

Overview

When an Award Task is due within 90 days, the worker assigned to that task will receive a weekly reminder until the task is completed.

Once award task is completed, the Award Task Owner associated with the respective award, receives a Notification advising them that the task is complete

Two reports are available that provide additional information concerning the award task information:

- Award Task Status
- Award Tasks Due Next 90 Days or Overdue by Company – CR (NSHE)

Additional information regarding the above reports is included in the lower section of this job aid.

Complete Award Task

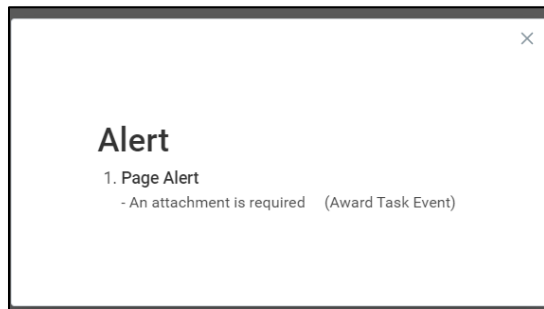
Click the **Notification Icon**:

1. Click **Award Task Reminder** entry
2. **Alert Notification Details** page displays in right frame
3. Task(s) are listed in **Notification Topic** section
4. From the applicable entry, click **Related Action > Award Task > Complete Award Task** option from menu

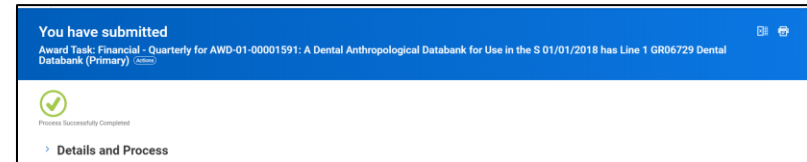
Note: If a task is not ready to be completed per the date range associated with the task, award task will not display as an option on the Related Action menu

5. **Complete Award Task** page displays
6. User can view the following associated information:
 - Award Contract Line
 - Award Start and End Date / Award Task Due Date
 - Comments
7. If task requires an attachment, user must upload the final attachment prior to clicking the **Submit** button (If you do not add an attachment, the task will flow to your Inbox to add an attachment)
8. Add **Comments**, if applicable
9. Click **Submit**.

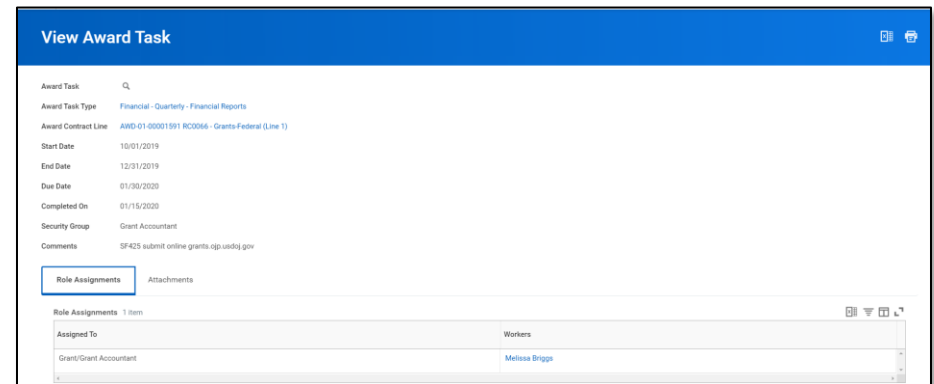
10. Although you have submitted the transaction, you must click the **Revise** button in the **Up Next** section. If desired, click the **Details and Progress** (>) caret to view additional details (The status of the transaction displays as **Saved for Later**)
11. **Revise Complete an Award Task** page displays. An **Alert** popup displays. Click the alert to view the message (See below). The message is the same regardless of whether you have added an attachment or not



12. If you did not add an attachment earlier, you can add the document now via the **Select files** button
13. Click the **Upload** button to add an additional attachment
14. Click **Submit** button
15. You have submitted page displays



16. Click **Done** button
17. View **Award Task** page displays



18. Completed award task sends a **Notification** to the **Award Contract Owner**. No action is required by the award contract owner as the notification is an advisory notice only
19. If additional tasks need to be completed, return to **Notifications** and repeat the above process

Award Task Reports

Award Task Status Report

From the **Search Bar**:

1. Type **Award Task Status**
2. **Award Task Status** report page displays

3. In the **Company** field, select your respective **Company**
4. In the **Assigned Workers** field, select your name
5. Additional filters may be used to enhance search (e.g. Statuses)

6. Click **OK** to continue to next page
7. The report displays additional details such as Task Type, Assigned Workers, and Status...

| Status | Days to Task Start | Days to Task Complete | Days Until Task Due | Task Start Date | Task End Date | Task Due Date |
|-------------|--------------------|-----------------------|---------------------|-----------------|---------------|---------------|
| Not Started | -230 | 135 | 119 | 06/01/2019 | 05/31/2020 | 05/15/2020 |
| Not Started | 501 | 865 | 849 | 06/01/2021 | 05/31/2022 | 05/15/2022 |
| Not Started | 501 | 865 | 958 | 06/01/2021 | 05/31/2022 | 09/01/2022 |

When reviewing the calculations displayed in the columns from **Days to Task Start** to the **Task Due Date** columns, use the following methods to understand the information being displayed:

The Days to Task Start column calculation is: Task Start Date – Task End Date (e.g. 01/17/2019 – 06/01/2019 = -230)

The Days to Task Complete column calculation is: Today's date – Task End Date (e.g. 01/17/2020 – 05/31/2020 = 865)

FIN: Award Task Reminder & Completion

Worktag Owner / Manager
Award Budget Specialist
Award Contract Manager
Award Contract Specialist
Grant Accountant / Manager

The Days Until Task Due Date column calculation is: Today's date – Task Due Date (e.g. 01/17/2020- 09/01/2022 = 958 days)

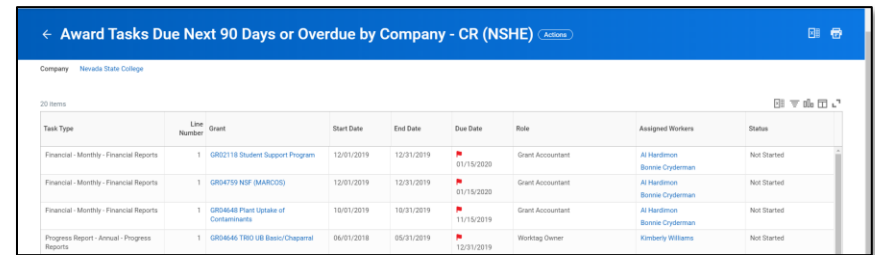
Note: User may access the **Award Task Completion** option via the **Award Task** column **Related Action > Award task > Complete Award Task** from menu

Additional Award details about an award may be accessed via the **Award** column by clicking the **Related Action** option located next to the Award

Award Task Due Next 90 Days or Overdue by Company Report

From the **Search Bar**:

1. Type **Award Tasks Due Next 90 Days or Overdue by Company**
2. Select **Award Tasks Due Next 90 days or Overdue by Company – CR (NSHE) – Report** from menu
3. **Award Tasks Due Next 90 days or Overdue by Company...**page displays
4. Complete **Company** field by selecting your company from menu
5. Additional filters may be used to enhance search (e.g. Statuses)
6. Click **OK** to continue to next page



| Task Type | Line Number | Grant | Start Date | End Date | Due Date | Role | Assigned Workers | Status |
|---|-------------|--------------------------------------|------------|------------|------------|------------------|--------------------------------|-------------|
| Financial - Monthly - Financial Reports | 1 | GR02118 Student Support Program | 12/01/2019 | 12/31/2019 | 01/15/2020 | Grant Accountant | Al Hardimon Bonnie Crydeman | Not Started |
| Financial - Monthly - Financial Reports | 1 | GR04709 NSF (MARCO) | 12/01/2019 | 12/31/2019 | 01/15/2020 | Grant Accountant | Al Hardimon Bonnie Crydeman | Not Started |
| Financial - Monthly - Financial Reports | 1 | GR04648 Plant Update of Contaminants | 10/01/2019 | 10/31/2019 | 11/15/2019 | Grant Accountant | Al Hardimon Bonnie Crydeman | Not Started |
| Progress Report - Annual - Progress Reports | 1 | GR04646 TRIO US Basic/Chaparral | 06/01/2018 | 05/31/2019 | 12/31/2019 | Working Owner | Kimberly Williams | Not Started |

7. The report displays additional details such as Task Type, Grant, Start and End Date, and Due Date
8. A **Red Flag** is displayed in the **Due Date** column if the task is overdue