How-To Fill Out a Subgrantee Report

March 2024

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Project Overview

The Office on Violence Against Women (OVW) and the Violence Against Women Act Measuring Effectiveness Initiative (VAWA MEI) developed a web-based tool for STOP and SASP Formula State Administrators to collect subgrantee performance report data. This tool will better facilitate the collection, reporting, reviewing, monitoring, and submitting of subgrantee data.

Purpose of the Guide

Subgrantees will fill out an online report via a unique link their state administrator provides to them. This guide provides an overview of how to fill out, navigate, and submit a subgrantee report.

For additional information on how to use the Formula Subgrantee Progress Reporting Tool, please reach out to your State Administrator.

Overview of the Subgrantee Reports

Subgrantee progress reports for both STOP and SASP are generated and made available to subgrantees by State Administrators (SAs) through the tool. The STOP and SASP subgrantee progress reports are similar to the old fillable PDF forms. There are mandatory and optional sections. Subgrantees should answer all required sections and questions. Required questions are marked with an asterisk (*).

The following sections detail how to access a progress report, how to navigate the report, how to fill out the report, and how to submit it to the SA.

How to Access a Subgrantee Report

Blank Reports

Subgrantees will receive a link to access a blank report from their SAs. That link is the only way subgrantees will be able to begin a report.

Once the generated link is clicked, a Brief Instructions page will open that provides information on what the report is and what is required. Click "**Start New Report**" to begin filling out a report.

Reports in Progress

Subgrantee's View - Accessing Unique Report URL

A subgrantee can access an in-progress report by viewing the URL (link) for their report. If a subgrantee does not have their report's URL, there are a couple of ways they can retrieve it. One way is to locate the Blank Report URL their SA provided them initially, click the link and then use the "Find My Report" function at the bottom of the instructions page.

To use the "Find My Report" function, enter the email address that was entered into the Point of Contact field of the report in question. Click "**Find My Report**" and the email address entered will receive an email with a link to the report.

Another way for subgrantees to access their in-progress report is to request their report's link from their SA. SAs can generate specific report URLs by clicking the URL button for the corresponding subgrantee in the "Pending Submissions" and "Approved Submissions" tabs of the Dashboard.

Note: The link for a specific report can be shared and accessed by more than one person. If a subgrantee has a grant partner that needs to fill out a section of the reporting form, the grant partner can use the provided link to access the report and enter the needed information.

Sharing a Specific Page in the Report

If at any point while working on a report, a subgrantee wants to share a specific page in a subgrantee's report, either with the subgrantee or a grant partner, they can simply copy the URL for that page from their web browser and paste it into their communication with that person, as long as they are physically on that page.

Completed Reports

Once a subgrantee has submitted their report to the SA, the subgrantee will no longer be able to access the report. The report's unique link will bring subgrantees to a page that informs them that their report has been submitted and cannot be viewed or edited. Subgrantees will still be able to download their data as an Excel file using the "**Download Report**" button.

If a subgrantee needs to make edits to their report, the SA will need to unlock the report by clicking "**Deny**" on the "Pending Submissions" tab of the dashboard. The SA must then inform the subgrantee the report has been unlocked.

Saving your Progress/Returning

A subgrantee can save the report and return to it later by clicking on the "**Save Progress and Continue Later**" button.
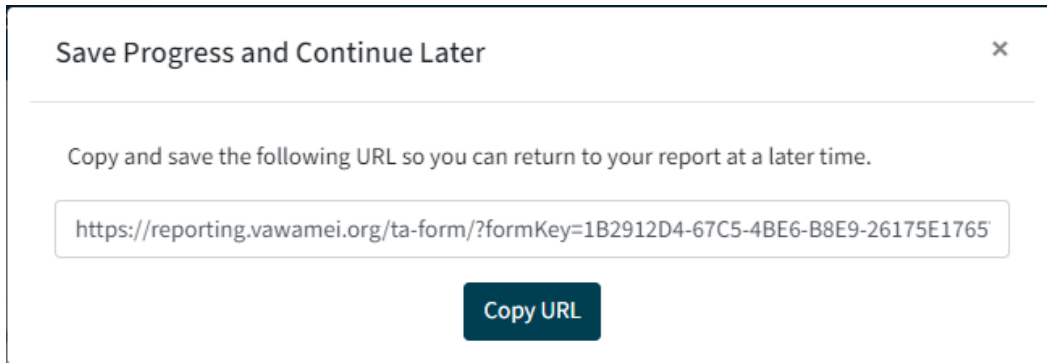

Save and Go To Previous Page   Save and Go To Next Page   Save Progress and Continue Later

Page 1 of 1 in this section.

Once "**Save Progress and Continue Later**" is clicked, a popup will appear and provide the report's URL, which should be saved and used to return to the report. This URL is a unique link for this specific report.

If a subgrantee tries to leave a page without saving their changes, a popup will appear and ask if they are sure they want to leave without saving. Click "**OK**" to leave without saving. Click "**Cancel**" to save the data changes.

A subgrantee can return to their report any time using their report's unique link. If the subgrantee is unable to locate their unique link, they can get their unique link by asking their SA for their unique report link or using the "Find My Report" function.

Navigating a Subgrantee Report
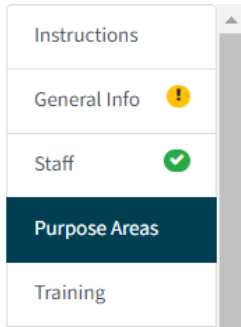
Moving to a Different Page

To move between report pages, click the blue buttons at the bottom of the page. To move forward, click "**Save and Go to Next Page**." To move backward, click "**Save and Go to Previous Page**." Clicking either of these buttons will save the entered data before moving on to another page.


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If the current page contains a validation error, the subgrantee will not be able to move to another page using the "**Save and Go to Next Page**" button. (Validation errors will show up as red text on the page and as a yellow circle with an exclamation point next to the section or page with the error in the navigation pane).

With a validation error, the subgrantee needs to use the navigation pane in order to move to a different page. To use the navigation pane, click on the section or page to go to that page. To learn more about validation errors, review the Validation Requirements section.

If the subgrantee tries to leave a page before saving, a box will pop up and ask if you want to continue without saving. To save the data changes, click "**Cancel**" and then click one of the buttons on the bottom of the page (i.e., "**Save and Go To Previous Page**," "**Save and Go To Next Page**," or "**Save Progress and Continue Later**"). To leave the page without saving the data changes, click "**OK**."
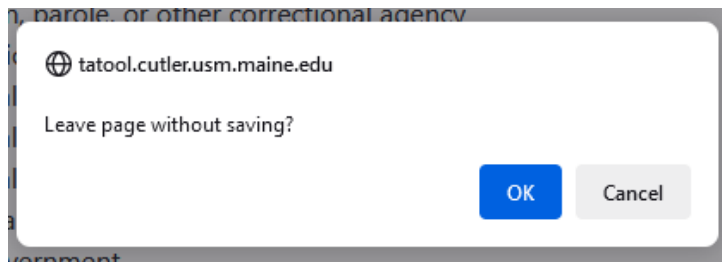
Moving to a Different Section

In addition to using the "**Previous**" and "**Next**" buttons at the bottom of the screen, a subgrantee can use the navigation pane on the left side of the page to move between sections of the report by clicking on the section they'd like to review.

Note: A green checkmark will appear next to a section/page in the navigation pane when the validation requirements are fulfilled. If there is a validation requirement that has not been fulfilled, a yellow exclamation point will appear. This will turn green once the requirement has been met.

Filling out a Subgrantee Report

Once a subgrantee clicks on the link provided to them by their SA, they are first brought to a Brief Instructions page that provides information on what the report is and what is required. Click "**Start New Report**" to begin filling out the report. The first page that appears requests some general information. All questions on this page must be filled out before moving onto the rest of the report.

Note: The subgrantee name and point of contact information entered in this section will be displayed in the State Dashboard and will be used by SAs to monitor reports.

Once the general information is filled out, click "**Save and Continue**." A new page will open that provides the unique URL specific to the report that was just started.

STOP Progress Report

Before continuing, please copy and save the new URL below so that you can return to your saved form later.

https://reporting.vawamei.org/ta-form?formKey=3B1FAD1D-1FB2-4ED7-A126-E015751 | copy URL

continue

Be sure to save the newly generated URL for future use so the report can be accessed at a different point in time.

Note: Anybody with this link will be able to access the report.

Additionally, two people may access, enter, and edit data into a given subgrantee report at the same time (e.g., if a subgrantee shares the report link with a grant partner, both people could be filling it out simultaneously). However, if two people try to edit the same section, the changes that are saved last will overwrite any previously saved data.

Note: A SA can fill out a subgrantee report on behalf of a subgrantee by accessing a blank report the same way a subgrantee would, and then filling out the required information.

Once the link is saved, click "**Continue**." The rest of the report will open. The first page will contain the information that was filled out when starting the report. All of the previous information entered should be present on this page.

Fill out the rest of the report by providing the requested information. Navigate through the report by using the buttons at the bottom of the screen or by using the navigation pane.

Each question that is required has an asterisk next to the question. If the subgrantee does not wish or need to respond to a presented question, they must still click one of the "**Save**" buttons at the bottom of the page to show that they have viewed the question and approve the non-entry of data.

* 1. Date of report

04 / 30 / 2024

The question numbers in each section are dynamic and start over at the start of each section. When referencing a specific question on the report in the separate instructions, the subgrantee will need to know which section the question is in and the question number. For example, Victim Services Question 1.

Optional vs. Required Questions

The STOP and SASP subgrantee progress reports are structured similarly to the old fillable PDF forms. There are mandatory and optional sections. Subgrantees should answer all required sections and questions. Required questions are marked with an asterisk (*). For optional sections, subgrantees will need to answer an initial question about whether or not they used grant funds to support the respective activities. If they did use funds to support those activities, they will click "**Yes**" and then answer the following questions. If they did not use funds to support those activities, they will click "**No**" and they will be skipped to the next section.

If a subgrantee clicks "**Yes**" funds were used for an activity and begins filling out the section, but then later changes the selection to "**No**," the system will delete all of the data previously entered into the section. If for some reason they click "**Yes**" again after clicking "**No**" the entire section will be blank; no data is retained.

Validation Requirements

The subgrantee report contains coding that makes sure specific requirements are met before the report can be submitted. Validation checks actively occur while data is entered into the report. All validation requirements must be successfully met in order to submit the progress report to the SA.
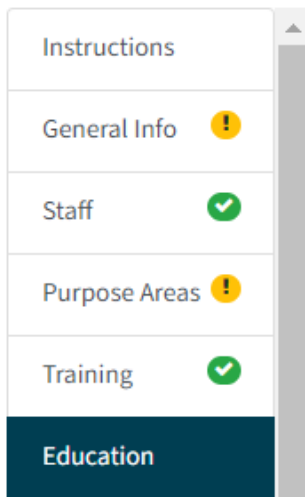

Validation errors will be indicated in the report a few different ways:

- A red error message will appear on the page next to the field with the error;
- A yellow exclamation mark will appear in the navigation pane next to the page and section that has the error; and
- The Validate and Submit page will list out any sections that have validation errors.

If there is a validation error on the current page (yellow exclamation mark in navigation pane), the subgrantee will not be able to move on to the next page using the "**Save and Go to Next Page**" button until the issue has been addressed. To move to a different page, use the navigation pane and select the page needed.

Once all validation requirements are fulfilled in each section, a green check mark will appear next to the section's name in the navigation pane, signaling the section is complete.
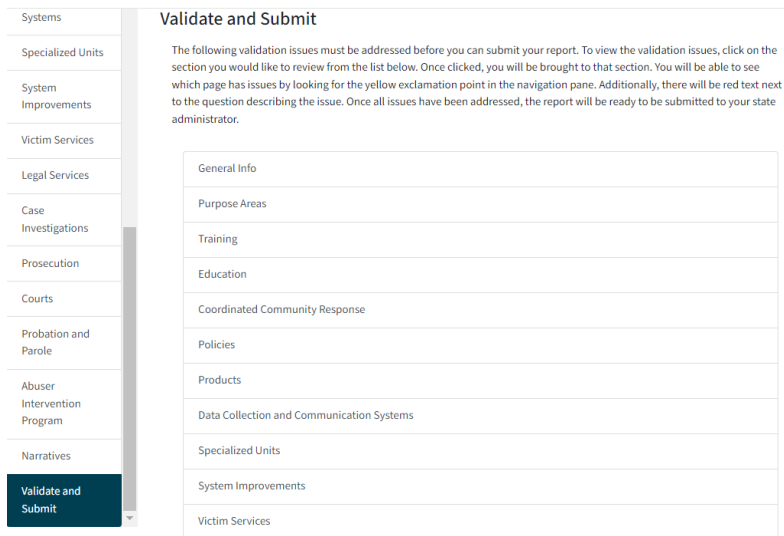
"Validate and Submit" is the last section of the report, and it does a final check to make sure all reporting requirements have been met. A report can only be submitted once all the validation requirements have been met. If there are any issues that need to be addressed, a list of all sections that contain issues will appear. The list is linked so the subgrantee can click on the section they would like to review and will be brought directly to that section.

The report is successfully validated when all sections and pages have green checkmarks, and no validation issues appear on the "Validate and Submit" page. At this point the report is ready for submission to the SA.

Completing a Report

Once the subgrantee has completed the report and all validation requirements have been met (i.e., there are green checkmarks next to every section in the navigation pane), the report is ready for submission to the SA. The "Validate and Submit" page will detail any validation requirements that were not fulfilled. If there are any issues that need to be addressed, a list of all sections that contain issues will appear.

Click "**Submit**" when the report is ready for submission (i.e., all validation requirements have been met). A popup window will appear and ask the subgrantee if they are sure they want to submit the report. A subgrantee should click "**OK**" to submit the report. Once a subgrantee has submitted their report to the SA, the subgrantee will no longer be able to access the report. The report's unique URL link will bring subgrantees to a page that informs them that their report has been submitted and cannot be viewed or edited. Subgrantees will still be able to download their data as an Excel file using the "**Download Report**" button.

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