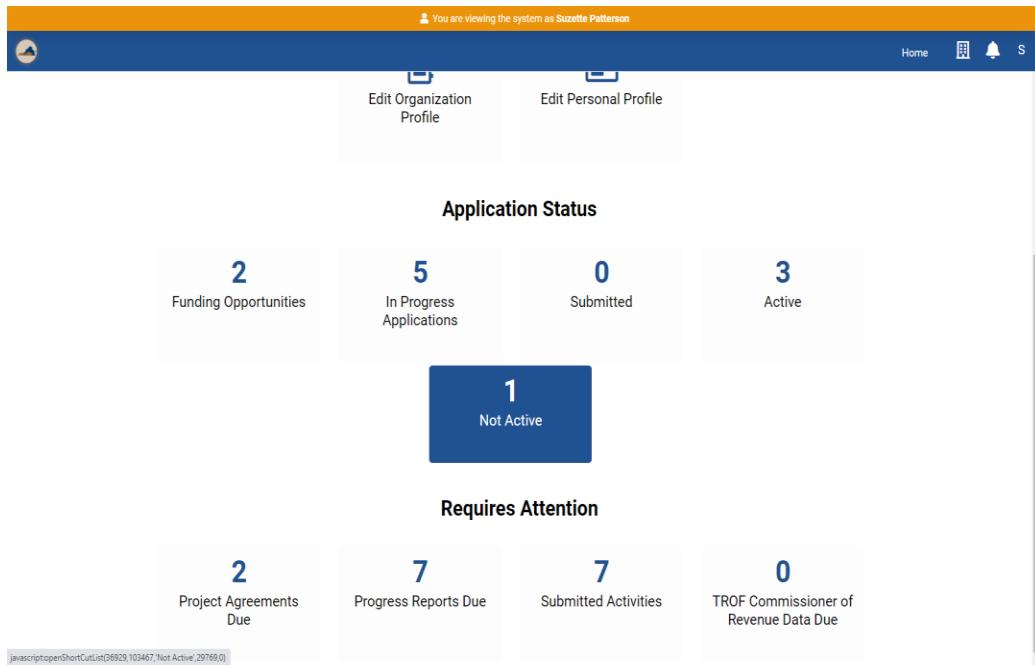


## Tobacco Region Revitalization Commission

### Applicant Portal – Grant Reporting

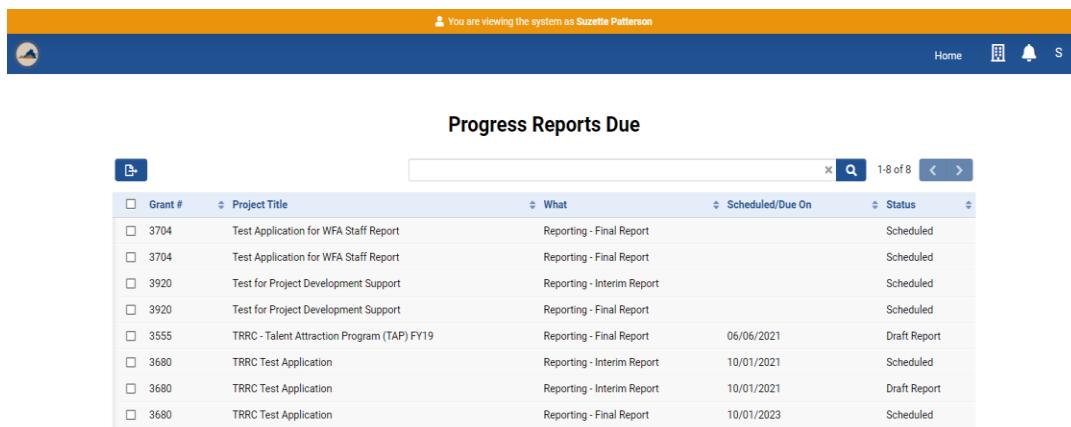
Follow this link to the [Applicant Portal](#)

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



The screenshot shows the 'Application Status' dashboard. At the top, there are four categories: 'Funding Opportunities' (2), 'In Progress Applications' (5), 'Submitted' (0), and 'Active' (3). Below these, a blue box highlights 'Not Active' (1). Further down, there is a section titled 'Requires Attention' with four items: 'Project Agreements Due' (2), 'Progress Reports Due' (7), 'Submitted Activities' (7), and 'TROF Commissioner of Revenue Data Due' (0). A small note at the bottom left says 'javascript:openShortcutList(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.



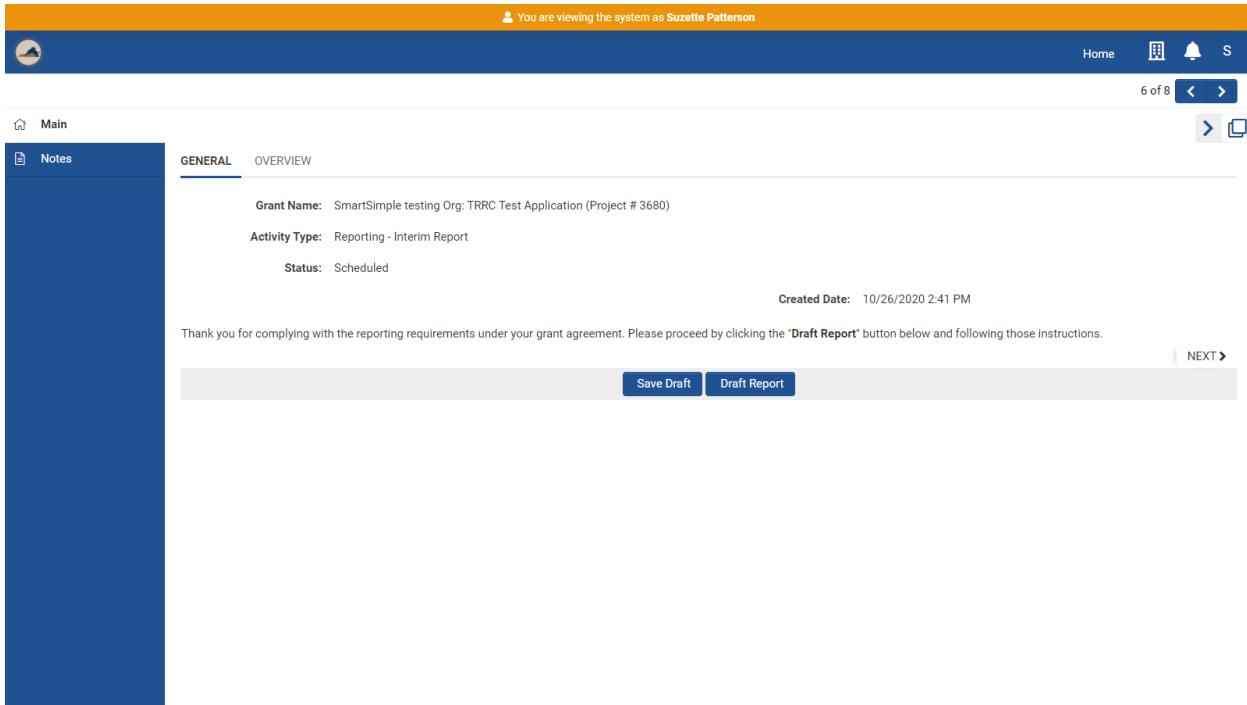
The screenshot shows the 'Progress Reports Due' list. The table has columns: Grant #, Project Title, What, Scheduled/Due On, and Status. The data is as follows:

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



You are viewing the system as **Suzette Patterson**

Home   

6 of 8    

Main

Notes

**GENERAL** **OVERVIEW**

Grant Name: SmartSimple testing Org:TRRC Test Application (Project # 3680)

Activity Type: Reporting - Interim Report

Status: Scheduled

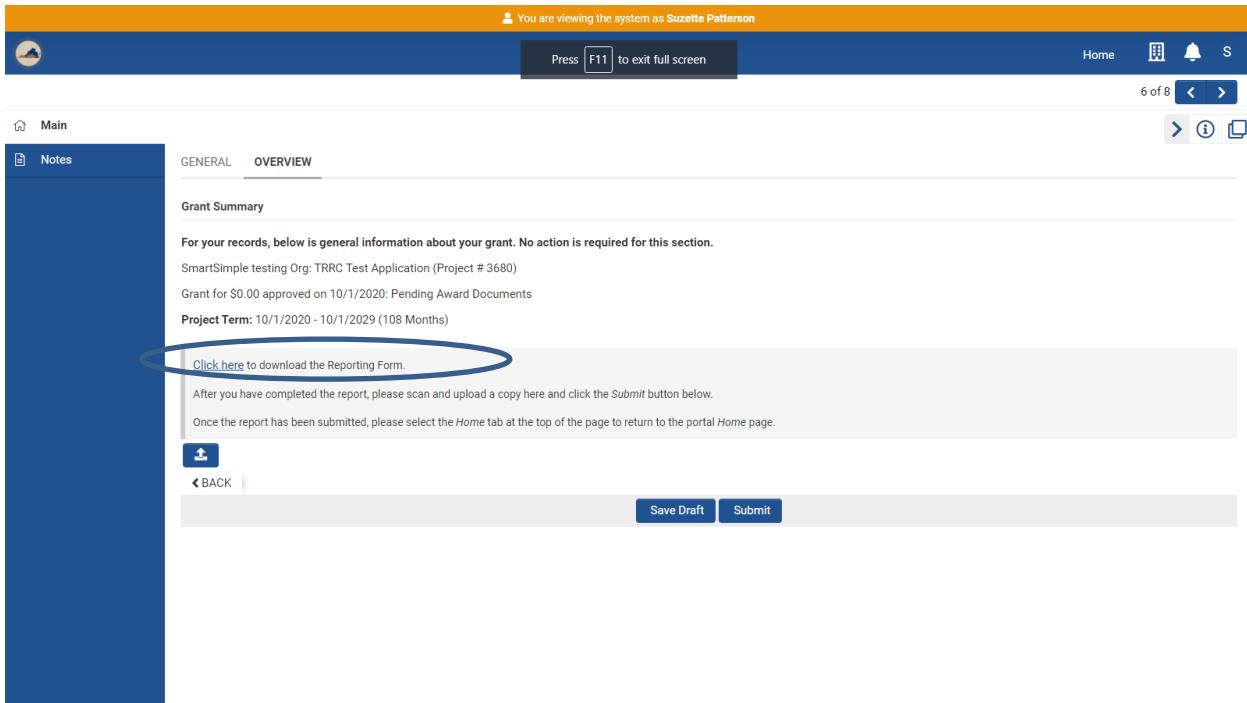
Created Date: 10/26/2020 2:41 PM

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.

**NEXT >**

**Save Draft** **Draft Report**

Select the **Draft Report** blue button.



You are viewing the system as **Suzette Patterson**

Press **F11** to exit full screen

Home   

6 of 8    

Main

Notes

**GENERAL** **OVERVIEW**

**Grant Summary**

For your records, below is general information about your grant. No action is required for this section.

SmartSimple testing Org: TRRC Test Application (Project # 3680)

Grant for \$0.00 approved on 10/1/2020: Pending Award Documents

Project Term: 10/1/2020 - 10/1/2029 (108 Months)

[Click here to download the Reporting Form.](#)

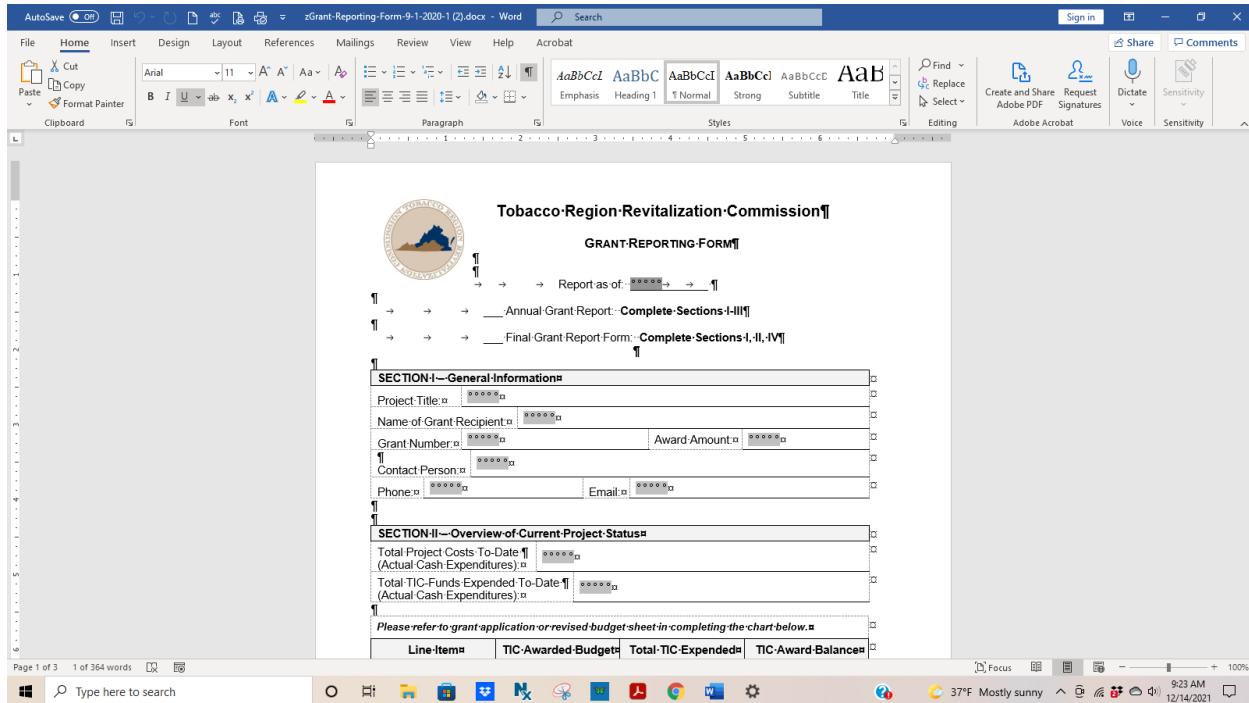
After you have completed the report, please scan and upload a copy here and click the **Submit** button below.

Once the report has been submitted, please select the **Home** tab at the top of the page to return to the portal **Home** page.

**BACK**

**Save Draft** **Submit**

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.