

# Print an Award Package

(Steps 1 - 3)

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Most roles can print an award package by following the steps outlined in this Quick Reference Guide. The steps for printing a funded award and a supplemental award are the same.

- 1) Select an award from the **Awards** tab on the left-hand navigation menu.
- 2) Select an **Award ID** from the list.
- 3) Select **Print Award Package PDF** from the **Actions** dropdown menu.

Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
15PSMA-20-GG-00233-12	SMART FY 20 Support for Adam Walsh Act Im...	Pending-ProgrammaticCloseout	justgrants025.multipleroles.jgitsext	SMART	10/31/2019	10/31/2020	1,000
15PSMA-20-GG-00234-12	SMART FY 20 Support for Adam Walsh Act Im...	Pending-HoldCloseout	justgrants025.multipleroles.jgitsext	SMART	10/31/2019	10/31/2020	1,000
15PSMA-20-GG-00234-12	SMART FY 20 Support for Adam Walsh Act Im...	Pending-HoldCloseout	jacqueline.Weskecht	SMART	10/31/2019	10/31/2020	800,000
15PSMA-20-GG-00233-12	SMART FY 20 Support for Adam Walsh Act Im...	Pending-HoldCloseout	Mainul Islam	SMART	10/31/2019	10/31/2020	1,000
15PSMA-20-GG-00233-12	SMART FY 20 Support for Adam Walsh Act Im...	Pending-HoldCloseout	Mainul Islam	SMART	10/31/2019	10/31/2020	2,000
15PSMA-20-GG-00287-AWAX	SMART FY 20 Support for Adam Walsh Act Im...	Pending-ProgrammaticCloseout	justgrants025.multipleroles.jgitsext	SMART	1/2/2021	04/30/2021	1,000
15PSMA-21-GG-00247-12	IN BUILDResearch Template	Pending-ProgrammaticCloseout	justgrants025.grantawardadmin.jgitsext	BJA	1/6/2021	05/21/2021	10,000
15PSMA-21-GG-00247-12	IN BUILDResearch Template	Pending-ProgrammaticCloseout	justgrants025.grantawardadmin.jgitsext	BJA	1/6/2021	06/09/2021	10,000

**Funded Award**  
(15)OVW-23-GG-03303-STOP **PENDING-AWARD ACCEPTANCE**  
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

Solicitation Title: OVW Fiscal Year 2023  
Project Title: Duryea ORG 24  
Project Period: 10/31/22 - 1/15/25  
Managing Office: OVW  
DOJ Grant Manager: GrantManaReOVW.jgitsint  
Grant Award Administrator: justgrants025.grantawardadmin.jgitsext  
FAW Case ID: FAW-336450

Solicitation Category: N/A  
Federal Award Amount: \$106.73  
UEI: QPN9Y8JGZ9PZ  
TIN: 250000000

**Actions**  
Refresh  
Review  
Print Award Package PDF  
Close

**Approval**  
**Award Package Acceptance**

- > Award Letter
- > Award Information
- > Project Information
- > Financial Information
- > Other Award Documents
- > Award Conditions
- > Award Acceptance

**Case details**  
Last updated by: Queue processor(FundedAwardUpdateProcessor) (2mo ago)  
Created by: AgentSystem-Queue-ServiceLevel.ProcessEvent (2mo ago)

**DOJ Grant Manager**  
GrantManaReOVW.jgitsint  
Phone: 999-000-1111  
Email: GrantManaReOVW@ojp.doj.stg

# Print an Award Package

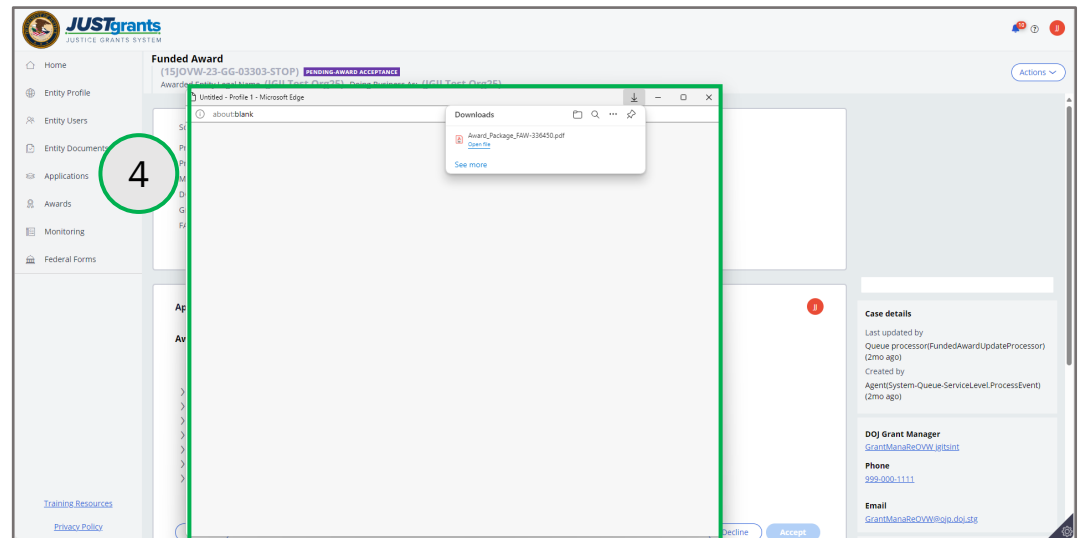
(Steps 4 – 6)

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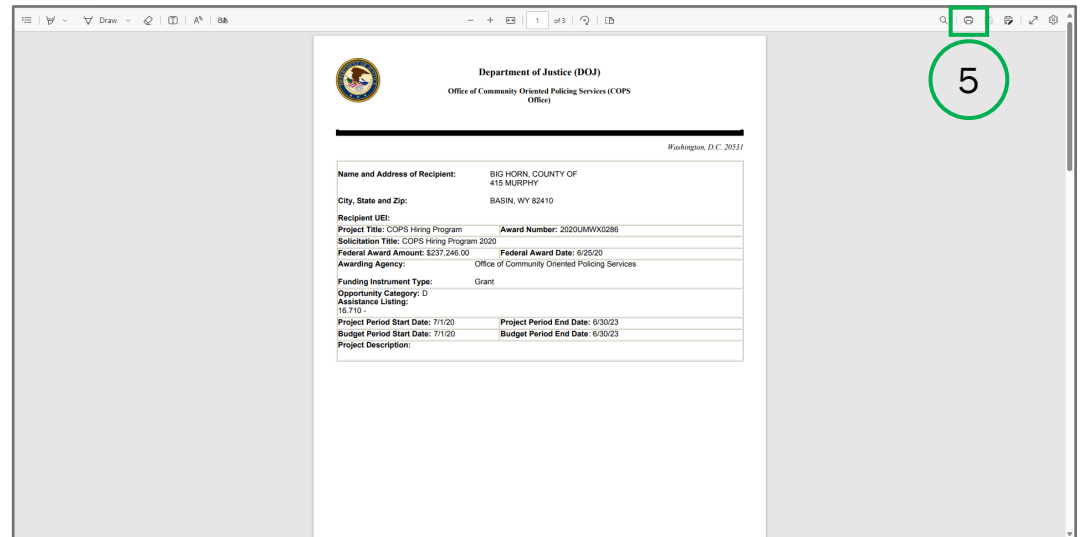


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4) The system will generate a PDF to the user's default downloads folder. Open the Award Package FAW PDF document.



5) Select the **Print** icon at the top of the PDF document.



6) Select **Close** from the **Actions** dropdown menu to close the award.

