CGMS QSR MODULE

Subrecipients use CGMS to submit quarterly status reports. The QSR planning guide provides an overview of the information required in the updated QSR. CGMS prepopulates the data from the PMP to simplify the reporting process; as such, the planning guide is not in template form.

All Subawards								
Subrecipient	**Title**	**Subaward Details**	**Amount**	**Type**	**Year**	**SAA**	**PMP**	**QSR 2016 Q2**
Training Subrecipient	Training Subaward 1	15TRAINING-01	$190,000.00	TEST	2015	Shackelford, Jerica (HSEMA)	Draft	Create
Training Subrecipient	Training Subaward 2	15TRAINING-02	$190,000.00	TEST	2015	Coleman, Bettina (HSEMA)	Draft	Create
Training Subrecipient	Training Subaward 3	15TRAINING-03	$190,000.00	TEST	2015	Alsop, Vermecia (HSEMA)	Draft	Create
Training Subrecipient	Training Subaward 4	15TRAINING-04	$190,000.00	TEST	2015	Ross, Cembrye (HSEMA)	Draft	Create
Training Subrecipient	Training Subaward 5	15TRAINING-05	$190,000.00	TEST	2015	Reed, Tristan (HSEMA)	Approved	Create
Training Subrecipient	Training Subaward 6	15TRAINING-06	$190,000.00	TEST	2015	Madden, Charles (HSEMA)	Create	
Training Subrecipient	Training Subaward 7	15TRAINING-07	$190,000.00	TEST	2015	Madden, Charles (HSEMA)	Create	
Training Subrecipient	Training Subaward 8	15TRAINING-08	$190,000.00	TEST	2015	Reed, Tristan (HSEMA)	Create	

A new column has been added to your homepage to manage QSRs.

The SAA will make the current QSR available in CGMS one month before reports are due. If you have not created your PMP, no QSR will be generated.

1. From the homepage, select `Create` to begin entering QSR data.

2. You have several options once the QSR has been created—`Save`, `Edit`, `Submit` and `PDF`. The functionality is the same as the PMP module.

3. When you are satisfied with the QSR, submit it to the SAA. You will receive an email confirmation that the QSR was submitted.

4. The SAA program manager will then reject or accept the QSR. You will receive an email confirmation for the rejection or acceptance of the QSR. If the QSR is rejected, the notification will include a note with the issues to be addressed prior to resubmission.

Do not use the QSR to make scope or funding changes to the project. Instead, use the notes sections to highlight changes you would like to make. Then coordinate with your program manager to update the PMP. Any changes to the PMP will be reported in the next quarter.

An archive of previous quarterly status reports is available on the **Subaward Details** page.