



Submitting a Progress Report

Working on, certifying, and submitting Progress Reports in the system.



Tips and Comments

Grants Management System
Election Assistance Commission

9/1/2023

YOUR GRANT APPLICATION WAS DUE ON 2/28/2018

My Organization | My Grant Programs | My Awards | My Applications | Correspondence

My Actions: Manage Users, System Help: FAQ / User Manual, Guiding Documentation

FFRs: 41 | Progress Reports: 45 | Applications: 35

ID	Award Name	Status	Report Period Type	Report Period Start Date	Report Period End Date	Work
1128	EACB1919-F	Not Started	Final	8/21/2018	9/30/2023	✓
1124	EACB1919-F	Not Started	Final	8/21/2018	9/30/2023	✓
1128	EACB1919-F	Not Started	Final	8/21/2018	9/30/2023	✓
1122	EACB1919-F	Not Started	Final	8/21/2018	9/30/2023	✓
1121	EACB1919-F	Not Started	Final	8/21/2018	9/30/2023	✓

Expenditure: Election Security, Election Improvement, Election Comment

The easiest way to begin working on a Progress Report is by taking the "Work" action when viewing the Progress Reports located within the To-Do section.

Complete Progress Report

Section I. Cover Page

Section II. Progress and Narrative

Section III. Subaward Information

Section IV. Challenges and Changes

Section V. Expenditure Table

Section VI. Final

Section VII. Certification

Click to move between sections

Section II. Progress and Narrative

Expenditure Categories

Voting Equipment

Voting Processes

Voter Registration Systems

SAVE AND EXIT

After initiating the "Work" action on a Progress Report, the electronic Progress Report form opens and contains a full "Table of Contents" allowing the user to view and navigate to all sections of the Progress Report. In each section, the user must enter specific, relevant information.

The "Save and Exit" button will save all work the user adds to the Progress Report, but will not deliver the Progress Report back to EAC.

Complete Progress Report

Section I. Cover Page

Section II. Progress and Narrative

Section III. Subaward Information

Section IV. Challenges and Changes

Section V. Expenditure Table

Section VI. Final

Section VII. Certification

CERTIFICATION

CERTIFY PROGRESS REPORT

Director: [Name] | Phone Number: [Number] | Email: [Email]

Signature: [Signature] | Date: [Date]

SAVE AND EXIT

If any required fields are left blank when the user advances to a new section, the system will flag that the section must be revisited.

If the user is a Program Approver, they must complete the certification section at the end of the Progress Report. Once certified, the Program Approver may choose "Submit" - at which point the Progress Report will be delivered to EAC.