How to Submit the Annual NTD Report

This guide provides instructions and tips for how NTD users can submit the annual report.

Submission Overview

Who can submit the report?

- Only the *CEO* or *CEO Delegate* users may submit the Original Submission (first draft) of the report package.
- Only the *CEO, CEO Delegate*, or *NTD Contact* users may submit report revisions.
- *Editors, Viewers,* and *Safety Contacts* cannot submit the annual report.

What criteria must be met in order to submit the report?

- All required fields (marked with an asterisk in the report forms) must be completed.
- All report forms must be Save and Validated.
- All Validation Issues with an "Open" status must be addressed, and changed to either "Open with Explanation" or "Closed with Data Revision."
- The system will block the report submission if any of these criteria are not met. You will not be able to submit the report until the issues are resolved.

When is the report due for submission?

- Agencies must submit their annual reports in conformance with deadlines established by FTA. The Original Submission is typically due 4 months following an agency's fiscal year end. Exhibit 5 in the NTD Policy Manual provides common fiscal year end dates and reporting deadlines.
- Report revisions follow a standard revision period based on an agency's Reporter Type. Your Validation Analyst will provide the due date for each report revision.

**Does the submission process differ when submitting report revisions?**

- Users follow the same submission steps for each iteration of the report.
- During the Report Year, review the **Report Status** in your agency's report package summary to confirm your report's location.
    - Reports that are in *Working Data* are in your agency's view, and must be submitted or resubmitted to your Validation Analyst.
    - Reports that are *In Review* are in your analyst's view, and cannot be revised or resubmitted unless your analyst returns the report.

Submitting the Annual Report

Users may submit the annual report package using one of two options.

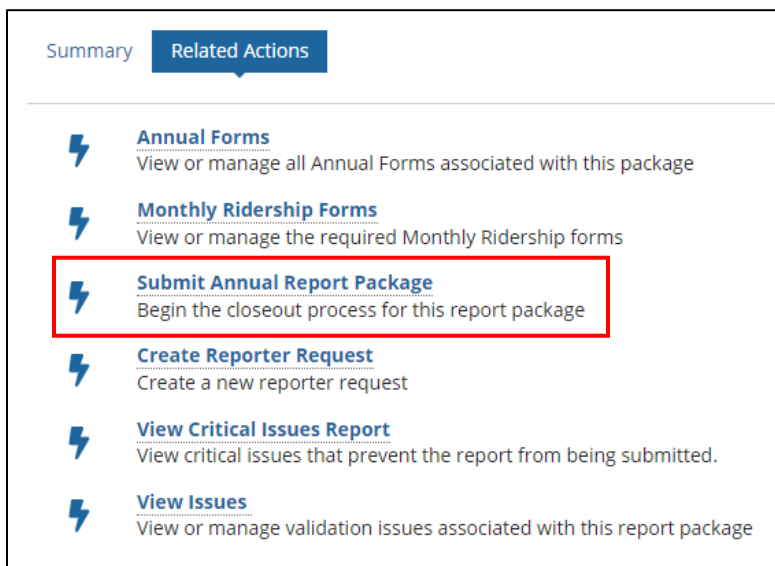### Option 1: Submit via Report Summary page

- From the NTD Home page, open your agency's annual report package for the current Report Year.

- Select Submit Annual Report Package in the top right-hand corner:
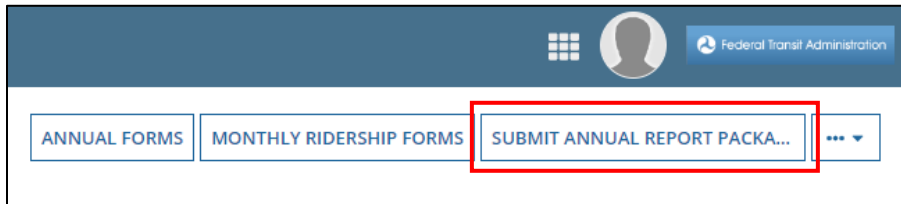
- Complete the steps to confirm the report submission. Once you have submitted the report, a dialogue box stating "Action Completed Successfully" will appear.

Option 2: Submit via Related Actions

- From the NTD Home page, open your agency's annual report package for the current Report Year.

- Open the Related Actions tab (under the page's title banner) and select Submit Annual Report Package:

- Complete the steps to confirm the report submission. Once you have submitted the report, a dialogue box stating "Action Completed Successfully" will appear.