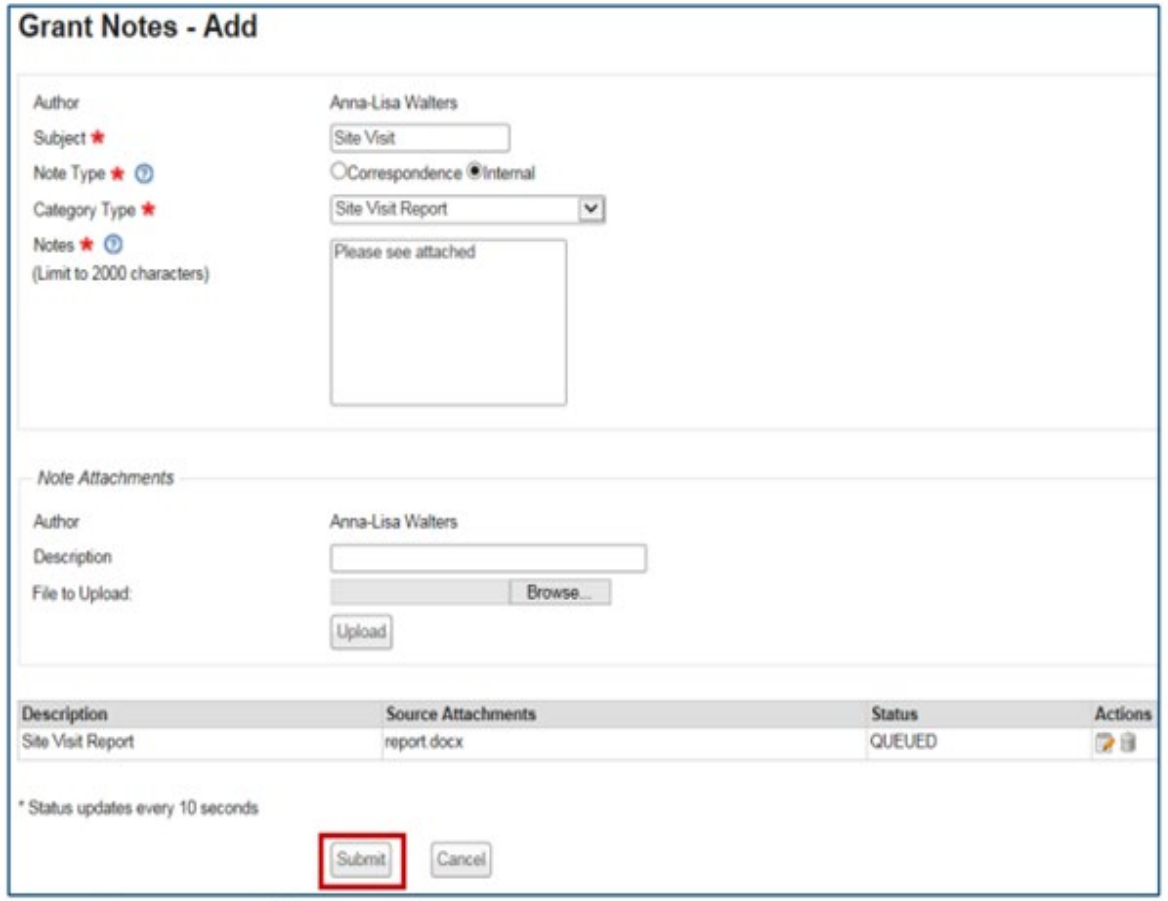
GrantSolutions Master Series
Performance Progress Report (PPR)

Agenda

- Performance Progress Reporting (PPR) Background
- Features and Benefits
- PPR Demonstration
- Closing Remarks & Questions

Performance Progress Reporting Background

- ***Grant Notes*** has been the catch-all for all report submissions and communications
  - No alerts in place for reminders of upcoming activities
  - Difficult to provide insight into tracking (for recipients and program staff), or to make revisions



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Why the PPR functionality?

Get the Progress Reports out of Grant Notes and into an organized structure!

*This is a **NEW** service for Program Offices to begin collecting PPR data in a more structured format to set due dates, establish the report frequency, and have the ability to accept or return reports.*

Benefits of the PPR:

- Easier to find when you need them, rather than having to filter through the Grant Notes
- Track PPR submission status
- Capture version history of PPR submissions
- Notifications and reminder alerts sent to Grantors and Recipients
- PPR cycle displays on Notice of Award

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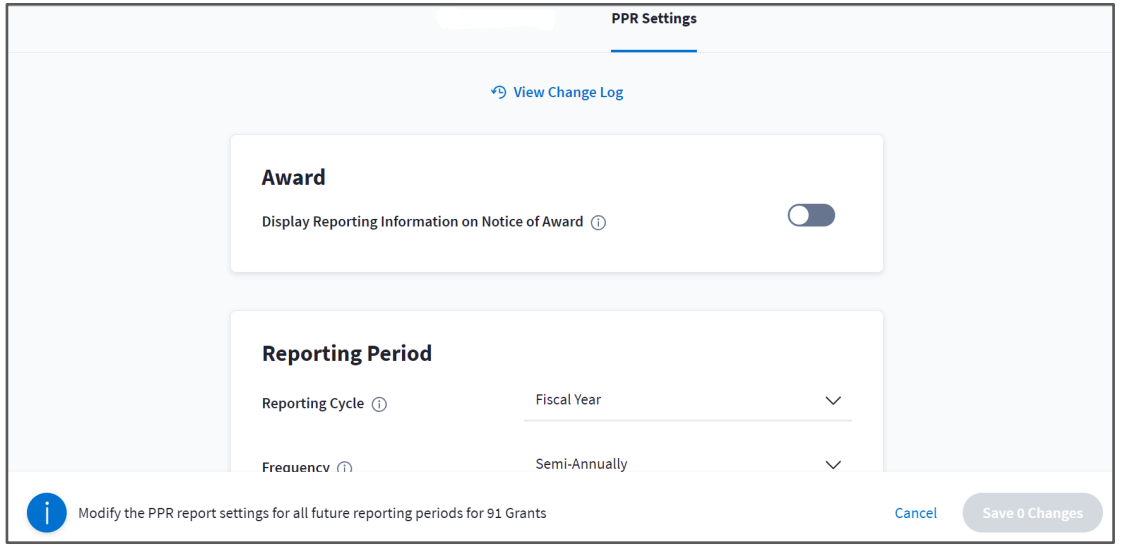
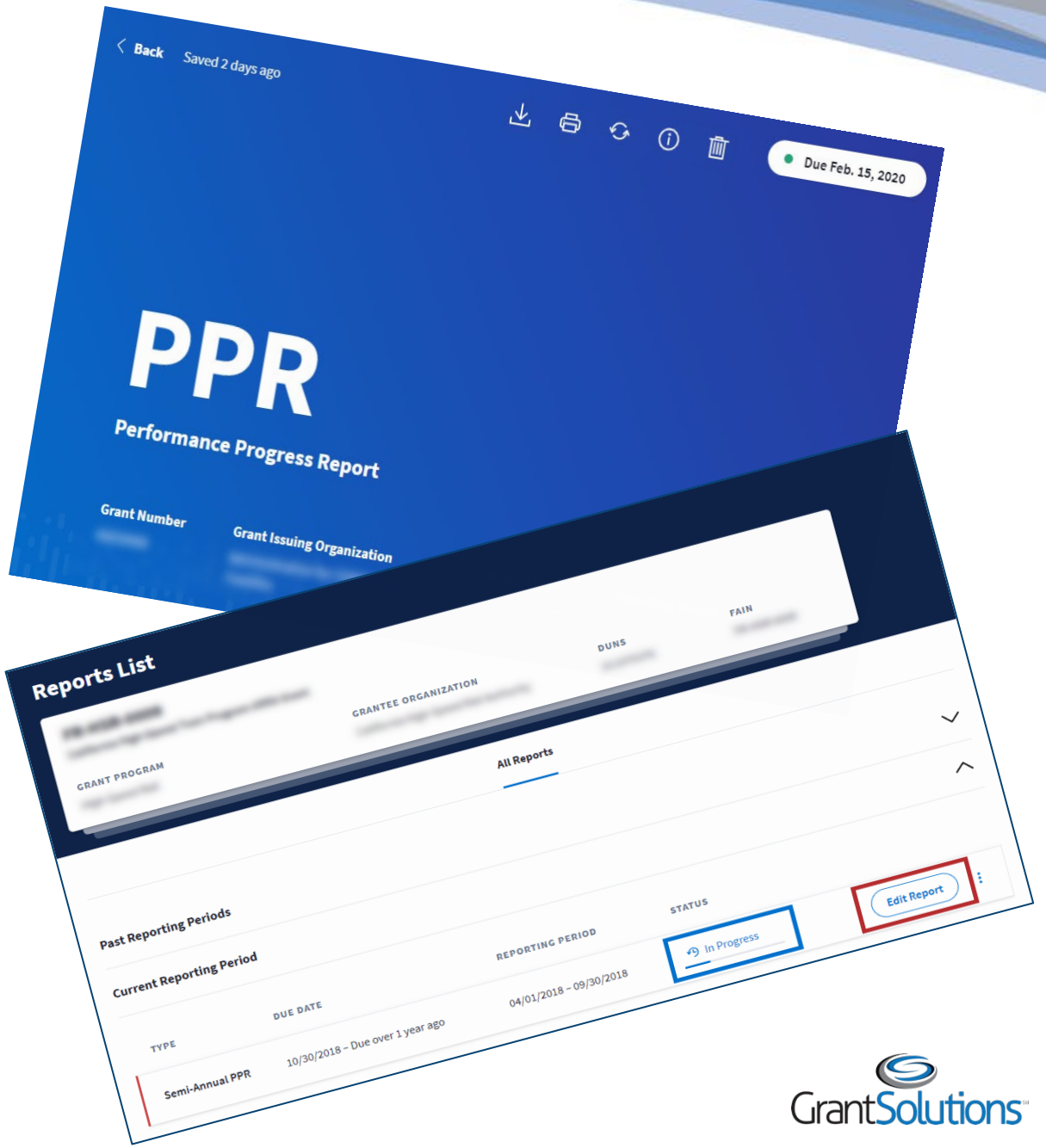
Advantages for Grantors

- Program staff can accept or return PPRs and provide comments, all from one location
- Flexibility to configure the PPR report settings at the Grant Program level
- Business Intelligence reports available to track receipt and current status



Impact to Recipients

- Notification reminders
- Transparency into workflow
  - Recipients can readily check the submission status
- Allow for easy revisions if changes need to be made
  - Requested revision changes are captured directly in the tool
  - Keeps all versions of PPR
- Auto Save
- All PPRs stored in one central location
- On-screen indicators to confirm actions



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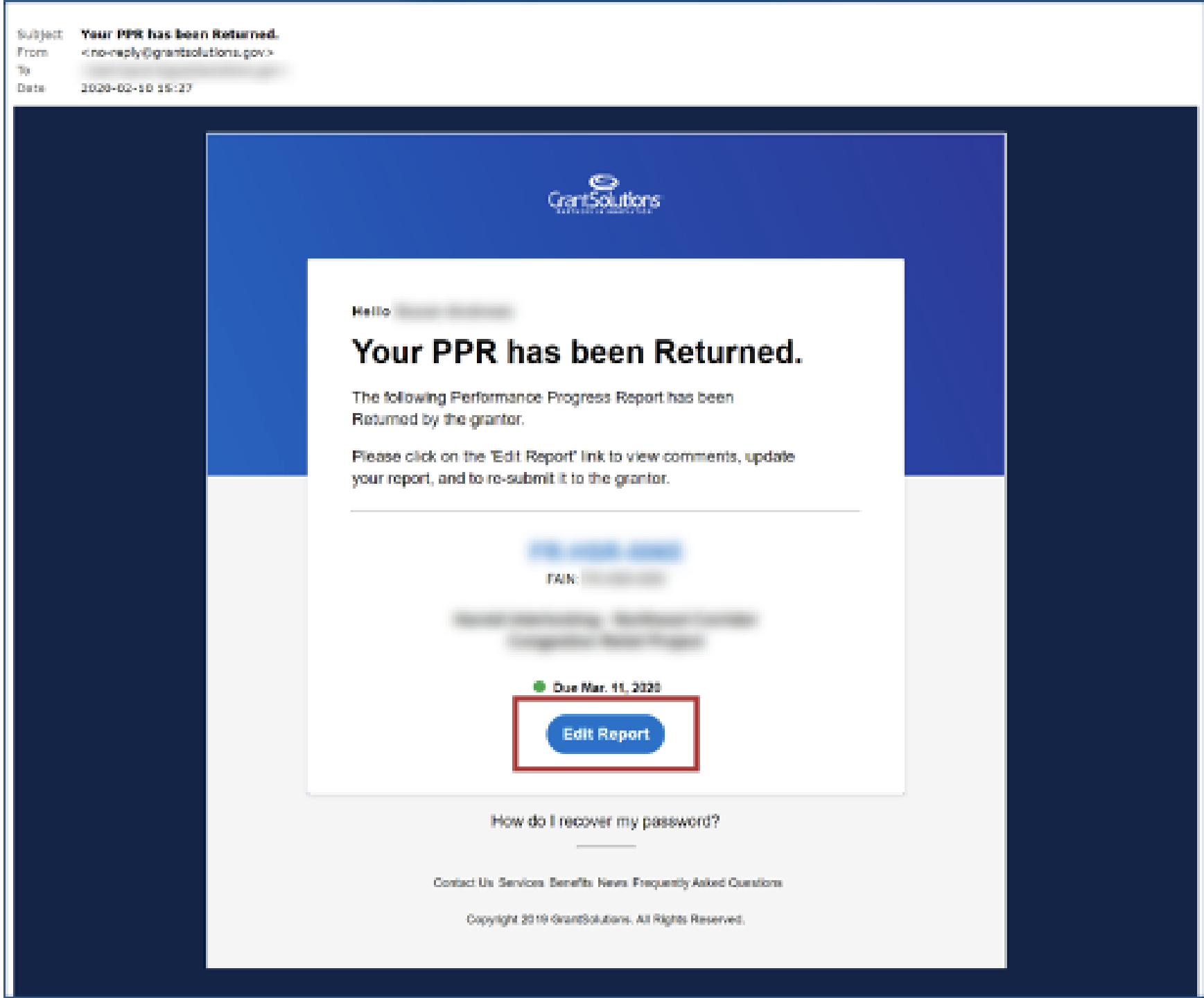
Notifications



PPR Demonstration

Closing Remarks

- For more information to onboard Programs and Grant Programs, please contact your GrantSolutions Partner Services Representative or information@grantsolutions.gov
- The PPR can be turned on at no additional cost, as it is already a part of the GrantSolutions service offering

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Questions?

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Thanks for attending!

Additional Information

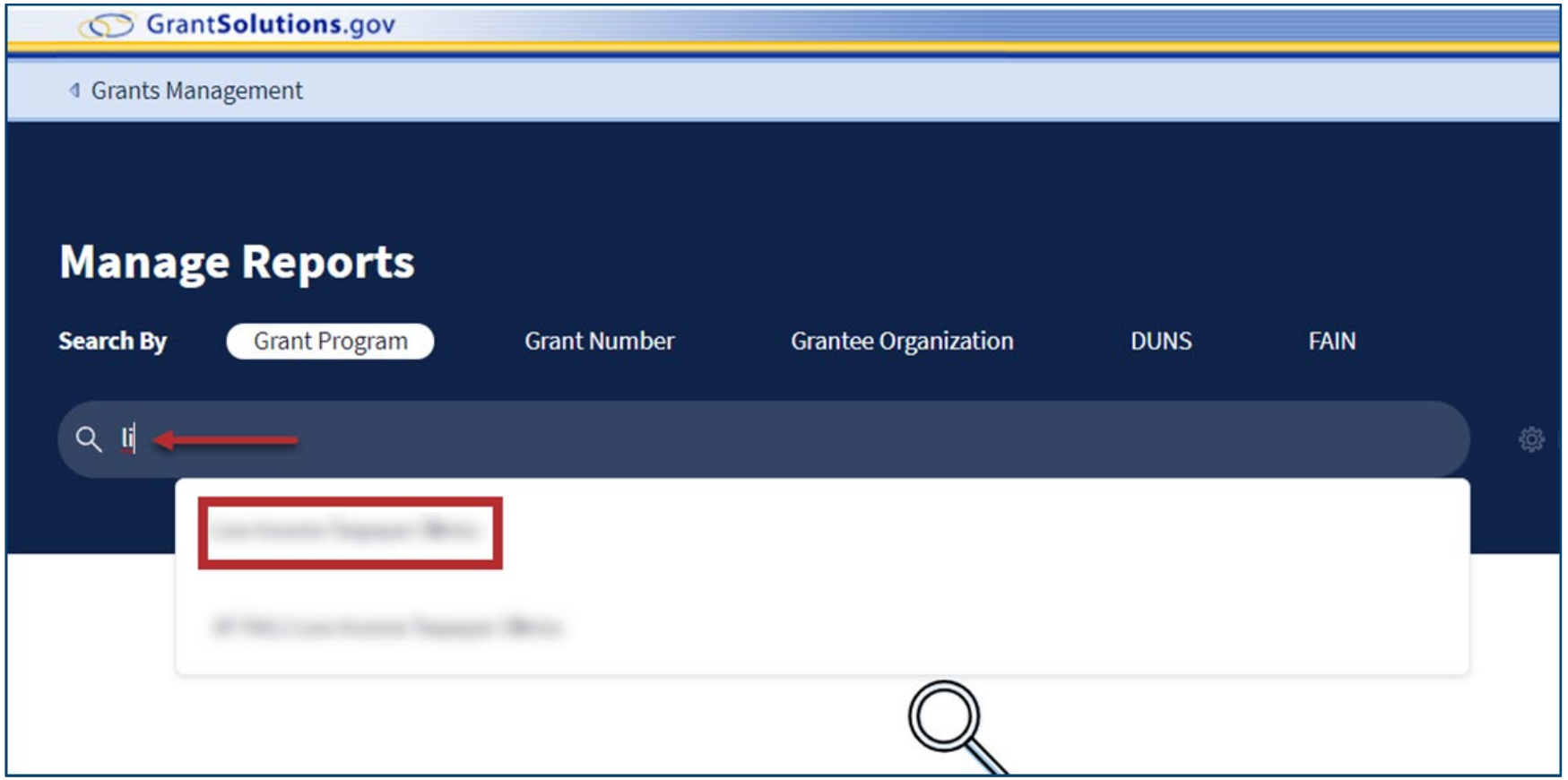
Configure PPR Settings

Roles to Create, Edit, and View Settings Configuration:

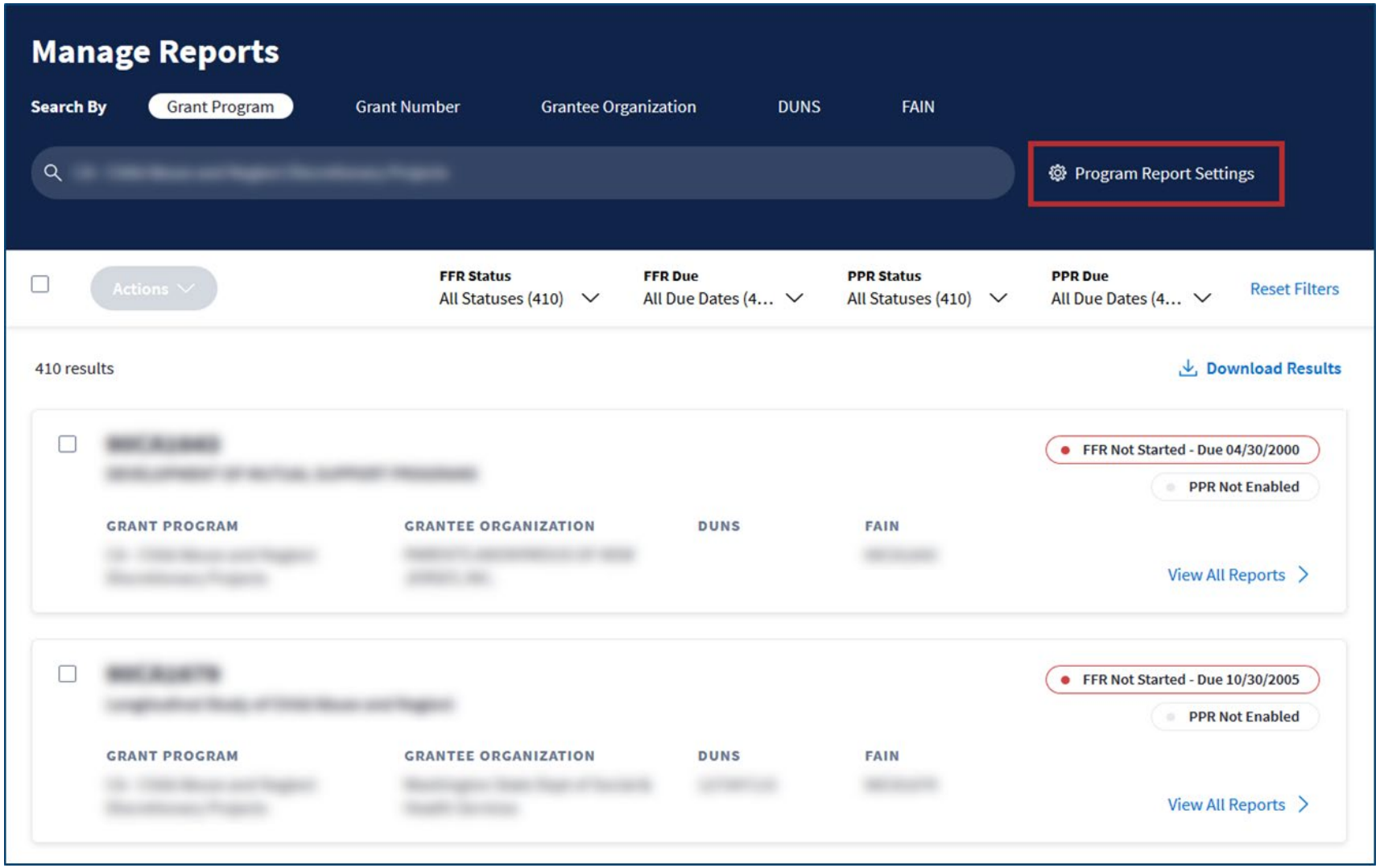
- Program Budget Officer (PBO)
- Authorizing Official (AO)
- Program Officer (PO)
- Grants Management Officer (GMO)
- Grants Management Specialist (GMS)

Features:

- Manage Reports screen
- Search by Grant Program, Grant Number, Grantee Organization, DUNS, or FAIN



Configure PPR Settings



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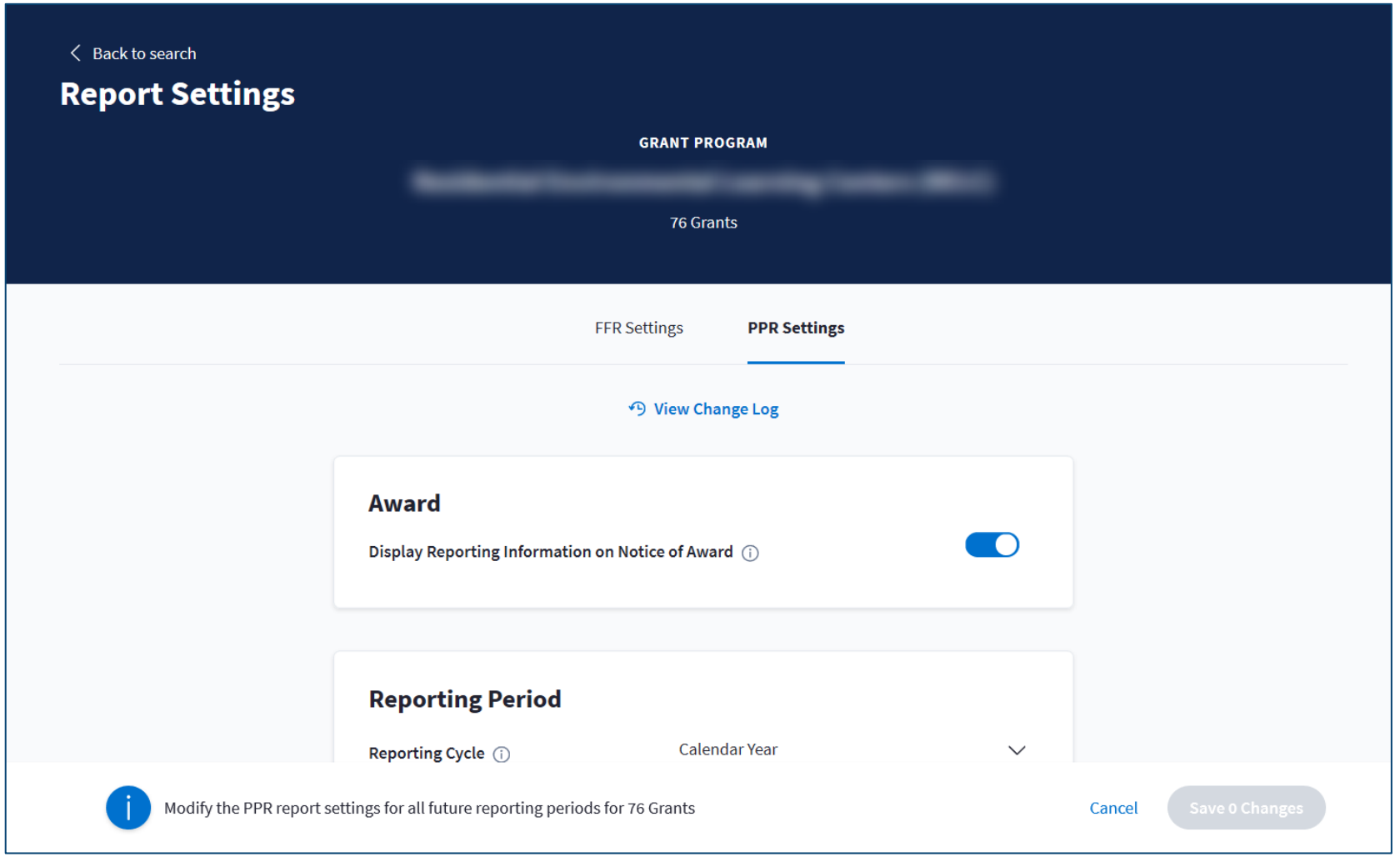
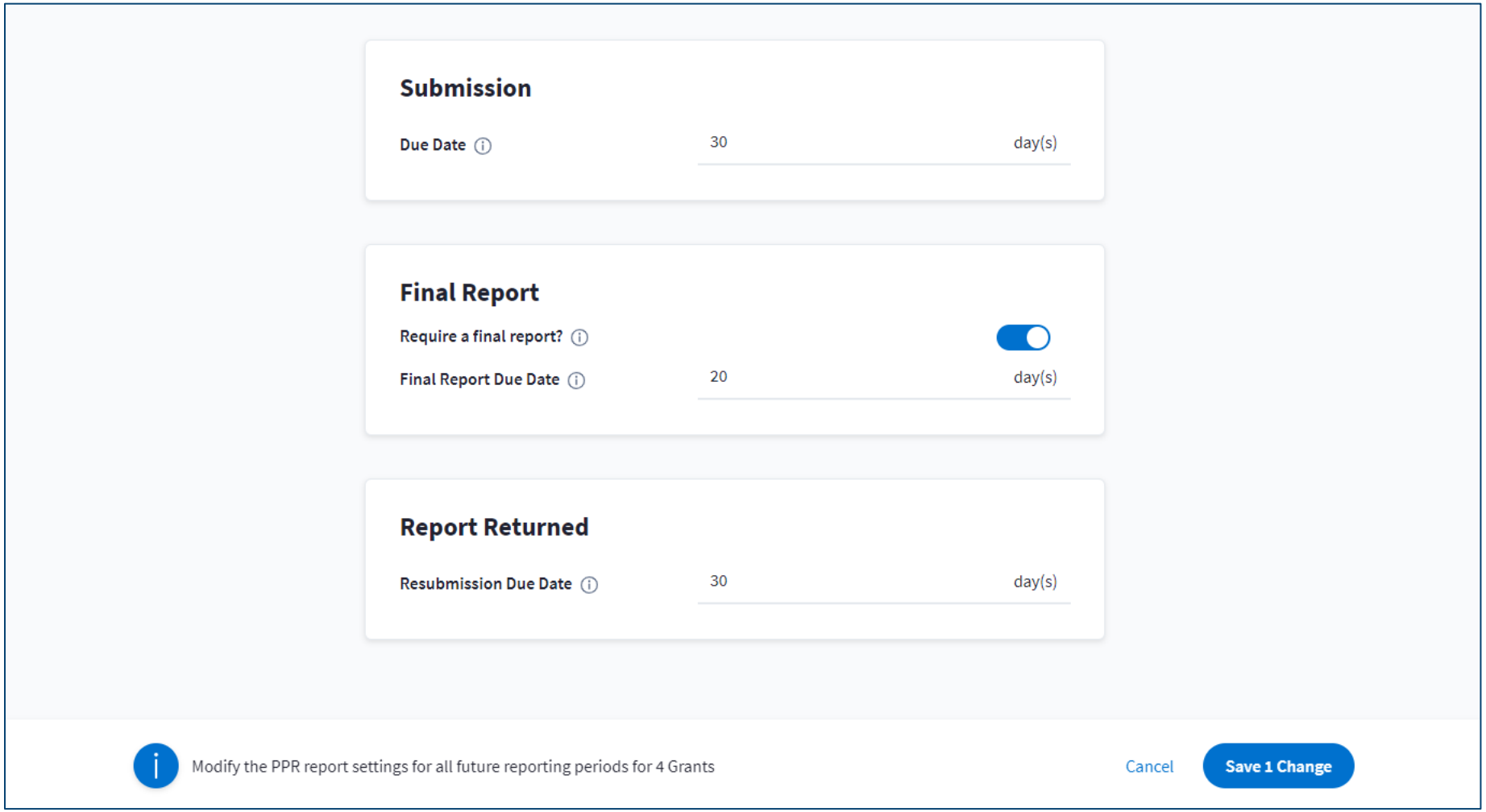
Configure PPR Settings

- Report Settings screen
- Back to search button
- PPR Settings tab
- View Change Log button
- Award section
- Reporting Period section



Configure PPR Settings

- Submission section
- Final Report section
- Report Returned section
- Save Changes button



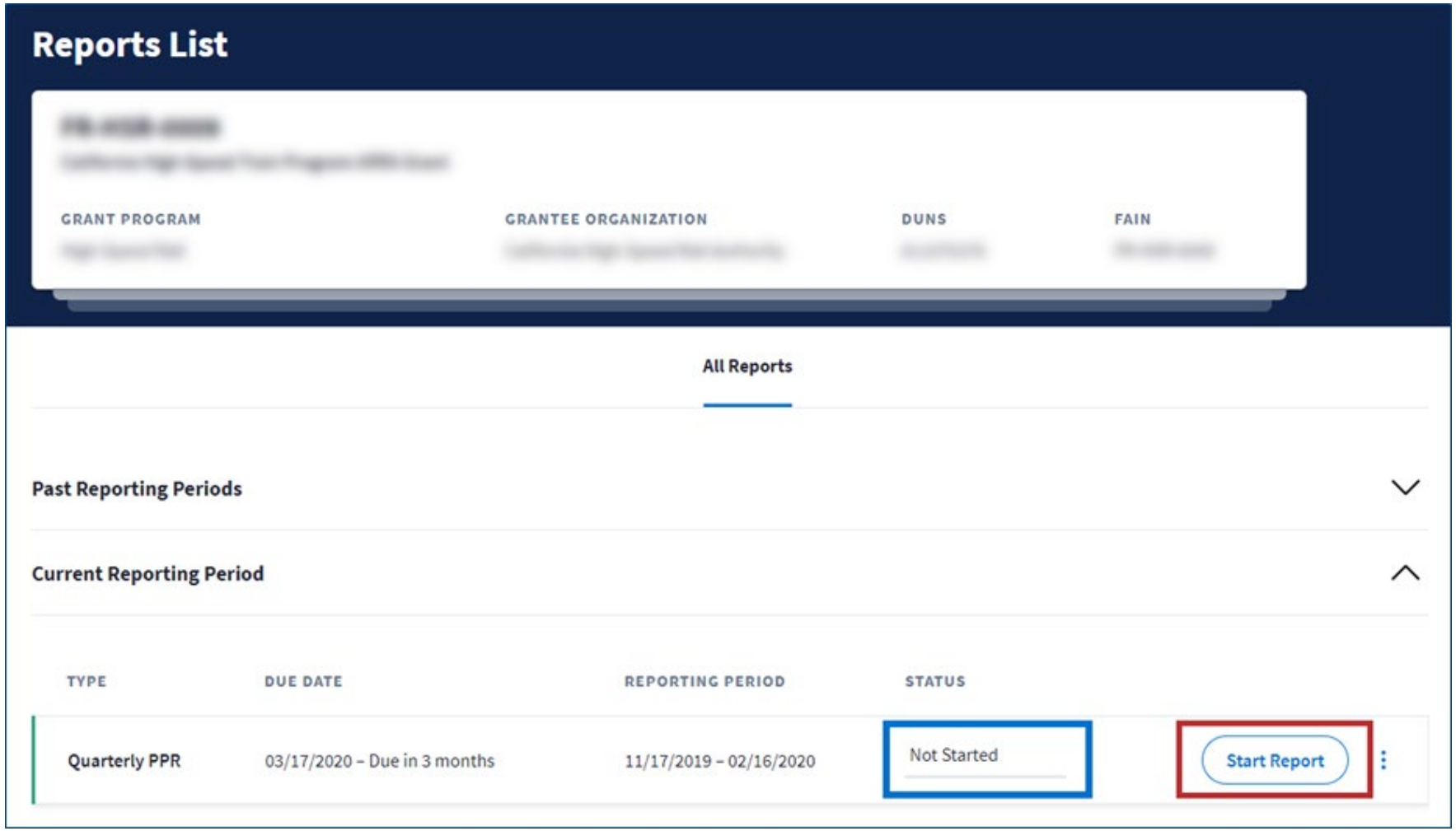
Upload a PPR

Roles to View, Edit, and Submit a PPR:

- Grantee Authorizing Official (ADO)
- Principle Investigator/Program Director (PI/PD) assigned to the Grant Project
- Financial Officer (FO)

Features:

- Reports List screen
- Project Information section
- Reporting Periods section
- Start Report button



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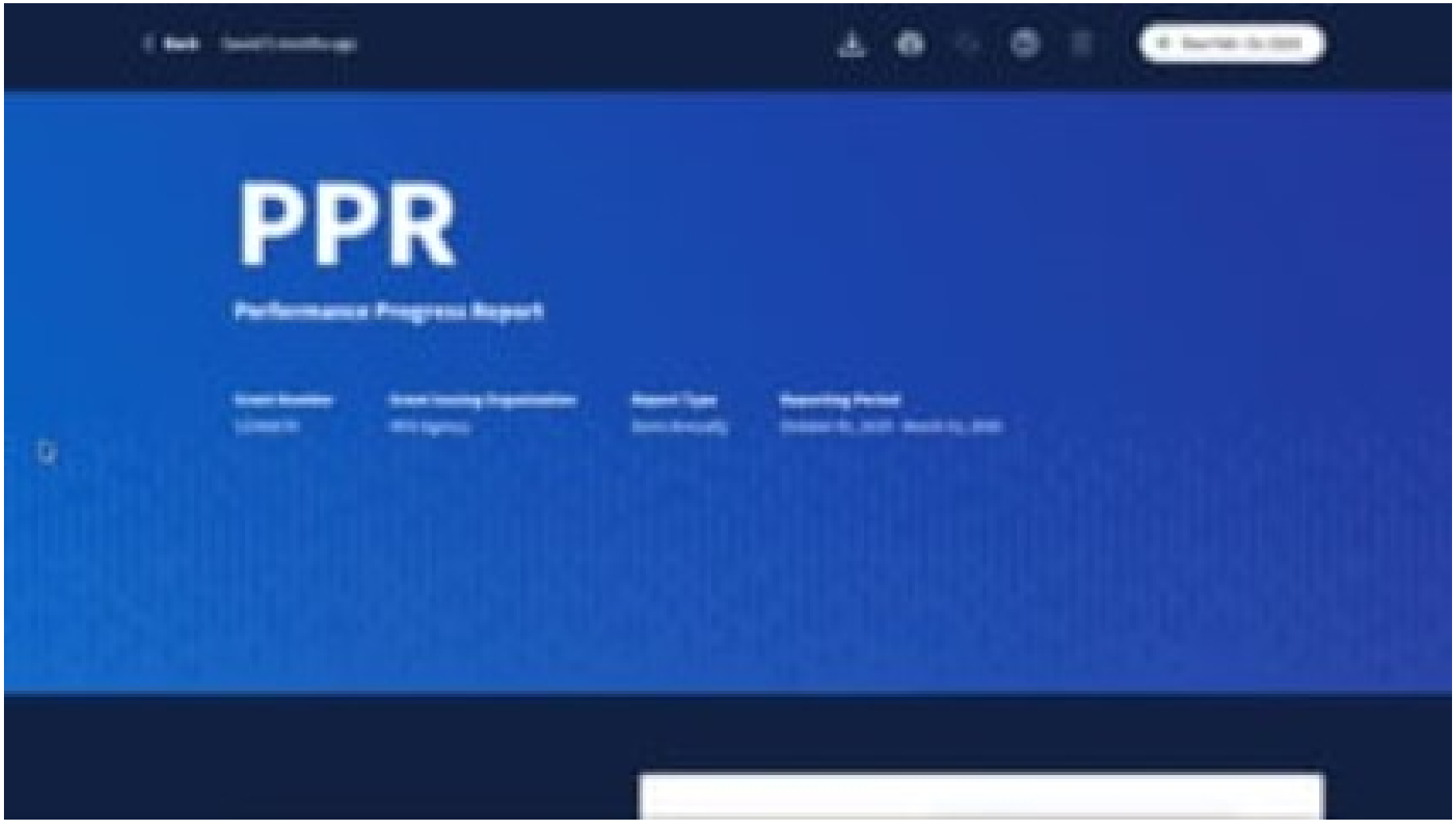

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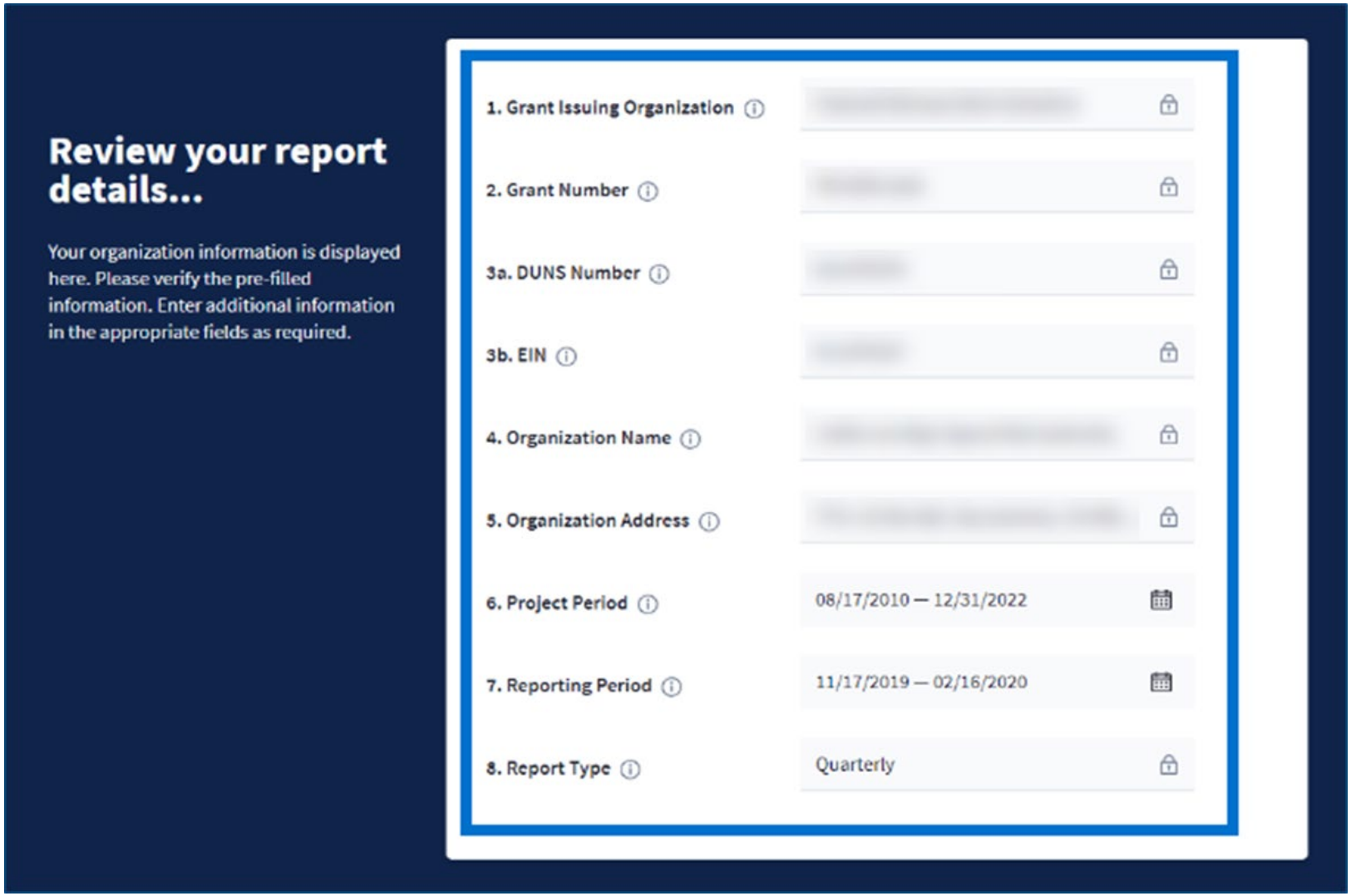

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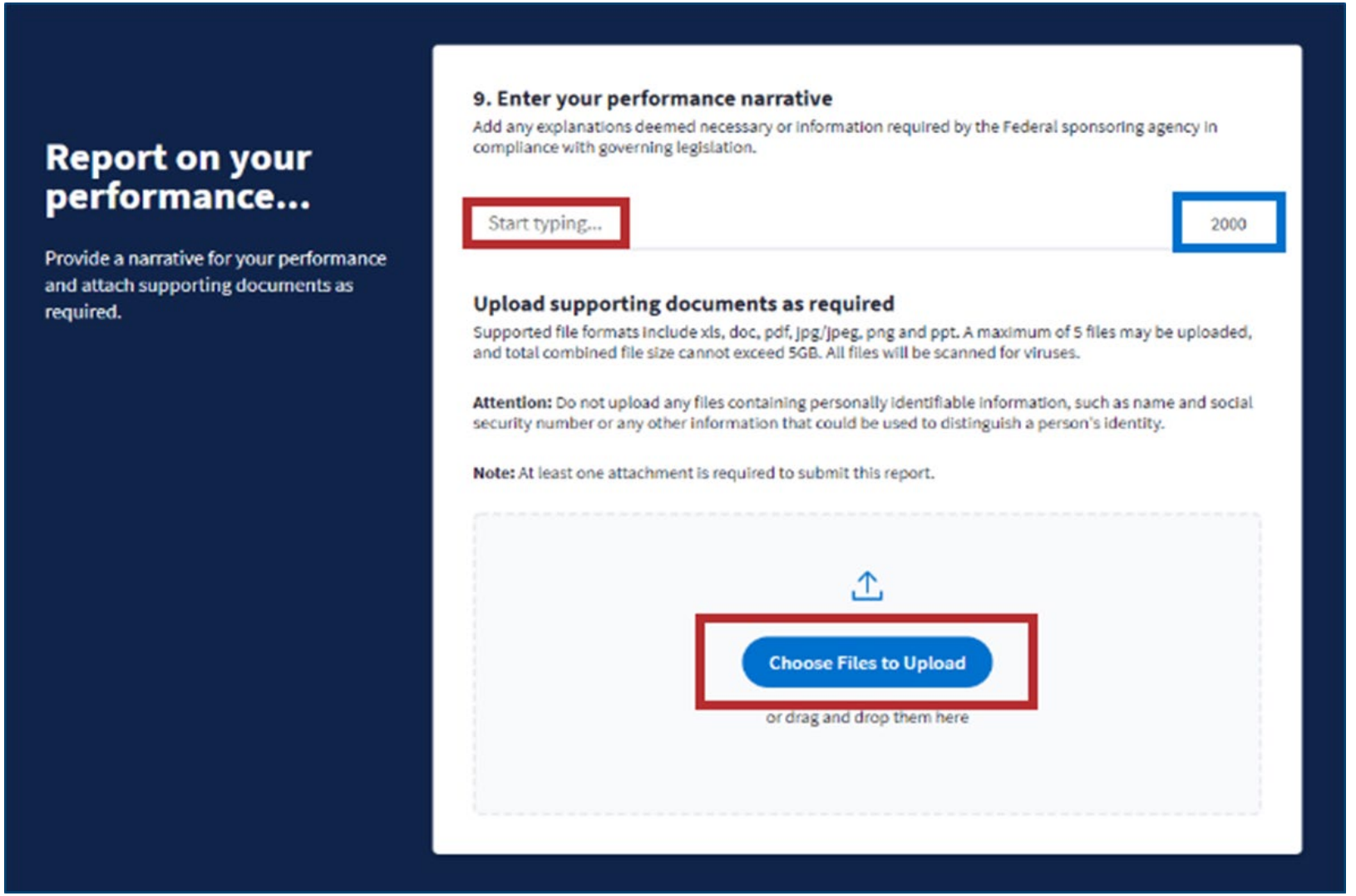

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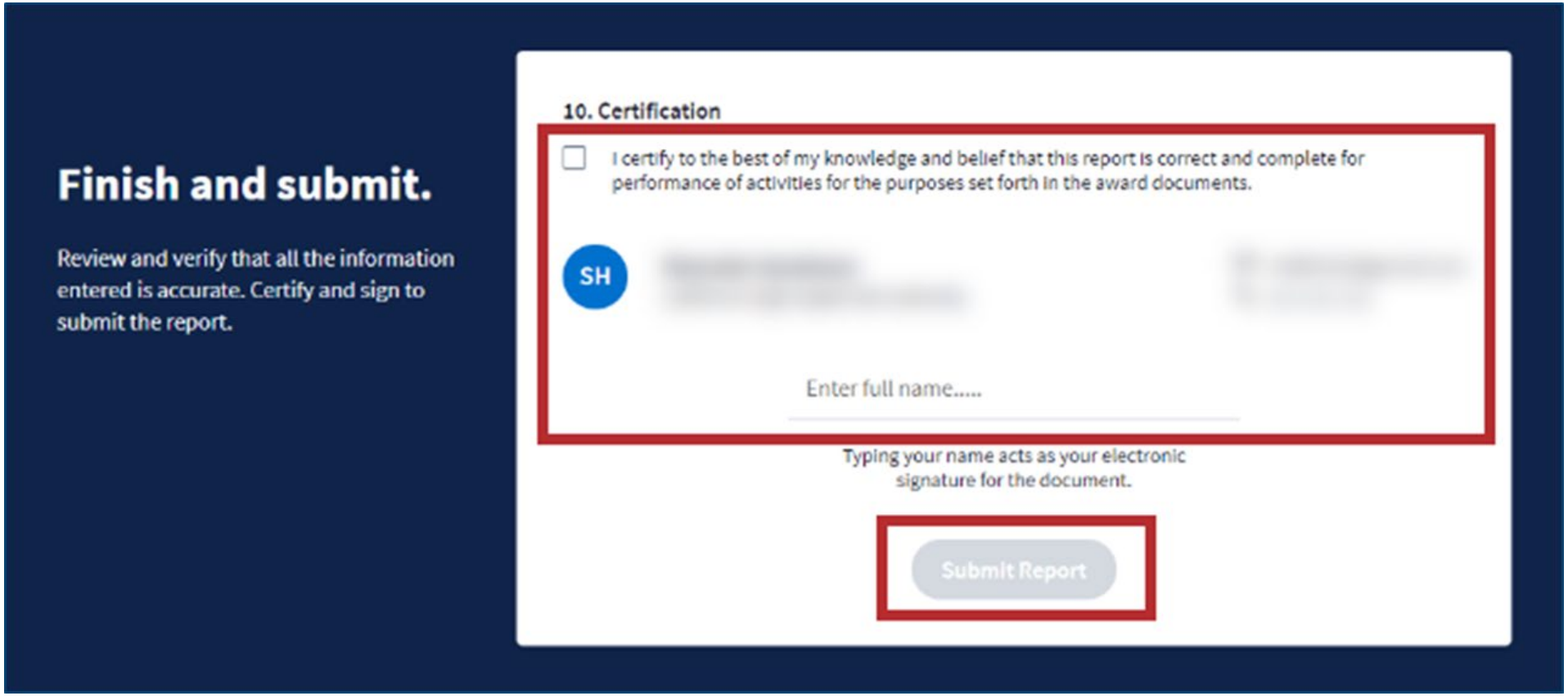

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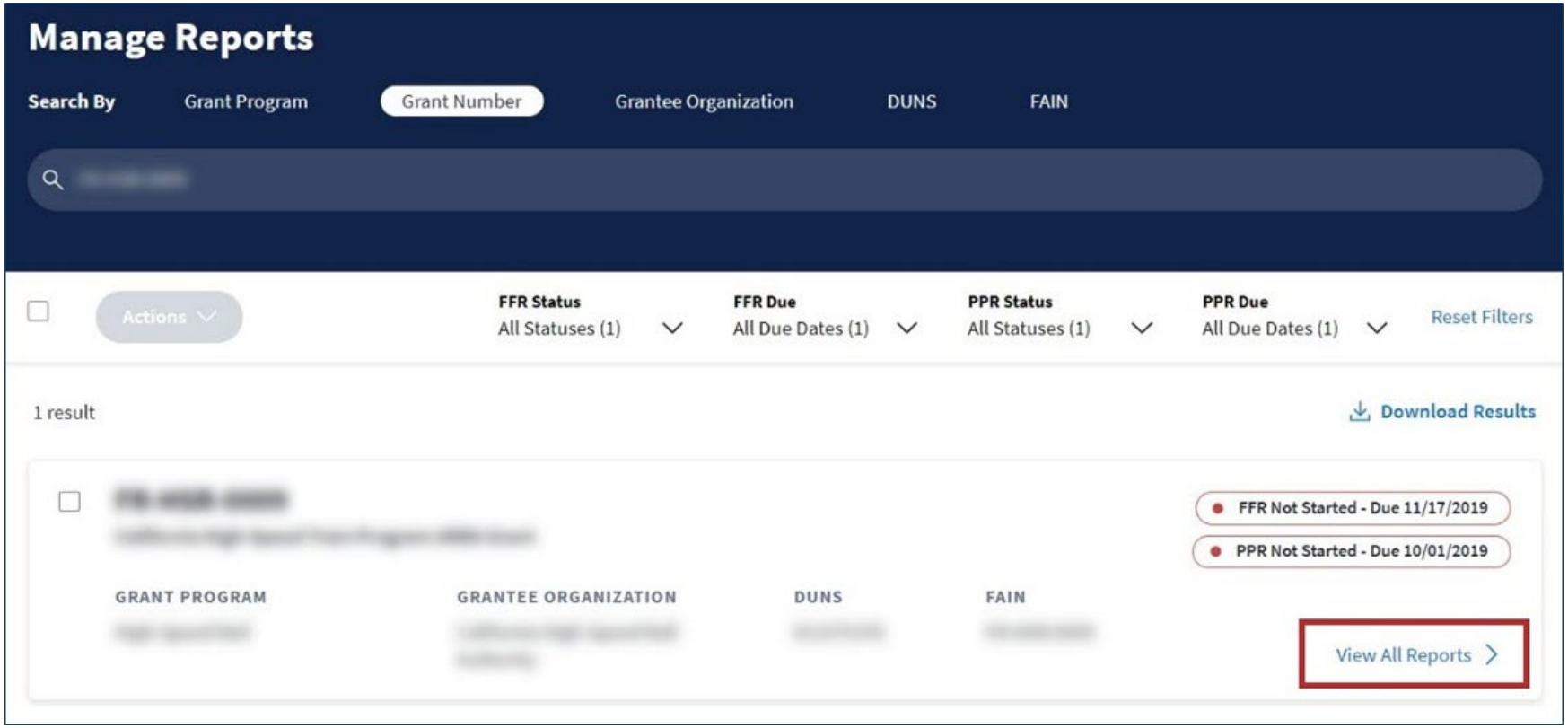
Approve or Return a PPR

Roles to View, Review, Accept, and Return a PPR:

- Program Budget Officer (PBO)
- Authorizing Official (AO)
- Program Officer (PO)

Features:

- Manage Reports screen
- Filters
- Download Results
- FFR and PPR Statuses
- Actions drop-down
- View All Reports button



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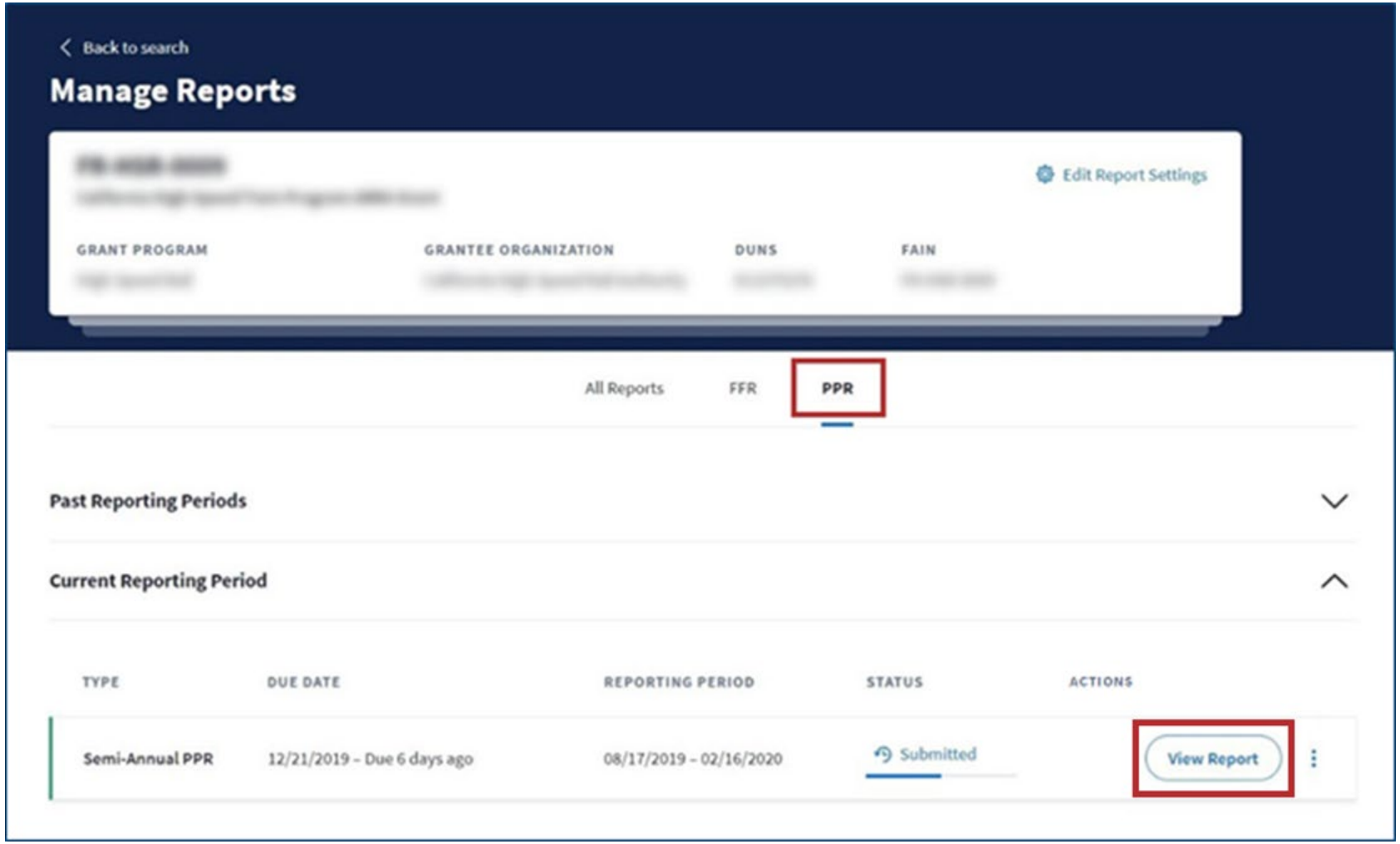

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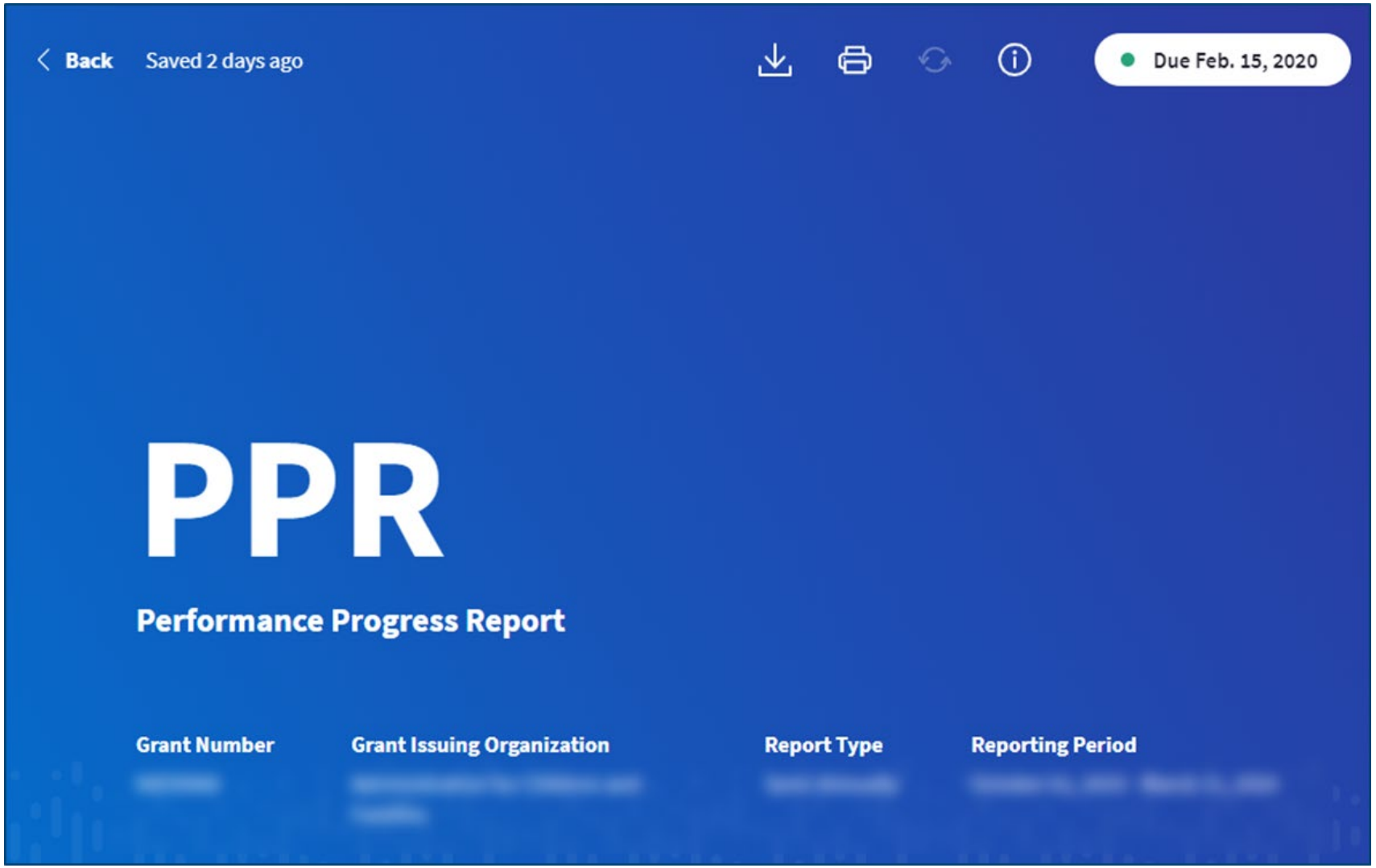

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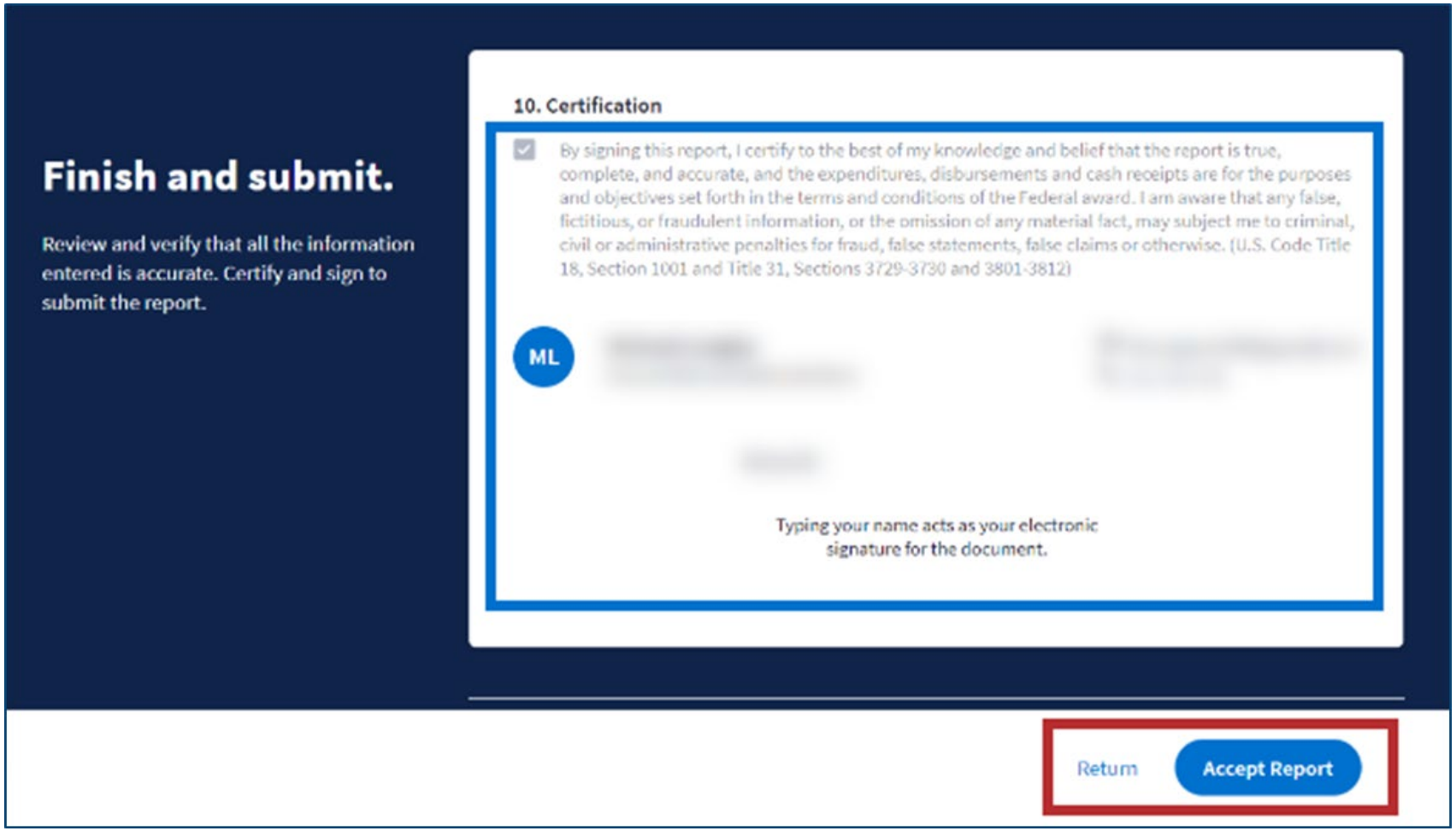

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PPR Cycle Displays on Notice of Award

RECIPIENT NAME: [redacted] **AGREEMENT NUMBER:** [redacted]

Performance Progress Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
07/10/2015	09/30/2015	Semi-Annual	10/30/2015
10/01/2015	03/31/2016	Semi-Annual	04/30/2016
04/01/2016	09/30/2016	Final	10/30/2016

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