

SmartSimple External User Guide

Submitting Reports and Contingencies

When a report or contingency is assigned to you by Trust staff, it will appear in the Action Items section of your home page under the Reports & Contingencies tab. The type of requirement's type will be listed in the Type column, and the due date will be listed in the Due Date column. You can use the Application ID and Project Name columns to determine which of your projects a requirement is for. To open a requirement, click the blue "Open" button in the leftmost column.

Chesapeake Bay Trust Home Reviews

Welcome to the Chesapeake Bay Trust Grant Portal

Funding Opportunities My Profile Organization Profile

Action Items

APPLICATIONS (6) **REPORTS & CONTINGENCIES (3)** AGREEMENTS (2) REVIEWS PENDING (1)

#	Application ID	Type	Project Name	Organization	Primary Contact	Due Date	Program Area
Open	1 1332f Approved	Contingencies	Test this grant	The Environment Method	Carol PhaneufMENV		Urban Trees
Open	2 1332f Approved	Status Report	Test this grant	The Environment Method	Carol PhaneufMENV	09/01/2026	Urban Trees
Open	3 1332f Approved	Final Report	Test this grant	The Environment Method	Carol PhaneufMENV	06/27/2026	Urban Trees

[Show More](#)

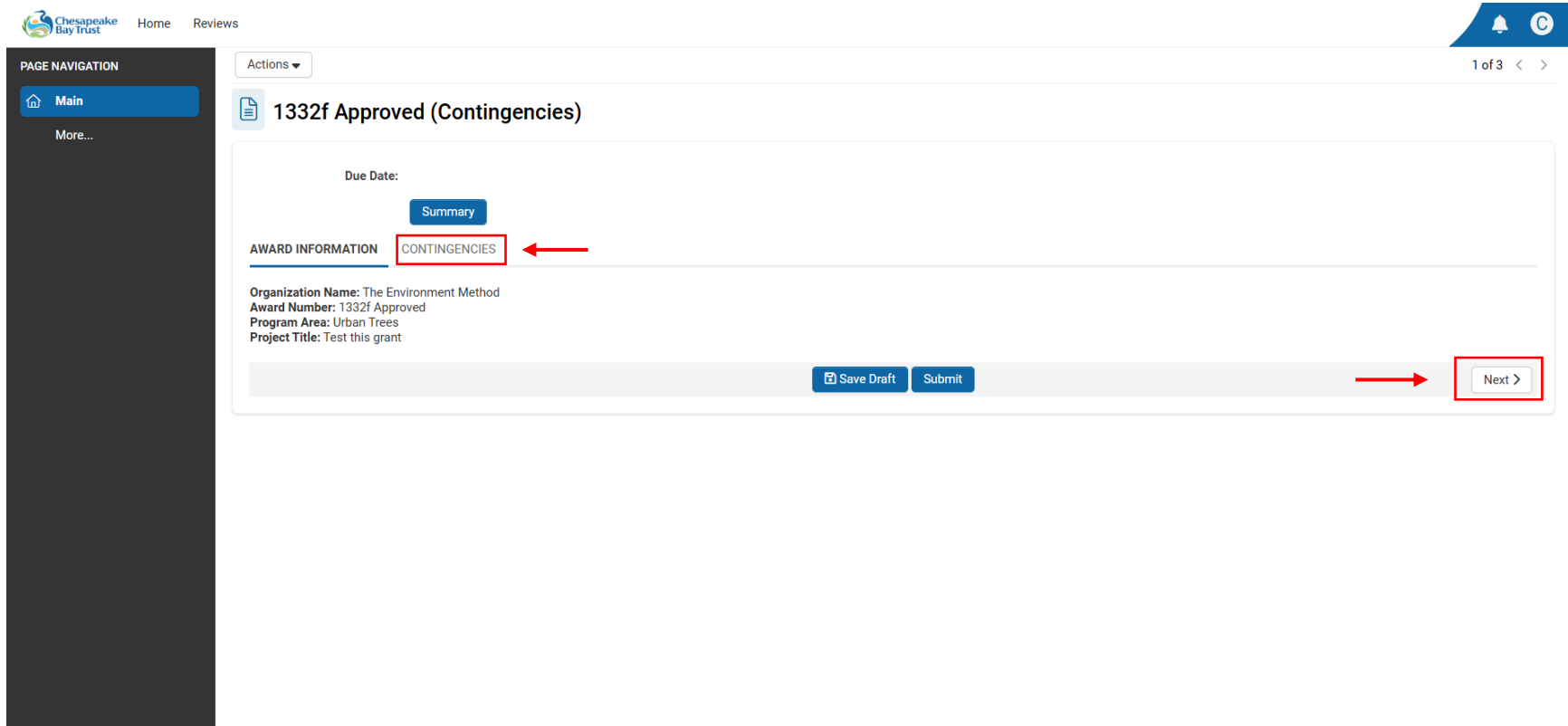
Completed Items

COMPLETED APPLICATIONS (8) COMPLETED ACTIVITIES (4)

#	Application ID	Application Type	Organization	Project Title	Primary Contact	Amount Requested	Program Area
---	----------------	------------------	--------------	---------------	-----------------	------------------	--------------

Completing Contingencies

When you open a contingency, the first page tab will automatically generate with your award information. Please review this to make sure that all information is correct. Once you've confirmed that all information is accurate, you can click the Contingencies tab or Next button to proceed to the next page.



The type of contingency will be listed at the top of the tab, and instructions for completing the contingency will be underneath the contingency type. As with applications, you can select the Summary button to generate a PDF summary of your contingency. If you'd like to save your contingency and return to it a later time, select "Save Draft" at the bottom of the screen. When you've completed all required fields and are ready to submit your contingency, click "Submit".

PAGE NAVIGATION

Main

More...

Actions

1332f Approved (Contingencies)

Due Date:

Summary

AWARD INFORMATION

CONTINGENCIES

* Contingency Type

ACH

ACH Instructions

This name must match your bank's record on file. If your award was submitted under a different organization name then the banking information you provide below please contact us before submitting.

* Bank Name

* Bank Account #

* Bank Routing #

< Back

Save Draft

Submit

If any required fields have not been filled out when you hit Submit, those fields will be outlined in red. You will be unable to submit your contingency until all required fields are completed.

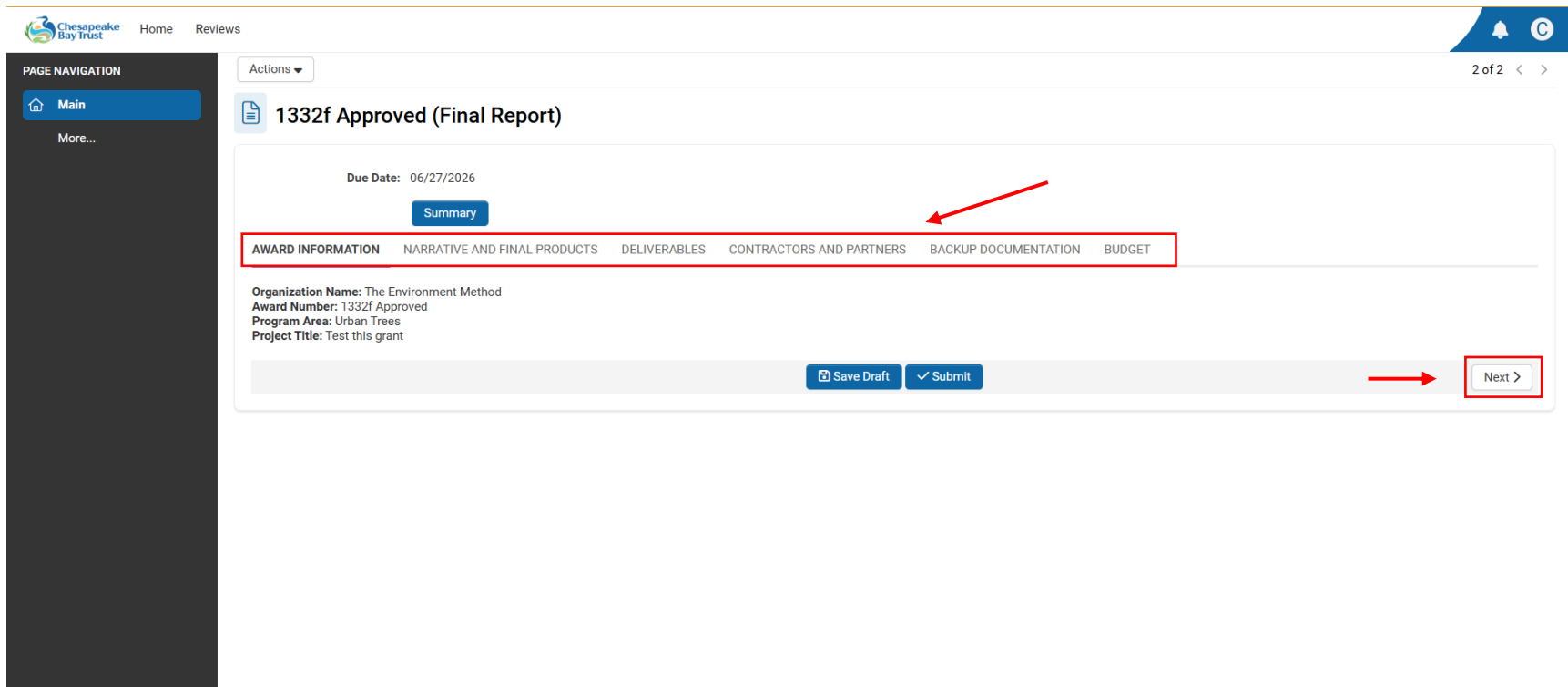
* Bank Name

Bank Name cannot be empty.

Completing Reports

For most award programs, reports will be submitted periodically throughout your grant period. Your award letter will detail what needs to be submitted with each report.

As with contingencies, the first tab when you open your report will display automatically generated award information. Once you've confirmed that the information is correct, you can use the top tabs and next button to navigate through the rest of the requirement.



Some tabs will require an upload of external documents. You can drag and drop those files to the drop box or click “browse files” to find and select them in your file explorer.

PAGE NAVIGATION

Home Main

More...

Actions ▾

1332f Approved (Final Report)

Due Date: 09/01/2026

Summary

AWARD INFORMATION **NARRATIVE AND FINAL PRODUCTS** DELIVERABLES CONTRACTORS AND PARTNERS BACKUP DOCUMENTATION BUDGET

Narrative

* Narrative Upload

To upload your narrative, click Browse and select the document from your computer, or drag and drop the file to upload it.

Drop files here or [browse files](#)
Maximum file size: 2 GB | Maximum number of files: 1

Additional Attachments

Please attach any additional items as described in the award agreement.

Disclaimer: By submitting photos and videos in your final report, you are acknowledging ownership and copyright of the photos and videos submitted. The copyright will remain with the photographer; however, the Trust reserves the right to publish all items in publications, websites, advertising and promotional materials. You also confirm that you have written consent from all subjects in the photos/video submitted including if any subjects are minors under the age of eighteen.

< Back

Save Draft

Submit

Next >

JUMP TO

- Narrative**
- Additional Attachments
- Biggest Challenge

Other tabs will require you to input information directly into the system. In the final report requirement, some of this information will be contrasted directly against matching fields from your project application.

Chesapeake Bay Trust Home Reviews

2 of 2 < >

Actions ▾

AWARD INFORMATION NARRATIVE AND FINAL PRODUCTS **DELIVERABLES** CONTRACTORS AND PARTNERS BACKUP DOCUMENTATION BUDGET

Restoration Outcomes

JUMP TO
 Measuring Impact
 Project Participation
 Outreach Outcomes
Restoration Outcomes

Sq. Ft. of Oyster Reef Restored - Estimated	Sq. Ft. of Oyster Reef Restored - Actual
	<input type="text"/>
Number of Oysters to be Raised and/or Released - Estimated	Number of Oysters to be Raised and/or Released - Actual
	<input type="text"/>
Number of Fish to be Raised and/or Released - Estimated	Number of Fish to be Raised and/or Released - Actual
	<input type="text"/>
Number of Trees Planted - Estimated 470	Number of Trees Planted - Actual 500
Sq. Ft. of Afforestation Area - Estimated 150	Sq. Ft. of Afforestation Area - Actual 175
Number of Native Plants Planted - Estimated	Number of Native Plants Planted - Actual
	<input type="text"/>
Sq. Ft. of Invasive Species Removed - Estimated	Sq. Ft. of Invasive Species Removed - Actual
	<input type="text"/>

< Back Next >

This will allow you (and Trust staff) to directly compare your project’s goals and results. If a certain field does not apply to your project, enter a zero into the text box.

Most status and final reports will require a completed budget. Information on how to complete the budget will be available in a separate guide.

When you are ready to submit your report, click “Submit”. If you’ve left any required fields blank, you will see the following box appear at the top of your screen:

- ✘ Submission failed due to the following:
- Narrative Upload must contain at least 1 file
 - Help us help future grantees by indicating the biggest challenge you have faced thus far in the implementation of your project cannot be empty.

Each bullet point will link to the corresponding field or question.

Completed Requirements

When your contingency or report has been successfully submitted, you will see a popup letting you know that your requirement has been submitted.

Request Submitted.

Contingencies Submitted.




[Home](#)

Upon returning to the home screen, your requirement will have moved to the Completed Items section of the page under the Completed Activities tab. You can click the blue “Open” button to view your submitted requirement. Once an item has been submitted, you can no longer make any edits. If you would like to edit an item that has already been submitted, please contact Trust staff.

Completed Items

✓ COMPLETED APPLICATIONS (8)

✓ COMPLETED ACTIVITIES (5)

	Application ID	Project Name	Organization	Primary Contact	Type	Program Area	Due Date
 Open	 1332f Approved	Test this grant	The Environment Method	Carol PhaneufMENV	Amendment Request	Urban Trees	
Open	 1332f Approved	Test this grant	The Environment Method	Carol PhaneufMENV	Contingencies	Urban Trees	