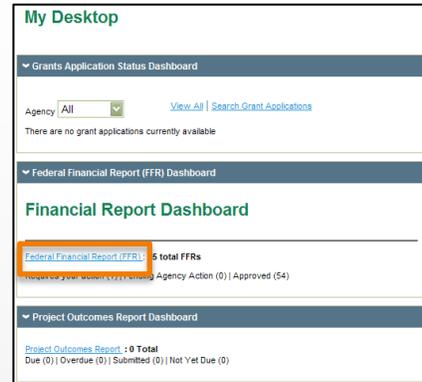


**Financial users** must use Research.gov to submit Federal Financial Reports (FFRs) to the National Science Foundation (NSF). Research.gov's FFR service allows organizations to prepare and submit the government-wide standard financial report to NSF.

## Submit an FFR

### Step 1: Access Your FFR

You can click on either the *Federal Financial Report* link found on the left-hand navigation menu or you can click on the *Federal Financial Report* link found on your desktop's dashboard to access your FFR.



### Step 2: Open Your Active FFR

Click on the current quarter end date to access your FFR. The status should be open until the FFR is submitted. This will direct you to the *FFR Attachment* page.



### Step 3: Update Your FFR Attachment

On the *FFR Attachment* page, users must update the column labeled *Federal Share of Expenditures (Cumulative Cash Disbursements)* and can also update the *Recipient Account Number* (both outlined in orange). Once complete, click *Save & Continue* to go to the FFR page.

Click on a Federal Grant Number to access Award Details.



Click Perform in Excel to update the FFR Attachment through Excel 2003/2007.

## Step 4: Review the FFR

- 1) Reconcile *Cash on Hand* (Line 10c) to your books.
- 2) If needed, enter adjustments to closed awards via the *Enter Adjustments* link.
- 3) Click the *Enter Program Income* link to either report program income or select the *No Program Income to Report* checkbox at the bottom of the *Program Income Worksheet*.
- 4) Fill out the *Remarks* (Line 12) section if your institution has a positive cash on hand balance.
- 5) Click *Save & Continue* to proceed to the FFR Certification Page.

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:	Case Western Reserve University		
3b. Recipient Organization Address:	*(Line 1): <input type="text" value="Sponsored Projects Administration"/> *City: <input type="text" value="Cleveland"/> (Line 2): <input type="text" value="10900 Euclid Avenue"/> *State: <input type="text" value="OH"/> (Line 3): <input type="text" value="BioEnterprise Building"/> *Zip: <input type="text" value="441067037"/>		
4a. DUNS Number:	<input type="text"/>		
4b. EIN:	<input type="text"/>		
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:	09/30/2011		
10. TRANSACTIONS:			
<b>Federal Cash:</b>			
Beginning Cash on Hand (COH) from previous FFR: \$230,067.64			
Payments Received: \$5,355,000.00			
a. Cash Receipts = Beginning COH + Payments Received			\$5,585,067.64
b. Cash Disbursements = (A3 - A2 from FFR Attachment)			\$7,044,993.34
Adjustments to Financially Closed Awards = New Federal Share of Expenditures (Cumulative Cash Disbursements) - Current Federal Share of Expenditures (Previous Cumulative Cash Disbursements) -\$244,085.36 <a href="#">Enter Adjustments</a>			
c. Cash on Hand = Cash Receipts - (Cash Disbursements + Adjustments to Financially Closed Awards)			-\$1,215,840.34
<b>Federal Expenditures and Unobligated Balance:</b>			
d. Total Federal funds authorized = A1 from FFR Attachment			\$76,407,324.57
e. Federal Share of Expenditures = A3 from FFR Attachment			\$49,481,477.76
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			\$26,925,846.81
Balance Authorized = Unobligated Balance of Federal Funds \$30,141,687.15 - Cash on Hand			
<b>Recipient Share:</b>			
i. Total recipient share required			--
j. Recipient share of expenditures			--
k. Remaining recipient share to be provided (line i minus j)			--
<b>Program Income:</b>			
l. Total Federal Program Income Earned			\$0.00 <a href="#">Enter Program Income</a>
m. Program income expended in accordance with the deduction alternative			--
n. Program income expended in accordance with the addition alternative			\$0.00
o. Unexpended program income (line l minus line m or line n)			\$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. Period From:	--		
Period To:	--		
d. Base:	--		
e. Amount Charged:	--		
f. Federal Share:	--		
g. Totals:	--		
12. Remarks:	Include any explanation deemed necessary. Information required by Federal sponsoring agency in compliance with governing legislation. (650 characters)		
<input type="button" value="Save"/> <input type="button" value="Save &amp; Continue"/>		<b>5</b>	

Remarks are required when an institution has a positive *Cash on Hand* Balance (line 10c)



## FFR Certification

### Step 5: Forward the FFR for Certification

- 1) Click *Certification* on the left-hand navigation menu to open up the *Certification* screen.
- 2) Select the button *Forward for Certification*. (outlined in orange) The FFR certifier will now need to verify your submission and submit to NSF.



### 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 "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."

FFR Help  
Case Western Reserve University | OH | 0001024000  
Quarter Ending : 09/30/2011 | Due Date: 11/13/2011

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

13. CERTIFICATION:

Cash Receipts (FFR Line 10a.)	\$5,585,087.64
Cash Disbursements (FFR Line 10b.)	-\$42,192,099.06
Adjustments to Financially Closed Awards (FFR)	\$0.00
Cash on Hand (FFR Line 10c.)	\$47,777,166.70
Total Federal Program Income Earned (FFR Line 10n.)	\$0.00

a. Name of Preparer: [text]  
b. Preparer's Email Address: [text]  
c. Preparer's Phone Number: [text]  
d. Preparer's Phone Extension: [text]  
e. Preparer's Fax: [text]  
f. Name of Certifying Official: [text]  
g. Title of Certifying Official: [text]  
h. Certifying Official's Email Address: [text]  
i. Date Report Submitted: [text]

Comments: [text area]

[Cancel](#) [Save](#) [Forward For Certification](#)

### Step 6: Certify Your FFR for Submission to NSF

- 1) The FFR certifier will be notified via email once the FFR preparer submits the report. The FFR certifier will then need to review and approve the submission.
- 2) The FFR certifier must first log in to Research.gov and access the FFR.
- 3) To review the submission, a FFR certifier must click *Certification* on the left-hand navigation menu (see image above) to open up the *Certification* screen.
- 4) Certify the data by checking the box next to *I Certify*, and select the *Save and Submit to NSF* button.

### 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."

FFR Help  
Case Western Reserve University | OH | 0001024000  
Quarter Ending : 09/30/2011 | Due Date: 11/13/2011

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The FFR has been forwarded to you in your role as the FFR Certifier by the Preparer for your review, certification, and submission to NSF.

13. CERTIFICATION:

Cash Receipts (FFR Line 10a.)	\$5,585,087.64
Cash Disbursements (FFR Line 10b.)	-\$42,192,099.06
Adjustments to Financially Closed Awards (FFR)	\$0.00
Cash on Hand (FFR Line 10c.)	\$47,777,166.70
Total Federal Program Income Earned (FFR Line 10n.)	\$0.00

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: [text]  
b. Preparer's Email Address: [text]  
c. Preparer's Phone Number: [text]  
d. Preparer's Phone Extension: [text]  
e. Preparer's Fax: [text]  
f. Name of Certifying Official: [text]  
g. Title of Certifying Official: [text]  
h. Certifying Official's Email Address: [text]  
i. Date Report Submitted: [text]

Comments: [text area]

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