



Completing a Closeout Report

Learn how to create, fill out, and submit a Closeout Report at the conclusion of your DoWEA grant's period of performance.

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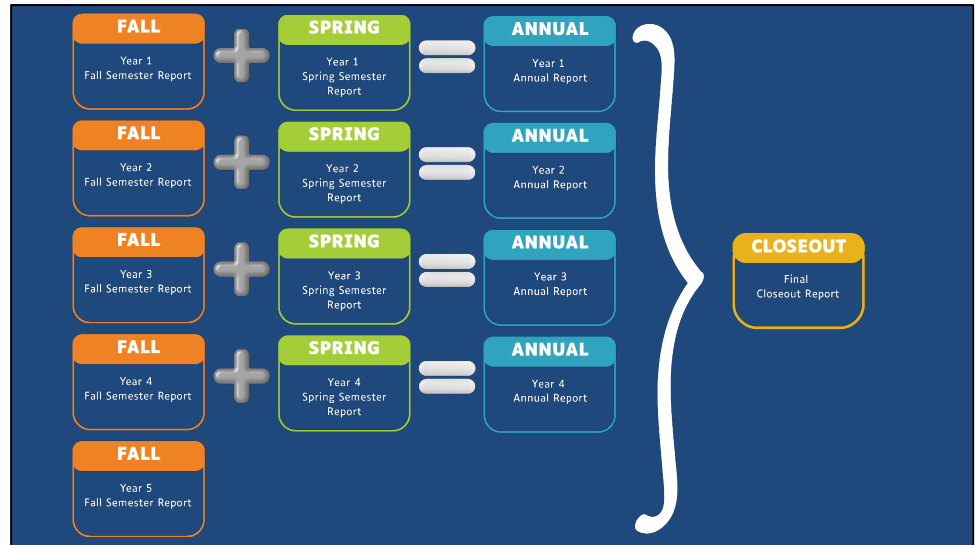
Note on Reference Images: Throughout this user guide, the actions described are accompanied with screen captures of the corresponding areas of the ETAC website. Look for **yellow text** in the navigation menu and **green buttons** in the reporting portal. These colors signal which items have been hovered or selected.



Reporting Cycle

The closeout report is the final, summative report submitted together with the final annual financial report (SF-425) at the end of the five-year grant life cycle.

- **Reporting Window:** opens in May of the closeout year.
- **Due Date:** September 30 at 11:59 p.m. ET of the closeout year.



Reporting Access by Role

Project directors can create and submit closeout reports through the *Reporting Dashboard* on the DoWEA Evaluation Technical Assistance Center (ETAC) website. Evaluators and other team members can also use this portal to view previously submitted reports and report drafts that are currently in progress.

TEAM ROLES AND WEBSITE ACCESS	Project Director	Finance	Evaluator	Team Member
	<input checked="" type="checkbox"/> REPORTING Full Access	<input type="checkbox"/> REPORTING View Only	<input type="checkbox"/> REPORTING View Only	<input type="checkbox"/> REPORTING View Only
	<input checked="" type="checkbox"/> FINANCE Full Access	<input checked="" type="checkbox"/> FINANCE Full Access	<input type="checkbox"/> FINANCE No Access	<input type="checkbox"/> FINANCE View Only
	<input checked="" type="checkbox"/> COMMUNITY & LEARN Full Access	<input checked="" type="checkbox"/> COMMUNITY & LEARN Full Access	<input checked="" type="checkbox"/> COMMUNITY & LEARN Full Access	<input checked="" type="checkbox"/> COMMUNITY & LEARN Full Access

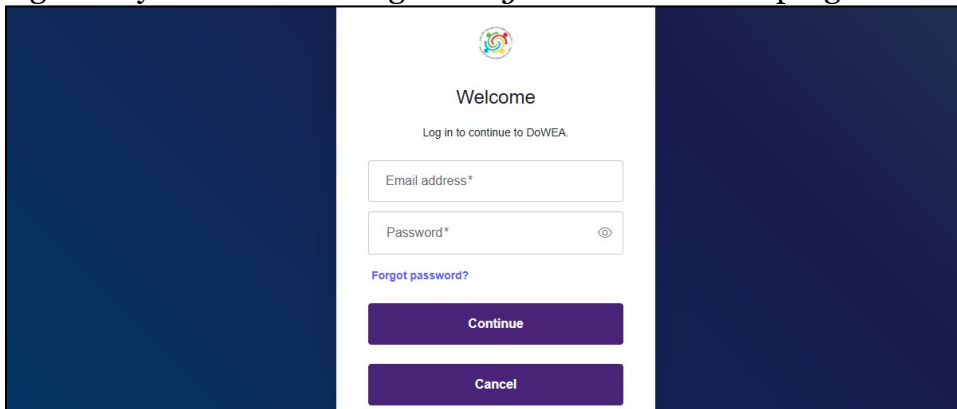
Creating a New *Closeout Report Form*

Use the following steps to create a new *Closeout Report* form or access an existing draft:

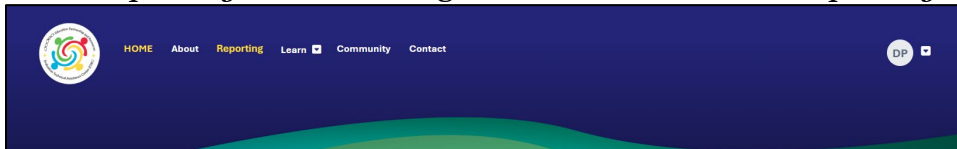
1. Go to the [ETAC homepage](#).



2. Sign into your account using the *Login* button in the top right corner of the homepage.



3. Select *Reporting* from the navigation menu to enter the *Reporting Dashboard*.



4. Open the *Closeout Reports* card to pull up the *Closeout Reports Grants List*. Within this category, you will find a list of all grants with which your user profile is associated.

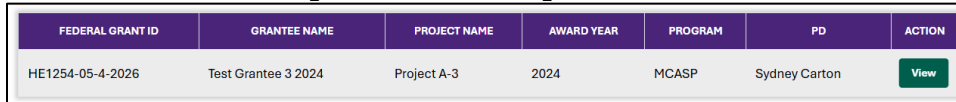




- Find the desired grant using the *Keyword Search* and *Award Year* drop-down menu.



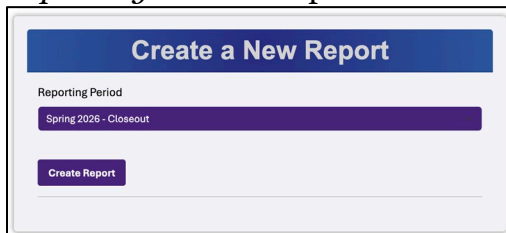
- Select the *View* button to access the closeout report for the desired grantee and grant year. (Note that closeout reports submitted prior to 2026 are located in *Archived Reports*.)



- Select the *New Report* button in the upper right corner to start a new closeout report form. To work on an existing closeout report draft, find the desired report in the table and select *View* or *Edit* as applicable to your role.



- Select the current grant reporting period (spring of the current year) from the *Select Reporting Period* drop-down menu and click the *Create Report* button.



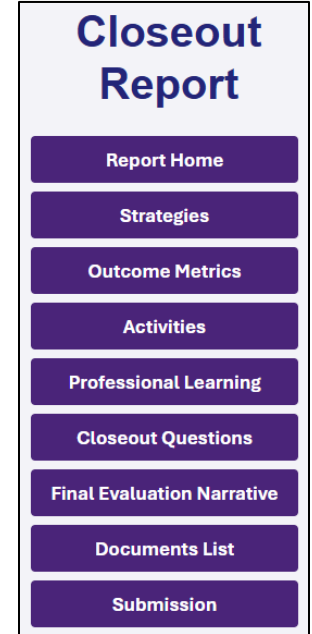
Note: You will only be able to create a new report during an active closeout reporting window. ETAC emails an announcement to all grantees when the reporting window opens.

Navigating the Report Form

Navigation Buttons: Use the *Next* and *Previous* buttons pinned to the bottom right corner of your screen to advance to the next page or go back to the previous page.



Sidebar: Jump directly to specific sections of the report using the sidebar on the left side of the screen (as pictured to the right), which lists all sections of the report and provides links for easy access.



Instructions: Before beginning a section, read any directions posted at the top of the page beneath the blue banner.



Hover-for-Help Icons: Hold your cursor over the yellow question symbols throughout the form for additional information, such as tips, definitions, and examples.



Prefilled Items: For your convenience and to support reporting accuracy, some lines have been prefilled based on your grant profile. If you need assistance updating a prefilled line that is locked for editing, contact ETAC at support@dodeagrants.org.

Mandatory Sections: Required fields denoted with a red asterisk must be completed in order to execute actions such as attaching a document or submitting the report. If you attempt to proceed to the next step without completing a required field, an error message will prompt you to provide any necessary information before moving forward.

Note: If a text field is required but does not apply or you have nothing to report for that section, enter “NA”.

Saving Your Work: When creating a new report, the system automatically saves it as an *In Progress* draft. As you edit the report, use the *Save* buttons provided to ensure your entries are recorded before navigating away from a page or exiting the report draft.



Filling Out the Report

Report Home

Before You Start: Review the *Grantee* and *Federal Grant ID* in the banner and *Grantee Summary* at the top of the page. Double check that these reflect your desired combination. Information populates throughout the form based on these initial selections.

Closeout Report

GRANTEE: Test Grantee 3 2024 | REPORTING PERIOD: Closeout 2026 | REPORTING TIMEFRAME: Sep 30, 2021 - May 31, 2026

Report Home

How to Use the Reporting Portal

Navigate Easily: Use the sidebar on the left to jump between different sections of your report. It's your quick way to move around.

Control Your Progress: At the bottom of each page, you'll see buttons to:

Grantee Summary				
Grant Award Year	Federal Grant ID	Grantee Name	Project Name	Program
2024	HE1254-05-4-2026	Test Grantee 3 2024	Project A-3	MCASP
Project Director	Financial Staff	Evaluator	<input checked="" type="checkbox"/> Edit Contacts	
Sydney Carton	Oscar Wilde	Elizabeth Bennet		

Grant Roles and Contacts: Use the *Edit Contacts* button to open a pop-up window where you can add or update the project director, financial staff, and evaluator contacts listed under *Grantee Summary*. Click the *Save* button before returning to the *Report Home* page to ensure your updates are preserved. Contact updates also populate to your *Grantee Profile* upon report submission.

Edit Grantee Contacts Back to Summary

Project Director

Name	Email	Phone
Sydney Carton	scarton@testemail.com	333-111-3333

Financial Staff

Name	Email	Phone
Oscar Wilde	owild@testemail.com	333-111-3344

Evaluator

Name	Email	Phone
Elizabeth Bennet	ebennet@testemail.com	333-111-3355

Target Schools and Target School Enrollment: This section is prefilled based on the *Grantee Profile* which can be accessed through the *Reporting Dashboard* or via the *Reporting* navigation menu.

Target Schools

Elementary	Middle	High	Multi-level	Total
11	6	4	0	21

Target School Enrollment

Military-Connected Students	Non-Military-Connected Students	Total
1,034	1,568	2,602

Note: Target school and target school enrollment numbers reflect the project narrative in the original grant application. These numbers should remain consistent with the original project narrative throughout the life of the grant; they should not be updated based on the current reporting year. Contact ETAC at support@dodeagrants.org for assistance if the numbers in the form do not match your original project narrative.

Goals, Strategies, Outcomes, and Statuses: This section is prefilled based on information in the *Grantee Profile*—drawn from the original project narrative and any updates approved by the DoWEA program team—as well as previously submitted reports. Use the hover-for-help icons (yellow question symbols) to view definitions for each category.

GOAL ?	STRATEGIES ?	OUTCOMES ?	GOAL STATUS ?
Goal 1	<ul style="list-style-type: none"> Strategy 1.1 Strategy 1.2 	<ul style="list-style-type: none"> Outcome 1.1 Outcome 1.2 	<p>In progress</p> <p>Update</p>
Goal 2	<ul style="list-style-type: none"> Strategy 2.1 Strategy 2.2 	<ul style="list-style-type: none"> Outcome 2.1 Outcome 2.2 	<p>On track</p> <p>Update</p>

Goal Status: After reviewing each project goal, use the *Update* button on the *Status* column to open a pop-up window where you can select the appropriate status:

- Fully Implemented
- Partially Implemented
- Not Implemented

If desired, use the optional *Additional Context* text field in the window to provide a brief explanation of the rationale for your selection.

Save Your Progress: Click *Save* before exiting the window to preserve your updates with a new timestamp.

Strategies

This section allows for reporting on the three most-impactful strategies associated with each project goal. Review each strategy in the table, add new strategies (up to three per goal), and remove old strategies as needed. The reporting period for this section is year 5 of the grant. (October 1 to May 31).

Review/Update Existing Strategies: To view and update details of a strategy listed in the table, select the *Update* button in the corresponding row.

GOAL	STRATEGIES/ STATUS
Goal 1	Strategy 1.1 Partially implemented Update

Add New Strategy: Use the +*Add New Strategy* button to report a strategy not already listed.

GOAL	STRATEGIES
+ Add New Strategy	

In the *Update/Add Strategy* pop-up window, follow the prompts and respond to all related questions using the drop-down menus, radio buttons, and text boxes.

Be prepared to provide or update the following information:

- The goal with which the strategy is most closely associated
- Strategy name and description
- Strategy category (options below)
 - Counseling
 - Parent/Community Engagement
 - Extra-Curricular Activities
 - Peer Support/Mentoring
 - In-class Curriculum/Instruction Support
 - Professional Learning
 - Instructional Coaching
 - Sustainability Efforts
 - Other
- Strategy status
- Any successes of this strategy during the reporting period

Add Strategy

Select which goal this strategy applies to *

--- Select one ---

Strategy name *

Enter strategy name

Strategy description *

Describe what this strategy entails

Primary strategy category *

Select the primary category that most closely aligns with the strategy described.

Counseling
 Parent/Community Engagement
 Extra-curricular Activities
 Peer Support/Mentoring
 Other
 In-class Curriculum and Instruction Support
 Professional Learning
 Instructional Coaching
 Sustainability Efforts

Highlight any successes of this strategy during the reporting period (if applicable) in the space provided

Optional: successes, milestones, quotes, or anecdotes

Update strategy status *

--- Select one ---

Save Strategy Cancel

Delete Strategy: To remove an existing strategy that no longer applies, toggle the radio button on the final question in the window to *Yes*.

Do you want to remove this strategy? *

Yes No

Save Your Progress: Click *Save Strategy* before exiting the window to preserve your updates.

Project Partners: After reviewing all entries in the *Strategies* section table, list any project partners in the final text field at the bottom of the page.

List the project partners you were involved with this year.

e.g., Fort Liberty School Liaison Office; XYZ University College of Education; ABC Community Organization; DoDEA Pacific Region

Separate partners with semicolons or line breaks. Include the official organization names.

Save

Save Your Progress: Click the *Save* button at the bottom of the page to ensure your project partners entry is recorded before moving to the next section.

Outcome Metrics

This section displays the outcome metrics associated with each project goal. Review each outcome metric, update it with values for the reporting period, and add any new metrics as needed. The reporting period for this section is year 5 of the grant. (October 1 to May 31).

Review/Update Existing Metric: To view details of and enter data for an outcome metric listed in the table, click the *Review* button in the corresponding row.

OUTCOME METRIC	OUTCOME ASSESSMENT	BASELINE (YEAR 1)	CURRENT PERIOD (YEAR 5)
% of students meeting benchmark on MAP Math Quantitative	MAP Growth	56	67 Review

Add New Metric: Use the *+Add New Metric* button to report a metric not already listed.

In the *Review/Add Outcome Metric* pop-up window, follow the prompts and respond to all related questions using the drop-down menus, radio buttons, and text boxes.

Be prepared to provide the following information:

- The goal with which the outcome metric is associated
- The outcome metric (how change is measured)
- The type of metric (qualitative or quantitative)
- Instruments or assessments used to collect data
- Baseline number or percentage
- Reporting year number or percentage
- Any information (such as quotes, feedback, and anecdotes) that speaks to progress (optional)

Save Your Progress: Click the *Save Metric* button at the bottom of the window to ensure your updates are preserved.

Activities

This section allows for reporting on up to three most-impactful activities for the reporting period. Previously reported activities prefill to the activity table from the prior reporting period. These may be edited (or deleted and replaced with new activities) as needed. The reporting period for this section is the Spring semester of year 5 of the grant. (January 1 to May 31).

Note: Activities are holistic and may apply across the project. You will be asked to select the goal with which each activity is most closely associated, but reported activities can support multiple goals.

Edit Existing Activities: To review or make changes to an activity and its status, use the corresponding *Edit* and *Delete* buttons as needed.

GOAL	STRATEGY	ACTIVITY NAME	ACTIVITY DESCRIPTION	PARTICIPATING POPULATIONS	STATUS
Goal 1	Strategy 1.1	STEM Science Fair	Family Engagement	<ul style="list-style-type: none"> All families Teachers All students 	Completed Edit Delete

Add Activity: Use the *+Add New Activity* button to add up to three most-impactful activities for the reporting period. This button will only appear if the three-activity maximum has not been met.

In the *Add/Edit Activity* window, follow the prompts and respond to all related questions using the drop-down menus, multiple selection boxes, and text boxes.

Be prepared to provide the following information:

- The activity name and description
- The goal and strategy with which the activity is most closely related
- Populations and numbers reached
- Data sources for measuring effectiveness
- The status of the activity
- Successes of this activity during the reporting period

Save Your Progress: Click the *Save Activity* button at the bottom of the window to ensure the entry is added to the activity table.

Project Success Summary: After adding and/or updating the three most-impactful activities, highlight the most significant success of the project during the reporting period. Please keep your response to one concise sentence.

Save Your Progress: Click the *Save* button at the bottom of the page to ensure your success summary is recorded before moving to the next section.



Professional Learning (PL)

This section allows for reporting on up to three most-impactful PL activities for the reporting period (January 1 to May 31 of the current year). It also displays PL activities reported in previous reporting cycles (Fall Semester 2025 and forward) which can be cloned to the current reporting cycle to save time on data entry.

Closeout Report

GRANTEE: Test Grantee 2024

REPORTING PERIOD: [Closeout 2026](#)

REPORTING TIMEFRAME: Sep 30, 2021 - May 31, 2026

Professional Learning

Professional learning is an ongoing, job-embedded process designed to improve educator practice and student outcomes. It includes a variety of opportunities—such as job-embedded coaching, demonstration classrooms, PLCs, and expert-led sessions—strategically implemented based on educator needs and instructional goals. Professional learning is continuously monitored and refined using data to ensure relevance, effectiveness, and sustained impact.

Reporting Professional Learning

- Add New PL:** Click the **Add Professional Learning** button below to report any professional learning activities implemented during this reporting period.
- Report the Most Impactful:** Please report up to **3 of the most impactful professional learning activities** from this period.
- Save Time with Cloning:** You can also clone a previously reported PL activity. When you clone, many fields will automatically fill in for you. *You'll still need to enter the number of participants and answer the question about how this period's PL has impacted—or will impact—your program.*
- Reporting Period:** The reporting period for this section is the full grant year 5 (October 1, 2025 to May 31, 2026).

Nothing to Report? If a text field doesn't apply to you or you have nothing to report, enter "N/A" in that field.

Don't forget to save!

Edit Existing Professional Learning: To review or make changes to any rows in the current reporting period's PL table, use the corresponding *Edit* and *Delete* buttons as needed.

REPORTING PERIOD	GOALS	PROFESSIONAL LEARNING NAME	DESCRIPTION	CATEGORY	NUMBER OF PARTICIPANTS	TARGET PARTICIPANTS (AUDIENCE)	FREQUENCY	ACTION
Spring 2026	Goal1 Goal2	NGSS Professional Learning Series	Focus on aligning new STEM learning initiatives to NGSS.	<ul style="list-style-type: none"> Curriculum and Instruction Science STEM/STEAM 	34	<ul style="list-style-type: none"> Administrators Teachers 	Multi-Session Series	Edit Delete

Add New Professional Learning: Use the *+Add New Professional Learning* button to report up to three most-impactful PL activities implemented during the reporting period. This button will only appear if the three-PL maximum has not been met.

REPORTING PERIOD	GOALS	PROFESSIONAL LEARNING NAME	DESCRIPTION	CATEGORY	NUMBER OF PARTICIPANTS	TARGET PARTICIPANTS (AUDIENCE)	FREQUENCY	ACTION
+ Add New Professional Learning								



In the *Add/Edit Professional Learning* window, follow the prompts and respond to all related questions using the multiple selection boxes and text boxes.

Be prepared to provide the following information:

- The goals with which the PL is associated
- The PL name and description
- The PL category
- Participant types and totals
- Frequency
- Primary format
- Entity who delivered the PL
- Impact or anticipated impact of the PL to the program
- Monitoring of PL implementation

Note: Use the hover-for-help yellow question marks to access additional examples and explanations.

Save Your Progress: Click the *Save* button to ensure your entry is added to the PL reporting table.

Cloning a Prior Professional Learning: If the PL you are reporting on is similar to or a continuation of a previous PL activity, you may wish to clone that prior PL rather than creating a new one. This function supports reporting continuity and can save you time filling out details.

To clone a PL from a prior reporting period, complete the following steps:

1. Scroll down to the *Professional Learning (Other Reporting Cycles)* section and find the PL row you want to copy.

Professional Learning (Other Reporting Cycles)								
REPORTING PERIOD	GOALS	PROFESSIONAL LEARNING NAME	DESCRIPTION	CATEGORY	NUMBER OF PARTICIPANTS	TARGET PARTICIPANTS (AUDIENCE)	FREQUENCY	ACTION
Fall 2024	Goal1	New Professional Learning	description	<ul style="list-style-type: none"> • Career Exposure/Pathways • Coaching • STEM/STEAM 	230	<ul style="list-style-type: none"> • Teachers 	Multi-Session Series	View ? Clone



2. Click the *Clone* button.

Fall 2024	Goal1	New Professional Learning	description	<ul style="list-style-type: none"> Career Exposure/Pathways Coaching STEM/STEAM 	230	Teachers	Multi-Session Series	<input type="button" value="View"/> <input type="button" value="Clone"/>
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3. Review the PL details and select *Copy Record*. This will prepopulate most of the fields in the *Add/Edit Professional Learning* window. See steps 4-7 for fields that will need to be updated manually.

Copy a Professional Learning Record

Review the existing record, then click **Copy Professional Learning** to duplicate it.

4. Confirm the goal with which the PL is associated.

Which goal does this professional learning support?: (select all that apply) *

We will do amazing things for all our students by the end of our five year grant.

5. Update the name of the PL from the copy placeholder text provided.

Professional learning name: *

(Copy) 2025-12-17 16:58:42 New Professional Learning

6. Fill out the number of participants for the current reporting period.

Number of people participating in professional learning *

34

7. Adjust any other fields as needed. Be sure to update your answer to the program impacts question as part of this process.

How has or will professional learning impact the program? 🌟 *

Updated description of impact for the cloned PL

8. Click the *Save* button to ensure your updated version of the cloned PL is added to the PL reporting table.

Professional Learning Summary: After adding up to three PL activities for the reporting period, respond to the questions at the end of the page. Briefly describe how PL impacts were monitored and any innovative solutions implemented to address PL challenges.

Professional Learning Summary

How were the impacts of professional learning monitored throughout the reporting period? *

PL impact monitoring

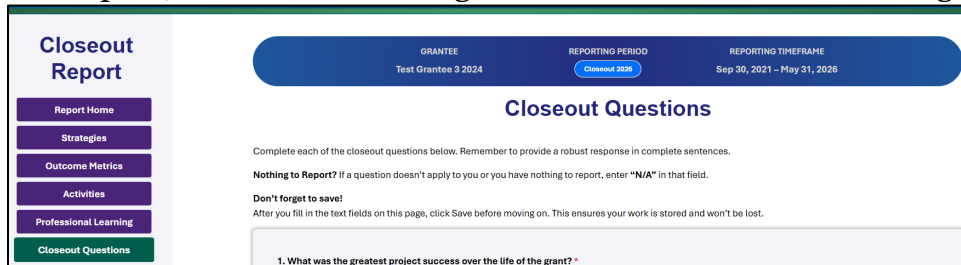
Describe any innovative solutions that were implemented to address professional learning challenges this reporting period: *

Innovative solutions implemented

Save Your Progress: Click the *Save* button to ensure your entries are recorded before moving to the next section.

Closeout Questions

This section lists four questions for narrative responses that take the whole 5-year grant life cycle into consideration. Responses can be typed directly into the text fields or copy/pasted. If you need more space, select the bottom right corner of the text field and drag down to expand it.

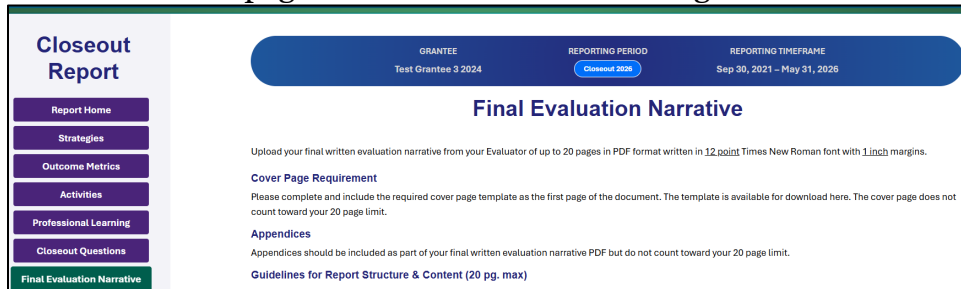


Questions:

- 1) What was the greatest project success over the life of the grant?
- 2) What were the most significant outcomes or impacts achieved over the life of the grant?
- 3) What lessons learned or advice would you share with other grantees or future cohorts?
- 4) Do you have any comments for the DoWEA program for future improvement?

Final Evaluation Narrative

This section is for uploading the *Final Evaluation Narrative* written by the grant's Evaluator. The narrative may be up to 20 single-spaced pages of 12-point Times New Roman font with 1-inch margins and should be attached to the report form as a PDF. Before uploading the document, ensure the cover page is included and review the guidelines for the report structure and content.



Cover Page Requirement: Complete and include the required cover page template, available for download directly from the report form.

Guidelines for Report Structure & Content (20 single-spaced pg. max)

1. **Executive Summary/Abstract**
Provide a high-level synthesis of the five years of the grant, including key achievements, outcomes, and strategic insights.
2. **Context & Goals**
Reflect on how the context evolved over five years and whether the original goals achieved what was intended. Discuss adaptations and evolution of the program.
3. **Evaluation Methods**
Describe how data were collected across the 5 years, triangulation of multiple data sources, and any changes in evaluation design during the life of the grant.
4. **Outcomes & Impact**
Integrate data across all five years of the grant to assess the overall trajectory and sustainability of outcomes. Discuss any patterns or trends that emerged across the life of the grant and address any unexpected outcomes, whether positive or negative. Curate a few signature stories or case studies that capture the 5-year journey or impact.
5. **Capacity Building & Organizational Change**
Assess changes in capacity, partnerships, policy, or practices.
6. **Learning & Adaptation**
Highlight the program's evolution of learning and how program changes and adaptations over the five years helped shape success or failure. Include a section on lessons learned organized around themes (e.g., leadership transitions, data systems, partnerships).
7. **Sustainability & Future Outlook**
Present which outcomes, systems, or capacities are expected to endure post-funding. Address sustainability strategies and remaining vulnerabilities or challenges.
8. **Appendices (as needed; not included in page count)**
Include any relevant supplemental materials, such as data tables, timeline of milestones or inflection points, instruments, or partner lists.



Upload Narrative File: Click the *Choose File* button to select a document from your local files. Then, click *Upload Narrative* to attach it. Documents must be uploaded in PDF format.

Download or Delete: Use the corresponding buttons to download a copy of the file or remove it.

FILE	UPLOADED	ACTIONS
Final Evaluation Narrative Sample.pdf	05/04/2026 01:42 PM	Download Delete

Add Narrative Notes: If needed, use the *Narrative Notes* text field to provide explanatory comments regarding the attached *Final Evaluation Narrative*.

Save Your Progress: Click the *Save Note* button to ensure your entry is preserved before moving to the next section.

Documents

This optional section provides the opportunity to upload supporting files such as event photos, articles, or media coverage; and data collection tools or instruments. Adding supporting files is optional. If you plan to do so, please upload *before* submitting your report.

Note: This section is for supplemental files only. If you still need to add the *Final Evaluation Narrative*, return to *Closeout Documents* to do so.

Add Document: Use the *+Add Document* button to upload supporting documents. PDF, Word, PowerPoint, Excel, and Image file types are all accepted. There is no document size limit.

Title Your Upload: In the *Add Document* pop-up window, provide a title that reflects the purpose of the document in the context of the report. There are no limitations to the types of characters that can be used in the title. You will need to complete this step to save the upload to your documents list.

Download and Delete: Use the corresponding buttons on each document row to save a file to your computer or to remove it from the document table as needed.

FILE	UPLOADED	ACTIONS
Data Collection Tools Sample.pdf	05/04/2026 01:51 PM EST	Download Delete



Submitting the Report

This section prompts completion and/or verification of completion of required financial forms—including the final annual financial report and (if applicable) the tangible property report—before formally submitting the closeout report.

Annual Financial Report (SF-425)

If you have already started or submitted a SF-425 (annual financial report) for the current reporting period, the form and its status (draft or submitted) will be listed in the SF-425 table. To start a new form, click the *+New SF-425* button. For guidance on completing this form, see [Annual Federal Financial Report \(SF-425\)](#).

RECIPIENT	TYPE	STATUS	ACTION
Test School	Annual	Submitted	View

Tangible Property Report (SF-428)

If you have any tangible property (equipment) to report, select *Yes* on the corresponding dropdown menu. This will pull up a table where you can view and add SF-428 reports.

If you have already started or submitted a SF-428 (tangible property report form) for the current reporting period, the form and its status (draft or submitted) will be listed in the SF-428 table. To continue editing an existing draft, click the *Edit* button on the corresponding row. To start a new form, click the *+New SF-428* button. For guidance on completing this form, see [Tangible Personal Property Report \(SF-428\)](#).

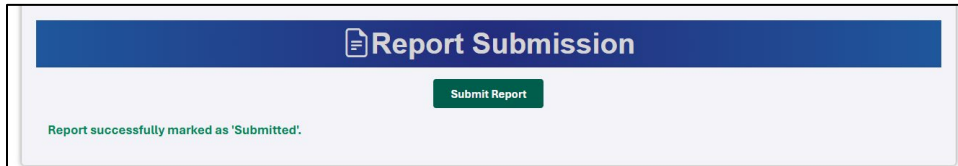
RECIPIENT	UPDATED	STATUS	ACTION
Recipient Organization Name 02	4/14/2026 10:56:40 AM	Submitted	View
Recipient Organization Name 00	4/14/2026 1:25:42 AM	Draft	Edit



Report Submission

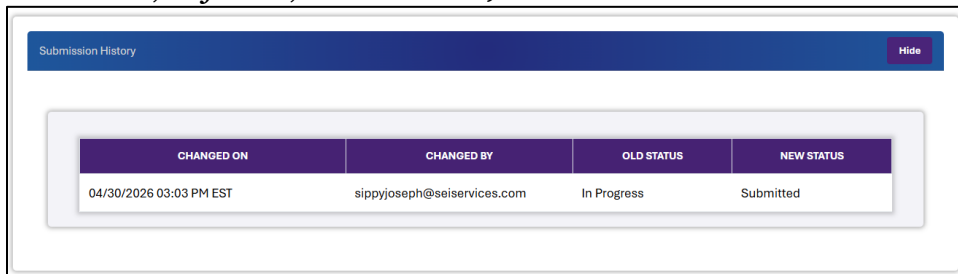
Review Your Work: After completing all required sections, check over the final version of your report to ensure everything is accurate using the sidebar navigation or the *Previous* button to return to earlier sections of the report.

Submit Report: Click the *Submit Report* button to send the report to the DoWEA program team for review and approval. When you do so, green text will appear confirming the success of the submission.



Note: Clicking *Submit* will lock the form for further editing and send it to the DoWEA program team. You cannot retract or edit a form after it has been submitted. Making updates at this stage will require reaching out to ETAC for assistance prior to the reporting deadline. Forms you create are not visible to the DoWEA program team until they are submitted.

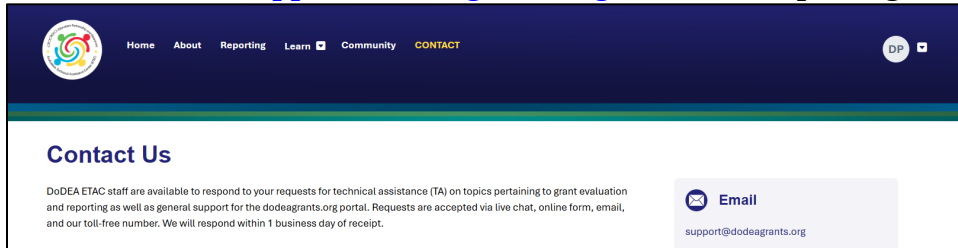
Submission History: After you click *Submit*, the submission history will update with the timestamp of your submission, the new status, and the person who made the change. A new *Timestamp* row appears for each new status through which the form passes (e.g., *In Progress*, *Submitted*, *Rejected*, *Resubmitted*).





Next Steps

Update a Submitted Report: If, after submitting a report, you need to make an update, please contact ETAC at support@dodeagrants.org before the reporting deadline.



Note: Making updates involves returning a submitted form to *draft* status. After making your updates, you will need to resubmit your form before the reporting deadline to ensure the grant is in compliance.

Edit, View, or Print Your Report: Return to the *Closeout Reports* area of the *Reporting Dashboard* and use the filters to locate your report. Use the corresponding buttons to *View* the report, or *Print* a copy for your records.

Closeout Reports - Reporting Periods

Reports New Report

PERIOD	FEDERAL GRANT ID	PROJECT NAME	GRANTEE NAME	STATUS	LAST UPDATED	ACTIONS
Spring 2026	HE1254-05-4-2026	Project A-3	Test Grantee 3 2024	In Progress		Edit View Print

Additional Guidance

Need support with another aspect of the *Reporting Dashboard* or a different type of report? These articles can help:

The Reporting Dashboard

- [Navigating the Reporting Dashboard](#)

Financial Reporting

- [Budget Change Request \(SF-424\)](#)
- [Annual Federal Financial Report \(SF-425\)](#)
- [Tangible Personal Property Report \(SF-428\)](#)