Submitting a Quarterly Report

Key: *Text in* **BLUE** *& underlined is a direct link ("CONTROL" and "Click");*
         Text in **"QUOTATION MARKS"** *reference buttons to be "clicked" in each step of the process.*
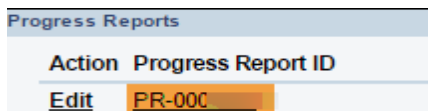
Quarterly reports are used to measure data associated with your grant.

<u>**Steps:**</u>

1. Once you have logged into Gransmith, select **"View: All Projects"**, when the list refreshes, select the project you wish to work in.
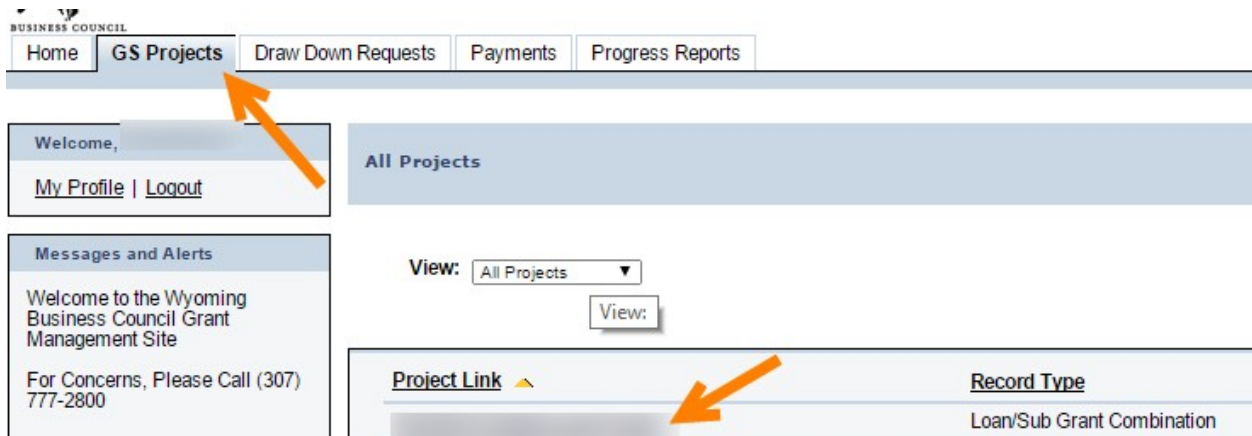
2. Scroll down to the **"Progress Reports"** section and click the **"PR-#"** link.

❖ Quarterly reports are due 15 days after the end of the quarter in which you are reporting for. The Business Council will send emails to remind grantees 15 days before the report is due.

Report Period Start Date	Report Period End Date	Due Date
4/1/2015	6/30/2015	7/15/2015

3. Confirm the start and end dates coincide with the appropriate quarter.

4. Questions 1 and 2 will be filled out for every report type.

5. Questions 3 and 4 are relevant to all BRC grants, and some CDBG grants.

6. Questions 5 and 6 are only relevant to BRC grants.
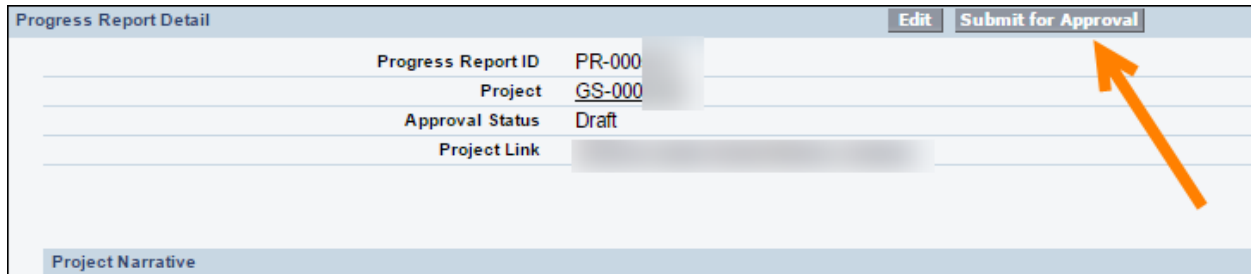
7. Once you have answered all applicable questions, click **"Save"**, which will take you back to the report. Once you are back in the report, click "Submit for Approval". **Note: If you do not click "Submit for Approval" the WBC cannot process the request.**

❖ In some cases, a report may be rejected, this is usually due to a lack of information. If your report is rejected, you will get an email from your Regional Director giving you the specifics of what is needed. In this event, you will need to go back into the report and make those changes, **then re-submit: "Submit for Approval"**.