



# Astra Quarterly Reporting Process

[astrakansas.com](http://astrakansas.com)

## Reminders:

- Forget your password? Use the “forgot password” link.
- Quarterly reporting is now available through the Astra system! Subrecipients can now submit quarterly reports by completing the process laid out below.

Log In

New User? [Request to register.](#)

## Submitting reports

- Change FY view in the top righthand corner and select the FY representing the year of funding for your grant.
  - If you have a grant for more than one fiscal year, you will need to do this for each year.
  - Note: The button to submit quarterly reports will only be visible from within your funded FYs.
- Once a submission has received funding, a banner will show above the submission info, as shown in the following screenshot.

▲ This submission has a quarterly report due by: Jul 30, 2025

Complete Report

- Quarterly reports are due by the end of the month following the end of the quarter
- Once the “Complete Report” button is clicked, the quarterly report will open. Please complete it in one session as your work will not be saved!
- **Note:** if a report is not completed in one session, the banner will prompt you to complete the report formerly generated. Answers are not saved!
- For the first report, you will be directed to answer pre-reporting questions. Once complete, you can complete the first quarterly report. Pre-reporting questions will not be a requirement for subsequent reports.

*This form does not auto-save. Please ensure you have time to fill out your entire report before submitting.*

Our records indicate that this is the first quarterly report submitted in the system for "FY20 Submission for 768 NSGP Organization". The SAA has indicated that the following questions should be answered before submitting your first report. You will not be presented these pre-reporting questions on any of your further reports for this project.

Is an EHP approval from FEMA on file or submitted pending approval? \*

☐ Yes ☐ No

Have all Holds on funding been released? \*

☐ Yes ☐ No

Submit Report

- Please start by indicating the Percent Complete for each milestone in your project. You may also add notes beneath each milestone percentage for further clarification.
- Continue the report by answering any questions on the report then click the “Submit Report” button to submit the report to an admin for review. Do not click the button before the report is filled out!
- If milestones are all marked 100%, a question will show asking if this is your last quarterly report. Click “Yes” to mark quarterly reporting finished.
- An admin will review each report and either Approve it or Request Changes. If changes are requested, the banner will reappear and you will be prompted to regenerate the report.

### Quarterly Report for Cybersecurity Project for NW Region

*This form does not auto-save. Please ensure you have time to fill out your entire report before submitting.*

Milestones		
<b>Milestone 1: Acquire materials</b>		
Due Date	Percent Complete	Notes
12-31-2024	<input type="text" value="0"/> %	<input type="checkbox"/>
<b>Milestone 2: Finish installations</b>		
Due Date	Percent Complete	Notes
02-28-2025	<input type="text" value="0"/> %	<input type="checkbox"/>

The following reports have had changes requested by an admin. Please click on each report to make any requested changes, and re-submit.

Report For Apr - Jun 2025

- Please be sure to review the requested changes and make the necessary updates by reviewing your previously submitted Quarterly Reports from the button in the project actions menu!

### FY24 Submission for Sunflower Organization

Edit Submission

Quarterly Reports

Delete Submission

## Quarterly Reports for: FY24 Submission for Sunflower Organization

← Back To Reports

This report has been submitted by a project manager, but changes have been requested by an admin.

**Changes Requested:**  
test

Report for Apr - Jun 2025