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The ORSPA Subaward group handles the required FFATA (Federal Funding Accountability and Transparency Act) monthly reporting in <https://www.fsr.gov> (which is the FFATA Subaward Reporting System) used to report on federally funded sponsored Subawards issued to subrecipients that meet FFATA established requirements for reporting

Who is required to file a FFATA report in FSR?

CONTRACTS

In accordance with Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Sub-contract Awards), Prime Contractors awarded a federal contract or order are required to file a FFATA sub-award report by the end of the month following the month in which the prime contractor awards any sub-contract greater than \$30,000. This reporting requirement will be phased-in (see below):

Phase 1: Reporting sub-contracts under federally-awarded contracts and orders valued greater than or equal to \$20,000,000, reporting started July 8, 2010.

Phase 2: Reporting sub-contracts under federally-awarded contracts and orders valued greater than or equal to \$550,000, reporting started October 1, 2010.

Phase 3: Reporting sub-contracts under federally-awarded contracts and orders valued greater than or equal to \$25,000, reporting starts March 1, 2011.

Phase 4: Reporting sub-contracts under federally-awarded contracts and orders valued greater than or equal to \$30,000, reporting starts October 1, 2015.

Although the requirement to report sub-awards is being phased-in at certain dollar levels, if you would like to start reporting prior to the start date for your sub-contracts, the system is available to you for reporting.

GRANTS

In accordance with 2 CFR Chapter 1, Part 170 REPORTING SUB-AWARD AND EXECUTIVE COMPENSATION INFORMATION, Prime Awardees awarded a federal grant are required to file a FFATA sub-award report by the end of the month following the month in which the prime awardee awards any sub-grant equal to or greater than \$25,000. The reporting requirements are as follows:

- This requirement is for both mandatory and discretionary grants awarded on or after October 1, 2010.
- All sub-award information must be reported by the prime awardee.
- For those new Federal grants as of October 1, 2010, if the initial award is equal to or over \$25,000, reporting of sub-award and executive compensation data is required.

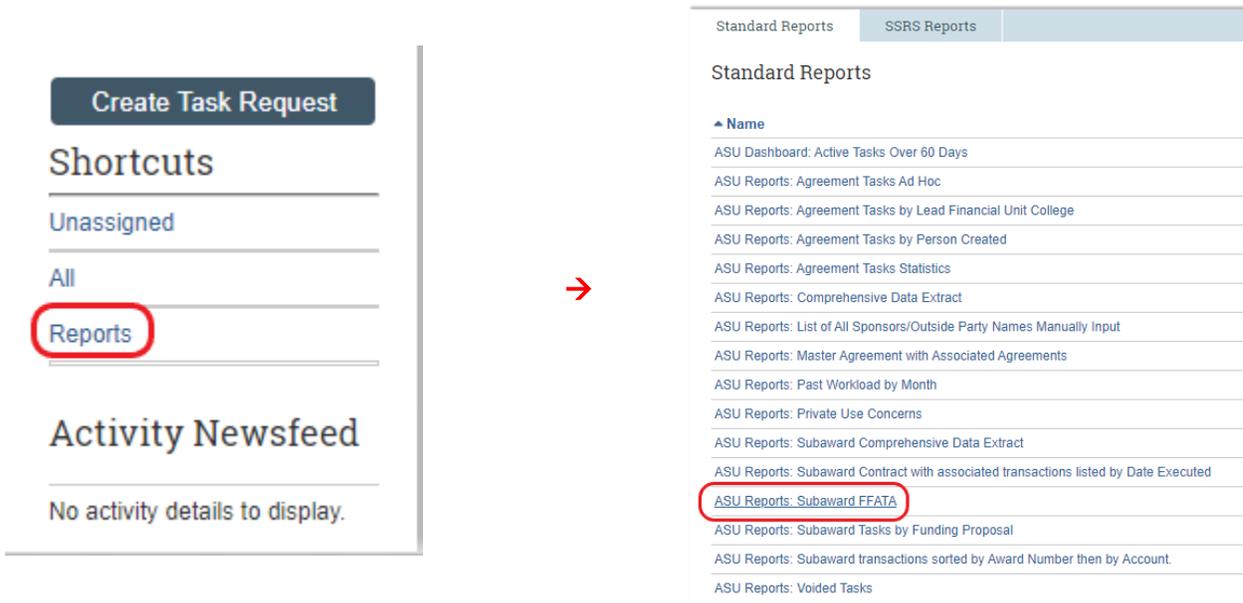
- If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award will be subject to the reporting requirements, as of the date the award exceeds \$25,000.
- If the initial award equals or exceeds \$25,000 but funding is subsequently de-obligated such that the total award amount falls below \$25,000, the award continues to be subject to the reporting requirements of the Transparency Act and this Guidance.

FFATA Instructions

Run reports the 1st workday of every month. Have all reports sent to FOT for the second review as soon as possible or by the 3rd Friday of every month. Reports sent to Federal Grants before the end of the month.

Download reports from ERA:

In ERA go to Agreements tab > My Inbox > Reports (under shortcuts on the left) > “ASU Reports: Subaward FFATA” > Export (upper right-hand corner)> Download when files complete export.

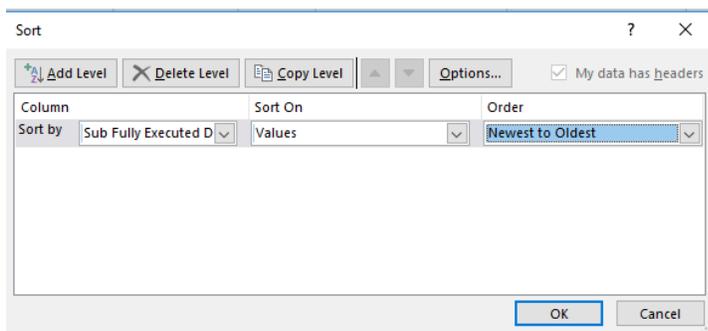
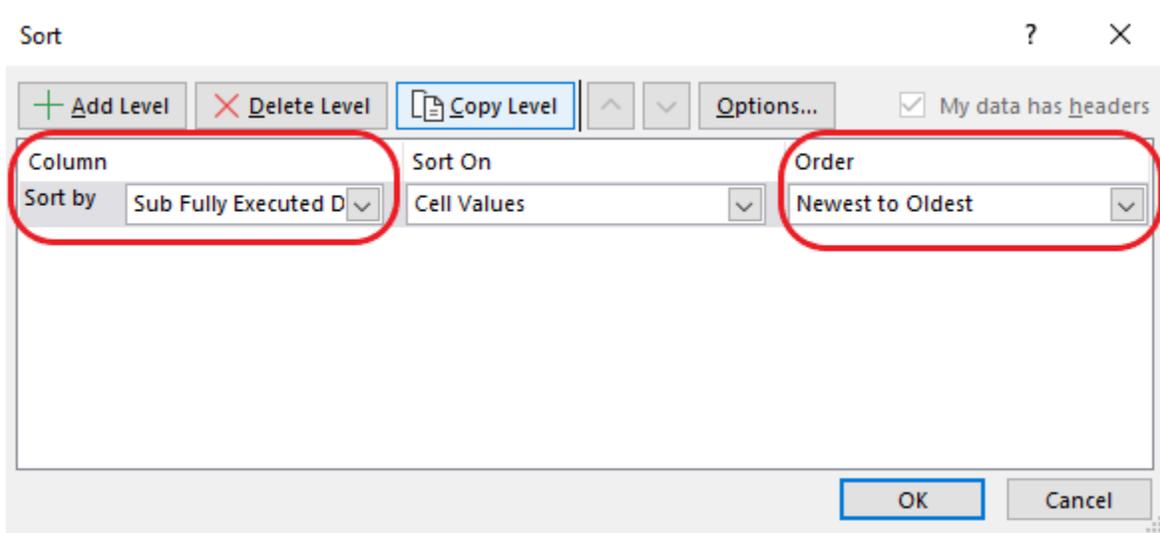
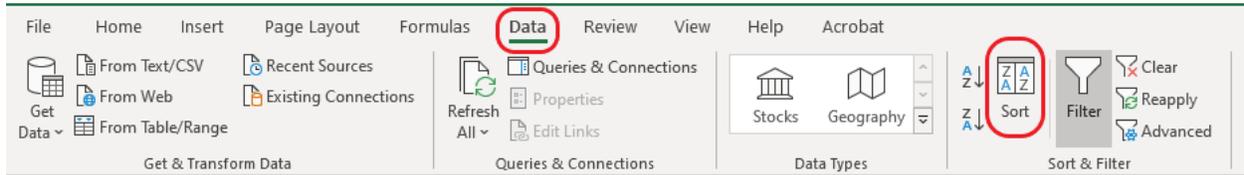


ASU Reports: Subaward FFATA														Help		
Task Request #	Subrecipient	ASU Contract #	Subaward #	Mod #	State	FFATA applies	Award Number	Sub Child Agency Org Account (1)	Sponsor	Sponsor Award #	Sub Fully Executed Date	Sub Current Obligated Amt	Monetary Adjustment Amt	Revised Obligated Amt	Revised Sub Start Date	Revised Sub End Date
Filter by Task Request # <input type="text" value="Enter text to search for"/> Q + Add Filter ✕ Clear All														Change Parameters Export		

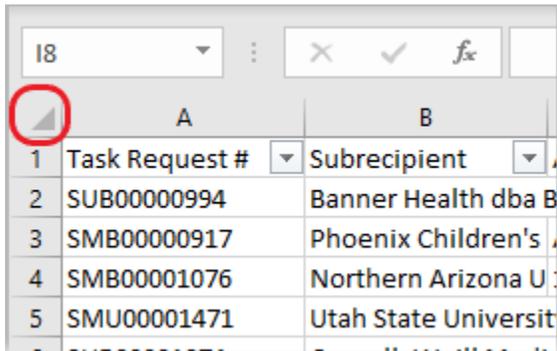
When the files are done downloading, they will be formatted into an excel spreadsheet. The following instructions will guide you on how to properly format the Excel file.

Drafting Excel Sheet

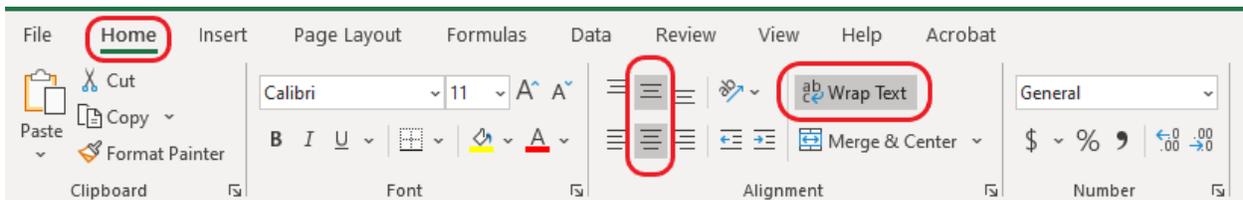
Data Tab > Sort to previous month (“Sub Fully Executed Date” and “Newest to Oldest”)



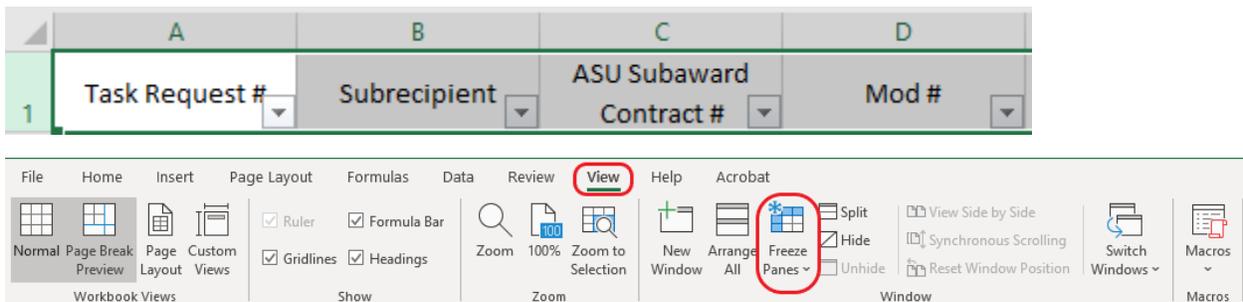
Highlight Everything (by clicking the top right arrow on the grid)



Under the "Home" Tab: Wrap Text > Center all

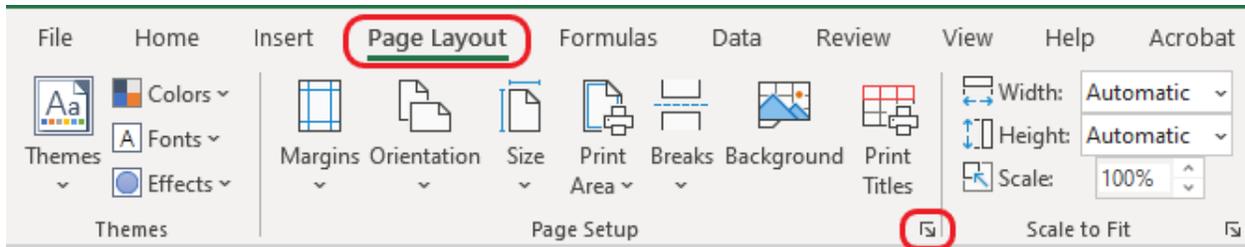


Freeze Top Row: Select row 1 to highlight the whole row > View tab > Freeze Panes (select top row)

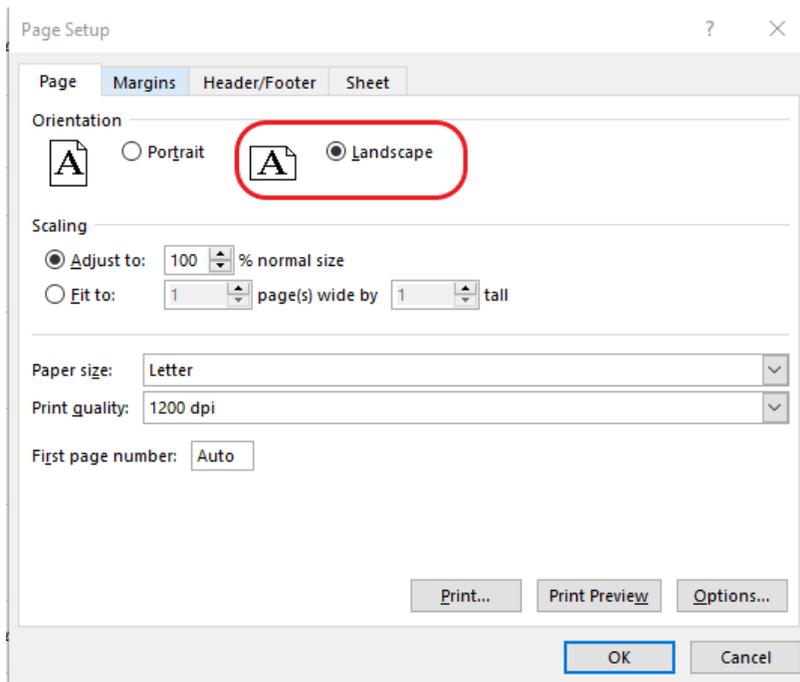


Check to make sure all the dates are in order and delete any that are not for the month you are reporting.

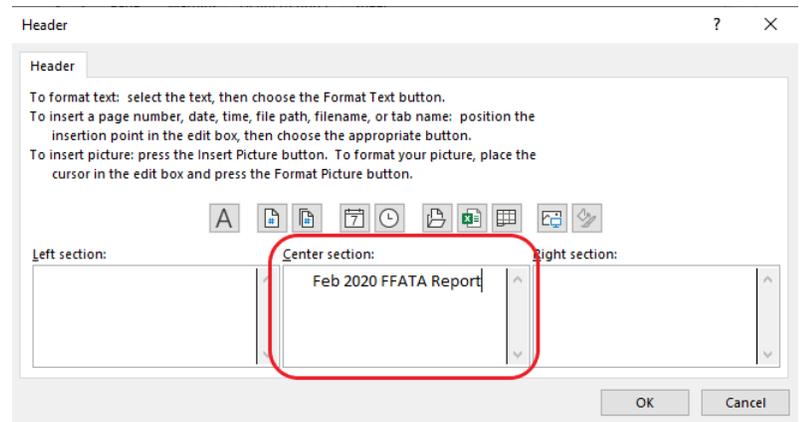
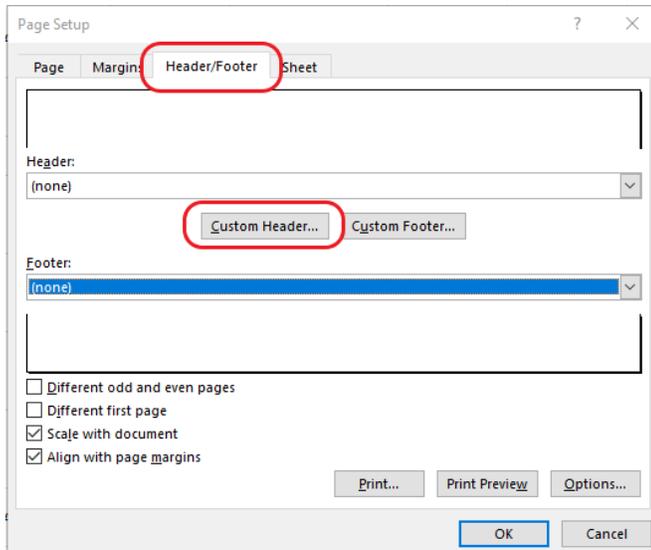
Page Break: Go to “Page Layout Tab” and click the arrow at the bottom right of the “Page Setup” box.



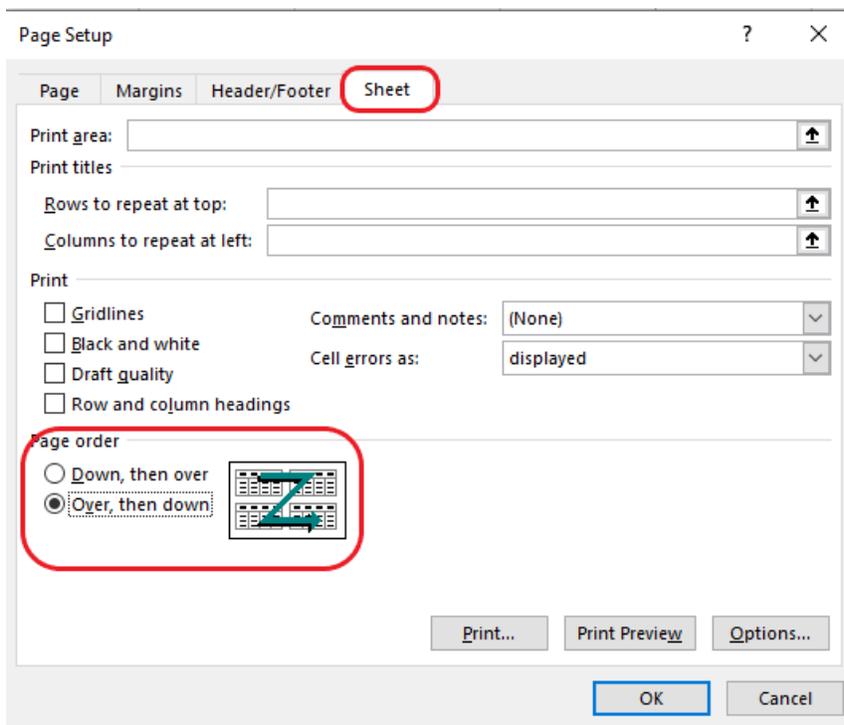
Make landscape orientation.



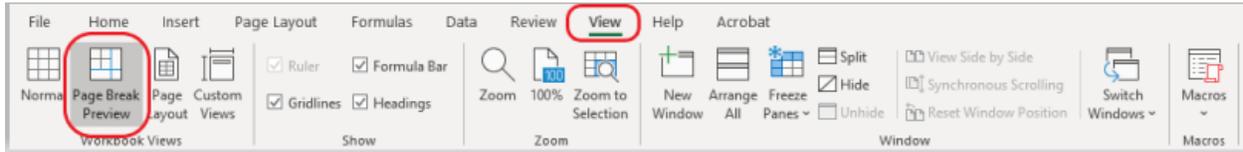
Go to the “Header/Footer” tab and add a header in the “Center section” for the reported month.
ex: “Feb 2020 FFATA Report”



Go to the “Sheet” tab: Select “Over, then down”

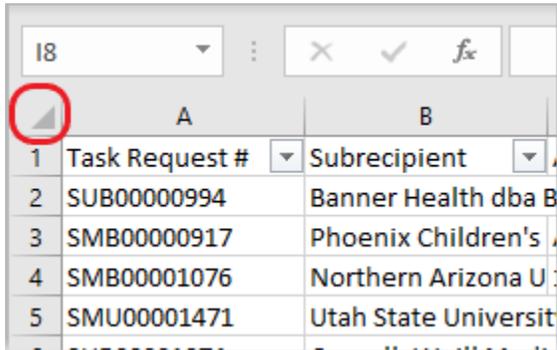


View tab > Page break preview

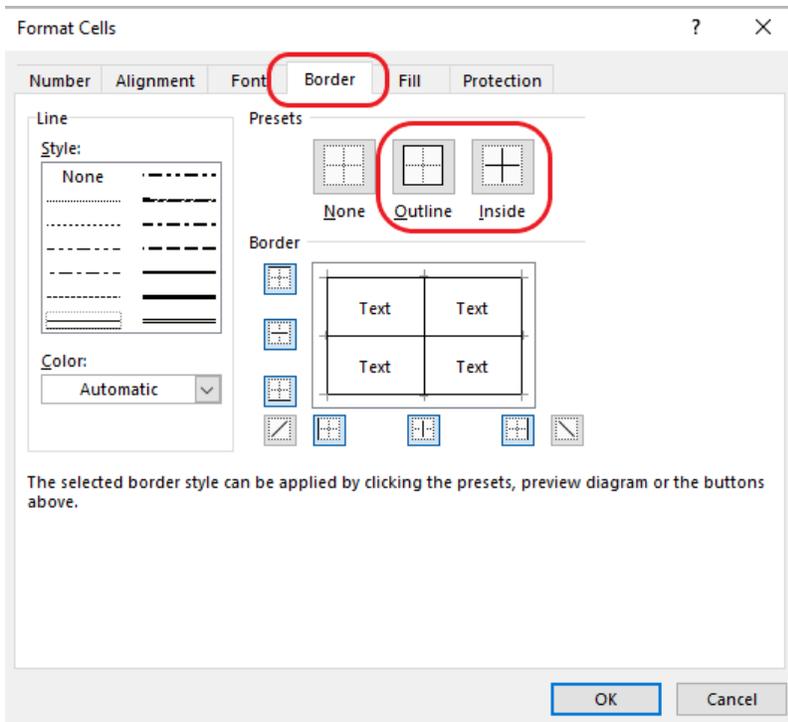


Dotted blue lines will appear on the excel sheet. You can click and the drag the dotted blue line all the way to the right of the page to fill up the whole document.

Select all cells by using the arrow at the top right corner, right click and select “format cells”



Under the “Border” tab, select the below options to add borders “Outline” and “Inside”.



Sort by award number. Sort A-Z

	B	C	D	E	F	G	H
1	Subrecipient	ASU Subaward Contract #	Mod #	State	FFATA applies	Award Number	Sub Child Agency Org Account (1)

Grey out all the “No” in the FFATA Reporting section. Make sure to double check if it is “No FFATA” in ERA and on agreement.

After the excel sheet is formatted, compile all the task ID numbers, and upload them to the shared FOT FFATA folder in drop box. Notify the FOT point of contact that the numbers have been uploaded and they will provide the PDFs of all the Subawards and Subaward modifications.

Reviewing Excel Award Data

- Check all the information for each column.
- Go to “My Inbox” in ERA and select the “All” Tab and search for the task ID numbers found on the on the Excel sheet.
 - Make sure all the “Nos” in the “FFATA applies” section are correct. If unsure, double check the prime award.
 - Match all the information found on the excel sheet with the Subaward’s information found in ERA.
 - Match obligated amounts to ERA accounts and match them to fully executed Subaward agreement PDFs in ERA.
 - Fill in any missing information that is relevant to FFATA reporting on the excel sheet.
 - Correct any mistakes found in ERA tasks or contact the GCO that was assigned to the task to have corrections made.

The screenshot shows the ASU Knowledge Enterprise Administration System interface. At the top, there are navigation tabs for My ERA, My Inbox, COI, IRB, Home, Grants, and Agreements. The 'My Inbox' tab is active, and a search filter for 'Task ID' with the value 'SMB00001192' is applied. An alert message states: 'Alert: Some task requests have been identified as RUSH or SPECIFIC REQUIREMENTS. To view those specifically click on My Inbox view columns Rush or SR (Specific Requirements)'. Below the alert, a table displays task details:

Task Created Date	Task ID	FP ID	ASU Subaward Contract Number	Modification Number	Brief Description	Sponsor	Sponsor (Manually Input)	Prime Sponsor	Subrecipient	Sponsor / Outside Party Reference No.	Award No.	State	GCO Reviewer (Last)	GCO Agreement Reviewer (Last)	PI (Last)	Lead Financial Unit	College	RA (Last)	Created By	Last Modified	End Date
2/19/2020 10:37 AM	SMB00001192	FP00007080	17-122	09	THEMIS PHASE E BUDGET	Jet Propulsion Laboratory (JPL)		National Aeronautics Space Administration (NASA)	Northern Arizona University		AW000012325	Executed/Awarded	Whight	Lang	Christensen	CLAS-NS: Earth and Space Exploration, School of (SESE)		Fisher	Lang	2/27/2020 12:19 PM	

At the bottom of the table, it indicates '1 items' and 'page 1 of 1'.

Double Check to make sure that there are monetary adjustments to the Subaward modifications, only report on new Subawards and modifications that have monetary adjustments (increase or decrease obligated amounts).

FSRS System and Reporting

<https://www.fsrs.gov/>

Click on the Awardees section to log in. User ID and Password is listed on the share point site under “FFATA Subaward Reporting System (FSRS)”. Select “OK” at the bottom, agreeing to FSRS terms and conditions.

<https://arizonastateu.sharepoint.com/sites/O365OKEDPNTDPT/Lists/EBusiness/PNT.aspx>



Modifications

Once all the information on the excel sheet has been verified as correct, go to the “Create/Review Reports) link at the top of the page. Select “FFATA Reports.”



You will need to find the award by the “Contract/Award Number” on the left side of the page.

With modifications there may be more than one report that appears in the list.

All Drafts Submitted Re-opened								
Search Filters								
Create New Report Items 781-800 of 1449							Previous Jump 40 Next	
Contract / Award Number	Agency ID	Agency Name	Status	Source	Report Month	Options		
NNM16AA09C	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	SUB	Contract	Dec, 2019	Save PDF	Reopen	Copy Report
NNM16AA09C	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	SUB	Contract	Jan, 2020	Save PDF	Reopen	Copy Report

Check the “Subaward Change History” tab on the Subawards module in ERA and find the last task that had monetary adjustments reported.

Line No.	Task ID	Modification Number	Effective Date	Purchase Order #	Amount Obligated/Deobligated this action	Total Obligated Amount	Obligated End Date	Total Anticipated Amount	Anticipated End Date	Total Cost share Amount	Comments
	SMB00001187	11	2/18/2020	SCON-19-00000141	\$372,000.00	\$9,005,870.00	9/23/2022	\$9,005,870.00	9/23/2022		2/27/20 SL: Mod 11, obligate \$372,000. Increase Line 2 (GR21846) to \$8,415,629.00. Updated Workday "Total Contract Amount" = \$8,727,731.38
	SMB00001093	10	1/6/2020	SCON-19-00000141	\$650,880.00	\$8,633,870.00	9/23/2022	\$8,633,870.00	9/23/2022		1/6/20 SL: Mod 10, obligate \$650,880.00. Increase Line 2 (GR21846) to \$8,043,629.00. Updated Workday "Total Contract Amount" = \$8,355,731.38

Check the last report in FSRs and make sure it contains the correct information by clicking on the magnifying glass on the left side of the award number. Do not click the button on the right side of the award information that says “Reopen”. We do not want to reopen a report after it has been submitted.

Contract / Award Number	Agency ID	Agency Name	Status	Source	Report Month	Options
NNM16AA08C	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	SUB	Contract	Dec. 2019	Save PDF Reopen Copy Report
NNM16AA09C	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	SUB	Contract	Jan. 2020	Save PDF Reopen Copy Report

Once inside the report, click on the “Subawardee Data” page to see the Subaward information. You will want to verify that the Subrecipient is on this report so that you can duplicate it for the current reporting month. Make sure the Name, DUNS, and subcontract number are correct. **(note that older subcontract/award numbers will begin with “20” ex. 16-888 = 2016888)**

NNM16AA09C

[← BACK TO REPORT LIST](#)

- 1 [Instructions](#)
- 2 [Enter Contract #](#)
- 3 [Contract Details](#)
- 4 [Prime Award Details](#)
- 5 [Subawardee Data](#)
- 6 [Review](#)
- 7 [Submit Report](#)

1. Subcontractor Information:

Subcontractor DUNS:
626809032

Subcontractor Name:
MALIN SPACE SCIENCE SYSTEMS, INC.

Organization/Business Type(s):
For-Profit Organization, Manufacturer of Goods

Subcontract Number:
2016888

Once you verify that the award and subrecipient are the same you can duplicate this report by clicking on the “Copy Report” button on the far right. This will create a new report but keep all the relevant information for the project and the Subawardee.

Contract / Award Number	Agency ID	Agency Name	Status	Source	Report Month	Options
NNM16AA09C	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	SUB	Contract	Dec, 2019	Save PDF Reopen Copy Report
NNM16AA09C	8000	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	SUB	Contract	Jan, 2020	Save PDF Reopen Copy Report

After you copy the previous report for the Subawardee you will be brought to the new report page. On the “Prime Award Details” page you will want to scroll down to the bottom of the page and select the reporting month and year. **BE SURE TO SELECT “SAVE” OR “SAVE & CONTINUE”** The information will not be saved on the page of you continue otherwise.

20. Date Signed (Base Award)*:
November 12, 2015

21. Report Month*:

 ▼ ▼

Go to the “Subawardee Data” page and update the “Amount of the Subcontract” and the “Date of the Subcontract”.

- The “Amount of the Subcontract” is the “Monetary Adjustment Amt” on the Excel sheet (NOT THE REVISED OBLIGATED AMOUNT). We will want to report the amount the Subaward was increased/decreased by.
 - When the obligated amount is being decreased, put a “-“ in front of the number (Ex: -273000.00).
- The “Date of the Subcontract” is the “Sub Fully Executed Date” on the Excel sheet.

Amount of the Subcontract*:

Date of the Subcontract*:

Check all the subrecipient information on the FFATA report and hit “Save & Continue”. **Remember, if there are multiple Subawardees on the excel list that need FFATA reports for the same project you can add them to the “Subawardee Data” page using the “Add Another Subcontractor” button on the bottom and search by the DUNS number. If there are other Subawardees on the page that do not need to be reported for that month you can hit the “Delete This Subcontractor” button to remove. Hit “Save” to refresh the page and the deleted Subawardee will disappear. Only 1 FFATA Report per Prime Award is allowed each Month, and all New Subawards &/or Subaward-Modifications must be included in the Subawardee Data Section.**

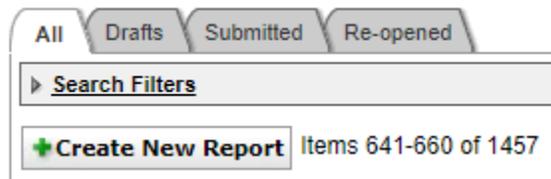
Click “Submit” and “Save PDF” to finish. See “[Naming FFATA Report Files](#)” instructions to see file naming format.

New Subawards

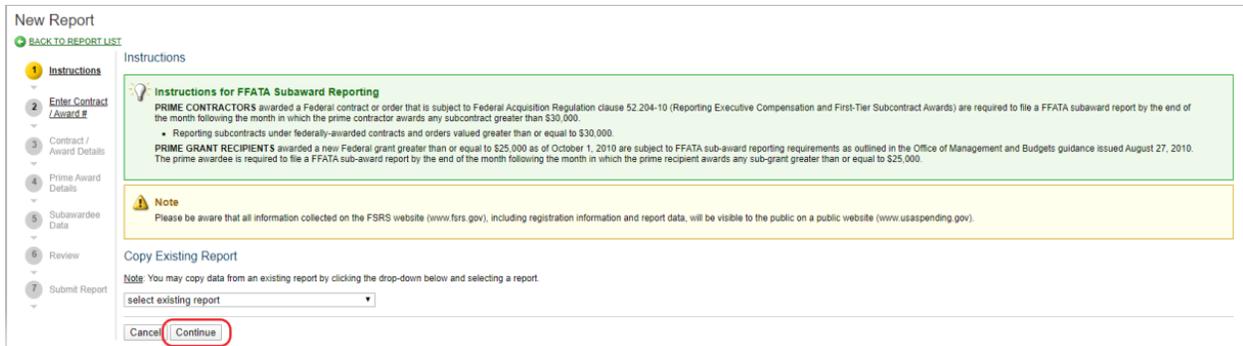
Once all the information on the excel sheet has been verified as correct, go to the “Create/Review Reports) link at the top of the page. Select “FFATA Reports.”



Click the “Create New Report” button at the top right corner of the page.



Once on this page, click continue.



Check the Prime Award to determine if the Award Type is a “Contract/Order” or “Grant Award”. You can search under the drop down for “Select Existing Grant” to see if the award number is listed or you can manually type in the award number if it does not appear in the list. Click Continue.

New Report

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1 Instructions

2 Enter Contract / Award #

3 Contract / Award Details

4 Prime Award Details

5 Subawardee Data

6 Review

7 Submit Report

Enter Contract / Award #

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](#).

Back Cancel Continue

Type of Award:
 Contract/Order Grant Award * indicates a required field

Select Existing Grant:
 Choose the grant from your worklist that you would like to report on.
 If the grant is not found, use the text field below to manually enter in the number

If not found above, enter Award ID (FAIN):

Back Cancel Continue

If the award number was added to the system by the Prime Award’s GCO this notification will appear requesting that you confirm the following grant. If all the information is correct, Click continue.

View Grant Award Summary

! Please confirm that the following is the grant that you intend on reporting against. If this is the correct grant, click [continue]. Otherwise, click [select another grant] to choose another grant or start over.

Select Another Grant Continue

Award Summary

Federal Award #: FA95501810221

Agency: DEPT OF THE AIR FORCE (5700)

Total Federal Funding Amount: 381923.00

Select Another Grant Continue

Once you hit continue, the New Report page will ask you to verify that you are the Prime Awardee for this grant. Select "I verify that I am the Prime Awardee for this grant" and click "Save and Continue". **BE SURE TO SELECT "SAVE" OR "SAVE & CONTINUE."** The information will not be saved on the page of you continue otherwise.

FA95501810221

[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

Grant Award Details

Back Cancel Save Save & Continue

Type of Award:

Grant Award

* indicates a required field

Certification*:

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

I verify that I am the Prime Awardee for this grant

Back Cancel Save Save & Continue

Grant Info	
Number:	FA95501810221
Agency:	DEPT OF THE AIR FORCE
Total Federal Funding Amount:	\$ 381923.00

You will be directed to the "Prime Award Details" page. Review the information on the page to make sure it is all correct before continuing.

On the "Prime Award Details" make sure to double check the information to make sure it is correct.

Scroll down to the bottom of the page and select the reporting month and year to the correct month and year that you are submitting these Subawardee reports for. Click "Save and Continue."

If the information is not correct, select the "no" option and a box will appear asking for an explanation. You can also contact the Prime GCO to have the information corrected.

9. Prime Awardee Parent DUNS #: 806345658

10. Principal Place Of Performance(POP)*:

City*: TEMPE
 Is this information correct?: Yes No

State (All U.S. Territories are available under the State drop down)*: Arizona
 Is this information correct?: Yes No

Country*: United States
 Is this information correct?: Yes No

Zip+4*: 85281-3670
 Is this information correct?: Yes No

Congressional District*: 05

15. Report Month*:
 February 2020

Go to the “Subawardee Data” and “Add Subawardee” and enter the Subrecipient’s DUNS number for the system to fetch the information. You can find the DUNS from Masterstore in ERA (You will also want to double check SAM to make sure you have the correct DUNS.)

Subawardee Data

Note: The Congressional District for your subawardees may not immediately populate. Once you have completed entering your subawardee data, please click on the “Save” button at the top or bottom of the page to populate the Congressional District.

Save & Go Back | Cancel | Save | Save & Continue

1. Subawardee Information: * indicates a required field

Subawardee DUNS*:

Save & Go Back | Cancel | Save | Save & Continue

Confirm the Subawardee information is correct and fill out missing information. **For new Subawards, the “Amount of Subaward” is the current obligated amount on the agreement and the “Subaward Obligation/Action Date” is the date the agreement was fully executed.**

Amount of Subaward*:

Subaward Obligation/Action Date*:

The “Subaward Project Description” can be found in ERA as the “Brief Description”

Task Created Date	Task ID	FP ID	ASU Subaward Contract Number	Modification Number	Brief Description	Sponsor (Manually Input)	Prime Sponsor	Sponsor / Outside Party Reference No.	Award No.	State	GCO Reviewer (Last)	GCO Agreement Reviewer (Last)	PI (Last)	Lead Financial Unit	College	RA (Last)	Created By	Last Modified	End Date
12/13/2019 2:24 PM	SUB00001017	FP00011225	ASUB00000463		A human-machine symbiotic system for the extraction of high-level behaviors from	DOD-USAF-AFRL: Air Force Office of Scientific Research (AFOSR)		University of Delaware	AWD00032712	Executed/Awarded	Forry	Lang	Dai	IAFSE-SEMITE: Chemical Engineering		Kleijn	Lang	2/6/2020 8:25 AM	

1 items | page 1 of 1 | 25 / page

Subaward Project Description*:

A human-machine symbiotic system for the extraction of high-level behaviors from

The “Subawardee Principal Place of Performance” can be found in Masterstore in ERA or SAM.

Subawardee Principal Place of Performance*:

City*: Newark

State (All U.S. Territories are available under the State drop down)*: Delaware

Country*: United States

Zip+4*: 197160099

Congressional District*: AL

The “Subaward Number” can be found on the agreement or in ERA. **(Please note that older subcontract/award numbers will begin with “20” ex. 16-888 = 2016888) Newer numbers can be typed in as is.**

Subaward Number*:

2016888

OR

Subaward Number*:

ASUB00000463

Only 1 FFATA Report per Prime Award is allowed each Month, and all New Subawards &/or Subaward-Modifications must be included in the Subawardee Data Section before submitting the report.

Once you have confirmed all the entered information is correct, click “Save and Continue.” Click “Submit” and “Save PDF” to finish. See [“Naming FFATA Report Files”](#) instructions to see file naming format.

Missing FRS Awards

There may be times when creating a new report that the Award ID you are looking for does not appear and you will get this error message below.

Enter Contract / Award #

Errors detected:

- Award ID (FAIN) does not match any awards in the system! Please re-enter the "Award ID (FAIN)" and try again.

Note:

Note: If you are unable to find or report against a prime award that should be available through FRS, 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 FRS 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. 09-13](#)

Back Cancel Continue

Type of Award*: Contract/Order Grant Award * indicates a required field

Select Existing Grant*:
Choose the grant from your worklist that you would like to report on.
If the grant is not found, use the text field below to manually enter in the number

If not found above, enter Award ID (FAIN):
R01AG063409

When this happens, you must contact the GCO for the prime award within the month and notify them that the Award ID must be submitted to the system or we will not be able to submit a report for that month. The GCO contact should be listed on the Prime Award or you can find Sponsor points of contact in ERA on the Awards page under the "Personnel & External Contacts" page. You can proceed as normal without the missing award in your report.



Keep track of missing awards in O365 SharePoint on the correct year's "FFATA Reports" page below. You will want to document and keep track of all conversations and follow ups with prime GCOs in a separate folder with in "Email FAIN Not Available or SUB Data Issue" for Audit purposes.

Reference Documents > Subawards > FFATA REPORTING > FFATA REPORTING > FFATA Monthly Reports Submitted > FFATA REPORTS 2020

Name	Modified	Modified By	+ Add column
EMAILS_FAIN Not Available or SUB Data Issue	January 2	Alison Casano	
FFATA Reports 2020	January 2	Alison Casano	
Arizona State University JAN 2020 submitted FFATA Reports.msg	February 14	Alison Casano	
Jan 2020 FFATA Reports.pdf	February 13	Alison Casano	

Name	Modified	Modified By	+ Add column
DE-FE0031634	March 25, 2019	Jonathan Poole	
HQ003419C0015	2 hours ago	Alison Casano	
R01AG063409	2 hours ago	Alison Casano	
RESOLVED	August 27, 2019	Jonathan Poole	
72061219CA00001.msg	March 29, 2019	Jonathan Poole	

When the issue is finally resolved and the report is submitted in FSRs, you can include that old report file in with the current year/month awards you are reporting. Let FOT and Federal Grants know that a previously missing report is being included for that current month and you can proceed as normal.

Naming FFATA Report Files

Reporting Month and Year – Name of Sponsor – Award number – institute and contract number (use acronyms)

EX: Oct 2019 DHS 2017ST061QA000101 SUNY 18-483 WCU ASUB371

FOT 2nd REVIEW [Submit ASAP – No later than the 3rd Friday of the Month]:

Subaward GCO will send an email to the designated OKED Fiscal Oversight GCO with required Attachments: ASU FFATA Monthly Subaward ERA Report and all FFATA PDF Reports.

Reformat the ASU FFATA Monthly Subaward ERA Report to hide all rows and columns that do not require second checks.

- Hide all rows the do not require a FFATA report: No FFATA applies, no monetary adjustments (NCE, PI change, rebudget, SOW change ect.).
- The following columns do not require 2nd review and can be hidden: Mod #, State, FFATA Applies, Sub Child Agency Org Account (1), Sub Child Agency Org Account (2), Revised Sub Start Date, Revised Sub End Date.

Fiscal Oversight GCO conducts a 2nd Review utilizing the following documents/database:

- **ASU Fully Executed New Subawards and Subaward-Modification Agreements**
- **ASU FFATA Monthly ERA Report**
 - The GCO will compare the ASU FFATA Monthly ERA Report against the generated FSRs FFATA PDF Reports to ensure that a FFATA Report was created for each Obligation.
- **FSRS FFATA PDF Reports**
 - Each PDF FFATA Report is reviewed to ensure accurate information has been captured:
 - Report month and year
 - Amount of Subaward Obligation
 - Subaward Obligation/Action Date
 - Subaward Number
- **ASU ERA Awards Subawards Module**
 - The Fiscal Oversight GCO reviews the data entered for accuracy:
 - Subawards Tab → Subcontract Number: Subcontractor, Title, Obligated, Effective Date (Fully Executed date).

After the Fiscal Oversight GCO has reviewed, collaborated with the Subawards GCO on any necessary edits, and determined that the ASU FFATA Monthly ERA Report is accurate, an approval email will be sent to the Subawards GCO. Fiscal Oversight will also upload a copy of the 2nd review attachment to the FFATA Reporting folder currently in SharePoint for reference.

Submitting Reports to Federal Grants

Rerun any report corrections in FSRs.

Replace all old files with new corrected files. Both in your personal files (attach correct updated report files to final email to Federal Grants) and O365 SharePoint.

Download the previous email sent to federal grants in O365 SharePoint and attach all files (make sure any new file replaced the old ones from any second review corrections FSRs.)

Once all the files have gone through second review and are verified to be correct email the FFATA reports to...

TO: federalgrants@azdoa.gov

Files to be uploaded to the [O365 folders](#)

Select the correct year and follow below instructions for the proper locations to upload files.

1st “FFATA Reports” folder

Unedited Excel Spreadsheet PDF document.

Final email that was sent to federal grants.

TO: federalgrants@azdoa.gov

2nd “FFATA Reports” folder

Upload all FSRS Reports.

When corrections are made, replace the old files with the new files.

“2nd Reviews FFATA” folder

Upload the email sent to Claire and Susan for second review.

Upload the PDF file sent back with second review red corrections and FSRS reports.

Password Change

EVERY 90 DAYS. WE WILL BE LOCKED OUT OF SYSTEM AFTER 90 DAYS (3 MONTHS)

Updating Password in O365 SharePoint.

<https://arizonastateu.sharepoint.com/sites/O365OKEDPNTDPT/Lists/EBusiness/PNT.aspx>

Go to “FFATA Subaward Reporting System (FSRS).”

Go to the “pw” box and update it to the new password and document your change in the “notes” section.

When choosing the new password, follow the pattern of the older FSRS passwords in the “notes” section to keep everything consistent.

Updating Password in FSRS

Contractors / Awardees:

PASSWORD CHANGE INSTRUCTIONS: <https://www.login.gov/help/changing-settings/change-my-password/>

To change your password, go to <https://www.login.gov/> and select “Sign In” to sign into your login.gov account. Select “Edit” next to password, enter the new password, and submit your change.

Login.Gov will send a confirmation email to the Subawards inbox. Upload the email [\[HERE\]](#) under the correct year.