
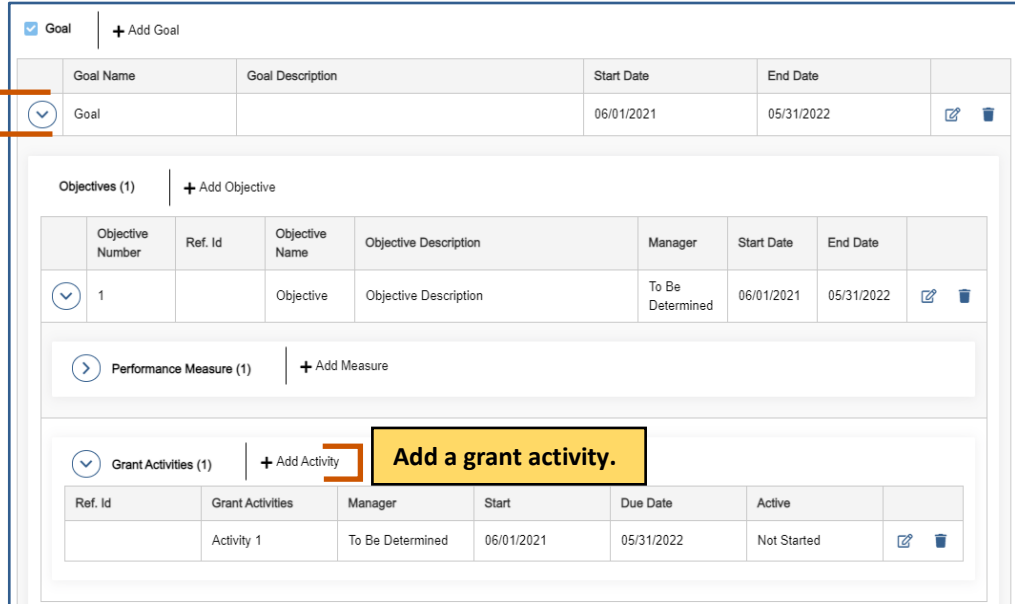




Adding a Grant Activity



1. **Optional:** Use the arrow to expand the goal's objectives.
2. Use the arrow next to the objective to expand the list.
3. Click **Add Activity** . The Grant Activity dialog box appears.



Use the arrow to displays the objectives.





The screenshot shows a 'Goal' section with a table containing one goal. Below it is an 'Objectives (1)' section with a table containing one objective. At the bottom is a 'Grant Activities (1)' section with a table containing one grant activity. A yellow callout box points to the 'Add Activity' button in the Grant Activities section.

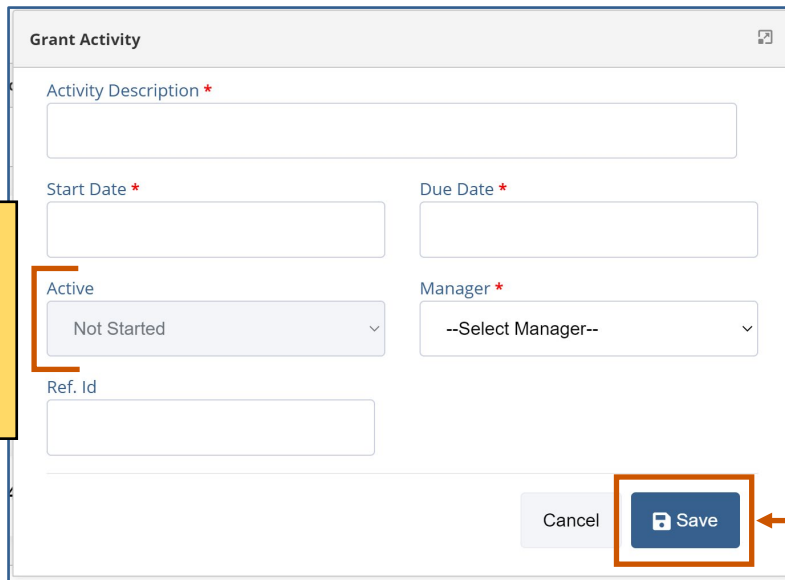
Goal Name	Goal Description	Start Date	End Date	
Goal		06/01/2021	05/31/2022	 

Objective Number	Ref. Id	Objective Name	Objective Description	Manager	Start Date	End Date	
1		Objective	Objective Description	To Be Determined	06/01/2021	05/31/2022	 

Ref. Id	Grant Activities	Manager	Start	Due Date	Active	
	Activity 1	To Be Determined	06/01/2021	05/31/2022	Not Started	 

4. Fill In the necessary fields.
 -  **Note:** The red asterisks indicate required fields.
5. Click **Save** . The grant activity appears in the grid. Repeat steps 2-4 for each grant activity you wish to add.


This field is grayed-out, which means you cannot edit it. It changes once you collect data.



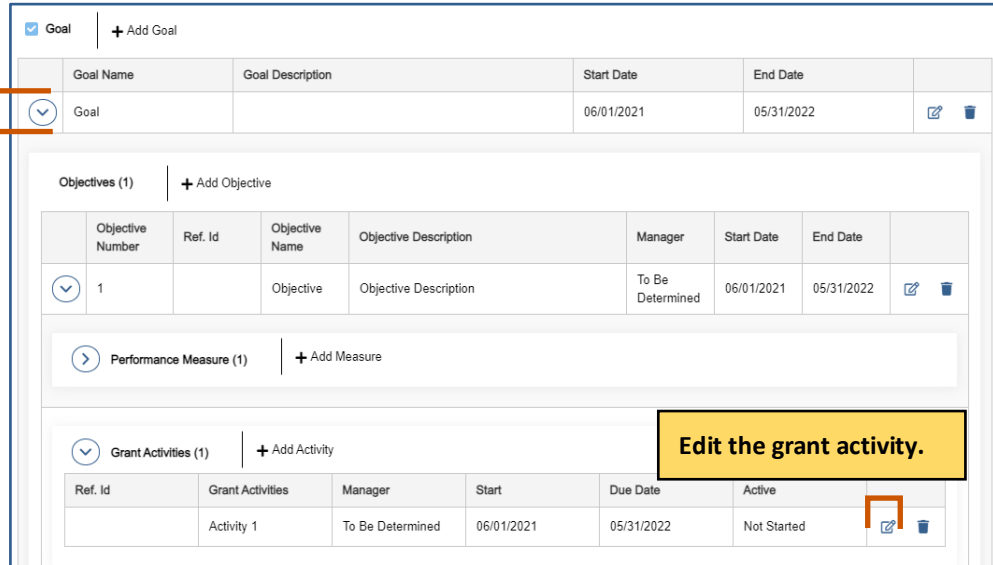
The dialog box contains the following fields: Activity Description (required), Start Date (required), Due Date (required), Active (dropdown menu, currently 'Not Started'), Manager (dropdown menu, currently '--Select Manager--'), and Ref. Id. A 'Save' button is highlighted with a red box and an arrow pointing to it.



Save the new grant activity.



Editing a Grant Activity



1. **Optional:** Use the arrow next to the goal to expand the goal’s objectives.
2. Use the arrow next to the objective to expand the list.
3. Use the arrow next to the grant activity to expand the list.
4. Choose the grant activity you wish to modify.
5. Click **Edit** . The Grant Activity dialog box appears.

Use the arrow to displays the objectives.




Goal Name	Goal Description	Start Date	End Date	
Goal		06/01/2021	05/31/2022	 

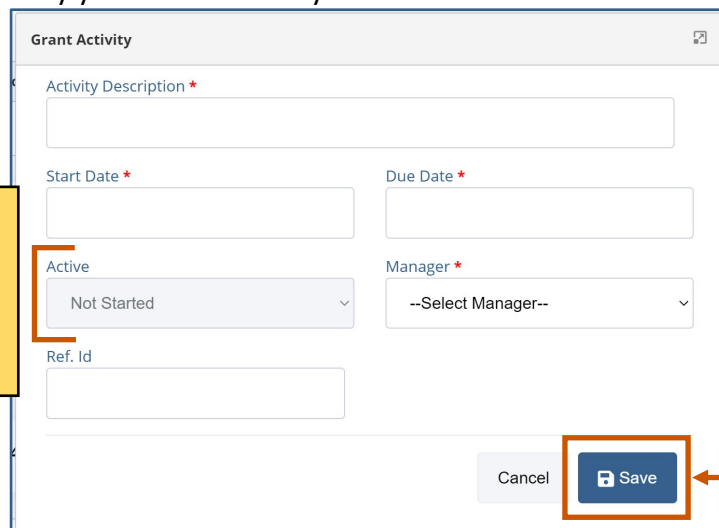
Objective Number	Ref. Id	Objective Name	Objective Description	Manager	Start Date	End Date	
1		Objective	Objective Description	To Be Determined	06/01/2021	05/31/2022	 

Ref. Id	Grant Activities	Manager	Start	Due Date	Active	
	Activity 1	To Be Determined	06/01/2021	05/31/2022	Not Started	 

Edit the grant activity.


6. Edit the necessary fields.
7. Click **Save** . The changes to the grant activity appears in the grid. Repeat steps 4-7 for each grant activity you wish to modify.

This field is grayed-out, which means you cannot edit it. It changes once you collect data.

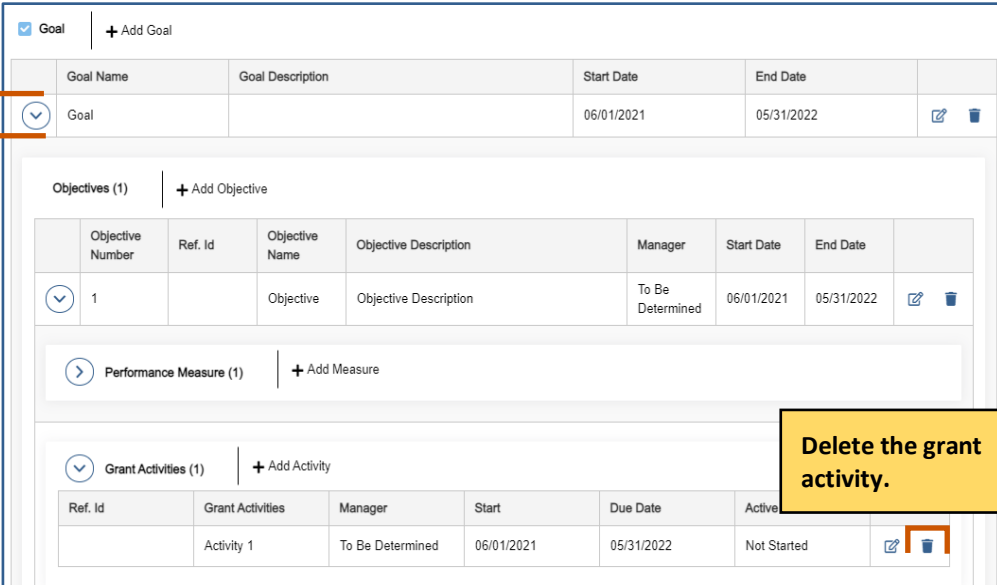


Save the changes to the grant activity.



Deleting a Grant Activity

1. **Optional:** Use the arrow next to the goal to expand the goal's objectives.
2. Use the arrow next to the objective to expand the list.
3. Use the arrow next to the grant activity to expand the list.
4. Choose the grant activity you wish to delete.
5. Click **Delete** . A warning appears asking if you are sure you want to delete the grant activity.



Use the arrow to displays the objectives.



Goal



Goal Name	Goal Description	Start Date	End Date	
Goal		06/01/2021	05/31/2022	 

Objectives (1) + Add Objective

Objective Number	Ref. Id	Objective Name	Objective Description	Manager	Start Date	End Date	
1		Objective	Objective Description	To Be Determined	06/01/2021	05/31/2022	 


Performance Measure (1) + Add Measure

Grant Activities (1) + Add Activity

Ref. Id	Grant Activities	Manager	Start	Due Date	Active	
	Activity 1	To Be Determined	06/01/2021	05/31/2022	Not Started	 

Delete the grant activity.

6. Click **Yes**. The grant activity disappears from the grid. Repeat steps 4-6 for each grant activity you wish to delete.



Are you sure?

Do you really want to delete the Grant Activities(s)

Yes No