

Tobacco Region Revitalization Commission

Applicant Portal – Grant Reporting

Follow this link to the [Applicant Portal](#)

Once you have accessed the portal – you will see the following screen:

The screenshot shows the Applicant Portal dashboard for user Suzette Patterson. At the top, there are navigation links for 'Home', a calendar icon, a notification bell, and a user profile 'S'. Below the navigation are two buttons: 'Edit Organization Profile' and 'Edit Personal Profile'. The main section is titled 'Application Status' and contains four cards: '2 Funding Opportunities', '5 In Progress Applications', '0 Submitted', and '3 Active'. Below this is a blue card with '1 Not Active'. The next section is 'Requires Attention' with four cards: '2 Project Agreements Due', '7 Progress Reports Due', '7 Submitted Activities', and '0 TROF Commissioner of Revenue Data Due'. A small JavaScript error message is visible at the bottom left: 'jscriptopenShortCutList(36929,103467,Not Active,29769,0)'.

Select the **Progress Reports Due** option to view a list of all open reporting with the corresponding **Scheduled/Due Date**. The required fillable reporting form is available as a download attached to each reporting requirement.

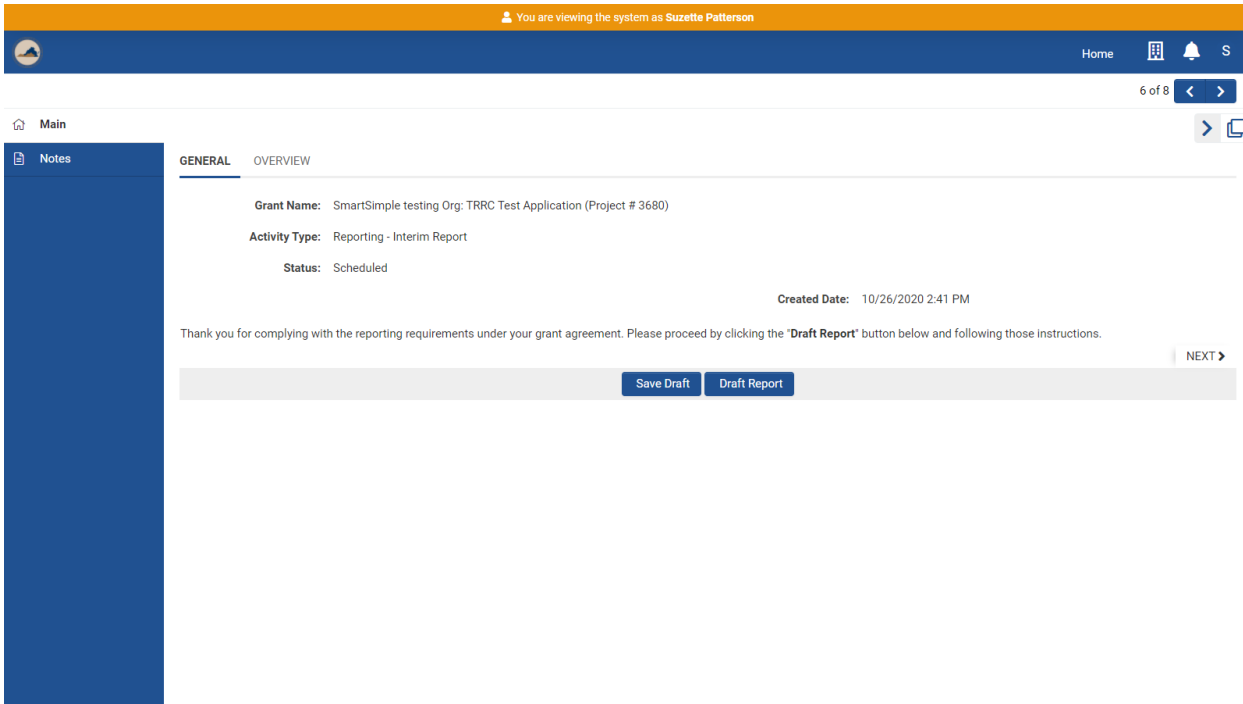
The screenshot shows the 'Progress Reports Due' table in the Applicant Portal. The table has columns for Grant #, Project Title, What, Scheduled/Due On, and Status. There are 8 rows of data. A search bar at the top right shows '1-8 of 8' and navigation arrows.

Grant #	Project Title	What	Scheduled/Due On	Status
<input type="checkbox"/> 3704	Test Application for WFA Staff Report	Reporting - Final Report		Scheduled
<input type="checkbox"/> 3704	Test Application for WFA Staff Report	Reporting - Final Report		Scheduled
<input type="checkbox"/> 3920	Test for Project Development Support	Reporting - Interim Report		Scheduled
<input type="checkbox"/> 3920	Test for Project Development Support	Reporting - Final Report		Scheduled
<input type="checkbox"/> 3555	TRRC - Talent Attraction Program (TAP) FY19	Reporting - Final Report	06/06/2021	Draft Report
<input type="checkbox"/> 3680	TRRC Test Application	Reporting - Interim Report	10/01/2021	Scheduled
<input type="checkbox"/> 3680	TRRC Test Application	Reporting - Interim Report	10/01/2021	Draft Report
<input type="checkbox"/> 3680	TRRC Test Application	Reporting - Final Report	10/01/2023	Scheduled

Submitting a Report:

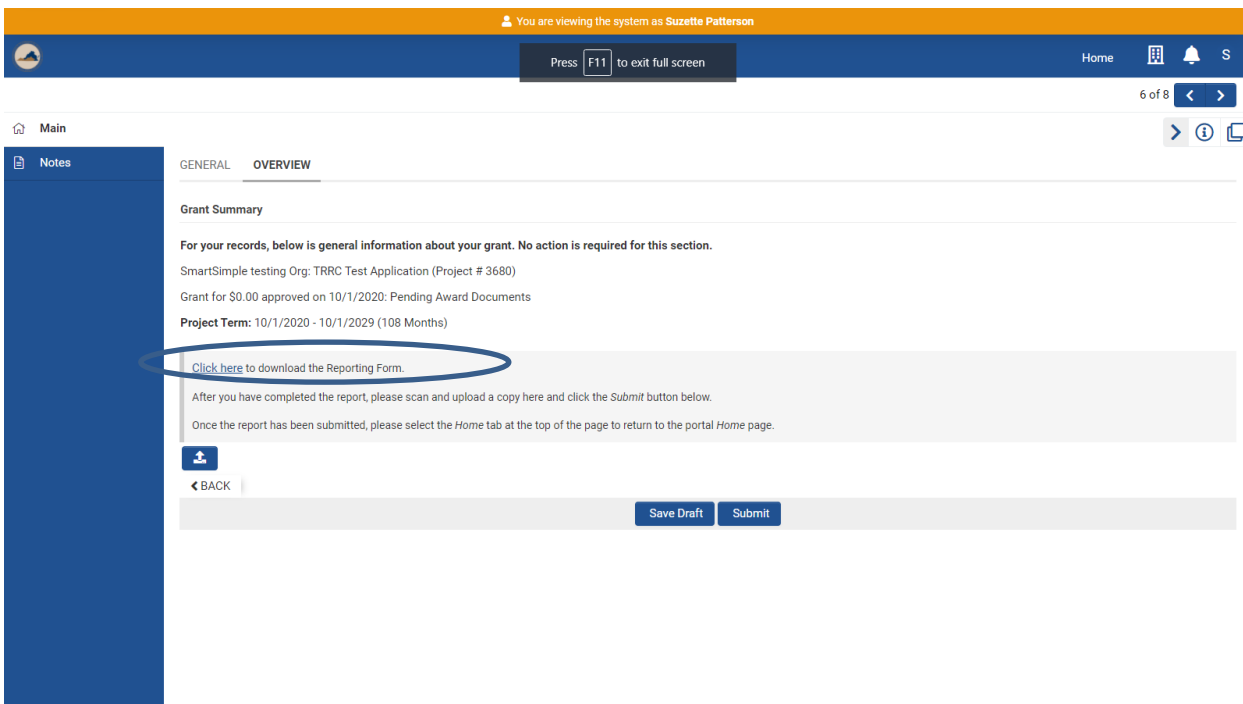
Click on the Grant number under the **Grants Reports Due** section.

The following screen will appear:



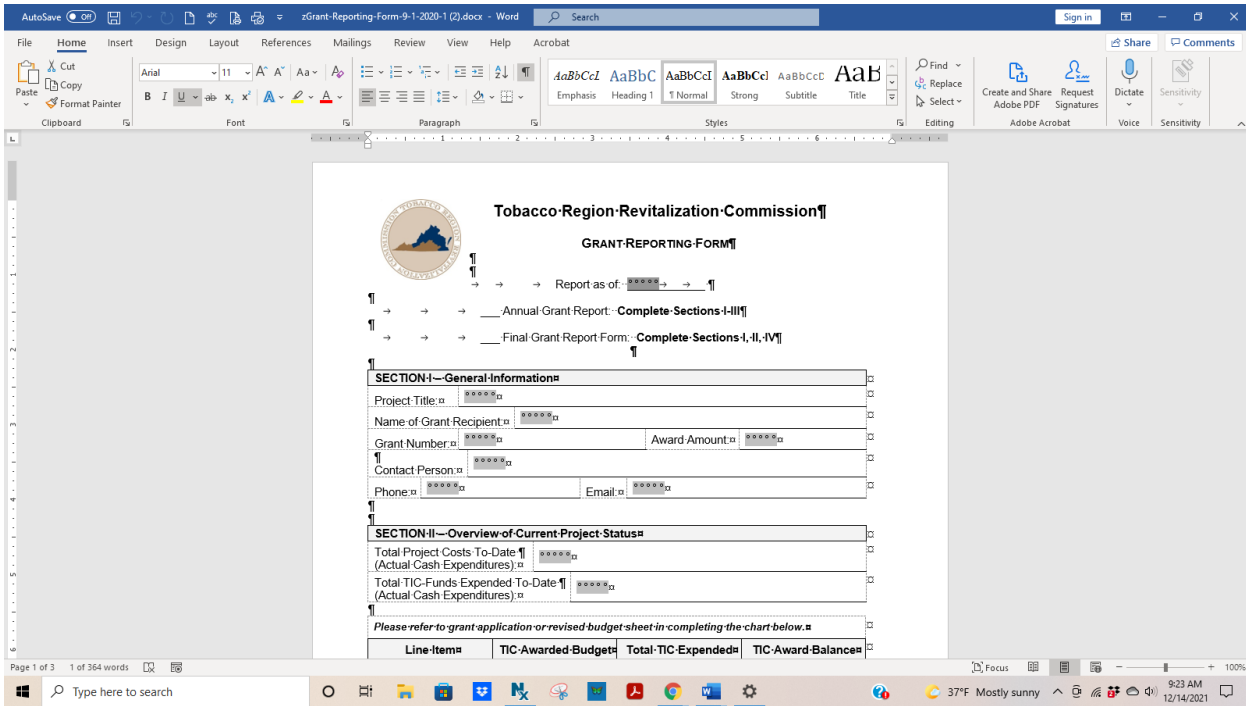
This screenshot shows the user interface for submitting a report. At the top, a blue header bar contains the text "You are viewing the system as Suzette Patterson" and navigation icons for Home, a calendar, a notification bell, and a user profile icon. Below the header, a sidebar on the left has "Main" and "Notes" options. The main content area is titled "GENERAL OVERVIEW" and displays the following information: "Grant Name: SmartSimple testing Org: TRRC Test Application (Project # 3680)", "Activity Type: Reporting - Interim Report", and "Status: Scheduled". A "Created Date: 10/26/2020 2:41 PM" is also shown. A message states: "Thank you for complying with the reporting requirements under your grant agreement. Please proceed by clicking the 'Draft Report' button below and following those instructions." At the bottom of the content area, there are two buttons: "Save Draft" and "Draft Report". A "NEXT >" button is visible on the right side of the content area.

Select the **Draft Report** blue button.

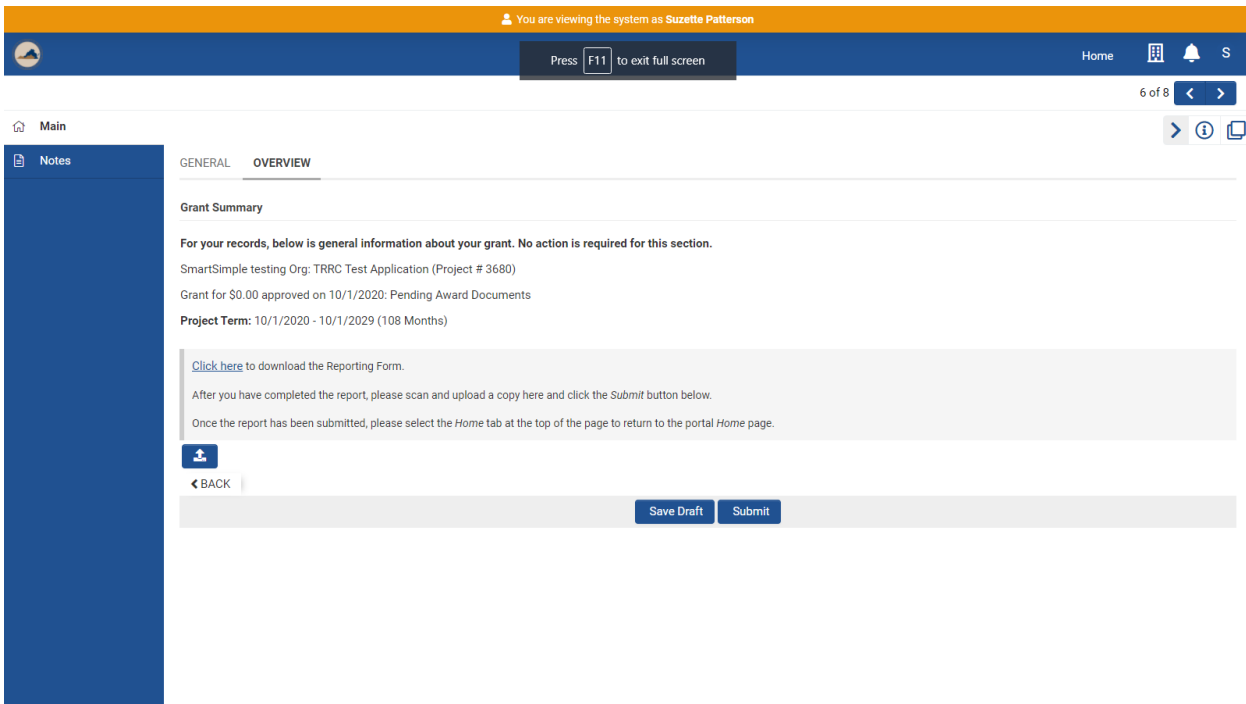


This screenshot shows the next step in the report submission process. The header bar is identical to the previous screenshot, but it includes a "Press F11 to exit full screen" button. The sidebar remains the same. The main content area is titled "GENERAL OVERVIEW" and has a "Grant Summary" section. The summary text reads: "For your records, below is general information about your grant. No action is required for this section." It lists the grant name, the amount approved (\$0.00), and the project term (10/1/2020 - 10/1/2029). A blue oval highlights a link that says "Click here to download the Reporting Form." Below this link, instructions state: "After you have completed the report, please scan and upload a copy here and click the Submit button below." and "Once the report has been submitted, please select the Home tab at the top of the page to return to the portal Home page." At the bottom of the content area, there are two buttons: "Save Draft" and "Submit". A "< BACK" button is visible on the left side of the content area.

Select the **Click Here** to download the fillable form.



Complete the form, save as a .pdf and upload to the blue upload icon at the bottom of the page and submit. To return to the home page, select the HOME tab at the top of the screen.



If the report you are submitting is a **Final Report** please attach a copy to the final voucher request.