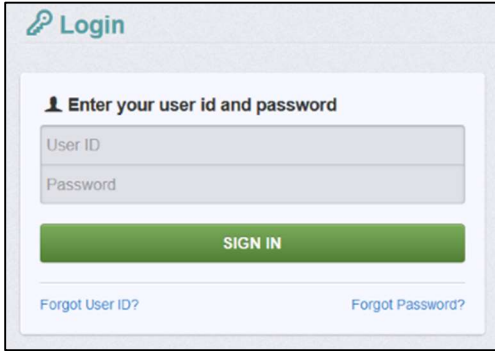


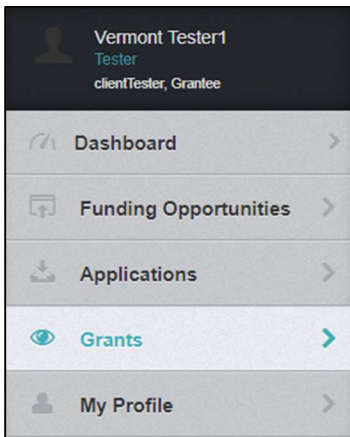
Submitting a Status Report

Log in to WebGrants at <https://agriculturegrants.vermont.gov/>.



The login form is titled "Login" and contains a section for "Enter your user id and password". It features two input fields: "User ID" and "Password". Below these fields is a green "SIGN IN" button. At the bottom of the form, there are two links: "Forgot User ID?" and "Forgot Password?".

From the Main Menu, click **Grants**.



Click on the item you need to submit a status report for.

	Grant Number	Status	Year	Start Date	End Date	Grant Title	Organization	Grantee	Program Officer	Program Area	Funding Opportunity	Amount
<input type="checkbox"/>	2020 - Test - 01	Underway	2020			Test Grant Title	Organization	Grantee	Program Officer	Test Program Area	Test Funding Opportunity	\$1,000

The next page will display the Grant Components.

Click on **Status Reports**.



Grant Components	Status Report
☰ Grant Components	
Component	
General Information	
Project Information	
Claims	
Status Reports	
Business and Financial Info	
Goals and Expected Measurable Outcomes	
Project Impact	
Budget	
Grant Agreement and Amendments (if applicable)	
Appropriations	
Budget - Simple Awarded Amount	
Funding Opportunity	
Application	
Application Notes	
Review Forms	

There may be a report waiting for you in Editing but if not:

Click on **Add Status Report**.



Grant List	General	Project	Claims	Status	Business	Goals	Project	Budget	Grant	Appropriation	Budget	
ID Status Reports											Notes (0)	Add Status Report
ID	Type	Status	Reporting Period	Due Date	Submitted Date	Arrived						

According to the details in the RFA,

Select the **Sub Type**, enter the **Due Date** and **Report Dates** (Start Date and End Date).

General Information - Status Report - Edit	
Status*:	<input type="text" value="Editing"/>
Sub Type*:	<input type="text" value="Quarterly Report"/>
Due Date:	<input type="text"/>
Report Dates:	<input type="text"/> <input type="text"/>
	Start Date End Date

General Information - Status Report - Edit

Status*:

Sub Type*:

Due Date:

Report Dates:

Start Date End Date

When complete, click **Save Form**.



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

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



Enter the requested data and click on **Save Form**.

Status Report

Text:



Review your inputs and if no changes need to be made, click on **Mark as Complete**.

Status Report Test Form - Current Version

Status Report

Text: test

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



Finally, click on **Submit Status Report**. (You must mark each form as complete in order to submit your report.)

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

WebGrants Tips & Tricks

- Always use the navigation buttons within WebGrants (e.g., Back, Add, Delete, Edit, Save) instead of your web browser's back button.
- All fields in **red text** marked with a red asterisk (*) are required.
- Some fields have character count limits. Character counts include spaces.
- You may prefer to prepare your report responses in a word processing program such as Microsoft Word, then cut and paste your responses into the application forms. Note that if you cut and paste text from a document outside WebGrants, special characters such as (&) or (“) may turn into question marks (?). You can adjust formatting after pasting text into a form.