



GrantSolutions

FEDERAL FINANCIAL REPORT (FFR)

SETUP GUIDE FOR GRANTORS

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OVERVIEW

GrantSolutions provides comprehensive management of Federal Financial Reports (FFRs), also referred to as the SF-425, for Grantors and Grant Recipients. Federal Grants Office staff schedule report cycles and determine due dates, and Grant Recipients view, manage, and electronically submit FFRs in GrantSolutions.

FFR reporting cycles can be scheduled by Grants Office staff for a Grant Program and can be updated:

- During the award process
- After a grant is issued

The FFR has eight configuration settings at both the Grant Program and the Grant Project levels. Once a setting is selected, it can be updated as needed. However, changes only impact FFRs that are not started. Reports in progress do not update with new settings except for new due dates.

ROLES AND ACTIONS

Grantors with the following roles can create, edit, and view the FFR settings configuration:

- Grants Management Officer (GMO)
- Grants Management Specialist (GMS)

Note: For Login information and instruction, please view the GrantSolutions Login Quick Sheet.

SETUP FFR SCHEDULES FOR A PROGRAM

To setup a reporting cycle schedule for all Grant Projects within a Grant Program, follow the below steps:

1. From the menu bar on the “Grants List” screen, click the **Grants Management** drop-down and select the **Manage Reports** option.

Note: Use the *Manage Reports* menu option to access both FFRs and PPRs.

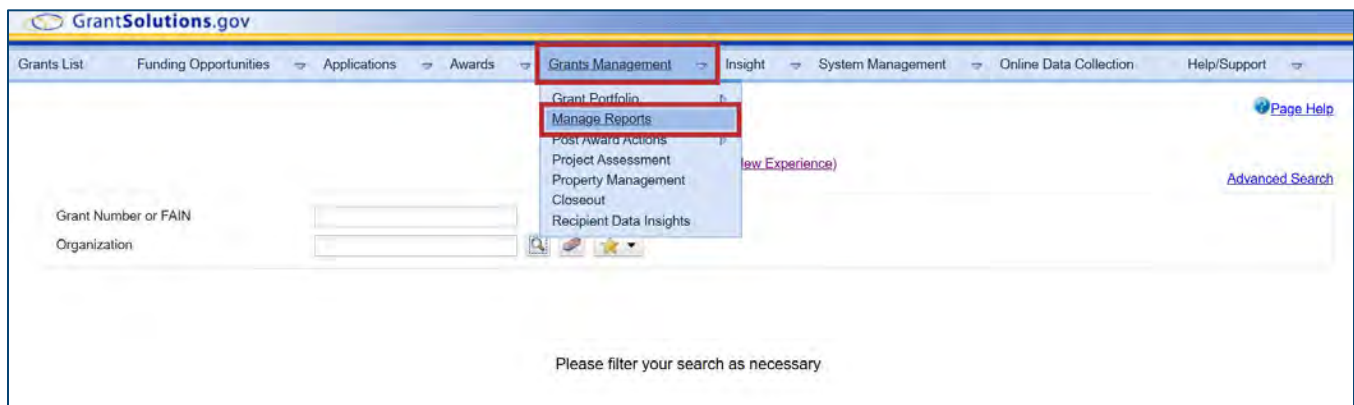


Figure 1: Grants List screen with Grants Management drop-down and Manage Reports option

2. The “Manage Reports” screen appears. Users can search for Grant Projects by *Grant Program*, *Grant Number*, *Grantee Organization*, *UEI*, or *FAIN*. Click the **Grant Program** button in the *Search By* line.

Note: The unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID.

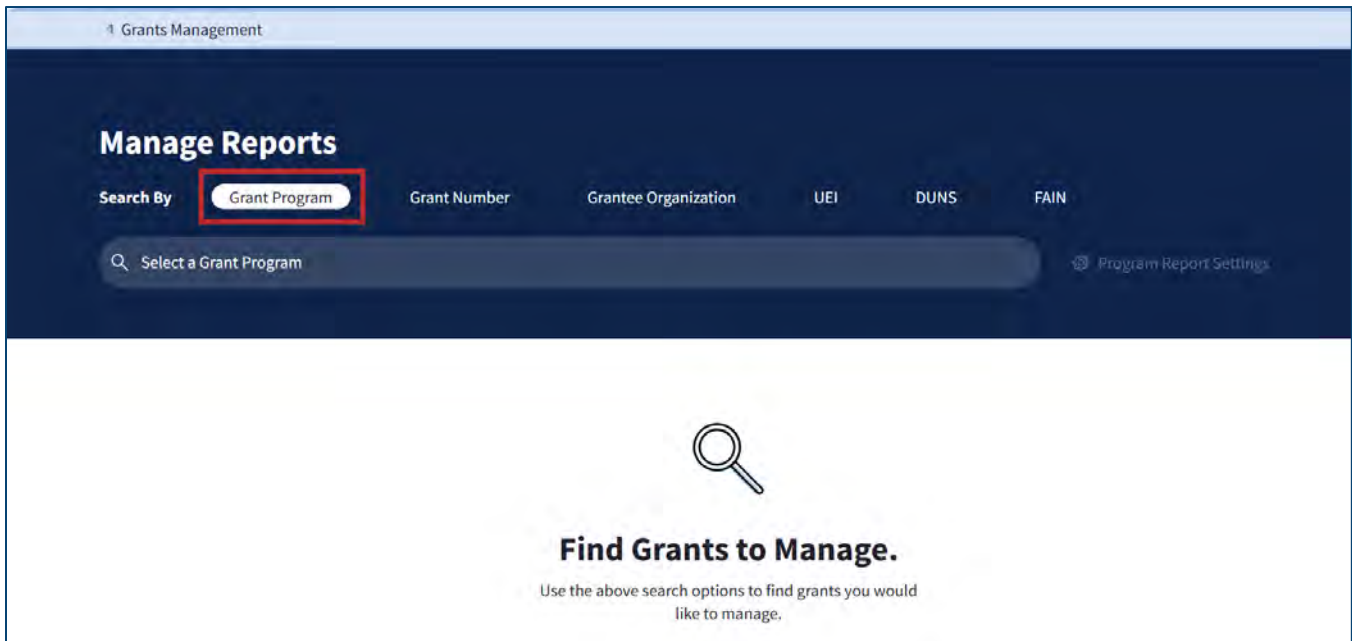


Figure 2: Manage Reports screen with Grant Program button

3. In the *search* field, enter the **Grant Program** name.

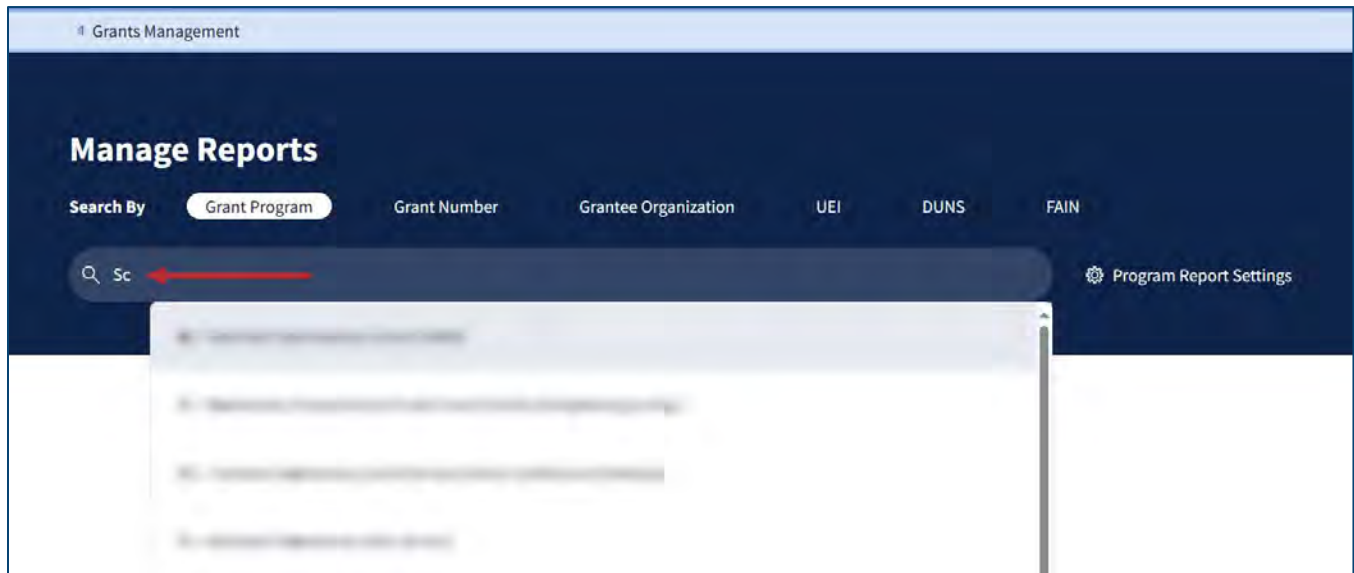


Figure 3: Manage Reports screen with search field

4. Upon entry of two characters, Grant Program options appear for selection in a list. Select a **Grant Program**.

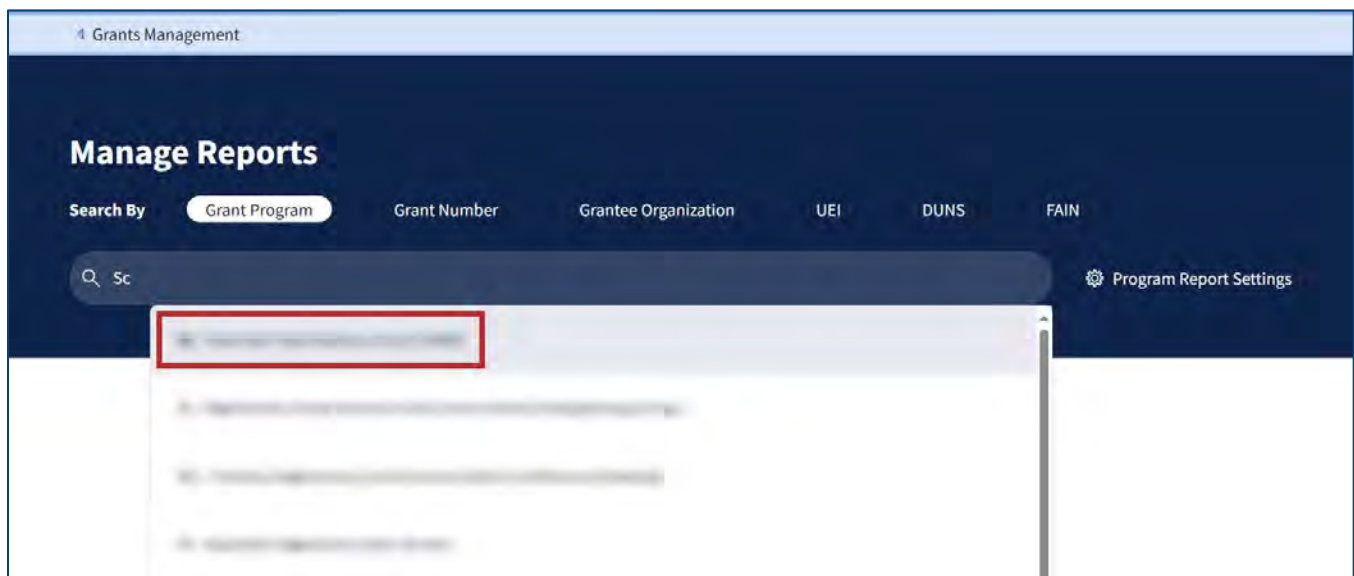
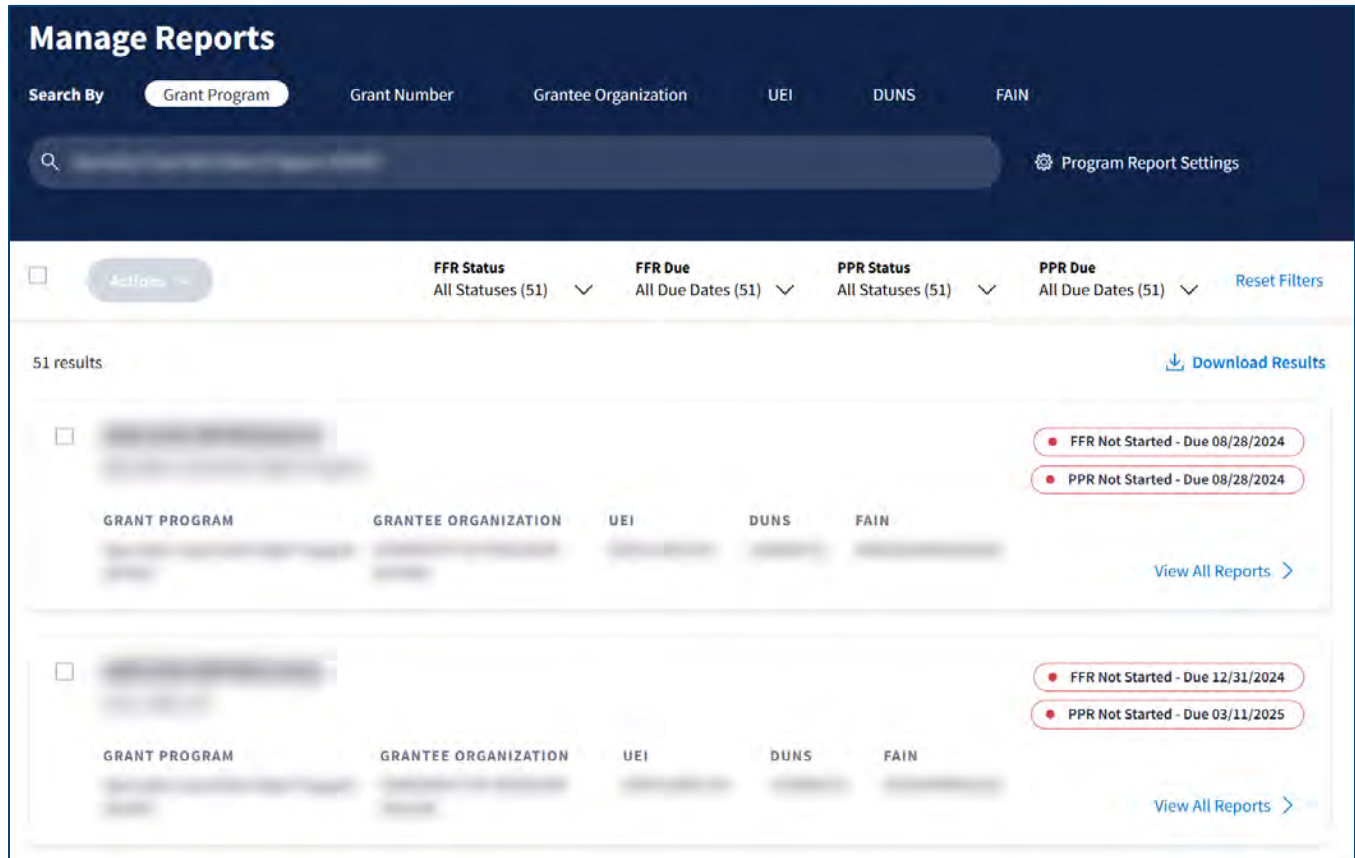


Figure 4: Manage Reports screen with Grant Program options

The “Manage Reports” screen displays a results table of Grant Projects in list format.



Manage Reports

Search By: **Grant Program** | Grant Number | Grantee Organization | UEI | DUNS | FAIN

Program Report Settings

51 results

Download Results

FFR Status	FFR Due	PPR Status	PPR Due
All Statuses (51)	All Due Dates (51)	All Statuses (51)	All Due Dates (51)

Reset Filters

GRANT PROGRAM	GRANTEE ORGANIZATION	UEI	DUNS	FAIN
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

View All Reports >

FFR Not Started - Due 08/28/2024

PPR Not Started - Due 08/28/2024

FFR Not Started - Due 12/31/2024

PPR Not Started - Due 03/11/2025

View All Reports >

Figure 5: Manage Reports screen with results table

5. To the right of the *search* field, click the **Program Report Settings** button.

Manage Reports

Search By: **Grant Program** | Grant Number | Grantee Organization | UEI | DUNS | FAIN

Program Report Settings

☐ **Action** | **FFR Status** All Statuses (51) | **FFR Due** All Due Dates (51) | **PPR Status** All Statuses (51) | **PPR Due** All Due Dates (51) | [Reset Filters](#)

51 results | [Download Results](#)

	GRANT PROGRAM	GRANTEE ORGANIZATION	UEI	DUNS	FAIN	
<input type="checkbox"/>						<ul style="list-style-type: none"> FFR Not Started - Due 08/28/2024 PPR Not Started - Due 08/28/2024 View All Reports >
<input type="checkbox"/>						<ul style="list-style-type: none"> FFR Not Started - Due 12/31/2024 PPR Not Started - Due 03/11/2025 View All Reports >

Figure 6: Manage Reports screen with Program Report Settings button

The “Report Settings” screen appears. The Grant Program name and total number of Grants appear at the top of the screen.

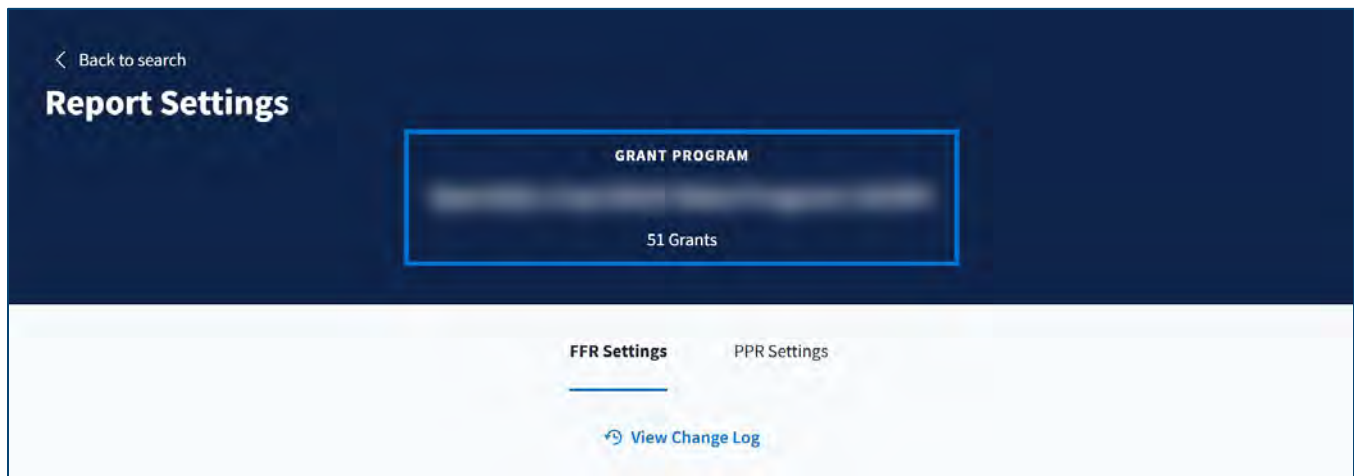


Figure 7: Report Settings screen with Grant Program name and number of Grants

6. Click the **View Change Log** button to review any updates to FFR settings.

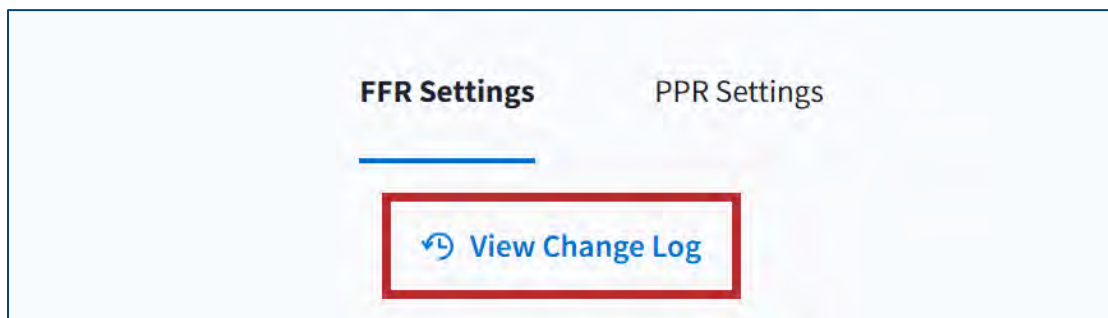


Figure 8: Report Settings screen with View Change Log button

7. The “Program FFR Settings Change Log” window appears. Review updates including the person that made the change and the date and time. Click the **expansion arrow** to the right of a change.

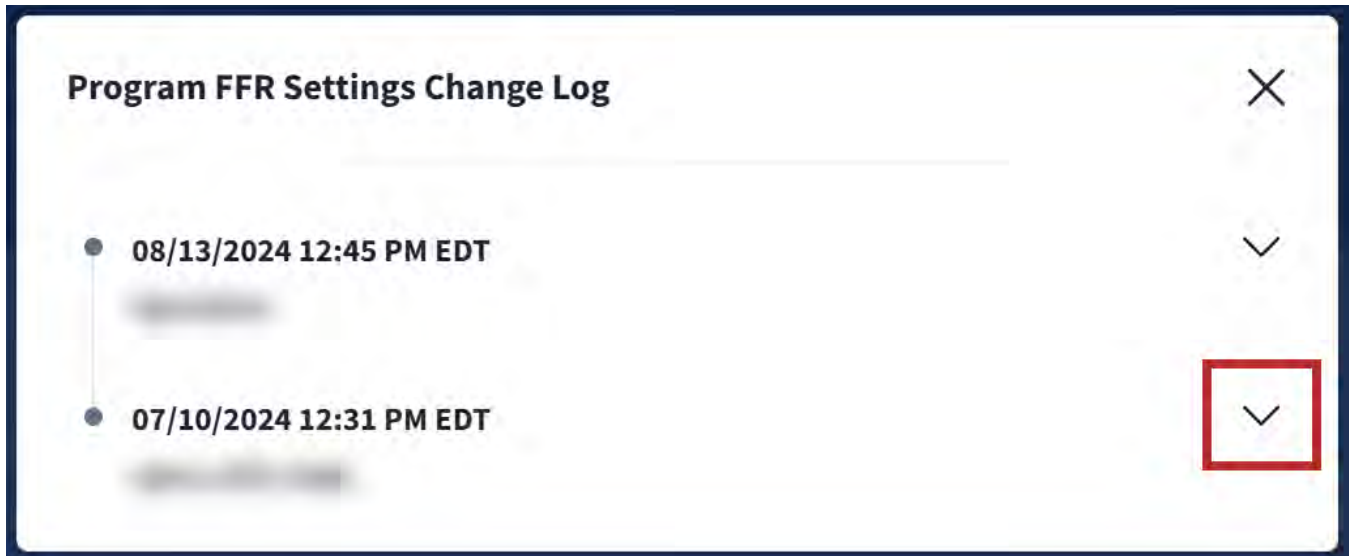


Figure 9: Program FFR Settings Change Log window with expansion arrow

8. Altered settings appear logged in a new field below. Click the **X** button in the top right to close the window.

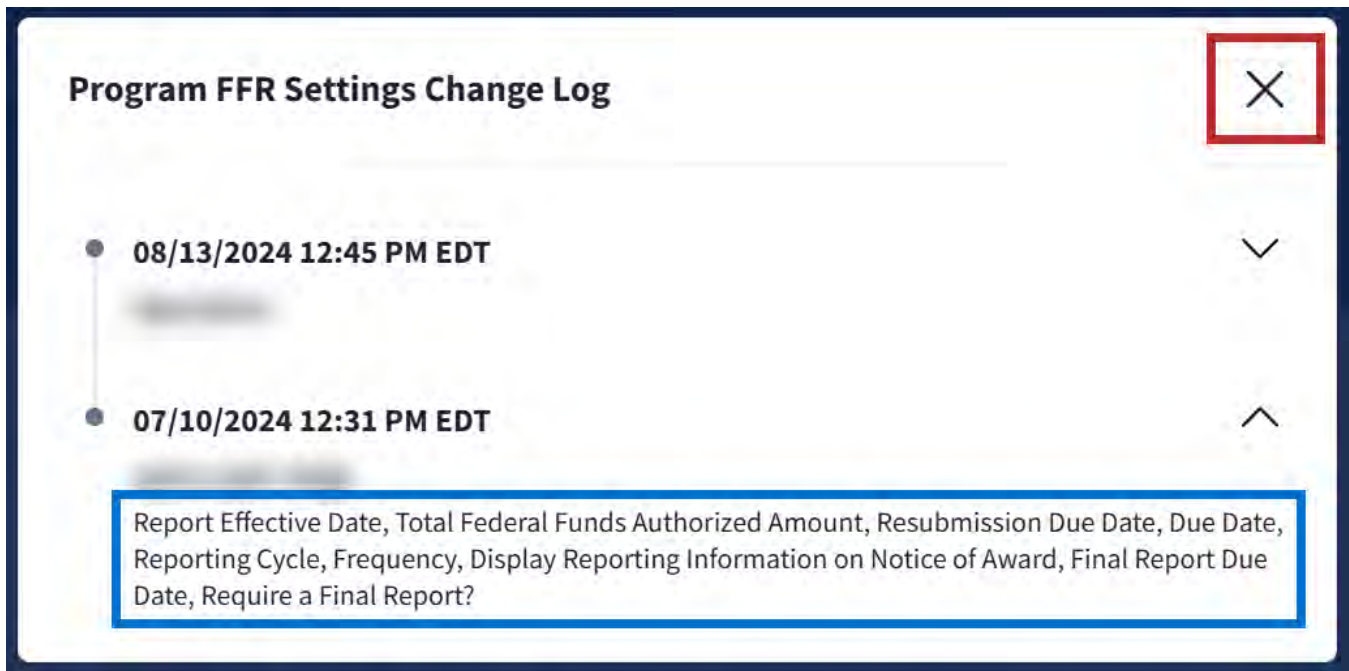


Figure 10: Program FFR Settings Change Log window with change field and X button

The “Report Settings” footer is always visible on the screen and contains the following:

- Informational text indicating the screen is used to modify the FFR report settings for all future reporting periods for all Grants in the Grant Program.
- *Cancel* button that returns the user to the “Manage Reports” screen.
- *Save* button indicating the number of changes made.

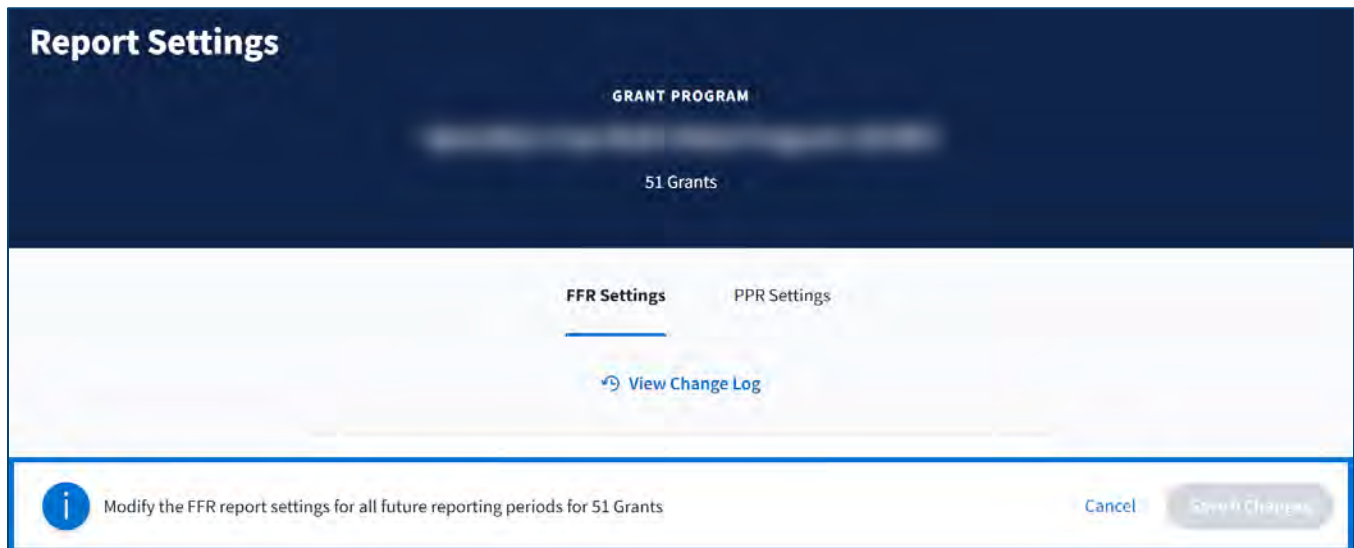


Figure 11: Report Settings screen footer

FFR SETTINGS

DISPLAY REPORTING INFORMATION ON NOTICE OF AWARD

1. In the *Award* section, click the **Display Reporting Information on Notice of Award** button to indicate Yes.

Note: If the toggle button is not selected, reporting information will not appear on the Notice of Award (NOA).

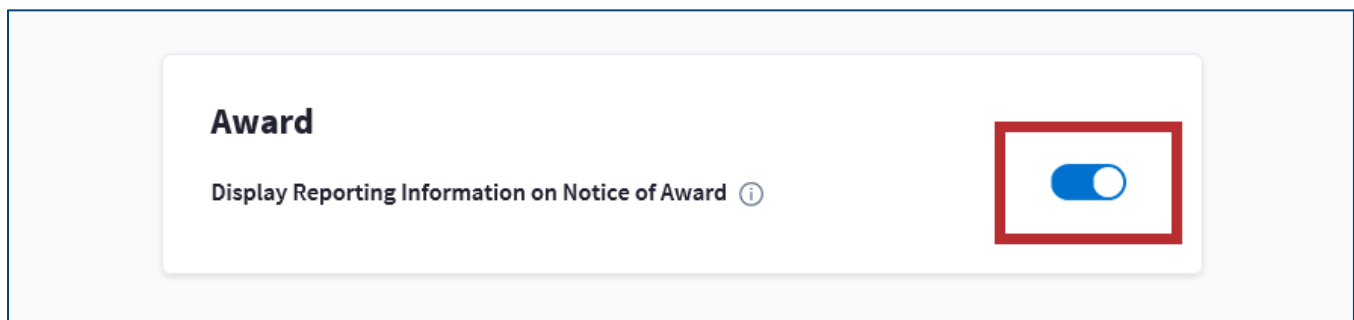


Figure 12: Report Settings screen with Award section

REPORTING CYCLE

2. After configuring FFR settings for a Grant Project, Grant Recipients can submit reports based on the *Frequency* and *Reporting Cycle* selected in the *Reporting Period* section. Click the **Reporting Cycle** drop-down and select one of the following **options**:

- *Budget Year*
- *Fiscal Year* (October 1 – September 30)
- *Calendar Year*

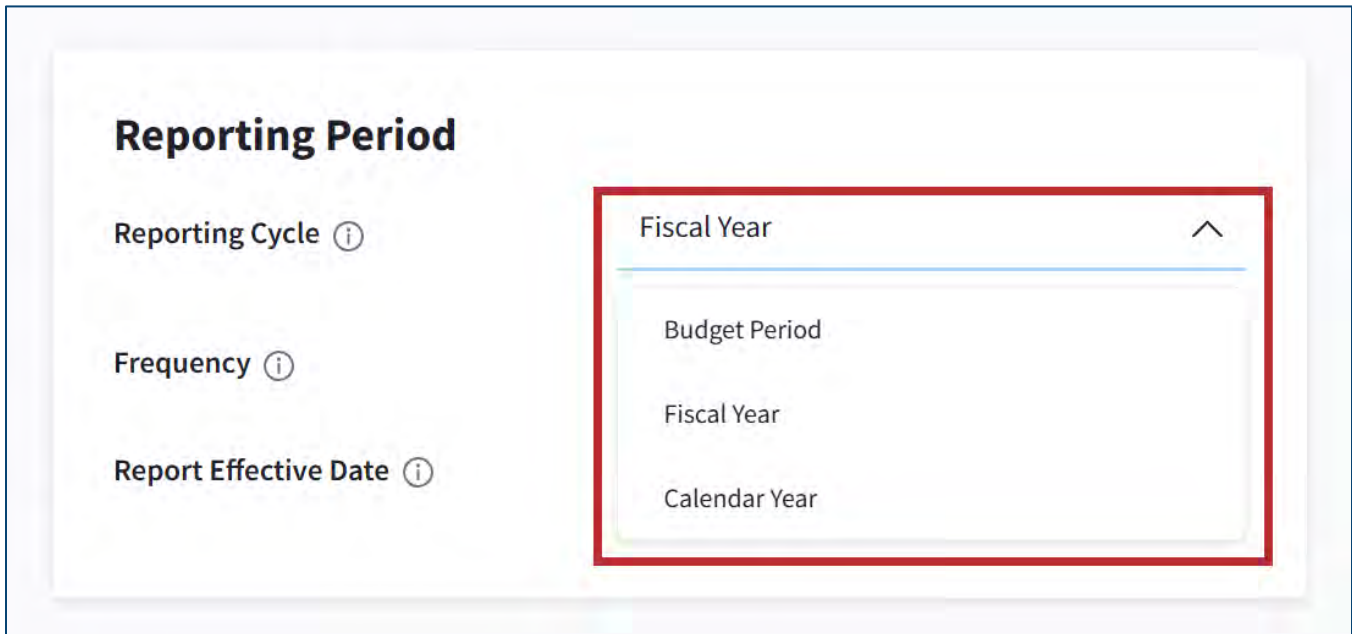
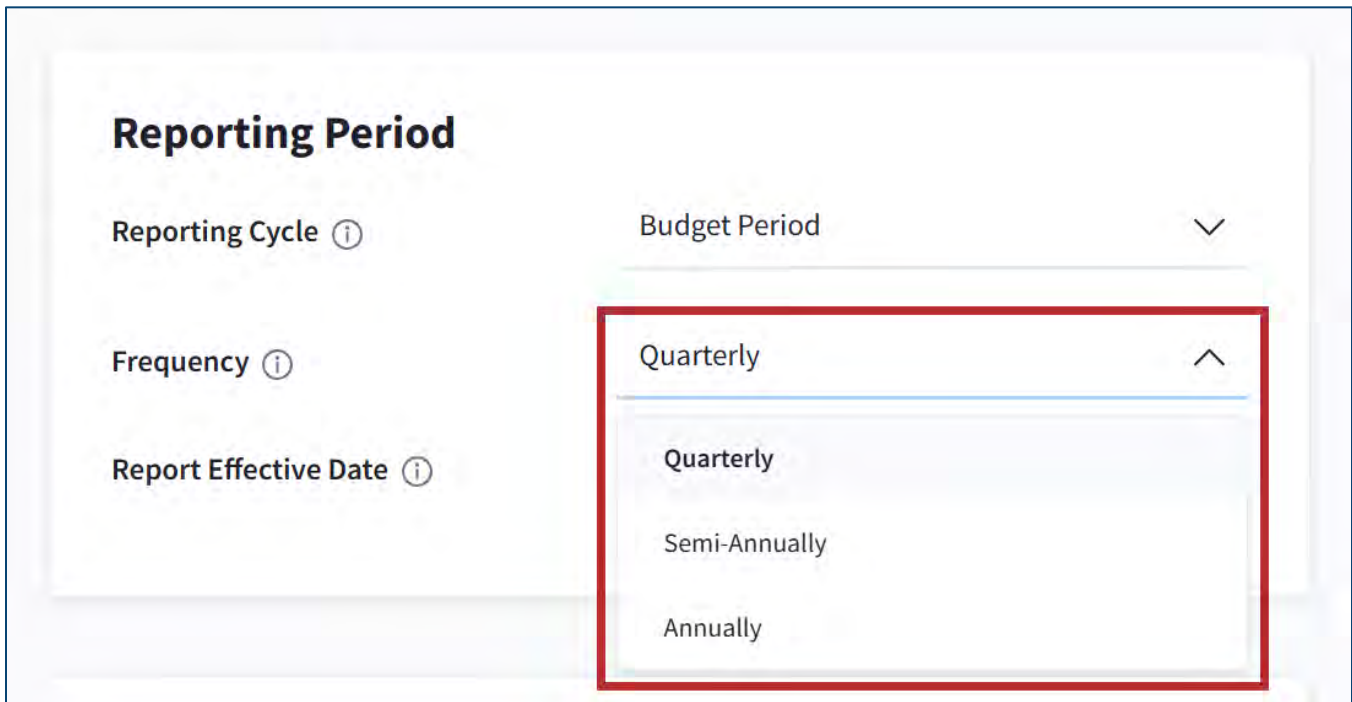


Figure 13: Report Settings screen with Reporting Cycle drop-down and options

3. Next, click the **Frequency** drop-down and select one of the following **options**:

- *Quarterly*
- *Semi-Annually*
- *Annually*

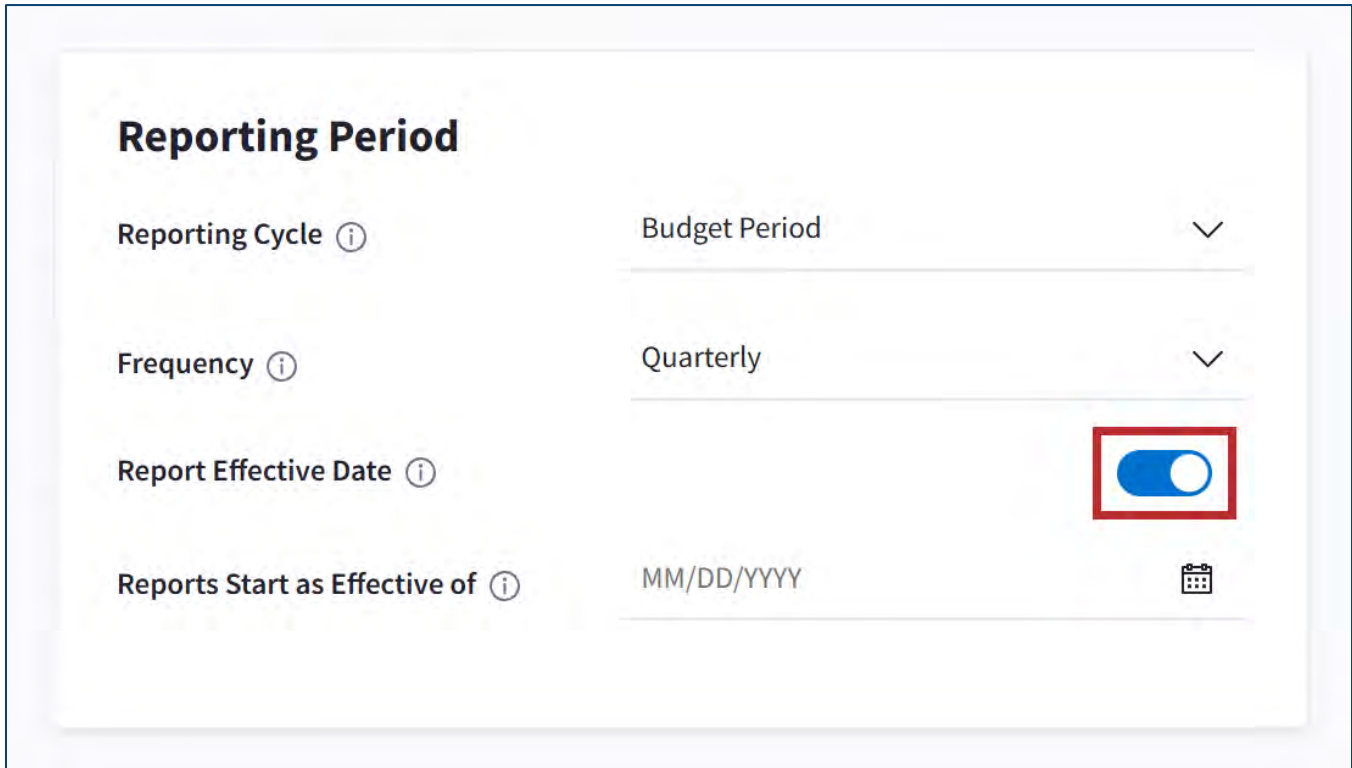


The screenshot displays the 'Reporting Period' section of a web application. It contains three fields: 'Reporting Cycle', 'Frequency', and 'Report Effective Date', each with an information icon. To the right, there is a 'Budget Period' field with a downward arrow. The 'Frequency' field is open, showing a list of three options: 'Quarterly', 'Semi-Annually', and 'Annually'. The 'Quarterly' option is highlighted with a blue background. A red rectangular box is drawn around the entire list of options.

Field	Value / Options
Reporting Cycle	
Frequency	Quarterly (selected), Semi-Annually, Annually
Report Effective Date	
Budget Period	

Figure 14: Report Settings screen with Frequency drop-down and options

4. To enable the *Reports Start as Effective of* field, click the **Report Effective Date** toggle button.



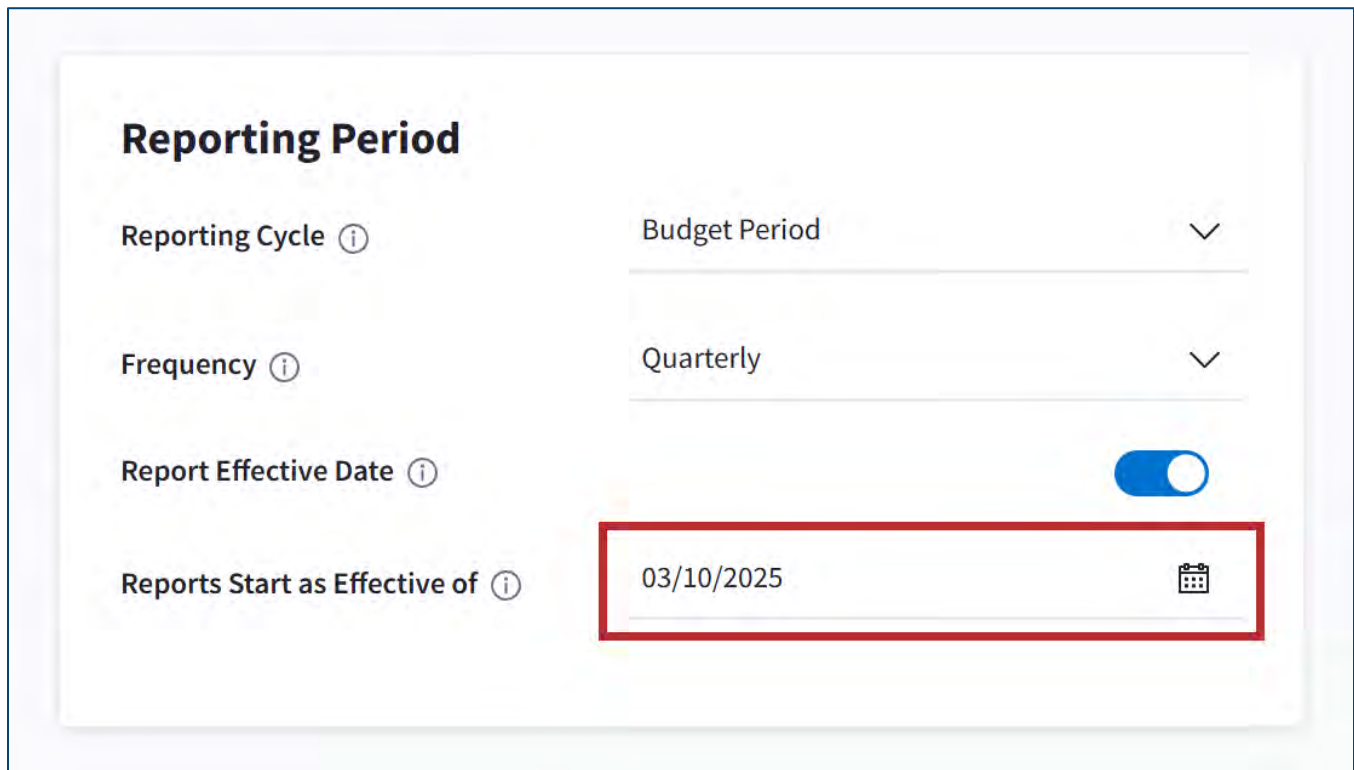
The screenshot shows the 'Reporting Period' settings screen. It contains four rows of settings:

Setting	Value	Action
Reporting Cycle ⓘ	Budget Period	Dropdown arrow
Frequency ⓘ	Quarterly	Dropdown arrow
Report Effective Date ⓘ	<input checked="" type="checkbox"/>	Toggle button (highlighted with a red box)
Reports Start as Effective of ⓘ	MM/DD/YYYY	Calendar icon

Figure 15: Report Settings screen with Report Effective Date toggle button

5. A new *Reports Start as Effective of* field appears. Grantors can use this field to select a date for when reporting periods are available for Grant Recipients to start FFRs. After selecting a date, all reporting periods prior to the selected date are disabled; the *Reports Start as Effective of* date can be set for the Grant Program and Grant Project. Enter an optional **Reports Start as Effective of** date.

Note: Once this date is set, reports that are before this date will have a status called *No Data Available*.

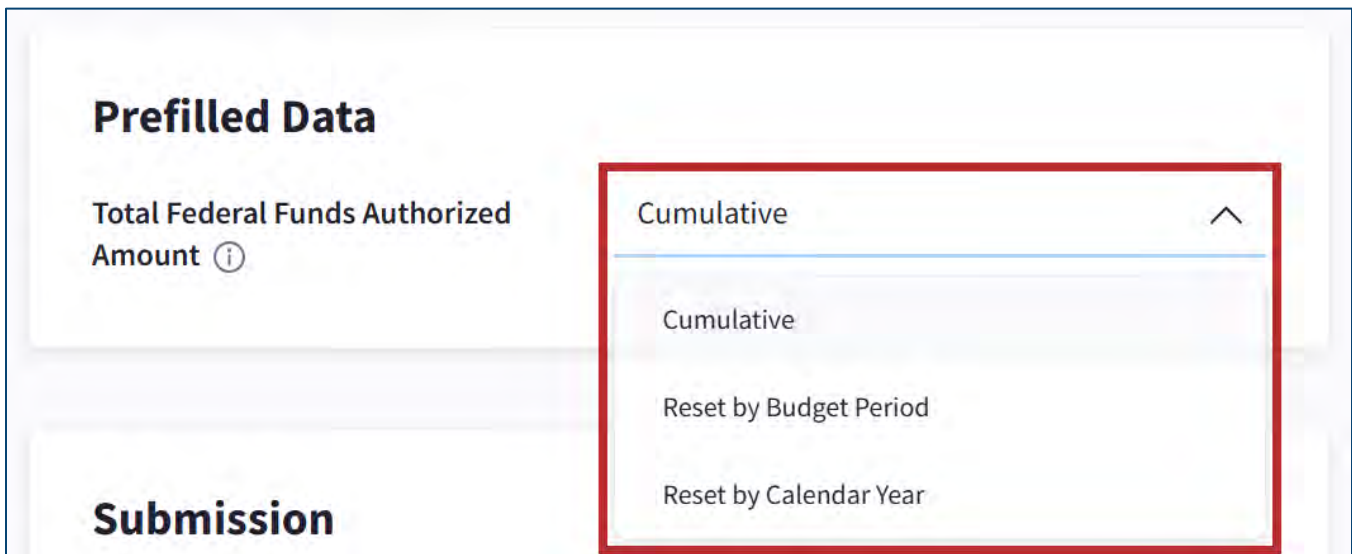


Reporting Period	
Reporting Cycle ⓘ	Budget Period ▼
Frequency ⓘ	Quarterly ▼
Report Effective Date ⓘ	<input checked="" type="checkbox"/>
Reports Start as Effective of ⓘ	03/10/2025 📅

Figure 16: Report Settings screen with Report Start as Effective of field

PREFILLED DATA – TOTAL FEDERAL FUNDS AUTHORIZED AMOUNT

6. The *Total Federal Funds Authorized Amount* field determines how data is pulled from the Approved Budget section of the NOA. Click the **Total Federal Funds Authorized Amount** drop-down and select one of the following **options**:
- *Cumulative*: Displays cumulative data from the Project Period start date to the Reporting Period end date.
 - *Reset by Budget Period*: Displays cumulative data for the current Budget Period. Data resets on Budget Period start dates.
 - *Reset by Calendar Year*: Displays cumulative data for the current calendar year. Data resets every January 1.



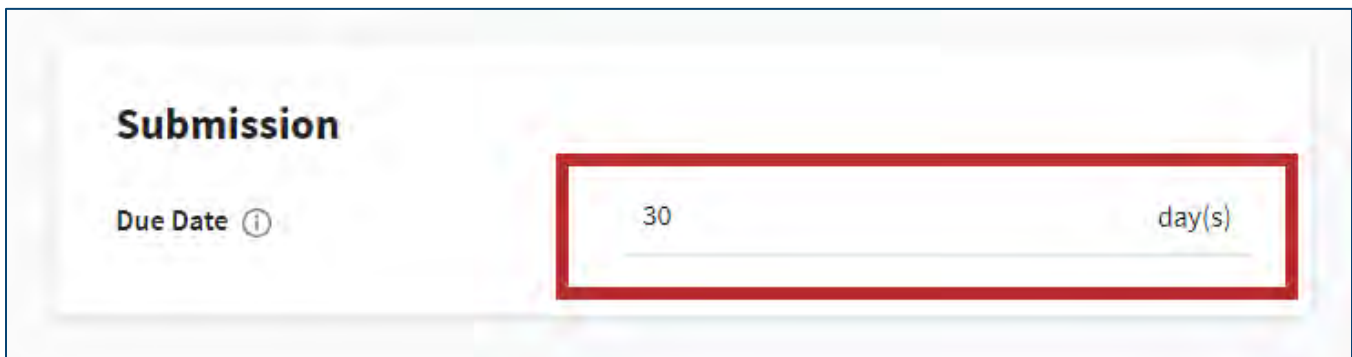
The screenshot shows the 'Report Settings' screen. In the 'Prefilled Data' section, the 'Total Federal Funds Authorized Amount' field is expanded, displaying a dropdown menu with three options: 'Cumulative', 'Reset by Budget Period', and 'Reset by Calendar Year'. The 'Cumulative' option is currently selected. Below this section, the 'Submission' section is partially visible.

Figure 17: Report Settings screen with Total Federal Funds Authorized Amount drop-down and options

SUBMISSION – DUE DATE

7. In the *Submission* section, enter a **Due Date** in the *Due Date* field.

Note: The value entered in this field indicates how many days the Grant Recipient has, following the Reporting Period End Date, to submit the FFR.



The screenshot shows the 'Submission' section of the Report Settings screen. The 'Due Date' field is highlighted with a red box, showing the value '30' and the unit 'day(s)'.

Figure 18: Report Settings screen with Due Date field

FINAL FFR REQUIRED

8. To enable the *Final Report Due Date* field, click the **Require a final report** toggle button.

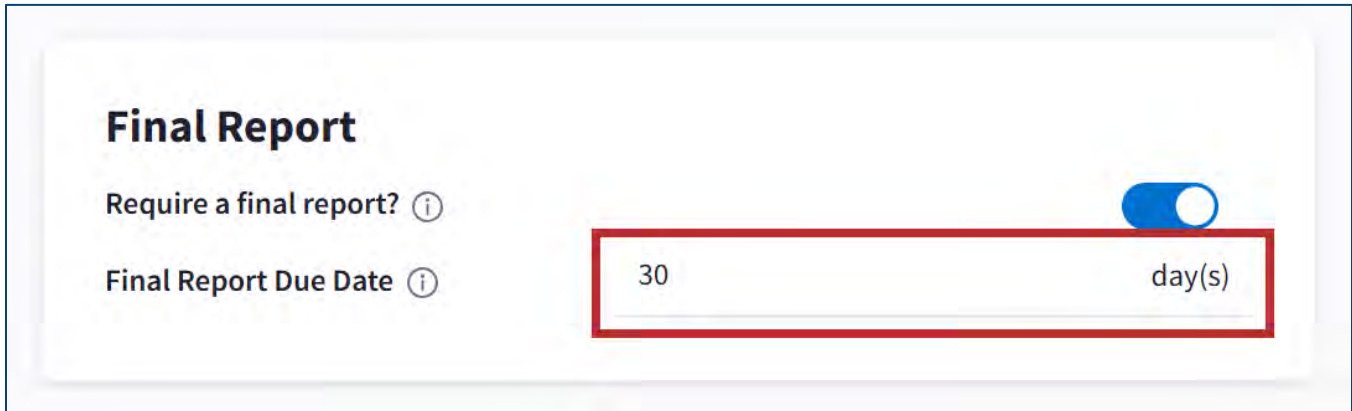


The screenshot shows the 'Final Report' section of the Report Settings screen. The 'Require a final report?' toggle button is highlighted with a red box, showing it is turned on. The 'Final Report Due Date' field is also visible, showing the value '0' and the unit 'day(s)'.

Figure 19: Report Settings screen with Require a final report toggle button

9. In the *Final Report* section, enter an optional **Final Report Due Date**.

Note: When a final FFR is required, a due date is also required. The *Final Report Due Date* field allows users to indicate how many days after the Project Period End Date the due date occurs.



Final Report

Require a final report? ☒ ⓘ

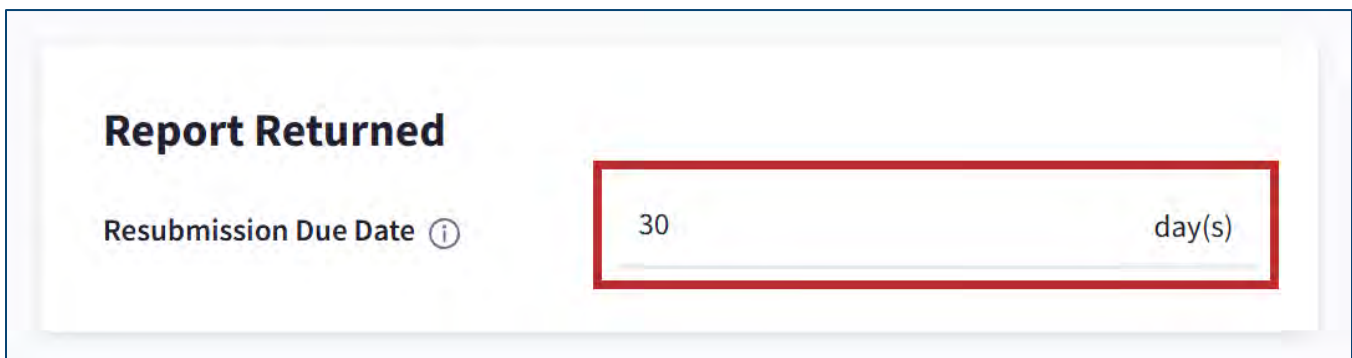
Final Report Due Date ⓘ day(s)

Figure 20: Report Settings screen with Final Report Due Date field

REPORT RETURNED – RESUBMISSION DUE DATE

10. In the *Report Returned* section, enter a **Resubmission Due Date** in the *Resubmission Due Date* field.

Note: The value entered in this field indicates how many days the Grant Recipient has to resubmit after a report is sent back for rework.



Report Returned

Resubmission Due Date ⓘ day(s)

Figure 21: Report Settings screen with Resubmission Due Date field

11. When done updating the FFR Settings, the number of Grants that will be impacted and the number of changes that will be made appear in the footer.

The screenshot shows the 'Report Settings' interface. It contains two main sections: 'Final Report' and 'Report Returned'. In the 'Final Report' section, 'Require a final report?' is toggled on, and 'Final Report Due Date' is set to 30 days. The 'Report Returned' section shows 'Resubmission Due Date' set to 30 days. At the bottom, a blue footer bar contains an information icon, the text 'Modify the FFR report settings for all future reporting periods for 51 Grants', a 'Cancel' button, and a 'Save 5 Changes' button.

Figure 22: Report Settings screen with page footer

12. Click the **Save Changes** button.

This screenshot is identical to Figure 22, showing the 'Report Settings' interface. The 'Save 5 Changes' button in the footer bar is highlighted with a red rectangular box to indicate it should be clicked.

Figure 23: Report Settings screen with Save Changes button

13. The “Save Settings” window appears. Click the **Save Changes** button to continue.

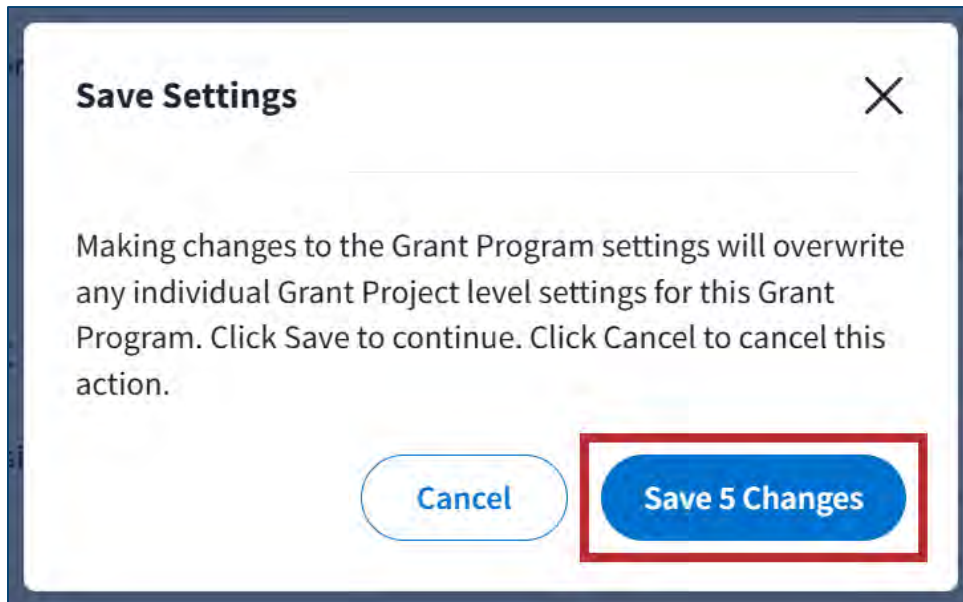


Figure 24: Save Settings window with Save Changes button

The “Manage Reports” screen appears and the changes are made.

SETUP FFR SCHEDULES FOR SELECTED GRANT PROJECTS

To establish a reporting cycle schedule for selected Grant Projects, follow the below steps:

1. From the menu bar on the “Grants List” screen, click the **Grants Management** drop-down and select the **Manage Reports** option.

Note: Use the *Manage Reports* menu option to access both FFRs and PPRs.

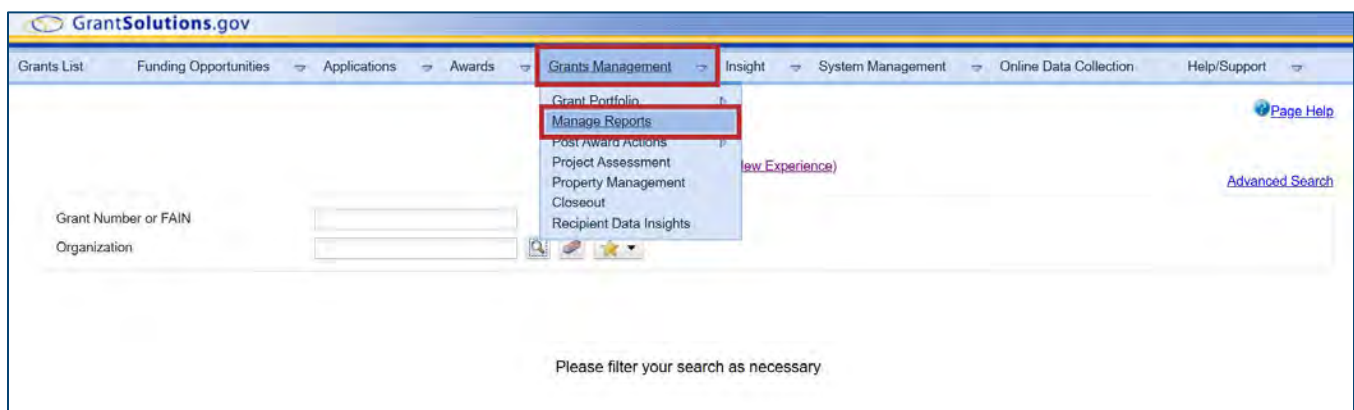


Figure 25: Grants List screen with Grants Management drop-down and Manage Reports option

2. The “Manage Report” screen appears. Users can search for Grant Projects by *Grant Program*, *Grant Number*, *Grantee Organization*, *UEI*, or *FAIN*. Click the **Grant Program** button in the *Search By* line.

Note: The unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID.

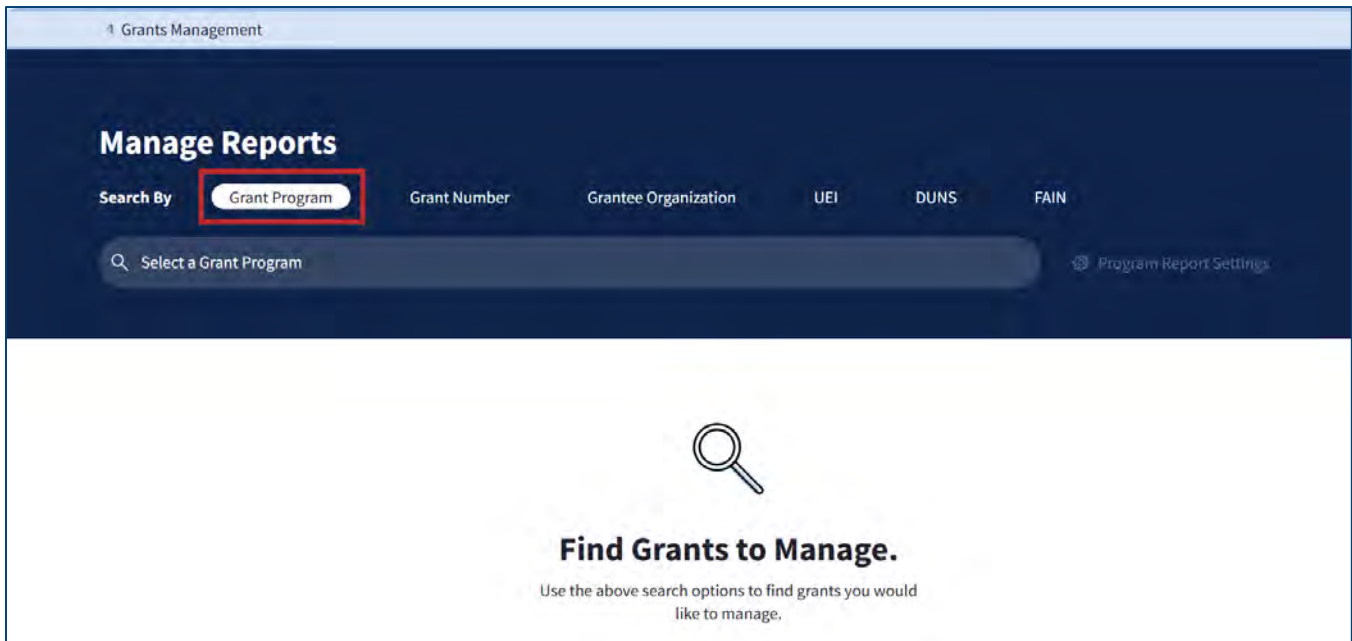


Figure 26: Manage Reports screen with Grant Program button

3. In the *search* field, enter the **Grant Program** name.

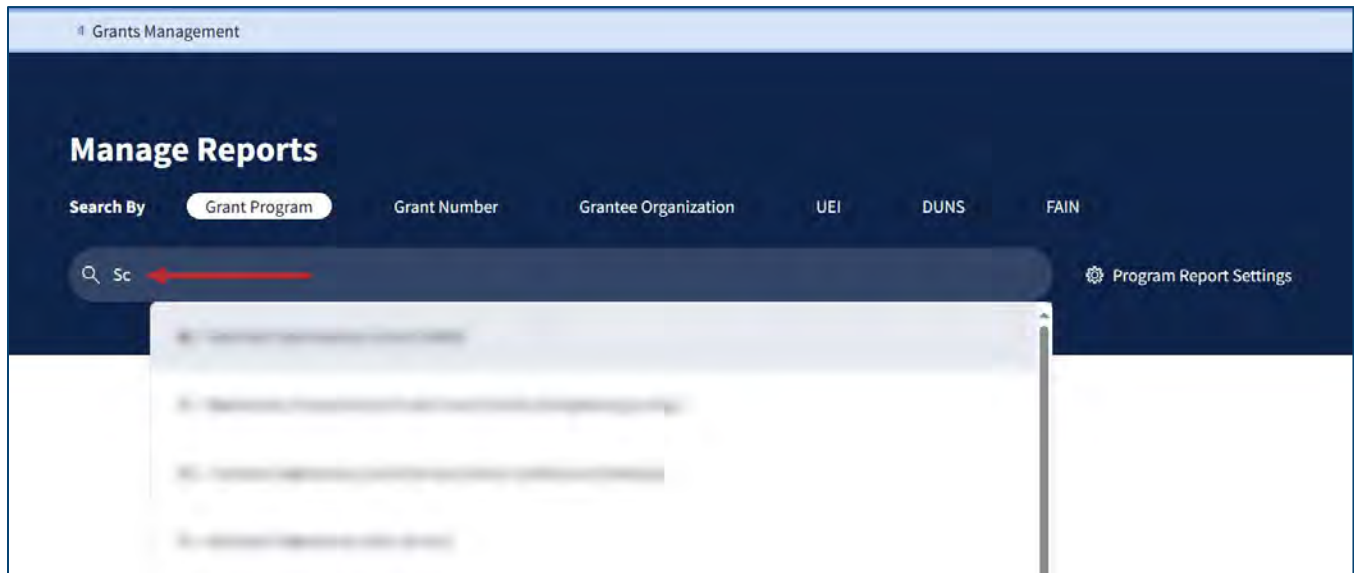


Figure 27: Manage Reports screen with search field

4. Upon entry of two characters, Grant Program options appear for selection in a list. Select a **Grant Program**.

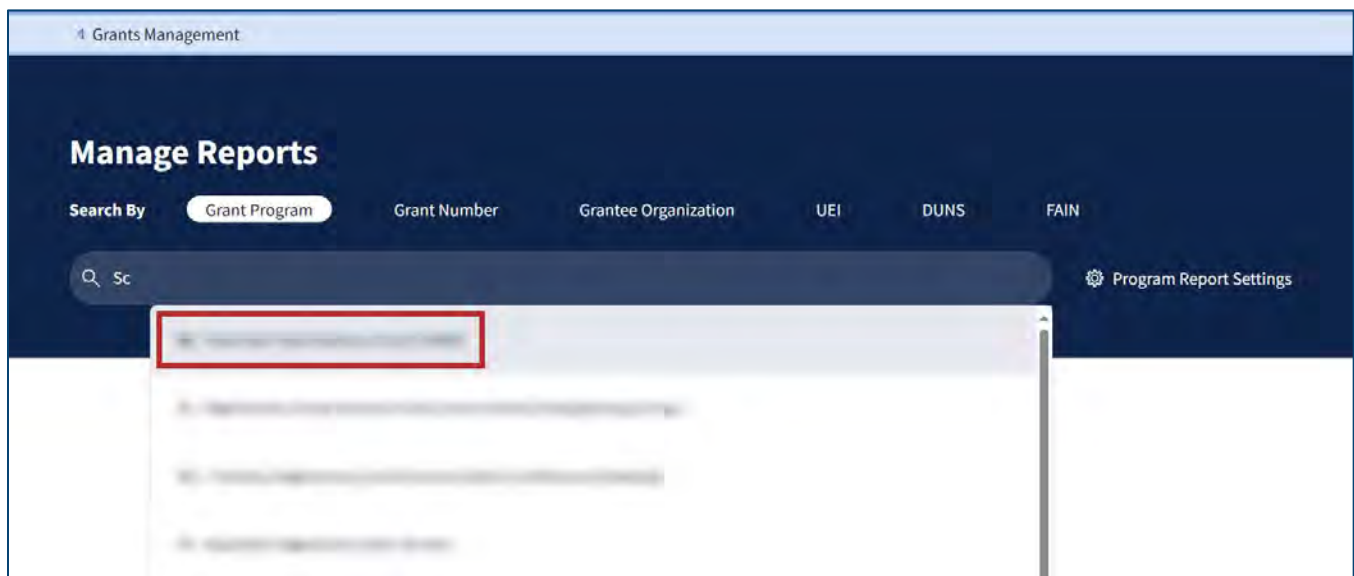
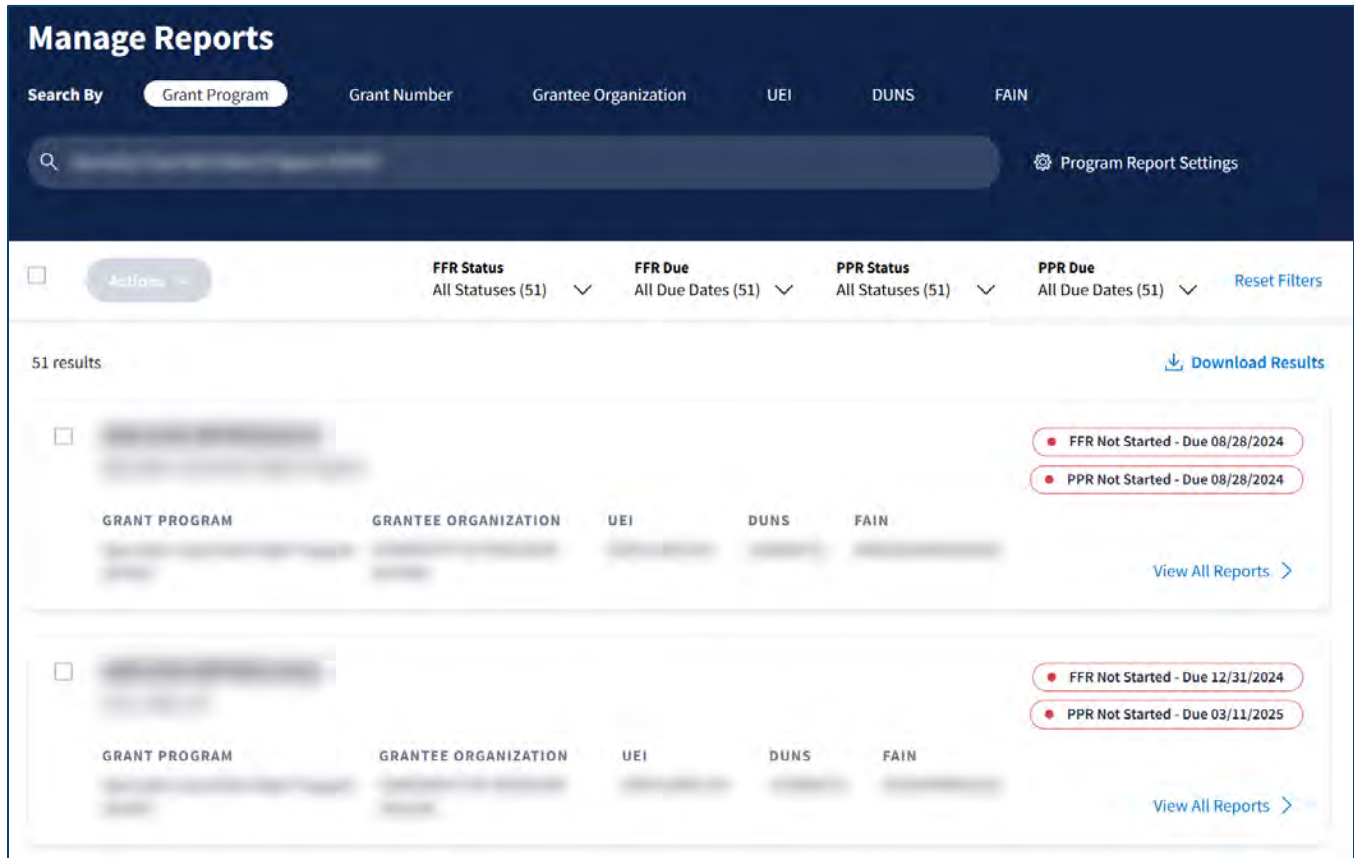


Figure 28: Manage Reports screen with Grant Program options

The “Manage Reports” screen displays a results table of Grant Projects in list format.



Manage Reports

Search By: **Grant Program** | Grant Number | Grantee Organization | UEI | DUNS | FAIN

Program Report Settings

51 results

Download Results

FFR Status	FFR Due	PPR Status	PPR Due
All Statuses (51)	All Due Dates (51)	All Statuses (51)	All Due Dates (51)

Reset Filters

GRANT PROGRAM	GRANTEE ORGANIZATION	UEI	DUNS	FAIN
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

View All Reports >

FFR Not Started - Due 08/28/2024

PPR Not Started - Due 08/28/2024

FFR Not Started - Due 12/31/2024

PPR Not Started - Due 03/11/2025

View All Reports >

Figure 29: Manage Reports screen with results table

- From the results list, click the **checkbox** to the left of each desired Grant Project to modify their FFR settings.

Note: To select all Grant Projects, click the checkbox to the left of the *Actions* button.

The screenshot displays the 'Manage Reports' interface. At the top, there's a search bar with 'Grant Program' selected. Below the search bar, a table lists 51 results. The table has columns for 'GRANT PROGRAM', 'GRANTEE ORGANIZATION', 'UEI', 'DUNS', and 'FAIN'. To the left of the table, there's a vertical column of checkboxes, with the first two highlighted by a red box. To the right of the table, there are status indicators for 'FFR Status' and 'PPR Status', both showing 'All Statuses (51)'. A 'Download Results' button is located at the top right of the results list. The bottom of the screen shows a 'View All Reports' link.

Figure 30: Manage Reports screen with Grant Project checkboxes

6. Click the **Actions** button and select the **Manage FFR Settings** option.

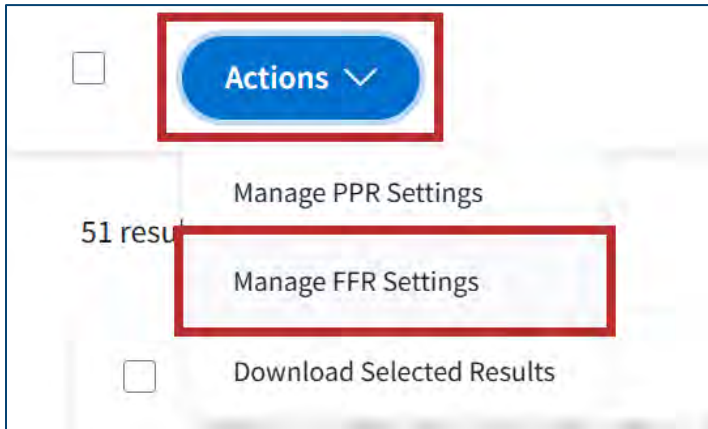


Figure 31: Manage Reports screen with Actions button and Manage FFR Setting option

- The “Report Settings” screen appears and lists the number of *Grants* impacted. Make any necessary changes and click the **Save Changes** button.

Note: For detailed information on the configuration options, please see the section [FFR Settings](#).

Figure 32: Report Settings screen with number of Grants and Save Changes button

The “Manage Reports” screen appears.

AWARD PROCESS: SET FFR SCHEDULE

To setup a reporting cycle schedule during a post-award process such as an amendment or continuation award, follow the below steps.

1. From the menu bar on the “Grants List” screen, click the **Awards** drop-down and select the **Award Processing** option.

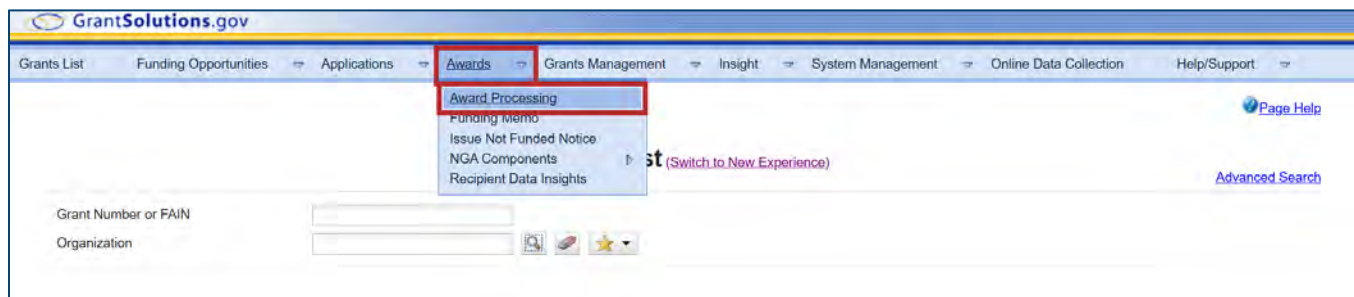


Figure 33: Grants List screen with Awards drop-down and Award Processing option

2. The “Award Processing” screen appears. Enter search criteria in the **Application Number**, **Grant Number or FAIN**, or **Organization** fields, and click the **search** button to search for a draft award.

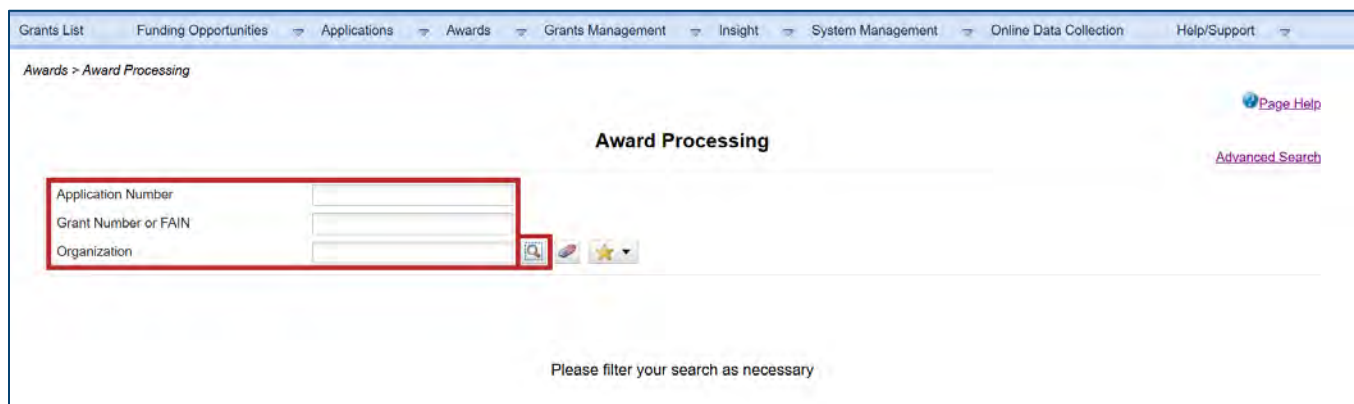


Figure 34: Award Processing screen with Application Number, Grant Number or FAIN, and Organization fields and search button

3. Click the **Open Award Overview** icon in the *Actions* column.

The screenshot shows the 'Award Processing' screen. At the top, there's a navigation bar with links like 'Grants List', 'Funding Opportunities', 'Applications', 'Awards', 'Grants Management', 'Insight', 'System Management', 'Online Data Collection', and 'Help/Support'. Below this, there's a search bar with fields for 'Application Number', 'Grant Number or FAIN', and 'Organization'. The main table has the following columns: Organization, Award Number, Application Number, Application Type, Approved Amount, Amount This Action, Monetary Status, Budget Period Start Date, Budget Period End Date, Workflow Status, Workflow Actions, and Actions. The first row of data shows an 'Amendment (Change Grantee Address)' with a status of 'Drafted'. A red arrow points to the 'Open Award Overview' icon (a yellow cube) in the Actions column of this row.

Organization	Award Number	Application Number	Application Type	Approved Amount	Amount This Action	Monetary Status	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
[Redacted]	[Redacted]	[Redacted]	Amendment (Change Grantee Address)	\$0.00	\$0.00	Non-Monetary	09/30/2021	09/29/2024	Drafted	Next Workflow Actions	[Open Award Overview Icon]

Figure 35: Award Processing screen with Actions column and Open Award Overview icon

- The “Award Overview” screen appears. Click the **Terms and Conditions** link in the *Award Preparation* column.

Award Overview

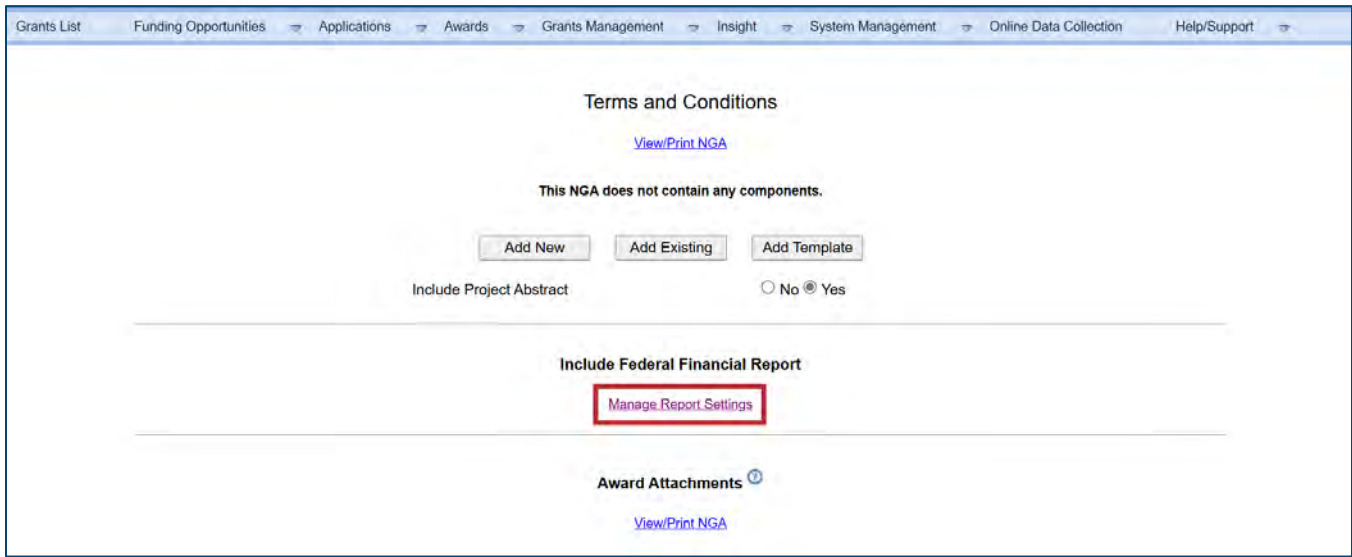
Organization: [Redacted]
 Project Title: [Redacted]
 UEI: [Redacted] DUNS: [Redacted]
 CCR EIN: [Redacted]
 Grant Number: [Redacted] Approved Amount: \$0.00
 Amendment Number: 2 Funds Restricted: No
 Budget period Number: 1 Project Period: 09/30/2021 - 09/29/2024
 FAIN: [Redacted] Budget Period: 09/30/2021 - 09/29/2024
 Application Number: [Redacted] Application Type: Amendment (Change Grantee Address)
 Workflow Status: Drafted Last Updated By/Date: [Redacted]

Award Preparation	Award Actions	Award Information
Edit/Validate Organization	Ready for Approval	Application
Select Org Address	Delete Notice of Award	Award Workflow History
Project Assignments		Next Workflow Actions
Budget Worksheet		Funding Memo
Terms and Conditions		Grant History
Funding Restrictions		View/Print Last Notice of Award
Manage Project Abstract		Award Summary
Application Notes		View/Print Notice Of Award
Edit Notice of Award		Recipient Data Insights

Close

Figure 36: Award Overview screen with Award Preparation column and Terms and Conditions link

5. The “Terms and Conditions” screen appears. Click the **Manage Report Settings** link in the *Include Federal Financial Report* section.



Grants List Funding Opportunities Applications Awards Grants Management Insight System Management Online Data Collection Help/Support

Terms and Conditions

[View/Print NGA](#)

This NGA does not contain any components.

[Add New](#) [Add Existing](#) [Add Template](#)

Include Project Abstract ☐ No ☒ Yes

Include Federal Financial Report

[Manage Report Settings](#)

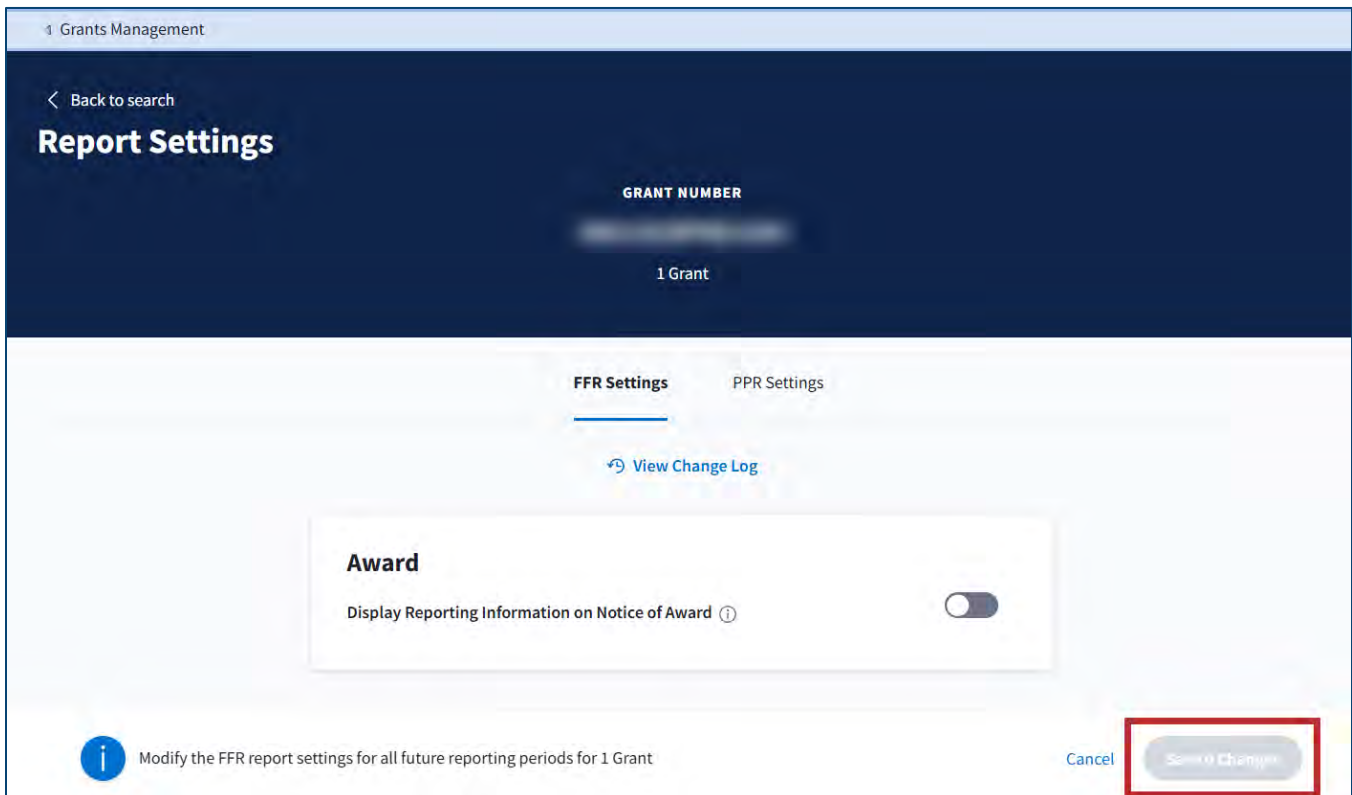
Award Attachments

[View/Print NGA](#)

Figure 37: Terms and Conditions screen with Include Federal Financial Report section and Manage Report Settings link

6. The “Report Settings” screen appears. Make any necessary changes and click the **Save Changes** button.

Note: This screen can only be modified for established projects. The screen is read-only for new draft awards.



1 Grants Management

< Back to search

Report Settings

GRANT NUMBER

1 Grant

FFR Settings PPR Settings

[View Change Log](#)

Award

Display Reporting Information on Notice of Award ⓘ

Modify the FFR report settings for all future reporting periods for 1 Grant

Cancel **Save Changes**

Figure 38: Report Settings screen with Save Changes button

7. The “Terms and Conditions” screen reappears. Click the **Close** button.

Include Federal Financial Report

[Manage Report Settings](#)

Award Attachments ?

[View/Print NGA](#)

Description:

File to Upload: No file chosen

Description	Attachments	Status	Actions
Terms and Conditions	[Blurred Attachment]	SUCCESSFUL	[Icons: Download, Print, Refresh]

* Status updates every 10 seconds

Figure 39: Terms and Conditions screen with Close button

8. The “Award Overview” screen reappears. To view the FFR schedule on the draft NOA, click the **View/Print Notice Of Award** link in the *Award Information* column.

Award Preparation	Award Actions	Award Information
Edit/Validate Organization	Ready for Approval	Application
Select Org Address	Delete Notice of Award	Award Workflow History
Project Assignments		Next Workflow Actions
Budget Worksheet		Funding Memo
Terms and Conditions		Grant History
Funding Restrictions		View/Print Last Notice of Award
Manage Project Abstract		Award Summary
Application Notes		View/Print Notice Of Award
Edit Notice of Award		Recipient Data Insights

Figure 40: Award Overview screen with Award Information column and View/Print Notice Of Award link

The draft “Notice of Award” opens in a new window. Scroll to view the *Federal Financial Report Cycle* table.

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GRANTEE ACCEPTANCE		AGENCY APPROVAL	
15. NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL <div style="background-color: #cccccc; height: 20px; width: 100%;"></div>		17. NAME AND TITLE OF AUTHORIZED FRA OFFICIAL <div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	
16. SIGNATURE OF AUTHORIZED GRANTEE OFFICIAL Electronically Signed	16A. DATE 06/13/2017	18. SIGNATURE OF AUTHORIZED FRA OFFICIAL Electronically Signed	18A. DATE 06/13/2017
AGENCY USE ONLY			
19. OBJECT CLASS CODE: <div style="background-color: #cccccc; width: 100px; display: inline-block;"></div>		20. ORGANIZATION CODE: <div style="background-color: #cccccc; width: 100px; display: inline-block;"></div>	
21. ACCOUNTING CLASSIFICATION CODES			
DOCUMENT NUMBER	FUND	BY	BPAC
<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>		<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	
		AMOUNT	
<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>		<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	

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RECIPIENT NAME:
AGREEMENT NUMBER:

Federal Financial Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
03/30/2019	03/30/2019	Quarterly	03/30/2019
03/30/2019	03/30/2019	Semi-Annual	03/30/2019
03/30/2019	03/30/2019	Quarterly	03/30/2019
05/30/2019	03/30/2019	Semi-Annual	03/30/2019

Figure 41: Draft Notice of Award with Federal Financial Report Cycle table

9. Click the **X** button in the upper right corner to close the window.