JUSTGRANTS

PERFORMANCE REPORTING

Performance Reports are completed and submitted by the assigned **Grant Award Administrator (GAA)** who can locate a current **Performance Report** from two locations – **My Worklist** or within the **Performance Management** tab of the specific **Funded Award**. The **GAA** is the only user who can open, edit, and submit performance reports.

Once submitted, the assigned **DOJ Grant Manager** will review the report and either ask for changes or approve the report.

NOTE:

Delinquent performance reports can result in a hold on funds.

HIGHLIGHTS:

FREQUENCY
Based on grant program solicitation requirements

ATTACH FILES
Upload Attachments with Performance Reports as needed

EASY ACCESS
Two locations: My Worklist or Funded Award

IMMEDIATE
Submission occurs instantly and updated status is visible in JustGrants

RESOURCES:

View the Performance Reporting video for step-by-step instructions on completing performance reports.

JUSTgrants
JUSTICE GRANTS SYSTEM