

Progress Report Submission Guide

For Principal Investigators

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.

Welcome to the OK Grants system. Within this system, you are able to search for grant opportunities, track your project status and submit requests for payment.

This is a new system and requires an initial registration process.

- The agency administrator (AA) will complete the initial registration process for the organization by selecting the Agency Administrator Registration button. Only the AA

Login

Username

Password

[Agency Administrator Registration](#)

[Forgot Password?](#)



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. Click My Applications

1. Make sure you are logged in as the Authorized Official (PI Role)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

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.



1. Enter your project number in the Application Name field ONLY

2. Click SEARCH

3. Click on the link with your project number, which will take you to the OCAST Application Menu.

My Applications

For the best results, clear all search criteria and enter the project number in the Application Name field.

Search Applications

Application Types: -- Select --
Application Name: HR14-004
Status: -- Select --
Organization:
Year:

Click on the link with your project number

Export Results to: Screen Sort by: -- Select --

Number of Results 1

Document Type	Organization	Name	Current Status	Year
OCAST Application	Oklahoma Center for the Advancement of Science and Technology	HR14-004	Contract Executed	2014



Upload progress report

1. From the OCAST Application Menu, click on the **VIEW RELATED ITEMS** button

OCAST Application Menu

Document Information: HR14-004

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OCAST Application	Oklahoma Center for the Advancement of Science and Technology	Authorized Official	Contract Executed	10/25/2013 - 10/25/2015 10/25/2015 12:00PM CST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

Click **VIEW RELATED ITEMS** button

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

OCAST Application Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: HR14-004

[Details](#)

Related Documents

Sort search results by: Filter by Document Type: [GO](#)

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
OCAST Progress Report	Initiate a/an OCAST HR Progress Report				

Click on this link

3. Click on the **I AGREE** button on the Agreement page

Agreement

Please make a selection below to continue.

Click **I AGREE**

OCAST requires each Principal Investigator (PI) on a funded program to submit an annual progress report sixty (60) days prior to the ending date of each contract period except for the final contract period. For the final contract period, each Principal Investigator must submit a final progress report sixty (60) days after the end of the contract. Failure to submit the annual progress report as required may result in a gap in funding or a loss of funds.

[I AGREE](#) [I DO NOT AGREE](#)

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

OCAST Progress Report Menu

Document Information: PR-HR14-004.28
Parent Information: HR14-004
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OCAST Progress Report	Oklahoma Center for the Advancement of Science and Technology	Authorized Official	Progress Report In Process	08/01/2013 - N/A N/A

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

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

Click **VIEW FORMS**

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

OCAST Progress Report Menu - Forms

Please complete all required forms below.

Document Information: PR-HR14-004.28

Parent Information: HR14-004

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Progress Reports			
	Progress Report			

Click **Progress Report** link

- 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.

SAVE PRINT VERSION CHECK GLOBAL ERRORS SHOW HELP

Your information has been saved and the following Page Error(s) have been found.
 You must select a Progress Report Type.
 You must attach a Progress Report.

[Back](#)

Document Information: PR-HR14-004-1.1
Parent Information: HR14-004
[Details](#)

You are here: > [OCAST Progress Report Menu](#) > [Forms Menu](#) > Progress Reports

PROGRESS REPORT

Instructions: Select a contract number and report type, and upload a document into the first upload field. Then click Save at the top of the screen. Click the hyperlink at the bottom of the page to change the status of the progress report to submit it to OCAST. **Your progress report has not been submitted to OCAST until the status is changed.**

If you are uploading additional information or a revised report at the request of OCAST, select file and new file will be considered for review.

Principal Investigator: OCAST AO

Contract Number: HR14-004-1

Progress Report Type: Annual Final Interim

Progress Report: No file selected.

Revised Progress Report: No file selected.

Requirements: OCAST requires each principal investigator who is funded under the Health Research program to submit an annual progress report sixty (60) days prior to the ending date of each contract, except for the final contract period. Each PI must submit a final report thirty (30) days after the end of the final contract period. Failure to submit the annual report as required may result in a gap in funding or loss of funds. Project Performance is evaluated by reviewers, a majority of whom reside outside of Oklahoma, who are nominated and approved by the Health Research Committee. Any questionable progress report may be submitted to another reviewer for review. The Health Research Committee will determine if the report is acceptable for funding. If not acceptable, the PI must submit a revised report within the performance evaluations and availability of funds.

Progress Report Guidelines: OCAST requires each progress report be completed in the required format may be returned for revision.

- Cover Page.** The following information must be provided:
 - Project number and title
 - PI name and contracting organization
 - Co-PI name(s) and organization(s)
 - Other organizations providing project resources
 - Current funding period
 - Report due date
- Work Accomplished.** Summarize the research completed on the OCAST-funded Health Research project during the current funding period. (Three pages maximum for items 2 and 3, combined.)
- Research Plans.** State the plans for the coming year, including any significant changes in the personnel or proposed research. (Three pages maximum for items 2 and 3 combined.)

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..

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**

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.

4. **Publications.** List journal articles and other publications that have been submitted and/or published during the funding period that incorporate any portion of the work supported by the OCAST contract. Include any oral or poster presentations to journal meetings; report of presentations scheduled as well as those already given. Categorize under the following headings: *Refereed, Non-Refereed, Books, Chapters, Abstracts, and Presentations.*

5. **Other Support.** Using the format provide below, list all funds (e.g. grants, contracts, business investments) that have been received as a result--all or in part--of this OCAST-funded project.

Example:

<u>Funding Organization</u>	<u>Project Title</u>	<u>Funding Period</u>	<u>Contract/Award Amount</u>
Environmental Protection Agency	A Pilot-Scaled Demonstration of Surfactant-Enhanced Subsurface Remediation of Chlorinated Hydrocarbons	7/1/12 - 6/30/13	\$325,000

6. **Impact Statement.** Although Health Research projects may be reviewed only based upon the merit of the project's scientific progress, part of the legislative mandate for the Oklahoma Health Research program is to stimulate economic growth by facilitating technological development. Therefore, if the project has produce business collaborations or ventures that have had, or will likely have, an impact on Oklahoma's economy, please quantify the economic impact. Also, if the project has had direct impact of patient diagnoses, therapy, etc., please describe. Finally, if the project has generated and newspaper stories or similar coverage, please include copies.

Click [here](#) to submit this progress report. You will be directed to the progress report status menu in which you must click the Apply Status button beneath the Progress Report Submitted heading.

[Top of the Page](#)

Click the “here” link



8. **IMPORTANT:** To finish submitting the progress report to OCAST, click the **APPLY STATUS** button under PROGRESS REPORT SUBMITTED.

OCAST Progress Report Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: PR-HR14-004-1.1

Parent Information: HR14-004

[Details](#)

Possible Statuses

PROGRESS REPORT SUBMITTED

APPLY STATUS

PROGRESS REPORT CANCELLED

APPLY STATUS

Click APPLY STATUS

- 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."

OCAST Progress Report Menu

Document Information: PR-2012-OSU-00040

Parent Information: PS12-184

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OCAST Progress Report	Oklahoma State University	Authorized Official	Progress Report Submitted	01/01/2012 - 01/01/2013 01/01/2013 12:00PM CST



- 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.