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)



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JUSTICE GRANTS SYS	EM			Notifications	
	Active Funded Award (15PBJA-22-GK-03107-AWAX) PERINKOACTIVE Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing	Business As)		The Performance Report PR-403593 for a funded award number 15PSMA-23-GG-02398-AWAX from OJP is Re-Opened 6 days ago	tions ~
Entity Profile				The Deliverable submission D-1150, for award	
🖉 Entity Users	ASAP Account is in Suspend status. Drawdown is not available. For more information, v	iew the Funding Balance and Availability tab.		number 15P SMA-23-GG-02397-AWAX under JGII Test Org26 is change requested on 02-16-2023 10:36 AM.	*
Entity Documents	Assignments		View all	6 days ago The Deliverable submission D-1149, for award number 15PSMA-23-GG-02397-AWAX under JGII	
Applications	Task	Assigned to		Test Org26 is approved on 02-16-2023 09:50 AM. 6 days ago	
	7mo Await Date/Time (Active)	Work queue record for deferred tasks		The Deliverable submission D.1149, for award number 15PSMA-23-GG-02397-AWAX under JGII Gotorg26 is change requested on 02-16-2023 09:46 AM. 100	
Monitoring	Audit And Assessment (Active)	Funded Award	Begin	6 days ago The Performance Report PR-403593 for a funded	,
🚊 Federal Forms	Financial (Active)	Funded Awards BJA	Begin	award number 15PSMA-23-GG-02398-AWAX from OJP is Re-Opened 6 days ago	it)
Training Resources	Leadership (Active)	Funded Award	Begin	The Deliverable submission D-1101, for award number 15PSMA-22-GG-03015-AWAX under JGII	
	Legal (Active)	Funded Award	Begin	Test Org26 is approved on 02-13-2023 12:41 PM. 8 days ago	
	1y Programmatic (Active)	Funded Awards	Begin	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	
	⊲ Award Deliverables (D-1158)			The Deliverable submission D-1100, for award	
	14d Create Attachment Update Approval	G GrantManaReBJA Jgitsint	Begin	number 15PSMA-22-GG-03015-AWAX under JGII Test Ora26 is chance requested on 02-13-2023 Show more	
	⊲ Award Deliverables (D-1157)				
	14d Create Attachment Update Approval	G GrantManaReBJA jgitsint	Begin	justgrants026.grantawardadmin jgitsext Grant Award Administrator	l &
	⊲ Award Deliverables (D-1156)				
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Privacy Policy	⊲] Award Deliverables (D-1155)	-		GrantManaReBJA jgitsint GrantManager	≥ 🕸

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



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Attach a deliverable to an award.

1) Select Awards to locate the Funded Award.

Select the Award
 ID to open the award.

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

Entity Profile	 Alerts (0) 				
Entity Users	No data to display				
Entity Documents					
Applications	My Worklist				
Awards	1 Jults			1 2 3 4 5 6	3 7 8 9 10 > Export List
Monitoring	Case ID	The Due	🐺 Urgency Ca	se Type 🐺 Case Status	😇 Last Updated 😇
Federal Forms	► PR-358738	04/30/2018	6 1630 Days Past Due Pe	rformance Report New	05/05/2022 09:32 AM
Training Resources	► PR-358472	01/01/2019	0 1384 Days Past Due Pe	rformance Report New	08/05/2022 01:42 PM
	► PR-356867	01/30/2019	🛛 1355 Days Past Due 🛛 Pe	rformance Report New	03/23/2022 02:05 PM
	► PR-358288	03/30/2019	0 1296 Days Past Due Pe	rformance Report New	03/30/2022 10:57 AM
	► PR-358092	03/30/2019	0 1296 Days Past Due Pe	rformance Report New	03/30/2022 09:59 AM
Privacy Policy	► PR-358083	03/30/2019	1296 Days Past Due Per	rformance Report New	03/30/2022 09:59 AM
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ntity Users ntity Documents	1		Award Status	Grant Award Administrator	Award Number	Managing Office	Program Office	Solicitation Title	Project Period Start Date	Projec Perioc End Date
pplications	•	FAW-113559	Pending-ProgrammaticCloseout	Regina Stafford	2014-MO-BX-0017	OJP	SMART	SMART FY 13 Support for Adam Walsh Act Implementation Grant Program	10/1/14	9/30/18
vards		FAW-207085	Pending-ProgrammaticCloseout	justgrants028 altgrantawardadmin jgitsext		ovw	Programmatic	OV/WStageTest10/18/2020	10/31/19	8/15/20
onitoring aderal Forms	E.	FAW-307987	Pending-Award External Assignee	justgrants028.grantawardadmin jgitsext					10/1/17	9/30/20
aining Resources		FAW-308587	Pending-ProgrammaticCloseout	justgrants026.multipleroles jgitsext	15PBJA-22-GK-02057-12	OJP	BJA	Stage Testing	10/1/19	9/30/20
	1	FAW-212088	Pending-ProgrammaticCloseout	Dunya Yilmazer		OJP	SMART	SMART FY 21 Support for Adam Walsh Act Implementation Grant Program	1/1/20	10/15/
		FAW-159090	Pending-HoldCloseout		15PSMA-20-GG-00235-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	6/25/20	10/15/3
	•	FAW-189085	Pending-ProgrammaticCloseout	justgrants028.grantawardadmin jgitsext	15PSMA-20-3/3-00241-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	1/1/20	11/30/2
		FAW-187184	Pending-ProgrammaticCloseout	Dunya Yilmazer	15PSMA-20-GG-00241-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	1/1/20	11/30/2
	•	FAW-100089	Pending-HoldCloseout	justgrants028.grantawardadmin jgitsext	15PSMA-21-GG-00028-AWAX	OJP	SMART	SMART FY 21 Support for Adam Walsh Act Implementation Grant Program	1/1/20	11/30/2
		FAW-168085	Pending-ProgrammaticCloseout	Dunva Yiimazer	15PSMA-21-G/G-00028-AWAX	OJP	SMART	SMART FY 21 Support for Adam Walsh Act Implementation Grant Program	1/1/20	11/30/2



Managing Award Deliverables Steps 4 - 5



- Attach a deliverable to an award. JUST grants 🔑 o 🌘 Clos A-20-GG-00240-14) PE al Name (JGII Test Org20 ⊕ Е 4 Funding Project Title Organizational Read Performance Balance and Award 8 Project Perior 1/1/20 - 12/15/22 UEI: Managing Office OJP TIN: IE N Attachments Management Availability DOJ Grant Manage Grant Award A m FAW Case ID FAW-20708 🗉 Trai Closeout Direct Deobligation - Award Information Case details Last updated by Balance and Financial Modification Performance Queue processor(pz (2mo ago) (GAM) Created by Chris Ramos (1y ago Award Letter
- 5) Select Add Attachment in the Award Deliverables section.



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

September 2023

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.

September 2023

Managing Award Deliverables Step 11



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



Attach a deliverable to an award.

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



Change Requested Deliverable

- 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.
- Read the comments provided by the Grant Manager to determine next steps.
- Click the link to the deliverable document to review the current version of the file.

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intity Profile	V Alerts (0)									
intity Documents	My Worklist									
wards	results									Export List
fonitoring	Case ID 1		Tate Due	1	Case Type	-	Case Status	Ŧ	Last Updated	1
ederal Forms	► D-1044		11/28/2022		Award Deliverables		Pending-ChangeRequest		11/28/2022 02:36 PM	
raining Resources	► D-1033		11/28/2022		Award Deliverables		Pending-ChangeRequest		11/28/2022 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	
(2)	► D-1088		12/07/2022		Award Deliverables		Pending-ChangeRequest		11/23/2022 10:47 AM	
	► D-1096		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-.



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View Application

Change Requested Deliverables Steps 5 - 9

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Awards
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Award Deliverables

Change

10/1/20 - 12/31/23

Change Requested Deliverable

 To upload a new document, select the Upload button.

- Use the Upload file(s) window to upload one or more files.
- 7) Select the Attach button
- Provide comments for the Grant Manager to review.
- Select Submit button to resubmit the deliverable to the Grant Manager.



5

Upload



Managing Deliverables | 9

Reassigning Award (with Deliverables) Steps 1 - 2



Reassign Award to New Grant Award Administrator

- Grant Award Administrator changes are done by the Entity Administrator (EA) via the Awards option.
- The EA chooses Grant Award Administrator from the Choose Role dropdown menu.
- The EA selects the award and chooses a new Grant Award Administrator from the Choose User dropdown menu.

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Awards	J.						
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ls	Select All	Award ID	Award Status	Managing Progra Office Office	Project Period Start Date	Project Period End Date	
		2014-MO-BX-0017	Pending-ProgrammaticCloseout	OJP SMAR	10/1/14	09/30/2018	
(1)			Pending-ProgrammaticCloseout	OVW Progra	nmatic 10/31/19	08/15/2020	
		15PSMA-21-GG-00380-MUMU	Pending-Award External Assignee		10/1/17	09/30/2020	
×		15PBJA-22-GK-02057-12	Pending-ProgrammaticCloseout	OJP BJA	10/1/19	09/30/2020	
÷			Pending-ProgrammaticCloseout	CJP SMAR	1/1/20	10/15/2020	
Þ		15PSMA-20-GG-00235-12	Pending-HoldCloseout	OJP SMAR	6/25/20	10/15/2020	
÷		15PSMA-20-GG-00241-12	Pending-ProgrammaticCloseout	OJP SMAR	1/1/20	11/30/2020	
		15PSMA-20-GG-00241-12	Pending-ProgrammaticCloseout	CJP SMAR	1/1/20	11/30/2020	
_		15PSMA-21-GG-00028-AWAX	Pending-HoldCloseout	CJP SMAR	1/1/20	11/30/2020	
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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**.