

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)
SUB-AWARD **R**EPORTING **S**YSTEM
(FSRS)

QUICK REFERENCE GUIDE:

HOW TO ADD A CONTRACT AWARD TO THE AWARDEE WORKLIST

Revision Sheet

| Release No. | Date | Revision Description |
|-------------|------------|----------------------|
| 1.0 | 10/29/2010 | Initial version |
| | | |



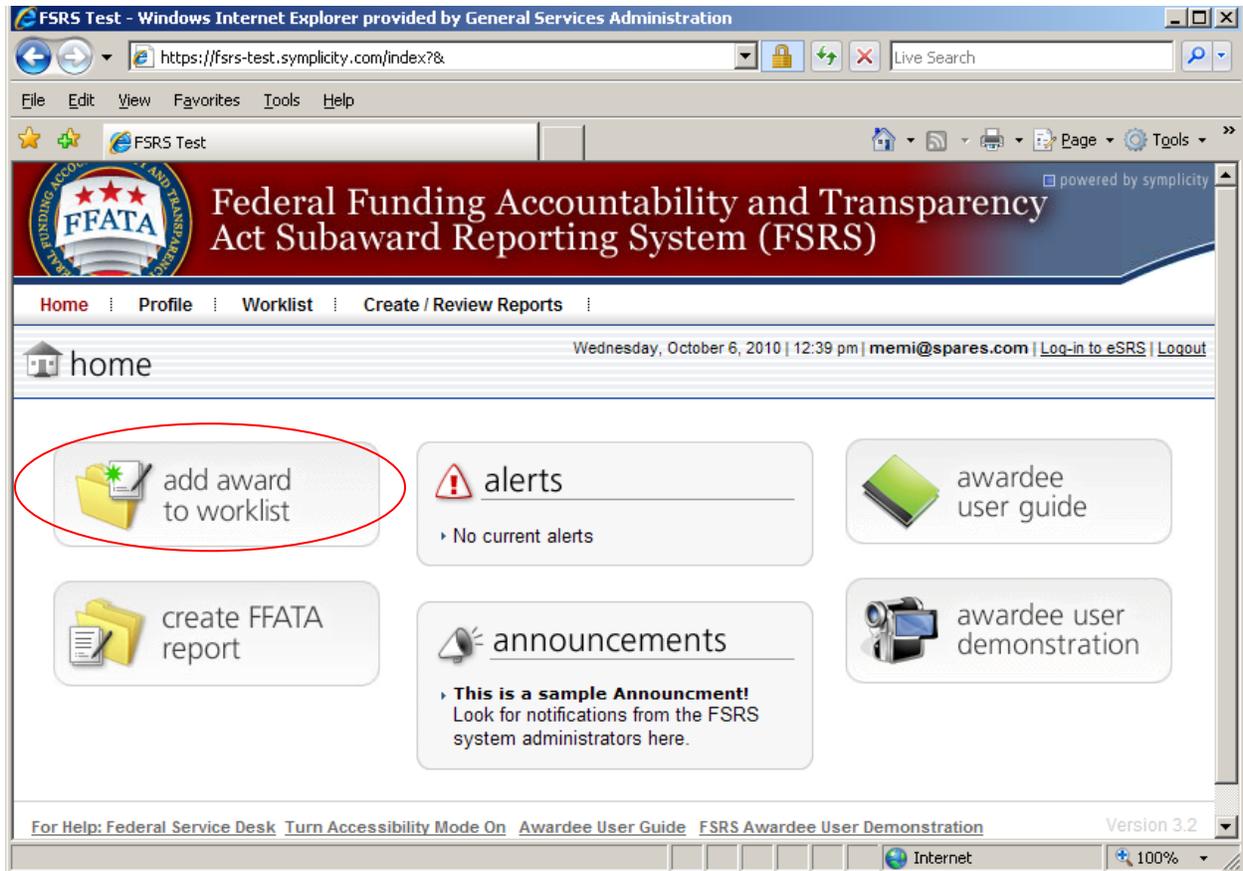
Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)



View, Add and Delete Award form Worklist

- **This module pertains to:**
User being able to review all existing contracts and/or grants (whichever is applicable) that have been linked to their registration account. The “Worklist” also allows a user to “add” an award document to this list when necessary. In order to process any report action in this system, awards must be viewable and/or added to the “My Worklist” tab under “Worklist.”
- **Who should use this tutorial?**
Awardees who are responsible for submitting FFATA Subaward reports in FSRS.
- **Why is this tutorial important?**
The FFATA Subaward Reporting System (FSRS) is the only mechanism available to report subaward and executive compensation data required by the transparency act for both Federal contracts and grants to USA Spending. This tutorial is designed to navigate the user seamlessly through the postaward process for reviewing, adding or deleting actions from the “My Worklist” tab.
- **How long will this tutorial take me?**
This tutorial will only take approximately five (5)minutes to complete.
- **What is the expected outcome of this process?**
Upon completing this process, the user will become knowledgeable about the worklist.
- **How does this module fit into the overall FFATA Subaward reporting process in FSRS?**
The user will understand the intricate details on how to review, add and delete award notices in the FSRS worklist section.

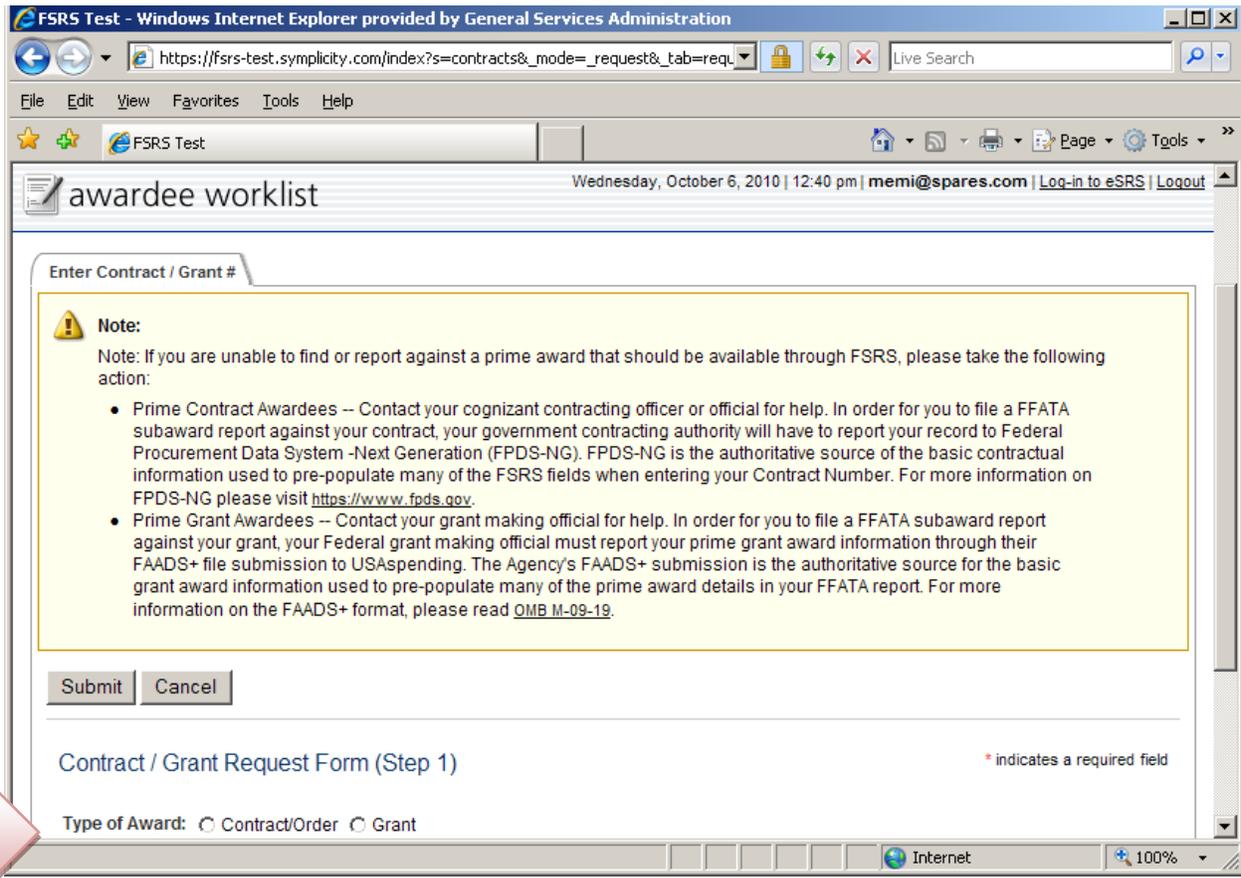
ADDING AN AWARD TO THE FSRs WORKLIST



To add a contract award to the worklist:

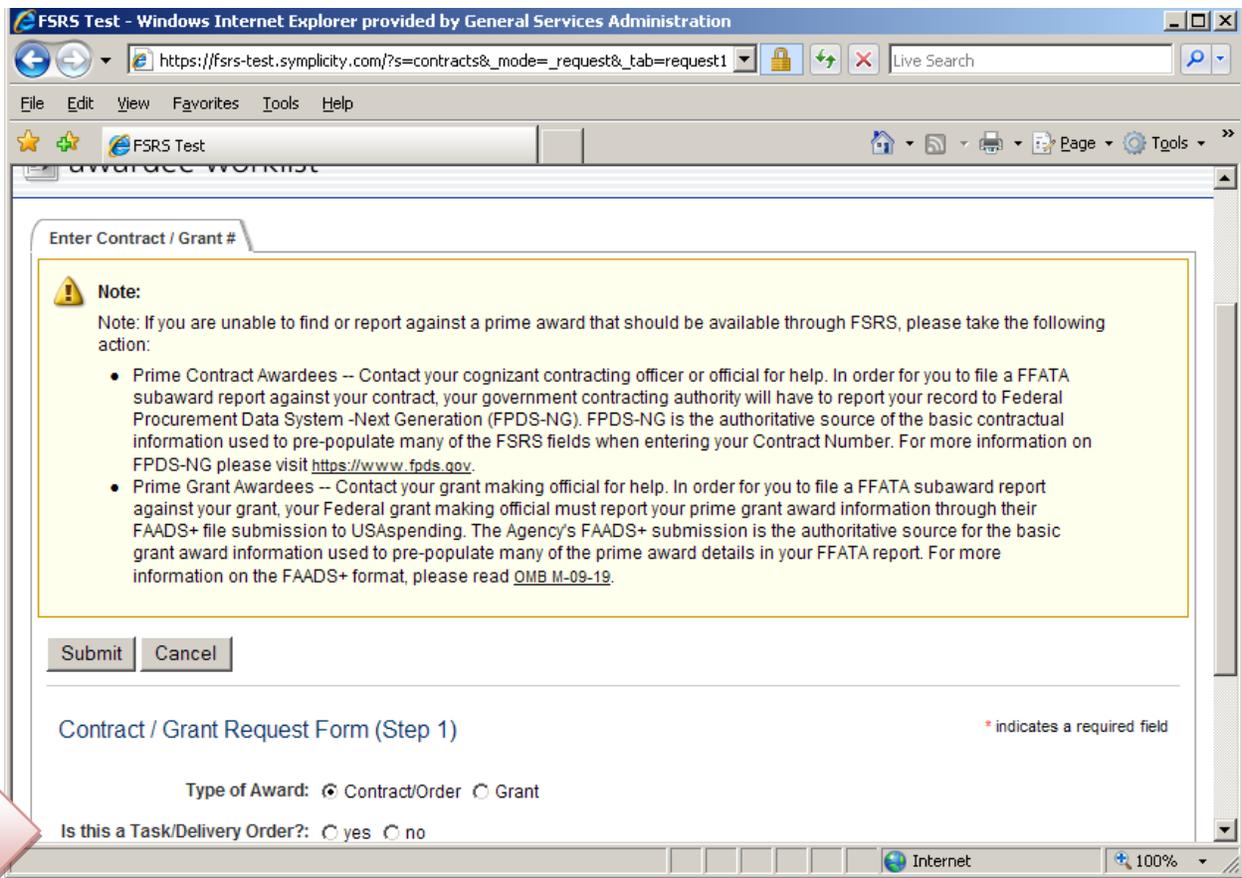
- Click on the [add award to worklist] button.
- System will advance to the next screen

Awardee Worklist



Contract / Grant Request Form (Step 1):

- a) For Type of Award, select the "Contract/Order" radio button;
- b) The system will automatically advance to the next screen



Step 1, continued:

- a) Type of Award is pre-populated from the previous screen;
- b) Go to the next question; "Is this a Task/Delivery Order"? Select yes or no (as applicable).

Enter Contract / Grant #

Note:
Note: If you are unable to find or report against a prime award that should be available through FSRs, please take the following action:

- Prime Contract Awardees -- Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System -Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRs fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>.
- Prime Grant Awardees -- Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read [OMB M-09-19](#).

Submit Cancel

Contract / Grant Request Form (Step 1) * indicates a required field

Type of Award: Contract/Order Grant

Is this a Task/Delivery Order?: yes no

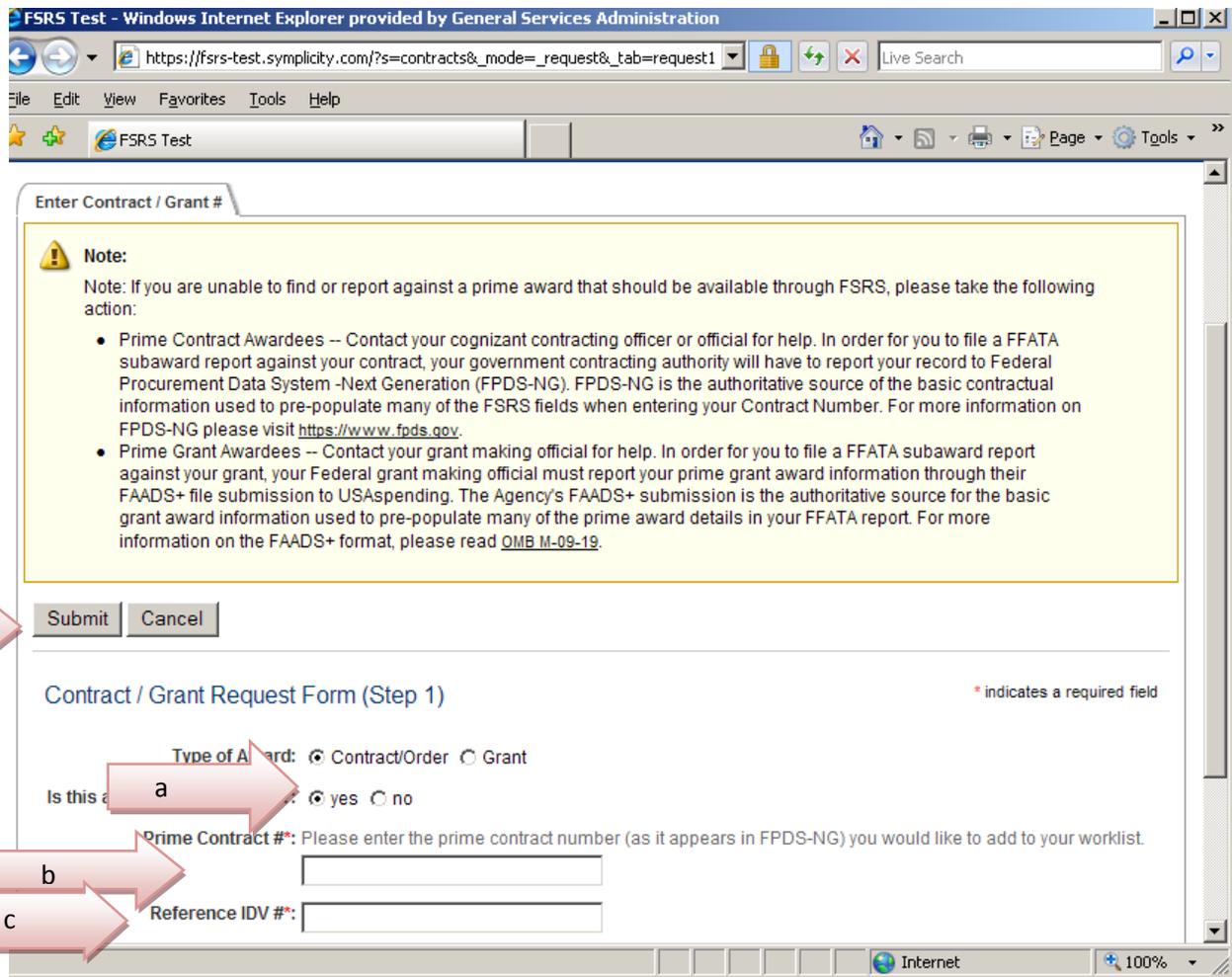
Prime Contract #: Please enter the prime contract number (as it appears in FPDS-NG) you would like to add to your worklist.

Submit Cancel

Step 1, continued;

Is this a Task/Delivery Order? If...

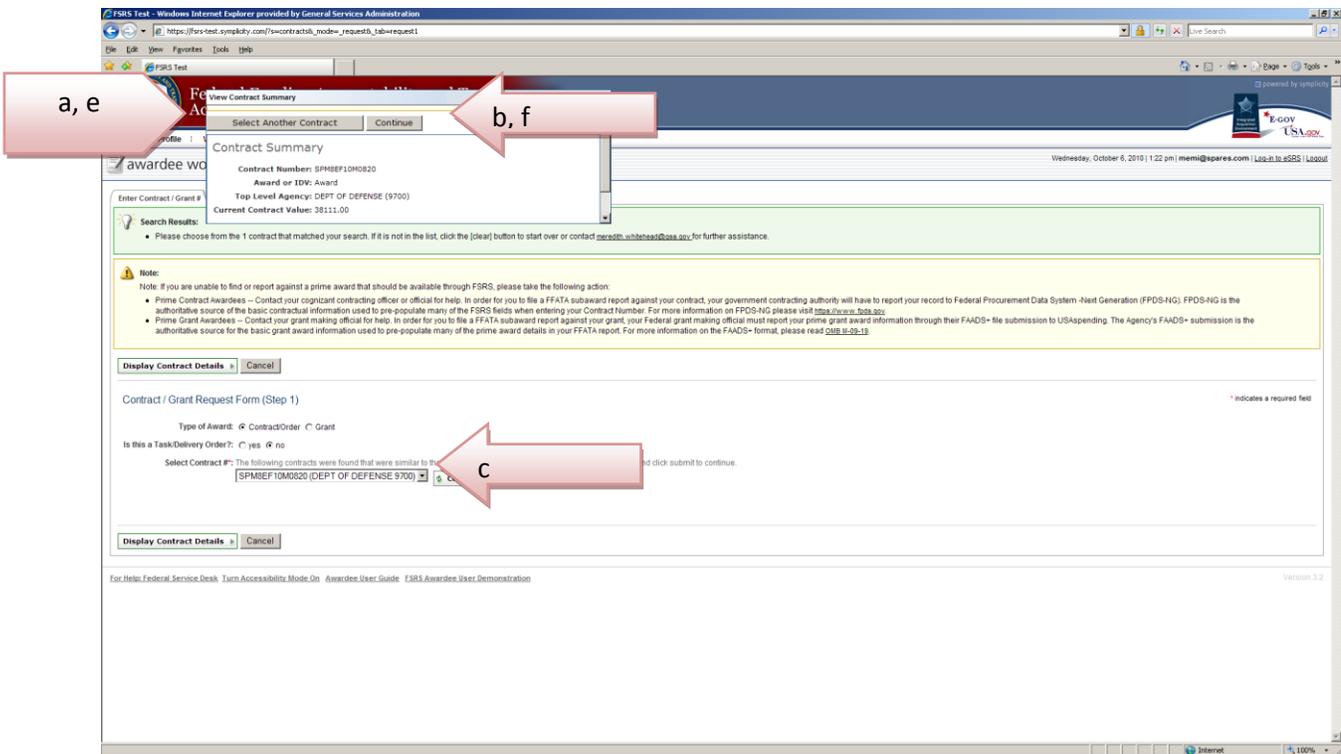
- “No” is selected;
- Manually type in Prime Contract # in the blank box below it;
- Select [Submit] and the system will advance to the next step.



Step 1 Continued;

Is this a Task/Delivery Order? If...

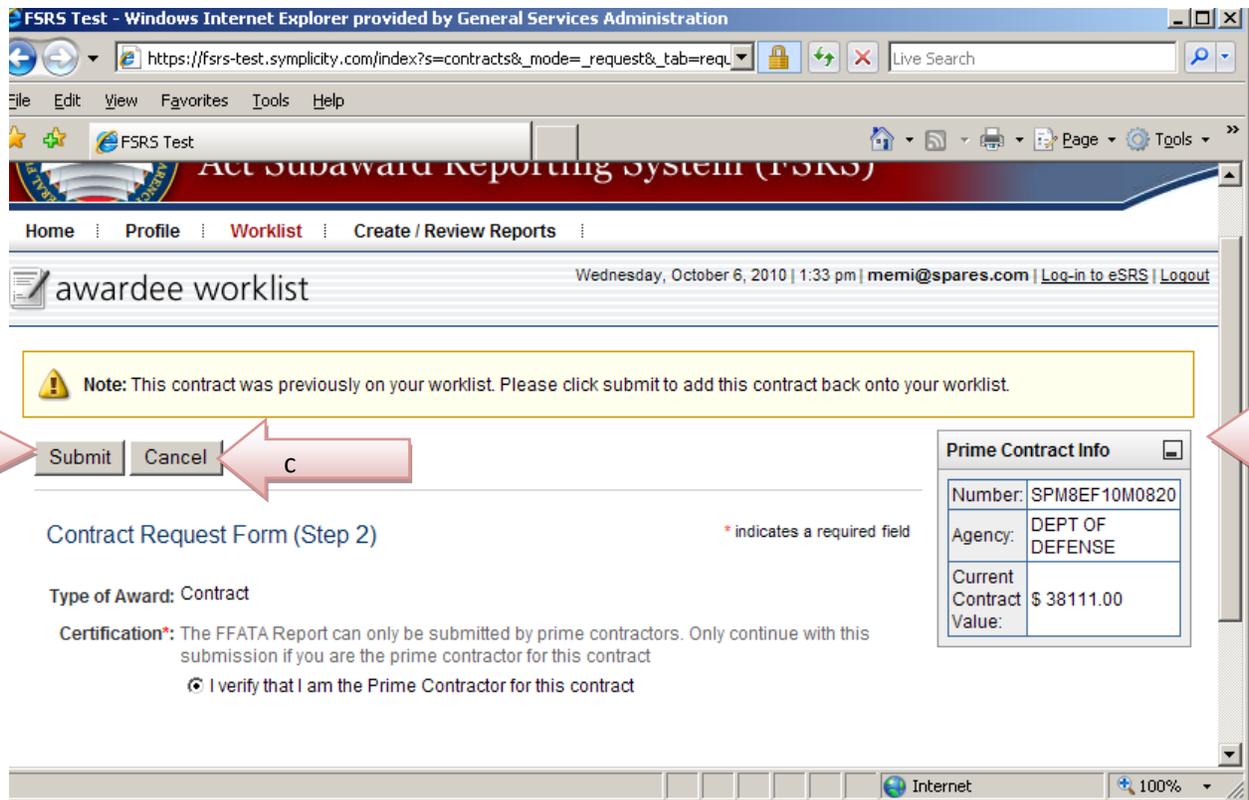
- a. "Yes" is selected;
- b. Manually type in the *Prime Contract #* in the blank box next to it; also
- c. Manually type in the *Reference IDV #* in the required blank box next to it;
- d. Select [Submit] and the screen will advance to the next step;



Step 1 continued;

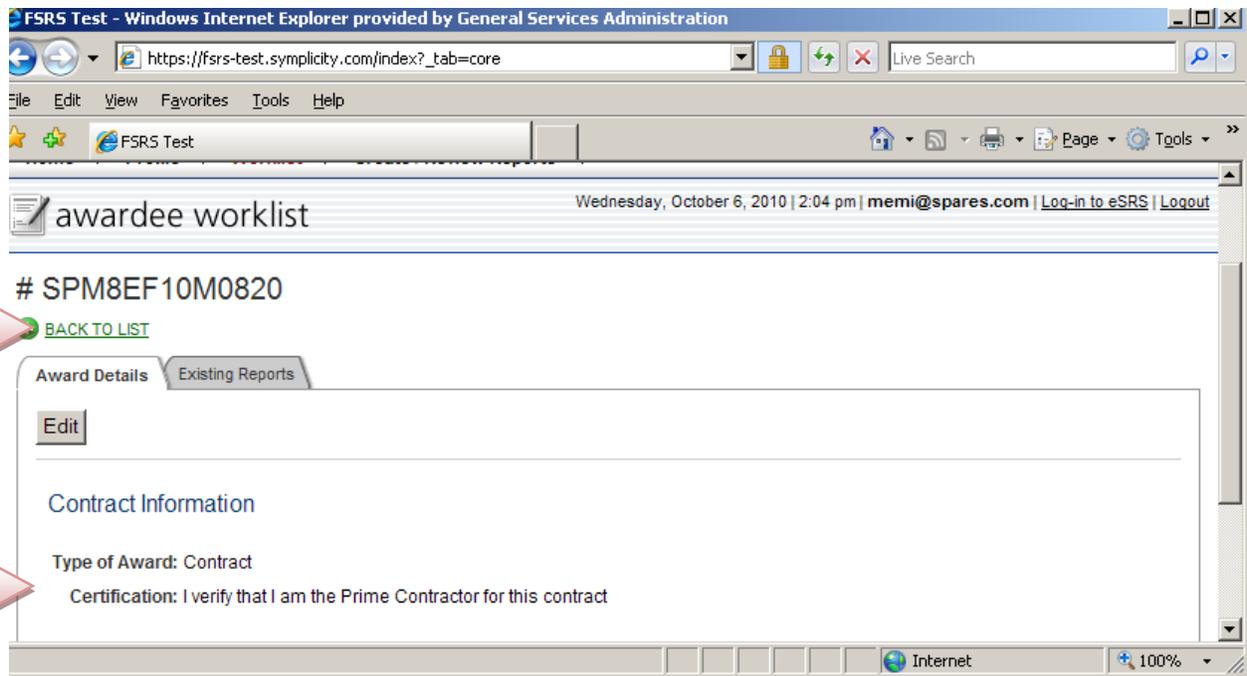
Once the Contract # has been entered and submitted the *View Contract Summary* screen pops up;

- a) View Contract Summary information to ensure data is correct; if yes...
- b) Select the [Continue] button;
- c) If the contract information is incorrect select the dropdown button in the Select Contract # box and select the correct award number; then...
- d) Select the [Continue] button to advance to the next step;
- e) Select the [Display Grant Details] button and the “View Grant Award Summary” screen pops up;
- f) Select the [Continue] button to advance to the next step.



Contract Request Form (Step 2):

- a) Review the "Contract Info" in the box on upper right hand side of the screen.
- b) If the information is correct and you are the Prime Contractor for this award select the [Submit] button to continue.
- c) If the information is incorrect, or you are not the Prime Contractor for this award, select [Cancel] and you will be taken back to Step 1 of the process.



Contract Information Screen;

- a) This is the “Contract Information” screen. This page certifies that the award added to the worklist was added by the prime contractor.
- b) If the data is correct, select the “back to list” link to see that the contract award has been added.
- c) CONGRATULATIONS!!! You have successfully added a contract award to the awardee list. This action completed.