

HOW TO SUBMIT YOUR GRANT REPORT

Completing your Report Form

If you have not previously submitted a grant report for reimbursement:

- Login to the NCA Member Site by clicking here:
<http://www.nationalchildrensalliance.org/members/member-dashboard/>
- Click "Grant Administration" in the blue bar (in the upper middle of the page)
- Click "Information for Grantees"
- Choose your grant type
- The page that will pop up has all the forms you need. Your grant report form is called "Fiscal and Narrative Report Form"
 - ▣ Please take a moment to review all the forms on this page as it is your 2016 Grantee Handbook.
- Complete the gray cells in the tab entitled "Itemized" first. Then move on to the tab entitled "Fiscal Form" to complete the gray cells both above and below the expenses. Don't forget to e-sign at the bottom!
- Save the document as an EXCEL file (not a pdf) and use this naming convention prior to uploading the document to GIFTS: "GRANT NUMBER_Report 1"
 - ▣ For example: *WASH-DC-TEST00_Report 1*

Completing your Report Form

If you have already submitted one or more grant reports and have been reimbursed:

- After your payment was confirmed from your last grant report, you should have received your **approved** Fiscal and Narrative Report Form from your Program Associate. This form contains the current balance left on your grant. If you cannot locate your approved form, please contact your Program Associate.
- **Important: Please DO NOT fill out a new Fiscal and Narrative Report Form. You must use your approved form with the information from your previous reports only.**
- Refer to the tabs at the bottom of the approved report form and complete the appropriate one for the current reporting period.
- Complete the gray cells in the tab entitled "Itemized" first. Then move on to the tab entitled "Fiscal Form" to complete the gray cells both above and below the expenses. Don't forget to e-sign at the bottom!
- Save the document as an EXCEL file (not a pdf) and use this naming convention prior to uploading the document to GIFTS: "GRANT NUMBER_Report 1"
 - For example: *WASH-DC-TEST00_Report 1*

Fiscal Documentation

- For every expense listed in the form there should be two documents - 1 showing proof of expense (receipt/invoice/time sheet) and 1 showing proof of payment (account statement, canceled check, pay stub).
- Label each document with the corresponding expense number from the reporting form such as T-1, S-1, P-1, etc. If submitting an account statement with multiple expenses, label the line items on the statement with the corresponding expense number.
- Compile all your fiscal documentation into as few PDFs as possible. If the file size exceeds the upload limit, please save documentation in clearly labeled PDFs (example, fiscal documentation part 1, fiscal documentation part 2).
 - If you run out of space in your requirement notify your Program Associate.
- Save the PDF document using this naming convention prior to uploading the document to GIFTS: "GRANT NUMBER_Report 1 Fiscal Documentation"
 - For example: *WASH-DC-TEST00_Report 1 Fiscal Documentation*

Uploading Your Grant Report

- Go to https://www.grantrequest.com/SID_1093/?SA=AM and log into your grant application account. (Use the log-in that you used when you submitted your application.)
- Click the “**Requirements**” link at the top left corner.
- Under “Form Name,” go to the **Grant Report** (could be 1, 2, or 3 depending on the consecutive number of your current report submission) that is next to the correct Docket Number. Hit “**next.**”
- Upload your Fiscal and Narrative Report Form as an Excel file and the fiscal documentation in PDF format using the “Browse” and “Upload” buttons.
- Scroll down the page to “**Review and Submit**” and go to the next page.
- After reviewing your submission, please go down the page and hit the “**Submit**” again. After a successful submission you will receive a confirmation email. Please keep it for your files.
- ****Important: Both of your files need to be uploaded prior to hitting the submit button.**



Account: daracummings@gmail.com | Change E-mail/Password
Last Log in: 9/21/2016 11:25 AM GMT-05:00

National Children's Alliance

Applications **Requirements** ← First – Select “Requirements”

Requirements

Second – Select “In Progress Requirements”

Show **In Progress Requirements** ▾

Form Name	Project Title	Type	ID	Due	Updated	Action
Grant Report One ←		Grant Report One	179187	06/22/2016	09/21/2016	

Note: the requirements listed here will differ for each account.

Note: Make sure that the requirement you choose is next to the correct Docket number for your grant.



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Page 1 Page 2 Attachments Review My Requirement

Grant Information

Printer Friendly Version | E-mail Draft

❖ Required before final submission

❖ Organization Name

Test- Account

Address

Test

City

Test

State

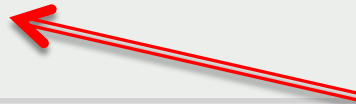
Puerto Rico

Tax ID

Grant Award Number

Wash-DC-AMS06

Grant Type



Once you choose your requirement, you will be given the information page. Make sure the "Grant Award Number" corresponds with your assigned grant award number. If it doesn't match, you are uploading under the wrong grant. Click "next".



Attachments

[Printer Friendly Version](#) | [E-mail Draft](#)

You need to upload all documents under a specific requirement prior to clicking the submit button.

BY SUBMITTING THESE DOCUMENTS I CERTIFY THAT ALL THE INFORMATION IS ACCURATE.

Upload

The maximum size for all attachments combined is 30 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded.

Title:

File Name: No file chosen

On the Attachments page, choose the title of your requirement in the drop down. Then use the "Browse" and "Upload" button to upload the document. You need to upload two documents: the excel report and the scanned PDF of fiscal documentation.

Only after finishing uploading both documents for this requirement, hit "Review and Submit".

Things to Remember

- Please ensure that the person who signs the grant report is the same person who signed the Cooperative Agreement with NCA.
- Once you hit submit, please **email** your Program Associate so they can download the report in our database. (Without your email, your PA won't be aware of your submission.)
- You should receive an email confirmation message that your upload was successful. You should keep this email for your records as proof of submission.

For Collaborative Grantees

- Please remember that the assigned Fiscal Agent for your grant (as established in your grant application) must submit all required grant forms.
- If you as the Fiscal Agent are planning on reimbursing the other CACs on your project, please remember that all reimbursements need to be made within 10 days of receiving the check from NCA in order to ensure that the Federal cash on hand is at the minimum needed level.