

## e-grants Progress Report Guide

**Step 1:** Navigate to your Task List to find the grant that the progress report is related to.

**Step 2:** Click on the grant award Name

**View My Tasks**

Export Results to: Screen Sort by: -- Select -- GO

Document Type	Organization	Name	Current Status	Year
OJP Grant	Men As Peacemakers	A-EF-2012-MENPEACE-00001	Grant Awarded	9/20/2011
OJP Grant	Men As Peacemakers	A-JABG-2015-MENPEACE-00001	Grant Awarded	7/16/2014
OJP Grant	Men As Peacemakers	A-JABGSP-2015-MENPEACE-00001	Application In Process	3/12/2015
OJP Grant	Men As Peacemakers	A-JAG-2015-MENPEACE-00001	Grant Awarded	7/8/2014

**Please note:** If your grant is not in your Task List please follow instructions A-C to find your grant and then continue with Step 3 to complete your progress report.

**Step A:** Click on the “Search Applications (2)” tab at the top of your e-grants screen

**e-grants**  
DEPARTMENT OF PUBLIC SAFETY

Home Search Applications (2) Search Progress Reports Search Financial Status Reports

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Welcome Frank  
Program Admin  
Change Picture

**Instructions:**  
Select the **SHOW HELP** button above for detailed instructions on the following.  
> Applying for an Opportunity  
> Using System Messages  
> Understanding your Tasks  
> Managing your awarded grant

Hello Frank, please choose an option below.

**View Available Opportunities**  
You have 11 Opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

**Step B:** Click Search

**Search Search Applications (2)**

Search Application (2) Types: -- Select --

Search Application (2) Name:

Person:

Status: -- Select --

Year:

SEARCH CLEAR

Export Results to: Screen Sort by: -- Select -- GO

Number of Results 34

Document Type	Organization	Name	Current Status	Year
OJP Grant	Men As Peacemakers	A-CC-2014-MENPEACE-00002	Amendment In Process	2014
OJP Grant	Men As Peacemakers	A-CC-2016-MENPEACE-00002	Application In Process	2016
OJP Grant	Men As Peacemakers	A-CVS-2014-MENPEACE-00001	Grant Awarded	2014

The results will be, all of the current grants and applications that your user account is assigned to

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**Step C:** Click on the grant Award name

**Step 3:** Click on View Related Items

### OJP Grant Menu

Document Information: [A-JAG-2015-MENPEACE-00001](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	<a href="#">Men As Peacemakers</a>	Program Admin	Grant Awarded	03/01/2015 - 06/10/2016 04/30/2015 12:00PM EST

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 **View, Edit and Complete Forms**

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

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 **Change the Status**

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

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 **Access Management Tools**

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

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 **Examine Related Items**

Select the **View Related Items** button below to view related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#) 

**Step 4:** Click on the Report that is required for the time period.

### Related Documents

Sort search results by:  Filter by Document Type:  [GO](#)

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Byrne JAG Quarterly Progress Report 10/1/2015 - 12/31/2015	<a href="#">Initiate a/an Byrne JAG Quarterly Progress Report</a>		10/1/2015 - 12/31/2015		
OJP FSR	Initiate a/an OJP Financial Status Report 2015				

**Step 5:** Click I Agree

### Agreement

Please make a selection below to continue.

Are you sure you want to create a progress report?

[I AGREE](#) [I DO NOT AGREE](#)

## e-grants Progress Report Guide

### Step 6: Click View Forms

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### Byrne JAG Quarterly Progress Report 10/1/2015 - 12/31/2015 Menu

Document Information: [R-JAG-2015-MENPEACE-00002](#)  
Parent Information: [A-JAG-2015-MENPEACE-00001](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Byrne JAG Quarterly Progress Report 10/1/2015 - 12/31/2015	<a href="#">Men As Peacemakers</a>	Program Admin	Progress Report In Process	10/01/2015 - 12/31/2015 01/30/2016 11:59PM EST

**View, Edit and Complete Forms**  
Select the **View Forms** button below to view, edit, and complete forms.  
[VIEW FORMS](#)

**Change the Status**  
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.  
[VIEW STATUS OPTIONS](#)

**Step 7:** Click on each form in your report, this example has two forms: “Byrne JAG 2015 Qtr Progress Report” and “Recidivism Tracking Report”

**Please note: All grants have different reporting requirements and each report will have different forms.**

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### Byrne JAG Quarterly Progress Report 10/1/2015 - 12/31/2015 Menu - Forms

Please complete all required forms below.

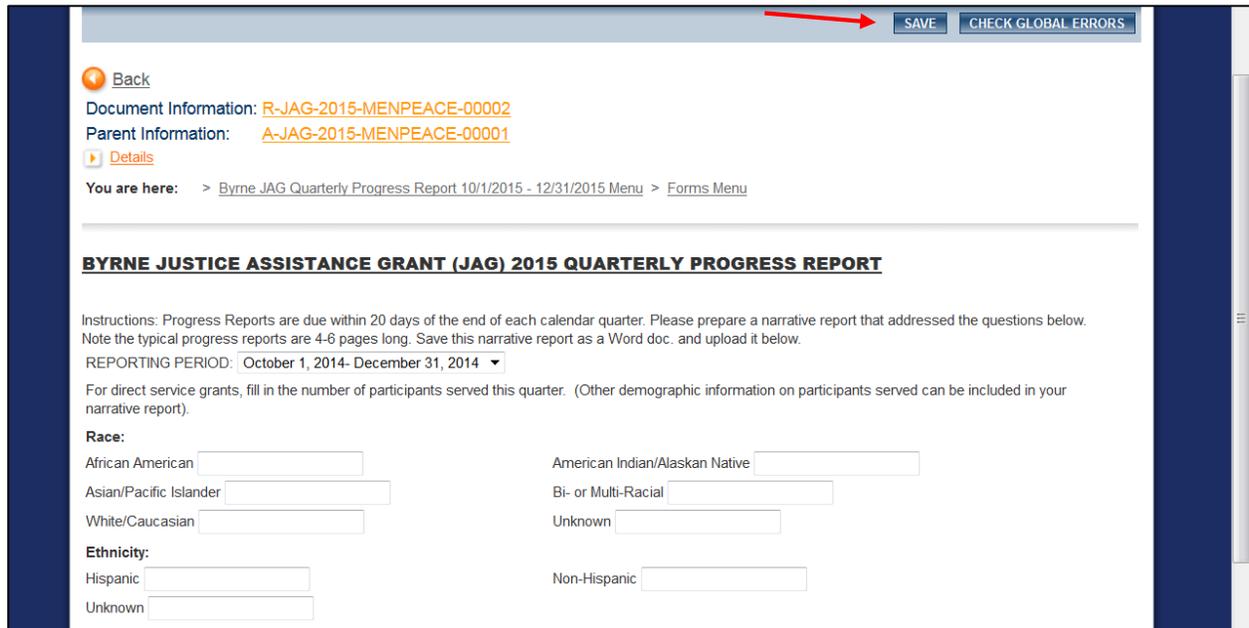
Document Information: [R-JAG-2015-MENPEACE-00002](#)  
Parent Information: [A-JAG-2015-MENPEACE-00001](#)  
[Details](#)

**Forms**

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">Byrne JAG 2015 Qtr Progress Report</a>			
	<a href="#">Recidivism Tracking Report</a>			

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**Step 8:** After you complete each form according to the onscreen instructions, Click SAVE



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You are here: > [Byrne JAG Quarterly Progress Report 10/1/2015 - 12/31/2015 Menu](#) > [Forms Menu](#)

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**BYRNE JUSTICE ASSISTANCE GRANT (JAG) 2015 QUARTERLY PROGRESS REPORT**

Instructions: Progress Reports are due within 20 days of the end of each calendar quarter. Please prepare a narrative report that addressed the questions below. Note the typical progress reports are 4-6 pages long. Save this narrative report as a Word doc. and upload it below.  
REPORTING PERIOD:

For direct service grants, fill in the number of participants served this quarter. (Other demographic information on participants served can be included in your narrative report).

**Race:**

African American  American Indian/Alaskan Native   
Asian/Pacific Islander  Bi- or Multi-Racial   
White/Caucasian  Unknown

**Ethnicity:**

Hispanic  Non-Hispanic   
Unknown

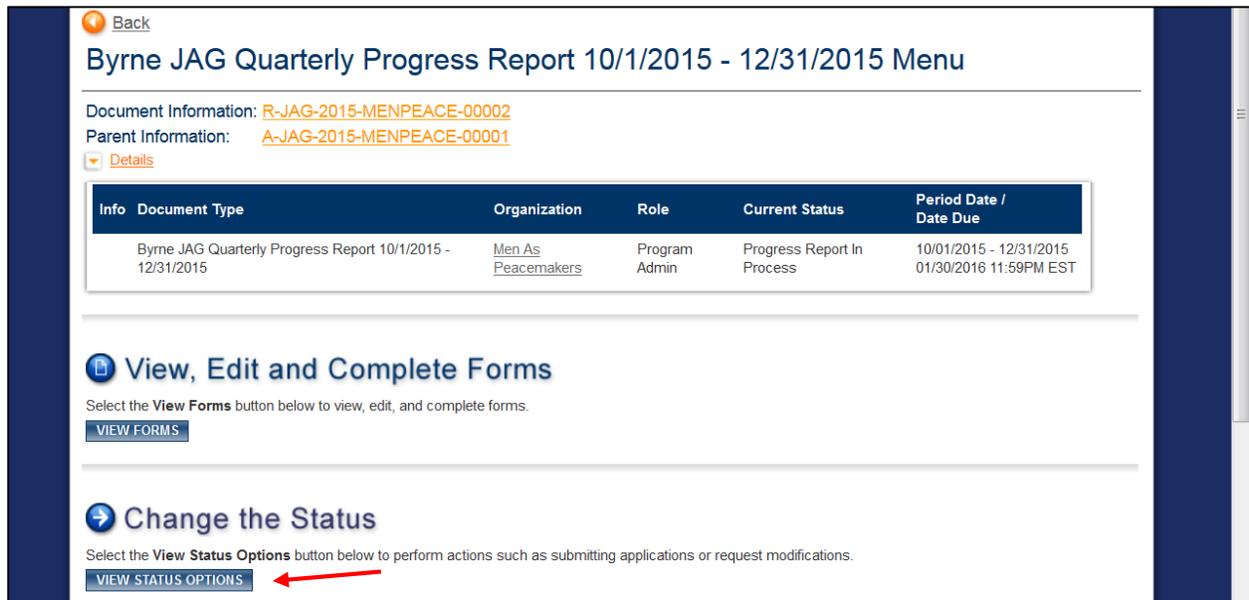
SAVE CHECK GLOBAL ERRORS

**Step 9:** Navigate to Progress Report Menu by clicking on the Document Information link:

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**Step 10:** Click on View Status Options



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Byrne JAG Quarterly Progress Report 10/1/2015 - 12/31/2015 Menu

Document Information: [R-JAG-2015-MENPEACE-00002](#)  
Parent Information: [A-JAG-2015-MENPEACE-00001](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Byrne JAG Quarterly Progress Report 10/1/2015 - 12/31/2015	<a href="#">Men As Peacemakers</a>	Program Admin	Progress Report In Process	10/01/2015 - 12/31/2015 01/30/2016 11:59PM EST

**View, Edit and Complete Forms**

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

**Change the Status**

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[VIEW STATUS OPTIONS](#)

**Step 11:** Click Apply Status to Progress Report Submitted

**Congratulations, your progress report is now submitted.**