

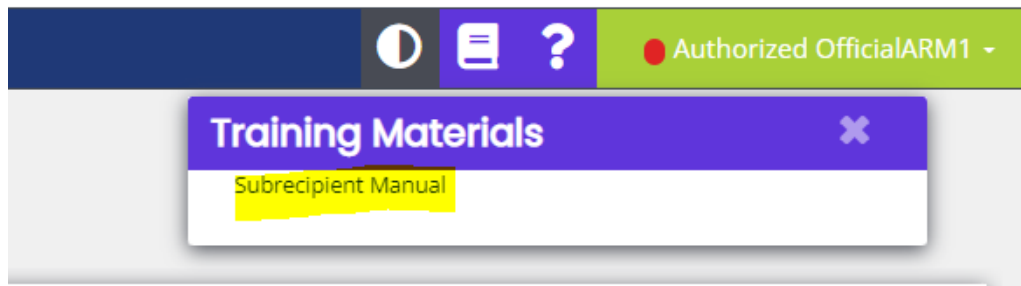
Subgrant Award Report eGrants Step-by-Step Guide

Beginning in FY23, all aspects of MOVA grants management will occur over the [electronic grants management \(eGrants\) system](#). This guide will walk through each step necessary to submit the **Subgrant Award Report (SAR)**. Additional training, videos, and guides for eGrants can be found on [MOVA's eGrants webpage](#). This guide will apply to SAR reporting for VSS, SAFEPLAN and CSVS with or without match.

Access to eGrants

The Website

Use [this link](#) to access the MOVA eGrants system. Additional technical information about logging onto the eGrants system can be found in the eGrants Subrecipient Manual on eGrants by clicking the book icon in the top right corner of your Dashboard or on [MOVA's eGrants webpage](#).



Registered Users

Current subrecipient users were required to register in the eGrants system by July 1, 2021. If a user has not yet been registered, visit the [Registration Tutorial](#) on [MOVA's eGrants webpage](#) or the eGrants Subrecipient Manual for instructions on registration.

Only the following users have the permissions to initiate, fill out, and submit a SAR to MOVA:

- Agency Administrator
- Authorized Representative
- Fiscal Contact

Submitting a New Subgrant Award Report

Initiating a Subgrant Award Report

The SAR only needs to be completed once per contract period per MOVA Administered Award. For example, if your agency has both a VSS award and SAFEPLAN award, you will need to complete a SAR for **each** award. Within the first 3 months of your award, you will see the Subgrant Award Report appear in your My Opportunities section of the dashboard. MOVA will notify you via email when the report is open and when the report is due.

To start your SAR, click on the link from My Opportunities depending on which award you receive:



My Opportunities			
Name	Provider	Availability	Description
FY26 VSS Subgrant Award Report	Massachusetts Office for Victim Assistance	5/1/2025 12:00:00 AM - 9/30/2025 11:59:00 PM	Subgrant Award Report for VSS awards
FY26 SAFEPLAN Subgrant Award Report	Massachusetts Office for Victim Assistance	7/25/2025 12:00:00 AM - 9/30/2026 11:59:00 PM	Subgrant Award Report for SAFEPLAN awards
FY26 CSVS Subgrant Award Report	Massachusetts Office for Victim Assistance	8/1/2025 12:00:00 AM - 9/30/2027 11:59:00 PM	Subgrant Award Report for CSVS awards

Click “Proceed” on the popup window when you are ready to begin. You will be brought to a Document Landing Page where you can see the status of your SAR.

Completing a Subgrant Award Report

To begin filling out your SAR, click on the first form on the left-hand side, *Part 1- Victimization Type(s) Served*.

Save the page and continue onto Part 2 - Part 6 following the instructions on the top of each page.

It is encouraged that you save the page frequently using the Save button in the top right corner.

▼ Forms	
▼ Subgrant Award Report	
Part 1 - Victimization Type(s) Served	☐
Part 2 - Specifically Designed Services	☐
Part 3 - Service Areas	☐
Part 4 - Match	☐
Part 5 - Services Provided with Award	☐
Part 6 - Budget and Staffing	☐

It is possible that you may have error checks on the SAR. If so, review the error check and make the necessary update in order to submit to MOVA.

Submitting a Subgrant Award Report

When you have completed and saved your SAR, scroll down the lefthand panel, and select SAR Submitted from Status Options. If there are any errors, the system will tell you in the pop up below and prevent you from submitting:

Document Validation

Below is the status of each form. Select the form name to navigate and make changes to any of the forms.

☐ Show forms that I cannot adjust

Form Name	Status	May Prevent Status Change
Part 6 - Budget and Staffing	Error(s)	Yes

Otherwise, you will see the following pop up if your SAR is ready for submission:

Are you sure that you want to change the status from SAR in Process to SAR Submitted?

I agree, I'm ready to submit this Subgrant Award Report on behalf of my organization.

Please enter any notes in regards to this status change

Cancel

OK

Click the green OK to submit. The system will take you back to the Document Landing Page, where you can find the details of the SAR. Here, you can find the status changed from SAR in Process to SAR in Review.

A few minutes after, you will also receive an email notification confirming that the SAR has been submitted.

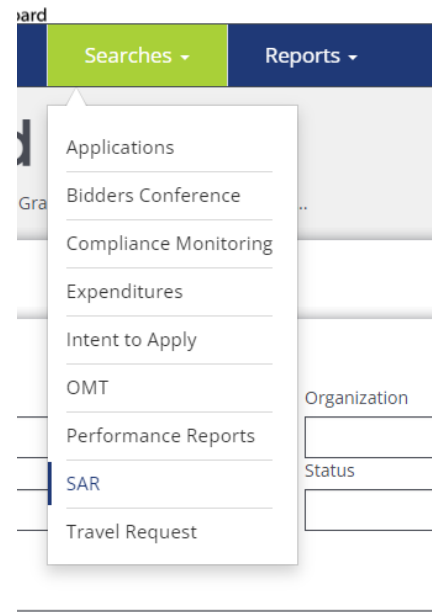
No further actions will be required of you at this time. Below, find the steps on how to find MOVA's questions and feedback and how to resubmit a SAR with updates.

SAR in Process

It is likely that you may need to start the SAR and return to it at a later date. To do this navigate to Searches and select SAR:

When you arrive at the search page, click the green Search button and your SAR should appear below.

If you receive an error message that says No Results Found, it is likely that you did not save your SAR. Return to the homepage and begin a new SAR from My Opportunities.



SAR Modifications Required

MOVA may send feedback and questions regarding your SAR over the eGrants system via Notes, similar to the OMT or contracting process.

Notifications

When your SAR requires updates or feedback, it will be in the status of SAR Modifications Required, and the system will email you (and all relevant roles on eGrants) to inform you of the status change.

Another way to find out if your SAR needs modifications is by checking your Dashboard on the eGrants home screen under My Tasks.

eGrants Tip: The My Tasks section is organized alphabetically by default but can be organized by any of the columns by clicking on the column title. The best practice is to click the Status Date column title in order to organize your Tasks from most recent to least recent.

Reviewing and Submitting Modification on the SAR

If the SAR requires modification after it is submitted, the user will receive an email

notification from eGrants that the SAR has been put into the status of Modification Required.

Navigate to the SAR by either locating it in the My Tasks section or searching for it using the Searches menu.

My Tasks

Initiate Related Document

Filter

My Tasks

Name	Organization	Status	Due Date	Document Type	Status Date
 SAR VSS-2026-MOVA Test -7	Amelia's MOVA Test Organization	SAR Modifications Required	9/30/2025 11:59:00 PM	Subgrant Award Report	8/4/2025 10:53:41 AM

1

Click the name of the OMT file to be taken to the landing page. On the landing page, the user will see a Requested Modification panel below the Document Details. This summarizes the modifications that are being requested by MOVA.

Document Landing Page

View document details.

Template
FY26 VSS SAR

Document Name
SAR VSS-2026-MOVA Test -9

Organization
Amelia's MOVA Test Organization

Instance
FY26 VSS Subgrant Award Report

Document Status
SAR In Review

Your Role
Data Manager

Process
Subgrant Award Report

Period Date
5/1/2023 12:00:00 AM
9/30/2023 11:59:00 PM

Due Date
9/30/2025 11:59:00 PM

SAR In Process

SAR Cancelled

SAR Submitted

SAR Modifications Required

SAR In Review

SAR Approved

Requested Modifications

Location	Notes	Last Modified
☐ Part 1 - Victimization Type(s) Served	Please be sure to select all victimization types you anticipate to serve.	8/5/2025 11:32:39 AM - Amelia Pease
☐ Part 3 - Service Areas	Please select your service area(s).	8/5/2025 11:32:39 AM - Amelia Pease
☐ Part 4 - Match	Please select yes or no for match waiver.	8/5/2025 11:32:39 AM - Amelia Pease

Clicking Location (2) will bring the user to the page where modifications are requested.

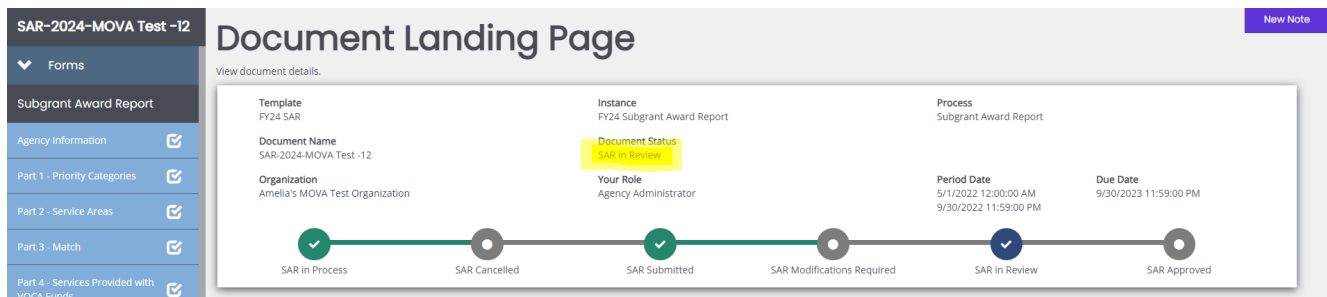
Requested Modifications				3
	1	2	Notes	Last Modified
☒	Part 1 - Victimization Type(s) Served		Please be sure to select all victimization types you anticipate to serve.	8/5/2025 11:32:39 AM - Amelia Pease
☐	Part 3 - Service Areas		Please select your service area(s).	8/5/2025 11:32:39 AM - Amelia Pease
☐	Part 4 - Match		Please select yes or no for match waiver.	8/5/2025 11:32:39 AM - Amelia Pease

Additional information from MOVA can be found under the Notes column (3). Navigate to each page and make the requested modifications. Once you have completed each item, return to the landing page and check off the box next to the modification (1).

If the user would like to view the Requested Modification box while on another page, it can be accessed by clicking the green Modification flag on the righthand side of the screen.

The modification process will continue until the SAR is approved by MOVA.

eGrants Tip: You will receive an email confirming that your modifications have been submitted to MOVA. These emails are oftentimes delayed so although the email is a great confirmation, a more immediate way to verify that your submission has gone through is to navigate to the Document Landing Page and look at the Document Status.



The Document Statuses

Although only a few statuses will be relevant to subrecipients, the Document Statuses indicate the following:

- SAR in Process – a SAR will be in this status when it has been initiated but not submitted to MOVA. To find a SAR in process, navigate to Searches on the top bar and select SAR.
- SAR Canceled – a SAR was started but canceled by either MOVA or the subrecipient
- SAR Submitted/SAR in Review – a SAR has been submitted to MOVA and is in review
- SAR Modifications Required – a SAR will be in this status when MOVA has follow up questions and the report is pending the subrecipient's resubmission
- SAR Approved – there is no further changes needed. You can always find your SAR to refer to by navigating to Searches on the top bar and select SAR.

Submitting Another SAR

If you receive SAFEPLAN funding in addition to your VSS funding, a second SAR will need to be completed. To complete a second SAR, navigate back to My Opportunities and follow the steps again under Submitting a New Subgrant Award Report on the second page of this document. You will select the FY27 SAFEPLAN Subgrant Award Report from My Opportunities.

Conclusion

By following all the above steps, subrecipients can successfully use the MOVA eGrants system to submit their FY27 SAR.

Timeline

The SAR must be complete on eGrants by August 31st following the start date of a July 1st contract.

Resources

This document serves as a step-by-step guide and provides best practices for successfully submitting a SAR.

More information about the MOVA eGrants system can be found on [MOVA's eGrants webpage](#) and the Subrecipient Manual.

Please direct your questions to your assigned MOVA Program Coordinator or the Data Team at MOVASTats@mass.gov.