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

JUSTgrants

Entity Profile

Performance Report (PR-334010)

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Assignments

Task Question page

Questions and Answers

ARI) NEW

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 notated with an asterisk (*) are required.





Open, Complete, and Submit a Question Set

4) Select the Finish button when the report is complete. The Question Set status changes to Resolved-Completed. The user will be returned to the Question Set page.

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| | | |
| | BJA Seven Narrative Questions | |
| | Please answer the following questions every semiannual reporting period (January and July of each year), based on your grant-funded activities. | |
| | What were your accomplishments during reporting period? - Open ended text response * | |
| | Free Text Entry | |
| | | |
| | | |
| | | |
| | What goals were accomplished, as they relate to your grant application? - Open ended text response - | |
| | Pree Text Entry | |
| | | |
| | | |
| | | 100 C |
| | What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones? - Open ended text response * | |
| | Free Text Entry | |
| | | |
| | | |
| | | |
| | Is there any assistance that BJA can provide to address any problems/barriers identified in question #57 - Yes/No + | |
| | Yes | |
| | ○ No | |
| See al. | Clear Selection | |
| | Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain) - Yes/No + | ` |
| | O Yes | N |
| | ○ No | N |
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- 5) Select the Actions dropdown from the Question Set page.
- 6) Select **Close** to return to the Performance Report page.





Open, Complete, and Submit a Question Set

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

Note: For Steps 7-8, select the Home icon, then select the Case ID for the Performance Report being submitted to continue Question Set submittal process.

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





Open, Complete, and Submit a Question Set

- 10) Add applicable comments in the **Comments** field, if necessary. Select the **Save** button.
- 11) Select Upload to attach any narrative or required documents, if necessary.
- 12) Select Submit. The Performance Report is routed to the DOJ Grant Manager for review and approval.

| USTgran | ts. | | | | • |
|------------------|--|--|----------|------|---|
| rofile | LOUISIANA STATE UNIVERSITY SCHOOL Performance Report (PR (15PBJS-21-GG-00153-NARI) Legal Entity Name () Doing Business As | OF MEDICINE IN NEW ORLEANS FAC (FAW-3070 -334010)) [NEW] s: () | 088) | | |
| sers ocuments | 3 months from now | | | | justgrants024.grantawardadmi jgitsext Grant Award Administrator |
| ions | | | | | JohnElectronicBusinessPoc Doe Entity Administrator |
| ng Forms | Comment Date Time | Commented By | Comments | | justgrants024.financialmanage jgitsext Financial Manager |
| Management | | | <u> </u> | | G GrantManaRe-BJS jgitsint Grant Manager |
| | @Attachments | The recommended files | | | justgrants024.authorizedrep jgitsext Authorize Representative View all |
| | | | | 6 | 2 |
| | Cancel | | | Save | 9 |



Reviewing a Question Set in a Completed Performance Report

1) From the Awards menu, locate the funded award.

2) Select the Case ID to open the funded award.

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|--------------------|-----------------|-------------|-------------------------|---------------------------------|---|-----------------------|-----------------|----------------|--|
| Home | | My A 403 | Assigned Awa results | ırds - JGII Test Org26 | | | | | Ĺ |
| Entity Documents | | | Award ID | Award Status | Grant Award Administrator | Award Number | Managing Office | Program Office | Solicitation Title |
| Applications | | ŀ | FAW-113559 | Pending-HoldCloseout | Regina Stafford | 2014-MO-BX-0017 | OJP | SMART | SMART FY 13 Support for Adam Walsh Act Imple |
| R Awards | | Þ | FAW-207085 | Pending-ProgrammaticCloseout | justgrants026.altgrantawardadmin jgitsext | | OVW | Programmatic | OVWStageTest10/18/2020 |
| E Federal Forms | | ÷ | FAW-307987 | Pending-Award External Assignee | | | | | |
| Tog Toggle Manager | ient | Þ | FAW-308587 | Pending-ProgrammaticCloseout | justgrants026.multipleroles jgitsext | 15PBJA-22-GK-02057-12 | OJP | BJA | Stage Testing |
| Training Resource | 5 | ÷ | FAW-212086 | Pending-ProgrammaticCloseout | Dunya Yilmazer | | OJP | SMART | SMART FY 21 Support for Adam Walsh Act Imple |
| | | Þ | FAW-159090 | Pending-HoldCloseout | | 15PSMA-20-GG-00235-12 | OJP | SMART | SMART FY 20 Support for Adam Walsh Act Imple |
| | | ÷ | FAW-189085 | Pending-ProgrammaticCloseout | justgrants026.grantawardadmin jgitsext | 15PSMA-20-GG-00241-12 | OJP | SMART | SMART FY 20 Support for Adam Walsh Act Imple |
| | | • | FAW-187184 | Pending-ProgrammaticCloseout | Dunya Yilmazer | 15PSMA-20-GG-00241-12 | OJP | SMART | SMART FY 20 Support for Adam Walsh Act |





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Reviewing a Question Set in a Completed Performance Report

- 3) Scroll to the funded award section and select **Performance Management**.
- JUSTgrants 🖡 🤋 🚺 Active Funded Award △ Home Actions ~ (15P SMA-22-GG-02006-AWAX) FERIOMCRATIVE Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As) Entity Profile ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Bala 8 Entity Users D Entity Doc V FUNDED AWARD INITIAL SE... ACTL... INITIATE C... PROGRAMMATIC C... FINANCIAL C... UFMS ... 3 Applica Funded Award Information 👷 Awards E Monitoring Funding Federal Grant Award Award Award Award Award Performance Balance and Financial Modification 🚊 Federal Forms Package Conditions Details Attachments Management Availability Report (FFR) (GAM) Closeout og... Toggle Management > Award Letter Training Resources Award Information > Project Information Financial Information Award Conditions Award Acceptance
- 4) Select the Report Number to open and view the report.





Reviewing a Question Set in a Completed Performance Report

5) Select the completed Question Set.

6) Review the questions and answers for the selected Question Set.







Reviewing a Question Set in a Completed Performance Report

7) Use Close option in the Actions menu to return to the Performance Report.

| Home | Performance Report (PR-359275) BJA_FY18STOPTech_Final | C-298895) RESOLVED-COMPLETED | | Act |
|--|--|---|---|---|
| Entity Profile Entity Users Entity Documents Applications Awards | Assignments | Kothing but space | View all | Case detail Last updated by justgranst026 grantavardadmin jolt (10m ago) Created by Queue processor(FAWPRCreation) |
| Monitoring | ✓ ADMI | NISTER SURVEY | ✓ COMPLETE | Recent content (0) |
| Federal Forms | Questions and Answers Audit | | | 6 |
| | Question ID | Question Text | Answer | No items |
| | BJA8QQ_204_1 | Is this the last reporting period for which the award will have data to report? | No | Participants |
| Training Resources | BJA8QQ_3_1 | Was there grant activity during the reporting period? | If No please select from the following responses: | |
| | BJA_8_Q_14780_1 | Reason(s) for no grant activity during the reporting period In procurement | false | JohnElectronicBusinessPoc |
| | | Reason(s) for no grant activity during the reporting period Project or budget not approved by agency, county city or | false | Entity Administrator |
| | BJA_8_Q_14/81_1 | governing agency | | instances 020 second state |