

# TIG Milestone Reporting Checklist

TIG # \_\_\_\_\_ PERIOD \_\_\_\_\_

1. **LOGIN** to LSC Grants (<https://grants.lsc.gov/>)
2. **SELECT** appropriate Payment Number, under **TIG Milestone Reporting**

**TIG Milestone Reporting**

**Instructions for Milestone Reporting**

Milestone reports are due within 30 days of the end of the Payment Period

1. To begin a Milestone Report, click on the TIG number link beside the Payment Number for which you are reporting
2. Complete the **Grantee Response** box for each Milestone in the report. **PLEASE NOTE:** This is an HTML box and will only accept Plain Text formatting. **Do not paste any formatted copy from a Word or Excel document, such as tables, bullets, bold, etc.** If you need to add formatted copy, you can include that as an attachment to any Milestone by using the File Upload button.
3. Click the **Save** button after entering or editing text in the Grantee Response box.
4. Upload any attachments and supporting documents for each Milestone using the **File Upload** button. (Be sure to first click **Save** before uploading files, or you will lose the information you provided.)
5. After completing all the Milestones, click the **Save and Continue** button.
6. On the Review and Submit page, click the **View PDF** button to review the completed Milestone report PRIOR to submitting.
7. After reviewing the PDF, click the **Submit** button to submit the Milestone Report. This will also generate your **Payment Request** for the payment period.

TIG	Payment Number	Period Start	Period End	Status
00000	2	DD/MM/YEAR	DD/MM/YEAR	Incomplete
00000	3	DD/MM/YEAR	DD/MM/YEAR	Incomplete
00000	4	DD/MM/YEAR	DD/MM/YEAR	Incomplete

**CLICK** on the **TIG#** beside earliest **Incomplete Payment Number**

3. **INPUT** your report into Grantee Response box

**Grantee Response**

Milestone complete. It was completed on X Date. It was done by John Doe and Jane Doe.

The ABC was completed by ... XYZ was accomplished through meetings with ...

Please see attached documents ABC, XYZ.

**Report in Grantee Response box, not in attachments**

Even if 1-2 pages, copy into response box. Essential information must be in this box

**Please note: No formatting**

Plain text only. Approach this like you would Notepad. Bullets, Numbered Lists, Tables, Bold/Italics/Underlining, Highlighting, Icons and Pictures placed into this box will be lost. Upload graphics separately.

**State Milestone Complete**

Example: "Milestone complete. It was completed on X Date. It was done by John Doe and Jane Doe."

**Address all Milestone Requirements**

Many Milestones require that you accomplish multiple tasks. Grantees must report that they have completed all of these activities. LSC cannot pay a grantee until it knows all requirements are complete.

Report How completed

For example, if your milestone involves developing document assembly interviews, devote a paragraph to describe the process for completing the interviews (explicitly say they were done)

Mention Uploads in report

- List all documents at end of each report: "Documents ABC, XYZ attached."
- In report, indicate and explain why a document is being included
- Example: "... The end result of these efforts was the launch of 15 A2J interviews.... A full list of developed interviews is attached to this milestone."

**Contact** TIG if you have any questions

If reasons out of your control will prevent you from submitting on time, contact TIG about a deadline extension, milestone and/or budget adjustment. Make sure to contact TIG early.

4. **UPLOAD** attachments

Always **CLICK** **Save** at bottom of form before uploading files

Title all attachments

Within each document, please type a **Title** that corresponds to its purpose in the report  
Example: "Milestone 1: Attendance List and Minutes from 8/8/10 Meeting"

**CLICK** **Upload File** → **Browse...** → **Select document** → **Upload** → **Close**

There is a separate Upload File button for each corresponding Milestone number.  
Don't upload them all under Milestone 1, or they will be received out of order.

Repeat for each upload

5. **REVIEW**

**CLICK** **Save and Continue** → **View PDF**

This shows you what your complete milestone report will look like to LSC

- Is everything there?
- Does everything look right?
- Does my report reference all attachments?
- Are attachments clearly labeled?

6. **SUBMIT**

**CLICK** **Submit**

Return to LSC Grants, period "Status" should say "Complete"

TIG	Payment Number	Period Start	Period End	Status
00000	2	DD/MM/YEAR	DD/MM/YEAR	Complete
00000	3	DD/MM/YEAR	DD/MM/YEAR	Incomplete
00000	4	DD/MM/YEAR	DD/MM/YEAR	Incomplete