



Health Resources and Services Administration (HRSA)

Federal Financial Reports (FFR) Overview

Agenda

- ▶ Purpose and Goals
- ▶ FFR Overview
- ▶ Walkthrough of FFR
- ▶ Resources
- ▶ FAQs

Purpose and Goals

- ▶ To provide technical assistance to grantees for accessing, completing, and successfully submitting the FFR
- ▶ To communicate the resources available to grantees for submitting the FFR
- ▶ To provide grantees with the answers to frequently asked questions about the FFR



New User Interface

- ▶ Changes to the navigation and appearance of the EHBs
- ▶ FFR will look different, but information entered remains the same
- ▶ You can access instructional videos on the EHBs Home Page in the “What’s New Section”

EHB System Notes

- ▶ Internet Explorer 8.0 and above is the recommended browser for accessing the EHBs.
- ▶ Ensure that your browser settings allow for pop-ups.
- ▶ The FFR does not have to be completed in one sitting; you can work on the report in parts, save it online and return to complete it later
- ▶ Save your work periodically in the EHBs to avoid losing data
- ▶ HRSA EHBs have two views: “data entry” and “review”



FFR Process Overview

- ▶ The FFR will be available one day after the start of the budget period.
- ▶ Grantee users with approved privileges will complete and submit the FFR online.
- ▶ Grantees report cumulative grant expenditures for a document on the FFR.
- ▶ Grantees who wish to carryover an unobligated balance must submit a separate Prior Approval request.



FFR Process Overview

- ▶ The FFR must be submitted by the deadline specified on the Notice of Award (NoA).
- ▶ Grantees will receive an email notification reminding them to submit the FFR 30 days before the due date.
- ▶ If the FFR is not submitted by the due date, grantees will receive three email reminders to submit before the FFR is marked 'Delinquent.'
- ▶ FFRs that are returned to the grantee for changes must be resubmitted to be considered complete.



New FFR Submission Schedule

BUDGET YEAR END DATE	+90 DAYS TO LIQUIDATE OBLIGATIONS	ANNUAL REPORT DUE Jan. 30, Apr. 30, July 30, or Oct. 30 (Same as PMS Reporting Dates)
August 31	November 30	January 30
September 30	December 30	January 30
October 31	January 30	January 30
November 30	February 28/29	April 30
December 31	March 30	April 30
January 31	April 30	April 30
February 28/29	May 30	July 30
March 31	June 30	July 30
April 30	July 30	July 30
May 31	August 30	October 30
June 30	September 30	October 30
July 31	October 30	October 30

Financial Reporting Administrator Role

- ▶ Grantees responsible for submitting the FFR to HRSA must register as the Financial Reporting Administrator (FRA)
- ▶ You will need your organization's account number and PIN from the Payment Management System (PMS) to verify your identity as the FRA.
- ▶ There can be multiple FRAs for an organization; the FRA approves permissions to individuals on a grant by grant basis.

FFR Security Model

PRIVILEGES		
Financial Report		
<input type="checkbox"/> <u>Administer Financial Report</u>	<input type="checkbox"/> <u>Edit Financial Report</u>	<input type="checkbox"/> <u>Submit Financial Report</u>
<input type="checkbox"/> <u>View Financial Report</u>		

Privilege	Capabilities
Admin FFR	✓ Administer user access to Financial Reports for the grant
View FFR	✓ Access the read-only version of the FFR ✓ Access read-only submitted versions of the FFR for previous budget periods
Edit FFR	✓ Enter and save the data in the electronic forms ✓ View the reviewer change requests and comments
Submit FFR	✓ Submit the report once the data has been entered

Registration to Grant Portfolio (PD and Others)

- ▶ By default, the project director will not have access to the FFR
- ▶ Access to the FFR must be approved by the Financial Reporting Administrator or user with Administer FFR privileges

New User Interface: EHB Login Page

The screenshot displays the HRSA Electronic Handbooks New User Interface. The top navigation bar includes the HRSA logo, the text "Electronic Handbooks", and a "Support" dropdown menu. Below the navigation bar is a breadcrumb trail with links for "Welcome", "New User Registration", "Funding Opportunity", and "What's New". The date and time "Monday 6th August 2012 02:13:07 P." are shown in the top right corner.

The main content area is divided into several sections:

- Existing Users:** A login section with fields for "Username" and "Password", a "Login" button, and a "Forgot Password?" link.
- New Users:** A section with a "Create an Account" button and a link "Click here to get started" with an external link icon.
- Contact Us:** A section providing contact information: "Phone: 877-Go4-HRSA/877-464-4772", "Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.) Monday through Friday", and "Email: CallCenter@HRSA.GOV". It also includes a link "For more information, Contact Us".
- What's New:** A section with a calendar icon and the title "What's New". It contains two news items:
 - 07/26/2012 - Electronic Handbooks New User Interface released:** HRSA has updated the EHBs User Interface to significantly improve the ability of users to conduct within the EHBs, making it more intuitive and faster to use. In order to hel...[Learn More](#)
 - 07/23/2012 - CCR to be moved to SAM:** Prepare now! CCR to be moved to SAM on July 30th! Go to: <http://www.hrsa.gov/grants/sam.html> for...[Learn More](#)
- Learn About:** A section with three links: "Grant Program", "Free Clinic Program", and "FQHC-LAL Program", each with an external link icon.
- Other Links:** A section with three links: "Browser Requirements", "Funding Opportunities", and "Help", each with an external link icon.

The bottom of the page features a footer with the HRSA logo, the page number "12 of 85", and the text "FFR Overview".

New User Interface: Welcome Page

HRSA | Electronic Handbooks brucegray ▾ | Support ▾

[Home](#) | [Tasks](#) | [Organizations](#) | [Grants](#) | [FQHC-LALs](#)

[Welcome](#) | [Recently Accessed](#) | [What's New](#) | [Guide Me](#) Monday 6th August 2012 02:33:0

i Getting Started with the Handbooks

- [Recommended Settings](#) ▸ [What Would You Like To Do Today?](#) ▸ [Handbook Screen Elements](#) ▸ [Tour the Handbooks](#)

Items We Are Tracking For You

Task with a deadline	1
Due within 30 days Tasks	0
Late	0
Tasks without a deadline	4
Unread News	1

My Recently Accessed

Display 7 |

- ▣ Grant Folder | U58CS06846 U58CS06846 last v

[View All](#) + Vi

[Acceptable Use Policy](#) | [Accessibility](#) | [Viewers And Players](#) | [Contact Us](#)

New User Interface: Tasks Tab

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [All Entities \[\]](#) » [Pending Tasks](#)

Pending Tasks - List

Not Completed
Recently Completed

[Detailed View](#) | [Search](#) |

⏪ ⏩ 1 ⏪ ⏩
 Page size: 15 Go

Due	Deadline	Task Category	Tracking #	Task	Entity	Entity #	Organization
All ▾	<input type="text"/>	All ▾	<input type="text"/>	<input type="text"/>	All ▾	<input type="text"/>	All
▶ 174 Days	01/30/2013	Grant Submissions	FFR00049108/1	Financial Report	Grant	U58CS06846	NORTHWEST REGION PRIMARY CARE ASSO
▶ No Deadline		Access Request		Access Grant Request	Grant	U58CS06846	NORTHWEST REGION PRIMARY CARE ASSO
▶ No Deadline		Access Request		Access Financial Request	Grant	U58CS06846	NORTHWEST REGION PRIMARY CARE ASSO
▶ No Deadline		Access Request		Access Financial Request	Grant	H38HP00028	NORTHWEST REGION PRIMARY CARE ASSO

New User Interface: Organizations Tab

HRSA | Electronic Handbooks

brucegray | Support | Logout

Tasks | **Organizations** | Grants | FQHC-LALs

Home | Guide Me

Friday 10th August 2012 09:15:10 A.M. ET

Home » Organizations » Browse

My Registered Organizations - List

[Register to Another Organization](#) [Detailed View](#)

Page size: 15 | Go | 1 items in 1 page(s)

Organization Name	City	State	CRS-EIN	Organization Role	DUNS	Options
<input type="text"/> <input type="button" value="Y"/>	<input type="text"/> <input type="button" value="Y"/>	All <input type="button" value="Y"/>	<input type="text"/> <input type="button" value="Y"/>	All <input type="button" value="Y"/>	<input type="text"/> <input type="button" value="Y"/>	
NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION	SEATTLE	WA	1911252785A1	AO	155366149	Organization Folder ▼

Page size: 15 | Go | 1 items in 1 page(s)

New User Interface: Grants Tab

You are here: [Home](#) » [Grants](#) » [Browse](#)

My Grant Portfolio - List

[+ Add Grant To Portfolio](#)

[My Grant Portfolio \(1\)](#) | [My Grant Access Requests \(0\)](#)

[Detailed View](#) | [Search](#) | [Saved Searches](#) ▾

[Navigation icons] Page size: 15 ▾ [Go](#) 1 items in 1 page(s)

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
▶ U58CS06846	NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION, WA	04/01/2011 - 08/31/2012	08/31/2012	1911252785A1	PD, FRA	Yes	02/29/2012	Grant Folder ▾

[Navigation icons] Page size: 15 ▾ [Go](#) 1 items in 1 page(s)

Accessing FFR: Welcome Page

HRSA | Electronic Handbooks

brucegray | Support

Home | **Tasks** | Organizations | **Grants** | FQHC-LALs

Welcome | Recently Accessed | **Grants** | Guide Me | Monday 6th August 2012 02:33:01

Select the Grants Tab

Getting Started with the Handbooks

- Recommended Settings
- What Would You Like To Do Today?
- Handbook Screen Elements
- Tour the Handbooks

Items We Are Tracking For You

Task with a deadline	1
Due within 30 days Tasks	0
Late	0
Tasks without a deadline	4
Unread News	1

My Recently Accessed

Display 7

- Grant Folder | U58CS06846 U58CS06846 last v

View All + V

Acceptable Use Policy | Accessibility | Viewers And Players | Contact Us

Add to Portfolio: FRA

 **Electronic Handbooks** brucegray ▾ | Support ▾ | L

[Home](#) | [Tasks](#) | [Organizations](#) | **Grants** | [FQHC-LALs](#)

[Browse](#) | [Funding Opportunities](#) | [Guide Me](#) Monday 6th August 2012 02:38:14 P.M.

You are here: [Home](#) » [Grants](#) » [Browse](#)

My Grant Portfolio - List

[+ Add Grant To Portfolio](#)

My Grant Portfolio (1) | **My Grant Access Requests (0)**

[Detailed View](#) | [Search](#) | [Saved Searches](#)

Page size: 15 ▾ [Go](#) 1 items in 1 page

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
▶ U58CS06846	NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION, WA	04/01/2011 - 08/31/2012	08/31/2012	1911252785A1	PD, FRA	Yes	02/29/2012	 Grant Folde

Page size: 15 ▾ [Go](#) 1 items in 1 page

Select Add Grant to Portfolio

Add to Portfolio: FRA

HRSA | Electronic Handbooks

brucegray | Support

Home | Tasks | Organizations | **Grants** | FQHC-LALs

Browse | Funding Opportunities | Guide Me

Monday 6th August 2012 02:43:36

You are here: [Home](#) » [Grants](#) » Browse

Add Grant To Portfolio

Fields with * are required

*** Select Registration Option**

- Register as Project Director (PD) - I am a project director for a grant
- Register as Financial Reporting Administrator (FRA) - I am the official responsible for approving/submitted Financial Grant Reporting for my organization.
- Request Grant Access - I support grant reporting: Progress Reports, Performance Reports, Financial Reports, Noncompeting Applications and others.

[Return To Portfolio](#)

Select Role

Add to Portfolio: FRA

HRSA | Electronic Handbooks

brucegray ▾ Support ▾ Logou

Tasks Organizations **Grants** FQHC-LALs

Browse Funding Opportunities Guide Me

Monday 6th August 2012 02:50:21 P.M. E

are here: [Home](#) » [Grants](#) » Browse

Register as Financial Administrator - Select Organization

Page size: 15 ▾ Go

1 items in 1 page

Organization Name	City	State	DUNS	Options
<input type="text"/>	<input type="text"/>	All ▾	<input type="text"/>	
NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION,WA	SEATTLE	WA	155366149	Register ▾

Page size: 15 ▾ Go

1 items in 1 page



Cancel

Add to Portfolio: FRA

▼ NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION, SEATTLE, WA Registered Organization Role: Authorizing Official

DUNS: 155366149

▼ Resources [↗](#)

View
Grants(3)

▼ Accounts and Grants in Your Portfolio

Account Number	Associated Grants
1C47G	U58CS06846

Fields with * are required

Enter the following information to verify AO identity

* Account Number	<input type="text"/>
* PIN from PMS	<input type="text"/>

Enter PMS Account and PIN

Fields with * are required

Certification

* I, Bruce G Gray, certify that I am the Authorizing Official for NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION, SEATTLE, WA.

Cancel

Check Certification Box

Select Continue

Save and Continue

Add to Portfolio: FRA

You are here: [Home](#) » [Grants](#) » Browse

Financial Reporting Administrator - Registration Results

✓ Success:

You have successfully added the following grants to your portfolio.

▼ A. T. STILL UNIVERSITY OF HEALTH SCIENCES, KIRKSVILLE, MO

Registered Organization Role: **Business Official**

DUNS: 006323315

▼ Resources [↗](#)

View

[Grants\(30\)](#)

Grant Number	Project Title	Budget Period	Project Period	Organization	# of Access Requests Pending Review	Options
D56HP23264	Pre-Doctoral Training in Primary Care	09/30/2011-09/29/2012	09/30/2011-09/29/2016	A. T. STILL UNIVERSITY OF HEALTH SCIENCES	0	Grant Folder ▼

[Register To Another Grant](#)

[View My Grant Portfolio](#)

[Review Grant Access Requests](#)

Add to Portfolio: PD or Other User

HRSA | Electronic Handbooks

Home | Tasks | Organizations | **Grants** | FQHC-LALs

Browse | Funding Opportunities | Guide Me

Monday 6th August 2012 02:38:14 P.M.

You are here: Home » Grants » Browse

My Grant Portfolio - List

[+ Add Grant To Portfolio](#)

My Grant Portfolio (1) | My Grant Access Requests (0)

Select Add Grant to Portfolio

Detailed View | Search | Saved Searches

Page size: 15 | Go | 1 items in 1 page

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
▶ U58CS06846	NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION, WA	04/01/2011 - 08/31/2012	08/31/2012	1911252785A1	PD, FRA	Yes	02/29/2012	Grant Folder

Page size: 15 | Go | 1 items in 1 page

Add to Portfolio: PD or Other User

HRSA | Electronic Handbooks brucegray ▾

Home | **Tasks** | Organizations | **Grants** | FQHC-LALs

Browse | Funding Opportunities | Guide Me Friday 10th August

You are here: [Home](#) » [Grants](#) » Browse

Add Grant To Portfolio

Fields with ★ are required

★ **Select Registration Option**

- Register as Project Director (PD) - I am a project director for a grant
- Register as Financial Reporting Administrator (FRA) - I am the official responsible for approving/submitted Financial Grant Reporting for my organization.
- Request Grant Access - I support grant reporting: Progress Reports, Performance Reports, Financial Reports, Noncompeting Applications and others.

[Return To Portfolio](#)

Select Role →

Add to Portfolio: PD or Other User

Request Grant Access - Select Grants

Collapse Group |

Page size: 15

<input type="checkbox"/>	Organization Name	Grant Number	Organization Role	Grant Administrators	PD Registered	Financial Administrators	FRA Registered	Project Period End Date	Grants
Organization: NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION, WA									
<input type="checkbox"/>	NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION,WA	U58CS06846	AO	Bruce G Gray	Yes	Bruce Gray	Yes	08/31/2012	
<input type="checkbox"/>	NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION,WA	H68CS00159	AO	Karen Elledge	No	Bruce Gray	Yes	03/31/2006	
<input type="checkbox"/>	NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION,WA	H38HP00028	AO	MARCIA MILLER	No	Bruce Gray	Yes	08/31/2003	

Page size: 15

Select Grants

Add to Portfolio: PD or Other User

Note(s):
Your request to access the following grant(s) will be approved by the respective grant Project Director (PD). The Financial Reporting access request will be approved by the Financial Reporting Administrator (FRA).

Grant Group (1)

Fields with * are required

Enter Your Comments

Approximately 1 page (Max 2000 Characters): 2000 Characters left.

* Comments

Financial Privileges
(will be approved by grant FRA)

- Submit Financial Reports
- Create/Edit Financial Reports
- View Financial Reports
- Administer Financial Reports

Select Privileges →

Other Grant Privileges
(will be approved by grant PD)

- View Awards
- Prior Approval Request
- Program Specific
- Performance Reports
- Progress Reports
- Noncompeting Continuations
- Other Submissions

* Notification

- Notify Project Director/Financial Reporting Administrator of your request to add this grant to your portfolio.

[Return to List](#)

[Request Access](#)

Navigation icons: back, forward, search, print, help, star

Add to Portfolio: PD or Other User

If a grant is displayed below is not the correct ID, contact the HHS User Center or submit a user approval and request to change the ID. To expedite your access request approval, please contact the respective grant PD or Reporting Administrator to login EHBs and approve your access request.

Success:

You have successfully requested access to the following grants. You will be notified once the Project Director/ Financial Reporting Administrator approves your request.

PD Requests

Grant Number	Organization Name	Grant Administrators	PD Email	Organization Role	Project Period End Date
--------------	-------------------	----------------------	----------	-------------------	-------------------------

There are no records matching the search criteria.

FRA Requests

Grant Number	Organization Name	Financial Administrators	FRA Email	Organization Role	Project Period End Date
Access Request Status: Grants with Unsent Emails - You are already registered as the FRA					
U58CS06846	NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION,WA	Bruce Gray	reitester1@hotmail.com	AO	08/31/2012

[Request Access to Another Grant](#)

[View My Grant Portfolio](#)

Administer FFR Users: Approve Grant Access

[Browse](#)

[Funding Opportunities](#)

[Guide Me](#)

Friday 10th August 2012 10:19:01 A.M.

You are here: [Home](#) » [Grants](#) » [Browse](#) » [Grant Folder \[\]](#) » [Grant Home](#)

Grant Home

U58CS06846 : NORTHWEST REGIONAL PRIMARY CARE ASSOC., SEATTLE, WA

Current Budget Period: 04/01/2011 - 08/31/2012

Current Project Period: 04/01/2009 - 08/31/2012

CRS-EIN: 1911252785A1

Budget Support Year: 6

Project Title: State and Regional Primary Care Associations

Grant Period: 04/01/2006 - 08/31/2012

Resources

View

[Last NoA](#)

[HRSA Contacts](#)

Grants

Submissions

- [Work on Financial Report](#)
- [Work on Progress Report](#)
- [Performance Report](#)
- [Work on My NCC Report](#)
- [Work on Other Submissions](#)

[+ View More](#)

Requests

- [Applications](#)
- [Existing Prior Approvals](#)
- [Request New Prior Approval](#)
- [H80 Health Center Existing CIS](#)
- [Request New H80 Health Center CIS](#)
- [H80 Health Center Legacy CIS](#)

[+ View More](#)

Users

- [Approve Requests](#)
- [Update Privileges](#)
- [Authorize New](#)

[+ View More](#)

Select Approve Requests

Administer FFR Users: Approve Grant Access

Handbooks

brucegray | Support | Logout

Grants | FQHC-LALs

Friday 10th August 2012 10:00:22 A.M. ET

Grants [] » Review Requests

Grant Access Requests - Review List

Completed | **Recently Completed** | All

Detailed View | Search | Saved Searches

Page size: 15 | Go

4 items in 1 page(s)

Requested	Date Requested	Name	Email	Phone	Grant Role	Organization	Grant Number	Options
All					All	All		
Requested: More than 30 Days ago (4)								
▶ 993 Days ago	11/20/2009	Seely Steve	sseely@nwrpca.org	(206) 783-3004 Ext:15	Other	NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION, WA	U58CS06846	Approve
▶ 790 Days ago	06/11/2010	Jesse Kathryn	kjesse@nwrpca.org	(206) 783-3004 Ext:10	Other	NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION, WA	U58C	
				(206)				

Select Approve

Administer FFR Users: Select Privileges

▶ Steve Seely Grant Role: Other

▶ Grant Requested Access: U58CS06846 NORTHWEST REGIONAL PRIMARY CARE ASSOC., SEATTLE, WA

▶ Access Request Details

Grant	View	Create / Edit	Submit	Administer	Access
Grant					<input checked="" type="checkbox"/>
Grant Users				<input type="checkbox"/>	
Awards	<input type="checkbox"/>				
Requests					
Prior Approval Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Submissions					
Financial Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Performance Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Progress Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Noncompeting Continuations Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other Submissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Cancel **Select Approve** → Approve

Administer FFR Users: Confirm Privileges

? Confirmation:

This is a confirmation page! You MUST click the appropriate button to proceed.

▼ Steve Seely

Grant Role: Other

Email: reitester1@hotmail.com

Phone: (206) 783-3004 Ext:15

Date Requested: 06/11/2010

Grant Role: Other

Organization Role: Other Employee (Project Director, AO Designee, Staff)

▶ Grant Requested Access: U58CS06846

NORTHWEST REGIONAL PRIMARY CARE ASSOC., SEATTLE, WA

▼ Current Privileges

▼ List of Privileges Granted

Access Grant

View Financial Report

Edit Financial Report

Submit Financial Report

Administer Financial Report

▼ List of Privileges Revoked

Cancel

Select Approve

Approve

Administer FFR: Privileges Updated Successfully

 **Electronic Handbooks** brucegray ▾ Support ▾

[Home](#) | **Tasks** | [Organizations](#) | [Grants](#) | [FQHC-LALs](#)

[Browse](#) Friday 10th August 2012 10:09:21

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Grants](#) [▾] » [Review Requests](#)

Grant Access Requests - Review List

 **Success:**
You have successfully approved privileges for Steve Seely

Not Completed | **Recently Completed** | All

[Detailed View](#) | [Search](#) | [Saved Search](#)

Page size: 15 | [Go](#) 3 items in 1

Requested	Date Requested	Name	Email	Phone	Grant Role	Organization	Grant Number	Opt
All ▾ <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	All ▾ <input type="checkbox"/>	All ▾ <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
▲ Requested: More than 30 Days ago (3)								
▶ 790 Days ago	06/11/2010	Jesse Kathryn	kjesse@nwrpca.org	(206) 783-3004 Ext:10	Other	NORTHWEST REGIONAL PRIMARY CARE ASSOCIATION, WA	U58CS06846	App
				(206)		NORTHWEST REGIONAL		

  AA    

Accessing FFR: Grant Portfolio

The screenshot shows the HRSA Electronic Handbooks user interface. At the top, the HRSA logo and 'Electronic Handbooks' text are visible. The user's name 'brucegray' and a 'Support' link are in the top right. A navigation bar contains tabs for 'Home', 'Tasks', 'Organizations', 'Grants', and 'FQHC-LALs'. The 'Grants' tab is highlighted in blue. Below this is a secondary navigation bar with 'Welcome', 'Recently Accessed', 'What's New', and 'Guide Me'. A red callout box with an arrow points to the 'Grants' tab, containing the text 'Select the Grants Tab'. The main content area features a yellow banner with an information icon and the text 'Getting Started with the Handbooks', followed by links for 'Recommended Settings', 'What Would You Like To Do Today?', 'Handbook Screen Elements', and 'Tour the Handbooks'. Below the banner are two side-by-side panels: 'Items We Are Tracking For You' and 'My Recently Accessed'. The 'Items We Are Tracking For You' panel lists: 'Task with a deadline' (1), 'Due within 30 days Tasks' (0), 'Late' (0), 'Tasks without a deadline' (4), and 'Unread News' (1). The 'My Recently Accessed' panel shows a 'Grant Folder | U58CS06846' and a 'View All' link.

Grant Portfolio List

My Grant Portfolio - List

[+ Add Grant To Portfolio](#)

My Grant Portfolio (5) **My Grant Access Requests (0)**

[Detailed View](#) | [Search](#) | [Saved Searches](#) ▼

Page size: 15 Go

5 items in 1 page(s)

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	All	<input type="text"/>	
▶ D56HP23264	A. T. STILL UNIVERSITY OF HEALTH SCIENCES, MO	09/30/2011 - 09/29/2012	09/29/2016	1430356250A2	Other, FRA	Yes	09/15/2011	Grant Folder ▼
▶ D54HP20674	A. T. STILL UNIVERSITY OF HEALTH SCIENCES, MO	07/01/2012 - 06/30/2013	06/30/2015	1430356250A2	Other, FRA	Yes	06/01/2012	Grant Folder ▼
	A. T. STILL	07/01/2012						

Select Grant Folder

Accessing FFR: Grant Folder

Browse

Funding Opportunities

Guide Me

Monday 6th August 2012 03:43:15 P.M.

You are here: [Home](#) » [Grants](#) » Browse » Grant Folder [] » [Grant Home](#)

ALL FUNCTIONS <<

Grant Folder ▲

Grant Overview

Grant Home

Award History

Users

Approved Scope

Other Functions ▲

My Portfolio

[Return to Grants List](#)

Grant Home

▼ D54HP20674 : A.T. Still University of Health Sciences, Mesa, AZ

Current Budget Period: 07/01/2012 - 06/30/2013

Current Project Period: 09/01/2010 - 06/30/2015

CRS-EIN: 1430356250A2

Budget Support Year: 3

Project Title: Academic Administrative Units in Primary Care

Grant Period: 09/01/2010 - 06/30/2015

▼ Resources ↗

View

[Last NoA](#) | [HRSA Contacts](#)

Grants

Submissions

- Work on Financial Report
- Work on Progress Report
- Per... Report

**Select
Work on Financial
Report**

+ View More

Requests

- Applications
- Existing Prior Approvals
- Request New Prior Approval
- H80 Health Center Existing CIS
- Request New H80 Health Center CIS
- H80 Health Center Legacy CIS

+ View More

Users

- Approve Requests
- Update Privileges
- Authorize New

+ View

Submissions: FFR

Submissions - All

Not Completed

Recently Completed

All

Search Filters:

Basic Search Parameters

Grant Number (e.g. C80CS16989)
(comma separated list)

Submission Name Like

Submission Tracking Number Like

Organization

- All
- A. T. STILL UNIVERSITY OF HEALTH SCIENCES

Submission Deadline (mm/dd/yyyy) Between  And 

Submission Type

- All
- Financial Report
- Noncompeting
- Continuations

Advanced Search Parameters

Submission Parameters

Status

- All
- Not Started
- In Progress

Date Submitted (mm/dd/yyyy) Between  And 

Submissions: Incomplete FFR List

1 Page size: 15 Go 8 items in 1 page(s)

Due In	Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Status	Options
All		All	All					All	
e: In more than 30 Days (8)									
85 Days	Financial Report	Financial Report	A. T. STILL UNIVERSITY OF HEALTH SCIENCES, MO	D85HP20045	FFR00045314/1	07/01/2011 - 06/30/2012	10/30/2012	Not Started	Start
85 Days	Financial Report	Financial Report	A.T. Still University of Health Sciences, MO	D54HP20674	FFR00045456/1	07/01/2011 - 06/30/2012	10/30/2012	Not Started	Start
85 Days	Financial Report	Financial Report	A. T. STILL UNIVERSITY OF HEALTH SCIENCES, MO	D56HP20689	FFR00045345/1	07/01/2011 - 06/30/2012	10/30/2012	Not Started	Start
177 Days	Financial Report	Financial Report	A. T. STILL UNIVERSITY OF HEALTH SCIENCES, MO	U77HP03042	FFR00046662/1	09/01/2011 - 08/31/2012	01/30/2013	Not Started	Start
177 Days	Financial Report	Financial Report	A.T. Still University of Health Sciences,	D56HP23264	FFR00047615/1	09/30/2011 -	01/30/2013	Not Started	Start

Local intranet 100%

Submissions: Incomplete FFR List

Due In	Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Status	Options
All		All	All						
x: In more than 30 Days (8)									
85 Days	Financial Report	Financial Report	A. T. STILL UNIVERSITY OF HEALTH SCIENCES, MO	D85HP20045	FFR00045314/1	07/01/2011 - 06/30/2012	10/30/2012	Not Started	Start

Status:
Describes the lifecycle of the report

Status	Denotes	Who's Responsible?
Not Started	This indicates that the report has never been worked on. When the new report is available in the grants handbook it will be in the 'Not Started' status.	Grantee
In Progress	Clicking on the 'Start Report' link changes the status of the report to 'In Progress'.	Grantee
Submitted	This indicates that the report has been submitted.	HRSA
Change Requested	After the report has been submitted, it is reviewed by HRSA. If the reviewer determines that changes are needed, the report will be made available to the grantee again for changes. The schedule status will move to 'Change Requested.' The report will stay in this status while it is being corrected. When the changes are made and the report is re-submitted, the schedule status will revert to 'Submitted.'	Grantee

Submissions: Incomplete FFR List

1 Page size: 15 Go 8 items in 1 page(s)

Due In	Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Status	Options
All		All	All					All	
e: In more than 30 Days (8)									
85 Days	Financial Report	Financial Report	A. T. STILL UNIVERSITY OF HEALTH SCIENCES, MO	D85HP20045	FFR00045314/1	07/01/2011 - 06/30/2012	10/30/2012		Select Start → Start
85 Days	Financial Report	Financial Report	A.T. Still University of Health Sciences, MO	D54HP20674	FFR00045456/1	07/01/2011 - 06/30/2012	10/30/2012	Not Started	Start
85 Days	Financial Report	Financial Report	A. T. STILL UNIVERSITY OF HEALTH SCIENCES, MO	D56HP20689	FFR00045345/1	07/01/2011 - 06/30/2012	10/30/2012	Not Started	Start
177 Days	Financial Report	Financial Report	A. T. STILL UNIVERSITY OF HEALTH SCIENCES, MO	U77HP03042	FFR00046662/1	09/01/2011 - 08/31/2012	01/30/2013	Not Started	Start
177 Days	Financial Report	Financial Report	A.T. Still University of Health Sciences,	D56HP23264	FFR00047615/1	09/30/2011 -	01/30/2013	Not Started	Start

Local intranet 100%

Start FFR

Note(s):

You have a Financial Report that has been submitted to HRSA and successfully processed prior to this Financial Report. Once you start this Financial Report you can not work on the previous Financial Report.

Previous Financial Report

Submission Tracking Number	Organization	Submitted Date	Submission By	Submission Status	Options
FFR00034697/1	NORTHWEST REGIONAL PRIMARY CARE ASSOC.	09/29/2011	Bruce Gray	Processed	Revise ▼
Available Date: 4/2/2010		Due Date: 6/29/2011			
Project Period: 4/1/2009 - 3/31/2012		Budget Period: 4/1/2010 - 3/31/2011			
Reporting Cycle: Budget Period Annual		Reporting Period: 4/1/2010 - 3/31/2011			

Selected Financial Report

Submission Tracking Number	Organization	Started By	Current Owner	Submission Status	Options
FFR00043677/1	NORTHWEST REGIONAL PRIMARY CARE ASSOC.			Not Started	Start ▼
Available Date: 4/2/2011		Due Date: 7/30/2012			
Project Period: 4/1/2009 - 3/31/2012		Budget Period: 4/1/2011 - 3/31/2012			
Reporting Cycle: Fixed Date		Reporting Period: 4/1/2011 - 3/31/2012			

FFR Status Page

 **Electronic Handbooks** **Federal Financial Report**

ALL OPTIONS << >>
EU ▲
Overview
Status
✔ Basic Information
Financial Data
✔ Transactions
✔ Indirect Costs
Other Information
✔ Remarks
✔ Supporting Documents
Review and Submit
Review
Submit
Navigate To
Return to FFR List

Financial Report - Status Overview

Note(s): ... COMPLETE and cannot be submitted in its current state. Complete all the sections in the table below

▼ **FFR00043677/1: NORTHWEST REGIONAL PRIMARY CARE ASSOC., SEATTLE, WA**
Due Date: 7/30/2012 (Due In: 82 Days) | Status: Submission In Progress

Project Title: State and Regional Primary Care Associations	Grant Number: U58CS06846	Document Number: U58CS06846B0
Reporting Period: 4/1/2011 - 3/31/2012	Project Period: 4/1/2009 - 8/31/2012	Budget Period: 4/1/2011 - 3/31/2012
Reporting Cycle: Fixed Date		

▼ **Resources** 

Current Document	Grant	Others
Financial Report	Action History	SF-425

▼ Users with Permissions on Financial Report (4)

Use the side menu to jump to any section of the report

FFR Status Page

HRSA | Electronic Handbooks | **Federal Financial Report**

ALL OPTIONS << | EU ▲

- Overview
- Status**
- Basic Information
- Financial Data
 - Transactions
 - Indirect Costs
- Other Information
 - Remarks
 - Supporting Documents
- Review and Submit
 - Review
 - Submit
- Navigate To
 - Return to FFR List

Financial Report - Status Overview

Note(s):
The financial report is currently INCOMPLETE and cannot be submitted in its current state. Complete all the sections in the table below in order to submit.

▼ **FFR00043677/1: NORTHWEST REGIONAL HEALTH CARE ASSOC., SEATTLE, WA**
Due Date: 7/30/2012 (Due In: 82 Days) | Status: Submission In Progress

Document Number: U58CS06846B0
Budget Period: 4/1/2011 - 3/31/2012

Project Period: 4/1/2009 - 8/31/2012

Report Type: Fixed Date

▼ Resources

Current Document | Grant | Others

Financial Report | Action History | SF-425

Users with Permissions on Financial Report (4)

Links to useful resources are provided here.

Helpful information and instructions can be found at the top of every page.

FFR Status Page

- ▼ [Project Overview](#)
- Other Information
- ✕ [Remarks](#)
- ✕ [Supporting Documents](#)
- Review and Submit
- Review
- Submit
- Navigate To
- [Return to FFR List](#)

Status: Submission In Progress

Project Title: State and Regional Primary Care Associations Grant Number: U58CS06846 Document Number: U58CS06846B0

Reporting Period: 4/1/2011 - 3/31/2012 Project Period: 4/1/2009 - 8/31/2012 Budget Period: 4/1/2011 - 3/31/2012

Reporting Cycle: Fixed Date

▼ **Resources** [↗](#)

Current Document Grant Others

[Financial Report](#) [Action History](#) [SF-425](#)

▼ **Users with Permissions on Financial Report (1)**

Name	Username	Role	Grant Role	Privileges
Bruce Gray	brucegray	Other	Program Director	- Edit Financial Report - Submit Financial Report - View Financial Report

List of users with permissions to work on the FFR. →

Financial Report Status

Section	Status	Options
Basic Information	✕ Not Started	📄 Update
Financial Information		

FFR Status Page

[Review](#)

[Submit](#)

Navigate To

[Return to FFR List](#)

Reporting Cycle: Fixed Date

▼ Resources [↗](#)

- Current Document
 - Grant
 - Others
- [Financial Report](#) | [Action History](#) | SF-425

▼ Users with Permissions on Financial Report (1)

Name	Username	Role	Privileges
Bruce Gray	brucegray	am Director	<ul style="list-style-type: none">- Edit Financial Report- Submit Financial Report- View Financial Report

The Status page shows all the sections of the report and the completion status of each section.

Financial Report Status

Section	Status	Options
Basic Information	✗ Not Started	Update
Financial Information		
Transactions	✗ Not Started	Update
Indirect	✗ Not Started	Update
Other Information		
Demographic	✗ Not Started	Update

FFR Status Table

Financial Report Status		
Section	Status	Options
Basic Information	 Not Started	 Update
Financial Information		
Transactions	 Not Started	 Update
Indirect	 Not Started	 Update
Other Information		
Remarks	 Not Started	 Update
Supporting Documents	 Not Started	 Update

Status	Denotes
Not Started	All the reports of a Table are initially in the 'Not Started' status. Once any data is entered on a page and saved, the status would change to In Progress
In Progress	The page will remain in this status until all the data has been entered and has been saved. The data on the page will be saved as long as there are no errors on the page
Completed	Once you have entered all the data within each page and there are no errors on the page, the page status will be changed to 'Completed'

FFR Status Table

Financial Report Status		
Section	Status	Options
Basic Information	 Not Started	 Update
Financial Information		
Transactions	 Not Started	 Update
Indirect	 Not Started	 Update
Other Information		
Remarks	 Not Started	 Update
Supporting Documents	 Not Started	 Update

**Select Update
to open a section for editing.**

**You can update any section,
even those marked
'Completed.'
Doing so may cause the
status to revert to
'In Progress.'**

Errors

Error: One or more errors have occurred.

Field Level Messages

Error 1 Error 2 Error 3

When data entry produces errors, an advisory appears at the top of the page.

▶ FFR00043677/1: NORTHWEST REGIONAL PRIMARY CARE ASSOC., SEATTLE, WA

Due Date: 7/30/2012 (Due In: 82 Days) | Status: Submission In Progress

▶ Resources

Status: In Progress

Fields with ★ are required.

10. Transactions	Previously Reported	This Period	Cumulative
Federal Cash			
a. Cash Receipts			N/A
b. Cash Disbursements			N/A
c. Cash on Hand (line a minus b)			N/A
Federal Expenditures and Unobligated Balance			
d. Total Federal Funds Authorized			\$2,745,188.00

Fields where errors occur are highlighted.

Cumulative value should be greater than

Errors

 **Error: One or more errors have occurred.**

Field Level Messages

 Error 1  Error 2  Error 3

Example: Alpha numeric in a numeric field

Example: when the data can be saved such as the Total outlay is more than the federal authorized amount

Symbol	Denotes
	Critical Error. This kind of error must be corrected in order for the system to save your data. If one or more errors of this kind appear on the page and are not corrected, the system will not save the data entered after the last successful save.
	Regular Error. This kind of error will let you save the data, but with these errors existing on the page, the system will not change the status of a page to 'Complete.'
	Information. This is a note to alert you to any important information on your report
	Success Message. This denotes that a particular process has been executed successfully. This can appear anytime data is successfully saved or submitted.

FFR Basic Information Page

Electronic Handbooks Federal Financial Report

Basic Information - Update

Note(s):
The name and title of the person who submits this Financial Report will be used to populate the value for Authorized Certifying Official on Financial Report.
SF425 form fields 1 through 4 are system populated and will be displayed in the printable version of the Financial Report.

▶ FFR00043677/1: NORTHWEST REGIONAL PRIMARY CARE ASSOC., SEATTLE, WA
Due Date: 7/30/2012 (Due In: 82 Days) | Status: Submission In Progress

▶ Resources

Status: In Progress Detailed View

Fields with ★ are required.

Contact Information				
Role	Name	Phone Number	Email Address	Options
▶ ★ Primary POC		No Primary POC Added		Add ▼
▶ Alternate POC		No Alternate POC Added		Add ▼
▶ Business Officer		No Business Officer Added		Add ▼

Select Add to enter information for contacts →

FFR Basic Information Page

Financial Report | Action History | SF-425

Fields with * are required.

▼ Select from Existing Users

Select	Name	Email Address	Phone Number
<input checked="" type="radio"/>	Bruce Gray	reitester1@hotmail.com	
<input type="radio"/>	Kathryn Jesse	reitester1@hotmail.com	
<input type="radio"/>	Steve Seely	reitester1@hotmail.com	

Continue

OR

▼ Add New Contact Information

Title of the position	<input type="text"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
Phone Number	(<input type="text"/>) <input type="text"/> <input type="text"/> Ext <input type="text"/>
* Email	<input type="text"/>

Save and Continue

FFR Basic Information Page

Current Document Grant Others
Financial Report Action History SF-425

Status: In Progress

Fields with ★ are required.

Detailed View

Contact Information				
Role	Name	Phone Number	Email Address	Options
★ Primary POC	Bruce Gray		reitester1@hotmail.com	Update
Alternate POC		No Alternate POC Added.		Add
Business Officer		No Business Officer Added.		Add

Report Information

5. Recipient account number or Identifying Number

★ 6. Final Report Yes No

★ 7. Basis Cash Accrual

Complete questions 5-7

Go to Previous Page

Save Save and Continue

Navigation icons: Home, Back, Forward, Print, Refresh, Stop, Home, AA, Print, Refresh, Stop

FFR Walkthrough – Transactions Section

HRSA | Electronic Handbooks | **Federal Financial Report**

Transactions - Update

Note(s): New updated values for 'This Period' column upon clicking the "Save" button. Values are pre-populated by the system from the previous FFR if any within the document number.

Success: Information entered on the 'Basic Information' page was saved successfully. The Section status is Complete.

FFR00043677/1: NORTHWEST REGIONAL PRIMARY CARE ASSOC., SEATTLE, WA
Due Date: 7/30/2012 (Due In: 82 Days)
Status: Submission In Progress

Resources

Current Document | Grant | PMS Data Report | Others

Financial Report | Action History | SF-425

Status: In Progress

Fields with * are required.

10. Transactions	Previously Reported	This Period	Cumulative
Federal Cash			

Make your entries
in this column



FFR Walkthrough – Transactions Section

10. Transactions	Previously Reported	This Period	Cumulative
Federal Cash			
a. Cash Receipts			N/A
b. Cash Disbursements			N/A
c. Cash on Hand (line a minus b)			N/A
Federal Expenditures and Unobligated Balance			
d. Total Federal Funds Authorized			\$2,745,188.00
★ e. Federal Share of Expenditures	\$ 1,601,444.00		\$ 0.00
f. Federal Share of Unliquidated Obligations			\$ 0.00
g. Total Federal Share (sum of lines e and f)			\$ 0.00
h. Unobligated balance of Federal Funds(line d minus line g)			\$ 2,745,188.00
Recipient Share			
i. Total Recipient Share Required	\$0.00	\$ 0.00	\$ 0.00
★ j. Recipient Share of Expenditures	\$ 0.00	\$ 0.00	\$ 0.00
k. Remaining Recipient Share to be Provided (line i minus j)			\$ 0.00
Program Income		Hide	Previously Reported Program
Income			
★ l. Total Federal Program Income Earned	\$1,782,246.00		\$ 0.00
★ m. Program Income Expended In Accordance With the Deduction	\$0.00		\$ 0.00

FFR Walkthrough – Transactions Section

10. Transactions		Previously Reported	This Period	Cumulative
Federal Cash				
a.	Cash Receipts			N/A
b.	Cash Disbursements			N/A
c.	Cash on Hand (line a minus b)			N/A
Federal Expenditures and Unobligated Balance				
d.	Total Federal Funds Authorized			\$2,745,188.00
★	e. Federal Share of Expenditures	\$ 1,601,444.00	\$ 0.00	0.00
f.	Federal Share of Unliquidated Obligations		\$ 0.00	0.00
g.	Total Federal Share (sum of lines e and f)			\$ 0.00
h.	Unobligated balance of Federal Funds(line d minus line g)			\$ 2,745,188.00
Recipient Share				
i.	Total Recipient Share Required	\$0.00	\$ 0.00	\$ 0.00
★	j. Recipient Share of Expenditures	\$ 0.00	\$ 0.00	\$ 0.00
k.	Remaining Recipient Share to be Provided (line i minus j)			\$ 0.00
Program Income				
			Hide	Previously Reported Program
Income				
★	l. Total Federal Program Income Earned	\$1,782,246.00	\$ 0.00	0.00
★	m. Program Income Expended In Accordance With the Deduction	\$0.00	\$ 0.00	0.00

You will report values to 10a-10c to PMS. These fields will be disabled in the EHBs.

FFR Walkthrough – Transactions Section

10. Transactions	Previously Reported	This Period	Cumulative
Federal Cash			
a. Cash Receipts			N/A
b. Cash Disbursements			
c. Cash on Hand (line a minus b)			
Federal Expenditures and Unobligated Balance			
d. Total Federal Funds Authorized			\$2,745,188.00
★ e. Federal Share of Expenditures	\$ 1,601,444.00		\$ 0.00
f. Federal Share of Unliquidated Obligations			\$ 0.00
g. Total Federal Share (sum of lines e and f)			\$ 0.00
h. Unobligated balance of Federal Funds(line d minus line g)			\$ 2,745,188.00
Recipient Share			
i. Total Recipient Share Required	\$0.00	\$ 0.00	\$ 0.00
★ j. Recipient Share of Expenditures	\$ 0.00	\$ 0.00	\$ 0.00
k. Remaining Recipient Share to be Provided (line i minus j)			\$ 0.00
Program Income			
		Hide	Previously Reported Program
Income			
★ l. Total Federal Program Income Earned	\$1,782,246.00		\$ 0.00
★ m. Program Income Expended In Accordance With the Deduction	\$0.00		\$ 0.00

10d. – Populated from EHBs

FFR Walkthrough – Transactions Section

10. Transactions	Previously Reported	This Period	Cumulative
Federal Cash			
a. Cash Receipts			N/A
b. Cash Disbursements			N/A
c. Cash on Hand (line a minus b)			N/A
Federal Expenditures and Unobligated Balance			
d. Total Federal Funds Authorized			\$2,745,188.00
★ e. Federal Share of Expenditures	\$ 1,601,444.00	\$ 0.00	\$ 0.00
f. Federal Share of Unliquidated Obligations		\$ 0.00	\$ 0.00
g. Total Federal Share (sum of lines e and f)			\$ 0.00
h. Unobligated balance of Federal Funds(line d minus line g)			\$ 2,745,188.00
Recipient Share			
i. Total Recipient Share Required	\$0.00	\$ 0.00	\$ 0.00
★ j. Recipient Share of Expenditures	\$ 0.00	\$ 0.00	\$ 0.00
k. Remaining Recipient Share to be Provided (line i minus j)			\$ 0.00
Program Income			
		Hide	Previously Reported Program
Income			
★ l. Total Federal Program Income Earned	\$1,782,246.00	\$ 0.00	\$ 0.00
★ m. Program Income Expended In Accordance With the Deduction	\$0.00	\$ 0.00	\$ 0.00

10e. – “Previously Reported” column will be pre-populated with prior year data.



FFR Walkthrough – Transactions Section

10. Transactions	Previously Reported	This Period	Cumulative
Federal Cash			
a. Cash Receipts			
b. Cash Disbursements			
c. Cash on Hand (line a minus b)			
Federal Expenditures and Unobligated Balance			
d. Total Federal Funds Authorized			\$ 2,745,188.00
★ e. Federal Share of Expenditures	\$ 1,601,444.00		\$ 0.00
f. Federal Share of Unliquidated Obligations			\$ 0.00
g. Total Federal Share (sum of lines e and f)			\$ 0.00
h. Unobligated balance of Federal Funds (line d minus line g)			\$ 2,745,188.00
Recipient Share			
i. Total Recipient Share Required	\$ 0.00	\$ 0.00	\$ 0.00
★ j. Recipient Share of Expenditures	\$ 0.00	\$ 0.00	\$ 0.00
k. Remaining Recipient Share to be Provided (line i minus j)			\$ 0.00
Program Income			
		Hide	Previously Reported Program
Income			
★ l. Total Federal Program Income Earned	\$1,782,246.00		\$ 0.00
★ m. Program Income Expended In Accordance With the Deduction	\$ 0.00		\$ 0.00

10e. – You will enter cumulative data and modify “Previously Reported” amount, if necessary.



FFR Walkthrough – Transactions Section

10. Transactions	Previously Reported	This Period	Cumulative
Federal Cash			
a. Cash Receipts			N/A
b. Cash Disbursements			N/A
c. Cash on Hand (line a minus b)			N/A
Federal Expenditures and Unobligated Balance			
d. Total Federal Funds Authorized			
★ e. Federal Share of Expenditures	\$ 1,601,444.00		\$ 0.00
f. Federal Share of Unliquidated Obligations			\$ 0.00
g. Total Federal Share (sum of lines e and f)			\$ 0.00
h. Unobligated balance of Federal Funds(line d minus line g)			\$ 2,745,188.00
Recipient Share			
i. Total Recipient Share Required	\$ 0.00	\$ 0.00	\$ 0.00
★ j. Recipient Share of Expenditures	\$ 0.00	\$ 0.00	\$ 0.00
k. Remaining Recipient Share to be Provided (line i minus j)			\$ 0.00
Program Income			
			Hide Previously Reported Program
Income			
★ l. Total Federal Program Income Earned	\$1,782,246.00		\$ 0.00
★ m. Program Income Expended In Accordance With the Deduction	\$ 0.00		\$ 0.00

10f. – Enter cumulative value

FFR Walkthrough – Transactions Section

10. Transactions	Previously Reported	This Period	Cumulative
Federal Cash			
a. Cash Receipts			N/A
b. Cash Disbursements			N/A
c. Cash on Hand (line a minus b)			N/A
Federal Expenditures and Unobligated Balance			
d. Total Federal Funds Authorized			\$2,745,188.00
★ e. Federal Share of Expenditures	\$ 1,601,444.00		\$ 0.00
f. Federal Share of Unliquidated Obligations			\$ 0.00
g. Total Federal Share (sum of lines e and f)			\$ 0.00
h. Unobligated balance of Federal Funds(line d minus line g)			\$ 2,745,188.00
Recipient Share			
i. Total Recipient Share Required	\$0.00	\$ 0.00	\$ 0.00
★ j. Recipient Share of Expenditures	\$ 0.00	\$ 0.00	\$ 0.00
k. Remaining Recipient Share to be Provided (line i minus j)			\$ 0.00
Program Income			
		Hide	Previously Reported Program
Income			
★ l. Total Federal Program Income Earned	\$1,782,246.00		\$ 0.00
★ m. Program Income Expended In Accordance With the Deduction	\$0.00		\$ 0.00

10g. & 10h. – EHBs will calculate value

FFR Walkthrough – Transactions Section

Federal Expenditure and Unobligated Balance (Use lines d-o for single grant reporting)			
d. Total Federal Funds Authorized			\$2,170,714.00
e. Federal Share of Expenditures	\$0.00	\$1,858,434.30	\$1,858,434.30
f. Federal Share of Unliquidated Obligations			\$0.00
g. Total Federal Share (sum of lines e and f)			\$1,858,434.30
h. Unobligated balance of Federal Funds (line d minus g)			\$312,279.70
Recipient Share			
i. Total recipient share required	\$0.00	\$0.00	\$0.00
j. Recipient share of expenditure	\$0.00	\$0.00	\$0.00
k. Remaining recipient share to be provided (line i minus j)			\$0.00
Program Income			
l. Total Federal Program Income earned			\$1,630,269.05
m. Program income expended in accordance with the deduction alternative			\$0.00
n. Program income expended in accordance with the addition alternative			\$1,630,269.05
o. Unexpended program income (line l minus line m or line n)			\$0.00

If cost sharing/matching is required, complete 10i-10k.

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
N/A	N/A	N/A	N/A	\$0.00	\$0.00	\$0.00
g. Totals				0.00	0.00	0.00

FFR Walkthrough – Transactions Section

Federal Expenditure and Unobligated Balance (Use lines d-o for single grant reporting)						
d. Total Federal Funds Authorized						\$2,170,714.00
e. Federal Share of Expenditures		\$0.00	\$1,858,434.30			\$1,858,434.30
f. Federal Share of Unliquidated Obligations						\$0.00
g. Total Federal Share (sum of lines e and f)						\$1,858,434.30
h. Unobligated balance of Federal Funds (line d minus g)						\$312,279.70
Recipient Share						
i. Total recipient share required		\$0.00	\$0.00			\$0.00
j. Recipient share of expenditure			\$0.00			\$0.00
k. Remaining recipient share to be provided (line i minus j)						\$0.00
Program Income						
l. Total Federal Program Income earned						\$1,630,269.05
m. Program income expended in accordance with the deduction alternative						\$0.00
n. Program income expended in accordance with the addition alternative						\$1,630,269.05
o. Unexpended program income (line l minus line m or line n)						\$0.00
11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
N/A	N/A	N/A	N/A	\$0.00	\$0.00	\$0.00
				g. Totals	0.00	0.00

If program income is earned, complete 10l-10o.



Indirect Expenses Page

Indirect Costs - Update

Note(s):
Provide Indirect cost rate details in effect during the reporting period.

Success:
Information entered on the 'Transactions' page was saved successfully. The Section status is Complete.

▶ FFR00043677/1: NORTHWEST REGIONAL PRIMARY CARE ASSOC., SEATTLE, WA
Due Date: 7/30/2012 (Due In: 82 Days) | Status: Submission In Progress

▶ Resources [↗](#)

Status: In Progress

11. Indirect Expenses

Rate	a. Type Of Rate	b. Rate	c. Base	d. Total Amount	e. Federal S	Between	Options
There are no records to be displayed.							

Record Comments

Approximately 1 page (Max 2000 Characters): 2000 Characters left.

Toolbar: [Icons for undo, redo, copy, paste, bold, italic, underline, font color, background color, link, unlink, print, etc.]

Local intranet | 100%

Select Add Rate if you have indirect expenses to report

Remarks Page

- Overview
 - Status
- ✓ Basic Information
- Financial Data
 - ✓ Transactions
 - ✓ Indirect Costs
- Other Information
 - ✗ **Remarks**
 - ✗ Supporting Documents
- Review and Submit
 - Review
 - Submit
- Navigate To
 - Return to FFR List

Note(s):
Provide appropriate remarks if any.

Success:
Information entered on the 'Indirect Costs' page was saved successfully. The Section status is Complete.

▶ **FFR00043677/1: NORTHWEST REGIONAL PRIMARY CARE ASSOC., SEATTLE, WA**
Due Date: 7/30/2012 (Due In: 82 Days) | Status: Submission In Progress

▶ **Resources**

Status: In Progress

12. Record Remarks

Approximately 1 page (Max 2000 Characters): 2000 Characters left.

Enter remarks here

Supporting Documents

ALL OPTIONS <<

EU

- Overview
 - Status
 - ✓ Basic Information
 - Financial Data
 - ✓ Transactions
 - ✓ Indirect Costs
 - Other Information
 - ✓ Remarks
 - ✗ Supporting Documents
 - Review and Submit
 - Review
 - Submit
 - Navigate To
 - Return to FFR List

Supporting Documents - Attach

Note(s):
This section is only to be used for documentation that supports this Financial Report. Please note that HRSA will not accept documentation for carryover requests in this section. Please access the Prior Approval module within the appropriate handbook to submit the request.

✓ **Success:**
Information entered on the 'Remarks' page was saved successfully. The Section status is Complete.

▶ **FFR00043677/1: NORTHWEST REGIONAL PRIMARY CARE ASSOC., SEATTLE, WA**
Due Date: 7/30/2012 (Due In: 82 Days) | Status: Submission In Progress

▼ Resources [↗](#)

Current Document | Grant | Others

Financial Report | Action History | SF-425

☰ Status: Complete

▼ Financial Review Attachments (Maximum 20)

No documents attached

Attach File

Go to Previous Page

Save and Continue

Select Attach to upload a document

Local intranet 100%

Review Page

ALL OPTIONS <<

EU ▲

- Overview
- Status
- ✓ Basic Information
- Financial Data
- ✓ Transactions
- ✓ Indirect Costs
- Other Information
- ✓ Remarks
- ✓ Supporting Documents
- Review and Submit
- Review**
- Submit
- Navigate To
- Return to FFR List

Financial Report - Review

▶ FFR00043677/1: NORTHWEST REGIONAL PRIMARY CARE ASSOC., SEATTLE, WA

Due Date: 7/30/2012 (Due In: 82 Days) |
Status: Submission In Progress

Resources

- Current Document
- Grant
- Others
- Financial Report
- Action History
- SF-425

Table of Contents Go

Page size: 15 Go

Select View to open a printable (HTML format) version of any section of the report.

Section	Type	
Section	Type	
View: Federal Financial Report		
SF-425	HTML	View
View: Other Information		
Supporting Documents	DOCUMENT	Not Available
Paper Financial Report	DOCUMENT	Not Available

Page size: 15 Go

Select Proceed to Submit

Go to Previous Page

Proceed to Submit

Submit Page

1g Documents
Submit

FR List

Resources

Current Document

Grant

Others

Financial Report

Action History

SF-425

Users with Permissions on Financial Report (1)

Name	Username	Role	Grant Role	Privileges
Bruce Gray	brucegray	Other	Program Director	- Edit Financial Report - Submit Financial Report - View Financial Report

Financial Report Status

Section	Status	Options
Basic Information	✔ Complete	 Update
Financial Information		
Transactions	✔ Complete	 Update
Indirect	✔ Complete	 Update
Other Information		
Remarks	✔ Complete	 Update
Supporting Documents	✔ Complete	 Update

Select
Submit



Submit

Carryover Requests Page

- ✓ Indirect Costs
- Other Information
- ✓ Remarks
- ✓ Supporting Documents
- Review and Submit
 - Review
 - Submit**
- Navigate To
 - Return to FFR List

Status: Submission In Progress

▶ Resources

Fields with ★ are required.

★ Carryover Request Decision

You have reported unobligated balance in this Financial Report. The details are in the table below. Do you intend to request a carryover for this amount?

Unobligated balance of federal funds: \$ 1,143,744.00

Select	Option
<input type="radio"/>	Yes - for part of, or entire UOB amount. I will create and submit carryover prior approval within 30 days of Financial Report submission date
<input type="radio"/>	No
<input type="radio"/>	Not Applicable

Select appropriate option

★ Financial Report Certification

View SF-425

I, Bruce Gray, have the authority and certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Please check the box to electronically sign the Financial Report.

Confirm



Expanded Authority Grants

Carryover Request Decision

You have reported unobligated balance in this Financial Report. The details are in the table below. Do you intend to request a carryover for this amount?

(i) Unobligated Balance reported on Financial Report	\$ 25,014.55
(ii) Total Current Period Federal Authorized amount for Expanded Authority	\$ 254,822.00
(iii) 25% of Total Current Period Federal Authorized amount for Expanded Authority	\$ 63,705.50
(iv) Amount over expanded authority (i minus iii)	\$ 0.00

Grants included under Expanded Authority are permitted to carryover unobligated balances up to 25% of the amount awarded automatically.

Select	Option
<input checked="" type="radio"/>	Yes - for the amount covered under expanded authority.(No additional action is necessary. A remark will be added to your Financial Report.)
<input type="radio"/>	Yes - for the amount covered under expanded authority and part of, or entire marginal amount over expanded authority. The carryover request is included with this Financial Report.
<input type="radio"/>	Yes - for the amount covered under expanded authority and part of, or entire marginal amount over expanded authority. I will create and submit carryover prior approval within 30 days of Financial Report submission date.
<input type="radio"/>	No
<input type="radio"/>	Not Applicable

Report Certification

- ✓ Indirect Costs
- Other Information
- ✓ Remarks
- ✓ Supporting Documents
- Review and Submit
 - Review
 - Submit**
- Navigate To
 - Return to FFR List

Status: Submission In Progress

Resources

Fields with * are required.

*** Carryover Request Decision**

You have reported unobligated balance in this Financial Report. The details are in the table below. Do you intend to request a carryover for this amount?

Unobligated balance of federal funds:	\$ 1,143,744.00
---------------------------------------	-----------------

Select	Option
<input type="radio"/>	Yes - for part of, or entire UOB amount. I will create and submit carryover prior approval within 30 days of Financial Report submission date
<input type="radio"/>	Not Applicable

Yes - for part of, or entire UOB amount. I will create and submit carryover prior approval within 30 days of Financial Report submission date

Read statement and check box to certify

Not Applicable

*** Financial Report Certification**

View SF-425

I, Bruce Gray, have the authority and certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Please check the box to electronically sign the Financial Report.

Select Submit Report. FFR can only be submitted by users with the submit FFR privilege.

Confirm

Submission Verification

✓ **Success:**
Financial Report - FFR00045404/1 - has been successfully submitted for Review.

The tracking number for this Financial Report is listed below, please note it down.

Submission Tracking #	FFR00045404/1
-----------------------	---------------

You should be receiving an email for this Financial Report with this tracking number shortly. Please allow 3-4 business days to process your request before contacting the call center.

Please note that you have the ability to revise this Financial Report even after you have submitted it. This document will be available for revisions for 15 months from the date it was first available or 12 months from the due date. However, please note that this Financial Report will not be available for revision if the next Financial Report becomes due. If the revision is in the government's favor, you may update the Financial Report even after the specified time frame.

If you have any questions, please contact your GMS.

Thank You.

For any questions or to find out the status of your account, please [contact us](#).

Carryover Request Information		Create Prior Approval Request
Tracking Number		Request Status
There is no Prior Approval Request		

Select Create Prior Approval Request if you are carrying over an unobligated balance

[Return to List](#)

Requesting an Extension on the FFR

Electronic Handbooks

brucegray | Support | Logout

ons | Grants | FQHC-LALs

Friday 10th August 2012 10:38:13 A.M. ET

rowse » Grants [] » Submissions » Submissions

Complete List

ntly Completed | All

Detailed View | Search | Saved Searches

Page size: 15 | Go

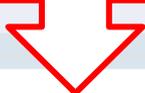
Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Status
Financial Report	Financial Report	NORTHWEST REGIONAL PRIMARY CARE ASSOC., WA	U58CS06846	FFR00049108/1	04/01/2012 - 08/31/2012	01/30/2013	Not Started

30 Days (1)

Page size: 15 | Go

1 items in 1 page(s)

Select the pull down arrow next to Start for more options



Requesting an Extension on the FFR

Friday 10th August 2012 10:39:21 A.M. ET

Home » Grants [] » Submissions » Submissions

Complete List

Completed All

Page size: 15 Go

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period
Financial Report	Financial Report	NORTHWEST REGIONAL PRIMARY CARE ASSOC., WA	U58CS06846	FFR00049108/1	04/01/2012 - 08/31/2012

Page size: 15 Go

Action

- Start
- Submit
- Request Extension

View

- Grant History
- Authorized Users
- Grant
 - Related NoA
 - Last NoA
 - Related Condition/Reporting Requirement
- Others
 - PMS Data Report
 - Last Submitted Report
 - OMB Instructions

Click to see more options

Select Request Extension

Requesting an Extension on the FFR

★ Extension Date

Extension Date (mm/dd/yyyy)

8/30/2012



★ Record Comments

Approximately 1 page (Max 2000 Characters): **1911** Characters left.

We request an extension to the FFR deadline because we are still awaiting final invoices.

[Return to Submissions List](#)

Select Submit to HRSA

[Submit to HRSA](#)

Requesting an Extension on the FFR

Tasks

Organizations

Grants

FQHC-LALs

Friday 10th August 2012 10:48:10 A.M. ET

Browse

Here: [Home](#) » [Tasks](#) » [Browse](#) » [Grants](#) [] » [Submissions](#) » [Submission Extension Request - Confirm](#)

Submission Extension - Request Confirm

Confirmation:

This is confirmation page. Please press the appropriate button to proceed.

FFR00049108/1 : NORTHWEST REGIONAL PRIMARY CARE ASSOC., SEATTLE, WA

Due Date: 1/30/2013 | Submission Status: In Progress

Grant Number: U58CS06846

Reporting Period: 04/01/2012 - 08/31/2012

Last Updated By: Administrator User

Submission Name: Financial Report

Submission Type: Financial Report

Reporting Cycle: Budget Period Annual

Submitted By: N/A

Available Date: 4/2/2012

Online Submission: Yes (Required)

Resources

View

[Related NoA](#) | [Action History](#)

Extension Detail

Request Extension Date: 2/28/2013 12:00:00 AM

Comments: We request an extension to the FFR deadline because we are still awaiting final invoices.

Cancel

Select Submit to HRSA

Submit to HRSA

Requesting an Extension on the FFR

 **Electronic Handbooks** brucegray ▾

[Home](#) | **Tasks** | [Organizations](#) | [Grants](#) | [FQHC-LALs](#)

[Browse](#) Friday 10th August

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Grants](#) [] » [Submissions](#) » [Submissions](#)

Submissions - Incomplete List

✓ Success:
Financial Report FFR00049108/1 - Request for Extension successfully submitted and received by HRSA.

Not Completed | **Recently Completed** | All

 [Export To Excel](#) [Detailed View](#) | [Search](#) | 

Page 1 of 1 | Page size: 15 | [Go](#)

Due In	Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Status
All ▾	<input type="text"/>	All ▾	All ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All ▾
Due: In more than 30 Days (1)								
▶ 173 Days	Financial Report	Financial Report	NORTHWEST REGIONAL PRIMARY CARE ASSOC., WA	U58CS06846	FFR00049108/1	04/01/2012 - 08/31/2012	01/30/2013	Not Started

Page 1 of 1 | Page size: 15 | [Go](#)

Revise a Previously Submitted FFR

- ▶ You can revise the 12 months after the submission date or no more than 15 months after the budget period end date.
- ▶ You will always be able to view your report in read-only format.
- ▶ The EHBs allows grantees to revise a previously submitted FFR under the following conditions:
 - The GMS is not currently reviewing the FFR
 - The FFR for the following reporting period has not been started

Locating a Previously Submitted FFR

My Grant Portfolio - List

 Add Grant To Portfolio

My Grant Portfolio (5)

My Grant Access Requests (0)

 Detailed View |  Search |  Saved Searches ▼

◀ ◁ 1 ▷ ▶

Page size: 15 Go

5 items in 1 page(s)

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	All	<input type="text"/>	 Grant Folder ▼
▶ D56HP23264	A. T. STILL UNIVERSITY OF HEALTH SCIENCES, MO	09/30/2011 - 09/29/2012	09/29/2016	1430356250A2	Other, FRA	Yes	09/15/2011	 Grant Folder ▼
▶ D54HP20674	A. T. STILL UNIVERSITY OF HEALTH SCIENCES, MO	07/01/2012 - 06/30/2013	06/30/2015	1430356250A2	Other, FRA	Yes	06/01/2012	 Grant Folder ▼
	A. T. STILL	07/01/2012						

Select Grant Folder

Locating a Previously Submitted FFR

[Browse](#) | [Funding Opportunities](#) | [Guide Me](#) Monday 6th August 2012 03:43:15 P.M.

You are here: [Home](#) » [Grants](#) » [Browse](#) » [Grant Folder \[\]](#) » [Grant Home](#)

ALL FUNCTIONS <<

- Grant Folder ▲
- Grant Overview
- Grant Home**
- Award History
- Users
- Approved Scope
- Other Functions ▲
- My Portfolio
- [Return to Grants List](#)

Grant Home

D54HP20674 : A.T. Still University of Health Sciences, Mesa, AZ

Current Budget Period: 07/01/2012 - 06/30/2013	Current Project Period: 09/01/2010 - 06/30/2015	CRS-EIN: 1430356250A2
Budget Support Year: 3	Project Title: Academic Administrative Units in Primary Care	Grant Period: 09/01/2010 - 06/30/2015

Resources [↗](#)

View

[Last NoA](#) | [HRSA Contacts](#)

Grants

Submissions <ul style="list-style-type: none">Work on Financial ReportWork on Progress ReportPerformance Report <p>+ View More</p>	Requests <ul style="list-style-type: none">ApplicationsExisting Prior ApprovalsRequest New Prior ApprovalH80 Health Center Existing CISRequest New H80 Health Center CISH80 Health Center Legacy CIS <p>+ View More</p>	Users <ul style="list-style-type: none">Approve RequestsUpdate PrivilegesAuthorize New <p>+ View More</p>
---	---	--

Select Work on Financial Report

Locating a Previously Submitted FFR

Search Filters:

Basic Search Parameters

Grant Number (comma separated list) (e.g. C80CS16989)

Submission Name Like

Submission Tracking Number Like

Organization

- All
- A. T. STILL UNIVERSITY OF HEALTH SCIENCES

Submission Deadline (mm/dd/yyyy) Between And

Submission Type

- All
- Financial Report
- Noncompeting Continuations

Advanced Search Parameters

Submission Parameters

Status

- Not Started
- In Progress
- Submitted

Date Submitted (mm/dd/yyyy) Between And

Project Title Like

Reporting Cycle

- All
- Academic Year
- Academic Year Annual

Submitted FFR List

Friday 10th August 2012 10:55:30 A.M. ET

Home » Browse » Grants [] » Submissions » Submissions

Completed List

Recently Completed **All**

Expand Group | Detailed View | Search | Saved Searches

Page size: 15 1 items in 1 page(s)

Submitted	Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Submitted Date	Status	Options
<input type="checkbox"/>	<input type="text"/>	All	All	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	

Within last 30 Days (1)

15 Days Ago	Financial Report	Financial Report	NORTHWEST REGIONAL PRIMARY CARE ASSOC., WA	U58CS06846	FFR00043677/1	04/01/2011 - 03/31/2012	07/30/2012	Submitted	Revise
-------------	------------------	------------------	--	------------	---------------	-------------------------	------------	-----------	------------------------

Page size: 15 1 items in 1 page(s)



EHB Versus PMS Financial Reporting

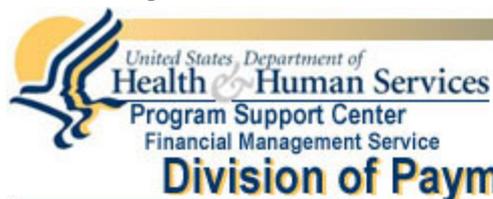
PMS FFR – Federal Cash Transactions

- ▶ Must be submitted **quarterly** through PMS and is due within 30 days of the end of the quarter

EHB FFR – Expenditures

- ▶ Must be submitted **annually** through the EHBs; due date aligned with PMS quarterly due date
- ▶ See the Reporting Requirements section of your NoA for the specific due date

Payment Management System Website



Payment Management System Logon Link

About Us

Awarding Agency Info

Contact Us

FARS/FAGA

Grant Recipient Info

Help

PMS Release Information

Training

En Español

Last Updated: 9/14/2011

DPM Secure Systems Login Links

Please select your desired service:

Service	Status
	as of 9/14/2011 3:30:03 PM EDT
• Payment Management System	Available
• *NEW* Have you forgotten your password?	Available

All users will be required to answer security questions in the system before they can reset their password. Visit our [Password Reset](#) page to view instructions on how to update your security questions or reset your password if you have forgotten it.

If your password expired before you set up your Security Questions, please contact the [Help Desk](#) to reset your password.

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:

Federal Cash Transaction Reporting in PMS

Screen Help



Federal Financial Report

FEDERAL FINANCIAL REPORT		(Prescribed by OMB A-102 and A-110)	
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number	
2-HHS-ADMINISTRATION FOR CHILDREN & I 2-HHS-HEALTH RESOURCES & SERVICES A 2-HHS-NATIONAL INSTITUTES OF HEALTH			
3. Recipient Organization (Name and complete address including Zip code)			
CATHOLIC UNIVERSITY OF AMERICA			
620 MICHIGAN AVE. N. E.			
WASHINGTON, DC, 20064			
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number	6. Report Type
			Quarterly
			7. Basis of Accounting
			Cash
8. Project/Grant Period(month,day,year)		9. Reporting Period End Date(month,day,year)	
From: _____		To: _____	
		12/31/2009	
10. Transactions			Cumulative
(Use lines a-c for single or multiple grant reporting)			
Federal Cash (To report multiple grants, also use Report Disbursements):			
a. Cash Receipts		229,264.11	
b. Cash Disbursements		0.00	
c. Cash on Hand (line a minus b)		0.00	
(Use lines d-o for single grant reporting)			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized		_____	
e. Federal share of expenditures		_____	
f. Federal share of unliquidated obligations		_____	

Financial Reconciliation and Closeout

- ▶ The Final FFR must reconcile with PMS Disbursements for closeout
- ▶ Final Federal Financial Report (FFR) must not include unliquidated obligations
- ▶ Final FFR must account for all funds awarded within the grant document
- ▶ Unobligated balance of funds will be de-obligated on closeout NoA

Resources and Technical Assistance

- ▶ Manage Your Grant at HRSA:
<http://www.hrsa.gov/grants/manage>
- ▶ EHBs Interactive Videos and Tutorials:
<https://grants.hrsa.gov/webexternal>
- ▶ HRSA Contact Center:
Toll Free: (877)Go4-HRSA; (877) 464-4772
Email: CallCenter@hrsa.gov
- ▶ Division of Payment Management System:
<http://www.dpm.psc.gov>