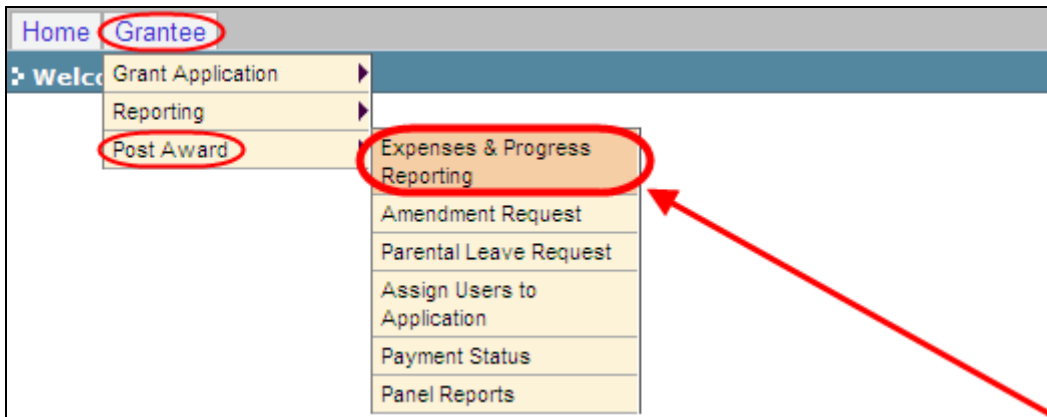


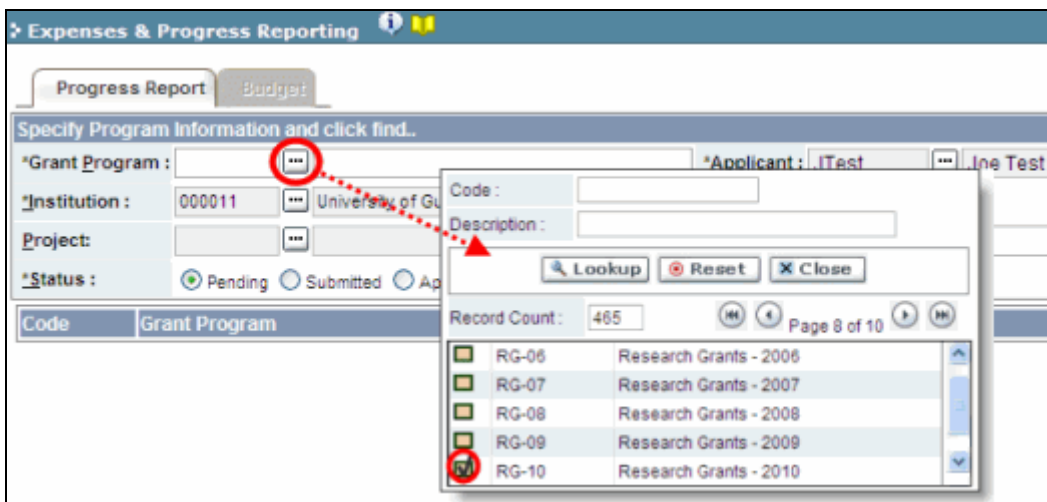
Tipsheet for grantees: filing a post grant report

As impacts of research may occur beyond the termination date, grantees must submit a Post Grant report. These reports are due two years after the grant termination date. The report will capture publications, status of trainees, etc. Use the **Expense & Progress Reporting** module to fill out and submit the report form.

1. Go to the [EGrAMS home page](https://applyforfunds.cancer.ca/) (<https://applyforfunds.cancer.ca/>) and log in.
2. Go to Grantee > Post Award > **Expenses & Progress Reporting** in the menu:



3. Set the criteria for **Grant Program** by clicking the button and choosing the appropriate program (i.e. competition) from the lookup box:



4. Click the **Find** button at the bottom of the screen.



NOTE: Displayed results may include other reporting items

You may see other report types listed in addition to Post Grant Report. The Expense & Progress Reporting module is also used for:

- providing documentation to satisfy encumbrance requirements
- submitting expense claim reports
- viewing financial statements

5. Locate the Post Grant Report in the displayed results and click anywhere on the text to access the report template.

The screenshot shows a search interface with the following fields:

- Grant Program: RG-10 (Research Grants - 2010)
- Institution: 000001 (University of British Columbia)
- Applicant: JTest (Joe Test)
- Status: Pending (selected)

The table below shows search results:

Code	Grant Program	Project	Title	+Info
RG-09	Research Grants - 2009 (020071)	RG-09	Arylboron bioconjugates for one-step 18F-labeling of PET imaging agents for canc	-

Below the table is a detailed report listing table:

Code	Description	Report Notes	Type	Report Freq.	Report Dt.	Grace Days	Submit Dt.	Review Notes	Status	Submit
APP	Post Grant Report	***	Statistics	Yearly	06/30/2010	30		***	Pending	

A red box at the bottom of the screenshot contains the text: **Click anywhere on the text to access the Post Grant Report template**



NOTE: Colour key for report listings

Reports will be listed in green, gold or red text.

- If a report is listed in **green text**, it is not yet due.
- If it is listed in **gold text**, it is past due, but still within the grace period.
- If it is listed in **red text**, it is past due (late).

6. Complete each section of the report:

- Be sure to save your work before advancing to the next page of the report.
- An asterisk (*) indicates a mandatory field.
- Click the **PDF** button if you would like to print or preview your report in PDF format.

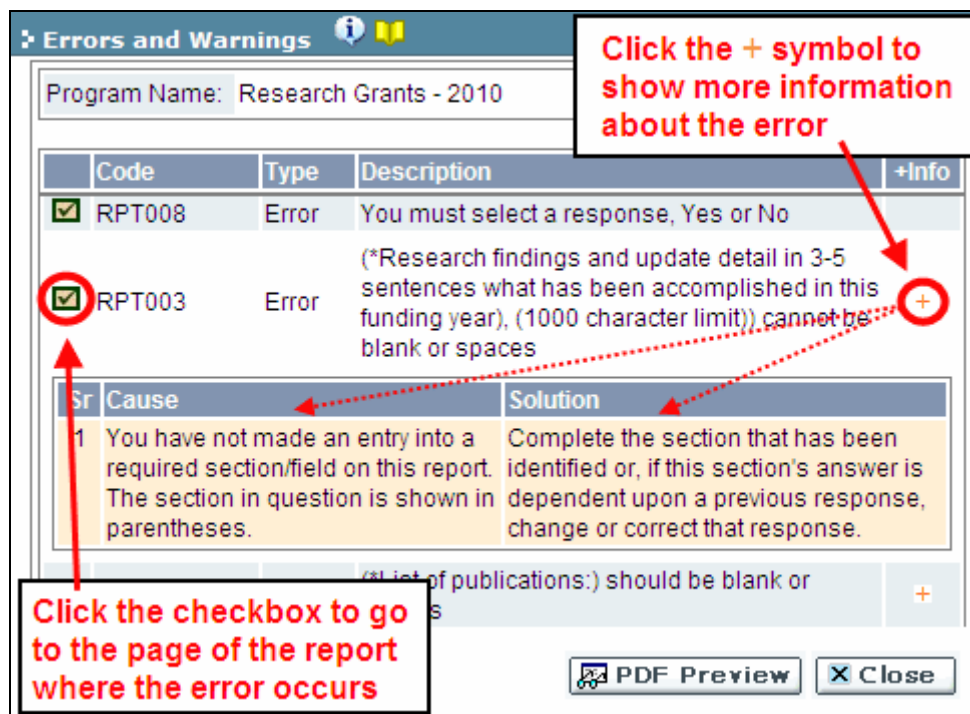
Validation

Before submitting your report, you must go through a validation process in order to identify any items left incomplete, or filled out incorrectly.

1. When you have completed the report, click the **Save** button. Next click the **Validate** button. Both are located at the bottom of the screen.



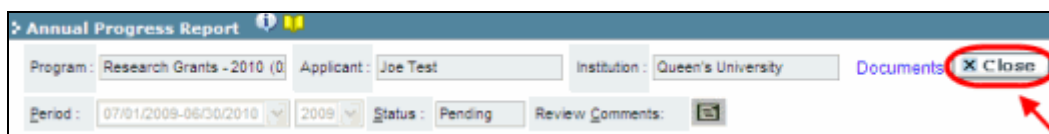
2. If errors are found, a dialogue box will open with details.
 - Click on the + symbol under the **+Info** heading for information regarding the cause of the error and how to resolve it.
 - Click on the checkbox for the error you wish to correct to be directed to the page on which the error occurs.



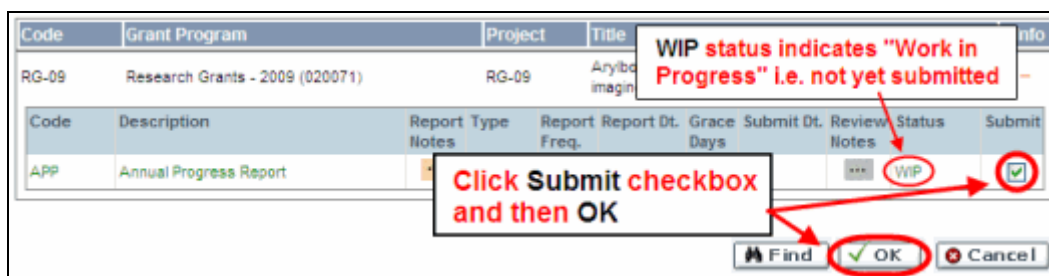
- To view the **Errors and Warnings** dialogue box with the list of errors again, click the **View Errors** button at the bottom of the screen.
 - Resolved errors will continue to display until you click **Save** and then **Validate** again.

Report submission

- When you have completed, validated and saved the report, click the **Close** button at the top of the screen to return to the **Expense & Progress Reporting** main screen.



- On the **Expense & Progress Reporting** screen, mark the **Submit** checkbox and click **OK** to complete the process.



NOTE: Report status

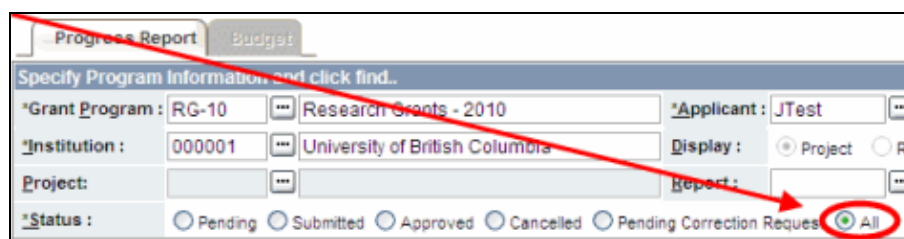
After you submit your report, the **Status** listing for the report will switch from **Pending** to **Submitted**. When the CCS approves the report, the status will switch again, from Submitted to **Approved**.

If the report requires corrections, the CCS will send it back to you (see [Corrections](#), below).



Best practice tip: locating reports after they've been approved


If you return to the **Expenses & Progress Reporting** module to check the status of a report you've submitted, set the **Status** radio button to **All** (the default setting is **Pending**) before clicking **Find**:

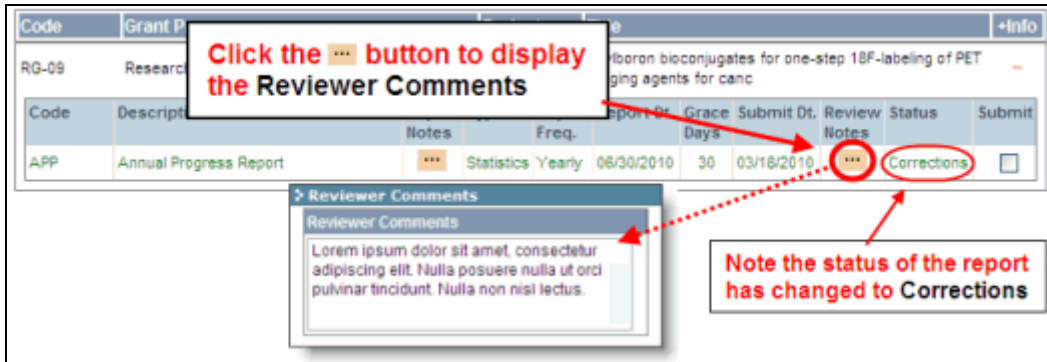



This will ensure that all reports you've created in the module will be listed in the displayed results, regardless of their status (i.e. Pending, Submitted, Corrections, or Approved).

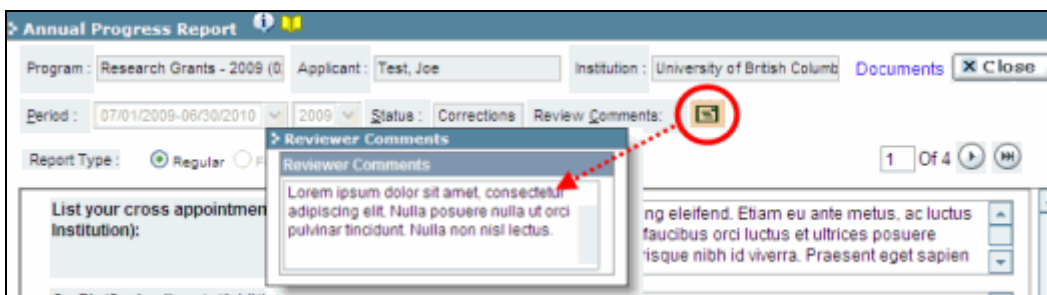
Corrections

If you submit a report that requires clarification, you will be notified via e-mail and asked to re-submit the report.

1. Follow [steps 1-4](#) on page 1 to locate your annual progress report.
2. Click the  button under the **Review Notes** heading to view the feedback requesting corrections:



3. Per [step 5](#) on page 2, access the report by clicking anywhere on the text of the annual progress report.
4. Make the necessary corrections as per the review comments.
 - Click the  button at the top of any page of the report to view the **Reviewer Comments** again.



5. When your corrections are in place, submit your report again, as per the instructions provided in [Report submission](#).