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## GRANT MANAGEMENT SYSTEM USER GUIDE

### Submitting a final report task

This user guide outlines the steps you need to follow to submit a final report task after your grant has been approved.

#### Contact us anytime if you have questions about how to manage your grant

If you have any questions about your approved grant application, please contact a Regional Manager. If you aren't sure who to talk to, contact our Business Coordinator, Lorraine Ens, at [lorraine.ens@bchydro.com](mailto:lorraine.ens@bchydro.com) or 604-528-8136.

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#### Start here:

Final reports and final statement of accounts are mandatory for all FWCP funded projects. As soon as the project is awarded, the final report task and the final statement of accounts task are created. At the end of the project cycle, when the final report task and the final statement of accounts task are submitted and approved, FWCP will make the final payment owing on the project.

There are separate instructions for completing a final statement of accounts.

The main project contact and any collaborators on the project will have access to the final report task. For the purposes of these instructions, the contact or collaborators will be referred to as “the proponent” or “you”.

Let's get started!

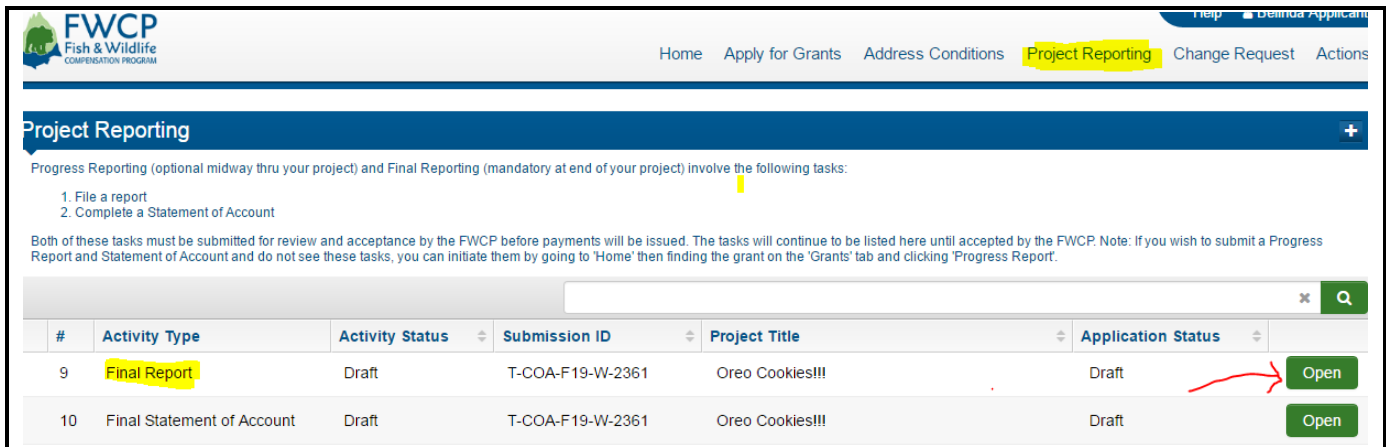
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

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## CREATING THE FINAL REPORT TASK

1. Log in to our Grant Management System at [fwcp.smartsimple.ca](http://fwcp.smartsimple.ca).
2. Click on “Project Reporting” on the top right menu bar. You will see both the final report task and the final statement of account task in draft status.
3. Click the green “Open” button beside the final report, to open the task.



The screenshot shows the FWCP (Fish & Wildlife Compensation Program) Project Reporting page. The top navigation bar includes 'Home', 'Apply for Grants', 'Address Conditions', 'Project Reporting' (highlighted), 'Change Request', and 'Actions'. Below the navigation bar, there is a 'Project Reporting' header with a plus sign. The main content area contains instructions for progress and final reporting, followed by a search bar. A table lists two tasks:

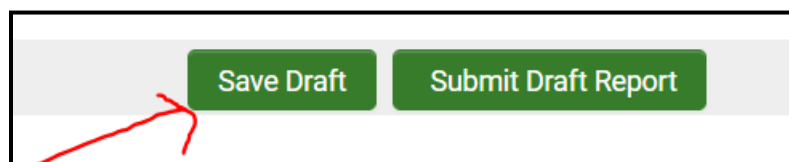
#	Activity Type	Activity Status	Submission ID	Project Title	Application Status	
9	Final Report	Draft	T-COA-F19-W-2361	Oreo Cookies!!!	Draft	
10	Final Statement of Account	Draft	T-COA-F19-W-2361	Oreo Cookies!!!	Draft	

## 1. ACCESSING THE FINAL REPORT TASK

1. When the final report task is opened, three tabs will be displayed.



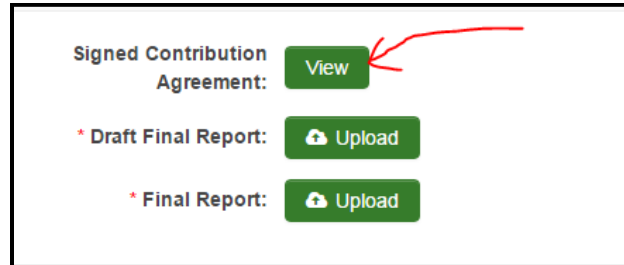
2. The “Instructions” tab contains general instructions. The “Export” tab allows you to export your report and create a PDF version of the final report, which can be saved to your desktop. All final report entries will be made on the “Final Report Details” tab.
3. When completing the final report details section, you are required to provide all the information indicated by a red asterisk.
4. At any time you can save your work by clicking the green “Save” button at the bottom of the screen. This allows you to exit the system and continue working on the final report task at another time.



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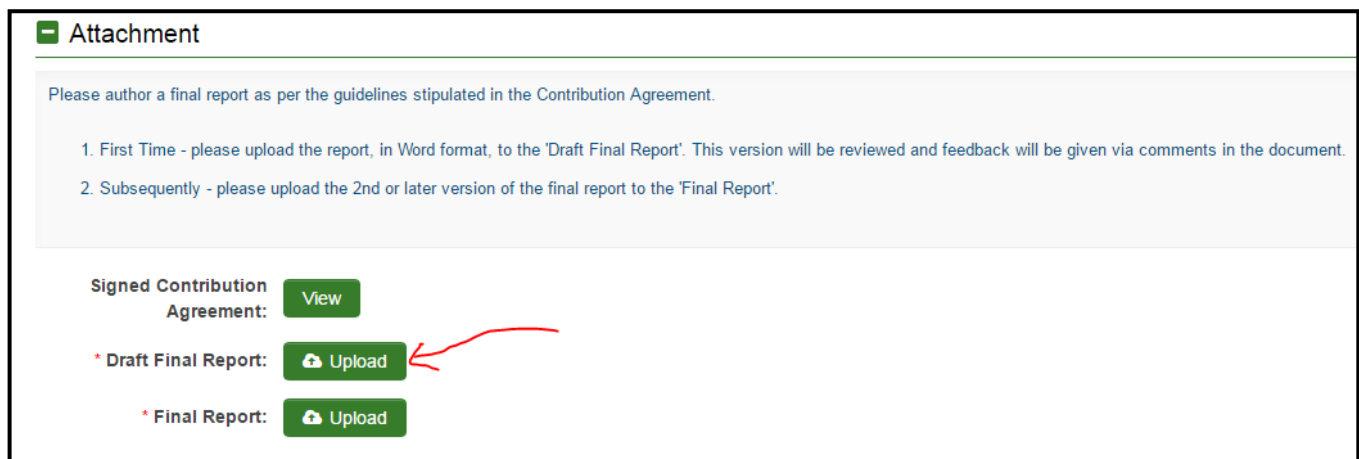
## Review the final report guidelines

1. You should review the final report guidelines found in Schedule C of your contribution agreement (Schedule A if your project is a SEED) before you complete and load your draft final report. The contribution agreement can be viewed by clicking the green “View” button beside “Signed Contribution Agreement”.

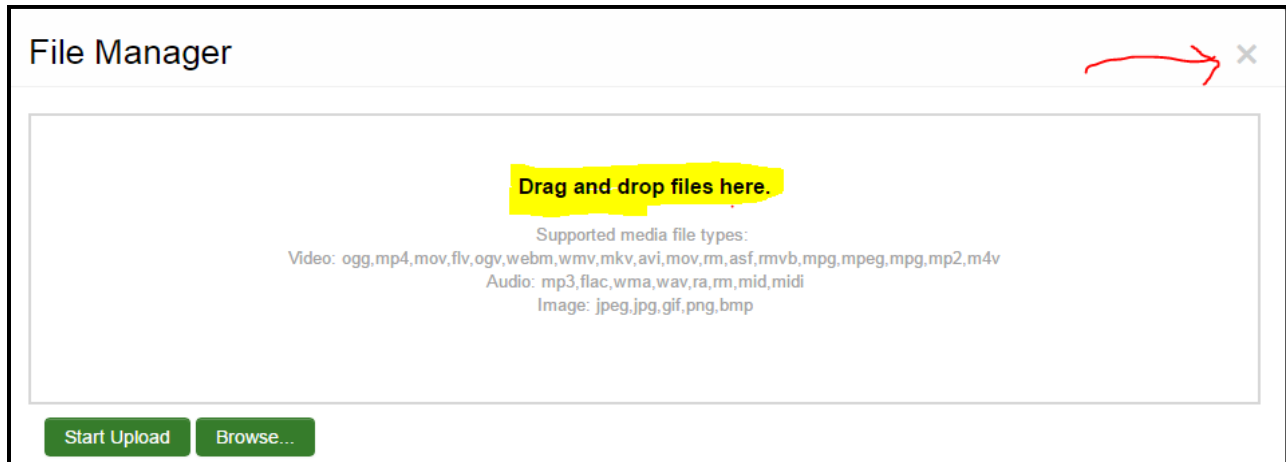


## 2. COMPLETING THE DRAFT FINAL REPORT

1. The final report task sections can be completed in any order. The first section is where you can upload the Word version of your draft final report. Click on the green “Upload” button beside “Draft Final Report”.



2. A window will open and you can drag and drop your draft report.
3. Click the “X” at the top right when you are done.



## Executive Summary

1. Copy and paste the executive summary from your draft final report into the text box.

**Executive Summary**

Please copy from the Final Report that was uploaded in the previous section.

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## Project Phases

1. As you scroll down, you will see the project phases table that was completed as part of your grant application.
2. Update the status of your project phases by selecting (i.e. clicking) the round buttons to indicate if a project phase is complete or incomplete.
3. Use the “Status Comment” field to elaborate on the work that has been done and/or enter the status of the phase.

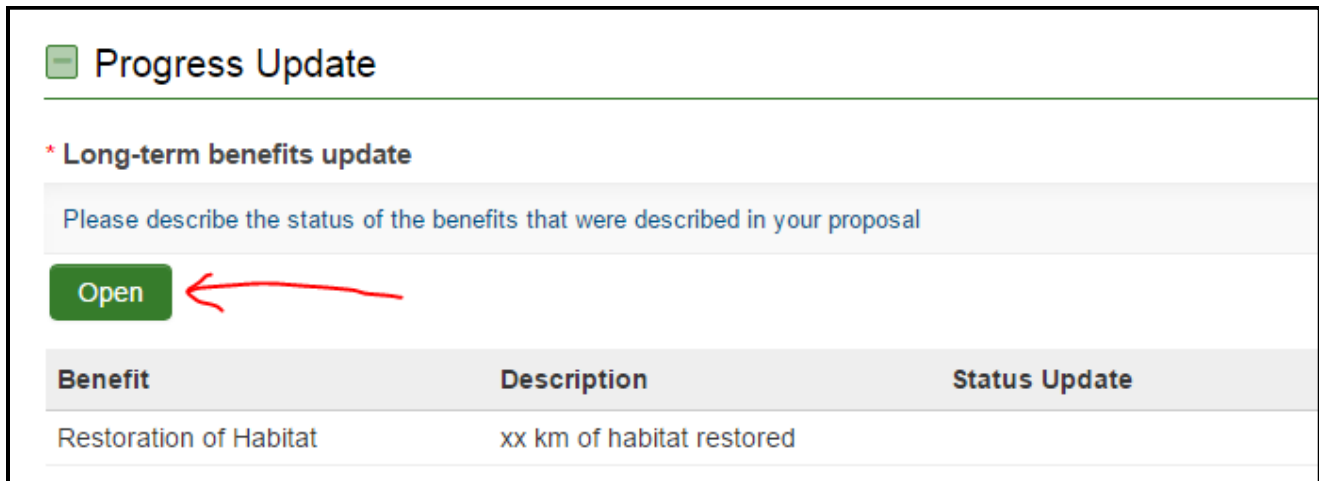
**Project Phases - Progress**

Provide an update for each phase of the project. If a phase is 'Incomplete', please provide an explanation in the 'Status Comment' field.

Project Phase	* Phase Start Date	* Phase End Date	* Phase Description	* Progress Status	* Status Comment
Project Start-Up	04/01/2017	05/31/2017	xx	<input type="radio"/> Complete <input type="radio"/> Incomplete	<div style="border: 1px solid gray; height: 20px; background-color: #ffff00; width: 100%;"></div> <p>200 characters left</p> <div style="border: 1px solid gray; height: 20px; background-color: #ffff00; width: 100%;"></div>
Field Work	04/05/2017	04/27/2017	xx	<input type="radio"/> Complete <input type="radio"/> Incomplete	<div style="border: 1px solid gray; height: 20px; background-color: #ffff00; width: 100%;"></div> <p>200 characters left</p> <div style="border: 1px solid gray; height: 20px; background-color: #ffff00; width: 100%;"></div>

## Long-term benefits

1. After the project phases section, scroll down to “Progress Update,” and click the green “Open” button and provide a status update on the project’s benefits.



**Progress Update**

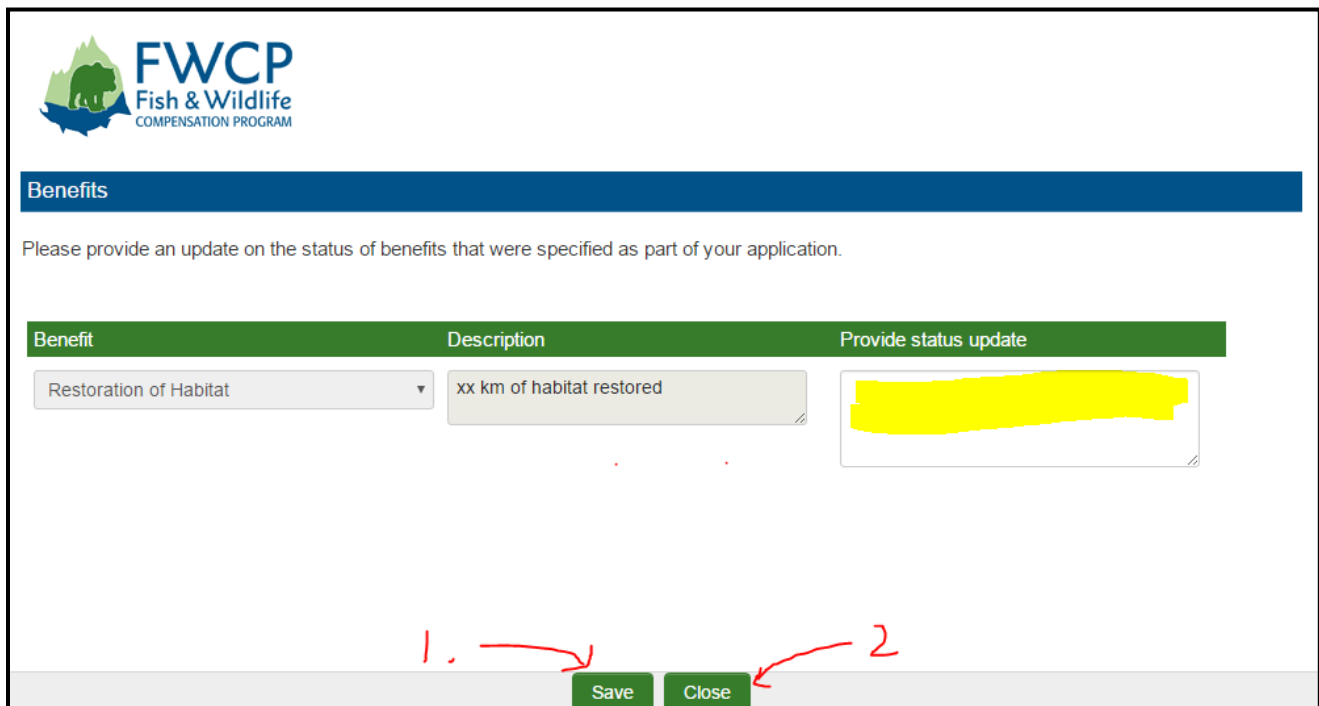
**\* Long-term benefits update**

Please describe the status of the benefits that were described in your proposal

**Open**

Benefit	Description	Status Update
Restoration of Habitat	xx km of habitat restored	

2. You will see the list of benefits identified in your grant application. Please use the text box to provide an update.
3. When you are done, click the green “Save” button first and then the green “Close” button.



**FWCP**  
Fish & Wildlife  
COMPENSATION PROGRAM

**Benefits**

Please provide an update on the status of benefits that were specified as part of your application.

Benefit	Description	Provide status update
Restoration of Habitat	xx km of habitat restored	

1. **Save** 2. **Close**

## Community engagement

1. The final section of the final report task is about community engagement. If you answer “Yes” to the question *Have your proposed outreach, education and/or community engagement activities (shown above) occurred yet?*, you will be asked to provide further details in the text boxes.

**Community Communications, Engagement and Outreach**

\* Benefits to local stateholders and community members, including any proposed opportunities for community engagement, education and outreach.

You specified the following information on your application and questions below will relate to this information.

xx

\* Have your proposed outreach, education and/or community engagement activities (shown above) occurred yet?

Please report any achievements. There will be further opportunity to report any future achievements on the Final Report.

Yes  
 No

\* Outreach and Community Engagement Activities

Briefly, describe your outreach and community engagement activities (i.e. what did you do, when, how many people participated, did you reach the audiences you anticipated with your project information?).

2000 characters left

\* Community or Stakeholder Benefits

Briefly describe the benefits to community members or stakeholders as a result of your outreach, education and community engagement activities.

2000 characters left

\* FWCP Recognition

How did you recognize FWCP in your communications and community engagement activities?

## Uploading photos

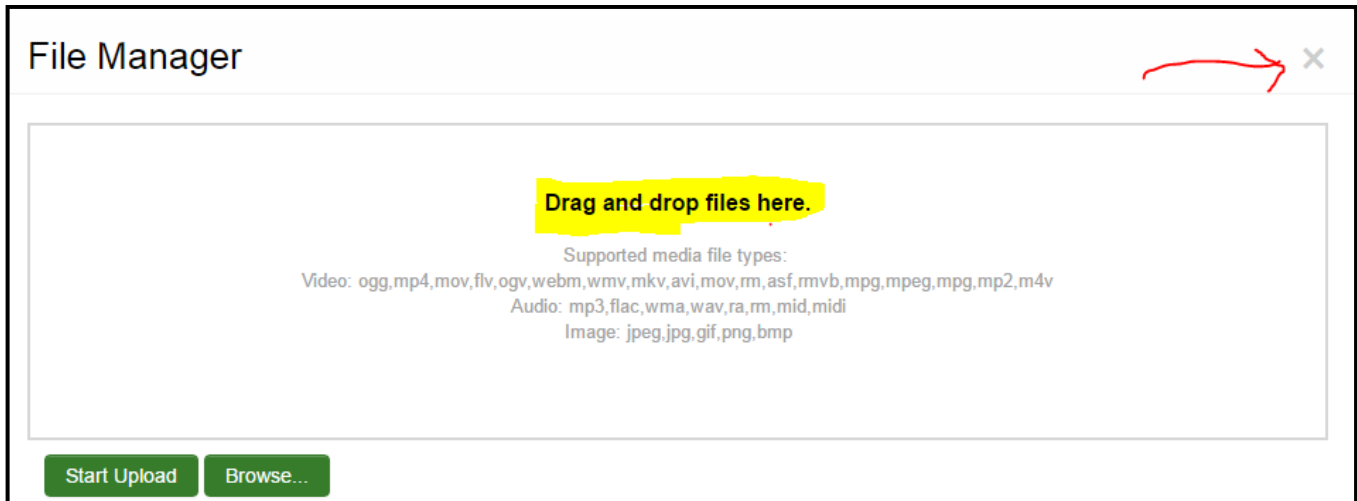
1. Proponents are also encouraged to upload photos of any community engagement actions related to their project. To add a photo, click the green “Upload” button.

**FWCP Communications and/or Community Engagement Photos**

Please provide photos of your engagement activities and/or examples of any communications materials. If you provide photos, please limit them to 2MB in size. Please note that photos must adhere to the guidelines specified in the Contribution Agreement.

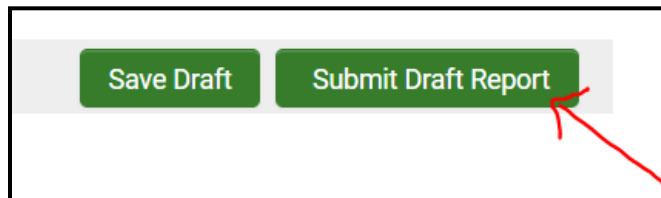
Upload

2. A box will appear where you can drag and drop photos. Click the “X” at the top right when you are done.



### 3. SUBMITTING THE FINAL REPORT TASK

1. Once you have completed your entries in the final report task, click “Submit Draft Report”. This will prompt FWCP staff to review and approve your final report. Final report tasks left in “Draft” status will not be reviewed.



2. When the final report task has been submitted, it can no longer be modified by the proponent. The task will continue to appear in the “Project Reporting” tab in submitted status.

#	Activity Type	Activity Status	Submission ID	Project Title	Application Status	
1	Final Report	Submitted	T-COA-F19-W-2361	Oreo Cookies!!!	Draft	Open



## 4. REVIEW AND REVISIONS TO FINAL REPORT TASK

1. A Regional Manager will review the draft report and the other items in the task. It is very common that edits/revisions will be required and the Regional Manager will typically make edits in the Word version of the draft final report. They may also add additional notes or comments in the Notes/Questions tab.
2. When the Regional Manager completes their review, they will then put the final report task into “Revisions Requested” status. The main project contact will receive an email indicating revisions have been requested. The task will appear in the “Project Reporting” tab in “Revisions Requested” status and proponents will be able to open and modify any sections of the final report task, as well as upload the finalized version of the final report.

The screenshot shows the FWCP (Fish & Wildlife Compensation Program) website. The navigation bar includes 'Home', 'Apply for Grants', 'Address Conditions', 'Project Reporting' (highlighted), 'Change Request', and 'Action'. Below the navigation bar is a 'Project Reporting' section with a plus icon. It contains instructions: 'Progress Reporting (optional midway thru your project) and Final Reporting (mandatory at end of your project) involve the following tasks: 1. File a report, 2. Complete a Statement of Account'. Below this is a search bar and a table with columns: '#', 'Activity Type', 'Activity Status', 'Submission ID', 'Project Title', and 'Application Status'. The table has one row: '# 1', 'Activity Type Final Report', 'Activity Status Revisions Requested', 'Submission ID T-COA-F19-W-2361', 'Project Title Oreo Cookies!!!', and 'Application Status Draft'. A red arrow points to a green 'Open' button at the end of the row.

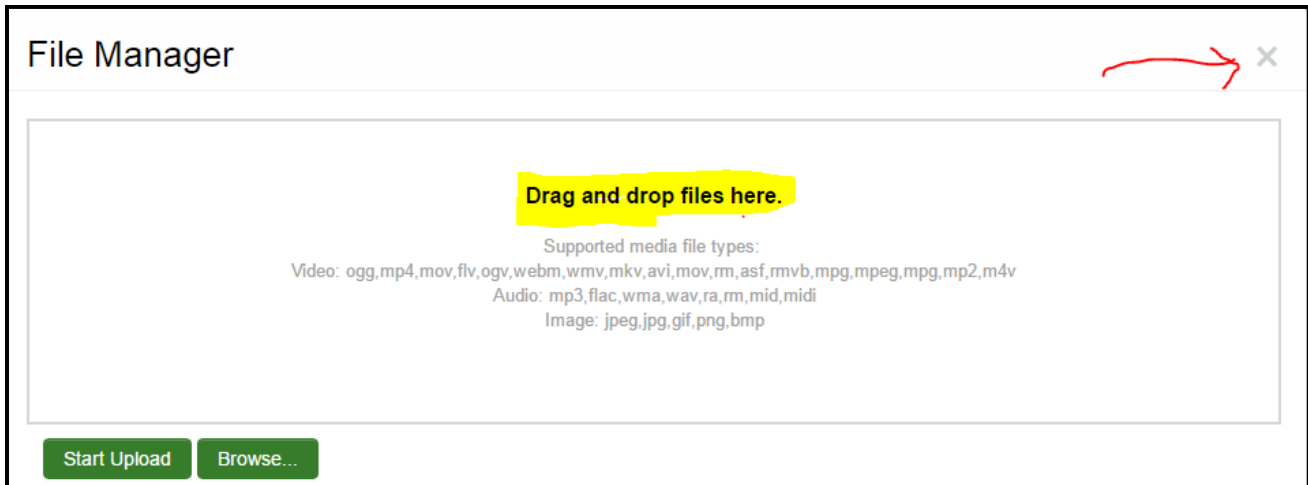
#	Activity Type	Activity Status	Submission ID	Project Title	Application Status	
1	Final Report	Revisions Requested	T-COA-F19-W-2361	Oreo Cookies!!!	Draft	Open

### Loading the final version of the final report

1. Once all required edits are made, load the finalized final report into the final report task by clicking the green “Upload” button beside “Final Report”.

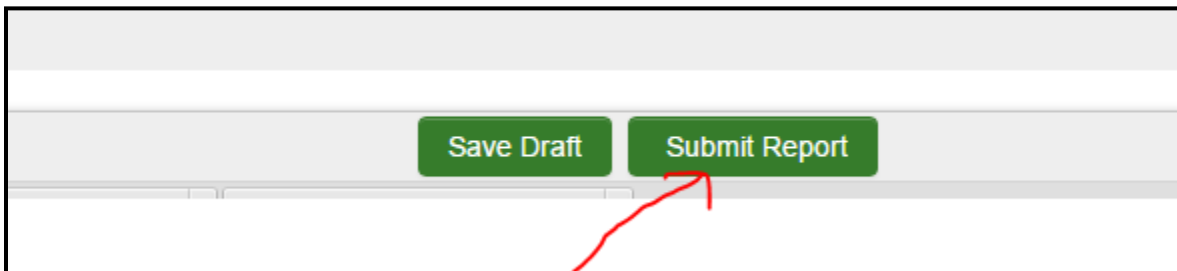
The screenshot shows the 'Attachment' section of the FWCP interface. It contains the following text: 'Please author a final report as per the guidelines stipulated in the Contribution Agreement.' Below this are two numbered instructions: '1. First Time - please upload the report, in Word format, to the 'Draft Final Report'. This version will be reviewed and feedback will be given via comments in the document.' and '2. Subsequently - please upload the 2nd or later version of the final report to the 'Final Report'.' At the bottom, there are three rows of text with buttons: 'Signed Contribution Agreement: View', '\* Draft Final Report: Upload', and '\* Final Report: Upload'. A red arrow points to the 'Upload' button for the 'Final Report'.

2. A window will open where you can drag and drop a PDF of the finalized version of the final report. Click the “X” at the top right when you are done.



## 5. RESUBMITTING THE FINAL REPORT TASK

1. Once you have loaded the finalized version of the final report and completed any revisions, please be sure to click the green “Submit” button at the bottom of the screen. This will prompt FWCP staff to review and approve the revised final report task. Final report tasks left in “Revisions Requested” status will not be reviewed.



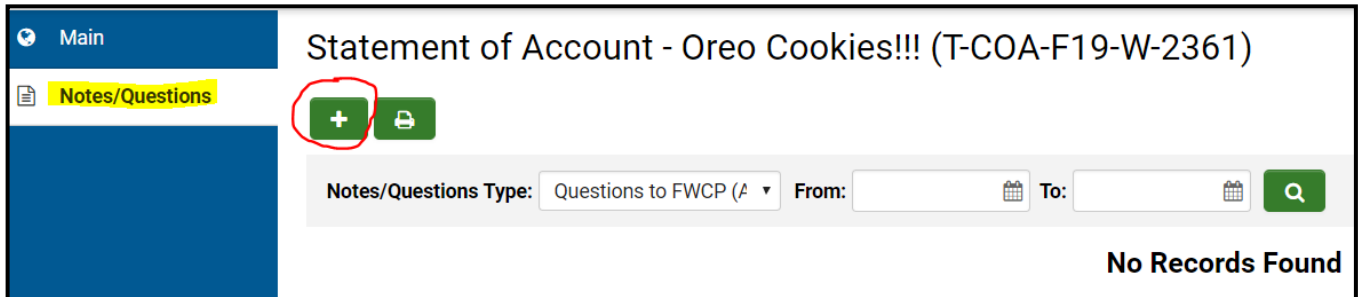
2. When the final report is fully approved, it will appear on the “Project Report” tab in accepted status.

#	Activity Type	Activity Status	Submission ID	Project Title	Application Status	
1	Final Report	Accepted	T-COA-F19-W-2361	Oreo Cookies!!!	Draft	Open

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## 6. NOTES/QUESTIONS TAB

1. At any time, you can post questions to FWCP staff by clicking on the “Notes/Questions” tab, on the left side of the screen.
2. Use the “Questions to FWCP” option to post questions. Click the green “+” sign and a text box will open and you can enter your question.



3. Click the green “Save” button to send your question to FWCP staff.



4. Our staff will answer your question in the same “Notes/Questions” area. Responses may take one to two business days. FWCP staff may also use the “Notes/Questions” tab to communicate required revisions on the final report task.