFR certifier must click Certification on the left-hand navigation menu (see image above) to open up the Certification screen.
- 4) Certify the data by checking the box next to I Certify, and select the Save and Submit to NSF button.

For further assistance, contact the Research.gov Help Desk at 800.381.1532 or email: rgov@nsf.gov 3

Cancel Save And Submit To NS# Reject