Submitting an Activity Report User Manual
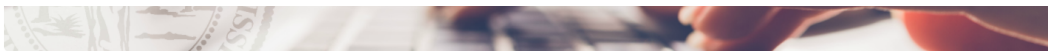
TABLE OF CONTENTS

UPLOADING & SUBMITTING AN ACTIVITY REPORT Return to Top

This section allows the Program Point of Contact (PPOC) and alternate PPOC to upload and submit activity reports for the grant programs assigned.

How to upload and submit activity reports:

1. Click on the Activity Reporting button

Select the grant program, agency, and grant number for the grant you are reporting on from the dropdown menus.

2. Click on the "Edit" link to access the report.

Please select from the following:

| Victim Assistance December 2020 ⌄ | County A ⌄ | VA-21-003 ⌄ | **Select** |

Report Name	Due Date	Document(s)	Status	Days Late	Approved	
Annual Activity Report	07/25/2021		Pending	0	No	Edit
Annual Activity Report	07/25/2021		Pending	0	No	Edit

3. A Pop-up window will display, allowing you to upload up to two documents for your report, or to certify completion of your report.

Depending on your grant you might be uploading your activity reports in the ACJC Grants Portal or you might be certifying completion of your report in a different reporting system. Check with your grant coordinator for more information on activity report completion for your grant.

To upload an activity report document click "Choose File", this will open access for you to choose the file from your desktop that you want to upload. The screen should refresh. This may take some time depending on the size of the file. After the screen refreshes the file name should appear as a hyperlinked document.

To certify that you have submitted the activity report in an alternative method of submission click on the checkbox next to the certification statement.

There is also a comment section to make notes regarding the activity report submission.

Click on the Submit button once you have completed uploading the report or certifying your submission.

VIEWING ACTIVITY REPORTS Return to Top

How to view activity reports previously submitted:

1. Select the "View Records" button to access your grant records.

2. Filter by grant program

From the drop-down menus select the grant program, the agency name, and the grant number. Click the "Select" button for the grant. The grant record for the selected grant will appear below.

3. Scroll down the screen to the grant record tabs and select "Activity". The "Activity Reports" section will display a list of activity reports, due dates, documents attached, and information on the status of each report.

   Click on the report description to see more detail on that specific report.

Budget   Financial   Activity   GARs   Attachments   Notes   Application

Activity Reports

Description	Due Date	Document(s)	Days Late	Status
Annual Activity Report	07/25/2022		0	Pending