

Using the Form Transcript

This is a transcription of the VAWA MEI JD2020 Learning Series video, “How to Use the Form.”

Welcome to the VAWA MEI learning series.

In this progress reporting video for the July through December 2020 reporting period, we'll briefly review how to download the progress report form, and then how to open, complete and validate it, so that it's ready to submit using JustGrants.

On the vawamei.org website, click on “Grant Programs” and scroll down to find the link to your grant program's page.

Once there, scroll down to the Reporting Form box and click on it.

When the page opens, click the “View PDF Form” button.

When the form opens, save the form to your desktop. We just right-clicked on the form to do that here.

Then close all internet browsers, so that the form doesn't open within a browser.

Open your computer's Adobe Acrobat Reader DC program.

Go up to “File,” select “Open,” and find the file you just put on your desktop.

When the file opens, read the brief instructions at the top of the form, and then begin to fill it out.

If you need to stop before you're done, just save and close the form.

To resume your work on it, just open the Reader program again, and then find and open the form again.

When you're all done, you'll wind up at the bottom of the form, where there's a “Validate” button. It's important to click on that button, to make sure your data is correct before you submit it into JustGrants.

If you run into problems, or just want to know more before you tackle your progress report, go back to your grant program's page on our website. There you'll find detailed instructions on how to complete your reporting form, as well as training opportunities, recordings of past webinars, other helpful tools, and FAQs.

If you still have questions, though, please feel free to contact us. We're here to help.

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