

## G6 - Submitting Project Performance Reports

1. Log in to your G5 account OR Login.gov.
2. Under Grant Maintenance, choose Performance Reports > Package Submission.

Navigation menu showing 'Grant Maintenance' selected. Under 'Performance Reports', 'Package Submission' is highlighted.

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

Submit Performance Reports page. Award List tab selected. Table shows one award: R305A090153. 'Continue >' button is highlighted.

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

Performance Report Packages page. Two sections are visible: 'Current Report Packages' and 'My Performance Reports'. Both sections display tables of available packages. The 'Continue >' button is visible at the bottom.

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

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.

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

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 1    Go

**Initiate**

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

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

Select*	Form Title	Form Status
<input checked="" 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

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 > click “Edit Form”.

7. Click the appropriate Performance Report.

Check only one box per Program Office instructions.

☒ Annual Performance Report    ☐ Final Performance Report

General Information

8. Fill out the form and upload any necessary attachments using the “Browse” function.

Grant Performance Report (ED 524B) Executive Summary Attachment:

Title : Project Director

File :  Browse...

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

Once the form is complete, select the Form Complete button then click Save & Return Package.

9. When all forms have been completed, click Save.

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

10. To preview the package, click on the Preview Package button first, then Click View the Report Package Document.

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](#)

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.

11. 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.

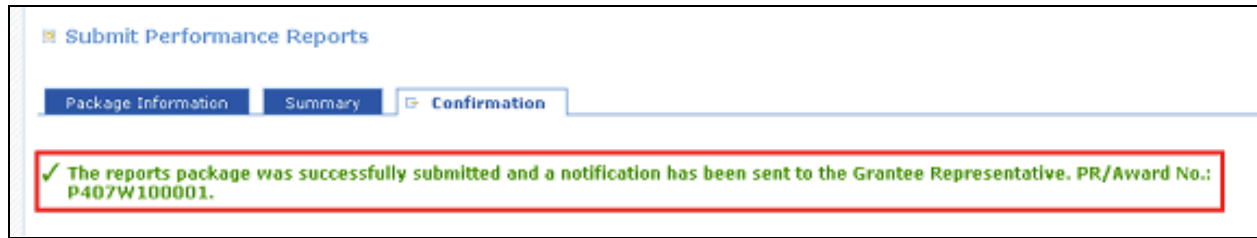
**Submission Alert**  
You are submitting this information on behalf of the Authorized Representative. By submitting this performance report I certify that the authorizing representative of the grantee's organization has approved this report.

**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 authorized representative if an e-mail address is provided.

[< Previous](#) [Cancel](#) [Submit](#)

12. You will receive confirmation that the report was submitted.



The screenshot shows a web interface titled "Submit Performance Reports". Below the title are three tabs: "Package Information", "Summary", and "Confirmation". The "Confirmation" tab is selected and highlighted. Below the tabs, a green checkmark icon is followed by the text: "The reports package was successfully submitted and a notification has been sent to the Grantee Representative. PR/Award No.: P407W100001." This entire message is enclosed in a red rectangular border.

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