



## Submitting a Status Report in WebGrants

### Logging into the WebGrants System

Sign into Web Grants

Url: [Enter Current URL here](#)

On the Login Page

Click on User ID on the left side of your page under Login

Enter your User ID

Enter your Password

**Click on 'Sign In'**

A screenshot of the WebGrants login page. The page features the WebGrants logo at the top left. Below the logo, there is a "Login" section with a key icon. The login form includes a heading "Enter your user id and password" and two input fields for "User ID" and "Password". A green "SIGN IN" button is positioned below the input fields. To the right of the login form is an "Announcements" section with a document icon. At the bottom of the login form, there are links for "Forgot User ID?" and "Forgot Password?". A yellow button labeled "Click here to Register" is located at the bottom of the page.

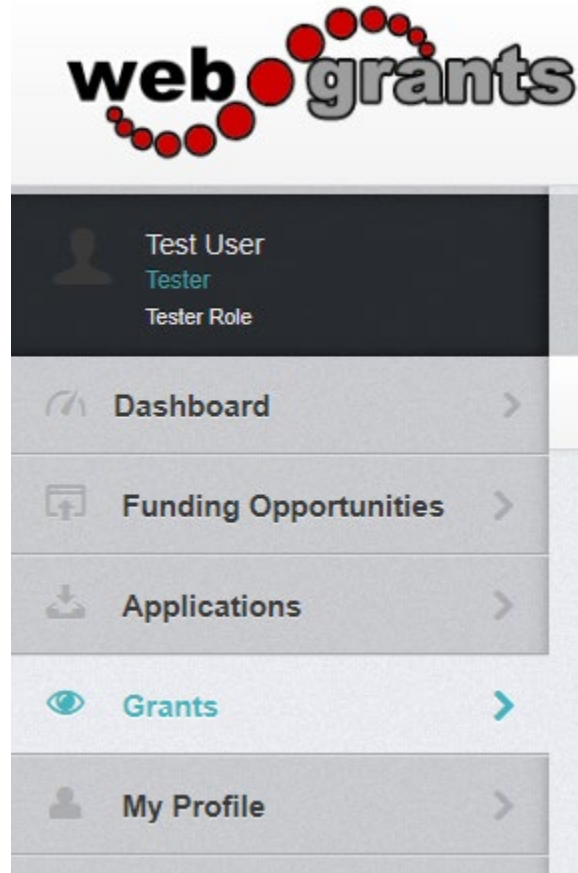
**Note:** Use the WebGrants Menu, not the Browser Menu

WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

Read the Instructions on the screen for navigating in the system.



From the Side Menu:  
Click on 'Grants':



Select the Grant you would like to access in the Active Grant listing.



**Grant**  
List of all current grants

← Back   Print   Help   Log Out

Active Grants   Closed Grants

### Active Grants

All active grants are listed below.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
6874984321	Underway	2019	DTPi - 9-20-19	Grantee Organization	TEST-Test Program Area	2-Example Funding Opportunity

Once you have selected the Grant, you will be directed to the Grant Components.

### Grant Components

The grant forms appear below. You can define your own alerts in the Alerts section

Component	Last Edited
General Information	Nov 7, 2019 1:04 PM - System Administrator
Claims	Oct 8, 2019 1:02 PM - System Administrator
Encumbrances	-
Status Reports	Oct 8, 2019 1:05 PM - System Administrator
Contract Amendments	Oct 8, 2019 1:06 PM - System Administrator
Site Visits	Oct 8, 2019 1:07 PM - System Administrator
Contract	Oct 10, 2019 2:16 PM - System Administrator
Correspondence	-
Grid Budget	Oct 8, 2019 1:00 PM - System Administrator
Funding Opportunity	
Application	

Select **'Status Reports'** from the list of Grant Components



ID	Type	Status	Reporting Period	Due Date	Submitted Date	Arrived
T351FY2020 - 001	Quarterly Report	Submitted	11/01/2019 - 02/01/2020		Feb 10, 2020 11:09 AM	

Click on 'Add Status Report'.

### General Information - Status Report - Edit

In the form below, complete all required fields. Enter the period of coverage for the information detailed on this report. Select the starting day and the ending day. All statuses and activity reported on this report should have occurred during this period of time.

**Sub Type\*:**

**Report Dates:**

Start Date      End Date

[Save Form](#)

Choose the 'Sub Type'.  
Enter 'Report Dates'. Start Date and End Date.  
When complete, click 'Save Form'.

Component	Complete?	Last Edited
General Information	✓	Feb 13, 2020 2:32 PM - System Administrator
Status Report Test Form		-

Click on the status report form(s) listed under Components.  
(Status Report Test Form in this example)

### Status Report

**Text:**

[Save Form](#)

[Save Form](#)

Enter the requested data and click on 'Save Form'.  
Review form and if correct, click on 'Mark as Complete'.



Status Report Test Form - Current Version Create New Version View Versions

Status Report Mark as Complete Edit Form

Text: test

Last Edited By: System Administrator - Feb 13, 2020 2:40 PM Edit Form

If status report is ready for submission, click on '**Submit Status Report**'.

Status Report Preview Attachment Alert History Map

Status Report Details Submit Status Report Withdraw Preview Status Report

• Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Feb 13, 2020 2:32 PM - System Administrator
Status Report Test Form	✓	Feb 13, 2020 2:40 PM - System Administrator