Performance Progress Report (PPR)
&
Federal Financial Reports (FFR)
v 4.28
Last Updated: March 4, 2020

- PPR-1 Routing of Progress Report
- FFR-1 Routing of Federal Financial Reports (SF-425)
- FFR-2 Routing of Federal Financial Reports (SF-270)

For a step by step tutorial of this process map, please reference the appropriate section of the following:

Process Map Key

Federal Employee (including GMD)

Grants Online Document

Grantee

Multiple Grants Online Documents

Process Step

Reviewers

Notification

Grants Online Hard Stop Codes

HS = “Vendor and Funding”
HSP = “Vendor and Funding – POST”
HSFP = “Funding Only - POST”
HSV = “Vendor Only”
HSF = “Funding Only”

“Interface” User

VV = Vendor Transaction – Validate
VC = Vendor Transaction - Create
P = Procurement Request Transaction
O = Obligation Transaction
C = Closeout Transaction
SN = SF-270 – Non-ASAP Transaction
SA = SF-270 – ASAP Transaction

Important Note

Continue

Alternate Path
The Research Performance Progress Report (RPPR) follows the same process flow. The only difference is that the RPPR does not allow Optional Reviewers at this time.

*Step 8 - All Auth Reps will get the task to Review Progress Report. Only one needs to act on it to Forward to Agency.
**Routing of Federal Financial Reports (FFR-1)**

**March 4, 2020**

**Version 4.28**

**SF-425**

---

**Financial Reports created By “Submitting” Biz/Fin Rep**

1. Business-Finance Representative, Authorized Representative
2. Search Awards or Search Reports
3. Click on ID of appropriate report and go to details page to fill out form
4. Forward To Authorized Representative
5. Recipient Authorized Representative
7. Forward to Agency or Return for Revisions
8. Assigned Grants Specialist
9. Review Financial Report or return for revisions
10. Forward to Finance Dept for approval (only for a Final report) or Return for Revisions
11. Finance Office

---

*Step 6 - All Auth Reps will get the task to Review Financial Report. Only one needs to act on it to Forward to Agency.

---

NOAA Interim SF-425 reports without recipient remarks are automatically accepted by the system. However, reports with Cash-On-Hand > $5000 require a recipient remark.

---

END
Routing of Federal Financial Reports (FFR-2)

SF-270 – Only available for Non-ASAP for all Bureaus or NOAA Risk Recipient ASAP

1. Business-Finance Representative, Authorized Representative
2. Search Awards or Search Reports
3. Click on ID of appropriate report and go to details page to fill out form
4. Forward To Authorized Representative
5. Recipient Authorized Representative
6. Forward To Agency
7. Assigned Grants Specialist
   - 7a. Forward to Optional Reviewer
   - 7b. EDA Director/Grants Officer
   - 7c. Approve
8. Accept SF-270
9. Finance Office
10. Unapproved Voucher Recorded (async)
11. Finance Office
12. Review SF-270/ Send Funds to Recipient
13. ASAP Authorizer
14. ASAP Authorization
15. Finance Office
16. *ASAP Certification
17. Business-Finance Representative

**Risk Recipient ASAP Only (Need ASAP Authorization Amount)**

EDA Only

Financial Reports created by “Submitting” Biz/Fin Rep can be forwarded directly to the Agency

Non-ASAP Only (Async from APSI)

Post as UnApproved (Controlled by CBS Default Tables)

END