
Grants Management Helpful Hints

Financial Reports

How often do I need to submit a financial report?

Interim financial reports are due *semi-annually*, and the final financial report is due *90 days* after the end of the award period. Grantees designated as *High Risk* or with other *Special Award Conditions* may be required to submit additional reports.

Regardless of the award start date, all interim financial reports are due *October 30* (covering a period of April 1 – September 30) and *April 30* (October 1 – March 31) each year. Reports are due regardless if funds were spent, or how long the award was active within that 6-month reporting period. For example, if your award start date is June 1, you must submit a report by October 30 for the time period of June 1- September 30.

If you are currently submitting the form *SF-270* to receive reimbursements (and not on ASAP.gov), each submission of the SF-270 is considered your financial report and a separate financial report is not required.

How do I submit financial reports?

NOAA requires electronic grant recipients to submit financial reports, *SF-425*, through the Grants Online system. The report is a fillable form within [Grants Online](#) system, and can be submitted anytime within the 30 days after the reporting period (or 90 days after the award ends for the final report).

- 1) Log into Grants Online. The *Authorized Representative*, *Principal Investigator*, *Business/Financial Representative*, or the *Recipient Administrator* can create the financial report. Only the *Authorized Representative* can approve the financial report.
- 2) Select the “*Award*” tab from the navigation panel, located at the top of the webpage.
- 3) Select the “*Search Reports*” link from the left hand menu.
- 4) The “*Search Financial and Project Progress Reports*” page will appear. From this page, there are several report search options available using various search criteria.
- 5) Select the “*Financial Reports*” radio button, and check the box to “*include reports with no Start Date (SF425)*”. Then click the “*Search*” button. This will return all financial reports for all awards to which you have access. To narrow your search you can enter additional data into the query boxes and/or select one of the radio buttons for “*Report Status*”. Use the “*Delinquent and Not Delinquent*” radio button to retrieve reports which still need to be submitted to NOAA.
- 6) The search results will be displayed at the bottom of the page. Notice the status of each report located in the “*Status*” column.
- 7) Locate the report to be viewed or completed and select the report name link from the “*Report*” column.
- 8) The *Federal Financial Report* launch page will be displayed. The title will indicate the type of report (i.e. SF-425 Cash Flow, SF-425 Full Report, SF425A, SF-269, SF-272 and SF272A) and the Award Number. If it is a FINAL report, that will also be indicated in the title. Review the “*Report Header Information*” section verifying the reporting period, report type and the report due date.
- 9) Click on the “*Go to SF-425 Details Page*” link to access the form for data entry.
- 10) Enter all required information. Enter the required information directly into the form. Do not complete the financial report outside of Grants Online.
- 11) Select “*Save*” to capture all data entered and validate the form. If there are no validation issues found, select “*Save and Return to Main*” to start workflow. A review task will be sent to the creator’s inbox for review.

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- 12) Next, you must now review and approve the report that was just created. Select the *“Inbox”* tab on the top, followed by the *“Task”* link on the left hand side.
 - 13) 13) Select the *“View”* link, next to the review task. In the drop down menu, select one of two options: (a) *“Forward SF-425 Report to Agency”* and *“Submit”*. This option will only be seen if you are the *Authorized Representative* or *Financial Representative* with submitting roles.
(b) If you do not have this option, select the option *“Forward SF-425 Report to Authorized Representative”* and click *“Submit”*. Once this is complete, the authorized representative will have to log in, navigate to their *“Inbox”* and *“Tasks”* and forward the report to the Agency. The report is not submitted until it has been sent to the agency.

What if my financial report is late?

Late financial reports can be very problematic. NOAA may begin enforcement actions after reports are *delinquent 15 days* or more stating. *Enforcement actions can include: a suspension of payments, designation as high risk, or additional reporting requirements, and even factor into approval of future awards. Suspension of payments may affect all of the federal NOAA awards that the entity has, not just the award in which the report is due.* Reversal of suspension of payments can take 1 – 2 weeks after the report has been submitted.

If you anticipate a late progress or financial report, please contact your federal program officer (FPO) to advise you of the appropriate action needed to keep your award in good standing.

More information on Financial Reports

Grants Online Help Pages

[Financial Report Grantee Training Manual](#)

Form and Instructions

[SF-425 PDF Form](#) **NOTE: Do not use this form for submission. This is for reference only.**

[SF-425 Form Instructions](#)