



Why do I have to submit reports?

Grantees are required to submit financial, performance, and other reports to comply with Federal regulations and statutory requirements to ensure compliance with administrative, financial, and programmatic requirements of a federal award.

Who determines the types of reporting for my grant?

Reporting requirements vary by award based on authorizing statute and the agency/office implementing the grant program, as well as general grant-related statutory requirements and Federal regulations.

How should I anticipate reporting for my grants?

Grantees are expected to report on financial expenditures and activities/progress over the life of the award. The solicitation will outline reporting expectations.

What types of reports can be submitted?

At a minimum, grantees typically submit Federal Financial Reports (FFR) and Performance Reports (PR).

- FFRs are submitted by the assigned Financial Manager. FFRs are submitted quarterly, beginning with the project period start date.
- PRs are completed and submitted by the assigned Grant Award Administrator. These may include performance measures as well as a project status narrative. PRs are submitted based on the requirements outlined in the solicitation.

KEY TERMS

Project Period: The time which the grantee is expected to complete all activities specified within the award, as well as receive and spend any approved funds.

Reporting Period: The time during which the grantee must report on any activities or progress relating to the award, as well as any funds that are spent.

For example, an award that reports semi-annually will have two reporting periods for each year of the award.



How are reports created in JustGrants?



Awards are made to the Grantee



The Grantee accepts the award



Funds are added to the ASAP account



Reports are populated in the funded award, and will appear in a user's My Worklist, once the previous steps are complete.

NOTE: Depending on when the report is created, a user may see a notice about delinquent reports. As soon as the reports are submitted the notice will disappear.

RESOURCES

For more information regarding due dates and step-by-step processes for submitting FFRs and Performance Reports, please refer to the following training materials:

- [Financial Reporting](#)
- [Performance Reporting](#)