



Milestones

A great way to track reports due!

Milestones

- Overview
 - Who will be notified
 - How to enter data
 - How notification is disseminated
 - How to run query and use reports

Milestones

- Milestones are used to notify you when fiscal reports are due for the award
- Milestones can be used to notify the PI when progress reports are due



Milestones

The screenshot shows a Windows Internet Explorer browser window displaying the 'Award Profile' page for 'NDFS'. The browser's address bar shows the URL: https://www.connectnd.us/bsp/hdfs/EMPLOYEE/ERP/c/ESTABLISH_AWARDS.GM_AWARD.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_GRANTS.EPGM_AWARDS4.EP_GM_AWARD_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder. The page title is 'Award Profile'.

The page features a navigation menu with the following tabs: Award, Funding, Resources, Certifications, Terms, **Milestones**, Key Words, and Funding Inquiry. The 'Milestones' tab is currently selected.

Key information displayed on the page includes:

- Award ID: MIS0010050
- Reference Award Number: 2005CKWX0285
- Award PI: Rabe, Gary A
- Primary Project PI: Rabe, Gary A

The 'Detail' pop-up window for the selected milestone provides the following information:

- Milestone Type: FINAN (Financial Report)
- Milestone Code: QUARTERLY (Quarterly Financial Report)
- Milestone Status: COM
- Priority: Medium
- Due Date: [Empty]
- Notification Due Date: [Empty]
- Days Prior To Notify: [Empty]
- Completion Date: 04/11/2007
- Completed By: [Empty]
- Comments: quarterly SF269 for 1/1/07-3/31/07

At the bottom of the page, there are several utility buttons: Save, Return to Search, Notify, Refresh, Add, and Update/Display. Navigation links are also present: Go To: Sponsor, Protocols, Attributes, Department Credit, Notepad, Award Modifications.

Milestones

- You can notify many people or just one

Add the contact ID

Choose the method of how to notify

Add comments to the person you are notifying

Milestones

- There are several ways to be notified

Fax

Mail

Electronically

Telephone

Milestones

Award Profile - Windows Internet Explorer

https://www.connectnd.us/psp/ndfs/EMPLOYEE/ERP/c/ESTABLISH_AWARDS.GM_AWARD.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_GRANTS.EPGM_AWARDS4.EP_GM_AWARD_GBL&isFolder=false&IgnoreParamTempl=FolderPath%2cFolder

File Edit View Favorites Tools Help

Web Search Bookmarks Settings Messenger Mail MySpace News

Award Profile

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Milestone Contacts

Milestone Type: FINAN Financial Report

Milestone Code: QUARTERLY Quarterly Financial Report

Contact ID	Contact Name	Transmission Code	Notification
			<input checked="" type="checkbox"/>

Comment:

OK Cancel Refresh

Main Content

Done

start Award Profile - Windo... Microsoft PowerPoint ...

Internet 100% 10:27 PM

Milestones

- Use query
 - NDU_GM66_MILESTONES
 - List of reports due

The screenshot shows a web browser window displaying a query results page. The browser's address bar shows the URL: `https://www.connectnd.us/psc/ndfp_1/EMPLOYEE/ERP/q?ICAction=ICQryNameExcelURL=PUBLIC_NDU_GM66_MILESTONES`. The page contains a search form with the following fields:

- Business Unit:
- Due Date From:
- Due Date through:
- Completed:

Below the form is a yellow button labeled "View Results". Underneath the button is a table with the following headers:

Contract	Milestone Type	Milestone Code	Milestone Status	Due Date	More Info.	Completion Date
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The table body is currently empty. The browser's taskbar at the bottom shows several open applications: "start", "Query Viewer - Wind...", "https://www.connect...", and "Microsoft PowerPoint...". The system tray on the right shows the time as 11:17 PM.

Milestones

List of reports due

Contract	Milestone Type	Milestone Code	Milestone Status	Due Date	More Info	Completion Date
MIS0004357	FINAN	QUARTERLY			ASAP System	
MIS0004357	FINAN	QUARTERLY			ASAP System	
MIS0004357	FINAN	QUARTERLY			ASAP System	
MIS0004357	FINAN	QUARTERLY			ASAP System	
MIS0004357	FINAN	QUARTERLY			ASAP System	
MIS0004357	FINAN	QUARTERLY			ASAP System	
MIS0004357	FINAN	FINAL			ASAP System	
MIS0010042	FINAN	ANNUAL		2/28/2009	annual SF-269 due 90 dates after each budget year	
MIS0010056	FINAN	FINAL			final report due 5/31/06	
MIS0010065	FINAN	FINAL			final report due 12/31/06	
MIS0010200	FINAN	FINAL				
MIS0010213	FINAN	FINAL			no financial report required	
MIS0010220	FINAN	FINAL	P	6/13/2008		
MIS0010230	FINAN	QUARTERLY		11/14/2008	SF269 due for quarter	
MIS0010230	FINAN	QUARTERLY		2/14/2009	SF269 due for quarter	
MIS0010232	FINAN	FINAL		9/30/2008	final SF269 for 7/1/08-6/30/09	
MIS0010239	FINAN	QUARTERLY		3/31/2008	Quarterly billing 1/1-3/31/09	
MIS0010239	FINAN	QUARTERLY		6/30/2008	Quarterly billing 4/1-6/30/09	
MIS0010241	FINAN	FINAL			Submit financial statements for MSU for FY 09, Provide income & expenditure info compared to approved budget.	
MIS0010249	FINAN	MONTHLY		1/15/2009	State quarterly billing 10/1-12/31/08	
MIS0010250	FINAN	QUARTERLY		12/31/2008	quarterly report due 1/31/09	
MIS0010250	FINAN	QUARTERLY		3/31/2008	quarterly report due 4/30/09	
MIS0010251	FINAN	QUARTERLY			quarterly billing 10/1-12/31/08	
MIS0010251	FINAN	QUARTERLY			quarterly billing 1/1-3/31/09	
MIS0010251	FINAN	QUARTERLY			quarterly billing 4/1-6/30/09	
MIS0010251	FINAN	QUARTERLY			quarterly billing 7/1-9/30/09	
MIS0010253	FINAN	MONTHLY			Submit Quarterly billing 10/1-12/31/08	
MIS0010253	FINAN	QUARTERLY			Submit Quarterly billing 1/1-3/31/09	
MIS0010253	FINAN	QUARTERLY			Submit Quarterly billing 4/1-6/30/09	
MIS0010253	FINAN	QUARTERLY			Submit Quarterly billing 7/1-9/30/09	
MIS0010254	FINAN	QUARTERLY			Quarterly billing 10/1-12/31/08	
MIS0010254	FINAN	QUARTERLY			Quarterly billing 1/1-3/31/09	
MIS0010254	FINAN	QUARTERLY			Quarterly billing 4/1-6/30/09	
MIS0010254	FINAN	QUARTERLY			Quarterly billing 7/1-9/30/09	
MIS0010257	FINAN	FINAL			final report	
MIS0010258	FINAN	QUARTERLY			Quarterly SF 269 4/1-6/30/09	
MIS0010258	FINAN	QUARTERLY			Quarterly SF 269 7/1-9/30/09	
MIS0010258	FINAN	QUARTERLY			Quarterly SF 269 10/1-12/31/09	

MILESTONES

Questions?

