Program Reports

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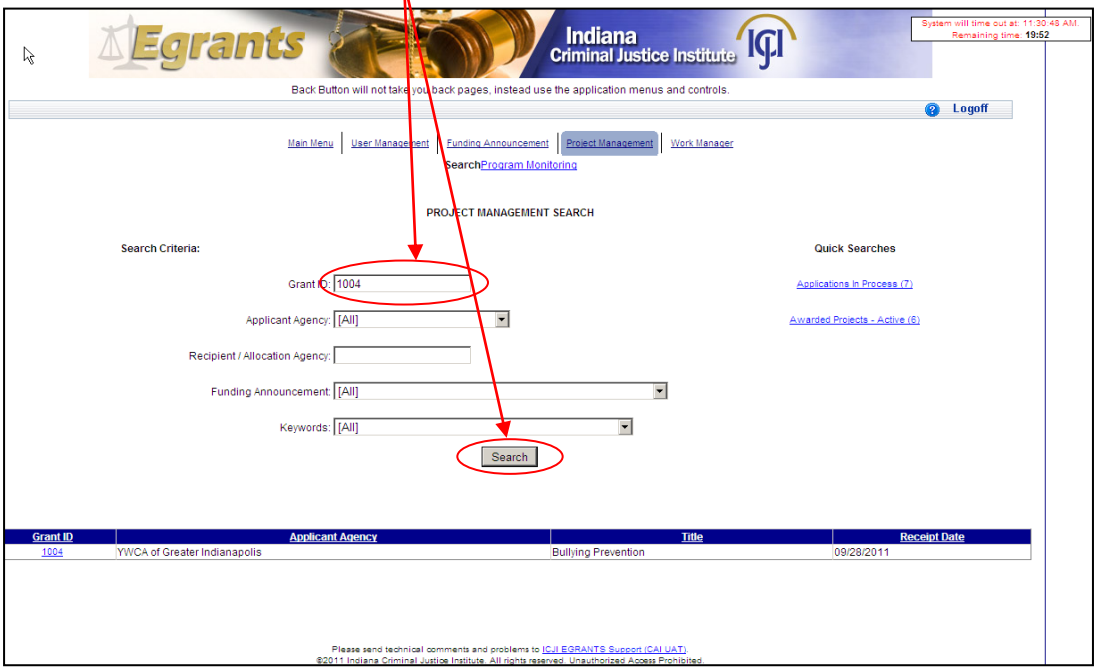
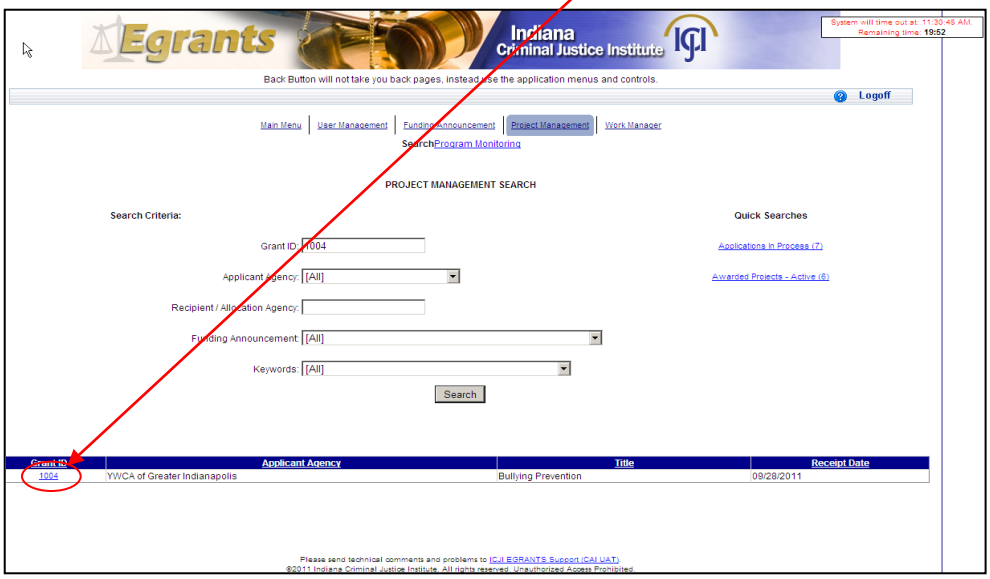
ICJI's Egrants System
Quick Start Guide
Input Quarterly Program Report

- Log onto ICJI's Egrants System
- At the "Welcome to ICJI Egrants" screen, on the Main Menu tab, select the Project Management tab at the top of the screen, or click on the first hyperlink in the body of the screen, which will take you to the Project Management Tab

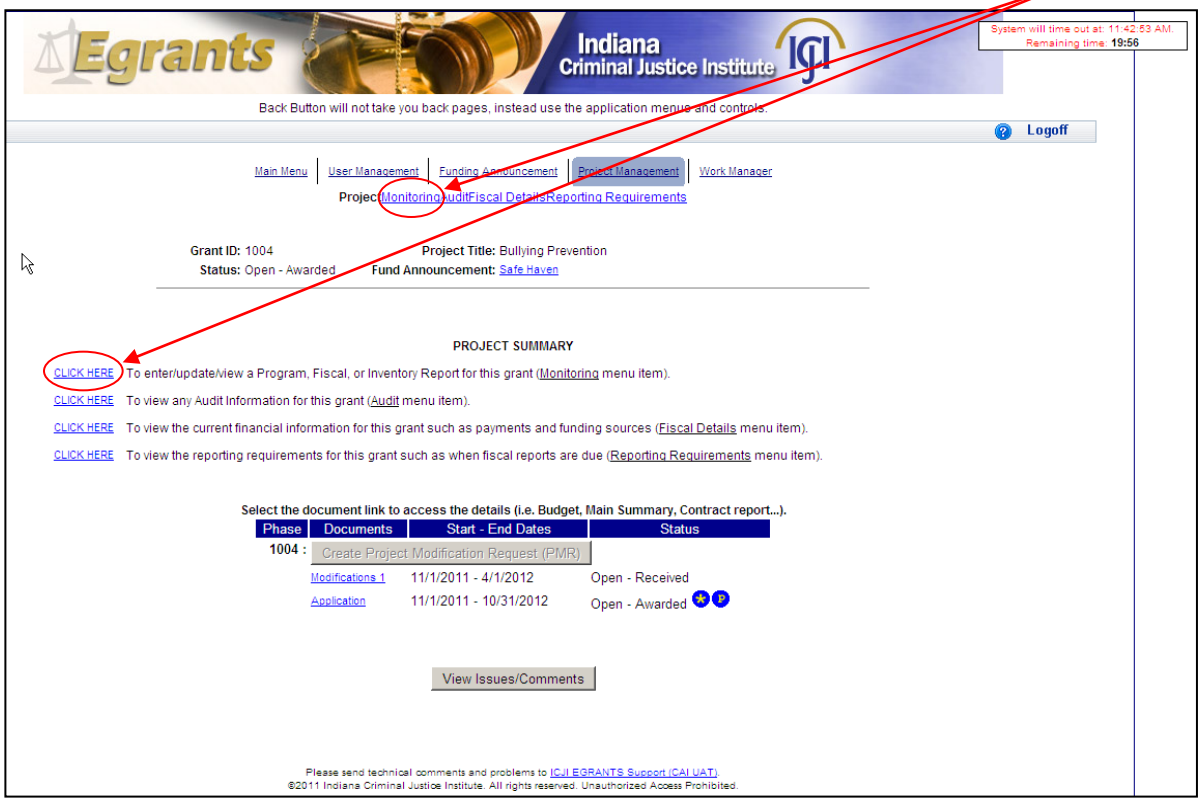
- Enter your Grant ID and click on Search



- Your grant number will appear as a link. Click on the Grant ID link.

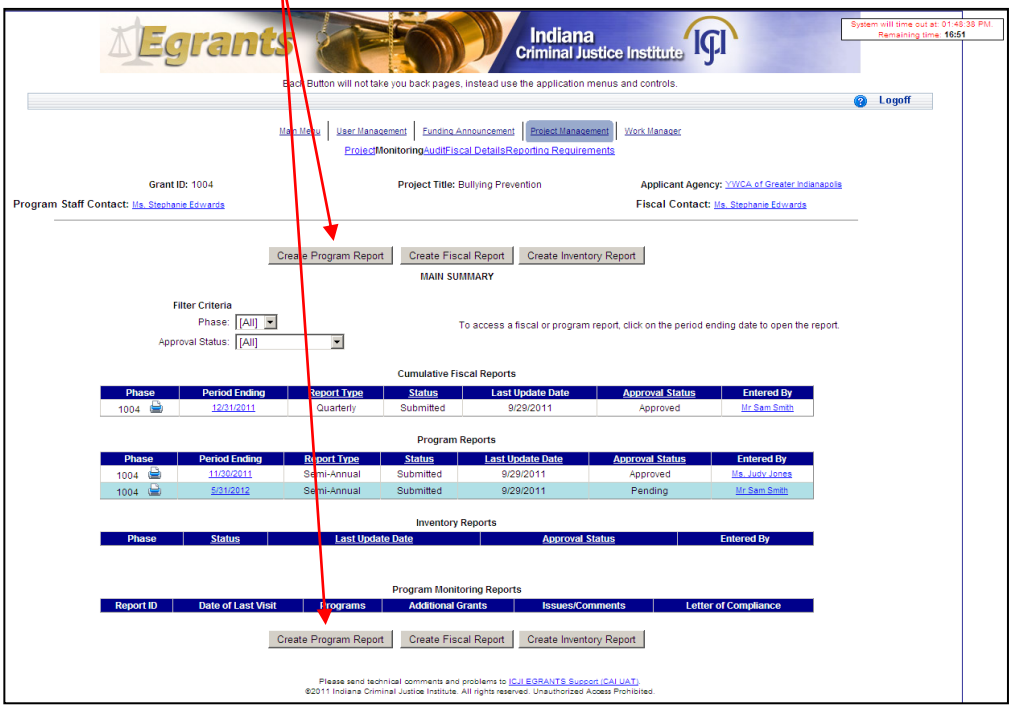


- The Project Summary screen appears. Either click the Monitoring link (under the Project Management tab at the top of the screen) or click on the first quick link in the body of the screen.

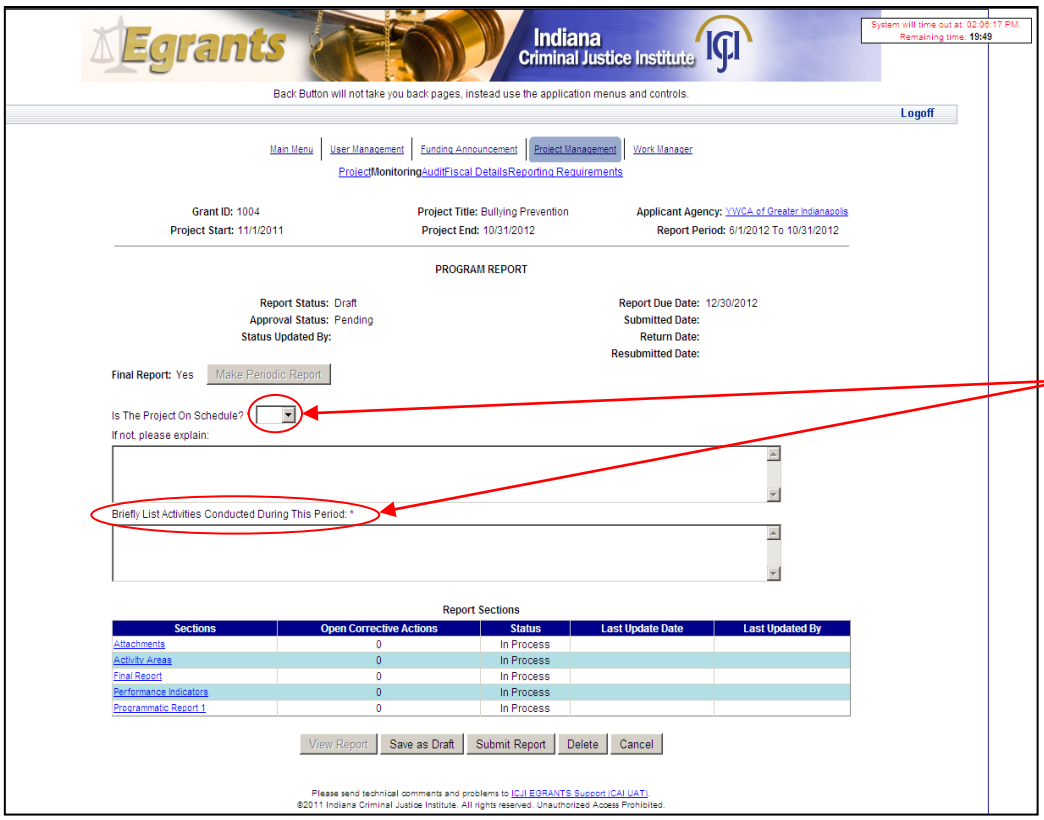


- The Main Summary page under the Monitoring link will appear (All Fiscal, Program, and Inventory reports that have previously been created will be displayed).

- Click on Create Program Report.



- The Program Report page will now be displayed.



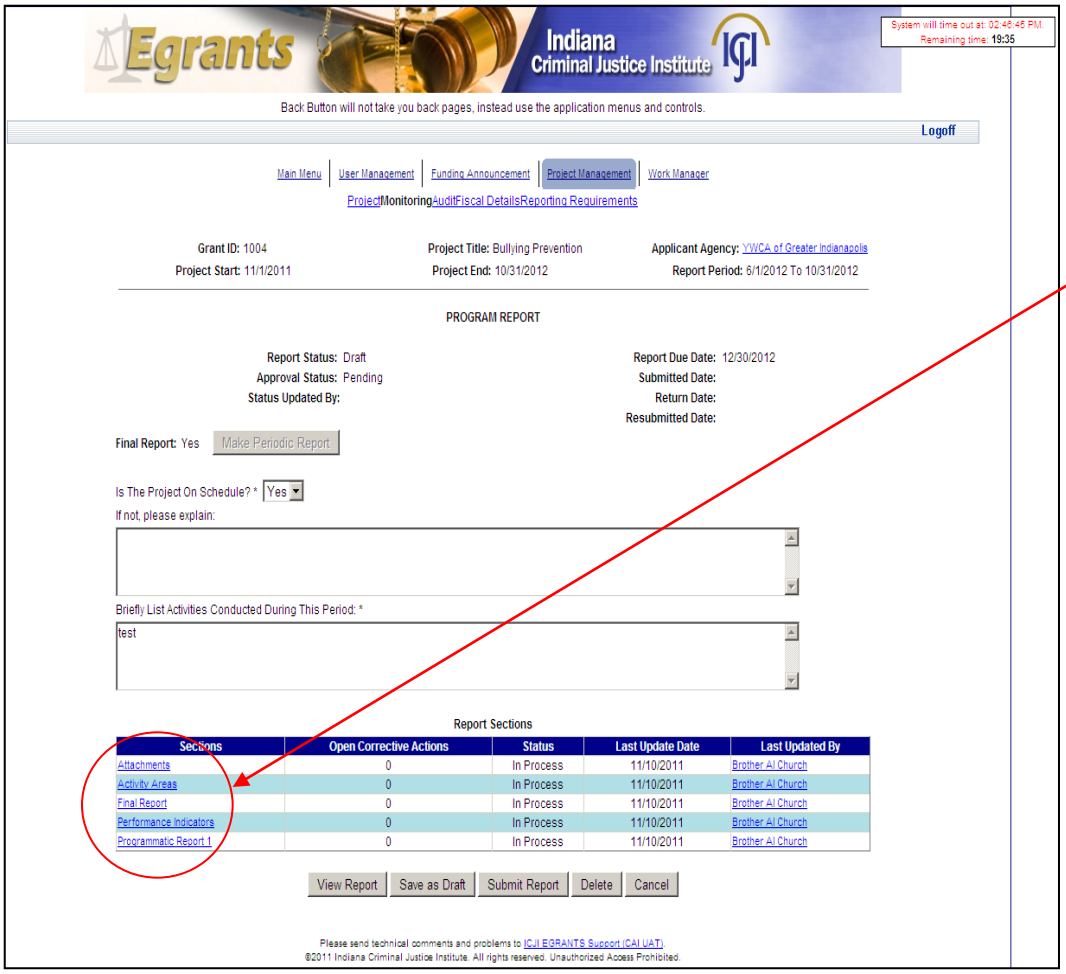
NOTE: Any fields containing an asterisk * require completion before you may save the page and move on.

You must select "Yes" or "No" in this dropdown box asking "Is the Project on Schedule? And if no, explain the reason(s) in the text box below.

List the activities conducted during the reporting period in this text box.

- In the box marked Report Sections, you may see links for Performance Measures, Client Information, Service Information, Additional Information, Attachments, and Other StandardQuestions.

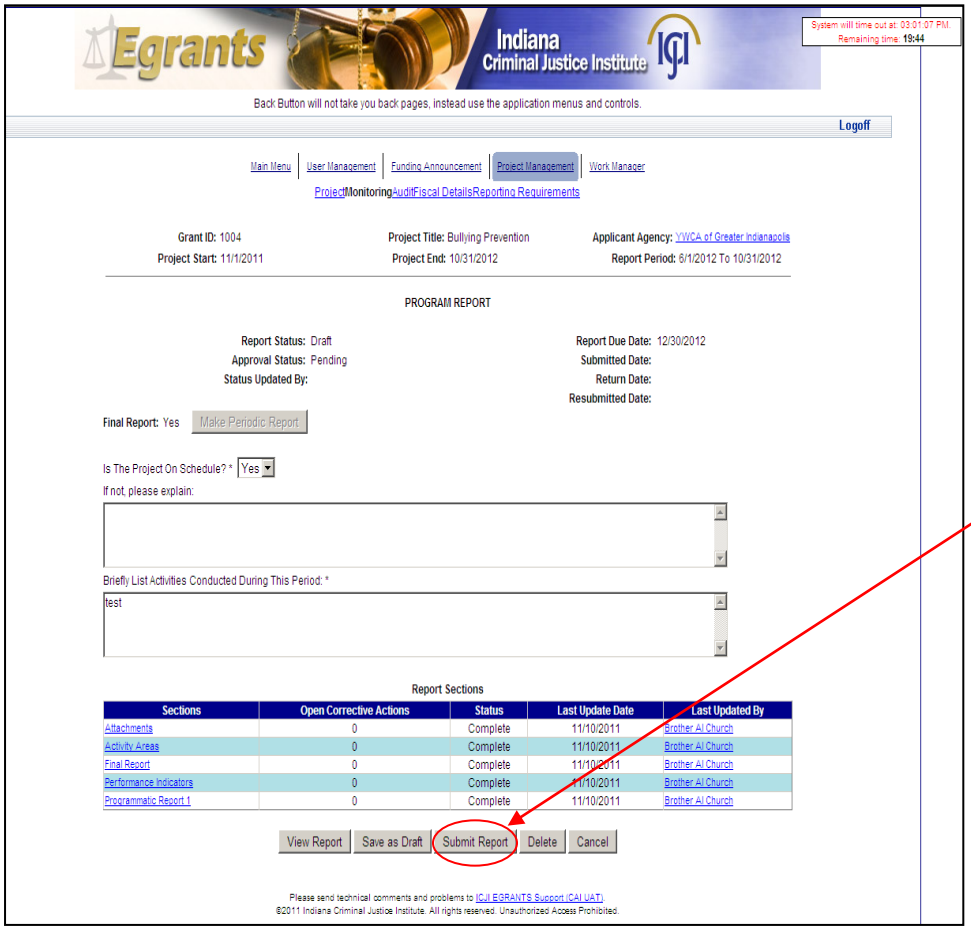
- **ALL LINKS THAT ARE ENABLED WILL REQUIRE COMPLETION OF THAT SECTION** (These sections were set up as required reporting components for your project on the original Funding Announcement). Note: Section links that are grayed out are not required and you will not have access to that section.



Click on each link to complete that section of the Program Report.

When input for each section is completed, click on Save at the bottom of that page and you will be transferred back to this screen. That Section will now reflect the Last Update Date and Last Updated By.

Submission of the Program Report



Once you have completed and saved the required sections, the input date will appear under the Last Update Date column, and your name will appear in the Last Updated By column.

Once required sections are completed and desired and/or required Attachments are included, you may click on Save as Draft, or if no changes are anticipated, click on Submit Report. (If saved as a draft, the report is not transmitted to ICJI and you may alter information previously input).

A confirmation screen will appear, click Agree to continue.

- You will be taken back to the Main Summary Screen. The Status of your report will appear as Draft or Submitted (Reminder: The report will not be transmitted to ICJI while in Draft status). The Approval status will initially appear as Pending, until review and approval by ICJI staff. Once staff has approved, the status will change to Approved.