Submitting QSRs in EBS

1. From Grants Home page, select “Submit Grant Mod Req/QSR”. If you previously started a Grant Mod Req/QSR but haven’t submitted it, then select “Edit Grant Mod Req/QSR”.

2. Search for the Grant Agreement by entering the last 4 digits of the agreement with an asterisk. (Ex. *5447). Select “Search”. Then select the “Aviation Quarterly Status Report”.

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Image 1: Screenshot of the Grants Home page with options for searching and selecting a Grant Agreement.

Image 2: Screenshot of the search interface with the Agreement ID set to *5447 and the “Aviation Quarterly Status Report” selected.
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3. Verify project information is correct. Select quarter for which you’re reporting on, typing in the year. Complete form.

4. Once a claim has been submitted containing Construction charges (anything billed to A106) then the 3rd page of the QSR form must also be completed. Projects that have not billed A106 are not subject to the Construction portion of the QSR form.
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5. Be sure to scroll all the way to the bottom of the form to enter your name and “Submit”.