



GrantSolutions

Grant Recipient Process: Federal Financial Report

September 2019

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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.

FFR 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 FFR
- *Returned*: Grantor has returned the FFR to the Grant Recipient for edits
- *Past Due*: The FFR Due Date is in the past and report has not been submitted

The table below details possible actions based on the workflow status.

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)

Note: Available actions are also dependent on a user's GrantSolutions role.

NOTIFICATIONS

Grant Recipients that can edit and/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

Login and Access the Federal Financial Reports List

The GrantSolutions “Federal Financial Reports List” contains all FFRs for a Grant Project, grouped by the current reporting period, past reporting periods, and upcoming reporting periods.

To log into GrantSolutions and access the “Federal Financial Reports List”, complete the following steps:

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

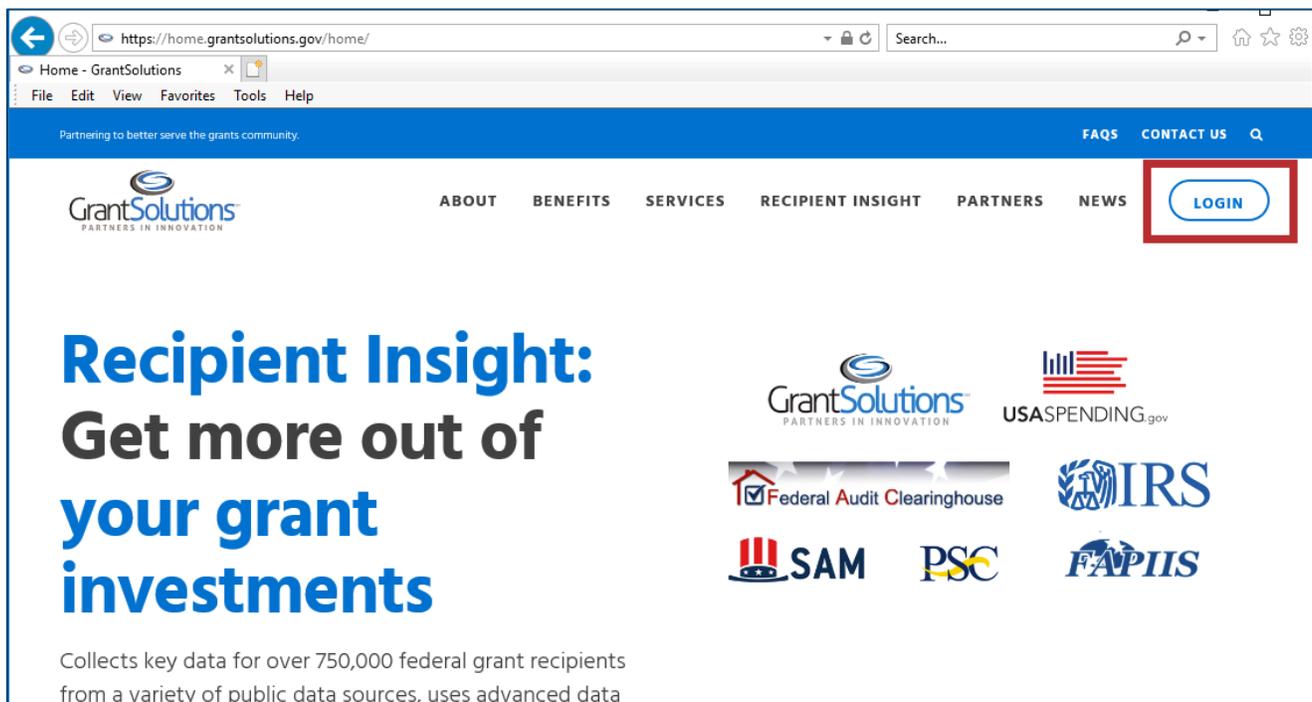
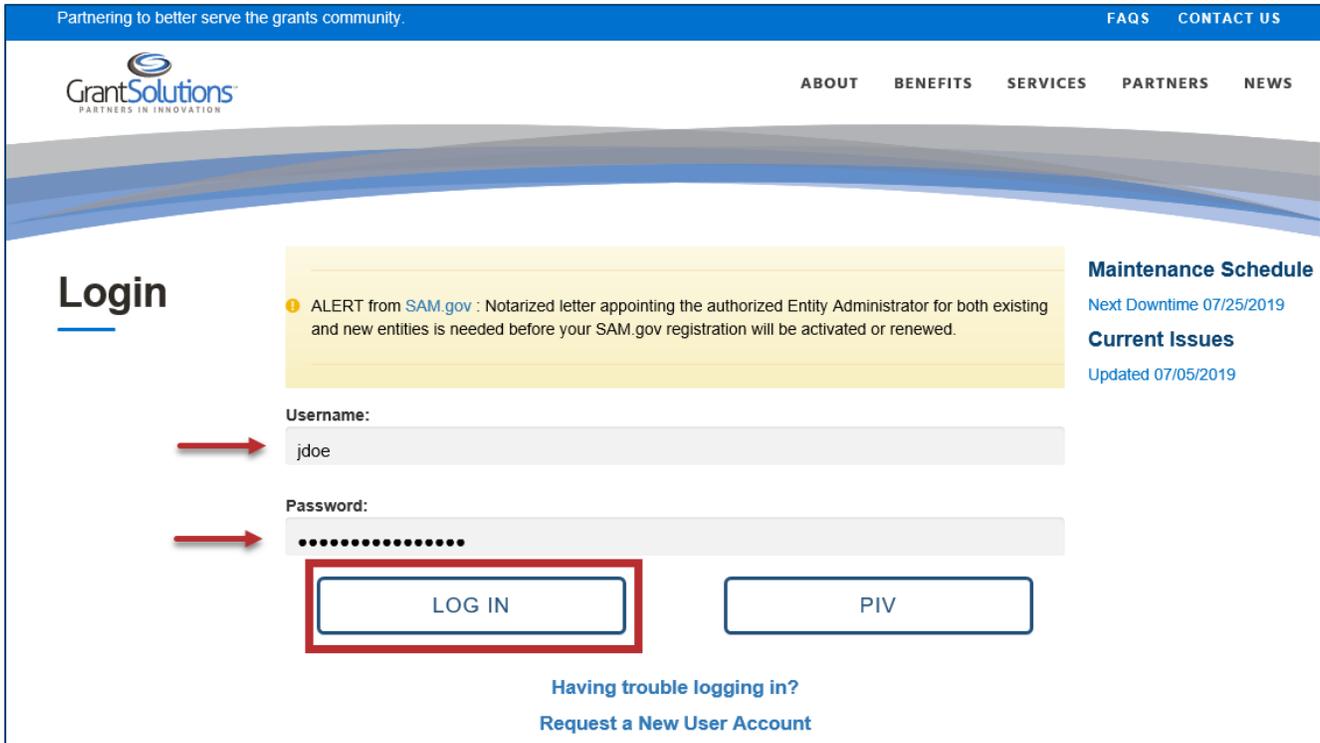


Figure 1: GrantSolutions Home page - Login button

- The “GrantSolutions Login” screen appears. Enter your **Username** and **Password** and click the **Login** button.



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Login

ALERT from SAM.gov : Notarized letter appointing the authorized Entity Administrator for both existing and new entities is needed before your SAM.gov registration will be activated or renewed.

Maintenance Schedule
Next Downtime 07/25/2019

Current Issues
Updated 07/05/2019

Username:
jdoe

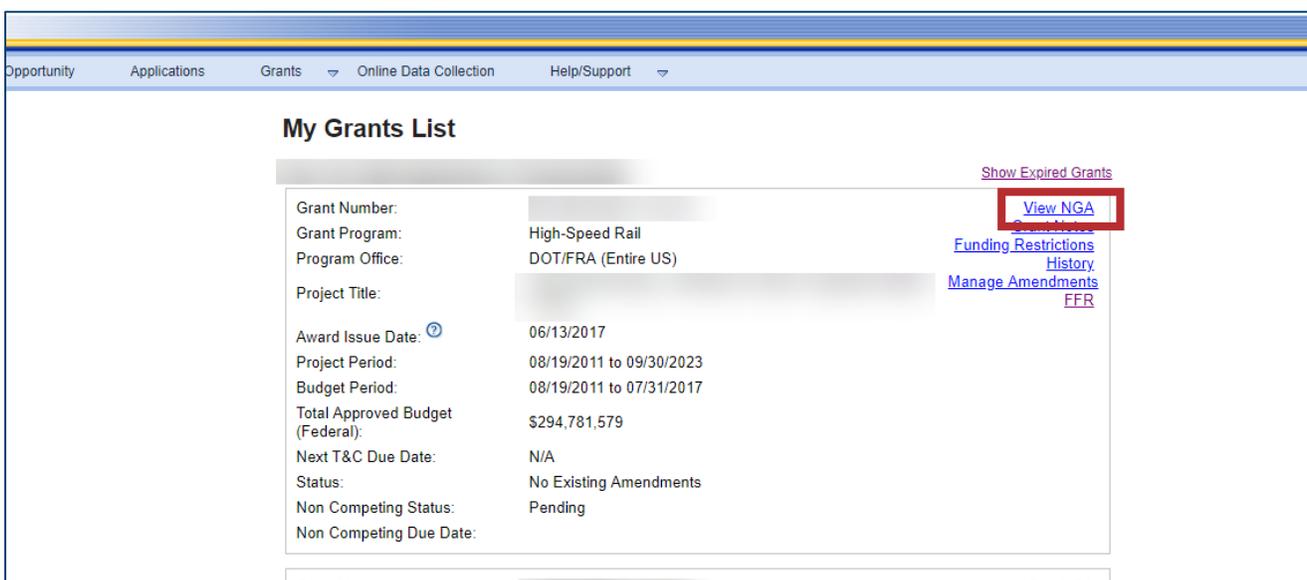
Password:
.....

LOG IN **PIV**

[Having trouble logging in?](#)
[Request a New User Account](#)

Figure 2: GrantSolutions Login screen

- The “My Grants List” screen appears. To view the FFR Cycle on the Notice of Award, click the **View NGA** link.



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My Grants List

[Show Expired Grants](#)

Grant Number: [Redacted]

Grant Program: High-Speed Rail

Program Office: DOT/FRA (Entire US)

Project Title: [Redacted]

Award Issue Date: 06/13/2017

Project Period: 08/19/2011 to 09/30/2023

Budget Period: 08/19/2011 to 07/31/2017

Total Approved Budget (Federal): \$294,781,579

Next T&C Due Date: N/A

Status: No Existing Amendments

Non Competing Status: Pending

Non Competing Due Date: [Redacted]

[View NGA](#)
[Funding Restrictions](#)
[History](#)
[Manage Amendments](#)
[FFR](#)

Figure 3: My Grants List - View NGA link

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

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GRANTEE ACCEPTANCE		AGENCY APPROVAL	
15. NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL [REDACTED]		17. NAME AND TITLE OF AUTHORIZED FRA OFFICIAL [REDACTED]	
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: [REDACTED]		20. ORGANIZATION CODE: [REDACTED]	
21. ACCOUNTING CLASSIFICATION CODES			
DOCUMENT NUMBER	FUND	BY	BPAC
[REDACTED]		[REDACTED]	
		AMOUNT	[REDACTED]

Page 1

RECIPIENT NAME: [REDACTED] | AGREEMENT NUMBER: [REDACTED]

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 4: Notice of Award - Federal Financial Report Cycle

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

- To access the Federal Financial Reports List, locate the desired Grant Project card and click the **FFR** link.

(Federal) Next T&C Due Date: N/A Status: No Existing Amendments Non Competing Status: Pending Non Competing Due Date:		
Grant Number: 17- Grant Program: Program Office: Project Title: HSTS Testing Award Issue Date: 09/07/2017 Project Period: 09/01/2017 to 08/31/2019 Budget Period: 09/01/2017 to 08/31/2018 Total Approved Budget (Federal): \$10 Next T&C Due Date: N/A Status: No Existing Amendments Non Competing Status: Pending Non Competing Due Date:		View NGA Grant Notes Funding Restrictions History Manage Amendments FFR Progress Reporting Performance Reporting

Figure 5: My Grants List - FFR link

7. The “Federal Financial Reports List” screen appears.

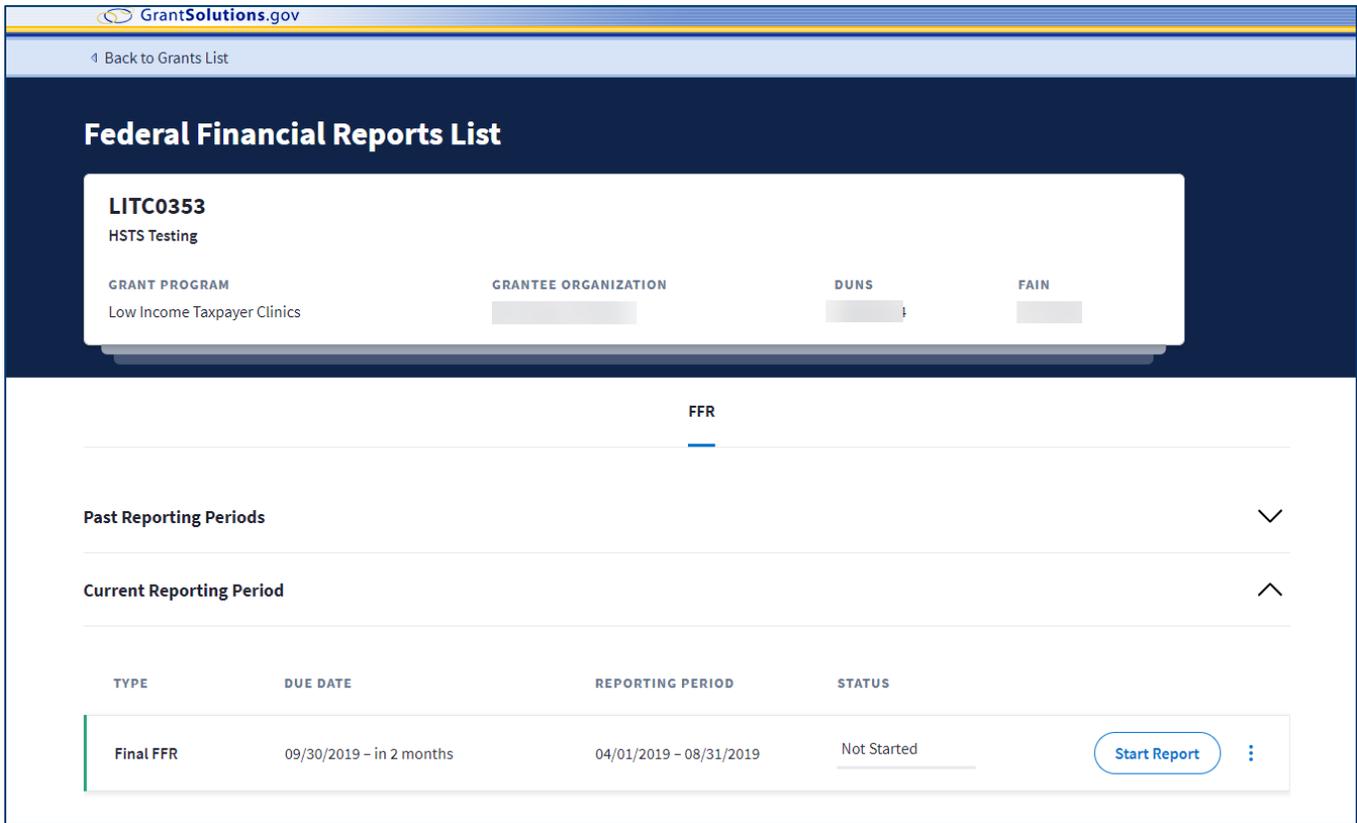


Figure 6: Federal Financial Reports List

NAVIGATION

The “Federal Financial 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*.

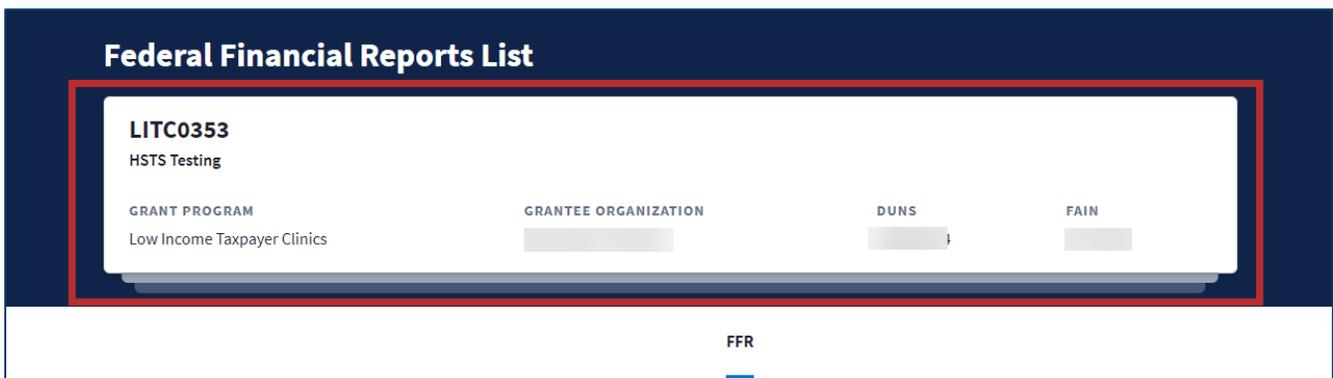
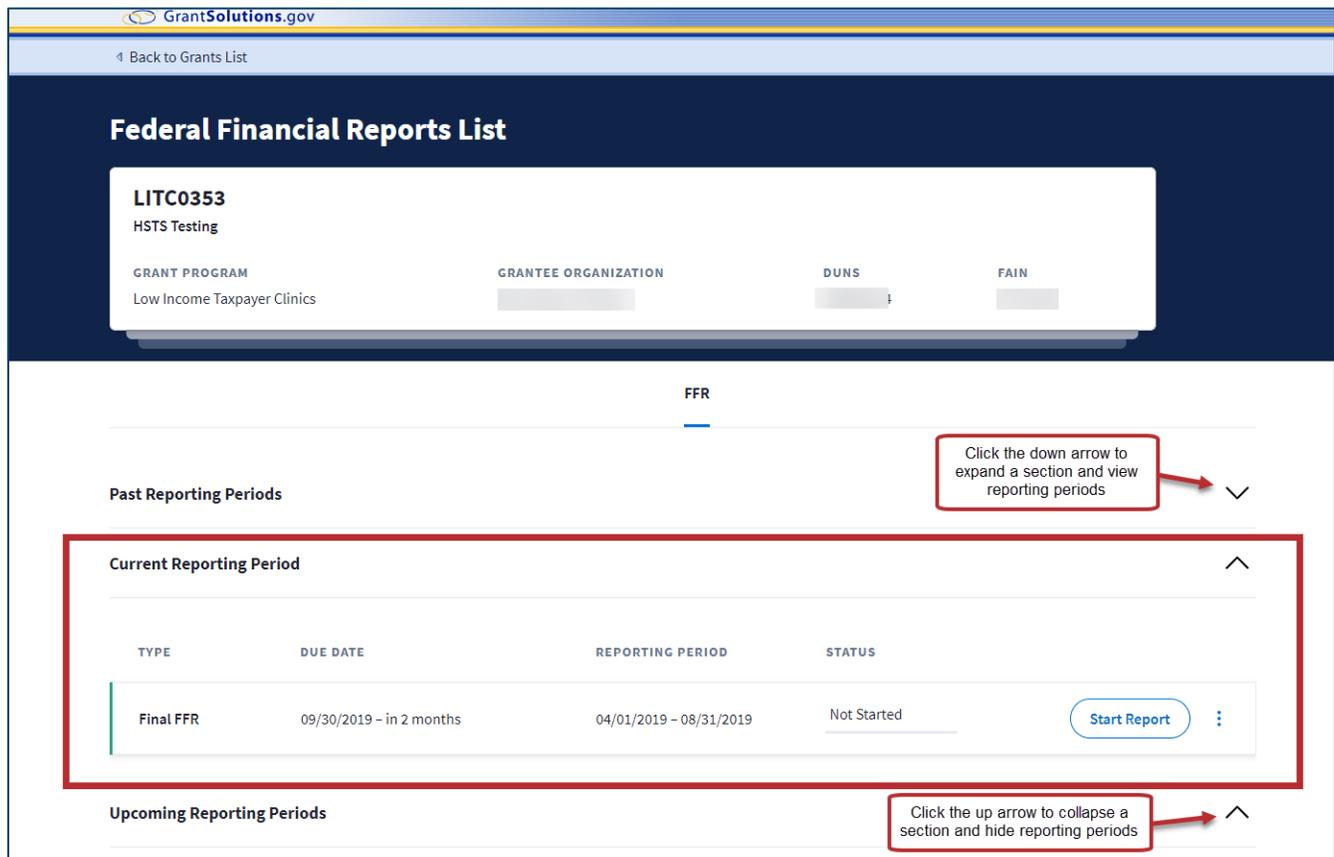


Figure 7: Federal Financial Reports List - Project Information

Just below the *Project Information* section are three Reporting Period groups: *Past Reporting Periods*, *Current Reporting Period*, and *Upcoming Reporting Periods*. By default, the *Current Reporting Period* row is expanded.

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.



GrantSolutions.gov

1 Back to Grants List

Federal Financial Reports List

LITC0353
HSTS Testing

GRANT PROGRAM: Low Income Taxpayer Clinics

GRANTEE ORGANIZATION: [REDACTED]

DUNS: [REDACTED]

FAIN: [REDACTED]

FFR

Past Reporting Periods Click the down arrow to expand a section and view reporting periods ∨

Current Reporting Period ^

TYPE	DUE DATE	REPORTING PERIOD	STATUS
Final FFR	09/30/2019 - in 2 months	04/01/2019 - 08/31/2019	Not Started

Start Report

Upcoming Reporting Periods Click the up arrow to collapse a section and hide reporting periods ^

Figure 8: Federal Financial Reports List - Reporting Periods

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. A report may be started, edited, and submitted even after the due date has passed.
- **Reporting Period:** The timeframe being reporting upon.
- **Status and Workflow History:** Current FFR workflow status. Click the status link (i.e. In Progress, Submitted, etc.) to view the workflow history and any comments.

TYPE	DUE DATE	REPORTING PERIOD	STATUS
Semi-Annual FFR	09/12/2019 - in about 1 month	04/01/2019 - 08/31/2019	↻ In Progress Edit Report ⋮

Figure 9: Current Reporting Period Status link - In Progress



FFR Reporting Workflow History

✕

- **In Progress** 07/24/2019 03:19 PM EDT
 ∨
- V H - Program Director

Figure 10: FFR Reporting Workflow History window

- **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
Semi-Annual FFR	09/12/2019 - in about 1 month	04/01/2019 - 08/31/2019	↻ In Progress Edit Report ⋮

Figure 11: Action button - Edit Report

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

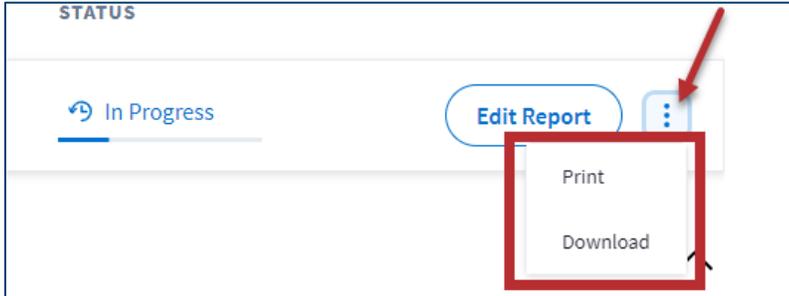


Figure 12: Actions List - Print and Download

Enter and Submit the Federal Financial Report

Grant Recipients can enter and submit an FFR once the report period start date has past. Although FFRs can be submitted late, they will be marked as *Past Due*.

To enter and submit an FFR, complete the following steps:

1. From the “Federal Financial Reports List” screen, locate the correct reporting period and click the **Start Report** button.

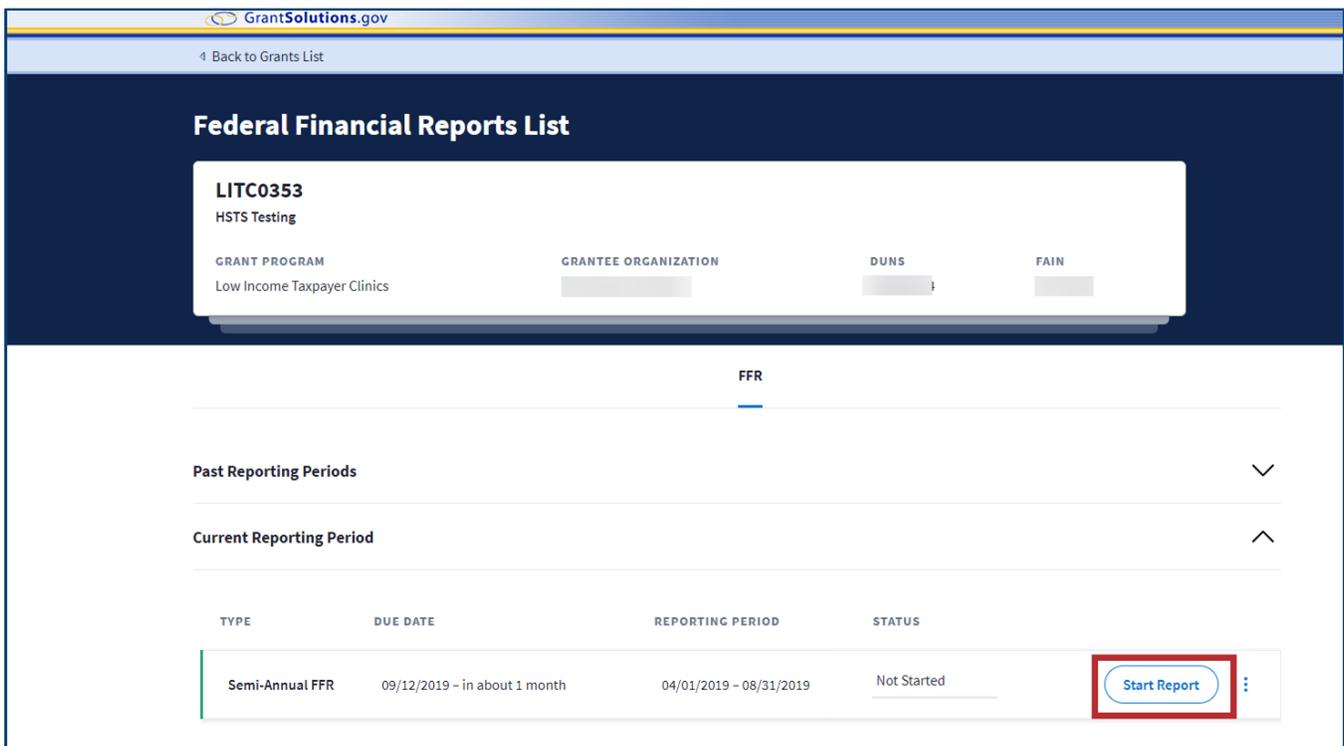
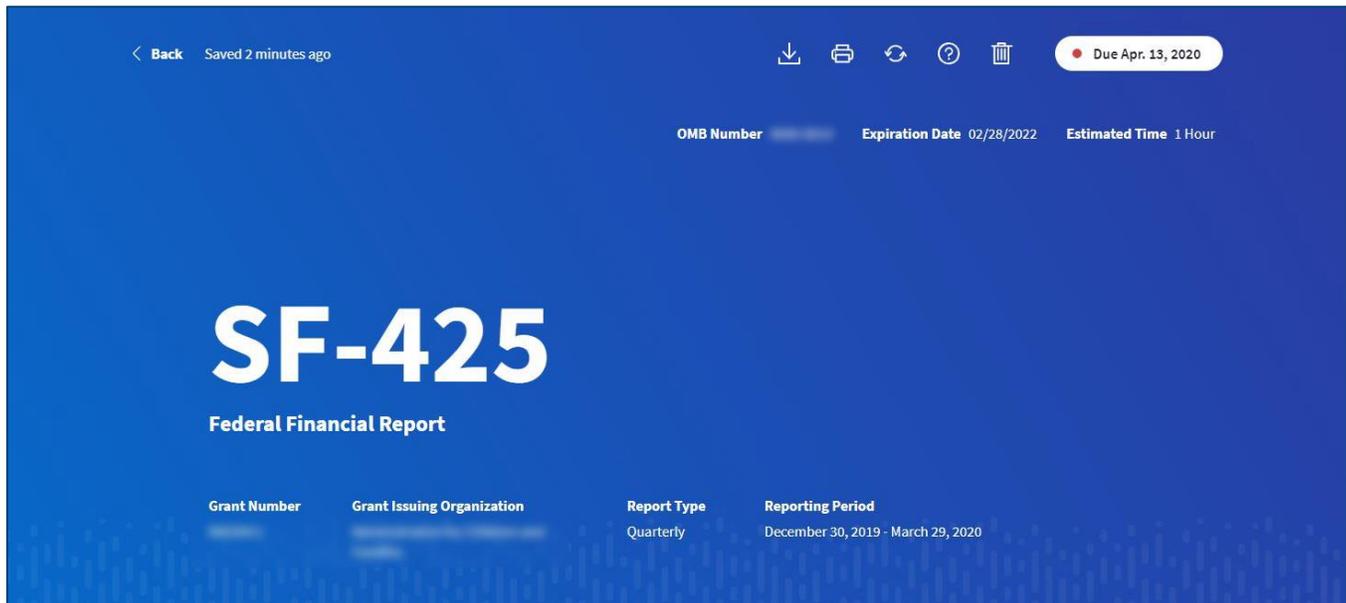


Figure 13: Federal Financial Reports List - Start Report button

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



The screenshot shows the top section of the SF-425 Federal Financial Report interface. It features a dark blue background with white text and icons. At the top left, there is a back arrow and the text "Back Saved 2 minutes ago". To the right, there is a toolbar with icons for download, print, reset, help, and delete, followed by a red dot and the text "Due Apr. 13, 2020". Below this, there are fields for "OMB Number", "Expiration Date 02/28/2022", and "Estimated Time 1 Hour". The main heading "SF-425" is prominently displayed in large white font, with "Federal Financial Report" underneath it. At the bottom, there are four columns of information: "Grant Number", "Grant Issuing Organization", "Report Type Quarterly", and "Reporting Period December 30, 2019 - March 29, 2020".

Figure 14: SF-425 Federal Financial Report

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. This header line contains the following:

- **Back link:** Click to return to the “Federal Financial Reports List”
- **Saved status:** Last saved time (i.e. 3 minutes ago, 7 days ago, etc.)
- **Tool bar:**
 -  Download a zip file with the PDF version of the FFR and any attachments
 -  Printer friendly version of the report (prints what is on the screen)
 -  Reset the form and remove all data entered by the Grant Recipient
 -  Open the “More Information” page containing SF-425 instructions
 -  Delete the form (**Note:** This feature is only available for FFRs that are *In Progress*; an FFR form outside of this status does not have this feature)
- **Due Date:** The date the report is due to the Federal agency



This close-up screenshot shows the top header line of the FFR interface. It includes a back arrow and "Back Saved 2 minutes ago" on the left, and a toolbar with download, print, reset, help, and delete icons on the right, followed by a red dot and "Due Apr. 13, 2020".

Figure 15: FFR header line

3. Scroll down the page to begin entering report data.

The left side of the screen describes the purpose of a section and any instructions. For example, in the *Tell us about your organization* section (Figure 16: FFR Organization Information), Grant Recipients are instructed to verify the pre-filled data and to enter additional information in the appropriate fields as required.

The right side of the screen contains pre-filled information and open fields where data can be entered. Pre-filled information is generally read-only when followed by the lock (🔒) icon.

Click an **information** (ℹ️) icon for more details about that field.

Tell us about your organization...

Your organization information is displayed here. Please verify the pre-filled information. Enter additional information in the appropriate fields as required.

2. Grant Number ℹ️	LITC0353	🔒	
3. Organization Name ℹ️	[Redacted]	🔒	Auto-populated data - read-only field
Organization Address ℹ️	[Redacted]	🔒	
4a. DUNS Number ℹ️	[Redacted]	🔒	
4b. EIN Number ℹ️	[Redacted]	🔒	
5. Account Number ℹ️	[Redacted]	🔒	Open field for data entry
6. Report Type ℹ️	Semi-Annually	🔒	Click the icon for additional instructions
7. Basis of Accounting ℹ️	<input checked="" type="radio"/> Cash <input type="radio"/> Accrual		
8. Project/Grant Period ℹ️	📅 09/01/2017 — 08/31/2019	🔒	
9. Reporting End Date ℹ️	📅 08/31/2019	🔒	

Figure 16: FFR Organization Information

- Continue entering data as needed. In fields that require a dollar amount, only enter numbers. 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 (Figure 17: Report on your transactions), 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 ⓘ	\$ one hundred	
Invalid format. Please use only numerics.		
b. Cash Disbursements ⓘ	\$ 600.00	
c. Cash on Hand (a-b) ⓘ	\$ -600.00	Auto Calculation

Federal Expenditures and Unobligated Balance
Use lines d-o below for single grant reporting.

d. Total Federal funds authorized ⓘ	\$ 0.00	
e. Federal share of expenditures ⓘ	\$ 0.00	
f. Federal share of unliquidated obligations ⓘ	\$ 0.00	
g. Total Federal Share (sum of lines	\$ 0.00	

Figure 17: Report on your transactions

12

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

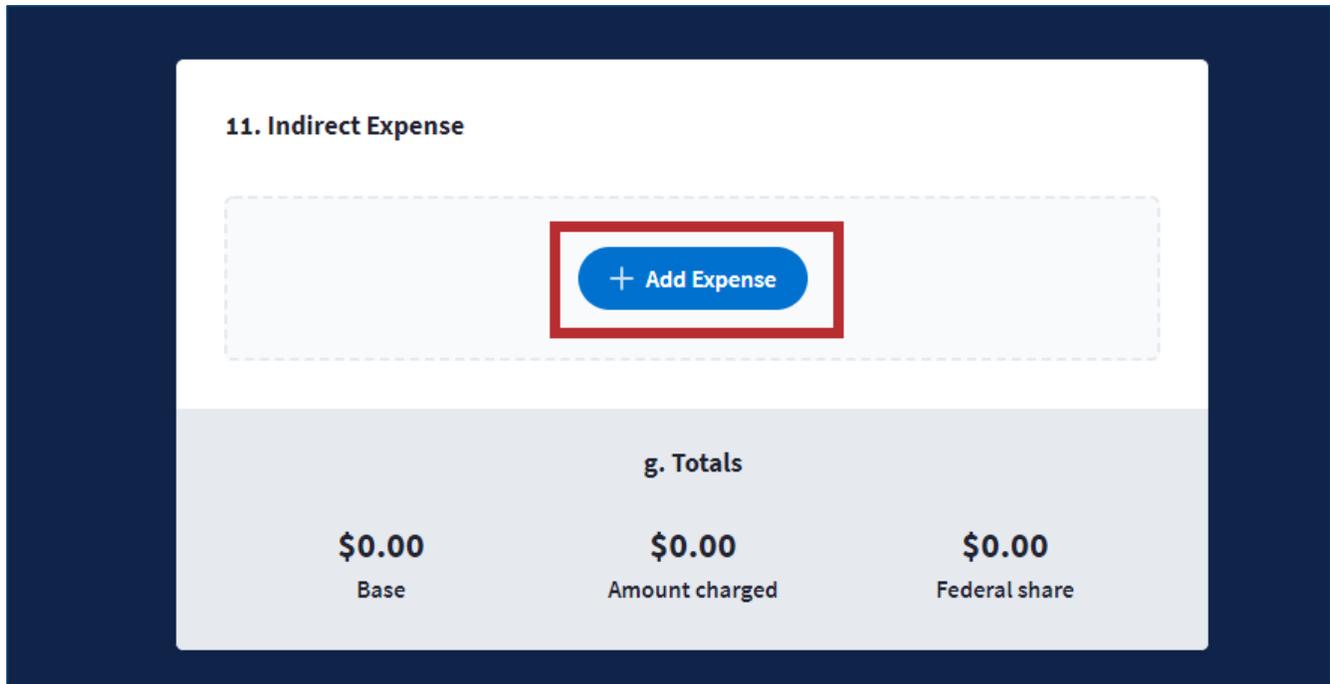


Figure 18: Line 11 Indirect Expense - Add Expense button

- 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 19: Add Indirect Expense window

- The FFR screen reappears and the expense is visible. The *Totals* line auto-calculates based on the added expenses.

Click the **Add Expense** button to enter 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%)	05/01/2019 - 05/24/2019	\$300.00	\$9.00	\$0.00	⋮

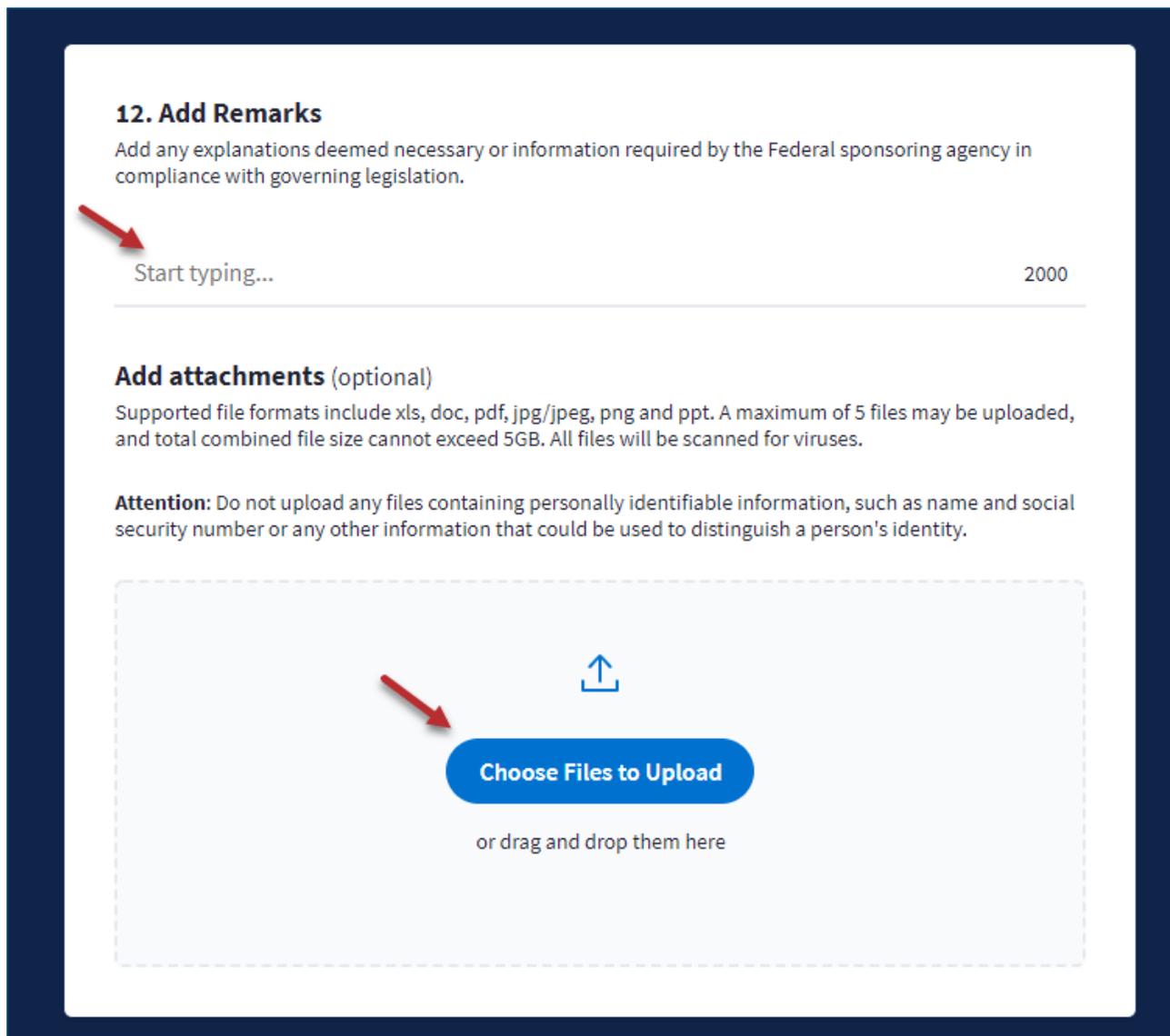
+ Add Expense

g. Totals

\$300.00	\$9.00	\$0.00
Base	Amount charged	Federal share

Figure 20: Indirect Expense - Actions List

8. In section 12, add **remarks** or upload **attachments**. Up to 2000 characters may be entered in the remarks line. 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 and social security number or any other information that could be used to distinguish a person's identity



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 21: Line 12 - Add Remarks and Attachments

- 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.

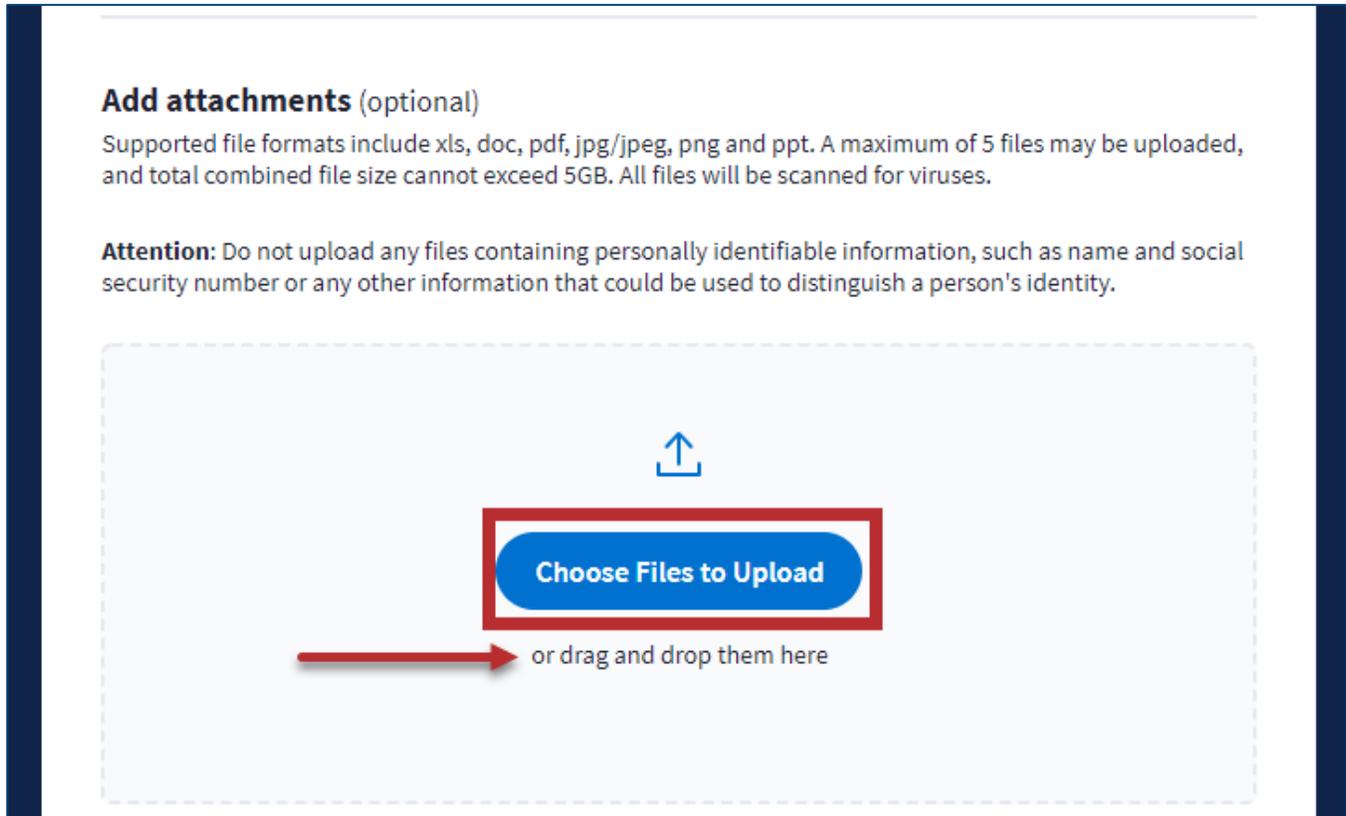


Figure 22: Add Attachment - Choose Files to Upload button

- The “Your attachment was uploaded successfully” message appears. Add additional attachments as needed. Click the **Add Description** link to enter an attachment description.

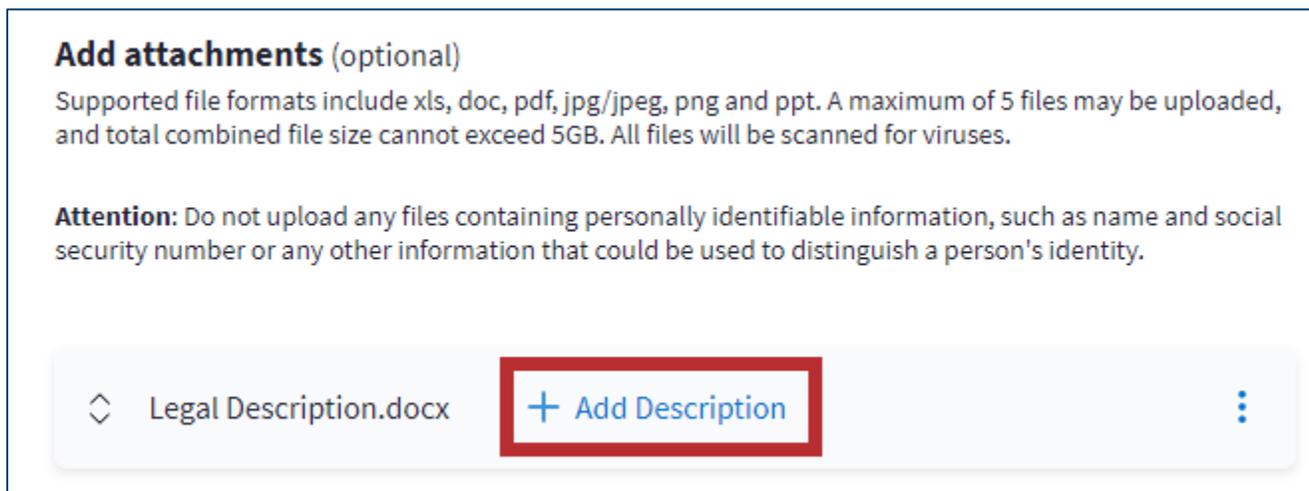


Figure 23: Add Attachments - Add Description link

11. The “Add Description” window opens. Enter a **description** (200 characters or less) and click the **Done** button.

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

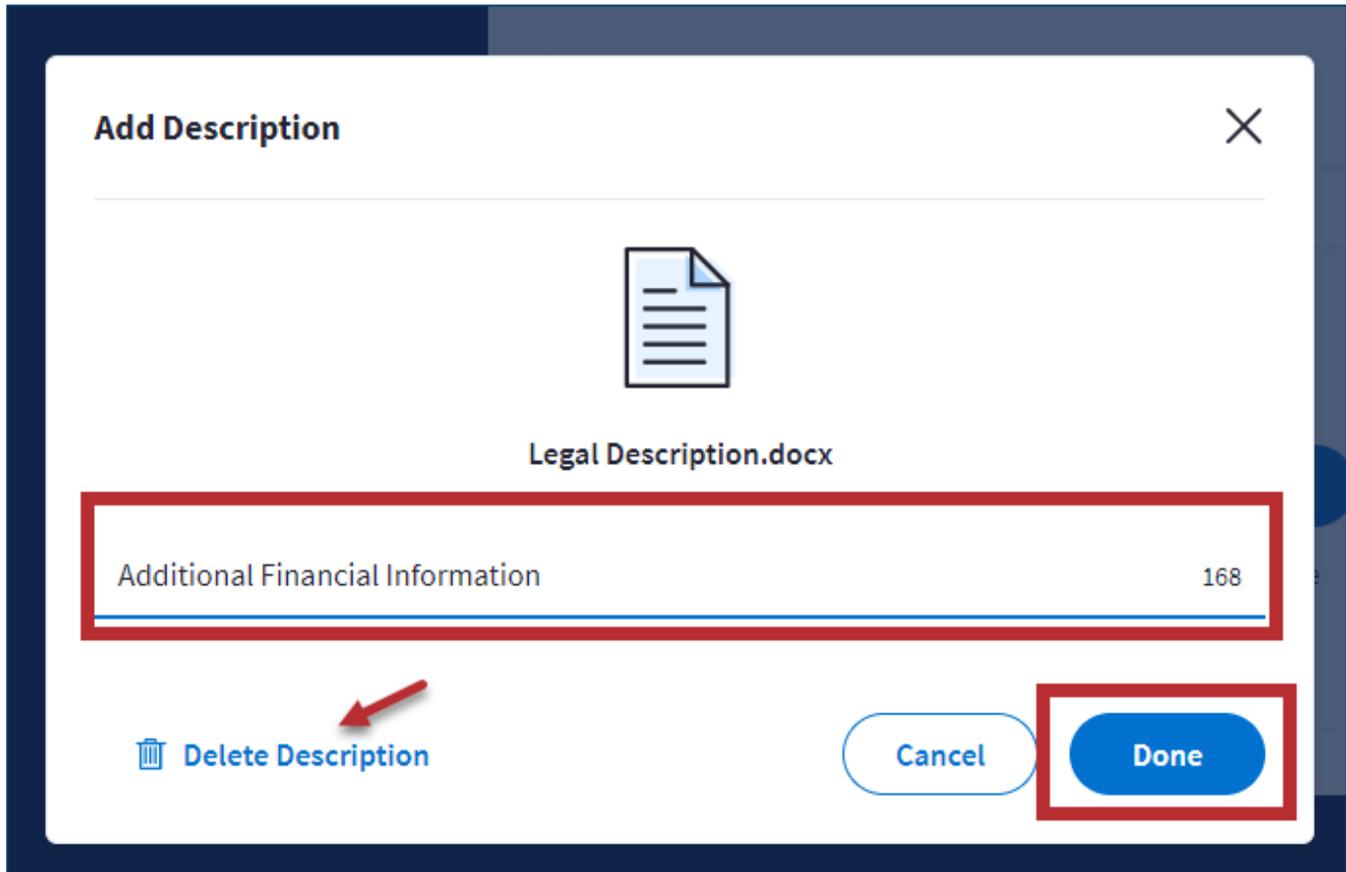


Figure 24: Add Description window

12. The FFR screen reappears. To edit the description, delete the attachment, or view the original file, click the **Action List** icon (three vertical dots).

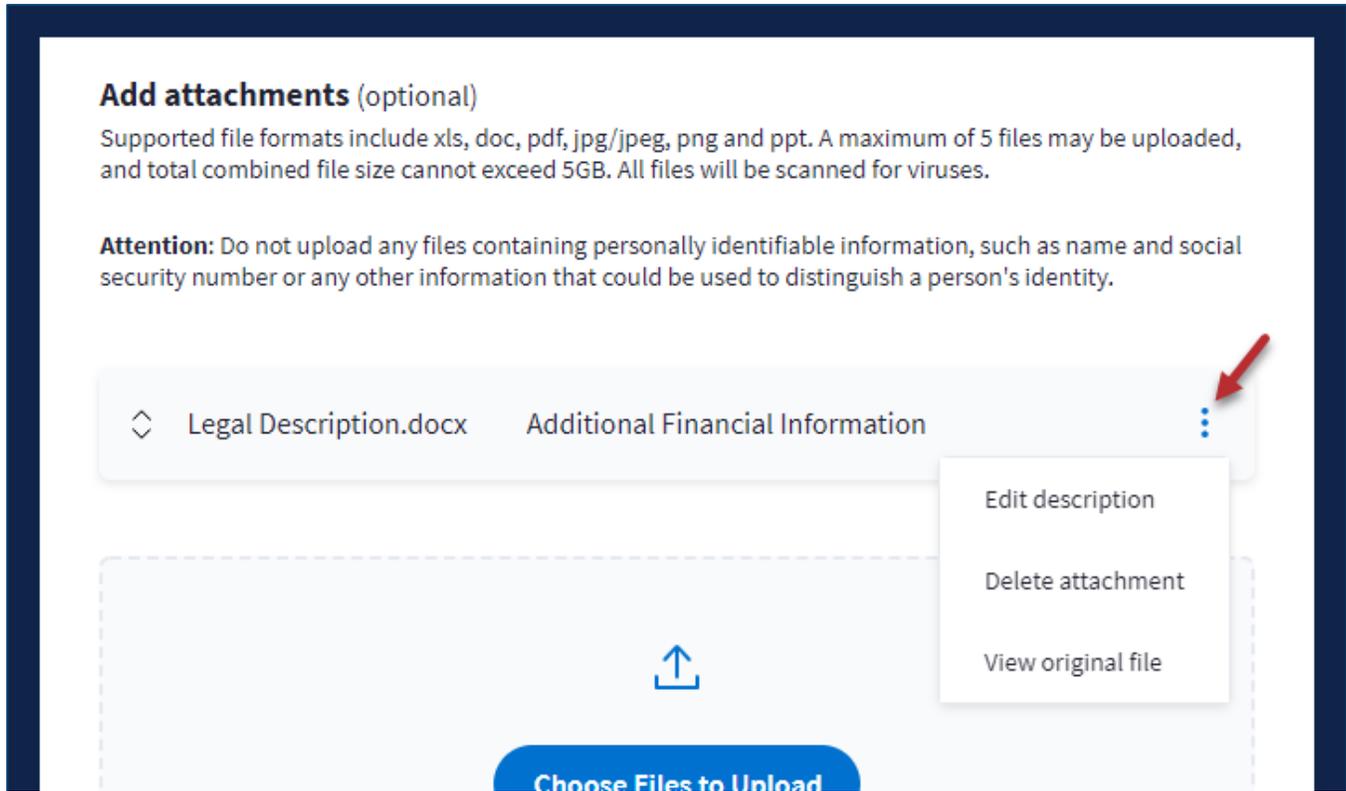
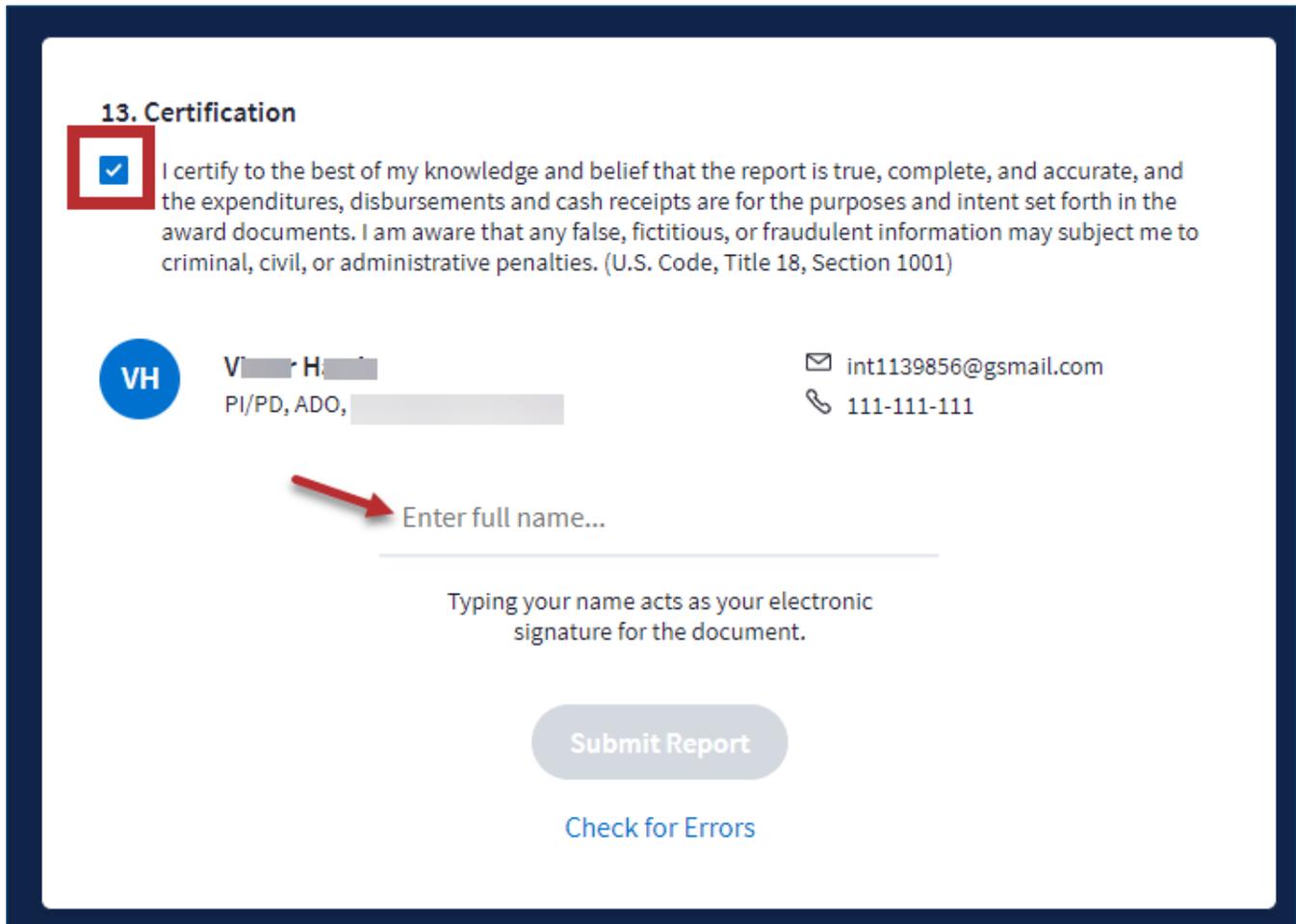


Figure 25: Add Attachments - Action List

13. *Certification* is the final section. The name of the Grant Recipient logged into the FFR appears on the screen. Click the **checkbox** to certify the report is correct.
14. Next, enter your full name in the *Enter full name* field. Typing your name acts as your electronic signature for the document.



13. Certification

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 intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

VH V. H.
PI/PD, ADO, [REDACTED]

int1139856@gmail.com
111-111-111

Enter full name...

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

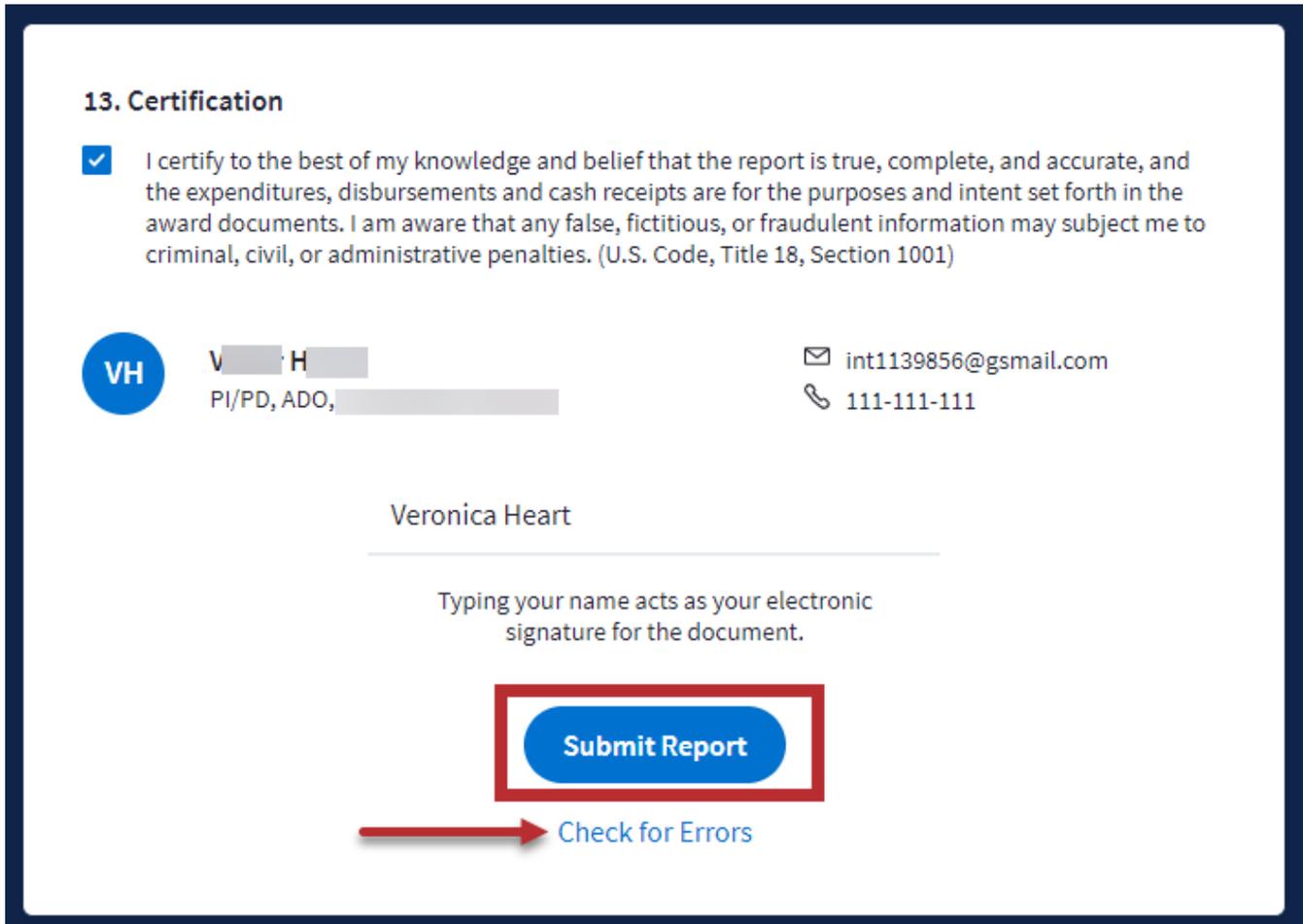
Submit Report

Check for Errors

Figure 26: Certification section - Certify checkbox and Enter full name line

15. Once the checkbox is selected and the full name is entered, 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.



13. Certification

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 intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

VH V [redacted] H [redacted]
PI/PD, ADO, [redacted]

✉ int1139856@gmail.com
☎ 111-111-111

Veronica Heart

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

Submit Report

→ Check for Errors

Figure 27: Certification section - Submit Report button

16. The “Successfully submitted Federal Financial Report” message appears. To return to the “Federal Financial Reports List,” click the **Back** link.

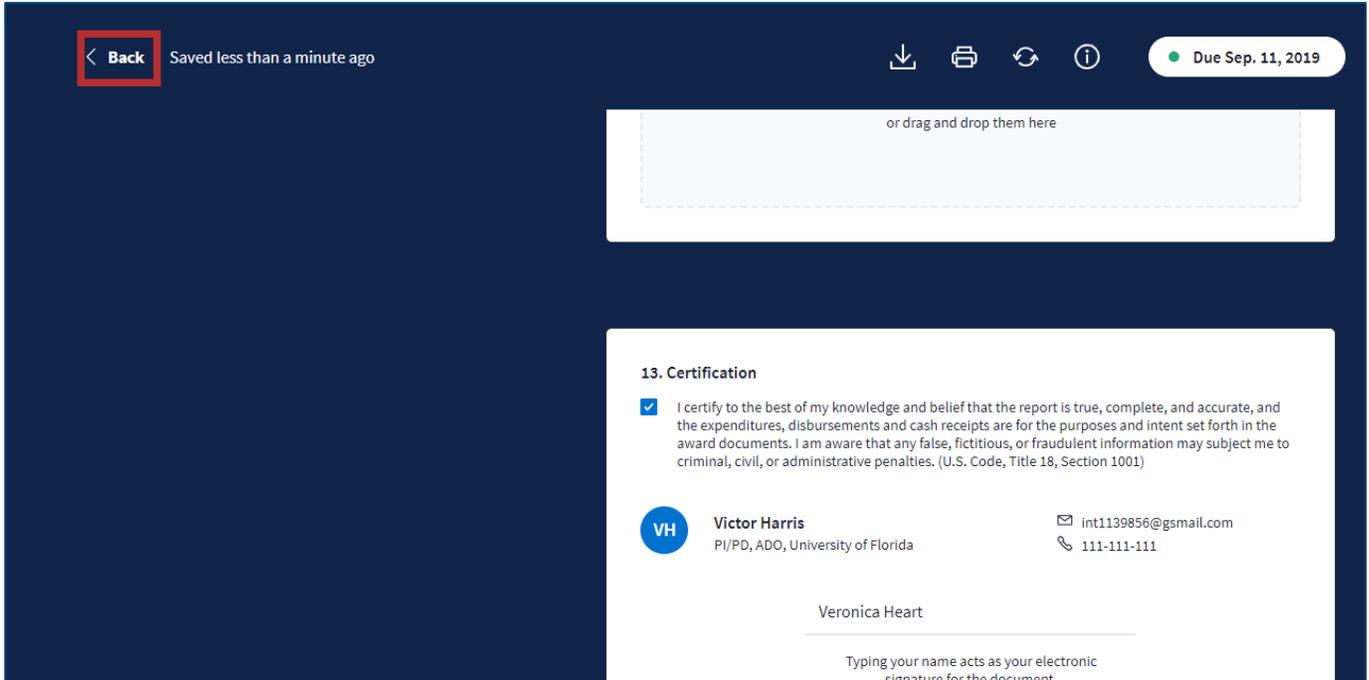
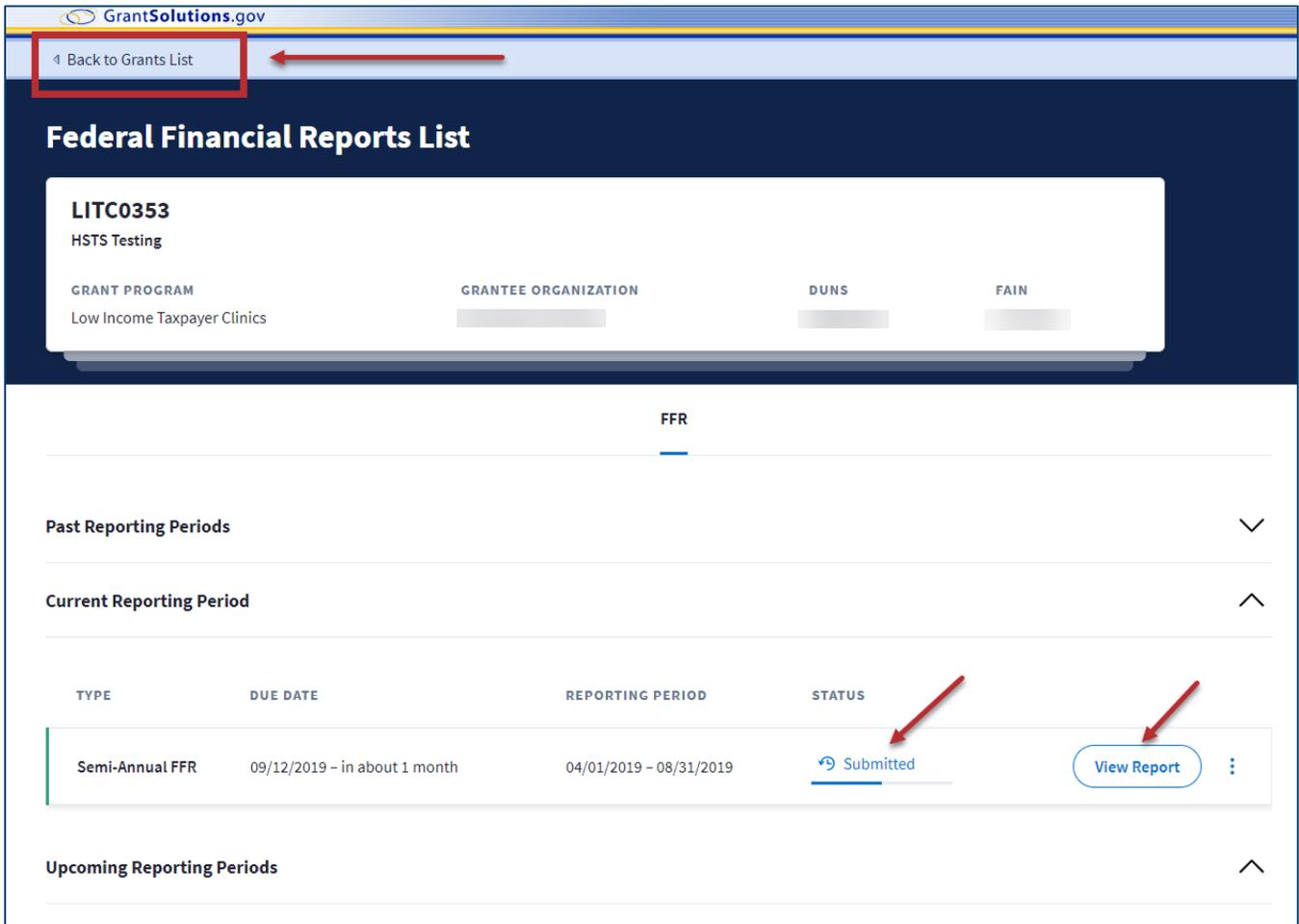


Figure 28: Successful message and Back link

17. The “Federal Financial Reports List” appears and the FFR status is *Submitted*. The report can be viewed at any time and the workflow status tracked from the *Status* link.

To return to the “My Grants List” screen, click the **Back to Grants List** link located towards the top left of the screen.



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4 Back to Grants List

Federal Financial Reports List

LITC0353
HSTS Testing

GRANT PROGRAM: Low Income Taxpayer Clinics

GRANTEE ORGANIZATION: [REDACTED]

DUNS: [REDACTED]

FAIN: [REDACTED]

FFR

Past Reporting Periods

Current Reporting Period

TYPE	DUE DATE	REPORTING PERIOD	STATUS	
Semi-Annual FFR	09/12/2019 – in about 1 month	04/01/2019 – 08/31/2019	Submitted	View Report

Upcoming Reporting Periods

Figure 29: Federal Financial Reports List - Back to Grants List link

Returned Report

Federal staff may return a report to the Grant Recipient for modifications. Additionally, the original submitted report is saved as a PDF to the workflow history and is visible from the *Status* link.

Federal Financial Reports List

LITC0353
HSTS Testing

<small>GRANT PROGRAM</small> Low Income Taxpayer Clinics	<small>GRANTEE ORGANIZATION</small> [REDACTED]	<small>DUNS</small> [REDACTED]	<small>FAIN</small> [REDACTED]
---	---	-----------------------------------	-----------------------------------

FFR

Past Reporting Periods ∨

Current Reporting Period ∧

TYPE	DUE DATE	REPORTING PERIOD	STATUS	
Semi-Annual FFR	08/13/2019 - in 11 days	04/01/2019 - 08/31/2019	Returned 	Edit Report ⋮

Upcoming Reporting Periods ∧

Figure 30: Federal Financial Reports List - Returned status

A new editable report is automatically created and is pre-populated with information from the returned report including attachments. Make the required changes and follow the steps to resubmit the FFR.

Federal Financial Reports List

LITC0353
HSTS Testing

GRANT PROGRAM	GRANTEE ORGANIZATION	DUNS	FAIN
Low Income Taxpayer Clinics			

FFR

Past Reporting Periods ∨

Current Reporting Period ∧

TYPE	DUE DATE	REPORTING PERIOD	STATUS	
Semi-Annual FFR	08/13/2019 – in 11 days	04/01/2019 – 08/31/2019	↻ Returned	<div style="border: 2px solid red; padding: 2px; display: inline-block; border-radius: 10px;">Edit Report</div> ⋮

Upcoming Reporting Periods ∧

Figure 31: Federal Financial Reports List - Edit Report button