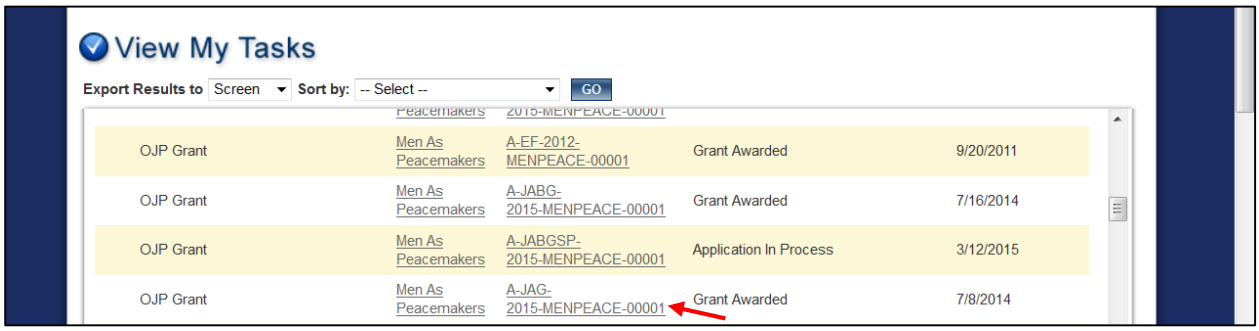
e-grants Progress Report Guide

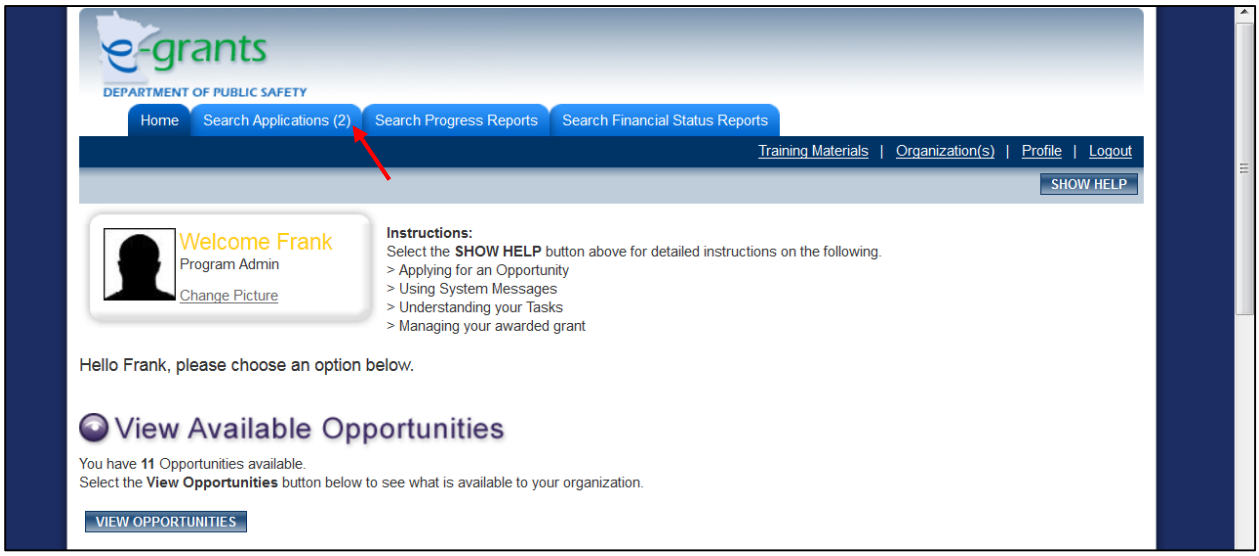
Step 1: Navigate to your Task List to find the grant that the progress report is related to.

Step 2: Click on the grant award Name

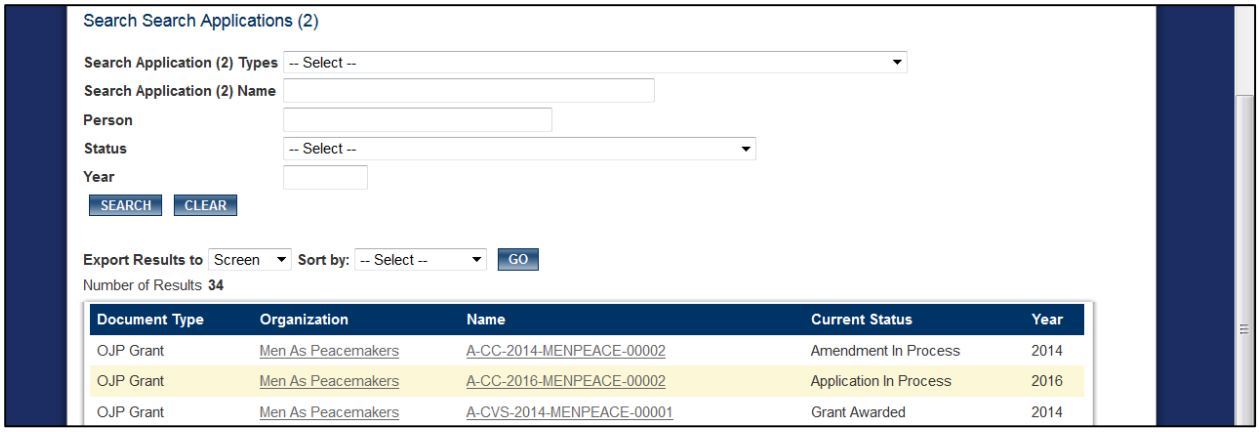


Please note: If your grant is not in your Task List please follow instructions A-C to find your grant and then continue with Step 3 to complete your progress report.

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



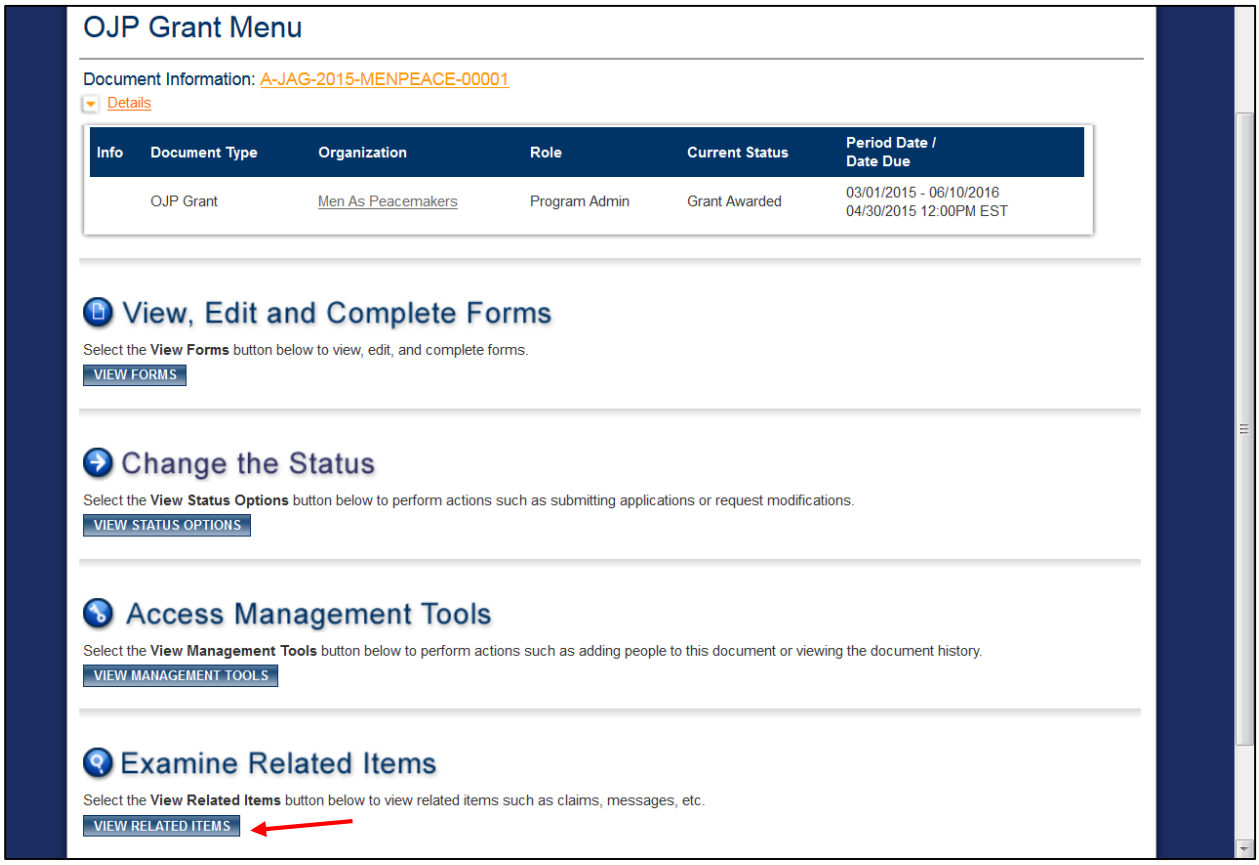
Step B: Click Search



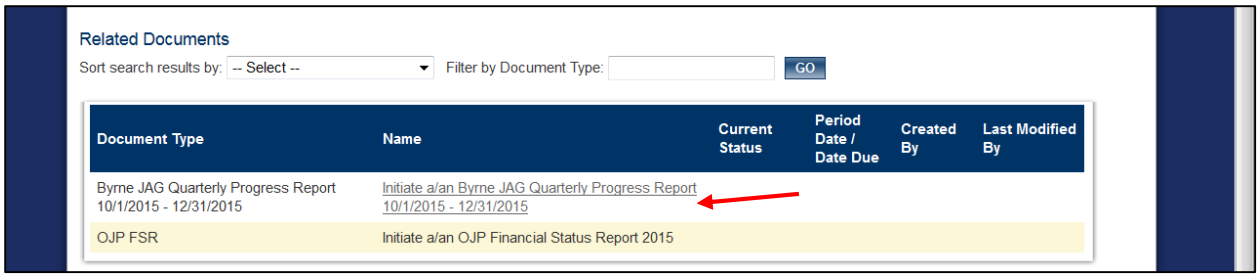
The results will be, all of the current grants and applications that your user account is assigned to

Step C: Click on the grant Award name

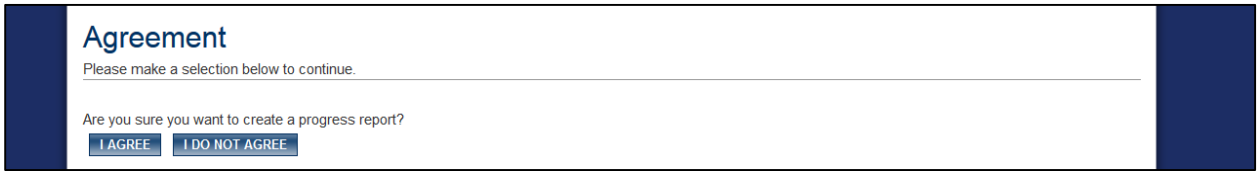
Step 3: Click on View Related Items



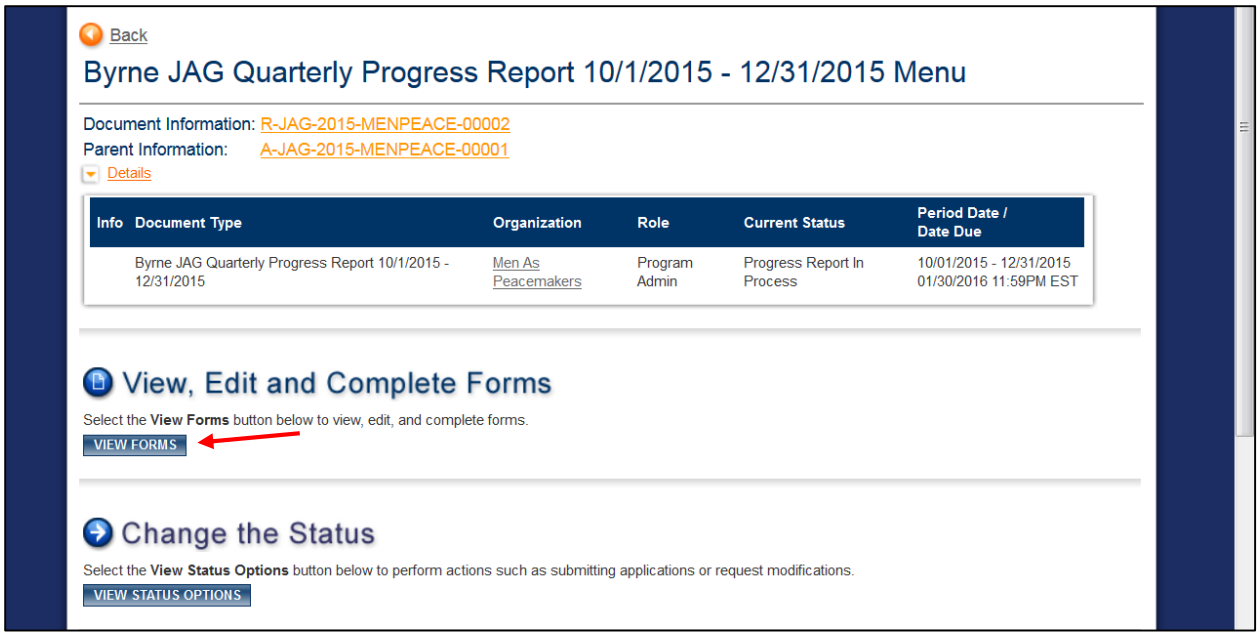
Step 4: Click on the Report that is required for the time period.



Step 5: Click I Agree

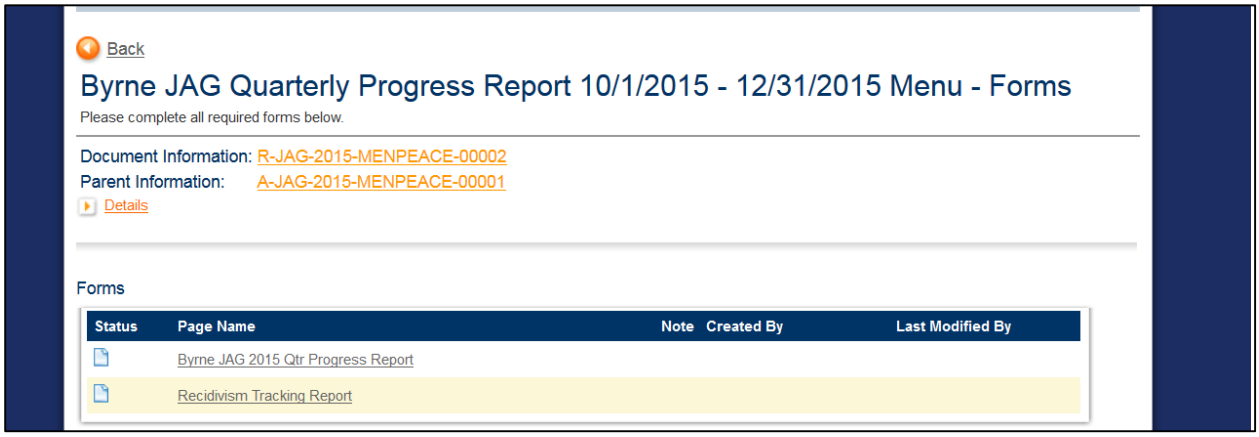


Step 6: Click View Forms

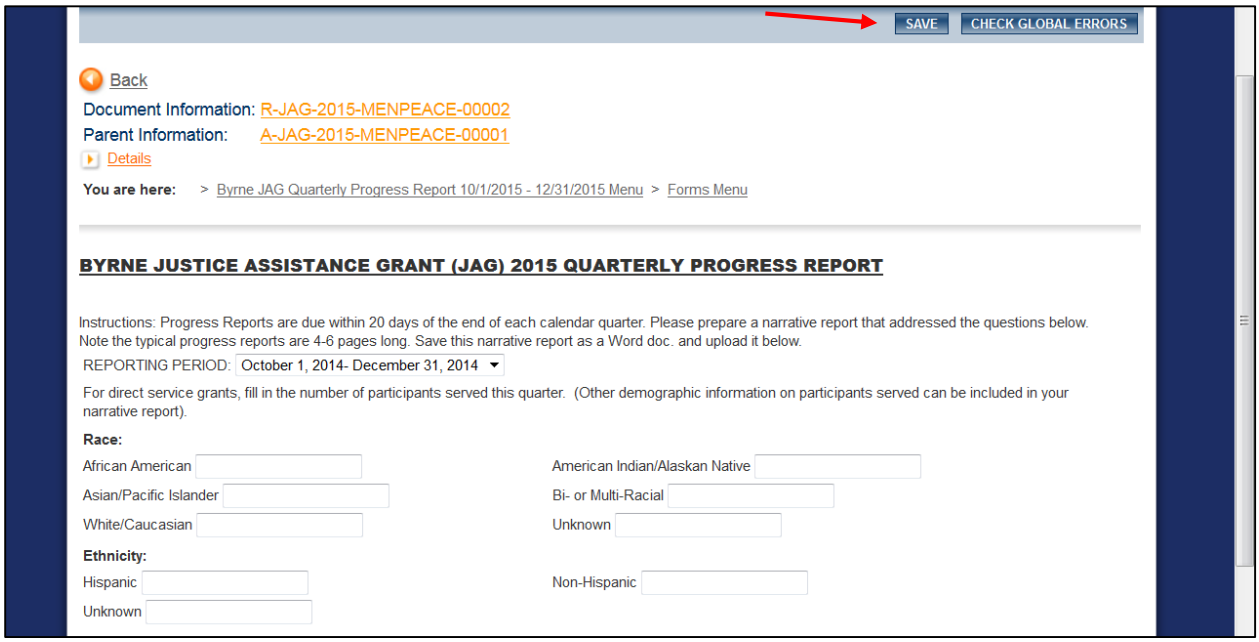


Step 7: Click on each form in your report, this example has two forms: "Byrne JAG 2015 Qtr Progress Report" and "Recidivism Tracking Report"

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

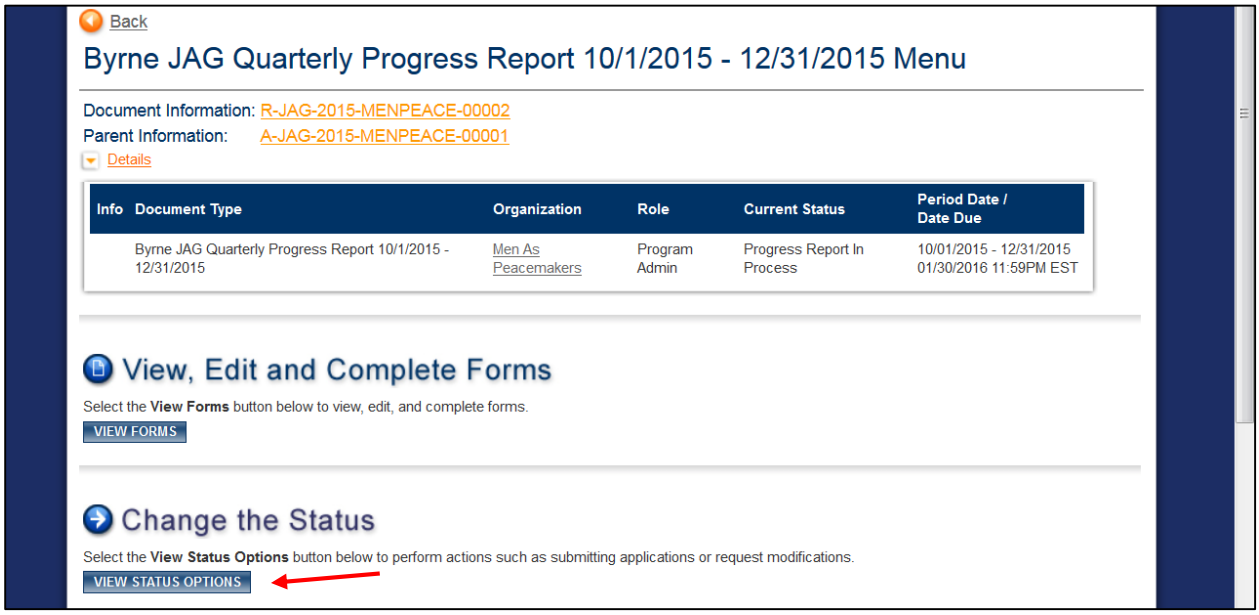


Step 8: After you complete each form according to the onscreen instructions, Click SAVE



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

Step 10: Click on View Status Options



Step 11: Click Apply Status to Progress Report Submitted

Congratulations, your progress report is now submitted.