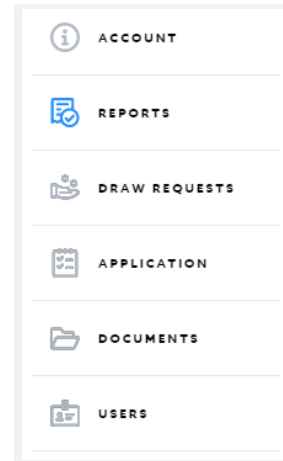


FY22 SABG Grantee Guide: How to Submit a Quarterly Activity Report

How to Submit a Quarterly Report

To access your quarterly grant activity reports, log into your [Grantee Portal](#), select your grant, and follow these steps:

1. Select the **REPORTS** tab on the left-hand navigation menu



2. The reports will be listed based on reporting period and date range. **Select the report that you want to complete by clicking Start.**

(Note: reporting dates in the image below have been adjusted for training purposes. FY22 SABG grantee reporting periods do not begin until July 1, 2021).

Reports

Quarterly Report (0 of 4)

PERIOD	DATE RANGE	DUE DATE	STATUS	# FILES	SUBMITTED BY	ACTION
1	4/1/2021-6/30/2021	7/10/2021	Available Now	0		Start
2	7/1/2021-9/30/2021	10/10/2021	Available 9/30/2021	0		
3	10/1/2021-12/31/2021	1/10/2022	Available 12/31/2021	0		
4	1/1/2022-3/31/2022	4/10/2022	Available 3/31/2022	0		

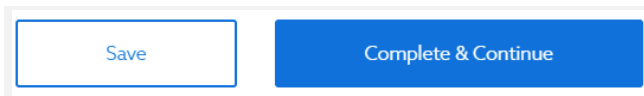
To complete and submit your activity reports, follow these steps:


1. Once you select and open a report, you will notice that there is a menu along the top of the report with six tabs for *Program One*, *Program Two*, *Program Three*, *Program Four*, *Program Five*, and *Submit*. Do not worry if you have less than five programs, you will only be required to report on the number of programs you received funding for.

Reports > Quarterly Report > 91

A. Program One B. Program Two C. Program Three D. Program Four E. Program Five Submit

2. The report will automatically start with Program One. You will be asked to provide information on:
- **Program Information:** Program/Activity Type, Program Activity/Name, Strategy, and IOM Category
 - **Population Risk Factors**
 - **Cohort Information:** Total Number of Cohorts Completed to Date, Total Number of Sessions Completed to Date (*note: this is the total number of cohorts and sessions completed in the reporting period/quarter for which you are currently reporting on*).
 - **Participants by Race, Ethnicity, and Gender**
 - **Program Fidelity:** Answer a series of questions about the delivery and quality of the program curriculum and sessions. Identify and explain any improvements or changes.
 - **Any Additional Comments**
 - **Documentation:** Grantees are required to upload their Attendance Records Spreadsheet. This can be found under the *DOCUMENTS* tab on the left-hand navigation menu or accessed via this [LINK](#).
3. When you finish reporting on *Program One* you can either select *Save* to save the report and complete it at a later date, or *Complete & Continue* to report on additional programs/activities and/or proceed to submit your report.



4. Next, if you want to report on additional programs/activities and/or proceed to submit your report, scroll up to the top of the Reporting page.
- **If you have an additional program/activity to report on:** you will select the next Program tab in the menu along the top of the Reporting page.
 - **If you have finished reporting on all of your programs/activities:** you still have to select the next *Program* tab in the menu along the top of the Reporting page, scroll to the bottom of the Program page and select *Complete & Continue*.
 - Do this until all of the Program tabs have been marked as completed with the  green check mark. Then, select the Submit tab, electronically sign the report, and click *Complete & Submit*.

A screenshot of a web application interface. At the top, there is a breadcrumb trail: "Reports > Quarterly Report > 91". Below this is a horizontal menu with five tabs: "A. Program One", "B. Program Two", "C. Program Three", "D. Program Four", and "E. Program Five". Each of these tabs has a green checkmark to its left. To the right of these tabs is a "Submit" button with a square icon. A red box highlights this entire menu area. A red arrow points from the text in step 4 to the "Submit" button. Below the menu, the page title is "Submit". Underneath, it says "Please provide the following information." There is a "Signature" section with a button that says "Click here to electronically sign". At the bottom of the page, there is a footer that reads "This step was last updated by jessie.dexter@odp.idaho.gov on 7/7/2021 1:20:06 PM." At the very bottom, there are two buttons: "Save" (white with blue border) and "Complete & Submit" (solid blue).