Grantee Instructions - Submitting a Status Report Development/Education/Research

Status Reports are due ==**November 30th**== and ==**April 15th**== of the current reporting year. Reports submitted after that date will have a "Late" status and will be noted on future grant applications.

1. Login to WebGrants at **https://mtagr.webgrantscloud.com/index.do**
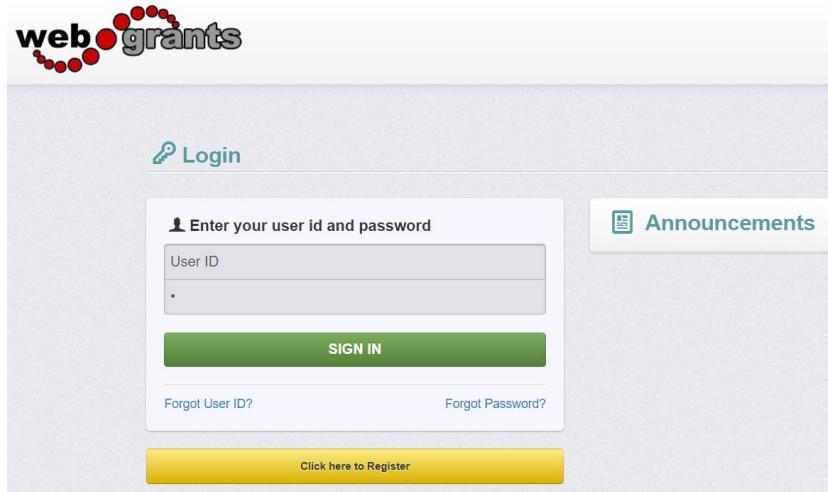
Note: Use the WebGrants Menu, not the Browser Menu to navigate the system. WebGrants is compatible with many different browsers; please feel free to use the browser of your choice. Read the Instructions on the screen for navigating in the system.

2. From the **Side Menu**, click on **Grants**.
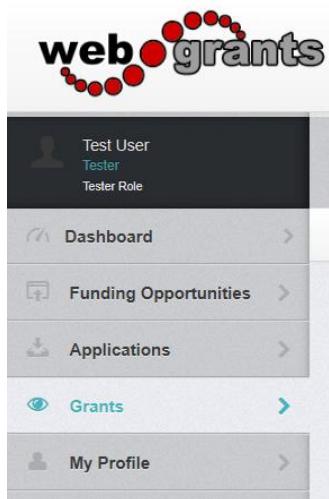
Development/Education/Research Status Report Instructions
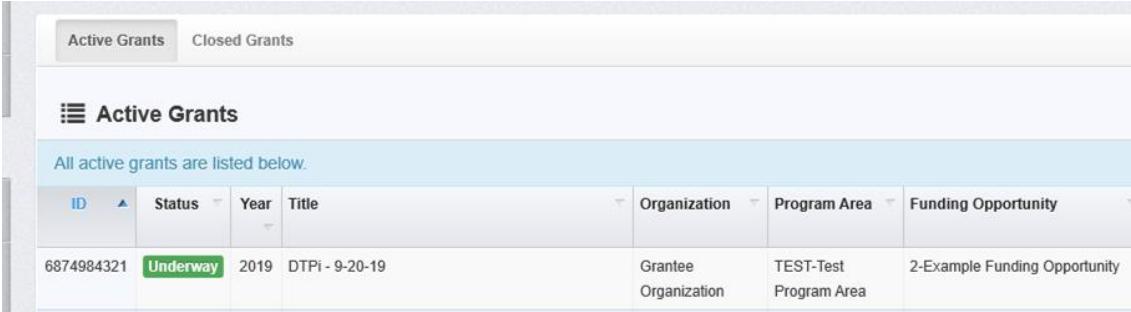
3. Select the Grant you would like to access in the Active Grant listing. Click **anywhere** on the grant to open.

4. Once you have selected the Grant, you will be directed to the **Grant Components**.

5. Select **Status Reports** from the list of **Grant Components**.

6. Click **anywhere** on the status report shown with a Status of Editing.
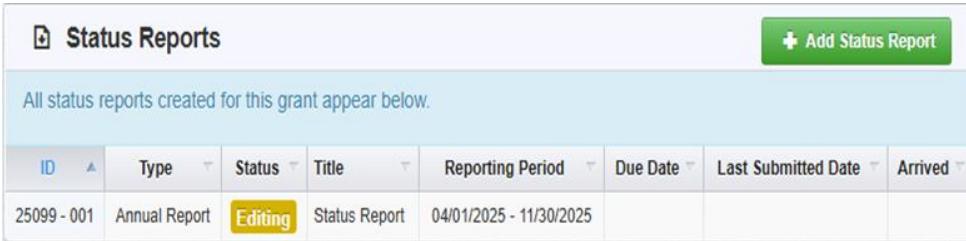
*If there is not an existing report follow the steps below.

- Click **Add Status Report**. New reports automatically open the General Information form and are ready to edit.

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- Review the **Sub Type**. Select either **Annual** or **Final Report** if not selected already.

- Enter **Report Dates** (Start Date and End Date). Start date should always be 04/01/20XX and the end date should be 11/30/20XX of the current reporting year. Example: Start Date: 04/01/2025 End Date: 11/30/2025

- When complete, click **Save Form**.

- You will return to **Components** where reports forms are located; **jump to Step 8** to continue.

7. The report will open in a preview of the report. To edit, click **Edit Status Report** to get to Status Report component list.

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8. Click on **Plan of Work** listed under **Components**.

9. Enter the requested data and click on **Save Form**.

- To edit items listed on a table, click the **text of item** to open and edit status.

10. Review form and if correct, click on **Mark as Complete**.

11. Repeat steps 8-10 for all forms.

12. If the status report is ready for submission (all forms have a green check), click on **Submit Status Report**.