



Chapter 7—How to Submit a Report Online

NOTE: IF YOU ARE A RETURNING REPORTER CHANGING THE AWARD ID, ORDER #, OR DUNS NUMBER ON A REPORT FILED IN THE LAST REPORTING CYCLE, SEE CHAPTER 10 FOR INSTRUCTIONS.

NOTE: IF YOU RECEIVE A NOTIFICATION RECOMMENDING THAT YOU COPY FORWARD, SEE CHAPTER 10.

In this chapter:

- *How to Enter Data*
- *Add Prime Recipient, Sub-recipient, and Vendor Data*
- *Saving a Report as Draft*
- *Updating a Draft Report*
- *Submitting an Initial Submission*

NOTE: If you don't have all the data needed prior to the end of the Initial Submission phase, enter all the data that is available and submit your report. During the Recipient Review phase, you can access your report and make any necessary changes.

How to Enter Data--Overview

- Log into FederalReporting.gov and click “Create Report” in the left sidebar of the home page to go to the “Report Creation” page.

Select Report Type

Use the options below to choose the type of ARRA report you would like to create. All fields are required.

Report Type

Prime Award Number
Must match award document: include caps, spaces, and special characters.

Prime DUNS
Numbers only. Example: 001234567

Award Type

Federally Awarded Contract
 Grant
 Loan

Recipient Type

Prime Recipient [Prime Only]
 Prime Recipient [Prime reporting for self and Sub(s)]
 Sub Recipient [Sub Only]

Continue Report Creation

Click the “Continue Report Creation” button to move to the “Report Data Entry” page.



- Enter the following information about your award and organization:
 - **Prime Award number** – Enter exactly as it appears on the award document including spaces, special characters, and capitalizations.
If you are the prime recipient, this is the award number on your award document.
If you are a sub-recipient, obtain the award number from your prime recipient.
 - **Prime Recipient DUNS** – Enter as 9 digits, no dashes
If you are the prime recipient, enter your 9-digit DUNS number.
If you are a sub-recipient, obtain the Prime DUNS number from your prime recipient.
 - **Award type**
Federal contract
Grant
Loan
 - **Recipient type**
Prime Recipient [Prime only]
Prime Recipient [Prime reporting for self and sub(s)]
Recipients of federal contracts must choose this option
Sub-recipient [Sub Only]
- When you have entered all of the required data, click “Continue Report Creation,” to go to the “Report Data Entry” page. If any of the required data is missing, you will not be allowed to go to the next step until the data is added. If you are a prime recipient reporting on a grant, your page will have three tabs: prime recipient, sub-recipient, and vendor. If you are a sub-recipient reporting on a loan, you will have a page with sub-recipient and vendor tabs.

NOTE: The data fields and the functions for adding a sub-recipient or vendor, saving as a Draft, and submitting an Initial Submission remain the same across award types.



Adding Prime Recipient Data

- Click the Prime Recipient tab to see the Prime Recipient data entry page, where you will see the report entered on the Report Creation page. For federal contracts, the Order Number is located on the Prime Recipient tab.
- Add information into each of the following sections:
 - Report Information
 - Award Recipient Information
 - Project/Award Information
 - Project Information
 - Primary Place of Performance Information
 - Recipient Highly Compensated Officers

(See next page for a screenshot showing all the fields).

NOTE: When to mark your report “FINAL”

When you mark your report “final,” you are saying that all work is completed and you will not be reporting in the next reporting period.



Sunday, September 13, 2009 Text A' A' A

FederalReporting.gov

Home | About | Downloads | FAQ | Help

Prime Recipient | Sub Recipients | Vendors

Prime Recipient Reporting

Submit | Cancel

Report Information

Prime Recipient Data

Award Type: Federally Awarded Contract | Award Number: 112233

Final Report: [No] | Order Number: 12345

Award Recipient Information

Recipient DUNS Number: 88252831 | Recipient Account Number: 12345
Recipient Congressional District: 11 | Parent DUNS Number: 054079374
Recipient Type: 2F-VW | Recipient Legal Name: LAW ENFORCEMENT, FLORIDA DEPARTMENT OF
Recipient DDA Name: | Recipient Address 1: 2331 PHILLIPS RD
Recipient Address 2: | Recipient City: TALLAHASSEE
Recipient State: FL | Recipient ZIP Code + 4: 323085333
Recipient Country: USA

Project/Award Information

Funding Agency: 0500 - Government Accountability Office | Awarding Agency: 0500 - Government Accountability Office
Program Source (IAS): 12-1102 | Sub Account Number for Source: 11
Govt Contracting Office Code: 025192 | Amount of Award: \$ 1000000.00
Award Date: 07/15/09 | Award Description:

Total Number of Sub Awards less than \$25,000/award: 0
Total Amount Sub Awards less than \$25,000/award: \$ 0.00
Total Number of Sub Awards to Individuals: 0
Total Amount of Sub Awards to Individuals: \$ 0.00

Project Information

Quarterly Activities/Project Description:

Project Status: [Less than 50% completed] | Total Federal Amount ARRA Funds Received/Involved: \$ 0.000000.00
Number of Jobs: 1.00 | Description of Jobs Created:

Activity Codes (NAICS) (up to 10)

| | |
|------------------|--------|
| Activity Code 1 | 111310 |
| Activity Code 2 | |
| Activity Code 3 | |
| Activity Code 4 | |
| Activity Code 5 | |
| Activity Code 6 | |
| Activity Code 7 | |
| Activity Code 8 | |
| Activity Code 9 | |
| Activity Code 10 | |

Primary Place of Performance

Address 1: | Address 2: | City: | Country Code: [US-United States] | State: [VA-Virginia] | ZIP Code + 4: [22033] | Congressional District: 11

Recipient Highly Compensated Officers

Prime Recipient Indication of Reporting Applicability: [No]

| | |
|---------------------------|--|
| Officer 1 Name | |
| Officer 1 Compensation \$ | |
| Officer 2 Name | |
| Officer 2 Compensation \$ | |
| Officer 3 Name | |
| Officer 3 Compensation \$ | |
| Officer 4 Name | |
| Officer 4 Compensation \$ | |
| Officer 5 Name | |
| Officer 5 Compensation \$ | |

Submit | Cancel

Accessibility | Copyright Information | Privacy Policy

USA.gov | GovLinkUSA.gov | FedBizOpps.gov | GovLoans.gov | Benefits.gov

Report Information section

Award Recipient Information section

Project/Award Information section

Project Information section

Place of Performance Information section

Recipient Highly Compensated Officers section



Adding Sub-recipient Data

- Click on the Sub Recipients tab to see the data for each of your sub-recipients. The sub-recipient page displays the Report Information entered on the Report Creation page (and federal contract Order Number if entered): Award Type, Award Number, and Recipient Type.
- Click “Add a Sub Recipient.”
- Enter the data in the following sections:
 - Sub-recipient Information
 - Sub Award Information
 - Sub Recipient Place of Performance
 - Sub Recipient Highly Compensated Officers
- Click “Save New Sub Recipient” to add the sub-recipient to the report. All sub-recipient reports entered on the report are displayed at the top of the Sub Recipients page. On this page you can:
 - Edit the report by clicking on the DUNS number to go directly to the report. Edit the necessary fields, then click “Save Edits,” to return to the sub-recipient reporting page.
 - Click “Remove from Report” to remove a sub-recipient report from this page.

The screenshot shows the 'Sub Recipient Reporting' page in a Mozilla Firefox browser. The page has three tabs: 'Prime Recipient', 'Sub Recipients', and 'Vendors'. The 'Sub Recipients' tab is active. On the left sidebar, there is a user greeting 'Hello, Joe Prime (Recipient User)', a 'Logoff' button, and sections for 'Current Reporting Cycle', 'Create / Upload ARRA Reports' (with 'Create Report', 'Upload Report', and 'Validate File' buttons), and 'Quick Links' (with links for 'My Reports' and 'Administration'). The main content area is titled 'Sub Recipient Reporting' and contains a 'Report Information' table with columns 'Award Type', 'Award Number', and 'Recipient Type'. Below this is a 'System Message' box stating 'Please note: A Sub Recipient has been successfully added.' A table below shows '1 results found' with a table header 'DUNS #' and a row containing '001174353' and 'A4802620'. A blue arrow points from the text 'Click DUNS Number to open report' to the '001174353' cell. Below the table is an 'Add a Sub Recipient' button with a blue arrow pointing to it from the text 'Add a Sub Recipient'. Below that is a 'Sub Recipient Data' section with a 'Save New Sub Recipient' button and a blue arrow pointing to it from the text 'Save New Sub Recipient'. At the bottom, there is a 'Sub Recipient Information' section with a label '* Sub Recipient DUNS Number' and an input field.



Adding Vendor Data (grants and loans only)

- Click the Vendors tab to see the data for each of your vendors. The vendor page shows the Report Information entered on the Report Creation page (and the federal contracts Order Number if entered on the Prime Recipient tab): Award Type, Award Number, Recipient Type, and Calendar Year/Quarter.
- Click “Add a Vendor.”
- Enter the data below in the Vendor Information Section:
 - Use the drop-down menu to indicate if the vendor is directly supported by the prime recipient’s award or a sub-recipient’s award.
 - If the vendor is associated with the prime recipient, enter the following:
 - Vendor DUNS Number or Vendor Name and Vendor HQ ZIP Code+4;
 - Payment Amount
 - Product and Service Description
 - If the vendor is associated with the sub recipient, enter the following:
 - Vendor DUNS Number or Vendor Name and Vendor HQ ZIP Code+4. The other fields are optional.
 - Click “Save New Vendor,” to go to the Vendor Reporting results page that has the same functions as the sub-recipient Reporting results page.

Add a Vendor

Click the “Add a Vendor” button to add Vendor information.

Save New Vendor **Cancel**

Click the “Save New Vendor” button to save the Vendor information you have entered.

Report Information

| | |
|-------------------|---------------------|
| Award Type | Award Number |
| Loan | A48026204 |

Vendor Information

Please Note: Any changes or additions to this form will not persist unless you click the “Save” button.

[More information about these fields](#)

* **Note:** Vendor DUNS Number is not required if you enter Vendor Name and Vendor HQ ZIP Code + 4.

** **Note:** Vendor Name and Vendor ZIP Code + 4 are not required if you enter Vendor DUNS Number.

*** **Note:** Payment Amount and Product and Service Description are not required if you are reporting as only a Sub Recipient.

Sub Award Number None - Use Prime Award Numbe

* **Vendor DUNS Number**

** **Vendor Name**

*** **Vendor HQ ZIP Code + 4**

**** **Payment Amount** \$

**** **Product and Service Description**



NOTE: If a recipient is adding the vendor information, the recently added vendor information will not be reflected on the report until the recipient goes to the Prime or (Sub) Recipient tab and selects “Save as Draft” or “Submit.”

Saving the Report as Draft

Once you have completed your report, you have two options – to save your report as a Draft or submit the report as Initial Submission. In order to meet the requirements for reporting under Section 1512 of the Recovery Act, you must submit your report as Initial Submission by the end of the Initial Submission phase. Prior to the end this phase, you may continue to save the document as Draft, knowing that you are still gathering the necessary information to complete your report.

- For prime recipients or prime recipients submitting for sub-recipients, click “Save as Draft” on the Prime Recipient tab.
- For sub-recipients reporting on a sub-recipient award as a sub-recipient, click “Save as Draft” on the Sub-recipients tab.

Updating a Draft Report

Now that your report has been saved as a Draft, you can go back into the report prior to the end of the Initial Submission phase to complete any missing information.

- Log into Federal Reporting.gov and go to “My Reports” in the Quick Links box on the left sidebar.
- Click “Prime Recipient” (or “Sub Recipient”) to view all your prime recipient reports.
- Search for the Prime Award Number of the report you wish to complete.
- Click the Prime Award Number to open that report for editing.
- Scroll down to the field you need to complete and enter the missing data.
- Click “Save as Draft.”

After entering all the data, you are now ready to submit the report as Initial Submission.

Submitting your report as Initial Submission

You need to submit each report as Initial Submission by no later than the end of the Initial Submission phase of the reporting cycle. As a Prime Recipient, go to the Prime Recipient tab to submit your Initial Submission. Follow the steps below:

- Click “Submit.” If there are any errors in your report, you will receive an error notification. Correct the errors and click “Submit.”
- You will be prompted to enter the FRPIN for the DUNS number for which you are reporting.
- Enter the FRPIN in the FRPIN field.
- Click “Submit” to submit your report as Initial Submission status. Click “Cancel” if you wish to cancel the action of submitting the Initial Submission. You will be returned to your report entry screen.

Once your report has been submitted, you will receive the Report Submission Confirmation page.



Note that there is no requirement for you to enter data as Draft. If you have all of the data you need for Initial Submission, you can bypass the Draft status and submit your report directly as Initial Submission at any time prior to the end of the Initial Submission phase.

For clarification of data fields and controls used when reporting, see Appendix D on the Downloads page.