

## **Procedures for National Science Foundation (NSF) Federal Financial Report (FFR)**

1. Shortly after the end of the preceding quarterly reporting period, the RSPA Grants Administrator responsible for preparing NSF's FFR retrieves quarterly and cumulative expenditure data for all NSF awards via Business Objects, the University's reporting tool, which pulls information from the general ledger. The data is copied into an Excel file and manually compared against the list of funds contained within NSF's Fastlane system. The Excel spreadsheet is modified accordingly for any new or purged funds reflected on NSF Fastlane.
2. The NSF FFR form is downloaded from Fastlane into an Excel format and total cumulative expenditure information from the spreadsheet generated in the preceding step is keyed directly into this form.
3. The unobligated balance from the FFR form is compared to the remaining balance from the Business Object report to ensure expenditure information was entered correctly. Any differences are investigated and resolved. Once the reconciliation is complete, the Excel version of the FFR is uploaded into the Fastlane system and temporarily saved.
4. The Assistant Director is provided a copy of the FFR report and supporting documentation for review. Cumulative and quarterly expenditure information is verified against the grant ledger. Draw information, along with all other pertinent information, is reviewed for accuracy and consistency.
5. Once this review is complete, the report is saved in Fastlane and the Assistant Director is electronically notified that the report is available to certify. The Assistant Director verifies the totals to ensure no changes have been made since the prior review and formally certifies the report within the NSF Fastlane system. This process is completed with 45 days of the end of the preceding reporting period.
6. An email is generated by NSF notifying the University that the report was submitted.
7. The workpaper associated with the preparation and reconciliation of the report is retained in the Assistant Director's office.