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.
 - o 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 <u>Ask.OCFO@usdoj.gov</u> 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.
 - o IMPORTANT: Financial Managers are the only role that can edit and submit FFRs.
 - o 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.



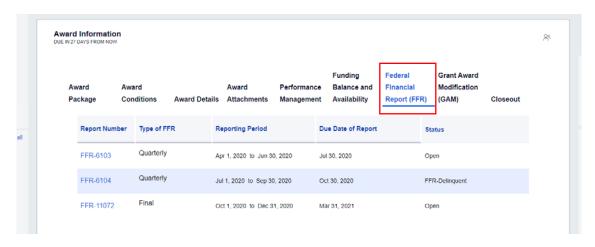
Step 2: Find the award in the list and click on the "Award ID" link.



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



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



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.
 - o 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.
 - o 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.