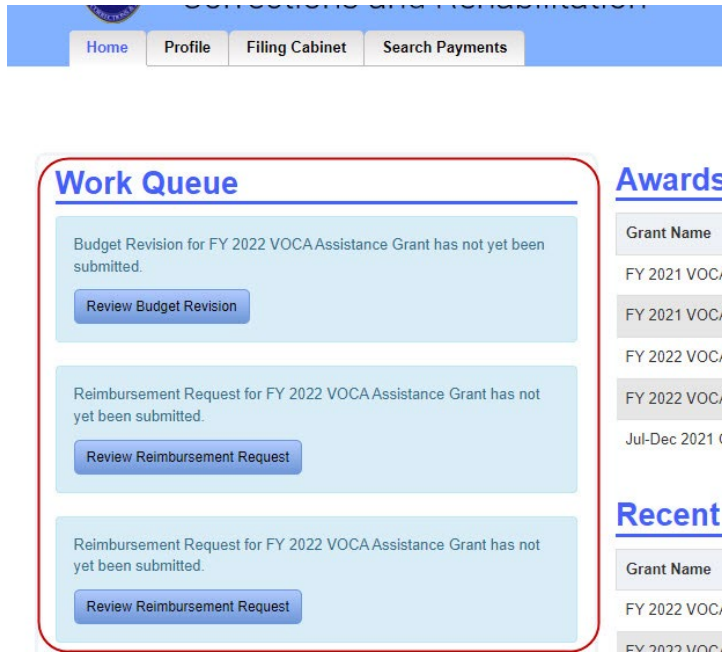# Blue Box Reminders

Blue Box Reminders are located on the left-hand side of the Home screen in COSMOS. These are reminders of tasks that need to be completed.
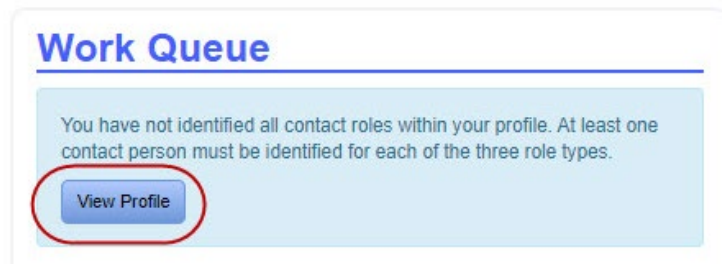

All Contact Roles Not Identified

In COSMOS there are three role types that can be assigned to contacts:

- Fiscal Point of Contact
- Point of Contact
- Performance Reporting Point of Contact.

If one of these roles has not been assigned, this message will appear in the Work Queue. Click on the "View Profile" button to assign the missing role(s).

At the top of the Profile page, a message box appears stating that all three roles have not been assigned to contacts below. Click on a contact that you want to assign the missing role to.

In the pop-up box, click on the role(s) to assign to the contact. Click the Save button when complete.

A message now appears that the contact was successfully updated as all roles have now been assigned to a contact.

Application Has Not Been Submitted

When a grant application is in progress, a reminder will appear in the Work Queue.

Clicking on the "Review Application" button will bring you to the View Application page. For further instruction on completing a grant application, see the "How to Apply for a Grant" document.

Reimbursement Request Not Submitted

A reminder will appear in the Work Queue when a Reimbursement Request is in progress and has not yet been submitted.

Click on the "Review Reimbursement Request" button. This will bring you to the View Reimbursement Request page. See the "How to Submit a Reimbursement Request" document for more information.
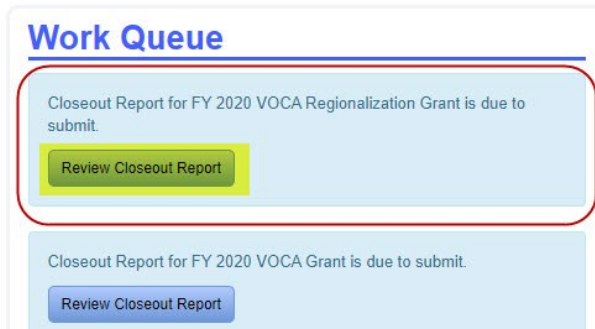
Budget Revision Not Submitted

A reminder will appear in the Work Queue when a Budget Revision is in progress and has not yet been submitted.

Click on the "Review Budget Revision" button. This will bring you to the View Budget Revision page. See the "How to Submit a Budget Revision" document for more information.

Closeout Report Due to Submit

A reminder will appear in the Work Queue when a Closeout Report is ready to be submitted.

Click on the "Review Closeout Report" button. This will bring you to the View Closeout Report page. See the "How to Submit a Closeout Report" document for more information.