

CAHF SmartSimple GMS for 2019 Grantees

Completing Your Progress Report

System Emails

- Make noreply@smartsimple.com a trusted address/domain in your email client
- View Chapters 1-3 videos for applicants at <http://conalma.org/smartsimple/> for a refresher on making SmartSimple work with your browser

Reporting Process

- Progress Report Due email arrives 30 days before due date (July 3, 2020)
- Report form drops into your “Requires Attention: Pending Reports” bucket
- Documents from the previous system already added to your report form

Report Tabs

- Modified report for 2019 grantees
- Progress: Select percentages, add text
- Effectiveness to Date: ratings, text, and grant status questions
- Budget: upload a budget document

Requesting Changes

- Scope – changing what you do
- Extension – needing more time to do it
- If you need to change your budget, discuss with Program Director Nelsy Dominguez

Approved Budget

- Operations/core funding support – upload current organization budget showing expenditures YTD
- Other funding – use Progress Report Budget Template provided

Submitting the Report

- If you answered “yes” to either of the grant modification questions use “Submit – Grant Modification Pending” button
- If you answered “no” to both, use the “Submit – No Grant Modification Pending” button
- Submit errors are links you can use to fix the errors

Grant Modification

- “Requires Attention: Pending Grant Modification”
- Open and complete the form, click “Submit”
- Your Progress report has moved to “Report – Pending Grant Modification” bucket
- When the Modification has been approved, you’ll be notified and prompted to finalize submission of your Progress Report

Getting Help

- Your System Administration Team:
 - Cecile LaBore, CAHF Information Manager
 - Nelsy Dominguez, CAHF Program Director
 - Dennis McCutcheon, CAHF Communications & Outreach Coordinator
- Reach us at: sysadmin@conalma.org