

## Sample Interim FFR

This is designed as a training tool and user guide for interim FFRs, often used with advance payment structures. It is intended to support the invoice review and put guidance from the checklist into context.

### ABC University, Office of Finance Financial Report – Original

Date of Report: 10/31/2016

**Sent to:**

Harvard University  
Office of Sponsored Programs  
1033 Mass Ave.  
Cambridge, MA 02138

Bank Exchange Rate: 1 USD = .79 GBP

ABC University Reference: ACCT-4567

PTE Contract Number: 987654

Award Number: R84 HHS123456-03

Project Dates: 01/01/2014-12/31/2016

Project Budget to Date: \$581,600

**Project Title:** Mice, how awesome are they really?

**ABC University PI:** Professor X

**Period Billed:** 07/01/2016-09/30/2016

Cost Category	Budget (USD)	Total Expenses this Period (USD)	Total Expenses to Date (USD)
Salaries & Fringe	\$470,750	\$33,203.92	\$307,561.89
Supplies	\$35,250	\$3,169.86	\$15,183.25
Consultants	\$8,400	\$3,694.88	\$3,694.88
Travel	\$5,600	\$1,000.00	\$4,500.75
Equipment	\$20,000	\$20,000.00	\$20,000.00
Subtotal	\$540,000	\$61,068.66	\$350,940.77
Overhead (8%)	\$41,600	\$3,285.50	\$26,475.26
<b>Total:</b>	<b>\$581,600</b>	<b>\$69,224.01</b>	<b>\$399,525.70</b>

<b>Total Payments Received to Date:</b>	<b>\$484,666.67</b>
<b>Less Expenses Paid to Date:</b>	<b>\$399,525.70</b>
<b>Cash on Hand or Cash Deficit:</b>	<b>\$85,140.97</b>
<b>Payment Amount Requested:</b>	<b>\$48,466.67</b>

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)

\_\_\_\_\_  
Johannes Gutenberg, Authorized Official