FFATA REPORTING PROCEDURE –
FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

1. When a prime award is received with a sub-award the Office of Research and Innovation enters the information from the Subrecipient Commitment Form into the Sub-award data base.

2. When Grants and Contracts receives the prime award and creates the award in Grants PeopleSoft the name of the sub-award is also added. A milestone (FFATA required reporting) is added to the award record. (See screen shots and instructions).

3. The Research Contracts Administrator (RCA) in the Office of Research and Innovation prepares the sub-award and routes for signatures. After both parties have signed the sub-award the RCA sends Grants and Contracts the fully executed sub-award agreement.

4. Grants and Contracts enters the sub-awardee DUNs number into FSRS and completes the required data elements based on the information provided in the sub-award agreement. Once the data is entered into FSRS, the Grants and Contracts Office maintains a copy of the completed submission and completes the milestone dates in Grants PeopleSoft.

5. FFATA information such as amount of sub-award and date submitted in FSRS is entered into the sub-award database.

6. A FFATA report is run based on the milestones in PeopleSoft on a quarterly basis. PS Financials –Main Menu – Reporting Tools – BI Publisher – Query Report Viewer – WMUGMFFATA (Excel default view.)
7. Navigation to FSRS

2.1. Click on Awardees
2.2. Sign in with email and password. Password must be changed every 90 days.

2.3. Click OK
2.4. Click on Add award to worklist if there is a subaward on a prime grant and or contract.

2.5. Select type of award grant or contract and submit
2.6. Type in award ID

2.7. Worklist – add grants or contracts not appearing on worklist to manage reporting

2.8. View FFATA reporting

2.9. Click on create and review reports
2.10. Click on submitted to review submitted reports

2.11. PeopleSoft Attribute/Milestone reporting

FFATA Reporting PeopleSoft

2.11.1. Attribute

2.11.1.1. Attribute = FFATA if grant is subject to FFATA
2.11.1.2. Subject to FFATA only when grant is directly from Federal Agency
2.11.1.3. Attribute value
2.11.1.3.1. Subs
2.11.1.3.2. No subs

2.11.2. Attribute description
   2.11.2.1. Attribute description
      2.11.2.1.1. Name of sub
      2.11.2.1.2. Dollar amount

2.12. Milestone
   2.12.1. Milestone = FFATA if a subaward is over $25,000
   2.12.2. Report Required
   2.12.3. Due date is 30 days from the signed subaward
   2.12.4. Status complete – when the subaward is entered into FSRS
   2.12.5. Status date defaults to date entered into PeopleSoft (which should be the date subaward was entered on FSRS)
   2.12.6. Add additional Milestones if subaward is incrementally funded

2.6. Milestone
   2.11.2.1. Milestone = FFATA if a subaward is over $25,000
   2.11.2.2. Report Required
   2.11.2.3. Due date is 30 days from the signed subaward
   2.11.2.4. Status complete – when the subaward is entered into FSRS
   2.11.2.5. Status date defaults to date entered into PeopleSoft (which should be the date subaward was entered on FSRS)
   2.11.2.6. Add additional Milestones if subaward is incrementally funded

2.7. Attribute – FFATA
2.8. Milestone - FFATA
7. Related Policies:

(WMU) FFATA Reporting Policy

Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)
https://www.fsrs.gov/

FSRS Awardee Users Guide

Securities and Exchange Act of 1934
Internal Revenue Code of 2011, section 6104
15 U.S.C. 3710a