Welcome to this webinar about how to manage your NCR-SARE Youth Educator grant.

My name is Joan Benjamin. I coordinate the Youth Educator Grant program and am available to answer your questions. My office is located at Lincoln University in Jefferson City, Missouri. You can contact me at: benjaminj@lincoln.edu or 573-681-5545.

I will walk you through grant finances – including receiving grant payments, how to request an extension or budget change, and the steps for reporting on your grant project. This presentation will take approximately 20 minutes.
Many grant programs provide funding by reimbursing you once you’ve spent funds.

**NCR-SARE Youth Educator Grants are different.**

At the start of your project, you will receive a contract to sign as well as a form stating that you have started your project. When these are signed, returned, and approved, you will receive the first payment of your grant (75%), so you have funds to start your project. Because these grants are issued as a contract, you will receive a 1099 form for the grant payments. Please contact a tax professional if you have questions about how this might affect your taxes.

Save your receipts and invoices for your own tax purposes. NCR-SARE does not need to see them. We rely on the budget information you provide in your reports.

At the end of the first year of your project, you need to submit a progress report and budget.

When your project is finished, you must submit a final report and final budget. At this point, all grant funds should be spent. **The final payment of 25% is a reimbursement.** The final budget should show how all grant funds were spent.
If the price of items in your budget changes as you carry out your project, we can usually move funds from one line item to another to reduce funds in one area and increase them in another. You can show small changes in your online budget in the reporting system. You will find a column where you can put budget change requests. There is also a Notes column where you can explain the changes. See more on this in the Reporting section of this webinar.

For larger budget changes of $1,000 or more, be sure to contact me first to make sure the change is allowed. You can email me at: benjaminj@lincolnu.edu or call me at: 573-681-5545.

We want you to be successful and will work with you on budget changes.
A no-cost extension means that you need additional time for your project but are not requesting additional funds.

To request a no-cost extension, send an e-mail to me at: benjaminj@lincoln.edu or send me a hard copy letter with signature that states the following.

1. I am requesting a no-cost extension for NCR-SARE project YENCXX-XXXX. (The YENC number is your Project number. It stands for Youth Educator North Central, followed by the last two digits of the year your project was funded, and the number of your grant. For example, YENC20-152.)

2. In order to complete my project, I am requesting a new end date of Month, date, year. (Typically we grant 6-month extensions. If you need longer, be sure to provide reasons why you need a longer extension in your explanation.)

3. Include a brief explanation of why you need the extension.

I will let you know by email if your extension is approved or if there are further questions. This typically takes a week or two. Once approved, you will also receive a hard copy letter from the NCR-SARE main office at the University of Minnesota in St. Paul, MN, confirming the extension for your records.
You have 23 months to complete your grant project. After the first year of your project, you are required to submit a progress report and budget update. One-year projects can complete a final report and final budget after the first year if all grant work is done.

Use the SARE online reporting system to submit your report.
Reports are an important part of SARE grants. They are one way to share the results of your project with other interested educators so they can benefit from your education and research efforts.

To access the reporting website, go to: https://projects.sare.org/

For reporting instructions, go to: https://projects.sare.org/sare-reporting-system-instructions/

In this webinar, I’ll walk you through the reporting process.
To begin the report for your NCR-SARE Youth Educator grant, go to https://projects.sare.org/ and log in.

Log in

New Users: You will receive an email notification from the SARE system when your project is added to the reporting system. Follow the instructions in the email to log in, create a username and password, and update your Project Overview page and user profile information.

Returning Users: Visit https://projects.sare.org/ to log in. If you forget your password or username, instructions are available here: https://projects.sare.org/creating-or-resetting-your-password-instructions/

If you have trouble logging in, contact projects@sare.org for support.

After you click on Log in, enter your User name, which is typically your email (the one you use for SARE correspondence).

Enter your password.

If you have forgotten either of these, click on Reset your password.
When you log into the system, you’ll see a screen like this. Under projects, you’ll see a list of all projects you’ve been associated with. Click on the project you want to report on. If this is your first grant, you will only see one project listed.

The reporting system uses progressive reporting rather than separate annual and final reports. Start by completing a Progress Report. You will add to it over time to create the final report. When a Progress Report is approved by an administrator, that version is saved and a new version of the report is created called the Working Version.

If you have a one-year project and your project is finished at the end of the first year, you can complete the final report instead of a progress report, by answering all questions in all sections.

When you submit your final report, no working version is created. You can create a new working version by going to the Approved version and clicking on “Start a new draft report.” Edit and submit that version.
After you click on your report link, you will see the **Project Overview**. To the right, you will see a box that contains your **Project Details**. Use the links on the Project Overview page to access and update the following:

- **Project Report**: Access the working version and previously approved versions of your project report.
- **Information Products**: Add information products produced as part of your project. These are items such as stand alone books, bulletins, and fact sheets.
- **Benefits and Impacts**: Select the benefits and impacts you expect your project will lead to or influence over the long term. This is a checklist.
- **Commodities and Practices**: Select the commodities and practices that are a primary focus of your project. These items are also checklists. This information is used to help people search for projects on topics they are interested in.
Click on **Edit** to open each item in the Project Overview. Start with the **Benefits and Impacts**, **Commodities**, and **Practices**. Click on **Edit** next to each item and fill in each list by checking the appropriate boxes. Before leaving a checklist, scroll all the way to the bottom and click on the **Update** button to save your choices. The Update button saves your work so be sure to click on **Update** anytime you add information to your report.
When you click on Update, you will return to the Project Overview page.

Entering Data: To enter report data, open the Working Version of the report.
Click **Edit** next to each heading/section in the **Working Version** to enter report data. A text box will open up where you can enter text and other items. Fields with red asterisks are required.

Click the project number in the box at the top right of the main report page to exit the report and return to the **Project Overview** page.
There are two options for entering report data:

- **Recommended:** Enter and format report data directly into the report. *This approach is least likely to result in formatting errors.* You can type in text and can also add tables and images.

- Alternately, create your report using a word processor and then copy and paste the information into the report sections. *This approach is likely to result in formatting errors when saving formatted content, tables or images.*

When you are finished with a section, click one of two buttons at the bottom of the screen:

- **Update Report:** Save the current edits, and return to the main report page.
- **Cancel:** Do not save the current edits and return to the main report page. **If you do not click the Update Report button, your work will not be saved.**

In this Progress Report example, fill in the number of youth who reported changes in knowledge, attitude, skills, and/or awareness. Use the text box below the number to explain the changes you saw. Under **Results and discussion** you will see a text box where you can fill in the results you have so far. Click on **Update report** to save your work. You will return to the reporting page where you can click on the next section that you need to fill out.
When you click on the Working Version, you will notice that some sections such as the Summary and Objectives from your proposal are already entered into your report. This information was imported from your grant proposal. Scroll down to the sections labeled Cooperators and Budget.
Open **Cooperators** by clicking on the **Edit** link if there are people who are helping you with your project who play a significant role in conducting project activities. Do NOT include project coordinators or leaders in this section. Add Cooperators, if there are any, and click on **Update**.

Review the **Budget** section. The initial information is already filled in and is a copy of the budget that was approved for your contract. It shows the budget categories, descriptions of the items, and the budget amounts from your proposal. If there were changes made between the proposal budget and your contract budget, that will be shown in the **Approved Budget Amt** column. Do not make changes to the Approved Budget Amt column. That is for SARE office use.

The budget is only visible to administrators. The public cannot view your budget. If there is budget information you want to share with other educators, be sure to add the information in the reporting area.
Show what you spent in the first year of your project by filling in the **Amt Spent Year 1** column. Click on **Edit** to open the budget so you can add information. When you click on **Edit**, the budget items will be re-arranged in alphabetical order.

If you want to make minor changes to your budget, fill in the new budget amount in the **Requested Budget Changes** column. Explain the change using the **Notes** column which is on the far right. For major changes ($1,000 or more), contact me first to make sure the change is OK. I will let you know if we have questions about your budget changes.
When you click on **Edit** in the Budget section, it will be displayed in this format with each item listed vertically. When you finished making your updates, be sure to click on **Update Report** to save your work.

There is an **Update Report** button at the top and bottom of the page. You can use either one.

If you want to add a new item, there is a button at the bottom of the budget labeled: **Add a row to the budget.** If you add a new item, show “0” for the Budget amount from proposal, since the item wasn’t in the original proposal. Enter the new amount in the **Requested Budget Changes** box and provide an explanation in the **Notes** column.
When you are done with the budget, scroll down to the **Educational and Outreach Activities** section. Click on **Edit** to open the section and complete the questions. There are a series of boxes where you can fill in numbers followed by a text box where you can enter an Education and outreach description. Describe the activities you indicated with numbers, as well as outreach in progress (e.g. newsletter, journal articles, upcoming presentations, etc.).
Continue to click on **Edit** next to each section to open it. Complete information in each section, using the text editor (or cut and paste from a Word document). In sections that have an **Add media** button, you can embed images or tables.

Fill out the information you have available at the Progress Report stage (typically at the end of the first year). If this is a final report, fill out all sections.

Be sure to click on **Update report** when you are done with each section to save your information. You can click on **Edit** again if you want to make changes or add information to a section later.
To add an attachment or embed images, place your cursor in the text box where you want the attachment or image to appear and click on the Add Media button.
You will be taken to your Media page. Click on Select Files. Open the file from your browser and click on Insert into post.
The image will be embedded as you see here.
When you have completed the report, click on the **Submit Report** button. This sends a message to NCR-SARE administrators so we know your report is ready for review. If you are not ready to submit the report, click on **Cancel**.

There is a box where you can add comments.

The system will list items that you still need to complete if this is a final report. If it is a progress report, click on **Submit Report**. If it is a final report, click on each item that still needs to be completed, answer the question, and click on **Update** to save. When all items are completed, click on **Submit Report**.
The report will be reviewed by North Central region SARE staff. You will receive an email via the reporting system when your report is approved or if there are questions. The public cannot see your report until it is approved by an administrator.

If you have any questions contact NCR-SARE.