



Financial Manager

Job Aid Reference Guide



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Introduction and Overview




How to Use this Guide

The purpose of this Job Aid Reference Guide (JARG) is to demonstrate the steps required to submit, edit and resubmit, and print Federal Financial Reports (FFRs) in JustGrants.

This JARG is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources can be accessed on the [JustGrants Training and Resources](#) page.

Linked Content

 This JARG utilizes a chapter linked Table of Contents. Additionally, a link is included on each page to help the user quickly return to the Table of Contents by using the **Home** icon.

IMPORTANT

- The system **does not** auto save work.
- A warning message displays after ten (10) minutes of inactivity (per security requirements).
- Users are automatically logged out if they are inactive for 15 minutes (per security requirements).
- Unsaved work **will not be** saved at logout.



Submitting Financial Reports

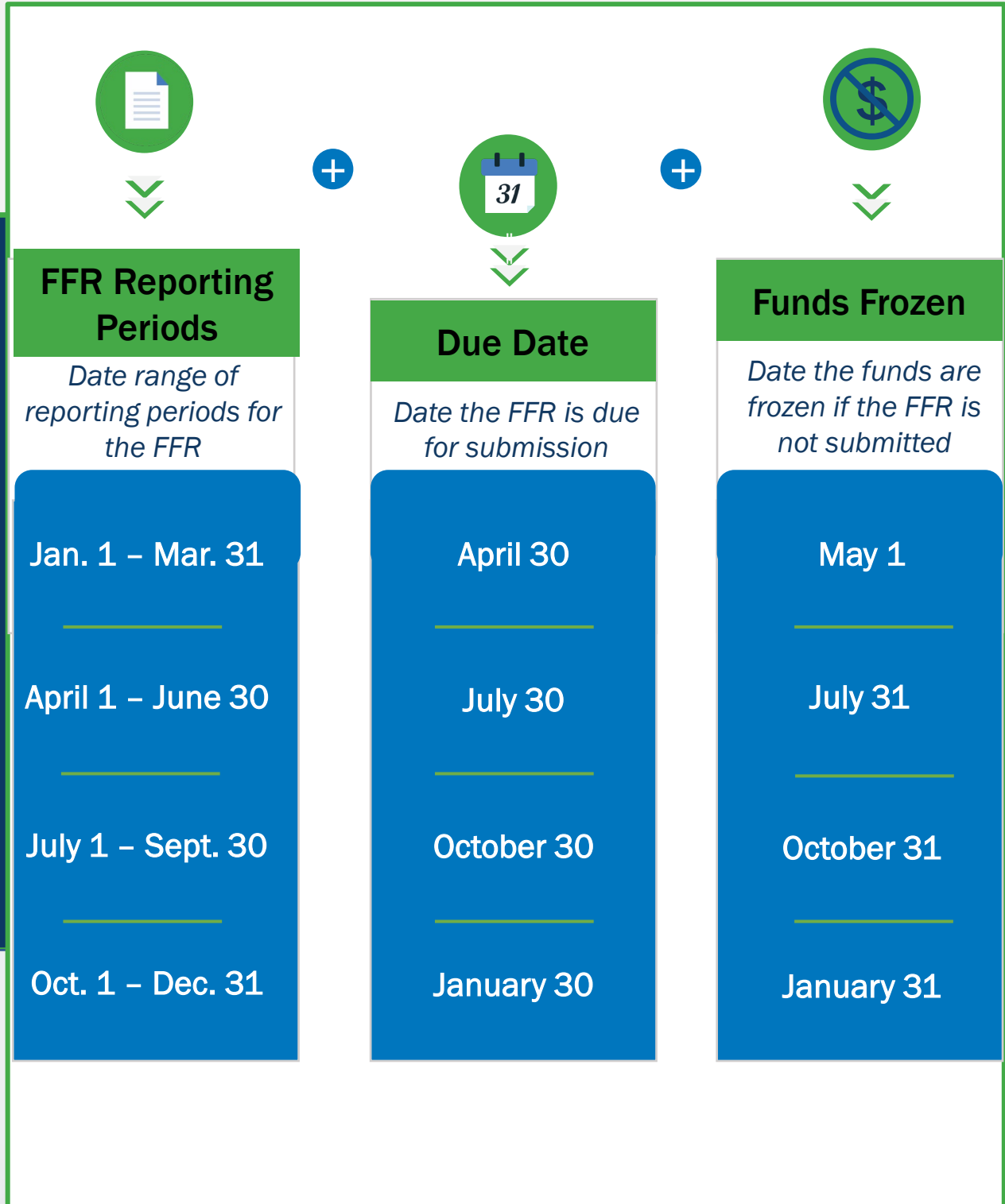
Submitting Federal Financial Report (FFR) Overview

In JustGrants, a Federal Financial Report (FFR) is submitted by the Entity's Financial Manager. FFRs may be submitted ten (10) calendar days or less from a reporting period end date until the due date. Once the due date passes, a delinquent report can still be submitted by a Financial Manager. Instructions on how to complete the FFR (SF-425) can be accessed via the following link: [Helpful Hints Guide for Completing the Financial Federal Report \(SF-425\)](#).

The Financial Manager has privileges to edit and resubmit FFRs. The most recent quarterly FFR can be reopened and resubmitted if the due date has not passed. Similarly, a final FFR can be reopened and resubmitted up to 90 days after the project period end date.

The user must contact their awarding office to reopen and resubmit a final FFR anytime beyond 91 days after the award end date. Funds are frozen one day after the due date if the report is not submitted. Funds are released once the delinquent FFR is submitted.

Federal Financial Report Important Dates



Key Points in Submitting Federal Financial Reports

- ✓ Financial Managers may submit FFRs ten (10) calendar days or less from the reporting period end date until the due date. Once the due date passes, Financial Managers may submit a delinquent report.
- ✓ To enforce FFR compliance, JustGrants will collect the FFR and communicate with the Automated Standard Application for Payments (ASAP) account. The recipient will be locked out if they have a delinquent submission.
- ✓ Recipients can reopen and revise submitted reports prior to the due date.
- ✓ Web-based FFRs in JustGrants are modeled after the structure of the OMB Standard Form 425 (SF-425).
- ✓ Cumulative expenditures must be entered in line(s) 10e, 10f, 10j, 10m, and 10n. Cumulative expenditures are defined as: *The amount from the awards inception to the end of the reporting period.*

Federal Financial Report Validations

<i>Line Number</i>	<i>Description</i>	<i>Validation</i>
10e	Federal Share of Expenditures	If less than the previous reporting period, the user must enter a response in Block 12.
10f	Federal Share of Unliquidated Obligations	For final reports, this cannot be greater than zero.
10h	Unobligated Balance of Federal Funds	This cannot be negative.
10j	Recipient Share of Expenditures	If less than the previous reporting period, the user must enter a response in Block 12.
10o	Unexpended Program Income	This cannot be negative.
11c	Period To (Indirect Cost Rate)	Date must be before 11c Period From (Indirect Cost Rate).
11f	Federal Share (Indirect Cost Rate)	Must be equal or less than 11e. This cannot be negative.



Submission Instructions

Submission Instructions

Steps 1 - 2

My Worklist

- 1) Log in as the **Financial Manager**.
- 2) Select the FFR to be edited/submitted from the user's **My Worklist**.

The screenshot shows the JUSTgrants system interface. The top navigation bar includes the JUSTgrants logo, a home icon, and a user profile icon. The main content area is divided into sections: Alerts (0) and My Worklist. The My Worklist section displays a table with 1321 results, including columns for Case ID, Due Date, Case Type, Award, Solicitation Title, Office, and Status. A green box highlights the '1321 results' table, and a red circle highlights the '1' in the 'Alerts (0)' section.

1 Welcome justgrants025.financialmanager jgitstext

Entity Administrator: JohnElectronicBusinessPoc Doe

Alerts (0)
No data to display

My Worklist

1321 results

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
FFR-672700	10/06/2021	Federal Financial Report	15PBJA-21-GG-00247-12	IN BUILDResearch Template	OJP-BJA	Open
FFR-712516	04/29/2025	Federal Financial Report	15JOVW-24-GG-01340-STOP	FY24FormulaWithBudgetNewDesign	OVW	Open
FFR-712511	04/29/2025	Federal Financial Report	15JCOPS-22-GG-04025-METH	Community Oriented Policing Services Solicitation - 2022	COPS	Open
FFR-712508	06/19/2025	Federal Financial Report	15PSMA-24-GG-00291-KYAS	FY24 INVITED TEMPLATE	OJP-SMART	Open
FFR-712507	04/29/2025	Federal Financial Report	15PSMA-24-GG-00293-AWAX	FY24 Adam Walsh Act	OJP-SMART	Open
FFR-712493	04/29/2025	Federal Financial Report	15PSMA-24-GG-01317-AWAX	FY24 Adam Walsh Act	OJP-SMART	Open
FFR-712486	06/29/2025	Federal Financial Report	15JOVW-25-GG-00129-MUMU	Dunya - SAM MID PI23 17.1 Minor release - Financial GAMs end-to-end Regression - OVW INITIAL WBB	OVW	Open
FFR-712484	04/29/2025	Federal Financial Report	15PBJA-25-GG-00127-MUMU	Dunya - SAM PI23 Financial GAM end-to-end Regression - OJP INITIAL/ SUPP WBB -02	OJP-BJA	Open

Submission Instructions

Steps 3 - 4

Recipient Info

- 3) The FFR Recipient Information tab is expanded when the FFR opens.
- 4) Select **Continue** to proceed to the next screen.

NOTE: The data on this page is prepopulated using information from the award document and the entity profile.

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JUSTICE GRANTS SYSTEM

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1. Recipient Info 2. Report Information 3. Remarks & Certification

1. Federal Agency and Organizational Element to Which Report is Submitted: U.S. Department of Justice
Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant Or Other identifying number: 15PBJA-25-GK-00115-MUMU
This is the grant number assigned to the award for this program.

3. Recipient Organization (Name and complete address including Zip code)
This is the organization name and complete address of the recipient organization.

Recipient Organization Name: JGII Test Org25

Street 1: 111 Street Rd

Street 2: —

City: Washington **County:** —

State: DC **Province:** —

Country: USA **ZIP / Postal Code:** 602

Cancel Save **Continue**

Submission Instructions

Steps 5 – 6

Report Information

- 5) The Report Information screen contains several required fields.
 - Recipient Account Number
 - Report Type
 - Basis of Accounting
 - Project/Grant Period
 - Reporting Period
- 6) Scroll to **Transactions**.

NOTE: Instructions on how to complete the FFR (SF-425) can be accessed via the following link: [Post-Award Reporting Forms | Grants.gov](https://www.grants.gov/post-award-reporting-forms).

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IGII Test Org25 Doing Business As (FAW-349766)
Federal Financial Report (FFR-708250)
(15PBJA-25-GK-00115-MUMU) **OPEN**
Awarded Entity Legal Name (IGII Test Org25) Doing Business As: (IGII Test Org25)
Current Entity Legal Name (IGII Test Org25) Doing Business As: (IGII Test Org25 Doing Business As)

1. Recipient Info **2. Report Information** 3. Remarks & Certification

5. Recipient Account Number
Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required.
Recipient Account Number

6. Report Type
A final report shall be submitted within 120 days after the grant period end date.
According to your current project period end date this must remain a final FFR
 Final Quarterly

7. Basis Of Accounting
Specify whether a cash or accrual basis was used for recording transactions related to the award and for preparing this report. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.
 Cash Accrual

8. Project/Grant Period
Enter the project/grant period (start and end date). This should encompass the beginning date of the original award and the latest ending date under the award number
From: 09/21/2023 To: 11/02/2025

9. Reporting Period
Enter the start and end date of the reporting period. Federal Financial Reports will be submitted on a quarterly basis. A final FFR shall be submitted at the completion of the award agreement. The following reporting periods shall be used for quarterly reports: • October 1 – December 31 (due by January 30) • January 1 – March 31 (due by April 30) • April 1 – June 30 (due by July 30) • July 1 – September 30 (due by October 30) Quarterly reports shall be submitted no later than 30 days after the end of each reporting period. Final reports shall be submitted no later than 120 days after the project or grant period end date.
From: 09/21/2023 To: 11/02/2025

10. Transactions:

Back Save Continue

Submission Instructions

Step 7

Federal Cash

7) The **Federal Cash** fields are not editable because they are not required by the Department of Justice (DOJ):

- 10a. Cash Receipts
- 10b. Cash Disbursements
- 10c. Cash on Hand (line a minus b)

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring **7** Federal Form

Federal Financial Report (FFR-708250)
(15PBJA-25-GK-00115-MUMU) **OPEN**
Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)
Current Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

10. Transactions:

Federal Cash:	Cumulative
10a. Cash Receipts Do not enter any information in this field. COPS, OJP, and OWW do not require a Grantee to report this information.	
10b. Cash Disbursements Do not enter any information in this field. COPS, OJP, and OWW do not require a Grantee to report this information.	
10c. Cash on Hand (line a minus b) Do not enter any information in this field. COPS, OJP, and OWW do not require a Grantee to report this information.	

Federal Expenditures and Unobligated Balance:

10d. Total Federal funds authorized The total Federal funds authorized as of the reporting period end date.	\$139,909.00
10e. Federal share of expenditures Enter the cumulative amount of federal fund expenditures. Cumulative means from award inception through the end of this reporting period.	\$ <input type="text"/>
10f. Federal Share of Unliquidated Obligations Enter the amount for the federal share of unliquidated obligations. On a cash basis, unliquidated obligations are obligations incurred, but not yet paid. They include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients or contractors. On an accrual basis, the obligations are incurred, but the expenditures have not yet been recorded. On the final report, for either cash or accrual basis, this Line should be zero (0). Do not include any amount in Line 10f that have been reported in Line 10E. Include the unliquidated	\$ <input type="text"/>

Back Save Continue

Submission Instructions

Step 8

Federal Expenditures

8) Enter information in the following fields, as appropriate:

10d. Total Federal funds authorized. Prepopulated from the Award Document

10e. Federal share of expenditures. Enter the cumulative amount of federal fund expenditures.

10f. Federal Share of Unliquidated Obligation. Insert as appropriate.

10g. Total Federal share (sum of lines e and f). System calculated.

10h. Unobligated balance of Federal Funds (line d minus g). System Calculated

10i. Total recipient share required. System Calculated.

NOTE: Cumulative expenditures must be entered in lines 10e, 10j, 10f, 10j, 10m, and 10n. Cumulative expenditures are defined as: *The amount from the awards inception to the end of the reporting period.*



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JGII Test Org25 Doing Business As (FAW-349766)
Federal Financial Report (FFR-708250)
(15PBJA-25-GK-00115-MUMU) [OPEN](#)
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

Federal Expenditures and Unobligated Balance:

10d. Total Federal funds authorized \$139,909.00
The total Federal funds authorized as of the reporting period end date.

10e. Federal share of expenditures * \$
Enter the cumulative amount of federal fund expenditures. **Cumulative means from award inception through the end of this reporting period.**

10f. Federal Share of Unliquidated Obligations \$
Enter the amount for the federal share of unliquidated obligations. On a cash basis, unliquidated obligations are obligations incurred, but not yet paid. They include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients or contractors. On an accrual basis, the obligations are incurred, but the expenditures have not yet been recorded. On the final report, for either cash or accrual basis, this Line should be zero (0). **Do not include any amount in Line 10f that have been reported in Line 10E. Include the unliquidated obligations that will be expensed by the end of the next quarter. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense will not be incurred by the end of the next quarter.**

10g. Total Federal share (sum of lines e and f) \$0.00
The sum of Lines 10e and 10f.

10h. Unobligated balance of Federal Funds (line d minus g) \$139,909.00
The amount of Line 10d minus Line 10g.

Recipient Share:

10i. Total recipient share required \$668.00
Enter the total required recipient share for grant period specified in Line 8. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the program. This amount should not include cost sharing and match amounts in excess of the amount required by the program (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost sharing or match than the level required by the program).

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Submission Instructions

Field 10e Validations

Federal Expenditures

When the Financial Manager enters an amount in 10e, the following pop-up box displays. If the user selects **Yes**, the user will be directed to the next data field. If the user selects **No**, they will be directed back to 10e.

The screenshot shows the JUSTgrants interface for a Federal Financial Report (FFR-692530). A pop-up box titled "Confirm 10e. Federal share of expenditures" is displayed over the form. The pop-up contains the following text: "Does the amount entered into 10e (98) reflect the cumulative expenditures amount from the beginning of the project period to the end date of this SF-425 reporting period? Cumulative means from award inception through the end of this reporting period." Below the text are two buttons: "Yes" and "No".

NOTE: If the user attempts to submit the FFR without editing 10e after selecting **No**, the user will receive an error with instructions to correct the error.

The screenshot shows the JUSTgrants interface for a Federal Financial Report (FFR-308057). A red error message is displayed: "10e. Federal share of expenditures: Please return to the 10e field and confirm the value reflects the cumulative expenditure amount. You must either change the value or Tab out of the field for the confirmation message to display." Below the error message, the form shows a progress bar with three steps: "1. Recipient Info", "2. Report Information", and "3. Remarks & Certification". The "2. Report Information" step is currently active.

10e will continue to have the following error message if the amount in 10e is less than the previously reported 10e amount.

"Federal share of expenditures should be a total of your allowable recipient expenses to-date. The current 10e amount is less than the previous reports value. Please ensure this amount is correct. If so, provide a required explanation in block 12-Additional Information."

Submission Instructions

Steps 9 – 10

Federal Expenditures

- 9) Enter information in the following fields as appropriate:
- 10k. Remaining recipient share to be provided (line i minus j)
 - 10l. Total Federal program income earned
 - 10m. Program Income expended in accordance with the deduction alternative
 - 10n. Program Income expended in accordance with the addition alternative
 - 10o. Unexpended program income
- 10) Scroll to the bottom of the page.

The screenshot shows the JUSTgrants interface for a Federal Financial Report. The page title is "Federal Financial Report (FFR-708250) (15PBJA-25-GK-00115-MUMU)". The user is logged in as "JGII Test Org25". The form is for "10j. Recipient share of expenditures" and "Program Income". The "10j" field is highlighted with a green border and a circled "9".

10j. Recipient share of expenditures * \$

Enter the cumulative recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i. **Cumulative means from award inception through the end of this reporting period.**

10k. Remaining recipient share to be provided (line i minus j) \$668.00
The amount of Line 10i minus 10j.

Program Income:

10l. Total Federal program income earned \$

Enter the amount of federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line 10j. If this is a final report, this field is required and may not be left blank, but a zero (0) may be entered. **Cumulative means from award inception through the end of this reporting period.**

10m. Program Income expended in accordance with the deduction alternative \$

Enter the cumulative amount of program income that was used to reduce the Federal share of the total project costs. **Cumulative means from award inception through the end of this reporting period.**

10n. Program Income expended in accordance with the addition alternative \$

Enter the cumulative amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities. **Cumulative means from award inception through the end of this reporting period.**

10o. Unexpended program income (line i minus line m and line n) \$0.00
The amount of Line 10i from 10m and 10n.

11. Indirect Expense:
11a. Select either Not Applicable or the appropriate indirect cost rate(s).

Navigation: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms. Buttons: Back, Save, Continue.

Submission Instructions

Steps 11 - 13

Indirect Expenses

- 11) Enter Indirect Expenses. Depending on the **Type of Rate(s)**, the user will be presented with different fields to complete.
- 12) Select **+ Add Item** to add as many indirect expenses as needed, or select **X Delete** to remove an indirect expense.
- 13) Select **Continue** to open the last page of the FFR.

NOTE: Indirect expenses are **not** cumulative. Indirect expenses are entered with a **Start Date** and **End Date**. The totals are applied based on those dates, rather than the **Project Period Start Date** and **Project Period End Date**, as are all other expenses.

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Federal Financial Report (FFR-708250)
(15PBJA-25-GK-00115-MUMU) [OPEN](#)
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

Enter the cumulative amount of program income that was used to reduce the Federal share of the total project costs. **Cumulative means from award inception through the end of this reporting period.**

10n. Program Income expended in accordance with the addition alternative
Enter the cumulative amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities. **Cumulative means from award inception through the end of this reporting period.**

10o. Unexpended program income (line l minus line m and line n)
The amount of Line 10l from 10m and 10n.

11. Indirect Expense:
11a. Select either Not Applicable or the appropriate indirect cost rate(s).
11b. Enter the indirect cost rate(s) in effect during the reporting period.
11c. Enter the beginning and ending effective dates for the rate(s).
11d. Enter the amount of the base against which the rate(s) was applied.
11e. The amount of indirect costs charged during the time period specified. (11b x 11d)
11f. Enter the Federal share of the amount in 11e, using a dollar amount, not a percentage.

11a. Type of Rate(s) *	11b.	11c. Period From *	11c. Period To *	11d. Base *	11e. Amount Charged	11f. Federal Share *
No Items						

11g. Totals Base Total Amount Charged Total Federal Share Total
\$0.00 \$0.00 \$0.00

Back Save **Continue**

Submission Instructions

Steps 14 - 15

Remarks and Certification

14) In the **Remarks and Certification** page, enter text in box **12: Additional Information**.

15) Select **Upload Supporting Documents** to attach a document to the FFR.

NOTE: If the amounts in line 10e or 10j are less than the previous reporting period, the user must add additional text narrative in Box 12 “Remarks” explaining this discrepancy. Failure to do so will result in a validation error.

The screenshot displays the JUSTgrants Justice Grants System interface for a Federal Financial Report (FFR-708250). The page is divided into several sections. On the left, a sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Form. The main content area is titled 'Federal Financial Report (FFR-708250)' and includes the following sections:

- 1. Recipient Info** (checked)
- 2. Report Information** (checked)
- 3. Remarks & Certification** (active)

The '3. Remarks & Certification' section is expanded to show '12. Additional Information'. This section includes a text area for 'Remarks' and an 'Uploaded Documents' section. A blue button labeled 'Upload Supporting Documents' is located below the 'Uploaded Documents' section. A '13. Certification' section is also visible, containing a certification statement and a 'Prefix' field.

Annotations on the screenshot include a red circle with the number '14' pointing to the 'Remarks' text area, and another red circle with the number '15' pointing to the 'Upload Supporting Documents' button.

Submission Instructions

Steps 16 – 17

Upload Documents

16) Select **Choose File** to locate the document to upload to the FFR.

17) Select **Submit**.

The screenshot displays the JUSTgrants interface for submitting a Federal Financial Report (FFR). The main page shows the report details for 'Federal Financial Report (FFR-708250)' and the '12. Additional Information' section. A modal window titled 'FFR Attachment' is overlaid, containing a 'Select Document' section with a 'Choose File' button (highlighted with a green box and labeled '16') and a 'Submit' button (highlighted with a green box and labeled '17'). The background page includes a sidebar with navigation options like Home, Entity Profile, and Entity Documents, and a main content area with progress indicators for '1. Recipient Info', '2. Report Information', and '3. Remarks & Certification'. The '12. Additional Information' section includes a text area for remarks and an 'Upload Supporting Documents' button.

Submission Instructions

Steps 19 – 20

Finish Report

19) Review the **Certification** section.

20) Select **Finish**.

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Federal Financial Report (FFR-708250)
(15PBJA-25-GK-00115-MUMU) [OPEN](#)
Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)
Current Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

File Name
Individual_SF424B-V1.1 - Copy (2).docx

Upload Supporting Documents

13. Certification

By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Prefix: —

First Name: justgrants025.financialmanager Middle Name: Last Name: jgltsext

Suffix: Title: —

Full Name: justgrants025.financialmanager.jgltsext

Email Address: justgrants025.financialmanager@gmail.com

Telephone: +11234355434

Date: —

Back Save **Finish**

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Submission Instructions

PENDING-UFMS

Finish Report


A banner at the top of the screen indicates that the report has been submitted correctly. The status changes from **OPEN** to **PENDING-UFMS**, indicating that the report has been sent to the United Financial Management System (UFMS) for validation.

While the report is being reviewed in UFMS, it cannot be edited until UFMS validation is completed. Once UFMS has validated the report, the status will change to **RESOLVED-COMPLETED**. Once **RESOLVED-COMPLETED**, users can reopen, edit, and resubmit the FFR, if needed.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'Finish Report' button. The main content area shows a 'Federal Financial Report' (FFR-504045) with a status of 'PENDING UFMS'. A green banner at the top of the report details indicates that the next step has been routed appropriately. Below this, a pink banner states that the FFR is currently being processed and should be returned in 24-48 hours. The report details are as follows:

Solicitation Title:	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program Solicitation Category:		
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount	\$1,000.00
Project Period:	1/1/20 - 1/31/21	Program Office:	SMART
Managing Office:	OJP	UEI:	EG980JOYVYMD
DOJ Grant Manager:	GrantManaReSMART jgitsint	TIN:	280000000
Grant Award Administrator:	justgrants026.altgrantawardadmin jgitsext		
FAW Case ID	FAW-212087		

Below the details, there are three buttons: 'CREATE FFR', 'SUBMIT FFR', and 'CLOSE FFR'. The 'SUBMIT FFR' button is highlighted. The 'Information' tab is active, showing a message: 'The Federal Financial Report case type does not yet have any fields defined.' The 'Case details' section on the right shows the last updated by user and the creator. The 'Participants' section shows 0 participants.





Edit and Resubmit Federal Financial Reports

Editing a Submitted FFR

The Financial Manager can edit a submitted FFR only if it is the most recently submitted FFR and the next FFR has not been generated.



Example A: It is February 26, 2023, and the Financial Manager wants to edit the FFR which includes information from the 10/1/22 – 12/31/22 reporting period.

 FFR-1	 FFR-2	FFR-3
Reporting Period: 7/1/22 to 9/30/22 Due Date of Report: 10/30/22 (previous FFR)	Reporting Period: 10/1/22 to 12/31/22 Due Date of Report: 1/30/23 (direct previous FFR)	Reporting Period: 1/1/23 to 3/31/23 Due Date of Report: 4/30/23 (current FFR)

The Financial Manager **can** edit and resubmit FFR-2 because it is:

- The directly previous FFR case, AND
- The next FFR has not been generated.




FFR-2 can be edited until March 31, 2023, the final day of the next reporting period, when the next report is generated. However, if FFR-3 is submitted ten (10) days early, then FFR-2 can be edited up to March 21, 2024.

Editing a Submitted FFR (cont.)

The Financial Manager can edit a submitted FFR only if it is the most recently submitted FFR and the next FFR has not been generated.



Example B: It is April 1, 2023. The Financial Manager wants to edit the FFR which includes information from the 10/1/22 - 12/31/22 reporting period.

 FFR-1	 FFR-2	 FFR-3	FFR-4
Reporting Period: 7/1/22 to 9/30/22 Due Date of Report: 10/30/22 (previous FFR)	Reporting Period: 10/1/22 to 12/31/22 Due Date of Report: 1/30/23 (previous FFR)	Reporting Period: 1/1/23 to 3/31/23 Due Date of Report: 4/30/23 (direct previous FFR)	Reporting Period: 4/1/23 to 6/30/23 Due Date of Report: 7/30/23 (current FFR)

The Financial Manager **will not** be able to reopen and edit FFR-2 because FFR-4 has already been generated. The Financial Manager will be able to reopen and edit FFR-3 until June 30 since that is the most recently submitted FFR.



**Edit/Resubmit
Financial Reports**

Edit/Resubmit Financial Reports

Steps 1 - 2

JustGrants
Home Page

- 1) Log in as a **Financial Manager**.
- 2) From the JustGrants home page, select **Awards**.

The screenshot shows the JustGrants Financial Manager interface. The top navigation bar includes the JustGrants logo, a user profile icon, and a search icon. The main content area displays a welcome message: "Welcome justgrants025.financialmanager jgitsex" with a circled "1" next to it. Below the welcome message, there are sections for "Alerts (0)" and "My Worklist". The "My Worklist" section shows 1321 results in a table. On the left sidebar, the "Awards" menu item is highlighted with a circled "2".

Alerts (0)
No data to display

My Worklist
1321 results

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
FFR-672700	10/06/2021	Federal Financial Report	15PBJA-21-GG-00247-12	IN BUILDResearch Template	OJP-BJA	Open
FFR-712516	04/29/2025	Federal Financial Report	15JOVW-24-GG-01340-STOP	FY24FormulaWithBudgetNewDesign	OWW	Open
FFR-712511	04/29/2025	Federal Financial Report	15JCOPS-22-GG-04025-METH	Community Oriented Policing Services Solicitation - 2022	COPS	Open
FFR-712508	06/19/2025	Federal Financial Report	15PSMA-24-GG-00291-KYAS	FY24 INVITED TEMPLATE	OJP-SMART	Open
FFR-712507	04/29/2025	Federal Financial Report	15PSMA-24-GG-00293-AWAX	FY24 Adam Walsh Act	OJP-SMART	Open
FFR-712493	04/29/2025	Federal Financial Report	15PSMA-24-GG-01317-AWAX	FY24 Adam Walsh Act	OJP-SMART	Open
FFR-712486	06/29/2025	Federal Financial Report	15JOVW-25-GG-00129-MUMU	Dunya - SAM MID PI23 17.1 Minor release - Financial GAMs end-to-end Regression - OVV INITIAL WBB	OWW	Open
FFR-712484	04/29/2025	Federal Financial Report	15PBJA-25-GG-00127-MUMU	Dunya - SAM PI23 Financial GAM end-to-end Regression - OJP INITIAL/ SUPP WBB -02	OJP-BJA	Open
FFR-712481	04/29/2025	Federal Financial Report	15JOVW-25-GG-00094-STOP	Dunya OVV Manual Budget Initial award	OWW	Open

Edit/Resubmit Financial Reports

Step 3

Awards Menu

- 3) Select the **Award ID** associated with the FFR to edit and resubmit.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms

Training Resources
Privacy Policy

Awards - JGII Test Org25 JGII Test Org25 Doing Business As

My Assigned Awards
614 results

Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
15PSMA-24-GG-01347-AWAX	SMART FY 20 Support for Adam Walsh Act Implementation ...	Pending-Active	justgrants025.grantawardadmin.jgitsext	SMART	11/5/2024	11/08/2026	654
15ICOPS-24-AG-01348-LEMH	SMART FY 20 Support for Adam Walsh Act Implementation ...	Pending-Active	justgrants025.grantawardadmin.jgitsext	COPS	11/3/2024	11/25/2026	2,000
15PSMA-24-GG-01393-AWAX	SMART FY 20 Support for Adam Walsh Act Implementation ...	Pending-Active	justgrants025.grantawardadmin.jgitsext	SMART	11/3/2024	12/03/2026	654
15IOWW-24-GG-01340-STOP	SMART FY 20 Support for Adam Walsh Act Implementation ...	Pending-Active	justgrants025.grantawardadmin.jgitsext	OYW	10/1/2024	09/30/2025	199
15IOWW-24-AG-01320-STOP	SMART FY 20 Support for Adam Walsh Act Implementation ...	Pending-Active	justgrants025.grantawardadmin.jgitsext	OYW	10/1/2024	12/31/2025	100
15ICOPS-24-GG-01298-CRIT	IN BUILDResearch Template	Pending-Active	justgrants025.grantawardadmin.jgitsext	COPS	10/1/2024	12/31/2025	2,000
15PSMA-24-GG-01339-AWAX	IN BUILDResearch Template	Pending-Active	justgrants025.grantawardadmin.jgitsext	SMART	10/1/2024	09/30/2026	4,578
15PSMA-25-GG-00144-AWAX	Prod Issue 178713	Pending-Active	justgrants025.grantawardadmin.jgitsext	SMART	10/1/2024	09/30/2026	4,578
15ICOPS-25-GG-00140-AHTF	IN BUILDResearch Template	Pending-Active	justgrants025.grantawardadmin.jgitsext	COPS	9/1/2024	03/02/2027	1,992
15PSMA-24-GG-01311-AWAX	IN BUILDResearch Template	Pending-Active	justgrants025.grantawardadmin.jgitsext	SMART	9/1/2024	09/18/2027	2,616

All Awards
652 results

Edit/Resubmit Financial Reports

Step 4

Assignment List

- 4) Select **Begin** from the **Assignment** section to open the FFR for editing and resubmission.

JUSTgrants
JUSTICE GRANTS SYSTEM

Active Funded Award
(15JOVW-25-GG-00145-MUMU) **PENDING-ACTIVE**

Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	Dunya 111324 OVW Financial GAM - Non-federal amount values update for initial WBB award	Solicitation Category:	N/A
Project Title:	Dunya ORG25	Federal Award Amount	\$7,143.00
Project Period:	7/1/24 - 10/2/26	UEI:	QPN9Y8/GZ9PZ
Managing Office:	OVW	TIN:	*****0000
DOJ Grant Manager:	GrantManaReOVW jgitsint		
Grant Award Administrator:	justgrants025.grantawardadmin jgitsext		
FAW Case ID	FAW-357923		

Assignments

Task	Assigned to	Action
Programmatic (Active)	Funded Awards	Begin
Federal Financial Report (FFR-711100)		
— CreateFFR	justgrants025.financialmanager.jgitsext	Begin
Federal Financial Report (FFR-711075)		
— CreateFFR	justgrants025.financialmanager.jgitsext	Begin
Federal Financial Report (FFR-712284)		
— CreateFFR	justgrants025.financialmanager.jgitsext	Begin

Case details

Last updated by
Queue processor(FAWPRCreation) (13d ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent) (2mo ago)

DOJ Grant Manager
GrantManaReOVW jgitsint

Phone
999-000-1111

Email
GrantManaReOVW@ojp.doj.stg

Participants (7)

justgrants025.grantawardadmin jgitsext
Grant Award Administrator

4

Edit/Resubmit Financial Reports

Step 5

Reopen FFR

- 5) Select **Continue** to progress through the FFR and make any corrections as needed.

NOTE: Instructions on how to complete the FFR (SF-425) can be accessed via the following link: [Post-Award Reporting Forms | Grants.gov](#).

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms

[Training Resources](#)
[Privacy Policy](#)

Cancel

Save

Continue

5

Federal Financial Report (FFR-712284)
(15JOVW-25-GG-00145-MUMU) **OPEN**

Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)
Current Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

1. Recipient Info 2. Report Information 3. Remarks & Certification

1. Federal Agency and Organizational Element to Which Report is Submitted: U.S. Department of Justice
Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant Or Other Identifying number: 15JOVW-25-GG-00145-MUMU
This is the grant number assigned to the award for this program.

3. Recipient Organization (Name and complete address including Zip code)
This is the organization name and complete address of the recipient organization.

Recipient Organization Name: JGII Test Org25

Street 1: 320 23rd St S

Street 2: —

City: Washington County: —

State: DC Province: —

Country: USA ZIP / Postal Code: 602

Edit/Resubmit Financial Reports

Step 6

Review
Reopened FFR

- 6) If the Financial Manager elects to change the **Report Type** of an FFR from **quarterly** to **final**, a pop-up will display. The pop-up will show:
- Additional information when the FFR should be marked final;
 - A confirmation request to confirm that the report is intended to be changed to final.

NOTE: Should a report be made final in error, the JustGrants Support Desk will need to intervene to change back to quarterly.

NOTE: For instructions on completing the FFR, refer to the [Submitting Financial Reports](#) section of this JARG.

The screenshot displays the 'Federal Financial Report' (FFR-712284) interface. The 'Report Information' section is active, showing the 'Report Type' as 'Quarterly'. A green circle highlights the number '6' in the left sidebar. A green arrow points from the 'Quarterly' radio button to a pop-up dialog box titled 'Change Quarterly to Final'. The dialog box contains the text: 'A FFR should only be marked as Final if all funds have been expended and the award is ready for closeout. Do you want to submit the FFR as Final?' with 'No' and 'Yes' buttons.

Edit/Resubmit Financial Reports

Steps 7 – 8

Edit and
Submit FFR

- 7) Make edits as needed. Include a comment in **Box 12: Additional Information** to explain the reason for reopening and editing the FFR.
- 8) Select **Submit**

The screenshot displays the JUSTgrants interface for editing a Federal Financial Report (FFR-712284). The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows the report details and progress steps: 1. Recipient Info, 2. Report Information, and 3. Remarks & Certification. Step 3 is expanded to show section 12, 'Additional Information', which includes a text area for 'Remarks' and an 'Uploaded Documents' section. A green box highlights the 'Remarks' text area, and a circled '7' is placed next to it. Below this is section 13, 'Certification', with a 'Prefix' field. At the bottom right, a 'Finish' button is highlighted with a circled '8'. Other buttons include 'Back', 'Save', and 'Upload Supporting Documents'.



View and Print Federal Financial Reports



View/Print Financial Reports

Step 1

JustGrants
Home Page

- 1) Log in as a **Financial Manger**.
- 2) Select the **Awards** menu from the JustGrants home page.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications **Awards** Monitoring Federal Forms

Welcome justgrants025.financialmanager jgitsext

Entity Administrator: JohnElectronicBusinessPoc Doe

Alerts (0)
No data to display

My Worklist

1321 results

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
FFR-672700	10/06/2021	Federal Financial Report	15PBJA-21-GG-00247-12	IN BUILDResearch Template	OJP-BJA	Open
FFR-712516	04/29/2025	Federal Financial Report	15JOVW-24-GG-01340-STOP	FY24FormulaWithBudgetNewDesign	OWW	Open
FFR-712511	04/29/2025	Federal Financial Report	15JCOPS-22-GG-04025-METH	Community Oriented Policing Services Solicitation - 2022	COPS	Open
FFR-712508	06/19/2025	Federal Financial Report	15PSMA-24-GG-00291-KYAS	FY24 INVITED TEMPLATE	OJP-SMART	Open
FFR-712507	04/29/2025	Federal Financial Report	15PSMA-24-GG-00293-AWAX	FY24 Adam Walsh Act	OJP-SMART	Open
FFR-712493	04/29/2025	Federal Financial Report	15PSMA-24-GG-01317-AWAX	FY24 Adam Walsh Act	OJP-SMART	Open
FFR-712486	06/29/2025	Federal Financial Report	15JOVW-25-GG-00129-MUMU	Dunya - SAM MID PI23 17.1 Minor release - Financial GAMs end-to-end Regression - OVV INITIAL WBB	OWW	Open
FFR-712484	04/29/2025	Federal Financial Report	15PBJA-25-GG-00127-MUMU	Dunya - SAM PI23 Financial GAM end-to-end Regression - OJP INITIAL/ SUPP WBB -02	OJP-BJA	Open
FFR-712481	04/29/2025	Federal Financial Report	15JOVW-25-GG-00094-STOP	Dunya OVV Manual Budget Initial award	OWW	Open

Export List

View/Print Financial Reports

Steps 3

Awards Menu

3) Select the **Awards ID** for the award with the FFR to view.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms

Training Resources
Privacy Policy

Awards - JGII Test Org25 JGII Test Org25 Doing Business As

My Assigned Awards
614 results

Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
15PSMA-24-GG-01347-AWAX	SMART FY 20 Support for Adam Walsh Act Implementation ...	Pending-Active	justgrants025.grantawardadmin.jgitsext	SMART	11/5/2024	11/08/2026	654
15ICOPS-24-AG-01348-LEMH	SMART FY 20 Support for Adam Walsh Act Implementation ...	Pending-Active	justgrants025.grantawardadmin.jgitsext	COPS	11/3/2024	11/25/2026	2,000
15PSMA-24-GG-01393-AWAX	SMART FY 20 Support for Adam Walsh Act Implementation ...	Pending-Active	justgrants025.grantawardadmin.jgitsext	SMART	11/3/2024	12/03/2026	654
15IOWW-24-GG-01340-STOP	SMART FY 20 Support for Adam Walsh Act Implementation ...	Pending-Active	justgrants025.grantawardadmin.jgitsext	OYW	10/1/2024	09/30/2025	199
15IOWW-24-AG-01320-STOP	SMART FY 20 Support for Adam Walsh Act Implementation ...	Pending-Active	justgrants025.grantawardadmin.jgitsext	OYW	10/1/2024	12/31/2025	100
15ICOPS-24-GG-01298-CRIT	IN BUILDResearch Template	Pending-Active	justgrants025.grantawardadmin.jgitsext	COPS	10/1/2024	12/31/2025	2,000
15PSMA-24-GG-01339-AWAX	IN BUILDResearch Template	Pending-Active	justgrants025.grantawardadmin.jgitsext	SMART	10/1/2024	09/30/2026	4,578
15PSMA-25-GG-00144-AWAX	Prod Issue 178713	Pending-Active	justgrants025.grantawardadmin.jgitsext	SMART	10/1/2024	09/30/2026	4,578
15ICOPS-25-GG-00140-AHTF	IN BUILDResearch Template	Pending-Active	justgrants025.grantawardadmin.jgitsext	COPS	9/1/2024	03/02/2027	1,992
15PSMA-24-GG-01311-AWAX	IN BUILDResearch Template	Pending-Active	justgrants025.grantawardadmin.jgitsext	SMART	9/1/2024	09/18/2027	2,616

All Awards
652 results

View/Print Financial Reports

Step 4

Federal Financial Report

4) Select Federal Financial Reports from the Awards sections.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms

Active Funded Award

(15PSMA-24-GG-01347-AWAX) **PENDING-ACTIVE**

Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	FY24 Adam Walsh Act	Solicitation Category:	N/A
Project Title:	Ash Test Data	Federal Award Amount:	\$654.00
Project Period:	11/5/24 - 11/8/26	Program Office:	SMART
Managing Office:	OJP	UEI:	QPN9Y8 GZ9PZ
DOJ Grant Manager:	GrantManaReSMART jgitsint	TIN:	****0000
Grant Award Administrator:	justgrants025.grantawardadmin jgitsext		
FAW Case ID:	FAW-356936		

Assignments

Task	Assigned to
1y Programmatic (Active)	Funded Awards

Progress: FUNDED AWARD INITIAL SETUP > **ACTIVE** > INITIATE CLOSEOUT > PROGRAMMATIC CLOSEOUT > FINANCIAL CLOSEOUT > UFGS HANDOFF

4

Funded Award Information

- Award Package
- Award Conditions
- Award Details
- Award Attachments
- Performance Management
- Funding Balance and Availability
- Federal Financial Report (FFR)**

Grant Award Modification (GAM) Closeout

Report Number	Type of FFR	Reporting Period	Due Date of Report	Status
---------------	-------------	------------------	--------------------	--------

Case details
Last updated by Queue processor(GenerateQuarterlyFFRProcessor) (22d ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (2mo ago)

DOJ Grant Manager
GrantManaReSMART jgitsint

Phone
123-123-1231

Email
GrantManaReSMART@ojp.usdoj.stg

Participants (7)
justgrants025.grantawardadmin jgitsext

View/Print Financial Reports

Step 5

Select FFR

5) Select the FFR to view from the Report Number column.

JUSTgrants
JUSTICE GRANTS SYSTEM

Active Funded Award
(15PSMA-24-GG-01347-AWAX) **PENDING-ACTIVE**

Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

1y Programmatic (Active) Funded Awards

✓ FUNDED AWARD INITIAL SETUP > **ACTIVE** > INITIATE CLOSEOUT > PROGRAMMATIC CLOSEOUT > FINANCIAL CLOSEOUT > UFMS HANDOFF

Funded Award Information

Award Package Award Conditions Award Details Award Attachments Performance Management Funding Balance and Availability **Federal Financial Report (FFR)**

Grant Award Modification (GAM) Closeout

Report Number	Type of FFR	Reporting Period	Due Date of Report	Status
FFR-710878	Quarterly	Nov 5, 2024 to Dec 31, 2024	Jan 30, 2025	Open
FFR-712340	Quarterly	Jan 1, 2025 to Mar 31, 2025	Apr 30, 2025	Open

Participants (7)

- justgrants025.grantawardadmin (jgitsext) Grant Award Administrator
- JohnElectronicBusinessPoc Doe (JD) Entity Administrator
- justgrants025.multipleroles (JJ) Financial Manager
- GrantManaReSMART jgitsint (GJ) GrantManager
- justgrants025.authorizedrep (JJ) Authorized Representative

View/Print Financial Reports

Step 6

Print From
Actions Menu

- 6) Select **Print** from the **Actions** dropdown menu after the FFR opens.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms

JGII Test Org25 Doing Business As (FAW-356926)
Federal Financial Report (FFR-710878)
(15PSMA-24-GG-01347-AWAX) [OPEN](#)
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)
Current Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

1. Federal Agency and Organizational Element to Which Report is Submitted:
Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant Or Other identifying number: 15PSMA-24-GG-01347-AWAX
This is the grant number assigned to the award for this program.

3. Recipient Organization (Name and complete address including Zip code)
This is the organization name and complete address of the recipient organization.
Recipient Organization Name: JGII Test Org25
Street 1: 320 23rd St S
Street 2: —
City: Washington **County:** —
State: DC **Province:** —
Country: USA **ZIP / Postal Code:** 602

4a. UEI QPN9Y8JGZ9PZ
This is the recipient organization's Unique Entity Identifier (UEI) or Central Contract Registry UEI.

4b. EIN *****0000
This is the Employer Identification Number (EIN) of the recipient organization.

Case details
40 Goal Deadline 3d ago in 6d
Last updated by Pega Email Bot (3d ago)
Created by Queue processor(FundedAwardFFRProcessor) (2mo ago)

Participants (7)
JGII justgrants025.grantawardadmin jgitsext Grant Award Administrator
JD JohnElectronicBusinessPoc Doe Entity Administrator
JGII justgrants025.multipleroles jgitsext Financial Manager
GJ GrantManaReSMART jgitsint GrantManager
JGII justgrants025.authorizedrep jgitsext Authorized Representative
[View all](#)

6 Actions
Refresh
No Actions
Print
Close

[Training Resources](#)
[Privacy Policy](#)

View/Print Financial Reports

Step 7

Read-Only
Version

The FFR is displayed in view-only mode and can be viewed in its entirety.

- 7) Select the X in the upper right corner of the read-only screen to close the FFR.

Federal Financial Report - Profile 1 - Microsoft Edge

https://stage-justgrants.usdoj.gov/prweb/PRAuth/app/GITS/3yZ6Bxxi_lpDExTOT4XnAjzjAXmVNeW*/ITABTHREAD3?pyActivity=%40baseclass.pzProcessURLInWindow&Prompt=false&PrintHarness=&pzPrimaryPageName=py...

Solicitation Title:	FY24 Adam Walsh Act	Solicitation Category:	N/A
Project Title:	Ash Test Data	Federal Award Amount:	\$654.00
Project Period:	11/5/24 - 11/8/26	Program Office:	SMART
Managing Office:	OJP	UEI:	QPN9Y8JGZ9PZ
DOJ Grant Manager:	GrantManaReSMART jgitsint	TIN:	*****0000
Grant Award Administrator:	justgrants025.grantawardadmin jgitsex		
FAW Case ID:	FAW-356936		

1. Federal Agency and Organizational Element to Which Report is Submitted:
Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant Or Other Identifying number: 15P5MA-24-GG-01347-AWAX
This is the grant number assigned to the award for this program.

3. Recipient Organization (Name and complete address including Zip code)
This is the organization name and complete address of the recipient organization.

Recipient Organization Name: JGII Test Org25

Street 1: 320 23rd St S

Street 2: —

City: Washington **County:** —

State: DC **Province:** —

Country: USA **ZIP / Postal Code:** 602

4a. UEI: QPN9Y8JGZ9PZ
This is the recipient organization's Unique Entity Identifier (UEI) or Central Contract Registry UEI.

View/Print Financial Reports

Step 8

Print

A few moments after the read-only FFR version opens the print window will display.

8) Use the printer options to print the FFR.

The screenshot shows a web browser window with a print dialog box open. The dialog box is titled "Print" and contains the following options:

- Total: 8 sheets of paper
- Printer: Microsoft Print to PDF
- Copies: 1
- Layout: Landscape (selected)
- Pages: All (selected)
- Color: Color (selected)
- Buttons: Print, Cancel

The background page is the "Federal Financial Report - Profile 1" for "FY24 Adam Walsh Act". Key details include:

- Solicitation Title: FY24 Adam Walsh Act
- Project Title: Ash Test Data
- Project Period: 11/5/24 - 11/8/26
- Managing Office: OJP
- DOJ Grant Manager: GrantManaReSMART jgitsint
- Grant Award Administrator: justgrants025.grantawardadmin.jgitsint
- FAW Case ID: FAW-356936
- Solicitation Category: N/A
- Federal Award Amount: \$654.00
- Program Office: SMART
- UEI: QPN9Y8JGZ9PZ
- TIN: *****0000

The print dialog is overlaid on the FFR page, which is partially visible. The dialog box is highlighted with a green border, and a circled "8" is placed over the "Print" button. The FFR page shows a list of sections, with the first three sections expanded:

- 1. Federal Agency and Organizational Element to Which Report is Submitted:** Federal Agency and Organizational Element to Which Report is Submitted
- 2. Federal Grant Or Other Identifying number:** 15PSMA-24-GG-01347-AWAX. This is the grant number assigned to the award for this program.
- 3. Recipient Organization (Name and complete address including Zip code):** This is the organization name and complete address of the recipient organization.
Recipient Organization Name: JGII Test Org25
Street 1: 320 23rd St S
Street 2: ---

February 2025

Version 3.0



JUSTgrants
JUSTICE GRANTS SYSTEM