
PeopleSoft Grants 9.1 PeopleBook

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PeopleSoft Grants 9.1 PeopleBook
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PeopleSoft Grants Preface

This preface lists common elements and discusses:

- PeopleSoft applications.
- PeopleSoft application fundamentals.
- Pages with deferred processing.
- PeopleBooks and the Online PeopleSoft Library.
- Common elements used in this PeopleBook.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or is documented with the common elements for the section, chapter, or PeopleBook.

PeopleSoft Applications

This PeopleBook refers to the following PeopleSoft applications:

- Oracle's PeopleSoft Billing
- Oracle's PeopleSoft Commitment Control
- Oracle's PeopleSoft Contracts
- Oracle's PeopleSoft General Ledger
- Oracle's PeopleSoft Grants.
- Oracle's PeopleSoft Human Resource Management
- Oracle's PeopleSoft Inventory
- Oracle's PeopleSoft Project Costing
- Oracle's PeopleSoft Purchasing
- Oracle's PeopleSoft Receivables
- Oracle's PeopleSoft Time and Labor

PeopleSoft Application Fundamentals

The *PeopleSoft Grants PeopleBook* provides implementation and processing information for the PeopleSoft Grants system. However, additional, essential information describing the setup and design of the system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across Oracle's PeopleSoft Financial Management Solutions (FMS), Oracle's PeopleSoft Enterprise Service Automation (ESA), and Oracle's PeopleSoft Supply Chain Management (SCM) product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks also apply to PeopleSoft Grants:

- *PeopleSoft Application Fundamentals PeopleBook.*
- *PeopleSoft Global Options and Reports PeopleBook.*
- *PeopleSoft Order to Cash Common Information PeopleBook.*
- *PeopleSoft Source to Settle Common Information PeopleBook.*
- *PeopleSoft Bank Setup and Processing PeopleBook.*
- *PeopleSoft Commitment Control PeopleBook.*

Pages with Deferred Processing

Several pages in PeopleSoft Grants operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page. For example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

See Also

PeopleTools PeopleBook: PeopleSoft Application Designer Developers Guide, "Guidelines for Designing Pages"

PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.

- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

Common Elements Used in This PeopleBook

Account	ChartField that identifies the nature of a transaction for corporate accounts.
Activity	The unit of work in PeopleSoft Project Costing that provides a further breakdown of projects, usually into specific tasks. Resources are assigned directly to activities within a project, not directly to projects.
Adverse Effect (Event)	An undesirable and unintended, although not necessarily unexpected, result of therapy or other intervention; for example, headache following spinal tap or intestinal bleeding that is associated with aspirin therapy.
Affiliate	ChartField that is used to map transactions between business units when you are using a single interunit account.
Alt Acct (alternate account)	ChartField that identifies the nature of a transaction for statutory accounts. This field appears only if you enable the alternate account option for the organization and for the general ledger business unit.
Analysis Type	A three-character, user-definable identifier that enables you to label the different types of costs in PeopleSoft Project Costing. For example, you might want to track budgeted costs (BUD), committed costs (COM), and actual costs (ACT).
Animal	Any live, vertebrate animal that is used or intended for use in research, research training, experimentation, or biological testing or for related purposes.

Animal Facility	Any and all buildings, rooms, areas, enclosures, or vehicles, including satellite facilities, that are used for animal confinement, transport, maintenance, breeding, or experiments inclusive of surgical manipulation. A satellite facility is any containment outside of a core facility or centrally designated or managed area in which animals are housed for more than 24 hours.
Assurance	A formal written, binding commitment that is submitted to a federal agency in which an institution promises to comply with applicable regulations governing research with human subjects and that stipulates the procedures through which compliance will be achieved.
Award	Executed agreement between an institution and a sponsor. The system stores pertinent award information within records in PeopleSoft Contracts, PeopleSoft Project Costing, and PeopleSoft Grants.
Budget Ref (budget reference)	ChartField that identifies unique control budgets when individual budgets share budget keys and overlapping budget periods.
CFDA Number (catalog of federal domestic assistance number)	The federal sponsor funding classification of the opportunity. It is typically identified in program announcements and award notices. It is applicable only to federal awards and federal flow-through, and is required by OMB Circular A-133 on the Schedule of Expenditures of Federal awards.
Chartfield 1 to Chartfield 3	ChartFields that you configure to meet the organization's requirements.
Children	Persons who have not attained the legal age for consent to treatment or procedures involved in the research, as determined under the applicable law of the jurisdiction in which the research will be conducted.
Class	ChartField that identifies a particular appropriation when you combine it with a fund, department ID, program code, and budget reference.
Classification B	Animals being bred, conditioned, or held for use in teaching, testing, experiments, research, or surgery, but not yet used for such purposes.
Classification C	Animals upon which teaching, research, experiments, or tests will be conducted involving no pain, distress, or use of pain-relieving drugs.
Classification D	Animals upon which experiments, teaching, research, surgery, or tests will be conducted involving accompanying pain or distress to the animals and for which appropriate anesthetic, analgesic, or tranquilizing drugs will be used.
Classification E	Animals upon which teaching, experiments, research, surgery, or tests will be conducted involving accompanying pain or distress to the animals and for which the use of appropriate anesthetic, analgesic, or tranquilizing drugs will adversely affect the procedures, results, or interpretation of the teaching, research, experiments, surgery, or tests.

Compensation	Payment or medical care that is provided to subjects that are injured in research; does not refer to payment (remuneration) for participation in research.
Co-PI (co-principal investigator)	Individual who is responsible for conducting portions of the sponsored project. This responsibility may include the intellectual conduct of the project, fiscal responsibility, administrative oversight, and the project's adherence to relevant policies and regulations.
CS (cost sharing)	Cost Sharing.
Currency	Code that identifies the type of currency for an amount, such as USD (United States Dollar) or EUR (Euro).
Dept (department)	ChartField that indicates who is responsible for or affected by the transaction.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages and batch processes that use the information use the current row.
Expedited Review	Review of proposed research by the IRB chair or a designated voting member or group of voting members rather than by the entire IRB. Federal rules permit expedited review for certain kinds of research involving no more than minimal risk and for minor changes in approved research.
F and A, FA, and F&A (facilities and administration)	Facilities and Administration (Overhead) costs that are associated with the grant. The system captures the sponsor amounts (SFA) and waived amounts (WFA) as well as Cost Shared amount (CFA) of the grant or amounts that are shared between the sponsor and the institution receiving the grant.
FDA	Food and Drug Administration: An agency of the federal government that was established by Congress in 1912 and is presently part of the Department of Health and Human Services.
Full Board Review	Review of proposed research at a convened meeting at which a majority of the membership of the committee are present. For the research to be approved, it must receive the approval of a majority of those members present at the meeting.
Fund	ChartField that represents structural units for education and government accounting. It can also represent a divisional breakdown in the organization.
Fund Affiliate	ChartField that is used to correlate transactions between funds when you use a single intraunit account.

Human Subject	Individuals whose physiologic or behavioral characteristics and responses are the object of study in a research project. Under the federal regulations, human subjects are defined as living individuals about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual; or (2) identifiable private information.
IACAC	<p>Institutional Animal Care and Use Committee. Each institution that receives PHS (public health service) support for activities involving vertebrate animals or is subject to the authority of the Animal Welfare Act (AWA) must operate an animal care and use program with clear lines of authority and responsibility. The program must include:</p> <ul style="list-style-type: none"> • A properly constituted and functioning Institutional Animal Care and Use Committee (IACUC). • Procedures for self monitoring. • An adequate veterinary care program. • An occupational health and safety program (not required under the AWA). • A personnel training program. • An environment, housing, and management program for animals. • Appropriately maintained facilities for housing and support. <p>PHS requires an institutional Animal Welfare Assurance that provides details on the institutional program in order to award funds; USDA requires registration of facilities.</p>
Informed Consent	A person's voluntary agreement, based upon adequate knowledge and understanding of relevant information, to participate in research or to undergo a diagnostic, therapeutic, or preventive procedure. In giving informed consent, subjects may not waive or appear to waive any of their legal rights, or release or appear to release the investigator, the sponsor, the institution or agents thereof from liability for negligence.
Institution	The overall organization of a university. An institution may use multiple business units within PeopleSoft Financials.
Institutional Officer	An officer of an institution with the authority to speak for and legally commit the institution to adherence to the requirements of the federal regulations regarding the involvement of human subjects in biomedical and behavioral research.
Investigational Device Exemptions (IDE)	Exemptions from certain regulations found in the Medical Device Amendments that allow shipment of unapproved devices for use in clinical investigations.
Investigational New Drug or Device (IND)	A drug or device that is permitted by FDA to be tested in humans but not yet determined to be safe and effective for a particular use in the general population and not yet licensed for marketing.

IRB	Institutional Review Board. Under FDA regulations, an IRB is an appropriately constituted group that has been formally designated to review and monitor biomedical research involving human subjects. In accordance with FDA regulations, an IRB has the authority to approve, require modifications in (to secure approval), or disapprove research. This group review serves an important role in the protection of the rights and welfare of human research subjects. The purpose of IRB review is to ensure, both in advance and by periodic review, that appropriate steps are taken to protect the rights and welfare of humans participating as subjects in the research. To accomplish this purpose, IRBs use a group process to review research protocols and related materials (for example, informed consent documents and investigator brochures) to ensure protection of the rights and welfare of human subjects of research.
Letter of Credit	Cash management method by which most federal agencies do project and grant accounting and financial transfers.
Milestone Type	A label that is used to track events. You can define many types of milestones . For example, you might have billing milestones, reporting milestones, and construction milestones.
Oper Unit (operating unit)	ChartField that is used to identify a location, such as a distribution warehouse or sales center.
Operating Unit Affiliate	ChartField that is used to correlate transactions between operating units when you use a single intraunit account.
Perform Action	The type of action that will be performed by the role of the user. The value is applied to workflow type Worklist/Email only.
PI (principal investigator)	An individual who is ultimately responsible for the conduct of a sponsored project. This responsibility includes the intellectual conduct of the project, fiscal accountability, administrative organization, and the project's adherence to relevant policies and regulations. The PI is usually the same person as the project manager.
Primary Sponsor	In PeopleSoft Grants, this refers to the federal government in relation to federal flow-through.
Process Frequency	Designates the appropriate frequency in the Process Frequency group box. Values are: <i>Once:</i> Processes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to <i>Don't Run</i> . <i>Always:</i> Processes the request every time the batch process runs. <i>Don't Run:</i> Ignores the request when the batch process runs.

Process Monitor	<p>This is a PeopleSoft tool that you can use to review the status of scheduled or running processes. You can view all processes to see the status of any job in the queue and control processes that you initiated.</p> <p>See <i>PeopleTools PeopleBook: PeopleSoft Process Scheduler</i></p>
Product	<p>ChartField that captures additional information that is useful for profitability and cash flow analysis by product sold or manufactured.</p>
Professional	<p>An employee within PeopleSoft Human Resources Management. In PeopleSoft Grants, you can enter the names of professionals into the system even if they are not yet official employees.</p>
Program	<p>ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.</p>
Project	<p>The highest level of hierarchical organization within PeopleSoft Project Costing. Projects provide the structure to which activities and resources are added. Each node on a projects tree represents a project. Projects can contain activities and resources. This provides a hierarchical relationship between projects and facilitates cost roll-ups.</p> <p>A project in PeopleSoft Grants is a subset of a proposal; proposals may contain or entail multiple projects.</p>
Proposal	<p>A request to a sponsor for support for any valid institution-approved activity. The proposal refers to the whole package that you send to a sponsoring agency and may contain multiple projects.</p>
Proposal ID	<p>A unique number that is created by PeopleSoft Grants or entered by a user to track the proposal throughout the proposal development and submission process. You can also use <i>NEXT</i> numbering for the proposal ID, which is obtained from the PeopleSoft Contracts numbering schema. Using <i>NEXT</i> as your numbering system provides consistent numbering for both your proposals and contracts.</p>
Protocol	<p>The formal design or plan of an experiment or research activity; specifically, the plan that is submitted to a committee for review and to an agency for research support. The protocol includes a description of the research design or methodology to be employed, the eligibility requirements for prospective subjects and controls, the treatment regimens, and the proposed methods of analysis that will be performed on the collected data.</p>
Quorum	<p>A majority of the members of a committee/board (for example, IRB and IACUC). A quorum is needed to approve a Full Review protocol.</p>

Radioactive Drug Research Committee (RDRC)	An institutional committee that is responsible for the use of radioactive drugs in human subjects for research purposes. Research involving human subjects that proposes to use radioactive drugs must meet various FDA requirements, including limitations on the pharmacological dose and the radiation dose. Furthermore, the exposure to radiation must be justified by the quality of the study and the importance of the information that it seeks to obtain. The committee is also responsible for continuing review of the drug use to ensure that the research continues to comply with FDA requirements, including reporting obligations. The committee must include experts in nuclear medicine and the use of radioactive drugs, as well as other medical and scientific members.
Report ID	The report identifier.
Report Manager	This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which display a description of the report and the distribution list). <i>See PeopleTools PeopleBook: PeopleSoft Process Scheduler</i>
Resource Categories and Resource Subcategories	Enables you to identify resources at a very detailed level.
Resource Transaction	An individual cost line within PeopleSoft Project Costing. It is through resource transactions that individual costs and types of costs are tracked. Each resource transaction contains a cost and a quantity and as many identifiers of that cost as necessary. Resource transactions are created when you receive information from other systems, run allocations with project resources as the target, or perform internal transactions such as billing, project closure, or adjustments.
Resource Type	The resource transaction field in PeopleSoft Project Costing that identifies the resource that is associated with a given cost. Resource types may be very general or very specific depending on the needs of an organization; they are used in conjunction with resource categories, resource subcategories, and resource groups.
Role	The list of available roles. These are user-defined. The list of roles in each transaction type may be different.
Routing Rules	Indicate who will be involved and what kind of action that person can perform.
Run	Click this button to go to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. <i>See PeopleTools PeopleBook: PeopleSoft Process Scheduler</i>
Run Control ID	Code that identifies the run parameters for a report or process.

SetID	Code that represents a set of control table information or tablesets. A tableset is a group of tables (records) that are necessary to define a company's structure and processing options.
Short Description	Enter up to 15 characters of freeflow text.
Sponsor	An external entity or source that funds research and other projects.
Statistics Code	ChartField that identifies non-monetary statistical amounts.
Status	Indicates whether a row in a table is active or inactive. You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data that you no longer use in order to maintain an audit trail.
Subrecipients	Companies or institutions that receive funds under a primary award on any permissible basis other than the purchase of goods and services. Subrecipients are treated similarly to vendors in the PeopleSoft environment.
Workflow Type	The type of workflow function that is provided by the workflow transaction.

Chapter 1

Getting Started with PeopleSoft Grants

This chapter discusses:

- PeopleSoft Grants overview.
- PeopleSoft Grants business processes.
- PeopleSoft Grants integrations.
- PeopleSoft Grants implementation.

PeopleSoft Grants Overview

PeopleSoft Grants helps you plan, manage, and track your institution's grant activities.

With this application, you can:

- Manage the complete grant life cycle from proposal to award.
- Capture profile data about your institution, sponsors, professionals, and subrecipients for each proposal, project, budget, or award.
- Document and amend human and animal protocols.
- Submit timely, accurate, and complete proposals to sponsors, including electronic submission of federal grant applications.
- Manage both centralized and decentralized budgets.

PeopleSoft Grants Business Processes

PeopleSoft Grants supports the key business processes that are associated with the administration of sponsored research activities. PeopleSoft Grants is not a standalone application, as it leverages functionality that is delivered within PeopleSoft Contracts, PeopleSoft Project Costing, PeopleSoft General Ledger, and PeopleSoft Billing to provide a fully integrated Grants Management solution.

Here are descriptions of the business processes that are supported by PeopleSoft Grants:

- **Proposal Preparation:**

PeopleSoft Grants supports the proposal preparation process, including the statement of work and proposal budget and administrative, personnel, and submission information that is required by funding agencies.

- **Proposal Submission:**

The proposal submission pages enable you to set up parameters for submitting proposals and is separate from the overall proposal pages to enable you to set security access accordingly.

- **Letter of Credit Processing:**

PeopleSoft Grants supports Federal Government letter-of-credit draws as well as the three most prevalent cost reimbursable invoicing formats.

- **Payment Processing:**

PeopleSoft Project Costing has built-in integrations with PeopleSoft Payables and PeopleSoft Purchasing to support a full-featured payment-processing system to handle grants-related payments.

- **Project Administration:**

PeopleSoft Grants integrates with PeopleSoft Project Costing to enable you to effectively establish and manage the projects that are associated with your research activities. You must establish a primary project, but you can also create additional projects and associate them with proposals and awards.

- **Protocol Management:**

PeopleSoft Grants integrates an automated system that enables institutions to document and amend human and animal protocols for research. Protocol Management manages the approval process for the approving authority.

- **Award Administration:**

PeopleSoft Grants supports the full range of post-award processing, including tracking and managing the award, maintaining projects and activities in association with the award, and managing award funding through budget administration and commitment control.

- **Award Negotiation:**

PeopleSoft Grants can help keep track of changes in your institution's negotiations with sponsoring agencies for awards.

- **Budget Administration:**

PeopleSoft Grants enables you to define budget information, establish budget periods, and enter detailed budget information. When a proposal has been funded, you can send budget information to PeopleSoft Commitment Control and the Project Resource tables. The data that you enter in the Budget Detail page is the basis for generating budget journals for controlled budgets and for budget data that is stored in PeopleSoft Grants.

- **Award Funding:**

The award- generation process that is delivered with PeopleSoft Grants prepares awards for post-award management. This includes creating the contract, billing plans, and revenue recognition plans that you will need to have in place for processing transactions for awards.

- **Facilities and Administration (F&A) Cost processing:**
PeopleSoft Grants enables you to calculate and track sponsor F&A, cost shared F&A, and waived F&A.
- **Bill Creation:**
Through its integration with PeopleSoft Contracts, PeopleSoft Grants enables you to generate bills and recognize revenue for your awards. You can also generate letter-of-credit draws and print letter-of-credit reports as needed.
- **Financial Reporting:**
PeopleSoft Grants supports a wide range of reporting capabilities using the proposal and award data that is stored in your PeopleSoft Grants database.
- **Project Analysis:**
After you establish a project and enter data directly through interfaces with other PeopleSoft or third-party applications, you can use the pages in PeopleSoft Project Costing to view a list of all project manager projects, display real-time project information that is pulled from the project summary tables, and display all resource transactions for a selected project.
- **Award Closeout:**
You can use the pages that are provided in PeopleSoft Project Costing, PeopleSoft Contracts, and PeopleSoft Commitment Control to terminate contracts after they have been fulfilled, inactivate projects and activities, control transactions that are coming into PeopleSoft Project Costing from a feeder system at either the project or the activity level, and define the closing rules for PeopleSoft Commitment Control budgets.
- **PeopleSoft Grants Workflow:**
PeopleSoft Grants manages the proposal approval process through its life cycle, determines when milestones are due, and sends notifications to the appropriate roles as needed. This workflow solution is designed to be fully configurable.

We discuss these business processes in more detail in the business process chapters in this PeopleBook.

Note. To use all of the PeopleSoft Grants functionality, you must also purchase PeopleSoft General Ledger, PeopleSoft Project Costing, PeopleSoft Contracts, and PeopleSoft Billing.

PeopleSoft Grants Process Flows

PeopleSoft Grants was designed and developed taking into consideration all the integrated tasks that are associated with sponsored research.

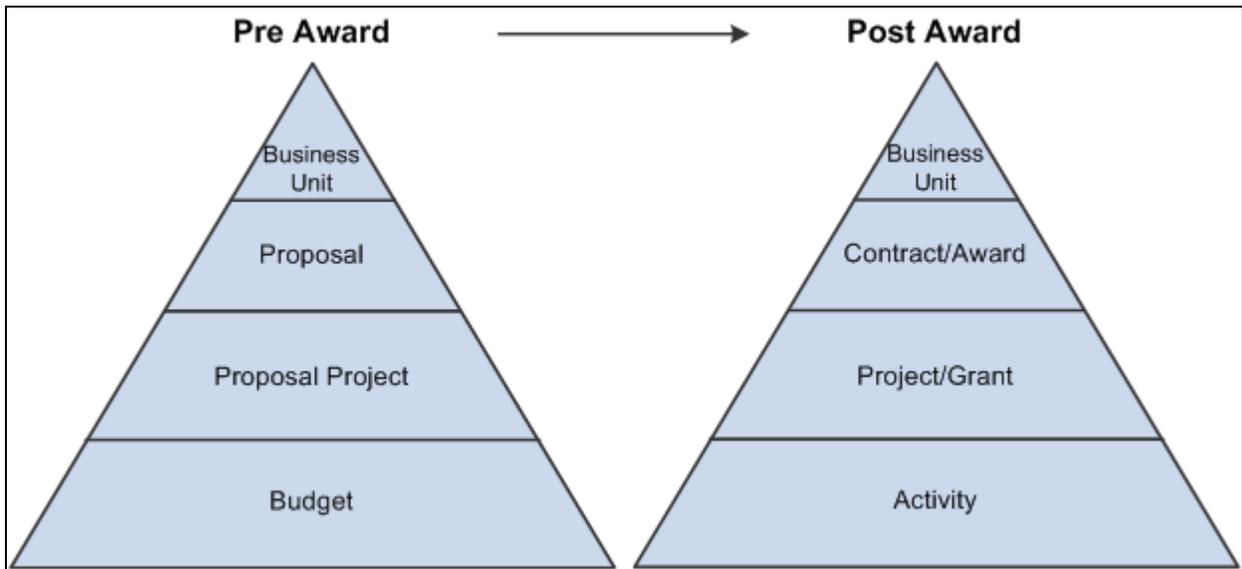
The following diagram illustrates the basic flow of a sponsored program from its departmental research home, to the administrative office that oversees sponsored programs and research funding, to the controller's office that manages financial accounting.



Administering PeopleSoft Grants

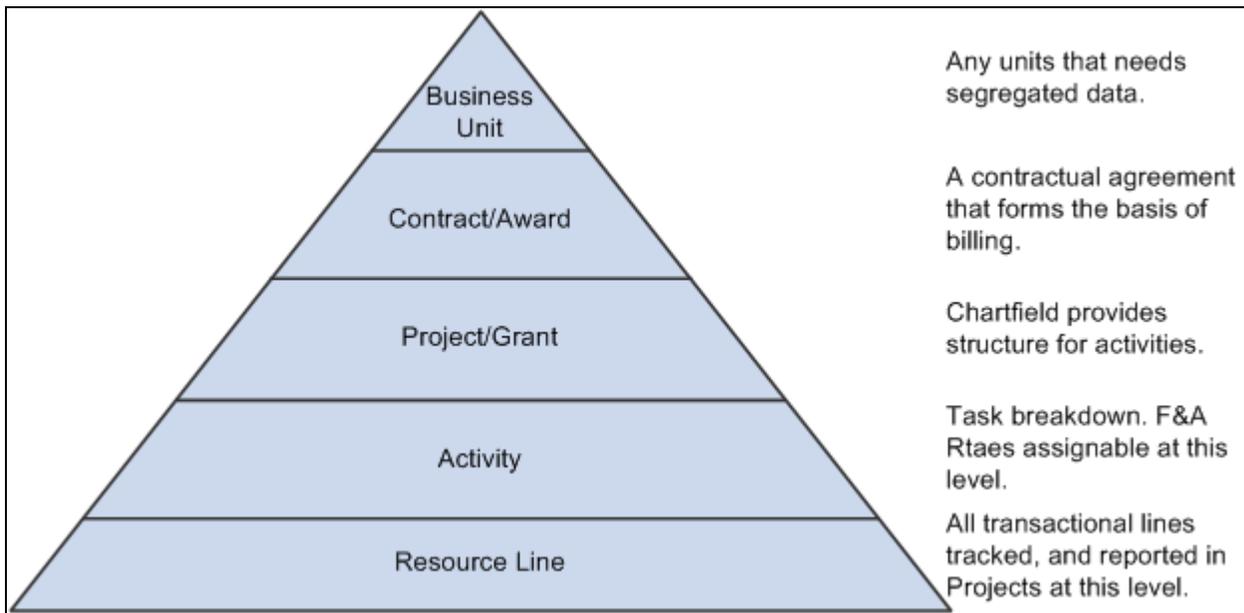
PeopleSoft Grants administrative functions include proposal and budget preparation and submission, award processing, award management and reporting, and award closeout. PeopleSoft Grants delivers tools that support all these administrative requirements.

The following diagram illustrates how the proposal data maps to the award, the proposal project maps to the project/grant and the proposal budget maps to the award activities as data moves from the pre-award status to the post-award stage:



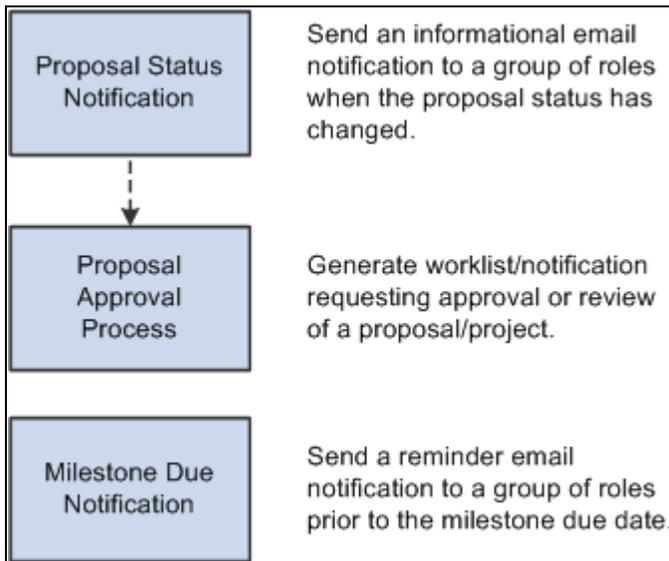
Pre award to post award flow

The following diagram illustrates the hierarchical structure of data in the post award stage, beginning at the highest level with the Grants business unit , then flowing downward to the contract/award, project/grant, activity and finally ending at the resource line – the lowest level of the hierarchy:



Post award structure

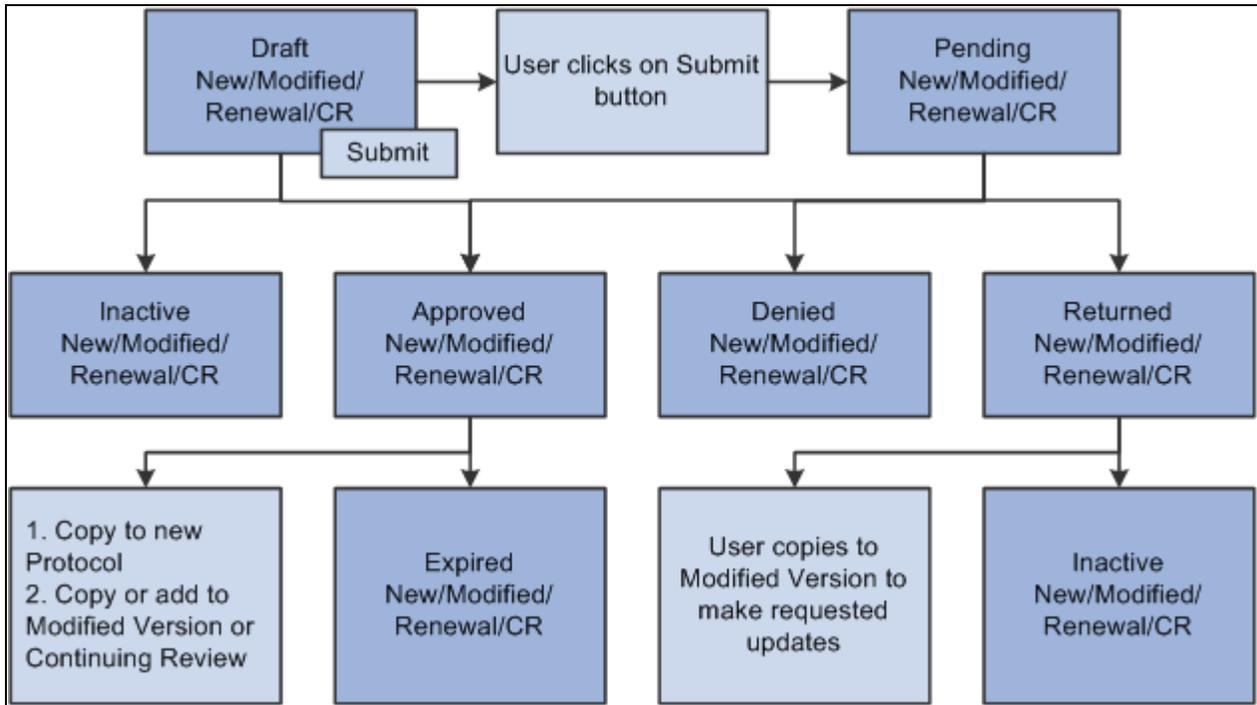
The following diagram illustrates the basic flow of Grants Workflow beginning with the proposal status notification through the proposal approval process. This diagram also includes the milestone due notification process:



Workflow process diagram

Workflow manages the approval process and provides communication between the different project roles (PI, SPO, administrator, stakeholder, and others) through all aspects of the proposal's life cycle. This is achieved by means of the creation of a workflow process using worklists and email notifications. Select milestones that will be due in the near future and also send out email notifications as needed. The process scheduler can be set up to run this process periodically.

The following diagram illustrates the basic flow of the Protocol Management process. New protocol data is submitted to a committee for review. The committee reviews the protocol and either approves, denies, or returns the protocol. New or draft protocols may also be set to an inactive status. Approved protocols can be copied to new protocols or may be set to an expired status. Returned protocols can be copied and modified or set to an inactive status:



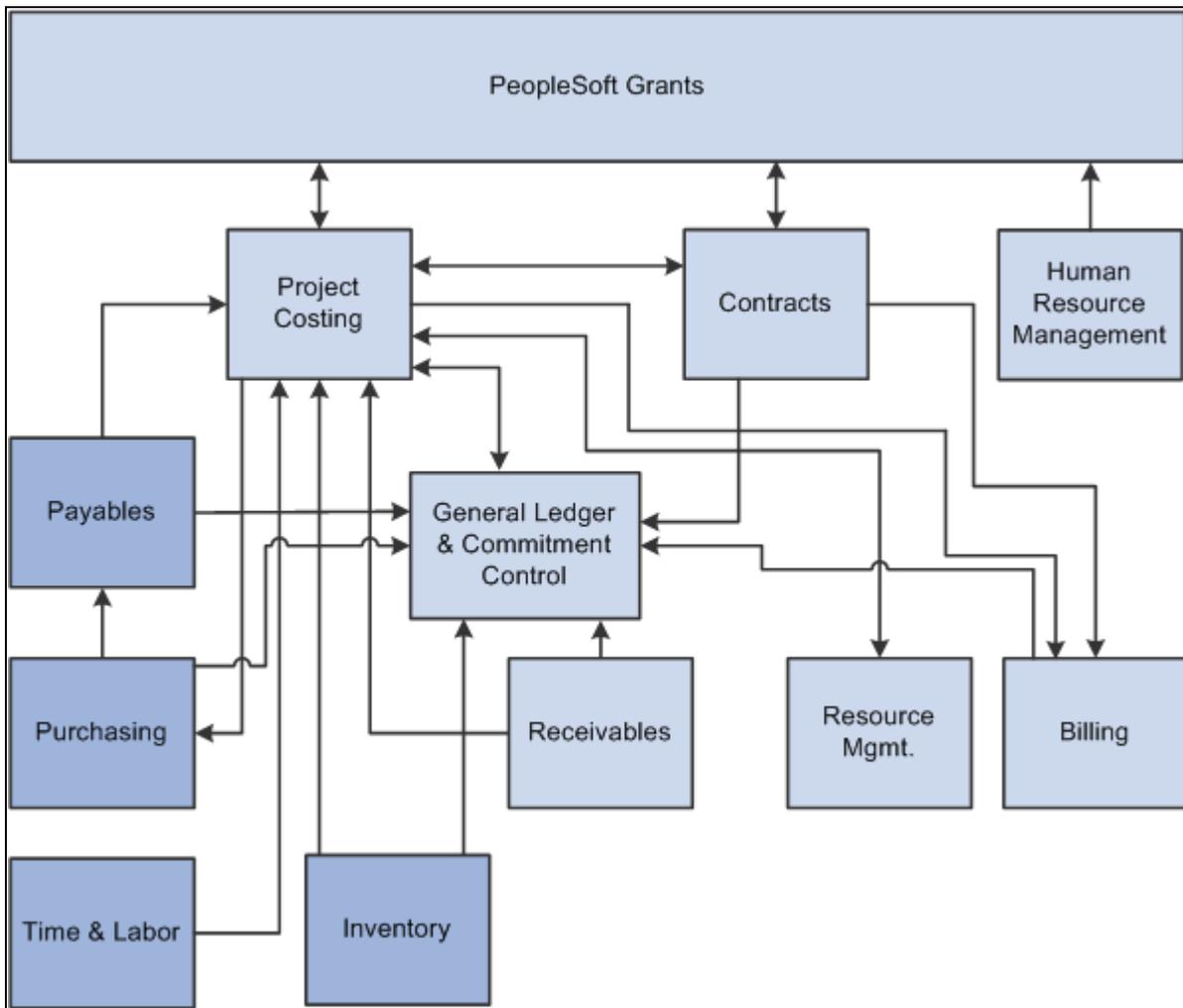
Protocol management process

Protocol Management functionality enables you to:

- Capture all required data fields for submission to a review committee for approval.
- Copy protocol and version.
- Create and submit renewals.
- Workflow for status changes, dispositions, meeting agenda, and so on.
- Monitor review dates, expirations, renewals, and so on.
- Create committee-related components for committee member setup, agenda, documentation of meeting minutes, and so on.
- Create My Protocol component.

PeopleSoft Grants Integrations

This diagram illustrates the integration touch points between PeopleSoft Grants and PeopleSoft Project Costing, Contracts, Human Resource Management, Payables, General Ledger, Purchasing, Receivables, Resource Management, Billing, Time and Labor, and Inventory:



PeopleSoft Grants integration flow with other PeopleSoft applications

We discuss integration considerations in the implementation chapters in this PeopleBook.

Supplemental information about third-party application integrations is located on the My Oracle Support website.

PeopleSoft Contracts and Project Costing

PeopleSoft Grants integrates with PeopleSoft Project Costing and PeopleSoft Contracts to send revenue entries for award transactions to PeopleSoft General Ledger. To book revenue entries to PeopleSoft General Ledger, you need to run a series of processes ending with a process to update the tables in PeopleSoft Project Costing and PeopleSoft Contracts.

PeopleSoft Human Resource Management

To synchronize data with PeopleSoft Human Resources Management (HRMS), PeopleSoft Grants subscribes to application messages. Application messaging is based on the publish-and-subscribe model, which enables PeopleSoft applications to integrate with each other and with third-party applications.

PeopleSoft General Ledger and Commitment Control

PeopleSoft Commitment Control is an optional feature of PeopleSoft General Ledger that enables you to control expenditures actively against predefined, authorized budgets.

PeopleSoft Purchasing

Data flows both ways between PeopleSoft Project Costing and PeopleSoft Purchasing. You can enter requisition lines directly into PeopleSoft Project Costing and then retrieve them through the Purchasing Requisition Loader and process them into requisitions in PeopleSoft Purchasing.

PeopleSoft Receivables

The integration of PeopleSoft Receivables with PeopleSoft Project Costing provides project managers with accounts receivable items and revenue-related adjustments. As a result, project managers have information about the progress of a project in terms of the outstanding revenue.

PeopleSoft Billing

PeopleSoft Grants integrates with PeopleSoft Billing through PeopleSoft Contracts to manage billing for your awards.

PeopleSoft Time and Labor

The system brings labor costs into PeopleSoft Project Costing whenever a user needs estimates for billing. To do this, the system uses tables, enterprise integration points, and other processes that are delivered with PeopleSoft Project Costing and PeopleSoft Time and Labor. To enable data transfer from PeopleSoft Time and Labor to PeopleSoft Project Costing during a payroll period, PeopleSoft Time and Labor uses an estimation process that is linked with Payroll to summarize hours and labor expenses.

PeopleSoft Inventory

After the sourcing routine in PeopleSoft Purchasing identifies an item on a requisition as an inventory item, you can check purchasing availability directly from PeopleSoft Purchasing or create and place a demand on the Inventory Demand Interface table, where PeopleSoft Inventory picks it up. PeopleSoft Inventory then determines whether the demand can be fulfilled.

PeopleSoft Grants Implementation

Setup Manager enables you to review a list of setup tasks for your organization for the applications that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Because PeopleSoft Grants is a solution that requires the installation of several different applications, you must use Setup Manager separately for each application that you install. PeopleSoft Grants requires that you follow this order when using Setup Manager:

- PeopleSoft General Ledger

- PeopleSoft Projects
- PeopleSoft Billing
- PeopleSoft Contracts
- PeopleSoft Grants

PeopleSoft Financials also provides component interfaces to help you load data from your existing system into PeopleSoft tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have component interfaces:

Component	Component Interface	Reference
Account (GL_ACCOUNT)	ACCOUNT_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Account Values.
Alternate Account (ALTACCT)	ALTACCT_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Using Alternate Account."
Operating Unit (OPERATING_UNIT)	OPER_UNIT_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Operating Unit Values.
Department (DEPARTMENT)	DEPT_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Department Values.
Project ID (PROJECT)	PROJECT_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Project Values and Grant Values.
Product (PRODUCT)	PRODUCT_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Product Values.
Fund Code (FUND_DEFINITION)	FUND_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Fund Code Values.
Statistics Code (STATISTICS_TBL)	STATISTICS_CODE	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Statistics Code Values.

Component	Component Interface	Reference
Class Field (CLASS_PNL)	CLASS_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Class Field Values.
Budget Reference (BUDREF_PNL)	BUDGET_REF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Budget Reference Values.
Program Code (PROGRAM_DEFINITION)	PROGRAM_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Program Code Values.
Scenario (BD_SCENARIO)	BUDGET_SCENARIO	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Scenario Values.
Chartfield 1 (CHARTFIELD1)	CHARTFIELD1	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 2 (CHARTFIELD2)	CHARTFIELD2	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 3 (CHARTFIELD3)	CHARTFIELD3	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
InterUnit Template (IU_INTER_TMPLT)	IU_INTER_TMPLT	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Interunit Templates.
IntraUnit Template (IU_INTRA_TMPLT)	IU_INTRA_TMPLT	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Intraunit Templates.

Component	Component Interface	Reference
InterUnit Pair Maintenance (IU_INTER_PR_BASIC)	IU_INTER_PR_BASIC	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Using Interunit and Intraunit Accounting and ChartField Inheritance," Interunit Pairs.
Ledgers for a Unit (BUSINESS_UNIT_LED)	EM_BUS_UNIT_LED	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Setting Up Ledgers," Defining Ledgers for a Business Unit.
Value Added Tax Code (TAX_CODE_VAT)	TAX_CODE_VAT	See <i>PeopleSoft Global Options and Reports 9.1 PeopleBook</i> , "Working with VAT," Defining VAT Codes Using the Value Added Tax Code Page.
VAT Accounts by Business Unit (TAX_BU_CODE_VAT)	TAX_BU_CODE_VAT	See <i>PeopleSoft Global Options and Reports 9.1 PeopleBook</i> , "Working with VAT," (Optional) Defining VAT Accounts by General Ledger Business Unit.
VAT Entity (VAT_ENTITY_ID)	VAT_ENTITY_ID	See <i>PeopleSoft Global Options and Reports 9.1 PeopleBook</i> , "Working with VAT," Setting Up VAT Entities.
Vat Defaults CI Component (VAT_DEF_CI)	VAT_DEF_CI	See <i>PeopleSoft Global Options and Reports 9.1 PeopleBook</i> , "Working with VAT," Establishing VAT Defaults.
Bank Branch Information (BANK_BRANCHPNL)	TR_BANK_BRANCH_CI	See <i>PeopleSoft Banks Setup and Processing 9.1 PeopleBook</i> , "Setting Up Banks."
Team Member Types (MEMBER_TYPE_TABLE)	MEMBER_TYPE_TABLE_CI	See <i>PeopleSoft Order to Cash Common Information 9.1 PeopleBook</i> , "Maintaining Additional Customer Information," Setting Up Customer Support Personnel.
Team Member Personal Data (MEMBER_PERSON1)	MEMBER_PERSON1_CI	See <i>PeopleSoft Order to Cash Common Information 9.1 PeopleBook</i> , "Maintaining Additional Customer Information," Setting Up Customer Support Personnel.
Support Team Members (TEAM_MEMBER_TABLE)	TEAM_MEMBER_TABLE_CI	See <i>PeopleSoft Order to Cash Common Information 9.1 PeopleBook</i> , "Maintaining Additional Customer Information," Setting Up Customer Support Personnel.

Component	Component Interface	Reference
Customer Group Table (CUST_GROUP_TBL)	CUSTOMER_GROUP	See <i>PeopleSoft Order to Cash Common Information 9.1 PeopleBook</i> , "Maintaining Additional Customer Information," Establishing Customer Group Tables.
Contact Info (CONTACT_INFO)	CONTACT	See <i>PeopleSoft Order to Cash Common Information 9.1 PeopleBook</i> , "Maintaining Contacts," Setting Up Contacts.
General Information (CUSTOMER_GENERAL)	CUSTOMER_MAIN_CI CUSTOMER_BILLTO_CI CUSTOMER_SOLDTO_CI CUSTOMER_SHIPTO_CI CUSTOMER_MISC_CI	See <i>PeopleSoft Order to Cash Common Information 9.1 PeopleBook</i> , "Maintaining General Customer Information," Adding General Customer Information.
User Preferences (OPR_DEFAULT)	OPR_DEFAULT_FIN	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining User Preferences," Defining Cross-Application User Preferences.
Submit Proposal (GM_PROP_SUBMISSION)	GM_PROP_SUBMN_CI	See Chapter 8, "Preparing and Submitting a Proposal," page 171.

Other Sources of Information

In the implementation planning phase, take advantage of all PeopleSoft sources of information, including the installation documentation, data models, business process maps, and troubleshooting guidelines. A complete list of these resources is in the preface of *PeopleBooks and the Online Library*, with information about where to find the most up-to-date version of each.

See Also

PeopleTools PeopleBook: Setup Manager

PeopleTools PeopleBook: PeopleSoft Component Interfaces

PeopleBooks and the Online Library

Chapter 2

Navigating in PeopleSoft Grants

This chapter discusses how to navigate in PeopleSoft Grants.

Navigating in PeopleSoft Grants

PeopleSoft Grants provides navigation center pages that contain groupings of folders that support a specific business process, task, or user role.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Pages Used to Navigate in PeopleSoft Grants

This table lists the navigation center pages that are used to navigate in PeopleSoft Grants.

Page Name	Navigation	Usage
Grants Center	Grants, Grants Center	Access key areas to manage your PeopleSoft Grants information.
My Proposals	Click the My Proposals link on the Grants Center page.	Manage proposals from a personal list.
Definitions	Click the Definitions link on the Grants Center page.	Define PeopleSoft Grants.
Contracts	Click the Contracts link on the Grants Center page.	Enter and manage your revenue contracts, including several billing and revenue recognition options.
Facilities and Administration	Click the Facilities and Administration link on the Grants Center page.	Generate overhead expense data.
Manage Award	Click the Manage Award link on the Grants Center page.	View or update an award profile, project, activity, or award budget.

Page Name	Navigation	Usage
Project	Click the Project link on the Grants Center page.	Establish project information and associate contracts and activity definitions.
Protocol Management	Click the Protocol Management link on the Grants Center page.	Establish protocols and versions, and submit them for approval.
Proposal Management	Click the Proposal Management link on the Grants Center page.	Establish proposals and versions, prepare budgets, and submit for printing.
Copy Proposal	Click the Copy Proposal link on the Grants Center page.	Create a new proposal from an existing proposal.
Generate Award	Click the Generate Award link on the Grants Center page.	Create award management entities.
Print Proposal	Click the Print Proposal link on the Grants Center page.	Print a proposal for submission to a sponsor.
Reports	Click the Reports link on the Grants Center page.	View variance, forecast, and inventory online reports.

See Also

PeopleTools PeopleBook: PeopleTools Portal Technology, "Working with Navigation Pages"

Using PeopleSoft Applications PeopleBook, "Working with Browser Based Applications," Using Navigation Pages

Chapter 3

Defining Your Operational Structure

This chapter provides overviews of the implementation process and the Inter/IntraUnit processor and discusses how to:

- Define PeopleSoft Grants rules and business units.
- Establish Facilities and Administration (F&A) and direct-cost cost-sharing options.

Understanding the Implementation Process

When you implement PeopleSoft Financials, the order in which you perform your setup is important. Here is a high-level summary of the steps:

1. Set up PeopleSoft General Ledger defaults.

Because the default values, calendars, and ledger groups are used downstream by other financial applications, you should set up PeopleSoft General Ledger first. The usual progression for setup is PeopleSoft General Ledger, PeopleSoft Receivables, PeopleSoft Billing, PeopleSoft Contracts, PeopleSoft Project Costing, and PeopleSoft Grants.

2. Determine your PeopleSoft Grants system requirements.
3. Set up PeopleSoft Project Costing and PeopleSoft Contracts.

This setup includes defining business units. You must define business units for PeopleSoft Contracts and PeopleSoft Project Costing before you can set up award defaults on the Grants Award Setup Definition page.

4. Set up PeopleSoft Grants.

This step includes defining defaults for awards and entering information into the control tables that store the values that the system uses in pre- and post-award processing. Award setup is covered in this chapter. Entering information in control tables is discussed in the "Structuring PeopleSoft Grants" and "Setting Up and Maintaining PeopleSoft Grants Information" chapters.

Note. You should set up PeopleSoft Commitment Control (optional) before setting up PeopleSoft Grants business units.

5. Define PeopleSoft Grants security.

PeopleSoft Grants enables you to limit access to the proposal and budget pages based on department or user ID. PeopleSoft Grants security setup is discussed in the next chapter.

6. Upload existing proposal and award information into PeopleSoft Grants.

Understanding the Inter/IntraUnit Processor

The PeopleSoft Centralized Inter/IntraUnit processor provides consistent setup and centralized processing to manage Inter/IntraUnit transactions across PeopleSoft applications. When an Inter/IntraUnit transaction occurs, the processor supplies the balancing lines. For PeopleSoft Grants, this process occurs during the F&A process. If an intraunit transaction is identified, then the system creates the appropriate balancing entries.

The system defines an intraunit transaction as a transaction within a single PeopleSoft General Ledger business unit that involves more than one value in a lower level balancing ChartField, such as Fund or Department.

For the Centralized Inter/IntraUnit processor to create the balancing entries during the F&A process, you must:

- Define a transaction code.
- Define system transaction mapping.
- Define an intraunit template.
- Associate the intraunit template with a PeopleSoft General Ledger business unit.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

Departmental and Credit Percent

Credit percentages reside at the proposal project level in the pre-award, and at the project level in the post-award. Also, the Setup Level page identifies at which level the certifications, resources, subrecipients, components, departmental percentages, and professional credit percentages reside. This value becomes by default the proposal level in the pre-award. The values that are set up at the business unit level are supplied at the proposal level and can be overwritten at the proposal level; and the departmental credit percentage can be accessed at project level. Use the following elements to enter credit percentages:

- Click the Departmental Credit link on the Projects page to enter departmental credit percentages.
- Credit percentages for professionals are captured in the Resources Grid of the Proposal component. The Role field in the Professionals grid identifies PI or Co-PI.
- Generate Award populates the Department Credit percentages in the Post Award.

Defining PeopleSoft Grants Rules and Business Units

To define PeopleSoft Grants rules and business units, use the Grants Definition (GM_BU_DEFN), Approval Notification Setup (GM_WF_RULE), and Workflow (GM_WF_COMPONENT_GBL) components.

This section discusses how to:

- Define contracts business units.
- Define default options.
- Define processing options.
- Define a fee.
- Define project costing business units.
- Define award setup options and defaults.
- Define confidence levels.
- Identify setup levels.
- Set up the burn rate indicator for spending.
- Set up the approval and notification process.
- Enter milestone notification and proposal notification details.
- Enter approval definition details.
- Enter protocol approval details.
- Enter protocol batch notification details.
- Enter protocol notification details.
- Enter a criteria definition.
- Define PeopleSoft Grants options.

Pages Used to Define PeopleSoft Grants Rules and Business Units

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Contracts - BU Definition	BUS_UNIT_TBL_CA	Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, BU Definition	Set up default values for the contracts business unit.
Contracts - Defaults	BUS_UNIT_TBL_CA1	Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Defaults	Enter default contract values to be used when establishing contracts under the business unit.

Page Name	Definition Name	Navigation	Usage
Contracts - Processing Options	BUS_UNIT_TBL_CA2	Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Processing Options	Enter processing option values to be used when establishing contracts under the business unit.
Contracts - Fee Definition	CA_BU_FEE_DEF	Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Fee Definitions	Enter fee definition values to be used when establishing contracts under the business unit.
Project Costing Definition	BUS_UNIT_TBL_PC	Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Definition	Set up default values for the project costing business unit. The system captures grants transactional data in the project costing business unit.
Award Setup Definition	GM_BU_AWD_SETUP	Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and Business Unit Definition	Set up award defaults for the PeopleSoft Grants business unit. The underlying business unit on this page is PeopleSoft Contracts.
Confidence Level Setup	GM_BU_CONF_GRANT	Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Confidence Level Setup	Define confidence levels.
Setup Level	GM_BU_DEFN	Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Setup Level	Identify the level at which information exists. Values that you enter here affect the award generation and workflow approval processes. For example, if you set the workflow component at the primary project level, then workflow is triggered for the components that exist in the primary project only. Otherwise, workflow will be triggered for all components within the proposal.
Burn Rate Indicator Setup	GM_BU_BURN_INDC	Set up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Burn Rate Indicator Setup	Set up the burn rate indicator for spending.

Page Name	Definition Name	Navigation	Usage
Approval/Notification Process	GM_WF_RULE	Set Up Financials/Supply Chain, Business Unit Related, Grants, Approval/Notification Setup.	Set up workflow for proposal approval, proposal status notification, award milestone notification, and all protocol-related workflow processes.
Milestone Notification - Details	GM_WF_RULE_CM	Click Details on the Approval/Notification Process page.	Define the detail information that is related to the current element. This page is available after selecting the Milestone Notification or Proposal Notification transaction type.
Proposal Component - Approval Definition	GM_WF_APPR_DTL	Click Details on the Approval/Notification Process page.	Define the detail information that is related to the current element. This page is available after selecting the Proposal Component Approval transaction type.
Protocol Approval - Details	GM_WF_RULE_PCL_PT	Click Details on the Approval/Notification Process page.	Define the detail information that is related to the current element. This page is available after selecting the Protocol Approval transaction type.
Protocol Batch Notification - Details	GM_WF_RULE_PCL_BT	Click Details on the Approval/Notification Process page.	Define the detail information that is related to the current element. This page is available after selecting the Protocol Batch Notification transaction type.
Protocol Notification - Details	GM_WF_RULE_PCL_PN	Click Details on the Approval/Notification Process page.	Define the detail information that is related to the current element. This page is available after selecting the Protocol Notification transaction type.

Page Name	Definition Name	Navigation	Usage
Criteria Definition	GM_WF_CRITERIA	Click Criteria on the Approval/Notification Process page.	Identify the criteria and rules that apply to a proposal component. Also, set up the rules by identifying the scenario based on the business process and select a PeopleTools component, record, and field that apply to the scenario. This page is available after selecting the Proposal Component Approval transaction type.
Project Costing Options	BUS_UNIT_OPT_PC	Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Options	Establish the resource fields that the system requires when you enter grants-related information within PeopleSoft feeder systems along with waived F&A costing methods.

Defining PeopleSoft Contracts Business Units

Access the Contracts - BU Definition page (Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, BU Definition).

Contracts - BU Definition page

Instructions for setting up contracts business units appear in the *PeopleSoft Contracts PeopleBook*.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Defining PeopleSoft Contracts Business Units"

Defining Default Options

Access the Contracts - Defaults page (Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Defaults).

BU Definition	Defaults	Processing Options	Fee Definition
Business Unit:	EGV01	EDUC & GVT - BU 1	
Contract			
Contract Admin:	<input type="text"/>		
Contract Type:	<input type="text"/>		
Dist Rule Code:	CONTRACTS	Contracts Distribution Rule	
Unbilled AR:	AR-UNBILL	Unbilled Accounts Receivable	
Legal Entity:	<input type="text"/>		
Billing Plan			
Bill Type:	CA	CONTRACTS	
Bill Source:	CONTRACTS	Contracts	
Taxes			
Ship From:	EGV01	EGV01	
Prepays			
Prepaid Tax Timing:	<input type="text"/>		
Billing Plan Template:	<input type="text"/>		
Bill Plan Detail Template ID:	<input type="text"/>		
Deferred Revenue:	<input type="text"/>		
<input type="checkbox"/> Utilize Against all Lines			

Contracts - Defaults page

Instructions for setting up default options appear in the *PeopleSoft Contracts PeopleBook*.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Defining PeopleSoft Contracts Business Units"

Defining Processing Options

Access the Contracts - Processing Options page (Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Processing Options).

The screenshot displays the 'Processing Options' tab for a business unit. The 'Business Unit' is identified as 'EGV01 EDUC & GVT - BU 1'. The configuration options are as follows:

- Revenue Management Options:**
 - Deferred Revenue Override
 - Revenue Recognition Method Override
- Chartfield Editing - TBP:**
 - Edit Combinations
- Proration Options:**
 - Proration Method: By Days Within Range
 - Future Period Accounting Dates: Last Day in Accounting Period
- On Demand Options:**
 - Bill Plan Detail Template ID: [Empty field with search icon]
- Renewal Options:**
 - Review Timing: 0 Days
 - Control: Control
 - Default: Default
- Line Amendment Default Options:**
 - Change Billing Retroactively
 - Change Revenue Retroactively

Contracts - Processing Options page

Instructions for setting up processing options appear in the *PeopleSoft Contracts PeopleBook*.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Defining PeopleSoft Contracts Business Units"

Defining a Fee

Access the Contracts - Fee Definition page (Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Fee Definitions).

The screenshot displays the 'Fee Definition' page in PeopleSoft. At the top, there are tabs for 'BU Definition', 'Defaults', 'Processing Options', and 'Fee Definition'. Below the tabs, the 'Business Unit' is set to 'EGV01 EDUC & GVT - BU 1'. The main content area is titled 'Fee Calculation' and includes a search bar with 'Find | View All | First | 1 of 1 | Last' and '+ -' buttons. The page is organized into several sections:

- *Fee Type:** A dropdown menu.
- Calculation Basis:**
 - *BIL Analysis Group: Search field with magnifying glass icon.
 - *REV Analysis Group: Search field with magnifying glass icon.
- Billing Target Fee Attributes:**
 - *Analysis Type: Search field with magnifying glass icon.
 - *Source Type: Search field with magnifying glass icon.
 - Category: Search field with magnifying glass icon.
 - Subcategory: Search field with magnifying glass icon.
- Revenue Target Fee Attributes:**
 - *Analysis Type: Search field with magnifying glass icon.
 - *Source Type: Search field with magnifying glass icon.
 - Category: Search field with magnifying glass icon.
 - Subcategory: Search field with magnifying glass icon.
- Transaction Exclusions:**
 - *Source Type: Search field with magnifying glass icon.

At the bottom of the 'Transaction Exclusions' section, there is a table with a search bar and '+ -' buttons.

Contracts - Fee Definition page

Instructions for defining fees appear in the *PeopleSoft Contracts PeopleBook*. This page enables you to define criteria used in fee calculations for cost-plus contract lines. The Fee Definition page is only applicable to contracts assigned a contract classification Government and does not apply to PeopleSoft Grants awards.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Defining PeopleSoft Contracts Business Units"

Defining PeopleSoft Project Costing Business Units

Access the Project Costing Definition page (Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Definition).

Project Costing Definition	
Business Unit:	EGV01
Description:	EDUC & GVT - BU 1
Short Description:	EGV01
Business Unit / Project Currency Default Values	
Currency Code:	USD
Incoming Transaction Rate Type:	Projects BU
Rate Type:	CRRNT
Unit Of Measure	
*Hours Unit of Measure:	MHR
*Days Unit of Measure:	MDY
Dynamic Edit Tables	
*Category Edit Option:	Independent
*Category Edit Table:	PROJ_CATG_TBL
*SubCategory Edit Option:	Independent
*SubCategory Edit Table:	PROJ_SUBCAT_TB
Accounting Periods	
Calendar ID:	01 Monthly Update Open Periods
General Ledger Business Unit:	EGV01
Return to Project Costing	

Project Costing Definition page

Instructions for setting up projects business units appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up Project Business Units"

Defining Award Setup Options and Defaults

Access the Award Setup Definition page (Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and Business Unit Definition).

Award Setup Definition		Confidence Level Setup		Setup Level		Burn Rate Indicator Setup	
Business Unit:	US001	*Project/Grant Status:	In Progress				
Budget Item - Fringe:	<input type="text"/>	<input type="checkbox"/> Enable Multiple CFDA	<input type="checkbox"/> Allow Multiple PI's				
Budget Item - FA:	<input type="text"/>	<input checked="" type="checkbox"/> Strictly Enforce Proposal Versioning	<input type="checkbox"/> Add to Grants Portal Security?				
Budget Item - Rev Est:	<input type="text"/>	Days To Close:	<input type="text"/>				
Contract Options				Project Options			
*Contract Type:	<input type="text"/>	PC Business Unit:	<input type="text"/>				
*Contract Legal Entity:	<input type="text"/>	*Integration Template:	<input type="text"/>				
*Contract Status:	<input type="text"/>	General Ledger Options					
*Rate Based Product:	<input type="text"/>	GL Business Unit:					
*Fixed Amount Product	<input type="text"/>	Currency:	USD				
Workbench Template ID:	GRANTS	Ledger Group:	<input type="text"/>				
Protocol Options				Ledger:			
Continuing Review Interval - Animal:	<input type="text"/>	Months					
Continuing Review Interval - Human:	<input type="text"/>	Months					
Enable Proposal Approval Workflow							
Trigger Status:	<input type="text"/>						
Approval Status:	<input type="text"/>						
Billing Options							
*Billing Business Unit:	US001						
*Bill Type Identifier:	CA						
Minimum Bill Amount:	<input type="text"/>						

Award Setup Definition page

Most of the information on this page is used for populating fields on other pages when you create an award from a proposal.

Project/Grant Status	Select a status that you want the project or grant to select by default. Values are: <i>Approved</i> , <i>Completed</i> , <i>In Progress</i> , and <i>Proposed</i> .
Budget Item- Fringe	Select the budget category that you want the business unit to use for fringe benefits.
Budget Item- FA (budget category - facilities and administration)	Select the budget category that you want the business unit to use for F&A expenses.
Budget Item- Rev Est (budget category - revenue estimate)	Select the budget category that you want the business unit to use for revenue estimates.
Enable Multiple CFDA (enable multiple Catalog for Federal Domestic Assistance)	Select this option to store multiple CFDA numbers at the proposal and award levels.
Allow Multiple PI's (allow multiple principal investigators)	Select to indicate that multiple principal investigators are allowed on proposals and awards for the business unit.
Strictly Enforce Proposal Versioning	Select this option to make a copied version of a proposal the system-generated NEXT. This setting is recommended for managing versions.

Days To Close	Enter the number of days you want the system to append to the end date of the proposal when it writes the end date into PeopleSoft Commitment Control. This setting allows for trailing costs. This field is optional.
Contract Options	
Contract Type	Select a contract type from the list of values. Contract types are used for reporting and for determining the milestones that may be applied to a contract's revenue recognition plans and billing plans.
Contract Legal Entity	Select a legal entity from the list of entities that you established on the Define Legal Entity page. The legal entity is the legal entity within the company that owns (signs) the contract. A legal entity is required for contract activation.
Contract Status	Select the status (for example, <i>Pending</i>) that you want the contract to select by default when you are setting up the award. The system uses this field to control all processing that occurs against a contract.
Rate Based Product	Select the product that you use most often in contract lines. The list of values for this field displays only products with a price type of <i>Rate</i> and a revenue recognition method of <i>As Incurred</i> . Products are defined on the Product Definition pages and in PeopleSoft Contracts.
Fixed Amount Product	The value that you enter here will be used to establish fixed fee contracts.
Workbench Template ID	Enter the template ID that the system uses when a user views Grants data in the Contracts Workbench for this business unit. The only templates that are available to choose from are those where <i>Grants</i> was selected in the Workbench Type field. PeopleSoft delivers the GRANTS template, which is the default template for all Grants business units.
Project Options	
PC Business Unit (project costing business unit)	Select the business unit that you want to use to analyze projects. This selection also determines the business unit that the system uses for PeopleSoft Grants transactional data.
Integration Template	Select the template that defines the integration between PeopleSoft Grants and other PeopleSoft Financials applications. Each integration template that you create defines a specific set of business units from the other financial applications.

Protocol Options

Continuing Review Interval-Animal	Enter the interval of months that is needed for a renewal for an animal protocol.
Continuing Review Interval-Human	Enter the interval of months that is needed for a renewal for a human protocol.

General Ledger Options

GL Business Unit	Displays the business unit that you are using for your general ledger transactions.
Ledger Group	Select a ledger group. If you are using the PeopleSoft Commitment Control feature for projects and the default general ledger on the integration template is using commitment control, you must select a ledger group for which you have established processing rules on the Control Budget Options pages. However, if you are not using the PeopleSoft Commitment Control feature, then the ledger group is optional. The ledger group value, if provided, is used by the system as the default value for the budget detail lines on the Project Funding page when you run the award generation process.
Ledger	Select the ledger that you want to use. This field is enabled after you select a projects business unit, integration template, and ledger group.

Enable Proposal Approval Workflow

Trigger Status	Identify the status that will trigger the proposal workflow approval process. If this field has a value, then the workflow is active; otherwise, workflow is not active.
Approval Status	Identify the status to assign to a workflow-approved proposal.

Billing Options

Billing Business Unit	Select the business unit that you want to use for billing purposes.
Bill Type Identifier	Select the identifier that is used most often by the institution for billing. Select <i>Grants Management</i> , <i>Miscellaneous</i> , <i>Project Costing</i> , or any other identifier that the institution establishes for bills.
Minimum Bill Amount	Enter an amount to indicate the minimum threshold that produces a bill during post-award processing. The system disregards this amount for final invoices.

Defining Confidence Levels

Access the Confidence Level Setup page (Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Confidence Level Setup).

Award Setup Definition		Confidence Level Setup	Setup Level	Burn Rate Indicator Setup
Business Unit				
EGV05				
Low Confidence				
Percent From	Percent To			
0	50		■	
Medium Confidence				
Percent From	Percent To			
51	75		▼	
High Confidence				
Percent From	Percent To			
76	100		●	

Confidence Level Setup page

This page provides a visual clue as to the likelihood that a proposal will be approved. You can set up and maintain confidence levels. You can enter percentages for three confidence levels: high, medium, and low. The symbol to the right of the field appears on the Maintain Proposal - General Info page after a user enters a value in the Confidence Percent field and saves the proposal. It also appears on the My Proposals page. In addition, you can use confidence levels in your reporting.

Percent To Enter the highest percent value to which you want to set the confidence level for the low and medium categories.

Identifying Setup Levels

Access the Setup Level page (Set Up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Setup Level).

The screenshot shows the 'Setup Level' page. At the top, there are four tabs: 'Award Setup Definition', 'Confidence Level Setup', 'Setup Level' (which is active), and 'Burn Rate Indicator Setup'. Below the tabs, the 'Business Unit' is set to 'EGV05'. A section titled 'Identify level' contains six dropdown menus, each with 'All Projects' selected:

- *Certifications: All Projects
- *Dept Credits: All Projects
- *Prof Credits: All Projects
- *Resources: All Projects
- *Subrecipients: All Projects
- *Components: All Projects

Setup Level page

This page establishes the setup levels. The award generation process determines which entities (for example, certifications, credits, resources, and so on) come over from pre-award to post-award based on these settings. If you select *All Projects*, then the values that you enter at the project level for all projects will be associated with the individual projects that you establish. If you select *Primary Project Level*, then you will be able to establish values (that is, Certification, Resource, Subrecipient, and so on) only for that option within the primary project and not on the other projects.

Note. The Components field is only for the pre-awards process. You use it to identify the level of Workflow process.

Setting Up the Burn Rate Indicator for Spending

Access the Burn Rate Indicator Setup page (Set up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Burn Rate Indicator Setup).

The screenshot shows the 'Burn Rate Indicator Setup' page. At the top, there are four tabs: 'Award Setup Definition', 'Confidence Level Setup', 'Setup Level', and 'Burn Rate Indicator Setup' (which is active). Below the tabs, the 'Business Unit' is set to 'EGV05'. The page is divided into three sections, each with a title and two input fields:

- Slow Burn Rate: Potential for Under Spending** (indicated by a yellow triangle icon):

Percentage From	Percentage To
-999.00	-999.00
- Normal Burn Rate: Average Rate of Spending** (indicated by a green diamond icon):

Percent From	Percent To
-998.00	0.00
- Accelerated Burn Rate: Potential for Over Spending** (indicated by a red square icon):

Percent From	Percent To
999.00	999.00

Burn Rate Indicator Setup page

Use this page to define the low, medium, and high visual cues that appear next to each award or project. This visual cue appears on the Award Summary and Project Summary pages. The burn rate percentage is calculated by comparing the percentage of funds remaining to the percentage of time remaining on the project or award. The budget end date, month end date, or as of date selected on the Award Summary or Detail Summary page controls the financial totals used to calculate the burn rate percentage.

Slow Burn Rate: Potential for Under Spending - Percentage To Enter the value that defines the burn rate from and to for slow burn rate awards and projects. The Percentage From field always displays a value of - 999.10. Awards and projects that fall into this range display a yellow triangle on the Award Summary and Project Detail pages. The yellow triangle is a visual indicator to the user that the award or project has a slow burn rate and a potential for under spending.

Normal Burn Rate: Average Rate of Spending - Percent To Enter the percent to value that defines the burn rate for normal burn rate awards and projects. The Percent From field is calculated by adding 1 to the value in the Slow Burn Rate: Potential for Under Spending - Percentage To field. Awards and projects that fall into this range display a green circle on the Award Summary and Project Detail pages. The green circle is a visual indicator to the user that the award or project has a normal burn rate and an average rate of spending.

Accelerated Burn Rate: Potential for Over Spending Displays the Percent From and Percent To values that define the burn rate for accelerated burn rate awards and projects. The Percent From field is calculated by adding 1 to the value in the Normal Burn Rate: Average Rate of Spending - Percent To field. The Percent To value always displays a value of 999.10. Awards and projects that fall into this range display a red square on the Award Summary and Project Detail pages. The red square is a visual indicator to the user that the award or project has an accelerated burn rate and a potential for over spending.

Setting Up the Approval and Notification Process

Access the Approval/Notification Process page (Set Up Financials/Supply Chain, Business Unit Related, Grants, Approval/Notification Setup).

The screenshot shows the 'Approval/Notification Process' page. At the top, it displays 'Business Unit: EGV05', 'Transaction Type: Proposal Component Approval', and 'Workflow Type: Worklist/Email'. Below this, the 'Description' is 'Proposal Component Approval'. The 'Elements' section shows 'Element: Proposal Components' and 'Value: ADMINISTRATIVE'. The main part of the page is a 'Routing Roles' table with the following data:

*Role	Required	Perform Action	Workflow Action	Sequence	Pool List	Reassign
Co-PI	<input type="checkbox"/>	Notify	Email Notification Only	1	<input type="checkbox"/>	<input type="checkbox"/>
Principal Investigator	<input checked="" type="checkbox"/>	Approve	Worklist Only	1	<input type="checkbox"/>	<input type="checkbox"/>

Approval/Notification Process page

The Approval/Notification process manages the approval process. The elements that appear on this page vary depending on the transaction type you select to access the page. This table provides a description of the transaction type and workflow type:

Function/Process	Workflow	Description
Milestone Notification	Email notification only	Sends reminder email notifications to a group of roles before the milestone due date.
Proposal Component Approval	Worklist and email notification	Generates a worklist and notification that requests the approval or review of a proposal.
Proposal Notification	Email notification only	Sends informational email notifications to a group of roles when the proposal status changes.
Protocol Approval	Worklist and email notification	Triggers the initial Protocol Approval workflow worklist when you submit a protocol. Workflow sends the worklist, email notification, or both to a group of roles.
Protocol Batch Notification	Email notification only	Generates email reminder notifications for meetings, continuing reviews, expirations, and renewals triggered by a user-initiated batch process.
Protocol Notification	Worklist and email notification	Sends a worklist/email to a group of roles when the protocol status changes.

For the Milestone Notification Process to run, you must update the values associated with the system-delivered GM_URL. Modify the value in the URL field with your current database URL address.

See *PeopleTools PeopleBook: System and Server Administration, "Using PeopleTools Utilities, URL Maintenance."*

Transaction Type Displays the transaction type defined for each workflow solution. Values include:

- Milestone Notification
- Proposal Component Approval
- Proposal Notification
- Protocol Approval
- Protocol Batch Notification
- Protocol Notification

Workflow Type Displays the workflow function for the workflow transaction. The value in this field is determined by the transaction type. Values includes *Worklist/Email notification, Email notification, and Worklist only.*

Description	Enter a description of the approval or notification process that you are configuring. The description can be no more than 30 characters.
 Elements	
Elements	Indicates the key element of the workflow.
Value	Select from the list of available values. The choices are different for each type of workflow transaction and are based on the workflow type. For example, a list of Proposal components is available for the component approval setup, but you prompt for a list of Proposal statuses for the Proposal Status notification. For protocol, displays a system-generated ID number for this particular rule.
Details	Click to define the detail information that is related to the current element. Each transaction type has a corresponding detail page.
Criteria	Click to specify the conditions for requiring the current element as part of the approval process. This field is only available for proposal component approval workflow.
Days Prior to Due Date	Enter the number of days before a milestone due date that you want the reminder email sent. This field is only available for milestone workflow.
Protocol Sub Type	Select <i>Animal</i> , <i>Human</i> , or <i>Both</i> . This field is available only for protocol workflow.
 Routing Roles	
Indicate who will be involved and what kind of action they can perform.	
Role	Select one or more values from the list of user-defined roles. The list of available roles varies depending on the transaction type that you selected.
Required	Select this option to require the role to perform actions on the task. Feedback from the actions affects the approval status. If a role is set as required, then a worklist must be generated from this role. This field only applies to workflow types Worklist/Email and Worklist Only.
Perform Action	Select the kind of action that is performed by the role of the user. Values include <i>Approve</i> , <i>Notify</i> , and <i>Review</i> . This field is applied to workflow type Worklist/Email only.
Workflow Action	Select the kind of workflow that is generated and the type of workflow that you will be receiving. Values include <i>Email Notification Only</i> , <i>Worklist Only</i> , and <i>Worklist/Email</i> . This field is applied to workflow type Worklist/Email only.

Sequence	Enter the order in which the role receives the workflow. You can enter same priority numbers so that all roles will receive the workflow simultaneously, or use any combination of numbers. This field is applied to workflow type Worklist/Email only.
Pool List	Select this option to permit only one person from this role to perform an action. The work item exempts other persons in the same role from having to perform the action also. This field is applied to workflow type Worklist/Email only.
Reassign	Select this option if workers can reassign the work item. This field is applied to workflow type Worklist/Email only.

Entering Milestone Notification and Proposal Notification Details

Access the Milestone Notification - Details page (click Details on the Approval/Notification Process page).

Details	
Element:	Award Milestone
Value:	BILL
Notification Text:	This is a notification being sent 30 days prior to the due date. Thank you for your prompt attention to this.

Milestone Notification - Details page

Notification Text	Enter any additional text to include with the message catalog text for this specific type of rule. The text entered here appears in the email notification.
--------------------------	---

Entering Approval Definition Details

Access the Proposal Component - Approval Definition page (click Details on the Approval/Notification Process page).

Approval Definition

Element: Proposal Components

Value: ADMINISTRATIVE Required Approval Process

Workflow Approval Actions

Notify When Status Changes Self Approval

Approval Initiator Role:

Approval System Administrator:

Proposal Component - Approval Definition page

This page is available with workflow transaction type Proposal Component Approval.

- Required Approval Process** Select this option if all proposals within the current business unit are required for this component approval process.
- Notify When Status Changes** Select this option if the user role wants to receive an email notification when the component status changes.
- Self Approval** Select this option to have the work item immediately approved if the work item generator and the receiver are the same person. If this option is not selected, the generator receives a worklist.
- Approval Initiator Role** The group of people that manage and monitor the approval process. They are responsible for resubmitting the component in case the component is sent back for modification by the approver.

Note. You need to identify this role; these are the people who can edit the project or budget in case it is sent back. The Proposal/Project/Budget appears only for others during the approval process.

- Approval System Administrator** Unclaimed worklists will go to the approval system administrator that you select. Select one approval system administrator for the entire system.

Entering Protocol Approval Details

Access the Protocol Approval - Details page (click Details on the Approval/Notification Process page).

Details

Element: Protocol Approval Value: 0001

Review Type:

Protocol Status:

Notification Text:

Protocol Approval - Details page

Review Type

Select a value that represents the level of review for this protocol. Values include:

- *Exempt*: Indicates that the protocol does not require full committee review and may need only an IO or committee chair's review or approval.
- *Expedited*: Requires only review or approval by one or more individuals who are assigned as the reviewer on the Committee Setup page.
- *Full*: Requires committee review.
- *Blank*: Indicates that this field does not apply for this rule.

Protocol Status

Select a status for which this rule applies. If no value is selected, this field does not apply for this rule.

Notification Text

Enter any additional text to include with the message catalog text for this specific type of rule. The text entered here appears in the email notification.

Entering Protocol Batch Notification Details

Access the Protocol Batch Notification - Details page (click Details on the Approval/Notification Process page).

Details

Element: Protocol Batch Notification Value: 0001

Protocol Status: Pending

System Notify

Date Type: Committee meeting Reminder Days Prior to Due Day: 7

Description:

Notification Text: Please review the protocol before the committee meeting.

Protocol Batch Notification - Details page

Protocol Status Select a status for this rule. If no value is selected, this field does not apply for this rule.

Date Type This field is required for workflow notifications that are triggered by a batch process, and it also identifies the type of notification that is selected. Workflow uses the days before the due date to determine when to send notifications. Values include:

- *Expiration:* Workflow uses the protocol end date as a reference.
- *Renewal:* Workflow uses the protocol end date as a reference.
- *Continuing Review:* Workflow uses the next continuing review date as a reference.
- *Committee Meeting:* Workflow uses the meeting ID/Date and Protocol Administration page as the reference.

Days Prior to Due Day Enter a whole number in the field to indicate how many days before the reference date (Date Type) an email notification should be sent.

Notification Text Enter any additional text to include with the message catalog text for this specific type of rule. The text entered here appears in the email notification.

Entering Protocol Notification Details

Access the Protocol Notification - Details page (click Details on the Approval/Notification Process page).

Details

Element: Protocol Notification Value: 0001

Protocol Status: Pending

Disposition

Notification Text

Event

- None
- Adverse Event
- Student PI
- Prisoners
- Children

Protocol Notification - Details page

Protocol Status

Select a status for which this rule applies. If no value is selected, this field does not apply for this rule.

Disposition

Workflow uses the Committee Meeting Notes Disposition page for the final decision on a fully reviewed protocol. The approver or committee can issue the disposition to approve, deny, or return the protocol. If no disposition is selected, then the Event region is hidden. Values include:

- *Blank*
- *Approved*
- *Denied*
- *Returned*

Notification Text

Enter any additional text to include with the message catalog text for this specific type of rule. The text entered here appears in the email notification.

Event

None

The default is *None*.

Adverse Event

Select this option if you selected the flag on the protocol to have workflow notify the individuals who are listed.

Student PI

Select this option and one or all of the flags on the rule and in the protocol to have workflow notify the individuals who are listed.

Prisoner

Select this option and one or all of the flags on the rule and in the protocol to have workflow notify the individuals who are listed.

Children

Select this option and one or all of the flags on the rule and in the protocol to have workflow notify the individuals who are listed.

Entering a Criteria Definition

Access the Criteria Definition page (click Criteria on the Approval/Notification Process page).

Criteria Definition page

Use this page to set up one or more conditions for each criterion. This page is only available with workflow transaction type Proposal Component. Note that:

- A criterion is considered as true if any condition is met.
The current component is inserted in the proposal as part of the required approval path.
- The component is removed from the proposal if you update the proposal and the condition is no longer met.
- All values within a condition must be satisfied to consider the condition met.
- All the records and fields that are identified on this page must exist in the selected PeopleTools component (GM_PROPOSAL or GM_BUD_LINE_SUM).

Warning! If any the records and fields are not in the PeopleTools component (GM_PROPOSAL or GM_BUD_LINE_SUM), then Workflow will not work.

Note. To enter data in the prompt table for *Amount Record* and *Record (Table) Name*, show the Content (Workflow Components) page by deselecting *Hide from portal navigation* on the Content Ref Administration page (PORTAL_CREF_ADM).

Condition ID	Displays a system-generated value.
Component Name	Select a component name. The criteria editing process is triggered in two PeopleTools components: <ul style="list-style-type: none"> • GM_PROPOSAL • GM_BUD_LINE_SUM

Note. The PeopleTools component determines the prompt tables for *Amount Record* and *Record (Table) Name*. We deliver the information as system data. You can add values to these tables by adding values to the respective PeopleTools component.

Monetary Criteria

You can select an amount field and identify the amount limit in a specific currency code and exchange rate as part of the condition.

Amount Record	Select a record from available values. PeopleSoft Grants delivers the prompt table values as system data.
Amount Field Name	Select a field that is in a number or amount format within the amount record.
Currency Field	Select a currency code.
Criteria Operator	Select <i>Greater Than</i> , <i>Less Than</i> , or <i>Between</i> .
Amount	Enter the amount limit. If you selected <i>Between</i> as the Criteria Operator, the second Amount field is available.
Currency Code	Enter the currency code for the amount, for example, USD (U.S. dollars).
Exchange Rate Type	Select an exchange rate type if you want the amount converted into a different currency.

Other Criteria

Define other non-amount criteria.

Record (Table) Name	Select a record from available values. PeopleSoft Grants delivers the prompt table values as system data.
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Note. To enter data in the prompt table, show the Content (Workflow Components) page by deselecting *Hide from portal navigation* on the Content Ref Administration page (PROTAL_CREF_ADM).

Field Name	Select the field name from available values.
Operator	Select an operator function, for example, <i>Equals</i> , <i>Less Than</i> , or <i>Not Equal</i> .
ValueandValue	Enter a value associated with the record name that you selected. For example, if you select DEPTID, then the value could be equal to 410000. <hr/> Note. If the record field has a character string format, place single quotes around the string. <hr/>

Defining Grants Options for PeopleSoft Project Costing Business Units

Access the Project Costing Options page (Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Options).

Project Costing Options		Microsoft Project	Budget Alerts	Budget Row Versioning	Asset Integration Rules	Interest Calculation
Project Business Unit:	US001	Description:	US001 NEW YORK OPERATIONS			
Time and Labor Interface						
<input type="checkbox"/>	Time and Labor Actuals					
<input type="checkbox"/>	Time and Labor Estimates					
<input type="checkbox"/>	Time and Labor Contractor					
<input type="checkbox"/>	Time and Labor for Billing					
*Reconciliation Method:	Do not Reconcile					
Summary Level:	BU, Project, Activity					
Percent Complete						
*Calculation Method:	Manual					
*Summary Method:	None					
*Retain History:	Weekly					
Integration Default Role Values						
Default Project Role:						
Project Manager Role:	PROJ MANAGER					
Pricing Options						
<input checked="" type="checkbox"/>	Cost					
<input checked="" type="checkbox"/>	Billing					
<input checked="" type="checkbox"/>	Revenue					
Budget Item Defaults						
Revenue Budget Item:	REVEST					
Work Breakdown Structure						
Number of Levels:	9					
Funds Distribution Options						
<input checked="" type="checkbox"/>	One Target Definiton					
Enforce Team						
<input type="radio"/>	Do Not Enforce					
<input type="radio"/>	Project Team Only					
<input type="radio"/>	Project and Activity Team					
<input type="radio"/>	Project Resource Pools Only					
<input type="radio"/>	Project Activity Resource Pool					
<input checked="" type="radio"/>	Decide at the Project Level					
Commitment Control Reversals						
Ledger Group:						
Requisition Source Type:						
Purchase Order Source Type:						
ChartField Editing						
<input type="checkbox"/>	Edit Combinations					
Waived Facilities and Administrative Calculation						
<input checked="" type="radio"/>	Institution Minus Funded					
<input type="radio"/>	Sponsor Minus Funded					
Input Control						
Business Unit, Project, Activity:	Optional					
Source Type:	Optional					
Category:	Optional					
SubCategory:	Optional					
Contracts Workbench Template						
Workbench Template ID:	PROJECTS					

Project Costing Options page

Waived Facilities and Administrative Calculation

Select either *Institution Minus Funded* or *Sponsor Minus Budget* to tell the system how you want to calculate waived and cost-shared F&A amounts. The system uses this option only if you choose to compute waived or cost shared amounts on the F&A Options page.

Workbench Template ID

Enter the template ID that the system uses when a user views Project Costing data in the Contracts Workbench for this business unit. The only templates that are available to choose from are those where *Project Costing* was selected in the Workbench Type field. PeopleSoft delivers the PROJECTS template, which is the default template for all Project Costing business units.

Instructions about defining projects options appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up Project Business Units"

[Chapter 3, "Defining Your Operational Structure," Establishing F&A and Direct-Cost Cost-Sharing Options, page 42](#)

Establishing F&A and Direct-Cost Cost-Sharing Options

To establish F&A options, use the FA Options (GM_FA_OPTIONS) component.

This section provides overviews of F&A processing and direct-cost cost sharing, and discusses how to:

- Establish F&A options.
- Establish F&A offsets.
- Establish direct-cost cost sharing.

Understanding F&A Processing

This section discusses:

- F&A processing basics.
- Processing options.
- F&A base account tree.
- Tree definition and properties.

F&A Processing Basics

We deliver PeopleSoft Grants with a process that calculates and stores F&A costs, user-definable F&A base types, and effective-dated F&A rates. This process calculates F&A on the applicable sponsor-funded amounts as well as any waived and cost-shared F&A amounts.

F&A is synonymous with indirect costs or overhead. Some examples of F&A categories include travel, subcontracts, rent, salaries, and so on.

Facilities can be defined as depreciation and use allowances, interest on debt that is associated with certain buildings, equipment and capital improvements, operation and maintenance expenses, and library expenses.

Administration is defined as general administration and general expenses, departmental administration, sponsored projects administration, and student administration and services.

The base type on which F&A is awarded is typically Modified Total Direct Costs (MTDC). The base is significant in that it identifies the direct costs on which F&A can be charged.

For the F&A process to function properly in PeopleSoft Grants, you need to define several items:

- F&A base tree
- F&A options
- F&A offsets

Processing Options

PeopleSoft Grants provides various options for processing F&A expenses. It enables you to establish effective-dated rates, define the bases, and initiate three distinct computations. The key computation is Sponsor Facilities and Administration (SFA). This computation is fed to PeopleSoft General Ledger and billed. The other two optional computations include Waived Facilities and Administration (WFA) and Cost Share Facilities and Administration (CFA). You can establish the F&A definitions at the institution, the sponsor, or the award level.

For the F&A process (GM_GMFACS) to function correctly, complete these initial setup steps:

- After you fully define the chart of accounts, establish an F&A base account tree that includes all of the expense accounts under the appropriate node representing the F&A base type that is being used.

The F&A process uses these nodes as the basis for calculation. The base node that you identify on this tree must be exactly the same value as the F&A base that you enter on the Project Activity F&A Rates page.

- Establish default F&A information, calculation methods, and ChartField editing combinations on the Facilities Admin Options page.
- Establish links between departments and operating units, funds, programs, classes, budgets, products, and affiliates on the Facilities Admin Offsets page.

The F&A process looks at the business unit and project that is on the transaction line to determine the departments that are associated with the project or grant. You assign department percentages to the project on the Project Department page (select Grants, Awards, Project, Project Department). The percentages must total 100 percent.

F&A Base Account Tree

The sole function of the F&A base tree is to calculate F&A expenses based on actual expenses that post to the accounts that are identified on the tree. This process happens during the post-award phase. You need to define a tree with node values that represent each base type that you are using, including:

- TDC (Total Direct Costs).
- MTDC (Modified Total Direct Costs).

However you set up your tree, the base node values that you assign on the tree must also be the same base node values that you indicate on your F&A setup pages. If the value does not match, the system cannot find the base node to use to calculate F&A, and your F&A process will not function correctly.

PeopleSoft Grants delivers a sample F&A base tree that you can refer to as a model. It is delivered under the FEDRL SetID. The tree name is GM_FA_BASE.

To access this tree, select Tree Manager, Tree Manager.

Tree Manager

SetID: FEDRL Last Audit: Valid Tree
 Effective Date: 01/01/1900 Status: Active
 Tree Name: GM_FA_BASE Facilities and Administration

[Save As](#) [Close](#) [Tree Definition](#) [Display Options](#) [Print Format](#)

ALL_EXPENSES >TDC >MTDC

[Collapse All](#) | [Expand All](#) [Find](#) First Page | 14 of 37 | Last Page

- ALL_EXPENSES - ALL_EXPENSES
 - TDC - TDC
 - MTDC - MTDC
 - NON MTDC - NON MTDC
 - EQUIP - EQUIP
 - [6006] - Equipment Purchases
 - [6013] - Equipment Purchases
 - [6900 - 6960]
 - F AND A - Facilities and Administration
 - F AND A2 - Facilities and Administration
 - F AND A3 - Facilities and Administration
 - F AND A4 - Facilities and Administration
 - F AND A5 - Facilities and Administration
 - [6600] - Applied Overhead

Example of the GM_FA_BASE tree

If the institution has exclusionary accounts or identical accounts in different nodes, you can create a tree with duplicate account values. To establish this type of tree, click **Tree Definition** on the **Tree Manager** page. Then, select the **Allow Duplicate Detail Values** check box on the **Tree Definition and Properties** page.

Tree Definition and Properties

The following example illustrates the **Tree Definition and Properties** page.

Tree Definition and Properties

*Tree Name:

*Structure ID:

*Effective Date: *Status:

*Description:

*Category: [Define Tree Levels](#)

*Use of Levels: [Performance Options](#)

*SetID:

Audits	Item Counts
<input type="checkbox"/> All Detail Values in this Tree	Node Count: 18
<input type="checkbox"/> Allow Duplicate Detail Values	Leaf Count: 19
<input type="button" value="Perform Audits"/>	Level Count: 6
	Branch Count: 0

Example of the Tree Definition and Properties page

Warning! Typically, you should not have to duplicate detail values within a tree, and you can preclude people from creating them. If duplicate values are allowed, do *not* assign different rate types within the same project activity to bases that contain the same accounts. If you do, the F&A calculations will be incorrect.

See Also

PeopleTools PeopleBook: PeopleSoft Tree Manager

Understanding Direct-Cost Cost Sharing

Organizations may frequently need to calculate cost-sharing percentages and distribute them among departments, other units, or internal business units and external agencies. PeopleSoft Grants enables you to budget for a number of cost-sharing relationships. You can also calculate F&A rates at the expenditure level and differentiate between sponsor expenditures and institution cost sharing.

Cost sharing represents the portion of the research or project that is not funded by the sponsor. For example, an institution may decide to contribute funds or resources to support a project in addition to the amount that is awarded by the sponsor.

In some instances, awarding sponsors expect or require recipients to contribute a certain dollar amount or percentage of the award as a precondition for their support. PeopleSoft Grants enables you to track direct cost-shared amounts, F&A cost-shared amounts, and waived F&A amounts.

To implement cost sharing, you must define direct cost sharing by the ChartField combinations that you establish on the Facilities Admin Options page. You can select one or more ChartFields to designate the ChartFields that constitute cost sharing, for example:

- Class
- Department

- Fund
- Program

After you select a ChartField, you must select values for the From Value and To Value fields.

For example, if you select *Fund* as the cost-sharing ChartField and then select a range (*F250 / F260*), the system considers each transaction that is coded with fund *F250* through *F260* as cost shared.

If you enter more than one cost-sharing ChartField, (for example, fund *F250* and department *90280*), the system recognizes the transaction as being cost shared only if the transaction references both (or all) ChartFields. If more than one ChartField value is specified (for example, department ID *90280* and *90000*), then the system treats this as an OR situation, meaning that as long as one of the values is referenced, the transaction is deemed cost shared.

For example, to enter a 2,000.00 USD salary transaction with 50 percent cost sharing, you would:

1. Define cost sharing by using a fund value of *100*.
2. Code one salary line for 1,000.00 USD to the normal account, department, and fund.
3. Code the second, or cost-shared, line for 1,000.00 USD to fund *100* to distinguish it as a cost-shared line.

When the two lines come into PeopleSoft Project Costing, the cost-shared line, which is based on its fund of *100*, is assigned a unique analysis type. You can use the analysis type for reporting, analysis, and billing purposes.

When you run the award generation process, the system computes the cost-sharing amount to be brought forward into the award by using the percentages that you set up within the pre-award environment. When you establish the post-award budget, you should verify that the cost-sharing totals that are brought forward are for the amount that you want, and make any adjustments that may be necessary due to rounding.

Note. ChartField values that are used for cost share cannot be used for reimbursable/funded dollars.

Pages Used to Establish F&A and Direct-Cost Cost-Sharing Options

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Facilities Admin Options	GM_FA_OPTIONS	Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options	Establish default F&A information that is used by the F&A process.
Facilities Admin Offsets	GM_FA_OFFSET	Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options, Facilities Admin Offsets	Establish links between departments and operating units, funds, programs, classes, budgets, products, and affiliates.

Page Name	Definition Name	Navigation	Usage
Installation Options - Grants	INSTALLATION_CSR	Set Up Financials/Supply Chain, Install, Installation Options, Grants	Establish cost-sharing analysis types for each feeder system with which you plan to use the PeopleSoft Grants cost-sharing features. This page is also used to indicate that you can include optional attachments, and to determine the source for calculating unliquidated obligation balances for the Federal Financial Report.

Establishing F&A Options

Access the Facilities Admin Options page (Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options).

Facilities Admin Options page

Exclude Project From Offsets Select this option if you want to exclude the project from the F&A offset rows created by the F&A process. If you do not select Exclude Project From Offsets, the F&A rows inherit the project from the original direct cost line being burdened.

Account Select the expense account that you want to use when F&A lines are created. All the other ChartField values in the F&A lines are inherited from the original transaction line on which F&A is being burdened.

Distribution Code Displays the distribution code. This value defines the F&A Offset account that is to be used in F&A processing. This value should be a revenue account.

Template	Select the journal template that you want to use to feed the F&A accounting entries from PeopleSoft Grants to PeopleSoft General Ledger.
FA Budget Checking (facilities and administration budget checking)	Select the type of F&A transaction lines that will be budget checked.
Tree SetID	Select the SetID or business unit that you want the system to use as a base for calculating F&A expenses.
Tree Name	Select the account on the tree that you want the system to use to determine the F&A base amounts when the system calculates F&A.
FA Calculation Options (facilities and administration calculation options)	<p>The options that you select here enable the institution to choose the types of F&A that you want to calculate and maintain in PeopleSoft Grants. Options are:</p> <p><i>Sponsor:</i> This value is always selected and cannot be deselected.</p> <p>Sponsor F&A costs are stored in both the Project Resource table (PROJ_RESOURCE) and in PeopleSoft General Ledger.</p> <p><i>Waived and Cost Shared:</i> These are optional computations and are stored only within the Project Resource table.</p>
CS ChartField (cost-sharing ChartField)	Indicate the values for the ChartFields that identify transactions as cost sharing when they are used (for example, <i>FUND_CODE</i>).
From Value	<p>Select the ChartField value that you want to designate for cost-shared transactions.</p> <p>When the line comes into PeopleSoft Project Costing, the cost-shared line is assigned a unique analysis type for reporting, analysis, and billing purposes.</p>
To Value	<p>Select a value that is greater than the one that is entered in the From Value field to code cost-shared transactions to a range of values.</p> <p>The system does not accept a value that is less than the one in the From Value field.</p> <p>To code cost-shared transactions to only one department, class, fund, or program, enter the same value that is in the From Value field.</p>

Note. If the institution uses a combination of ChartFields and values to define what combinations constitute cost sharing, enter multiple cost-sharing ChartFields and *from* and *to* values.

See Also

Chapter 3, "Defining Your Operational Structure," Establishing Direct-Cost Cost Sharing, page 49

Establishing F&A Offsets

Access the Facilities Admin Offsets page (Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options, Facilities Admin Offsets).

Department	Operating Unit	Fund Code	Dept	Program Code	Class Field	Budget Reference	Product	Affiliate	Fund Affiliate	Operating Unit Affiliate
22000	CALIF	F100	20000							
41000		F200	27000							

Facilities Admin Offsets page

FA Offset

Department, Operating Unit, Fund Code, Dept, Program Code, Class Field, Budget Reference, Product, Affiliate, Fund Affiliate, and Operating Unit Affiliate

At the project level, you identify the departments and the percentage share associated with each of them. The F&A process then looks to the F&A Options page to identify the offsetting chartfields that you associate with each department.

Within this page, you identify for each department the offsetting chartfields that should be used in creating the Offset F&A Account (OFA, or revenue) lines associated with the F&A transactional processing.

For each field, select a value to which you want the system to offset F&A transactions. The Department field is the F&A department. Enter any department ID from the department chartfield in the Dept field that is located to the right of the Fund Code.

Note. For searches, the system uses the value that you enter for the first department ID.

Establishing Direct-Cost Cost Sharing

Access the Installation Options - Grants page (Set Up Financials/Supply Chain, Install, Installation Options, Grants).

Installation Options - Grants page

Use the Cost Sharing Analysis Types group box to establish cost-sharing analysis types for each feeder system with which you plan to use the PeopleSoft Grants cost-sharing feature.

This table lists some of the cost-sharing analysis types that are defined for specific feeder systems and delivered with PeopleSoft Grants:

Feeder System	Cost-Sharing Analysis Type
Accounts Payable	CAC
General Ledger	CGE
Budget	CBU
Purchasing - Purchase Orders	CCO
Time & Labor	CPY
Purchasing - Close Adjustment	CAJ
Purchasing - Commitment Reversal	CCR
Purchasing - Requisition Reversal	CQR

Based on the feeder systems in which the transactions originated, the system automatically assigns a cost-sharing analysis type to a transaction that includes designated cost-sharing ChartFields.

This table lists feeder systems and the fields to which they correspond on the Installation Options - Grants page:

Feeder System	Field
Accounts Payable	Cst Shr AP
Expenses	Cst Sh EX
Grants Budget	Cst Shr GM-Bud
Inventory	Cst Shr IN
Order Management	Cst Shr OM
Purchasing - Close Adjustments	CS/PO-Close Adj
Purchasing - Commitment Reversals	CS/PO-COM Rev
Purchasing - Purchase Orders	CS/PO - PO
Purchasing - Requisitions	CS/PO-REQ
Purchasing - Requisition Reversals	CS/PO-REQ Rev
Time & Labor Actuals	CS/TL-Actual
Time & Labor Billing Estimate	CS/TL-Bill Est
Time & Labor Estimate	CS/TL - Est
Time & Labor Contractors	Cst Shr TL Con
Time & Expense Time	Cst Shr TE Time

By assigning a distinct analysis type to cost-shared transactions, PeopleSoft Grants enables you to track the feeder systems from which the cost-sharing transactions originated. PeopleSoft Grants also enables to calculate and track F&A expenses on cost-shared amounts.

Note. The system assigns all cost-sharing F&A costs with an analysis type of CFA (Cost-Sharing Facilities and Administration). To activate the cost-shared F&A calculation, navigate to the Facilities Admin Options page (select Setup Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options) and select the Cost Shared check box. When this is activated, the system calculates F&A on direct cost-shared amounts (assuming that the accounts are in the F&A base) with an analysis type of CFA.

The system uses either the institution's F&A rate or sponsor's F&A rate for calculating the cost-sharing F&A. To determine which rate to use, the system looks at the Waived FA Calc Method group box on the Project Activity - Definition page (select Grants, Awards, Project Activity, Definition). If the Institution Minus Funded check box is selected, the system uses the institution's F&A rate for calculating the cost-sharing F&A. If the Sponsor Minus Funded check box is selected, the system uses the sponsor's F&A rate for calculating the cost-sharing F&A.

See Also

Chapter 3, "Defining Your Operational Structure," Establishing F&A and Direct-Cost Cost-Sharing Options, page 42

Chapter 4

Understanding PeopleSoft Grants Security

This chapter discusses PeopleSoft Grants security.

PeopleSoft Grants Security

To set up grants security, use the Grants Security (GM_SEC_OPR) component.

This section discusses:

- Multilevel security.
- Security by department and user ID.
- ChartField security.

Multilevel Security

PeopleSoft Grants uses multilevel security.

Use the security setup pages in PeopleTools to provide access to the data, functions, and pages that enable users to perform their work. To define security for the organization, you must:

- Define permission lists.
- Set up user roles.
- Assign permission lists to roles.

PeopleSoft Grants supports user security, which enables you to limit access to specific PeopleSoft Grants proposals based on the user and department. Therefore, a user can possibly have access to a subset of all of the proposals that may be stored in the system. This security feature augments the normal PeopleSoft security based on the user class, which defines the menus and components that are available to a given user ID.

By default, if you have not set up department-level security, users have access only to their own proposals. That is, they can access a proposal only if these conditions are met:

- Their user ID has an employee ID associated with it.
- They have used their employee ID to identify the principal investigator for the proposal or any one of its projects.

You can associate each user ID with an employee ID (EMPLID) when you create it.

Security by Department and User ID

Establish PeopleSoft Grants security by setting up a series of associations that limit or provide user access to components. Set up these associations by linking user IDs with a security tree node that represents a department or group of departments. When a user attempts to open a component, the system examines the associations between that user's ID and user class. If you have established appropriate links, the user can open the pages. Additionally, the search records for each component enable the user to access only the records that have departments that are associated with the security tree.

Note. The pages that are listed in this procedure are fully documented in PeopleTools documentation.

To set up security by Department ID:

1. Create a new role by selecting PeopleTools, Security, Permissions & Roles, Roles.

You can create as many roles as necessary. You should create a role for every set of users that needs a different level of security access to the data.

We deliver a user role "Grants Super User" as system data. This role is associated with the Proposal Approval process. Users who have this role assigned can edit the Proposal/Project/Budget when the proposal is sent back by the approver. A grants super user can terminate the approval process by updating the proposal status and can access and act on other Approver/Reviewer's work items.

2. Create user IDs and assign roles to user IDs by selecting PeopleTools, Security, User Profiles, User Profiles.

Note. Be sure to assign a valid employee ID. This ID will be matched with the principal investigator who is designated for each proposal or proposal project to determine which proposals can be accessed by this user when no department-level access is specified.

3. Define the grants security tree by selecting Tree Manager, Tree Manager.

Set up the security tree based on an analysis of business processes within the organization. If a department tree already exists and mirrors a department hierarchy that would provide the appropriate coverage for security needs, you should copy that tree.

Note. The department security tree *must* be a node-oriented tree. That is, each node on the tree must represent a valid department that exists in the Department table (DEPARTMENT_TBL). When you define the detail tree structure, make sure that the node record equals the Department table and the field equals Department ID (DEPTID).

4. Assign an object group to a permission list by selecting PeopleTools, Security, Permissions & Roles, Permission Lists.
5. Define operator security by selecting Set Up Financials/Supply Chain, Security, Grants Security, Grants Operator Security.

Select the tree setID, tree name, and effective date of the tree. In the lower section of the page, select the department designation and access code. You can enter as many departments as you need.

6. Change the search records for PeopleSoft Grants components by selecting PeopleTools, Application Designer, File, Open, Components.

The search record that we deliver for these proposal components provides principal investigator and department-level security. Currently, the search records that are defined subsequently are delivered with the system. You can replace these security search records if you require a different security scheme.

This table lists the menu navigations, components, and search records that are used in PeopleSoft Grants proposals:

<i>Menu Navigation</i>	<i>Component</i>	<i>Search Record</i>
Grants, Proposals, Maintain Proposal	GM_PROPOSAL	GM_PROP_SRCH
Grants, Proposals, Enter Budget Detail	GM_BUD_LINE_SUM	GM_BUD_PD_SRCH
Grants, Proposals, Submit Proposal	GM_PROP_SUBMISSION	GM_PROP_SRCH
Grants, Proposals, Get Application List	GM_WEB_APPLICATION	INSTALLATION
Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ	GM_PROP_PRN_REQ
Grants, Proposals, Generate Award	GM_PROP_PRINT_REQ	GM_PROP_PRN_REQ
Grants, Proposals, Copy Proposal	GM_BUD_PPSL_CPY	GM_PROP_SRCH
Grants, Proposals, Copy Proposal Version	GM_BUD_PPSL_V_CPY	GM_PROP_DR_SRCH
Grants, Proposals, Copy Budget Period	GM_BUD_PD_CPY	GM_BUD_PD_SRCH
Grants, Proposals, Review Pre-Award Budget	GM_BUD_INQ	GM_PROP_SRCH
Grants, Proposals, Review Proposal Audit Logs	GM_AU_PROPOSAL	GM_PROPOSAL

Menu Navigation	Component	Search Record
Grants, Proposals, Proposal Component Approval	GM_COMP_APPROVAL	GM_PROP_APP_SRH

Note. You can give users access to specific proposals by listing them on the Maintain Proposal - Resources page with the role type of *Authorized Personnel* (click the Details button next to the Role field). The role type of *Authorized Personnel* gives security access to proposals, but this role does not print on any proposal form outputs.

ChartField Security

PeopleSoft ChartField security provides a flexible, rule-based approach to administer security at the data level. ChartField security is supported in PeopleSoft Grants Management and across other PeopleSoft Financial and Supply Chain Management (FSCM) applications. The ChartField security feature prevents unauthorized employees and contractors from viewing and editing sensitive financial data by restricting access to data stored with specific ChartField values.

The primary features for ChartField security are:

- Enforce security rules by user, role, or permission list.
- Enable ChartField security for all products or selectively by product.
- Enable or disable ChartField security selectively by component.
- Define rules to accommodate end-user areas of responsibility.
- Refine access rules by product feature or component.
- Support super user access to minimize setup.
- Define components as exceptions to override security rules.

In PeopleSoft Grants Management, all proposal components and components that use Grants department security do not support ChartField security.

For more information, see the *PeopleSoft Application Fundamentals PeopleBook*:

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Securing ChartFields," Securing ChartFields for PeopleSoft Grants Management

Chapter 5

Structuring PeopleSoft Grants

This chapter provides an overview of PeopleSoft Grants implementation and discusses how to:

- Establish institution controls.
- Establish sponsor controls.
- Establish professional controls.
- Establish proposal controls.
- Establish milestones.
- Set up the PeopleSoft Grants forms printing solution.

Understanding PeopleSoft Grants Implementation

Before you can use PeopleSoft Grants, you must establish the basic information that the system uses in its processing. Most of the implementation procedures are onetime sequences of data entry that provide the system with core information about the institution, professional researchers, and sponsors.

This section discusses:

- PeopleSoft Grants ChartFields.
- Commitment control setup steps for PeopleSoft Grants.
- Journal Generator setup for PeopleSoft Grants processing.
- System-delivered budget items.
- Consortium budget item usage.
- Activity types.
- Analysis types and groups.
- Resource types, categories, subcategories, and groups.
- Transactions.
- Accounting rules.
- Integration templates.
- Award and project controls.

- Locations.
- Products.
- Billing cycle date ranges.

PeopleSoft Grants ChartFields

PeopleSoft Grants delivers these charts of accounts:

- Fund
- Department
- Program
- Class
- Account
- Budget Period
- Project/Grant
- Statistical Code
- Affiliate
- Scenario

Note. Configurations to ChartFields require supporting modifications to the PeopleSoft Grants F&A (Facilities and Administration) application engine process (GMFACS), which calculates overhead based on PeopleSoft Project Costing transactions.

This table provides information about these ChartFields:

<i>ChartField Name</i>	<i>Size</i>	<i>Valid Values Table</i>	<i>Required</i>	<i>Definition</i>	<i>Reusable</i>
Fund FUND_CODE	5	FUND_TBL	No	Identifies the fiscal and accounting entity that is established to segregate financial resources.	Yes
Department DEPTID	10	DEPARTMEN T_TBL	No	Indicates who is responsible for or affected by the transaction.	Yes

ChartField Name	Size	Valid Values Table	Required	Definition	Reusable
Program PROGRAM_CODE	5	PRGRAM_TBL	No	Captures additional information that is used for program accounting.	Yes
Class CLASS_FLD	5	CLASS_TBL	No	Captures additional information to suit the institution.	Yes
Account ACCOUNT	6	GL_ACCOUNT_TBL	Yes	Classifies the nature of the transaction.	Yes
Budget Period BUDGET_PERIOD	4	BUDGET_PERIOD	Yes	Identifies the period of the transaction.	No
Project/Grant PROJECT_ID	15	PROJECT_HEADER	No	Captures additional information that is used for projects and grants accounting.	No
Statistics Code STATISTICS_CODE	3	STAT_TBL	No	Captures statistical information, such as full-time equivalents.	Yes
Affiliate AFFILIATE	5	AFFILIATE_VW	No	Designates a business unit that is used for interunit accounting.	No
Scenario SCENARIO	5	SCENARIO_VW	No	Identifies which budget version to use.	No

You have flexibility in establishing the business unit structure within PeopleSoft Grants. Institution-specific needs drive business-unit structure requirements, so you need to decide which options to use for setting up the business units during implementation.

See Also

[Chapter 1, "Getting Started with PeopleSoft Grants," PeopleSoft Grants Implementation, page 8](#)

[Chapter 3, "Defining Your Operational Structure," Defining PeopleSoft Grants Rules and Business Units, page 16](#)

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining and Using ChartFields"

Commitment Control Setup Steps for PeopleSoft Grants

This table explains the basic steps that you may want to follow to set up commitment control options for PeopleSoft Grants. This list is not a comprehensive procedure for setting up commitment control options.

You can find a more detailed and thorough explanation of the steps in the PeopleBooks that are referenced in the Additional Documentation column of the table:

Step	Navigation Path	Additional Documentation
Select <i>Grants</i> under the Enable Commitment Control section on the Installed Products page.	Set Up Financials/Supply Chain, Install, Installation Options, Products	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Setting Installation Options for PeopleSoft Applications," Setting Up Cross-Application Installation Options.
Define detail ledgers.	General Ledger, Ledgers, Detail Ledgers	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Setting Up Ledgers," Defining a Detail Ledger.
Define ledger groups.	General Ledger, Ledgers, Ledger Groups, Definition	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Setting Up Ledgers," Linking Ledgers to a Ledger Group.
Create parent expense budgets and parent revenue budgets for revenue offset.	Commitment Control, Define Control Budgets, Budget Definitions, Control Budget Options	See <i>PeopleSoft Commitment Control 9.1 PeopleBook</i> , "Setting Up Basic Commitment Control Options," Setting Up Control Budget Definitions.

Step	Navigation Path	Additional Documentation
Specify the ChartFields and calendar that will be used to identify the parent budgets for each RuleSet.	Commitment Control, Define Control Budgets, Budget Definitions, Keys and Translations	See <i>PeopleSoft Commitment Control 9.1 PeopleBook</i> , "Setting Up Basic Commitment Control Options," Setting Up Control Budget Definitions.
Set up excluded account types for the parent budgets.	Commitment Control, Define Control Budgets, Budget Definitions, Excluded Account Types	See <i>PeopleSoft Commitment Control 9.1 PeopleBook</i> , "Setting Up Basic Commitment Control Options," Setting Up Control Budget Definitions.
Create child expense budgets and child revenue budgets for revenue offset.	Commitment Control, Define Control Budgets, Budget Definitions, Control Budget Options	See <i>PeopleSoft Commitment Control 9.1 PeopleBook</i> , "Setting Up Basic Commitment Control Options," Setting Up Control Budget Definitions.
Specify the ChartFields and calendar that will be used to identify child budgets for each RuleSet.	Commitment Control, Define Control Budgets, Budget Definitions, Keys and Translations	See <i>PeopleSoft Commitment Control 9.1 PeopleBook</i> , "Setting Up Basic Commitment Control Options," Setting Up Control Budget Definitions.
Set up excluded account types for the child budgets.	Commitment Control, Define Control Budgets, Budget Definitions, Excluded Account Types	See <i>PeopleSoft Commitment Control 9.1 PeopleBook</i> , "Setting Up Basic Commitment Control Options," Setting Up Control Budget Definitions.
Associate parent and child revenue budgets.	Commitment Control, Define Control Budgets, Associated Budgets, Commitment Control Associated Budgets	See <i>PeopleSoft Commitment Control 9.1 PeopleBook</i> , "Setting Up Basic Commitment Control Options," Setting Up Associated Revenue and Expenditure Budgets.
Enter budget journal header information for the parent revenue budget.	Commitment Control, Budget Journals, Enter Budget Journals, Budget Header	See <i>PeopleSoft Commitment Control 9.1 PeopleBook</i> , "Entering and Posting Commitment Control Budget Journals," Entering Budget Journals and Budget Transfer Journals.
Enter the transaction lines that make up the journal.	Commitment Control, Budget Journals, Enter Budget Journals, Budget Lines	See <i>PeopleSoft Commitment Control 9.1 PeopleBook</i> , "Entering and Posting Commitment Control Budget Journals," Entering Budget Journals and Budget Transfer Journals.

Step	Navigation Path	Additional Documentation
Enter budget journal header information for the child revenue budget.	Commitment Control, Budget Journals, Enter Budget Journals, Budget Header	See <i>PeopleSoft Commitment Control 9.1 PeopleBook</i> , "Entering and Posting Commitment Control Budget Journals," Entering Budget Journals and Budget Transfer Journals.
Enter the transaction lines that make up the journal.	Commitment Control, Budget Journals, Enter Budget Journals, Budget Lines	See <i>PeopleSoft Commitment Control 9.1 PeopleBook</i> , "Entering and Posting Commitment Control Budget Journals," Entering Budget Journals and Budget Transfer Journals.
Attach the ledger group to a business unit.	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers for a Unit, Definition	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Setting Up Ledgers," Defining Ledgers for a Business Unit.
Post budget journals to the budget. Click the Finalize button to send the budget to the Project Resource table (PROJ_RESOURCE).	Grants, Awards, Project Budgets, Budget Detail	See Chapter 9, "Establishing Awards and Projects," Establishing Project Budgets, page 289.
Check the budget.	Commitment Control, Review Budget Activities, Budget Details, Commitment Control Budget Details	See <i>PeopleSoft Commitment Control 9.1 PeopleBook</i> , "Inquiring on Budgets and Transaction Activities," Viewing Budget Details and Transaction Activity.
Run the F&A process.	Grants, Awards, Process Facilities Admin	See Chapter 9, "Establishing Awards and Projects," Processing Facilities and Administration Costs, page 294.

Journal Generator Setup for PeopleSoft Grants Processing

The Journal Generator is a program that takes accounting entries from PeopleSoft Grants and formats them into journal entries. The journal entries are then transferred to the appropriate ledger in PeopleSoft General Ledger.

PeopleSoft Grants and PeopleSoft Contracts deliver two accounting entry definitions that the system uses for this process. You cannot edit these definitions:

Accounting Entry Definitions	Description
GMDEFN	The system refers to this definition to create journal entries originating from the PeopleSoft Grants F&A process.
CAPCDEFN	The system refers to this definition to create journal entries originating from the PeopleSoft Contracts.

PeopleSoft Grants and PeopleSoft Contracts also deliver two sample journal entry templates that the system uses to summarize accounting entries and creates journals.

Journal Entry Templates	Description
GM_FA	The system refers to this journal entry template to summarize accounting entries and creates journals for F&A revenue.
CA_GM	The system refers to this journal entry template to summarize accounting entries and creates journals for general award transaction revenue that is stored in the Project Resource table (PROJ_RESOURCE).

To book revenue to PeopleSoft General Ledger, you must run a series of application engine processes. These processes refer to the delivered Accounting Entry Definition pages to identify accounting entry layouts—specifically, it uses the record and field names to extract data from the Contracts and Projects Accounting Line table (CA_ACCTG_LN_PC) for creating the journal header and lines. Journal Generator then takes these accounting entries and, using the Journal Generator Templates, creates the accounting entries that are booked to PeopleSoft General Ledger.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Journal Generator," Setting Up for Journal Generator

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Journal Generator," Generating Journal Entries

PeopleSoft Contracts 9.1 PeopleBook, "Processing Contracts Billing"

System-Delivered Budget Items

Sponsoring agencies define the budget items that you are required to use in proposals. The system stores these budget items in a control table with an effective date and status. After you establish budget items in the control table, you can map them to sponsors so that when you prepare a proposal budget for a sponsor, only the mapped items appear in the prompt table.

Note. The system displays all budget items if budget items are not specifically defined for a sponsor. After you define *any* budget item for a specific sponsor, you can (and must) specifically define all allowable budget items for the sponsor. For form mapping reasons, you want to use the budget items as they are reflected in the following table when the National Institutes of Health (NIH) is the sponsor.

We deliver these budget items:

<i>Value</i>	<i>Description</i>	<i>Form</i>	<i>Form Page</i>	<i>Sponsor</i>
PERSON	Personnel — Salary & Benefits	PHS 398	DD	NIH
FIXFEE	Fixed Fee — SBIR/STTR Only	PHS 398	DD, EE	NIH
CONSLT	Consultant Services (Both)	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
EQUIP	Equipment	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
SUPL	Supplies	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
TRAVEL	Travel	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
DOTRAV	Domestic Travel (Map to Travel)	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD,EE • B 	NIH
FOTRAV	Foreign Travel (Map to Travel)	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
INPATI	In-Patient	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH

Value	Description	Form	Form Page	Sponsor
OTPATI	Out-Patient	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD,EE • B 	NIH
RENO	Alterations and Renovations	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
OTHER	Other Expenses	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
SUB < 25	Sub-award Direct < \$25,000	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
SUB > 25	Sub-award Direct > \$25,000	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
SUB <25 F	Sub-award F&A < \$25,000	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
SUB >25 F	Sub-award F&A > \$25,000	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • DD, EE • B 	NIH
STPOTH	Stipends Other	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • OO • H 	NIH
STPOST	Stipends — Post Doctoral	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • OO • H 	NIH
STPPRE	Stipends Pre-Doctoral	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • OO, DD • H 	NIH

<i>Value</i>	<i>Description</i>	<i>Form</i>	<i>Form Page</i>	<i>Sponsor</i>
TUITIO	Tuition	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • OO • H 	NIH
TRNTRV	Trainee Travel	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • OO • H 	NIH
TRNEXP	Training-Related Expenses	<ul style="list-style-type: none"> • PHS 398 • PHS 2590 	<ul style="list-style-type: none"> • OO • H 	NIH

Note. PeopleSoft Grants delivers the values in the preceding table as system data. The values map specifically to proposal forms, so you should not modify them.

The budget items SUB<25, SUB>25, SUB<25F, and SUB>25F support the system calculation of the proposal F&A where subrecipient funding is involved. F&A will only be computed on the first 25,000 USD. Multiple budget items exist for subrecipients as these are necessary to provide the needed information in printing subrecipient details on the sponsor forms as well as to correctly compute the F&A.

A primary institution is limited to recovering indirect costs that are related to consortium expenditures for a base amount not to exceed 25,000 USD.

To calculate indirect cost recovery, include the SUB<25 and SUB>25 categories in the organization-defined F&A base types. You should include SUB<25 and SUB>25 in the F&A base types that you use to calculate indirect cost recovery (TDC = Total Direct Cost).

Consortium Budget Item Usage

Example 1:

You have established a consortium agreement with a subrecipient for a total of 20,000 USD. Of this amount, 15,000 USD represents direct costs and 5,000 USD represents indirect costs that were incurred by the subrecipient. The primary institution has an indirect cost recovery rate of 50 percent.

We recommend the usage outlined in this table:

<i>Budget Item</i>	<i>Amount or Percent</i>
SUB<25	15,000
SUB<25F	5,000

<i>Budget Item</i>	<i>Amount or Percent</i>
Institution F&A Base Amount	20,000
Institution F&A Rate	50 percent
Total Institution Recoverable Costs	10,000

This usage maps to form PHS 398, page HH. Consortium and contractual costs are:

- Direct Costs = 15,000 USD.
- Indirect Costs = 5,000 USD.

Example 2:

You have established a consortium agreement with a subrecipient for a total of 100,000 USD. Of this amount, 60,000 USD represents direct costs and 40,000 USD represents indirect costs that were incurred by the subrecipient. The primary institution has an indirect cost recovery rate of 50 percent. You can complete this transaction in two ways.

Here is the first way:

<i>Budget Item</i>	<i>Amount or Percent</i>
SUB<25	25,000
SUB<25F	0
SUB>25	35,000
SUB>25F	25,000
Institution F&A Base Amount	25,000
Institution F&A Rate	50 percent
Total Institution Recoverable Costs	12,500

Here is the second way:

Budget Item	Amount or Percent
SUB<25	15,000
SUB<25F	10,000
SUB>25	45,000
SUB>25F	30,000
Institution F&A Base Amount	25,000
Institution F&A Rate	50 percent
Total Institution Recoverable Costs	12,500

This usage maps to PHS 398 Page HH. Consortium and contractual costs are:

- Direct Costs = 60,000 USD.
- Indirect Costs = 40,000 USD.

Activity Types

All projects that you create contain activities. Activity types are the labels that identify and group projects in PeopleSoft Grants. If you assign activity types consistently throughout the PeopleSoft Grants system, you can analyze and report on all similar activities across all projects institution wide.

To set up activity types, define the types of activities by which you want to identify and group projects in the PeopleSoft Grants system.

Instructions for setting up activity types appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Creating and Maintaining Activities," Creating and Modifying Activities

Analysis Types and Groups

Each award is composed, at the most basic level, of resource transactions. Resources contain the quantity and amounts that are associated with each transaction and all of the identifying information that accompanies those costs.

You assign analysis types to individual resources to identify the different types of transactions in PeopleSoft Grants, such as estimated costs, budgeted costs, actual costs, and billed costs.

Multiple resources may be created as a transaction moves through the system.

For example, you may budget 1,000 USD for labor for a project. The actual cost of labor might be 1,500 USD. You may bill for that labor at 1,500 USD. The result would be three resource transactions that recorded the same labor resource as it moved from stage to stage through an award. See the example in the following table:

<i>Analysis Type</i>	<i>Resource Type</i>	<i>Amount</i>
BUD	LABOR	\$1,000.00
ACT	LABOR	\$1,500.00
BILL	LABOR	\$1,500.00

PeopleSoft Grants delivers the following values as system data. Do not modify them.

- *CFA* (Cost Sharing F&A).
- *SCH* (Scheduled Bill Lines).
- *SFA* (Sponsor F&A).
- *OFA* (Revenue Offset Lines).
- *WFA* (Waived F&A).

To set up analysis types and groups:

1. Enter descriptions of analysis types (for example, scheduled bill lines).
2. Create analysis groups.
3. Enter comments about an analysis group.

Instructions for setting up analysis types and groups appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data," Understanding Transaction-Related Control Data

Resource Types, Categories, Subcategories, and Groups

Resources in PeopleSoft Grants enable you to track, analyze, and report on all costs, both actual and planned, in awards. Assign resource types to individual resources to identify the purpose of individual transactions.

Resource types can be as general or as specific as you want, depending on your needs. For example, you can create a resource type of *Personnel* to track total personnel costs in your awards, or you can create resource types of *Full-time Labor* and *Consultant Labor* to track overtime and standard labor separately.

Resource categories and resource subcategories enable you to identify resources at a more detailed level.

Thoroughly map out the needs of the organization using resource types, resource categories, resource subcategories, and resource groups before you actually create them.

Resource Types

The following resource types are necessary for the resource groups, reports, and processes that are delivered with PeopleSoft Grants for PeopleSoft Grants to function properly. If you do not implement these resource types, you must configure the features that use them:

- *AFUDC* (AFUDC interest)
- *DIRCT* (direct costs)
- *LABOR* (labor)
- *MATER* (materials)
- *OVER* (overhead)

Resource Groups

The following resource groups are necessary for certain award analyses and processes that are delivered with PeopleSoft Grants for PeopleSoft Grants to function properly. If you do not use the resource types that are delivered with PeopleSoft Grants, you must configure these resource groups or create new ones to be used with the features that use them:

- *ITEMS* (inventory items)
- *LABOR* (total labor)
- *MATER* (total material)

To establish resource types, categories, subcategories, and groups:

1. Define resource types.
2. Create resource categories.
3. Create resource subcategories.
4. Combine multiple resource types for award analysis and billing.
5. Add descriptions to resource groups.

Relationships

Resource types, resource categories, and resource subcategories provide you with the flexibility to identify resources in specific ways. In addition, PeopleSoft Grants enables you to define relationships between these fields to control data entry and reduce errors.

You can set relationships between:

- Resource types and resource categories.
- Resource categories and resource subcategories.

Note. Setting relationships between resource types, categories, and subcategories is optional.

Setup Rules

These rules apply to defining relationships between resource types, categories, and subcategories:

- If a resource type and a resource category are related, then when that specific resource type is entered into a resource transaction, you can enter only those resource categories for which a relationship has been defined for that resource transaction.

For example, if you have a resource transaction with a resource type of *Labor*, you can enter only a resource category that you have defined as relating to labor. The same is true for relationships between resource categories and resource subcategories.

- If you don't establish relationships, then the resource category or subcategory that you can enter are not limited.
- If you set up relationships between resource types, categories, and subcategories, you must adjust the PeopleSoft Grants business unit definition to account for the dynamic edit tables that the system uses to enforce the relationships.
- The relationships can be one-to-one or one-to-many.

You can also relate multiple resource categories to a single resource type or a single resource category to a single resource type.

To relate resource types, categories, and subcategories:

1. Define relationships between resource types and resource categories.
2. Define relationships between resource categories and resource subcategories.

Instructions on establishing and relating resource types, categories, and subcategories appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data"

Transactions

PeopleSoft Grants uses transaction types (for example, adjustments) and transaction codes to regulate specific kinds of transactions and to define accounting rules.

The system uses accounting rules to translate resource transactions into PeopleSoft General Ledger entries. Transaction types are the foundation of accounting rules. Defining transaction types in a separate table saves time and reduces errors when you define accounting rules.

Standard transactions are transactions that involve moving money from one account to another within the same general ledger business unit. Intercompany transactions involve moving money from an account in one general ledger business unit to an account in another general ledger business unit. Additional transaction lines are required for intercompany (or institution) transactions.

To define transactions:

1. Define the transaction types that you want to use in accounting rules.
2. Define transaction codes that you use in accounting rules.
3. Define accounting rules.

Instructions for setting up transactions appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data"

Accounting Rules

You define standard accounting entries or rules for project-based transactions based on a combination of business units, contracts, project types, activities, analysis types, ChartFields, project transaction types, and project transaction codes.

These rules are necessary to process accounting information from project transactions. You can minimize the rules by using a wild card in all the fields except PC Business Unit (projects business unit) and Resource GL Bus Unit (resource general ledger business unit). You can make accounting rules more specific by using additional fields on the page.

For example, a timesheet entry may need pricing for a billable row (analysis type = BIL) and a cost row (analysis type = CST). These two rows may require different accounting entries using two accounting rules: one for BIL, and one for CST. You can copy accounting rules to the various business unit combinations that are defined in the framework by clicking the Copy Accounting Entries To link on the Accounting Rules page and entering the new header criteria.

Instructions for setting up accounting rules appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up Accounting for Projects"

Integration Templates

Integration templates define the integration between PeopleSoft Grants, PeopleSoft Project Costing, and PeopleSoft General Ledger. Before you can begin to track awards and the costs that are associated with awards, you must define integration templates. They also establish the business units that PeopleSoft Grants assigns to transactions by default.

Assign each new award an integration template.

For example, if the institution has an aerospace research center and an astronomy department, set up a general ledger business unit for each department. Then, set up two integration templates, one for each business unit.

PeopleSoft Grants also uses integration templates to restrict access to general ledger business units. You can post resource transactions for an award only to a general ledger business unit that is specified in the integration template that is assigned to that award.

Note. If you want to prevent users from adding resource transactions to an award, select an integration template for which you have defined no general ledger business units.

Each award must be assigned an integration template.

To set up integration templates:

1. Define the integration template by selecting Setup Financials/Supply Chain, Product Related, Project Costing, Project Options, Integration Templates.
2. Identify the default business units in PeopleSoft Purchasing and PeopleSoft Asset Management that interact with the awards process in PeopleSoft Grants.

Select Setup Financials/Supply Chain, Product Related, Project Costing, Project Options, Integration Templates, General Integration.

3. Define the general ledger business unit or units for each integration template.

Select Setup Financials/Supply Chain, Product Related, Project Costing, Project Options, Integration Templates, GL Integration Detail.

Instructions for setting up integration templates appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data," Setting Up General Control Data

Award and Project Controls

Here is how award and project controls work in PeopleSoft Grants:

- Project types are labels for grouping projects within awards.

Setting up project types and assigning them to awards enables you to analyze all projects of a certain type in relation to one another.
- Activity types are the labels that identify an activity in PeopleSoft Grants.

If you assign activity types consistently throughout PeopleSoft Grants, you can analyze and report on all similar activities across all awards institution wide. All awards that you create will contain activities.

- Status types are one-character, alphanumeric identifiers that you use to track changes in the status of awards and activities.

You also use status types for defining award events, which are the actual changes in status that require approval. Use the Status Types page to set control actions to limit transactions coming into PeopleSoft Grants from cost feeder applications.

- Phase types are used to identify what phase of the award a date can represent when you enter dates in award schedule.

For example, if you create a phase type of cleanup, you can enter a begin cleanup date and an end cleanup date in the award schedule, and track time that is spent specifically on cleanup.

- Award events represent a change in the status of an award, a project, or an activity.

For example, a change in the status of a project or an activity from proposed to approved can be defined as an award event that requires approval. An award event can be a change in status between two consecutive status types such as proposed and approved, or two nonconsecutive status types such as proposed and closed. Award events can be an important part of workflow if you have set up workflow within PeopleSoft Grants.

- Work breakdown structure is a hierarchical structure that you can use at the activity level to aid in reporting and analyzing similar activities throughout the institution.

The work breakdown structure typically includes several levels, and you can use it to roll up detail values from lower levels. For example, you may want to roll up details about all clinical research for all awards within a business unit for outcome comparisons. Because only a subset of work breakdown structure elements is typically used for a given award, you use Tree Manager to define the tree that contains valid work breakdown structure elements for an award. Each activity that you then add to that award can be associated only with the work breakdown structure elements on that tree.

To establish award and project controls:

1. Create project types.
2. Create activity types.
3. Define the status types that you want to use for awards and activities.
4. Identify what phase of the award is represented when dates are entered in the award schedule.
5. Define an award event.
6. Enter work breakdown structure values.

Instructions for setting up award and project controls appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data"

Locations

When working with proposals and awards, you can specify the address information for each project within a research proposal as well as information about where the research for a project will be conducted. This information maps to Page BB of form PHS 398 as performance sites.

You might also need to specify multiple research performance sites for each activity. Before you can specify the research location information, you must define your locations on the Location Code control table. Select Set Up Financials/Supply Chain, Common Definitions, Location.

During implementation, make sure that all of the facilities that you are using to perform research are defined in your PeopleSoft system.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Locations

Products

To set up the products that are used for billing purposes, use the Product Definition pages. On these pages, you define the products and services that you use on the contract lines.

For PeopleSoft Grants, you must first set up a product on the Product - Definition page and then select a price type of *Rate* and a revenue method of *As Incurred* on the Product - Contracts Options page.

Instructions for defining products appear in the *PeopleSoft Contracts PeopleBook* and the *PeopleSoft Order to Cash Common Information PeopleBook*.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Setting Up Products"

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Setting Up Products"

Billing Cycle Date Ranges

The Bill Cycle Schedule page enables you to establish date ranges for a cycle ID. For example, if the cycle ID were monthly, you would define a range of dates for the beginning and end of each month: 01/01/2002 and 01/31/2002; 02/01/2002 and 02/28/2002; and so on.

These values are used in the billing process to indicate the from and to date range that the system sends to the billing header records. Each time the billing process runs, PeopleSoft Grants retrieves the dates based on the maximum date of the "to date" that is less than or equal to the system date.

Instructions for setting up billing cycle date ranges appear in the *PeopleSoft Billing PeopleBook*.

See Also

PeopleSoft Billing 9.1 PeopleBook, "Structuring Bills," Defining Bill Cycles

Establishing Institution Controls

To set up institution controls, use these components:

- Institution Types (INSTITUTION_TYPES).
- Attribute Types (ATTRIBUTE_TYPES).
- Audit Types (AUDIT_TYPES).
- Certification (CERTIFICATION).
- Budget Items (GM_BUD_ITEMS).
- Budget Category Type (GM_BUD_CAT_TYPE).
- Activity Type (GM_ACTIVITY_TYPE).
- FA Rate Types (FA_RATE_TYPES).
- FA Base Details (FA_BASE_DTL).
- CFDA (GM_CFDA).

Institution control pages enable you to establish institution types, attribute types, audit types, certifications, and F&A rate and base types for the institution. These controls are also used in other areas of PeopleSoft Grants, such as proposal and award preparation and sponsor profiles.

This section discusses how to:

- Create institution types.
- Create the institution attribute type.
- Create audit types.
- Create certification types.
- Create budget item types.
- Create budget items.
- Create budget IDs.
- Define F&A rate types.
- Create the institution F&A base types.
- Create CFDA tracking numbers.

Pages Used to Establish Institution Controls

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Institution Types	GM_INST_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Institution Types	Create and maintain institution types, as well as define a set of institution-specific values.
Attribute Types	GM_ATTRIBUTE_CODE	Set Up Financials/Supply Chain, Product Related, Grants, Attribute Types	Add and define values that are specific to the institution.
Audit Types	GM_IN_AUDI_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Audit Types	Record recent audit engagements in PeopleSoft Grants. You can also maintain audit engagement type definitions using this page.
Certifications	GM_IN_CERT	Set Up Financials/Supply Chain, Product Related, Grants, Certifications	Define each required certification. You can also classify each certification code as it is used at the institution level, the proposal level, or both.
Budget Item Types	GM_BUD_CAT_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Budget Item Types	Create budget item types. You can use the budget item types that you create to classify budget items into specific categories on the Budget Items page.
Budget Items	GM_BUD_ITEMS	Set Up Financials/Supply Chain, Product Related, Grants, Budget Items	Define the budget items that you'll use for proposals. We deliver numerous budget items as system data.
Budgets	GM_ACTIVITY	Set Up Financials/Supply Chain, Product Related, Grants, Budgets	Establish the budget IDs that you use to define budget details on the Enter Overall Budget - General Info page.
Facilities and Administration Rates	GM_FA_RATE_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Facilities Admin Rates	Create the F&A rate types that you use for grants processing.

Page Name	Definition Name	Navigation	Usage
Facilities and Administration Bases	GM_FA_BASE_DTL	Set Up Financials/Supply Chain, Product Related, Grants, Facilities Admin Bases	Store a description of each F&A base type with an effective date and status. You can then list each budget item for which the F&A base rate applies. For example, base type of modified total direct cost (MTDC).
CFDA	GM_CFDA	Set Up Financials/Supply Chain, Product Related, Grants, CFDA	Add CFDA information you can use for proposals, awards, and sponsors.

Creating Institution Types

Access the Institution Types page (Set Up Financials/Supply Chain, Product Related, Grants, Institution Types).

Institution Types

SetID: SHARE Institution Type: SMB

Institution Type Detail Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

*Description: R: Small Business

Short Description: R: Small Business

Long Description: R: Small Business

Institution Types page

If necessary, you can define a set of institution-specific values. PeopleSoft Grants delivers these institution types with the system:

- *ANN:V*: Alaska Native and Native Hawaiian.
- *CTG:B*: County Government.
- *FPO:Q*: For-Profit Organization (Other).
- *HBC:T*: Historically Black Colleges.
- *HSI:S*: Hispanic-serving Institution.
- *IHA:I*: Indian/Native American Tribe.
- *IIH:O*: Private Institution of Higher Education.
- *INA: J*: Indian/Native American Tribe.
- *IND: K*: Indian/Native American Tribe.
- *ISD: G*: Independent School District.

- *IUL*: P: Individual.
- *NDE*: W: Non-domestic (non-US) Entity.
- *NOS*: N: Nonprofit without 501c3 IRS Status.
- *NWS*: M: Nonprofit with 501c IRS Status.
- *OTH*: X: Other (specify).
- *PIH*: L: Public/Indian Housing Authority.
- *ROG*: E: Regional Organization.
- *SDG*:D: Special District Government.
- *SIH*: H: Public/State Controlled Institution.
- *SMB*: Small Business.
- *STG*: A: State Government.
- *TCC*:U: Tribally Controlled College.
- *TTG*: C: City or Township Government.
- *UTP*:F: U.S. Territory or Possession.

Note. PeopleSoft Grants delivers these values as system data. The values are used to map to proposal forms. You should not modify them.

Creating the Institution Attribute Type

Access the Attribute Types page (Set Up Financials/Supply Chain, Product Related, Grants, Attribute Types).

The screenshot displays the 'Attribute Types' page. At the top, it shows 'SetID: SHARE' and 'Attribute Type: CGRS_DIST'. Below this is a 'Details' section with a search bar and navigation controls. The main area contains the following fields:

- *Effective Date: 01/01/1900
- *Status: Active
- *Type: Number
- *Usage: Institution
- *Short Description: Cngrs Dist
- *Description: Congressional District

Attribute Types page

PeopleSoft Grants delivers data elements for sponsor forms and reports. This page establishes a control record that enables you to define all necessary and possibly unique attribute types that are related to the institution.

When you define an attribute, make sure that you classify it as being used by the *Department, Institution, Award, Sponsor, Vendor, or All*. Store the information either as a numeric value or as characters.

We deliver these attribute types with the system:

- *ORG_COMP_CO*: Organizational Component Code.
- *CGRS_DIST*: Congressional District.
- *DUNS*: DUNS Institution Number.
- *SAS*: Same As Sponsor.

Note. PeopleSoft Grants delivers these values as system data. The values are used to map to proposal forms and you should not modify them.

Creating Audit Types

Access the Audit Types page (Set Up Financials/Supply Chain, Product Related, Grants, Audit Types).

Audit Types	
SetID: SHARE	Audit Type: A133
Audit Data	
*Effective Date:	01/01/1900
*Status:	Active
*Short Description:	A-133
*Description:	A-133 Audit

Audit Types page

The audit types that you define here are available on the Institution Audit page for the tracking and storing of historical audit engagement records along with related alerts and resolutions. For example, audit types can include *Financial Audits*, *Compliance Audits*, *Indirect Cost Audits*, and *Fringe Benefit Rate Audits*.

Creating Certification Types

Access the Certifications page (Set Up Financials/Supply Chain, Product Related, Grants, Certifications).

Certifications	
SetID: SHARE	Certification Code: ANIMA
Certification Detail	
*Effective Date:	01/01/1900
*Status:	Active
*Certification Use:	Both
*Description:	Vertebrate Animals
*Short Description:	Animal

Certifications page

Create the different types of regulations for which the institution must indicate compliance. PeopleSoft Grants delivers this table, which is populated with certification types from Transaction Set 194 (Condition Indicator).

Certification Use

Select a value to indicate how the certification code is used. Values are *Institution Certification*, *Proposal Certification*, and *Both*.

Creating Budget Item Types

Access the Budget Item Types page (Set Up Financials/Supply Chain, Product Related, Grants, Budget Item Types).

Budget Item Types

SetID: SHARE Item Type: ANML

Budget Item Type Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

*Description: Animal Map Modular:

Budget Item Types

We deliver four category types with the system: *ANIM* (Animal), *CONS* (Consortium), *OTHR* (Other), and *PERS* (Personnel).

You can create new budget items and budget item types as you require them. Each budget item within PeopleSoft Grants is associated with a budget item type.

Map Modular

Select this check box if a budget item type can be used in a modular research grant application.

Note. If you select the NIH Modular Grant check box on the Proposal - General Info page, you can select only the category types that are entered on this page in the Enter Budget Detail pages.

Creating Budget Items

Access the Budget Items page (Set Up Financials/Supply Chain, Product Related, Grants, Budget Items).

Budget Items

SetID: SHARE Budget Item: AIRFAR

Budget Items Customize | Find | View All First 1 of 1 Last

General Projects GL Chartfields

*Effective Date	*Effective Status	Budget Item Type	*Description	Unit of Measure
01/01/1900	Active	XPNS	Airfare- Proposal Management	(Invalid V)

Budget Items page

Budget items provide a way of identifying and grouping transactions and are used for reviewing an activity's budget costs or revenue for a given period. The system makes the budget items that you enter here available on the Budget Line Summary page.

General Tab

Budget Item Type	Select the budget item type that you want to associate with the budget item that you are creating.
Description	Enter a description for each budget item that you are creating.
Unit of Measure	If applicable, select one of these time quantities to enforce continuity across a budget: <ul style="list-style-type: none"> • <i>MHR</i>: Hours • <i>MDY</i>: Days • <i>MWK</i>: Weeks • <i>MMO</i>: Months

Projects Tab

Use the fields on this tab to associate fields in PeopleSoft Project Costing with the budget item.

GL Chartfields Tab

Use the fields on this tab to associate ChartFields in PeopleSoft General Ledger with the budget item.

Creating Budget IDs

Access the Budgets page (Set Up Financials/Supply Chain, Product Related, Grants, Budgets).

The screenshot shows the 'Budgets' page in PeopleSoft. At the top, it displays 'SetID: SHARE' and 'Budget ID: CONSULTATION'. Below this is a 'Detail' window with the following fields:

- *Effective Date: 01/01/1900
- *Status: Active
- Short Description: Consult
- *Description: Consultation

Budgets page

Create the budget IDs that you want to use to define budget details on the Enter Overall Budget - General Info page. Budget IDs eventually become project activities if the proposal is funded and you run the award generation process.

Defining F&A Rate Types

Access the Facilities and Administration Rates page (Set Up Financials/Supply Chain, Product Related, Grants, Facilities Admin Rates).

Facilities and Administration Rates			
SetID:	SHARE	FA Rate ID:	ANIM
Facilities and Administration Rates Customize Find First 1 of 1 Last			
*Effective Date	*Status	*Description	*Short Description
01/01/1900	Active	Animal Care	AnimalCare

Facilities and Administration Rates page

F&A rate types are associated with sponsors, institutions, proposals, or awards. Identify all types of F&A rates that the institution has negotiated with its sponsoring agencies. These might include *Organized Research On Campus*, *Organized Research Off Campus*, or others as identified by the institution.

Creating the Institution F&A Base Types

Access the Facilities and Administration Bases page (Set Up Financials/Supply Chain, Product Related, Grants, Facilities Admin Bases).

Facilities and Administration Bases

SetID: SHARE FA Base ID: MTDC

Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

*Description: Modified Total Direct Costs

Budget Item Details Customize | Find | First 1-27 of 27 Last

*Budget Item	Description		
CLERK	Secretarial	+	-
COMPTR	ADP/Computer Services	+	-
CONSLT	Consultant Services (Both)	+	-
DOTRAV	Domestic Travel	+	-
FOTRAV	Foreign Travel (NSF)	+	-
FRINGE	Fringe Benefits	+	-
GRADST		+	-
INPATI	In-Patient (NIH)	+	-
OSRPER		+	-
OTHER	Other Expenses	+	-
OTPATI	Out-Patient (NIH)	+	-
OTPERS		+	-
OTPROF		+	-
PBLCTN		+	-
PERSON	Personnel - Salary & Benefits	+	-

Facilities and Administration Bases page

Select the budget items that belong to the F&A base type that you created. The system uses the budget item to calculate the budgeted F&A amount for proposal budgets. You can define budget items on the Budget Item page.

Creating CFDA Tracking Numbers

Access the CFDA page (Set Up Financials/Supply Chain, Product Related, Grants, CFDA).

CFDA

SetID: SHARE CFDA: 93.333

CFDA Detail Find | View All First 1 of 1 Last

*Effective Date: 08/10/2009 *Status: Active

Agency ID: HHS

*Short Description: CLINICAL

*Program Title: CLINICAL RESEARCH

CFDA page

Create CFDA (Catalog for Federal Domestic Assistance) detail that you can use for proposals, awards, and sponsors.

Establishing Sponsor Controls

To establish sponsor guidelines, use these components:

- Sponsor Type (GM_SPNSR_TYPE)
- Sponsor Level (GM_SPNSR_LEVEL),
- Sponsor Program Type (GM_SPNSR_PROG_TYPE),
- Guideline Details (GM_GUIDELN_DTL)

Use the pages that are described in this section to establish sponsor types, levels, program types, forms, and guidelines.

This section discusses how to:

- Establish sponsor types.
- Establish sponsor levels.
- Enter sponsor program types.
- Enter sponsor guidelines.

Pages Used to Establish Sponsor Controls

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Sponsor Types	GM_SPNSR_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Types	Define the categories into which you can organize the sponsors that are associated with grants activities.
Sponsor Levels	GM_SPNSR_LEVEL	Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Levels	Define the organizational structures (levels) of the sponsoring agencies that are associated with the institution.
Program Types	GM_SPNSR_PROG_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Program Types	Maintain institution-defined program types for a sponsor.
Sponsor Guidelines	GM_GUIDELN_DTL	Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Guidelines	Establish grant-related guidelines. Identify guidelines at any level of detail that the institution determines to be useful.

Establishing Sponsor Types

Access the Sponsor Types page (Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Types).

Sponsor Types

SetID: SHARE Sponsor Type: PHTL

Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

*Description: Pharmaceutical

*Short Description: Pharm.

Sponsor Types page

Define the types of sponsors with which the institution has relationships. Sponsor type values might include *Federal, Business/Profit Entity, Campus-Related Organization, Foundation/Charitable Trust, Other Government Agency, or State.*

Establishing Sponsor Levels

Access the Sponsor Levels page (Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Levels).

Sponsor Levels

SetID: SHARE Level: DEPT

Level Detail Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001 *Status: Active

*Level Title: Department

*Description: Department Level

Sponsor Levels page

Define the levels within a sponsor organization with which the institution conducts business. Examples of sponsor level values might include *Division, Primary, Program, Department, Sub-Sponsor,* or any other level that you want to define.

Entering Sponsor Program Types

Access the Program Types page (Set Up Financials/Supply Chain, Product Related, Grants, Program Types).

Program Types page

Set up categories to identify and track particular funding opportunities. Sponsor program types might include *Instruction*, *Public Service*, *Research*, *Training*, *REU* (Research Experience for Undergraduates - NSF), *AASERT* (Augmentation Awards for Science and Engineering Research Training - DOD), and *NRSA* (National Research Service Award - NIH).

Entering Sponsor Guidelines

Access the Sponsor Guidelines page (Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Guidelines).

Sponsor Guidelines page

Define all grants-related guidelines that you will use in proposals. All the following values are effective-dated to allow for tracking of changes over time. Each guideline has both a unique identifier and an effective date and status. Sponsor guidelines might include values such as:

- *BUYUS*: Purchase American Made Items
- *EQUIP*: Equipment Purchase
- *EXAUT*: Expanded Authorities
- *FLYUS*: Fly American Carriers
- *SALCP*: Salary Cap
- *SAS*: Same As Sponsor

Note. PeopleSoft Grants delivers these values as system data. These values maps specifically to the proposal forms. Do not modify them.

Establishing Professional Controls

To set up professional controls for PeopleSoft Grants, use the Honors and Award Table (GM_HON_AWARD_TBL), Membership Table (GM_MEMBERSHIP_TBL), and Publication Table (PUBLICATION_TBL) components.

The pages in these components, which populate the professional profile pages, enable you to establish honors and awards, memberships, and publications for professionals.

Note. You can use PeopleSoft Grants to import professional data from HRMS tables. Because this is a one-way feed, data that you manipulate in PeopleSoft Grants is not updated in the source system.

This section discusses how to:

- Enter honors and awards information.
- Enter membership information.
- Enter publication information.

Pages Used to Establish Professional Controls

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define Honors and Awards	GM_HON_AWARD_TBL	Grants, Professionals, Define Honors and Awards	Store core information about honors and awards.
Define Memberships	GM_MEMBERSHIP_TBL	Grants, Professionals, Define Memberships	Store core information about the memberships and associations that are relevant to professionals.
Define Publications	PUBLICATION_TBL	Grants, Professionals, Define Publications	Store complete citation information about publications and author names.

Entering Honors and Awards Information

Access the Define Honors and Awards page (Grants, Professionals, Define Honors and Awards).

Honor/Award Data				
Effective Date	Status	Description	Short Description	Formal Description
01/01/2000	Active	Cum Laude	Cum Laude	Cum Laude

Define Honors and Awards

Enter information about the types of awards that are granted to the professionals at the institution. You can then link this information to the professional profiles of the individuals.

Honor and award information might include values such as *Cum Laude*, *Doctoral Thesis Award*, *Research Grant*, or *Clinical Research*. All professionals can share the information that is entered on this page.

Entering Membership Information

Access the Define Memberships page (Grants, Professionals, Define Memberships).

Honor or Award: A *Accomplishment Category: DEG

*Descr: Advanced Level

Short Desc: Advanced

Define Memberships page

Assign a unique code to each membership, association, or accomplishment. Select an accomplishment category to categorize the membership or association.

You can then use these codes on the professional profiles of all the individuals at the institution who are members of that organization. Membership information might include information about the American Medical Association or the Animal Rescue Foundation.

Entering Publication Information

Access the Define Publications page (Grants, Professionals, Define Publications).

Define Publications

Publication ID: JRNLMED

Publication Title:

Publication Name:

Publisher:

Publication Type: Issue:

Publication Status: Volume:

Publication Date: Page Number(s):

Comments:

Publication Authors Find | View All | First | 1 of 1 | Last

SeqNum	Author Type	Author
1	Author	Schumaucher, Kenneth

Define Publications page

Enter all publication information (publication title, publication name, publisher, and so on). Then, select the author type and enter the name of the author.

You must enter information before associating it with a professional. Because the order of authors' names is crucial for proper credit in many research fields, authors' names must appear in the same order in which they appear in the publication.

Establishing Proposal Controls

To establish proposal controls, use these components:

- Proposal Control Key Word (GM_PROP_CTR_KEYWOD),
- Proposal Control Resource (GM_PROP_CTR_RESOUR),
- Proposal Control Component (GM_PROP_CTR_CMP),
- Award Control Function (GM_AWD_CTR_FUNCT)

Use the pages that are described in this section to establish key words, resource types, component definitions, budget items, off-campus locations, and numbering formats for proposals.

This section discusses how to:

- Enter key words.
- Create proposal resource types.
- Define proposal components.
- Enter proposal and award purpose descriptions.

Pages Used to Establish Proposal Controls

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Proposal Key Words	GM_PROP_CTR_KEY	Set Up Financials/Supply Chain, Product Related, Grants, Proposal Keyword, Proposal Keyword	Define key words that are used throughout the PeopleSoft Grants system.
Proposal Resource Types	GM_PROP_CTR_RES	Set Up Financials/Supply Chain, Product Related, Grants, Proposal Resource Types	Define resource types that you use in proposals.
Proposal Component	GM_PROP_CTR_CMP	Set Up Financials/Supply Chain, Product Related, Grants, Proposal Components	Define components that are used throughout the PeopleSoft Grants system.
Proposal/Award Purposes	GM_CTR_FNCTN	Set Up Financials/Supply Chain, Product Related, Grants, Proposal/Award Purposes	Maintain information about the type and purpose of research that will be conducted for a proposal.

Entering Key Words

Access the Proposal Key Words page (Set Up Financials/Supply Chain, Product Related, Grants, Proposal Keyword, Proposal Keyword).

Proposal Key Words

SetID: SHARE Key Word: DIABETES

Key Word Detail Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 B3 *Status: Active v

*Description: Diabetes

Proposal Key Words page

Enter terms that you want to use throughout the PeopleSoft Grants system. The entries on this page are used to track proposals by subject category (for example, cell biology, electrical engineering, history, or science) and to link multiple science codes to a project (as required by Transaction Set 194). You can also associate multiple key words with a proposal project.

Creating Proposal Resource Types

Access the Proposal Resource Types page (Set Up Financials/Supply Chain, Product Related, Grants, Proposal Resource Types).

Proposal Resource Types

SetID: SHARE Resource Type: ANIMA

Resource Type Description	
*Effective Date:	01/01/1900
*Status:	Active
*Description:	Animal
Short Description:	

Proposal Resource Types page

Add resource types that you want to use in proposals. We deliver these resource types with the system:

- *ANIMA*: Animal
- *CLINI*: Clinical
- *COMPU*: Computer
- *LABOR*: Laboratory
- *MAJOR*: Major Equipment
- *OFFIC*: Office
- *OTHER*: Other Resources
- *RESOU*: Other Resources (NSF Specific)

Note. PeopleSoft Grants delivers the preceding values as system data. The values map specifically to proposal forms (PHS - Page HH). Do not modify them.

Defining Proposal Components

Access the Proposal Component page (Set Up Financials/Supply Chain, Product Related, Grants, Proposal Components).

Proposal Component

SetID: SHARE Component ID: ADMINISTRATIVE

Define Component	
*Effective Date:	01/01/2000
*Status:	Active
Stakeholder	Castillo, Robert
*Description:	Administrative

Proposal Component page

Define the components that you want to use in grants proposals and define a default stakeholder for the component. You can use components to track items that are not delivered as system data.

For example, you can use the Proposal Component page to track the status of administrative, budget, and research plan components on proposals during the internal review process. The system uses components for Proposal Approval workflow. Each proposal can have multiple components.

Entering Proposal and Award Purpose Descriptions

Access the Proposal/Award Purposes page (Set Up Financials/Supply Chain, Product Related, Grants, Proposal/Award Purposes).

The screenshot shows the 'Proposal/Award Purposes' page. At the top, it displays 'SetID: SHARE' and 'Purpose: CLIN'. Below this is a 'Details' section with a search bar and navigation controls. The main form contains the following fields:

- *Effective Date: 01/01/1900
- *Status: Active
- *Description: Clinical Research

Proposal/Award Purposes page

Enter information about the type of research that is recommended in a proposal. The most widely used research purposes are *Applied, Basic, Community Education, Public Service, and Training*.

Establishing Milestones

To establish milestones, use the Milestone Type Definition (GM_MILE_TYPE_DEFN) and the Milestone Status (GM_MILE_STATUS) components.

This section provides an overview of milestones and discusses how to:

- Define milestone types and codes.
- Define milestone statuses.

Understanding Milestones

Milestones in PeopleSoft Grants are used to track events in the life cycle of the award.

In PeopleSoft Grants, milestones represent points during the award process that you want to mark for reporting purposes or use as a reminder. Milestones might include deadlines, deliverables, and reporting requirements, such as special sponsor reports and interim or final financial reporting.

You can establish milestone types (for example, billing or final financial reports) for the institution. Individual milestones, deadlines, and reminders are specific to an award, and you capture them when you set up an award. For reporting purposes, you link an individual milestone to a milestone type.

You can define statuses to reflect the phases milestones passes through such as pending, in progress, or completed. You can use the statuses to track milestone progress.

You can generate a group of reports on a periodic basis to highlight milestones that occur within a given time period. The reports can serve as a reminder to initiate a given process. The process itself, however, is not automated by the system.

You can run control searching of the milestones periodically to determine those that satisfy certain search conditions. The result will be a list of award milestone(s) being returned. You can then trigger email notifications from the list. Email notification can be sent out for all or only select award milestone(s). You can also set up a process scheduler to search milestones that are due on the current date and send out email notifications automatically.

Pages Used to Establish Milestones

Page Name	Definition Name	Navigation	Usage
Milestone Types/Code	GM_MILE_TYPE_DEFN	Set Up Financials/Supply Chain, Product Related, Grants, Milestone Types/Codes	Define milestone types and codes for a SetID.
Milestone Status	GM_MILE_STATUS	Set Up Financials/Supply Chain, Product Related, Grants, Milestone Status	Define milestone statuses for a SetID.

Defining Milestone Types and Codes

Access the Milestone Type/Code page (Set Up Financials/Supply Chain, Product Related, Grants, Milestone Types/Codes).

Milestone Type/Code page

The milestone type is a label for grouping milestones.

In the Details group box, enter a short and long description of the milestone. In the Code Details group box, enter the milestone code and description. You can define milestone types and codes for a SetID. Define the milestones in this control page so that you can use them within the award profile pages to administer the award. The values that you enter on this page appear on the Look Up page for the Milestone Type and Milestone Code fields on the Award Profile Milestone page.

Contact ID

Define a default contact person for the current milestone. You can identify one or more contacts for each milestone within an award. This default contact is included in the award when the milestone is created in the award.

Include in Award	If this option is selected, then the current milestone will always be included in the award at the time of generation.
Milestone Code	Milestone codes enable you to name the individual milestones that correspond to a specific milestone type. For example, if you create a milestone type of <i>FNREP</i> (financial status reporting), the individual milestone codes could be <i>FINAL</i> or <i>INTERIM</i> .
Initial Status	Select the initial status to be assigned to the milestone type when an award is generated.

Defining Milestone Statuses

Access the Milestone Status page (Set Up Financials/Supply Chain, Product Related, Grants, Milestone Status).

The screenshot shows the 'Milestone Status' page. At the top, it displays 'SetID: SHARE' and 'Milestone Status: COM'. Below this is a 'Milestone Status Detail' form. The form has a search bar with 'Find | View All | First | 1 of 1 | Last'. The fields are: '*Effective Date:' with a date picker set to '01/01/1900', '*Effective Status:' with a dropdown menu set to 'Active', and '*Description:' with a text box containing 'Completed'.

Milestone Status page

Enter milestone status details. The milestone status is user configurable. One value, COM (Completed), is system-delivered. Leaving the milestone status blank is allowed.

Setting Up the PeopleSoft Grants Forms Printing Solution

To set up forms printing, use the Sponsor Form Detail (GM_SP_FORM_DETAIL) component.

This section provides an overview of forms printing and discusses how to:

- Set up the forms uniform resource locator (URL) maintenance area.
- Enter the names of the PDF templates.

Understanding Forms Printing

The PeopleSoft Grants forms printing solution uses file layouts to generate XML. This is accomplished by using existing PeopleTools functionality. Through the use of XML and XFDF (XML forms data format), the PeopleSoft Grants forms solution maps all of the required data elements to the actual sponsor forms. As a result, you can edit and print forms online using Adobe Acrobat Reader. Because this solution uses standard PeopleTools technology, you no longer need to engage a third party to fulfill your forms printing needs.

Usable Forms

You can use the PeopleSoft Grants forms printing solution with these forms:

- Grant Application (PHS-398)

This is the set of proposal application forms that the NIH requires for funding requests.

- Non-Competing Grant Progress Report (PHS-2590)

This is an interim progress report that the NIH requires recipients to submit for funding. You typically submit this form annually.

- Federal Financial Report (SF-425)

This is a standard form that is used by federal agencies to report the cash management and financial status of single or multiple awards.

Forms Downloads from Sponsor Websites

To set up the PeopleSoft Grants forms printing solution for a database, you can download PDF files from http://www.whitehouse.gov/omb/grants/grants_forms.html

Note. Place these files in the location that is defined on the URL Maintenance page (see the following information).

See Also

Chapter 8, "Preparing and Submitting a Proposal," Submitting Proposals, page 233

Pages Used to Set Up the PeopleSoft Grants Forms Printing Solution

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
URL Maintenance	URL_TABLE	PeopleTools, Utilities, Administration, URLs	Enter the location where you want to download the forms.
Sponsor Forms	GM_SP_FORM_DETAIL	Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Forms	Enter the names of the PDF templates that you are using with the PeopleSoft Grants system.

Setting Up the Forms URL Maintenance Area

Access the URL Maintenance page (PeopleTools, Utilities, Administration, URLs).

URL Maintenance

URL Identifier: GM_FORMS_LOCATION

*Description: Grants PDF templates

*URL: C:\TEMP\

Comments:

URL Maintenance page

Enter the location where you placed the forms in the URL field. This location can be a file system location such as G:\FORMS. In this case, the users need to have access to this location when they are viewing the printed forms. This location can also be a web address such as <http://www.university.edu/Administration/Grants/Forms/>.

Entering the Names of PDF Templates

Access the Sponsor Forms page (Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Forms).

Sponsor Forms

SetID: SHARE Form ID: 2590

Form Detail Find View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

*Description: PHS 2590 Continuation

*Short Description: PHS 2590 File Name: 2590_forms.pdf

Comments: PHS 2590 Continuation Forms.

Sponsor Forms page

Search for and access the pages for the following forms. Then, enter the file name of the form in the File Name field.

Form	File Name (example)
PHS 398	398_Forms.PDF
2590	2590_Forms.PDF
NIHMOD	398_MODULAR.PDF

Chapter 6

Setting Up and Maintaining PeopleSoft Grants Information

This chapter discusses how to:

- Set up and maintain institutions.
- Set up and maintain sponsored projects.
- Set up and maintain departments.
- Set up and maintain sponsors.
- Set up and maintain professional data.
- Maintain subrecipients.
- Define a Contracts Workbench template for Grants.
- Maintain Grants information using the Contracts Workbench.

Setting Up and Maintaining Institutions

To set up and maintain institutions, use these components:

- Institution Profile (INSTITUTION_PROFIL).
- Institution Contacts (GM_IN_CONTACTS).
- FA Rates (GM_FA_RATES).
- Institution Fringe Rates (GM_INST_FRINGE).
- Institution Certification (INSTITUTION_CERT).
- Institution Audit (INSTITUTION_AUDIT).

This section provides an overview of institutional information and discusses how to:

- Establish the institution name.
- Establish institution information.
- Establish institution attributes.

- Establish the institution address.
- Establish institution contacts.
- Establish institution facilities and administration rates.
- Establish institution fringe rates.
- Establish institution certifications and compliances.
- Establish institution audit information.

Understanding Institutional Information

PeopleSoft Grants uses the institutional information that you enter on the Institution Profile page to populate sponsor proposal forms (pre-award) and financial status reports (post-award).

Institution pages capture this information:

- Legal name.
- Addresses.
- Attributes.
- Officials and contacts.
- F&A agreement rates.
- Fringe benefit agreement rates.
- Audits.
- Certifications.
- Compliance issues.

Supporting control pages capture this information:

- Institution types.
- Locations.
- Attribute types.
- F&A rate types and bases.
- Employee classifications.
- Certification types.
- Compliance types.
- Audit types.

The system uniquely identifies institutions through the institution ID. Each institution is associated with a setID. SetID is a key field on each record.

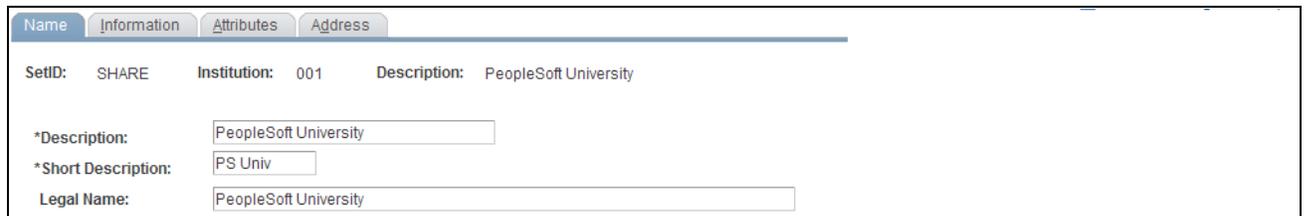
Pages Used to Set Up and Maintain Institutions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Institution - Name	GM_INSTITUTION	Grants, Institutions, General Information	Establish the institution name.
Institution - Information	GM_IN_INFO	Grants, Institution, General Information, Information	Establish institution information.
Institution - Attributes	GM_IN_ATTRIB	Grants, Institution, General Information, Attributes	Establish institution attributes. The data elements that you enter on this page appear on sponsor forms and reports.
Institution - Address	GM_IN_ADDRESS	Grants, Institution, General Information, Address	Establish the institution address. You can assign multiple location addresses to the institution.
Institution Electronic Address	GM_IN_ADDR_E	Click the Additional Info button on the Institution - Address page.	Enter email and uniform resource locator (URL) information for the institution.
Institution - Contacts	GM_IN_CONTACTS	Grants, Institution, Contacts	Establish institution contacts. You can enter contact- and approval-level information for the individuals who are involved in the grants process at the institution.
Facilities Admin Rates	GM_IN_FACILT_ADMIN	Grants, Institution, Facilities Admin Rates	Establish institution F&A rates.
Fringe Rates	GM_IN_FRIN_RATE	Grants, Institution, Fringe Rates	Establish institution fringe rates.
Certifications/Compliance	GM_IN_CERT_COMPL	Grants, Institution, Certifications/Compliance	Establish institution certifications and compliances. This includes all institution-related compliance submissions, including cost accounting standard compliance submissions and federal demonstration project compliance.

Page Name	Definition Name	Navigation	Usage
Institution Cert/Compl Comment (institution certification and compliance comment)	GM_IN_CERT_SEC2	Click the Comments button on the Certifications & Compliances page.	Enter comments about the certifications and compliances.
Audit	GM_IN_AUDIT	Grants, Institution, Audits	Establish institution audit information. This includes historical audit engagement records, related alerts, and resolutions.

Establishing the Institution Name

Access the Institution - Name page (Grants, Institutions, General Information).



Institution - Name page

Enter a long description and short description for the institution, as well as the institution's legal name. Because the data elements for an institution's name are static, this page is not effective-dated.

Note. Through PeopleSoft security, you can limit access to this page to a few individuals within the sponsored program's office. You can also provide view access to any user as needed.

See Also

PeopleTools PeopleBook: Security Administration

Establishing Institution Information

Access the Institution - Information page (Grants, Institutions, General Information, Information).

Institution - Information page

Enter budget default information.

Reports To

Use this field when the institution establishes multiple institutional entities in the system, and one of the entities reports to the other. Values come from the Sponsor and Customer tables.

Federal EIN (Federal Employer Identification Number)

Enter the employer identification number that the United States government issued to the institution.

NIH IPF (National Institutes of Health institutional profile file)

Enter the identification number that the National Institutes of Health issued to the institution.

DHHS Entity ID (Department of Health and Human Services entity identification)

Enter the institution's identification number that the U.S. government's Department of Health and Human Services agency issued to the institution.

Accounting Basis

Select either *Accrual* or *Cash*.

Cost of Living and Institution Base

Enter a percentage, and then select a base type such as *MTDC* (modified total direct cost). These fields establish budget default options for the institution.

Type

Select the type of institution that you are establishing. You can have more than one institution type.

Specification

Enter an institution type if you selected a type of *Other*.

Women Owned

Select if the institution is women owned. This field is available when the type is *Small Business*.

Socially and Economically Disadvantaged

Select if the institution is socially and economically disadvantaged. This field is available when the type is *Small Business*.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 76](#)

Establishing Institution Attributes

Access the Institution - Attributes page (Grants, Institution, General Information, Attributes).

The screenshot displays the 'Institution - Attributes' page in PeopleSoft. At the top, there are tabs for 'Name', 'Information', 'Attributes', and 'Address'. Below the tabs, the following information is shown: SetID: SHARE, Institution: 001, and Description: PeopleSoft University. The main section is titled 'Attributes As Of' and includes a search bar and navigation controls. Below this, the 'Effective Date' is 01/01/1900 and the 'Status' is Active. The 'Detail' section lists two attributes:

- *Attribute Type:** CGRS_DIST (Congressional District). *** Value:** District 1. **Comments:** (empty field).
- *Attribute Type:** DUNS (DUNS Institution Number). *** Value:** 144709193. **Comments:** Institutional DUNS Number.

Institution - Attributes page

Enter all attribute types that you want to associate with the institution.

Attribute Type

The values for this field come from the institution Attribute Type control table. Values might include *Cage Code*, *Congressional District*, *DUNS*, *Equipment Thresholds*, or *National Science Foundation Organization Code*. You can enter multiple attributes by adding rows.

Value

Enter a value (numeric, character, or both) to represent the attribute that you selected.

If the Attribute Type is DUNS, then enter the institutions nine-character DUNS number. This is a required field for the Federal Financial Report.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 76](#)

Establishing the Institution Address

Access the Institution - Address page (Grants, Institution, General Information, Address).

Name	Information	Attributes	Address
SetID:	SHARE	Institution:	001
Description: PeopleSoft University			
Institution Address as of Find View All First 1 of 1 Last			
Effective Date:		01/01/1900	
Status:		Active	
Address Information Find View All First 1 of 1 Last			
*Location:	EGV03	EGV03 - Pleasanton, CA	
Additional Info + -			
<input checked="" type="checkbox"/> Proposal Location <input checked="" type="checkbox"/> Billing Location <input checked="" type="checkbox"/> Award Location			
Phone			
Prefix:	Telephone:	Ext:	
Fax:			
Mailing Address			
Address 1:	4305 Hacienda Dr	Building #:	
City:	Pleasanton	Floor #:	
County:	Alameda	Sector:	
State:	CA California	Postal:	94588
Country:	USA United States	Jurisdiction:	

Institution - Address page

Select a location for the institution and indicate how the location address is used (proposal location, billing location, or award location). Each address has a unique location code.

You can list various locations at the institution. PeopleSoft Grants retrieves the phone and address information for that location on the location control table. Because institution addresses do not routinely change, this page is not effective-dated.

Additional Info (additional information) Click to enter email and URL information for the institution.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Locations

Establishing Institution Contacts

Access the Contacts page (Grants, Institution, Contacts).

The screenshot shows the 'Contacts' page for Institution 001. At the top, it displays 'SetID: SHARE', 'Institution: 001', and 'Description: PeopleSoft University'. Below this is a section for 'Institution Contacts as of' with filters for 'Effective Date' (11/01/2001) and 'Status' (Active). The main section is 'Contact Detail' for Susan Young, showing fields for Employee ID (KU0076), Job Code (KU051), Location (EGV03 - Pleasanton, CA), and Email. Below the contact details is the 'Approval Authority' section, which includes a checked 'Unlimited Threshold' option, 'Currency: USD', a 'Threshold Amount' field, and a checked 'Legally Bind Institution' option. At the bottom, there are sections for 'Phone' (with a 'Type' dropdown) and 'Official' (with an 'Official Type' dropdown set to 'Institution Officer').

Institution - Contacts page

Enter contact information for the individuals who are involved in the grants process. Indicate the person's approval authority and phone information. Assign each official to a particular location. You can have more than one official for each institution.

This page provides institution contact and reviewer data for proposals and awards. Approval levels can determine workflow for a monetary or legally binding review.

Unlimited Threshold Select if the contact can authorize unlimited sums of money.

Threshold Amount Enter a specific maximum monetary amount that the individual has authority to approve.

Legally Bind Institution Select if the contact's signature legally binds the institution.

See Also

[Chapter 6, "Setting Up and Maintaining PeopleSoft Grants Information," Setting Up and Maintaining Professional Data, page 133](#)

Establishing Institution Facilities and Administration Rates

Access the Facilities Admin Rates page (Grants, Institution, Facilities Admin Rates).

Facilities Admin Rates

SetID: SHARE Institution: 001 Description: PeopleSoft University

Rate Agreement Find | View All First 1 of 1 Last

*Effective Date: 07/01/2005 *Status: Active
 Agreement ID: DHHS-02 *Descr: July 2005
 *Negotiation Agency: DHHS
 Regional Office: DHHS Bethesda, MD
 Negotiation Date: 05/03/2005 *Rate Status: Pre-determined

Rate Type Find | View All First 1-2 of 3 Last

*Rate Type: ANIM Animal Care	FA Rate %: 10.00	*Descr: Animal Care Rate
*Rate Type: OFC Off Campus	FA Rate %: 30.00	*Descr: Off Campus Rate

Facilities Admin Rates page

F&A is the facilities and administration rates that you negotiate with your federal cognizant agency. The rate is the amount or percentage that you can recoup for overhead expenditures that you incur as a result of your research

Enter an agreement ID and a description. Select the agency with which you are negotiating F&A rates for the institution and the rate type. Enter the F&A rate percentage and a description.

Because institutions typically negotiate multiple years of sponsored funding at the same time, this page is effective-dated.

Rate Status

The rate statuses act as an indicator as to the status of your negotiated rates. *Provisional*, for example, means that the government has not yet locked down the rate. The rates that you enter here serve as defaults that the system uses during the budgeting phase of your proposal preparation. Rate status options are system-delivered. Values are *Final*, *Fixed*, *Pre-Determined*, and *Provisional*.

Rate Type and FA Rate %
(facilities and administration rate percent)

Multiple rates and rate types may exist for each agreement. Rate types are defined in the F&A rate type control table. The institution's negotiated rates operate during the proposal preparation phase as defaults to provide guidance for budgeting.

See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 76

Establishing Institution Fringe Rates

Access the Fringe Rates page (Grants, Institution, Fringe Rates).

Federal	Rate Percentage	Rate Type	Currency	Annual Amount
<input checked="" type="checkbox"/>	20.00	Faculty		
<input checked="" type="checkbox"/>	10.00	Other		
<input checked="" type="checkbox"/>	20.00	Regular		
<input checked="" type="checkbox"/>	8.00	Temporary		

Fringe Rates page

Use this page to maintain information about your institution's established fringe benefit agreements.

The rates that you enter here serve as defaults to guide the budgeting process for your proposal. When setting up this page, enter a percentage or a flat amount, but not both. If the institution has one rate for federally sponsored programs, and another rate for nonfederally sponsored programs, select the Federal check box for the appropriate rates.

Select or enter the fringe rate type, rate percentage, or annual amount for each row.

Federal Select to designate that the fringe rate type is Federal.

Rate Percentage Enter the percentage at which to calculate fringe benefits for the rate type.

Rate Type Select a value from the list. Values are *Faculty*, *Other*, *Regular*, and *Temporary*.

Currency Select the currency that you want the system to use to calculate the fringe rate.

Annual Amount If fringe benefits are calculated annually, enter an amount. The institution's fringe rates operate during the proposal preparation phase as defaults that are associated with employee classifications for budgeting.

Establishing Institution Certifications and Compliances

Access the Certifications/Compliance page (Grants, Institution, Certifications/Compliance).

Certifications/Compliance

SetID: SHARE Institution: 001 Description: PeopleSoft University

Certifications & Compliances Find | View All First 1 of 1 Last

*Effective Date: 11/01/2001 *Status: Active Entered By: VP1

Details Customize | Find | View All First 1-5 of 6 Last

Compliance Info Sponsor Info

*Code	Short Description	*Indicator	Certification Date	Expiration Dt	Reference Number
DRUG0	Drug-Free	Yes	07/01/2001	06/30/2006	
FEDDT	Fedrl Debt	Yes	07/01/2001	06/30/2005	
INVPT	Inventions	Yes	08/03/2001	06/30/2010	
LOBBY	Lobbying	Yes	07/01/2001	06/30/2005	
SEXDE	Sex. Dscr.	Yes	07/01/2001	06/30/2004	

Certifications/Compliance page

Select a certification and compliance code, indicator, certification or disclosure date, end date, and reference number (if appropriate). Enter a customer and any comments that you may have for each certification or compliance on the page.

For audit purposes, PeopleSoft Grants saves the user IDs of individuals who make changes to this page.

Reference Number Enter any relevant external reference numbers that a compliance committee may supply.

Comments Click to add comments about the certifications and compliances.

Note. Before you enter institution compliance data, establish all compliance and certification codes in the compliance type and certification type control tables.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 76](#)

Establishing Institution Audit Information

Access the Audit page (Grants, Institution, Audits).

Audits

SetID: SHARE Institution ID: 001 Audit Type: A133 A-133

Audit Information Find | View All First 1 of 1 Last

*Effective Date: 07/01/2004 *Status: Active

Program Coverage: Audits of States, Local Governments & Non-Profits

Sponsor: Begin Date: 07/01/2003

Name of Auditor: PricewaterhouseCoopers End Date: 06/30/2004

Audit Report ID: A052962 Report Date: 09/01/2004

Alert Number Find | View All First 1 of 1 Last

Alert Number: 1

Resolution Official: IXHEEE102 Angelini, Gina

Description: Audit reviewed and necessary actions taken

Audits page

For each audit, describe what the program covers. Select the name of the sponsor that is conducting the audit, and then enter the name of the auditor, the audit report ID number, and all date information.

For each combination of audit type and begin date, you can maintain multiple audit alerts, the name of the audit resolution official, and a description of the alert.

Audit types are defined in the audit type control table. This information supports compliance with sponsor reporting requirements.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 76](#)

Setting Up and Maintaining Sponsored Projects

To set up and maintain sponsored projects, use the Sponsored Projects Office (GM_SPO_OFFICIAL) component.

This section provides an overview of sponsored projects setup and maintenance and discusses how to set up and maintain the sponsored projects office (SPO).

Understanding Sponsored Projects Setup and Maintenance

Define the sponsored projects offices to be used by institution. Workflow uses the email address established here.

Page Used to Set Up and Maintain Sponsored Projects Office

Page Name	Definition Name	Navigation	Usage
Sponsored Projects Office	GM_SPO_OFFICIAL	Grants, Sponsored Projects Office, General Information	Set up and maintain the sponsored projects office. Enter a description, employee contact, and authorized representative information for the SPO.

Setting Up and Maintaining the Sponsored Projects Office

Access the Sponsored Projects Office page (Grants, Sponsored Projects Office, General Information).

Sponsored Projects Office

SetID: SHARE SPO ID: SPO1

*Short Description:

*Description:

Contact: Grafton, Kenneth

Authorized Representative			
Empl ID	Name	NSPIRES User Name	
1	<input type="text"/>	<input type="text"/>	+ -

Sponsored Projects Office page

Identify an SPO and a contact person for that office. This SPO office is associated with one or more departments. On the General Information page (Grants, Department, General Information) you associate the value that you establish with the department. This information is displayed on the Proposal Project page.

If you are registered with NSPIRES (NASA Solicitation and Proposal Integrated Review and Evaluation System), enter your user name.

Setting Up and Maintaining Departments

To set up and maintain departments, use the Department Profile (DEPARTMENT_PROFILE) and Department Contacts (GM_DEPT_CONTACTS) components.

This section provides an overview of department setup and maintenance and discusses how to:

- View the department profile.
- Establish department addresses.
- Establish department attributes.

- Establish department contacts.

Understanding Department Setup and Maintenance

Use the department profile pages to create and maintain information about the institution's research units for the purpose of administering grants. Department values represent the hierarchical breakdown of the institution into entities such as departments, divisions, centers, institutes, and laboratories.

Here is some general information about setting up and maintaining departments:

- PeopleSoft departments are organized by setID; setIDs are the labels that PeopleSoft software uses to identify a tableset.
- You can create tablesets for the setup tables to share control table data among multiple business units and minimize redundant tasks.
- The structure and features of the delivered PeopleSoft General Ledger departments enable institutions to maintain PeopleSoft Grants data and financial information for a department (college, division, department).

This existing structure that exists within the Department table (DEPARTMENT_TBL) enables post-award financial and reporting processes, such as billing, payments, and purchase orders.

- You establish new departments first through the hierarchical tree structure in PeopleSoft Tree Manager.
- PeopleSoft software uses the terms *department* and *unit* interchangeably (the departmental entity in PeopleSoft software represents a broader scope than the traditional university department).
- An entity within the institution that tracks expenses and revenues can also be an entity that receives funds through proposals and awards.
- An entity that receives sponsored funding can also be an entity against which transactions are reported.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Summarizing ChartFields Using Trees"

Pages Used to Set Up and Maintain Departments

Page Name	Definition Name	Navigation	Usage
Department - Department	GM_DEPARTMENT	Grants, Departments, General Information	Display grants information on the colleges, departments, divisions, and other defined units for the institution.
Department - Address	GM_DEPT_ADDRESS	Grants, Departments, General Information, Address	Establish the primary department location for the grants administration process at the institution.

Page Name	Definition Name	Navigation	Usage
Department - Attribute	GM_DEPT_ATTRIBUTE	Grants, Departments, General Information, Attribute	Select the data elements that appear on sponsor forms and reports.
Contacts	GM_DEPT_CONTACTS	Grants, Departments, Contacts	Enter contact information about the individuals who are associated with a specific department. The institution uses this information for proposal and award processing.

Viewing the Department Profile

Access the Department - Department page (Grants, Departments, General Information).

The screenshot displays the 'Department Manager' page. At the top, there are tabs for 'Department', 'Address', and 'Attribute'. Below the tabs, the following information is shown:

- SetID: SHARE Department: 1 Description: Department 1
- Effective Date: 01/01/1900 Status as of Effective Date: Active
- Manager ID: KU0042 Manager Name: Schumacher, Kenneth
- Major Subdivision:
- Institution:
- SPO: Contact:

Department - Department page

Select the major subdivision, institution, and SPO to associate with the department.

You cannot modify department ChartField information on the PeopleSoft Grants pages. The fields appearing on this page come from the Department table. You establish the display information on this page when you design the department ChartField. You must change these fields on the Design ChartFields pages within the PeopleSoft Financials system.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Configuring ChartFields"

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining and Using ChartFields," Entering and Maintaining ChartField Values

Establishing Department Addresses

Access the Department - Address page (Grants, Departments, General Information, Address).

Department	Address	Attribute
SetID: SHARE	Department: 1	Description: Department 1
Department Address Info Find View All First 1 of 1 Last		
*Effective Date: 08/10/2009	*Status: Active	
Location:		
Email:		URL:
Phone		
Prefix:	Telephone:	Ext: Fax:
Mailing Address		
Address 1:		Building #:
City:		Floor #:
County:		Sector:
State:		Postal:
Country:		Jurisdiction:

Department - Address page

Select the location of the department, and then enter its email address and URL.

Location

Select a primary department location for the grants administration process. You establish individual locations on the Location Definition page. Phone and mailing address information is supplied by default from the location table.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Locations

Establishing Department Attributes

Access the Department - Attribute page (Grants, Departments, General Information, Attribute).

Department - Attribute page

Attribute Type

Select an attribute type from the list. Values might include *Cage Code*, *Congressional District*, *Equipment Thresholds*, and *National Science Foundation Organization Code*.

These data elements appear on sponsor forms and reports. Institutions define their own sets of relevant attributes (such as DUNS+4) on the Attribute Type control page. You can also enter attributes at the institution level on the Institution Attributes page.

Value

Enter a numeric or alphabetic value, or use a combination of numbers and letters.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 76](#)

Establishing Department Contacts

Access the Contacts page (Grants, Departments, Contacts).

Contacts page

Select an employee ID for the department contact. The contact information (name, job code, location, and email) appears. Select an approval authority level for each contact.

You can designate multiple employees as contacts. Each employee can also have multiple official types (such as department head, representative, and payee), and multiple phone numbers.

Unlimited Threshold Select if the contact has unlimited authority to sign or approve contracts.

Threshold Amount Enter the maximum monetary amount for which the contact can sign or approve a contract. The institution can use this level to determine workflow for monetary or legally binding reviews.

Legally Bind Institution Select if the contact's signature legally binds the institution.

See Also

[Chapter 6, "Setting Up and Maintaining PeopleSoft Grants Information," Setting Up and Maintaining Institutions, page 99](#)

Setting Up and Maintaining Sponsors

To set up and maintain sponsors, use these components:

- Customer General (CUSTOMER_GENERAL).
- Sponsor Forms Used (SPNSR_FORMSUSED).
- Sponsor Facilities Administration Rates (GM_SP_FACILT_ADMIN).
- Sponsor Guidelines (GM_SP_GUIDELINE).

- Sponsor Budget Categories (GM_SP_BUD_CAT).
- Sponsor Website Setup (GM_SPN_URL_SETUP).
- Overall Sponsor Links (GM_SPN_URL).

This section provides overviews of sponsor setup and maintenance and sponsor guidelines and discusses how to:

- Establish general sponsor information.
- Create sponsor details.
- Create sponsor attribute types.
- Establish bill to options.
- Establish ship to options.
- Establish sold to options.
- Enter miscellaneous general information.
- Establish sponsor forms.
- Establish sponsor F&A rates.
- Establish sponsor guidelines.
- Establish sponsor budget items.
- Set up sponsor website links.
- View and use sponsor websites.

Understanding Sponsor Setup and Maintenance

With PeopleSoft Grants, you can create and maintain profiles for external sponsors who support research at institutions of higher education.

Here are some general guidelines about setting up and maintaining sponsors:

- Indicate that the sponsor is a PeopleSoft Grants sponsor when you add a PeopleSoft Grants sponsor.
This enables all PeopleSoft Grants users to view only PeopleSoft Grants-applicable sponsors rather than all customers and sponsors.
- You can populate and administer proposals, awards, forms, reports, and billings after you capture sponsor data.
- The institution can determine sponsor and subsponsor relationships and levels.
- If a sponsor allows proposals with multiple principle investigators and co-principle investigators, then you must indicate this when setting up the sponsor.

Understanding Sponsor Guidelines

Sponsor guidelines are special notations, limits, or rules that a sponsor may have regarding how you can use their funds when they are awarded. The institution can determine the level of detail for sponsor guidelines (for example, whether specific guidelines exist for each cost category or one guideline exists that includes a list of cost categories). The processing implications of sponsor guidelines are implementation-specific.

Here are some guidelines that you can use for sponsors:

- Expanded Authorities.

The sponsor gives you the authority to use remaining funds for these budget periods without first requesting permission from the sponsor.

- Salary Cap.

The sponsor can specify a limit to how much of the sponsored funds can be used for salary expenditures.

- Fly American Carriers.

The sponsor can require that any travel that you do in conjunction with the research activities be conducted using only U.S. carriers.

Sponsor guidelines serve as a reference and have no processing implications. They are defined in a guideline control table at a level of detail that the institution determines. You can associate multiple guidelines with one sponsor.

Pages Used to Set Up and Maintain Sponsors

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Sponsor - General Info (general information)	CUST_GENERAL1	Grants, Sponsors, General Information	Add or review a customer's name and level information and assign associated roles.
Sponsor - Details	GM_SPNSR	Grants, Sponsors, General Information, Details	Enter and maintain PeopleSoft Grants-specific billing information about a sponsor.
Sponsor - Attributes	GM_SP_ATTRIB	Grants, Sponsors, General Information, Attributes	Select data elements to appear on sponsor forms and reports.
Sponsor - Bill To Options	CUST_BILLTO_OPT	Grants, Sponsors, General Information, Bill To Options	Enter billing information.
Sponsor - Ship To Options	CUST_SHIPTO_OPT1	Grants, Sponsors, General Information, Ship To Options	Enter customer information for the ship to customer.

Page Name	Definition Name	Navigation	Usage
Sponsor - Sold To Options	CUST_SOLDTO_OPT	Grants, Sponsors, General Information, Sold To Options	Enter or select various sold to and pricing options.
Sponsor - Miscellaneous General Info (miscellaneous general information)	CUST_GENERAL_MISC	Grants, Sponsors, General Information, Miscellaneous General Info	Enter the customer's web address, currency code, rate type, and support team code.
Sponsors - Forms	GM_SP_FORMSUSED	Grants, Sponsors, Forms	Link a sponsor to multiple form IDs, form names, form descriptions, and form transmission codes that you have established on the forms control table.
Sponsors - Facilities Admin Rates (sponsor facilities and administration rates)	GM_SP_FACILT_ADMIN	Grants, Sponsors, Facilities Admin Rates	Assign multiple F&A rate types and rate percentages to a sponsor.
Sponsors - Guidelines	GM_SP_GUIDELINE	Grants, Sponsors, Guidelines	Link a sponsor to one or more guidelines.
Sponsors - Budget Items	GM_SP_BUD_CAT	Grants, Sponsors, Budget Items	Associate a sponsor with specific budget items.
Sponsor Website Setup	GM_SPN_URL_SETUP	Setup Financials/Supply Chain, Product Related, Grants, Sponsor Websites Setup	Configure sponsor URL links. The links appear on the Sponsor Websites page.
Sponsor Websites	GM_SPN_URL	Grants, Sponsor Websites	View sponsor URL links and use links to access sponsor web pages.

Establishing General Sponsor Information

Access the Sponsor - General Info page (Grants, Sponsors, General Information).

General Info		Details	Attributes	Bill To Options	Ship To Options	Sold To Options	Miscellaneous General Info
SetID:	SHARE	Sponsor:	1018	General Info Links: ...More			
*Customer Status:	Active	Level:	Regular				
*Date Added:	01/01/1900	*Since:	01/01/1900	*Type:	User 1		
*Name 1:	National Institute of Health		*Short Name:	National I			
Name 2:							
Currency Code:	USD	Rate Type:	CRRNT				
Financial Sanctions							
<input checked="" type="checkbox"/> Confirmed	Reason Code:						
Do not screen for:	<input type="text"/> Days	Next Screening:	08/10/2009				
Roles							
<input checked="" type="checkbox"/> Bill To Customer	<input checked="" type="checkbox"/> Correspondence Customer						
Bill To Selection	Correspondence Selection						
<input checked="" type="checkbox"/> Ship To Customer	<input checked="" type="checkbox"/> Remit From Customer						
Ship To Selection	Remit From Selection						
<input checked="" type="checkbox"/> Sold To Customer	<input checked="" type="checkbox"/> Corporate Customer						
Sold To Selection	Corporate Selection						
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer	Consolidation Business Unit: <input type="text"/>					
<input type="checkbox"/> Indirect Customer	<input checked="" type="checkbox"/> Grants Management Sponsor						
Federal Attributes							
<input type="checkbox"/> Federal Customer	Trading Partner Code:	<input type="text"/>	Disbursing Office:	<input type="text"/>			
<input type="checkbox"/> Appropriation Symbol Not Required for Reimbursable Agreements							

Sponsor - General Info page (1 of 2)

Team Code	Default	Description
A-1	<input checked="" type="checkbox"/>	Super Support Team

Address Locations	
*Location: 1	<input checked="" type="checkbox"/> Bill To <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Broker <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Ship To <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Indirect <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Sold To <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Correspondence Address
Description: Main Address	<input type="checkbox"/> RFID Enabled VAT Default VAT Service Treatment Setup

Address Details		
*Effective Date: 01/01/1900	*Status: Active	Language Code: English
Tax Code:	Physical Nature:	Where Performed: Ship To Location
Country: USA United States	Address 1: 6701 Rockledge Drive	Alternate Name 1:
	Address 2: Room 1040-MSC7710	Alternate Name 2:
	Address 3:	View Phone Information
		View Map
City: Bethesda	<input type="checkbox"/> In City Limit	
County: Bethesda	Postal: 20892-7710	
State: MD Maryland		

General Info Links: ...More

Sponsor - General Info page (2 of 2)

Grants Management Sponsor Select to designate this sponsor as a PeopleSoft Grants sponsor.

Instructions for establishing general sponsor and address information appear in the *PeopleSoft Order to Cash Common Information PeopleBook*.

See Also

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Maintaining General Customer Information"

Creating Sponsor Details

Access the Sponsor - Details page (Grants, Sponsors, General Information, Details).

The screenshot displays the 'Sponsor - Details' page in PeopleSoft. At the top, there are navigation tabs: General Info, Details (selected), Attributes, Bill To Options, Ship To Options, Sold To Options, and Miscellaneous General Info. Below the tabs, the SetID is 'SHARE' and the Sponsor is '1018'. The main section contains several fields and options:

- Level:** DIV (Division Sponsor Level)
- Sponsor Type:** FED (Federal)
- Program Type:** CLIN (Clinical Research)
- Reports To Sponsor:** 1020 (Department of Health & Human Services)
- CFDA Number:** 93.279
- Sponsor Base:** MTDC
- Federal Share Percentage:** 100.00
- Options:**
 - Federal
 - US Flag Carrier Required
 - Foreign
 - Allow CO-PI's
 - Allow Multiple PI's
 - Show Indirect Expenses on FFR
- Cost of Living Increase Pct:** 2.95
- Sponsor Salary Cap:** 175,700.00
- Allowable Construction Pct:** [Empty]
- Not allowable Construction Pct:** [Empty]

Below these fields are two sections:

- Letter of Credit Details:**
 - Letter of Credit
 - Letter of Credit Sponsor: 1018
- Letter of Credit Info:**
 - LOC Number: DHHS-001
 - Comments: DHHS Letter of Credit

Sponsor - Details page

Reports To Sponsor

Select the agency to which the sponsor reports (optional). For example, the National Institutes of Health reports to the Department of Health and Human Services. Values come from the sponsor control table.

CFDA Number (Catalog of Federal Domestic Assistance number)

Enter the number of the CFDA program. This number relates only to federal domestic assistance awards (or pass throughs).

Cost of Living Increase Pct (cost-of-living increase percentage)

Enter the percentage by which cost-of-living expenses should increase. Use this field when a budget is prepared for a proposal that is sent to the sponsor.

Sponsor Base

Select the base rate upon which you want to calculate F&A. Values include *Animal* (animal care costs), *MTDC* (modified total direct costs), *S&W* (salaries and wages), and *TDC* (total direct costs).

The sponsor base is the F&A base type that is supplied by default to the proposal and award pages for the calculation of F&A amounts.

Sponsor Salary Cap

You define the salary cap amount on the Details page of the sponsor. Select or enter all PeopleSoft Grants-specific billing information about the sponsor and select all options that apply. When you set up the proposal budget, use the cost-of-living-increase percentage and sponsor base that you enter here. When you are in the Personnel Detail page and enter the salary information, the total salary is computed. After the total salary is determined, the system verifies whether that amount is more than the salary cap that is defined for this sponsor. If total salary amount is more than the salary cap, the user receives a warning message.

- Letter of Credit** Select this check box if the sponsor uses letters of credit to provide funding for awards.
- Letter of Credit Sponsor** If you select the Letter of Credit check box, select a value for this field. Values come from the sponsor control table.
- When you select the letter-of-credit sponsor, the system displays fields at the bottom of the page containing letter-of-credit information.
- Allow CO-PI's (allow co-principal investigators)** Select to allow co-principal investigators if the sponsor allows CO-PI's. Some sponsors do not recognize the CO-PI role. By selecting or deselecting this check box, you control whether the CO-PI role is displayed or hidden on the drop-down list box of the Proposal page.
- Allow Multiple PI's (allow multiple principal investigators)** Select to allow multiple principal investigators (PI's). When this check box is selected, the Allow Multiple PI's field is available on the Proposal page.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Sponsor Controls, page 85](#)

Creating Sponsor Attribute Types

Access the Sponsor - Attributes page (Grants, Sponsors, General Information, Attributes).

Sponsors - Attributes page

Select the data elements that you want to appear on sponsor forms and reports.

Sponsor attributes help track details, such as the types of research or programs that a sponsor funds and the funding restrictions that it maintains.

You can define a set of relevant attributes on the Attribute Type control page, using either numeric or alphabetic values. The attribute control record enables an institution to define any attribute that applies to its grants administration process, provided that the attribute is not already defined within PeopleSoft Grants.

To use another sponsor's attribute information:

1. Select *Same as Sponsor* as the attribute code.
2. Select a sponsor from the Use From Sponsor field.
3. Click the Same As Sponsor Attributes button.

The bottom part of the page appears with the sponsor's attribute information.

To use attribute information that is not from another sponsor:

1. Select an attribute code other than *Same as Sponsor*.
2. Complete the Attribute Value and Comments fields.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Sponsor Controls, page 85](#)

Establishing Bill To Options

Access the Sponsor - Bill To Options page (Grants, Sponsors, General Information, Bill To Options).

General Info		Details		Attributes		Bill To Options		Ship To Options		Sold To Options		Miscellaneous General Info			
SetID:	SHARE	Sponsor:	1018	National Institute of Health											
Customer Bill To Options Find View All First 1 of 1 Last															
*Effective Date:		01/01/1900		*Status:		Active		Currency Code:		USD		Rate Type:		CRRNT	
Responsibilities:															
Credit Analyst:				JKB				Collector:				MOM			
AR Specialist:								Billing Specialist:				GDE			
Billing Authority:				ACE				Bill Inquiry Phone:				408-641-CORP			
Billing Options							Billing Consolidation Data								
<input checked="" type="checkbox"/> Direct Invoicing <input type="checkbox"/> Federal Highway File <input type="checkbox"/> Prompt for Billing Currency *Freight Bill Type: Shipping Bill Type: GM Billing Cycle Identifier: MTH-END Invoice Form: GM_LOC Bill By Identifier: GM_LOC AR Distribution Code: AR Hold Number of Days:							Consolidation Key: SetID: Customer ID:								
InterUnit Billing							Blanket Purchase Orders								
<input type="checkbox"/> InterUnit Customer GL Business Unit:							Blanket PO Number: Start Date: End Date:								
Reference Qualifier Code:							Order Management Options								
							<input type="checkbox"/> Purchase Order Required <input type="checkbox"/> Disable Prices on Receipt								
							Immediate Payment Options								
							<input type="checkbox"/> Immediate Payment Required Deposit Percent:								

Sponsors - Bill To Options page (1 of 2)

Payment Method Options				Payment Predictor Options			
Payment Method: CHK				<input type="checkbox"/> Partial Payment Switch <input type="checkbox"/> Payment Predictor Hold Method:			
Draft Type:				Payment Terms			
Direct Debit Group:				Payment Terms ID:			
Bank Account:				Description:			
Draft Document Required:				Discount Grace Days:			
Draft Approval:				Due Grace Days:			
Direct Debit Profile ID:				Bank Holiday Options			
Credit Card Profile:				Bank Holiday Options: Not Applicable			
Write-Off Info				Days:			
Maximum Write-Off Amount: 999999999999.990				<input checked="" type="checkbox"/> Allow due date in next month			
Maximum Write-Off Percent: 100							
Days Until Write-Off:							
General Info Bill To Selection Credit Profile Return to Sponsors							

Sponsors - Bill To Options page (2 of 2)

Instructions for establishing bill to options appear in the *PeopleSoft Order to Cash Common Information PeopleBook*.

See Also

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Maintaining General Customer Information"

Establishing Ship To Options

Access the Sponsor - Ship To Options page (Grants, Sponsors, General Information, Ship To Options).

The screenshot displays the 'Ship To Options' configuration page. At the top, it shows the SetID (SHARE), Sponsor (1018), and Name (National Institute of Health). The main section is titled 'Ship To Customer Options' and contains several input fields and dropdown menus. The 'Effective Date' is set to 01/01/1900 and the 'Status' is Active. The 'Distribution Network Code' is CORP and the 'Language Code' is English. Below these are fields for 'Store Number', 'Carton Label Format ID', and 'Ship Container Label Format ID'. There are also checkboxes for 'Single Ship Flag' and 'Allow Overpick', and a field for 'Maximum Picking Tolerance'. The page is divided into four sub-sections: 'Just In Time Parameters' (Ship Prior to Request Date: Yes, Number of Days Early, Days Allowed After Request Date), 'Demand Fulfillment Options' (Partial Schedules: Yes, Partial Order: Yes, Cancel Backorder: No), 'Domestic Shipments' (Ship Via, Freight Terms Code, Carrier ID, Priority, Deliveries restricted to order, Use Preferred Freight Carrier), and 'Export Shipments' (Export Ship Via, Export Freight Terms Code, Export Carrier ID, Export Priority).

Sponsors - Ship To Options page (1 of 2)

This screenshot shows the bottom portion of the 'Ship To Options' page. It features two main sections: 'Required Documents' and 'Export Flags'. The 'Required Documents' section includes checkboxes for 'Canadian Customs Invoice', 'Shipper's Export Declaration', 'Certificate of Origin', and 'NAFTA'. The 'Export Flags' section includes checkboxes for 'Insurance Required' and 'Flag Orders for Export', a text field for 'AERP', and a checkbox for 'Military'. At the bottom of the page, there are several navigation links: 'General Info', 'Ship To Selection', 'Carrier Account Numbers', 'Exception Ship Dates', 'VMI Options', and 'Return to Sponsors'.

Sponsors - Ship To Options page (2 of 2)

Instructions for establishing ship to options appear in the *PeopleSoft Order to Cash Common Information PeopleBook*.

See Also

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Maintaining General Customer Information"

Establishing Sold To Billing Options

Access the Sponsor - Sold To Options page (Grants, Sponsors, General Information, Sold To Options).

The screenshot displays the 'Sold To Options' page in PeopleSoft. At the top, there are tabs for 'Bill To Options', 'Ship To Options', 'Sold To Options', and 'Miscellaneous General Info'. Below the tabs, the 'SetID' is 'SHARE' and the 'Sponsor' is '1018 National Institute of Health'. The main content area is titled 'Sold To Customer Options' and includes the following sections:

- General Information:** *Effective Date: 01/01/1900, *Status: Active (dropdown), Order Number Preference (radio buttons for System Product ID, Customer Product ID, UPC, Universal Item ID), UPN Type Code: (text field).
- Options:** Allow Product Substitutions, Restocking Fee, Freight Charge Method: (dropdown), Carton Label Format ID: (text field), Ship Container Label Format ID: (text field).
- Pricing Options:** Grace Pricing Discount Days: (text field), Weight and Volume: (text field), Exclusive Pricing ID: (text field), Arbitration Plan: (text field), Allow Adjustments to Buying Agreement Price: No (dropdown).
- VMI Options:** VMI Order Consolidation: (dropdown), Receipt Verification, Order Verification.

At the bottom of the page, there are navigation links: [General Info](#), [Sold To Selection](#), [Hierarchy](#), [Product Catalogs](#), and [Product Aliases](#).

Sponsors - Sold To Options page

Instructions for establishing sold to billing options appear in the *PeopleSoft Order to Cash Common Information PeopleBook*.

See Also

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Maintaining General Customer Information"

Entering Miscellaneous General Information

Access the Sponsor - Miscellaneous General Info page (Grants, Sponsors, General Information, Miscellaneous General Info).

Instructions for establishing miscellaneous information appear in the *PeopleSoft Order to Cash Common Information PeopleBook*.

See Also

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Maintaining General Customer Information"

Establishing Sponsor Forms

Access the Sponsors - Forms page (Grants, Sponsors, Forms).

Sponsors - Forms page

To use the same forms as another sponsor:

1. Select *Same As Sponsor* from the Form Identification field.
2. Select a sponsor from the Use From Sponsor field.
3. Click the Same As Sponsor Forms button.

The selected sponsor's forms appear in the lower region of the page.

To use forms that are not from another sponsor:

1. Select a form identification other than *Same As Sponsor*.
2. Select the method by which to transmit the form.
3. Enter a description.
4. To add more forms, insert a row and repeat steps 1 to 3.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Sponsor Controls, page 85](#)

Establishing Sponsor F&A Rates

Access the Sponsors - Facilities Admin Rates page (Grants, Sponsors, Facilities Admin Rates).

Facilities Admin Rates

SetID: SHARE Sponsor: 1000 Alliance Group

Facilities and Administration As Of Find | View All First 1 of 1 Last

*Effective Date: 08/10/2009 *Status: Active

Same as Institution

Facilities Admin Waiver List

Detail Find | View All First 1 of 1 Last

*Rate Type FA Rate % *Description

Sponsors - Facilities Admin Rates page

Same as Institution

Select this check box if the sponsor uses the same rates as the institution and you have no rate types defined for the sponsor.

Institutions establish F&A rate types (for example, on campus, off campus, other, and so on) in the F&A rate control table prior to establishing sponsor F&A rate values. Certain sponsors may not have specified rates, whereas others may require that these rates be included in the proposal budget.

Facilities Admin Waiver List (facilities administration waiver list) and Waiver Reason

Select this check box if the sponsor is on an F&A waiver list, and then enter a waiver reason. PeopleSoft Grants uses the rates for budgeting purposes. The Waiver Reason field does not appear until you select the Facilities Admin Waiver List check box.

Rate Type, FA Rate % (facilities and administration rate percentage), and Description

Enter an F&A rate percentage and description for each F&A rate type that you add.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 76](#)

Establishing Sponsor Guidelines

Access the Sponsors - Guidelines page (Grants, Sponsors, Guidelines).

Sponsors - Guidelines page

Select an effective date and status for each guideline.

To use the guidelines of another sponsor:

1. Select *Same As Sponsor* as the guideline.
2. Select a sponsor from the Use From Sponsor field.
3. Click the Same As Sponsor Guidelines button.

Guideline information appears in the lower region of the page.

To use guidelines that are not from another sponsor:

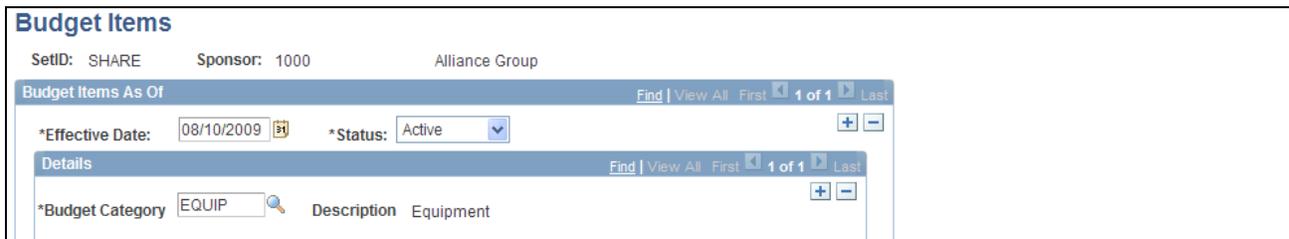
1. Select a guideline other than *Same As Sponsor*.
2. Enter a description.
3. To add more guidelines, insert a row and repeat steps 1 and 2.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Sponsor Controls, page 85](#)

Establishing Sponsor Budget Items

Access the Sponsor - Budget Items page (Grants, Sponsors, Budget Items).



Sponsors - Budget Items page

Enter as many budget items as you need for the sponsor. If you enter any budget items, then the assumption is that the full set that you want to use will be included here.

Note. If you do not need to specify budget items by sponsor, bypass this page. If none have been entered, when you prepare the proposal and award budgets, the system makes all of the budget items that are defined in the budget item control table available for selection.

Budget Item

Select the budget item that you want to associate with the sponsor. Selecting budget items on this page assists in budget preparation.

You can assign multiple budget items and descriptions to sponsors. When you create a proposal budget, the Look Up Item page contains only the sponsor's allowable budget items.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 76](#)

Setting Up Sponsor Website Links

Access the Sponsor Website Setup page (Setup Financials/Supply Chain, Product Related, Grants, Sponsor Websites Setup).

Sponsor Website Setup

Block Headings

Block 1 Main Federal	Block2 National Institutes of Health
Block3 National Science Foundation	Block4
Block5	Block6

Details

*Block Number	*URL	Use Description	*Description		
Block1	http://www.grants.gov	<input type="checkbox"/>	Grants.gov	+	-
Block1	http://www.grants.gov/buildreleases	<input checked="" type="checkbox"/>	Grants.gov updates	+	-
Block2	http://grants.nih.gov/grants/forms.htm	<input checked="" type="checkbox"/>	NIH Forms and Applications	+	-
Block2	http://www.nih.gov/	<input type="checkbox"/>	NIH main page	+	-
Block3	http://www.nsf.gov/	<input type="checkbox"/>	NSF main page	+	-
Block3	http://www.nsf.gov/funding	<input checked="" type="checkbox"/>	NSF Find Fundng	+	-

Sponsor Website Setup page

Organize sponsor website links by defining up to six custom block headings and adding links to the respective blocks.

Use Description Select if you want the description to appear on the Sponsor Websites page instead of the URL.

Viewing and Using Sponsor Websites

Access the Sponsor Websites page (Grants, Sponsor Websites, Sponsor Websites).

Sponsor Websites

Main Federal

<http://www.grants.gov>

[Grants.gov updates](#)

National Institutes of Health

[NIH Forms and Applications](#)

<http://www.nih.gov/>

National Science Foundation

<http://www.nsf.gov/>

[NSF Find Fundng](#)

Sponsor Websites page

Displays the sponsor links that are defined on the Sponsor Website Setup page. You can use the links to access sponsor websites. Only blocks that contain a URL display.

Setting Up and Maintaining Professional Data

To set up and maintain professional data, use these components:

- Professional Data (GM_PERS_DATA).
- Job Data (GM_JOBDATA).
- Advisor/Advisee (GM_ADVISOR_ADVISEE).
- Professional Collaboration (GM_PERS_COLLAB).
- Education (EDUCATION_GM).
- Work Experience (GM_WRK_EXPERIENCE).
- Honors and Awards (GM_HONORS_AWARDS).
- Professional Key Words (GM_PERS_KEYWORDS).
- Professional Languages (LANGUAGES_PERS).
- Licenses/Certifications (GM_LIC_CERTS).
- Professional Membership (GM_PERS_MEMBERSHIP).
- Professional Names (NAMES_PERS).
- Professional Publications (GM_PERS_PUBLCN).

This section provides an overview of professional data setup and maintenance, lists a prerequisite, and discusses how to:

- Enter professional data.
- Store professional job and employment data.
- Store professional employment data.
- Establish professional advisors and advisees.
- Store professional collaborations.
- Establish professional educational information.
- Establish professional experience.
- Establish professional honors and awards.
- Establish professional key words.
- Establish professional language proficiency.
- Establish professional licenses and certifications.
- Establish professional memberships.

- Establish professional names.
- Establish professional publications.

Understanding Professional Data Setup and Maintenance

Professional profile information is critical to the proposal preparation process and supports both the pre-award and post-award functions of grants administration.

The professional profile pages store professional data. As information changes, you can maintain and update the data. The institution defines, through PeopleSoft Security, who can add and update professional profile data.

PeopleSoft Grants provides two professional reports, one that produces a biographical sketch for proposals, and one that produces a report on current and pending research support.

See Also

[Appendix E, "PeopleSoft Grants Reports and Forms," PeopleSoft Grants Reports and Forms: A to Z, page 449](#)

Prerequisite

Before you set up professional profile information, set up and run the application messaging process to import data from PeopleSoft Human Resources. This process populates some of the human resource type fields in PeopleSoft Grants so that all you have to do is complete the PeopleSoft Grants-specific fields for your professionals.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Professional Controls, page 88](#)

[Chapter 13, "Understanding Integrating PeopleSoft Grants with Other Applications," PeopleSoft Human Resources Management, page 371](#)

Pages Used to Set Up and Maintain Professional Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Professional Data	GM_PERS_DATA	Grants, Professionals, Professional Data	Enter professional personal information for new or existing employees.
Job Data	GM_JOB_DATA1	Grants, Professionals, Job and Employment Data	Store basic information about an employee's current job.

Page Name	Definition Name	Navigation	Usage
Employment	GM_JOB_DATA2	Grants, Professionals, Job and Employment Data, Employment	Store basic information about an employee's employment status.
Advisor/Advisee	GM_ADVISOR_ADVISEE	Grants, Professionals, Advisor/Advisee	Establish and maintain advisor and advisee relationships.
Collaboration	GM_PERS_COLLAB	Grants, Professionals, Collaboration	Store a list of persons, including their organizational affiliations, who have collaborated with a professional on a book, article, report, paper, patent, copyright, software system, or other project.
Education	GM_PERS_EDUCATION	Grants, Professionals, Education	Enter educational information about a professional, such as degrees earned, grade point average, majors, and schools.
Experience	GM_PERS_WORK_EXP	Grants, Professionals, Experience	Track the previous employment history, field experience, laboratory experience, and training for the professional.
Honors and Awards	GM_HONORS_AWARDS	Grants, Professionals, Honors and Awards	Enter multiple grantors for the same honor or award.
Key Words	GM_PERS_KEYWORD	Grants, Professionals, Key Words	Associate key words that are contained in the key word control table with individual professionals.
Languages	LANGUAGES_NTR	Grants, Professionals, Languages	Track the language competencies of professionals.
Licenses/Certifications	GM_LIC_CERTS	Grants, Professionals, Licenses/Certifications	Track the licenses and certifications of professionals.
Memberships	GM_MEMBERSHIPS	Grants, Professionals, Memberships	Associate relevant memberships and associations with professionals.

Page Name	Definition Name	Navigation	Usage
Names	NAMES	Grants, Professionals, Names	Enter the name of the professional to whom the proposal is sent by default.
Publications	GM_PERS_PUBLISH	Grants, Professionals, Publications	Associate relevant publications with a professional.

Entering Professional Data

Access the Professional Data page (Grants, Professionals, Professional Data).

Professional Data

Empl ID: KU0042 *Gender: Male *Personnel Status: Employee

General Info Find | View All First 1 of 1 Last

*Eff Date: 01/01/1990 *Mar Status: Single
 Prefix: Name Suffix:
 *Last Name: Schumacher Middle Name: Address
 *First Name: Kenneth Name: Schumacher, Kenneth

Search/Match Data

First Name: KENNETH Last Name: SCHUMACHER

Country Info Find | View All First 1 of 1 Last

Country: USA *NID Type: PR National ID: 650100107

Citizenship Info. Find | View All First 1 of 1 Last

*Country: USA Citizenship Status: Native

Phone Info Find | View All First 1 of 1 Last

*Type: Business Phone: 510/555-1111

Email Info Find | View All First 1 of 1 Last

*Type: Business *Email: kenneths@university.edu

Professional Data page (1 of 2)

Misc. Info Find | View All First 1 of 1 Last

*Eff Date: 11/09/2001 Howard Hughes Member Workflow Eligible Pre Award Administrator
 Rate Type: Faculty Eligible PI Conflict of Interest Date Certified:
[Ethnicity](#) [Disability](#)

Professional Data page (2 of 2)

Note. Typically, professional information comes to PeopleSoft Grants from a human resources system. Grant administrators do not usually add new employees or assign them employee IDs. PeopleSoft Grants enables you to add new records here for convenience and to cover those situations in which the proposal must be completed or submitted immediately and you cannot wait for the next data feed. Any data that you enter or modify here is not reflected in the human resources system and is subject to override by data from the human resources system.

Enter professional personal information for new or existing employees.

Empl ID (employee ID)	When you add a new employee to the system, you must provide an employee ID. The system does not assign a new ID.
Gender	Select the gender of the professional whom you are adding to the system. The default value is <i>Unknown</i> when you add a new employee to the system.
Personnel Status	Select the personnel status of the professional whom you are adding to the system. The default value is <i>Employee</i> when you add a new employee to the system.
Name	Enter the person's name in this format: last name, first name middle initial. For example, to enter John M. Smith, type Smith,John M.
Mar Status (marital status)	Select the marital status of the professional whom you are adding to the system. The default value is <i>Single</i> when you add a new employee to the system.
NID Type (national identity type)	Select the person's national identity type. In the United States, this is the person's social security number.
Eligible PI (eligible principal investigator) and Howard Hughes Member	Select the check boxes that apply. These are PeopleSoft Grants-specific fields that are maintained entirely on the PeopleSoft Grants table through the Professional Data page.
Workflow Eligible	Select to make the person eligible to receive the worklist during the Proposal approval process. This field can be overwritten at the Proposal level.
Pre Award Administrator	Select to make the person the primary contact during proposal preparation.
Ethnicity	Click to select the person's ethnic background or affiliation.
Conflict of Interest and Date Certified	If you select the Conflict of Interest check box, select the date of any available certification that you obtained to cover the conflicts.

Storing Professional Job and Employment Data

Access the Job Data page (Grants, Professionals, Job and Employment Data).

Job Data page

Enter all the employee's job and compensation data. Most job data comes from an interface with the human resources database, so you don't have to set it up again in PeopleSoft Grants.

Note. If you add an employee to the PeopleSoft Financials system through the Grants, Professionals, Annual Rate navigation, the job data can be edited. The Monthly Rate, Hourly Rate, Currency, Compensation Frequency, and Compensation Rate fields are hidden. For the employee information that came over to the PeopleSoft Financials system from HR, Annual Rate, Monthly Rate, Hourly Rate, Currency, Compensation Frequency, and *Compensation Rate* are not fields that can be edited.

Employee Classification

Select how the institution classifies the employee. Values are *Administrator, Consultant, Faculty, Laboratory Technician, and Student.*

Effective Sequence

Enter a number to establish the sequencing scheme for the data that you are entering. For example, if this is the first employee record, enter *1* or *10*.

Action and Reason Code

Select an action to indicate why a change in job status occurred. Values may include *Assignment, Data Change, Family Change, Job Reclassification, Layoff, Pay Rate Change, Probation, Promotion, Retirement, Short Term Disability with Pay, and Termination.*

Associated with each action is a list of codes that explain the reason for taking the action. Select a reason code.

Unit

The business unit that you select here determines the tableset sharing that is associated with the employee and controls the prompt tables and values for the Department, Job Code, and Location fields throughout the system.

Currency, Compensation Frequency, and Compensation Rate

Enter or select the frequency, rate, and currency in which the employee gets paid.

Storing Professional Employment Data

Access the Employment page (Grants, Professionals, Job and Employment Data, Employment).

Job Data		Employment	
Name: Schumacher, Kenneth		ID: KU0042	
Employment Information			
Hire Date:	01/01/1990	Rehire Date:	Termination Date:
Company Seniority Date:	<input type="text" value="01/01/1990"/>	Last Date Worked:	<input type="text"/>
Service Date:	<input type="text" value="01/01/1990"/>	Expected Return Date:	<input type="text"/>
Professional Experience Date:	<input type="text"/>	Last Verification Date:	<input type="text"/>
Date Last Increase:	<input type="text"/>	Probation Date:	<input type="text"/>
		*Home/Host:	<input type="text" value="Home"/>
Business Title:	<input type="text" value="Principal Investigator"/>	Work Phone:	<input type="text" value="925/980-2065"/>
Supervisor ID:	<input type="text" value="KU0006"/>		
Reports To Position:	<input type="text"/>		

Employment page

Enter all of the employee's employment information. Nearly all employment data comes from an interface with the human resources database, so you don't have to set it up again in PeopleSoft Grants.

Complete any information that is applicable to the employee.

Establishing Professional Advisors and Advisees

Access the Advisor/Advisee page (Grants, Professionals, Advisor/Advisee).

Advisor/Advisee page

Enter the number of graduate, doctoral, and postdoctoral students that the professional advises or sponsors. Add information for each advisor or advisee that you want to list for the professional.

This page contains information about the people whom a professional advises and those who have advised the professional. Use the fields on this page for reporting purposes. Update information on this page as advisor and advisee relationships are established or modified. You can enter as many rows as you need for advisors and advisees.

Graduate Students Advised Enter the number of graduate students that the professional advises.

Doctoral/Post Doc Sponsored Enter the number of doctoral and postdoctoral students that the professional (doctoral and postdoctoral sponsored) advises.

Seq Nbr (sequence number) Enter a number by which you want to sequence the entries.

Type *Advisee:* Select whether the person that you are adding in the row is advised by the professional.

Advisor: Select whether the person acts as an advisor to the professional.

Advisor Role Select the item that best describes the advisor role. Values are *Academic, Doctoral/Postdoctoral, Graduate Student, Other, and Research.*

Institution Select or enter the name of the institution that is associated with the person whom you are entering in the row.

Storing Professional Collaborations

Access the Collaboration page (Grants, Professionals, Collaboration).

Collaboration
 Schumacher, Kenneth Empl ID: KU0042

Collaborators Find | View All First 1 of 1 Last

Sequence: + -

Employee ID: Name:

Institution:

*Type: v

Start Date: End Date:

Comment:

Collaboration page

Enter information about the people whom the professional has collaborated with on books, articles, reports, papers, patents, copyrights, software systems, or other projects.

Professionals can have multiple collaborators. Collaborators can be internal or external to the institution.

Sequence

The system assigns a number, but you can modify it if necessary (this would affect the order in which the collaborators appear on the proposal).

Note. Modifications to the system-assigned numbers may disrupt the auto-numbering sequence that Oracle delivers with the system.

Type

Select the type of collaboration. Values are *Article, Book, Paper, Patent, Proposal, Report, Research, and Software System.*

Start Date and End Date

Select the start and end dates of the collaboration. These dates may be the same if the collaboration took place over a one-day period.

Establishing Professional Educational Information

Access the Education page (Grants, Professionals, Education).

Education	
Schumacher, Kenneth	Empl ID: KU0042
Academic Info Find View All First 1 of 1 Last	
Degree Earned: MD	MD: Medical Doctor
Issue Date: 08/30/1997	<input checked="" type="checkbox"/> Graduated
Major Code: L000003	Major: Medicine
Country: USA	State:
School Code:	School: Georgetown University
Academic Advisor Info Find View All First 1 of 1 Last	
Academic Advisor:	Name:
Institution:	
Start Date:	
End Date:	

Education page

Select each type of degree that the professional earned. Complete all the date information and then either select or enter the schools that the professional attended. If the professional has an academic advisor, enter that information as well.

For completed degrees, information entry is a onetime-only process. You can modify degrees that are in progress. Professionals can have multiple degrees.

Graduated

Select to designate whether the individual graduated.

School

If no values are available to select from in the School Code field, enter the name of the school that the professional attended.

Note. Degree Earned, Major Code, School Code, Country, and State are all fields that prompt from tables that are copied from the human resources system. You cannot update these entries within PeopleSoft Grants.

Establishing Professional Experience

Access the Experience page (Grants, Professionals, Experience).

Experience

Schumacher,Kenneth Empl ID: KU0042

Work Experience Find | View All First 1 of 1 Last

Sequence: + -

Employer:

Country: State:

City:

*Start Date: End Date:

*Type:

Prefix: Phone: Ext:

Ending Job Title:

Description:

Experience page

Enter the name of the professional's employer. For each employer, select or enter the country, state, city, start date, end date, telephone information, and ending job title. You can continually modify information on this page as needed.

Establishing Professional Honors and Awards

Access the Honors and Awards page (Grants, Professionals, Honors and Awards).

Honors and Awards

Schumacher,Kenneth Empl ID: KU0042

Honors & Awards Find | View All First 1 of 1 Last

Honor/Award: Most Valuable Physician + -

Formal Description:

Date Received:

Grantor:

Reason Conferred:

Comment:

Honors and Awards page

Honor/Award

Select an honor or award. Values come from the Honor/Award control table.

Date Received

Select the date that the honor or award was received. The same honor or award can be awarded by multiple grantors, but not on the same date.

Grantor, Reason Conferred, and Comment

Enter the person or institution that granted the honor or award, the reason that it was conferred, and any comments.

See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Professional Controls, page 88

Establishing Professional Key Words

Access the Key Words page (Grants, Professionals, Key Words).

Key Words page

Key Word

Select the key words that you want to associate with the professional. Use key words to track professionals by subject. Professionals can have multiple key words.

See Also

Chapter 5, "Structuring PeopleSoft Grants," Establishing Proposal Controls, page 90

Establishing Professional Language Proficiency

Access the Languages page (Grants, Professionals, Languages).

Languages page

Select as many languages as necessary to describe a professional's linguistic competencies, and then specify the level of competency for speaking, reading, and writing each language.

Native	Select if the professional was born or reared in a country where the language is primarily spoken (for example, if the professional was born in Spain, Spanish is probably that person's native language).
Translator	Select if the professional can translate the selected language into the native language.
Speak, Read, and Write	Select <i>High</i> , <i>Low</i> , or <i>Moderate</i> to indicate the professional's proficiency to speak, read, or write the language.

Establishing Professional Licenses and Certifications

Access the Licenses/Certifications page (Grants, Professionals, Licenses/Certifications).

The screenshot displays the 'Licenses / Certifications' page for user Schumacher, Kenneth (Empl ID: KU0042). The page title is 'Licenses / Certifications Data' and it shows '1 of 4' records. The form contains the following fields and values:

- *License/Certif Code: CPR
- License/Certification Number: (empty)
- Issued By: The American Red Cross
- Country: USA
- State: CA
- Expiration Date: 10/31/2010
- License Verified:
- Renewal in Progress:

Licenses/Certifications page

License/Certif Code (license or certification code)	Select a license or certification code from the list. You must first establish the values for this field in the Memberships Associations control table during setup.
License Verified	Select to indicate that you have verified the license.
Renewal in Progress	Select to indicate that the professional is renewing the license or certificate.

Establishing Professional Memberships

Access the Memberships page (Grants, Professionals, Memberships).

Memberships
Schumacher, Kenneth Empl ID: KU0042

Memberships Find | View All First 1 of 1 Last

Organization: IOD Institute of Directors

Issue Date: 11/09/1999

Memb./Assoc. Type: MEMBER

Position Held: MEMBER

Begin Date: 11/09/1999 End Date: 01/01/2003

Memberships page

Organization

Select an organization from the list. You must first establish the values for this field in the Memberships Associations control table during setup.

Issue Date

Select the date that the professional's membership in the organization became effective.

Memb./Assoc. Type
(membership or association type)

Enter the type of membership or association, such as *Honorary Member*.

Position Held

Enter the position that the professional held with the organization. Professionals can have multiple associations, memberships, and positions within the organizations.

Begin Date and End Date

Select the begin and end dates for the position that the professional holds or has held.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Professional Controls, page 88](#)

Establishing Professional Names

Access the Names page (Grants, Professionals, Names).

Names

Schumacher, Kenneth Empl ID: KU0042

Name Find | View All First 1 of 1 Last

Name Type: PRI *Effective Date: 08/11/2009

Name: Schumacher, Kenneth

Name Prefix: Dr

*First Name: Kenneth

Middle Name:

*Last Name: Schumacher

Name Suffix:

Names page

A professional's primary name is stored on the Professional Data page. The name that a professional prefers to use on a proposal may not match the professional's name in the human resources database. Use this page to enter the name that should appear on the proposal.

Select the name type and effective date, and then enter the name of the professional that should appear on the proposal.

Establishing Professional Publications

Access the Publications page (Grants, Professionals, Publications).

Publications

Schumacher, Kenneth Empl ID: KU0042

Publication Info Find | View All First 1 of 1 Last

Publication ID	Publication Type	Publication Status	Publication Date
JRNLMED	Article	Published	12/10/2000

Publication Name: Journal of Medicine

Publication Title: The Effect of Diabetes on Rats

Publisher: MCGRAW-HILL

Publications page

You can modify this page each time a professional writes a new publication. This page maintains a complete bibliography for each professional who is in the system. When you prepare a proposal, you can select some or all of the listings for inclusion.

Publication ID

Select a publication from the list. For a publication to appear in the list, you must first establish the values for this field in the publication control table during setup. You can enter multiple publications for each professional.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Professional Controls, page 88](#)

Maintaining Subrecipients

To set up and maintain subrecipient data, use the Subrecipients (GM_VENDOR_DATA) component.

This section provides an overview of subrecipient setup and discusses how to:

- View summary information about the subrecipient.
- Maintain subrecipient identifying information.
- Maintain subrecipient addresses.
- Maintain subrecipient locations.
- Maintain subrecipient contacts.
- Add additional subrecipient data.
- Add subrecipient certifications.
- Add subrecipient attributes.
- Add information about single payment vendors.
- Specify U.S. federal-only vendor information.

Understanding Subrecipient Setup

Subrecipients receive pass-through funds under a primary award. In the PeopleSoft environment, they are treated similarly to vendors or suppliers. Subrecipient records and pages support the grants application process. During the pre-award phase of a proposal, you can enter subrecipient or vendor information into the subrecipient tables.

Note. When you are establishing a subrecipient in the PeopleSoft FMS database, you must enter data in two places: First, you must define the initial subrecipient information using the Vendor pages (select Vendors, Vendor Information, Add/Update, Vendor). After you establish this initial information, you must complete the PeopleSoft Grants-specific data using the PeopleSoft Grants subrecipient pages.

Before you enter the subrecipient information, gather all of the information that you want to track for the entity with which you are doing business.

This information includes:

- Identifying information that tells you what kind of vendor you're entering—status, class, and other basic business information.
- Address details, including primary and remittance addresses.
- Procurement defaults that tell the system how to handle shipping and matching to invoices.
- Payment terms that establish defaults for processing payments.

See Also

PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook, "Maintaining Vendor Information"

Pages Used to Maintain Subrecipients

Page Name	Definition Name	Navigation	Usage
Subrecipient - Summary	VNDR_ID1_SUM	Grants, Subrecipients, General Information	View summary information about the subrecipient.
Subrecipient - Identification	VNDR_ID1	Grants, Subrecipients, General Information, Identification	Maintain identifying information about the subrecipient who receives funds under a primary award.
Subrecipient - Address	VNDR_ADDRESS	Grants, Subrecipients, General Information, Address	Maintain address information about the subrecipient.
Subrecipient - Location	VNDR_LOC	Grants, Subrecipients, General Information, Location	Maintain location information about the subrecipient.
Subrecipient - Contacts	VNDR_CNTCT	Grants, Subrecipients, General Information, Contacts	Maintain information about the people whom you contact on a regular basis.
Subrecipient - Subrecipient	GM_VENDOR_ID	Grants, Subrecipients, General Information, Subrecipient	Add subrecipient-specific information that is not part of the Vendor ID panel.
Subrecipient - Certifications	GM_VNDR_CERT_COMPL	Grants, Subrecipients, General Information, Certifications	Add information about subrecipient certifications.
Subrecipient - Attributes	GM_VNDR_ATTRIBUTES	Grants, Subrecipients, General Information, Attributes	Add information about subrecipient attributes.
Subrecipient - Single Payment Vendor	VNDR_DEFL_MASTER	Grants, Subrecipients, General Information, Single Payment Vendor	Enter information for single-payment vendors.
Subrecipient - Federal	VNDR_FEDERAL	Grants, Subrecipients, General Information, Federal	Specify U.S. federal-only vendor information.

Viewing Summary Information About the Subrecipient

Access the Subrecipient - Summary page (Grants, Subrecipients, General Information).

Summary	Identification	Address	Location	Contacts	Subrecipient	Certifications	Attributes	
SetID:	SHARE							
Vendor ID:	AUS0000004							
Vendor Short Name:	CORP-BUS		CORP-BUS-001					
Vendor Name:	Corporate Business Technology							
Order:	CORP-BUS-001			Remit To:	CORP-BUS-001			
	Address 1				Address 1			
	City 1, SA AUS				City 1, SA AUS			
Status:	Approved	Approval History	Last Modified By:	SAMPLE				
Persistence:	Regular		Last modified date:	01/09/2003 2:39PM				
Classification:	Supplier							
Created By:	Created Date/time:							
HCM Class:	Created Date/time:							
Open for Ordering:	Yes			Last Activity Date:	04/17/2006			
Withholding:	No							
VAT:	Yes							

Subrecipient - Summary page

Instructions for viewing subrecipient summary information appear in the *PeopleSoft Source to Settle Common Information PeopleBook*.

See Also

PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook, "Maintaining Vendor Information"

Maintaining Subrecipient Identifying Information

Access the Subrecipient - Identification page (Grants, Subrecipients, General Information, Identification).

The screenshot displays the 'Subrecipient - Identification' page. At the top, there are tabs for Summary, Identification, Address, Location, Contacts, Subrecipient, Certifications, Attributes, Single Payment Vendor, and Federal. The main content area includes:

- SetID:** SHARE
- Vendor ID:** AUS0000004
- *Vendor Short Name:** CORP-BUS (with a dropdown arrow) and CORP-BUS-001
- *Classification:** Supplier (with a dropdown arrow)
- HCM Class:** (with a dropdown arrow)
- *Persistence:** Regular (with a dropdown arrow)
- *Vendor Status:** Approved (with a dropdown arrow)
- *Vendor Name 1:** Corporate Business Technology
- Vendor Name 2:** (empty field)
- Withholding
- Open For Ordering
- VAT Registration
- Buttons: Check for Duplicate, View Duplicate Vendors, Financial Sanctions edit
- Links: Registration, VAT Default, VAT Service Treatment Setup, Approval History
- Buttons: Expand All, Collapse All
- Approve** section with a large text area for comments and buttons for Approve and Deny.
- Vendor Relationships** section with checkboxes for Corporate Vendor and InterUnit Vendor.
- Corporate SetID:** SHARE
- InterUnit Vendor ID:** (empty field with a search icon)
- Corporate Vendor ID:** AUS0000004
- Corporate Business Technology**
- Create Bill-To Customer** section with Create Bill To Customer

Subrecipient - Identification page (1 of 2)

The screenshot displays the second page of the 'Subrecipient - Identification' page. It features a list of expandable sections, each with a right-pointing arrow:

- Additional ID Numbers
- Duplicate Invoice Settings
- Government Classifications
- Standard Industry Codes
- Additional Reporting Elements
- Financial Sanctions Status
- Comments

At the bottom of the page, there are two buttons: 'Expand All' and 'Collapse All'.

Subrecipient - Identification page (2 of 2)

Instructions for establishing subrecipient identifying information appear in the *PeopleSoft Source to Settle Common Information PeopleBook*.

See Also

PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

Maintaining Subrecipient Addresses

Access the Subrecipient - Address page (Grants, Subrecipients, General Information, Address).

Summary Identification **Address** Location Contacts Subrecipient Certifications Attributes

SetID: SHARE
 Vendor ID: AUS0000004 Short Vendor Name: CORP-BUS-001 Name: Corporate Business Technology

Vendor Address Find | View All First 1 of 1 Last

Address ID: 1
 Description: Main

Details Find | View All First 1 of 1 Last

Effective Date: 01/01/1900
 Status: Active
 Country: AUS Australia
 Address 1
 City 1
 SA South Australia
 Email ID:

Phone Information Customize | Find | View All First 1 of 1 Last

Type	Location	Prefix	Telephone	Extension

Subrecipient - Address page

Instructions for entering subrecipient addresses appear in the *PeopleSoft Source to Settle Common Information PeopleBook*.

See Also

PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook, "Maintaining Vendor Information," Entering Vendor Addresses

Maintaining Subrecipient Locations

Access the Subrecipient - Location page (Grants, Subrecipients, General Information, Location).

Subrecipient - Location page

Instructions for entering subrecipient locations appear in the *PeopleSoft Source to Settle Common Information PeopleBook*.

See Also

PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook, "Maintaining Vendor Information," Defining Vendor Locations

Maintaining Subrecipient Contacts

Access the Subrecipient - Contacts page (Grants, Subrecipients, General Information, Contacts).

Subrecipient - Contacts page

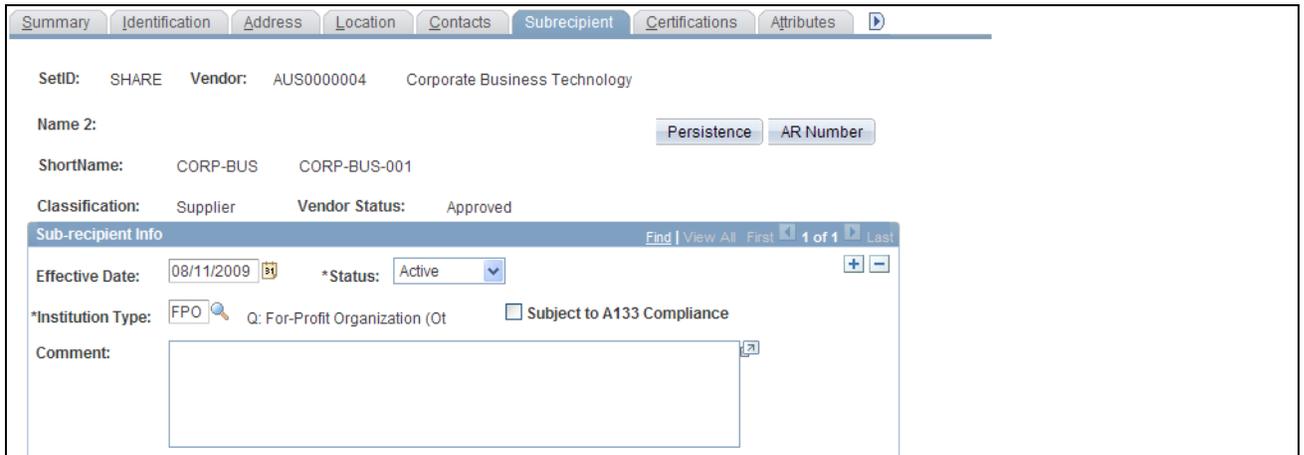
Instructions for entering subrecipient contacts appear in the *PeopleSoft Source to Settle Common Information PeopleBook*.

See Also

PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook, "Maintaining Vendor Information," Entering Vendor Contact Information

Adding Additional Subrecipient Data

Access the Subrecipient - Subrecipient page (Grants, Subrecipients, General Information, Subrecipient).



Subrecipient - Subrecipient page

Select an institution type, such as *Corporation, Federal Institution, or University Hospital.*

The subrecipient page stores subrecipient-specific information that is not part of the Vendor component.

Values in the SetID, Vendor, Name 2 (if one exists for the organization), ShortName, Classification, and Vendor Status fields appear by default on the page.

Subject to A133 Compliance Select if the subrecipient is subject to A133 audits.

Circular No. A-133, which is issued by the Office of Management and Budget, sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and nonprofit organizations expending federal awards.

Persistence Click to view customer ID and number.

AR Number Click to view uniform resource locator (URL).

Adding Subrecipient Certifications

Access the Subrecipient - Certifications page (Grants, Subrecipients, General Information, Certifications).



Subrecipient - Certifications page

- Effective Date** Select an effective date. For each effective date, you can enter multiple certification and compliance rows.

- Code** Select a certification code. Certification codes come from the certifications control table.

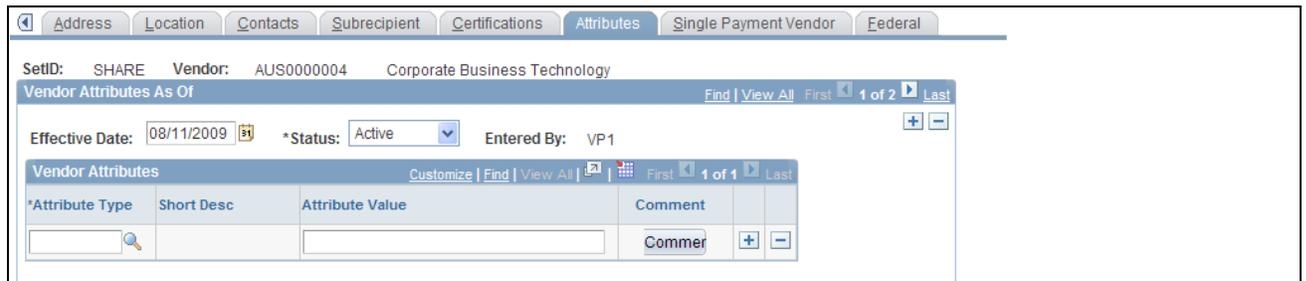
- Cert/Disclosure Date** Select the date that the certification was issued or disclosed. This date (certification/disclosure date) cannot be greater than the effective date.

- Customer** Select the name of the subrecipient's customer who issued the certification.

- Comments** Click to add comments.

Adding Subrecipient Attributes

Access the Subrecipient - Attributes page (Grants, Subrecipients, General Information, Attributes).



Subrecipient - Attributes page

- Attribute Type** Select an attribute. The Attributes Control table stores the codes that appear here.

- Attribute Value** Enter an attribute value for each attribute.

- Comments** Click to add an explanation or information about each attribute.

Adding Information About Single Payment Vendors

Access the Subrecipient - Single Payment Vendor page (Grants, Subrecipients, General Information, Single Payment Vendor).

The screenshot displays the 'Subrecipient - Single Payment Vendor' page in PeopleSoft. At the top, there are tabs for Address, Location, Contacts, Subrecipient, Certifications, Attributes, Single Payment Vendor, and Federal. The main form contains the following fields:

- SetID:** SHARE
- Vendor:** AUS000004
- *ShortName:** CORP-BUS
- *Name:** Corporate Business Technology
- Description:** Main
- VAT Registration** (with links for Details..., VAT Service Treatment Setup, and VAT Default)

The **Default Settings** section includes:

- *Effective Date:** 01/01/1900
- Status:** Active
- VAT:** Use VAT Suspension, **Physical Nature:** Physical Goods, **Where Service Performed:** Buyer's Location

Below the Default Settings are three panels:

- Voucher:** *Terms Options: Default, Terms: [field], *Currency Options: Specify, Currency: AUD, Rate Type: CRRNT
- Payment:** Payment Method: [field], Pay Group: [field], *Handling Options: Default, Handling: [field]
- Bank:** *Bank Options: Default, Bank: [field], Account: [field], Currency: [field], Rate Type: [field]

Subrecipient - Single Payment Vendor page

Instructions for entering information for single payment vendors appear in the *PeopleSoft Source to Settle Common Information PeopleBook*.

See Also

PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook, "Maintaining Vendor Information," Entering Single Payment Vendors

Specifying U.S. Federal-Only Vendor Information

Access the Subrecipient - Federal page (Grants, Subrecipients, General Information, Federal).

Subrecipient - Federal page

Instructions for specifying U.S. federal-only vendor information appear in the *PeopleSoft Source to Settle Common Information PeopleBook*.

See Also

PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook, "Maintaining Vendor Information," (USF) Entering Vendor Information for U.S. Federal Agencies

Defining a Contracts Workbench Template for Grants

This section discusses the page used to define a Contracts Workbench template for Grants.

Page Used to Define a Contracts Workbench Template for Grants

Page Name	Definition Name	Navigation	Usage
Contracts Workbench Template	CA_CONS_TPL	Set Up Financials/Supply Chain, Product Related, Grants, Contracts Workbench Template	Use this page to define Contracts Workbench Templates for PeopleSoft Contracts, Grants, and Project Costing. See <i>PeopleSoft Contracts 9.1 PeopleBook</i> , "Structuring Contracts," Defining Contracts Workbench Templates.

Maintaining Grants Information Using the Contracts Workbench

This section discusses the page used to analyze grants using the Contracts Workbench.

Page Used to Analyze Grants Using the Contracts Workbench

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Contracts Workbench	CONTRACTS	Customer Contracts, Contracts Workbench	Maintain PeopleSoft contracts, grants, and projects data. <i>See PeopleSoft Contracts 9.1 PeopleBook, "Managing Contracts," Analyzing Contracts Data, Grants Data, and Project Costing Data Using the Contracts Workbench.</i>

Chapter 7

Setting Up and Maintaining Protocol Management

This chapter provides an overview of protocol management setup and discusses how to:

- Establish protocol controls.
- Administer protocol workflow.

Understanding Protocol Management Setup

Protocol Management provides an automated system that enables you to document and amend human and animal protocols, and to manage the necessary approving authority approval processes. Protocol approving authorities include the Institutional Review Board (IRB) and the Institutional Animal Use and Care Committee (IACUC).

This section discusses:

- Workflow actions.
- Protocol workflow.
- Committee setup.

Workflow Actions

You can workflow notifications about actionable protocol events to various individual , such as email notifications of committee meeting dates and agendas to committee members and dispositions to the PI. You can use workflow to automatically monitor protocol compliance, report dates, expirations, and upcoming renewals. Workflow can help you create all committee components, such as members, administrators, institutional officer, disposition, agenda, and meeting minutes.

Protocol Workflow

The system triggers workflow through user actions such as clicking a submit button, through running a scheduled batch process , or when certain conditions are met, such as a protocol expiring. Based on a predetermined set of contact roles and the rule conditions for when to contact users, workflow sends an email notification, worklist, or both. You can configure both rules and roles to capture as many people and events or scenarios as your business process requires.

See [Chapter 3, "Defining Your Operational Structure," Setting Up the Approval and Notification Process, page 30.](#)

Committee Setup

Some large research institutions have multiple animal and human protocol committees and, therefore, need the ability to distinguish one from another as well as distinguish between their respective activities. Protocol Management enables you to define more than one committee on the Committee Setup page.

Establishing Protocol Controls

To establish protocol controls, use these components:

- Approving Authority (GM_PCL_APAU)
- Protocol Type (GM_PCL_TYPE)
- Genus (GM_PCL_GENUS)
- Species (GM_PCL_SPECIES)
- Strain, Subspecies (GM_PCL_STR)
- Agent (GM_PCL_AGENT)
- Committee Administrator (GM_PCL_COM_ADMN)
- Detail Type (GM_PCL_DTL_TYPE)
- Committee Setup (GM_PCL_COM)
- Committee Meeting Setup (GM_PCL_COM_MEET)
- Grants Role Type (GM_PROF_ROLE_TYPE)

This section explains how to establish protocol controls and discusses how to:

- Create protocol types.
- Create a committee.
- Define committee meetings.
- Define grants rate types.

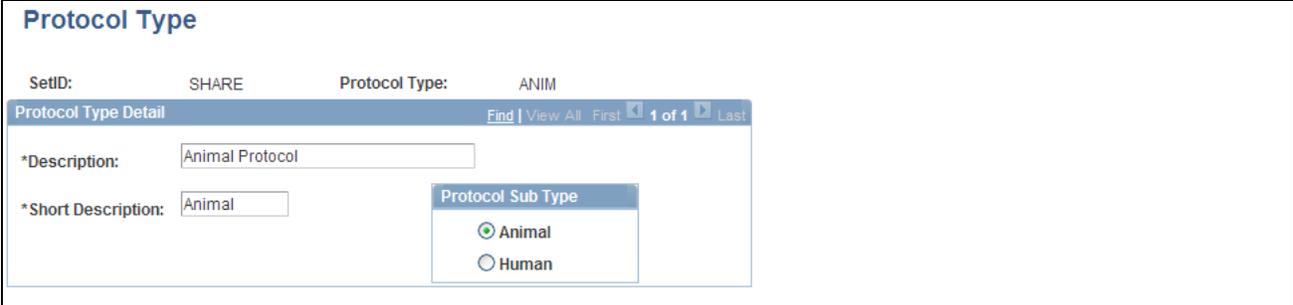
Pages Used to Establish Protocol Controls

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Approving Authority	GM_PCL_APAU	Set Up Financials/Supply Chain, Product Related, Grants, Approving Authority	Use this page to identify the approving authority associated with the delivered protocol management functionality. Information entered here is used on the Hazardous Agents (GM_PCL_HAZA) page.
Protocol Type	GM_PCL_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Protocol Type	Create protocol types.
Genus	GM_PCL_GENUS	Set Up Financials/Supply Chain, Product Related, Grants, Genus	Set up genus codes.
Species	GM_PCL_SPECIES	Set Up Financials/Supply Chain, Product Related, Grants, Species	Set up species codes.
Strain, Subspecies	GM_PCL_STR	Set Up Financials/Supply Chain, Product Related, Grants, Strain, Subspecies	Set up strain, subspecies codes.
Agent	GM_PCL_AGENT	Set Up Financials/Supply Chain, Product Related, Grants, Agent	Set up agent codes.
Committee Administrator	GM_PCL_COM_ADMN	Set Up Financials/Supply Chain, Product Related, Grants, Committee Administrator	Set up committee administrator data.
Detail Type	GM_PCL_DTL_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Detail Type	Set up detail type data.
Committee Setup	GM_PCL_COM	Set Up Financials/Supply Chain, Product Related, Grants, Committee Setup	Create a committee.
Notes	GM_PCL_COM_NOTES	Click the Notes button on the Committee Setup page.	Enter notes about the committee members.
Details	GM_PCL_COM_MEM_DTL	Click the Address button on the Committee Setup page.	View email and telephone information for the committee member.

Page Name	Definition Name	Navigation	Usage
Committee Meeting Setup	GM_PCL_COM_MEET	Set Up Financials/Supply Chain, Product Related, Grants, Committee Meeting Setup	Enter a meeting date, time description, ID, and protocols.
Notes	GM_PCL_COM_M_NOTES	Click theNotes button on the Committee Meeting Setup page.	Add notes about the committee meeting.
Grants Role Type	GM_PROF_ROLE_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Role Types	Define role types. In addition to defining the roles, also define the types of areas where the role has applicability.

Creating Protocol Types

Access the Protocol Type page (Set Up Financials/Supply Chain, Product Related, Grants, Protocol Type).



Protocol Type page

Enter both a long and short description of the type of protocol, and then select a protocol sub type. Protocol sub types are system delivered values. There are only two values: Animal and Human. Each protocol type should be associated with a protocol sub type. Based on this association there is logic to hide/un-hide some fields on several protocol pages.

Creating a Committee

Access the Committee Setup page (Set Up Financials/Supply Chain, Product Related, Grants, Committee Setup).

Committee Setup

Committee ID: 100

Description: Human Protocol Full Committee *Protocol Type: HUMN

Effective Date: 01/01/1900 *Status: Active *Committee Chair: KU0080 Emmerson,Nancy

*Member ID	Name	Role Type	Eligible to Vote	Title	Notes	Address
1 KU0089	Paul,Bill	SCT	<input checked="" type="checkbox"/>	Scientist		
2 KU0095	Bradford,John	NOS	<input checked="" type="checkbox"/>	Non-Scientist		

Committee Setup page

This page defines the members of this particular committee along with the committee chair.

Committee ID Displays a system generated ID.

Protocol Type Select a protocol type from available values. Values may include: *HUMN* and *ANIM*.

Effective Date

Committee Chair Select a committee chair from available values. Committee Chair should be part of the committee.

Committee Members

Member ID Select a member ID from the list of available employee ID's.

Role Type Select a value from the prompt table. Values may include:

- *Scientist*
- *Non-scientist*
- *Community/Non-affiliated member*
- *Consultant*
- *Prisoner Representative*
- *Child Advocate*
- *Veterinarian*
- *Protocol Administrator*

Note. You can define role types and their applicability to different areas in PeopleSoft Grants on the Role Type page (GM_PROF_ROLE_TYPE).

Eligible to Vote

Select to indicate if the committee member is eligible to vote on protocols at full review meetings. On the Protocol Disposition page the *Yes* vote count must exceed the *No* vote count in order for you to change the Protocol to an *Approved* status.



Click to enter any additional notes on the Notes page.



Click to view email and telephone details on the Details page.

Defining Committee Meetings

Access the Committee Meeting Setup page (Set Up Financials/Supply Chain, Product Related, Grants, Committee Meeting Setup).

Committee Meeting Setup

Committee ID: 100 Human Protocol Full Committee

Protocol Type: HUMN

Details								Customize	Find	First	1-5 of 5	Last
Meeting ID	Meeting Date	Description	Start Time	End Time	Max Num of Protocols	Notes						
1 H01	03/31/2005	Human Protocol	9:00AM	5:00PM	5							
2 H02	04/30/2005	Human Protocol	9:00AM	5:00PM	5							
3 H03	05/31/2005	Human Protocol	9:00AM	5:00PM	5							
4 H04	05/31/2007	Human Protocol	9:00AM	5:00PM	5							
5 H05	05/31/2005	Human Protocol	9:00AM	5:00PM	5							

Committee Meeting Setup page

Max Num of Protocols
(maximum number of protocols)

Enter the maximum number of protocols that can be scheduled for this meeting ID. When the meeting has reached the maximum number of protocols, the system will not allow you to add any more protocols to the meeting in the Protocol Administration page.

Notes

Click to enter notes about the meeting.

Defining Role Types

Access the Grants Role Type page (Set Up Financials/Supply Chain, Product Related, Grants, Role Types).

Grants Role Type

SetID: SHARE Role: COMH

Detail Find | View All First 1 of 1 Last

*Effective Date: *Status:

Short Description:

*Description:

Types

Award Other

Component Professional

Milestone Protocol Protocol Sub Type

Grants Role Type page

Define the role types. In addition to defining the roles you can also define the types of areas where the role have applicability.

Note. Certain Grants delivered workflow types only support a fixed list of roles, thus the role types of Award, Component, Milestone, and Other should not be modified by the user. Only the roles of Professional and Protocol can be defined by the user using the Grants Role Type page.

Administering Protocol Workflow

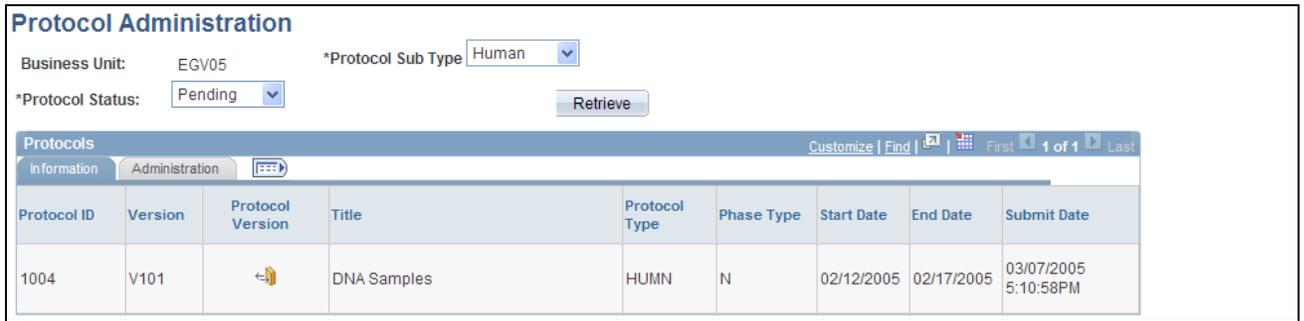
This section discusses how to review and administer protocol workflow.

Page Used to Administer Protocol Workflow

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Protocol Administration	GM_PCL_ADMIN	Grants, Protocols, Protocol Administration	Administer all pending and submitted protocols that have not yet been acted against.

Reviewing and Administering Protocol Workflow

Access the Protocol Administration page (Grants, Protocols, Protocol Administration).



Protocol Administration page

When you have established all the rules, the workflow tool is ready to automatically send notifications. When you submit the protocol, this action sends the initial workflow worklist to the committee administrator. The worklist includes a link to the Protocol Administration page. This page displays all pending (or submitted) protocols that have not yet been acted against. After the administrator acts on it, it is removed from the worklist. Also, the list that the administrator sees on the worklist email is the same list that is viewable from the Protocol Administration page. From this page, the administrator can decide and act on the individual protocols.

Protocol Sub Type

Select the subtype that you want to retrieve. Values include *Human* or *Animal*. This field has security that allows limited access. If the operator ID allows only for *Animal*, then only that value displays and is not available for editing. Users with access to all can edit the field.

Protocol Status

Select the status that you want to retrieve. In most instances, the committee administrator retrieves protocols with a status value of *Pending*. *Pending* is the only status value for which the Administration tab on this page is operable.

Information Tab

Protocol ID

Displays the Protocol ID.

Version

Displays the Version.

Protocol Version

Click the Protocol Version button to go to the version.

Submit Date

Displays the date on which the disposition was submitted.

Administration Tab

Review Type Assigned

Select Exempt, Expedited or Full Review.

Committee ID

Select a value from the list of available committee IDs that have the same protocol type. If a committee must review a protocol select the committee ID responsible for the review here.

Description	Displays a short descriptive name for the committee.
Meeting ID	Select a meeting ID. The prompt table enables you to see both the ID and associated date.
Returned by Reviewer	Displays this field as selected if one of the approvers returned this protocol.
Notify	Click this button to create the approval record and to trigger the workflow.

Chapter 8

Preparing and Submitting a Proposal

This chapter discusses how to:

- Establish proposals.
- Establish noncompeting continuations.
- Establish proposal budgets.
- Submit proposals.
- Print proposals.
- Freeze submitted proposals by using version IDs.
- Unlock proposal information.
- View proposal audit logs.
- Copy proposal information.
- Inquire about proposal budgets.

Establishing Proposals

This section provides overviews of the PeopleSoft Grants proposal preparation, proposal budgets, PeopleSoft Grants statuses, and components and discusses how to:

- Establish proposal-specific details.
- Enter a due date and time for a proposal.
- Enter budget express information for a proposal.
- Enter additional information for a proposal.
- Add or update projects that are associated with a proposal.
- View department administrator information.
- Enter departmental credit percentages.
- Enter budget header data.
- Set up F&A and pricing.

- Maintain information about each resource for a proposal project.
- Enter agreement details for subrecipients.
- Enter budget information for subrecipients.
- Add proposal professional details.
- Maintain proposal-specific certifications.
- Set up PeopleSoft Grants report types for a proposal project.
- Link documents to a proposal project.
- Enter proposal attributes.
- Maintain address information for each project within a research proposal.
- Associate protocols to proposals.
- Track the status of proposal components.
- Enter component stakeholders.
- Review component approval hierarchy.
- View approval status and history.
- Identify setup levels.
- Link key words to a proposal.
- Approve a proposal.

Understanding PeopleSoft Grants Proposal Preparation

A proposal in PeopleSoft Grants consists of a statement of work, research plans, technical reports, and a proposal budget, as well as administrative, personnel, and submission information that is required by external funding agencies.

Note. The creation of the research plan is outside the scope of PeopleSoft Grants.

Each proposal requires at least one project. You can, however, have multiple projects within a single proposal.

After establishing basic setup information in PeopleSoft Grants, you can enter data concerning proposals and projects, structure proposal budgets, work with research plans of principle investigators (PIs), and submit proposals to sponsors.

The proposal pages help you:

- Track the development, verification, and submission status of proposals to sponsors.
- Gather and organize proposal data.
- Facilitate the administration of proposals, awards, forms, and reports.

Note. PeopleSoft Grants delivers proposal security by PI and department. You can control access to the proposal pages by configuring PeopleSoft Grants security options.

See Also

[Chapter 6, "Setting Up and Maintaining PeopleSoft Grants Information," page 99](#)

[Chapter 8, "Preparing and Submitting a Proposal," Establishing Proposal Budgets, page 222](#)

[Appendix A, "Preparing a Proposal and Award for Cost Sharing," page 431](#)

Understanding Proposal Budgets

The budget represents an integral part of a research proposal. It captures budget line details and provides access to data such as the names of participating personnel, annual salaries, fringe rates, and F&A (Facilities and Administration) rates. These data elements support both pre-award and post-award functions.

Here is some general information about establishing proposal budgets:

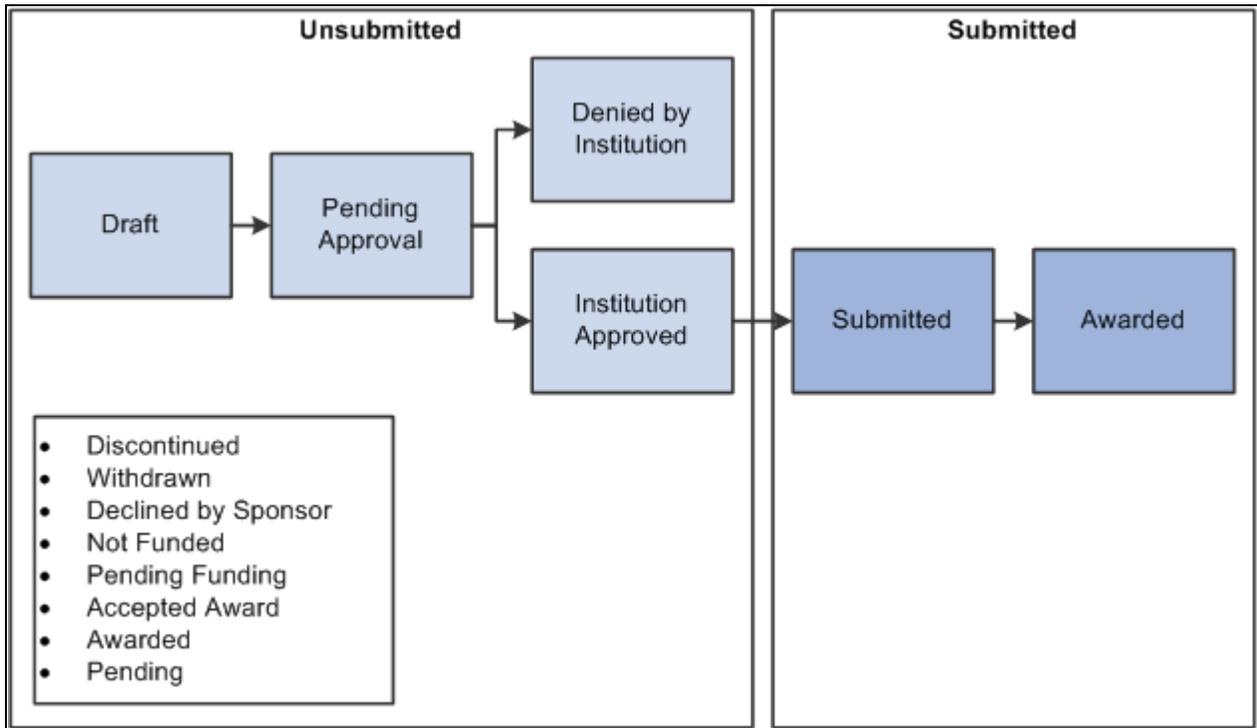
- Proposal budget items (pre-award), such as salaries, equipment, and travel, have corresponding general ledger account values that are used to establish the award budget (post-award).
- The proposal budget includes direct costs (personnel, animals, equipment, supplies), cost sharing, justifications, and F&A costs.
- Employee information in the proposal budget is supplied from the institution's existing human resources database through an interface that populates the Personal Data table (PERSONAL_DATA) and the Job table (JOB).
- You must establish a proposal ID and a corresponding proposal project ID prior to creating a new budget.
- All budget records are below the proposal project level.
- You can create multiple budgets for a single proposal project.
- PeopleSoft Grants incorporates Transaction Set 194 values into the proposal budget pages and records.

Note. PeopleSoft Grants supports organization, project and grant, and revenue estimate ledger types. PeopleSoft Grants does not support appropriation budgets.

Note. You cannot edit the following PeopleTool pages during the approval process: Maintain Proposal, Overall Budget, and Budget Detail.

Understanding PeopleSoft Grants Statuses

This diagram illustrates the flow of the PeopleSoft Grants status as the proposal moves through the complete cycle from Draft, to Pending Approval, to Denied or Approved by the institution, to submitted, to award.



Grants status process flow

Understanding Components

After you enter all of the required information on the proposal pages, you can produce and submit a finished application for sponsored amounts to support institutionally approved projects. You can submit only institution-approved proposals if Proposal Approval workflow is active.

This section provides an overview of the approval rules and processes and discusses how to:

1. Access the Component page.
2. Submit a proposal.
3. Designate an official for a proposal submission.
4. Approve a proposal.

The Proposal (Component) Approval process is triggered when the status of the proposal changes to a status that is listed in the Grant Award Setup Definition page. All people who are involved in the approval process receive workitem notification, email notification, or both, depending on the setup options.

The approval process is simultaneous or sequential, depending on your setup. If you set the approval process to sequential, the system generates the workitem for the next layer of approver after the workitem receives approval from all required approvers and reviewers at the current layer. Feedback from nonrequired approvers does not affect the approval process and status. For example, if all required approvers approve the component but not the nonrequired approver, the system still updates the component status to *Approved* or generates the workitem for the next layer of approver. All required approval roles must be defined within the current proposal and set to workflow eligible.

The approver or reviewer receives a workitem notification or workitem and email notifications during the approval process. The recipient can take the following actions depending on the workflow setup:

- Approve
- Send Back
- Review
- Reassign (the new approver or reviewer has the same authorities as the original approver or reviewer)

The component uses the following statuses:

- Draft — when you are preparing the component.
- In Progress — when the system sends the workitem to the approver and is waiting for approver action.
- Approved — when all required approvers and reviewers approve or review the component.
- Send Back — if any of the approvers return the component for modification.

When the component status changes to *Send Back*, the approver initiator receives a workitem and can edit the project and budget. If you set the component setup level at the all projects level, then the approver initiator can edit only the project that is associated with the *Send Back* component. If you set the component approval at primary project level, then the approver initiator can edit all projects. During this time the approver initiator can add a new proposal component or delete one in the project under certain circumstances. Other users cannot edit the proposal during the approval cycle.

The Grants super user can cancel the proposal during the approval process and the system removes all workitems from the approver worklist. When all components are approved, the proposal is considered institution-approved. Approved or canceled proposals cannot be edited, because the proposal has reached the end of the proposal process.

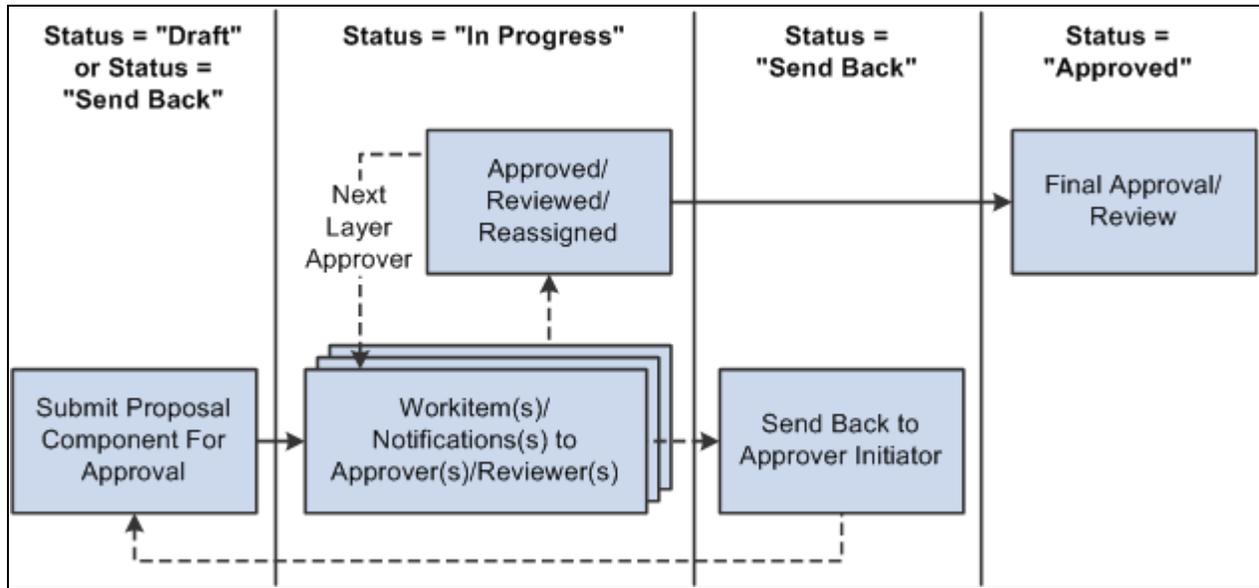
From draft status, you can manually change the status to *Pending Approval*, or click the Start Approval button, which triggers the workflow process. When the proposal is approved, you can start the submission process and the proposal status is updated to *Submitted*. Only submitted proposals can be generated, at which time the system changes the Proposal status to *Awarded*. All other statuses can be selected prior to submission. If workflow is disabled, you can select any status at any time prior to submission. Those with authorization to the Submit Proposal component (GM_PROP_SUBMN_CI) through the PeopleTools component security can change a submitted (but not generated) proposal back to *Not Submitted*. If workflow is enabled, the proposal status returns to *Institution Approved*. If workflow is disabled, the proposal status returns to *Draft*.

The following list describes proposal component approval activities:

1. A workitem notification or email notification is generated for the approver or reviewer when the proposal component is submitted for approval.
2. The workitem notification or email notification is generated for the approver initiator when the proposal component is sent back by the approver.
3. The workitem/email is generated for a new approver reviewer when the proposal component is reassigned by the approver or reviewer
4. Email notification is sent to all people who are involved with the approval process when the proposal component status is changed.

Note. In a multiple principal investigator scenario, workflow is sent to the contact PI as long as the PI is configured for workflow. For example, in a multiple principal investigator scenario, more than one could exist for a PI. In this case, only the contact PI receives the workflow notification.

This diagram shows the workflow process flow for the proposal component. When a draft proposal is submitted, the system sends a worklist item to the designated reviewers or approvers. The proposal is either approved or sent back for more information until the proposal is assigned a status of *Approved*:



Workflow process flow

Pages Used to Establish Proposals

Page Name	Definition Name	Navigation	Usage
Proposal	GM_PROPOSAL	Grants, Proposals, Maintain Proposal, Proposal	Establish proposal-specific details.
Description	GM_PROP_TITLE_LONG	Click the Description link on the Proposal page.	Enter a long description for the proposal.
SBIR&STTR (small business innovation research and small business technology transfer)	GM_PROP_SBIR_STTR	Click the More Info button on the Proposal page.	Select SBIR and STTR fast-track statuses. These are available if the proposal type is SBIRI, SBIRII, STTRI, or STTRII.
CFDA (catalog of federal domestic assistance number)	GM_PROP_CFDA	Click the CFDA link on the Proposal page.	Enter multiple CFDA numbers if you enabled this feature.
Due By	GM_PROP_DUE_BY	Click the Due By link on the Proposal page.	Enter the due date and time requirements for a proposal.

Page Name	Definition Name	Navigation	Usage
Budget Express	GM_PROP_BUD_EXPRES	Click the Budget Express link on the Proposal page.	Enter budget express information for a proposal. Note. The data that you enter on this page is for informational purposes only. It has no downstream processing implications.
Additional Information	GM_PROP_ADD_INFO	Click the Additional Information link on the Proposal page.	Enter additional information about the proposal.
Additional Information	GM_ADDITIONAL_INFO	Click the Add Additional Information button on the Additional Information page.	Create user-defined Additional Info types.
Application Identifier	GM_PROP_APP_ID	Click the Additional Details link on the Additional Information page.	Enter application identifier information.
Concurrent Submissions	GM_PROP_CON_SUB	Click the Additional Details link on the Additional Information page.	Select the business unit, proposal, and version for each proposal that you are submitting concurrently.
Conflict of Interest	GM_PROP_COI	Click the Additional Details link on the Additional Information page.	Select check boxes to indicate whether the conflict complies with the institution's policy and whether you completed the review.
Cost Sharing	GM_PROP_COST-SHARE	Click the Additional Details link on the Additional Information page.	Select check boxes to indicate whether the sponsor requires cost sharing, who approved it, the date of approval, and the source.
Flow Through	GM_PROP_FLOWTHRU	Click the Additional Details link on the Additional Information page.	Select the primary sponsor that the proposal will flow through.
Institution Change	GM_PROP_IN_CHANGE	Click the Additional Details link on the Additional Information page.	Select the check box to indicate whether the institution changed and the name of the previous institution.

Page Name	Definition Name	Navigation	Usage
Intellectual Property	GM_PROP_INTEL_PROP	Click the Additional Details link on the Additional Information page.	Enter information about the use of intellectual property.
PI Change (principal investigators change)	GM_PROP_PI_CHANGE	Click the Additional Details link on the Additional Information page.	Indicate that the PI changed and select the ID of the previous PI.
Pre-Award Spending	GM_PROP_PREAWD_SPD	Click the Additional Details link on the Additional Information page.	Indicate that pre-award spending is permitted, and enter the guaranteed source of funding.
Previous Award	GM_PROP_PREV_AW	Click the Additional Details link on the Additional Information page.	Enter information about the previous award, and indicate that a renewal is in progress if it is based on an accomplishment.
Related Proposals	GM_PROP_REL_PROP	Click the Additional Details link on the Additional Information page.	Enter information about related proposals.
Solicitation	GM_PROP_SOLICITATN	Click the Additional Details link on the Additional Information page.	Enter information about a solicitation.
Projects	GM_PROPOSAL_PROJ	Grants, Proposals, Maintain Proposal, Projects	Add or update projects that are associated with a proposal.
Description	GM_PROP_J_TITLE	Click the Description link on the Projects page.	Add descriptions about the project.
Department Administrator	GM_PROP_DPT_ADM	Click the Other Contacts link on the Projects page.	View the names of the department administrator, department head and institution officer. Information about this page is display-only. All data comes from the Department Contact and Institution Contact pages.
Department Credit Percentage	GM_PROJ_DEPT_PCT	Click the Department Credit link on the Projects page.	Enter the credit percentage for a department for a particular project.
Comments	GM_PROP_J_DEPT_SP	Click the Department Cost Share Comments button on the Projects page.	Enter comments about the department cost share.

Page Name	Definition Name	Navigation	Usage
Budgets	GM_PROP_BUD	Grants, Proposals, Maintain Proposal, Budgets	Enter budget header information.
F&A and Pricing Setup (facilities and administration and pricing setup)	GM_BUD_FA	Click the F&A and Pricing Setup link on the Budgets page.	Set up F&A rates for your institution, sponsor, and budget.
Program Income	GM_BUD_PGM_INCOME	Click the Program Income link on the Budgets page.	Enter program income details and comments for the period.
Resources	GM_PROPOSAL_RES	Grants, Proposals, Maintain Proposal, Resources	Maintain information about each resource for a proposal project. These resources are used by Research or Workflow.
Vendor Details	GM_PROP_VNDR_SP	Click the Get Agreement Details button on the Resources page.	Enter subrecipient details.
Subrecipient Location	GM_PROP_VND_LOC_SP	Click the Get Location Details button on the Resources page.	Enter subrecipient location and address information.
Subrecipient Contact	GM_PROP_VND_CNT_SP	Click the Get Contact Details button on the Resources page.	Enter subrecipient contact information.
Subrecipient Budget	GM_PROP_VND_BUD	Click the Vendor Budget button on the Resources page.	Enter subrecipient budget information.
Professional Details	GM_PROP_PROF_DT_SP	Click the Details button on the Resources page.	Enter professional details about the resource.
Proposal Professional Address	GM_ADDR_DTL_DSP_SP	Click the Address link on the Professional Details page.	View address information.
Proposal Professional Education	GM_PROP_PROF_ED_SP	Click the Education link on the Professional Details page.	View educational information.
Proposal Professional Job	GM_PROP_PROF_JB_SP	Click the Job link on the Professional Details page.	View job information.
Professional Work Experience	GM_PROP_PROF_WE_SP	Click the Experience link on the Professional Details page.	View work experience information.

Page Name	Definition Name	Navigation	Usage
Professional Advisor/Advisee	GM_PROP_PROF_AA_SP	Click the Advisor/Advisee link on the Professional Details page.	View advisor and advisee relationships.
Professional Memberships	GM_PROP_PROF_MB_SP	Click the Membership/Association link on the Professional Details page.	View memberships and associations.
Professional Honor/Awards	GM_PROP_PROF_HA_SP	Click the Honor/Award link on the Professional Details page.	View honors and awards.
Professional Collaborations	GM_PROP_PROF_CB_SP	Click the Collaboration link on the Professional Details page.	View persons who have collaborated with the professional.
Professional Publications	GM_PROP_PROF_PB_SP	Click the Publication link on the Professional Details page.	View the professional's publications.
Professional Pending Support	GM_PROP_PROF_OP_SP	Click the Pending Support link on the Professional Details page.	View pending support.
Professional Ongoing Support	GM_PROP_PROF_OA_SP	Click the Ongoing Support link on the Professional Details page.	View ongoing support.
Professional Completed Support	GM_PROP_PROF_OC_SP	Click the Completed Support link on the Professional Details page.	View completed support.
Certifications	GM_PROP_CERT	Grants, Proposals, Maintain Proposal, Certification	Maintain all relevant proposal-specific certifications, and enter multiple certifications for each proposal project.
Proposal Certification Comments	GM_PROP_CERT_SEC2	Click the Comment button on the Certification page.	Enter comments about the certification.
Reports	GM_PROP_J_REPT	Grants, Proposals, Maintain Proposal, Reports	Set up PeopleSoft Grants report types for a proposal project.
Attachments	GM_PROP_DOC1	Grants, Proposals, Maintain Proposal, Attachments	Create attachments for the proposal project.
Attributes	GM_PROP_ATTRIB	Grants, Proposals, Maintain Proposal Select the Attributes link	Enter proposal attributes.

Page Name	Definition Name	Navigation	Usage
Location	GM_PROP_J_LOCATION	Grants, Proposals, Maintain Proposal Select the Location link.	Select a location for a subrecipient.
Protocols	GM_PROP_PRJ_PCL	Grants, Proposals, Maintain Proposal Select the Protocols link.	Select a protocol to associate with the project.
Component	GM_PROP_COMPONENT	Grants, Proposals, Maintain Proposal, Component	Enter component information.
Component Stakeholder	GM_PROP_COMP_STK	Click the Stakeholders link on the Component page.	Enter the names and roles of stakeholders.
Component Approval Hierarchy/Option	GM_PROP_COMP_APP	Click the Approval Hierarchy link on the Component page, Approval Info tab.	View the approval hierarchy. All information that is displayed on the page comes from the BU Workflow Approval/Notification Setup page. It shows the approval rules that were set up for the current component.
Component Approval Status/History	GM_PROP_APP_HISTY	Click the Approval Status/History link on the Component page, Approval Info tab.	View the component approval history.
Proposal Component Comments	GM_PROP_COMPO_SEC1	Click the Comments button on the Component page.	Add comments about the proposal component.
Setup Level	GM_PROP_LVL_SETUP	Grants, Proposals, Maintain Proposal, Setup Level	Establish the setting levels as <i>Primary Project</i> or <i>All Projects</i> for certifications, department credits, professional credits, resources, subrecipients, and components. All values are supplied by the Award setup and BU Definition pages. You can overwrite the value in the Proposal level.
KeyWords	GM_PROP_KEYWORD	Grants, Proposals, Maintain Proposal, KeyWords	Link key words to a proposal and its projects.

Page Name	Definition Name	Navigation	Usage
Proposal Component Approval/Submit	GM_COMP_APPROVAL	Grants, Proposals, Proposal Component Approval	Submit and approve a proposal workitem. Grants super users can use this page to monitor, approve, review, and submit all workitems.

Establishing Proposal-Specific Details

Access the Proposal page (Grants, Proposals, Maintain Proposal, Proposal).

Proposal
Projects
Budgets
Resources
Certifications
Reports
Attachments

Proposal ID: CON000000000028

Description:

Version ID: V101

Currency: USD

[Add to My Proposals](#)

*Title:

Long Description:

*PI ID: Schumacher, Kenneth

*Sponsor ID: National Institute of Health

Pre-Award Administrator:

Purpose:

*Proposal Type:

Confidence %: ●

CFDA:

[Due By](#) [Budget Express](#) [Additional Information](#)

Status

*Proposal Status:

Submit Status: Submitted

Generate Status: Contract Generated

In Approval Process

Facilities & Admin Requested

Foreign Application/Component

NIH Modular Grant

*Start Date: *End Date:

No. Periods:

[Build Periods](#)

Proposal page (1 of 2)

Budget Periods				Customize Find First 1-5 of 5 Last	
Period	*Start Date	*End Date	Target Sponsor Budget		
1	10/01/2004	09/30/2005	100,500.00	+	-
2	10/01/2005	09/30/2006	100,950.00	+	-
3	10/01/2006	09/30/2007	100,450.00	+	-
4	10/01/2007	09/30/2008	100,750.00	+	-
5	10/01/2008	09/30/2009	250,000.00	+	-
Target Sponsor Budget:			652,650.00		
Go To: Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes					

Proposal page (2 of 2)

- Version ID** Displays the proposal version, which enables you to track changes to a proposal. All pages in this component display the proposal version.
- Add to My Proposals** Click to add to your My Proposal list.
- Description** Enter a brief version name. If you leave this field blank, the entry in the Title field appears by default. The system uses this title in the award generation process to name the award. The name of the generated post-award project comes from the proposal project short title.
- Allow Multiple PI's (allow multiple principal investigators)** Select to allow multiple PIs for the proposal. This field is available only if the Allow Multiple PI's check box is selected on the Sponsor - Details page.
- Start Approval Process** Click to start the approval process. This option is available only if the proposal status is draft, workflow is active, and the Workflow By Pass check box is deselected.
- Title** Enter a short title for the proposal. The project title appears by default as the proposal title for all projects that are created with no short titles. When you navigate to the Project page, the short Title field is already populated with data. Also use the title as an alternate search option on the Search page to access the Proposal page. If you created the proposal from the Get Opportunity page, the system populates this field with the first 52 characters of the opportunity title.
- Description** Click to access the Description page to enter a description of the proposal.
- PI ID (principal investigator ID)** Select the principal investigator's ID. This label is available only if you did not select the Allow Multiple PI's check box.
- Contact PI** Select the principal investigator who is the contact for the proposal. This field is available only if you selected the Allow Multiple PI's check box.
- Sponsor ID** Select the ID of the organization that is sponsoring the research.

Pre-Award Administrator	Select the ID of the person who is responsible for overall proposal preparation. Only people who are set up as pre-award administrators on the Professional Data page are available.
Purpose	Select a proposal purpose from a list of entries that are defined by the institution.
Proposal Type	<p>Select a proposal type from available options.</p> <p>The values are:</p> <ul style="list-style-type: none"> • <i>Amendment</i> • <i>Competing Continuation</i> • <i>Internal</i> • <i>Modification</i> • <i>NRSA</i> • <i>New</i> • <i>No-Cost Extension</i> • <i>Non-Competing Continuation</i> • <i>Pre-Proposal</i> • <i>Renewal</i> • <i>Research Career Award</i> • <i>Resubmission</i> • <i>Revision</i> • <i>SBIR I</i> • <i>SBIR II</i> • <i>STTR I</i> • <i>STTR II</i> • <i>Supplemental</i>
	Click the SBIR/STTR Flag icon to access the SBIR&STTR page if the proposal type is <i>SBIR I</i> , <i>SBIR II</i> , <i>STTR I</i> , or <i>STTR II</i> .
Confidence % (confidence percentage)	Enter a number between 1 and 100 to reflect the level of confidence that the proposal will be approved. The system translates the number that you enter here to a color-coded icon that represents the confidence level as either high, medium, or low. These labels are predetermined on the Confidence Level Setup page. The colored icon next to this field indicates the confidence level of this proposal.

CFDA (catalog of federal domestic assistance)	Enter the CFDA number that is related to the proposal. A prompt table is delivered that can be populated with the values to be used. (Optional) If you enabled multiple CFDA numbers on the Award Setup Definition page, this field is a link to the CFDA page, where you can enter multiple CFDA numbers.
Due By	Click to access the Due By page. Enter due date and time information for the proposal.
Budget Express	Click to access the Budget Express page. Enter budget amounts for the proposal.
Additional Information	Click to access the Additional Information page. Enter additional information for the proposal.
Facilities & Admin Requested (facilities and administration requested)	Select to indicate that the institution is requesting indirect cost recovery. The system automatically selects the corresponding box on form PHS 398, page II, section 3. <hr/> Note. If you leave this option deselected, the associated check box is deselected on form PHS 398. The system resets the F&A amounts in the budget to zero and deletes the F&A rates. F&A rates are set up within the Budget component; they are key to computing F&A amounts. <hr/>
Workflow By Pass	Select to bypass approval workflow. This check box appears only when the user is assigned the Workflow By Pass security role. You can edit this check box when at least one proposal version has been through workflow and is approved and the current version is not in <i>Pending Approval</i> or <i>Institution Approved</i> status. When you select Workflow By Pass, then Start Approval Process is unavailable.
Foreign Application/Component	Select to choose the corresponding check box on form PHS 398, page II.
NIH Modular Grant (National Institutes of Health modular grant)	Select to designate that the proposal as an NIH modular grant.
Template Proposal	Select to create a template proposal. This option is available only when you first create the proposal. You can use the template to create new proposals based on information in the template, which you can edit. <hr/> Note. Template proposals cannot be generated. <hr/>

Start Date and End Date

Select the start and end dates for the proposal. The system automatically creates the overall budget with the same dates.

Note. To change the dates on the Proposal page after you quit the date fields, update the overall budget date range first so that the dates remain synchronized. If you make a mistake, continue entering information, and then change the overall budget before returning to the Proposal page to make the correction.

See [Chapter 8, "Preparing and Submitting a Proposal," Establishing Proposal Budgets, page 222.](#)

No. Periods (number of periods)

Enter the number of periods for the budget.

Build Periods

Click to build the budget periods for the proposal.

Note. After you click the Build Periods button, the following fields become unavailable: Proposal Start and End Date, Number of Periods, and the Build Periods button. These fields are available only if no rows are in the Budget Period grid of a proposal. Also, the system computes the end date of the proposal when you enter a new row in the Budget Period grid. Proposal start date and end date always equal the minimum start date and maximum end date of the Proposal Budget Period grid.

Status

Proposal Status

Select from these values:

- *Accepted Award*
- *Awarded*
- *Award Pending*
- *Declined by Sponsor*
- *Discontinued*
- *Draft*
- *Institution Approved*
- *Not Funded*
- *Pending Approval*
- *Pending Funding*
- *Refused by Institution*
- *Submitted*
- *Withdrawn*

Submit Status

Select *Submit* or *Unsubmit*. If proposal approval workflow is active, you can submit the proposal only after the proposal status is institution-approved. If not, then you can submit the proposal at any status. You cannot change or modify the proposal after it is submitted. If the proposal is submitted, you can modify it only by using the Personalization option (GM_PR_UNLOCK).

See [Chapter 8, "Preparing and Submitting a Proposal," Unlocking Proposal Information, page 238.](#)

Generate Status

Displays the status of the proposal in the generate process. Values include *Created*, *Pre-spending*, and *Not Generated*.

In Approval Process

Selected when the proposal status is *Pending Approval* and the proposal is in the approval process. This check box is deselected when the proposal completes the approval process.

Budget Periods - Details

When you first create a proposal as *Draft*, the Budget Period grid contains blank start and end dates. When you enter the proposal start and end dates, enter a value in No. Periods, and click the Build Periods button. The system automatically inserts a row into the grid for each period. The first period start date and the last period end date are supplied by default from the proposal start and end dates. After you enter and save the budget details on the Budget Detail page, the target sponsor budget reflects the budget for each period. The target sponsor budget amount that is displayed below the grid reflects the sum of all budget periods.

To reinitiate the build periods process, delete all rows in the grid to reactivate the Build Periods button.

Note. You can reinitiate the process only prior to saving the proposal. After you save the page, the numbers in the Period column of the grid become links to the Budgets page. If you copied a proposal, you can change the dates in this grid.

Target Sponsor Budget

Each line of the grid represents the sum of all budgets of all the projects under this proposal for a particular period.

Budget Periods - PHS Incomes

The sum of anticipated PHS income amounts from the budget program income appears. You can add the anticipated amount source.

Note. These figures are relevant for PHS agency proposals.

Entering a Due Date and Time for a Proposal

Access the Due By page (click the Due By link on the Proposal page).

Due By page

Budget Express

Due By

Select whether the proposal due date criteria is set by the postmark or by the receipt of the proposal.

Due Date

Enter the date on which the proposal is due.

Due Time Enter the time when the proposal is due.

Due Time Zone Select the time zone in which the due date and time are set.

Entering Budget Express Information for a Proposal

Access the Budget Express page (click the Budget Express link on the Proposal page).

The screenshot shows the 'Budget Express' page for proposal CON000000000024, version V1, with a description of 'Initial Draft' and currency 'USD'. Below the header, there are four input fields for budget information:

Direct - Personnel Cost:	<input type="text"/>
Direct - Non Personnel Cost:	<input type="text"/>
Total FA Budget:	<input type="text"/>
Total Budget:	<input type="text"/>

Budget Express page

Enter the budget numbers in the appropriate fields. The data that you enter on this page is for informational purposes only. It has no downstream processing implications.

Entering Additional Information for a Proposal

Access the Additional Information page (click the Additional Information link on the Proposal page).

The screenshot shows the 'Additional Information' page for proposal CON000000000024, version V1, with a description of 'Initial Draft' and currency 'USD'. Below the header, there is a search bar with 'Find | View All | First | 1 of 1 | Last' and a list of items. The first item is selected, showing a form with the following fields:

*Type	<input type="text" value="APC"/>
Comments:	<input type="text"/>

Additional Information page

Type,  and 

Select the type of comment that you want to enter. Click the Additional Details button to access the system-delivered additional comments pages. Enter comments and other information that are specific to the type of comment that you selected. Click the Add Additional Info button to create user-defined additional information types.

System delivered values are:

- *AID - Application Identifier*
Enter application identifiers and state-received date.
- *APC - Allocation Percentage*
Enter minority-owned percentages.
- *CON - Concurrent Submissions*
Select the business unit, proposal, and version for each proposal that you are submitting concurrently. The system populates the Project PI and Sponsor fields automatically.
- *COI - Conflict of Interest*
Select the Compliance with Inst. Policy check box to indicate that the conflict complies with the institution's policy. Select the Review Completed check box and enter the approval date to indicate that you completed the review. You can select either or both check boxes.
- *CST - Cost Sharing*
Indicate whether cost sharing is required by sponsor, who approved it, the date of approval, and the source.
- *EXP - Express Proposal*
Enter comments.
- *FLO - Flow Through*
Select the primary sponsor that the proposal will flow through.
- *IC - Institution Change*
Select to indicate whether the institution changed and the name of the previous institution.
- *IP - Intellectual Property*
Select the Intellectual Property Reported check box to indicate that you are reporting the use of intellectual property, and then enter a description.
- *MJ - Major Goals*
Enter comments.

- *OTH - Other*
Enter comments.
- *PI - PI Change*
Select the PI Change check box to indicate that the PI has changed.
Select the ID of the previous PI.
- *PRE - Pre-Award Spending*
Select the Pre-award Spending Allowed check box to indicate that pre-award spending is permitted, and then enter the guaranteed source of funding.
- *PRV - Previous Award*
Select the business unit and the ID of the previous award. Then select the Renewal in Progress check box, the Accomplishment Based Renewal check box, or both to indicate that a renewal is in progress and is based on an accomplishment.
- *REL - Related Proposals*
Enter the pre-proposal number, and then select the proposal business unit, related proposal, and version ID for all related proposals.
- *SOL - Solicitation*
Enter the solicitation and request for proposal number, as well as the solicitation title.
- *UOB - Unobligated Balance*
Describe unobligated balances for continuation form 2590.

Adding or Updating Projects That Are Associated with a Proposal

Access the Projects page (Grants, Proposals, Maintain Proposal, Projects).

Projects page

You can associate multiple projects with each proposal. Because the system uses a one-to-many relationship for proposals and projects, you can establish a separate project profile even in cases in which only one project is in a proposal.

Proposal Projects

- Project ID** Displays the project ID, which you can edit. When you first create a draft proposal, the system automatically creates the first project and budget header with ID of *Next_I*.
- Primary** Select to indicate that this is the primary project in the proposal.
- Title** Displays the proposal title, which you can change.
- Description** Click to enter a long description for the project.
- Department** Displays the Department value that is derived from the PI on the Proposal page. From the Department value, all other values on the Project page can be supplied by default.
- Dept. Contact** (department contact) Select the name of the individual who is the department contact. Only the people who were added as department contacts in the Department Contact setup page will be listed on the prompt table.
- Subdivision** Select the department subdivision. This is supplied from the department setup. You should not change the value.

Dept Rep (department representative)	Select the name of the department representative.
Institution	Select the name of the institution that is associated with the project that is supplied from the department setup. You should not change the value.
Other Contacts	Click to view the name of the department administrator, department head, and institution officer who are associated with the project.
Department Credit	Click to enter the departmental credit percentages. The total credit percentage should not exceed 100 percent.
SPO (sponsored projects office)	Displays the sponsored projects office that is associated with the department. This value comes from the Department-General Information page (Grants, Departments, General Information).
SPO Contact (sponsored projects office contact)	Displays the name of the projects office contact of the sponsor. The SPO contact receives the Approval workitem or email notification during the approval process. This value comes from the SPO General Information page (Grants, Sponsored Projects Offices, General Information).
 <i>F&A Distribution</i>	
Department	Select the department that is collaborating on the project. If more than one department exists for the project, add a row for each department participating in cost sharing.
Location	Displays the location code that is associated with the department.
Comment	Click to add comments to explain departmental collaborations.
Percent Shared	Enter the respective percentage share for each department that is included in the project. The total percentage must equal 100 percent.
Percent share total all projects	Indicates the percentage of the total that is shared by all the projects.

Viewing Department Administrator Information

Access the Department Administrator page (click the Other Contacts link on the Projects page).

Department Administrator

Department: Engineering

Department Administrator Customize | Find | First 1 of 1 Last

Name
Matheson,Karena

Department Head Customize | Find | First 1 of 1 Last

Name
Sevilla,Maria

Institution: PeopleSoft University

Approving Authority Detail Customize | Find | First 1 of 1 Last

Name
Young,Susan

Department Administrator page

View the department administrator and head. The Department Contact page supplies this information. You can also view the institution contact. The Institution Page supplies this information.

Entering Departmental Credit Percentages

Access the Departmental Credit Percentage page (click the Department Credit link on the Projects page).

Departmental Credit Percentage

Proposal Project: 000000000000159

Details Customize | Find | First 1-2 of 2 Last

*Department	Department	*Credit %		
41000	Engineering	80.00	+	-
90210	Biology Department	20.00	+	-

Department Credit Percentage page

Enter each department's percentage of credit for the project. If you want to capture departmental credit at the award level, you do not need to create another project to store the departmental credit. The system creates an identical table, entered by the project ID and department ID, on the Post Award side. Enter the departmental credit percentages on this page.

Note. If you select *Primary Project* at the setup level, you can add, delete, and modify the department credit only at the Primary Project level.

Entering Budget Header Data

Access the Budgets page (Grants, Proposals, Maintain Proposal, Budgets).

Proposal	Projects	Budgets	Resources	Certifications	Reports	Attachments
Proposal ID:	CON0000000000028			Version ID:	V101	
Description:	Initial Draft			Currency:	USD	
Proposal Project Find View All First 1 of 1 Last						
Project ID:	000000000000163			Title:	The effects of insulin on laboratory rats	
Budget Header Find View All First 1 of 2 Last						
Budget ID:	CA IMPLEMENT			Description:	CA IMPLEMENT	
Start Date:	10/01/2004			End Date:	09/30/2009 <input checked="" type="checkbox"/> Include in Proposal	
Budget Period Customize Find First 1-5 of 5 Last						
Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees	
1	10/01/2004	09/30/2005		500.00	Program Income	<input type="text"/>
2	10/01/2005	09/30/2006		950.00	Program Income	<input type="text"/>
3	10/01/2006	09/30/2007		450.00	Program Income	<input type="text"/>
4	10/01/2007	09/30/2008		750.00	Program Income	<input type="text"/>
5	10/01/2008	09/30/2009		150,000.00	Program Income	<input type="text"/>
F & A and Pricing Setup				Total:	152,650.000	

Budgets page

Budget Header

Budget ID

Displays the default budget ID of each project, which comes from the Installation Options - Grants page. This default is not at the business unit level.

Description

Displays the proposal title description, which you can change.

Start Date and End Date

Displays the start and end dates that you entered on the Projects page.

Include in Proposal

Select to include the budget header data in the proposal.

F&A and Pricing Setup (facilities and administration and pricing setup)

Click to access the F&A and Pricing Setup page. Enter F&A setup for the institution, sponsor, and budget.

Total

Displays the grand total for all budget periods within a project.

Budget Period

Period

Displays the budget periods. Click a period number to access the Budget Detail page and see budget detail for the period. The periods are the same as on the Proposal page. The Budget Period, Start Date, End Date, and Amounts fields on this grid are display-only.

- Start Date and End Date** Displays the start and end dates that you selected for the budget periods on the Proposal page.

- Amount** Displays the total amount from the Budget Detail page.

- Program Income** Click to access the Program Income page, where you can enter details and comments about the program income.

- Number of Participant/Trainees** Enter the number of participants, trainees, or both for the current budget period. The R&R budget form uses this number.

Setting Up F&A and Pricing

Access the F&A and Pricing Setup page (click the F&A and Pricing Setup link on the Budgets page).

F & A and Pricing Setup

Proposal ID: CON000000000024 **Version ID:** V1
Description: The effects of insulin on laboratory rats **Budget ID:** ONE
Project ID: 000000000000159

Institution Minus Funded **Sponsor Minus Funded**

Contracts Related

***Pricing Method:** As Incur
***Product:** GRANTS_REIMBURSAB

F&A Set Up Find | View All | First | 1 of 1 | Last

***Rate Type:** On Campus

Institution

FA Base: Modified Total Direct Costs

Institution Rates	
Effective Date	FA Rate %
07/01/2005	50.00
07/01/2001	40.00

Sponsor

FA Base: Modified Total Direct Costs

Sponsor Rates	
Effective Date	FA Rate %

Budget

FA Base: Modified Total Direct Costs

Budget Rates	
Effective Date	FA Rate %
07/01/2005	50.00
07/01/2001	40.00

F and A and Pricing Setup page

- Institution Minus Funded** Select to use the institution's F&A rate for calculating the cost-sharing F&A.

- Sponsor Minus Funded** Select to use the sponsor's F&A rate for calculating the cost-sharing F&A.

Contracts Related

Pricing Method	Select either <i>As Incurred</i> or <i>Fixed</i> to indicate the type of contract. Because fixed-fee and rate-based are by activity, rate-based activities can be on separate contract lines because the Product value that you select is from a prompt table. Different product IDs force different contract lines.
Product	Select the product for the contract line. You can identify a distinct product within each activity. A product is a contractual obligation for products and services that you provide to your customers. In PeopleSoft Contracts, you define a standard set of products; associate them with a set of attributes including pricing structure (as incurred or fixed fee), tax parameters, and accounting information; and then use the products in your contracts.

F&A Set Up

Select the F&A rate type that you want and the F&A base to which the rate is applied for the institution, sponsor, and budget. The system applies rates to the sum of the budget categories that belong to the selected F&A bases. You can insert multiple rate types for one budget ID. If the F&A base types have overlapping budget categories, the system displays a warning message.

Rate Type	Select a rate type. F&A rate types are associated with sponsors, institutions, proposals, or awards. Rate types include On Campus, Off Campus, or others as identified by the institution.
FA Base (facilities and administration base)	Select an FA base rate for the institution, the sponsor, and the funded amount.
FA Rate % (facilities and administration rate percentage)	Enter the F&A Rate percentages here that will be used to compute the sponsor F&A and institution F&A on the Budget Detail page (GM_BUD_LINE_SUM).

Maintaining Information About Each Resource for a Proposal Project

Access the Resources page (Grants, Proposals, Maintain Proposal, Resources).

Resources page

Note. This page uses NIH (National Institute of Health) resource types and draws from a control table in which you can add as many resource types as you need.

Note. If you select *Primary Project* at the setup level, you can add, delete, and modify the resource, subrecipient, or professional credit only at the Primary Project level.

Resource

Type

Select a resource type. The system-delivered resource types include *Laboratory, Clinical, Animal, Computer, Office, Other, Major Equipment, Other Resources (NSF Specific), and Other Resources.*

Note. These resource types map directly to PHS 398, page HH. You cannot change the key values for these resource types without affecting the printing of the various proposal forms.

The following table lists and describes resource type codes:

Resource Type Code	Description	Proposal Form	Page	Form	Page
LABOR	Laboratory	PHS 398	HH	NIHMOD	HH
CLINI	Clinical	PHS 398	HH	NIHMOD	HH
ANIMA	Animal	PHS 398	HH	NIHMOD	HH

Resource Type Code	Description	Proposal Form	Page	Form	Page
COMPU	Computer	PHS 398	HH	NIHMOD	HH
OFFIC	Office	PHS 398	HH	NIHMOD	HH
OTHER	Other	PHS 398	HH	NIHMOD	HH
RESOU	Other Resources (NSF Specific)	None	None	None	None

Comments Describe the resource usage.

Subrecipient

Subrecipient Select the subrecipient that you want to add to the proposal.

Professional

Research Select to map the professional to the appropriate form. Selecting this option also distinguishes the research team administratively from individuals who are related to the proposal creations. Select this option if you are listing a person whose name appears on the form and is part of the project team during the project generation process. Deselect this option if you are listing a person only for workflow approval process.

Employee ID Select the ID of the professional whom you want to add to the proposal.

Name Displays the name of the professional who is associated with the ID that you selected in the ID field. If the professional is not entered into the system, enter the name in the field.

Note. The name of the PI immediately appears by default in existing projects when you enter the name of the PI on the Proposal page. This occurs only in projects that have a blank grid for professionals. PI row-level security is used for professionals with a role type of *PI* in the proposal professional resources.

Other Role

Select the professional's role in the project. The other role is used for security, travel and expense approval, and workflow.

Oracle delivers a list of roles as system data. However, you can add new roles. Values include:

- *Authorized Personnel*
- *Secretarial/Clerical*
- *Co-Mentor*
- *Co-PI*

This option is available only if the Allow Co-PI's check box is selected for the sponsor.

- *Department Head*
- *Graduate Students*
- *Key Personnel*
- *Mentor*
- *Other*
- *Pre-award Administrator*
- *Principal Investigator*
- *Post Doctoral Associates*
- *Senior Staff*
- *Undergraduate Students*

Contact PI

This check box is automatically selected on multiple PI proposals for the resource listed as the contact PI on the Proposal page.

Primary PI

Select if this resource is the primary PI. This check box is available only for proposals that allow multiple PIs.

Credit %(credit percentage)

Enter the internal individual credit. The sum of the credit percentage on all the rows cannot exceed 100 percent.

Reporting Role

Select the professional's role in the project. The reporting role is used for reporting. This value is populated next to the Award PI field on the Award page .

Oracle delivers a list of roles as system data. However, you can add new roles. Values include:

- *Authorized Personnel*
- *Secretarial/Clerical*
- *Co-Mentor*
- *Co-PI*

This option is available only if the Allow Co-PI's check box is selected for the sponsor.

- *Department Head*
- *Graduate Students*
- *Key Personnel*
- *Mentor*
- *Other*
- *Pre-award Administrator*
- *Principal Investigator*
- *Post Doctoral Associates*
- *Senior Staff*
- *Undergraduate Students*

Include in Award Header

Select to indicate whether the employee should be included in the award header.

Workflow Eligible

Select to indicate whether the professional is eligible to receive workflow. The selection is supplied by default from the professional's personal data.



Click to access the Professional Details page.

See Also

[Chapter 6, "Setting Up and Maintaining PeopleSoft Grants Information," Maintaining Subrecipients, page 148](#)

Entering Agreement Details for Subrecipients

Access the Vendor Details page (click the Get Agreement Details button on the Resources page).

The screenshot shows the 'Vendor Details' page with the following fields and sections:

- Vendor ID:** AUS0000004 Corporate Business Technology
- Agreement Category:** Fixed Price (dropdown)
- From:** 1/18/2009 (calendar icon)
- To:** 1/17/2010 (calendar icon)
- Subrecipient Status:** Pending (dropdown)
- Method Chosen:** Reimbursed per contract
- Information:** Section with a 'Required Deliverables' text input field and pagination controls (Find, View All, First, 1 of 1, Last).
- Comments:** Section with a 'Type' dropdown (set to 'Restrictions') and a 'Comments' text area with a rich text editor icon and pagination controls.

Vendor Details page

Enter details regarding the agreement with the subrecipient.

Agreement Category Select an agreement category. Values include:

- *Cost Reimb*
- *FP Fee*
- *Fixed Price*
- *N/A*
- *Other*

Subrecipient Status Select a status. Values include:

- *Full Exec*
- *Holding*
- *Not Accept*
- *Not Award*
- *Other*
- *Pending*
- *Terminated*

Method Chosen Enter information into this open text field. You can enter the method that is used to select the subrecipient or spell out payment procedures for the subrecipient. You can define this field any way that you want.

Type Select a type. Values include:

- *Justification*
- *Other*
- *Restrictions*
- *Statement of Work*
- *Terms & Conditions*

Entering Budget Information for Subrecipients

Access the Subrecipient Budget page (click the Vendor Budget button on the Resources page).

Subrecipient Budget

Subrecipient ID: AUS0000004

Name: Corporate Business Technology

Third Party Amount:

Budget Items		Customize Find First 1 of 1 Last
#	*Budget Item	Total Direct Budget
1	ANIMAL	4500.00

Subrecipient Budget page

Third Party Amount Enter the amount of a third-party contribution, if any.

Budget Item Select the each subrecipient budget item.

Total Direct Budget Enter the total direct budget amount for each subrecipient budget item.

Adding Proposal Professional Details

Access the Professional Details page (click the Details button on the Resources page).

Professional Details page

This page contains links that provide access to the professional data maintenance pages. On most of these pages, you can click Load to insert all existing information for professionals from their profiles. You can then delete specific lines or reorder the list so that the most appropriate entries for this proposal or project are at the top. This enables you to adapt the professional's biosketch for a particular proposal. Click Reload All to insert the existing information on all the pages at once instead of individually.

Organization Displays the organization name for professionals with ID numbers and professional profiles in the system. The organization information for the individual maps to the Key Personnel section on PHS 398, page BB for individuals marked as key personnel types (*PI, Co-PI, and Key Personnel*).

Project Role Enter the professional's position title for the project.

Role Type Select the role that the professional plays in the project. Values are *Co-PI, Key Pers* (key personnel), *Other, Authorized Person, and PI*.

Note. If you select *Authorized Person*, the employee can access the proposal, but the employee's name does not print on any proposal forms.

Credentials Enter credentials. This field is available only for PI, CoPI, and Key Personnel roles.

US Government Employee Select if the professional is a US Government Employee. If you select this check box, Foreign Organization Employee is unavailable.

US Government Agency	Enter the name of the US Government Agency if you selected the US Government Employee check box.
Amount Requested	Enter the amount that was requested from the US Government.
Foreign Organization Employee	Select if the professional is a foreign organization employee. If you select this check box, the US Government Employee check box and related fields are unavailable.
Eligible PI, First Time PI, PI Eligibility Waiver, and New Personnel	Select all check boxes that apply to the professional's role in the project. If the role is <i>PI</i> or <i>CO-PI</i> , and the professional is not listed as an eligible PI in the database, select <i>PI Eligibility Waiver</i> .
Address	Click to display the professional's address information from the professional profile. Only one address appears for each professional.
Education	Click to associate multiple degrees with the professional. Select Include in proposal for degrees or educational accomplishments that you want included in PHS 398, page AA, section 3b. Only three degrees can be printed in section 3b.
Job	Click to associate multiple jobs (appointments) with the professional. You can select the most relevant jobs to include in the proposal.
Experience	Click to associate multiple types of experience with the professional.
Advisor/Advisee	Click to associate multiple advisees and advisors with the professional.
Membership/Association	Click to associate multiple memberships and associations with the professional.
Honor/Award	Click to associate multiple honors and awards with the professional.
Collaboration	Click to associate multiple collaborators with the professional.
Publication	Click to associate multiple publications with the professional.

Pending Support

Click to link pending support information with the professional. The proposal status must be in one of the following statuses before you can load data onto the Pending Support page.

- *Institution Approved*
- *Awarded; Pending*
- *Draft*
- *Pending Funding*
- *Pending Approval*

Note. The system loads only proposal information into the Professional Pending Support page from proposals that are in the *Submitted* status.

Ongoing Support and Completed Support

Click to link active and past support information for a professional. For you to add information regarding current support, the proposal status must be in the *Awarded* status.

Note. PeopleSoft Grants enables you to refer to other proposals that you have entered into the system that have a status of *Pending*. You cannot enter other support data if it is not already in the system.

When you load current support information for the PI from the Resource page (GM_PROPOSAL_RES), the award must have the PIs employee ID listed in its Project Workbench table (GM_PROJECT_TEAM_01). Otherwise, when the NIH MOD form asks for all current support, some awards may be missing.

Information appears only by default on the Project Workbench Personnel page if you have run the award generation process. If you create a *blue bird* award (an award without a proposal to initiate it), personnel information does not appear by default in the project workbench. You must then enter all personnel information manually.

See Also

[Chapter 6, "Setting Up and Maintaining PeopleSoft Grants Information," Setting Up and Maintaining Professional Data, page 133](#)

Maintaining Proposal-Specific Certifications

Access the Certifications page (Grants, Proposals, Maintain Proposal, Certifications).

Proposal	Projects	Budgets	Resources	Certifications	Reports	Attachments			
Proposal ID:	CON0000000000028			Version ID:	V101				
Description:	Initial Draft			Currency:	USD				
Project Find View All First 1 of 1 Last									
Project ID:	000000000000163			Title:	The effects of insulin on laboratory rats				
Certification Customize Find First 1-3 of 3 Last									
Certification Info		Review and Status							
*Certification Code	Certification Date	*Indicator	Certified By	Approval Date	Expiration Dt	Assurance Number	Exemption Number		
AGE	07/01/2004	Yes	Unger,Randy	08/01/2004	12/31/2006	A-8324			+ -
DRUG0	01/01/2005	Yes	Angelini,Gina	01/15/2005	12/31/2005	A-45321			+ -
SMOKE	02/01/2005	Pending	Crawford,William		03/31/2006	A-911B			+ -

Certifications page

This page provides a central data storage location for all relevant proposal-specific certifications. You can enter multiple certifications for each proposal project. Certification values that appear on this page are based on the PI and the institution that is associated with the PI that you select on the Proposal page. You can add comments in the explanation fields when you select Yes in response to a question.

Note. If you select *Primary Project* at the setup level, you can add, delete, and modify the certification only at the Primary Project level.

Certification Code	<p>Select the certification codes that are associated with the proposal. We deliver these codes as system data:</p> <ul style="list-style-type: none"> • <i>Human Subjects</i> Maps to form PHS 398, page AA. • <i>Vertebrate Animals</i> Maps to form PHS 398, page AA. • <i>Smoke-Free Environment</i> Maps to form PHS 398, page II. • <i>Inventions and Patents</i> Maps to form PHS 398, page II. • <i>Beginning Investigator</i> • <i>Lobbying Activities</i> • <i>Proprietary/Privileged Info</i> (proprietary/privileged information) • <i>National Environmental Policy</i> • <i>Historical Places</i> • <i>Small Grant Exploratory Research</i> • <i>Group Proposal</i> • <i>International Cooperative Activity</i> • <i>Facilitate Scientists with Disabilities</i> • <i>Research Opportunity Award</i> • <i>Delinquent Federal Debt</i> • <i>Debarment and Suspension</i>
Certification Date	Select the certification date for each code.
Indicator	Select the certification indicator. Values are <i>N/A, No, Pending,</i> and <i>Yes.</i>
Certified By	Select the name of the person who authorized the certification.
Approval Date	Select the date on which the certification was approved.
Expiration Date	Select the date on which the certification expires. The generate process brings this date forward to the award.
Assurance Number	Enter the assurance number that is associated with the certification.

Exemption Number Enter the exemption number that is associated with the certification.

Review and Status

Full Review and Expedited Review Select one or both of these check boxes to indicate that the certification has been reviewed. These check boxes apply only to the values of *Animal Care* and *Human Subjects*. You can, however, select them for other types of certifications.

Changed Since Prev Submission (changed since previous submission) Select to indicate whether any changes have been made since the previous submission. This field applies to inventions and patents (INVPT) only.

Previously Reported Select to indicate that the certification has been previously reported. This field applies to INVPT (inventions and patents) certification code only.

Add Comments Click to add comments.

Setting Up PeopleSoft Grants Report Types for a Proposal Project

Access the Reports page (Grants, Proposals, Maintain Proposal, Reports).

The screenshot displays the 'Reports' page in PeopleSoft. At the top, there are tabs for Proposal, Projects, Budgets, Resources, Certifications, Reports, and Attachments. The 'Reports' tab is active. Below the tabs, the following information is shown:

- Proposal ID: CON000000000028
- Version ID: V101
- Description: Initial Draft

Below this is a section for 'Proposal Project' with the following details:

- Project ID: 000000000000163
- Title: The effects of insulin on laboratory rats

The main section is titled 'Report' and contains a table of report entries:

*Type:	Comments:
Abstract	Submitted with all of the required details
Major Goals	Report on the Major goals has been completed

Each report entry has a dropdown menu for the type and a text area for comments. There are also '+' and '-' buttons next to each entry to add or remove rows.

Reports page

Type and Comments Select a report type, and then add any comments about the report. You can add rows to enter additional report types. Values include *Abstract*, *Major Goals*, and *Progress Report Summary*.

Comments that are associated with the *Abstract* and *Major Goals* report types appear in the description box on the PHS 398 proposal form.

Linking Documents to a Proposal Project

Access the Attachments page (Grants, Proposals, Maintain Proposal, Attachments).

This page helps you keep track of documents that the researchers prepare, such as statements of objectives and methods, budgets, and personnel information. You can attach multiple documents to the proposal.



Click the Add Attachment button to attach a document to the proposal.

Note. The system does not track changes to external documents. Freezing a proposal does not freeze external documents that are associated with the proposal.

Browse

Click to search for the document that you want to attach to the proposal. This button appears after you click the Add Attachment button.

Upload

Click to attach the file to the proposal and return to the Documents page. This button appears after you click the Add Attachment button.



Click the Delete Attachment button to delete a document. This button appears only after you attach a document to the page.



Click the View Attachment button to view the attachment. This button appears only after you attach a document to the page.

Entering Proposal Attributes

Access the Attributes page (Grants, Proposals, Maintain Proposal. Select the Attributes link).

Attributes page

Select an attribute type, and then enter a value (either numeric or character), as well as any comments.

Add Attribute

Click to access the Attribute Type page and enter additional attribute codes. The system stores attributes in the Attribute Type control page. Attributes can be anything that you want to track in a proposal.

See [Chapter 5, "Structuring PeopleSoft Grants," Creating the Institution Attribute Type, page 79.](#)

Maintaining Address Information for Each Project Within a Research Proposal

Access the Location page (Grants, Proposals, Maintain Proposal. Select the Location link).

Proposal ID: CON000000000028 Version ID: V101
 Description: Initial Draft

Proposal Project Find | View All First 1 of 1 Last
 Project ID: 00000000000163 Title: The effects of insulin on laboratory rats

Location Find | View All First 1 of 1 Last
 *Location: EGV05 Description: EGV05 - Miami, FL Foreign Primary
 *Congressional District: Phone:
 Country: USA United States Ext:
 Address 1: 4908 Creekwood Dr Fax:
 Address 2:
 Address 3:
 City: Miami
 County: Postal:
 State: FL Florida

Go To: [Location](#) [Protocols](#) [Component](#) [Setup Level](#) [Keywords](#) [Gender & Minority Study](#) [Trainee](#) [Attributes](#)

Location page

This page stores address information for each project within a research proposal as well as information concerning where the research for a project is conducted. This information maps to page BB on the PHS 398 form as performance sites.

Location

Select a code to display the information from the location control table. When you select a site, the system populates the address information fields. You can also add new locations and enter information in the specific address and phone fields.

Foreign

Select to indicate that this location is outside the country of the institution.

Primary Select to indicate that this location is the primary location. Each proposal can have only one primary location. The primary location exists on the primary project. The system sets the first location on the primary project as the primary location.

Congressional District Enter the congressional district for the primary project location.

Entering Protocols

Access the Protocols page (Grants, Proposals, Maintain Proposal. Select the Protocols link).

Proposal ID: CON0000000000028 Version ID: V101
 Description: Initial Draft

Proposal Project Find | View All First 1 of 1 Last
 Project ID: 00000000000163 Title: The effects of insulin on laboratory rats

Associated Protocols Customize | Find | First 1 of 1 Last

Protocol ID	Short Description	Go To Protocol
1		Protocol ID + -

Go To: [Location](#) [Protocols](#) [Component](#) [Setup Level](#) [Keywords](#) [Gender & Minority Study](#) [Trainee](#) [Attributes](#)

Protocols page

Select a protocol from the Protocol ID field to associate a protocol with a proposal. The protocol must have at least one protocol version approved for you to attach the protocol header to the proposal. Click the Go To Protocol link to view the Protocol header.

Tracking the Status of Proposal Components

Access the Component page (Grants, Proposals, Maintain Proposal, Select the Component link).

Component page

Each proposal can have multiple components. The Workflow component approval setup determines the Component Detail rows. You can program the Proposal component to add to or delete from the proposal project automatically or manually, depending on the criteria that you set up in Proposal Component Approval rules. You establish these rules in the Common Workflow Approval/Notification Setup page. The component is added to the project if the criteria is entered or deleted, or if the proposal, project, or budget is updated, and criteria is no longer true. You cannot delete any Proposal component that was added programmatically. You can add or delete a Proposal component manually for an additional approval process.

Note. If you select *Primary Project* at the setup level, you can add, delete, and modify the component only at the Primary Project level.

Component

Select the name of the component. This is a user-defined value.

See [Chapter 5, "Structuring PeopleSoft Grants," Defining Proposal Components, page 92.](#)



Click the Add Component button to add new components.

Status

Select a status for each proposal component. If Proposal workflow is active, this field is display-only. The workflow process drives the component status. Values are *Approved, Assigned, Draft, Finished, In Progress, Not Approved, and Send Back.*

Required Flag

Select to indicate whether the component is required. All components that are added by the program are set to *Required*. All required components must be approved before the proposal is approved.

Stakeholders

Click to select a stakeholder who is an employee of the institution.

Approval Info

Approval Hierarchy

Click to view roles in the approval process. All information in this page is display-only. Values that are displayed on this page are from the Common Workflow Approval/Notification Setup page.

Approval Status/History

Click to view the current approval process and its history.

Submit

This button is active if the component status is *Send back* and the current user has the role of Approver Initiator or Grants Super User, or if the component is added after the approval workflow has started. You can click the Submit button to submit the current component, or click the Submit button on the project level, which will submit all the components within the project for approval.

See Also

[Appendix E, "PeopleSoft Grants Reports and Forms," page 449](#)

Entering Component Stakeholders

Access the Component Stakeholder page (click the Stakeholders link on the Component page).

Component Stakeholder					
Component: ADMINISTRATIVE					
Stakeholders					
Stakeholder	Workflow Eligible	Role	Department	Description	
1 Castillo, Robert	<input type="checkbox"/>		22000	Sales and Services	+ -

Component Stakeholder page

Enter multiple stakeholders for each Proposal component. The stakeholder bears responsibility for reviewing each component.

Stakeholders

Stakeholder

Select the name of the stakeholder.

Workflow Eligible

Select this option if the stakeholder is eligible to receive workflow items.

Role

Enter a role—such as *PI*, *Co-PI*, *Department Chair*, or *Technician*— for each stakeholder.

Department and Description Information in these fields appears by default from the department contact table, which stores the relationship between professionals and their associated departments.

Note. Components are user-defined, so you can track items that have not been delivered as part of system data. The data that we provide in this documentation represents examples only. You can also use components to implement configured workflow processes.

Reviewing Component Approval Hierarchy

Access the Component Approval Hierarchy/Option page (click the Approval Hierarchy link on the Component page, Approval Info tab).

Component Approval Hierarchy/Option

Component: ADMINISTRATIVE

Workflow Approval Actions

Notify When Status Changes Self Approval

Approval Initiator Role: Principal Investigator

Approval System Administrator: Crawford, William

Routing Roles Customize Find First 1-2 of 2 Last						
Role	Required	Perform Action	Workflow Action	Sequence	Pool List	Reassign
Co-PI	<input type="checkbox"/>	Notify	Email Notification Only	1	<input type="checkbox"/>	<input type="checkbox"/>
Principal Investigator	<input checked="" type="checkbox"/>	Approve	Worklist Only	1	<input type="checkbox"/>	<input type="checkbox"/>

Component Approval Hierarchy/Option page

View the roles that are related to the approval process. Information on this page is display-only and cannot be modified. Information on this page is viewed from the common workflow Approval/Notification Setup page.

See [Chapter 3, "Defining Your Operational Structure," Setting Up the Approval and Notification Process, page 30.](#)

Viewing Approval Status and History

Access the Component Approval Status/History page (click the Approval Status/History link on the Component page, Approval Info tab).

Component Approval Status/History page

View By Select display options for the Component Approval History grid. Values include *All*, *Notification Only*, and *Workitem only*.

Component Approval History

Last Req ID(last requested identification) Displays a system-generated value field. It shows the sequence in which the system generated the workitem or notification.

Routing Displays the role of the approver or reviewer. Values may include *Originator*, *Administrator*, and *Stakeholder*.

Name Displays the name of the person who performs the action.

Required Selected if the person is a required approver or reviewer.

Pool List Selected if you require only one person from this role to perform an action. The system drops the workitem from other persons in the role when one person performs an action.

Workitem Selected if the approver receives a worklist.

Notification Selected if the approver receives an email notification.

Status Displays the user's action status. Values include *Submitted*, *Notified*, *Approve*, *Reassigned*, and *Send Back*. The column is empty if the user has not taken action.

Date/Time Stamp Displays the time and date of the action.

Comment Displays comments that were entered by the approver.

Identifying Setup Levels

Access the Setup Level page (Grants, Proposals, Maintain Proposal. Click the Setup Level link).

Proposal ID: CON000000000028 Version ID: V101
 Description: Initial Draft Currency: USD

Levels

*Certifications: All Projects
 *Resources: All Projects
 *Dept Credit: All Projects
 *Subrecipients: All Projects
 *Prof Credit: All Projects
 *Components: All Projects

Go To: [Location](#) [Protocols](#) [Component](#) [Setup Level](#) [Keywords](#) [Gender & Minority Study](#) [Trainee](#) [Attributes](#)

Setup Level page

Use this page to set up the certification, resource, department credit, subrecipient, professional credit, and component levels. The business unit setup value is supplied by default. If you set the value at the All Projects level, then all components are submitted for approval. If you set the value at the Primary Project level, then only the components within the primary project are submitted for the approval process. When you generate the award, these values come forward based on the setup values of all projects or the primary project.

Note. If you select *Primary Project*, you can add, delete, and modify objects only at the Primary Project level. If you select *All Projects*, you can add, delete, and modify objects for all the projects with the proposal.

Linking Key Words to a Proposal

Access the KeyWords page (Grants, Proposals, Maintain Proposal. Click the Key Words link).

Proposal ID: CON000000000028 Version ID: V101
 Description: Initial Draft

Key Word Detail Customize | Find | First 1-3 of 3 Last

	*Key Word	Description		
1	DIABETES	Diabetes	+	-
2	DISEASE	Disease	+	-
3	INSULIN	Insulin	+	-

Go To: [Location](#) [Protocols](#) [Component](#) [Setup Level](#) [Keywords](#) [Gender & Minority Study](#) [Trainee](#) [Attributes](#)

Key Words page

You define key words in a control record that is populated during implementation. You can use these entries to track proposals by subject category (such as *cell biology*, *electrical engineering*, and *cancer*) and to link multiple science codes to a project (as required by Transaction Set 194).

Key Word

Click the Look up button to select a value from the list of available key words. The PI that you select on the Proposal page determines the values that are included on this page.

Approving a Proposal

Access the Proposal Component Approval/Submit page (Grants, Proposals, Proposal Component Approval).

Proposal Component Approval/Submit

Proposal ID: CON000000000028 Business Unit: EGV05
 Version ID: [V101](#) Proposal Status: Awarded
 Title: The effects of insulin on laboratory rats

Proposal Project: Find | View All | First 1 of 1 Last

Project: 00000000000163 Title: The effects of insulin on laboratory rats

Component: Find | First 1 of 1 Last

Component: SSS Status: In Progress

Approvals									
Role	Task Assigned To	Required	Submit	Approve	Send Back	Review	Reassign	Assign To	Comment
Principal Investigator	Kenneth Schumacher	<input type="checkbox"/>		Comment					

Proposal Component Approval/Submit page

You can use the page to review, submit, and approve a proposal that is assigned to you. You access this page by clicking a worklist or by using the navigation. Grants Super-Users can use this page to review, submit, and approve all proposals.

The options that are available on this page are based on your authority or role. For example, if you are assigned to perform an approval action, you see the Approve and Send Back options as available. All other options are not available. You can also use this page to resubmit a component for approval. After you select an option, the system looks at the approval setup role and determines the next step. For example, if you are the last required approver within the current component, the component status is updated to *Approve*, and if all components are approved, the proposal is updated to *Institution Approved*.

Establishing Noncompeting Continuations

This section provides an overview of noncompeting continuations and discusses how to:

- Create a continuation.
- Document a gender and minority study for a continuation project.
- Summarize information about student trainees participating in a continuation project.

Understanding Noncompeting Continuations

Continuations are miniproposals that you submit to a sponsor at the end of the first year of funding and are built the same way as proposals. They are based on awards rather than on previous proposals, so they draw information from records that already exist in PeopleSoft Grants. Continuations report information about the previous year's research and, if you request changes from the original proposal, forecast expectations for the upcoming year of funding.

You use the Gender and Minority Study and Trainee pages in the Proposal component only in continuation proposals that are associated with Department of Health and Human Services (DHHS) grants.

Note. If the project is not a continuation, fields on the Gender and Minority Study and Trainee pages are display-only.

When you create a continuation, the system retrieves key information from the original award, such as PI, PI name, short title, sponsor, long description, certifications, and all project data.

The rest of the information remains in the award file to eliminate duplicate data in the award and proposal records. You must add continuation-specific information.

To create a continuation:

1. Access the Create Continuations page by choosing the award ID that you want to continue.
2. Complete a To Continuation Proposal ID field and a To Continuation Version ID field.
3. Click Create.

The system creates a new proposal ID with a proposal type of *Non-Competing Continuation* and accesses the Proposal page.

4. Select *Unobligated Balances* as the comment type on the Additional Information page (GM_PROP_ADD_INFO) to describe unobligated balances for Continuation Form 2590.
5. Navigate through the proposal pages to complete any additional proposal requirements (professionals, budgets, and subrecipients).

Note. When you create a continuation, the system copies the *HUMAN* (human subjects), *INVPT* (inventions and patents), and *ANIMA* (vertebrate animals) continuation codes from the award to the continuation proposal.

Also, the system enables the following fields on the Certification page: Changed Since Prev Submission and Previously Reported.

If the certification code is *HUMAN* or *ANIM* and the certification changed since the last submission, select the Changed Since Prev Submission check box. If the certification code is *INVPT* and the certification was previously reported, select the Previously Reported check box.

Pages Used to Establish Noncompeting Continuations

Page Name	Definition Name	Navigation	Usage
Create Continuation	GM_CONT_ID_CREATE	Grants, Awards, Create Continuation	Create a continuation.
Gender and Minority Study	GM_CONT_PRJ_ETHNIC	Grants, Proposals, Maintain Proposal, Gender and Minority Study	Document information regarding the gender and ethnic status of persons who are used in human research.
Trainee	GM_CONT_PRJ_TRAIN	Grants, Proposals, Maintain Proposal, Trainee	Summarize information about student trainees who are participating in a continuation project.

Creating a Continuation

Access the Create Continuation page (Grants, Awards, Create Continuation).

Create Continuation

Business Unit: EGV05

Award ID: PI-PRP005

Proposal ID: PI-PRP005 To Continuation Proposal ID:

Version ID: V101 To Continuation Version ID:

Budget Period: 5

Create Continuation page

Proposal ID Displays the proposal ID that is associated with the selected award.

To Continuation Proposal ID Enter the continuation proposal ID. Enter *NEXT* to have the system increment the proposal ID.

To Continuation Version ID Enter the continuation proposal ID.

Budget Period Displays the budget period.

Create Click Create to create the continuation proposal.

Documenting a Gender and Minority Study for a Continuation Project

Access the Gender and Minority Study page (Grants, Proposals, Maintain Proposal, Gender and Minority Study).

The screenshot displays the 'Gender and Minority Study' page. At the top, there are navigation tabs: Proposal, Projects, Budgets, Resources, Certifications, Reports, Attachments, Gender and Minority Study (selected), and Schema Attachments. Below the tabs, the proposal details are shown: Proposal ID: PC0000000000007, Version ID: V101, and Description: Protein's struct II. A 'Proposal Project' section shows Project ID: PC0000000000007 and Title: Protein's struct II. An 'Ethnic Info' section shows Sequence No: 1 and a 'Study Title' field. The 'Detail' section contains a table with columns: *Ethnic Type, *Gender, No. Of Subjects, and New Data. The table has two rows: American Indian/Alaskan Native (Female, 20) and Hispanic -White (Female, 20). At the bottom, there are links for 'Go To: Location, Protocols, Component, Setup Level, Keywords, Gender & Minority Study, Trainee, Attributes, Schemas'.

Gender and Minority Study page

Ethnic Type and Gender

Select a value to represent the subject's ethnicity and gender. This data comes from a translate table and maps to continuation proposal forms.

No. Of Subjects (number of subjects)

Enter the number of people who are involved in the study who match the ethnic type and gender on the grid line. This information maps to continuation proposal forms.

New Data

Select if this is new data. All existing gender and minority information becomes old data when you create the Non-Competing Continuation proposal. If you modify this proposal and add a new gender, then that information becomes new data. The Forms Print process uses the presence of new data to determine whether to print this gender information on the Target/Planned Enrollment table or the Inclusion Enrollment report.

Totals

After you enter information regarding gender and ethnicity, the system enables this button. Click to display a page that lists totals by ethnic type, race, and gender.

Summarizing Information About Student Trainees Participating in a Continuation Project

Access the Trainee page (Grants, Proposals, Maintain Proposal, Trainee).

The screenshot displays the 'Trainee' page in an Oracle Financials application. At the top, there are navigation tabs: Proposal, Projects, Budgets, Resources, Certifications, Reports, Attachments, Trainee, and Schema Attachments. The main content area shows the following details:

- Proposal ID:** PC0000000000007
- Version ID:** V101
- Description:** Protein's struct II

Below this is a 'Proposal Project' section with a table header. The table contains one row:

Project ID	Title
PC0000000000007	Protein's struct II

At the bottom of the table is a 'Distribution of Trainees' button. Below the table is a 'Trainee Info' section with a table header. The table contains one row with the following fields:

*Student Name	Degree Earned	Ethnic Type	Current Position	Gender
<input type="text"/>				

At the bottom of the page, there is a 'Go To:' section with links to: Location, Protocols, Component, Setup Level, Keywords, Gender & Minority Study, Trainee, Attributes, and Schemas.

Trainee page

Enter the student name, degree earned, and current position for each trainee participating in the project. You can enter multiple lines for multiple trainees.

Distribution of Trainees Click to access an inquiry page that lists totals by ethnic type, race, and gender.

Ethnic Type and Gender Select a value to represent the student's ethnicity and gender. This data comes from a translate table and maps to the continuation proposal forms.

Establishing Proposal Budgets

This section provides an overview of proposal budgeting and discusses how to:

- Enter detailed budget information.
- Distribute overall cost-sharing commitments within the institution.
- View F&A cost calculations.
- Distribute cost sharing commitments by budget line detail.
- Enter budget details for personnel.
- Enter budget details for animal care.
- Enter budget details for other budget items.

Understanding Proposal Budgeting

This section discusses:

- F&A cost calculations.
- Overall cost sharing.
- Summary cost sharing.
- Budget line details.

F&A Cost Calculations

Here is some general information about F&A cost calculations:

- The system calculates the F&A costs for the current budget period.
To get F&A costs for each period in the entire budget, you must calculate them separately.
- The rate type, waived calculation method, and base types for the institution and sponsor appearing on this page come from the F&A Set Up page.
- If you define the sponsor F&A rate as *Same as Institution* in the sponsor F&A definition, the system makes the effective date and F&A rate percentage blank.
Also, the system deselects the Same As Institution check box on the F&A Calculation page.
- The system calculates the F&A costs for the institution and sponsor based on the effective dates of rates that are entered for each of their respective profiles.
- If the proposal requires a specific F&A rate that differs from the sponsor and institution, you can enter rates and their effective dates in the fields that are provided.
- The system sums all costs for budget items that belong to the base type that you select.

Overall Cost Sharing

Here is some general information about overall cost sharing:

- You can enter cost sharing data concerning individual lines on the lines that are on the Enter Budget Detail page.
- You can enter cost sharing information for either the institution or a third party by budget summary line, or for the overall budget for the entire period.
- After you apply cost sharing to either the summary (overall budget) line or the detail (individual budget) line, you can apply it only at that level.

Summary Cost Sharing

Here is some general information about summary cost sharing:

- You can enter percentages or fixed dollar amounts to determine cost shares.
- For cost sharing by the institution, you must enter a department for distribution purposes.

- For cost sharing by third parties, enter the appropriate information in the lower portion of the Summary Cost Sharing page.

The system does not transfer third-party cost sharing amounts into the award setup budget.

- If you do not do cost sharing by summary line, you can enter cost share amounts for the sponsor, institution, and other applicable third parties on the Overall Cost Sharing page.

Budget Line Details

Here is some general information about entering budget line details:

- You can enter multiple personnel budget lines for a single person or for multiple people.
- You can calculate the compensation cost for individuals with multiple appointments.
- When you select an employee who was previously entered as a professional on the Proposal Professional page, the Project Role and Role fields appear.

Other personnel information comes from multiple tables within the professional profile and includes name, job code, employee class, fringe rate type, annual salary, and fringe rate.

- The system supplies annualized salary from the individual's job record.
- The system calculates the budgeted salary based on the annualized salary and the number of months that the professional is involved with the research, along with the effort percentage for that time period and any merit increases.

A merit increase takes effect only if the merit increase date is between the start and end dates of the personnel detail line. To enter a fixed salary amount and bypass the salary calculation, use the Fixed Salary Amount field.

- The system populates the Fringe Rate field only if you have entered a fringe rate type for the individual in his or her professional profile.

The system uses the current institution's fringe rate based on the employee's fringe rate type that is entered in his or her profile. The system calculates the budgeted salary and fringe benefits based on the parameters that you set.

- You can enter an annual fringe amount, a fringe rate, or a fixed fringe amount.

If you enter an annual amount, the system calculates the budgeted amount based on the time period. If you enter a rate, the fringe amount is based on the calculated salary amount. If you enter a rate and an annual amount, the system calculates both and adds them together. You can also bypass all fringe calculations by entering a fixed fringe amount.

- The system tracks total budgeted amounts for all salaries and fringe amounts that you enter.

Note. Fringe, C/S, and F&A round to whole amounts.

Pages Used to Establish Proposal Budgets

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Enter Budget Detail	GM_BUD_LINE_SUM	Grants, Proposals, Enter Budget Detail, Enter Budget Detail	Store detailed budget information by budget item. The page divides the total funding responsibilities of the sponsor and total cost sharing between the institution and any third parties. It also displays a breakdown of direct and F&A (indirect) budget amounts.
Overall Cost Sharing	GM_BUD_CS_PD	Click the Overall Cost Share link on the Enter Budget Detail page.	Distribute cost sharing commitments by institutional third parties.
F&A Calculation (facilities and administration calculation)	GM_BUD_FA_PD	Click the View FA Rate link on the Enter Budget Detail page.	View the calculated budgeted and waived and cost shared amounts for the entire budget period.
Cost Share	GM_BUD_CS_SUM	Click the Cost Share link on the Line Data tab on the Enter Budget Detail page.	Distribute cost sharing commitments by budget summary line.
Personnel Detail	GM_BUD_PERS_DTL	Click the Details button on the Line Data tab on the Enter Budget Detail page for the Personnel category.	Enter additional budget information concerning personnel (salary and fringe calculations).
Animal Care	GM_BUD_ANML_DTL	Click the Details button on the Line Data tab on the Enter Budget Detail page for the Animal category.	Enter additional budget information concerning animal care (cages and daily rates).
Budget Detail	GM_BUD_LINE_DTL	Click the Details button on the Line Data tab on the Enter Budget Detail page for a category other than Personnel or Animal.	Enter additional budget information concerning other information (equipment, travel, and so on).
Budget Line Justification	GM_BUD_JUSTIF	Click the Justification link on the Enter Budget Detail page.	Enter justification details.

Entering Detailed Budget Information

Access the Enter Budget Detail page (Grants, Proposals, Enter Budget Detail, Enter Budget Detail).

Creating an NIH Modular Grant Budget

If you selected the NIH Modular Grant check box on the Proposal - General Info page, you must create a budget that is specific to an NIH modular grant. This process is the same as the process for establishing a regular proposal budget, except for a few variations:

- The system automatically selects the Modular check box to indicate that it is an NIH modular proposal.
- The Category field shows how the various categories roll up on the form.

These categories serve as headings on the NIH Modular Budget Justification form.

- The Map Detail check box appears by default based on the category, and indicates which lines should map to the form.
- The system maps any text that you enter on the Justification page to the Budget Justification form under the corresponding category type heading.
- When you save, the system issues a warning if the sponsor direct amount is not a multiple of 25,000 USD or if the amount exceeds 250,000 USD.

This is an informational warning. You can still save the data that you entered.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Establishing Institution Controls, page 76](#)

Distributing Overall Cost-Sharing Commitments Within the Institution

Access the Overall Cost Sharing page (click the Overall Cost Share link on the Enter Budget Detail page).

Overall Cost Sharing			
Budget Period:	1	Start Date:	10/01/2004
		End Date:	09/30/2005
Overall Cost Sharing			
Total Direct:	500.00	Cost Share Percent:	<input type="text" value="0.00"/>
Sponsor Direct:	<input type="text" value="500.00"/>	Cost Share Direct:	<input type="text" value="0.00"/>
Cost Sharing Distribution			
Institution		Find View All First 1 of 1 Last	
*Department	<input type="text"/>	C/S Pct	<input type="text"/>
		C/S Direct:	<input type="text"/>
Third Party		Find View All First 1 of 1 Last	
Description	<input type="text"/>	C/S Pct	<input type="text"/>
		C/S Direct:	<input type="text"/>
Distribution Totals:		0.00	0.00

Overall Cost Sharing page

Enter overall cost sharing information for the sponsor, as well as cost sharing information for departments and third parties. You can do cost sharing at the period level or the line level. The system restricts you from entering cost sharing at the line level if you entered cost sharing at the period level.

Viewing F&A Cost Calculations

Access the F&A Calculation page (click the View FA Rate link on the Enter Budget Detail page).

F&A Calculation

Proposal Project: 000000000000163

Budget Period: 1 Start Date: 10/01/2004 End Date: 09/30/2005

Details Find | View All | First **1** of 1 | Last

Rate Type: Waived FA Meth: Institution Minus Funded

Institution Defaults		Institution Rates	
FA Base		Eff Date	FA Rate %
Base Amount	0.00		
FA Amount	0.00		

Sponsor Defaults	
FA Base	
Base Amount	0.00
FA Amount	0.00

Budget		Budget Rates	
FA Base		Rate_effdt	FA Rate %
Base Amount	0.00		
FA Amount	0.00		
Waived FA:	0.00		

Budget Totals					
Sponsor FA Base:	0.00	Sponsor FA:	0.00	Waived FA:	0.00
Institution Cost Share FA Base:	0.00	Institution Cost Share FA:	0.00		

F and A Calculation

This page displays the calculated budget, as well as waived and cost-shared amounts for the entire budget period.

Distributing Cost Sharing Commitments by Budget Line Detail

Access the Cost Share page (click the Cost Share link on the Line Data tab on the Enter Budget Detail page).

Cost Share			
Budget Period:	1	Start Date:	10/01/2004
		End Date:	09/30/2005
Budget Line Number:	30	Budget Item:	EQUIP Equipment
Cost Sharing			
Total Direct:	18,100.00	Cost Share Percent:	<input type="text" value="50.00"/>
Sponsor Direct:	<input type="text" value="9,050.00"/>	Cost Share Direct:	<input type="text" value="9,050.00"/>
Cost Sharing Distribution			
Institution Find View All First 1 of 1 Last			
*Department	<input type="text" value="41000"/> Engineering	C/S Pct	<input type="text" value="100.00"/> C/S Direct <input type="text" value="9,050.00"/> + -
Third Party Find View All First 1 of 1 Last			
Description	<input type="text"/>	C/S Pct	<input type="text"/> C/S Direct <input type="text"/> + -
Distribution Totals:		100.00	9,050.00

Cost Share page

Enter cost sharing information for the sponsor, as well as cost sharing information for departments and third parties for the particular budget line that is associated with the overall budget. The system restricts you from entering cost sharing at the period level if you entered cost sharing at the line level.

Entering Budget Details for Personnel

Access the Personnel Detail page (click the Details button on the Line Data tab on the Enter Budget Detail page for the Personnel category).

Personnel Detail					
Budget Period	1	Start Date	10/01/2004	End Date	09/30/2005
Budget Line Number:	10	Budget Item:	PERSON	Personnel - Salary & Benefits	
Details Find View All First 1 of 1 Last					
Row No:	1				
Name:	Schumacher, Kenneth	ID:	KU0042	Empl Class:	
Role:	Principal PI Investigator	Job Code:	KU051	Administrative Assistant	
		Rate Type:	Faculty		
Appointment Type:	<input type="checkbox"/> Calendar	<input type="checkbox"/> Academic	<input type="checkbox"/> Summer		
Start Date:	10/01/2004	End Date:	09/30/2005	Months:	12.00
Cost of Living	5.00	Date:	01/01/1900	Effort Pct:	100.00
Increase Pct:		Date:			
Merit Increase Pct:		Date:			
Salary			Fringe		
Annualized Salary:	40,000.00	Annual Fringe Amt:			
Fixed Salary Amt:		Fringe Rate:	20.00		
Budget Salary:	40,000.00	Fixed Fringe Amt:			
		Budget Fringe:	8,000.00		
Total Salary:	40,000.00	Total Fringe:	8,000.00	Avg Effort Pct:	100.00

Personnel Detail page

To enter personnel budget details, enter or select information concerning appointment type, start and end dates, cost of living and merit increase percentages, salary, and fringe rates. Then click OK.

Entering Budget Details for Animal Care

Access the Animal Care page (click the Details button on the Line Data tab on the Enter Budget Detail page for the Animal category).

Animal Care

Budget Period: 1 Start Date: 10/01/2004 End Date: 09/30/2005
 Budget Line Number: 25 Budget Item: ANIMAL ANIMAL

Scroll Area Find | View All First 1 of 1 Last

Description: + -

Number of Animals:

Animals per Cage:

Number of Cages: 50

Total Days:

First Day Charge:

Subsequent Day Charge:

Total Direct: 5,450.00

Total Direct Budget: 5,450.00

Animal Care page

To enter budget details for animal care:

1. Enter a description, the number of animals, and the number of animals per cage.
2. Enter the days elapsed, the amount charged for the first day of care or boarding, and the amount charged for subsequent days of care or boarding.

When you move the cursor to a new field, the system calculates total animal care costs based on the information that you entered.

3. Click OK.

Entering Budget Details for Other Budget Items

Access the Budget Detail page (click the Details button on the Line Data tab on the Enter Budget Detail page for a category other than Personnel or Animal).

Budget Detail

Budget Period: 1 Start Date: 10/01/2004 End Date: 09/30/2005
 Budget Line Number: 10 Budget Item: EQUIP Equipment

Budget Detail Customize | Find | View All First 1 of 1 Last

Description	Total Direct	Start Date	End Date	Quantity	Unit Cost		
<input type="text" value="Equipment"/>	<input type="text" value="500.00"/>	<input type="text" value="10/01/2004"/>	<input type="text" value="09/30/2005"/>	<input type="text"/>	<input type="text"/>	+ -	

Budget Detail page

To enter details for budget items other than *Animal* or *Personnel*:

1. For each detail line, enter a total direct amount or a quantity and a unit cost.

If you enter a quantity and unit cost, the system multiplies the two amounts to determine the total direct amount.

2. You can also enter a start date and end date for each budgeted amount if the sponsor or the institution requires this information.
3. Click OK.

Submitting Proposals

This section discusses how to:

- Submit a proposal.
- Designate an official for a proposal submission.

Pages Used to Submit Proposals

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Proposal - Submission	GM_PROP_SUBMISN	Grants, Proposals, Submit Proposal, Submission	Set up the proper parameters for submitting a proposal. This is separate from the proposal pages to enable the institution to configure its security options for approving and submitting proposals.
Proposal - Official	GM_PROP_SUBMIS_OFF	Grants, Proposals, Submit Proposal, Official	Store information regarding officials for a proposal submission. This is separate from the proposal pages to enable different security to operate for institution officials.

Submitting a Proposal

Access the Proposal - Submission page (Grants, Proposals, Submit Proposal, Submission).

Submission		Official	
Proposal ID:	CON000000000024	Title:	The effects of insulin on laboratory rats
Version ID:	V1	PI Name:	Schumacher,Kenneth
Proposal Status: Draft		*Submit Status:	Not Submitted <input type="button" value="v"/>
Proposal Valid From:	03/01/2004	Proposal Valid To:	12/31/2004
Sponsor Proposal ID:	<input type="text"/>	Transmission By:	<input type="button" value="v"/>
Sponsor:	National Institute of Health		
Location:	<input type="text"/> <input type="button" value="🔍"/>		
Submitted On:	<input type="text"/>		
Return To Maintain Proposal			

Proposal - Submission page

Proposal Status Displays the proposal status.

Submit Status If you submitted the proposal manually, you can select the proposal's status.

Note. After you mark a proposal version as *Submitted*, you can no longer modify any of the proposal information for that version. To make any modifications to a proposal after it has been submitted, you must create a new version of the proposal.

Proposal Valid From and Proposal Valid To Displays the dates for which a proposal version is valid.

Transmission By

Select how you will submit the proposal. Values are:

- *By Fax*
- *By Mail*
- *By Mail and Electronically*
- *Courier*
- *Data*
- *Electronic Image*
- *Electronically Only*
- *International Telephone*
- *Telephone*

Submitted On

Displays the current server date and time.

Designating an Official for a Proposal Submission

Access the Proposal - Official page (Grants, Proposals, Submit Proposal, Official).

Submission		Official	
Proposal ID:	CON000000000028	Title:	The effects of insulin on laboratory rats
Version ID:	V101	PI Name:	Schumacher,Kenneth
Approvers Find View All First 1 of 1 Last			
<input type="checkbox"/> Submit for Approval			
*Administrative:		<input type="checkbox"/>	Approved
Financial:		<input type="checkbox"/>	Approved
*Signing Official:		<input type="checkbox"/>	Approved

Proposal - Official page

Submit for Approval

Select to indicate that you have submitted the proposal for external approval.

Note. The system does not enforce this check.

Administrative, Financial, and Signing Official

Select the officials who should approve the submission of the proposal. Officials are mapped to the proposal forms based on their official type. These officials come from the Institution Contacts page. Authorized officials can approve and sign the proposal. Their IDs are prompted from a control table that contains authorized officials within your institution. The operator ID must match that of the signing official to activate the submission button.

Approved

Displays a check box for each official. For you to use this feature, the user IDs of the officials must be part of your PeopleSoft security system.

Printing Proposals

This section provides an overview of the forms printing process and discusses how to print a proposal.

Understanding the Forms Printing Process

PeopleSoft Grants delivers standard forms that are used for proposals by the National Science Foundation and the National Institutes of Health along with electronic data interchange (EDI) files of the required data elements.

Here is some general information about printing proposals:

- PeopleSoft Grants provides application mapping onto proposal formats that are accepted by most funding agencies.

These forms simplify the production of multiple copies of proposals and facilitate their timely submission.

- PeopleSoft Grants delivers key values as system data for sponsor forms PHS 398, 2590 (for NIH continuations), and NIHMOD (for NIH modular proposals).

You cannot change this data, because any change would affect other system-delivered processes. These key values represent the form IDs that are supplied when you access the Create a Printed Proposal page. PeopleSoft Grants uses these IDs to map the appropriate data values to the proposal form for printing.

See Also

[Chapter 5, "Structuring PeopleSoft Grants," Setting Up the PeopleSoft Grants Forms Printing Solution, page 95](#)

Page Used to Print Proposals

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Print Proposal	GM_PROP_PRINT_REQ	Grants, Proposals, Print Proposal, Print Proposal	Launches the print proposal process.

Printing a Proposal

Access the Print Proposal page (Grants, Proposals, Print Proposal, Print Proposal).

Print Proposal page

To print a proposal:

1. Enter the business unit, proposal ID, version ID, and form ID for the proposal that you want to print.
2. Enter or select the as of date for the proposal.
3. Click Run to initiate the GMPROP process.
4. Select the server on which you want the job to run.
5. Click OK to start the job on the server.

Note. If the PeopleSoft Process Scheduler is not active on the server, and the appropriate software is installed on the client, then select the *Client* run location. In this case, you must run the GM_EDJ Application Engine first, followed immediately by the ECOOUT001 SQR report. In either case, the system generates the required data file, which the system converts into a PDF format that you can view or print using Adobe Acrobat Reader.

Freezing Submitted Proposals by Using Version IDs

You can use PeopleSoft Grants to capture a snapshot of proposals as of their submission. This snapshot is important if a sponsor asks you to make changes and then resubmit the proposal, or if, for any other reason, you must make changes to a proposal after it has been submitted.

PeopleSoft Grants uses version IDs to meet this need. Here is some general information about how version IDs are used for proposal submissions:

- The version ID of a submitted proposal provides the system with a way to freeze the proposal at the time of submission.
- The system does not permit you to change or update a proposal by using a version of the proposal that has already been submitted to a sponsor.
- To change a proposal after it has been submitted, create a new version, and then make the changes.

- The version ID enables you to update information without deleting history.
- Use the proposal pages to view a proposal or proposal project for any particular version that's been submitted.

You can submit the proposal multiple times by using different versions.

See Also

[Chapter 8, "Preparing and Submitting a Proposal," Copying Proposal Information, page 240](#)

Unlocking Proposal Information

After you submit a proposal, the system locks the proposal so that users cannot make any further changes. This safeguard helps keep information on the pre-award side in sync with information on the post-award side.

PeopleSoft Grants delivers a user option called Unlock Proposal (GM_PR_UNLOCK), which enables you to provide selected users with the capability to change proposal information after the proposal is submitted. You should use this option with caution and for a limited number of select users to make minor changes to submitted proposals.

Note. You do not need to make any changes to the system if you do not want to enable users to change proposal information after the proposal is submitted. PeopleSoft Grants delivers the Unlock Proposal option set to *N* (no).

Unlocking Proposals by Using the User Personalization Option and Permission Lists

To enable users to change proposal information after the proposal is submitted, you must first enable the Unlock Proposal user option.

1. Select PeopleTools, Personalization, Personalization Option, Define Personalizations.
2. Select the Format tab.
3. Click Set Option Default Value for the GM_PR_UNLOCK user option.

The system accesses the Set Option Default Value page.

4. Enter *Y* in the Option Default Value field.
5. Click OK.
6. Click Save.

To change the personalization options for a permission list:

1. Select PeopleTools, Security, Permission & Roles, Permission Lists.
2. Select the permission list.

3. Select the Personalizations tab.
4. Select Option Category Level *FIN* and Option Category Group *Portal Personalization*.
5. Click Edit Options.

The system displays the Personalization Permissions page.

6. Select the Allow User Option check box for the GM_PR_UNLOCK user option.
7. Click OK.
8. Click Save.

Viewing Proposal Audit Logs

This section provides an overview of audit logs and lists the pages that are used to view proposal audit logs.

Understanding Audit Logs

Proposal audit logs provide an audit trail of changes to important data elements in the proposal. Here is some general information about audit logs:

- The audit trail accumulates automatically whenever you add, delete, or change one of the key data elements.
- All audit pages identify the user, the type of change (add, change, or delete), and the date and time of change.
- You can configure the set of data elements that are subject to auditing by changing the underlying audit records and making corresponding changes to the audit pages.

PeopleCode modifications are not required.

Pages Used to View Proposal Audit Logs

Page Name	Definition Name	Navigation	Usage
Proposal Audit Log - Header	GM_AU_PROPOSAL	Grants, Proposals, Review Proposal Audit Logs, Header	View changes to proposal header information.
Proposal Audit Log - Projects	GM_AU_PROP_PROJ	Grants, Proposals, Review Proposal Audit Logs, Projects	View changes to proposal project information.
Proposal Audit Log - Resources	GM_AU_PROJ_RES	Grants, Proposals, Review Proposal Audit Log, Resources	View changes to proposal resource information.

Copying Proposal Information

You can copy a proposal ID, a version ID, any number of its child projects, and selected proposal budgets and periods from one proposal to another without reentering data.

Note. Because you cannot add or update information in these pages, enter information in correction mode.

This section discusses how to:

- Copy proposal information.
- Copy proposal version information.
- Copy budget period information.

Pages Used to Copy Proposal Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Copy Proposal	GM_BUD_PPSL_CPY	Grants, Proposals, Copy Proposal	Copy proposal information.
Copy Proposal Version	GM_BUD_PPSL_V_CPY	Grants, Proposals, Copy Proposal Version	Copy a proposal version.
Copy Budget Period	GM_BUD_PD_CPY	Grants, Proposals, Copy Budget Period	Copy information concerning budget periods from existing proposal budgets. This is useful when you want to freeze a budget before making additional changes to it.

Copying Proposal Information

Access the Copy Proposal page (Grants, Proposals, Copy Proposal).

Copy Proposal

From Proposal: CON000000000024 *To Proposal: NEXT

From Version ID: V1 To Version: NEXT

From Start Date: 10/01/2004 To Start Date: 10/01/2004

From End Date: 09/30/2009 To End Date: 09/30/2009

Budget Period				
Budget Period	From Start Date	From End Date	To Start Date	To End Date
1	10/01/2004	09/30/2005	10/01/2004	09/30/2005
2	10/01/2005	09/30/2006	10/01/2005	09/30/2006
3	10/01/2006	09/30/2007	10/01/2006	09/30/2007
4	10/01/2007	09/30/2008	10/01/2007	09/30/2008
5	10/01/2008	09/30/2009	10/01/2008	09/30/2009

Project

From Project ID: 000000000000159 The effects of insulin on laboratory rats To Project ID: NEXT

Primary Project

Budget		
Copy	From Budget ID	To Budget ID
<input checked="" type="checkbox"/>	ONE	ONE

Copy

Copy Proposal page

To copy proposals:

1. In the search dialog box, select the business unit and the proposal ID from which you want to copy information. If you copy a template proposal, the resulting proposal is not a template.
2. Enter *NEXT* in the To Proposal field to create a new proposal.
3. In the To Version field, enter or select the version ID to which you want to copy proposal data.
4. Use the From Project ID and From Budget check boxes to select the projects and budget IDs that you want to copy to the new proposal. Note that the default setting is for all the projects and activities to be copied.

You can have as many rows for projects and budget IDs as you require for the proposal.

5. Use the To Project ID and To Budget fields to select the projects and budget IDs that you want to copy to the new proposal, or accept the system defaults.
6. Select the Primary Project check box to indicate which project should be the primary project in the copied proposal.
7. Click Copy.

All fields in the Proposal - General Info page appear by default from the proposal that you are copying.

By default, the target proposal has the same dates as the source proposal from which it is copied, but you can change the start and end dates on the target proposal.

Note. If you don't change the dates, you will get a mirror copy of the source proposal. If you change the dates during the copy process, all of the detail rows under each period will be assigned the dates that were entered for the period on the copy page.

Copying Proposal Version Information

Access the Copy Proposal Version page (Grants, Proposals, Copy Proposal Version).

Copy Proposal Version

From Proposal: PC0000000000007 Proposal ID: PC0000000000007
 From Version ID: V101 To Version: NEXT
 From Start Date: 01/01/2006 To Start Date: 01/01/2006 [B] [C]
 From End Date: 12/31/2008 To End Date: 12/31/2008 Work Flow By Pass

Budget Period				
Budget Period	From Start Date	From End Date	To Start Date	To End Date
1	01/01/2006	12/31/2006	01/01/2006 [B] [C]	12/31/2006 [B] [C]
2	01/01/2007	12/31/2007	01/01/2007 [B] [C]	12/31/2007 [B] [C]
3	01/01/2008	12/31/2008	01/01/2008 [B] [C]	12/31/2008 [B] [C]

Project

From Project ID: PC0000000000007Protein's struct II To Project ID: PC0000000000007
 Primary Project

Budget		
Copy	From Budget ID	To Budget ID
<input checked="" type="checkbox"/>	CONSULTATION I	CONSULTATION I

Copy

Copy Proposal Version page

To copy proposal versions:

1. In the search dialog box, select the business unit, proposal ID, and version ID from which you want to copy information.
2. In the To Version field, enter the version ID to which you want to copy proposal data. The system supplies *NEXT* by default, which you can change if you did not select Strictly enforce Proposal Versioning at the Award Setup Definition level.
3. Use the From Project ID check box to select the projects that you want to copy to the new proposal.
4. Use the To Budget ID check box to select the budget IDs that you want to copy to the new proposal, or accept the system defaults.
5. Select the Primary Project check box to indicate which project should be the primary project in the copied proposal.
6. Click Copy.

All fields in the Proposal - General Info page appear by default from the proposal that you are copying.

By default, the target proposal has the same dates as the source proposal from which it is copied, but you can change the start and end dates on the target proposal.

If the user is assigned the Workflow By Pass security role, the Workflow By Passcheck box appears. You can edit this check box when at least one proposal version has been through workflow and is approved. Workflow must be enabled for this to happen.

Note. The projects that are attached to the source proposal copy to the new proposal version.

Note. If you don't change the dates, you will get a mirror copy of the source proposal. If you change the dates during the copy process, all of the detail rows under each period will be assigned the dates that were entered for the period on the copy page.

Copying Budget Period Information

Access the Copy Budget Period page (Grants, Proposals, Copy Budget Period).

From		To	
Business Unit:	EGV05	Business Unit:	EGV05
Proposal ID:	PC00000000000007	*Proposal ID:	<input type="text" value="PC00000000000007"/>
Version ID:	V101	Version ID:	<input type="text" value="V101"/>
Proposal Project:	PC00000000000017	Proposal Project:	<input type="text" value="PC00000000000017"/>
Budget ID:	CONSULTATION II	*Budget ID:	<input type="text" value="CONSULTATION II"/>
Budget Period:	3	To Budget Period:	<input type="text" value="4"/>
		Escalation:	<input type="text" value="2.95"/>

Copy Budget Period page

To copy a proposal budget period:

1. In the search dialog box, enter the business unit, proposal ID, version ID, proposal project, and budget ID from which you want to copy proposal budget periods.

All target keys (or To fields) appear by default from the budget period that you are copying, including the To Budget ID field. The budget period should be one number greater than the number in the From Budget Period field (this restriction is due to the application of cost of living). However, you can change all the To fields except the To Budget Period field.

2. (Optional) Specify an escalation percentage.

The system inflates all budget amounts by the specified percent when they are copied to the new budget period.

3. Click Copy.

When you set up the budget period, the Copy Budget Period function copies all of the tables that are under the Budget Period key structure, such as budget summary, budget line detail, and cost sharing.

Note. The copy process automatically adjusts the start and end dates in the underlying budget detail in accordance with the from and to budget period dates. Make sure that no information is in the child records of the target budget period, or you will receive a data conflict error message.

See Also

Chapter 8, "Preparing and Submitting a Proposal," Establishing Proposal Budgets, page 222

Inquiring About Proposal Budgets

This section provides an overview of budget inquiry and lists the pages used to inquire about proposal budgets.

Understanding Budget Inquiry

You can view information concerning pre-award proposal budgets by using the inquiry pages that PeopleSoft Grants delivers with the system. The pre-award budget inquiry pages store information about the pre-award proposal budget. The inquiry function within the proposal budget pages enables you to view budgets in three ways:

- As a summary of all budgets that are marked as *include in proposal* within a proposal project.
- As totals for each budget within a proposal project.
- At a detailed level for each budget within a proposal project.

Inquiry pages are for viewing purposes only. You must make modifications to budgets from the Budget - General Info page or the Enter Budget Detail page. The budget and cost calculations for sponsor, F&A, institution, and third party appear at the bottom of each page.

Pages Used to Inquire About Proposal Budgets

Page Name	Definition Name	Navigation	Usage
Review Pre-Award Budget - Proposal	GM_BUD_INQ_PROP	Grants, Proposals, Review Pre-Award Budget, Proposal	View comprehensive data about a pre-award budget based on the version ID.
Review Pre-Award Budget - Projects	GM_BUD_INQ_PROJ	Grants, Proposals, Review Pre-Award Budget, Projects	View a breakdown of the overall proposal by project.
Review Pre-Award Budget - Cost Sharing	GM_BUD_INQ_CS	Grants, Proposals, Review Pre-Award Budget, Cost Sharing	View sponsor direct costs.

Chapter 9

Establishing Awards and Projects

This chapter discusses how to:

- Negotiate awards.
- Generate awards.
- Establish award profiles.
- Establish milestone notifications and processing.
- Establish award contracts.
- Establish project profiles.
- Establish project activities.
- Establish project budgets.
- Process facilities and administration costs.
- Review grants information.
- Close out awards.

Negotiating Awards

Negotiations are linked to a business unit, proposal ID, version, and award ID (if known). Typically, you complete the Negotiate Award page when your institution anticipates that the proposal will result in an award, but some aspects of the award have not yet been agreed upon.

Note. Negotiation details do not affect the original proposal. If you need to change the proposal itself, you must create a new version of the proposal and make the appropriate changes.

This section discusses how to negotiate awards.

Details

For each negotiation type, enter a name, title, telephone number, fax number, and email address.

Generating Awards

This section provides an overview of the Award Generation process and discusses how to generate an award.

Understanding the Award Generation Process

This section discusses:

- Generating awards.
- Processing pre-award spending and post-award budgeting.
- Finalizing awards.
- Setting up PeopleSoft Commitment Control.

Generating Awards

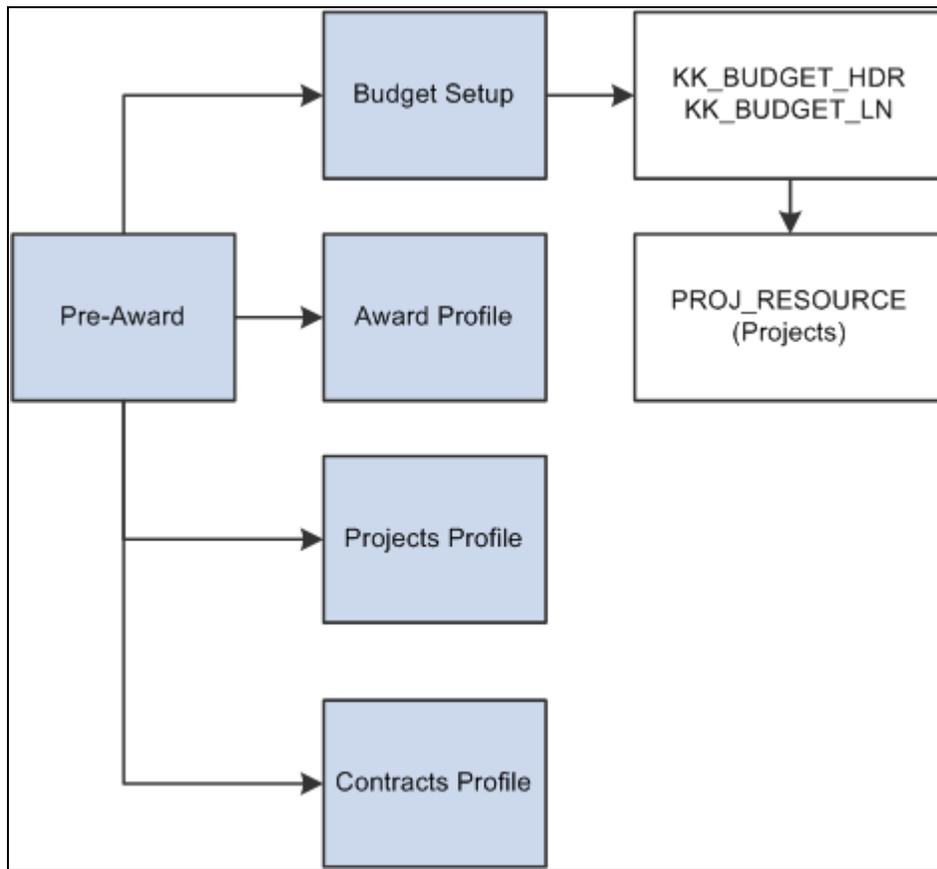
After you submit a proposal and the sponsor approves it for funding, you usually negotiate award details with the sponsor. You also prepare the PeopleSoft Grants system for processing funds and dealing with billings, letters of credit, F&A costs, cost-sharing rate calculations, modifications, and general award administration. PeopleSoft Grants developed many of its post-award features to leverage existing tables, records, and pages in PeopleSoft Project Costing and PeopleSoft Contracts.

To set up an award, you must send information to the award profile. The Award Generation process brings specified information from the proposal into award tables in PeopleSoft Grants. This process also maps proposal-related fields in PeopleSoft Grants to fields in PeopleSoft Contracts and PeopleSoft Project Costing.

You must select at least one budget ID within a proposal for every selected project. If you don't, the system displays a warning indicating that you must select a budget ID.

Note. A budget ID cannot become a project or grant, nor can individual budget periods become projects or grants.

This diagram illustrates the flow of pre-award data to the budget setup, award profile, projects profile, and contracts profile components when the Award Generation process is run:



Data movement in PeopleSoft Grants

Through the Award Generation process, PeopleSoft Grants writes the required award information to PeopleSoft Contracts. This process creates a contract, adds a contract line to the contract, associates PeopleSoft Grants projects and activities with the contract line, and creates billing and revenue recognition plans. Due to this integration with PeopleSoft Contracts, you can generate bills and recognize revenue for all transactions that are associated with your sponsored awards.

Processing Pre-Award Spending and Post-Award Budgeting

Occasionally, you need to enable spending before a proposal has been formally awarded. You can initiate pre-award spending from the PeopleSoft Grants Generate Award page.

If you do initiate pre-award spending, here is how the system processes records:

- When you run the Award Generation process with the Pre-award Spending check box selected, PeopleSoft Grants creates projects and activities from proposal projects (it does not create budget rows). Also, the system does *not* write data to the Project Budget Plan (PC_BUD_PLAN) and Project Budget Detail (PC_BUD_DETAIL) tables. For pre-award spending, the system does not create the contracts and contract lines.
- If PeopleSoft Commitment Control is enabled for projects and the primary general ledger business unit, the system creates a row for each project in the Commitment Control table (KK_CF_VALUE) with the control option of *Track without Budget*.

In this situation, a range of projects must not exist for the default ledger group that encompasses the project ID.

- After the proposal is awarded, you can change the pre-award budget as you want and run the award generation finalization process. The system makes the Pre-award Spending check box unavailable for selection, indicating that pre-award spending has been run.
- Projects and activities created during pre-award spending are not replaced during the award generation finalization process.

The projects and budget IDs that PeopleSoft Grants creates for the pre-award spending run are automatically selected for the finalization run. The system populates the PeopleSoft Grants budgets and ChartField records to reflect modified budgets.

- The ChartField control rules change to enforce overall project grant control in PeopleSoft Commitment Control.

The system deselects the Allow Overdraft check box. To populate the total project/grant amount, access the Project/Grants ChartField Control Rules page .

Note. You can add proposal projects through the pages in the Project component under the Grants Awards menu structure after you run the award generation finalization process.

Finalizing Awards

You can run the award generation finalization process without running pre-award spending. You cannot, however, run the award generation finalization process a second time. The only exception to this is when you do the first run with the Pre-Award Spending check box selected.

If you run the Award Generation process a second time (after first running it with Pre-Award Spending selected), the system deselects the Pre-award Spending check box. and populates the Project Budget and Budget Detail tables.

If the pre-award spending process created a project commitment control entry, the system updates the control option to *Tracking with Budgets* when the award generation finalization process is run. The system creates the award-level records on the finalization (non-pre-award spending) run only. Additionally, if you have added new projects since the pre-award spending was done, these too are brought forward.

Setting Up PeopleSoft Commitment Control

The Award Generation process affects the Key ChartFields grid on the Control ChartField page (KK_BUDG4) of the budget definition. This applies to both pre-award spending and the finalization process. If PeopleSoft Project Costing and the PeopleSoft General Ledger business unit have PeopleSoft Commitment Control enabled, the Award Generation process automatically creates entries.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Setting Up Basic Commitment Control Options," Defining Control ChartFields.

See Also

[Chapter 13, "Understanding Integrating PeopleSoft Grants with Other Applications," Integration Process Flows for PeopleSoft Grants, page 369](#)

Page Used to Generate an Award

Page Name	Definition Name	Navigation	Usage
Generate Award	GM_AWD_SETUP	Grants, Proposals, Generate Award	Generate awards by creating information in the award pages from the proposal pages in PeopleSoft Grants.

Generating an Award

Access the Generate Award page (Grants, Proposals, Generate Award).

Generate Award page

Note. You cannot run the Award Generation process for a proposal until that proposal has a status of *Submitted* on the Proposal Submission page.

See [Chapter 8, "Preparing and Submitting a Proposal," Submitting Proposals, page 233.](#)

The parameters on this page initiate the award administration process by copying information from the proposal pages to the award pages. Employee IDs that are entered for proposal professionals in the pre-award pages are not brought forward in the Award Generation process.

Pre-award Spending

Select to create an award that has pre-award spending. If you are generating an award that was already created for pre-award spending, this field is unavailable.

To Award

Enter an award name the first time that you run the Award Generation process. The system creates certain key fields on the first run even though the award records do not yet exist. This field is display-only the second time that you access the page, preventing you from changing the award name.

Primary Project	Select if the currently displayed project is the primary project for a proposal. You must also select the From Project check box for the Award Generation process to run.
From Project	Select to specify which proposal projects or project budgets should map to the award.
Included in Pre-award Spending	The system displays this field only if pre-award spending has been run. It selects this check box automatically if the proposal project was included in the award when the Award Generation process was run with the Pre-award Spending check box selected.
Generate	<p>Click to run the Award Generation process. This process creates information in the award pages from the proposal pages. At least one proposal project must be within the proposal that you are moving; if not, the system displays an error message.</p> <p>You must select at least one budget ID within a proposal for every selected project. If you don't, the system displays a warning indicating you must select a budget ID.</p>

Note. During the generate award process, if the Include in Award Header check box is selected on the Proposal - Resources page, then these resources are passed to the Award page. When the generate award process finishes, the resources appear in the Reporting Role link of the Award page.

Pre-Award Spending

To initiate pre-award spending:

1. Run the Award Generation process with the Pre-award Spending check box selected to bring over the project and budget-level information to PeopleSoft Project Costing.
2. When the proposal officially becomes an award, run the process again to finalize the proposal as an award.

Note. The Award Generation process brings forward the cost-sharing amounts that exist within the proposal. No computations occur for cost sharing when you run the process. However, the system differentiates between costs that are billed directly to the sponsor and costs that are cost shared.

Establishing Award Profiles

This section provides overviews of award profiles and milestones and discusses how to:

- Set up award profiles.
- Set up award funding.
- Add resources.
- Set up award certifications.

- Set up award terms and conditions.
- Set up award milestones.
- Set up award key words.
- View award funding.
- Set up sponsor contacts.
- Set up protocols.
- Set up award attributes.
- Set up department credits.
- Use the award notepad.
- Use the award modifications.
- Add award modifications for a selected period.

Understanding Award Profiles

The information that you create and maintain in the award profile establishes an award, which is a completed agreement between an institution and a sponsor within the post-award system. Note that an award is synonymous with a contract, and that you must establish the contract itself prior to creating an award profile. An award is associated with one business unit, one billing sponsor, and one award sponsor. Each award must have at least one project and at least one activity. When you run the Award Generation process the system provides the bulk of the award setup so that the setup process is transparent to you. If you are not creating the award from a proposal (blue bird award), you must initiate all the necessary manual steps, including the creation of the contract, contract lines, projects, and activities.

Understanding Milestones

Here is some general information about using milestones in PeopleSoft Grants:

- Milestones track key completion phases for sponsored projects and are ultimately used in award closeout processing.
- Milestones can include deliverables, deadlines, sponsor-special reports, final financial reporting, other reporting requirements, or award closeout.
- The Milestone page is an institution-defined control table that stores milestones that you establish as appropriate for your tracking needs.

Milestones can be systematically added during the Award Generation process.

- You can track milestones by status, such as Completed, In Progress, Pending, Under Review, or any other status that you define on the Milestone Status page.

- Each award has one or more designated individuals (DIs) with the authority and knowledge to identify award milestones, deliverables, and deadlines.

The DI determines the processing schedules and routing lists for milestones, notifications, and workflow. Although typically the DI is an employee of the sponsored program office, a principal investigator (PI) or other authorized professional can fill this role. You define your own DI structure.

- You can use milestones to enter information about the notification functionality.
- Notification of milestones includes deliverables that are due to and from the institution.
- Milestone tracking does not initiate other processes such as billing.

It generates reminders to users to initiate the necessary processes. Milestones can be added to the award by individuals manually or by the Award Generation process if Include in Award is selected on the Milestone setup page.

Pages Used to Establish Award Profiles

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Award - Award	GM_AWARD	Grants, Awards, Award Profile.	Set up award profiles.
Description	GM_AWARD_LONG_TITLE	Click the Description link on the Award - Award page.	Enter a longer description.
Co-PI (Co principal investigator)	GM_AWARD_COPI	Click the Co-PI link on the Award - Award page.	Select Co-PIs.
Additional Information	GM_AWD_ADD_INFO	Click the Additional Information link on the Award - Award page.	Enter additional information about the award.
Additional Information	GM_ADDITIONAL_INFO	Click the Add Additional Information button on the Additional Information page.	Create user-defined additional information types.
Allocation Percentage	GM_AWD_ALLOC_PCT	Click the Additional Details button on the Additional Information page.	Enter minority-owned percentages.
Concurrent Submissions	GM_AWD_CON_SUB	Click the Additional Details button on the Additional Information page.	Select the business unit, proposal, and version for each proposal that you are submitting concurrently.
Conflict of Interest	GM_AWD_COI	Click the Additional Details button on the Additional Information page.	Select check boxes to indicate whether the conflict complies with the institution's policy and whether you completed the review.

Page Name	Definition Name	Navigation	Usage
Cost Sharing	GM_AWD_COST-SHARE	Click the Additional Details button on the Additional Information page.	Select to indicate whether the sponsor requires cost sharing, who approved it, the date of approval, and the source.
Flow Through	GM_AWD_FLOWTHRU	Click the Additional Details button on the Additional Information page.	Select the primary sponsor that the proposal will flow through.
Intellectual Property	GM_AWD_INTEL_PROP	Click the Additional Details button on the Additional Information page.	Enter information about the use of intellectual property.
PI Change (principal investigator change)	GM_AWD_PI_CHANGE	Click the Additional Details button on the Additional Information page.	Indicate the PI that was changed and select the ID of the previous PI.
Pre-Award Spending	GM_AWD_PREAMWD_SPD	Click the Additional Details button on the Additional Information page.	Indicate that pre-award spending is permitted and enter the guaranteed source of funding.
Previous Award	GM_AWD_PREV_AWD	Click the Additional Details button on the Additional Information page.	Enter information about the previous award and indicate that a renewal is in progress if it is based on an accomplishment.
Related Proposals	GM_AWD_REL_PROP	Click the Additional Details button on the Additional Information page.	Enter information about related proposals.
Solicitation	GM_AWD_SOLICITATN	Click the Additional Details button on the Additional Information page.	Enter information about a solicitation.
Grant Administrator	GM_AWD_ADMIN_CNTCT	Click the Grant Administrator link on the Award - Award page.	Enter information about the grant administrator.
Sponsor Website	GM_AWD_URL	Click the Sponsor Website link on the Award - Award page.	Enter sponsor website information.
CFDA (catalog of federal domestic assistance)	GM_AWD_CFDA	Click the CFDA link on the Award - Award page.	Enter multiple CFDA numbers if you enabled this feature.
Award - Funding	GM_AWD_FUNDING	Grants, Awards, Award Profile, Funding	Enter funding amounts and periods.

Page Name	Definition Name	Navigation	Usage
Award - Resources	GM_AWD_PRJ_RSRC	Grants, Awards, Award Profile, Resources	Add multiple sponsor contacts for the awarding sponsor.
Award Subrecipient Misc (award subrecipient miscellaneous)	GM_AWD_PRJ_VNDR1	Click the Get Agreement Details button on the Award - Resources page.	Enter subrecipient details.
Subrecipient Location	GM_AWD_PRJ_VNDR2	Click the Get Location Details button on the Award - Resources page.	Enter subrecipient location and address information.
Subrecipient Contact	GM_AWD_PRJ_VNDR3	Click the Get Contact Details button on the Award - Resources page.	Enter subrecipient contact information.
Subrecipient Budget	GM_AWD_VND_BUD	Click the Vendor Budget button on the Award - Resources page.	Enter subrecipient budget information.
Award - Certifications	GM_AWD_CERT	Grants, Awards, Award Profile, Certifications	Maintain all relevant award-specific certifications.
Certification Comments	GM_AWD_CERTS_SEC1	Click the Comments link on the Award - Certifications page.	Enter comments about certifications.
Award - Terms	GM_AWD_TERM	Grants, Awards, Award Profile, Terms	Store the terms and conditions that apply to a particular award.
Award - Milestone	GM_AWD_MILE	Grants, Awards, Award Profile, Milestone	Set up award milestones.
Award - Milestone Contacts	GM_MILE_CONTACT_SBP	Click the Contact ID link in the Award-Milestone page.	Enter the employee ID and transmission type for each person to be contacted about milestones.
Award - Milestone Notification History	GM_MILE_HISTORY	Click the Notification link in the Award - Milestone page.	View notification history.
Award - Attributes	GM_AWD_ATTRIB	Grants, Awards, Award Profile, Attributes	Set up award attributes.
Award - Department Credit	GM_AWD_PROJ_DPCT	Grants, Awards, Award Profile, Department Credits	Enter department credits.
Award - Notepad	GM_AWD_DESCR	Grants, Awards, Award Profile, Notepad	Record explanatory information about award research.

Page Name	Definition Name	Navigation	Usage
Award - Key Words	GM_AWD_KEYWORD	Grants, Awards, Award Profile, Key Words	Link key words to the award.
Award - Funding Inquiry	GM_AWD_FUND_INQ	Grants, Awards, Award Profile, Funding Inquiry	View award funding information.
Award - Sponsor	GM_AWD_CUST	Grants, Awards, Award Profile, Sponsor.	Add multiple sponsor contacts for the awarding sponsor.
Award - Protocols	GM_AWD_PCL	Grants, Awards, Award Profile, Protocols	Add multiple protocols to the award.
Award - Award Modification	GM_AWD_MOD_HDR	Grants, Awards, Award Profile, Award Modifications	Review data concerning modified awards.
Award Modifications	GM_AWD_MOD	Click the Comments link on the Award - Award Modifications page.	Enter comments about the award modification.
Award Modification for Period	GM_AWD_MOD_PD	Click the Period button on the Award Modifications page.	Add award modifications for the selected period.
Award Modification for Period	GM_AWD_LINE_COMMENTS	Click the Comments button on the Award Modifications page	Enter comments about the award modification for Period.
Review Award Modifications	GM_AWD_MOD_INQ	Grants, Awards, Review Award Modifications	Review data concerning modified awards.

Access the Award - Award page (Grants, Awards, Award Profile).

Award	Funding	Resources	Certifications	Terms	Milestones	Key Words	Funding Inquiry
Award ID:	CON000000000028						
Reference Award Number:	<input type="text"/>						
Title:	<input type="text" value="The effects of insulin on laboratory rats"/>						
Long Description:	<input type="text" value="The effects of insulin on laboratory rats with an insatiable appetite for chocolate"/>						
Award PI:	<input type="text" value="Schumacher,Kenneth"/>	Reporting Role					
Sponsor:	National Institute of Health						
Purpose:	<input type="text" value="BARE"/>						
Status:	<input type="text" value="Accepted"/>						
Award Type:	<input type="text" value="Grant"/>						
CFDA:	<input type="text"/>						
Proposal ID:	<input type="text" value="CON000000000028"/>						
Version ID:	<input type="text" value="V101"/>						
Start Date:	<input type="text" value="10/01/2004"/>						
End Date:	<input type="text" value="09/30/2009"/>						
View Contract View Proposal Additional Information Grant Administrator Sponsor Website							

Award - Award page (1 of 2)

Primary Project PI:	Schumacher,Kenneth		
Associated Project Customize Find First 1 of 1 Last			
PC Business Unit	Project	Description	
EGV05	000000000000163	The effects of insulin on labo	
Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications			

Award - Award page (2 of 2)

Award information comes from the proposal header.

Reference Award

Enter the sponsor award number. This value appears on some of your PeopleSoft Grants invoice formats when you process your billing information.

Description

Click to access the Description page and enter an expanded title for the award.

Award PI (award principal investigator)

Select the PI that you want associated with the award. This field is populated by the Generate Award process from the proposal, but it can be changed.

This field label is displayed if the proposal does not allow multiple PI's. If the proposal does allow multiple PI's, then the field label is Contact PI.

Contact PI (contact principal investigator)	<p>Select the contact PI's that you want associated with the award. This field is populated by the Generate Award process from the proposal, but it can be changed.</p> <p>This field label is displayed if the proposal allows multiple PI's. If the proposal does not allow multiple PI's, then the field label is Award PI.</p>
Reporting Role	<p>Click to access the Reporting Role page. This page contains information about the personnel with the Include in Award Header check box selected on the Proposal - Resources page.</p>
CFDA (catalog of federal domestic assistance)	<p>Enter the CFDA number that is related to the award. A prompt table is available that can be populated with the values to be used. (Optional) If you enabled multiple CFDA numbers on the Award Setup Definition page, this field is a link to the CFDA page, where you can enter multiple CFDA numbers.</p>
View Contract	<p>Click to access the Contract - General page in PeopleSoft Contracts.</p>
View Proposal	<p>Click to access the General Info page in the proposal.</p>
Additional Information	<p>Click to access the Additional Information page, where you can add additional comments about the award. Select the type of comment that you want to enter, and then enter comments and other information on an additional page that are specific to the type of comment that you selected. Click the Add Info button to create user-defined additional information types.</p>
Grant Administrator	<p>Click to access the Grant Administrator page and enter an administrative contact for the award. This page stores information concerning the institution, department, and institutional administrative contact for the award.</p>
Sponsor Website	<p>Click to access the Sponsor Website page and enter a link to the sponsor's website and other related websites.</p>
Award Modifications	<p>Click to access the Award Modifications page and enter information about funding by award period. Add a line for each awarded period in the grid. If you modify a period, you can record the details in the Comments text box at the end of the line.</p> <p>For example, if you receive supplementary funding for a period, enter the new amount for the appropriate period line and add a comment to indicate that a given supplementary funding amount was received on a given date.</p> <hr/> <p>Note. If you modify the award on the Award Modifications page, you must also make the same changes to the contract that is associated with the award in PeopleSoft Contracts.</p> <hr/>

Setting Up Award Funding

Access the Award - Funding page (Grants, Awards, Award Profile, Funding).

Award		Funding		Resources		Certifications		Terms		Milestones		Key Words		Funding Inquiry		
Award ID:	CON0000000000028															
Reference Award Number:	<input type="text"/>															
Award PI:	Schumacher,Kenneth							Currency:	USD							
								Primary Project PI:	Schumacher,Kenneth							
Total Award Amount:	652,650.00															
Funding Info Find View All First 1 of 1 Last																
Project:	00000000000163							Project PI:	Schumacher,Kenneth							
Detail Customize Find First 1-5 of 5 Last																
Period	*Start Date	*End Date	Funded Amount	To Project ID												
1	10/01/2004	09/30/2005	100,500.00	00000000000163												
2	10/01/2005	09/30/2006	100,950.00	00000000000163												
3	10/01/2006	09/30/2007	100,450.00	00000000000163												
4	10/01/2007	09/30/2008	100,750.00	00000000000163												
5	10/01/2008	09/30/2009	250,000.00	00000000000163												

Go To: [Sponsor](#) [Protocols](#) [Attributes](#) [Department Credit](#) [Notepad](#) [Award Modifications](#)

Award - Funding page

The funded amount is the sum amount for that project and budget period in the PC_BUD_DETAIL page. This amount is view-only. The funded amount is the sponsor portion only and does not include the cost share amount. If you enter a new period in the grid on the Resources page, then the project ID is automatically created for the project.

Note. An award can have multiple projects with multiple budget periods.

The Award PI and Primary Project PI fields are hidden in multiple PI scenarios.

Adding Resources

Access the Award - Resources page (Grants, Awards, Award Profile, Resources).

Award - Resources page

Proposal resources and subrecipient data flow from the pre-award to the post-award, through the generate process.



PO ID (purchase order ID) Click to access the purchase order detail page where you can enter the purchase order for the selected subrecipient.

See Chapter 8, "Preparing and Submitting a Proposal," Maintaining Information About Each Resource for a Proposal Project, page 197.

Setting Up Award Certifications

Access the Award - Certifications page (Grants, Awards, Award Profile, Certifications).

Award		Funding		Resources		Certifications		Terms		Milestones		Key Words		Funding Inquiry	
Award ID:	CON000000000028														
Reference Award Number:	<input type="text"/>														
Award PI:	Schumacher,Kenneth					Primary Project PI:	Schumacher,Kenneth								
Detail Find View All First 1 of 1 Last															
Project:	000000000000163					Project PI:	Schumacher,Kenneth								
Detail Customize Find First 1-3 of 3 Last															
Certification Info More Info															
*Certification Code	Certification Date	Indicator	Certified By	Approval Date	Expiration Dt										
AGE	07/01/2004	Yes	Unger,Randy	08/01/2004	12/31/2006										
DRUG0	01/01/2005	Yes	Angelini,Gina	01/15/2005	12/31/2005										
SMOKE	02/01/2005	Pending	Crawford,William	06/10/2005	03/31/2006										
Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications															

Award - Certifications page

Certifications appear by default from the proposal. To enter additional certifications, add a new row; then enter or select the appropriate certification code, certification date, indicator, person who certified the award, and approval date. Optionally, you can enter assurance and exemption numbers. Select the appropriate check boxes to indicate whether a full or an expedited review occurred.

Note. The generate process brings the expiration date forward from the proposal.

Setting Up Award Terms and Conditions

Access the Award - Terms page (Grants, Awards, Award Profile, Terms).

Award		Funding		Resources		Certifications		Terms		Milestones		Key Words		Funding Inquiry	
Award ID:	CON000000000028														
Reference Award Number:	<input type="text"/>														
Award PI:	Schumacher,Kenneth					Primary Project PI:	Schumacher,Kenneth								
Details Find View All First 1 of 1 Last															
Project:	000000000000163					Project PI:	Schumacher,Kenneth								
Detail Find View All First 1 of 1 Last															
*Terms & Conditions:	EQUIP + -														
Description:	Equipment Purchases														
Explanation:	<input type="text"/>														
Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications															

Award - Terms page

This page is not prepopulated and no processing is associated with it. Terms and conditions might include, for example, the requirement that purchased equipment be American-made whenever possible, or that only union workers be employed for the project that is funded by the award. You can track distinct terms and conditions for each award project.

Terms & Conditions

Select a term or condition from a list of previously defined terms for the awarding sponsor.

Explanation

Enter additional information that is related to the terms and conditions of the award.



Click the Add Guideline ID button to enter additional terms and conditions.

See Chapter 5, "Structuring PeopleSoft Grants," Entering Sponsor Guidelines, page 87.

Setting Up Award Milestones

Access the Award - Milestone page (Grants, Awards, Award Profile, Milestone).

Award - Milestone page

Milestone Type and Milestone Code

Select a milestone type. Milestone types are labels for grouping milestones. Each milestone type has a milestone code associated with it.

For example, closeout types could include contract closeouts, financial closeouts, and technical closeouts. Define milestone types and codes in the Milestone control table (select Setup Financials/Supply Chain, Product Related, Grants, Milestone Types/Codes).

After you select a milestone type, the system makes only those milestone codes available that are related to it. If a milestone type is inactive, the related codes do not appear in the list. If you change the milestone type of a type or code pair that you entered previously, the system clears the code to prevent a mismatch.

Notify

Click to notify roles of people that are listed in the Approval/Notification Setup page for type milestone notification that the award milestone information is due soon.

Milestone Status	Select a milestone status. You define these statuses on the Milestone Status page.
Due Date	Select the required completion date for the milestone.
Priority	Select the milestone priority. Options are <i>High</i> , <i>Medium</i> , and <i>Low</i> .
Notification Due Date	Displays the notification due date (the milestone due date minus the days prior to notify).
Comments	Enter any details or explanations regarding overdue milestones and exceptions.
Completion Date and Completed By	If the milestone status is <i>Completed</i> the Completion Date and Completed By fields are populated by the system with the current date and time and the current user employee ID.
Contact ID	<p>Click to access the Milestone Contacts page, which stores contact information. Select the contact name (the responsible person) and transmission code (a method for communicating with that person), and then enter any relevant comments.</p> <p>This field is populated with the default contact ID from the Milestone Setup page if you identify it in the milestone setup.</p>
Notification	Click to access the Milestone Notification history page, which includes the following page elements: Notify On, From, To, and Comment.

Setting Up Award Key Words

Access the Award - Key Words page (Grants, Awards, Award Profile, Key Words).

*Key Word	Description		
DIABETES	Diabetes	+	-
DISEASE	Disease	+	-
INSULIN	Insulin	+	-

Award - Key Words page

This page links key words, as defined in the key word control record, to an award. Key words can track awards by subject category (for example, science: cell biology) or link multiple codes to an award. Key words appear by default from the proposal. Establish and maintain the key word control record prior to creating proposals and awards.

Key Word

Select a key word from the list of available values.



Click the Add Key Words button to access the Proposal Key Words page and enter additional key words.

See [Chapter 5, "Structuring PeopleSoft Grants," Entering Key Words, page 91.](#)

Viewing Award Funding

Access the Award - Funding Inquiry page (Grants, Awards, Award Profile, Funding Inquiry).

Award	Funding	Resources	Certifications	Terms	Milestones	Key Words	Funding Inquiry
Award ID:	CON000000000028						
Reference Award Number:							
Total Projected Award Amount:	\$652,650.000						
Total Reported Award Amount:	\$652,650.000						
Total Posted Budget Amount:	\$201,450.000						
Total Limit Amount:	\$500,000.000						
Begin Date:	10/01/2004						
End Date:	09/30/2009						
Recalculate the Amounts							
Contract Lines							
Find View All First 1 of 2 Last							
Contract Line:	1			Total Posted Budget Amount:	\$1,450.000		
Billing Limit Amount:	\$0.000						
Project Detail							
Customize Find Print First 1 of 1 Last							
Project	Activity	Funded Amount	Posted Budget Amount				
1 0000000000000163	CA IMPLEMENT	\$152,650.000	\$1,450.000				

Award - Funding Inquiry page

This page displays summary funding information for the award and detailed funding information for each contract line. Click Recalculate the Amounts to update the figures. The total posted budget amount includes the sponsor portion only. It does not include the cost share portion.

Setting Up Sponsor Contacts

Access the Award - Sponsor page (Grants, Awards, Award Profile, Sponsor).

Award ID: CON000000000028
 Reference Award Number:
 Award PI: Schumacher, Kenneth Primary Project PI: Schumacher, Kenneth

Contact Info Find | View All | First 1 of 1 Last

*Contact Seq Num: Awarding Sponsor: National Institute of Health + -

Name:
 Title:
 Email ID:
 Telephone:
 Fax Number:
 Contact Type:

Go To: [Sponsor](#) [Protocols](#) [Attributes](#) [Department Credit](#) [Notepad](#) [Award Modifications](#)

Award - Sponsor page

The data on this page appears by default from the Award - Profile page. Enter a reference award number for the sponsor contact. You can add multiple sponsor contacts for the awarding sponsor.

Setting Up Protocols

Access the Award - Protocols page (Grants, Awards, Award Profile, Protocols).

Award ID: CON000000000028
 Reference Award Number:
 Award PI: Schumacher, Kenneth Primary Project PI: Schumacher, Kenneth

Associated Protocols Find | View All | First 1 of 1 Last

Project: 00000000000163 Project PI: Schumacher, Kenneth

*Protocol ID	Short Description	Go To Protocol
1001	Insulin in rats	1001 + -

Go To: [Sponsor](#) [Protocols](#) [Attributes](#) [Department Credit](#) [Notepad](#) [Award Modifications](#)

Award - Protocols page

Select a protocol to associate with the award. Protocols that are associated with the proposal flow to the award during the generate process. You can enter more protocols on this page. The protocol must have at least one protocol version approved for you to attach the protocol header to the award. Click the Go To Protocol link to view the protocol header.

Setting Up Award Attributes

Access the Award - Attributes page (Grants, Awards, Award Profile, Attributes).

Award - Attributes page

Select an attribute type, and then enter a value (either numeric or character), as well as any comments.



Click the Add Attribute button to access the Attribute Type page and enter additional attribute codes. The system stores attributes in the Attribute Type control page. Attributes can be anything you want to track in an award.

See [Chapter 5, "Structuring PeopleSoft Grants," Creating the Institution Attribute Type, page 79.](#)

Setting Up Department Credits

Access the Award - Department Credit page (Grants, Awards, Award Profile, Department Credits).

Department	Description	Credit %
1 41000	Engineering	100.00

Award - Department Credit page

Department credits that are set up in the proposal flow into the award side during the generate process. You can enter more department credits on this page.

Using the Award Notepad

Access the Award - Notepad page (Grants, Awards, Award Profile, Notepad).

Award	Funding	Resources	Certifications	Terms	Milestones	Key Words	Notepad	Funding Inquiry
Award ID:	CON000000000028							
Reference Award Number:	<input type="text"/>							
Award PI:	Schumacher,Kenneth				Primary Project PI:	Schumacher,Kenneth		
Award Description Find View All First 1 of 1 Last								
Date/Time Stamp:	06/10/2005 2:33:19PM				Entered By:	SAMPLE + -		
*Description:	<input type="text" value="Date and Time Stamp indicates Proposal-to-Award Process"/>							
Comments:	<input type="text"/>							
Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications								

Award - Notepad page

Date/Time Stamp	Displays the date and time when you created the award. The system stamps each new note with the date and time.
Description	The system displays default text that indicates that you created this award through the Award Generation process. When you create an award independently, this field is blank.
Comments	Enter notes regarding more complex issues that concern the award subject matter.

Using the Award Modifications

Access the Award - Award Modifications page (Grants, Awards, Award Profile, Award Modifications).

Award ID: CON000000000028
 Reference Award Number:
 Award PI: Schumacher,Kenneth Primary Project PI: Schumacher,Kenneth

Reference Award Number	Period	Issue Date	*Begin Date	*End Date	Amount	Comment	Period
<input type="text"/>	1	<input type="text"/>	10/01/2004	09/30/2005	100,500.00	Comment	
<input type="text"/>	2	<input type="text"/>	10/01/2005	09/30/2006	100,950.00	Comment	
<input type="text"/>	3	<input type="text"/>	10/01/2006	09/30/2007	100,450.00	Comment	
<input type="text"/>	4	<input type="text"/>	10/01/2007	09/30/2008	100,750.00	Comment	
<input type="text"/>	5	<input type="text"/>	10/01/2008	09/30/2009	250,000.00	Comment	

Total Award Amount: 652,650.00

Go To: [Sponsor](#) [Protocols](#) [Attributes](#) [Department Credit](#) [Notepad](#) [Award Modifications](#)

Award - Award Modifications page

You cannot edit the periods and amounts at the period level within an award. The pre-award to post-award process populates these rows in the following way:

1. The number of periods for an award equals the number of periods for a project.
2. The amount at the period level is equal to the sum of amounts for each period for all the projects for an award.
3. The begin date and end date are equal to the begin and end date for each period for the project.

These dates are the same for all projects for an award.

Reference Award Number Enter the sponsor reference award number.

Period Displays a value generated in the pre-award to post-award process. The number of periods for an award equals the number of periods for a project. You cannot change this value.

Issue Date Enter the date on which the modification was issued by the sponsor.

Begin Date and End Date Displays the begin and end dates for each period for the project. They are the same for all projects for an award.

Amount Displays an amount value generated in the pre-award to post-award process. The amount at the period level equals the sum of the amounts for each period for all the projects for an award.



Click the Details button to go to the Award Modifications for Period page, where you can enter supplemental funding information. You can make multiple modifications to the award amounts for an award period.

Adding Award Modifications for a Selected Period

Access the Award Modifications for Period page (click the Period button on the Award Modifications page).

Award Modifications for Period							
Period 1							
Award Modifications							
Sequence	Reference Award Number	Do Not Report	*Begin Date	*End Date	Amount	Comment	
1		<input type="checkbox"/>	10/01/2004	09/30/2005	100,500.00	Comment	+ -
Total Period Amount:						100,500.00	

Award Modifications for Period page

Do Not Report

Select to exclude this award modification from being reported on the Award - Funding Inquiry page.

Establishing Milestone Notifications and Processing

This section provides an overview of milestone notifications and processing and discusses how to:

- Review milestone notifications.
- Process milestone notifications.

Understanding Milestone Notifications and Processing

Three ways are available to send out milestone notifications:

- Set up a batch process that runs daily to search for milestones that are due for notification on the current date and then send online milestone notifications.

The milestone batch process enables you to automate the Milestone Notification process.

- Use the Milestone Notification inquiry page to search for and send notifications for milestones that satisfy your selection criteria.
- Send the notification from the Award Milestone page.

Pages Used to Establish Milestone Notifications and Processing

Page Name	Definition Name	Navigation	Usage
Milestone Notification	GM_MILESTONE_NOTI	Grants, Awards, Milestone Notification	Search for a milestone using parameters, and determine whether to send an email notification to the appropriate roles.
Milestone Notification Comment	GM_MSTONE_NOTI_CM	Click the Comments button on the Milestone Notification page.	Add comments about the milestone notification.
Process Milestone Notification	RUN_GM_MS_NOTI	Grants, Awards, Process Milestone Notification	Set up the process scheduler to search for milestones that are due on the current date, and to run milestone notifications automatically.

Reviewing Milestone Notifications

Access the Milestone Notification page (Grants, Awards, Milestone Notification).

The screenshot shows the 'Milestone Notification' page with the following search filters:

- Business Unit: EGV05
- Milestone Type: [Empty]
- Milestone Code: [Empty]
- Milestone Status: [Dropdown]
- Milestone Due Date From: [Empty] To: [Empty]
- Last Notification Date From: [Empty] To: [Empty]
- Notification Due in Days: [Empty] Priority: [Dropdown]

Below the filters is a table of milestones:

Notify	Award ID	Milestone Type	Milestone Code	Priority	Milestone Status	Days Prior to Due Date	Milestone Due Date	Notification Due Date	Last Notification Datetime	Comment
<input type="checkbox"/>	CON000000000028	BILL	BILLING	Medium		30				

A 'Notify' button is located below the table.

Milestone Notification page

Select one or more parameters. Click Search to find the milestones that meet the search criteria.

Milestones

Notify

Select to notify each milestone. This option appears for completed milestones.

Award ID

Click to access the Award Profiles component.



Click to enter comments that will accompany the email notification.

Processing Milestone Notifications

Access the Process Milestone Notification page (Grants, Awards, Process Milestone Notification).

Process Milestone Notification

Run Control ID: notify 1 [Report Manager](#) [Process Monitor](#)

Program Name: GM_MILE_NOTI Process Frequency: Always

Milestone Options	
Request Number:	1
Business Unit:	EGV05 EDUC & GVT - BU 5
Milestone Type:	BILL Billing
Milestone Status:	

Process Milestone Notification page

Set up the process scheduler to run the Milestone Notification process automatically. The program searches for milestones that are due on the current date, and then sends email notifications. You are not required to enter business unit, milestone type, or milestone status. If they are not entered, then the batch process searches for all business units, milestone types, and milestone statuses.

For the Milestone Notification process to run, you must update the values associated with the system-delivered GM_URL. Modify the value in the URL field with your current database URL address.

See *PeopleTools PeopleBook: System and Server Administration*, "Using PeopleTools Utilities, URL Maintenance"

Establishing Award Contracts

This section provides an overview of award contracts and discusses how to:

- Change the contract status to *Active*.
- Change the billing plan status to *Ready*.
- Change the revenue recognition status to *Ready*.

Note. This section of the *PeopleSoft Grants PeopleBook* describes the pages that are used most often for grants-related project contracts. For complete instructions on using all the pages in PeopleSoft Contracts, refer to the instructions in your *PeopleSoft Contracts PeopleBook*.

Understanding Award Contracts

After you negotiate an award, establish the award profile, and initiate the Award Generation process for a proposal, you can prepare PeopleSoft Grants for financial transactions using the appropriate pages in PeopleSoft Contracts.

When you run the Award Generation process in PeopleSoft Grants, the system automatically generates a contract. This contract represents your funded award and is required for processing any transactions against your award through to PeopleSoft Billing and PeopleSoft General Ledger. The Contract - General page captures the agreement information for your award as well as general information relating to the sponsor.

Revenue Recognition

PeopleSoft Contracts manages the booking of revenue to the general ledger through the use of revenue recognition plans and the services accounting system.

The method of revenue recognition for PeopleSoft Grants is *As Incurred*. Use this method manually to manage revenue on an as-needed basis. The As Incurred method is transaction-based revenue recognition and uses scheduled processing. As an activity is incurred and processed, revenue is recognized. This method is used with rate-based contract activity. Typically, you would use this method on cost-reimbursable grants.

Here is some general information about using revenue recognition plans with PeopleSoft Contracts:

- Every contract must have at least one revenue recognition plan.
- All revenue recognition plans must be associated with a revenue recognition method.
- Contract lines must be linked to a revenue recognition plan.
- Rate-based contract lines that have corresponding project resource rows are assigned or linked to As Incurred revenue recognition plans.

Blue Bird Awards

A *blue bird* award is granted without an initiating proposal. If you generate an award without a previously developed proposal, you must enter all of the information related to the award in the Contract Header pages in PeopleSoft Contracts.

After you complete the required fields on the pages in PeopleSoft Contracts, click Save or Add to My Contracts to save the contract. The system writes the information back to the PeopleSoft Grants system. To establish an award profile for the contract in PeopleSoft Grants, click Create Award Profile on the Additional Information page.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Setting Up Revenue Plans"

PeopleSoft Contracts 9.1 PeopleBook, "Managing Revenue Recognition"

PeopleSoft Contracts 9.1 PeopleBook, "Creating Contracts"

PeopleSoft Contracts 9.1 PeopleBook, "Processing Revenue Recognition"

Pages Used to Establish Award Contracts

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Contract - General	CA_HDR_PNL	Customer Contracts, Create and Amend, General Information	Access contract information and change contract status to <i>Active</i> .
Billing Plan General	CA_BP_GEN_INFO	Customer Contracts, Create and Amend, General Information, Lines Select the Detail tab, and then click the link under the Billing Plan column heading.	Change the billing status to <i>Ready</i> .
Revenue Plan	CA_ACCTPLAN	Customer Contracts, Create and Amend, General Information, Lines Select the Detail tab, and then click the link under the Revenue Plan column heading.	Change the revenue recognition status to <i>Ready</i> .

Changing the Contract Status to Active

Access the Contract - General page (Customer Contracts, Create and Amend, General Information).

Billing Plan General		Events	Tax Parameters	History
Contract:	PC00000000000001	BI Unit:	EGV05	
Sold To Customer:	1018 National Institute of Health	Bill To:	1018 National Institute of Health	
Billing Plan:	B101 As-Incurred Bill/Revenue Plan	Currency:	USD	
Description:	As-Incurred Bill/Revenue Plan	*Billing Status:	Ready	<input type="checkbox"/> Hold
Billing Method:	As Incurr			
Customer Information		Transaction Options		
BI Unit:	EGV05 EDUC & GVT - BU 5	Bill Currency:	Contract Currency	
*Bill To Customer:	1018 National Institute of Health	Retainage Options		
Bill To Contact:	1 Jeffreys,Jenny	Items previously held as Retainages		
		<input type="radio"/> Bill <input type="radio"/> Write-off <input checked="" type="radio"/> Hold		
Billing Options		Tolerance Options		
Bill Type:	CA <input type="checkbox"/> Pre Approved	Minimum Bill Amount: 0.00		
Bill Source:	CONTRACTS <input type="checkbox"/> Direct Invoice	<input type="checkbox"/> Final Bill		
Summarization Template ID:				
Purchase Order:				
Billing Default Overrides				
Invoice Form:				
Cycle ID:		View Customer Defaults		
Bill By ID:				
Payment Method:				
Payment Terms:				
Billing Inquiry:				
Billing Specialist:				
Billing Authority:				

Billing Plan General page

Note. Instructions on using this page appear in the *PeopleSoft Contracts PeopleBook*.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Setting Up Billing Plans"

Changing the Revenue Recognition Status to Ready

Access the Revenue Plan page (Select Customer Contracts, Create and Amend, General Information, Lines. Then select the Detail tab, and click the link under the Revenue Plan column heading).

Revenue Plan

Contract: PC0000000000001 Business Unit: EGV05 Currency: USD
 Sold To Customer: 1018 National Institute of Health GL Business Unit: EGV05
 Revenue Plan: R101 GL Currency: USD

Description: *Plan Status:
 Recognition Method: As Incurred Hold

Define Events By

Event Detail				
Event	Event Type	*Event Status	Accounting Date	Event Note
1	Date	Pending	08/14/2009	

Revenue Plan page

Note. Instructions on using the Revenue Plan page appear in the *PeopleSoft Contracts PeopleBook*.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Setting Up Revenue Plans"

Establishing Project Profiles

Use the Project General pages to associate a project with an award and designate a primary department. All information that applies to the award also applies to the project, so the information is not repeated on the project pages.

This section discusses how to:

- Set up projects.
- Establish project departments.
- Establish project definitions.
- Establish project locations.
- Establish project phases.
- Establish project approvals.

Note. This section of the *PeopleSoft Grants PeopleBook* describes the pages that are used most often for grants-related projects. For complete instructions on using all the pages in the Project Profile component, refer to the instructions in your *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Creating and Maintaining Projects"

Pages Used to Establish Project Profiles

Page Name	Definition Name	Navigation	Usage
Project - General Information	PROJECT_GEN_01A	Grants, Awards, Project, Project General Information	Define basic information for the project.
Project - Project Department	GM_PROJECT_DEPT	Grants, Awards, Project, Project Department	Define the primary department that is responsible for the project.
Project Department Contact	GM_PROJ_DEPT_CNTC	Click the Contact Details button on the Project - Project Department page.	View the primary department contact details.
Project - Project Costing Definition	PROJECT_GEN_01	Grants, Awards, Project, Project Costing Definition	Define a project.
Project - Manager	PROJECT_MGR	Grants, Awards, Project, Manager	View project manager data.
Project - Location	PROJECT_LOCATION	Grants, Awards, Project, Location	Assign the project's physical location.
Project - Phases	PROJECT_SCHED	Grants, Awards, Project, Phases	Track the time that is spent on different stages of a project. Use for exception reporting to view which projects are on schedule. Set actual phases, estimated phases, or both.
Project - Approval	PROJECT_APPROVAL	Grants, Awards, Project, Approval	Enter project events for which you want to require an approval and define the order in which the approvals for this project must be carried out.

Setting Up Projects

Access the Project - General Information page (Grants, Awards, Project, Project General Information).

The screenshot displays the 'Project - General Information' page. At the top, there are navigation tabs: General Information, Project Department, Project Costing Definition, Manager, Location, Phases, Approval, Justification, User Fields, and Rates. The main content area includes:

- Project:** PI-PRJ60 with an 'Add to My Projects' button.
- *Description:** Research of structure of prote... with a search icon.
- *Integration:** EGV05 with a search icon.
- Project Type:** R&D with a search icon, and 'Research and Development' as a tooltip.
- Processing Status:** Active
- Project Status:** Approved
- Contract Number:** PI-PRP006 with an information icon.
- Percent Complete:** 0.00
- As Of:** (empty field)
- Work Order Managed:**
- Project Health:** A section with tabs for Project Overall, Schedule, Budget, Resources, Issues, Risks, and User-Defined. The 'Health' field is currently empty.
- Project Schedule:**
 - *Calculate: Duration (dropdown)
 - Duration in Days: 1
 - *Start Date: 01/01/2008
 - *End Date: 12/31/2009
 - Additional Dates (link)
- Classification:**
 - Release: (empty field)
 - Release Date: (empty field)
 - Category: (empty field)
 - Application Area: (empty field)
 - Application: (empty field)
- Description:**
 - Date/Time Stamp: 08/06/09 6:24:21AM
 - User ID: SAMPLE
 - Description: Research of structure of protein in the membrane of cell
 - Long Description: Research of structure of protein in the membrane of cells - Phase I
- Buttons:** Save as Template, Copy Project
- Go To:** My Projects, Project Valuation, Resources, Project Activities, More (dropdown)

Project - General Information page

Note. Instructions on using the Project - General Information page appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Creating and Maintaining Projects"

Establishing Project Departments

Access the Project - Project Department page (Grants, Awards, Project, Project Department).

General Information		Project Department		Project Costing Definition		Manager		Location		Phases		Approval	
Business Unit:	EGV05	Project:	PI-PRJ60	Research of structure of prote									
Institution ID:	<input type="text" value="001"/>	PeopleSoft University											
Subdivision:	<input type="text" value="41000"/>	Engineering											
Department:	<input type="text" value="41000"/>	Engineering											
Contact ID:	<input type="text" value="KU0083"/>	Matheson, Karena											
<input checked="" type="checkbox"/> F&A Requested													
												Contact Details:	
Department Info				Customize Find First 1 of 1 Last									
*Department	Subdivision	Description	Percentage Pledged										
<input type="text" value="41000"/>	41000	Engineering	<input type="text" value="100.00"/>										
				+ -									
<input type="button" value="Save as Template"/>				<input type="button" value="Copy Project"/>									

Project - Project Department page

Select the institution ID, subdivision, department, and contact ID for the project's primary department. Deselect the F&A Requested check box to exclude the project from F&A calculation. Use the Department Info group box at the bottom of the page to maintain F&A offset information such as the department, subdivision, and percentage pledged of the project F&A costs that should be distributed to each department. The F&A process uses the departments in this group box to retrieve offset ChartField information from the F&A Offset page.

Establishing Project Definitions

Access the Project - Project Costing Definition page (Grants, Awards, Project, Project Costing Definition).

General Information		Project Department		Project Costing Definition		Manager		Location		Phases		Approval		Justification		User Fields	
Project: PI-PRJ60				Description: Research of structure of prote													
System Fields				Project Currency				Options									
*FS_08 SetID: SHARE				Currency Code: USD				<input type="checkbox"/> Standard Activities									
System Source: PGM				Rate Type: CRRNT				<input type="checkbox"/> Allow Interest Calculation									
				Effective Date Default: Acct Date													
Enforce Team				Analysis Group Options				Percent Complete									
<input checked="" type="radio"/> Do Not Enforce <input type="radio"/> Project Team Only <input type="radio"/> Project and Activity Team <input type="radio"/> Project Resource Pools Only <input type="radio"/> Project Activity Resource Pool				Cost Budget: GBUD				*Calculation Method: Manual									
				Revenue Budget: RBUD				*Summary Method: None									
				Actual Cost: PSCST				*Retain History: Weekly									
				Actual Revenue: PSREV													
				Forecast Cost: EAC													
				Forecast Revenue: FREV													
Projects Utilities				Funds Distribution													
Project Tree...				<input type="checkbox"/> One Target Definiton													
Profitability Analysis Groups				Grants													
Actual Margin = Actual Revenue PSREV - Actual Cost PSCST				Grants Project: GM Object													
Forecast Margin = Forecast Revenue FREV - Forecast Cost EAC				<input checked="" type="checkbox"/> Project Primary Flag													
Save as Template				Copy Project													

Project - Project Costing Definition page

Note. Instructions on using the Project - Project Costing Definition page appear in the *PeopleSoft Project Costing PeopleBook*.

Grants

Grants Project

Select *GM Object* if the project is a PeopleSoft Grants project. Select *PC Object* if the project originated in PeopleSoft Project Costing. You need to differentiate between PeopleSoft Project Costing-related projects and PeopleSoft Grants-related projects for processing to occur correctly.

Project Primary Flag

Select if the project is primary. PeopleSoft Grants requires primary projects.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Creating and Maintaining Projects"

Establishing Project Locations

Access the Project - Location page (Grants, Awards, Project, Location).

General Information	Project Department	Project Costing Definition	Manager	Location	Phases	Approval	Justification
Project: PI-PRJ60		Description: Research of structure of prote					
Location Find View All First 1 of 1 Last							
*Effective Date:	<input type="text" value="01/01/2008"/>	Sequence:	<input type="text" value="1"/>				
Location Code:	<input type="text" value="EGV05"/>	Description:	<input type="text" value="EGV05 - Miami, FL"/>				
Country:	<input type="text" value="USA"/> United States						
Address 1:	<input type="text" value="4908 Creekwood Dr"/>						
Address 2:	<input type="text"/>						
Address 3:	<input type="text"/>						
City:	<input type="text" value="Miami"/>						
County:	<input type="text"/>	Postal:	<input type="text"/>				
State:	<input type="text" value="FL"/>	Florida					
Add Location							
<input type="button" value="Save as Template"/>		<input type="button" value="Copy Project"/>					
Go To: My Projects Project Valuation Resources Project Activities <input type="text"/>							

Project - Location page

Note. Instructions on using the Project - Location page appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Creating and Maintaining Projects," Creating and Defining Projects

Establishing Project Phases

Access the Project - Phases page (Grants, Awards, Project, Phases).

Project: PI-PRJ60 Description: Research of structure of prote

Project Phases Find | View 1 First 1-2 of 2 Last

*Phase Type: PLAN	Description: Planning Phase	+ -
Status: A Actual	From Date: 03/02/2009	Through Date: 05/01/2009
*Phase Type: PURCH	Description: Purchasing Phase	+ -
Status: A Actual	From Date: 05/15/2009	Through Date: 07/01/2009

Save as Template Copy Project

Go To: [My Projects](#) [Project Valuation](#) [Resources](#) [Project Activities](#) More

Project - Phases page

Note. Instructions on using the Project - Phases page appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Creating and Maintaining Projects," Creating and Defining Projects

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data," Setting Up Project-Related Information

Establishing Project Approvals

Access the Project - Approval page (Grants, Awards, Project, Approval).

General Information | Project Department | Project Costing Definition | Manager | Location | Phases | **Approval** | Justification | User Fields | Rates

Project: PI-PRJ60 Description: Research of structure of prote

Event Find | View All | First 1 of 1 Last
 Project Event: APROV Initiate Approval Cycle

Details Find | View All | First 1 of 1 Last
 Approval Sequence: 1 Source:

Approval Authority **Approval Status**
 Role Type: Manager
 User ID: VP1 Approve

Description
 Description:
 Long Description:

Save as Template Copy Project

Go To: [My Projects](#) | [Project Valuation](#) | [Resources](#) | [Project Activities](#) More

Project - Approval page

Note. Instructions on using the Project - Approval page appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Creating and Maintaining Projects," Creating and Defining Projects

Establishing Project Activities

This section provides overviews of project activities and F&A rates and discusses how to:

- Set up project activities.
- Define project activities.
- Specify F&A rates for a project.
- Specify project activity locations.
- Add attachments to the project activity.
- Track activity quality.
- Track activity rates.

Understanding Project Activities

All transactions link to an activity, so each project must be associated with an activity. In PeopleSoft Grants, an activity is assigned to the same award as the project.

You can assign many activities to a single award. When you create an activity, the award information appears by default from the project information.

Note. This section of the *PeopleSoft Grants PeopleBook* describes the pages that are used most often for grants-related activities. For complete instructions on using all the pages in the Project Activity component, refer to the instructions in your *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Creating and Maintaining Activities"

Understanding F&A Rates

Here is how the system uses F&A rates at the post-award activity level:

- The Project Activity - FA Rates page houses the F&A bases and rates that the F&A process uses.
- You define during implementation the values that appear in the FA Base fields in the Institution, Sponsor, and Funded group boxes on the Facilities Admin Base page.
- The F&A base values that you enter on the Project Activity - FA Rates page must be the same as the values that you enter on the FA Base Account tree during implementation.
- When you receive an award that is based on an existing proposal, the bases, rate type, effective dates, and rates appear by default from pre-award data in the system.
- The sponsor FA equals the funded FA base times the funded FA rate percentage.

The system posts to the general ledger only FA funds that the sponsor awards.

- If you establish an award without performing the usual pre-award proposal procedures, the default effective dates and rates are based on the rate type that you enter manually.
- You must make other modifications, such as no-cost extensions and continuations, manually.

Pages Used to Establish Project Activities

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Project Activity - General Information	PROJ_ACT_DESCR	Grants, Awards, Project Activity	Set up project activities.
Project Activity - Definition	PROJECT_ACTIVITY	Grants, Awards, Project Activity, Definition	Define project activities.

Page Name	Definition Name	Navigation	Usage
Project Activity - FA Rates	GM_PRJ_ACT_FA	Grants, Awards, Project Activity, FA Rates	Enter F&A rate types.
Project Activity - Location	PROJ_ACT_LOCATION	Grants, Awards, Project Activity, Location	Specify project activity locations.
Project Activity - Attachments	PROJ_ACT_DOC	Grants, Awards, Project Activity, Attachments	Add attachments to the project activity.
Project Activity - Quality	PROJECT_QUALITY	Grants, Awards, Project Activity, Quality	Rate and record quality of work for specific activities.
Project Activity - Rates	ACTIVITY_SERVICES	Grants, Awards, Project Activity, Rates	Inquire on activity contracts, billing, and revenue.

Setting Up Project Activities

Access the Project Activity - General Information page (Grants, Awards, Project Activity).

General Information		Definition	FA Rates	Location	Attachments	Quality	User Fields	Rates	Asset Integration Rules
Project:	PI-PRJ60	Description:	Research of structure of prote						
Activity:	IMPLEMENTATION	*Description:	IMPLEMENTATION						
Activity Type:	<input type="text"/>	Percent Complete:	<input type="text" value="0.00"/>						
System Source:	PPC	Processing Status:	Active						
Activity Owner:	<input type="text"/>								
Activity Schedule									
*Start Date:	<input type="text" value="01/01/2008"/>	Duration in Days:	<input type="text" value="0"/>	Create Predecessors					
Deadline Date:	<input type="text"/>	*End Date:	<input type="text" value="12/31/2009"/>						
Constraint Type:	<input type="text"/>								
Baseline Start Date:	<input type="text"/>	Baseline Finish Date:	<input type="text"/>						
Early Start Date:	<input type="text"/>	Early Finish Date:	<input type="text"/>						
Actual Start Date:	<input type="text"/>	Actual Finish Date:	<input type="text"/>						
Late Start Date:	<input type="text"/>	Late Finish Date:	<input type="text"/>						

Project Activity - General Information page (1 of 2)

Project Activity - General Information page (2 of 2)

Note. Instructions on using this page appear in the *PeopleSoft Project Costing PeopleBook*.

Defining Project Activities

Access the Project Activity - Definition page (Grants, Awards, Project Activity, Definition).

Project Activity - Definition page

Note. Instructions on using this page appear in the *PeopleSoft Project Costing PeopleBook*.

Specifying F&A Rates for a Project

Access the Project Activity - FA Rates page (Grants, Awards, Project Activity, FA Rates).

General Information	Definition	FA Rates	Location	Attachments	Quality	User Fields	Rates	Asset Integration Rules
Project:	PI-PRJ60	Description:	Research of structure of prote					
Activity:	IMPLEMENTATION	Description:	IMPLEMENTATION					
F&A Rate Info Find View All First 1 of 1 Last								
Facilities Admin Rate:		ANIM	AnimalCare					
Institution Find View All First 1 of 2 Last								
FA Base:		MTDC	Institution Rate		Eff Date	07/01/2005	FA Rate %	10.00
Sponsor		MTDC	Sponsor Rate		Eff Date	07/01/2005	FA Rate %	10.00
Funded		MTDC	Funded Rate		Eff Date	07/01/2005	FA Rate %	10.00

Project Activity - FA Rates page

To set up F&A rates for post-awards:

1. Select a facilities administration rate.

Values include *Animal Care*, *On Campus*, *Off Campus*, *Institutional Research*, and *Instruction*.

2. Select an FA base rate for the institution, the sponsor, and the funded amount.
3. Enter multiple effective dates and F&A rate percentages for each base.

The bases must have the same names as the tree nodes for which the calculation will be run.

4. Click Save.

Note. Never select the same base for two different rate types under the same activity. Likewise, if you establish a base tree with duplicate accounts, never define two bases that contain the same account under the same project activity.

Specifying Project Activity Locations

Access the Project Activity - Location page (Grants, Awards, Project Activity, Location).

Project: PI-PRJ60 Description: Research of structure of prote
 Activity: IMPLEMENTATION Description: IMPLEMENTATION

Location Find | View All First 1 of 1 Last

*Effective Date: 08/14/2009 Sequence: 1

Location Code: ALBERTA Description: Alberta - Canada

Country: CAN Canada
 Address 1: Address 1
 Address 2:
 Address 3:
 City: Alberta
 County: County Postal: A9A 9B9
 State: AB Alberta

[Add Location](#)

Go To: [Resources](#) [Activity Status](#) [Project Transactions](#) [Deliverables](#)

Project Activity - Location page

Note. Instructions on using this page appear in the *PeopleSoft Project Costing PeopleBook*.

Add Attachments to the Project Activity

Access the Project Activity - Attachments page (Grants, Awards, Project Activity, Attachments).

Project: PI-PRJ60 Description: Research of structure of prote
 Activity: IMPLEMENTATION Description: IMPLEMENTATION

Document Attachments Customize | Find | View All | First 1 of 1 Last

Requests	Attached File
1	

Project Activity - Attachments page

Note. Instructions on using this page appear in the *PeopleSoft Project Costing PeopleBook*.

Tracking Activity Quality

Access the Project Activity - Quality page (Grants, Awards, Project Activity, Quality).

General Information | Definition | EA Rates | Location | Attachments | **Quality** | User Fields | Rates | ▶

Project: PI-PRJ60 Description: Research of structure of prote
 Activity: IMPLEMENTATION Description: IMPLEMENTATION

Quality Find | View All | First 1 of 1 Last

Quality Date: 08/14/09 1:44P + -

Quality Type: ACC Accuracy

Quality Rating:

Quality Weighting:

Team Mate:

Comments:

Project Activity - Quality page

Note. Instructions on using this page appear in the *PeopleSoft Project Costing PeopleBook*.

Tracking Activity Rates

Access the Project Activity - Rates page (Grants, Awards, Project Activity, Rates).

General Information | Definition | EA Rates | Location | Attachments | Quality | User Fields | **Rates** | Asset Integration Rules

Project: PI-PRJ60 Description: Research of structure of prote
 Activity: IMPLEMENTATION Description: IMPLEMENTATION

Associated Contracts Customize | Find | View All | First 1 of 1 Last

Sold To Customer	Contract Number	Line		Rate Selection	Description
1020	PI-PRP006	1	Billing	Revenue Rate Set	GMRT1

Go To: [Resources](#) | [Activity Status](#) | [Project Transactions](#) | [Deliverables](#)

Project Activity - Rates page

Note. Instructions on using this page appear in the *PeopleSoft Project Costing PeopleBook*.

Establishing Project Budgets

This section provides an overview of project budgets and discusses how to:

- Define budget plans.
- Verify budget journal information.

Understanding Project Budgets

The system populates the Budget Entry - Budget Detail page with summarized budget data during the Award Generation process. However, you can modify, add, or delete budget lines on the page.

On the Budget Entry - Budget Detail page, you can:

- Assign required ChartFields within the budget journal.
- Post budgets by budget period.
- Generate rows in the Project Resource table (PROJ_RESOURCE) after the budget journals have been successfully posted to PeopleSoft Commitment Control.

PeopleSoft Grants uses these lines to generate controlled budget journals and project budget lines.

Here is some general information about using ChartField lines on the Budget Entry - Budget Detail page:

- The system populates lines in the ChartField grid during the Award Generation process.
- You can specify budget details for each budget item in a project.
- You can post budget information by budget period.
- You can insert resource lines into the grid at any time and post lines individually.
- You can delete lines only if you have not generated a journal for the budget line.
- The data that you enter in the grid is the basis for generating budget journals for controlled budgets and for budget data that is stored in PeopleSoft Grants.

Pages Used to Establish Project Budgets

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Budget Detail	PC_BUD_DETAIL2	Grants, Awards, Project Budgets	Enter budget amounts that are associated with a particular budget plan.
Budget Inquiry	GM_PRJ_BUD_INQ	Grants, Awards, Project Budget Inquiry	View budget information for specific projects.

Page Name	Definition Name	Navigation	Usage
Review Commitment Control	PC_KK_INTFC_EXCEPT	Grants, Awards, Commitment Control Errors	View errors that occur when you process a project budget using PeopleSoft Project Costing. See <i>PeopleSoft Project Costing 9.1 PeopleBook</i> , "Integrating with Commitment Control," Setting Up PeopleSoft Project Costing for PeopleSoft Commitment Control.

Defining Budget Plans

Access the Budget Detail page (Grants, Awards, Project Budgets).

Budget Detail

Project: PI-PRJ60 Research of structure of prote

Budget Period: 2 Begin Date: 01/01/2009 End Date: 12/31/2009 [Finalize](#) [Process Monitor](#)

Project Budget Summary

Cost Share Direct \$0.00 Sponsor Budget \$578,000.00 Currency: USD Total Budget: \$578,000.00

Budget Amounts for Period [Customize](#) | [Find](#) | [View All](#) | [Print](#) First 1-3 of 3 Last

Activity	Budget Item	Begin Date	Quantity	Unit of Measure	Amount	Currency		
IMPLEMENTATION	EQUIP		1.00		523,000.00	USD	+	-
IMPLEMENTATION	FACADM		1.00		5,000.00	USD	+	-
IMPLEMENTATION	PERSON		1.00		50,000.00	USD	+	-

Budget Detail page

Note. The Award Generation process creates budget plans. PeopleSoft Grants users should not create budget plans using the PeopleSoft Project Costing menu structure. For Blue Birds awards, the system creates budget plans programmatically when users create budget periods on the Funding page in the Award Profile component.

Finalize

Click *Finalize* after making changes to an active budget period. The system finalizes the plan by picking up the rows only for a budget period and not the entire plan, as in PeopleSoft Project Costing. When you click the Finalize button:

- If PeopleSoft Commitment Control is enabled, and the general ledger groups are set up for the Commitment Control process, the system sends the transactions to PeopleSoft Commitment Control by the Projects to Commitment Control Application Engine process (PC_WRAPPER).
- The system sends budget rows to the Project Resource table (PROJ_RESOURCE).

Rows are sent only once. Finalizing adds rows to the Project Resource interface table and calls the Projects Interface Edit process (PC_INTFEDIT).

- To prevent PeopleSoft Commitment Control problems and to track the history of changes to the budget, the system prevents changes to finalized budgets and displays them as display-only on the grid. You can, however, add new rows to the grid and refinalize the budget period.

See Chapter 13, "Understanding Integrating PeopleSoft Grants with Other Applications," page 369.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Understanding Commitment Control Integration with PeopleSoft and Third-Party Applications."

Project Budget Summary**Total Budget**

Displays a rolled-up value based on the node that is selected.

General Tab

The system populates the General tab with budget details from the proposal, including amounts for the budget activities belonging to the project.

Project Detail Tab

Specify the values for the project-related fields for the PeopleSoft Grants budget rows that are displayed.

General Ledger Detail Tab

Specify the PeopleSoft General Ledger ChartField values for the PeopleSoft Grants budget rows that are displayed. When the system creates budget journals, it books the budget row amounts to the specified ChartFields.

Note. Budgetary ChartFields can be selected on the General Ledger Detail tab.

Commitment Control Detail Tab

Displays the ledger and ledger group that the system uses to book the budget journals.

If you need to specify the type of budget row that you are posting, use the Budget Line Code field to indicate whether the budget row is *Original*, *Adjustment*, *Roll Forward*, and so on. *Original* is the default value. If you have funding source control enabled in your commitment control setup, the system displays the appropriate value here.

Note. If any errors occur while posting to commitment control, the system stores the error rows on the Review Commitment Control page. You can find the commitment control posting error, fix the error, and resend the lines to commitment control.

Grants Detail Tab

Facilities and Administrative Click to designate that the line is an F&A line.

Cost Sharing Click to designate that the line is a cost-sharing line.

Instructions on defining budgets also appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Commitment Control 9.1 PeopleBook, "Managing Budget Exceptions"

PeopleSoft Project Costing 9.1 PeopleBook, "Integrating with Commitment Control," Sending Commitment Control Transactions to PeopleSoft Project Costing

PeopleSoft Project Costing 9.1 PeopleBook, "Budgeting Project Costs and Revenue"

Chapter 5, "Structuring PeopleSoft Grants," Commitment Control Setup Steps for PeopleSoft Grants, page 60

Verifying Budget Journal Information

Access the Budget Inquiry page (Grants, Awards, Project Budget Inquiry).

Budget Inquiry

Business Unit: EGV05 Project: PI-PRJ60 Description: Research of structure of prote

Budget Period: 1 Currency: USD

Details: Customize | Find | First 1-3 of 3 Last

Budget Lines | GL Info | Posted, FA, C/S Info

Budget Item	Activity	Transaction ID	An Type	BU Amount
EQUIP	IMPLEMENTATION	10002519	BUD	\$523,000.00
PERSON	IMPLEMENTATION	10002520	BUD	\$50,000.00
FACADM	IMPLEMENTATION	10002521	BUD	\$5,000.00

Sponsor Direct: 573,000.00 Sponsor FA: 5,000.00 Total Sponsor Budget: 578,000.00

Institution C/S: 0.00

Budget Inquiry page

After you successfully post the budget journals, you can inquire on the budget. Select the GL Info and Posted, FA, and C/S Info tabs to view the budget journal IDs and the date that you posted the rows, as well as the budget header status, the ledger, and the ledger group to which you posted the journals.

Processing Facilities and Administration Costs

This section provides an overview of facilities and administration (F&A) processing and discusses how to:

- Process F&A costs.
- Use the F&A interactive error report.

Understanding F&A Processing

This section discusses:

- F&A cost calculations.
- Analysis types and cost sharing.
- F&A processing.
- Waived and cost-shared F&A lines.
- How PeopleSoft Grants uses F&A rates at the post-award activity level.

F&A Cost Calculations

PeopleSoft Grants is delivered with a process that automatically calculates and stores F&A costs on all sponsor-funded amounts. You can also calculate waived and cost-shared F&A amounts.

The system processes PeopleSoft Grants lines based upon three criteria:

- Grants check box.

When you establish a project, select the GM Object in the Grants Project field on the Project Definition page to indicate that the project is related to PeopleSoft Grants rather than to PeopleSoft Project Costing. The F&A process computes only PeopleSoft Grants-related lines.

- F&A status (FA_STATUS).

When the system processes PeopleSoft Grants lines, it updates the FA_STATUS to prevent lines from being reprocessed. The process selects only those lines with an F&A status of *N* or with a blank status line. If you enter a line directly into the PeopleSoft Grants system, its default F&A status is *N*; however, the feeder systems don't assign a value to FA_STATUS, so all lines that come from feeder systems have a blank value.

- FNA (facilities and administration) analysis group.

The F&A process selects its data based on analysis types that you include in the FNA analysis group. For example, if you want to calculate F&A on all lines initiating from the PeopleSoft Time & Labor and Accounts Payable applications, include *PAY* and *ACT* analysis types in the FNA analysis group. If you use an analysis group other than *FNA*, you must modify the process for it to run properly.

Analysis Types and Cost Sharing

PeopleSoft Grants enables you to select the analysis type with which a line is stamped when it comes into PeopleSoft Grants from a feeder system.

Observe these guidelines when using analysis types and cost sharing in PeopleSoft Grants:

- Define analysis types on the Analysis Types page (Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Types).
- To facilitate cost-sharing analysis and reporting, stamp incoming cost-sharing lines with unique analysis types.

Define cost-sharing analysis types on the Installation - Grants page (Setup Financials/Supply Chain, Install, Installation Options, Grants).

- To determine which lines the system processes for F&A, group analysis types into analysis groups.
- PeopleSoft Grants has hard-coded the FNA analysis group in the F&A process, so you should use this analysis group to group all F&A analysis types.

F&A Processing

Here is some general information about how the system processes F&A transactions:

- The F&A process calculates F&A amounts at the transaction line level based on actual expense transaction amounts, F&A bases, and F&A rates.
- You establish default bases and rates in the Maintain Institution (Grants, Institutions, Facilities Admin Rates) and Maintain Sponsor (Grants, Sponsors, Facilities Admin Rates) components.

The system, however, ultimately uses the information on the Project Activity F&A Rates page (Grants, Awards, Project Activity, FA Rates) for the actual computation.

- The system uses the accounting date on the original transaction line to find the appropriate effective date and rate for the F&A calculation.
- When the system processes a transaction for F&A, it updates the FA_STATUS to *D* to prevent it from re-extracting the same lines.
- The process calculates F&A amounts for all sponsor-funded actual costs (this amount is stored in PeopleSoft Grants and PeopleSoft General Ledger).
- For additional reporting and analysis, you can calculate F&A costs on waived and cost-shared amounts (these amounts are stored only in PeopleSoft Grants).

The process creates the various F&A lines in using this code:

$$\text{Funded F\&A Base} \times \text{Funded F\&A Rate} = \text{Sponsor F\&A (Analysis Type SFA)}$$

- The system creates the Sponsor F&A line with all of the ChartFields from the original line and replaces the account with the F&A account that you define on the F&A Options page (Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options).
- The system creates offset lines for the sponsor F&A line based on the department distribution percentages that you establish on the Project Department page (Grants, Awards, Project, Project Department) and on the offset ChartFields that you define on the F&A Offset page (Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options).
- The business unit and project appear by default from the original transaction.

The system populates the account from the offset account value in the F&A Options page and populates all other ChartFields based on the values that you enter on the F&A Offset page.

- The F&A process calls the Inter/IntraUnit processor and, based on the established balancing rules, gets any required due to and due from lines.
- The system stores all F&A lines in PeopleSoft Grants and PeopleSoft General Ledger.

If you select the Edit Combinations check box on the Projects Options page (Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Projects Options), the F&A process validates combination edits. The combination edit process is optional.

- Based on the selections that you make within the Installed Products page (Set Up Financials/Supply Chain, Install, Installation Options, Products), the F&A process can be subject to commitment control.

If you elect to use PeopleSoft Commitment Control, the F&A expense lines are always budget-checked. In addition, you may also budget-check the revenue offset lines.

Waived and Cost-Shared F&A Lines

Here is some general information about how the system processes waived and cost-shared F&A lines:

- In addition to computing sponsor-funded F&A, you can calculate waived and cost-shared F&A lines.

Define these options at the business unit level.

$$(\text{Institution Base} \times \text{Institution Rate}) - (\text{Funded Base} \times \text{Funded Rate}) \text{ or } (\text{Sponsor Base} \times \text{Sponsor Rate}) - (\text{Funded Base} \times \text{Funded Rate}) = \text{Waived F\&A (Analysis Type WFA)}$$

- The selection that you make in the Waived FA Calc Method group box on the Project Activity - Definition page determines whether the system calculates this amount using institution or sponsor information.
- The WFA (waived facilities and administration) amount has no offset line and is stored only in the PeopleSoft Grants tables.

This computation captures the difference between the amount of F&A that could have optimally been recovered and the amount that was actually awarded by the sponsor.

$$(\text{Cost Shared Amount} \times \text{Institution Rate}) \text{ or } (\text{Cost Shared Amount} \times \text{Sponsor Rate}) = \text{Cost Shared F\&A (Analysis Type CFA)}$$

- The cost-shared F&A calculation is based upon whether you select the institution or sponsor option on the Project Activity - Definition page.

The CFA (cost share facilities and administration) line has no offset and is stored only in the PeopleSoft Grants tables. This computation allows for the full costing of grants expenditures.

- PeopleSoft Grants stamps all F&A lines with the resource ID from the original transaction.

This provides a link between direct and F&A costs. The Resource ID From field contains this resource ID.

- The system stores all lines created by the F&A process in an audit table that you can use for reconciliation and audit purposes.
- The system stores all lines that fail the F&A process in an error table that you can use to make corrections.

You can view the error log online through the FA Error Interactive Report page (Grants, Awards, FA Error Interactive Report).

How PeopleSoft Grants Uses F&A Rates at the Post-Award Activity Level

The F&A Rates page stores the F&A bases and rates that the F&A process uses. Here's how the system uses F&A rates in post-award processing:

- When you receive an award based on an existing proposal, the bases, rate type, effective dates, and rates appear by default from pre-award data in the system.
- If you establish an award without performing the usual pre-award proposal procedures, the effective dates and rates appear by default based on the rate type that you enter manually.

You must make any other modifications, such as no-cost extensions and continuations, manually.

Note. Never select the same base for two different rate types under the same activity. Likewise, if you establish a base tree with duplicate accounts, never define two bases that contain the same account under the same project activity.

See Also

Chapter 3, "Defining Your Operational Structure," Establishing F&A and Direct-Cost Cost-Sharing Options, page 42

Chapter 9, "Establishing Awards and Projects," Establishing Project Activities, page 283

PeopleSoft Commitment Control 9.1 PeopleBook, "Managing Budget Exceptions," Viewing and Handling Budget Transaction Exceptions

Pages Used to Process F&A Costs

Page Name	Definition Name	Navigation	Usage
Process Facilities Admin (process facilities administration)	RUN_GM_FA	Grants, Awards, Process Facilities Admin	Process F&A costs.
FA Error Interactive Report (facilities administration error interactive report)	GM_FA_INQ	Grants, Awards, FA Error Interactive Report	Display information about F&A errors.

Processing F&A Costs

Access the Process Facilities Admin page (Grants, Awards, Process Facilities Admin).

Process Facilities Admin page

Here is how the system processes F&A information from this page:

- This run control page triggers a PeopleSoft Process Scheduler request. You can process the F&A using the *All* value in the Date Option field.
- You can automate this request to run at certain times, such as on the 15th of every month; however, you must coordinate running this process with running other processes in your financials systems.

- No upper limit is made to F&A amounts in PeopleSoft Grants; the budget checking process ascertains whether you have the funds, and that is the only validation.
- After you run the F&A process in PeopleSoft Grants, run the Journal Generator to send sponsor F&A, its offsets, and any due to and due from lines to PeopleSoft General Ledger.
- When the lines are in PeopleSoft General Ledger, you need to edit them and post them to a ledger.

Exception Accounting Date Select to specify an accounting date other than the current date for F&A processing. When you select this option, a field appears in which you can select a date. The system assigns the date that you specify to all F&A lines created from this run control page.

Using the F&A Interactive Error Report

Access the FA Error Interactive Report page (Grants, Awards, FA Error Interactive Report).

The screenshot shows the 'FA Error Interactive Report' page. It features a search criteria section with the following fields: Business Unit (EGV05), Project, Activity, Accounting Date From, Thru, Transaction Date From, and Thru. There are 'Search' and 'Clear' buttons. Below the search criteria is a 'Facilities and Administration Inquiry' section with tabs for 'ID', 'Chartfields', 'Date and Amount', and 'Errors'. The 'ID' tab is selected, showing a table with columns: Business Unit, Project, Activity, Analysis Type, Transaction ID, and PostSec. The table is currently empty.

FA Error Interactive Report page

Use the fields appearing in the Search Criteria for FA Error group box to search for errors in the F&A process. Click Search.

If errors occur during the F&A process for a particular business unit, project, or activity, it displays the information in the Facilities and Administration Inquiry group box.

Select the ID tab to view the business unit, project, activity, analysis type, and transaction ID.

Select the Chartfields tab to view the GL business unit, department, account, operating unit, fund, program, class, budget reference, product, affiliate, fund affiliate, and operating unit affiliate where the error occurred.

Select the Date and Amount tab to view the transaction date, accounting date, and amount. To view the budget status and error status, select the Errors tab.

Select the Errors tab to view the status of the error and the process instance to use to research the error that occurred when the Process Facilities Admin process was run.

See Also

PeopleSoft Commitment Control 9.1 PeopleBook, "Managing Budget Exceptions"

Reviewing PeopleSoft Grants Information

After you implement PeopleSoft Grants and begin generating proposals, awards, and budgets, you can review the inventory of awards and proposals as well as view projected budget and revenue information and variances in budgeted and actual amounts.

This section discusses how to:

- Review award inventories.
- Review projected budget and revenue information for selected projects.
- Review project variances.
- Review proposal inventories.

Pages Used to Review PeopleSoft Grants Information

Page Name	Definition Name	Navigation	Usage
Award Inventory	GM_AWD_RPTS	Grants, Interactive Reports, Award Inventory	Review inventory of PeopleSoft Grants awards.
Project Forecast	GM_PRJ_FCST_RPT	Grants, Interactive Reports, Project Forecast	Review projected budget and revenue information for selected projects.
Project Variance	GM_PRJ_VAR_RPT	Grants, Interactive Reports, Project Variance	Review variances in budgeted and actual amounts as well as balances for selected projects.
Proposal Inventory	GM_PROP_RPTS	Grants, Interactive Reports, Proposal Inventory	Review inventory of PeopleSoft Grants proposals.

Reviewing Award Inventories

Access the Award Inventory page (Grants, Interactive Reports, Award Inventory).

Award Inventory

Search Criteria for Award Inventory

*Business Unit:

Sponsor ID:

Award PI ID:

Award Status:

Details Customize | Find | | First 1-5 of 5 Last

Award Inventory Info More Info

Award ID	Sponsor	Award PI	Reference Award Number
PI-PRP001	National Institute of Health	Schumacher,Kenneth	112
PI-PRP005	Department of Health & Human Services	Schumacher,Kenneth	555
PI-PRP006	Department of Health & Human Services	Schumacher,Kenneth	123
CON000000000028	National Institute of Health	Schumacher,Kenneth	
PI-PRP003	National Institute of Health	Kessler,Marc	333

Award Inventory page

Use the fields in the Search Criteria for Award Inventory group box to select or enter the information for which you want to view an inventory of proposals that have received funding. Click Search.

Reviewing Projected Budget and Revenue Information for Selected Projects

Access the Project Forecast page (Grants, Interactive Reports, Project Forecast).

Project Forecast Report

Project Forecast

Business Unit: EGV05 Project: PI-PRJ60 Currency: USD

Lookup Analysis Group

Cost Sharing Non Cost Sharing

Lookup Dates

Award Begin / End Date: Extract Begin / End Date:

From Date: From Date:

To Date: To Date:

Details Customize | Find | | First 1-3 of 3 Last

Project Forecast Info More Forecast Info

Account	Budget	Actuals	Encumbered	Pre Encumbered	0.000	+	-
1 6007	100,000.000	5,000.000	0.000	0.000	0.000	+	-
2 6013	1,046,000.000	523,000.000	0.000	0.000	0.000	+	-
3 6600	10,000.000	0.000	0.000	0.000	0.000	+	-

Project Forecast page

Select the project information that you want to retrieve—either cost-sharing or noncost-sharing. Select the from and to dates for which you want to retrieve information. Click Retrieve.

Reviewing Project Variances

Access the Project Variance page (Grants, Interactive Reports, Project Variance).

Project Variance Report

Project Variance

Business Unit: EGV05 Project: PI-PRJ60 Currency: USD

Lookup Analysis Group

Cost Sharing Non Cost Sharing

Lookup Dates

From Date: To Date:

Details
Customize | Find | First 1-3 of 3 Last

Project Variance Info
More Variance Info

Account	Account Description	Budget	Actuals	Encumbered	Pre Encumbered		
1 6007	Personnel Expenses	100,000.000	5,000.000	0.000		+	-
2 6013	Equipment Purchases	1,046,000.000	523,000.000	0.000		+	-
3 6600	Applied Overhead	10,000.000	0.000	0.000		+	-

Project Variance page

Select the project information that you want to retrieve—either cost-sharing or noncost-sharing. Select the from and to dates for which you want to retrieve information. Click Retrieve.

Reviewing Proposal Inventories

Access the Proposal Inventory page (Grants, Interactive Reports, Proposal Inventory).

Proposal Inventory

Search Criteria

Business Unit:

Sponsor ID:

PI ID:

Status:

Type:

Opportunity Number:

Proposal Date

Start From To

End From To

Due From To

Submission From To

Details Customize | Find | 1-2 of 2 | Last

More info

Proposal ID	Version ID	Title	Proposal PI	Type	Start Date	End Date	Due Date	Submitted On	Opportunity Number
PC0000000000007	V101	Protein's struct II	Kessler,Marc	New	01/01/2006	12/31/2008	03/24/2009	03/24/2009 8:11:34AM	
PC0000000000007	V101	Protein's struct II	Kessler,Marc	New	01/01/2006	12/31/2008	03/24/2009	03/24/2009 8:11:34AM	

Proposal Inventory page

Use the fields in the Search Criteria group box to select or enter the information for which you want to view an inventory of proposals. Click Search. Click the Proposal ID link to view the proposal.

Here is the proposal date search criteria:

- If you enter a From date, the system returns all proposals having a date on or after the entered date.
- If you enter a To date, the system returns all proposals having a date on or before the entered date.
- If you enter both From and To dates, the system returns all proposals having dates between the entered dates.

Closing Out Awards

This section provides an overview of contract closeouts and project and activity close outs and discusses how to:

- Close out contracts.
- Create status types to limit transactions coming into PeopleSoft Project Costing.
- Close out projects.
- Close out activities.
- Close out budgets.
- Initiate the Budget Close process

Understanding Contract Close Outs

Contracts with *Closed* status have these attributes:

- Data fields are not available for entry.
- Downstream processing is not allowed for the contract.
- The contract passed system data validation to verify that all processing that is related to the contract is complete.
- The contract is not included in prompt pages for other applications.

When you are closing out contracts, be aware that:

- No system checks prohibit you from changing the status of a contract from *Pending* to *Closed*.

For you to change the process status for a contract from *Active* to *Closed*, billing plans must not be linked to a contract with a status of *In Progress*.

Here are some reminders:

- Unless you are closing a contract due to termination, verify that the status for all billing plans is *Complete*.

You can close a contract that is linked to a billing plan with a status of *Pending* or *Ready*.

- The revenue recognition plan status for any revenue recognition plans that are linked to the contract must not be *In Progress*.
- Unless you are closing a contract due to termination, verify that the status for all revenue recognition plans is *Completed* or *Canceled*.

You can close a contract that is linked to a revenue recognition plan with a status of *New*, *Ready*, or *Reversed*.

- Verify that no amendments are *Pending* or *Ready*; they must be either *Complete* or *Canceled*.
- Verify that no prepayments are *Pending* or *Active*; they must be either *Complete* or *Inactive*.
- Verify that no renewal packages are *Pending* or *Ready*; they must be either *Complete* or *Canceled*.

The processing statuses can flow forwards only; that is, you cannot:

- Change the status from *Active* back to *Pending*.
- Change the status from *Closed* back to *Active*.
- Change the status from *Closed* back to *Pending*.

When you initiate a change in the processing status for a contract, the system performs a series of checks to ensure that the contract meets all of the necessary criteria to move to the next processing status level. Unless the contract meets all of the necessary criteria, the processing status cannot advance.

Understanding Project and Activity Close Outs

You can control resource transactions that come from PeopleSoft feeder systems based on the analysis type of the incoming transactions.

To do this, you must first set status control options on the Status Types page, then assign a status type to the project or activity. The options that you set for that status type determine whether PeopleSoft Project Costing allows incoming transactions based on their analysis types.

Because status types are effective-dated, you can define multiple statuses and apply them sequentially to a project or activity over time.

You can control incoming transactions at either the project or activity level

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Working with Transactions," Controlling Incoming Transactions

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data," Defining Status Types

PeopleSoft Project Costing 9.1 PeopleBook, "Creating and Maintaining Projects," Creating and Defining Projects

Pages Used to Close Out Awards

Page Name	Definition Name	Navigation	Usage
Contract - General	CA_HDR_PNL	Customer Contracts, Create and Amend, General Information, General	Close out award lines.
Status Types	PROJ_STATUS_DEFN	Setup Financials/Supply Chain, Product Related, Project Costing, Project Options, Status Types	Create status types and set control actions to limit transactions coming into PeopleSoft Project Costing from cost-feeder applications.
Project - Status	PROJECT_STATUS	Project Costing, Project Definitions, Status	Set the status for a project.
Activity - Status	PROJECT_ACT_STATUS	Project Costing, Activity Definitions, Status	Set the status for an activity.
Closing Rule Options	KK_CLOSE_DEFN1	Commitment Control, Close Budget, Define Closing Rule, Closing Rule Options	Define the closing rules for the PeopleSoft Commitment Control budget, specifically whether to roll forward remaining budget amounts and how that roll-forward amount is calculated.
Budget Close Request	KK_CLOSE_REQUEST	Commitment Control, Close Budget, Process Budget Close	Initiate the Budget Close process.

Closing Out Contracts

Access the Contract - General page (Customer Contracts, Create and Amend, General Information, General).

General		Lines		Amendments	
Contract Number:	PC0000000000001	Sold To Customer:	National Institute of Health		
Amendment Number:	0000000000	*Contract Status:	ACTIVE		
Amend Contract		Add to My Contracts			
Description:	Research of structure of prote	Processing Status:	Active		
Contract Admin:	Miller, Samuel	Amendment Status:	Complete		
Region Code:		Business Unit:	EDUC & GVT - BU 5		
Contract Type:	GRANTS	Contract Classification:	Standard		
Currency Code:	USD	Start Date:	01/01/2007		
Exchange Rate Type:	CRRNT	End Date:	12/31/2008		
Contract Signed:	08/15/2008	Last Update Date/Time:	03/23/2009 11:42:14AM		
		Last Update User ID:	SAMPLE		
▶ Other Information					
▶ Summary of Amounts					
Go To:		Billing Plans	Revenue Plans	Milestones	Renewals
					More ▼

Contract - General page

Change the contract status to *Closed* to indicate that either the contract has been terminated midstream (the status went directly from *Pending* to *Closed* or was canceled after processing) or archived (all contractual obligations have been fulfilled and all entitlements received). Contracts that are set to *Closed* are removed from processing and views, but the historical contract data is still available by query.

Note. For as-incurred billing plans, you must manually change the status on the Billing Plan General page because the system doesn't know when the last transactions have been accumulated in PeopleSoft Project Costing and processed through to PeopleSoft Billing.

For as-incurred revenue recognition (award revenue), you must manually change the revenue recognition plan status to *Done* because the system does not know when the last transactions were accumulated in PeopleSoft Project Costing and processed through to revenue recognition. If your as-incurred revenue recognition plan has events associated with it, you must wait until all events are complete before you can change the revenue recognition plan status to *Done*.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Structuring Contracts," Defining Contract Types

Creating Status Types to Limit Transactions Coming into PeopleSoft Project Costing

Access the Status Types page (Setup Financials/Supply Chain, Product Related, Project Costing, Project Options, Status Types).

The screenshot shows the 'Status Types' configuration page. At the top, it displays 'SetID: SHARE' and 'Project Status: A'. Below this is a 'Status Type' section with a search bar and navigation links. The main form contains: 'Effective Date' (01/01/1900), '*Status' (Active), '*Status Description' (Approved), and 'Processing Status' (Active). Below that is a 'Status Control' section with 'Analysis Type' (blank) and 'Control Action' (blank). A 'Return to Project Options' link is at the bottom.

Status Types page

You can identify the project statuses that you want to use.

Effective Date

Select the date when the status change goes into effect. Status types are effective-dated, so multiple statuses can be defined and applied sequentially to a project or activity over time.

Status

Active appears by default. Select *Inactive* to deactivate the status control options that are associated with the effective date.

Processing Status

Select a system-delivered value of *Active*, *Inactive*, or *Pending*. Each project status also needs to be associated with a processing status in the system.

Analysis Type

Select an analysis type to specify the transactions used by a feeder application that you want to exert control over. The analysis type from each feeder application is defined on the Installation Options - Project Costing Integration page.

Control Action

Select a value to associate with the analysis type. Values include:

- *Warning*: A warning appears before PeopleSoft Project Costing accepts transactions that are specified in the Analysis Type field.
- *Reject*: Transactions that are specified in the Analysis Type field are rejected by PeopleSoft Project Costing.
- None (blank): No project control action occurs if the Project Control Action check box is blank

Warning! Status type flags (project control actions) do not prevent feeder system transactions from being posted to PeopleSoft General Ledger because the transactions are already part of the PeopleSoft Financials system. The Reject Project Control action prevents the transaction from being entered in PeopleSoft Project Costing only.

Closing Out Projects

Access the Project - Status page (Project Costing, Project Definitions, Status).

Project - Status page

This page drives the processing status on the Project General page. To activate a project, you add a new row with the status that is listed on the Project Setup page as Active. This is how you activate the project during the Award Generation process with prespending.

To restrict incoming transactions, set the Status field to *Closed*. A closed project does not appear in prompt lists in PeopleSoft feeder systems.

Closing Out Activities

Access the Activity - Status page (Project Costing, Activity Definitions, Status).

Activity - Status page

To restrict incoming transactions, set the Status field to *Closed*. A closed activity does not appear in prompt lists in PeopleSoft feeder systems.

Closing Out Budgets

Access the Closing Rule Options page (Commitment Control, Close Budget, Define Closing Rule, Closing Rule Options).

The screenshot displays the 'Closing Rule Options' page. At the top, there are tabs for 'Closing Rule Options' and 'Close From/To'. Below the tabs, the 'SetID' is 'SHARE' and the 'Closing Rule' is 'DEPT_BUDGETS'. The 'Effective Date' is '01/01/2000' and the '*Status' is 'Active'. The '*Description' is 'Closing Departmental Budgets'. The '*Ledger Group for Prompting' is 'CC_DIV'. The '*Balance Forward Option' is 'Close Out and Bal Roll Forward'. There are two checkboxes: 'Don't Roll Forward if Expired or Closed' (checked) and 'Roll Forward Negative Remaining Balances' (unchecked). The 'Journal ID Mask' is 'BYE' and the 'Entry Event' is empty.

Closing Rule Options page

Use this page to define the closing rules for the PeopleSoft Commitment Control budget, specifically whether to roll forward remaining budget amounts and how that roll-forward amount is calculated.

After you identify the closing rules for a PeopleSoft Commitment Control budget, you can process the close when you need to by using the Budget Close Request page. The Budget Close process (FSPYCLOS) applies the closing rules to the selected PeopleSoft Commitment Control budget ledgers. You can review the results on the Calculation Log on the Budget Closing Inquiry page.

If you make a mistake, use the Budget Close Request page to undo a close.

See Also

PeopleSoft Commitment Control 9.1 PeopleBook, "Closing and Withdrawing Commitment Control Budgets"

Initiating the Budget Close Process

Access the Budget Close Request page (Commitment Control, Close Budget, Process Budget Close).

Budget Close Request page

Instructions for using the Budget Close Request page appear in the *PeopleSoft Commitment Control PeopleBook*.

See Also

PeopleSoft Commitment Control 9.1 PeopleBook, "Closing and Withdrawing Commitment Control Budgets," Running and Validating the Budget Close Process to Close and Reopen Budgets

Chapter 10

Preparing and Submitting a Protocol

This chapter provides an overview of protocol management and discusses how to:

- Maintain protocol information.
- Enter protocol data.
- Maintain committee meetings and dispositions.
- Copy protocols and versions.

Understanding Protocol Management

Protocol Management provides an automated system that enables you to document and amend human and animal protocols and to manage the necessary approving authority approval processes.

This section discusses:

- Protocol architecture.
- Rules for status and phase types.

Protocol Architecture

The Protocol Management architecture has two levels: header and version. There is a header level and a child version level. Header information remains static regardless of the many modifications, reviews, or renewals that the protocol undergoes in its full life cycle. Version information may change frequently; therefore, copy version functionality is necessary to avoid manually reentering data into the next version as well as to retain history. The distinction between these levels enables maximum flexibility in copying versions and in tracking changes between versions, which is essential to protocol management.

Rules for Status and Phase Types

A protocol undergoes a series of phases during its life. The system captures phases at the version level through the phase type. A protocol moves from one phase to the next by way of version creation. Only one version can govern at any one time and is considered the current version. By viewing the versions in relation to one another on the version grid, you can determine the history and flow of the protocol life. Phases and versions follow these rules:

- The system creates the initial, new protocol header with a version of phase type *New* and status of *Draft*.
You cannot add or copy versions at this stage.
- When you submit the protocol version, the status changes to *Pending*.
You cannot copy this version until the status changes to *Approved* or *Returned*.
- If the disposition is issued as approved, the status also changes to *Approved*.
You can now copy the protocol version.
- If the disposition is issued as returned, the status also changes to *Returned*.
You can now copy the protocol version.

Note. You can copy any protocol that is in any status. The status of the new copied protocol is always reset to *Draft*. You can copy a protocol version only when the status is *Approved* or *Returned*.

Note. Restrictions exist for copying a protocol version. A protocol is copied to a brand new protocol within the same protocol type. For example, animal to animal and human to human.

This table describes the seven protocol management statuses:

Status	Description
Draft	The version is added or copied, but not submitted.
Pending	The draft version is submitted for the review process.
Approved	The pending version is reviewed and approved by the reviewing authority.
Denied	The pending version is reviewed and denied by the reviewing authority. You can only copy this protocol to a new protocol.
Returned	The pending version is reviewed and returned for further modifications by the reviewing authority.
Expired	The version is approved and has expired because the project end date has passed.
Inactive	The version is submitted for the review process but no action was taken against it.

The version level status reflects the status for the entire protocol (for example, header) as only one version governs at any given time. Carrying the status at the version level allows for maximum flexibility when you are creating the various phase type protocol versions.

The phase type enables you to track the submissions and re-submissions of the various phases of the protocol. The reviewing committee must be able to track such changes to make their final approval as well as for ongoing reviews and reporting. A phase type, along with the status, helps identify which phase the protocol is in. The phase types are:

- *New*: Indicates a brand new protocol version.

This is the first phase.

- *Modified*: Indicates changes or updates being made to either:
 - An approved protocol version, which is initiated by the Principal Investigator (PI) (for example, a minor amendment).
 - A pending protocol version that was returned by the review committee (for example, a clarification of methodology).

The PI updates the modified version with appropriate changes and then resubmits it for approval.

- *Continuing Review*: Indicates a scheduled review of how the protocol research is progressing.

The PI is responsible for informing the review committee of the progress for their approval.

- *Renewal*: Indicates updates to the approved protocol so the protocol is renewed or extended.

You can copy a protocol nearing its end date to a new version and reenter a new start and end date.

Note. You can also create a new protocol ID for this purpose. By copying a version, however, you have the advantage of retaining the link with the previous approved protocol period and header.

This table shows the rule set for how the phase type and status, along with other fields, interact and change the state of the protocol:

<i>Phase Type</i>	<i>Original Status</i>	<i>Approval, Denied, and Returned Dates Populated</i>	<i>Status Changed To</i>	<i>Description</i>	<i>Status Change Trigger</i>
New	Draft	N/A	Pending	You submit a new draft protocol for review.	Click the Submit button. The system enters a value into the Submitted Date field and changes the status to <i>Pending</i> .
New	Draft	N/A	Inactive	You create a new protocol, but no action is taken against it.	Run batch process for statuses remaining in <i>Draft, Pending, and Returned</i> status for a long time. Proceed with a follow-up action, such as changing the status to <i>Inactive</i> .

Phase Type	Original Status	Approval, Denied, and Returned Dates Populated	Status Changed To	Description	Status Change Trigger
New	Pending	Yes/Denied	Denied	The committee review denies approval.	Committee review issues a disposition of <i>Denied</i> , and the system updates the Disposition Date field and changes the status to <i>Denied</i> .
New	Pending	Yes/Returned	Returned	The committee review requests changes to a protocol.	Committee review issues a disposition of <i>Returned</i> . The system updates the Returned On Date field and changes the status to <i>Returned</i> . You must now create a modified type version and resubmit that version.
New	Pending	N/A	Inactive	You submit the protocol to the committee for review; however, no action is taken against it.	Run batch process for statuses remaining in <i>Draft</i> , <i>Pending</i> , and <i>Returned</i> status for a long time. Proceed with a follow-up action, such as changing the status to <i>Inactive</i> .
New	Pending	Yes/Approved	Approved	The protocol is submitted, reviewed, and approved.	Committee review issues a disposition of <i>Approved</i> . The system updates the Disposition Date field and changes the status to <i>Approved</i> .
New	Approved	N/A	Expired	An approved protocol expires because the project end date has passed.	The system changes the status when a scheduled batch process runs.

Phase Type	Original Status	Approval, Denied, and Returned Dates Populated	Status Changed To	Description	Status Change Trigger
New	Returned	N/A	Inactive	The committee returns the protocol for further modification; however, no action is taken against it.	Run batch process run for statuses remaining in <i>Draft, Pending,</i> and <i>Returned</i> status for a long time. Proceed with a follow-up action, such as changing the status to <i>Inactive</i> .
New	Denied	N/A	N/A	The committee denies the protocol.	You cannot change this status. The system stops the status flow process and captures the status for recording purposes.
New	Inactive	N/A	N/A	The protocol is inactive because no action is taken against it.	You cannot change this status. The system stops the status flow process and captures the status for recording purposes.
New	Expired	N/A	N/A	The approved protocol expires.	You cannot change this status. The system stops the status flow process and captures the status for recording purposes.

Phase Type	Original Status	Approval, Denied, and Returned Dates Populated	Status Changed To	Description	Status Change Trigger
Modified	Draft	1) N/A or 2) Yes/Returned	Pending	You copy an approved protocol to a modified version and resubmit it for review again. Alternatively, the committee requests amendments to a new protocol before its approval. You copy it to a modified version, update it , and then resubmit it for final approval.	Click the Submit button. The system then updates the Submitted Date field, and changes the status to <i>Pending</i> .
Modified	Draft	N/A	Inactive	See description for New.	See status change trigger for New.
Modified	Pending	Yes/Denied	Denied	See description for New.	See Status Change Trigger for New
Modified	Pending	Yes/Returned	Returned	See description for New	See status change trigger for New.
Modified	Pending	N/A	Inactive	See description for New.	See Status Change Trigger for New
Modified	Pending	Yes/Approved	Approved	See description for New	See status change trigger for New.
Modified	Approved	N/A	Expired	See description for New.	See status change trigger for New.
Modified	Returned	N/A	Inactive	See description for New.	See status change trigger for New.
Modified	Denied	N/A	N/A	See description for New.	See status change trigger for New.
Modified	Inactive	N/A	N/A	See description for New.	See status change trigger for New.
Modified	Expired	N/A	N/A	See description for New.	See status change trigger for New.

<i>Phase Type</i>	<i>Original Status</i>	<i>Approval, Denied, and Returned Dates Populated</i>	<i>Status Changed To</i>	<i>Description</i>	<i>Status Change Trigger</i>
Renewals	Draft	N/A	Pending	See description for New.	See status change trigger for New.
Renewals	Draft	N/A	Inactive	See description for New.	See status change trigger for New.
Renewals	Pending	Yes/Denied	Denied	See description for New.	See status change trigger for New.
Renewals	Pending	Yes/Returned	Returned	See description for New.	See status change trigger for New.
Renewals	Pending	N/A	Inactive	See description for New.	See status change trigger for New.
Renewals	Pending	Yes/Approved	Approved	See description for New.	See status change trigger for New.
Renewals	Approved	Yes/Approved	Expired	See description for New.	See status change trigger for New.
Renewals	Returned	N/A	Inactive	See description for New.	See status change trigger for New.
Renewals	Denied	N/A	N/A	See description for New.	See status change trigger for New.
Renewals	Inactive	N/A	N/A	See description for New.	See status change trigger for New.
Renewals	Expired	N/A	N/A	See description for New.	See status change trigger for New.
Continuing Renewals	Draft	N/A	Pending	See description for New.	See status change trigger for New.
Continuing Renewals	Draft	N/A	Inactive	See description for New.	See status change trigger for New.
Continuing Renewals	Pending	Yes/Denied	Denied	See description for New.	See status change trigger for New.
Continuing Renewals	Pending	Yes/Returned	Returned	See description for New.	See status change trigger for New.
Continuing Renewals	Pending	N/A	Inactive	See description for New.	See status change trigger for New.

<i>Phase Type</i>	<i>Original Status</i>	<i>Approval, Denied, and Returned Dates Populated</i>	<i>Status Changed To</i>	<i>Description</i>	<i>Status Change Trigger</i>
Continuing Renewals	Pending	Yes/Approved	Approved	See description for New.	See status change trigger for New.
Continuing Renewals	Approved	Yes/Approved	Expired	See description for New.	See status change trigger for New.
Continuing Renewals	Returned	N/A	Inactive	See description for New.	See status change trigger for New.
Continuing Renewals	Denied	N/A	N/A	See description for New.	See status change trigger for New.
Continuing Renewals	Inactive	N/A	N/A	See description for New.	See status change trigger for New.
Continuing Renewals	Expired	N/A	N/A	See description for New.	See status change trigger for New.

Maintaining Protocol Information

This section provides an overview of the maintain protocol header component and discusses how to:

- Maintain protocol information.
- Create attachments.

Understanding the Maintain Protocol Header Component

The maintain protocol header component captures static, header level protocol data, which remains consistent even if amendments, modifications, or renewals are created. This header component serves as the parent for version-level data. Parent and child architecture allows for maximum flexibility in design—for the copy functionality, the ability to associate multiple approved iterations of a protocol during its total life cycle. The Version History grid displays all versions for this protocol. You maintain history because each version, after being submitted, is locked down and becomes uneditable. Both human and animal type protocols share the same portal navigation to the General Information search and add page. They share the same underlying architecture; however, depending on the associated protocol subtype, various fields and pages become hidden or available.

Pages Used to Maintain Protocol Information

Page Name	Definition Name	Navigation	Usage
Maintain Protocol	GM_PCL_HDR	Grants, Protocols, Maintain Protocol, Maintain Protocol	Enter static, header-level protocol data.
Attachments	GM_PCL_HDR_ATT	Grants, Protocols, Maintain Protocol, Attachments	Enter static, header-level protocol data.

Maintaining Protocol Information

Access the Maintain Protocol page (Grants, Protocols, Maintain Protocol, Maintain Protocol).

The screenshot shows the 'Maintain Protocol' page with the following details:

- Protocol ID: 1004
- Business Unit: EGV05
- Protocol Type: HUMN
- Short Title: DNA Samples
- Long Title: Model Ethical Protocol for Collecting DNA Samples
- Abstract: This Project is an international effort to collect, preserve, analyze, and make available genetic and ethnographic information from people all around the world. The Project expects that its work will lead to advances in understanding the biological development and the history of our species and, ultimately, in understanding and treating many diseases with genetic components. The Project will collect DNA samples and ethnographic information from communities throughout the world, thus correcting the current bias in research in human genetics toward people of European descent.

Version list table:

Version	Phase Type	Status	Expires on	Submitted On	Disposition Date	Review Type	Copy Version
1 V101	New	Pending		03/07/05 5:10:58PM			

Maintain Protocol page

- Protocol ID** Displays the system-generated protocol ID. The creation of a protocol ID always generates the initial new or draft version. The system uses a Next numbering scheme to get the next available number. Also, for copy or copy versions, attachments are not copied.
- Protocol Type** Displays the protocol type selected on the Search/Add page. Values include *ANIM* and *HUMN*.
- Short Title** Enter a short title.
- Long Title** Enter a more descriptive title, as needed.
- Abstract** Enter a summary of the overall project plan, or attach a document on the Attachment page.

Version List

Version	Click to go to a specific version component. Upon initial creation of the header, only version ID, phase type, and status data appear until you enter other data on the version component. When a Protocol Header is added, one new version is always created. Also, for the person who is creating the Header, a role of Authorized is added on the Protocol Version - Personnel page.
Phase Type	<p>Displays the current protocol phase. A protocol has multiple phases in its life cycle, and these types identify which phase the protocol is in. Values include:</p> <ul style="list-style-type: none">• <i>New</i>: Indicates a new protocol version that is in the first phase.• <i>Modified</i>: Indicates changes or updates that are being made to 1) an approved protocol version that was initiated by a PI (for example, a minor amendment) or 2) a pending protocol version that was returned by the review committee (for example, a disposition requesting a clarification of methodology) for which the PI will make changes in preparation to resubmit for approval.• <i>Renewal</i>: Indicates updates to approved protocol for the purpose of renewing or extending protocol research. In this case, you also update the start and end dates.• <i>Continuing Review</i>: Indicates a scheduled review of how the protocol research is progressing. The PI is responsible for informing the review committee of the progress, for their approval. This schedule is predetermined by the institution and typically happens at intervals of no greater than a year.
Status	<p>Displays the protocol status. System events update the field. Values include:</p> <ul style="list-style-type: none">• <i>Draft</i>: Version is added but not yet submitted.• <i>Pending</i>: Version is submitted (date and time stamped) for the review process.• <i>Approved</i>: The pending version is reviewed and approved by the reviewing authority.• <i>Denied</i>: The pending version is reviewed and denied by the reviewing authority. You cannot change this status. It captures indefinitely that this version was rejected. You can copy this protocol to a new protocol, but cannot act against it in any other way.• <i>Returned</i>: The reviewing authority reviewed and returned the pending version for further modifications.
Expires On	Displays the date on which the protocol expires and the research ceases on human and animal subjects.

Submitted On	Displays the date and time when you clicked the Submit button on the Version page.
Disposition Date	Displays the date on which the reviewing authority recorded the disposition on the committee review components.
Review Type	Displays the type of review selected by the committee administrator. Values include: <i>Exempt</i> , <i>Expedited</i> , and <i>Full</i> .
Copy Version	Click to access the Copy Protocol Version page. The copy version enables you to create a new version within the same protocol.

Creating Attachments

Access the Attachments page (Grants, Protocols, Maintain Protocol, Attachments).

Number of Requests The system automatically generates the number of requests.

Entering Protocol Data

This section provides overviews of protocol data entry, animal subject (IACUC) tasks, and human subject (IRB) tasks and discusses how to:

- Create and submit version information.
- Enter personnel data.
- Enter human subject data.
- Enter a subject justification.
- Enter animal data.
- Enter an animal justification.
- Enter purpose, methods, and procedures.
- Enter procedures.
- Enter hazardous agents.
- Enter U.S. Food and Drug Administration (FDA) approval information.
- Enter euthanasia disposition.
- Create attachments.

Understanding Protocol Data Entry

The Version Information component captures the majority of the protocol data that is required for the specific type of research involving human or animal subjects. Each subheading and table in this section represents a logical grouping of the data fields required in protocol management. In this component, the tabs represent the sub-groupings. The information in this component is created from a new proposal or copied from another version.

Understanding Protocol Approval

The Protocol Administrator submits the completed protocol. This action changes the protocol status to *Pending* and triggers workflow to send an email and/or a worklist to the roles defined on the Approval/Notification Process page. The Protocol Administrator can access the Protocol Administration page through a worklist or navigation to query the pending protocols in the system and assign one of three Review Types to the protocol. The Review Types are: *Exempt*, *Expedited*, and *Full Review*. When a protocol is assigned *Full Review*, the Protocol Administrator assigns a Committee ID and a Meeting ID.

If the Review Type is *Exempt* or *Expedited*, the system sends an email and/or a worklist to the first level of approvers. The approver approves, denies, or returns the protocol through the worklist, which triggers workflow to send emails about the protocol status. The approver can request the Protocol Administrator to change the Review Type or have someone else issue the disposition by sending a worklist to the Protocol Administrator.

If the Review Type is *Full Review*, the system sends email to all committee members. After the committee meets and decides the disposition, the Protocol Administrator enters the disposition using the Protocol Disposition page, which triggers workflow to send an email notification about the approval status.

Pages Used to Enter Protocol Data

Page Name	Definition Name	Navigation	Usage
Version Info (version information)	GM_PCL_VRSN	Grants, Protocols, Enter Protocol Detail	Enter overall version information that is pertinent to the administration of the protocol, and then submit the version.
Approval Status & History	GM_PCL_APPROVE	Click the Approval Status & History link on the Version Info page.	View the approval status and history of the protocol. This page is available for review types Exempt or Expedited after the protocol is submitted.
Approver Comments	GM_DCL_APP_COMMENT	Click the Comments button on the Approval Status & History page.	Add comments.

Page Name	Definition Name	Navigation	Usage
Faculty Advisor Details	GM_PCL_PI_DTLS	Click the Faculty Advisor Details link on the Version Info page.	Enter the name of and statement for the faculty advisor.
Study Location	GM_PCL_LOC	Click the Study Location link on the Version Info page.	Select the code for the study location. This page is available only for human protocols.
Adverse Event Details	GM_PCL_ADVRS_EVNT	Click the Adverse Events Details link on the Version Info page.	Enter a description of the adverse event.
Assurance Information	GM_PLG_ASSUR_INFO	Click the Assurance Information link on the Version Info page.	Enter an assurance ID, and approval and expiration dates. This page is available only for animal protocols.
Notification History	GM_PLG_WF_HIS	Click the Notification History link on the Version Info page.	View notification history.
Personnel	GM_PCL_PROF	Grants, Protocols, Enter Protocol Detail, Personnel	Enter role and affiliation details for personnel who are associated with the protocol.
Details	GM_PCL_PROF_DTLS	Click the Detail button on the Personnel page.	Enter departmental details, such as phone and email information, for personnel who are associated with the protocol.
Training	GM_PCL_PROF_TRN	Click the Training button on the Personnel page.	Enter all relevant training that each person received, including training date and a description of the training. This page is available only for Animal protocols.
Notes	GM_PCL_PROF_NOTES	Click the Notes button on the Personnel page.	Enter notes about associated personnel and the person's relationship with the protocol.

Page Name	Definition Name	Navigation	Usage
Subjects	GM_PCL_SUB	Grants, Protocols, Enter Protocol Detail, Subjects	Enter all data that is related to the subjects who are required to conduct this particular protocol project. Note. This page is available only for human protocols. It is hidden for animal protocols.
Subject Justification	GM_PCL_SUB_JUST	Click the Justification button on the Subjects page.	Enter details about the justification for the use of subjects for the protocol.
Certification of Compliance	GM_PCL_SUB_CERT	Click the Certification Compliance button on the Subjects page.	Enter a title and description for the certification of compliance.
Consent and Compensation	GM_PCL_SUB_CONS	Click the Consent and Compensation button on the Subjects page.	Enter contact and communication details for consent and compensation information that is required to be documented and provided to subjects.
Subject Risks and Benefits	GM_PCL_SUB_RIBE	Click the Risks and Benefits button on the Subjects page.	Enter a detailed explanation of the consent forms that the subjects sign. Note. If the subject type is <i>Children</i> , then enter specifics for obtaining consent from children. The attachment of the actual consent form is also required.
Animals	GM_PCL_ANM	Grants, Protocols, Enter Protocol Detail, Animals	Enter all data that is related to the animal subjects that are required to conduct this particular protocol project. Note. This page is available only for animal protocols. It is hidden for human protocols.
USDA Classification	GM_PCL_ANM_USDA	Click the USDA Classification button on the Animals page.	Enter details about the USDA (United States Department of Agriculture) classification.

Page Name	Definition Name	Navigation	Usage
Animal Justification	GM_PCL_ANM_JUST	Click the Justification button on the Animals page.	Enter details about the justification for the use of animal subjects for the protocol.
Certification of Compliance	GM_PCL_ANM_CERT	Click the Certification button on the Animals page.	Enter a title and description for the certification of compliance.
Facilities and Care	GM_PCL_ANM_CERT	Click the Facilities and Care button on the Animals page.	Enter detailed information about the facilities that are being used for this protocol.
Purpose, Methods & Procedure	GM_PCL_PROC	Grants, Protocols, Enter Protocol Detail, Purpose, Methods & Procedure	Enter detailed information about the purpose, methods, and procedure that are associated with the protocol.
Procedures	GM_PCL_OTHR_DTL	Click the Procedures link on the Purpose, Methods & Procedure page.	Enter detailed information about the procedures that are used in this protocol.
FDA Approval	GM_PCL_FDA	Click the FDA Approval Info link on the Purpose, Methods & Procedure page.	Enter detailed information about the FDA approval that is associated with this protocol.
Hazardous Agents	GM_PCL_HAZA	Click the Hazardous Agents link on the Purpose, Methods & Procedure page.	Enter detailed information about hazardous chemicals or materials that are used in this protocol.
Euthanasia/Disposition	GM_PCL_EUTH	Click the Euthanasia/Disposition link on the Purpose, Methods & Procedure page.	Enter detailed information about the method of euthanasia or disposition that is used in this protocol.
Attachments	GM_PCL_VRSN_ATT	Grants, Protocols, Enter Protocol Detail, Purpose, Attachments	Attach files that are associated with the protocol.

Creating and Submitting Version Information

Access the Version Info page (Grants, Protocols, Enter Protocol Detail).

The screenshot displays the 'Version Info' page for a protocol. At the top, there are tabs for 'Version Info', 'Personnel', 'Subjects', 'Purpose, Methods & Procedures', and 'Attachments'. The main content area is divided into several sections:

- Protocol Information:** Protocol ID: 1004, Business Unit: EGV05, Protocol Type: HUMN, Short Title: DNA Samples, Version: V101, Description: DNA Samples. A 'Submit' button is located to the right of the description field.
- Phase Information:** Phase Type: New, *Start Date: 02/12/2005, *End Date: 02/17/2005.
- PI Information:** *PI Name: Schumacher, Kenneth, *Department: Biology Department. There are search icons next to these fields.
- Checkboxes and Links:**
 - Student PI with links for [Faculty Advisor Details](#) and [Study Location](#).
 - Adverse Event with link for [Adverse Event Details](#).
- Status Update Panel:**
 - Status: Pending
 - Submitted On: 03/07/05 5:10:58PM
 - Review Type Assigned:
 - Committee:
 - Meeting ID:
 - Meeting Date:
 - Start Time:
 - Disposition Date:
 - Next CR Date: 02/12/2006
 - CR Duration: 12 Months
- Comments Section:** Includes a 'Find | View All' search bar, '1 of 1' page indicator, and a 'Last' button. Below this is a 'DateTime Stamp: 08/14/09 2:58PM' and a large 'Description:' text area with a search icon.

At the bottom left, there is a 'Go To: [Notification History](#)' link.

Version Info page

Submit

Click the Submit button to initiate a submission for review. If you have not saved the component, a message appears asking whether you want to save and then submit. After the version is submitted, the button is not available, and the version is uneditable.

Approval Status & History

Click to view the approval status and history of the protocol. This option is available only for Review Type Assigned of *Exempt* or *Expedited*.

Phase Type

Displays the phase type. Values include:

- *New*
- *Modified*
- *Renewal*
- *Continuing Review*

Requested Review

Select the preferred review process. This field does not determine the final review process; however, it indicates the PI's preference. The field is informational only. Values include: *Full*, *Expedited*, and *Exempt*.

Start Date	Select the anticipated start date of the protocol project. This date typically matches or precedes the proposal start date . The disposition date, however, must precede the start date because the protocol approval is required before the actual start of the project.
	<hr/> Note. Changing the start date calculates the next Continuing Review date. <hr/>
End Date	Select the anticipated end date of the protocol project. This date is the same as the expiration date of the protocol. For workflow, the scheduled batch process notifies all identified individuals about the protocol's expiration, based on the workflow rule setup.
PI Name (principal investigator)	Select the name of the employee who owns this particular proposal. In most cases, this individual is the PI on the PeopleSoft Grants proposal that is being drafted, with which this protocol will be associated. Entering the PI name will provide a default value for the <i>Department</i> field.
Department	Select the department that is associated with the protocol.
Student PI (student principal investigator)	Select this option if the PI is a student. If it is selected, then the Faculty Advisor Details link appears. For workflow, by selecting the Student PI check box and also submitting the protocol, you will notify the requisite parties about the action. The email will also include a link to the version.
Faculty Advisor Details	Click the Faculty Advisor Details link to access the Faculty Advisor Details page. The following elements appear: <ul style="list-style-type: none"> • Name Select a faculty advisor name from the prompt table. • Faculty Advisor statement Enter a long description.
Study Location	Select a study location code from the list of available values. This option is available only for human protocols.
Adverse Event	Select this option to indicate an adverse event. If it is selected, then the Adverse Event Details link appears. For workflow, by selecting the Adverse Event check box and also submitting the protocol, you will notify the requisite parties about the action. The email will also include a link to the version.
Adverse Event Details	Click to access the Adverse Event Details page. Enter a description of the adverse event.
Assurance Information	Click to access the Assurance Information page, where you can enter an assurance ID, and approval and expiration dates. This option is available only for animal protocols.

Notification History	Click to access the Notification History page, where you can view notification details.
Status Update	
Status	Displays the current protocol status. Values include <ul style="list-style-type: none"> • <i>Approved</i> • <i>Denied</i> • <i>Draft</i> • <i>Expired</i> • <i>Inactive</i> • <i>Pending</i> • <i>Returned</i>
Submitted On	Displays the date and time the protocol was submitted. The date and time is generated by the system when you click the Submit button on this page.
Review Type Assigned	Displays the Review Type selected by the committee administrator. This is the actual review that the protocol will undergo.
Committee	Displays the committee ID that was assigned by the committee administrator. The value appears only for full reviews.
Meeting ID	Displays the meeting ID and the date and time of the committee meeting that is assigned by the committee administrator. The value appears only for full reviews.
Next CR Date (next continuing review date)	Displays the date of the next continuing review. The system automatically supplies the next continuing review date by incrementing the number of months defined by the user on the Proposal Award setup page, from the start date. The Workflow Rule setup page looks to the next continuing review date to notify individuals on a specified number of days before the due date.
CR Duration (continuing review duration)	Displays the duration of the review using the number of months set up for human or animal types of protocols at the business unit level.

Comments

This is a free-form comment section for capturing any other relevant information. Add multiple comments with a date and time stamp.

Entering Personnel Data

Access the Personnel page (Grants, Protocols, Enter Protocol Detail, Personnel).

Version Info		Personnel	Animals	Purpose, Methods & Procedures	Attachments
Protocol ID:	1002	Business Unit:	EGV05		
Protocol Type:	ANIM	Short Title:	Insulin in rats		
Version:	V101	Description:	Insulin in rats		

Details						Customize	Find	First	1-9 of 9	Last
Name	Role	Affiliation	Detail	Training	Notes					
Oosterman, Katherine	KEY									
Monroe, Theresa	AUTH									
Buhler, Michael	STF									
Lotta, Lucie	STF									
Schumacher, Kenneth	PI									
Miller, William	AUTH									
Owyang, Nety	KEY									
Kessler, Marc	CPI									
Fuller, Chloe	CMNT									

Personnel page

Details

Role

Select the role type of the person who is associated with this version.

Affiliation

Enter the person's academic, institutional, or corporate affiliation.

Detail

Click to enter departmental, email, and telephone information for this person.

Training

Click to enter all relevant training that each person received, including training date and a description of the training. Add multiple rows to capture all experience. The protocol system uses department-level security. This option is available only for animal protocols.

Notes

Enter notes specific to each person.

Entering Human Subject Data

Access the Subjects page (Grants, Protocols, Enter Protocol Detail, Subjects).

Version Info		Personnel		Subjects		Purpose, Methods & Procedures		Attachments	
Protocol ID:	1004	Business Unit:	EGV05						
Protocol Type:	HUMN	Short Title:	DNA Samples						
Version:	V101	Description:	DNA Samples						
Subjects									
Customize Find First 1-2 of 2 Last									
Details More Details									
Subject Type	Gender	Source of Subjects	Number of Subjects	Number of Controls	Youngest Age	Oldest Age	UOM		
Children	Male	CHILDRENS HOSPITAL, LA	5	6	8	18			
Prisoners	Both Male/Female	SAN JOSE STATE PRISON	8	4	30	88			

Subjects page

This page is available only for human protocols. It is not available for animal protocols. This page captures all data that is related to the subjects who are required to conduct this particular protocol project.

Details Tab

Subject Type

Select a subject type from the available values. The subject type determines which type-specific fields become viewable and actionable in the secondary pages. Values include:

- *Pregnant Women.*
- *Prisoners.*
- *Fetuses.*
- *Children.*
- *Other Vulnerable:* Subjects who are not listed but need a more specific justification or certification.
- *General :* Subjects from the general populace.

You can add each subject type only once in the grid.

Note. When you have a prisoner or child subject type, the system triggers workflow to selected individuals for review. Prisoners need a prisoner representative. Children need a child advocate.

More Details Tab

Justification

Click to enter a full justification for the subject type to be used for the research.

Certification of Compliance

Click to enter a title and explanation of the certification for the research.

Consent and Compensation

Click to enter contact and communication details for consent and compensation information that is required to be documented and provided to subjects.

Subject Risks and Benefits

Click to enter a description of the risk or benefit to be elaborated. Risks may include infection, use of placebos, expected discomfort, and known hazards. Benefits may include remission of illness or improved medical condition. Multiple rows can be added.

Entering a Subject Justification

Access the Subject Justification page (click the Justification button on the Subjects page, More Details tab).

The screenshot shows a web interface titled "Subject Justification". Inside, there is a "Details" window with a search bar at the top right showing "1 of 1" results. The "Title" field contains "Children Justification". The "Detail" field contains the following text: "An adequate stillbirth assessment is easier by use of a specific protocol. By following the WISSP protocol algorithm, you will be able to perform a step-by-step evaluation of a stillborn infant. With adequate assessment a specific etiology of a stillborn's death frequently can be discovered."

Subject Justification page

Require Fetuses Ex Utero

Select this option if the child subject is an ex utero fetus. This option appears only if *Fetuses* is selected as the subject type. If you select this option, then enter certification of compliance information on the Certification of Compliance page. If this option is not selected, then the Require Dead Fetuses option becomes available.

Require Dead Fetuses

Select this option if the child subject is a dead fetus. If you select this option, then enter certification of compliance information on the Certification of Compliance page. If this option is not selected, then the Require Fetuses Ex Utero option becomes available.

Details**Title**

Enter a short description of the justification. Add additional rows as required.

Justification

Enter a full justification for involving the particular subject type for this protocol research.

Entering Animal Data

Access the Animals page (Grants, Protocols, Enter Protocol Detail, Animals).

Period	Genus	Species	Common Name	Gender	Number Needed	Age	Uom Age	Weight	UOM Weight
First	RATTU	NORVU	BROWNRAT	Female	100	5	Months	20	Ounces
First	RATTU	RATTU	BLACK RAT	Male	100	5	Months	25	Ounces

Animals page

This page is available only for animal protocols. It is not available for human protocols. This page captures all data that is related to the animals that are required for this particular protocol.

Details Tab

- Period** Enter which period this row's information applies to. This is a free-form text field.
- Genus** Enter the animal's division of family (for example, Rattus).
- Species** Enter the animal's division of genus (for example, Rattus norvegicus).
- Strain, Subspecies, or Breed** Enter the animal's strain, subspecies, or breed.
- Common Name** Enter the animal's common name of the animal (for example, Brown Rat).

More details Tab

- Age** Enter the animal's age.
- UOM (unit of measure)** Enter whether the age is indicated in terms of minutes, hours, days, months, or years.

Entering an Animal Justification

Access the Animal Justification page (click the Justification button on the Animals page, More Details tab).

Animal Justification

Details Find | View All First 1 of 1 Last

Proposed Usage: Time released insulin capsule

Title: Initial Phase

Detail: Discuss details of animal usage, especially need for surgery and insertion of capsules

Animal Justification page

Details

Proposed Usage Enter an explanation of how you plan to use the animals.

Title Enter a short description of the justification (for example, the rationale for using live animals).

Detail Enter a justification for this protocol research.

Entering Purpose, Methods, and Procedures

Access the Purpose, Methods & Procedure page (Grants, Protocols, Enter Protocol Detail, Purpose, Methods & Procedure).

Version Info Personnel Animals Purpose, Methods & Procedures Attachments

Protocol ID: 1002 Business Unit: EGV05

Protocol Type: ANIM Short Title: Insulin in rats

Version: V101 Description: Insulin in rats

Purpose

Purpose: TESTING INSULIN TIME RELEASED CAPSULES IN DIABETIC RATS

Background: background

Methods and Procedures Find | View All First 1 of 1 Last

Study Design Title: Title

Description: Description

Procedures FDA Approval Info

Hazardous Agents Euthanasia/Disposition

Purpose, Methods & Procedures page

Purpose

Purpose Enter the purpose of the research.

Background	Enter background related information; for example, how the research came about.
 <i>Methods and Procedures</i>	
Study Design Title	Enter a short description of the hypothesis, research questions, statistics, or other topics that are related to the research. Add additional rows and attach documents as needed.
Description	Enter study design details.
Procedures	Select this option and click the link to go to the Procedures page.
Hazardous Agents	Select this option and click the link to access the Hazardous Agents page.
FDA Approval Info (FDA approval information)	Select this option and click the link to access the FDA Approval page.
Euthanasia/Disposition	Select this option and click the link to access the Euthanasia/Disposition page.

Entering Procedures

Access the Procedures page (click the Procedures link on the Purpose, Methods & Procedure page).

Procedures

Business Unit: EGV05 Protocol ID: 1002
 Protocol Version ID: V101 Description:
 Study Design Title: Title

Details Find | View All First 1 of 1 Last

Type: Surgery + -

Explanation: Explanation of surgery [X]

Procedures page

Details

Type Select a type and enter an explanation of the procedure. Type values include:

- *Additional*
- *Alternate*
- *Other*
- *Surgery*
- *Unusual*

Entering Hazardous Agents

Access the Hazardous Agents page (click the Hazardous Agents link on the Purpose, Methods & Procedure page).

Hazardous Agents			
Business Unit:	EGV05	Protocol ID:	1002
Protocol Version ID:	V101	Description:	Insulin in rats
Study Design Title:	Title		
Details			
Agent ID:	<input type="text" value="ANTU"/>		Alpha-Naphthyl thiourea
Approving Authority:	<input type="text" value="IRB1"/>		IRB1
Decision Date:	<input type="text" value="02/24/2005"/>	Decision:	<input type="text" value="Approved"/>
Submit Date:	<input type="text" value="02/17/2005"/>	Tracking Number	<input type="text" value="AC676P0"/>
Explanation of Use:	<input type="text" value="Drug need to create Insulin Release"/>		

Hazardous Agents page

Details

Enter an explanation about the hazardous agents used in the protocol.

Agent ID Select the Agent ID.

Approving Authority Select the approving authority.

Decision Date Enter the date the decision was made about the use of the hazardous agent.

Decision Select the Decision status from *Approved*, *Pending*, and *UnApproved*.

Submit Date Enter the date the hazardous agent was submitted to the approving authority.

- Tracking Number** Enter the number used to track the hazardous agent.
- Explanation of Use** Enter a description of how you use the hazardous agent.

Entering FDA Approval Information

Access the FDA Approval page (click the FDA Approval Info link on the Purpose, Methods & Procedure page).

The screenshot shows the 'FDA Approval' page. At the top, there are fields for Business Unit (EGV05), Protocol ID (1002), Protocol Version ID (V101), and Description. Below these is the Study Design Title (Title). A 'Details' section is expanded, showing:

- Type: IDE (dropdown menu)
- Decision: Approved (dropdown menu)
- FDA Decision Date: 02/17/2005 (calendar icon)
- Submit Date: 02/01/2005 (calendar icon)
- Number: BIGHUYW77-90 (text input)
- Explanation: Time released capsules - new device (text input with a save icon)

FDA Approval page

Details

- Type** Select *IDE* (investigational device exemption) or *IND* (investigational new drug).
- Decision** Select *Approved*, *Pending*, or *Unapproved*.
- FDA Decision Date** Enter the date on which the FDA approved or disapproved the decision.
- Number** Enter the FDA decision number.
- Submit Date** Enter the date on which the study plan was submitted for review.
- Explanation** Describe the details of the FDA decision.

Entering Euthanasia and Disposition

Access the Euthanasia/Disposition page (click the Euthanasia/Disposition link on the Purpose, Methods & Procedure page).

Euthanasia/Disposition			
Business Unit:	EGV05	Protocol ID:	1002
Protocol Version ID:	V101	Description:	Insulin in rats
Study Design Title:	Title		
Euthanasia /Disposition Method:	EXPLAIN WHY THE TESTING NEEDS TO PUT TO SLEEP THE RATS ONCE EXPERIMENT IS COMPLETED.		

Euthanasia/Disposition page

Euthanasia/Disposition Method Enter an explanation of the euthanasia or disposition method.

Creating Attachments

Access the Attachments page (Grants, Protocols, Enter Protocol Detail, Purpose, Attachments).

Requests The system automatically generates the number of requests.

Maintaining Committee Meetings and Dispositions

This section provides an overview of committee meeting and disposition maintenance and discusses how to:

- Review and record meeting agendas.
- Enter a protocol disposition.
- Record minutes
- Add attachments.
- View a protocol disposition.

Understanding Committee Meeting and Disposition Maintenance

Set up a meeting to review protocol. Set up a full meeting review to record votes on the protocol and to record minutes and add attachments. Then approve, deny, or return the disposition.

Overriding Protocol Dispositions by Using Permission Lists and the User Personalization Option

After a committee issues its disposition the system locks the disposition so that users cannot make any changes. PeopleSoft Grants delivers a user option called Override Protocol Disposition (GM_DIS_OR), which enables you to provide users with the ability to override a disposition. The system-delivered option is *N* (No).

To override protocol dispositions you must first enable the Override Protocol Disposition user option.

1. Select PeopleTools, Personalization, Personalization Options. Define Personalizations.
2. Select the Format tab.
3. Click Set Option Default Value for the GM_DIS_OR user option.

The system displays the Set Option Default Value page.

4. Enter *Y* in the Option Default Value.
5. Click OK.
6. Click Save.

To change the personalization options for a permission list:

1. Select PeopleTools, Security, Permissions & Roles, Permission Lists.
2. Select the permission list that is associated with the user who you want to enable to override protocol dispositions.
3. Select the Personalizations tab.
4. Select Option Category Level *FIN* and Option Category Group *Portal Personalizations*.
5. Click Edit Options.

The system displays the Personalization Permissions page.

6. Select Allow User Option for GM_DIS_OR user option.
7. Click OK.
8. Click Save.

Pages Used to Maintain Committee Meetings and Dispositions

Page Name	Definition Name	Navigation	Usage
Full Review Meeting	GM_PCL_MEET	Grants, Protocols, Full Review Meeting	View meeting dates, times, and the protocols that are assigned to those dates.
Full Review Meeting - Protocol Disposition	GM_PCL_DISP_FR	Click the Disposition button on the Full Review Meeting page.	Enter vote counts for a protocol disposition. Approve, deny, or return a protocol, and add comments as needed.
Minutes	GM_PCL_MEET_MIN	Grants, Protocols, Full Review Meeting, Minutes	Enter minutes, announcements, and review comments from the meeting.

Page Name	Definition Name	Navigation	Usage
Attachments	GM_PCL_MEET_ATT	Grants, Protocols, Full Review Meeting, Attachments	Attach all meeting related notes and documents rather than entering them directly on to the Minutes page.
Protocol Disposition	GM_PCL_DISPOSITION	Grants, Protocols, Protocol Disposition	View the status of an exempt or expedited protocol.
Workflow Notification	GM_PCL_WF_RUN_CNTL	Grants, Protocols, Workflow Notification	Run the Protocol Batch Notification process.

Reviewing and Recording Meeting Agendas

Access the Full Review Meeting page (Grants, Protocols, Full Review Meeting).

The screenshot shows the 'Full Review Meeting' page with tabs for 'Minutes' and 'Attachments'. Meeting details include: Committee ID: 100 (Human Protocol Full Committee), Meeting ID: H06 (Human Protocol), Scheduled Date: 09/07/2009, Scheduled Start Time: 9:00AM, Scheduled End Time: 5:00PM, Protocol Type: HUMN, and Convened/Adjourned times. Below is a 'Meeting Schedule' table with one entry for protocol 1004, version V101, described as 'DNA Samples', with a disposition button.

Protocol	Version	Description	Phase Type	Start Date	End Date	Submit Date	Disposition
1 1004	V101	DNA Samples	N	02/12/2005	02/17/2005	03/07/05 5:10:58PM	Disposition

Full Review Meeting page

Meeting Schedule

Protocol Click the Protocol link to see header-level protocol information.

Version Click the Version link to see overall version information.

Disposition Click to access the Protocol Disposition page.

Entering a Protocol Disposition

Access the Full Review Meeting - Protocol Disposition page (click the Disposition button on the Full Review Meeting page).

Protocol Disposition

Protocol ID: 1004 Version: V101 DNA Samples

Attendees				
	Name	Role	Eligible to Vote	Vote
1	Paul,Bill	SCT	<input checked="" type="checkbox"/>	<input type="text"/>
2	Bradford,John	NOSC	<input checked="" type="checkbox"/>	<input type="text"/>
3	Emmerson,Nancy	COMH	<input checked="" type="checkbox"/>	<input type="text"/>

Yes Count: Disposition:

No Count:

Absention Count:

Comments:

Full Review Meeting - Protocol Disposition page

Attendees

Name Displays the names of individuals associated with this particular committee. You can add non-committee members as guests. The system automatically makes guests ineligible for voting.

Role Displays the role associated with the individual. You can select a role from available choices.

Eligible to Vote Displays the voting eligibility of committee attendees.

Count Select *Yes*, *No*, or *Abstain* for each voting member. The vote count appears.

Disposition Select the appropriate value according to the vote count and the decision of the committee. If the Yes votes outnumber the No votes, then you can select *Approved*. If the No votes outnumber the Yes votes, then you can select *Denied*. You can select *Returned* for either vote outcome. The system prevents you from selecting *Approved* if the No votes outnumber the Yes votes and from selecting *Denied* if the Yes votes outnumber the No votes. The system triggers workflow when the committee issues the disposition. After the committee issues the disposition and saves the component the fields on this page become display-only.

Comments

Enter any comments here. Comments for returned dispositions carry forward to the Protocol header page.

Recording Minutes

Access the Minutes page (Grants, Protocols, Full Review Meeting, Minutes).

Full Review Meeting		Minutes	Attachments
Committee ID:	100	Protocol Type	HUMN
Meeting ID:	H06		
Minutes:	<input type="text"/>		
Announcements:	<input type="text"/>		
Review Comments	<input type="text"/>		

Minutes page

Use this page to enter minutes, announcements, and review comments from the meeting.

Adding Attachments

Access the Attachments page (Grants, Protocols, Full Review Meeting, Attachments).

Use this page to attach meeting related notes and documents.

Viewing a Protocol Disposition

Access the Protocol Disposition page (Grants, Protocols, Protocol Disposition).

Protocol Disposition

Protocol ID: 1004	Version: V101	Business Unit: EGV05
Title: DNA Samples	Protocol Status: Pending	

Reviewed

Comments:

Go To: [Protocol Version](#)

Protocol Disposition page

View the status of the protocol disposition for protocols with a review type of Exempt or Expedited. The Protocol Disposition search page will not retrieve protocols having a full review meeting

Copying Protocols and Versions

This section provides overviews of how to copy a protocol and how to renew an approved protocol, and discusses how to:

- Copy a protocol.
- Copy a protocol version.

Understanding How to Copy a Protocol

Copy functionality enables you to have information automatically transferred to a new protocol or version, thereby avoiding duplicate manual entry. Choose from two options: 1) copy one protocol with its current version to a new protocol and version or 2) copy one version within a protocol to another version within that same protocol. The following table explains the rules by which you can copy values for protocol and version copying functionality:

Fields	Copy Protocol From	Copy Protocol To	Copy Version From	Copy Version To
Version	All versions can be copied. Select the version from the search page.	Next system-generated version ID.	The most current version (highest ID number) is automatically supplied as the copy from version.	Next system-generated version ID.
Status	All can be copied.	Draft only.	Only Approved and Returned statuses can be copied.	Draft only.
Phase Type	All can be copied.	New only.	All can be copied.	Any phase type.
Start/End Dates		Copied as is.		Copied as is.
Next CR Date		Copied as is.		If the phase type is CR, the system will not copy the FROM version's CR date, but it will automatically increment to the next CR date.
Submitted on Date		Will not be copied. Blank value initially.		Will not be copied. Blank value initially.
Review Type Selected		Will not be copied.		Will not be copied.
Disposition Date		Will not be copied. Blank value initially.		Will not be copied. Blank value initially.
Committee ID		Will not be copied. Blank value initially.		Will not be copied. Blank value initially.
Meeting ID		Will not be copied. Blank value initially.		Will not be copied. Blank value initially.
Comments		Will be copied as is.		Will be copied as is.
Attachments		Will not be copied.		Will not be copied.

Understanding How to Renew an Approved Protocol

When a project is extended or you are approved for more funding you may need to renew an approved protocol. You do this by copying the approved protocol to a *Renewal* type version, making the necessary updates and resubmitting to the committee for evaluation. The protocol undergoes the regular protocol creation and submission process, however it is treated as a renewal. The system sends email notifications to designated individuals who then initiate the renewal process.

Pages Used to Copy Protocols and Versions

Page Name	Definition Name	Navigation	Usage
Copy Protocol	GM_PCL_CPY	Grants, Protocols, Copy Protocol	Copy a protocol.
Copy Protocol Version	GM_PCL_VRSN_CPY	<ul style="list-style-type: none"> Grants, Protocols, Copy Protocol Version Click the Copy Version button on the Maintain Protocol page. 	Copy a protocol version.

Copying a Protocol

Access the Copy Protocol page (Grants, Protocols, Copy Protocol).

Copy Protocol

<div style="background-color: #e0e0e0; padding: 2px;">From</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Protocol ID:</td> <td style="padding: 2px;">1003</td> </tr> <tr> <td style="padding: 2px;">Version:</td> <td style="padding: 2px;">V101</td> </tr> <tr> <td style="padding: 2px;">Protocol Type:</td> <td style="padding: 2px;">HUMN</td> </tr> </table>	Protocol ID:	1003	Version:	V101	Protocol Type:	HUMN	<div style="background-color: #e0e0e0; padding: 2px;">To</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Protocol ID:</td> <td style="padding: 2px;">NEXT</td> </tr> <tr> <td style="padding: 2px;">Version:</td> <td style="padding: 2px;">NEXT</td> </tr> <tr> <td style="padding: 2px;">Protocol Type:</td> <td style="padding: 2px;">HUMN</td> </tr> </table>	Protocol ID:	NEXT	Version:	NEXT	Protocol Type:	HUMN
Protocol ID:	1003												
Version:	V101												
Protocol Type:	HUMN												
Protocol ID:	NEXT												
Version:	NEXT												
Protocol Type:	HUMN												

Copy Protocol page

From

Protocol ID Displays the protocol ID that is selected on the search page.

Version Displays the version that is selected on the search page.

Protocol Type Displays the protocol type of the current open protocol.

To

Protocol ID Displays *NEXT* to indicate the system-generated new ID number.

Version Displays *NEXT* to indicate the system-generated new version number.

Protocol Type

Displays the protocol type.

Note. Restrictions apply to copying a protocol version. A protocol is copied to a brand new protocol within the same protocol type. For example, animal to animal and human to human.

Copying a Protocol Version

Access the Copy Protocol Version page (Grants, Protocols, Copy Protocol Version).

The screenshot shows the 'Copy Protocol Version' page. At the top right, 'Protocol ID: 1004' is displayed. Below this are two panels: 'From' and 'To'. The 'From' panel contains: Protocol ID: 1004, Version: V101, and Protocol Type: HUMN. The 'To' panel contains: Protocol ID: 1004, Version: NEXT, Protocol Type: HUMN, and *Phase Type: a dropdown menu. A 'Copy' button is located at the bottom left of the form.

Copy Protocol Version page

From

Protocol ID

Displays the protocol ID that is selected on the search page.

Version

Displays the version that is selected on the search page.

Protocol Type

Displays the protocol type.

To

Protocol ID

Displays the same protocol ID as the one that is selected on the Search page.

Version

Displays *NEXT* to indicate the system-generated new version number.

Protocol Type

Displays the protocol type.

Phase Type

Select *Modified*, *Renewal*, or *Continuing Review*.

Chapter 11

Administering Projects

This chapter provides an overview of project administration.

Understanding Project Administration

This section discusses:

- Project award requirements.
- Transaction flow control.
- Project analysis.
- Transaction review.
- Analysis inquiries.
- Project data deletion.

Project Award Requirements

A project in PeopleSoft Grants represents a portion of an award. Every award in PeopleSoft Grants requires a minimum of one project, and each project requires a minimum of one activity. Awards can have multiple projects, and projects can have multiple activities. To enter a transaction line into the transaction table (PROJ_RESOURCE), a project and activity must exist.

You may choose to control project budgets separately and, therefore, establish separate projects based on different principal investigators, departments, research phases, and locations. You can systematically create projects during award setup, or you can add projects manually through the Project component. You can also attach a project to an award and an award line from the Related Projects page in PeopleSoft Contracts.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Creating and Maintaining Projects"

PeopleSoft Contracts 9.1 PeopleBook, "Working with PeopleSoft Project Costing"

Transaction Flow Control

Three basic ways are available to control the flow of data coming into PeopleSoft Project Costing:

1. Set a project or activity to *Inactive* status.

In this case, the project and activity do not appear in the prompt lists of the PeopleSoft feeder systems.

2. Use status control options.

On the Status Types page, select the analysis types that each feeder system uses; and then select a project control action to associate with the analysis type.

Note. No project control action occurs if the Project Control Action check box is deselected.

Values include:

Warning: Displays a warning before the system accepts the transaction.

Reject: Rejects the transaction.

3. Use the PeopleSoft Commitment Control tolerance percentage.

After you create a budget, you can establish a setting to trigger a commitment control exception that allows up to a specified percentage over the budget.

Instructions on controlling incoming transactions appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Working with Transactions," Controlling Incoming Transactions

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data"

PeopleSoft Commitment Control 9.1 PeopleBook, "Setting Up Basic Commitment Control Options"

Project Analysis

PeopleSoft Project Costing provides several different ways to analyze project data. Before you can begin analyzing project data, you must create:

- At least one project.
- Project activities.
- Transactions that have been assigned resource IDs.

After you establish a project and enter data directly through interfaces with other PeopleSoft applications, you can use the pages in PeopleSoft Project Costing to:

- View a list of all project manager projects.

- Display real-time project information that is imported from the project summary tables.
- Display all resource transactions for a selected project.

The system automatically populates the lines and analysis types that appear in the Project Analysis pages. When you post lines in the Project Budget pages to PeopleSoft Project Costing, the system adds BUD (budget) lines to the Project Analysis pages. After you run the Integrate Enterprise Data processes, you can use the Project Analysis pages to make inquiries on the data that originated from PeopleSoft General Ledger, PeopleSoft Inventory, PeopleSoft Payables, PeopleSoft Purchasing, and PeopleSoft Time and Labor.

Instructions on analyzing project data appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Analyzing Projects"

Transaction Review

PeopleSoft Project Costing provides a series of pages that enable you to review costs for a project and an activity based on different integration criteria. From these pages, you can navigate back to the related PeopleSoft application and view transactions in greater detail.

Instructions on reviewing project costs and transactions appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Analyzing Projects," Analyzing Projects Using Accumulated Costs

Analysis Inquiries

PeopleSoft Project Costing provides a series of pages that you can use for online project analysis to view a financial or resource summary of a project, the projected costs to complete a project, under and over budget resources, and budget to actual variances.

Instructions on performing online project analysis appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Analyzing Projects," Analyzing Projects Using Analysis Inquiries

Project Data Deletion

The Projects Delete Utility page provides a means of deleting projects, activities, and resources that you created by mistake. The system purges transactions from the Project Resource table (PROJ_RESOURCE) without purging the corresponding projects-related data from the feeder system applications (for example, PeopleSoft Payables).

Instructions on deleting projects appear in the *PeopleSoft Project Costing PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Creating and Maintaining Projects," Deleting Project Data

Chapter 12

Billing for PeopleSoft Grants

This chapter provides overviews of the billing process as it relates to PeopleSoft Grants.

Understanding the Billing Process

This section discusses:

- System preparation.
- Process overview.
- The contracts/billing interface process.
- Review pending transactions.
- The billing interface process.
- Billing worksheet approval.
- Billing worksheet deletion.
- Bill review.
- The finalization process.
- The projects/contracts interface process.
- Updates in PeopleSoft Contracts.
- Correcting PeopleSoft Grants invoices.
- PeopleSoft Grants billing formats.
- Bill by identifiers.
- Deferred revenue accounting.
- PeopleSoft Grants advances (contract prepayments).
- Scheduled billing.
- Billing plan events.
- Over-the-limit processing.
- Letter of credit processing.

- Letter of credit summaries.

System Preparation

PeopleSoft Grants integrates with PeopleSoft Contracts, PeopleSoft Project Costing, and PeopleSoft General Ledger to enable bill processing for cash and letter of credit awards. Before you can perform the activities that are associated with award expenditures, you need to set up the billing control tables that are used by the various applications.

PeopleSoft applications rely on tables to store not only business transactions, but also the structure and processing rules that drive the system. Before you can run the processes to generate invoices, you need to establish the structure that tells the system how you want those processes to work.

Before you run the billing processes or manage billing for your awards, you must prepare your PeopleSoft system accordingly.

Make sure that you complete these steps before you initiate the billing processes:

Step	Navigation
Set installation options for PeopleSoft Billing.	Set Up Financials/Supply Chain, Install, Installation Options, Billing GL/AR Options
Define a PeopleSoft Billing business unit.	Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 1
Define a distribution code for unbilled accounts receivable.	Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code
Define Bill By IDs for Letter of Credit (LOC) and Cash (GM_CASH) transactions. Note. We deliver the LOC and GM_CASH bill by IDs as system data. You do need to set up anything. PeopleSoft Grants bills have specific bill header information that is needed for PeopleSoft Grants invoice formatting.	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill by Identifier
Define PeopleSoft Grants invoice format options. Note. PeopleSoft Grants delivers specific invoice formats as system data. They are GM_GEN, GM_LOC, GM_270, and GM_103X. GM_GEN is a generic billing format.	Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options
Define letter of credit information for the sponsor.	Grants, Sponsors, General Information, Details
Define sponsor billing information.	Grants, Sponsors, General Information, Bill To Options
Generate your award.	Grants, Proposals, Generate Award
Change the status on the award/contract to <i>Active</i> .	Customer Contracts, Create and Amend, General Information, General

Step	Navigation
Change the status on the billing plan to <i>Active</i> .	Customer Contracts, Create and Amend, General Information, General Click the Billing Plans link.
Create billable rows in PeopleSoft Project Costing (you can use either of the following methods): <ul style="list-style-type: none"> • Populate the Project Resource table (PROJ_RESOURCE) through the Project Integration process. • Add transactions directly into PeopleSoft Project Costing. 	Project Costing, Cost Collection Then select the feeder system from which you want to retrieve information. OR Project Costing, Transaction Definitions, Add Transactions

Process Overview

For rate-based billing in PeopleSoft Grants, the Contracts/Billing Interface process (CA_BI_INTFC) selects resource rows from PeopleSoft Project Costing. The system also selects contract lines in PeopleSoft Contracts with *Ready* bill plans to create bill lines in the billing interface (INTFC_BI and its related tables). When the Contracts/Billing Interface process stages billing data in these tables, the billing interface processes the data to create bills.

The billing interface can create two types of bills:

- Temporary bills

These bills are routed to the billing worksheet, where the billing administrator can review and, for rate-based bills, amend them as needed before real bills are created. You cannot amend fixed-amount bills in the billing worksheet.

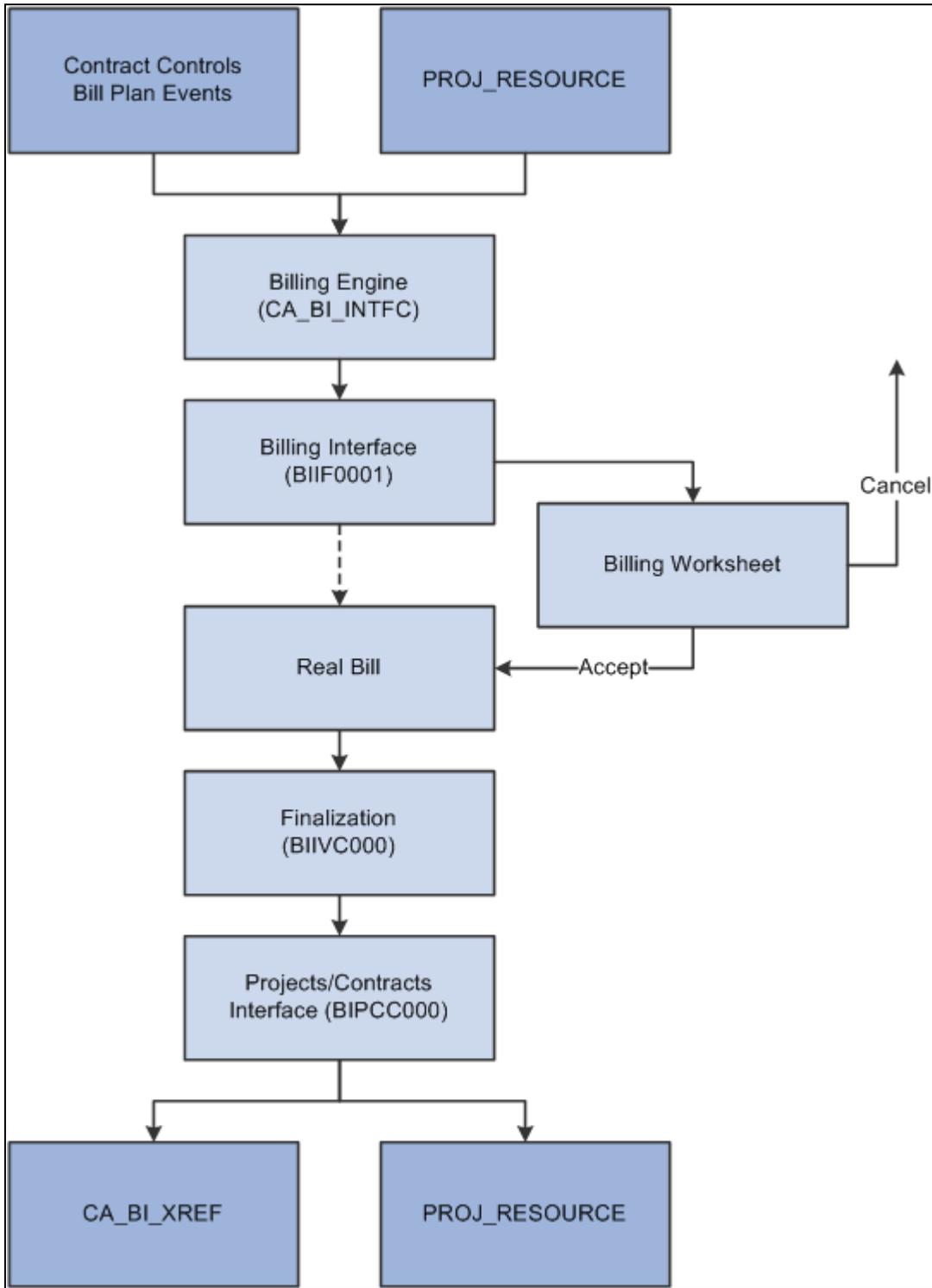
- Real bills

These bills become invoices that are sent to the customer. You select the option to create temporary or real bills for individual billing plans on the Billing Plan - Billing Plan General page in PeopleSoft Contracts.

You can use the billing worksheet to cancel temporary bills. When you cancel a temporary bill from within the billing worksheet, the system updates PeopleSoft Project Costing and PeopleSoft Contracts accordingly.

After you review a temporary bill on the billing worksheet, you can create a real bill. The system creates a real bill after a user approves it and saves the worksheet. When the bill is finalized, the system updates the Project Resource table (PROJ_RESOURCE) and the Contracts/Billing Interface Xref table (CA_BP_XREF).

This flow chart illustrates the billing process flow for Grants transactions. Billable transactions stored in Contracts and the PROJ_RESOURCE table is selected by the CA_BI_INTFC process and passed to Billing through the Billing Interface process. After the bills are finalized, the Projects/Contracts Interface process updates Contracts and Project Costing with the billed award transaction data:



Billing Interface process

Updates in PeopleSoft Project Costing and PeopleSoft Contracts are made throughout the billing cycle for rate-based and fixed-fee billing plans.

See [Chapter 13, "Understanding Integrating PeopleSoft Grants with Other Applications," page 369.](#)

See Also

PeopleSoft Billing 9.1 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management"

PeopleSoft Contracts 9.1 PeopleBook, "Setting Up Billing Plans"

The Contracts/Billing Interface Process

Run the Contracts/Billing Interface process in PeopleSoft Contracts to send billing activity in PeopleSoft Project Costing to PeopleSoft Billing. The contracts that you set up control the billing activity that the system selects from PeopleSoft Project Costing.

Instructions on running the Contracts/Billing Interface process appear in the *PeopleSoft Contracts PeopleBook*.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Processing Contracts Billing"

Review Pending Transactions

The Contracts/Billing Interface process populates the Billing Interface table with the billable lines that it finds in the Project Resource table in PeopleSoft Project Costing. The Billing Interface table is a staging table that holds the data until you run the Billing Interface process (BIIF0001) from PeopleSoft Billing.

To verify that the Contracts/Billing interface process imported the billing lines, access the Review Pending Transactions pages in PeopleSoft Billing (select Billing, Interface Transactions, Review Pending Transactions, PS_INTFC_BI).

If you detect a problem with the billing lines, navigate to the Update Pending Transactions pages (select Billing, Interface Transactions, Update Pending Transactions, PS_INTFC_BI) and correct them prior to running the Billing Interface process

See Also

PeopleSoft Billing 9.1 PeopleBook, "Processing Billing Interface Activity"

The Billing Interface Process

Run the Billing Interface process in PeopleSoft Billing to create the temporary bills that you can work on in the billing worksheet. The billing worksheet is a temporary work area in which you can review and adjust billing lines that came through the Billing Interface process before you create actual bills.

After making adjustments, use the Billing Worksheet component to approve or delete temporary bills.

Instructions on running the Billing Interface process appear in the *PeopleSoft Billing PeopleBook*.

See Also

PeopleSoft Billing 9.1 PeopleBook, "Processing Billing Interface Activity"

PeopleSoft Billing 9.1 PeopleBook, "Correcting Billing Interface Process Errors"

PeopleSoft Billing 9.1 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management"

Billing Worksheet Approval

When you accept a bill in the billing worksheet, the system creates a real bill with a real invoice number and updates PeopleSoft Contracts and PeopleSoft Project Costing accordingly.

Instructions on approving billing worksheets appear in the *PeopleSoft Billing PeopleBook*.

See Also

PeopleSoft Billing 9.1 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management," Processing Billing Worksheets

Billing Worksheet Deletion

When you delete a billing worksheet, the system:

- Resets the billing distribution status option in PeopleSoft Project Costing for all of the lines that originate in the PeopleSoft Project Costing system with a line type other than *UTL*, enabling you to send each line to PeopleSoft Billing again at a later time.
- Updates the Contracts Prepaid table for any lines that originate from the PeopleSoft Project Costing system with a line type of *UTL*.

The system resets the committed amount on the Contracts Prepaid table to reflect the deleted amount of a utilization bill line and the utilization amount that is available for future billing activities.

- Sets the billing plan event status to *Recycled*, marks the billing plan line in the Cross-Reference table as *Cancelled*, and updates the Billing Cross Reference History status to *Deleted* for all of the cancelled billing plan lines.

The PeopleSoft Billing bill by functionality enables you to bill two items on separate invoices from the same billing plan—for example, if the items were associated with different projects. Therefore, the system cannot determine whether a cancelled billing worksheet contains all of the bill lines that are associated with a particular event. To help the Contracts Billing Engine process determine which billable items need re-billing when you cancel a worksheet, the system sets the billing plan event status to *Recycled* and marks the billing plan line in the Cross-Reference table as *Cancelled*.

To re-bill lines that are associated with a cancelled billing worksheet, the Contracts Billing Engine process selects all of the recycled events that have a corresponding canceled cross-reference row, and verifies that the canceled cross-reference row is the most recent row that was inserted into the Cross-Reference table for the corresponding bill line and event combination.

Instructions on deleting billing worksheets appear in the *PeopleSoft Billing PeopleBook*.

See Also

PeopleSoft Billing 9.1 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management," Processing Billing Worksheets

Bill Review

After you approve the billing worksheet lines, you can use the Manage Contract/Project Bills link on the Worksheet Search page to review the bills that originated in PeopleSoft Contracts and PeopleSoft Project Costing. You can then use the associated links to generate invoices or continue working with the newly created bill lines.

See Also

PeopleSoft Billing 9.1 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management," Processing Billing Worksheets

The Finalization Process

Run the Finalization process (BIIVC000) on the real bills that you create. This process performs a variety of tasks, including calculating taxes and the due date.

Instructions on running the Finalization process appear in the *PeopleSoft Billing PeopleBook*.

See Also

PeopleSoft Billing 9.1 PeopleBook, "Generating Invoices"

The Projects/Contracts Interface Process

After you run the Finalization process, run the Billing to Projects/Contracts Interface process (BIPCC000). This process updates PeopleSoft Contracts and PeopleSoft Project Costing with the finalized bill information from PeopleSoft Billing.

Instructions on running the Projects/Contracts Interface process appear in the *PeopleSoft Billing PeopleBook*.

See Also

PeopleSoft Billing 9.1 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management," Running the Billing to Project Costing/Contracts Interface Process (BIPCC000)

Updates in PeopleSoft Contracts

Rate-based bill rows are inserted into the cross-reference table upon bill finalization. This is because rate-based row amounts are subject to change throughout the billing process.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Processing Contracts Billing"

Correcting PeopleSoft Grants Invoices

PeopleSoft Billing provides credit and re-bill functionality when you need to correct invoices containing erroneous grants or projects-related charges. To reflect the original billing activity, as well as the adjustment information, the system enables you to generate a corrected invoice.

Through the Billing Interface, you can import to PeopleSoft Billing any adjustment lines from PeopleSoft Project Costing and PeopleSoft Contracts. Subsequently, you can use the Billing Worksheet to review, approve, defer, or write-off bill lines that you import to PeopleSoft Billing that have not been pre-approved on the PeopleSoft Contracts bill plan.

From the Billing Worksheet, if you approve bill lines, you can select a specific re-bill invoice on which to append the bill lines, or create a new bill for the adjusted bill lines.

Using this correction functionality, you can keep an audit trail of the adjustment activities. The credit bill reverses the charges on the original invoice. You can also create a journal entry in PeopleSoft General Ledger to reverse the erroneous expense, and send the entry to PeopleSoft Project Costing as a bill line. Run the Contracts to Billing Interface process (CA_BI_INTFC) to import the adjustment transaction bill line (as a BIL type row from PeopleSoft Project Costing) through the Billing Interface to PeopleSoft Billing.

After you finalize the credit and re-bill invoices, you can run the Billing to Projects/Contracts Interface process (BIPCC000) to update the Project Resource table (PROJ_RES_TMP_BI) with the new adjustment invoice activity. PeopleSoft Billing creates billing adjustment line types (BAJ) to represent the credit and re-bill invoices.

See Also

PeopleSoft Billing 9.1 PeopleBook, "Correcting Billing Interface Process Errors"

PeopleSoft Grants Billing Formats

PeopleSoft Grants supports three basic billing formats and a report format:

Billing Format	Description
GM_103X	Standard form SF-1034 (federal contracts). Standard form SF-1035 (federal contracts).

Billing Format	Description
GM_270	Standard form SF-270 (federal grants).
GM_GEN	Generic letterhead invoice form (for sponsors who do not use a specific billing format).
GM_LOC	PeopleSoft Grants Letter of Credit Draw report.

Use the Invoice Form field on the Bill Header page in PeopleSoft Billing to indicate the billing format that you want to use. The billing form option enables you to summarize bill lines with varying degrees of detail when you initiate the print process based on the invoice form. The process analyzes the form ID on each bill header and applies the summarization rule to the invoice form. The Bill Generation process assigns a unique invoice ID and a sequence number to each invoice that it produces. Summarization rules are based on account trees.

Note. The SF-270 format does not utilize tree-based account summarization when it is generated.

See Also

PeopleSoft Billing 9.1 PeopleBook, "Entering Bills Online"

PeopleSoft Billing 9.1 PeopleBook, "Structuring Bills"

PeopleTools PeopleBook: PeopleSoft Tree Manager

Bill by Identifiers

PeopleSoft Billing uses the bill by ID to define how to group billing activity to create individual bills when data is sent through the billing interface. A bill by ID that you define may appear as the default value at the customer, bill source, bill type, and business unit levels. The PeopleSoft Grants award generation process gets this value from the Sponsor - Bill To Options page.

The following table lists the bill by IDs that are delivered with PeopleSoft Grants.

Bill By ID	Description
GM_LOC	PeopleSoft Grants letter of credit draws.
GM_CASH	PeopleSoft Grants bill cash awards.

Note. Usually, ship-to information is not provided on PeopleSoft Grants bills, so you do not need to add this information to the Bill By Identifier page in the billing setup for the GM_CASH and GM_LOC bill by IDs. If you decide to add SHIP_TO_CUST_ID and SHIP_TO_ADDR_NUM as PeopleSoft Grants bill by fields, be aware that it could cause performance and platform issues and is not the direct result of the PeopleSoft Grants application.

See Also

PeopleSoft Billing 9.1 PeopleBook, "Structuring Bills," Setting Up Bill By Identifiers for External Sources

Deferred Revenue Accounting

You may want to create and send invoices for products or services that you will deliver in the future or over a period of time. You can use deferred revenue accounting to generate accounting entries that defer revenue recognition based on a revenue recognition date and method of your choosing.

You can establish date range deferred revenue calculation method defaults at the system, business unit, or bill type level, according to your business needs. PeopleSoft Billing supports five calculation methods for creating accounting entries for deferred revenue of transactions when the recognition basis is on a date range:

- Spread by days within range.
- Spread evenly across all periods.
- Spread evenly using a mid-period rule.
- Spread partial periods by days with remainder spread evenly.
- User-defined proration.

See Also

PeopleSoft Billing 9.1 PeopleBook, "Processing Deferred Revenue Accounting Entries"

PeopleSoft Grants Advances (Contract Prepayments)

Sometimes, institutions may prepay for goods or services. This creates a prepaid balance that you can use in the future. Because PeopleSoft Grants uses the prepayment functionality in PeopleSoft Contracts, advances appear on PeopleSoft Grants bills with a description of *Advance*.

PeopleSoft Contracts enables you to:

- Store the details of prepaid balances.
- Bill for direct-purchase prepaid balances.
- Process the utilization of prepaid balances.
- Monitor and control the depletion of prepaid balances over time.

When you establish a prepaid amount, you must assign it to a billing plan. You can either create a new billing plan for the prepaid amount or assign the prepaid amount to an existing billing plan that is associated with fixed-fee contract lines. The billing plan determines the timing and parameters of the initial prepaid billing.

In addition to linking the prepaid amount to a billing plan, you must determine the parameters against which the prepaid balance can be utilized. You can choose to use the prepaid balance against any of these activities:

- All billing activity for all (or some) rate-based contract lines that are contained in the contract.
- All billing activity for one rate-based contract line that is contained in the contract.
- All billing activity for a particular project or activity that is associated with a rate-based contract line that is contained in the contract.
- A portion of the billing activity that is based on resource type or resource category for any of the preceding.

When PeopleSoft Contracts sends rate-based billing activity to PeopleSoft Billing, PeopleSoft Contracts creates additional utilization rows and sends those to PeopleSoft Billing to net out billable amounts. As these rows are sent to PeopleSoft Billing, the prepaid committed amount is increased. After you run the Billing to Projects/Contracts Interface process to finalize billing, the prepaid remaining amount is decremented appropriately. In addition, the system sends the utilization rows back to PeopleSoft Project Costing for analysis and to adjust the balance sheet accounting. The utilization process continues until the prepaid balance equals zero.

Here is a high-level overview of the steps that are involved in setting up and processing advances:

Step	Navigation
Generate an award from PeopleSoft Grants.	Grants, Proposals, Generate Award
Enter the advance amount in the Prepaid pages in PeopleSoft Contracts.	Customer Contracts, Create and Amend, General Information, Prepaids
Define an initial billing plan in PeopleSoft Contracts.	Customer Contracts, Schedule and Process Billing, Define Billing Plan
Define any applicable utilization criteria in PeopleSoft Contracts.	Customer Contracts, Determine Price and Terms, Prepaid Utilization Rules
Set your Billing Plan in PeopleSoft Contracts for the initial prepaid amount to the <i>Ready</i> status.	Customer Contracts, Create and Amend, General Information, Billing Plans Then click the link under the Plan column heading.
Run the Contracts/Billing Interface process (CA_BI_INTFC) in PeopleSoft Contracts to pull transaction lines into PeopleSoft Contracts and initiate advance utilization processing.	Customer Contracts, Schedule and Process Billing Then select either Process As Incurred Billing, Process Recurring Billing, or Process Other Billing Methods.
Run the Billing Interface process (BIIF0001) in PeopleSoft Billing.	Billing, Interface Transactions, Process Billing Interface
Approve the bill lines for the billing worksheet and create a real bill.	Billing, Manage Billing Worksheet, Update Billing Worksheet

Step	Navigation
Finalize the prepaid initial billing by running the Billing Finalization Process (BIIVC000).	Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices OR Billing, Generate Invoices, Consolidated, Finalize and Print Invoices
Update the Contracts Prepaid tables with the advance billing information by running the Billing to Projects/Contracts Interface process (BIPCC000) in PeopleSoft Billing.	Billing, Generate Invoices, Utilities, Update Contract/Projects Data
Run the Billing-to-Projects process (PC_BI_TO_PC) to update the PeopleSoft Project Costing tables with the billed and utilization information.	Project Costing, Revenue Collection, Retrieve Billing Items

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Establishing Prepaid Amounts"

PeopleSoft Contracts 9.1 PeopleBook, "Processing Contracts Billing"

PeopleSoft Billing 9.1 PeopleBook, "Processing Billing Interface Activity"

PeopleSoft Billing 9.1 PeopleBook, "Generating Invoices"

PeopleSoft Billing 9.1 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management"

PeopleSoft Project Costing 9.1 PeopleBook, "Integrating with PeopleSoft Contracts and PeopleSoft Billing"

Scheduled Billing

A bill schedule is usually established when reimbursement from the sponsor is based on clinical trials or deliverables instead of specific actual expenses. The sponsor usually outlines the bill schedule in the award document. Instead of using feeder systems to add transactions to the Project Resource table (PROJ_RESOURCE), you use the Add Transactions page in PeopleSoft Project Costing to add scheduled bill lines directly to the Project Resource table.

Here are the steps to creating a bill schedule:

Step	Navigation
Define an analysis type to represent scheduled bill rows (for example, SCH).	Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Types
Associate the analysis type with an analysis group (for example, All).	Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Groups

Step	Navigation
<p>Map the analysis type to the PSWKS analysis group.</p> <p>Note. PSWKS is the analysis group that the system uses for the billing process. The system will not bill the rows without this association.</p>	<p>Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Groups</p>
<p>Create a rate set or rate plan for your schedule analysis type.</p> <p>Note. This is an important step. To create BIL rows, you need to price the scheduled bill transactions that you create on the Add Transactions page. The rate set or rate plan is required for this purpose. Also, to limit the system from processing all transactions rows that populate the Add Transactions page, you must define a special rate set or rate plan that processes only scheduled bill rows. This ensures that only scheduled bill rows are used to create an invoice.</p>	<p>Setup Financials/Supply Chain, Product Related, Project Costing, Pricing Structure, Rate Set</p> <p>AND</p> <p>Setup Financials/Supply Chain, Product Related, Project Costing, Pricing Structure, Rate Plan</p>
<p>Generate your award in PeopleSoft Grants.</p>	<p>Grants, Proposals, Generate Award</p>
<p>In PeopleSoft Contracts, make sure the contract is set to process scheduled bills:</p> <ul style="list-style-type: none"> • Associate the bill schedule rate set or rate plan with your contract before you process billing • Make sure the Method of Payment field on the Billing Options page is set to the <i>Cost Reimbursable</i> billing method. 	<p>Customer Contracts, Create and Amend, General Information, Billing Plan</p> <p>AND</p> <p>Customer Contracts, Create and Amend, General Information, Billing Options</p>
<p>Enter the scheduled bill rows into the Add Transactions page and apply the transactions to the Project Resources table by clicking the Process Transactions button.</p>	<p>Project Costing, Transaction Definitions, Add Transactions</p>
<p>Run the Pricing Engine in PeopleSoft Project Costing.</p>	<p>Project Costing, Cost Collection</p> <p>Then select Expenses, General Ledger, Inventory, Order Management, Payables, Purchasing, Purchasing Adjustment, Time and Labor, or Services Procurement.</p>

Instructions on using analysis types, creating rate sets and rate plans, adding transactions, and running the pricing engine appear in the *PeopleSoft Project Costing PeopleBook*. Instructions on associating rate sets and rate plans with contracts and setting billing options appear in the *PeopleSoft Contracts PeopleBook*.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data," Understanding Transaction-Related Control Data

PeopleSoft Contracts 9.1 PeopleBook, "Working with PeopleSoft Project Costing," Rate Setup

PeopleSoft Project Costing 9.1 PeopleBook, "Working with Transactions"

PeopleSoft Project Costing 9.1 PeopleBook, "Pricing Project Costs"

PeopleSoft Contracts 9.1 PeopleBook, "Creating Contracts"

Billing Plan Events

To further manage and control the timing of billing for transactions that are associated with a contract line, you can define billing events in PeopleSoft Contracts. Billing events are points in time that you define that trigger billing. If you choose to use billing events, you will need to manage the status of those events before you run the billing application engine process. Two event types are available to choose from: Milestone or Date.

- Milestone

You must first select the origin of the milestone (Contract or Project). The system will look to the application that you specify for the milestone and its status to mark the event as complete.

If you choose to use this method for a PeopleSoft Grants contract, you must create and manage milestones on the Project Activity - Definition page. If you select the project activity to be a milestone activity, then you need to manage the status of that activity in PeopleSoft Project Costing.

To ensure that all milestones are set to the correct status before billing occurs, run the Milestone Processing application engine (CA_MS_PRCS) before running the Billing application engine (CA_BI_INTFC) or the Revenue Recognition application engine processes (CA_LOAD_DEF, CA_LOAD_GL1, or PSA_ACCTGGL).

- Date

Use the *Date* event type when you want billing for a specific amount to occur on a specific date. In this case you must enter the date that billing should occur and the percent or amount of the total amount for the lines that should be billed.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Setting Up Billing Plans"

PeopleSoft Contracts 9.1 PeopleBook, "Setting Up Milestones"

Over-the-Limit Processing

PeopleSoft Contracts provides Over-the-Limit (OLT) processing to prevent billing for more than the amount of an award (contract). In PeopleSoft Contracts, you can choose to set a maximum amount that may be billed for each contract line that is associated with a contract. This is referred to as a *limit*.

Here's some general information about how PeopleSoft Contracts handles Over-the-Limit processing:

- The Pricing application engine (PC_PRICING) calls limit processing to check the transactions against this limit.
- Any transactions exceeding the limit are marked OLT and are held back from further processing.
- OLT rows are excluded from billing and revenue processing until you select the Limit Override check box on the Related Projects page in PeopleSoft Contracts.

If you select the Limit Override check box, the system sends the rows to PeopleSoft Billing and books them to revenue. Future transactions are processed regardless of the previously specified limit.

- If you choose to withhold a portion of the billable amount as a retainage, the retainage may be applied against the over-the-limit item before it is sent to PeopleSoft Billing, depending on the specified installation option.

Splitting Over-the-Limit Transactions

PeopleSoft Contracts provides the option to split OLT transactions so that the portion of the bill that is under the limit amount can continue with billing and revenue processing. This option is especially useful for PeopleSoft Grants Letter of Credit billings as it enables you to optimize your cash flow and spend funds down to the penny.

The option to split OLT transactions is configured at the installation level on the Installation Options - Contracts page. To activate this option, select Split to Match Limit Exactly. When billing occurs, the system splits BIL rows into separate BIL and OLT lines. This enables you to reach limit amounts exactly with the BIL line.

The system then places the remaining contract line amount onto an OLT line. You can release all over-the-limit rows on a limit by selecting the Limit Override check box on the Related Projects page in PeopleSoft Contracts. Selecting this check box enables over-the-limit rows to be picked up for billing and booked to revenue the next time that you run the billing and revenue processes.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Contracts Installation Options

PeopleSoft Contracts 9.1 PeopleBook, "Processing Contracts Billing"

PeopleSoft Billing 9.1 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management"

Letter of Credit Processing

The LOC billing process calculates LOC draws based on LOC numbers and summarizes the information by document number.

PeopleSoft Billing can defer a charge. Upon approval of an LOC worksheet that contains deferred bill options, the portion of the line amount that is billed retains the BIL (billable amount) analysis type and is billed. The line that is deferred is given the DEF (deferred amount) analysis type and is written back to the Project Resource table. The deferred amount is then brought back into the PeopleSoft Billing system at a later date when you are running processes that populate the billing worksheet.

The PeopleSoft Contracts application engine process (CA_BI_INTFC) selects resource rows (for rate-based methods) from the Project Resource table for PeopleSoft Grants contracts and creates bill lines in the billing interface tables.

After the Billing Interface process stages the billing data in these tables, the billing interface processes the data to create bills.

PeopleSoft Billing ensures that for all awards that use LOC as the means for obtaining payment, the awarded LOC and LOC document number are carried into the bill header.

With LOC processing, you can:

- Establish funding limits.
- Delete worksheet process instances.
- Defer, write off, or bill each line.
- Print pro formas before finalizing data.

See Also

PeopleSoft Billing 9.1 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management," Processing Billing Worksheets

PeopleSoft Billing 9.1 PeopleBook, "Entering Bills Online"

Letter of Credit Summaries

Use the Letter of Credit Summary page to review the LOC draw for individual LOC documents. The page displays the limit amount, previous amount, unbilled amount (real and temporary), and allowable draw. The unbillable amount represents the difference between the unbilled amount and the allowable draw amount. The bottom of the page tracks overall dollar amounts for the LOC number. Amounts are updated as you modify information on the billing worksheet. This page is display-only.

Instructions on viewing the LOC summary appear in the *PeopleSoft Billing PeopleBook*.

See Also

PeopleSoft Billing 9.1 PeopleBook, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management," Processing Billing Worksheets

Chapter 13

Understanding Integrating PeopleSoft Grants with Other Applications

This chapter discusses integration process flows for PeopleSoft Grants.

Integration Process Flows for PeopleSoft Grants

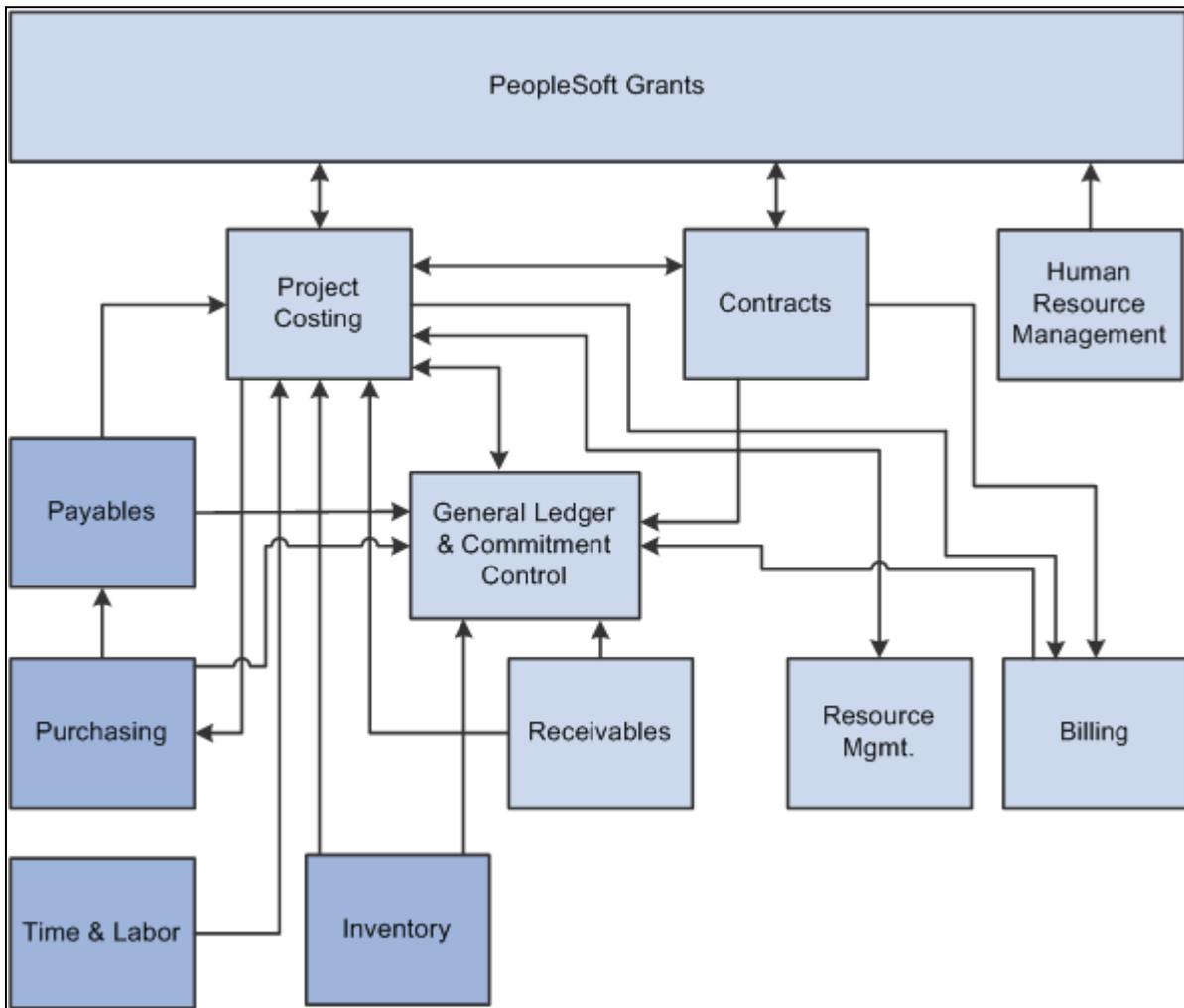
This section discusses:

- Integration process map.
- PeopleSoft Contracts and PeopleSoft Project Costing.
- PeopleSoft Human Resource Management.
- PeopleSoft Time and Labor.
- PeopleSoft Billing.
- PeopleSoft General Ledger.
- PeopleSoft Receivables.
- The Procurement Process.
- PeopleSoft Purchasing.
- PeopleSoft Inventory.
- PeopleSoft Payables.
- Integration with third-party systems.

Integration Process Map

PeopleSoft Grants provides a full-featured grants-administration system that integrates with PeopleSoft Contracts, PeopleSoft Project Costing, PeopleSoft Human Resources, PeopleSoft Time and Labor, PeopleSoft Billing, PeopleSoft General Ledger, PeopleSoft Receivables, PeopleSoft Purchasing, PeopleSoft Inventory, and PeopleSoft Payables. Additionally, you can integrate PeopleSoft Grants with third-party applications.

This diagram illustrates the integration touch points between PeopleSoft Grants and PeopleSoft Human Resource Management, Project Costing, Contracts, Payables, General Ledger, Purchasing, Receivables, Resource Management, Billing, Time and Labor, and Inventory:



Grants integration with other PeopleSoft applications

PeopleSoft Contracts and PeopleSoft Project Costing

Through the award generation process, PeopleSoft Grants writes award information to PeopleSoft Contracts and PeopleSoft Project Costing. For awards that do not have a proposal (blue bird awards), you must enter information directly into PeopleSoft Contracts and PeopleSoft Project Costing.

The system writes data to these PeopleSoft Contracts tables during the PeopleSoft Grants award generation process:

- CA_CONTR_HDR
- CA_BILL_PLAN
- CA_ACCTPLAN
- CA_DETAIL
- CA_DTL_DST_DATE
- CA_DETAIL_UAR

- CA_RATE
- CA_DETAIL_PROJ

The system writes data to these PeopleSoft Project Costing tables during the PeopleSoft Grants award generation process:

- PROJECT
- PROJ_ACTIVITY
- PROJ_DOCUMENT
- PROJ_LOCATION
- PROJECT_MGR
- PROJECT_TEAM
- PC_BUD_PLAN
- PC_BUD_DETAIL

PeopleSoft Project Costing integrates with both PeopleSoft Billing and PeopleSoft Contracts, so any adjustments, discounts, released retainages, or limits that are created for project-related bills are inherited from corresponding bills and contracts.

PeopleSoft Grants uses the fundamental structure of PeopleSoft Project Costing to write general project information, project activity information, and budget information directly to PeopleSoft Project Costing.

Note. Any scanning, imaging, or attachments of electronic award notifications are institution specific. You can modify additional validation checks and required fields based on internal project approval requirements. You can also decide to build interfaces that populate or update project records and sponsor websites, electronic data interchange (EDI) transaction sets, and data warehouses.

See Also

[Chapter 9, "Establishing Awards and Projects," Establishing Project Activities, page 283](#)

[Chapter 9, "Establishing Awards and Projects," Establishing Project Profiles, page 276](#)

PeopleSoft Human Resources Management

To synchronize data with PeopleSoft Human Resources Management (HRMS), PeopleSoft Grants subscribes to application messages. Application messaging is based on the publish-and-subscribe model, which enables PeopleSoft applications to integrate with each other and with third-party applications.

On one end, a message is created and published; on the other end, the message is delivered to any number of subscribers. PeopleSoft Grants subscribes to the following application messages:

Action/Reason

These application messages synchronize changes to person data resulting from business activities such as promotions, transfers, terminations, salary increases, and leaves of absence as well as the reasons for taking the actions.

<i>Message Name</i>	<i>Table</i>
ACTION_REASON_SYNC	PS_ACTN_REASON_TBL
ACTION_REASON_FULLSYNC	PS_ACTN_RSN_LANG

Business Unit Table HR

These application messages determine whether a business unit exists in the business unit table. If so, the business unit populates the description work fields. If the business unit does not exist, it is added to the business unit table. Call functions populate the TableSet controls.

<i>Message Name</i>	<i>Table</i>
BUS_UNIT_HR_SYNC	PS_BUS_UNIT_TBL_HR
BUS_UNIT_HR_FULLSYNC	PS_BUS_UNIT_HR_LNG

Job Code Table

These application messages synchronize job code information, such as job code, effective dates, and salary grade.

<i>Message Name</i>	<i>Table</i>
JOBCODE_SYNC	PS_JOBCODE_TBL
JOBCODE_FULLSYNC	PS_JOBCODE_LANG

Name Prefix and Suffix Tables

These application messages synchronize all of the name prefixes or titles.

<i>Message Name</i>	<i>Tables</i>
NAME_PREFIX_SUFFIX_SYNC NAME_PREFIX_SUFFIX_FULLSYNC1 NAME_PREFIX_SUFFIX_FULLSYNC2 NAME_PREFIX_SUFFIX_FULLSYNC3 NAME_PREFIX_SUFFIX_FULLSYNC4	PS_NAME_PREFIX_TBL PS_NAME_SUFFIX_TBL PS_NAME_PREFIX_LNG PS_NAME_SUFFIX_LNG PS_NM_ROYSUFF_TBL PS_NM_ROYPREF_TBL PS_NM_ROYPREF_LNG PS_NM_ROYSUFF_LNG

Person Accomplishments

These application messages synchronize a person's accomplishment information, such as accomplishments, majors, and date issued.

<i>Message Name</i>	<i>Table</i>
PERSON_ACCOMP_SYNC PERSON_ACCOMP_FULLSYNC	PS_ACCOMPLISHMENTS PS_ACCOMP_TBL_LANG PS_ACCOMPLISH_LANG

Person Competency

These application messages synchronize a person's competency information, such as college major and accomplishments.

<i>Message Name</i>	<i>Tables</i>
COMPETENCY_SYNC COMPETENCY_FULLSYNC	PS_MAJOR_TBL PS_ACCOMP_TBL PS_MAJOR_TBL_LANG

Person Diversity

These application messages synchronize data relating to an employee's nationality and nationality-based work eligibility.

<i>Message Name</i>	<i>Table</i>
PERSON_DIVERSITY_SYNC PERSON_DIVERSITY_FULLSYNC	PS_DIVERSITY

Person Prior Work Experience

These application messages synchronize details of an employee's previous employers and jobs.

<i>Message Name</i>	<i>Table</i>
PERSON_PRIOR_WORK_SYNC PERSON_PRIOR_WORK_FULLSYNC	PS_PRIORWORK_EXPER PS_PRIORWRK_EX_LNG.

Personal Data

These application messages synchronize an employee or applicant's basic information, such as name, address, and email address.

<i>Message Name</i>	<i>Tables</i>
PERSON_BASIC_SYNC PERSON_BASIC_FULLSYNC	PS_EMAIL_ADDRESSES PS_PERS_DATA_EFFDT PS_PERS_NID PS_PERSONAL_DATA PS_PERSONAL_PHONE PS_NAMES PS_PERSONL_DTA_LNG PS_PERS_DTAEFF_LNG

Position Data

These application messages synchronize position data, such as position status, status date, effective date, and reason code.

<i>Message Name</i>	<i>Table</i>
POSITION_SYNC POSITION_FULLSYNC	PS_POSITION_DATA PS_POSN_DATA_LANG

School Table

These application messages synchronize school code, description, state, and school type information with an external system.

Message Name	Table
SCHOOL_SYNC	PS_SCHOOL_TBL
SCHOOL_FULLSYNC	PS_SCHOOL_TBL_LANG

State Table

These application messages synchronize state name, description, and abbreviation information.

Message Names	Table
STATE_SYNC	PS_STATE_NAMES_TBL
STATE_FULLSYNC	PS_STATE_NAMES_LNG

Workforce Data

These application messages synchronize workforce information, such as employee job history data (including actions taken, department, job code, location, and salary history), based on the records in the JOB_DATA panel group.

Message Name	Table
WORKFORCE_SYNC	PS_JOB
WORKFORCE_FULLSNYC	PS_EMPLOYMENT PS_EMPLOYMENT_LNG

See Also

PeopleTools PeopleBook: Integration Broker

PeopleSoft Time and Labor

The system brings labor costs into PeopleSoft Project Costing whenever a user needs estimates for billing. To do this the system uses tables, enterprise integration points, and other processes that are delivered with PeopleSoft Project Costing and PeopleSoft Time and Labor.

To enable data transfer from PeopleSoft Time and Labor to PeopleSoft Project Costing during a payroll period, PeopleSoft Time and Labor uses an estimation process that is linked with Payroll to summarize hours and labor expenses. These estimates are brought into PeopleSoft Project Costing as transactions with an analysis type of Time and Labor Accruals. To facilitate billing from estimates, the system creates Time and Labor for Billing rows (TLB) as part of the estimate process. The monetary amounts of these estimates are close to what the eventual pro rata amounts will be after the payroll close, but they are subject to change.

When setting up integration between PeopleSoft Project Costing and PeopleSoft Time and Labor, remember that you are working in two separate databases—PeopleSoft Financials and PeopleSoft HRMS. Therefore, information must be present in both databases before you can begin.

Six project prompt tables (along with the Project Team and Project Status tables) in PeopleSoft Time and Labor are populated by integration with PeopleSoft Project Costing.

Note. The prompt tables are synchronized between PeopleSoft Financials and PeopleSoft HRMS by means of application messaging. Refer to the enterprise integration documentation for more information.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Integrating with Time and Labor," Populating Time and Labor Tables with PeopleSoft Project Costing Data

PeopleTools PeopleBook: Integration Broker.

PeopleSoft Billing

The Contracts/Billing Interface application-engine process (CA_BI_INTFC) selects resource rows and creates bill lines in the Billing Interface tables (INTFC_BI and its related tables). After the Contracts/Billing Interface process has staged the billing data in these tables, the Billing Interface application engine process (BIIF0001) creates bills.

The Projects/Contracts Interface process (BIPCC000) moves data from Billing to Projects. It places all approved-billed rows in the Project Resource (PROJ_RESOURCE) table.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Processing Contracts Billing"

PeopleSoft General Ledger

PeopleSoft Project Costing has a built-in integration with PeopleSoft General Ledger through the Journal Generator for both single-sided and double-sided transactions.

Single-Sided Transactions

Single-sided transactions refer to transaction rows that either have no accounting implications or have yet to be matched with a corresponding debit or credit entry before being posted to the general ledger.

You can enter single-sided transactions into PeopleSoft Project Costing using the Add Transactions page or through integrations with other PeopleSoft or third-party applications.

Accounting rules determine the journal lines that are created from project transactions for all single-sided transactions that are sent to the general ledger. The Accounting Rules Engine process (PSA_ACCTGGL) uses the accounting rules to create double-sided entries, which are placed in the Common Accounting Line table (CA_ACCTG_LN_PC).

Double-Sided Transactions

Accounting entry templates are not necessary for distributing double-sided transactions. To distribute double-sided transactions that you created on the Resource Adjustments page in PeopleSoft Project Costing, run the Journal Generator using the PC_ADJUST run control with the PCDEFN accounting entry definition that is specified. This distributes the transactions to the Journal Header table (JRNL_HEADER) and Journal Line table (JRNL_LINE) in PeopleSoft General Ledger.

Then, you can retrieve posted journals back to PeopleSoft Project Costing with the GL to PC Interface process (PC_GL_TO_PC).

PeopleSoft Commitment Control

PeopleSoft Commitment Control is an optional feature of PeopleSoft General Ledger that enables you to control expenditures actively against predefined, authorized budgets. In particular, PeopleSoft Commitment Control enables you to:

- Create and maintain control budgets.
- Check actual transactions (such as actual expenditures and revenues) against control budgets.
- Check imminent future financial obligations (pre-encumbrances and encumbrances) against control budgets.
- Check recognized revenue against revenue estimate budgets.

When you set up the control budgets, you associate them with a particular PeopleSoft General Ledger business unit and designate amounts for them. You also define which kinds of transactions you will check against the control budgets. After the budgets are established, you check all of these transactions against the budgets, passing or failing the transactions depending on the remaining available budget amount and the degree of budgetary control that you set up for the budgets.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Integrating with PeopleSoft General Ledger"

PeopleSoft Project Costing 9.1 PeopleBook, "Integrating with Commitment Control"

PeopleSoft Receivables

The integration of PeopleSoft Receivables with PeopleSoft Project Costing provides project managers with accounts receivable items and revenue-related adjustments. As a result, project managers have information about the progress of a project in terms of the outstanding revenue.

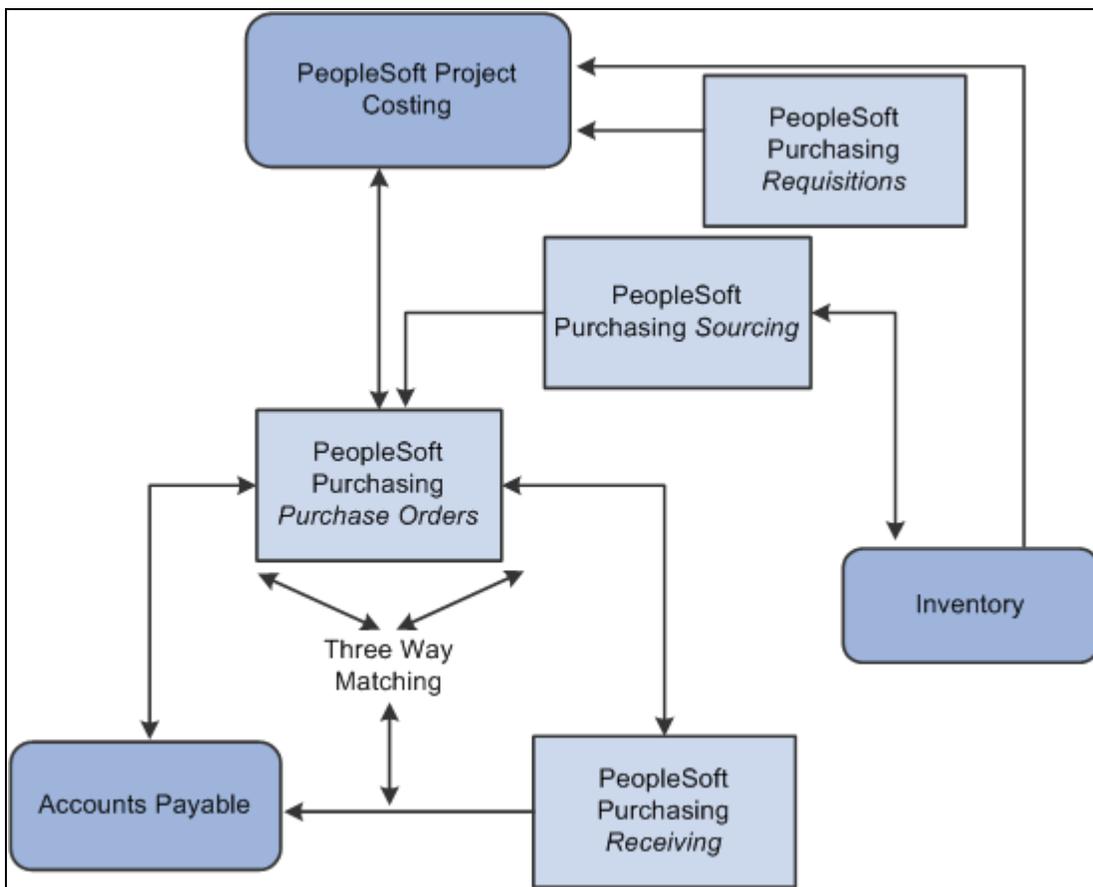
The Receivables Adjustments process (PC_AR_TO_PC) moves data from PeopleSoft Receivables to PeopleSoft Project Costing. The entry type and system functions for revenue-related adjustments in PeopleSoft Receivables are identified, and only those rows are moved to the Project Resource table.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Integrating with PeopleSoft Receivables"

The Procurement Process

You can enter requisitions into PeopleSoft Purchasing, then pull them into PeopleSoft Project Costing for tracking purposes. This diagram illustrates how PeopleSoft Project Costing manages the procurement process when it is integrated with PeopleSoft Purchasing, PeopleSoft Payables, and PeopleSoft Inventory:



The procurement process

PeopleSoft Purchasing

Data flows both ways between PeopleSoft Project Costing and PeopleSoft Purchasing. You can enter requisition lines directly into PeopleSoft Project Costing and then retrieve them through the Purchasing Requisition Loader and process them into requisitions in PeopleSoft Purchasing. Requisitions that are entered through another means in PeopleSoft Purchasing can be brought into PeopleSoft Project Costing as requisition lines. You can also pull transactions representing materials for which purchase orders have been created into PeopleSoft Project Costing as committed costs.

Use the Purchasing to Project Costing process (PC_PO_TO_PC) to pull requisitions or purchase orders into PeopleSoft Project Costing.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Tracking Procurement Costs"

PeopleSoft Inventory

After the sourcing routine in PeopleSoft Purchasing identifies an item on a requisition as an inventory item, you can check purchasing availability directly from PeopleSoft Purchasing or create and place a demand on the Inventory Demand Interface table (IN_DEMAND), where PeopleSoft Inventory picks it up. PeopleSoft Inventory then determines whether the demand can be fulfilled.

If it cannot be fulfilled, the demand is sent back to PeopleSoft Purchasing, and a purchase order is generated or the demand is back-ordered. If the demand can be fulfilled, the requested items are assigned to the project ID that you identify on the demand. The fulfilled demand is then placed by means of inventory costing on the Invoice Accounting Distribution table (CM_ACCTG_LINE), where PeopleSoft Project Costing can pick it up and bring it in as a resource transaction with an analysis type of ACT (actual cost).

Use the Inventory Process Request page to pull fulfilled demands into PeopleSoft Project Costing from PeopleSoft Inventory.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Tracking Procurement Costs," Integrating with PeopleSoft Inventory

PeopleSoft Payables

After you create a purchase order in PeopleSoft Purchasing, you can send it to PeopleSoft Payables. When you enter vouchers in PeopleSoft Payables for bills received, they go through a matching process. After the system matches a voucher, it is approved and posted to the AP Accounting Entries table (VCHR_ACCTG_LINE). Vouchers in this table that carry a PC distribution status of *N* can then be pulled into PeopleSoft Project Costing with a default analysis type of ACT.

Use the Process Request page to run the AP to PC Interface process (PC_AP_TO_PC) and pull approved vouchers into PeopleSoft Project Costing from PeopleSoft Payables.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Tracking Procurement Costs," Integrating with PeopleSoft Payables

Integration with Third-Party Systems

PeopleSoft Project Costing integrates with third-party systems by pulling data elements from external systems into corresponding fields in PeopleSoft Project Costing. The only requirement is that you can export the information out of your third-party systems to a database table or a flat file, and then import the information into the PeopleSoft Project Costing interface tables.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Integrating with Third-Party Applications"

Chapter 14

Setting Up and Using the Grants Portal

This chapter provides an overview of the PeopleSoft Grants Portal and the Grants portal security, lists common elements, and discusses how to:

- Set up the Grants portal.
- Stage data to the Grants portal.
- View award data.
- View project data.
- View personnel data.
- View transaction data.

Understanding the PeopleSoft Grants Portal

The PeopleSoft Grants portal is a central navigation page in PeopleSoft Enterprise Grants for award and project pages. The portal is a central launching point to navigate through the PeopleSoft Grants solution. It provides links to key grant management-related features and enables users to drill down to the details of transactions and documents.

The Grants portal enables principal investigators (PI) and project managers (PM) to access information about sponsored project efforts. The portal provides PIs and PMs immediate insight into essential information regarding awards so that they can manage fiscal responsibilities and work more productively when interacting with the PeopleSoft Grants solution. The portal provides access to financial (budget, commitment, actual), compliance, resource, and schedule information that is related to proposals and awards.

Understanding Grants Portal Security

This section discusses:

- Security layers.
- Access-level tables
- The Generate Award process.

Security Layers

The Grants portal security is set up in two layers.

First Layer of Security

The first layer of security is based on the users who are assigned to an award. The award PI and the grants administrator roles for the award are automatically granted access to award, project, and personnel pages when a new award is created in PeopleSoft Grants. This is performed by means of the Generate Award process and selecting the Add to Grants Portal Security check box.

An award PI can view all awards for which he or she is the project PI. The valid role is PROJECT_TEAM.PLAN_PROJROLE = PI.

A grants administrator can view all awards for which he or she is the grants administrator on the award. The valid role is GM_AWARD.GM_ADMIN_CNTCT.

Second Layer of Security

The second layer of security is based on the users who are assigned to a project. The project PI and the department administrator roles for the project are automatically granted access to project and personnel pages when a new project is created in PeopleSoft Grants. This is performed by means of the Generate Award process as long as the Add to Grants Portal Security check box is selected.

If a user is not assigned the role of project PI or department administrator, then the user is not granted access to view awards in the award portal pages.

During the Generate Award process, the system only gives access to project team members who:

- Have a role that matches a role on the Grants Portal Security – Access Rights page.
- Have the appropriate access rights, meaning:
 - The Award Page check box is selected.
 - The Access Code is Read Only Access or Read/Write Access.

An administrator can view all projects for which he or she is assigned as the department administrator. Valid roles include: GM_PRJ_DEPT.EMPID or PROJECT_TEAM.PLAN_PROJROLE = PROJ_ADMIN.

Note. The field for the project role is configurable for your organization. Your organization must assign the delivered configuration of PI to the principal investigator and the delivered configuration of project administrator to the administrator on the Project Team page. If your organization is not using the delivered configuration setup on the Grants Portal Security – Access Rights page for these roles, then security for the department administrator must be granted manually through the Award or Project Access pages.

Security to the Grants portal can be set up using these pages:

- The Global Security Access page.
- The PI/Project Manager Access page.
- The Division Access page.

- The Award Access page.
- The Project Access page.
- The Employee Access page.

Use the Global Security Access page to grant access to all awards and projects in the Grants portal. Employees entered on this page have access to all awards and projects. Additional employees (Emp ID) are granted access through one or more of four access pages: PI/Project Manager, Division, Award, and Project.

When using the PI/Project Manager Access page or the Division Access page, you grant access to users using the Assigned to Emplid. When selecting:

- Award or Project, you grant access to users by business unit and award ID or business unit and project ID.
- Employee, you view access to users by the union of Level 2 and Level 3 tables.

Access-Level Tables

Access-level tables are created when the Access Authority page is saved. Three access-level tables are available: Level 1, Level 2, and Level 3.

When you create the Level 1 table, the employee ID at the top of the page (Emp ID 1) is associated with all employee IDs that are in the grid (Emp ID 2).

Example of Access-Level Tables

This example displays how employee PI001 (Emp ID 1) is associated with employees EM001 and EM002 (Emp ID 2).

Level 1 table:

<i>Assigned By Employee ID</i>	<i>Employee ID</i>
PI001	PI001
PI001	EM001
PI001	EM002

The level 1 table populates the level 2 and level 3 tables. The level 2 table is used to access awards through the portal.

Level 2 table - Award:

<i>Employee ID</i>	<i>Award ID</i>
PI001	CON021
PI001	CON022
PI001	CON023

Employee ID	Award ID
EM001	CON021
EM001	CON022
EM001	CON023
EM002	CON021
EM002	CON022
EM002	CON023

The level 3 table is used to access projects through the portal.

Level 3 table - Project:

Employee ID	Project ID
PI001	PROJ115
PI001	PROJ116
PI001	PROJ117
EM001	PROJ115
EM001	PROJ116
EM001	PROJ117
EM002	PROJ115
EM002	PROJ116
EM002	PROJ117

See [Chapter 14, "Setting Up and Using the Grants Portal," Loading Award and Project Data to the Grants Portal, page 403.](#)

The Generate Award Process

The Generate Award process, as it relates to security, performs different tasks assuming the Add to Grants Security check box is selected and whether the Pre-award Spending check box is selected.

If the Add to Grants Security and the Pre-award Spending check boxes are selected, the system:

- Inserts all employees from the project team whose role matches the role in Grants Portal Security - Access Rights page into the level 3 table for the project (projects security).

- Inserts all employees who have global access into the level 3 table for the project.
- Inserts all employees who have division access into the level 3 table for the project if the major subdivision field on the project matches the division.

If the Add to Grants Security check box is selected and the Pre-award Spending check box is not selected, therefore an award is created, the system:

- Finds the department administrator and:
 - Inserts that employee into the level 2 table for the award.
 - inserts the employee ID of the department administrator into all associated projects for that award.
- Inserts the grant administrator into the level 2 table for the award.
- Finds all project team members who have a role that matches a role defined on Grants Portal Security - Access Rights page and:
 - Inserts those employees who have rights to access the award page into the level 2 record for the award.
 - Inserts those employees who have rights to access the project page into the level 3 record for the project.
- Finds all employees with global access and:
 - Inserts those employees into the level 2 record for the award;
 - Inserts those employees into the Level 3 record for all projects associated with the award.
- Finds all employees with division access and inserts those employees into the level 3 record for all projects associated to the award where the major subdivision on the project matches the division in the security.

Common Elements Used in This Chapter

As Of Date	Staging Process Date or As Of Date that is defined in the Financial Calculation Option section of the search page.
Average Monthly Burn Rate	$\text{Actual Amount} / [(\text{As Of Date} - \text{Period Start Date}) / 30]$.
Burn Rate	$(-1) \times \text{Remaining Balance} / \text{Budgeted Amount} + [(\text{Period End Date} - \text{As of Date}) / (\text{Period End Date} - \text{Period Start Date})]$.
Remaining Balance	$\text{Budgeted Amount} - \text{Actual Amount} - \text{Encumbrance Amount} - \text{Pre-Encumbrance Amount}$.
Remaining Month	$\text{Period End Date} - \text{As of Date}$.

Period End Date	Award End Date field, the Project End Date field, or the End Date of the Budget Period Through value that is entered in the Financial Calculation Option section of the search page.
Period Start Date	Award Begin Date field, Project Begin Date field, or the Start Date of the Budget Period From value that is defined in the Financial Calculation Option section of the search page.
Total Forecast Amount	Average Monthly Burn Rate \times Remaining Month.
Uncommitted Amount	Remaining Amount – Total Forecast Amount.
Uncommitted Percent	Uncommitted Amount / Budgeted Amount \times 100.00.

Setting Up the Grants Portal

This section discusses how to:

- Set up access rights by role.
- Set up global access to the Grants portal.
- Set up access to the Grants portal for principal investigators and project managers.
- Set up access to the Grants portal by division.
- Set up access to the Grants portal by award.
- Set up access to the Grants portal by project.
- Set up access to the Grants portal by employee.
- Add awards and projects to the Grants portal security tables.

Pages Used to Set Up the Grants Portal

Page Name	Definition Name	Navigation	Usage
Installation Options - Grants Portal	INSTALLATION_GMPT	Set up Financials/Supply Chain, Install, Installation Options, Grants Portal	Set up installation options for the grants portal. See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Setting Installation Options for PeopleSoft Applications," Defining Grants Portal Options.

Page Name	Definition Name	Navigation	Usage
Burn Rate Indicator Setup	GM_BU_BURN_INDC	Set up Financials/Supply Chain, Business Unit Related, Grants, Award Setup and BU Definition, Burn Rate Indicator Setup	Set up the burn rate indicator for spending. See Chapter 3, "Defining Your Operational Structure," Setting Up the Burn Rate Indicator for Spending, page 29.
Grants Portal Security - Access Rights	GM_PT_ACCESS	Set up Financials/Supply Chain, Security, Grants Portal Security	Set up access rights by role. This setup is required to access the Grants portal.
Grants Portal Security - Global Security Access	GM_PT_ACC_LEVEL_0	Grants, Grants Portal, Security Access, Grants Portal Global Access	Set up global access to the Grants portal. Use this page to determine the employees who have global access to the portal.
Grants Portal Security - PI/Project Manager Access	GM_PT_ACC_LEVEL_1	Grants, Grants Portal, Security Access, Grants Portal Access	Set up access to the Grants portal for principal investigators and project managers.
Grants Portal Security - Division Access	GM_PT_ACC_LEVEL_1	Select Grants, Grants Portal, Security Access, Grants Portal Access and click the Division link.	Set up access to the Grants portal by division.
Grants Portal Security - Award Access	GM_PT_ACC_LEVEL_2	Select Grants, Grants Portal, Security Access, Grants Portal Access and click the Award link.	Set up access to the Grants portal by award.
Grants Portal Security - Project Access	GM_PT_ACC_LEVEL_2	Select Grants, Grants Portal, Security Access, Grants Portal Access and click the Project link.	Set up access to the Grants portal by project.
Grants Portal Security - Employee Access	GM_PT_ACC_LEVEL_4	Select Grants, Grants Portal, Security Access, Grants Portal Access and click the Employee link.	Set up access to the Grants portal by employee.
Generate Award	GM_AWD_SETUP	Grants, Proposals, Generate Award	Add awards and projects to Grants portal security tables.

Setting Up Access Rights By Role

Access the Grants Portal Security - Access Rights page (Set up Financials/Supply Chain, Security, Grants Portal Security).

Grants Portal Security					
Access Rights					
SetID: SHARE					
Detail					
Project Role	Description	Award Level	Project Level	Access Code	
1	ADM Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Read Only Access	+ -
2	CADM Contract Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Read/Write Access	+ -
3	CPI Co-PI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Read/Write Access	+ -

Grants Portal Security - Access Rights page

Note. To access the Grants portal, this setup page is required.

Use this page to set up access rights by Set ID and project role. If a role is granted Read/Write Access on this page, then an employee who has that role can add additional employees on the PI/Project Manager Access page.

For example, if employee 001 has a project role of CPI (co-principal investigator), and the CPI role has a *Read/Write Access* value in the Access Code field on the Grants Portal Security - Access Rights page, then employee 001 can assign portal access to additional employees on the PI/Project Manager Access page.

- Project Role** Enter the role of the employee who is associated with the grant or project.
- Award Level** Select to enable the role to have access to awards.
- Project Level** Select to enable the role to have access to projects.
- Access Code** Select one of these values:
 - *No Access*: Prevent access to an employee who has that role.
 - *Read Only Access*: Enable an employee who has that role to view security rights.
 - *Read/Write Access*: Enable an employee who has that role to view, add, and modify employees on the PI/Project Manager Access page.

Setting Up Global Access to the Grants Portal

Access the Grants Portal Security - Global Security Access page (Grants, Grants Portal, Security Access, Grants Portal Global Access).

Grants Portal Security										
Global Security Access										
Employees Granted Global Portal Page Access										
Empl ID	Name	Award Page	Project Page	Security Administrator	End Date	Creation Date/Time	Last Update Date/Time	Last Update User ID		
KU0022	Turner,Cornelia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		07/28/2009 2:13:03.000000PM				

Grants Portal Security - Global Security Access page

Use this page to grant global security authorization to users. This page enables users (Emp ID 1) to have access to all awards and projects in the Grants portal. If you select the Security Administrator check box, the employee can assign distributed security access to other users to view portal pages.

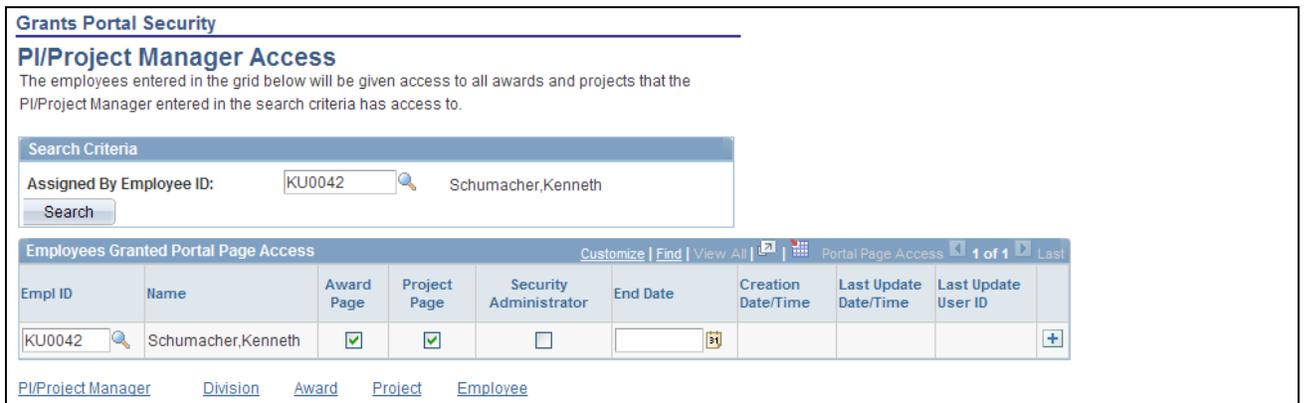
EmplID (employee identifier)	Enter the IDs of the employees who have global access to portal pages.
Award Page	Appears as selected because this employee has access to all awards.
Project Page	Appears as selected because this employee has access to all projects.
Security Administrator	Select if this employee has security administrator privileges for the portal.
End Date	Enter a date that indicates when the employee no longer has global access to the portal. When a date is entered in this field and the date has past, the employee no longer has access to new projects and awards.

Note. This field is for reference only. To revoke access for an employee, you must use the Grants Portal Security - Award Access, the Grants Portal Security Project Access, or the Grants Portal Security - Employee Access pages. However, if a new award is generated after the end date specified on this page, the system does not grant access to the employee.

Creation Date/Time	Displays the date and time that the employee was granted global access to the portal.
Last Update Date/Time	Displays the date and time that the employee's record was last updated.
Last Update User ID	Displays the user ID of the person who last updated the employee's record.

Setting Up Access to the Grants Portal for Principal Investigators and Project Managers

Access the Grants Portal Security - PI/Project Manager Access page (Grants, Grants Portal, Security Access, Grants Portal Access).



Grants Portal Security - PI/Project Manager Access page

Use this page to grant portal access to additional employees. The PI or PM is entered in the Assigned By Employee ID field and is the Assigned By Emp ID in the Level 1 table. The employees who are added to the EmplID field in the grid are the same as the Employee ID in the Level 1 table.

Employees who are entered in the grid are granted access to the same awards and projects that the employee entered in the Assigned By Employee ID field has access to and at the same level. However, you can deselect the Award Page and Project Page check boxes to remove access to the awards and projects.

The employee ID that is entered into the Assigned By Employee ID field must meet one of these conditions:

- The employee ID has a role that is listed on the Grants Portal Security - Access Rights page, where the Award Level check box is selected and the Access Code field has a value of *Read/Write Access* or *Read Only Access*.
- The employee ID is listed on the Global Access page or the PI/Project Manager Access page with the Security Administrator check box selected.

To grant portal access to additional employees:

1. The PI or PM enters an employee ID in the Assigned By Employee ID field.
2. Click the Search button.
3. Add additional employees in the EmplID field within the grid.
4. Complete the Award Page, Project Page, Security Administrator, and End Date fields.
5. Click the Add button to add more rows.
6. Click the Save button to save the information to the Level 1 table.

Assigned By EmpID (assigned by employee ID) Select the ID of the employee who has the authority to grant access to other employees. This is the assigned by employee ID in the Level 1 table.

Search Click to search for employees after entering a value in the Assigned By EmpID field. All employees who are associated with the assigned by employee ID in the Level 1 table are displayed in the grid. If no employees are associated with the assigned by employee ID, then only the assigned by employee ID is displayed in the grid.

EmpID	Select employees to grant access to the portal. This employee ID becomes the EmpID in the Level 1 table. <hr/> Note. All employee IDs are available in this selection field. <hr/>
Award Page	Select to allow the EmpID in the grid to have access to the same Award Summary and Award Detail pages that the assigned by employee ID has access to. This creates a row in the Level 2 table.
Project Page	Select to allow the EmpID in the grid to have access to the same Project Summary and Project Detail pages that the assigned by employee ID has access to. This creates a row in the Level 3 table
Security Administrator	Select to indicate that the employee ID in the grid can grant portal access to other employees.
End Date	Enter a date that indicates when the employee (EmpID) no longer has access to the portal. When a date is entered in this field and the date has past, the employee will no longer have access to new projects and awards. <hr/> Note. This field is for reference only. To revoke access for an employee, you must use the Grants Portal Security - Award Access, the Grants Portal Security - Project Access, or the Grants Portal Security - Employee Access page. <hr/>
Creation Date/Time	Displays the date and time that the employee was granted access to the portal.
Last Update Date/Time	Displays the date and time that the employee's record was last updated.
Last Update User ID	Displays the user ID who last updated the employee's record.

Setting Up Access to the Grants Portal by Division

Access the Grants Portal Security - Division Access page (Grants, Grants Portal, Security Access, Grants Portal Access, click the Division link).

Grants Portal Security

Division Access
 The PI/Project Manager entered in the Search Criteria will be given access to all projects in the division (s) listed in the grid that the employee who is logged in has access to.

Search Criteria

PI/Project Manager: Schumacher,Kenneth

Granted Access to Divisions Customize | Find | View All | Portal Page Access | 1-3 of 3 | Last

Division	Description	Award Page	Project Page	Security Administrator	End Date	Creation Date/Time	Last Update Date/Time	Last Update User ID	
<input type="text" value="90200"/>	School of Medicine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			07/28/09 2:32:39PM	VP1	<input style="float:right" type="button" value="+"/>
<input type="text" value="90210"/>	Biology Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		07/28/09 2:32:13.000000PM	07/28/09 2:32:39PM	VP1	<input style="float:right" type="button" value="+"/>
<input type="text" value="90300"/>	School of Engineering	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		07/28/09 2:31:45.000000PM	07/28/09 2:32:39PM	VP1	<input style="float:right" type="button" value="+"/>

[PI/Project Manager](#) [Division](#) [Award](#) [Project](#) [Employee](#)

Grants Portal Security - Division Access page

Use this page to grant access to the employee entered in the Search Criteria section. Access is granted to all projects within the division that the person who is logged in has access to. The Division field is the same as the Subdivision field on the Project Department page.

PI/Project Manager

Select the employee ID of the employee who has the authority to grant access to other employees. This is the Emp ID in the Level 1 table. The employee IDs that are available to select from are:

- Employee IDs that have a role that is listed on the Grants Portal Security - Access Rights page, where the Award Level check box is selected and the Access Code is *Read/Write Access* or *Read Only Access*.
- Employee IDs that are listed on the Global Access page or the PI/Project Manager Access page with the Security Administrator check box selected.

Search

Click to search for divisions after entering a value in the PI/Project Manager field. All divisions that are associated with the PI/Project Manager in the Level 1 table appear in the grid.

Division

Select a division to provide all employees in that division access to the same awards and projects that the PI or PM has access to. Select a division to provide the employee in the PI/Project Manager field access to the same projects that the operator ID has access to. This field is equal to the Subdivision field on the Project Department page.

Award Page

Select to enable the EmpID in the grid to have access to the same Award Summary and Award Detail pages that the assigned by employee ID has access to. This selection creates a row in the Level 2 table.

Project Page

Select to enable the EmpID in the grid to have access to the same Project Summary and Project Detail pages that the assigned by employee ID has access to. This selection creates a row in the Level 3 table

Security Administrator	Select to indicate that the EmpID in the grid can grant security authorization to other employees.
End Date	Enter a date that represents the last date that the employee can access awards and projects within the division that is specified in the grid. For example, if the employee can access all awards and projects, within the division, until the end of the year, then enter December 31, YYYY as the end date. When a date is entered in this field and the date has past, the employee will no longer have access to new projects and awards.
	<hr/> Note. This field is for reference only. To revoke access for an employee, you must use the Award Access, Project Access, or Grants Portal Security - Employee Access pages. <hr/>
Creation Date/Time	Displays the date and time that the employee was granted division access to the portal.
Last Update Date/Time	Displays the date and time that the divisions record was last updated.
Last Update User ID	Displays the ID of the user who last updated the division record.

Setting Up Access to the Grants Portal by Award

Access the Grants Portal Security - Award Access page (Grants, Grants Portal, Security Access, Grants Portal Access, click the Award link).

Grants Portal Security

Award Access

Search Criteria

Business Unit: Award ID: The effects of insulin on laboratory rats

Select	*Empl ID	Name	Award Page	Personnel Page	End Date	Creation Date/Time	Last Update Date/Time	Last Update User ID	
<input type="checkbox"/>	<input type="text" value="KU0042"/>	Schumacher,Kenneth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	08/07/2009 11:58:42.000000AM	08/07/2009 11:58:42AM	SAMPLE	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text" value="KU0002"/>	Sherwood,Douglas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	08/17/2009 10:33:07.000000AM	08/17/2009 10:34:00AM	VP1	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text" value="KU0006"/>	Scott,William	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	08/17/2009 10:33:22.000000AM	08/17/2009 10:33:59AM	VP1	<input type="button" value="+"/>

Select All Clear All

[PI/Project Manager](#) [Division](#) [Award](#) [Project](#) [Employee](#)

Grants Portal Security - Award Access page

Use this page to grant access to employees by business unit and award ID. This page also grants access to the projects of the award specified in the Award ID field. If you use the Grants Portal Security - Global Access page, the Grants Portal Security - PI/Project Manager Access page, or the Grants Portal Security - Division Access page to add employees, this page is prepopulated with those employee IDs.

Any changes made to the Grants Portal Security - Award Access or the Grants Portal Security - Project Access pages overrides entries made to the Grants Portal Security - PI/Project Manager Access page and the Grants Portal Security - Division Access page.

Business Unit Select a business unit that represents the award business unit.

Award ID Select the ID of the award to which you want to grant access.

Note. Only awards that the logged in employee has access to appear in the award prompt.

Search Click to search for employees after entering a value in the Business Unit and Award ID fields. If the system does not find results, the system populates the grid with:

- All employees on the project team whose role in security allows access to the award.
- If the project team member has a role setup in the Grants Security page and that role has award access, then that team member appears in the grid.
- The contract administrator.
 - The Grants contract administrator.

Select	Select a check box to revoke access to the award for the employee.
EmpID	Select employees to grant access to the award.
Award Page	<p>Select to allow the employee ID in the grid to have access to the same Award Summary and Award Detail pages to which the assigned by employee ID has access. A row is created in the Level 2 table. When this page is saved, the system adds all projects that are associated with the award into the Level 3 table.</p> <p>Deselect to remove access to a specific award. This field is considered an override field to a level 1 setup page. For example, a principal investigator grants access to employee KU44 using the Grants Portal Security - PI/Project Manager Access page (level 1). This grants employee KU44 access to three awards. These awards appear on the Grants Portal Security - Award Access page with the Award Page check box selected. If the PI wants to remove access to one of the awards, the PI can deselect the Award Page check box for that award.</p> <p>This option should be used instead of the Revoke Selected Access button to provide the employee access to personnel information for the project but remove access to the Award page. For example, if the Award Page check box is deselected on the Grants Portal Security - Award Access page and the Personnel Page check box is selected on the Grants Portal Security - Project Access page, then the employee continues to have access to personnel information for the project.</p>
Personnel Page	Select to indicate that the employee can view personnel information on the Personnel Summary and the Personnel Cost Details pages for the project. If the user selects this check box, the system automatically selects the personnel flag for all projects that are associated with this award on the Grants Portal Security - Project Access page.
End Date	Enter a date that represents the last date that the employee has access to the award through the portal. For example, if the employee can access award data through the portal until the end of the year, then enter December 31, YYYY as the end date.
	<hr/> <p>Note. This value does not affect the end date on the page.</p> <hr/>
Creation Date/Time	Displays the date and time that the employee was granted access to the award.
Last Update Date/Time	Displays the date and time that the employee's record was last updated.
Last Update User ID	Displays the ID of the user who last updated the employee's record.

Revoke Selected Access

Click after selecting multiple rows to revoke the employee's access to the award. After clicking this button, enter the access revoke date, and click OK. The end date is updated for all selected rows.

Note. This option only revokes access to the award, not the project that is attached to the award.

Setting Up Access to the Grants Portal by Project

Access the Grants Portal Security - Project Access page (Grants, Grants Portal, Security Access, Grants Portal Access, click the Project link).

Grants Portal Security
Project Access

Search Criteria
 PC Business Unit: Project: Include Team Member?
 Research on Sleep and Sleep Di

Select	Empl ID	Name	Project Page	Personnel Page	End Date	Creation Date/Time	Last Update Date/Time	Last Update User ID
<input type="checkbox"/>	<input type="text" value="KU0002"/>	Sherwood, Douglas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	08/17/2009 10:34:00.000000AM	08/17/2009 10:34:00AM	VP1
<input type="checkbox"/>	<input type="text" value="KU0006"/>	Scott, William	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	08/17/2009 10:33:59.000000AM	08/17/2009 10:33:59AM	VP1
<input type="checkbox"/>	<input type="text" value="KU0042"/>	Schumacher, Kenneth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	08/07/2009 11:58:42.000000AM	08/07/2009 11:58:42AM	SAMPLE

Select All Clear All

[PI/Project Manager](#) [Division](#) [Award](#) [Project](#) [Employee](#)

Grants Portal Security - Project Access page

Use this page to grant access to employees by business unit and project ID. If you use the Grants Portal Security - Global Access page, the Grants Portal Security - PI/Project Manager Access page, or the Grants Portal Security - Division Access page to add employees, this page is prepopulated with those employee IDs.

Any changes made to the Grants Portal Security - Award Access or the Grants Portal Security - Project Access pages overrides entries made to the Grants Portal Security - PI/Project Manager Access page and the Grants Portal Security - Division Access page.

Business Unit

Select a business unit that represents the project business unit.

Project ID

Select the ID of the project to which you want to grant access. Only projects that the logged in employee has access to appear in the prompt list.

Include Team Member

Select to populate the grid with all project team members. This option streamlines the process of adding multiple employees to the grid.

Search	Click to search for employees after entering a value in the Business Unit and Project ID fields. If no results are found, the system populates the grid with all project team members whose role in security allows access to the project.
Select	Select to revoke access to the project for the employee.
EmpID	Select employees to grant access to the project.
Project Page	<p>Select to allow the EmpID in the grid to have access to the same Project Summary and Project Detail pages to which the assigned by employee ID has access. A row is created in the Level 3 table.</p> <p>Deselect to remove access to a specific project. This field is considered an override field to a level 1 setup page. For example, a principal investigator grants access to employee KU44 using the Grants Portal Security - PI/Project Manager Access page (level 1). This field grants employee KU44 access to three projects. These projects appear on the Grants Portal Security - Project Access page with the Project Page check box selected. If the PI wants to remove access to one of the projects, the PI can deselect the Project Page check box for that project.</p>
Personnel Page	<p>Select to indicate that the employee can view personnel information on the Personnel Summary and the Personnel Cost Details pages for the project.</p> <p>If the Personnel Page check box is selected on the Grants Portal Security - Award Access page for the award that is associated with this project, then the Personnel Page check box is automatically selected on the Grants Portal Security - Project Access page.</p> <p>Deselect this check box to prevent the employee access to the Personnel Summary and the Personnel Cost Details pages.</p>
End Date	<p>Enter a date that represents the last date that the employee has access to the project through the portal. For example, if the employee can access project data through the portal until the end of the year, then enter December 31, YYYY as the end date.</p> <hr/> <p>Note. This value does not affect the end date of the award.</p> <hr/>
Creation Date/Time	Displays the date and time that the employee was granted access to the project.
Last Update Date/Time	Displays the date and time that the employee's record was last updated.
Last Update User ID	Displays the user ID who last updated the employee's record.
Revoke Selected Access	<p>Click after selecting multiple rows. This action revokes the employee's access to the project. After clicking this button, enter the access revoke date, and click OK. The end date is updated for all selected rows.</p> <hr/> <p>Note. This option only revokes access to the project, not the awards that are attached to the project.</p> <hr/>

Setting Up Access to the Grants Portal by Employee

Access the Grants Portal Security - Employee Access page (Grants, Grants Portal, Security Access, Grants Portal Access, click the Employee link).

Grants Portal Security										
Employee Access										
Search Criteria										
Employee ID: KU0006 Scott, William										
<input type="button" value="Search"/>										
Employees Granted Portal Page Access Details										
Select	Access Level	Business Unit	Award ID	PC Business Unit	Project ID	Award Page	Project Page	Personnel Page	End Date	Creation
<input type="checkbox"/>	Award	EGV05	CON000000000028			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		08/17/200 10:33:22.0
<input type="checkbox"/>	Project	EGV01	GL-0001	EGV01	GL-0001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		08/17/200 10:33:59.0
<input type="checkbox"/>	Project	EGV01	GL-0002	EGV01	GL-0002	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		08/17/200 10:34:00.0
<input type="checkbox"/>	Project	EGV01	GL-0004	EGV01	GL-0004	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		08/17/200 10:34:00.0

Grants Portal Security - Employee Access page

Use this page to display all awards and projects to which an employee has access. The only update allowed on this page is to revoke access to awards and projects. This option uses the union of the Level 2 and Level 3 tables and displays all awards and projects for an employee ID.

- Employee ID** Enter the ID of the employee to view all awards and projects to which the employee has access.
- Select** Select to revoke the employee's access to awards and projects.
- Access Level** Displays the access level that is associated with the employee.
- Business Unit** Displays the business unit associated with the award or project.
- Award ID** Displays all awards to which the employee has access.
- PC Business Unit** Displays the Project Costing business unit associated with the project
- Project ID** Displays all projects to which the employee has access.
- Award Page** Displays if the employee has access to award pages. This field is display-only.
- Project Page** Displays if the employee has access to project pages. This field is display-only.
- Personnel Page** Displays if the employee has access to personnel pages. This field is display-only.

- End Date** Enter a date that represents the last date that the employee has access to the project through the portal. For example, if the employee can access project data through the portal until the end of the year, then enter December 31, YYYY as the end date.
- Creation Date/Time** Displays the date and time that the employee was granted access to the project.
- Last Update Date/Time** Displays the date and time that the employee record was last updated.
- Revoke Selected Access** Click after selecting multiple rows. This revokes the employee's access to the selected award or project. After clicking this button, enter the access revoke date, and click OK. The end date is updated for all selected rows. Alternatively, you can enter a date in the End Date column for individual awards or projects.

Adding Awards and Projects to the Grants Portal Security Tables

Access the Generate Award page (Grants, Proposals, Generate Award).

Generate Award

From Proposal: PC00000000000007 To Award: PC00000000000007

From Version: V101 Pre-award Spending Add to Grants Portal Security?

Project Find | View All | First 1 of 2 | Last

Primary Project

From Project: PC00000000000007 Protein's struct II Project: PC00000000000007

Budget			
	From Budget	Activity	Description
<input checked="" type="checkbox"/>	CONSULTATION I	CONSULTATION I	CONSULTATION I

Generate

Generate Award page

Note. Oracle recommends that you use PeopleSoft security to control access to the Staging Labor Cost Data and the Staging Labor Cost Errors pages, and that the staging tables are not placed in a query access group. You should take precautions to security the labor data files while they exist on the system before loading them to the staging tables because the labor cost data files contain information that may be considered to be confidential.

Add to Grants Portal Security?

Select to grant portal security to employees who have:

- Access rights to the Award page and the Project page, which is defined on the Grants Portal Security - Access Rights page.
- Global access, which is defined on the Grants Portal Security - Global Security Access page.
- Division access, which is defined on the Grants Portal Security - Division Access page.

When selected, rows are added to the Level 2 and Level 3 tables based on Grants portal security. If deselected, all security must be granted manually.

Note. When this option is selected, all users that are associated with the department and division are automatically granted access to the awards and projects selected on this page. This selection eliminates the need to assign individual security using the Access Authority pages. In addition, all users who have global access receive access to the awards and projects using this process.

Generate

Click to run the Generate Award process. If the Add to Grants Portal Security? check box is selected and a contract has been generated, then the award and project is added to portal security.

Staging Data to the Grants Portal

This section discusses how to:

- Load data to the staging tables.
- Correct errors from the Staging Labor Costs Data process.
- Load award and project data to the Grants portal.
- Update security tables post award.

Pages Used to Stage Data to the Grants Portal

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Staging Labor Cost Data	GM_PT_RUN_CNTL_E	Grants, Grants Portal, Staging Data, Staging Labor Cost Data	Load data to the staging tables.
Staging Labor Cost Errors	GM_PT_EFFORT_ERR	Grants, Grants Portal, Staging Data, Staging Labor Cost Errors	Correct errors from the Staging Labor Cost Data process.

Page Name	Definition Name	Navigation	Usage
Staging Award Project Data	GM_PT_RUN_CNTL	Grants, Grants Portal, Staging Data, Staging Award/Project Data	Load award and project data to the Grants portal.
Grants Portal Security Process	GM_PT_RUN_SECTY	Grants, Grants Portal, Staging Data, Grants Portal Security Process	Update security tables post award.

Loading Data to the Staging Tables

Access the Staging Labor Cost Data page (Grants, Grants Portal, Staging Data, Staging Labor Cost Data).

Use the Staging Labor Cost Data (GM_PT_EFFORT) process to load payroll commitment and effort custom data to the Grants portal effort staging table. This process reads effort data from a CSV file, inserts the correct data into the effort table (GM_PT_EFFORT), and inserts data with errors into the effort error table (GM_PT_EFFORT_ER). The data appears on the Personnel Summary and Personnel Detail pages.

File Name Enter the location and name of the file.

Imported File

The file must be a CSV file that uses a comma as the delimiter. The file must be in this format before being imported:

Field	Field Type	Field Length	Comments
Projects Business Unit	Character	5	
Project ID	Character	15	
Activity ID	Character	15	
Transaction Date	Date	10	Must be YYYY/MM/DD
Employee ID	Character	11	
Accounting Date	Date	10	Must be YYYY/MM/DD
Account	Character	10	
Department ID	Character	10	
Operating Unit	Character	8	
Product	Character	6	
Fund Code	Character	5	

Field	Field Type	Field Length	Comments
Class Field	Character	5	
Program Code	Character	5	
ChartField 1	Character	10	
ChartField 2	Character	10	
ChartField 3	Character	10	
Resource Type	Character	5	
Resource Category	Character	5	
Resource Sub Category	Character	5	
Job Code	Character	6	
Paid Amount	Signed Number	28	Decimal positions = 3
Salary Amount	Signed Number	15	Decimal positions = 2
Currency Code	Character	3	
Effort	Number	13	Decimal positions = 2
Budget Reference	Character	8	
GL Business Unit	Character	5	

Correcting Errors from the Staging Labor Cost Data Process

Access the Staging Labor Cost Errors page (Grants, Grants Portal, Staging Data, Staging Labor Cost Errors).

Use this page to correct errors from the Staging Labor Cost Data process. When the corrections are saved the system moves the corrected data from the error table to the effort table.

Error Click to view the error message.

Save Click to save any changes made to the fields in error and to rerun the Staging Labor Cost Data process (GM_PT_EFFORT). All errors must be fixed prior to saving the page. You cannot save the page if there are errors on any of the rows.

Note. Only the first error message is captured and written to this page. If a row has more than one error, then you receive all of the appropriate prompt errors after they appear on the page.

Note. If the process is run twice with the same file name a message appears in the Message Log indicating that a file with the same name exists. This is only a warning to prevent duplicates. The file loads regardless of the duplicate file name.

Loading Award and Project Data to the Grants Portal

Access the Staging Award/Project Data page (Grants, Grants Portal, Staging Data, Staging Award/Project Data).

Staging Award/Project Data page

Use the Staging Award/Project Data (GM_PT_STAGE) process to load information such as award, project, budget, expenditure, encumbrance, preencumbrance, invoice, payment, and so on into the portal pages. This data appears on portal pages such as the Award Summary, Award Detail, Project Summary, Project Detail, Expenditure, Encumbrance, Pre-Encumbrance, and Invoices and on Payments inquiry pages. When you run subsequent processes, the process deletes the existing data specified on the run control in all staging tables and then inserts new data.

Include Closed Award within Days Select to indicate that you want to include closed awards that fall within the last x number of days, which is indicated in the Days field. All projects associated with the award are processed.

Note. The larger the number of days entered in the Days field, the larger the volume of data, which could affect performance.

Include Closed Projects within Days Select to indicate that you want to include closed projects that fall within the last x number of days, which is indicated in the Days field.

Note. The larger the number of days entered in the Days field, the larger the volume of data, which could affect performance.

Award – Business Unit Select the business unit from which to select awards. All awards for the business unit and all projects that are associated with the award are processed.

Project – PC Business Unit Select the business unit from which to select projects. All projects for the business unit are processed. Use this field for pre-award projects.

Updating Security Tables Post Award

Access the Grants Portal Security Process page (Grants, Grants Portal, Staging Data, Grants Portal Security Process).

The screenshot displays the Grants Portal Security Process page. At the top, it shows 'Run Control ID: weekly' and navigation links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located in the top right corner. Below this, there is a section titled 'Option' with a 'Process Option' dropdown menu set to 'Business Unit'. A search bar labeled '*Business Unit:' is also present.

Grants Portal Security Process page

Use the PeopleSoft Grants Portal Security Application Engine process (GM_PT_SECURITY) to update portal security tables when security changes are made after the Generate Award process has run.

For example, is a security change is made in the following situations post award:

- A project is added for an existing contract.
- A project is deleted for an existing contract.
- The Add to Grants Portal Security? check box was not selected, but should have been selected, during the Generate Award process.
- When the Pre-award Spending check box is selected and the Add to Grants Portal Security? check box was not selected, but should have been selected.

If these situations occur you should run the Grants Portal Security process to update the security tables and then run the Staging Data process.

As an alternative, you can schedule the two processes to run on a regular basis, as long as the Grants Portal Security process is scheduled first and the Staging Data processes are scheduled second.

Process Option

Select one of these options:

Business Unit : When selected you must also enter the business unit.

Contract Number : When selected, you must also enter the business unit, and optionally a contract number.

Pre-Spending Project ID : When selected, you must also enter the business unit, and optionally a project ID.

Process Options

When *Business Unit* is selected:

- The system deletes all records from the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), where all of the associated projects are deleted for the business unit that is entered on the page.
- The system adds all records to the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), for all of the associated projects that were added for the business unit that is entered on the page.

When *Contract Number* is selected:

- The system deletes all records from the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), for the business unit and contract number entered on the page.
- The system adds all records to the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), for the business unit and contract number entered on the page.
- If a new contract was previously added in Grants Portal Security, the system adds all records to the award level security table (GM_PT_ACC_LVL2) and the project level security table (GM_PT_ACC_LVL3), for the business unit and contract number entered on the page.

This option addresses the situation where the Add to Grants Portal Security? check box was not selected, but should have been selected during the Generate Award process.

When *Pre-Spending Project ID* is selected, and a new contract was previously added in Grants Portal Security, the system adds all records to the project level security table (GM_PT_ACC_LVL3), for the business unit and project entered on the page.

This option addresses the situation where the Pre-award Spending check box was selected and the Add to Grants Portal Security? check box was not selected, but should have been selected during the Generate Award process.

Viewing Award Data

This section lists common elements used in this section and discusses how to:

- View summary information for awards.
- View detail information for awards.
- View demographic information for awards.
- View project information for awards.
- View budget status information for awards.

Common Elements Used in This Section

Institution & Sponsor Links	Click to access the Sponsor websites page.
Funding Allocations	Click this link to access the Review Award Modifications page.
Milestone Notifications	Click this link to access the Milestone Notification History page.
Protocols	Click this link to access the Protocols page
Award Attachment	Click this link to access the Contract - Attachments page.
Reports	Click this link to access the Administration page of the Report Manager option for Reporting Tools.

Pages Used to View Award Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Award Summary	GM_PT_AWD_SUMMARY	Grants, Grants Portal, Award Information, Award Summary	View summary information for awards.
Award Detail	GM_PT_AWD_DETAIL	Grants, Grants Portal, Award Information, Award Detail	View detail information for awards.
Award Detail - Demographic	GM_PT_AWD_DEMO	Grants, Grants Portal, Award Information, Award Detail, Demographic	View demographic information for awards.
Award Detail - Project	GM_PT_AWD_PROJ	Grants, Grants Portal, Award Information, Award Detail, Project	View project information for awards.
Award Detail - Budget Status	GM_PT_AWD_BUD	Grants, Grants Portal, Award Information, Award Detail, Budget Status	View budget status information for awards

Viewing Summary Information for Awards

Access the Award Summary page (Grants, Grants Portal, Award Information, Award Summary).

Award Summary Search Option

Hello, Kenneth Schumacher You have 1232 new items in your worklist. Last Process Date/Time: 08/07/2009 1:20:28PM

Financial Calculating Option

Balances: Both Include FA

Budget Period From: Through: Bud Ref: Recalculate

Date Selection: As of Date

Burn Rate Indicator

- Potential Under Spending
- Average Rate Spending
- Potential Over Spending

Detail

Demographics Financial Compliance

		Award ID	Award Title	Primary Project	Project Title	Award Begin Date	Award End Date	Sponsor	Reference Award Number	Award Type	Purpose	Award
<input checked="" type="checkbox"/>	▼	CON000000000028	The effects of insulin on laboratory rats	00000000000163	The effects of insulin on labo	10/01/2004	09/30/2009	National Institute of Health		Grant	BARE	Schurr
<input checked="" type="checkbox"/>	●	PI-PRP001	The effects of insulin on laboratory rats	PI-PRJ10	The effects of insulin on labo	01/01/2008	12/31/2008	National Institute of Health	112	Grant	BARE	Schurr
<input checked="" type="checkbox"/>	▼	PI-PRP003	The effects of insulin on human	PI-PRJ30	The effects of insulin on huma	01/01/2007	12/31/2009	National Institute of Health	333	Grant	INST	Kesle

Award Summary page (1 of 2)

<input checked="" type="checkbox"/>	●	PI-PRP005	Research on Sleep and Sleep Disorders	PI-PRJ50	Research on Sleep and Sleep Di	01/01/2007	12/31/2011	Department of Health & Human Services	555	Grant	CLIN	Schurr
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Deselect All

Total Amount of Selected Items			
Selected:	5	Expended:	201,847,500.00
Funded:	5,085,553,450.00	Encumbered:	400,036,600.00
Budgeted:	5,085,083,900.00	Pre-Encumbered:	7,644,012.15
		Remaining Balance:	4,475,555,787.85

Institution & Sponsor Links

[Return to Grants Portal](#)

Award Summary page (2 of 2)

Use this page to view a complete list of awards that are unique to the ID of the user who is logged into the portal. This page is the primary portal page when the portal is accessed by each user.

You have # new items in your worklist Displays the number of items in the user's worklist.

Last Process Date/Time Displays the date and time derived from the completion of the application engine process used to update the information displayed in the portal.

Balances	Select an option to control how the balances in the Financial tab are calculated. Options include: <ul style="list-style-type: none"> • <i>Both</i>: Select to display sponsor, cost share budget, expenditure, encumbrance, and preencumbrance balances on the Financial tab. • <i>Cost Share</i>: Select to display only cost share financial balances on the Financial tab. • <i>Sponsor</i>: Select to display only sponsor financial balances on the Financial tab.
Include F&A (include facilities and administration)	Select to allow users to include F&A budget and expenditure totals in the Budget and Expenditure columns on the Financial tab.
Budget Period From	Select the budget period begin date to use when calculating balances on the Financial tab.
Thru	Select the budget period end date to use when calculating balances on the Financial tab.
Bud Ref (budget reference)	The label of this field is determined by the option selected in the Budget Group By field on the Installation Options - Grants Portal page. For example, if you select <i>Budget Ref</i> as the budget group by, then the system displays Bud Ref as the field label. If you select <i>Account</i> as the budget group by, then the system displays Account as the field label. Depending on the field label, the system displays the field value.
Date Selection	Select one of these options: <ul style="list-style-type: none"> • <i>As of Date</i> and enter a specific date in the field to the right. • <i>Month End</i> and select a month in the field to the right.
Recalculate	Click to recalculate totals displayed in the grid and on the Financials tab if you change information in the Financial Information Calculation Options group box.
Burn Rate Indicator	Displays the burn rate indicator definitions. Burn rate indicator percentages are defined on the Burn Rate Indicator Setup page. <u>See Chapter 3, "Defining Your Operational Structure," Setting Up the Burn Rate Indicator for Spending, page 29.</u>
 Demographics	
(check box)	Select this check box, and then click the Update Total Amount button to update the information displayed in the Total Amount of Selected Items group box.
(burn rate indicator)	Displays the burn rate indicator for the award.

Award ID	Displays awards by award number in ascending order. Click this link to access the Award Details Inquiry page
Award Title	Displays the award title. Click this link to access the Award Profile page.
Primary Project	Displays the primary project as a link. Click this link to access the Project Details Inquiry page.
Project Title	Displays the short title of the project. Click this link to access the Project - General Information page.
Sponsor	Displays the sponsor for the award. Click this link to access the Award Sponsor page.
Contact PI (contact principal investigator)	Displays the contact PI.

Total Amount of Selected Items

Selected	Displays the number of awards selected on the page. To update this value, select the check box to the left of the award ID and click the Update Total Amount button.
Funded, Budgeted, Expended, Encumbered, Pre Encumbered, Remaining Balance, Invoiced, Received, Unpaid	Displays the sum of the named column, which is displayed on the Financial tab, for the selected items.
Update Total Amount	Click to recalculate the Total Amount of Select Items fields.

Funded

Funded	Displays the funded amount for the award. Click the amount link to access the Funding Inquiry page. This amount includes F&A regardless of whether the Include F&A check box is selected in the Financial Information Calculation Options group box.
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Budgeted	<p>Displays the budgeted amount for the award. Click the amount link to access the Award Details Inquiry - Budgets page. The calculation for this amount depends on the values in the Balances, Budget Period From, and Thru fields in the Financial Information Calculation Options group box. Only Funded amounts for which the PC distribution status is <i>D</i> are included in the Budgeted amount total.</p> <hr/> <p>Note. This may differ from budget amount displayed on the Funding Inquiry page because the criterion is different when the amount is displayed.</p> <hr/> <p>If the Include F&A check box is selected, then the amounts that are included in the accounts, which are selected in the FA Accounts section of the Facilities Admin Options page, are included in the budgeted amount.</p>
Expended	<p>Displays the expended amount for the award. Click the amount link to access the Expenditure Details Inquiry page. The calculation for this amount depends on the values in the Balances, Budget Period From, and Thru, Date Selection, and Budget Group By fields in the Financial Information Calculation Options group box. If the Include F&A check is selected, then amounts that have a commitment control amount type of 7 are included. See the following table that explains how the data is selected.</p>
Encumbered	<p>Displays the encumbered amount for the award. Click the amount link to access the Encumbrance Details Inquiry page. The calculation for this amount depends on the values in the Balances, Budget Period From, and Thru fields in the Financial Information Calculation Options group box. F&A is not calculated on encumbrances. See the following table that explains how the data is selected.</p>
Pre Encumbered	<p>Displays the pre-encumbered amount for the award. Click the amount link to access the Pre Encumbrances Details Inquiry page. The calculation for this amount depends on the values in the Balances, Budget Period From, and Thru fields in the Financial Information Calculation Options group box. F&A is not calculated on preencumbrances. See the following table that explains how the data is selected.</p>
Burn Rate	<p>Displays the burn rate percent that is used to display the visual indicator on the left.</p>
Invoiced	<p>Displays amounts for invoices with a status of <i>INV</i> (invoiced) and for which the business unit is GM (Grants Management).</p>
Received	<p>Displays amounts for which the business unit is GM. Click the amount link to access the Invoice and Payment Details Inquiry page</p>
Unpaid	<p>Displays the item balance amount for which the business unit is GM. Click the amount link to access the Invoice and Payment Details Inquiry page.</p>
Grant Administrator	<p>Displays the grant administrator for the award. Click the link to display the Award Administrator page.</p>

This table explains how the data is selected depending on the selection in the Balance and FA fields:

<i>Balance</i>	<i>FA</i>	<i>Data Selected</i>
Both	Y	Sponsor direct, sponsor FA, cost share direct, cost share FA, and third party costs.
Both	N	Sponsor direct, cost share direct, and third party costs.
Sponsor	Y	Sponsor direct, sponsor FA, and third party costs.
Sponsor	N	Sponsor direct costs.
Cost Share	Y	Cost share direct, cost share FA, and third party costs.
Cost Share	N	Cost share direct and third party costs.

Compliance

Human Protocol

Displays *Yes* as a link if human protocols exist for the award. Click the link to access the Protocols page. If human protocols do not exist for the award, the field is blank.

Animal Protocol

Displays *Yes* as a link if animal protocols exist for the award. Click the link to access the Protocols page. If animal protocols do not exist for the award, the field is blank.

Viewing Detail Information for Awards

Access the Award Detail page (Grants, Grants Portal, Award Information, Award Detail).

Award Detail Demographic Project Budget Status

Hello, Kenneth Schumacher You have 1232 new items in your worklist. Last Process Date/Time:

Searching Option

Business Unit: EGV05 Award ID: PI-PRP005 Research on Sleep and Sleep Disorders

Financial Calculating Option

Balances: Both Include FA

Budget Period From: Through: Bud Ref:

Date Selection: As of Date

Award Title

Contact PI:	Schumacher,Kenneth	Sponsor:	Sponsor
Department:	Engineering	Ref Awd #:	555
Grant Administrator:	Grant Administrator	Begin Date:	01/01/2007
Award Type:	Grant	End Date:	12/31/2011
Purpose:	CLIN	Total Funded Amount:	Funded
Burn Rate:	-88.00	Award Status:	Accepted

[Institution & Sponsor Links](#) [Funding Allocations](#) [Milestone Notifications](#) [Protocols](#) [Award Attachment](#) [Reports](#)

Award Detail page

Search Click the Search button, after selecting a business unit and an award ID, to display the detailed information for the award.

Recalculate Click after selecting new values in the Financial Calculating Option group box, to recalculate the values displayed in the Award Detail group box. The open fields in the Financial Calculating Option group box operate the same as the Award Summary page.

Grant Administrator Displays the grant administrator as a link. Click the link to access the Award Administrator page.

Sponsor Displays the sponsor as a link. Click the link to access the Sponsor page.

Funded Amount Displays the funded amount as a link. Click the link to access the Funding Inquiry page.

Viewing Demographic Information for Awards

Access the Award Detail - Demographic page (Grants, Grants Portal, Award Information, Award Detail, Demographic).

[Award Detail](#) | [Demographic](#) | [Project](#) | [Budget Status](#)

Hello, Kenneth Schumacher You have 1232 new items in your worklist. Last Process Date/Time: 08/07/2009 1:20:28PM

Searching & Calculation Option

Business Unit:	EGV05	Award ID:	PI-PRP005	Research on Sleep and Sleep Disorders
Budget Period:		Through:		Bud Ref:
Date Selection:	As of Date			

Administrative

[Previous Contract](#) [Billing Term](#) PO:

Professional Resource Customize | Find | First 1-3 of 3 Last

PC Business Unit	Project	Team Member	Name	Project Role	Description	% Effort
EGV05	PI-PRJ50	KU0010	Vincent,Sonya	ADM	Administrator	

Teams and Condition Customize | Find | First 1 of 1 Last

Guideline	Explanation
Date and Time Stamp indicates Proposal-to-Award Process	

Attributes Customize | Find | First 1 of 1 Last

Attribute Value	Comments

Amendments Customize | Find | Amendments 1 of 1 Last

Amendment Number	Amend Completion Date	Amendment Type	Reason	Description

[Institution & Sponsor Links](#) [Funding Allocations](#) [Milestone Notifications](#) [Protocols](#) [Award Attachment](#) [Reports](#)

Award Detail - Demographic page

Billing Terms

Displays the billing terms as a link. Click the link to access the General Information page of the Create and Amend component for customer Contracts.

Previous Contract

Displays the previous contract as a link. Click the link to access the Previous Award page of the Additional Information component for the award profile.

Flow Through

Click to access the Flow Through page of the Additional Information component for the award profile

Cost Share Flag

Click to access the Cost Sharing page of the Additional Information component for the award profile.

Project

Displays the project as a link. Click the link to access the Project Details Inquiry page. Projects are listed in ascending order.

Amendment Number

Displays amendments in ascending order when the contracts header has a status of complete.

Viewing Project Information for Awards

Access the Award Detail - Project page (Grants, Grants Portal, Award Information, Award Detail, Project).

Hello, Kenneth Schumacher You have 1232 new items in your worklist. Last Process Date/Time: 08/07/2009 1:20:28PM

Searching & Calculation Option

Business Unit: EGV05 Award ID: PI-PRP005 Research on Sleep and Sleep Disorders
 Budget Period: Through: Bud Ref:
 Date Selection: As of Date

PC Business Unit	Project	Description	Activity	Project Type	Status	Start Date	End Date	Facilities and Admin
EGV05	PI-PRJ50	Research on Sleep and Sleep Di	CA IMPLEMENT	Consulting - External	Approved	01/01/2007	12/31/2011	Facilities and Admin

[Institution & Sponsor Links](#) [Funding Allocations](#) [Milestone Notifications](#) [Protocols](#) [Award Attachment](#) [Reports](#)

Award Detail - Project page

Facilities and Admin

Click this link to access the Facilities and Admin page, which displays the rate type, base ID, and rate percent for the project and activity.

Viewing Budget Status Information for Awards

Access the Award Detail - Budget Status page (Grants, Grants Portal, Award Information, Award Detail, Budget Status).

Award Detail Demographic Project Budget Status					
Hello, Kenneth Schumacher		You have 1232 new items in your worklist.		Last Process Date/Time: 08/07/2009 1:20:28PM	
Searching & Calculation Option					
Business Unit:	EGV05	Award ID:	PI-PRP005	Research on Sleep and Sleep Disorders	
Budget Period:		Through:		Bud Ref:	
Date Selection:	As of Date				
Sponsor Customize Find First 1-4 of 4 Last					
Budget Item	Budgeted	Expended	Encumbered	Pre-Encumbered	Remaining Balance
CONSLT	3,200,000,000.00	200,000,000.00	0.00	0.00	3,000,000,000.00
EQUIP	8,000,000.00	0.00	400,000,000.00	7,624,402.15	-399,624,402.15
Total Direct:	5,016,000,000.00	201,000,000.00	400,000,000.00	7,624,402.15	4,407,375,597.85
Total FA:	0.00	0.00	0.00	0.00	0.00
Totals:	5,016,000,000.00	201,000,000.00	400,000,000.00	7,624,402.15	4,407,375,597.85
Cost Share Customize Find First 1 of 1 Last					
Budget Item	Budgeted	Expended	Encumbered	Pre-Encumbered	Remaining Balance
	0.00	0.00	0.00	0.00	0.00
Total Direct:	0.00	0.00	0.00	0.00	0.00
Total FA:	0.00	0.00	0.00	0.00	0.00
Totals:	0.00	0.00	0.00	0.00	0.00
Total Amount					
Budgeted:	5,016,000,000.00		Expended:	201,000,000.00	
Encumbered:	400,000,000.00		Pre-Encumbered:	7,624,402.15	
Remaining Balance:	4,407,375,597.85				

Award Detail - Budget Status page

Use this page to view sponsor and cost share budgets for an award.

Sponsor**Budget Item**

Displays budget items for the awards that meet the criteria in the Financial Calculation Option group box on the Award Detail page.

Budgeted

Displays the sum of the sponsor budget amounts that meet the criteria in the Financial Calculation Option group box on the Award Detail page.

Expended

Displays the sum of the sponsor expenditure amounts that meet the criteria in the Financial Calculation Option group box on the Award Detail page.

Encumbered

Displays the sum of the sponsor encumbrance amounts that meet the criteria in the Financial Calculation Option group box on the Award Detail page.

Pre Encumbered

Displays the sum of the sponsor preencumbrance amounts that meet the criteria in the Financial Calculation Option group box on the Award Detail page.

Total Direct	Displays the sum of Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance columns. Total Expended, Total Encumbered and Total Pre-Encumbered links to the corresponding inquiry page.
Total FA	<p>Displays these values for each column:</p> <ul style="list-style-type: none"> • <i>Budgeted</i>: The sum of the Sponsor Budget FA amount that meets the criteria in the Financial Calculation Option group box on the Award Detail page. • <i>Expended</i>: The sum of the Sponsor Expenditure FA amount that meets the criteria in the Financial Calculation Option group box on the Award Detail page. • <i>Encumbered</i>: 0.00. • <i>Pre Encumbered</i>: 0.00.
Totals	Displays the sum of Total Direct and Total FA for the column.
Cost Share	<p>The values in the Cost Share group box are calculated the same as those in the Sponsor group box with the exception that they are from cost share budgets for the award.</p>
Remaining Balance	Displays the sum of sponsor budget remaining balance total and the cost share budget remaining balance total amounts.

Viewing Project Data

This section lists common elements used in this section and discusses how to:

- View summary information for projects.
- View detail information for projects.
- View demographic information for projects.
- View activities for projects.
- View sub contracts for projects.
- View budget status information for projects.

Common Elements Used in This Section

Institution & Sponsor Links Click to access the Sponsor Websites page.

Project Forecast	Click to access the Project Forecast Inquiry page.
Project Variance	Click to access the Project Variance Inquiry page.
Project Attachment	Click to access the Projects - Attachments page
Reports	Click to access the Administration page of the Report Manager option for Reporting Tools.

Pages Used to View Project Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Project Summary	GM_PT_PRJ_SUMMARY	Grants, Grants Portal, Project Information, Project Summary	View summary information for projects.
Project Detail	GM_PT_PRJ_DETAIL	Grants, Grants Portal, Project Information, Project Detail	View detail information for projects.
Project Detail - Demographics	GM_PT_PRJ_DEMO	Grants, Grants Portal, Project Information, Project Detail, Demographics	View demographic information for projects.
Project Detail - Activities	GM_PT_PRJ_ACTIVITY	Grants, Grants Portal, Project Information, Project Detail, Activities	View activities for projects.
Project Detail - Subcontracts	GM_PT_PRJ_SUBRECP	Grants, Grants Portal, Project Information, Project Detail, Subcontracts	View subcontracts for projects.
Project Detail - Budget Status	GM_PT_PRJ_BUD	Grants, Grants Portal, Project Information, Project Detail, Budget Status	View budget status information for projects.

Viewing Summary Information for Projects

Access the Project Summary page (Grants, Grants Portal, Project Information, Project Summary).

Project Summary Search Option

Hello, Kenneth Schumacher You have 1232 new items in your worklist Last Process Date/Time: 08/07/2009 1:20:28PM

Financial Calculating Option

Balances: Both Include FA
 Budget Period From: Through: Bud Ref: Recalculate

Burn Rate Indicator

- Potential Under Spending
- Average Rate Spending
- Potential Over Spending

Detail Customize Find Summary 1-7 of

Demographic Financial

	PC Bus Unit	Project	Project Title	Award ID	Award Title	Start Date	End Date	Sponsor	Contact PI	De
<input checked="" type="checkbox"/>	EGV05	000000000000163	The effects of insulin on labo	CON000000000028	The effects of insulin on laboratory rats	10/01/2004	09/30/2009	National Institute of Health	Schumacher,Kenneth	Er
<input checked="" type="checkbox"/>	EGV05	PI-PRJ10	The effects of insulin on labo	PI-PRP001	The effects of insulin on laboratory rats	01/01/2008	12/31/2008	National Institute of Health	Schumacher,Kenneth	Er
<input checked="" type="checkbox"/>	EGV05	PI-PRJ30	The effects of insulin on huma	PI-PRP003	The effects of insulin on human	01/01/2007	12/31/2009	National Institute of Health	Kessler,Marc	Bl De

Project Summary page (1 of 2)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EGV05	PI-PRJ40	Collaborations with National C	Contract	Award Title	01/01/2008	12/31/2008	Sponsor		
-------------------------------------	-------------------------------------	-------	----------	--------------------------------	----------	-------------	------------	------------	---------	--	--

Deselect All

Total Amount of Selected Items					
Selected:	7	Funded:	5,586,553,450.00	Budgeted:	5,085,083,900.00
		Expended:	201,847,500.00	Encumbered:	400,036,600.00
		Pre-Encumbered:	7,644,012.15	Remaining Balance:	4,475,555,787.85

Update Total Amou

[Institution & Sponsor Links](#) [Project Forecast](#) [Project Variance](#) [Project Attachment](#) [Reports](#)

[Return to Award Detail](#)

Project Summary page (2 of 2)

Use this page to view a complete list of projects that are unique to the user ID logged into the portal.

You have # new items in your worklist Displays the number of items in the user's worklist.

Last Process Date/Time Displays the date and time derived from the completion of the application engine process used to update the information in the portal.

Balances	Select an option to control how the balances in the Financial tab are calculated. Options include: <ul style="list-style-type: none"> • <i>Both</i>: Select to display sponsor, cost share budget, expenditure, encumbrance, and preencumbrance balances on the Financial tab. • <i>Cost Share</i>: Select to display only cost share financial balances on the Financial tab. • <i>Sponsor</i>: Select to display only sponsor financial balances on the Financial tab.
Include F&A (include facilities and administration)	Select to allow users to include F&A budget and expenditure totals in the Budget and Expenditure columns on the Financial tab.
Budget Period From	Select the budget period begin date to use when calculating balances on the Financial tab.
Thru	Select the budget period end date to use when calculating balances on the Financial tab.
Bud Ref (budget reference)	The label of this field is determined by the option selected in the Budget Group By field on the Installation Options – Grants Portal page. For example, if you select Budget Ref as the Budget Group By, then the system displays <i>Bud Ref</i> as the field label. If you select Account as the Budget Group By, then the system displays <i>Account</i> as the field label. Depending on the field label, the system displays the field value.
Date Selection	Select one of these options: <ul style="list-style-type: none"> • <i>As of Date</i> and enter a specific date in the field to the right. • <i>Month End</i> and select a month in the field to the right.
Recalculate	Click to recalculate totals displayed in the grid and on the Financials tab if you change information in the Financial Information Calculation Options group box.
Burn Rate Indicator	Displays the burn rate indicator definitions. Burn rate indicator percentages are defined on the Burn Rate Indicator Setup page.
 Demographics	
(check box)	Select and then click the Calculate button to update the information displayed in the Total Amount of Selected Items group box.
(burn rate indicator)	Displays the burn rate indicator for the project.
PC Bus Unit (project costing business unit)	Displays the Project Costing business unit for the project.

Project	Displays the project as a link. Click the link to access the Project Details Inquiry page.
Project Title	Displays the title of the project as a link. Click the link to access the Project – General page.
Award ID	Displays the award of the project as a link. Click the link to access the Award Details Inquiry page.
Award Title	Displays the award title as a link. Click the link to access the Award Profile page.
Sponsor	Displays the sponsor for the award as a link. Click the link to access the Sponsor page.
Contact PI (contact principal investigator)	Displays the contact PI as a link. Click the link to access the Personnel Inquiry page.
Department	Displays the department of the project contact PI.
Grant Administrator	Displays the grant administrator of the project as a link. Click the link to access the Project Department Contact page

Total Amount of Selected Items

Selected	Displays the number of projects selected on the page. To update this value, select the check box to the left of the project and click the Update Total Amount button.
Funded, Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance	Displays the sum of the column, which is displayed on the Financial tab, for the selected items.
Update Total Amount	Click to recalculate the values in the Total Amount of Selected Items group box.

Financial

Funded	Displays the funded amount for the project. Click the amount link to access the Funding Inquiry page. This amount includes F&A regardless of whether the Include F&A check box is selected in the Financial Information Calculation Options group box.
---------------	--

Budgeted

Displays the budgeted amount for the project. Click the amount link to access the Project Details Inquiry - Budgets page. The calculation for this amount depends on the values in the Balances, Budget Period From, Thru, Date Selection, and Budget Group By fields in the Financial Information Calculation Options group box.

Note. This may differ from the budget amount displayed on the Funding Inquiry page because the criterion is different when the amount is displayed.

If the Include F&A check box is selected, then the amounts that are included in the accounts, which are selected in the FA Accounts section of the Facilities Admin Options page, are included in the budgeted amount.

Expended

Displays the expended amount for the project. Click the amount link to access the Expenditure Details Inquiry page. The calculation for this amount depends on the values in the Balances, Budget Period From, and Thru fields in the Financial Information Calculation Options group box.

Encumbered

Displays the encumbered amount for the project. Click the amount link to access the Encumbrance Details Inquiry page. The calculation for this amount depends on the values in the Balances, Budget Period From, and Thru fields in the Financial Information Calculation Options group box. F&A is not calculated for encumbrances.

Pre Encumbered

Displays the pre-encumbered amount for the project. Click the amount link to access the Pre Encumbrances Details Inquiry page. The calculation for this amount depends on the values in the Balances, Budget Period From, and Thru fields in the Financial Information Calculation Options group box. F&A is not calculated for preencumbrances.

Viewing Detail Information for Projects

Access the Project Detail page (Grants, Grants Portal, Project Information, Project Detail).

Project Detail | Demographics | Activities | Subcontracts | Budget Status

Hello, Kenneth Schumacher You have 1232 new items in your worklist. Last Process Date/Time: 08/07/2009 1:20:28PM

Searching Option

PC Business Unit: Project: Research of structure of prote

Financial Calculating Option

Balances: Both Include FA

Budget Period From: Through: Bud Ref:

Date Selection:

Project Title

Award ID:	PI-PRP006	Award Title:	Research of structure of protein in the membrane of cell
Contact PI:	Schumacher, Kenneth	Sponsor:	Department of Health & Human Services
Department:	Engineering	Start Date:	01/01/2008
Dept Contact:	Matheson, Karena	End Date:	12/31/2009
Project Type:	R&D	Project Status:	Approved
Funded Amount:	1,156,000.00	Burn Rate:	-54.00

[Institution & Sponsor Links](#) [Project Forecast](#) [Project Variance](#) [Project Attachment](#) [Reports](#)

Project Detail page

- Project** Select the ID of the project that you want to view. After you select the project, the project short title appears to the right of the field as a link. Click the link to access the Projects page from the Awards components within PeopleSoft Grants.
- Search** Click this button after selecting a project costing business unit and a project, to display the detail information for the project.
- Recalculate** Click this button after entering values in the Financial Calculating Option group box, to recalculate the values displayed in the Project Detail group box.
- Award ID** Displays the award ID as a link. Click the link to access the Award Details Inquiry page.
- Contact PI** (contact principal investigator) Displays the contact PI as a link.
- Grant Administrator** Displays the grant administrator as a link. Click the link to access the Project Department Contact page.
- Funded Amount** Displays the funded amount as a link. Click the link to access the Award Funding Inquiry page.
- Award Title** Displays the award title as a link. Click the link to access the Award Profile page.
- Sponsor** Displays the sponsor as a link. Click the link to access the Sponsor page.

Viewing Demographic Information for Projects

Access the Project Detail - Demographics page (Grants, Grants Portal, Project Information, Project Detail, Demographics).

Project Detail Demographics Activities Subcontracts Budget Status

Hello, Kenneth Schumacher You have 1232 new items in your worklist Last Process Date/Time: 08/07/2009 1:20:28PM

Searching & Calculation Option

PC Business Unit: EGV05 Project: PI-PRJ60 Research of structure of prote

Budget Period: Through: Bud Ref:

Date Selection: As of Date

Professional Resource Customize | Find | First 1-3 of 3 Last

Team Member	Name	Project Role	% Effort
KU0044	Scott,Joseph	PRJM	

Department Allocation Customize | Find | First 1 of 1 Last

Department	Department ID	% Allocation

Certification Customize | Find | First 1-2 of 2 Last

Certification Code	Indicator	Certification Date	Expiration Dt	Approval Date	Certified By	Assurance Number	Exemption Number	Review Type	Comments
DRUG0	Yes	07/01/2001	08/06/2013	08/06/2009	Scott,Robert	#12345689			

[Institution & Sponsor Links](#) [Project Forecast](#) [Project Variance](#) [Project Attachment](#) [Reports](#)

Project Detail - Demographics page

Team Member	Displays the team members for the project.
Project Role	Displays the role that the team member plays for the project.
% Effort (percent of effort)	Displays the percent of effort that the team member is assigned for the project.
% Allocation	Appears in descending order by the percent of award allocation.
Indicator	Displays the certification indicator.

Viewing Activities for Projects

Access the Project Detail - Activities page (Grants, Grants Portal, Project Information, Project Detail, Activities).

Project Detail - Activities page

Activity Displays activities in descending order as a link. Click the link to access the Project Activity - General Information page.

Viewing Subcontracts for Projects

Access the Project Detail - Subcontracts page (Grants, Grants Portal, Project Information, Project Detail, Subcontracts).

Project Detail - Subcontracts page

Viewing Budget Status Information for Projects

Access the Project Detail - Budget Status page (Grants, Grants Portal, Project Information, Project Detail, Budget Status).

Project Detail | Demographics | Activities | Subcontracts | **Budget Status**

Hello, Kenneth Schumacher You have 1232 new items in your worklist. Last Process Date/Time: 08/07/2009 1:20:28PM

Searching & Calculation Option

PC Business Unit: EGV05 Project: PI-PRJ60 Research of structure of prote
 Budget Period: Through: Bud Ref:
 Date Selection: As of Date

Sponsor Customize Find First 1-2 of 2 Last

Budget Item	Budgeted	Expended	Encumbered	Pre-Encumbered	Remaining Balance
EQUIP	1,046,000.00	523,000.00	0.00	0.00	523,000.00
PERSON	100,000.00	5,000.00	0.00	0.00	95,000.00
Total Direct:	1,146,000.00	528,000.00	0.00	0.00	618,000.00
Total FA:	10,000.00	0.00	0.00	0.00	10,000.00
Totals:	1,156,000.00	528,000.00	0.00	0.00	628,000.00

Overall Cost Share Customize Find First 1 of 1 Last

Budget Item	Budgeted	Expended	Encumbered	Pre-Encumbered	Remaining Balance
	0.00	0.00	0.00	0.00	0.00
Total Direct:	0.00	0.00	0.00	0.00	0.00
Total FA:	0.00	0.00	0.00	0.00	0.00
Totals:	0.00	0.00	0.00	0.00	0.00

Budget Totals

Budgeted:	1,156,000.00	Expended:	528,000.00
Encumbered:	0.00	Pre-Encumbered:	0.00
Remaining Balance:	628,000.00		

[Institution & Sponsor Links](#) [Project Forecast](#) [Project Variance](#) [Project Attachment](#) [Reports](#)

Project Detail - Budget Status page

Use this page to view sponsor and cost share budgets for a project.

Sponsor

Budget Item Displays budget items for the project that fall within the budget period.

Total Direct Displays the sum of Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance columns.

Totals Displays the sum of Total Direct and Total FA for the column. The Total Expended, Total Encumbered, and Total Pre-Encumbered amounts link to corresponding inquiry pages.

Cost Share

Budget Item Displays budget items for the project that fall within the budget period

Total Direct Displays the sum of Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance columns.

Totals Displays the sum of Total Direct and Total FA for the column. The Total Expended, Total Encumbered, and Total Pre-Encumbered amounts link to corresponding inquiry pages.

Budget Totals

Budgeted, Expended, Encumbered, Pre Encumbered, and Remaining Balance Displays the sum of sponsor budget total and the cost share budget total amounts.

Viewing Personnel Data

This section lists common elements used in this section and discusses how to:

- View personnel data.
- View detailed costs of personnel.

Common Elements Used in This Section

- Institution & Sponsor Links** Click to access the Sponsor Websites page.
- Funding Allocations** Click to access the Review Award Modifications page.
- Milestone Notifications** Click to access the Milestone Notification History page.
- Protocols** Click to access the Protocols page.
- Award Attachment** Click to access the Contract - Attachments page.
- Reports** Click to access the Administration page of the Report Manager option for Reporting Tools.

Pages Used to View Personnel Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Personnel Cost Summary	GM_PT_PERS_SUMMARY	Grants, Grants Portal, Personnel Information, Personnel Cost Summary	View personnel data.

Page Name	Definition Name	Navigation	Usage
Personnel Cost Details	GM_PT_PER_INQ	Grants, Grants Portal, Personnel Information, Personnel Cost Detail	View detailed costs of personnel.

Viewing Personnel Data

Access the Personnel Cost Summary page (Grants, Grants Portal, Personnel Information, Personnel Cost Summary).

The screenshot displays the 'Personnel Summary' page. At the top, it shows the user's name 'Hello, Kenneth Schumacher' and a notification 'You have 1232 new items in your worklist.' The 'Last Process Date/Time' is '08/10/2009 11:38:03AM'. Below this is a 'Financial Calculating Option' section with fields for 'Balances' (set to 'Both'), 'Budget Period From', 'Through', and 'Bud Ref', along with a 'Recalculate' button. The main section is a table with columns: PC Business Unit, Project, Award ID, Empl ID, Name, Job Code, Department, Paid Amount, Committed Amount, and Committed Effort. The table lists four rows of personnel data. Below the table is a 'Total Amount of Selected Items' summary box showing 'Selected: 6', 'Paid Amount: 20,120,140.00', 'Total Committed: 10,450,000.00', and 'Total Cost Amount: 30,570,140.00'. At the bottom, there are navigation links for 'Institution & Sponsor Links', 'Funding Allocations', 'Milestone Notifications', 'Protocols', 'Award Attachment', and 'Reports'.

PC Business Unit	Project	Award ID	Empl ID	Name	Job Code	Department	Paid Amount	Committed Amount	Committed Effort
EGV05	PI-PRJ10	PI-PRP001	KU0010	Vincent,Sonya	KU051	Engineering	6,000.00	10,000.00	0.00
EGV05	PI-PRJ10	PI-PRP001	KU0042	Schumacher,Kenneth	KU036	Engineering	14,140.00	10,000,000.00	0.00
EGV05	PI-PRJ30	PI-PRP003	KU0053	Sevilla,Maria	KU036	Biology Department	5,000,000.00	20,000.00	0.00
EGV05	PI-PRJ30	PI-PRP003	KU0068	Kessler,Marc	KU036	School of Medicine	5,000,000.00	200,000.00	0.00

Total Amount of Selected Items			
Selected:	6	Paid Amount:	20,120,140.00
		Total Committed:	10,450,000.00
		Total Cost Amount:	30,570,140.00

Personnel Cost Summary page

You have # new items in your worklist Displays the number of items in the user's worklist.

Last Process Date/Time Displays the date and time derived from the completion of the application engine process used to update the information in the portal.

Budget Period From Select the budget period begin date to use when calculating balances on the Financial tab.

Thru Select the budget period end date to use when calculating balances.

Bud Ref	The label of this field is determined by the option selected in the Budget Group By field on the Installation Options - Grants Portal page. For example, if you select Budget Ref as the Budget Group By, then the system displays <i>Bud Ref</i> as the field label. If you select Account as the Budget Group By, then the system displays <i>Account</i> as the field label. Depending on the field label, the system displays the field value,
Date Selection	Select one of these values: <ul style="list-style-type: none"> • <i>As of Date</i> and enter a specific date in the field to the right. • <i>Month End</i> and select a month in the field to the right.
Recalculate	Click to recalculate totals displayed in the Total Amount of Selected Items group box if you change information in the Financial Information Calculation Options group box.
(check box)	Select and then click the Recalculate button to update the information displayed in the Total Amount of Selected Items group box.
Project	Displays the project as a link. Click this link to access the Personnel Costs Detail page.
Award	Displays the award as a link. Click this link to access the Personnel Costs Detail page.
Selected	Displays the number of awards selected on the page. To update this value, select the award using the check box in the left column and click the Recalculate button.
Total Paid	Displays the sum of the Paid Amount column.
Total Committed	Displays the sum of the Committed Amount column.
Personnel Total Costs	Displays the sum of the Total Paid plus the sum of the Total Committed fields.

Viewing Detailed Costs of Personnel

Access the Personnel Cost Detail page (Grants, Grants Portal, Personnel Information, Personnel Cost Detail).

Personnel Cost Detail

Searching Option

Business Unit: Award ID:

PC Business Unit: Project ID:

Activity ID:

Budget Period: Start Date: End Date: Bud Ref:

Date Selection:

Personnel Cost Totals Summary

Sponsor Actual Costs:	10,100,000.00	Cost Share Actual Costs:	0.00	Paid Amount:	10,100,000.00
Sponsor Committed Costs:	220,000.00	Cost Share Committed Costs:	0.00	Total Committed Costs:	220,000.00
Total Paid Amount:	10,320,000.00	Total Cost Share Costs:	0.00	Total Cost Amount:	10,320,000.00

Sponsor Personnel Actual Costs

Actual Costs | Chartfield |

PC Business Unit	Project	Award ID	Activity	Budget Period	Accounting Date	Transaction Date	Empl ID	Name	Job Code	Project Role	Paid Am
EGV05	PI-PRJ50	PI-PRP005	CA IMPLEMENT	2	12/10/2008	12/10/2008	KU0036	Pritchard,Martin	KU001	CPI	10
EGV05	PI-PRJ50	PI-PRP005	CA IMPLEMENT	2	12/10/2008	12/10/2008	KU0042	Schumacher,Kenneth	KU036	PI	10,00

Cost Share Personnel Actual Costs

Actual Costs | Chartfield |

PC Business Unit	Project	Award ID	Activity	Budget Period	Accounting Date	Transaction Date	Empl ID	Name	Job Code	Project Role	Paid Amount	Committed Amount
											0.000	0.000

Personnel Cost Detail page

Viewing Transaction Data

This section discusses how to view transaction information.

Pages Used to View Transaction Data

Page Name	Definition Name	Navigation	Usage
Expenditure Details Inquiry	GM_PT_EXP_INQ	Grants, Grants Portal, Transaction Inquiry, Expenditure Inquiry	View expenditure information.
Encumbrance Details Inquiry	GM_PT_ENC_INQ	Grants, Grants Portal, Transaction Inquiry, Encumbrance Inquiry	View encumbrance information.
Pre Encumbrance Details Inquiry	GM_PT_PRN_INQ	Grants, Grants Portal, Transaction Inquiry, Pre Encumbrance Inquiry	View preencumbrance information.

Page Name	Definition Name	Navigation	Usage
Invoice and Payment Details Inquiry	GM_PT_INV_INQ	Grants, Grants Portal, Transaction Inquiry, Invoice and Payment Inquiry	View invoice and payment information.

Viewing Transaction Information

Access the Expenditure Details Inquiry, Encumbrance Details Inquiry, Pre Encumbrance Details Inquiry, and Invoice and Payment Details Inquiry pages to view transactional information for a single award or project based on a date range. The values in the Total Summary group box display the sum of the Amount column in the corresponding grid that appears in the Details section of the page.

Appendix A

Preparing a Proposal and Award for Cost Sharing

This appendix provides a summary of proposal and award preparation for cost sharing.

Proposal and Award Preparation for Cost Sharing

Cost sharing represents the portion of the research that is being funded by the recipient of the award rather than the sponsor. For example, an institution may decide to contribute funds or resources to support a project in addition to the amount that is awarded by the sponsor. In some instances, awarding sponsors expect or require recipients to contribute a certain dollar amount or percentage of the award as a precondition for their support.

The following sections provide an overview of the steps that are involved in preparing a proposal and award for cost sharing.

Set Up Cost Sharing

Complete these steps to set up cost sharing for your proposals and awards:

<i>Step</i>	<i>Purpose</i>	<i>Navigation</i>
Establish cost sharing options for PeopleSoft Grants.	Tells the system what ChartFields and ChartField values to use to calculate cost-sharing percentages.	Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options See Chapter 3, "Defining Your Operational Structure," Establishing F&A and Direct-Cost Cost-Sharing Options, page 42.

Step	Purpose	Navigation
Define the analysis types for cost-shared transactions that are coming from feeder systems into PeopleSoft Project Costing.	<p>Tells the system what cost-sharing analysis type to use when a user enters a transaction from a feeder system that includes the designated cost-sharing ChartFields.</p> <p>We deliver sample data for the cost sharing analysis types that you are most likely to use.</p> <p>See Chapter 3, "Defining Your Operational Structure," Establishing Direct-Cost Cost Sharing, page 49.</p>	<p>Set Up Financials/Supply Chain, Install, Installation Options, Grants</p> <p>See Chapter 3, "Defining Your Operational Structure," Understanding Direct-Cost Cost Sharing, page 45.</p>

Prepare a Proposal for Cost Sharing

Complete these steps to prepare a proposal for cost sharing:

Step	Purpose	Navigation
Create a proposal.	Provides information that the system uses in the award generation process to create the award substructures.	<p>Grants, Proposals, Maintain Proposal</p> <p>See Chapter 8, "Preparing and Submitting a Proposal," page 171.</p>
Establish a cost shared budget item on the Enter Budget Detail page.	Tells the system what budget items you are using for cost sharing.	<p>Grants, Proposals, Enter Budget Detail</p> <p>See Chapter 8, "Preparing and Submitting a Proposal," Establishing Proposal Budgets, page 222.</p>
Enter cost sharing details for the budget category.	Tells the system what percentages to use to calculate cost-sharing amounts for the cost-sharing budget category that you have established.	<p>On the Enter Budget Detail page, click the Cost Share link that is associated with the budget category.</p> <p>See Chapter 8, "Preparing and Submitting a Proposal," Establishing Proposal Budgets, page 222.</p>
Submit the proposal.	Tells the system that you have completed proposal preparations for your research proposal and have submitted the documents to the awarding agency.	<p>Grants, Proposals, Submit Proposal, Submission</p> <p>See Chapter 8, "Preparing and Submitting a Proposal," Submitting Proposals, page 233.</p>

Step	Purpose	Navigation
Generate the award.	Tells the system that the awards have been funded. Computes the cost-sharing amounts to be brought forward into the award using the percentages that you set up on the Budget Line Summary page.	Grants, Proposals, Generate Award See Chapter 9, "Establishing Awards and Projects," Generating Awards, page 247.

Prepare an Award for Cost Sharing

Complete these steps to prepare an award for cost sharing:

Step	Purpose	Navigation
Update the award profile.	Provides award notification and award details that the system uses to process and manage award transactions.	Grants, Awards, Award Profile See Chapter 9, "Establishing Awards and Projects," Establishing Award Profiles, page 251.
Complete the budget setup for the award and the cost sharing budget.	Defines the project (parent) budget, activity (child) budget, general ledger, and commitment control ledger. Tells the system which budget lines to use in F&A and cost-sharing calculations for the project.	Grants, Awards, Project Budgets, Budget Detail See Chapter 9, "Establishing Awards and Projects," Establishing Project Budgets, page 289.
Post budget journals to PeopleSoft Commitment Control and finalize the budget.	Provides the system with the final budget numbers against which transactions are processed.	Grants, Awards, Project Budget, Budget Detail See Chapter 9, "Establishing Awards and Projects," Establishing Project Budgets, page 289.

Your award is now ready to receive transactions.

Appendix B

Booking and Managing PeopleSoft Grants Revenue

This appendix provides a summary of how to book and manage PeopleSoft Grants revenue.

Booking and Managing Revenue

PeopleSoft Grants integrates with PeopleSoft Project Costing and PeopleSoft Contracts to send revenue entries for award transactions to PeopleSoft General Ledger. To book revenue entries to PeopleSoft General Ledger, you need to run a series of processes ending with a process to update the tables in PeopleSoft Project Costing and PeopleSoft Contracts.

Before you can run the processes that create and book your revenue accounting entries to PeopleSoft General Ledger, make sure that the underlying revenue structures are in place.

Overall System Level

Because PeopleSoft Grants uses processes and features that are associated with other applications to recognize revenue, make sure that you perform these steps:

Step	Purpose	Navigation
Define unbilled AR (accounts receivable) and revenue account codes.	Tells the system where to store unbilled accounts receivable information.	Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code <i>See PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Pages Used to Establish Distribution Rules and Sets.</i>

Step	Purpose	Navigation
Define InterUnit templates.	<p>Associates transaction codes with accounting entry types for which you provide ChartField values to complete partial InterUnit entries.</p> <p>InterUnit transactions involve business units.</p>	<p>Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Template</p> <p>See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i>, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Setting Up Interunit and Intraunit Processing.</p>
Define IntraUnit templates.	<p>Associates transaction codes with accounting entry types for which you provide ChartField values to complete partial Inter/IntraUnit entries.</p> <p>IntraUnit transactions occur within a single PeopleSoft General Ledger business unit and involve more than one value in a lower-level balancing ChartField.</p>	<p>Set Up Financials/Supply Chain, Common Definitions, Inter/IntraUnit, IntraUnit Template</p> <p>See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i>, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Setting Up Interunit and Intraunit Processing.</p>
Associate the Inter/IntraUnit templates with the PeopleSoft General Ledger business unit.	Tells the Inter/IntraUnit processor what IntraUnit templates to use to process transactions.	<p>Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Inter/IntraUnit</p> <p>See <i>PeopleSoft General Ledger 9.1 PeopleBook</i>, "Defining Your Operational Structure."</p>
Define Journal Generator templates.	Converts the entries into a format that PeopleSoft General Ledger can understand.	<p>General Ledger, Journals, Subsystem Journals, Journal Generator Template</p> <p>See <i>PeopleSoft General Ledger 9.1 PeopleBook</i>, "Making General Ledger Journal Entries."</p>

The Inter/IntraUnit processor automatically creates balanced accounting entries when the entries are out of balance at the business unit level or at a lower level ChartField (like Fund or DeptID).

PeopleSoft Grants (Facilities and Administration)

To tell the system how to process F&A transactions, perform these steps:

Step	Purpose	Navigation
Define F&A options	Sets the default values that the system uses when creating F&A entries, which are then sent to PeopleSoft General Ledger.	Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options See Chapter 3, "Defining Your Operational Structure," Establishing F&A and Direct-Cost Cost-Sharing Options, page 42.
Define F&A offsets	Tells the system how to apply F&A revenue when the F&A process is run.	Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options, Facilities Admin Offsets See Chapter 3, "Defining Your Operational Structure," Establishing F&A and Direct-Cost Cost-Sharing Options, page 42.

PeopleSoft Project Costing

To tell the system how to convert resource lines into accounting transactions, perform this step:

Step	Purpose	Navigation
Define accounting rules	Tells the system how to convert resource transactions in PeopleSoft Project Costing to accounting lines that are later converted into journal entries by the Journal Generator.	Set Up Financials/Supply Chain, Product Related, Project Costing, General Options, Accounting Rules See <i>PeopleSoft Project Costing 9.1 PeopleBook</i> , "Setting Up Accounting for Projects," Defining Accounting Rules.

PeopleSoft Grants

To create the award substructures that are necessary for transaction processing, perform these steps:

Step	Purpose	Navigation
Prepare a proposal.	After you receive funding approval, the proposal provides information that the system uses in the award generation process to create the award substructures.	Grants, Proposals, Maintain Proposal See Chapter 8, "Preparing and Submitting a Proposal," Establishing Proposals, page 171.

Step	Purpose	Navigation
Run the award generation process.	The system uses information that is entered on the proposal to create the award substructures (such as contract and project information) that are needed for award processing.	Grants, Proposal, Generate Award See Chapter 9, "Establishing Awards and Projects," Generating Awards, page 247.
Update the award profile.	Provides award notification and award details that the system uses to process and manage award transactions.	Grants, Awards, Award Profile See Chapter 9, "Establishing Awards and Projects," Establishing Award Profiles, page 251.
Establish a project profile.	Provides information at the project level about how the system should process transactions for the particular award.	Grants, Awards, Project See Chapter 9, "Establishing Awards and Projects," Establishing Project Profiles, page 276.
Establish project activities.	Provides information at the activity level about how the system should process transactions for the particular award.	Grants, Awards, Project Activity See Chapter 9, "Establishing Awards and Projects," Establishing Project Activities, page 283.

PeopleSoft Contracts

To make the contract available for billing, revenue recognition, and application engine processing, perform these steps:

Step	Purpose	Navigation
Assign a billing plan to the contract line.	Controls when billing occurs.	Customer Contracts, Create and Amend, General Information, General Click the Billing Plans link. See <i>PeopleSoft Contracts 9.1 PeopleBook, "Creating Contracts,"</i> Defining Contract Billing Options.
Activate the contract/award.	Tells the system that the contract is available for Application Engine processing.	Customer Contracts, Create and Amend, General Information, General See <i>PeopleSoft Contracts 9.1 PeopleBook, "Creating Contracts."</i>
Assign a revenue recognition plan to the contract line.	Controls when revenue recognition occurs.	Customer Contracts, Create and Amend, General Information, General Click the Revenue Plans link. See <i>PeopleSoft Contracts 9.1 PeopleBook, "Creating Contracts,"</i> Defining Contract Lines.

Application Engine Processes

To book revenue entries to PeopleSoft General Ledger, run these processes:

Step	Purpose	Navigation
Run the PeopleSoft Grants F&A process.	Writes revenue accounting entries for sponsor F&A transactions to the CA_ACCTG_LN_PC table.	Grants, Awards, Process Facilities Admin See Chapter 9, "Establishing Awards and Projects," Processing Facilities and Administration Costs, page 294.
Run the rate-based revenue process (PSA_ACCTGGL).	Writes revenue for Project Costing/Grants to the CA_ACCTG_LN_PC table. This process picks up rate-based award lines that are linked to as-incurred revenue recognition plans.	Customer Contracts, Schedule and Process Revenue, Process As Incurred Revenue See <i>PeopleSoft Contracts 9.1 PeopleBook</i> , "Processing Revenue Recognition."
Run the Journal Generator process.	Imports the accounting entries that were staged in the CA_ACCTG_LN_PC table into PeopleSoft General Ledger.	General Ledger, Journals, Subsystem Journals, Generate Journals See <i>PeopleSoft General Ledger 9.1 PeopleBook</i> , "Processing Journals."
Run the Journal Generator Update process.	Takes the completed journal information for the award/contract line and updates the GL_DISTRIB_STATUS on the PROJ_RESOURCE table for your revenue rows to <i>D</i> for distributed	Customer Contracts, Schedule and Process Revenue, Retrieve GL Updates See <i>PeopleSoft Contracts 9.1 PeopleBook</i> , "Processing Revenue Recognition."

Appendix C

Applying Transactions to PeopleSoft Grants

This appendix discusses how transactions are created and applied to PeopleSoft Grants awards.

How Transactions Are Created and Applied to PeopleSoft Grants Awards

You can create and apply transactions that are related to PeopleSoft Grants awards in two ways:

- By creating transactions in feeder systems and then using the Project Costing Integration process to price them and apply them to the award.
- By creating transactions directly in PeopleSoft Project Costing using the Add Transactions page.

These applications integrate with PeopleSoft Grants for the Project Costing Integration process:

- PeopleSoft General Ledger
- PeopleSoft Inventory
- PeopleSoft Payables
- PeopleSoft Purchasing
- PeopleSoft Expenses
- PeopleSoft Time and Labor

Typically, you would create transactions in one of the PeopleSoft feeder systems and then bring the transactions into PeopleSoft Grants through the Project Costing Integration process. The integration process calls the pricing engine, which in turn refers to the rate set to price the transactions and assign a target analysis type (usually BIL) to the incoming rows. These transaction rows are then stored in the Project Resource table (PROJ_RESOURCE) until they are processed through to PeopleSoft Billing and PeopleSoft General Ledger

Some examples of transactions that are created in feeder systems include:

- Requisitions from PeopleSoft Purchasing.
- Purchase orders that are created in PeopleSoft Purchasing and processed through PeopleSoft Payables.
- Vouchers that are created in PeopleSoft Payables.

- Time and expense information that is created in PeopleSoft Expenses.
- Journal entries from PeopleSoft General Ledger.
- Payroll entries from PeopleSoft Time and Labor.

After you process the transactions, you can view them by navigating to the Project Transactions page for your specific project and activity

Example: Bringing Vouchers into PeopleSoft Grants

The system brings vouchers into PeopleSoft Project Costing as actual costs and assigns them an analysis type of ACT. This table lists the major steps in creating a voucher and applying it to PeopleSoft Project Costing:

Step	Navigation
Create a voucher in PeopleSoft Payables.	Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information
Post the voucher.	Accounts Payable, Batch Processes, Vouchers, Voucher Posting, Voucher Posting Request
Run the Project Costing Integration Process (AP_PC_TO_PC) to bring the voucher into PeopleSoft Project Costing.	Project Costing, Cost Collection, Payables
Verify that the system applied the transaction to the PeopleSoft Grants project.	Project Costing, Project Definitions, General Information

To process transactions from other PeopleSoft feeder systems, refer to the appropriate PeopleBook.

Adding Transactions Directly to PeopleSoft Project Costing

To add a transaction directly to PeopleSoft Project Costing:

1. Access the Add Transactions page in PeopleSoft Project Costing.
Select Project Costing, Transaction Definitions, Add Transactions.
2. Select an analysis type for each transaction that you enter.
3. Select or enter the details of the transaction (source type, category, quantity, unit of measure, and so on).
4. If you are adding a transaction in a currency that differs from the base currency of the business unit, enter the transaction amount in the Source Amount field and select the Source Currency that is used in the transaction.

The system automatically converts the transaction amount to the business unit's base currency based on the default conversion rate type that is established for the user. Rate type defaults are set up in the General Options - User Preferences page. The converted amount is displayed in the Project Amount field on the Transaction Detail page.

5. Click Save to save the data in the Interface Project Resource staging table (INTFC_PROJ_RES).

If PeopleSoft Commitment Control is active, click Save to Project Transactions to budget check the row before sending the rows to the Project Resource table. If PeopleSoft Commitment Control is not active, clicking Save to Project Transactions will still load the rows into the Project Resource table

Appendix D

Delivered Workflows for PeopleSoft Grants

This appendix discusses delivered workflows for PeopleSoft Grants.

See Also

PeopleTools PeopleBook: Workflow Technology

PeopleTools PeopleBook: Using PeopleSoft Applications

PeopleSoft Receivables 9.1 PeopleBook, "Managing Credit, Collections, and Exceptions"

Delivered Workflows for PeopleSoft Grants

This section discusses PeopleSoft Grants workflows. The workflows are listed alphabetically by workflow name.

Milestone Due Notification

This section discusses the Milestone Due Notification workflow. The workflow sends reminder email notifications to a group of roles prior to the milestone due date.

Description

Event Description	The user sets up in the system the number of days that the role needs to be notified prior to the milestone due day.
Action Description	The system sends reminder email notifications to a group of roles that are listed in the Approval/Notification Process page prior to the milestone due date.
Notification Method	Email notification only.

Workflow Objects

Approval Rule Set	None
--------------------------	------

Business Process	PeopleSoft Grants Business Process: GM_GRANTS_BP
Activity	Activity for Milestone Notification: GM_MILE_NOTI_DUE1
Role	None

Proposal Component Approval Process

This section discusses the Proposal Component Approval Process workflow. The workflow generates worklist and notification that requests the approval or review of a proposal.

Description

Event Description	The user submits, reviews, and approves a PeopleSoft Grants proposal either at the proposal/primary project component level or at the all projects component level. This triggers workitems and email notifications.
Action Description	When the proposal's status changes to the status that is listed in the Grant's Award Setup Definition page, an approval process will be triggered, sending workitem/email notification for multi-layered approval.
Notification Method	Email or worklist.

Workflow Objects

Approval Rule Set	None.
Business Process	PeopleSoft Grants Business Process: GM_GRANTS_BP
Activity	Two activities exist: GM_COMPONENT_APPR and GM_COMP_STATUS_NOTI
Role	None.

Proposal Notification

This section discusses the Proposal Notification workflow. The workflow send informational email notifications to a group of roles when the proposal status changes.

Description

Event Description	An email notification is triggered when the proposal status changes.
Action Description	An email notification is generated to the roles that are listed in the Approval/Notification Setup page.

Notification Method	Email notification only.
----------------------------	--------------------------

Workflow Objects

Approval Rule Set	None.
Business Process	PeopleSoft Grants Business Process: GM_GRANTS_BP
Activity	Activity: GM_PROPOSAL_NOTI
Role	None.

Protocol Approval Process

This section discusses the Protocol Approval Process workflow.

Description

Event Description	When the user submits the protocol, this action triggers the initial workflow worklist to be sent to the committee administrator. After the administrator assigns the review type, workflow sends the worklist and/or email notification to the roles listed in the Approval/Notification Setup page. The approver then selects <i>Approved</i> , <i>Denied</i> , or <i>Returned</i> for the protocol.
Action Description	When the administrator acts on it, it disappears from the worklist. The system triggers an approval process, sending workitem/email notification for multi-layered approval.
Notification Method	Worklist and email.

Workflow Objects

Approval Rule Set	None.
Business Process	Protocol Business Process: GM_PCL_BP
Activity	Approval Process Activity for Full Review: GM_PCL_APPROVE_FL Approval Process Activity for Except/Expedited Review: GM_PCL_APPROVE_EE
Role	None.

Protocol Batch Notification

This section discusses the Protocol Batch Notification workflow.

Description

Event Description	The workflow for committee meeting reminders, continuing reviews, expirations, and renewals is triggered by a user-initiated batch process that can be run for whatever interval the user defines.
Action Description	An email notification is generated.
Notification Method	Email notification only.

Workflow Objects

Approval Rule Set	None.
Business Process	Protocol Business Process: GM_PCL_BP
Activity	Activity for batch notification: GM_PCL_BATCH
Role	None.

Protocol Notification

This section discusses the Protocol Notification workflow.

Description

Event Description	When the protocol status changes the system sends the worklist/email to the roles defined on the workflow rules.
Action Description	The system generates a worklist/email notification.
Notification Method	Worklist and email.

Workflow Objects

Approval Rule Set	None.
Business Process	Protocol Business Process: GM_PCL_BP
Activity	Two activities exist: GM_PCL_SUBMIT and GM_PCL_ASSIGNMENT
Role	None.

Appendix E

PeopleSoft Grants Reports and Forms

This appendix provides an overview of PeopleSoft Grants reports and forms.

Note. For samples of these reports and forms, see the Portable Document Format (PDF) files that are published with your online documentation.

PeopleSoft Grants Reports and Forms: A to Z

The tables in this appendix list the PeopleSoft Grants reports and forms.

This section discusses:

- Other Federal forms
- Administrative reports
- Billing forms

See Also

[Chapter 8, "Preparing and Submitting a Proposal," Printing Proposals, page 236](#)

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Application Fundamentals Reports"

Other Federal Forms

Report ID and Report Name	Description	Navigation	Run Control Page
PHS 398 Federal Form – PHS 398	Provides information for the Federal Grant Application.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Federal Form – PHS 2590	Provides information for the Federal Non-Competing Grant Progress Report or the Continuation Proposal	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ

Administrative Reports

<i>Report ID and Report Name</i>	<i>Description</i>	<i>Navigation</i>	<i>Run Control Page</i>
GMPER034 Bio sketch	Includes the name, address, education, professional experience, and language proficiency of the investigators on the proposal.	Grants, Professionals, Biosketch Report	RUN_GM_PERS_BIO
GMPER035 Current and Pending Support	Provides an overall summary of the total commitments for a particular investigator.	Grants, Professionals, Other Support Report	RUN_GM_PERS_BIO
SF-425 Federal Financial Report	Provides information that federal agencies require regarding the cash management and financial status of single and multiple awards.	Grants, Interactive Reports, Federal Financial Report	RUN_GM_FFR

PeopleSoft Billing Forms

<i>Report ID and Report Name</i>	<i>Description</i>	<i>Navigation</i>	<i>Run Control Page</i>
SF-1034 Public Voucher for Purchases and Services Other Than Personal	Provides a public voucher for purchases and services other than personal, including invoice summary page with invoice header information.	<ul style="list-style-type: none"> • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices 	RUN_BI_PRNTIVC

Report ID and Report Name	Description	Navigation	Run Control Page
SF-1035 Public Voucher for Purchases and Services Other Than Personal - Continuation	Provides a continuation sheet on SF-1034. It includes invoice header and expense line detail information that the expense account tree defines.	<ul style="list-style-type: none"> • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices 	RUN_BI_PRNTIVC
SF-270 Request for Advance or Reimbursement	Provides an invoice summary page that includes invoice header information.	<ul style="list-style-type: none"> • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices 	RUN_BI_PRNTIVC
GM_GEN Generic Letterhead Invoice	Provides a generic invoice. It includes invoice header and expense line detail information that the expense account tree definition controls.	<ul style="list-style-type: none"> • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices 	RUN_BI_PRNTIVC

Report ID and Report Name	Description	Navigation	Run Control Page
GMIVCPN Invoice Print Summary	Generates the invoices that are described previously plus optional cost-sharing and salary-detail (BIGSALDL) reports.	<ul style="list-style-type: none"> • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices 	RUN_BI_PRNTIVC
BIGSALDL Salary Detail	Provides the salary detail that is associated with the invoices that the system creates.	Billing, Generate Invoices, Reports, Salary Detail	RUN_GM_SAL_DETL
GMLOC01 Letter of Credit	Provides details on document number and federal award number as well as funding, previously billed, unbilled, and allowable draw balances.	Billing, Manage Billing Worksheet, Letter of Credit Summary	BI_LOC_SUMMARY

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