Any NSF recipient of higher education that receives a new award or a funding amendment on an existing award on or after May 20, 2024, is required to submit a Foreign Financial Disclosure Report (FFDR). The FFDR must be submitted to NSF regardless of whether your organization receives financial support from a foreign country of concern. For more details, see Foreign Financial Disclosure Report (PAPPG).

The submission window to report foreign support from countries of concern (see PAPPG Chapter VII.D.3 for additional information) received between July 1, 2023, and June 30, 2024, opens on July 1, 2024. While the PAPPG and Award Terms and Conditions stipulate that the FFDR is due on July 31, 2024, NSF is providing a one-time grace period for the initial report until September 3, 2024, at 5:00 p.m. (based on the submitting organization’s local time).

Foreign Financial Disclosure Report (FFDR) Preparer Role

- FFDR must be prepared and submitted in Research.gov by an individual with an FFDR Preparer role.
- NSF has assigned the FFDR Preparer role to all individuals with the Authorized Organizational Representative (AOR) role effective May 20, 2024. Organizational Administrators can add or remove the FFDR Preparer role for individuals within their organization as appropriate.

Preparing a Foreign Financial Disclosure Report in Research.gov


Two ways to access:

- FFDR Preparer can use the Foreign Financial Disclosure Report (FFDR) page link included in the FFDR system-generated emails from NSF and sign into Research.gov. See appendix for example emails.
- FFDR Preparer can sign into Research.gov and then click the Foreign Financial Disclosure Report (FFDR) link under "Manage Financials" on the Research.gov homepage.

View of Research.gov Homepage (after sign-in)

Users without the FFDR Preparer role will see the link; however, it will have a lock icon and can only be accessed by users with the FFDR Preparer role.
2. FFDR Preparer clicks the Create Report button on the FFDR landing page to initiate a report.

- If the Create Report button is disabled, it means that a report has already been created for the Institution of Higher Education (IHE). All FFDR Preparers from the same organization can view and modify the same report.

- Only one report can be created in Research.gov for each IHE registered in the System for Award Management (SAM) and issued a Unique Entity Identifier (UEI).

- Foreign Financial Disclosure Report(s) table will display all submitted and in-progress FFDR annual reports.

3. FFDR Preparers navigated to the report main page to prepare a negative or a positive report.
How to Prepare and Submit a Foreign Financial Disclosure Report (FFDR)

• Top section of report main page displays important details. Any user with the FFDR Preparer role and associated with the submitting organization can access, edit, or submit the report.

  ▪ **Organization Details:** Name and address of IHE from SAM (Note: National Science Foundation is being used as the example IHE in this how-to guide for demonstration purposes only.)
  ▪ **Created By:** Name of FFDR Preparer who created the FFDR
  ▪ **Last Updated By:** Name of FFDR Preparer who last updated the FFDR
  ▪ **Due Date:** While the PAPPG Award Terms and Conditions stipulate that the FFDR is due on July 31, 2024, NSF is providing a one-time grace period for the initial report until September 3, 2024, at 5:00 p.m. (based on the submitting organization’s local time) to submit the report.

• Report Actions:
  ▪ **Check Error(s) and Warning(s):** Automated compliance checks will be run, and a page will be generated to display any compliance validation errors or warnings triggered by the FFDR.
  ▪ **Delete Report:** This button will only display on the FFDR main page prior to submitting the report to NSF. Once a report is submitted in Research.gov, the FFDR Preparer will not be able to delete the report. Reports also cannot be withdrawn after submission to NSF.

**4 FFDR Preparers prepare and submit either a negative or positive report (follow the relevant instructions below).**

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**Preparing and Submitting a Negative Report**

FFDR Preparers can prepare and submit a negative report by following four short, easy steps:

A. Select “No” for **Foreign Source Ownership and Control for Question 1** if the IHE, or any part thereof, is not owned or substantially controlled by a foreign source.

B. Select “No” for **Foreign Source Gifts and Contracts for Question 2** if the IHE does not have Foreign Source Gifts and Contracts from a foreign source based in a country of concern with a cumulative value of $50,000 or more per source during the reporting period.

C. Click the **Submit Report button**.

D. Certify and click the **Sign and Submit button**.

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Version 1.0 (May 2024)
Preparing and Submitting a **Negative** Report (cont’d)
Preparing and Submitting a **Positive Report**

FFDR Preparers complete the Foreign Source Ownership and Control section.

A. Select “Yes” for **Foreign Source Ownership and Control for Question 1** if the IHE, or any part thereof, is owned or substantially controlled by a foreign source. Then enter the foreign source information by clicking the Foreign Source Ownership and Control link in the Required Section table.

Select “No” for **Foreign Source Ownership and Control for Question 1** if the IHE, or any part thereof, is not owned or substantially controlled by a foreign source and proceed to the Foreign Source Gifts and Contracts section.

- Additional foreign sources can be entered by clicking the Add Another Foreign Source button. The button is disabled until the foreign source information being worked on is completed and saved.
- Foreign Sources can be edited and deleted.
- Use the Return to Report Main Page button to continue working on the positive disclosure.
Preparing and Submitting a **Positive** Report (cont’d)

FFDR Preparers complete the Foreign Source Gifts and Contracts section.

B. Select “Yes” for **Foreign Source Gifts and Contracts for Question 2** if the IHE has Foreign Source Gifts and Contracts from a foreign source based in a country of concern with a cumulative value of $50,000 or more per source during the reporting period. Then enter foreign source information by clicking the Add Foreign Organization button.

Select “No” for **Foreign Source Gifts and Contracts for Question 2** if the IHE does not have Foreign Source Gifts and Contracts from a foreign source based in a country of concern with a cumulative value of $50,000 or more per source during the reporting period.

- Additional foreign organizations can be added by clicking the Add Foreign Organization button.
- Click the Save button to continue working on the positive report.
Preparing and Submitting a **Positive** Report (cont’d)

FFDR Preparers add all gifts and contracts with a cumulative value of $50,000 or more per source received during the reporting period.

C. Click the Question 2 Manage Gifts or Contracts link in the Foreign Source Gifts and Contracts Foreign Organizations table to add gifts and contracts from each foreign organization.
Preparing and Submitting a Positive Report (cont’d)

FFDR Preparers add gift(s) on the Gift Details screen.

D. Use the Add Gift button to report gifts for Question 2. There are ~ 20 questions that must be answered on the Gift Details screen when reporting a gift. Depending on answers provided for certain questions, additional information must be entered.

- After entering the gift details, click the Save Gift button.
- Research.gov will run the automated compliance validation checks, and any error or warning messages will display at the top of the Gift Details screen. The report can be saved, but any identified errors must be corrected in order to submit the report.
- After saving the gift details, the FFDR Preparer can add another gift, delete the gift, or return to the Gifts and Contracts screen.
How to Prepare and Submit a Foreign Financial Disclosure Report (FFDR)

Preparing and Submitting a Positive Report (cont’d)

FFDR Preparers add contract(s) on the Contract Details screen.

E. Use the Add Contract button to report contracts for Question 2. There are ~ 18 questions that must be answered on the Contract Details screen when reporting a contract. Depending on answers provided for certain questions, additional information must be entered.

- After entering the contract details, click the Save Contract button.
- Research.gov will run the automated compliance validation checks, and any error or warning messages will display at the top of the Contract Details screen. The report can be saved, but any identified errors must be corrected in order to submit the report.
- After saving the contract details, the FFDR Preparer can add another contract, delete the contract, or return to the Gifts and Contracts screen.
Preparing and Submitting a Positive Report (cont’d)

FFDR Preparers review the Gifts and Contracts table to ensure all required gifts and contracts have been added.

F. Saved gifts and contracts will display in the Gifts and Contracts table. Compliance status for each gift and contract is also shown. (If returning to an in-progress report, navigate to this table by clicking the Manage Gifts or Contracts link in the Actions column of the Foreign Organizations table at the bottom of the report main page.)

- Listed gifts and contracts may be edited or deleted using the links in the Actions column.
- Additional gifts and contracts can be added by using the Add Gift and Add Contract buttons.
- Once all gifts and contracts have been added, click the Return to Report Main Page button to submit the report.

FFDR Preparers submit the report.

G. Click the Submit Report button to initiate the report submission process.

- FFDR Preparer reviews the report information and then clicks the Next button to proceed.
- FFDR Preparer certifies and then clicks the Sign and Submit button.
- Note that submitted reports can be edited in Research.gov after submission and then resubmitted until the report due date.
How to Prepare and Submit a Foreign Financial Disclosure Report (FFDR)

Preparing and Submitting a Positive Report (cont’d)

Submit 2024 Foreign Financial Disclosure Report

Review Report Information

Organization Information

Organization
National Science Foundation

Unique Entity Identifier (UEI)
GGF7X5B4JL6

Submitting Foreign Financial Disclosure Report Preparer
Ahlan OS Ajmanan

Address
2415 EISENHOWER AVE
ALEXANDRIA, VA 22314-4684
US

Report Information

Foreign Source Ownership and Control Organizations

Program Changes

Test

Foreign Source Gifts and Contracts Organizations

Cumulative Total

Test

$00000

Submit 2024 Foreign Financial Disclosure Report

Certify and Submit

* Required

Foreign Source Disclosure Report Certification(s)

I certify that, in accordance with Section 10339B, Foreign Financial Disclosure Report, of the CHIPSPA and Science Act of 2012, (42 U.S.C. § 19040), the organization is hereinafter reporting all “current financial support, the value of which is $50,000 or more, including gifts and contracts, received directly or indirectly from a foreign source associated with a foreign country of concern,” as defined in the FARPPA introduction, Section 2. Misreporting and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

☐ I have read and agree to the certifications listed above

By clicking the ‘Sign and Submit’ button you are electronically signing, as well as, submitting your report(s).
How to Prepare and Submit a Foreign Financial Disclosure Report (FFDR)

5 FFDR Preparers view submitted report listing in Foreign Financial Disclosure Report(s) table.

- FFDR Preparers can edit or view the report using the Edit Report or View Report links in the Actions column for the specified report.
- FFDR table will display all submitted and in-progress annual reports.

Helpful Resources

- Proposal & Award Policies & Procedures Guide Chapter VII.D.3
- Help within the Foreign Financial Disclosure Report System: Inline help features such as tooltips and links to relevant PAPPG sections are included throughout the system.

Contacts for Questions

- For NSF technical questions or immediate assistance, please contact the NSF IT Service Desk 7:00 AM – 9:00 PM Eastern Time, Monday through Friday (except for federal holidays):
  - Email the NSF IT Service Desk at rgov@nsf.gov
  - Call the NSF IT Service Desk at 1 (800) 381-1532
- For FFDR non-technical questions, please contact the Office of the Chief of Research Security Strategy and Policy at FFDR@nsf.gov
- Policy-related questions should be directed to policy@nsf.gov
Appendix: FFDR
System-generated Email Examples
Initial Notification Email – July 1st distribution


Each "recipient institution of higher education" must annually report all "current financial support" associated with a foreign country of concern (i.e., People’s Republic of China, Islamic Republic of Iran, Democratic Republic of Korea, or Russian Federation). Negative reports are also required to be submitted. For more details, see Foreign Financial Disclosure Report (FFDR).

While the PAPPG and Award Terms and Conditions stipulate that the Foreign Financial Disclosure Report (FFDR) is due on July 31, 2024, NSF is providing a one-time grace period for the initial report until September 3, 2024 at 5:00 p.m. (based on the submitting organization’s local time).

Organization: National Science Foundation
SAM Legal Business Name: NATIONAL SCIENCE FOUNDATION
Unique Entity Identifier (UEI): XXXXXXX123456
Reporting Period: July 1, 2023 - June 30, 2024

The report for this organization must be completed by an individual with a Foreign Financial Disclosure Report (FFDR) Preparer role in Research.gov. All Authorized Organizational Representatives (AORs) have this role by default, but may request the role be reassigned to another individual (see instructions below).

Access the report
Complete your report on the Foreign Financial Disclosure Report page (sign-in required)

Reassign Foreign Financial Disclosure Report (FFDR) Preparer Role
1) Sign into Research.gov
2) Select 'My Profile,' then 'My Roles,' then 'See Org Contacts' for a listing of Organizational Administrators
3) Contact an administrator directly for assistance

Need Help?
You can find helpful Research.gov information by selecting Help in the top right-hand corner of Research.gov.
For additional assistance, please contact the IT Service Desk at 1 (800) 381-1532 or rsoy@nsf.gov.
Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.

Reminder Email – July 24th distribution


REMEMBER:
Each "recipient institution of higher education" must annually report all "current financial support" associated with a foreign country of concern (i.e., People’s Republic of China, Islamic Republic of Iran, Democratic Republic of Korea, or Russian Federation). Negative reports are also required to be submitted. For more details, see Foreign Financial Disclosure Report (FFDR).

While the PAPPG and Award Terms and Conditions stipulate that the Foreign Financial Disclosure Report (FFDR) is due on July 31, 2024, NSF is providing a one-time grace period for the initial report until September 3, 2024 at 5:00 p.m. (based on the submitting organization’s local time).

Organization: National Science Foundation
SAM Legal Business Name: NATIONAL SCIENCE FOUNDATION
Unique Entity Identifier (UEI): XXXXXXX123456
Reporting Period: July 1, 2023 - June 30, 2024

The report for this organization must be completed by an individual with a Foreign Financial Disclosure Report (FFDR) Preparer role in Research.gov. All Authorized Organizational Representatives (AORs) have this role by default, but may request the role be reassigned to another individual (see instructions below).

Access the report
Complete your report on the Foreign Financial Disclosure Report page (sign-in required)

Reassign Foreign Financial Disclosure Report (FFDR) Preparer Role
1) Sign into Research.gov
2) Select 'My Profile,' then 'View My Roles,' then 'See Org Contacts' for a listing of Organizational Administrators
3) Contact an administrator directly for assistance

Need Help?
You can find helpful Research.gov information by selecting Help in the top right-hand corner of Research.gov.
For additional assistance, please contact the IT Service Desk at 1 (800) 381-1532 or rsoy@nsf.gov.
Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.
Extension Reminder Email – August 1st, August 14th, and August 28th
distribution during initial report grace period


EXTENSION REMINDER: The following organization should submit the Foreign Financial Disclosure Report (FFDR) to NSF by September 3, 2024 at 5:00 p.m. (based on the submitting organization’s local time). After this date, creating, editing, or submitting a report will require you to contact the Office of the Chief of Research Security Strategy and Policy (OCRSSP) for assistance. For more details, see Foreign Financial Disclosure Report (FFDR).

The submission deadline for the Foreign Financial Disclosure Report (FFDR) has been exceeded by the following organization:

Organization: National Science Foundation
SAM Legal Business Name: NATIONAL SCIENCE FOUNDATION
Unique Entity Identifier (UEI): 000004129456
Reporting Period: July 1, 2023 - June 30, 2024

Only one report is required per organization. Please coordinate with administrators in your organization to ensure information is accurate and submission occurs by the new deadline.

Access the report
Complete your report on the Foreign Financial Disclosure Report page (sign-in required)

Rescan Foreign Financial Disclosure Report (FFDR) Preparer Role
1) Sign into Research.gov
2) Select ‘My Profile,’ then ‘View My Roles,’ then ‘See Org Contact(s)’ for a listing of Organizational Administrators
3) Contact an administrator directly for assistance

Need Help?
You can find helpful Research.gov information by selecting Help in the top right-hand corner of Research.gov.
For additional assistance, please contact the IT Service Desk at 1 (800) 381-1532 or rgov@nsf.gov.
Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.

Submission Confirmation Email

Subject: NSF - Submitted: 2024 Foreign Financial Disclosure Report (FFDR)

The Foreign Financial Disclosure Report (FFDR) for NATIONAL SCIENCE FOUNDATION has been submitted to NSF. You may edit the report and resubmit to NSF until September 3, 2024 at 5:00 p.m. (based on the submitting organization’s local time).

Submitted By: Jane Doe
Submitted On: 05/14/2024 4:34 PM EDT
Reporting Period: July 1, 2023 - June 30, 2024

The report can be accessed from your listing of Foreign Financial Disclosure Reports within Research.gov. If needed, you may request an amendment to the report within the FFDR system.

Access the report
Complete your report on the Foreign Financial Disclosure Report page (sign-in required)

Need Help?
You can find helpful Research.gov information by selecting Help in the top right-hand corner of Research.gov.
For additional assistance, please contact the IT Service Desk at 1 (800) 381-1532 or rgov@nsf.gov.
Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.