

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)



The screenshot displays the JUSTgrants interface for an 'Active Funded Award'. The notification panel on the right lists several notifications, including:

- The Performance Report PR-403593 for a funded award number 15PSMA-23-GG-02398-AWAX under OJP is Re-Opened (6 days ago)
- The Deliverable submission D-1150, for award number 15PSMA-23-GG-02397-AWAX under JGII Test Org26 is change requested on 02-16-2023 10:36 AM (6 days ago)
- The Deliverable submission D-1149, for award number 15PSMA-23-GG-02397-AWAX under JGII Test Org26 is approved on 02-16-2023 09:50 AM (6 days ago)
- The Deliverable submission D-1149, for award number 15PSMA-23-GG-02397-AWAX under JGII Test Org26 is change requested on 02-16-2023 09:46 AM (6 days ago)
- The Performance Report PR-403593 for a funded award number 15PSMA-23-GG-02398-AWAX from OJP is Re-Opened (6 days ago)
- The Deliverable submission D-1101, for award number 15PSMA-22-GG-03015-AWAX under JGII Test Org26 is approved on 02-13-2023 12:41 PM (8 days ago)
- The Deliverable submission D-1100, for award number 15PSMA-22-GG-03015-AWAX under JGII Test Org26 is denied on 02-13-2023 12:33 PM (8 days ago)
- The Deliverable submission D-1100, for award number 15PSMA-22-GG-03015-AWAX under JGII Test Org26 is change requested on 02-13-2023 (8 days ago)

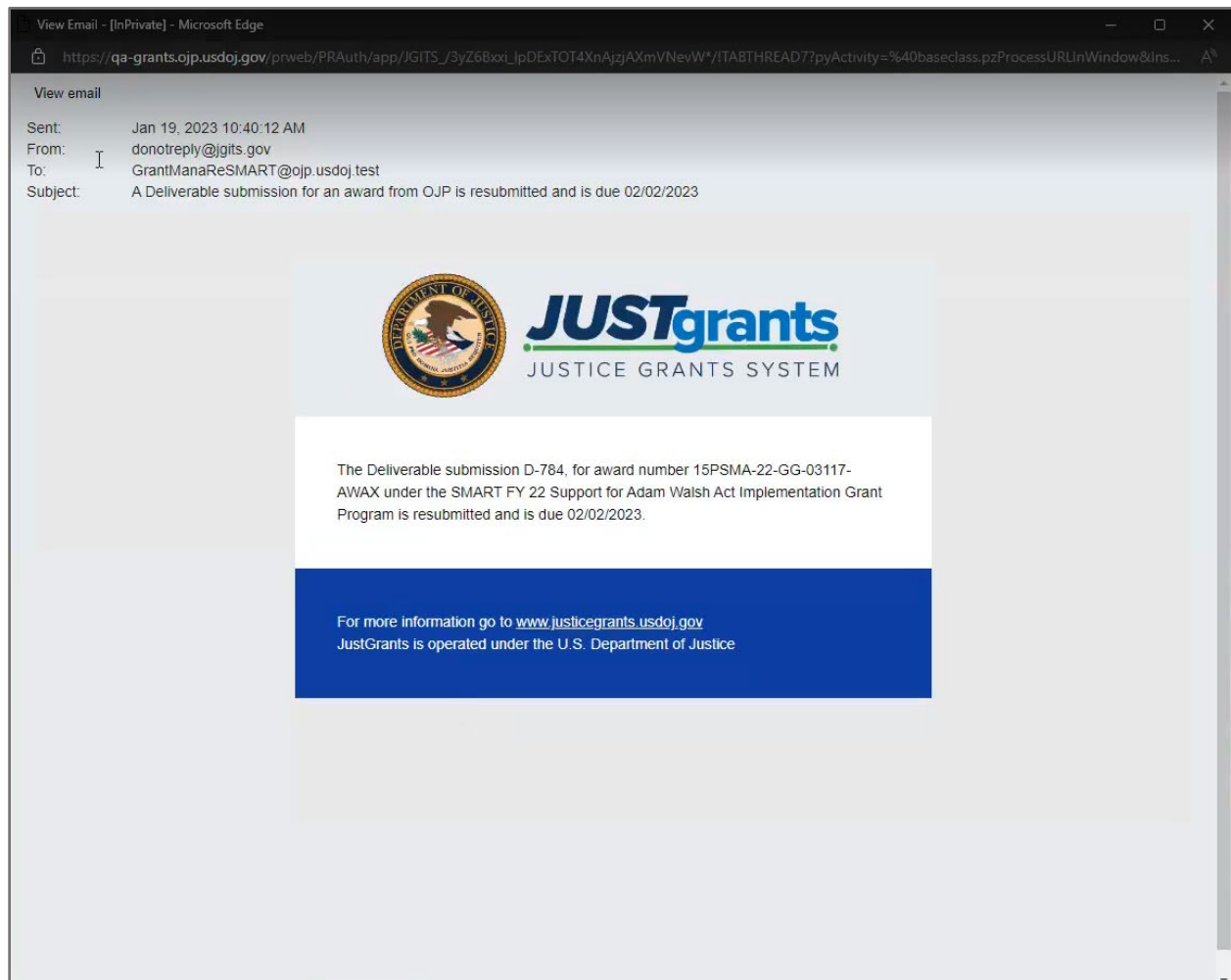
The notification panel also shows a list of users with their roles and contact information, including 'justgrants026.grantawardadmin', 'JohnElectronicBusinessPoc.Doe', and 'Grant!ManaReBJA Jgitsint'.

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



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

Attach a deliverable to an 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**.

The screenshot shows the JUSTgrants interface for a 'Closeout' award. The 'Award Deliverables' section is active, and the 'Performance Management' tab is highlighted. A callout box with a green border and a circle containing the number '4' points to the 'Performance Management' tab. The callout also lists 'Award Attachments', 'Funding Balance and Availability', and 'Case details'.

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

The screenshot shows the JUSTgrants interface for a 'Closeout' award. The 'Award Deliverables' section is active, and the 'Add Attachment' button is highlighted. A callout box with a green border and a circle containing the number '5' points to the 'Add Attachment' button.

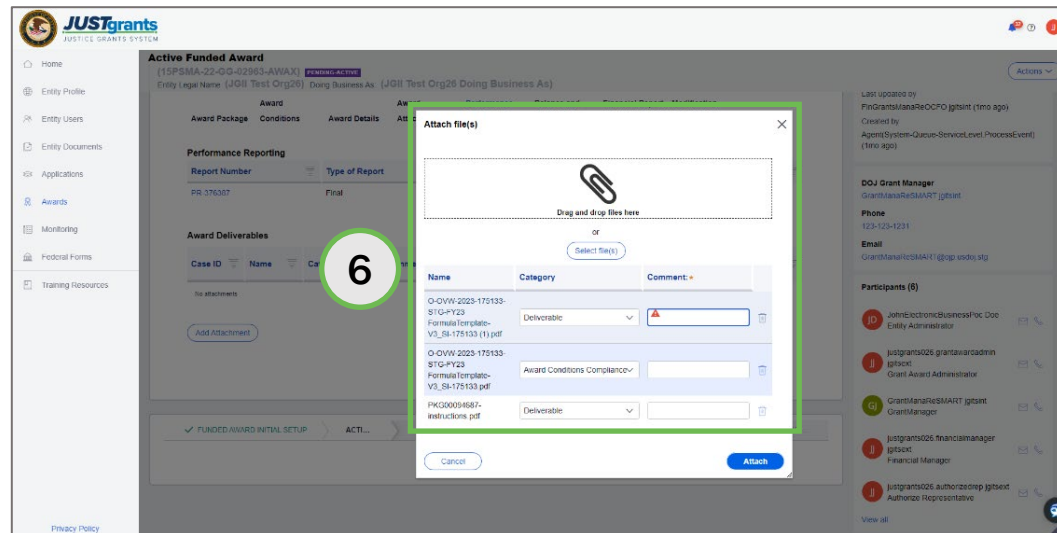
Managing Award Deliverables

Steps 6 - 10



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.

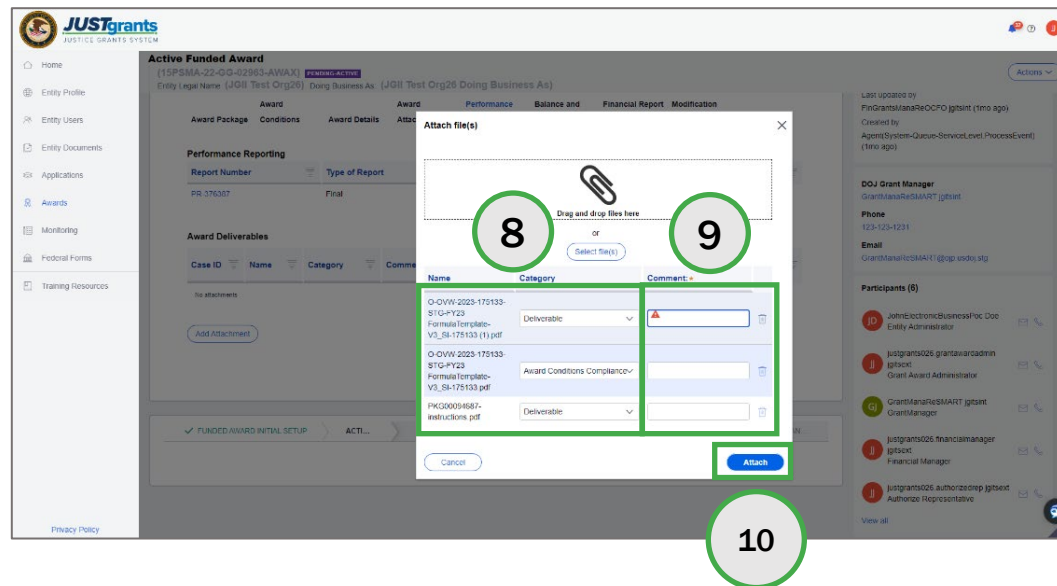


- 7) Select the file category dropdown menu and the appropriate file category. Multiple files may be selected at the same time.

- 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.

Managing Award Deliverables

Step 11



Attach a deliverable to an award.

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

The screenshot displays the 'Active Funded Award' page in the JUSTgrants system. The 'Award Deliverables' section is highlighted with a green box, showing a table with the following data:

Case ID	Name	Category	Comment	Uploaded By	Last Updated	Status
D-1109	O-OVW-2023-175133-SI-G-FY23 Femula Template-V3_SI-175133 (1).pdf	Deliverable	Test #1	justgrants026.grantawardadmin.jglsact	12/2/2022	Submitted
D-1108	O-OVW-2023-175133-SI-G-FY23 Femula Template-V3_SI-175133.pdf	Award Conditions Compliance	Test #2	justgrants026.grantawardadmin.jglsact	12/2/2022	Submitted
D-1107	PK000084687-Instructions.pdf	Deliverable	Test #3	justgrants026.grantawardadmin.jglsact	12/2/2022	Submitted

An 'Add Attachment' button is visible below the table. A green circle with the number '11' is overlaid on the left side of the screenshot, indicating the step number.

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.

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 Deliverable

Case ID	Date Due	Case Type	Case Status	Last Updated
D-1044	11/29/2022	Award Deliverables	Pending-ChangeRequest	11/29/2022 02:36 PM
D-1033	11/29/2022	Award Deliverables	Pending-ChangeRequest	11/29/2022 02:47 PM
D-1053	11/29/2022	Award Deliverables	Pending-ChangeRequest	11/29/2022 03:05 PM
D-1054	11/29/2022	Award Deliverables	Pending-ChangeRequest	11/29/2022 05:20 PM
D-1068	12/07/2022	Award Deliverables	Pending-ChangeRequest	11/23/2022 10:47 AM
D-1098	12/12/2022	Award Deliverables	Pending-ChangeRequest	11/28/2022 11:13 AM
D-1034	12/12/2022	Award Deliverables	Pending-ChangeRequest	11/28/2022 11:21 AM
D-1022	12/12/2022	Award Deliverables	Pending-ChangeRequest	11/28/2022 11:32 AM

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

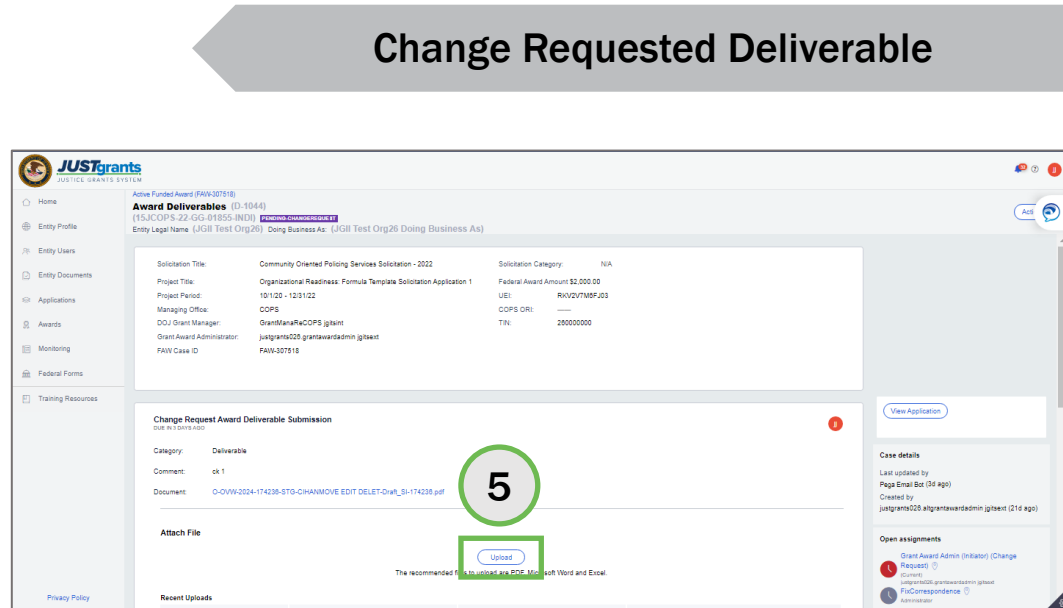
Case ID	Name	Category	Comment	Uploaded By	Last Updated	Status
D-1109	O-CWV-2023-175133-SI-G-FY23 Formula Template-V3_SI-175133 (1).pdf	Deliverable	Test #1	justgrants026.grantawardadmin@jgsxt	12/2/2022	Submitted
D-1108	O-CWV-2023-175133-SI-G-FY23 Formula Template-V3_SI-175133.pdf	Award Conditions Compliance	Test #2	justgrants026.grantawardadmin@jgsxt	12/2/2022	Submitted
D-1107	PK920084687-Instructions.pdf	Deliverable	Test #3	justgrants026.grantawardadmin@jgsxt	12/2/2022	Submitted

Change Requested Deliverables

Steps 5 - 9

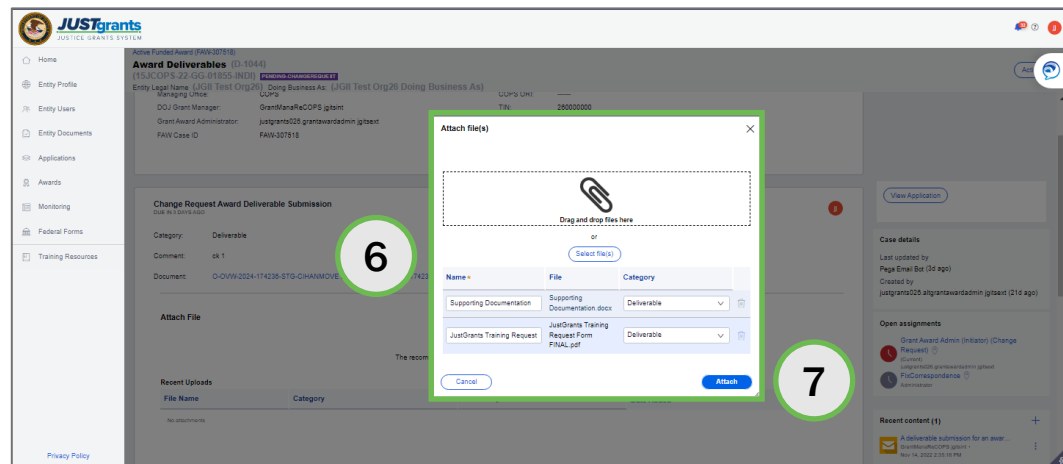


5) To upload a new document, select the **Upload** button.



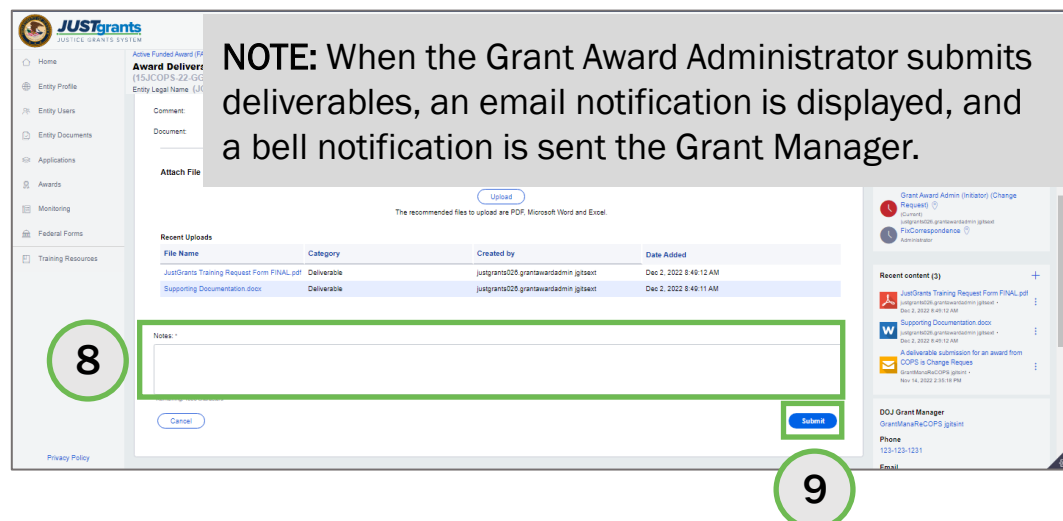
6) Use the Upload file(s) window to upload one or more files.

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.



Reassigning Award (with Deliverables) Steps 1 - 2



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

The screenshot shows the JUSTgrants Awards page. The sidebar on the left has the 'Awards' option highlighted with a green box and the number 1. The main table lists awards with columns for Award ID, Award Status, Managing Office, Program Office, Project Period Start Date, and Project Period End Date. A dropdown menu is open for the 'Choose Role' field, with 'GrantAwardAdministrator' selected. The number 2 is placed over this dropdown.

The screenshot shows the JUSTgrants Awards page. The table lists awards. The row for '15PBJA-22-GK-02376-AWAX' is highlighted with a green box and the number 3. A dropdown menu is open for the 'Choose User' field, with 'David Gaebler' selected.

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**.