Process: This job aid describes procedures for reporting FFATA information on FSRS.GOV. This process is completed once a subcontract $30,000 or greater is fully executed when FFATA requirements apply.

Entering FFATA (www.fsrs.gov)

	Click on AWARDEES
	Log-In or Register Now: FEDERAL GOVERNMENT | AWARDEES

	Enter the login information
	returning awardees: login Email: postawd@purdue.edu Password: •••••••••• **Login** ▶ 🔑 **Forgot Password**

	If for a new grant Select "add award to worklist"
	If adding to an existing grant, click "Worklist" and continue ahead to the step for "Add to and Existing Award".
Adding a New Award	Home ┊ Profile ┊ Worklist ┊ Create / Review Reports ┊ 🏠 **home** Friday, April 8, 2011 add award to worklist ⚠ **alerts** ▸ No current alerts create FFATA report 🔔 **announcements** There are no announcements at this time.

<table>
<tr><td></td><td>

Select the type of award, enter the award number and click Submit

Contract / Grant Request Form (Step 1)

Type of Award: ○ Contract/Order ⦿ Grant

Award ID (FAIN)*: Please enter the Federal Award ID (FAIN) you would like to add to your worklist as it appears on your grant award

W81XWH-11-2-0067

Submit | Cancel

</td></tr>
<tr><td></td><td>

If the correct award is displayed, click Continue. If the correct award is not displayed, click Select Another Grant

View Grant Award Summary

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

Select Another Grant | Continue

Award Summary

Federal Award #: W81XWH1120067
Agency: DEPT OF THE ARMY (2100)
Total Federal Funding Amount: 1571633.00

</td></tr>
<tr><td></td><td>

Select "I verify that I am the Prime Awardee for this grant" and click Submit

Submit | Cancel

Grant Info

Number:	W81XWH112
Agency:	DEPT OF TH
Total Federal Funding Amount:	$ 1571633.0

Grant Request Form (Step 2)   * indicates a required field

Type of Award: Grant Award

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

⦿ I verify that I am the Prime Awardee for this grant

Submit | Cancel

</td></tr>
<tr><td></td><td>

Click the "Back to List" link

</td></tr>
</table>

FAIN: W81XWH1120067

⊕ BACK TO LIST

Award Details | Existing Reports

Cancel

Grant Information

Type of Award: Grant Award

Details:

Agency:
DEPT OF THE ARMY (2100)

Total Federal Funding Amount:
1571633.00

Certification: I verify that I am the Prime Awardee for this grant

Add to and Existing Award	Click on the Create New Report button

My Worklist | Contracts Not Added | Grant Awards Not Added

💡 **Note**
The "Worklist" is an organizational tool for convenience. It allows the prime awardee to organize the awards for which they have reporting responsibility. They can search for and add awards (both contracts and grants awarded to their registered DUNS number) to their work list from contracts reported in FPDS-NG and grants reported through the Agency's FAADS+ submissions to USAspending. They can create new FFATA subaward reports against those prime awards. They can view unassigned prime contracts and/or grants awarded to their registered DUNS number and add them to their worklist. There is no deviation in workflow between managing prime contracts and grants in the Awardee Worklist.

Click on the Contracts Not Added or Grants Not Added tab to view any contracts/awards in the system that match your DUNS # and have not been added to your worklist.

▸ Search Filters

✛ Search For And Add Award | ✛ Create New Report | Report List ▸ Items 1-5 of 5 | ◁ Previous | Jump 1 ▾

Award Number	Top Level Agency ▾	Agency ▾	Type ▾	Options	
20116701921122.1	AGRICULTURE, DEPARTMENT OF	COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE	grant	Remove	Existing Rep
H9222210C0025	DEPT OF DEFENSE	U.S. SPECIAL OPERATIONS COMMAND (USSOCOM)	prime contract	Remove	Existing Rep
R01CA155376	HEALTH AND HUMAN SERVICES, DEPARTMENT OF	NATIONAL INSTITUTES OF HEALTH	grant	Remove	
R01GM095923	HEALTH AND HUMAN SERVICES, DEPARTMENT OF	NATIONAL INSTITUTES OF HEALTH	grant	Remove	Existing Rep
W81XWH1120067	DEPT OF DEFENSE	DEPT OF THE ARMY	grant	Remove	

✛ Search For And Add Award | ✛ Create New Report | Report List ▸ Items 1-5 of 5 | ◁ Previous | Jump 1 ▾
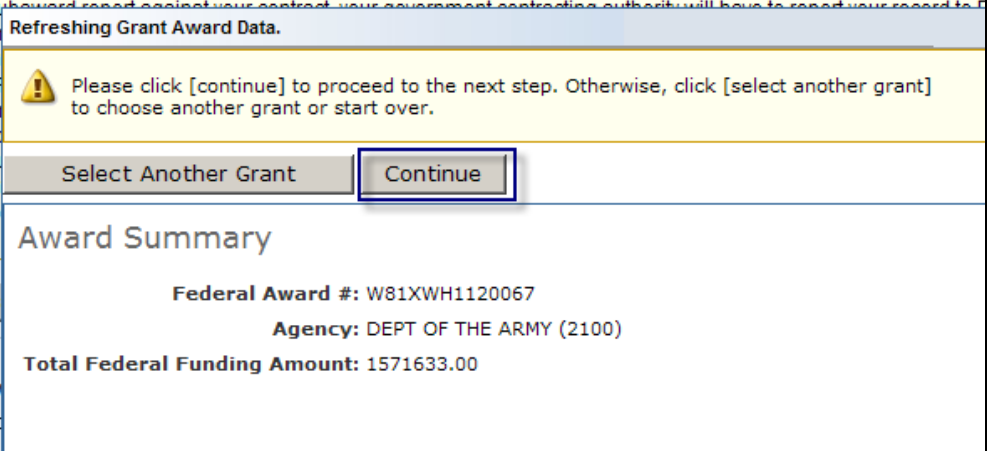
Leave the dropdown to display "select existing report" and click Continue

Copy Existing Report

Note: You may copy data from an existing report by clicking the drop-down below and selecting a re

select existing report ▾

Cancel | Continue

	Select the Type of Award. Find the award number in the dropdown menu under "Select Existing Grant" and click Continue **Type of Award*:** ○ Contract/Order ● Grant Award **Select Existing Grant*:** Choose the grant from your worklist that you would like to report on. If the grant is not found, use the text field below to manually enter in the number [W81XWH1120067 ▼] **If not found above, enter Award ID (FAIN):** [ ] [Back] [Cancel] [**Continue**]

	If the correct grant is displayed, click Continue. If the correct grant is not displayed, click Select Another Grant.
	
	Refreshing Grant Award Data.
	
	⚠ Please click [continue] to proceed to the next step. Otherwise, click [select another grant] to choose another grant or start over.
	
	[Select Another Grant] [**Continue**]
	
	Award Summary
	      Federal Award #: W81XWH1120067
	      Agency: DEPT OF THE ARMY (2100)
	Total Federal Funding Amount: 1571633.00

	Select "I verify that I am the Prime Awardee for this grant" and click Save & Continue

New Report

🔵 BACK TO REPORT LIST

① Instructions

② Enter Award ID (FAIN)

③ Grant Award Details

④ Prime Award Details

⑤ Subawardee Data

⑥ Review

⑦ Submit Report

Grant Award Details

| Back | Cancel | Save | Save & Continue |

Type of Award:
Grant Award

* indicates a required field

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

⦿ I verify that I am the Prime Awardee for this grant

| Back | Cancel | Save | Save & Continue |

Grant Info
Number: W81XWH
Agency: DEPT OF ARMY
Total Federal Funding Amount: $ 157163

Verify all information is correct on this screen, enter the Report Month, answer yes to question # 26, then click Save & Continue

Prime Award Details

⚠️ **Note:** Some fields have been pre-populated from data in FAADS+ and CCR; please review the report to identify and complete required fields that have not been pre-populated. For specific data sources by data element, consult the data dictionary found in the Tips section.

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

Click on "Add Subawardee"

Subawardee Data

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

1. Subawardee Information:

Add Subawardee

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

	Enter the subrecipient's DUNS number, then click Fetch Info For DUNS Subawardee Data [Save & Go Back] [Cancel] [Save] [Save & Continue] 1. Subawardee Information: * indicates a required Subawardee DUNS*: `007790616` [Fetch Info For DUNS ▶] [Delete This Subawardee] [Add Subawardee]
	Enter the following information: • Subawardee DUNS number • Subaward Obligation/Action date (Date agreement was fully executed) • Subaward Project Description (This will always be "Collaboration on" then the title of the project)

Subawardee Parent DUNS:

Amount of Subaward*:

124835

Subaward Obligation/Action Date*:
Subaward Obligation/Action Date is required

2011-03-29

CFDA Program Number(s):
12.420 Military Medical Research and Development

Federal Agency ID*:
2100

Federal Agency Name*:
DEPT OF THE ARMY

Subaward Project Description*:
Subaward Project Description is required

Collaboration on Development and
Fabrication of a Stent Prototype to
Induce Closure of Post-Traumatic Blast-
Induced Pseudo-Aneurysms

(maximum characters: 4000) 3868 remaining.

**For the Project Description use the Grant Title.

Enter the following information:

- Principal Place of Performance – City; State; Country; Zip +4 and Congressional District
- Subaward Number (This is the number we issue the subrecipients)

Click Save & Continue

	Subawardee Principal Place of Performance*: **City***: Indianapolis **State (All U.S. Territories are available under the State drop down)***: Indiana ▼ **Country***: United States ▼ **Zip+4***: 462085752 **Congressional District***: 07 **Subaward Number***: 10001339-005
	Click Continue Cancel | Back | **Continue**
	Click Submit **Submit Report** 💡 **Submission Instructions** Please click **submit** to submit your report. ⚠️ **Note** Please be aware that all information collect data, will be visible to the public on a public Cancel | Back | **Submit**

Open the PDF of the submission and upload document to Perceptive Content to show the date and time of submission, then click Return To List.

W81XWH1120067

⊕ BACK TO REPORT LIST

① Instructions

② Enter Award ID (FAIN)

③ Grant Award Details

④ Prime Award

⚠ **Report Accepted**

Report has been accepted.

Note: Please be aware that all information collected on the FSRS website (www.fsrs.gov), including registration information and report data, will be visible to the public on a public website (www.usaspending.gov).

Report History

Apr 08, 2011 2:51 pm
Report Submitted

Reopen to Edit Repo

Back | Return To List | Save PDF