Submit a Progress Report

Job Aid

GMS Training Documentation
<table>
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<tr>
<th>Step</th>
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</table>
| **1** | **GMS Home Screen** | **Description**
When you open GMS, you are on the *Home* screen, where you can access awards that are associated with your user account.

**Action**
1. Select the **Awards** link to view a list of active awards.

### GMS Home Screen

![GMS Home Screen](image-url)

- **Manage Users**
- **Applications**
- **Victim Compensation Certification**
- **Awards**
- **Funding Opportunities**
- **Grant Adjustments**
- **Grant Monitoring**
- **Conference Reporting**
- **Financial Status Reports**
- **Closeouts**
- **Reports**
- **Profile**
- **SVM Claim**
- **Change Password**
- **Log Off**

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 **Funding Opportunities**.
**Grants Awards List Screen**

**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.
<table>
<thead>
<tr>
<th>3</th>
<th>Semi-Annual Progress Reports Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>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. 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:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Draft</strong> – The report is in the process of being worked on. A report in <strong>Draft</strong> status can be edited using the <strong>Update</strong> button.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Submitted</strong> – The report has been submitted for approval but has not been approved. A report in <strong>Submitted</strong> status cannot be edited.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Approved</strong> – The report has been submitted and approved. A report in <strong>Approved</strong> status cannot be edited.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Overdue</strong> – The report is in <strong>Draft</strong> status and was not submitted prior to the due date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Change Requested</strong> – The report was submitted but not approved. It has been sent back to the recipient organization for changes. A report in <strong>Change Requested</strong> status can be edited using the <strong>Update</strong> button.</td>
</tr>
</tbody>
</table>
Submit a Progress Report

Action:

1. Click the View button to display award information,
   
   ![View Button]

   or

2. Click the Update button to enter data or make changes.
   
   ![Update Button]
Submit a Progress Report

4 Reporting Requirement Screen

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.
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.
4. Click the Save button if you would like to save your work to complete at another time.
**Point of Contact (POC) Form Screen**

**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.
Submit a Progress Report

Performance Metrics Screen

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
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.
## Attachments Screen

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the Attach button to begin uploading a file.</td>
<td>The Report Attachments screen allows you to attach additional documentation needed to support the reporting activities of the grant project.</td>
</tr>
</tbody>
</table>

### 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.
## Attachments Description Pop-Up Display

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.

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<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
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<tr>
<td>Attachments</td>
<td>Most grants require additional files to be attached to a progress report. These files can be stored on the organization’s network.</td>
</tr>
</tbody>
</table>

**Actions:**

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

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.
Submit a Progress Report Screen

**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.

**Actions:**

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

14 Submit a Progress Report Screen

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

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