



May 6, 2010

Kim M. Garrison  
Director, Post Award Financial Administration  
University of Pennsylvania  
Research Services Division of Finance  
P221 Franklin Bldg.  
3451 Walnut Street  
Philadelphia, PA 19104-6270

Dear Ms. Garrison:

Thank you for agreeing to participate in NIH's electronic Federal Financial Report (eFFR) implementation pilot. The FFR (SF425) replaces the Federal Cash Transactions Report (SF 272) and the Financial Status Report (FSR SF269 or SF269A). The Cash Transaction Data has been submitted through PMS since January 2010. PMS will continue to capture the cash transaction data. The expenditure data previously submitted on an FSR will be submitted using the FFR through a new feature being developed in the eRA Commons.

The purpose of this communication is to provide formal permission from the NIH for your organization to delay processing Financial Status Reports (FSRs) that are due in May and June 2010. Instead, you will be expected to submit expenditure data using the new eFFR feature scheduled to be released in the eRA Commons on July 23, 2010.

To access the pilot module, you will go to the eFSR system in the eRA Commons module. The system will recognize that your institution is a participant in the pilot and automatically redirect you to the eFFR pilot module. (If this fails to occur, please contact the FFR mailbox or one of the OPERA points of contact below.)

The FFR expenditure data is identical to the current cumulative total FSR expenditure data. The eFFR pilot module will prepopulate/autocalculate the same fields as the eFSR module currently prepopulates/autocalculates.

NIH will implement use of the FFR by retaining a reporting period of the FFR that coincides with the budget period of a particular project. Due dates of these reports will change from the existing business process for annual FFRs:

- **Annual FFRs:** The due date for annual FFRs will be 90 days after the end of the calendar quarter in which the budget period ends. For the purposes of the pilot, you will be submitting FFRs for awards with budget end dates between January 31 and June 30, 2010. FFRs for budget end dates between January 31 and March 31 would normally be due June 29, 2010; however, the FFR due date will be delayed until August 29, 2010 to allow for submission of the FFR through the eFFR pilot system, which will not be released until July. FFRs for budget end dates between April 30 and June 30 will be due September 29, 2010. The enclosed chart displays this schedule.
- **Final FFRs:** The due date for final FFRs will continue to be due 90 days after the project period end date.

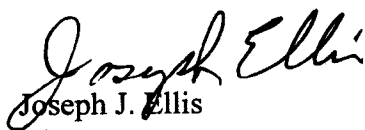
Remember that this is a production pilot, involving official data and live databases. There will be no test data or test database available.

We will provide Grants Management Officers at the NIH Institutes and Centers with the identity of your organization, and you will not be penalized for submitting late FFRs. There will be a brief presentation of the pilot eFFR module at the Commons Working Group meeting on Friday, May 14 in Washington, D.C.

Your OPERA points of contact for the eFFR pilot are Emily Linde (301-594-4493), and Carol Wigglesworth (301-435-0931). All emails concerning the pilot should be directed to a central mailbox, [FFRPilot@mail.nih.gov](mailto:FFRPilot@mail.nih.gov), which will be managed by Emily and Carol.

We look forward to working with you and to your valuable feedback.

Sincerely,



Joseph J. Ellis

Director

Office of Policy for Extramural Research Administration

Office of Extramural Research, OD

National Institutes of Health, DHHS

Enclosure