

Line Item Instructions for Page 1 of the Federal Financial Report

FFR Box Number	Reporting Item	Instructions
Cover Information		
1.	Federal Agency and Organizational Element to Which Report is Submitted	Enter name of the Federal funding agency to which report is submitted.
2.	Federal Grant or Other Identifying Number Assigned by Federal Agency	Enter grant number assigned to recipient by the Federal funding agency. For multiple grants, report this information on page 2 and indicate reference to page 2 in this box. <i>Do not complete this line if reporting for multiple awards.</i>
3.	Recipient Organization (Name and complete address including Zip Code)	Enter name and address of recipient organization.
4.	Universal Identifier Number	Enter the recipient organization's Universal Identifier Number.
5.	Recipient Account Number or Identifying Number	Enter account number or any other identifying number used by the recipient. For recipient use only; not required by the Federal funding agency. For multiple grants, report this information on page 2 and indicate reference to page 2 in this box. <i>Do not complete this line if reporting for multiple awards.</i>
6.	Final Report (Yes/No)	Mark appropriate box. Check "yes" only if this is the final report for the grant. <i>Do not complete this line if reporting for multiple awards.</i>
7.	Basis of Accounting (Cash/Accrual)	Mark appropriate box.
8.	Funding/Grant Period, From: (Month, Day, Year)	Enter the beginning and ending dates of the current funding period. NOTE: If this is a multi-year program, the Federal agency may require cumulative reporting through consecutive funding periods. In that case, enter the beginning and ending dates of the grant period, and in the rest of these instructions, substitute the term "grant period" for "funding period". <i>Do not complete this line if reporting for multiple awards.</i>
	Funding/Grant Period ,To: (Month, Day, Year)	See above
9.	Period Covered by this Report, From: (Month, Day, Year)	Enter beginning and ending dates of the current period (amounts to be reported in column II of line item 10) of this report.
	Period Covered by this Report, To: (Month, Day, Year)	See above
10.	Transactions	The purpose of columns I, II, and III is to show the effect of this reporting period's transactions on cumulative financial status. The amounts entered in column I will normally be the same as those in column III of the previous report in the same funding period. If this is the first report of the funding period, leave the column I blank. The amounts entered in column II will be for the period indicated in line item 9. The amounts included in column III are the sum of columns I and II. If this is the only report of the funding period, enter amounts in column III and leave columns I and II blank. If you