

# Objectives Entry Guide

## Overview

Objectives are the steps that need to be taken in order to fulfil the goals of your award. They help BJA staff draw clear connections between your organization's activities and the overall purpose of the award. Objectives should be specific and measurable, clearly articulating how the associated activities demonstrate goal progress.

Objectives should be created when the grant is first awarded and then updated throughout the award duration, as necessary.

---

## Creating a New Objective

Go to the [BJA NTTAC website](#) and select the **TTA Reporting Portal** button on the top right side of the screen. Once on the **TTA Reporting Portal** page, select the **Funding Records** option on the far-left side of the screen.

Identify the relevant award: if it not listed, please follow the instructions outlined in the [Creating a BJA TTA Reporting Portal Account](#) guide to request access from the Grantee Users affiliated with your organization.

1. Use the *Actions* column on the left side of the screen, click on the **plus sign (+)** over the *OBJ* text (figure 1).

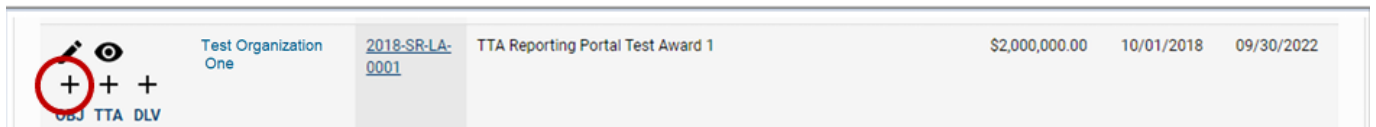


Figure 1. Funding Records Award Information: Add Objective Web Page

2. Enter an *Objective ID* that can be used to uniquely identify the objective. This will be necessary if you plan to use the import tool.
3. Enter an *Objective Title* that briefly describes the objective.
4. Enter a brief description of the objective.

## Create Objective

**Provider Reference**  
Test Organization One

**Award Reference**  
2018-SR-LA-0001

**Objective ID \***  
2018\_Goal 1\_Obj1

**Objective Title \***  
Support One Monthly Coordinating Committee Meeting at the Four Grantee Sites

**Objective Description(Edit summary)**

**B I** [List icons] [Link icon] [Source icon] [Image icon] [Table icon] Normal | Styles [Table icon] [Image icon]

Coordinate the logistics and develop the content for the monthly Coordinating Committee Meetings at City A, City B, City C and City D. For logistics we will determine the date and time of the meeting and use zoom to send out meeting invitations. We will provide technology support throughout the course of the meeting in case there are any difficulties. For content we will consult with each site to determine the topics that should be addressed during the meeting. We will then set the agenda, coordinate with any external speakers, and distribute any notes or materials after the conclusion of the meeting.

Figure 2. Create Objective Web Page

5. Use the dropdown menu to indicate the status of the objective:
  - a. **Pending** means the objective is in the planning stage,
  - b. **Active** means work on the objective is ongoing,
  - c. **Completed** means activities related to the objective have ended, and
  - d. **Cancelled** means the objective is cancelled or no longer valid (it will not appear on your reporting).
6. Click on the green **Save** button at the bottom of the page (figure 3).

**Objective Status**

Active

- None -

Active

Canceled

Completed

Pending

**Meta tags**  
Using defaults

**Authoring information**  
By bjanttactestbja

**Publishing options**  
Published

**Revision log message**  
Provide an explanation of the changes you are making. This will help other authors understand your motivations.

✓ Save Preview

Figure 3. Changing Objective Status Webpage

## Updating the Status on an Existing Objective:

Go to the [BJA NTTAC website](#) and select the **TTA Reporting Portal** button on the top right side of the screen. Once on the **TTA Reporting Portal** page, select the **Funding Records** option on the far-left side of the screen.

1. Under the *Award Number* column on the right side of the screen, select the award whose objectives need updating (figure 4).

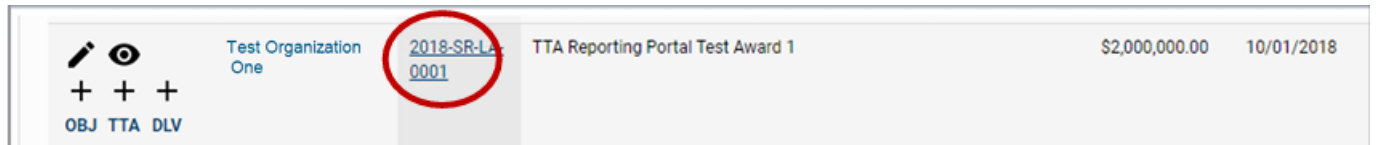


Figure 4. Funding Records Award Information: Edit Award Information Web Page

2. You will then see a section labeled Related Objectives which lists each of the objectives associated with this award.
3. To change the status of an objective, click on the **pencil icon** under the Actions column on the left side of the screen (see figure 5).

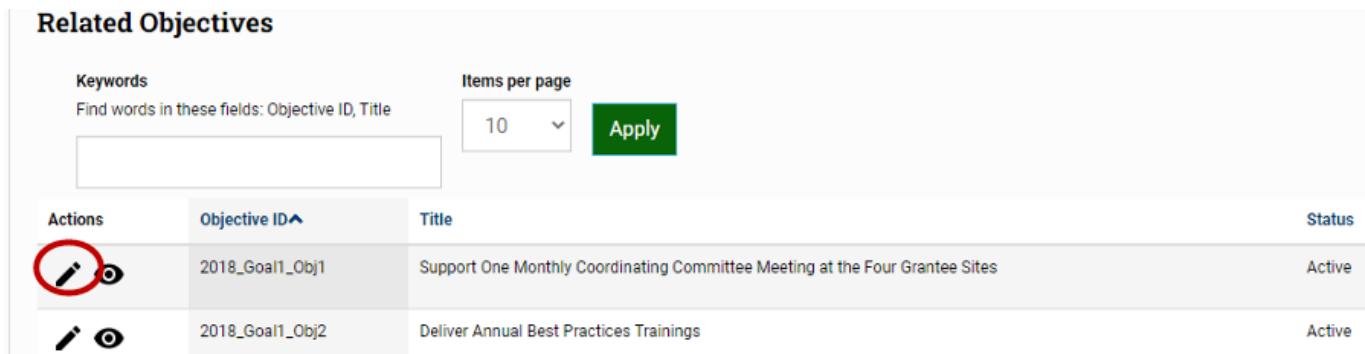


Figure 5. Related Objectives Web Page

4. Use the dropdown menu to indicate the status of the objective:
  - a. **Pending** means the objective is in the planning stage,
  - b. **Active** means work on the objective is ongoing,
  - c. **Completed** means activities related to the objective have ended, and
  - d. **Cancelled** means the objective is cancelled or no longer valid (it will not appear on your reporting).
5. Click on the green **Save** button at the bottom of the page.

Objective Status

Active

- None -

Active

Canceled

Completed

Pending

Meta tags  
Using defaults

Authoring information  
By bjanntactestbja

Publishing options  
Published

revision log message  
Provide an explanation of the changes you are making. This will help other authors understand your motivations.

✓ Save Preview

Figure 6. Changing Objective Status Web Page

**Please contact the BJA NTTAC Team at [bjanttac@usdoj.gov](mailto:bjanttac@usdoj.gov) or 1-833-872-5174 for assistance or to ask questions about the BJA TTARP.**

Objectives Entry Guide • Updated December 2022