



Federal Financial Report User Guide

March 15, 2024

NOTE: This user guide is an identical PDF version of the online help.

Contact Us

Additional Help Needed? Please contact the eRA Service Desk (<https://www.era.nih.gov/need-help>).

Toll-free: 1-866-504-9552; **Phone:** 301-402-7469

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

Feedback on the user guide? Please email the eRA Communications Office (era-communications@mail.nih.gov).

Disclaimer STATEMENT

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Table of Contents

Table of Contents	3
Federal Financial Report (FFR) Module	4
Annual Federal Financial Report	5
Final Federal Financial Report	5
Search for FFRs	8
Viewing No Cost Extension (NCE) Details	14
Federal Financial Report (FFR) Long Form (Non-DOC Awards)	15
Payment Request Overview	23
Role for Users of Payment Request Screen in FFR	23
Payment Request for DOC Awardees	24
Initiating a Payment Request for Awardees	24
Searching for a Grant/Award in Payment Request	25
Initiating a Payment Request for a DOC Award/Grant	27

Federal Financial Report (FFR) Module

A Federal Financial Report (FFR) is a statement of expenditures associated with a grant. Recipients of federal funds are required to report the status of funds for grants or assistance agreements to the sponsor of the grant using the Federal Financial Report expenditure data.

The FFR module lets grantees search for and initiate the FFR from within eRA Commons, which redirects them to the federal Payment Management System to complete the submission. Grantees can also check on the status of submitted FFRs, view the PDF of submitted FFRs, and view the history of activity for an FFR.

Beginning January 1, 2021, HHS grant recipients are required to submit the SF-425 long form in the [Payment Management System \(PMS\)](#) instead of the eRA Commons FFR Module.

Guide notices:

NOT-OD-20-127 - Announcement of transition <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-127.html>

NOT-OD-21-046 - Additional Implementation details <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-046.html>

Register with PMS (<https://pmsapp.psc.gov/pms/app/userrequest>) and obtain PMS log in credentials prior to submitting an FFR. Familiarize yourself with PMS using the documentation provided by PMS (see <https://pms.psc.gov/pms-user-guide/federal-financial-report.html>). The PMS Help Desk can help with system problems; see <https://pms.psc.gov/support/help-desk.html>.

Department of Commerce (DOC) Training Materials

Agency-Specific Instructions: Department of Commerce Internal Staff ONLY.

Online help for Department of Commerce (DOC) users is coming. In the meantime, eRA training materials can be found on the following DOC webpage: <https://->

connection.commerce.gov/collection/grants-enterprise-management-solution.

NOTE: This page is accessible only by DOC internal users.

Report Submission Due Dates

The FFR is prepared and submitted by Grant and Contract Accounting (GCA) on behalf of the Principal Investigator (PI). The schedule for submitting required financial reports is generally specified in the award documents of a grant or contract. [See NIH FFR Supplemental instructions](#). Different due dates exist for FFRs depending on whether the report is an annual report or the final report.

Annual Federal Financial Report

Except for awards under SNAP and awards that require more frequent reporting, the FFR is required on an annual basis. When required on an annual basis, the report must be submitted for each budget period no later than 90 days after the end of the calendar quarter in which the budget period ended. The reporting period for an annual FFR will be that of the budget period for the particular grant; however, the actual submission date is based on the calendar quarter.

This translates to the dates in the following table:

Reporting Period/Budget Period Ends in:	FFR Due Date
January, February, March	June 30
April, May, June	September 30
July, August, September	December 21
October, November, December	March 31

Final Federal Financial Report

For awards requiring a final FFR, the due date and status for a final FFR are based on the Project Period End Date (PPED) as follows:

- *Pending*: If the FFR is not submitted and it is within 120 days of the PPED
- *Due*: If the FFR is not submitted and it is between the PPED and 120 days past the PPED
- *Late*: If the FFR is not submitted and it is over 120 days past the PPED

FSR Role in Commons

A user who needs the authority to view, enter, and submit an FFR on behalf of a research institution must possess the *FSR* role in eRA Commons to access the FFR module. An institution's Signing Official (SO) or Account Administrator can add this role to a user's account.

A Signing Official (SO) or Business Official/Administrative Official (BO/AO) can have the *FSR* role.

NOTE: A user who possesses only the *FSR* role can perform only those tasks associated with FFRs; however, an account can include multiple roles, including that of *FSR*.

Features of FFR

If you have the *FSR* role in Commons, you can use the FFR module to perform multiple tasks. Available options vary depending on the status of the FFR associated with the award.

- Search for grant awards within your organization having associated FFRs
- Initiate a FFR by clicking **Manage FFR** button, which redirects you to PMS to fill out and submit the FFR
- View an FFR as a PDF
- View the submission history of an FFR

NOTE: NIH requires all financial expenditure data to be submitted via PMS. This includes all initial FFRs being prepared for submission and any revised FFRs being submitted or re-submitted to an HHS agency.

The Commons Online Help contains detailed information on the FFR module. You can access the FFR topics by clicking any of the help icons ('?') on the FFR screens. If you prefer a PDF format user guide, refer to the *Federal Financial Report (FFR) Expenditure Data User Guide* at https://www.era.nih.gov/files/ffr_user_guide.pdf.

Accessing FFR

The FFR module is part of eRA Commons. If you hold the *FSR* Commons role, you have access to FFR.

1. Navigate to eRA Commons on the internet at <https://public.era.nih.gov/commons/>.
2. [Log into Commons](#).
3. [Select the **FFR** module from Commons navigation](#).

Search for FFRs

About the FFR Search Screen

Use the *Search for Federal Financial Report (FFR)* screen to search for grant awards within your organization that have associated FFRs.

Search for Federal Financial Report (FFR) ?

Organization: UNIVERSITY OF CALIFORNIA, SAN DIEGO

Activity: R01 IC: All Serial: 012345 Year: 02

Status: All Due Date Start: 01/01/2020 Due Date End: 12/31/2020

MYF Awards [Reset Search](#) [Search](#)

Quick Searches

Received	Pending, Due, or Late	Due this year
All ICs, Status of Received	All ICs, Status of Pending, Due, or Late	All ICs, All Statuses, Due Date Start Jan 1, Due Date End 12/31 of this year.
Search	Search	Search

Figure 1: Search for Federal Financial Report (FFR) Screen

Perform a Search

You can search either by entering search criteria or by clicking one of the predefined quick searches.

IMPORTANT: When searching based on search criteria, enter as many criteria as possible to perform a more narrow and specific search. Too broad of a search can result in a very large set of records returned by the FFR module, which might slow down the FFR response time.

Search Using Search Criteria

1. Select **search criteria** from the available dropdowns on the search screen.

The following dropdowns are available to search, which include parts of the grant number (See Deciphering the NIH Application/Grant Numbers document at <https://www.era.nih.gov/files/Deciphering-NIH-Application.pdf>, which also has IC abbreviations.)

- **Activity** Search by the grant number's activity code. Example R01 or U01.
- **IC**
 - This is a required field. Defaults to *All*, which searches all ICs. To search by specific IC(s), select one from the list, then to select another, select from the list again, and so on. Each appears in the IC field and can be removed by clicking the x next to the IC letters.

- **Serial**

Enter the serial number of the grant into the field.

- **Year**

- Year of the grant.

- **Status**

Defaults to *All*, which will search for FFRs in all statuses.

To narrow the search to specific status(es), use the drop-down and select one or more status values to include in the search. To select more than one status, select the first status, then click the dropdown again and select another status. Each selected status appears in the **Status** field with an 'x' that you can click to remove it.

You may search for any combination of the following:

- Pending
- Due
- Late
- Received
- In Review
- Accepted
- Rejected
- Revision Pending

- **Due Date**

Will return records with a due date of the entered date or later. Enter a date directly into the field or select a date using the calendar tool.

NOTE: To see only multi-year funded SAMHSA awards, toggle the **MYF Awards** option to the 'on' position.

2. Click the **Search** button.

The results of the search appear in search results below the search criteria. Refer to the section below titled *Search Results* to learn what you can do with search results.

3. Click the **Reset Search** button to clear the results and perform a new query, as necessary.

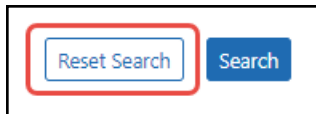


Figure 2: Reset Search button

Using a Quick Search

Quick searches are one-click, pre-defined searches providing a convenient method of retrieving commonly entered criteria. They appear on the Search screen in FFR when you first enter the module. If you do not see a list of quick searches defined at the bottom of the search screen, click the **Reset Search** button, shown below:

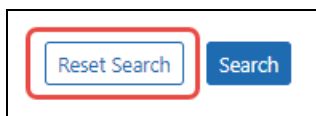


Figure 3: Reset Search button

To run a quick search:

1. Click the **Search** button of the desired quick search.

Received

Searches for and returns any records for FFRs in a status of *Received*, for all ICs.

Pending, Due, or Late

Searches for and returns any records for FFRs in a status of *Pending*, *Due*, and *Late*, for all ICs.

Due this year

Searches for and returns any records for FFRs in a status of *Received* with a start date of January 1 of the current year and an end date of December 31 of the current year.

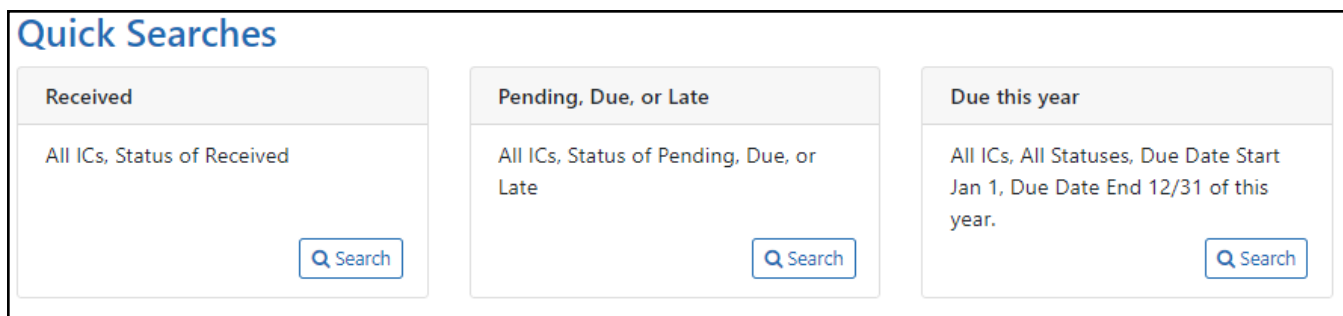



Figure 4: FFR Quick Searches

2. In the search results, click the three-dot ellipsis menu to see actions you can take on a record. Refer to the section below for additional information on search results.
3. Click the **Reset Search** button to clear the results and perform a new search.

Search Results

FFR retrieves all matching awarded grants (except Fellowships). Use the grid tool () to specify how many records to display on a page.

Showing 51 - 100 of total 186 [Export](#)

Award Number ▲	Doc No ⇅	Spec. Funding ⇅	FFR Due ⇅	Submitted to Agency ⇅	Budget Start ⇅	Budget End ⇅	Latest FFR Status
5R21AT009783-02 ...	RAT009783A		05/31/2021	04/30/2021	02/01/2019	01/31/2021	Accepted
History							
	Date Received	Created by	Processed by agency	Status	View		
	04/30/2021	FFR_APP_PROXY_USER	Mannon, Tasia	Accepted	...		
5R21AR074763-02 ...	RAR07476		03/30/2022	12/01/2019	11/30/2021	Accepted	PDF
		Manage FFR + View PDF					

PMS System

Figure 5: FFR search results, showing triangle to show additional data and three-dot ellipsis menu to show actions that you can take

Use the navigation buttons at the upper right of the results to navigate through the remaining records. Select the header of any column to re-sort the displayed records.

The hit list includes the following information:

- **Award Number:** The grant number is linked to the Grant Folder.
- **Doc No:** Award document number.
- **Three-dot ellipsis menu.** Displays all actions that can currently be performed on the FFR record. These options vary depending on the status of the FFR. Refer to the section below, titled *Actions*, for more information.
- **Spec. Funding:** Special funding indicator of *ARRA*, *Sandy*, or <blank> as appropriate.
- **FFR Due:** The date when FFR status will change from *Due* to *Late*.
- **Submitted to Agency:** The date on which the FFR was received by Agency, otherwise this column is blank.
- **Budget Start:** The budget period start date of grant.
- **Budget End:** The budget period end date of grant.
- **Latest FFR Status**

TIP: Use the **Export** button at the top of the search results to view the FFR search results in an Excel spreadsheet. Excel will open in a separate window.

Actions

The actions available for a FFR vary depending on the status of the FFR. All available actions are available by clicking the three-dot ellipsis menu next to the **Award Number** in the FFR results table.

FFR Actions

Action Option	Available to FFRs in Status...	Result of the Action
Manage FFR	<ul style="list-style-type: none"> • Pending • Due • Late • Received • Accepted • Rejected • Revision Pending 	Redirects to PMS, where (after you login) it opens the FFR long form for editing and submission.
History	<ul style="list-style-type: none"> • Received • Accepted • Rejected • Revision Pending 	Displays a history of actions performed against the FFR record.
PDF	<ul style="list-style-type: none"> • Accepted • In Review • Received • Rejected • Revision Pending 	Opens the current version of the report in PDF format.

Manage FFR Action

Select the **Manage FFR** action to be redirected to the current FFR in PMS, where, after logging in, you are presented with the FFR long form to complete and submit. You can either initiate the FFR using this button, or return to a partially completed FFR to continue editing it.

PDF Action

Select the **PDF** action to open a read-only PDF version of the report. This is available for FFRs in a status of *Received*, *In Review*, *Accepted*, *Rejected*, and *Revision Pending*.

History Action

Click the caret (triangle icon) next to the **Award Number** to display a brief history of the FFR since initiation. The history displays beneath the FFR record. History of the FFR includes:

- Date received by agency (if applicable)
- Name of the institution user who created the FFR
- Name of the Agency staff member who processed the FFR (if applicable, otherwise N/A)
- Status of FFR
- PDF button for viewing the PDF

SR21AT009783-02	RAT009783A	05/31/2021	04/30/2021	02/01/2019	01/31/2021	Accepted
History	Date Received	Created by	Processed by agency	Status	View	
	04/30/2021	FFR_APP_PROXY_USER	Mannon, Tasia	Accepted	...	

Figure 6: FFR History

Viewing No Cost Extension (NCE) Details

When you see an award with a green NCE icon next to the award number, it means the award has had a no-cost extension (NCE) applied. Click the down arrow next to **Award Number** to see both the regular FFR (REG) details, and the NCE details (E1, E2, etc). In the area that appears, also use the down arrow to toggle more information to appear or collapse.

Award Number	IC	Institution Name	Spec. Funding	GMS Name	Foreign	FFR Due	Rcvd By Agency	Budget Start	Budget End	Latest FFR Status	Doc No	FY	FOA	PCC
H79TI000000-03	TI	ALLIANCE, INC.		Canye, Landrew		09/25/2022	04/26/2022	02/28/2021	06/27/2022	In Review	18TI81474A	2021	T118-009	PDOA-18
NCE#														
REG		FFR Due	Submitted to agency		Budget Start		Budget End		FFR Status					
		05/28/2022	04/26/2022		02/28/2021		02/27/2022		In Review					
		Date Received	Created by	Processed by agency		Status	View							
		04/26/2022	FFR_APP_PROXY_USER	N/A		In Review	...							
E1		09/25/2022			02/28/2022	06/27/2022	Pending							

Federal Financial Report (FFR) Long Form (Non-DOC Awards)

You can initiate the *Federal Financial Report* from the FFR module in eRA Commons, whereupon you are redirected to the electronic FFR long form in the Payment Management System (PMS).

Agency-Specific Instructions: Department of Commerce. For DOC awards, users fill out the FFR long form in eRA Commons FFR module instead of being redirected to the Payment Management System.

Also see:

[Federal Financial Report \(FFR\)](#)

[Reminders of NIH Policies Related to Closeout](#) (April 2, 2021)

Before attempting to complete and submit an FFR, you must register with PMS and obtain login credentials (<https://pmsapp.psc.gov/pms/app/userrequest>). You are required to log into PMS before or during FFR initiation from eRA Commons.

Initiate FFR Long Form from eRA Commons

Before attempting to complete and submit an FFR, you must register with PMS and obtain login credentials (<https://pmsapp.psc.gov/pms/app/userrequest>). You are required to log into PMS before or during FFR initiation from eRA Commons.

1. In the FFR module in eRA Commons, [search for and find an FFR](#) that needs to be completed.
2. Select the **Manage FFR** option from the three-dot ellipsis menu for a record in the search results.

You are redirected to the federal Payment Management System, where you must log in. After login, the FFR long form is opened for the grant you were working on in the eRA Commons FFR module. Alternatively, you can go directly to the PMS system and find the FFR by searching for the Award Document Number using the PMS FFR search screen.

3. In the PMS FFR long form, complete the fields (see descriptions below for guidance).
4. Follow PMS guidance for certifying and submitting the FFR to the sponsoring Agency. See the documentation provided by PMS (<https://pms.psc.gov/pms-user-guide/federal-financial-report.html>).

Line 1. Federal Agency and Organizational Element to Which Report is Submitted

Displays the name of the Federal Agency associated with the grant. This information is pre-populated from the grant information and cannot be edited.

Line 2. Federal Grant / Subaccount

Displays the Award Document Number assigned to the award by the Federal agency. This field is pre-populated and cannot be edited.

Line 3. Recipient Organization

Displays the name and complete address of the recipient organization. This field is pre-populated and cannot be edited.

Line 4a. DUNS Number

Displays the Dun & Bradstreet Universal Numbering System (DUNS) number or Central Contractor Registry (CCR) extended DUNS number belonging to the recipient agency. This information is pre-populated from the grant information and cannot be edited.

Line 4b. Employer Identification Number--EIN

Displays the number assigned by the Department of Health and Human Services (DHHS) Central Registry System for payment and accounting purposes. This information is pre-populated from the grant information and cannot be edited.

Line 5. Recipient Account Number or Identifying Number

Enter the recipient account number or any other identifying number assigned to the award by the recipient. This is not a requirement of the Federal agency and is for the recipient's use only.

Line 6. Report Type

Displays the Report Type:

- Annual
- Final

This information is pre-populated from the grant information and cannot be edited.

Line 7. Basis of Accounting

Select the appropriate option from the dropdown menu to indicate the basis used for recording the transactions related to the award:

- Cash
- Accrual

Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For Cash basis accounting, expenses are recorded when they are paid.

Line 8. Project/Grant Period (From and To)

Indicates the period established in the award document during which Federal sponsorship begins and ends.

Line 9. Reporting Period End Date

Displays the ending date of the reporting period.

Line 10. Transactions

For each field of the Transaction section, enter the cumulative amounts from the date of inception of the award through the end date of the reporting period specified in the Reporting Period End Date field.

Federal Cash (lines 10a-10c)

These data fields are prepopulated in the Payment Management System, but may be recalculated in PMS by clicking the Recalculate icon next to the field. For Annual FFRs, these fields can be updated by the recipient. For Final FFRs, these fields can only be

updated by the Recalculate button (if available). A Final FFR can NOT be submitted unless 10a and 10b are equal to each other and 10c is \$0.00. 10c is a calculated value and cannot be edited.

Federal Expenditures and Unobligated Balance (lines 10d-10h)

Use lines **10.d-h** for single grant reporting.

10.d Total Federal funds authorized

Displays the cumulative total Federal funds authorized.

- For research ICs, this amount will reflect the total for the indicated grant segment.
- For Non-Research ICs, this amount will reflect the total for the IC and serial number.

10.e Federal share of expenditures

Enter the amount of Federal fund expenditures. Expenditures are the sum of actual cash disbursements for direct charges for goods and services; the amount of indirect expenses charged to the award; and the amount of cash advances and payments made to sub-recipients and subcontractors. A Final FFR can NOT be submitted unless 10e is equal to 10a and 10b.

10.f Federal share of unliquidated obligations

Enter the Federal portion of unliquidated obligations. Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, these are obligations incurred, but for which outlay has not yet been recorded. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to sub-recipients and subcontractors.

On the final report, this line must be zero. Do not include any amount that has been reported in the **Federal share of expenditures** (line 10e). Do not include any amount for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.

10.g Total Federal share

This is the sum of **Federal share of expenditures** (line 10e) and **Federal share of unliquidated obligations** (line 10f).

This information is calculated and cannot be edited.

Line 10.h Unobligated balance of Federal funds

This is the amount of **Total Federal funds authorized** (line 10d) minus **Total Federal share** (line 10g).

This information is calculated and cannot be edited.

Recipient Share (lines 10i-10k)

Do not complete this section if reporting on multiple awards.

10.i Total recipient share required

Enter the total required recipient share for the reporting period specified in the **Reporting Period End Date** field (line 9). The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency (e.g., cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost sharing or match than the level required by the Federal agency).

10.j Recipient share of expenditures

Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and subcontractors. This amount may include the value of allowable in-kind match contributions and recipient share of program income used to finance the non-Federal share of the project or program.

Note that on the final report, this line should be equal to or greater than the amount of the **Total recipient share required** (line 10i).

10.k Remaining recipient share to be provided

This is a calculated field for showing the amount of **Total recipient share required** (line 10i) minus **Recipient share of expenditures** (line 10j).

If the **Recipient share of expenditures** is greater than the **Total recipient share required** amount, the field will show zero.

This information is calculated and cannot be edited.

Program Income (lines 10l-10o)

Do not complete this section if reporting for multiple awards

10.l Total Federal program income earned

Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in the **Recipient share of expenditures** field (line 10j).

10.m Program income expended in accordance with the deduction alternative

Enter the amount of program income that was used to reduce the Federal share of the total project costs.

10.n Program income expended in accordance with the addition alternative

Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.

10.o Unexpended program income

Enter the amount of **Total Federal program income earned** (line 10l) minus the **Program income expended in accordance with the deduction alternative** (line 10m) or **Program income expended in accordance with the addition alternative** (line 10n).

This amount equals the program income that has been earned but not expended, as of the reporting period end date.

This information is calculated and cannot be edited.

Line 11. Indirect Expense

Indirect expenses are the costs associated with the general operation of an institution and the performance of its research activities. In the Payment Management System (PMS), you are limited to 10 indirect expenses only, and if there are more than 10, you must enter the rest in the **Remarks** field.

11.a Type

This field represents the type of indirect expense. Types include Provisional, Pre-determined, Final, or Fixed.

11.b Rate

This field indicates the indirect cost rate in effect during the reporting period. This number is a percentage.

11.c Period From/Period To

The "From" and "To" range of the period as related to the indirect costs.

11.d Base

Base represents the amount of the base against which the indirect cost was applied.

11.e Amount Charged

This field represents the total amount of indirect costs charged during the reporting period.

11.f Federal Share

This field indicates the Federal portion of the Amount Charged (line 11e).

11.g Totals

These fields are the calculated sums of indirect expense entries for each of the following fields: **Base**, **Amount Charged**, and **Federal Share**.

Line 12. Remarks

Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in the field for **Cash on Hand** (line 10c). If you

have more than 10 indirect expenses (Line 11), enter additional expenses in the **Remarks** field.

NOTE: Remarks are required when submitting a revision to an FFR or on an Annual FFR if Cash on Hand (10c) is greater than \$0.00.

Prepared by

Select your username from the **Prepared by** dropdown to complete the preparation of the FFR. The phone number and email address are prepopulated based on your PMS credentials and are not editable. The **Date Report Prepared** field automatically populates today's date.

Submit/Certify the Long Form FFR Report

NOTE: If you are not ready to submit, you can click the **Save** button and come back to the report later.

After selecting your username from the **Prepared by** dropdown, click the **Submit** button.

Once prepared the FFR must be Certified. The certifier will receive a notification from PMS when an FFR is ready to be certified. If you are the certifier, you should log into PMS and locate the FFR.

When prompted, select your username from the **Signature of Authorized Certifying Official** dropdown to complete the certification of the FFR. The phone number and email address are prepopulated based on your PMS credentials and are not editable. The **Date Report Submitted** field automatically populates today's date.

Submit the report to be certified by clicking the **Certify** button. If you do not see the **Certify** button, submit the form first.

You can log into eRA Commons FFR module to check on the status of the submission.

Payment Request Overview

The Payment Request process in the eRA Commons Federal Financial Reporting (FFR) module lets grantees initiate payment requests and submit them to the DOC agency. It also allows DOC staff to review, approve, decline, and acknowledge steps in the processing of submitted payment requests.

DOC awardees/grantees can learn how to initiate and submit payment requests using the following help topic:

[Payment Request for DOC Awardees](https://www.era.nih.gov/erahelp/commons) in the [eRA Commons Online Help](https://www.era.nih.gov/erahelp/commons).
(<https://www.era.nih.gov/erahelp/commons>)

Role for Users of Payment Request Screen in FFR

Users require specific roles for their affiliated organizations to have privileges to complete necessary tasks. The role that eRA Commons users need to access the payment request process, along with associated privileges, is below:

Role Name	Description
FSR (Grantee)	Users can: <ul style="list-style-type: none"> • Access Payment Request functionality in FFR • Initiate, Save and Submit Payment Request(s) for awards made to their affiliated organization • Track Payment Request Status • View Payment Request History


Payment Request for DOC Awardees

The Payment Request process in eRA Commons Federal Financial Reporting (FFR) module lets awardees (grantees) initiate payment requests and submit them to the Department of Commerce (DOC) agency. It also allows DOC staff to review, approve, decline, and acknowledge steps in the processing of submitted payment requests.

This topic shows DOC awardees (grantees) how to initiate and submit a payment request to DOC.

Initiating a Payment Request for Awardees

FFR is accessible to grantees via an externally accessible site (<https://public.era.nih.gov/commonsplus>). Grantees access the Payment Request screen in FFR by doing the following:

1. Use eRA credentials (user name / password), login.gov credential (user name /password) or Federated account to log in to eRA Commons.
2. Once logged in, select “Federal Financial Report (FFR)” from the apps menu .
3. The *Search for Federal Financial Reports (FFR)* screen appears as the landing page.
4. On the landing page, click on the “Payment Request” tab from sub-navigation to access the Payment Requests page.

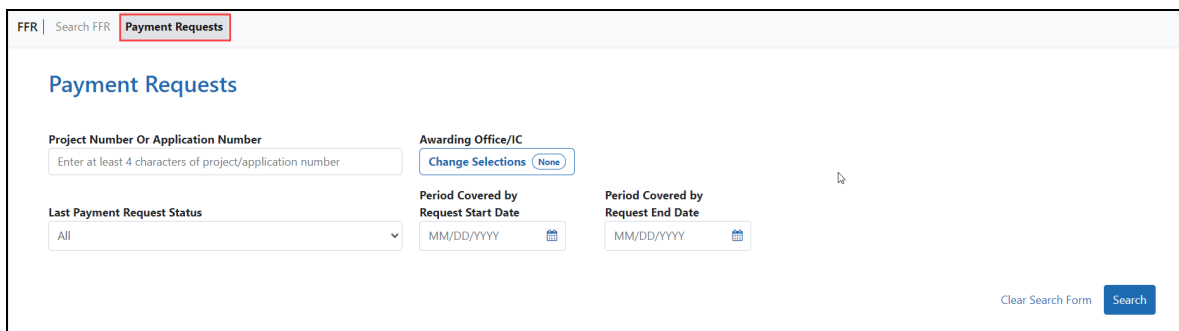


Figure 7: Payment Requests tab is available in FFR screen

Searching for a Grant/Award in Payment Request

You can search on the following search criteria:

- **Project Number or Application Number.** Used to conduct a search for a particular project or group of projects using at least 4 characters in the project number (the project number is listed as the Award Number on the Notice of Award (NoA))
- **Awarding Office/IC.** Used to conduct a search for a group of projects from an Awarding Office or Offices within the Department of Commerce
- **Last Payment request Status.** Used to conduct a search for a group of projects where the most recent payment request is in a particular status. The search defaults to All, which will search for Payment Requests in all status. To narrow the search by a specific status, select a value from the drop-down. Available status search options are as follows:
 - All
 - Work In Progress
 - Submitted
 - Approved
 - Declined
 - Authorized in ASAP
 - Payment Processed
 - Payment Failed
 - Payment on Hold
- **Period Covered by Request Start Date.** Will return records with a period covered by request start date of the entered date or later. Enter a date directly into the field or select a date using the calendar tool.
- **Period Covered by Request End Date.** Will return records with a period covered by request end date of the entered date or earlier. Enter a date directly into the

field or select a date using the calendar tool.

To conduct a general search, click on the “Search” button without entering any search criteria. Click the “Clear Search Form” link to clear the search and conduct a new search.

Figure 8: Payment Requests screen provides various search criteria and Search button to conduct a search

Once the search is complete, the search results show the following information:

Application Number. The application number is listed as the Award Number on the NoA.

Period Covered by Request Start Date. Start date of the Payment Request.

Period Covered by Request End Date. End date of the Payment Request.

Amount. Dollar value requested.

Requested Drawdown Date. Date when the requested amount will be drawn down.

(PD/PI). Name of the Project Director or Principal Investigator assigned to the project.

(GMS/GMO Name). Names of the assigned GMS and GMO.

Last Payment Request Status. Status of the last Payment Request.

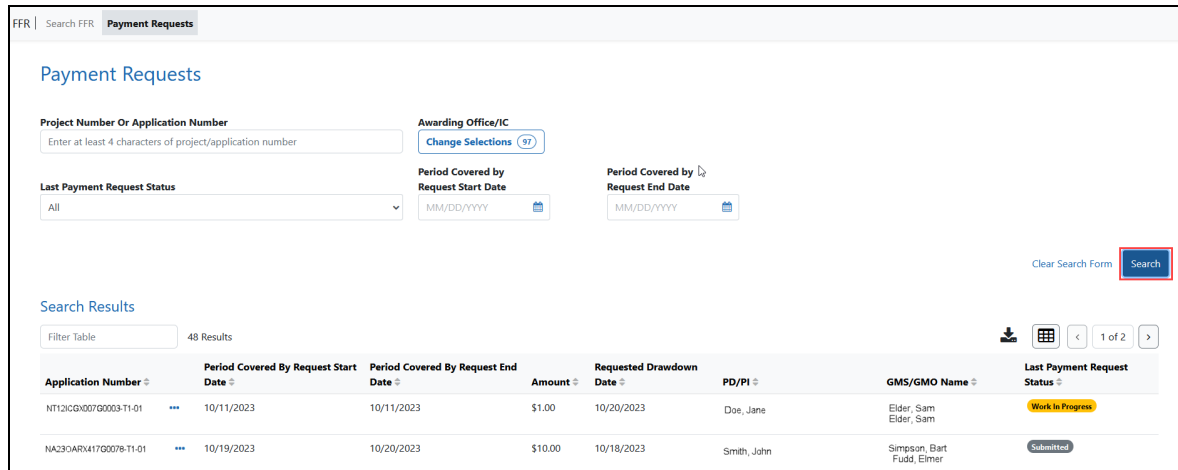


Figure 9: Search results displays a list of applications associated with a grantee organization and are available for payment request

For projects with no previous payment request, only “Application Number / (PD/PI) / (GMS/GMO Name)” information will be displayed.

Initiating a Payment Request for a DOC Award/Grant

NOTE: Grantees can only submit a new request on the same project if the last payment request is not submitted or it's in “Declined/Authorized in ASAP/Payment Processed /Payment Failed” status.

To initiate a payment request, you must click on three-dot ellipsis icon next to the Application Number in the search results and select the “Create new Payment Request” action.

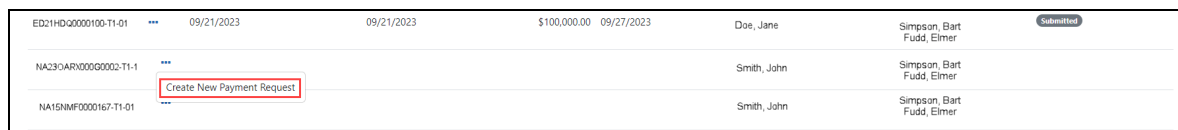


Figure 10: Create New Payment Request option is available in action menu.

The “Create New Payment Request” page appears. In this page, you must enter data in the following fields:

Request Draw Down Date. Date the grantee intends to draw down the requested funds.

Requested Amount. Dollar value the grantee is requesting.

Period Covered by Request From /To. Duration of time that the funds will be used.

Total Expenditures to Date. Total awarded funding that has been spent up until the date of the request.

Total Federal Funds Previously Requested. Total of the federal funds that have been requested previously, enter zero if this is the first request.

To add justification, click in the **Justification** text field and type up to 200 characters of text. You can also attach the SF-270/271 form and other attachments (when necessary) by clicking on **+Choose** button in each section.

NOTE: Attachments must be PDF files 6MB or smaller. You can upload up to 10 files per upload field.

Create New Payment Request for NA23OARX000G0002-T1-1

Required Fields

Request Drawdown Date * 10/31/2023

Requested Amount * \$ 1000

Period Covered by Request From * 10/31/2023

To * 01/31/2024

Justification * Purchase Equipment
182 characters remaining

Total Expenditure to Date * \$ 0

Total Federal Funds Previously Requested * \$ 0

SF-270/SF-271 if needed

+ Choose

Files should not exceed 6MB and max files allowed up to 10
Files can only be in PDF format

SF-270.pdf

Other attachments (optional)

+ Choose

Files should not exceed 6MB and max files allowed up to 10
Files can only be in PDF format

View Payment Request History

Cancel Save Submit to Agency

Figure 11: Grantee must enter required data to submit a Payment Request by clicking 'Submit to Agency' button

To see previous requests (if exists), user needs to click on 'View Payment Request history' link. When all data are inserted and necessary documents are uploaded, user needs to click the **Submit to Agency** button to submit the request.

NOTE: Use the **Save** button to save a request and return to it later. Saved requests will appear in the “Work in Progress” status. When you are ready to complete the request, access the Payment Request details page by clicking on three-dot ellipsis menu next to the Application Number in search results and select the **Edit Payment Request** action.

NA23OAR00000002-T1-1	10/31/2023	01/31/2024	10/31/2023	Smith, John	Simpson, Bart Fudd, Elmer	Work In Progress
NA15HMF0016G002-T1-1				Smith, John	Simpson, Bart Fudd, Elmer	

Figure 12: Edit Payment Request is available in the action menu when Payment Request is in ‘work in progress’ status

Once submitted, a notification will be sent to the assigned GMS and the GMO and the Payment Request is made available for review in the internal view of the Payment Request feature of FFR. Grantees can track the progress of their request by reviewing the “Last Payment Status” in the search results or viewing the “Payment Request History”. To do so, click three-dot ellipsis next to Award Number and select **View Payment Request History**.

Application Number	Period Covered By Request Start Date	Period Covered By Request End Date	Amount	Requested Drawdown Date	PD/PI	GMS/GMO Name	Last Payment Request Status
NA23OAR00000002-T1-01	10/31/2023	01/31/2024	\$1,000.00	10/31/2023	Smith, John	Simpson, Bart Fudd, Elmer	Submitted
ED15HDQ0000100-T1-01	09/21/2023	09/21/2023	\$100,000.00	09/27/2023	Doe, Jane	Simpson, Bart Fudd, Elmer	Submitted

Figure 13: View Payment Request History is available in the action menu

The history shows the following submitted details from the Payment Request:

Event Number. A sequential number applied to each Payment Request that is made on the same project.

Requested Amt. The dollar amount that was requested.

Requested Draw Down Date. The drawdown date that was requested.

Period Covered by Request. The period of time the Payment Request was to cover.

Justification. The text provided in the Justification box of the Payment Request.

Status. The latest status of the Payment Request, if comments have been provided by Agency staff these will be available in this section.

Payment Request History for NA23OARX000G0002-T1-1 ✕

📘 Status "Approved" means you can now submit drawdown request in ASAP
 📘 For a non-ASAP award no further action is needed following approval

1 Results

⬇️ 📄 < 1 of 1 >

Event Num ⌵	Requested Amt. ⌵	Requested Drawdown Date ⌵	Period Covered By Request. ⌵	Justification ⌵	Status ⌵
▶ 1	\$1,000.00	10/31/2023	10/31/2023 01/31/2024	Purchase Equipment	Submitted

[Close](#)

Figure 14: Payment Request History displays information for prior requests