

Reporting

Program Reports and Financial Reports are a requirement for all DOJ grant awards applied for through Egrants. Due dates for these reports will be in the award document and must be kept current in order to be reimbursed for costs incurred with the project.

Completing Program Reports:

- 1.) Log into your grant and select “Click Here to enter/update/view Quarterly Fiscal Report information or Periodic Program Report information for this grant.”

PROJECT SUMMARY

 [CLICK HERE](#) To enter/update/view Quarterly Fiscal Report information or Periodic Program Report information for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Documents	Start - End Dates	Status	Action
Application	7/1/2012 - 6/30/2014	Open - Awarded	Create New Modification

[View Issues/Comments](#)

- 2.) To submit a Program Report, click on the “Create” button. Notice the reporting periods and due dates display in the system in addition to your grant award documents.

Program Reports

 **You Have Delinquent Reports...**

PDF	Reporting Period	Due Date	Report Type	Status	Submission Date	Approval Status	Entered By	Action
	7/1/2012 - 9/30/2012	10/12/2012	Quarterly	Delinquent on 10/13/2012				 Create Edit View
	10/1/2012 - 12/31/2012	1/12/2013	Quarterly	Not Available				Create Edit View
	1/1/2013 - 3/31/2013	4/12/2013	Quarterly	Not Available				Create Edit View
	4/1/2013 - 6/30/2013	7/12/2013	Quarterly	Not Available				Create Edit View
	7/1/2013 - 9/30/2013	10/12/2013	Quarterly	Not Available				Create Edit View
	10/1/2013 - 12/31/2013	1/12/2014	Quarterly	Not Available				Create Edit View
	1/1/2014 - 3/31/2014	4/12/2014	Quarterly	Not Available				Create Edit View
	4/1/2014 - 6/30/2014	7/12/2014	Final	Not Available				Create Edit View

- 3.) Enter the information required for the Reporting Period listed at the top. Be sure to complete all asterisked fields and hyperlinks under the “Report Sections” box. If this is your Final Report for the grant, make sure to mark “Is this the Final Report” as “Yes”. When the required information is entered and any attachments are included, click “Submit”. You can also save a draft of the report and return to finish it later.

Only one Program Report can be submitted at a time. You can't proceed to the next Program Report until the prior one is approved by DOJ staff.

This Report only covers the period

Report Start: 7/1/2012

Report End: 9/30/2012

Project Period: 7/1/2012 To 6/30/2014

PROGRAM REPORT

Report Status: Draft

Report Due Date: 10/13/2012

Approval Status: Pending

Status Updated By:

Report Submission Date:

Is the Project on Schedule? *

If not, please explain:

Briefly List Activities Conducted During This Period: *

Is this the Final Report: *

(Make final report to close out your grant.)

Report Sections

Sections	Last Update Date	Last Updated By
Performance Measures		
Client Information		
Service Information		
Additional Information		
Attachments		
Other Standard Questions		

Add New Corrective Action

Problem Description	Due Date	Status
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Save as Draft

Submit

Revise

Approve

Delete

Cancel

The information that you enter should relate to the reporting period displayed.