

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

QUICK REFERENCE GUIDE:

HOW TO ADD A GRANT 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 from 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 USAspending. 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 grant award to the worklist:

- a) Click on the [add award to worklist] button;
- b) The system will advance to the next screen.

Awardee Worklist

FSRS Test - Windows Internet Explorer provided by General Services Administration

https://fsrs-test.symplicity.com/index?s=contracts&_mode=_request&_tab=req... Live Search

File Edit View Favorites Tools Help

FSRS Test

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

Home Profile Worklist Create / Review Reports

awardee worklist Wednesday, October 20, 2010 | 12:27 pm | beta@seis.com | Log-in to eSRs | Logout

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](#).

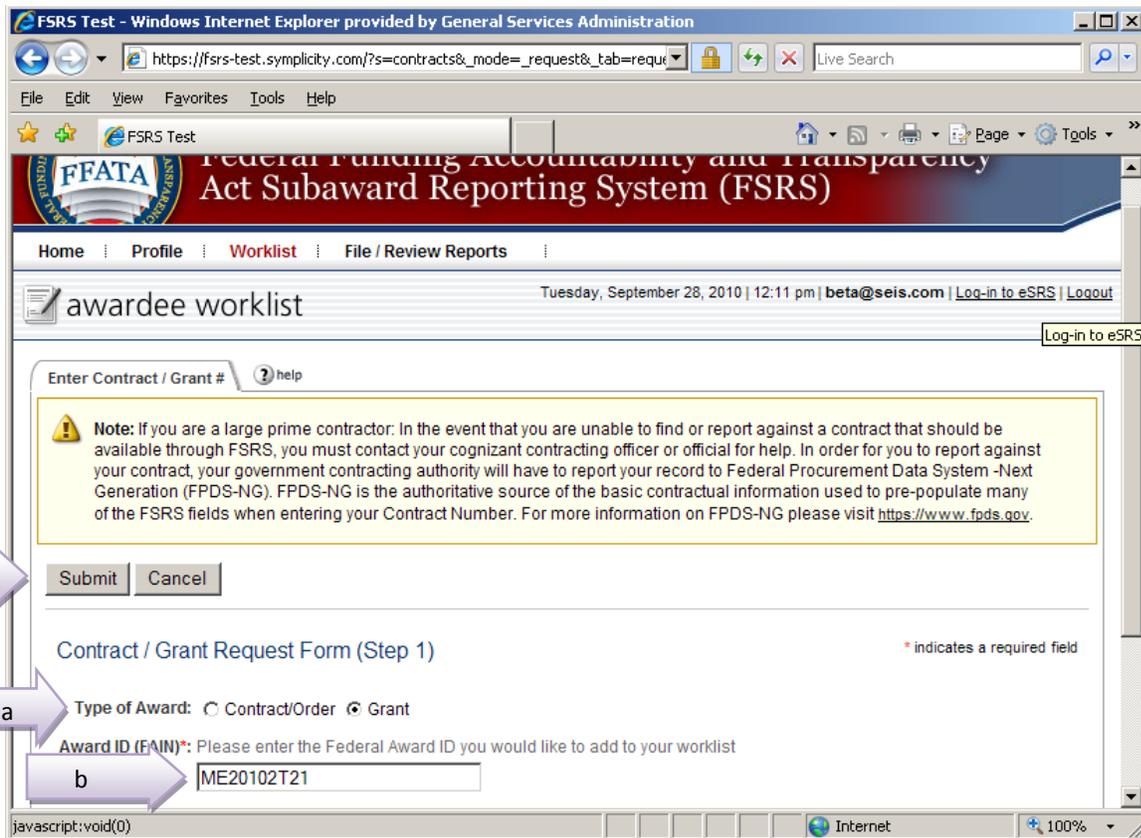
Submit Cancel

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

Type of Award Contract Grant

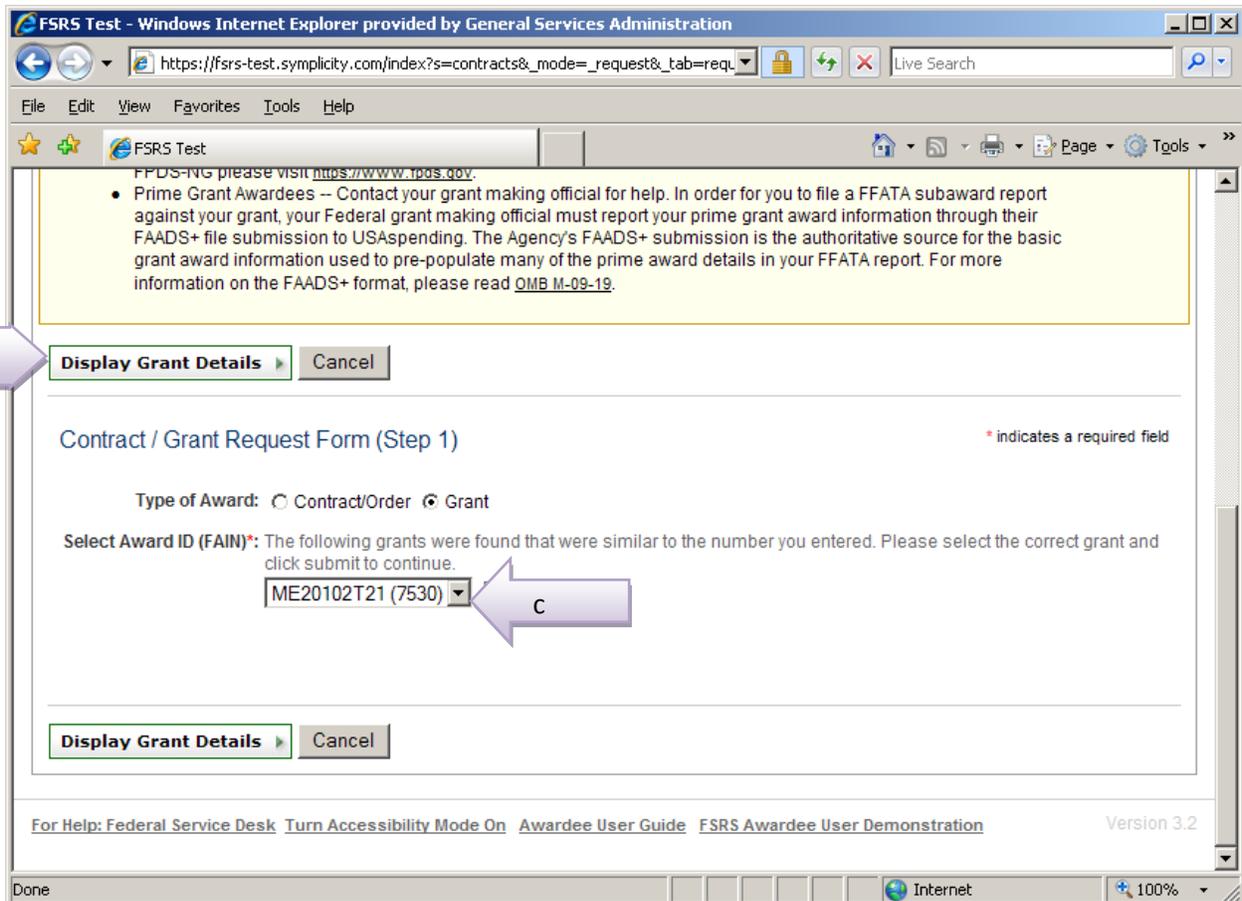
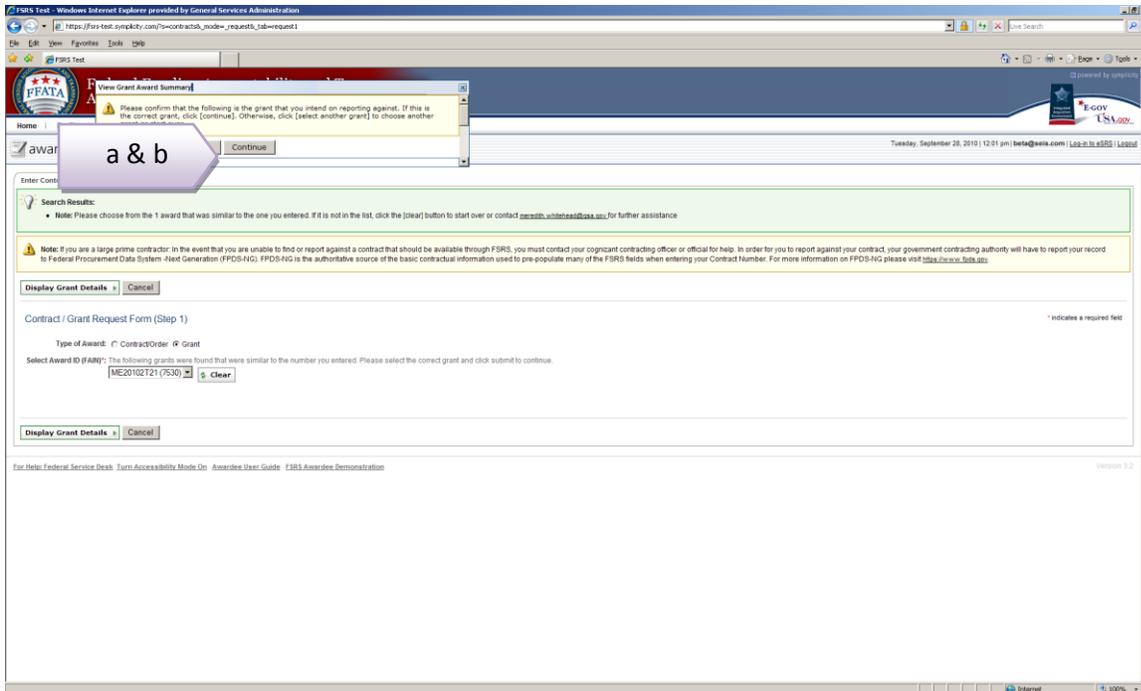
Contract / Grant Request Form (Step 1):

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



Step 1, continued:

- a) *Type the Award* is pre-populated from previous selection;
- b) Type your Award ID (Federal Award Identifier Number or FAIN) in the blank field below;
- c) Click the [**Submit**] button.



Step 1, continued:

- a) The “*View Grant Award Summary*” screen pops up. The user must confirm that the FAIN identified in the Select Award ID (FAIN) field is the correct award to add to your worklist;
- b) If it is the correct FAIN, select the [***Continue***] radio button;
- c) If it is the incorrect FAIN, select from the dropdown button of similar award IDs found in the Select Award ID (FAIN) box, select the correct award number, then;
- d) Select the “Display Grant Details” button. The “View Grant Award Summary” screen pops up;
- e) Select the [Continue] button to advance to the next step.

Step 2

FSRS Test - Windows Internet Explorer provided by General Services Administration

https://fsrs-test.symlicity.com/index?s=contracts&_mode=_request&_tab=

File Edit View Favorites Tools Help

FFATA Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) powered by symlicity

Home Profile Worklist File / Review Reports

awardee worklist Tuesday, September 28, 2010 | 12:36 pm | beta@seis.com | Log-in to eSRS | Logout

Submit Cancel

Grant Request Form (Step 2) * indicates a required field

Type of Award: Grant Award

Type*: The FFATA Report can only be submitted by prime awardees. Only continue with this submission if you are the prime awardee for this grant prime

Submit Cancel

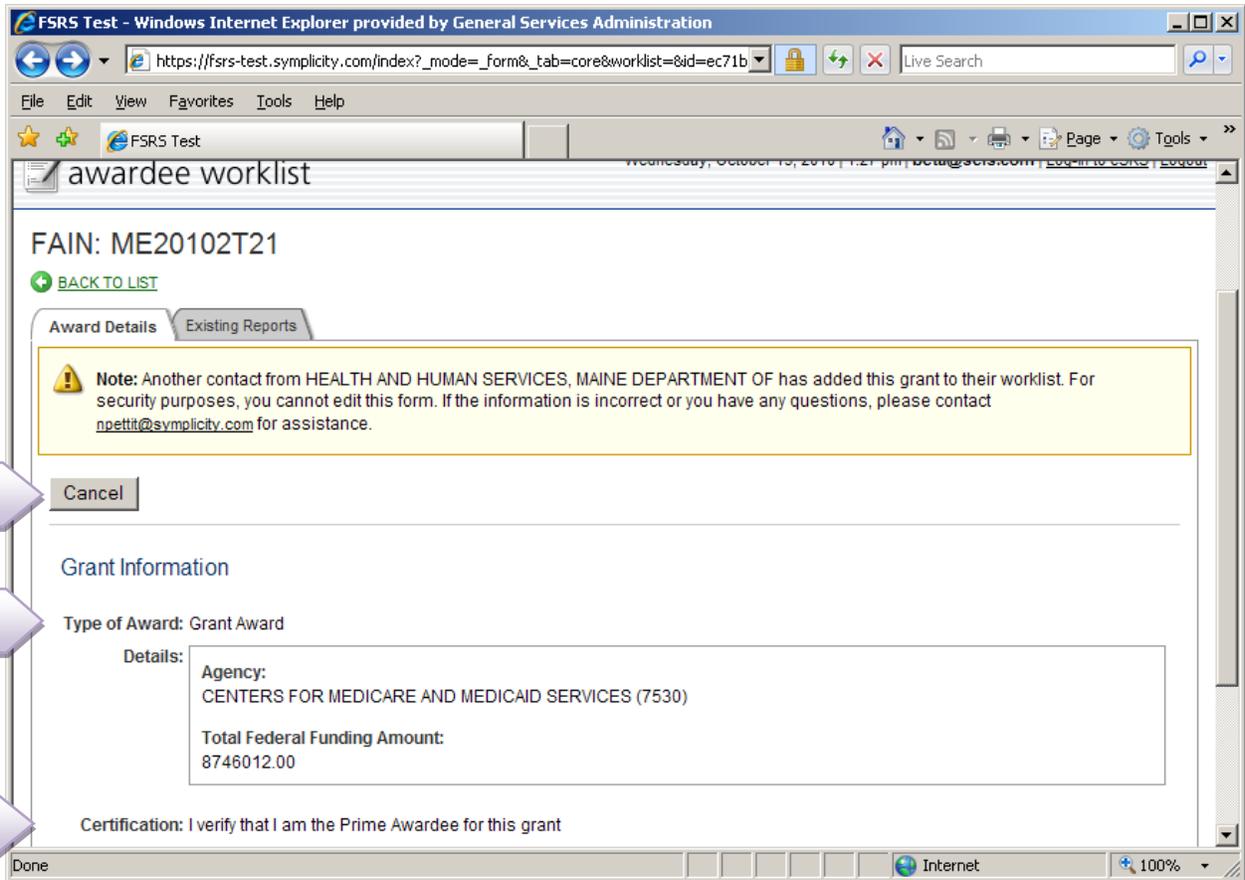
Grant Info

Number:	ME20102T21
Agency:	CENTERS FOR MEDICARE AND MEDICAID SERVICES
Total Federal Funding Amount:	\$ 8746012.00

For Help: Federal Service Desk Turn Accessibility Mode On Awardee User Guide FSRS Awardee Demonstration Version 3.2

Grant Request Form (Step 2):

- Review the “*Grant Info*” in the box on upper right hand side of the screen.
- If the information is correct, select the [Submit] button to continue.**
- If incorrect, select cancel and the user will be taken back to “*My Worklist*” to select the correct grant number.



Grant information Screen:

- a) This is the “*Grant Information*” screen. This page certifies that the award added was submitted by the prime awardee;
- b) Verify *Certification* is correct. If yes;
- c) Select [Cancel] button;

The screenshot shows a web browser window titled "FSRS Test - Windows Internet Explorer provided by General Services Administration". The address bar shows "https://fsrs-test.symplicity.com/index?_mode=_list". The page content includes a "My Worklist" section with tabs for "Contracts Not Added" and "Grant Awards Not Added". A green note box explains the purpose of the worklist. Below the note is a "Search Filters" section with buttons for "Search For And Add Award", "Create New Report", and "Report List". A table displays two award entries:

Award Number	Top Level Agency	Agency	Type	Options
10AAME1100	HEALTH AND HUMAN SERVICES, DEPARTMENT OF	ADMINISTRATION FOR CHILDREN AND FAMILIES	grant	Remove Existing Reports
ME20102T21	HEALTH AND HUMAN SERVICES, DEPARTMENT OF	CENTERS FOR MEDICARE AND MEDICAID SERVICES	grant	Remove Existing Reports

A purple arrow labeled "d" points to the first row of the table.

a) System returns to “My worklist” showing that the award was added to the user’s inventory list.

CONGRATULATIONS!!! You have successfully added a grant award to the awardee list. This action is completed.