

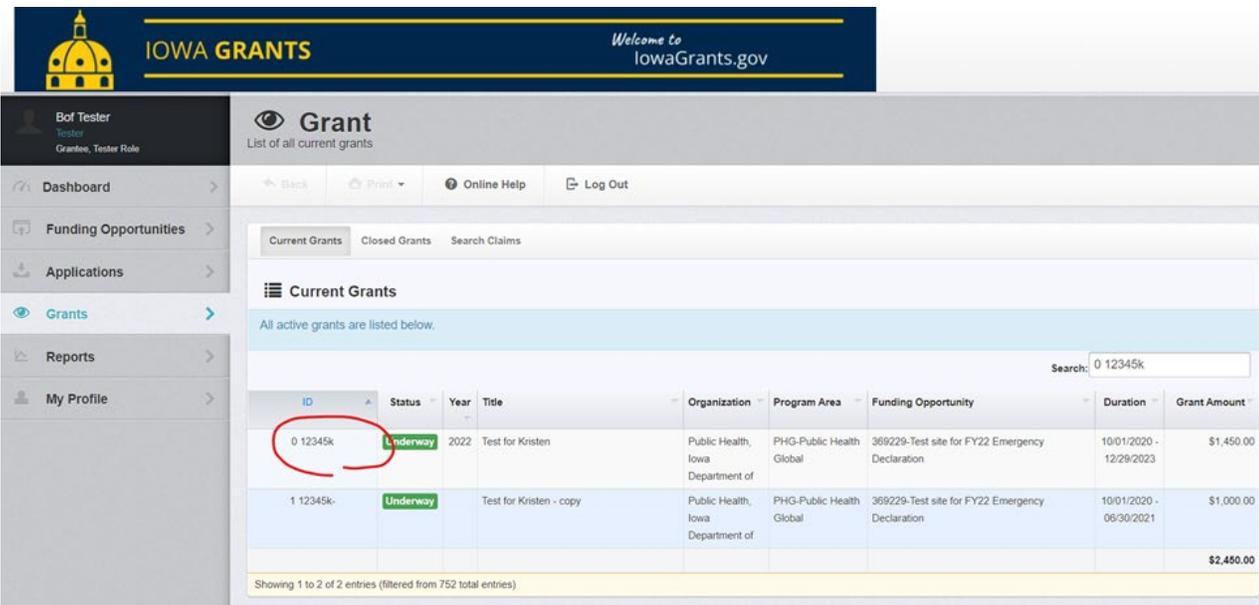
How to Submit a Claim

Instructions for Grantees and Contractors

1. Log into IowaGrants at: www.iowagrants.gov.
2. Click on the “Grants” component on the left-hand side of the screen.



3. Find the grant number you are looking for in the list, or enter the grant number in the Search bar on the top right-hand corner of the screen. Click on any line of the grant number you find.



4. Click on the "Claims" component.

The screenshot shows the Iowa Grants portal interface. The top header includes the Iowa Grants logo and the text "Welcome to IowaGrants.gov". The left sidebar contains navigation options: Dashboard, Funding Opportunities, Applications, Grants (highlighted), Reports, and My Profile. The main content area displays details for grant "0 12345k - Test for Kristen - 2022". The status is "Underway". Key details include: Program Area: Public Health Global; Funding Opportunity: 369229-Test site for FY22 Emergency Declaration; Organization: Public Health, Iowa Department of; Grantee Contact: Bof Tester; Program Officer: Kristen Corey; and Awarded Amount: \$1,450.00. Below this, the "Grant Components" section lists various components. The "Claims" component is circled in red.

Component	Last Edited
General Information	Jan 11, 2023 9:22 AM - Bof Tester
Claims	
Progress Reports	
Site Visits	
Correspondence	
Cover Sheet-General Information (Pending Version)	Jan 10, 2023 3:57 PM - Application Tester
Business Organization	Aug 12, 2020 12:00 AM - Kristen Corey

5. Click on "Add Claim."

This screenshot shows the same Iowa Grants portal, but with the "Claims" component selected in the sidebar. The main content area displays the "Claims" section for grant "0 12345k - Test for Kristen - 2022". The status is "Underway". The "Claims" tab is active, and the "Add Claim" button is circled in red. Below the "Add Claim" button, a table lists all claims associated with this grant. The table has columns for ID, Type, Status, Start Date, End Date, Submitted Date, Paid Date, and Claim Amount. There are three claims listed, with the first one in "Editing" status and the other two in "Submitted" status. Summary statistics at the bottom show Submitted Amount: \$110.00, Approved Amount: \$0.00, and Awaiting Payment Amount: \$0.00.

ID	Type	Status	Start Date	End Date	Submitted Date	Paid Date	Claim Amount
0 12345k - 001	Reimbursement	Editing					\$60.00
0 12345k - 002	Reimbursement	Submitted			Jan 9, 2023 10:21 AM		\$60.00
0 12345k - 003	Reimbursement	Submitted	06/01/2022	06/30/2022	Jun 30, 2022 3:07 PM		\$50.00
Submitted Amount:							\$110.00
Approved Amount:							\$0.00
Awaiting Payment Amount:							\$0.00

6. Select “Reimbursement” from the drop-down list and enter the report period for the claim in the “Report Period” fields. Then, click “Save Form.”

IOWA GRANTS Welcome to IowaGrants.gov

Back Print Online Help Log Out

General Information - Claim - Edit [Save Form](#)

In the form below, complete all required fields. Enter the report period of coverage for this claim. All expenses reported on this claim should have been incurred during this period of time. If this is the last claim that will be submitted for this grant, then the Final Request checkbox should be checked.

Examples Quarterly Reporting Period: 1/1 - 3/31, 4/1 - 6/30, 7/1 - 9/30, and 10/1 - 12/31

Status*:

Type: Reimbursement

Report Period: [Start Date] [End Date]

Final Request?* Yes No

7. Click on “Reimbursement”.

IOWA GRANTS Welcome to IowaGrants.gov

Claim: 004

Claim Status: Editing

Grant Title: 0 12345k - Test for Kristen

Program Area: Public Health Global

Funding Opportunity: 369229-Test site for FY22 Emergency Declaration

Reporting Period: 01/02/2023 - 01/31/2023

Claim Type: Reimbursement

Submitted By: -

Claim Preview Alert History Map

Claim Details [Preview Claim](#)

Claim cannot be Submitted Currently

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Jan 31, 2023 2:08 PM - Bof Tester
Reimbursement	-	-
General Claim Support Documentation	-	-

10. Click “Mark as Complete” when you are finished.

The screenshot shows the Iowa Grants web application interface. At the top, there is a header with the Iowa state logo and the text "IOWA GRANTS" and "Welcome to iowaGrants.gov". On the left, a navigation menu includes "Dashboard", "Funding Opportunities", "Applications", "Grants", "Reports", and "My Profile". The main content area displays "Claim: 004" with the following details:

- Claim Status: **Editing**
- Grant Title: 0 12345k - Test for Kristen
- Program Area: Public Health Global
- Funding Opportunity: 369229-Test site for FY22 Emergency Declaration
- Reporting Period: 01/02/2023 - 01/31/2023
- Claim Type: Reimbursement
- Submitted By: -

Below the claim details, there are tabs for "Claim List", "Genera", "Reimbu", and "Genera". The "Reimbursement - Current Version" section contains a table with 15 columns. The "Mark as Complete" button is circled in red.

Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Paid Claims & Expenses this Period (2+3)	5 Available Balance (Unpaid) (1-4)	9 Contract Match	10 Match Expenses This Period	11 Prior Match Expenses	12 Total Match (10+11)	13 Remaining Match Requirement	14 Match Percentage	15 Total Claim Amount (2+10)
Deliverable-Based Budget with Match												
Performance Measure												
IDPH Administrative Hold												

11. If you are required to submit claim support documentation, click on that form. Otherwise, click on “Submit” to submit the claim.

The screenshot shows the Iowa Grants web application interface. At the top, there is a header with the Iowa state logo and the text "IOWA GRANTS" and "Welcome to iowaGrants.gov". On the left, a navigation menu includes "Dashboard", "Funding Opportunities", "Applications", "Grants", "Reports", and "My Profile". The main content area displays "Claim: 004" with the following details:

- Claim Status: **Editing**
- Grant Title: 0 12345k - Test for Kristen
- Program Area: Public Health Global
- Funding Opportunity: 369229-Test site for FY22 Emergency Declaration
- Reporting Period: 01/02/2023 - 01/31/2023
- Claim Type: Reimbursement
- Submitted By: -

Below the claim details, there are tabs for "Claim Preview", "Alert History", and "Map". The "Claim Details" section shows a message: "Claim cannot be Submitted Currently" with a sub-message "Claim components are not complete". There are buttons for "Withdraw" and "Preview Claim". A table lists the components of the claim:

Component	Complete?	Last Edited
General Information	✓	Jan 31, 2023 2:08 PM - Bof Tester
Reimbursement	✓	Jan 31, 2023 2:11 PM - Bof Tester
General Claim Support Documentation	-	-

12. Click on "Add Row" if you have that option to add any claim support documents that you need.

Claim: 004

Claim Status: **Editing**

Grant Title: 0 12345k - Test for Kristen

Program Area: Public Health Global

Funding Opportunity: 369229-Test site for FY22 Emergency Declaration

Reporting Period: 01/02/2023 - 01/31/2023

Claim Type: Reimbursement

Submitted By: -

Claim List Genera Reimbu Genera

General Claim Support Documentation - Current Version

Claim Support Documentation - Multi-List

Description Upload Documentation

No Data for Table

+ Add Row

13. Enter a description for the documentation and click on the circled button to upload the documentation. Then, click "Save Row".

Claim Status: **Editing**

Grant Title: 0 12345k - Test for Kristen

Program Area: Public Health Global

Funding Opportunity: 369229-Test site for FY22 Emergency Declaration

Reporting Period: 01/02/2023 - 01/31/2023

Claim Type: Reimbursement

Submitted By: -

Claim Support Documentation

Description*: test

Upload Documentation: Test claim - for voucher labels.pdf Change

Save Row

14. Once you are finished uploading documentation, click on “Mark as Complete.”

IOWA GRANTS Welcome to iowaGrants.gov

Bof Tester
Tester
Grantee, Tester Role

Dashboard >
Funding Opportunities >
Applications >
Grants >
Reports >
My Profile >

Claim: 004

Claim Status: **Editing**

Grant Title: 0 12345k - Test for Kristen

Program Area: Public Health Global

Funding Opportunity: 369229-Test site for FY22 Emergency Declaration

Reporting Period: 01/02/2023 - 01/31/2023

Claim Type: Reimbursement

Submitted By: -

Claim List **Genera** Reimbu Genera

General Claim Support Documentation - Current Version

Claim Support Documentation - Multi-List **✓ Mark as Complete** + Add Row

Description	Upload Documentation
test	Test claim - for voucher labels pdf

Last Edited By: Bof Tester - Jan 31, 2023 2:15 PM + Add Row

← Previous

15. Once you are ready to submit the claim, click on “Submit Claim.”

IOWA GRANTS Welcome to iowaGrants.gov

Bof Tester
Tester
Grantee, Tester Role

Dashboard >
Funding Opportunities >
Applications >
Grants >
Reports >
My Profile >

Claim: 004

Claim Status: **Editing**

Grant Title: 0 12345k - Test for Kristen

Program Area: Public Health Global

Funding Opportunity: 369229-Test site for FY22 Emergency Declaration

Reporting Period: 01/02/2023 - 01/31/2023

Claim Type: Reimbursement

Submitted By: -

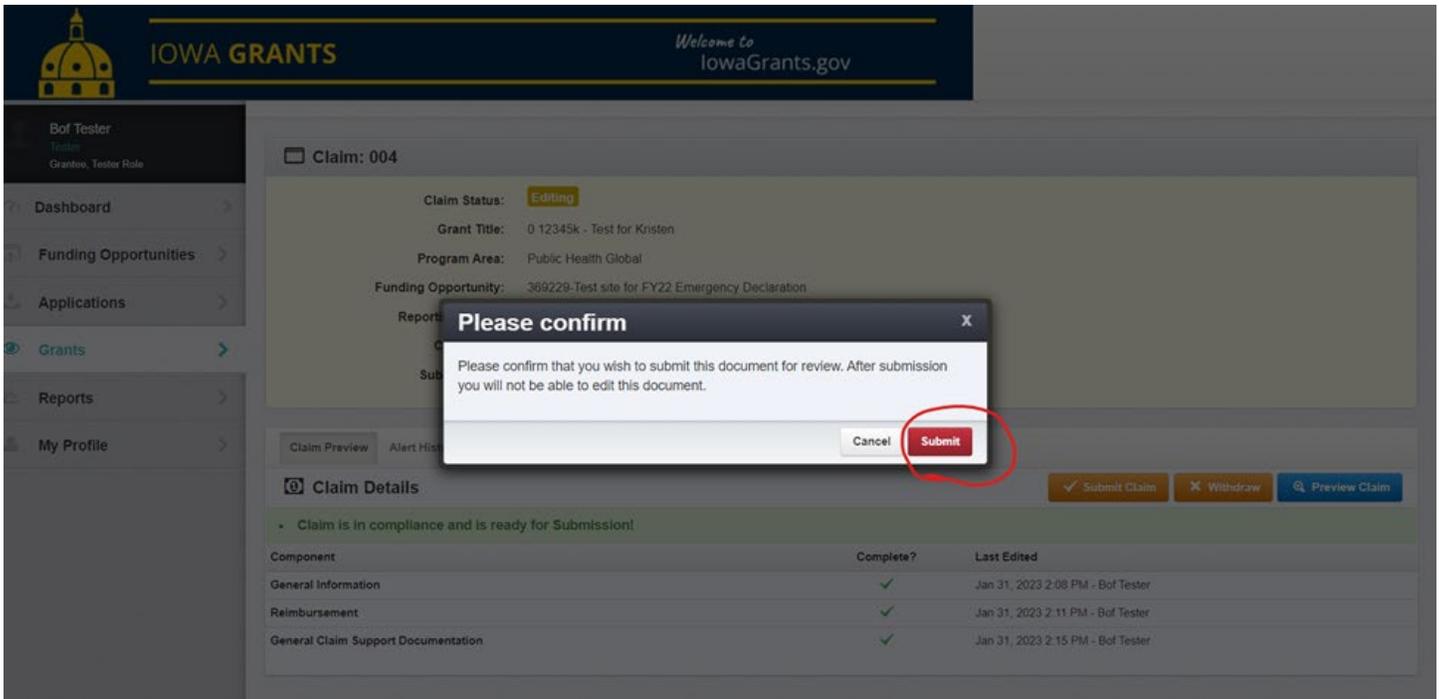
Claim Preview Alert History Map

Claim Details **✓ Submit Claim** ✕ Withdraw 🔍 Preview Claim

• Claim is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jan 31, 2023 2:08 PM - Bof Tester
Reimbursement	✓	Jan 31, 2023 2:11 PM - Bof Tester
General Claim Support Documentation	✓	Jan 31, 2023 2:15 PM - Bof Tester

16. A box will then pop up that asks you to confirm that the document is ready for review. Click on "Submit."



17. This claim will then be sent on to the program staff from the Iowa Department of Health and Human Services to approve.