





# Submit a Progress Report

**Job Aid**

**GMS Training Documentation**



## Submit a Progress Report

Step	Screen	Description and Action																																								
1	<div><h3>GMS Home Screen</h3><div><div>Grant Management System Home</div></div><div><div><a href="#">Manage Users</a><a href="#">Applications</a><a href="#">Victim Compensation Certification</a><a href="#">Awards</a><a href="#">Funding Opportunities</a><a href="#">Grant Adjustments</a><a href="#">Grant Monitoring</a><a href="#">Conference Reporting</a><a href="#">Financial Status Reports</a><a href="#">Closeouts</a><a href="#">Reports</a><a href="#">Profile</a><a href="#">SAM Claim</a><a href="#">Change Password</a><a href="#">Log Off</a></div><div><p>All programs you are currently participating in are listed below. To reduce the size of program listing, choose from the following criteria and press the <b>Refresh</b> button.</p><div><div>Year</div><div>Solicitation</div><div>All</div><div>All</div><div>Refresh</div></div><p>Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on <a href="#">Funding Opportunities</a>.</p><p>BJA 10-11-2018</p><table><tr><th>Year</th><th>Application No.</th><th>Status</th><th>Correspondence</th><th>Action</th></tr><tr><td>2019</td><td>2019-H0159-VA-BZ</td><td><ul style="list-style-type: none"><li>Application submitted on 06/21/2019</li></ul></td><td>No Messages <a href="#">Compose message</a></td><td><a href="#">View</a></td></tr></table><p>BJA SCAAP 2019</p><table><tr><th>Year</th><th>Application No.</th><th>Status</th><th>Correspondence</th><th>Action</th></tr><tr><td>2019</td><td>2019-H0161-VA-CI</td><td><ul style="list-style-type: none"><li>Application not yet submitted, last saved on 08/08/2019</li><li>Application Deadline expires on 02/27/2020</li></ul></td><td>No Messages <a href="#">Compose message</a></td><td><a href="#">Update</a></td></tr></table><p>BJA SCAAP 2019</p><table><tr><th>Year</th><th>Application No.</th><th>Status</th><th>Correspondence</th><th>Action</th></tr><tr><td>2019</td><td>2019-H0162-VA-CI</td><td><ul style="list-style-type: none"><li>Application not yet submitted, last saved on 08/08/2019</li><li>Application Deadline expires on 02/27/2020</li></ul></td><td>No Messages <a href="#">Compose message</a></td><td><a href="#">Update</a></td></tr></table><p>BJA SCAAP 2019</p><table><tr><th>Year</th><th>Application No.</th><th>Status</th><th>Correspondence</th><th>Action</th></tr><tr><td>2019</td><td>2019-H0163-VA-CI</td><td><ul style="list-style-type: none"><li>Application not yet submitted, last saved on 09/20/2019</li><li>Application Deadline expires on 02/27/2020</li></ul></td><td>No Messages <a href="#">Compose message</a></td><td><a href="#">Update</a></td></tr></table></div></div></div>	Year	Application No.	Status	Correspondence	Action	2019	2019-H0159-VA-BZ	<ul style="list-style-type: none"><li>Application submitted on 06/21/2019</li></ul>	No Messages <a href="#">Compose message</a>	<a href="#">View</a>	Year	Application No.	Status	Correspondence	Action	2019	2019-H0161-VA-CI	<ul style="list-style-type: none"><li>Application not yet submitted, last saved on 08/08/2019</li><li>Application Deadline expires on 02/27/2020</li></ul>	No Messages <a href="#">Compose message</a>	<a href="#">Update</a>	Year	Application No.	Status	Correspondence	Action	2019	2019-H0162-VA-CI	<ul style="list-style-type: none"><li>Application not yet submitted, last saved on 08/08/2019</li><li>Application Deadline expires on 02/27/2020</li></ul>	No Messages <a href="#">Compose message</a>	<a href="#">Update</a>	Year	Application No.	Status	Correspondence	Action	2019	2019-H0163-VA-CI	<ul style="list-style-type: none"><li>Application not yet submitted, last saved on 09/20/2019</li><li>Application Deadline expires on 02/27/2020</li></ul>	No Messages <a href="#">Compose message</a>	<a href="#">Update</a>	<div><h3>Description</h3><p>When you open GMS, you are on the <i>Home</i> screen, where you can access awards that are associated with your user account.</p></div> <div><h3>Action</h3><ol style="list-style-type: none"><li>1. Select the <b>Awards</b> link to view a list of active awards.</li></ol><div><a href="#">Awards</a></div></div>
Year	Application No.	Status	Correspondence	Action																																						
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### Grants Awards List Screen

**Grant Management System Awards Home**

**FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems**

Year	Award Number	Status	Grant Manager	Correspondence	Action
2018	2020-VT-K8-0002	<ul style="list-style-type: none"><li>Grantee Notified On 10/18/19</li><li>Active</li></ul>	Name: Smith, Sean Phone: (202) 514-5759 Fax: Other:	1 New Message(s) <a href="#">Compose message</a>	<a href="#">View Award Instructions</a> <a href="#">Semi-Annual Progress Reporting</a> <a href="#">Financial Status Reports</a> <a href="#">Grant Monitoring</a> <a href="#">Closeout</a>

**NIJ FY 19 Special Condition Test**

Year	Award Number	Status	Grant Manager	Correspondence	Action
2019	2020-BZ-KA-K001	<ul style="list-style-type: none"><li>Grantee On 10/19/19</li><li>End Date Passed</li></ul>		10 New Message(s) <a href="#">Compose message</a>	<a href="#">View Award Instructions</a> <a href="#">Semi-Annual Progress Reporting</a> <a href="#">Financial Status Reports</a> <a href="#">Grant Monitoring</a> <a href="#">Closeout</a>

**OVW Special Condition Test 11/20**

Year	Award Number	Status	Grant Manager	Correspondence	Action
2019	2019-BJ-R9-K005	<ul style="list-style-type: none"><li>Grantee Notified On 07/10/19</li><li>End Date Passed</li></ul>	Name: Glover, Michael Phone: Fax: Other:	7 New Message(s) <a href="#">Compose message</a>	<a href="#">View Award Instructions</a> <a href="#">Semi-Annual Progress Reporting</a> <a href="#">Financial Status Reports</a>

### Description

A Grant Report can be either annual or semi-annual depending on the appropriation.

### Action

1. Click the **Semi-Annual Progress Reporting** link on the award to access the Progress Reports for that award.


**Semi-Annual Progress Reporting**




3	Semi-Annual Progress Reports Screen	<p><b>Description</b></p> <p>Progress reports are built in GMS once the award is accepted. These reports will change only if a GAN is submitted to modify the report.</p> <p>The status of a progress report tells you where the report is in the submission process. Reports might be in one of the following status:</p> <ul style="list-style-type: none"><li>• <b>Draft</b> – The report is in the process of being worked on. A report in <b>Draft</b> status can be edited using the <b>Update</b> button.</li><li>• <b>Submitted</b> – The report has been submitted for approval but has not been approved. A report in <b>Submitted</b> status cannot be edited.</li><li>• <b>Approved</b> – The report has been submitted and approved. A report in <b>Approved</b> status cannot be edited.</li><li>• <b>Overdue</b> – The report is in <b>Draft</b> status and was not submitted prior to the due date.</li><li>• <b>Change Requested</b> – The report was submitted but not approved. It has been sent back to the recipient organization for changes. A report in <b>Change Requested</b> status can be edited using the <b>Update</b> button.</li></ul>
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## Submit a Progress Report





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Semi-Annual Progress Reports

This handbook allows you to complete Semi-Annual Progress Reporting for FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems.  
For questions about what to submit click [here](#).

Report Number	Reporting Period	Type	Status	Last Edited	Action	
1	18-Oct-2019 - 31-Dec-2019	Regular	Draft	24-Oct-2019	<a href="#">View</a>	<a href="#">Update</a>
2	01-Jan-2020 - 30-Jun-2020	Regular		18-Oct-2019	<a href="#">View</a>	<a href="#">Create</a>
3	01-Jul-2020 - 30-Sep-2020	Final Report		18-Oct-2019	<a href="#">View</a>	<a href="#">Create</a>

Action:

1. Click the **View** button to display award information,

View

or

2. Click the **Update** button to enter data or make changes.

Update

Proprietary and Confidential

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### Reporting Requirement Screen

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**Semi-Annual Progress Reports**

This handbook allows you to complete Semi-Annual Progress Reporting for FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems.

For questions about what to submit click [here](#).

Report Number	Reporting Period	Type	Status	Last Edited	Action
1	18-Oct-2019 - 31-Dec-2019	Regular	Submitted	24-Oct-2019	<a href="#">View</a> <a href="#">Create</a>

**Reporting Requirements**

The reporting requirements noted in this section are designed to provide the grantor agency with sufficient information to monitor grant implementation and goal achievement. To support effective monitoring of the grant, reports must be keyed to the grant implementation plan provided in the grant application. Specifically, the report should:

1. Indicate status of each goal that was due for completion during a previous reporting period but carried over due to implementation of other problems.
2. State the status of each goal which was scheduled to be achieved during the report.
3. State the corrective action planned to resolve implementation problems and state the effect of these problems on the remaining schedule for achieving the project remaining goals.
4. If appropriate, identify changes that are needed in the implementation plan specified in the grant application to overcome problems. Changes that alter plans and/or goals set forth in the application require prior grantor agency approval and issuance of a Grant Adjustment Notice (GAN).
5. State what technical assistance the grantor agency might provide during the next six month period to help resolve implementation problems. If technical assistance has been provided to resolve implementation problems, state the problems (or tasks) addressed and the results (or impact) of the assistance provided.
6. Based on the performance measures set forth in the grant application (implementation plan), indicate in quantitative terms the results (of the project) achieving both during the reporting period and cumulative-to-date. Explanatory and qualifying statements will be helpful here, especially if project objectives have changed.

**Special Requirements**

Special reporting requirements or instructions may be prescribed for categorical projects in certain program or experimental areas to better assess impact and comparative effectiveness of the overall categorical grant program. These will be communicated to affected grantees by the agency.

[Close Window](#)

### Description

A link with reporting requirements for each report can be found on the Semi-Annual Progress Reports screen. If you have any specific questions about information you are required to submit, please refer to your grant manager.

### Actions:

1. Select the **here** link.
2. Review the reporting requirements and select the **Close Window** button upon completion.

[Close Window](#)



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## Report Overview Screen

Report Overview	
Federal Award Number	2020-VT-K8-0002
Award Amount	\$1,000,000.00
Grantee	Michael Glover
Project Title	TESTING
Report Number	1
Reporting Period From	18-Oct-2019
Reporting Period To	31-Dec-2019
Implementing Sub Grantee:	
*Report Type:	Regular

[Save and Continue](#)
[Save](#)

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## Description

The *Report Overview* screen displays the grant award number (**Federal Award Number**), the **Award Amount**, the recipient name (**Grantee**), the **Report Number** and the **Reporting Period**.

## Actions:

1. Confirm all information is correct.
2. Choose **Report Type**. This is a required field.
3. Click the **Save and Continue** button to go to the next step.

[Save and Continue](#)

4. Click the **Save** button if you would like to save your work to complete at another time.

[Save](#)





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## Point of Contact (POC) Form Screen

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### Semi-Annual Progress Report's Point of Contact

*Prefix:	Governor
Prefix (Other):	
*First Name:	Thomas
Middle Initial:	
*Last Name:	Merkels
Suffix:	III
Suffix (Other):	
*Title:	Judge
*Address Line 1:	3434 Washington Blvd
Address Line 2:	
*City:	Arlington
County:	
*State:	Virginia
*Zip Code:	22020 -2340 <a href="#">Zip+4 Lookup</a>
*Phone:	123 -456 -7898 Ext :
Fax:	
*E-mail:	HEYHEY@ojpdevnet.g Email Help

Save and Continue
Save

### Description

The *Point of Contact (POC)* screen displays contact information for the POC for the grant recipient organization. It is good practice to review and verify the information in this screen for accuracy.

The information in this screen is pre-populated from the POC user profile. If information is not accurate in this screen, updates will also need to be made in the profile to ensure accuracy throughout GMS.

All fields marked with a red asterisk (\*) are required fields.

### Action:

1. Click the **Save and Continue** button.

Save and Continue







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### Performance Metrics Screen



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Performance Metrics

1. Have you reported in the Performance Measurement Tool (PMT) (<https://www.bja.performancetools.org/>) as required and uploaded a PDF of that report as an attachment? Please note that your grant manager (<https://www.bja.gov/About/Contacts/ProgramsOffice.html>) cannot approve this GMS report without the PMT PDF attachment. For questions about the PMT, please call 1-888-252-6867 or email [bjapmt@csincorporated.com](mailto:bjapmt@csincorporated.com).

If you are a GRANT RECIPIENT, you will learn strategies and processes for:

- Reporting the results and outcomes of your grants to the grantors to demonstrate performance and accountability
- Writing effective grant proposals with a focus on performance measurement and evaluation issues

Save and Continue

### Description

The detailed report describes the complete status of the project and associated grant usage for every stage of the project. This report is used to assess the progress of the project.

The Performance metrics for a project are determined in the solicitation. If a message in the purpose area indicate that the report must be uploaded into either the Performance Management Tool (PMT) or the Data Collection and Technical Assistance Tool (DCTAT), you will need to attach a copy of the report in PDF format to note that you have attached the PDF to the progress report in the tool as indicated. The grant manager is not able to approve the report without the PDF attachment. Instructions are provided in the message.

### Action:

1. Click the **Save and Continue** button.

Save and Continue



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## Report Narratives Screen

### Description:

The *Report Narratives* screen displays a summary of all project activities based on the grant performance objectives.

GMS requires information to be entered in this screen even if the report will be attached as a file.



**Helpful Tip:** When entering a significant amount of information, copy and paste from a Word document.

### Action:

2. Click the **Save and Continue** button.

Save and Continue



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## Attachments Screen

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**Attachments**

Use attachments for any additional information you would like you provide.

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**Semi-Annual Progress Report Attachments**

Click on the Attach Button to upload an attachment

**Attach**

**Continue**

## Description

The *Report Attachments* screen allows you to attach additional documentation needed to support the reporting activities of the grant project.

## Action:

1. Click the **Attach** button to begin uploading a file.





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## Attachments Description Pop-Up Display

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**Attachments**

Use attachments for any additional information you would like you provide.

Semi-Annual Progress Report Attachments

Click on the Attach Button to upload an attachment

Attach

Continue

**Attachment Description**

Click on the Browse button to find your file. When your file is found, click on the Open button and then on the Upload Document button.

[Tips for successful upload](#)

Attach here:  **Browse...** **1**

**2** **Upload Your Document** Cancel

### Description

Most grants require additional files to be attached to a progress report. These files can be stored on the organization's network.

### Actions:

1. Browse computer or shared drive for the file you would like to attach.
2. Click the **Upload Your Document** button.

**Upload Your Document**



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## Report Attachments Upload

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**Attachments**

Use attachments for any additional information you would like you provide.

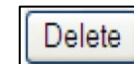
Semi-Annual Progress Report Attachments	
Progress Report_2019.pdf	<a href="#">Delete</a>
Click on the Attach Button to upload an attachment	
<a href="#">Continue</a>	

### Description

Once a file has been attached, it appears in the *Attachments* screen. There is no limit to the number of documents that can be uploaded. Once uploaded, documents are attached to the report.



**Helpful Tip:** If a document has been attached in error, click the **Delete** button to remove it from the report.



### Action:

1. Click the **Continue** button to move to the next section.







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### Report Certification Screen



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Certification

To the best of my knowledge and belief, all data in this progress report that I have provided is true and correct, the document has been duly authorized by the governing body of the grantee and the applicant will comply with the attached certifications.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of your grant and your statement of the veracity of the representations made in this progress report. The document has been duly authorized by the governing body of the grantee and the grantee will comply with the following:

Prefix: Chief

Prefix (Other):

First Name: Michael

Middle Initial:

Last Name: Glover

Suffix: Suffix

Suffix (Other):

Title: Tester

Address Line 1: 3434 Washington Blvd

Address Line 2:

City: Arlington

County:

State: Virginia

Zip Code: 22020 -2340 Zip+4 Lookup

Phone: 703 -350 -5065 Ext:

Fax: - -

E-mail: Gloverm2@ojpdevnet.g Email Help

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE CHIEF FINANCIAL OFFICER

A. The grantee certifies that the appropriated funds were spent for the purpose or purposes of the grant, and only such purpose or purposes;

B. the terms of the grant, cooperative agreement, or contract were complied with; and,

C. all documentation necessary for conducting a full and proper audit under generally accepted accounting principles, and any (additional) documentation that may have been required under the grant, cooperative agreement, or contract, have been kept in orderly fashion and will be preserved for not less than 3 years from the date of such close out, termination, or end.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested for this progress report on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Accept and Continue

Accept

### Description

The purpose of this screen is to indicate agreement that all data in the progress report is true, correct and authorized by the grant recipient's governing body.

In the *Report Certification* screen, confirmation the information about the Authorized Representative is accurate. This information is pre-populated from the user profile, so if there are any inaccurate entries, the user profile should also be updated.

### Action:

1. Review all information for accuracy.
2. Click the **Accept and Continue** button.

Accept and Continue

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### Submit a Progress Report Screen



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Submit Report

Submit Report

You can **Submit** this report only when the following checklist is complete. Click on the "Incomplete" link to get more details for the corresponding incomplete item.

Status	Requirement
Complete	Overview
Complete	Point Of Contact
Complete	Performance Metrics
Incomplete	Narratives
Complete	Attachments
Complete	Certification

You may not submit your report until all of the above conditions are marked as "Completed".

Status	Requirement
Complete	Overview
Complete	Point Of Contact
Complete	Performance Metrics
Complete	Narratives
Complete	Attachments
Complete	Certification
Incomplete	Submit Report

### Description

The *Submit* Report screen displays each section of the progress report and whether those sections are complete or incomplete. Every section of the report must be in *Complete* status or the report cannot be submitted.

If sections have not been completed, click the *Incomplete* link to finish that section.



**Helpful Tip:** Until all sections of the report are in *Complete* status, the Submit Report

button will not appear.

Submit Report

### Actions:

1. Click the **Incomplete** link and resolve all incomplete items (if necessary).
2. Click the **Submit Report** button.

Submit Report

## Submit a Progress Report



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### Submit a Progress Report Screen

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[Help/Frequently Asked Questions](#) Your semi-annual progress report has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the information.

[Semi-Annual Progress Reports Home](#) You will be contacted by the Program Office if any other action is required by you.

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### Description

A message appears confirming the submission of the report. Upon returning to the semi-annual progress reports screen, the report displays in **Submitted** status.

Once submitted, the recipient can no longer update the report. The program office will now review the report.

No new reports can be submitted until all previous reports have been approved by the program office.

### Semi-Annual Progress Reports Screen

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This handbook allows you to complete Semi-Annual Progress Reporting for FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems.

For questions about what to submit click [here](#).

Report Number	Reporting Period	Type	Status	Last Edited	Action	
1	18-Oct-2019 - 31-Dec-2019	Regular	Submitted	24-Oct-2019	<a href="#">View</a>	<a href="#">Update</a>
2	01-Jan-2020 - 30-Jun-2020	Regular		18-Oct-2019	<a href="#">View</a>	<a href="#">Create</a>
3	01-Jul-2020 - 30-Sep-2020	Final Report		18-Oct-2019	<a href="#">View</a>	<a href="#">Create</a>

### Action

- To view the report status, select the **Semi-Annual Progress Reports** link.

[Semi-Annual Progress Reports](#)