



## Grantee Report Submissions

Grantees are required to submit financial, performance, and other reports to comply with Federal regulations and statutory requirements to ensure compliance with administrative, financial, and programmatic requirements of a federal award.

## Types of Grant Reporting

Reporting requirements vary by award based on the authorizing statute and the agency/office implementing the grant program as well as general grant-related statutory requirements and Federal regulations.

## Anticipating Grant Reporting

Grantees are expected to report on financial expenditures and activities/progress over the life of the award. The solicitation will outline reporting expectations.

## Types of Submitted Reports

At a minimum, grantees submit Federal Financial Reports (FFR) and Performance Reports (PR).

- The assigned Financial Manager will submit the FFRs quarterly, based on the performance period start date.
- PRs are completed and submitted by the assigned Grant Award Administrator. These may include performance measures as well as a project status narrative, as determined by the grant funder.



## Viewing a Completed Question Set in a Completed PR

The grantee can review the questions and answers provided in a question set once a PR has been submitted. All PRs are located in the Performance Management section of the funded award. A link to the question set opens a read-only page containing the questions and answers submitted with the report.

### Key Terms

**Performance Period:** The time during the life of the award which the grantee is expected to complete all activities specified within the award, as well as receive and spend any approved funds.

**Reporting Period:** The time when the grantee must report on any activities or progress relating to the award, as well as any funds that are spent. For example, an award that reports semi-annually will have two reporting periods for each year of the award.

**Question Set:** A question set is included in a performance report at the discretion of the grantor/program office. A question set is often related to program-specific performance metrics used to collect project status data across awards. However, not all performance reports have question sets. When a question set is associated with a performance report, responses are required. For questions about how to respond to items within a question set, contact the assigned grant manager.

# Grant Reporting Tips

ENTITY USERS



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

## How to Create a Report in Just Grants



Awards are made to the Grantee.



The Grantee accepts the award.



Funds are added to the ASAP account.



Reports are populated in the funded award and will appear in a user's My Worklist once the previous steps are complete.

**NOTE:** Depending on when the report is created, a user may see a notice about delinquent reports. As soon as the reports are submitted, the notice will disappear.

## Resources

For more information regarding due dates and step-by-step processes for submitting FFRs and PRs, refer to the following training materials:

- [Financial Reporting](#)
- [Performance Reporting](#)