## How to Submit a Claim

## Instructions for Grantees and Contractors

- 1. Log into IowaGrants at: <u>www.iowagrants.gov</u>.
- 2. Click on the "Grants" component on the left-hand side of the screen.

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7 Dashboard	>	State)	Ó Print,•	Online Help	🕞 Log Out	
Funding Opportur	nities >					
Applications	>					
@ Grants	>					
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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.

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( <del>1</del> )	Funding Oppo	rtunities >	Current Grants	Closed Grants	Search	Claims					
4	Applications	>		t Grante							
۲	Grants	>	All active grants	s are listed below	l.						
	Reports	>								Search: 0 12345k	
<ul> <li></li> <li><td>Reports My Profile</td><td>&gt;</td><td>ID</td><td><ul> <li>Status</li> </ul></td><td>Year 1</td><td>Title</td><td>Organization</td><td>Program Area</td><td>Funding Opportunity</td><td>Search: 0 12345k</td><td>Grant Amount</td></li></ul>	Reports My Profile	>	ID	<ul> <li>Status</li> </ul>	Year 1	Title	Organization	Program Area	Funding Opportunity	Search: 0 12345k	Grant Amount
2 el	Reports My Profile	>	1D 0 12345k	Status	Year 1	fitte Test for Kristen	Organization Public Health, Iowa Department of	Program Area PHG-Public Health Global	Funding Opportunity 369229-Test site for FY22 Emergency Declaration	Search: 0 12345k Duration 10/01/2020 12/29/2023	Grant Amount \$1,450.0
1	Reports My Profile	>	1 12345k-	A Status Underwa	Year 1 2022 1	<b>Ntle</b> Fest for Kristen Fest for Kristen - copy	Organization     Public Health,     Iowa     Department of     Public Health,     Iowa     Department of	Program Area PHG-Public Health Global PHG-Public Health Global	Funding Opportunity 389229-Test site for FY22 Emergency Declaration 389229-Test site for FY22 Emergency Declaration	Search:         0         12345k           Duration             10/01/2020 - 12/29/2023             00/01/2020 - 06/30/2021	Grant Amount \$1,450.0 \$1,000.0

4. Click on the "Claims" component.

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Bof Tester		D 12345k - Test for Kriste	n - 2022	
Grantee, Tester Role		Status:	Underway	
Dashboard	>	Program Area:	Public Health Global	
		Funding Opportunity:	369229-Test site for FY22 Emergency Declaration	
Funding Opportuniti	es >	Organization:	Public Health, Iowa Department of	
Applications	>	Grantee Contact:	Bof Tester	
		Program Officer:	Kristen Corey	
Grants	>	Awarded Amount:	\$1,450.00	
Reports	>			
		E Grant Components		
My Profile	>	The grant forms appear below.		
		Component		Last Edited
		General Information		Jan 11, 2023 9-22 AM - Bof Tester
		Claims		
		Progress Reports		
		Site Visits		
		Correspondence		
		Cover Sheet-General Information (Pending V	ersion)	Jan 10, 2023 3:57 PM - Application Tester
		Business Organization		Aug 12, 2020 12:00 AM - Kristen Corey

## 5. Click on "Add Claim."

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C Da	nshboard unding Opportunit	) ies >	Func	ing Opportunity Organization	369229- Public H	Test site for F <sup>1</sup> lealth, Iowa De	Y22 Emergency epartment of	/ Declaration	n				
📥 Ap	pplications rants	>		Program Officer: warded Amount:	Kristen ( \$1,450.0	Corey DO							
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			All claims associated	I with this grant a	ippear belo	w.							
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			0 12345k - 002	Reimbursen	ient	Submitted		04/0000	00000000	Jan 9, 2023 10:21 AM			\$60.00
			0 12345K - 003	Reimpursen	ernt.	Submitted	06/	01/2022	06/30/2022	Jun 30, 2022 3:07 PN		Submitted Amount:	\$50.00
												Approved Amount:	\$0.00
											Awaitin	g 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."

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1	Bof Tester Tester Grantee, Tester Rol	•	<ul> <li>★ Back</li> <li>Print -</li> <li>Online Help</li> <li>E- Log Out</li> </ul>	
ch	Dashboard	>	General Information - Claim - Edit	Save Form
Ţ	Funding Oppo	rtunities >	In the form below, complete all required fields. Enter the report period of coverage for this claim. A period of time. If this is the last claim that will be submitted for this orant, then the Enal Request of the second s	Il expenses reported on this claim should have been incurred during this becknow should be checked
4	Applications	>	period or anne, n'ans is are last claim and min de sournade for ans grain, aren are n'inal respect e	RURAUX SHOURU DE URBUREU.
۲	Grants	>	Examples Quarterly Reporting Period: 1/1 - 3/31, 4/1 - 6/30, 7/1 - 9/30, and 10/1 - 12/31	
	Reports	>	Status":	
-	My Profile	>	Report Period:	
			Final Request?": Yes No	

7. Click on "Reimbursement".

	IOWA <b>G</b>	RANTS	Welcome to IowaGrants.g	ov		
Bof Tester Tester Grantee, Tester Role		Claim: 004				
Dashboard     Funding Opportu     Applications	inities >	Claim Status: Grant Title: Program Area: Funding Opportunity: Reporting Period: Claim Type:	Editing 0 12345k - Test for Kristen Public Health Global 366229-Test sile for FY22 Emergency Declaration 01/02/2023 - 01/31/2023 Reimbursement			
Crants	>	Submitted By:				
A My Profile	>	Claim Preview Alert History Map				Q. Preview Claim
		Claim cannot be Submitted Currently Claim components are not complete	y le			
		Component		Complete?	Last Edited	
		General Information		~	Jan 31, 2023 2:08 PM - Bof Tester	
		Reimbursement				
		General Claim Support Documentation				

## 8. Click "Edit Reimbursement."

<u>.</u>		VA GI	RANTS					<i>Welcome to</i> IowaGrant	s.gov							
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Dasht	board	>		Program A	rea: Pub	ic Health Glo	bal									
			Fur	ding Opportur	nity: 3693	229-Test site	for FY22	Emergency Declaration	16							
Fund	ding Opportunitie	s >		Reporting Per	iod: 01/0	2/2023 - 01/3	1/2023									
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My P	Profile	>	E Reimburs	ement - Cur	rent Version	1								-		
															dit Reimburs	ement
			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)	Remaining Match Requirement	14 Match Percentage	Total Claim Amount (2+10)
			Deliverable-Based But	iget with Match												
			Performance Measure													
			IDPH Administrative H	old												

9. Enter the information for the claim in the open fields and then click "Save Reimbursement."

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X	Bof Tester Tester				Submit	tted By: -										
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1	Funding Oppor	tunities	3	🖽 - Edit									(	🖬 Sa	ve Reimburse	ment
÷	Applications		>	Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Paid Claims &	5 Available Balance	9 Contract Match	10 Match Expenses This Partied	11 Prior Match	12 Total Match	13 Remaining Match	14 Match Percentage	15 Total Claim
۲	Grants		>					this Period (2+3)	(1 - 4)		Penou	Expenses	(10111)	Requirement		(2+10)
	Reports		>	Deliverable-Based Budget with Match												
2	My Profile		>	Performance Measure												
				IDPH Administrative Hold												
				Deliverable-Based Budget												
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				Test	\$50.00	0.00	\$0.00	\$0.00	\$50.00	1	0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
				Performance												

10. Click "Mark as Complete" when you are finished.

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				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.

		IOW	A G	RANTS		Welcome to IOWaC	Grants.gov		
1	Bof Tester Tester Grantee, Tester Role				Claim Status: Grant Title: Program Area:	Editing 0 12345k - Test for Kristen			
	Dashboard		>	F	unding Opportunity:	369229-Test site for FY22 Emergency De	eclaration		
	Funding Opport	tunities	>		Reporting Period:	01/02/2023 - 01/31/2023			
5	Applications		>		Claim Type: Submitted By:	Reimbursement			
D	Grants		>						
	Reports		>	Claim Preview	Alert History Map				
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				Reimbursement			×	Jan 31, 2023 2 11 PM - Bof Tester	
				General Claim Supp	ort Documentation			*	

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

	WA GR	ANTS Welcome to IowaGrants.gov	
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Grantee, Tester Role		Claim: 004	
CA Dashboard	>	Claim Status: Editing	
Funding Opportunitie	es >	Grant Title: 0 12345k - Test for Kristen	
- Applications	>	Program Area: Public Health Global	
Grants	>	Reporting Period: 01/02/2023 - 01/31/2023	
🗠 Reports	>	Claim type: Reimbursement Submitted By: -	
A My Profile	>	Claim List Genera Reimbu Genera	
		General Claim Support Documentation - Current Version	
		I Claim Support Documentation - Multi-List	+ Add Row
		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".

	<u>.</u> 10	WA GRA	NTS	Welcome to IowaGrants.gov		
			Claim Status:	Colong		
	Bof Tester		Grant Title:	0 12345k - Test for Kristen		
	Grantee, Tester Role		Program Area:	Public Health Global		
10	Dashboard	S	Funding Opportunity:	369229-Test site for FY22 Emergency Declaration		
	Dashboard	<u> </u>	Reporting Period:	01/02/2023 - 01/31/2023		
	Funding Opportuniti	ies >	Claim Type:	Reimbursement		
8. a.	Applications	>	Submitted By:	*		
D	Grants	>	E Claim Support Documen	tation		Save Row
	Reports	>				
i.	My Profile	>	Description*:	test		
			Upload Documentation:	Test claim - for voucher labels.pdf	Change	
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14. Once you are finished uploading documentation, click on "Mark as Complete."

		OWA <b>GI</b>	RANTS	Welcome to IowaGrants.gov		
1	Bof Tester		Claim: 004			
	Tester Grantee, Tester Role		Claim Status:	Editing		
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	Dashboard	· ·	Program Area:	Public Health Global		
	Funding Opportu	nities >	Funding Opportunity:	369229-Test site for FY22 Emergency Declaration		
2	Applications		Reporting Period	01/02/2023 - 01/31/2023		
-	Applications		Claim Type:	Reimbursement		
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			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."

	WA GI	RANTS	Welcome to IowaGrants.gov	
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Dashboard	>	Claim State	Editing	
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Applications	>	Funding Opportuni	: 369229-Test site for FY22 Emergency Declaration	
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My Profile	>	Claim Preview Alert History N		$\bigcirc$
	-	Olaim Details		Submit Claim X Withdraw Q Preview Claim
		Claim is in compliance and is	eady 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."

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	Bof Tester Trater Grantoo, Tester Role			Claim: 004			
81	Dashboard		3	Claim Status:	Editing		
a))	Funding Oppor	tunities		Grant Title: Program Area:	0 12345k - Test for Kristen Public Health Global		
ē.,	Applications			Funding Opportunity:	369229-Test site for FY22 Emergency Declaration		
9			>	Please co	Se confirm	After submission	X
	Reports			you will n	ot be able to edit this document.		
	My Profile			Claim Preview Alert Hist		Cancel Submit	
				Claim Details			Submit Claim X Withdraw Q Preview Claim
				Claim is in compliance and is read	ty for Submission!		
				Component		Complete?	Last Edited
				General Information		4	Jan 31, 2023 2:08 PM - Bot Tester
				Reimbursement		4	Jan 31, 2023 2 11 PM - Bol Tester
				General Claim Support Documentation		~	Jan 31, 2023 2:15 PM - Bof Tester

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