

## A. 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.
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.
7. In order to begin filling out the forms, select a form and click 'Edit Form'.
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'.
9. 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'.
10. 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.

## 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'.

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.
3. If you clicked 'Preview Package', a link will then display above the button which you can use to view the package.
4. Once you are ready to submit, click 'Continue'.
5. Review the information on the next tab, specifically the Authorized Representative information. Click 'Submit' to finalize your report submission.