

Welcome to OnCorps Reports!

Congratulations to all of our grantees as you start the new program year! This year, we will be utilizing OnCorps Reports for many of our monitoring activities. We appreciate your patience as we work through all the growing pains associated with implementing new technology!



OnCorps Access: All programs should now have access to tx.oncorpsreports.com, our new OnCorps Reports system. One primary contact and one primary fiscal contact at each grantee program were given access as a Program Director and should have received an email with the login information on or around 8/16/17. Those primary contacts can then add additional program and fiscal staff (all staff at the program level are called Program Directors), Site Supervisors, and Members. As you are adding staff members, please remember that the fiscal contact who currently signs your PERs will need to be the one to submit them in OnCorps. Tutorials below will explain how to add staff members and adjust the information visible to program and fiscal staff accounts.

PER submission: All programs must fill out the PER Submission Frequency Survey. [Click here to access the survey.](#) This survey is due by close of business on August 23rd. *We anticipate that programs will be able to start submitting pre-award PERs beginning **August 28th**.* OneStar staff will notify you if these dates change.

Reminder: Pre-award PERs are due on:

- 8/30/17 for programs with a start date of 8/1 and;
- 9/30/17 for programs with a start date of 9/1

Budgets: Budgets for the 2017-2018 program year have already been entered into the OnCorps Reports system for you by OneStar staff. There is no need for programs to submit budgets or budget modification requests at this time. If you have questions about your budget in the OnCorps system, please contact your Grants Officer.

Training: Please familiarize yourself with the following processes (you must be logged in to access these tutorials):

NOTE: For fiscal staff submitting PERs, you must review the OneStar specific PER submission instructions highlighted in yellow below.

Getting Started (PDF):

https://secure.oncorpsreports.com/pdfs/OnCorps_Reports_Program_Director_Tutorials_-_Getting_Started.pdf

Program Director Training Part I- Set up and timesheets (Webinar):

<https://attendee.gotowebinar.com/recording/4418405443256960002>

Program Director Training Part II- Financials and Reports (Webinar):
<https://attendee.gotowebinar.com/recording/2046171723075462658>

User Permissions (Flash, 6 mins):
<https://secure.oncorpsreports.com/media/StaffPDUUserPermissionsTutorial.html>

Financials (PDF): https://secure.oncorpsreports.com/pdfs/OCRhelp_Financials.pdf

Submit PERs (OnCorps generic, Flash, 8 mins):
https://secure.oncorpsreports.com/pdfs/OCRhelp_Financials.pdf

Instructions for Submitting PERs in tx.oncorpsreports.com (OneStar specific, PDF): **Required for fiscal staff who will be submitting PERs**

- **Instructions on how to submit a PER for Cost Reimbursement Grants:** <http://onestarfoundation.org/wp-content/uploads/2014/10/2017-2018-PER-Instructions-Cost-Reimbursement-Grant.pdf>
- **Sample Cost Reimbursement Grant PER:** <http://onestarfoundation.org/wp-content/uploads/2014/10/2017-2018-Sample-OnCorps-Cost-Reimbursement-PER.pdf>
- **Instructions on how to submit a PER for Fixed Amount Grants:** <http://onestarfoundation.org/wp-content/uploads/2014/10/2017-2018-PER-Instructions-Fixed-Amount-Grant.pdf>
- **Sample Fixed Amount Grant PER:** <http://onestarfoundation.org/wp-content/uploads/2014/10/2017-2018-Sample-OnCorps-Fixed-Amount-PER.pdf>

Additional tutorial topics can be found in the “Help” tab on your OnCorps Dashboard.

If you have questions about the above information, please contact Elisa Gleeson at elisa@onestarfoundation.org.

If you are unable to access your account, please contact OnCorps Reports help desk at help@oncorpsreports.com.