ACJC Grants Portal

Managing Project Personnel User Manual

Revised July 26, 2021

MANAGING PROJECT PERSONNEL

The Project Personnel section allows grantees to log personnel assigned to the project for the following purposes:

1) Maintain an active list of project personnel or members;
2) Monitor personnel training/renewal date requirements; and/or
3) Establish program income calculations (if applicable).

To access and manage the personnel section, click on the "Manage Personnel" button as indicated below.

PROJECT PERSONNEL MAIN PAGE

To access personnel information, simply select the program, agency and grant number in the dropdown lists and click "Select." Two tables of information will appear. The Current Personnel table will indicate individuals currently assigned to the project while the Former Personnel table will outline individuals removed from the project via the Grant Adjustment Request process.

Grantees have the following options to manage personnel:

1. **Add Personnel**: Click on the blue button to add personnel to the list.
2. **Attachments**: Click the link to add attachments (e.g., certificates) to each individual.
3. **Delete**: Click this link to remove this individual from the list.
4. **Program Income Worksheet**: Process a Program Income Worksheet, if required.
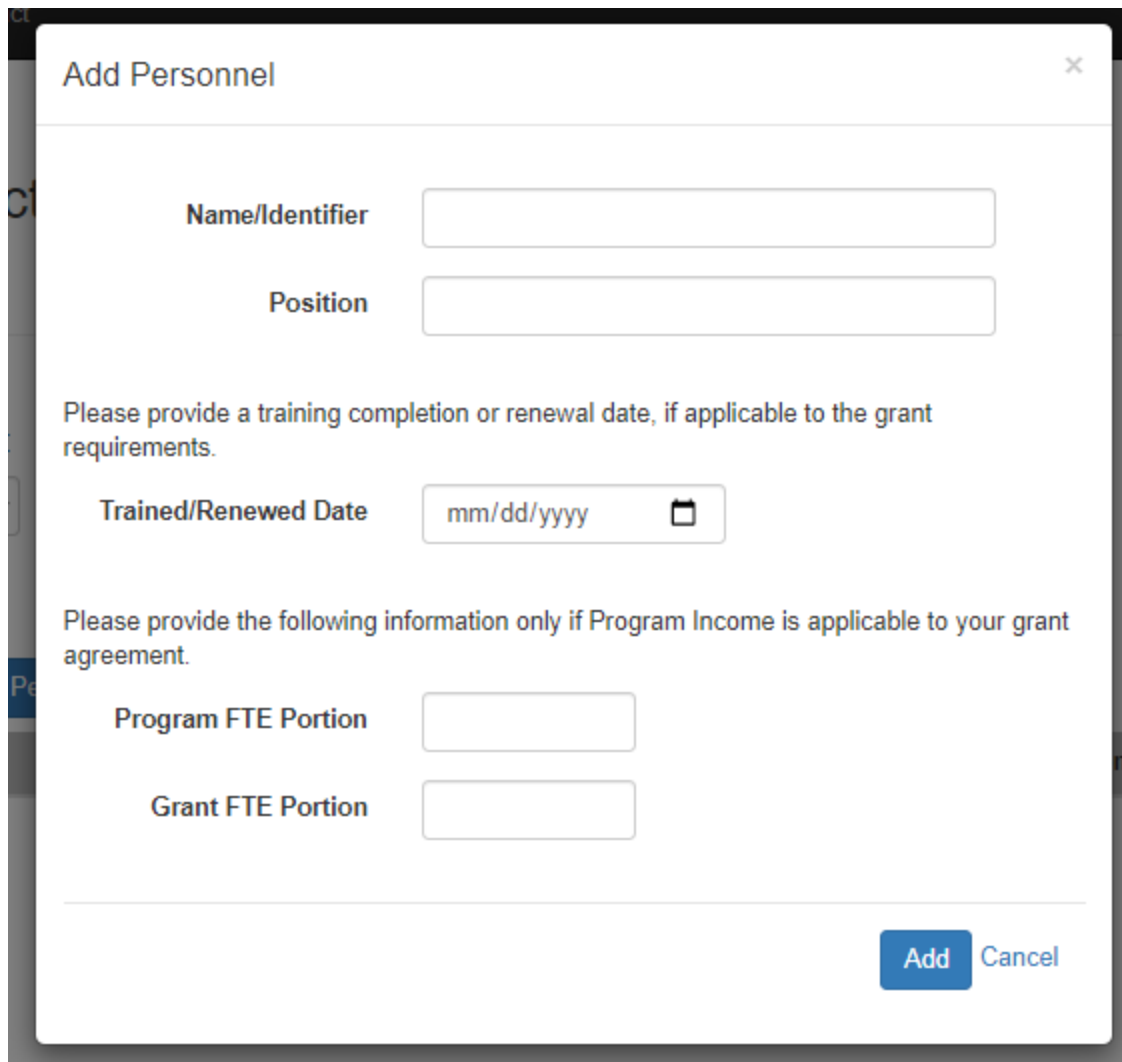
Both the "Add Personnel" button and the "Delete" link will no longer be active if 1) the start date is greater than two (2) months prior to the current date, or 2) a Program Income Worksheet has been submitted.

ADD PERSONNEL

Once the grantee clicks on "Add Personnel", a popup will appear asking for information regarding the individual. Along with the name/identifier (or badge number) and position, there are additional sections for trained/renewed date and FTE portions. If the program requires a trained/renewed date, then please provide the date. If Program Income is required for reporting, then please enter the portions at the bottom of the popup.

Once all the required information is entered, then click the blue "Add" button to process the personnel information.

NOTE: The "Add Personnel" button will no longer be active if 1) the start date is greater than two (2) months prior to the current date, or 2) a Program Income Worksheet has been submitted.

Add Personnel

Name/Identifier

Position

Please provide a training completion or renewal date, if applicable to the grant requirements.

Trained/Renewed Date   mm/dd/yyyy

Please provide the following information only if Program Income is applicable to your grant agreement.

Program FTE Portion

Grant FTE Portion

Add   Cancel

ADD ATTACHMENTS

Once the "Attachments" link is clicked, a popup will appear for uploading attachments (e.g., certificates).

To properly upload a document, click on the "Choose File" button and select the correct document in your File Explorer window. Once selected, the grantee will see the name of the document next to the button. It is highly recommended the grantee provide a brief description of the document for easy processing by the ACJC. Once the information is entered, click the blue "Add" button to add the document to the list.

When uploading a document, be sure the document is under 100MB in size and the document is in PDF format. Failure to adhere to these requirements may result in upload error.

Add Attachment

Attachments

File Description	Name

No attachments exist at this time.

Please select an attachment for Jon Doe. Assure the following:

- All attachments are PDF documents.
- Attachments are less than 100MB in size.
- Each attached file name MUST BE unique from other file(s) uploaded.

Select File:

Choose File | No file chosen

Enter a Brief Description...

Add | Cancel

Position | Program FTE Portion

DELETE PERSONNEL

Once the "Delete" link is clicked, a popup will appear requesting confirmation to delete the corresponding individual from the list. To confirm, simply click the blue "Delete" button.

NOTE: The "Delete" feature will no longer be active if 1) the start date is greater than two (2) months prior to the current date, or 2) a Program Income Worksheet has been submitted.

Delete Report ✕

Are you sure you would like to delete this individual from the list?

Delete   Cancel
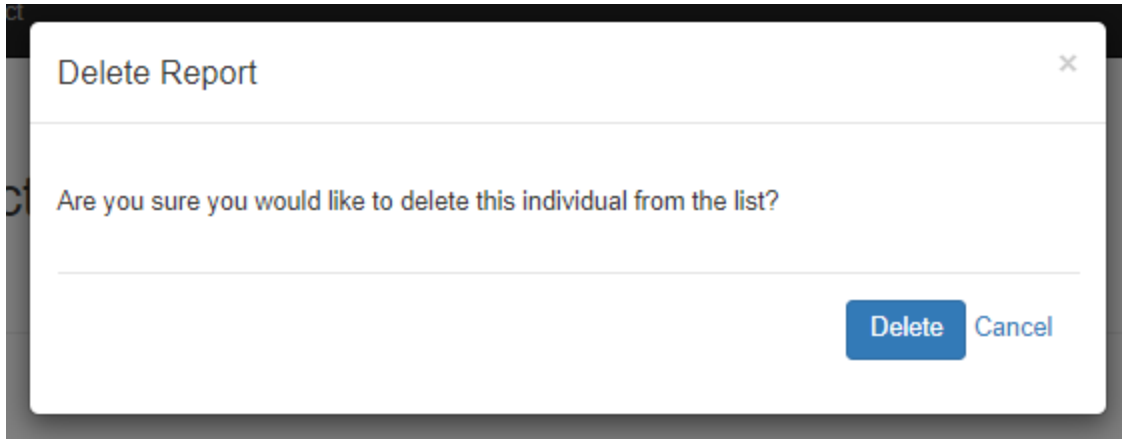
SUBMIT A PROGRAM INCOME WORKSHEET (IF APPLICABLE)

In certain cases, the ACJC program requires reporting of program income for federal grant monies. Since the required FTE portions are entered per personnel entry to calculate the *Program Income Formula*, a simple acknowledgement of the personnel information is necessary to fulfill the Program Income Worksheet requirement. Once a grantee clicks on the "Program Income Worksheet" button, a popup will appear outlining the calculated information based on prior personnel entry.

To officially submit the information, the grantee must type their digital signature, title, phone number and check the confirmation box to submit the worksheet. Once ready to submit, simply click the blue "Submit" button to process.