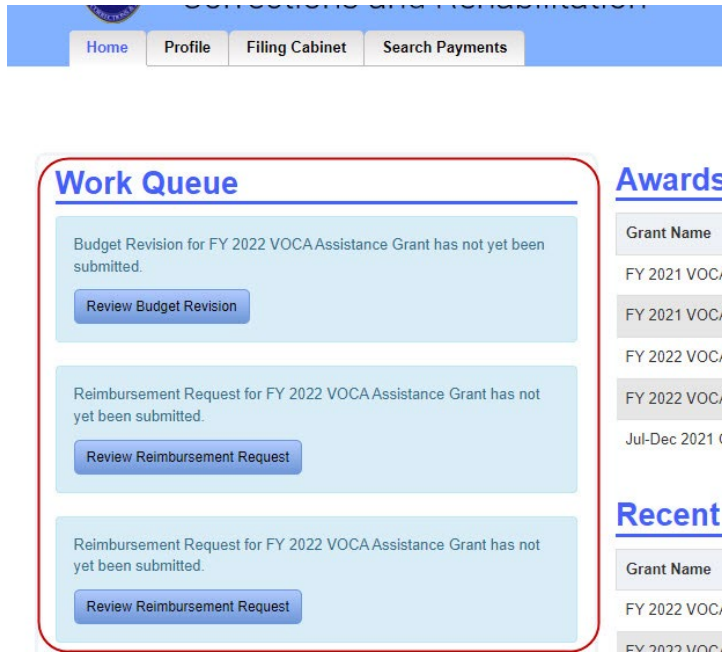


Blue Box Reminders

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.

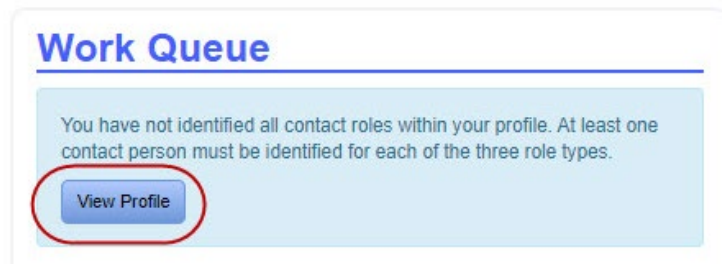


All Contact Roles Not Identified

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.

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

Contact has been successfully updated.

View Profile

General Details

Name: City of Operation: Email: Subgrantee Number:

Agency Type: Agency Focus:
Private Non-Profit Agency Rape Crisis

Physical Address: Mailing Address:
(Same as physical address)

Edit General Details

DUNS/SAM Info

DUNS Number: SAM Expiration Date:
9/14/2022

Edit DUNS/SAM Info

Contacts [Add Contact](#)

Name	Login ID	Phone	Email	Role(s)
John Tester	cosmossite3	701-328-6195	docgrants@nd.gov	Fiscal Point of Contact Point of Contact Performance Reporting Point of 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.

Work Queue

Your SAM Registration has expired.
[View Profile](#)

Budget Revision for FY 2021 VOCA Assistance Grant has not yet been submitted.
[Review Budget Revision](#)

Application for FY 2022 VOCA Test Grant has not yet been submitted.
[Review Application](#)

Reimbursement Request for FY 2021 VOCA Assistance Grant has not yet been submitted.
[Review Reimbursement Request](#)

Reimbursement Request Not Submitted

The screenshot shows a 'Work Queue' interface with four items. The first item is 'Your SAM Registration has expired.' with a 'View Profile' button. The second item is 'Budget Revision for FY 2021 VOCA Assistance Grant has not yet been submitted.' with a 'Review Budget Revision' button. The third item is 'Application for FY 2022 VOCA Test Grant has not yet been submitted.' with a 'Review Application' button. The fourth item, 'Reimbursement Request for FY 2021 VOCA Assistance Grant has not yet been submitted.', is highlighted with a red border and a yellow background, with a 'Review Reimbursement Request' button.

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

The screenshot shows a 'Work Queue' interface with four items. The first item is 'Your SAM Registration has expired.' with a 'View Profile' button. The second item, 'Budget Revision for FY 2021 VOCA Assistance Grant has not yet been submitted.', is highlighted with a red border and a yellow background, with a 'Review Budget Revision' button. The third item is 'Application for FY 2022 VOCA Test Grant has not yet been submitted.' with a 'Review Application' button. The fourth item is 'Reimbursement Request for FY 2021 VOCA Assistance Grant has not yet been submitted.' with a 'Review Reimbursement Request' button.

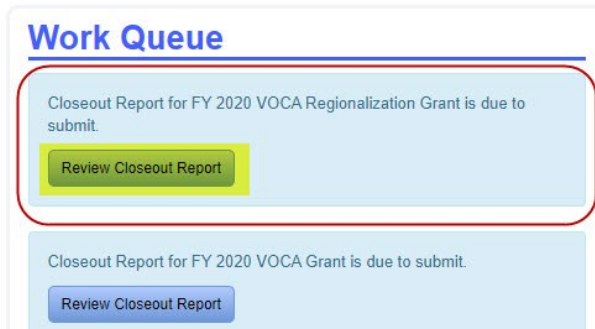
A reminder will appear in the Work Queue when a Budget Revision is in progress and has not yet been submitted.

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.



The screenshot shows a 'Work Queue' notification. The title 'Work Queue' is in blue. Below it, a light blue box contains the text 'Closeout Report for FY 2020 VOCA Regionalization Grant is due to submit.' and a yellow button labeled 'Review Closeout Report'. A red rounded rectangle highlights this first notification. Below it, a second, identical notification is shown but with a blue button labeled 'Review Closeout Report'.