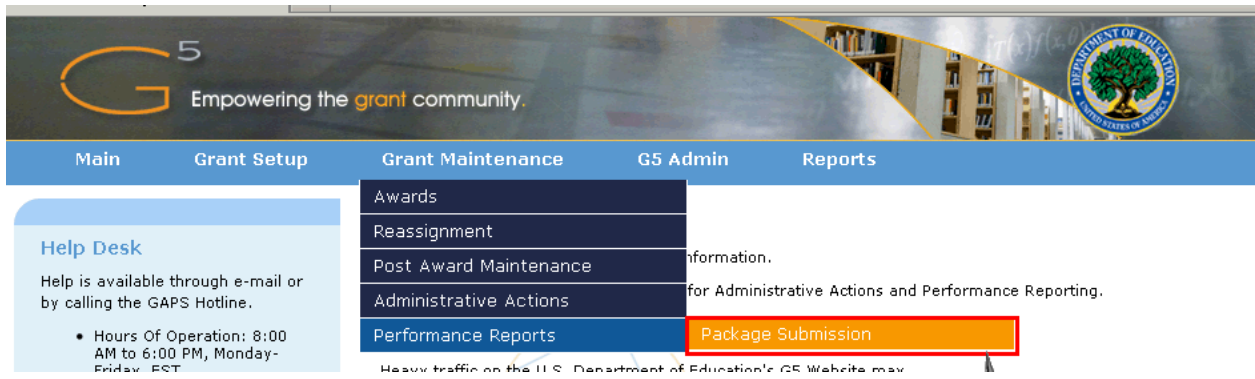


# Submitting Project Performance Reports in G5 System



Log in to your G5 account. Under Grant Maintenance, choose Performance Reports/Package Submission. Select the Award from the list of awards.

## Submit Performance Reports

[Award List](#) | [Performance Report List](#)

My Awards

The table below displays the list of grantee awards that have been assigned. An\* indicates a required field.

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

Select*	PR/Award No	Applicant Name	Designated
<input type="radio"/>	P407W100001	ACME Trade School	

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

[Go To Home](#)    [Continue >](#)    [Try It!](#)    [Actions](#)    [X](#)

Click "Continue".

[Award List](#) | [Performance Report List](#)

**Performance Report Packages**  
 The table below displays the list of packages for milestones. You may select a record to initiate a package.

**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

Total Records: 1 | Page 1 of 1 | Jump to Page:  | [Go](#)

[Initiate](#)

**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 04:30 PM EST	07/29/2010 03:53 PM EDT	Draft

Total Records: 1 | Page 1 of 1 | Jump to Page:  | [Go](#)

[< Previous](#) | [Edit Report](#) | [Copy](#) | [Delete](#) | [Unsubmit](#)

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](#).

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

[Award List](#) | [Performance Report List](#)

**Performance Report Packages**  
 The table below displays the list of packages for milestones. You may select a record to initiate a package.

**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 checked="" type="radio"/>	Annual Financial	1	10/29/2010 04:30 PM EST	Not Created

Total Records: 1 | Page 1 of 1 | Jump to Page:  | [Go](#)

[Initiate](#)

**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 04:30 PM EST	07/29/2010 03:53 PM EDT	Draft

Total Records: 1 | Page 1 of 1 | Jump to Page:  | [Go](#)

[< Previous](#) | [Edit Report](#) | [Copy](#) | [Delete](#) | [Unsubmit](#)

**Try It!** [Actions](#) [X](#)

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

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

The screenshot displays a web interface with two main sections: "Package Information" and "Documents & Instructions".

**Package Information:**

- Package Type:** Annual Financial
- Package Title:** Financial Performance Year 1
- Fiscal Year:** 2010
- CFDA/Subprogram:** 84.407W
- Schedule No:** 1
- 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](#)

A "Try It!" tooltip is visible, stating: "The forms which are part of the package display with the initial status of 'Draft.'" and "Press [Enter] to [continue](#)."

Below the package information is a table listing forms:

Select*	Form Title	Form Status
<input type="radio"/>	2390_6001_Grant Performance Report Cover Sheet (ED 524B) - Revised 2008	Draft
<input type="radio"/>	1851_6002_Grant Performance Report (ED 524B) Project Status Chart - Section A	Draft
<input type="radio"/>	1852_6003_Grant Performance Report (ED 524B) Project Status Chart - Section B & C	Draft
<input type="radio"/>	Standard Project Narrative Form	Draft

Navigation and action buttons are located at the bottom of the form list:

- 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.

The screenshot shows a web browser window with a "Try It!" tooltip that reads: "This screen shows the attachment section of the report. Note that the Title is defaults automatically from the previous sections." and "Press [Enter] to [continue](#)."

The form contains the following sections:

**\* 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 524B) 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

Navigation buttons at the bottom:

- 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.

elcme to G5 - Department of Education - Mozilla Firefox

Package Information

**Package Type** Annual Financial

**Package Title** Financial Performance Year 1

**Fiscal Year** 2010 **CFDA/Subprogram** 84.407W **Schedule No** 1

**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](#)

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

Select*	Form Title	Form Status
<input type="radio"/>	2390_6001_Grant Performance Report Cover Sheet (ED 524B) - Revised 2008	Completed
<input type="radio"/>	1851_6002_Grant Performance Report (ED 524B) Project Status Chart - Section A	Completed
<input type="radio"/>	1852_6003_Grant Performance Report (ED 524B) Project Status Chart - Section B & C	Completed
<input checked="" type="radio"/>	Standard Project Narrative Form	Completed

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

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

Select*	Form Title	Form Status
<input type="radio"/>	2390_6001_Grant Performance Report Cover Sheet (ED 524B) - Revised 2008	Completed
<input type="radio"/>	1851_6002_Grant Performance Report (ED 524B) Project Status Chart - Section A	Completed
<input type="radio"/>	1852_6003_Grant Performance Report (ED 524B) Project Status Chart - Section B & C	Completed
<input checked="" type="radio"/>	Standard Project Narrative Form	Completed

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

[Click here to view the Report Package Document.](#)

[View Form](#) [Edit Form](#) [Preview Package](#)

[< Previous](#) [Cancel](#) [Continue >](#) [Save](#) [User Privileges](#) [Comments](#) [View History](#)

**Try It!** [Actions](#) ✕

Click the [Click here to view the Report Package Document](#) link.

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.

Form Title	Form Status
2390_6001_Grant Performance Report Cover Sheet (ED 524B) - Revised 2008	Completed
1851_6002_Grant Performance Report (ED 524B) Project Status Chart - Section A	Completed
1852_6003_Grant Performance Report (ED 524B) 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 grantee's organization representative 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				
<b>Package Type</b>	Annual Financial			
<b>Package Title</b>	Financial Performance Year 1			
<b>Fiscal Year</b>	2010	<b>CFDA/Subprogram</b>	84.407W	<b>Schedule No</b> 1
<b>Contact Name</b>	Ed Washington			
<b>Email</b>	ed.washington@ed.gov <a href="#">click to send email</a>			

**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](#)