Successful Futures Reporting Instructions

These are the step-by-step instructions to report your workplan monthly activities for the Successful Futures grant.

1. Open the Successful Futures Reporting Webform https://app.smartsheet.com/b/form/5598c774ee014ed498a2155cb6305911

This is what it looks like when you open the link:

Please read the instructions given at the top of this webform. If you have questions or need technical assistance, please email:

Dr. Peter Messiah at pjmessiah@oays.org and cc Kalyn Neighbors at Kalyn-neighbors@oushsc.edu

Submitter's Name & Email:
Select your name and email from the dropdown menu.
NOTE: The red asterisk * means this question must be completed (no blanks).

Agency Name:
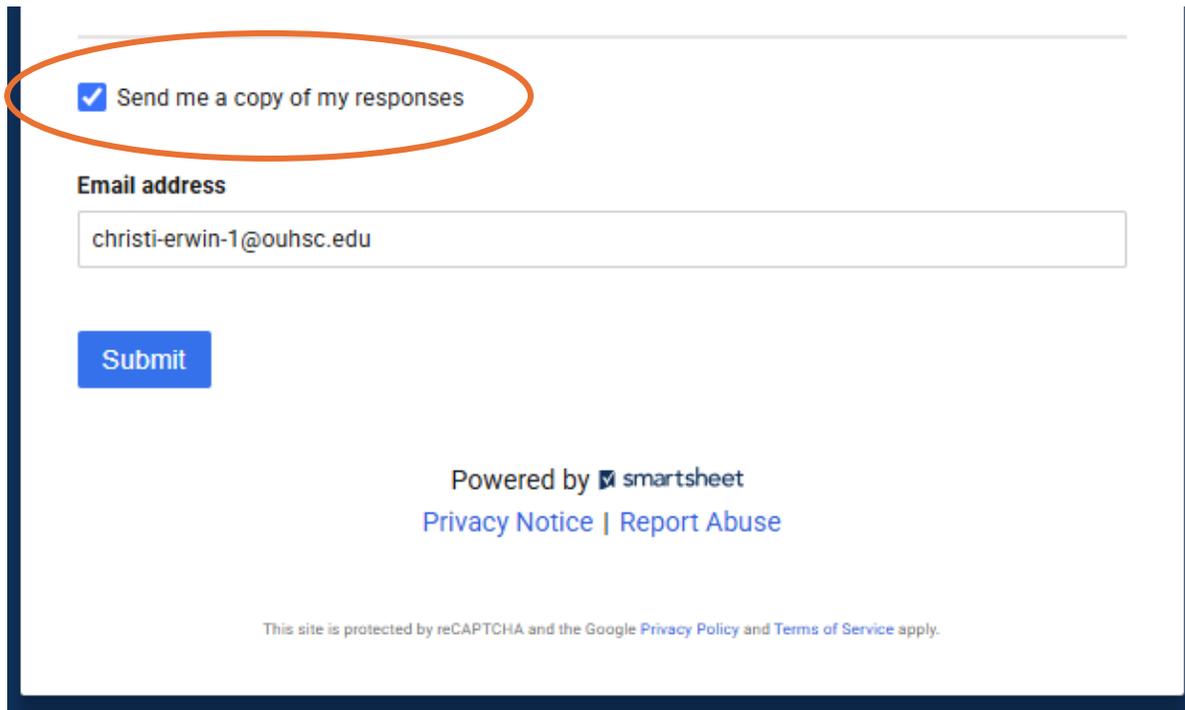Select from the dropdown menu.

Type of Submission:

Select the type of submission you are wanting to report according to the definitions of the workplan objectives. *See Submission Review Checklist document.*

It is highly recommended that all activities that meet the definition of Goal 1 or Goal 2, be reported when they occur, however they are required to be submitted no later than the monthly reporting deadline.

Goal 3, **Goal 5**, and **Submit Monthly Report** (type of submission) must be completed EVERY month, even if there were no Goal 1 or Goal 2 activities to report for that month.

Reporting deadline is the 15th of the month following the reporting month. For example: March activities must be submitted before April 15th, May activities must be submitted before June 15th, etc.

2. Once you have selected the type of submission, you will be prompted to answer a series of questions that apply to that type of submission. Make sure all questions are answered and there are no blanks. The required questions must be completed in order to submit the form.

3. Before you finalize your submission, please check the box *"**Send me a copy of my responses**"* at the bottom of the page. It will then ask you to enter your email address.

4. Once you have entered your email, hit the Submit button. You should receive a notification email with the information you submitted when it is received. Keep these notifications for your records.

Additional resources include:
- Submission Review Checklist – these are detailed definitions and requirements of each goal and objective as determined by the Successful Futures workplan. The purpose of the checklists is to make sure all required elements have been met before submitting an activity on the reporting webform.
- Reporting Webform video – provides visual examples on how to complete the webform, which should be used in conjunction with the instructions given in this document.