



GrantSolutions

PERFORMANCE PROGRESS REPORT (PPR)

SETUP GUIDE FOR GRANTORS

Table of Contents

OVERVIEW	1
ROLES AND ACTIONS	1
SETUP PPR SCHEDULES FOR A GRANT PROGRAM	2
PPR SETTINGS	9
REPORTING CYCLE	10
SUBMISSION - DUE DATE	13
FINAL PPR REQUIRED	14
REPORT RETURNED - RESUBMISSION DUE DATE	14
SETUP PPR SCHEDULES FOR SELECTED GRANT PROJECTS	17

OVERVIEW

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

PPR reporting cycles are scheduled by Program staff for a Grant Program and can be updated:

- During the award process
- After a grant is issued

The PPR has seven configuration settings, at both the Grant Program and the Grant Project levels. Once a setting is selected, it can be updated as needed. However, changes only impact PPRs that are not started. Reports in progress do not update with new settings except for new Due Dates.

ROLES AND ACTIONS

Grantors with the following roles can create, edit, and view the PPR settings configuration:

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

SETUP PPR SCHEDULES FOR A GRANT PROGRAM

To setup a reporting cycle schedule for all Grant Projects within a Program, follow the below steps:

1. Log into GrantSolutions (www.grantsolutions.gov) and launch the Grants Management Services (GMM).
2. The “Grants List” screen appears. From the menu bar, select the **Grants Management** drop-down.

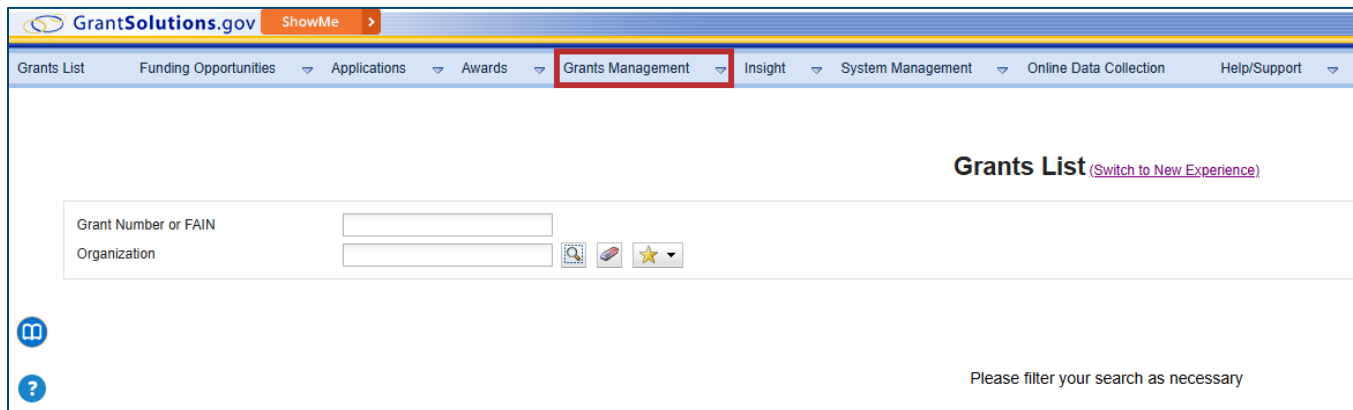


Figure 1: Grants List screen with Grants Management drop-down

3. Click the **Manage Reports** option.

Note: Use the Manage Reports option to access both FFRs and PPRs.

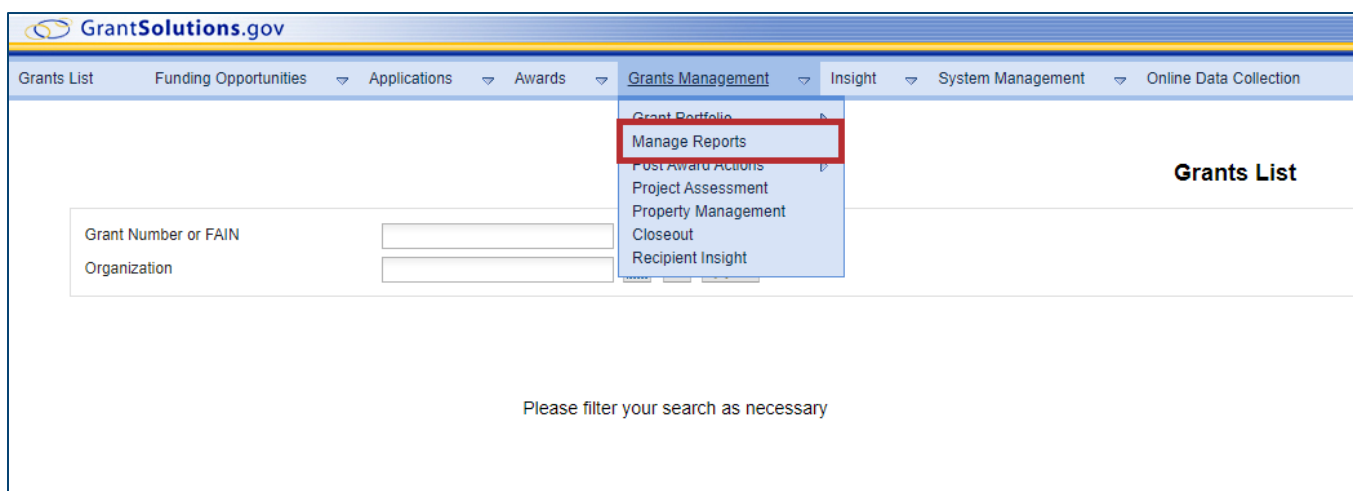


Figure 2: Grants List screen with Manage Reports option

4. The “Manage Reports” screen appears. Users can search for Grant Projects by *Grant Program*, *Grant Number*, *Grantee Organization*, *UEI*, or *FAIN*. Select **Grant Program** in the *Search By* line.

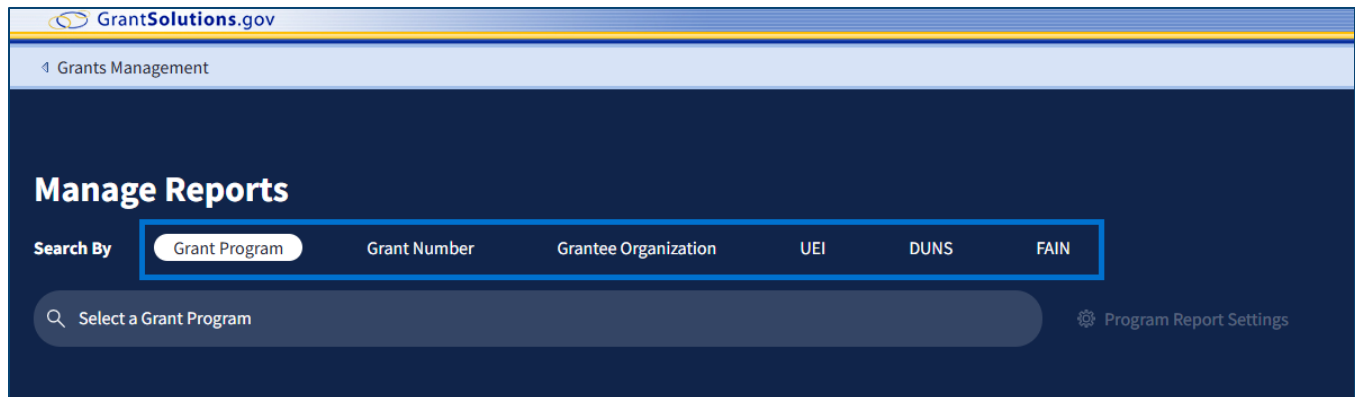


Figure 3: Manage Reports screen with search by options

5. In the search field, enter the Grant Program name. After entering two letters, a list of Grant Programs appears for selection. Select a Grant Program, and if needed, press enter from the keyboard to activate the search.

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

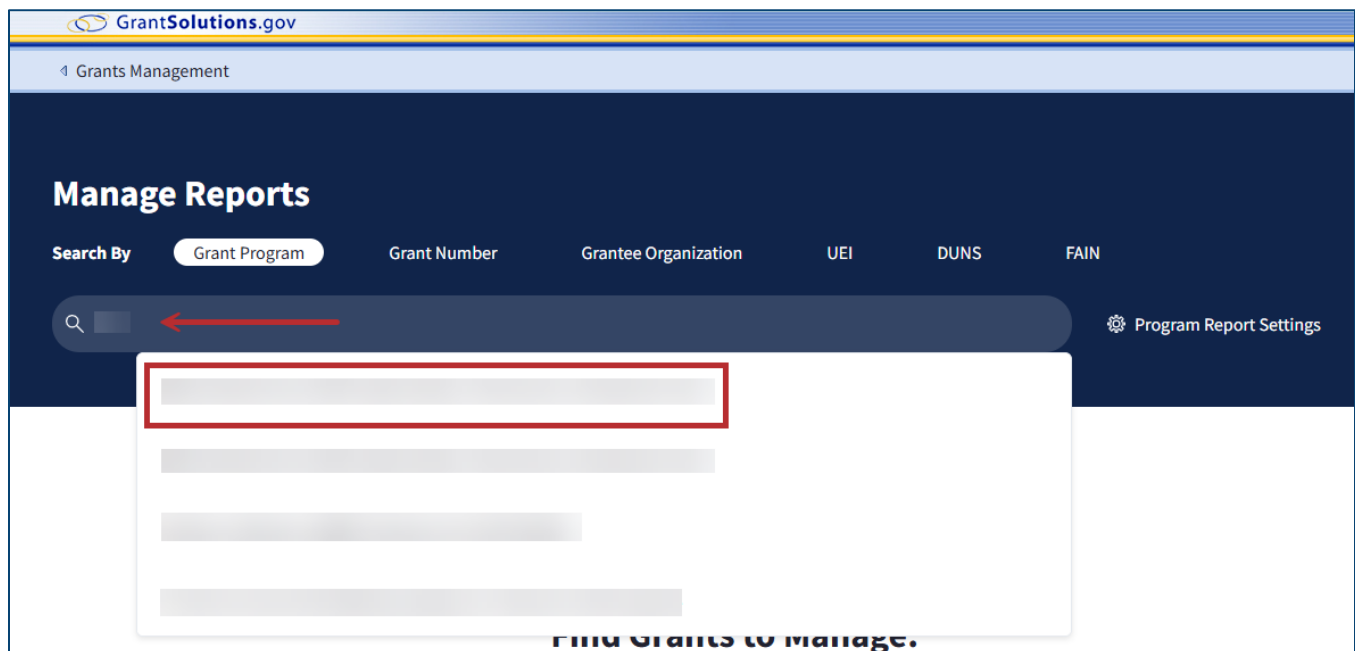
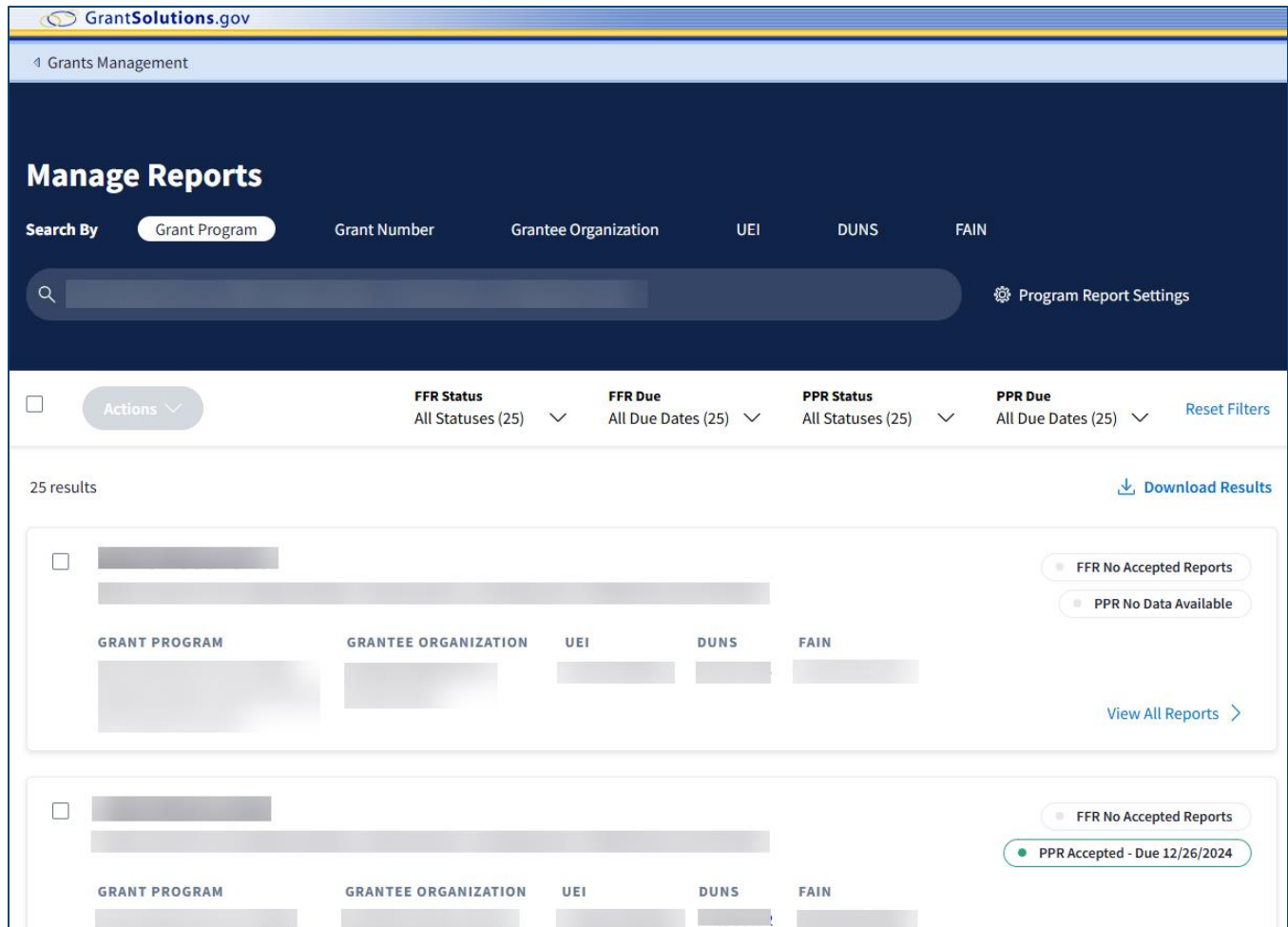


Figure 4: Manage Reports screen with search section

6. The “Manage Reports” screen displays a results table of Grant Projects in list format.



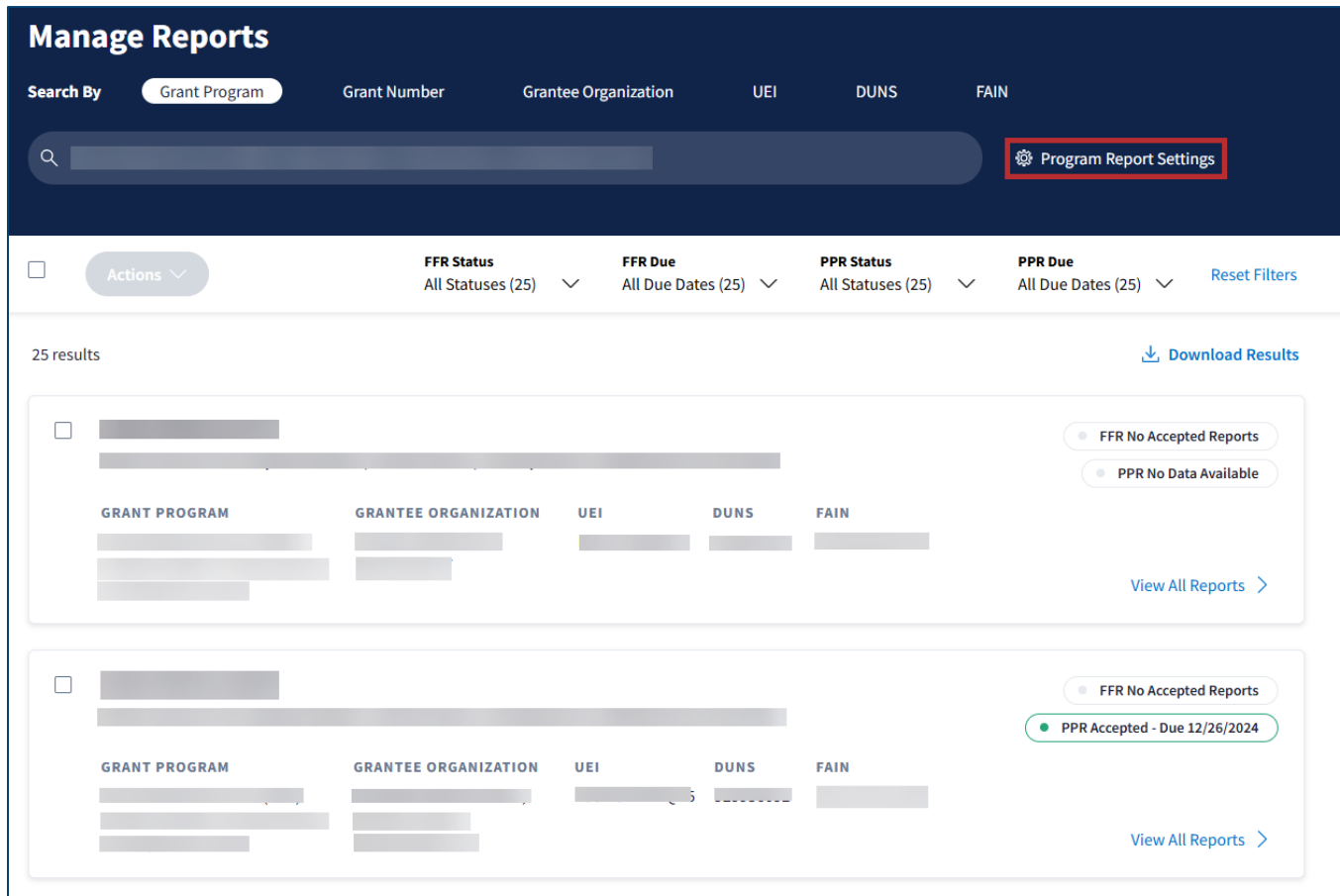
The screenshot shows the "Manage Reports" interface. At the top, there's a header with the GrantSolutions.gov logo and a breadcrumb "1 Grants Management". Below this is a dark blue section titled "Manage Reports" with a "Search By" dropdown set to "Grant Program". Other search criteria like "Grant Number", "Grantee Organization", "UEI", "DUNS", and "FAIN" are listed. A search bar and a "Program Report Settings" link are also present.

Below the search bar, there's a table of results. The table has 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)). A "Reset Filters" link is also available.

Below the table, there's a "Download Results" link. The first row of the table 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 also present.

Figure 5: Manage Reports screen with results table

7. To the right of the search box, click the **Program Report Settings** button.



The screenshot shows the 'Manage Reports' interface. At the top, there's a dark blue header with the title 'Manage Reports'. Below it, a 'Search By' section includes tabs for 'Grant Program', 'Grant Number', 'Grantee Organization', 'UEI', 'DUNS', and 'FAIN'. A search bar is present, and to its right, the 'Program Report Settings' button is highlighted with a red rectangular box. Below the header, there's a filter section with dropdowns 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 main area shows '25 results' and a 'Download Results' link. Two report entries are visible, each with a checkbox, a title bar, a table of columns (GRANT PROGRAM, GRANTEE ORGANIZATION, UEI, DUNS, FAIN), and status indicators. The first entry has 'FFR No Accepted Reports' and 'PPR No Data Available'. The second entry has 'FFR No Accepted Reports' and 'PPR Accepted - Due 12/26/2024'. Both entries have a 'View All Reports' link.

Figure 6: Manage Reports screen with Program Report Settings button

8. The “Report Settings” screen appears. The Grant Program Name and the number of Grants are visible towards the top of the screen.

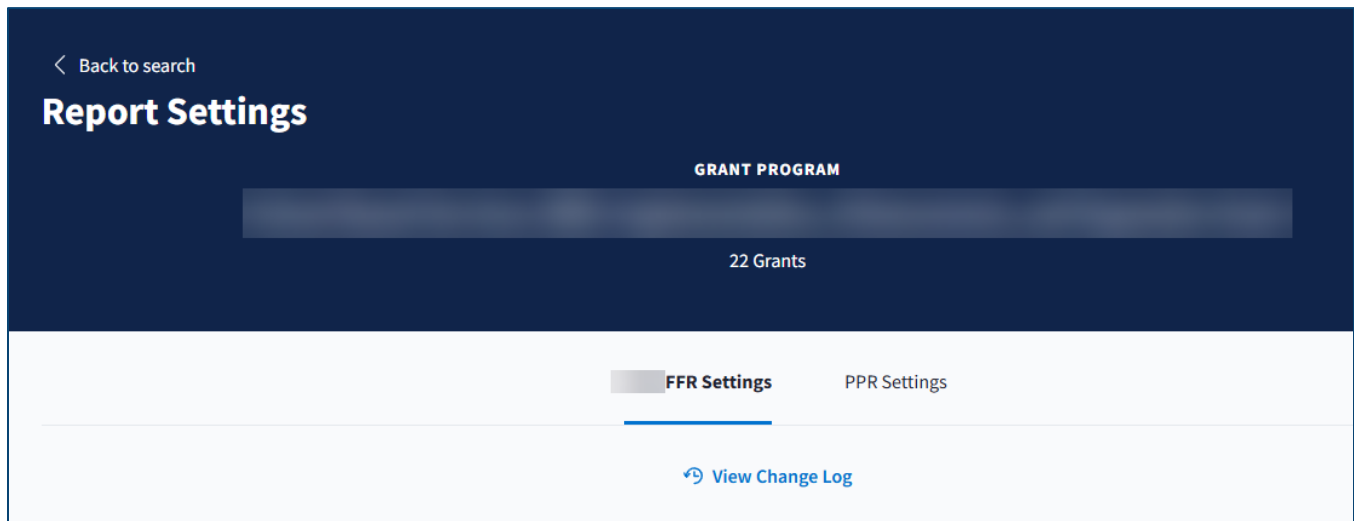


Figure 7: Report Settings screen with Grant Program Name and number of Grants

9. From the **FFR Settings** tab, click the **PPR Settings** tab to access *PPR Settings*.

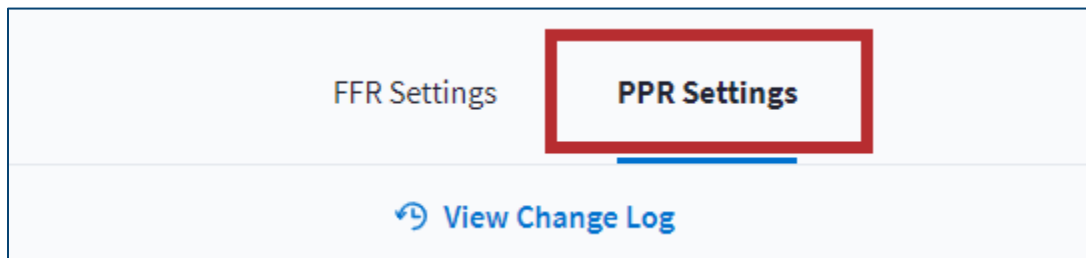


Figure 8: Report Settings screen with PPR Settings tab

10. Click **View Change Log** to review any updates to PPRs settings.

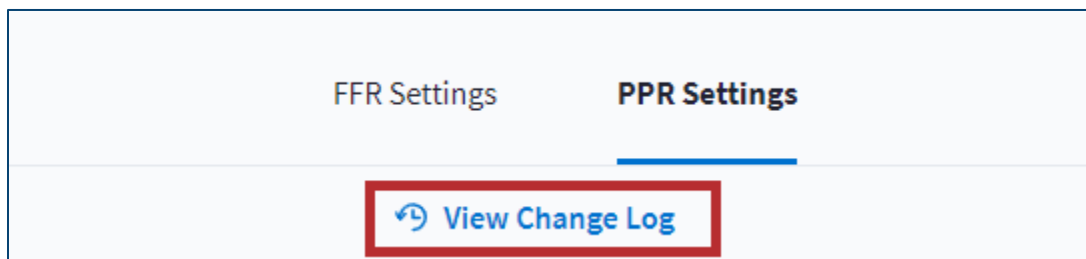


Figure 9: Report Settings screen with View Change Log button

Review the updates, including the person that made the change, the date and time, and the altered settings.

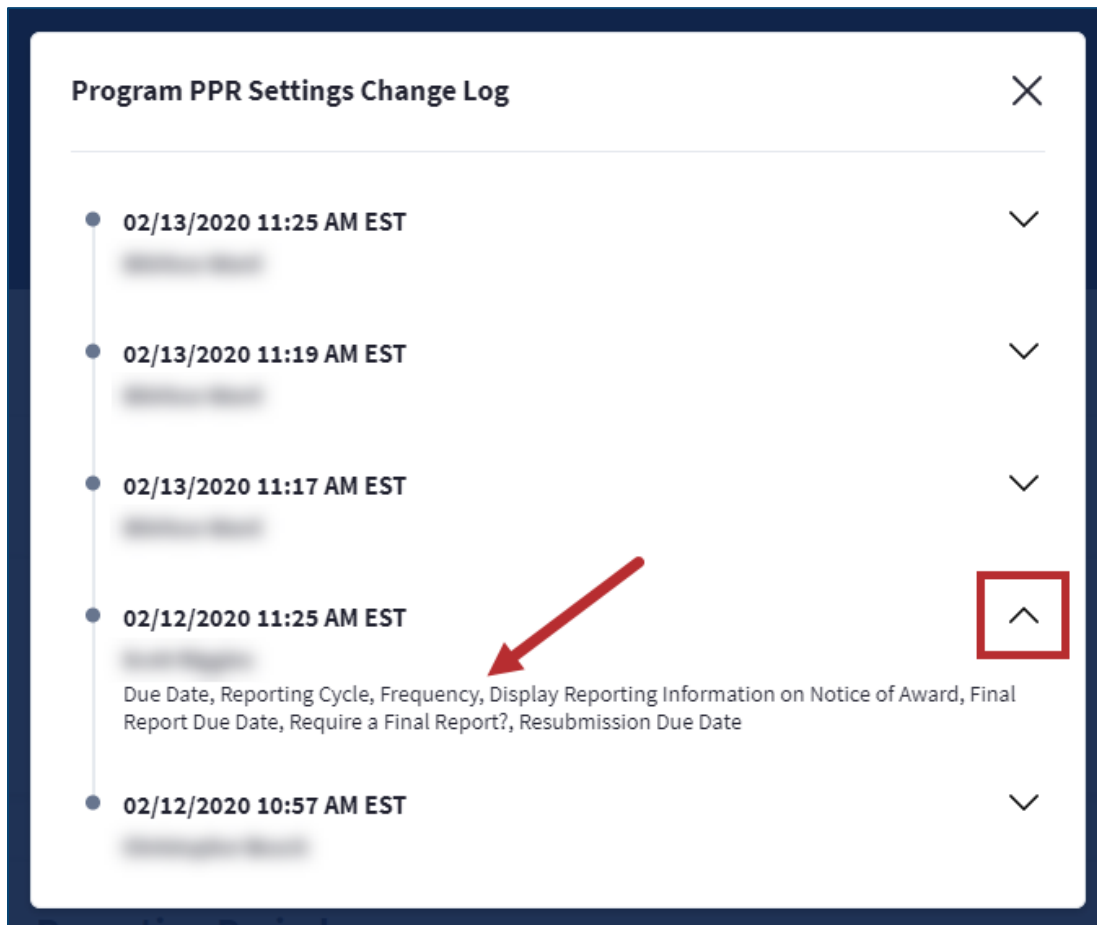


Figure 10: Program PPR Settings Change Log screen

The “Report Settings” footer is always visible on the screen and contains the following:

- Informational text that the screen is used to modify the PPR report settings for all future reporting periods for all Grants in the Grant Program
- *Cancel* button that returns the user to the “Manage Reports” screen when clicked
- *Save* button with the number of changes made

Report Settings

GRANT PROGRAM

22 Grants

FFR Settings

PPR Settings

View Change Log

Award

Display Reporting Information on Notice of Award ⓘ

Reporting Period

Reporting Cycle ⓘ

Fiscal Year

Frequency ⓘ

Semi-Annually

Report Effective Date ⓘ

Reports Start as Effective of ⓘ

02/20/2025

Modify the PPR report settings for all future reporting periods for 22 Grants

Cancel

Save 1 Change

Figure 11: Report Settings screen with page footer

PPR SETTINGS

DISPLAY REPORTING INFORMATION ON NOTICE OF AWARD

11. In the *Award* section, click the **Display Reporting Information on Notice of Award** button to indicate Yes.

Note: If the toggle button is not selected, reporting information will not appear on the Notice of Award (NOA).

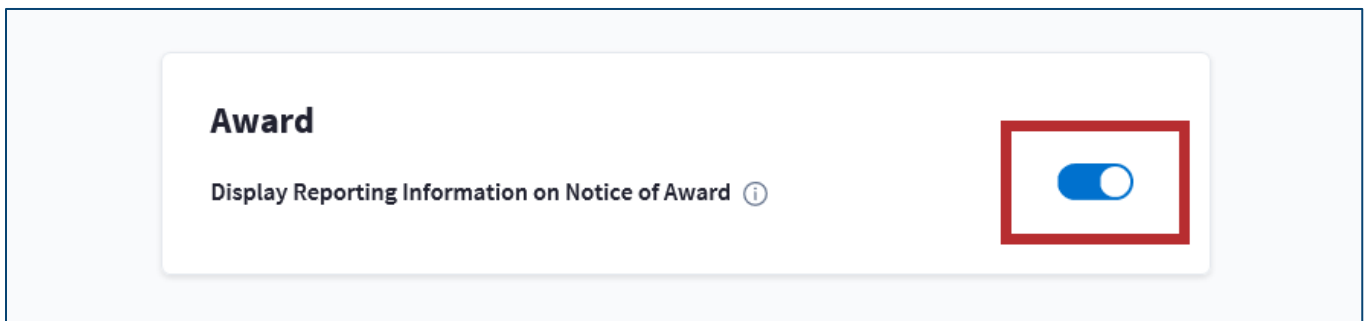


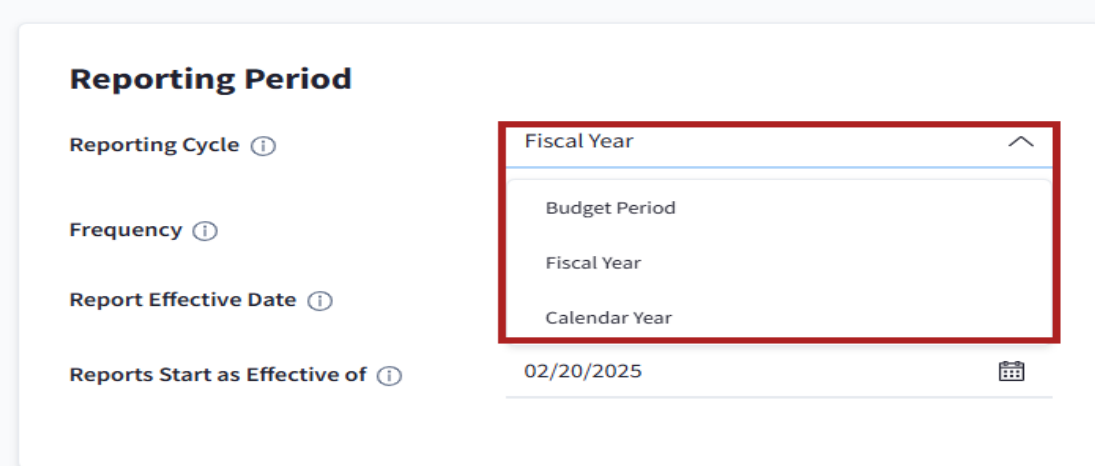
Figure 12: Report Settings screen with Award section

REPORTING CYCLE

After configuring PPR settings for a Grant Project, Grant Recipients can submit reports based on the *Frequency* and *Reporting Cycle*.

12. Select a **Reporting Cycle** from a field of three choices:

- Budget Period
- Fiscal Year
- Calendar Year



Reporting Period

Reporting Cycle ⓘ

Frequency ⓘ

Report Effective Date ⓘ

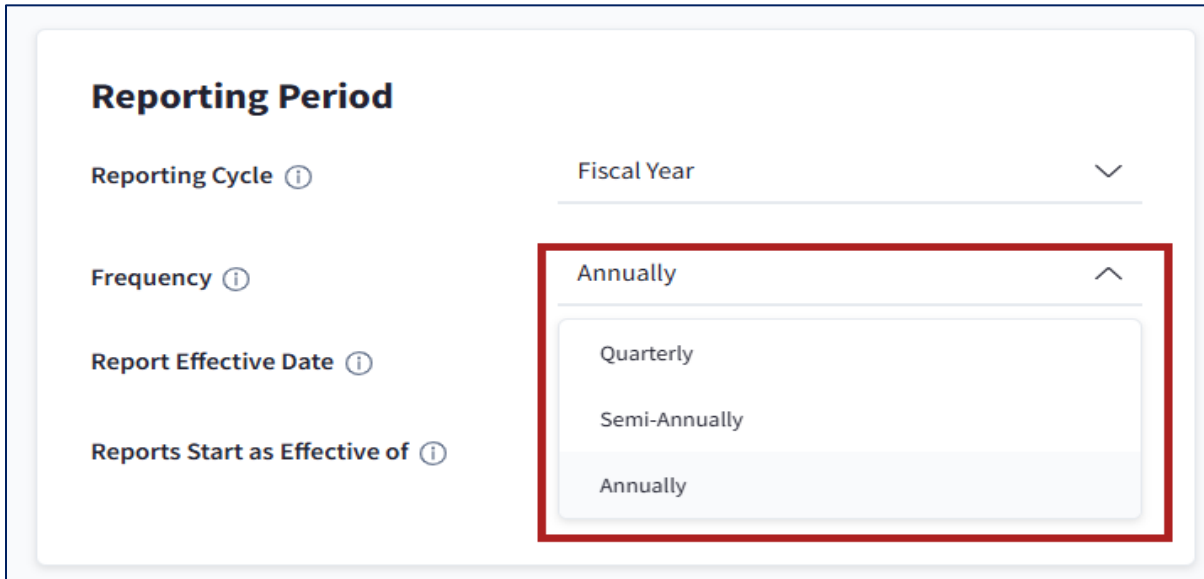
Reports Start as Effective of ⓘ

02/20/2025

Figure 13: PPR Settings with Reporting Period Reporting Cycle

13. Next, select a **Frequency**:

- Quarterly
- Semi-Annually
- Annually



Reporting Period

Reporting Cycle ⓘ Fiscal Year ▼

Frequency ⓘ Annually ▲

Report Effective Date ⓘ

Reports Start as Effective of ⓘ

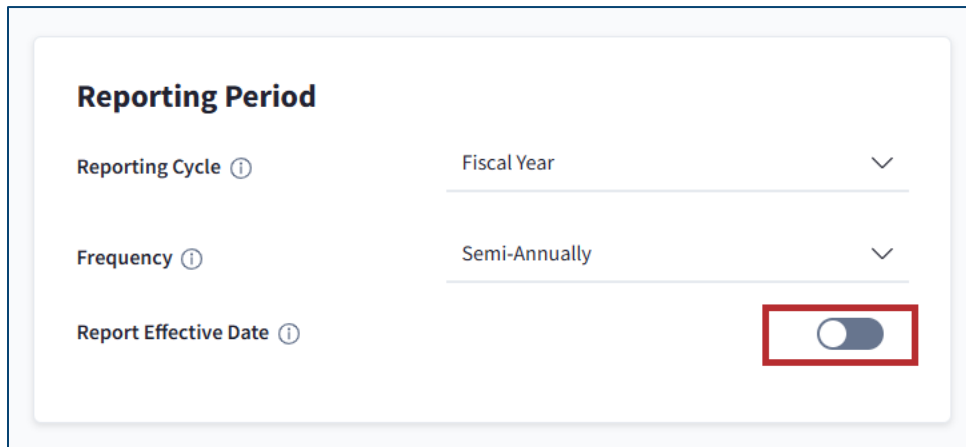
Quarterly

Semi-Annually

Annually

Figure 14: PPR Settings with Reporting Period Frequency

14. To enable *Report Effective Date*, click the **toggle** button.



Reporting Period

Reporting Cycle ⓘ Fiscal Year ▼

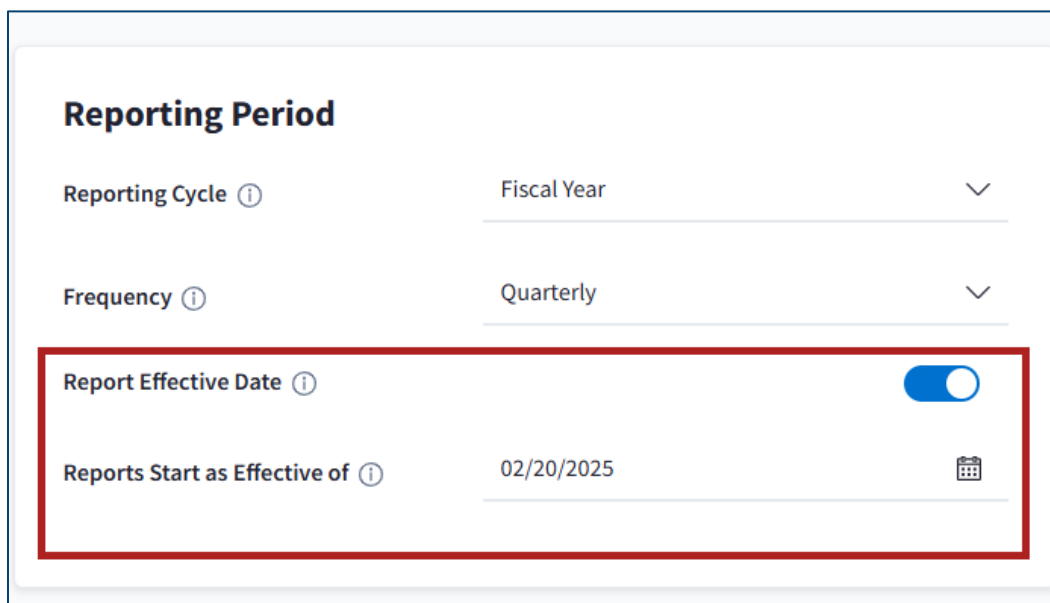
Frequency ⓘ Semi-Annually ▼

Report Effective Date ⓘ ☒

Figure 15: PPR Settings with Report Effective Date

15. A new *Reports Start as Effective of* field appears. Grantors can use this field to select a date for when reporting periods are available for Recipients to start PPRs. After selecting a date, all reporting periods prior to the selected date are disabled; the *Reports Start as Effective of* date can be set for the Grant Program and Grant Project.

Note: Once this date is set, reports that are before this date will have a status called *No Data Available*.



Reporting Period

Reporting Cycle ⓘ Fiscal Year ▼

Frequency ⓘ Quarterly ▼

Report Effective Date ⓘ ☒


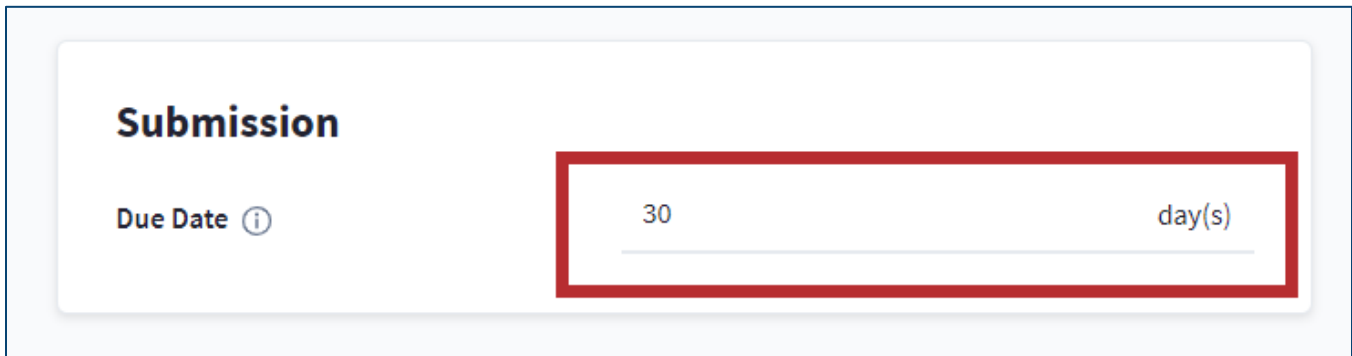
Reports Start as Effective of ⓘ 02/20/2025 

Figure 16: PPR Settings with Report Effective Date of

SUBMISSION - DUE DATE

16. In the *Submission* section, enter a **Due Date**.

Note: The value entered in this field indicates how many days the Grant Recipient has, following the Reporting Period End Date, to submit the PPR.



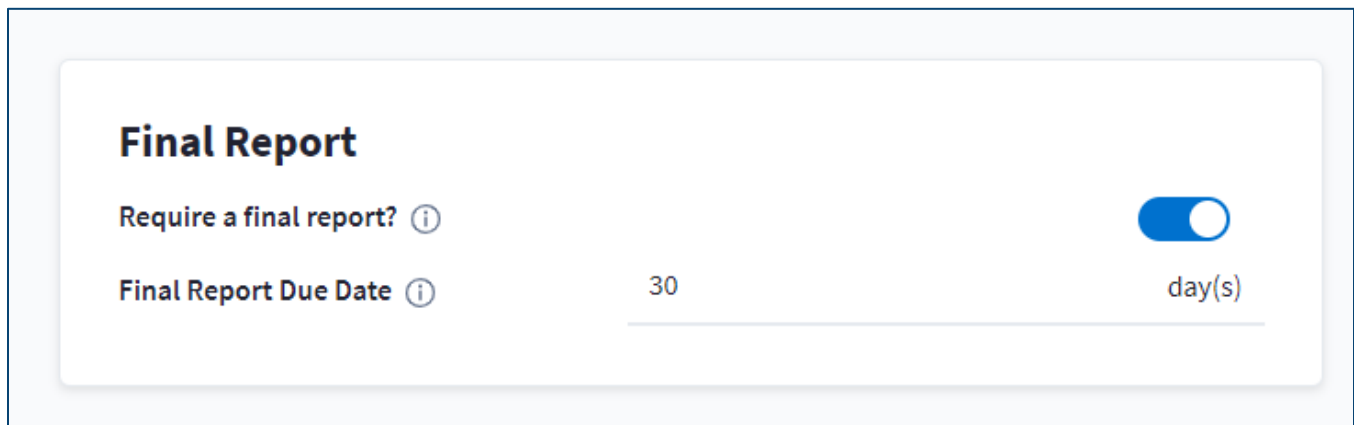
The screenshot shows a user interface for the 'Submission' section. The title 'Submission' is at the top left. Below it, the label 'Due Date' is followed by an information icon (i). To the right of this label is a text input field containing the number '30'. The unit 'day(s)' is displayed to the right of the input field. The entire input area is highlighted with a red rectangular border.

Figure 17: Submission with Due Date

FINAL PPR REQUIRED

Use the **Final Report** section to indicate whether a final PPR is required.

Note: When a final PPR is required, a Due Date is also required. The *Final Report Due Date* field allows users to indicate how many days after the Project Period End Date the Due Date occurs.



Final Report

Require a final report? ⓘ ☒

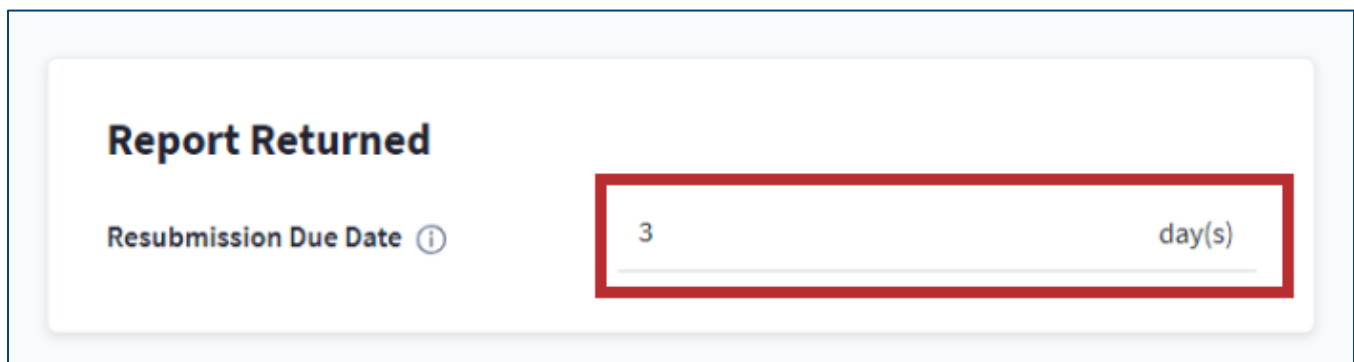
Final Report Due Date ⓘ 30 day(s)

Figure 18: PPR Settings with Final Report

REPORT RETURNED - RESUBMISSION DUE DATE

In the *Report Returned* section, the *Resubmission Due Date* is a required field.

Note: The value entered in this field indicates how many days the Grant Recipient has to resubmit after a report is sent back for rework.

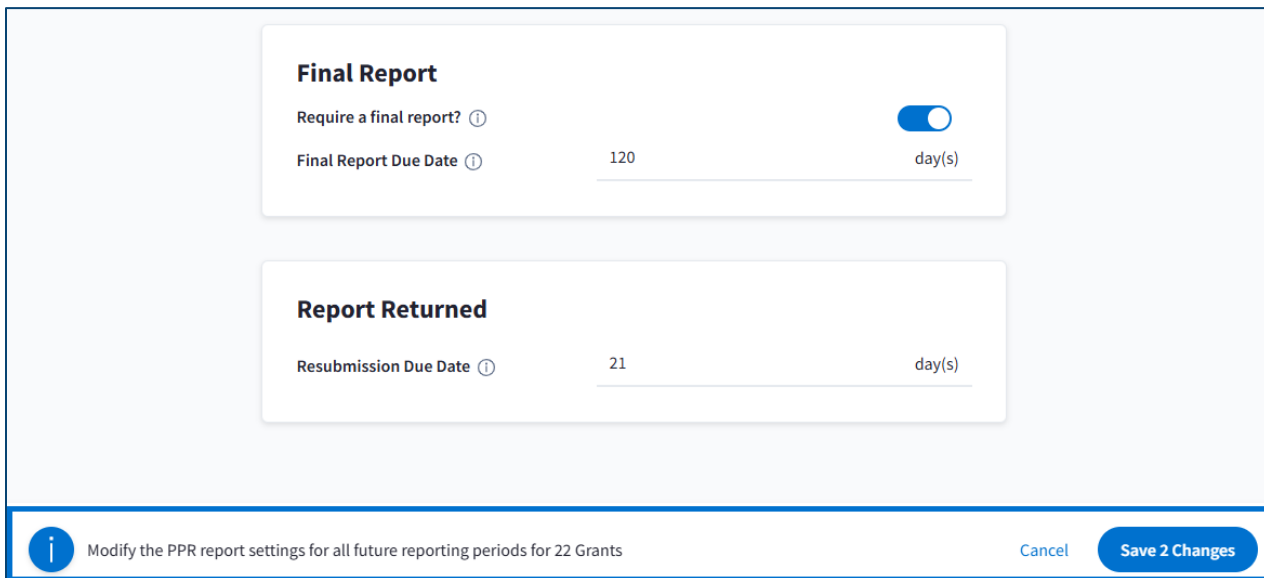


Report Returned

Resubmission Due Date ⓘ 3 day(s)

Figure 19: Report Returned with Resubmission Due Date field

17. When done updating the PPR Settings, view the page footer for the number of Grants impacted and the number of changes to save.

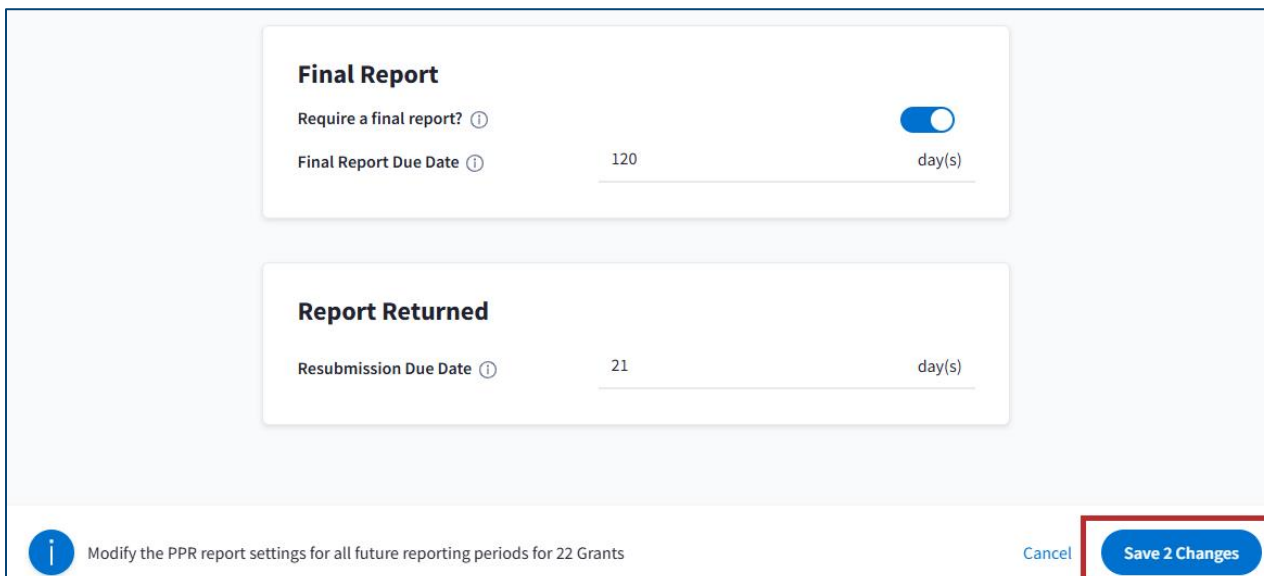


The screenshot shows the 'Report Settings' screen. It contains two main sections: 'Final Report' and 'Report Returned'. In the 'Final Report' section, 'Require a final report?' is toggled on, and 'Final Report Due Date' is set to 120 days. In the 'Report Returned' section, 'Resubmission Due Date' is set to 21 days. At the bottom, a blue footer bar contains an information icon, the text 'Modify the PPR report settings for all future reporting periods for 22 Grants', a 'Cancel' link, and a 'Save 2 Changes' button.

Figure 20: Report Settings screen with page footer

18. Click the **Save Changes** button.

Note: Any settings will apply to the Grant Program in its entirety.



This screenshot is identical to Figure 20, showing the 'Report Settings' screen. However, the 'Save 2 Changes' button in the footer bar is highlighted with a red rectangular box to indicate it should be clicked.

Figure 21: Report Settings screen with the Save Changes button

19. The “Save Settings” confirmation message appears. Click the **Save Changes** button to continue.

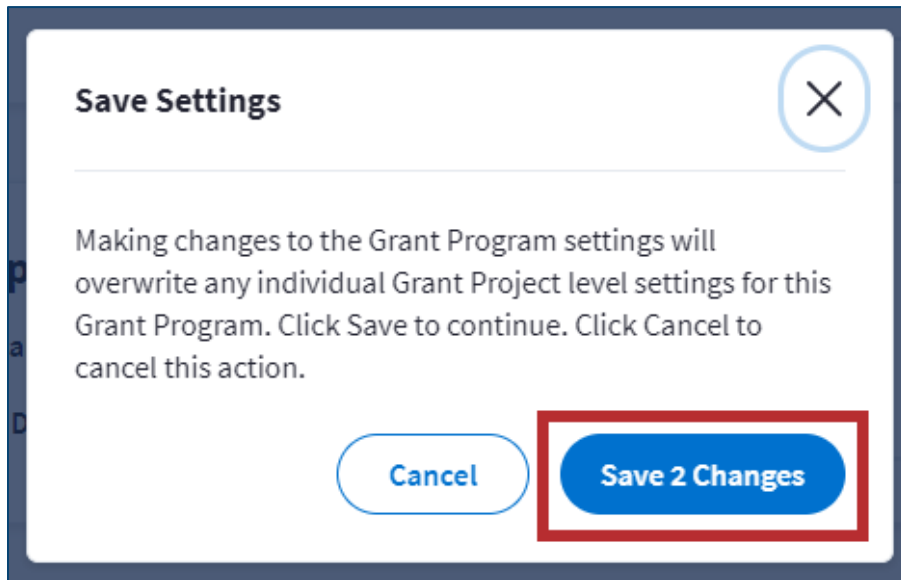


Figure 22: Save Settings confirmation message

20. The “Manage Reports” screen appears.

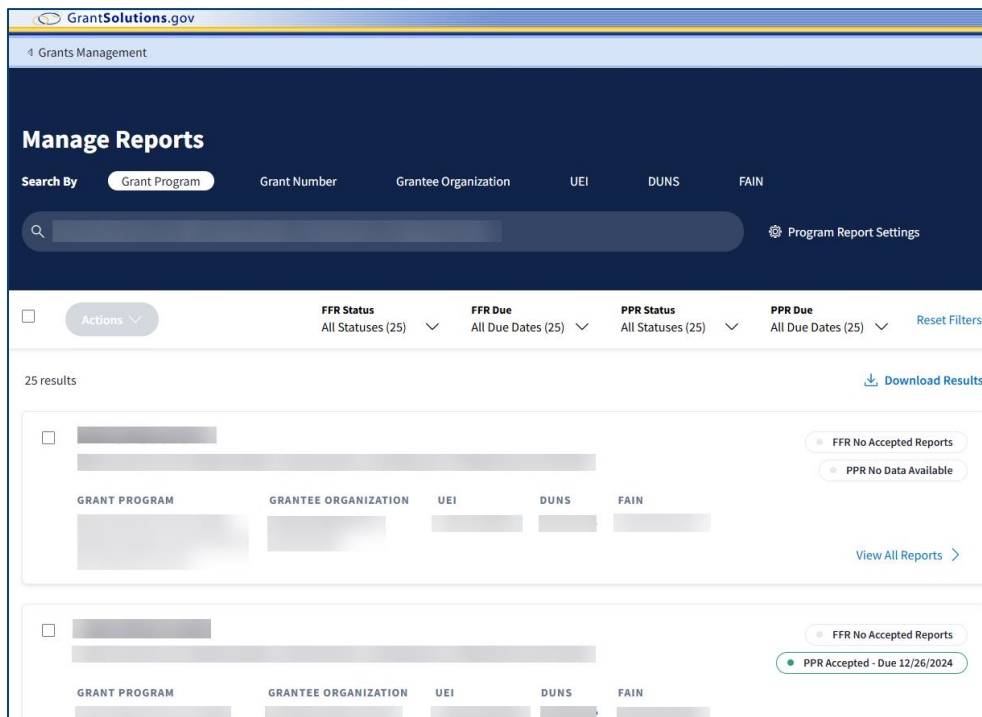


Figure 23: Manage Reports screen

SETUP PPR SCHEDULES FOR SELECTED GRANT PROJECTS

To establish a reporting cycle schedule for selected Grant Projects, follow the below steps:

1. Log into GrantSolutions (www.grantsolutions.gov) and launch the Grants Management Services (GMM).
2. The “Grants List” screen appears. From the menu bar, select the **Grants Management** drop-down.

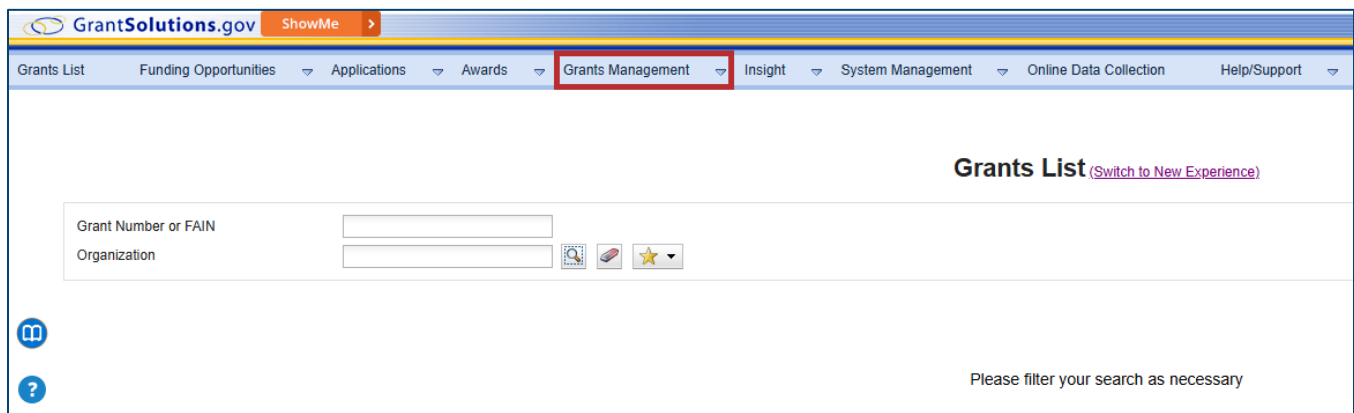


Figure 1: Grants List screen with Grants Management drop-down

3. Click the **Manage Reports** option.

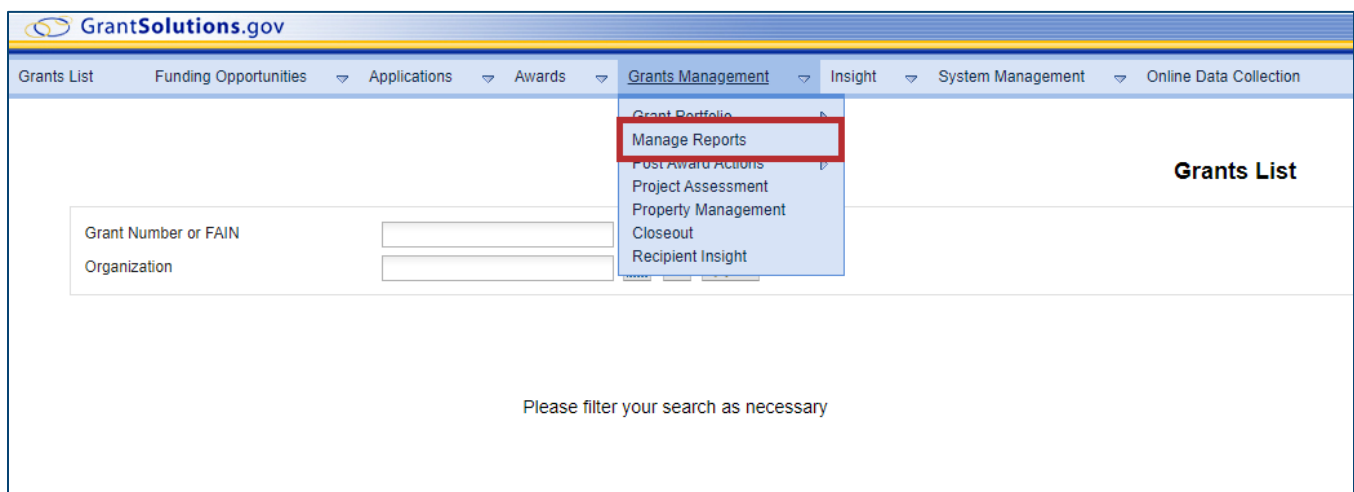
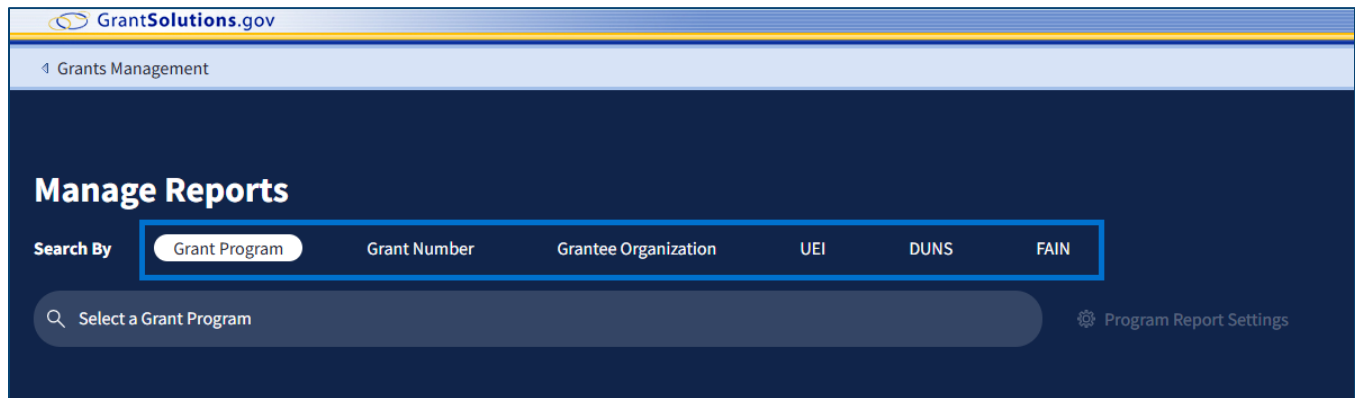


Figure 2: Grants List screen with Manage Reports option

- The “Manage Reports” screen appears. Users can search for Grant Projects by *Grant Program*, *Grant Number*, *Grantee Organization*, *UEI*, or *FAIN*. Select **Grant Program** in the *Search By* line.

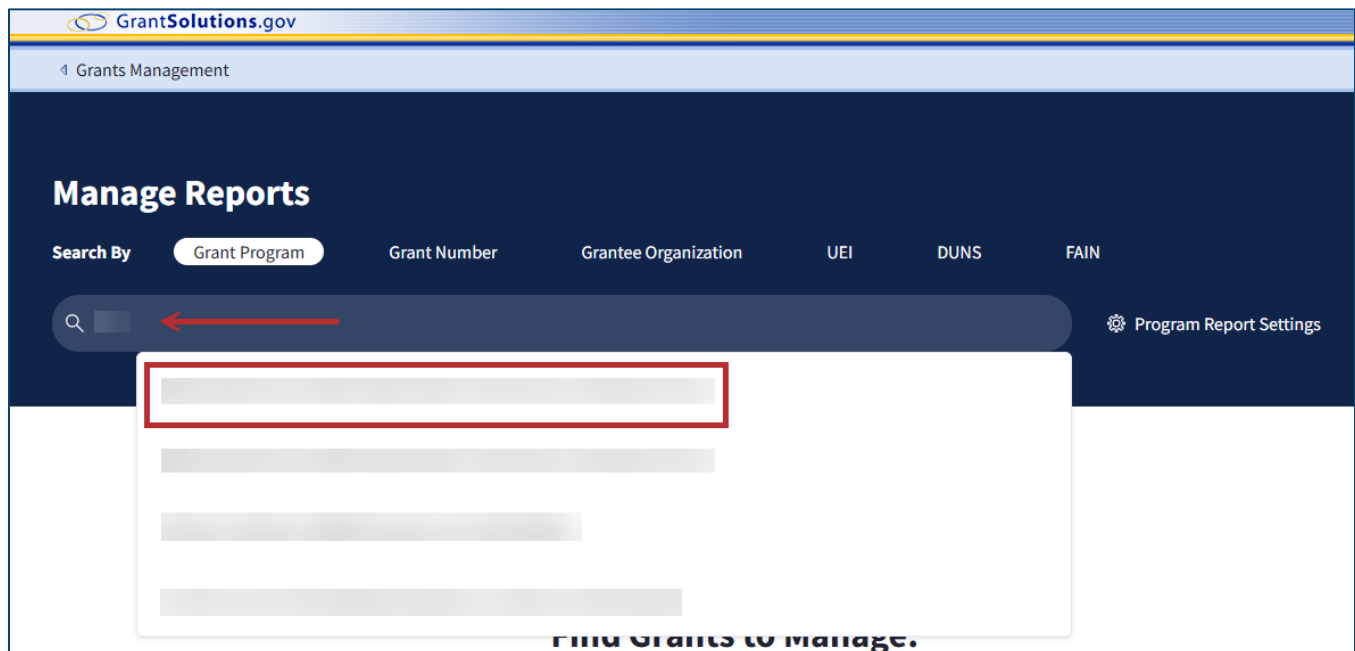


The screenshot shows the 'Manage Reports' screen on the GrantSolutions.gov website. The header includes the logo and 'PARTNERS IN INNOVATION'. Below the header, there is a breadcrumb trail 'Grants Management'. The main heading is 'Manage Reports'. Underneath, there is a 'Search By' section with several buttons: 'Grant Program', 'Grant Number', 'Grantee Organization', 'UEI', 'DUNS', and 'FAIN'. The 'Grant Program' button is highlighted with a red box. Below the buttons is a search input field with a magnifying glass icon and the placeholder text 'Select a Grant Program'. To the right of the input field is a link labeled 'Program Report Settings' with a gear icon.

Figure 3: Manage Reports screen with search by options

- In the search field, enter the Grant Program name. After entering two letters, a list of Grant Programs appears for selection. Select a Grant Program, and if needed, press enter from the keyboard to activate the search.

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

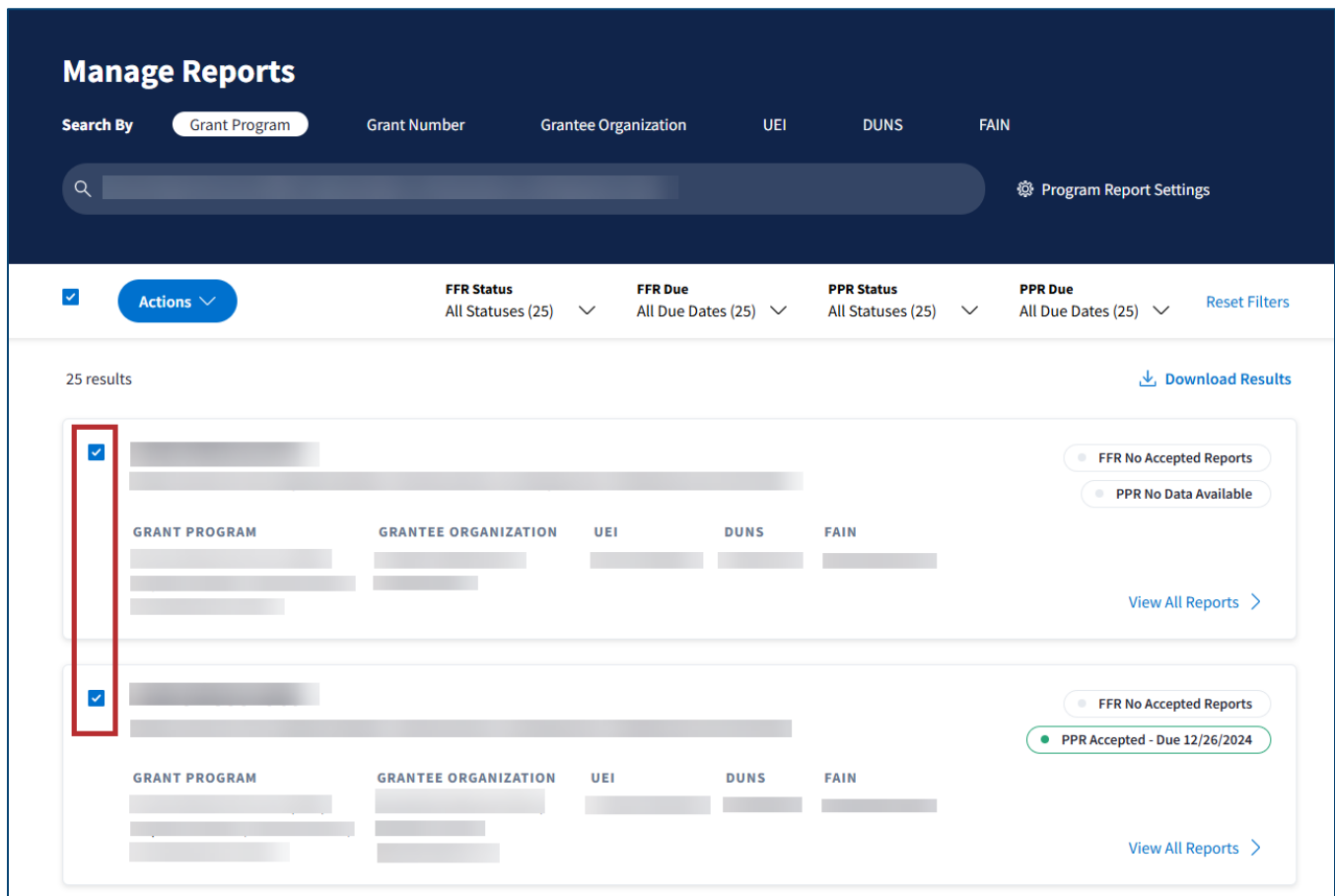


This screenshot shows the 'Manage Reports' screen with the search dropdown menu open. The 'Grant Program' button is still selected. The search input field now contains a red arrow pointing to the right, indicating that a search has been initiated. Below the input field, a dropdown menu is visible, showing a list of search results. The first result is highlighted with a red box. The text 'Find Grants to Manage.' is visible at the bottom of the dropdown menu.

Figure 4: Manage Reports screen with search section

- From the results list, click the **checkbox** to the left of each Grant Project to modify their PPR settings.

Note: To select all, click the checkbox to the left of the *Actions* button.



The screenshot shows the 'Manage Reports' interface. At the top, there's a search bar with 'Grant Program' selected. Below the search bar, there's a table of 25 results. The table has columns for 'GRANT PROGRAM', 'GRANTEE ORGANIZATION', 'UEI', 'DUNS', and 'FAIN'. Each row has a checkbox on the left. A red box highlights the first two checkboxes. To the right of the table, there are filters for 'FFR Status', 'FFR Due', 'PPR Status', and 'PPR Due'. The first row is highlighted with a green background, indicating it is selected. The second row is highlighted with a light blue background, indicating it is not selected. The table also includes a 'View All Reports' link for each row.

Figure 6: Manage Reports screen with Grant Project checkboxes

7. Select the **Actions** button and click the **Manage PPR Settings** option.

The screenshot displays the 'Manage Reports' interface. At the top, there's a dark blue header with the title 'Manage Reports' and a search bar. Below the header, a navigation bar includes filters for 'Grant Program', 'Grant Number', 'Grantee Organization', 'UEI', 'DUNS', and 'FAIN'. A search bar with a magnifying glass icon is also present. On the right, there's a 'Program Report Settings' link.

The main content area shows a list of reports. The first report is selected, indicated by a blue checkmark. To the right of the report list, 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 available. A 'Download Results' link is located on the right side of the report list.

The 'Actions' button is highlighted with a red box. A dropdown menu is open, showing three options: 'Manage PPR Settings', 'Manage FFR Settings', and 'Download Selected Results'. The 'Manage PPR Settings' option is also highlighted with a red box.

The report list shows columns for 'GRANT PROGRAM', 'GRANTEE ORGANIZATION', 'UEI', 'DUNS', and 'FAIN'. The first report has a status of 'FFR No Accepted Reports'. The second report has a status of 'PPR Accepted - Due 12/26/2024'.

Figure 7: Manage Reports with Actions button and Manage PPR Settings option

- The “Report Settings” screen appears and lists the number of Grant Projects impacted. Make the necessary changes, and then click the **Save Changes** button.

Note: For detailed information on the configuration options, please see the section [PPR Settings](#).

Report Settings

GRANT PROGRAM

22 Grants

FFR Settings PPR Settings

[View Change Log](#)

Award

Display Reporting Information on Notice of Award ☒

Reporting Period

Reporting Cycle ⓘ	Fiscal Year	▼
Frequency ⓘ	Semi-Annually	▼
Report Effective Date ⓘ	<input checked="" type="checkbox"/>	
Reports Start as Effective of ⓘ	02/20/2025	📅

i Modify the PPR report settings for all future reporting periods for 22 Grants

Cancel **Save 1 Change**

Figure 8: Report Settings with PPR Settings

The “Manage Reports” screen appears.