

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

QUICK REFERENCE GUIDE:

**HOW TO CREATE AND SUBMIT A GRANTS FFATA SUB-AWARD
REPORT**

Revision Sheet

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



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



Create/Review Reports

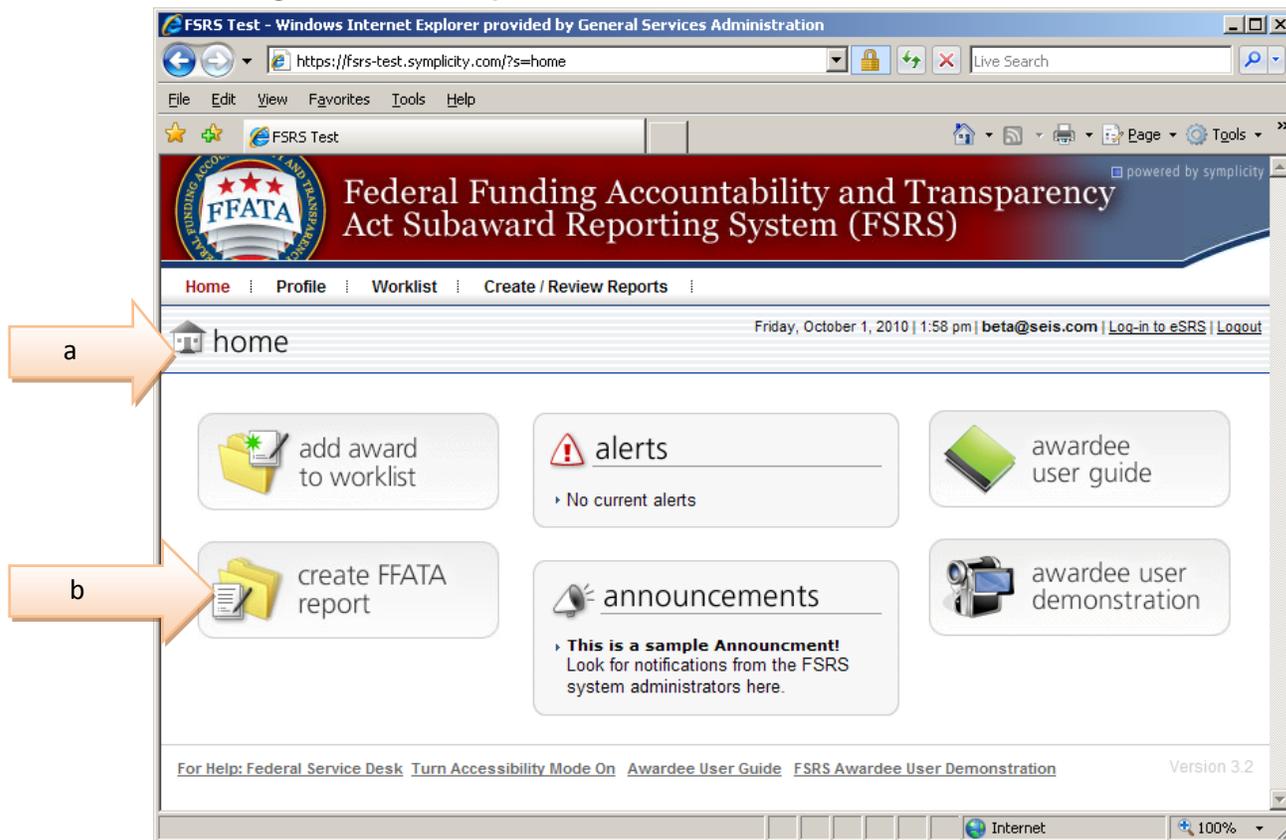
- **This module pertains to:**
User being able to create, submit and review the status of their reports in the FFATA Reports section. This module will also walk the user through each step of how to successfully process a report to be submitted in the system.
- **Who should be using this tutorial?**
Awardees 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 creating, submitting and reopening reports in this section.
- **How long will this tutorial take me?**
This tutorial will only take approximately twenty (15) minutes to complete.
- **What is the expected outcome of this process?**
Upon completing this process, the user will become knowledgeable about processing FFATA FSRS reports.
- **How does this module fit into the overall FFATA Subaward reporting process in FSRS?**
The user will understand the intricate details and functionality of how to create, edit, submit and reopen FSRS reports in this section.

QUICK REFERENCE GUIDE TO CREATING AND SUBMITTING A FFATA REPORT IN FSRS

Revision Sheet

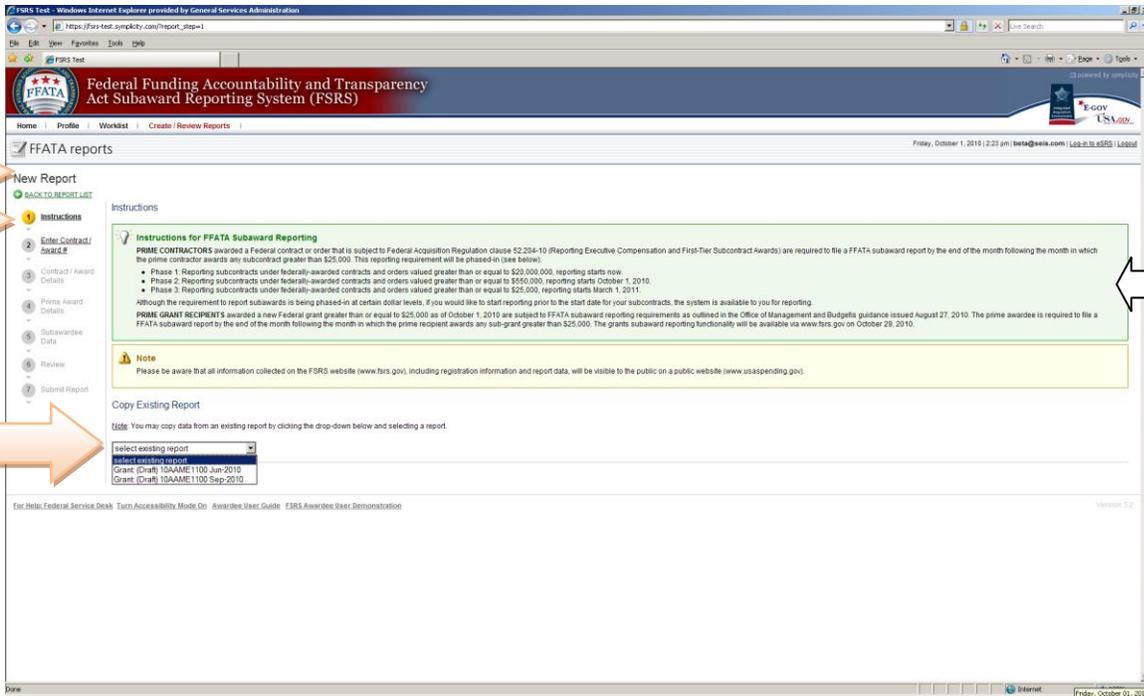
Release No.	Date	Revision Description
1.0	10/22/2010	Initial version

Creating a FFATA report



To create a Grant FFATA report:

- a. Go to the FSRs home page:
- b. Select the [create FFATA report] icon
- c. Screen will advance to the next step of the process

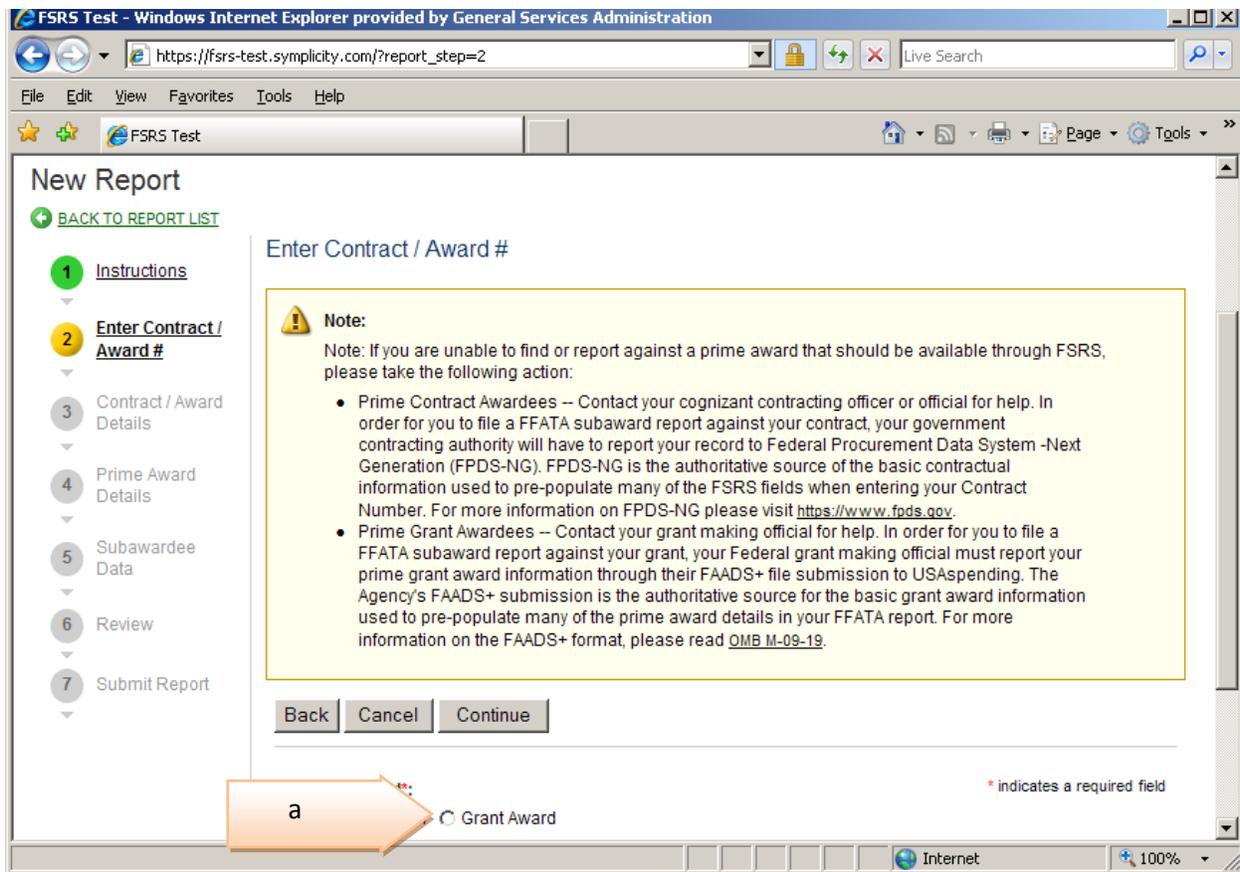


To begin the report process the user must be on the [New Report] screen:

Step 1, Instructions - provides guidance for when subawarding reports are required for both contracts and grants;

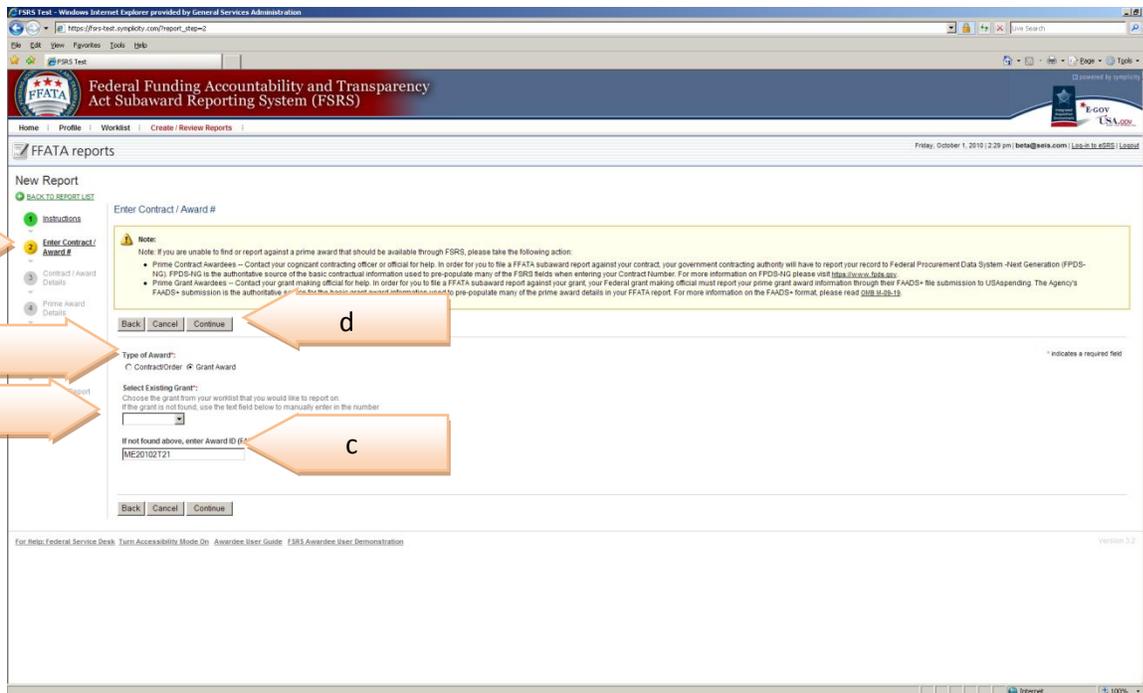
- a. An existing report can to be copied by going to the bottom of the screen under [Copy Existing Report] and selecting the appropriate grant award number using the drop down menu. Note: only the prime awardee information can be copied, subawardee information must entered manually.

Award Number:



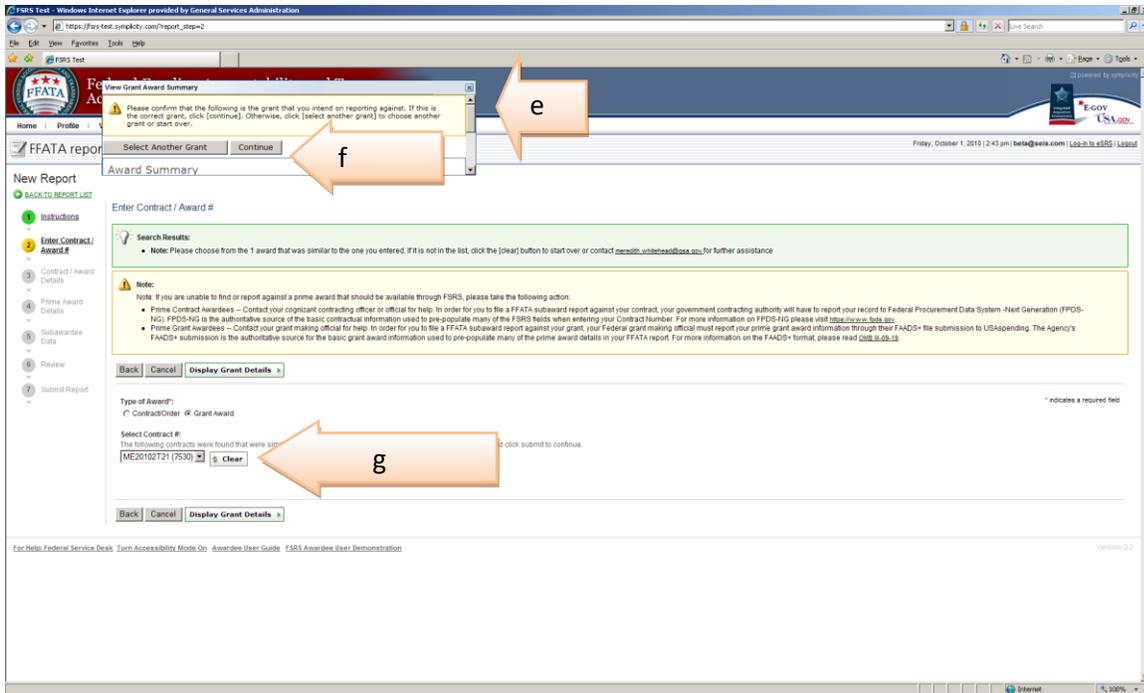
Step 2 - Enter Award Number:

- a. For Type of Award, select the [Grant Award] button;
- b. Screen will automatically move to the next page.



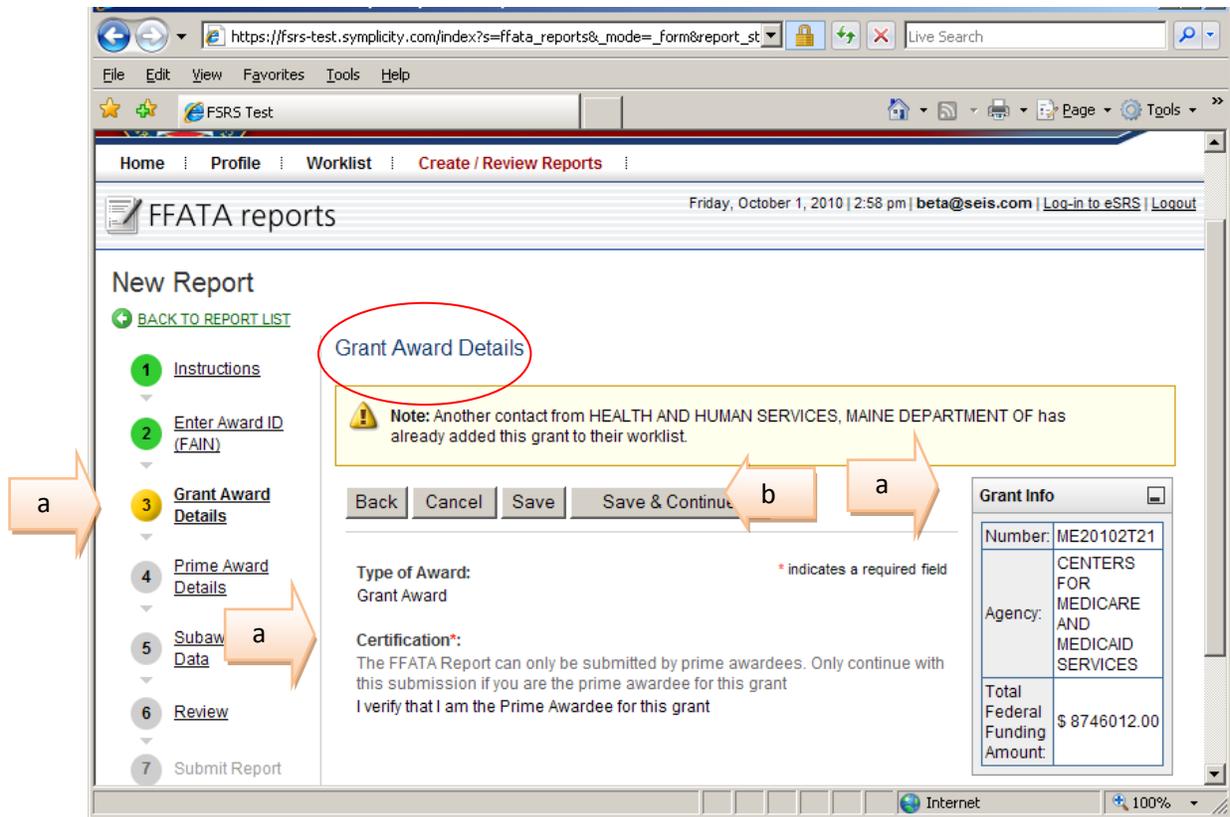
Step 2, continued:

- a. Type of Award is pre-populated from previous screen;
- b. In the [Select Existing Award] box, using the dropdown menu, locate the grant being reported and select the grant award number;
- c. If the grant award does not exist on the menu list, go the empty box and manually type the grant number in.
- d. Select [Continue] to advance;



Step 2, continued;

- e. Refreshing Grant Award Data screen pops up. Confirm the grant information is correct; if yes...
- f. Select the [Continue] button to advance to the next stage of the process;
- g. If the Award ID information is incorrect, type the correct FAIN in the empty box and select the [Continue] button;



Step 3 - Grant Award Details:

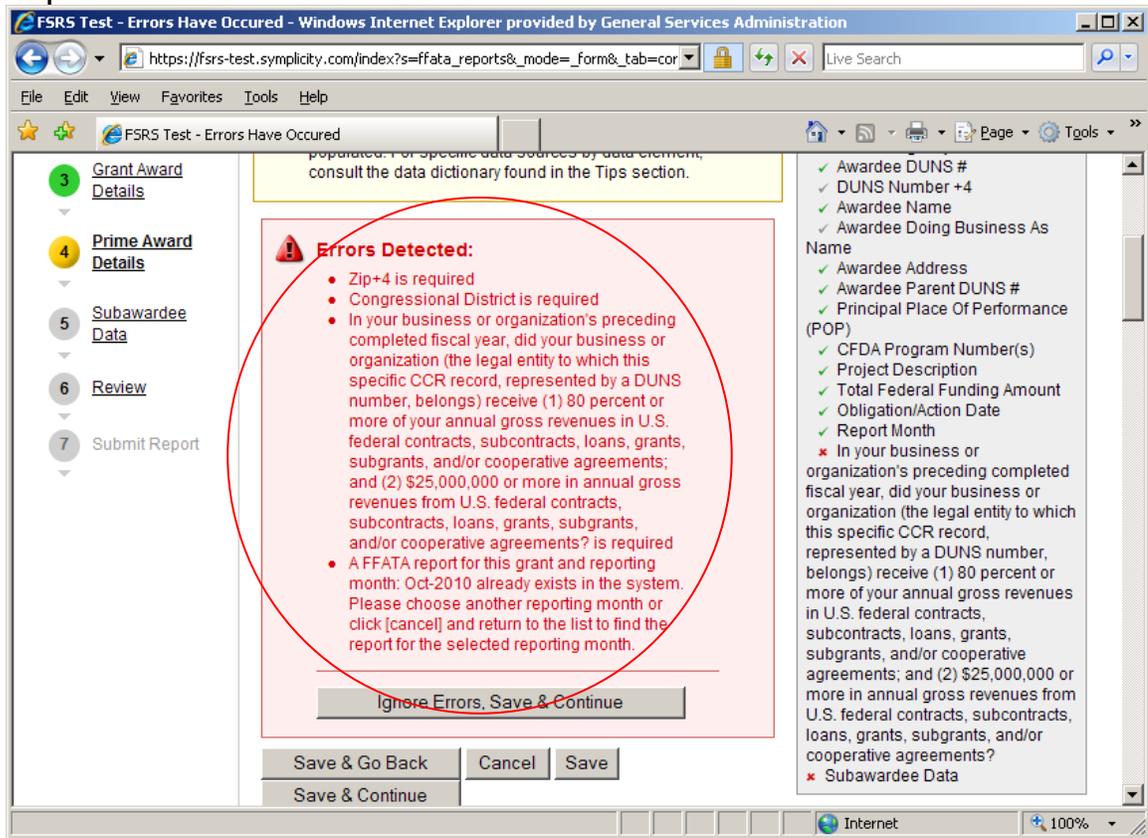
- a. User certifies that he/she is the prime awardee for the grant being submitted; if yes...
- b. *Select [Save & Continue] to advance to the next step in the process;*
- c. *If the user is not the Prime Awardee for the grant information being reported select [Cancel] and the system will take you back to your FFATA reports list.*

Prime Award Detail

Step 4 – Prime Award Details:

- d. User must review the fifteen elements in this section to either ensure the pre-populated data is correct and or fill in the blank fields that require data;
- e. The information in this section is self explanatory and is specific to the prime awardees organization;
- f. If a data element is determined incorrect, mark “no” and a blank box will appear for you to provide an explanation. This will flag the element that is deemed incorrect and the Grant Making Official will review and take the necessary corrective action;
- g. Select [Save and Continue] to advance to the next stage of the process;
- h. If errors are detected in this section an error message will be displayed;
- i. *Any time a user is unable to continue with this process, simply select the [Save] button and the action will be saved as a draft report. Draft reports can be retrieved from the FFATA Review Reports list under the Drafts tab.*

Step 4 – Prime Award Details



Step 4 - Prime Award Details Continued:

If Errors are detected, the system will flag the areas that require correcting. If for some reason the errors cannot be addressed immediately and you wish to continue with the process, select the **[Ignore Errors, Save & Continue]** button. This will allow the awardee to continue filling out the other steps to this process. However, in order to complete the report, all errors must be corrected prior to submission. Once errors have been corrected the submission process may continue.

Subawardee Data

The screenshot displays the FSRs Test application in a Windows Internet Explorer browser. The page title is "FFATA reports" and the URL is "https://fsrs-test.symlicity.com/index?". The main content area shows the "Subawardee Data" section for report # ME20102T21. A progress indicator on the right shows that "Subawardee Data" is the current step, with a red 'x' next to it. The "Subawardee Information" section is active, and the "Add Subawardee" button is highlighted with an orange arrow labeled 'a'. The "Progress" panel lists various fields with checkmarks or red 'x' marks indicating their status. A large orange arrow on the left side of the page points towards the "Add Subawardee" button.

FFATA reports

ME20102T21

BACK TO REPORT LIST

1 Instructions

2 Enter Award ID (FAIN)

3 Grant Award Details

4 Prime Award Details

5 Subawardee Data

6 Review

7 Submit Report

Subawardee Data

Save & Go Back Cancel Save

Save & Continue

1. Subawardee Information * indicates a required field

Add Subawardee a

Save & Go Back Cancel Save

Save & Continue

Progress

- ✓ FFATA Details
- ✗ Subawardee Data
- Subawardee Information
 - ✗ Subawardee DUNS
 - ✓ DUNS Number +4
 - ✗ Subawardee Name
 - ✓ Subawardee Doing Business
- As Name
 - ✗ Subawardee Address
 - ✗ Subawardee Parent DUNS
 - ✗ Amount of Subaward
 - ✗ Subaward Obligation/Action
- Date
 - ✓ CFDA Program Number(s)
 - ✗ Federal Agency ID
 - ✗ Federal Agency Name
 - ✗ Subawardee Principal Place of Performance
- Performance
 - ✗ Subaward Number
 - ✗ As provided to you by your subawardee, in your subawardee's business or organization's

Step 5 - Subawardee Data;

- Select [Add Subawardee] button;
- Screen will automatically open for user to provide subawardee data;

Subawardee Data

FFATA reports

Friday, October 1, 2010 | 4:11 pm | beta@seis.com | Log-in to eSRS | Logout

ME20102T21

BACK TO REPORT LIST

1 Instructions

2 Enter Award ID (FAIN)

3 Grant Award Details

4 Prime Award Details

5 Subawardee Data

6 Review

7 Submit Report

Subawardee Data

Save & Go Back Cancel Save Save & Continue

1. Subawardee Information: * indicates a required field

Subawardee DUNS*
809045594 Fetch Info For DUNS

Delete This Subawardee

Add Subawardee

Save & Go Back Cancel Save Save & Continue

Progress

- ✓ FFATA Details
- ✗ Subawardee Data
- Subawardee Information
 - ✗ Subawardee DUNS
 - ✓ DUNS Number +4
 - ✗ Subawardee Name
 - ✓ Subawardee Doing As Name
 - Subawardee Address
 - Subawardee Parent
- DUNS
 - ✗ Amount of Subaward
 - ✗ Subaward
- Obligation/Action Date
 - ✓ CFDA Program Number
- (s)
 - ✗ Federal Agency ID
 - ✗ Federal Agency Name
 - ✗ Subawardee Principal
- Place of Performance
 - ✗ Subaward Number
 - ✗ As provided to you by

Step 5, continued:

- Type Subawardee DUNS in blank box;
- Select the [Fetch info for DUNS] radio button to obtain subawardee data

Subawardee Data continued

ME20102T21

[BACK TO REPORT LIST](#)

Subawardee Data

Save & Go Back Cancel Save Save & Continue

1. Subawardee Information: * indicates a required field

Subawardee DUNS*: 809045594 [Change DUNS](#)

DUNS Number +4: 809045594

Subawardee Name*: HEALTH AND HUMAN SERVICES, MAINE DEPARTMENT OF

Subawardee Doing Business As Name:

Subawardee Address*:

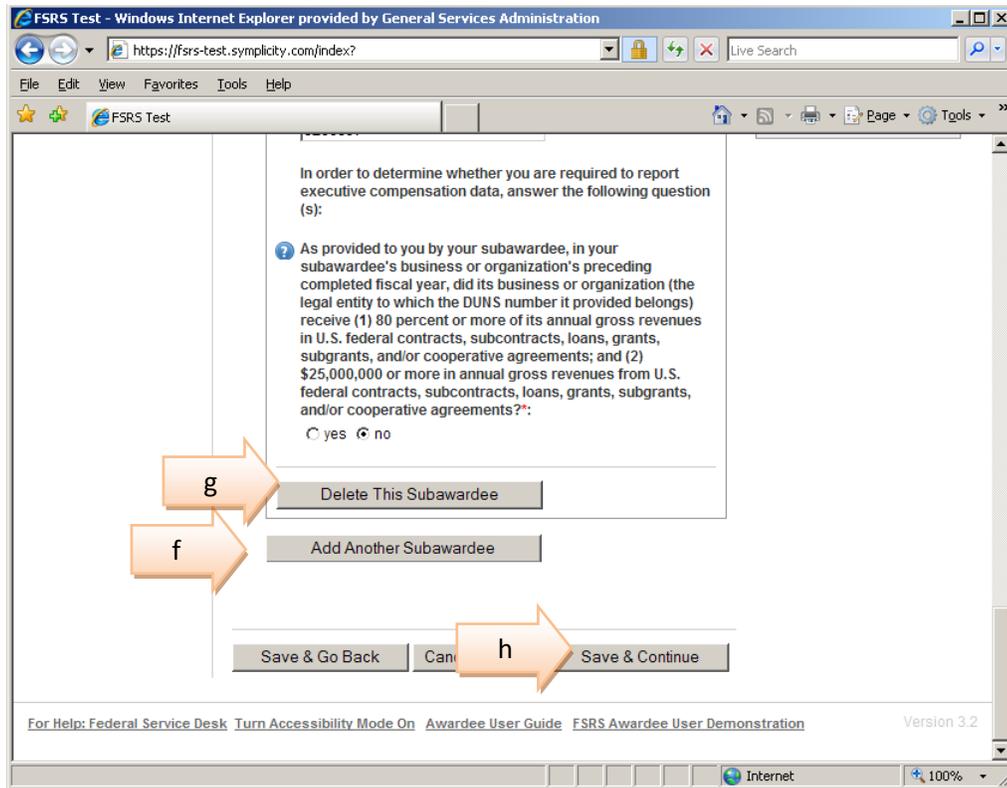
Street Address*: 221 STATE STREET #11 SHS

City*: AUGUSTA

State*: Maine

Progress

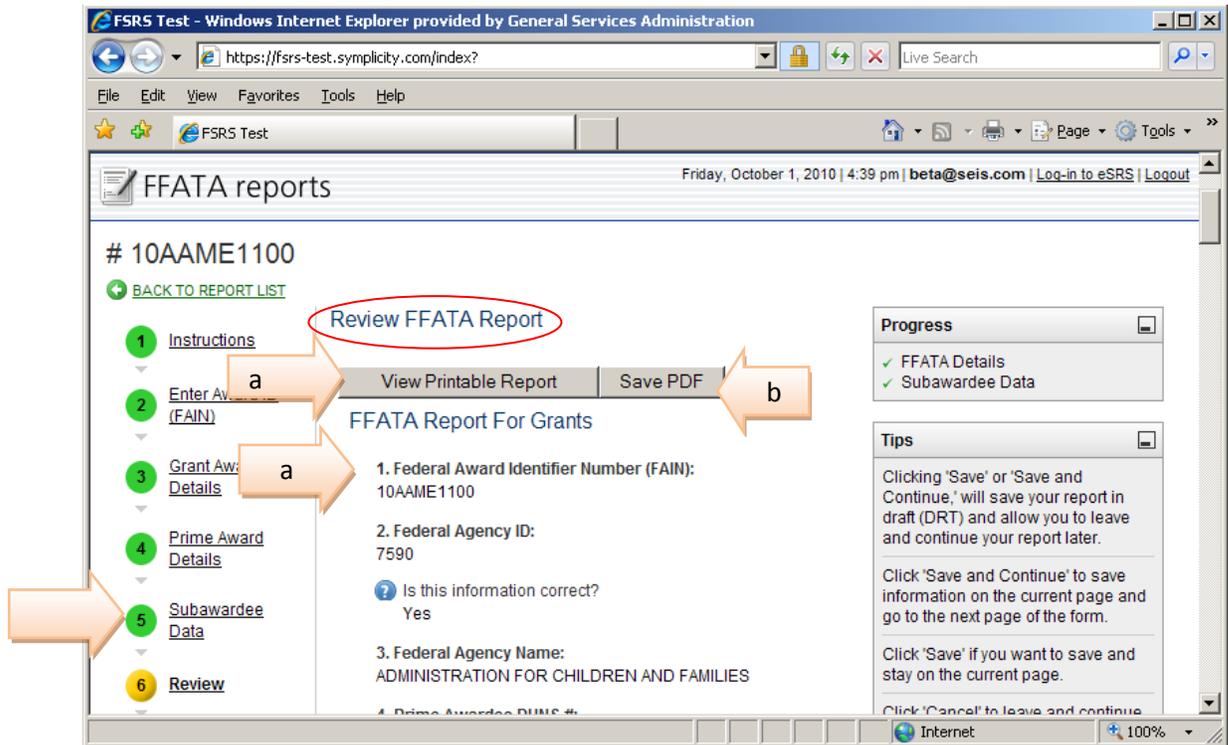
- ✓ FFATA Details
- ✗ Subawardee Data
 - Subawardee Information
 - ✓ Subawardee DUNS
 - ✓ DUNS Number +4
 - ✗ Subawardee Name
 - ✓ Subawardee Doing Business As Name
 - ✗ Subawardee Address
 - ✗ Subawardee Parent
 - DUNS
 - ✗ Amount of Subaward
 - ✗ Subaward
 - Obligation/Action Date
 - ✓ CFDA Program
 - Number(s)
 - ✗ Federal Agency ID
 - ✗ Federal Agency Name
 - ✗ Subawardee Principal
 - Place of Performance
 - ✗ Subaward Number
 - ✗ As provided to you by your subawardee, in your subawardee's business or organization's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts,



Step 5, continued:

- e. User must provide subaward data in the blank fields of this section. The fields are self explanatory;
- f. If additional subawardee's are awarded against the same FAIN, select the [*Add Another Subawardee*] at the bottom screen and proceed to fill in the fields accordingly;
- g. If the wrong subawardee data was inadvertently entered select the [*Delete This Subawardee*] button to remove the data;
- h. After subawardee information has been completed select the [*Save and Continue*] button to advance to the next stage;
- i. *Any time a user is unable to continue with this process simply select the save button and the action will be saved as a draft report. Draft reports can be retrieved from the FFATA Review Reports list under the Drafts tab.*

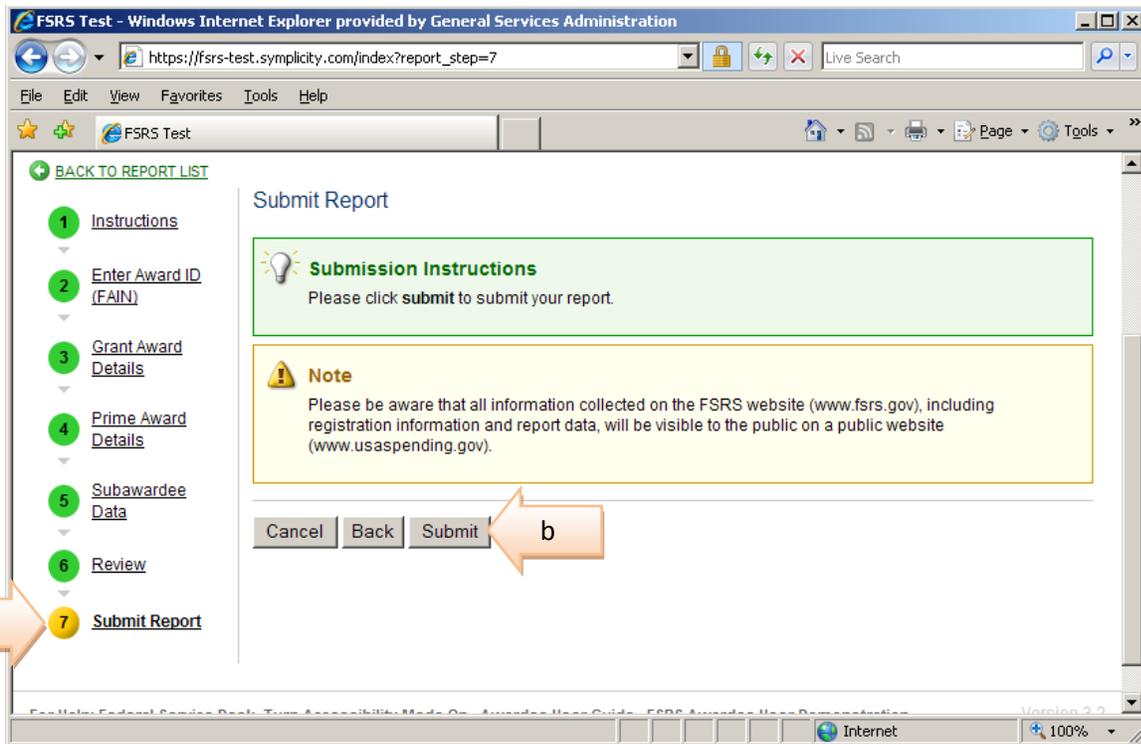
Review FFATA Report



Step 6 - Review FFATA Report Screen:

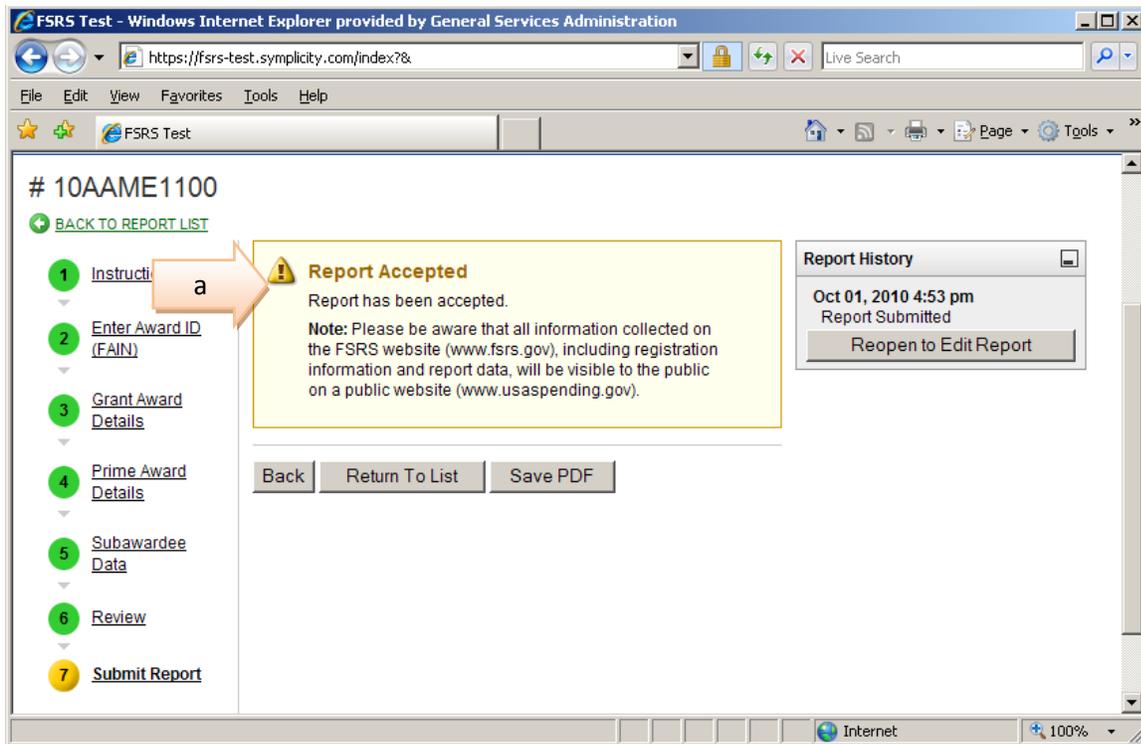
- Review and verify that the Prime Awardee and Subawardee data is correct by either scrolling down and reviewing the data on the screen or selecting the View Printable Report button;
- The report can also be saved as a *PDF* by selecting the [PDF] button;
- If the information is correct go to the bottom of the screen and select the [Continue] radio button to advance to the next stage;

Submit Report



Step 7 – Submit Report

- a. If all the Radio Buttons on the left hand side of the FFATA Report screen are green, you have successfully created a subawardee report and it is ready to be submitted to FSRs!!!!
- b. Select the [Submit] button.



Step 7, continues:

- c. Once the document is submitted a pop-up message is received that the Report has been accepted.

This action has been successfully completed.

This concludes the session on how to create and submit a FFATA FSRS report