Final Report FAQs

How long does it take USTDA to review a final report?
- *There are a number of factors that determines the length of Final Report reviews, many of which are outside of our control, including the number of Final Reports currently under review, the number of Final Reports in our queue, the complexity of Final Reports, and the level of compliance of your reports and others in our queue. For this reason, we cannot give an exact timeframe for Final Report review, but as long as the full Final Report package has been submitted to USTDA, the Final Report will be in our queue and reviewed in the order that it is received. Note that submission of a detailed crosswalk greatly expedites our review. USTDA will contact the Contractor with any comments.*

What do I do if a grantee requests a change to the report while it is under review?
- *If a Final Report is under review that means both the Contractor and Grantee have certified each task is complete, thus the Final Report is a compilation of all completed work on the activity. Changes requested by a Grantee after the final report has been approved as being complete by the Grantee and received by USTDA may be considered outside the Terms of Reference and may not be covered by the Grant Funds.*

Can USTDA accept a final report via electronic submission?
- *Yes. When the Contractor is prepared to submit its final report package, please reach out to the USTDA Country Manager to request a link to the final report upload site and confirm a single representative's email credentials to be granted permission to upload the final report to the site. Note that final report package submissions via email will not be accepted, processed, or reviewed.*

How long is the link to submit electronically valid?
- *The link is only valid for thirty (30) days. If a resubmission is required after that thirty-day expiration, please notify the Country Manager and a new link will be sent.*

Are there specific naming conventions for files for the electronic submission?
- *Yes. Contractors must follow the naming conventions for each document to include the following separated by hyphens: <u>Country</u> Name-Activity Number-document type. Examples are below.*
    - *Example for the Checklist: Brazil-2025-12345A-Checklist*
    - *Example for the Final Report Public: Brazil-2025-12345A–Final-Report-Public*
    - *Example for Public Supporting Files: Brazil-2025-12345A-Task-4-Supporting-Files-Public*

What happens if the naming conventions are not followed?
- *If the naming conventions are not followed exactly, the Contractor will be asked to resubmit the files with the correct naming conventions. Any resubmission must include **all** files and documents as required in the agreement(s), not just the file needing correction.*

What happens if USTDA has comments on the report?
- *If USTDA has comments on a Final Report we will reach out directly to set up a time to discuss our comments and if necessary, request a Final Report resubmission.*

Does the Grantee need to provide final invoice certification language and signature on the final invoice ?
- *No, only Grantee certification of approval of the Final Report is required at the time the final report package is submitted. The Country Manager will notify the Contractor when the Contractor can submit its final invoice, which should include reference to the Final Report Deliverable (as defined in Annex I of its contract) or other performance milestone(s) listed in the Contract payment schedule, the requested payment amount, and the fiscal data set forth in Clause M. No express certification is needed and no additional documentation is necessary.*

Can you confirm that you received the final report?
- *After uploading the Final Report files, the system will state if the files have been successfully uploaded, but no other notification will be provided. Contractors can reach out to their Country Manager to inquire as to the status of the Final Report review. The Country Manager would notify the Contractor if anything is missing from the Final Report package.*