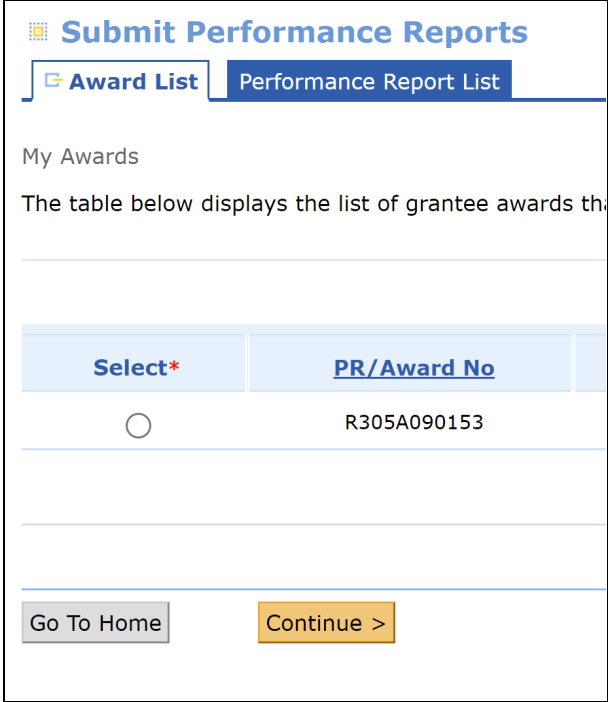


G6 - Submitting Project Performance Reports

1. Log in to your G5 account with either Login.gov or email/password.
2. Under Grant Maintenance, choose Performance Reports > Package Submission.



3. Select the Award from the list of awards > Click Continue.



- There are two sections: Current report packages and My Performance report.

The Performance Report Packages screen has two sections, Current Report Packages and My Performance Reports. The Current Report section lists all the packages which have not been initiated or started which are still current. The My Performance Reports section lists your reports which have been initiated, submitted or which are past due.

Press [Enter] to [continue](#).

Current Report Packages

The listing below displays the report packages currently available. Select a record and use the Initiate button to begin a package.

Select	Report Type	Budget Period	Due Date	Package Status
<input type="radio"/>	Annual Financial	1	10/29/2010 04:30 PM EST	Not Created

My Performance Reports

The table below displays all available packages for milestones that you have previously initiated which may still need to be submitted. This also includes milestones which have passed.

Select	Report Type	PR/Award No	Budget Period	Due Date	Last Updated Date	Package Status
<input type="radio"/>	Annual Performance	P407W100001	1	07/02/2010 04:00 PM EST	07/29/2010 02:53 PM EDT	Draft

Navigation buttons: < Previous, Edit Report, Copy, Delete, Unsubmit

- To start a new report, select the report and click Initiate.

Initiate

Click the **Initiate** button to begin entering the report.

Current Report Packages

Select	Report Type	Budget Period	Due Date	Package Status
<input checked="" type="radio"/>	Annual Financial	1	10/29/2010 04:30 PM EST	Not Created

My Performance Reports

- The new report will open. It will show the forms that should be filled out for the progress report.

Package Information

Package Type	Annual Financial		
Package Title	Financial Performance Year 1		
Fiscal Year	2010	CPDA/Subprogram	04.407W
Contact Name	Ed Washington		
Email	ed.washington@ed.gov click to send email		
Due Date	10/29/2010 04:30 PM EST		
Last Updated	10/01/2010 03:14 PM EDT		

Documents & Instructions

[Instructions.pdf](#)

Try It 4/28/09

The forms which are part of the package display with the initial status of "Draft."

Press [Enter] to [continue](#).

Total Records: 4 Page 1 of 1 Jump to Page 1 Go

Select*	Form Title	Form Status
<input type="radio"/>	2090_6001_Grant Performance Report Cover Sheet (ED 5248) - Resized 2009	Draft
<input type="radio"/>	1851_6002_Grant Performance Report (ED 5248) Project Status Chart - Section A	Draft
<input type="radio"/>	1052_6003_Grant Performance Report (ED 5248) Project Status Chart - Section B & C	Draft
<input type="radio"/>	Standard Project Narrative Form	Draft

Total Records: 4 Page 1 of 1 Jump to Page 1 Go

View Form Edit Form Preview Package

< Previous Cancel Continue > Save User Privileges Comments View History

To fill out a form, select it. Then click "Edit Form".

Fill out the form and upload any necessary attachments using the "Browse" function.

Home to GS - Department of Education - Mozilla Firefox

Try It 4/28/09

This screen shows the attachment section of the report. Note that the Title is defaults automatically from the previous sections.

Press [Enter] to [continue](#).

* 11. Performance Measures Status

a. Are complete data on performance measures for the current budget period available?

Yes No

b. If no, when will the data be available and submitted to the Department? (mm/dd/yyyy)

12. To the best of my knowledge and belief, all data in this performance report are true and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the data.

Name of Authorized Representative:
This section should be completed on the Report Submission page by a user who is authorized to submit on behalf of an Authorized Representative.

Grant Performance Report (ED 5248) Executive Summary Attachment:

Title:

File:

Only the following file formats will be accepted: MS Word (.doc), Rich Text Format (.rtf) or Adobe Portable Document Format (.pdf)

Form Complete

Cancel Save & Return to Package Save

When finished, click "Form Complete". Then Save and Return to Package.
 When all forms have been completed, click Save. You can also click on Preview Package.

The screenshot shows a web browser window with the title "Welcome to GS - Department of Education - Mozilla Firefox". The page displays package information for an Annual Financial package titled "Financial Performance Year 1" for the fiscal year 2010. A callout box states: "You can repeat the process for each of the forms until each one is completed. Press [Enter] to continue." Below the information is a table of forms, all of which are marked as "Completed".

Select*	Form Title	Form Status
<input type="radio"/>	2390_6001_Grant Performance Report Cover Sheet (ED 5248) - Revised 2008	Completed
<input type="radio"/>	1851_6002_Grant Performance Report (ED 5248) Project Status Chart - Section A	Completed
<input type="radio"/>	1852_6003_Grant Performance Report (ED 5248) Project Status Chart - Section B & C	Completed
<input checked="" type="radio"/>	Standard Project Narrative Form	Completed

At the bottom of the interface, there are buttons for "View Form", "Edit Form", "Preview Package", "Previous", "Cancel", "Continue", "Save", "User Privileges", "Comments", and "View History".

To preview the package, click on View the Report Package Document.

This screenshot is similar to the previous one but highlights a specific link. A red box surrounds the text "Click here to view the Report Package Document" which is positioned above the "View Form", "Edit Form", and "Preview Package" buttons. A callout box points to this link with the text: "Click the Click here to view the Report Package Document link." The table of forms and other interface elements remain the same.

A PDF document will open in your browser window.
 It will contain a cover page, and the filled out forms for your progress report.
 Once you have reviewed the PDF, you can close the PDF window.
 The final step is to proceed to the Summary, and Submit the report.

Due Date	10/29/2010 04:30 PM EST
Last Updated	10/31/2010 03:34 PM EDT

Form Title	Form Status
2098_6001_Grant Performance Report Cover Sheet (ED 5248) - Revised 2008	Completed
1051_6002_Grant Performance Report (ED 5248) Project Status Chart - Section A	Completed
1052_6003_Grant Performance Report (ED 5248) Project Status Chart - Section B & C	Completed
Project Narrative	Completed

Authorization Statement
 To the best of my knowledge and belief, all data in this performance report is true and correct. This document has been duly authorized by the governing body of the grantee.

Submission Alert
 You are submitting this information on behalf of the Authorized Representative. By submitting this performance report I certify that the authorizing representative of the grantee's organization has approved this report.

Submission Warning
 Warning! All grantees must follow the internal administrative and clearance procedures of their organization. It is a fraud and a Federal felony to submit his report if not approved by an Authorized Representative for your institution.

Confirmation Statement
 A confirmation message will be sent to the e-mail address provided if an e-mail address is provided.

< Previous Cancel **Submit**

Try It Actions X

Click the **Submit** button to submit and save the report.

You will receive confirmation that the report was submitted.

Package Information Summary **Confirmation**

✓ The reports package was successfully submitted and a notification has been sent to the Grantee Representative. PR/Award No.: P407W100001.

Report Package Confirmation
 Use the form below to view a summary of the current report package.

Package Information				
Package Type	Annual Financial			
Package Title	Financial Performance Year 1			
Fiscal Year	2010	CFDA/Subprogram	04-407W	Schedule No 1
Contact Name	Ed Washington			
Email	ed.washington@ed.gov click to send email			

Try It Actions X

The system displays a message indicating that the report was submitted successfully.

Click the **Vertical** scrollbar to scroll down.

[Instructions.pdf](#)

More information can be found on the [G5 External Users guide](#).