

Frequently Asked Questions Financial Status Reports (FSR)

Who is my FSR contact person in Government Accounting?

See FSR Contacts list at <http://www4.od.nih.gov/ofm/FRS.htm>

What mechanisms are available for submitting FSRs?

Grantees are encouraged to register with eraCommons at <https://commons.era.nih.gov/commons/> in order to submit FSRs electronically. Grantees may also submit hardcopy FSRs by mail.

How do I apply for electronic submission of FSRs ?

Grantee institutions will need to register with eraCommons. Information is available at: <https://commons.era.nih.gov/commons/> by following the Registration link or by contacting the Helpdesk at:

Phone: 301-402-7469

Toll Free: 866-504-9552

email: commons@od.nih.gov

What is the mailing address for submitting a hardcopy FSR?

NIH, OFM, Government Accounting Branch

31 Center Drive, Bldg 31, Room B1B05

MSC 2050

Bethesda, Maryland 20892-2050

Phone: at 301-402-9123

Can I fax my FSR to the Government Accounting Office?

No. Fax copies of FSRs are not accepted by NIH, OFM. Policy and procedures require that either an electronic or hardcopy paper FSR with an original signature be submitted.

Where do I obtain hard copy SF-269 FSR forms?

A **SF-269** form can be obtained from the web site:

http://www.whitehouse.gov/omb/grants/grants_forms.html

If you are unable to obtain a copy from this site, call OFM, Government Accounting Office.

Which SF-269 forms are available for hard copy submission?

The SF-269 (Long Form) is filed for those grants that must report program income.

The SF-269A (Short Form) is filed for the majority of NIH grants that do not report program income.

Are there instructions for completing hard copy FSR's ?

Yes, refer to the back (page 2 of the .pdf file) of the SF-269 or SF-269A form.

Are there instructions for completing electronic FSR's ?

Not at the present time; however the electronic FSR entry form mimics the hardcopy SF 269 Long form so the same instructions will apply.

When is an FSR's due?

FSRs are due within 90 days after the end of the budget period for non-SNAP awards or within 90 days after the end of the project period for SNAP awards.

What happens if I submit an incorrect hard copy FSR?

The hard copy FSR will be returned to the grantee for correction. A grantee's failure to submit a timely and accurate FSR represents a material violation of the terms of the award, and may result in enforcement actions.

What happens if I submit an incorrect electronic FSR?

The electronic FSR will be rejected and the grantee will be notified via an email from eraCommons that an FSR has been rejected along with the appropriate comments from OFM as to why the rejection occurred.

How can the I be notified if I submit an incorrect hardcopy FSR?

If the grantee includes their email address in the Remarks Section, the FSR staff will notify them via email.

How can I get my FSR off the past due list?

When an FSR is processed it comes off the list automatically.

How do I receive funds from a Grant Award?

Grant funds are received through a draw down from the Payment Management System (PMS). For information and assistance about drawing funds, contact the Division of Payment Management at 301-443-1661.

Can the grantee request to carry forward the unobligated balance to the new Institution or next new project segment?

Yes, if the grantee is under either Expanded Authority or the Federal Demonstration Project, they may carry forward the unobligated balance, by informing NIH in a statement in the Remarks Section of the hardcopy FSR or by entering in the designated amount in the "Carry Over Request" box on the web FSR entry screen. Otherwise, the grantee must obtain approval from the IC Grants Management Office.

What does the term "unexpended balance" mean?

The unexpended balance is the money that has not been expended in the current budget or project period. It is a combination of the unliquidated obligations and the unobligated balance.

What goes in 10A - Net Outlays Previously Reported?

Outlays in the current competitive segment expended prior to the current budget period covered by the report.

I'm getting the wrong authorized amount on line 10P - Total Cumulative Amount of Federal Funds Authorized. What should I do?

For the new Internet based FSR system, the unexpended balance from the previous segment (prior document number) needs to be transferred over to the current segment and entered in the box labeled "Unexpended Balance from Prior Project Period". Once entered, this amount will be added to the existing award values to arrive at the correct authorized amounts for this segment

Is the supplement included with the parent grant?

Yes. Only one Financial Status Report should be completed showing the parent grant plus the supplement as one budget period.

What actions do I take when a grant is transferred to another Institute?

You must complete a Relinquishing Statement to Grants Management for appropriate action.

What should I do if my relinquishing statement was overstated?

Contact the Grants Management Specialist listed on the Notice of Grant Award.. OFM cannot process an FSR that has a deficit balance.

What should I do when I receive an error message while electronically transmitting an FSR?

Contact the eraCommons Helpdesk at:

Phone: 301-402-7469

Toll Free: 866-504-9552

email: commons@od.nih.gov

What is an unliquidated obligation?

Unliquidated obligations are:

1.) Cash Basis – obligations and accrued expenses incurred but not paid as of the end of the budget or project period.

2.) Accrued Expenditure Basis - obligations incurred but for which an outlay has not been recorded as of the end of the budget or project period.

.Reminder: When submitting the report for the final budget period of the project (no future support), unliquidated obligations **must** be zero.

What is the Recipient ID?

It's the grantee's number which identifies the account. This is optional. This number is helpful to the grantee when the NIH Grant's Section calls regarding a discrepancy.

How is the indirect cost (field 11) filled in?

Always include each rate and base in 11B and 11C

The total amount (11D) must be the product of the rate times the base.

The Federal amount (11E) will be the amount that the grantee has claimed.

Who do I contact when the PI terminates early?

The Grantee will have to contact the Grants Management Specialist listed on the Notice of Grant Award.