

# Video Transcript – SAMHSA FFR Video

\*\*\*\*\*DISCLAIMER!!!\*\*\*\*\*

THIS FILE MAY CONTAIN ERRORS. THIS IS NOT A LEGAL DOCUMENT AND IS NOT FOR USE IN A COURT OF LAW.

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## Submitting an FFR

You will login to Commons, search for your grant, create a new FFR, save an FFR, edit your FFR, view an FFR as a PDF, and submit an FFR.

Log in to Commons

Note the FSR role

Click on FFR

Search for your grant using the IC and Serial Number from your grant number

Click on create new

Click Save to save your work

View an FFR as a PDF by clicking the PDF button

Edit an FFR by clicking the Edit button

Submit an FFR by clicking Submit

Note the status will say Received once you have submitted your FFR

The status will change to In Review when SAMHSA begins reviewing your FFR

Once your FFR has been Rejected or Accepted, You can submit a new FFR to correct any errors by hitting the Create New button

To view a history of the submission of the FFR click on the History button