



# Completing an Annual Federal Financial Report (SF-425)

*Learn how to create, fill out, and submit an Annual Federal Financial Report (Financial Report SF-425) for your DoWEA grant.*

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**Note on Reference Images:** Throughout this user guide, the actions described are accompanied with screen captures of the corresponding areas of the ETAC website. Look for **yellow text** in the navigation menu and **green buttons** in the reporting portal. These colors signal which items have been hovered or selected.

## Reporting Cycle

Each year of the grant life cycle, the project director or financial staff member submits an *Annual Financial Report* as part of the *Annual Evaluation Report* package. This report is submitted via the *Financial Reporting Dashboard*.

### Due Dates:

- **Years 1-4 (Planning and Implementation Years):** due October 31<sup>st</sup> at 11:59 p.m. EST.
- **Year 5 (Closeout Year):** due September 30<sup>th</sup> at 11:59 p.m. EST.

## Reporting Access by Role

Project directors and financial staff members can create and submit SF-425 forms through the *Financial Reporting Dashboard* on the DoWEA Evaluation Technical Assistance Center (ETAC) website. Other team members within a grantee school district can view but not edit financial forms. Evaluators do not have access to the *Financial Reporting Dashboard*.

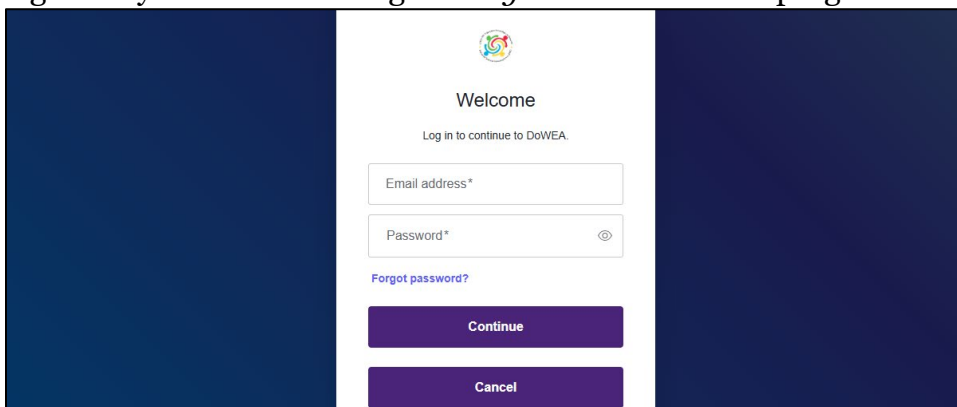
## Creating a New SF-425 Form

Use the following steps to create a new SF-425 form or access an existing draft:

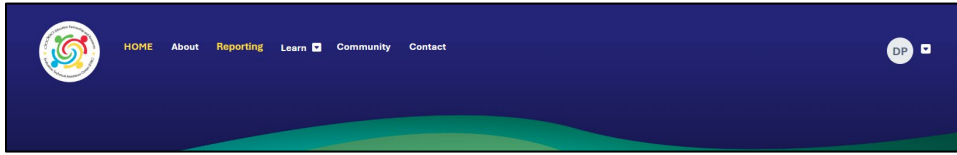
1. Go to the [ETAC homepage](#).



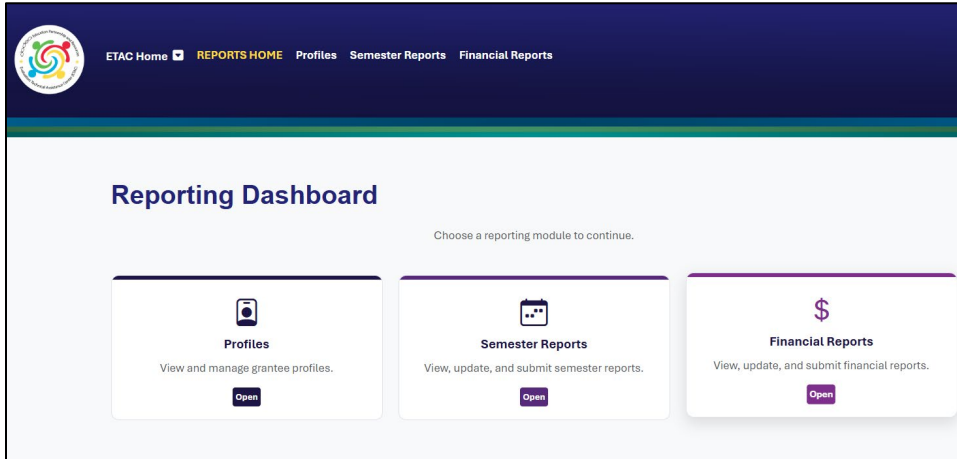
2. Sign into your account using the *Login* button in the top right corner of the homepage.



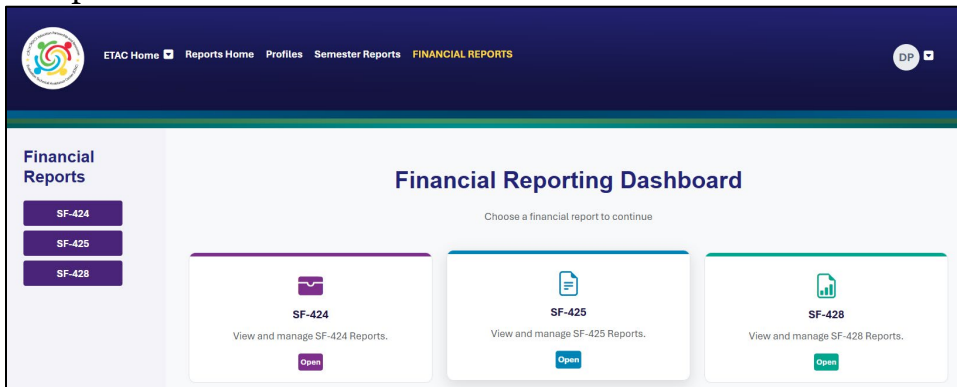
3. Select *Reporting* from the navigation menu to enter the *Reporting Dashboard*.



4. Open the *Financial Reports* card to enter the *Financial Reporting Dashboard*.



5. Select *SF-425* from the side menu or open the corresponding dashboard card. Within this category, you will find a list of all grantees, grant projects, and grant years with which your user profile is associated.





- Find the desired grantee and grant year using the search bar and *Award Year* drop-down menu.

FEDERAL GRANT ID	GRANTEE NAME	PROJECT NAME	AWARD YEAR	PROGRAM	PD	ACTION
HE1254-24-1-9999	Test Grantee 2024	XYZ Program	2024			<a href="#">View</a>

- Select the *View* button to access all SF-425 Reports for the selected grantee and grant year.

FEDERAL GRANT ID	GRANTEE NAME	PROJECT NAME	AWARD YEAR	PROGRAM	PD	ACTION
HE1254-24-1-9999	Test Grantee 2024	XYZ Program	2024			<a href="#">View</a>

- Select the *+New SF-425* button in the upper right corner to start a new report. To edit an existing SF-425 draft, find the desired form in the table and select *Edit*.

ID	RECIPIENT	GRANT #	REPORT TYPE	AUTHORIZED (D)	FEDERAL SHARE (G)	UNOBLIGATED (H)	DATE SUBMITTED	STATUS
22	Test Org	HE1254-24-1-9999	Annual	223243.00	648.00	222595.00	12/15/2025 10:49 AM EST	Submitted



## Filling Out the Form

### General Notes

**Before You Start:** Review the *Year*, *Award Number*, and *School District* preselected in the first drop-down menu on the page. Double check that these reflect your desired combination. Information populates throughout the form based on this initial selection.

**Prefilled Items:** For your convenience and to support reporting accuracy, some lines have been prefilled based on your user profile and the profile of the grantee and grant year for which you are reporting. If you need assistance updating a prefilled line that is locked for editing, contact ETAC at [support@dodeagrants.org](mailto:support@dodeagrants.org).

**Mandatory Sections:** As you complete the form, note that all items marked with a red asterisk are mandatory and must be completed in order to save and submit the form. If you click the *Next* button before completing all mandatory fields on a given page, an error message will prompt you to provide the missing information before moving forward.

**Saving Your Work:** To save the report as a draft, complete all mandatory fields and then click the *Save and Calculate Totals* button in the bottom left corner of the form. After this initial save, you can exit and return to editing the form as needed before submitting.



## Cover Information (Items 1-9)

**1. Federal Agency and Organizational Element to Which Report is Submitted:** Prefilled with *DoWEA*.

**Cover Information (Boxes 1-9)**  
Fields mirror the SF-425 header.

1. Federal Agency and Organizational Element to Which Report is Submitted \*

**2. Federal Grant or Other Identifying Number Assigned by Federal Agency:** Prefilled with the Grant Award Number based on your selections when you created the form.

2. Federal Grant or Other Identifying Number Assigned by Federal Agency \*

HE1254-24-1-9999

**3. Recipient Organization Name:** Enter the name and full address of the grantee organization.

Recipient Organization Name: \*

Street 1: \*

Street 2:

City: \*      County:      State: \*      ZIP / Postal Code: \*

Country: \*      Province:

United States

**4a-b. Unique Entity Identifier (UEI) and Employer Identification Number (EIN):** Enter the corresponding ID numbers for the grantee school district. Include the Recipient Account Number if available.

4a. UEI \*      4b. EIN \*

**5. Recipient Account Number or Identifying Number:** Include this number if available.

**6. Report Type:** Prefilled with *Annual*. If this is the grant’s closeout year, change to *Final*.

6. Report Type \*      7. Basis of Accounting \*

Annual      Accrual

**7. Basis for Accounting:** Prefilled with *Accrual* and can be updated to *Cash* as needed.



**8. Project and Grant Period From/To Dates:** Select the first and last days of the current reporting year from the calendar picker.

8. Project/Grant Period From *	8. Project/Grant Period To *
mm/dd/yyyy <input type="text"/>	mm/dd/yyyy <input type="text"/>

**9. Reporting Period End Date:** Select the last day of the current reporting year from the calendar picker.

9. Reporting Period End Date *
mm/dd/yyyy <input type="text"/>

### Transactions, Indirect Expenses, and Remarks (Items 10-12)

**10. Transactions:** Follow the form flow to enter transactions in the appropriate line within each category. Transaction categories include *Federal Cash*, *Federal Expenditures and Unobligated Balance*, *Recipient Share*, and *Program Income*.

<b>10. Transactions</b>
<i>(Use lines a–c for single or multiple grant reporting)</i>

**Note:** When you click the *Save and Calculate Totals* button in the bottom left corner of the form, boxes that have been grayed-out are updated with calculations based on inputs in other rows. Refer to the row's description for an explanation of the inputs that are being calculated. To change the calculation, adjust the numbers in the associated input row(s).

**11. Indirect Expense:** Complete this section only if applicable.

11. Indirect Expense						
a. Type	b. Rate	c. Period From	d. Period To	e. Base	f. Amount Charged	g. Federal Share
<input type="text"/>	<input type="text"/>	mm/dd/yyyy <input type="text"/>	mm/dd/yyyy <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	mm/dd/yyyy <input type="text"/>	mm/dd/yyyy <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. Totals				<input type="text"/>	<input type="text"/>	<input type="text"/>

**12. Remarks:** Attach any needed explanations or information required by the federal sponsoring agency in compliance with governing legislation. To enter remarks directly, type in the expandable text field provided. To attach remarks in a document from your computer, click *Upload*.

<b>12. Remarks</b>
Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:
<input type="text"/>
<input type="button" value="Add Attachment"/> <input type="button" value="Upload"/>
<i>No documents uploaded.</i>



## Signature (Item 13)

**13. Electronic Signature:** To complete the electronic signature certification in your capacity as the Authorized Certifying Official, read the certification statement and then enter your name, title, signature, and contact information. Note that the submission date will be added automatically when you submit the form.

13. 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 objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix	First Name *	Middle Name	Last Name *	Suffix	Title *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

b. Signature of Authorized Certifying Official \* c. Telephone (Area code, number and extension) \*

d. Email Address \* e. Date Report Submitted

mm/dd/yyyy

**Save and Calculate Totals:** After you have completed all mandatory fields, click the *Save and Calculate Totals* button in the bottom left corner of the form. After this initial save, you can exit and return to editing the form as needed, or click *Next* to proceed with submitting the report to DoWEA for approval.

Save and Calculate Totals
Next ->
Cancel

## Submitting the Report

### Approval Page

**Current Status:** This section displays the status of the form (currently *Draft*) and records the username or email address of the person who last saved the form. The status updates when the form is submitted.

[ETAC Home](#) | [Reports Home](#) | [Profiles](#) | [Semester Reports](#) | [FINANCIAL REPORTS](#)

DP

**Financial Reports**

SF-424

SF-425

SF-428

**SF-425 Approval**

**Current Status**

Status: Draft

Last Updated: 12/15/2025 02:46 PM EST by dodea-pd@seiservices.com

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**Financial Reports**

SF-424

SF-425

SF-428

**SF-425 Approval**

**Current Status**

Status: Submitted

Last Updated: 12/15/2025 02:47 PM EST by dodea-pd@seiservices.com



**Change Status:** Click the *Submit for Approval* button once you have checked over your entries and are ready to send the completed form to the DoWEA program team for review and approval.

Change Status

[Submit for Approval](#)

**Note:** Clicking *Submit for Approval* will lock the form for further editing and send it to the DoWEA program team. You cannot retract or edit a form after it has been submitted. Forms you create are not visible to the DoWEA program team until they are submitted.

**Status History:** After you click *Submit for Approval*, the status history will update with the timestamp of your submission, the new status, and the person who made the change. A new *Timestamp* row appears for each new status through which the form passes (*Draft*, *Submitted*, *Rejected*, *Resubmitted*, etc.).

Status History

CHANGED ON	OLD STATUS	NEW STATUS	CHANGED BY	REASON
12/15/2025 02:47 PM EST	Draft	Submitted	dodea-pd@seiservices.com	

## Next Steps

**Update a Submitted Report:** After submitting a report, if you need to make an update, please contact ETAC at [support@dodeagrants.org](mailto:support@dodeagrants.org) well ahead of the annual reporting deadline.

**Note:** Making updates involves returning a submitted form to *Draft* status. After making your updates, you will need to resubmit your form before the reporting deadline to ensure you are in compliance.

**View or Print Your Report:** Return to the *SF-425* area of the *Financial Reporting Dashboard* and use the filters to locate your report. Use the corresponding buttons to *View* the report, or *Print* a copy for your records.

[+ New SF-425](#)

ID	RECIPIENT	GRANT #	REPORT TYPE	AUTHORIZED (D)	FEDERAL SHARE (G)	UNOBLIGATED (H)	DATE SUBMITTED	STATUS
24	Test Org	HE1254-24-1-9999	Annual	15236.00	780.00	14456.00	12/15/2025 02:47 PM EST	<a href="#" style="background-color: #2e7d32; color: white; padding: 2px 5px; border-radius: 3px;">Submitted</a> <a href="#" style="background-color: #2e7d32; color: white; padding: 2px 5px; border-radius: 3px;">View</a> <a href="#" style="background-color: #2e7d32; color: white; padding: 2px 5px; border-radius: 3px;">Print</a>

[+ New SF-425](#)

ID	RECIPIENT	GRANT #	REPORT TYPE	AUTHORIZED (D)	FEDERAL SHARE (G)	UNOBLIGATED (H)	DATE SUBMITTED	STATUS
24	Test Org	HE1254-24-1-9999	Annual	15236.00	780.00	14456.00	12/15/2025 02:47 PM EST	<a href="#" style="background-color: #2e7d32; color: white; padding: 2px 5px; border-radius: 3px;">Submitted</a> <a href="#" style="background-color: #2e7d32; color: white; padding: 2px 5px; border-radius: 3px;">View</a> <a href="#" style="background-color: #2e7d32; color: white; padding: 2px 5px; border-radius: 3px;">Print</a>



**Check Report Status:** The submitter will receive an email notification when the DoWEA program team either approves or rejects the submitted report. To view details about the status change, use the filters in the *SF-425* area of the *Financial Reporting Dashboard* to locate the report. Then, click on the *Status* button (*Submitted, Approved, Rejected, etc.*) to view the *Status History* table.

ID	RECIPIENT	GRANT #	REPORT TYPE	AUTHORIZED (D)	FEDERAL SHARE (G)	UNOBLIGATED (H)	DATE SUBMITTED	STATUS
24	Test Org	HE1254-24-1-9999	Annual	15236.00	780.00	14456.00	12/15/2025 02:47 PM EST	Submitted

**Complete Revisions and Resubmit (if needed):** In the event that the DoWEA program team does not approve the form as-is, follow the directions provided in the *Reason* column of the *Status History* table to revise and resubmit the form.

ID	RECIPIENT	GRANT #	FEDERAL SHARE (G)	DATE SUBMITTED	STATUS
18	Grantee DEF School District	B9C0D1E2F3G4	FG-1002	11/25/2025 06:28 AM EST	Rejected

CHANGED ON	OLD STATUS	NEW STATUS	CHANGED BY	REASON
11/25/2025 06:35 AM EST	Submitted	Rejected	dodea-admin@seiservices.com	Application incomplete
11/25/2025 06:34 AM EST	Draft	Submitted	dodea-pd@seiservices.com	

## Additional Guidance

Need support with another aspect of the *Financial Reporting Dashboard* or a different type of financial report? These articles can help:

- [Navigating the Financial Reporting Dashboard](#)
- [Budget Change Request \(SF-424\)](#)
- [Tangible Personal Property Report \(SF-428\)](#)