

## Post Award Activity

Post award activity is all activity required by the ICJI of the subgrantee after their applications have been awarded. This can include all reporting, requests for reimburse, and grant monitoring.

To access an awarded application users must login to the Egrants system.

- There are two ways to access the grant awards that need to have reports completed.
- Click the [Project Management](#) link at the top of the screen.
- Click the [Awarded Projects](#) link under the Quick Search heading.
- Select the needed Grant ID.
  
- Click the first [CLICK HERE](#) link to access existing applications.

System will time out at: 12:32:1  
Remaining time: 29:57

Back Button will not take you back pages, instead use the application menus and controls.

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**Welcome to ICJI Egrants!**  
*Please select a menu tab or prompt link to continue.*

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

Please send technical comments and problems to [ICJI EGRANTS Support \(QA\)](#).  
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# Reporting

Search Criteria:

Grant ID:

Applicant Agency: [All]

Recipient / Allocation Agency:

Funding Announcement: [All]

Keywords: [All]

Applications In Process Quick Search results displayed

Grant ID	Applicant Agency	Title	Receipt Date
<a href="#">1889</a>	Indiana Criminal Justice Institute		
<a href="#">1887</a>	Indiana Criminal Justice Institute	Testing to compare to Dev	
<a href="#">1883</a>	Indiana Criminal Justice Institute	Group Test 12.5	04/02/2013

The subgrantee can enter the Monitoring area by clicking on the Monitoring menu option or the appropriate "CLICK HERE" link.

System will time out at: 02:21:56 PM.  
Remaining time: 29:58

Back Button will not take you back pages. Instead use the application menus and controls.

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager | Internal Menu

Project [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1378      Project Title: Problem Solving Court  
Status: Open - Awarded      Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

**PROJECT SUMMARY**

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1378 :	<a href="#">Create Project Modification Request (PMR)</a>		
<a href="#">Application</a>		1/1/2013 - 12/31/2013	Open - Awarded <input type="button" value=""/>

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The subgrantee can select from the options listed at the top of the screen to determine what report to create and submit.



**MAIN SUMMARY**

Filter Criteria  
 Phase: [All]   
 Approval Status: [All]

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By
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Program Monitoring Reports

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance
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The Work Manager generates alerts fo the subgrantee notifying them that the report is due.

- Clicking on the Task listed in the Work Manager will bring the subgrantee to the reporting section.

System will time out at: 04:02:44 PM.  
Remaining time: 29:58

**Tasks/Alerts For:** Ms. Stephanie Edwards **Date:** 04/15/2013

**TASKS AND ALERTS**

Search Criteria:  
 Title:   
 Category: [All]   
 Action: [All]   
 Type: [All]    
 Status: [All]

Click on the in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Select All	Type: Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	<a href="#">Alert : 1742 - Period Ending: 2/28/2013 Hope's Voice Domestic Violences Services (Children and Family Services Corporation)</a>	Program Reports	Program Reports Delinquent	New	4/15/2013 4:12:37 AM
<input type="checkbox"/>	<a href="#">Alert : 1837 - Project Ending: 2/11/2013 Due Date: 4/12/2013 test (Avon Community School Corporation)</a>	Fiscal	Final Cumulative Fiscal Report Delinquent	New	4/13/2013 4:10:39 AM
<input type="checkbox"/>	<a href="#">Alert : 1823 - Period Ending: 3/31/2013 Due Date: 4/20/2013 Test (Indiana Criminal Justice Institute)</a>	Fiscal	Cumulative Fiscal Reports Due	New	4/10/2013 4:05:12 AM

# Program Reports

Click the Create Program Report button.

Filter Criteria  
 Phase: [All]   
 Approval Status: [All]

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By
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Program Monitoring Reports

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance
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- The subgrantee must choose Yes or No from the drop down menu for the question, “Is the Project on Schedule?” If No is chosen then an explanation must be provided.
- The subgrantee must then complete the narrative portion, “Briefly List Activities Conducted During This Period.”
- The Make Final Report button should be clicked if the report being submitted is the Final report for the award.

System will time out at: 04:15:49 PM. Remaining time: 29:52

Back Button will not take you back pages, instead use the application menus and controls.

[Logoff](#)

Main Menu | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

[Project Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1378      Project Title: Problem Solving Court      Applicant Agency: [Indiana Criminal Justice Institute](#)  
 Project Start: 1/1/2013      Project End: 12/31/2013      Report Period: 1/1/2013 To 3/31/2013

PROGRAM REPORT

Report Status: Draft      Report Due Date: 4/21/2013  
 Approval Status: Pending      Submitted Date:  
 Status Updated By:      Return Date:  
    Resubmitted Date:

Final Report: No     

Is The Project On Schedule? \*   
 If not, please explain:

Briefly List Activities Conducted During This Period. \*

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
<a href="#">Attachments</a>	0	In Process		
<a href="#">Activity Areas</a>	0	In Process		
<a href="#">Activity Performance Indicators</a>	0	In Process		
<a href="#">Performance Indicators</a>	0	In Process		

Once these 2 steps have been completed, the subgrantee can move on to the Program Sections portion of the report.

**PROGRAM REPORT**

Report Status: Draft  
Approval Status: Pending  
Status Updated By:

Report Due Date: 3/21/2013  
Submitted Date:  
Return Date:  
Resubmitted Date:

Final Report: No

Is The Project On Schedule? \*  
If not, please explain:

Yes  
No

Briefly List Activities Conducted During This Period: \*

**Report Sections**

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
<a href="#">Attachments</a>	0	In Process		
<a href="#">Performance Indicators</a>	0	In Process		

**Corrective Actions**

Problem Description	Due Date	Section	Status
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The subgrantee will click on the link for each section and answer the questions presented.

- Attachments
  - The section allows the subgrantee to submit any required documentation or other documentation that is needed for the report.
  - Click Save – Complete when complete.
- Activity Areas
  - The activity areas are selected in the application or can be selected during each reporting period.
  - Once and Activity Area is selected, any performance indicators or questions defined within the Activity Area will be added to the report in the Activity Performance Indicator(s) section.
  - Click Save – Complete when complete.
- Performance Indicators
  - Performance Indicators are established in the Funding Announcement by the Grant Manager.
  - Additional Performance Indicators can be established by the subgrantee if the Funding Announcement allows that as an option during the application process.
  - Click Save – Complete when complete.
- Additional Program Report Sections
  - Additional sections are defined by the Grant Manager and must be completed.
- Final Report
  - This becomes available with the Make Final Report is clicked.
  - Click Save – Complete when complete.

The Status of each section must be Complete to be able to View Report and Submit Report the report.

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[Project Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

**Grant ID:** 1378      **Project Title:** Problem Solving Court      **Applicant Agency:** [Indiana Criminal Justice Institute](#)  
**Project Start:** 1/1/2013      **Project End:** 12/31/2013      **Report Period:** 1/1/2013 To 3/31/2013

**PROGRAM REPORT**

**Report Status:** Draft      **Report Due Date:** 4/21/2013  
**Approval Status:** Pending      **Submitted Date:**  
**Status Updated By:**      **Return Date:**  
**Resubmitted Date:**

**Final Report:** No     

**Is The Project On Schedule? \***  Yes  No  
 If not, please explain:

Briefly List Activities Conducted During This Period: \*

A Case Manager was hired during this period. The new Case Manager began working with the participants of the problem solving court and monitoring their activities. The Case Manager also attended training for Incentives and Sanctions review.

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
<a href="#">Attachments</a>	0	Complete	10/4/2012	<a href="#">Ms. Beth Hampshire</a>
<a href="#">Activity Areas</a>	0	Complete	10/4/2012	<a href="#">Ms. Beth Hampshire</a>
<a href="#">Activity Performance Indicators</a>	0	Complete	10/4/2012	<a href="#">Ms. Beth Hampshire</a>
<a href="#">Performance Indicators</a>	0	Complete	10/4/2012	<a href="#">Ms. Beth Hampshire</a>
<a href="#">JAR Program Income Report</a>	0	Complete	10/4/2012	<a href="#">Ms. Beth Hampshire</a>
<a href="#">JAR Narrative</a>	0	Complete	10/4/2012	<a href="#">Ms. Beth Hampshire</a>

When the Submit button has been selected the following screen will appear.

**Program Report Submission Confirmation**

I hereby certify that, to the best of my knowledge, the information contained in this report is accurate, complete, and in compliance with the application as approved by ICJI; and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and ICJI's Applicant's Manual and that all expenditures were made in compliance with these guidelines.

Click Agree to move forward with submitting the report.

## Cumulative Fiscal Reports

Cumulative Fiscal Reports are reports required to show expenditures of funds for the grant application. These reports are used to determine the necessary reimbursement needed for the program.

Summary and Detail Fiscal Reports are required to be entered by the subgrantee.

- Fiscal Reports determine the amount of funds needed for reimbursement.

Click the Create Fiscal Report button.

The screenshot shows a web application interface with the following elements:

- Buttons: "Create Program Report", "Create Fiscal Report" (circled in red), and "Create Inventory Report".
- Filter Criteria: "Phase: [All]" and "Approval Status: [All]".
- Text: "To access a fiscal or program report, click on the period ending date to open the report."
- Tables:
  - Cumulative Fiscal Reports**: Columns: Phase, Period Ending, Report Type, Status, Last Update Date, Approval Status, Entered By.
  - Program Reports**: Columns: Phase, Period Ending, Report Type, Status, Last Update Date, Approval Status, Entered By.
  - Inventory Reports**: Columns: Phase, Status, Last Update Date, Approval Status, Entered By.
  - Program Monitoring Reports**: Columns: Report ID, Date of Last Visit, Programs, Additional Grants, Issues/Comments, Letter of Compliance.
- Bottom buttons: "Create Program Report", "Create Fiscal Report", and "Create Inventory Report".

Select the Report Type

- Quarterly
  - Quarterly fiscal reports are required for all awards, and must be submitted by the date established by the Grant Manager.
- Interim
  - Interim Fiscal Reports can be submitted to receive reimbursement at any time during the grant period.
  - An Interim Report should be utilized to request reimbursement in between the required reporting period. If the grant is approaching the required reporting period, please do not mark as interim. The system is sensitive to dates and will not total the categories properly.
  - The Report Period End Date must be selected when completing an interim report.
- Final
  - Final Report is used to submit the final fiscal report for the award and to request the final reimbursement.

The subgrantee will also need to select whether this program collects Program Income (**only for quarterly reports**).

Total Budget: \$10,500.00

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 3/31/2013

Report Period Ending Date: \* 3/31/2013

Report Type: \*  Quarterly  Interim  Final

Does this program collect Program Income? \*  Yes  No

Report Status: Draft  
Approval Status: Pending  
Status Updated By:

Submitted Date:  
Return Date:  
Resubmitted Date:

Financial Information	Budget	Grant Funds Paid This Period 1/1/2013-3/31/2013	Total Cumulative Expenses	Total Funds Received To Date	Claim This Period Σ
Federal	10,500.00	0.00	0.00	0.00	0.00
State	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00

If Detailed Budget:

- The subgrantee should click the blue link of the Budget Category they need to report into.

SUBGRANTEE CUMULATIVE FISCAL REPORT

System will time out at: 10:42:28 AM.  
Remaining time: 29:57

This report submitted for the calendar quarter ending: 3/31/2013

Report Period Ending Date: \* 3/31/2013

Report Type: \*  Quarterly  Interim  Final

Does this program collect Program Income? \*  Yes  No

Report Status: Draft  
Approval Status: Pending  
Status Updated By:

Submitted Date:  
Return Date:  
Resubmitted Date:

Financial Information	Budget	Grant Funds Paid This Period 1/1/2013-3/31/2013	Total Cumulative Expenses	Total Funds Received To Date	Claim This Period Σ
Federal	10,500.00	0.00	0.00	0.00	0.00
State	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	10,200.00	0.00	0.00	0.00	0.00
In-Kind	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>20,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Click Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Grant Funds Paid This Period 1/1/2013-3/31/2013	Match Funds Paid this Period 1/1/2013-3/31/2013	Total Cumulative Expenses	% Over Budget
<a href="#">Personnel</a>	10,000.00	10,000.00	0.00	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	500.00	200.00	0.00	0.00	0.00	0.00
<a href="#">Consultants</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Construction</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Other</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Confidential</a>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>10,500.00</b>	<b>10,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Select a Program Income category then click the plus link to start entering Program Income details.

Program Income Add: Earned | No Records for Program Income...

- Enter the amount of grant funds and/or match funds expended for the quarter for each line item.
  - Funds Paid this period: Grant Funds for reimbursement.
  - Match This period: Match Funds paid during the reporting period.
- Click Save when complete.

Logoff

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Grant ID: 1888 Project Start: 1/1/2013  
 Project Title: Manual Screen Shots Project End: 12/31/2013  
 Applicant Agency: [Indiana Criminal Justice Institute](#) Phase Budget: \$39,300.00  
Total Budget: \$39,300.00

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PERSONNEL EXPENDITURE DETAILS

Total Funds Paid This Period: \$7,000.00

Indiana Criminal Justice Institute (Master Budget)

Position	Name	Fund Type	Budget	Funds Paid This Period	Total Cumulative Expenses	Match This Period
Administrator	Jane Doe	Grant Fund	17,500.00	2,000.00	2,000.00	0.00
Administrator	John Doe	Grant Fund	20,000.00	5,000.00	5,000.00	0.00
			37,500.00	7,000.00	7,000.00	0.00

**If Non-Detail Budget:**

- Enter the amount into the Funds Paid This Period Column and Match Funds Paid This Period Column for each category.

Budget Categories	Budget	Match	Cumulative Expenses as of 9/30/2012	Funds Paid This Period 10/1/2012-12/31/2012	Match Funds Paid this Period 10/1/2012-12/31/2012	Total Cumulative Expenses	% Over Budget
Personnel	14,500.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Specific Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>14,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>

Program Income Add:   [No Records for Program Income...]

Remarks:

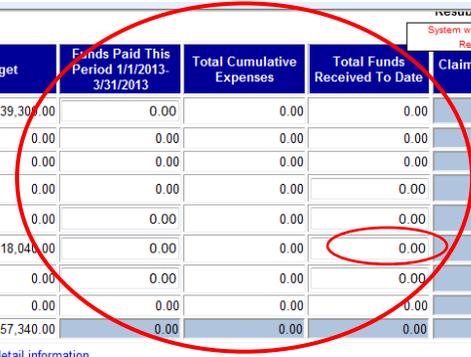
Actions	Attachment Name	Description	Budget Category(s)	Date
	12.18.2012.pdf	test		12/27/2012 7:41:44 AM

The subgrantee should now enter the data necessary for the Financial Information section of the financial report.

- Funds Paid This Period: All expenses paid by the subgrantee for this project.
- Total Fund Received to Date
  - This column calculates based upon the payments entered by CJI for grant funds.
  - The subgrantee will need to input the "Total Funds Received to Date" for the Match line(s).
- The Claim This Period column should be the total amount that needs to be reimbursed.

Status updated by: [MS - BUDGETS/11/14/13](#) Resubmitted Date:  
System will time out at: 03:12:01 PM  
Remaining time: 29:57

Financial Information	Budget	Funds Paid This Period 1/1/2013-3/31/2013	Total Cumulative Expenses	Total Funds Received To Date	Claim This Period Σ
Federal	39,300.00	0.00	0.00	0.00	0.00
State	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	18,040.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>57,340.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

 Click the Budget Category link to enter "Funds Paid This Period" and "Match Funds This Period" detail information.

- Any remarks or comments that the subgrantee needs to make about the report can also be added, but are not required.
- Add Attachments: Attach the supporting documentation necessary to received reimbursement.
- View Report: See a summary of the report in PDF.
- View Program Income Report: See a summary of the report in PDF
- Click Submit to submit the report.

Financial Information	Budget	Funds Paid This Period 1/1/2013-3/31/2013	Total Cumulative Expenses	Total Funds Received To Date	
Federal	39,300.00	7,800.00	7,800.00	0.00	(7,800.00)
State	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	18,040.00	540.00	540.00	540.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>57,340.00</b>	<b>8,340.00</b>	<b>8,340.00</b>	<b>540.00</b>	<b>(7,800.00)</b>

System will time out at: 03:45:54 PM. Remaining time: 29:58

Click the Budget Category link to enter "Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Funds Paid This Period 1/1/2013-3/31/2013	Match Funds Paid this Period 1/1/2013-3/31/2013	Total Cumulative Expenses	% Over Budget
Personnel	37,500.00	0.00	7,000.00	0.00	7,000.00	0.00
Employee Benefits	0.00	15,000.00	0.00	0.00	0.00	0.00
Travel (Including Training)	1,800.00	540.00	800.00	540.00	1,340.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	2,500.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Specific Information	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Services	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00	0.00	0.00	0.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>39,300.00</b>	<b>18,040.00</b>	<b>7,800.00</b>	<b>540.00</b>	<b>8,340.00</b>	<b>0.00</b>

Select a Program Income category then click the plus link to start entering Program Income details.

Action	Budget Indicator	Category Type	Amount
Select Remove	Earned	Fees	\$ 200.00
Select Remove	Expenditures	Travel/Training	\$ 100.00

Program Income Add: Earned

Remarks:

Add Attachment

View Report View Program Income Report Save as Draft Save and Continue Editing Submit Delete Back

The above approval message is in place instead of signatures that may have been previously required by the programs.

- Click Agree to finish submitting the financial report.

**Fiscal Report Submission Confirmation**

I certify that, to the best of my knowledge and belief, this report is accurate and complete and that all expenditures and outstanding subgrantee obligations are for the purposes set forth in the application as approved by ICJ; and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and ICJ's Applicant's Manual and that all expenditures were made in compliance with these guidelines.

Agree Back

## Program Income

Program Income should only be submitted with the quarterly reports. Program Income should not be submitted with Interim Reports.

- Select Earned or Expenditures from the drop down menu.
- Select the plus button to add the earned line item or expenditure line item.

Budget Categories	Budget	Match	Grant Funds Paid This Period 1/1/2013-3/31/2013	Match Funds Paid this Period 1/1/2013-3/31/2013	Total Cumulative Expenses	% Over Budget
<b>Total Σ</b>	20,700.00	0.00	0.00	0.00	0.00	0.00
Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.						
Personnel	10,000.00	10,000.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	500.00	200.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	10,500.00	10,200.00	0.00	0.00	0.00	0.00

Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Select a Program Income category then click the plus link to start entering Program Income details.

Program Income Add: + Earned - No Records for Program Income...

+ Earned  
- Expenditures

Remarks:

- Click the Select button to enter date into the line item.

Budget Categories	Budget	Match	Grant Funds Paid This Period 1/1/2013-3/31/2013	Match Funds Paid this Period 1/1/2013-3/31/2013	Total Cumulative Expenses	% Over Budget
<b>Total Σ</b>	20,700.00	0.00	0.00	0.00	0.00	0.00
Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.						
Personnel	10,000.00	10,000.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	500.00	200.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	10,500.00	10,200.00	0.00	0.00	0.00	0.00

Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Select a Program Income category then click the plus link to start entering Program Income details.

Program Income Add: + Earned - No Records for Program Income...

Action	Budget Indicator	Category Type	Amount
<span style="border: 1px solid black; padding: 2px;">+</span> Select	Earned	Enter Edit Mode	\$
<span style="border: 1px solid black; padding: 2px;">-</span> Remove			

Remarks:

- Select the Category Type from the drop down menu.
  - The category types are determined by the Budget Indicator of Earned or Expenditure.
- Enter the total amount earned for that category.
  - Multiple categories can be added as needed.
- Enter the amount of funds.
  - Earned Funds: The amount entered should be the total amount earned for that category.
  - Expenditures: The amount entered should be the total amount of the federal portion of program income earned that was expended.
- Click Update when the line item is complete.

Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Grant Funds Paid This Period 1/1/2013-3/31/2013	Match Funds Paid this Period 1/1/2013-3/31/2013	Total Cumulative Expenses	% Over Budget
Personnel	10,000.00	10,000.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	500.00	200.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>10,500.00</b>	<b>10,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Select a Program Income category then click the plus link to start entering Program Income details.

Program Income Add: + Earned

Action	Budget Indicator	Category Type	Amount
Update	Earned	Asset Forfeitures	\$ 0.00

Remarks:

### Completed view of Program Income

Click the Budget Category link to enter "Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Funds Paid This Period 1/1/2013-3/31/2013	Match Funds Paid this Period 1/1/2013-3/31/2013	Total Cumulative Expenses	% Over Budget
Personnel	37,500.00	0.00	7,000.00	0.00	7,000.00	0.00
Employee Benefits	0.00	15,000.00	0.00	0.00	0.00	0.00
Travel (Including Training)	1,800.00	540.00	800.00	540.00	1,340.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	2,500.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Specific Information	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Services	0.00	0.00	0.00	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00	0.00	0.00	0.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>39,300.00</b>	<b>18,040.00</b>	<b>7,800.00</b>	<b>540.00</b>	<b>8,340.00</b>	<b>0.00</b>

Select a Program Income category then click the plus link to start entering Program Income details.

Program Income Add: + Earned

Action	Budget Indicator	Category Type	Amount
Select	Earned	Fees	\$ 200.00
Select	Expenditures	Travel/Training	\$ 100.00

## Inventory Reports

Monitors the equipment purchased using grant funds.

Inventory reports are only kept for equipment that has a value of \$500.00 or greater.

- Click Add New Item to add an inventory item to the report.

  System will time out at: 11:21:37 AM  
Remaining time: 29:58

Back Button will not take you back pages, instead use the application menus and controls.

[Logoff](#)

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

[Project Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1378      Project Title: Problem Solving Court      Applicant Agency: [Indiana Criminal Justice Institute](#)

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**INVENTORY LISTING**

Report Status: Draft      Submitted Date:  
Approval Status: Pending      Return Date:  
Status Updated By:      Resubmitted Date:

Has non-expendable property been purchased through this subgrant or a previous subgrant for this period? Yes ▾

Add New Item    Add Budget Equipment Items

Item No	Quantity	Identification Number	Cost	Present Condition Code
Remarks:				

Please send technical comments and problems to [ICJIEGRANTS\\_Support@CAJ](#)  
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- To complete the report fill out this section in its entirety.
  - Item Number: The asset tag number or the number assigned by the subgrantee to track the item.
  - Inventory Quantity: The amount of items purchased.
  - Description: A brief description of the item purchased.
  - Identification Number: The serial number or another used to identify item.
  - Date Acquired: The date the item was purchased.
  - Cost: The final cost of the item.
  - Present Condition Code: Select from the drop down the current condition of the item.
  - Present Use and Location: Describe how the item is currently being used and where is it located.
  - Anticipated Future Code: Select from the drop down the anticipated condition of the item.
  - Remarks: Include any additional remarks about the item that is not addressed in the previous questions.
- Click Save and Return when the report is complete.

The screenshot displays the Egrants web application interface. At the top, there is a header with the Egrants logo and the Indiana Criminal Justice Institute (ICJI) logo. A system message in the top right corner indicates a time-out warning: "System will time out at: 11:23:08 AM. Remaining time: 29:58". Below the header, a navigation menu includes links for Main Menu, User Management, Funding Announcement, Project Management (highlighted), Work Manager, and Internal Menu. A secondary menu under Project Management includes Project Monitoring, Audit, Fiscal Details, and Reporting Requirements. The main content area shows the following information: Grant ID: 1378, Project Title: Problem Solving Court, and Applicant Agency: Indiana Criminal Justice Institute. The form fields include: Item Number (text input), Inventory Quantity (text input with value 0), Description (text input with a dropdown arrow), Identification Number (text input), Date Acquired (text input), Cost (text input), Present Condition Code (dropdown menu with selected value "A - In the same project being continued with ICJI funds"), Present Use and Location (text input with a dropdown arrow), Anticipated Future Code (dropdown menu with selected value "A - In the same project being continued with ICJI funds"), and Remarks (text input with a dropdown arrow). At the bottom of the form, there are four buttons: "Save & Return" (circled in red), "Save & Add Another", "Delete", and "Back". A footer note at the bottom of the page reads: "Please send technical comments and problems to ICJIEGRANTS.Support@QA. ©2011-2012 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited."

- The record has now been added to the Inventory Report and can be submitted.
- Any additional remarks can be included in the Remarks section of the report.
- Click Submit Report when finished with the report.

System will time out at: 11:33:50 AM.  
Remaining time: 29:58

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

[Project Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1378      Project Title: Problem Solving Court      Applicant Agency: [Indiana Criminal Justice Institute](#)

**INVENTORY LISTING**

Report Status: Draft      Submitted Date:  
Approval Status: Pending      Return Date:  
Status Updated By: [Ms. Beth Hampshire](#)      Resubmitted Date:

Has non-expendable property been purchased through this subgrant or a previous subgrant for this period? Yes ▾

[Add New Item](#)      [Add Budget Equipment Items](#)

Item No	Quantity	Identification Number	Cost	Present Condition Code
	1	123456	5,000.00	A

Remarks:

[Save As Draft](#)      [Submit Report](#)      [Back](#)

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The confirmation message below will come up with the Submit Report button is clicked.

- Click Agree to move on.

**Inventory Report Submission Confirmation**

I certify that, to the best of my knowledge and belief, this report is accurate and complete.

[Agree](#)      [Back](#)

All saved reports are listed in the Main Summary of the Monitoring section of the grant.





System will time out at: 12:43:14 PM.  
 Remaining time: 29:57

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

[Main Menu](#)
[User Management](#)
[Funding Announcement](#)
[Project Management](#)
[Work Manager](#)
[Internal Menu](#)

[Project Monitoring](#)
[Audit](#)
[Fiscal Details](#)
[Reporting Requirements](#)

Grant ID: 1378
Project Title: Problem Solving Court
Applicant Agency: [Indiana Criminal Justice Institute](#)

Program Staff Contact: [Ms. Beth Hampshire](#)
Fiscal Contact: [Ms. Beth Hampshire](#)

Create Program Report
Create Fiscal Report
Create Inventory Report

#### MAIN SUMMARY

**Filter Criteria**

Phase: [All] ▼

Approval Status: [All] ▼

To access a fiscal or program report, click on the period ending date to open the report.

**Cumulative Fiscal Reports**

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1378	<a href="#">3/31/2013</a>	Quarterly	Submitted	10/11/2012	Pending	<a href="#">Ms. Beth Hampshire</a>

**Program Reports**

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1378	<a href="#">3/31/2013</a>	Quarterly	Draft	10/4/2012	Pending	<a href="#">Ms. Beth Hampshire</a>

**Inventory Reports**

Phase	Status	Last Update Date	Approval Status	Entered By
1378	Submitted	10/11/2012	Pending	<a href="#">Ms. Beth Hampshire</a>

**Program Monitoring Reports**

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance

Create Program Report
Create Fiscal Report
Create Inventory Report

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