

## Submitting A Progress Report

- Grant recipients must complete and submit monthly progress reports in the AWIB's grants management system. **Progress reports are due on the 10<sup>th</sup> of each month.** They must include narrative updates on the project's progress and statistical data related to the grant recipient meeting the goals and objectives of the project scope. If there are any delays in providing the report, please notify us immediately.
- Progress Reports are completed in EGrAMS using the following STEPS:
  - Log into EGrAMS
  - Select Grantee / Reports / Progress/Reimbursement Reports
  - Under grant programs, select the program you want to complete the report for, then click "Find" on the bottom right
  - Click on Monthly Progress Report
  - Answer all the questions and provide any documentation necessary
  - Once completed, click "save," then validate to ensure all necessary questions are answered.
  - After validating, click "Close."
  - Click the checkbox next to the monthly report that appears under the "Submit" section column.
  - Click OK to submit