



FastLane

# **NSF Regional Grants Conference October 20-21, 2008**

## **Grant Payment & Federal Financial Report (FFR) Processes**

**Hosted by : University of Nebraska**

**Mike Howe: Section Head,  
Grantee Cash Management Section  
Division of Financial Management**

FastLane

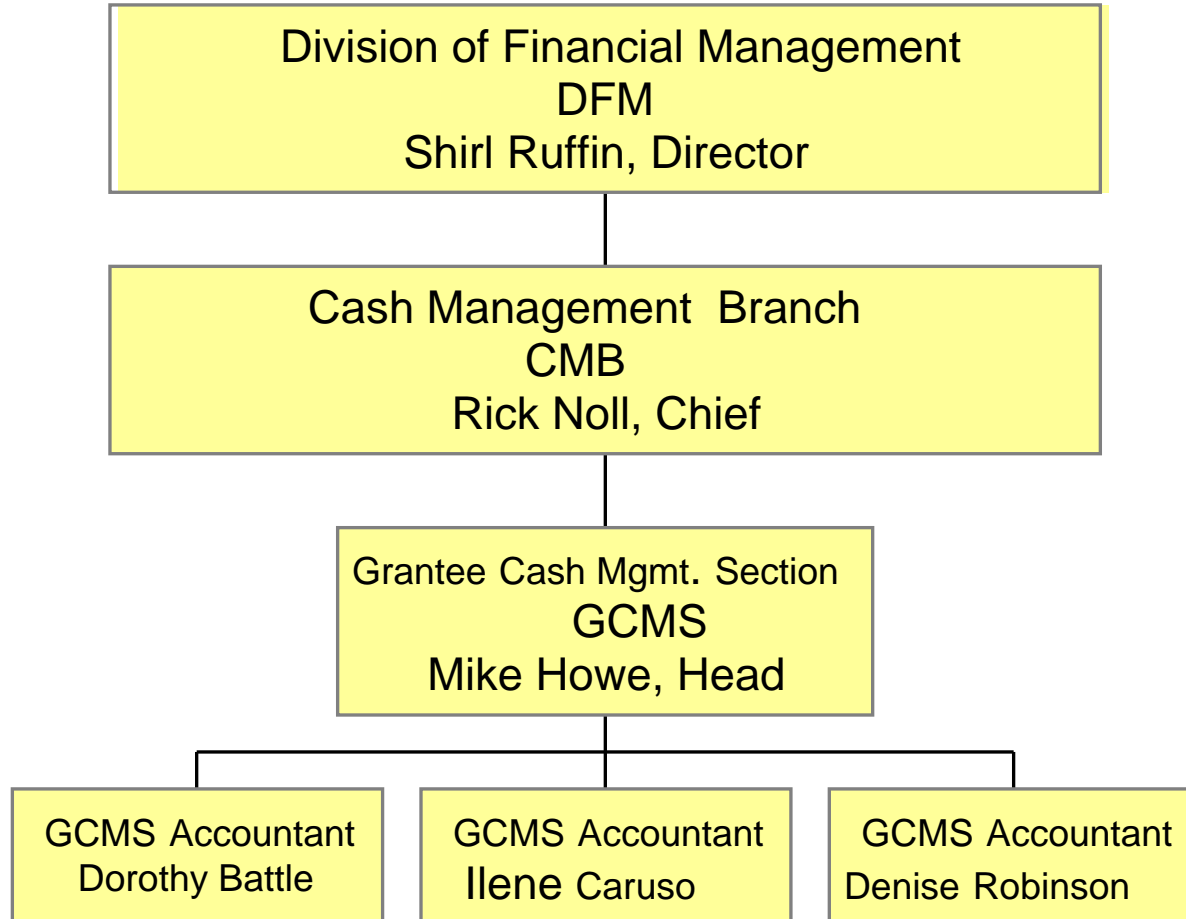


## Agenda

- Organization & FastLane Financial Functions Overview
- Grant Payment Process
- Financial Reporting Process
- Other – Lapsing Funds, Future Initiatives & Contact Information



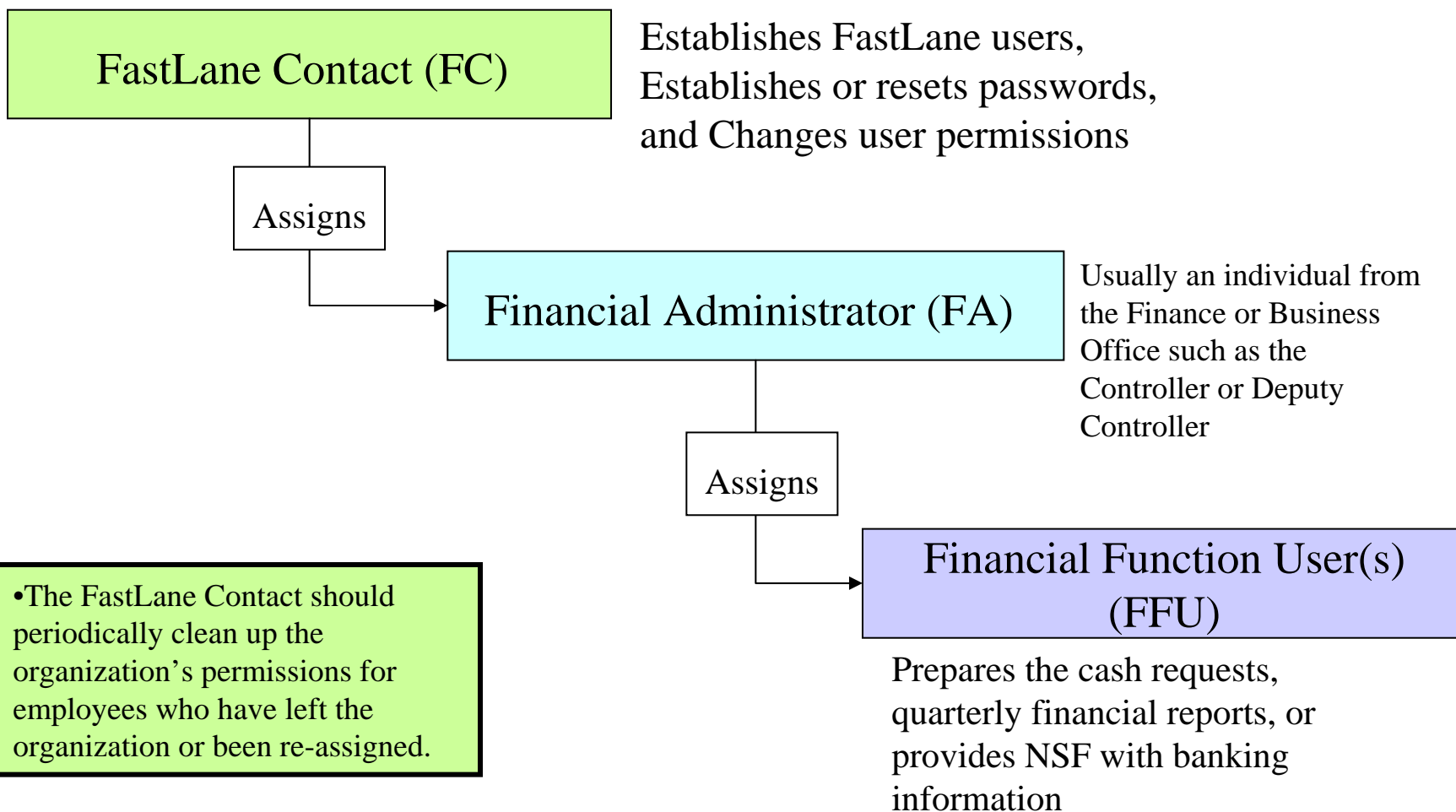
## Grantee Cash Management Section



### Customers

1,700 active grantee organizations  
30,000 active awards

## Grantee FastLane Financial Function Users





# Grant Payment Process



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## Financial Functions for Northeast Texas Community College

**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.**

Please select the application by clicking on appropriate "GO" button. For FCTRs, select an appropriate quarter ending date.

Federal Cash Transaction Report For Quarter Ending:

Federal Financial Report (FFR) For Quarter Ending:

Cash Request

Cash Request History

Grantee EFT Update

Grantee EFT History

To enter banking information for Electronic Funds Transfer (EFT) the grantee clicks on **Grantee EFT Update**

[Instructions for Financial Functions](#)

[Change Password](#)

## 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.

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 provided must be for EFT transactions. The name of the bank is determined based on the routing number you enter. Also, please verify the Tax Identification Number (TIN) and DUNS information for your organization.

### Organization Information

Organization Name: Northeast Texas Community College  
TIN:   
DUNS Number:   
DUNS Qualifier:

The grantee must have a Taxpayer Identification Number (TIN) and Data Universal Number System (DUNS) number. DUNS qualifier is optional

### Electronic Funds Transfer Information

Bank Name: Guaranty Bond Bank  
Routing Number:   
Account Number:   
Account Type:  Checking  Savings

The grantee enters the **Routing and Account Numbers**, selects **Checking or Savings** and clicks on **Modify**

Last Certified By: Jennifer Easley  
Last Certified Time: Mar 25 2008 3:07PM



## EFT Certifier

- New Permission- Effective June 07
- Assigned by the Financial Administrator. Acceptable to have the EFT Preparer & Certifier be the same person.
- All grantee institutions must assign at least one person EFT Certifier permissions
  - Will use the same Grantee EFT Update Screen
  - Change will be initiated by a Preparer who will then forward the change to a predefined EFT Certifier
  - Certifier must review the change and submit the change to NSF
  - Update is online after it passes all edits





### 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	Northeast Texas Community College
TIN	751963242
DUNS Number	130391196
DUNS Qualifier	
Bank name	Wells Fargo Bank
Routing number	121000248
Account number	12345-6789
Account type	Checking
Update by	Jennifer Easley

Forward Certify & Submit Go Back

**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

NSF FastLane - Microsoft Internet Explorer provided by National Science Foundation

File Edit View Favorites Tools Help



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## Financial Functions for University of Delaware

**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.

Please select the application by clicking on appropriate "GO" button. For FCTRs, select an appropriate quarter ending date.

Federal Cash Transaction Report For Quarter Ending:

Cash Request

To process a payment request the grantee clicks on **Cash Request**

Cash Request History

Grantee EFT Update

Grantee EFT History

[Instructions for Financial Functions](#)

[Change Password](#)

- NSF Processes Approximately 70 FastLane grant payments totaling \$15-\$20 million per day

Done

Local intranet

start COMPUTER:MHOWE-... Inbox - Microsoft Out... RE: FastLane Demo ... Microsoft PowerPoint ... NSF FastLane - Micro... 10:41 AM

# Payment Request Processing

FastLane: Cash Request Form - Microsoft Internet Explorer provided by National Science Foundation

File Edit View Favorites Tools Help

## Cash Request Form

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

Organization ID: **0014316000** Name: **Test University**

Balance Authorized: \$ **30,490,733.21**

Current Cash on Hand Balance:

[Help For This Field](#)

Transaction Type:

Advance FROM (mm/dd/yy):

TO (mm/dd/yy):

Reimbursement

Dollar Amount Requested:

Warehouse Cash Request Date(mm/dd/yy):

(Note: Use only if you would like to delay your payment from being processed by NSF.)

### CERTIFICATION:

I certify that to the best of my knowledge and belief the request for advance or reimbursement above is correct and that all outlays were or will be made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

Date: **03/09/07**

Requester Name: **Francis F. FinFuncUser**

Title:

Telephone (Area Code, Number & Extension):

Organization E-Mail Address:

Note: This is the address to be used by NSF for the routing of all notices to this organization regarding Cash Requests.

**Please note that the Electronic Funds Transfer (EFT) profile for your organization was last updated by NSF on Nov 20 1998 9:12AM.**

### Cash Request Required Fields

- Organization Current Cash Balance
- Transaction Type
- Dollar Amount Requested
- Title
- Telephone Number - Update if Required
- Organization E-Mail Address - Update if Required

**Dollar Amount Requested cannot**

**exceed the amount available**

**FAS Amt Available is Updated Real -Time**



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3 Mic...

FastLa...

Type to search



Local intranet

11:47 AM



# Federal Financial Reporting Process



## Federal Financial Report (FFR) Quarterly grantee financial reporting requirement

- Available within 5-7 business days after the quarter has ended
- FY 2008 due dates are as follows:

<u>Qtr ending</u>	<u>Due date</u>
9/30/08	11/10/08 (Last Quarter for the <u>Federal Cash Transaction Report (FCTR)</u> )
12/31/08	2/11/09
3/31/09	5/12/09
6/30/09	8/11/09



## **Federal Financial Report (FFR)**

- Office of Management and Budget (OMB) has proposed to consolidate existing financial reporting forms. This initiative is due to the Federal Financial Assistance Management Improvement Act of 1999 (aka P.L 106–107).
- 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.
- Provides Federal agencies and grant recipients with a standard format and consistent reporting requirements
- FFR has been demonstrated using HHS Payment Management System and NSF FastLane.



## NSF FFR Development Project

- Phase I: Dual FFR / Federal Cash Transactions Report (FCTR)
  - June 07 to present - Both the FFR and FCTR functionality will be available. Grantees will submit one of the reports as their report of record.
- Phase II: FFR only
  - FFR will be fully implemented for all NSF grantees. (January 2009)
    - Becomes the only report available for reporting grant expenditures and associated financial information
- Phase III: Transition to Research.gov FFR
  - Next generation of FastLane



## Current Status

- FFR approved for agency implementation
- FFR will be required for the December 31, 2008 reporting quarter
- Research.gov FFR in beta release to 19 institutions





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## Financial Functions for Test University

**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.

Please select the application by clicking on appropriate "GO" button. For FCTRs, select an appropriate quarter ending date.

Federal Cash Transaction Report For Quarter Ending:

Federal Financial Report (FFR) For Quarter Ending:

Cash Request

Cash Request History

Grantee EFT Update

Grantee EFT History

[Instructions for Financial Functions](#)

[Change Password](#)

To process the FFR the grantee clicks on **Federal Financial Report for Quarter Ending**

## Federal Financial Report (FFR)

Organization: NSF

- 1) FFR Attachment
- 2) FFR
- 3) Certification

SCHEDULES: [Advances/Reimbursements](#) | [Awards Purged](#)

University of Texas at San Antonio | TX | 0001479000  
Quarter Ending: 12/31/2006 | Due Date:

### Step 1) FFR Attachment

- ◆ Begin the FFR 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 [Excel](#) | [Print to PDF](#) | [< Prev](#) | [View All](#)

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures Cumulative Cash Disbursements (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open
0551504	1000-7	Whaley, R.	03/06	02/07	\$39,106.00	\$15,249.89	\$0.00	\$39,106.00	No
0554117	1000-7	Qian, C.	06/06	05/07	\$30,000.00	\$5,797.86	\$0.00	\$30,000.00	No
0602649	1000-8	Sardar, D.	07/06	06/09	\$225,421.00	\$0.00	\$0.00	\$225,421.00	No
0602834	1000-7	Han, H.	06/06	05/09	\$268,947.00	\$34,519.58	\$0.00	\$268,947.00	No
0628079		Ahmad, S.	03/07	02/08	\$32,844.00	\$0.00	\$0.00	\$32,844.00	No
0628809	1000-7	Wenk, C.	06/06	05/07	\$25,480.00	\$24,064.70	\$0.00	\$25,480.00	No
0629996	1000-8	Winsborough, W.	09/05	08/08	\$242,945.00	\$33,682.49	\$0.00	\$242,945.00	No
0634588	1000-8	Senseman, D.	09/06	08/11	\$904,952.00	\$0.00	\$0.00	\$904,952.00	No
<b>Totals</b>					<b>\$1,769,695.00</b>	<b>\$113,314.52</b>		<b>\$1,769,695.00</b>	

28 Grants found, displaying 21 to 28

Perform this Step in [Excel](#) | [Print to PDF](#) | [< Prev](#) | [View All](#)

NSF Pre-populated Data - Cannot be changed by the Grantee

Search for a single Grant by Federal Grant Number:

[Save](#) | [Save and Continue to Step 2](#)

Updated by the Grantee - The new cumulative amount cannot exceed the Net Award Amount

## Federal Financial Report (FFR)

Organization: NSF

1) FFR Attachment

2) FFR

3) Certification

SCHEDULES:

[Advances/Reimbursements.](#)

[Awards Purged](#)

University of Texas at San Antonio | TX | 0001479000

Quarter Ending: 12/31/2006 | Due Date:

### Step 2) FFR

- Review the FFR below and update appropriate form fields as necessary. If you need to enter adjustments to financially closed awards, you can click the "Enter Adjustments" link. If you need to report program income earned click "Enter Program Income".
- Click "Save" at any time and come back to your work later. When you have reviewed the FFR and made any necessary updates, click "Save and Continue to Step 3" or the Certification tab in order to proceed to Step 3) Certification.
- To view the FFR in PDF click "Print to PDF". Required fields are indicated by an asterisk (\*).

Page 1 of 1

[Print to PDF](#) 

1. Federal Agency and Organizational Element to Which Report is Submitted:	National Science Foundation, Division of Financial Management
2. Federal Grant or Other Identifying Number Assigned by the Federal Agency:	--
3a. Recipient Organization Name:	University of Texas at San Antonio
3b. Recipient Organization Address:	
*(Line 1):	Grants & Contracts As
(Line 2):	One UTSA Circles
(Line 3):	Test
*City:	San Antonio
*State:	TX
*Zip:	22201
4a. DUNS Number:	800189185
4b. EIN:	741717115
5. Recipient Account Number or Identifying Number:	--
6. Final Report:	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. Basis of Accounting:	<input checked="" type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period:	From: (mm/dd/yyyy) To: (mm/dd/yyyy)
9. Reporting Period End Date:	12/31/2006

NSF Pre-populated Data - Cannot be changed by the Grantee

#### 10. TRANSACTIONS:

##### Federal Cash:

Beginning Cash on Hand (COH) from previous FFR: -\$26,746.00

Payments Received: \$239,593.90

a. Cash Receipts = <i>Beginning COH + Payments Received</i>	\$212,847.90
b. Cash Disbursements = <i>(A3 - A2 from FFR Attachment)</i>	-\$3,863,469.85

Adjustments to Financially Closed Awards = *New Federal Share of Expenditures (Cumulative Cash Disbursements) +/- Current Federal Share of Expenditures (Previous Cumulative Cash Disbursements)* \$132,888.40

c. Cash on Hand = <i>Cash Receipts - (Cash Disbursements +/- Adjustments to Financially Closed Awards)</i>	\$3,943,429.35
--	----------------

[Enter Adjustments](#)

To change the expenditure amount of a closed award the grantee clicks on **Enter Adjustments**

##### Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized = <i>A1 from FFR Attachment</i>	\$7,269,572.76
e. Federal Share of Expenditures = <i>A3 from FFR Attachment</i>	\$862.00



# FFR Main continued (scroll down)

c. Cash on Hand = Cash Receipts - (Cash Disbursements +/- Adjustments to Financially Closed Awards)	3,800.00
---	----------

**Federal Expenditures and Unobligated Balance:**

d. Total Federal funds authorized = A1 from FFR Attachment	36,000.00
e. Federal Share of Expenditures = A3 from FFR Attachment	11,200.00
f. Federal share of unliquidated obligations (line 10d minus 10e)	--
g. Total Federal share (sum of lines 10e and 10f)	--
h. Unobligated balance of Federal funds = A1 - A3 from FFR Attachment	24,800.00
Balance Authorized = Unobligated Balance of Federal Funds +/- Cash on Hand	24,500.00

Automatically posted from the FFR Attachment (A3)

**Recipient Share:**

i. Total recipient share required	--
j. Recipient share of expenditures	--
k. Recipient share of unliquidated obligations	--
l. Total recipient share (sum of lines j and k)	--
m. Remaining recipient share to be provided (line i minus l)	--

**Program Income:**

n. Total Federal Program Income Earned	-1,000.00
o. Program income expended in accordance with the deduction alternative	--
p. Program income expended in accordance with the addition alternative	--
q. Unexpended program income (line n minus line o or line p)	--

[Enter Program Income](#)

To report the program income earned on an award, click on **Enter Program Income**

**11. Indirect Expense:**

a. Type of Rate: <input type="radio"/> Provisional <input checked="" type="radio"/> Predetermined <input type="radio"/> Final <input type="radio"/> Fixed	
b. Rate:	--
c. Base:	--
d. Total Amount:	--
e. Federal Share:	--

**12. Remarks:** *Include any explanation deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation. (4,000 characters)*

Grantee Entered Editable Text ✓ SPELL CHECK

## Federal Financial Report (FFR)

Organization: NSF

[1\) FFR Attachment](#)

[2\) FFR Report](#)

**3) Certification**

SCHEDULES:

[Advances/Reimbursements](#)

[Awards Purged](#)

Massachusetts Institute of Technology | MA | 0014316000

Quarter Ending: 12/07/2006 | Due Date: 12/07/2006

### Step 3) 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 "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

[Print to PDF](#) 

[Print Full Report to PDF](#) 

#### 13. 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.

\*a. Name of Preparer:

\*b. Preparer's Email Address:

\*c. Name of Certifying Official:

\*d. Title of Certifying Official:

\*e. Certifying Official's Email Address:

\*f. Contact Phone Number:

\*g. Contact Phone Extension:

\*h. Contact Fax:

i. Date Report Submitted: 08/31/06

- Grantee cannot submit FFR unless all required fields on the certification page are completed.
- Grantees receive email notification of FFR successfully submitted and also of FFR unsubmitted by ILS accountants.

[Save](#)

[Save and Submit](#)

[Cancel](#)

# FFR Certification Page Monitoring

Financial Functions :: Federal Financial Report (FFR) - Microsoft Internet Explorer provided by National Science Foundation

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: https://ej.acpt.nsf.gov/ffr/certify.do?action=view

FastLane Financial Functions | HOME

NSF Home | News | Site Map | FastLane Help | Contact Us | Change Password | Logout

**Federal Financial Report (FFR)** Organization: NSF

SCHEDULES: Advances/Reimbursements Awards Purged

University of Delaware | DE | 0014316000

1) FFR Attachment 2) FFR 3) 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 (\*).

**13. CERTIFICATION:**

*a. Name of Preparer:	Frank FinFuncUser
*b. Preparer's Email Address:	<input type="text" value="vpoe@udel.edu"/>
*c. Preparer's Phone Number:	<input type="text" value="555-831-2692"/>
d. Preparer's Phone Extension:	<input type="text"/>
e. Preparer's Fax:	<input type="text" value="555-831-2828"/>
*f. Name of Certifying Official:	Frank FinFuncUser
*g. Title of Certifying Official:	Mgr Research Account
*h. Certifying Official's Email Address:	<input type="text" value="vpeoples@udel.edu"/>
f. Date Report Submitted:	
Certifying Official's Comments:	

Save Forward for Certification Cancel

Download [Adobe Acrobat Reader](#) for viewing PDF files

National Science Foundation  
4201 Wilson Boulevard, Arlington, Virginia 22230, USA  
Tel: 703-292-5111, FIRS: 800-877-8339 | TDD: 703-292-5090

Privacy and Security

start | NSF WinStation III | Inbox - Microsoft Out... | ASG Report - Web - Mi... | Financial Functions : : ... | Award Management ... | Microsoft PowerPoint ...

BROWSE ONLY | 3:43 PM

- Grantee cannot submit FFR unless all required fields on the certification page are completed.
- Grantee cannot submit FFR without first confirming the FFR Attachment and FFR page.
- Grantees receive email notification of FFR successfully submitted and also of FFR's unsubmitted by GCMS accountants.

# FFR Adjustments

## Federal Financial Report (FFR)

Organization: NSF

1) FFR Attachment

2) FFR

3) Certification

SCHEDULES:

[Advances/Reimbursements](#)


[Awards Purged](#)

University of Texas at San Antonio | IX | 00014/9000

Quarter Ending: 12/31/2006 | Due Date:

### FFR - Adjustments

- To enter adjustments, first enter a Federal Grant Number to populate the Previous Cumulative Cash Disbursements. Note that the Federal Grant Number must be financially closed to be adjusted and the expenses must have been incurred during the life of the grant.
- Next, enter the New Federal Share of Expenditures (Cumulative Cash Disbursements) to report adjustments to grants. Note that the difference between the Previous Cumulative Cash Disbursements and the New Federal Share of Expenditures (Cumulative Cash Disbursements) must exceed \$300.
- Next, enter a formal justification in the Justification form field.
- 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.
- To view the FFR Worksheet - Adjustments in PDF click "Print to PDF". Required fields are indicated by an asterisk (\*).

Print to PDF 

Adjustment 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					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Totals</b>		<b>\$207,111.60</b>	<b>\$340,000.00</b>	<b>\$132,888.40</b>	

The grantee enters the **NSF Award ID** and the **new Cumulative Amount** to increase or decrease expenditures

Adjustments of less than \$ 300 (+/-) not accepted

Save

Save and Return to Report

Cancel

# FFR Program Income

## Federal Financial Report (FFR)

Organization: NSF

1) FFR Attachment

2) FFR

3) Certification

SCHEDULES:

[Advances/Reimbursements.](#)

[Awards Purged](#)

University of Texas at San Antonio | TX | 0001479000

Quarter Ending: 12/31/2006 | Due Date:

### FFR - Program Income

- ◆ To enter program income, first enter a Federal Grant Number.
- ◆ 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 (\*).

Print to PDF 

Line Number	*Federal Grant Number	*Federal Program Income Earned	*Program Income expended in accordance with the addition alternative	*Unexpended Program Income	Remarks
1	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<b>Totals</b>					

• Income earned by the grantee directly generated / earned as a result of the grant.

• Program income accrued during grant period is to be added to funds committed to the project (see Section 753 of GPM).

Save Save and Return to Report Cancel





## Cancelling Funds

- Public Law 101-510 requires that all Federal agencies financially close fixed year appropriation accounts and **cancel** 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.



## Future Initiatives

- Standardization of the payment request data elements between NSF FastLane, HHS Payment Management System, Treasury ASAP, and Education G5
- Possible regulation changes regarding cash advances
  - Cash Management Improvement Act subpart B – 3 day rule for all cash advances. Applicable through reference in OMB Circular A-110.



## Grantee Cash Management Section

**Michael Howe – Section Head – [mhowe@nsf.gov](mailto:mhowe@nsf.gov) or 703-292-8285  
IL, NC, USP & Foreign Grantees**

**Ilene Caruso – [icaruso@nsf.gov](mailto:icaruso@nsf.gov) or 703-292-8334  
AK, CA, HI, IA, KS, LA, ME, MT, ND, NE, NM, NY, WA, WY**

**Dorothy Battle – [dbattle@nsf.gov](mailto: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](mailto:drobinso@nsf.gov) or 703-292-8293  
AZ, CT, DC, GA, MI, MN, MO, NJ, PA, TN, TX, VA, VT**



## 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](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.

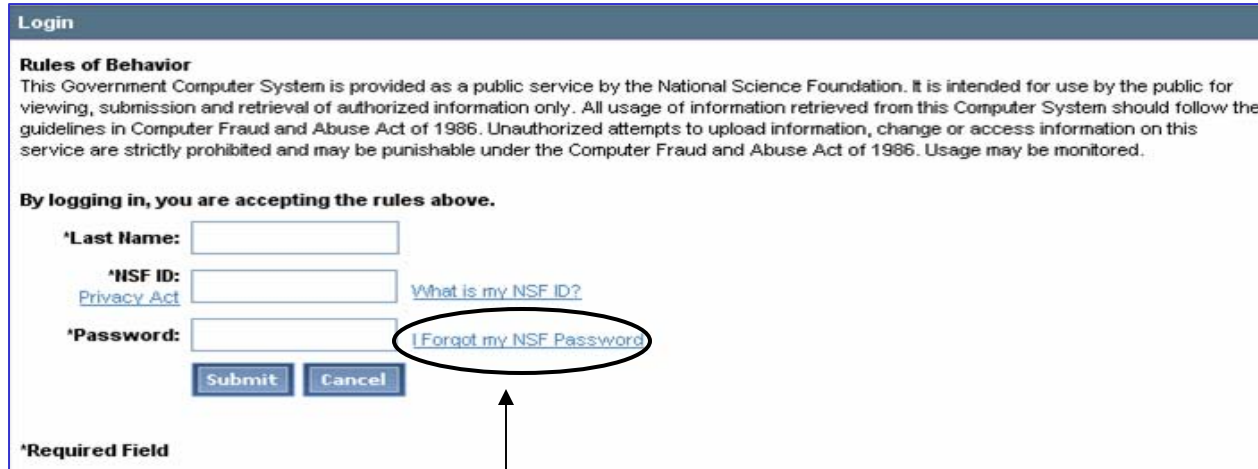


# Background: What is the FFR Beta Release?

- The Federal Financial Report (FFR) Beta is a limited release of the FFR service to a select group of organizations.
- The FFR is an online tool to complete and submit grant financial reports using the new government-wide standard form.
- Using the FFR, organizations can:
  - View clear and easy to understand instructions for each stage in the reporting process
  - Navigate easily through user-friendly financial management forms
  - Access web-based forms pre-populated with institution and grant information
  - Download and upload information in Microsoft Excel format
  - Submit multi- and single award financial reports using the new standard government-wide form
  - Adjust financially closed awards
- How the new FFR service helps awardees:
  - Simplifies financial reporting requirements
  - Makes it easier to understand and complete grant financial reports
  - Saves time by providing a standard format, consistent reporting requirements, and a single submission location

# Step 1: Log In

- In the required fields of the log in screen, enter your:
  - Last name
  - NSF ID
  - Password

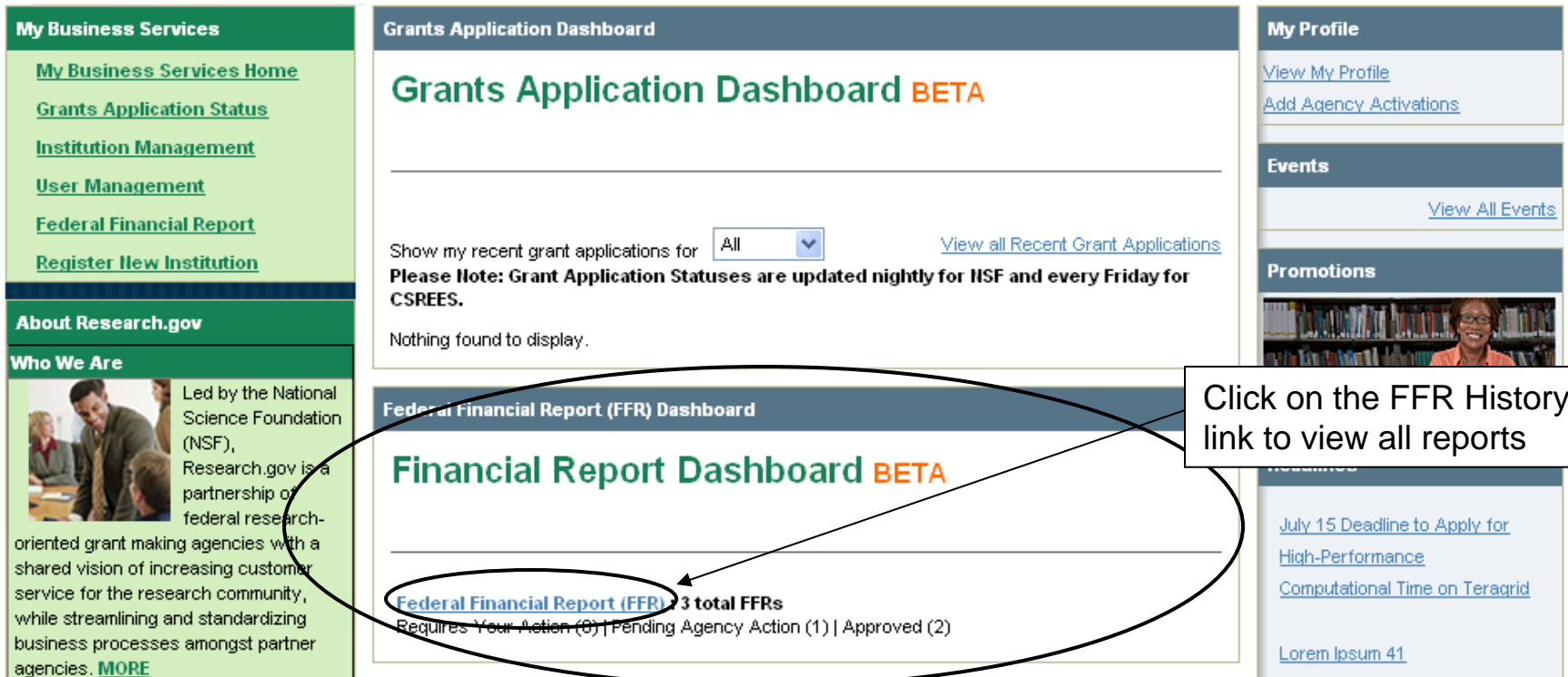


The screenshot shows the NSF Login page. At the top, there is a blue header with the text "Login". Below this is a section titled "Rules of Behavior" with a paragraph of text. Underneath, it says "By logging in, you are accepting the rules above." There are three input fields: "Last Name:", "NSF ID:", and "Password:". The "NSF ID:" field has a link "What is my NSF ID?" next to it. The "Password:" field has a link "I forgot my NSF Password" next to it. Below the input fields are "Submit" and "Cancel" buttons. At the bottom left, there is a label "\*Required Field". An arrow points from the "I forgot my NSF Password" link to a text box below the form.

Please note NSF IDs are replacing Social Security Numbers as our primary means of identifying you. As of September 6, 2008, users are required to log in to Research.gov using their NSF ID. If you need to retrieve your NSF ID, simply use the "NSF ID lookup" link located on FastLane login pages or contact your institution's Sponsored Projects Office.

# Step 2: View FFR Dashboard

- The *FFR Dashboard* is in the center of the Research.gov homepage. The dashboard shows the status of your FFRs
- Click on the *Federal Financial Report (FFR)* link at the center of the dashboard to view your FFR history



The screenshot displays the Research.gov homepage layout. On the left, there are two vertical navigation menus. The top menu, 'My Business Services', includes links for 'My Business Services Home', 'Grants Application Status', 'Institution Management', 'User Management', 'Federal Financial Report', and 'Register New Institution'. The bottom menu, 'About Research.gov', includes 'Who We Are' with a photo of people in a meeting and a text block describing the partnership with the NSF. The main content area is divided into three columns. The top-left column is the 'Grants Application Dashboard BETA', which shows a filter for 'All' grant applications and a note that statuses are updated nightly for NSF and every Friday for CSREES. The top-right column is the 'My Profile' section with links for 'View My Profile' and 'Add Agency Activations'. The bottom-right column is the 'Promotions' section with a photo of a woman and several text-based promotional links. The bottom-left column is the 'Federal Financial Report (FFR) Dashboard BETA', which displays '3 total FFRs' and a breakdown: 'Requires Your Action (0) | Pending Agency Action (1) | Approved (2)'. A callout box with a black border and white background points to the 'Federal Financial Report (FFR)' link in the FFR dashboard, containing the text 'Click on the FFR History link to view all reports'.



# Step 3: View FFR History

- After clicking on the *FFR* link from the left-hand navigation menu on the home page, you will be shown your FFR history
- Click on the quarter ending date – to work on the report. Status of unsubmitted = the report is due for submission to NSF
- Status of “Approved” = report has been submitted and approved by NSF

**Federal Financial Report**

**Federal Financial Report History BETA**

[FFR Help](#)

Adjust Font Size: [A](#) [A](#) [A](#)

32 FFRs found  
PAGE: 1 of 2 | 1 [2](#) [NEXT PAGE >>](#)

<a href="#">Quarter Ending</a>	<a href="#">Status</a>	<a href="#">Required</a>	<a href="#">FFR Type</a>
<a href="#">06/30/2008</a>	Unsubmitted	Required	FFR
<a href="#">12/31/2007</a>	Approved	Required	FFR
<a href="#">09/30/2007</a>	Approved	Required	FFR
<a href="#">06/30/2007</a>	Approved	Required	FFR
<a href="#">03/31/2007</a>	Approved	Required	FFR
<a href="#">12/31/2006</a>	Approved	Required	FFR
<a href="#">09/30/2006</a>	Approved	Required	FFR
<a href="#">06/30/2006</a>	Approved	Required	FFR
<a href="#">03/31/2006</a>	Approved	Required	FFR
		Required	FFR
		Required	FFR
		Required	FFR
		Required	FFR
		Required	FFR
		Required	FFR

Click on a specific report to work on the report or view report details

# Step 4: Complete the FFR Attachment Multi-Award Report

- Click *FFR Attachment* on *My Federal Financial Report* left-hand navigation menu
- Enter new Cumulative Expenditures in Column A3
- Search for specific grants by their Federal grant number
- The screen data can also be exported to Excel and/or printed in PDF

FFR Attachment for Quarter Ending: 06/30/2008 BETA

Perform the functions in Excel or print to PDF

University of  
Quarter Ending: 06/30/2008 | Due Date: 08/10/2008

VIEW ALL | Perform in Excel | Print to PDF

79 Grants found

PAGE: 1 of 4 | 1 2 3 4 NEXT PAGE >>

Federal Grant Number	Recipient Account Number	PI/PI Name	From	To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open
0220840	LJ77	Papad C.	09/02	08/08	\$399,509.00	\$373,610.62	\$373,610.62	\$19,898.38	
0222603	LL10	Rohat	09/02	08/08	\$39,818.00	\$28,793.80	\$29,292.21	\$10,525.79	
0241236	LG73	Xie, D	05/03	10/07	\$519,190.62	\$519,190.62	\$519,190.62	\$0.00	Financially Closed
0314898	ME97	Huinke	09/03	08/09	\$19,977,173.00	\$13,807,599.50	\$14,118,714.67	\$5,858,458.33	
0346097	MQ75	Pillai, I	06/04	05/09	\$431,662.00	\$250,602.55	\$267,337.45	\$164,324.55	
0351824	MQ34	Waple	05/04	04/08	\$500,005.00	\$500,005.00	\$500,005.00	\$0.00	
0352314	MY87	Rohat	09/04	08/08	\$51,160.00	\$17,234.67	\$22,229.28	\$28,930.72	
0416536	MX07	Dunn,	08/04	07/08	\$117,272.00	\$111,386.05	\$117,272.00	\$0.00	
0416747	MX01	Forst,	07/04	06/08	\$209,916.00	\$179,937.78	\$198,245.32	\$11,670.68	
0420312	PF92	Munsc	09/04	08/08	\$53,276.00	\$45,804.03	\$53,049.47	\$226.53	
0421416	MY60	Wiser	09/04	08/08	\$1,444,972.00	\$1,311,953.23	\$1,338,663.65	\$106,308.35	
0429036	MY61	Fouad	08/04	07/08	\$237,156.00	\$237,156.00	\$237,156.00	\$0.00	

0416747	MX01	For	07/04	06/08	\$209,916.00	\$179,937.78	\$198,245.32	\$11,670.68	
0420312	PF92	Mu	09/04	08/08	\$53,276.00	\$45,804.03	\$53,049.47	\$226.53	
0421416	MY60	Wit	09/04	08/08	\$1,444,972.00	\$1,311,953.23	\$1,338,663.65	\$106,308.35	
0429036	MY61	Fou	08/04	07/08	\$237,156.00	\$237,156.00	\$237,156.00	\$0.00	
0438612	NH98	Tsr	05/05	10/08	\$327,078.00	\$256,501.13	\$297,341.20	\$29,736.80	
0440919	NG30	Isb	07/05	06/09	\$138,690.00	\$134,769.25	\$134,769.25	\$3,920.75	
0442605	NF25	Lar	01/05	12/07	\$284,568.00	\$284,568.00	\$284,568.00	\$0.00	Financially Closed
0444188	NK94	Dui	05/05	04/09	\$371,743.00	\$231,409.80	\$237,463.88	\$134,279.12	
0449969	NJ37	Gu P.	03/05			79.09	\$299,348.49	\$122,651.51	
0503366	NG31	Fri	06/05			22.99	\$422,080.85	\$117,919.15	
0509691	PA33	Sai	11/05			79.98	\$128,460.08	\$72,824.92	
0510893	NT36	Cz	08/05			63.21	\$102,083.44	\$12,234.56	
0511127	NT91	Li,	08/05			46.00	\$39,997.00	\$0.00	
0512526	NX97	Hol	09/05			94.14	\$177,251.83	\$18,071.17	
0521328	NT33	Ty:	08/05			12.83	\$292,438.61	\$2,398.39	
0542679	PL54	Ho	06/06			07.77	\$180,416.43	\$32,538.57	
0543501	PC99	Sa	01/06	12/08	\$359,993.00	\$228,533.13	\$255,156.22	\$104,836.78	
<b>Totals</b>					<b>\$43,282,377.33</b>	<b>\$24,281,516.04</b>	<b>\$25,667,891.69</b>	<b>\$17,614,485.64</b>	

Search for grants by their Federal Grant Number

Quick Search for a single grant by Federal Grant Number:

Federal Grant Number:  Search Reset

# Step 4a: Complete the FFR – Single Award Grantee

- Select *FFR or FFR Attachment* on the *My Federal Financial Report* left-hand navigation menu
- Enter the adjustments as required and validate program income to complete the FFR page
- Enter your cumulate award expenditures on line 10e *Federal Share of Expenditures*
- The report can also be printed to PDF


**Federal Financial Report**

**FFR for Quarter Ending: 09/30/2008 BETA**

[FFR Help](#)

Quarter Ending: 09/30/2008 | Due Date:

Page 1 of 1

Adjust Font Size:  [Print to PDF](#)

1. Federal Agency and Organizational Element to Which Report is Submitted:	National Science Foundation, Division of Financial Management
2. Federal Grant or Other Identifying Number Assigned by the Federal Agency:	--
3a. Recipient Organization Name:	
3b. Recipient Organization Address:	
*City:	*State:
(Line 2):	*Zip:
(Line 3):	
4a. DUNS Number:	
4b. EIN:	
5. Recipient Account Number or Identifying Number:	--
6. Final Report:	<input type="radio"/> Yes <input type="radio"/> No
7. Basis of Accounting:	<input type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period:	From: (mm/dd/yyyy) To: (mm/dd/yyyy)
9. Reporting Period End Date:	09/30/2008

Print report to PDF

**10. TRANSACTIONS:**

**Federal Cash:**

Beginning Cash on Hand (COH) from previous FFR:  
Payments Received:

a. Cash Receipts = Beginning COH + Payments Received	\$0.00
b. Cash Disbursements = (A3 - A2 from FFR Attachment)	\$0.00

Adjustments to Financially Closed Awards = New Federal Share of Expenditures \$0.00  
(Cumulative Cash Disbursements) - Current Federal Share of Expenditures  
(Previous Cumulative Cash Disbursements)

c. Cash on Hand = Cash Receipts - (Cash Disbursements + Adjustments to Financially Closed Awards)	\$0.00
---	--------

**Federal Expenditures and Unobligated Balance:**

d. Total Federal funds authorized = A1 from FFR Attachment	\$0.00
e. Federal Share of Expenditures = A3 from FFR Attachment	\$0.00
f. Federal share of unliquidated obligations (line 10d minus 10e)	--
g. Total Federal share (sum of lines 10e and 10d)	--
h. Unobligated balance of Federal funds = A1 - A3 from FFR Attachment	\$0.00

Balance Authorized = Unobligated Balance of Federal Funds  
- Cash on Hand \$0.00

**Recipient Share:**

i. Total recipient share required	--
j. Recipient share of expenditures	--
k. Recipient share of unliquidated obligations	--
l. Total recipient share (sum of lines j and k)	--
m. Remaining recipient share to be provided (line i minus l)	--

**Program Income:**

n. Total Federal Program Income Earned	\$0.00
o. Program income expended in accordance with the deduction alternative	--
p. Program income expended in accordance with the addition alternative	\$0.00
q. Unexpended program income (line n minus line o or line p)	\$0.00

**11. Indirect Expense:**

a. Type of Rate:	<input type="radio"/> Provisional <input checked="" type="radio"/> Predetermined <input type="radio"/> Final <input type="radio"/> Fixed
b. Rate:	
c. Base:	
d. Total Amount:	
e. Federal Share:	

Enter Adjustments as required

[Enter Adjustments](#)

[Enter Program Income](#)

Report Program Income or validate you have no Program Income to report

# Step 5: Complete the FFR page

- Select *FFR* on the *My Federal Financial Report* left-hand navigation menu
- Enter the adjustments as required and validate program income to complete the FFR page
- The report can also be printed to PDF

**Federal Financial Report**

**FFR for Quarter Ending: 09/30/2008 BETA**

[FFR Help](#)

Quarter Ending: 09/30/2008 | Due Date:

Adjust Font Size: [Print to PDF](#)

Page 1 of 1

1. Federal Agency and Organizational Element to Which Report is Submitted:	National Science Foundation, Division of Financial Management
2. Federal Grant or Other Identifying Number Assigned by the Federal Agency:	--
3a. Recipient Organization Name:	
3b. Recipient Organization Address:	
*City:	*City:
(Line 2):	*State:
(Line 3):	*Zip:
4a. DUNS Number:	
4b. EIN:	
5. Recipient Account Number or Identifying Number:	--
6. Final Report:	<input type="radio"/> Yes <input type="radio"/> No
7. Basis of Accounting:	<input type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period:	From: (mm/dd/yyyy) To: (mm/dd/yyyy)
9. Reporting Period End Date:	09/30/2008

Print report to PDF

Enter Adjustments as required

**10. TRANSACTIONS:**

**Federal Cash:**

Beginning Cash on Hand (COH) from previous FFR:  
Payments Received:

a. Cash Receipts = Beginning COH + Payments Received	\$0.00
b. Cash Disbursements = (A3 - A2 from FFR Attachment)	\$0.00

Adjustments to Financially Closed Awards = New Federal Share of Expenditures \$0.00  
(Cumulative Cash Disbursements) - Current Federal Share of Expenditures  
(Previous Cumulative Cash Disbursements)

c. Cash on Hand = Cash Receipts - (Cash Disbursements + Adjustments to Financially Closed Awards)	\$0.00
---	--------

[Enter Adjustments](#)

**Federal Expenditures and Unobligated Balance:**

d. Total Federal funds authorized = A1 from FFR Attachment	\$0.00
e. Federal Share of Expenditures = A3 from FFR Attachment	\$0.00
f. Federal share of unliquidated obligations (line 10d minus 10e)	--
g. Total Federal share (sum of lines 10e and 10f)	--
h. Unobligated balance of Federal funds = A1 - A3 from FFR Attachment	\$0.00

Balance Authorized = Unobligated Balance of Federal Funds \$0.00  
- Cash on Hand

**Recipient Share:**

i. Total recipient share required	--
j. Recipient share of expenditures	--
k. Recipient share of unliquidated obligations	--
l. Total recipient share (sum of lines j and k)	--
m. Remaining recipient share to be provided (line i minus l)	--

**Program Income:**

n. Total Federal Program Income Earned	\$0.00
o. Program income expended in accordance with the deduction alternative	--
p. Program income expended in accordance with the addition alternative	\$0.00
q. Unexpended program income (line n minus line o or line p)	\$0.00

[Enter Program Income](#)

**11. Indirect Expense:**

a. Type of Rate:	<input type="radio"/> Provisional <input checked="" type="radio"/> Predetermined <input type="radio"/> Final <input type="radio"/> Fixed
b. Rate:	--
c. Base:	--
d. Total Amount:	--
e. Federal Share:	--

Report Program Income or validate you have no Program Income to report

