

Completing a Progress Report - External Users

Instructions for Grantees/Contractors

1. Log in to IowaGrants from the main login page. Enter your account ID and password, and then click the "Sign In" button.

2. Click on the “My Grants” link from the main menu.



- To search for your grant, you can either hold down the CTRL + F keys and enter the name or grant number in the pop-up box, or click on “Search My Grant/Projects.”

The screenshot shows the Iowa Grants.gov website interface. At the top, there is a navigation bar with the Iowa logo and the text 'Iowa Grants.gov'. Below this is a secondary navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled 'Grant Tracking' and features a 'Current Grant/Projects' section. In this section, there are three tabs: 'Current Grant/Projects', 'Search My Grant/Projects' (which is circled in red), and 'Closed Grant/Projects | Claims'. Below the tabs is a table listing various grant projects with columns for ID, Status, Year, Project Title, Program Area, Grant/Project Administrator, and Awarded Amount.

ID	Status	Year	Project Title	Program Area	Grant/Project Administrator	Awarded Amount
xxx	Underway	xxx	Test FY21 RFA McMullen Test	Substance Abuse Prevention & Treatment	Julie Hibben	\$11,350.00
0 0003W	Underway	FY20	FY21 Simplified RFA for IDPH Marketing & Advertising TEST	Department-wide Outreach	Susan Dixon	\$253,220.00
0-00 FY19 Joint EMS TEST	Underway	FY19	FY19 Joint EMS and Trauma and Data System TEST	Emergency Medical Services (EMS)	Kari Catron	\$65,400.00
0 FY19 PH Training TEST	Underway	fy19	FY19 Public Health Training Services TEST	Department-wide Outreach	Robin Misel	\$700.00
333436	Underway	2021	TEST RFP#58821002 HPP McMullen TEST	Emergency Preparedness & Response	John Hallman	\$0.00
341829	Underway	2021	Test FY20 McMullen Test FY20	Emergency Preparedness & Response	John Hallman	\$106,600.00
351452	Underway	2021	FY21 CLPPP TEST Application - John McMullen	Environmental Health Services	Janet Lemmermann	\$7,700.00
FY21 Community TEST	Underway	2021	FY21 Community Partnership Test-Sheri S	Tobacco Use Prevention	Sheri Stursma	\$23,575.00
345927	Underway	2021	ZZTestDianeM	Local Public Health Services	Diane M Anderson	\$0.00
5881DS02	Underway	2021	FY21 GSL for Iowa Public Health Training Portal TEST	Environmental Health Services	Timothy Wickam	\$0.00
359826	Underway	2021	Sonya Loynachan-Test	Chronic Disease Prevention	Sonya Loynachan	\$9,550.00
350241	Underway	2021	TEST SIPDO Application-Janet Nelson	Substance Abuse Prevention & Treatment	Janet Nelson	\$3,200.00
359614	Underway	2021	SPF Rx FY21 TEST Janet Nelson	Substance Abuse Prevention & Treatment	Janet Nelson	\$42,200.00
SERV5881YMCADPPP	Underway	2021	FY21 GSL for YMCA National Diabetes Prevention Program TEST	Chronic Disease Prevention	Sonya Loynachan	\$2,145.00
SERV5881YMCABPSM	Underway	2021	FY21 GSL for YMCA Blood Pressure Self-Monitoring Program TEST	Chronic Disease Prevention	Sonya Loynachan	\$800.00
0 10000	Underway	2021	Test for FY22 Emergency COVID Procedures - original site	Public Health Global	Kristen Corey	\$1,050.00
370409	Underway	2021	Katie McBurney TEST	Oral Health	Katie McBurney	\$12,000.00
371387	Underway	2021	Test Site Agency Integrated Testing Services FY21	HIV, STI and Hepatitis Services	Robin Misel	\$48,510.00

- Enter the grant number for the progress report you are wanting to complete and then click the "Search" link.

Search My Grant/Projects

Enter one or more search criteria below and click the Search link.

Search Fields

Grant/Project Number:

Status:

Title:

Grant/Project Year:

Sort Fields

Sort Order 1:

Sort Order 2:

Sort Order 3:

[Search](#)

- From this screen, click on the blue link of the name of the grant in the "Grant/Project Title" field.

Grant/Project Tracking

Search Criteria

Grant Number: 0 12345k

Grant/Projects

The Grant/Projects that match your criteria appear below. You can click on the Grant/Project title to view the details.

Grant Number	Status	Year	Grant/Project Title	Program Area	Organization	Grantee	Program Officer	Funding Opportunity	Budget Total
0 12345k	Underway		Test for Kristen	Public Health Global	Public Health, Iowa Department of	Bof Tester	Kristen Corey	369229 - Test site for FY22 Emergency Declaration	\$1,000.00

- Click on the blue link titled "Progress Reports" in the Grant/Project Components section.

The screenshot shows the IowaGrants.gov website interface. At the top, there is a navigation bar with the Iowa logo and the text 'IowaGrants.gov'. Below this is a secondary navigation bar with links for 'Menu', 'Help', and 'Log Out', along with utility icons for 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'.

The main content area is titled 'Grant Tracking' and displays the following information for Grant/Project: 0 12345k - Test for Kristen -:

- Status: Underway
- Program Area: Public Health Global
- Grantee Organization: Public Health, Iowa Department of
- Program Officer: Kristen Corey
- Awarded Amount: \$1,000.00

Below this information is an 'Instructions' section with the text: 'The Grant/Project forms appear below.'

The 'Grant/Project Components' section contains a table with the following data:

Component	Last Edited
General Information	10/20/2020
Claims	
Progress Reports	
Site Visits	
Correspondence	
Cover Sheet-General Information (Pending Versions)	02/16/2021
Business Organization	08/12/2020
Personnel	08/12/2020
Project Work Plan	10/20/2020
1st Five Practice Consultation Project Work Plan	
IDPH Subcontract Plan	08/12/2020
Standard Line Item Budget	08/12/2020
Standard Line Item Budget with Match	
Contract Documents	08/12/2020
IDPH - Federal Subrecipient Addendum	
Opportunity	-

- Click on the blue link of the grant number in the "ID" field for the type of report you need to complete.

Grant/Project Tracking

Grant/Project: 0 12345k - Test for Kristen -

Status: Underway
 Program Area: Public Health Global
 Grantee Organization: Public Health, Iowa Department of
 Program Officer: Kristen Corey
 Awarded Amount: \$1,000.00

Status Reports - Pending [Copy Existing Status Report](#) | [Return to Components](#)

ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status
0 12345k - 02	FFATA Report	test for melana	-			-	Editing
0 12345k - 03	Annual Report	Test for annual report	01/01/2021-02/17/2021	02/18/2021		-	Editing

Status Reports - Processed

ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status
0 12345k - 01	Annual Report		10/01/2020-06/30/2021	06/30/2021	10/20/2020	On Time	Approved

Last Edited By:

- Click on the blue link of the name of the progress report you need to complete. In this example, the name of the progress report is "Project Work Plan."

Grant Tracking

Status Report: 0 12345k - 03

Grant: [0 12345k-Test for Kristen](#)
 Status: Editing
 Program Area: Public Health Global
 Grantee Organization: Public Health, Iowa Department of
 Program Manager: Kristen Corey

Components [Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	02/17/2021
Project Work Plan		02/17/2021

9. Click on the “Edit” field at the top of the screen to complete the progress report.

Menu | Help | Log Out | Back | Print | Add | Delete | **Edit** | Save

Grant/Project Tracking

Status Report: 0 12345k - 03

Grant: 0 12345k-Test for Kristen
Status: Editing
Program Area: Public Health Global
Grantee Organization: Public Health, Iowa Department of
Program Manager: Kristen Corey

Instructions

Do NOT click Add! This is a multi-part form, please follow these instructions carefully to complete your progress reporting.

To complete this report, go to the Project Workplan Goals section and click on the blue entry under the 'Goal' column. (Do NOT click on the blue 'Add' button next to the section). Provide your response to "Did you meet your goal this period?". Then click the "Save" Button at the top of the form. Repeat this for each goal entered.

Next, go to the "Activities" section and click on the blue entry under the 'SMART Objective' column. (Do NOT click on the blue 'Add' button next to the section). The fields you need to respond to for this activity will open: Activity Completed, Date Activity Completed, YTD percentage of Objective/Activity Completion, and a Narrative Update. Complete the fields and click on the blue "Save" button at the top of the page. Repeat this for each entry in the section.

When this form is complete, click on the "Mark as Complete" button. Submit the report.

Note: If information is incomplete for this reporting period, IDPH will return the form for modifications prior to approving.

Service Area

Mark as Complete | Go to Status Report Forms

In this section, applicant's must identify their **entire** proposed service area. To complete this section click on the 'Edit' button at the top of the page. Input the **service area** and click 'Save' at the top of the page.

Identify the proposed service area.

Applicant's Proposed Service Area* Webster County

Project Workplan Goals

Add

Goals: A goal is a general, "big picture" statement of an outcome a program intends to accomplish to fulfill its mission.

This section requires the applicant to select the goal or goals identified specifically for your project. The goals, as well as the minimum number required may be predetermined; refer to the application guidance for this funding opportunity.

10. Complete all sections of the progress report according to the report instructions in the “Instructions” area of the report. Click “Save” at the top of the screen once you are finished.

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

Grant/Project Tracking

Status Report: 0 12345k - 03

Grant: 0 12345k-Test for Kristen
Status: Editing
Program Area: Public Health Global
Grantee Organization: Public Health, Iowa Department of
Program Manager: Kristen Corey

Instructions
Do NOT click Add! This is a multi-part form, please follow these instructions carefully to complete your progress reporting.
To complete this report, go to the Project Workplan Goals section and click on the blue entry under the 'Goal' column. (Do NOT click on the blue 'Add' button next to the section). Provide your response to "Did you...". Next, go to the "Activities" section and click on the blue entry under the 'SMART Objective' column. (Do NOT click on the blue 'Add' button next to the section). The fields you need to respond to for this activity will be highlighted. When this form is complete, click on the "Mark as Complete" button. Submit the report.
Note: If information is incomplete for this reporting period, IDPH will return the form for modifications prior to approving.

Service Area
In this section, applicant's must identify their **entire** proposed service area. To complete this section click on the 'Edit' button at the top of the page. Input the **service area** and click 'Save' at the top of the page. Identify the proposed service area.

11. Once you have finished filling out the report, click the “Mark as Complete” link in the middle of the screen.

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Grant/Project Tracking

Status Report: 0 12345k - 03

Grant: 0 12345k-Test for Kristen
Status: Editing
Program Area: Public Health Global
Grantee Organization: Public Health, Iowa Department of
Program Manager: Kristen Corey

Instructions

Do NOT click Add! This is a multi-part form, please follow these instructions carefully to complete your progress reporting.

To complete this report, go to the Project Workplan Goals section and click on the blue entry under the 'Goal' column. (Do NOT click on the blue 'Add' button next to the section). Provide your response to "Did you meet your goal this period?". Then click the "Save" Button at the top of the form. Repeat this for each goal entered.

Next, go to the "Activities" section and click on the blue entry under the 'SMART Objective' column. (Do NOT click on the blue 'Add' button next to the section). The fields you need to respond to for this activity will open: Activity Completed, Date Activity Completed, YTD percentage of Objective/Activity Completion, and a Narrative Update. Complete the fields and click on the blue "Save" button at the top of the page. Repeat this for each entry in the section.

When this form is complete, click on the "Mark as Complete" button. Submit the report.

Note: If information is incomplete for this reporting period, IDPH will return the form for modifications prior to approving.

Service Area

In this section, applicant's must identify their **entire** proposed service area. To complete this section click on the 'Edit' button at the top of the page, input the **service area** and click 'Save' at the top of the page.

Identify the proposed service area.

Applicant's Proposed Service Area* Webster County

Mark as Complete | **Go to Status Report Forms**

Project Workplan Goals

Add

Goals: A goal is a general, "big picture" statement of an outcome a program intends to accomplish to fulfill its mission.

This section requires the applicant to select the goal or goals identified specifically for your project. The goals, as well as the minimum number required may be predetermined; refer to the application guidance for this funding opportunity.

To complete this section, click the 'Add' button next to the **Project Work Plan Goals** section and complete all the fields, click 'Save' at the top of the page. Then click 'Add' again next to the section for each additional goal. Be sure to click 'Save' after each entry.

12. Once you are ready to submit the report, click “Submit.”

Grant Tracking

Status Report: 0 12345k - 03

Grant: **0 12345k-Test for Kristen**

Status: Editing

Program Area: Public Health Global

Grantee Organization: Public Health, Iowa Department of

Program Manager: Kristen Corey

Components Preview | **Submit**

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	02/17/2021
Project Work Plan	✓	02/17/2021

13. A pop up box will appear. Click “OK.” Note: Once you click OK, you will not be able to edit the form until the contractor completes the form and negotiates it back to IDPH.

Grant Tracking

Status Report: 0 12345k - 03

Grant: **0 12345k-Test for Kristen**

Status: Editing

Program Area: Public Health Global

Grantee Organization: Public Health, Iowa Department of

Program Manager: Kristen Corey

Components

Complete each component of the status report and mark it as complete. Click Submit when you are done.

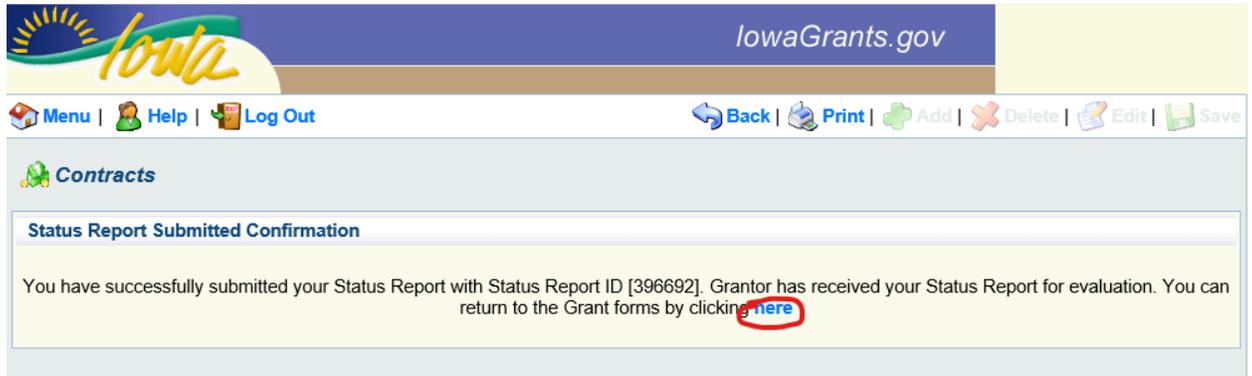
Name	Complete?
General Information	✓
Project Work Plan	✓

Message from webpage

Submitting the Status Report will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Status Report?

OK Cancel

14. To return to the main grant site, click on the blue link that says “here.” If you have more than one progress report to schedule, click on the blue linked “here” and complete these same steps.



15. You have officially submitted your progress report.