

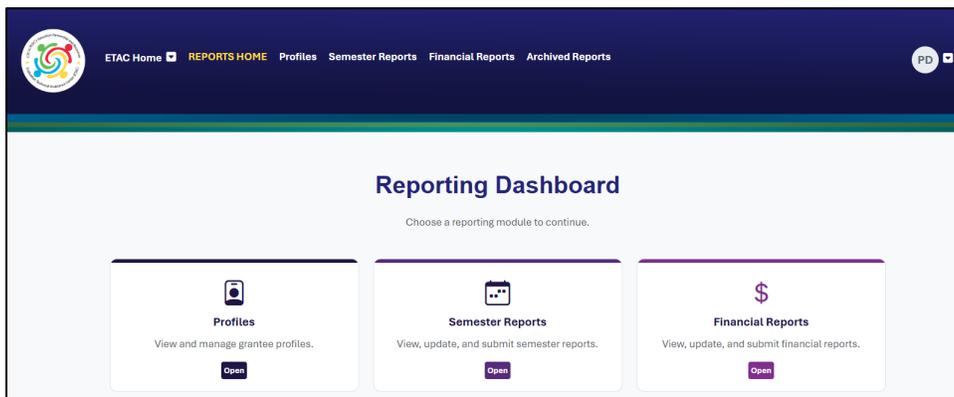
# Navigating the Reporting Dashboard

*Learn how to use the Reporting Dashboard to access grantee profiles, create new reports, locate existing and archived reports, review status information, and complete other actions such as viewing, editing, and printing.*

## Reporting Dashboard Contents

The *Reporting Dashboard* on the [DoDEA Evaluation Technical Assistance Center \(ETAC\)](#) website provides access to the following areas:

- Grantee Profiles
- Semester Reports (Fall and Spring)
- Annual Reports (Coming Soon)
- Closeout Reports (Coming Soon)
- Financial Reports (SF-424, SF-425, and SF-428 forms)
- Archived Reports



## Reporting Access by Role

Reporting access varies according to your role and is limited to the grant(s) with which your profile is associated.

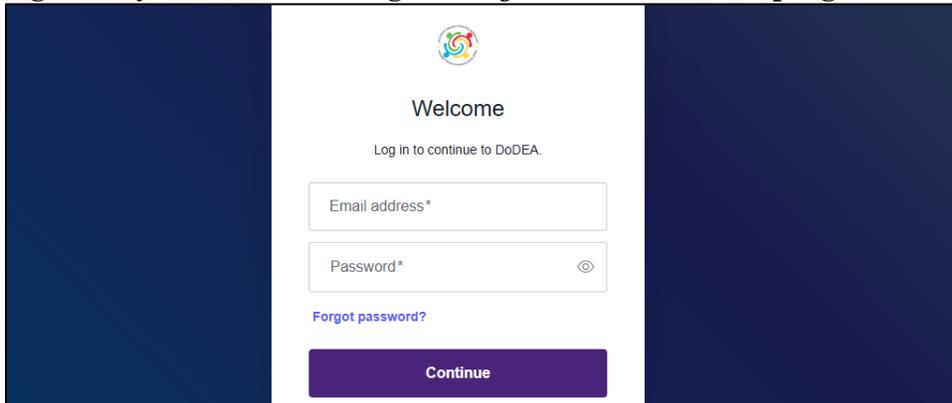
- **Project directors:** Can create and submit all programmatic reports and financial forms.
- **Financial staff:** Can create and submit financial forms and can view but not edit other reports.
- **Team members:** Can view but not edit all programmatic reports and financial forms.
- **Evaluators:** Can view but not edit programmatic reports. Evaluators cannot view a grantee's financial information.

## Accessing the *Reporting Dashboard*

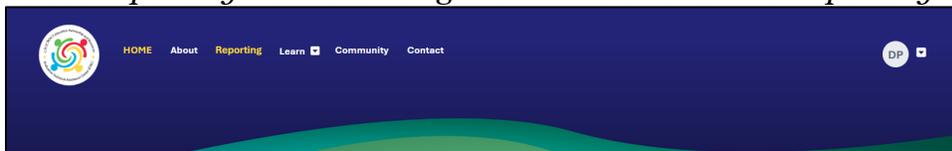
1. Go to the [ETAC homepage](#).



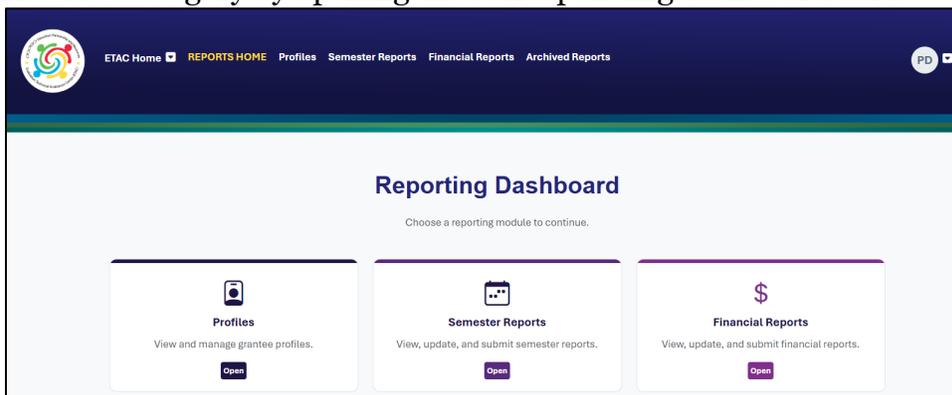
2. Sign into your account using the *Login* button in the top right corner of the homepage.



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



4. Access a category by opening the corresponding dashboard card.





## Grantee Profiles

**Accessing Profiles:** Use the following steps to find and view grant profiles with which you are associated.

1. Open the *Profiles* card on the *Reporting Dashboard* to access the *Grantee Profiles Grants List*.

The screenshot shows the 'Reporting Dashboard' with the instruction 'Choose a reporting module to continue.' There are three main cards:

- Profiles:** View and manage grantee profiles. Includes an 'Open' button.
- Semester Reports:** View, update, and submit semester reports. Includes an 'Open' button.
- Financial Reports:** View, update, and submit financial reports. Includes an 'Open' button.

2. Use the *Keyword Search* and *Award Year* drop-down filter to locate the grant profile you want to view.

The screenshot shows the 'Grantee Profiles - Grants List' page. It features a search bar with the text 'Test Grantee' and a dropdown menu for 'Award Year' set to '2023'. A 'Search' button is present. Below the search filters is a table with the following data:

FEDERAL GRANT ID	GRANTEE NAME	PROJECT NAME	AWARD YEAR	PROGRAM	PD	ACTION
HE1254-23-1-9999	Test Grantee 2023	XYZ Program	2023		Sydney Carton	View Print

3. Click the *View* button on the line corresponding to your desired grant to open the profile.

This screenshot is identical to the previous one, but the 'View' button in the 'ACTION' column of the table is highlighted in green, indicating it has been clicked.



**Navigating Profile Sections:** Grant profiles include a grantee summary, abstract, financial information, goal statuses, activities, professional learning, monitoring, and evaluation details. Use the *Next* and *Previous* buttons to move through the profile, or jump to your desired section with the sidebar menu buttons.

**Note:** Profile information populates from the original grant application project narrative, previously submitted reports, and other records entered by the DoDEA program and ETAC teams. If you need to make an update to a grantee profile, reach out to ETAC at [support@dodeagrants.org](mailto:support@dodeagrants.org).

**Printing Profiles:** To download a copy of a grantee profile, find the corresponding line in the *Grantee Profile Grants List* and select the *Print* button. This will open a new browser window with a PDF version of the report that you can save or print.

**Note:** It may take a few moments for the system to prepare the PDF version of the profile. Because profiles can become lengthy with the accumulation of detailed monitoring and evaluation records over time, you may wish to select a subset of pages to print.

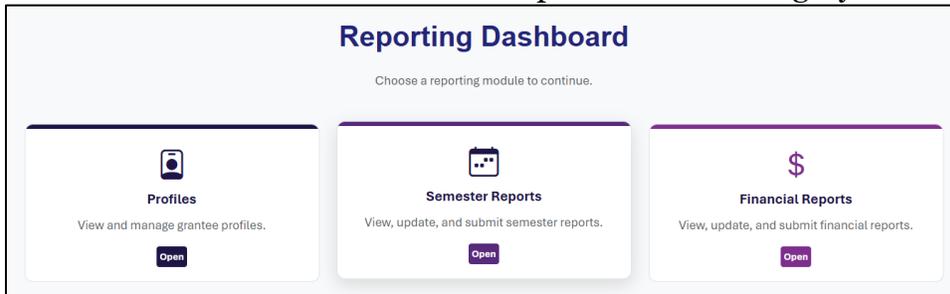


## Programmatic Reports\*

### Accessing Reports\*

Use the following steps to create or view programmatic reports for the grant(s) with which you are associated.

1. Open the card for the programmatic report you want to complete on the *Reporting Dashboard* to access the *Grants List* specific to that category.



2. Use the *Keyword Search* and *Award Year* drop-down filter to locate the grant you want to select.



3. Click the *View* button on the line corresponding to your desired grant to see all existing reports, and to edit or create new reports within the selected reporting category.



### Creating and Editing Reports\*

**Creating a New Report:** Select the *+New Report* button in the upper right corner to start a new report form. Then, as applicable, select the current grant reporting period from the *Select Reporting Period* drop-down menu and click the *Create Report* button.

\* Reporting access varies by user role. See *Reporting Access by Role* on page 1 for more information.



**Semester Reports - Reporting Periods**

Reports New Report

PERIOD	FEDERAL GRANT ID	PROJECT NAME	GRANTEE NAME	STATUS	LAST UPDATED	ACTIONS
Spring 2025	HE1254-23-1-9999	XYZ Program	Test Grantee 2023	In Progress		<a href="#">Edit</a> <a href="#">View</a> <a href="#">Print</a>

Create Report

Reporting Period

-- Select Reporting Period --

Create Report

**Editing an Existing Draft:** To continue working on an existing report draft, find the corresponding line and click the *Edit* button.

Spring 2024	HE1254-23-1-9999	XYZ Program	Test Grantee 2023	In Progress	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Print</a>
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## Navigating Report Forms\*

**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, 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.

GRANTEE  
Test Grantee 2023
REPORTING PERIOD  
[Fall 2025](#)
REPORTING TIMEFRAME  
Aug 1, 2025 - Dec 31, 2025

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.

Semester Report

- Report Home
- Activities
- Challenges
- Professional Learning
- Documents List
- Submission

\* Reporting access varies by user role. See *Reporting Access by Role* on page 1 for more information.



**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](mailto:support@dodeagrants.org).

**Mandatory Sections:** Required fields denoted with an 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.

## Viewing and Printing Reports\*

**Viewing Reports:** To open view-only versions of reports (particularly those that have been submitted and can no longer be edited), find the corresponding line and select the *View* button.

PERIOD	FEDERAL GRANT ID	PROJECT NAME	GRANTEE NAME	STATUS	LAST UPDATED	ACTIONS
Spring 2025	HE1254-23-1-9999	XYZ Program	Test Grantee 2023	Submitted	12/17/2025 06:26 PM EST	<a href="#">View</a> <a href="#">Print</a>

**Printing Reports:** To download a copy of a report for your records, find the corresponding line and select the *Print* button. This will open a new browser window with a PDF version of the report that you can save to your computer and print all or selected pages.

PERIOD	FEDERAL GRANT ID	PROJECT NAME	GRANTEE NAME	STATUS	LAST UPDATED	ACTIONS
Spring 2025	HE1254-23-1-9999	XYZ Program	Test Grantee 2023	Submitted	12/17/2025 06:26 PM EST	<a href="#">View</a> <a href="#">Print</a>

**Note:** As with printing a grantee profile, it may take a few moments for the system to prepare the PDF version of a report.

\* Reporting access varies by user role. See *Reporting Access by Role* on page 1 for more information.



## Interpreting Report Statuses\*

**Status Labels:** The status column in the *Reports* table identifies the current stage of the report (*In Progress*, *Submitted*, *Approved*, etc.). Timestamps and other information on the status can be found in the *Submission History* table on the final page of the report itself.

PERIOD	FEDERAL GRANT ID	PROJECT NAME	GRANTEE NAME	STATUS	LAST UPDATED	ACTIONS
Spring 2025	HE1254-23-1-9999	XYZ Program	Test Grantee 2023	Submitted	12/17/2025 06:26 PM EST	<a href="#">View</a> <a href="#">Print</a>

**Semester Report**

GRANTEE: Test Grantee 2023 | REPORTING PERIOD: Spring 2025 | REPORTING TIMEFRAME: Jan 1, 2025 – Jun 30, 2025

**Report Submission**

Submission History [Hide](#)

CHANGED ON	CHANGED BY	OLD STATUS	NEW STATUS
12/17/2025 06:26 PM EST	dodea-pd@seiservices.com	In Progress	Submitted

**Status Meanings:** As reports move through the creation and approval process, they pass through some or all of the following statuses:

- **In Progress:** Reports that have been created and saved as a draft but not yet submitted.
- **Submitted:** Reports that have been submitted to DoDEA for review.
- **Approved:** Reports that have been reviewed and approved by the DoDEA program team.
- **Rejected:** Reports that have been reviewed by the DoDEA program team and require changes before approval.
- **Resubmitted:** Reports that were rejected upon initial review and were subsequently updated based on feedback and sent back to the DoDEA program team for a second round of review.

**Note:** In the event that the DoDEA program team does not approve a report as-is, follow any directions provided to revise and resubmit it.

18	Grantee DEF School District	B9C0D1E2F3G4	FG-1002	11/25/2025 06:28 AM EST	<a href="#">Rejected</a> <a href="#">Edit</a> <a href="#">View</a>
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**Status History**

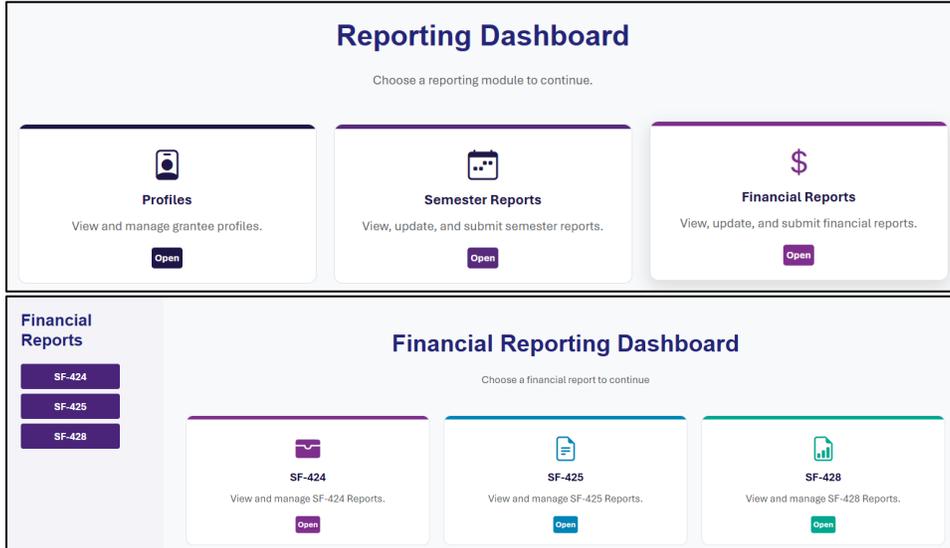
CHANGED ON	OLD STATUS	NEW STATUS	CHANGED BY	REASON
11/25/2025 06:35 AM EST	Submitted	Rejected	dodea-admin@seiservices.com	Application incomplete
11/25/2025 06:34 AM EST	Draft	Submitted	dodea-pd@seiservices.com	

\* Reporting access varies by user role. See *Reporting Access by Role* on page 1 for more information.



## Financial Reports\*

**Financial Reporting Dashboard:** Open the *Financial Reports* card on the *Reporting Dashboard* to access a finance-specific dashboard where project directors and financial staff can create, edit, and submit SF-424, SF-425, and SF-428 forms for their associated grant(s).



**Note:** The structure of the *Financial Dashboard* resembles other areas of the reporting system with a few differences in features and organization. See [Navigating the Financial Reporting Dashboard](#) for information specific to this part of the system.

## Archived Reports\*

**Accessing Reports from Before 2026:** To access reports that were submitted through the old reporting system prior to January 1<sup>st</sup>, 2026, select the Archived Reports tab in the menu.



\* Reporting access varies by user role. See *Reporting Access by Role* on page 1 for more information.



**Sidebar:** Select the type of report you are looking for in the sidebar menu. This will display a list of all archived reports within the selected category for any grant associated with your account.

**Search:** To narrow down your results, enter search terms in the fields provided and click the *Search* button.

**Note:** For the *Reporting Year* search field, enter the first year of the reporting year range to receive the most useful results.

**View Archived Report:** Once you’ve identified your desired report, select the *View* button in the corresponding row to open a read-only version of the report.

## Report-Specific Guidance\*

Need support with filling out and submitting a particular programmatic or financial report? The following articles can get you started, and additional programmatic reporting guidance will be released throughout 2026:

### Programmatic Reporting

- [Semester Report](#)

### Financial Reporting

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

\* Reporting access varies by user role. See *Reporting Access by Role* on page 1 for more information.