

Guide to Finalizing and Submitting Your Semi-Annual Discretionary OVW Performance Report

Step 1: On the “Validate, Review, and Submit” page click "Final Review Report." Review your entire report. Is your narrative data updated and reflective of your work? Are you only reporting on activities funded by your OVW award?

Validate, Review, and Complete

Congratulations, you've met all validation requirements and are now ready for the final review!

Here's what to do next:

Final Review:

- Click on "Final Review" to go to the first page of your report.
- Review each page carefully and click "Go to Next Page" at the bottom to move through the report.
- Once you've completed the review, you'll be returned to the "Validate and Complete" page.
- After completing the review, a "Complete" button will appear.

Completing your report:

- Click the "Complete" button.
- This will take you to a page with a link to download your performance report as a PDF.
- You will also receive an email with a link to return to your report, where you can download a copy and/or make any requested edits from your program specialist.

This PDF must be uploaded to your JustGrants account.



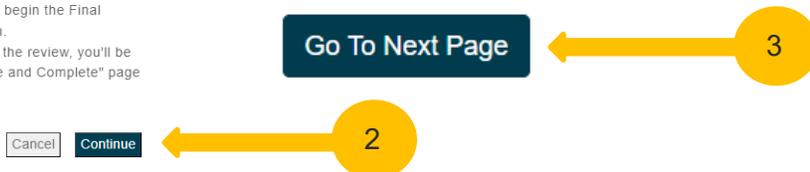
Generate PDF of Performance Report

Click the “Continue” button to begin your Final Review.

- Review each page carefully and click “Go to Next Page” at the bottom to move through the report.
- During this process, the report will be locked for editing. You will only be able to use the “Go to Next Page” button to advance.
- If you need to make a change to your report during this review, you can click on the red “Cancel Review” button on any page.
 - This will unlock the form so you can make edits.
 - If you make edits, return to the “Validate and Complete” Tab to begin the Final Review process again.
- Once you've completed the review, you'll be returned to the “Validate and Complete” page for the next steps.

Step 2: A pop-up window will appear on your screen. Read the instructions and click "Continue" to start the review.

Step 3: Review the data on each page for accuracy. Ensure that you have reported only on allowable activities under your grant. If all data is correct, click "Go To Next Page" to proceed through your report.



If you spot an error, click the “Cancel Review” button on the bottom right side of the screen. The “Cancel Review” button will end the Final Review process and unlock the data fields so that you can edit the report. You will have to restart the Final Review process when you are done making data



Step 4: At the end of the review process select the “Complete” Button

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- **At this point you have successfully submitted your performance report.**

Step 5: Click “Download Report” to download a PDF of your performance report.

- We encourage you to retain this for your records.

You have now successfully generated the PDF of your performance report!

Here's what to do next:

- To complete the performance reporting process, download a copy of your report and submit it as an attachment to your JustGrants account.
- Keep a copy of this PDF for your records. The link to this PDF will expire before the next reporting period.



Please note: We encourage you to review your downloaded PDF to ensure everything is correct. If there are any issues, such as missing pages, we recommend you go through the final report process again and redownload your PDF. If the issue persists, please contact VAWA MEI for assistance:

Phone: 1-800-922-8292 or email: vawamei@maine.edu.