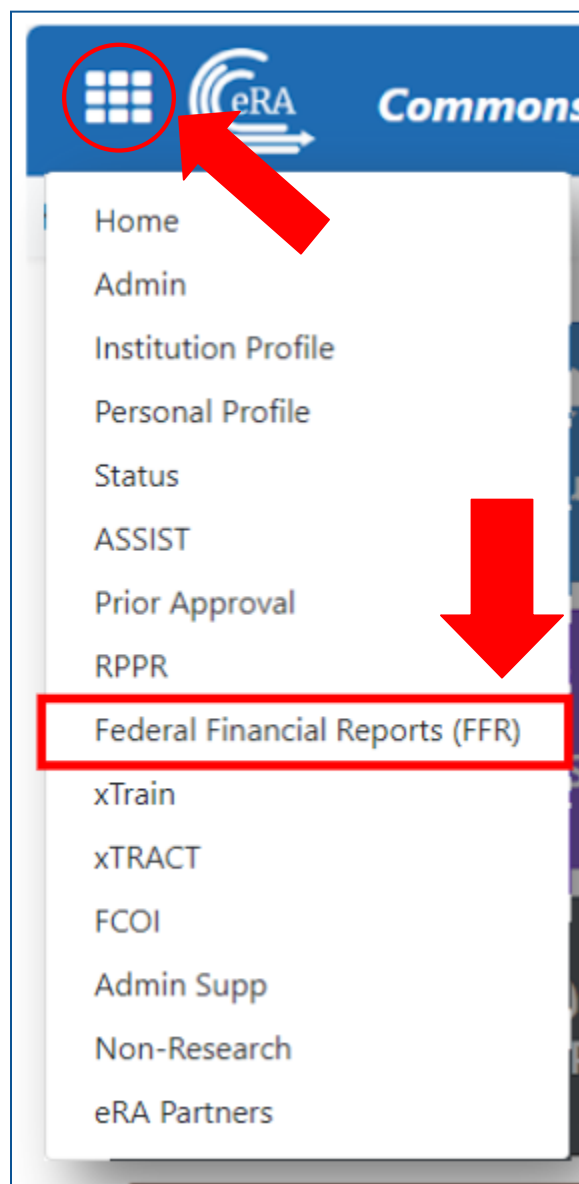


eRA Post-Award: Submit a Federal Financial Report (FFR)

You must have the Financial Status Reporter (FSR) role to submit FFRs in eRA!

The FSR role can be combined with the [Signing Official \(SO\)](#), [Administrative Official \(AO\)](#), and [Account Administrator \(AA\)](#) roles. See [User Role Creation and Administration](#) guidance to modify eRA user roles as needed.

1. Log into eRA Commons and select the [Menu](#) button from the top left corner, then select [Federal Financial Reports \(FFR\)](#).



- Click the **Search FFR** button at the top of the screen, then select **View Search Results** under the Pending, Due, or Late quick search option.

Federal Financial Reports (FFR) **Search FFR** Payment Requests

Search for Federal Financial Reports (FFR) ?

Organization: UNIVERSITY OF DOC

Activity: IC: Serial: Year:

Due Date Start: Due Date End: Status: Project Number:

MYF Awards

Quick Searches

Received

Includes:

- All ICs
- Status of Received

Pending, Due, or Late

Includes:

- All ICs
- Status of Pending, Due, or Late

Due this year

Includes:

- All ICs
- All Statuses
- Due Date Start Jan 1
- Due Date End 12/31 of this year

- Search results will populate all FFRs across all awards for an organization. Find the award you want to submit an FFR for, select the **ellipsis** next to the award number, then select **Create New**.

Showing 1 - 10 of total 31 Entries

| Award Number | FFR Type | Doc No | Spec. Funding | FFR Due | Submitted to Agency | Budget Start | Budget End | Latest FFR Status |
|----------------------|---------------|----------------|---------------|------------|---------------------|--------------|------------|-------------------|
| NA23OAR4170065-T1-01 | Semi-Annual-1 | NA23OAR4170065 | | 10/31/2023 | | 02/01/2023 | 07/31/2023 | Due |
| NA23OAR4170044-T1-01 | Semi-Annual-1 | NA23OAR4170044 | | 10/31/2023 | | 02/01/2023 | 07/31/2023 | Late |

- Form fields 1-9 should be pre-populated with no input necessary from the FSR (example below).

Federal Financial Report Current Status: **WIP**

Please verify that the Federal share of expenditures you are about to report to DOC on the FFR match the value found in the ASAP system and that net cash disbursements your organization reported is accurate.

Long Form

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 1. Federal Agency and Organizational Element to Which Report is Submitted National Oceanic and Atmospheric Administration (NOAA) | | 2. Federal Award or Other Identifying Number NA23OAR4170065-T1-01 | |
| 3. Recipient Organization (Name and complete address, including ZIP code) UNIVERSITY OF DOC 123 Commerce Blvd. Bethesda, MD 20817 | | 4a. UEI Number | 4b. Employer Identification Number 54-6001802 |
| 5. Recipient Account Number or Identifying Number <input type="text"/> | | | |
| 6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Annual <input checked="" type="radio"/> Semi-Annual <input type="radio"/> Final | | 7. Basis of Accounting <input checked="" type="radio"/> Cash <input type="radio"/> Accrual | |
| 8. Funding/Award Period From 02/01/2023 To 02/29/2024 | | 9. Reporting Period End Date 02/29/2024 | |

5. Fill out the form field **Cash Disbursements**. Cash receipts will be pre-populated. Cash on Hand should pre-calculate after 10b is filled out.

| 10. Transactions: | | Cumulative |
|-----------------------------------------------------------------------|------------------|--------------|
| <small>(Use lines a-c for single or multiple award reporting)</small> | | |
| Federal Cash (To report multiple awards, also use FFR attachment): | | |
| A Cash Receipts | Pre-populated → | 100.00 |
| B Cash Disbursements | → | 50.00 |
| C Cash on Hand (line a minus b) | A - B = C | 50.00 |

6. Fill out the **Federal share of expenditures** and the **Federal share of unliquidated obligations** form fields. All other fields in this section should automatically calculate.

| Federal Expenditures and Unobligated Balance: | | |
|-----------------------------------------------------------------|------------------|---------------|
| E Federal share of expenditures | → | 100.00 |
| F Federal share of unliquidated obligations | → | 100.00 |
| g. Total Federal Share (sum lines e and f) | E + F = G | 200.00 |
| h. Unobligated balance of Federal funds (line d minus g) | | 89,800.00 |

7. Fill out the **Recipient share of expenditures** form field. This is only required if your award has a match/cost share component. If you do not have any match/cost share, leave the field blank.

| Recipient Share: | | |
|--------------------------------------------------------------------|------------------|--------------|
| I Total recipient share required | Pre-populated → | 100.00 |
| J Recipient share of expenditures | → | 75.00 |
| K Remaining recipient share to be provided (line i minus j) | I - J = K | 25.00 |

8. Only fill out the Program Income section if your award generates program income.

| Program Income: | | |
|--------------------------------------------------------------------------------|--|------|
| I. 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 I minus line m or line n) | | 0.00 |

9. Enter in Indirect Expense information for form fields **11a-f**, then select **Add**.

| 11. Indirect Expense: | | | | | | | |
|-----------------------|---------|----------------|--------------|---------|-------------------|------------------|------------|
| a. Type | b. Rate | c. Period From | Period To | d. Base | e. Amount Charged | f. Federal Share | |
| Provisional ▾ | 50 | 02/01/2023 📅 | 02/29/2024 📅 | 100.00 | - | 50.00 | Add |
| g. Totals: | | | | 0.00 | 0.00 | 0.00 | |

10. Fill out form field **Remarks** with any comments for the agency (optional). Form fields 13a-13c should pre-populate with the FSR's profile information automatically.

| 12. Remarks (Exceeding the Max 3950 characters will be truncated): | |
|--------------------------------------------------------------------|----------------------------------------------|
| <div style="border: 1px solid #ccc; height: 100px;"></div> | |
| 3950 Characters Remaining | |
| 13. Authorized Official: | |
| 13a. Name Michael Alexander | 13c. Telephone Ext. |
| 13b. Title | 13d. Email Address email@email.com |

11. Select **Save** on the bottom right of the FFR. This will allow the FSR to see the **Submit** button and submit the FFR.

| | | |
|----------------------------|---------------|-------------|
| New search | Submit | Save |
|----------------------------|---------------|-------------|

RESOURCES:

- For detailed instructions on how to fill out the form fields, visit this [website](#), find the Federal Financial Report in the list, and select the **PDF** link to download form instructions. On page 3 of the PDF there are line item instructions for filling out the FFR.

| POST-AWARD REPORTING FORMS: | | | | | | |
|-----------------------------|--------------------------------------------------------------------------------------------|---|---------------------|------------------------|------------------------|------------------------------|
| Agency Owner ↕ | Form Name | ↕ | Adobe Form | Form Schema | Form Items Description | Form Instructions |
| Grants.gov | SF-429-C Real Property Status Report ATTACHMENT C (Disposition or Encumbrance Request) | | PDF | Schema | FID | Instructions |
| Grants.gov | SF-429-B Real Property Status Report ATTACHMENT B (Request to Acquire, Improve or Furnish) | | PDF | Schema | FID | Instructions |
| Grants.gov | SF-429-A Real Property Status Report ATTACHMENT A (General Reporting) | | PDF | Schema | FID | Instructions |
| Grants.gov | Disclosure of Lobbying Activities (SF-LLL) | | PDF | Schema | FID | Instructions |
| Grants.gov | INSTRUCTIONS FOR THE SF-429 Real Property Status Report | | PDF | Schema | FID | |
| Grants.gov | SF-429 Real Property Status Report (Cover Page) | | PDF | Schema | FID | Instructions |
| Grants.gov | Federal Financial Report (SF-425) | | PDF | Schema | FID | Instructions |

- [Post Award & Closeout External Users Webinar Recording](#)