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Upon opening the Performance Report, the Question Set can be completed, and the Performance Report can be submitted. Follow the navigation steps for completing the Question Set and Performance Report in this quick reference guide.

JUSTgrants

Entity Profile

Performance Report (PR-334010)

onths from now

Assignments

Task Question page

Questions and Answers

ARI) NEW

Open, Complete, and Submit a Question Set

- 1) To enter the Question Set, select the link corresponding to the Question Set survey name. The Assignments screen will open.
- 2) Select Begin.



3) Complete all questions in the Question Set. Navigate from page to page by selecting the link for each page (3a) or **Continue** (3b). Questions notated with an asterisk (*) are required.



October 2022



Open, Complete, and Submit a Question Set

4) Select the Finish button when the report is complete. The Question Set status changes to Resolved-Completed. The user will be returned to the Question Set page.

ANTS SYS		
	BJA_FY18STOPTech_Final (C-57005)	(Ac
	イ1. BJA Award Admin - ノ2. BJA_STOP_JAS_v1 - ノ3. BJA_FY18STOP_INT_v1 - ノ4. BJA_STOP_Teck2_v1 - 5. BJA Seven Narrative Questions	
	BJA Seven Narrative Questions	
	Please answer the following questions every semiannual reporting period (January and July of each year), based on your grant-funded activities.	
	What were your accomplishments during reporting period? - Open ended text response *	
	Free Text Entry	
	What pack were accomplicated, as they relate to your part application? - Open ended text response -	
	What goals were accomplished, as they relate to your grant application? - Open ended text response +	
	Free Text Entry	
	What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones? - Open ended text response *	
	Free Text Entry	
	Is there any asolstance that BJA can provide to address any problems/barriers identified in question #37 - Yes/No +	
	○ Yes	
	○ No	
Secol	Clear Selection	
	Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and II no, please explain.) - Yes/No •	
2	O Yes	
	○ No	
8	Clar Selection	
	What major achildes are planned for the next E-months? - Open ended text response = Free Text Entry	
	Pree lext Emry	
		N. 1
	(Data)	5100

- 5) Select the Actions dropdown from the Question Set page.
- 6) Select **Close** to return to the Performance Report page.





Open, Complete, and Submit a Question Set

- Select the Actions dropdown menu from the Performance Report landing page.
- 8) Select **Refresh**. The question set status now shows as Resolved-Completed.

Note: For Steps 7-8, select the Home icon, then select the Case ID for the Performance Report being submitted to continue Question Set submittal process.

9) Select the **Re-Open** button to edit the question set, if necessary.





Open, Complete, and Submit a Question Set

- 10) Add applicable comments in the **Comments** field, if necessary. Select the **Save** button.
- 11) Select Upload to attach any narrative or required documents, if necessary.
- 12) Select Submit. The Performance Report is routed to the DOJ Grant Manager for review and approval.

USTgran	ts.				•
	LOUISIANA STATE UNIVERSITY SCHOOL Performance Report (PR (15PBJS-21-GG-00153-NARI) Legal Entity Name () Doing Business As	NEW	088)		
	3 months from now				justgrants024.grantawardadmi jgitsext Grant Award Administrator
ions					JohnElectronicBusinessPoc Doe Entity Administrator
ng Forms	Comment Date Time	Commented By	Comments		justgrants024.financialmanage jgitsext Financial Manager
Management			<u> </u>		G GrantManaRe-BJS jgitsint Grant Manager
	@Attachments	The recommended files	Uplead		justgrants024.authorizedrep jgitsext Authorize Representative View all
				6	2
	Cancel			Save	9



Reviewing a Question Set in a Completed Performance Report

1) From the Awards menu, locate the funded award.

2) Select the Case ID to open the funded award.

JUSTgram						↓ ⑦ ↓
 Home ⊕ Entity P 	My Assigned Awards - JGII Test Org26					
8 Entity Users	403 results					
Entity Documents	Award ID 📮 Award Status	Grant Award Administrator	Award Number	Managing Office	Program Office	Solicitation Title
Applications	FAW-113559 Pending-HoldCloseout	Regina Stafford	2014-MO-BX-0017	OJP	SMART	SMART FY 13 Support for Adam Walsh Act Imp
R Awards	FAW-207085 Pending-ProgrammaticCloseout	justgrants026.altgrantawardadmin jgitsext		OVW	Programmatic	OVW/StageTest10/18/2020
E Federal Forms	 FAW-307987 Pending-Award External Assigned 	8				
g Toggle Management	FAW-308587 Pending-ProgrammaticCloseout	justgrants026.multipleroles jgitsext	15PBJA-22-GK-02057-12	OJP	BJA	Stage Testing
Training Resources	FAW-212086 Pending-ProgrammaticCloseout	Dunya Yilmazer		OJP	SMART	SMART FY 21 Support for Adam Walsh Act Im
	► FAW-159090 Pending-HoldCloseout		15PSMA-20-GG-00235-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act Im
	FAW-189085 Pending-ProgrammaticCloseout	justgrants026.grantawardadmin jgitsext	15PSMA-20-GG-00241-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act Im
	FAW-187184 Pending-ProgrammaticCloseout	Dunya Yilmazer	15PSMA-20-GG-00241-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act





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Reviewing a Question Set in a Completed Performance Report

- 3) Scroll to the funded award section and select **Performance Management**.
- JUSTgrants 🖡 🤋 🚺 Active Funded Award △ Home Actions ~ (15P SMA-22-GG-02006-AWAX) FERIOMCRATIVE Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As) Entity Profile ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Bala 8 Entity Users D Entity Doc V FUNDED AWARD INITIAL SE... ACTL... INITIATE C... PROGRAMMATIC C... FINANCIAL C... UFMS ... 3 Applica Funded Award Information 👷 Awards E Monitoring Funding Federal Grant Award Award Award Award Award Performance Balance and Financial Modification 🚊 Federal Forms Package Conditions Details Attachments Management Availability Report (FFR) (GAM) Closeout og... Toggle Management > Award Letter Training Resources Award Information > Project Information Financial Information Award Conditions Award Acceptance
- 4) Select the ReportNumber to open and view the report.





Reviewing a Question Set in a Completed Performance Report

5) Select the completed Question Set.

6) Review the questions and answers for the selected Question Set.







Reviewing a Question Set in a Completed Performance Report

7) Use Close option in the Actions menu to return to the Performance Report.

→ Home	Performance Report (PR-359275) BJA_FY18STOPTech_Final	Case detail Last update by jurdgrants026 grantawardedmin jot (Ithm ago) Created by Queue processor(FAWPRCreation Print Cose Recent content (0)			
 Entity Profile Entity Users Entity Documents Applications Awards 	Assignments Vew al O				
Monitoring					
🗎 Federal Forms	Questions and Answers Audi				
Toggle Management	Question ID	Question Text	Answer	No items	
	BJA8QQ_204_1	Is this the last reporting period for which the award will have data to report?	No	Participants	
Training Resources	BJA_8_QQ_3_1	Was there grant activity during the reporting period?	If No please select from the following responses:		
	BJA_8_Q_14780_1	Reason(s) for no grant activity during the reporting period In procurement	false	JohnElectronicBusinessPoc	
	BJA_8_Q_14781_1	Reason(s) for no grant activity during the reporting period Project or budget not approved by agency, county, city, or governing agency	faise	Entity Administrator	
	BJA_8_Q_14782_1	Reason(s) for no grant activity during the reporting period Seeking subcontractors (Request for Proposal stage only)	false	igitsext Grant Award Administrator	