Managing Award Deliverables



OVERVIEW

The Grant Award Administrator (GAA) and the Alternate GAA can attach award deliverables to a funded award. Any attachments will appear in the deliverables section of the **Performance Management** tab within the funded award. File names are limited to 59 characters and the file size is limited to 25 mb.

Award Deliverables are documents that recipients must submit for review and approval per the conditions of their award or the project's goals and objectives. Examples of Award Deliverables are items for dissemination such as publications, communications, and curricula. In addition, special reports or documents required to satisfy compliance with award conditions must be submitted.

NOTE: Do not submit any of the following as an award deliverable: performance reports, financial reports, and documents required for a Grant Award Modification (GAM).

IN THIS GUIDE

This document describes the step-by-step process for opening a funded award and attaching award deliverables.

Deliverable Bell Notifications



Bell notifications are found in the upper right corner of every JustGrants screen. The number in red indicates the number of unread notifications. Bell notifications regarding deliverables are triggered upon the following transactions:

- Change Requested Award Deliverable(s)
- Approved Award Deliverable(s)
- Denied Award Deliverable(s)



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JUSTICE GRANTS SYS	EM			Notifications	
☆ Home	Active Funded Award (15PBJA-22-GK-03107-AWAX) PERDINGACITVE Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As:	isiness As)		The Performance Report PR-403593 for a funded award number 15PSMA-23-GG-02398-AWAX from OJP is Re-Opened 6 days ago	Actions ~
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A Entity Users		the Funding Bulance and Avanability tabl		number 15P SMA-23-GG-02397-AWAX under JGII G Test Org26 is change requested on 02-16-2023	
				10:36 AM. 6 days ago	
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Applications	Task	Assigned to		 Test Org26 is approved on 02-16-2023 09:50 AM. 6 days ago 	
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Privacy Policy	⊲[Award Deliverables (D-1155)			GI GrantManaReBJA jgitsint GrantManager	► ⁽²⁾

Deliverable Email/Bell Notifications



Grant Award Administrators (GAA) and Alternate Grant Award Administrators (Alt GAA) (if there is no GAA assigned and there is an Alt GAA assigned) are notified by email address and JustGrants bell notifications if a Change Requested Award Deliverable(s) needs to be resubmitted.

- 1st notification: 1 day after change request to resubmit deliverable
- 2nd notification: 15 days after change request to resubmit deliverable



Managing Award Deliverables Steps 1 - 3

Alerts (0) No data to display

My Worklist

Case ID

PR-356867

PR-35828

PR-358092

PR-358083

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03/23/2022 02:05 PM

03/30/2022 10:57 AM

03/30/2022 09:59 AM

03/30/2022 09:59 AM

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1) Select Awards to locate the Funded Award.

Select the Award
 ID to open the award.

 Select the Begin link in the Programmatic Task line to open the Funded Award in edit mode.

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JUSTICE GRANTS S	Active Funded Award			•
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PBJA-22-GK-02057-12

AA-21-GG-00028-AWAX OJP

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Attach a deliverable to an award.

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September 2023

Managing Award Deliverables Steps 4 - 5



- Attach a deliverable to an award. JUST grants 🔑 o 🌘 Clos A-20-GG-00240-14) PE al Name (JGII Test Org20 ⊕ Е 4 Funding Project Title Organizational Read Performance Balance and Award 8 Project Perior 1/1/20 - 12/15/22 UEI: Managing Office OJP TIN: IE N Attachments Management Availability DOJ Grant Manage Grant Award A m FAW Case ID FAW-20708 🗉 Trai Closeout Direct Deobligation - Award Information Case details Last updated by Balance and Financial Modification Performance Queue processor(pz (2mo ago) (GAM) Created by Chris Ramos (1y ago Award Letter
- 5) Select Add Attachment in the Award Deliverables section.



4) Select the
 Performance
 Management tab
 in the Funded
 Award.

September 2023

Managing Award Deliverables Steps 6 - 10



Attach a deliverable to an award.

 6) Use the Select file(s) option or drag and drop the file into the Attach files(s) menu.

- 7) Select the file category dropdown menu and the appropriate file category. Multiple files may be selected at the same time.
- 8) Select the appropriate category.
- 9) Enter comments as needed.
- 10) Select Attach.





NOTE: Category is a required field. Select a category before proceeding. The file name and comments are limited to 59 characters; the file size is limited to 25 mb.

Managing Award Deliverables Step 11



11) Confirmation of the attached file appears in the deliverables list.



Attach a deliverable to an award.

NOTE: By selecting the attachment link under the Award Deliverables section, the Grant Award Administrator can open the attachment, edit the document, and save the edited document. After saving the edited document, the Grant Award Administrator can select the Add Attachment button and attach the newly edited document.

Change Requested Deliverables Steps 1 - 4



Change Requested Deliverable

- Deliverables that have been returned for updating are found in the My Worklist section of the JustGrants Home page.
- 2) Select the **Case ID** link to open the deliverable.
- Read the comments provided by the Grant Manager to determine next steps.
- Click the link to the deliverable document to review the current version of the file.

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$\left(\right)$	► D-1054	11/29/2022	Award Deliverables	Pending-ChangeRequest	11/29/2022 05:20 PM	
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	► D-1096	12/12/2022	Award Deliverables	Pending-ChangeRequest	11/28/2022 11:13 AM	
	► D-1034	12/12/2022	Award Deliverables	Pending-ChangeRequest	11/28/2022 11:21 AM	
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NOTE: Deliverable Case IDs begin with the letter D-.



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View Application

Change Requested Deliverables Steps 5 - 9

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Change Requested Deliverable

 To upload a new document, select the Upload button.

- Use the Upload file(s) window to upload one or more files.
- 7) Select the Attach button
- Provide comments for the Grant Manager to review.
- Select Submit button to resubmit the deliverable to the Grant Manager.



5

Upload



Managing Deliverables | 9

Reassigning Award (with Deliverables) Steps 1 - 2



Reassign Award to New Grant Award Administrator

- Grant Award Administrator changes are done by the Entity Administrator (EA) via the Awards option.
- The EA chooses Grant Award Administrator from the Choose Role dropdown menu.
- The EA selects the award and chooses a new Grant Award Administrator from the Choose User dropdown menu.

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585 resi	Its Show/Hide F	Roles					< < Rows: 1-10 v >>>>
	Select All	Award ID	Award Status	Managing 🛒	Program The State of	Project Period Start Date	Project Period End Date
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		15PBJA-22-GK-02057-12	Pending-ProgrammaticCloseout	OJP	BJA	10/1/19	09/30/2020
			Pending-ProgrammaticCloseout	OJP	SMART	1/1/20	10/15/2020
×		15PSMA-20-GG-00235-12	Pending-HoldCloseout	OJP	SMART	6/25/20	10/15/2020
		15PSMA-20-GG-00241-12	Pending-ProgrammaticCloseout	OJP	SMART	1/1/20	11/30/2020
ь.		15PSMA-20-GG-00241-12	Pending-ProgrammaticCloseout	OJP	SMART	1/1/20	11/30/2020
		15PSMA-21-GG-00028-AWAX	Pending-HoldCloseout	OJP	SMART	1/1/20	11/30/2020
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NOTE: When an award is reassigned to a new Grant Award Administrator, the Award Deliverables are also reassigned to the new Grant Award Administrator. The reassigned deliverables will be in the new Grant Award Administrator's **My Worklist**. Also, any time a Funded Award change is made, the change is reflected in the **Participants List**.