

Minimum First Reporting Period Example

How it works: Users can use this setting to manipulate where they want the first report to fall. See below example_

- Federal Awarding Schedule: Fiscal Year, starting on October 1
- Reporting Cycle: Annual
- Recipient Project Period: 9/29/25 – 9/30/26
- Reporting Period:
 - First Reporting Period: 9/29/25 – 9/30/25
 - Second Reporting Period: 10/1/25 – 9/30/26
- Minimum First Reporting Period: 2 Days
- Reporting Due Date: 60 days
- First Report Due: November 30, 2026
 - “Show your work”: $9/29/25 + 2 \text{ days} = 10/1/25$, new first reporting period is 10/1/25 – 9/30/26
 - Reporting period end date $9/30/26 + 60 \text{ days} = 11/30/2026$

*Without minimum reporting set, the recipient would receive a FFR for a 2 day report for reporting period 9/29/25 – 9/30/25