

1. Open the award from the Award page, and click Edit Award to open the award SmartForm.

ID	Name	SmartForm State	Award PI	Reviewer	Award Approver	Direct Sp
AWD00000107	LMRC Test 4/1/25 - TDC	[Edit]	Draft	Alvarez	Jones (approver1)	National In Allergy an Infectious
AWD00000120	LMRC Test 4/24/25 - TDC	[Edit]	Draft	Alvarez	Jones (approver1)	National S Foundatio

Draft

Next Steps

Edit Award

Printer Version

Create Subaward

2. From the award SmartForm, navigate to the Deliverables page and then click Add.

General Award Information

Related Items

Financial Setup

Budget Allocations

Budget Reconciliation

Personnel

Effort

Terms And Conditions

Additional Award Information

Deliverables

Compliance Review

Completed Award

Editing: AWD00000006

Deliverables

1. Add deliverables: ?

+ Add

3. Complete the Add Deliverable form. Click OK.

Add Deliverable

1. * Name: ?

2. Deliverable description: ?

3. * Set number of occurrences:

1

4. * Frequency: ?

Name

☐ Monthly

☐ Quarterly

☐ Semi-Annual

☐ Annual

Required

OK

Cancel

4. When finished adding deliverables, click Save or Continue.

Note: The deliverables entered appear on the Deliverables tab in the award workspace.

Deliverables

1. Add deliverables: ?

+ Add

	Name	Due Date	Responsible Party	Status	Completion Date
Complete	Financial-Final	12/23/2025	Post Award Administration	Not Started	✕
Complete	Financial-Final Invoice	12/23/2025	Post Award Administration	Not Started	✕

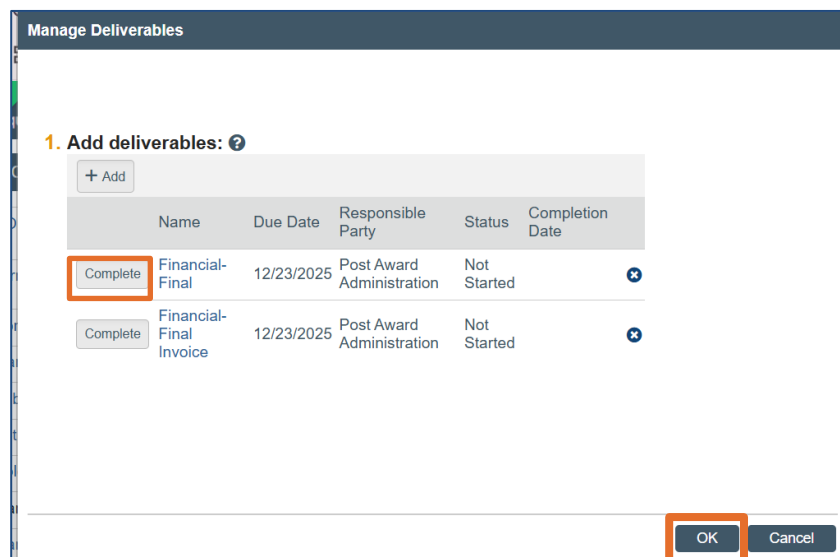
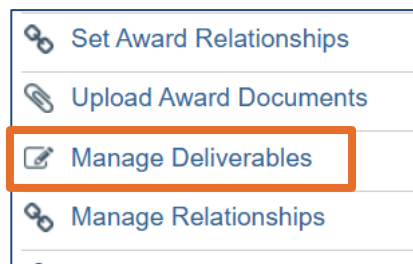
✕ Exit

Save

Continue ➔

5. The assigned specialist and department personnel with edit rights on the award can add and modify deliverables using the **Manage Deliverables** activity in the award workspace.

Note: PAM will send reminder emails to responsible parties 90, 60, and 30 days prior to the deliverable due date if the deliverable is outstanding.



Manage Deliverables

1. Add deliverables: ?

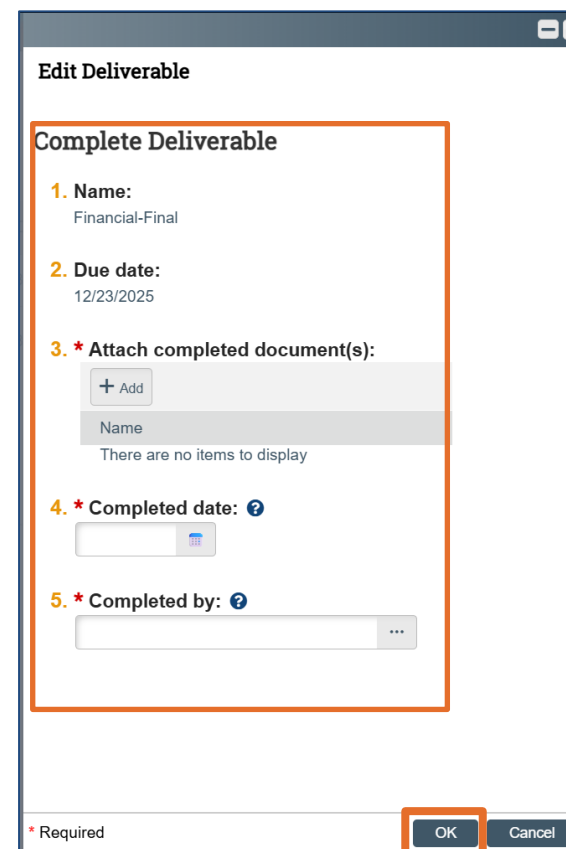
+ Add

	Name	Due Date	Responsible Party	Status	Completion Date
Complete	Financial-Final	12/23/2025	Post Award Administration	Not Started	✱
Complete	Financial-Final Invoice	12/23/2025	Post Award Administration	Not Started	✱

OK Cancel

6. When a deliverable is complete, the assigned specialist, the administrative contact, or anyone designated as an editor on the deliverable's parent award can mark it as complete.

Note: On the Deliverables tab, the deliverable now shows as Completed.



Edit Deliverable

Complete Deliverable

1. Name:
Financial-Final

2. Due date:
12/23/2025

3. * Attach completed document(s):
+ Add
Name
There are no items to display

4. * Completed date: ?
[Date Picker]

5. * Completed by: ?
[User Selection]

* Required

OK Cancel