Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

FSRS Grant Batch Upload User Guide

Last Updated: January 23, 2015

Revision Sheet

Document Number	Date	Revision Description
1.0	06/28/2011	Initial version
1.1	06/29/2011	Added Error List as Appendix C
1.2	07/31/2013	Updated for Batch Upload Process changes
1.3	12/02/2013	Update for Zip Code/Congressional District changes
1.4	1/23/2015	Updated Instructions; added table of contents

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How to Successfully Complete a Batch Upload

- **This quick reference guide pertains to:**
  Instructions on how to create, submit, and correct errors when using the batch upload process to submit sub-award reports in FSRS. This module will provide step-by-step guidance outlining the necessary actions required to successfully accomplish this process in the system. This module addresses the data elements specific to the grants sub-award reporting requirements.

- **Who should be using this tutorial?**
  Prime awardees responsible for submitting FFATA sub-award reports on behalf of their organization.

- **Why is this tutorial important?**
  Prime awardees are required to submit their sub-award data using FSRS. If an awardee wants to submit sub-award reports for more than one contract or grant at a time, they can use the FSRS batch upload process or establish an XML web service with FSRS. The batch upload functionality allows organizations to submit sub-award activity for more than one award at a time. When more than 150 records are submitted via the batch upload functionality, FSRS takes this submission offline to prevent session timeout errors. This tutorial is designed to navigate the user seamlessly through the batch upload process and to provide useful tips on managing these reports.

- **How long will this tutorial take me?**
  This tutorial will take approximately twenty (20) minutes to review. However, when a user is actually processing sub-award reports, it may take longer depending on the number of reports being submitted at a time. The data for each report being submitted must be manually entered on the excel spreadsheet created for that submission.

- **What is the expected outcome of this process?**
  Upon completing this process, the user will understand the batch upload process and how to submit sub-award reports using this method.

- **How does this module fit into the overall FSRS business process?**
  The user will understand the details and functionality of how to create, submit and manage sub-award reports using the batch upload process described in this section. This module assumes the user has registered in FSRS and knows how to log into the system.

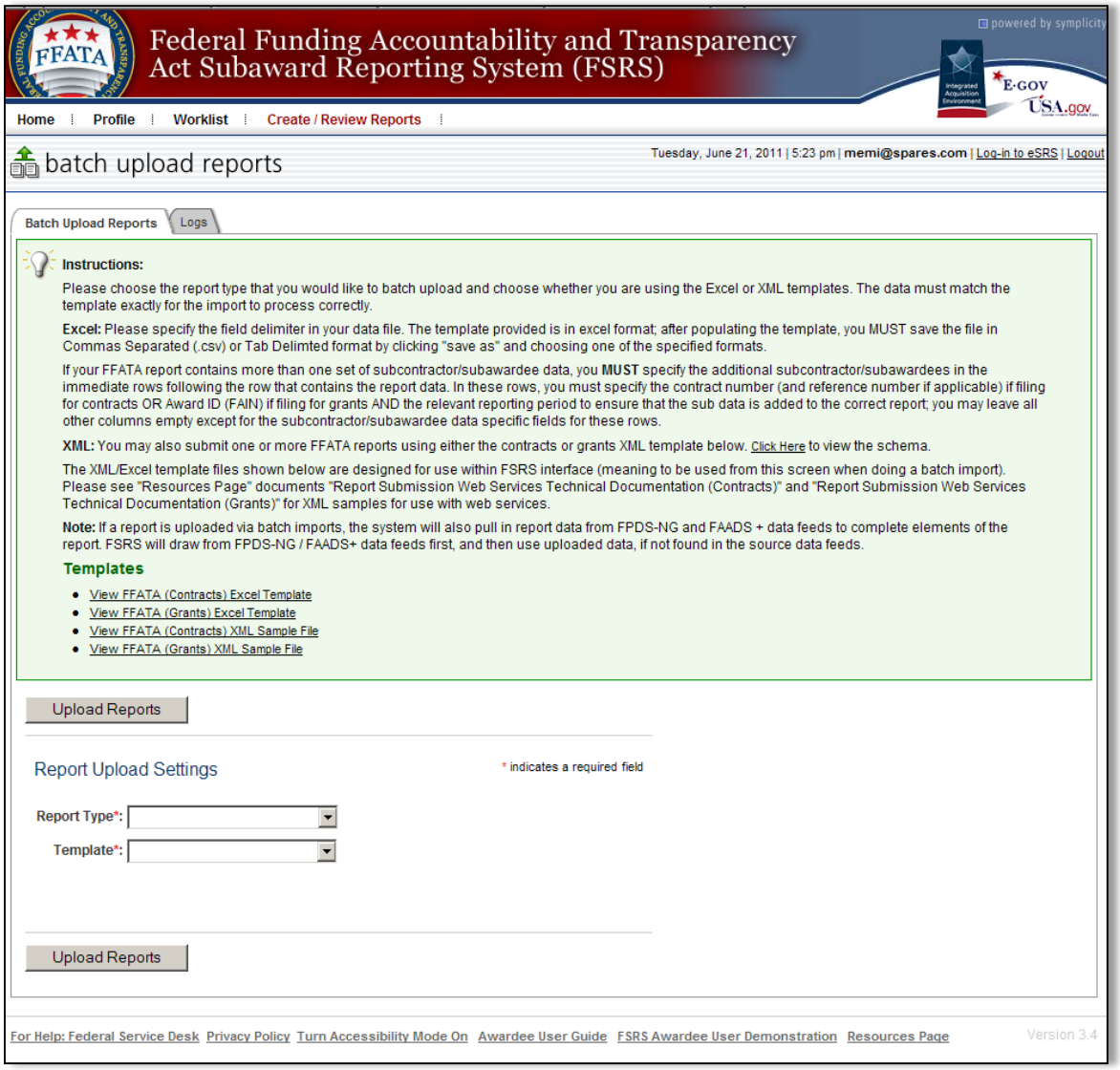
Task 1 – Create a Batch Upload File

1. Log into the system at FSRS.gov as an Awardee.

2. On the FSRS home page, select the [Create/Review Reports] navigation link.
   - Screen will advance to the next step of the process

3. A drop down menu will appear.

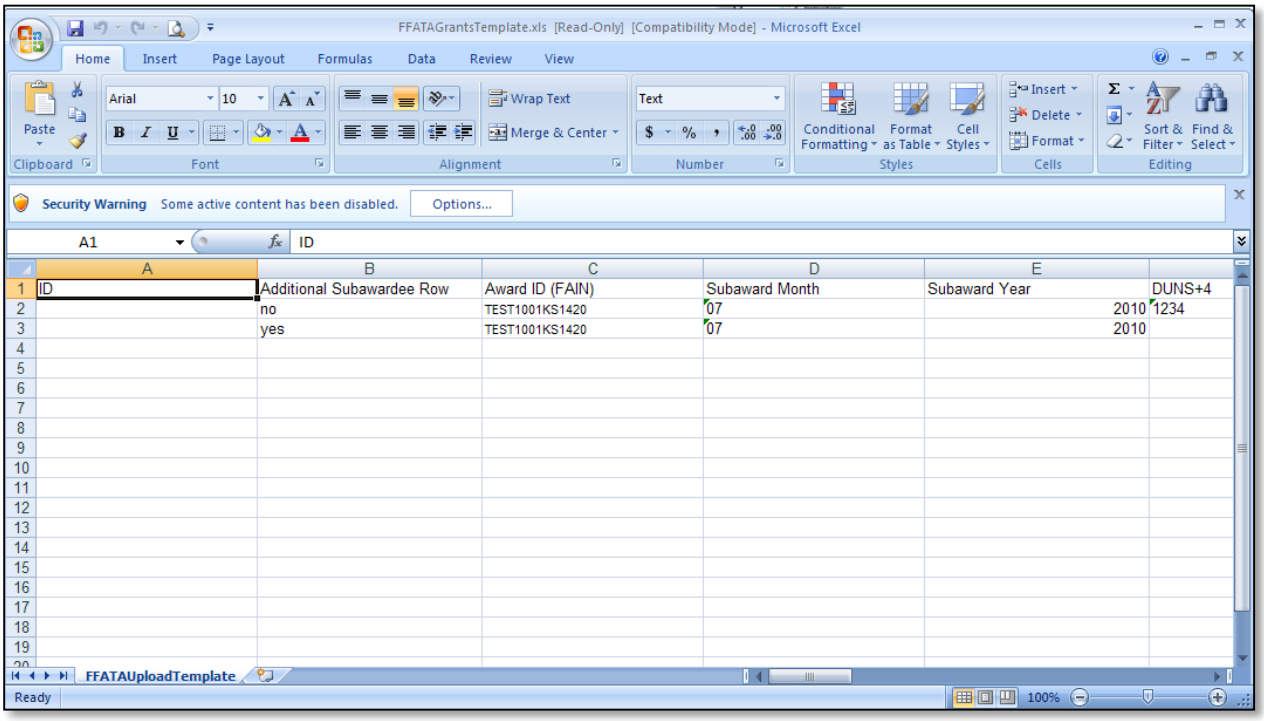
4. Select [Batch Upload Reports].
    - The system automatically advances to the Batch Upload Reports screen.



5. On-screen instructions are provided to the user on how to prepare a report submission using either an Excel template or an XML template.

6. To prepare a Batch Upload using the Excel template, you must first download the appropriate FFATA Excel Template:

a. Under the Templates heading in the instructions box, place cursor on the link for either View FFATA (Contracts) Excel Template or View FFATA (Grants) Excel Template and click on your choice. For this module, select the grants template.
b. A file download message box will appear asking "Do you want to open or save this file?"
c. Select [Open]
    - The system will open an Excel spreadsheet in a new window.



7. Once the Excel spreadsheet opens, you must follow these instructions in order to successfully submit your sub-award data to FSRS using the batch upload method:

a. Delete all the sample data except for the Column Headers in Row 1.

b. Begin entering your sub-award data by prime award number. Remember, the system processes the data submitted by month and by prime award number. An FSRS sub-award report consists of all sub-awards made against a given prime award in a given month. You cannot submit more than one sub-award report for a given prime award in a given month. This is easy to see in the on-line web user interface but harder to envision using the Batch Upload template. **Note: Read the information contained in the following Table regarding the Additional Subawardee Row field.**

c. The Batch Upload template assumes a familiarity with the required data elements in FSRS. In the FFATA (Grants) Excel template, **Columns B-M** refer to your prime award information, while **Columns N-Z** refer to information about the sub-award your organization made against the prime award. You can reference the data format table at the end of this guide for the specifics, but here are general tips for each column by header label:

Batch Upload Template Data Dictionary

Column Header	Note	Your Action
ID	ID field refers to the URL ID assigned to each sub-award report when it has been submitted. This is a unique identifier and will allow you to make edits to the sub-award report. These edits will **overwrite** the previous data. When submitting edits ensure all the data is both complete and correct, i.e. every field that is required contains the correct information. This function can only be used if the report has been "Reopened for edits" within FSRS. The URL ID is found at the end of the URL following the id= marker. For example, if the URL for your sub-award report is: https://fsrs-test.symplicity.com/index?s=manager_grants&_mode=_form&id=5a5f27d792a755d7d068f91e1ace900a, the URL ID is: **5a5f27d792a755d7d068f91e1ace900a**	This field should be left blank unless you are resubmitting edits for a previously submitted sub-award report.
Additional SubAwardee Row	The first row for any sub-award report should always be marked "No" as this is the beginning of the sub-award report, i.e. this row contains the data for the first sub-awardee for this prime award. If you have more than one subawardee in your report, each additional row entered after the first row should have the "Additional Subawardee Row" marked as "Yes". If you enter information for more than one prime award, you tell the system to start a new sub-award report by entering "No" for the first sub-award row in the new sub-award report.	Mark the first sub-award row "No" and any additional sub-award rows "Yes."
Award ID (FAIN)	This is the Federal Award Identifier Number (FAIN) for the prime grant award.	Enter the award ID.
Subaward Month	This field should reflect the Reporting Month of the report being submitted. Use two digit numbers for the month: 01 - January;	Enter the two digit month value.

Column Header	Note	Your Action
	02 - February; 03 - March; 04 - April; 05 - May; 06 - June; 07 - July; 08 - August; 09 - September; 10 - October; 11 - November; 12 – December	
Subaward Year	This field should reflect the Reporting Year of the report being submitted.	Enter the four digit year value.
DUNS+4	If your organization has a +4 value for your DUNS number to indicate specific payment locations within your organization as registered in CCR, you would note it here. This is not a required field but should be provided if applicable.	Enter the four digit DUNS+4 value.
POP City	This field should reflect the city in which the prime award place of performance occurs.	Enter the name of the city.
POP State	This field should reflect the state in which the prime award place of performance occurs. If the POP is a foreign location, enter 'Non-US.'	Enter the two-digit state abbreviation or 'Non-US' for a foreign location.
POP Zip+4	This field should reflect the ZIP+4 in which the prime award place of performance occurs. **This MUST be a 9 digit zip code. This field populates the Congressional District for the POP and must be completed so that the report will not be rejected. If your report is rejected for ZIP+4, recheck that your 9 digit zip code is correct. You can go to www.house.gov and enter the 9 digit zip code into their zip code search field on the homepage and if it is valid it will return a Congressional District. If it returns a Congressional District and you still received**	Enter the nine digit zip code. (Not required if 'non-US' is entered for state.)

Column Header	Note	Your Action
	this warning contact the Federal Service Desk (www.fsd.gov) for support.	
POP Country	This field should reflect the country in which the prime award place of performance occurs. If you plan to enter anything other than "US" or "United States" as a country value, you must enter "Non-US" for the corresponding State value. By entering "Non-US" as the State value, the Zip+4 and Congressional District become non-required fields. Refer to "Appendix B - FSRS Country List" at the end of this document for acceptable country values. The country name must be entered exactly as shown in Appendix B.	Enter the valid Country name.
Compensation Q1	Answer the question," In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?" If you respond 'Yes,' you must provide a response to Compensation Q2.	Enter 'Yes' or 'No.'
Compensation Q2	Answer the question, "Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?"	Enter 'Yes' or 'No.'

Column Header	Note	Your Action
	You only need to answer this if you responded 'Yes' to Compensation Q1. Answer 'Yes' or 'No.' If you answer 'Yes,' you do not have to provide additional information. If you answer 'No,' you must provide the names and amounts of the five most highly compensated executives of your organization.	
Top Employer Compensation	If you answered 'No' to Compensation Q2, then provide the name and total compensation for the five (5) most highly compensated executives in your business or organization (the legal entity to which this DUNS number is assigned). Enter the five names as a text string with the name and total compensation separated by a colon and each executive separated by a semicolon. Name1:Amount1;Name2:Amount2;Name3:Amount3;Name4:Amount4;Name5:Amount5 i.e. John Doe:1000000;Mary Smith:950000;Eric Jones:800000;Todd Smith:600000;Sally Shoes:500000	Enter the five names as a text string with the name and total compensation separated by a colon and each entry separated by a semicolon.
Sub DUNS#	Enter the nine (9) digit DUNS number for the sub-awardee. <u>NOTE</u>: make sure this column is set as a text field so any DUNS numbers beginning with zero maintain their leading zeros when the file is later converted to a .csv file.	Enter the nine digit DUNS number.
Sub DUNS+4	If the sub-awardee has a +4 value for their DUNS number to indicate specific payment locations within their organization as registered in CCR, you would note it here. This is not a required field but should be provided if applicable.	Enter the four digit DUNS+4 value.
Sub POP City	This field should reflect the city in which the sub-award place of performance occurs.	Enter the name of the city.

Column Header	Note	Your Action
Sub POP State	This field should reflect the state in which the sub-award place of performance occurs.	Enter the two-digit state abbreviation or 'Non-US' for a foreign location.
Sub POP ZIP+4	This field should reflect the ZIP+4 in which the sub-award place of performance occurs. **This MUST be a nine (9) digit zip code. This field populates the Congressional District for the POP and must be completed so that the report will not be rejected. If your report is rejected for ZIP+4, recheck that your 9 digit zip code is correct. You can go to www.house.gov and enter the 9 digit zip code into their zip code search field on the homepage and if it is valid it will return a Congressional District. If it returns a Congressional District and you still received this warning contact the Federal Service Desk (www.fsd.gov) for support.**	Enter the nine digit zip code. (Not required if 'non-US' is entered for state.)
Sub POP Country	This field should reflect the country in which the sub-award place of performance occurs. If you plan to enter anything other than "US" or "United States" as a country value, you must enter "Non-US" for the corresponding State value. By entering "Non-US" as the State value, the Zip+4 and Congressional District become non-required fields. Refer to "Appendix B - FSRS Country List" at the end of this document for acceptable country values. The country name must be entered exactly as shown in Appendix B.	Enter the valid Country name.
Sub Amount	This field reflects the amount of the sub-award your organization made to the sub-awardee.	Enter the sub-award amount.
Subaward Date	This is the date the sub-award was made in YYYY-MM-DD format. Please note, this field must be formatted as a text field for the date formatting to be retained when the file is converted to a .csv file.	Enter the date.

Column Header	Note	Your Action
Subaward Project Description	Provide a concise, narrative description of the sub-award's purpose. Please note, as with all information provided in FSRS about your sub-award, this will be displayed to the public on USAspending.gov, so be clear and complete.	Enter the project description.
Subaward Number	This field represents the sub-award number your organization gave to this subaward.	Enter the number.
Sub Compensation Q1	Answer the question, "As provided to you by your sub-awardee, in your sub-awardee's business or organization's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?" If you respond 'Yes,' you must provide a response to Sub Compensation Q2.	Enter 'Yes' or 'No.'
Sub Compensation Q2	Answer the question, "As provided to you by your sub-awardee, does the public have access to information about the compensation of the executives in the sub-awardee's business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?" You only need to answer this if you responded 'Yes' to Sub Compensation Q1. Answer 'Yes' or 'No.' If you answer 'Yes,' you do not have to provide additional information.	Enter 'Yes' or 'No.'

Column Header	Note	Your Action
	If you answer 'No,' you must provide the names and amounts of the five most highly compensated executives of the sub-awardee's organization.	
Sub Top Employer Compensation	If you answered 'No' to Sub Compensation Q2, then provide the name and total compensation for the five (5) most highly compensated executives in the sub-awardee's business or organization (the legal entity to which this DUNS number is assigned). Enter the five names as a text string with the name and total compensation separated by a colon and each executive separated by a semicolon. Name1:Amount1;Name2:Amount2;Name3:Amount3;Name4:Amount4;Name5:Amount5 i.e. John Doe:1000000;Mary Smith:950000;Eric Jones:800000;Todd Smith:600000;Sally Shoes:500000	Enter the five names as a text string with the name and total compensation separated by a colon and each entry separated by a semicolon.

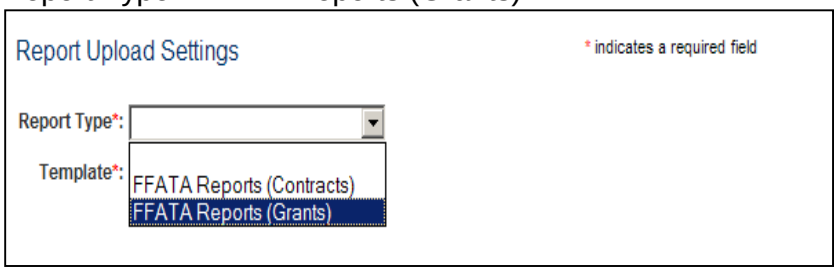
d. Once you have entered all required data about your sub-awards, and checked the spreadsheet for accuracy, save a copy of the file in its Excel format so you have this available to make any changes should the report be rejected or require updating.

e. Next, save another copy of the file using the Save As option:
   - Tip: When naming your file, we suggest including the reporting month/year within the file name to easily identify the file in the future.
   - Save as type CSV Comma Delimited (.csv) or Tab Delimited.
   - Close the file, you will be prompted to save changes again, click No and the file will be closed.

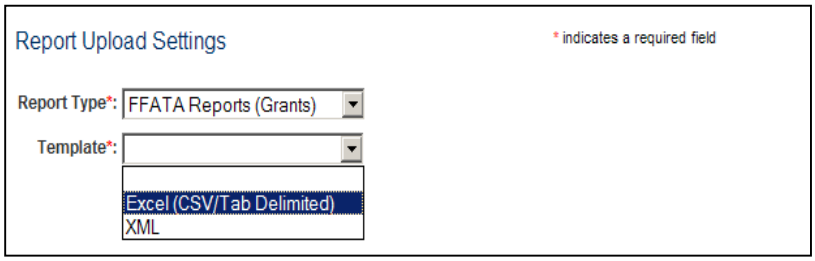
Task 2 – Submit a Batch Upload File

1. Within FSRS, go back to the Batch Upload Reports screen and fill in the correct Report Upload Settings:

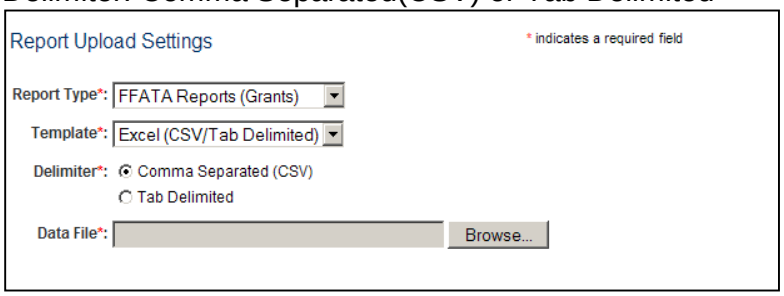
   a. Report Type: FFATA Reports (Grants)



   b. Template: Excel (CSV/Tab Delimited)



   c. Delimiter: Comma Separated(CSV) or Tab Delimited



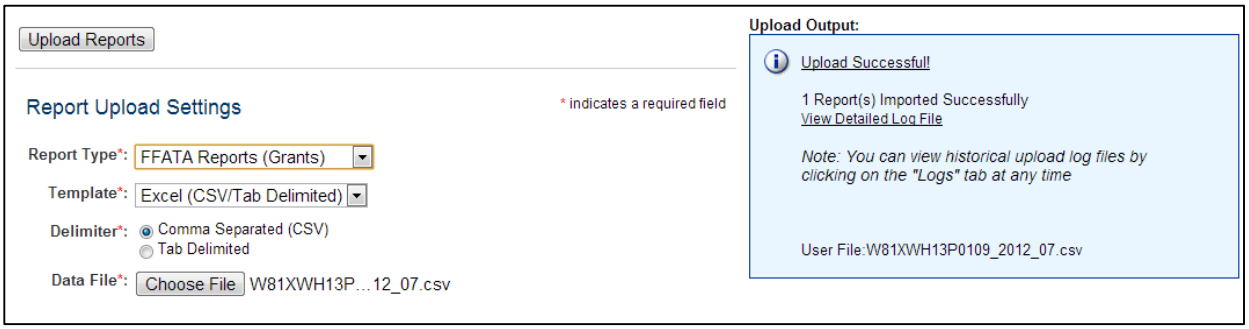
   d. Data File: Click [Browse] and navigate to your .csv file to upload. Select it.
   e. Click the [Upload Reports] button.

2. Once you have clicked the [Upload Reports] button the system will begin to extract the data from the CSV file and begin checking the data across multiple resources for accuracy. For further information on this please refer to the Data Definitions Document for Grants found on the Resources Page of the FSRS System. **Note: Do not attempt to process your upload again until after you have received an email from the system regarding the success or failure of the upload. Uploading the file again before the first has processed can create a duplicate report and double the subaward values reported to USAspending.gov.**

   A. Reports of Less than 150 Rows: Once the system has finished processing the CSV file, you will see a box to the right that shows how many rows were uploaded into the system. If you had multiple sub-award reports within the same batch upload the successfully uploaded report(s) and the failed report(s) will be identified in the Upload Output Message.

Note: Sub-award reports fail if a single subawardee record is incorrect or missing data within a sub-award report.

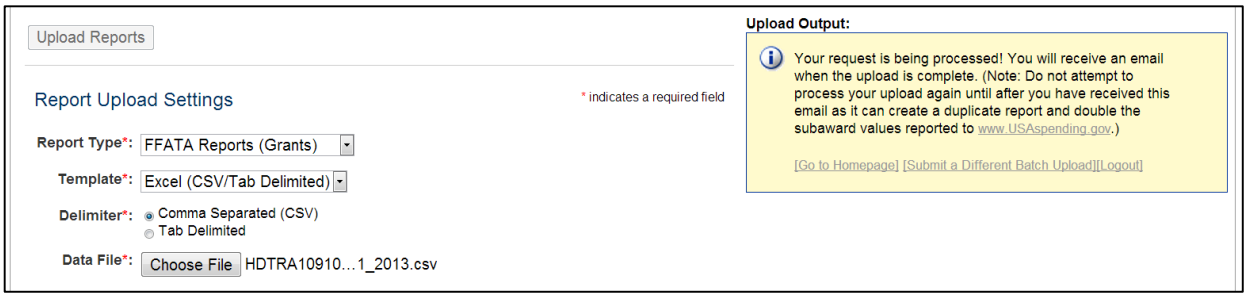
Upload Output for Small Batch Upload Reports (less than 150 rows)



B. Reports of More than 150 Rows: Once the system has finished processing the CSV file, you will receive an email stating how many rows were uploaded into the system. If you had multiple sub-award reports within the same batch upload the successfully uploaded report(s) will displaying and the failed report(s) will be identified in your email notification.

Note: Sub-award reports fail if a single subawardee record is incorrect or missing data within a sub-award report.

Upload Output for Large Batch Upload Reports (more than 150 rows)



The system will send you an email notification with an Error Report link which can be viewed and it will show exactly which rows were not uploaded and what error stopped the upload for each row. See Appendix C for an explanation of potential errors.

Task 3 – Re-open a Submitted Report to Edit Using Batch Upload

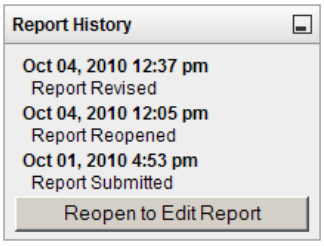
1. Log into FSRS and go to Create/Review Reports: FFATA Reports.

2. Locate and view the FFATA sub-award report that was uploaded via batch upload.

3. Locate the URL ID assigned to the report. It is the data string following &id= in the URL of the report. **NOTE: If you reopen to edit the report before obtaining the report ID from the URL you may not be able to obtain the ID. You would need to return to the List page for reports, and then view the Reopened report to obtain the ID.**

   For example:
   URL:
   https://fsrs-test.symplicity.com/index?s=ffata_reports&_mode=_form&_tab=core&_do_edit=1&report_step=4&id=e614a5b34cccb78819173c192cf70028
   URL ID: e614a5b34cccb78819173c192cf70028

4. Select the [Reopen to Edit Report] button on the upper right of the screen.



5. Repeat Step 2 & 3 for all the FAINs in your batch upload spreadsheet(s) that you want to edit via Batch Upload.

6. Go to the Batch Upload screen.

7. Follow the instructions for Creating a Batch Upload above (see Task 1). Do not forget to put the URL ID in the ID field for each report.

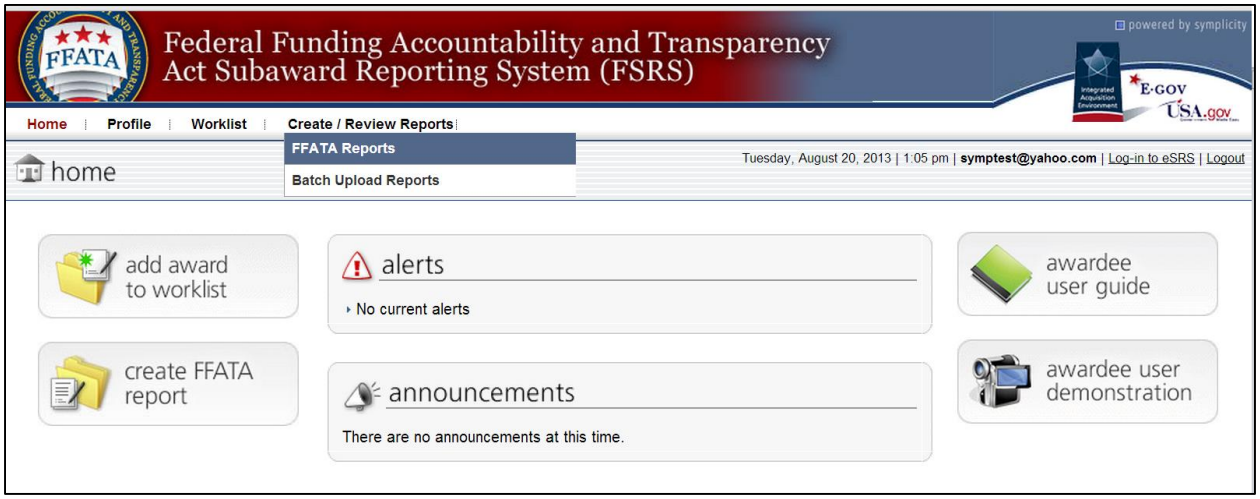
8. Submit the new Batch Upload file following the instructions for Submitting a Batch Upload above (Task 2).

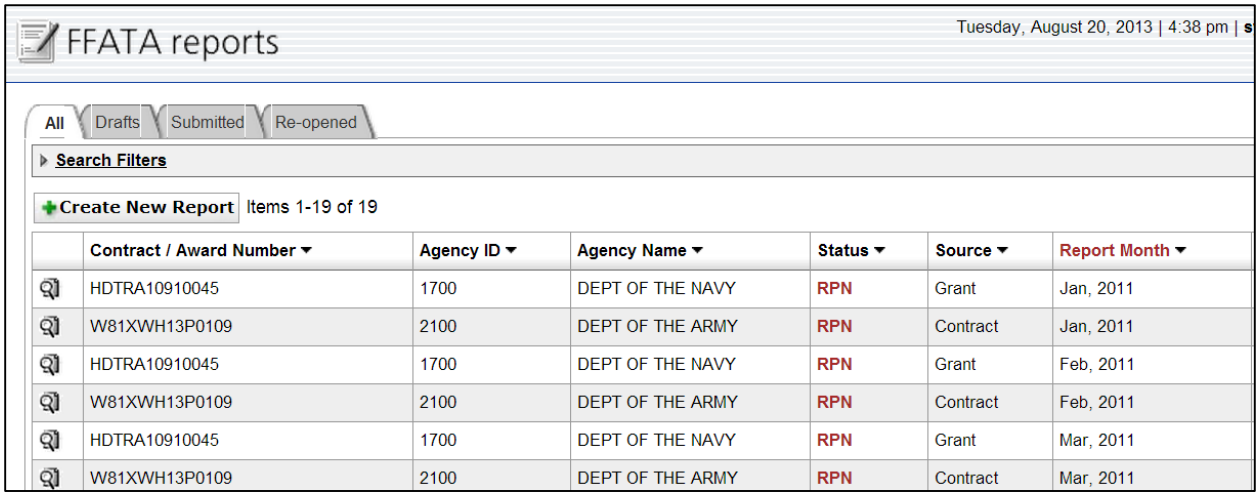
9. If it passes the validation checks inherent in the system, this will overwrite the existing report(s) and be sent to USAspending in the next nightly update.

Task 3(Optional) – Re-open a Submitted Report to Edit Manually

1. Log into FSRS and go to Create/Review Reports: FFATA Reports.

2. Locate and view the FFATA sub-award report that was uploaded via batch upload.

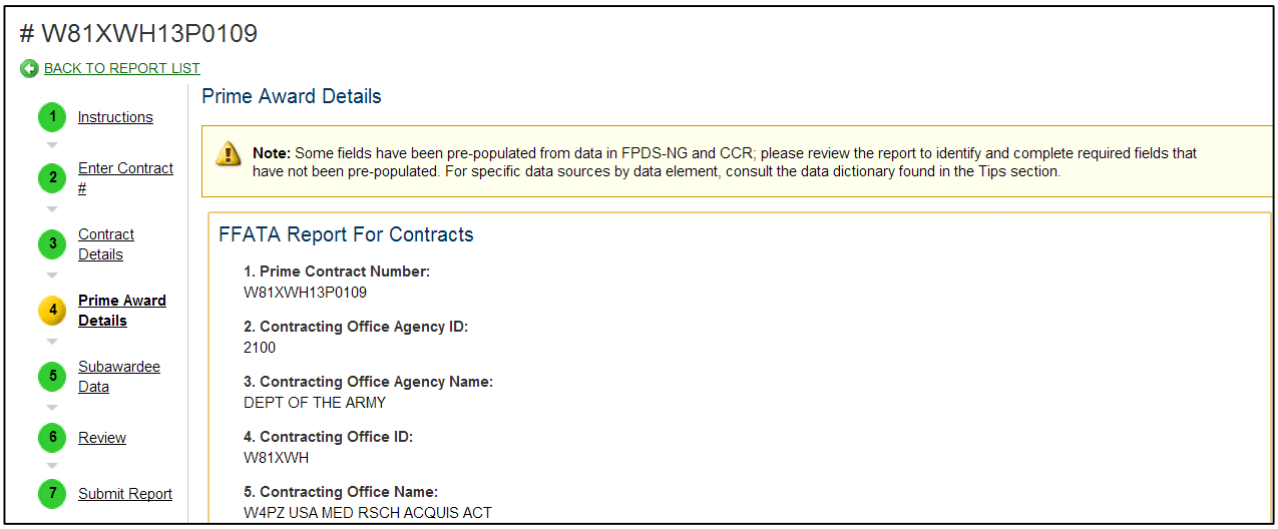




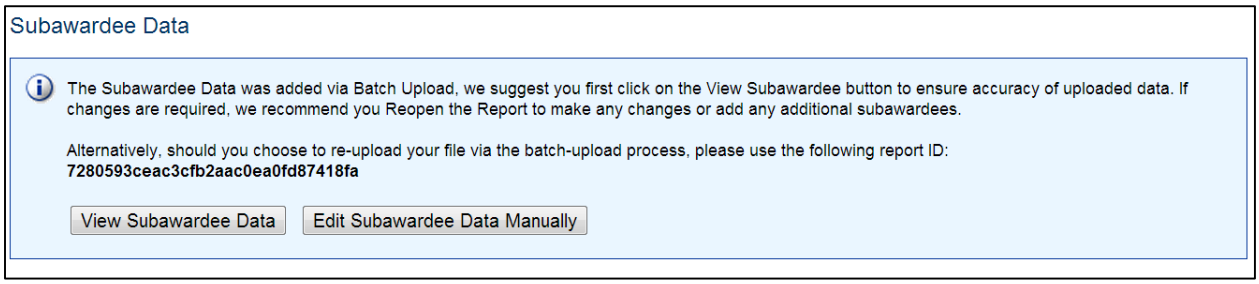
	Contract / Award Number	Agency ID	Agency Name	Status	Source	Report Month
	HDTRA10910045	1700	DEPT OF THE NAVY	RPN	Grant	Jan, 2011
	W81XWH13P0109	2100	DEPT OF THE ARMY	RPN	Contract	Jan, 2011
	HDTRA10910045	1700	DEPT OF THE NAVY	RPN	Grant	Feb, 2011
	W81XWH13P0109	2100	DEPT OF THE ARMY	RPN	Contract	Feb, 2011
	HDTRA10910045	1700	DEPT OF THE NAVY	RPN	Grant	Mar, 2011
	W81XWH13P0109	2100	DEPT OF THE ARMY	RPN	Contract	Mar, 2011

3. The system will display the report's Prime Award Details page, click Continue at the bottom of the page or click on Step 5: Subawardee Data.

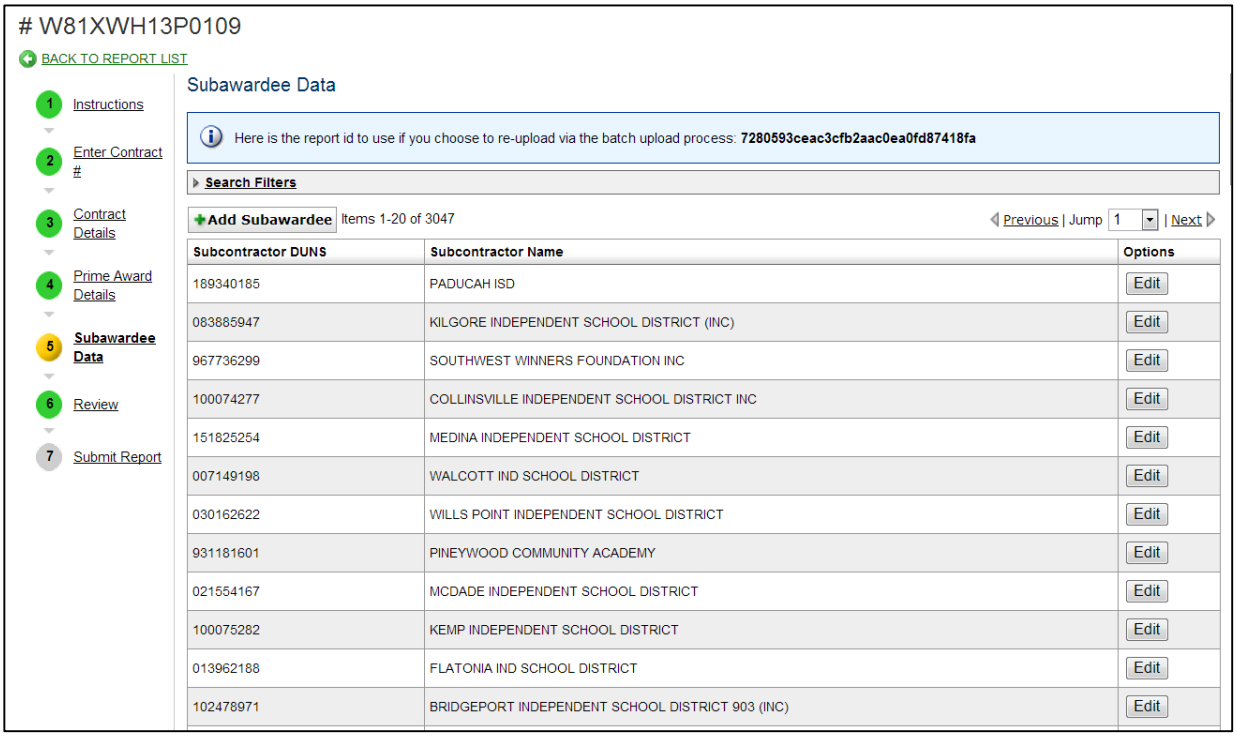
4. On the Subawardee Data page an information box is provided with the URL ID needed to perform a batch upload should you choose to process an updated batch upload for the report instead of modifying the subawardee records manually.



5. To manually modify your report click on the Edit Subawardee Data Manually button. Clicking the View Subawardee Data button will display the subawardee records in view mode only, to perform edits you must reopen the report using the Edit Subawardee Data Manually button or the Reopen to Edit button.

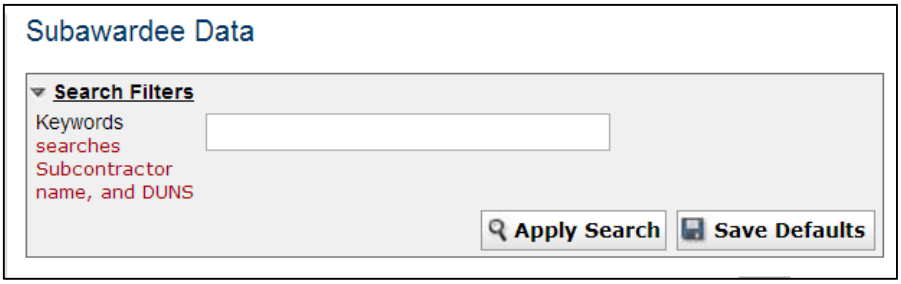


6. The Subawardee Data screen will refresh and display each of the subawardees from the batch upload report in the order that they were entered in the batch upload csv file.

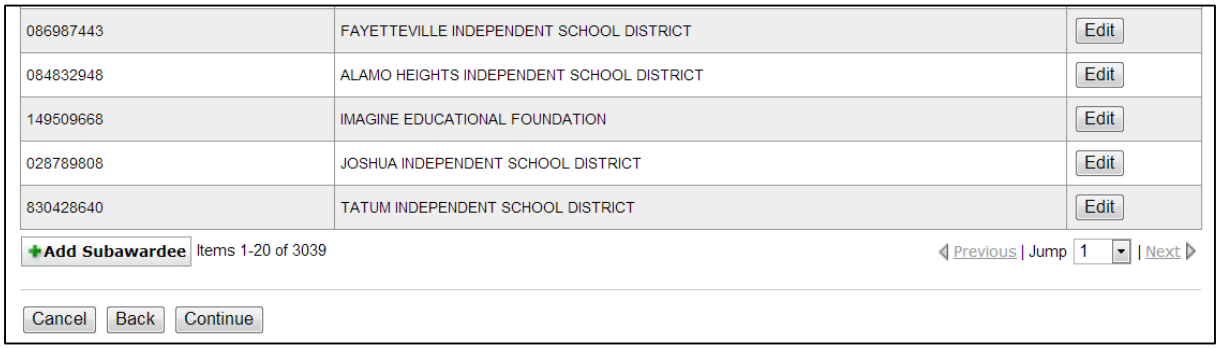


7. There are three key features to the Subawardee Data page.

   a. Search Filters: This will allow you to locate a single DUNS within the report, search can be conducted on DUNS or Subcontractor name. Click on the title Search Filters to display the Search Field.



b. Edit button (Options Column): This will allow you to modify the individual subawardee data. Once you have completed your edits click the Save & Go Back button to save your changes to the record and return to the Subawardee List page.

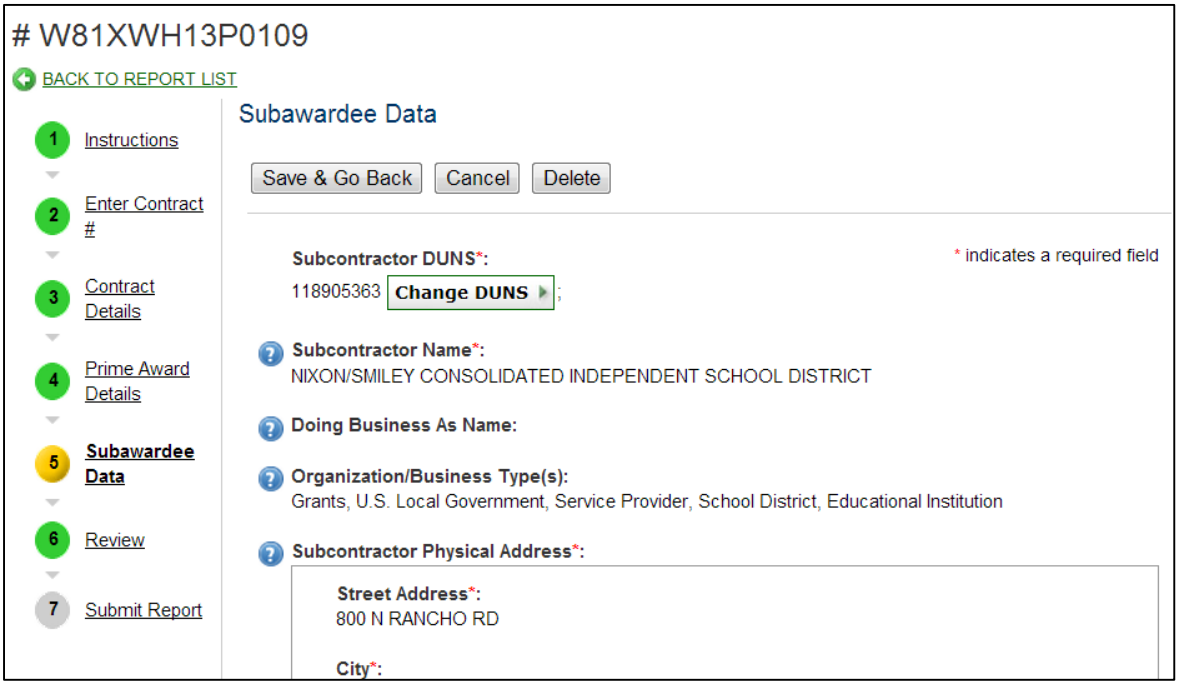


086987443	FAYETTEVILLE INDEPENDENT SCHOOL DISTRICT	Edit
084832948	ALAMO HEIGHTS INDEPENDENT SCHOOL DISTRICT	Edit
149509668	IMAGINE EDUCATIONAL FOUNDATION	Edit
028789808	JOSHUA INDEPENDENT SCHOOL DISTRICT	Edit
830428640	TATUM INDEPENDENT SCHOOL DISTRICT	Edit

Add Subawardee | Items 1-20 of 3039 | Previous | Jump 1 | Next

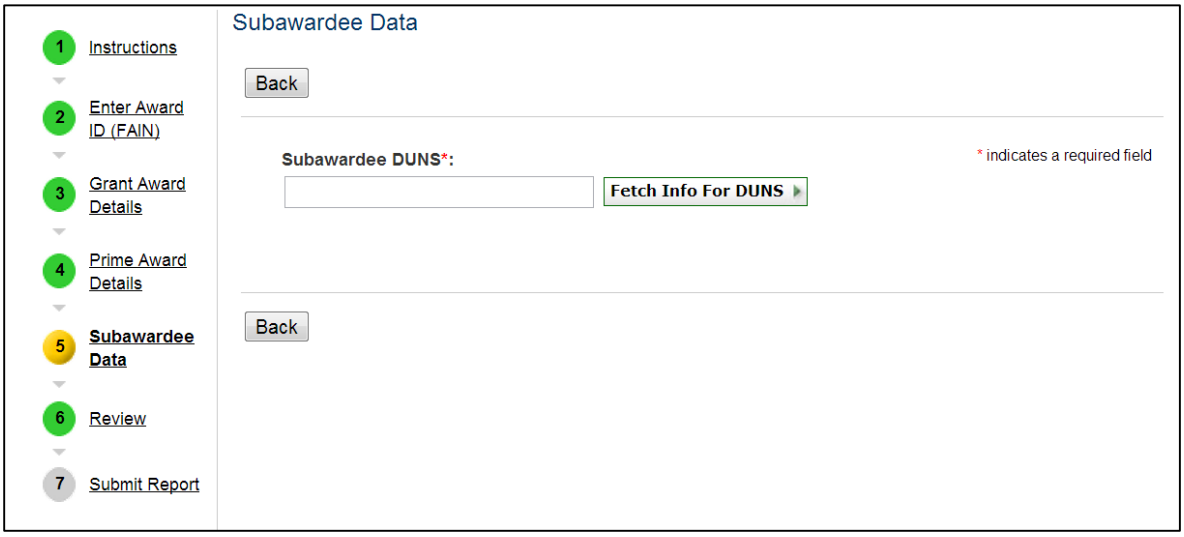
Cancel | Back | Continue

c. Add Subawardee button: This will allow you to add an additional subawardee to your existing report.



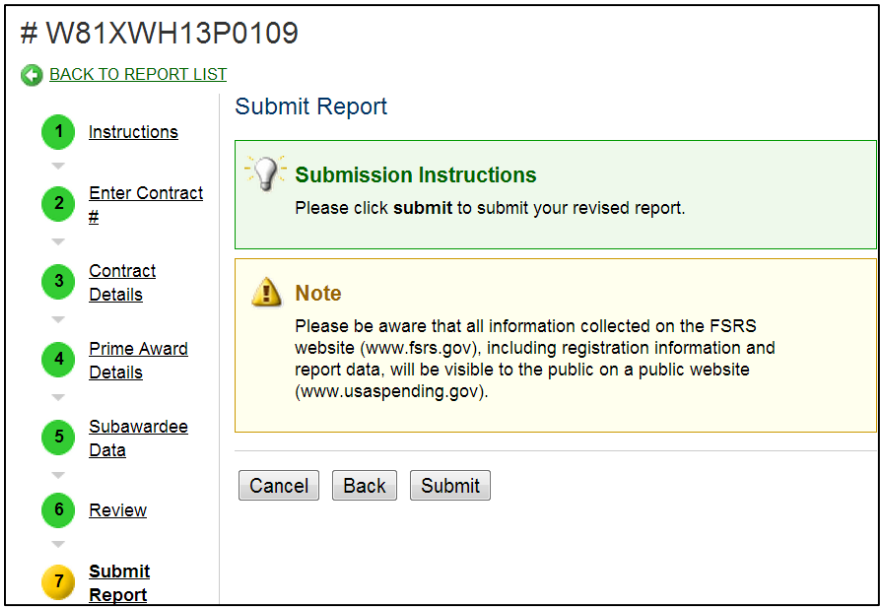
d. Enter the subrecipient DUNS number in to the Subawardee DUNS fields and click the Fetch DUNS button.
Once you have completed the required fields for the new subawardee click the Save & Go Back button to save the new Subawardee record to the report. **Note: If you add records manually, be sure to also add it to your Batch Upload XLS file in case you decide to upload a modified report in the future.**

Repeat this process as many times as needed to add additional subawardees to your report.

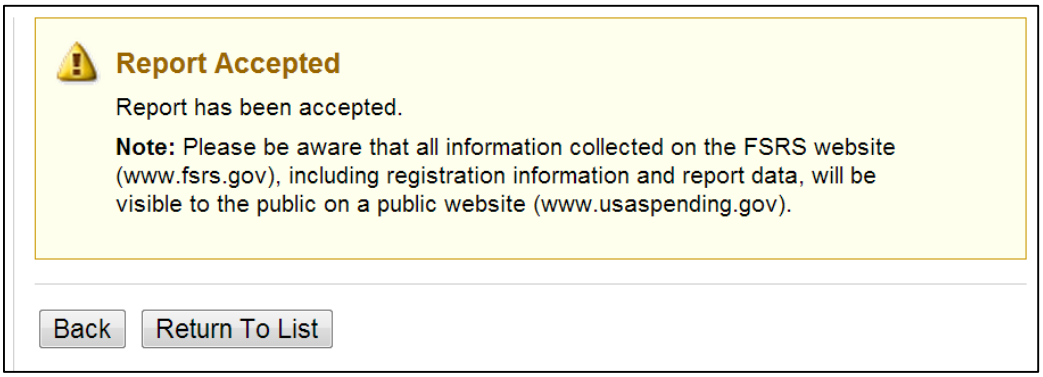


8. Once you have completed your manual edits to the report click the **Continue** button at the bottom of the Subawardee Data page.

9. After clicking Continue you will be provided with information regarding the data being transmitted to USAspending.gov once you have submitted your report.



10. Click Submit if you are ready to submit report or you can continue to review your data until you are satisfied with its accuracy. Once you have submitted your report the following notice will display.

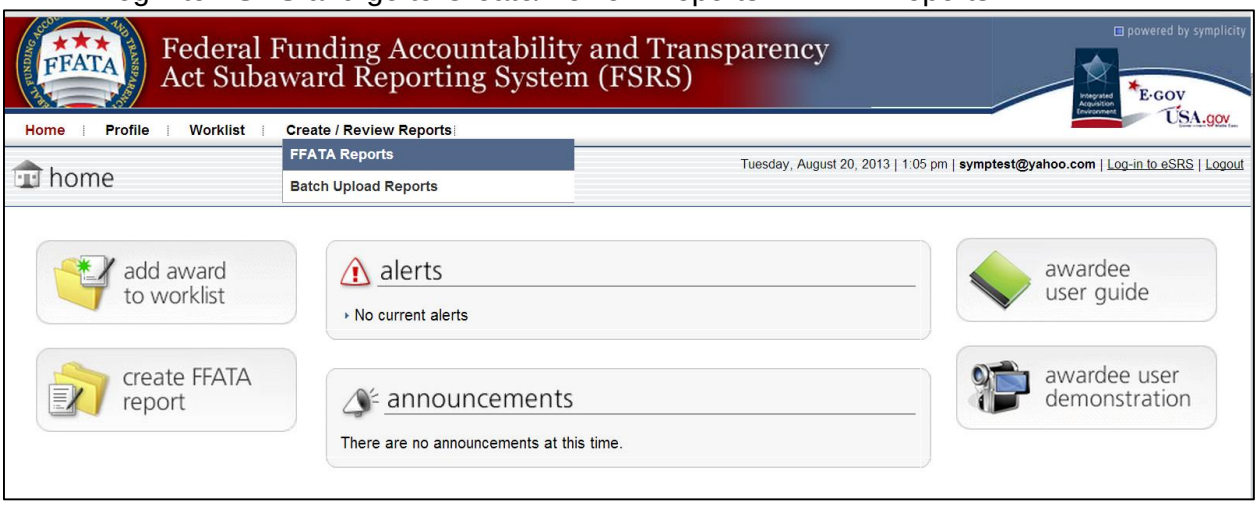


Managing Congressional District Errors

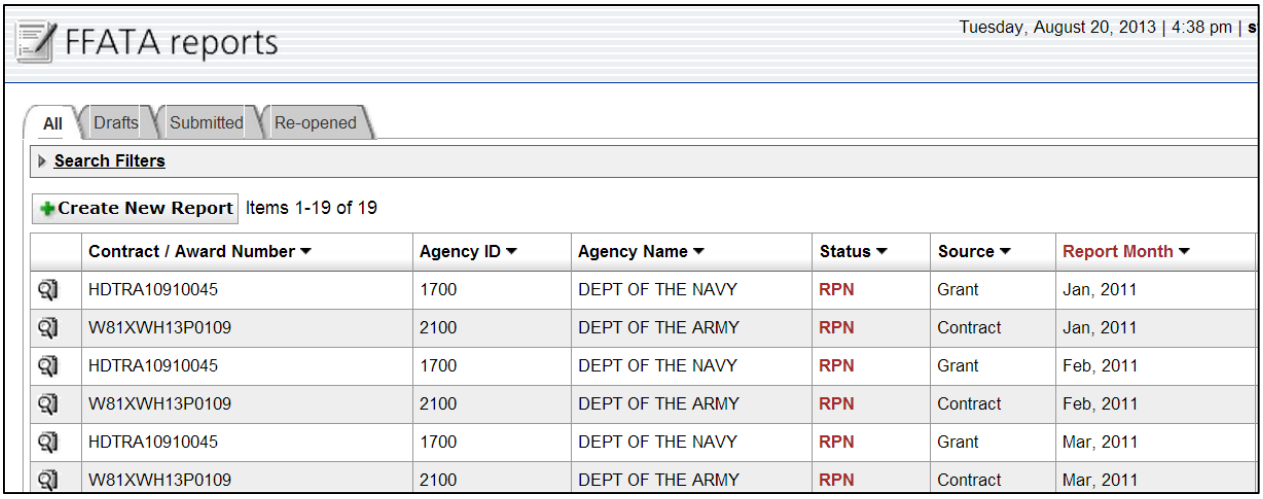
FSRS allows for the manual input of a Congressional District when a valid Zip+4 is unavailable. You will still need to manually remove any records with a missing/invalid Zip+4 prior to submitting them via the Batch Upload module. You will then have to reopen your Batch Upload report and manually enter the subawardees whose Zip+4s were invalid. FSRS will NOT retain manually entered Congressional District information beyond the uploaded report for future use.

To submit a report for a Subawardee with an invalid Zip+4, the Prime should follow these steps:

1. Log into FSRS and go to Create/Review Reports: FFATA Reports.

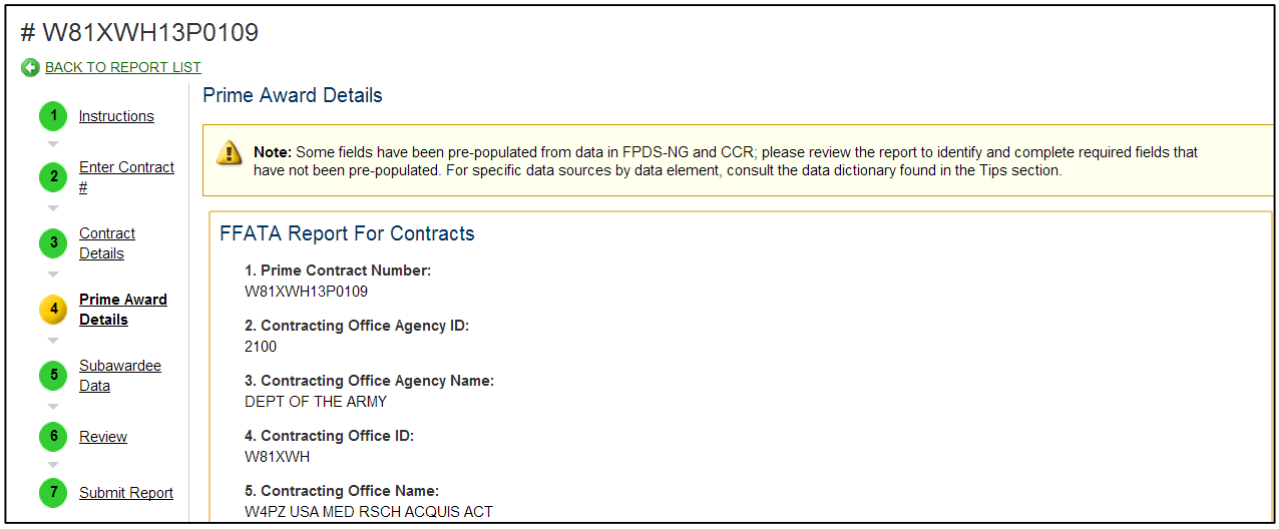


2. On the FFATA Reports page, click the View icon next to the report you uploaded.

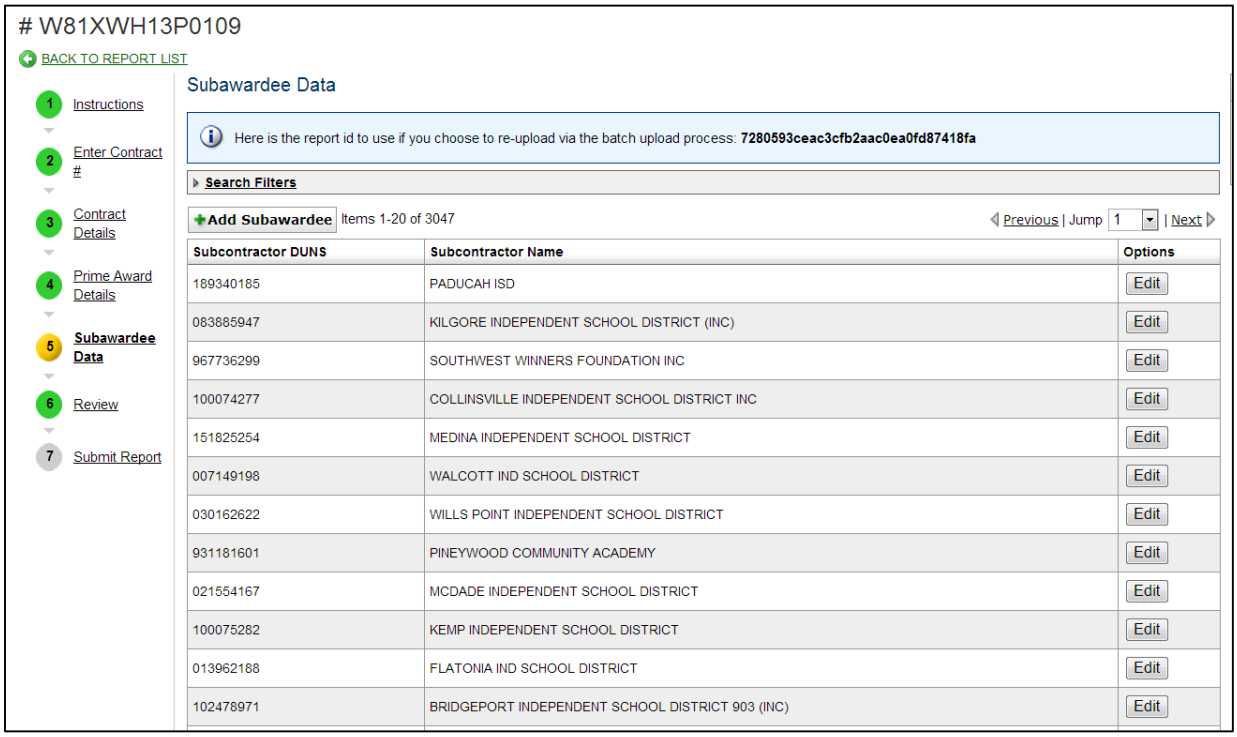


Contract / Award Number	Agency ID	Agency Name	Status	Source	Report Month
HDTRA10910045	1700	DEPT OF THE NAVY	RPN	Grant	Jan, 2011
W81XWH13P0109	2100	DEPT OF THE ARMY	RPN	Contract	Jan, 2011
HDTRA10910045	1700	DEPT OF THE NAVY	RPN	Grant	Feb, 2011
W81XWH13P0109	2100	DEPT OF THE ARMY	RPN	Contract	Feb, 2011
HDTRA10910045	1700	DEPT OF THE NAVY	RPN	Grant	Mar, 2011
W81XWH13P0109	2100	DEPT OF THE ARMY	RPN	Contract	Mar, 2011

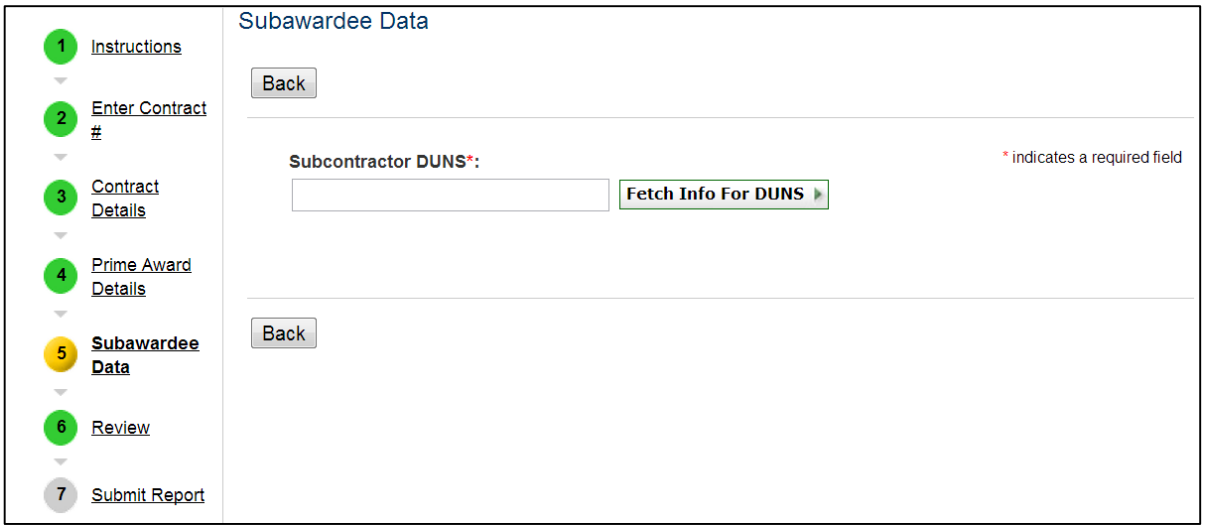
3. The system will display the report's Prime Award Details page, click Continue at the bottom of the page or click on Step 5: Subawardee Data.



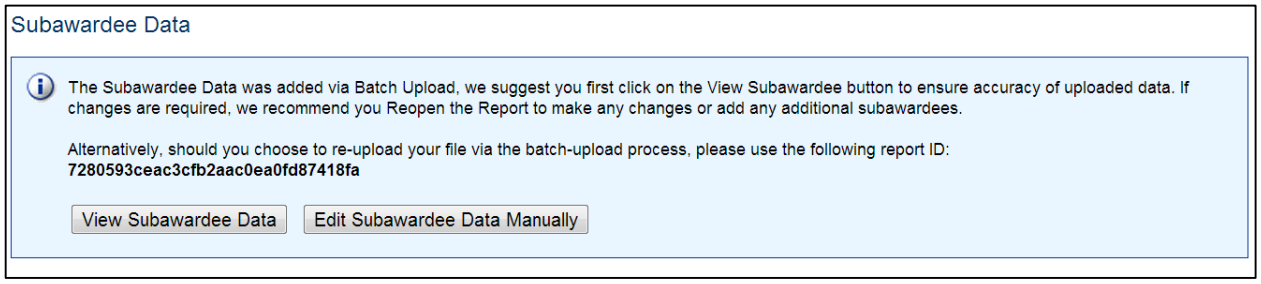
4. On the Subawardee Data page an information box is provided with the URL ID needed to perform a batch upload should you choose to process an updated batch upload for the report instead of modifying the subawardee records manually.



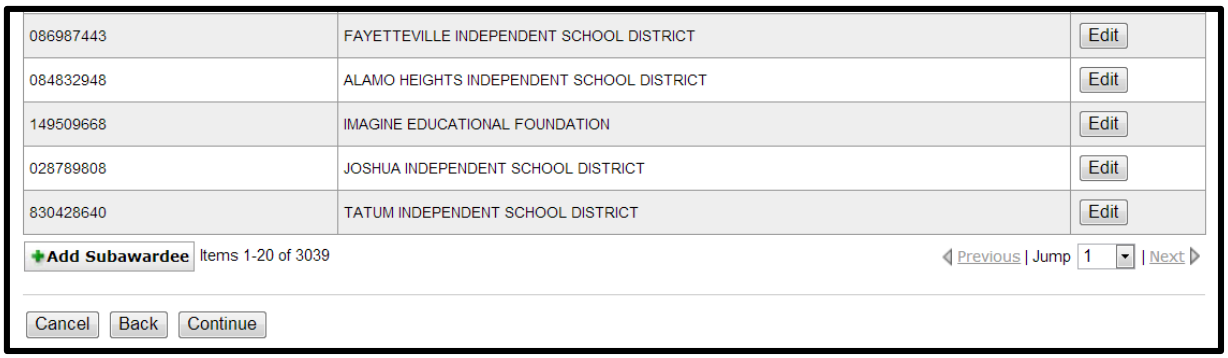
5. To manually modify your report click on the Edit Subawardee Data Manually button. Clicking the View Subawardee Data button will display the subawardee records in view mode. To perform edits, you must reopen the report using the Edit Subawardee Data Manually button or the Reopen to Edit button.



6. The Subawardee Data screen will refresh and display each of the subawardees from the batch upload report in the order that they were entered in the batch upload csv file.



7. Add Subawardee button: This will allow you to add an additional subcontractor to your existing report.



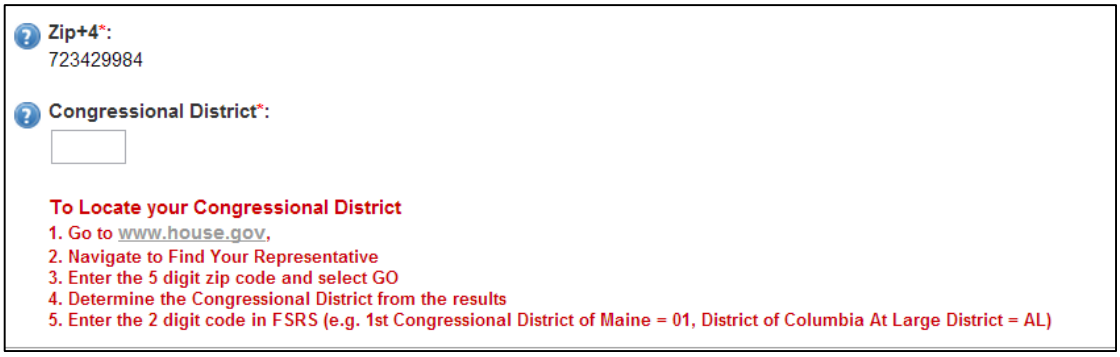
086987443	FAYETTEVILLE INDEPENDENT SCHOOL DISTRICT	Edit
084832948	ALAMO HEIGHTS INDEPENDENT SCHOOL DISTRICT	Edit
149509668	IMAGINE EDUCATIONAL FOUNDATION	Edit
028789808	JOSHUA INDEPENDENT SCHOOL DISTRICT	Edit
830428640	TATUM INDEPENDENT SCHOOL DISTRICT	Edit

Add Subawardee Items 1-20 of 3039 Previous | Jump 1 | Next

Cancel Back Continue

Enter the subrecipient DUNS number in to the Subcontractor DUNS fields and click the Fetch DUNS button.

a. If a valid Zip+4 is not available for the **physical address**, you will be prompted to manually enter a 2-digit Congressional District
b. Manually enter the **place of performance**, including the relevant Zip+4 information if available. Note: If a valid Zip+4 is not available for the place of performance, you must save the report and then manually enter a 2-digit Congressional District.



Zip+4*:
723429984

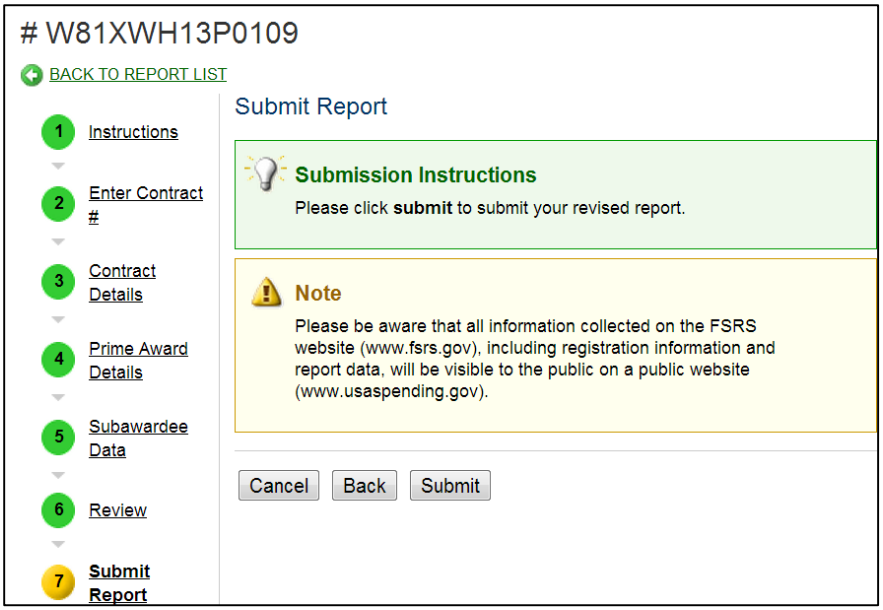
Congressional District*:

To Locate your Congressional District
1. Go to www.house.gov,
2. Navigate to Find Your Representative
3. Enter the 5 digit zip code and select GO
4. Determine the Congressional District from the results
5. Enter the 2 digit code in FSRS (e.g. 1st Congressional District of Maine = 01, District of Columbia At Large District = AL)

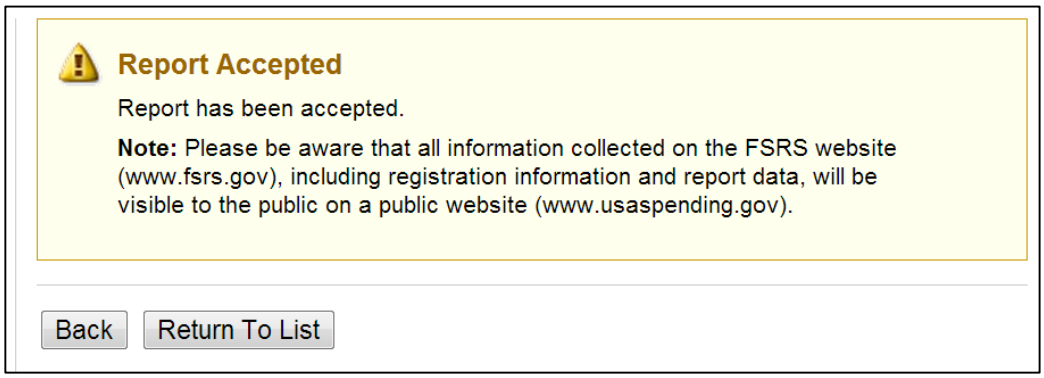
Repeat this process as many times as needed to add additional subawardees to your report.

8. Once you have completed your manual edits to the report click the **Continue** button at the bottom of the Subawardee Data page.

9. After clicking Continue you will be provided with information regarding the data being transmitted to USAspending.gov once you have submitted your report.



10. Click Submit if you are ready to submit report or you can continue to review your data until you are satisfied with its accuracy. Once you have submitted your report the following notice will display.



Appendix A - FFATA (Grants) Excel Template Format Table

Header Name	Field Format	Data Format	Required	Description
GRANTS				
ID[1]	Text	See Footnote 1	No	See Footnote 1
Additional Subawardee Row	General	Yes/No	Yes	Enter No to begin the sub-award report and 'Yes' for each row created to add additional subawardee information to that Grant Sub-award Report
Award ID(FAIN)	General	04000B178L45E1	Yes	Grant Award number assigned by the Federal awarding agency
Subaward Month	General	Jan – 01 Feb – 02 Mar – 03 April – 04 May – 05 June – 06 July – 07 Aug – 08 Sept – 09 Oct – 10 Nov – 11 Dec – 12	Yes	The month of the reporting period
Subaward Year	General	2012	Yes	Year of the reporting period
DUNS +4	Text	1234	No	
POP City	General	Arlington	Yes	
POP State	General	VA	Yes	
POP Zip +4	Text	222090000	Yes	
POP Country	General	US	Yes	See Appendix B

[1] The ID field refers to the URL ID assigned to each submitted sub-award report. This is a unique identifier and will allow you to make edits to a previously submitted report. These edits will **overwrite** the data so ensure all of the data is complete and every field that is required contains the correct information. This function can only be used if the report has been "Reopened to Edit."

Compensation Q1	Text	Yes/No	Yes	If "Yes," you must answer Q2
Compensation Q2	Text	Yes/No	Conditional	Conditional, must answer if "Yes" is selected on Q1 above
Top Employer Compensation	Text	Name: Amount Ex: John Doe:1000000;Mary Smith:950000;Eric Jones:800000;Todd Smith:600000;Sally Shoes:500000	Yes	Names and total compensation of the Top 5 highly compensated officials of the awardee organization
Sub DUNs #	Text	987654321	Yes	
Sub POP City	Text	Alexandria	Yes	
Sub POP State	Text	VA	Yes	
Sub POP Zip + 4	Text	222090000	Yes	
Sub POP Country	Text	US	Yes	See Appendix B
Sub Amount	General	500900.25	Yes	Sub-award Amount
Subaward Date	Text	2011-01-05	Yes	Date sub-award was made (YYYY-MM-DD)
Subaward Project Description	General	This is a text field.	Yes	Reflects the purpose of the sub-award
Subaward Number	General	XX-XX-XXX	Yes	Number assigned to the sub-award
Sub Compensation Q1	General	Yes/No	Yes	If "Yes," you must answer Q2
Sub Compensation Q2	General	Yes/No	Conditional	Conditional, must answer if "Yes" is selected on Q1 above
Sub Top Employer Compensation	General	Name: Amount Ex: John Doe:1000000;Mary Smith:950000;Eric Jones:800000;Todd Smith:600000;Sally Shoes:500000	Yes	Names and total compensation of the Top 5 highly compensated officials of the sub-awardee organization

Appendix B – FSRS Country Name Table

Country Name	Country Name	Country Name
United States	Canada	Afghanistan
Albania	Algeria	American Samoa
Andorra	Angola	Anguilla
Antarctica	Antigua and Barbuda	Argentina
Armenia	Aruba	Australia
Austria	Azerbaijan	Bahamas
Bahrain	Bangladesh	Barbados
Belarus	Belgium	Belize
Benin	Bermuda	Bhutan
Bolivia	Bosnia and Herzegovina	Botswana
Bouvet Island	Brazil	British Indian Ocean Territory
Brunei Darussalam	Bulgaria	Burkina Faso
Burundi	Cambodia	Cameroon
Cape Verde	Cayman Islands	Central African Republic
Chad	Chile	China
Christmas Island	Cocos (Keeling) Islands	Colombia
Comoros	Congo	Congo, The Democratic Republic Of The
Cook Islands	Costa Rica	Cote D'Ivoire
Croatia	Cuba	Cyprus
Czech Republic	Denmark	Djibouti
Dominica	Dominican Republic	East Timor
Ecuador	Egypt	El Salvador
Equatorial Guinea	Eritrea	Estonia
Ethiopia	Falkland Islands (Malvinas)	Faroe Islands
Fiji	Finland	France
French Guiana	French Polynesia	French Southern Territories
Gabon	Gambia	Georgia
Germany	Ghana	Gibraltar
Greece	Greenland	Grenada

Guadeloupe	Guam	Guatemala
Guinea	Guinea-bissau	Guyana
Haiti	Heard Island and Mcdonald Islands	Holy See (Vatican City State)
Honduras	Hong Kong	Hungary
Iceland	India	Indonesia
Iran, Islamic Republic Of	Iraq	Ireland
Israel	Italy	Jamaica
Japan	Jordan	Kazakhstan
Kenya	Kiribati	Korea, Democratic People's Republic Of
Korea, Republic Of	Kuwait	Kyrgyzstan
Lao People's Democratic Republic	Latvia	Lebanon
Lesotho	Liberia	Libyan Arab Jamahiriya
Liechtenstein	Lithuania	Luxembourg
Macau	Macedonia, The Former Yugoslav Republic Of	Madagascar
Malawi	Malaysia	Maldives
Mali	Malta	Marshall Islands
Martinique	Mauritania	Mauritius
Mayotte	Mexico	Micronesia, Federal States Of
Moldova, Republic Of	Monaco	Mongolia
Montenegro	Montserrat	Morocco
Mozambique	Myanmar	Namibia
Nauru	Nepal	Netherlands
Netherland Antilles	New Caledonia	New Zealand
Nicaragua	Niger	Nigeria
Niue	Norfolk Island	Northern Mariana Islands
Norway	Oman	Pakistan
Palau	Palestinian Territory, Occupied	Panama
Papua New Guinea	Paraguay	Peru
Philippines	Pitcairn	Poland
Portugal	Puerto Rico	Qatar
Reunion	Romania	Russian Federation
Rwanda	Saint Helena	Saint Kitts and Nevis
Saint Lucia	Saint Pierre and Miquelon	Saint Vincent And The Grenadines
Samoa	San Marino	Sao Tome and Principe
Saudi Arabia	Senegal	Seychelles
Sierra Leone	Singapore	Slovakia
Slovenia	Solomon Islands	Somalia

South Africa	South Georgia And The South Sandwich Islands	Spain
Sri Lanka	Sudan	Suriname
Svalbard and Jan Mayen	Swaziland	Sweden
Switzerland	Syrian Arab Republic	Taiwan, Province Of China
Tajikistan	Tanzania, United Republic Of	Thailand
Togo	Tokelau	Tonga
Trinidad And Tobago	Tunisia	Turkey
Turkmenistan	Turks And Caicos Islands	Tuvalu
Uganda	Ukraine	United Arab Emirates
United Kingdom	United States Minor Outlying Islands	Uruguay
Uzbekistan	Vanuatu	Venezuela
Viet Nam	Virgin Islands, British	Virgin Islands, U.S.
Wallis and Futuna	Western Sahara	Yemen
Yugoslavia	Zambia	Zimbabwe
Ashmore and Cartier Islands	Baker Island	Bassas Da India
Burma	Coral Sea Islands	Europe Islands
Federate States of Micronesia	Gaza Strip	Glorioso Islands
Guernsey	Howland Island	Jan Mayen
Juan De Nova Island	Kingman Reed	Isle of Man
Midway Islands	Navassa Island	Palmyra Islands
Serbia	Spratly Islands	Tromelin Island
Trust Territory of the Pacific	Wake Island	West Bank

Appendix C – Batch Upload Error Messages

Error Messages (General)	Explanation
File uploaded cannot be in excel or binary format. You must save the file in either .CSV or Tab Delimited (.txt) format	File should be saved as a .csv or tab delimited file type
Uploaded file cannot be opened. Please check the file and try again.	Ensure file format is correct and that the file is not corrupt
Report Already Exists - Status: Submitted	Report already exists for the Contract or Grant for the reporting period entered on the report
Report Exists - Created By Different user	Report already exists under a different user account
No Matching Report Found On report_id, ignoring field	If the "ID" field has been supplied then no report was found in order to update report
For prime awardee address, you must select a country other than the United States if State is Non-US.	Ensure that the correct State has been entered; if Non-U.S. ensure that the correct country name has been entered
For principal place of performance, you must select a country other than the United States if State is Non-US.	Ensure that the correct State has been entered; if Non-U.S. ensure that the correct country name has been entered
Congressional District could not be validated/matched from the provided address and zip+4.	Ensure that the Zip+4 provided is correct if it is not correct ensure that the correct value is entered both in the report as well as in USAspending.gov or FPDS-NG.

Error Message (Grants Data Elements)	Explanation
The additional subawardees data in row X did not match the preceding report's grant and reporting period.	Indicates which rows in the spreadsheet contained invalid data
Award ID (FAIN) not found	Award FAIN is incorrect. Check with USAspending.gov to ensure the grant has been properly entered into their system and that it is marked as having to be reported on
The grant does not require FFATA reporting because the total federal funding amount is less than $25,000 or the obligation/action date is less than 2010-10-01 00:00:00/	Award Grant does not meet the requirements for reporting
The selected grant is no longer active or has been deleted.	The Award is no longer eligible for reporting
Award ID (FAIN) is required	Award ID (FAIN) is required
POP City is required	POP City is required
POP State is required	POP State is required
POP Country is required	POP Country is required
POP Zip+4 is required	POP Zip+4 is required
Compensation Q1 is required	Compensation Q1 is required
Compensation Q2 is required	Compensation Q2 is required
Sub DUNS # is required	Sub DUNS # is required
Sub POP City is required	Sub POP City is required
Sub POP State is required	Sub POP State is required

Sub POP Country is required	Sub POP Country is required
Sub POP Zip+4 is required	Sub POP Zip+4 is required
Subaward Number is required	Subaward Number is required
Subaward Date is required	Subaward Date is required
Subaward Project Description is required	Subaward Project Description is required
Sub Amount is required	Sub Amount is required
Sub Compensation Q1 is required	Sub Compensation Q1 is required
Sub Compensation Q2 is required	Sub Compensation Q2 is required
Federal Agency ID is required	Data should be auto populated. Problem would need to be corrected at the source.
Federal Agency Name is required	Data should be auto populated. Problem would need to be corrected at the source.
Awardee Name is required	Data should be auto populated. Problem would need to be corrected at the source.
Awardee Address Street is required	Data should be auto populated. Problem would need to be corrected at the source.
Awardee Address City is required	Data should be auto populated. Problem would need to be corrected at the source.
Awardee Address State is required	Data should be auto populated. Problem would need to be corrected at the source.
Awardee Address Country is required	Data should be auto populated. Problem would need to be corrected at the source.
Awardee Address Zip+4 is required	Data should be auto populated. Problem would need to be corrected at the source.
Total Federal Funding Amount is required	Data should be auto populated. Problem would need to be corrected at the source.
Obligation/Action Date is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Awardee Name is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Awardee Address Street is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Awardee Address City is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Awardee Address State is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Awardee Address Country is required	Data should be auto populated. Problem would need to be corrected at the source.
For Subawadee address, you must select a country other than the United States if State is Non-US.	If Non-U.S. is selected for Country the Country name needs to be entered
For Subawardee principal place of performance, you must select a country other than the United States if State is Non-US.	If Non-U.S. is selected for Country the Country name needs to be entered
Subaward Month is required. expecting 2 digit month (i.e. 01 for January, 10 for October)	Subaward Month is required
Subaward Year is required. expecting 4 digit year.	Subaward Month is required
Top Employer Compensation - full name and amount are required for all 5 top pay employees.	Applicable only if Compensation Q1 is yes and Compensation Q2 is no
Sub Top Employer Compensation - full name and amount are required for all 5 top pay employees.	Applicable only if Sub Compensation Q1 is yes and Sub Compensation Q2 is no
Subawardee Information is required	Subawardee Information is required
The Report Month Date cannot be in the future	You cannot report on future months, all reports submitted should be for a previous month

Report Month must be greater than or equal to OCT-2010	Report Month must be greater than or equal to OCT-2010
A FFATA report for this grant and reporting month: [report_month] already exists in the system.	The Grant has already had a report submitted for the month/year that has been entered
Parent DUNS # of Awardee must be exactly 9 digits.	Parent DUNS # of Awardee must be exactly 9 digits.
Subaward Date for subawardee: (XXXXXXXXX) is not valid (Expecting YYYY-MM-DD Format)	Ensure date is in (YYYY-MM-DD)
Top Employer Compensation: amount must contain only digits and not exceed 12 digits	Top Employer Compensation: amount must contain only digits and not exceed 12 digits
Sub Top Employer Compensation: amount must contain only digits and not exceed 12 digits	Sub Top Employer Compensation: amount must contain only digits and not exceed 12 digits
The subawardee DUNS number does not match any active record in either the Central Contractor Registry (CCR) or the Dun & Bradstreet (D&B) databases. Per 2CFR Chapter I Part 25 and the Office of Management and Budget guidance on FFATA Subaward and Executive Compensation Reporting issued on August 27, 2010, each prime grant recipient may make subawards only to entities that have DUNS numbers. While you can ignore this error and continue entering other information, you must provide a valid DUNS number for your subawardee in order to complete and submit this report. FSRS will not allow you to submit the report without a valid subawardee DUNS number. Please go to fedgov.dnb.com/webform or call 866.705.5711 to lookup or request a DUNS record from D&B.	Sub Awardee DUNs does not match what has been reported in USAspending. Check to ensure correct DUNs is being used.
Sub DUNS # must be exactly 9 digits	Sub DUNS # must be exactly 9 digits
Sub Parent DUNS # must be exactly 9 digits	Sub Parent DUNS # must be exactly 9 digits
Sub Amount must contain only numbers and up to 2 decimal places (18 digits plus cents)	Sub Amount must contain only numbers and up to 2 decimal places (18 digits plus cents)
Another awardee has already added this grant to their worklist as prime.	The prime awardee has already reported on this award. If you are the prime awardee you will need to contact FSD Support.