FFATA REPORTING JOB AID

FSRS.gov contains functionality to allow a user to easily identify all awards under their DUNS number that may require the filing of a FFATA report.

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After logging in, you will see the home screen as shown above. Click on "Worklist" above the arrow in the illustration above. DO NOT CLICK ON "ADD AWARD TO WORKLIST" AS THIS FEATURE WILL NOT WORK.

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You will be brought to a listing of all awards made to your DUNS number. Select the awards you'd like to move to your worklist by clicking the grey "Add to Worklist" button.

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You will be brought to the screen showing your worklist. You will see that the selected awards have been added to your worklist to allow you to prepare and file your FFATA reports.