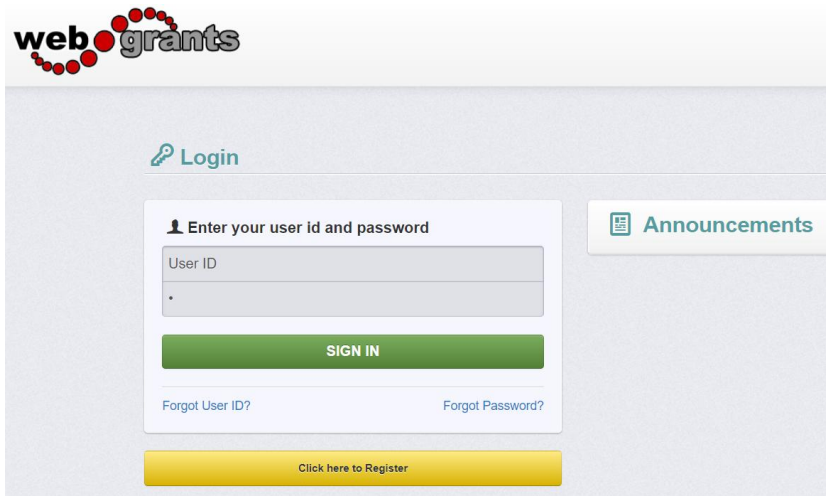


Grantee Instructions - Submitting a Status Report Development/Education/Research

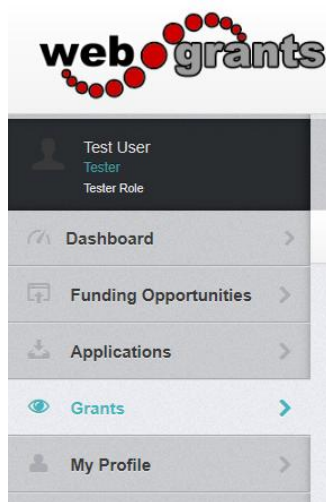
Status Reports are due **November 30th** and **April 15th** of the current reporting year. Reports submitted after that date will have a “Late” status and will be noted on future grant applications.

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

Active Grants

Closed Grants

Active Grants

All active grants are listed below.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
6874984321	Underway	2019	DTPi - 9-20-19	Grantee Organization	TEST-Test Program Area	2-Example Funding Opportunity

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**.

Grant Components		Preview Grant
The grant forms appear below.		
Your grant award details are saved here, as well as many forms which may be used to manage your grant.		
Component	Last Edited	
General Information	Aug 18, 2025 10:28 AM - Greta Dige	
Claims		
Plan of Work		
Status Reports		
Budget		
Revegetation Worksheet		
Other Attachments		
Contract Documents		
Weed Management Plan		
Contract Amendments		
Correspondence		
Funding Opportunity	-	
Application	-	

6. Click **anywhere** on the status report shown with a Status of Editing.

Status Reports

Add Status Report

All status reports created for this grant appear below.

ID	Type	Status	Title	Reporting Period	Due Date	Last Submitted Date	Arrived
25099 - 001	Annual Report	Editing	Status Report	04/01/2025 - 11/30/2025			

*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.

Development/Education/Research Status Report Instructions

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

General Information - Status Report - Edit Save Form

In the form below, complete all required fields. Enter the period of coverage for the information detailed on this report. Select the starting day and the ending day. All statuses and activity reported on this report should have occurred during this period of time.

Status*:

Sub Type*:

Title:

Report Dates*:

- 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**.

General Information - Status Report - Edit Save Form

In the form below, complete all required fields. Enter the period of coverage for the information detailed on this report. Select the starting day and the ending day. All statuses and activity reported on this report should have occurred during this period of time.

Status*:

Sub Type*:

Title:

Report Dates*:

Start Date End Date

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

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

Status Report Preview Attachments Alert History Map

Status Report Details Withdraw Copy Edit Status Report

25099 - FY 26 Local Coop Test - 2025

Status Report Details

Funding Opportunity:	Initial Submit Date:
140556-AGR Noxious Weed Trust Fund 2026 Local	Initially

Development/Education/Research Status Report Instructions

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

Status Report Preview Attachments Alert History Map

Status Report Details

Preview Status Report

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail. After completing this form, click "Save" and then click "Return to Components" to access the rest of the status report form(s) to be completed.

Status Report cannot be Submitted Currently

- Status Report components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 3, 2025 3:18 PM - Greta Test
Plan of Work		Sep 3, 2025 3:11 PM - Greta Test
Weed Control Treatment Report	-	
Status Report Documents	-	

- 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.

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

Status Report Test Form - Current Version

Create New Version View Versions

Status Report

Mark as Complete Edit Form

Text: test

Last Edited By: System Administrator - Feb 13, 2020 2:40 PM

Edit Form

- Repeat steps 8-10 for all forms.

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

Status Report Details

Submit Status Report Withdraw Copy Preview Status Report

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail. After completing this form, click "Save" and then click "Return to Components" to access the rest of the status report form(s) to be completed.

Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Sep 3, 2025 3:18 PM - Greta Test
Plan of Work	✓	Sep 4, 2025 2:24 PM - Greta Test
Weed Control Treatment Report	✓	Sep 4, 2025 2:30 PM - Greta Test
Status Report Documents	✓	Sep 4, 2025 2:31 PM - Greta Test