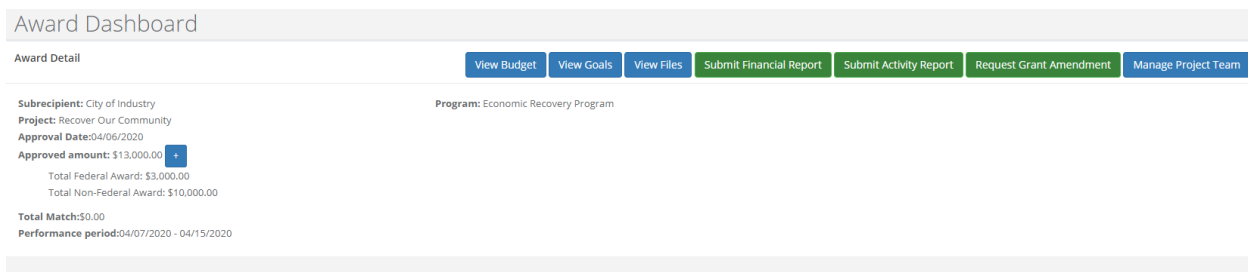


3. Navigating your Award Management Tools

You can click on each grant title to access its Award Dashboard. The Award Dashboard contains: Award Detail, Pending Tasks, Financial Activity, and Award Detail.

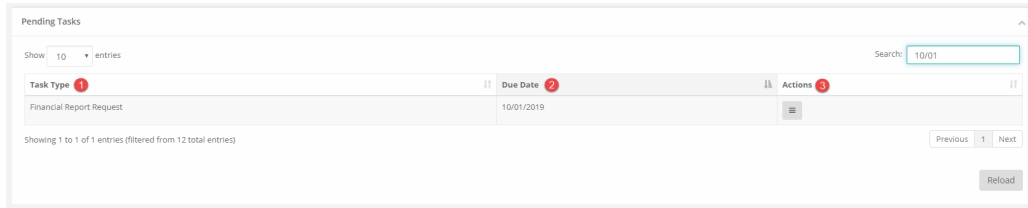
3.1. Award Detail Section



The screenshot shows the 'Award Dashboard' for a specific award. At the top, there is a header 'Award Dashboard' and a sub-header 'Award Detail'. Below the sub-header, there are several action buttons: 'View Budget', 'View Goals', 'View Files', 'Submit Financial Report', 'Submit Activity Report', 'Request Grant Amendment', and 'Manage Project Team'. The main content area displays the following information: 'Subrecipient: City of Industry', 'Project: Recover Our Community', 'Approval Date: 04/06/2020', 'Approved amount: \$13,000.00' (with a '+' button), 'Total Federal Award: \$3,000.00', 'Total Non-Federal Award: \$10,000.00', 'Total Match: \$0.00', and 'Performance period: 04/07/2020 - 04/15/2020'. The program is identified as 'Economic Recovery Program'.

1. Click + to view Funding Details.
2. **View Budget:** View your budget.
3. **View Goals:** View your applicants goals
4. **View Files:** The grantor has attached the following files for you to download and view.
5. **Submit Financial Report:** Submit a new Financial Report.
6. **Submit Activity Report:** Submit a new Activity Report.
7. **Request Grant Amendment:** Request a grant amendment.
8. **Manage Project Team:** View team members who also have access to the Award Dashboard and can submit reports. Team members can be added and removed using this button. This button will only appear for Owners of the award.

3.2. Pending Tasks Section

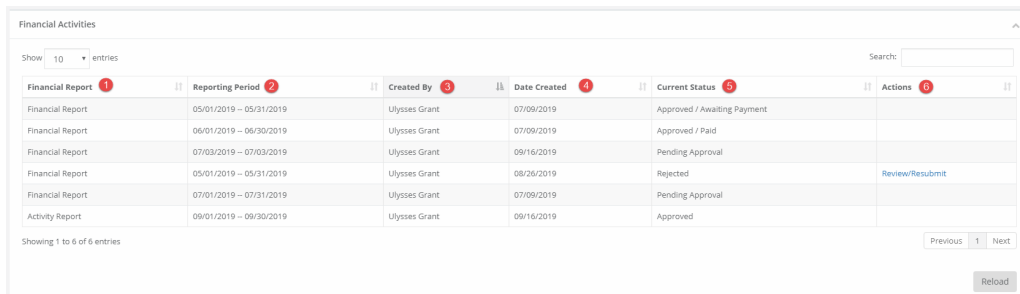


Task Type	Due Date	Actions
Financial Report Request	10/01/2019	

1. **Task Type:** Financial or Activity Reports
2. **Due Date:** When your report is due.
3. **Actions:** Submit the report or mark as complete.

3.3. Financial Activities Section

These columns can be reorganized by clicking on the column headers:



Financial Report	Reporting Period	Created By	Date Created	Current Status	Actions
Financial Report	05/01/2019 – 05/31/2019	Ulysses Grant	07/09/2019	Approved / Awaiting Payment	
Financial Report	06/01/2019 – 06/30/2019	Ulysses Grant	07/09/2019	Approved / Paid	
Financial Report	07/03/2019 – 07/03/2019	Ulysses Grant	09/16/2019	Pending Approval	
Financial Report	05/01/2019 – 05/31/2019	Ulysses Grant	08/26/2019	Rejected	Review/Resubmit
Financial Report	07/01/2019 – 07/31/2019	Ulysses Grant	07/09/2019	Pending Approval	
Activity Report	09/01/2019 – 09/30/2019	Ulysses Grant	09/16/2019	Approved	

1. **Financial Report:** Type of report
2. **Reporting Period:** Date range of items in the report.
3. **Created by:** Team member who submitted the report.



4. **Date Created:** Date on which the report was saved.

5. **Current Status:**

- **Approved/Awaiting Payment:** the funding agency has approved the report but has not submitted payment.

- **Approved//Paid:** the funding agency has approved the report and submitted the reimbursement.

- **Rejected:** The funding agency needs more information.

- **Pending Approval:** The report has been submitted, and there has been no action by the funding agency.

6. **Actions:**

- **Review/Resubmit:** If a report has been rejected, the applicant will have the opportunity to edit the rejected report, and resubmit it.