

FastLane

NSF Regional Grants Conference March 30-31, 2009

Grant Payment & Federal Financial Report (FFR) Processes

Hosted by : Arizona State University

John Lynskey: Deputy Director, Division of Financial Management

FastLane

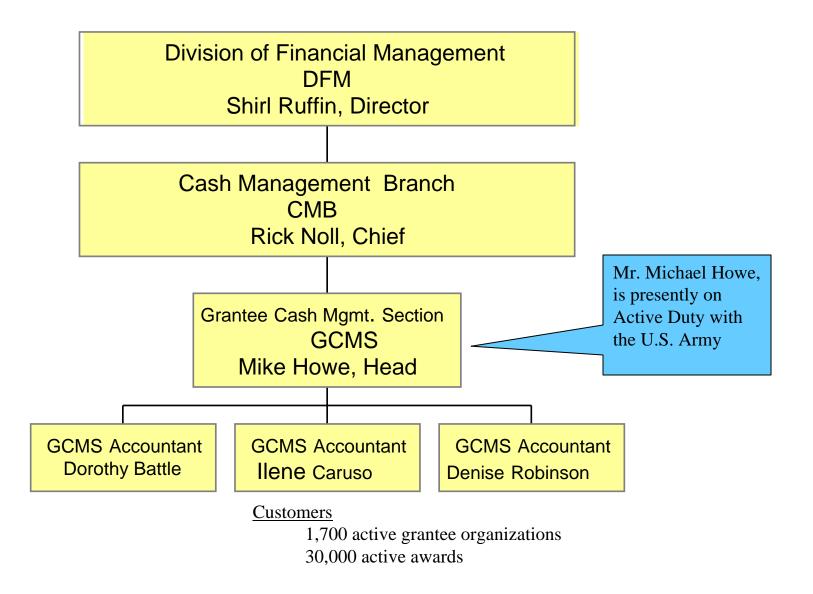


Agenda

- I. Organization & FastLane Financial Functions Overview
- II. Grant Payment Process
- III. Financial Reporting Process
- IV. Other Cancelling Funds, Research. Gov & Contact Information

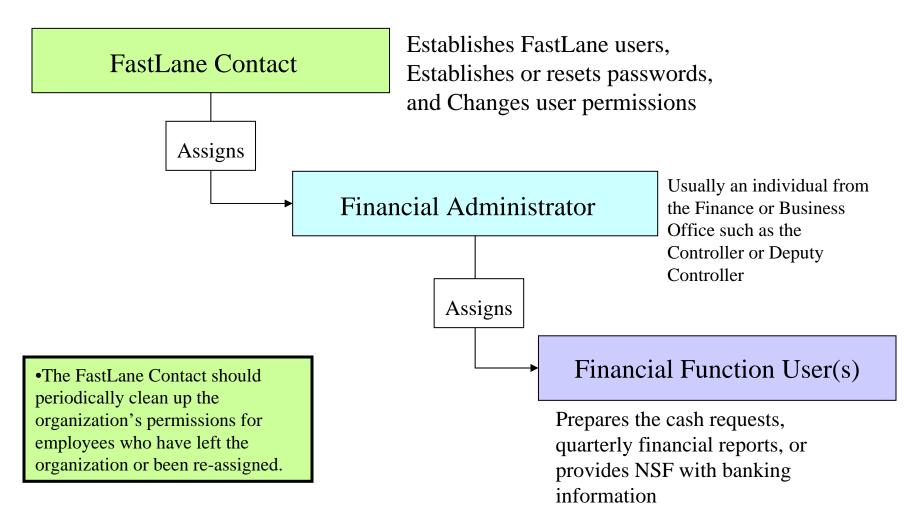


Grantee Cash Management Section





Grantee FastLane Financial Function Users





Grant Payment Process



Grantee Electronic Funds Transfer (EFT) Update

Fas	stLane
Financial Functions for Western College	
Please select the application by clicking on appropriate "GO" button. For FCTRs, select appropriate quarter ending date.	et an
GO Federal Financial Report (FFR) For Quarter Ending: 12/31/2008 🗸	
GO Historical Federal Cash Transaction Report For Quarter Ending: 09/30/2008 🛩	To enter banking
GO Cash Request	information for Electronic
GO Cash Request History	Funds Transfer (EFT) the grantee clicks on Grantee
GO Grantee EFT Update	EFT Update
GO Grantee EFT History	
Instructions for Financial Functions Change Password	
4201 Wilson Boulevard FIRS: 80)3-292-5111)3-877-8339)3-292-5090



Grantee EFT Update

NOTE: You are connected to the FastLane Test Server. No information that you submit on this server will be considered officially sent to the NSF.

The Electronic Funds Transfer (EFT) profile displayed has been certified.

The grantee must have a Listed below is the EFT profile for your organization. To modify this profile, change the data as required and then click on the 'Modify' button. Please note that NSF does NOT pay by WIRE. The routing number provide **Taxpayer Identification** must be for EFT transactions. The name of the bank is determined based on the routing number you enter. Number (TIN) and Data Also, please verify the Tax Identification Number (TIN) and DUNS information for your organization.

Organization Information Organization Name:		(DUNs) number. DUNs
TIN:	751963242	qualifier is optional
DUNS Number:	130391196	
DUNS Qualifier:		
Electronic Funds Transfer Infor		The grantee enters the
Bank Name:	Your Bank	Routing and Account
Routing Number:		Numbers , selects
Account Number:		Checking or Savings
Account Type:	💿 Checking 🔘 Savings	and clicks on Modify
Last Certified By:	Jennifer Easley	
Last Certified Time:	Mar 25 2008 3:07PM	







Grantee EFT Update

Please verify that the following information is correct. To forward for certification click the 'Forward' button. To certify and submit to NSF click the 'Certify & Submit' button.

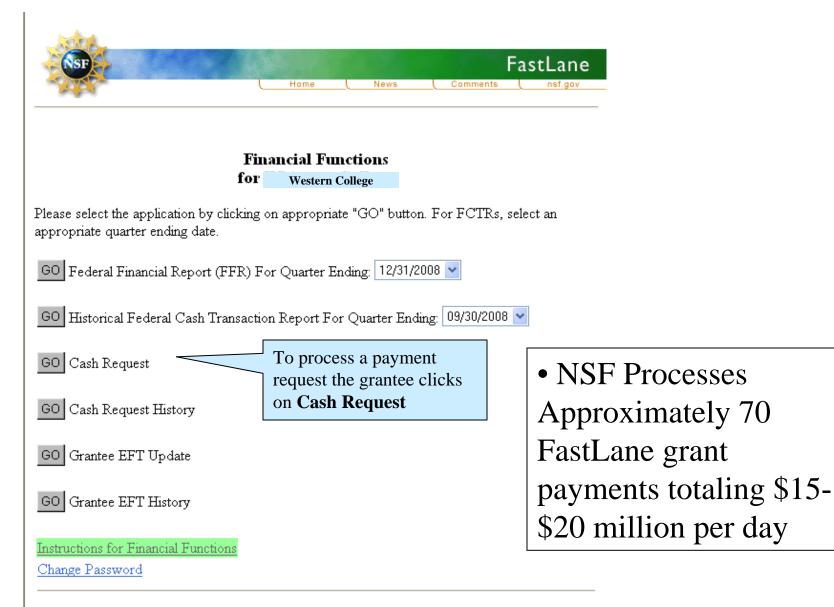
Organization	Western College
TIN	751963242
DUNS Number	130391196
DUNS Qualifier	
Bank name	Wells Fargo Bank
Routing number	121000248
Account number	111111123
Account type	Checking
Update by	Jennifer Easley

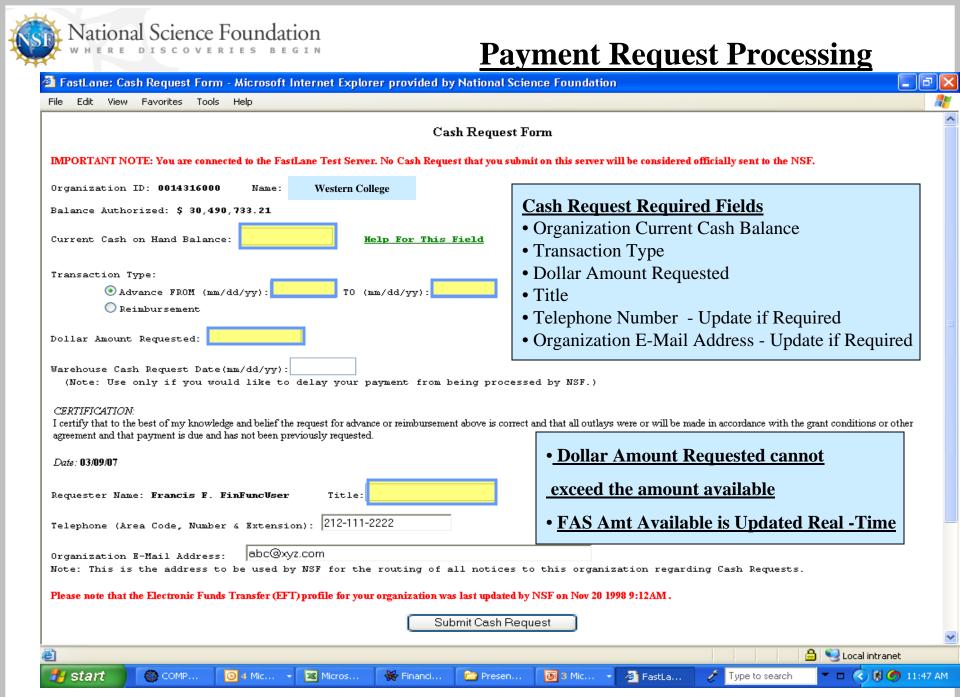
National Science Foundation 4201 Wilson Boulevard Arlington, Virginia 22230, USA Tel: 703-292-5111 FIRS: 800-877-8339 TDD: 703-292-5090 **Bank Name** is automatically entered by NSF after validation of the routing number.

The preparer can click **Forward** so that EFT Certifier can verify data or click **Certify & Submit** if he/she has EFT Certifier permission.



Payment Request Processing

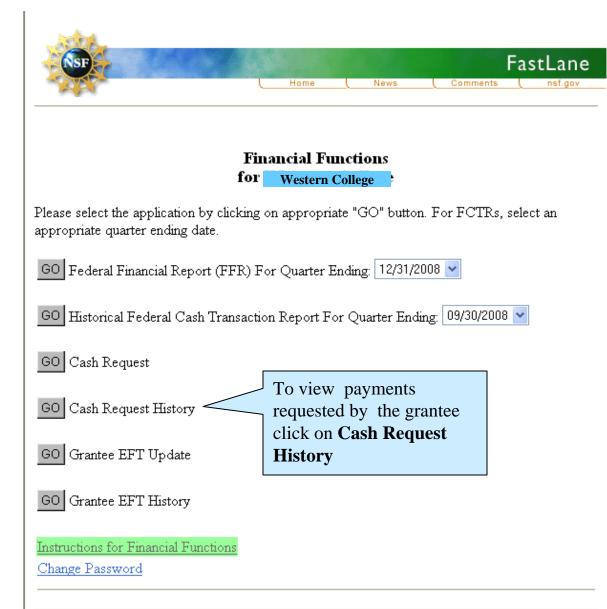




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Payment History Request





Inside

stLane

Payment Request History

NSF Home

List of FastLane Cash Requests for

Western College

Date	Doc.ID	Status	Tran.ID	Amount
03/12/09	0026825273	-Accepted-	1000203057	\$ 135,000.00 🔼
				\$ 150,000.00 💻
02/13/09	0026812790	-Accepted-	1000201754	\$ 400,000.00
01/20/09	0026802770	-Accepted-	1000200102	\$ 200,000.00
12/18/08	0026746204	-Accepted-	1000198808	\$ 275,000.00
11/26/08	0026740283	-Accepted-	1000197846	\$135,000.00
11/21/08	0026737138	-Accepted-	1000197569	\$ 35,000.00
11/18/08	0026734763	-Accepted-	1000197299	\$130,000.00
11/03/08	0026726353	-Accepted-	1000196368	\$120,000.00
10/22/08	0026716363	-Accepted-	1000195719	\$ 56,000.00
	0026714517			
				\$ 200,000.00
	0026659698			
				\$ 300,000.00
09/10/08	0026601634	-Accepted-	1000193601	\$ 180,000.00 ⊻
Ge	t Cash Requ	est Detail	Go B	ack

Send Comments to NSF



Payment Request History

Cash Request Details

Organization ID Organization Name Current Cash Balance Transaction DateTime: 11/12/08 10:57:29

11/12/00 10/0//				
11/12/08	Date:	Request	ayment	Pay
Reimbursement	Type:	nsaction	Tra	
32,868.74	ested:	unt Reque	ar Amo	Dollar
0026730635	nt ID:	Documen		
1000196964	on ID:	cansactio	Т	

Name of the Official: John Doe Title: Controller E-Mail Address: JohnDoe@Western Phone Number: 333-452-8972

> Edit Status: The Transaction has passed all edits Posting Status: CASH REIMBURSEMENT SUCCESSFULLY PROCESSED

Go back to previous page

Go Back to Internal Financial Menu

Send Comments to NSF



Federal Financial Reporting Process



Federal Financial Report (FFR)

- The Federal Financial Assistance Management Improvement Act of 1999 (aka P.L 106–107), required the Office of Management and Budget (OMB) to streamline the Federal Grant Reporting process.
- Federal Financial Report (FFR) will consolidate and replace the SF 269 (Financial Status Report) and SF 272 (Federal Cash Transactions Report) with a single report. OMB is requiring that federal agencies transition to the FFR by September 30, 2009. All NSF grantees have transitioned to the FFR.
- Provides Federal agencies and grant recipients with a <u>standard</u> <u>format and consistent reporting requirements</u>



<u>Federal Financial Report (FFR)</u> Quarterly grantee financial reporting requirement

- Available within 5-7 business days after the quarter has ended
- FY 2009 due dates are as follows:

Due date
2/11/09
5/12/09
8/11/09
11/10/09



Federal Financial Report

FastLane Home News Comments (nsf.gov	
Financial Functions for Western College Please select the application by clicking on appropriate "GO" button. For FCTRs, select an appropriate quarter ending date.	To process the FFR the grantee clicks on Federal Financial Report for Quarter Ending
GO Federal Financial Report (FFR) For Quarter Ending: 12/31/2008 🗸	
GO Historical Federal Cash Transaction Report For Quarter Ending: 09/30/2008 🛩	
GO Cash Request	
GO Cash Request History	
GO Grantee EFT Update	
GO Grantee EFT History	
Instructions for Financial Functions Change Password	



FFR Attachment

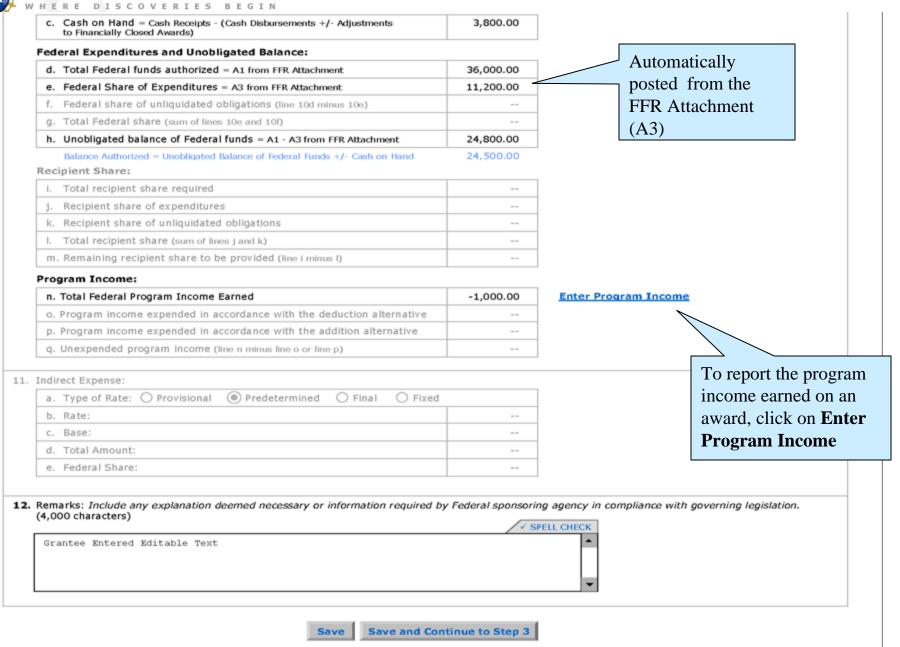
Federal Financial Report (FFR)	Organization: NSF			
1) FFR Attachment 2) FFR 3) Certification	SCHEDULES: <u>Advances/Reimbursements.</u> <u>Awards Purged</u>			
	Western College			
Step 1) FFR Attachment	Quarter Ending: 12/31/2006 Due Date:			
• Begin the FER submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.				

- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF". Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

	28 Grants found,	, displaying 21 to 28						Perform this Step in Exc	<u>el 🕙</u> Print to <u>PDF </u> <u>< P</u>	Prov Viou All
	<u>Program</u> <u>Identifier/</u> <u>Federal Grant</u> <u>Number</u>	Recipient Account Number	<u>PI/PD Name</u>	<u>Project/</u> <u>Grant</u> <u>Period</u> <u>From</u>	<u>Project/</u> <u>Grant</u> <u>Period</u> <u>To</u>	<u>Total Federal Funds</u> <u>Authorized (A1)</u>	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures Cumulative Cash Disbursements (A3)	<u>Unobligated Balance of</u> <u>Federal Funds (A4)</u>	Hold Grant Open
	0551504	1000-7:	Whaley, R.	03/06	02/07	\$39,106.00	\$15,249.89	\$0.00	\$39,106.0	00 No 💌
	0554117	1000-7	Qian, C.	06/06	05/07	\$30,000.00	\$5,797.86	\$0.00	\$30,000.0	00 No 💌
	0602649	1000-8:	Sardar, D.	07/06	06/09	\$225,421.00	\$0.00	\$0.00	\$225,421.0	00 No 💌
	0602834	1000-75	Han, H.	06/06	05/09	\$268,947.00	\$34,519.58	\$0.00	\$268,947.0	00 No 💌
	0628079		Ahmad, S.	03/07	02/08	\$32,844.00	\$0.00	\$0.00	\$32,844.0	00 No 💌
	0628809	1000-78	Wenk, C.	06/06	05/07	\$25,480.00	\$24,064.70	\$0.00	\$25,480.0	00 No 💌
	0629996	1000-80	Winsborough, W.	09/05	08/08	\$242,945.00	\$33,682.49	\$0.00	\$242,945.0	00 No 💌
	0634588	1000-82	Senseman, D.	09/06	08/11	\$904,952.00	\$0.00	\$0.00	\$904,952.0	00 No 💌
	Totals					\$1,769,695.00	\$113,314.52		\$1,769,695.0	0
NSF Pre-populated Data - Cannot be changed by the Grantee h for a single Grant by Federal Grant Number: Updated by the Grantee - The new cumulative amount cannot exceed the Net Award Amount						P <u>rev</u> - <u>View All</u>				
						Save Save	and Continue to Step 2			

	National Science Foundation			FFR	Main
	deral Financial Report (FFR)				Organization: NSF
1	FFR Attachment 2) FFR 3) Certification		SCHEDULES:	dvances/Reimbursem	ents. <u>Awards Purged</u>
				v	Vestern College
e	0 2) FFR				ter Ending: 12/31/2006 Due Date
р С Р	eview the FFR below and update appropriate form fields as necessary. If you need to en ogram income earned click "Enter Program Income". lick "Save" at any time and come back to your work later. When you have reviewed the occeed to Step 3) Certification. o view the FFR in PDF click "Print to PDF". Required fields are indicated by an asterisk (*	FFR and made any necessary			
ag	e 1 of 1			F	Print to PDF 🔽
	Federal Agency and Organizational Element to Which Report is Submitted:	National Science Foundat	ion, Division of Financial Mana	agement	
	Federal Grant or Other Identifying Number Assigned by the Federal Agency:				
э.	Recipient Organization Name:	University of Texas at Sa	n Antonio		
).	Recipient Organization Address:			NS	SF Pre-populated
	*(Line 1): Grants & Contracts As *City: San An	itonio	`	Da	ata - Cannot be
	(Line 2): One UTSA Circles *State: TX				anged by the
	(Line 3): Test *Zip: 22201				0.
ì.	DUNS Number:	800189185	<pre> }</pre>	Gi	antee
ο.	EIN:	741717115			
	Recipient Account Number or Identifying Number:		J		
	Final Report:	• Yes • No			
	Basis of Accounting:	Cash CAccrual		Т	o change the
	Project/Grant Period:	C			xpenditure amount
	Reporting Period End Date:	1			closed award the
a.	TRANSACTIONS:				
	Federal Cash:			Ŭ	rantee clicks on En t
	Beginning Cash on Hand (COH) from previous FFR:		-\$26,746.00	A	djustments
	Payments Received:		\$239,593.90		7
	a. Cash Receipts = Beginning COH + Payments Received		\$212,847.90		
	b. Cash Disbursements = (A3 - A2 from FFR Attachment)		-\$3,863,469.85		
	Adjustments to Financially Closed Awards = New Federal Share of Expenditures Disbursements) +/- Current Federal Share of Expenditures (Previous Cumulative	(Cumulative Cash e Cash Disbursements)	\$132,888.40	Enter Adjustment	<u>5</u>
	c. Cash on Hand = Cash Receipts - (Cash Disbursements +/- Adjustments to Finan	cially Closed Awards)	\$3,943,429.35		
	Federal Expenditures and Unobligated Balance:				
	d. Total Federal funds authorized = A1 from FFR Attachment		\$7,269,572.76]	
	e. Federal Share of Expenditures = A3 from FFR Attachment		\$862.00]	

FFR Main continued (scroll down)



National Science Foundation



FFR Adjustments

ederal Financial Report (FFR)		Organization: NSF
1) FFR Attachment 2) FFR	3) Certification	SCHEDULES:	Advances/Reimbursements. Awards Purged
			Western College
FFR - Adjustments			Quarter Ending: 12/31/2006 Due Date:
 Next, enter the New Federal Share of F 	re been incurred during the life of the grant. xpenditures (Cumulative Cash Disbursement: are of Expenditures (Cumulative Cash Disbur		at the difference between the Previous Cumulative Cash
 Next, enter a formal justification in the 	Justification form field.		
 Click "Save" at any time and come bac 	k to your work later. Click "Save and Return	to Report" to save your work and return t	o the FFR.

Adjust- ment Number	*Federal Grant Number	Previous Cumulative Cash Disbursements	*New Federal Share of Expenditures (Cumulative Cash Disbursements)	Adjustment Amount	*Justification	
1	0208935	\$207,111.60	\$340,000.00	\$132,888.40		
2				Ν		
3						
4						
5		antee enters				
6		ID and the		A	Adjustments of less	
7	Cumulative Amount to increase or decrease expenditures			tl	han \$ 300 (+/-) not	
8				a	ccepted	
9		interes				
10						
Totals		\$207,111.60	\$340,000.00	\$132,888.40		
			Save	Save and Retu	rn to Report Cancel	

Print to PDF 🗖



Federal Financial Report (FFR)		Organization: NSF		
1) FFR Attachment 2) FFR	3) Certification	SCHEDULES:	Advances/Reimbursements.	Awards Purged
			Western College	
FFR - Program Income			Quarter Ending: 12/31/2006 Due Date:	

• To enter program income, first enter a Federal Grant Number.

National Science Foundation

- Next, enter the Federal Program Income Earned.
- You can click "Save" at any time and come back to your work later. Click "Save and Return to Report" to save your work and return to the FFR.
- For more information on Federal Program Income please see Section 443 of the NSF Grant Policy Manual.
- To view the FFR Worksheet Program Income in PDF click "Print to PDF". Required fields are indicated by an asterisk (*).

Line Number	*Federal Grant Number	*Federal Program Income Earned	*Program Income expended in accordance with the addition alternative	*Unexpended P r ogram Income	Remarks
1					
2					
3					
4					
5					
6			rned by the grant earned as a result	•	
7		grant.			
8			ncome accrued d	uring grant	
9		U U	be added to fund	00	
10		n -	ct (see Section 75		
Totals			•		
			Save Save and Ret	urn to Report Cancel	

Print to PDF 🏂



Preparer Certification

Step 3) Preparer Certification

- · Review the Certification below and update appropriate form fields as necessary.
- · Click "Save" at any time and come back to your work later. Click "Forward for Certification" to submit the complete FFR to your organization's certifiers.
- . To view the Certification click "Print to PDF." To view the complete FFR click "Print Full Report to PDF."
- · Required fields are indicated by an asterisk (*).

Print to PDF 🛃 | Print Full Report to PDF

13. CERTIFICATION:

- *a. Name of Preparer: Joe Smith
- *b. Preparer's Email Address: Jsmith@Western.edu
- *c. Preparer's Phone Number: 122226670
- d. Preparer's Phone Extension:
- *e. Preparer's Fax: 122226669
- *f. Name of Certifying Official:
- *g. Title of Certifying Official:
- *h. Certifying Official's Email Address: RTestuser@Western.edu
- i. Date Report Submitted:



Cancel

Western College

Quarter Ending: 12/31/2006 | Due Date: 02/10/20



FFR Certification

FastLane Financial Functions H	IOME >	NSF Home News Site Map Cont Char	act Us FastLane Help 1ge Password Logout		
Federal Financial Report (FFR 1) FFR Attachment 2) FFR Report) 3) Certification	SCHEDULES: Advances/Reimbursements	Organization: NSF		
Step 3) Certification		Western Coll Quarter Ending: 12/07/2006 Due	0		
 Review the Certification below and update appropriate form fields as necessary. Click "Save" at any time and come back to your work later. Click "Save and Submit" to submit the complete FFR to your organization's certifiers. To view the Certification click "Print to PDF." To view the complete FFR click "Print Full Report to PDF." Required fields are indicated by an asterisk (*). Page 1 of 1 Page 1 of 1 Print to PDF Print Full Report to PDF I3. CERTIFICATION: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures and unliquidated obligations are for the purposes set forth in the award documents.					
L	Save Save and Subm	it Cancel			



Cancelling Funds

- Public Law 101-510 requires that all Federal agencies financially close fixed year appropriation accounts and <u>cancel</u> any remaining balances by September 30th of the 5th year after the period of availability.
- All NSF awards funded with FY 03/04 appropriations are due to lapse on 9/30/09.
- These grants may not be extended past 9/30/09 due to an edit built into the FastLane No Cost Extension system.
- The federal appropriation and not the effective/expiration dates of the award determines when it will cancel.
- In June, GCMS accountants will contact all grantees with awards with cancelling funds.



For More Information

FastLane Demonstration Site -

https://www.fldemo.nsf.gov/jsp/homepage/faulogin.jsp

Award Administration Guide (Jan. 2008) -

 http://www.nsf.gov/pubs/policydocs/pappguide/nsf08_1 /aag_index.jsp

> Chapter III: Financial Requirements & Payments Chapter V: Allowability of Costs



What is Research.gov?

Research.gov is a...

- New initiative that enables organizations and grantees to:
 - access a menu of services
 - for multiple federal agencies
 - in one place



- Modernization of FastLane that provides a menu of services:
 - tailored to meeting the unique needs of the research community
 - aimed at easing the grants administrative burden
- Research-oriented solution for delivering services under the Grants Management Line of Business initiative.



Questions & Contact Information

FastLane

Grantee Cash Management Section

Ilene Caruso – icaruso@nsf.gov or 703-292-8334 AK, CA, HI, IA, KS, LA, ME, MT, ND, NE, NM, NY, WA, WY IL, NC, USP & Foreign Grantees

Dorothy Battle – dbattle@nsf.gov or 703-292-4440 AL, AR, CO, DE, FL, ID, IN, KY, MA, MD, MS, NH, NV, OH, OK, OR, RI, SC, SD, UT, WV, WI

Denise Robinson – drobinso@nsf.gov or 703-292-8293 AZ, CT, DC, GA, MI, MN, MO, NJ, PA, TN, TX, VA, VT