CANADA'S OCEAN SUPERCLUSTER

oceansupercluster.ca

USER GUIDE: MEMBER PORTAL PROGRESS REPORT SUBMISSION

Items to Note

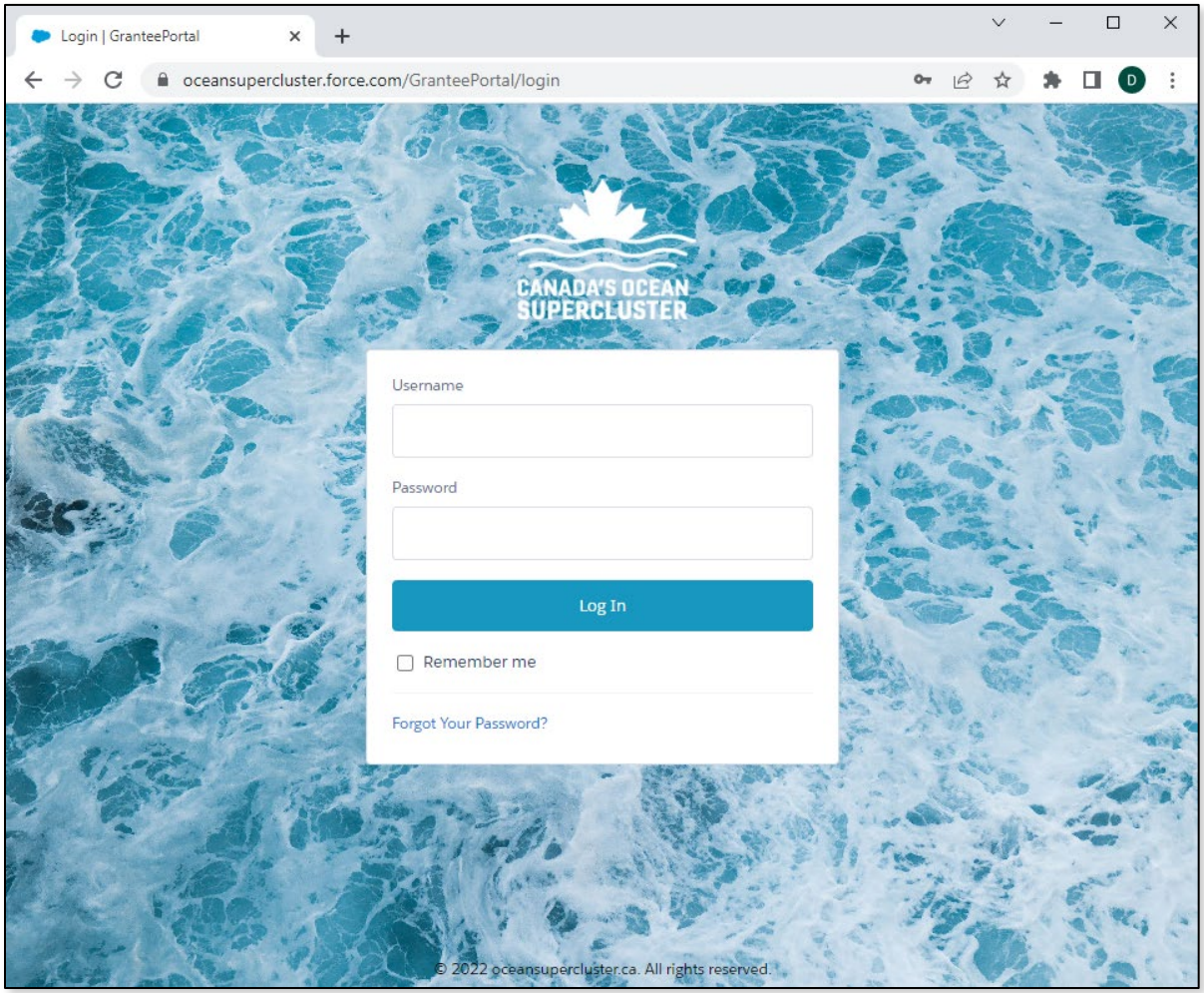
- Quarterly progress reports are due 20 days after the end of each quarter. E.g. for the July 1 – Sept 30 quarter reports are due by Oct 20.
- These progress reports include sections for Qualitative Information, Work Package Status, and Milestone Status.
- Questions about your progress report? Reach out to your assigned Program Manager.

Logging into the Grantee Portal

1. Login to member portal using your login credentials provided by our Member Analyst. For any assistance regarding your login credentials, please send an email to membership@oceansupercluster.ca

Link: https://oceansupercluster.force.com/GranteePortal/login

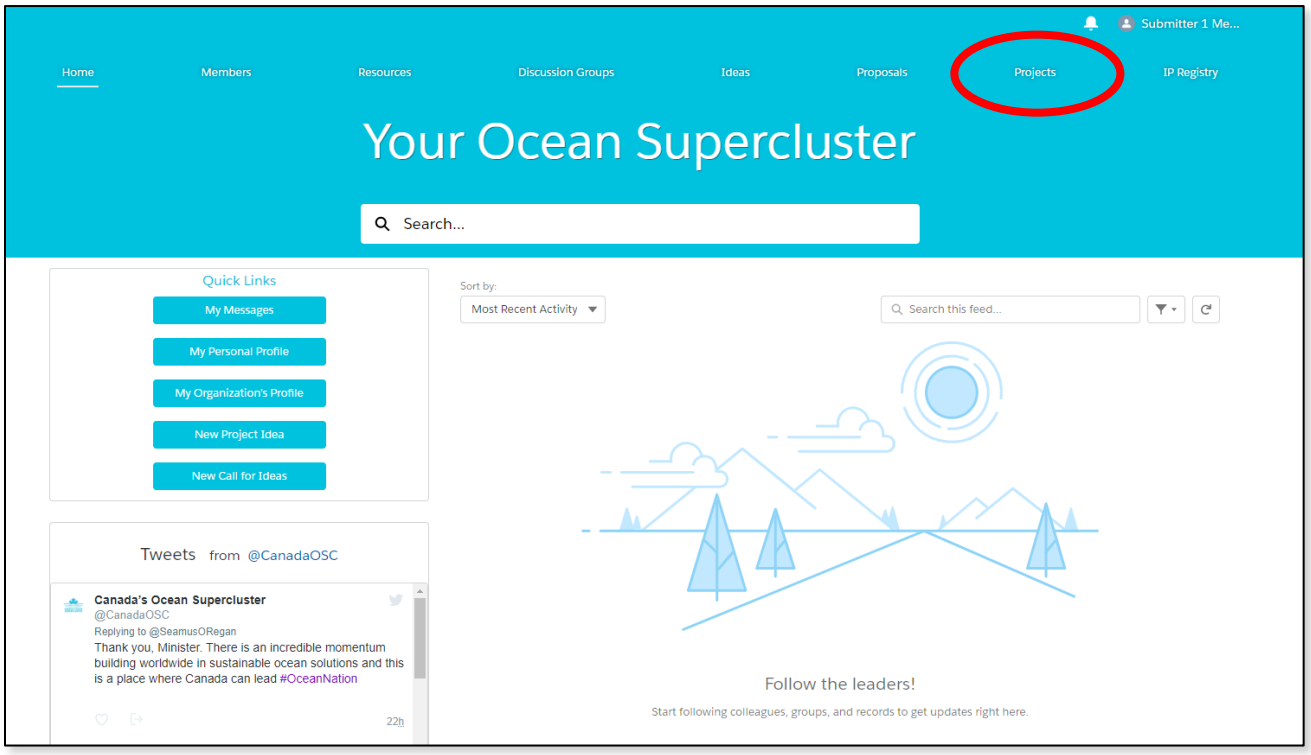
Figure 1. Login page Grantee Portal



Complete your Progress Report Submission

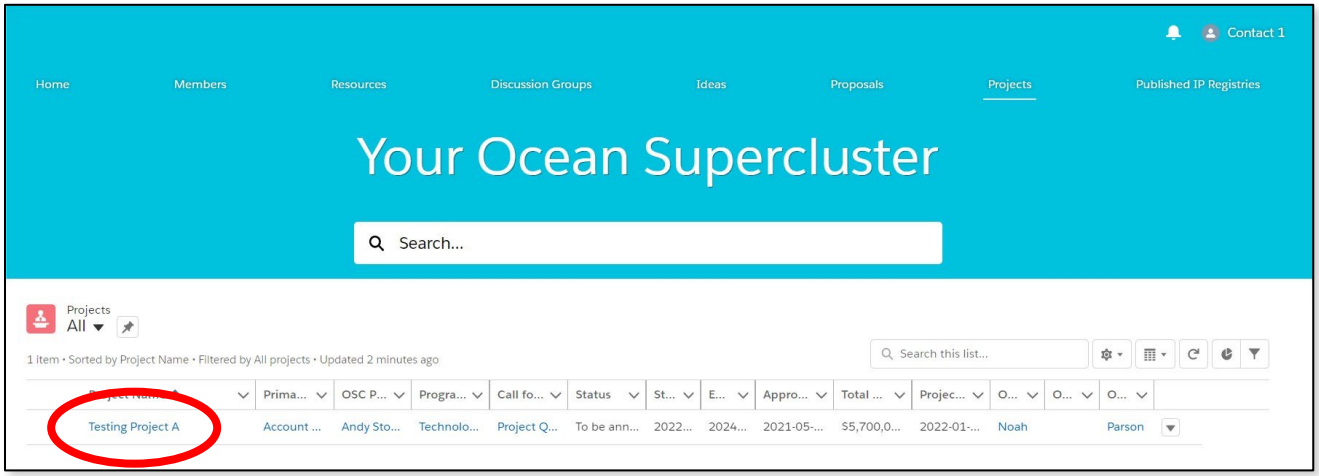
2. Click on “Projects” in the Portal Navigation Bar

Figure 2. Landing page of Grantee Portal, navigation to “Projects”



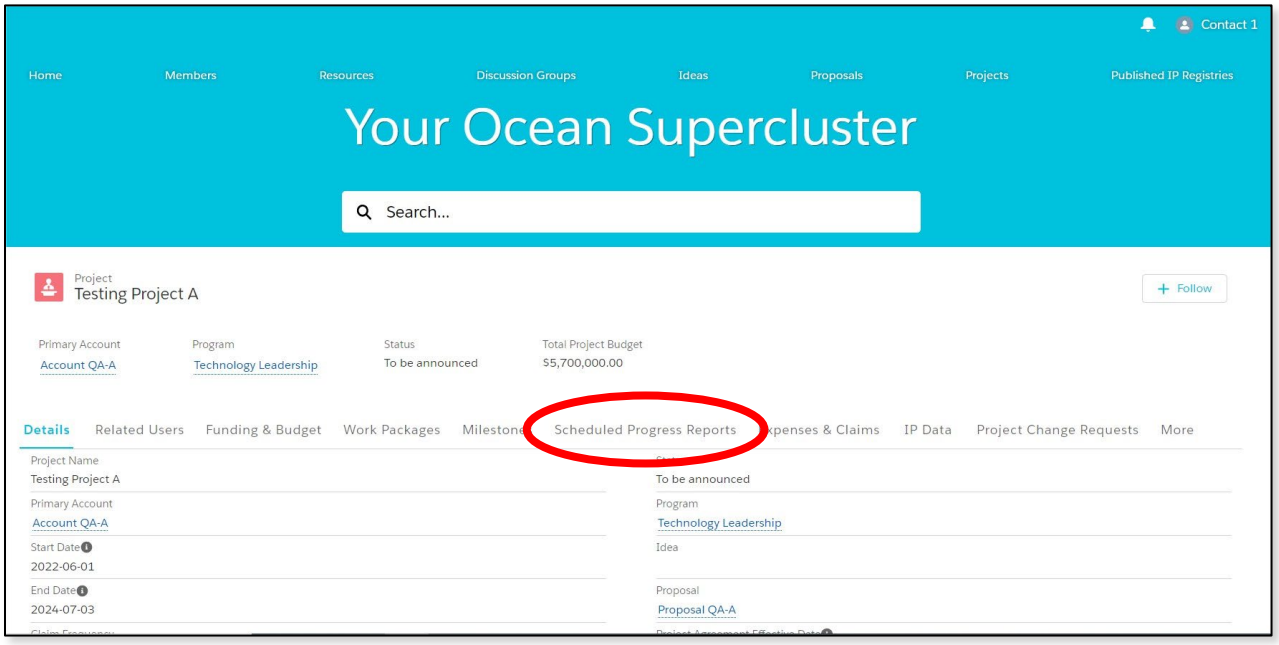
3. Click on the Project Name of the project for which you are submitting your progress report

Figure 3. Navigation to the Project for which member is submitting their progress report



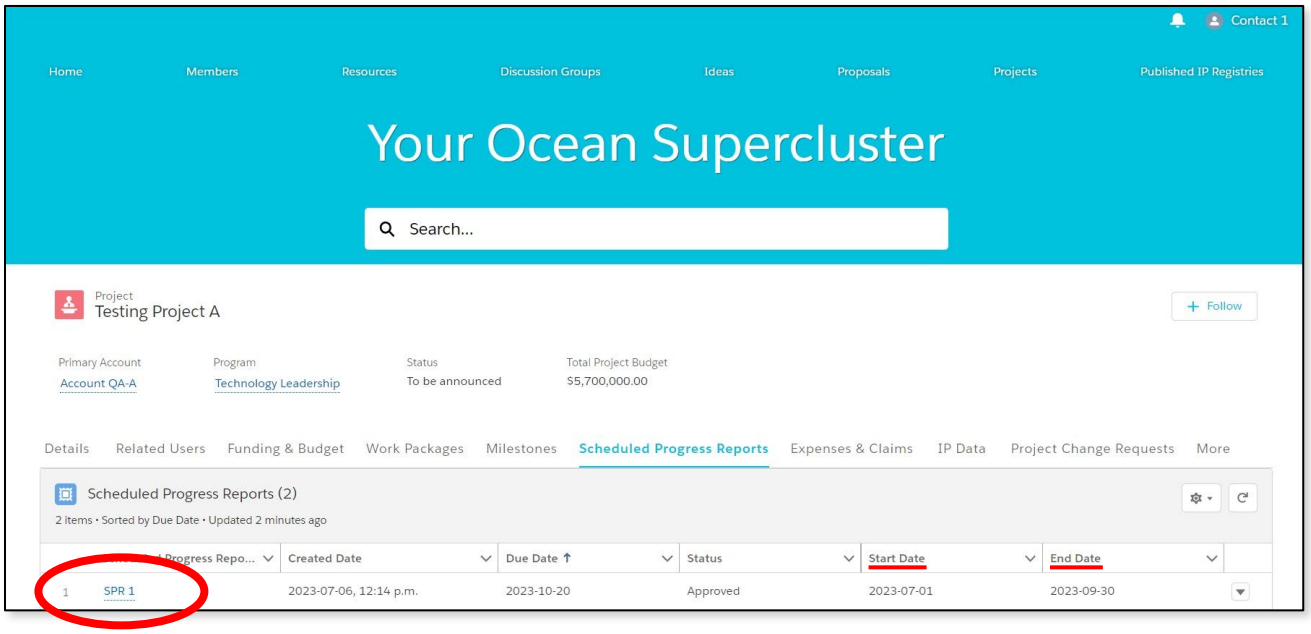
4. Click on “Scheduled Progress Reports” in the Claim Navigation Bar

Figure 4. Navigation to "Scheduled Progress Reports"



5. Click “Scheduled Progress Report” for the quarter you are reporting on – see SPR start date and end date, underlined in red

Figure 5. Navigation to “Scheduled Progress Report” window

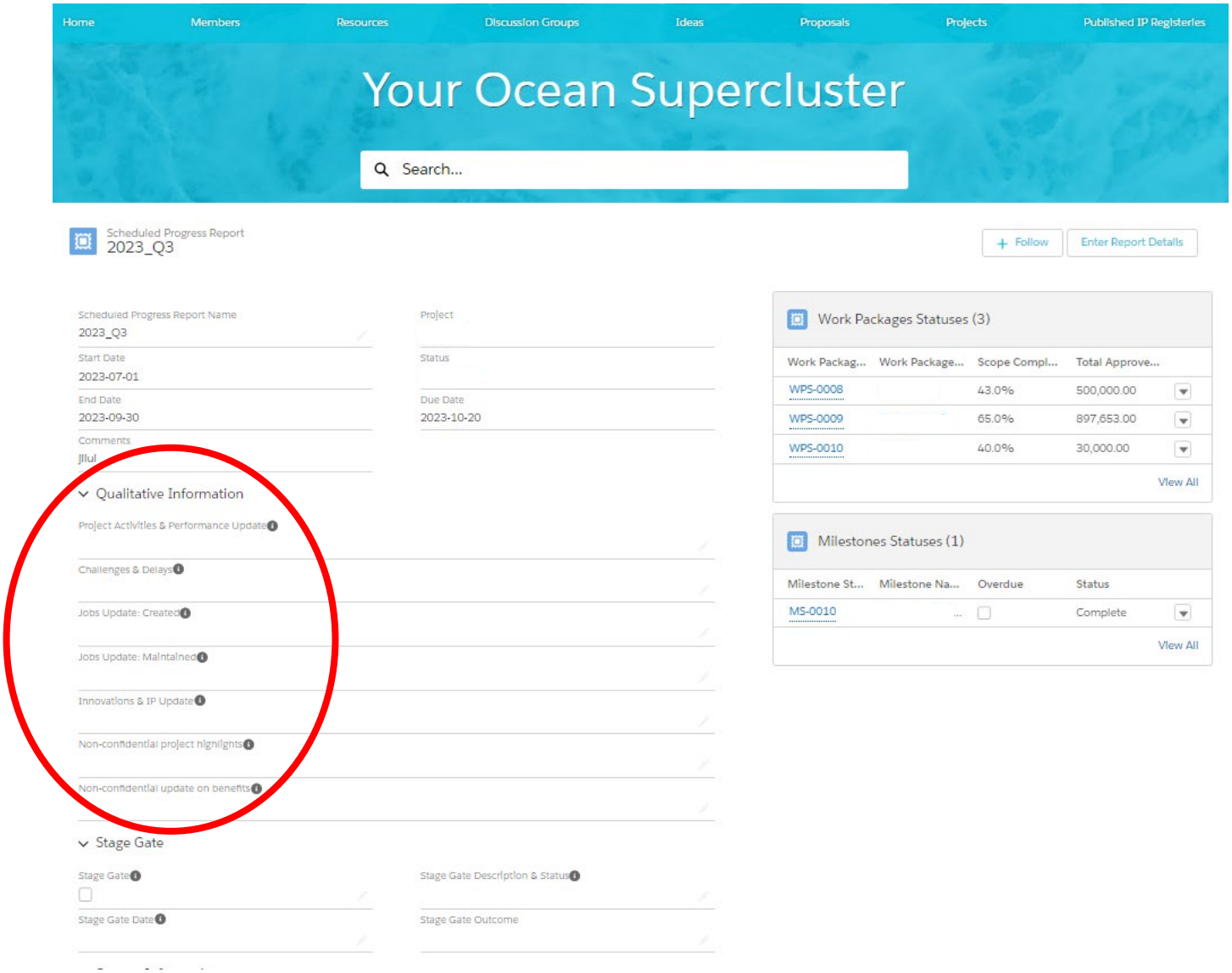


6. Enter your project's "Qualitative Information" on the lower part of the scheduled progress report screen.

   This includes *Project Activities & Performance Update, Challenges & Delays, Jobs Update: Created, Jobs Update: Maintained, Innovations & IP Update, Non-confidential project highlights, Non-confidential update on benefits.*

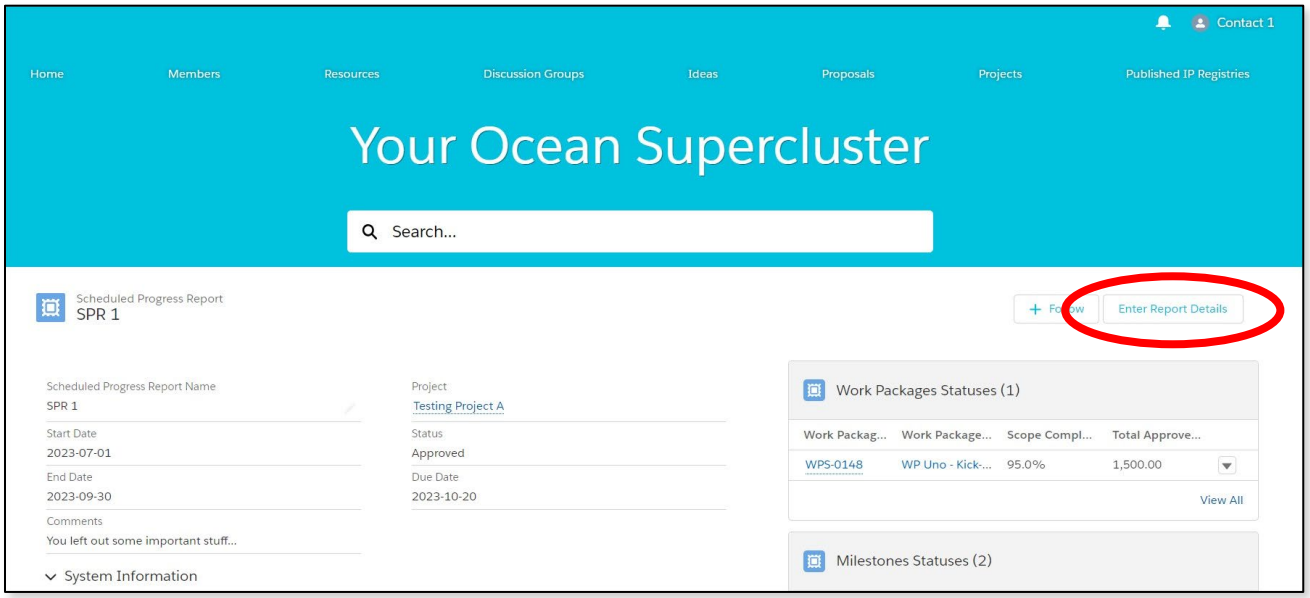
   If you have additional content for your qualitative information, you can upload it as a document after clicking "Enter Report Details" (see step number 13).

Figure 6. Navigation to "Qualitative Information" window



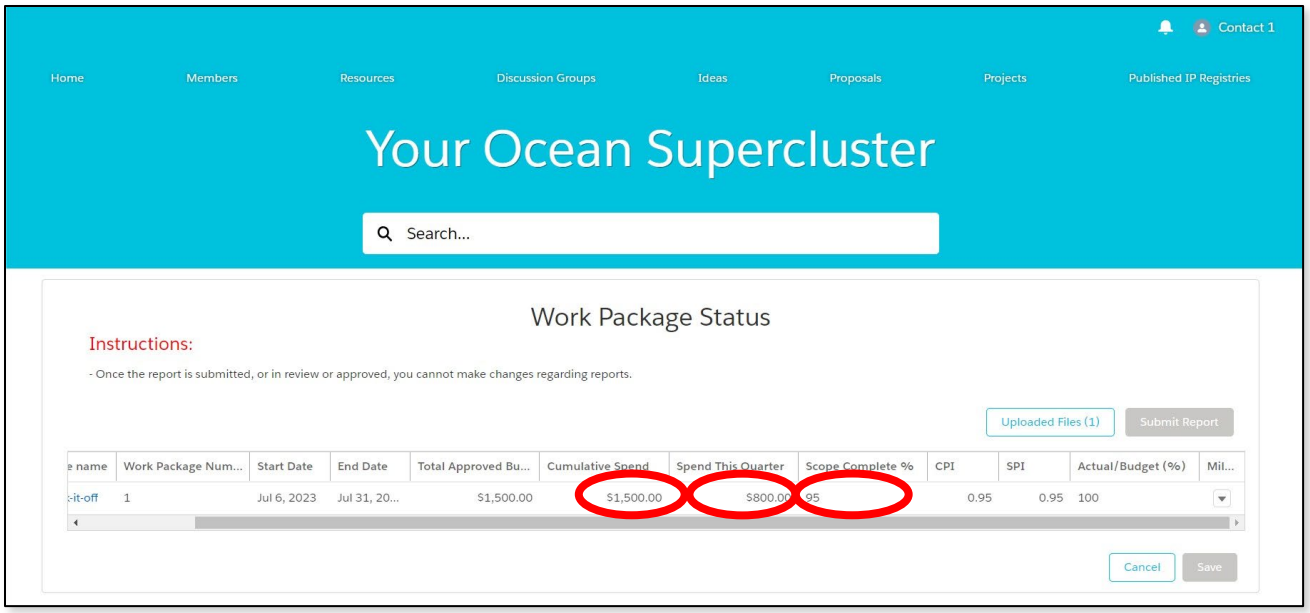
7. Click “Enter Report Details”

Figure 7. Navigation to “Enter Report Details” window



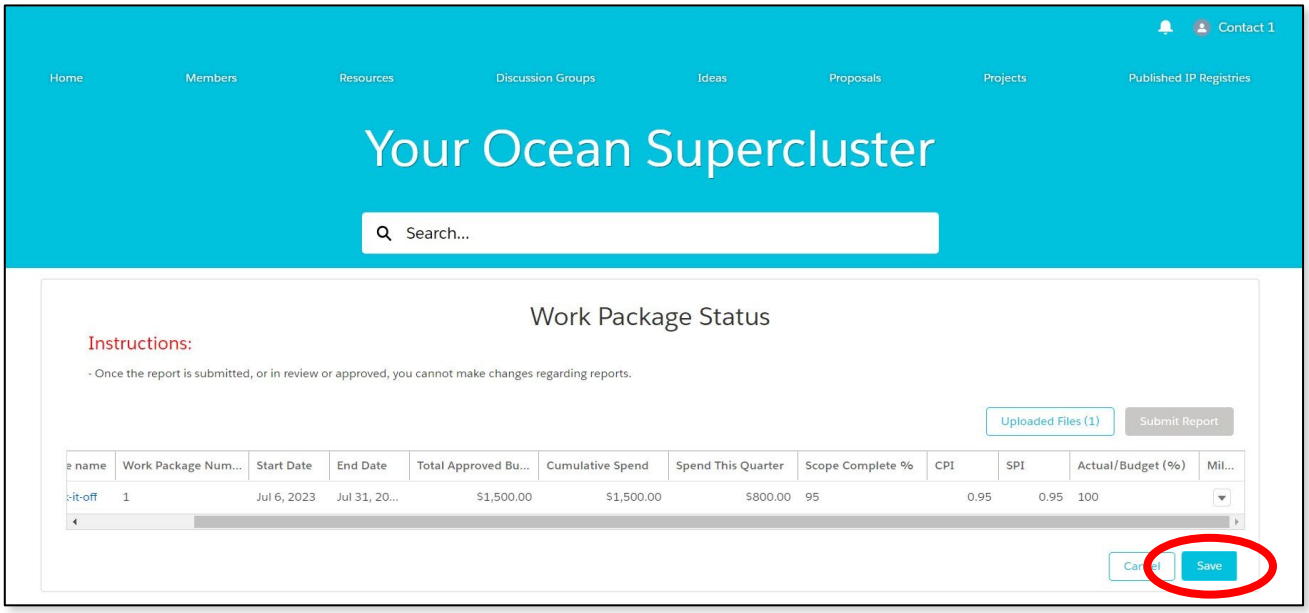
8. Complete the following fields for each Work Package status (click on the gray pencil inside the text box on the right-hand side):
    a. Cumulative spend
    b. Spend this quarter
    c. Scope complete

Figure 8. Work Package Status window



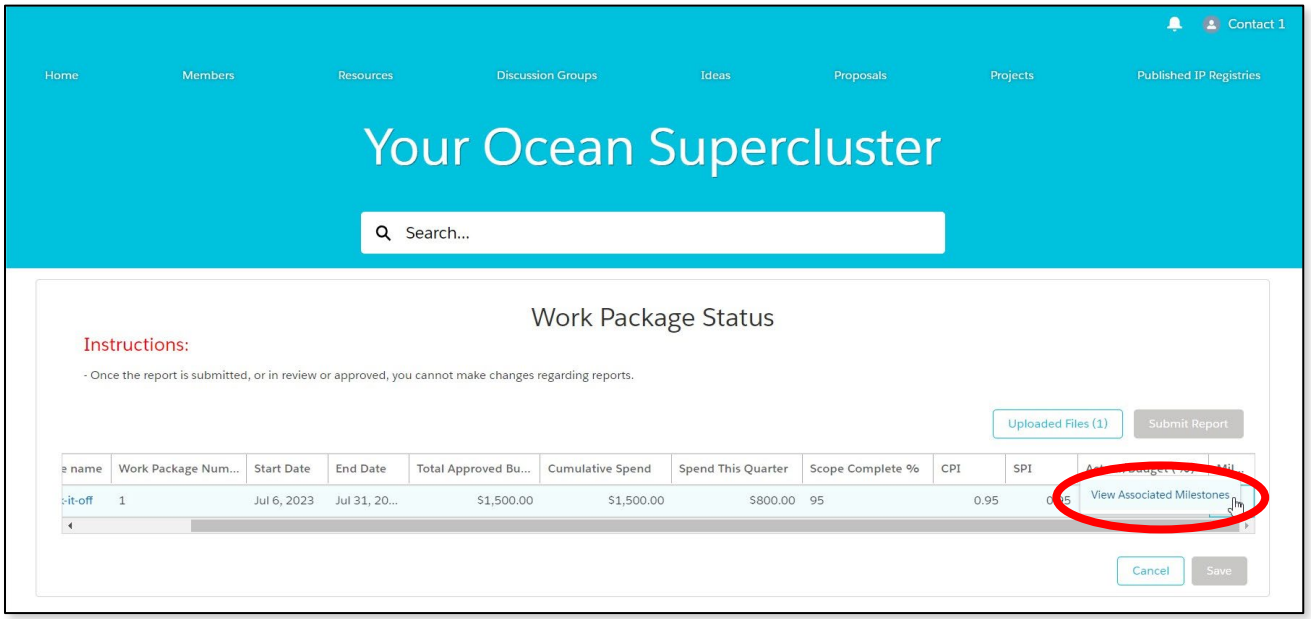
9. Click “save” to save the Work Package Status data entered

Figure 9. Work Package Status window



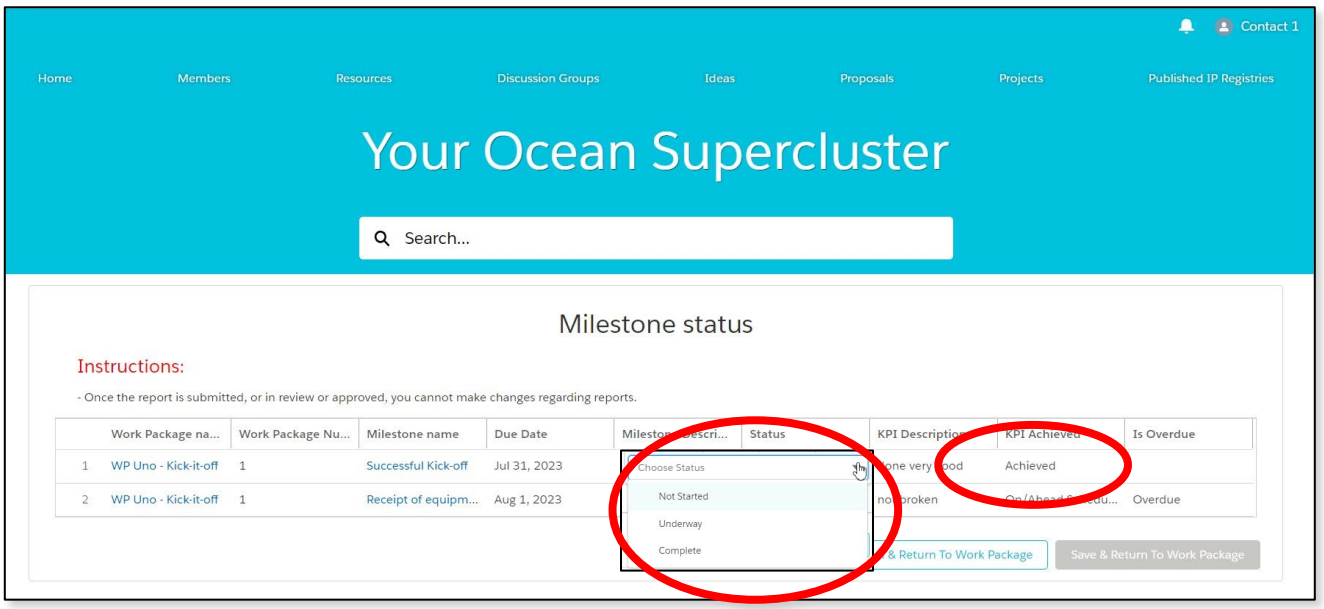
10. Scroll right and click on the “View Associated Milestones”

Figure 10. Navigation to “View Associated Milestones” window



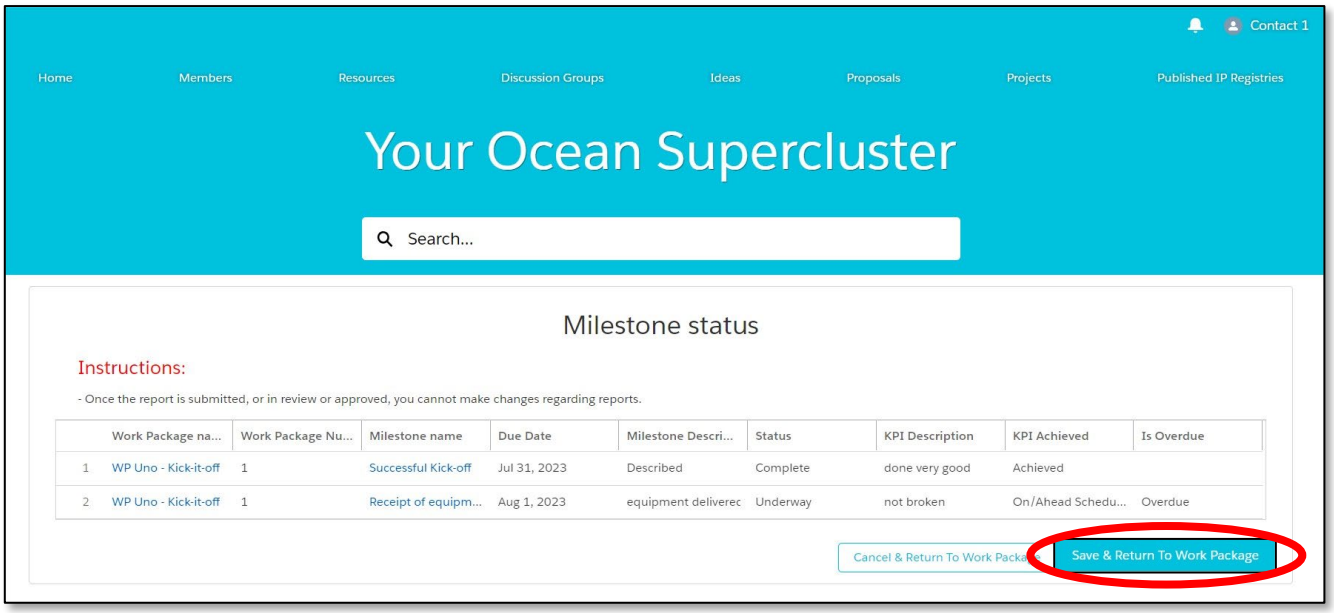
11. Complete the following fields for each milestone status:
    a. Status. Note, status selected will determine the options available for KPI achieved
    b. KPI achieved
        i. Options for not started status – on/ahead of schedule or behind schedule
        ii. Options for underway status – on/ahead of schedule or behind schedule
        iii. Options for complete status – achieved, partially achieved and not achieved

Figure 11. "Milestone Status" window



12. Click "Save & Return To Work Package" to save the milestone data entered

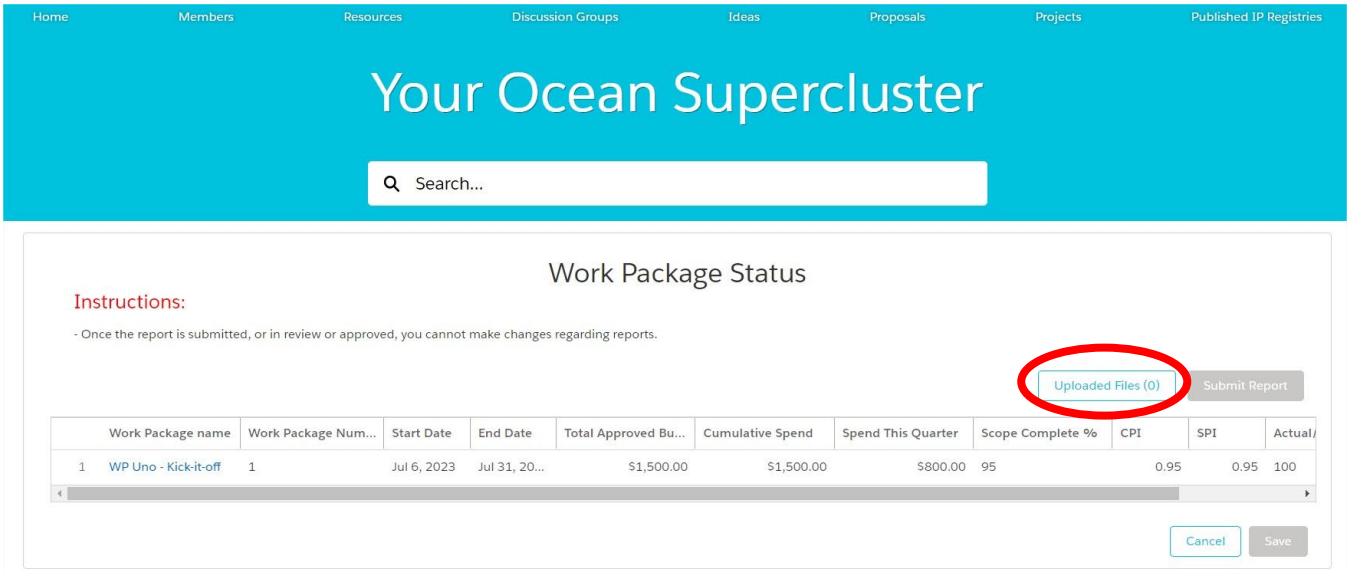
Figure 12. "Milestone Status" window



13. You can upload any additional reporting information e.g. photos, more in-depth information about the quarter or your qualitative report.

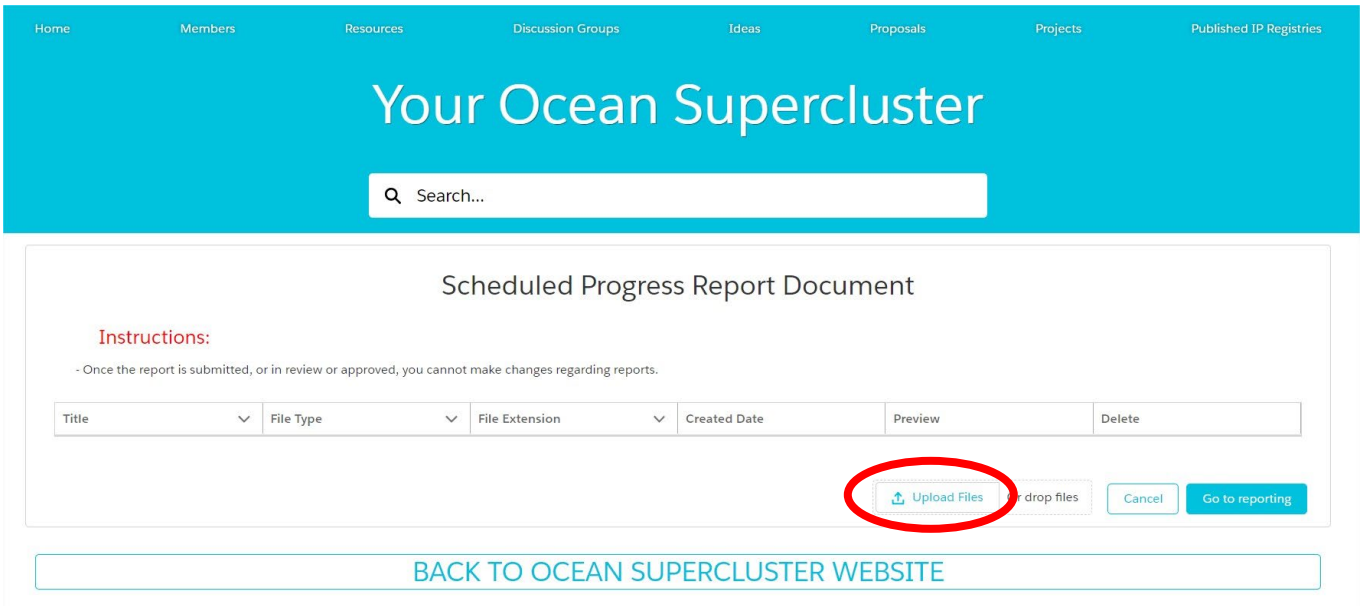
    Click “Enter Report Details” and then “Uploaded Files”

Figure 13. Navigation to “Upload Files Button” window



14. Then click “Upload Files”

Figure 14. Navigation to “Upload Files” window continued



15. Ensure that your data is complete then click “submit report”

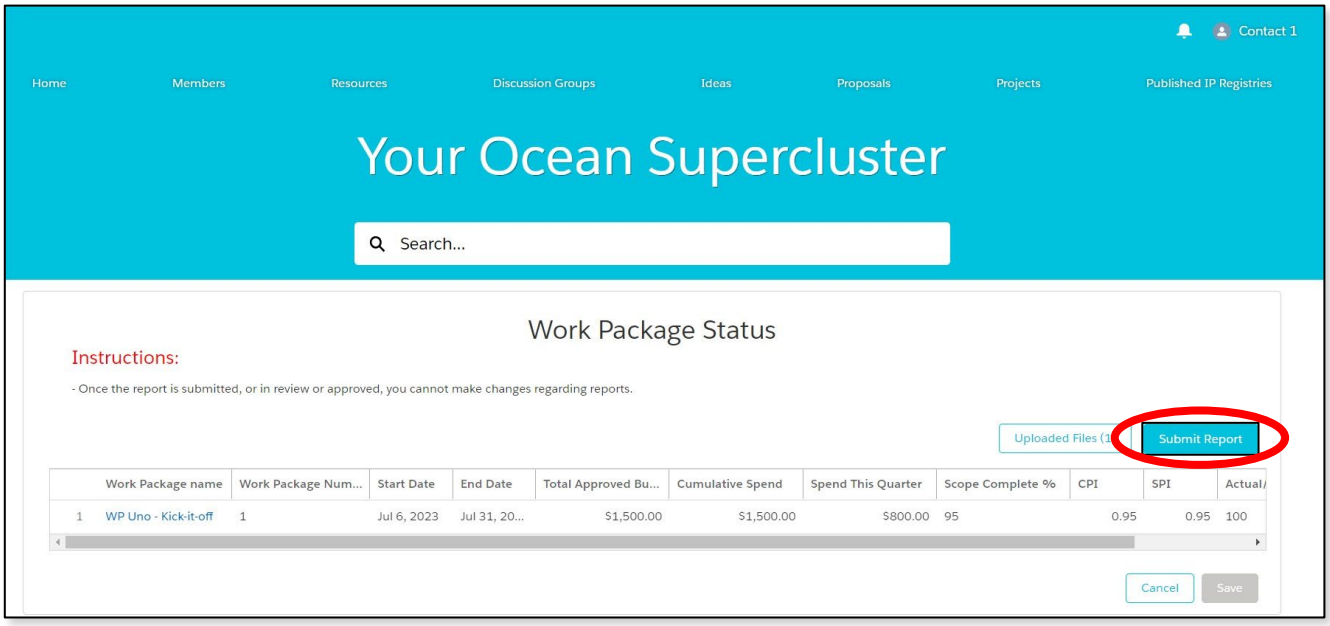



Figure 15. Work package status window