



# Financial Data Submission and Reconciliation (FDSR) System

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## Data File Layout Guidelines

- Possible values for New Field #1 (Granting agency) now include **4=CRC**. It is worth noting that the Canada Research Chairs (CRC) are not a separate granting agency, since the CRC program is administered by SSHRC. Regardless, for ease of reporting, institutions should now enter a value of **4** in the Granting agency field when the Statement of Account pertains to CRC. Note that for administration purposes, this value will change to **2** (SSHRC) on the PDF of Form 300.
- Eliminated Old Field #10 (Grant no.) and added the following fields: New Field #10 (Program code); New Field #11 (Grant ID); and New Field #12 (Competition year). Institutions should now enter each segment of the grant number separately. Each granting agency has its own format:

	<i>Field 10 Program Code</i>	<i>Field 11 Grant ID</i>	<i>Field 12 Competition Year</i>	<i>Concatenated format</i>	<i>Sample value</i>
CIHR	<input type="text"/>	<input type="text" value="NNNnnn"/>	<input type="text"/>	Grant	12345
NSERC	<input type="text" value="aaaa"/>	<input type="text" value="Nnnnnnn"/>	<input type="text" value="NNNN"/>	Program/Grant-Year	RGPIN/1234567-2004
SSHRC	<input type="text" value="NNNn"/>	<input type="text" value="Nnnn"/>	<input type="text" value="NNNN"/>	Program-Year-Grant	410-2004-1234
CRC	<input type="text" value="NNN"/>	<input type="text" value="NNNNNN"/>	<input type="text"/>	Program-Grant	950-123456

A = alphabetic character, required  
a = alphabetic character, optional  
N = numeric character, required  
n = numeric character, optional  
Note: special characters are not permitted

Refer to the following examples:



**Example 1:** The grant number for a CIHR grant is 12345; the institution must report Grant ID **12345** in Field #11, and no values in Fields #10 and #12.

**Example 2:** The grant number for an NSERC grant is RGPIN/1234567-2004. The Program code segment is optional, and the Grant ID and Competition year segments are mandatory. The institution *may* report program code **RGPIN** in Field #10 or leave it empty, but it *must* report Grant ID **1234567** in Field #11, as well as Competition year **2004** in Field #12.

**Example 3:** The grant number for a SSHRC grant is 410-2004-1234. Each segment is mandatory. The institution must report Program code **410** in Field #10, Grant ID **1234** in Field #11, and Competition year **2004** in Field #12.

**Example 4:** The grant number for a CRC grant is 950-123456. Each segment is mandatory. The institution *must* report Program code **950** in Field #10, Grant ID **123456** in Field #11, and no value in Field #12 (leave it empty).

**Example 5:** Institutions should also report expenditures from the General Research Fund (GRF), applicable only to NSERC and SSHRC, using: the appropriate Program Code, a zero (0) Grant ID, and the relevant Fiscal Year. It is important to note that institutions may submit only one GRF SOA in any given year. Examples:

NSERC GRF expenditures in 2004:

Grant Program Code = "GRF"  
Grant ID = "0"  
Grant Fiscal Year = "2004"  
Resulting Grant Number on the SOA = "GRF/0-2004"

SSHRC GRF expenditures in 2004:

Grant Program Code = "000"  
Grant ID = "0"  
Grant Fiscal Year = "2004"  
Resulting Grant Number on the SOA = "000-2004-0"

When the institution views or prints a Statement of Account, FDSR will link together the fields in the appropriate format in order to display them as a single value. If the institution does not supply a value in an optional field, FDSR will display an asterisk in its place. For example, referring to Example 2 above, if a value is not supplied in the optional Program code field for an NSERC grant, FDSR will display the concatenated value as **\*/1234567-2004**.

- The following amounts are now calculated by the FDSR system: Total funds available for current year (A); Total expenditures incurred for current year (B); and Balance (A-B). The fields have been preserved in order to ensure compatibility with other systems. Institutions must enter 0 (zero) in New Field #s 16, 17 and 18.

The following guidelines will help IT representatives produce a data file in the required format for the FDSR system:

- If your data file is an Excel file (.xls), edit as needed and save it as type **.csv** and not as type .txt. If it is not saved as type .csv it will not upload correctly.



- If your data file is a text file (.txt), edit as needed and save it as a .txt in Notepad only.
- Whether your data file is saved as type .csv or .txt, it is no longer necessary to enter quotation marks in the fields that contain text and to indicate blank fields with empty quotation marks " ". However, the system does still accept quotation marks.
- Each data file consists of rows of comma-separated values.
- Each row in the file corresponds to one statement of account.
- In the fields that contain numbers, do not use commas. Enter nil values as 0 (zero).
- A header record or file is not required.
- Any number of files may be uploaded, as long as they do not contain duplicate records. FDSR evaluates the following primary key to assess whether a record already exists: Institution ID (determined by FDSR from the Business Officer's account profile) + Granting Agency (New Field #1) + CID/PIN (New Field #6) + Grant Number (concatenated values from New Fields #10, 11 and 12) + Year Ending (New Field #8).
- Each row contains the following columns (fields):

New Field #	Old Field #	Field Description	Data Type
1	1	Granting agency: 1 = CIHR, 2 = NSERC, 3 = SSHRC, 4 = CRC	Number
2	2	Statement type: A = Annual statement, F = Final statement	Text
3	3	Family name of grantee	Text
4	4	Given name of grantee	Text
5	5	Initial(s) of grantee	Text
6	6	Council/Personal Identification No. (CID/PIN)	Number
7	7	Date (format: YYYY-MM-DD)	Date
8	8	Year ending (format: YYYY-MM-DD)	Date
9	9	University account no.	Text



New Field #	Old Field #	Field Description	Data Type
n/a	10	<i>[Eliminated in v.2: Grant no.]</i>	n/a
10	n/a	Program code	Number
11	n/a	Grant ID	Number
12	n/a	Competition year	Number
13	11	Balance of grant at close of previous year	Number
14	12	Current year grant	Number
15	13	Federal granting agency authorized transfer	Number
16	14	<i>Total funds for current Year (A) are now calculated by FDSR. Enter 0 (zero) in this field.</i>	Number
17	15	<i>Total expenditures incurred for current year (B) are now calculated by FDSR. Enter 0 (zero) in this field.</i>	Number
18	16	<i>Balance (A-B) is now calculated by FDSR. Enter 0 (zero) in this field.</i>	Number
19	17	Outstanding commitments at close of year	Number
20	18	1a) Salaries to students (including benefits) – Bachelor’s, Canadian and Permanent Residents	Number
21	19	1a) Salaries to students (including benefits) – Bachelor’s, Foreign	Number
22	20	1b) Salaries to students (including benefits) – Master’s, Canadian and Permanent Residents	Number
23	21	1b) Salaries to students (including benefits) – Master’s, Foreign	Number
24	22	1c) Salaries to students (including benefits) – Doctoral, Canadian and Permanent Residents	Number
25	23	1c) Salaries to students (including benefits) – Doctoral, Foreign	Number
26	24	2a) Salaries to non-students (including benefits) – Postdoctoral, Canadian and Permanent Residents	Number
27	25	2a) Salaries to non-students (including benefits) – Postdoctoral, Foreign	Number



<b>New Field #</b>	<b>Old Field #</b>	<b>Field Description</b>	<b>Data Type</b>
28	26	2b) Salaries to non-students (including benefits) – Other	Number
29	27	3) Salary and benefits of incumbent (Canada Research Chairs only)	Number
30	28	4) Professional and technical services/contracts	Number
31	29	5) Equipment (including powered vehicles)	Number
32	30	6) Materials, supplies and other expenditures	Number
33	31	7) Administrative costs related to the Canada Research Chairs (proposal writing, technology transfer costs, libraries, relocation, etc.)	Number
34	32	8) Travel	Number
35	33	9) Research time stipends (SSHRC grantees and NCE program leaders only)	Number
36	34	10a) GRF, GGSF, SIG and ASU expenditures only: Travel in Canada	Number
37	35	10b) GRF, GGSF, SIG and ASU expenditures only: International travel	Number
38	36	10c) GRF, GGSF, SIG and ASU expenditures only: Research awards and scholarships	Number
39	37	10d) GRF, GGSF, SIG and ASU expenditures only: Research infrastructure (ASU only)	Number
40	38	10e) GRF, GGSF, SIG and ASU only: Other (e.g. conferences, workshops, seminars)	Number
41	39	11) Other expenditures (e.g. NCE administration costs)	Number

For additional information on the FDSR data file layout, please contact Technical Support (refer to the FDSR Contact Us page).