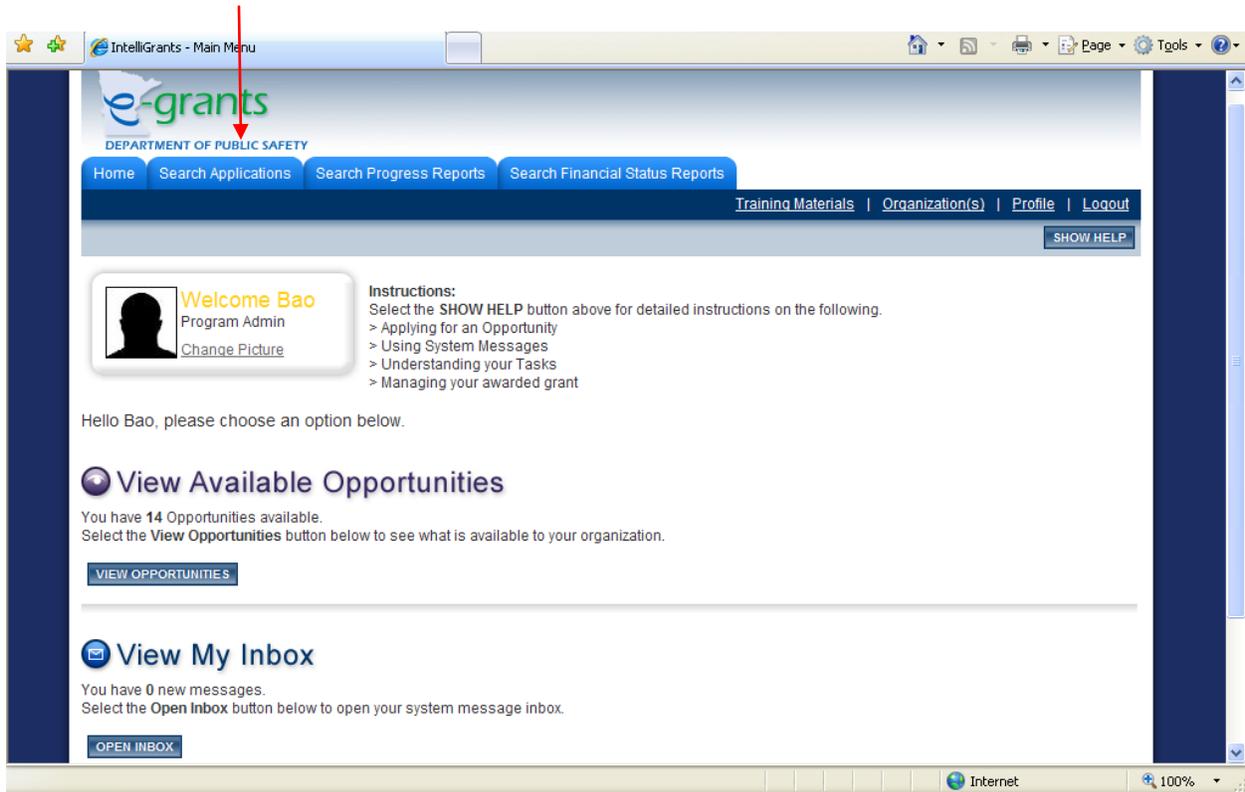


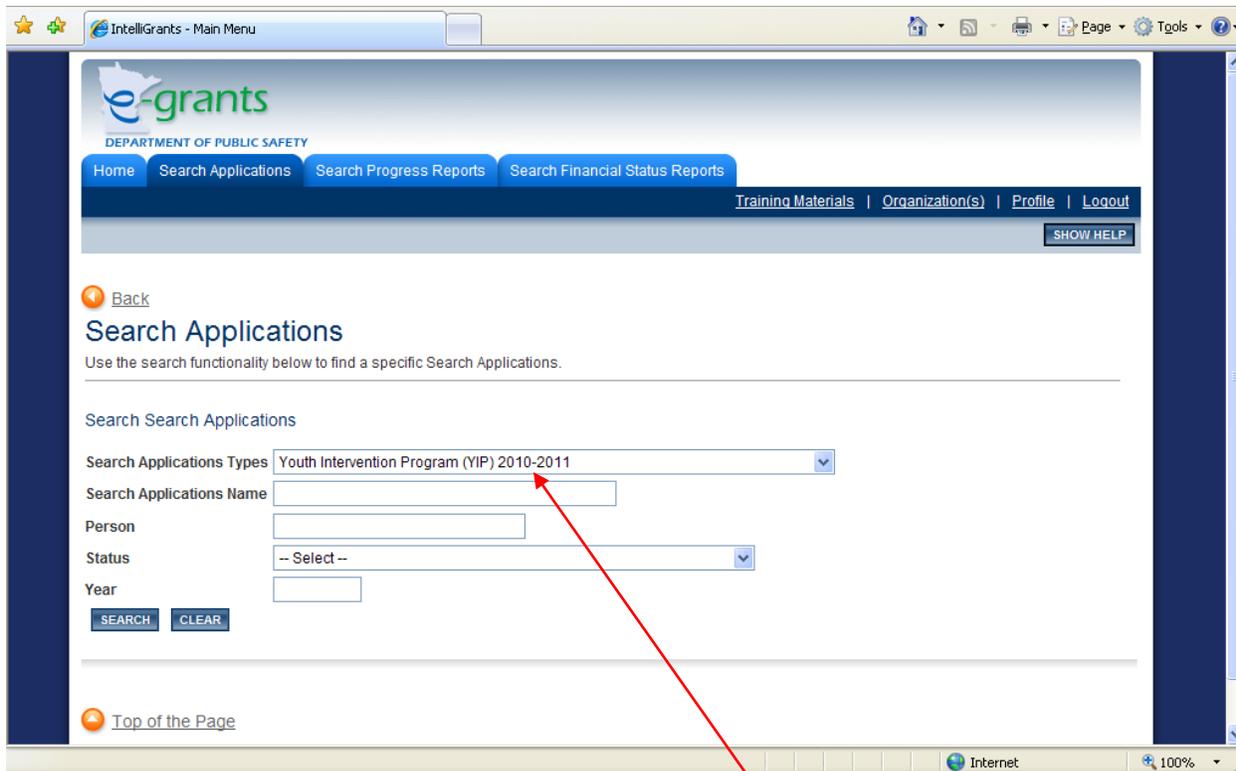
Completing a Progress Report

When Your Grant is in Not in Your Task Menu

Step 1: Select Search Applications tab



Next Screen:



Step 2: Search for your grant by selecting your Application Type

Step 3: Click Search

Completing a Progress Report When Your Grant is in Not in Your Task Menu

Next Screen:

IntelliGrants - Main Menu

Home Search Applications Search Progress Reports Search Financial Status Reports

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Back

Search Applications

Use the search functionality below to find a specific Search Applications.

Search Search Applications

Search Applications Types: Youth Intervention Program (YIP) 2010-2011

Search Applications Name:

Person:

Status: -- Select --

Year:

SEARCH CLEAR

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

Number of Results 1

Document Type	Organization	Name	Current Status	Year
OJP Grant	Hmong American Partnership	A-YIP-2010-HMONGAM-10690 (2)	Grant Awarded	2010

Done Internet 100%

Step 4: Select the grant you that you want to complete the Progress Report for.

Completing a Progress Report When Your Grant is in Not in Your Task Menu

Next Screen:

The screenshot shows a web application interface for the OJP Grant Menu. At the top, there is a navigation bar with links for Training Materials, Organizations, Home, and Logout, along with a SHOW HELP button. Below the navigation bar, there is a Back button and the title OJP Grant Menu. The main content area displays Document Information for A-YIP-2010-HMONGAM-10690 (2) with a Details link. A table lists the document information, and below it are four sections: View, Edit and Complete Forms; Change the Status; Access Management Tools; and Examine Related Items, each with a corresponding button.

Document Information: [A-YIP-2010-HMONGAM-10690 \(2\)](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	Hmong American Partnership	Program Admin	Grant Awarded	01/01/2010 - 12/31/2011 12/31/2011 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](#)

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](#)

Examine Related Items
 Select the **View Related Items** button below to view related items such as claims, messages, etc.
[VIEW RELATED ITEMS](#)

Internet 100%

Completing a Progress Report When Your Grant is Not in Your Task Menu

Step 5: To complete the report, click on **Related Items** that are associated with this Grant

SHOW HELP

Back

HSEM Application Menu

Document Information: [A-HSGP-2008-STP-BOMB-10748 \(10\)](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	HSEM Application	St Paul Bomb Disposal Unit	Authorized Representative	Grant Awarded	09/01/2008 - 03/31/2011 07/15/2009 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](#)

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](#)

Examine Related Items
Select the **View Related Items** button below to view related items such as claims, messages, etc.
[VIEW RELATED ITEMS](#)

Internet 100%

Next Screen:

Back

HSEM Application Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [A-HSGP-2008-STP-BOMB-10748 \(10\)](#)

Details

Related Documents

Sort search results by: [GO](#)

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Progress Report	Initiate a 2008 HSGP Quarterly Progress Report 753				
Progress Report	Initiate a 2008 HSGP Quarterly Progress Report 754				
HSEM FSR	F-HSGP-2010-STP-BOMB-01028	Payment Request Complete	10/01/2009 - 12/31/2009	Amy Brown 2/5/2010 11:51:49	Michael Earp 6/28/2010 9:27:41

Internet 100%

Step 6: Click on the **Initiate Progress Report**.

Completing a Progress Report When Your Grant is in Not in Your Task Menu

Next Screen:

Agreement

Please make a selection below to continue.

Are you sure you want to create a Progress Report?

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Click: **I Agree**

Next Screen is the Progress Report Menu:

IntelliGrants - Document Menu

Home | Search Applications | Search Progress Reports | Search Financial Status Reports

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Back

Progress Report Menu

Document Information: [R-HSGP-2008-STP-BOMB-00380](#)
 Parent Information: [A-HSGP-2008-STP-BOMB-10748 \(10\)](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Progress Report	St Paul Bomb Disposal Unit	Authorized Representative	Progress Report In Process	07/01/2011 - 08/31/2011 10/15/2011 11:59PM EST

View, Edit and Complete Forms

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

Change the Status

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

Done Internet 100%

Step 7: Click on **View Forms** to find the forms associated with this Progress Report

Completing a Progress Report When Your Grant is in Not in Your Task Menu

Next Screen:

The screenshot shows the IntelliGrants interface for the Department of Public Safety. The navigation bar includes 'Home', 'Search Applications', 'Search Progress Reports', and 'Search Financial Status Reports'. The current page is titled 'Progress Report Menu - Forms' and contains the following information:

- Document Information: [R-HSGP-2008-STP-BOMB-00380](#)
- Parent Information: [A-HSGP-2008-STP-BOMB-10748 \(10\)](#)
- [Details](#)

Under the 'Forms' section, there is a table with the following columns: Status, Page Name, Note, Created By, and Last Modified By.

Status	Page Name	Note	Created By	Last Modified By
	Progress Report			
	Status Report			

A red arrow points to the 'Progress Report' link in the table.

Step 8: Click on the first form, Progress Report

In this case, this progress report has two reporting forms that need to be completed. *Please note: Each grant program has different reporting requirements, so your grant progress reports may look different than this grant.*

Next Screen: This grant has statistics so you would fill out the statistics and click the, **Save** button at the top when you are done.

The screenshot shows the IntelliGrants interface for the 'HOMELAND SECURITY GRANT PROGRAM PROGRESS REPORT'. The page includes the following elements:

- Navigation: [Training Materials](#), [Organization\(s\)](#), [Profile](#), [Logout](#)
- Buttons: [SAVE](#), [CHECK GLOBAL ERRORS](#)
- Document Information: [R-HSGP-2008-STP-BOMB-00380](#)
- Parent Information: [A-HSGP-2008-STP-BOMB-10748 \(10\)](#)
- [Details](#)
- Breadcrumb: You are here: > [Progress Report Menu](#) > [Forms Menu](#)
- Section: **HOMELAND SECURITY GRANT PROGRAM PROGRESS REPORT**
- Report Period: to
- Investment(s): *check all that apply*

The investment categories are:

SHSP	UASI
<input type="checkbox"/> CBRNE	<input type="checkbox"/> CBRNE
<input type="checkbox"/> Interoperable Communication System	<input type="checkbox"/> Interoperable Communications
<input type="checkbox"/> State Teams	<input type="checkbox"/> Common Operating Picture
<input type="checkbox"/> Strengthen IED Deterrence	<input type="checkbox"/> Critical Regional Water Infrastructure Protection
<input type="checkbox"/> Strengthen Planning	<input type="checkbox"/> CI/KR Law Enforcement Overtime
<input type="checkbox"/> EMS Strike Team	<input type="checkbox"/> COOP
<input type="checkbox"/> MMRS	<input type="checkbox"/> UASI Planner
<input type="checkbox"/> State Recovery Center	<input type="checkbox"/> PETS Compliant Mass Care Shelter
<input type="checkbox"/> Family Assistance Center Identification	<input type="checkbox"/> MNJAC
<input type="checkbox"/> MNJAC	

A red arrow points to the 'SAVE' button at the top right of the page.

Completing a Progress Report When Your Grant is in Not in Your Task Menu

If your Progress Report is an Upload Please follow these instructions:

To upload your progress report Word File use the browse button to locate the file. After you locate the file, you MUST click the SAVE Button at the top right hand of the screen to successfully upload and save the file.

A successful uploaded file looks like this:

SAVE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Back

Document Information: [R-T2-2011-YOUTHEXP-00011](#)

Parent Information: [A-T2-2011-YOUTHEXP-12741 \(2\)](#)

Details

You are here: > [Progress Report Menu](#) > [Forms Menu](#)

TITLE II 2011 JUVENILE JUSTICE PROGRAMS

NARRATIVE QUARTERLY PROGRESS REPORT

Instructions: Create a report outlining the objectives and performance indicators as set forth in the grant application. Using this as a baseline, give a progress update describing the following:

1. Activities and accomplishments that have occurred during this quarter including hurdles, challenges or problems encountered.
2. Any organizational changes, such as staff or substantial changes from the original workplan and the rationale for such changes.
3. Partnerships with other community agencies or resources in relation to this project.
4. Evaluation efforts, if any.

Save the document to your computer and then upload below.

DELETE

[527434-Noreportisneedforthisperiod.docx](#)

You will also have this message with a successfully saved and uploaded document. You will also get this message after you save statistics or an uploaded report.

SAVE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Page Information
The information has been saved.

Back

Document Information: [R-T2-2011-YOUTHEXP-00011](#)

Parent Information: [A-T2-2011-YOUTHEXP-12741 \(2\)](#)

Details

You are here: > [Progress Report Menu](#) > [Forms Menu](#)

TITLE II 2011 JUVENILE JUSTICE PROGRAMS

NARRATIVE QUARTERLY PROGRESS REPORT

Instructions: Create a report outlining the objectives and performance indicators as set forth in the grant application. Using this as a baseline, give a progress update describing the following:

1. Activities and accomplishments that have occurred during this quarter including hurdles, challenges or problems encountered.
2. Any organizational changes, such as staff or substantial changes from the original workplan and the rationale for such changes.
3. Partnerships with other community agencies or resources in relation to this project.
4. Evaluation efforts, if any.

Save the document to your computer and then upload below.

Internet 100%

Completing a Progress Report When Your Grant is in Not in Your Task Menu

Step 9:

To complete the second form needed for this progress report you can click on the *Forms Menu* link to bring you back the forms menu. You will need to complete the upload or the statistics needed for the second form and make sure you **save** after you complete it.

Training Modules | Organizations | Home | Search

SAVE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Page Information
The information has been saved.

Back
Document Information: [R-T2-2011-YOUTHEXP-00011](#)
Parent Information: [A-T2-2011-YOUTHEXP-12741 \(2\)](#)
[Details](#)

You are here: > [Progress Report Menu](#) > [Forms Menu](#)

TITLE II 2011 JUVENILE JUSTICE PROGRAMS
NARRATIVE QUARTERLY PROGRESS REPORT

Instructions: Create a report outlining the objectives and performance indicators as set forth in the grant application. Using this as a baseline, give a progress update describing the following:

1. Activities and accomplishments that have occurred during this quarter including hurdles, challenges or problems encountered.
2. Any organizational changes, such as staff or substantial changes from the original workplan and the rationale for such changes.
3. Partnerships with other community agencies or resources in relation to this project.
4. Evaluation efforts, if any.

Save the document to your computer and then upload below.

Internet 100%

After all forms in the Progress Report Menu are completed, return to the Progress Report Menu using the **Document Information Link**

Back

Progress Report Menu - Forms
Please complete all required forms below.

Document Information: [R-T2-2011-YOUTHEXP-00011](#)
Parent Information: [A-T2-2011-YOUTHEXP-12741 \(2\)](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Quarterly Progress Report		Chris Ohland 3/17/2011 11:54:16 AM	Chris Ohland 3/17/2011 11:54:16 AM
	Quarterly Narrative Report		Chris Ohland 9/7/2011 2:52:25 PM	

Top of the Page

Internet 100%

Completing a Progress Report When Your Grant is in Not in Your Task Menu

Next Screen:

SHOW HELP

Back

Progress Report Menu

Document Information: [R-T2-2011-YOUTHEXP-00011](#)
Parent Information: [A-T2-2011-YOUTHEXP-12741 \(2\)](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Progress Report	Youth Express	Authorized Representative	Progress Report In Process	01/01/2011 - 03/31/2011 04/30/2011 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](#)

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](#)

Examine Related Items
Select the **View Related Items** button below to view related items such as claims, messages, etc.
[VIEW RELATED ITEMS](#)

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Step 10: Changing the Status. Click, View Status Options

Next Screen:

DEPARTMENT OF PUBLIC SAFETY

Home Search Applications Search Progress Reports Search Financial Status Reports

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Back

Progress Report Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [R-T2-2011-YOUTHEXP-00011](#)
Parent Information: [A-T2-2011-YOUTHEXP-12741 \(2\)](#)
[Details](#)

Possible Statuses

PROGRESS REPORT SUBMITTED

[APPLY STATUS](#)

PROGRESS REPORT CANCELLED

[APPLY STATUS](#)

Done Internet 100%

Completing a Progress Report When Your Grant is in Not in Your Task Menu

Here you will be able to apply the status of Progress Report Submitted. Or if you want to cancel it, you can apply that status as well.

Step 11: Apply Status, Progress Report Submitted.

Next screen:

IntelliGrants - Document - Process Step

e-grants
DEPARTMENT OF PUBLIC SAFETY

Home Search Applications Search Progress Reports Search Financial Status Reports

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Agreement

Please make a selection below to continue.

Are you sure you want to submit this progress report?
If you would like to include notes about this status change, please supply them below.

0 of 2000

I AGREE I DO NOT AGREE

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Click **I Agree**, if you are sure you want to submit or if you have notes to the grant manager, they can also be written here.

Once the report is successfully submitted, the status will be **Progress Report Submitted** as seen below.

e-grants
DEPARTMENT OF PUBLIC SAFETY

Home Search Applications Search Progress Reports Search Financial Status Reports

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Back

Progress Report Menu

Document Information: [R-T2-2011-YOUTHEXP-00011](#)
Parent Information: [A-T2-2011-YOUTHEXP-12741 \(2\)](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Progress Report	Youth Express	Authorized Representative	Progress Report Submitted	01/01/2011 - 03/31/2011 04/30/2011 11:59PM EST

View, Edit and Complete Forms

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

VIEW FORMS

Done Internet 100%