



Linking Services, Solutions, Communities

Online Data Collection Grantee Guide

Complete and Submit the Objective Progress
Report (OPR)

Courseware

Date: 03/01/016

The Grants Center
of Excellence

www.GrantSolutions.gov

16. Return to the *Report Sections* screen to select a section to edit. Click the **Report Sections** link towards the top of the screen.

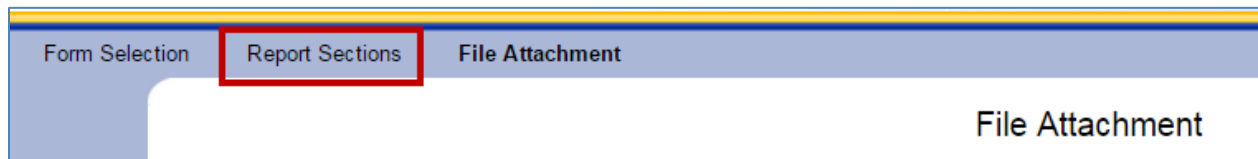


Figure 52: Report Sections navigation link

Validate

17. Once data is entered and saved for each section, the entire form must be validated. Validate checks the form for errors and missing data. Click **Validate** from a section or from the “Report Sections” screen.

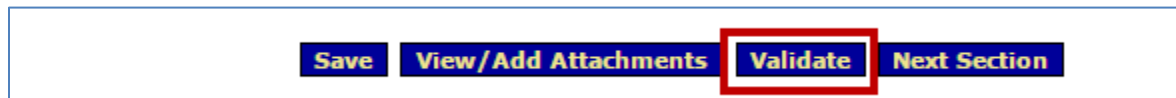


Figure 53: Validate button

18. The screen refreshes and the status updates. If the report status is **Saved with Errors**, an error message appears at the top of the Report screen. The errors must be corrected and the report revalidated. Click the *Go to Error* link to go directly to the field in need of corrections. Click the *Long Description* link to view a description of the error.

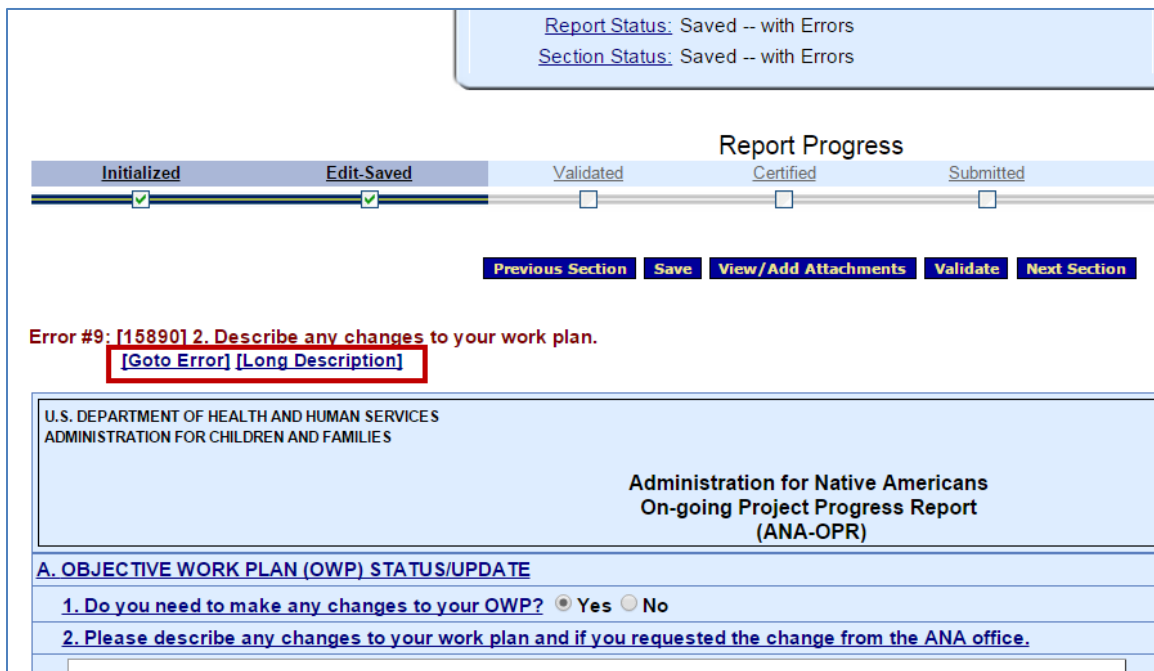


Figure 54: Validation error message - Go to Error and Long Description links

19. If the status is Saved with Warnings, the warnings can either be corrected or the report can still proceed through the approval process.

Warning #3: [15894] Current Status of Expected Results and Benefits for Objective 1.
[Goto Error] [Long Description]

Warning #6: [16219] Current Status of Expected Results and Benefits for Objective 2.
[Goto Error] [Long Description]

Warning #9: [16220] Current Status of Expected Results and Benefits for Objective 3.
[Goto Error] [Long Description]

A. Project Year 1

Please complete the tables below and include all objectives, results, benefits, activities and dates as they appear in the tables as necessary. In completing the 'Status of Activity' column please choose the status of the activity from the dropdown menu.

Figure 55: Report Warnings

Certify

20. After the entire report is successfully saved and validated (no errors), the Grantee Authorizing Official electronically signs the report. Click the **Certify** button from the "Report Sections" screen.

View/Add Attachments Validate **Certify** Print Full Report

Name:	Perform Action
	Select Action: <input type="button" value="Go"/>

Figure 56: Report Sections screen - Certify button

21. A pop-up message appears stating "Changes made after saving and validating this form will be lost. You have the ability to sign in the signature area by pressing the Click to Sign button. This will complete your Certify process and officially sign this form." Click **OK**.

Changes made after saving and validating this form will be lost. You have the ability to sign in the signature area by pressing the Click to Sign button. This will complete your Certify process and officially sign this form.

OK Cancel

Figure 57: Pop-up message

22. The “Cover Page” sections opens. In field 12b, select the **Click to Sign** button.

11. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance in the award documents.	
12a. Typed or Printed Name and Title of Authorized Certifying Official	12c. Telephone (area code, number)
12b. Signature of Authorized Certifying Official	12d. Email Address
Click to Sign	12e. Date Report Submitted (Month/Day/Year)

Figure 58: Cover Page - Click to Sign button

23. The screen refreshes and the status is Certified. Click the **Report Sections** navigation link towards the top of the page.

Form Selection	Report Sections	Report	Report Form Status
----------------	------------------------	--------	--------------------

Figure 59: Report Sections navigation link

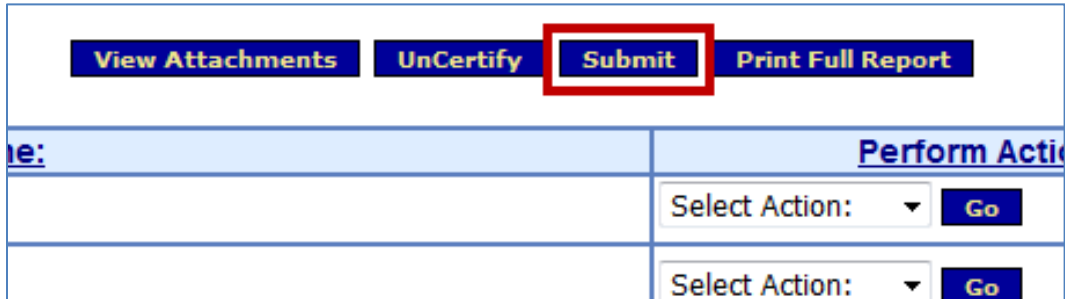
24. The “Report Sections” screen appears. Although the OPR is now locked down for changes, it can be UnCertified to open fields for modifications.

View Attachments UnCertify Submit Print Full Report		
Time:	Perform Action:	Section Status:
	Select Action: ▼ Go	Certified
	Select Action: ▼ Go	Certified
	Select Action: ▼ Go	Certified

Figure 60: Report Sections screen - UnCertify button

Submit

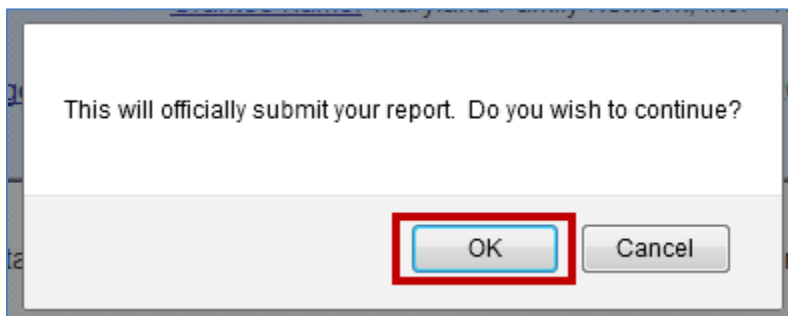
25. The last step is to electronically send the OPR to ANA. From the “Report Sections” screen, click the **Submit** button.



The screenshot shows a web interface with a top navigation bar containing four buttons: "View Attachments", "UnCertify", "Submit", and "Print Full Report". The "Submit" button is highlighted with a red rectangular box. Below the navigation bar is a table with two columns: "Name:" and "Perform Action:". The table contains two rows, each with a text input field and a "Select Action:" dropdown menu, followed by a "Go" button.

Figure 61: Report Sections screen - Submit button

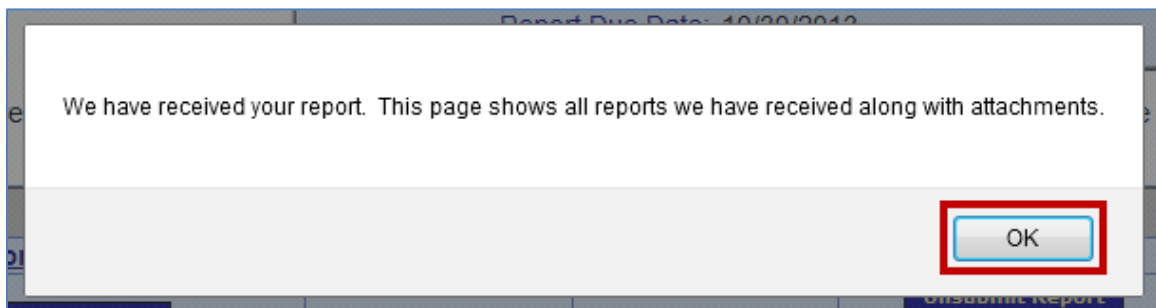
26. A pop-up message appears stating “This will officially submit your report. Do you wish to continue?” Click **OK**.



The screenshot shows a modal dialog box with the text: "This will officially submit your report. Do you wish to continue?". At the bottom of the dialog are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

Figure 62: Pop-up message

27. A confirmation message appears stating “We have received your report. This page shows all reports we have received along with attachments.” Click **OK**.



The screenshot shows a modal dialog box with the text: "We have received your report. This page shows all reports we have received along with attachments." At the bottom right of the dialog is an "OK" button, which is highlighted with a red rectangular box.

Figure 63: Confirmation message

28. The “Report Form Status” page appears and the report is in the Submitted status.

Report Form Status

[Program Name:](#) Native Asset Building Initiative (NO)
[Grantee Name:](#) [On-Line Data Collection System/Department of Health & Human Services - HHS](#)
[Report Name:](#) Objective Progress Report (ANA)
[Funding/Grant Period:](#) 09/30/2012 - 09/29/2017 NO0 (9CN000008)
[Report Period:](#) 09/30/2015 - 03/31/2016

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click 'Grantee Selection'.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submitted	02/26/2016	Unsubmit Report	Print as PDF Go

Original File Attachments		
Attachment Type:	File Name:	Date Received:
ANA OPR - Cover Page 10. Other Attachments:	REPORT.DOCX	02/26/2016

Report Status History				
Report Submissions:	Report Action:	Date/Time:	User Name:	Change (if known):
Original	Submitted	02/26/2016 03:48:41 PM	Donald Duck	
Original	Certified	02/26/2016 03:45:46 PM	Donald Duck	Signed as Authorized

Figure 64: Report Form Status page

29. An email confirmation of the report submission is sent to designated grantors and grantees.

From:

On-Line_Data_Collection_System@acf.hhs.gov

To:

Walters, Anna-Lise (ACF) (CTR)

Cc:

Subject:

Received Submission of [PROJECT] Report Form SF-429 B

Notification of Submission :

The Administration for Children and Families (ACF) has received the following:

Program : Native Asset Building Initiative

Grantee : [\[REDACTED\]](#)

Report : Objective Progress Report (ANA)

Figure 65: Email Notification of Submission