

## Five tips for accurate FFATA\* subaward reporting

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### **1. Report new and modified subawards**

When you make a new subaward, or modify an existing subaward, you must report it by the end of the following calendar month.

For example, if you signed a subaward (or a modification to one) on October 15, 2023, you had until November 30, 2023 to report the subaward.

If you make a multi-year subaward, only report it once with the total value for all years of the subaward.

### **2. Update existing reports when you modify subawards**

When you modify a subaward, update the original report with the new information. If you modify the amount, replace the original amount with the new amount.

Keep the original signed date of the award in the report, not the date of the modification.

### **3. Only report new modifications or subawards**

You do not need to report monthly in FSRs. Once you have reported a subaward, do not report it again. If information changes, update the original report.

### **4. Report obligations, not payments**

You do not need to report invoices or payments. Only report how much the subaward promises (the obligation), not individual payments you make to your subawardee. If the total amount of a subaward obligation increases or decreases, update your existing report with the new amount.

### **5. Report each subaward only once**

If you follow the first four tips, each subaward will only appear on one report.

If you copy a previous subaward report to report a new subaward the same

subawardee, make sure to delete or change the original information. Otherwise, you will report the same award twice and have duplicate information displayed on USASpending.

If you currently have the same subaward displaying on more than one report, please contact the Federal Service Desk (which supports FSRS) to ask them to delete the duplicate report from both FSRS and USASpending.

\*The Federal Funding Accountability and Transparency Act (FFATA) is a law passed in 2006, and amended in 2008, designed to increase availability of public federal spending information. FFATA requires prime awardees to report information about eligible subawards. Currently, the FFATA Subaward Reporting System (FSRS) collects the subaward information and sends it to USASpending.gov, the transparency website, for public display. In Spring 2025, SAM.gov will begin collecting this information and FSRS will retire.