



GrantSolutions

GRANTOR PROCESS: PERFORMANCE PROGRESS REPORT

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INTRODUCTION

GrantSolutions provides comprehensive management of Performance Progress Reports (PPRs) for Grantors and Grant Recipients. Federal Program staff schedule report cycles and determine due dates. Grant Recipients view, manage, and electronically submit PPRs in GrantSolutions.

PPRs are submitted on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. When required, a final PPR is submitted at the completion of the award agreement. Please refer to the PPR Setup Guide for instructions on configurations.

ROLES AND ACTIONS

Grant Recipients with the following roles view the PPR submission, review the PPR, accept the PPR, and return the PPR:

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

Grantors with the Grants Management Officer (GMO) or Grants Management Specialist (GMS) role can view the PPR submission. However, neither role can review the PPR, accept the PPR, nor return the PPR.

All roles, including those previously mentioned, can view the PPR and view the workflow history.

PPR STATUSES

PPR statuses change depending on steps taken in the workflow. The PPR statuses are:

- Not Started: Grant Recipient has not entered any data in the report
- In Progress: Grant Recipient has entered data in the report and not yet submitted
- Submitted: Grant Recipient has submitted the report to the Grantor
- Accepted: Grantor has approved the PPR
- Returned: Grantor has returned the PPR to the Grant Recipient for edits
- Withdrawn: Grant Recipient has withdrawn the report
- No Data Available: No data is available for the report

The table below details possible actions based on the workflow status.

Note: Available actions are also dependent on a user's GrantSolutions role.

Workflow Status	Possible Grant Recipient Actions
<i>Not Started</i>	Start Report
<i>In Progress</i>	Edit Report, Print, Download (PDF)
<i>Submitted</i>	View Report, Print, Download (PDF)
<i>Accepted</i>	View Report, Print, Download (PDF)
<i>Returned</i>	Edit Report, Print, Download (PDF)
<i>Withdrawn</i>	Edit Report, Print, Download (PDF)
<i>No Data Available</i>	None

NOTIFICATIONS

Grantors assigned to a Grant Project receive a daily summary of the PPR submitted the prior day.

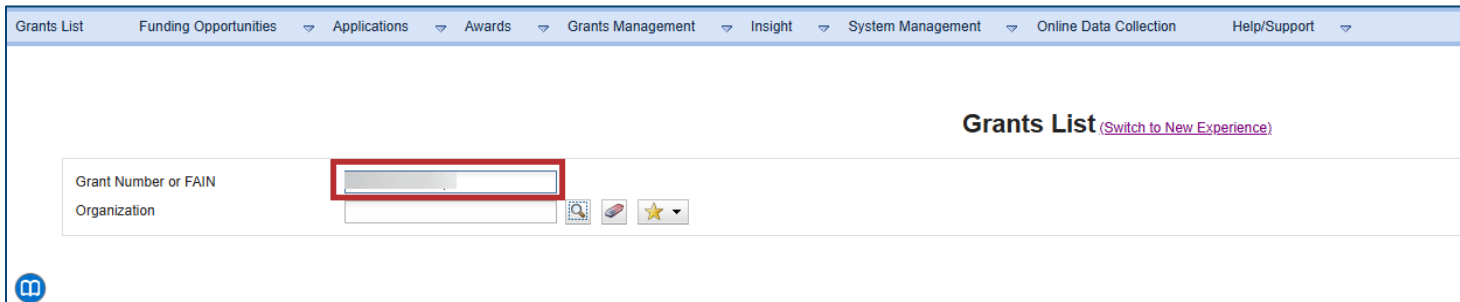
Login and Navigation

To navigate to PPRs, follow the steps below:

Note: For Login information and instruction, please view the grantsolutions Login Quick Sheet.

1. The “Grants List” screen appears. To open a PPR for one Grant Project, conduct a **search**.

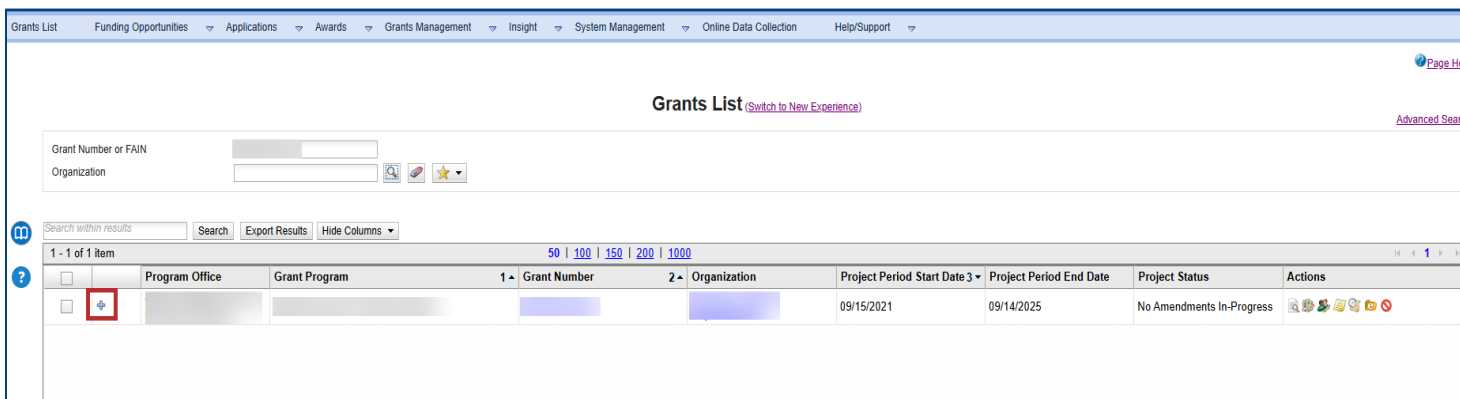
Note: Users can search by Grant Number or Fain and Organization



The screenshot shows the 'Grants List' screen with a search bar. The search bar is highlighted with a red rectangle. The search bar contains the text 'Grant Number or FAIN' and 'Organization'. Below the search bar are icons for search, edit, and star. The page title is 'Grants List (Switch to New Experience)'.

Figure 1: Grants List screen search

2. When a Grant Project appears in the results table, click the **view details icon** to expand the row.



The screenshot shows the 'Grants List' screen with a results table. The table has columns: Program Office, Grant Program, Grant Number, Organization, Project Period Start Date, Project Period End Date, Project Status, and Actions. The first row is highlighted. The 'view details icon' (a magnifying glass) is highlighted with a red rectangle. The page title is 'Grants List (Switch to New Experience)'.





Program Office	Grant Program	Grant Number	Organization	Project Period Start Date	Project Period End Date	Project Status	Actions
				09/15/2021	09/14/2025	No Amendments In-Progress	   

Figure 2: Grants List screen with the view details icon to expand the row

3. From the expanded row's *Action* column, click the **Manage Reports** link.

Search within results						
Search Export Results Hide Columns						
1 - 1 of 1 item 50 100 150 200 1000						
<input type="checkbox"/>	Program Office	Grant Program	1	Grant Number	2	Organization
<input type="checkbox"/>						Project Period Start Date 3
<input type="checkbox"/>	FAIN:					09/15/2021
<input type="checkbox"/>	Project Title:					
<input type="checkbox"/>	Budget Period:	1	Project Locale:	None		
<input type="checkbox"/>	Start Date:	09/15/2021	Categories:	None		
<input type="checkbox"/>	End Date:	09/14/2025	Non Competing Continuation			
<input type="checkbox"/>	Federal Budget:		Status:	Not Required		
<input type="checkbox"/>	Last Issued Award					
<input type="checkbox"/>	Grant Number:					
<input type="checkbox"/>	Issued Date:	08/07/2024				
<input type="checkbox"/>	Amendment Number:	2				
Actions						
Award Summary						
Contact Management						
View Report Forms						
Change Project Locale						
Terms and Conditions						
Funding Restrictions						
Manage Reports						
Manage Project Abstract						
Closeout Checklist						
Manage Assignments						

Figure 3: Grants List screen with Manage Reports link

4. The “Manage Reports” screen appears. To return to the “Grants List” screen, click the **Grants Management** button.

Note: From the “Grants List” screen, it is possible to navigate to the “Manage Reports” search screen.

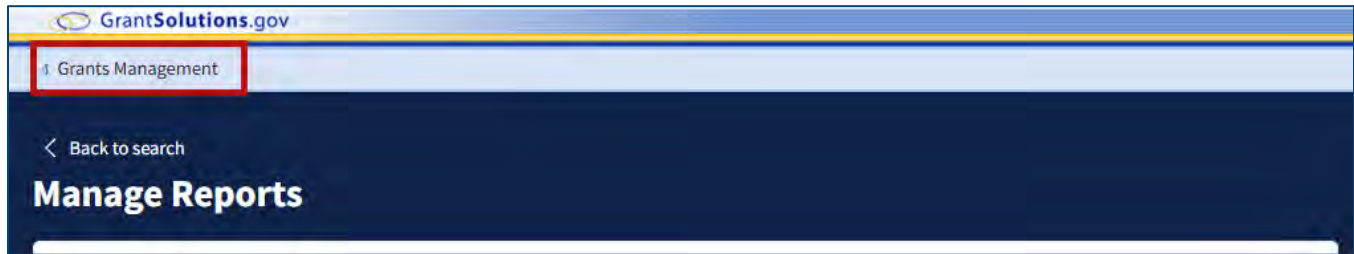


Figure 4: Manage Reports screen with Grants Management button

5. From the menu bar, click the **Grants Management** drop-down and select the **Manage Reports** option.

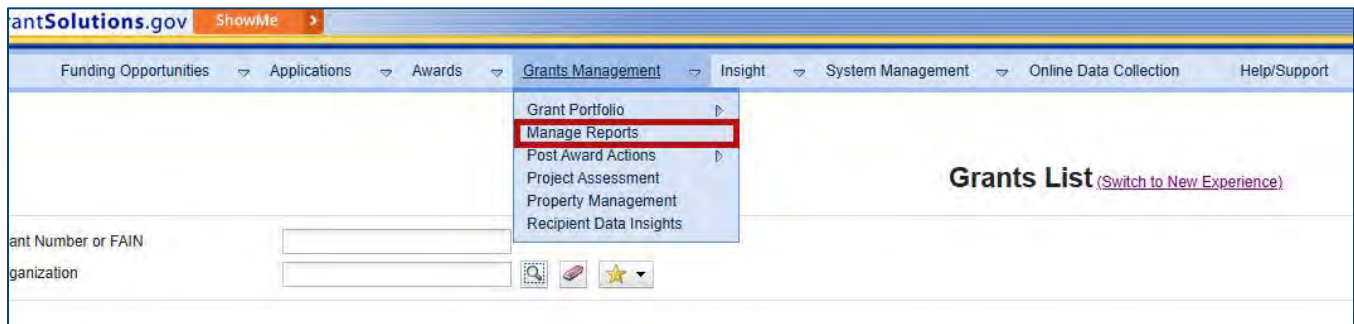


Figure 5: Grants List screen with Manage Reports option

6. The “Manage Reports” screen appears.

Note: To return to the “Grants List” screen, click the **Grants Management** link located towards the top left of the screen.

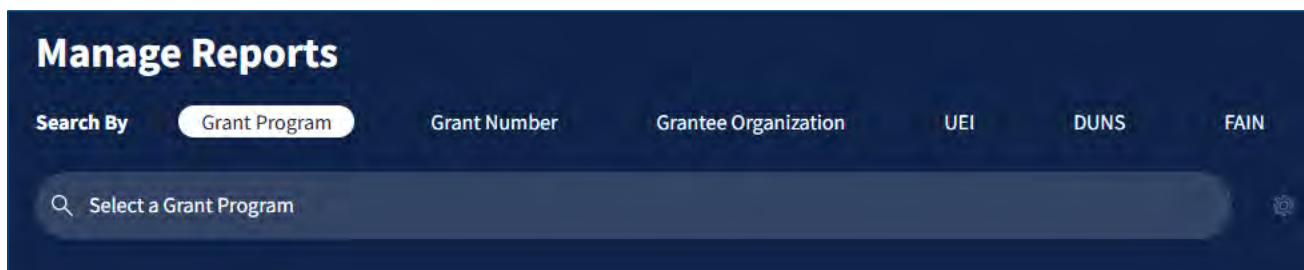


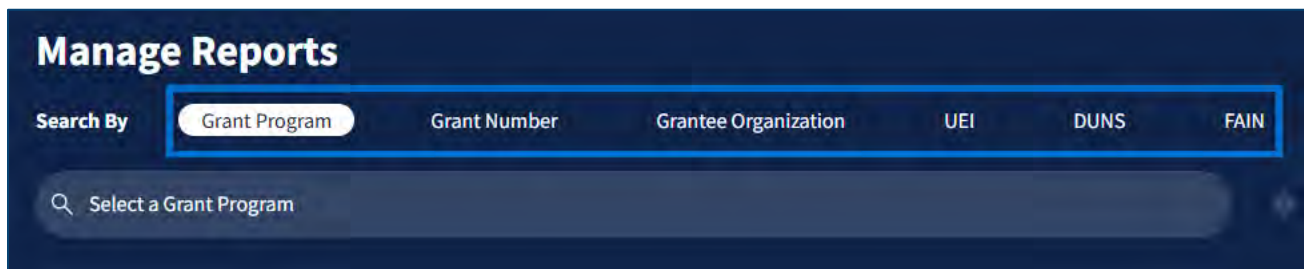
Figure 6: Manage Reports screen

SEARCH AND FILTER OPTIONS

The “Manage Reports” screen provides five options to use when searching for Grant Projects and PPRs:

- Grant Program: Enter the Grant Program name. After entering two letters, a list of Grant Programs appears for selection
- Grant Number: Enter a full or partial Grant Number in the search field. At least three characters are required
- Grantee Organization: Enter a full or partial Grant Number in the search field. At least three characters are required
- UEI: Enter a full or partial UEI number in the search field. At least three characters are required
- FAIN: Enter a full or partial FAIN in the search field. At least three characters are required

Note: The unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID.



The screenshot shows the "Manage Reports" interface. At the top, the title "Manage Reports" is displayed in white on a dark blue background. Below the title, there is a "Search By" section with a row of six buttons: "Grant Program", "Grant Number", "Grantee Organization", "UEI", "DUNS", and "FAIN". The "Grant Program" button is highlighted with a blue border. Below this row is a search input field with a magnifying glass icon on the left and the placeholder text "Select a Grant Program".

Figure 7: Manage Reports screen with search options

To perform a search:

1. Click a **Search By** option.



Figure 8: Manage Reports screen with search by options

2. Enter text in the **search** field.

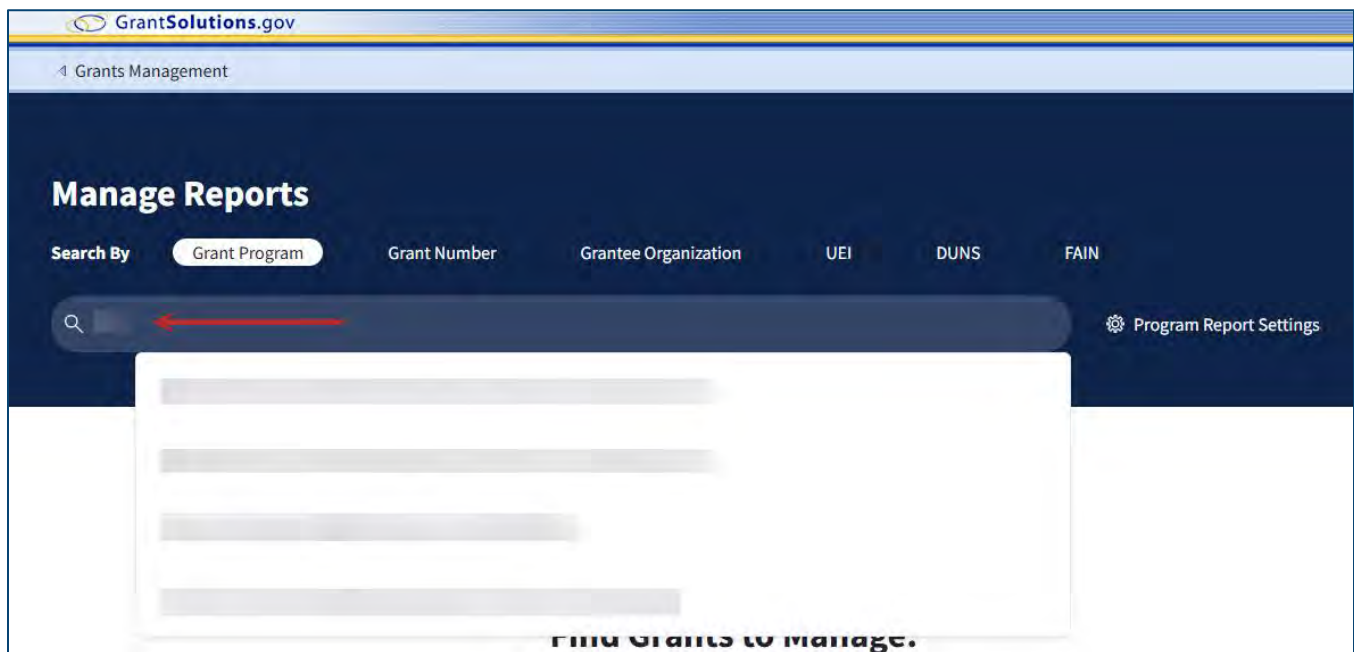


Figure 9: Manage Reports screen with search field

3. Once the options appear, select the **Grant Program**.

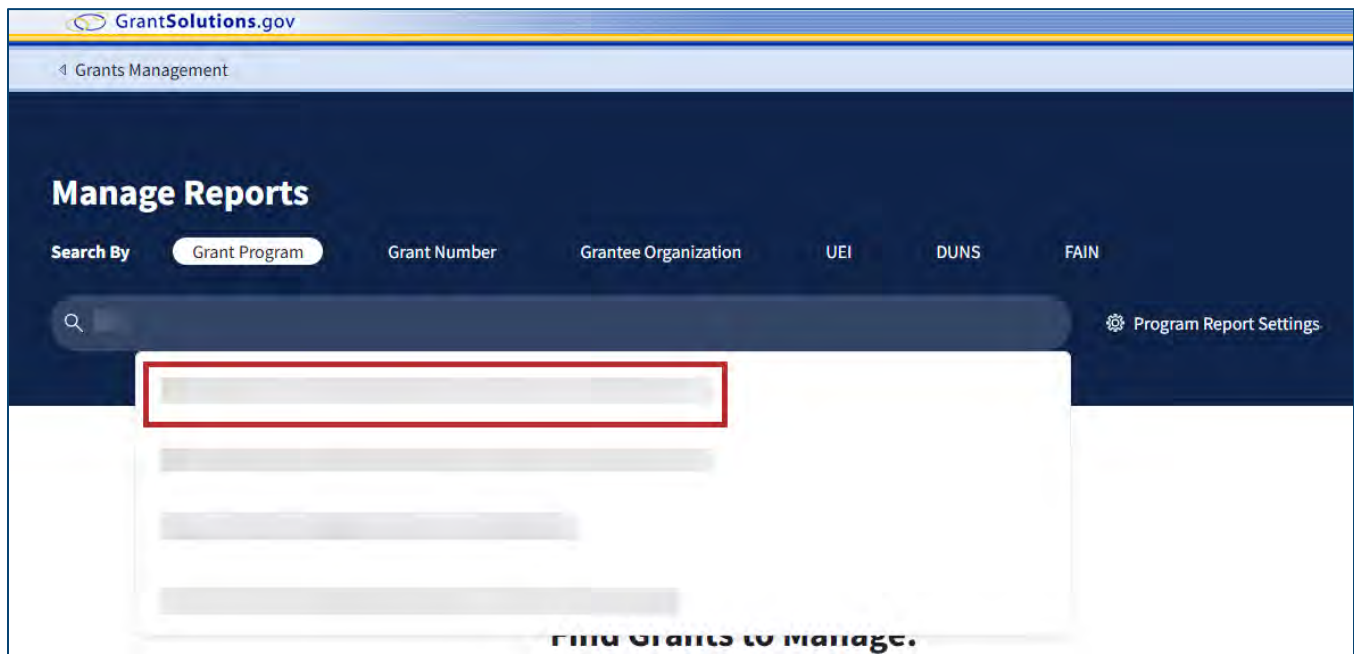


Figure 10: Manage Reports screen with search results drop-down

4. The screen refreshes and results appear below the search section.

The screenshot displays the 'Manage Reports' interface on GrantSolutions.gov. The top navigation bar includes the site logo and a breadcrumb trail for '1 Grants Management'. The main header 'Manage Reports' is followed by a 'Search By' section with tabs for 'Grant Program' (selected), 'Grant Number', 'Grantee Organization', 'UEI', 'DUNS', and 'FAIN'. A search input field and a 'Program Report Settings' link are also present.

Below the search section, a filter bar shows 'Actions' with a checkmark, and dropdown menus for 'FFR Status' (All Statuses (25)), 'FFR Due' (All Due Dates (25)), 'PPR Status' (All Statuses (25)), and 'PPR Due' (All Due Dates (25)). A 'Reset Filters' link is on the right. The results section indicates '25 results' and includes a 'Download Results' link.

The results are displayed in a table with columns: GRANT PROGRAM, GRANTEE ORGANIZATION, UEI, DUNS, and FAIN. Two rows are visible. The first row has a status of 'FFR No Accepted Reports' and 'PPR No Data Available'. The second row has a status of 'PPR Accepted - Due 12/26/2024'. A 'View All Reports' link is located at the bottom right of the results area.

Figure 11: Manage Reports screen with the Grant Program search results

5. Click the **PPR Status** filter drop-down. Select as many filters as needed.

Note: The number of PPRs associated with a status appears next to the status name.

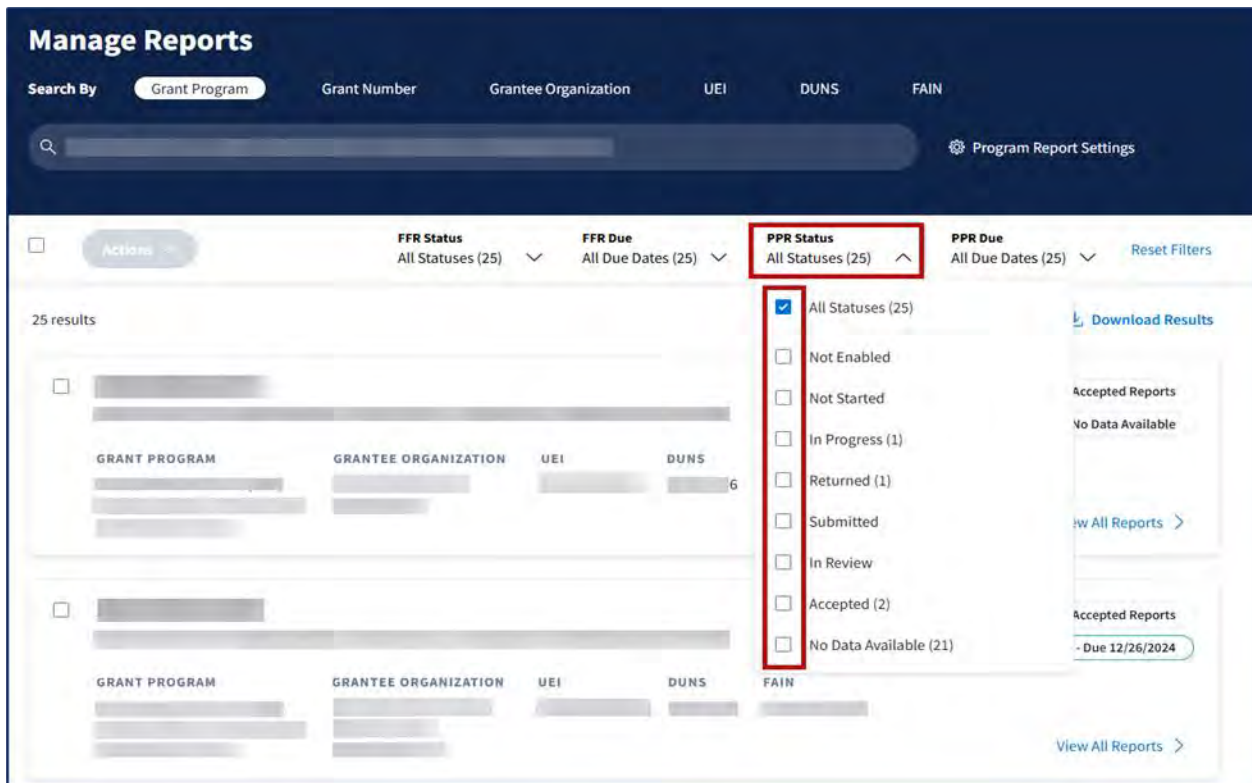


Figure 12: Manage Reports screen PPR Status filter drop-down

The PPR Status drop-down expands. The PPR Statuses are as follows:

- All Statuses (Default)
- Not Enabled:
- Not Started
- In Progress
- Returned
- Submitted
- In Review
- Accepted
- No Data Available

Select filter checkboxes as needed.

6. Click the **PPR Status** filter drop-down. Select as many filters as needed.

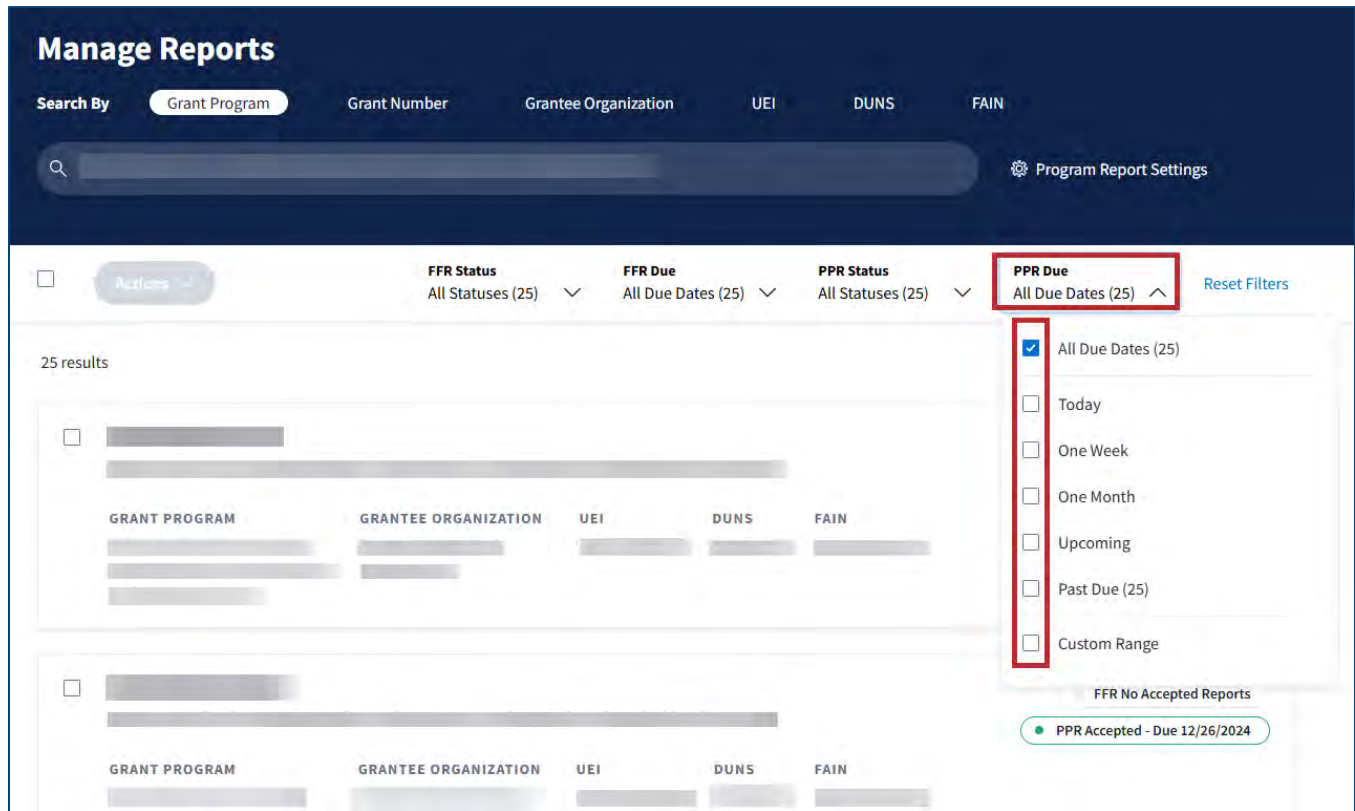
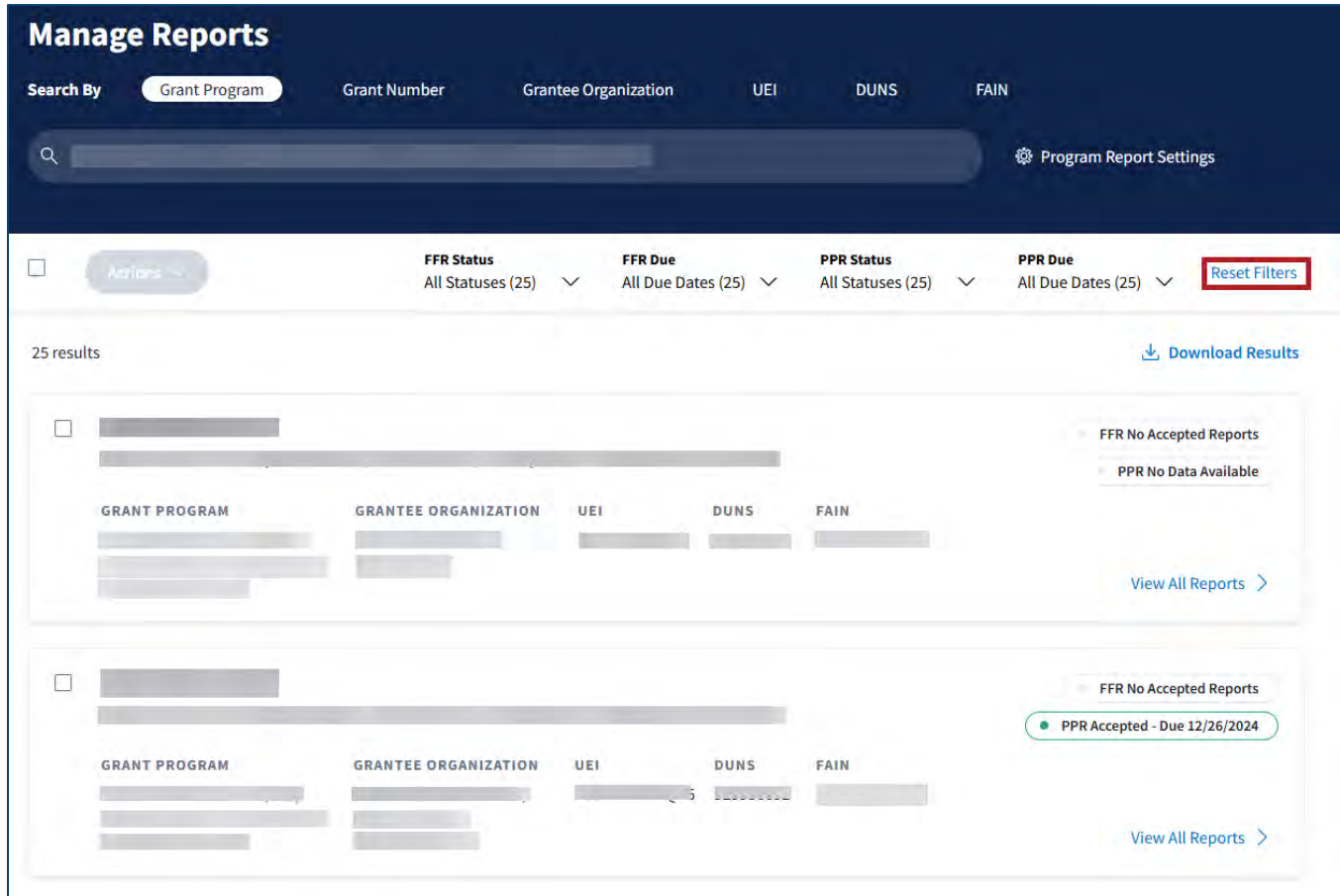


Figure 13: Manage Reports screen PPR Status filter drop-down

The *PPR Due* timeframes are as follows:

- All Due Dates (Default)
- Today
- One Week
- One Month
- Upcoming
- Past Due
- Custom Range

- Click the **Reset Filters** button to return the **PPR Status** and **PPR Due** filters to the default.

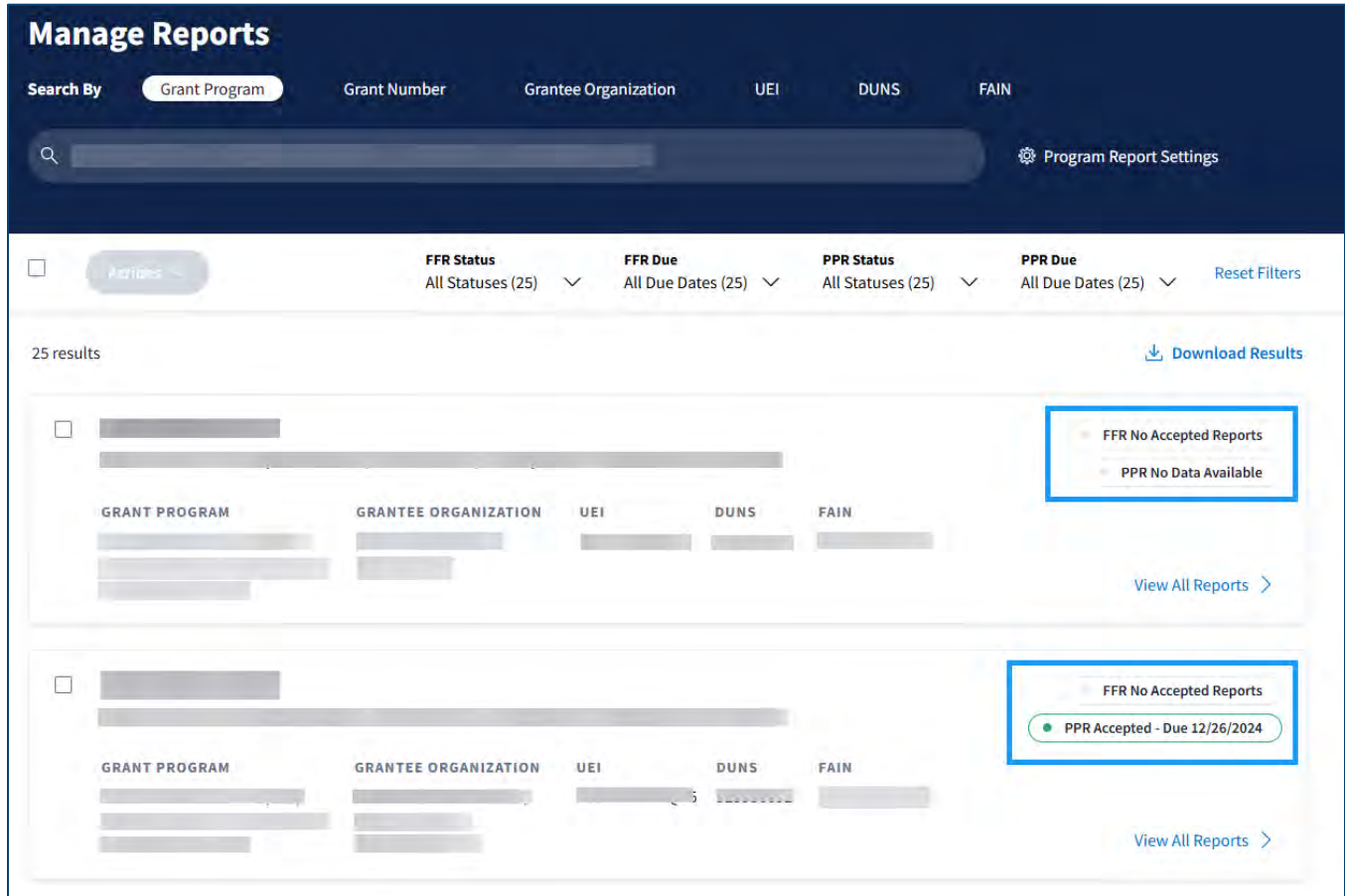


The screenshot shows the 'Manage Reports' interface. At the top, there's a dark blue header with the 'Manage Reports' title and a 'Search By' dropdown menu currently set to 'Grant Program'. Other search criteria listed are 'Grant Number', 'Grantee Organization', 'UEI', 'DUNS', and 'FAIN'. Below the header is a search bar and a 'Program Report Settings' gear icon. The main content area has a white background. On the left, there's a checkbox and an 'Actions' button. To the right, there are four filter dropdowns: 'FFR Status' (All Statuses (25)), 'FFR Due' (All Due Dates (25)), 'PPR Status' (All Statuses (25)), and 'PPR Due' (All Due Dates (25)). A red box highlights the 'Reset Filters' button. Below the filters, it says '25 results' and a 'Download Results' link. The results are displayed in two rows. Each row has a checkbox, a truncated text field, and a table with columns: 'GRANT PROGRAM', 'GRANTEE ORGANIZATION', 'UEI', 'DUNS', and 'FAIN'. The first row's table has three data rows. The second row's table also has three data rows. To the right of each table, there are status indicators: 'FFR No Accepted Reports' and 'PPR No Data Available' for the first row, and 'FFR No Accepted Reports' and 'PPR Accepted - Due 12/26/2024' for the second row. Each row also has a 'View All Reports' link.

Figure 14: Manage Reports screen with Reset Filters button

VIEW FFR AND PPR STATUSES

Both FFR and PPR statuses display on each Grant Program record. Due dates associated with a Grant Project appear next to the status.



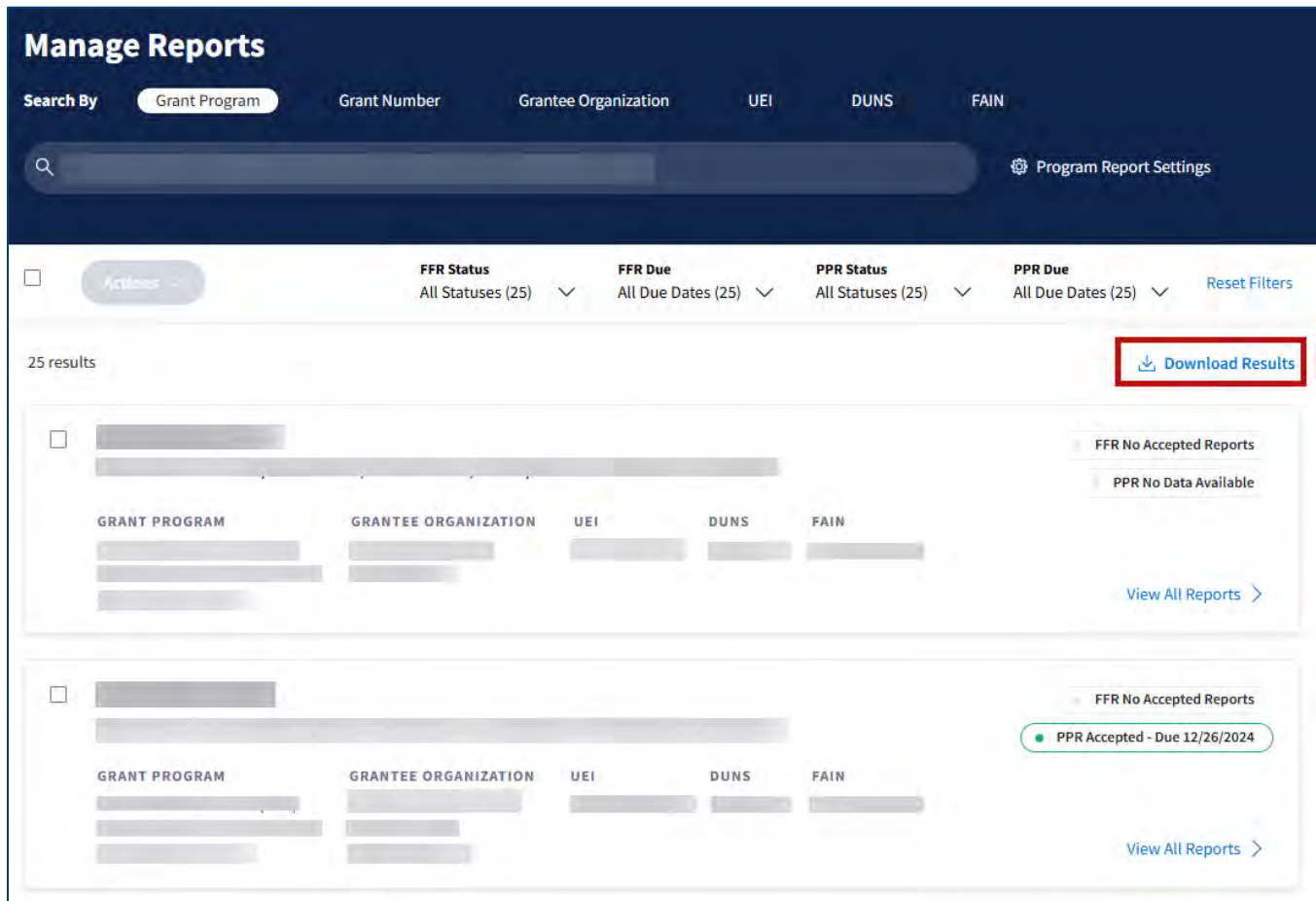
The screenshot displays the 'Manage Reports' interface. At the top, there's a search bar with 'Grant Program' selected. Below the search bar, there are filters for 'FFR Status' (All Statuses (25)), 'FFR Due' (All Due Dates (25)), 'PPR Status' (All Statuses (25)), and 'PPR Due' (All Due Dates (25)). A 'Reset Filters' link is also present. The main area shows 25 results, with a 'Download Results' link. Two grant programs are visible, each with a table of reports. The first grant program has a status of 'FFR No Accepted Reports' and 'PPR No Data Available'. The second grant program has a status of 'PPR Accepted - Due 12/26/2024'. Both grant programs have a 'View All Reports' link.

GRANT PROGRAM	GRANTEE ORGANIZATION	UEI	DUNS	FAIN
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Figure 15: Manage Reports screen with FFR and PPR statuses

DOWNLOAD SEARCH RESULTS

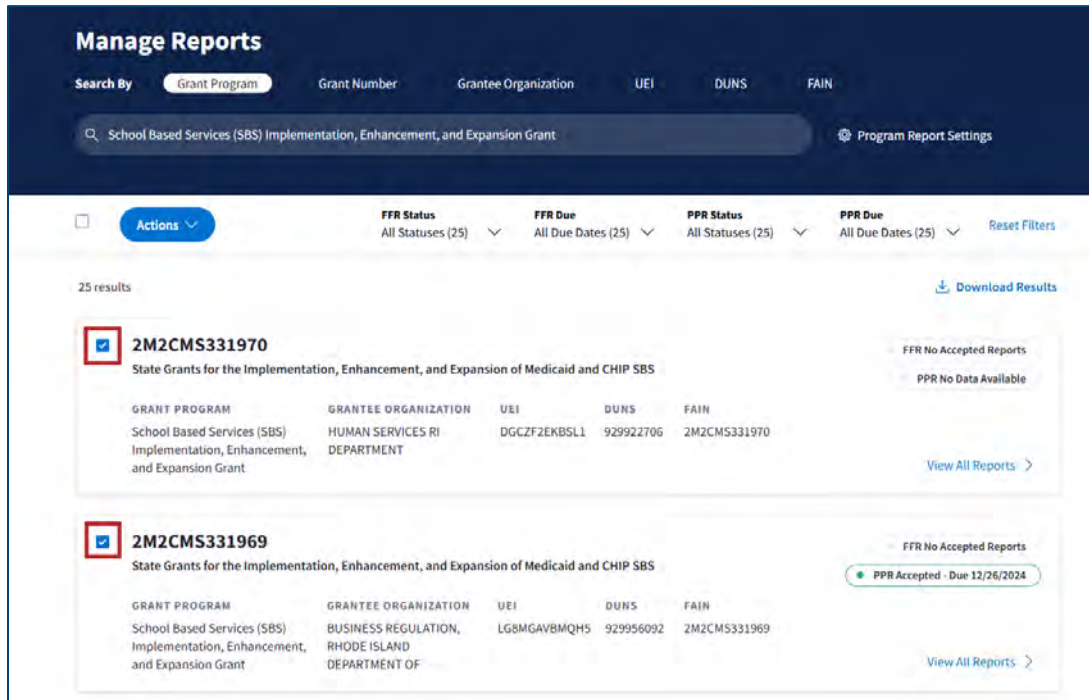
8. Grantors can download all search results to a spreadsheet by clicking the **Download Results** button.



The screenshot shows the 'Manage Reports' interface. At the top, there's a 'Search By' section with tabs for 'Grant Program', 'Grant Number', 'Grantee Organization', 'UEI', 'DUNS', and 'FAIN'. Below this is a search bar and a 'Program Report Settings' link. The main area displays a table of results with columns for 'GRANT PROGRAM', 'GRANTEE ORGANIZATION', 'UEI', 'DUNS', and 'FAIN'. There are two rows of data shown, each with a checkbox on the left. To the right of the table, there are filters for 'FFR Status' (All Statuses (25)), 'FFR Due' (All Due Dates (25)), 'PPR Status' (All Statuses (25)), and 'PPR Due' (All Due Dates (25)), along with a 'Reset Filters' link. A 'Download Results' button with a download icon is highlighted with a red box. Below the table, there are links for 'View All Reports' and status indicators for 'FFR No Accepted Reports' and 'PPR Accepted - Due 12/26/2024'.

Figure 16: Manage Reports screen with Download Results button

9. To download specific results to a spreadsheet, click the **checkbox** next to each desired Grant Project.



Manage Reports

Search By: **Grant Program** Grant Number Grantee Organization UEI DUNS FAIN

Q School Based Services (SBS) Implementation, Enhancement, and Expansion Grant Program Report Settings

25 results

2M2CMS331970
State Grants for the Implementation, Enhancement, and Expansion of Medicaid and CHIP SBS

GRANT PROGRAM	GRANTEE ORGANIZATION	UEI	DUNS	FAIN
School Based Services (SBS) Implementation, Enhancement, and Expansion Grant	HUMAN SERVICES RI DEPARTMENT	DGCZF2EKBSL1	929922706	2M2CMS331970

FFR No Accepted Reports
PPR No Data Available

2M2CMS331969
State Grants for the Implementation, Enhancement, and Expansion of Medicaid and CHIP SBS

GRANT PROGRAM	GRANTEE ORGANIZATION	UEI	DUNS	FAIN
School Based Services (SBS) Implementation, Enhancement, and Expansion Grant	BUSINESS REGULATION, RHODE ISLAND DEPARTMENT OF	LG8MGAVBMQH5	929956092	2M2CMS331969

FFR No Accepted Reports
PPR Accepted - Due 12/26/2024

Figure 17: Manage Reports screen with Grant Projects checkboxes

10. Click the **Actions** button and select the **Download Selected Results** option.

The screenshot displays the 'Manage Reports' interface. At the top, there's a search bar with 'Grant Program' selected. Below the search bar, a table of reports is shown. The 'Actions' button is highlighted with a red box, and its drop-down menu is open, showing 'Download Selected Results' as the selected option, also highlighted with a red box. The table has columns for GRANT PROGRAM, GRANTEE ORGANIZATION, UEI, DUNS, and FAIN. The first row is selected, and the second row is also selected. On the right side, there are filters for FFR Status, FFR Due, PPR Status, and PPR Due, all set to 'All' or 'All Due Dates'. A 'Download Results' button is visible on the right. The bottom right corner shows a status indicator: 'PPR Accepted - Due 12/26/2024'.

Figure 18: Manage Reports screen with Actions drop-down and Download Selected Results option

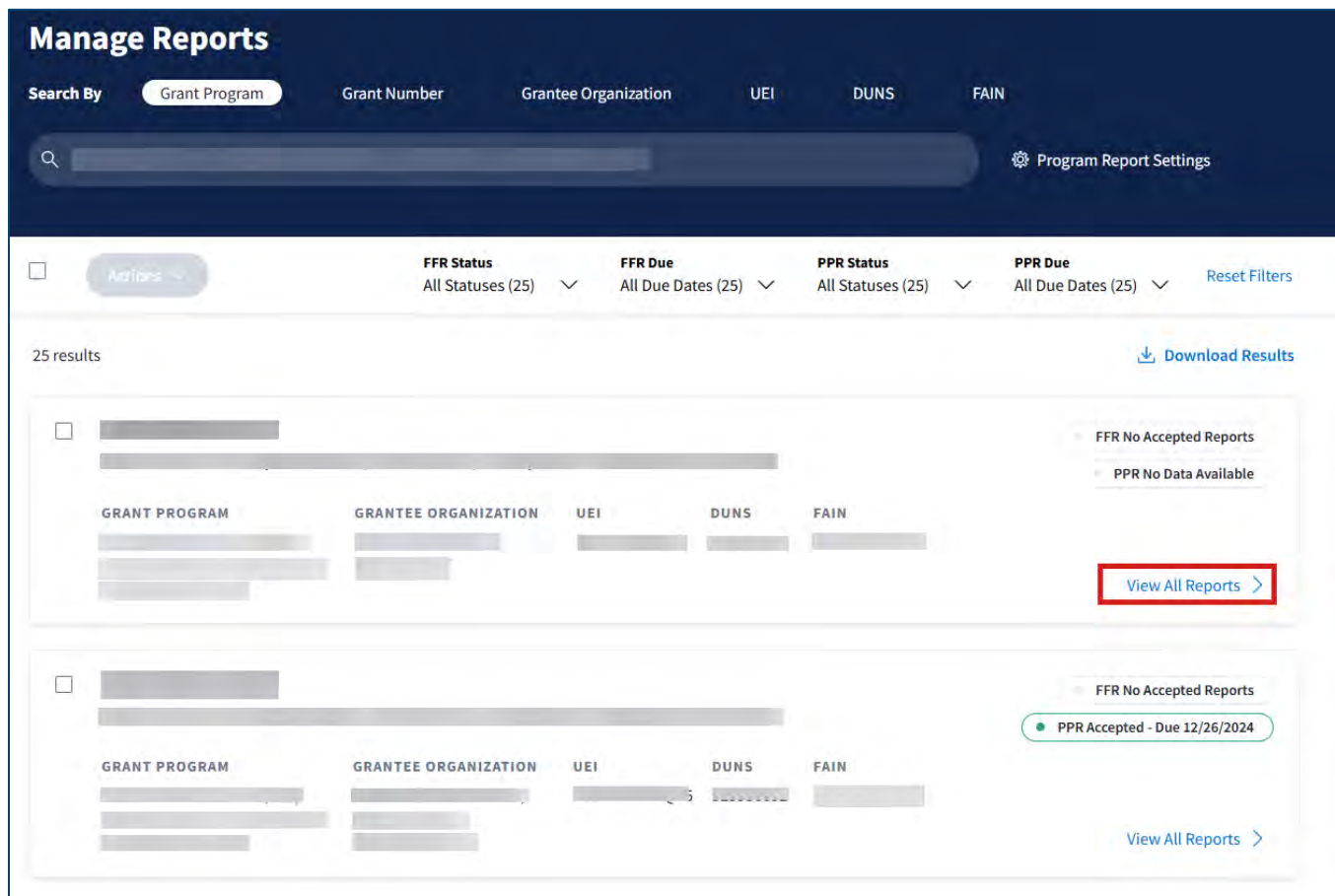
ACCESS REPORTS FOR A GRANT PROJECT

To access PPRs for a Grant Project:

1. Locate the Grant Project on the “Manage Reports” screen.

Note: For details on searching for a Grant Project, see the [Search and Filter Options](#) section.

2. Click the **View All Reports** button.



The screenshot shows the 'Manage Reports' interface. At the top, there's a search bar with a magnifying glass icon and a 'Program Report Settings' gear icon. Below the search bar, there are filter tabs: 'Search By' (selected), 'Grant Program', 'Grant Number', 'Grantee Organization', 'UEI', 'DUNS', and 'FAIN'. A search input field is present. Below the filters, there are dropdown menus for 'FFR Status' (All Statuses (25)), 'FFR Due' (All Due Dates (25)), 'PPR Status' (All Statuses (25)), and 'PPR Due' (All Due Dates (25)), along with a 'Reset Filters' link. The results section shows '25 results' and a 'Download Results' link. Two report entries are visible. The first entry has a 'View All Reports' button highlighted with a red box. The second entry also has a 'View All Reports' button. The interface includes a table with columns: GRANT PROGRAM, GRANTEE ORGANIZATION, UEI, DUNS, and FAIN.

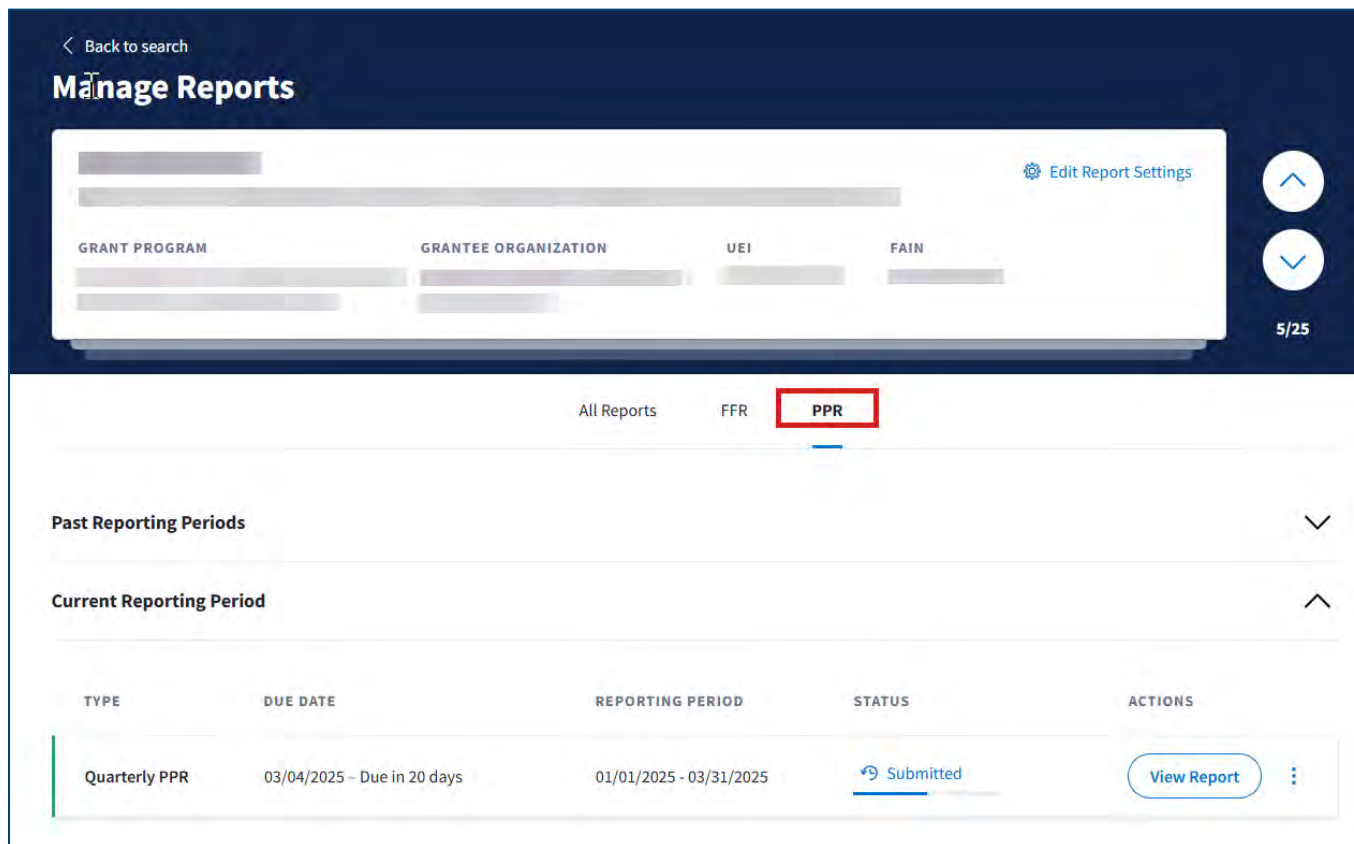
Figure 19: Manage Reports screen with View All Reports button

- The “Manage Reports” screen refreshes. “Manage Reports” is now divided into two sections – *Project Information* and *Reporting Periods*.

Project Information is located towards the top of the screen and includes the *Grant Number*, *Project Name*, *Grant Program*, *Grantee Organization*, *UEI*, and *FAIN*. The *Edit Report Settings* button is also available from this section. For more information on report settings, please refer to the PPR Setup Guide.

All Reports appear by default, displaying both FFR and PPR results. View PPR results by clicking the **PPR** tab.


Note: Use the **Back to Search** button to navigate to the previous view.



The screenshot shows the "Manage Reports" interface. At the top, there is a "Back to search" link and the title "Manage Reports". Below this is a summary card containing fields for Grant Program, Grantee Organization, UEI, and FAIN, along with an "Edit Report Settings" button. To the right of the card are up and down arrow buttons and a "5/25" indicator. Below the card, there are three tabs: "All Reports", "FFR", and "PPR" (which is highlighted with a red box). Under the "PPR" tab, there are two expandable sections: "Past Reporting Periods" (collapsed) and "Current Reporting Period" (expanded). The "Current Reporting Period" section contains a table with the following data:

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Quarterly PPR	03/04/2025 – Due in 20 days	01/01/2025 - 03/31/2025	Submitted	View Report

Figure 20: Manage Reports screen with PPR tab

- Use the **up** and **down arrows** to open or close a reporting period group:
 - Click the down arrow () to expand Past Reporting Periods or Upcoming Reporting Periods.

- Click the up arrow (⤴) to collapse a reporting period group.

[Back to search](#)

Manage Reports

GRANT PROGRAM

GRANTEE ORGANIZATION

UEI

FAIN

Edit Report Settings

⤴

⤵

6/25

All Reports

FFR

PPR

Past Reporting Periods

⤵

Current Reporting Period

⤴

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Semi-Annual PPR	04/30/2025 – Due in 3 months	10/01/2024 - 03/31/2025	Not Started	<div>Start Report</div> <div>⋮</div>

Upcoming Reporting Periods

⤵

Figure 21: Manage Reports screen with Reporting Periods

5. Each Reporting Period group contains the following information:

- Type: Quarterly, Semi-Annual, Annual, and Final depending on the Federal agency reporting requirements.
- Due Date: Displays the report due date and includes a countdown. Start, edit, and submit a report even after the due date has passed.
- Reporting Period: The reporting timeframe.
- Status and Workflow History: Current PPR workflow status. Click the Status button (i.e., In Progress, Submitted, etc.) to view the workflow history and any comments.

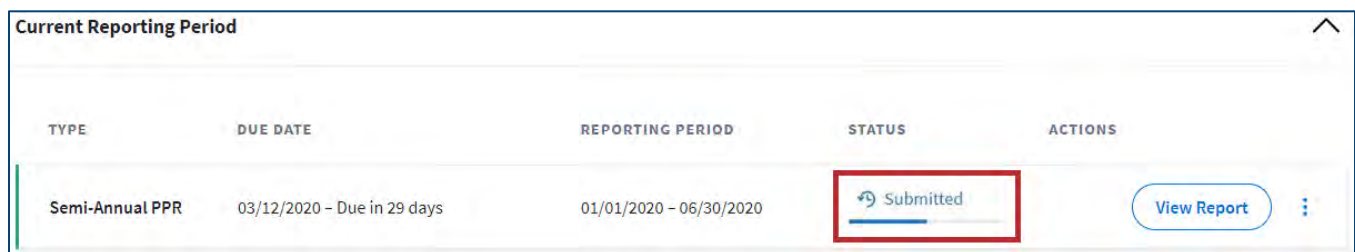


Figure 22: Current Reporting Period Status button with Submitted Status

6. The PPR Reporting Workflow History window appears. Click the **status drop-down** to view the comment.

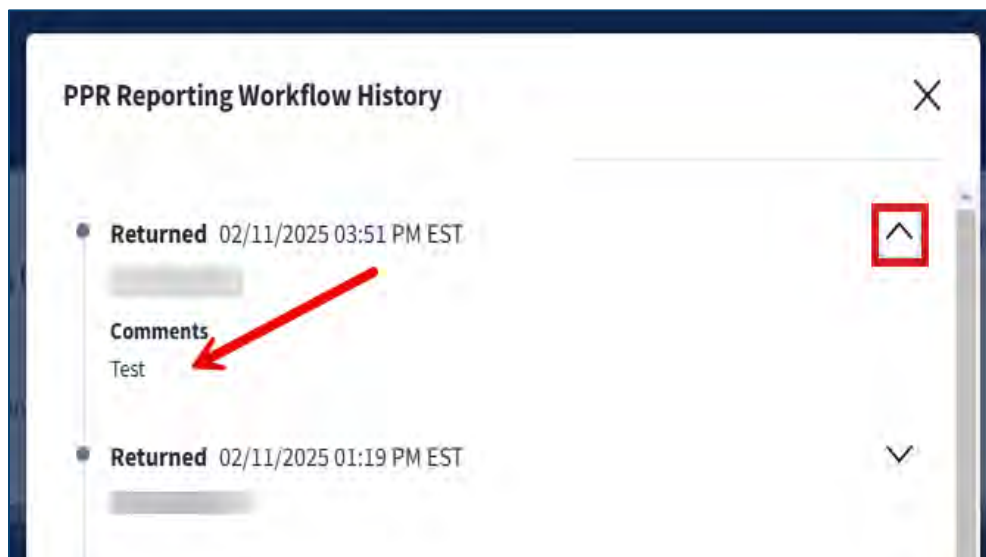


Figure 23: PPR Reporting Workflow History screen with status drop-down to view comments

7. Click the **X** button in the top right to close the window.

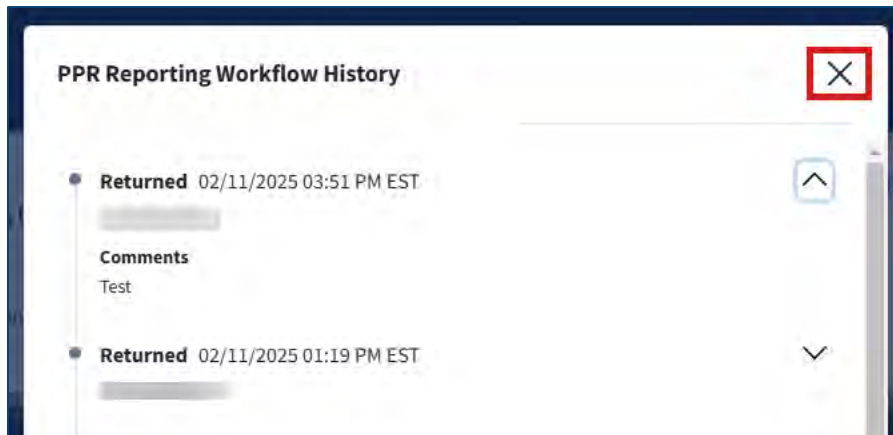


Figure 24: PPR Reporting Workflow History with X button

8. The “Manage Reports” screen reappears with the Current Reporting Period section expanded.
Action button: Click the **View Report** button to view the report, bring under review, or to access the report to accept or return.

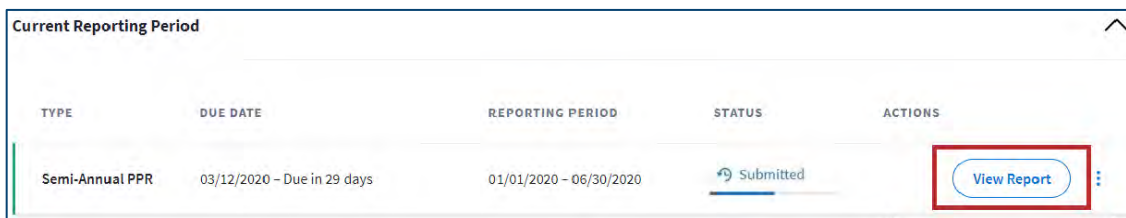


Figure 25: Action button with View Report button

- *Actions List icon (three vertical dots):* Click the **three vertical dots** to print the report or download a PDF version.

Note: This option is available for all statuses except *Not Started*.

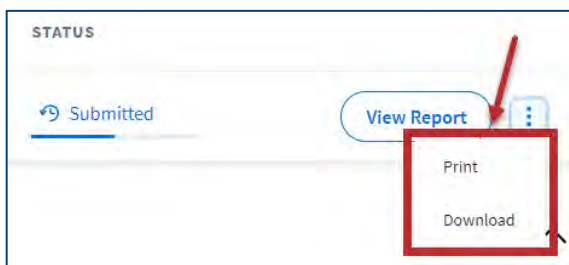


Figure 26: Actions List with Print and Download options

Review, Return or Accept a Report

If a Grant Recipient submits a PPR, Grantors can Review the PPR, return it for corrections, or approve it.

Note: Grantors can view reports in progress but cannot take any action until the status is submitted.

REVIEW A REPORT

To review and accept/return a PPR:

1. Locate the Grant Project on the “Manage Reports” screen.
2. The “Manage Reports” screen appears. Search for the Grant Project using one of the search options, and then click the **View All Reports** button.

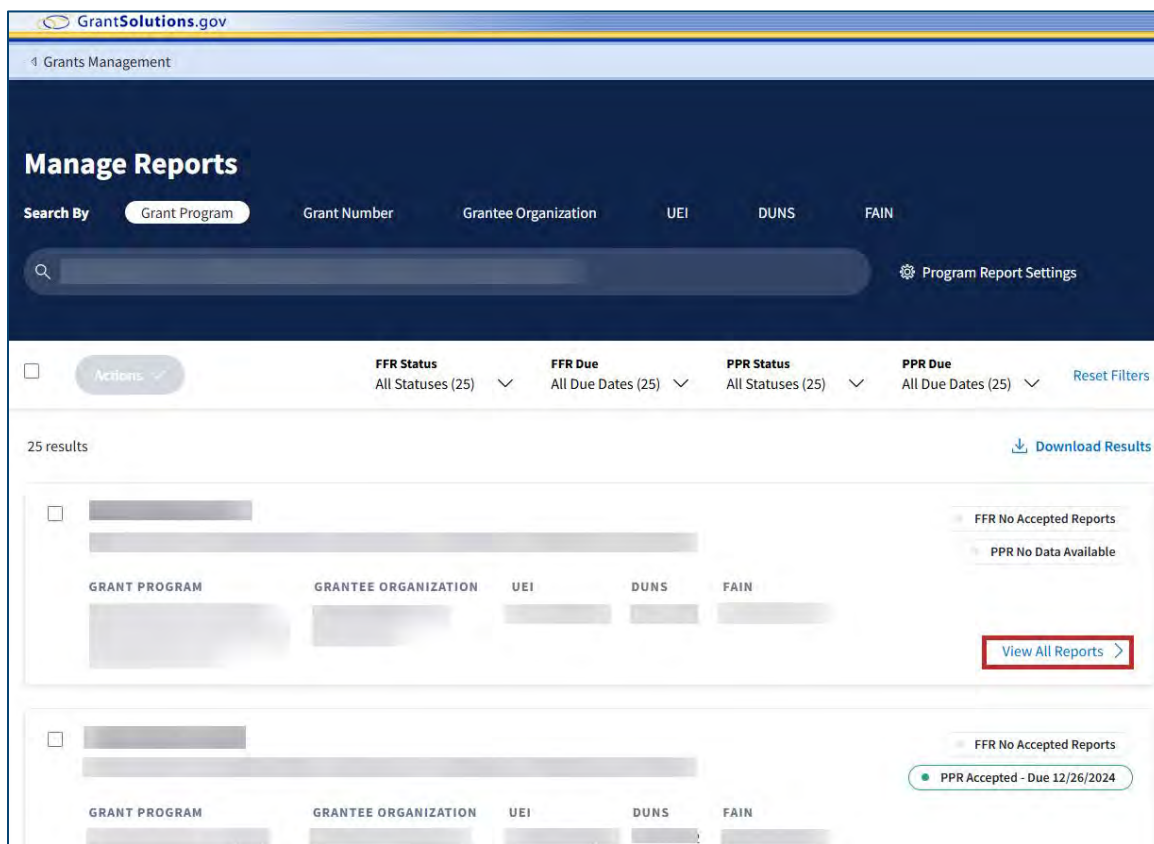


Figure 27: Manage Reports screen with the View All Report button

3. Locate the submitted report and click the **View Report** button.




Note: For details on searching for a Grant Project, see the [Search and Filter Options](#) section.

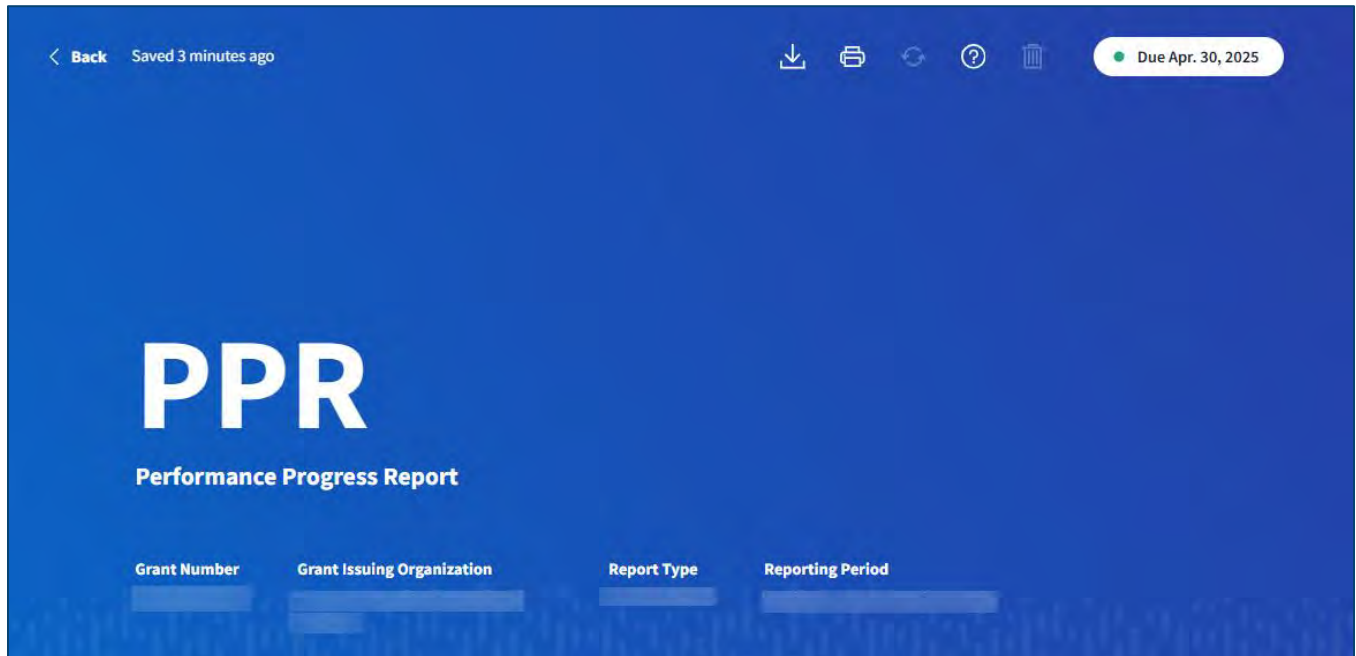
Current Reporting Period				
TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Semi-Annual PPR	03/12/2020 – Due in 29 days	01/01/2020 – 06/30/2020	Submitted	View Report

Figure 28: Manage Reports screen with the View Report button

The “Performance Progress Report” screen appears, and the report status is *Submitted*. The PPR is divided into several easy to use sections that are combined into a standard format when downloaded or printed. The top of the screen contains information about the form, Grant Project, and actions.

The PPR header line and the footer (Return and Accept button) are always visible when scrolling through the PPR. This header line includes the following:

- **Back button:** Click to return to “Manage Reports”
- **Saved status:** Last saved time (i.e., 3 minutes ago, 7 days ago, etc.)
- **Tool-bar:**
 - a.  Download a zip file with the PDF version of the PPR with and any attachments
 - b.  Printer-friendly version of the report
 - c.  Opens the “Performance Progress Report Instructions” page containing PPR instructions
- **Due Date:** The date the report is due to the Federal agency



< Back Saved 3 minutes ago

Download Print Refresh Help Delete

Due Apr. 30, 2025

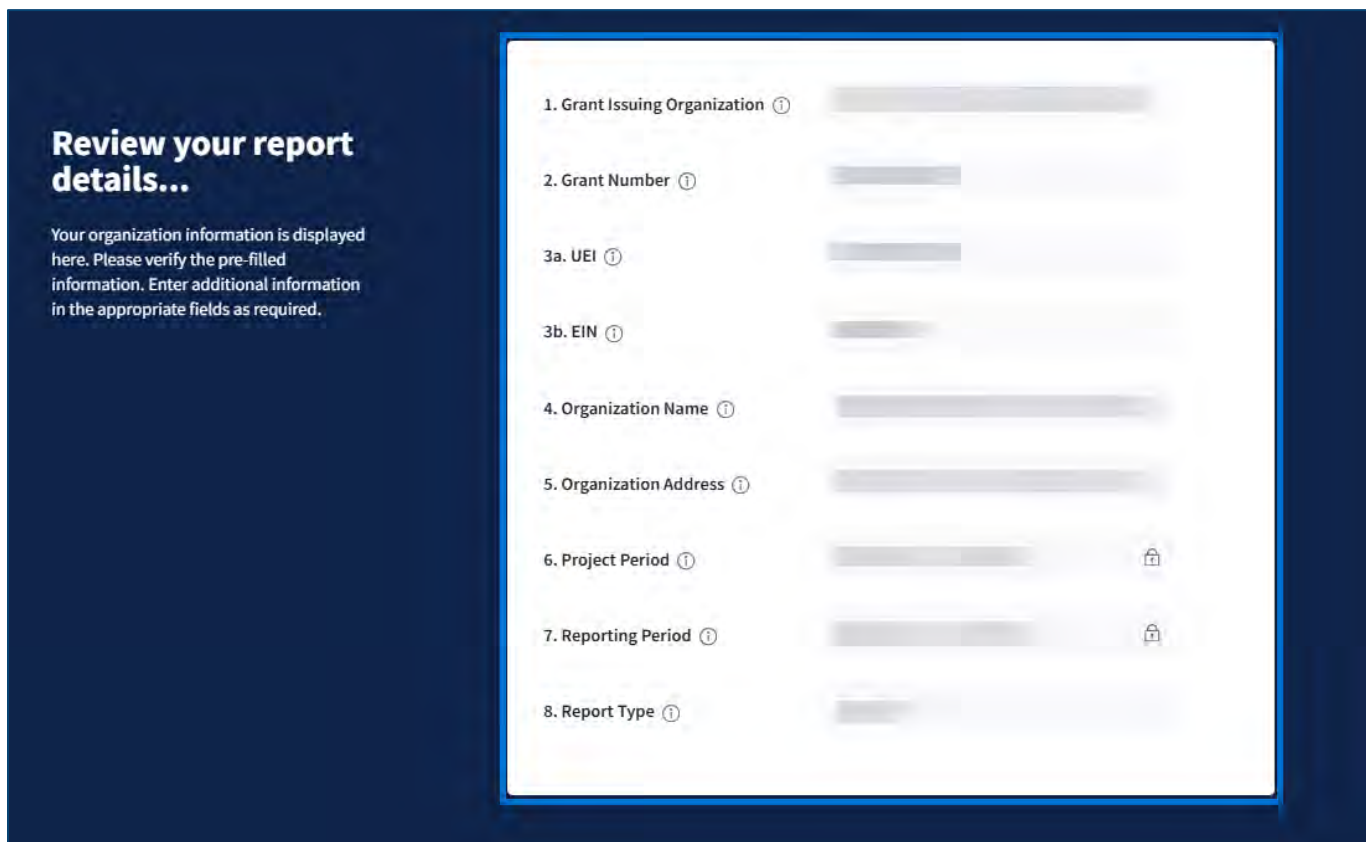
PPR

Performance Progress Report

Grant Number Grant Issuing Organization Report Type Reporting Period

Figure 29: Performance Progress Report screen

4. On the “Performance Progress Report” screen, review all information in the *Review Your Report Details* section.



Review your report details...

Your organization information is displayed here. Please verify the pre-filled information. Enter additional information in the appropriate fields as required.

1. Grant Issuing Organization ⓘ
2. Grant Number ⓘ
- 3a. UEI ⓘ
- 3b. EIN ⓘ
4. Organization Name ⓘ
5. Organization Address ⓘ
6. Project Period ⓘ 🔒
7. Reporting Period ⓘ 🔒
8. Report Type ⓘ

Figure 30: Performance Progress Report screen with Review Your Report Details section

5. Scroll to review the performance narrative and attachments submitted by the Grant Recipient in the *Report on Your Performance* section. Click the **Actions List icon (three vertical dots)** and select **View Original File** to view the contents of any attachments.

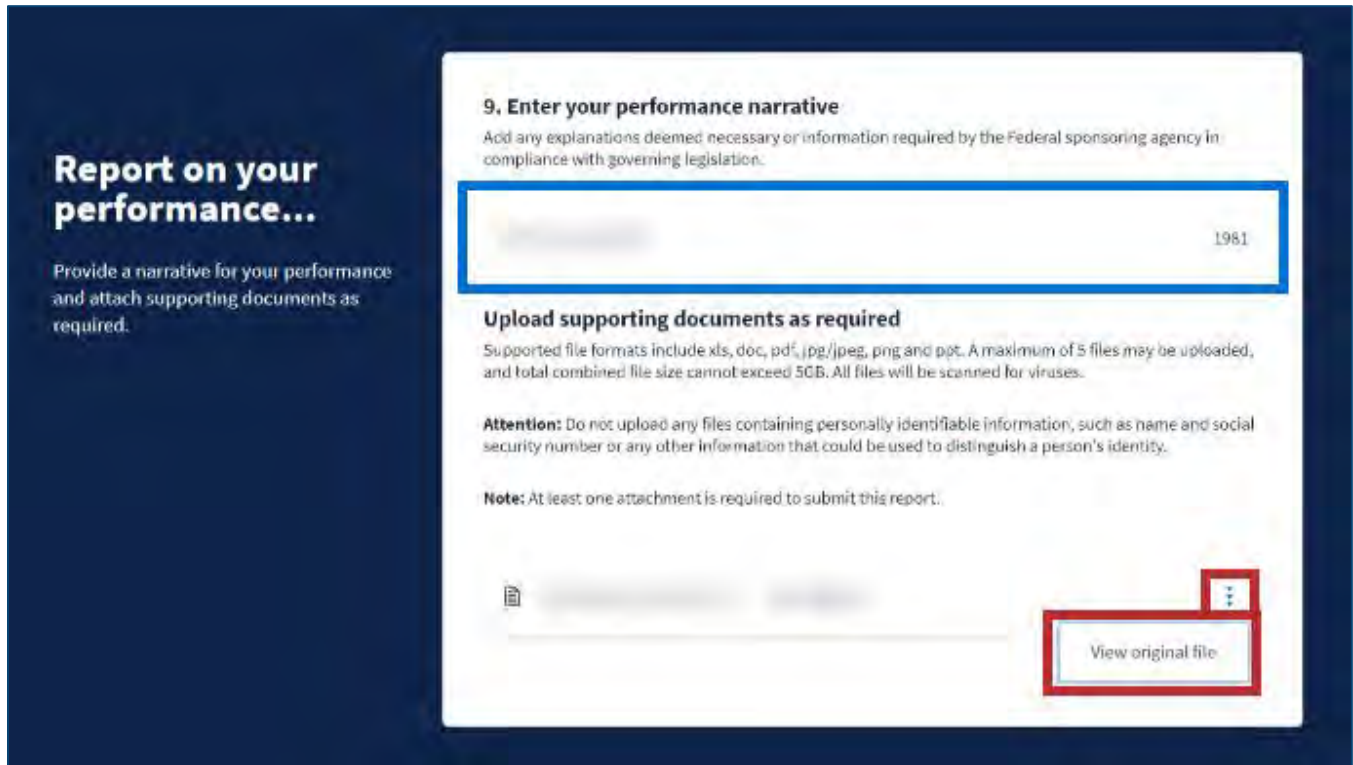
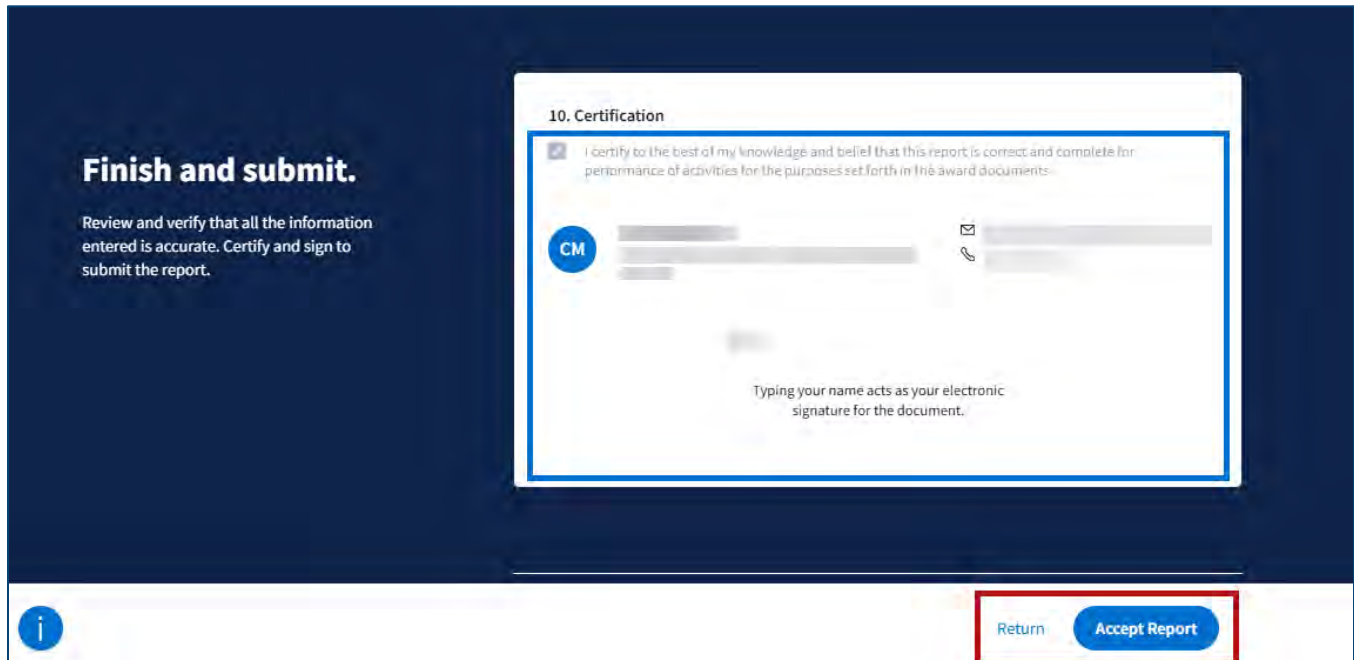


Figure 31: Performance Progress Report screen with a performance narrative line and ellipsis button option

6. Scroll to review the certification and signature submitted by the Grant Recipient in the *Finish and Submit* section. Click the **Accept Report** button to accept the PPR. If an issue is present, click the **Return** button to send the PPR back to the Grant Recipient for review.

Note: A report can be returned to the Grant Recipient by the Grantor even after it is accepted.



Finish and submit.

Review and verify that all the information entered is accurate. Certify and sign to submit the report.

10. Certification

☒ I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in this award documents.

CM [Signature Line] [Email Icon] [Phone Icon]

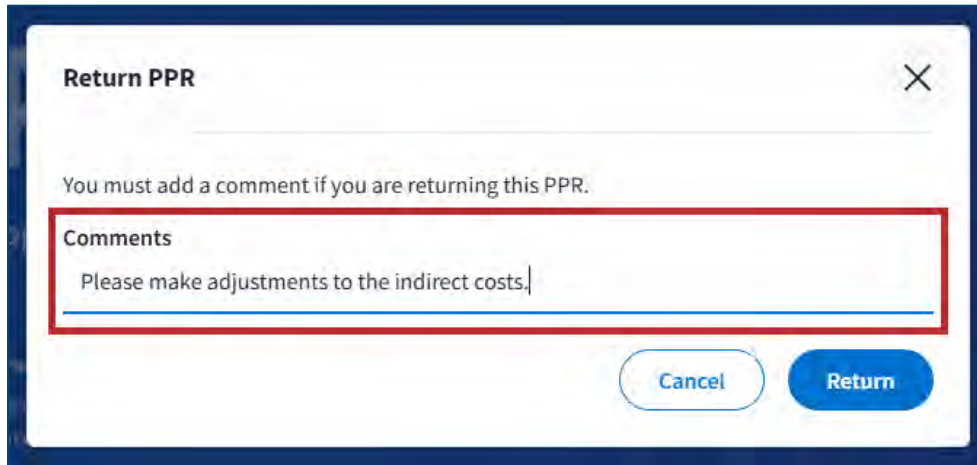
Typing your name acts as your electronic signature for the document.

Return **Accept Report**

Figure 32: Performance Progress Report screen with Certification line, Accept Report button, and Return button

RETURN A REPORT

After clicking the *Return* button to return the PPR to the Grant Recipient, the “Return PPR” window appears. Enter a **comment** in the *Comments* field (required) and then click the **Return** button.



The image shows a modal window titled "Return PPR" with a close button (X) in the top right corner. Below the title, a message states: "You must add a comment if you are returning this PPR." Below this message is a text input field labeled "Comments" containing the text "Please make adjustments to the indirect costs." The field is highlighted with a red border. At the bottom of the window are two buttons: "Cancel" and "Return".

Figure 33: Return PPR window with comments field

The “Manage Reports” screen reappears, and the Grant Recipient can make edits. The returned version of the report is available as a PDF by clicking the report **Status** button and viewing the workflow history.



The image shows a table titled "Current Reporting Period" with columns: TYPE, DUE DATE, REPORTING PERIOD, and STATUS. A red arrow points to the "Returned" button in the STATUS column for the first row.

TYPE	DUE DATE	REPORTING PERIOD	STATUS
Semi-Annual PPR	08/14/2019 - in 11 days	04/01/2019 - 08/31/2019	Returned

Figure 34: Manage Reports with Returned Status button

The Grant Recipient receives an email notification when a report is returned.

Recipients can click the **Edit Report** button to edit the report.

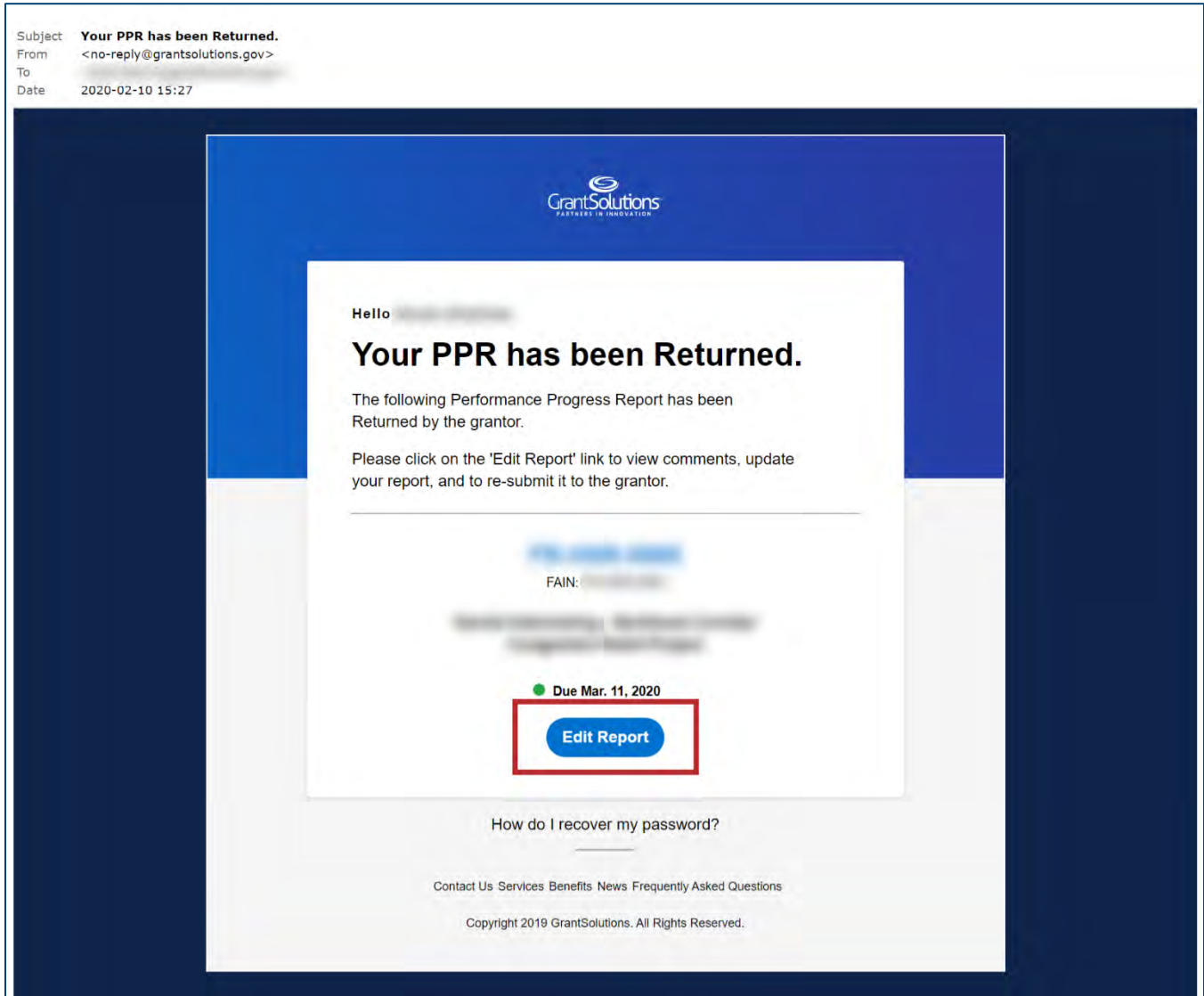
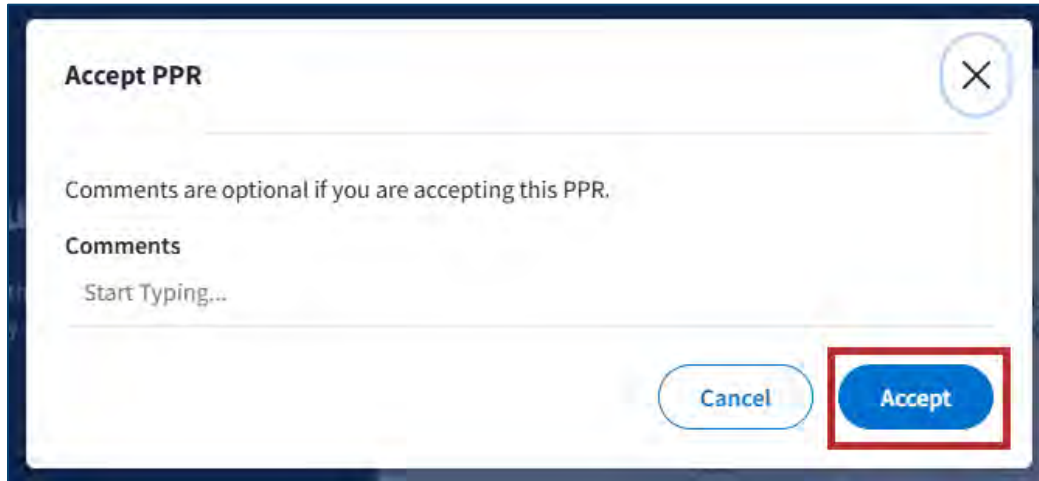


Figure 35: Return notification email with the Edit Report button

ACCEPT A REPORT

After clicking the *Accept Report* button, the “Accept PPR” window appears. If desired, enter an optional comment in the *Comments* field and click the *Accept* button.



The image shows a modal window titled "Accept PPR" with a close button (X) in the top right corner. Below the title, there is a text input field. A message states: "Comments are optional if you are accepting this PPR." Below this is a section labeled "Comments" with a text input field containing the placeholder "Start Typing...". At the bottom right of the window, there are two buttons: "Cancel" and "Accept". The "Accept" button is highlighted with a red rectangular border.

Figure 36: Accept PPR window with the Accept button

The “Manage Reports” screen appears, and the process is complete.

Current Reporting Period				
TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Quarterly PPR	03/04/2025 - Due in 20 days	01/01/2025 - 03/31/2025	Accepted	View Report

Figure 37: Manage Reports screen with the Current Reporting Period

Note: A report can be returned to the Grant Recipient by the Grantor even after it is accepted.

The Grant Recipient receives an email notification when a report is approved.

Recipients can click the **View Report** button to open the report.

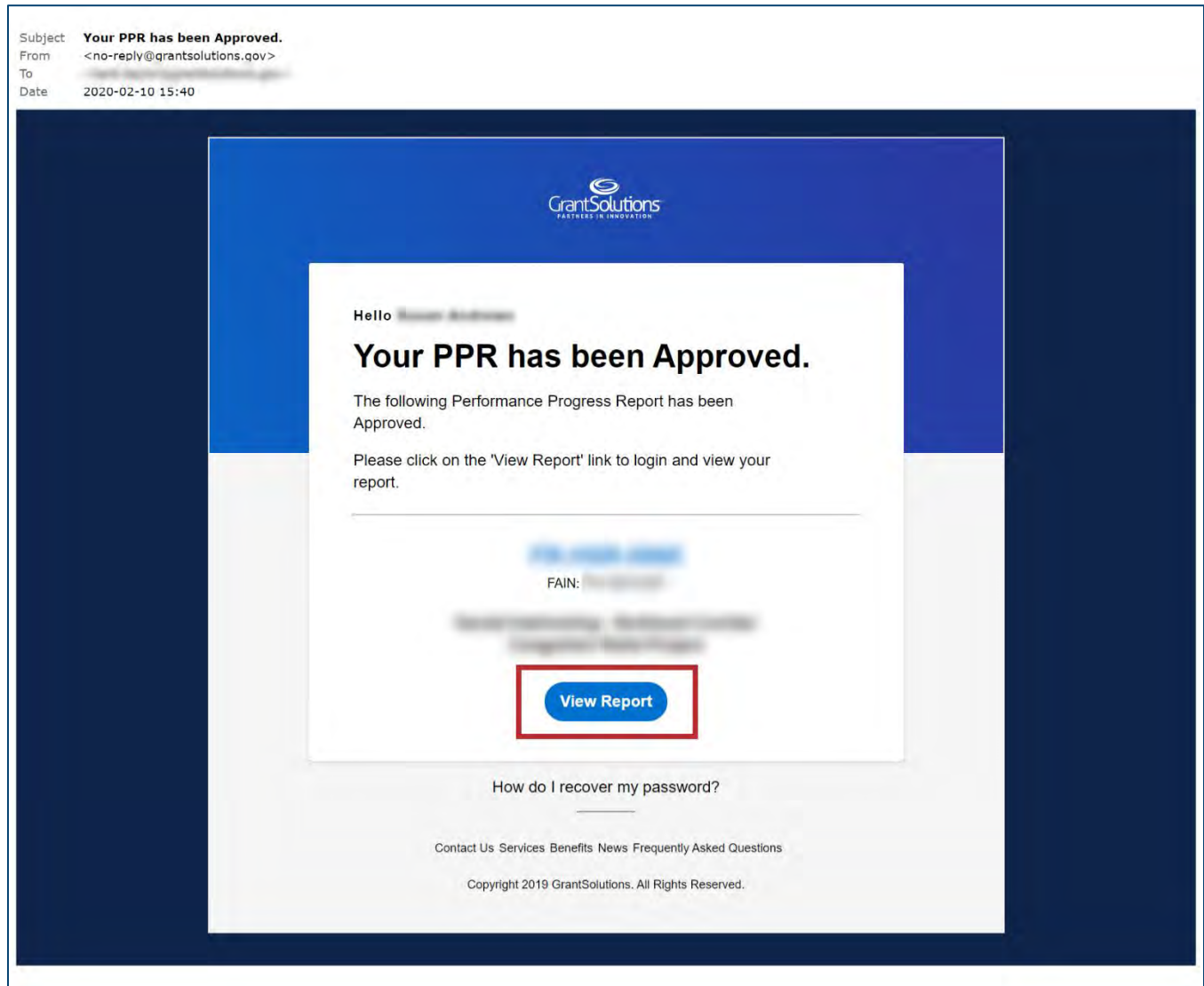


Figure 38: Approval notification email with the View Report button