

Managing Your Subgrantees

The Manage Active Sub Grants page provides tools for managing the subgrantee reporting process. This page allows you to see a list of your subgrantees and their basic contact information, check on the status of subgrantees surveys, send reminder emails, view surveys before they are submitted, and update subgrantee contact information.

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LASSIE 2009
Current User: Doug22 Demo
Home Account
CNCS-SPECIAL00010001

Home | Update Your Grant Profile | Enter Sub Grant Information | Manage Active Sub Grants | Complete Your Survey | Update Your LASSIE User Account | Print Survey | View Reports | Online Help | Logout

Step 3: Manage Active Sub Grants (Showing 35 of 35)
Once you are done managing your active sub grants, you may continue to step 4: [Complete Your Survey](#)

Refresh/Filter | View All Grants | Email Selected Grants | Download to Excel

Org Name and Grant Number	Year	Level	Type	Contact Person	Amount	Survey Status	Percent Complete	De-activate	Select
View/Edit Grant Information Cara Community School CNCS-SPECIAL00010001000150002000500020004	2008-09	Sub	K12	Cara Patrick 202-210-6886 cp.travis@cns.gov	\$13,000	Never logged in Profile incomplete	0%	<input type="checkbox"/>	<input type="checkbox"/>
View/Edit Grant Information Caralot High School The Carabears CNCS-SPECIAL000100010007	2008-09	Sub	K12	Ray Days 123-456-7890 ray@mmm.edu	\$15,000	Not started In progress Submitted Not required	0%	<input type="checkbox"/>	<input type="checkbox"/>
View/Edit Grant Information 020026	2008-09	Sub	CBO	Cathy Burack 781-736-3762 burack@brandeis.edu	\$5,000	In progress View Survey OP	0%	<input type="checkbox"/>	<input type="checkbox"/>
View/Edit Grant Information 020025	2008-09	Sub	K12	Cathy Burack 781-736-3762 burack@brandeis.edu	\$5,000	In progress View Survey OP	2%	<input type="checkbox"/>	<input type="checkbox"/>
View/Edit Grant Information 0200220002	2008-09	Sub Sub	K12	Janet Jones 508-444-1234 jjones@centerville.k12.us.edu	\$12,500	Never logged in	0%	<input type="checkbox"/>	<input type="checkbox"/>
View/Edit Grant Information Cooperative School CNCS-SPECIAL00010001000150002000500020002	2008-09	Sub	K12	Dan McMartin 666-123-4567 dan_mcmartin@abtassoc.com	\$10,000	Never logged in	0%	<input type="checkbox"/>	<input type="checkbox"/>
View/Edit Grant Information Dan McMartin High School CNCS-SPECIAL0001000100015	2008-09	Sub	K12	Daniel McMartin 617-333-4444 Andre_Lepine@abtassoc.com	\$12,500	Profile incomplete	0%	<input type="checkbox"/>	<input type="checkbox"/>
View/Edit Grant Information Darfa Middle School CNCS-SPECIAL00010001000150002000500020018	2008-09	Sub	CBO	David Arfa 555-5555 darfa@relyonmedia.com	\$13,000	Submitted View Survey OP TA	100%	<input type="checkbox"/>	<input type="checkbox"/>
View/Edit Grant Information 020026	2008-09	Sub	HED	David Arfa 555-5555-5555 darfa@relyonmedia.com	\$12,000	Submitted View Survey OP TA	100%	<input type="checkbox"/>	<input type="checkbox"/>
View/Edit Grant Information Sub	2008-09	Sub	K12	David Arfa 555-5555 darfa@relyonmedia.com	\$14,000	Submitted View Survey OP TA	100%	<input type="checkbox"/>	<input type="checkbox"/>
View/Edit Grant Information Sub	2008-09	Sub	K12	Testy Login 3216549870 sjkisdhfh@lkjsdlks.com	\$12	Never logged in	0%	<input type="checkbox"/>	<input type="checkbox"/>
View/Edit Grant Information Sub	2008-09	Sub	K12	Darrack Emosub 1234567890 cmacek@relyonmedia.com	\$1,000	In progress View Survey OP	0%	<input type="checkbox"/>	<input type="checkbox"/>
View/Edit Grant Information Sub	2008-09	Sub	K12	Blaise Barstow 413-239-5555	\$55,000	Never logged in	0%	<input type="checkbox"/>	<input type="checkbox"/>

By clicking on the **Survey Status** link, you can sort the list by survey status..

Survey Status
You can check on the status of your subgrantee surveys – Never logged in, Profile incomplete, Not started, In progress, and Submitted.

Using the drop-down menu and the **Refresh/Filter** button, you can also view just those subgrantees with the selected status (for example, just those who have never logged in). You can then use the email function (discussed below) to send those subgrantees a reminder email. (Use the **View All Grants** button to reset the page.)

You can also view (but not change) a subgrantee's survey by clicking on the **View Survey** link.

If a subgrantee has started its survey, LASSIE will tell you the percentage of the questions have been completed. (You can also use the drop-down menu at the top of the **Percent Complete** column to sort and select subgrantees based the percent of the survey that is completed.)



Step 3: Manage Active Sub Grants (Showing 37 of 37)

Once you are done managing your active sub grants, you may continue to step 4: Complete Your Survey

Refresh/Filter View All Grants Email S

	Org Name and Grant Number	Year	Level	Type	Contact Person	Amount	Survey Status
View/Edit Grant Information	Cara Community School CNCS-SPECIAL0001000100150002000500020004	2008-09	Sub	K12	Cara Patrick 202-210-6869 cpatrick@cns.gov	\$13,000	Not started OP TA
View/Edit Grant Information	Caralot High School The Carabears CNCS-SPECIAL000100010007	2008-09	Sub	K12	Ray Days 123-456-7890 ray@mmm.edu	\$15,000	Never logged in
View/Edit Grant	Cathy CBO Demo CBO	2008-09	Sub	CBO	Cathy Burack 781-736-3762 burack@brandeis.edu	\$5,000	In progress View Survey OP
	50002000500020024	2008-09	Sub	K12	Cathy Burack 781-736-3762	\$5,000	In progress View Survey
	50002000500020025	2008-09	Sub	K12			ed in
	500020005000200220002	2008-09	Sub Sub	K1			ed in
	50002000500020002	2008-09	Sub	K1			ed in
View/Edit Grant Information	Dan McMartin High School CNCS-SPECIAL000100010015	2008-09	Sub	K1			omplete
View/Edit Grant Information	Darfa Middle School CNCS-SPECIAL0001000100150002000500020018	2008-09	Sub	CB			ed vey
View/Edit Grant Information	David's Test CNCS-SPECIAL0001000100150002000500020017	2008-09	Sub	HED	David Arfa 555-555-5555 darfa@relyonmedia.com	\$12,000	Submitted View Survey OP TA
View/Edit Grant Information	Davidsville Public Schools CNCS-SPECIAL0001000100150002000500020019	2008-09	Sub	K12	David Arfa 555-5555 darfa@relyonmedia.com	\$14,000	Submitted View Survey OP TA

The Manage Active Subgrants page will let you search for a subgrantee by the organization name or contact person.

You can also sort and filter the subgrantee list by the year of the subgrant, by grant level (subgrantee, sub-subgrantee, and by grant type (K12, CBO, and HED).

The View/Edit Grant Information links allow you to access subgrantee profiles to update their contact information.

