

Grants Management



Education and Career Development

Participant's Manual

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Chapter 1: Introduction

Overview

Introduction This class includes explanations and activities to teach important topics for managing grants within IFAS.

Objectives After completing this chapter, you should be able to use the manual.

Contents This publication contains the following topics:

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Structure of the Participant's Manual

Introduction

The purpose of this participant's manual is to take you through required fields on the Grants Management screens completed by your Department.

Content

Each chapter in this Participant's Guide has its own objectives for you to achieve. You will also have opportunities to answer questions about distinct screens and dialog boxes.

The Grants Management process is one involving many Harris County entities, including:

- Accounts Payable
 - Accounts Receivable
 - Budgeting
 - General Ledgers
 - Job Ledgers
 - Human Resources
 - Payroll
 - Purchasing and Receiving
-

The Class

Introduction

There are four distinct parts of the class.

- Departmental Process Flow
- Screens and Fields
- Review
- Practice

The Grant Management Module in IFAS allows the tracking of financial aspects of all grants. It can report grant activity from proposal to closure. It incorporates demographic data as well as budget preparation, Accounts Receivable and report tracking. The information in this class deals with the departmental functions from proposal stage to the award stage.

Content

Screens are discussed with special attention to the required fields.

The detailed steps for transactions are discussed and demonstrated in the class.

Chapter 2: The Grant Management Module

Introduction

Harris County Grants Program The Grant Accounting Section in the Auditor’s office monitors the Harris County Grants Program. Departments process grants they propose, receive and close through the IFAS module.

Objectives After you have completed this chapter, you will be able to recognize the sequence of the workflow for departments in Grant Management.

Content

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Workflow

Workflow

The following graphic shows the general workflow of a Grant with related screens. Each square on the left designates a stage within the total process. The figures on the right represent the component screens.

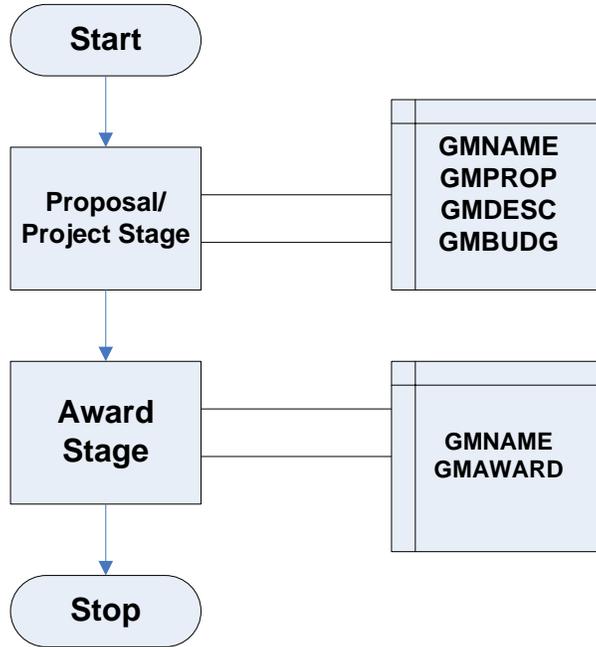


Fig. 1-1 Grant Management Workflow for Departments

Related Screens

Proposal/Project process The screens associated with the Proposal/Project process for departments include:

- GMNAME – The grant definition
 - GMPROP – The proposal information
 - GMDESC – Proposed project description (optional)
 - GMNOTES – Technical descriptions (by Auditor’s Office)
 - GMBUDG – Proposed budget entry
-

Awards process The screens associated with the Awards process for departments include:

- GMNAME – The grant definition
 - GMAWARD – Status has been changed to A after Budget departmental approval; provides detailed award information
 - GMAWRDNT – This notes administrative details. Once information is entered, the GMAWARD screen will display Y in the Notes? field.
 - GMAWARDM – This modifies details of the award.
-

Reporting The screens associated with Reporting for departments include:

- GMRPTSMY – This specifies the type of report, frequency, the number of copies, etc.
 - GMRPTTRK – This specifies due date, delivery type, frequency and dates.
-

Chapter 3: Grant Definition/Proposal Stage

Overview

Introduction This section details the screens and fields used for a grant proposal.

Objectives After completing this chapter, you will be able to:

- Create a Grant Key for a proposal on the GMNAME screen.
- Give the function of the following screens:
 - GMNAME
 - GMPROP
 - GMDESC
 - GMBUDG

Contents This chapter contains the following topics:

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Review Questions	17

The Grant Definition

Identifying the Proposal

To set up the grant definition, you must first create a proposal number, project identifier (PI), and project title. The PI is the Grant's Org Key and is not system generated.

All proposal numbers, project ID's and Award Numbers must be defined on the GMNAME screen before information can be entered on any other screen.

The Award number is composed of four digits. Once entered, it cannot be changed.

Note: A single proposal may result in multiple awards for a single project, or multiple awards may compose the funding for a single project.

Importance of the GMNAME screen

On the GMNAME screen, the Grant Key is a way to identify the proposal. It is made up of the Proposal Number (system-generated usually and starting with the fiscal year that is keyed in) and the Project Identifier (the grant's assigned GL Key). After you press Enter on the GMNAME screen, the Grant Key cannot be changed. If the wrong information was used, all screen information on subsequent screens will have to be deleted and re-keyed.

Grant Definition Screen and Fields

Grant Definition GMNAME Train C

G R A N T M A N A G E M E N T S Y S T E M

Status: Cash Match Grant (Y/N):

Department: Division:

Proposal Number: Press F-1 for Help

Project Identifier(PI): Press F-1 for Help

Project Title:

Award Number: (For New Award Number Type 'NEW')

Grant Status

Fig. 3-1

GMNAME

GMNAME appears after you type GMUPGM in the TypeAhead/History box on the Explorer screen. This screen is completed by the grantee department before submitting the application to the funding agency. The following fields are required.

Continued on next page

Grant Definition Screen and Fields, Continued

GMNAME
continued

Step	Action/Field Description
1.	Complete the Status field. This represents the current status of the grant. During the Proposal/Project Process, the status will be PR (proposed). During the Award process, it is A (Awarded). When the grant is terminated, the status is C (Closed). Departments submitting the application to an agency will enter PR for the required Status field. Grant Management specifies the awarded and closed status.
2.	Cash Match Grant indicates if there is a matching of monies from Harris County. Y denotes yes; N denotes no. This is a required field.
3.	Department identified the grantee department.
4.	Division designates the division that is applicable. You can view a pick list of division codes by placing the cursor in the field and pressing F1.
5.	The Proposal Number follows the document throughout the history of the grant. It is a system generated seven-digit number. To begin a new proposal, type the two digit fiscal year and NEW . Pressing Enter will populate the field. It may also be manually entered. Note: The format of the proposal number is the two digit fiscal year, a three digit sequence number and a two digit sequence number.
6.	The Project Identifier (PI) represents the task or activity that is being funded. It is an eight-digit alphanumeric field. This number equals the GL Key where the grant budget is located. It must be entered manually.
7.	Project Title is typed in all caps. It is a short description.
8.	Award Number may be system generated or manually entered. Type in NEW for automatic generation.

Continued on next page

Grant Definition Screen and Fields, Continued

GMPROP

This screen is completed by the grantee department before submitting the application to the funding agency. It contains specific information about the proposal, including sponsor codes, RFP number and the amount requested.

This screen has several fields that are common with other screens. When this is so, the fields are automatically populated. These fields are:

- Proposal Number
- PI
- Department
- Division
- Status
- Proposal Title

Department, Division and Status will appear on all of the Grant Management application screens. At the Award process, the award number will also be included with these fields.

Continued on the next page

Proposal Information		GMPROP		Train C					
Proposal Number:	09-002-10	PI:	10031101	Dept:	311	Div:	3110	Status:	C
Proposal Title:	COACH'S RETIREMENT FUND								
Submitted Date:	08/01/2009	Re-Submitted Date:	08/03/2009	New/Continuing:	M				
Sponsor Code:	7213	Texas Juvenile Probatio	Previous Award Number:	N/A					
Sponsor Type:	STA	STATE	Start Date:	08/31/2007					
Sponsor Ref#:	GMSPON101		End Date:	08/01/2008					
Purpose:	JS	JUVENILE SERVICES (Notes:	Y		Solicited (S/U):	S		
Flow-Through ID:		Year Number:	1		RFP#:	MYRFP101			
Flow-Through ID:		Amount Requested:	3,000,000.00						
Dept. Contact:	COACH		PH:	(713) 755-1595 ETN:					
Grant Direct:	LINDA WHIPKEY		PH:	(713) 755-1595 ETN:					
Responsible Officer:	BILLY SHAW								
Approval Type:	CC	COMMISSIONER'S	Approval Date:	09/15/2007					
Approval Type:			Approval Date:						

Help Delete Options Screen Browse Prev Next Add Exit

Proposal Number

Fig. 3-2

Grant Definition Screen and Fields, Continued

GMPROP
(continued)

Step	Action/Field Description
1.	The top section of the screen is composed of data already defined, but several can be defined through a pick list. These fields appearing are: Proposal number – you may press F1 for a pick list PI – you may press F1 for a pick list Department Division Status Proposal Title
2.	Submitted date indicates the date first submitted. Re-submitted date refers to the subsequent submittal, if applicable.
3.	New/Continuing is a field that indicates if the proposal is new for the department or one that has previously been submitted and is continuing into another time period.
4.	Sponsor Code categorizes the sponsor. F1 lists the codes you may select. This is not a required field.
5	Previous Award Number indicates if there has been another award number assigned to this proposal. If not, enter N/A .
6.	Sponsor Type indicates the category of the sponsor. Use the F1 key to view valid codes for this field.
7	Sponsor Ref# is the number available on reference paperwork. It is provided by the sponsor for identification purposes.
8.	Start and End Dates indicate the time period for the grant.
9.	Purpose describes the purpose of the grant. You can view a pick list of valid choices by pressing F1 in this field.
10	Notes indicates if there is an entry on the GMNOTES screen or not. Y indicates there are notes. This is a system generated field. The GMNOTES screen is completed by the Auditor's office.
11	Solicited S/U indicates if the proposal was solicited or not. Only S (solicited) or U (unsolicited) is accepted in this field.
12.	Flow-Through ID represents the major funding source for the grant. View a pick list by pressing F1.
13.	Year Number represents which year in the grant is in effect.

Continued on next page

Grant Definition Screen and Fields, Continued

GMPROP
(continued)

Step	Action
14.	RFP is the request for proposal number. It is found on reference information provided by the department.
15.	Amount Requested is the dollar amount for the grant.
16.	Dept. Contact, Grant Direct and Responsible Officer are personnel who have responsibility for the grant. Phone numbers should be provided for the Contact and the Director.
17.	There are several Approval Types . To view a pick list, press F1. Usually, approval must come from Commissioner's Court. There are two fields available for when two approvals are needed.
18.	Approval Date is system generated when the approval code (A) is entered on the GMNAME screen.

Processing

After completing the GMNAME and GMPROP, the department will send a request to Commissioner's Court, or other office with jurisdiction, for permission to send the proposal to the funding agency.

GMDESC

This is an optional screen completed by the grantee department. It provides space (free form) for additional information about the proposal/project. Specify the proposal number and PI (F1 for pick list); department, division and status default.

GMNOTES

This provides space for entering administrative free-form notes. It is reserved for the Auditor's Office.

Continued on next page

Proposal Number: 09-002-10 PI: 10031101 Dept: 311 Div: 3110 Status: C

Ledger Code: HC Fiscal Year: 2009
Proposed Budget Version Number: V1 Budget Level: OB

Object Code		Cash Match	Funding Agency	Budgeted Amount
600100	SALARIES	\$ 0.00	\$ 2,200,000.00	\$ 2,200,000.00
631000	NONRESIDENTIAL	100,000.00	0.00	100,000.00
631100	RESIDENTIAL SER	0.00	510,000.00	510,000.00
643000	OTHER NON-CAPIT	0.00	90,000.00	90,000.00
650200	TRAVEL EXPENSE	0.00	50,000.00	50,000.00

Help Delete Options Screen Browse Prev Next Add Exit

Proposal Number

Fig. 3-3

Grant Definition Screen and Fields, Continued

GMBUDG

This screen specifies a proposed budget at the object code level. The grantee department completes this screen. The Proposal Number and Project Identifier, must be entered manually.

Step	Action/Field Description
1.	Enter the Ledger Code . If you are unsure of the available ledgers, go to the menu bar, select Edit Options, ledger. A list of the available ledgers will appear. This is a required field.
2.	Fiscal Year must be entered.
3.	The Proposed Budget Version field contains either a V1 or V2. V1 represents the initial entry for a particular proposal. If the first budget is accepted, there is no need to create a V2. However, if changes must be made, a V2 is necessary. This V2 budget must be re-approved and re-sent via the Auditor's Office.
4.	The Budget Level field defaults to OB, representing the object level as the way to define the proposed budget.
5.	Object Code is where the object codes are specified for receiving monies. Enter as many codes as needed, one per line.
6.	The Cash Match column represents the amount of monies that is the County's responsibility. If there is no cash match funds for the grant, zero should be in the field. Cash Match Object Codes end in ZZ.
7.	<p>Funding Agency column represents the amount supplied by the Funding agency. If there are no funds being supplied by the funding agency, a zero should be entered.</p> <p>Note: There should never be an amount in both the Cash Match column and the Funding Agency Column for a given object code.</p>
8.	The Budgeted Amount is a system-calculated sum of the cash match and funding agency amounts. The total must equal the total amount requested.

Review Questions

1. On the GMPROP screen, the sponsor code is:
 - A. A funding source code
 - B. A code for the Director of the grant department
 - C. The department contact code
 - D. An approval type

2. GMNOTES is completed by:
 - A. The contract management
 - B. The Auditor's Office
 - C. The Grantee Department
 - D. The Funding source

3. On the GMPROP screen, one required field is the:
 - A. RFP
 - B. Sponsor Reference number
 - C. Amount Requested
 - D. All of the above

4. True or False If you must edit V2, the next entry is called the V3 budget version.

5. What objects end in ZZ?
 - A. Budget level objects
 - B. Cash match objects
 - C. Fiscal years
 - D. V1 and V2

6. To find the sum of cash match and funding amounts, go to:
 - A. The Cash Match column
 - B. The Budgeted Amount column
 - C. The Budget Level field
 - D. The Funding field

Review Answers

1. A. Funding Source Code
2. B. Auditor's Office
3. D. all of the above
4. False
5. B. Cash match
6. B. Budget amount column

Chapter 4: Award Stage

Overview

Introduction After the proposal definition and submission, the Award stage begins.

Objectives After this chapter, you will be able to:

- Recognize the procedures for a grant award.
- Use GMAWRDNT.
- Describe the procedure for modifying the Grant award, including period and amount.

Contents This chapter contains the following topics:

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Grant Award

Award Acceptance

When acceptance of the award is completed by the Commissioners Court or the authority specified and when the funding agency has awarded the department, the department completes GMAWARD. It contains detailed award information. Most fields are required.

The status of the proposal must be changed from Proposed (PR) to Awarded (A) on the GMNAME screen. This is done by the Grant Accounting department.

GMNAME

Step	Action/Field Description
1.	Tab to the grant Status field. Type A (space) over the PR or, with the cursor in the Status field, press F1 and choose from the pick list.
2.	Press Enter.
3.	Tab to the Award Number field and type "New." Tab out of the field and note the system generated award number.
4.	Save the record by pressing Enter.

GMAWARD

This screen is usually set up, updated and maintained by the grantee department. The purpose of this screen is to track detailed award information for each grant. Fields that are populated from prior screens are:

- Award Number – you may press F1 for a pick list
 - Proposal Number – you may enter a different value or press F1 for a pick list.
 - Project Identifier – you may press F1 for a pick list
 - Status – you may press F1 for a pick list
 - Department
 - Division
-

Continued on next page

Grant Award, Continued

GMAWARD (continued)

Step	Action/Field Description
1.	Award Title is a free form text field for information about the grant, entered on the GMNAME screen.
2.	The Sponsor Code records the award number that is provided by the sponsor and identifies the grant award. If the code was entered in the GMPROP screen, it will appear as a default value. To get a pick list of current sponsor codes, press F1.
3.	Sub-agreement indicates that there is a sub-agreement with Y . Otherwise the value is N .
4.	Sponsor Award Number is the number that identifies the grant award provided by the sponsor.
5.	Contract number is the number provided by the sponsor for reference purposes.
6.	The Award Type field categorizes the award. Press F1 for a pick list.
7	Pre-Award indicates whether or not there has been a cash advance or loan as pre-award activity. Only Y (yes) or N (no) can be used in this field.
8.	CFDA is the number of a federal grant. If there is no CFDA number, leave it blank.
9	Award Notes with a Y indicates that there are notes associated with the award found on GMAWRDNT.
10.	Start Date, End Date and Funded thru are the dates associated with the grant.
10.	The Award Amount is derived from the V1 budget or the V2 budget, if established. It is system populated and represents the total grant amount being provided by the funding agency..
10.	Cash Match is system derived and represents the total cash match being provided by the County. It originates from the submitted budget.
11.	Modifications is a sum of the award modifications found on GMAWARDM.
11.	Obligated Amount is the amount plus or minus any modifications that were designated on GMAWARDM screen. The Auditor's Office is responsible for the GMAWARDM screen and its contents.
12.	Cost Share is not used

Continued on next page

Grant Award, Continued

GMAWARD (continued)

The lower section of the GMAWARD screen echoes that of the GMPROP screen, indicating the names of responsible people and their phone numbers. Also the Approval type and date default from GMPROP.

Process - departmental

Once approval of the proposition has been completed, the department grantee goes back into GMNAME to:

- Change the **Status** to **A**
 - Type in **NEW** for Award Number or to manually enter a number
-

GMAWRDNT

If needed, the departmental user may enter the GMAWRDNT screen to record additional award-related information. This screen is similar to the GMNOTES screen. It is free-form text with identifiers for:

- Proposal number
 - PI
 - Award number
 - Department, Division, Status and Project Title
-

Modification

GMAWARDM This screen is used to track award modifications, if needed. The totals will appear on the grant award information screen.

The following fields are populated when you open the screen, however, you may change the values:

1. Proposal Number
2. Project Identifier
3. Award Number
4. Department/Division/Status/project title
5. Initial Amount Obligated

Procedure

Step	Action
1.	Enter 01 in the first field under Amend No.
2.	The Type of Amendment code can be found by pressing F1. Changes can be an increase (INC) or a decrease (DEC) in funding. Other changes can be award hours decreased, date of award extended, or an increase in personnel.
3.	Enter the Period of Amendment by entering the date from and to the modification takes effect.
4.	Enter the Amendment Amount in dollars, if applicable. Decreases are negative values.
5.	The Sum of All Modifications is the dollar amount of change in the Award. It is system generated and will echo back to the GMAWARD screen.

Process – Auditor’s office

The Auditor’s Office will link a General Ledger Organization Key to a particular proposal number, award number, and project identifier through GMDATA. This allows the user to run queries or CDD reports associating org keys to the grants.

Process – Budget department

The Budgeting Department completes SENDBUDG. Before this can take place, the departmental user must complete the GMBUDG record. By completing SENDBUDG, the Budget Office establishes a GL relationship to the grant.

Continued on next page

Modification, Continued

**Process –
Accounts
Receivable**

The Auditor's Office enters billing data in the Accounts Receivable module.
The departmental user does not interact with this portion of the grant cycle.

Chapter 5: Reporting and Reports

Overview

Introduction This chapter describes two screens that define reports and follow reports.

Objective After this chapter, you will be able to describe the types of reports available in CDD and with IFAS masks.

Contents This chapter contains the following topics:

Topic	See Page
Reporting Designations	27
Report Types (CDD and IFAS)	31

Reporting Designation, Continued

GMRPTTRK This screen is used to track the various due dates and sent dates of the required reports. It gives the user the ability to create an audit train and to determine if the reports are being distributed on time.

Report Tracking GMRPTTRK Train C

Proposal Number: 07-005-01 Project ID: 10031101 Award Number: 2005
Dept: Div: Status: Title:

Report/Deliverable Category: Report/Deliverable Type:
First Report /
Frequency Start Date End Date Deliverable Due Day

Due Date	Date Sent

Help Options Screen Add Prev Next Browse Exit

Proposal Number

Fig. 5-2

Required Fields The following fields are required on the GMRPTTRK screen. They are populated from a prior screen.

- Proposal number
- Project Identifier
- Award number

Values may be changed.

Continued on next page

Reporting Designation, Continued

Echo Fields Department, Division, Status, and Project Title are inserted by the system based on the required fields above.

System Generated fields are the **Start Date** and the **End Date**

Manual Entry – required fields These fields are entered manually:

- **Report/Deliverable Category** – Enter the category code. Press **F1** to view a pick list.
- **Report/Deliverable Type** – Enter the code that represents the actual report generated. To view a pick list of valid report type codes, press **F1**.
- **Frequency** – Enter how often this report is to be generated. Press **F1** for valid frequency codes.
- **First Report/Deliverable Due Day** – Enter the day the *initial* report is due.
- **Due Date** – Enter the date the report is due.
- **Sent Date** – Enter the date the report was actually sent.

GMRPTNOT This screen is reserved for the Auditor's office. Department users have read only access. It contains any notes concerning reports that are either required or printed to support the grant module.

Continued on next page

Reporting Designation, Continued

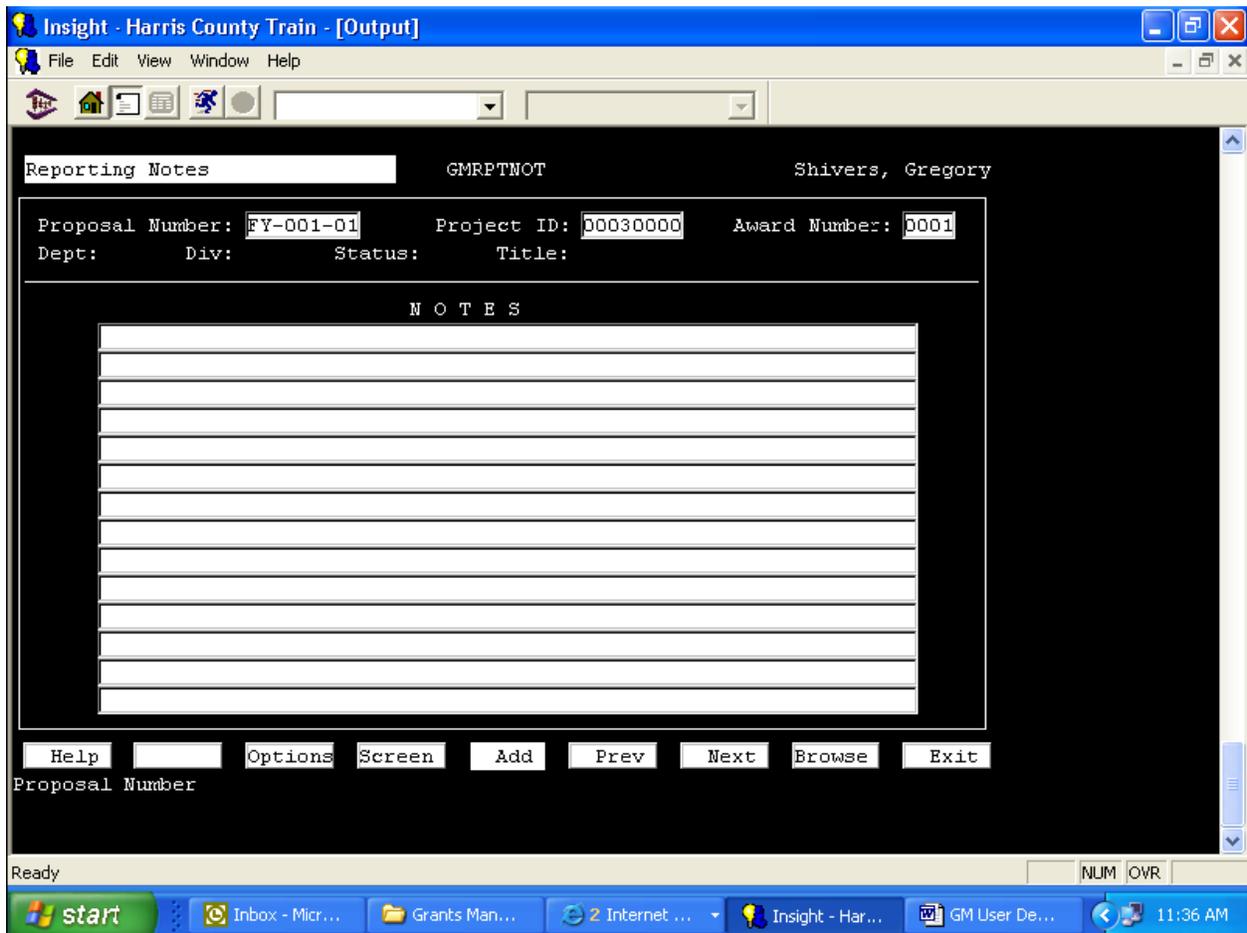


Fig. 5-3

Report Types

CDD Reports The following is a listing of CDD reports that relate to Grant Reporting:

Title	Detail
Key_Dept_Key	Provides the list of GL keys assigned to a particular department. Located in the CDD Report, Subsystem, ACS Folder
GM_DUE_DATE	Lists report dates from the GMRPTTRK screen. Select by date range.
GM_INV_RPT	Grants Inventory Listing
GM_POP_BUDG	Edit list for GMBUDG screen
GM_SUMM_RPT	Provides summary information for a grant on a one page format
IFB200	Financial Balance Report (showing encumbrances)
GL_GRANT_BDACT	Grants Budget to Actual by Key
G_20_OBJECT	Grant Summary Report by Object
G_20_ORGKEY	Grant Summary Report by GL key

IFAS Reports The following is a listing of the IFAS reports that relate to Grant Reporting:\

Title	Detail
GLREFLTR	General Ledger Report File Listing Transaction Report. Selection criteria include ledger, org key, date range, and/or object code, EX or RV.
GLREFLKY	General Ledger Report File Listing of GL Org Key Report. Selection criteria include ledger, org key, fund type, and department number.
GLIQ	General Ledger Interactive Inquiry. Report format and contents depend on what criteria are entered.

Chapter 6: Closing the Grant

Overview

Introduction This section describes the procedures for indicating that a grant is closed.

Objectives After this chapter, you will be able to describe the process of closing a grant.

Contents This chapter contains the following topics:

Topic	See Page
GMCLOSED	33

GMCLOSED

Contents

This screen is used to record grant closure information as well as final reporting obligation dates. It is completed by Grant Accounting. **The department user will have read access only.**

Included in the detail of the screen are:

- Actual closure date
- Final reporting date due and submission date
- Dates for archiving and destroying

Continued on next page

The screenshot shows a Windows-style application window titled "Insight - Harris County Train - [Output]". The main content area is titled "Project Closure Information" and includes the following fields:

- Project ID:
- Award Number:
- Proposal Number:
- Dept:
- Div:
- Status:
- Title:
- Award Title:
- Closure Date:
- Archive Date:
- Destroy Date:
- Final Financial Report Due Date:
- Date Sent:
- Final Program Report Due Date:
- Date Sent:
- Other Administrative Due Date:
- Date Sent:
- Expiration Notice Sent Date:

At the bottom of the screen, there is a navigation bar with buttons: Help, Options, Screen, Add, Prev, Next, Browse, and Exit. The status bar at the very bottom shows "Ready" and "NUM OVR".

Fig. 6-1

Chapter 7: Practice Exercise

Overview

Introduction The following instructions are for practice in class. Some specific data for entry will be provided by the instructor. The practice grant is for the Harris County Juvenile Board. There is one proposal number, one project identifier and one award number. This is a one-to-one relationship.

Objectives After this chapter, you will have completed the screens for grant management.

Contents This chapter contains the following topics:

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Proposal Information (GMPROP, GMDESC, GMNOTES)	37
Proposed Budget by Department	41
Award Process	43
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Grant Closure	50

Grant Definition/Proposal

GMNAME
screen

Step	Action
1.	Access the GMNAME screen by pressing F4 and selecting with the arrow keys. If you are currently on the Insight Explorer view, type GMUPGM in the TypeAhead/History box.
2.	Be sure you are in the ADD mode. Press F7 to toggle from Browse to Add.
3.	Place your cursor in the Status field. Press F1 to choose from codes. Enter the code, PR , for Proposal .
4.	Tab to the Cash Match field. Enter N .
5.	Tab to the Department field. Enter the department for your training ID, as instructed.
6.	Tab to the Division field. Enter the division as instructed.
7.	Tab to the Proposal Number field. Begin the number with the fiscal year, 09 then type New . The Fiscal year is the one in which the grant's budget begins. The system will generate the rest of the number. Write down this proposal number.
8.	Tab to the Project Identifier field (PI). Type 100XXX01 where XXX is the department number you entered. This is the department's org key.
9.	Tab to the Project Title and enter, State Aid .
10.	The grant has not been awarded yet, so it is not necessary to define an award number at this time.
11.	Press Enter . Press Enter again to save.
12.	Go back to find your saved record by pressing F3 , select new. Tab to the Proposal number and enter the one you created. Press Enter and the record should appear with all data that you entered.

Proposal Information

The GMPROP screen

Step	Action
1.	Select the GMPROP screen. You may use one of two methods. a. Press F7 for the ADD mode and press the F6 key b. Press F4 and arrow down to select GMPROP
2.	Your Proposal number and PI should be displayed. If not, enter them. Or, you can use F1 to select the value for each field. Note: The status, department and division are displayed after you tab through the proposal number and project identifier.
3.	Tab to the Proposal Title and enter the following text: Provides funding for Officers, Residential services, Non-residential services, and other expenditures.
4.	Enter the Submitted date as instructed.
5.	Tab to the Re-submitted date field. Let's assume there was a modification on the original application. It will require the date it was re-submitted. Enter as instructed.
6.	Tab to the New/Continuing field. This is a new grant, so enter N .
7.	Tab to the Sponsor code field. Press F1 for a pick list. Select 7213 . When you already know the sponsor code, you key it in.
8.	Tab to the Previous Award Number field. It is not a continuing grant, so enter N/A .
9.	Tab to the Sponsor Type . Enter STA . This field classifies the sponsor as federal, state, local, private, etc. You may view a pick list by pressing F1 . These codes are defined on the GMCENT screen.
10.	Tab to the Start Date field and enter a date as instructed.
11.	Tab to the Sponsor Reference Number field. Enter GMSPON101 . This number is provided by the sponsor.
12.	Tab to the End Date field. Enter as instructed. This is the end of the grant.
13.	Tab to the Proposal Purpose field. Enter JS . Use F1 for a pick list.

Continued on next page

Proposal Information, Continued

The GMPROP
screen

Step	Action
14.	NOTES (Y/N) is system-derived and reflects the presence of notes on the GMNOTES screen. It reads N since we have not entered data yet.
15.	Tab to Solicited (S/U) field. Enter S since this was a solicited grant.
16.	Leave the first Flow-Through ID field blank.
17.	Tab to the Grant Year field and enter 1 . This represents the first grant year.
18.	Tab to the RFP # field. Enter MYRFP101 .
19.	Leave the second Flow-Through ID field blank.
20.	Tab to the Amount Requested field and enter 3,000,000 .
21.	Enter a name for the Department Contact .
22.	Enter a phone number for the Department Contact Phone field.
23.	Tab to the Grant Director field and enter a name.
24.	Enter a phone for the Grant Director.
25.	Tab to Responsible Officer field. Enter your name.
26.	Tab to the Approval Type Code and enter CC . To view a pick list of codes, press F1 .
27.	Tab to Approval date and enter as instructed.
28.	Press Enter twice to save.
29.	Press F3 and select new. Tab to the Proposal Number field and enter your number. Press Enter . Your GMPROP screen should appear.

Continued on next page

Proposal Information, Continued

**Proposal
Description
(GMDESC)**

Step	Action
1.	Access the GMDESC screen in one of two ways: a. Press F7 to be in the ADD mode and press F6 . b. Press F4 and arrow down to the GMDESC screen.
2.	The Proposal Number and PI should be displayed. If not, you may choose them from F1 pick lists or type them in the corresponding fields.
3.	Tab to the Notes field and enter the following description: This is an optional screen that is used for entering the technical description of a proposal/project.
4.	Press Enter twice to save your record. This note field is a free-form field and text will wrap to the next line. If you need more than one screen for notes, go into the add mode, enter the proposal and project numbers and continue with your notes. To view data entered on the pages, toggle to the browse mode and press F6 to view.
5.	The proposal number and PI fields are required.
6.	Recall your record. Press F3 and select new. Press Enter . Tab to the proposal number field and enter it. Press Enter . Your GMDESC should appear.

Continued on next page

Proposal Information, Continued

GMNOTES screen

Step	Action
1.	To access GMNOTES screen complete one of the following: a. Press F7 to be in the ADD mode and press F6 . b. Press F4 and arrow down to GMNOTES
2.	The Proposal Number and PI should be displayed.
3.	Tab to the Notes field and enter the following: This is an optional screen that is used for entering administrative notes regarding this proposal/project. When an application is rejected, the reason will be documented on this screen.
4.	Immediately following the text, type your initials and the date.
5.	Press Enter to save your record.
6.	Call up your GMNOTES screen by pressing F3 and select new by pressing Enter . Your record should appear.
7.	The Proposal Number and the PI are required on this screen.

Review GMPROP

Step	Action
1.	Press F7 to be in the ADD mode. Press F5 twice to return to the GMPROP screen.
2.	Press F3 select new and press Enter . Tab to the Proposal number field and enter your number. The GMPROP record should appear. The NOTE (Y/N) should contain the Y value.

Proposed Budget by Department

GMBUDG screen

This screen allows the departmental user to create proposed and final budgets at the object code level without ever leaving the Grants Management module. The GMBUDG screen is completed by the department before submitting the application to a funding agency. Two versions may be defined, an initial budget version (**V1**) and a modified version (**V2**). The modified version can be amended several times.

After the award is accepted and an org key has been specified, approval of either V1 or V2 is completed. It is then sent to the IFAS Budget module (Budgeting department). Cash match and non-cash match are the two types of budgets allowed. If it is a non-cash match type, the org key ends in **ZZ**.

Step	Action
1.	Access the GMBUDG screen in one of the following ways: a. Pressing F7 to be in the ADD mode and press F6 three times. b. Pressing F4 and selecting GMBUDG with the down arrow. Press Enter .
2.	Your proposal number and PI should be displayed.
3.	Tab to the Ledger Code . Enter HC if not already there.
4.	Tab to the Fiscal Year field and enter 2009 .
5.	Tab to the Proposed Budget Version Number field and enter, V1 , if not already there.
6.	Accept the default, OB in the Budget Level field.

Continued on next page

Proposed Budget by Department, Continued

GMBUDG
screen
(continued)

Step	Action
7.	Note the columns on the screen. The Object Code, Cash Match, Funding Agency and Budgeted Amount are called repeating fields. For practice, you will enter a series of values.
8.	In the Object Code field on the first line, enter 600100 .
9.	Tab to the Funding Agency and enter 2,200,000.00
10.	Tab to the Object Code field on the second line and enter 650200 .
11.	Tab to the Funding Agency field and enter 50,000.00 .
12.	Tab to the Object Code field on the third line and enter 643000 .
13.	Tab to the Funding Agency field and enter 90,000.00 .
14.	Tab to the Object Code on the fourth line and enter 631000 .
15.	Tab to the Funding Agency field and enter 150,000.00 .
16.	Tab to the Object Code on the fifth line and enter 631100 .
17.	Tab to the Funding Agency field and enter 510,000.00 .
18.	<p>The budgeted amount field is a system-calculated field. The budgeted amount field is the sum of the cash match and funding agency amounts. Cash match object codes end with “ZZ.” Funding agency object codes generally end with 00. For example, 600100 is Salaries and 6001ZZ represents Salaries –Cash Match.</p> <p>Note: There will never be amounts in both the cash match and the funding agency field for an object code.</p>
19.	Press Enter twice to save the record.
20.	<p>These are required field on the GMBUDG screen:</p> <ul style="list-style-type: none"> • Proposal number • PI • Ledger • Fiscal year • Proposed budget version • Budget level
21.	<p>To see your record, complete one of the following:</p> <ol style="list-style-type: none"> a. Press F3 and select new. Press Enter. Tab to the proposal number field and enter your proposal number. Press Enter. Your GMBUDG record should appear. b. Press F4 and move the cursor down with the arrow key to GMBUDG

Award Process

GMNAME

The first screen in the Award Process is the GMNAME screen. Use the **F4** function to access it.

Step	Action
1.	The first item is the Status field. Change the status to A for awarded.
2.	Now the award number can be defined. Tab to the Award Number and enter 1013 . Note: the system can automatically generate an award number. To do this, type new in the field.
3.	Press Enter twice to save the record.

GMAWARD

Step	Action
1.	Use F4 to access GMAWARD.
2.	The Award Number, PI, and Proposal number should be displayed. If not, place the cursor in each and press F1 to select the values from the pick list. Status, Department and Division are automatically displayed. Other common fields from the GMPROP screen default as well. These fields may be modified, if needed.
3.	Tab to the Award Title field. Enter Provides funding for Probation officers, residential and non-residential services, and other expenditures.
4.	Tab to the Sponsor Code . It should already be populated with what was entered on the GMPROP screen (7213).
5.	Tab to Sub-Agreement . Enter N .

Continued on next page

Award Process, Continued

GMAWARD (continued)

Step	Action
6.	This number is usually provided by the sponsor to identify the grant award. Tab to the Sponsor Award Number field and enter the value SP101-01 .
7.	Tab to the Contract Number and enter Cont101 .
8.	Tab to the Award Type . This field classifies the grant award into a category such as emergency shelter, law enforcement or building improvements. To view a pick list of codes, Press F1 . For our exercise, enter LE for Law Enforcement.
9.	Tab to the Pre-Award field and enter N . The pre-award field is used when expenses were incurred prior to the award. Generally, this will be N for none.
10.	Tab to CFDA . If the grant is not Federal, there will not be a code for this field. For our exercise, enter, "N/A" to indicate that it is not a federal grant. All non-federal grants will have N/A in this field.
11.	The NOTES (Y/N) field is system generated and depends on an entry on the GMAWRDNT screen. N appears in this field, indicating no notes are entered.
12.	Tab to the Start Date field. Enter the date as directed by your instructor.
13.	Tab to the End Date field. Enter the date as directed by your instructor.
14.	Tab to the Funded Thru field and enter the date as directed by your instructor.

Continued on next page

Award Process, Continued

GMAWARD (continued)

Step	Action
15.	The Award Amount field is system derived and equals the total V1 budget from GMBUDG screen.
16.	The Cash Match field is system derived as well. It should read 0 , since we did not have Cash Match amounts on the GMBUDG screen.
17.	The Modify field is system derived and should read 0 because we have not yet entered any modifications on the GMAWARDM screen.
18.	The Cumulative Amount Obligated is system derived and equals the sum of the Award and Cash Match Amounts, plus or minus the modify amount from the GMAWARDM screen. Since you do not currently have modifications, the field equals the AWARD Amount.
19.	Cost Share should be 0 .
20.	Tab to the Department Contact field and enter the name.
21.	Tab to the Department Contact Phone field and enter a phone number.
22.	Tab to the Grant Director field and enter the name.
23.	Tab to the Grant Director phone and enter a phone number.
24.	Tab to the Responsible Officer field and enter your name.
25.	Tab to the first Approval Type Code field and enter CC for Commissioner's Court.
26.	Tab to the first Approval Date field and enter as directed.
27.	Press Enter twice to save the record.
28.	The following fields are required on the GMAWARD screen: Award number, Proposal number, and PI.
29.	Call the record by using F3 or F4 , as desired.

Continued on next page

Award Process, Continued

GMAWRDNT

Step	Action
1.	The next screen is the Award Notes. This is an optional screen. Use F4 to go to the Award Notes screen.
2.	The Award Number, PI, and Proposal number will default. If they do not, press F1 with the cursor in the field and choose from the pick list.
3.	Tab to the Notes field and enter This is an optional screen that is used for entering additional information regarding the Award . Immediately following the note, type your initials and the date.
4.	Press Enter twice to save the record.
5.	The Award number, Proposal number and the PI are required fields.

GMAWARDM

Step	Action
1.	The Award Modification screen is optional. Use F4 to access it.
2.	The Award Number, PI and Proposal Number will be displayed. If not, use F1 to choose from a pick list in their associated fields.
3.	Tab to the first Amendment Number field. Enter the value 01 .
4.	Tab to Type of Amendment and enter INC for an increase. To view a pick list of codes, press F1 . Award Type codes are defined on the GMAMDTBL screen.
5.	Tab to the Date field and enter as directed.
6.	Tab to the first Period of Amendment field and enter as directed for the Beginning date.
7.	Tab to the second Period of Amendment field and enter as directed for the End date.

Continued on next page

Award Process, Continued

GMAWARDM (continued)

Step	Action
8.	Tab to the Amendment Amount and enter 15000.00 .
9.	Tab to the second Amendment Number and enter 02 .
10.	Tab to the second Type of Amendment field and enter DEC for decrease in funds.
11.	Tab to the second Date field and enter as directed.
12.	Tab to the first Period of Amendment (begin date) and enter as directed.
13.	Tab to the second Period of Amendment (end date) and enter as directed.
14.	Tab to the second Amendment Amount (\$) and enter -5000.00
15.	Press Enter twice to save the record.
16.	Call up the record by one of the following: <ol style="list-style-type: none"> a. Press F3 select new. Press Enter. Tab to the Award number field and enter the award number. Press Enter and the GMAWARDM should appear. b. Press F4 and arrow down to the GMAWARDM screen. Press Enter. c. Press F7 twice.
17.	The field, Sum of all Modifications , is system calculated after you save the record. This will be displayed at the Modifications field on the GMAWARD screen.
18.	The following fields are required on the GMAWARDM screen: the award number, proposal number and PI.
19.	Press F4 and select GMAWARD.
20.	Enter your proposal number and press Enter , if your AWARD does not appear. Look at the Modifications field. It reflects the Net amount of the amendments, which is in our example, \$10000.00 .

GMDATA

This screen is completed by Grant Accounting.

SENDBUDG

This screen is completed by Grant Accounting and the Budget Office.

GMRUNAR

This is completed by the Auditor's Office.

Reporting

GMRPTSMY

Step	Action
1.	Press F4 and choose the GMRPTSMY screen. Press Enter .
2.	The Award number, PI and Proposal number should be displayed. If not, press F1 to select each field value from its pick list. The Status, Department, Division, Project Title, Start Date, and End Date are displayed on the screen after pressing Tab.
3.	In the Report Category field, enter, " P " for program. The Grant Accounting department prepares F (financial reports).
4.	Tab to the first Address Type Code field. Enter PM for the primary address.
5.	Tab to the Report Type field and enter SER for State Aid Expenditure report. Find a pick list for this field with F1 .
6.	Tab to Report Frequency . Enter Q for quarterly. Find a pick list for this field with F1 .
7.	Tab to the Number of Copies field. Enter 1 .
8.	Tab to the First Report Deliverable Day . Enter 15 for the 15 th of the month.
9.	Tab to the Initials field and enter your initials.
10.	Press Enter twice to save your record.
11.	The required fields on the GMRPTSMY are Award Number, PI, Proposal Number, and Report Category.

GMRPTTRK

Step	Action
1.	Press the F4 key and select GMRPTTRK screen. Press Enter .
2.	Your Award Number, PI, and Proposal Number should already be displayed. If not, type them in their respective locations. Another way to obtain the record is to press F1 and select for each value in a pick list. Status, Department, Division, Project Title, Start Date and End Date are populated after pressing Tab.
3.	Tab to the Report/Deliverable Category field and enter F for financial.
4.	Tab to the Report/Deliverable Type field and enter SER for State Aid Expenditure Report.

Continued on next page

Reporting, Continued

GMRPTTRK (continued)

Step	Action
5.	Tab to Frequency and enter Q for quarterly.
6.	Tab to First Report/Deliverable Due Day and enter 15 .
7.	Tab to the first Due Date field and enter as directed.
8.	Tab to the second Due Date field and enter as directed.
9.	Tab to the third Due Date field and enter as directed.
10.	Tab to the fourth Due Date field and enter as directed.
11.	Press Enter twice to save the record.
12.	The required fields on GMRPTTRK include the Award Number, PI, Proposal Number, Report Category, and Report Type.

GMRPTNOT This is reserved for the Auditor's Office.

Grant Closure

Closure Process – Grant Accounting The GMCLOSED screen is completed by the Grant Accounting Department in order to close a grant. Grantee department users have Read Only access to this screen. After the grant is closed, the **C**, for closed, will appear in the status field of the GMNAME screen.

Chapter 8: Grant Scenario

Overview

Introduction This is another chance for you to practice creating a grant.

Contents This chapter contains the following topics:

Topic	See Page
Introduction	52
Data	53

Introduction

Set up

To begin this grant, you must complete the GMNAME, GMPROP, GMDESC, and GMNOTES

Directions

Use the following data to complete the above screens.

Data

Set up Data

Item	Detail
1.	This is the first year of a new grant.
2.	It is a cash match grant.
3.	Use the same department and division that you used for the previous exercise.
4.	The project title is, "Residential Resource for Homeless Veterans"
5.	The Grantor is the Park Foundation
6.	The submitted date is yesterday. It was not re-submitted.
7.	The Sponsor Code is 7114 and the Sponsor Type is Federal.
8.	The sponsor reference number is 1976.
9.	The Purpose is the G.R.E.A.T. B.I.G program.
10.	The start date is one month from today; The End Date is one year from today.
11.	It was an unsolicited proposal.
12.	The RFP# is 30076
13.	The department contact is you. The Grant Director is your supervisor. The responsible officer is Brad Pitt.
14.	The Commissioner's Court must approve it
15.	Amount requested is \$12,000,000
16.	To identify the grant further, enter this: the US Veterans Administration has arranged for the Office of Urban Development to fund housing in the Houston area that is earmarked for US veterans of foreign wars.
17.	As notes for this proposal, enter: This is sanctioned by the President of the United States.
18.	The ledger you will be using is HC with the current fiscal year. The V1 budget is being used. The only object code used is 6309ZZ.
19.	Cash Match is \$12000.

Remember to record the Proposal ID, PI and Award Number. Save your budget.

Continued on next page

Data, Continued

Report Data for Summary Use the following information to summarize.

Screen

The *program* report goes to the primary address. The first and only report is the FCT that is sent quarterly. One copy is needed and it is sent on the 5th of the next three months.

Report Data for Tracking

Report	Initial Due Date
Monthly Performance Report	Two months from today
Quarterly Status Report	The next quarter of this year
Monthly Statistical Analysis Report	The last day of next month
