

The only role within JustGrants that can submit an FFR is the Financial Manager. Individuals with that role in JustGrants should review the following helpful guidance on how to complete and submit FFRs in the JustGrants system. (Note: You may wish to increase the readability of the screenshots included below by adjusting your zoom percentage when viewing this document.)

Are You and Your Organization Fully Set Up To Submit FFRs in JustGrants?

- Confirm that your organization has completed its enrollment in ASAP.
 - To learn more about ASAP, please review [these resources](#).
 - For questions related to the use of the ASAP system, please contact the OCFO Customer Service Center by email at Ask.OCFO@usdoj.gov or by phone at 800-458-0786. When contacting the OCFO Customer Service Center, please provide your organization's DUNS and EIN.
- Confirm that you have the correct role in JustGrants.
 - IMPORTANT: Financial Managers are the only role that can edit and submit FFRs.
 - Review [these resources](#) to learn how to assign roles to individuals within JustGrants.
- Confirm that you, as the Financial Manager, are assigned to the specific award for the FFR.

Finding Your FFRs

- Any FFRs to which you are assigned as the Financial Manager should populate on your Worklist on the JustGrants Home page.
- If you cannot find an FFR in your Worklist, and you and your organization are properly set up to work on the FFR (see above), follow these steps:

- Step 1: Click on the “Awards” tab on the left-hand menu and click on the FFR tab within the award.

JUSTICE GRANTS SYSTEM

My Assigned Awards - JGII Test Org26 Doing Business As

396 results

Award ID	Award Status	Grant Award Administrator	Role	Award Number	Managing Office	Program Office	Solicitation Title	Project Period Start Date
FAW-42088	Pending-InitiateCloseout	Jamie Noble		15JOVW-20-GG-00402-STOP	Ovw	Ovw	External Focus Group Dry Run 07/30: Ovw Solicitation	7/31/19
FAW-42079	Pending-Award External Assignee	Jamie Noble		15JOVW-20-GG-00402-STOP	Ovw	Ovw	External Focus Group Dry Run 07/30: Ovw Solicitation	7/31/19
FAW-45006	New	Jamie Noble		15JOVW-20-GG-00402-STOP	Ovw	Ovw	External Focus Group Dry Run 07/30: Ovw Solicitation	7/31/19

- Step 2: Find the award in the list and click on the “Award ID” link.

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FAW-45006	New	Jamie Noble		15JOVW-20-GG-00402-STOP	Ovw	Ovw	External Focus Group Dry Run 07/30: Ovw Solicitation	7/31/19

- Step 3: Click on the Programmatic “Begin” button. You may need to scroll down the screen.

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Assignments View all

Task	Assigned to	
Financial	FundedAwardFinancialOvw	Begin
Leadership	FundedAwardOvwDirector	Begin
14d Programmatic	default@DOJ	Begin

- Step 4: Select the “Federal Financial Reports (FFR)” tab and click on the relevant FFR number to open the FFR.

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Award Information DUE IN 27 DAYS FROM NOW

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-6103	Quarterly	Apr 1, 2020 to Jun 30, 2020		Jul 30, 2020	Open			
FFR-6104	Quarterly	Jul 1, 2020 to Sep 30, 2020		Oct 30, 2020	FFR-Delinquent			
FFR-11072	Final	Oct 1, 2020 to Dec 31, 2020		Mar 31, 2021	Open			

Important Reminders for Key FFR Processes

Make sure that you select the correct reporting period when opening the FFR.

- Remember: FFRs must be submitted in sequential order.
 - You will receive an error message if you attempt to submit FFRs out of sequence.
 - The FFR submission deadline for the period ending 9/30/20 was extended to 12/30/20.
 - If you have not already submitted the FFR for the period ending 9/30/20, you will need to submit the FFR before you can submit the next FFR for the period ending 12/31/20.
 - Additionally, you may not attempt to submit the FFR for the period ending 12/31/20 until 12/21/20 (10 days prior to the end of the reporting period).
- Always report cumulative amounts in JustGrants, **not** the amount for the quarter.
- Cumulative reporting is new in JustGrants for Office of Justice Programs and Office on Violence Against Women award recipients.
- You will receive an error message stating you need to add a comment if the amount in Lines 10e and 10j are less than previously reported.
- Once you have submitted the FFR, if the status displays as 'Pending-UFMS,' no further action is required on your part.