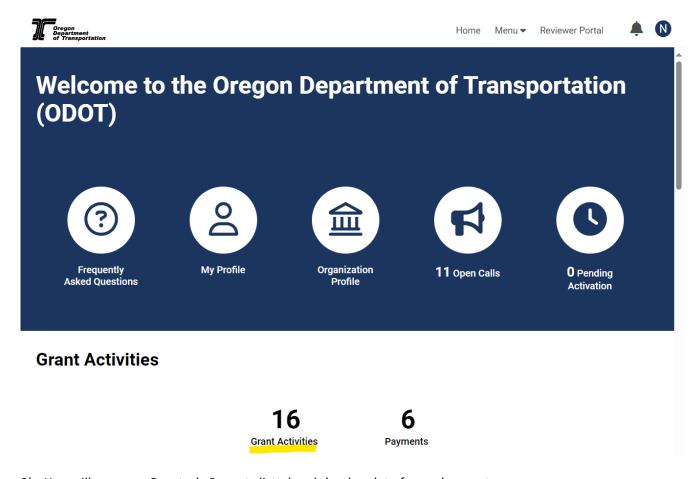
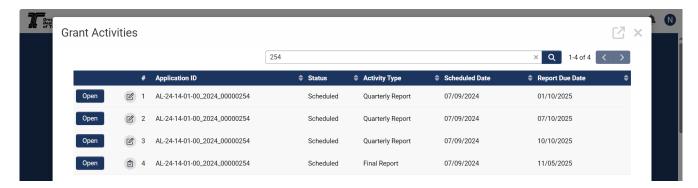
How to complete quarterly report

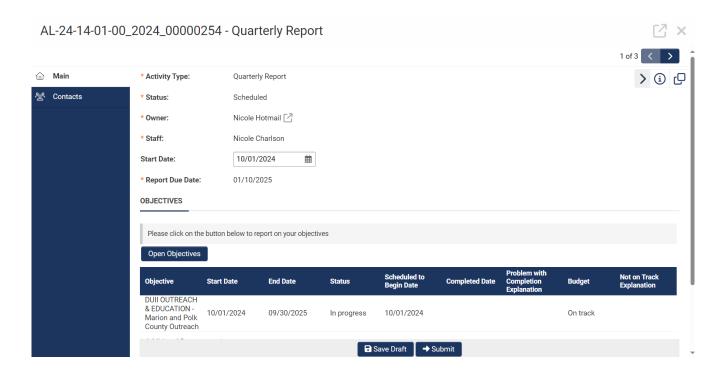
- 1) Go to https://odot.smartsimple.com/s Login.jsp and log in.
- 2) On the homepage, click on Grant Activities to see reports that are due to be completed.



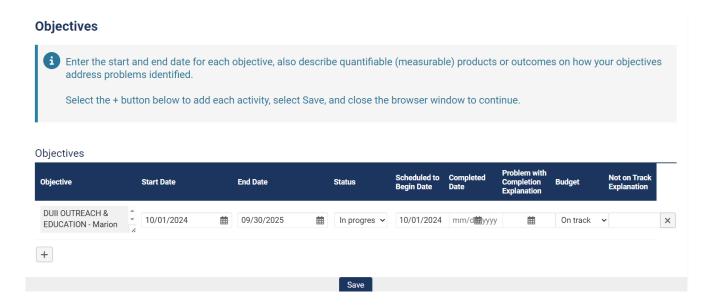
3) You will see your Quarterly Reports listed and the due date for each report.



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.

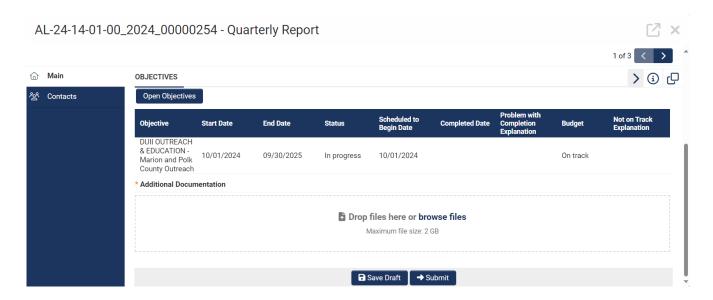


5) These are the Objectives listed in your original grant application. Enter dates you've worked on each objective, status: scheduled to begin, in progress, completed, or problem with completion (explain in the "Problem with Completion Explanation" field). Then, enter if the grant budget is "on track"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



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.



- 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.