



# ezFedGrants Repayment Request Submission

## Job Aid



### Before You Begin

This document explains how recipients create and submit repayment requests in ezFedGrants.

*This document **does not** explain how to submit payment; it only explains how to complete the repayment request form (which documents the amount and reason for repayment). You must contact the relevant agency for instructions on the actual repayment of funds.*

Furthermore, not all agencies accept repayment request forms through ezFedGrants. Please contact the appropriate agency prior to completing this procedure.

### Key Terms

- **Repayment Request:** A type of claim in which a Federal funding recipient returns funds to an agency. These funds may have been overpaid reimbursements, unused advance payments, or prohibited/unjustified expenses.

### You Will Need

- An eAuthentication Verified Identity Account
- The Grants Processor or Grants Administrative Officer (GAO) role in the ezFedGrants External Portal
- An agreement that qualifies for repayment (payment previously disbursed for at least one advance payment or reimbursement claim under that agreement)
- Grantor Claim IDs for claims associated with the repayment request (these can be found in the **Claim Overview** section of the **Agreement** screen)

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#### Data Note

The screenshots provided with these instructions are a representative sample for the purpose of training, which contain sample data and may not depict the entire screen.

In addition, these instructions focus on the **minimum system requirements** for the above-described procedure(s). You may need to complete additional fields or provide additional information not specifically described in this document.



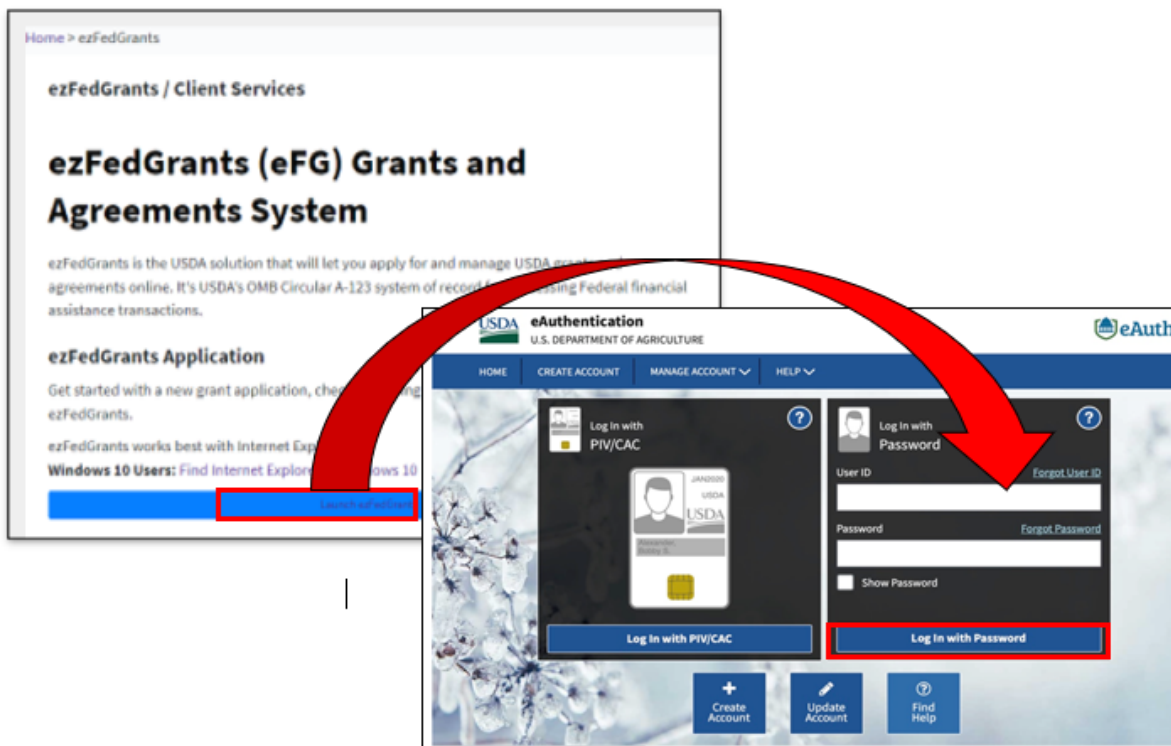
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#### Getting Started

Launch the ezFedGrants External Portal (from the OCFO ezFedGrants website) and log in with your eAuthentication Verified Identity Account.



For questions regarding ezFedGrants access, including logging-in and eAuthentication, please review the ezFedGrants FAQs.

#### Create a Repayment Request

To prepare a repayment request in ezFedGrants, you must complete the repayment request form, designate a Certifying Official (who will review and sign the repayment request), and upload any supporting attachments.

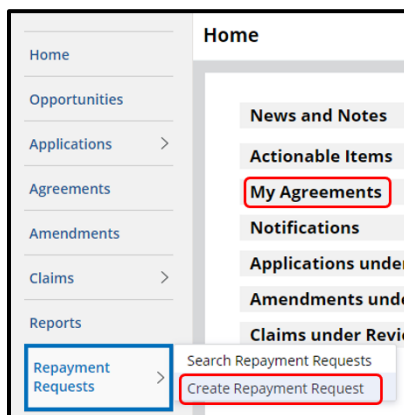
##### Start New Repayment Request

1. From the **ezFedGrants External Portal Home** screen, click the **Repayment Request** tile on the navigation menu, and then click the **Create Repayment Request** link on the dropdown menu.

**Note:** You can also select **Create Repayment Request** from the **I want to** menu in the **My Agreements** section of the **Home** page (skip steps 2 and 3 below if you use this method).



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- The **Search Agreements** screen will open. Locate the agreement relevant to the repayment by completing at least one **Search Criteria** field and clicking the **Search** button.

**Note:** This search will only show agreements that are awarded to your organization *and* have at least one *paid* advance payment or reimbursement claim. If payment has not been disbursed (i.e. draft, submitted, or approved status), then the claim is not considered “paid” for the purposes of repayment.

Unlike reimbursement and advance payment claims, which can only be processed one at a time, multiple repayment requests can be in-progress simultaneously.

**Search Agreements** Close

**Search Criteria**

FAIN

Project Title

Period of Performance Start Date

Recipient Contact Name

M/d/yyyy

M/d/yyyy

N/A

Period of Performance End Date

Status

M/d/yyyy

M/d/yyyy

Awarded

Search

Clear

- Locate the relevant agreement in the **Search Results** table and click the **Create Repayment Request** link to open the **Create Repayment Request** screen.

**Note:** If the **Create Repayment Request** link is missing, this means the awarding agency for that agreement does not accept repayment request forms through the ezFedGrants External Portal. In this case, please contact an agency representative for alternate submission instructions.

| Search Results                   |         |                                      |                        |                        |                      |                            |  |
|----------------------------------|---------|--------------------------------------|------------------------|------------------------|----------------------|----------------------------|--|
|                                  |         |                                      |                        |                        |                      |                            |  |
| FAIN                             | Status  | Project Title                        | Recipient Contact Name | Performance Start Date | Performance End Date | Total Federal Award Amount | Actions                                  |
| <a href="#">NR18NRCSCENTG008</a> | Awarded | testoppforapps                       | Sig Off                | 10/16/18               | 10/18/40             | \$10,000.00                | <a href="#">Create Repayment Request</a> |
| <a href="#">NR18NRCSCENTG006</a> | Awarded | Test ASAP                            | TEST GAO               | 9/28/18                | 12/31/99             | \$200.00                   | <a href="#">Create Repayment Request</a> |
| <a href="#">NR18NRCSCENTC001</a> | Awarded | Retest Trigger Table - PC use only   | sig off1001            | 9/26/17                | 10/31/17             | \$4,000.00                 | <a href="#">Create Repayment Request</a> |
| <a href="#">NR17NRCSCENTC020</a> | Awarded | test                                 | Sig Off                | 8/19/17                | 12/31/99             | \$8,000.00                 | <a href="#">Create Repayment Request</a> |
| <a href="#">NR17NRCSCENTG019</a> | Awarded | Retest Repayments SAM                | PAT RHODEY2            | 6/17/17                | 7/21/21              | \$25,500.00                | <a href="#">Create Repayment Request</a> |
| <a href="#">NR17NRCSCENTC021</a> | Awarded | Retest scenario -PC's agreement test | Sig Off1               | 5/30/17                | 12/31/99             | \$20,000.00                | <a href="#">Create Repayment Request</a> |



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#### Complete Repayment Request Form

The first stage of the **Create Repayment Request** screen is the repayment request form. You must complete the mandatory fields [indicated by an asterisk (\*)] along with (usually) some non-mandatory fields. It is recommended to save your progress often by clicking the **Save** button.

*This document only describes the **minimum** requirements for submitting a repayment request in ezFedGrants. Usually, you will need to complete additional non-mandatory fields or upload additional attachments. To avoid delays in processing, please take your time to ensure that all fields, attachments, etc. are complete and correct (to the best of your knowledge).*

The following fields are pre-populated from the associated agreement and cannot be edited: **Federal Agency Name, Federal Award Identifying Number (FAIN), Project Title, Total Federal Award Amount, Total Disbursed Amount, and Recipient Organization**. If the information in a locked field appears incorrect, please contact an agency representative.

1. Type the total amount of funds to be repaid in the **Total Repayment Request Amount** field. This amount cannot exceed the total disbursed amount for the entire agreement (the **Total Disbursed Amount** field).

2. In the **Associated Claim ID(s)** field, type the Grantor Claim ID number for all claims associated with this repayment request. You must enter at least one Claim ID to identify the source of the to-be-repaid funds.

Claim IDs are found in the **Claim Overview** section of the **Agreement** screen. You can open the **Agreement** screen through the **My Agreements** section (on the **Home** screen) or through the **Agreements** tile (on the navigation menu).

3. In the **Period Covered by This Request** section, enter the claim date range applicable to the repayment request. These dates must fall within the Period of Performance dates for the associated agreement.

Select a date from the calendar (click the **Calendar** icon) or type the date in MM/DD/YYYY format.



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4. Scroll down to the **Reason for Repayment Request** field and select the primary reason for repayment from the dropdown menu. The options on this dropdown menu are:
- **Overpayment:** Refers to scenarios such as funds disbursed against ineligible expenses or changes in Negotiated Indirect Cost Rates (NICRA).
  - **Duplicate Payment:** Refers to scenarios such as multiple claims submitted for the same funds or a single Claim erroneously paid more than once.
  - **Paid To Incorrect Recipient**
  - **Paid Against Incorrect Agreement**
  - **Repayment of Unused Advance:** Select this option to return unused funds from a previously-disbursed advance payment claim.
  - **Other:** Select this option if none of the other options are adequate.

Reason for Repayment Request  
(If Other, Please describe)

5. Type a detailed explanation in the **Reason for Repayment Request** text box. If your explanation is included in an attachment (which you will upload later in this process), please enter "See attachment" or a similar comment.

Comments are required for all reasons but are especially important if you selected **Other** in the previous step.

\* Provide a detailed explanation of the circumstances that led to this repayment and attach copies of supporting documents, if applicable:

6. Complete any other fields on the repayment request form as necessary, and then click the **Next** button to proceed to the **Signature** stage.

**Note:** The fields in the **Certification** section of the repayment request form will remain blank until the Certifying Official digitally signs the Repayment Request. The certification procedure is described later in this document.

AA

Print

Save

Close

Next >>



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### Designate Certifying Official

In the **Signature** stage, you will designate one or more Certifying Officials for your repayment request. The Certifying Official is responsible for digitally signing the repayment request. The certifying official is designated at the time the work item is prepared.

*Certifying Official is a temporary role that only applies for a single claim, report, or repayment request. Any user with ezFedGrants access for your organization can be a Certifying Official, including yourself.*

1. You must designate at least one Certifying Official in the **Primary Certifying Official** field. This can be yourself or any other user with ezFedGrants access for your organization.

To select a Certifying Official, click in the **Primary Certifying Official** field, press the **Down Arrow** key on your keyboard, and then select the relevant user from the dropdown menu. It may take several seconds for the dropdown menu to appear, depending on the number of users in your organization.

You can filter the menu by typing one or more letters into the field. For example, if you want to assign Geoffrey Chaucer as your Certifying Official, you could type "ge" to see all users with "ge" in their name.

*This field **will not** accept typed entries; you **must** select the username from the dropdown menu.*

**Signature**

Select a Certifying Official by typing their name into the appropriate field. As you type, a list of matching names will appear below the field (you may need to press the down arrow on your keyboard to display the list). Click the appropriate Certifying Official's name when it appears on the list of matches. Please note that the user must be registered in ezFedGrants. You can select yourself as the Certifying Official.

A Primary Certifying Official must be selected. The Secondary Certifying Official is optional. Notifications and work items will be sent to each Certifying Official selected here.

\* Primary Certifying Official

Clear

Secondary Certifying Official

Clear

2. Repeat the above if you would like to assign an alternate Certifying Official in the **Secondary Certifying Official** field. This is only necessary if you believe the primary Certifying Official will not be available.

Assigning a secondary Certifying Official does not cause the repayment request to be reviewed twice. Only one of the two Certifying Officials will certify the repayment request.

3. Click the **Next** button to proceed to the **Attachments** stage.

**Note:** If you need to go back to an earlier stage, click the **Previous** button.

Print

Save

Close

<< Previous

Next >>



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### Add Attachments

1. At minimum, you must upload a file for each of the mandatory attachments (such as the **Justification**), which are listed below the **List of Attached Files**.

Click the **Attach** button to open the **Add Attachment** popup window.

**Note:** Do not include any personal identifying information (PII) on attachments unless it is specifically requested. PII includes details such as dates of birth, social security numbers, and personal criminal history.

**Attachments**

List of Attached Files:

| Title          | File | Operator | Date/Time | Delete? |
|----------------|------|----------|-----------|---------|
| No attachments |      |          |           |         |

[Click Here to Attach Files](#)

Upload attachments by clicking on the Attach button below. Items with a red asterisk and red Attach box are required prior to final submissions. Additional documents can be uploaded by clicking on the "Click Here to Attach Additional Files" hyperlink.

\* Justification

Attach

2. On the **Add Attachment** popup window, click the **Choose File** button to locate the relevant file on your computer, then click the **OK** button to upload the file.

**Add Attachment**

Attachment Title Justification

\* Upload Document From Local Hard Disk

Please enter a valid value

Choose File No file chosen

OK Cancel

3. After uploading all mandatory attachments, you can upload additional files by clicking the **Click Here to Attach Files** link below the list of mandatory attachments.

The **Add Attachment** popup window will open where you will enter an attachment title and locate the file on your computer.

**Attachments**

List of Attached Files:

| Title         | File                             | Operator            | Date/Time         | Delete? |
|---------------|----------------------------------|---------------------|-------------------|---------|
| Justification | C:\fakepath\resultstemplate.docx | ARS ARS-ST-GL-Admin | 9/23/2019 9:47 AM |         |

[Click Here to Attach Files](#)

Upload attachments by clicking on the Attach button below. Items with a red asterisk and red Attach box are required prior to final submissions. Additional documents can be uploaded by clicking on the "Click Here to Attach Additional Files" hyperlink.

\* Justification

Attach

✓

4. Repeat until all necessary documents are uploaded.





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5. Attachments will be limited to PDF files only (**Please no digitally signed or fillable PDFs**) The total size of all attachments cannot exceed 20mb. Users will receive the following error message if attachments do not meet these requirements:

Add Attachment

- File is not a valid pdf, a digitally signed file or password encrypted

Title:  
Attachment

\* Other Attachment Title:

Upload PDF Document From Local Hard Disk:  No file chosen

PDF documents only

Please do not attach digitally signed documents.

Please do not attach fillable form documents.

For invalid pdf message, attempt to create a new document by printing to pdf.

For Word and Excel files use 'Save as Adobe PDF'.

Total

6. To remove an attachment, click the button in the **Delete** column.

| List of Attached Files: |  |                     |                   |         |
|-------------------------|--|---------------------|-------------------|---------|
| Title                   | File   | Operator            | Date/Time         | Delete? |
| Justification           | <a href="#">C:\fakepath\resultstemplate.docx</a> | ARS ARS-ST-GL-Admin | 9/23/2019 9:47 AM |         |



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### Finalize the Repayment Request

Once you have completed the repayment request form, designated at least one Certifying Official, and uploaded all relevant attachments, you are ready to submit the repayment request to the Certifying Official for review and signature prior to submission to the relevant agency.

1. Click the **Submit** button to send the repayment request to the Certifying Official(s). The **Submit** button is only available when viewing the **Attachments** stage.

|                       |                        |                      |                       |                                   |
|-----------------------|------------------------|----------------------|-----------------------|-----------------------------------|
| <a href="#">Print</a> | <a href="#">Submit</a> | <a href="#">Save</a> | <a href="#">Close</a> | <a href="#">&lt;&lt; Previous</a> |
|-----------------------|------------------------|----------------------|-----------------------|-----------------------------------|

2. ezFedGrants will check that your repayment request meets all minimum requirements. If submission is successful, a confirmation message will appear at the top of the screen. Otherwise, you will see one or more error messages indicating what must be corrected before the repayment request can be submitted.

Once submitted, notifications and work items are sent to the designated Certifying Official(s).

|  |           |             |
|--|-----------|-------------|
| Repayment RPY-143 has been submitted for approval and signature to your Certifying Official. |           |             |
| <b>Repayment Request</b>   | Signature | Attachments |



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### Certifying Official: Review & Sign Repayment Requests

If you are assigned as a Certifying Official for a repayment request, you will receive a work item (Actionable Item) to review and sign the repayment request. You will receive this work item even if you are certifying your own repayment request. This section describes how to open and complete repayment request work items.

Each repayment request may have up to two Certifying Officials assigned, but only one Certifying Official needs to complete the repayment request work item. If you receive a work item notification, but do not see the work item in your **Actionable Items** list, the other Certifying Official may have already completed the work item.

Once a repayment request is certified, it is submitted to the relevant agency.

1. On the **ezFedGrants External Portal Home** screen, locate the repayment request you want to review in the **Actionable Items** section. Click the **Transaction ID** link to open the repayment request work item.

**Note:** If you have a lot of work items, use the **Category** dropdown menu to filter the **Actionable Items** list.

| Actionable Items         |                   |                  |                         |          |              |  |
|--------------------------|-------------------|------------------|-------------------------|----------|--------------|--|
| Category <span>▼</span>  |                   |                  |                         |          |              |  |
| Transaction ID           | Transaction       | FAIN             | Status                  | Due Date | Last Updated |  |
| <a href="#">RPY-145</a>  | Repayment Request | NR18NRCSCENTG008 | Draft Pending Signature |          | 9/4/19       |  |
| <a href="#">RPY-144</a>  | Repayment Request | NR18NRCSCENTG008 | Draft Pending Signature |          | 9/4/19       |  |
| <a href="#">CLM-2558</a> | Claim             | FX170200-10.C008 | Draft                   |          | 9/4/19       |  |
| <a href="#">CLM-2557</a> | Claim             | FX170200-10.G029 | Draft                   |          | 9/4/19       |  |

2. On the **Repayment Request** screen, review the repayment request form and attachments by clicking the tabs.

Please Select An Option

Repayment Request

Repayment

Signature

Attachments

Comments

3. After reviewing the repayment request, select **Sign and Submit**, **Return**, or **Cancel** from the **Decision** dropdown menu.

- **Sign and Submit:** The repayment request is ready to be submitted to the agency.
- **Return:** The repayment request needs to be corrected before submission to the agency.
- **Cancel:** The repayment request should be discarded.

Certifying Official Decision:

Please select an option ▼

Repayment

Repayment

Sign and Submit

Return

Cancel



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4. If you selected the **Return** or **Cancel** option, enter relevant comments in the **Comments** text box.

If you selected the **Sign and Submit** option, you must click the **Legal Notice** button and accept the legal notice before finalizing your decision. Acceptance of the legal notice is required to submit your repayment request to the agency. If you disagree with the legal notice, please contact an agency representative.

Please Select An Option

Sign and Submit

Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

Acceptance of the terms described below upon clicking "Legal Notice" is also required.

Legal Notice

Upon your acceptance, click the "Complete Signature" button below to finish the process.

Complete Signature

5. Click the **Complete Signature** or **Submit** button to finalize your decision.

If submission is successful, you will see a confirmation message. Otherwise, you will see an error message explaining why your decision was not accepted.

Based on your decision, one of the following outcomes will occur:

- **Sign and Submit:** The repayment request is sent to the appropriate agency for processing. If you have not already submitted payment, please liaise with the agency to arrange the actual repayment of funds associated with your repayment request.
- **Return:** The repayment request is returned to the creator for modification. You will receive a new work item when the creator resubmits the repayment request.
- **Cancel:** The repayment request is voided and no further action can be taken.

Please Select An Option

Sign and Submit

Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

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Complete Signature



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#### Editing Repayment Requests

Although all users with either the Grants Administrative Officer (GAO) or Grants Processor role can create new repayment requests, once a repayment request is saved, sent to the Certifying Official, or submitted the awarding agency, the status of the repayment request determines who can edit the repayment request.

*Users with the GAO role can reassign Draft and Returned repayment requests if they are stuck with a Grants Processor who is unavailable or otherwise unable to act on the repayment request.*

##### **Draft**

The repayment request creator and anyone with the GAO role can edit the repayment request.

##### **Draft Pending Signature**

If a repayment request must be edited after it has been submitted to the Certifying Official, the Certifying Official must send the repayment request back by selecting the **Return** option when reviewing the repayment request.

*You must return a repayment request in order to edit it, even if you are self-certifying your own repayment request.*

##### **Returned by Certifying Official**

The repayment request creator and anyone with the GAO role can edit the repayment request.

##### **Submitted**

If you need to make changes to a repayment request after it has been submitted to the relevant agency, please contact the agency to request return of the repayment request.

##### **Returned by Awarding Agency or Acceptance Pending Edits**

The repayment request creator and anyone with the GAO role can edit the repayment request.



## ezFedGrants Repayment Request Submission Job Aid



### See Also

#### Job Aids

- ezFedGrants External Portal User Roles Quick Reference
- Using ezFedGrants – The Basics Job Aid
- Using ezFedGrants – Searching Job Aid
- Reassigning Work Items in ezFedGrants Quick Reference

#### ezFedGrants Hyperlinks

- [ezFedGrants Home page](#)
- [ezFedGrants FAQs general](#)

#### Need Help?

Contact the ezFedGrants Help Desk at [ezFedGrants-cfo@usda.gov](mailto:ezFedGrants-cfo@usda.gov).

### Version Control

| Name             | Date       | Changes Made   |
|------------------|------------|--|
| Abael Solomon    | July.2023  | Updated PDF Attachment Language                            |
| Abael Solomon    | May 2023   | Updated verbiage under Certifying Official Section         |
| Kandice Whitaker | May 2022   | Removed broken hyperlink                                   |
| Kandice Whitaker | Apr 2022   | Website and email update                                   |
| Abael Solomon    | Jan. 2022  | Remove reference to Level 2 and updated OCFO website link. |
| April Murphy     | Sept. 2019 | Initial document created                                   |