

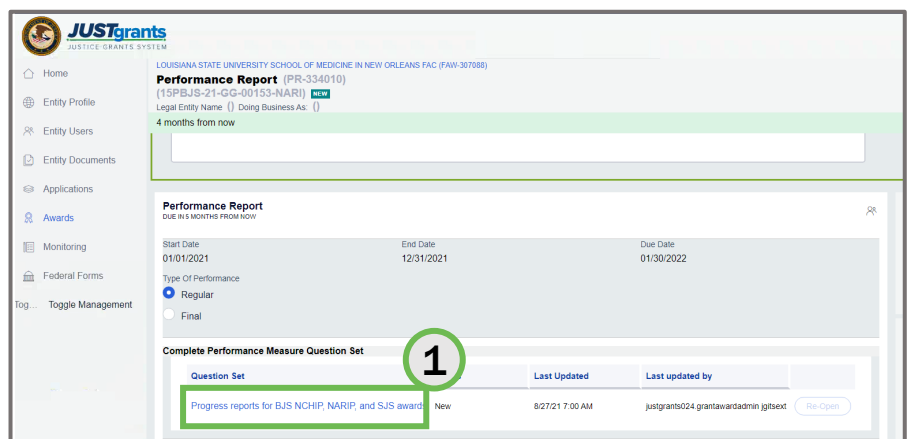
Completing a Question Set and Submitting the Performance Report



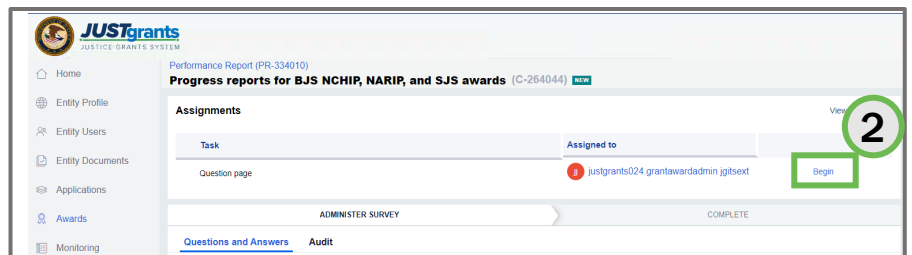
Upon opening the Performance Report, the Question Set can be completed, and the Performance Report can be submitted. Follow the navigation steps for completing the Question Set and Performance Report in this quick reference guide.

Open, Complete, and Submit a Question Set

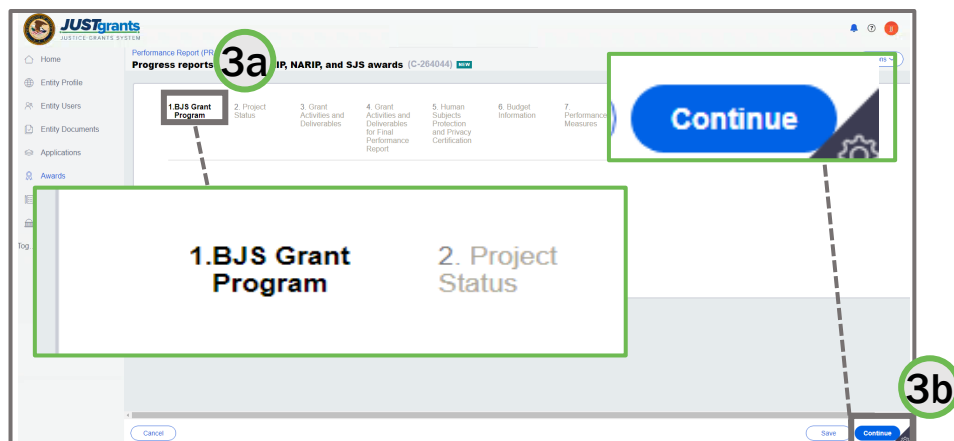
1) To enter the Question Set, select the link corresponding to the Question Set survey name. The Assignments screen will open.



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.

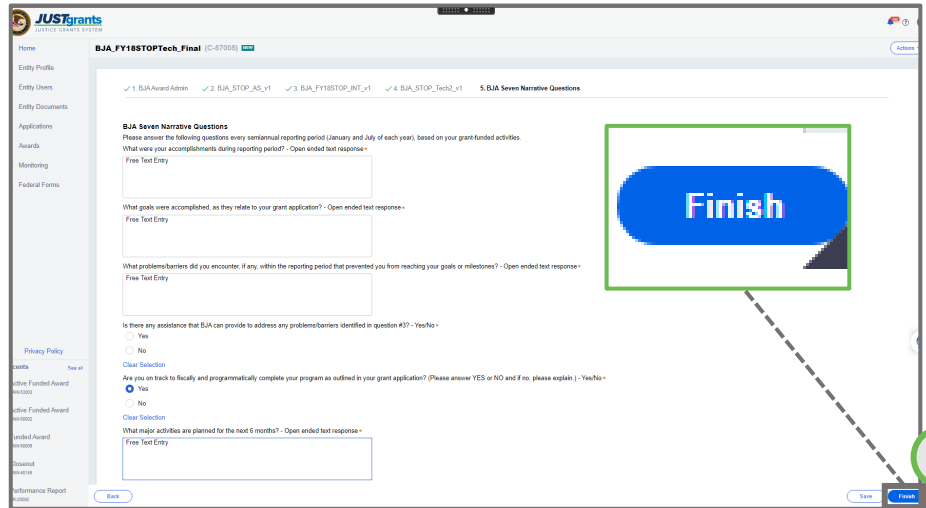


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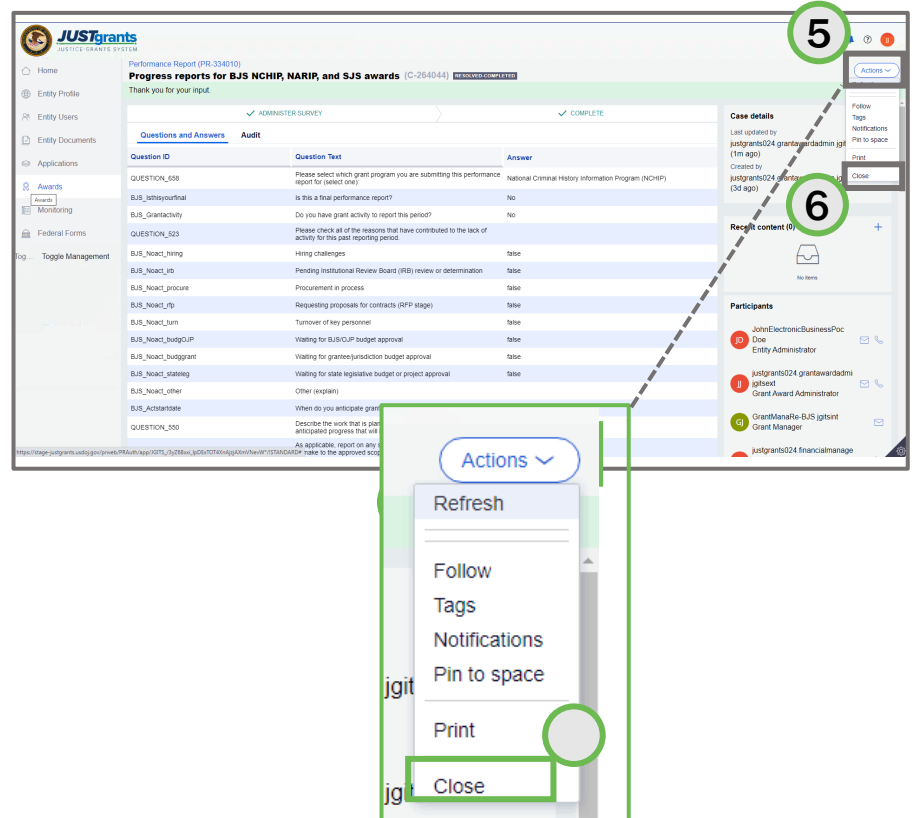
Open, Complete, and Submit a Question Set

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.



5) Select the **Actions** dropdown from the Question Set page.

6) Select **Close** to return to the Performance Report page.

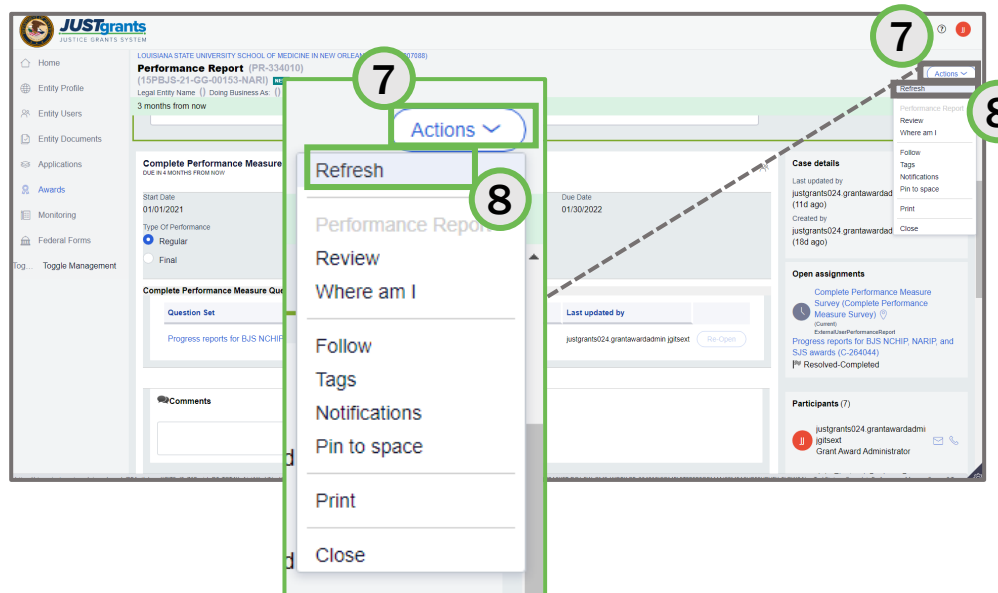


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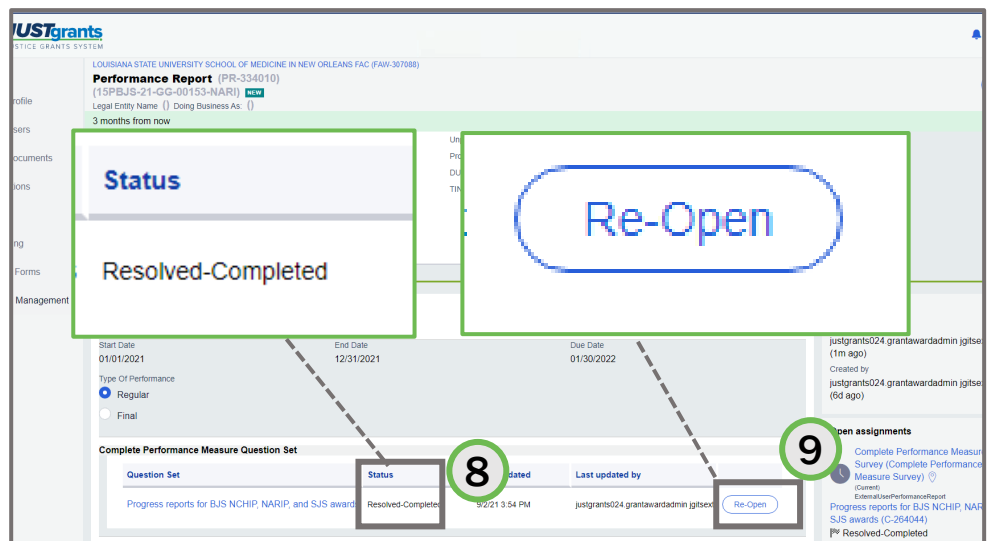
Open, Complete, and Submit a Question Set

- 7) 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.



Completing a Question Set and Submitting the Performance Report



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.

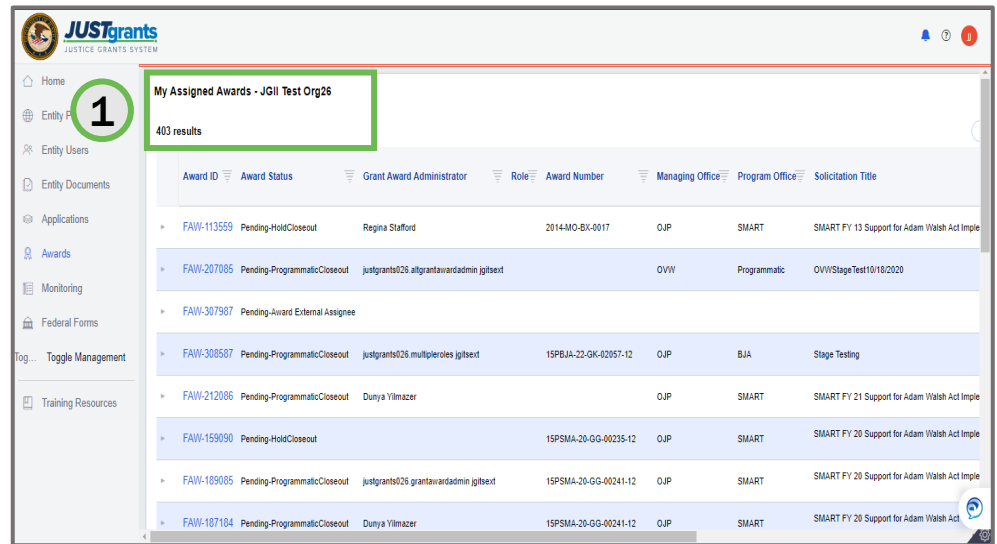
The screenshot shows the JUSTgrants interface for a Performance Report. The report title is "Performance Report (PR-334010)" for "LOUISIANA STATE UNIVERSITY SCHOOL OF MEDICINE IN NEW ORLEANS FAC (FAW-307080)". The form includes a "Comments History" table with columns for "Comment Date Time", "Commented By", and "Comments". Below this is an "Attachments" section with an "Upload" button. At the bottom of the form are "Cancel", "Save", and "Submit" buttons. Three green circles with numbers 10, 11, and 12 are overlaid on the image: 10 is on the "Comments" field, 11 is on the "Upload" button, and 12 is on the "Submit" button.

Completing a Question Set and Submitting the Performance Report

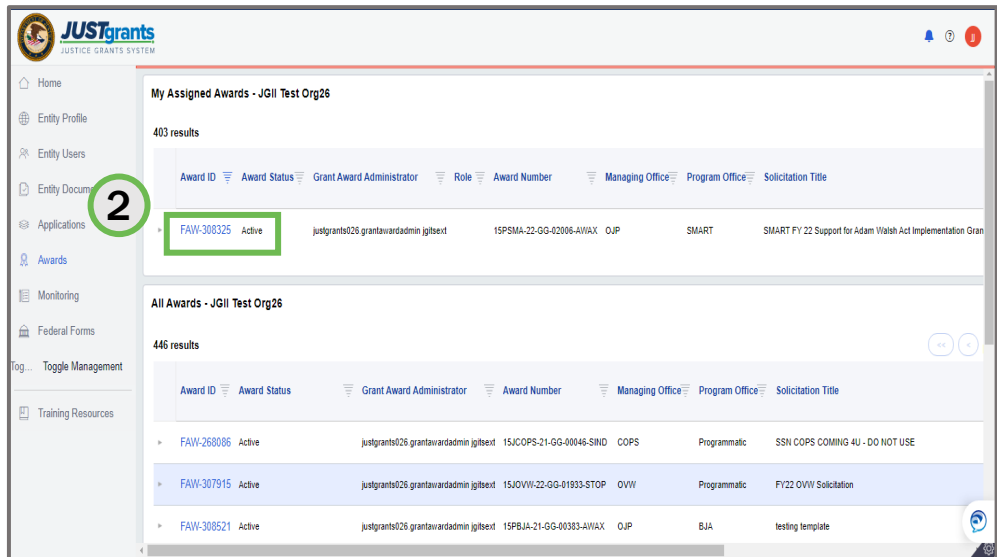


Reviewing a Question Set in a Completed Performance Report

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



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

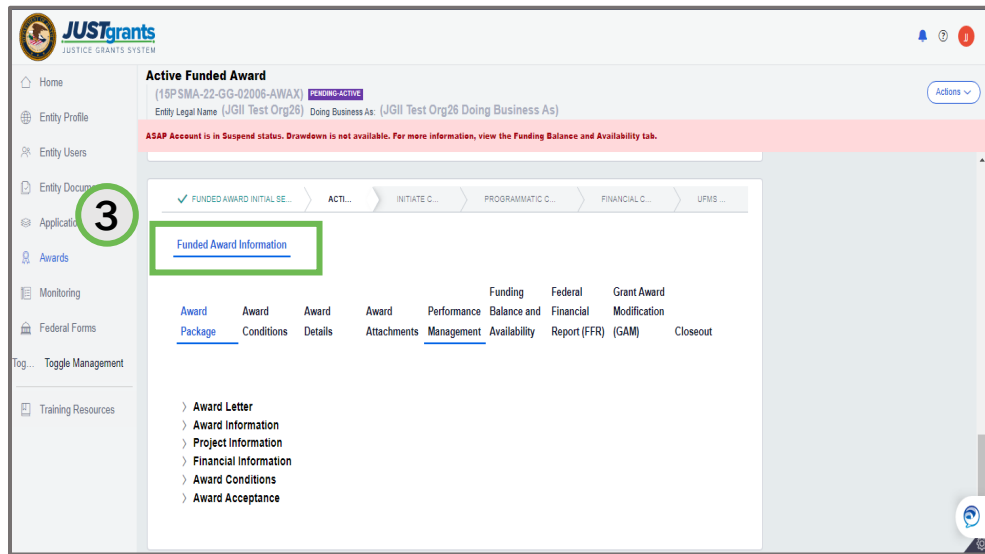


Completing a Question Set and Submitting the Performance Report

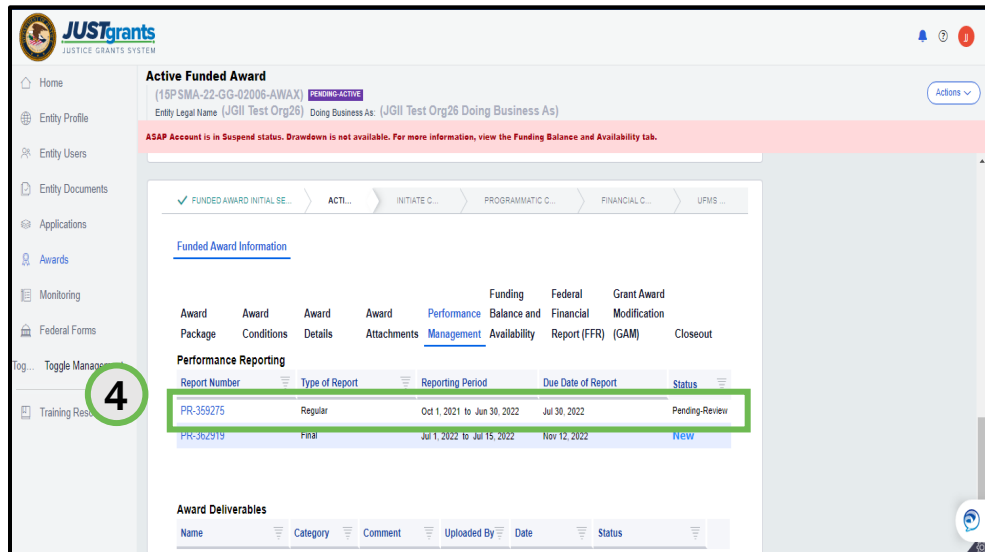


Reviewing a Question Set in a Completed Performance Report

3) Scroll to the funded award section and select **Performance Management**.



4) Select the **Report Number** to open and view the report.



Completing a Question Set and Submitting the Performance Report



Reviewing a Question Set in a Completed Performance Report

5) Select the completed Question Set.

The screenshot shows the 'Performance Report' page for 'JGII Test Org26 (FAW-308325)'. The main content area displays 'Performance Report' details including Start Date (10/01/2021), End Date (06/30/2022), and Due Date (07/30/2022). Below this is a 'Performance Measure Survey' table with columns for Question Set, Status, Last Updated, and Last updated by. The row for 'BJA_FY18STOPTech_Final' is highlighted with a green box, and a circled '5' is placed over the table header area.

Question Set	Status	Last Updated	Last updated by
BJA_FY18STOPTech_Final	Resolved-Completed	7/12/22 7:49 AM	justgrants026.grantawardadmin@jgtsixt

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

The screenshot shows the 'Questions and Answers' section for the 'BJA_FY18STOPTech_Final' question set. The table lists several questions with their respective answers. A green box highlights the 'Questions and Answers' table, and a circled '6' is placed over the table header area.

Question ID	Question Text	Answer
BJA__8__00_204_1	Is this the last reporting period for which the award will have data to report?	No
BJA__8__00_3_1	Was there grant activity during the reporting period?	If No please select from the following responses:
BJA__8__0_14780_1	Reason(s) for no grant activity during the reporting period - In procurement	false
BJA__8__0_14781_1	Reason(s) for no grant activity during the reporting period - Project or budget not approved by agency, county, city, or governing agency	false
BJA__8__0_14782_1	Reason(s) for no grant activity during the reporting period - Seeking subcontractors (Request for Proposal stage only)	false
	Reason(s) for no grant activity during the reporting period -	

Completing a Question Set and Submitting the Performance Report



Reviewing a Question Set in a Completed Performance Report

- Use **Close** option in the **Actions** menu to return to the Performance Report.

The screenshot shows the JUSTgrants interface for a completed performance report. The main content area displays a table of questions and answers. A red circle highlights the 'Close' button in the Actions menu on the right side of the screen.

Question ID	Question Text	Answer
BJA__8__QQ_204_1	Is this the last reporting period for which the award will have data to report?	No
BJA__8__QQ_3_1	Was there grant activity during the reporting period?	If No please select from the following responses:
BJA__8__Q_14700_1	Reason(s) for no grant activity during the reporting period. - In procurement	false
BJA__8__Q_14781_1	Reason(s) for no grant activity during the reporting period. - Project or budget not approved by agency, county, city, or governing agency	false
BJA__8__Q_14782_1	Reason(s) for no grant activity during the reporting period. - Seeking subcontractors (Request for Proposal stage only)	false