Form REE-FSR is only for use when reporting on incoming (soft) funds. You may need additional information to complete certain items correctly, or to decide whether a specific item, block, or column is applicable to the award/agreement. Note that the form has “Tooltips”. By holding your cursor over the box the tooltip will be revealed.

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| **Block #** | **Block Name** | **Description** |
| 1 | Organization to Which Report is Submitted | Type funding organization name (i.e. Who provided the funds to ARS?) |
| 2 | Award or Identifying No. | Insert the Award/PO number of the funding organization (you will need to refer to the incoming agreement). |
| 3 | Award Title | Type the award title recognized by funding organization. |
| 4 | Recipient Agency (Name and complete address including Zip code) | Type complete information (i.e. Agency name and Area address of the specified DUNS number) for the Area which received the funds. |
| 5a | Agency DUNS | Insert the Data Universal Numbering System (DUNS) number for your Area (each ARS Area has its own DUNS number). |
| 5b | TIN | This is the USDA Tax Identification Number, which is not modifiable. |
| 6 | Agency Agreement No. | Provide the Agency assigned agreement number. |
| 7 | Report Type | Check the appropriate box to specify the reporting frequency. Use “Other” to specify a different reporting cycle than the check box options, or simply type “per agreement.” |
| 8 | Project/Award Period | Insert the start and end dates of the award/agreement. |
| 9 | Reporting Period End Date | Insert the end date of this reporting period. |
| 10 | Transactions | The form is formatted to populate totals. |
|  | Approved Budget | Type the total approved budget from the agreement document. Total Direct Costs automatically populate, as well as Award Total.**Agency paid salary/wage/fringe** - BOC 6000 (never BOC 1000)**Equipment** (Non-expendable) - BOC 3100**Materials & Supplies** (consumables) - BOC 2600**Travel** expenses - BOC 2100**Subawards** (other agreements) – BOC 2500 or BOC 2554**Other Direct Costs** (i.e., transportation of things, rent, communications, utilities, printing/reproduction) – BOC 2353, BOC 2300**Blank space** - add an item description if there are direct costs not included in any of the above cost categories**Indirect Costs** – total amount approved by funding organization and in approved budget |
|  | Current Expenditures | Insert current expenditures by BOC for the specified reporting period in this column. NOTE: numbers must be entered as negatives (use the minus “-“sign). |
|  | Cumulative Expenditures | Insert year-to-date expenditures by BOC in this column.NOTE: numbers must be entered as negatives (use the minus “-“sign).  |
|  | Unobligated Balance | The form automatically calculates the entire column. |
| 11 | Remarks | Add any explanations deemed necessary or information required by funding organization as set forth in the award/agreement.Examples of “other” information: Matching Funds; Program Income. |
| 12 | Certification | The Authorized Certifying Official signs/dates and provides contact information. This is generally the AO (the person responsible for oversight of the finances for the agreement.)  |
|  | Signature of Authorized Certifying Official | Type full name and title of person signing the form below the signature line. |
|  | Date | Type the date of the signature. |
|  | Contact Phone NumberContact E-mail Address | This is the person who can answer questions about the information presented on the submitted report. |
|  | Date report submitted | Type the date the report is sent/submitted to the funding organization. |
| 13 | Agency use only | Customer code is the FMMI customer code #; list each accounting code; type the ARS Lead PI name (ADODR); collected dollar amount is funds reimbursed by funding entity, as of the date of the REE-FSR, and type in any amount that is past due. |