

TIG Milestone Reporting Checklist

TIG # _____ PERIOD _____

1. **LOGIN** to LSC Grants (<https://lscgrants.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 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

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 keep you from submitting on time, contact TIG about a deadline extension, milestone or budget adjustment

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