# Managing Award Deliverables

## OVERVIEW

The **Grant Award Administrator (GAA)** and the **Alternate GAA** can attach award deliverables to a funded award. Any attachments will appear in the deliverables section of the **Performance Management** tab within the funded award. File names are limited to 59 characters and the file size is limited to 25 mb.

Award Deliverables are documents that recipients must submit for review and approval per the conditions of their award or the project's goals and objectives. Examples of Award Deliverables are items for dissemination such as publications, communications, and curricula. In addition, special reports or documents required to satisfy compliance with award conditions must be submitted.

**NOTE:** Do not submit any of the following as an award deliverable: performance reports, financial reports, and documents required for a Grant Award Modification (GAM).

## IN THIS GUIDE

This document describes the step-by-step process for opening a funded award and attaching award deliverables.

# Deliverable Bell Notifications

Bell notifications are found in the upper right corner of every JustGrants screen. The number in red indicates the number of unread notifications. Bell notifications regarding deliverables are triggered upon the following  transactions:

- Change Requested Award Deliverable(s)

- Approved Award Deliverable(s)

- Denied Award Deliverable(s)

# Deliverable Email/Bell Notifications

Grant Award Administrators (GAA) and Alternate Grant Award Administrators (Alt GAA) (if there is no GAA assigned and there is an Alt GAA assigned) are notified by email address and JustGrants bell notifications if a Change Requested Award Deliverable(s) needs to be resubmitted.

- 1st notification: 1 day after change request to resubmit deliverable
- 2nd notification: 15 days after change request to resubmit deliverable

# Managing Award Deliverables
## Steps 1 - 3

JUSTgrants
JUSTICE GRANTS SYSTEM
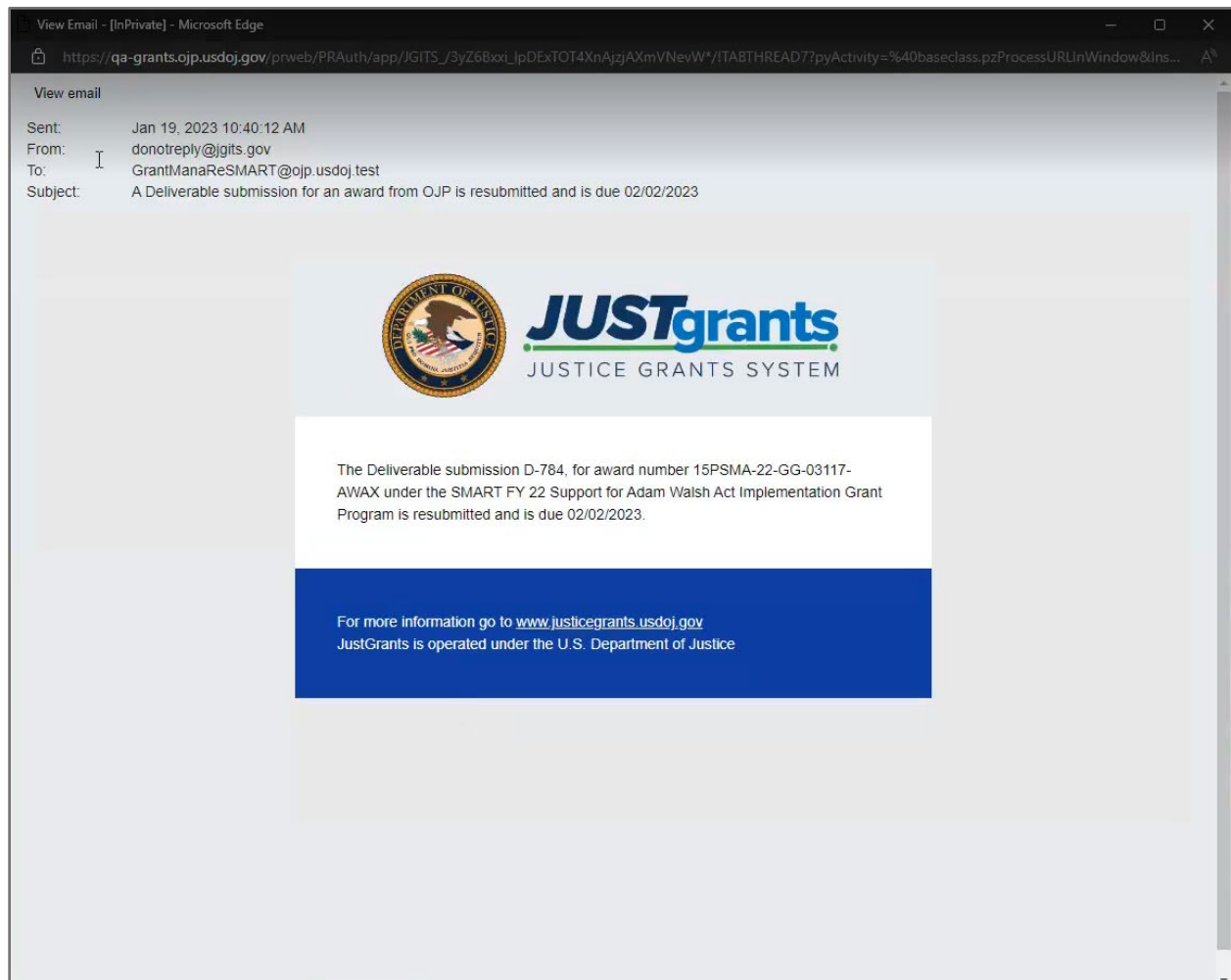
**Attach a deliverable to an award.**

1) Select **Awards** to locate the Funded Award.



2) Select the **Award ID** to open the award.



3) Select the **Begin** link in the *Programmatic Task* line to open the Funded Award in edit mode.

# Managing Award Deliverables
## Steps 4 - 5

**Attach a deliverable to an award.**

4) Select the **Performance Management** tab in the Funded Award.



5) Select **Add Attachment** in the Award Deliverables section.

# Managing Award Deliverables
## Steps 6 - 10

**JUSTgrants**
JUSTICE GRANTS SYSTEM

**Attach a deliverable to an award.**

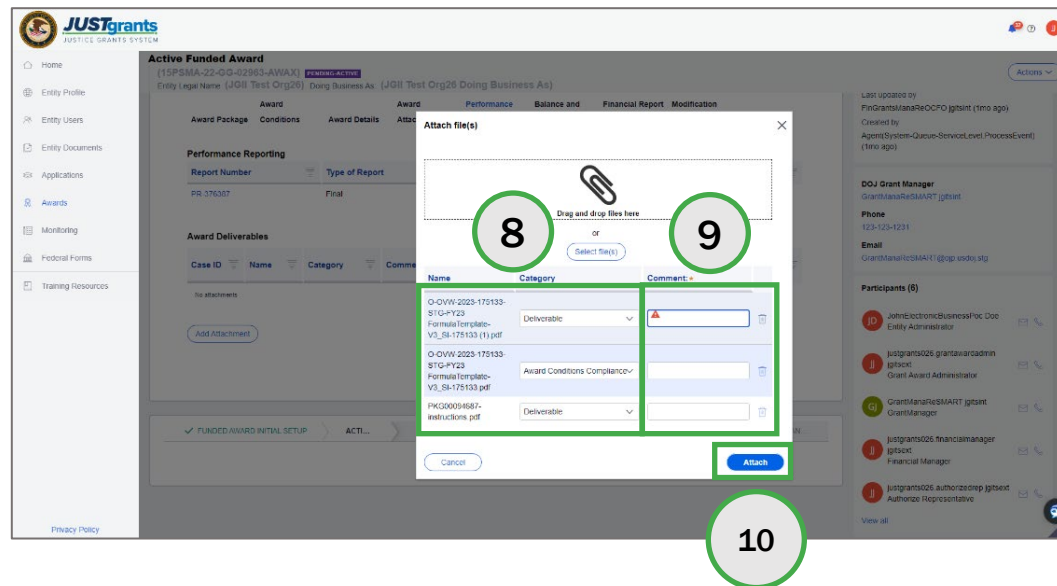6) Use the **Select file(s)** option or drag and drop the file into the Attach files(s) menu.
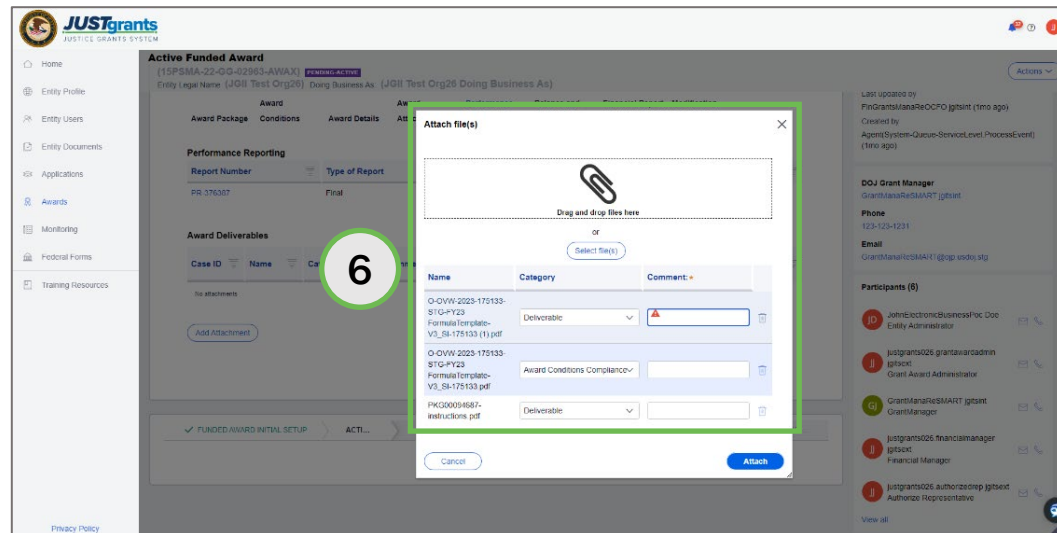


7) Select the file category dropdown menu and the appropriate file category. Multiple files may be selected at the same time.

8) Select the appropriate category.

9) Enter comments as needed.

10) Select **Attach.**



**NOTE: Category** is a required field. Select a category before proceeding. The file name and comments are limited to 59 characters; the file size is limited to 25 mb.

**Attach a deliverable to an award.**

11) Confirmation of the attached file appears in the deliverables list.



**NOTE:** By selecting the attachment link under the Award Deliverables section, the Grant Award Administrator can open the attachment, edit the document, and save the edited document. After saving the edited document, the Grant Award Administrator can select the **Add Attachment** button and attach the newly edited document.

# Change Requested Deliverables
## Steps 1 - 4

1) Deliverables that have been returned for updating are found in the **My Worklist** section of the JustGrants Home page.

2) Select the **Case ID** link to open the deliverable.



NOTE: Deliverable Case IDs begin with the letter D-.

3) Read the comments provided by the Grant Manager to determine next steps.

4) Click the link to the deliverable document to review the current version of the file.

# Change Requested Deliverables
## Steps 5 - 9

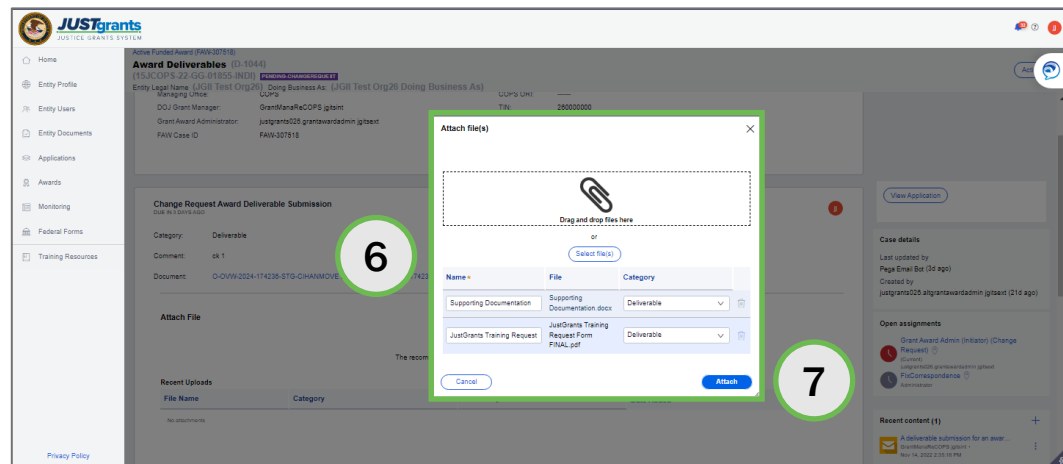**JUSTgrants**
JUSTICE GRANTS SYSTEM

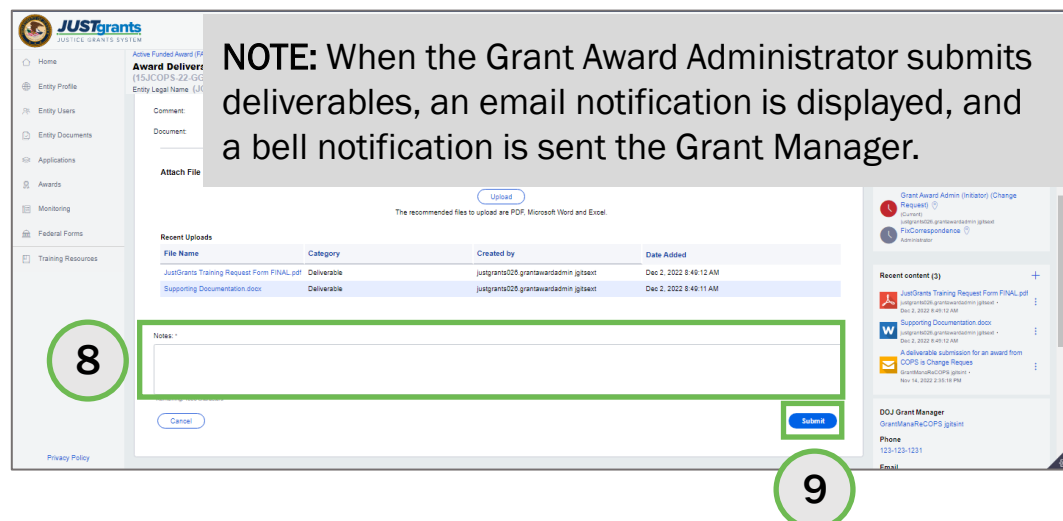5) To upload a new document, select the **Upload** button.
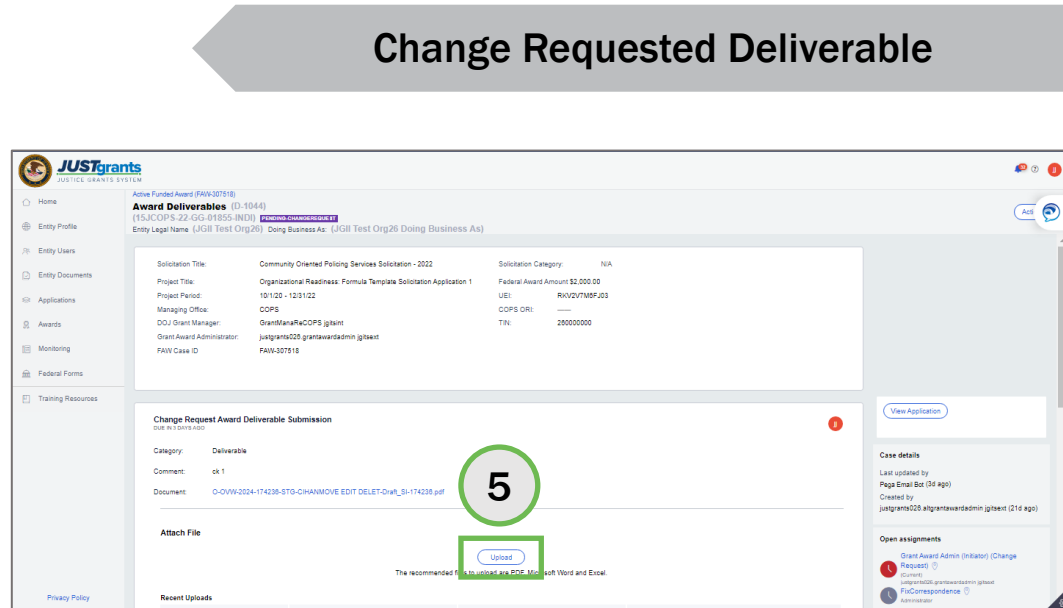


6) Use the Upload file(s) window to upload one or more files.

7) Select the **Attach** button



8) Provide comments for the Grant Manager to review.

9) Select **Submit** button to resubmit the deliverable to the Grant Manager.

**NOTE:** When the Grant Award Administrator submits deliverables, an email notification is displayed, and a bell notification is sent the Grant Manager.

# Reassigning Award (with Deliverables)
## Steps 1 - 2

JUSTgrants
JUSTICE GRANTS SYSTEM

1) Grant Award Administrator changes are done by the Entity Administrator (EA) via the **Awards** option.

2) The EA chooses Grant Award Administrator from the **Choose Role** dropdown menu.

3) The EA selects the award and chooses a new Grant Award Administrator from the **Choose User** dropdown menu.

### Reassign Award to New Grant Award Administrator



**NOTE:** When an award is reassigned to a new Grant Award Administrator, the Award Deliverables are also reassigned to the new Grant Award Administrator. The reassigned deliverables will be in the new Grant Award Administrator's **My Worklist**. Also, any time a Funded Award change is made, the change is reflected in the **Participants List**.