

How to complete quarterly report

- 1) Go to https://odot.smartsimple.com/s_Login.jsp and log in.
- 2) On the homepage, click on Grant Activities to see reports that are due to be completed.

16 Grant Activities

6 Payments

- 3) You will see your Quarterly Reports listed and the due date for each report.

#	Application ID	Status	Activity Type	Scheduled Date	Report Due Date
Open	1 AL-24-14-01-00_2024_00000254	Scheduled	Quarterly Report	07/09/2024	01/10/2025
Open	2 AL-24-14-01-00_2024_00000254	Scheduled	Quarterly Report	07/09/2024	07/10/2025
Open	3 AL-24-14-01-00_2024_00000254	Scheduled	Quarterly Report	07/09/2024	10/10/2025
Open	4 AL-24-14-01-00_2024_00000254	Scheduled	Final Report	07/09/2024	11/05/2025

- 4) Select Open button next to the Quarterly Report you are filling out. Enter the start date for your activities (you can use the first date of the quarter for federal grants – October 1, January 1, April 1, or July 1). Then, select Open Objectives button.

Home Main
Activity Type: Quarterly Report

Contacts
Status: Scheduled

Owner: Nicole Hotmail
Staff: Nicole Charlson

Start Date: 10/01/2024
Report Due Date: 01/10/2025

OBJECTIVES

Please click on the button below to report on your objectives

[Open Objectives](#)

Objective	Start Date	End Date	Status	Scheduled to Begin Date	Completed Date	Problem with Completion Explanation	Budget	Not on Track Explanation
DUII OUTREACH & EDUCATION - Marion and Polk County Outreach	10/01/2024	09/30/2025	In progress	10/01/2024			On track	

Save Draft
Submit

5) These are the Objectives listed in your original grant application. Enter dates you've worked on each objective, status: scheduled to begin, in progress, completed, or problem with completion (explain in the "Problem with Completion Explanation" field). Then, enter if the grant budget is "on track" or "not on track" and if not on track, explain in the following field. Click the Save button and close the window.

Objectives

i Enter the start and end date for each objective, also describe quantifiable (measurable) products or outcomes on how your objectives address problems identified.

Select the + button below to add each activity, select Save, and close the browser window to continue.

Objectives

Objective	Start Date	End Date	Status	Scheduled to Begin Date	Completed Date	Problem with Completion Explanation	Budget	Not on Track Explanation
DUII OUTREACH & EDUCATION - Marion	10/01/2024	09/30/2025	In progres	10/01/2024	mm/d/yyyy		On track	

[+](#)

[Save](#)

6) The last section of the Quarterly Report allows you to upload any documentation related to the grant (for example, upload any grant deliverables like media files that were created with the grant or flyers printed).

You can drag and drop files or select “browse files” link to find documents saved on your computer to upload.

AL-24-14-01-00_2024_00000254 - Quarterly Report

Objective	Start Date	End Date	Status	Scheduled to Begin Date	Completed Date	Problem with Completion Explanation	Budget	Not on Track Explanation
DUJI OUTREACH & EDUCATION - Marion and Polk County Outreach	10/01/2024	09/30/2025	In progress	10/01/2024			On track	

7) At the bottom of the page, click “Save Draft” and then click the blue “Submit” button.

8) That’s it! You have completed your Quarterly Report. Now, when you go to your home page, there will be one less Grant Activities in your to do list!

Note: Many projects also require a quarterly claim for reimbursement so you may want to submit a Payment now as well.