

# McAuley Ministries Foundation

## Online Reporting Requirements Tutorial (Progress and/or Final Reports)



# Account Log-In Page

PITTSBURGH  
**MERCY**  
A HERITAGE OF HOPE  
MCAULEY MINISTRIES

This is the account log-in page. Here you will either need to create a new account (if a new applicant) or use your existing log in if you have created an account previously. **It is imperative that you use your functional work email address as your log-in email.**

## Please Sign In

Welcome to McAuley Ministries! If you are a new applicant or if this is the first time you are using our online application, please create a log in by choosing the "new applicant" option below. After you create your account, return to the McAuley Ministries website to find the link to the online application. If you are a returning applicant, please enter your e-mail and password below to access saved applications, or to complete online grant reporting forms.

Enter E-mail

Choose your option

E-mail

Password

New Applicant?

Forgot Password?

Login

Enter password



# Reporting Requirements

- In most instances, your grant award will include reporting requirements, i.e. progress and/or final program and financial reports; your grant agreement outlines the dates that reports are due and the results/or outcomes which should be included in your report.
- Approximately 30 days before your report is due, you will receive an email reminder from McAuley Ministries.
- Login to your McAuley Ministries account to access the online report requirement form.

# Reporting Requirements

When you have a requirement that is due, McAuley Ministries will send the report format to your account.

Click on the REQUIREMENTS tab to access the report format.

Contact Us Exit

Applications Requirements ←

**Applications**

Below you will find applications that you have begun to complete or have completed. Use the box on the right to filter between open and submitted applications.

Show

Application Name	Project Title	Requested	ID	Last Updated	Action
<a href="#">Major Grant Letter of Inquiry</a>	We do good work	75,000	20100	07/10/2012	

# Reporting Requirements

The screenshot shows a web browser window with the title 'Progress Report'. The browser's address bar is empty, and the page content is mostly blank. A large yellow callout box is overlaid on the page, containing the text: 'This is the actual requirements page where you will begin to enter information for your report. Each required field is identified by a gold diamond and must be completed before the report can be submitted.' Below the callout box, there is a navigation bar with four tabs: 'Page 1', 'Page 2', 'Page 3', and 'Review My Requirement'. The 'Page 1' tab is selected. Below the navigation bar, there is a form field with a gold diamond icon and the text 'Required before final submission'. An arrow points from a yellow box labeled 'Required Fields' to this field. The form field contains the text 'Due Date' and '08/24/2012'. At the bottom of the page, there are two buttons: 'Save & Finish Later' and 'Next'. The browser's status bar at the bottom shows 'Internet | Protected Mode: On' and '100%' zoom.

File Edit View Favorites Tools Help

★ Favorites | ★ Suggested Sites | Web Slice Gallery | Free Hotmail

Progress Report

Home RSS Print Page Safety Tools

This is the actual requirements page where you will begin to enter information for your report.

Each required field is identified by a gold diamond and must be completed before the report can be submitted.

Contact Us Exit

Page 1 Page 2 Page 3 Review My Requirement

Required before final submission

Due Date  
08/24/2012

Required Fields

Save & Finish Later Next

Printer Friendly Version | E-mail Draft

Internet | Protected Mode: On 100%

# Required Attachments

File Edit View Favorites Tools Help

Favorites Suggested Sites Web Slice Gallery Free Hotmail

Progress Report

Word count 0 of 500

❖ Do you anticipate any difficulties in completing your project in the timeframe outlined in your proposal?  
250 words or less

Word count 0 of 250

❖ Please refer to the approved budget of expenses in your GRANT AGREEMENT. Please describe how the grant funds have been used to date.  
250 words or less

Word count 0 of 250

Interim Budget Report  
Please attach an interim report showing how the grant funds have been used to date.

Done Internet | Protected Mode: On 100%

In most instances, you will need to attach a budget report. PDF is the preferred format.

Click on the Browse button to locate the document to be uploaded from your computer. Then click on Upload to attach the document.

# Save and Finish Later

The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, Favorites, Tools, Help.
- Address Bar:** Favorites, Web Slice Gallery.
- Page Title:** Progress Report.
- Page Content:**
  - Word count 3 of 250
  - Instruction: Please refer to the approved budget of expenses in your GRANT AGREEMENT. Please describe how the grant funds have been used to date. 250 words or less.
  - Text input field: We used the entire grant as proposed. (with a checkmark icon)
  - Word count 7 of 250
  - A yellow callout box with the text "Click here to save your report." pointing to the "Save & Finish Later" button.
  - Attachment list: A table with a header "Size" and one entry "199KB".
  - Section: **Attachments** with the text "There are no files attached."
  - Buttons: "Save & Finish Later" and "Submit".
- Browser Status Bar:** Done, Internet | Protected Mode: On, 125% zoom.

# Save & Finish

The screenshot shows a web browser window with a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar (Favorites, Suggested Sites, Web Slice Gallery, Free Hotmail). The address bar shows 'My Account'. A yellow callout box is overlaid on the page, containing the text: 'When you click on "Save & Finish Later" this is the page you will see. You will have the ability to log back into your account to continue working on your report.' Below the callout, there are 'Contact Us' and 'Exit' buttons. The main content area has tabs for 'Applications' and 'Requirements'. Under 'Requirements', there is a heading 'Requirements' and a paragraph: 'Below you will find the reporting requirements that you have begun to complete or have completed. Use the box on the top right hand side of the tool bar to filter between open and submitted requirement reports.' To the right of this paragraph is a 'Show' dropdown menu set to 'In Progress Requirements'. Below this is a table with the following data:

Form Name	Project Title	Type	ID	Due	Updated	Action
Progress Report	Parish Nurse Symposium Scholarships	Progress Report	4424	08/24/2012	08/22/2012	

The browser's status bar at the bottom shows 'Internet | Protected Mode: On' and a zoom level of '100%'.



# Requirement Review

The screenshot shows a web browser window with the following elements:

- Browser Interface:** Includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with icons for home, back, forward, print, and search, and a single tab titled "Progress Report".
- Callout Box:** A yellow box with black text that reads: "You can review the information you entered and make necessary modifications. If you're satisfied with the contents of the report, click Submit. If you're not ready to submit your report yet, click Save & Finish Later." An arrow points from this box to the "Review My Requirement" breadcrumb.
- Page Header:** The text "McAULEY MINISTRIES" is centered. On the right, there are "Contact Us" and "Exit" buttons.
- Breadcrumb Trail:** A series of buttons: "Page 1" (highlighted in yellow), "Page 2", "Page 3", and "Review My Requirement" (highlighted in purple).
- Main Content:**
  - Title:** "Progress Report" is centered.
  - Links:** "Printer Friendly Version" and "E-mail Draft" are on the right.
  - Warning:** A small icon and text "Required before final submission" are on the left.
  - Form:** A large rectangular box contains the text "Due Date" and "08/24/2012".
  - Buttons:** "Save & Finish Later" and "Next" are at the bottom center.
- Footer:** The bottom of the browser window shows "Internet | Protected Mode On" and a "100%" zoom level.

# Requirement Review

When you click on the "Review & Submit" button, if any of the required fields/documents is missing you will receive this message.

MCAULEY MINISTRIES

Page 1 Page 2 Page 3 Review My Requirement

**!** Please correct the problems indicated below.

- Please list each stated project objective or outcome listed in your GRANT AGREEMENT. What progress have you made toward achieving your objectives/outcomes? is a required field.
- Tell us 1-2 brief stories about how your clients and/or organization are benefiting from the project. is a required field.
- Have you revised your original objectives since the project began? If so is a required field.
- What challenges are you facing as you move forward with this project? How are you approaching these challenges? is a required field.
- Do you anticipate any difficulties in completing your project in the timeframe outlined in your proposal? is a required field.
- Please refer to the approved budget of expenses in your GRANT AGREEMENT. Please describe how the grant funds have been used to date. is a required field.

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of this report, click Submit. If you're not ready to submit your report yet, click Save & Finish Later.

Progress Report

Printer Friendly Version | E-mail Draft

Done Internet | Protected Mode: On 100%

# Submit your Report

Progress Report - Windows Internet Explorer  
https://www.grantrequest.com/SID\_1526/Default.asp

File Edit View Favorites Tools Help

Progress Report

Word count 3 of 250

◆ Please refer to the approved budget of expenses in your GRANT AGREEMENT. Please describe how the grant funds have been used to date.  
250 words or less

We used the entire grant as proposed.

Word count 7 of 250

When you have entered all of your information and uploaded attachments, click here to submit your report.

Size  
199KB

**Attachments**  
There are no files attached.

Save & Finish Later Submit

Done Internet | Protected Mode: On 125%

3:34 PM  
4/13/2016


# Report Submission

File Edit View Favorites Tools Help

★ Favorites | 📌 Suggested Sites | 📄 Web Slice Gallery | 📧 Free Hotmail

My Account

🏠 📄 📧 🖨️ Page Safety Tools

  
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Applications Requirements

**Applications**

Thank you! Your report has been submitted. You should receive an e-mail confirmation shortly.

Below you will find applications that you have begun to complete or have completed. Use the box on the right to filter between open and submitted applications.

Show

Application Name	Project Title	Requested	ID	Last Updated	Action
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# Report Submission

File Edit View Favorites Tools Help

★ Favorites | 📌 Suggested Sites | 📄 Web Slice Gallery | 📧 Free Hotmail

🌐 My Account

🏠 📄 🖨️ 📄 Page Safety Tools

Once the report is submitted, you will find a copy of your report by clicking here.

Contact Us Exit

Applications Requirements

### Requirements

Here you will find the reporting requirements that you have begun to complete or have completed. Use the box below to filter between open and submitted requirement reports.

Show Submitted Requirements

Form Name	Project Title	Type	ID	Due	Submitted	Action
Final Report	Parish Nurse Symposium Scholarships	Final Report	857	03/31/2010	09/12/2012 1:24:22 PM	🗨️
Progress Report	Parish Nurse Symposium Scholarships	Progress Report	4424	08/24/2012	08/22/2012 4:17:32 PM	🗨️

Internet | Protected Mode: On 100%



# Questions & Inquiries

If you have any questions about completing the online reports, please do not hesitate to contact

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[mrcooper@mcauleyministries.org](mailto:mrcooper@mcauleyministries.org)

