

BHW MGATT - Quarterly Progress Update (QPU) Submission

Overview

The Monitoring Grant Activities and Tracking Tool (**MGATT**) is a comprehensive module for identifying, tracking, monitoring, and providing support to grant awards and the related objectives. The goal of MGATT is to:

1. Identify and document insight and opportunities for grantee compliance and performance improvement.
2. Develop, approve, and monitor the Standardized Work Plan (SWP).
3. Provide consultation support for performance improvement.
4. Track and monitor the progress of SWP.

Key components of this module are:

1. SWP Submission process for the Grantees
2. SWP Review and Finalization process for the Project Officers (POs)
3. Quarterly Progress Update (QPU) Submission for the Grantees
4. Quarterly Progress Update (QPU) Review process for the Project Officers
5. MGATT Program Oversight Module (POM) Reports/Resources for the POs, Program Quality Controllers (PQCs), and Program Approving Officials (PAOs)

This help page will provide step-by-step instructions on component #3, the QPU submission process for Grantees.

On this page

- [Overview](#)
- [Quarterly Progress Update \(QPU\) Submission](#)
 - [Navigating to the QPU Task](#)
 - [Updating Activity Progress Status](#)
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 - [Adding Comments](#)
 - [Updating Activity status across all Objectives and Goals](#)
 - [Adding Partnership Information](#)
 - [Submitting your QPU](#)

Additional Resources

Watch videos on SWP and QPU Submissions through the links below:

[Video - BHW Grantee Standardized Work Plan \(SWP\) Submission](#)

[Video - BHW Grantee Quarterly Progress Update \(QPU\) Submission](#)

Quarterly Progress Update (QPU) Submission

Navigating to the QPU Task

- 1 Click on the **Tasks** tab from the top navigation bar in the EHBs.



- 2 You will land on the “Pending Tasks - List” page, where you will see a task with a tracking number starting with “MGT####”. This is your QPU submission: **Progress Update – Status Overview Page.**

Pending Tasks - List

Not Completed Recently Completed Archived

Detailed View | Search | Saved Searches

Page size: 15 Go 2 items in 1 page(s)

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
07/31/2021 11:59 PM (67 Days)	Grant Submissions	BPMAPRA2200046427	Performance Reports	A22HP00009 (Grant)	RAWLING MICE HEALTH CARE AUTHORITY	Edit
06/24/2021 09:28 AM (30 Days)	Grant Submissions	MGT00000001	Performance Reports	A22HP00009 (Grant)	RAWLING MICE HEALTH CARE AUTHORITY	Edit

- 3 This Page will give you key information about your QPU submission.

Quarterly Progress Update - Status Overview

D34HP24458: PROMAR ROOMS MEDICAL CENTER, College Sta, Texas

Due Date: 11/11/2023 30 Days Left

Resources: Prior Quarterly Progress Update | Standardized Work Plan | Grant Folder | Help

Quarterly Progress Update

Sections	Status	Last Updated
Activities	Not Started	-
Partnerships	Not Started	-

Return to Prior Page

Overview

Last Updated On: -

2 Not Started 0 In Progress 0 Complete

Submit and Print

Make sure you have completed and validated all the required information before submitting this report.

Submit Performance Report

Print Report

- A. In the Header section you will see your **Grant Information**, **Due Date** for the QPU submission and **Number of Days left or Days Past I**
- B. From the Resources links you can access the **Prior Quarterly Progress Update** (Read Only – if any), the Finalized **Standardized Worl**
- C. In the Quarterly Progress Update section you can see links to update your **Activities** and **Partnerships**, **Status** of your updates (X Not links.
- Clicking on the Activities link will navigate you to the **Quarterly Progress Update - Activities page.**
 - Clicking on the Partnerships link will navigate you to the **Partnerships page.**
- D. The Forms Overview section will display the **Last Updated On** with a date & time stamp, and Status of the update.
- E. The Submit and Print section will allow you to **Submit** your **Performance Report** (QPU) and to **Print** the QPU as submitted.
- F. Clicking on the **Return to Prior Page** at any time will navigate you back to the Pending Tasks - List page.

Updating Activity Progress Status

- 4 Click on the **Activities** link to go to the **Quarterly Progress Update – Activities page.**

Quarterly Progress Update

Sections	Status	Last Updated
Activities	Not Started	5/27/2021
Partnerships	Not Started	-

- 5 The Quarterly Progress Update – Activities page displays the Goals planned out for the Quarter/Reporting Period as per the Standardized Work Plan

Quarterly Progress Update - Activities

D34HP00084: VICARS HORSE HEALTH CARE AUTHORITY, SCHRIEVER, Hawaii

Days Past Due: 29 Days

Tracking Number : MGT00002277

Budget Period : Budget Year 2 (7/1/2023 - 6/30/2024)

Reporting Period : Quarter 1 (7/1/2023 - 9/30/2023)

Due Date : 6/30/2027

Project Director : Rameshwar Wittman

Project Officer : Masego Zapel

Grants Management Specialist : Rajinder Jeanjacques

Last Updated By : Rameshwar Wittman

Resources

[Prior Quarterly Progress Update](#) | [Standardized Work Plan](#) | [Grant Folder](#) | [Help](#)

In-Progress Activities

Target Activities

Goals	Status	Actions
No results found.		

Review Comments

Add Comment

Commented On	Author	Comment	Options
No Comments			

[Return to Prior Page](#)

A. The **Header** section provides **Grant and Project Information**.

B. The **Resources** section has links to any **Prior Quarterly Progress Updates** (Read Only if any), the finalized **Standardized Work Plan**,

C. The **In-Progress Activities** tab lists all Goals/Activities that have been marked as “Timing is off track”, “Activity will be missed” or “Activity Progress tab will not list any Goals/Activities in the first Reporting Period. You must update the activity progress of all Goals (if any) in this t

D. The **Target Activities** tab lists all Goals/Activities that were marked as “Activity is on Schedule” in the previous reporting period and all t
You must update the activity progress of all Goals in this tab.

E. The **Goals** section lists Goals/Activities based on the tab selection above. **Status** for each Goal will be “Not Started” if you have not start
process of updating them, or “Completed” if you have completed updating the status. The **Update** link under Actions will allow you to navig

F. Clicking on the **Return to Prior Page** at any time will navigate you back to the QPU – Status Overview page. This can be done via the p

- 6 Click on the **Update** link in the Goals section. The system will navigate you to the **Quarterly Progress Update – Activities** Page where you can up

Quarterly Progress Update - Activities

D34HP00084: VICARS HORSE HEALTH CARE AUTHORITY, SCHRIEVER, Hawaii Days Past Due: 31 Days

Tracking Number : MGT00002277 Budget Period : Budget Year 2 (7/1/2023 - 6/30/2024) Reporting Period : Quarter 1 (7/1/2023 - 9/30/2023)

Due Date : 6/30/2027 Project Director : Rameshwar Wittman Project Officer : Masego Zapel

Grants Management Specialist : Rajinder Jeanjacques Last Updated By : Rameshwar Wittman

Resources

Prior Quarterly Progress Update Standardized Work Plan Grant Folder Help

Fields marked with * are required.

To serve as innovative, education resource centers to recruit, train and retain URM students and faculty at health professions schools

Objectives	Sub Objectives & Activities
XObjective 1 (1 Sub Objective)	Provide stipends to URM students participating in structured programs.
XObjective 2 (1 Sub Objective)	Sub Objective 1.1: In each year of the grant, NHCOE will provide Native Hawaiian and Pacific Islander (NHPI) students with stipends to support their participation in programs that enhance student recruitment and retention, research training, and clinical and cultural competency learning opportunities.

Milestone Activity	Previous Status	* Current Status	Options
Native Hawaiian and Pacific Islander (NHPI) Stipends for Academic and Student Retention.	N/A	Choose a status Select One	(0) (0)

Return to Prior Page

Save Save & Continue

You will see that the Header and the Resources section is same as in the previous page. Under these sections you will see the following:

- A. The selected **Goal**.
- B. The list of **Objectives** under the selected Goal in different tabs. Clicking on each Objective tab will display the Sub Objectives and Activi
- C. The **Sub Objectives and Activities** of the selected Objective.

- 7 You can now start updating the progress status against the activities for the Reporting Period.

Quarterly Progress Update - Activities

D34HP00084: VICARS HORSE HEALTH CARE AUTHORITY, SCHRIEVER, Hawaii Days Past Due: 31 Days

Tracking Number : MGT00002277 Budget Period : Budget Year 2 (7/1/2023 - 6/30/2024) Reporting Period : Quarter 1 (7/1/2023 - 9/30/2023)

Due Date : 6/30/2027 Project Director : Rameshwar Wittman Project Officer : Masego Zapel

Grants Management Specialist : Rajinder Jeanjacques Last Updated By : Rameshwar Wittman

Resources

Prior Quarterly Progress Update Standardized Work Plan Grant Folder Help

Fields marked with * are required.

To serve as innovative, education resource centers to recruit, train and retain URM students and faculty at health professions schools

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Milestone Activity	Previous Status	* Current Status	Options
Native Hawaiian and Pacific Islander (NHPI) Stipends for Academic and Student Retention.	N/A	Choose a status Select One	(0) (0)

Return to Prior Page



Save Save & Continue

Against the selected Objective you will see the Sub Objectives, and under each Sub Objective you will see the Activity details such as:

- A. **Milestone Activity** or Activity name.
- B. **Previous Status** is the progress status as updated by you in the previous quarter for the activity.
Note: This will show as N/A for all activities in the first quarter/reporting period.
- C. **Current Status** is where you will update the progress status of the activity for the current quarter/reporting period. Click on the dropdown selection are as shown in the image below. Make a selection from the dropdown that represents the progress status of the activity.
Note: This is a required field and you will see an error if a value is not selected in this field.
- D. Under **Options** you can attach any Deliverable/Accomplishment associated to the activity and add any comments if needed. This step is

Adding Deliverables/Accomplishments

- 8 You can Upload attachments to any Deliverables/Accomplishments associated to the Activity if needed. Click on the **Attachment** icon under Options:

Recruit 2 faculty with strong pedagogical expertise in SANE curriculum with Pediatric expertise			
Sub Objective: Recruit faculty from SON & NH SANE RNs & Child Advocacy Center			
Milestone Activity	Previous Status	* Current Status	Options
One additional faculty recruited	N/A	Activity is on Schedule	 (0)  (0)

- 9 This will navigate you to the Deliverables/Accomplishments – Upload Page. Click on the **Add Deliverables** button.


Deliverables/Accomplishments - Upload

D34HP00084: VICARS HORSE HEALTH CARE AUTHORITY, SCHRIEVER, Hawaii Days Past Due: 31 Days

Tracking Number : MGT00002277 Budget Period : Budget Year 2 (7/1/2023 - 6/30/2024) Reporting Period : Quarter 1 (7/1/2023 - 9/30/2023)


Due Date : 6/30/2027 Project Director : Rameshwar Wittman Project Officer : Masego Zapel

Grants Management Specialist : Rajinder Jeanjacques Last Updated By : Rameshwar Wittman

▼ Resources 

[Prior Quarterly Progress Update](#) [Standardized Work Plan](#) [Grant Folder](#) [Help](#)


Native Hawaiian and Pacific Islander (NHPI) Stipends for Academic and Student Retention.

 Add Deliverable


Deliverable Type	Description	Tags	Action
No results found.			


[Return to Prior Page](#)

- 10 You will see a popup window appear prompting you to select the **Document Type**. Choose the Deliverable type from the dropdown and click on the

Select Deliverable 

Document Type:

 Make a selection

Select Document Type 

Event

Manuscripts/Publication

Presentation

Resources

Website Page

Other

Grant Support Documentation

Cancel

Add Deliverables

- 11 You will be navigated back to the Deliverables/Accomplishments – Upload Page and you will be able to attach any document to the selected Deliverable.

* Associate Document to an Activity

Activity

Native Hawaiian and Pacific Islander (NHPI) Stipends for Academic and Student Retention.

Document Type

Manuscripts/Publication (Change Deliverables)

Deliverables

Note:
Allowable Document Size: 100 MB.

Allowed number of attachments:

(Minimum: 0 - Maximum: 20) (Current attachment count: 0)

Drop or Upload Files

Acceptable Formats: doc, rtf, txt, wpd, pdf, xls, msg, jpg, jpeg, tif, xfd, xlxs, docx, ppt, pptx, msgx, vsd

Select Files

Manuscripts/Publication

Description
(Provide a brief description of the deliverable or accomplishment.)

0/250 characters

Tags
Selected (0)

Return to Prior Page

Add Deliverable

- A. You will see the **Activity** the Deliverable is being uploaded for. You will see the **Document Type** as selected in the popup window earlier in **e Deliverables**.
- B. Clicking on the **Select Files** will allow you to browse and select an attachment file that you wish to upload.
- C. You can then provide a **description** to this file/deliverable if needed.
- D. You can choose from any of the Tags available.
- E. Finally click on the **Add Deliverables** button to save all the information entered.

- 12 You will then be navigated back to the Deliverables/Accomplishments Upload page where you can see the Deliverable that you added.

Offer Project Dental Awareness (PDA) for Pre-K through 12th grade students.

[Add Deliverable](#)

[K](#)
[◀](#)
1 of 1
[▶](#)
[M](#)
Page size: 15
1 items in 1 page(s)

Deliverable Type	Description	Tags	Action
Manuscripts/Publication	Part of the kit given to students	Flyers	Update

[K](#)
[◀](#)
1 of 1
[▶](#)
[M](#)
Page size: 15
1 items in 1 page(s)

[Return to Prior Page](#)

- You can click on **Update** to make changes to the information entered. Clicking on the **Return to Previous Page** will take you back to the Quarterly F

- 13 On the Quarterly Progress Update – Activities Page you can see the deliverable you attached to the Activity.

Recruit 2 faculty with strong pedagogical expertise in SANE curriculum with Pediatric expertise			
Sub Objective: Recruit faculty from SON & NH SANE RNs & Child Advocacy Center			
Milestone Activity	Previous Status	* Current Status	Options
One additional faculty recruited	N/A	Activity is on Schedule ▾	(1) (0)

Adding Comments

- 14 You can add comments to an Activity if needed. Click on the **Comments** icon under Options.

Recruit 2 faculty with strong pedagogical expertise in SANE curriculum with Pediatric expertise			
Sub Objective: Recruit faculty from SON & NH SANE RNs & Child Advocacy Center			
Milestone Activity	Previous Status	* Current Status	Options
One additional faculty recruited	N/A	Activity is on Schedule ▾	(1) (0)

- 15 This will navigate you to the Comments page. Click on the **Add Comments** button.

Quarterly Progress Update - Comments

▼ D34HP24458: PROMAR ROOMS MEDICAL CENTER, College Sta, Texas Days Left: 30 Days

Tracking Number : MGT00001735 Budget Period : Budget Year 1 (7/1/2022 - 6/30/2023) Reporting Period : Quarter 4 (4/1/2023 - 6/30/2023)

Due Date : 6/30/2027 Project Director : Ernestine Lacy Project Officer : Lorener Brayboy

Grants Management Specialist : William Weisenberg Last Updated By : Deanne Kornreich

▼ Resources

[Prior Quarterly Progress Update](#) | [Standardized Work Plan](#) | [Grant Folder](#) | [Help](#)

Review Comments

Add Comment

Commented On	Author	Comment	Options
No Comments			

[Return to Prior Page](#)

- 16 You will see a popup window where you can add your comment. Click on the **Add Comment** button to save the comment and navigate back to the (

Add Comment

Comments:

Add a comment

Entered this comment for this report period.

44/1500 characters

[Cancel](#) [Add Comment](#)

- 17 On the Comments page you can see your comment listed in the Review Comments section. In the Options column, you can click the **delete** button t
You can also click on **Return to Previous Page** to go back to Quarterly Progress Update – Activities page, and you can see that a comment has be

Review Comments

Add Comment

Commented On	Author	Comment	Options
10/12/2023, 02:38 PM EDT	Gaetane Pliska	Entered this comment for this report period.	

[Return to Prior Page](#)

- 18 Back on the Quarterly Progress Update – Activities page you can see the comment added as indicated in the comment section.

Recruit 2 faculty with strong pedagogical expertise in SANE curriculum with Pediatric expertise

Sub Objective: Recruit faculty from SON & NH SANE RNs & Child Advocacy Center

Milestone Activity	Previous Status	* Current Status	Options
One additional faculty recruited	N/A	Activity is on Schedule	(0) (1) Save

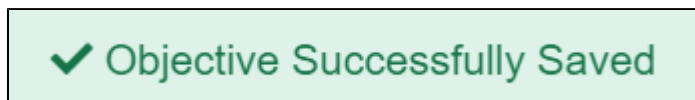
Updating Activity status across all Objectives and Goals

- 19 Continue updating the status of each Activity within the Objective. Once all Activities under the selected Objective are updated, click on **Save** (or **Save & Continue**) to save the information. You can move on to reviewing the next Objective. This can be done via the page buttons or the Navigational footer available.

Objectives	Sub Objectives & Activities								
✗Objective 1 (1 Sub Objective)	Provide stipends to URM students participating in structured programs.								
✗Objective 2 (1 Sub Objective)	Sub Objective 1.1: In each year of the grant, NHCHE will provide Native Hawaiian and Pacific Islander (NHPI) students with stipends to support their participation in programs that enhance student recruitment and retention, research training, and clinical and cultural competency learning opportunities.								
	<table border="1"><thead><tr><th>Milestone Activity</th><th>Previous Status</th><th>* Current Status</th><th>Options</th></tr></thead><tbody><tr><td>Native Hawaiian and Pacific Islander (NHPI) Stipends for Academic and Student Retention.</td><td>N/A</td><td>Choose a status Select One</td><td>Save Save & Continue</td></tr></tbody></table>	Milestone Activity	Previous Status	* Current Status	Options	Native Hawaiian and Pacific Islander (NHPI) Stipends for Academic and Student Retention.	N/A	Choose a status Select One	Save Save & Continue
Milestone Activity	Previous Status	* Current Status	Options						
Native Hawaiian and Pacific Islander (NHPI) Stipends for Academic and Student Retention.	N/A	Choose a status Select One	Save Save & Continue						

Return to Prior Page

- 20 You will receive a popup message that the **Objective is successfully saved**.



- 21 You can move on to updating the next Objective and Activities within the Goal. Once all the Objectives within a Goal have been updated, you can move on to the next Goal.

- 22 Follow the same steps to complete updating the progress status of all Activities, Deliverables and Comments. Once all the Goals are updated navigating to the Status Overview page, Goals are listed.

✓ In-Progress Activities ! Target Activities

1 of 1 Page size: 15 4 items in 1 page(s)

Goals	Status	Actions
To serve as innovative, education resource centers to recruit, train and retain URM students and faculty at health professions schools	Completed	Update

1 of 1 Page size: 15 4 items in 1 page(s)

Review Comments

+ Add Comment

Commented On	Author	Comment	Options
No Comments			

Return to Prior Page

A. You will notice that the **Status** of all the Goals has changed to Completed.

B. You can Add a Comment in this page if needed. This will be a comment for the entire reporting period that the PO will be able to view at the end of the reporting period.

C. Clicking on the **Return to Prior Page** button will navigate you to the QPU – Status Overview Page. This can be done via the page button or the Navigational footer available.

- 23 On the Status Overview page you can see that the Status of your Activities has changed to “Complete”. You will also see details of the last updates and the number of activities that are in progress or complete.

Quarterly Progress Update - Status Overview

D34HP00084: VICARS HORSE HEALTH CARE AUTHORITY, SCHRIEVER, Hawaii

Due Date 10/31/2023 Days Past Due 31

Resources

Prior Quarterly Progress Update | Standardized Work Plan | Grant Folder | Help

Sections	Status	Last Updated
Activities	Complete	12/1/2023
Partnerships	In Progress	11/13/2023

Return to Prior Page

Overview

Last Updated On: 12/01/2023 10:04 AM EST

Activities

0 Not Started 1 In Progress 1 Complete

Submit and Print



Make sure you have completed and validated all the required information before submitting this report.

Submit Performance Report

Print Report

Adding Partnership Information

- 24 Click on the **Partnerships** link in the Quarterly Progress Update section of the Status Overview page to update your Partner Information.

Quarterly Progress Update		
Sections	Status	Last Updated
 Activities	✓ Complete	5/27/2021
 Partnerships	✗ Not Started	-

- 25 You will land in Partnerships Page where you can update your partner information if needed.



This is not required information. If you do not have any information to enter on this page, click on **Continue** to mark the Partnership status a page button or the Navigational footer available.

Partnerships

D34HP00084: VICARS HORSE HEALTH CARE AUTHORITY, SCHRIEVER, Hawaii

Days Past Due: 31 Days

Tracking Number : MGT00002277

Budget Period : Budget Year 2 (7/1/2023 - 6/30/2024)

Reporting Period : Quarter 1 (7/1/2023 - 9/30/2023)


Due Date : 6/30/2027

Project Director : Rameshwar Wittman


Project Officer : Masego Zapel

Grants Management Specialist : Rajinder Jeanjacques

Last Updated By : Rameshwar Wittman

▼ Resources 


[Prior Quarterly Progress Update](#) | [Standardized Work Plan](#) | [Grant Folder](#) | [Help](#)

 Add Partner Information

1 of 1

Page size: 15

1 items in 1 page(s)

Organization Name	Type	Address	Action
> Wadsworth Specifier Inc.	Other (Association of Native Hawaiian Physicians - Community-based organization)	Pinefield Walk, Ionia, UT, 69448	 Edit

1 of 1


Page size: 15

1 items in 1 page(s)


[Return to Prior Page](#)

[Continue](#)

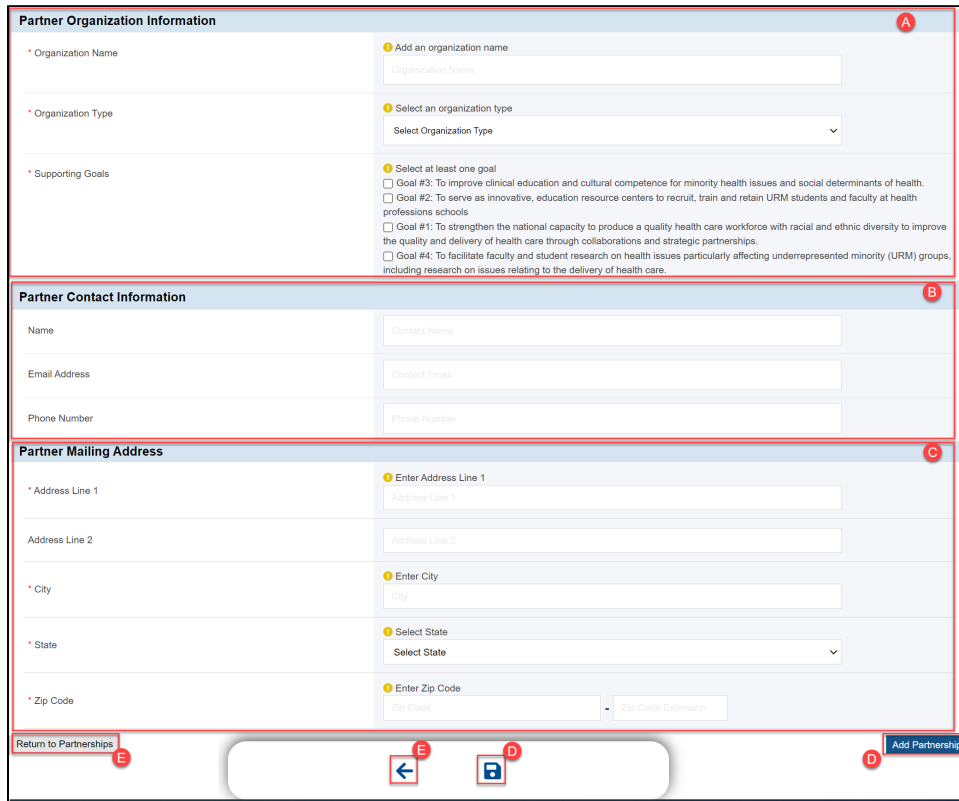
←



- 26 If you have Partnership information to enter for this reporting period, click on the **Add Partner Information** button.

 Add Partner Information

27 After clicking on the **Add Partner Information** button, you will land on the Partnerships page.



Partner Organization Information A

* Organization Name ! Add an organization name
Organization Name

* Organization Type ! Select an organization type
Select Organization Type

* Supporting Goals ! Select at least one goal
☐ Goal #3: To improve clinical education and cultural competence for minority health issues and social determinants of health.
☐ Goal #2: To serve as innovative, education resource centers to recruit, train and retain URM students and faculty at health professions schools
☐ Goal #1: To strengthen the national capacity to produce a quality health care workforce with racial and ethnic diversity to improve the quality and delivery of health care through collaborations and strategic partnerships.
☐ Goal #4: To facilitate faculty and student research on health issues particularly affecting underrepresented minority (URM) groups, including research on issues relating to the delivery of health care.

Partner Contact Information B

Name

Email Address

Phone Number

Partner Mailing Address C

* Address Line 1 ! Enter Address Line 1
Address Line 1

Address Line 2

* City ! Enter City
City

* State ! Select State
Select State

* Zip Code ! Enter Zip Code
Zip Code - Zip Code Extension

E Return to Partnerships E D Add Partnership

On this page you will see the following:

A. **Partner Organization Information** where you can enter the Partner's **Organization Name**, **Organization type**, and associate the Part

Note: These are all required fields and you will see an error message if they are not all completed.

B. **Partner Contact Information** where you can enter the Partner's **Name**, **Email Address** and **Phone Number**.

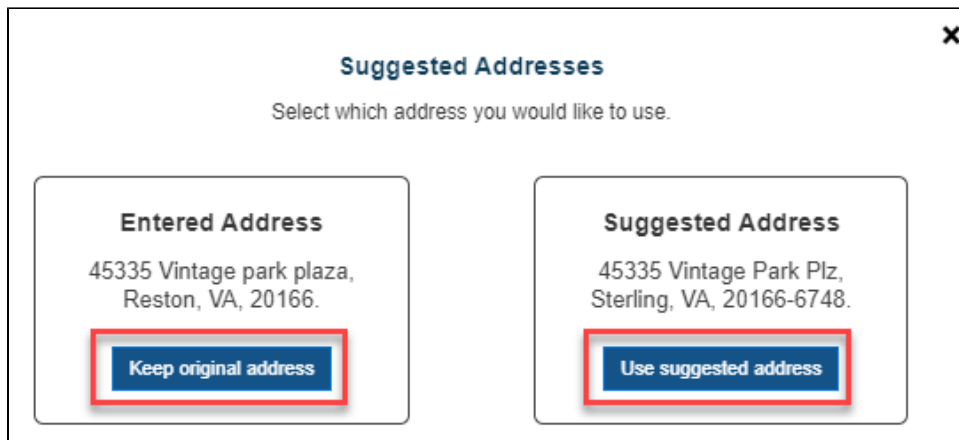
C. **Partner Mailing Address** where you can enter the Partner's address.

Note: These are required fields and the system will not allow you to proceed if not entered.

D. Clicking the **Add Partnership** button will start the address standardization. This can be done via the page button or the Navigational foo

E. Clicking the **Return to Partnerships** button will navigate you back to the prior page. This can be done via the page button or the Naviga

28 When you enter the address, and click the **Add Partnership** button, the system will show you the Suggested Address as per the US postal service i save the Suggested Address by clicking the **Use suggested address** button or the Entered Address by clicking the **Keep original address** button.



Suggested Addresses X

Select which address you would like to use.

Entered Address
45335 Vintage park plaza,
Reston, VA, 20166.
Keep original address

Suggested Address
45335 Vintage Park Plz,
Sterling, VA, 20166-6748.
Use suggested address

29 Clicking on the **address** buttons will bring you back to the Partnerships page.

Organization Name	Type	Address
PR Community Services	Other (Other)	45335 Vintage Park Plz, Sterling, VA, 20166-6748
Wadsworth Specifier Inc.	Other (Association of Native Hawaiian Physicians - Community-based organization)	Pinefield Walk, Ionia, UT, 69448

On this page you will see the following:

A. New Partner Information listed which includes the Partner's **Organization Name**, **Type** and **Address**.

B. Options to **Edit** and **Delete** the partner information and **Manage MOU** under **Actions**.

- Selecting **Edit** will allow you to update the contact information, address and supporting goals.
- Selecting **Delete** will display a delete confirmation popup and upon confirming, the partnership will be deleted.
- By selecting **Manage MOU** you will be able to upload and manage any Memorandum of Understanding (MOU) related to the partners

C. **Continue** button that will navigate you to the QPU - Status Overview page. This can be done via the page button or the Navigational for

You can add multiple Partners if you need to for the reporting period. Click on the **Add Partner Information** button to add more Partners.

Submitting your QPU

30 Once the Activities and Partnership sections are complete, you are now ready to Submit your QPU.

Sections	Status	Last Updated
Activities	Complete	12/1/2023
Partnerships	Complete	12/1/2023

On this page you will see the following.


A. The **Status** of Partnerships has changed to Complete.

B. The last updated information in the **Forms Overview** section.

C. **Submit Performance Report** link that will allow you to submit your QPU.

D. **Print Report** link that will allow you to print the QPU.

- 31 When you are ready to submit the QPU, click **Submit Performance Report** and you will land on the Confirmation page.
- Verify that all the QPU information shown here is accurate. Click on **Confirm** to submit your QPU. An email notification will also be sent about your s

 **Alert:**
This is a confirmation page! You must click the appropriate button to complete your action.

Submit	
To	Bronson Anagnos
CC	retester1@hotmail.com
Subject	Submission of Quarterly Progress Update
Body	<p>The Quarterly Progress Update has been submitted by MAULDEN PROCTER VOLUNTEER RESCUE SQUAD for Reporting Period Quarter 1 (8/1/2020 - 10/31/2020)</p> <p>NOTE: This is a system generated message. Please do not reply to this message.</p> <p>Thanks, Papillon Lade, Project Director</p>

[Return to Previous Page](#)[Confirm](#)

- 32 This completes the QPU submission process.