Most Common Data Challenges

Column Headers	It can be very easy to mistype the headers. Please ensure that they match the sample files!
	Having incorrect column headers is the most unforgiving part of the submission process and results in the "Unknown" label being attached to the file!
	It is recommended that you copy-and-paste the headers from the sample files available on the website.
UniqueAwardNumber *(consists of a funding source code and the federal award ID)*	Correct format: ##.### x… (up to 50 characters). *(Two numbers, period, three numbers, space, federal award ID consisting of between 1 and 50 characters.)*

	Funding Source Code *(either a CFDA code or a STAR OFS code)*	The funding source code should consist of either a CFDA code or a STAR Other Funding Source (OFS) code (*see the reference spreadsheet on the website for details*).
		The funding source code should be in the format ##.###, where # represents a numeric character.
		If the designation after "." for a CFDA code is unknown, use zeros (e.g. 66.000).
	Federal Award ID	The award ID must be separated from the funding source code by a space.
		The value can consist of between 1 and 50 characters, including letters, numbers, spaces, and other printable special characters.

Incorrect Funding Source Code	Correct Funding Source Code
66	66.000
66.2345	66.234
66.234J	66.234
66.34	66.340
66.TON	66.000
66.XXX	66.000
XX.XXX	00.000
##.###	00.000
	00.000

PeriodStartDate *and* PeriodEndDate	These dates should reflect the start and end date of the period in which the transaction occurred, NOT the start and end date of the award.
	If it is easiest to send transaction records, then the start and end date would be the date of the transaction. (They can be the same date.)
FteStatus	FteStatus is the overall (not just on this award) designation of the status (percent) of the funded personnel (full time = 1.0, half time = 0.5).
	The value should be a decimal number between 0 and 1.
ProportionofEarningsAllocated	This field should contain the calculated portion of earnings charged by funded personnel to the award in the specified period.
	Either *ProportionOfEarningsAllocated* or *ProportionOfEarningsAllocatedToAward* may be used as the column header.
	The value should be a decimal number between -1 and 1, NOT dollar values.

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Hyphens and Commas	Data	Incorrect	Correct
	UniqueAwardNumber	92.234-alkf3dkk-gak	92.234 alkf3dkk-gak
	DunsNumber	12-345-6789	123456789
	Zip Code (in Duns field)	Z-19380-3355	Z19380-3355
	PaymentAmount	1,234.67	1234.67

Empty Fields	Either eliminate the record or insert a zero value	
	Data Element	**Correct**
	Unique Award Number	00.000 0
	Payment Amount	0
	Duns Number	The column (CSV) or element (XML) must be included, but it may be empty.
	Proportion of Earnings	0
	FTE Status	Zero is not allowed/remove record
	Dates	Zero is not allowed/remove record

SubawardRecipientDunsNumber *and* VendorDunsNumber	These fields may contain a 6- to 9-digit DUNS number OR up to 10 characters representing a United States ZIP code prefixed with 'Z' OR up to 9 characters representing a foreign postal code prefixed with 'F'.		
	The maximum length of the data in the field is: 9 characters for DUNS numbers 11 characters (including the 'Z' prefix) for U.S. ZIP codes 10 characters (including the 'F' prefix) for foreign postal codes Spaces and other special characters are included in the character limits above.		
	The 'Z' and 'F' prefixes may be either uppercase or lowercase.		
	DUNS numbers must consist of only digits. ZIP codes should consist of only digits or digits and a single hyphen (except for the 'Z' prefix). Foreign postal codes may consist of digits, letters, spaces, hyphens, and/or other printable characters.		
	Value in Data Element	**Correct Examples**	**Incorrect Examples**
	DUNS number	123456 1234567 12345678 123456789 001234567	12345 *(too short)* 1234567890 123 456 (space) 123-456 123ABC
	U.S. ZIP code	Z01224 Z12345 z012345678 Z123456789 Z01234-5678 z12345-6789	Z123 (too short) Z1234567890 Z123AB Z123456
	Foreign postal code	F123456789 F123ABC F12-ABC 34	F1234567890 FABCDEFGHIJ F12-ABC 345