



H E L P D O C U M E N T A T I O N

FastLane Help System

Financial Functions

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Financial Functions

Financial Functions Introduction

To conduct financial activities with NSF on behalf of your organization, you must be a Financial Functions User (FFU). Only an FFU can access the Financial Functions application in FastLane. To become an FFU, you must be assigned the permissions for Financial Functions by your organization's Financial Administrator. See [Access Financial Functions](#) for details and instructions on this process.

Once you are a Financial Functions User (FFU), you can conduct one or more of these activities in the Financial Functions application in FastLane:

- [Federal Functions Report \(FFR\)](#)
Prepare and submit this report on your organization's NSF financial grant activity every quarter. (NSF requires a quarterly FFR.) FFR will be used as an eventual replacement for the Federal Cash Transactions Report (FCTR/SF 272) and the Financial Status Report (FSR/SF 269). Grantees can no longer submit the report in the FCTR format.
- [Historical Federal Cash Transaction Report \(FCTR\)](#)
View reports in read-only on your organization's NSF financial grant activity from previous quarters.
- [Cash Request](#)
Request cash transfers from NSF for both advances and reimbursements as needed.
- [Cash Request History](#)
View the history of your organization's cash requests to NSF plus the status of your current cash request.
- [Grantee EFT Update](#)
Modify and certify the banking information for Electronic Funds Transfers (EFTs) that is on file with NSF, including the DUNS number and DUNS qualifier for your organization.
- [Grantee EFT History](#)
View the history of your organization's EFT updates.

Access Financial Functions

Access Financial Functions Introduction

To work on Financial Functions for your organization, you must be a Financial Functions User (FFU). Financial permissions can be granted only to users in organizations that submit a Federal Functions Report (FFR).

Becoming an FFU involves three roles and three steps as follows:

1. A **Sponsored Project Office (SPO)** representative in your organization—with permissions to Add, Modify, and Delete Users and/or Change User and to Initialize/Change passwords—gives an individual in your organization the Financial Administrator permission. The Financial Administrator is usually a member of your organization’s Finance Office, such as the Controller or Deputy Controller. (If necessary, the SPO can also be the Financial Administrator.)
2. The **Financial Administrator** gives an individual in your organization permissions to carry out any or all financial functions for your organization. An individual with these functions is a Financial Functions User. (If necessary, the Financial Administrator can also be a Financial Functions User.)
3. The **Financial Functions User** conducts the financial functions with NSF on behalf of your organization.

Table 1 gives a schematic overview of this process and the activities and applications involved.

Table 1 Roles and Activities for Financial Administration

Role	FastLane Application	Activities	Link to Instructions for Activities
SPO with requisite permissions	Accounts Management in Research Administration	<ul style="list-style-type: none"> • Designate Financial Administrator (can designate self if necessary) • If necessary, add individual as a FastLane User • Add as users those whom Financial Administrator will assign as FFUs • Reset passwords • Withdraw permissions from the Financial Administrator 	<ul style="list-style-type: none"> • Add a User • Add a New User to Be Financial Administrator • Modify a User Profile • Reset a Password
Financial Administrator	Accounts Management in Research Administration	<ul style="list-style-type: none"> • Assign Financial Functions permissions to one or more individuals (can assign to self if necessary) • Withdraw FFU permissions from an individual 	<ul style="list-style-type: none"> • Assign Financial Functions Permissions as Financial Administrator
Financial	Financial	Perform financial functions as	Financial functions

Financial Functions

Function User	Functions	authorized	instructions for: <ul style="list-style-type: none">• Federal Financial Report (FFR) Preparer• <u>Cash Request</u>• <u>Cash Request History</u>• <u>Grantee EFT Preparer</u>• <u>Grantee EFT Certifier</u>• <u>Grantee EFT History</u>
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Designate a Financial Administrator

Designate a Financial Administrator

You must be an SPO to designate a Financial Administrator for your organization. You can grant financial permissions only for an organization that submits the Federal Functions Report (FFR). As an SPO, you must also have permissions to Add a New User and/or Change a User Profile, and Initialize/Change Passwords to designate an individual as a Financial Administrator.

You designate a Financial Administrator by giving an individual the Financial Administrator permission in the Accounts Management application of Research Administration. You can do this in two ways:

- Add a new user
- Modify a user profile

Add a New User to be Financial Administrator

1. Access the **Research Administration** screen (Figure 1) (see [Log In to SPO Functions](#)).



Figure 1 Research Administration screen. The Accounts Management link is circled.

2. On the **Research Administration** screen (Figure 1), click **Accounts Management** (Figure 1). The **Accounts Management** screen displays on the **User Account** tab (Figure 2).



Figure 2 Accounts Management screen. The Add New User button is circled.

3. Click the **Add New User** button (Figure 2). The **Add New User** screen displays (Figure 3).

Financial Functions

Add New User

Organization ID: 00000000

Enter the user's NSF ID if known. Leave the field blank for the system to generate a new NSF ID.
Required fields are preceded by an asterisk (*)

User Profile

NSF ID:
*First Name:
*Last Name:
*Email:
Phone Number: 10 digits only
Fax Number: 10 digits only

[Privacy Act](#)

MI:

Create Password:

*Create Password:
*Confirm Password:

[Password Requirements](#)

Principal Investigator (PI) Profile

Add User as PI

Suffix: (Jr., Sr., III, Etc)
Department:
*Degree Type:
*Degree Year:

ORGANIZATION NAME:
Carnegie-Mellon University

(Once added to the NSF PI profile, the PI can change his/her address through the PI Information screen in the Proposal Preparation function.)

User Permissions

- Add, Modify, and Delete FastLane Users
- Change User Permissions
- Initialize/Change User Password
- Organizational Reports
- Administer Notifications To or Requests For NSF Approvals Under Grants
- Submit Proposals/Supplements/Updates/Withdrawals to NSF
- Administer Revised Budgets
- View/Print Organization's Award Letters
- View Project Reports
- Review/Revise Organizational Information
- Authorized Organizational Representative Functions
- Financial Administrator**

Figure 3 Add New User screen. The check mark box for Financial Administrator and the Add User button are circled.

4. In the **User Profile** section (Figure 3), do the following:
 - In the **NSF ID** box, type the new user's NSF ID if known (optional). (If you do not know the user's NSF ID, or the individual is a new FastLane user, leave the box blank and system will provide an NSF ID.)
 - In the **First Name** box, type the user's first name.
 - In the **Last Name** box, type the user's last name.
 - In the **Email** box, type the user's email address.
 - In the **Phone Number** box, type the user's phone number (optional).
 - In the **Fax Number** box, type the user's fax number (optional).
5. In the **Create a Password** box (Figure 3), create a password for the new user:
 - In the **Create a Password** box, type a password.
 - In the **Confirm Password** box, type the password again.
6. If the new user is a PI, complete the **Principal Investigator (PI) Profile** section (Figure 3):
 - Click the **Add as a PI** check mark box.
 - In the **Suffix** box, type any suffix for the individual (optional).
 - Select a department from the **Department** drop-down list (optional).

- Select a degree type from the **Degree** drop-down list.
 - Select a degree year from the **Degree Year** drop-down list.
7. In the **User Permissions** section (Figure 3), click the check mark box for Financial Administrator.
 8. Click the **Add User** button (Figure 3). The **View Add User Profile** screen displays (Figure 4) with the profile information and permissions of the new user.

View Add User Profile for -- Jane Aliase **Organization ID : 000000000**

Required Fields are preceded by an asterisk ()*

User Profile

[Privacy Act](#)

***First Name:** Jane
***Last Name:** Aliase
***Email:** jalias@nsf.gov
Phone Number: 7035551000
Fax Number: 7035550000

MI :A

Principal Investigator (PI) Profile

Suffix:
Department:
***Degree Type:**
***Degree Year:** 0

User Permissions Assigned

Financial Administrator

Figure 4 View Add New User Profile screen. The Confirm Add User button is circled.

9. Click the **Confirm Add User** button (Figure 4). The **Confirmation** screen displays (Figure 5).

CONFIRMATION

Add User Data for - Jane Aliase

User has been successfully added to the FastLane system.
 User Permissions have been successfully added.

Please note your NSF ID generated by the system is **000865340**

Figure 5 Confirmation screen. The Account Management Main link is circled.

10. Click **Account Management Main** (Figure 5). The **Accounts Management** screen displays on the **User Account** tab (Figure 2).

Modify a User Profile to Give Financial Administrator Permissions

1. Access the **Research Administration** screen (Figure 1) (see [Log In to SPO Functions](#)).



Figure 1 Research Administration screen. The Accounts Management link is circled.

2. On the **Research Administration** screen (Figure 1), click **Accounts Management** (Figure 1). The **Accounts Management** screen displays on the **User Account** tab (Figure 2).
3. Search for the user whose profile you need to (see [Search for a User](#) or [View All Users](#)).



Figure 2 Accounts Management screen. The Modify link is circled.

4. On the **Accounts Management** screen (Figure 2), click **Modify** on the row for the user whose profile you want to modify. The **Modify User Profile** screen displays (Figure 3) showing the individual's permissions.

Modify User Profile for -- Jane Aliase **Organization ID: 000000000**

Required Fields are preceded by an asterisk ()*

User Profile

NSF ID: 000865340 [Privacy Act](#)

*First Name: MI:

*Last Name:

*Email:

Phone Number: 10 digits only

Fax Number: 10 digits only

Principal Investigator (PI) Profile

Add User to PI profile

Suffix: (Jr., Sr., III, Etc)

Department:

*Degree Type: ▼

*Degree Year: ▼

ORGANIZATION NAME:
Carnegie-Mellon University

(Once added to the NSF PI profile, the PI can change his/her address through the PI Information screen in the Proposal Preparation function.)

User Permissions

- Add, Modify, and Delete FastLane Users
- Change User Permissions
- Initialize/Change User Password
- Organizational Reports
- Administer Notifications To or Requests For NSF Approvals Under Grants
- Submit Proposals/Supplements/Updates/Withdrawals to NSF
- Administer Revised Budgets
- View/Print Organization's Award Letters
- View Project Reports
- Review/Revise Organizational Information
- Authorized Organizational Representative Functions
- Financial Administrator**

Figure 3 Modify User Profile screen. The check mark box for Financial Administrator and the Modify User button are circled.

5. Click the check mark box for Financial Administrator (Figure 3).
6. Click the **Modify User** button (Figure 3). The **View Modify User Profile** screen displays (Figure 4).

Financial Functions

View Modify User Profile for -- Jane Aliase **Organization ID: 000**

Required Fields are preceded by an asterisk (*)

User Profile

[Privacy Act](#)

NSF ID: 000865340
*First Name: Jane
*Last Name: Aliase MI :A
*Email: jaliase@nsf.gov
Phone Number: 7035551000
Fax Number: 7035550000

Principal Investigator (PI) Profile

Suffix:
Department: Sponsored Projects Office
*Degree Type: BS
*Degree Year: 1976

User Permissions Assigned

- Add, Modify, and Delete FastLane Users
- Change User Permissions
- Initialize/Change User Password
- Organizational Reports
- Administer Notifications To or Requests For NSF Approvals Under Grants
- Submit Proposals/Supplements/Updates/Withdrawals to NSF
- Administer Revised Budgets
- View/Print Organization's Award Letters
- View Project Reports
- Review/Revise Organizational Information
- Authorized Organizational Representative Functions
- Financial Administrator

Figure 4 View Modify User Profile screen. The Confirm Changes button is circled.

7. Click the **Confirm Changes** button (Figure 4). The **Confirmation** screen displays (Figure 5).

CONFIRMATION

Modify User Data for - Jane Aliase

Your modified user information has been successfully updated.

User Permissions changes have been successfully updated.

Figure 5 Confirmation screen. The Account Management Main link is circled.

8. Click **Account Management Main**. The **Accounts Management** screen displays on the **User Account** tab (Figure 2).

Assign Financial Functions Permissions as a Financial Administrator

You must be a Financial Administrator to assign permissions for Financial Functions to an individual in your organization. If the individual is not yet a FastLane user, have the SPO add the person as one.

1. Access the **Research Administration** screen (Figure 1) (see [Log In to Award Functions as an SPO](#)).



Figure 1 Research Administration screen. The Accounts Management link is circled.

2. On the **Research Administration** screen (Figure 1), click **Accounts Management**. The **Accounts Management** screen displays on the **User Account** tab (Figure 2).
3. Search for the user you want to designate as a Financial Functions User (FFU) (see [Search for a User](#) or [View All Users](#)).



Figure 2 Accounts Management screen on the User Account tab. The Modify link is circled for a user.

4. On the **Accounts Management** screen on the **User Account** tab (Figure 2), click **Modify** on the row for the user you want to make an FFU. The **Modify User Profile** screen displays (Figure 3).

Modify User Profile for -- **Organization ID:**

Required Fields are preceded by an asterisk ()*

User Profile

NSF ID: 000488044 [Privacy Act](#)

***First Name:** **MI:**

***Last Name:**

***Email:**

Phone Number: 10 digits only

Fax Number: 10 digits only

Change Password:

Type New Password:

*Confirm Password:

[Password Requirements](#)

Principal Investigator (PI) Profile

Add User to PI profile

Suffix: (Jr., Sr., III, Etc)

Department:

***Degree Type:** Please select from list below:

***Degree Year:** Please select degree year

ORGANIZATION NAME:
California Institute of Technology

(Once added to the NSF PI profile, the PI can change his/her address through the PI Information screen in the Proposal Preparation function.)

User Permissions

- Add, Modify, and Delete FastLane Users
- Change User Permissions
- Initialize/Change User Password
- Organizational Reports
- Administer Notifications To or Requests For NSF Approvals Under Grants
- Submit Proposals/Supplements/Updates/Withdrawals to NSF
- Administer Revised Budgets
- View/Print Organization's Award Letters
- View Project Reports
- Review/Revise Organizational Information
- Authorized Organizational Representative Functions
- Financial Administrator

Financial Permissions

- Financial Report Preparer
- Financial Report Certifier
- Cash Request
- Cash Request History
- Grantee EFT Certifier
- Grantee EFT Preparer
- Grantee EFT History

GRFP Permission (select one only)

- Coordinating Official (Only One Per organization)
- Alternate GRFP Coordinating Official

Figure 3 Modify User Profile screen. The Financial Permissions section and the Modify User button are circled.

5. In the **Financial Permissions** section (Figure 3), click the check mark box for any number or all of the following financial permissions:
 - Financial Report Preparer
 - Financial Report Certifier
 - Cash Request
 - Cash Request History
 - Grantee EFT Certifier
 - Grantee EFT Preparer
 - Grantee EFT History
6. Click the **Modify User** button (Figure 3). The **View Modify User Profile** screen displays (Figure 4) with the individual's modified profile.

View Modify User Profile for -- Jane Aliase **Organization ID: 000**

Required Fields are preceded by an asterisk (*)

User Profile

NSF ID: 000865340

*First Name: Jane

*Last Name: Aliase

*Email: jaliase@nsf.gov

Phone Number: 7035551000

Fax Number: 7035550000

[Privacy Act](#)

MI :A

Principal Investigator (PI) Profile

Suffix:

Department:

*Degree Type:

*Degree Year: 0

User Permissions Assigned

- Add, Modify, and Delete FastLane Users
- Change User Permissions
- Initialize/Change User Password
- Organizational Reports
- Administer Notifications To or Requests For NSF Approvals Under Grants
- Submit Proposals/Supplements/Updates/Withdrawals to NSF
- Administer Revised Budgets
- View/Print Organization's Award Letters
- View Project Reports
- Review/Revise Organizational Information
- Authorized Organizational Representative Functions
- Financial Administrator

Financial Permissions Assigned

- Cash Request
- Cash Request History
- Grantee EFT Certifier
- Grantee EFT History

GRFP Permission

Confirm Changes

Figure 4 View Modify User Profile screen. The Confirm Changes button is circled.

7. Click the **Confirm Changes** button (Figure 4). The **Confirmation** screen displays (Figure 5).

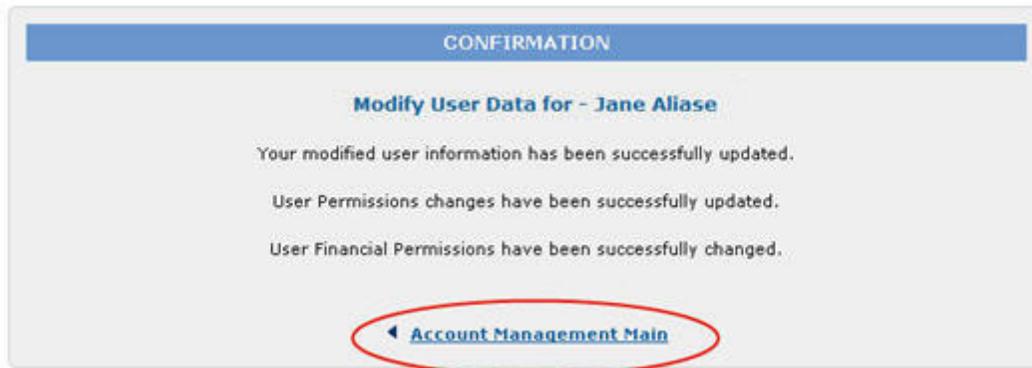


Figure 5 Confirmation screen. The Account Management Main link is circled.

8. Click **Account Management Main** (Figure 5). The **Accounts Management** screen displays on the **User Account** tab (Figure 2).

Work on Financial Functions

You must be a Financial Functions User to log in to Financial Functions.

1. On the **FastLane Home Page** screen (Figure 1), click **Financial Functions**. The **Financial Functions** screen displays (Figure 2).

NSF Home | News | Site Map | FastLane Help | Grants.gov Help | Contact Us

FastLane
www.fastlane.nsf.gov

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

FastLane User Support (7 AM to 9 PM Eastern Time • M-F)
1-800-673-6188
FastLane Availability (recording):
1-800-437-7408

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | **Financial Functions**

Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Link

- ▶ Registration Information
- ▶ Award Search and Funding Trends
- ▶ FastLane FAQs (Opens new Browser Window)
- ▶ Grants.gov FAQ (Opens new Browser Window)

Advisories

- 08/01/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/31/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/05/07** - Information on the Use of Designated Fonts in NSF Proposals (Opens new browser window)
- 06/22/07** - Starting June 23rd, NSF is making it easier for PIs to report journal publication citations as part of their

Figure 1 FastLane Home Page screen. The Financial Functions link is circled.

2. In the **Log In** section (Figure 2), do the following:
 - In the **Last Name** box, type your last name.
 - In the **NSF ID** box, type your National Science Foundation Identification number.
 - In the **Password** box, type your password.

Financial Functions

Log in for the following permission based functions:

- ▶ Historical Federal Cash Transaction Report (FCTR)
- OR —
- ▶ Federal Financial Report (FFR)
- ▶ Cash Request
- ▶ Cash Request History
- ▶ Grantee EFT Update
- ▶ Grantee EFT Update History

Log In

Last Name:

NSF ID: [Privacy Act](#)

Password:

Figure 2 Financial Functions screen. The Login section is circled.

3. Click the **Login** button (Figure 2). The **Financial Functions** screen displays (Figure 3) for your organization with options for these financial activities:
 - [Federal Financial Report \(FFR\)](#)
 - [Historical Federal Cash Transaction Report \(FCTR\)](#)
 - [Cash Request](#)
 - [History of Cash Request](#)
 - [Grantee EFT Update](#)
 - [Grantee EFT Update History](#)

**Financial Functions
for University of Delaware**

Please select the application by clicking on appropriate "GO" button. For FCTRs, select an appropriate quarter ending date.

Federal Financial Report (FFR) For Quarter Ending:

Historical Federal Cash Transaction Report For Quarter Ending:

Cash Request

Cash Request History

Grantee EFT Update

Grantee EFT History

[Instructions for Financial Functions](#)

[Change Password](#)

Figure 3 Financial Functions screen with the options for working on financial functions.

Prepare FFR

Prepare a Federal Financial Report Introduction

For information on NSF's reporting requirement, see Chapter III.E.1 of the *Award & Administration Guide*.

You may only work on and submit a Federal Financial Report (FFR) for the *current quarter*. Your organization must complete and submit an FFR every quarter. Once you choose to submit the report in the FFR format, you may not submit future reports in the FCTR format.

1. Access the **Financial Functions** screen for your organization (Figure 1) (see Work on Financial Functions).

**Financial Functions
for University of Delaware**

Please select the application by clicking on appropriate "GO" button. For FCTRs, select an appropriate quarter ending date.

Federal Financial Report (FFR) For Quarter Ending: 09/30/2008 ▼

Historical Federal Cash Transaction Report For Quarter Ending: 06/30/2008 ▼

Cash Request

Cash Request History

Grantee EFT Update

Grantee EFT History

[Instructions for Financial Functions](#)

[Change Password](#)

Figure 1 Financial Functions screen. The Go button for Federal Financial Report for Quarter Ending is circled.

Note: Users with only the FFR Certifier role will only see the option to select Federal Cash Transactions Report for Quarter Ending and Federal Financial Report (FFR) for Quarter Ending.

2. On the **Financial Functions** screen (Figure 1), select the date of the ending quarter of the report from the drop-down list on the line for Federal Financial Report for Quarter Ending.
3. Click the **Go** button for Federal Financial Report for Quarter Ending. The **FFR Menu** screen displays (Figure 2) with options for activities associated with preparing an FFR.

Financial Functions

Federal Financial Report (FFR)

Organization: NSF

1) FFR Attachment
2) FFR
3) Certification

SCHEDULES: Advances/Reimbursements Awards Purged

University of Delaware | DE | 0014316000
Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

249 Grants found, displaying 1 to 20. Page 1 Perform this Step in [Excel](#) | [Print to PDF](#) | [Next >](#) | [View All](#)

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
000000	000000000000000000	000000000000000000	02/01	01/08	\$771,626.28	\$771,626.28	\$771,626.28	\$0.00	Financially Closed	Rec'd 02/15/08
000000	000000000000000000	000000000000000000	02/01	01/08	\$304,890.00	\$304,890.00	\$304,890.00	\$0.00	Financially Closed	Rec'd 05/02/08
000000	000000000000000000	000000000000000000	05/02	04/08	\$989,663.00	\$986,743.97	\$987,343.97	\$2,319.03	No	Rec'd 06/09/08
000000	000000000000000000	000000000000000000	01/03	01/08	\$300,000.00	\$300,000.00	\$300,000.00	\$0.00	Financially Closed	Rec'd 04/29/08
000000	000000000000000000	000000000000000000	12/02	11/08	\$3,424,080.00	\$3,030,465.74	\$0.00	\$3,424,080.00		
000000	000000000000000000	000000000000000000	01/03	12/08	\$2,059,757.00	\$1,914,369.08	\$0.00	\$2,059,757.00		
000000	000000000000000000	000000000000000000	08/02	08/08	\$779,000.00	\$732,117.88	\$0.00	\$779,000.00		N/a
000000	000000000000000000	000000000000000000	05/03	04/08	\$531,710.00	\$531,272.93	\$100.00	\$531,610.00	Yes	Rec'd 06/23/08
000000	000000000000000000	000000000000000000	02/03	01/09	\$427,734.00	\$426,239.73	\$0.00	\$427,734.00		
000000	000000000000000000	000000000000000000	02/03	01/09	\$429,850.00	\$384,007.72	\$0.00	\$429,850.00		
000000	000000000000000000	000000000000000000	06/03	05/09	\$420,000.00	\$320,282.09	\$0.00	\$420,000.00		
000000	000000000000000000	000000000000000000	09/03	08/08	\$1,510,000.00	\$1,487,377.41	\$0.00	\$1,510,000.00		
000000	000000000000000000	000000000000000000	09/03	08/08	\$630,404.00	\$630,404.00	\$0.00	\$630,404.00		
000000	000000000000000000	000000000000000000	08/03	07/09	\$1,771,700.00	\$1,564,355.99	\$0.00	\$1,771,700.00		
000000	000000000000000000	000000000000000000	06/03	05/08	\$303,114.00	\$303,073.91	\$0.00	\$303,114.00	No	Due
000000	000000000000000000	000000000000000000	07/03	06/08	\$213,094.00	\$213,094.00	\$0.00	\$213,094.00	No	Due
000000	000000000000000000	000000000000000000	10/03	09/08	\$4,208,290.00	\$4,104,448.40	\$0.00	\$4,208,290.00		
000000	000000000000000000	000000000000000000	09/03	02/09	\$304,000.00	\$280,602.52	\$0.00	\$304,000.00		
000000	000000000000000000	000000000000000000	09/03	08/08	\$399,170.00	\$290,677.30	\$0.00	\$399,170.00		
000000	000000000000000000	000000000000000000	09/03	08/08	\$419,996.00	\$357,461.76	\$0.00	\$419,996.00		
Totals					\$107,957,601.25	\$61,285,898.48	\$6,014,581.22	\$67,451,941.75		

249 Grants found, displaying 1 to 20. Page 1 Perform this Step in [Excel](#) | [Print to PDF](#) | [Next >](#) | [View All](#)

Search for a single Grant by Federal Grant Number:

Search

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Figure 2 FFR Attachment screen where the FFR submission process can begin.

To prepare and submit an FFR, you must complete the following activities in order:

1. View or Complete FFR Attachment
The FFR Preparer can enter cumulative expenditure amounts for individual grants.
2. View or Complete FFR Report
The FFR Preparer can review and update appropriate form fields. The preparer can enter adjustments to financially closed awards or enter program income if necessary.

3. View or Complete Preparer Certification

Once the FFR Preparer submits the FFR for certification, the FFR Certifier can review and certify the FFR.

The other options are:

- View Advances/Reimbursements
- View Awards Purged
- View Previous Quarter FFR
- Print to PDF

Step 1 Prepare FFR

Step 1 View or Complete FFR Attachment

In this section, you, the FFR preparer, will enter the cumulative expenditure amounts for individual grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column (see Figure 1 below).

Note: You can also enter the expenditure amounts on an Excel spreadsheet that you then upload to FastLane (see Prepare FFR on Excel Spreadsheet for instructions). This option is recommended if your organization has more than 20 awards.

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).
2. In the FFR Attachment screen, enter the cumulative expenditure amount in the column for Cumulative Cash Disbursements (A3) (Figure 1). If you want to work on only one award, see the section on Search for a Grant by Federal Grant Number.

336 Grants found, displaying 1 to 20. Page 1 Perform this Step in [Excel](#) | [Print to PDF](#) | [Next >](#) | [View All](#)

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
000000	000000	000000	02/02	01/08	\$299,990.51	\$299,990.51	\$299,990.51	\$0.00	Financially Closed	Rec'd 03/05/08
000000	000000	000000	09/02	08/08	\$1,311,875.00	\$1,297,690.78	\$0.00	\$1,311,875.00		
000000	000000	000000	09/02	08/08	\$399,997.00	\$398,552.21	\$0.00	\$399,997.00		
000000	000000	000000	08/02	07/08	\$545,000.00	\$545,000.00	\$545,000.00	\$0.00		
000000	000000	000000	08/02	07/08	\$846,768.34	\$798,893.09	\$846,768.34	\$0.00	Financially Closed	Rec'd 06/27/08
000000	000000	000000	09/03	12/08	\$4,434,796.00	\$4,422,338.41	\$0.00	\$4,434,796.00		
000000	000000	000000	10/02	05/09	\$6,402,330.00	\$5,832,298.67	\$6,203,050.00	\$199,280.00		
000000	000000	000000	07/03	06/09	\$333,000.00	\$263,245.07	\$0.00	\$333,000.00		
000000	000000	000000	02/03	02/08	\$407,871.00	\$407,871.00	\$0.00	\$407,871.00		Rec'd 05/27/08
000000	000000	000000	02/03	01/08	\$587,990.00	\$586,725.66	\$0.00	\$587,990.00		Rec'd 04/02/08
000000	000000	000000	09/03	08/08	\$536,250.00	\$502,770.64	\$0.00	\$536,250.00		
000000	000000	000000	07/03	06/09	\$543,103.00	\$543,103.00	\$0.00	\$543,103.00		
000000	000000	000000	08/03	07/09	\$285,000.00	\$285,000.00	\$0.00	\$285,000.00		
000000	000000	000000	09/03	12/07	\$707,425.72	\$707,425.72	\$707,425.72	\$0.00	Financially Closed	Rec'd 02/10/08
000000	000000	000000	08/03	07/09	\$847,188.00	\$656,167.12	\$0.00	\$847,188.00		
000000	000000	000000	09/03	12/07	\$1,992,218.00	\$1,992,218.00	\$1,992,218.00	\$0.00	Financially Closed	Rec'd 06/30/08
000000	000000	000000	09/03	02/08	\$2,702,543.00	\$2,700,147.55	\$0.00	\$2,702,543.00		Rec'd 07/31/08
000000	000000	000000	09/03	08/09	\$1,911,691.00	\$1,658,065.25	\$0.00	\$1,911,691.00		
000000	000000	000000	01/04	12/08	\$246,497.00	\$185,398.70	\$0.00	\$246,497.00		
000000	000000	000000	09/03	08/08	\$5,000,627.00	\$3,745,619.49	\$0.00	\$5,000,627.00		
Totals					\$137,208,604.00	\$91,050,071.23	\$13,038,162.62	\$63,392,601.07		

336 Grants found, displaying 1 to 20. Page 1 Perform this Step in [Excel](#) | [Print to PDF](#) | [Next >](#) | [View All](#)

Search for a single Grant by Federal Grant Number:

OMB Approval No: 0348-0061

Figure 1 FFR Attachment for Cumulative Cash Disbursements entry. Entry field for quarterly expenditure is circled. The Save and Save and Continue option are also circled.

3. Click the **Save** button or **Save and Continue** button to proceed to the next page (Figure 1).

Note: For Preliminary FFRs, the Recipient Account Number will not be shown on the attachment.

Once you have entered new Cumulative Disbursements, you are ready to proceed to Step 2 View or Complete FFR. To print the FFR to PDF, see section on Print FFR Attachment to PDF.

Search for a Grant by Federal Grant Number

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

336 Grants found, displaying 1 to 20. Page 1 Perform this Step in [Excel](#) | [Print to PDF](#) | [Next >](#) | [View All](#)

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PO Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
020001	000000	Leah, C.	02/02	01/08	\$299,990.51	\$299,990.51	\$299,990.51	\$0.00	Financially Closed	Rec'd 03/05/08
020008	000000	Wendy, D.	09/02	08/08	\$1,311,875.00	\$1,297,690.78	\$0.00	\$1,311,875.00		
020007	000000	Debra, L.	09/02	08/08	\$399,997.00	\$398,552.21	\$0.00	\$399,997.00		
020006	000000	Mark, R.	08/02	07/08	\$545,000.00	\$545,000.00	\$545,000.00	\$0.00		
020005	000000	Robert, E.	08/02	07/08	\$846,768.34	\$798,893.09	\$846,768.34	\$0.00	Financially Closed	Rec'd 06/27/08
020004	000000	Robert, R.	09/03	12/08	\$4,434,796.00	\$4,422,338.41	\$0.00	\$4,434,796.00		
020003	000000	Thompson, A.	10/02	05/09	\$6,402,330.00	\$5,832,298.67	\$6,203,050.00	\$199,280.00		
020002	000000	Becky, G.	07/03	06/09	\$333,000.00	\$263,245.07	\$0.00	\$333,000.00		
020001	000000	Chen, A.	02/03	02/08	\$407,871.00	\$407,871.00	\$0.00	\$407,871.00		Rec'd 05/27/08
020000	000000	Kim, S.	02/03	01/08	\$587,990.00	\$586,725.66	\$0.00	\$587,990.00		Rec'd 04/02/08
020000	000000	Bernie, A.	09/03	08/08	\$536,250.00	\$502,770.64	\$0.00	\$536,250.00		
020000	000000	Barbara, A.	07/03	06/09	\$543,103.00	\$543,103.00	\$0.00	\$543,103.00		
020000	000000	Hull, G.	08/03	07/09	\$285,000.00	\$285,000.00	\$0.00	\$285,000.00		
020000	000000	William, J.	09/03	12/07	\$707,425.72	\$707,425.72	\$707,425.72	\$0.00	Financially Closed	Rec'd 02/10/08
020000	000000	Franklin, J.	08/03	07/09	\$847,188.00	\$656,167.12	\$0.00	\$847,188.00		
020000	000000	Robert, R.	09/03	12/07	\$1,992,218.00	\$1,992,218.00	\$1,992,218.00	\$0.00	Financially Closed	Rec'd 06/30/08
020000	000000	Irma, A.	09/03	02/08	\$2,702,543.00	\$2,700,147.55	\$0.00	\$2,702,543.00		Rec'd 07/31/08
020000	000000	Chen, A.	09/03	08/09	\$1,911,691.00	\$1,658,065.25	\$0.00	\$1,911,691.00		
020000	000000	Paula, G.	01/04	12/08	\$246,497.00	\$185,398.70	\$0.00	\$246,497.00		
020000	000000	Leah, C.	09/03	08/08	\$5,000,627.00	\$3,745,619.49	\$0.00	\$5,000,627.00		
Totals					\$137,208,604.00	\$91,050,071.23	\$13,038,162.62	\$63,392,601.07		

336 Grants found, displaying 1 to 20. Page 1 Perform this Step in [Excel](#) | [Print to PDF](#) | [Next >](#) | [View All](#)

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Figure 1 FFR Attachment page - Search for a Single Grant by Federal Grant Number. Entry field for Federal Grant Number is circled.

2. To work on a single grant, perform a search on the bottom portion of the FFR Attachment page (Figure 1).
3. Type the **Federal Grant Number** and select the search button (Figure 1). The **FFR Attachment** screen is displayed (Figure 2).

Perform this Step in [Excel](#) | [Print to PDF](#) | [View All](#)

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PO Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
			02/03	01/08	\$587,990.00	\$586,725.66	\$0.00	\$587,990.00		Rec'd 04/02/08
Totals					\$137,208,604.00	\$91,050,071.23	\$13,038,162.62	\$63,392,601.07		

Perform this Step in [Excel](#) | [Print to PDF](#) | [View All](#)

Search for a single Grant by Federal Grant Number:

OMB Approval No: 0348-0061

Figure 2 FFR Attachment search result. Save and Save and Return to Attachment buttons are circled.

- 4. Enter the cumulative expenditure amount in column A3 click **Save and Return to Attachment** (Figure 2). The **FFR Attachment** screen is displayed.

Prepare an FFR on an Excel Spreadsheet

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

336 Grants found, displaying 1 to 20. Page 1

[Perform this Step in Excel](#) | [Print to PDF](#) | [Next >](#) | [View All](#)

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PQ Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
000000	000000	000000	02/02	01/08	\$299,990.51	\$299,990.51	\$299,990.51	\$0.00	Financially Closed	Rec'd 03/05/08
000000	000000	000000	09/02	08/08	\$1,311,875.00	\$1,297,690.78	\$0.00	\$1,311,875.00		
000000	000000	000000	09/02	08/08	\$399,997.00	\$398,552.21	\$0.00	\$399,997.00		
000000	000000	000000	08/02	07/08	\$545,000.00	\$545,000.00	\$545,000.00	\$0.00		
000000	000000	000000	08/02	07/08	\$846,768.34	\$798,893.09	\$846,768.34	\$0.00	Financially Closed	Rec'd 06/27/08
000000	000000	000000	09/03	12/08	\$4,434,796.00	\$4,422,338.41	\$0.00	\$4,434,796.00		
000000	000000	000000	10/02	05/09	\$6,402,330.00	\$5,832,298.67	\$6,203,050.00	\$199,280.00		
000000	000000	000000	07/03	06/09	\$333,000.00	\$263,245.07	\$0.00	\$333,000.00		
000000	000000	000000	02/03	02/08	\$407,871.00	\$407,871.00	\$0.00	\$407,871.00		Rec'd 05/27/08
000000	000000	000000	02/03	01/08	\$587,990.00	\$586,725.66	\$0.00	\$587,990.00		Rec'd 04/02/08
000000	000000	000000	09/03	08/08	\$536,250.00	\$502,770.64	\$0.00	\$536,250.00		
000000	000000	000000	07/03	06/09	\$543,103.00	\$543,103.00	\$0.00	\$543,103.00		
000000	000000	000000	08/03	07/09	\$285,000.00	\$285,000.00	\$0.00	\$285,000.00		
000000	000000	000000	09/03	12/07	\$707,425.72	\$707,425.72	\$707,425.72	\$0.00	Financially Closed	Rec'd 02/10/08
000000	000000	000000	08/03	07/09	\$847,188.00	\$656,167.12	\$0.00	\$847,188.00		
000000	000000	000000	09/03	12/07	\$1,992,218.00	\$1,992,218.00	\$1,992,218.00	\$0.00	Financially Closed	Rec'd 06/30/08
000000	000000	000000	09/03	02/08	\$2,702,543.00	\$2,700,147.55	\$0.00	\$2,702,543.00		Rec'd 07/31/08
000000	000000	000000	09/03	08/09	\$1,911,691.00	\$1,658,065.25	\$0.00	\$1,911,691.00		
000000	000000	000000	01/04	12/08	\$246,497.00	\$185,398.70	\$0.00	\$246,497.00		
000000	000000	000000	09/03	08/08	\$5,000,627.00	\$3,745,619.49	\$0.00	\$5,000,627.00		
Totals					\$137,208,604.00	\$91,050,071.23	\$13,038,162.62	\$63,392,601.07		

336 Grants found, displaying 1 to 20. Page 1

[Perform this Step in Excel](#) | [Print to PDF](#) | [Next >](#) | [View All](#)

Search for a single Grant by Federal Grant Number:

OMB Approval No: 0348-0061

Figure 1 FFR Attachment Download to Excel option. The link for excel download is circled.

2. From the FFR Attachment screen, select the **Perform this Step in Excel** link (Figure 1) to prepare the FFR on an Excel Spreadsheet. The **FFR Attachment Excel Spreadsheet** download screen is displayed (Figure 2).

Note: Once the Preparer submits the FFR for certification, the FFR Certifier will only have the option to Download Excel Spreadsheet. The FFR Certifier will only have the ability to view (and not Edit) the FFR.

Step 1) FFR Attachment - Excel Spreadsheet

University of Delaware | DE | 0014316000
 Quarter Ending: 03/31/2007 | Due Date: 05/10/2007

- Use the options below to download your FFR Attachment from FastLane into a Microsoft Excel Spreadsheet on your computer. You can then use this spreadsheet to enter your cumulative disbursement amounts.
- When you are done, the spreadsheet can be uploaded back to FastLane, where your data will be stored in our database.

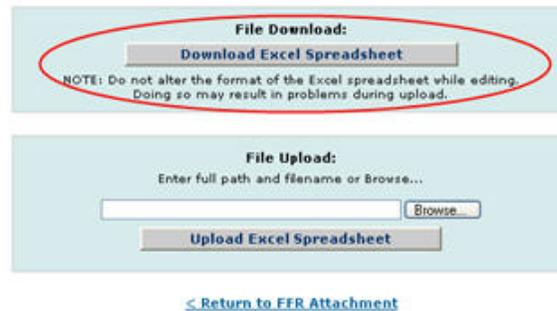


Figure 2 FFR Attachment – Excel Spreadsheet. The File Download option is circled.

3. Select the **Download Excel Spreadsheet** button (Figure 2) to prepare the FFR in excel. The **File Download** box displays (Figure 3) with options to open or save the FFR in Microsoft Excel.

Step 1) FFR Attachment - Excel Spreadsheet

University of Delaware | DE | 0014316000
 Quarter Ending: 03/31/2007 | Due Date: 05/10/2007

- Use the options below to download your FFR Attachment from FastLane into a Microsoft Excel Spreadsheet on your computer. You can then use this spreadsheet to enter your cumulative disbursement amounts.
- When you are done, the spreadsheet can be uploaded back to FastLane, where your data will be stored in our database.

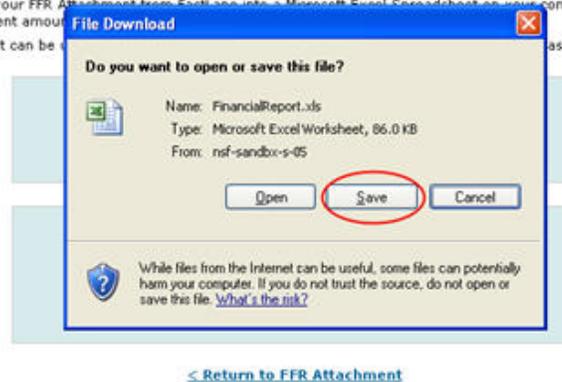


Figure 3 File Download box. The Save button is circled.

4. Click the **Save** button (Figure 3) to save the Excel spreadsheet to your PC. Save to your desired location and Open the file to view the FFR. The Excel spreadsheet displays (Figure 4) with your FFR Attachment data.

Financial Functions

	B	C	D	E	F	G	H	I	J	K	L
1	Federal Financial Report										
2	Quarter Ending 09/30/2008										
3	Indiana University / 0018093000 / IN										
4											
5	Program Identifier - Federal Grant Number	Recipient Account Number	PI/PD Name	Project/Grant Period From	Project/Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
6				02/02	01/08	\$299,990.51	\$299,990.51	\$299,990.51	\$0.00		Rec'd 03/05/08
7				09/02	08/08	\$1,311,875.00	\$1,297,690.78	\$0.00	\$1,311,875.00		
8				09/02	08/08	\$399,997.00	\$398,552.21	\$0.00	\$399,997.00		
9				08/02	07/08	\$545,000.00	\$545,000.00	\$545,000.00	\$0.00		
10				08/02	07/08	\$846,768.34	\$798,893.09	\$846,768.34	\$0.00		Rec'd 06/27/08
11				09/03	12/08	\$4,434,796.00	\$4,422,338.41	\$0.00	\$4,434,796.00		
12				10/02	05/09	\$6,402,330.00	\$5,832,298.67	\$6,203,050.00	\$199,280.00		
13				07/03	06/09	\$333,000.00	\$263,245.07	\$0.00	\$333,000.00		
14				02/03	02/08	\$407,871.00	\$407,871.00	\$0.00	\$407,871.00		Rec'd 05/27/08
15				02/03	01/08	\$587,990.00	\$586,725.66	\$0.00	\$587,990.00		Rec'd 04/02/08
16				09/03	08/08	\$536,250.00	\$502,770.64	\$0.00	\$536,250.00		
17				07/03	06/09	\$543,103.00	\$543,103.00	\$0.00	\$543,103.00		
18				08/03	07/09	\$285,000.00	\$285,000.00	\$0.00	\$285,000.00		
19				09/03	12/07	\$707,425.72	\$707,425.72	\$707,425.72	\$0.00		Rec'd 02/10/08

Figure 4 FFR in an Excel spreadsheet that has been saved to a PC.

5. Enter the new cumulative expenditure amount in the column for **Cumulative Cash Disbursements (A3)**.
6. Update the **Recipient Account Number** if necessary (Figure 4).
7. If you want to hold open for one more quarter a grant that is marked financially closed (see Hold a Grant Open for an explanation and instructions), select **Yes** using the drop down in the **Hold Grants Open** column (Figure 4) on the row for that award.
8. Save the spreadsheet to your PC and close the file.
9. On the **Excel Spreadsheet Download/Upload** screen (Figure 2), click the **Upload Excel Spreadsheet** button (see Upload a File for instructions).

Note: Grants that have been financially closed will appear as read only and shaded in grey.

Hold a Grant Open

If a grant has an expiration date at least one full quarter before the quarter ending date you selected, the grant is due to be financially closed. However, you may hold it open for one more quarter. Holding a grant open neither extends the grant nor permits the incurring of costs after the award expiration date.

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

336 Grants found, displaying 41 to 60. Page 3

Perform this Step in [Excel](#) | [Print to PDF](#) | [< Prev](#) | [Next >](#) | [View All](#)

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
0001000	0000007	North, S.	05/04	04/08	\$294,237.00	\$289,259.96	\$0.00	\$4,977.04	No	Rec'd 05/19/08
0000007	0000000	North, S.	05/04	04/08	\$258,000.00	\$257,976.26	\$0.00	\$23.74	No	Rec'd 07/21/08
0000000	0000000	North, S.	07/04	06/08	\$221,376.00	\$215,056.66	\$0.00	\$6,319.34	Yes	Rec'd 07/22/08
0000000	0000007	North, S.	07/04	06/09	\$124,086.00	\$112,756.17	\$0.00	\$11,329.83		
0000700	0000000	North, S.	07/04	10/07	\$122,163.00	\$122,163.00	\$122,163.00	\$0.00	Financially Closed	Rec'd 01/16/08
0000000	0007000	North, S.	09/04	08/09	\$178,371.00	\$110,523.91	\$0.00	\$67,847.09		
0010000	0000000	North, S.	08/04	07/08	\$1,704,440.00	\$1,702,940.00	\$0.00	\$1,500.00		
0010000	0007000	North, S.	11/04	10/08	\$217,014.00	\$216,431.46	\$0.00	\$582.54		
0010000	0000000	North, S.	09/04	08/08	\$565,500.00	\$565,500.00	\$0.00	\$0.00		Rec'd 09/04/08
0010007	0000007	North, S.	04/05	03/09	\$419,664.00	\$244,713.48	\$0.00	\$174,950.52		
0010700	0000000	North, S.	08/04	07/09	\$625,394.00	\$462,768.94	\$0.00	\$162,625.06		
0010700	0000000	North, S.	07/04	06/08	\$326,056.00	\$326,056.00	\$0.00	\$0.00	No	Rec'd 10/01/08
0000000	0000000	North, S.	08/04	07/08	\$72,599.00	\$72,599.00	\$0.00	\$0.00		Rec'd 08/08/08
0010000	0000007	North, S.	09/04	08/08	\$5,584,982.00	\$5,397,188.89	\$0.00	\$187,793.11		
0010000	0000000	North, S.	07/04	12/07	\$324,999.00	\$324,999.00	\$324,999.00	\$0.00	Financially Closed	Rec'd 03/29/08
0010000	0000007	North, S.	09/04	08/08	\$419,745.00	\$418,569.08	\$0.00	\$1,175.92		
0010000	0000000	North, S.	06/04	07/08	\$118,312.00	\$115,252.58	\$0.00	\$3,059.42		
0007000	0000007	North, S.	10/04	09/09	\$122,194.00	\$122,194.00	\$0.00	\$0.00		
0007000	0000000	North, S.	09/04	08/09	\$215,195.00	\$198,309.12	\$0.00	\$16,885.88		
0010000	0000000	North, S.	08/04	07/09	\$825,000.00	\$591,383.71	\$0.00	\$233,616.29		
Totals					\$137,208,604.00	\$91,050,071.23	\$13,038,162.62	\$73,658,307.60		

336 Grants found, displaying 41 to 60. Page 3

Perform this Step in [Excel](#) | [Print to PDF](#) | [< Prev](#) | [Next >](#) | [View All](#)

Search for a single Grant by Federal Grant Number:

OMB Approval No: 0348-0061

Figure 1 FFR Attachment Hold Grant Open option.

2. Select **Yes** or **No** from the drop down in the **Hold Grant Open** column (Figure 1) on the row for that grant.

Note: If you want the grant to close, leave the value as **No** in the **Hold Grant Open** column (Figure 1) on the row for the grant.

Step 2 Prepare FFR

Step 2 View or Complete FFR

In this section, you can view or update appropriate FFR fields as necessary. If you need to enter adjustments to financially closed awards, you can click the Enter Adjustments link. If you need to report program income earned, click Enter Program Income.

Note: For Preliminary FFRs, the **FFR** tab will be disabled.

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment **2) FFR** 3) Certification SCHEDULES: [Advances/Reimbursements](#) [Awards Purged](#)

Indiana University | IN | 0018093000
 Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

336 Grants found, displaying 41 to 60. Page 3 Perform this Step in [Excel](#) | [Print to PDF](#) | [< Prev](#) - [Next >](#) | [View All](#)

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PO Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
0000000	0000000	NSF/NSF	05/04	04/08	\$294,237.00	\$289,259.96	\$0.00	\$4,977.04	No	Rec'd 05/19/08
0000001	0000001	NSF/NSF	05/04	04/08	\$258,000.00	\$257,976.26	\$0.00	\$23.74	No	Rec'd 07/21/08
0000002	0000002	NSF/NSF	07/04	06/08	\$221,376.00	\$215,056.66	\$0.00	\$6,319.34	Yes	Rec'd 07/22/08
0000003	0000003	NSF/NSF	07/04	06/09	\$124,086.00	\$112,756.17	\$0.00	\$11,329.83		
0000004	0000004	NSF/NSF	07/04	10/07	\$122,163.00	\$122,163.00	\$122,163.00	\$0.00	Financially Closed	Rec'd 01/16/08
0000005	0000005	NSF/NSF	09/04	08/09	\$178,371.00	\$110,523.91	\$0.00	\$67,847.09		
0000006	0000006	NSF/NSF	08/04	07/08	\$1,704,440.00	\$1,702,940.00	\$0.00	\$1,500.00		
0000007	0000007	NSF/NSF	11/04	10/08	\$217,014.00	\$216,431.46	\$0.00	\$582.54		

Figure 1 FFR Attachment Screen with option to view FFR (Step 2). The FFR tab is circled.

2. Select the **FFR** tab (Figure 1). The **FFR** screen is displayed (Figure 2).

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment 2) FFR 3) Certification SCHEDULES: Advances/Reimbursements Awards Purged

Step 2) FFR

Indiana University | IN | 0018093000
 Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

- Review the FFR below and update appropriate form fields as necessary. If you need to enter adjustments to financially closed awards, you can click the "Enter Adjustments" link. If you need to report program income earned click "Enter Program Income".
- Click "Save" at any time and come back to your work later. When you have reviewed the FFR and made any necessary updates, click "Save and Continue to Step 3" or the Certification tab in order to proceed to Step 3) Certification.
- To view the FFR in PDF click "Print to PDF". Required fields are indicated by an asterisk (*).

Page 1 of 1

Print to PDF

1. Federal Agency and Organizational Element to Which Report is Submitted:	National Science Foundation, Division of Financial Management
2. Federal Grant or Other Identifying Number Assigned by the Federal Agency:	--
3a. Recipient Organization Name:	Indiana University
3b. Recipient Organization Address:	
*(Line 1): John Smith	*City: Vienna
(Line 2): Smith and Sons	*State: VA
(Line 3): 400 West 3rd Street, Rm 33	*Zip: 22180
4a. DUNS Number:	006046700
4b. EIN:	356001673
5. Recipient Account Number or Identifying Numbers:	--
6. Final Report:	<input type="radio"/> Yes <input type="radio"/> No
7. Basis of Accounting:	<input type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period:	From: (mm/dd/yyyy) To: (mm/dd/yyyy)
9. Reporting Period End Date:	09/30/2008

10. TRANSACTIONS:

Federal Cash:

Beginning Cash on Hand (COH) from previous FFR:	-\$1,473,110.17	
Payments Received:	\$9,260,900.27	
a. Cash Receipts = Beginning COH + Payments Received	\$7,795,870.10	
b. Cash Disbursements = (A3 - A2 from FFR Attachment)	-\$78,011,908.61	
Adjustments to Financially Closed Awards = New Federal Share of Expenditures (Cumulative Cash Disbursements) - Current Federal Share of Expenditures (Previous Cumulative Cash Disbursements)	\$0.00	Enter Adjustments
c. Cash on Hand = Cash Receipts - (Cash Disbursements + Adjustments to Financially Closed Awards)	\$85,807,778.71	

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized = A1 from FFR Attachment	\$137,208,604.00
e. Federal Share of Expenditures = A3 from FFR Attachment	\$13,038,162.62
f. Federal share of unliquidated obligations (line 10d minus 10e)	--
g. Total Federal share (sum of lines 10e and 10f)	--
h. Unobligated balance of Federal funds = A1 - A3 from FFR Attachment	\$73,658,307.60
Balance Authorized = Unobligated Balance of Federal Funds - Cash on Hand	-\$12,149,471.11

Recipient Share:

l. Total recipient share required	--
j. Recipient share of expenditures	--
k. Recipient share of unliquidated obligations	--
i. Total recipient share (sum of lines j and k)	--
m. Remaining recipient share to be provided (line i minus l)	--

Program Income:

n. Total Federal Program Income Earned	\$0.00	Enter Program Income
o. Program income expended in accordance with the deduction alternative	--	
p. Program income expended in accordance with the addition alternative	\$0.00	
q. Unexpended program income (line n minus line o or line p)	\$0.00	

11. Indirect Expense:

a. Type of Rate: <input type="radio"/> Provisional <input checked="" type="radio"/> Predetermined <input type="radio"/> Final <input type="radio"/> Fixed	
b. Rate:	--
c. Base:	--
d. Total Amount:	--
e. Federal Share:	--

12. Remarks:

Include any explanation deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation. (4,000 characters)

sample remark

Figure 2 FFR Screen. The Save and Continue to Step 3 button is circled.

3. Update appropriate FFR fields as necessary and **Save and Continue to Step 3** (Figure 2). If you need to enter adjustments to financially closed awards, you can click the Enter Adjustments link. If you need to report program income, click Enter Program Income.

Once you have selected to save and continue, you are ready to proceed to Step 3 Complete FFR Preparer Certification. To Print the FFR to PDF, see section on Print FFR to PDF.

Enter Adjustments

In this section, you can make adjustments to a financially closed award only if *all* these conditions exist:

- The award is financially closed.
- Your organization incurred the expenses during the lifetime of the grant.
- The adjustment is $\geq \pm \$300$.

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment **2) FFR** 3) Certification SCHEDULES: Advances/Reimbursements Awards Paired

Indiana University | IN | 0018093000
 Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

336 Grants found, displaying 41 to 60. Page 3 Perform this Step in Excel | Print to PDF | < Prev - Next > | View All

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
0000000	0000000	Smith, S.	05/04	04/08	\$294,237.00	\$289,259.96	\$0.00	\$4,977.04	No	Rec'd 05/19/08
0000001	0000001	Smith, S.	05/04	04/08	\$258,000.00	\$257,976.26	\$0.00	\$23.74	No	Rec'd 07/21/08
0000002	0000002	Smith, S.	07/04	06/08	\$221,376.00	\$215,056.66	\$0.00	\$6,319.34	Yes	Rec'd 07/22/08
0000003	0000003	Smith, S.	07/04	06/09	\$124,086.00	\$112,756.17	\$0.00	\$11,329.83		
0000004	0000004	Smith, S.	07/04	10/07	\$122,163.00	\$122,163.00	\$122,163.00	\$0.00	Financially Closed	Rec'd 01/16/08
0000005	0000005	Smith, S.	09/04	08/09	\$178,371.00	\$110,523.91	\$0.00	\$67,847.09		
0000006	0000006	Smith, S.	08/04	07/08	\$1,704,440.00	\$1,702,940.00	\$0.00	\$1,500.00		
0000007	0000007	Smith, S.	11/04	10/08	\$217,014.00	\$216,431.46	\$0.00	\$582.54		

Figure 1 FFR Attachment Screen with option to view FFR (Step 2). The FFR tab is circled.

2. Select the **FFR** tab (Figure 1). The **FFR** screen is displayed (Figure 2).

Financial Functions

10. TRANSACTIONS:

Federal Cash:

Beginning Cash on Hand (COH) from previous FFR:	-\$2,357,524.61	
Payments Received:	\$5,109,042.39	
a. Cash Receipts = Beginning COH + Payments Received	\$2,751,517.78	
b. Cash Disbursements = (A3 - A2 from FFR Attachment)	-\$47,210,655.39	
Adjustments to Financially Closed Awards = New Federal Share of Expenditures (Cumulative Cash Disbursements) +/- Current Federal Share of Expenditures (Previous Cumulative Cash Disbursements)	\$365,284.00	Enter Adjustments
c. Cash on Hand = Cash Receipts - (Cash Disbursements +/- Adjustments to Financially Closed Awards)	\$49,596,889.17	

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized = A1 from FFR Attachment	\$86,115,492.68
e. Federal Share of Expenditures = A3 from FFR Attachment	\$4,565,464.34
f. Federal share of unliquidated obligations (line 10d minus 10e)	--
g. Total Federal share (sum of lines 10e and 10f)	--
h. Unobligated balance of Federal funds = A1 - A3 from FFR Attachment	\$73,037,393.82
Balance Authorized = Unobligated Balance of Federal Funds +/- Cash on Hand	\$122,634,282.99

Recipient Share:

i. Total recipient share required	--
j. Recipient share of expenditures	--
k. Recipient share of unliquidated obligations	--
l. Total recipient share (sum of lines j and k)	--
m. Remaining recipient share to be provided (line i minus l)	--

Program Income:

n. Total Federal Program Income Earned	\$1,600.00	Enter Program Income
o. Program income expended in accordance with the deduction alternative	--	
p. Program income expended in accordance with the addition alternative	\$1,900.00	
q. Unexpended program income (line n minus line o or line p)	-\$300.00	

Figure 2 FFR Screen with link to Enter Adjustments. The link for entering adjustments is circled.

3. Select the **Enter Adjustments** link (Figure 2). The **FFR Adjustments** screen is displayed (Figure 3).

FFR - Adjustments

University of Delaware | DE | 0014316000
 Quarter Ending: 03/31/2007 | Due Date: 05/10/2007

- To enter adjustments, first enter a Federal Grant Number to populate the Previous Cumulative Cash Disbursements. Note that the Federal Grant Number must be financially closed to be adjusted and the expenses must have been incurred during the life of the grant.
- Next, enter the New Federal Share of Expenditures (Cumulative Cash Disbursements) to report adjustments to grants. Note that the difference between the Previous Cumulative Cash Disbursements and the New Federal Share of Expenditures (Cumulative Cash Disbursements) must be \geq \$300.
- Next, enter a short justification.
- Click "Save" at any time and come back to your work later. Click "Save and Return to Report" to save your work and return to the FFR.
- To view the FFR Worksheet - Adjustments in PDF click "Print to PDF".
- Required fields are indicated by an asterisk (*).

Print to PDF 

Adjustment Number	*Federal Grant Number	Previous Cumulative Cash Disbursements	*New Federal Share of Expenditures (Cumulative Cash Disbursements)	Adjustment Amount	*Justification
1	0097983	\$362,616.00	\$360,000.00	-\$2,616.00	Test Justification1
2	0203865	\$72,100.00	\$172,100.00	\$100,000.00	Test Justification2
3	0229293	\$209,935.00	\$400,000.00	\$190,065.00	Test Justification3
4					
5					
6					
7					
8					
9					
10					
Totals		\$644,651.00	\$932,100.00	\$287,449.00	

Figure 3 FFR Adjustments Screen

4. Enter the new adjusted cumulative cash disbursement amount, review the calculated Adjustment Amount field and enter a short justification statement for each adjustment line used. Click on **Save and Return to Report**.

Note: To Print the FFR Adjustments to PDF, see section on Print FFR Adjustments to PDF.

Enter Program Income

In this section, you can enter program income earned for each grant.

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment **2) FFR** 3) Certification SCHEDULES: Advances/Reimbursements Awards Paired

Indiana University | IN | 0018093000
 Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

336 Grants found, displaying 41 to 60, Page 3 Perform this Step in Excel | Print to PDF | < Prev - Next > | View All

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
0000000	0000000	0000000	05/04	04/08	\$294,237.00	\$289,259.96	\$0.00	\$4,977.04	No	Rec'd 05/19/08
0000001	0000001	0000001	05/04	04/08	\$258,000.00	\$257,976.26	\$0.00	\$23.74	No	Rec'd 07/21/08
0000002	0000002	0000002	07/04	06/08	\$221,376.00	\$215,056.66	\$0.00	\$6,319.34	Yes	Rec'd 07/22/08
0000003	0000003	0000003	07/04	06/09	\$124,086.00	\$112,756.17	\$0.00	\$11,329.83		
0000004	0000004	0000004	07/04	10/07	\$122,163.00	\$122,163.00	\$122,163.00	\$0.00	Financially Closed	Rec'd 01/16/08
0000005	0000005	0000005	09/04	08/09	\$178,371.00	\$110,523.91	\$0.00	\$67,847.09		
0000006	0000006	0000006	08/04	07/08	\$1,704,440.00	\$1,702,940.00	\$0.00	\$1,500.00		
0000007	0000007	0000007	11/04	10/08	\$217,014.00	\$216,431.46	\$0.00	\$582.54		

Figure 1 FFR Attachment Screen with option to view FFR (Step 2). The FFR tab is circled.

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10. TRANSACTIONS:

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Adjustments to Financially Closed Awards = New Federal Share of Expenditures (Cumulative Cash Disbursements) +/- Current Federal Share of Expenditures (Previous Cumulative Cash Disbursements)	\$365,284.00	Enter Adjustments
c. Cash on Hand = Cash Receipts - (Cash Disbursements +/- Adjustments to Financially Closed Awards)	\$49,596,889.17	

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d. Total Federal funds authorized = A1 from FFR Attachment	\$86,115,492.68
e. Federal Share of Expenditures = A3 from FFR Attachment	\$4,565,464.34
f. Federal share of unliquidated obligations (line 10d minus 10e)	--
g. Total Federal share (sum of lines 10e and 10f)	--
h. Unobligated balance of Federal funds = A1 - A3 from FFR Attachment	\$73,037,393.82
Balance Authorized = Unobligated Balance of Federal Funds +/- Cash on Hand	\$122,634,282.99

Recipient Share:

i. Total recipient share required	--
j. Recipient share of expenditures	--
k. Recipient share of unliquidated obligations	--
l. Total recipient share (sum of lines j and k)	--
m. Remaining recipient share to be provided (line i minus l)	--

Program Income:

n. Total Federal Program Income Earned	\$1,600.00	Enter Program Income
o. Program income expended in accordance with the deduction alternative	--	
p. Program income expended in accordance with the addition alternative	\$1,900.00	
q. Unexpended program income (line n minus line o or line p)	-\$300.00	

Figure 2 FFR Screen with link to Enter Program Income. The link for entering program income is circled.

3. Select the **Enter Program Income** link (Figure 2). The **FFR Program Income** screen is displayed (Figure 3).

Financial Functions

FFR - Program Income

University of Delaware | DE | 0014316000
 Quarter Ending: 03/31/2007 | Due Date: 05/10/2007

- To enter program income, first enter a Federal Grant Number.
- Next, enter the Federal Program Income Earned.
- You can click "Save" at any time and come back to your work later. Click "Save and Return to Report" to save your work and return to the FFR.
- For more information on Federal Program Income please see Section 443 of the [NSF Grant Policy Manual](#).
- To view the FFR Worksheet - Program Income in PDF click "Print to PDF". Required fields are indicated by an asterisk (*).

[Print to PDF](#) 

Line Number	*Federal Grant Number	*Federal Program Income Earned	*Program Income expended in accordance with the addition alternative	*Unexpended Program Income	Remarks
1	<input type="text" value="0000315"/>	<input type="text" value="\$600.00"/>	<input type="text" value="\$700.00"/>	<input type="text" value="-\$100.00"/>	<input type="text" value="Test Remarks1"/>
2	<input type="text" value="0097983"/>	<input type="text" value="\$400.00"/>	<input type="text" value="\$500.00"/>	<input type="text" value="-\$100.00"/>	<input type="text" value="Test Remarks2"/>
3	<input type="text" value="9021014"/>	<input type="text" value="\$600.00"/>	<input type="text" value="\$700.00"/>	<input type="text" value="-\$100.00"/>	<input type="text" value="Test Remarks3"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Totals		\$1,600.00	\$1,900.00	-\$300.00	

Figure 3 FFR Program Income screen

4. Enter the Federal Grant Number, the amount of program income earned, and the amount of program income expended. Review the calculated amount of unexpended program income and then enter any remarks as required. Click on **Save and Return to Report**.

Note: To Print the FFR Program Income to PDF, see section on Print FFR Program Income to PDF.

Step 3 Complete FFR Preparer Certification

In this section, you can review the certification and update appropriate form fields before submitting the complete FFR.

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment 2) FFR **3) Certification** SCHEDULES: [Advances/Reimbursements](#) [Awards Pursued](#)

Indiana University | IN | 0018093000
Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

336 Grants found, displaying 41 to 60. Page 3 Perform this Step in Excel | Print to PDF | < Prev - Next > | View All

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
0000000	0000000	0000000	05/04	04/08	\$294,237.00	\$289,259.96	\$0.00	\$4,977.04	No	Rec'd 05/19/08
0000000	0000000	0000000	05/04	04/08	\$258,000.00	\$257,976.26	\$0.00	\$23.74	No	Rec'd 07/21/08
0000000	0000000	0000000	07/04	06/08	\$221,376.00	\$215,056.66	\$0.00	\$6,319.34	Yes	Rec'd 07/22/08
0000000	0000000	0000000	07/04	06/09	\$124,086.00	\$112,756.17	\$0.00	\$11,329.83		
0000000	0000000	0000000	07/04	10/07	\$122,163.00	\$122,163.00	\$122,163.00	\$0.00	Financially Closed	Rec'd 01/16/08
0000000	0000000	0000000	09/04	08/09	\$178,371.00	\$110,523.91	\$0.00	\$67,847.09		

Figure 1 FFR Attachment screen with option to view Certification screen (Step 3). The Certification tab is circled.

2. Select the **Certification** tab (Figure 1). The **Preparer Certification** screen is displayed (Figure 2).

Financial Functions

Step 3) Preparer Certification

University of Delaware | DE | 0014316000
Quarter Ending: 12/31/2006 | Due Date: 02/10/2007

- Review the Certification below and update appropriate form fields as necessary.
- Click "Save" at any time and come back to your work later. Click "Forward for Certification" to submit the complete FFR to your organization's certifiers.
- To view the Certification click "Print to PDF." To view the complete FFR click "Print Full Report to PDF."
- Required fields are indicated by an asterisk (*).

Print to PDF  | Print Full Report to PDF 

13. CERTIFICATION:

*a. Name of Preparer: Frank FinFuncUser

*b. Preparer's Email Address:

*c. Preparer's Phone Number:

d. Preparer's Phone Extension:

e. Preparer's Fax:

*f. Name of Certifying Official: Joseph Watson

*g. Title of Certifying Official: Mgr, Research Acctg

*h. Certifying Official's Email Address: ygasples@udel.edu

f. Date Report Submitted:

Certifying Official's Comments:

Figure 2 Preparer Certification screen

3. Update appropriate form fields as necessary and select the **Save** button (Figure 2).

Note: To print the certification before submitting the FFR, see section on Printing FFR Certification to PDF. To print the full report to PDF, see section on Printing FFR Full Report to PDF.

4. Select the button to **Forward for Certification** (Figure 2) to complete Step 3. The **Confirmation** screen is displayed (Figure 3).

Note: The FFR Certifier(s) will be notified via email that the FFR is ready for review and certification. The FFR Preparer will no longer be able to edit the FFR.

C O N F I R M A T I O N

FFR Report for Quarter Ending: 12/31/2006

Tue May 29 13:51 EDT 2007

Frank FinFuncUser
You have successfully forwarded the Federal Financial Report.

[<< Return to Financial Functions Home](#)

Figure 3 FFR Confirmation

Complete Certifier FFR Certification

In this section you, the FFR certifier, can review and approve the FFR once the preparer has submitted the FFR and you have been notified via email that the FFR is ready for review and certification.

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

Note: The certifier can view or print the FFR Attachment to Excel (see Prepare an FFR on an Excel Spreadsheet). The FFR Attachment tab and the FFR tab are in read-only mode for the FFR Certifier.

The screenshot shows the 'Federal Financial Report (FFR)' interface for the organization 'NSF'. The navigation tabs at the top are '1) FFR Attachment', '2) FFR', and '3) Certification', with '3) Certification' circled in red. Below the tabs, the 'SCHEDULES' section includes 'Advances/Reimbursements' and 'Awards Pursued'. The main content area is titled 'Step 1) FFR Attachment' and contains a list of instructions for submitting the FFR. Below the instructions, there is a table of grants with columns for Program Identifier, Recipient Account Number, PI/PD Name, Project/Grant Period From, Project/Grant Period To, Total Federal Funds Authorized (A1), Previous Cumulative Cash Disbursements (A2), Federal Share of Expenditures (Cumulative Cash Disbursements) (A3), Unobligated Balance of Federal Funds (A4), Hold Grant Open, and Final Project Report. The table shows 336 grants found, displaying 41 to 60 on page 3.

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
0000000	0000000	NSF	05/04	04/08	\$294,237.00	\$289,259.96	\$0.00	\$4,977.04	No	Rec'd 05/19/08
0000000	0000000	NSF	05/04	04/08	\$258,000.00	\$257,976.26	\$0.00	\$23.74	No	Rec'd 07/21/08
0000000	0000000	NSF	07/04	06/08	\$221,376.00	\$215,056.66	\$0.00	\$6,319.34	Yes	Rec'd 07/22/08
0000000	0000000	NSF	07/04	06/09	\$124,086.00	\$112,756.17	\$0.00	\$11,329.83		
0000000	0000000	NSF	07/04	10/07	\$122,163.00	\$122,163.00	\$122,163.00	\$0.00	Financially Closed	Rec'd 01/16/08
0000000	0000000	NSF	09/04	08/09	\$178,371.00	\$110,523.91	\$0.00	\$67,847.09		

Figure 1 FFR Attachment screen with option to view Certification screen (Step 3). The Certification tab is circled.

2. Select the **Certification** tab (Figure 1). The **Certification** screen is displayed (Figure 2).

Note: To print the certification before certifying the FFR, see section on Printing FFR Certification to PDF. To print the full report to PDF, see section on Printing FFR Full Report to PDF.

Step 3) Certification

- Review the Certification below and update appropriate form fields as necessary.
- Click "Save" at any time and come back to your work later. Click "Save and Submit to NSF" to submit the complete FFR to NSF.
- To view the Certification click "Print to PDF." To view the complete FFR click "Print Full Report to PDF."
- Required fields are indicated by an asterisk (*).

[Print to PDF](#) | [Print Full Report to PDF](#)

13. CERTIFICATION:

I certify:

(A) That to the best of my knowledge and belief, this report is true in all respects and that all disbursements have been made for the purposes and conditions (including cost-sharing requirements as stated in the NSF grant policy manual) of the awards

(B) That final closeout disbursements have been reported on all grants that expired prior to the beginning of this reporting quarter except for awards I have identified to be held open with 'unpaid obligations' on the FFR Attachment, and

(C) That awards requested to be held open for the payment of 'unpaid obligations' have been reviewed to establish the validity of the 'unpaid obligations' and appropriate measures have been taken to permit the earliest possible payment or deobligation

(D) Under penalties of perjury a willful false certification is a criminal offense, 18 U.S.C. 1001.

a. Name of Preparer: Mary Wright
b. Preparer's Email Address: terlikj@elms.edu
c. Preparer's Phone Number: 413-265-2404
d. Preparer's Phone Extension:
e. Preparer's Fax: 413-594-3932
*f. Name of Certifying Official: Mary Wright
*g. Title of Certifying Official:
*h. Certifying Official's Email Address: terlikj@elms.edu
i. Date Report Submitted:

Comments:

Characters remaining: 500 [Spell Check...](#)

Figure 2 FFR Certification screen

3. Enter the Certifier's title, check the box to certify data, and select the **Save and Submit to NSF** button (Figure 2). The **Confirmation** screen is displayed (Figure 3).

Note: The FFR Certifier can enter comments and select the **Reject** button to send the FFR back to the Preparer for additional information. Once the FFR Certifier Saves and Submits to NSF, an email notification is sent to the Preparer and Certifier indicating that the FFR was successfully submitted. If the FFR is Rejected, the FFR Preparer will be notified via email that the FFR has been rejected for necessary corrections.

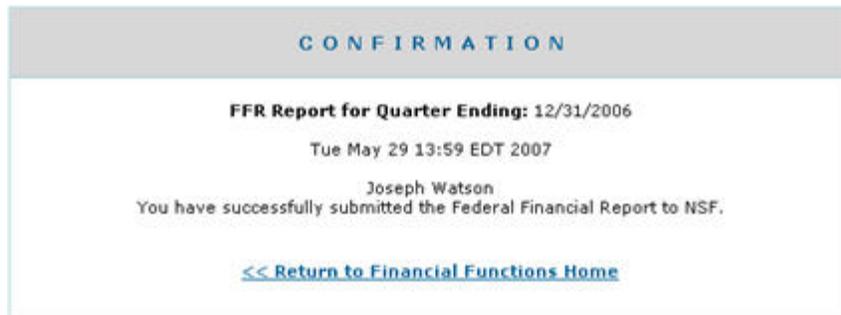


Figure 3 FFR Confirmation

View Advances and Reimbursements

Note: For Preliminary FFRs, the **Advances/Reimbursements** tab will be disabled.

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment 2) FFR 3) Certification SCHEDULES: **Advances/Reimbursements** Awards Purged

University of Delaware | DE | 0014316000
 Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

249 Grants found, displaying 1 to 20. Page 1 Perform this Step in Excel | Print to PDF | Next > | View All

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
0078844	CMET312125/126	Lenhoff, A.	02/01	01/08	\$771,626.28	\$771,626.28	\$771,626.28	\$0.00	Financially Closed	Rec'd 02/15/08
0093215	ELEG312124/126	Garcia-Frias, J.	02/01	01/08	\$304,890.00	\$304,890.00	\$304,890.00	\$0.00	Financially Closed	Rec'd 05/02/08
0132070	PLSC312114	Wommack, K.	05/02	04/08	\$989,663.00	\$986,743.97	\$987,343.97	\$2,319.03	No	Rec'd 06/09/08
0218900	BART312137	Evenson, P.	01/03	01/08	\$300,000.00	\$300,000.00	\$300,000.00	\$0.00	Financially Closed	Rec'd 04/29/08
0221651	CHEG312139;CHEM	Robinson, A.	12/02	11/08	\$3,424,080.00	\$3,030,465.74	\$0.00	\$3,424,080.00		
0230236	MAST312174/82	Muenchow, A.	01/03	12/08	\$2,059,757.00	\$1,914,369.08	\$0.00	\$2,059,757.00		
0234614	CHEG312129/31/5	None, N.	08/02	08/08	\$779,000.00	\$732,117.88	\$0.00	\$779,000.00		N/a
0238281	MAST312184/98	Marsh, A.	05/03	04/08	\$531,710.00	\$531,272.93	\$100.00	\$531,610.00	Yes	Rec'd 06/23/08
0238689	CHEG312133/36/3	Furst, E.	02/03	01/09	\$427,734.00	\$426,239.73	\$0.00	\$427,734.00		
0239006	CHEG312132/137	Willis, B.	02/03	01/09	\$429,850.00	\$384,007.72	\$0.00	\$429,850.00		
0239744	NASC312126	Kick, K.	06/03	05/09	\$420,000.00	\$320,282.09	\$0.00	\$420,000.00		
0304506	MEEG312134/137	Chou, T.	09/03	08/08	\$1,510,000.00	\$1,487,377.41	\$0.00	\$1,510,000.00		
0308146	ELEG312135	Barner, K.	09/03	08/08	\$630,404.00	\$630,404.00	\$0.00	\$630,404.00		
0308398	MAST312194	Luther, G.	08/03	07/09	\$1,771,700.00	\$1,564,355.99	\$0.00	\$1,771,700.00		
0308557	PHYS312128	Shipman, H.	06/03	05/08	\$303,114.00	\$303,073.91	\$0.00	\$303,114.00	No	Due
0311014	ELEG312136	Garcia-Frias, J.	07/03	06/08	\$213,094.00	\$213,094.00	\$0.00	\$213,094.00	No	Due
0321437	PLSC312117	Meyers, B.	10/03	09/08	\$4,208,290.00	\$4,104,448.40	\$0.00	\$4,208,290.00		
0322633	ELEG312141/44/4	Prather, D.	09/03	02/09	\$304,000.00	\$280,602.52	\$0.00	\$304,000.00		
0323999	CISC312142	Carberry, M.	09/03	08/08	\$399,170.00	\$290,677.30	\$0.00	\$399,170.00		
0325180	ELEG312142	Xia, X.	09/03	08/08	\$419,996.00	\$357,461.76	\$0.00	\$419,996.00		
Totals					\$107,957,601.25	\$61,285,898.48	\$6,014,581.22	\$67,451,941.75		

249 Grants found, displaying 1 to 20. Page 1 Perform this Step in Excel | Print to PDF | Next > | View All

Search for a single Grant by Federal Grant Number:

OMB Approval No: 0348-0061

Figure 1 FFR Attachment screen with option to view Advances/Reimbursements is circled.

2. Select the Advances/Reimbursements tab (Figure 1). The Schedule of Advances, Reimbursements and Refunds screen is displayed (Figure 2). To print the

Schedule of Advances, Reimbursements and Refunds, see section Print Advances/Reimbursements to PDF.

Schedule of Advances, Reimbursements and Refunds

University of Delaware | DE | 0014316000

Quarter Ending: 03/31/2007 | Due Date: 05/10/2007

This report has been submitted and cannot be modified.

[Print to PDF](#)

NSF Posting Date	Source Doc Number	Amount Requested (Amount in Dollars)
10/09/06	0025551311	\$1,329,797.37
10/16/06	0025553009	\$4,012.54
10/23/06	0025555586	\$1,031,658.81
11/28/06	0025567386	\$1,389,275.06
11/28/06	0025567388	\$26,362.56
11/30/06	0025568246	\$3,440.53
11/30/06	0025568250	\$4,036.37
12/11/06	0025572484	\$547,703.61
12/26/06	0025577684	\$772,754.74
Total		\$5,109,042.39

OMB Approval No: N/A

[< Return to Previous Screen](#)

Figure 2 Schedule of Advances, Reimbursements and Refunds screen

View Awards Purged

Note: For Preliminary FFRs, the Awards Purged tab will be disabled.

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment 2) FFR 3) Certification SCHEDULES: Advances/Reimbursements **Awards Purged**

University of Delaware | DE | 0014316000
 Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

249 Grants found, displaying 1 to 20. Page 1 Perform this Step in Excel | Print to PDF | Next > | View All

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PI Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
0078844	CMET312125/126	Lenhoff, A.	02/01	01/08	\$771,626.28	\$771,626.28	\$771,626.28	\$0.00	Financially Closed	Rec'd 02/15/08
0093215	ELEG312124/126	Garcia-Frias, J.	02/01	01/08	\$304,890.00	\$304,890.00	\$304,890.00	\$0.00	Financially Closed	Rec'd 05/02/08
0132070	PLSC312114	Wommack, K.	05/02	04/08	\$989,663.00	\$986,743.97	\$987,343.97	\$2,319.03	No	Rec'd 06/09/08
0218900	BART312137	Evenson, P.	01/03	01/08	\$300,000.00	\$300,000.00	\$300,000.00	\$0.00	Financially Closed	Rec'd 04/29/08
0221651	CHEG312139;CHEM	Robinson, A.	12/02	11/08	\$3,424,080.00	\$3,030,465.74	\$0.00	\$3,424,080.00		
0230236	MAST312174/82	Muenchow, A.	01/03	12/08	\$2,059,757.00	\$1,914,369.08	\$0.00	\$2,059,757.00		
0234614	CHEG312129/31/5	None, N.	08/02	08/08	\$779,000.00	\$732,117.88	\$0.00	\$779,000.00		N/a
0238281	MAST312184/98	Marsh, A.	05/03	04/08	\$531,710.00	\$531,272.93	\$100.00	\$531,610.00	Yes	Rec'd 06/23/08
0238689	CHEG312133/36/3	Furst, E.	02/03	01/09	\$427,734.00	\$426,239.73	\$0.00	\$427,734.00		
0239006	CHEG312132/137	Willis, B.	02/03	01/09	\$429,850.00	\$384,007.72	\$0.00	\$429,850.00		
0239744	NASC312126	Kick, K.	06/03	05/09	\$420,000.00	\$320,282.09	\$0.00	\$420,000.00		
0304506	MEEG312134/137	Chou, T.	09/03	08/08	\$1,510,000.00	\$1,487,377.41	\$0.00	\$1,510,000.00		
0308146	ELEG312135	Barner, K.	09/03	08/08	\$630,404.00	\$630,404.00	\$0.00	\$630,404.00		
0308398	MAST312194	Luther, G.	08/03	07/09	\$1,771,700.00	\$1,564,355.99	\$0.00	\$1,771,700.00		
0308557	PHYS312128	Shipman, H.	06/03	05/08	\$303,114.00	\$303,073.91	\$0.00	\$303,114.00	No	Due
0311014	ELEG312136	Garcia-Frias, J.	07/03	06/08	\$213,094.00	\$213,094.00	\$0.00	\$213,094.00	No	Due
0321437	PLSC312117	Meyers, B.	10/03	09/08	\$4,208,290.00	\$4,104,448.40	\$0.00	\$4,208,290.00		
0322633	ELEG312141/44/4	Prather, D.	09/03	02/09	\$304,000.00	\$280,602.52	\$0.00	\$304,000.00		
0323999	CISC312142	Carberry, M.	09/03	08/08	\$399,170.00	\$290,677.30	\$0.00	\$399,170.00		
0325180	ELEG312142	Xia, X.	09/03	08/08	\$419,996.00	\$357,461.76	\$0.00	\$419,996.00		
Totals					\$107,957,601.25	\$61,285,898.48	\$6,014,581.22	\$67,451,941.75		

249 Grants found, displaying 1 to 20. Page 1 Perform this Step in Excel | Print to PDF | Next > | View All

Search for a single Grant by Federal Grant Number:

OMB Approval No: 0348-0061

Figure 1 FFR Attachment screen with option to view Awards Purged is circled.

2. Select the Awards Purged tab (Figure 1). The Schedule of Awards Purged and Subsequent Adjustments screen is displayed (Figure 2). To print the

Schedule of Awards Purged and Subsequent Adjustments, see section Print Awards Purged to PDF.

Schedule of Awards Purged and Subsequent Adjustments

University of Delaware | DE | 0014316000

Quarter Ending: 03/31/2007 | Due Date: 05/10/2007

This report has been submitted and cannot be modified.

[Print to PDF](#)

Federal Grant Number	Recipient Account Number	PI/PD Name	Project/Grant Period From	Project/Grant Period To	Total Federal Funds Authorized (A1)	Federal Share of Expenditures (Cumulative Cash Disbursements (A3))	Final Unobligated Balance (A4)
0115164	BART312128	Chui, S.	09/01	02/06	\$240,000.00	\$240,000.00	\$0.00
0132017	CHEM312134	Theopold, K.	08/02	01/06	\$375,000.00	\$375,000.00	\$0.00
0138151	MASC312116	Shah, S.	03/02	02/06	\$39,500.00	\$39,500.00	\$0.00
0139014	MAST312131	Dittel, A.	03/02	02/06	\$227,076.28	\$227,076.28	-\$93.72
0239611	PHYS312127	Szalewicz, K.	03/03	02/06	\$402,000.00	\$402,000.00	\$0.00
0313742	MAST312185	Deering, T.	04/03	03/06	\$481,220.44	\$481,220.44	-\$35,112.56
0404914	EDUC312115	Kaplan, D.	04/04	03/06	\$100,351.00	\$100,351.00	\$0.00
0439186	PLSC312119	Green, P.	08/04	01/06	\$199,746.00	\$199,746.00	\$0.00
Total					\$2,064,893.72	\$2,064,893.72	-\$35,206.28

OMB Approval No: N/A

[Return to Previous Screen](#)

Figure 2 Schedule of Awards Purged and Subsequent Adjustments

View Previous Quarter FFR

1. Access the Financial Functions screen for your organization (Figure 1) (see Work on Financial Functions)

**Financial Functions
for University of Delaware**

Please select the application by clicking on appropriate "GO" button. For FCTRs, select an appropriate quarter ending date.

Federal Financial Report (FFR) For Quarter Ending: 09/30/2008 ▼

Historical Federal Cash Transaction Report For Quarter Ending: 06/30/2008 ▼

Cash Request

Cash Request History

Grantee EFT Update

Grantee EFT History

[Instructions for Financial Functions](#)

[Change Password](#)

Figure 1 Financial Functions screen. The Go button for Federal Financial Report for Quarter Ending is circled.

Note: Users with Certifier roles will only see the option to select Federal Financial Report (FFR) for Quarter Ending or Historical Federal Cash Transactions Report for Quarter Ending.

2. On the **Financial Functions** screen (Figure 1), select the date of the ending quarter of the report from the drop-down list on the line for Federal Financial Report for Quarter Ending.
3. Click the **Go** button for Federal Financial Report for Quarter Ending. The **FFR Attachment** screen displays (Figure 2).

Note: The historical reports can not be modified.

Federal Financial Report (FFR)

Organization: NSF

1) FFR Attachment
2) FFR
3) Certification

SCHEDULES: Advances/Reimbursements Awards Purged

University of Delaware | DE | 0014316000
Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

249 Grants found, displaying 1 to 20. Page 1 Perform this Step in [Excel](#) | [Print to PDF](#) | [Next >](#) | [View All](#)

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
0000000	000000000000000000	000000000000000000	02/01	01/08	\$771,626.28	\$771,626.28	\$771,626.28	\$0.00	Financially Closed	Rec'd 02/15/08
0000001	000000000000000000	000000000000000000	02/01	01/08	\$304,890.00	\$304,890.00	\$304,890.00	\$0.00	Financially Closed	Rec'd 05/02/08
0000002	000000000000000000	000000000000000000	05/02	04/08	\$989,663.00	\$986,743.97	\$987,343.97	\$2,319.03	No	Rec'd 06/09/08
0000003	000000000000000000	000000000000000000	01/03	01/08	\$300,000.00	\$300,000.00	\$300,000.00	\$0.00	Financially Closed	Rec'd 04/29/08
0000004	000000000000000000	000000000000000000	12/02	11/08	\$3,424,080.00	\$3,030,465.74	\$0.00	\$3,424,080.00		
0000005	000000000000000000	000000000000000000	01/03	12/08	\$2,059,757.00	\$1,914,369.08	\$0.00	\$2,059,757.00		
0000006	000000000000000000	000000000000000000	08/02	08/08	\$779,000.00	\$732,117.88	\$0.00	\$779,000.00		N/a
0000007	000000000000000000	000000000000000000	05/03	04/08	\$531,710.00	\$531,272.93	\$100.00	\$531,610.00	Yes	Rec'd 06/23/08
0000008	000000000000000000	000000000000000000	02/03	01/09	\$427,734.00	\$426,239.73	\$0.00	\$427,734.00		
0000009	000000000000000000	000000000000000000	02/03	01/09	\$429,850.00	\$384,007.72	\$0.00	\$429,850.00		
0000010	000000000000000000	000000000000000000	06/03	05/09	\$420,000.00	\$320,282.09	\$0.00	\$420,000.00		
0000011	000000000000000000	000000000000000000	09/03	08/08	\$1,510,000.00	\$1,487,377.41	\$0.00	\$1,510,000.00		
0000012	000000000000000000	000000000000000000	09/03	08/08	\$630,404.00	\$630,404.00	\$0.00	\$630,404.00		
0000013	000000000000000000	000000000000000000	08/03	07/09	\$1,771,700.00	\$1,564,355.99	\$0.00	\$1,771,700.00		
0000014	000000000000000000	000000000000000000	06/03	05/08	\$303,114.00	\$303,073.91	\$0.00	\$303,114.00	No	Due
0000015	000000000000000000	000000000000000000	07/03	06/08	\$213,094.00	\$213,094.00	\$0.00	\$213,094.00	No	Due
0000016	000000000000000000	000000000000000000	10/03	09/08	\$4,208,290.00	\$4,104,448.40	\$0.00	\$4,208,290.00		
0000017	000000000000000000	000000000000000000	09/03	02/09	\$304,000.00	\$280,602.52	\$0.00	\$304,000.00		
0000018	000000000000000000	000000000000000000	09/03	08/08	\$399,170.00	\$290,677.30	\$0.00	\$399,170.00		
0000019	000000000000000000	000000000000000000	09/03	08/08	\$419,996.00	\$357,461.76	\$0.00	\$419,996.00		
Totals					\$107,957,601.25	\$61,285,898.48	\$6,014,581.22	\$67,451,941.75		

249 Grants found, displaying 1 to 20. Page 1 Perform this Step in [Excel](#) | [Print to PDF](#) | [Next >](#) | [View All](#)

🔍

Search

OMB Approval No: 0348-0061

Figure 2 FFR Attachment Screen for Previous Quarter

Printing to PDF

Printing to PDF

This section of the document will provide instructions on how to print the below pages to PDF:

- Print FFR Attachment to PDF
- Print FFR to PDF
- Print FFR Adjustments to PDF
- Print FFR Program Income to PDF
- Print FFR Certification to PDF
- Print FFR Full Report to PDF
- Print Advances/Reimbursements to PDF
- Print Awards Purged to PDF

Printing to PDF

This section of the document will provide instructions on how to print the below pages to PDF:

- Print FFR Attachment to PDF
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- Print FFR Certification to PDF
- Print FFR Full Report to PDF
- Print Advances/Reimbursements to PDF
- Print Awards Purged to PDF

Print FFR Attachment to PDF

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

336 Grants found, displaying 1 to 20. Page 1 Perform this Step in [Excel](#) | [Print to PDF](#) | [Next >](#) | [View All](#)

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
022851	402851	UNIV. C.	02/02	01/08	\$299,990.51	\$299,990.51	\$299,990.51	\$0.00	Financially Closed	Rec'd 03/05/08
022856	402856	UNIV. C.	09/02	08/08	\$1,311,875.00	\$1,297,690.78	\$0.00	\$1,311,875.00		
022871	402871	UNIV. C.	09/02	08/08	\$399,997.00	\$398,552.21	\$0.00	\$399,997.00		
022896	402896	UNIV. C.	08/02	07/08	\$545,000.00	\$545,000.00	\$545,000.00	\$0.00		
022916	402916	UNIV. C.	08/02	07/08	\$846,768.34	\$798,893.09	\$846,768.34	\$0.00	Financially Closed	Rec'd 06/27/08
022946	402946	UNIV. C.	09/03	12/08	\$4,434,796.00	\$4,422,338.41	\$0.00	\$4,434,796.00		
022966	402966	UNIV. C.	10/02	05/09	\$6,402,330.00	\$5,832,298.67	\$6,203,050.00	\$199,280.00		
022986	402986	UNIV. C.	07/03	06/09	\$333,000.00	\$263,245.07	\$0.00	\$333,000.00		
022991	402991	UNIV. C.	02/03	02/08	\$407,871.00	\$407,871.00	\$0.00	\$407,871.00		Rec'd 05/27/08
022996	402996	UNIV. C.	02/03	01/08	\$587,990.00	\$586,725.66	\$0.00	\$587,990.00		Rec'd 04/02/08
022996	402996	UNIV. C.	09/03	08/08	\$536,250.00	\$502,770.64	\$0.00	\$536,250.00		
022997	402997	UNIV. C.	07/03	06/09	\$543,103.00	\$543,103.00	\$0.00	\$543,103.00		
022997	402997	UNIV. C.	08/03	07/09	\$285,000.00	\$285,000.00	\$0.00	\$285,000.00		
022998	402998	UNIV. C.	09/03	12/07	\$707,425.72	\$707,425.72	\$707,425.72	\$0.00	Financially Closed	Rec'd 02/10/08
022998	402998	UNIV. C.	08/03	07/09	\$847,188.00	\$656,167.12	\$0.00	\$847,188.00		
022997	402997	UNIV. C.	09/03	12/07	\$1,992,218.00	\$1,992,218.00	\$1,992,218.00	\$0.00	Financially Closed	Rec'd 06/30/08
022998	402998	UNIV. C.	09/03	02/08	\$2,702,543.00	\$2,700,147.55	\$0.00	\$2,702,543.00		Rec'd 07/31/08
022998	402998	UNIV. C.	09/03	08/09	\$1,911,691.00	\$1,658,065.25	\$0.00	\$1,911,691.00		
022997	402997	UNIV. C.	01/04	12/08	\$246,497.00	\$185,398.70	\$0.00	\$246,497.00		
022998	402998	UNIV. C.	09/03	08/08	\$5,000,627.00	\$3,745,619.49	\$0.00	\$5,000,627.00		
Totals					\$137,208,604.00	\$91,050,071.23	\$13,038,162.62	\$63,392,601.07		

336 Grants found, displaying 1 to 20. Page 1 Perform this Step in [Excel](#) | [Print to PDF](#) | [Next >](#) | [View All](#)

Search for a single Grant by Federal Grant Number:

OMB Approval No: 0348-0061

Figure 1 FFR Attachment Print to PDF option is circled.

2. From the **FFR Attachment** screen, select the **Print to PDF** link (Figure 1) to view or print the FFR Attachment to PDF. The **File Download** screen is displayed (Figure 2) with options to Open or Save the FFR Attachment.

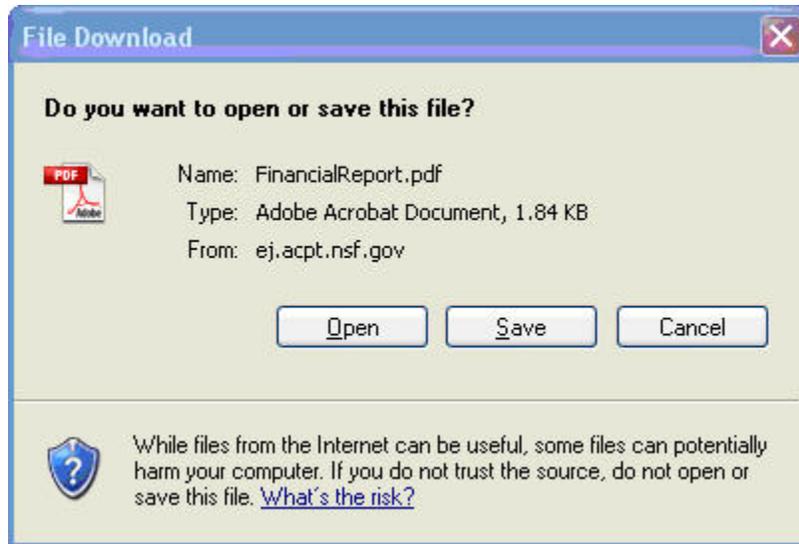


Figure 2 FFR Attachment PDF Download

3. Click the **Save** button (Figure 2) to save the PDF to your PC. Save to your desired location and Open the file to view the PDF. The PDF file displays (Figure 3) with your FFR Attachment.

Status: Open		NATIONAL SCIENCE FOUNDATION FEDERAL FINANCIAL REPORT FOR QUARTER ENDED September 30, 2008							Indiana University Organization ID: 0018090000	
Federal Financial Report Attachment										
Program Identifier - Federal Grant Number	Recipient Account Number	PI/PI Name	Project/Grant Period From	Project/Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
000000	000000	0000-00	02/02	01/08	\$299,990.51	\$299,990.51	\$299,990.51	\$0.00	Financially Closed	Rec'd 03/05/08
000000	000000	0000-00	09/02	08/08	\$1,311,875.00	\$1,297,690.78	\$0.00	\$1,311,875.00		
000000	000000	0000-00	09/02	08/08	\$399,997.00	\$398,552.21	\$0.00	\$399,997.00		
000000	000000	0000-00	08/02	07/08	\$545,000.00	\$545,000.00	\$545,000.00	\$0.00		
000000	000000	0000-00	08/02	07/08	\$846,768.34	\$798,863.09	\$846,768.34	\$0.00	Financially Closed	Rec'd 06/27/08
000000	000000	0000-00	09/03	12/08	\$4,434,798.00	\$4,422,338.41	\$0.00	\$4,434,798.00		
000000	000000	000000-00	10/02	06/09	\$6,402,330.00	\$5,832,298.67	\$6,203,050.00	\$199,280.00		

Figure 3 FFR Attachment PDF File

Print FFR to PDF

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment **2) FFR** 3) Certification SCHEDULES: [Advances/Reimbursements](#) [Awards Passed](#)

Indiana University | IN | 0018093000
Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

336 Grants found, displaying 41 to 60. Page 3 Perform this Step in [Excel](#) | [Print to PDF](#) | [< Prev](#) - [Next >](#) | [View All](#)

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PO Name	Project/Grant Period From	Project/Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
0000000	0000000	0000000	05/04	04/08	\$294,237.00	\$289,259.96	\$0.00	\$4,977.04	No	Rec'd 05/19/08
0000001	0000001	0000000	05/04	04/08	\$258,000.00	\$257,976.26	\$0.00	\$23.74	No	Rec'd 07/21/08
0000002	0000002	0000000	07/04	06/08	\$221,376.00	\$215,056.66	\$0.00	\$6,319.34	Yes	Rec'd 07/22/08
0000003	0000003	0000000	07/04	06/09	\$124,086.00	\$112,756.17	\$0.00	\$11,329.83		
0000004	0000004	0000000	07/04	10/07	\$122,163.00	\$122,163.00	\$122,163.00	\$0.00	Financially Closed	Rec'd 01/16/08
0000005	0000005	0000000	09/04	08/09	\$178,371.00	\$110,523.91	\$0.00	\$67,847.09		
0000006	0000006	0000000	08/04	07/08	\$1,704,440.00	\$1,702,940.00	\$0.00	\$1,500.00		
0000007	0000007	0000000	11/04	10/08	\$217,014.00	\$216,431.46	\$0.00	\$582.54		

Figure 1 FFR Attachment Screen with option to view FFR (Step 2). The FFR tab is circled.

2. Access the FFR tab (Figure 1). The FFR screen is displayed (Figure 2).

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment 2) FFR 3) Certification SCHEDULES: Advances / Reimbursements, Awards Pursued

University of Delaware | DE | 0014316000
Quarter Ending: 03/31/2007 | Due Date: 05/10/2007

Step 2) FFR

- Review the FFR below and update appropriate form fields as necessary. If you need to enter adjustments to financially closed awards, you can click the "Enter Adjustments" link. If you need to report program income earned click "Enter Program Income".
- Click "Save" at any time and come back to your work later. When you have reviewed the FFR and made any necessary updates, click "Save and Continue to Step 3" or the Certification tab in order to proceed to Step 3) Certification.
- To view the FFR in PDF click "Print to PDF". Required fields are indicated by an asterisk (*).

Page 1 of 1 Print to PDF 

1. Federal Agency and Organizational Element to Which Report is Submitted:	National Science Foundation, Division of Financial Management
2. Federal Grant or Other Identifying Number Assigned by the Federal Agency:	--
3a. Recipient Organization Name:	University of Delaware
3b. Recipient Organization Address:	
*(Line 1): <input type="text" value="test123"/>	*City: <input type="text" value="test city"/>
(Line 2): <input type="text"/>	*State: <input type="text" value="md"/>
(Line 3): <input type="text"/>	*Zip: <input type="text" value="20852"/>
4a. DUNS Number:	059007500
4b. EIN:	516000297
5. Recipient Account Number or Identifying Number:	--
6. Final Report:	<input type="radio"/> Yes <input type="radio"/> No

Figure 2 FFR screen with option to Print to PDF

- From the FFR screen, select the **Print to PDF** link (Figure 2) to view or print the FFR in PDF. The **File Download** screen is displayed (Figure 3) with options to open or save the FFR in PDF.

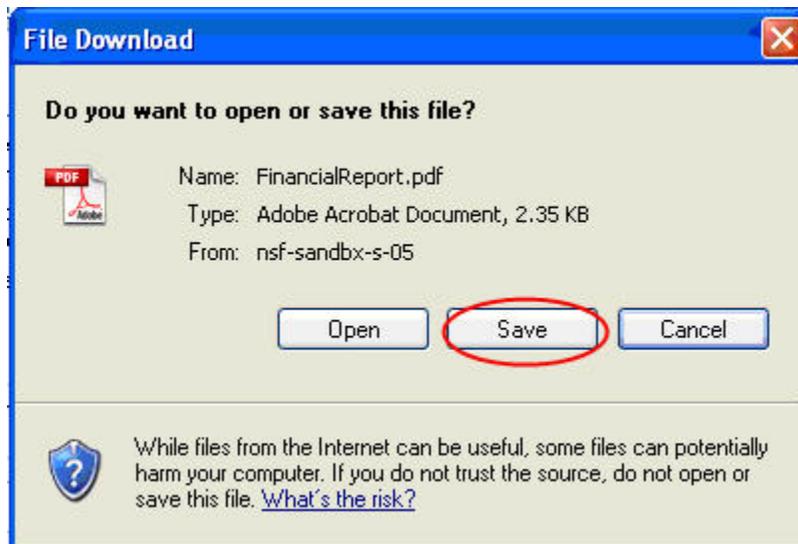


Figure 3 FFR PDF Download

- Click the **Save** button (Figure 3) to save the PDF to your PC. Save to your desired location and Open the file to view the PDF. The PDF file displays (Figure 4) with your FFR.

Financial Functions

OMB APPROVAL: N/A	NATIONAL SCIENCE FOUNDATION	University of Delaware
FEDERAL FINANCIAL REPORT FOR QUARTER ENDED		Organization ID: 0014316000
March 31, 2007		
1. Federal Agency and Organizational Element to Which Report is Submitted:	National Science Foundation, Division of Financial Management	
2. Federal Grant or Other Identifying Number Assigned by the Federal Agency:	--	
3a. Recipient Organization Name:	University of Delaware	
3b. Recipient Organization Address:	test123	
	test city, md 20852	
4a. DUNS Number:	059007500	
4b. EIN:	516000297	
5. Recipient Account Number or Identifying Number:	--	
6. Final Report:	--	
7. Basis of Accounting:	--	
8. Project/Grant Period:	--	
9. Reporting Period End Date:	03/31/2007	
10. Transactions:		
Federal Cash		
Beginning Cash on Hand (COH) from previous FFR:	-\$2,357,524.61	
Payments Received:	\$5,109,042.39	
a. Cash Receipts = Beginning COH + Payments Received	\$2,751,517.78	
b. Cash Disbursements = (A3 - A2 from FFR Attachment)	-\$47,210,055.39	
Adjustments to Financially Closed Awards = New Federal Share of Expenditures (Cumulative Cash Disbursements) +/- Current Federal Share of Expenditures (Previous Cumulative Cash Disbursements)	\$385,294.00	
c. Cash on Hand = Cash Receipts - (Cash Disbursements +/- Adjustments to Financially Closed Awards)	\$49,590,889.17	
Federal Expenditures and Unobligated Balance:		
d. Total Federal funds authorized = A1 from FFR Attachment	\$86,115,462.68	
e. Federal Share of Expenditures = A3 from FFR Attachment	\$4,505,494.34	
f. Federal share of unliquidated obligations (line 10d minus 10e)	--	
g. Total Federal share (sum of lines 10e and 10f)	--	

Figure 4 FFR PDF output

Print FFR Adjustments to PDF

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment **2) FFR** 3) Certification SCHEDULES: [Advances/Reimbursements](#) [Awards Pursued](#)

Indiana University | IN | 0018093000
 Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

336 Grants found, displaying 41 to 60, Page 3 Perform this Step in [Excel](#) | [Print to PDF](#) | [< Prev](#) - [Next >](#) | [View All](#)

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
0000000	0000000	0000000	05/04	04/08	\$294,237.00	\$289,259.96	\$0.00	\$4,977.04	No	Rec'd 05/19/08
0000001	0000001	0000001	05/04	04/08	\$258,000.00	\$257,976.26	\$0.00	\$23.74	No	Rec'd 07/21/08
0000002	0000002	0000002	07/04	06/08	\$221,376.00	\$215,056.66	\$0.00	\$6,319.34	Yes	Rec'd 07/22/08
0000003	0000003	0000003	07/04	06/09	\$124,086.00	\$112,756.17	\$0.00	\$11,329.83		
0000004	0000004	0000004	07/04	10/07	\$122,163.00	\$122,163.00	\$122,163.00	\$0.00	Financially Closed	Rec'd 01/16/08
0000005	0000005	0000005	09/04	08/09	\$178,371.00	\$110,523.91	\$0.00	\$67,847.09		
0000006	0000006	0000006	08/04	07/08	\$1,704,440.00	\$1,702,940.00	\$0.00	\$1,500.00		
0000007	0000007	0000007	11/04	10/08	\$217,014.00	\$216,431.46	\$0.00	\$582.54		

Figure 1 FFR Attachment Screen with option to view FFR (Step 2). The FFR tab is circled.

2. Select the FFR tab (Figure 1). The FFR screen is displayed (Figure 2).

Financial Functions

Step 2) FFR

University of Delaware |
Quarter Ending: 03/31/2007 | Due D

- Review the FFR below and update appropriate form fields as necessary. If you need to enter adjustments to financially closed awards, you can click "Adjustments" link. If you need to report program income earned click "Enter Program Income".
- Click "Save" at any time and come back to your work later. When you have reviewed the FFR and made any necessary updates, click "Save and Step 3" or the Certification tab in order to proceed to Step 3) Certification.
- To view the FFR in PDF click "Print to PDF". Required fields are indicated by an asterisk (*).

Page 1 of 1

[Print to PDF](#)

1. Federal Agency and Organizational Element to Which Report is Submitted:	National Science Foundation, Division of Financial Management
2. Federal Grant or Other Identifying Number Assigned by the Federal Agency:	--
3a. Recipient Organization Name:	University of Delaware
3b. Recipient Organization Address:	
*{(Line 1):	test123
(Line 2):	
(Line 3):	
*City:	test city
*State:	md
*Zip:	20852
4a. DUNS Number:	059007500
4b. EIN:	\$16000297
5. Recipient Account Number or Identifying Number:	--
6. Final Report:	<input type="radio"/> Yes <input type="radio"/> No
7. Basis of Accounting:	<input type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period:	From: (mm/dd/yyyy) To: (mm/dd/yyyy)
9. Reporting Period End Date:	03/31/2007
10. TRANSACTIONS:	
Federal Cash:	
Beginning Cash on Hand (COH) from previous FFR:	-\$2,357,524.61
Payments Received:	\$5,109,042.39
a. Cash Receipts = Beginning COH + Payments Received	\$2,751,517.78
b. Cash Disbursements = (A3 - A2 from FFR Attachment)	-\$47,210,655.39
Adjustments to Financially Closed Awards = New Federal Share of Expenditures (Cumulative Cash Disbursements) +/- Current Federal Share of Expenditures (Previous Cumulative Cash Disbursements)	\$365,284.00
c. Cash on Hand = Cash Receipts - (Cash Disbursements +/- Adjustments to Financially Closed Awards)	\$49,596,889.17
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized = A1 from FFR Attachment	\$86,115,492.68
e. Federal Share of Expenditures = A3 from FFR Attachment	\$4,565,464.34
f. Federal share of unliquidated obligations (line 10d minus 10e)	--
g. Total Federal share (sum of lines 10e and 10f)	--
h. Unobligated balance of Federal funds = A1 - A3 from FFR Attachment	\$73,037,393.82
Balance Authorized = Unobligated Balance of Federal Funds +/- Cash on Hand	\$122,634,282.99
Recipient Share:	
i. Total recipient share required	--
j. Recipient share of expenditures	--
k. Recipient share of unliquidated obligations	--
l. Total recipient share (sum of lines j and k)	--
m. Remaining recipient share to be provided (line i minus l)	--
Program Income:	
n. Total Federal Program Income Earned	\$1,600.00
o. Program income expended in accordance with the deduction alternative	--
p. Program income expended in accordance with the addition alternative	\$1,900.00
q. Unexpended program income (line n minus line o or line p)	-\$300.00

[Enter Adjustments](#)

[Enter Program Income](#)

Figure 2 FFR Screen with link to Enter Adjustments

- Select the **Enter Adjustments** link (Figure 2). The **FFR Adjustments** screen is displayed (Figure 3).

FFR - Adjustments

University of Delaware | DE | 0014316000
 Quarter Ending: 03/31/2007 | Due Date: 05/10/2007

- To enter adjustments, first enter a Federal Grant Number to populate the Previous Cumulative Cash Disbursements. Note that the Federal Grant Number must be financially closed to be adjusted and the expenses must have been incurred during the life of the grant.
- Next, enter the New Federal Share of Expenditures (Cumulative Cash Disbursements) to report adjustments to grants. Note that the difference between the Previous Cumulative Cash Disbursements and the New Federal Share of Expenditures (Cumulative Cash Disbursements) must be \pm \$300.
- Next, enter a short justification.
- Click "Save" at any time and come back to your work later. Click "Save and Return to Report" to save your work and return to the FFR.
- To view the FFR Worksheet - Adjustments in PDF click "Print to PDF".
- Required fields are indicated by an asterisk (*).

Adjustment Number	*Federal Grant Number	Previous Cumulative Cash Disbursements	*New Federal Share of Expenditures (Cumulative Cash Disbursements)	Adjustment Amount	*Justification
1	0097983	\$362,616.00	\$360,000.00	-\$2,616.00	Test Justification1
2	0203865	\$72,100.00	\$172,100.00	\$100,000.00	Test Justification2
3	0229293	\$209,935.00	\$400,000.00	\$190,065.00	Test Justification3
4					
5					
6					
7					
8					
9					
10					
Totals		\$644,651.00	\$932,100.00	\$287,449.00	

Print to PDF 

Figure 3 FFR Adjustments Screen with option to Print to PDF

- From the **FFR Adjustment** screen, select the **Print to PDF** link (Figure 3) to view or print the FFR Adjustments in PDF. The File Download screen is displayed (Figure 4) with options to open or save the FFR Program Income in PDF.

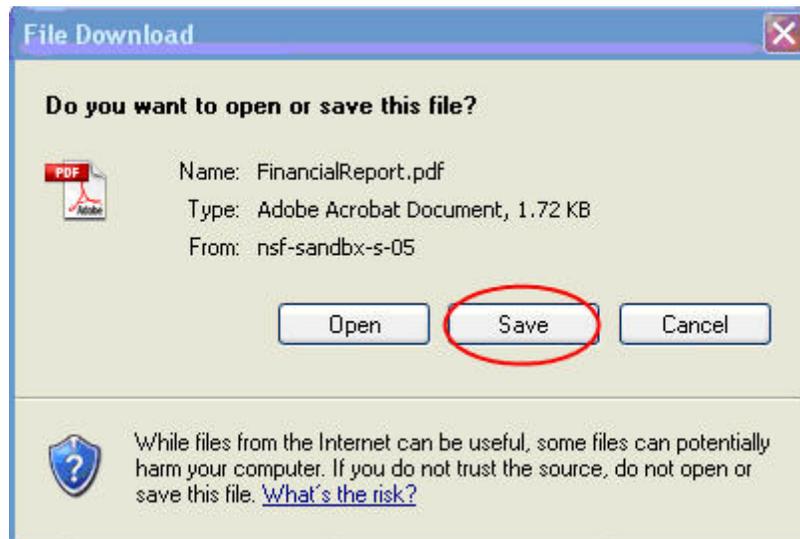


Figure 4 FFR Adjustment PDF Download

Financial Functions

- Click the **Save** button (Figure 4) to save the PDF to your PC. Save to your desired location and Open the file to view the PDF. The PDF file displays (Figure 5) with your FFR Adjustments.

OMB APPROVAL: N/A Status: Open		NATIONAL SCIENCE FOUNDATION FEDERAL FINANCIAL REPORT FOR QUARTER ENDED March 31, 2007			University of Delaware Organization ID: 0014316000
Adjustments					
Adjustment Number	Federal Grant Number	Previous Cumulative Cash Disbursements	New Federal Share of Expenditures (Cumulative Cash Disbursements)	Adjustment Amount	Justification
1	0097993	\$362,616.00	\$360,000.00	-\$2,616.00	Test Justification1
2	0203886	\$72,100.00	\$172,100.00	\$100,000.00	Test Justification2
3	0229293	\$209,935.00	\$400,000.00	\$190,065.00	Test Justification3
Totals		\$644,651.00	\$932,100.00	\$287,449.00	

Figure 5 – FFR Adjustments PDF output

Print FFR Program Income to PDF

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment **2) FFR** 3) Certification SCHEDULES: Advances/Reimbursements Awards Passed

Indiana University | IN | 0018093000
 Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

336 Grants found, displaying 41 to 60. Page 3 Perform this Step in [Excel](#) | [Print to PDF](#) | [< Prev](#) - [Next >](#) | [View All](#)

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PO Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
0000000	0000000	0000000	05/04	04/08	\$294,237.00	\$289,259.96	\$0.00	\$4,977.04	No	Rec'd 05/19/08
0000001	0000001	0000000	05/04	04/08	\$258,000.00	\$257,976.26	\$0.00	\$23.74	No	Rec'd 07/21/08
0000002	0000002	0000000	07/04	06/08	\$221,376.00	\$215,056.66	\$0.00	\$6,319.34	Yes	Rec'd 07/22/08
0000003	0000003	0000000	07/04	06/09	\$124,086.00	\$112,756.17	\$0.00	\$11,329.83		
0000004	0000004	0000000	07/04	10/07	\$122,163.00	\$122,163.00	\$122,163.00	\$0.00	Financially Closed	Rec'd 01/16/08
0000005	0000005	0000000	09/04	08/09	\$178,371.00	\$110,523.91	\$0.00	\$67,847.09		
0000006	0000006	0000000	08/04	07/08	\$1,704,440.00	\$1,702,940.00	\$0.00	\$1,500.00		
0000007	0000007	0000000	11/04	10/08	\$217,014.00	\$216,431.46	\$0.00	\$582.54		

Figure 1 FFR Attachment Screen with option to view FFR (Step 2)

2. Select the FFR tab (Figure 1). The FFR screen is displayed (Figure 2).

Financial Functions

Step 2) FFR

University of Delaware |
Quarter Ending: 03/31/2007 | Due D

- Review the FFR below and update appropriate form fields as necessary. If you need to enter adjustments to financially closed awards, you can click "Adjustments" link. If you need to report program income earned click "Enter Program Income".
- Click "Save" at any time and come back to your work later. When you have reviewed the FFR and made any necessary updates, click "Save and Step 3" or the Certification tab in order to proceed to Step 3) Certification.
- To view the FFR in PDF click "Print to PDF". Required fields are indicated by an asterisk (*).

Page 1 of 1

[Print to PDF](#)

1. Federal Agency and Organizational Element to Which Report is Submitted:	National Science Foundation, Division of Financial Management
2. Federal Grant or Other Identifying Number Assigned by the Federal Agency:	--
3a. Recipient Organization Name:	University of Delaware
3b. Recipient Organization Address:	
*{(Line 1):	test123
(Line 2):	
(Line 3):	
*City:	test city
*State:	md
*Zip:	20852
4a. DUNS Number:	059007500
4b. EIN:	\$16000297
5. Recipient Account Number or Identifying Number:	--
6. Final Report:	<input type="radio"/> Yes <input type="radio"/> No
7. Basis of Accounting:	<input type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period:	From: (mm/dd/yyyy) To: (mm/dd/yyyy)
9. Reporting Period End Date:	03/31/2007
10. TRANSACTIONS:	
Federal Cash:	
Beginning Cash on Hand (COH) from previous FFR:	-\$2,357,524.61
Payments Received:	\$5,109,042.39
a. Cash Receipts = Beginning COH + Payments Received	\$2,751,517.78
b. Cash Disbursements = (A3 - A2 from FFR Attachment)	-\$47,210,655.39
Adjustments to Financially Closed Awards = New Federal Share of Expenditures (Cumulative Cash Disbursements) +/- Current Federal Share of Expenditures (Previous Cumulative Cash Disbursements)	\$365,284.00
c. Cash on Hand = Cash Receipts - (Cash Disbursements +/- Adjustments to Financially Closed Awards)	\$49,596,889.17
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized = A1 from FFR Attachment	\$86,115,492.68
e. Federal Share of Expenditures = A3 from FFR Attachment	\$4,565,464.34
f. Federal share of unliquidated obligations (line 10d minus 10e)	--
g. Total Federal share (sum of lines 10e and 10f)	--
h. Unobligated balance of Federal funds = A1 - A3 from FFR Attachment	\$73,037,393.82
Balance Authorized = Unobligated Balance of Federal Funds +/- Cash on Hand	\$122,634,282.99
Recipient Share:	
i. Total recipient share required	--
j. Recipient share of expenditures	--
k. Recipient share of unliquidated obligations	--
l. Total recipient share (sum of lines j and k)	--
m. Remaining recipient share to be provided (line i minus l)	--
Program Income:	
n. Total Federal Program Income Earned	\$1,600.00
o. Program income expended in accordance with the deduction alternative	--
p. Program income expended in accordance with the addition alternative	\$1,900.00
q. Unexpended program income (line n minus line o or line p)	-\$300.00

Figure 2 FFR Screen with link to Enter Program Income

- Select the **Enter Program Income** link (Figure 2). The FFR Program Income screen is displayed (Figure 3).

FFR - Program Income

University of Delaware | DE | 0014216000
 Quarter Ending: 03/31/2007 | Due Date: 05/10/2007

- To enter program income, first enter a Federal Grant Number.
- Next, enter the Federal Program Income Earned.
- You can click "Save" at any time and come back to your work later. Click "Save and Return to Report" to save your work and return to the FFR.
- For more information on Federal Program Income please see Section 443 of the [NSF Grant Policy Manual](#).
- To view the FFR Worksheet - Program Income in PDF click "Print to PDF". Required fields are indicated by an asterisk (*).

Line Number	*Federal Grant Number	*Federal Program Income Earned	*Program Income expended in accordance with the addition alternative	*Unexpended Program Income	Remarks
1	0000315	\$600.00	\$700.00	-\$100.00	Test Remarks1
2	0097983	\$400.00	\$500.00	-\$100.00	Test Remarks2
3	9021014	\$600.00	\$700.00	-\$100.00	Test Remarks3
4					



Figure 3 FFR Program Income screen with option to Print to PDF

- From the **FFR Program Income** screen, select the **Print to PDF** link (Figure 3) to view or print the FFR Program Income in PDF. The **File Download** screen is displayed (Figure 4) with options to open or save the FFR Program Income in PDF.

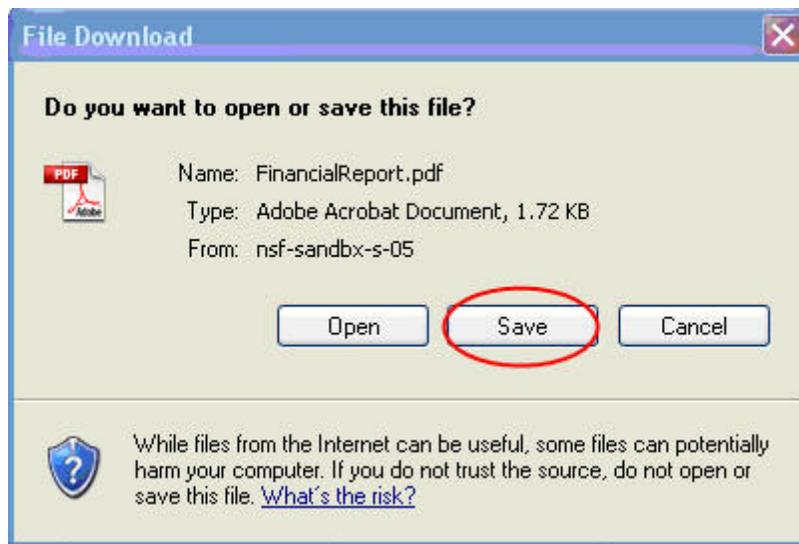


Figure 4 FFR Program Income PDF Download

- Click the **Save** button (Figure 4) to save the PDF to your PC. Save to your desired location and Open the file to view the PDF. The PDF file displays (Figure 5) with your FFR Program Income.

Financial Functions

OMB APPROVAL: N/A Status: Open		NATIONAL SCIENCE FOUNDATION FEDERAL FINANCIAL REPORT FOR QUARTER ENDED March 31, 2007			University of Delaware Organization ID: 0014316000
Program Income					
Line Number	Federal Grant Number	Federal Program Income Earned	Program Income expended in accordance with the addition alternative	Unexpended Program Income	Remarks
1	0000315	\$600.00	\$700.00	-\$100.00	Test Remarks1
2	0097983	\$400.00	\$500.00	-\$100.00	Test Remarks2
3	9021014	\$600.00	\$700.00	-\$100.00	Test Remarks3
Totals		\$1,600.00	\$1,900.00	-\$300.00	

Figure 5 FFR Program Income PDF output

Print FFR Certification to PDF

In this section you can print the FFR Certification before submission.

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment | 2) FFR | **3) Certification** | SCHEDULES: Advances/Reimbursements | Awards Passed

Indiana University | IN | 0018093000
 Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

336 Grants found, displaying 41 to 60. Page 3

Perform this Step in Excel | Print to PDF | < Prev - Next > | View All

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
0000000	0000000	0000000	05/04	04/08	\$294,237.00	\$289,259.96	\$0.00	\$4,977.04	No	Rec'd 05/19/08
0000000	0000000	0000000	05/04	04/08	\$258,000.00	\$257,976.26	\$0.00	\$23.74	No	Rec'd 07/21/08
0000000	0000000	0000000	07/04	06/08	\$221,376.00	\$215,056.66	\$0.00	\$6,319.34	Yes	Rec'd 07/22/08
0000000	0000000	0000000	07/04	06/09	\$124,086.00	\$112,756.17	\$0.00	\$11,329.83		
0000000	0000000	0000000	07/04	10/07	\$122,163.00	\$122,163.00	\$122,163.00	\$0.00	Financially Closed	Rec'd 01/16/08
0000000	0000000	0000000	09/04	08/09	\$178,371.00	\$110,523.91	\$0.00	\$67,847.09		

Figure 1 FFR Attachment screen with option to view Certification screen (Step 3). The Certification tab is circled.

2. Select the **Certification** tab (Figure 1). The **Preparer Certification** screen is displayed (Figure 2).

University of Delaware | DE | 0014316000
 Quarter Ending: 12/31/2006 | Due Date: 02/10/2007

Step 3) Preparer Certification

- Review the Certification below and update appropriate form fields as necessary.
- Click "Save" at any time and come back to your work later. Click "Forward for Certification" to submit the complete FFR to your organization's certifiers.
- To view the Certification click "Print to PDF." To view the complete FFR click "Print Full Report to PDF."
- Required fields are indicated by an asterisk (*).

Print to PDF | Print Full Report to PDF

13. CERTIFICATION:

*a. Name of Preparer: Frank FinFuncUser
 *b. Preparer's Email Address: testuser@nsf.gov
 *c. Preparer's Phone Number: 703-123-4567
 d. Preparer's Phone Extension:
 e. Preparer's Fax: 703-123-4567
 *f. Name of Certifying Official: Joseph Watson
 *g. Title of Certifying Official: Mgr, Research Acctg
 *h. Certifying Official's Email Address: ypeoples@udel.edu
 f. Date Report Submitted:
 Certifying Official's Comments:

Save | Forward for Certification | Cancel

Figure 2 FFR Certification screen with option to Print to PDF

- From the **Preparer Certification** screen, select the **Print to PDF** link (Figure 2) to view or print the FFR Certification in PDF. The **File Download** screen is displayed (Figure 3) with options to open or save the FFR Certification in PDF.

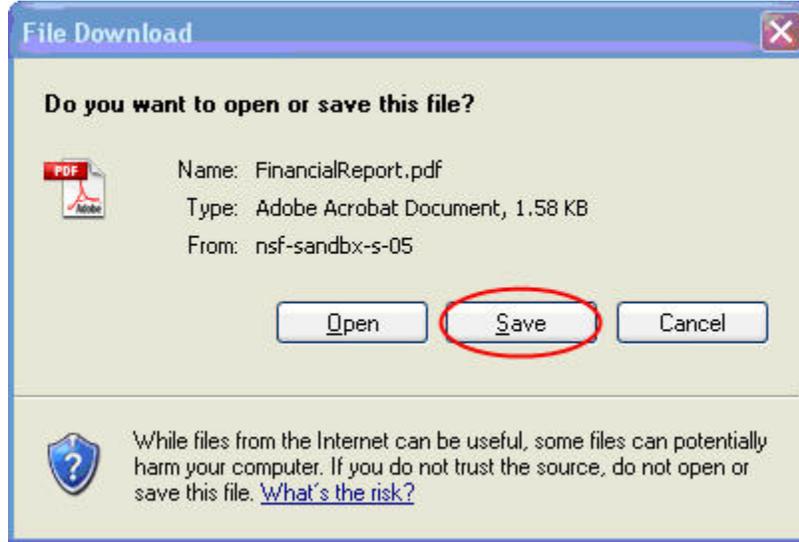


Figure 3 FFR Certification PDF Download

- Click the **Save** button (Figure 3) to save the PDF to your PC. Save to your desired location and Open the file to view the PDF. The PDF file displays (Figure 4) with your FFR Certification.

OMB APPROVAL: N/A	NATIONAL SCIENCE FOUNDATION	College of Our Lady of the Elms
Status: Open	FEDERAL FINANCIAL REPORT FOR QUARTER ENDED June 30, 2007	Organization ID: 0021402000
Certification		
I certify:		
(A) That to the best of my knowledge and belief, this report is true in all respects and that all disbursements have been made for the purposes and conditions (including cost-sharing requirements as stated in the NSF grant policy manual) of the awards		
(B) That final closeout disbursements have been reported on all grants that expired prior to the beginning of this reporting quarter except for awards I have identified to be held open with 'unpaid obligations' on the FFR Attachment, and		
(C) That awards requested to be held open for the payment of unpaid obligations have been reviewed to establish the validity of the unpaid obligations and appropriate measures have been taken to permit the earliest possible payment or deobligation		
(D) Under penalties of perjury a willful false certification is a criminal offense, 18 U.S.C. 1001.		
Name of Preparer	Mary Wright	
Preparer's Email Address	terikj@elms.edu	
Preparer's Phone Number	413-265-2404	
Preparer's Phone Extension		
Preparer's Fax	413-594-3932	
Name of Certifying Official		
Title of Certifying Official		
Certifying Official's Email Address	terikj@elms.edu	
Date Report Submitted		

Figure 4 FFR Certification PDF output

Print FFR Full Report to PDF

In this section you can print the FFR Full Report before submission.

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

The screenshot shows the 'Federal Financial Report (FFR)' interface for the organization 'NSF'. The navigation tabs at the top are '1) FFR Attachment', '2) FFR', and '3) Certification', with '3) Certification' highlighted in red. Below the tabs, the 'SCHEDULES' section includes 'Advances/Reimbursements' and 'Awards Pursued'. The main content area is titled 'Step 1) FFR Attachment' and contains a list of instructions for the submission process. At the bottom, there is a table of grant data with columns for Program Identifier, Recipient Account Number, PI/PD Name, Project/Grant Period, Total Federal Funds Authorized, Previous Cumulative Cash Disbursements, Federal Share of Expenditures, Unobligated Balance of Federal Funds, Hold Grant Open status, and Final Project Report date.

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment 2) FFR **3) Certification** SCHEDULES: [Advances/Reimbursements](#) [Awards Pursued](#)

Indiana University | IN | 0018093000
Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

326 Grants found, displaying 41 to 60. Page 3 Perform this Step in Excel | Print to PDF | < Prev - Next > | View All

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	*Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
0000000	0000000	0000000	05/04	04/08	\$294,237.00	\$289,259.96	\$0.00	\$4,977.04	No	Rec'd 05/19/08
0000000	0000000	0000000	05/04	04/08	\$258,000.00	\$257,976.26	\$0.00	\$23.74	No	Rec'd 07/21/08
0000000	0000000	0000000	07/04	06/08	\$221,376.00	\$215,056.66	\$0.00	\$6,319.34	Yes	Rec'd 07/22/08
0000000	0000000	0000000	07/04	06/09	\$124,086.00	\$112,756.17	\$0.00	\$11,329.83		
0000000	0000000	0000000	07/04	10/07	\$122,163.00	\$122,163.00	\$122,163.00	\$0.00	Financially Closed	Rec'd 01/16/08
0000000	0000000	0000000	09/04	08/09	\$178,371.00	\$110,523.91	\$0.00	\$67,847.09		

Figure 1 FFR Attachment screen with option to view Certification screen (Step 3)

2. Select the **Certification** tab (Figure 1). The **Preparer Certification** screen is displayed (Figure 2).

Step 3) Preparer Certification

- Review the Certification below and update appropriate form fields as necessary.
- Click "Save" at any time and come back to your work later. Click "Forward for Certification" to submit the complete FFR to your organization's certifiers.
- To view the Certification click "Print to PDF." To view the complete FFR click "Print Full Report to PDF."
- Required fields are indicated by an asterisk (*).

13. CERTIFICATION:

*a. Name of Preparer: Frank FinFuncUser

*b. Preparer's Email Address: vpeoples@udel.edu

*c. Preparer's Phone Number: 302-831-2692

d. Preparer's Phone Extension:

e. Preparer's Fax: 302-831-2828

*f. Name of Certifying Official: Joseph Watson

*g. Title of Certifying Official: Mgr, Research Acctg

*h. Certifying Official's Email Address: vpeoples@udel.edu

f. Date Report Submitted:

Certifying Official's Comments:

Buttons: Save, Forward for Certification, Cancel

Print to PDF, Print Full Report to PDF

Figure 2 FFR Certification screen with option to Print Full Report to PDF

3. From the **Preparer Certification** screen, select the **Print Full Report to PDF** link (Figure 2) to view or print the FFR Full Report to PDF. The **File Download** screen is displayed (Figure 3) with options to open or save the FFR Certification in PDF.

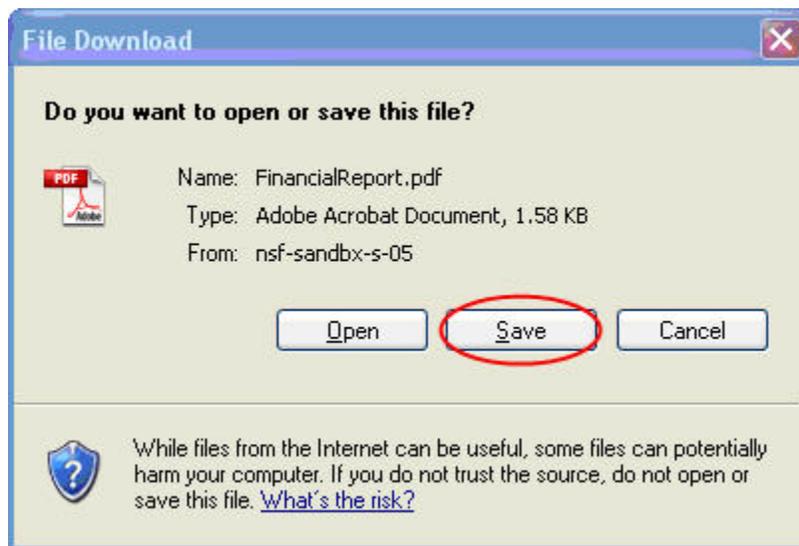


Figure 3 FFR Full Report PDF Download

4. Click the **Save** button (Figure 3) to save the PDF to your PC. Save to your desired location and Open the file to view the PDF. The PDF file displays (Figure 4) with your FFR Certification.

Financial Functions

OMB APPROVAL: N/A	NATIONAL SCIENCE FOUNDATION FEDERAL FINANCIAL REPORT FOR QUARTER ENDED December 31, 2006	University of Delaware Organization ID: 0014316000
1. Federal Agency and Organizational Element to Which Report is Submitted:	National Science Foundation, Division of Financial Management	
2. Federal Grant or Other Identifying Number Assigned by the Federal Agency:	--	
3a. Recipient Organization Name:	University of Delaware	
3b. Recipient Organization Address:	Office of Vice Provost for Research 210 Hullen Hall Newark, DE 19716	
4a. DUNS Number:	111111111	
4b. EIN:	516000297	
5. Recipient Account Number or Identifying Number:	--	
6. Final Report:	--	
7. Basis of Accounting:	--	
8. Project/Grant Period:	--	
9. Reporting Period End Date:	12/31/2006	
10. Transactions:		
Federal Cash		
Beginning Cash on Hand (COH) from previous FFR:	-\$2,357,524.61	
Payments Received:	\$5,109,042.39	
a. Cash Receipts = Beginning COH + Payments Received	\$2,751,517.78	
b. Cash Disbursements = (A3 - A2 from FFR Attachment)	\$4,313,070.94	
Adjustments to Financially Closed Awards = New Federal Share of Expenditures (Cumulative Cash Disbursements) +/- Current Federal Share of Expenditures (Previous Cumulative Cash Disbursements)	\$0.00	
c. Cash on Hand = Cash Receipts - (Cash Disbursements +/- Adjustments to Financially Closed Awards)	-\$1,561,553.16	
Federal Expenditures and Unobligated Balance:		
d. Total Federal funds authorized = A1 from FFR Attachment	\$85,115,401.68	
e. Federal Share of Expenditures = A3 from FFR Attachment	\$55,080,190.07	
f. Federal share of unliquidated obligations (line 10d minus 10e)	--	

Figure 4 FFR Full Report PDF output

Print Advances and Reimbursements to PDF

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment 2) FFR 3) Certification SCHEDULES: **Advances/Reimbursements** Awards Paused

Indiana University | IN | 0018093000
Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

336 Grants found, displaying 41 to 60. Page 3 Perform this Step in Excel | Print to PDF | < Prev - Next > | View All

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	* Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A5)	Hold Grant Open	Final Project Report
000000	000000	000000	05/04	04/08	\$294,237.00	\$289,259.96	\$0.00	\$4,977.04	No	Rec'd 05/19/08
000000	000000	000000	05/04	04/08	\$258,000.00	\$257,976.26	\$0.00	\$23.74	No	Rec'd 07/21/08
000000	000000	000000	07/04	06/08	\$221,376.00	\$215,056.66	\$0.00	\$6,319.34	Yes	Rec'd 07/22/08
000000	000000	000000	07/04	06/09	\$124,086.00	\$112,756.17	\$0.00	\$11,329.83		
000000	000000	000000	07/04	10/07	\$122,163.00	\$122,163.00	\$122,163.00	\$0.00	Financially Closed	Rec'd 01/16/08

Figure 1 FFR Attachment screen with option to view Advances/Reimbursements

2. Select the **Advances/Reimbursements** tab (Figure 1). The **Schedule of Advances, Reimbursements and Refunds** screen is displayed (Figure 2).

Schedule of Advances, Reimbursements and Refunds University of Delaware | DE | 0014316000
Quarter Ending: 03/31/2007 | Due Date: 05/10/2007

Print to PDF

NSF Posting Date	Source Doc Number	Amount Requested (Amount in Dollars)
10/09/06	0025551311	\$1,329,797.37
10/16/06	0025553009	\$4,012.54
10/23/06	0025555586	\$1,031,658.81
11/28/06	0025567386	\$1,389,275.86
11/28/06	0025567388	\$26,362.56
11/30/06	0025568246	\$3,440.53
11/30/06	0025568250	\$4,036.37
12/11/06	0025572484	\$547,703.61
12/26/06	0025577684	\$772,754.74
Total		\$5,109,042.39

OMB Approval No: N/A
< Return to Previous Screen

Figure 2 Schedule of Advances, Reimbursements and Refunds screen

3. Select the **Print to PDF** link (Figure 2) to view or print the Schedule of Advances, Reimbursements and Refunds to PDF. The **File Download** screen is displayed (Figure 3) with options to open or save to PDF.

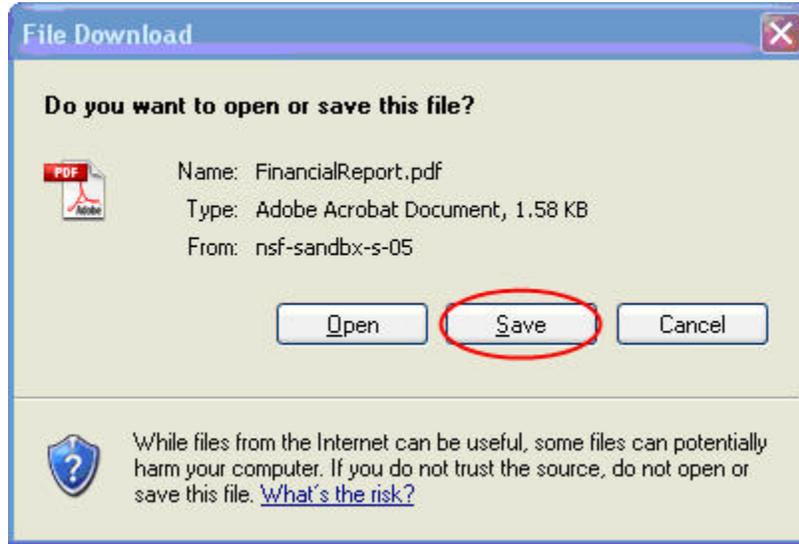


Figure 3 Schedule of Advances, Reimbursements and Refund PDF Download

4. Click the **Save** button (Figure 3) to save the PDF to your PC. Save to your desired location and Open the file to view the PDF. The PDF file displays (Figure 4).

NSF Posting Date	Source Doc Number	Amount Requested (Amount in Dollars)
10/06	0025561311	\$1,329,797.37
10/06	0025563009	\$4,012.54
10/06	0025565595	\$1,031,559.91
11/06	0025567388	\$1,389,275.96
11/06	0025567389	\$26,352.55
11/06	0025568248	\$3,440.53
11/06	0025568250	\$4,036.37
12/06	0025572484	\$547,703.91
12/06	0025577684	\$772,764.74
Totals		\$5,109,042.36

Figure 4 Advances, Reimbursements and Refund PDF output

Print Awards Purged to PDF

1. Access the FFR Attachment screen (see Prepare a Federal Financial Report Introduction).

Federal Financial Report (FFR) Organization: NSF

1) FFR Attachment 2) FFR 3) Certification SCHEDULES: Advances/Reimbursements **Awards Purged**

Indiana University | IN | 0018093000
Quarter Ending: 09/30/2008 | Due Date: 11/13/2008

Step 1) FFR Attachment

- Begin the FFR submission process by first entering cumulative expenditures for your grants in the Federal Share of Expenditures (Cumulative Cash Disbursements) (A3) column below.
- Click "Save" at any time and come back to your work later. Clicking "Save and Continue" will save your work and, if applicable, display additional grants. You may also save your work then display additional grants by using the "Prev", "Next", or "View All" features.
- When you have entered a valid expenditure for each grant, you will be able to click "Save and Continue to Step 2" or the FFR tab in order to proceed to Step 2) FFR.
- Click "Perform this Step in Excel" to use Microsoft Excel for Step 1.
- Grants with an expiration date at least one full quarter before the quarter ending date are due to be financially closed. These grants will display a "Hold Grant Open" status. To hold the grant open an additional quarter, choose Yes. Grants cannot be held open more than one time.
- To view the complete FFR Attachment in PDF click "Print to PDF".
- Sort results by clicking the column titles. Required fields are indicated by an asterisk (*).

336 Grants found, displaying 41 to 60. Page 3 Perform this Step in Excel | Print to PDF | < Prev - Next > | View All

Program Identifier/ Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Previous Cumulative Cash Disbursements (A2)	* Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Unobligated Balance of Federal Funds (A4)	Hold Grant Open	Final Project Report
000000	000000	Chui, S.	05/04	04/08	\$294,237.00	\$289,259.96	\$0.00	\$4,977.04	No	Rec'd 05/19/08
000000	000000	Theopold, K.	05/04	04/08	\$258,000.00	\$257,976.26	\$0.00	\$23.74	No	Rec'd 07/21/08
000000	000000	Shah, S.	07/04	06/08	\$221,376.00	\$215,056.66	\$0.00	\$6,319.34	Yes	Rec'd 07/22/08
000000	000000	Dittel, A.	07/04	06/09	\$124,086.00	\$112,756.17	\$0.00	\$11,329.83		
000000	000000	Szalewicz, K.	07/04	10/07	\$122,163.00	\$122,163.00	\$122,163.00	\$0.00	Financially Closed	Rec'd 01/16/08

Figure 1 FFR Attachment screen with option to view Awards Purged

2. Select the Awards Purged tab (Figure 1). The Schedule of Awards Purged and Subsequent Adjustments screen is displayed (Figure 2).

Schedule of Awards Purged and Subsequent Adjustments University of Delaware | DE | 0014316000
Quarter Ending: 03/31/2007 | Due Date: 05/10/2007

Print to PDF

Federal Grant Number	Recipient Account Number	PI/PD Name	Project/ Grant Period From	Project/ Grant Period To	Total Federal Funds Authorized (A1)	Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Final Unobligated Balance (A4)
0115164	BART312128	Chui, S.	09/01	02/06	\$240,000.00	\$240,000.00	\$0.00
0132017	CHEM312134	Theopold, K.	08/02	01/06	\$375,000.00	\$375,000.00	\$0.00
0138151	MASC312116	Shah, S.	03/02	02/06	\$39,500.00	\$39,500.00	\$0.00
0139014	MAST312131	Dittel, A.	03/02	02/06	\$227,076.28	\$227,076.28	-\$93.72
0239611	PHYS312127	Szalewicz, K.	03/03	02/06	\$402,000.00	\$402,000.00	\$0.00
0313742	MAST312185	Deering, T.	04/03	03/06	\$481,220.44	\$481,220.44	-\$35,112.56
0404914	EDUC312115	Kaplan, D.	04/04	03/06	\$100,351.00	\$100,351.00	\$0.00
0439186	PLSC312119	Green, P.	08/04	01/06	\$199,746.00	\$199,746.00	\$0.00
Total					\$2,064,893.72	\$2,064,893.72	-\$35,206.28

OMB Approval No: N/A
< Return to Previous Screen

Figure 2 Schedule of Awards Purged and Subsequent Adjustments with option to Print to PDF

3. Select the **Print to PDF** link (Figure 2) to view or print the Schedule of Awards Purged and Subsequent Adjustments to PDF. The **File Download** screen is displayed (Figure 3) with options to open or save to PDF.

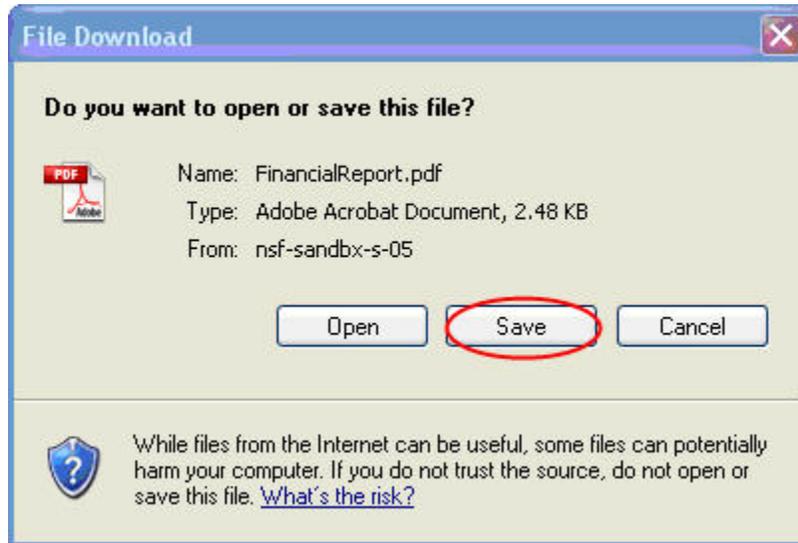


Figure 3 Schedule of Awards Purged and Subsequent Adjustments

4. Click the **Save** button (Figure 3) to save the PDF to your PC. Save to your desired location and Open the file to view the PDF. The PDF file displays (Figure 4).

OMB APPROVAL: N/A Status: Open		NATIONAL SCIENCE FOUNDATION FEDERAL FINANCIAL REPORT FOR QUARTER ENDED March 31, 2007			University of Delaware Organization ID: 0014316000		
Schedule of Awards Purged and Subsequent Adjustments							
Federal Grant Number	Recipient Account Number	PI/PO Name	Project /Grant Period From	Project /Grant Period To	Total Federal Funds Authorized (A1)	Federal Share of Expenditures (Cumulative Cash Disbursements) (A3)	Final Unobligated Balance (A4)
0115154	BART312128	Choi, S.	09/01	02/06	\$240,000.00	\$240,000.00	\$0.00
0132017	CHEM312134	Theopold, K.	08/02	01/06	\$375,000.00	\$375,000.00	\$0.00
0138151	MASC312115	Shah, S.	03/02	02/06	\$39,800.00	\$39,800.00	\$0.00
0139014	MAST312131	Dittel, A.	03/02	02/06	\$227,076.28	\$227,076.28	-\$63.72
0239011	PHYS312127	Szalewicz, K.	03/03	02/06	\$402,000.00	\$402,000.00	\$0.00
0313742	MAST312195	Deering, T.	04/03	03/06	\$481,220.44	\$481,220.44	-\$35,112.56
0404914	EDUC312115	Kaplan, D.	04/04	03/06	\$100,351.00	\$100,351.00	\$0.00
0430196	PLSC312110	Green, P.	06/04	01/06	\$199,746.00	\$199,746.00	\$0.00
Totals					\$2,094,893.72	\$2,094,893.72	-\$35,208.28

Figure 4 Awards Purged and Subsequent Adjustments PDF output

View Historical Federal Cash Transaction Report

For information on NSF's reporting requirement, see Chapter III.E.1 of the Award & Administration Guide.

You may view Historical Federal Cash Transaction Reports (FCTR) in read-only format from previous quarters.

1. Access the Financial Functions screen for your organization (Figure 1) (see Work on Financial Functions).

**Financial Functions
for University of Delaware**

Please select the application by clicking on appropriate "GO" button. For FCTRs, select an appropriate quarter ending date.

Federal Financial Report (FFR) For Quarter Ending: 09/30/2008 ▼

Historical Federal Cash Transaction Report For Quarter Ending: 06/30/2008 ▼

Cash Request

Cash Request History

Grantee EFT Update

Grantee EFT History

[Instructions for Financial Functions](#)

[Change Password](#)

Figure 1 Financial Functions screen. The Go button for Historical Federal Cash Transaction Report for Quarter Ending is circled.

2. On the Financial Functions screen (Figure 1), select the date of the ending quarter of the report from the drop-down list on the line for Historical Federal Cash Transaction Report for Quarter Ending.
3. Click the Go button for Historical Federal Cash Transaction Reports for Quarter Ending. The FCTR Menu screen displays (Figure 2) with options for activities associated with viewing Historical FCTR(s) data.

**Federal Cash Transactions Report
Quarter Ended 06/30/2008**

Indiana University
Organization ID: 0018093000
State Code: IN

FCTR Main Menu

You have requested a secure document with sensitive data. The document and any information you send back are encrypted for privacy in transit. You should take steps to ensure the security of this document in your computer files.

The FCTR submission process consists of the following activities to be completed or reviewed in the following order.
(Note that for proper submission, items 1, 2, and 6 must be completed.)

1. **SF-272A Federal Share of Net Disbursements (Part II):** Entering quarterly expenditure amounts for individual awards.
2. **SF-272 Status of Federal Cash (Part I):** Verifying summary totals and entering adjustments to financially closed awards, project income and/or interest income if applicable.
3. **Schedule of Advances and/or Reimbursements (Part III):** For review only.
4. **Schedule of Awards Purged and Subsequent Adjustments (Part IV):** For review only.
5. **General Information on Inquiries**
6. **Certification, Save, and/or Submission**
7. **Printing Instructions**
8. **Go Back to Financial Menu**
9. [EXIT](#)

Figure 2 FCTR Main Menu screen with the activities listed for viewing Historical FCTR.

When viewing Historical FCTR, you have the following options:

- SF-272A Federal Share of Net Disbursement (Part II)
View quarterly expenditure accounts for individual awards on a view-only screen.
- SF-272 Status of Federal Cash (Part I)
View summary totals and adjustments to financially closed awards, project income, and/or budget income if applicable.
- Certification, Save, and/or Submission
View certified and submitted your reports.
- Schedule of Advances and/or Reimbursements
View the schedule on a view-only screen.
- Schedule of Awards Purged and Subsequent Adjustments
View the schedule on a view-only screen.
- General information on inquiries
See where to address different kinds of inquiries to NSF on financial matters.
- Printing instructions
View report in PDF format and print it.

Cash Request

You may not request an amount that exceeds your organization's authorized balance with NSF. The Electronic Funds Transfer (EFT) profile for your organization must be certified before you can access Cash Request (See Grantee EFT Update).

1. Access the **Financial Functions** screen (Figure 1) (see [Work on Financial Functions](#)).

**Financial Functions
for University of Delaware**

Please select the application by clicking on appropriate "GO" button. For FCTRs, select an appropriate quarter ending date.

Federal Financial Report (FFR) For Quarter Ending: 09/30/2008 ▼

Historical Federal Cash Transaction Report For Quarter Ending: 06/30/2008 ▼

Cash Request

Cash Request History

Grantee EFT Update

Grantee EFT History

[Instructions for Financial Functions](#)

[Change Password](#)

Figure 1 Financial Functions screen. The Go button for Cash Request is circled.

2. On the **Financial Functions** screen (Figure 1), click the **Go** button for Cash Request. The **Cash Request Form** screen displays (Figure 2) and also shows the Balanced Authorized.

Cash Request Form

Organization ID: 5555555555 Name: **Test University**

Balance Authorized: \$ **80,000,000.00**

Current Cash on Hand Balance: [Help For This Field](#)

Transaction Type:

Advance FROM (mm/dd/yy): TO (mm/dd/yy):

Reimbursement

Dollar Amount Requested:

Warehouse Cash Request Date (mm/dd/yy):
 (Note: Use only if you would like to delay your payment from being processed by NSF.)

CERTIFICATION:
 I certify that to the best of my knowledge and belief the request for advance or reimbursement above is correct and that all outlays were or will be made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

Date: **06/12/07**

Requester Name: **John Smith** Title:

Telephone (Area Code, Number & Extension): 555-123-1234

Organization E-Mail Address: johnsmith@tstedu

Note: This is the address to be used by NSF for the routing of all notices to this organization regarding Cash Requests.

Please note that the Electronic Funds Transfer (EFT) profile for your organization was last certified by Janey L. Doe on Jun 11 2007 2:00PM.

Figure 2 Cash Request Form screen. The Submit Cash Request button is circled.

3. In the **Current Cash on Hand Balance** box (Figure 2), type the amount of NSF funds that were previously deposited in your bank account and have not been spent. Do not include in the balance the amount of funds that you are requesting in this request. The Current Cash on Hand (COH) balance will be negative if you are requesting a reimbursement. The amount will be positive if you are requesting an advance because all of the previously deposited funds have not been spent. If the balance is negative, put a minus sign before the number. The current COH should match the COH per the current FCTR, if no cash requests have been processed since the FCTR was submitted.

4. In the **Transaction Type** section (Figure 2), click the radio button for either one of the following options:

- Advance

– In the **From** box, type a date up to 5 days before or 5 days after the desired transaction date (in mm/dd/yy format).

– In the **To** box, type a date between 1 to 30 days from the From date (in mm/dd/yy format).

- Reimbursement

Request reimbursement for costs your organization has already incurred.

5. In the **Dollar Amount Requested** box (Figure 2), type the amount of money you are requesting.

6. *If you want to delay the release of cash to your organization*, in the **Warehouse Cash Request Date** box (Figure 2), type a date up to 30 days from the date you

Financial Functions

are making the request (in mm/dd/yy format). Note that this date must be in the same fiscal quarter.

7. In the **Title** box (Figure 2), type the title of your role in the organization.
8. *If you need to change the telephone number that NSF has on file for cash requests*, in the **Telephone** box (Figure 2), type a new telephone number.
9. *If you need to change the email address that NSF has on file for notifying your organization of cash transfers*, in the **Organization Email Address** box (Figure 2), type the new email address.
10. Click the **Submit Cash Request** button (Figure 2) once. The **Transaction Approval** screen displays (Figure 3) with the message that your transaction has been approved.

Transaction Approval

Your request for a Reimbursement of \$ 2,000.00 was received at NSF on Wednesday, Jun 1 2005 at 10:23AM (ET). Your transaction has been accepted and will be confirmed by email. Your Reference Document ID Number is 0024323158. Your funds will be available in 2-3 business days.

You can review the request details by clicking the **Get Cash Request Detail** button below, or click **Go Back to Financial Menu** to perform other financial functions, or click the **FastLane** icon to return to the home page.



Figure 3 Transaction Approval screen. The Get Cash Request Detail button is circled.

If you did not warehouse the request, the screen displays a Reference Document ID number for tracking the request. FastLane will send you an email confirming your successful cash request.

If you warehoused the request, FastLane will send you an email with the Reference Document ID number when the NSF financial system posts the pay date you requested. Payment will arrive at your bank 2 to 3 business days after the warehoused date.

11. To see details of your request, click the **Get Cash Detail** button (Figure 3). The **Cash Request Details** screen displays (Figure 4) with the full details of your request. This is a view-only screen.

Cash Request Details

Organization ID: 0014316000
Organization Name: Test University
Current Cash Balance: 519,530.09

Transaction DateTime: 06/01/05 10:23:49
Payment Request Date: 06/01/05
Transaction Type: Reimbursement
Dollar Amount Requested: 2,000.00
Document ID: 0024323158
Transaction ID: 1000003119

Name of the Official: Frank F. FinFuncUser
Title: PI
E-Mail Address: hgoodarzy@tester.edu
Phone Number: 212-111-2222

Edit Status: The Transaction has passed all edits
Posting Status: CASH REIMBURSEMENT SUCCESSFULLY PROCESSED

Go back to previous page Go Back to Financial Menu

Figure 4 Cash Request Details screen. This is a view-only screen.

Note: *If you discover that the cash request you just submitted is incorrect, contact your NSF Grant Accountant immediately. NSF accountants can cancel cash requests only on the same day that the cash request was submitted to NSF via FastLane. See [Contacts](#) to find your Grant Accountant.*

Cash Request History

1. Access the **Financial Functions** screen for your organization (Figure 1) (see [Work on Financial Functions](#)).

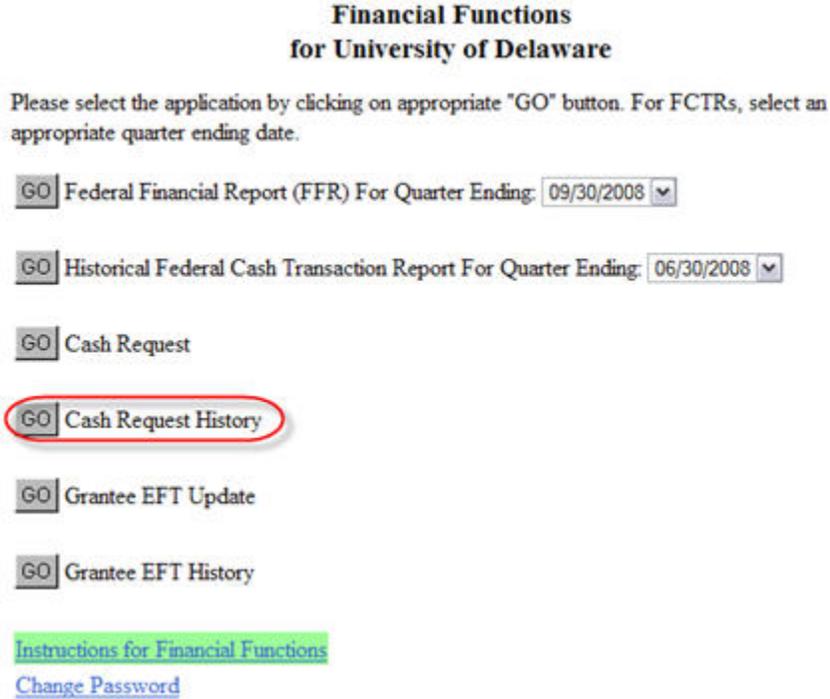


Figure 1 Financial Functions screen. The Go button for Cash Request History is circled.

2. On the **Financial Functions** screen (Figure 1), click the **Go** button for Cash Request History. The **List of FastLane Cash Requests** screen displays (Figure 2) with a listing of your organization's cash requests, their dates, and amounts.

List of FastLane Cash Requests for Test University

Date	Doc ID	Status	Tran ID	Amount
04/11/05	0024123227	Accepted	1000003117	\$ 1.00
04/08/05	0000000000	Rejected	1000003116	\$ 1,000.00
04/08/05	0000000000	Rejected	1000003115	\$ 1,000.00
04/08/05	0000000000	Rejected	1000003114	\$ 1.00
04/08/05	0000000000	Rejected	1000003113	\$ 1,000.00
02/15/05	0000000000	Rejected	1000003112	\$ 1,000.00
02/15/05	0000000000	Rejected	1000003111	\$ 100,000,000.00
02/15/05	0023923195	Accepted	1000003110	\$ 1,000,000.00
02/14/05	0000000000	Rejected	1000003109	\$ 100,000,000.00
02/14/05	0000000000	Rejected	1000003108	\$ 1,000,000.00
02/08/05	0023923148	Accepted	1000003107	\$ 10,000.00
02/04/05	0023873150	Accepted	1000003106	\$ 1,000.00
02/04/05	0000000000	Rejected	1000003105	\$ 1,000.00
02/04/05	0000000000	Rejected	1000003104	\$ 1,000.00
12/13/04	0048316189	Accepted	1000003103	\$ 1,000.00

Figure 2 List of FastLane Cash Requests screen. The Get Cash Request Detail button is circled.

3. To obtain more detail on a cash request, highlight the request (Figure 2).
4. Click the **Get Cash Detail** button (Figure 2). The **Cash Request Details** screen displays (Figure 3) with more information on the request. This is a view-only screen.

Cash Request Details

Organization ID: **0014316000**
Organization Name: **Test University**
Current Cash Balance: **-1.00**

Transaction DateTime: **04/11/05 10:48:30**
Payment Request Date: **04/11/05**
Transaction Type: **Reimbursement**
Dollar Amount Requested: **1.00**
Document ID: **0024123227**
Transaction ID: **1000003117**

Name of the Official: **Frank F. FinFuncUser**
Title: **accountant**
E-Mail Address: **hgoodarzy@tester.edu**
Phone Number: **212-111-2222**

Edit Status: **The Transaction has passed all edits**
Posting Status: **CASH REIMBURSEMENT SUCCESSFULLY PROCESSED**

[Go back to previous page](#) [Go Back to Financial Menu](#)

Figure 3 Cash Request Details screen. This is a view-only screen.

Grantee EFT Update

Grantee EFT Update Introduction

Use Grantee EFT Update to view, modify or certify the banking information for Electronic Funds Transfers (EFTs) from NSF to your organization. To work on Grantee EFT Update for your organization, you must be a **Financial Functions User (FFU)** and be assigned one of the following permissions (see Access Financial Functions):

- Grantee EFT Preparer
- Grantee EFT Certifier
- Grantee EFT Preparer & Grantee EFT Certifier (Both permissions)

Table 1 provides an overview of each permission and the activities involved.

Table 1 Permissions and Activities for Grantee EFT Update

Permission(s)	Activity
Grantee EFT Preparer	<ul style="list-style-type: none"> • View EFT Profile • Modify & Forward an EFT Profile
Grantee EFT Certifier	<ul style="list-style-type: none"> • View EFT Profile • Certify & Submit a Modified EFT Profile • Reject a Modified EFT Profile
Grantee EFT Preparer Grantee EFT Certifier	<ul style="list-style-type: none"> • View EFT Profile • Modify & Forward an EFT Profile • Certify & Submit a Modified EFT Profile • Reject a Modified EFT Profile • Modify and Certify & Submit an EFT Profile

Grantee EFT Preparer

Grantee EFT Preparer

To modify the EFT profile for your organization using Grantee EFT Update you must be a Financial Functions User (FFU) with the Grantee EFT Preparer permission (see Access Financial Functions).

Table 1 provides an overview of the permission and the activities involved.

Table 1 Permissions and Activities for Grantee EFT Update

Permission(s)	Activity
Grantee EFT Preparer	<ul style="list-style-type: none">• View EFT Profile• Modify & Forward an EFT Profile

View EFT Profile

To perform this activity, you must be a **Financial Functions User (FFU)** with the **Grantee EFT Preparer** and/or the **Grantee EFT Certifier** permission. (See Access Financial Functions)

1. Access the **Financial Functions** screen (Figure 1) (see Work on Financial Functions).

**Financial Functions
for University of Delaware**

Please select the application by clicking on appropriate "GO" button. For FCTRs, select an appropriate quarter ending date.

Federal Financial Report (FFR) For Quarter Ending: 09/30/2008 ▼

Historical Federal Cash Transaction Report For Quarter Ending: 06/30/2008 ▼

Cash Request

Cash Request History

Grantee EFT Update

Grantee EFT History

[Instructions for Financial Functions](#)

[Change Password](#)

Figure 1 Financial Functions screen. The Go button for Grantee EFT Update is circled.

2. On the Financial Functions screen (Figure 1), click the Go button for Grantee EFT Update. The Grantee EFT Update screen displays (Figure 2) EFT information with a message indicating whether it is has been certified or is pending certification.

Grantee EFT Update

The Electronic Funds Transfer (EFT) profile displayed has been certified.

Listed below is the EFT profile for your organization. To modify this profile, change the data as required and then click on the 'Modify' button. Please note that NSF does NOT pay by WIRE. The routing number provided must be for EFT transactions. The name of the bank is determined based on the routing number you enter. Also, please verify the Tax Identification Number (TIN) and DUNS information for your organization.

Organization Information

Organization Name: EFT Update Test University
 TIN:
 DUNS Number:
 DUNS Qualifier:

Electronic Funds Transfer Information

Bank Name: Example Bank
 Routing Number:
 Account Number:
 Account Type: Checking Savings

Last Certified By: John Smith
 Last Certified Time: May 29 2007 1:54PM

Figure 2 Grantee EFT Update Screen.

From here you have the following options, depending on your Financial Functions permission(s):

Grantee EFT Preparer:

- Modify and Forward an EFT Profile
- Return to Financial Functions

Grantee EFT Certifier:

- Certify and Submit a Modified EFT Profile
- Reject a Modified EFT Profile
- Return to Financial Functions

Grantee EFT Preparer and Grantee EFT Certifier (Both permissions):

- Modify and Forward an EFT Profile
- Certify and Submit a Modified EFT Profile
- Reject a Modified EFT Profile
- Modify and Certify and Submit an EFT Profile
- Return to Financial Functions

Modify and Forward an EFT Profile

To perform this activity, you must be a **Financial Functions User (FFU)** with the **Grantee EFT Preparer** permission. (See Access Financial Functions)

1. Access the **Grantee EFT Update** screen (Figure 1) (see View EFT Profile). The screen displays the current EFT information for your organization with a message that the information has been certified.

Grantee EFT Update

The Electronic Funds Transfer (EFT) profile displayed has been certified.

Listed below is the EFT profile for your organization. To modify this profile, change the data as required and then click on the 'Modify' button. Please note that NSF does NOT pay by WIRE. The routing number provided must be for EFT transactions. The name of the bank is determined based on the routing number you enter. Also, please verify the Tax Identification Number (TIN) and DUNS information for your organization.

Organization Information

Organization Name: EFT Update Test University
TIN:
DUNS Number:
DUNS Qualifier:

Electronic Funds Transfer Information

Bank Name: Example Bank
Routing Number:
Account Number:
Account Type: Checking Savings

Last Certified By: John Smith
Last Certified Time: May 29 2007 1:54PM

Figure 1 Grantee EFT Update Screen. The Modify button is circled.

2. In the **TIN** box (Figure 1), type your organization's taxpayer identification number (TIN).
3. In the **DUNS Number** box (Figure 1), type your organization's DUNS number.
4. In the **DUNS Qualifier** box (Figure 1), type your organization's DUNS Qualifier.
5. In the **Routing Number** box (Figure 1), type the routing number of the new bank if you want to change banks. (FastLane determines the name of the bank from the routing number.)
6. In the **Account Number** box (Figure 1), type the account number for the receiving account.
7. In the **Account Type** section, click the radio button (Figure 1) for either Checking or for Savings.

8. Click the **Modify** button (Figure 1). The **Grantee EFT Update** screen displays (Figure 2) the revised information with a message for you to verify that the information is correct.

Grantee EFT Update

Please verify that the following information is correct. To forward for certification click the **Forward** button.

Organization	EFT Update Test University
TIN	123456789
DUNS Number	987654321
DUNS Qualifier	1212
Bank name	Example Bank
Routing number	44444444
Account number	7777777
Account type	Checking
Update by	John Smith

Figure 2 Grantee EFT Update screen. The Forward button is circled.

9. Click the **Forward** button (Figure 2). The **Grantee EFT Update Confirmation** screen (Figure 3) appears with a message that your information has been successfully forwarded for certification.

Grantee EFT Update

Electronic Funds Transfer (EFT) and/or TIN/DUNS information for EFT Update Test University has been successfully forwarded.

Figure 3 Grantee EFT Confirmation screen.

10. Click the **Go Back to Financial Functions** button to return to your organization's Financial Functions Screen.

Grantee EFT Certifier

Grantee EFT Certifier

To certify and submit the EFT profile for your organization using Grantee EFT Update you must be a Financial Functions User (FFU) with the Grantee EFT Certifier permission (see Access Financial Functions).

Table 1 provides an overview of the permission and the activities involved.

Table 1 Permissions and Activities for Grantee EFT Update

Permission(s)	Activity
Grantee EFT Certifier	<ul style="list-style-type: none">• View EFT Profile• Certify & Submit a Modified EFT Profile• Reject a Modified EFT Profile

View EFT Profile

To perform this activity, you must be a **Financial Functions User (FFU)** with the **Grantee EFT Preparer** and/or the **Grantee EFT Certifier** permission. (See Access Financial Functions)

1. Access the **Financial Functions** screen (Figure 1) (see Work on Financial Functions).

**Financial Functions
for University of Delaware**

Please select the application by clicking on appropriate "GO" button. For FCTRs, select an appropriate quarter ending date.

Federal Financial Report (FFR) For Quarter Ending: 09/30/2008 ▼

Historical Federal Cash Transaction Report For Quarter Ending: 06/30/2008 ▼

Cash Request

Cash Request History

Grantee EFT Update

Grantee EFT History

[Instructions for Financial Functions](#)

[Change Password](#)

Figure 1 Financial Functions screen. The Go button for Grantee EFT Update is circled.

2. On the Financial Functions screen (Figure 1), click the Go button for Grantee EFT Update. The Grantee EFT Update screen displays (Figure 2) EFT information with a message indicating whether it is has been certified or is pending certification.

Grantee EFT Update

The Electronic Funds Transfer (EFT) profile displayed has been certified.

Listed below is the EFT profile for your organization. To modify this profile, change the data as required and then click on the 'Modify' button. Please note that NSF does NOT pay by WIRE. The routing number provided must be for EFT transactions. The name of the bank is determined based on the routing number you enter. Also, please verify the Tax Identification Number (TIN) and DUNS information for your organization.

Organization Information

Organization Name: EFT Update Test University
TIN:
DUNS Number:
DUNS Qualifier:

Electronic Funds Transfer Information

Bank Name: Example Bank
Routing Number:
Account Number:
Account Type: Checking Savings

Last Certified By: John Smith
Last Certified Time: May 29 2007 1:54PM

Figure 2 Grantee EFT Update Screen.

From here you have the following options, depending on your Financial Functions permission(s):

Grantee EFT Preparer:

- Modify and Forward an EFT Profile
- Return to Financial Functions

Grantee EFT Certifier:

- Certify and Submit a Modified EFT Profile
- Reject a Modified EFT Profile
- Return to Financial Functions

Grantee EFT Preparer and Grantee EFT Certifier (Both permissions):

- Modify and Forward an EFT Profile
- Certify and Submit a Modified EFT Profile
- Reject a Modified EFT Profile
- Modify and Certify and Submit an EFT Profile
- Return to Financial Functions

Certify and Submit a Modified EFT Profile

To perform this activity, you must be a **Financial Functions User (FFU)** with the **Grantee EFT Certifier** permission. To designate this permission, see Assign a Financial Function Permission as a Financial Function Administrator. (See Access Financial Functions)

1. Access the **Grantee EFT Update** screen (Figure 1) (see View EFT Profile). The screen displays the modified EFT information with a message indicating it is pending certification.

Grantee EFT Update

The Electronic Funds Transfer profile for your organization is pending certification.

Organization Information	
Organization Name:	EFT Update Test University
TIN:	123456789
DUNS Number:	987654321
DUNS Qualifier:	9999
Electronic Funds Transfer Information	
Bank Name:	Example Bank
Routing Number:	44444444
Account Number:	7777777
Account Type:	Checking
Last Certified By:	John Smith
Last Certified Time:	May 29 2007 1:54PM

Figure 1 Grantee EFT Update screen. The Certify & Submit button is circled.

2. Click the **Certify & Submit** button. The **Grantee EFT Update** screen displays (Figure 2) the modified EFT information for your organization with a message asking you to verify that the information is correct.

Grantee EFT Update

Please verify that the following information is correct. To certify and submit to NSF click the **Certify & Submit** button.

Organization	EFT Update Test University
TIN	123456789
DUNS Number	987654321
DUNS Qualifier	1212
Bank name	Example Bank
Routing number	44444444
Account number	7777777
Account type	Checking
Update by	John Smith



Figure 2 Grantee EFT Update Screen. The Certify & Submit button is circled.

3. Click the **Certify & Submit** button. The **Grantee EFT Update Confirmation** screen (Figure 3) appears with a message that your information has been successfully certified and submitted to NSF.

Grantee EFT Update

Electronic Funds Transfer (EFT) and/or TIN/DUNS information for EFT Update Test University has been successfully certified and submitted to NSF.



Figure 3 Grantee EFT Update Confirmation screen.

4. Click the **Go Back to Financial Functions** button to return to your organizations Financial Functions screen.

Reject a Modified EFT Profile

To perform this activity, you must be a **Financial Functions User** (FFU) with the **Grantee EFT Certifier** permission. (See Access Financial Functions)

1. Access the **Grantee EFT Update** screen (Figure 1) (see View EFT Profile). The screen displays the modified EFT information with a message indicating it is pending certification.

Grantee EFT Update

The Electronic Funds Transfer profile for your organization is pending certification.

Organization Information

Organization Name:	EFT Update Test University
TIN:	123456789
DUNS Number:	987654321
DUNS Qualifier:	9999

Electronic Funds Transfer Information

Bank Name:	Example Bank
Routing Number:	44444444
Account Number:	7777777
Account Type:	Checking

Last Certified By:	John Smith
Last Certified Time:	May 29 2007 1:54PM

Figure 1 Grantee EFT Update screen. The reject button is circled.

2. Click the **Reject** button. The **Grantee EFT Update** screen displays (Figure 2) the modified EFT information for your organization with a message that clicking the Reject button will delete the modified information.

Grantee EFT Update

To delete the modified Electronic Funds Transfer profile, click the **Reject** button.

Note: Financial Functions will display the Last Certified EFT profile when the Reject option is selected.

Organization	EFT Update Test University
TIN	123456789
DUNS Number	987654321
DUNS Qualifier	1212
Bank name	Example Bank
Routing number	44444444
Account number	7777777
Account type	Checking
Update by	John Smith



Figure 2 Grantee EFT Update screen. The reject button is circled.

3. Click the **Reject** button. The **Grantee EFT Update Confirmation** screen displays (Figure 3) with a message that your information has been rejected.

Grantee EFT Update

Electronic Funds Transfer (EFT) and/or TIN/DUNS information for EFT Update Test University has been successfully rejected.



Figure 3 Grantee EFT Confirmation screen.

4. Click the **Go Back to Financial Functions** button to return to your organizations Financial Functions screen.

Grantee EFT Preparer and Grantee EFT Certifier

Grantee EFT Preparer and Grantee EFT Certifier

To work with the EFT profile for your organization using Grantee EFT Update you must be a Financial Functions User (FFU) with the Grantee EFT Preparer permission or the Grantee EFT Certifier permission (see Access Financial Functions). Individuals with both permissions can modify and/or certify and submit an EFT profile.

Table 1 provides an overview of the permissions and the activities involved.

Table 1 Permissions and Activities for Grantee EFT Update

Permission(s)	Activity
Grantee EFT Preparer Grantee EFT Certifier	<ul style="list-style-type: none"> • View EFT Profile • Modify & Forward an EFT Profile • Certify & Submit a Modified EFT Profile • Reject a Modified EFT Profile • Modify and Certify & Submit an EFT Profile

View EFT Profile

To perform this activity, you must be a **Financial Functions User (FFU)** with the **Grantee EFT Preparer** and/or the **Grantee EFT Certifier** permission. (See Access Financial Functions)

1. Access the **Financial Functions** screen (Figure 1) (see Work on Financial Functions).

**Financial Functions
for University of Delaware**

Please select the application by clicking on appropriate "GO" button. For FCTRs, select an appropriate quarter ending date.

Federal Financial Report (FFR) For Quarter Ending: 09/30/2008 ▼

Historical Federal Cash Transaction Report For Quarter Ending: 06/30/2008 ▼

Cash Request

Cash Request History

Grantee EFT Update

Grantee EFT History

[Instructions for Financial Functions](#)

[Change Password](#)

Figure 1 Financial Functions screen. The Go button for Grantee EFT Update is circled.

2. On the Financial Functions screen (Figure 1), click the Go button for Grantee EFT Update. The Grantee EFT Update screen displays (Figure 2) EFT information with a message indicating whether it is has been certified or is pending certification.

Grantee EFT Update

The Electronic Funds Transfer (EFT) profile displayed has been certified.

Listed below is the EFT profile for your organization. To modify this profile, change the data as required and then click on the 'Modify' button. Please note that NSF does NOT pay by WIRE. The routing number provided must be for EFT transactions. The name of the bank is determined based on the routing number you enter. Also, please verify the Tax Identification Number (TIN) and DUNS information for your organization.

Organization Information

Organization Name: EFT Update Test University
 TIN:
 DUNS Number:
 DUNS Qualifier:

Electronic Funds Transfer Information

Bank Name: Example Bank
 Routing Number:
 Account Number:
 Account Type: Checking Savings

Last Certified By: John Smith
 Last Certified Time: May 29 2007 1:54PM

Figure 2 Grantee EFT Update Screen.

From here you have the following options, depending on your Financial Functions permission(s):

Grantee EFT Preparer:

- Modify and Forward an EFT Profile
- Return to Financial Functions

Grantee EFT Certifier:

- Certify and Submit a Modified EFT Profile
- Reject a Modified EFT Profile
- Return to Financial Functions

Grantee EFT Preparer and Grantee EFT Certifier (Both permissions):

- Modify and Forward an EFT Profile
- Certify and Submit a Modified EFT Profile
- Reject a Modified EFT Profile
- Modify and Certify and Submit an EFT Profile
- Return to Financial Functions

Modify and Forward an EFT Profile

To perform this activity, you must be a **Financial Functions User (FFU)** with the **Grantee EFT Preparer** permission. (See Access Financial Functions)

1. Access the **Grantee EFT Update** screen (Figure 1) (see View EFT Profile). The screen displays the current EFT information for your organization with a message that the information has been certified.

Grantee EFT Update

The Electronic Funds Transfer (EFT) profile displayed has been certified.

Listed below is the EFT profile for your organization. To modify this profile, change the data as required and then click on the 'Modify' button. Please note that NSF does NOT pay by WIRE. The routing number provided must be for EFT transactions. The name of the bank is determined based on the routing number you enter. Also, please verify the Tax Identification Number (TIN) and DUNS information for your organization.

Organization Information

Organization Name: EFT Update Test University
TIN:
DUNS Number:
DUNS Qualifier:

Electronic Funds Transfer Information

Bank Name: Example Bank
Routing Number:
Account Number:
Account Type: Checking Savings

Last Certified By: John Smith
Last Certified Time: May 29 2007 1:54PM

Figure 1 Grantee EFT Update Screen. The Modify button is circled.

2. In the **TIN** box (Figure 1), type your organization's taxpayer identification number (TIN).
3. In the **DUNS Number** box (Figure 1), type your organization's DUNS number.
4. In the **DUNS Qualifier** box (Figure 1), type your organization's DUNS Qualifier.
5. In the **Routing Number** box (Figure 1), type the routing number of the new bank if you want to change banks. (FastLane determines the name of the bank from the routing number.)
6. In the **Account Number** box (Figure 1), type the account number for the receiving account.
7. In the **Account Type** section, click the radio button (Figure 1) for either Checking or for Savings.

8. Click the **Modify** button (Figure 1). The **Grantee EFT Update** screen displays (Figure 2) the revised information with a message for you to verify that the information is correct.

Grantee EFT Update

Please verify that the following information is correct. To forward for certification click the **Forward** button.

Organization	EFT Update Test University
TIN	123456789
DUNS Number	987654321
DUNS Qualifier	1212
Bank name	Example Bank
Routing number	44444444
Account number	7777777
Account type	Checking
Update by	John Smith

Figure 2 Grantee EFT Update screen. The Forward button is circled.

9. Click the **Forward** button (Figure 2). The **Grantee EFT Update Confirmation** screen (Figure 3) appears with a message that your information has been successfully forwarded for certification.

Grantee EFT Update

Electronic Funds Transfer (EFT) and/or TIN/DUNS information for EFT Update Test University has been successfully forwarded.

Figure 3 Grantee EFT Confirmation screen.

10. Click the **Go Back to Financial Functions** button to return to your organization's Financial Functions Screen.

Certify and Submit a Modified EFT Profile

To perform this activity, you must be a **Financial Functions User (FFU)** with the **Grantee EFT Certifier** permission. To designate this permission, see Assign a Financial Function Permission as a Financial Function Administrator. (See Access Financial Functions)

1. Access the **Grantee EFT Update** screen (Figure 1) (see View EFT Profile). The screen displays the modified EFT information with a message indicating it is pending certification.

Grantee EFT Update

The Electronic Funds Transfer profile for your organization is pending certification.

Organization Information

Organization Name:	EFT Update Test University
TIN:	123456789
DUNS Number:	987654321
DUNS Qualifier:	9999

Electronic Funds Transfer Information

Bank Name:	Example Bank
Routing Number:	444444444
Account Number:	7777777
Account Type:	Checking

Last Certified By: **John Smith**
Last Certified Time: **May 29 2007 1:54PM**

Figure 1 Grantee EFT Update screen. The Certify & Submit button is circled.

2. Click the **Certify & Submit** button. The **Grantee EFT Update** screen displays (Figure 2) the modified EFT information for your organization with a message asking you to verify that the information is correct.

Grantee EFT Update

Please verify that the following information is correct. To certify and submit to NSF click the **Certify & Submit** button.

Organization	EFT Update Test University
TIN	123456789
DUNS Number	987654321
DUNS Qualifier	1212
Bank name	Example Bank
Routing number	44444444
Account number	7777777
Account type	Checking
Update by	John Smith

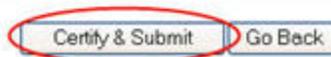


Figure 2 Grantee EFT Update Screen. The Certify & Submit button is circled.

3. Click the **Certify & Submit** button. The **Grantee EFT Update Confirmation** screen (Figure 3) appears with a message that your information has been successfully certified and submitted to NSF.

Grantee EFT Update

Electronic Funds Transfer (EFT) and/or TIN/DUNS information for EFT Update Test University has been successfully certified and submitted to NSF.



Figure 3 Grantee EFT Update Confirmation screen.

4. Click the **Go Back to Financial Functions** button to return to your organizations Financial Functions screen.

Reject a Modified EFT Profile

To perform this activity, you must be a **Financial Functions User (FFU)** with the **Grantee EFT Certifier** permission. (See Access Financial Functions)

1. Access the **Grantee EFT Update** screen (Figure 1) (see View EFT Profile). The screen displays the modified EFT information with a message indicating it is pending certification.

Grantee EFT Update

The Electronic Funds Transfer profile for your organization is pending certification.

Organization Information

Organization Name:	EFT Update Test University
TIN:	123456789
DUNS Number:	987654321
DUNS Qualifier:	9999

Electronic Funds Transfer Information

Bank Name:	Example Bank
Routing Number:	44444444
Account Number:	777777
Account Type:	Checking

Last Certified By: John Smith
Last Certified Time: May 29 2007 1:54PM

Figure 1 Grantee EFT Update screen. The reject button is circled.

2. Click the **Reject** button. The **Grantee EFT Update** screen displays (Figure 2) the modified EFT information for your organization with a message that clicking the Reject button will delete the modified information.

Grantee EFT Update

To delete the modified Electronic Funds Transfer profile, click the **Reject** button.

Note: Financial Functions will display the Last Certified EFT profile when the Reject option is selected.

Organization	EFT Update Test University
TIN	123456789
DUNS Number	987654321
DUNS Qualifier	1212
Bank name	Example Bank
Routing number	44444444
Account number	7777777
Account type	Checking
Update by	John Smith



Figure 2 Grantee EFT Update screen. The reject button is circled.

3. Click the **Reject** button. The **Grantee EFT Update Confirmation** screen displays (Figure 3) with a message that your information has been rejected.

Grantee EFT Update

Electronic Funds Transfer (EFT) and/or TIN/DUNS information for EFT Update Test University has been successfully rejected.

Go Back to Financial Functions

Figure 3 Grantee EFT Confirmation screen.

4. Click the **Go Back to Financial Functions** button to return to your organizations Financial Functions screen.

Modify and Certify and Submit an EFT Profile

To perform this activity, you must be a **Financial Functions User (FFU)** with both the **Grantee EFT Preparer** and the **Grantee EFT Certifier** permissions. (See Access Financial Functions)

1. Access the **Grantee EFT Update** screen (Figure 1) (see View EFT Profile). The screen displays the current EFT information with a message that the information has been certified.

Grantee EFT Update

The Electronic Funds Transfer (EFT) profile displayed has been certified.

Listed below is the EFT profile for your organization. To modify this profile, change the data as required and then click on the 'Modify' button. Please note that NSF does NOT pay by WIRE. The routing number provided must be for EFT transactions. The name of the bank is determined based on the routing number you enter. Also, please verify the Tax Identification Number (TIN) and DUNS information for your organization.

Organization Information

Organization Name:	EFT Update Test University
TIN:	<input type="text" value="123456789"/>
DUNS Number:	<input type="text" value="987654321"/>
DUNS Qualifier:	<input type="text" value="9999"/>

Electronic Funds Transfer Information

Bank Name:	Example Bank
Routing Number:	<input type="text" value="44444444"/>
Account Number:	<input type="text" value="777777"/>
Account Type:	<input checked="" type="radio"/> Checking <input type="radio"/> Savings

Last Certified By: **John Smith**
Last Certified Time: **May 29 2007 1:54PM**

Figure 1 Grantee EFT Update screen. The Modify button is circled.

2. In the **TIN** box (Figure 1), type your organization's taxpayer identification number (TIN).
3. In the **DUNS Number** box (Figure 1), type your organization's DUNS number.
4. In the **DUNS Qualifier** box (Figure 1), type your organization's DUNS Qualifier.
5. In the **Routing Number** box (Figure 1), type the routing number of the new bank if you want to change banks. (FastLane determines the name of the bank from the routing number.)
6. In the **Account Number** box (Figure 1), type the account number for the receiving account.
7. In the **Account Type** section, click the radio button (Figure 1) for either Checking or for Savings.

8. Click the **Modify** button (Figure 1). The **Grant EFT Update** screen displays (Figure 2) the revised information with a message for you to verify that the information is correct.

Grantee EFT Update

Please verify that the following information is correct. To forward for certification click the **Forward** button.

Organization	EFT Update Test University
TIN	123456789
DUNS Number	987654321
DUNS Qualifier	1222
Bank name	Example Bank
Routing number	44444444
Account number	7777777
Account type	Checking
Update by	John Smith

Figure 2 Grantee EFT Update screen. The Certify & Submit button is circled.

9. Click the **Certify & Submit** button (Figure 2) The **Grantee EFT Update Confirmation** screen (Figure 3) appears with a message that your information has been successfully certified and submitted to NSF.

Grantee EFT Update

Electronic Funds Transfer (EFT) and/or TIN/DUNS information for EFT Update Test University has been successfully certified and submitted to NSF.

Figure 3 Grantee EFT Update confirmation screen.

10. Click the **Go Back to Financial Functions** button to return to your organizations Financial Functions screen.

Grantee EFT History

1. Access the **Financial Functions** screen for your organization (Figure 1) (see [Work on Financial Functions](#)).

**Financial Functions
for University of Delaware**

Please select the application by clicking on appropriate "GO" button. For FCTRs, select an appropriate quarter ending date.

Federal Financial Report (FFR) For Quarter Ending: ▼

Historical Federal Cash Transaction Report For Quarter Ending: ▼

Cash Request

Cash Request History

Grantee EFT Update

Grantee EFT History

[Instructions for Financial Functions](#)

[Change Password](#)

Figure 1 Financial Functions screen. The Go button for Grantee EFT History is circled.

2. On the **Financial Functions** screen (Figure 1), click the **Go** button for Grantee EFT History. The **Grantee EFT History** screen displays (Figure 2). The screen displays the original EFT profile and any subsequent changes, including who made the change and the date the change was made. You can view your organization's TIN, DUNS Number and DUNS Qualifier, Bank Name, Routing Number, and Accounting Number. This is a view-only screen.

Grantee EFT History

Organization name: EFT Update Test University

TIN/DUNS			Electronic Funds Transfer Information							
Org. TIN	DUNS	DUNS Qual.	Bank Name	Routing number	Account number	Account type	Update by	Update time	Certified by	Certified time
123456789	987654321	9999	Example Bank	444444444	77777777	Checking	John Smith	May 30 2007 4:43PM	John Smith	May 30 2007 4:44PM
123456789	987654321	9999	Example Bank	444444444	77777777	Checking	John Smith	May 29 2007 3:07PM	John Smith	May 29 2007 3:23PM
123456789	987654321	9999	Example Bank	444444444	77777777	Checking	John Smith	May 29 2007 2:39PM	John Smith	May 29 2007 3:00PM
123456789	987654321	9999	Example Bank	444444444	77777777	Checking	John Smith	May 29 2007 2:02PM	John Smith	May 29 2007 2:25PM
123456789	987654321	9999	Example Bank	444444444	77777777	Checking	John Smith	May 29 2007 12:49PM	John Smith	May 29 2007 1:54PM

Figure 2 Grantee EFT History screen. This is a view-only screen.

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