Progress Report Submission Guide
For Principal Investigators

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About this guide

Purpose of this guide
The Progress Report Submission Guide for Principal Investigators contains information about uploading progress reports on the OKGrants website. Progress report formatting instructions are found on the Progress Report Page in OKGrants (see step 6 in “Upload progress report” section in this guide).

Users of this guide
Principal Investigators of OCAST projects

Types of progress report submissions and deadlines
Progress report deadlines are provided in the current year project contract, unless otherwise provided as a result of a contract modification altering the contract end date. Progress report deadlines are strictly enforced; failure to submit progress reports by the deadline may result in project termination, deobligation of remaining funds, and ineligibility for future OCAST funding opportunities.

- Annual progress reports
  Submitted 60 days prior to the end of each year of your project, except for the last year

- Final progress reports
  Submitted 30 days after the end of the final year of your project

- Interim progress reports
  Submitted as part of a contract modification request, or for mid-year updates when required
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Progress Report Submission Instructions

Log in to your OKGrants account

To access OKGrants, go to https://grants.ok.gov. Enter your username and password associated with the Authorized Official role and then click the LOGIN button.

IMPORTANT: Only the Principal Investigator (Authorized Official role) may initiate and submit a progress report. If you are logged in as the Agency Administrator, log out and log back in as the Authorized Official which requires different log in credentials. Otherwise, you will not be able to proceed with the Progress Report submission.

NOTE: If you do not remember your password, click the Forgot Password? link and follow the instructions to have a new temporary password sent to you. If you have attempted multiple login attempts and have been locked out of the system, please contact OCAST for assistance.
Access project application menu

Follow the steps below for quickly accessing project files (application/proposal, research plan, principal investigator CV, budget pages, progress reports, evaluations, requests for payment, etc.)

1. From the home page, confirm that you are logged in as an Authorized Official (PI) and click My Applications from the top menu bar.

2. Enter the project number in the Application Name field and click SEARCH. Make sure that the only the Application Name field is used and all the other fields are left blank.
3. Click on the link with your project number, which will take you to the OCAST Application Menu.
1. From the OCAST Application Menu, click on the **VIEW RELATED ITEMS** button.

2. Click on the **Initiate an OCAST Progress Report** link (the link name will differ slightly from program to program).

3. Click on the **I AGREE** button on the Agreement page.
4. OKGrants has now successfully created a new OCAST Progress Report Document which will facilitate the progress report file upload, as well as the subsequent reviewer evaluation form associated with this progress report.

Click the **VIEW FORMS** button

This is the Document Information number for the newly created Progress Report Document.

5. In the OCAST Progress Report Menu – Forms, click the **Progress Report** link to open the Progress Report Page.

Click **Progress Report** link
6. In the Progress Report Page, select the contract number from the dropdown list, select the Progress Report Type (Annual, Final, or Interim) and attach the progress report file.

**NOTE:** Progress report formatting guidelines are found on this page.

Click the SAVE button.

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Interim progress reports are typically submitted along with Contract Modification requests. The interim progress report can also be uploaded during submission of a Contract Modification form.

1. Select the current year **Contract Number**, select the **Progress Report Type**, and upload your **Progress Report** file.

2. Click **Save**

The form is completed and saved correctly when no Page Errors are listed in this section soon after clicking the “Save” button..
7. Remaining in the Progress Report Page, near the bottom of the page after the progress report instructions, click the “here” link to continue with the submission process. Note that clicking this link does not submit your Progress Report – it instead brings you to the Change Status Page.

8. IMPORTANT:
To finish submitting the progress report to OCAST, click the APPLY STATUS button under PROGRESS REPORT SUBMITTED.
9. The status of the project will change to Progress Report Submitted, which confirms that the progress report was successfully submitted to OCAST and is ready for evaluation. If you do not see this status, please review steps 1-8 of this section, “Upload progress report.”

10. You have successfully finished the submission of your progress report to OCAST. Expect completion of evaluation form by an external reviewer within 2-4 weeks, after which time you will be able to view the completed evaluation form on OKGrants.