

4.4 Uploading, Submitting, and Negotiating Status Reports

Webgrants Handbook: Internal Staff
Developed: August 2023
Revised: NA

WebGrants Handbook (External Staff)

4.4 Externals – Uploading Submitting, and Negotiating Status Reports

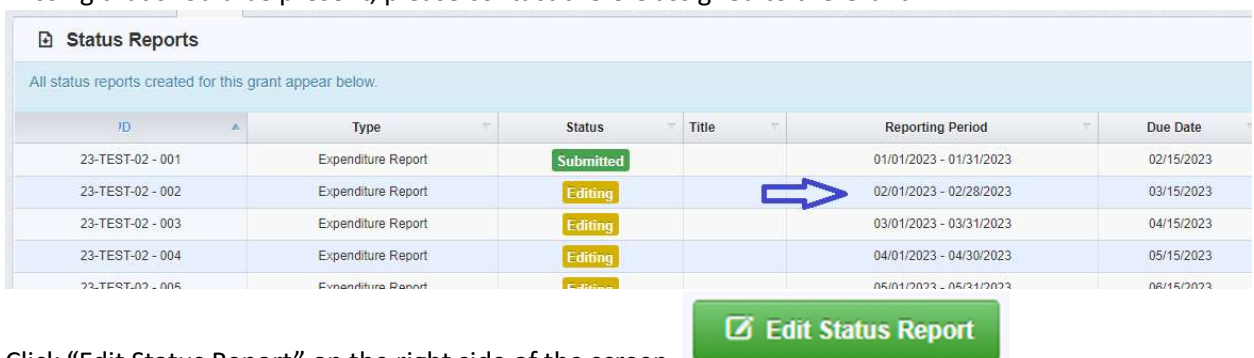
Status Reports in WebGrants are the mechanism through which a Grantee Organization submits invoices, expenditure reports and required expenditure documentation, and progress reports as outlined in the signed agreement. The Status Reports will be initially added by the Nebraska Children & Families Foundation Community Investment Coordinator (CIC), and it is the responsibility of the Grantee Organization to upload necessary documents to the existing Status Report. Failure to submit the Status Report by its required submission date may result in delayed payment or jeopardize the reimbursability of the invoice.

To upload a Status Report, navigate to the Grant page. For instructions on locating a Grant, please refer to 4.3 Externals – Locating A Grant.

1. From the Grant landing page, click “Status Reports.”



2. Review the list of Status Reports available and select the corresponding Report Type and Reporting Period that needs to be submitted. The Status Reports displayed here directly correspond to the reporting requirements outlined in the Contract. **DO NOT CREATE A NEW STATUS REPORT. ONLY EDIT EXISTING STATUS REPORTS.** If you believe a Status Reports are missing that should be present, please contact the CIC assigned to the Grant.



3. Click “Edit Status Report” on the right side of the screen.
4. If the Status Report being submitted is an Expenditure Report:

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- a. In the Status Report Details section at the bottom of the page, select “Expenditure Report.”

Component	Complete?
General Information	✓
Expenditure Report	

- b. To upload attachments, click “Add New Attachment.”
- c. When possible, utilize as few attachments as possible. Invoices should always be signed by necessary parties, and documents should be in PDF format whenever possible. Retrieve the document by clicking “Select File” and add a Description that is clear and concise.

Attach File

Save File Cancel

Upload File: February 2023 Invoice and Expenditure report.pdf Change Remove

Description*: February invoice and expenditure report
461 character(s) left

- d. Click “Save File.”
- e. The User will be returned to the Status Report page with the uploaded document. Click “Add New Attachment” again until all necessary documents have been added.

- f. Once all attachments are added click “Mark as Complete.”
- g. For Nebraska Children & Families Foundation to be notified of the report submission,

click “Submit Status Report.”

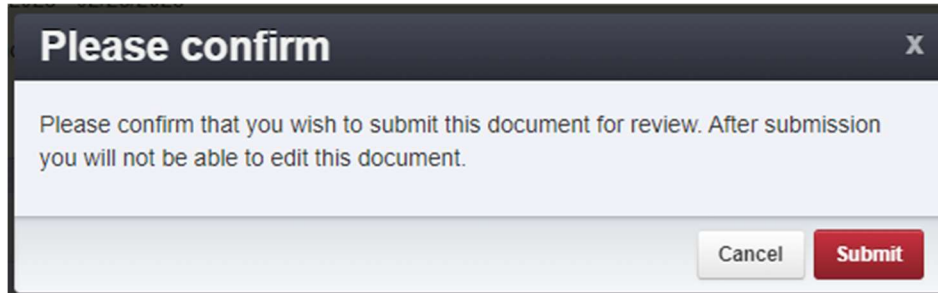
✓ Mark as Complete

✓ Submit Status Report

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- h. An alert will appear confirming the submission. Click “Submit.” Once the Status Report has been submitted, the User will no longer be able to edit the Status Report.



- i. If a Status Report needs to be edited, the User should contact the CIC. The CIC can then return the Status Report to the User unlocked for editing.

Negotiating Status Reports

If upon receiving and reviewing the Status Report, it is determined that the Status Report needs corrections or revision, the Status Report will be “Negotiated” back to the Grantee Organization.

1. When a Status Report is Negotiated back to the Grantee Organization, all Grantee Organization Contacts listed in the Grant will receive an email notification. The email will contain a short message in bold type indicating the correction needed.



**** Do Not Respond to This Email ****

Your Status Report has been unlocked.

You are requested to log into WebGrants - Nebraska Children and Families and edit your Status Report and resubmit it.

The grant details appear below:
Number: 24-TST-01-003
Title: 2024 Project Grant
Program Area: Test Program Area

You are requested to resubmit the Status Report on 06/13/2024.

Additional Comments appear below:

Hello - the invoice is not signed and two receipts are missing. Please send a signed invoice and upload the missing receipts and resubmit. Thank you,

You may now log into the WebGrants system at the following location:
<https://nebraska.dullestech.net/>

2. To open the Status Report, log on to WebGrants. From the left side Navigation Panel, click on “Dashboard”, then “Work Assignment.” The Status Report can be found in the “Recent

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Negotiations” section. Click on the Status Report to be corrected.

Recent Negotiations - Due Within 30 Days					
This section displays the documents that you negotiated in the last 30 days.					
Due Date	Document Type	Sub Type/Round	ID	Status	Title
06/13/2024	Status Report	Expenditure Report	24-TST-01-003	Correcting	2024 Project Grant

 Edit Status Report

- Click “Edit Status Report.”
- Only the Status Report Component(s) needing correction will be viewable. Click on the Component(s) needing correction. Make the necessary adjustments, which could mean uploading additional documents, or removing existing documents and replacing them.

 Mark as Complete

- Click “Mark As Complete.”
- A green check mark will appear next to the completed Component(s). Repeat these steps for each Component needing correction.
- Click “Submit Status Report” to resubmit the Status Report to NCFE. Failure to click “Submit Status Report” will result in NCFE staff not being notified that the corrections

 Submit Status Report

have been made.