Entering Objectives into the TTARP

Award

The BJA-funded project that has been awarded to your organization. Each award has a goal, which is what you generally plan to achieve over the course of your project.
E.g. Promote collaboration amongst grantee sites.

Objectives

The smaller tasks you need to complete to accomplish your goal. Objectives should be specific and measurable. Each TTA activity and deliverable should clearly align to one award objective.
E.g. Support one monthly coordinating meeting at the four grantee sites, Manage a web-based platform accessible by all grantee sites.

TTA Activity

TTA activities are events, trainings, workshops, targeted support, and assistance that provide knowledge, skills, and/or capacity-building. TTA activities can be **informational** (TTA that does not require lengthy or ongoing assistance, such as a phone call), **limited** (TTA that is specific to one point in time and requires limited contact, such as a one-time event or training), or **intensive** (TTA that is ongoing and highly customized, such as designing and implementing a program or practice).
E.g. Virtual meeting on 11/5/24 to discuss community resources.

Deliverable

A tangible, reusable resource that can be referenced and used by others, such as a document, podcast, video, tool, training curriculum, newsletter, website, or system. You should be able to pause or print a deliverable.
*E.g. Webinar recording of 11/5/24 virtual meeting.*

Objectives should be created when the grant is first awarded and then updated throughout the duration of the award, as necessary. If objectives are not listed in your award documentation, talk with your grant manager or policy advisor.

Creating a New Objective

After signing in, select the *Funding Records* page from the menu on the left.

Reporting Actions

Create Objective
Create Deliverable
Create TTA Request
Funding Records
TTA Inventory
Deliverable Inventory
Reports
Imports

1. Select the relevant award from the available list.

2. On the award page, select *Create Objective* from the menu on the left.
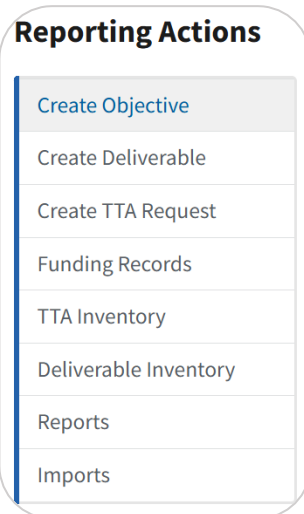
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3. Enter an Objective Title that briefly describes the objective.

4. Enter a brief description of the objective.

5. Enter an Objective ID that can be used to uniquely identify the objective. This will be used to assign TTA activities and deliverables to their respective objectives.

6. Select the Objective status from the dropdown menu:

   a. **Not Started** means the objective is in the planning stage
   b. **In-Progress** means work on the objective is ongoing
   c. **Completed** means activities related to the objective have ended
   d. **Cancelled** means the objective is cancelled or no longer valid (it will not appear on your reporting)

7. Click *save.*

Updating the Status of an Objective

On the *Funding Records* page:

1. Select the relevant award from the available list.

2. From the Related Objectives section, select the objective you wish you update.

Related Objectives			
Title	**Nid**	**Objective ID**	**Status**
Delivering Great Training	246433	OBJ - 1	Active

3. Select *edit*.

4. Edit any fields, including the status.

   a. **Not Started** means the objective is in the planning stage
   b. **In-Progress** means work on the objective is ongoing
   c. **Completed** means activities related to the objective have ended
   d. **Cancelled** means the objective is cancelled or no longer valid (it will not appear on your reporting)

5. Click *save*.