


NWTF Status Reports Instructions Development/Education/Research

NWTF Status Reports Instructions

- 1) Login to WebGrants at <https://funding.mt.gov>
- 2) Click on “My Grants”
- 3) Click on the grant name
- 4) Click on “Status Reports”

Grant Components	
Component	Last Edited
General Information	07/27/2012
Contract Documents	03/14/2012
Status Reports 	
Claims	
Budget	07/30/2012
Herbicide Worksheet	07/30/2012
Revegetation Worksheet	03/13/2012
Activities/Education Timeline	03/13/2012
Contract Amendments	
Correspondence	
Encumbrances	03/19/2012
Opportunity	-
Application	-

- 5) Click on the “ID #” to open the report.

Note: There is a status report already created in “editing” status. **Do not** create a new status report.

Instructions		
<i>Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail. After completing this form, click “Save” and then click “Return to Components” to access the rest of the status report form(s) to be completed.</i>		
Components		Preview Submit
Name	Complete?	Last Edited
General Information	✓	08/24/2012
Project Activities Report		08/24/2012
Weed Control Treatment Report		

- 6) Click on the Project Activities Report
- 7) **Planned Project Activities Section:**
 - a. Click on each month (in blue) to edit the status of each activity in your timeline
- 8) **Planned Education Events Section:**
 - a. Click “Edit” at the top and complete the required components
- 9) **Reporting Period:**
 - a. Select “Final” in the dropdown if you are closing your grant. Change the status from Semi-Annual to Final on the General Information form.

Trust Fund Reporting Period	
<i>Click on “Edit” (at top) then select the appropriate Trust Fund reporting period. You will also need to complete the Planned Education Events and Other Accomplishments sections before the system will allow the form to be saved since they have required information indicated by the red asterisk (*). Click on “Save” when done.</i>	
Reporting Period*	<input type="text" value="Final"/>

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Planned Project Activities

Add

Click on "Edit" and enter the status of the project activities **OR** you can click on the month or months in the "Time Period" column, then enter the status of the activity or event in the "Activities/Events Status" box and then click on "Save". Repeat the steps for each of the month(s) listed in the Time Period. If you need to extend the timeline of the grant project - you will need to click "Add" to create a new record.

Time Period	Year	Activity Description	Activities/Events Status
May, June, July, August, September, October, November	2018	Review literature and revise publications with updated information.	Revisions of whitetop and blueweed bulletins complete. New fact sheets on dyer's woad and rush skeletonweed complete.
January, February, March	2019	Solicit peer-reviews of revised versions of bulletins; work with MSU Extension Technology and Communications to design and format newer-style publications.	Revision of booklet on weed management after wildfire has been completed, reviewed, and is now being revised by authors.
April, May, June	2019	Print publications and begin distribution.	Completed for whitetop, blueweed, dyer's woad, and rush skeletonweed.
September, October	2019	Prepare and submit final report.	Yet to be completed.

Click "Add" to continue the timeline for the activities that will happen during the next reporting period of the grant. When completing the record, enter "to be complete" or a similar statement in the Activities/Events Status box.

Planned Education Events

Event Type	Planned?	Describe Event	Activities/Events Status
Landowner meeting(s):	No		NA
Weed tours/floats:	No		NA
Spray days:	No		NA
News articles/Public information:	Yes	Press release announcing new publications; highlight publications in Monthly Weed Posts	Blueweed and dyer's woad publications were summarized into 1-page Monthly Weed Post for January and February 2019, respectively.
K-12 Students - weed education:	No		NA
Conference/meeting presentations:	No		NA
Other education events:	No		NA

- 10) Click "Save" when each section is complete
- 11) Click on "Mark as Complete" when finished
- 12) Open the Status Report Document Form: Click "Add" to add documents for report

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Status Report Documents

[Create New Version](#) |
 [Go to Status Report Forms](#)

Click "Add" to attach additional status report documents, such as research results, developed education materials, or other materials created by the grant.

Description	File Name
whitetop Extension bulletin	EB0138.pdf
blueweed Extension bulletin	EB0195.pdf
February weed post featuring dyer's woad	Feb 2019_Dyers woad.pdf
January 2019 weed post featuring blueweed	Jan 2019_blueweed.pdf
dyer's woad fact sheet	MT201820AG.pdf
rush skeletonweed fact sheet	MT201902AG.pdf

- 13) Click "Save" and "Mark as Complete"
- 14) When all forms have a check mark, click "Submit"

Status Reports are due November 30th and April 15th. Reports submitted after these dates will have a **Late** status.

If you have any questions, contact Jasmine Reimer at 444-7882 or Jasmine Reimer at 444-3140.