

Managing Deliverables

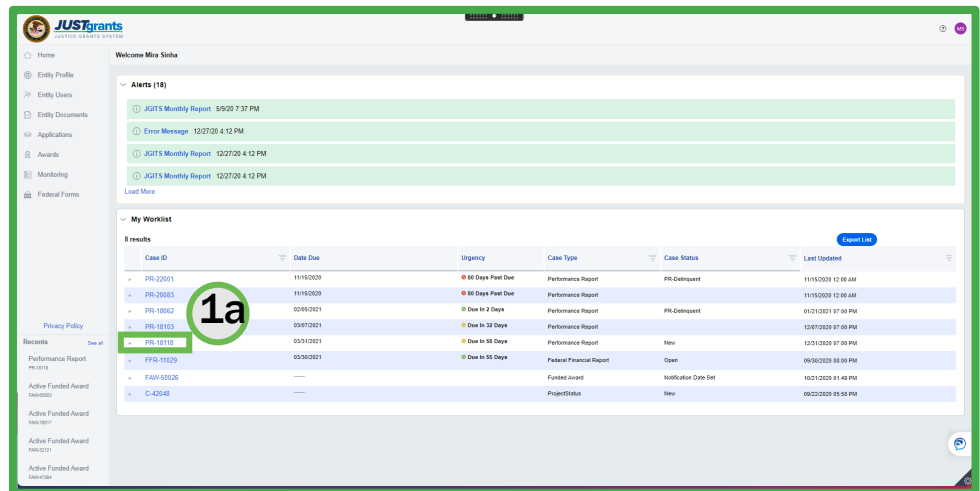
1) Open the Funded Award in **Edit** mode.

a) Grant Award Administrators and Alternate Grant Award Administrators open the award from **My Worklist**.

b) Use the Awards menu to locate the award and click **Begin** to edit.

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

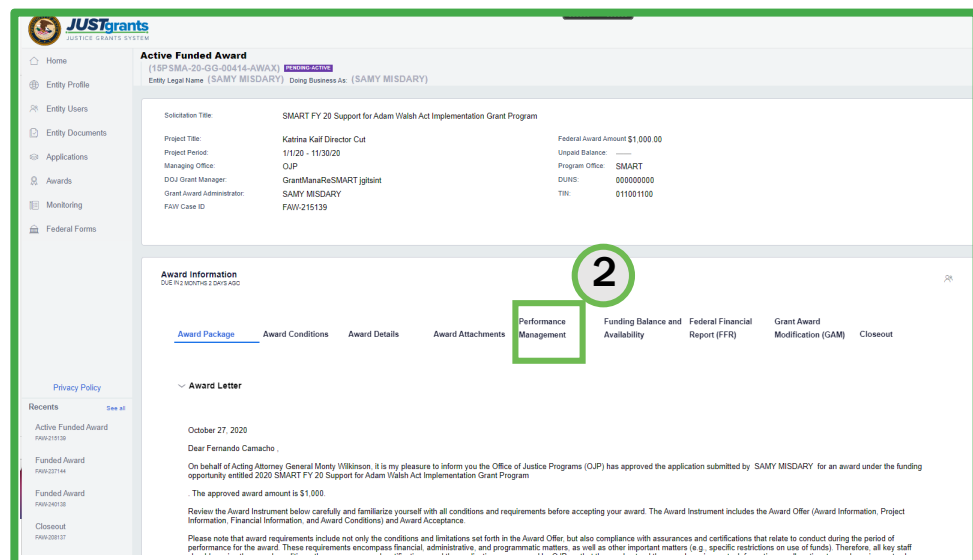
Attach a deliverable to an award.



The screenshot shows the 'My Worklist' section of the JUSTgrants interface. A table lists various cases with columns for Case ID, Date Due, Urgency, Case Type, Case Status, and Last Update. A green circle labeled '1a' highlights the row for Case ID PR-10162, which is a Performance Report due on 02/05/2021.



The screenshot shows the 'Assignments' page. It lists tasks assigned to the user. A green circle labeled '1b' highlights the 'Begin' button next to the 'GrantManaReCOPS jgtsint' assignment.

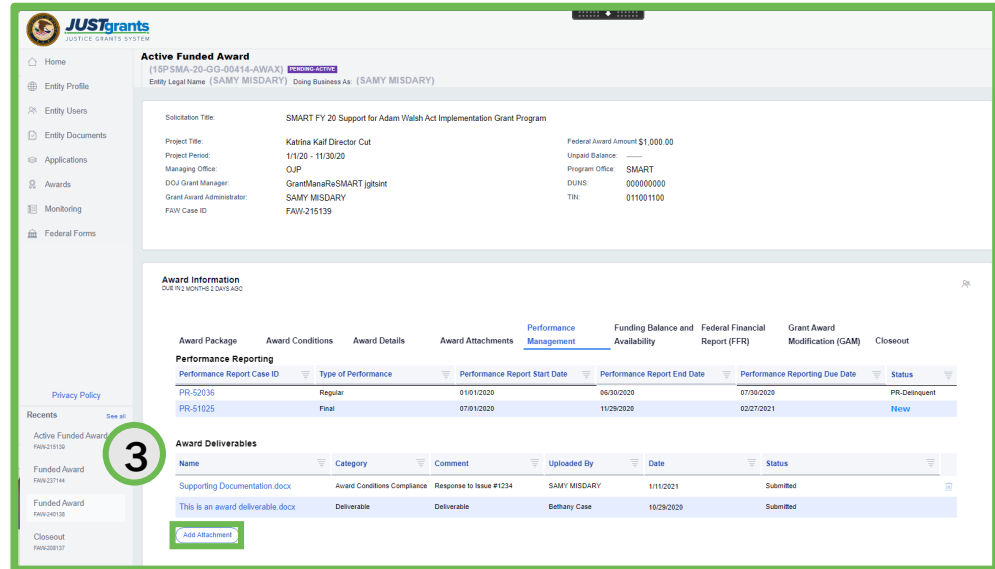


The screenshot shows the 'Active Funded Award' page. The 'Award information' section has several tabs: Award Package, Award Conditions, Award Details, Award Attachments, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), Grant Award Modification (GAM), and Closeout. A green circle labeled '2' highlights the 'Performance Management' tab.

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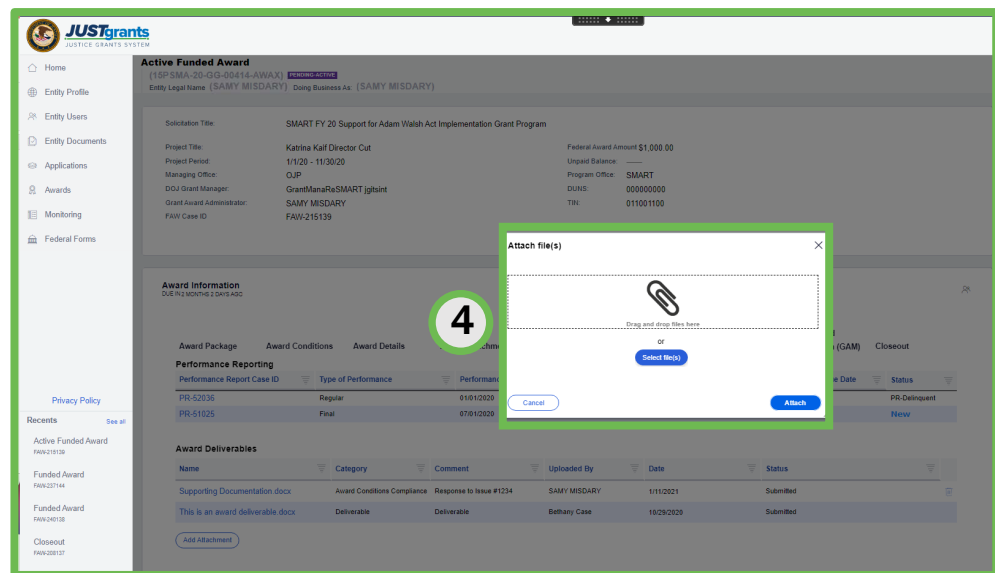
3) Select **Add Attachment** in the Deliverables section.



The screenshot shows the 'Active Funded Award' page for 'SMART FY 20 Support for Adam Walsh Act Implementation Grant Program'. The 'Award Deliverables' table is visible, and the 'Add Attachment' button is highlighted with a green circle and the number 3.

Name	Category	Comment	Uploaded By	Date	Status
Supporting Documentation.docx	Award Conditions Compliance	Response to Issue #1234	SAMY MISDARY	1/11/2021	Submitted
This is an award deliverable.docx	Deliverable	Deliverable	Ethany Case	10/28/2020	Submitted

4) Use the **Select file(s)** option or drag and drop the file in the **Attach files(s)** area.

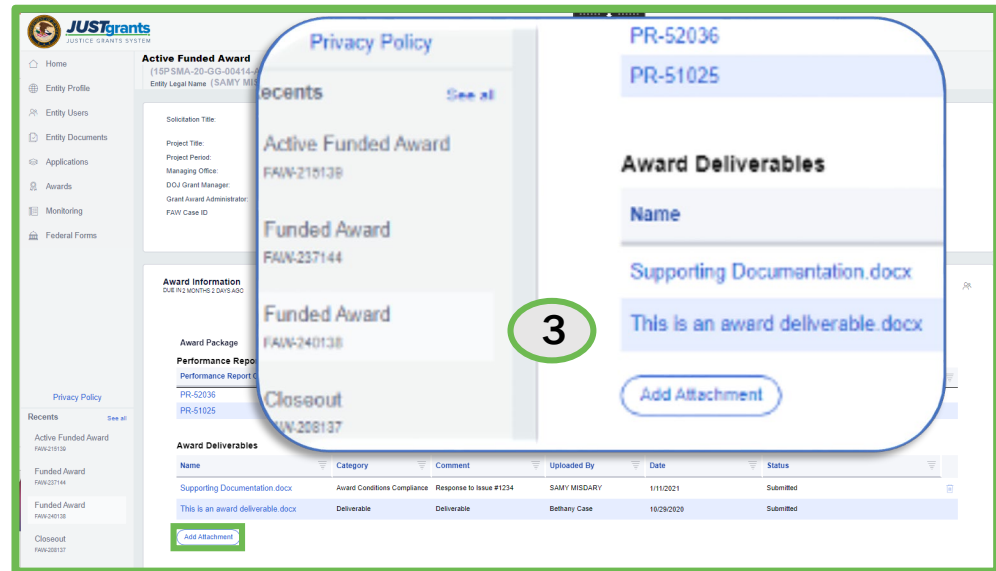


The screenshot shows the 'Active Funded Award' page with the 'Attach files(s)' dialog box open. The dialog box contains a paperclip icon and the text 'Drag and drop files here' or 'Select file(s)'. The 'Attach' button is highlighted with a green circle and the number 4.

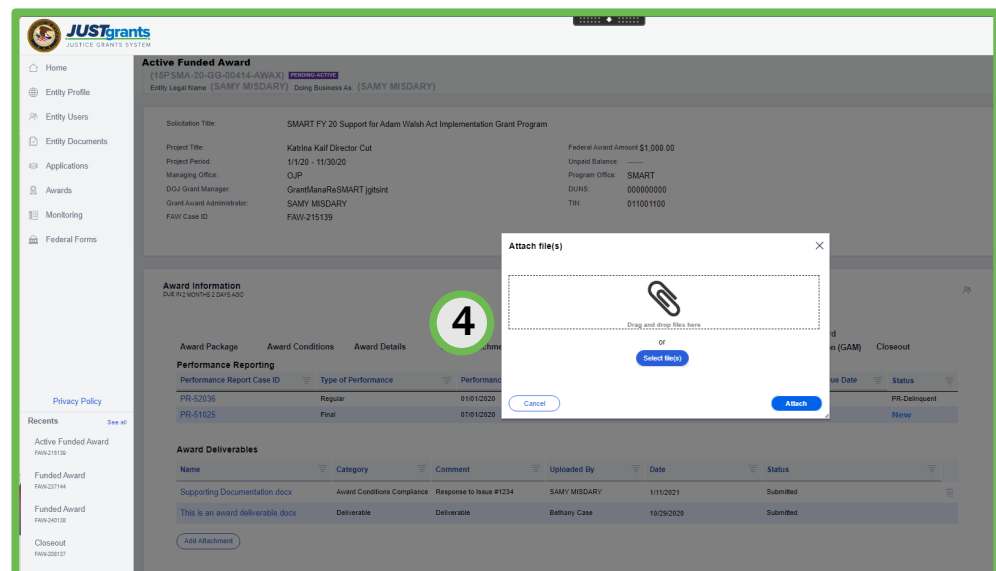
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Attach a deliverable to an award.

3) Select **Add Attachment** in the Deliverables section.



4) Use the **Select file(s)** option or drag and drop the file in the **Attach files(s)** area.



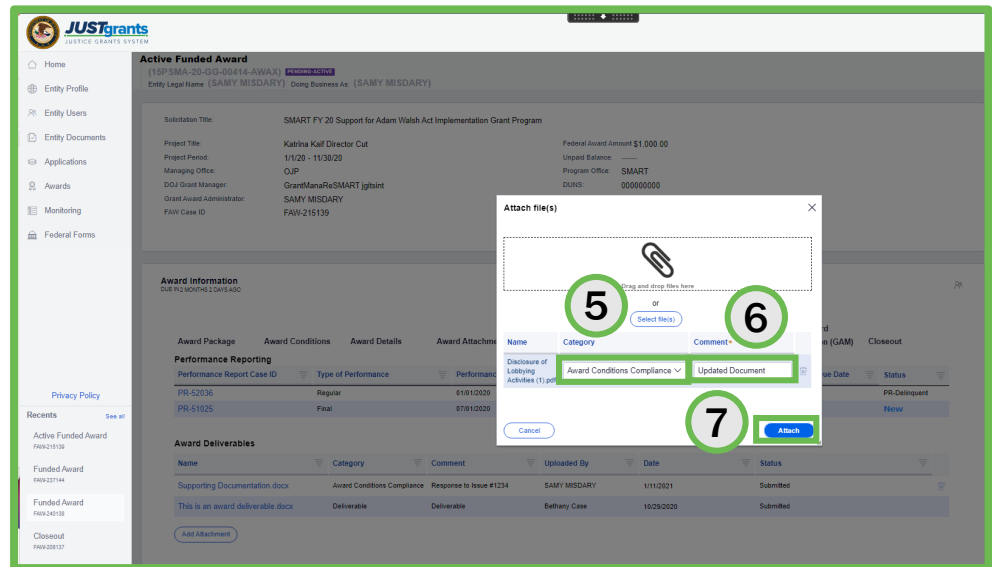
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5) Select the file category dropdown menu and select the appropriate file category.

6) Enter a comment describing the attachment.

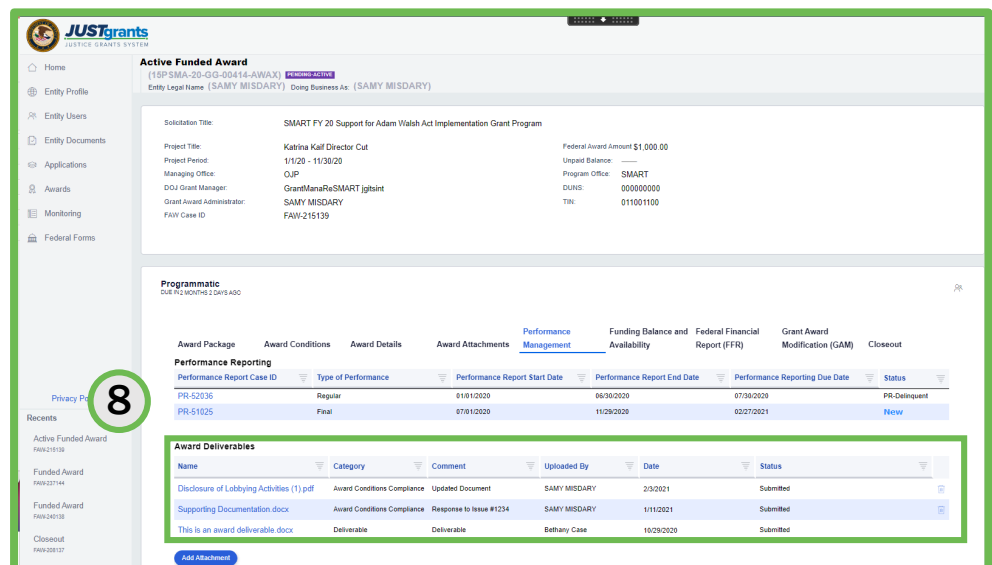
7) Select the **Attach** button.



The screenshot shows the 'Active Funded Award' page for 'SMART FY 20 Support for Adam Walsh Act Implementation Grant Program'. An 'Attach file(s)' dialog box is open, showing a file upload area (5), a 'Select file(s)' button (6), a comment field (7) with the text 'Award Conditions Compliance Updated Document', and an 'Attach' button.

Note: File Category is a required field. You must select a category before moving forward. Attached files should be .doc, .xlsx, or .PDF formats. File names are limited to 500 characters. File size is limited to 25 mb.

8) Confirm that files have appeared in the Deliverables list.



The screenshot shows the 'Active Funded Award' page with the 'Award Deliverables' list. The list contains three items: 'Disclosure of Lobbying Activities (1) pdf', 'Supporting Documentation.docx', and 'This is an award deliverable.docx'. A green box highlights the list, and a circled '8' is placed over the 'Add Attachment' button.

Name	Category	Comment	Uploaded By	Date	Status
Disclosure of Lobbying Activities (1) pdf	Award Conditions Compliance	Updated Document	SAMY MISDARY	2/3/2021	Submitted
Supporting Documentation.docx	Award Conditions Compliance	Response to Issue #1234	SAMY MISDARY	11/11/2021	Submitted
This is an award deliverable.docx	Deliverable	Deliverable	Bethany Case	10/29/2020	Submitted