

# OVW Semi-annual Progress Reports

Please follow the directions below to submit your semi-annual progress report.



1. Access the GMS Sign In screen -  
<https://grants.ojp.usdoj.gov/gmsexternal/login.do>
2. Log into GMS as the primary Point of Contact
3. Click the “Awards” link on the left
4. Find your grant number listed and click “Semi-Annual Progress Reports” to the right
5. Identify the reporting period – see if there is an “Update” or “Create” button under “Action”
6. Click the “Update” or “Create” button if available – don’t click the “View” button
7. Click the “**Download** PDF” link on the left
8. Click the link for the report in the middle of the page, open it and **Save** it to your local machine – you can then complete the form at your convenience – you can log out of GMS now
9. Once **Completed**, click the “**Validate**” button on the bottom of the pdf form – this will check for completeness and accuracy
10. Once validated, **Save** the file
11. Log back into GMS and go to the Semi-Annual Progress Reports section as done previously in steps 1 through 6
12. Click the “Upload PDF” link on the left
13. Click the “**Upload**” button in the middle of the page to upload the form
14. Once it is uploaded, it is still not submitted – you can do this by clicking the “Submit Report” link on the left
15. Click on any status with “Incomplete” link to get additional guidance to complete the requirement
16. Once everything is “Complete” there will be a button to “**Submit Report**”

If you are experiencing problems or have any questions, please contact the OVW GMS Help Desk at [OVW.GMSSupport@usdoj.gov](mailto:OVW.GMSSupport@usdoj.gov) or 866-655-4482.