

American Recovery and Reinvestment Act (ARRA) of 2009
NSF Guidance for Common Recipient Reporting Issuesⁱ
Version 2.0 / Last Update: June 13, 2011 (changes are identified in **red**)

Recipient Reporting Data Element	Common Recipient Reporting Issues	Recommended Reporting Solutions and Additional Reporting Guidance
Award Number	<ul style="list-style-type: none"> • Incorrect data reported • Inclusion of division alphabetical prefix code (e.g., IIP-0123456) 	<ul style="list-style-type: none"> • Enter the 7-digit numeric value from the field entitled “Federal Award ID Number” in Research.gov (e.g., 0123456) and do not include the alphabetical prefix.
Recipient DUNS Number/Recipient Congressional District	<ul style="list-style-type: none"> • Incorrect data reported 	<ul style="list-style-type: none"> • Review Research.gov to obtain correct information. • Update Institutional data via FastLane.nsf.gov if the information listed in Research.gov is not accurate.
Final Reporting	<ul style="list-style-type: none"> • Not entering a “Y” in the “Final Report” field to denote that the submitted report is a final report, and there will be no further quarterly reports submitted for an award • Lack of explanation in the “Quarterly Activities/Project Description for Prime and Sub-recipients” field to note why the amounts in the “Total Federal Amount of ARRA Expenditure” and the “Award Amount” fields are not equal • The “Project Status” field is not marked as “Fully Complete” 	<ul style="list-style-type: none"> • Ensure that a “Y” has been entered in the “Final Report” field if the submission is the final report for an award. • Verify the accuracy of amounts entered in the “Award Amount,” “Total Federal Amount of ARRA Expenditure,” and “Total Federal Amount of ARRA Funds Received/Invoiced” fields. <ul style="list-style-type: none"> ○ The “Total Federal Amount of ARRA Funds Received/Invoiced” should not exceed the “Total Federal Amount of ARRA Expenditure.” ○ If funds will be fully expended, all three amounts should be equal. • If all awarded funds will not be fully expended, provide a clear explanation in the “Quarterly Activities/Project Description for Prime and Sub-recipients” field detailing why the final amount in the “Total Federal Amount of ARRA Expenditure” field does not equal the amount in the “Award Amount” field and confirm that no more funds will be expended by the prime recipient for the award. • Mark the “Project Status” field as fully complete by selecting “Fully Complete” from the drop-down menu. • Ensure that the “Total Federal Amount of ARRA Expenditure” amount is either equal to or greater than the Total Federal Amount of ARRA Funds Received/Invoiced.”
Amount of Award	<ul style="list-style-type: none"> • Incorrect data reported <ul style="list-style-type: none"> ○ This field is checked against the Award Amount listed in Research.gov in the field entitled “Funds Obligated to Date” • Inclusion of non-ARRA funded amounts 	<ul style="list-style-type: none"> • Enter the value from the field entitled “Funds Obligated to Date” in Research.gov. • For a Cooperative Agreement, enter only the total ARRA funding amount specified in the Award Notice(s). • Any non-ARRA supplemental funding should not be included in award amount totals when completing the ARRA quarterly reports.

<p>Total Federal Amount of ARRA Expenditure</p>	<ul style="list-style-type: none"> • Incorrect data reported <ul style="list-style-type: none"> ○ This field is checked to see if (1) expenditures are greater than the award amount, (2) the reported field is blank, and (3) the expenditures reported on ARRA quarterly report match expenditures reported on the Federal Financial Report (FFR). • Inclusion of non-ARRA funded expenditures 	<ul style="list-style-type: none"> • Report only ARRA-funded expenditures. • Any non-ARRA supplemental funding should not be included in the expenditure totals when completing the ARRA quarterly reports.
<p>Number of Jobs</p>	<ul style="list-style-type: none"> • Incorrect data reported • Inclusion of non-ARRA funded positions • Miscalculation of Graduate Research Fellowship Program and training grant positions 	<ul style="list-style-type: none"> • Report only jobs in which the wages or salaries are either paid for, or at some point in time reimbursed, with ARRA funding. • Report the combined number of jobs that are funded by ARRA funds by the prime recipient, subawards, and vendors on a quarterly basis. • Ensure the best available data for the reporting quarter by updating the quarterly report during the Continuous Correction period to revise or adjust for any job estimates that were included during the report submission period. Only report jobs that were funded during the reporting quarter. <p><u>Specific Guidance for Graduate Research Fellowship Program, Scholarship, and Training Grants</u></p> <ul style="list-style-type: none"> • Individual fellows or trainees may not be considered employees by the awardee; however, these individuals should be reported as a job created or retained. Each fellow or trainee funded by the ARRA funds would count as one job created or retained. • For those recipients with a Graduate Research Fellowship Program (GRFP) award, please enter the value of the total award amount divided by \$121,500. • Individuals included in the Participant Support cost category should not be counted as a job created or retained on the prime recipient's ARRA quarterly report.

Narrative Description Fields

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Award Description	<ul style="list-style-type: none"> Recipient did not provide a response Reported data was substantially different in scope than the abstract listed in Research.gov (e.g., highly abridged or abbreviated descriptions) Reported data was unclear or overly general, (e.g., entering only “Major Research Instrumentation (MRI) Program” or “equipment award” is insufficient) 	<ul style="list-style-type: none"> Enter the value from the field entitled “Abstract at Time of Award” in Research.gov. If the abstract shown in Research.gov is longer than the space allotted, enter as much text as the space will permit and end with the statement, “The complete abstract for this award is available in Research.gov.” Recipients should not use proposal project summaries or project summaries written in highly technical terms for this data field. A summary of the abstract information is permitted, provided that it adequately captures the purpose and scope of the award. However, recipients are strongly encouraged to enter the value from the field entitled “Abstract at Time of Award” in Research.gov. Please note that award abstracts are not available for GRFP awards, and recipients must compose the award descriptions for these awards. Enter clear and specific information. Unclear or overly general award descriptions are considered material omissions if the reported narrative would mislead the public or fail to provide sufficient information to discern the award’s purpose and activities.
Quarterly Activities/Project Description for Prime and Sub-recipients	<ul style="list-style-type: none"> Recipient did not provide a response Recipient entered “N/A” Recipient entered “See Award Description” or “See Award Abstract” Reported progress is inconsistent with expected results Recipient entered individuals’ names (e.g., John Doe) <p>For Final Reports Only—</p> <ul style="list-style-type: none"> Recipient did not provide a description explaining why the final amount in the “Total Federal Amount of ARRA Expenditure” field does not equal the amount in the “Award Amount” field, and did not confirm that no more funds will 	<ul style="list-style-type: none"> Provide a clear, detailed summary of project activities for the quarter, including a description of the project’s activities, such as the personnel in place, the research underway, and the equipment purchased/installed. However, this is not to be considered a quarterly scientific or technical project report. Furthermore, unclear or overly general quarterly activities descriptions are considered material omissions if the reported narrative would mislead the public or fail to provide sufficient information to discern the award’s activities for the quarter. N/A is not an acceptable response, but “no activities to report for the quarter” would be a valid response, if there were in fact no quarterly activities for the award. “See Award Description” and “See Award Abstract” are not acceptable responses. Use general personnel descriptions such as professor or post-doctoral fellow, rather than individuals’ names. <p>For Final Reports Only—</p> <ul style="list-style-type: none"> Provide a clear explanation in the “Quarterly Activities/Project Description for Prime and Sub-recipients” field detailing why the final amount in the “Total

	be expended by the prime recipient for the award	Federal Amount of ARRA Expenditure” field does not equal the amount in the “Award Amount” field, and confirm that no more funds will be expended by the prime recipient for the award.
Project Name or Project/Program Title	<ul style="list-style-type: none"> Recipient did not provide a response Reported title is substantially different than that listed in Research.gov (e.g., different in scope, highly truncated, or abbreviated) 	<ul style="list-style-type: none"> Enter the value from the field entitled, “Award Title or Description” in Research.gov. Do not use undefined acronyms. Unclear or overly general project names are considered material omissions if the reported text would mislead the public or fail to provide sufficient information.
Description of Jobs Created/Retained	<ul style="list-style-type: none"> Recipient did not provide a response Recipient entered “N/A” Reported description inconsistent with the stage of the project or the project scope Recipient entered individuals’ names (e.g., John Doe) 	<ul style="list-style-type: none"> Enter information pertaining to the personnel categories and numbers of personnel as identified in the approved budget (e.g., professor, post-doctoral fellow, graduate research assistant, and undergraduate student), and do not use individuals’ names. Participants (e.g., conference attendees, test subjects, or study participants), would not be reported in this field, but GRFP award recipients are to be reported in this field. Enter “No jobs were created or retained” if no jobs have been created or retained during the reporting quarter, including for equipment awards. N/A is not an acceptable response.

Note: Access your specific award information in Research.gov by selecting Research Spending and Results Detail and then entering the “Awardee, Title, Abstract, and Federal Award ID Number” into the “Awardee or Award Information” field.

Resources

FederalReporting.gov

Research.gov

NSF Recovery Act Recipient Information

Please direct any ARRA-related reporting questions to the NSF ARRA Recipient Reporting Team at NSFARRAReviewer@nsf.gov.

ⁱ The NSF Guidance for Common Recipient Reporting Issues is abbreviated guidance. Full NSF guidance concerning the ARRA quarterly reports can be found at http://www.nsf.gov/publications/pub_summ.jsp?ods_key=arradatamodel