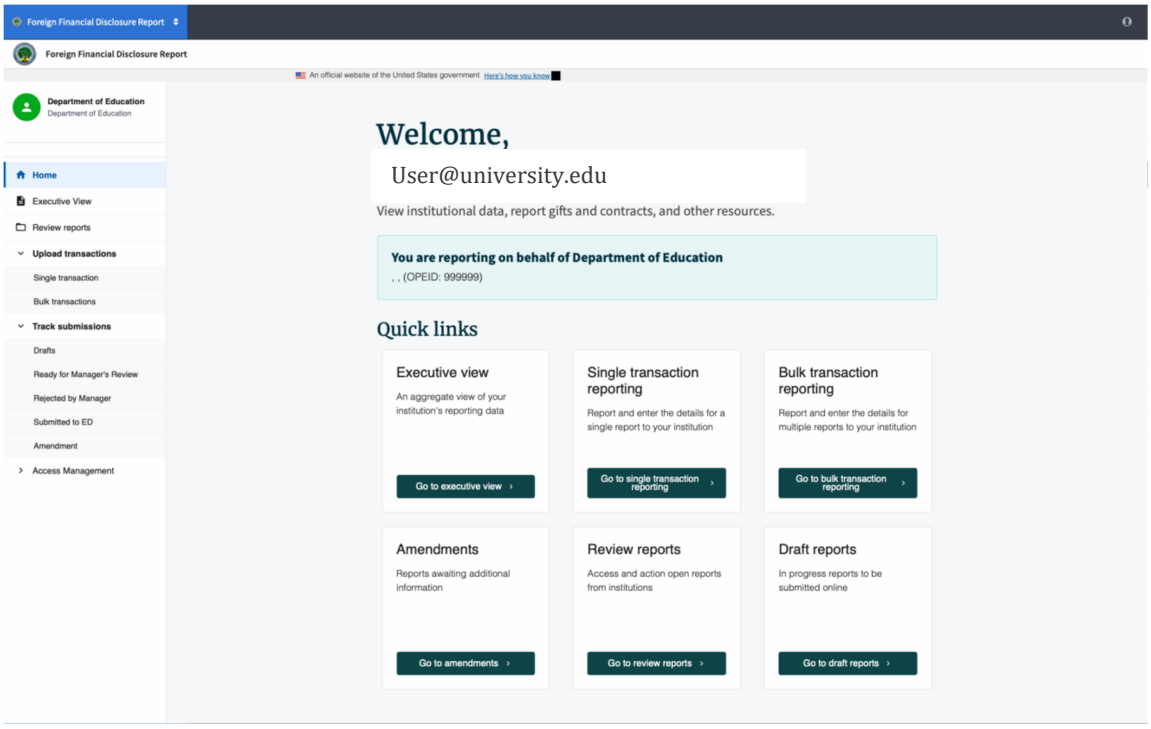
DISCLOSURE REPORTING

Foreign Funding Disclosure Portal

OVERVIEW

This guide walks you through submitting foreign gift and contract disclosures either individually or via bulk upload. Use it as a reference for navigating the portal's main workflows, understanding validation requirements, and ensuring successful submissions.



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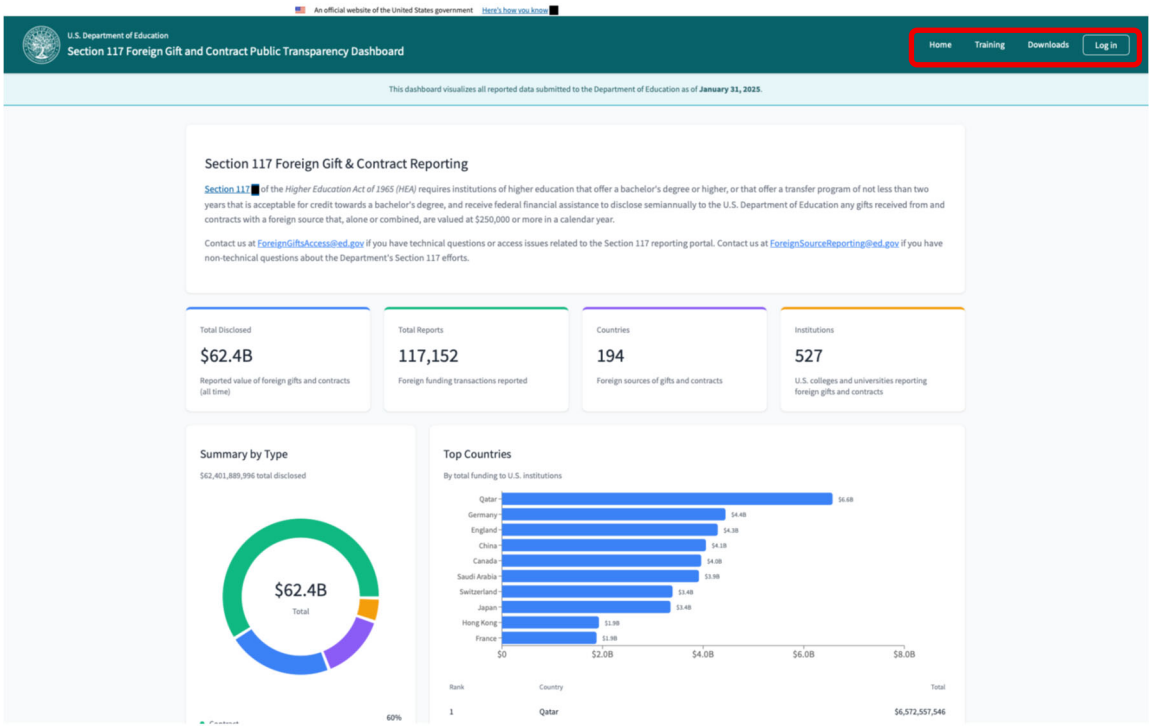
Accessing the New Portal

1. Navigate to https://www.foreignfundinghighered.gov



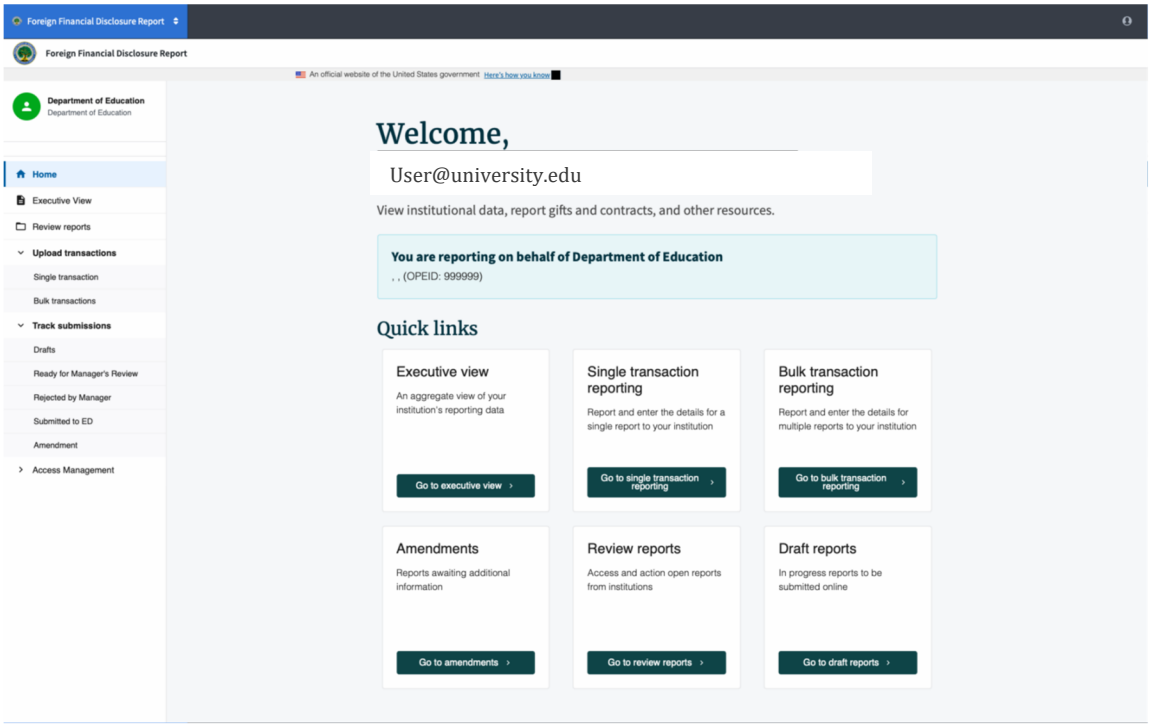
2. You will see tabs across the top:
   - Home
   - Training
   - Downloads
   - Log In

3. Select Log In
   - This will redirect you to login.gov for authentication
   - Follow the prompts to log into your account

4. After Authenticating with Login.gov, it will take you to the new portal.

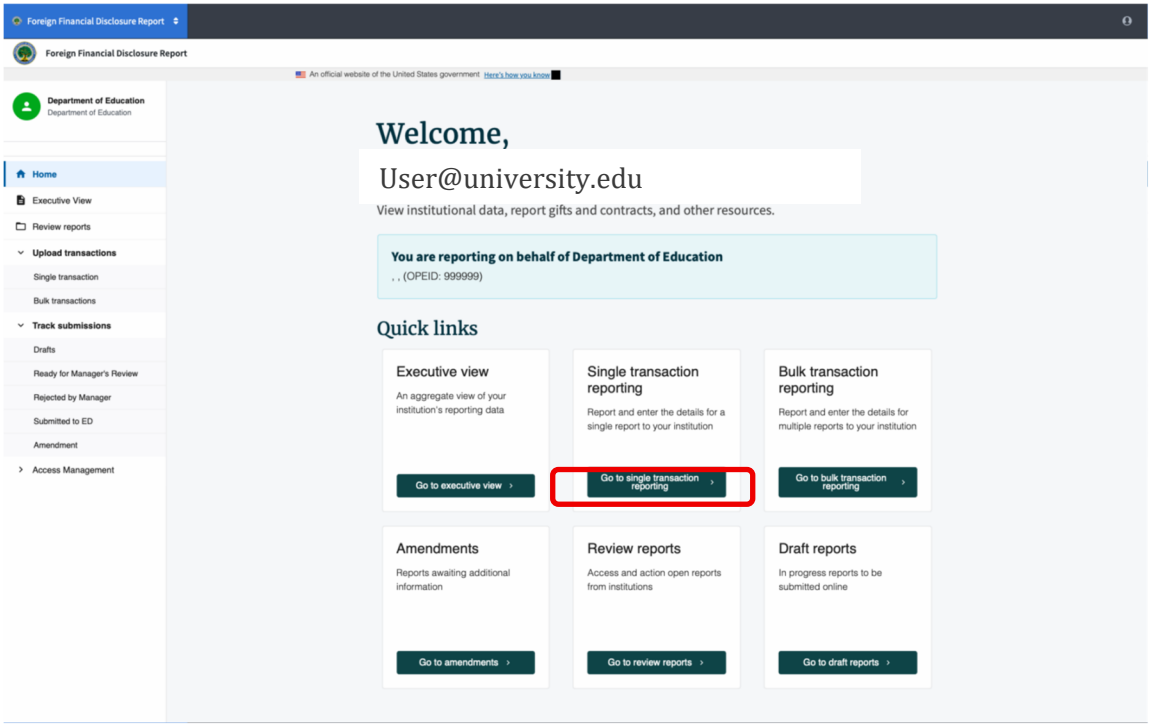
The new portal quick links will allow you to:

- View summary dashboards (with PDPA access)
- Report single gifts/contracts
- Begin a bulk upload
- Review and amend submissions and draft reports

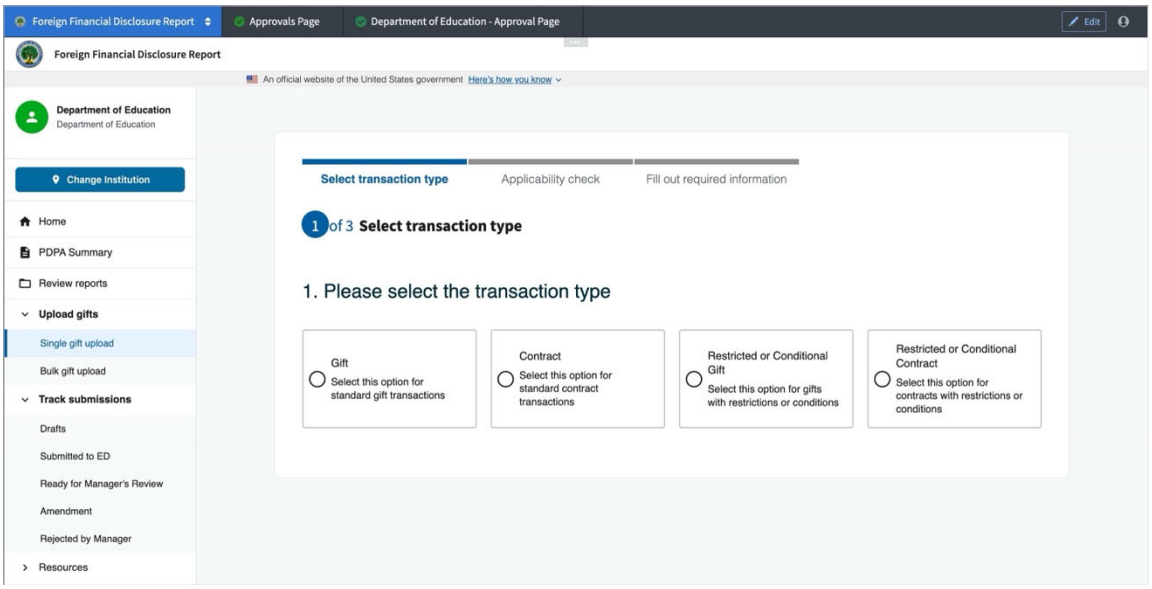


Submitting a Single Gift or Contract Report

1. Select “Single transaction reporting”



2. Select the transaction type



You must choose the nature of your disclosure:

- Gift: Standard gift transaction
- Contract: Standard contract transaction
- Restricted or Conditional Gift: Gift with restrictions/conditions
- Restricted or Conditional Contract: Contract with restrictions/conditions

NOTICE: Once you proceed past this page, the transaction type is locked for the current report.

3. Applicability Check

Indicate whether the transaction involves a foreign source.

-Yes: Continue to required detail entry
- No: Complete two brief acknowledgements; no further details entered

When making this selection, you can use the provided decision guide for clarity:

Answer "Yes" if this gift or contract involves:

- A foreign government or any agency of a foreign government
- A legal entity created under the laws of a foreign state
- An individual who is not a U.S. citizen or national
- An agent acting on behalf of any of the above

4. Enter Foreign Source Details

If you answer “Yes” to the Applicability Check, then you will be required to enter:

- Foreign Source Identity
  - Legal name (required, max 300 characters)
  - DBA/Trade Name (optional, max 300 characters)
  - Source classification: select for each if the source is a government, legal entity, individual, or agent (all four must be answered, at least one must be “Yes”)

NOTICE: If Government is “Yes”, specify the government name (must be a recognized country from the provided country dropdown).

NOTICE: If Agent is “Yes”, enter the principal name (max 300 characters).

-Foreign Source Address
- Country (must match dropdown, valid country names only)
- Address Line 1 (max 300 characters)
- Address Line 2 (optional, max 300 characters)
- Zip/Mail/Postal Code (max 50 characters)
- City (max 300 characters)
- State/Province (max 300 characters)

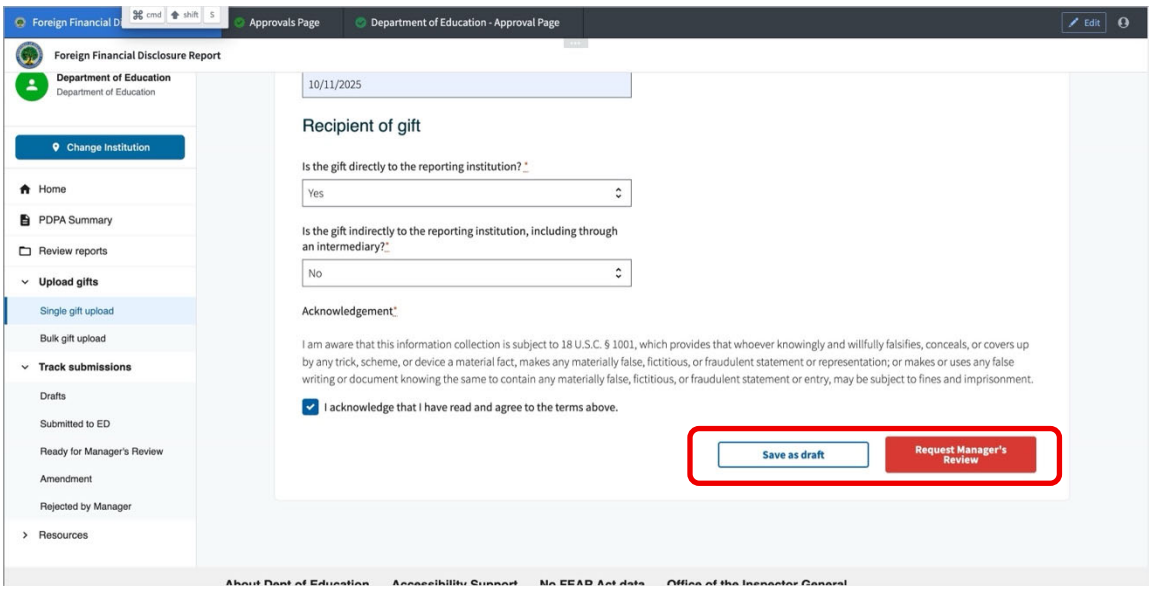
- Transaction Details
- Amount (USD)
- Date received (for gifts, MM/DD/YYYY)
- Contract start and end dates (for contracts, MM/DD/YYYY, start date must be before end date)

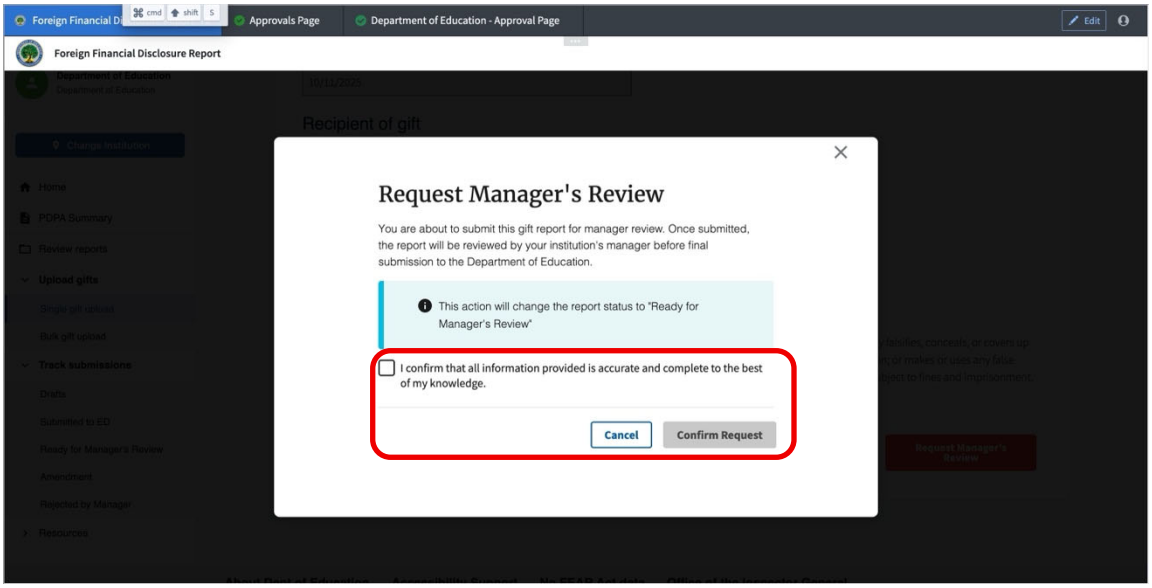
NOTICE: Amounts less than $1,000 will trigger a warning
NOTICE: Dates further than 6 months in the past will trigger a warning

- Recipient Information
- Direct: Is the gift or contract made directly to the reporting institution?
- Indirect: Is there an intermediary?
- If "Yes", list intermediary names (at least one, each ≤300 characters)

5. Acknowledgment and Submission

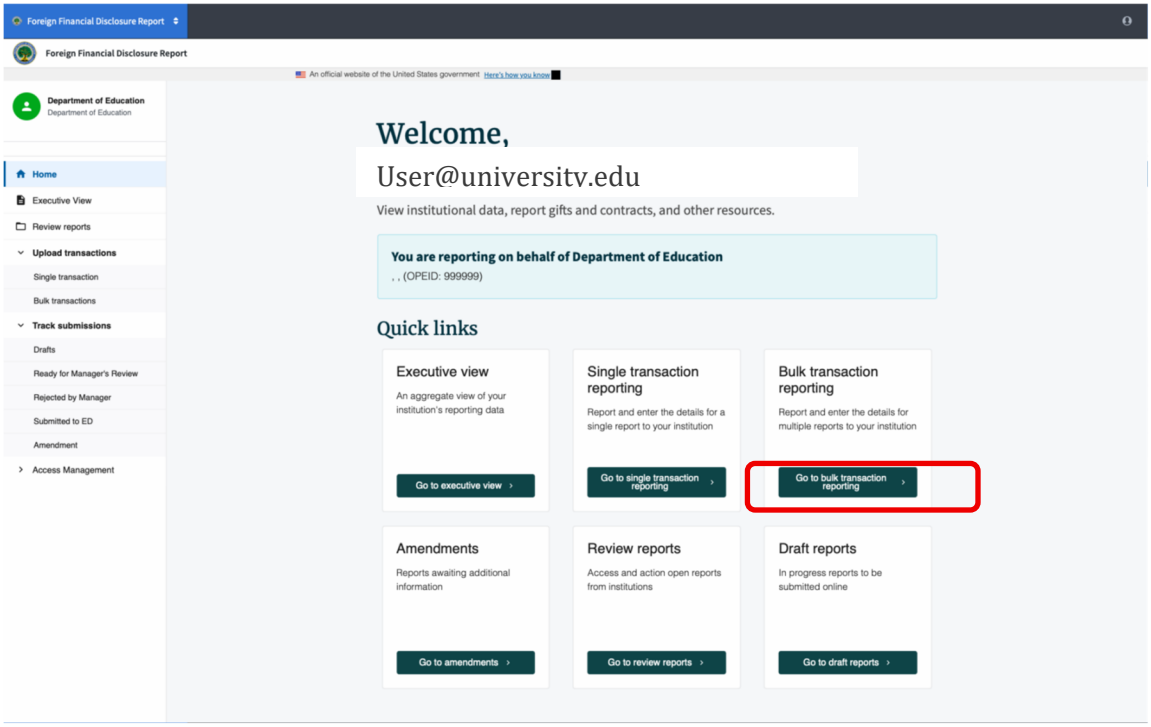
Complete required acknowledgements (including one if the transaction is older than 6 months)
Certification of accuracy and compliance with 18 U.S.C. § 1001


Foreign Financial Disclosure Report
Approvals Page
Department of Education - Approval Page
Edit
Department of Education
Change Institution
Home
PDPA Summary
Review reports
Upload gifts
Single gift upload
Bulk gift upload
Track submissions
Drafts
Submitted to ED
Ready for Manager's Review
Amendment
Rejected by Manager
Resources
10/11/2025
Recipient of gift
Is the gift directly to the reporting institution? *
Yes
Is the gift indirectly to the reporting institution, including through an intermediary?*
No
Acknowledgement*
I am aware that this information collection is subject to 18 U.S.C. § 1001, which provides that whoever knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry, may be subject to fines and imprisonment.
I acknowledge that I have read and agree to the terms above.
Save as draft
Request Manager's Review

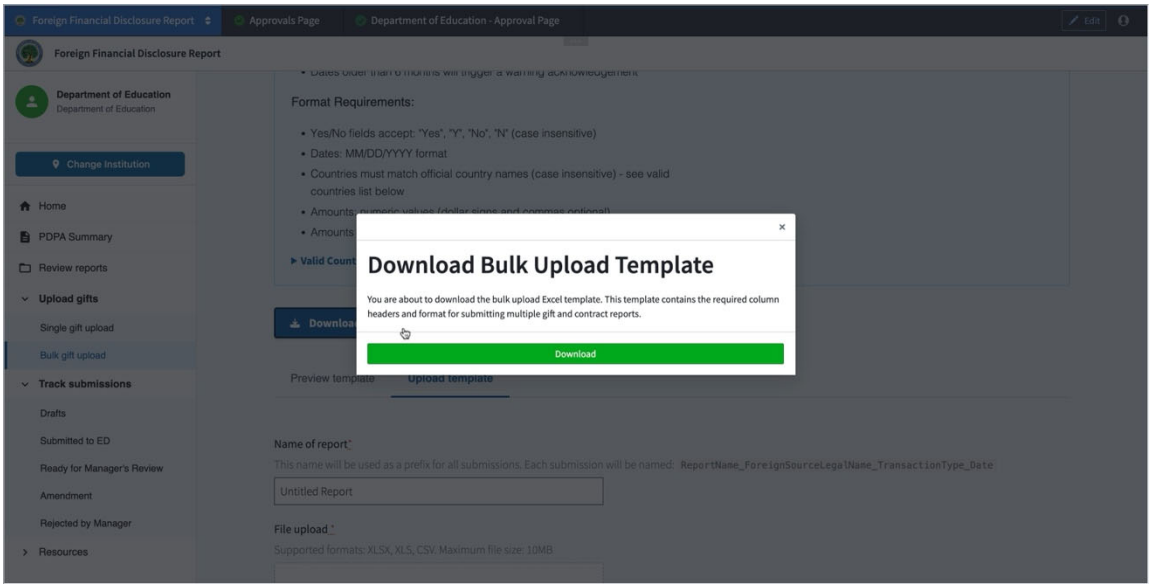

Request Manager's Review
You are about to submit this gift report for manager review. Once submitted, the report will be reviewed by your institution's manager before final submission to the Department of Education.
This action will change the report status to "Ready for Manager's Review"
I confirm that all information provided is accurate and complete to the best of my knowledge.
Cancel
Confirm Request

Bulk Gift and Contract Reporting

To submit multiple disclosures at once, select “Bulk transaction reporting”



Download the bulk upload template

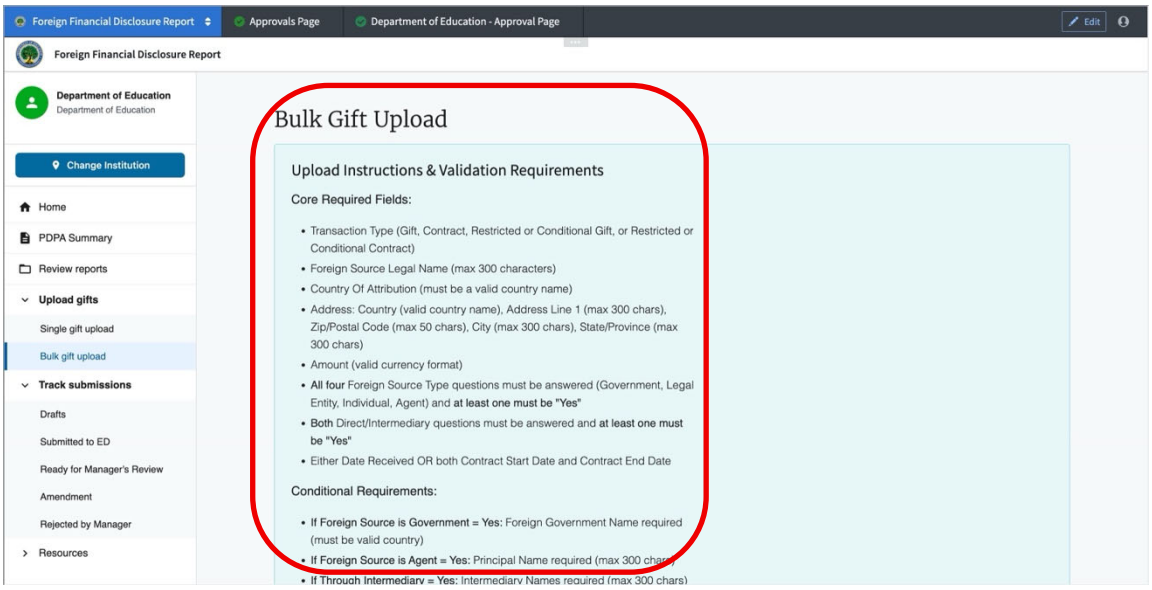


The bulk upload template is an Excel spreadsheet. The spreadsheet is configured with the proper headers for each column to enable bulk report submission.

NOTICE: If the headers are changed or altered in any way, the upload process will not function properly.

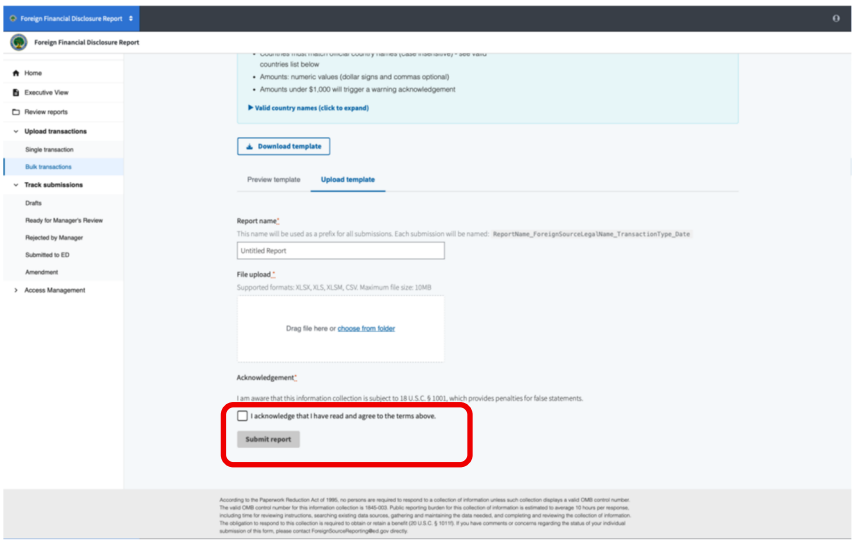
NOTICE: Data validation is built into the spreadsheet. Macros must be enabled for the data validation to function.

The bulk upload data restrictions and requirements are listed on the bulk upload page and are the same as the single upload data fields.



To submit the bulk report

- The report must have a name
- Upload the document in the upload box
- Acknowledge and submit the report



Request an Amendment

If changes are required after submission:

1. Click Request Amendment (available on “Review reports”).
2. Select at least one field to amend (e.g., Amount, Date Received/Contract end, Transaction type, Foreign source).
3. Optionally, enter comments for the reviewer.
4. Click Request Amendment.

Viewing and Acting on Amendment Status

1. Click the Amendment submission tracker tab on the left-hand sidebar (labelled `Amendment` under the "Track submissions" section).

2. This will show you a list of reports that have pending amendments or require review or action.

3. From this section, you can:

   - View outstanding amendment tasks
   - Respond to pending amendment requests

The Amendment Timeline in each report will also reflect outstanding amendments. Reports with amendments pending completion will be in their own tab.

Notice: At any stage, your actions (comments, rejection, requests for amendment, approval) are communicated to the submitter and logged in the track submission section.

Remember: Use the Amendment submission tracker tab in the sidebar to view and act on any required amendments, ensuring no pending actions are missed.