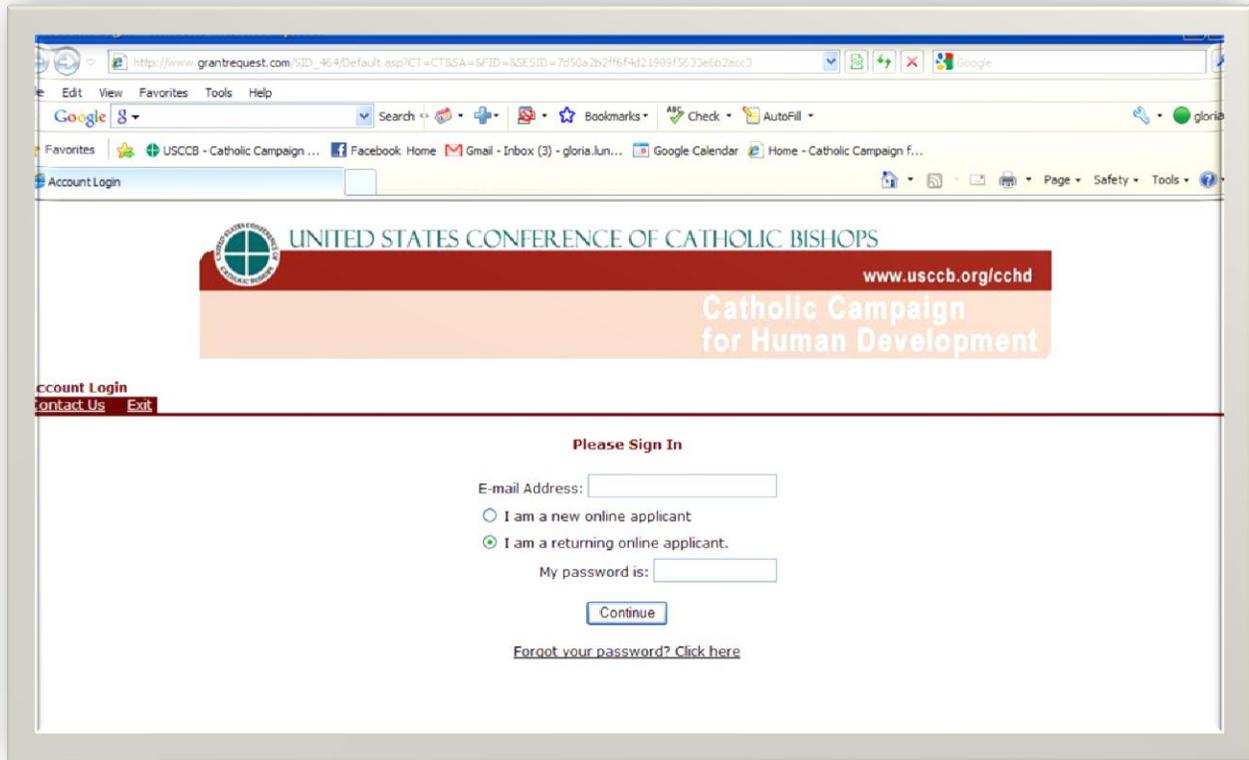
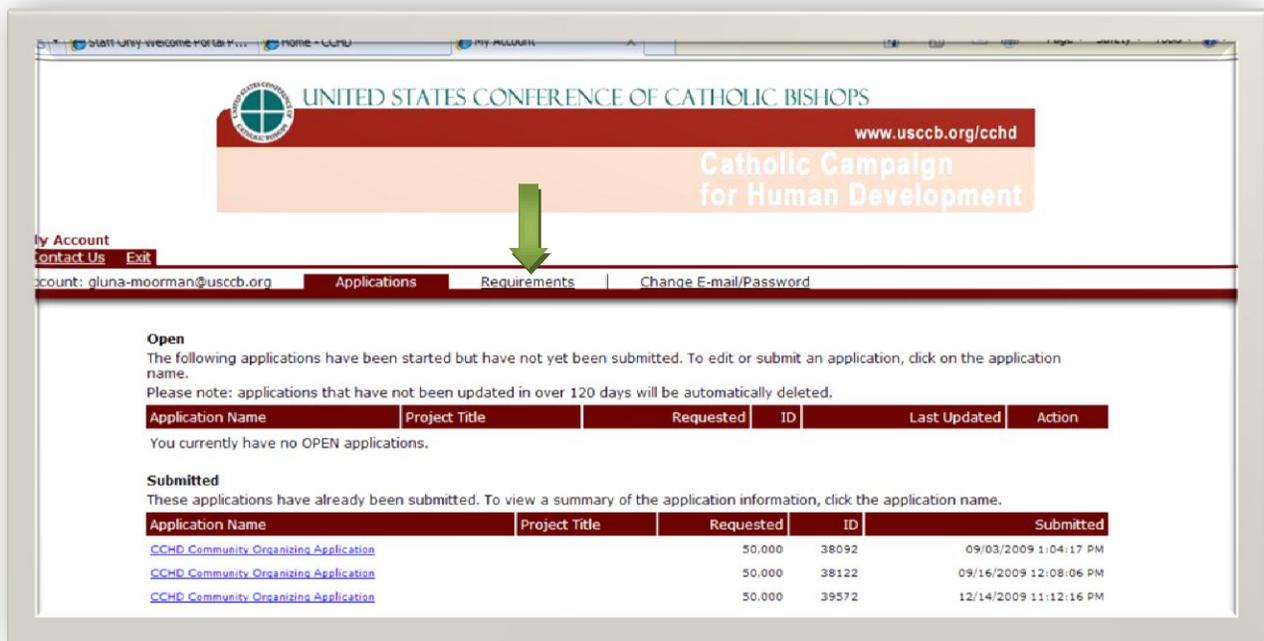


Instructions for Uploading Final Reports

1. Go to http://www.grantrequest.com/SID_464/ and enter your email address and password to sign in to your account.



2. Once you have signed in, click on the "Requirements" tab at the top of the page.



3. Find the report type: "Final Reports" with the "Due Date July 15" and click on the "Upload Reports" link

UNITED STATES CONFERENCE OF CATHOLIC BISHOPS
www.usccb.org/cchd
Catholic Campaign for Human Development

My Account
Contact Us Exit
Account: gluna-moorman@usccb.org Applications Requirements Change E-mail/Password

Open Requirements
The following requirements have not yet been submitted.

Form Name	Project Title	Type	ID	Due	Updated
Upload Reports	Matching grant to help leverage funds to support the initial steps of building a community organization in Laredo.	Final Report	250859	07/15/2010	06/09/2010

Submitted Requirements
These requirements have already been submitted. To view a summary of the requirement information, click the form name.
You currently have no SUBMITTED requirements.

4. Enter organization and request information as instructed, grant ID number can be found on past correspondence from CCHD regarding your grant. If you need help finding it, please contact CCHD.

5. Click on "Next" at the bottom of the page or on the link to page 2 at the top of the page to move on to uploading your report.

UNITED STATES CONFERENCE OF CATHOLIC BISHOPS
www.usccb.org/cchd
Catholic Campaign for Human Development

Upload Reports
Contact Us Exit
Account: gluna-moorman@usccb.org

Required before final submission Page 1 2 Review My Requirement Printer Friendly Version

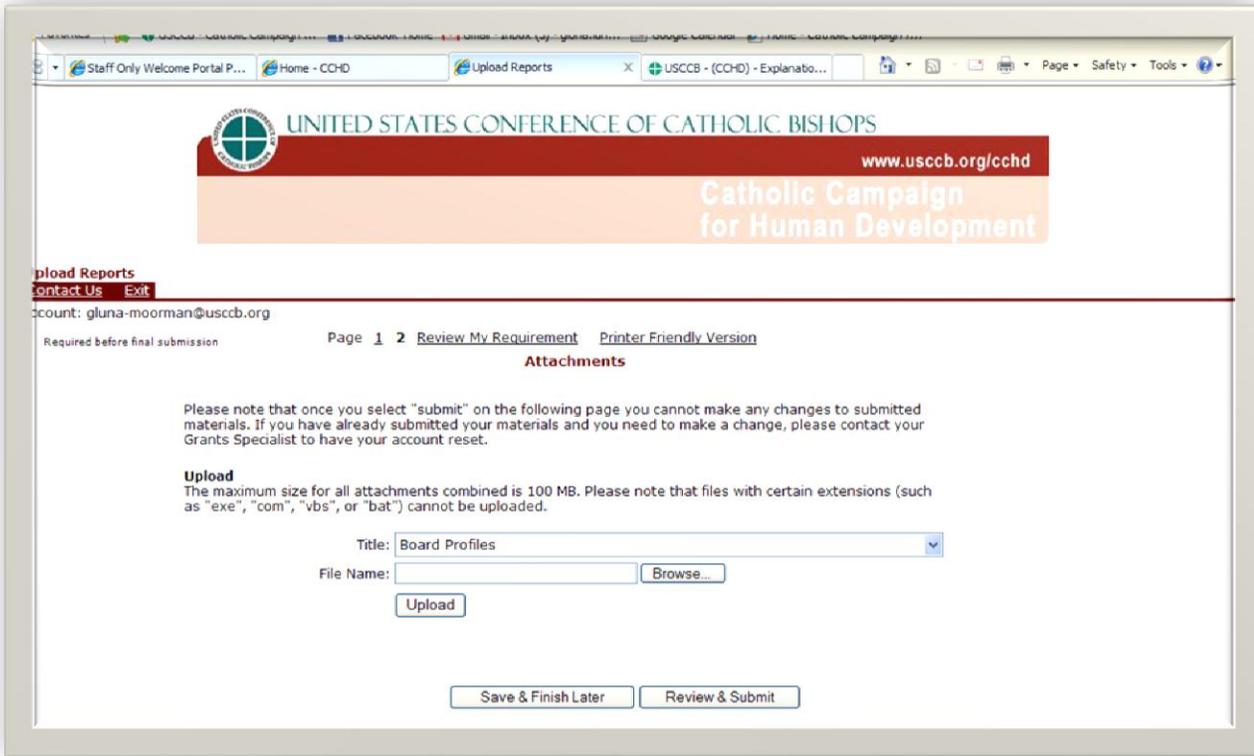
Reports

* Name of Organization

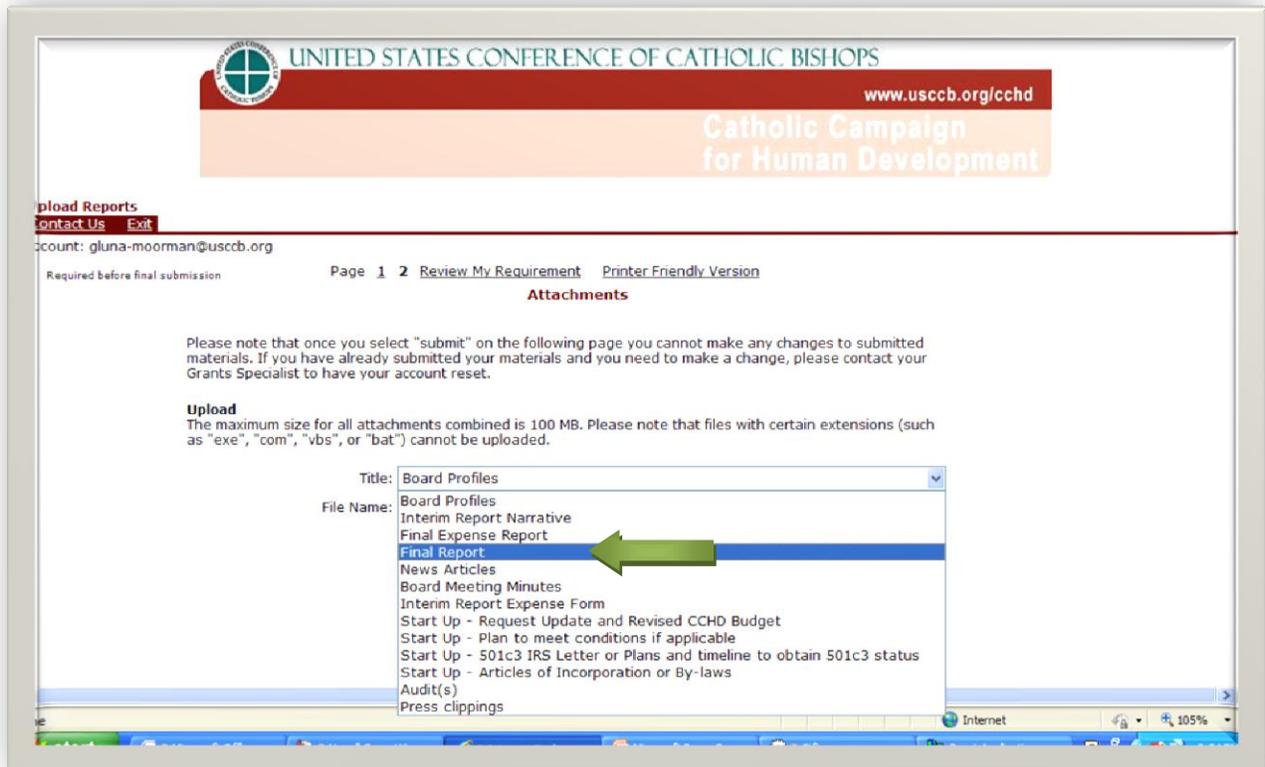
* Catholic Diocese
Select the primary diocese in which your organization is active. This will be the same primary diocese you selected when you submitted your application.
AREA A-Connecticut-Bridgeport

* Grant ID
Your Grant ID # is a six-digit number beginning with the numbers 92XXXX and can be found in the upper righthand corner of the front page of your Grant Agreement.

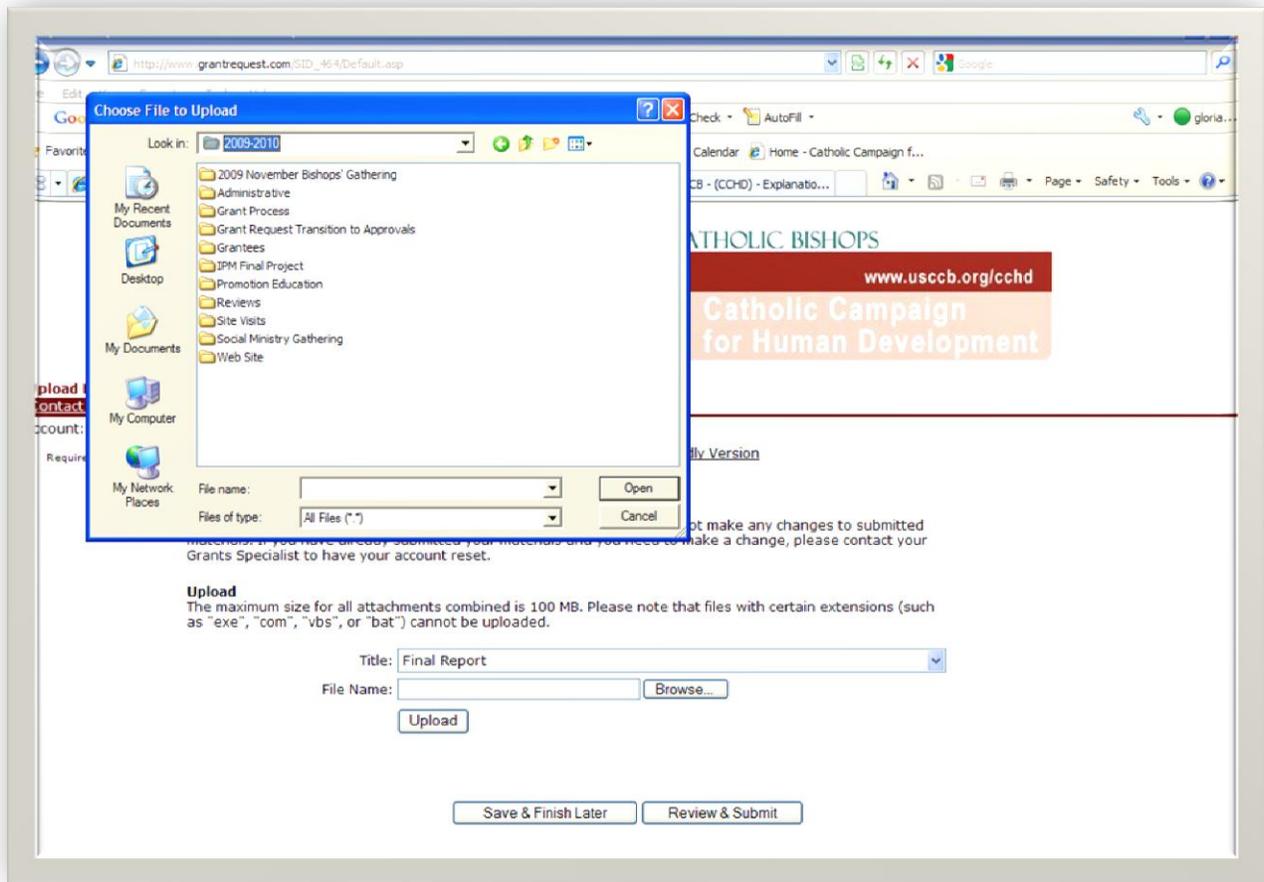
Save & Finish Later Next



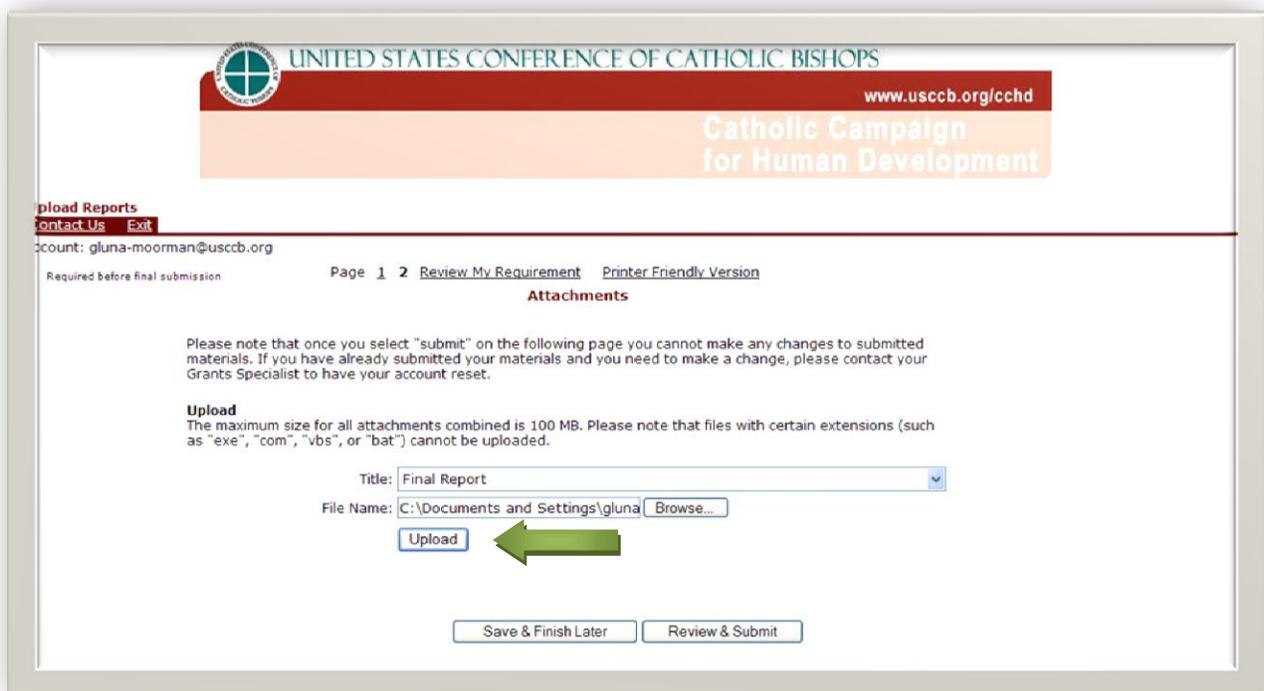
6) Click on the drop down menu and select "Final Report"



7) Please follow the instructions on how to "Browse" for and "Upload" your final Report



8. Once you have found the report you want to upload, click on "Upload" to attach your report.



9. Once your final report has been attached, find the "Final Report Expense Form" option in the drop-down menu to upload your Expense Form

Account: gluna-moorman@uscgb.org
Required before final submission Page 1 2 [Review My Requirement](#) [Printer Friendly Version](#)
Attachments

Uploaded Files

Title	File Name	Uploaded	Size	Remove?
Final Report	CO-Final Report.doc	06/09/2010 02:36:14 PM	68 KB	<input type="checkbox"/>
Total size of uploaded files			68 KB	
Available			102,332 KB	<input type="button" value="Remove"/>

Please note that once you select "submit" on the following page you cannot make any changes to submitted materials. If you have already submitted your materials and you need to make a change, please contact your Grants Specialist to have your account reset.

Upload
The maximum size for all attachments combined is 100 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:
File Name:

10. Once both reports have been uploaded, click on "Review & Submit" to submit your reports to CCHD

Required before final submission Page 1 2 [Review My Requirement](#) [Printer Friendly Version](#)
Attachments

Uploaded Files

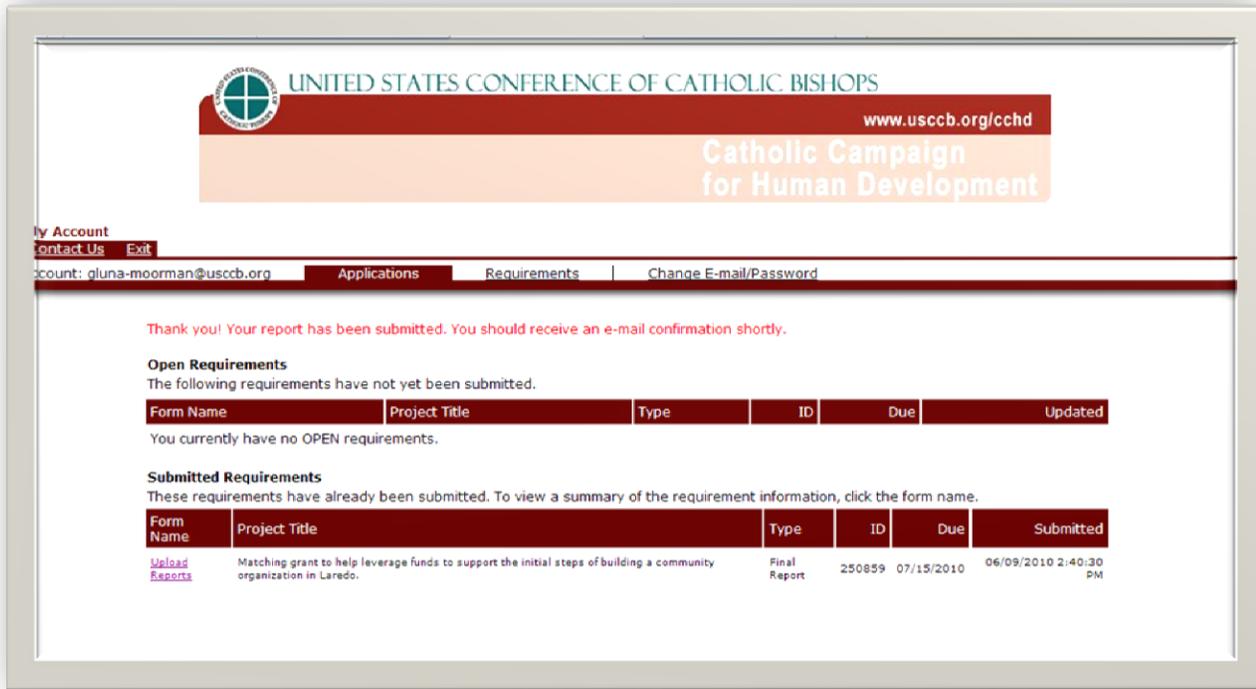
Title	File Name	Uploaded	Size	Remove?
Final Report	CO-Final Report.doc	06/09/2010 02:36:14 PM	68 KB	<input type="checkbox"/>
Final Expense Report	Final Expense Report.doc	06/09/2010 02:37:18 PM	39 KB	<input type="checkbox"/>
Total size of uploaded files			107 KB	
Available			102,293 KB	<input type="button" value="Remove"/>

Please note that once you select "submit" on the following page you cannot make any changes to submitted materials. If you have already submitted your materials and you need to make a change, please contact your Grants Specialist to have your account reset.

Upload
The maximum size for all attachments combined is 100 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:
File Name:

When you have submitted your Final Report and Expense form, you should receive a confirmation email. Grant staff will be in touch if there is additional information needed in order to close out your grant.



The screenshot shows the website for the United States Conference of Catholic Bishops (USCCB) Catholic Campaign for Human Development (CCHD). The header includes the USCCB logo, the text "UNITED STATES CONFERENCE OF CATHOLIC BISHOPS", the website URL "www.usccb.org/cchd", and the "Catholic Campaign for Human Development" logo. A navigation bar contains links for "My Account", "Contact Us", "Exit", "Applications", "Requirements", and "Change E-mail/Password". The user's email address "gluna-moorman@usccb.org" is visible. A red confirmation message states: "Thank you! Your report has been submitted. You should receive an e-mail confirmation shortly." Below this, there are two sections: "Open Requirements" and "Submitted Requirements". The "Open Requirements" section indicates that no requirements have been submitted yet. The "Submitted Requirements" section shows one requirement that has been submitted, with a table listing its details.

My Account
[Contact Us](#) [Exit](#)

Account: gluna-moorman@usccb.org Applications Requirements Change E-mail/Password

Thank you! Your report has been submitted. You should receive an e-mail confirmation shortly.

Open Requirements
The following requirements have not yet been submitted.

Form Name	Project Title	Type	ID	Due	Updated
You currently have no OPEN requirements.					

Submitted Requirements
These requirements have already been submitted. To view a summary of the requirement information, click the form name.

Form Name	Project Title	Type	ID	Due	Submitted
Upload Reports	Matching grant to help leverage funds to support the initial steps of building a community organization in Laredo.	Final Report	250859	07/15/2010	06/09/2010 2:40:30 PM