Egrants Fiscal Reports Certification section allows for electronic submission of fiscal reports.

After completion of your expenditures for the current period use the **Certify Report** buttons to electronically sign your report. The Project Director and Financial Officer must each certify the report before it can be submitted.
The certify process involves the entry of certifier’s login ID and password and approval of the report. If the Project Director or Financial Officer are not currently Egrants users they must each register to become a user / certifier.

A link to the registration page is provided on the certification dialog screen.

If a certifier shown in the report has been replaced and the report has been saved as draft with the old certifier, once the modification updating the certifier has been approved the new certifier will be shown in the saved report. Once the certification is completed the certifier name will not change with future modifications.
Once either of the certifiers has signed the report no further data entry can be made except for remarks. Both certifications must be complete before the report can be submitted. Use the Remarks field to enter any details requested in your Grant Announcement Document or as directed by DOJ staff. This field is large enough to enter as much detail as needed.

If any changes in the report are needed prior to report submission the Revise button will allow the user to erase the signatures and make corrections. After corrections have been made the report must be re-certified by the Project Director and Financial Officer. Once both certifications are complete the report can be submitted.