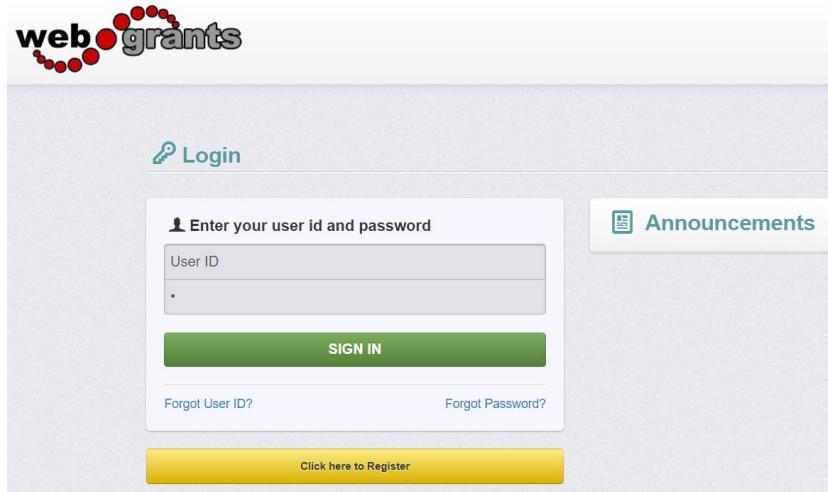


Grantee Instructions - Submitting a Status Report

Development/Education/Research

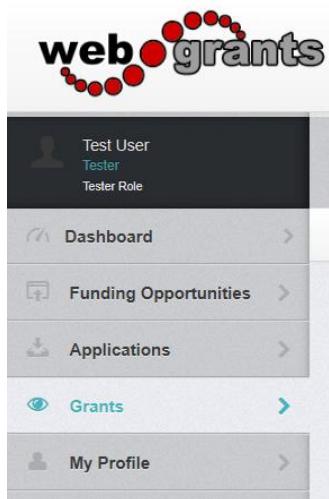
Status Reports are due **November 30th** and **April 15th** of the current reporting year. Reports submitted after that date will have a “Late” status and will be noted on future grant applications.

1. Login to WebGrants at <https://mtagr.webgrantscloud.com/index.do>

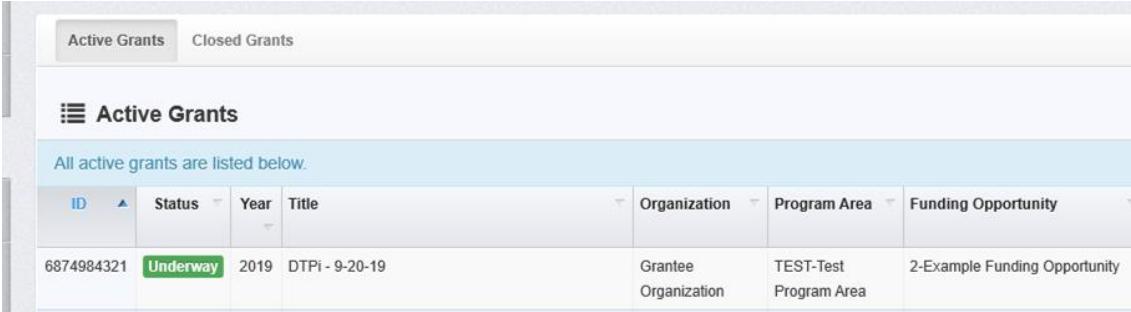


Note: Use the WebGrants Menu, not the Browser Menu to navigate the system. WebGrants is compatible with many different browsers; please feel free to use the browser of your choice. Read the Instructions on the screen for navigating in the system.

2. From the **Side Menu**, click on **Grants**.

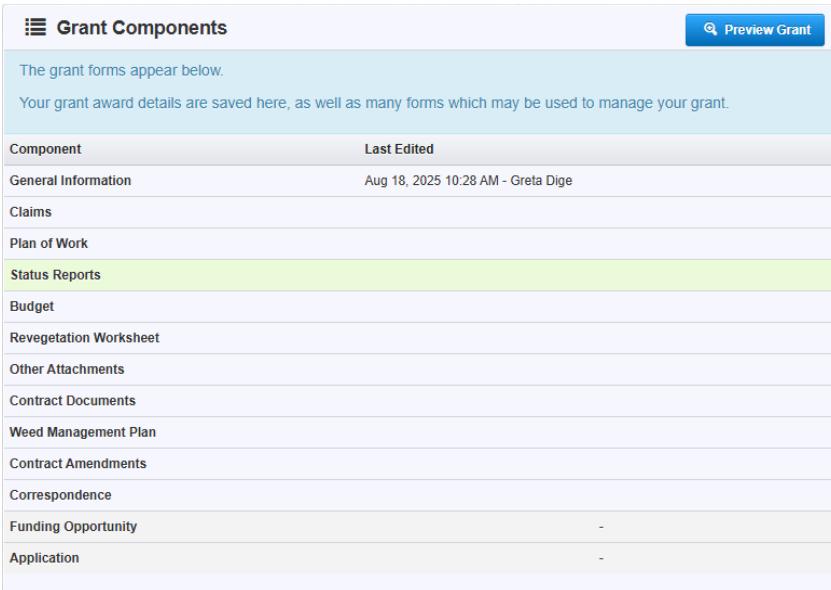


Development/Education/Research Status Report Instructions



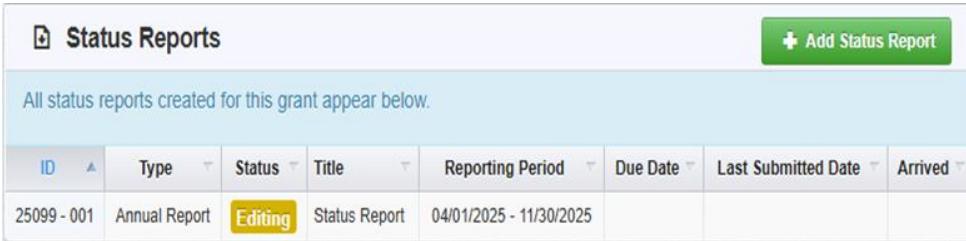
The screenshot shows a table titled "Active Grants" with the following columns: ID, Status, Year, Title, Organization, Program Area, and Funding Opportunity. The first row of data is: 6874984321, Underway, 2019, DTPI - 9-20-19, Grantee Organization, TEST-Test Program Area, 2-Example Funding Opportunity.

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**.



The screenshot shows a list of grant components. The "Status Reports" option is highlighted with a green background. Other components listed include General Information, Claims, Plan of Work, Budget, Revegetation Worksheet, Other Attachments, Contract Documents, Weed Management Plan, Contract Amendments, Correspondence, Funding Opportunity, and Application.

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



The screenshot shows a table titled "Status Reports" with the following columns: ID, Type, Status, Title, Reporting Period, Due Date, Last Submitted Date, and Arrived. The first row of data is: 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

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

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.

7. 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

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

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

The screenshot shows the 'Status Report Details' page. At the top, there are tabs: Status Report Preview, Attachments, Alert History, and Map. Below the tabs, a button labeled 'Preview Status Report' is visible. A note says: '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.' A red box highlights the note: 'Status Report cannot be Submitted Currently' with the sub-note: 'Status Report components are not complete'. A table below shows the status of components: General Information (Complete, Sep 3, 2025 3:18 PM - Greta Test), Plan of Work (Incomplete, Sep 3, 2025 3:11 PM - Greta Test), Weed Control Treatment Report (Incomplete, -), and Status Report Documents (Incomplete, -).

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**.

The screenshot shows the 'Status Report Test Form - Current Version' page. At the top, there are buttons for 'Create New Version' and 'View Versions'. Below the title, a section for 'Status Report' is shown with a text input field containing 'Text: test'. On the right, there are buttons: 'Mark as Complete' (orange) and 'Edit Form' (green). A note at the bottom right says 'Last Edited By: System Administrator - Feb 13, 2020 2:40 PM' and has a 'Edit Form' button.

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**.

The screenshot shows the 'Status Report Details' page. At the top, there are buttons: 'Submit Status Report' (orange), 'Withdraw' (orange), 'Copy' (orange), and 'Preview Status Report' (blue). A note says: '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.' A green box highlights the note: 'Status Report is in compliance and is ready for Submission!'. A table below shows the status of components: General Information (Complete, Sep 3, 2025 3:18 PM - Greta Test), Plan of Work (Complete, Sep 4, 2025 2:24 PM - Greta Test), Weed Control Treatment Report (Complete, Sep 4, 2025 2:30 PM - Greta Test), and Status Report Documents (Complete, Sep 4, 2025 2:31 PM - Greta Test).