Quick Guide to Working on Reimbursement Request

Performance Report and Budget Revision

To work on the Reimbursement Request, Performance Report and/or Budget Revision, the AO/AAO needs to log into their account and open the awarded application.

Note: *If an AAO did not complete the application, he/she may be unable to view the awarded application until she/he gets access from IGS.*

Working on a Reimbursement Request

1. Log into AO/AAO's account.
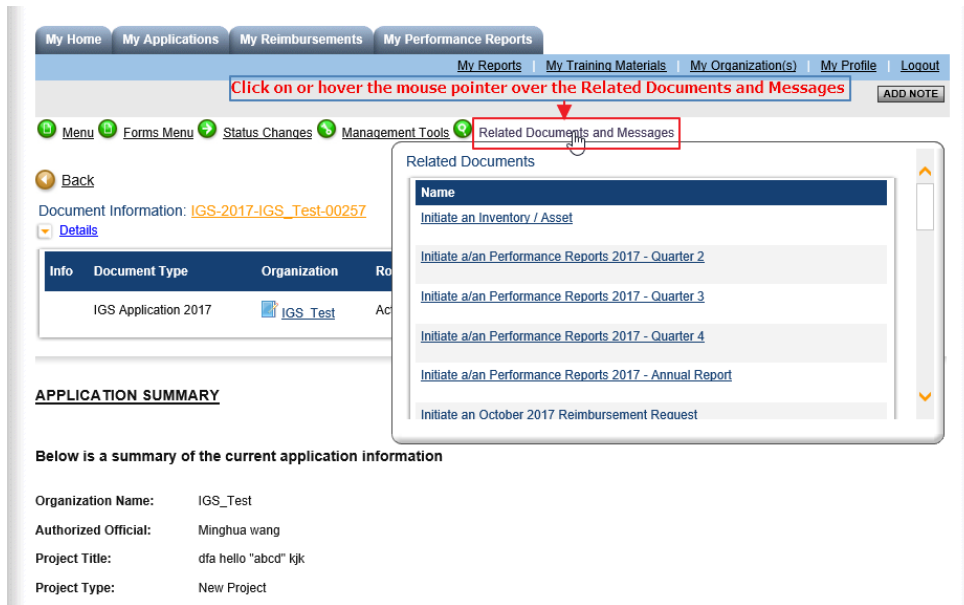2. Open **My Tasks**.

3. Open the awarded application in **My Tasks**.

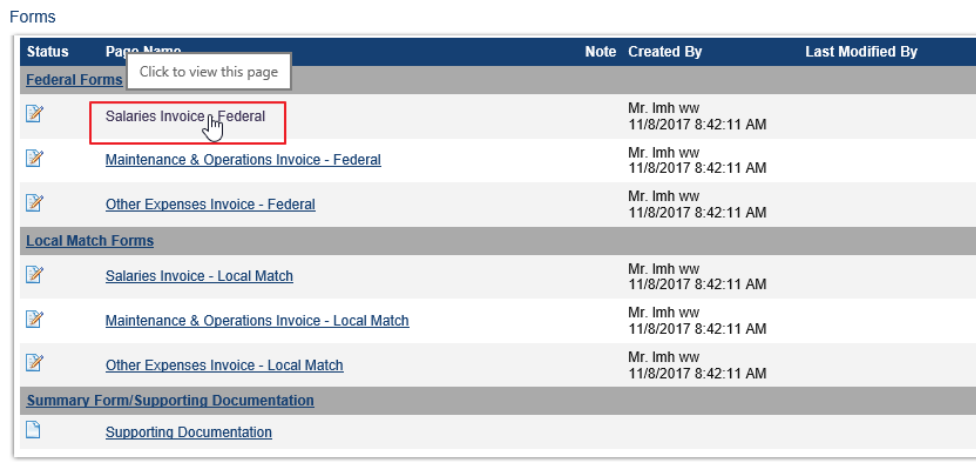4. Click on or hover the mouse over the **Related Documents and Messages**

5. Select **Initiate an October 2017 Reimbursement Request** to start 2017 Reimbursement Request for October.

6. Select the name of a form to open.

7. Fill in the requested contents. Click **SAVE** button to save the information entered.

8. After completing all **Federal Forms** and **Local Match Forms**, open **Supporting Documentation** to upload supporting documents.

9. Click **Browse** for each category, then locate and select the relevant supporting documents from the available storage drives.

10. If you do not finish it, you can save and return to it later to complete.

11. Once all reimbursement request forms and required supporting documents are completed, the reimbursement can be submitted. It can be modified before submitting.

    1.) Click on or hover the mouse pointer over the **Status Changes**.

2.) Submit the reimbursement request.

Once the reimbursement is submitted, a notification will be sent to the AO/AAO.

Your reimbursement request, RR-Oct-2017-IGS_Test-0123, has been successfully submitted for a review. You will no longer be able to edit any information submitted. However, you can log in at any time to view the request information.

You will be contacted by the Program Office when your reimbursement claim is processed or any other action is required by you.

******* This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*******

12. Check the **Current Status** of your Reimbursement Request.

1.) Click **My Reimbursements** tab.

2.) Click on **Search** button to view your reimbursement requests and their current statuses.

Working on a Performance Report

1. Log into AO/AAO's account.
2. Open **My Tasks**
3. Open the awarded application in **My Tasks**.
4. Click on or hover the mouse pointer over the **Related Documents and Messages**
5. Select which quarter which you wish to report.

6. Click on or hover the mouse pointer over the **Forms Menu** for performance report.

7. Click the name of a form that you wish to complete or edit.

Performance Reports 2017 - Quarter 1 Menu - Forms

Please complete all required forms below.

Document Information: PR-2017-IGS_Test-00031
Parent Information: IGS-2017-IGS_Test-00251
▶ Details

Forms

Status	Page Name	Note	Created By	Last Modified By
STOP				
📝	ST...		Mr. Minghua Li 11/8/2017 2:39:35 PM	
🗋	STOP General Information - A			
🗋	STOP Staff Information - A2			
🗋	STOP Purpose Areas - B			
🗋	STOP Function Areas/Training - C			
🗋	STOP Coordinated Community Response - C2			
🗋	STOP Policies C3			
🗋	STOP Information Materials - C4			
🗋	STOP Data Collection and Communication Systems - C5			
🗋	STOP Specialized Units - C6			
🗋	STOP System Improvement - C7			
🗋	STOP Victim Services - D			
🗋	STOP Law Enforcement - E			
🗋	STOP Prosecution - E2			
🗋	STOP Courts - E3			
🗋	STOP Probation and Parole - E4			
🗋	STOP Batterer Intervention Program (BIP) - E5			
🗋	STOP Narrative - F			

> Click to view this page

> Click the name of the form that you wish to complete or edit.

8. Fill in the requested contents. Click **SAVE** button to save the information entered.

| My Home | My Applications | My Reimbursements | My Performance Reports | Save |

My Reports | My Training Materials | My Organization(s) | My Profile | Logout

[SAVE] [PRINT VERSION] [ADD NOTE] [CHECK GLOBAL ERRORS]

🟢 Menu 🟢 Forms Menu 🟢 Status Changes 🟢 Management Tools 🟢 Related Documents and Messages

🗔 Page Information
The information has been saved.

🟠 Back
Document Information: PR-2017-IGS_Test-00031
Parent Information: IGS-2017-IGS_Test-00251
▶ Details

STOP GENERAL INFORMATION - A

Instructions:
All required fields are marked with an *.
Make sure to click the **Save** button when finished.

STOP Performance Report - General Information
Grant Information
All subgrantees must complete this subsection.

SECTION A1

1) Date of report   11/08/2017 *

2) Current reporting period   From 08/25/2017 To: 11/25/2017 *

3) Organization name   IGS_Test

4) Subgrant number(s) for each subgrant award under which activities were supported during the current reporting period *
(List the numbers for all subgrants supporting activities during the current reporting period.)

[3]
[   ]

5) Type of funded organization*

9. If you do not finish it, you can save and return to it later to complete.

10. Once all Performance Report forms are completed, the Performance Report can be submitted. It can be modified at any time before submitting.

1.) Click on or hover the mouse pointer over the **Status Changes**.

2.) Submit the performance report.

Note: *Performance Reports are different for different Grant Types, but the work flow is similar.*

Once the Performance Report is submitted, a notification will be sent to the AO/AAO.

Your performance report, PR-2017-IGS_Test-00016, has been successfully submitted for a review. You will no longer be able to edit any information submitted. However, you can log in at any time to view the report information. You will be contacted by the Program Office when your performance report is processed or any other action is required by you.
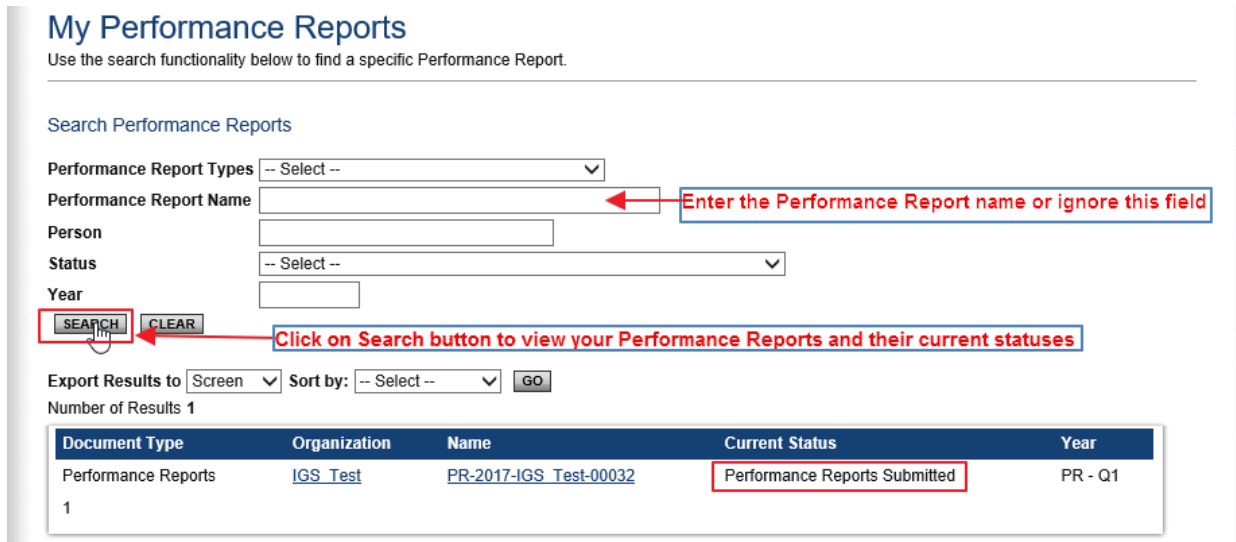
******* This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*******

11. Check the **Current Status** of your performance report.

1.) Click **My Performance Reports** tab.
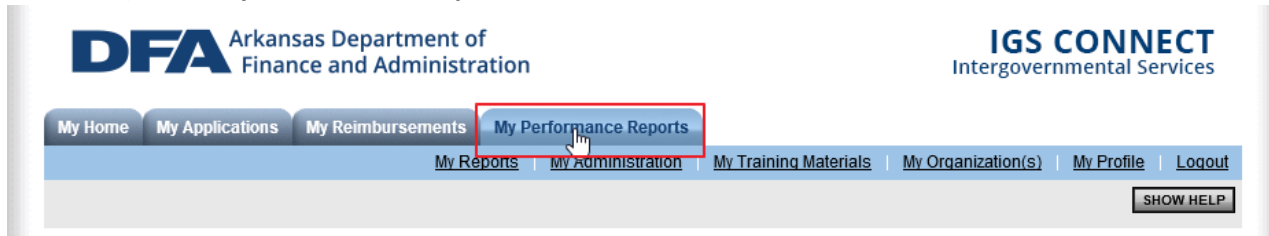
2.) Click on **Search** button to view your Performance Reports and their current statuses.
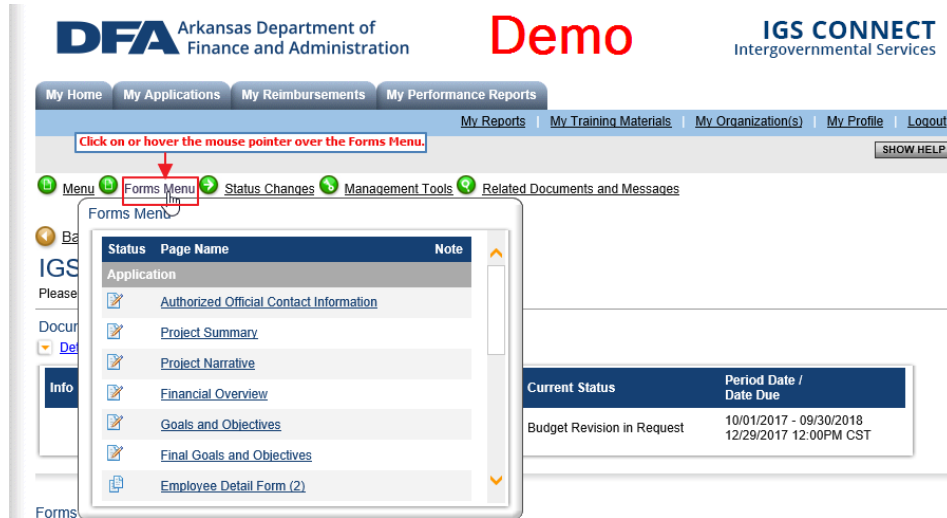

Working on Budget Revision

If a subgrantee needs a budget revision, she/he needs to contact IGS through email or phone. Once IGS allows access, she/he can work on the budget revision.
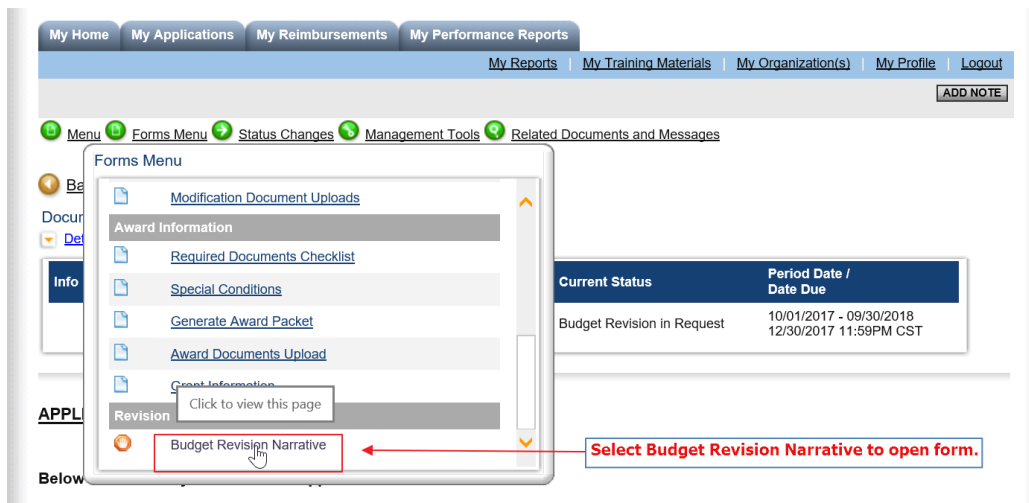
1. Log into AO/AAO's account.
2. Open **My Tasks**
3. Open the application which you want to make budget revision to in **My Tasks**.
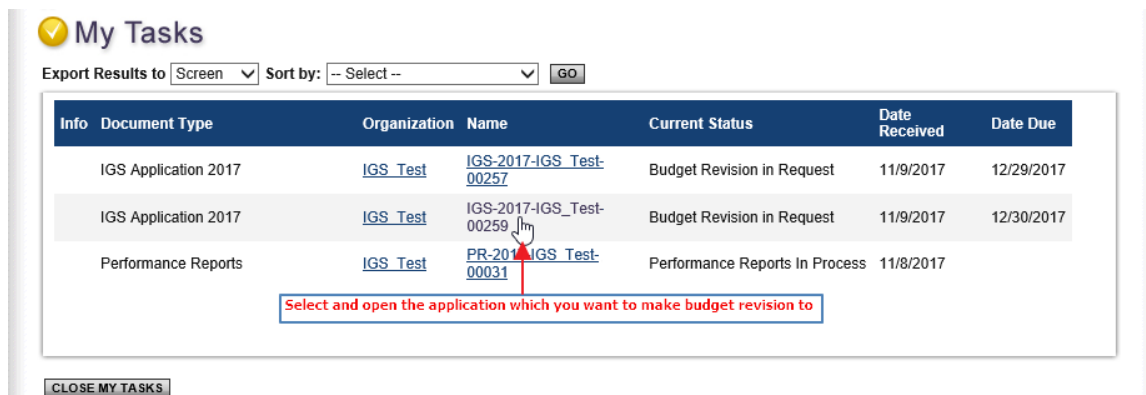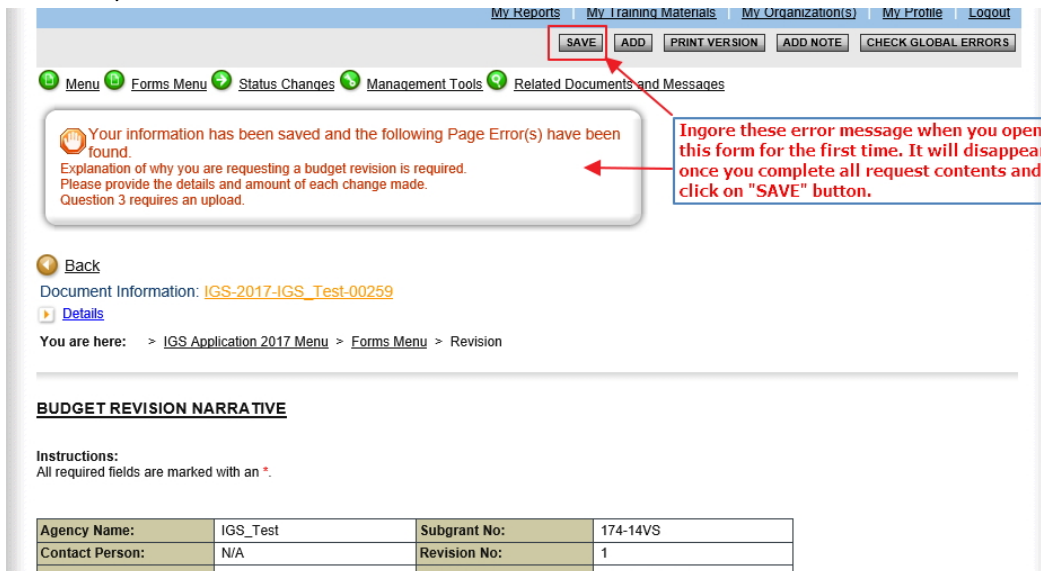
4. Click on or hover the mouse pointer over the **Forms Menu.**

5. Select **Budget Revision Narrative** to open the form.

6. Fill out the **Budget Revision Narrative** form and upload the proposed budget following the requirements/instruction described on form. Click **SAVE** button to save the information.

7. If you do not finish it, you can save and return to it later to complete.

8. Once **Budget Revision Narrative** form is completed, the **Budget Revision** can be submitted. It can be modified at any time before submitting.

1.) Click on or hover the mouse pointer over the **Status Changes**.

2.) Submit the budget revision

Once the Budget Revision is submitted, a notification will be sent to the AO/AAO.

Your budget revision request, IGS-2017-IGS_Test-00257, has been successfully submitted for a review. You will no longer be able to edit any information submitted. However, you can log in at any time to view the revision request information. You will be contacted by the Program Office when your budget revision request is processed or any other action is required by you.

******* This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*******

9. Check the **Current Status** of your Budget Revision in **My Applications**.

    1.) Click **My Applications** tab.

    2.) Click on **Search** button to view your Applications and their current statuses.