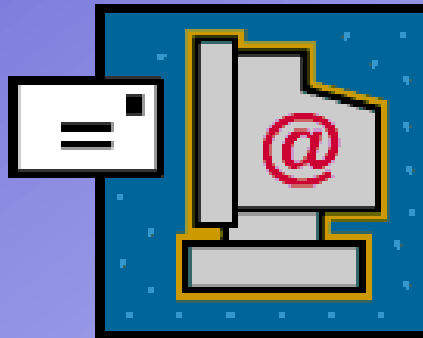


# ***U.S. Department of Education's Electronic Grant Initiatives***

## ***FY 2009***



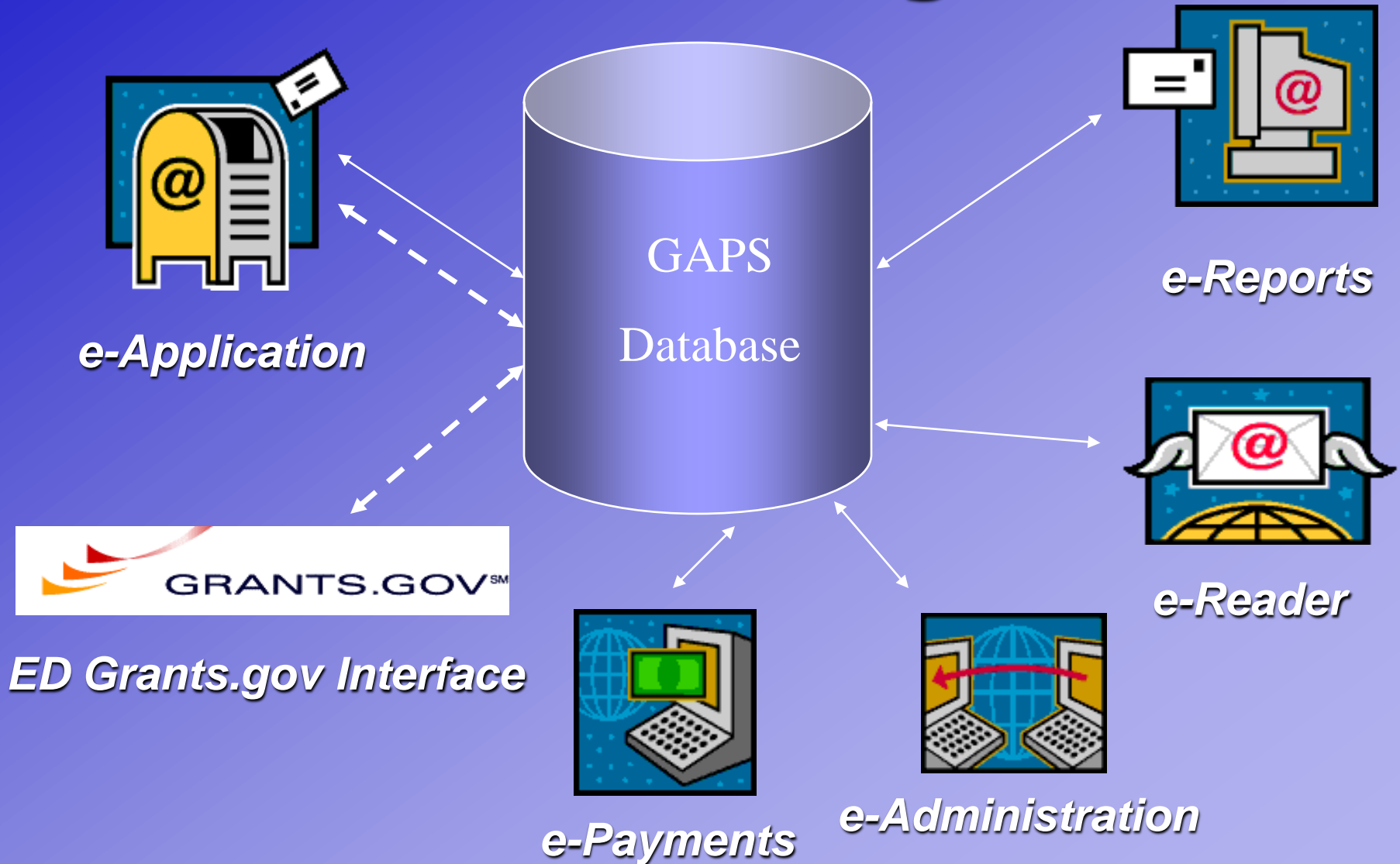
**E-Reports Overview**

**OESE**

**Project Directors' Meeting**

**December 17, 2008**

# Electronic Grants Overview with Grants.gov



# ***e-Grants Hours of Operation***

## **Hours of e-Grants Website Operation**

**Regular Weekly Schedule (Please scroll down to see a list of exceptions to the regular schedule):**

<b>Hours of operation: (Washington DC time)</b>	
Sunday	12 midnight-08:00pm
Monday	06:00am-12 midnight
Tuesday	Available 24 hours
Wednesday	12 midnight-07:00pm
Thursday	06:00am-12 midnight
Friday	Available 24 hours
Saturday	Available 24 hours

All e-Grants users have access to the e-Grants and e-Payments websites during the following hours (Washington, DC time):

- Monday 6:00 am - Wednesday 7:00 pm
- Thursday 6:00 am – Sunday 8:00 pm

Any one-time exceptions to this regular schedule will be posted on the site under the Hours of Operation link.

**Help Desk hours are: 8 am- 6 pm Monday-Friday**



# *e-Reports*

- Web-enabled the current paper-based Grant Report Process
- e-Reports is similar to e-Application
- Grantees prepare & submit Grant Reports via the Internet
- Integrated with the GAPS Database

Note: Only Project Directors can initiate an e-Report

# e-Grants Registration Enhancement

- The e-Grants registration process has a single login for all e-Grants components allowing access only to the appropriate modules. Therefore, if you already have access to another module, you may simply need to modify your access to include e-Reports.
- The first step remains the same which is to go to <http://e-grants.ed.gov> and click the continue button and the page below will be displayed.
- Existing users will enter their user name and password. If the user is new, then they would click on the register button to begin.

e-Grants, the Department of Education's portal site for electronic grants - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media


Address <http://165.224.4.30/.fegHome.asp?APP=EG&Action=logout> Go

Links IBM Internal Help Homepage IBM Standard Software Installer BCS Learning & Knowledge Federal IBM Links IBM Business Transformation Homepage

Links Helpdesk

## Electronic Grants Online

Release 5.10



Welcome to e-GRANTS, the Department of Education's (ED) portal site for electronic grants. From e-GRANTS you may access all of the Department's web-based grant systems.

Later, additional links will be added to this page, as new systems are introduced and new information is made available. As you work with the e-GRANTS site and its related links, "Help" continues to be available on line; via e-mail; or by calling the GAPS Hotline (Helpdesk) at 1-888-336-8930. Helpdesk hours of operation are 8 a.m. to 6 p.m. Monday through Friday, Washington, D.C. time. If you have a problem or encounter an error message on any of the applications, save your work if you can. Then, logout of the site and restart your browser.

We value your feedback and use this information to continually improve our website and customer service. Thank you for your continued support of ED as we make improvements to how we do business.

*Danny Harris*  
Danny Harris  
Director, Financial Systems Operations

**Existing e-Payments Users**

Login to e-Payments

**Existing (e-Application, e-Reader, e-Reports and e-Administration Registered) users**

User Name:

Password:

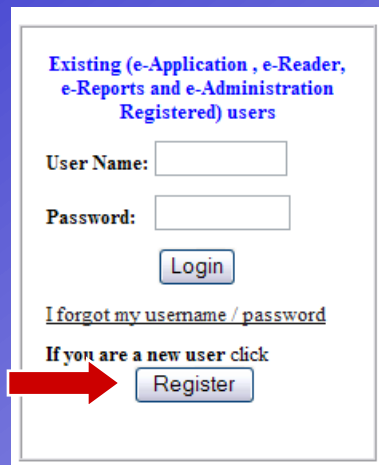
Login

[I forgot my username / password](#)

If you are a new user click Register

# New Users

- New users click on the register button to begin.
- On the User Registration page, the user should select the e-Grants module that they want access to and click the next button (in this case, e-Reports).
- The new user will be directed to the appropriate registration screen where they enter information.



Existing (e-Application , e-Reader, e-Reports and e-Administration Registered) users

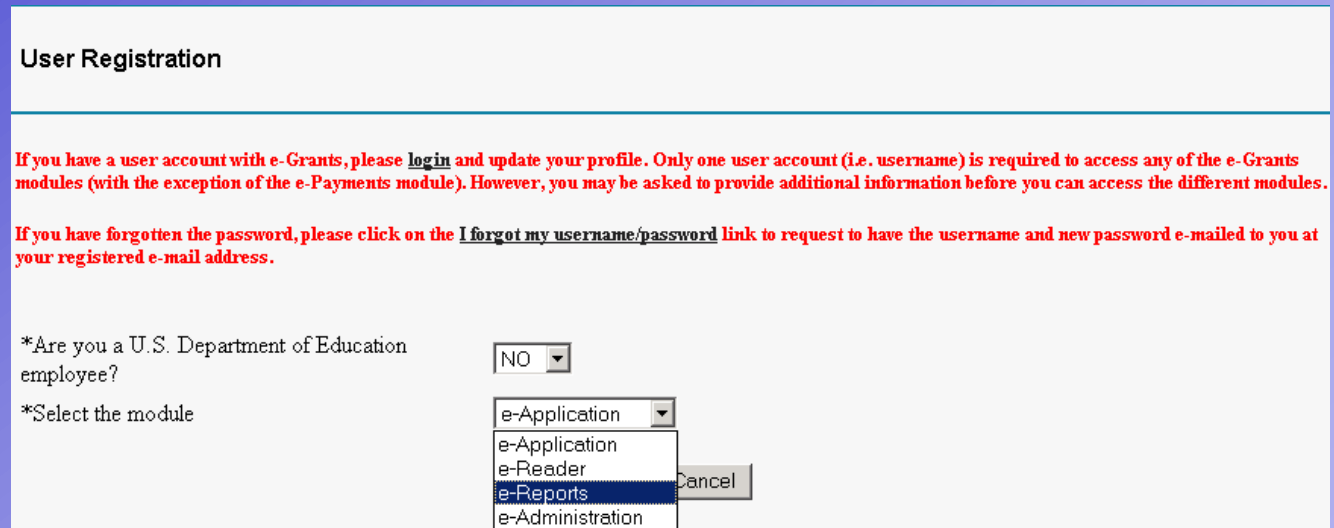
User Name:

Password:

Login

[I forgot my username / password](#)

If you are a new user click



### User Registration

If you have a user account with e-Grants, please [login](#) and update your profile. Only one user account (i.e. username) is required to access any of the e-Grants modules (with the exception of the e-Payments module). However, you may be asked to provide additional information before you can access the different modules.

If you have forgotten the password, please click on the [I forgot my username/password](#) link to request to have the username and new password e-mailed to you at your registered e-mail address.

\*Are you a U.S. Department of Education employee?

\*Select the module

e-Application  
e-Reader  
e-Reports  
e-Administration

Cancel



# ***e-Grants Registration Process***

- The new user completes a user profile (which includes address, phone, fax, etc.).
- On the Profile screen, the user also creates a User Name. After clicking the Submit button, a system generated password is e-mailed to the user.

**User Registration**

*Last Name:	<input type="text"/>
*First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
*DUNS:	<input type="text"/>
*Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text"/>
*Zip:	<input type="text"/>
Zip+4:	<input type="text"/>
*Telephone #:	<input type="text"/> e.g. (123)456-7890
Fax #:	<input type="text"/> e.g. (123)456-7890
*Primary E-Mail Address:	<input type="text"/>
*Repeat Primary E-Mail Address:	<input type="text"/>
Receive Notifications at Primary e-Mail Address:	<input type="checkbox"/>
Alternate E-Mail Address:	<input type="text"/>
Repeat Alternate E-Mail Address:	<input type="text"/>
Receive Notifications at Alternate e-Mail Address:	<input type="checkbox"/>
*Subscribe to Newsletter:	<input checked="" type="radio"/> NO <input type="radio"/> YES
*Username:	<input type="text"/> <small>Please enter a username of your choice. We recommend the username to have up to 12 letters and/or numbers (i.e. JSMITH23).</small>

# Existing Users

- Existing users should enter their user name and password and click the login button to begin (see A below).
- On the next page, the user will be shown the e-Grants modules they have access to. The user should click on the e-Reports module and they will be redirected to the e-Reports homepage. (see B below).
- If you do not remember your username and/or password, click the “I forgot my username / password” link and you will be prompted to enter your username or your email address. An email will sent to you providing your username and a new password.

A

Existing (e-Application , e-Reader,  
e-Reports and e-Administration  
Registered) users

User Name:

Password:

[I forgot my username / password](#)

If you are a new user click

B

You are logged in as **elagutie**

You have access to the following modules

[e-Application](#)

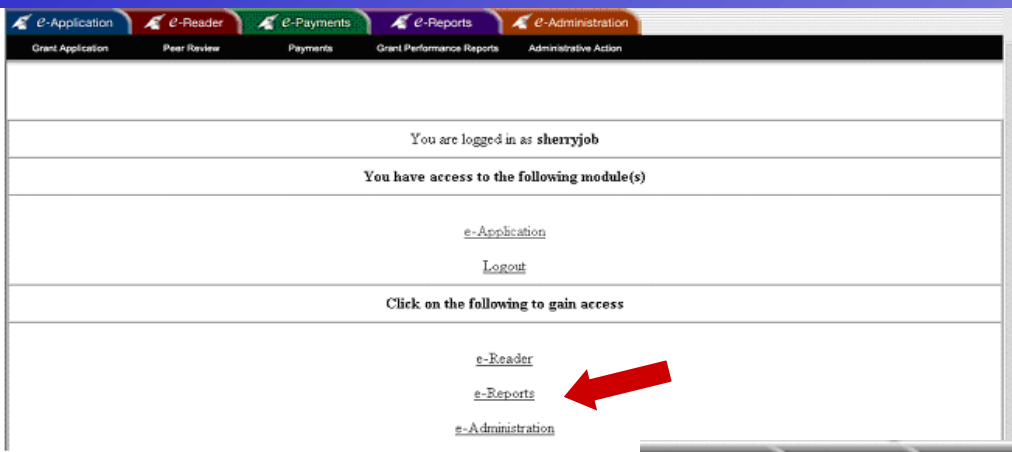
[e-Reports](#)

[Logout](#)



# Existing Users - Continued

- Or, if the user does not currently have access to e-Reports, they will need to click on the e-Reports link under the modules they do not have access to (see C below).
- After clicking on e-Reports, a prompt will appear requiring the user's DUNS number (see D below).



C

D

This screenshot shows the 'User Profile Update' form. The user is logged in as 'sherryjob'. A message states: 'To access e-Reports you must update your registration...'. The form contains the following fields:

*Last Name:	<input type="text" value="Hobbs"/>
*First Name:	<input type="text" value="Sherry"/>
*DUNS:	<input type="text"/>

At the bottom of the form are 'Submit' and 'Cancel' buttons. A red arrow points to the DUNS field. To the right of the form, a legend states: 'Asterisks(\*) indicate mandatory fields. **Bold** text indicates that you are required to provide unique values in these fields.'

# e-Reports Start & Milestones Pages

- After completing the registration or logging in, users should click on the start page where all PR award numbers associated with this Project Director and DUNS number will be listed.

You are logged in as **sgoody**


Below is a list of PR/Award Numbers with which you are associated.

Click on a PR/Award Number to view associated Reports.

PR/Award Number	Applicant Name
<a href="#">Q215E040388</a>	Westbury Union Free School District

\*Grantees must submit their report by **4:30 PM** Washington DC time on the due date.

In order to better provide for our customers in the future, please take a few minutes and fill out the optional [e-Grants Survey](#).



- The user clicks on the PR Award # to access the reports on the Milestones page.
- The Milestones page also displays the status of the report (Blank, Draft, Submitted).
- The user clicks on the Report type title listed to access a performance report.

You are logged in as **sgoody**


Below is a list of Performance Reports with which you are associated.

Click on a "not created" Award Type to create a **new** report.

Report Type	Budget Period	*Due Date	Last updated	Status
<a href="#">Annual Performance</a>	1	04/04/2005 4:30 PM	01/13/2005 2:22 PM	Draft
<a href="#">AdHoc Performance</a>	1	04/15/2005 4:30 PM	01/13/2005 11:32 AM	Submitted

\*Grantees must submit their report by **4:30 PM** Washington DC time on the due date.

In order to better provide for our customers in the future, please take a few minutes and fill out the optional [e-Grants Survey](#).





# Performance Report









You are logged in as **Kemple08** (Project Director/Report Manager)

## Technology Education Performance Report PR/Award # R305B070702 - MDRC

### Legend

 Blank	 Draft	<input checked="" type="checkbox"/> Completed	 Print/View	 Locked
---	---	---	--	--

### Report Forms

  <a href="#">Grant Performance Report Cover Sheet (ED 524B) - Revised 2008</a> (05/21/2008 10:35 AM)
  <a href="#">Grant Performance Report (ED 524B) Project Status Chart - Section A</a> (05/21/2008 10:35 AM)
  <a href="#">Grant Performance Report (ED 524B) Project Status Chart - Section B &amp; C</a> (05/21/2008 10:35 AM)
  <a href="#">Project Narrative - Attach chart here.</a> (05/21/2008 10:35 AM)

### Important Information

**Due Date:** 06/15/2008 4:30 PM

**Last Updated:** 05/21/2008 10:35 AM

**Contact Person:** [David A Sweet](#) (202-219-15

### Documents & Instructions

[ED 524B Instructions](#)

### Report Management

[Reports History](#)

Ready to submit

# *Dear Colleague Letter*

## DEAR COLLEAGUE LETTER

Dear RSA Grantee:

The purpose of this letter is to provide you with the information necessary to submit an Annual Performance Report for your Federally-sponsored project. As you are aware, Annual Performance Reports are required on discretionary grant projects in order to determine a recipient of Federal funds has made substantial progress toward the achievement of approved objectives. A determination that "substantial progress" has been achieved is one criterion used in making continuation awards to recipients whose project periods have not yet ended.

This year, I am please to announce that the Department has initiated a new "electronic" report form that you can use to submit your annual report. With this form, you can submit your annual report over the web. Details are included in the letter that follows. While electronic submission is optional this year, I strongly encourage you to consider using this new approach, as it results in a more efficient and effective system for administering our grants.


The Annual Performance Report, whether electronic or the traditional hard copy format, provides information on your progress made in conducting programmatic activities; budget expenditures and changes; and changes in project activities, objectives, and/or scope. Recipients in the first year of their project periods will report on activities that have been conducted since the beginning of the project period; other recipients will report on activities that have been conducted since submission of the last performance report.

The instructions provide additional information on submitting the report. Please review these instructions carefully. In addition, when describing your progress toward accomplishing project objectives under Section III, Project Status, Long-Term Training grantees should clearly reflect the number and current program status of all trainees who received RSA support under this project during the period covered by the report.

In order to review the reports and award continuation grants in a timely manner, the performance report must be received

# ED 524B Forms

- Grantees must complete all three parts of the 524B form (Cover Sheet, Project Status Chart A, and Project Status Chart – Sections B & C).
- Program Staff will receive an e-mail message alerting them to the change(s) made to the Cover Sheet. However, these changes are not automatic; an Admin Action will still need to be completed in GAPS by the ED Program Contact.
- Grantees will provide Authorized Representative Information on the Submission page.
- The Form Completed box must be checked for a form to be listed in Completed status.



U.S. Department of Education  
Grant Performance Report Cover Sheet (ED 524B)

*Check only one box per Program Office instructions.*

Annual Performance Report     Final Performance Report

---

**General Information**

1. PR/Award #: **R305B070702**  
*(Block 5 of the Grant Award Notification - 11 Characters.)*

2. Grantee NCES ID#:   
*(See instructions. Up to 12 Characters.)*

\*3. Project Title:   
*(Enter the same title as on the approved application.)*

4. Grantee Name *(Block 1 of the Grant Award Notification.):* MDRC

5. Grantee Address *(See instructions.):*   
  
City:  State:  Zip:  Zip+4:

6. Project Director *(See instructions.):*

First Name:	Last Name:	Title:
<input type="text"/>	<input type="text" value="Kemp"/>	<input type="text"/>
Phone #:	Fax #:	Email Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>

# ED 524B Forms – Section A

- Performance Objective data is entered on Section A, including quantitative information related to performance measures, if applicable.

**SECTION A - Project Objectives Information and Related Performance Measures Data** (See Instructions. Use as many pages as necessary.)

1  **Project Objective**  Check if this is a status update for the previous budget period.  
 Testing Students in Math/Science

1A	Performance Measure	Measure Type	Quantitative Data					
	Test all 6th graders to determine if they are proficient in grade level math/science.	PROJECT	Target			Actual Performance Data		
			Raw Number	Ratio	%	Raw Number	Ratio	%
				500 / 700	71		600 / 700	86

1B	Performance Measure	Measure Type	Quantitative Data					
	Confirm the passing rate of 8th graders.	PROJECT	Target			Actual Performance Data		
			Raw Number	Ratio	%	Raw Number	Ratio	%
			125	/		188	/	




# ED 524B - Section A Cont.

- Additional project objectives can be added to Section A and/or performance measures within an objective. Grantees should follow the 524B instructions and any guidance provided by the ED program office.

Performance Measure	Measure Type	Quantitative Data								
		Target			Actual Performance Data					
		Raw Number	Ratio	%	Raw Number	Ratio	%			

Explanation of Progress (Include Qualitative Data and Data Collection Information)

Form Completed



# ED 524B Forms – Sections B & C

- A template is provided for both Sections B and C. These can be accessed by using the Download button and saving the document to your desktop. After completing these sections, the newly created file can be uploaded in response to these sections by using the Browse button and attaching the appropriate file from the user's desktop.

The screenshot shows a web browser window with the address bar displaying: `http://165.224.4.30/e-Rep/erDform.asp?DefId=60038&EntId=300257&InstId=2097088&FormType=DF&APP=ER`. The page title is "Grant Performance Report (ED 524B) Project Status Chart" and the PR/Award # is "V346A040001".

**SECTION B - Budget Information** (See Instructions. Use as many pages as necessary.)

[Download](#) (Use this link to download a template for the Budget Information. After completing and saving the Budget Information template, use the Browse button to upload the completed document.)

Title :

File : CAHelen.doc

Only the following file formats will be accepted: MS Word (.doc), Rich Text Format (.rtf) or Adobe Portable Document Format (.pdf)

**SECTION C - Additional Information** (See Instructions. Use as many pages as necessary.)

[Download](#) (Use this link to download a template for the Additional Information template, use the Browse button to upload the completed document.)

Title :

File :

Red arrows point to the "Download" links and the "Browse..." buttons in both sections.

# Completing Narrative Sections

- Narrative sections are completed by uploading a .doc, .rtf, .pdf attachment.
- The Form Completed box must be checked for a narrative to be listed in Completed status.
- Click *Save* to save the entered information.
- Note: Only a few reports require the use of separate narrative sections.

You are logged in as **sgoody**

Use "File:" boxes to attach files

"Save" button uploads all your attachments to the server. Please be patient - it could take up to 45 minutes depending on the size of an attachment and your connection speed

You can edit title or page count of an uploaded attachment at any time

If you need to check an uploaded attachment - use "Attachment" hyperlinks for download

**Links**

[Education Federal Register Documents](#)

### Project Narrative

Test

The recommended maximum size is 10 page(s).  
Total maximum size of attachment(s) is 8 MB

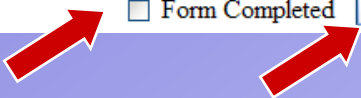
**Attachment1:**

Title :  Pages :

File :

Only the following file formats will be accepted: MS Word (.doc), Rich Text Format (.rtf) or Adobe Portable Document Format (.pdf). Please do not upload any password protected files.

Form Completed



# Report Submission

- After the user clicks on the *Ready to Submit* button, the user will enter the Authorized Representative Information and click the *Submit* button.

**Report Submission**

**You are submitting this information on behalf of the Authorized Representative. By submitting this performance report I certify that the authorizing representative of the grantee's organization has approved this report.**

**Authorized Representative Information:**

To the best of my knowledge and belief, all data in this performance report is true and correct. This document has been duly authorized by the governing body of the grantee.

a. Authorized Representative (First Name, Middle Initial, Last Name):  
Sample   User

b. Title:  Test

c. Tel.#:  (123)123-1234 Fax.#:  (123)123-1234

d.E-Mail Address:  Sample@email.com

e.Date: 1/13/2005 3:40:28 PM

This report is being submitted on behalf of:  
**Westbury Union Free School District**  
**Two Hitchcock Lane**  
**Old Westbury, NY 11568**

A confirmation message will be sent to the authorized representative if an e-mail address is provided above.

**Warning! All grantees must follow the internal administrative and clearance procedures of their organization. It is a fraud and a Federal felony to submit this report if not approved by an Authorized Representative for your institution.**

# ***Faxing the Signed 524B***

- Grantees are required to fax the signed 524B cover sheet to the Program Office.
- The fax number appears as part of the confirmation notice (sample shown below).

|

**Thank you!**

Your annual performance report for the Upward Bound Math and Science Competition has been received and stored as of 10/17/2005 12:57:38 PM. The printed ED Form 524B should be faxed to (202)555-6565 after the form is signed by the Authorized Representative.

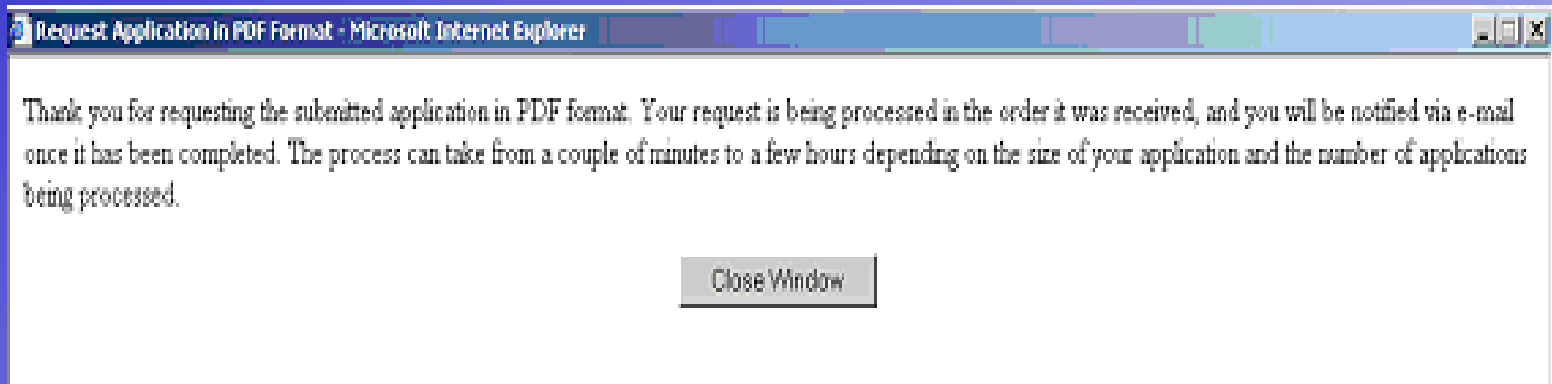
PLEASE PRINT OR SAVE THIS CONFIRMATION FOR YOUR RECORDS

To Print your 524B and this confirmation message, click 'Print' button.

**We value your opinion. Please take a few minutes and complete the optional [e-Grants Survey form](#)**

# *PDF Version of Report*

- The Project Director may request a PDF version of the entire report package once it has been submitted.
- The screen shown below will confirm that the request has been received, and an email will be sent once the PDF version has been generated.





# *Unsubmit the Report*

- The user may unsubmit the report at any point up until the submission deadline date.
- Please note that report that has been unsubmitted cannot be resubmitted AFTER the submission deadline.

The screenshot displays a web-based report management interface. At the top left, a 'Legend' section contains icons for 'Blank', 'Draft', 'Completed', 'Print/View', and 'Locked'. Below this is a 'Report Forms' section with a table listing four report items, each with a checkbox and a document icon. To the right, there are three informational panels: 'Important Information' showing 'Due Date: 06/05/2006 4:30 PM', 'Last Updated: 10/07/2005 3:30 PM', and 'Contact Person: Gabby L. Wittig (202-502-7545)'; 'Documents & Instructions' with links for 'Dear Coleague Letter' and 'ED 524B Grant Performance Report Instructions'; and 'Report Management' with a link for 'Reports History'. At the bottom center, three buttons are visible: 'Unsubmit', 'View report in PDF Format', and 'Regenerate Report in PDF Format'. A large red arrow points from the bottom left towards the 'Unsubmit' button.

Legend	
	Blank
	Draft
	Completed
	Print/View
	Locked

Report Forms	
<input checked="" type="checkbox"/>	Grant Performance Report Cover Sheet (ED 524B) - 2005 (10/07/2005 3:24 PM)
<input checked="" type="checkbox"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1 (10/07/2005 3:25 PM)
<input checked="" type="checkbox"/>	Grant Performance Report (ED 524B) Project Status Chart - Section B & C (10/07/2005 3:29 PM)
<input checked="" type="checkbox"/>	Project Narrative - Narrative Heading One (10/07/2005 3:29 PM)

Important Information	
<b>Due Date:</b>	06/05/2006 4:30 PM
<b>Last Updated:</b>	10/07/2005 3:30 PM
<b>Contact Person:</b>	Gabby L. Wittig (202-502-7545)

Documents & Instructions	
<a href="#">Dear Coleague Letter</a>	
<a href="#">ED 524B Grant Performance Report Instructions</a>	

Report Management	
<a href="#">Reports History</a>	

# ***FY 2008 and Beyond***

## e-Reports

- Implementation of G5 – Grants Management System Replacement
- Phase 1 – December 2007 - Payments
- Phase 2 – December 2008 – Pre-Award Grant Processing
- Phase 3 – December 2009 – Post Award Grant Processing
  - Includes e-Reports

# *Online Help*

- Help Desk: 8 am- 6 pm Monday-Friday
- Help Desk via e-mail at: EDCAPS.USER@ed.gov
- e-Application, e-Reader, e-Reports, e-Administration User Guide
- 9 Steps to Prepare an e-Report
- Links to EDGAR, Other Grants Information, Program Offices, etc

The image displays the Application Support Box listing Technical Support information:

Helpdesk 1-888-336-8930 (TTY 1-866-967-2696, local 202-401-8363) Hours of Operation 8am-6pm Washington DC Time, Monday-Friday.

## **e-Application Support**

**Technical support:** Helpdesk 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) Hours of operation: 8am-6pm Washington DC time Monday-Friday.

**Application content or program specific support:** See Packages for contact information

*Questions????*

