



## Chapter 16—How to Request a Change to a Prior Quarter Report

*Who can request changes?*  
*When can changes be requested?*  
*What reports can be changed?*  
*What types of changes can be requested?*  
*How to request a change*  
*How to group requests*  
*How to check the status of a request*  
*How to evaluate a request (Agencies)*

### Who can request changes?

- **Prime Recipients** –sub recipients may not request changes
- **Awarding Agencies**
- **The Office of Management and Budget**
- **The Recovery Accountability and Transparency Board**

### When can changes be requested?

Requests for changes can be made at any time. Please be advised that reports will not be considered “prior quarter” until the reporting period has ended and the new period has begun. Even after Continuous QA phase has ended and the system is in Quarterly Reports Published phase, it is still considered the current quarter until the next period’s Initial Submission phase has begun.

### What reports can be changed?

Requests for changes can be made only for the following types of reports:

- **Prior Quarter**—current quarter reports can be changed without making a request
- **Active**—deactivated reports cannot be changed
- **Submitted**—reports in “Draft” status may not be changed

### What types of changes can be requested?

You can request the following changes to a report:

- Deactivate
- Mark as Final
- Mark as Not Final
- Link Reports
- Change Business Key
- Modify Project Status
- Update Amounts
- Add to Project Description
- Update Agency Identifiers



## How to Request a Change

- 1) Click “Prime Recipient” under “My Reports” in the Quick Links section in the left-hand sidebar.
- 2) Use the “Calendar Year” and “Quarter” drop-downs to find a previous quarter’s report.
- 3) Click “Prime Award #/Order#” to select report.

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**Current Reporting Phase**  
Initial Submission - Prime and Sub Recipients enter drafts and submit Initial Submission reports.

**Create / Upload ARRA Reports**  
**Create Report**  
**Upload Report**  
**Validate File**

**Quick Links**  
**My Reports**  
• [Prime Recipient](#)  
• [Sub Recipient](#)  
**Administration**  
• [My Account](#)  
• [My Work Queue](#)

**My Reports - Prime Recipient View**

**Search Filters**

Award Type:  Award Number:  DUNS Number:

Calendar Year:  Quarter:  Report Status:

Awarding Agency Code:  CFDA Number:  Govt Contracting Office Code:

**Search** [Search Tips](#)

**Search Results** [Search Results Legend](#)

5 reports found, displaying all reports.

Award Type	Prime Award # / Order #	Prime DUNS #	Status	Award Amount	Sub Count
G	<a href="#">TEST</a>	001042100	S	\$300,000.00	0
G	<a href="#">TEST</a>	001042100	S	\$300,000.00	0
G	<a href="#">UATGrant4</a>	001042100	S	\$10,000.00	0
G	<a href="#">UATGrant4</a>	001042100	S	\$10,000.00	0
L	<a href="#">UATLoan4</a>	001042100	S	\$200,000.00	0

- 4) Click “Request a Change” to change selected report. The Request a Change Page will be displayed.



The screenshot shows the FederalReporting.gov website interface. At the top, there is a navigation bar with links for Home, About, Downloads, FAQ, and Help. Below this, there are three tabs: Prime Recipient, Sub Recipients, and Vendors. The Prime Recipient tab is active. On the left side, there is a user profile for John Smith 1 with a Logoff button and a notification for 53 unread messages. Below that, there is a section for 'Current Reporting Phase' indicating 'Initial Submission'. Further down, there are buttons for 'Create Report', 'Upload Report', and 'Validate File'. A 'Quick Links' section includes links for 'My Reports' (Prime Recipient, Sub Recipient) and 'Administration' (My Account, My Work Queue, My Request Queue, Request FRPIN, Search DUNS #, List of Registered DUNS). At the bottom left, there is a 'Download Templates' section. The main content area is titled 'Prime Recipient Reporting' and contains two buttons: 'Copy Forward' and 'Request a Change'. A blue callout box with an arrow points to the 'Request a Change' button, with the text: 'Click this button to Request a Change to this report'. Below the buttons, there is a 'Prime Recipient Data' section with a 'field information page' link and a note that fields marked with an asterisk (\*) are required. This is followed by a 'Report Information' table:

Award Type	Award Number	Calendar Year / Quarter	Final Report
Grant	UATGrant4	2010 / 4	No

Below the table, there is a note: 'By marking the report as final, you are indicating that the project is complete and no further reports will be filed for this award (per OMB Guidance M10-34)'. This is followed by an 'Award Recipient Information' section with a link for 'More information about these fields'. The information includes:

- \* Recipient DUNS Number: 001042100
- Recipient Account Number: Account1
- \* Recipient Congressional District: 06
- Parent DUNS Number: 001042100
- Recipient Type: 2X.77.95.MF.VN
- Recipient Legal Name: UFP TECHNOLOGIES, INC.
- Recipient DBA Name: MOULDED FIBRE TECHNOLOGY DIV
- Recipient Address 1: 172 E MAIN ST
- Recipient Address 2: (empty)
- Recipient City: GEORGETOWN
- Recipient State: MA
- Recipient ZIP Code + 4: 018332107
- Recipient Country: USA

(If you want to link the current quarter’s report to the previous quarter’s report, click “Copy Forward.”)



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## Current Reporting Phase

**Initial Submission** - Prime and Sub Recipients enter drafts and submit Initial Submission reports.

## Create / Upload ARRA Reports

[Create Report](#)

[Upload Report](#)

[Validate File](#)

## Quick Links

### My Reports

- [Prime Recipient](#)
- [Sub Recipient](#)

### Administration

- [My Account](#)
- [My Work Queue](#)

## Request a Change

Please specify your request for prior quarter data change.

See [tips](#) for submitting an ADC request to change or correct data.

### Report Information

Award Type	Award Number	Prime DUNS Number	Calendar Year / Quarter
Grant	UATGrant4	001042100	2010 / 3

### Request Information

#### \* Request Type

--Click to Change--

--Click to Change--

Deactivate

Mark as Final

Mark as Not Final

Change Business Key

Link Reports

Modify Project Status

Update Amounts

Add to Project Description

Update Agency Identifiers

request, please specify the Group ID below.

[Submit Request](#)

[Cancel](#)

- 5) Select a change Request Type from the Request Type drop-down.
- 6) Input the specific reason for change in the Reason for Change text field.
- 7) Click the “Submit Request” button.



If you select “Link Reports” in the drop-down, the Link/Unlink Reports page will be displayed and you will be asked to select the report you would like to link. Please see Chapter 10 (pages 10-15) of the User Guide for more information on how to link/unlink reports.

Click “Prime Award Number” to select the desired report. The Request a Link Confirmation page will be displayed.

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**Current Reporting Phase**  
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**Create Report**  
**Upload Report**  
**Validate File**

**Quick Links My Reports**  
[Prime Recipient](#)  
[Sub Recipient](#)

**Request a Link Confirmation**

- A(n) January 2011 report currently exists with the same award information as the October 2010 report you are attempting to link to. You may want to request the January 2011 report be deactivated.

**January 2011 Report Information**

Award Type	Award Number	Prime DUNS Number	Calendar Year / Quarter
Grant	UATGrant4	001042100	2010 / 4

**October 2010 Report Information**

Award Type	Award Number	Prime DUNS
Grant	UATGrant4	001042100

**October 2010 Report Information for Prior Link**

Award Type	Award Number	Prime DUNS
Grant	UATGrant4	001042100

**Submit Request** **Back** **Cancel**

Click “Submit Request” to finalize request submission.



If you select “Change Business Key” from the drop-down on the Request a Change page, the Change Business Key page will be displayed and you will be asked to specify the new Award ID or Order Number (if Federally Awarded Contract) for the chosen report.

### Change Business Key

Specify the business key values for the "Change To" report below. The Calendar Year and Calendar Quarter for this report will automatically be populated with the current reporting year and quarter. Note that any comments for this report will be lost in this process.

**Change From**

This business key will be modified to the "Change To" business key entered below.

**Award Number** XYZ123  
**Prime DUNS** 123456789  
**Order Number** 003  
**Award Type** Federally Awarded Contract  
**Calendar Year / Quarter** 2011 / 1

**Change To**

The "Change From" business key above will be modified to this business key.

**Award Number**   
**Prime DUNS** 123456789  
**Order Number**   
**Award Type** Federally Awarded Contract  
**Calendar Year / Quarter** 2011 / 1

Click “Submit Request” to finalize request submission.



If you select “Modify Project Status” from the drop-down on the Request a Change page, the Modify Project Status page will be displayed and you will be asked to specify the new Project Status for the chosen report.

Any existing errors and warnings associated with the Project Status request will appear on screen.

**Errors**

- **If Project Status is "Fully Completed," Total Federal ARRA Infrastructure Expenditure must be less than or equal to Total Federal Amount ARRA Funds Received/Invoiced.**

Please refer to Appendix B of the User Guide for a full list of edit checks in the system.



To change funding amounts select “Update Amounts” from the drop-down on the Request a Change page. On the “Update Amounts” page, you may modify the following fields in the “Change To” boxes:

- Amount of Award
- Total Federal ARRA Funds Received/Invoiced
- Total Federal Amount of ARRA Expenditure (Grants and Loans only)
- Total Federal ARRA Infrastructure Expenditure (Grants and Loans only)
  
- The Infrastructure Purpose and Rationale field is required if Total Federal ARRA Infrastructure Expenditure is greater than \$0.

**NOTE:** You can only update amounts for the last report submitted against a specific award.

### Update Amounts

**Change From**

Amount of Award \$ 2,597,425.00

Total Federal Amount ARRA Funds Received/Invoiced \$ 2,597,425.00

Total Federal Amount of ARRA Expenditure \$ 2,597,425.00

Total Federal ARRA Infrastructure Expenditure \$

Infrastructure Purpose and Rationale --

**Change To**

Amount of Award \$

Total Federal Amount ARRA Funds Received/Invoiced \$

Total Federal Amount of ARRA Expenditure \$

Total Federal ARRA Infrastructure Expenditure \$

Infrastructure Purpose and Rationale --





To add to the description about the project, select “Add to Project Description” from the drop-down on the Request a Change page.

### Add to Project Description

Specify the text to add to the existing project description in the 'Add Text' section below.

**Existing Project Description**  
  
The construction on the fire station is complete. OIG Auditor has visited the City and is currently completing the final audit.

**Add Text**

**Submit Request****Back****Cancel**

Once the ADC request has been processed, an **\*\*ADC APPEND\*\*** marker will appear to separate the original project description from the new text.

**Project Information**

[More information about these fields](#)

<b>* Quarterly Activities/Project Description</b>	<pre>The construction on the fire station is complete. OIG Auditor has visited the City and is currently completing the final audit.**ADC APPEND** The final audit has been completed.</pre>
---	--



To change the Agency Identifiers, select “Update Agency Identifiers” from the drop-down on the Request a Change page. On the Update Agency Identifiers page you can modify the following fields:

- Funding Agency Code
- Awarding Agency Code
- Program Source (TAS) Code
- CFDA Number (Grants and Loans only)
- Govt Contracting Office Code (Federally Awarded Contracts only)

### Update Agency Identifiers

**Change From**

Funding Agency Code 4740  
Awarding Agency Code 7001  
Program Source (TAS) Code 47-4543  
Govt Contracting Office Code SC001

**Change To**

Funding Agency Code

Awarding Agency Code

Program Source (TAS) Code

Govt Contracting Office Code



When your request has been submitted, you will receive an on-screen notification, as well as an email and System Inbox message, as confirmation.

Hello, John Smith 1  
(Recipient User)

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**Request Confirmation**

Your request for change has been submitted. For your reference, your Request ID is 130.

**My Information**    **My Messages**

**Message**

Your request for change has been successfully submitted. You may view the status of this request at any time from the "My Request Queue" page.

**Report Information:**  
**Award Type:** Grant  
**Prime DUNS Number:** 001042100  
**Prime Award Number:** UATGrant4  
**Calendar Year/Quarter:** 2010/4

**Request Information:**  
**Request ID:** 130  
**Request Type:** Link Reports  
**Request Date:** 03/30/2011 08:59 PM  
**Reason for Change:** This is the same award as UATGrant4 from 2010/Q3 but it is linked to the wrong report. Requesting to link to the correct report.



## How to group requests

Under some circumstances, multiple changes may be needed to resolve an issue. The change requests can then be evaluated together to determine the appropriate course of action.

For example:

An award has been reported under two award IDs. If the user requests that the two reports be linked but the first report is already linked to a report with the identical prime key information—i.e., Award Type, DUNS Number, Award ID, and Order Number (if a federally awarded contract), processing the linking request would require breaking the link already in place and result in a duplicate report. In this case, the user will receive a warning message that the additional report created by this action may need to be deactivated. If the user chooses to deactivate the report, he/she may want to combine that request with the original request to link reports.

NOTE: If you are deactivating an award that has been reported on over multiple quarters—for example a non-ARRA award-- you must deactivate each quarter's report. However, these requests may be grouped together.

To group change requests, the same user that initiated the first request to be grouped must submit the change requests for the entire grouping. The functionality to group requests will be made available only after the first request has been initiated.



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Initial Submission - Prime and Sub Recipients enter drafts and submit Initial Submission reports.

**Create / Upload ARRA Reports**  
**Create Report**  
**Upload Report**  
**Validate File**

**Quick Links**  
**My Reports**  
• [Prime Recipient](#)  
• [Sub Recipient](#)  
**Administration**

**Request a Change**  
Please specify your request for prior quarter data change.

Report Information			
Award Type	Award Number	Prime DUNS Number	Calendar Year / Quarter
Grant	UATGrant4	001042100	2010 / 3

**Request Information**  
\* Request Type  
Deactivate

If this request is part of an associated request, please specify the Group ID below.

**Group with Request ID**  
128 - D - TEST  
130 - L - UATGrant4

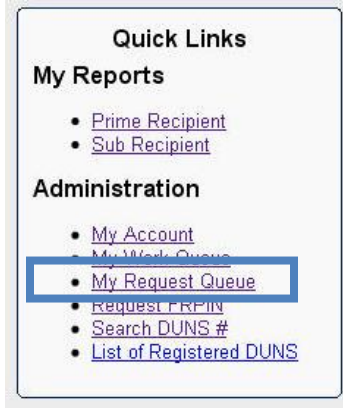
**Submit Request** **Cancel**

- 1) Select the request from the Group with Request ID drop-down menu.
- 2) Click on “Submit Request” and the two requests will be systematically associated with one another.



## How to Check the Status of a Request

You may check the status of your change request from the My Request Queue.



- 1) Click “My Request Queue” under Administration in the Quick Links section in the left-hand sidebar to display My Request Queue page.

**My Request Queue**

Hello, John Smith 1 (Recipient User)  
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**Current Reporting Phase**  
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**Create / Upload ARRA Reports**

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- [My Work Queue](#)
- [My Request Queue](#)
- [Request FRPIN](#)
- [Search DUNS #](#)
- [List of Registered DUNS](#)

**Search Filters**

Request ID:  Group ID:  Request Type:

Request Status:  Assigned To:

**Search** [Search Tips](#)

**My Requests** [Search Results Legend](#)

2 results found Page 1 of 1 Results per page: 20

Req ID	Award Number	Req Type	Assigned To	Req Status	Grp ID
<a href="#">130</a>	<a href="#">UATGrant4</a>	L	Agency	Pending	
<a href="#">128</a>	<a href="#">TEST</a>	D	Agency	Pending	128



- 2) Use the search criteria to filter your results.
- 3) Click “Search” to see results.

The following identifies a change request status:

- **Pending** – Request is pending approval. The Assigned To field will indicate whether the request is waiting action by the Agency or by the Recovery.gov/FederalReporting.gov technical teams.
- **Approved** – Request has been approved and is awaiting processing.
- **Denied** – Request has been denied. In order to resubmit the request change, you must begin the change request process again. You cannot go back into the original change request.
- **Exception** –An exception has occurred. Change could not be processed.
- **Processed** – Change has been processed in FederalReporting.gov.
- **Published** – Change has been published on Recovery.gov.

NOTE: When a change request status changes, you will receive an email and a FederalReporting.gov user inbox message. An example of a message indicating a change request has been denied is below:

**Message**

The following request for change has been denied by Agency User from Department of the Air Force. We are unable to process this change request.

**Report Information:**  
Award Type: Grant  
Prime DUNS Number: 001042100  
Prime Award Number: UATGrant4  
Calendar Year/Quarter: 2010/4

**Request Information:**  
Request ID: 130  
Request Type: Link Reports  
Request Date: 03/30/2011 08:59 PM  
Reason for Change: This is the same award as UATGrant4 from 2010/Q3 but it is linked to the wrong report. Requesting to link to the correct report.  
Reason for Denial: This award is not a 1512/ARRA award. Please request deactivation.

Delete Back



### *How to view details of a change request*

- 1) Select a change request from My Request Queue page.
- 2) Click the number in the “Request ID” column to display the Request Details page.

**My Requests** [Search Results Legend](#)

2 results found Page 1 of 1 Results per page: 20

<a href="#">Req ID</a>	Award Number	<a href="#">Reg Type</a>	<a href="#">Assigned To</a>	<a href="#">Req Status</a>	<a href="#">Grp ID</a>
<b>130</b>	<a href="#">UATGrant4</a>	L	Agency	Pending	
<a href="#">128</a>	<a href="#">TEST</a>	D	Agency	Pending	128

The Request Details page lists the request, the requester, and link/warning information if applicable.





Hello, John Smith 1  
(Recipient User)

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**Current Reporting Phase**  
Initial Submission - Prime and Sub Recipients enter drafts and submit Initial Submission reports.

**Create / Upload ARRA Reports**

**Create Report**

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**Quick Links**

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- [My Request Queue](#)
- [Request FRPIN](#)
- [Search DUNS #](#)
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**LIVE HELP**  
Click Here To Chat  
**Send**

**Request Details**

[View or Add Request Comments](#)  
[View Audit Trail](#)

**Back**

**Report Information**

Award Number	Award Type	Award Amount	Agency Code/ Agency Name
<a href="#">UATGrant4</a>	Grant	\$10000.00	5700 / Department of the Air Force

Prime DUNS	Calendar Year / Quarter
001042100	2010/4

**Link - Report Information**

Warnings - Link Reports

- A(n) October 2010 report currently exists with the same award information as the October 2010 report you are attempting to link from. You may want to request the October 2010 report be deactivated.**

Award Number	Award Type	Award Amount	Agency Code/ Agency Name
<a href="#">UATGrant4</a>	Grant	\$10000.00	5700 / Department of the Air Force

Prime DUNS	Calendar Year / Quarter
001042100	2010/3

**Requester Information**

First Name	Last Name	Email
John	Smith 1	arrarecipient1@yahoo.com

Phone	DUNS Number	Date Requested
111-222-3344	001042100	03/30/2011 8:59 PM

**Request Information**

Request ID	Request Type	Assigned To
130	Link Reports	Agency

Date Assigned	Request Status
03/30/2011 8:59 PM	Denied

**Reason For Change**  
This is the same award as UATGrant4 from 2010/Q3 but it is linked to the wrong report. Requesting to link to the correct report.

**Back**

To select another request, use the back button to return to the My Request Queue page.



### *How to view the audit trail*

Every action taken on your change request will be displayed in the audit trail, including a timestamp and user information.

- 1) Click “View Audit Trail” from the Request Details page to track the workflow of your request.

**Request Details**

[View or Add Request Comments](#) [View Audit Trail](#)

**Back**

**Report Information**

Award Number	Award Type	Award Amount	Agency Code/ Agency Name
<a href="#">UATGrant4</a>	Grant	\$10000.00	5700 / Department of the Air Force
Prime DUNS	Calendar Year / Quarter		
001042100	2010/4		

**View Audit Trail**

**Close Audit Trail Window**

**Request Information**

Request ID	Request Type	Assigned To	Date Assigned	Request Status
130	Link Reports	Agency	03/30/2011 8:59 PM	Pending

**Audit Trial Information**

1 results found    Page 1 of 1    Results per page: 20

User ID	First Name	Last Name	User Action	Action Time Stamp
arrarecipient1@yahoo.com	John	Smith 1	Submit Request	03/30/2011 08:59 PM

**Close Audit Trail Window**

- 2) Click “Close Audit Trail Window” to return to the Request Details page.



### *How to make or view comments*

In some instances, the contact at your Federal Agency may need to ask you some questions about your request. If you wish to respond, enter your comments on the View Request Comments page.

- 1) Click “View or Add Request Comments” on the Request Details page.

The screenshot shows a web interface titled "Request Details". At the top right, there is a button labeled "View or Add Request Comments" with a speech bubble icon. Below it is a link "View Audit Trail" with a plus icon. On the left side, there is a "Back" button. The main content area is titled "Report Information" and contains a table with the following data:

Award Number	Award Type	Award Amount	Agency Code/ Agency Name
<a href="#">UATGrant4</a>	Grant	\$10000.00	5700 / Department of the Air Force
Prime DUNS	Calendar Year / Quarter		
001042100	2010/4		



**View Request Comments**

Close Comments Window

**Request Information**

Request ID	Request Type	Assigned To	Date Assigned	Request Status
130	Link Reports	Agency	03/30/2011 8:59 PM	Pending

**View Request Comments**

- Please provide more information about this request to link reports.  
Agency User-Mar 30, 2011 9:14:30 PM- -To: John Smith 1

**Add New Comment**

Send Comment To:

Requester-John Smith 1  
Requester-John Smith 1  
Agency  
OMB  
RATB Data Team

Submit

Close Comments Window

- 2) If you choose not to make a comment, click “Close Comments Window” to return to the Request Details page.
- 3) If you do choose to make a comment, select a user to whom you wish to send the comment from the "Send Comment To" drop-down. All users with access to the change request will be able to see every comment.
- 4) Input comment.
- 5) Click “Submit.”



At the conclusion of the entire change request process, you will receive email and System Inbox notification when the approved change request was Processed/Published.

**My Information** | **My Messages**

**Message**

The following request for change has been processed in FederalReporting.gov and published on Recovery.gov.

**Report Information:**  
Award Type: Grant  
Prime DUNS Number: 001042100  
Prime Award Number: UATGrant4  
Calendar Year/Quarter: 2010/4

**Request Information:**  
Request ID: 130  
Request Type: Link Reports  
Request Date: 03/30/2011 08:59 PM  
Reason for Change: This is the same award as UATGrant4 from 2010/Q3 but it is linked to the wrong report. Requesting to link to the correct report.

Delete Back



## How to evaluate a request (Agencies)

Upon receiving notification that there are requests to be approved, evaluators can go to the Request Details page to approve or deny the change request.

- 1) Click “My Request Queue” under Administration in the Quick Links on the left-hand sidebar.
- 2) Select Request ID from the Request Queue page as described in How to review requests and request details.

Since you are an evaluator, the Request Details page will be displayed with the Reason for Change text box and with “Approve/Deny Request.” These options will only be available when the request is in your queue awaiting approval or denial. If the request is in another group’s queue, the option to approve or deny will be disabled.

- 3) If you do not wish to approve/deny, click the back button to return to the My Request Queue page
- 4) Click “Approve Request” to approve without further action.
- 5) Or, click “Deny Request” to submit denial. If you deny request, you must input an explanation the Reason for Denial text box.



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(Recipient User)

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**Logoff**

### Request Details

[View or Add Request Comments](#)  
[View Audit Trail](#)

**Back**

**Report Information**

Award Number	Award Type	Award Amount	Agency Code/ Agency Name
<a href="#">UATGrant4</a>	Grant	\$10000.00	5700 / Department of the Air Force
<b>Prime DUNS</b>	<b>Calendar Year / Quarter</b>		
001042100	2010/4		

**Link - Report Information**

Warnings - Link Reports

- A(n) October 2010 report currently exists with the same award information as the October 2010 report you are attempting to link from. You may want to request the October 2010 report be deactivated.

Award Number	Award Type	Award Amount	Agency Code/ Agency Name
<a href="#">UATGrant4</a>	Grant	\$10000.00	5700 / Department of the Air Force
<b>Prime DUNS</b>	<b>Calendar Year / Quarter</b>		
001042100	2010/3		

**Requester Information**

First Name	Last Name	Email
John	Smith 1	arrarecipient1@yahoo.com
<b>Phone</b>	<b>DUNS Number</b>	<b>Date Requested</b>
111-222-3344	001042100	03/30/2011 8:59 PM

**Request Information**

Request ID	Request Type	Assigned To
130	Link Reports	Agency
<b>Date Assigned</b>	<b>Request Status</b>	
03/30/2011 8:59 PM	Denied	

**Reason For Change**  
This is the same award as UATGrant4 from 2010/Q3 but it is linked to the wrong report. Requesting to link to the correct report.

**Reason for Denial**

**Approve Request**

**Deny Request**

**Back**

**Current Reporting Phase**

Initial Submission - Prime and Sub Recipients enter drafts and submit Initial Submission reports.

**Create / Upload ARRA Reports**

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**LIVE HELP**

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As an Agency Reviewer, you may opt in or out of administering change requests. To view your current settings, please visit My Account (link located under the Administration section of the Quick Links menu).

The screenshot shows the 'My Account' page with two tabs: 'My Information' and 'My Messages'. The 'Personal Information' section is highlighted with a red box and contains the following details:

- First Name** Joe
- Last Name** Agency
- Email** agencyuserarra1@agency.gov
- Phone Number** 111-222-3333

The 'Organization Information' section is also highlighted with a red box and contains the following details:

- I represent an/a** Federal Agency
- Federal Agency** 68 - Environmental Protection Agency
- Administer Change Requests** Yes

At the bottom of the form, there are two buttons: 'Edit Information' and 'Deactivate Account'.

To change your settings, click “Edit Information.” Use the radio buttons to select your preference for administering change requests.

This close-up screenshot shows the 'Organization Information' section with a red box highlighting the 'Administer Change Requests \*' field. The field contains two radio buttons: 'Yes' (which is selected) and 'No'.

Below the field are two buttons: 'Submit' and 'Cancel'.

Please be advised that if you opt-out, you will no longer see the “My Request Queue” link in your Quick Links menu. You will not be able to view, approve, or deny requests, and you will not receive any e-mails or inbox notifications pertaining to data changes. If you opt-out of this functionality, you may opt in at any time by changing your settings in My Account.