

NEA REPORTING: PLANNING AHEAD

If you report your grant awards to the NEA, please do the following to get the most out of GO Smart

1

DUNS Number

Front End Manager > Customize Profile

Select "Display and Make Required" from the drop down menu for DUNS Information. This will include a DUNS field on your organization's registration page that is required for all applicants. After the applicant enters a number here, it will automatically populate into your NEA Report.

3

Final Report - NEA, Project Budget, Activity Locations

Front End Manager > Application Pages

Include an NEA Questions page and a Project Budget page in the Final Report pages (the green set). Check the "Pre-populate?" checkbox if you would like to clone the data from these templates in the application (if included) and allow your applicants to update that data. Include an Activity Location page in the Final Report as well.

2

Application - NEA and Project Budget

Front End Manager > Application Pages

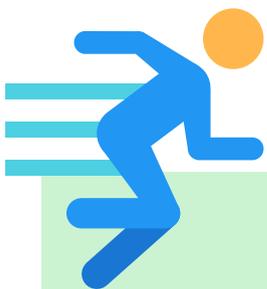
Add an NEA Questions page and a Project Budget page to the application pages (the peach set). While it may seem unusual to ask for some of this data upfront, this is the only way you will be able to collect the Amount Requested in your NEA Report. If you would like to include the Amount Requested manually, you can opt not to include either or both of these templates in your application.

4

NEA Fields Widget

Grant Manager > Grant Manager > Name Column

Open the NEA Fields widget for each application. Review data that the applicant has provided on the NEA Questions and Project Budget pages. Use this tool to include any additional information that you would like to appear in the NEA Report, such as your share of the grant award.



Run the NEA & Locations Reports

After you have received all of your final reports:

- Navigate to the Report tab
- Click NEA report
- Select your status or statuses to be included
- Set up any order parameter
- Generate the report

Return to the Reports tab and generate a Locations Report by following the same steps.

Your reports are now ready to go to the NEA!