



## **New Grantee Orientation Webinar Three Data and Reporting December 8, 2015**

Stephanie: Good afternoon everyone. My name is Stephanie Landry, and I'm a program manager here at CFED. I would like to welcome you all, both new and returning grantees, to the data and reporting webinar. This is the third of a three-part webinar series designed to provide AFI grantees with key information. This webinar will be led by Parker Cohen, a senior program manager at CFED and myself. If you're having any trouble dialing in with your phone, you can also listen to this webinar through your computer. Just connect your speakers or headset for best sound quality and set the audio accordingly on the control panel on the right side of your screen. Additionally, if you have any technical difficulties, feel free to use the box on your right as well to send in any questions or any issues that you may have. My email is also on the screen, [slandry@cfed.org](mailto:slandry@cfed.org). I'll be monitoring it during the broadcast to answer any issues that you may have. Please keep in mind that this webinar is being recorded. We've muted all attendees to ensure sound quality, so if you have any questions or issues, please type them into the query box. We will make a recording and transcript of this presentation, available on the IDA Resources website at a later date. This webinar will last approximately 90 minutes, with time for questions and answers at the end. Feel free to type in your questions using the box at any time.

OK, so let's get started. The primary objectives of the webinar today are to become familiar with the concept of performance management, where you can start thinking about how you can use data to improve your projects; learn fundamentals to develop your data collection plan to ensure a successful AFI project; and learn what you need to know for your semiannual progress and financial reports. And so I will turn things over to Parker.

Parker: Thanks, Stephanie. We'll start by discussing performance management in general and in the AFI program. First, what is the difference between performance management and reporting? A simplified way to think about the difference is that reporting is simply gathering information, while performance management is taking this a little bit further and analyzing the data and acting on what you learn from the analysis. AFI grantees must report what is through their semiannual financial and progress reports. But smart grantees will be collecting information, analyzing it and tweaking their project all along to ensure they reach their projected outcomes.

Performance management is a process that an organization or project can use to regularly review and assess their progress towards goals and objectives. Regular performance

management helps organizations maximize program success and provide the check to make sure that you are on the right track towards the goals that your organization has set. A performance management system consists of a set of integrated performance goals, indicators and targets that is usually combined with an organization-wide reporting or tracking system. The definition of these may vary for your organization. The essential thing to remember is that you are tracking progress towards the overall purpose of your grant program.

There are many reasons that using a performance management system is a good idea. First, it will help your organization make better decisions and allocate resources where they are really needed. All levels of program support will be able to make data-driven decisions that they know are directly supporting the program's goal. In addition, performance management enables decision makers to identify what works best and what training and technical assistance is needed. In addition, utilizing a performance management system builds accountability right into your program. Using performance management allows you, the grantee, to achieve project goals.

Of course, behind those goals, indicators and targets there are a lot of tasks, activities, services, partners and other elements of project implementation. Here are a few common places to look to enhance progress. For example, if you track referrals and marketing sources, you will be better able to understand the needs of your project's participants and the characteristics and circumstances of participants who complete, versus those who drop out. With this information, you can allocate your staff time and other resources to the appropriate services without wasted effort.

Performance management also allows you to state, at any time, where you are in terms of your project outcomes. You will have an accurate snapshot of what your project has achieved, like the number of asset purchases made or the amounts deposited by participants. You will also know if you are or are not meeting your overall targets and goals. You'll know how you are doing it, so you can keep doing it, or you will be able to pin down why you might not be progressing toward completion as you had planned.

AFI projects have a kind of lifecycle or flow. That flow is showed here with key indicators you can use to measure progress over the life of your grant. So first, grantees deposit non-federal cash into their project reserve fund and draw down equivalent federal funds before opening any IDAs. Second, after you have your money in your project reserve fund, you recruit eligible participants that open IDAs based on your project's match and savings design. Third, your participants deposit their savings on a regular basis and complete any training or other project requirements, until they qualify to make a match withdrawal. Four. To make a withdrawal, they also have to complete training specified by your project. Five. They make their asset purchase using their IDA savings, plus the federal and non-federal match. These figures and data beneath them form the heart of your regular financial and progress reports to AFI, and progress reports to other interested parties such as your funders. You'll also need them for AFI's data collection for the mandated report to Congress, which AFI is currently in the process of updating. Of course, there are a lot of details in the work to achieve these indicators, but if you keep your

eye on them and collect relevant data, you'll know whether you're on track to complete your project or whether you need to make some changes in policies, partnerships or other areas. Without data, you may know if you are or are not succeeding with the aggregate numbers, but you won't know why, and the staff at AFI and the technical assistance team will find hard to support your progress.

Now Stephanie will walk us through an example.

Stephanie: Thanks, Parker. So in this example, we have highlighted some goals, indicators and targets. And even though the terminology may differ across AFI or from grant program to program, here are goals or where you want to be at the end of your project. Indicators are the measure of progress toward your goals, and targets are quantitative benchmarks that add up to your goal over time. The goal in this example is for 75 IDA participants to save \$1,200 and make an asset purchase. To know your progress toward reaching your goal, it would be helpful to track the number of participants opening IDA's, the amount they are saving, and the number of completed asset purchases. To stay on track in this example, you would need to open fifteen new IDA's each quarter for five quarters, and your participants would need to save \$50 per month for eight quarters.

You can visualize the targets from the example in the table above. Each quarter, more IDA's are opened and more money is saved. The project reaches its goal of 75 open IDA's in quarter three of year two. The early participants begin reaching their \$1,200 savings goal in quarter two of year three, and all of the participants have reached their savings goal by quarter two of year four if the project stays on target.

Remember that each of your participants are starting at different places in the grant lifecycle, and most projects do not begin to open IDA's until the second or third quarter. Of course, the sooner you have the money in the bank and the sooner your outreach plan is paying off, the better. Based on this project's goals, if someone opens an IDA in the third quarter of year one, it has until the third quarter of year three to complete savings, and then has plenty of time to make the asset purchase -- find a home, get a business started, or enroll in school. On the other hand, someone who opens the IDA in the fourth quarter of year two would not complete saving and the other requirements until the fourth quarter of year four, leaving less time to complete the asset purchase. And OCS will be asking questions about whether you are going to complete your project successfully. The important thing is that your targets need to be broken down into benchmarks over time, and you need to know whether you are hitting the benchmarks each time. If not, you'll need to adjust. And without useful data, you cannot know what to adjust. AFI has designed a program benchmarking tool to help grantees track their goals, indicators and targets.

The table you see on the screen is part of the program benchmarking tool that can be found on the IDA resources website. The tool only gives annual benchmarks, but you can use it as a starting point to set quarterly or monthly targets. This table provides recommendations for establishing annual benchmarking targets that will put you on track to accomplish all five

project milestones. These figures are cumulative totals, not the percentages you need to complete each year. For example, the table indicates that you should open 25 percent of participant IDA's by the end of year one, and open 70 percent of participant IDA's by the end of year two. So if you open 50 percent in year one, you need to open 20 percent more for a total of 70 percent to reach this benchmark by the end of year two. These benchmarks are only a guide. You can modify the amounts in the table to reflect your specific project.

To use the tool, you will enter the grant number and your award amount in the highlighted box that's shown above. The tool will automatically calculate the non-federal contribution amount, the maximum match amount per participant, the target number of participants, your non-federal amount, and your targeted number of asset purchases. The target percentages in the following table reflect the benchmarking recommendations included in the tool. You can modify these target percentages in Step 2 of the tool to reflect your specific project. The target amounts are calculated automatically using the target percentages in the table and the information you entered about your grant in Step 1. These benchmarks reflect a cumulative total that should be reached by the end of each year.

In the third step, you can enter the operation year of your grant and your actual figure. The tool will respond with simple green, yellow or red highlights. It's a rough measure, but if you are in the red or even in the yellow for an indicator, it would be time to look carefully at your data, your procedures, or your partners to see what needs to change. One thing we've learned from past successful AFI projects is that data is the best tool for keeping the pulse of your project. You should be referring to your project data regularly. We suggest at least monthly, if not twice a month, to measure how your project is progressing towards meeting your goals. For instance, you can see how implementing a programmatic change, such as your match rate, would impact your outcome, for example, your enrollment. Another example might include considering how the total number of participants you have may indicate the effectiveness of your marketing and outreach strategy. If you are on top of your data, then you'll find reporting pretty easy.

Now I will turn things back over to Parker.

Parker: Thanks, Stephanie. So let's talk about how to collect that data. So taking a moment to think a little about getting all that information underpins your project management strategy. As in many things, you need to know where you are going before you draw the map. In this case, first think about how you will use the data. In addition to managing your project, much of your data will go into your semiannual financial or progress reports. But you also want to use what you learn in real time, week to week, month to month, quarter to quarter. You will need to be able to see trends over time. So secondly, how you use it determines to a large extent what you will collect. You certainly will want to know those key AFI indicators we highlighted earlier, but there are other things you'll likely want to know, such as what are the characteristics of successful savers? Which partners have a better track record for applicants who are ready and able to save? Is credit a barrier to homeownership, and what can you do about it? Do you have unacceptable attrition, that is, savers who drop out or do not progress?

Third, you will need to know who, likely more than one person, will collect the data. Different staff or partners will be better positioned to collect data. Much will be part of the eligibility process, but those responsible for your financial education, asset training and asset purchase processes and documentation will also be valuable sources. Fourth, you'll be thinking about how the data will be collected. With so many types of data and likely several sources, when and how will you get it? Finally, you will need some kind of management information system to help with this process. Without a management information system or MIS, it will be hard for all those involved to input and share data, and even harder for you to see the relationship amongst your different indicators and targets. AFI does not recommend any particular management information system, but you want a platform that is manageable but can also accommodate a large volume of different types of data.

And merely collecting data, of course, is not sufficient. You need to study it and act on it. On this slide, you see the four R's of analyzing data. Review the data or project information, reflect on what you see, request additional information or clarification, and refine your conclusions. Be sure to ask staff or participants if your analysis and conclusions are sound. They might have additional perspectives. But then you need to act in response to what you've learned. If too many savers are missing too many deposits, what reasons do your data show, and what will you do about it? If participants don't seem to be applying what they learned in financial education or you have poor showings, what's the reason? Are you using the wrong curriculum or materials? Is the instructor stale? Is the time inconvenient for your participants? How about the location?

There are many resources to help you with your data management systems and data collection considerations in the data management section of the AFI Resource Center. Follow the link on your screen to explore these resources.

Now I'm going to turn it over to Stephanie to talk about reporting.

Stephanie: Great, thanks Parker. Next we'll take some time to look at the types of reporting that are required. We will go into detail for each different report. First, we will focus on the semiannual financial and progress reports that are due every six months. These reports are currently submitted online, but the process differs for each. Performance progress reports, also known as SF-PPR reports, are reports detailing the progress of your project that are considered twice a year. This is where you can tell the program office about your progress in opening IDA's, your savers' progress, how many savers have completed training, and how many have made their asset purchase. You can also discuss challenges and your responses to them, and preview your priorities and activities for the coming six months.

The federal financial report, also known as the SF-425 or the FFR, is also completed twice a year on the same schedule as the PPR. This report details the financial aspects of your grant. How much of your award you have drawn down, how much you've spent, how much federal and non-federal money remains in your project reserve fund. As you can see, both of these semiannual reports are due 30 days after the end of the reporting period. AFI recently moved

to universal due dates for the progress and financial reports. Regardless of your grant start date, the financial and progress reports are due April 30<sup>th</sup> and October 30<sup>th</sup> for each year of your project.

We need to spend some time showing you the basics of the online grant management system, how to access GrantSolutions, understand its purpose, and how to navigate the system. You need to know this because your progress reports and your financial reports come through this system, as well as will other official communications between you and both the grants management office and the AFI program office.

GrantSolutions is an online grants management system which serves as the official grant file for all AFI grantees. GrantSolutions supports a number of essential grant actions such as the submission of the progress and financial reports, changes to your authorizing official, and applications for no-cost extensions. Here is a link to the GrantSolutions home page.

As we described in our first webinar, you will need to work with your grants management specialist to set up access to GrantSolutions for your authorizing official as your project manager or coordinator. In GrantSolutions, the project coordinator or director corresponds to the principal investigator or project director field. If your authorizing official and project director have not received information from the office of grants management about accessing GrantSolutions, contact them right away. You will need access to GrantSolutions for your reports and other grant actions. You can set up a GrantSolutions account, but will not be able to upload material until your grants management specialist authorizes this activity. You can find your grants management specialist on page 6 of your award package. They are assigned by state, and will also be shown later in this webinar. If there have been changes in your authorizing official, named in box 11 of your award document, or your project coordinator or manager, named in box 15, you will need to work with the Office of Grants Management, OGM, right away to update the records and to prepare your grantee user request form. You can access the form via the GrantSolutions website using the link provided on this slide. Once completed, the form will need to be sent to the GrantSolutions help desk at [help@grantsolutions.gov](mailto:help@grantsolutions.gov).

Once you have received your user name and password, please log in to GrantSolutions to insure that all of your organization's AFI grants are listed under your profile. It will also be important to explore the system and familiarize yourself with its features, such as viewing your notice of award or adding a grant note.

Again, GrantSolutions now serves as the official grant file for AFI grantees. GrantSolutions offers online instructions and has a help desk, but here are the basics. Once logged in to GrantSolutions, click the My Grants List tab, which will provide you with a list of all grants awarded to your organization. Click on the grant you want to work with. You'll need to work with each grant separately to submit reports and other correspondence. It's also important to note that the PPR and the SF-425 are currently submitted in separate ways in GrantSolutions. We will provide an overview of the content of both the PPR and the SF-425 reporting

momentarily. However, first it is important to know how to reach Grant Notes, as this is how you will submit the PPR.

Once you have selected a grant, choose Grant Notes. Grant Notes is the field name for official correspondence with Office of Grants Management and with the AFI program office. You will submit performance progress reports, program design changes and any other official correspondence by adding a Grant Note under the appropriate grant in GrantSolutions. Financial reports are also created in GrantSolutions, but by a different process that we will explain a little bit later. To get to the Grant Notes screen from the Grant Lists screen, simply click the Grant Notes icon for the appropriate grant.

To view a note, click the magnifying glass icon in the far right column in the note record, which will bring you to the grant note view screen. If there is an attachment, there will be a paperclip icon in the attachment column. Please note only the note author can edit or delete a grant note. If you want to submit a PPR, a letter about how to change a key staff, you would click on the Add box at the bottom. It is important that you adhere to the naming conventions when adding grant notes in GrantSolutions to insure consistency when submitting your PPR. Note parentheses, spacing and periods. You want to insure that grants management, program staff and you can locate submitted documents. You don't want to hear that a report is late if you submitted it but did not format the name correctly so it cannot be located. This slide details the naming conventions for the PPR. Note the all caps PPR, the format of the date in parentheses, and the spacing. Also note that the date you entered is for the end date of the reporting period, not the reporting due date.

This slide shows the Add Grant Note screen in GrantSolutions. When filling out the form, provide the following information: Subject. In this form field, use the naming conventions we just discussed. Note type. Select correspondence. Category type. Select programmatic report for an SF-PPR. Note. Type see attached report. Description. Type in a name for your report. This can be the same as the subject. Once you have described and named the note in the right format, you can upload your attachments by using the Browse and Upload buttons. Make sure the status says Successful in the table under the Upload button. Otherwise the document will not be attached to the note. You can also check by returning to the Grant Notes screen for your project and looking for the attachment icon.

For additional information regarding GrantSolutions and detailed instructions on its features and how to navigate the system, please visit the training and user guide links provided on this slide. Now let's turn things back over the Parker to talk about the PPR.

Parker: Thanks. So now that we've covered the basics of GrantSolutions, we'll take a look at the content of the performance progress report that you will upload as a grant note. The performance progress report is a standard government-wide performance progress reporting format used by federal agencies to collect performance information from recipients of federal funds. The following information reflects current guidance for grantees on how to complete the report. The SF-PPR is to be submitted twice a year. Regardless of your project start date, your

SF-PPR is due on April 30<sup>th</sup> for the reporting period ending March 31<sup>st</sup>, and on October 30 for the reporting period ending September 30<sup>th</sup>. These standardized reporting periods and dates came into effect recently. Remember, the dates apply to all active AFI grants, including those awarded in prior years.

Now let's take a look at the standard form. So here's an overview of that form. On the cover page, many items are the same as on your notice of award or NOA. So in box 1, federal agency is NOA Item 1. Box 2, grant number, is NOA Item 3. Box 3B, the EIN, is NOA item number 3. Please note the prefix and suffix. DPM adds the prefix and suffix, the EIN number issued by the IRS. Box 4, your organization name and address, is NOA item 11. Box 5, recipient identifying number, is not relevant to us here. Please disregard it. Box 6, project grant period, is NOA items 8 and 9. For AFI, the budget period and project period are the same. Box 7, reporting end date, will always be September 30<sup>th</sup> or March 31<sup>st</sup>. Remember that the project period and the reporting period are different. The project period is the life of your grant, and the reporting period end date is the last day of the six months that you're reporting on. Box 8, final report. Please check no. The final report will be due 90 days after the end of the last six month period where we provide information on the final reporting process and grant closeout elsewhere. Box 9, frequency, is semiannual. Box 12, authorizing official, is NOA item 11.

Alright. So now let's talk about content. The narrative part of the report is to be attached as a Word document that includes all project activity accomplished during the period. Information contained within the narrative section should include any activities or accomplishments. It should also address goals and targets met or adjusted. Here are the standard subheadings that are used across many programs and agencies. You may want to include information that's specific to your AFI project and your project's progress toward your own goals. And note that one of the categories is problems, or what's not working. If you're encountering challenges, please let your program specialist know right away so they can help you adapt for success. But at a minimum, include challenges in your semiannual SF-PPR. Sooner is better than later.

The narrative in your SF-PPR will focus on progress around key project elements, and will likely include some of the key benchmarks that you see on your screen. Your earlier reports will have more to say about startup. To have a successful program, you begin with the end in mind. For example, program startup includes activities such as direct deposit set or SF-1199A for your project reserve fund, the non-federal and federal funds deposited, partnership agreements, outreach or recruitment activities, polishing up or adjusting policies and procedures, creating marketing materials, setting up your data collection and other fundamental components to get your project off to a strong start. Later reports may say more about ongoing implementation such as the number of IDA's opened compared to your final goal, progress on savings deposits and the number of assets purchased. This is where the information you have been tracking for performance management comes into play on your regular reports. As a manager, you will know the key data points, so this report should be relatively easy. A thorough narrative will provide a great snapshot of your progress of your program, and will be an excellent point of reference for your program specialist, as well as your organization. And don't forget to identify any challenges for which you might want assistance.

To help you along, here are links to instructions for completing the SF-PPR form, a sample SF-PPR and a blank SF-PPR form. These links should help with the submission of your reporting forms. However, if you have any additional questions, please do not hesitate to contact the AFI Resource Center help desk or your AFI program specialist. Once you have completed the cover page and your narrative, combine them in a pdf file to upload as an attachment to a grant note, using the naming conventions we showed earlier.

Alright. So now I'm going to turn it back over to Stephanie to talk about the federal financial report.

Stephanie: Thanks, Parker. So now let's talk about the federal financial report, its purpose, and how it should be completed and submitted via GrantSolutions. This report is referred to by either FFR or SF-425, which is the standard form used.

The federal financial report is the twin of the SF-PPR. All AFI grantees are required to provide updates on their financial progress by completing reports on the status of all federal and non-federal dollars. The federal financial reports are cumulative, meaning each six-month reporting period will be added to previous totals. The report describes the flow of funds into and out of the project reserve funds, both federal and non-federal dollars. The FFR does not include information about other resources supporting the project, whether cash or in-kind. However, it does incorporate information from any sub-accounts or other accounts linked to the project reserve fund. If you are a network project, you may have more than one sub-account, but the aggregate of these accounts is reported as single figures on the FFR for a given grant. Remember, even if you have no activity or do not spend any funds, you still need to submit a report. It is important to note that even if you have not drawn down any funds, you still need to submit a federal financial report.

The FFR is due twice a year on the same dates as the SF-PPR, on April 30<sup>th</sup> for the reporting period ending March 31<sup>st</sup>, and on October 30<sup>th</sup> for the reporting period ending September 30<sup>th</sup>. Additionally, a final FFR is due 90 days after the end of the project period. We will discuss final FFR's in the context of project closeout at a later date.

Please note that the FFR is submitted online through GrantSolutions, but it is not uploaded as a grant note. The FFR is completed using the SF-425, a standard federal grant financial report. This report is not tailored to the AFI program, but there are specific items that help grantees understand how the AFI program fits into the standard form, which we will detail in the following slide. We will provide some guidance on how to complete the FFR during this webinar. For detailed instructions, please visit the links on this slide. The first two provide general and line item instructions for how to complete the SF-425. The third link is to a recorded webinar, "Completing the SF-425 for your AFI Grant," that provides detailed instructions. These resources will help you complete your FFR using the SF-425.

In order to access the SF-425 in GrantSolutions, start from the My Grants List screen that we discussed earlier. Select the Reports menu dropdown, and then select the Federal Financial Report submenu. The system will generate a list of all active grants for which you have access. Click the dropdown arrow to the left of the grant program to open the entire tickler file of the reoccurring federal financial report list.

The federal financial report list will generate a complete summary of past, current and future report periods. Depending on configuration, the summary will list all quarterly, semiannual and annual reports. Each grant will display the key data columns, including report periods, due dates, type, status, workflow status, and action. Report periods include reporting period start date, reporting period end date, reporting period due date and report type. Please note the AFI reports will always be due semiannual. For each reporting period, there will be a specific report status, either due, past due, pending, or not reported. The workflow status will reflect the status of a started FFR during an actual workflow approval cycle. Statuses include not started, in progress, withdrawn, rejected, and accepted. Only grants management staff can use the rejected or accepted options.

As a best practice, grantees should review the last accepted report to confirm accuracy and note the cumulative amounts previously reported. To view, click the view pdf link for the most recently accepted FFR. Upon the confirmation of the prior FFR, you can begin a new report. Typically, a report can be crafted and submitted when the report is in the due and past due state. Thus, a grantee can submit a report as long as the reporting period end date has passed. If a report has not been submitted by the required due date, the status will appear as past due. You can still craft and submit a past due report, as long as it is submitted before the due date of the next reporting cycle. However, if the report is not submitted by the next reporting period end date, it will be marked as not reported, like you can see on your screen, and locked down. No further changes can be made to the FFR without accessing allowed by your grants management specialist.

The process for submitting your FFR is the same for a due or past due report. From the summary screen, scroll down to the first reporting cycle which allows you to start the report process. Click the start link in the action column to open the FFR electronic form. Once you have opened the form, GrantSolutions will provide a simple prompt to confirm that you wish to proceed. After selecting OK, a prepopulated form with the active grant information will appear. The appropriate financial officer of your organization can then proceed to enter the required financial data in the blank data fields, such as cash received and cash disbursements. Be sure you have arranged for the appropriate person to have access to GrantSolutions. Line items 1 through 9 will prepopulate for you. If any of those items have changed, such as your authorizing official, you will need to use the grant notes process to have that information corrected and updated in the system before completing the financial report.

When you are satisfied with your report, scroll to the bottom of the screen and check the certification box. At this point, it is recommended you save the FFR by clicking the save link. Should you need to update or edit the form, you can do so easily, since it will remain in a work

in progress state. Grantees should focus on submitting their FFR's during the months of October and April. If you have been tracking your financial activity at least monthly, the report should not be difficult to complete on time.

If you have any questions regarding the FFR submission process, please contact your assigned grants management specialist. The grants management specialists are assigned to your AFI grant as noted in your award package, and there is also a list provided on this slide by state. This list is also on the IDA resources website under the Managing Your AFI Grant button. Follow the link to the OGM staff directory. Here are links to additional resources that will be helpful as you complete your reporting requirements.

So as we wrap up, in this presentation we covered becoming familiar with the concept of performance management, starting to think about how you can use your data, learning fundamentals to develop your data collection plan, and anticipating what you need to know for your semiannual progress and financial reports. We know that was a lot of detailed information to cover. So what questions do you have? Go ahead and type them in the questions box of the GoToWebinar interface.

Parker: Alright, thank you Stephanie. So the first question we have is about the annual data report. So since the annual data report is no longer required, can you talk a little bit about the status of the annual data report? So sure. Actually, on the 24<sup>th</sup> of November, an email was sent out that spoke to no data report being due on December 1<sup>st</sup> of 2015. What's happening is that AFI is in the process of seeking the approval for the Office of Management and Budget to create a performance progress report that's going to be done online. They want to integrate the things that you report on the data report and make sure that they will be included into that, so the process is ongoing. And since this process is ongoing, AFI will not be asking for a data report this year. So as soon as we find out more about this process, we will provide updates to you on when those things will be due and what the process will be.

So here's another question. What kind of confirmation or feedback can we expect after the reports are submitted? So for the programmatic side, you'll see a grants monitoring statement that will be added in your grant notes. And this will let you know that programmatically, everything that we were looking for in your report was included and that it will be approved. The other thing is that your program specialist will talk to you about things that may have come up in the report, if there are any questions. So you may hear some feedback from your program specialist in addition to what you see in your grant notes.

OK, we just had another question come in. And this question is, can there be more than one person that can submit a report? So this questioner says we have a director of programs that solicited the grant official, but she does not submit or compile financial information. But this person does, that is the director of finance. So how does this process work? Can more than one person submit a grant report? And the answer to this one is, only two persons have access to GrantSolutions, and that's the authorizing official and the program investigator or the director. There can be only two individuals that can submit. Another person can fill out the report, but

they would not be able to submit it through GrantSolutions. So just to reiterate, only those two persons that have access to GrantSolutions will be able to submit the information.

So if you have any other questions, please submit them into the chat box, the question box that's on the right of your screen. We're just standing by to see if there are any more questions. We'll just wait here a moment. Alright. So since we haven't had any additional questions, I'd like to just thank you all so much for listening to today's webinar. And as a reminder, we'll be sending this presentation out to everyone who participated on the call today. We'll also be uploading it to the AFI Resource Center with the recording and a transcript. So thank you again for your participation. Congratulations on your AFI awards, and please take care. Bye.