Environmental Protection Agency
An Ghníomhaireacht um Chaomhnú Comhshaoil

EPA's Grant Management System – User Guide for Finance Offices

June 2021

EPA Research Programme 2021- 2030

EPA's Grant Management System – User Guide for Finance Offices

Introduction

This document is a guide for grantees using the EPA's Grant Management System (System). It describes the functionality and interfaces of the System to Finance Offices managing the financial elements of research projects funded by the EPA. The system can be accessed using the following link: https://epa.smartsimple.ie/s_Login.jsp

Please read this document carefully prior to using the System.

This document does not replace, but is complimentary to the:

1) EPA Research Programme 2021-2030 – Guidelines and Terms & Conditions
2) EPA's Online Grant Management System – User Guide for Applicants

The above documents are available to download from the System or the EPA website (www.epa.ie).

More Information

For further information and assistance with using the System, please contact: research@epa.ie.

Disclaimer

Although every effort has been made to ensure the accuracy of the material contained in this User Guide, complete accuracy cannot be guaranteed. The Environmental Protection Agency does not accept any responsibility whatsoever for loss or damage occasioned or damages claimed to have been occasioned, in part or in full, as a consequence of any person acting, or refraining from acting, as a result of a matter contained in this document.

Enabling Pop-ups

Please ensure that your browser settings permit pop-ups from the web site address displayed by the System (https://epa.smartsimple.ie/s_Login.jsp).

IMPORTANT: If you do not enable pop-ups when logged on the System, many functions will appear not to work because the associated pop-up windows cannot be displayed.

Contents

Overview

The EPA's Grant Management and Application Portal (System) is a web-based system which enables you to complete project management, interim and final reporting requirements.

Finance Office Contact Functions

As a Finance Office Contact you can:

1. View and track the following financial management activities:

    a. Grant Offer and Advance Payment

    b. Payment Requests (non-cost statement)

2. Edit, and submit the following pre-generated financial periodic reports:

    a. Cost Statements

    b. Dissemination Cost Statements[1]

3. Edit and submit the following financial management activities:

    a. Additional cost statement certifications

    b. End of Project Financial Summary

4. Create, edit, and submit the following miscellaneous requests for approval

    a. Budget Reallocation Requests

    b. Family Leave Requests

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[1] Required for projects awarded pre-2021 only

Finance Office Workbench

Log into the System to load the Finance Office Workbench. The Workbench is laid out in the following sections:

1. Information
2. Items for Action
3. Award Information

Information Section

The Information Section provides links to

1. Call Documents and PDF guides
2. System Guides
3. EPA Research Call Frequently Asked Questions (FAQ's)

Items for Action Section

This section includes links to the following:

1. **Activities Pending Action** (activities that require action by the Finance Office or Lead Applicant)

2. **Grant Negotiation Budget Queries** (financial queries raised during the grant negotiation stage (pre-award) that require action by the Finance Office or Lead Applicant).

Award Information Section

This section provides links to the following:

1. **Grants in Progress** (grants that are either Awarded or Technically Complete)

2. **Completed Grants** (grants that have been completed from 2021 onwards)

3. **Activities in Progress** (activities that are in progress but that do not require action by the Finance Office or Lead Applicant)

4. **Completed Activities** (activities that are fully completed and require no further action)

Grant Offer and Advance Payment

NOTE: this activity is not actionable by Finance Office Contacts – it is available to view for information only.

To view details of the Grant Offer and Advance Payment including the payment amount and date, click on the Completed Activities icon on your homepage which is located in the Award Information section:

Award Information

5
Grants in Progress

0
Grants Completed From 2021 Onwards

↗ Activities in Progress

↗ Completed Activities

Select the Other Financials tab, locate the activity and click on the Open button:

Completed Activities

REQUESTS (1)　　COST STATEMENTS (1)　　**OTHER FINANCIALS (2)**　　POST COMPLETION DISSEMINATION (0)

1-2 of 2　< >

	#	Project/Proposal Number	Lead Applicant	Lead Organisation	Type	Activity Status	
Open	1	2021-CE-1028	Jack Russell	EPA Research Test Organisation	Grant Offer & Advance Payment	Payment Made	

The following documents will be available under the section entitled Notification of Award of Research Grant and can be downloaded if required:

1.　　Notification of Grant Award

2.　　Acknowledgement of receipt of grant award

Details of the remitted advance payment are available under the section entitled Payment Completion:

˅ Payment Completion

Payment Amount

€30,000.00 ❓

Payment Date

15/06/2021

Payment Reference

CT Ref XXXXXXX

Payment Requests (Non-cost Statement)

NOTE:

1. This activity is not actionable by Finance Office Contacts – it is available to view for information only.

2. This is not a standard activity and it will not apply to all grant awards.

To view details of a Payment Request (Non-cost Statement) including the payment amount and date, click on the Completed Activities icon on your homepage which is located in the Award Information section:


Select the Other Financials tab, locate the activity and click on the Open button:

Details of the remitted advance payment are available under the section entitled Payment Completion:

Cost Statements

NOTE: This activity can be actioned by the Lead Applicant or Finance Office Contacts (Lead Organisation).

The following notes cover the process for completing and submitting Cost Statements (interim financial reports), Dissemination Cost Statements, and Additional Cost Statements.

Cost Statements for Project Based Awards, Innovation and Demonstration (formerly Green Enterprise) awards and Fellowships are due on the 28th of January and 28th of July each year during the lifetime of the project. You will receive a reminder email 21 days before each Cost Statement is due.

All Cost Statements must be submitted by completing the pre-generated Cost Statement for each 6-month reporting period (i.e. 1st January – 30th June / 1st July – 31st December) during the lifetime of the project.

Open the Cost Statement

Having logged on to the System, click on the Activities Pending Action icon on your Home page, select the relevant activity from the list that appears and click on the Open button to begin the process of submitting the Cost Statement.

NOTE: if there are a lot of items in the list of activities pending action you can use the search bar (1) to find a specific activity or type of activity:

IMPORTANT: Pre-generated Cost statement Activities will appear in the Award Management Activities list view six months before they are due.

Completing the Cost Statement

The Cost Statement provides you with details of the current activity and summary project information.

1. You should download the Cost Statement Template by clicking on the Download Template button under the heading Cost Statement template as shown in the following image:

Cost Statement Template

Where a project has more than one co-applicant, each co-applicant organisation will need to complete the cost statement template.
It is the responsibility of the Lead Applicant to ensure all relevant data, signatures and requests outlined in the template are provided prior to upload.
Each co-applicant's cost statement should be uploaded as a separate PDF document by the Lead Applicant. To facilitate the certification process, and Excel version of each applicant and co-applicant's cost statement must also be uploaded.

[Download Template] ①

Please Note: originals of all documentation uploaded here must be retained for a period of 7 years after the end of the project, or 3 years after the end of the EPA Research Programme, whichever is the later. Where other relevant legislation in regard to the retention of documentation of this nature requires that it be retained for a longer period then this should be observed.

[Upload Cost Statement(s)] ②

2. The Cost Statement template should then be completed for the Lead Organisation. Additionally, where a project has Co-Applicant organisations associated with it, each Co-Applicant will need to complete a separate Cost Statement template. Each organisation including the Lead organisation should ensure that all relevant signatures, data, and supporting documentation outlined in the template are provided prior to upload. All documents should be uploaded by clicking on the Upload Cost Statement(s) button as shown above. Instructions on how to complete the template are contained in the template itself.

3. It is the responsibility of the Lead Applicant to ensure Cost Statement templates and supporting documentation have been uploaded. Co-Applicants should therefore forward their completed Cost Statement template electronically to the Lead Applicant as a PDF document along with all relevant supporting documentation. To facilitate the certification process, an Excel version of each participants Cost Statement must also be uploaded.

4. To ensure that all uploads are attached to the Cost Statement activity, you should click on the Save Draft button at the bottom of the page.

Saving/Submitting the Cost Statement

1. Once you are satisfied that all relevant information has been included, the Cost Statement should be submitted by clicking on the **Submit** button at the bottom of the page.

2. Clicking the Submit will automatically change the status of the activity from Draft to Pending Financial Review and will trigger an email to:

    a. You, confirming that the Cost Statement has been submitted successfully.

    b. The EPA's financial consultants, stating that the Cost Statement is available for review.

Following its submission, the EPA's financial consultants will review the Cost Statement. If the Cost Statement receives a satisfactory review, it will be certified, and details forwarded to the EPA[2]. The status of the Cost Statement will change to either Certified – Payment Due or Certified No Payment Due.

Please note that any payment due will only be processed if the Project Progress Report for the corresponding period is also satisfactory.

Responding to Queries on a Cost Statement

Should the EPA's financial consultants identify any queries during the review that require resolution before the expenditure incurred for that reporting period can be certified, they will upload these in the field entitled Financial Queries.

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[2] Reimbursement payments are only made once certified expenditure on the project exceeds the amount of the advance payment made by the EPA.

> **Please note** - You are required to respond to the queries and resubmit the Cost Statement within 14 days of receiving the notification email.

1. You will be notified by email that queries need to be addressed before the Cost Statement can be certified. The status for Cost Statements with queries will have changed to Financial Queries Raised as shown in the following image:

Activities Pending Action

	#	Type	Activity Status	Project/Proposal Number	Lead Organisation	Lead Applicant	Report Number (Cost Stms Only)	Due Date (Cost Stms Only)
Open	1	Additional Cost Statement Certification	Submitted to Applicant	2021-HE-1025	EPA Research Test Organisation	Zorro Applicant	1	
Open	2	End of Project Financial Summary	Submitted to Applicant	2021-CE-1004	EPA Research Test Organisation	Ciaran Applicant		
Open	3	End of Project Financial Summary	Submitted to Applicant	2021-CE-1028	EPA Research Test Organisation	Jack Russell		
Open	4	Family Leave Request	Financial Queries Raised	2021-HE-1025	EPA Research Test Organisation	Zorro Applicant		
Open	5	Cost Statement	Financial Queries Raised	2021-CE-1056	EPA Research Test Organisation	Zorro Applicant	1	28/07/2021

2. On the Cost Statement activity page, you should firstly view/ download the queries related to the Cost Statement submitted for the period as shown below:

3. A response to the queries should then be prepared. Please note that where a project has more than one participating organisation you should forward the queries relating to that organisation to them, asking that they prepare and return their response to the queries to you within 14 days.

> **IMPORTANT**: It is the responsibility of the Lead Applicant to collate and upload the response to all queries relating to the Cost Statement.

4. Upload the collated response to all queries and any supporting documentation by clicking on the Upload Response to Queries as shown in the following image:
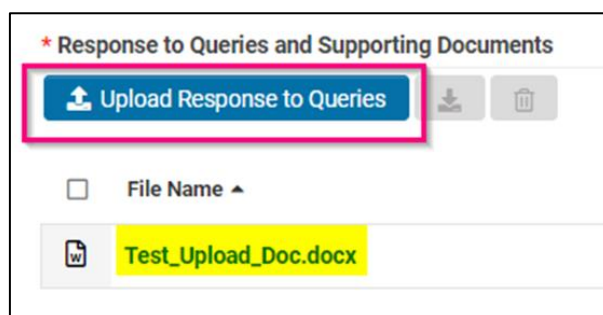
5. To ensure that all uploads are attached to the Cost Statement page, click on the Save Draft button at the bottom of the page.

Save/Submit the Revised Cost Statement

Once you are satisfied that all relevant information has been included, the response to queries together with relevant supporting documentation should be submitted by clicking on the Submit Revisions button at the bottom of the page.

Clicking Submit Revisions will automatically change the status of the Cost Statement from Financial Queries Raised to Pending Financial Review and notification emails will be sent.

The EPA's financial consultants will review the response to the queries after receiving them. If all queries are resolved the Cost Statement will be certified and details forwarded to the EPA. The status of the Cost Statement will change to either Certified – Payment Due or Certified – No Payment Due.

Certification & Approval of Cost Statements

You will be notified by automated email once the EPA has approved your Cost Statement, and status of the activity will change to either Certified – Payment Due or Certified – No Payment Due.

End of Project Financial Summary

NOTE: This activity can be actioned by the Lead Applicant or Finance Office Contacts (Lead Organisation).

Following satisfactory completion of the project an End of Project Financial Summary Activity will be created by the EPA's Financial Consultants who will also upload a copy of the End of Project Financial Summary and details of any applicable funding to be de-committed.

When the activity has been created an email will be triggered from the system to the Lead Applicant, any Co-Applicants on the project, as well as, the Finance Office Contact(s) for your organisation requesting you to either confirm acceptance of the figures or to submit any queries that you have along with any supporting documentation.

View the End of Project Financial Summary

IMPORTANT: if you wish to appeal the figures/revised figures you must respond (via the activity) within 28 days of the email notification having been issued by the system. Where no response is received within the specified timeframe the EPA's Financial Consultants will proceed with the finalisation of the figures and the de-commitment of any residual funding.

1. Having logged on to the System, click on the Activities Pending Action icon on your Home page, select the relevant activity from the list that appears and click on the Open button to view the End of Project Financial Summary.

Accept the Figures

1. You can download and view the End of Project Financial Summary and De-commitment letter by clicking on the document located under the heading Project Financial Summary as highlighted below.

2.   If you are in agreement with the figures in the End of Project Financial Summary and Decommitment letter choose the option "I confirm acceptance of the figures" from the "Do you confirm Acceptance of the figures dropdown" menu and click on the Accepted button at the bottom of the page.

3.   Following Acceptance of the figures the final Financial Summary, Certification and Decommitment letters will be uploaded to the system by the EPA's financial consultants and a payment request will be raised to release any retention payment that is due.

Appeal the Figures

1.   If you wish to appeal the figures in the End of Project Financial Summary and Decommitment letter choose the option "I wish to appeal the figures" from the "Do you confirm Acceptance of the figures dropdown menu":

2.   Upload a document that explains the reasons for your appeal plus any supporting documents by using the Upload Appeal Documents button.

3.   When you are satisfied that all relevant information has been included, the End of Project Financial Summary Activity should be submitted by clicking on the Query Decommitment button at the bottom of the page.

4.   Your appeal will now be reviewed. When the review is complete you will be notified by email from donotreply.epa@smartsimple.ie that the End of Project Financial Summary Activity is awaiting your response. The status of your request will have changed to Submitted to Applicant.

View a Revised End of Project Financial Summary

1.   Where the EPA's financial consultants are satisfied with the reasons for your appeal plus any supporting documents etc which resolve any outstanding financial queries they will upload a revised End of Project Financial Summary and Decommitment letter to the section under the heading Project Financial Summary.

Accept the Revised Figures

1. If you are in agreement with the figures in the End of Project Financial Summary and Decommitment letter choose the option "I confirm acceptance of the figures" from the "Do you confirm Acceptance of the figures dropdown menu" and click on the Accepted button at the bottom of the page.

2. If you wish to appeal the revised figures in the End of Project Financial Summary and Decommitment letter choose the option "I wish to appeal the figures" from the "Do you confirm Acceptance of the figures dropdown menu" - upload a document that explains the reasons for your appeal plus any supporting documents by using the Upload Appeal Documents button and click on the Query Decommitment button at the bottom of the page.

Appeal the Revised Figures

1. Where the EPA's financial consultants identify any queries following in relation to your appeal, they will upload these in the field entitled Financial Queries. To respond please follow the steps outlined to the Appeal the Figures contained in the End of Project Financial Summary section above.

2. Following Acceptance of the figures the final Financial Summary, Certification and Decommitment letters will be uploaded to the system by the EPA's financial consultants and a payment request will be raised to release any retention payment that is due
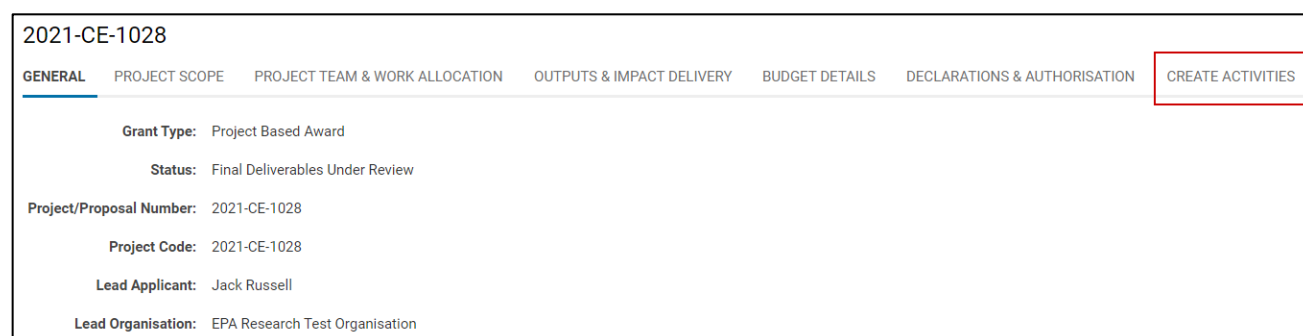
Budget Reallocation Request Activity

NOTE: This activity can be actioned by the Lead Applicant or Finance Office Contacts (Lead Organisation).

If required, the Grantee can request a reallocation of funds between eligible budget categories and Co-Applicant organisations. Normally, the total reallocation between budget categories should not exceed 15% of the total project budget. The Lead Applicant should ensure that the proposed reallocation is within the agreed budget. Budget reallocation requests will be considered on a case-by-case basis.

New Budget Reallocation Request

1. Log into the system, click on the Grants in Progress button located in the Award Information section, open the relevant grant, and select the Create Activities tab:

2. Two buttons will be available to you:

- Create Family Leave Request[3]
- Create Budget Reallocation Request

3. Click on the Create Budget Reallocation Request button, then when the New Activity window opens click on the Save Draft button – the details at the top of the New Activity window will autocomplete.

4. All budget reallocation requests must be submitted using the standard template provided. Download the template by clicking on the Download template button.

5. Complete the template and ensure it has been signed by the relevant person(s) within the organisation(s) before uploading it in PDF format. To facilitate the review process an Excel version of each budget reallocation template must also be uploaded.

6. Complete the two text fields entitled:

a. Please explain why the budget is no longer required in the category it is being transferred from.

b. Please explain why additional budget is now required in the category it is being transferred to.

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[3] The Family Leave Request is not available on Innovation & Demonstration Fund Awards (formerly Green Enterprise)

> **IMPORTANT**: It is the responsibility of the Lead Applicant to scan and convert all signed budget reallocation request templates to PDF prior to upload. It is also the responsibility of the Lead Applicant to upload the completed budget reallocation request template even if it relates exclusively to a Co-Applicant organisation. Where the request relates to a reallocation between organisations, separate templates (one per organisation) should be completed, signed as appropriate, scanned, and converted to a single PDF document prior to upload.
>
> To facilitate the financial review process, an Excel version of each budget reallocation template must also be uploaded.

Saving/Submitting a Draft Budget Reallocation Request

1. You can save information you have entered on the Budget Reallocation Request by clicking the Save Draft button, and then return to it later to add additional information. To return to a saved budget reallocation request activity click on the Activities Pending Action icon on your Home page, locate the request in the list and click on the Open button.

Activities Pending Action

	#	Type	Activity Status	Project/Proposal Number	Lead Organisation	Lead Applicant	Report Number (Cost Stms Only)	Due Date (Cost Stms Only)
Open	1	Budget Re-allocation Request	Draft	2021-CE-1028	EPA Research Test Organisation	Jack Russell		
Open	2	Family Leave Request	Draft	2021-CE-1028	EPA Research Test Organisation	Jack Russell		

1-14 of 14

2. When you are satisfied that all relevant information has been included, the Budget Reallocation Request should be submitted by clicking on the Submit button at the bottom of the page.

3. Clicking Submit will automatically change the status of the activity from Draft to Pending Financial Review and will trigger an email to:

   a. The Lead Applicant, any Co-Applicants on the project and the Finance Office Contact(s) for your organisation confirming that the budget reallocation request has been submitted successfully.

   b. The EPA Research Officer administering your project and the EPA's Financial Consultants stating that the budget reallocation request is available for review.

Your budget reallocation request will now be reviewed. If it is approved, you will receive an auto-generated email confirming this and the status of the activity will change to Approved.
You will be notified by email if the request is not approved or if further information/clarification is required before it can be approved. In circumstances where the budget reallocation request contains numerical errors, you will be asked to re-submit the request (instructions on how to do so are outlined in this section). The status of your request will have changed to Financial Queries Raised.

Where justification for the request is insufficient, the request will be Declined, and the status will change to Not Approved. In such circumstances, you may not re-submit the request using the same activity that has been Declined. You may, however, submit a new request with revised justification. To do so you will need to repeat the steps outlined in the Create and Complete a New Budget Reallocation Request section.

Responding to Financial Queries (Financial queries Raised)

If there are numerical errors in your budget re-allocation request, you will be required to revise your Budget Re-allocation Request Activity. You will be informed of this via an email from the system which will contain the reason for revisions being required.

1.   Log into the system and click on the Activities Pending Action icon, locate the request in the list and click on the Open button.

2.   Make the necessary revisions before resubmitting the revised request:

3.   You should ensure that the appropriate person makes the necessary revisions to the budget re-allocation request template.

4.   You should also ensure that the revised budget re-allocation request is signed scanned and uploaded by clicking on the Upload Response to Queries button as shown in the previous image.

5.   Once the budget re-allocation form has been uploaded, click the Submit button at the bottom of the screen - this will automatically change the status of the activity from Draft to Pending Financial Review and will trigger an email to:

    a.   The Lead Applicant, any Co-Applicants on the project and the Finance Office Contact(s) for your organisation confirming that the budget reallocation request has been submitted successfully.

b. The EPA Research Officer administering your project and the EPA's Financial Consultants stating that the budget reallocation request is available for review.

Your budget re-allocation request will now be reviewed. If it is approved, you will receive an auto-generated email confirming this and the status of the activity will change to Approved.

In circumstances where the budget re-allocation request contains numerical errors, you will be asked to re-submit the request and the status of your request will have changed to Financial Queries Raised. Instructions on how to re-submit the request are outlined above.

Family Leave Requests

NOTE: This activity can be actioned by the Lead Applicant or Finance Office Contacts (Lead Organisation).

IMPORTANT: Please refer to the EPA's Policy on Maternity, Paternity, Adoptive and Parent's Leave when creating a request.

New Family Leave Request

1. Log into the system, click on the Grants in Progress button located in the Award Information section, open the relevant grant, and select the Create Activities tab:

2021-CE-1028

GENERAL	PROJECT SCOPE	PROJECT TEAM & WORK ALLOCATION	OUTPUTS & IMPACT DELIVERY	BUDGET DETAILS	DECLARATIONS & AUTHORISATION	CREATE ACTIVITIES

Grant Type: Project Based Award

Status: Final Deliverables Under Review

Project/Proposal Number: 2021-CE-1028

Project Code: 2021-CE-1028

Lead Applicant: Jack Russell

Lead Organisation: EPA Research Test Organisation

2. Two buttons will be available to you:

   - Create Family Leave Request[4]
   - Create Budget Reallocation Request

3. Click on the Create Family Leave Request button, then when the New Activity window opens click on the Save Draft button – the details at the top of the New Activity window will autocomplete.

4. Select the type of leave requested from the drop-down list:

˅ Details of Leave Request

* Type of Leave Requested

Maternity Leave
Paternity Leave
Adoptive Leave
Parents Leave

dd/mm/yyyy 📅

* Name of Person Applying for Leave

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[4] The Family Leave Request is not available on Innovation & Demonstration Fund Awards (formerly Green Enterprise)

5. Complete all the other fields on the form and upload all relevant supporting documentation which must include a letter from the HR Department of the Host Institution of the person requesting leave confirming their status in respect of PRSI and entitlement or otherwise to Social Welfare Benefit and payment of salary whilst on maternity, paternity, parent's or adoptive leave. The letter should also confirm the employment status of the relevant staff member, their current salary and the stated end date of their employment contract. The letter should be signed by the following nominated personnel whose name, and position should also be identified in Block Capitals: Applicant for whom funding is sought, Lead Applicant, Authorised Financial Officer, Authorised HR Officer.

NB: All fields on this activity are compulsory and must be completed.

Saving/Submitting a Draft Family Leave Request

1. You can save information you have entered on the Family Leave Request by clicking the Save Draft button, and then return to it later to add additional information. To return to a saved the Family Leave Request activity click on the Activities Pending Action icon on your Home page, locate the request in the list and click on the Open button.

2. When you are satisfied that all relevant information has been included and relevant documents uploaded, the Family Leave Request should be submitted by clicking on the Submit button at the bottom of the page.

3. Clicking Submit will automatically change the status of the activity from Draft to Pending Financial Review and will trigger an email to:

   a. The Lead Applicant, any Co-Applicants on the project and the Finance Office Contact(s) for your organisation confirming that the budget reallocation request has been submitted successfully.

   b. The EPA Research Officer administering your project and the EPA's Financial Consultants stating that the budget reallocation request is available for review.

The Family Leave Request will now be reviewed by the EPA's Financial consultants. Depending on the outcome of the review, the status will be updated as follows:

- **Financial Queries Raised** - clarifications are required in relation to the financial aspects of the request

- **Financial Review Complete** - the financial review has been completed and the request forwarded to the EPA Research Officer managing the project for review.

Responding to Financial Queries (Financial queries Raised)

If clarifications are required, you will need to revise the Family Leave Request.

1. Log into the System and click on the Activities Pending Action icon on your Home page.

2. Locate the request in the list and click on the Open button – the status of the Activity will be Financial Queries Raised.

3. Follow the Instructions in the Actions for Applicant section of the Activity to view and respond to the Financial Queries:

4. You can edit previously completed fields and upload additional supporting documentation as well as a written response to the Financial Queries.

5. When you are satisfied that all clarifications have been addressed, the request should be submitted by clicking on the Submit Revisions button at the bottom of the page.

6. Clicking Submit Revisions will automatically change the status of the activity from Financial Queries Raised to Pending Financial Review and will trigger an email to:

   a. The Lead Applicant, any Co-Applicants on the project and the Finance Office Contact(s) for your organisation confirming that the budget reallocation request has been submitted successfully.

   b. The EPA Research Officer administering your project and the EPA's Financial Consultants stating that the budget reallocation request is available for review.

The Request will now be reviewed and you will be notified of the outcome by automated email. If the request is Approved the email will include any special instructions in relation to the requirement for a replacement person or a Project Time Extension Request. If the Request is Declined to email will contain the reason for this decision.

Appendix 1: View Financial Certification and Payment Details

Financial Certification Letters/Summaries and/or payment details are available to view and download when an activity has reached one of the following statuses:

1.　**Certified – No Payment Due** (only the Financial Certification/Summary will be available)

2.　**Certified – Payment Due** (at this stage only the Financial Certification/Summary will be available, however payment details will be added in due course)

3.　**Payment Made** (both the Financial Certification/Summary and payment information will be available)

Details are available on the following activity types:

| Activity	Certification/Summary Provided	Payment Details Provided
Grant Offer and Advance Payment	N/A	Yes
Cost Statement	Yes	Yes
Dissemination Cost Statement	Yes	Yes
Additional Cost Statement	Yes	Yes
End of Project Financial Summary	Yes	Yes
Payment Request (Non-cost Statement)	N/A	Yes

To download a Financial Certification Letter or Financial Summary and view details of any related payment, click on the Completed Activities icon on your homepage (located in the Award Information section):

Locate the activity and click on the Open button (the following example shows a Cost Statement):

Scroll to the bottom of the activity to locate the Financial Certification Letter and details of the payment amount and payment date.

1.   Click on the hyperlinked file to download the certification letter

2.   View the details (amount and date) of the payment remitted by the EPA

End of Document:	EPA's Grant Management System – User Guide for Finance Offices