

QUICK SHEET: FEDERAL FINANCIAL AND PERFORMANCE PROGRESS REPORT NOTIFICATIONS

Audience: All

PURPOSE:

This quick sheet describes when Recipient and Grantor staff receive Federal Financial Report (FFR) and Performance Progress Report (PPR) notifications, and the roles that receive the notifications.

GRANTEE FFR/PPR NOTIFICATIONS

Email notifications are sent:

- 14 days before the report due date
- One day after the report is due if the report is not submitted
- Upon submission
- If the report is accepted by the Grantor
- If the report is returned by the Grantor for changes
- If the Grantor submits the report on behalf of the Recipient

Email notifications are sent to the following Recipient staff:

- Grantee Authorizing Official (ADO) assigned to the Recipient organization
- Principal Investigator/Program Director (PI/PD) assigned to the award
- Financial Official (FO) assigned to the Recipient organization
- Financial Support Staff (FSS) assigned to the Recipient organization

GRANTOR FFR/PPR NOTIFICATIONS

Email notifications are sent:

- One day after the report is submitted

Email notifications are sent to the following Grantor staff:

- Grantor staff with the ability to accept or return the FFR/PPR