

Completing a Question Set and Submitting the Performance Report



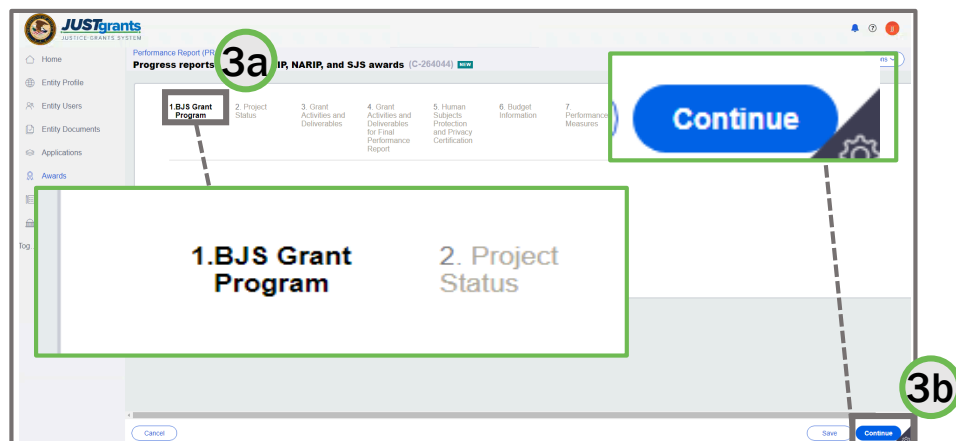
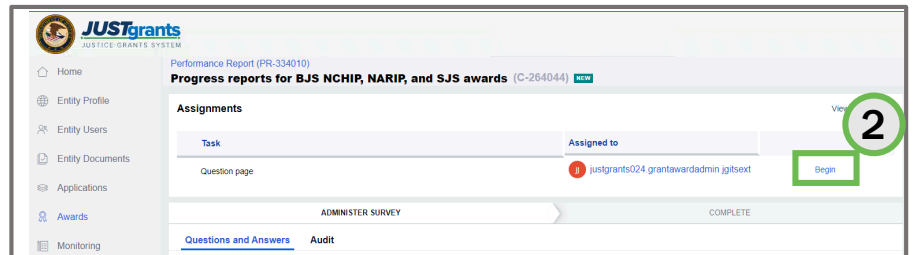
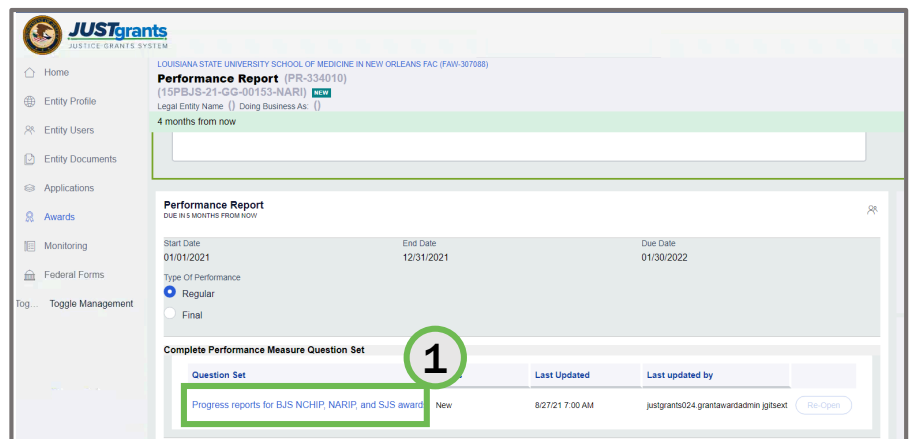
Upon opening the Performance Report, the Question Set can be completed, and the Performance Report can be submitted. Please follow the navigation steps for completing the Question Set and Performance Report in this quick reference guide.

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 with a red asterisk (*) are required.

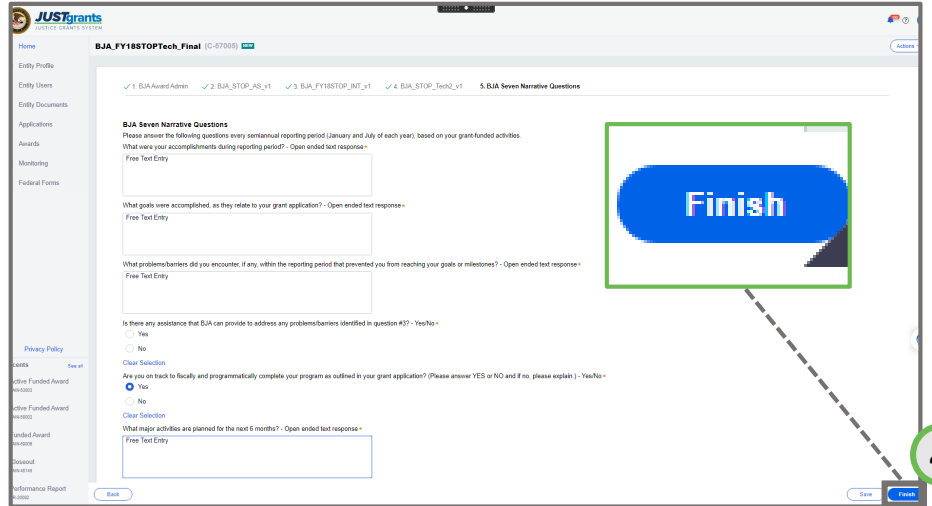


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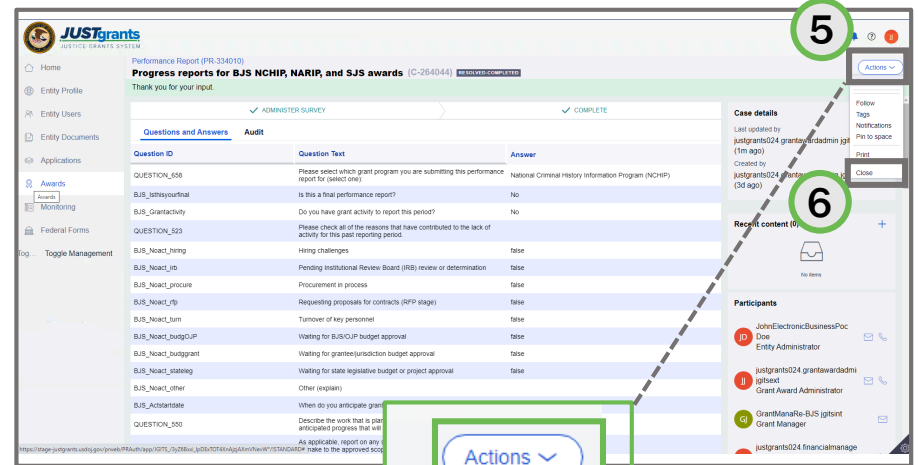


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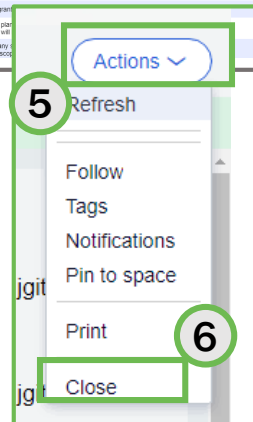
4) Select the **Finish** button when the report is complete. The Question Set is in Resolved-Completed status. You will be returned to the Question Set landing page.



5) Select the **Actions** dropdown from the Question Set landing page.



6) Select **Close** to return to the Performance Report landing page.

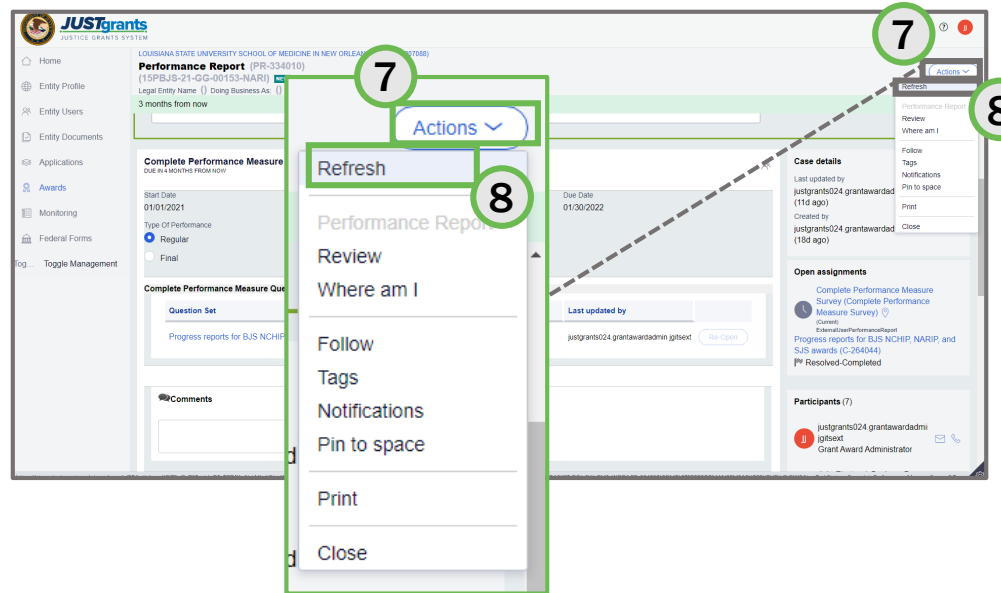


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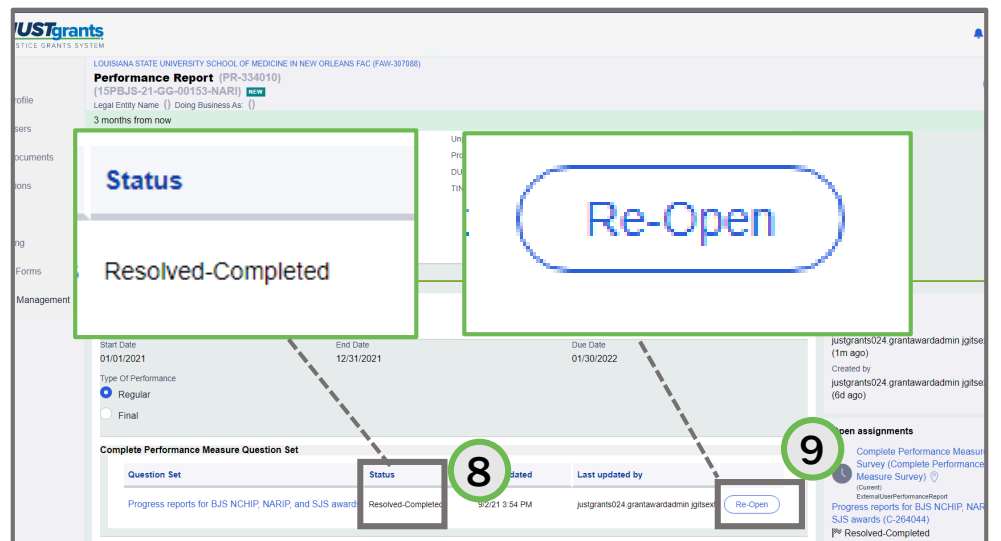
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- 7) Select the **Actions** dropdown menu from the Performance Report landing page.
- 8) Select **Refresh**. The question set status now shows **Resolved-Completed**.



Note: For Steps 7-8, you can alternatively select the Home icon, then select the Case ID for the Performance Report you are submitting to continue the process of submitting a Question Set.

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



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- 10) Add applicable comments in the **Comments** field.
- 11) Select **Upload** to attach any narrative or other required documents.
- 12) Select **Submit**. The Performance Report has now been routed to the DOJ Grant Manager for review and approval.

The screenshot displays the JUSTgrants interface for submitting a Performance Report. The main content area shows a form for 'LOUISIANA STATE UNIVERSITY SCHOOL OF MEDICINE IN NEW ORLEANS FAC. (FAW-30708B)'. The form includes a 'Comments History' table with columns for 'Comment Date Time', 'Commented By', and 'Comments'. Below the table is an 'Attachments' section with an 'Upload' button. At the bottom of the form are 'Cancel', 'Save', and 'Submit' buttons. Red callout boxes with numbers 10, 11, and 12 highlight the 'Comments' field, the 'Upload' button, and the 'Submit' button respectively. A user list on the right side of the screen shows various roles like 'Grant Award Administrator', 'Entity Administrator', 'Financial Manager', and 'Grant Manager'.