WELCOME to IACT’s Grants and Reports System

Access at <http://cjp.spectrumportal.net/Accounts/Register>

Log in with your email and the password.





There are three tabs, review each tab and complete the information that is requested at this time.

1. Goals & Recruitment is a table that measures your outcomes over the entire year.
2. Mid-Year is to be completed with you Fall Semester progress in Nov/Dec. prior to you winter trip departure. Yearend Reports are due May/Jun for Summer Trip.
3. Uploads hold your budget, presentations, media samples, etc.

SAVE OFTEN.



If goals are not filled in, please take a moment and complete the table. You will revisit this table throughout the year to measure your outcomes against your goals.

At the bottom of the **Goals & Recruitment Tab** you will be asked to upload your **Recruitment Plans** and your **Additional Grant Opportunities**.

**Mid-Year and Year End Reports are the same questions from previous years.** You will complete the questions online this year.

**Uploads is a tab for all other materials.**

Here you will be asked to include:

* Budgets projected and actuals at the end of the semesters
* Presentations in PowerPoint format
* Photos or Media samples
* Participant Scorecards in excel format

**Please do not hit submit till you have reviewed all information with supervisor. Once the report is submitted it is final.**