



GrantSolutions User Guide

Grant Recipient Process: Federal Financial Report

Non HHS Agencies

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Introduction

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

FFRs are submitted on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. When required, a final FFR is submitted at the completion of the award agreement.

ROLES AND ACTIONS

Grant Recipients with the following roles can **view**, **edit**, and **submit** the FFR:

- Grantee Authorizing Official (ADO)
- Principle Investigator/Program Director (PI/PD) assigned to the Grant Project
- Financial Official (FO)

Grant Recipients with the Financial Support Staff role can **edit** and **view** the FFR, but not submit. The FFR is read-only for all other roles.

FEDERAL FINANCIAL REPORT STATUSES

FFR statuses change depending on steps taken in the workflow. The FFR statuses are:

- *Not Started*: Grant Recipient has not entered any data in the report
- *In Progress*: Grant Recipient has entered data in the report and not yet submitted
- *Submitted*: Grant Recipient has submitted the report to the Grantor
- *In Review*: Grantor has started the review process
- *Accepted*: Grantor has approved the report
- *Returned*: Grantor has returned the report to the Grant Recipient for edits
- *Withdrawn*: Grant Recipient has withdrawn the report for edits
- *No Data Available*: No data is available for the report

The table below details possible actions based on the workflow status and the user's GrantSolutions role.

Workflow Status	Possible Grant Recipient Actions
<i>Not Started</i>	Start Report
<i>In Progress</i>	Edit Report, Print, Download (PDF)
<i>Submitted</i>	View Report, Print, Download (PDF)
<i>In Review</i>	View Report, Print, Download (PDF)
<i>Accepted</i>	View Report, Print, Download (PDF)
<i>Returned</i>	Edit Report, Print, Download (PDF)
<i>Withdrawn</i>	Edit Report, Print, Download (PDF)
<i>No Data Available</i>	None

NOTIFICATIONS

Grant Recipients that can edit or submit the FFR receive email notifications from GrantSolutions in the following instances:

- 14 days before the FFR is due
- One day after the FFR is due if the report was not submitted
- When the FFR is submitted
- When the FFR is returned by the Grantor for changes
- When the FFR is accepted by the Grantor

Login

To log into GrantSolutions and access FFRs, perform the following steps:

1. From a browser such as Internet Explorer or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.

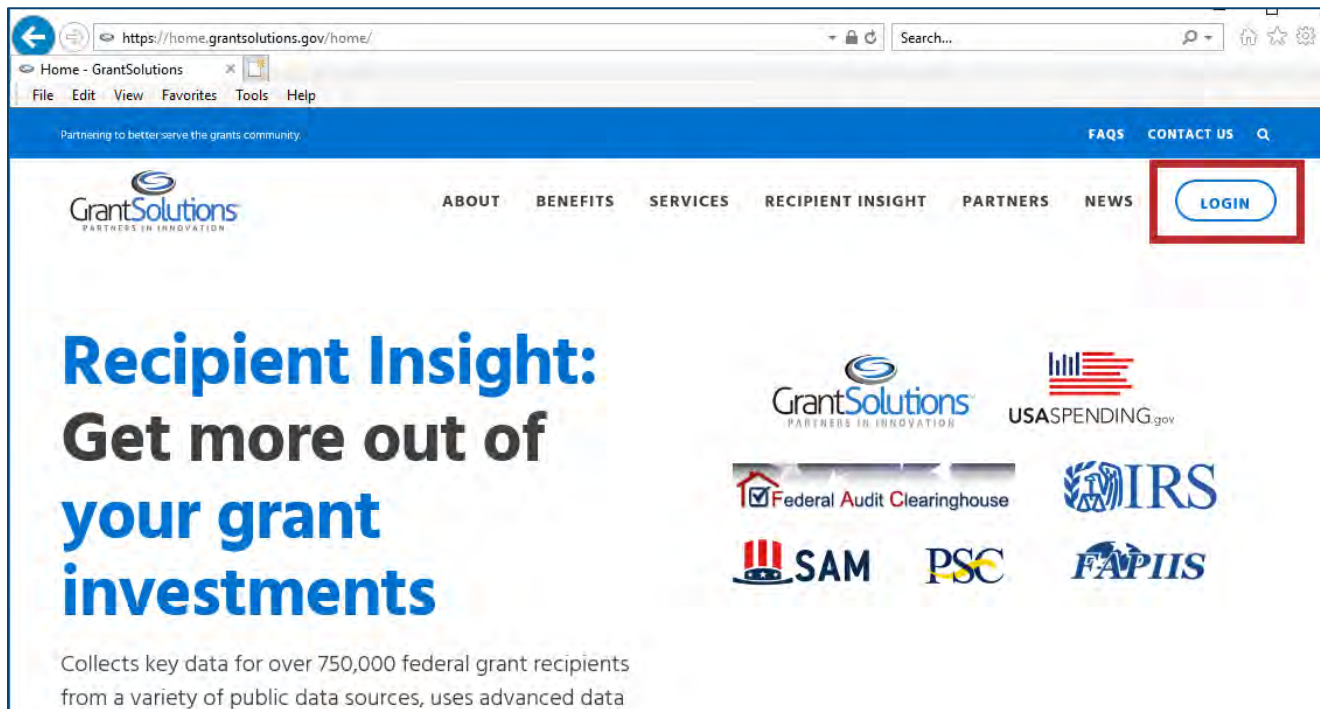
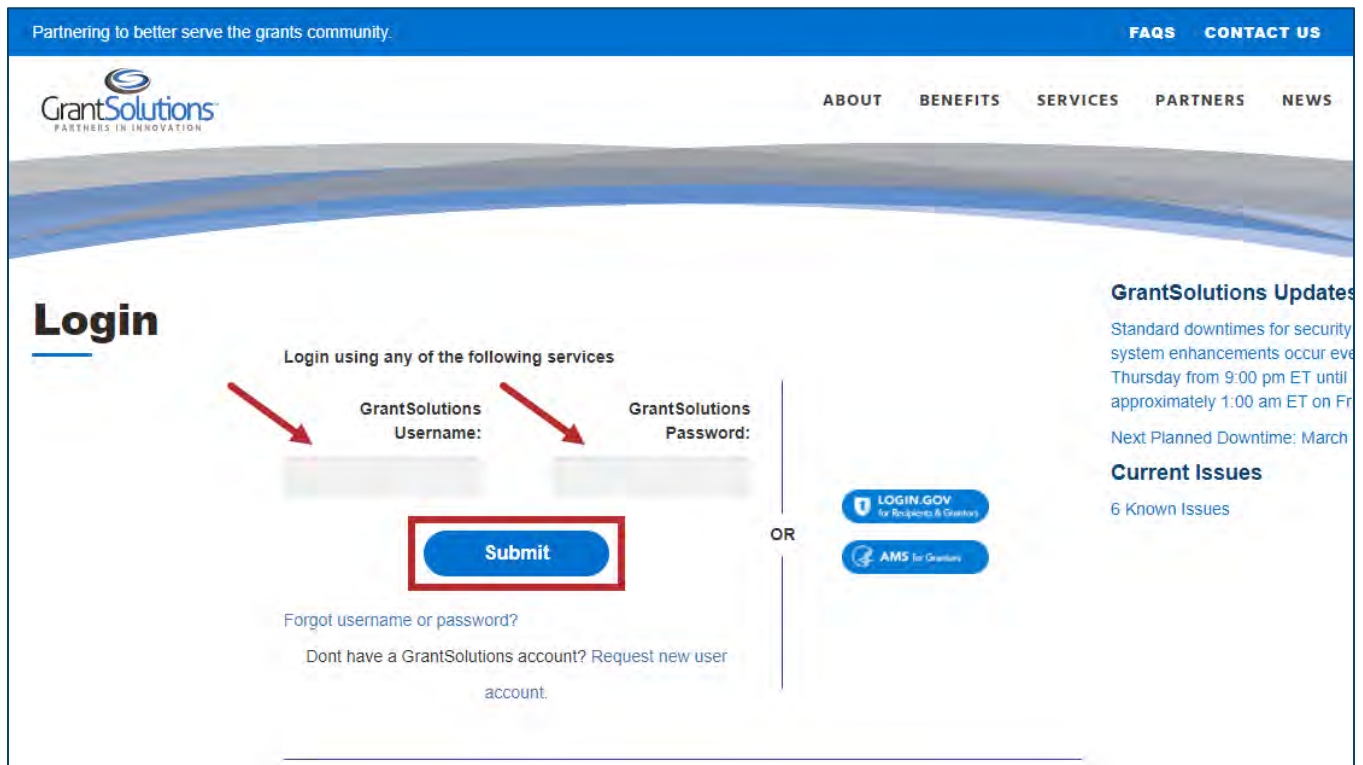



Figure 1: GrantSolutions Home screen with Login button

2. The “GrantSolutions Login” screen appears. Enter your **username** and **password** and click the **Submit** button.

Note: Alternatively, log in with your PIV card or Login.gov account if applicable.



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Login

Login using any of the following services

GrantSolutions Username:

GrantSolutions Password:

Submit

[Forgot username or password?](#)

[Dont have a GrantSolutions account? Request new user account.](#)

OR

[LOGIN.GOV for Recipients & Grants](#)

[AMS for Grants](#)

GrantSolutions Updates

Standard downtimes for security system enhancements occur every Thursday from 9:00 pm ET until approximately 1:00 am ET on Friday.

Next Planned Downtime: March

Current Issues

6 Known Issues

Figure 2: GrantSolutions Login screen with GrantSolutions Username and GrantSolutions Passwords fields and Submit button

3. The “My Grants List” screen appears.

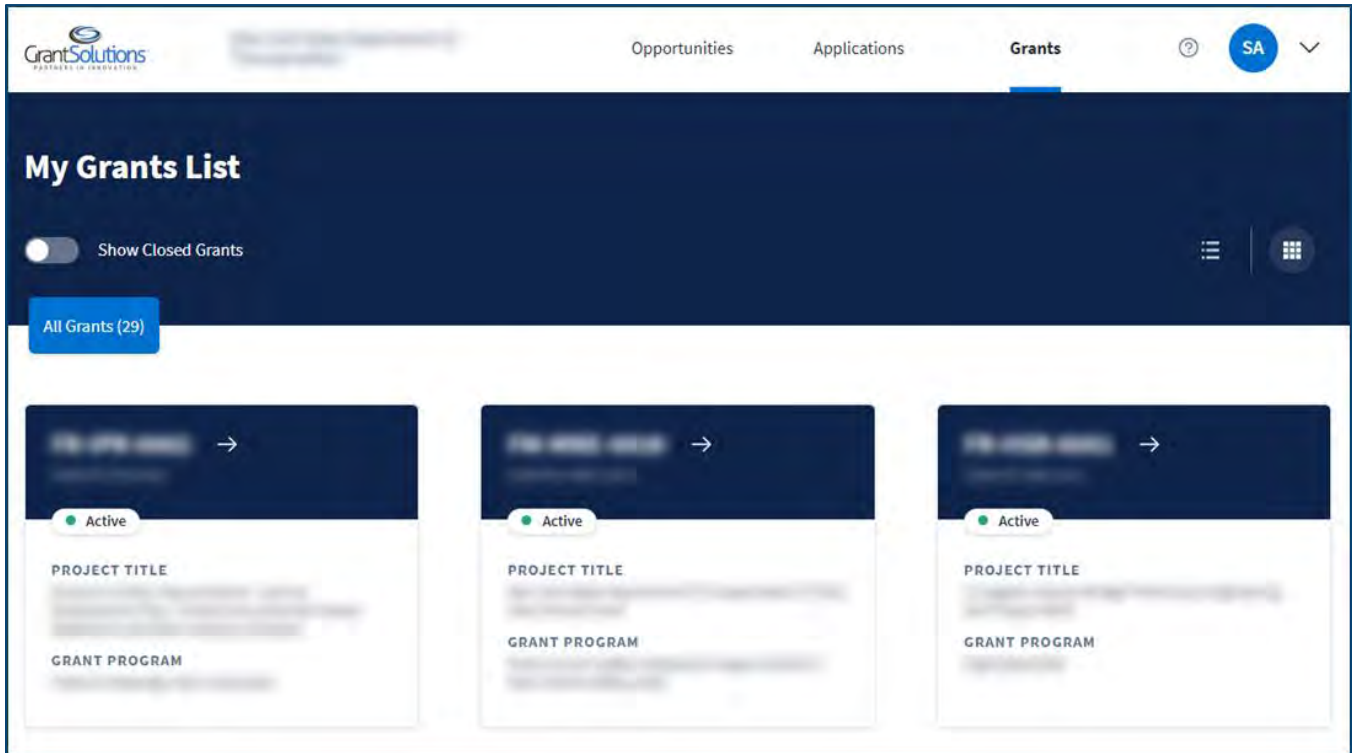


Figure 3: My Grants List screen

Navigation

Access FFR forms from either the New Experience of GrantSolutions or the Classic Experience of GrantSolutions. All FFRs for a Grant Project are grouped by the Current Reporting Period, Past Reporting Periods, and Upcoming Reporting Periods.

ACCESS FEDERAL FINANCIAL REPORTS

New Experience

To access FFRs using the New Experience of GrantSolutions, perform the following steps:

1. On the “My Grants List” screen, navigate to the “Grant Details” screen by clicking the **arrow** button on the desired Grant Project card while in *Grid View*.

Note: Alternatively, click the **Grant Number** button in a Grant Project row while in *List View*.

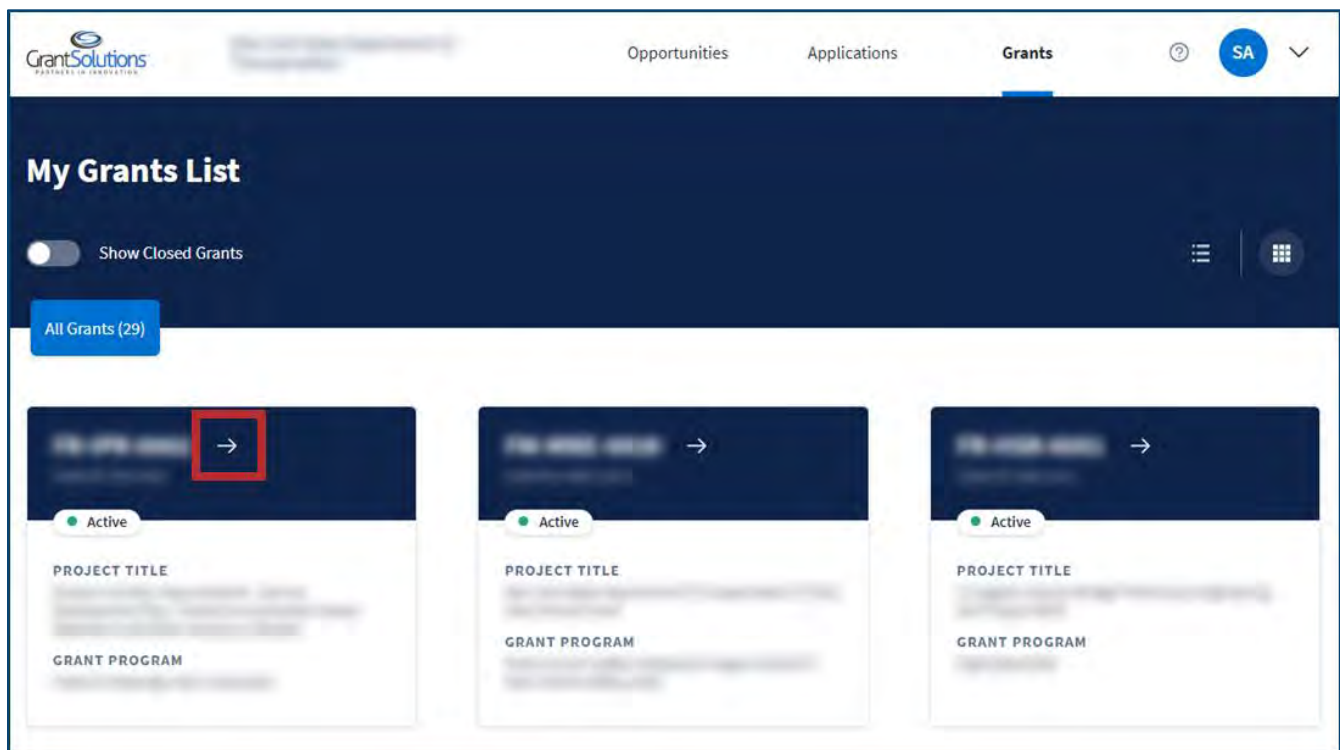


Figure 4: My Grants List screen with arrow button

2. The “Grant Details” screen appears. To access both FFRs and Performance Progress Reports (PPRs), click the **Reports** tab.

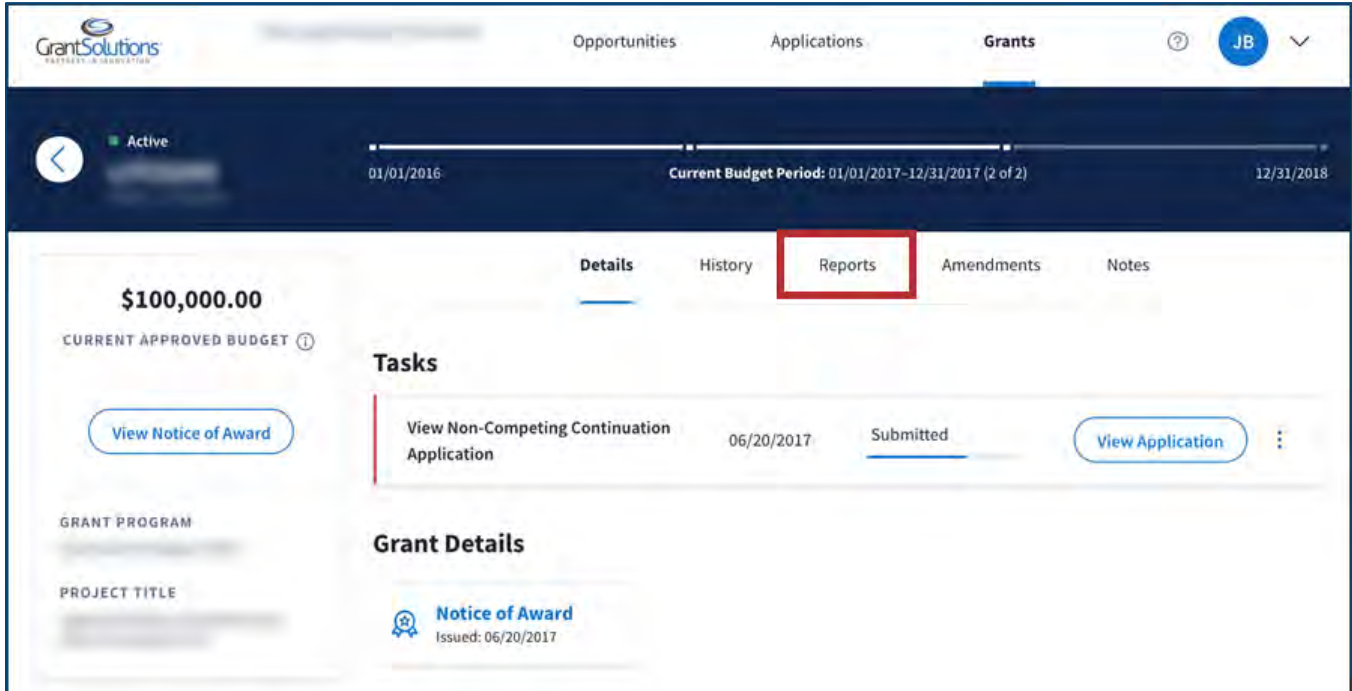


Figure 5: Grant Details screen with Reports tab

The *Reports* tab opens.

Reports

Report Type
All Reports (10) ▾

Past Reporting Periods ▾

Current Reporting Period ▲

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTION
Quarterly FFR	10/30/2020 – in 4 months	07/01/2020 - 09/30/2020	Not Started	Start Report
Quarterly PPR	10/22/2020 – in 4 months	07/01/2020 - 09/30/2020	Not Started	Start Report

Future Reporting Periods ▾

Figure 6: Reports tab

Click the **Report Type** drop-down to filter search results by Report Type.

Reports

Report Type
All Reports (46) ▲

- All Reports (46)
- FFR (22)
- PPR (24)

Figure 7: Report Type drop-down

Below the *Report Type* drop-down are three Reporting Period groups with both FFRs and PPRs: *Past Reporting Periods*, *Current Reporting Period*, and *Future Reporting Periods*. The *Current Reporting Period* group is expanded by default.

Use the **up** and **down arrows** to open or close a Reporting Period group:

- Click the **down arrow** (∨) to expand *Past* or *Upcoming Reporting Periods*.
- Click the **up arrow** (^) to collapse a Reporting Period group.

Reports

Report Type
All Reports (10) ∨

Past Reporting Periods ∨

Current Reporting Period ^

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTION
Quarterly FFR	10/30/2020 – in 4 months	07/01/2020 - 09/30/2020	Not Started	Start Report
Quarterly PPR	10/22/2020 – in 4 months	07/01/2020 - 09/30/2020	Not Started	Start Report

Future Reporting Periods ∨

Figure 8: Reports tab with Reporting Periods and up and down arrows

View Federal Financial Reporting Cycle on Notice of Award

To view the Federal Financial Reporting Cycle on a Notice of Award using the New Experience of GrantSolutions, perform the following steps:

1. On the “My Grants List” screen, click the **arrow** button on the desired Grant Project card while in *Grid View*.

Note: Alternatively, click the **Grant Number** button in a Grant Project row while in *List View*.

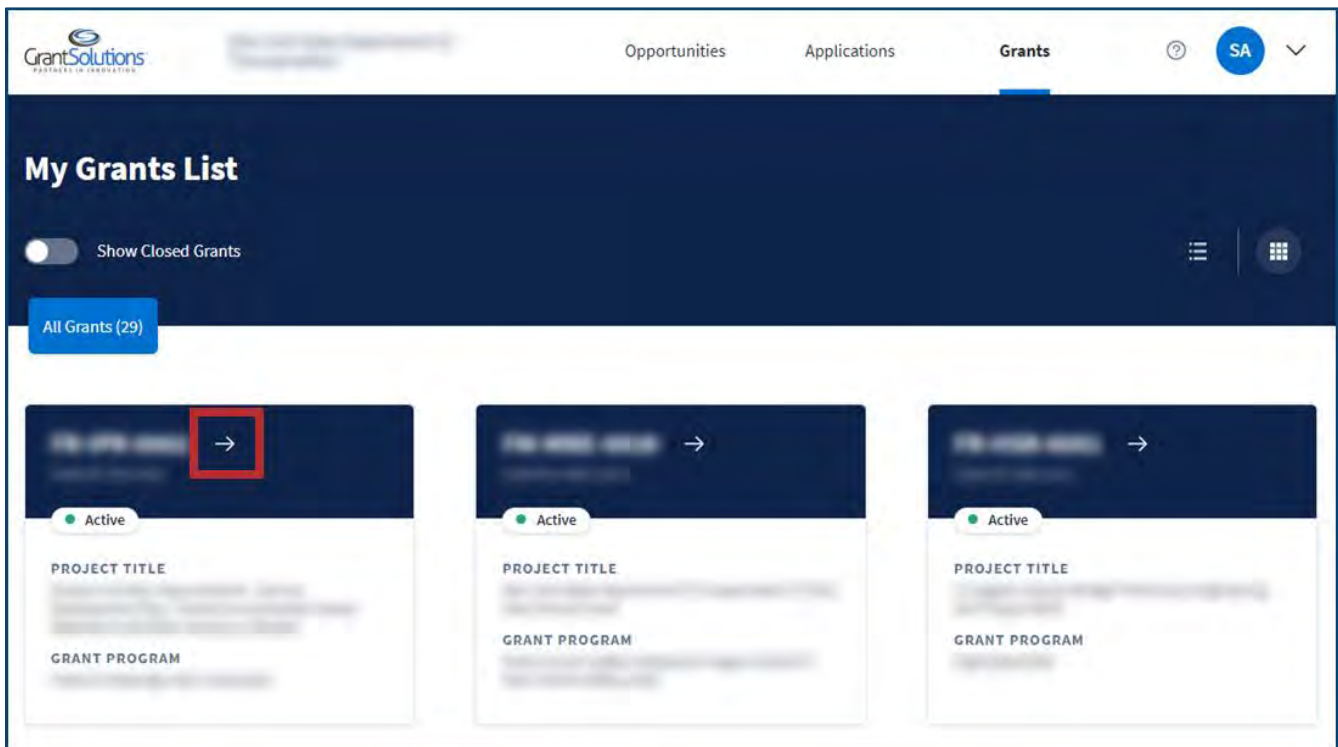


Figure 9: My Grants List screen with arrow button

2. The “Grant Details” screen appears. In the *Left Rail* on the left side of the screen, click the **View Notice of Award** button.

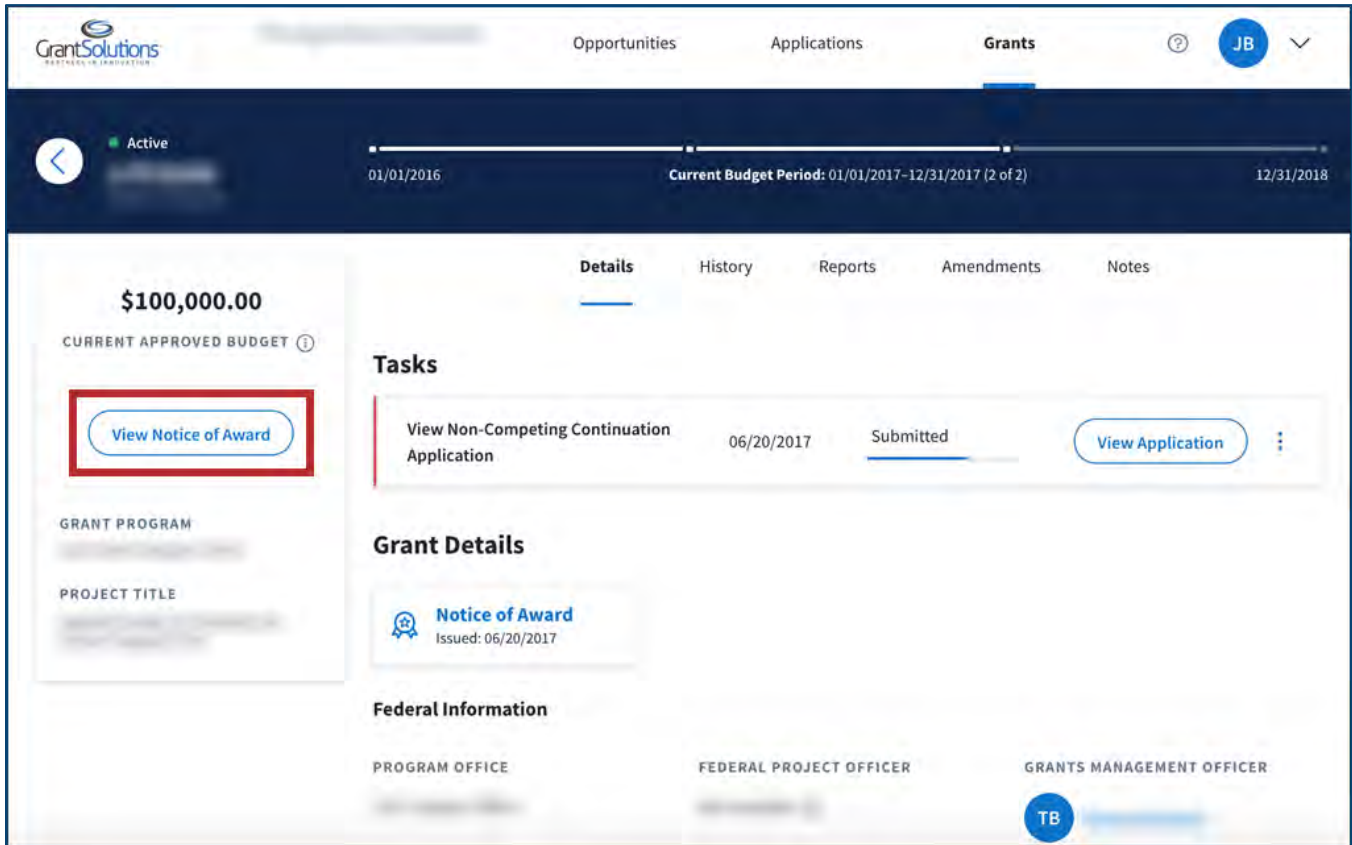


Figure 10: Grant Details screen with View Notice of Award button

- The “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		17. NAME AND TITLE OF AUTHORIZED FRA OFFICIAL	
16. SIGNATURE OF AUTHORIZED GRANTEE OFFICIAL		16A. DATE	18. SIGNATURE OF AUTHORIZED FRA OFFICIAL
Electronically Signed		06/13/2017	Electronically Signed
			18A. DATE
			06/13/2017
AGENCY USE ONLY			
19. OBJECT CLASS CODE:		20. ORGANIZATION CODE:	
21. ACCOUNTING CLASSIFICATION CODES			
DOCUMENT NUMBER	FUND	BY	BPAC
			AMOUNT

Page 1

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 11: Notice of Award with Federal Financial Report Cycle table

Click the **X** button in the upper right corner of the screen to close the NOA and return to the “Grant Details” screen in the New Experience.

Classic Experience

To access FFRs using the Classic Experience of GrantSolutions, perform the following steps:

1. On the “My Grants List” screen, click the **User Avatar** drop-down to the right of the user initials.

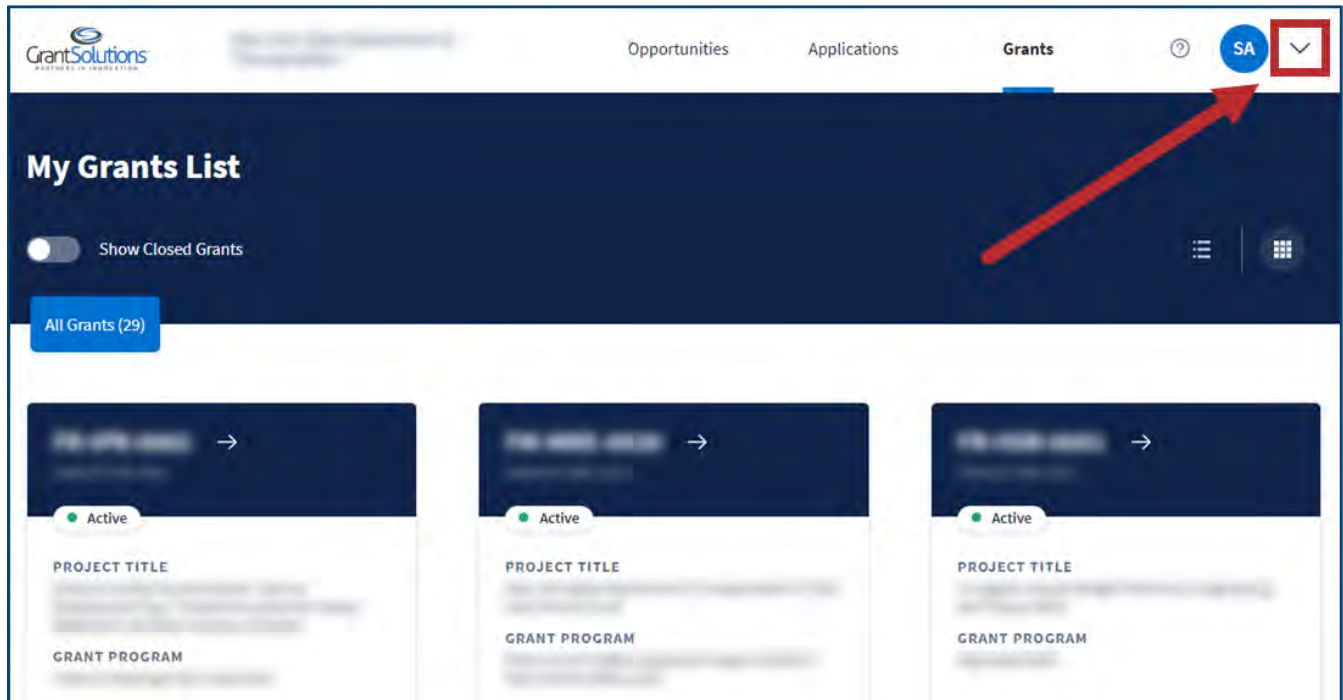


Figure 12: My Grants List screen with User Avatar drop-down

2. In the *User Avatar* drop-down, click the **Switch Back to Classic** button at the bottom.

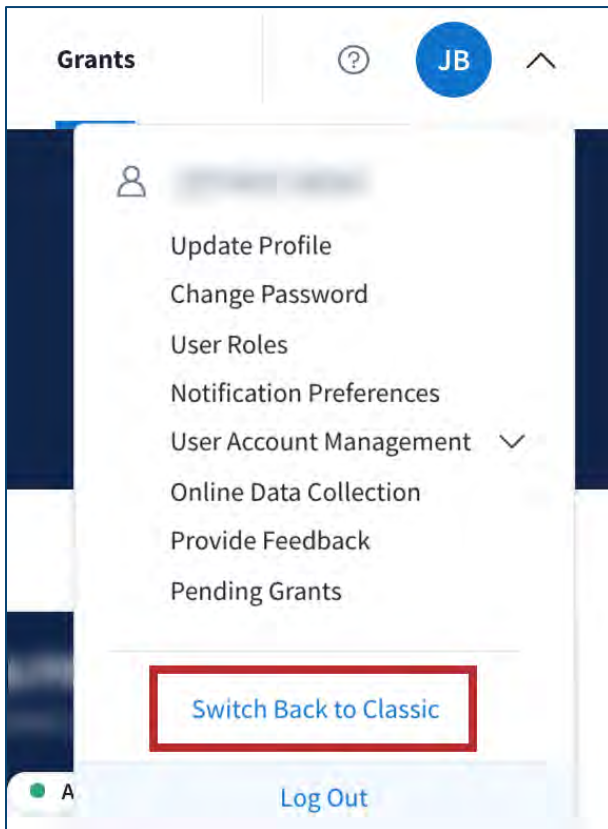


Figure 13: User Avatar drop-down with Switch Back to Classic button

3. Click the **Start Survey** button to complete the optional Feedback Survey, or click the **No Thanks** button to skip it.

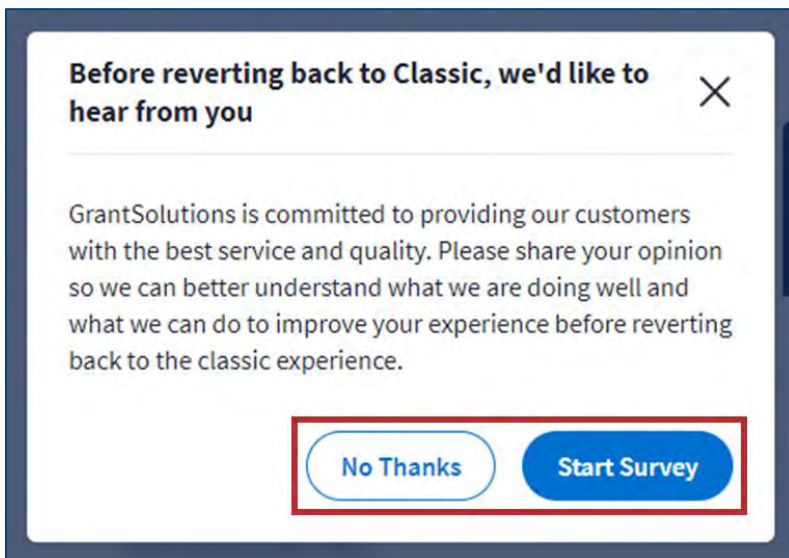


Figure 14: Switch Back to Classic message with Start Survey and No Thanks buttons

4. The “My Grants List” screen appears in the Classic Experience. Click the **Reports** link for the desired Grant Project to access both FFRs and PPRs.

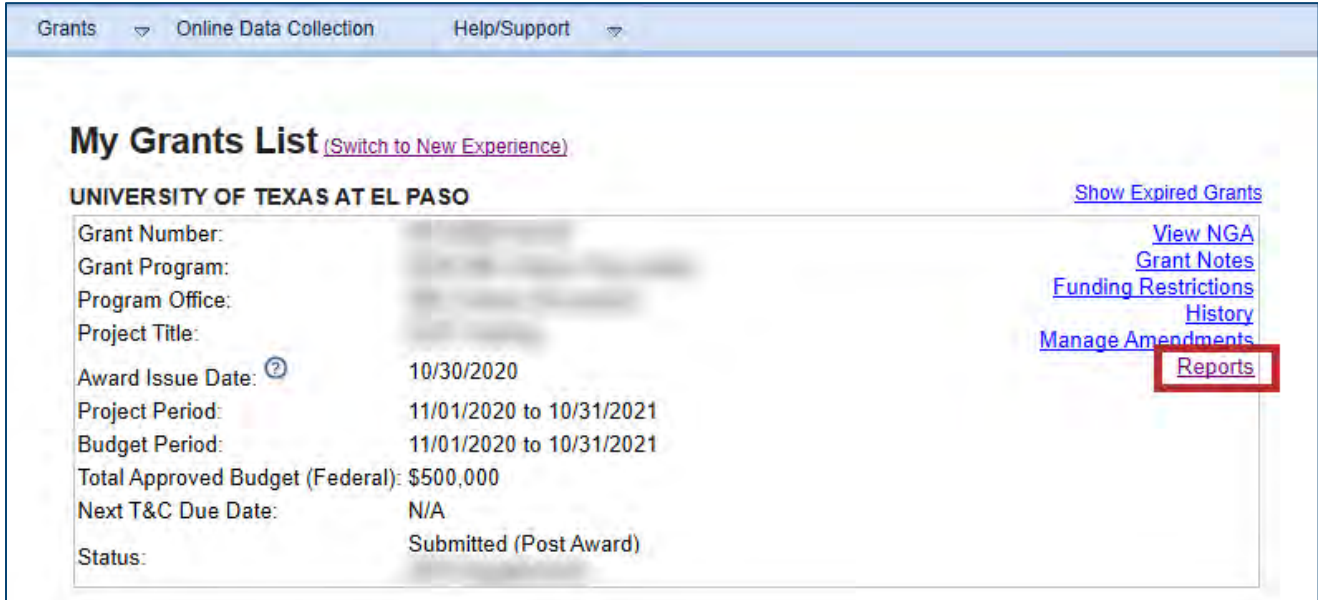


Figure 15: My Grants List screen in Classic Experience with Reports link

The “Reports List” screen appears.

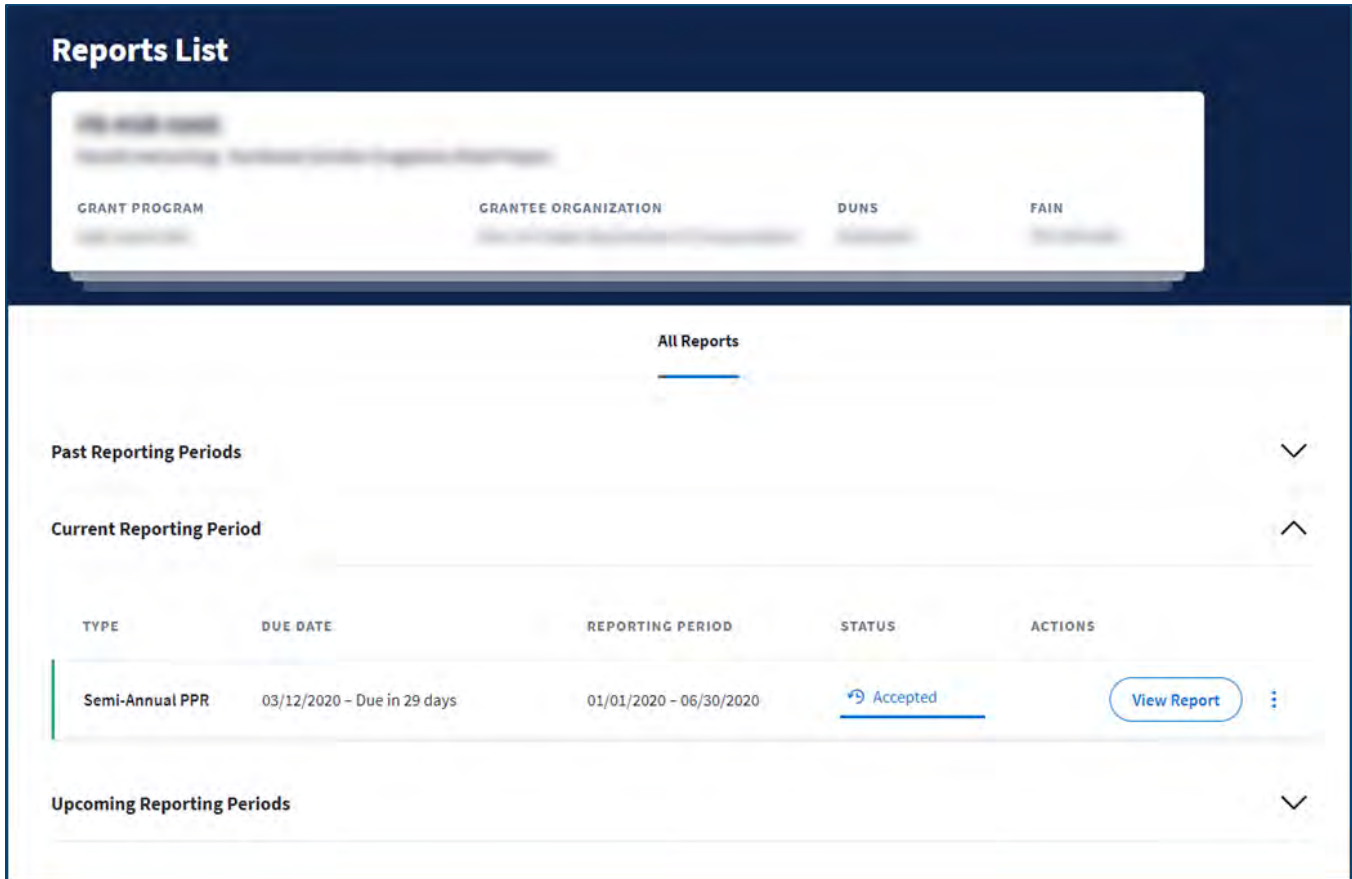


Figure 16: Reports List screen

The “Reports List” screen is divided into two sections – *Project Information* and *Reporting Periods*.

Project Information is located towards the top of the screen and includes the *Grant Number*, *Project Name*, *Grant Program*, *Grantee Organization*, *DUNS*, and *FAIN*.

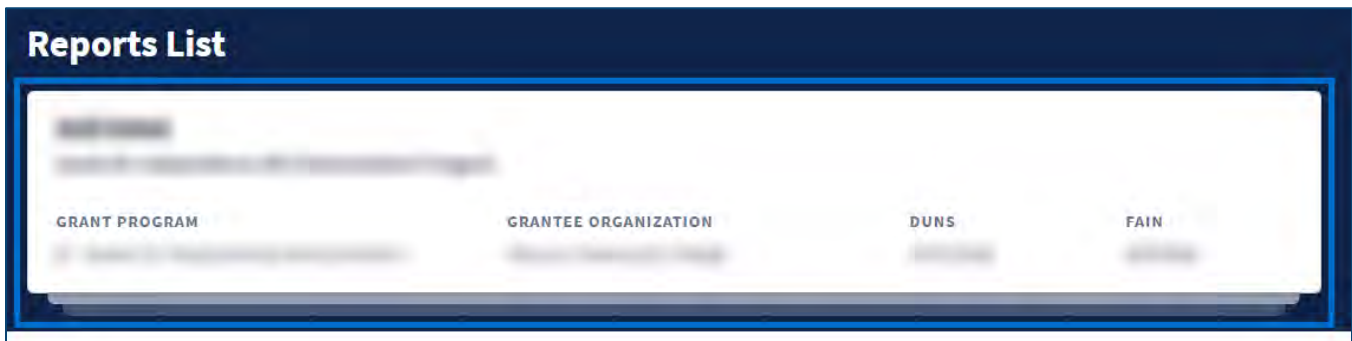
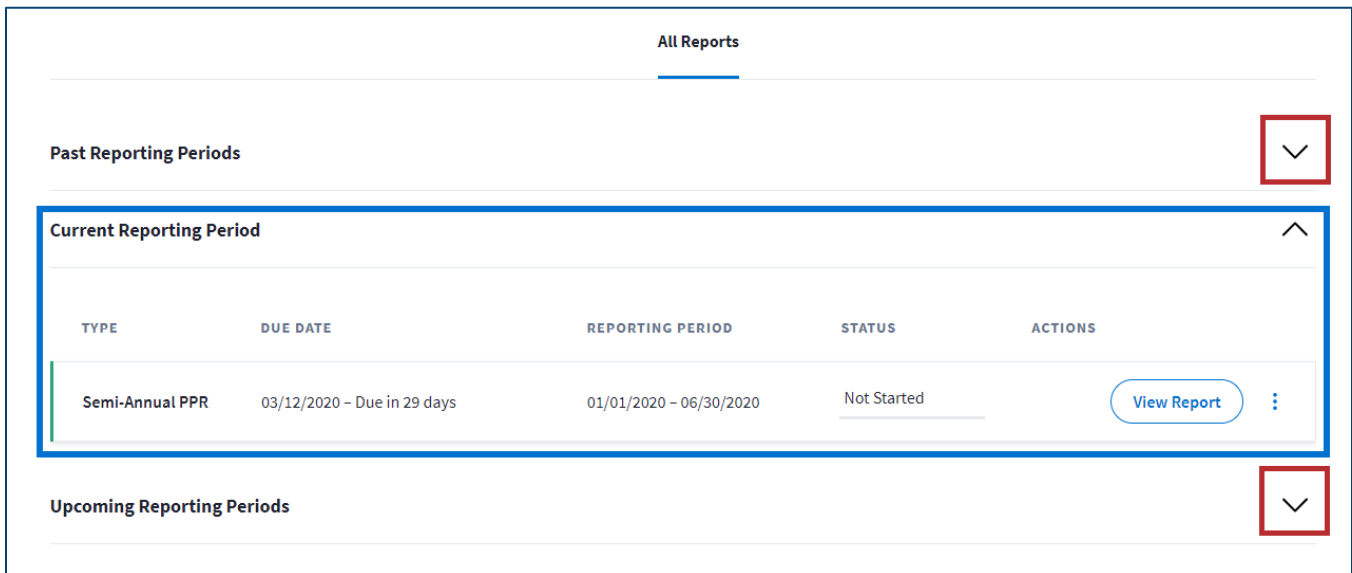


Figure 17: Reports List screen with Project Information

Below the *Project Information* section are three Reporting Period groups with both FFRs and PPRs: *Past Reporting Periods*, *Current Reporting Period*, and *Upcoming Reporting Periods*. The *Current Reporting Period* group is expanded by default.

Use the **up** and **down arrows** to open or close a Reporting Period group:

- Click the **down arrow** (∨) to expand *Past* or *Upcoming Reporting Periods*.
- Click the **up arrow** (^) to collapse a Reporting Period group.



The screenshot shows the 'All Reports' section of the system. It features three expandable/collapsible reporting period groups: 'Past Reporting Periods', 'Current Reporting Period', and 'Upcoming Reporting Periods'. Each group has a small arrow icon in the top right corner. The 'Current Reporting Period' group is expanded, revealing a table of reports. The table has columns for TYPE, DUE DATE, REPORTING PERIOD, STATUS, and ACTIONS. A 'View Report' button is visible in the ACTIONS column for the first row.

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Semi-Annual PPR	03/12/2020 - Due in 29 days	01/01/2020 - 06/30/2020	Not Started	View Report ⋮

Figure 18: Reports List screen with Reporting Periods and up and down arrows

View Federal Financial Reporting Cycle on Notice of Award

To view the Federal Financial Reporting Cycle on a Notice of Award using the Classic Experience of GrantSolutions, perform the following steps:

1. On the “My Grants List” screen, click the **User Avatar** drop-down to the right of the user initials.

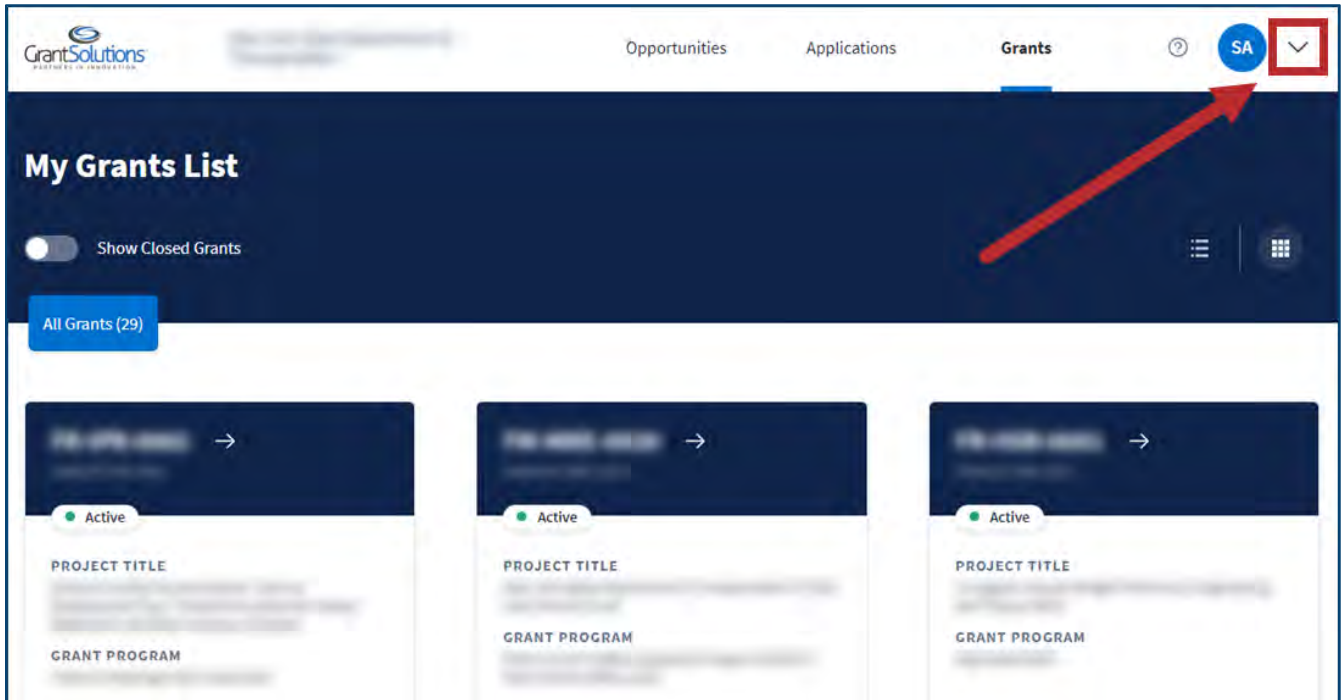


Figure 19: My Grants List screen with User Avatar drop-down

2. In the *User Avatar* drop-down, click the **Switch Back to Classic** button at the bottom.

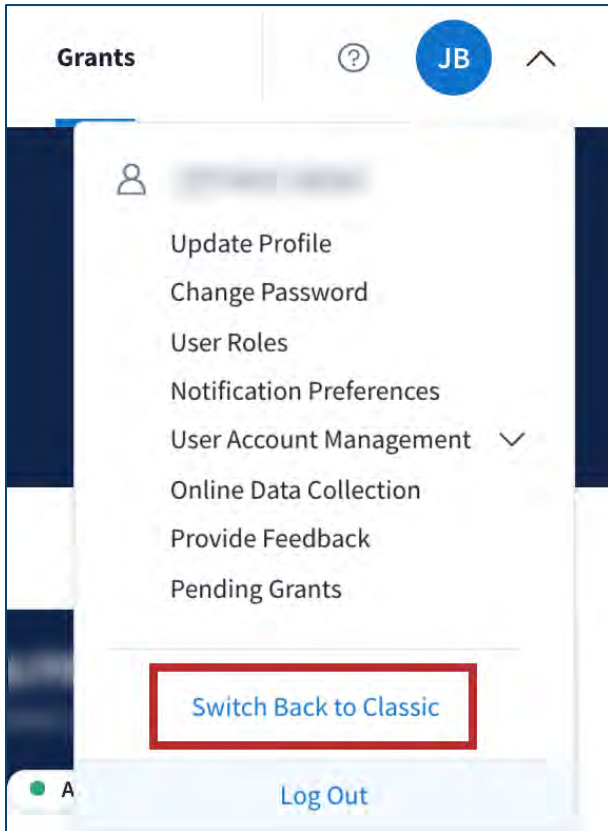


Figure 20: User Avatar drop-down with Switch Back to Classic button

3. Click the **Start Survey** button to complete the optional Feedback Survey, or click the **No Thanks** button to skip it.

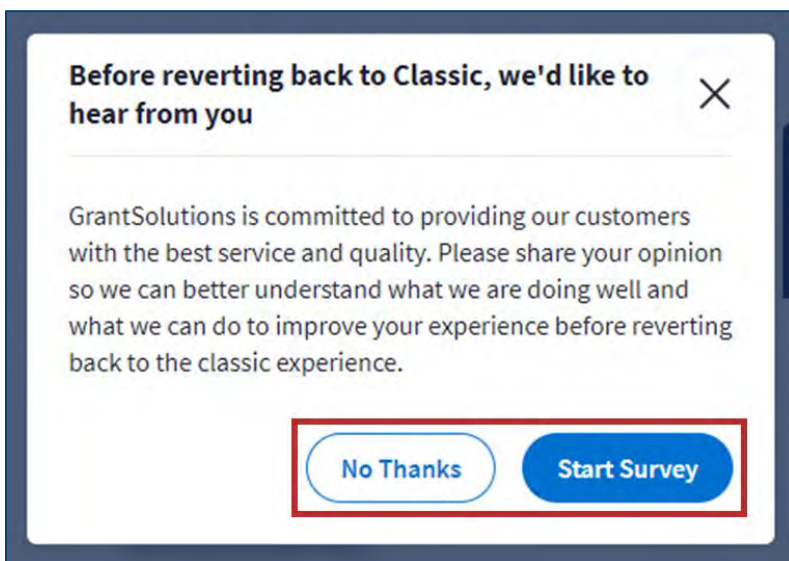
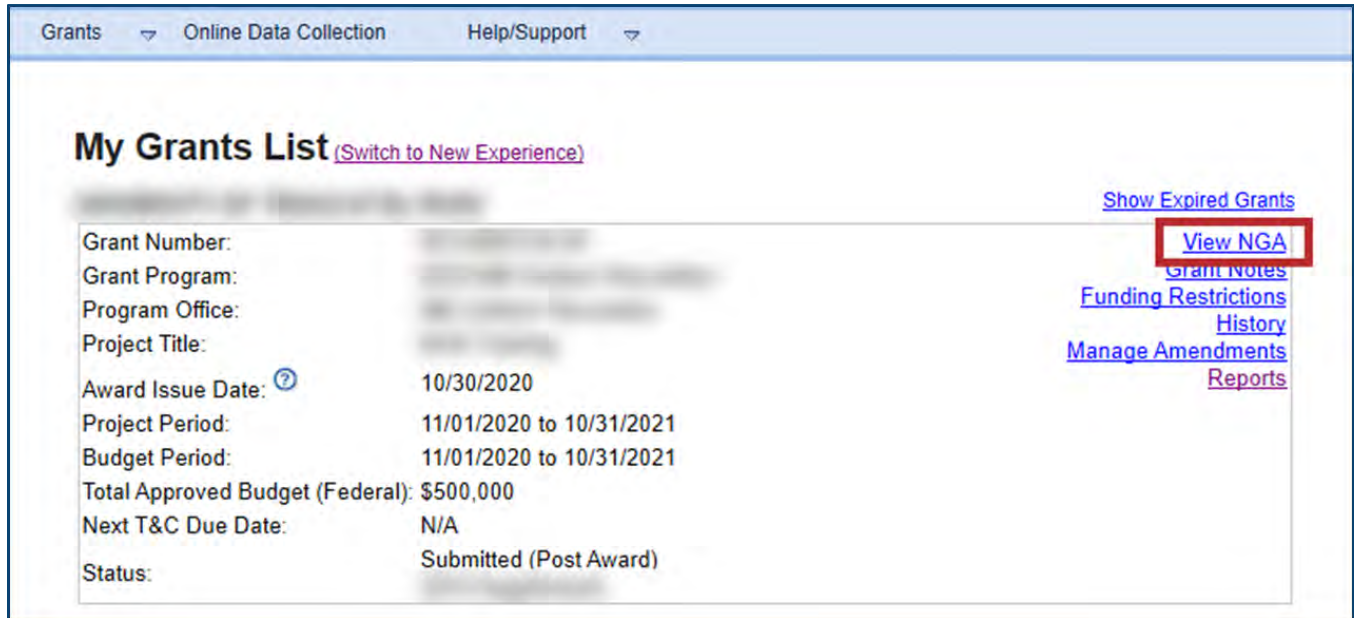


Figure 21: Switch Back to Classic message with Start Survey and No Thanks buttons

4. The “My Grants List” screen appears in the classic experience. Click the **View NGA** link.



Grants ▾ Online Data Collection Help/Support ▾

My Grants List [\(Switch to New Experience\)](#)

[Show Expired Grants](#)

Grant Number:		View NGA
Grant Program:		Grant Notes
Program Office:		Funding Restrictions
Project Title:		History
Award Issue Date: [?]	10/30/2020	Manage Amendments
Project Period:	11/01/2020 to 10/31/2021	Reports
Budget Period:	11/01/2020 to 10/31/2021	
Total Approved Budget (Federal):	\$500,000	
Next T&C Due Date:	N/A	
Status:	Submitted (Post Award)	

Figure 22: My Grants List screen in classic experience with View NGA link

- The “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		17. NAME AND TITLE OF AUTHORIZED FRA OFFICIAL	
16. SIGNATURE OF AUTHORIZED GRANTEE OFFICIAL		16A. DATE	18. SIGNATURE OF AUTHORIZED FRA OFFICIAL
Electronically Signed		06/13/2017	Electronically Signed
			18A. DATE
			06/13/2017
AGENCY USE ONLY			
19. OBJECT CLASS CODE:		20. ORGANIZATION CODE:	
21. ACCOUNTING CLASSIFICATION CODES			
DOCUMENT NUMBER	FUND	BY	BPAC
			AMOUNT

Page 1

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

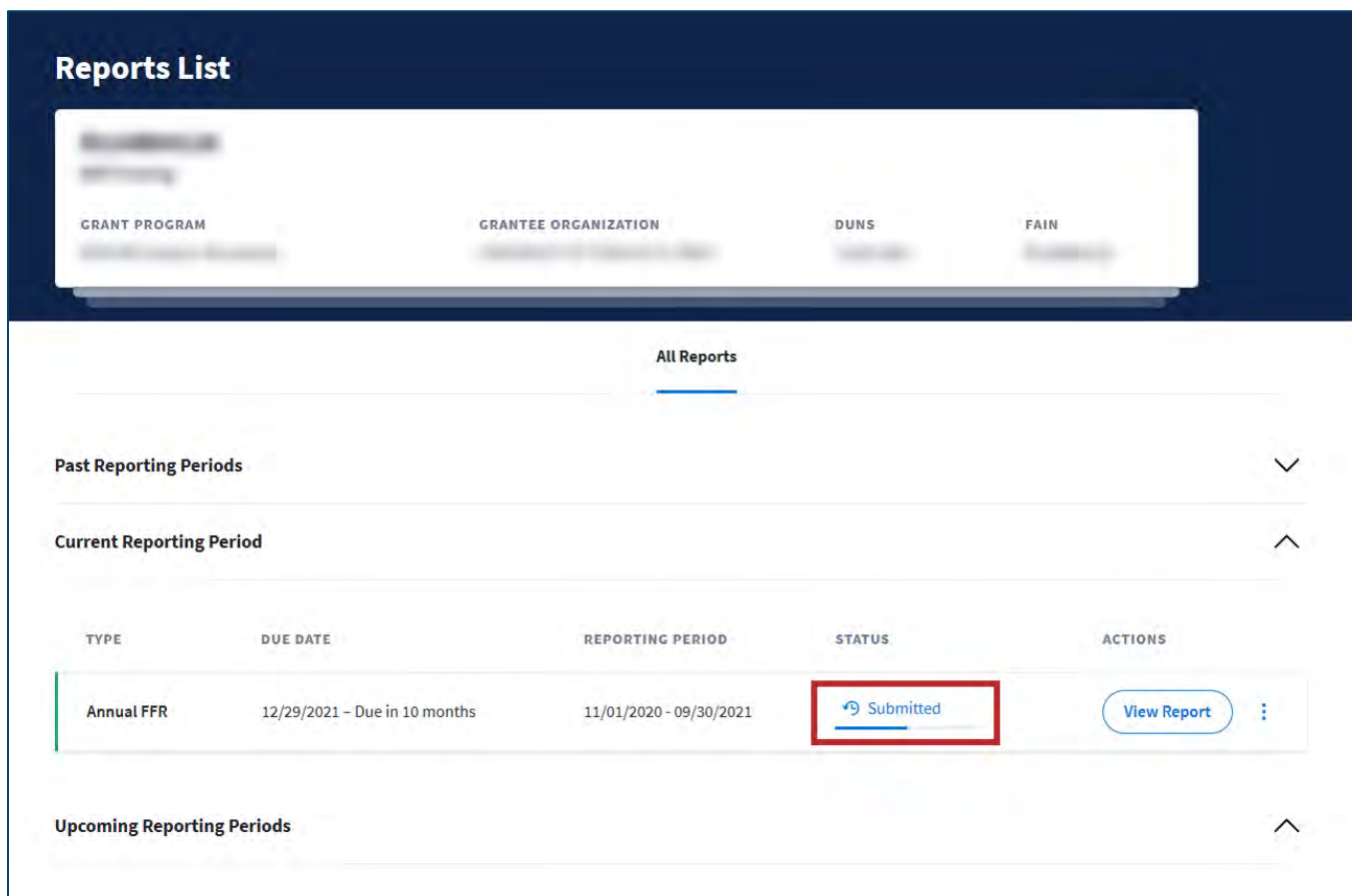
Figure 23: Notice of Award with Federal Financial Report Cycle table

Click the **X** button in the upper right corner of the screen to close the NOA and return to the “My Grants List” screen in the Classic Experience.

REPORTING PERIOD GROUP FEATURES

On the *Reports* tab of the “Grant Details” screen in the New Experience, and on the “Reports List” screen in the Classic Experience, information appears in each Reporting Period group. Each Reporting Period group contains the following information:

- *Type*: Quarterly, Semi-Annual, Annual, and Final depending on the Federal agency reporting requirements.
- *Due Date*: Displays the report due date and includes a countdown. Start, edit, and submit reports even after the due date has passed.
- *Reporting Period*: The reporting timeframe.
- *Status and Workflow History*: Current FFR workflow status. Click the **Status** button (i.e., In Progress, Submitted, etc.) to view the workflow history and any comments on the “FFR Reporting Workflow History” screen.



Reports List

GRANT PROGRAM GRANTEE ORGANIZATION DUNS FAIN

All Reports

Past Reporting Periods

Current Reporting Period

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Annual FFR	12/29/2021 – Due in 10 months	11/01/2020 - 09/30/2021	Submitted	View Report

Upcoming Reporting Periods

Figure 24: Reports List screen with Status button

For any *Submitted* actions on the “FFR Reporting Workflow History” screen, click the **View Submission** button to download that version of the report.



Figure 25: FFR Reporting Workflow History window with View Submission button

Note: Submitted reports that are migrated data from the Grants Management Module (GMM) do not have a *View Submission* option.

- **Action button:** Action available to a user. May include *Start Report*, *Edit Report*, or *View Report*.


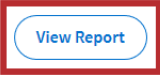
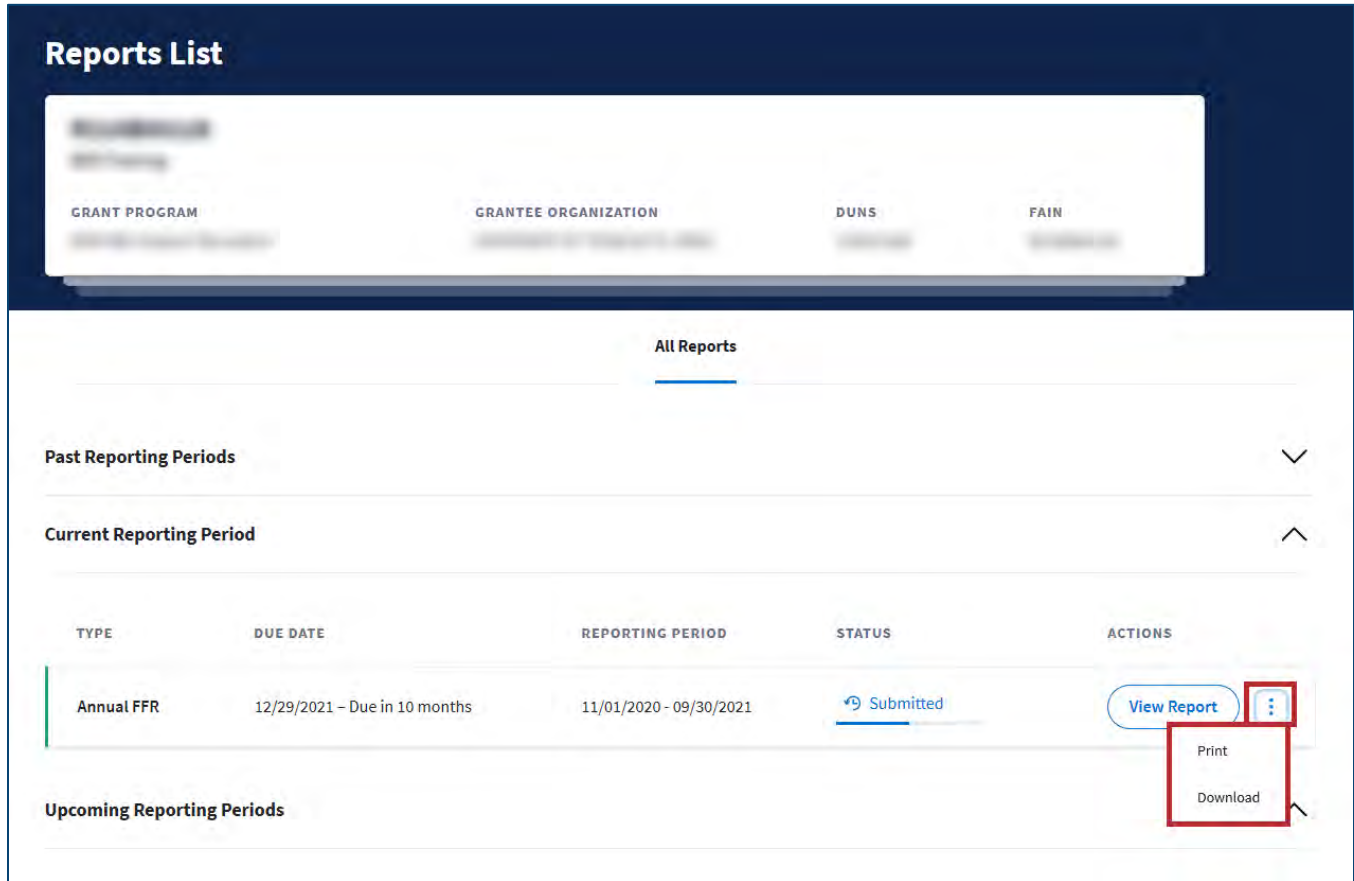
Current Reporting Period ^				
TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Annual FFR	12/29/2021 – Due in 10 months	11/01/2020 - 09/30/2021	 Submitted	 ⋮

Figure 26: Actions column with View Report button

- **Actions List icon (three vertical dots):** Click the **Actions List** icon to print the report or download a PDF version. This option is available for all statuses except *Not Started*.




Reports List

GRANT PROGRAM GRANTEE ORGANIZATION DUNS FAIN

All Reports

Past Reporting Periods

Current Reporting Period

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Annual FFR	12/29/2021 – Due in 10 months	11/01/2020 - 09/30/2021	Submitted	View Report 

Upcoming Reporting Periods

Print

Download

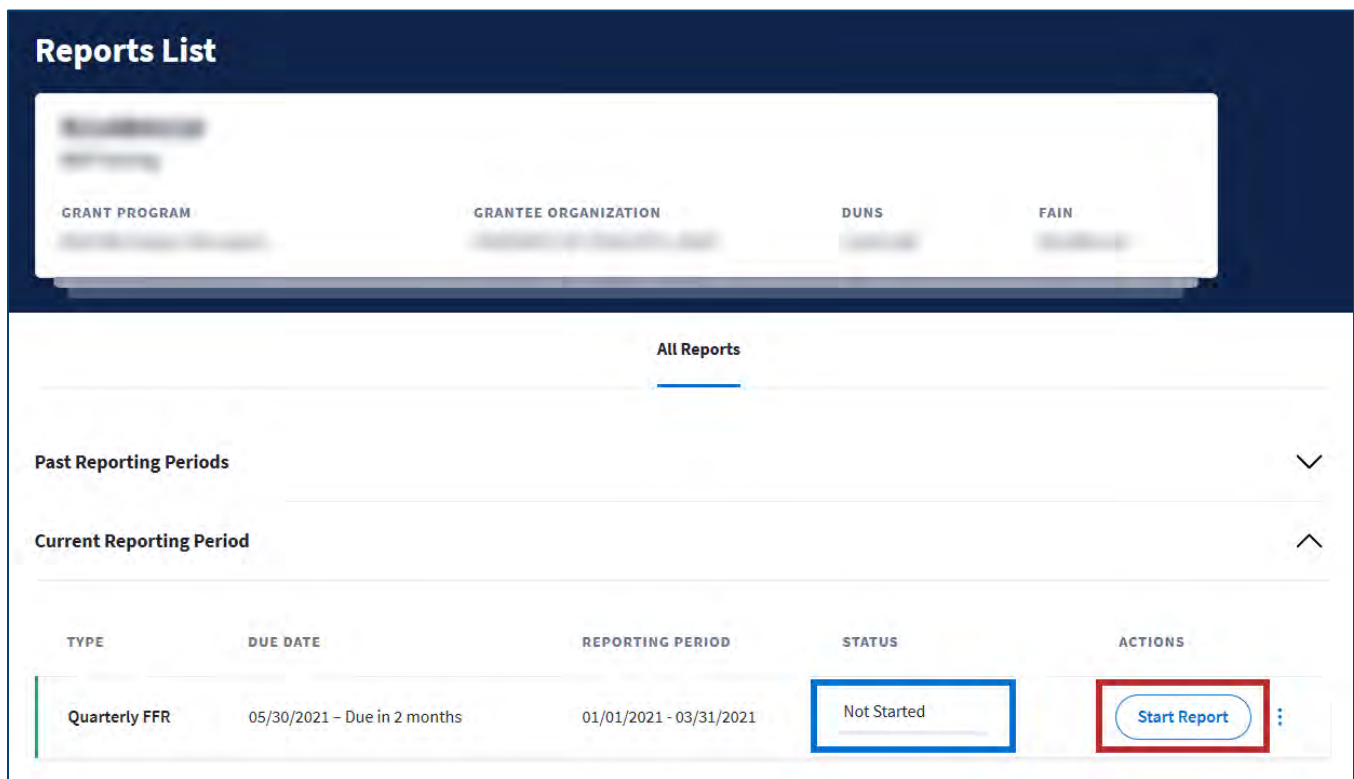
Figure 27: Reports List screen with Actions List icon drop-down

Complete and Submit Federal Financial Report

Grant Recipients can complete and submit FFR forms. Although FFRs can be submitted late, they are considered *Past Due*.

To complete and submit a FFR, perform the following steps:

1. Review the available reports on the *Reports* tab of the “Grant Details” screen in the New Experience, or on the “Reports List” screen in the Classic Experience. Select the desired FFR with the *Not Started* status and click the **Start Report** button.



Reports List

GRANT PROGRAM GRANTEE ORGANIZATION DUNS FAIN

All Reports

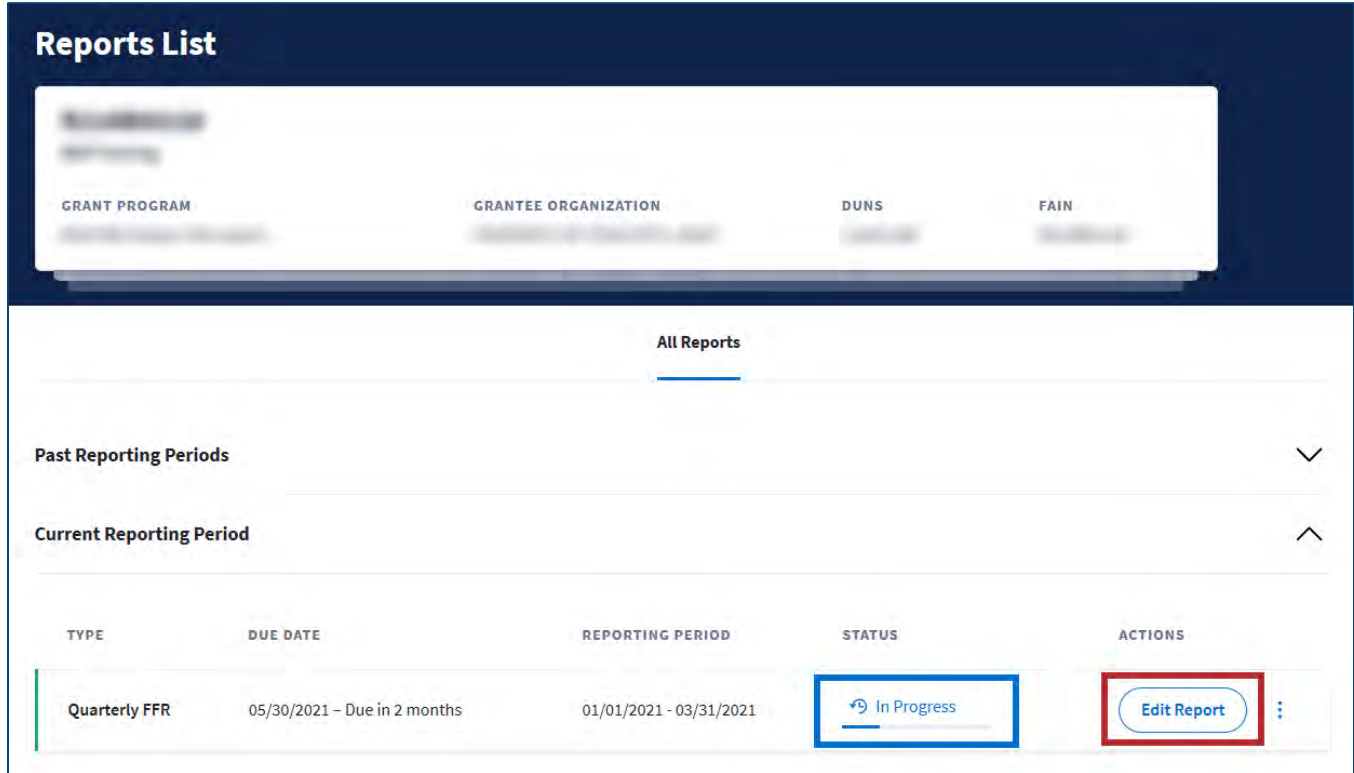
Past Reporting Periods

Current Reporting Period

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Quarterly FFR	05/30/2021 - Due in 2 months	01/01/2021 - 03/31/2021	Not Started	Start Report

Figure 28: Reports List screen with Not Started status and Start Report button

Note: Alternatively, if the report is started and bears the *In Progress* status, click the **Edit Report** button to complete and submit.



Reports List

GRANT PROGRAM	GRANTEE ORGANIZATION	DUNS	FAIN

All Reports

Past Reporting Periods

Current Reporting Period

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Quarterly FFR	05/30/2021 - Due in 2 months	01/01/2021 - 03/31/2021	In Progress	Edit Report

Figure 29: Reports List screen with In Progress status and Edit Report button

2. The “SF-425 Federal Financial Report” screen appears. The FFR is divided into several easy to use sections that are combined into a standard format when downloaded or printed. Additionally, the FFR automatically saves as Grant Recipients enter data.

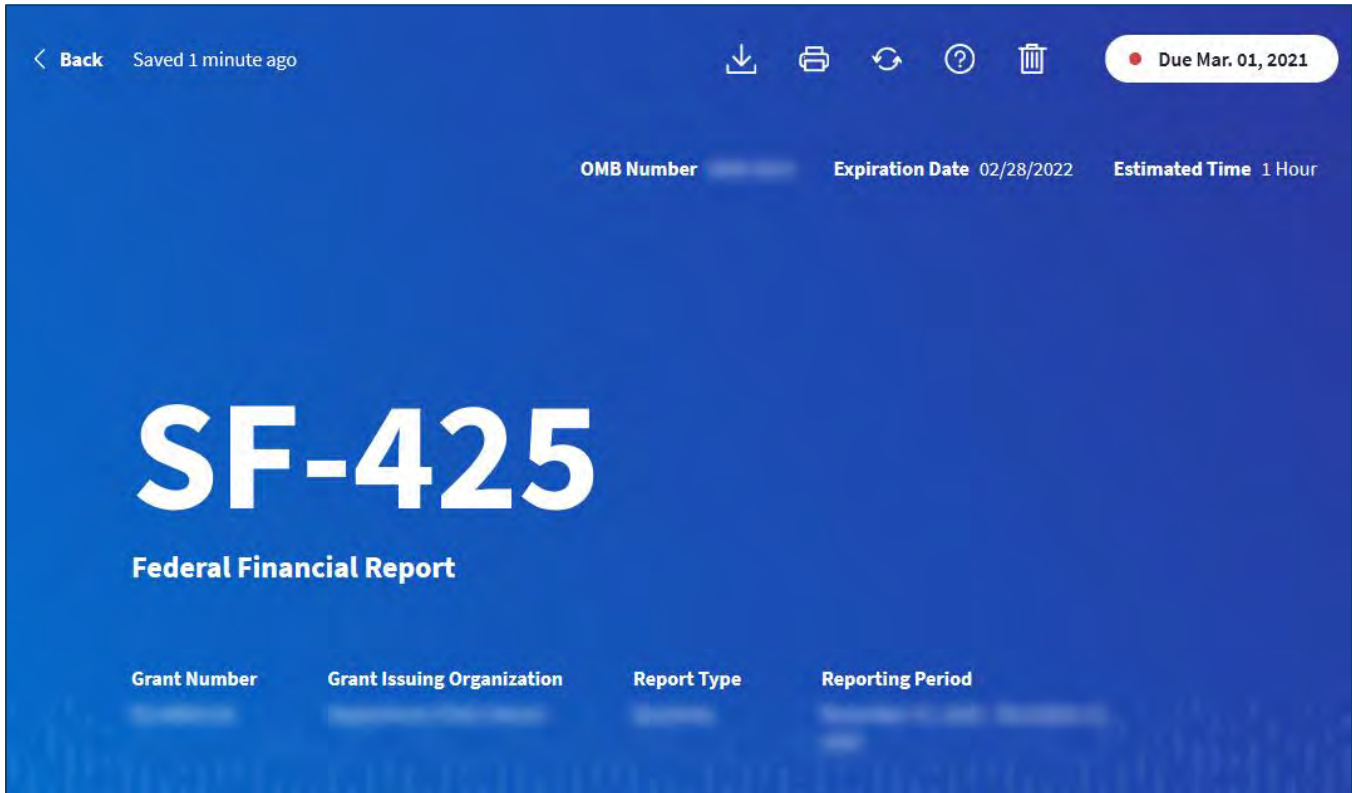


Figure 30: SF-425 Federal Financial Report screen

The top of the screen contains information about the form, Grant Project, and actions. The FFR header line located at the top of the screen is always visible, even as Grant Recipients scroll through the report and enter data. The header line contains the following:






- a. **Back button:** Click to return to the “Reports List” screen.
- b. **Saved status:** Last saved time (i.e., 3 minutes ago, 7 days ago, etc.).
- c. **Tool-bar:**
 - i.  Download a zip file with the PDF version of the FFR and any attachments.
 - ii.  Print a printer-friendly version of the report (prints what is on the screen).
 - iii.  Reset the form and remove all data entered by the Grant Recipient.
 - iv.  Open the “More Information” page containing FFR instructions.
 - v.  Delete the form (**Note:** This feature is only available for FFRs that are *In Progress*; a FFR form outside of this status does not have this feature).
- d. **Due Date:** The date the report is due to the Federal agency.



Figure 31: FFR header line with In Progress Delete button included

3. Scroll to the *Review your report details* section. The left side of the screen describes the purpose of a section and any instructions.

The right side of the screen contains various fields. Click an **information** (i) icon for more details about that field.

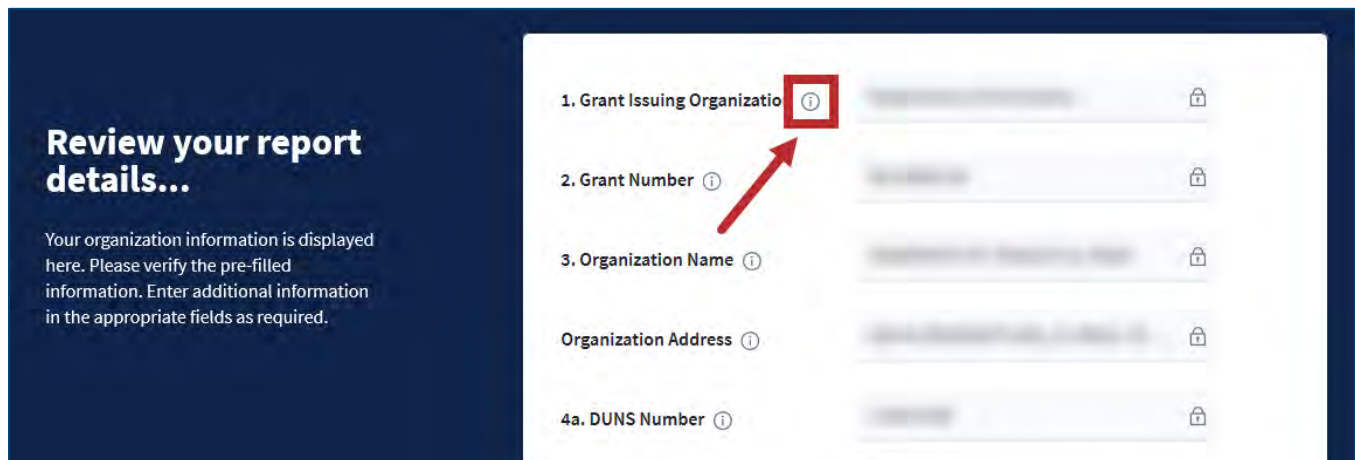


Figure 32: SF-425 Federal Financial Report screen with *Review your report details* section and information icon

Open fields are included where data can be entered, and pre-filled information is read-only when followed by the lock (🔒) icon.

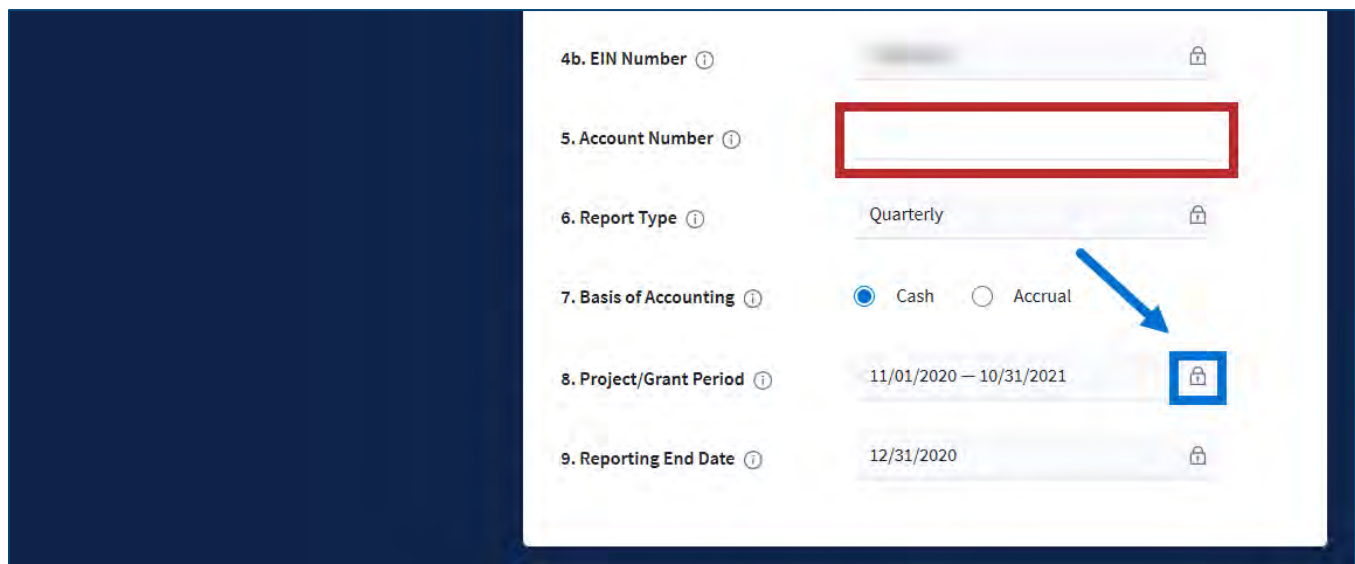


Figure 33: SF-425 Federal Financial Report screen with *Review your report details* section fields and lock icon

- Continue entering data as needed. In fields that require a dollar amount, enter numbers only. Typing letters results in an error message.

Several fields auto-calculate amounts based on data entry. For example, in the *Report on your transactions* section, the *Cash on Hand* field auto-calculates 10a – 10b. The auto-calculate fields are read-only as indicated by the lock icon.

Report on your transactions...

Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9. Use Lines 10a through 10c, Lines 10d through 10o, or Lines 10a through 10o, as specified by the Federal agency.

10. Transactions

Use lines a-c for single or multiple grant reporting.

Federal Cash

a. Cash Receipts ⓘ	\$ 0.00	
b. Cash Disbursements ⓘ	\$ 600.00	
c. Cash on Hand (a-b) ⓘ	\$ -600.00	🔒

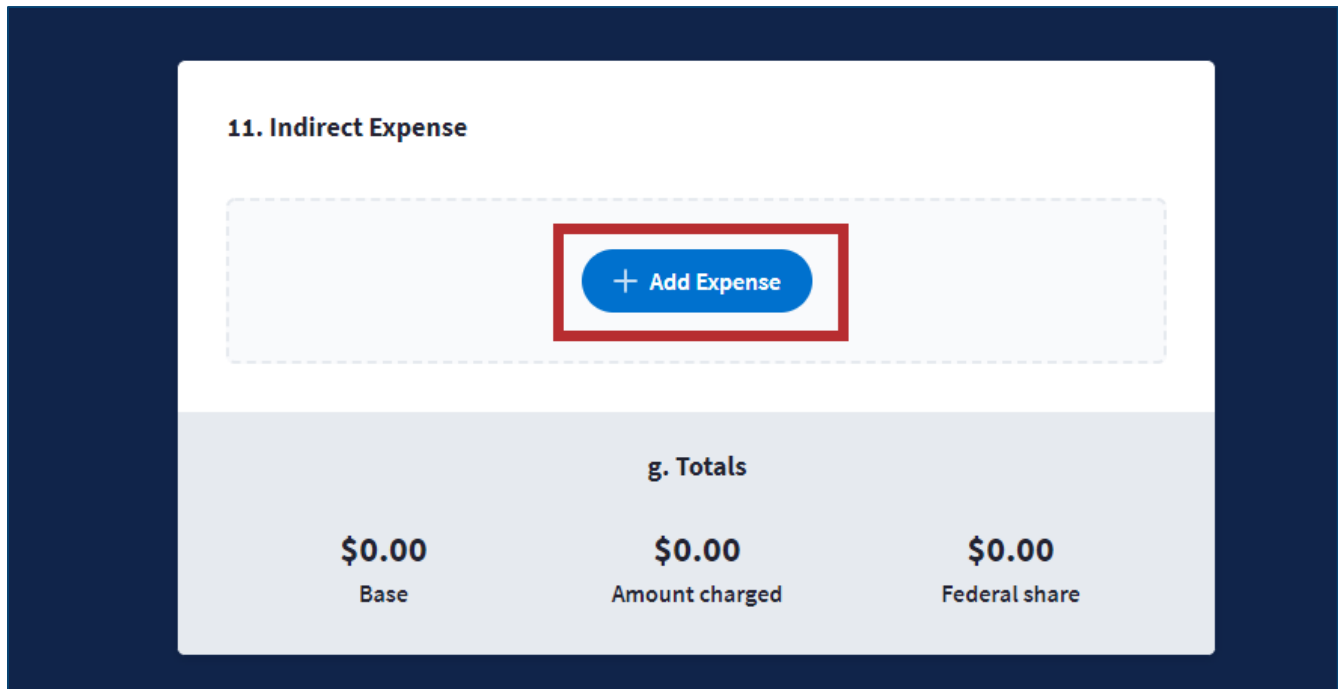
Federal Expenditures and Unobligated Balance

Use lines d-o below for single grant reporting.

d. Total Federal funds authorized ⓘ	\$ 500,000.00	🔒
e. Federal share of expenditures ⓘ	\$ 0.00	
f. Federal share of unliquidated obligations ⓘ	\$ 0.00	

Figure 34: SF-425 Federal Financial Report screen with Report on your transactions section and auto-calculation

5. To add new indirect expenses in line 11, click the **Add Expense** button.

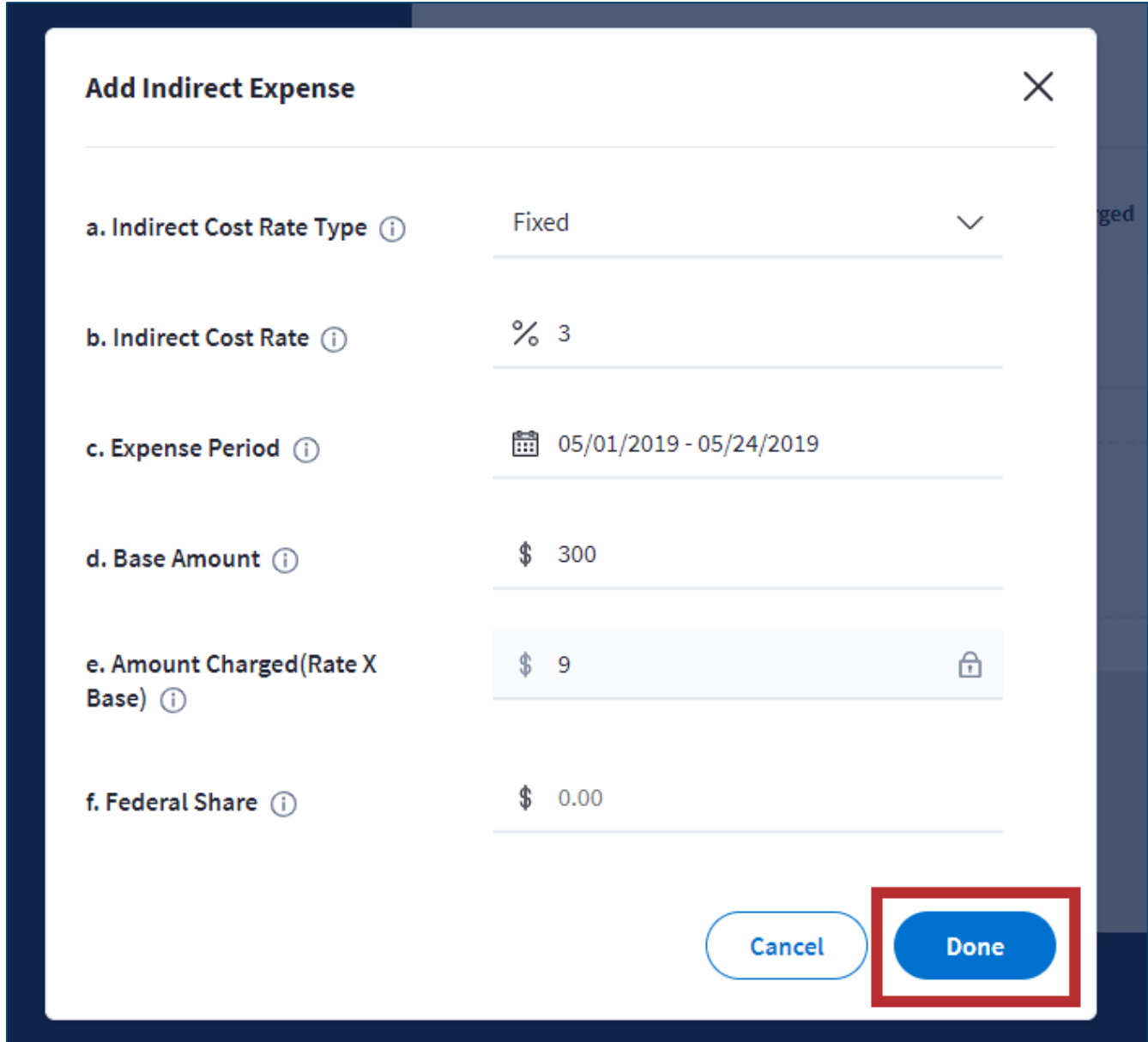


The screenshot shows a web interface for entering indirect expenses. At the top, it is titled "11. Indirect Expense". Below the title is a dashed-line box containing a blue button with a white plus sign and the text "+ Add Expense". Below this box is a summary table with three columns: "Base", "Amount charged", and "Federal share". The table shows a total of "\$0.00" for each category. The text "g. Totals" is centered above the table.

g. Totals		
\$0.00	\$0.00	\$0.00
Base	Amount charged	Federal share

Figure 35: Line 11 Indirect Expense with Add Expense button


6. The “Add Indirect Expense” window opens. Complete all required fields and click the **Done** button.




Add Indirect Expense ✕

a. Indirect Cost Rate Type ⓘ Fixed ▾

b. Indirect Cost Rate ⓘ % 3

c. Expense Period ⓘ  05/01/2019 - 05/24/2019

d. Base Amount ⓘ \$ 300

e. Amount Charged (Rate X Base) ⓘ \$ 9 

f. Federal Share ⓘ \$ 0.00

Cancel **Done**

Figure 36: Add Indirect Expense window with fields and Done button

- The “SF-425 Federal Financial Report” screen reappears and the expense appears in a row. The *Totals* line auto-calculates based on the added expenses.

Click the *Add Expense* button to add another expense or click the **Actions List** icon (three vertical dots) to **Edit** or **Delete** the expense.

11. Indirect Expense

a. Type/b. Rate	c. Period	d. Base	e. Amt Charged	f. Federal Share
Fixed (3%)	06/01/2021 - 06/24/2021	\$300.00	\$9.00	\$0.00

+ Add Expense

\$300.00

Base

\$9.00

Amount charged

\$0.00

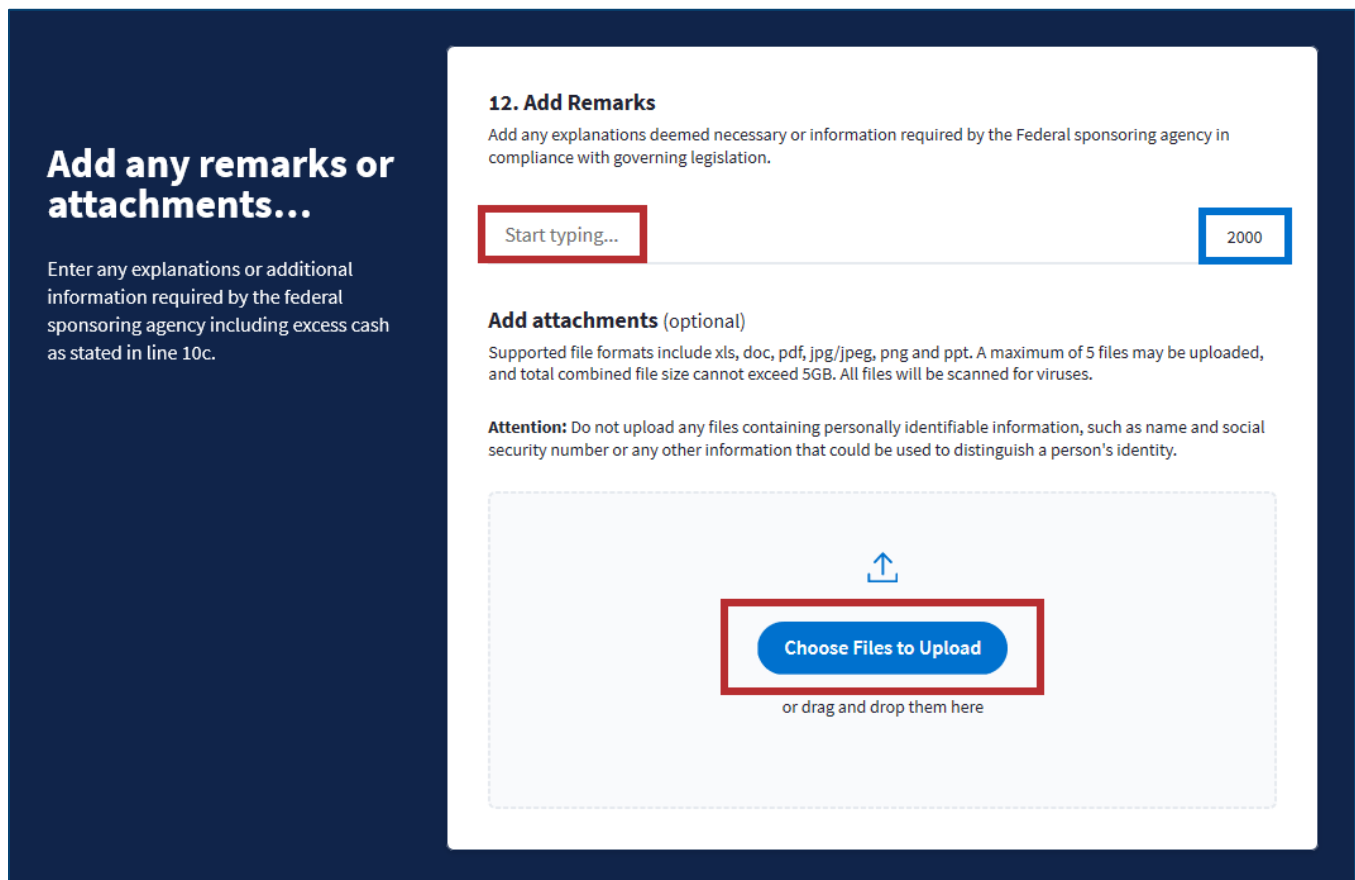
Federal share

Figure 37: Line 11 Indirect Expense with Actions List icon drop-down

8. Scroll to the *Add any remarks or attachments* section and provide a performance narrative in the **Start typing** field. There is a 2000 character limit for remarks provided.

To add an attachment, either select a file by clicking the **Choose Files to Upload** button or **drag and drop** a file from your computer to the FFR *Add Attachments* box. Attachments must follow the requirements listed below:

- Supported file formats include xls, doc, pdf, jpg/jpeg, png and ppt
- A total of 5 files may be uploaded, and the combined file size cannot exceed 5GB
- Do not upload any files containing personally identifiable information, such as name, social security number, nor any other information that could be used to distinguish a person's identity



Add any remarks or attachments...

Enter any explanations or additional information required by the federal sponsoring agency including excess cash as stated in line 10c.

12. Add Remarks

Add any explanations deemed necessary or information required by the Federal sponsoring agency in compliance with governing legislation.

Start typing... 2000

Add attachments (optional)

Supported file formats include xls, doc, pdf, jpg/jpeg, png and ppt. A maximum of 5 files may be uploaded, and total combined file size cannot exceed 5GB. All files will be scanned for viruses.

Attention: Do not upload any files containing personally identifiable information, such as name and social security number or any other information that could be used to distinguish a person's identity.

Choose Files to Upload

or drag and drop them here

Figure 38: SF-425 Federal Financial Report screen with Start typing field and Choose Files to Upload button

9. Upon uploading an attachment, the attachment appears in a row. Simultaneously, a “Your attachment was uploaded successfully” message appears in the lower-left corner of the screen. Add additional attachments as needed.

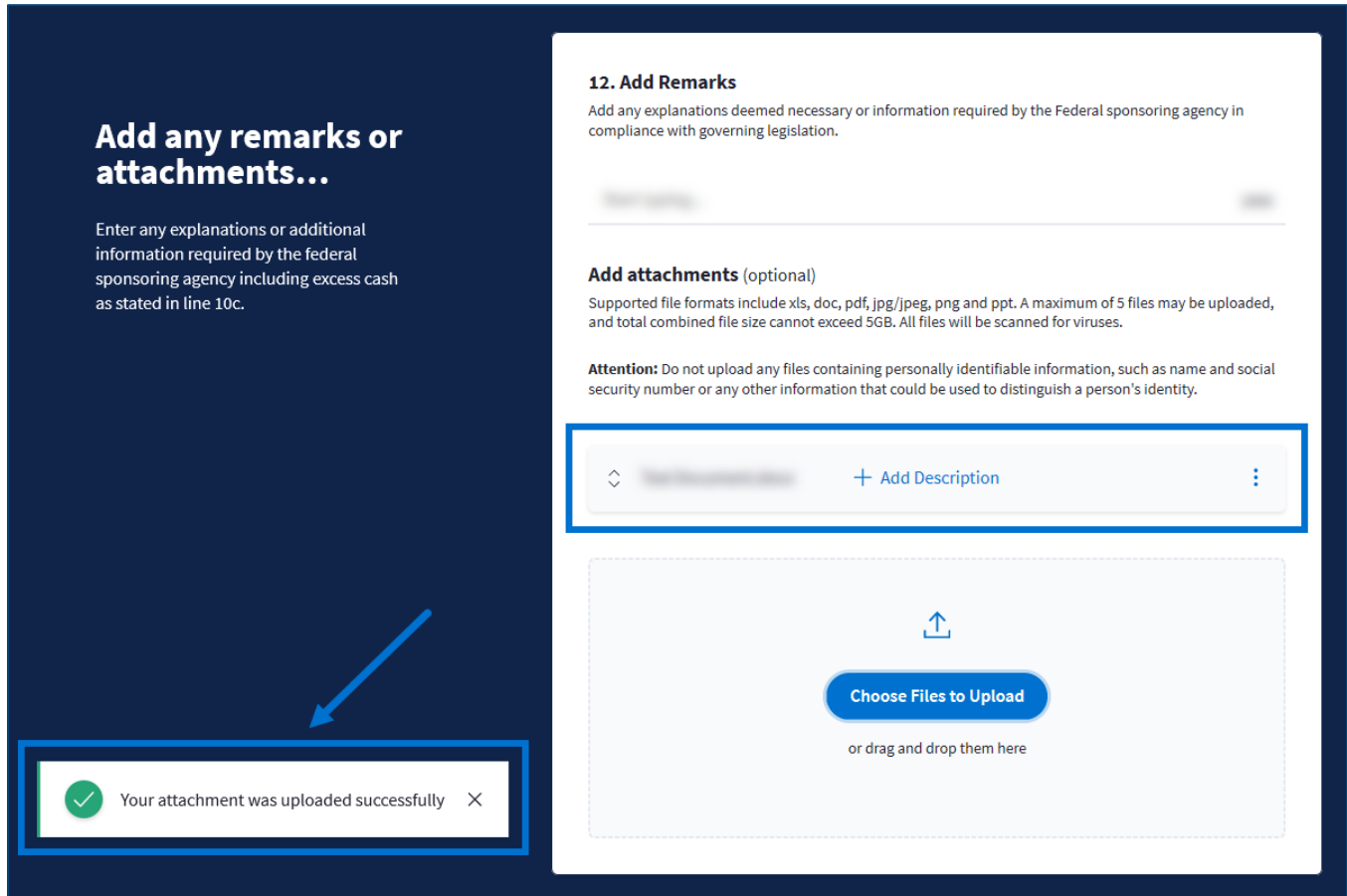
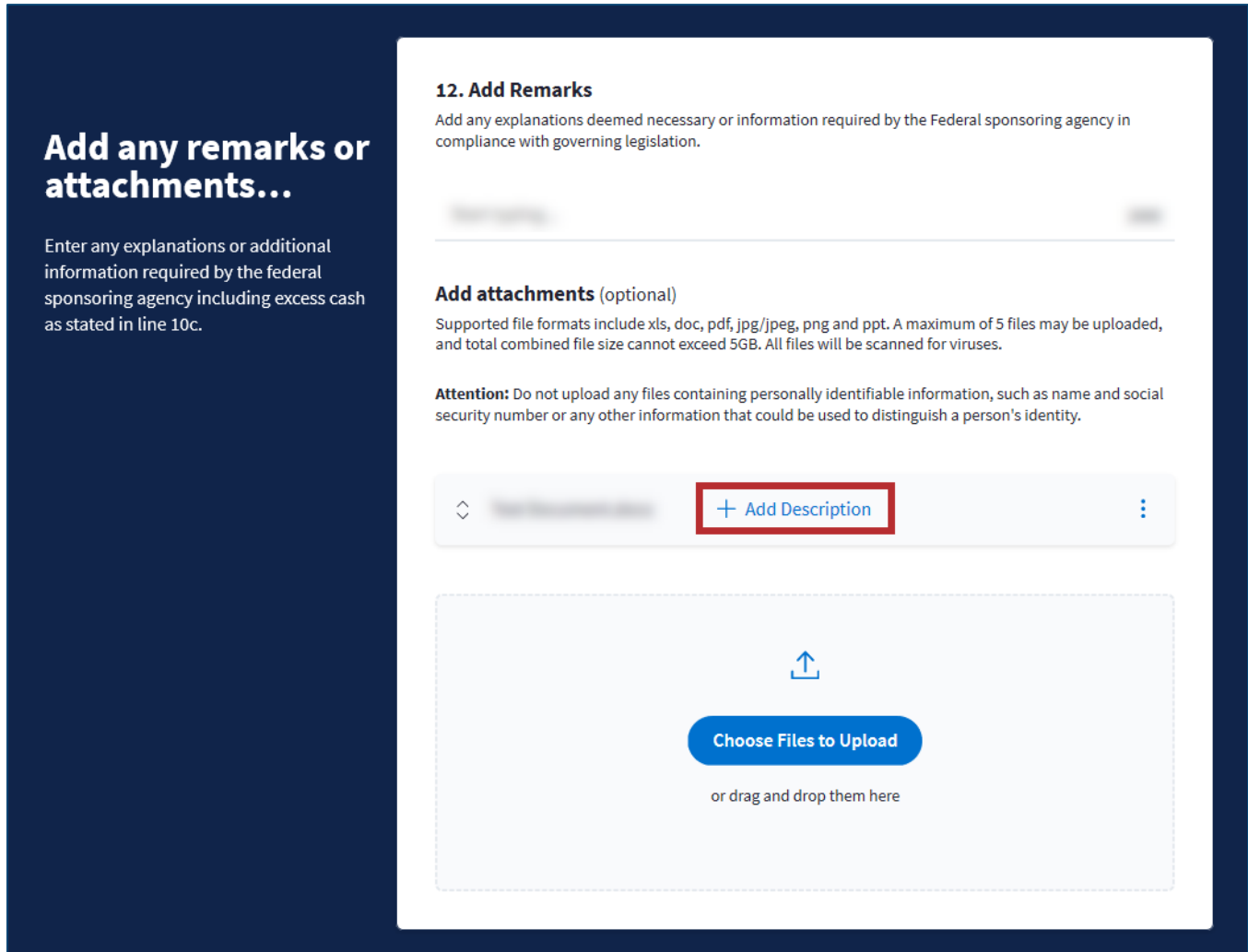


Figure 39: SF-425 Federal Financial Report screen with attachment and Your attachment was uploaded successfully message

10. In the attachment row, include a description of the attachment by clicking the **Add Description** button.



Add any remarks or attachments...

Enter any explanations or additional information required by the federal sponsoring agency including excess cash as stated in line 10c.

12. Add Remarks
Add any explanations deemed necessary or information required by the Federal sponsoring agency in compliance with governing legislation.

Add attachments (optional)
Supported file formats include xls, doc, pdf, jpg/jpeg, png and ppt. A maximum of 5 files may be uploaded, and total combined file size cannot exceed 5GB. All files will be scanned for viruses.

Attention: Do not upload any files containing personally identifiable information, such as name and social security number or any other information that could be used to distinguish a person's identity.

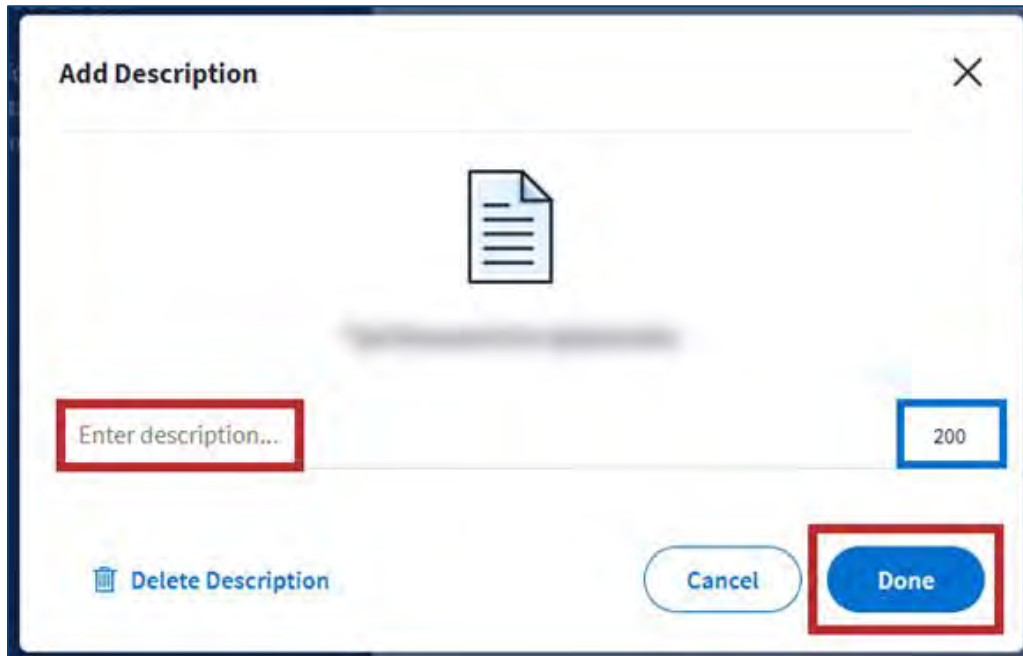
+ Add Description

Choose Files to Upload
or drag and drop them here

Figure 40: SF-425 Federal Financial Report screen with Add Description button

11. On the “Add Description” window, enter text in the **Enter description** field within the 200 character limit. Click the **Done** button to save and close the screen.

Note: Click the *Delete Description* button to remove the description.



The screenshot shows a modal window titled "Add Description" with a close button in the top right corner. The main area contains a document icon and a large text input field. The input field is labeled "Enter description..." and has a character count of "200" displayed to its right. At the bottom of the window, there are three buttons: "Delete Description" (with a trash icon), "Cancel", and "Done".

Figure 41: Add Description window with Enter description field and Done button

12. The “SF-425 Federal Financial Report ” screen reappears, and the description is viewable. Click the **Actions List** icon (three vertical dots) to perform additional functions:

- **Edit description:** Change the description of the attachment.
- **Delete attachment:** Remove the attachment and any description.
- **View original file:** View the contents of the attachment.

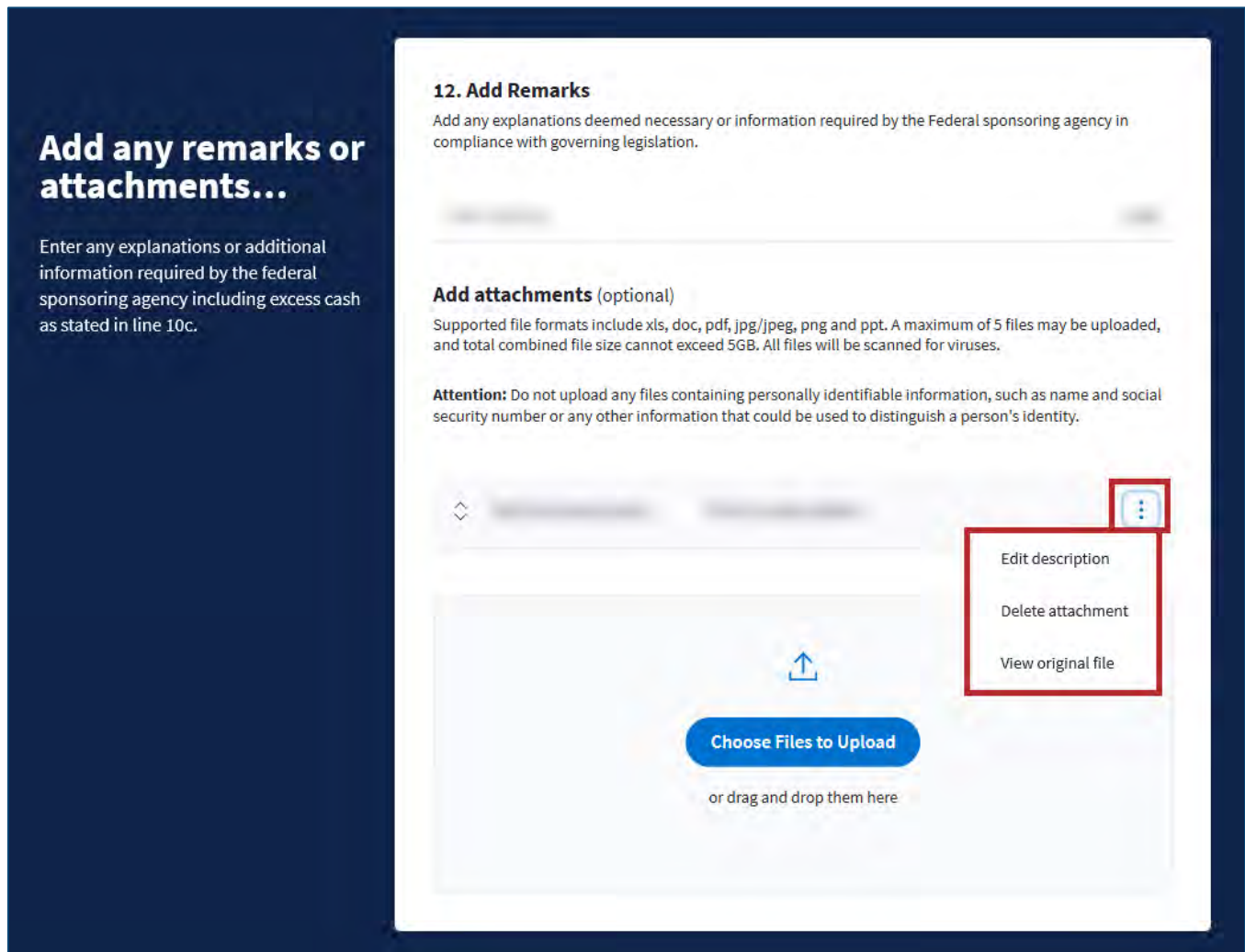


Figure 42: SF-425 Federal Financial Report screen with attachments Actions List icon drop-down

Note: Upon deleting an attachment, the “Your attachment was successfully deleted” message appears in the lower-left corner of the screen.

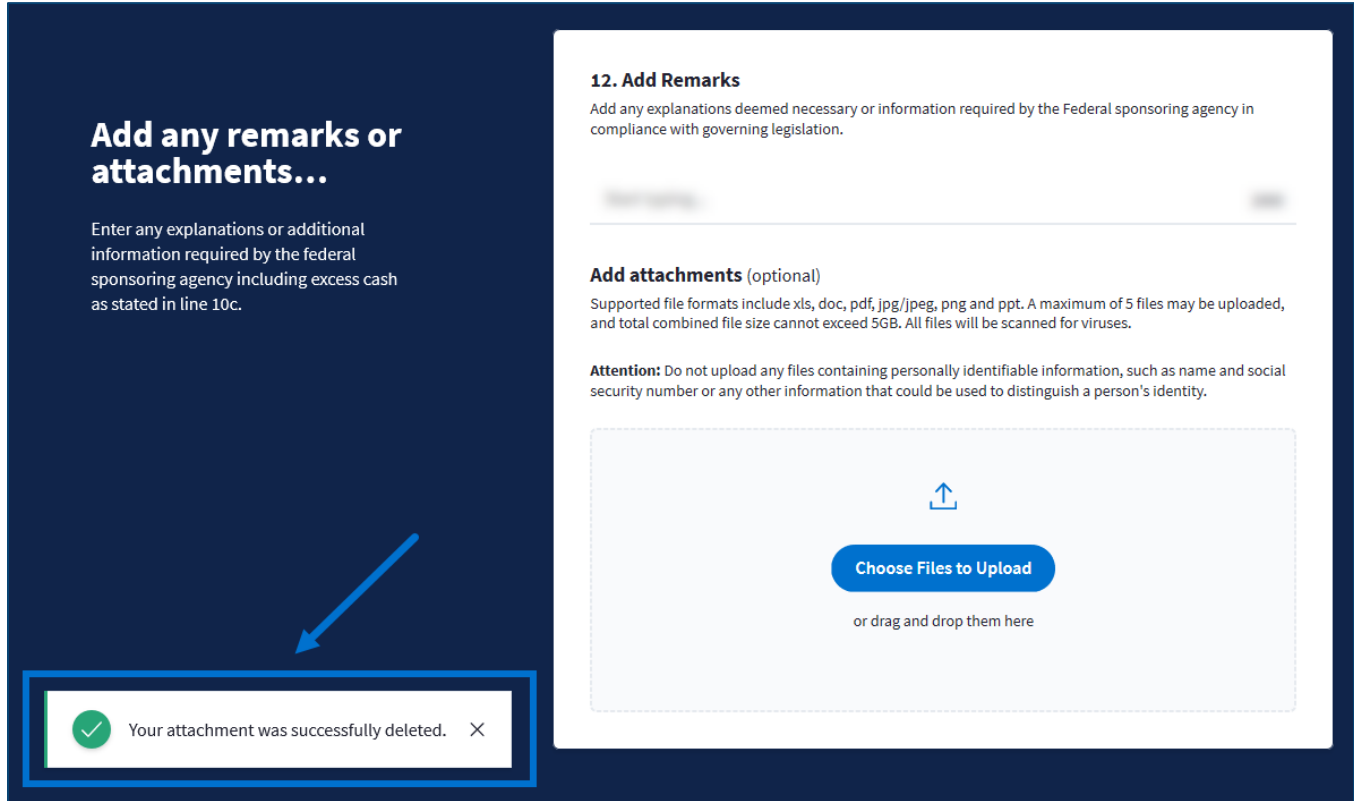
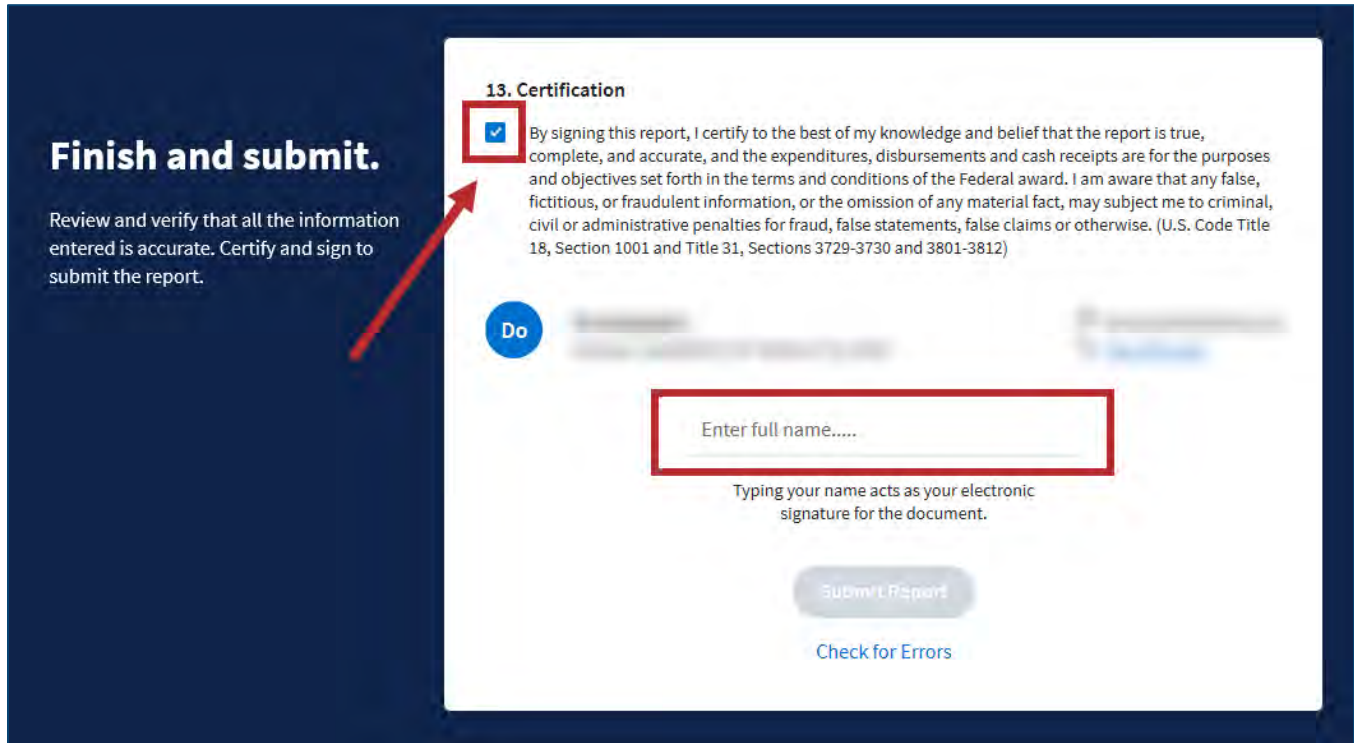


Figure 43: SF-425 Federal Financial Report screen with Your attachment was successfully deleted message

13. Scroll to the *Finish and Submit* section. Review and verify that all information is accurate. Click the **checkbox** to certify the report is correct and enter your **full name** in the *Enter full name* field.



Finish and submit.

Review and verify that all the information entered is accurate. Certify and sign to submit the report.

13. Certification

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Do

Enter full name.....

Typing your name acts as your electronic signature for the document.

Submit Report

Check for Errors

Figure 44: SF-425 Federal Financial Report screen with Certification checkbox and Enter full name field

14. Upon selecting the *Certification* checkbox and entering the full name, the *Submit Report* button activates. Before submitting to the Federal agency, click the **Check for Errors** link.

Correct any issues and click the **Submit Report** button.

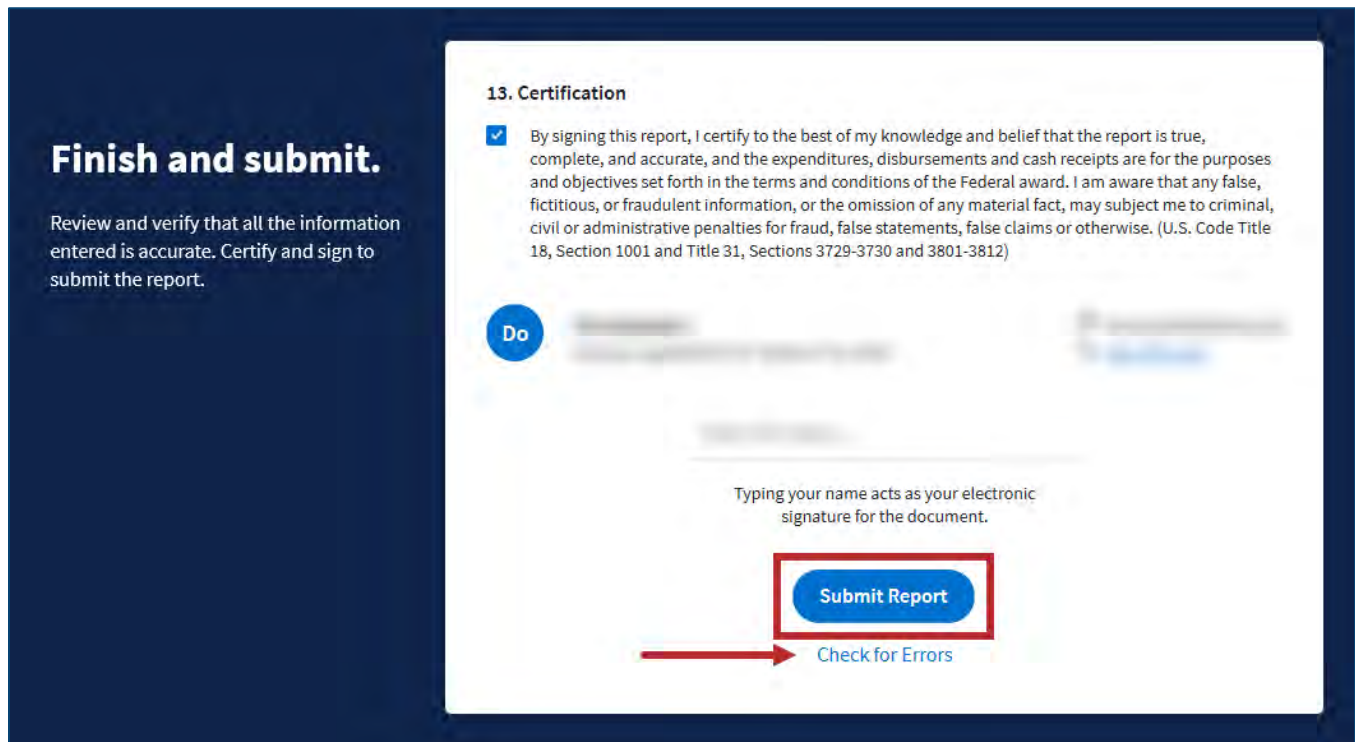
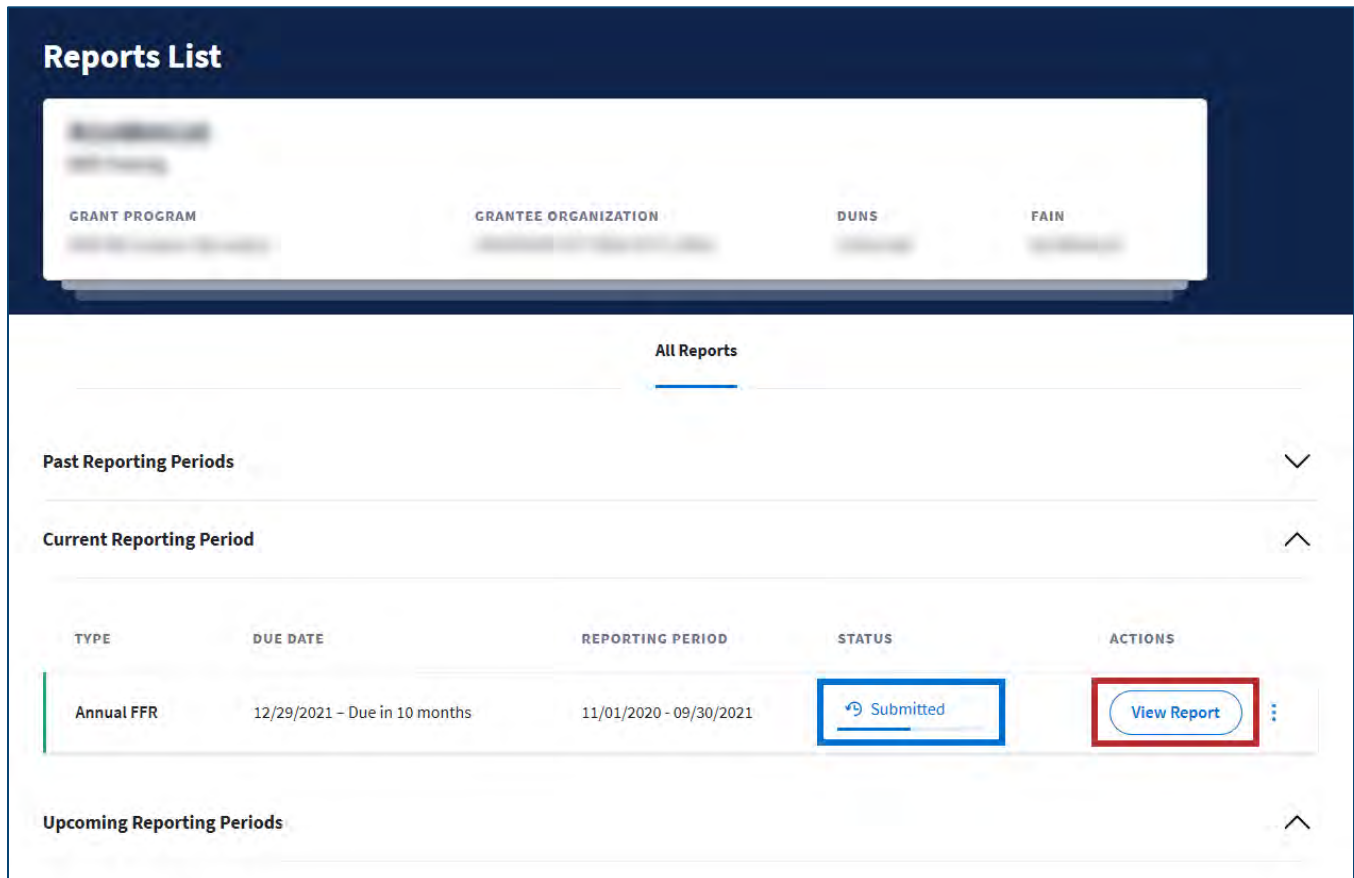


Figure 45: SF-425 Federal Financial Report screen with Check for Errors button and Submit Report button

- The “Reports List” screen appears and the “Successfully submitted Performance Progress Report” message appears in the lower-left corner of the screen. The FFR status is *Submitted*.

View the report at any time by clicking the **View Report** button. Track the workflow status from the **Status** button.



Reports List

GRANT PROGRAM GRANTEE ORGANIZATION DUNS FAIN

All Reports

Past Reporting Periods

Current Reporting Period

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Annual FFR	12/29/2021 – Due in 10 months	11/01/2020 - 09/30/2021	Submitted	View Report

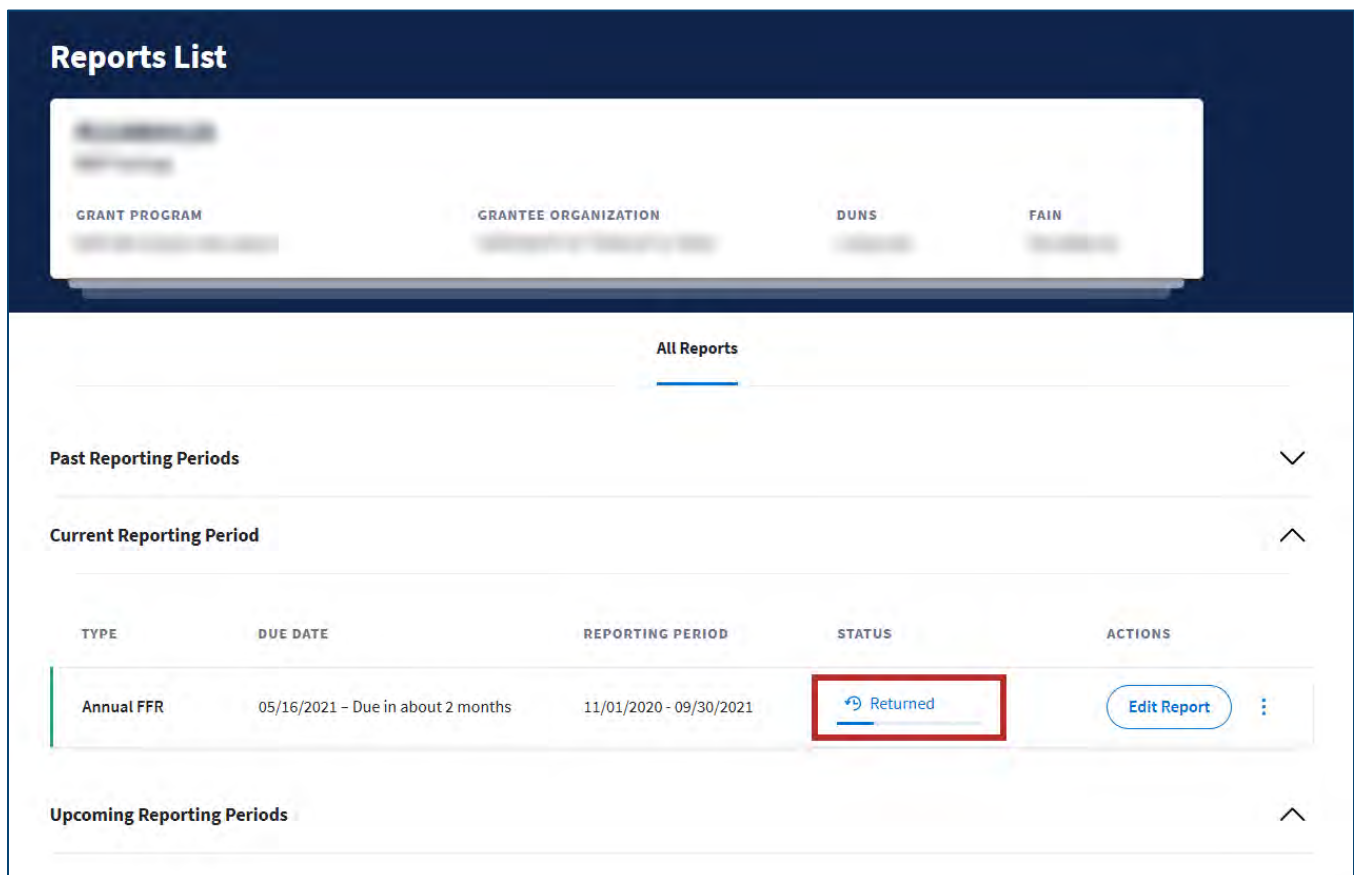
Upcoming Reporting Periods

Figure 46: Reports List screen with Submitted status and View Report button

Returned Federal Financial Report

Federal staff may return a FFR to the Grant Recipient for modifications. A new editable report is automatically created and is pre-populated with information from the returned report, including attachments.

On the *Reports* tab of the “Grant Details” screen in the New Experience, or on the “Reports List” screen in the Classic Experience, click the **Status** button to view the workflow history with the originally submitted report saved as a PDF.



Reports List

GRANT PROGRAM GRANTEE ORGANIZATION DUNS FAIN

All Reports

Past Reporting Periods

Current Reporting Period

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Annual FFR	05/16/2021 - Due in about 2 months	11/01/2020 - 09/30/2021	Returned	Edit Report

Upcoming Reporting Periods

Figure 47: Reports List screen with Returned status button

The “FFR Reporting Workflow History” window appears. Click the **View Submission** button to access the submitted report in PDF format.

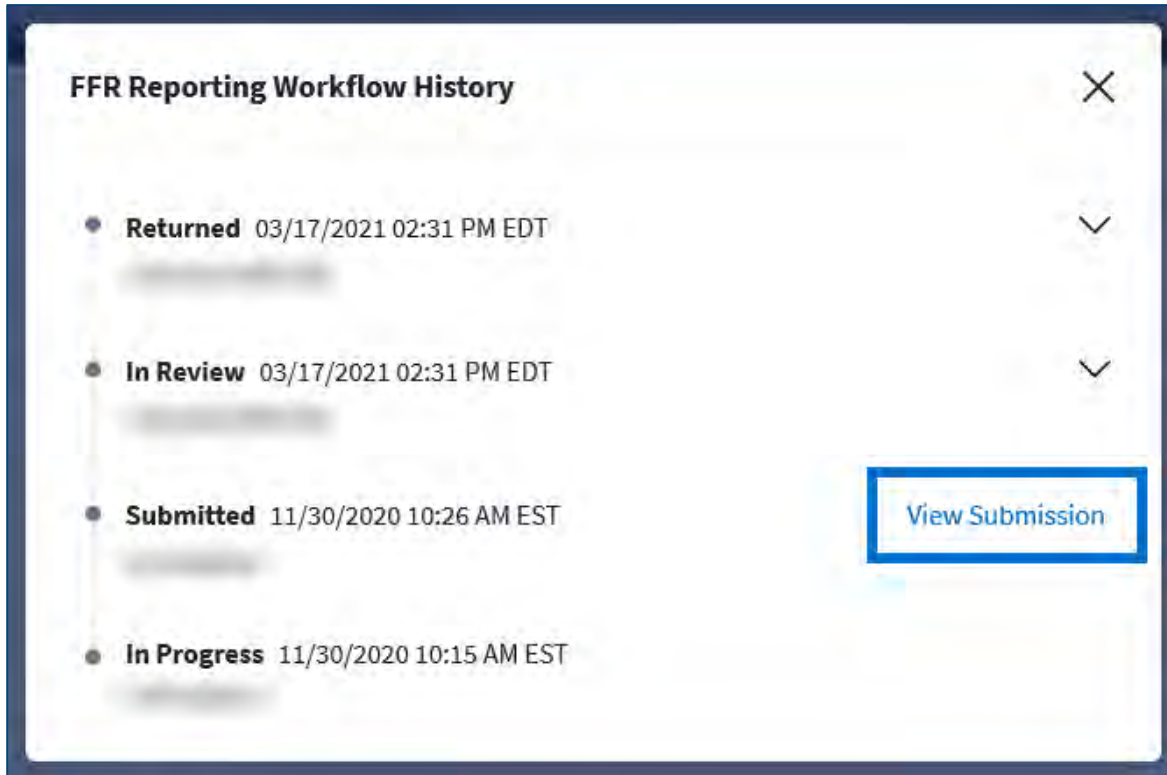
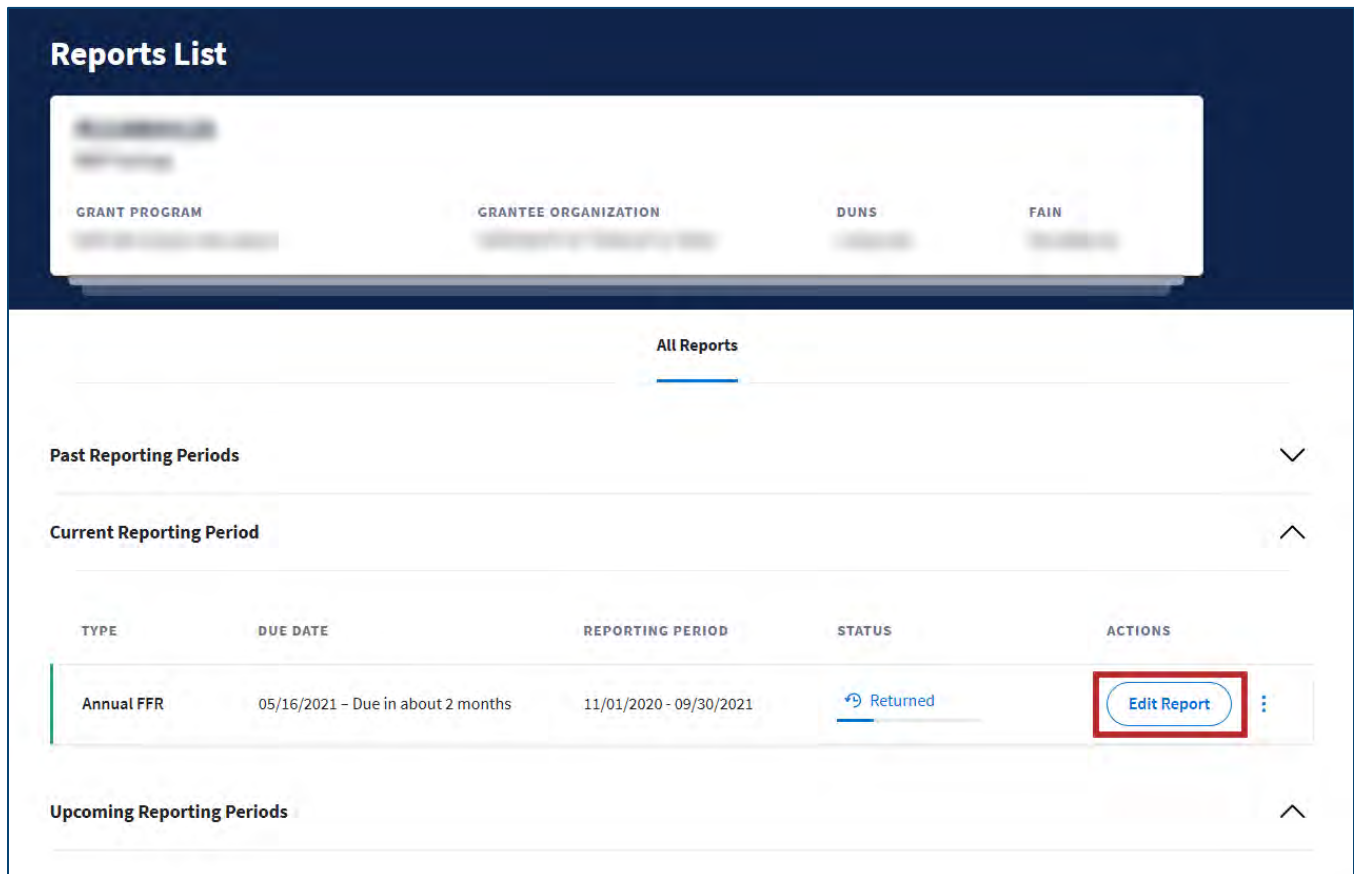


Figure 48: FFR Reporting Workflow History window with View Submission button

EDIT RETURNED FEDERAL FINANCIAL REPORT

On the *Reports* tab of the “Grant Details” screen in the New Experience, or on the “Reports List” screen in the Classic Experience, click the **Edit Report** button to make the required changes and follow the steps in the [Complete and Submit Federal Financial Report](#) section to resubmit a returned FFR.



Reports List

GRANT PROGRAM	GRANTEE ORGANIZATION	DUNS	FAIN

All Reports

Past Reporting Periods ∨

Current Reporting Period ∧

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Annual FFR	05/16/2021 - Due in about 2 months	11/01/2020 - 09/30/2021	Returned	Edit Report

Upcoming Reporting Periods ∧

Figure 49: Reports List screen with Edit Report button