FORM FF EXECUTIVE BUDGET REQUEST SUBMITTAL INSTRUCTIONS

“Form FF” lists all anticipated federal awards with corresponding award amounts that a Program ID has sought MOF “N” and “P” appropriation for in the Executive budget bill for a fiscal biennium.

The Executive Budget Request workflow is used to process a program’s Form FF and is only accessible to users that have been assigned permissions in DataMart/FAMS to perform these tasks. After permission has been assigned to a user as a “Form FF Department Reviewer” or a “Form FF Program Editor”, a blue ‘Form FF Budget Request’ button will appear on that user’s FAMS homepage.

At the FAMS homepage, click on the ‘Form FF Budget Request’ button.

A. DEPARTMENT QUEUE: DEPARTMENT REVIEWER INSTRUCTIONS

1. A Department Reviewer will send the Form FF that has been received from B&F to each Program ID. The latest version of the second fiscal year of the previous biennium’s Form FF is copied forward to both upcoming fiscal years for rework. If a Form FF needs to be added or deleted for a Program ID for a new fiscal biennium, contact OFAM to do this.

2. If the Department Reviewer will send the Form FF to each Program ID for completion:
   a) In the Department queue, click on the [+ ] icon preceding the ‘FB 2017-19’ heading
   b) Then click on the department’s 3 letter code hyperlink
   c) The Resources page will display first with instructions for a Department Reviewer to follow.
      • Documents may be uploaded by clicking on the ‘Add Resource’ button that can then be downloaded by other department users.
   d) To send a Form FF to a program, click on the “Dashboard” tab, select a Program ID, and then click on the blue “Send to Program ID” button.

3. If the Department Reviewer will complete the Form FF instead of sending it to the Program ID:
   a) In the Department queue, click on the [+ ] icon preceding the department’s 3 letter code hyperlink.
   b) All of the Program ID cards will display. Click on a Program ID card to work on.
   c) The Resources page will display first with instructions to complete the Form FF for the Program ID.
A. DEPARTMENT QUEUE: DEPARTMENT REVIEWER INSTRUCTIONS

4. When the Form FF is received back from a Program ID, the Department Reviewer can make “recommendations” on the form if necessary, then return the form to the Program ID for action. If recommendations are not necessary, proceed to Step 5 to approve the form.

[1] Click on the “Review Form FF” tab.
[2] Click on the field that a recommendation will be made for.
[3] A dialogue box will open to enter the recommendation.
[4] Enter a recommended value and/or
[5] Enter a comment. If only a comment is being made, check the “Comment Only” box.
[6] Click the “Save” button.
[7] Click on the “Return to Program ID” button.
A. DEPARTMENT QUEUE: DEPARTMENT REVIEWER INSTRUCTIONS:

5. The Department Reviewer will approve each Program ID’s Form FF:
   a) When the form is returned to the Department Reviewer from a Program ID after it is completed, a blue “Approve” button will display. The “Approve” button will display from the dashboard for a Program ID or when the Program ID’s Form FF is open. Click on the “Approve” button to approve the Program ID’s Form FF.

![Approve button on dashboard]

b) When the form is completed by the Department Reviewer instead of sending it to the Program ID, a blue “Done” button will display. The “Done” button will display from the dashboard for a Program ID or when the Program ID’s Form FF is open. Click on the “Done” button to approve the Program ID’s Form FF.

![Done button on dashboard]

6. The Department Reviewer will send the department’s Form FFs to B&F.
   a) After Form FFs have been approved for all programs, a blue “Send to B&F” button will display. Click the “Send to B&F” button to send the entire department’s Form FFs to B&F.
   b) Note: the green checkmark preceding the Program ID indicates “approved”.

![Send to B&F button on dashboard]
B. PROGRAM QUEUE: PROGRAM EDITOR INSTRUCTIONS

1. The Program ID Editor will complete the program’s Form FF by revising, adding or deleting an award from the list of federal awards that have been copied forward for rework from the second fiscal year of the previous biennium’s Form FF.

2. Click on the [+] icon preceding the FB2017-19 heading, then click on the [+] icon preceding the Department code. A Program ID Editor will see the Program IDs they have permission to access per their DataMart account. Click on the Program ID to open Form FF.

3. The Resource page will display first with instructions to complete Form FF.

4. Click on the “Add/Edit Award” tab. User may then edit, delete or add a new award.

5. The “Base Budget Ceiling” value will be entered by B&F from the Department’s Form C after which the “Budget Request” will calculate (Base Budget Ceiling – Award Amount Total = Budget Request).

6. When Form FF is completed, click on the “Send to Department Reviewer” blue button to submit the Form FF to Department Reviewer.

7. After the Form FFs have been submitted to the Department Reviewer, Program ID Editors can view only and download to excel their Form FFs from the Department queue.
B. PROGRAM QUEUE: PROGRAM EDITOR INSTRUCTIONS

8. After the Department Reviewer receives the Form FF, the Department Reviewer may enter “Recommendations” on the form then return it to the Program ID. Program ID Editors will respond to the recommendation then send the form back to the Department Reviewer:

![Image of Form FF]

[2] Click on the “Edit” button next to the award highlighted in red.

![Image of Award Editor]

[3] The Reviewer’s recommended value is noted in red italicized text.
[4] Click on the comment icon preceding the recommended value to view the Reviewer’s comments.
[5] Click on the “√” to agree with the Reviewer’s recommendation OR
[6] Edit the value in the field or enter a value if the field is blank; edit before clicking the pencil icon.
[7] Click on the “Send to Dept. Reviewer” button.
C. **B&F REVIEW QUEUE**

1. After Form FFs have been submitted to B&F, Department Reviewers and Program ID Editors can view only and download their Form FFs from the B&F Review queue.