

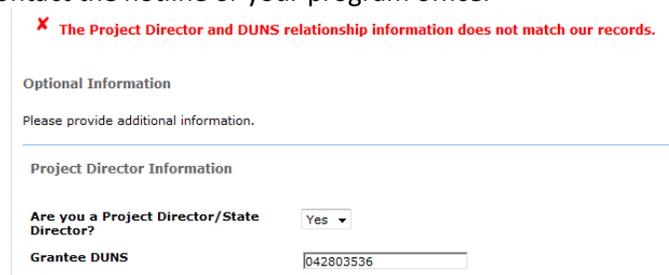
G5 - Completing a Reports Package

When completing a performance reports package, you may need to refer to all or some of the following steps outlined below:

- A. Registering with G5
- B. Completing a Performance Report
- C. Granting Other Users Access to Your Report
- D. Submitting a Performance Report

Some Tips to Keep in Mind

- Registering with G5 is a three step process: 1) Requesting an Account, 2) Activating Your Account, and 3) Identifying Yourself as a Project Director. You will need to complete all three steps in order to access your award(s).
- If you already registered in G5 previously, you do not need to register again. Refer to Step 13 to see how to request project director access. G5 will allow you to have project director access as well as any existing access you may have had previously (e.g. applicant, payee, reviewer).
- If you see the below error message when trying to request project director access, then your first name and last name do not match what is listed for the project director on any of your grant award documents. Check to see how you are listed on the grant award document. It may be that you registered as Cathy, but we have you listed as Catherine. If you continue to get this error, you should contact the hotline or your program office.

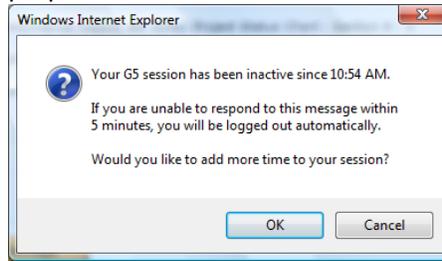


The screenshot shows a web form with a red error message at the top: "X The Project Director and DUNS relationship information does not match our records." Below the error is a section titled "Optional Information" with the instruction "Please provide additional information." Underneath is a section titled "Project Director Information" containing two fields: "Are you a Project Director/State Director?" with a dropdown menu set to "Yes", and "Grantee DUNS" with a text input field containing the value "042803536".

- The steps outlined in this tip sheet demonstrate how to access your performance report via the menu options at the top of the screen. You also can access your awards through your homepage. There is a 'My Quick View', which will allow you to see your grants.



· G5 has an inactivity limit of 20-minutes. Typing does not keep your session active so we advise to save often and frequently. G5 will display a pop-up window similar to one the one below that warns you that if you do not click 'Ok' you will be logged out in 5 minutes. Ensure that your browser is not set to block pop-up windows.



· In order to grant another person in your organization access to your performance report, that person must have already registered in G5. You will need to know the email and last name with which they registered.

A. Registering with G5

1. Go to www.g5.gov .
2. Click the 'Not registered [Sign up >](#)' link.

Login to G5

Email ID

Password
(Case Sensitive)

In order to log into G5, you must accept the Department of Education's [terms](#).

Yes, I Accept the Terms

Login to G5

Not registered [Sign up >](#)
Forgot [Email ID](#) or [Password?](#) >

Help Desk

Help is available through e-mail or by calling the GAPS Hotline.

- Hours of Operation: 8:00 AM to 6:00 PM, Monday - Friday, EST
- Toll-Free: 1-888-336-8930
- TTY: 1-866-697-2696
- Local: 202-401-6238
- Email: edcaps.user@ed.gov

We appreciate your patience.

Heavy traffic on the U.S. Department of Education's G5 Website may cause problems for some users, including difficulty logging in, session timeouts and generally slow processing of grant management and payment activities. We apologize for any problems you may experience, and thank you for your patience as we work to increase server capacity and make other adjustments.

Your G5 session may be more reliable if you use the system outside of the peak weekday hours, 11:00 AM to 4:00 PM ET. [more >](#)

News and Events

- 12/23/2009 Delayed Payments** - Please read if you submitted a request for a payment after 3 PM on Friday December 18th through Tuesday, December 22nd. [more >](#)
- 12/07/2009 NEW URGENT MESSAGE** - New guidance for providing federal funds to ACORN... [more >](#)
- 07/23/2009 TEACH DRAWDOWNS** - Where to go in G5 to process a TEACH drawdown... [more >](#)
- 02/23/2009 Registration** - G5 External Registration Process. DO NOT FAX YOUR FORM... [more >](#)
- 07/01/2008 Banking** - Banking information for new TEACH recipients... [more >](#)
- 03/24/2008 Unlock Email ID/Password** - If you failed to log into G5 successfully after your third attempt... [more >](#)
- 03/24/2008 User ID** - After registering as a new or existing user in G5, what is my user ID? [more >](#)

3. Complete the form and click 'Continue'. **Note:** It's important that you enter a valid email address that you can access. G5 will be sending you a link to the email address you provide in order to activate your account. Also, you will want to enter your first and last name as they appear on the grant award document. For example, do not register as Cathy if the grant award document lists you as Catherine. Also, you will want to avoid adding an extra space after your first or last name.

User Registration

Please complete the fields below to register for access to the G5 system.

A * indicates a required field. A + indicates an optional field for International users.

In order to complete the registration process, please provide a valid email address.

ED Employee / ED Contractor *	<input type="text" value="No"/>
First Name *	<input type="text" value="Mary"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Murphy"/>
<hr/>	
Telephone No. *	<input type="text" value="5555555555"/>
Fax No.	<input type="text"/>
Email Address *	<input type="text" value="murphy12@nodomain.com"/>
Confirm Email Address *	<input type="text" value="murphy12@nodomain.com"/>
<hr/>	
Address 1 *	<input type="text" value="2020 A St NW"/>
Address 2	<input type="text"/>
City *	<input type="text" value="Washington"/>
State * +	<input type="text" value="DISTRICT OF COLUMBIA"/>
Province	<input type="text"/>
Zip / Postal Code * +	<input type="text" value="20037"/>
Country *	<input type="text" value="USA"/>
<hr/>	
<input type="button" value="Clear"/>	<input type="button" value="Continue >"/>



4. Review the terms listed in orange font. If you agree, check the 'Agree' radio button and click 'Submit'.

User Registration

Please confirm the details listed below and select an option to agree or disagree. An * indicates a required field.

First Name	Mary
Middle Initial	
Last Name	Murphy

Telephone No.	5555555555
Fax No.	
Email Address	mary.murphy12@nodomain.com

Address 1	2020 A St NW
Address 2	
City	Washington
State	DC
Province	
Zip / Postal Code	20037
Country	USA

✓ By applying for this user ID, I acknowledge that I understand the following: The data processed in G5 is sensitive financial data and Privacy Act data that requires protection from disclosure to unauthorized individuals. Please do not share your passwords or login account information with anyone. Sharing of user account information will result in a loss of system access. Here are the rules to follow when setting up or resetting your password:

- Passwords must be at least 8 characters long.
- Passwords must contain at least one character from 3 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &;, %, etc). For example, "Education1", "Kentucky\$".
- Passwords must not include your first or last name.
- When resetting your password, the new password must not match any of your last 5 passwords.
- Your password will expire and you will be prompted to change it every 90 days.

Agree Disagree

< Previous Submit

5. Once you have successfully requested an account, you will see the message 'An account activation notification will be sent to your email address.' You will need to access the email account you listed on your registration form and use the link provided in the email sent by G5. **Note:** If you do not see the email in your inbox, you should check your spam folder.

User Registration

✓ An account activation notification will be sent to your email address.

Your Account request has been submitted.

First Name	Mary
Last Name	Murphy
Email Address	mary.murphy12@nodomain.com

- Shortly after you register, you will see an email message similar to the one pictured below. You will want to copy the link from the email address and paste it into a browser. The link will take you to G5. **Note:** Depending on your email provider, sometimes the links are reformatted. This will cause the link to fail when you directly click on the link. If this occurs, copy and paste the complete link into a browser.

Mary,

Your Account Request has been received. Your user G5 user id is mary.murphy12@nodomain.com. Click on the link below to activate your account.

[http://g5uat/int/wps/portal!/ut/p/c0/dZBPT8MwDMW_0eykoX9uTJ0oGEwDxBdtpTKtVvKaZKTPpPhaXvgFGRf_Px7T5ahgkksXXRHQTtLPbx01dbp_u-3b_bpAP0w2AuXj7j9sH44JIKI7Vfb_PoPX0bG7qce8vSFLHRu2owZDuofSkL-uz0jPn1chb61r3aTbVeNM3DaPuoVvvyz--PN2VKBK10jja0xAsGZ7gJT90nbT_w6Zb4pDn75GHEPSMCVnkKINSZiH5nKcm6MvywMa1kyVFLnJ5QsUgQTh_0ccPL73-Bf8SIrg!/?](http://g5uat/int/wps/portal!/ut/p/c0/dZBPT8MwDMW_0eykoX9uTJ0oGEwDxBdtpTKtVvKaZKTPpPhaXvgFGRf_Px7T5ahgkksXXRHQTtLPbx01dbp_u-3b_bpAP0w2AuXj7j9sH44JIKI7Vfb_PoPX0bG7qce8vSFLHRu2owZDuofSkL-uz0jPn1chb61r3aTbVeNM3DaPuoVvvyz--PN2VKBK10jja0xAsGZ7gJT90nbT_w6Zb4pDn75GHEPSMCVnkKINSZiH5nKcm6MvywMa1kyVFLnJ5QsUgQTh_0ccPL73-Bf8SIrg!/)

Should you have any questions, please contact the Helpdesk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) or email edcaps.user@ed.gov.

Hours of operation: 8am-6pm Washington DC time Monday-Friday.

- Read the user agreement and if you agree, check the 'Agree' radio button. Then click 'Submit'.

Account Activation

User Name mary.murphy12@nodomain.com
First Name Mary
Last Name Murphy

✓ I acknowledge that I am about to activate my access to the U.S. Department of Education G5 system, that I have read and understand my responsibilities relating to proper security and fiduciary management of my G5 account, that I understand my acceptance of these responsibilities will be noted and retained in the G5 database for audit trail purposes, and that I accept full responsibility for proper management of my password.

Agree Disagree

Submit

- Read the G5 User ID and Password Memorandum and then click 'Continue'.
- Enter a password according to the guidelines outlined and a security question and answer. Then click 'Continue'.

Account Activation

Please fill out the form below to activate your account. An * indicates a required field.

✓ Here are the rules to follow when setting up or resetting your password:

- Passwords must be at least 8 characters long.
- Passwords must contain at least one character from 3 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &;, %, etc). For example, "Education1", "Kentucky\$".
- Passwords must not include your first or last name.
- When resetting your password, the new password must not match any of your last 6 passwords.
- Your password will expire and you will be prompted to change it every 90 days.

User ID/Email mary.murphy12@nodomain.com
First Name Mary
Last Name Murphy

Password * [masked]
Verify Password * [masked]

Security Question * What street did you first live on? [dropdown menu]
Security Answer * Sesame Street

< Previous Clear Continue >

10. On the summary screen, click 'Activate'.
11. Once you have successfully activated your account, you will need to log in to request project director access. To do so, login to www.g5.gov.
12. G5 will direct you to your profile. Select 'Others' under Available Types and click 'Continue'.

View and Edit Your Profile

View your G5 profile. You may make changes directly to the form below. An * indicates a required field.
An + indicates an optional field for International users.
Note: In order to complete the registration process select the available type.

Role(s)

First Name *

Middle Initial

Last Name *

Telephone No *

Fax No

Email Address mary.murphy12@nodomain.com

Address Line 1 *

Address Line 2

City *

State * +

Province/Region

Zip/Postal Code * +

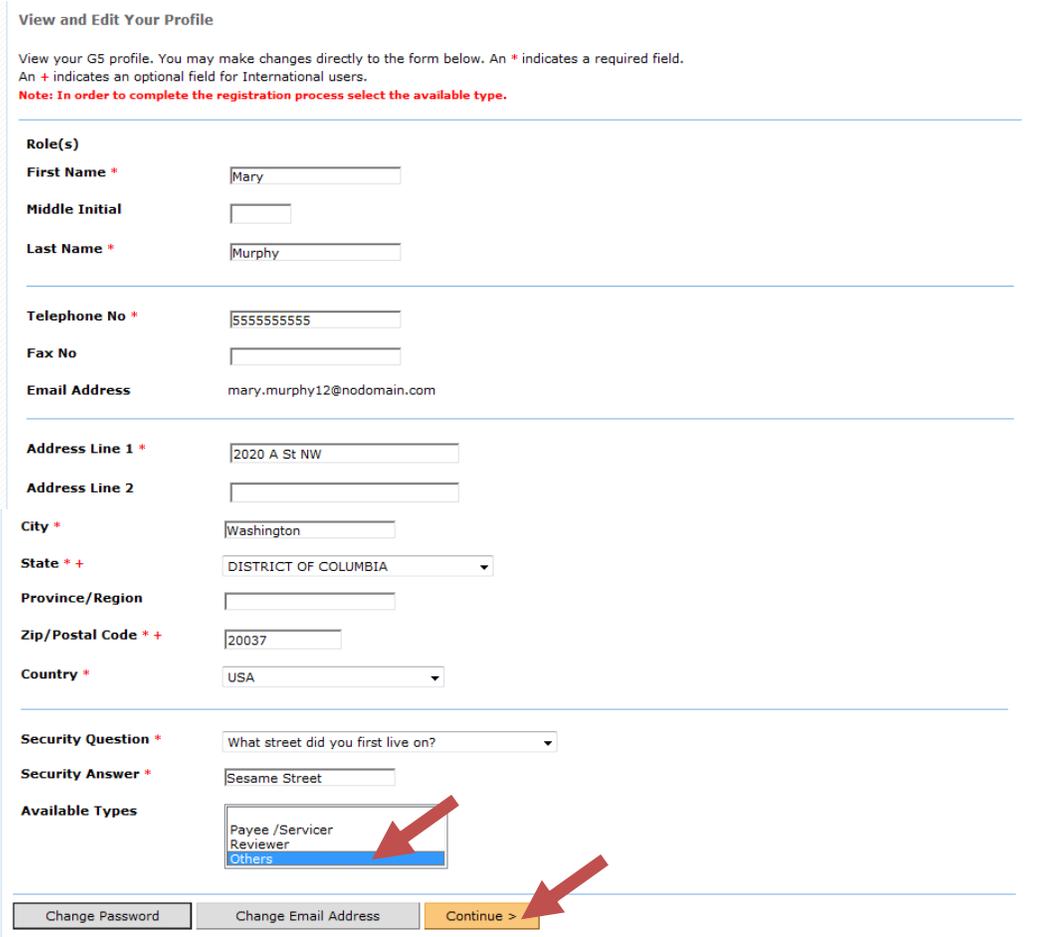
Country *

Security Question *

Security Answer *

Available Types

- Payee /Servicer
- Reviewer
- Others**



13. Indicate that you are a project or state director and enter the grantee DUNS as it appears on your Grant Award Document. Then click 'Continue'.

Optional Information

Please provide additional information.

Project Director Information

Are you a Project Director/State Director?

Grantee DUNS

Impact Aid User Information

Enter only the numeric State code and Applicant code. Do not include the State abbreviation, Fiscal Year, or hyphens (i.e. For 99-SC-2002-9999, please enter 9999999.).

Are you an Impact Aid user?

Impact Aid Number

14. Click 'Submit' and the message on the 'Confirmation' tab will indicate if your profile was successfully updated.

Review Your Profile

Please review the information below and click on Submit to save changes to your profile.

Role(s)

First Name

Middle Initial

Last Name

Telephone No

Fax No

Email Address

Address Line 1

Address Line 2

City

State

Province/Region

Zip/Postal Code

Country

Security Question

Security Answer

Are you a Project Director/State Director?

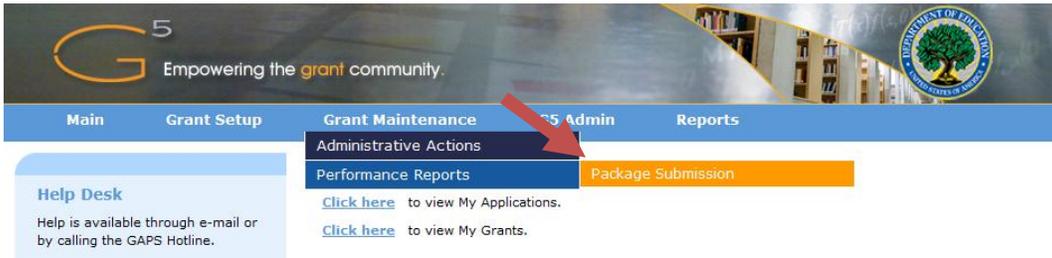
Grantee DUNS

Are you an Impact Aid user?

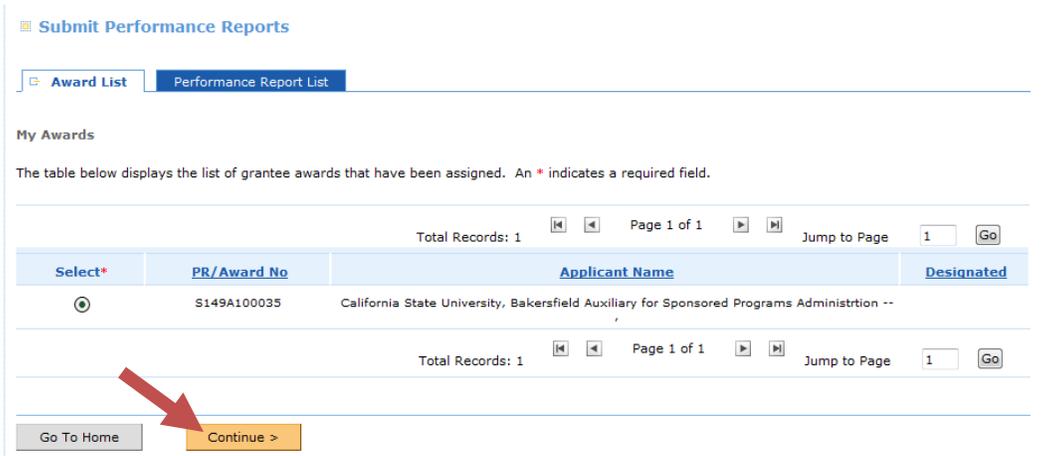
Impact Aid Number

B. Completing a Performance Report

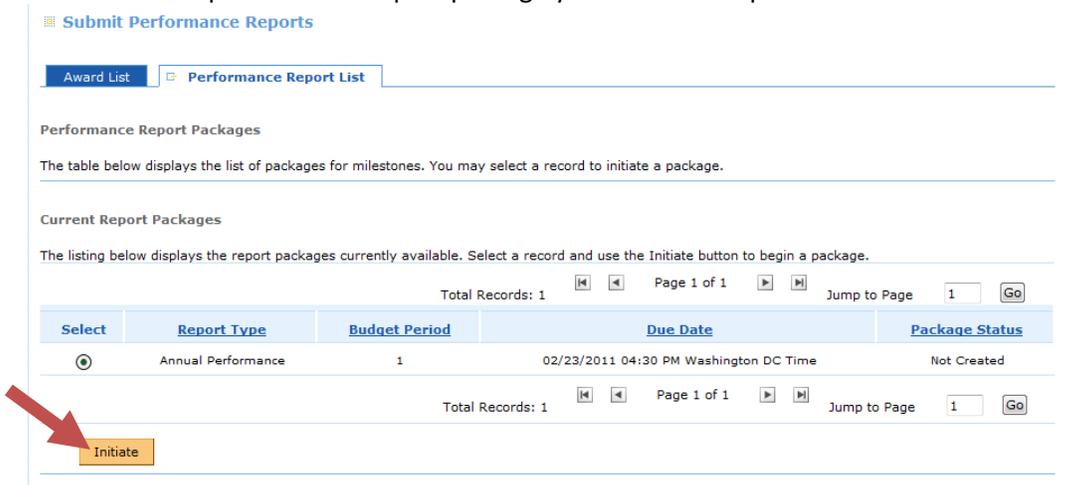
1. Login to G5.
2. Hover over 'Grant Maintenance' (drop down menu displays). Then, hover over 'Performance Reports' (sub drop down menu displays), and click 'Package Submission'.



3. Select the award for which you wish to complete a performance package and then click 'Continue'.



4. G5 will display all the report packages that are published for the award you selected. Select the performance report package you wish to complete and click 'Initiate'.



5. G5 will display a message indicating that 'The package has been initiated successfully. You may continue with package submission. **Note:** From now on the package will appear under My Performance Reports.

Submit Performance Reports

Package Information | Summary | Confirmation

✓ **The Package has been initiated successfully. You may now continue with package submission.**

Report Packages

The form below displays all details associated with selected package. You may navigate throughout this form to complete a Performance Report. An * indicates a required field.

Package Information					Documents & Instructions	
Package Type	Annual Performance				Dear Colleague Letter	
Package Title	CAMP Annual Performance					
Fiscal Year	2010	CFDA/Subprogram	84.149A	Schedule No		1
Contact Name	Mary Marshall					

6. The top portion of the screen will provide the report package details such as the contact name and email. On the right hand-side you can click on the hyperlink in order to view additional documentation and instructions.

Package Information | Summary | Confirmation

Report Packages

The form below displays all details associated with selected package. You may navigate throughout this form to complete a Performance Report. An * indicates a required field.

Package Information					Documents & Instructions	
Package Type	Annual Performance				Dear Colleague Letter	
Package Title	CAMP Annual Performance					
Fiscal Year	2010	CFDA/Subprogram	84.149A	Schedule No		1
Contact Name	Mary Marshall					
Email	mary.marshall12@ed.gov click to send email					
Due Date	04/20/2011 04:30 PM Washington DC Time					
Last Updated	02/28/2011 10:09 AM Washington DC Time					

7. In order to begin filling out the forms, select a form and click 'Edit Form'.

The screenshot displays a web application interface with a table of forms. At the top, there is a header bar with the text "Total Records: 6", "Page 1 of 1", and "Jump to Page 1 Go". Below this is a table with three columns: "Select*", "Form Title", and "Form Status". The table contains six rows of data. A red arrow points to the "Select*" column header. Below the table, there is a footer bar with the text "Total Records: 6", "Page 1 of 1", and "Jump to Page 1 Go". Below the footer bar, there are several buttons: "View Form", "Edit Form", "Preview Package", "< Previous", "Cancel", "Continue >", "Save", "User Privileges", "Comments", and "View History". A red arrow points to the "Edit Form" button.

Select*	Form Title	Form Status
<input checked="" type="radio"/>	Grant Performance Report Cover Sheet (ED 524B) - Revised 2008	Blank
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1	Blank
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 2	Blank
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section B & C	Blank
<input type="radio"/>	Project Narrative - Sample Narrative 1	Blank
<input type="radio"/>	Project Narrative - Sample Narrative 2	Blank

Total Records: 6 Page 1 of 1 Jump to Page 1 Go

View Form Edit Form Preview Package

< Previous Cancel Continue > Save User Privileges Comments View History

8. You will want to continually save your work while completing the individual forms by clicking on the 'Save' button at the bottom of the screen. **Note:** You will want to be mindful of the 20 minute time-out while completing forms. **Note:** If you choose to upload an Executive Summary, you will need to save the attachment in a .pdf format. Once you are finished with a form, you should check the 'Form Complete' checkbox and click 'Save & Return to Package'.

b. Current Budget Period	50,000	0
c. Entire Project Period <i>(For Final Performance Reports only)</i>	0	0

Indirect Cost Information *(To be completed by your Business Office. See instructions.)*

* 9. Indirect Costs

a. Are you claiming indirect costs under this grant? Yes No

b. If yes, do you have an Indirect Cost Rate Agreement approved by the Federal government? Yes No

c. If yes, provide the following information:

Period Covered by the Indirect Cost Rate Agreement: From: To:
(mm/dd/yyyy)

Approving Federal agency: ED Other *(Please specify):*

Type of Rate *(For Final Performance Reports Only)*: Provisional Final Other *(Please specify):*

d. For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that :

Is included in your approved Indirect Cost Rate Agreement? Complies with 34 CFR 76.564(c)(2)?

Human Subjects (Annual Institutional Review Board (IRB) Certification) *(See instructions.)*

* 10. Is the annual certification of Institutional Review Board (IRB) approval attached?
 Yes No N/A

Performance Measures Status and Certification *(See instructions.)*

* 11. Performance Measures Status

a. Are complete data on performance measures for the current budget period included in the Project Status Chart?
 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: Executive Summary

File: 149annualperfrpt2010.pdf
Only Adobe Portable Document Format (.pdf) file upload is supported.

Form Complete

- Your program may have asked you to address program-wide project objectives, which are displayed as iterations of the Section A form. If you would like to address those objectives or create your own project-specific objective, select one of the Section A forms, and click 'Edit Form'.

Total Records: 6 Page 1 of 1 Jump to Page 1 Go

Select*	Form Title	Form Status
<input type="radio"/>	Grant Performance Report Cover Sheet (ED 524B) - Revised 2008	Complete
<input checked="" type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1	Blank
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 2	Blank
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section B & C	Blank
<input type="radio"/>	Project Narrative - Sample Narrative 1	Blank
<input type="radio"/>	Project Narrative - Sample Narrative 2	Blank

Total Records: 6 Page 1 of 1 Jump to Page 1 Go

View Form Edit Form Preview Package

< Previous Cancel Continue > Save User Privileges Comments View History

- You have the option to either respond to a program-wide project objective and/or create your own project-specific objective. To create your own objective, click the 'Add Another Project Objective' button. **Note:** Your project-specific objective will be added to the list of forms as the next instance of the Section A form. For example, if there were two existing Section A forms, you will then have a third form.

target			Actual performance data	
Raw Number	Ratio	%	Raw Number	Ratio
<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/>

Explanation of Progress (Include Qualitative Data and Data Collection Information)

Add Another Project Objective

Form Complete

Cancel Save & Return to Package Save

- As you work on your reports package, you may want to save your work and come back to it at a later point. In order to save your package in a draft status, click 'Save'. After saving, a message will appear, e.g. 'The action was successful: The package has been updated.'

Total Records: 7 Page 1 of 1 Jump to Page 1 Go

Select*	Form Title	Form Status
<input type="radio"/>	Grant Performance Report Cover Sheet (ED 524B) - Revised 2008	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1	Blank
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 2	Blank
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 3	Blank
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section B & C	Blank
<input type="radio"/>	Project Narrative - Sample Narrative 1	Blank
<input type="radio"/>	Project Narrative - Sample Narrative 2	Blank

Total Records: 7 Page 1 of 1 Jump to Page 1 Go

View Form Edit Form Preview Package

< Previous Cancel Continue > Save User Privileges Comments View History

C. Granting Other Users Access to Your Report

- Login to G5.
- Hover over 'Grant Maintenance' (drop down menu displays). Then, hover over Performance Reports' (sub drop down menu displays), and click 'Package Submission'.

G5 Empowering the grant community.

Main Grant Setup Grant Maintenance G5 Admin Reports

Administrative Actions
Performance Reports
Package Submission

Click here to view My Applications.
Click here to view My Grants.

Help Desk
Help is available through e-mail or by calling the GAPS Hotline.

- Select the award for which you wish to grant privileges and then click 'Continue'.

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 1 Go

Select*	PR/Award No	Applicant Name	Designated
<input checked="" type="radio"/>	S149A100035	California State University, Bakersfield Auxiliary for Sponsored Programs Administration --	

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

Go To Home Continue >

4. Once you see your list of Performance Reports, select a report and click 'Edit Report'.

Submit Performance Reports

[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.

Total Records: 0 Page 1 of 1 Jump to Page 1 Go

Select	Report Type	Budget Period	Due Date	Package Status
--------	-------------	---------------	----------	----------------

Total Records: 0 Page 1 of 1 Jump to Page 1 Go

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.

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

Select	Report Type	PR/Award No	Budget Period	Due Date	Last Updated Date	Package Status
<input checked="" type="radio"/>	Annual Performance	S149A100035	1	04/20/2011 04:30 PM Washington DC Time	02/09/2011 12:27 PM Washington DC Time	Draft

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

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

1. Click 'User Privileges'.

[Package Information](#) [Summary](#) [Confirmation](#)

Report Packages

The form below displays all details associated with selected package. You may navigate throughout this form to complete a Performance Report. An * indicates a required field.

Package Information		Documents & Instructions	
Package Type	Annual Performance	Dear Colleague Letter	
Package Title	CAMP Annual Performance		
Fiscal Year	2010	CFDA/Subprogram	84.149A
		Schedule No	1
Contact Name	Mary Marshall		
Email	mary.marshall12@ed.gov click to send email		
Due Date	04/20/2011 04:30 PM Washington DC Time		
Last Updated	02/28/2011 12:04 PM Washington DC Time		

Total Records: 7 Page 1 of 1 Jump to Page 1 Go

Select*	Form Title	Form Status
<input type="radio"/>	Grant Performance Report Cover Sheet (ED 524B) - Revised 2008	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1	Blank
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 2	Blank
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 3	Blank
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section B & C	Blank
<input type="radio"/>	Project Narrative - Sample Narrative 1	Blank
<input type="radio"/>	Project Narrative - Sample Narrative 2	Blank

Total Records: 7 Page 1 of 1 Jump to Page 1 Go

[View Form](#) [Edit Form](#) [Preview Package](#) [Save](#) [User Privileges](#) [Comments](#) [View History](#)



- In order to allow someone else in your organization to have manager or submit access or access to certain forms, you will need to click 'Add User(s)'. **Note:** Only one person can have manager access and only one person can have submit access. Users must be registered in G5 before you can add them to the package. Ensure you know the email address and the last name with which they used to register.

Package Privileges

Select	User Name	Manager	Submit
<input type="checkbox"/>	Mary Murphy	<input type="radio"/>	<input type="radio"/>

Remove User(s) Add User(s)

Forms List

Select*	Form Title
<input type="radio"/>	Grant Performance Report Cover Sheet (ED 524B) - Revised 2008
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 2
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 3
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section B & C
<input type="radio"/>	Project Narrative - Sample Narrative 1
<input type="radio"/>	Project Narrative - Sample Narrative 2

Form Privileges

Cancel User Privileges Continue >

- Enter the Email and Last Name that the person used to register within G5 and click 'Search'.

Submit Performance Reports

User Search

Available User Search

Enter search criteria below to search for available users to grant privileges. An * indicates a required field.

Email Last Name * First Name

Clear Search

Cancel

4. Select the user you wish to add and click 'Add User(s)'.

User Search

Available User Search

Enter search criteria below to search for available users to grant privileges. An * indicates a required field.

Email * Last Name * First Name

Search Results

Select one or many from the table below to add to master list of users to return for granting privileges. An * indicates a required field.

Select*	Name	Phone	Email
<input checked="" type="checkbox"/>	John Smith	2022450000	john@smith.com

5. To grant access to specific forms, select a form and click 'Form Privileges'.

Package Privileges

Select	User Name	Manager	Submit
<input type="checkbox"/>	Mary Murphy	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	John Smith	<input type="radio"/>	<input checked="" type="radio"/>

Forms List

Select*	Form Title
<input checked="" type="radio"/>	Grant Performance Report Cover Sheet (ED 524B) - Revised 2008
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 2
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 3
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section B & C
<input type="radio"/>	Project Narrative - Sample Narrative 1
<input type="radio"/>	Project Narrative - Sample Narrative 2

- Select which users you would like to have Edit access and which users you would like to have View access. Then click 'Continue'.

Submit Performance Reports

Form Privileges

Form Privileges

The form below displays all users assigned to access the form.

Form Title

Grant Performance Report Cover Sheet (ED 524B) - Revised 2008

User Name	Edit	View
Mary Murphy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
John Smith	<input type="checkbox"/>	<input type="checkbox"/>

- Once you have granted access to all users, click 'Continue'. The message on the screen will indicate 'The action was successful: The package has been updated.'

Package Privileges

Select	User Name	Manager	Submit
<input type="checkbox"/>	Mary Murphy	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	John Smith	<input type="radio"/>	<input checked="" type="radio"/>

Forms List

Select*	Form Title
<input checked="" type="radio"/>	Grant Performance Report Cover Sheet (ED 524B) - Revised 2008
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 2
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 3
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section B & C
<input type="radio"/>	Project Narrative - Sample Narrative 1
<input type="radio"/>	Project Narrative - Sample Narrative 2

D. Submitting a Performance Report

1. Follow Steps 1-3 from Section C. Once you see your list of Performance Reports, select a report and click 'Edit Report'.

Submit Performance Reports

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.

Total Records: 0 | Page 1 of 1 | Jump to Page 1 | Go

Select	Report Type	Budget Period	Due Date	Package Status
Total Records: 0 Page 1 of 1 Jump to Page 1 Go				

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.

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

Select	Report Type	PR/Award No	Budget Period	Due Date	Last Updated Date	Package Status
<input checked="" type="radio"/>	Annual Performance	S149A100035	1	04/20/2011 04:30 PM Washington DC Time	02/09/2011 12:27 PM Washington DC Time	Draft
Total Records: 1 Page 1 of 1 Jump to Page 1 Go						

< Previous | **Edit Report** | Copy | Delete | Unsubmit

2. You may want to review your package before you submit. You can select an individual form and click 'View Form' to view a specific form or you can click 'Preview Package' to view the package in its entirety.

Due Date 04/20/2011 04:30 PM Washington DC Time

Last Updated 02/28/2011 12:51 PM Washington DC Time

Total Records: 7 | Page 1 of 1 | Jump to Page 1 | Go

Select*	Form Title	Form Status
<input type="radio"/>	Grant Performance Report Cover Sheet (ED 524B) - Revised 2008	Complete
<input checked="" type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 2	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section B & C	Complete
<input type="radio"/>	Project Narrative - Sample Narrative 1	Complete
<input type="radio"/>	Project Narrative - Sample Narrative 2	Complete
Total Records: 7 Page 1 of 1 Jump to Page 1 Go		

View Form | **Edit Form** | **Preview Package**

< Previous | Cancel | Continue > | Save | User Privileges | Comments | View History

- If you clicked 'Preview Package', a link will then display above the button which you can use to view the package.

Last Updated 02/28/2011 12:51 PM
Washington DC Time

Total Records: 7 Page 1 of 1 Jump to Page 1 Go

Select*	Form Title	Form Status
<input type="radio"/>	Grant Performance Report Cover Sheet (ED 524B) - Revised 2008	Complete
<input checked="" type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 2	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section B & C	Complete
<input type="radio"/>	Project Narrative - Sample Narrative 1	Complete
<input type="radio"/>	Project Narrative - Sample Narrative 2	Complete

Total Records: 7 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



- Once you are ready to submit, click 'Continue'.

Last Updated 02/28/2011 12:51 PM
Washington DC Time

Total Records: 7 Page 1 of 1 Jump to Page 1 Go

Select*	Form Title	Form Status
<input type="radio"/>	Grant Performance Report Cover Sheet (ED 524B) - Revised 2008	Complete
<input checked="" type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 1	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section A - 2	Complete
<input type="radio"/>	Grant Performance Report (ED 524B) Project Status Chart - Section B & C	Complete
<input type="radio"/>	Project Narrative - Sample Narrative 1	Complete
<input type="radio"/>	Project Narrative - Sample Narrative 2	Complete

Total Records: 7 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



- Review the information on the next tab, specifically the Authorized Representative information. Click 'Submit' to finalize your report submission.

User Privileges

Report Package Summary

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

Package Information	Documents & Instructions
Package Type Annual Performance Package Title CAMP Annual Performance Fiscal Year 2010 CFDA/Subprogram 84.149A Schedule No 1 Contact Name Mary Marshall Last Updated 02/28/2011 12:51 PM Washington DC Time	Dear Colleague Letter

Form Title	Form Status
Grant Performance Report Cover Sheet (ED 524B) - Revised 2008	Complete
Grant Performance Report (ED 524B) Project Status Chart - Section A - 1	Complete
Grant Performance Report (ED 524B) Project Status Chart - Section A - 1	Complete
Grant Performance Report (ED 524B) Project Status Chart - Section A - 2	Complete
Grant Performance Report (ED 524B) Project Status Chart - Section B & C	Complete
Project Narrative - Sample Narrative 1	Complete
Project Narrative - Sample Narrative 2	Complete

Report Submission

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

Authorized Representative Information:

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

a. Authorized Representative (**First Name, Middle Initial, Last Name**):

b. **Title:**

c. **Tel.#:** **Fax.#:**

d. **E-Mail Address:**

e. **Date:** 2011-02-28 01:15:15 PM

This report is being submitted on behalf of:
CSUB AUXILIARY FOR SPONSORED PROGRAMS ADMINISTRATION
9001 STOCKDALE HWY
BAKERSFIELD, CA 93311

A confirmation message will be sent to the authorized representative if an e-mail address is provided

Warning! All applicants must follow the internal administrative and clearance procedures of their organization. BY SUBMITTING THIS APPLICATION, I CERTIFY THAT THIS APPLICATION HAS BEEN APPROVED BY THE AUTHORIZING REPRESENTATIVE OF THE INSTITUTION.