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National Institutes of Health
Office of Extramural Research

Federal Financial Report (FFR) Expenditure Data User Guide

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DOCUMENT HISTORY

Date	eRA Commons System Version	Doc Version	Description of Change	Author
12/27/10	2.28.0.0	1.0.0	Initial release	eRA Communications
04/25/14	3.12.0.7	1.1.0	Reformatted	eRA Communications
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8/27/2015	3.21.0.0	2.0.0	Re-written to reflect the 2015 redesign of the FFR module.	eRA Communications
10/6/2015	3.21.0.0	2.0.1	Corrected Final FFR submission dates in section 1.2.	eRA Communications

The most current version of this document will be available on the eRA website: http://era.nih.gov.

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1 Introduction to the FFR Module

1.1 What is FFR?

NIH has transitioned from the use of Financial Status Reports (FSRs) to Federal Financial Reports (FFRs) items 10.d. – 13.e. for the reporting of expenditure data. See guide notice NOT-OD-11-017 (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-017.html).

A Federal Financial Report (FFR) is a statement of expenditures associated with a grant. Recipients of federal funds are required to report the status of funds for grants or assistance agreements to the sponsor of the grant using the Federal Financial Report expenditure data. The FFR module allows grantees to electronically submit a statement of expenditures associated with their grant to the sponsor of the grant via the electronic Research Administration (eRA) Commons (Commons).

1.2 Report Submission Due Dates

The FFR is prepared and submitted by Grant and Contract Accounting (GCA) on behalf of the Principal Investigator (PI). The schedule for submitting required financial reports is generally specified in the award documents of a grant or contract. See NIH FFR Supplemental instructions. Different due dates exist for FFRs depending on whether the report is an annual report or the final report.

Annual Federal Financial Report

For awards requiring annual submission of an FFR, the report must be submitted each budget period within 90 days of the calendar quarter in which the budget period ended. The reporting period for the annual FFR is the budget period for the award. The actual submission date is based on the calendar quarter (6/30, 9/30, 12/31, and 3/31).

Final Federal Financial Report

For awards requiring a final FFR, the due date and status for a final FFR are based on the Project Period End Date (PPED) as follows:

- *Pending*: If the FFR is not submitted and it is within 120 days of the PPED
- *Due*: If the FFR is not submitted and it is between the PPED and 120 days past the PPED
- *Late*: If the FFR is not submitted and it is over 120 days past the PPED

1.3 FSR Role in Commons

An extramural institution user who has the authority to view, enter, and submit an FFR on behalf of his entire organization must hold the *FSR* role in eRA Commons to access the FFR module. A institution's Signing Official (SO) or Account Administrator can add this role to a user's account.

Depending on the institution's workflow process, it is possible for the Signing Official (SO) or Business Official/Administrative Official (BO/AO) to have FSR person responsibilities. As such, these two authorities may be combined on the same account.

NOTE: An account with only the *FSR* role assigned can only perform tasks associated with FFRs; however, an account can include multiple roles, including that of *FSR*.

1.4 Features of FFR

If you have the *FSR* role in Commons, you can use the FFR module to perform multiple tasks. Available options vary depending on the status of the FFR associated with the award.

- Search for grant awards within your organization having associated FFRs
- Create a new FFR
- Edit a work in progress FFR
- View an FFR as a PDF
- Submit an FFR
- Correct a submitted FFR
- View the submission history of an FFR

NOTE: NIH requires all financial expenditure data to be submitted via eRA Commons. This includes all initial FFRs being prepared for submission and any revised FFRs being submitted or re-submitted to NIH.

IMPORTANT: With the transition of expenditure data reporting from Financial Status Reports (FSRs) to FFRs, it is possible that you may need to revise a previously submitted FSR. In this case, the revised report should also be submitted using the FSR format. eRA Commons will automatically select the correct form for you.

Uninitiated FSRs or FSRs in a *Work in Progress* status are no longer available. For these FSRs, eRA will reject the old report and institutions must create a new report using the FFR format. If you have questions on the version of the report being used or if you can no longer find your in progress report, please contact the eRA Service Desk.

The Commons Online Help contains detailed information on the FFR module. You can access the FFR topics by selecting any of the help icons ('?') on the FFR screens or by directly entering the following URL into your browser: http://era.nih.gov/erahelp/commons/#Commons/FFR/ffr_intro.htm.

1.5 Accessing FFR

The FFR module is housed within Commons. If you hold the *FSR* Commons role, you have access to FFR.

1. Navigate to Commons on the internet at https://commons.era.nih.gov/commons/.
2. Log into Commons using your User Name and Password.
3. Select the **FFR** tab from the Commons menu tabs.

2 Search for FFRs

2.1 About the FFR Search Screen

Use the *Search for Federal Financial Report (FFR)* screen to search for grant awards within your organization having associated FFRs.

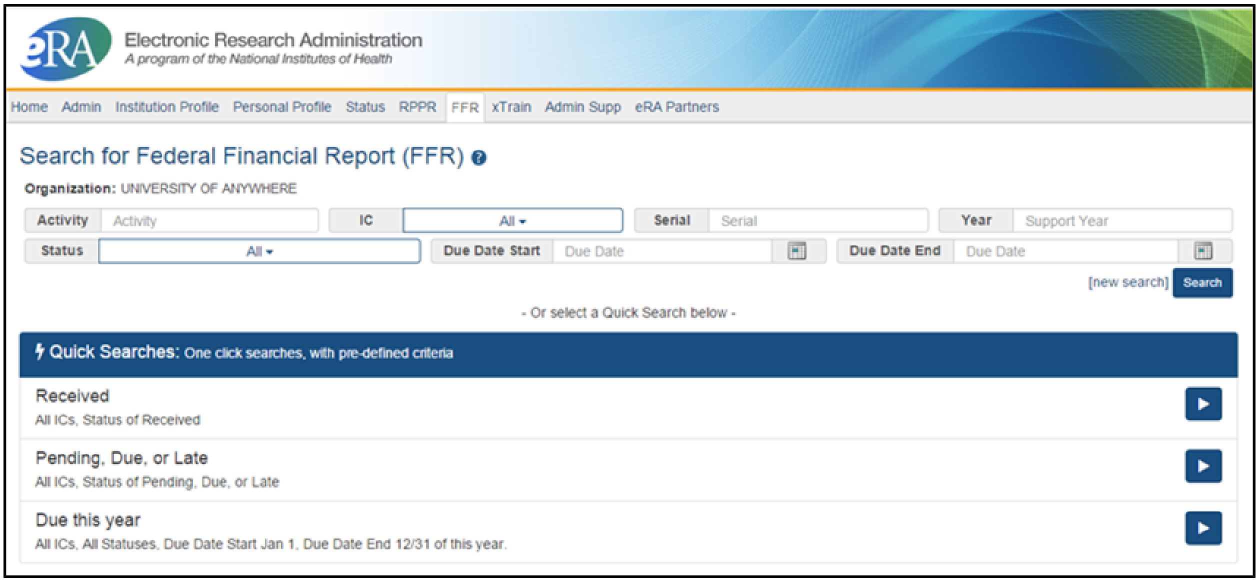


Figure 1: Search for Federal Financial Report (FFR) Screen

You can perform a search by entering one or more of the parameter fields or by using one of the pre-defined quick searches. Assuming that the entered parameters are valid and the system finds matching records, the results of your search will appear in the hit list.

Refer to the sections below for additional information on query parameters, quick searches, and search results.

2.2 Perform a Search

Follow the steps below to manually enter search parameters or to use a quick search.

IMPORTANT: When performing a manual search, it is recommended that you enter as many parameters as possible to perform a more narrow and specific search. Too broad of a search could result in a very large set of records returned by the FFR module, which may not only cumbersome to you, but could also slow down the FFR response time.

2.2.1 Using Parameters

To search for records using manually entered parameters:

1. Enter the appropriate parameter(s) for your search.

   The following parameters are available:

   - **Activity**
   - **IC**

     Defaults to *All*, which will search all ICs. To narrow the search by specific IC(s), use the drop-down to display a list of ICs for selection. Use the scroll bar on the right side of the box to view additional ICs.

     For your convenience, a search bar is included in the drop-down. Entering a specific IC will display only that IC. Entering a single letter will display all ICs that have the letter in their abbreviation (e.g., C will return BC, CA, CC, etc.).

     Select the checkbox(es) of the IC(s) you wish to include in the search. Close the box by clicking anywhere on the search screen.

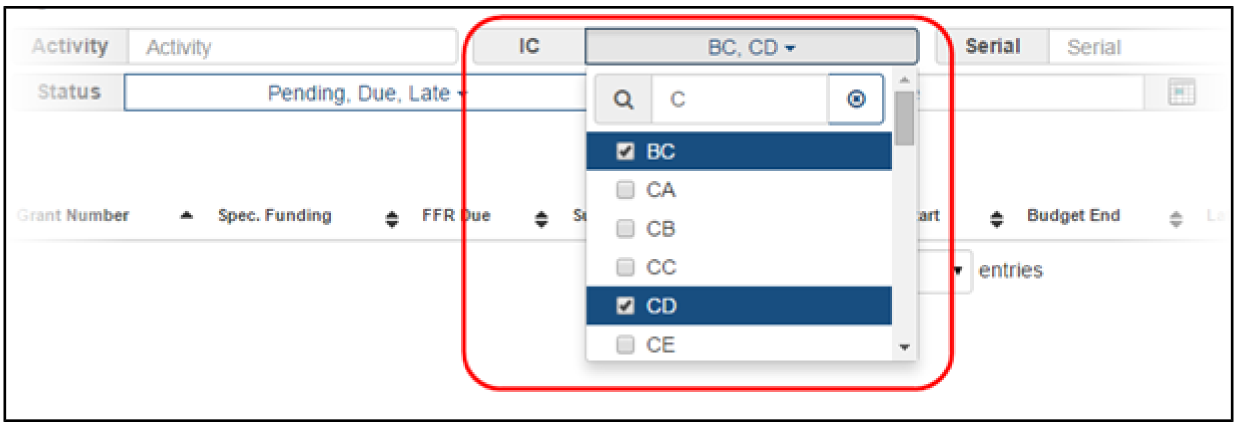


Figure 2: Searching for Specific ICs

Tip: Hover your mouse over the IC field to show all currently selected ICs.

   - **Serial**
   - **Year**

     Year of the grant.

   - **Status**

     Defaults to *All*, which will search for FFRs in all statuses.

To narrow the search to specific status(es), use the drop-down to display a list of status values and select the status(es) you wish to include in the search by marking or unmarking the appropriate checkbox.

You may search for any combination of the following:

- Pending
- Due
- Late
- Received
- In Review
- Accepted
- Rejected
- Revision Pending

- **Due Date Start**

  Will return records with a due date of the entered date or later. Enter a date directly into the field or select a date using the calendar tool.

- **Due Date End**

  Will return records with a due date of the entered date or earlier. Enter a date directly into the field or select a date using the calendar tool.

2. Select the **Search** button.

   Assuming that the entered parameters are valid and the system finds matching records, the results of the search will appear in the hit list on the same screen. Refer to the section below titled *Results* for additional information on search results.

3. Select the **[new search]** link to clear the results and perform a new query, as necessary.

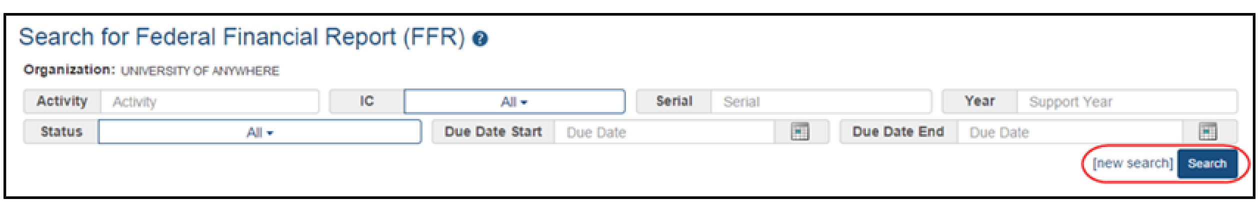


Figure 3: Performing a Manual Search

2.2.2 Using a Quick Search

Quick searches are one-click, pre-defined searches providing a convenient method of retrieving commonly entered criteria. To run a quick search:

1. Select the corresponding button of the appropriate quick search.

   Received

   Searches for and returns any records for FFRs in a status of *Received*, for all ICs.

   Pending, Due, or Late

   Searches for and returns any records for FFRs in a status of *Pending*, *Due*, and *Late*, , for all ICs.

   Due this year

   Searches for and returns any records for FFRs in a status of *Received* with a start date of January 1 of the current year and an end date of December 31 of the current year.

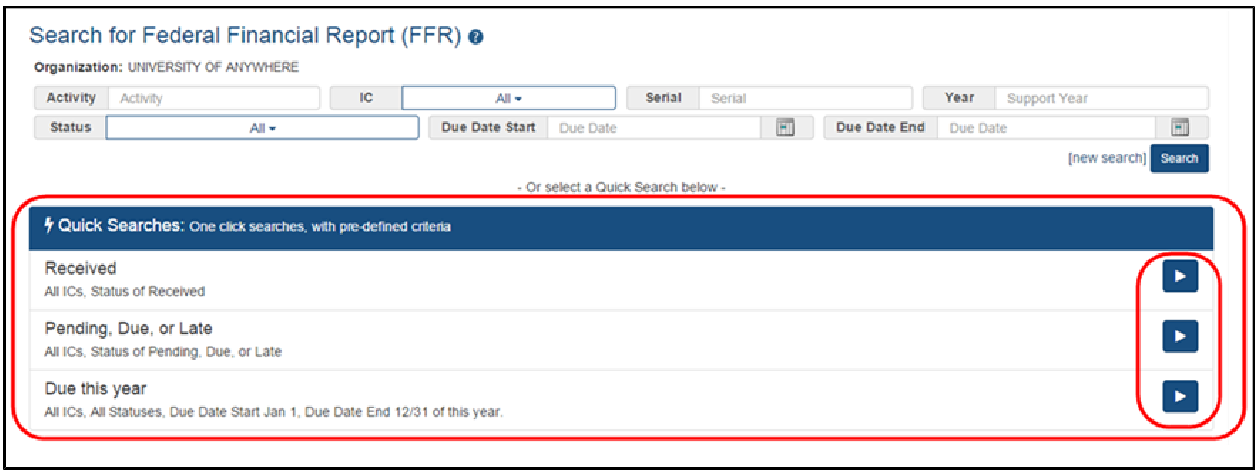
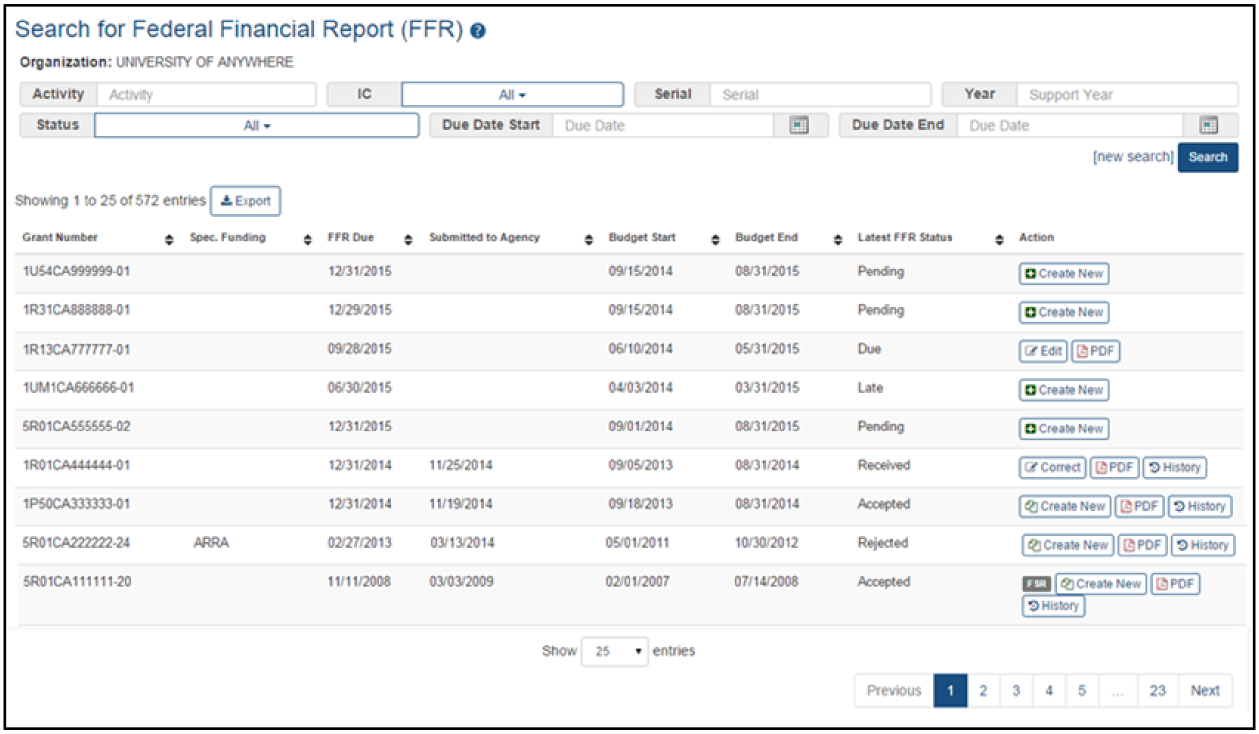
   

   Figure 4: FFR Quick Searches

2. Review the results in the hit list. Refer to the section below for additional information on search results.
3. Select the **[new search]** link to clear the results and perform a new query, as necessary.

2.3 Results

When a manual or quick search is performed, FFR retrieves all matching awarded grants (except Fellowships) and sorts the resulting record set 25 records at a time by default in a hit list. To change the number of displayed records, choose an option from the **Show <x> entries** drop-down box at the bottom of the screen.



Grant Number	Spec. Funding	FFR Due	Submitted to Agency	Budget Start	Budget End	Latest FFR Status	Action
1U54CA999999-01		12/31/2015		09/15/2014	08/31/2015	Pending	Create New
1R31CA888888-01		12/29/2015		09/15/2014	08/31/2015	Pending	Create New
1R13CA777777-01		09/28/2015		06/10/2014	05/31/2015	Due	Edit PDF
1UM1CA666666-01		06/30/2015		04/03/2014	03/31/2015	Late	Create New
5R01CA555555-02		12/31/2015		09/01/2014	08/31/2015	Pending	Create New
1R01CA444444-01		12/31/2014	11/25/2014	09/05/2013	08/31/2014	Received	Correct PDF History
1P50CA333333-01		12/31/2014	11/19/2014	09/18/2013	08/31/2014	Accepted	Create New PDF History
5R01CA222222-24	ARRA	02/27/2013	03/13/2014	05/01/2011	10/30/2012	Rejected	Create New PDF History
5R01CA111111-20		11/11/2008	03/03/2009	02/01/2007	07/14/2008	Accepted	FSR Create New PDF History

Figure 5: Sample FFR Search Results

Use the pagination links at the bottom of the screen to navigate through the remaining of records. Select the header of any column (other than **Action**) to re-sort the displayed records.

The hit list includes the following information:

- **Grant Number**
- **Spec. Funding**: Special funding indicator of *ARRA*, *Sandy*, or <blank> as appropriate
- **FFR Due**: The date when FFR status will change from *Due* to *Late*
- **Submitted to Agency**: The date on which the FFR was received by Agency, otherwise this column is blank
- **Budget Start Date**: The budget period start date of grant
- **Budget End Date**: The budget period end date of grant
- **Latest FFR Status**
- **Doc No.**: Document number assigned for the segment to which the grant belongs
- **FY**: Fiscal Year when the grant was awarded
- **Action**: Displays all actions that can currently be performed against the FFR record. These options vary depending on the status of the FFR. Refer to the section below titled *Actions* for more information.

Tip: Use the **Export** button at the top of the hit list to view the FFR search results in an Excel spreadsheet. Excel will open in a separate window.

2.4 Actions

The options available for your FFR vary depending on the status of the FFR.

2.4.1 Create New

Use the **Create New** button to initiate and submit a due, late, or pending FFR or to submit a revised FFR after submission to Agency. The **Create New** link is available for non-WIP FFRs in a status of *Pending* or *Due* or FFRs in a status of *Late*, *Accepted*, or *Rejected*.

1. Select the **Create New** button in the **Action** column for the appropriate record in the search results.
2. Complete the fields in the displayed FFR long form.
3. Select the **Save** button to save the FFR in progress.

   –OR–

   Select the **Submit** button to submit the completed FFR to Agency.

Refer to the topic titled *Federal Financial Report (FFR) Long Form* on Page 11 for additional information about completing the form. You also can find detailed steps for submitting the form within that topic.

2.4.2 Correct

Use the **Correct** button to make corrections to an FFR submitted to Agency. The link is available for FFRs in a status of *Received* as long as Agency staff have not started processing the record.

1. Select the **Correct** button in the **Action** column for the appropriate record in the search results.
2. Complete the fields in the displayed FFR long form.
3. Select the **Save** button to save the FFR in progress.

   –OR–

   Select the **Submit** button to submit the completed FFR to Agency.

Refer to the topic titled *Federal Financial Report (FFR) Long Form* on Page 11 for additional information about completing the form. You also can find detailed steps for submitting the form within that topic.

2.4.3 PDF

Select the **PDF** button to open a read-only PDF version of the report. This link is available for FFRs in a status of *Received*, *In Review*, *Accepted*, *Rejected*, and *Revision Pending*.

2.4.4 Edit

Use the **Edit** button to continue working on an FFR in progress. The FFR long form displays as it was last saved. The link is available for FFRs already in progress with a status of *Pending*, *Due*, *Late*, and *Revision Pending*.

1. Select the **Edit** button in the **Action** column for the appropriate record in the search results.

   The displayed FFR long form includes all data since the form was last saved.

2. Complete the fields in the FFR long form.
3. Select the **Save** button to save the FFR in progress.

   –OR–

   Select the **Submit** button to submit the completed FFR to Agency.

Refer to the topic titled *Federal Financial Report (FFR) Long Form* on Page 11 for additional information about completing the form. You also can find detailed steps for submitting the form within that topic.

2.4.5 History

Select the **History** button to display a brief history of the FFR since initiation. The history displays beneath the FFR record. History of the FFR includes:

- Date received by agency (if applicable)
- Name of the institution user who created the FFR
- Name of the Agency staff member who processed the FFR (if applicable, otherwise *N/A*)
- Status of FFR
- PDF button for viewing the PDF

Figure 6: FFR History

3 Federal Financial Report (FFR) Long Form

3.1 Complete the Long Form

The *Federal Financial Report* screen displays an electronic version of the FFR long form.

1. Complete the fields (see descriptions below for guidance).
2. Select the **Submit** button to submit the FFR to the sponsoring Agency.

Tip: You can save the form without submitting it by using the **Save** button. This allows you to start the form and complete it later.

IMPORTANT: With the transition of expenditure data reporting from Financial Status Reports (FSRs) to FFRs, it is possible that you may need to revise a previously submitted FSR. In this case, the revised report should also be submitted using the FSR format. eRA Commons will automatically select the correct form for you.

Uninitiated FSRs or FSRs in a *Work in Progress* status are no longer available. For these FSRs, eRA will reject the old report and institutions must create a new report using the FFR format. If you have questions on the version of the report being used or if you can no longer find your in progress report, please contact the eRA Service Desk.

Unexpended Balance from Prior Project Period

Enter the unexpended amount from the previous project period.

Line 1. Federal Agency and Organizational Element to Which Report is Submitted

Displays the name of the Federal Agency associated with the grant. This information is pre-populated from the grant information and cannot be edited.

Line 2. Federal Grant or Other Identifying Number

Displays the grant number assigned to the award by the Federal agency. This field is pre-populated and cannot be edited.

Line 3. Recipient Organization

Displays the name and complete address of the recipient organization. This field is pre-populated and cannot be edited.

Line 4a. DUNS Number

Displays the Dun & Bradstreet Universal Numbering System (DUNS) number or Central Contractor Registry (CCR) extended DUNS number belonging to the recipient agency. This information is pre-populated from the grant information and cannot be edited.

Line 4b. Employer Identification Number

Displays the number assigned by the Department of Health and Human Services (DHHS) Central Registry System for payment and accounting purposes. This information is pre-populated from the grant information and cannot be edited.

Line 5. Recipient Account Number or Identifying Number

Enter the recipient account number or any other identifying number assigned to the award by the recipient. This is not a requirement of the Federal agency and is for the recipient's use only.

Line 6. Report Type

Select the appropriate radio button to indicate:

- Quarterly
- Semi-annual
- Annual
- Final

Line 7. Basis of Accounting

Select the appropriate radio button to indicate the basis used for recording the transactions related to the award:

- Cash
- Accrual

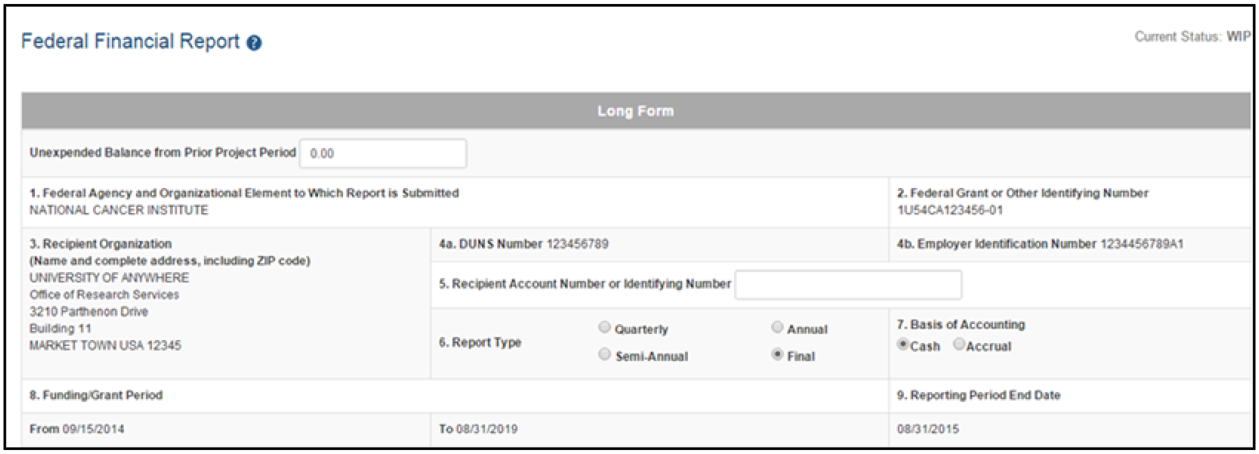
Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For Cash basis accounting, expenses are recorded when they are paid.

Line 8. Funding/Grant Period (From and To)

Indicates the period established in the award document during which Federal sponsorship begins and ends.

Line 9. Reporting Period End Date

Displays the ending date of the reporting period.



Federal Financial Report

Current Status: WIP

Long Form		
Unexpended Balance from Prior Project Period 0.00		
1. Federal Agency and Organizational Element to Which Report is Submitted NATIONAL CANCER INSTITUTE		2. Federal Grant or Other Identifying Number 1U54CA123456-01
3. Recipient Organization (Name and complete address, including ZIP code) UNIVERSITY OF ANYWHERE Office of Research Services 3210 Parthenon Drive Building 11 MARKET TOWN USA 12345	4a. DUNS Number 123456789 5. Recipient Account Number or Identifying Number 6. Report Type: Quarterly, Annual, Semi-Annual, Final	4b. Employer Identification Number 1234456789A1 7. Basis of Accounting Cash Accrual
8. Funding/Grant Period		9. Reporting Period End Date
From 09/15/2014	To 08/31/2019	08/31/2015

Figure 7: FFR Long Form Lines 1-9

Line 10. Transactions

For each field of the Transaction section, enter the cumulative amounts from the date of inception of the award through the end date of the reporting period specified in the Reporting Period End Date field.

Federal Cash Transaction (lines 10a-10c)

These data items are reported via the Payment Management System. You do not have the ability to enter this information in the eRA Commons. These fields are disabled.

Federal Expenditures and Unobligated Balance (lines 10d-10h)

Use lines **10.d-h** for single grant reporting.

10.d Total Federal funds authorized

Displays the total Federal funds authorized as of the reporting period end date.

10e. Federal share of expenditures

Enter the amount of Federal fund expenditures. Expenditures are the sum of actual cash disbursements for direct charges for goods and services; the amount of indirect expenses charged to the award; and the amount of cash advances and payments made to sub-recipients and subcontractors.

10f. Federal share of unliquidated obligations

Enter the Federal portion of unliquidated obligations. Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, these are obligations incurred, but for which outlay has not yet been recorded. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to sub-recipients and subcontractors.

On the final report, this line should be zero unless the awarding agency has provided other instructions. Do not include any amount that has been reported in the **Federal share of expenditures** (line 10e). Do not include any amount for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.

10.g Total Federal share

This is the sum of **Federal share of expenditures** (line 10e) and **Federal share of unliquidated obligations** (line 10f).

Line 10h. Unobligated balance of Federal funds

This is the amount of **Total Federal funds authorized** (line 10d) minus **Total Federal share** (line 10g).

Recipient Share (lines 10i-10k)

Do not complete this section if reporting on multiple awards.

10i. Total recipient share required

Enter the total required recipient share for the reporting period specified in the **Reporting Period End Date** field (line 9). The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency (e.g., cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost sharing or match than the level required by the Federal agency).

10j. Recipient share of expenditures

Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and subcontractors. This amount may include the value of allowable in-kind match contributions and recipient share of program income used to finance the non-Federal share of the project or program.

Note that on the final report, this line should be equal to or greater than the amount of the **Total recipient share required** (line 10i).

10k. Remaining recipient share to be provided

This is a calculated field for showing the amount of **Total recipient share required** (line 10i) minus **Recipient share of expenditures** (line 10j).

If the **Recipient share of expenditures** is greater than the **Total recipient share required** amount, the field will show zero.

Program Income (lines 10l-10o)

Do not complete this section if reporting for multiple awards

10l. Total Federal program income earned

Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in the **Recipient share of expenditures** field (line 10j).

10m. Program income expended in accordance with the deduction alternative

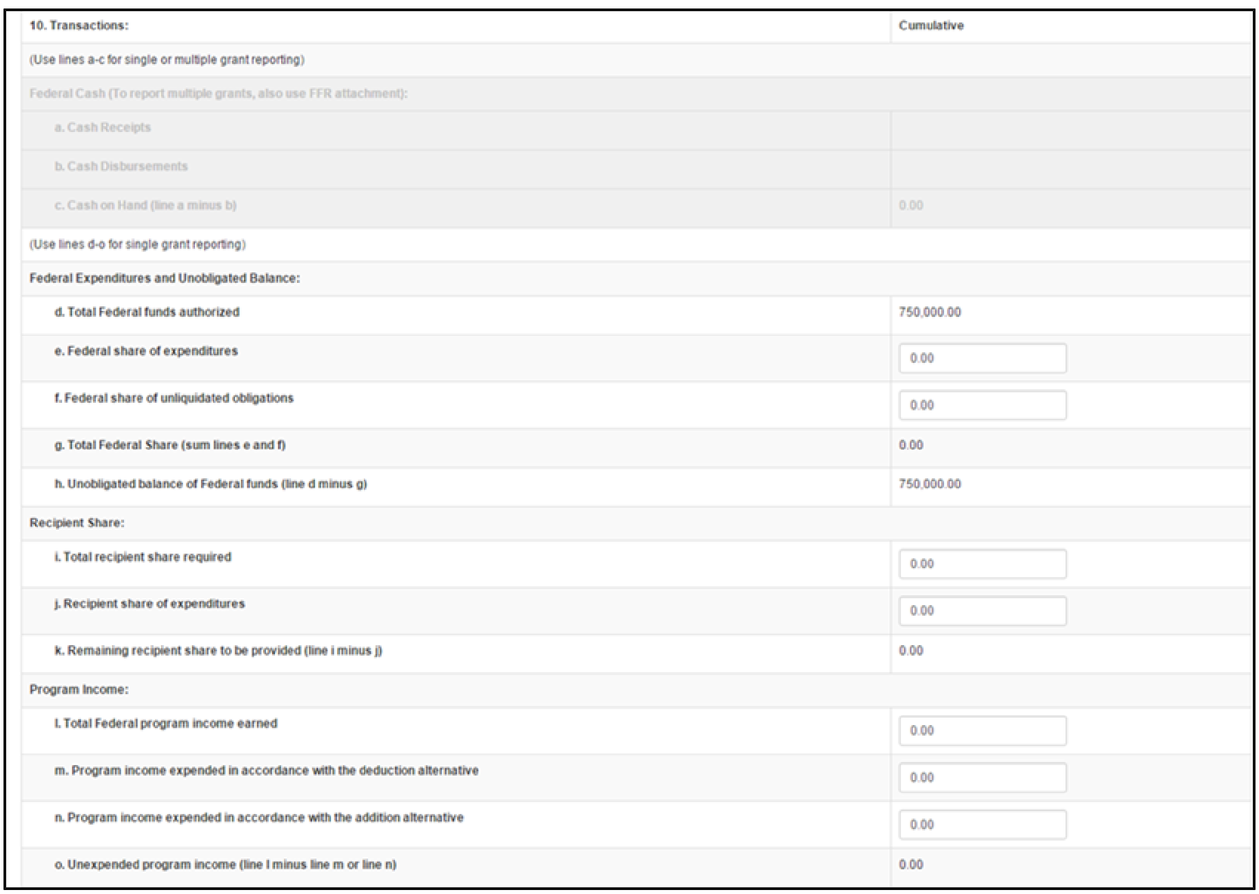
Enter the amount of program income that was used to reduce the Federal share of the total project costs.

10n. Program income expended in accordance with the addition alternative

Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.

10.o Unexpended program income

Enter the amount of **Total Federal program income earned** (line 10l) minus the **Program income expended in accordance with the deduction alternative** (line 10m) or **Program income expended in accordance with the addition alternative** (line 10n). This amount equals the program income that has been earned but not expended, as of the reporting period end date.



10. Transactions:	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	750,000.00
e. Federal share of expenditures	0.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal Share (sum lines e and f)	0.00
h. Unobligated balance of Federal funds (line d minus g)	750,000.00
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program income expended in accordance with the deduction alternative	0.00
n. Program income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

Figure 8: FFR Long Form Lines 1-9

Line 11. Indirect Expense

Indirect expenses are the costs associated with the general operation of an institution and the performance of its research activities.

11a. Type

This field represents the type of indirect expense. Types include Provisional, Predetermined, Final, or Fixed.

11b. Rate

This field indicates the indirect cost rate in effect during the reporting period. This number is a percentage.

11c. Period From/Period To

The From and To range of the period as related to the indirect costs.

11d. Base

Base represents the amount of the base against which the indirect cost was applied.

11e. Amount Charged

This field represents the total amount of indirect costs charged during the reporting period.

11f. Federal Share

This field indicates the Federal portion of the Amount Charged (line 11e).

11g. Totals

These fields are the calculated sums of indirect expense entries for each of the following fields: **Base**, **Amount Charged**, and **Federal Share**.

NOTE: Refer to the section below titled *Maintain Indirect Expenses* for steps on adding or removing indirect expense items.

Figure 9: FFR Long Form - Indirect Expense

Line 12. Remarks

Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in the field for **Cash on Hand** (line 10c).

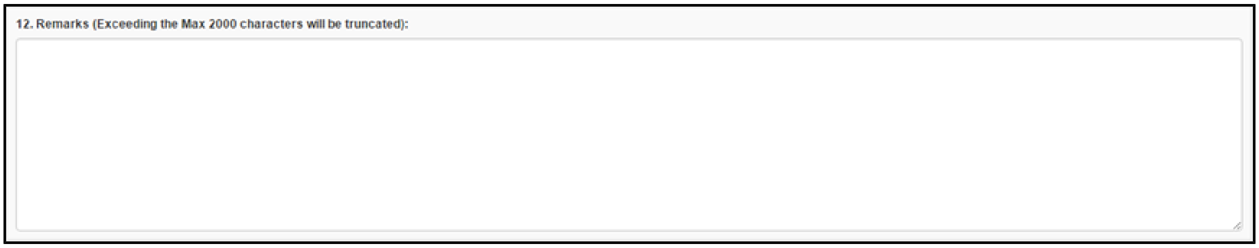


Figure 10: Adding Remarks on the FFR

NOTE: Remarks are required when submitting a revision to an FFR.

Line 13. Authorized Official

Enter the requested information for your institution's authorized certifying official in lines 13a-13d.

- 13a. Name
- 13b. Title
- 13c. Telephone number
- 13d. Email Adress

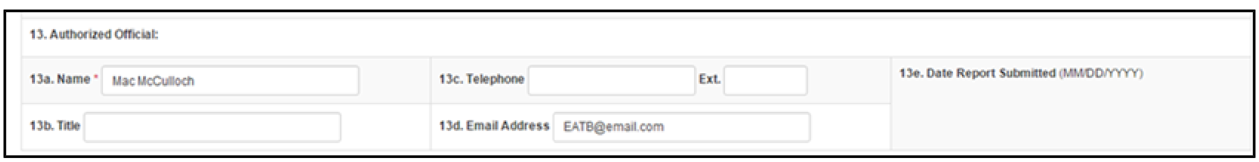


Figure 11: Entering the FFR Authorized Official

The **Date Report Submitted** field (13e.) will automatically populate the date on which you submit the report.

3.2 Maintain Indirect Expenses

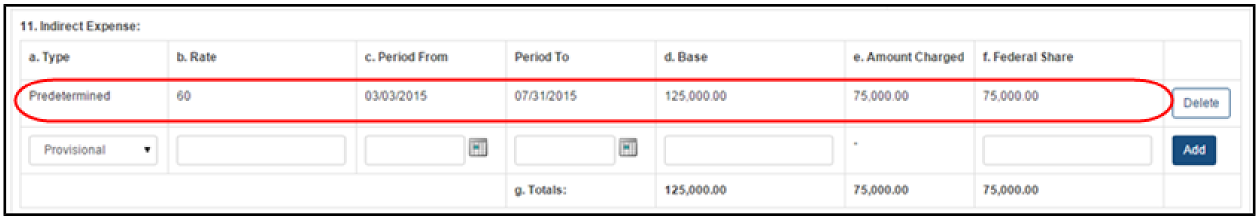
3.2.1 Add Indirect Expenses

To add indirect expense(s):

1. Select the rate **Type** by choosing **Provisional**, **Predetermined**, **Final**, or **Fixed** from the drop-down menu.
2. Populate the fields for **Rate**, **Period From**, **Period To**, and **Base**.
3. Select the **Add** button.

   The indirect expense displays in the table.

4. Repeat steps for any additional indirect expenses as necessary.


11. Indirect Expense:

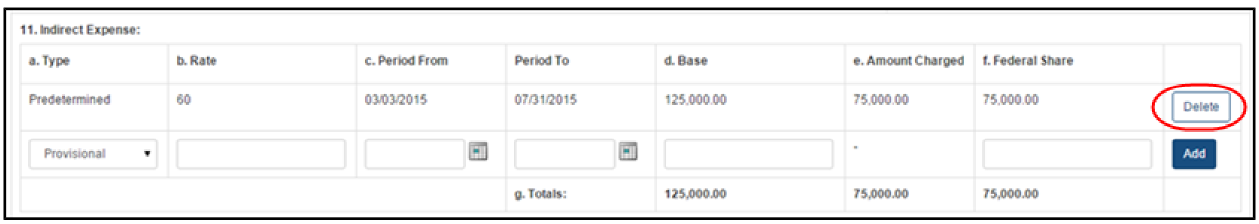
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	
Predetermined	60	03/03/2015	07/31/2015	125,000.00	75,000.00	75,000.00	Delete
Provisional					-		Add
			g. Totals:	125,000.00	75,000.00	75,000.00	

Figure 12: Adding an Indirect Expense to FFR

3.2.2 Remove Indirect Expenses

To remove an indirect expense:

1. Locate the item within **11. Indirect Expense** table.
2. Select the **Delete** button, which will remove the item immediately.


11. Indirect Expense:

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	
Predetermined	60	03/03/2015	07/31/2015	125,000.00	75,000.00	75,000.00	Delete
Provisional					-		Add
			g. Totals:	125,000.00	75,000.00	75,000.00	

Figure 13: Deleting an Indirect Expense on FFR

3.3 Submit the FFR

To submit an FFR report:

1. After completing the form, select the **Save** button. You must save before you submit.
2. Select the **Submit** button. If you do not see the Submit button, try saving the form first.
3. Select OK on the certification pop-up to certify that the information is complete and accurate.

Submitting the FFR sends the form to the sponsoring Agency for processing. Once submitted, the FFR is available for viewing on the *Status Information* screen under **Other Relevant Documents**.