

# PeopleSoft®

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## PeopleSoft Grants 8.8 PeopleBook

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**December 2003**

PeopleSoft  
Grants 8.8 PeopleBook  
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# About These PeopleBooks

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

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**Note.** PeopleBooks document 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 either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

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## PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

See *Using PeopleSoft Applications*.

You might also want to complete at least one PeopleSoft introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

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## PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

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## Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

### Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection web site. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

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**Important!** Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

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### See Also

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

### Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

#### Web

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## See Also

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

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# Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

## Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
<b>Bold</b>	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply.  We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>0</i> , not the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ( ).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.  Ampersands also precede all PeopleCode variables.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses.  The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example:  (GER) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading "See Also" or on a separate line preceded by the word <i>See</i> . Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

## Visual Cues

PeopleBooks contain the following visual cues.

### Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

---

**Note.** Example of a note.

---

A note that is preceded by *Important!* is crucial and includes information that concerns what you must do for the system to function properly.

---

**Important!** Example of an important note.

---

## Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

---

**Warning!** Example of a warning.

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## Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to [doc@peoplesoft.com](mailto:doc@peoplesoft.com).

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

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## Common Elements in These PeopleBooks

<b>As of Date</b>	The last date for which a report or process includes data.
<b>Business Unit</b>	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
<b>Description</b>	Enter up to 30 characters of text.
<b>Effective Date</b>	The date on which a table row becomes effective; the date that an action begins. For example, 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 or panels and batch processes that use the information use the current row.
<b>Once, Always, and Don't Run</b>	<p>Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.</p> <p>Select Always to run the request every time the batch process runs.</p> <p>Select Don't Run to ignore the request when the batch process runs.</p>
<b>Report Manager</b>	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

<b>Process Monitor</b>	Click to access the Process List page, where you can view the status of submitted process requests.
<b>Run</b>	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
<b>Request ID</b>	An ID that represents a set of selection criteria for a report or process.
<b>User ID</b>	An ID that represents the person who generates a transaction.
<b>SetID</b>	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
<b>Short Description</b>	Enter up to 15 characters of text.
<b>See Also</b>	
	<i>Using PeopleSoft Applications</i>
	<i>PeopleSoft Process Scheduler</i>

# PeopleSoft Grants Preface

This preface lists common elements and discusses:

- PeopleSoft application fundamentals.
- Pages with deferred processing.
- Common elements used in this PeopleBook.

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**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.

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## PeopleSoft Application Fundamentals

The *PeopleSoft Grants 8.8 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 the PeopleSoft Financials, PeopleSoft Enterprise Service Automation, and PeopleSoft Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks also apply to PeopleSoft Grants:

- *PeopleSoft Application Fundamentals for FIN, ESA, and SCM 8.8 PeopleBook.*
- *PeopleSoft Setting Up Global Options and Reports 8.8 PeopleBook.*
- *PeopleSoft Working with Customers and Orders 8.8 PeopleBook.*
- *PeopleSoft Bank Setup and Processing 8.8 PeopleBook.*
- *PeopleSoft Setting Up and Using Commitment Control 8.8 PeopleBook.*

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## 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, "Guidelines for Designing Pages"*

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## Common Elements Used in This PeopleBook

<b>Account</b>	ChartField that identifies the nature of a transaction for corporate accounts.
<b>Activity</b>	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.
<b>Affiliate</b>	ChartField that is used to map transactions between business units when using a single interunit account.
<b>Alt Acct</b> (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.
<b>Analysis Type</b>	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).
<b>Award</b>	Executed agreement between an institution and a sponsor. The system stores pertinent award information within records in PeopleSoft Contracts, Project Costing and Grants.
<b>Budget Ref</b> (budget reference)	ChartField that identifies unique control budgets when individual budgets share budget keys and overlapping budget periods.
<b>CFDA Number</b> (catalog of federal domestic assistance number)	The federal sponsor assigns this number to each funding opportunity. It is typically identified in program announcements and award notices. It is generally 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.
<b>Chartfield 1 to Chartfield 3</b>	ChartFields that you configure to meet the organization's requirements.
<b>Class</b>	ChartField that identifies a particular appropriation when you combine it with a fund, department ID, program code, and budget reference.
<b>Co-PI</b> (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.
<b>CS</b> (cost sharing)	Cost Sharing.
<b>Currency</b>	Code that identifies the type of currency for an amount, such as USD (United States Dollar) or EUR (Euro).
<b>Dept</b> (department)	ChartField that indicates who is responsible for or affected by the transaction.
<b>Effective Date</b>	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.
<b>F and A, FA, and F&amp;A</b> (facilities and administration)	Overhead costs that are burdened to the sponsor of the grant or that are shared between the sponsor and the institution receiving the grant.
<b>Fund</b>	ChartField that represents structural units for education and government accounting. It can also represent a divisional breakdown in the organization.
<b>Fund Affiliate</b>	ChartField that is used to correlate transactions between funds when you use a single intraunit account.
<b>Institution</b>	The overall organization of a university. An institution may use multiple business units within PeopleSoft Financials.
<b>Letter of Credit</b>	Cash management method by which most federal agencies do project and grant accounting and financial transfers.
<b>Milestone Type</b>	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.
<b>Oper Unit</b> (operating unit)	ChartField that is used to identify a location, such as a distribution warehouse or sales center.
<b>Operating Unit Affiliate</b>	ChartField that is used to correlate transactions between operating units when you use a single intraunit account.
<b>PI</b> (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.
<b>Primary Sponsor</b>	In PeopleSoft Grants, this refers to the federal government in relation to federal flow-through.
<b>Process Frequency</b>	Designates the appropriate frequency in the Process Frequency group box: <ul style="list-style-type: none"> <li>• <i>Once</i>: Executes 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>.</li> <li>• <i>Always</i>: Executes the request every time the batch process runs.</li> <li>• <i>Don't Run</i>: Ignores the request when the batch process runs.</li> </ul>
<b>Process Monitor</b>	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.  See <i>PeopleTools PeopleBook: PeopleSoft Process Scheduler</i>
<b>Product</b>	ChartField that captures additional information that is useful for profitability and cash flow analysis by product sold or manufactured.

<b>Professional</b>	A professional is considered 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.
<b>Program</b>	ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.
<b>Project</b>	<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>
<b>Proposal</b>	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.
<b>Proposal ID</b>	A unique number 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.
<b>Report ID</b>	The report identifier.
<b>Report Manager</b>	<p>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).</p> <p>See <i>PeopleTools PeopleBook: PeopleSoft Process Scheduler</i></p>
<b>Resource Categories and Resource Subcategories</b>	Enables you to identify resources at a very detailed level.
<b>Resource Transaction</b>	<p>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.</p> <p>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.</p>
<b>Resource Type</b>	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.
<b>Run</b>	This button takes you 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>
<b>Run Control ID</b>	Code that identifies the run parameters for a report or process.
<b>SetID</b>	Code that represents a set of control table information or tablesets. A tableset is a group of tables (records) necessary to define a company's structure and processing options.
<b>Short Description</b>	Enter up to 15 characters of freeflow text.
<b>Sponsor</b>	An external entity or source that funds research and other projects.
<b>Statistics Code</b>	ChartField that identifies non-monetary statistical amounts.
<b>Status</b>	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.
<b>Subrecipients</b>	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.



# CHAPTER 1

## Getting Started With PeopleSoft Grants

This chapter discusses:

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

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### PeopleSoft Grants Business Processes

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

The following graphic lists the PeopleSoft Grants business processes:



PeopleSoft Grants business processes

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

- **Proposal Preparation:**

PeopleSoft Grants supports the proposal preparation process including the statement of work, proposal budget, administrative, personnel, and submission information 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 associated with your research activities. You must establish a primary project, but you may also create additional projects and associate them with proposals and awards.

- **Award Administration:**

PeopleSoft Grants supports the full range of postaward 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 gives you the ability to define budget information, establish budget periods, and enter detailed budget information. Once a proposal has been funded, you can send budget information to Commitment Control and the Project Resource tables. The data you enter in the Budget Detail page is the basis for generating budget journals for controlled budgets and for budget data stored in PeopleSoft Grants.

- **Award Funding:**

The award generation process delivered with PeopleSoft Grants prepares awards for postaward 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 stored in your PeopleSoft Grants database.

- **Project Analysis:**

Once 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 pulled from the project summary tables, and display all resource transactions for a selected project.

- **Award Closeout:**

You can use the pages provided in PeopleSoft Project Costing, Contracts and Commitment Control to terminate contracts after they have been fulfilled, inactivate projects and activities, control transactions coming into PeopleSoft Project Costing from feeder system at either the project or the activity level, and define the closing rules for Commitment Control budgets.

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

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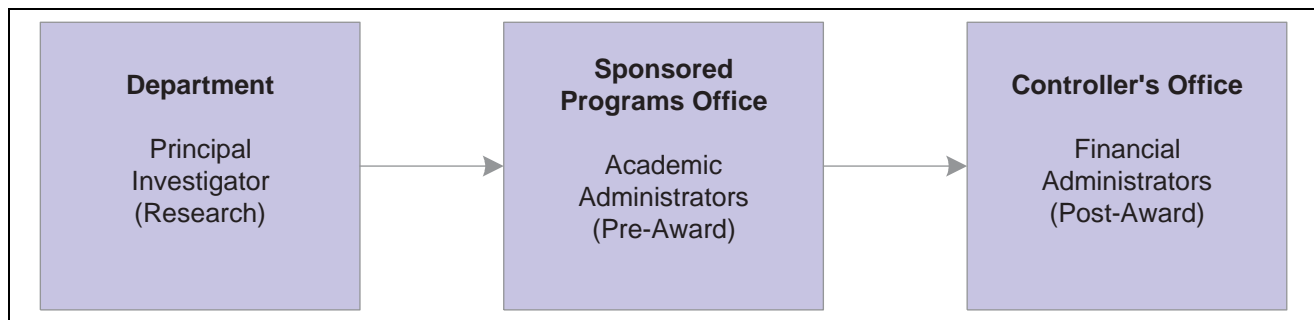
**Note.** To utilize all of the PeopleSoft Grants functionality, you must also purchase PeopleSoft General Ledger, Project Costing, Contracts, and Billing.

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## PeopleSoft Grants Process Flows

The PeopleSoft Grants module was conceived and developed with all the integrated tasks associated with sponsored research in mind.

The diagram below 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.

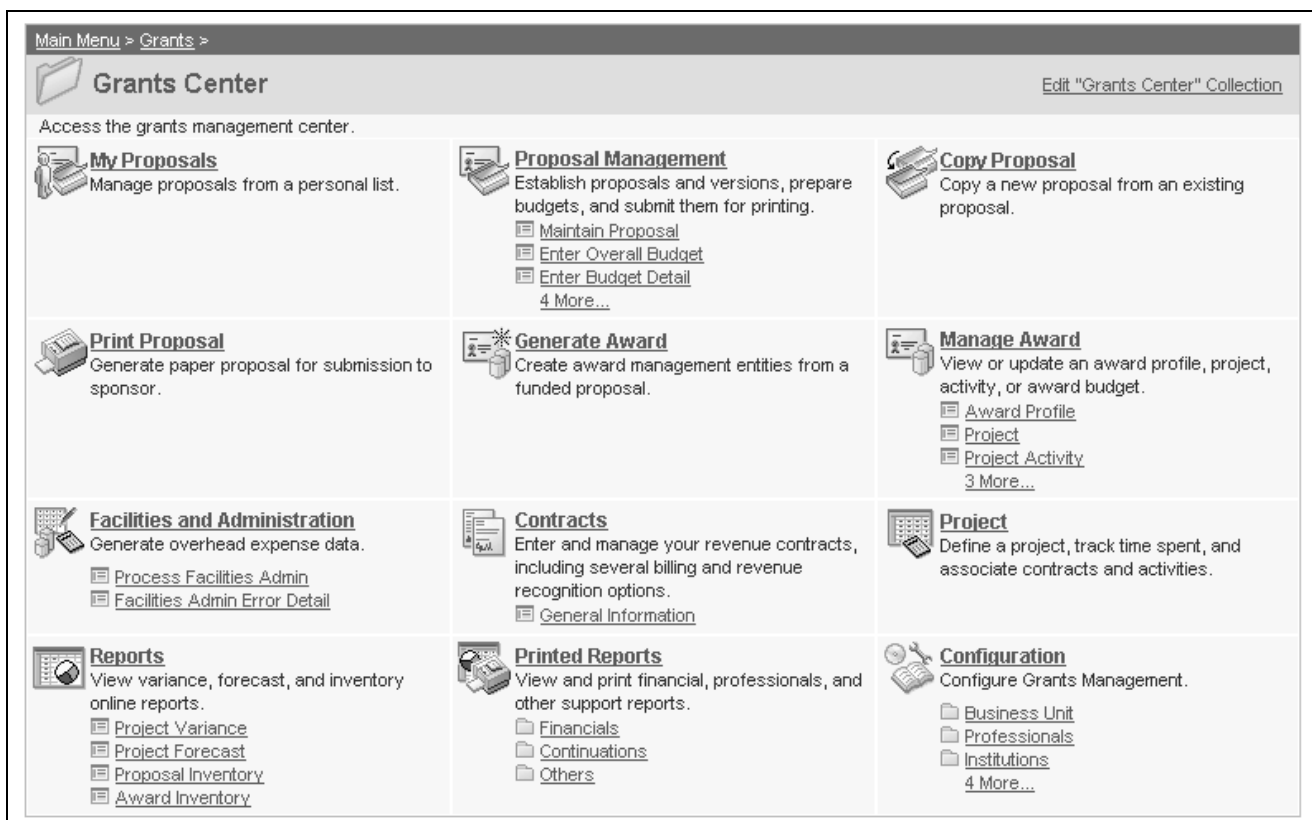


### Administering Grants

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.

## Grants Center

To make navigation to the various implementation and business process pages in PeopleSoft Grants, Contracts and Project Costing easier and more visually appealing, PeopleSoft developed the Grants Center Navigation Page.



Grants Center Navigation page

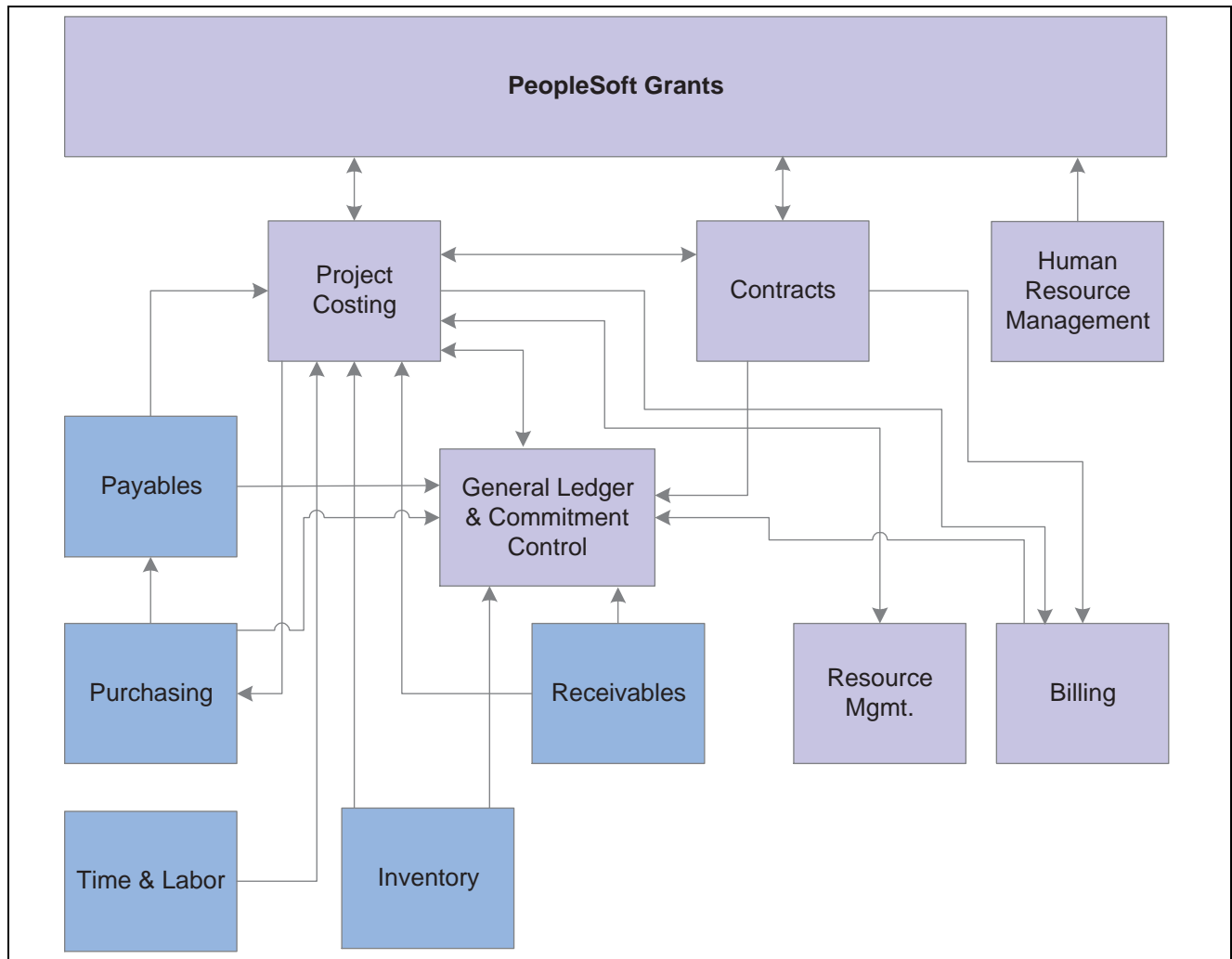
The Grants Center Navigation page provides an alternate method for navigating to the pages utilized to accomplish key business processes. Access to the pages in PeopleSoft Grants and the other PeopleSoft applications is also available through the standard menu structure.

The pages included in both menu structures behave identically. The Grants Center Navigation page, however, groups links to the pages by business process and provides access to secondary pages from the main links.

**Note.** The icons and features that display on your Grants Center Navigation page may vary based on user security access and roles.

## PeopleSoft Grants Integrations

PeopleSoft Grants integrates with these PeopleSoft applications:



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 PeopleSoft Customer Connection Website.

## PeopleSoft Grants Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization for the products 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 PeopleSoft Setup Manager separately for each application that you install. PeopleSoft Grants requires that you follow the order listed below when using PeopleSoft Setup Manager:

- General Ledger
- Projects



- Billing
- Contracts
- 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.

Component	Component Interface	Reference
Account (GL_ACCOUNT)	ACCOUNT_CF	See <i>See PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining and Using ChartFields," Adding Account Values.</i>
Alternate Account (ALTACCT)	ALTACCT_CF	<i>See PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Alternate Account".</i>
Operating Unit (OPERATING_UNIT)	OPER_UNIT_CF	<i>See PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining and Using ChartFields," Adding Operating Unit Values.</i>
Department (DEPARTMENT)	DEPT_CF	<i>See PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining and Using ChartFields," Adding Department Values.</i>
Project ID (PROJECT)	PROJECT_CF	<i>See PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining and Using ChartFields," Adding Project Values.</i>

Component	Component Interface	Reference
Product (PRODUCT)	PRODUCT_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Product Values.
Fund Code (FUND_DEFINITION)	FUND_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Fund Code Values.
Statistics Code (STATISTICS_TBL)	STATISTICS_CODE	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Statistics Code Values.
Class Field (CLASS_PNL)	CLASS_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Class Field Values.
Budget Reference (BUDREF_PNL)	BUDGET_REF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Budget Reference Values.
Program Code (PROGRAM_DEFINITION)	PROGRAM_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Program Code Values.
Scenario (BD_SCENARIO)	BUDGET_SCENARIO	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Scenario Values.

Component	Component Interface	Reference
Chartfield 1 (CHARTFIELD1)	CHARTFIELD1	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 2 (CHARTFIELD2)	CHARTFIELD2	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 3 (CHARTFIELD3)	CHARTFIELD3	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management 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 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Defining Interunit Templates.
IntraUnit Template (IU_INTRA_TMPLT)	IU_INTRA_TMPLT	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Defining Intraunit Templates.
InterUnit Pair Maintenance (IU_INTER_PR_BASIC)	IU_INTER_PR_BASIC	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Interunit Pairs.

Component	Component Interface	Reference
Ledgers for a Unit (BUSINESS_UNIT_LED)	EM_BUS_UNIT_LED	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management 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 8.8 PeopleBook</i> , “Working with Value Added Taxes (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 8.8 PeopleBook</i> , “Working with Value Added Taxes (VAT),” Defining VAT Accounts by General Ledger Business Unit (Optional).
VAT Entity (VAT_ENTITY_ID)	VAT_ENTITY_ID	See <i>PeopleSoft Global Options and Reports 8.8 PeopleBook</i> , “Working with Value Added Taxes (VAT),” Setting Up VAT Entities.
Vat Defaults CI Component (VAT_DEF_CI)	VAT_DEF_CI	See <i>PeopleSoft Global Options and Reports 8.8 PeopleBook</i> , “Working with Value Added Taxes (VAT),” Establishing VAT Defaults.
Bank Branch Information (BANK_BRANCHPNL)	TR_BANK_BRANCH_CI	See <i>PeopleSoft Banks Setup and Processing 8.8 PeopleBook</i> , “Setting Up Banks and Counterparties”.
Team Member Types (MEMBER_TYPE_TABLE)	MEMBER_TYPE_TABLE_CI	See <i>PeopleSoft Working with Customers and Orders 8.8 PeopleBook</i> , “Maintaining Additional Customer Information,” Setting Up Customer Support Personnel.
Team Member Personal Data (MEMBER_PERSON1)	MEMBER_PERSON1_CI	See <i>PeopleSoft Working with Customers and Orders 8.8 PeopleBook</i> , “Maintaining Additional Customer Information,” Setting Up Customer Support Personnel.
Support Team Members (TEAM_MEMBER_TABLE)	TEAM_MEMBER_TABLE_CI	See <i>PeopleSoft Working with Customers and Orders 8.8 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 Working with Customers and Orders 8.8 PeopleBook</i> , “Maintaining Additional Customer Information,” Establishing Customer Group Tables.
Contact Info (CONTACT_INFO)	CONTACT	See <i>PeopleSoft Working with Customers and Orders 8.8 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 Working with Customers and Orders 8.8 PeopleBook</i> , “Maintaining General Customer Information,” Adding General Customer Information.
User Preferences (OPR_DEFAULT)	OPR_DEFAULT_FIN	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining User Preferences,” Defining Cross-Application User Preferences.

## Other Sources of Information

In the implementation planning phase, take advantage of all PeopleSoft sources of information, including the installation guides, data models, business process maps, and troubleshooting guidelines. A complete list of these resources is in the preface of the *PeopleSoft Application Fundamentals for FIN, ESA, and SCM 8.8 PeopleBook*, with information on where to find the most up-to-date version of each.

## See Also

*PeopleSoft Setup Manager for Financials, Enterprise Service Automation, and Supply Chain Management 8.8 PeopleBook*

*PeopleTools PeopleBook: PeopleSoft Integration Broker*

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “PeopleSoft Application Fundamentals PeopleBook Preface”



# CHAPTER 2

# Navigating in PeopleSoft Grants

This chapter discusses how to navigate in PeopleSoft Grants.

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## Navigating in PeopleSoft Grants

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

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**Note.** In addition to the PeopleSoft Grants custom navigation center pages, PeopleSoft provides menu navigation, standard navigation pages, and PeopleSoft Navigator.

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### See Also

*PeopleTools PeopleBook: Using PeopleSoft Applications*

## Pages Used to Navigate in PeopleSoft Grants

This table lists the Custom 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 grants information.
Configuration	Click the Configuration link on the Grants Center page.	Administer the configuration of the PeopleSoft Grants module.
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 the burdening of overhead expenses.
Manage Award	Click the Manage Award link on the Grants Center page.	View and update award profile, project, activity, and award budget.
Printed Reports	Click the Printed Reports link on the Grants Center page.	View and print financial, professional, and other support reports.

Page Name	Navigation	Usage
Proposal Management	Click the Proposal Management link on the Grants Center page.	Establish proposals and versions, prepare budgets, and submit for printing.
Reports	Click the Reports link on the Grants Center page.	View variance, forecast, and inventory online reports.

## See Also

*PeopleSoft Enterprise Components for Financials, Enterprise Service Automation and Supply Chain Management 8.8 PeopleBook, "Working with Navigation Pages," Describing Navigation Pages*

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

*PeopleSoft Enterprise Components for Financials, Enterprise Service Automation and Supply Chain Management 8.8 PeopleBook, "Using Navigation Collections"*



## 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 F&A and direct-cost cost-sharing options.

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## Understanding the Implementation Process

When implementing 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 the other financial applications, you should set up PeopleSoft General Ledger first. The usual progression for setup is: PeopleSoft General Ledger, Receivables, Billing, Contracts, Project Costing, and 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 PeopleSoft 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 postaward processing. Award setup is covered in this chapter. Entering information in control tables is discussed in the Structuring Grants and Setting Up and Maintaining Grants Information chapters.

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**Note.** PeopleSoft recommends that you set up Commitment Control (optional) before setting up Grants business units.

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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.

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## 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 do the following:

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

### See Also

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Using Interunit and Intraunit Accounting and ChartField Inheritance”

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## Defining PeopleSoft Grants Rules and Business Units

To define PeopleSoft Grants rules and business units, use the Grants BU Definition (GM\_BU\_DEFN) component.

This section discusses how to:

1. Define contracts business units on the Contracts BU Definition page.
2. Define contracts business unit options on the Contracts BU Options page.
3. Define project costing business units on the Projects Definition page.
4. Define award setup options and defaults.
5. Define confidence levels.
6. Define PeopleSoft Grants options on the Projects Options page.

## Pages Used to Define Grants Rules

Page Name	Object Name	Navigation	Usage
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 BU Options	BUS_UNIT_OPT_CA	Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, BU Options	Set up revenue management options for the contracts business unit.
Project Costing Definition	BUS_UNIT_TBL_PC	Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Definition, 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 BU Definition, Award Setup Definition	Set up award defaults for the grants business unit. The underlying business unit on this page is 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.
Project Costing Options	BUS_UNIT_OPT_PC	Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Options, 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 Contracts Business Units on the Contracts Business Unit Definition Page

Access the Contracts BU Definition page.

BU Definition		BU Options	
<b>Business Unit:</b>	FED01		
<b>Short Desc:</b>	FED01		
<b>Description:</b>	FEDERAL - BU 1		
<b>GL Unit:</b>	FED01	FEDERAL - BU 1	
<b>Contract Admin:</b>	Angelini,Gina		
<b>Unbilled AR:</b>	AR-UNBILL	<b>Currency Code:</b>	USD
<b>Dist Rule Code:</b>	CONTRACTS	<b>Rate Type:</b>	CRRNT
<b>Ship From:</b>	FED01	FED01	
<b>Contract Type:</b>	GENERAL	<b>Legal Entity:</b>	USLE1
<b>OM Unit:</b>			
<b>BI Unit:</b>	FED01	FEDERAL - BU 1	
<b>Bill Type:</b>	CA	CONTRACTS	
<b>Bill Source:</b>	PROJECTS	Projects	
<b>PPD Tax Timing:</b>			

Contracts BU Definition page

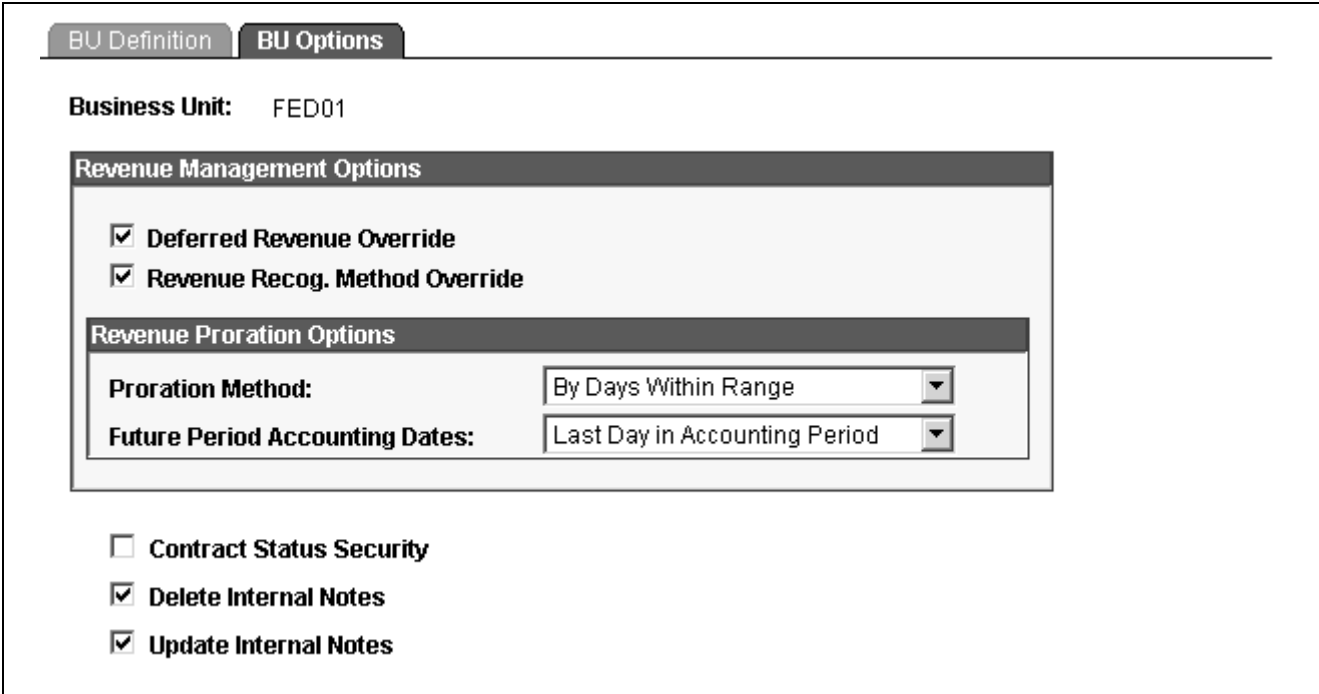
Instructions on setting up contracts business units appear in the *PeopleSoft Contracts 8.8 PeopleBook*.

## See Also

*PeopleSoft Contracts 8.8 PeopleBook*, “Defining PeopleSoft Contracts Business Units”

## Define Contracts Business Unit Options on the Contracts BU Options page

Access the Contracts BU Options page.



BU Definition BU Options

Business Unit: FED01

**Revenue Management Options**

☒ Deferred Revenue Override

☒ Revenue Recog. Method Override

**Revenue Proration Options**

Proration Method: By Days Within Range

Future Period Accounting Dates: Last Day in Accounting Period

☐ Contract Status Security

☒ Delete Internal Notes

☒ Update Internal Notes

Contracts BU Options page

Instructions on setting up contracts business unit options appear in the *PeopleSoft Contracts 8.8 PeopleBook*.

## See Also

*PeopleSoft Contracts 8.8 PeopleBook*, “Defining PeopleSoft Contracts Business Units”

## Defining Project Costing Business Units on the Project Costing Definition Page

Access the Project Costing Definition page.

Project Costing Definition	
<b>Business Unit:</b>	FED01
<b>Description:</b>	FEDERAL - BU 1
<b>Short Description:</b>	FED01
<b>Currency Code:</b>	USD
<b>Rate Type:</b>	CRRNT
<b>Currency Effective Date:</b>	A
<b>General Ledger Business Unit:</b>	FED01
<div> <b>Integration Rate Type</b>  <div> <div>Projects BU </div> <div>Incoming Transactions</div> </div> </div>	
<b>Unit Of Measure</b>	
<b>*Hours Unit of Measure:</b>	MHR
<b>*Days Unit of Measure:</b>	MDY
<b>Dynamic Edit Tables</b>	
<b>*Category Edit Option:</b>	<div> <div>Independnt </div> <div>*Category Edit Table: PROJ_CATG_TBL</div> </div>
<b>*SubCategory Edit Option:</b>	<div> <div>Independnt </div> <div>*SubCategory Edit Table: PROJ_SUBCAT_TBL</div> </div>
<b>Accounting Periods</b>	
<b>Calendar ID:</b>	<div> <div>01 </div> <div>Monthly</div> <div>Update Open Periods</div> </div>

Project Costing Definition page

Instructions on setting up projects business units appear in the *PeopleSoft Project Costing 8.8 PeopleBook*.

## See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Defining Project Business Units”

## Defining Award Setup Options and Defaults

Access the Award Setup Definition page.

Award Setup Definition		Confidence Level Setup	
<b>Business Unit:</b>	EGV05	EDUC & GVT - BU 5	
<b>*PC Business Unit:</b>	EGV05	<b>Currency:</b>	USD
<b>*Integration:</b>	EGV05	<b>GL Business Unit:</b>	EGV05
<b>*Contract Type:</b>	GRANTS	<b>*Billing Business Unit:</b>	EGV05
<b>*Contract Legal Entity:</b>	GMSPONSOR	<b>*Bill Type Identifier:</b>	GM
<b>*Contract Status:</b>	PENDING	<b>Minimum Bill Amount:</b>	100.00
<b>*Product:</b>	GRANTS_REIMBURSAB		
<b>Bud Categ - Fringe:</b>	FRINGE	<b>*Ledger Group:</b>	EG_UNIV
<b>Bud Categ - FA:</b>	FACADM	<b>Ledger:</b>	EG_UNIV_BD
<b>Bud Categ - Rev Est:</b>		<b>*Project/Grant Status:</b>	InProgress

\* Required Fields

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.

**PC Business Unit** (projects business unit)

Select the business unit that you want to use to analyze projects. This also determines the business unit that the system utilizes for PeopleSoft Grants transactional data.

**Integration**

Select the template that defines the integration between PeopleSoft Grants and the other PeopleSoft Financials applications. Each integration template that you create defines a specific set of business units from the other financial applications.

**Contract Type**

Select a contract type from the list of values. Contract types are used for reporting and for determining what milestones 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, *pending*) that you want the contract to select by default when setting up the award. The system uses this field to control all processing that occurs against a contract.

**Product**

Select the product that you use most often on contract lines. The list of values for this field displays only products with a price type of *Rate* and a revenue recognition method of *As Incurred*. Products are defined on the Product Definition pages and in PeopleSoft Contracts.

**GL Business Unit**

Displays the business unit that you are using for your general ledger transactions.

<b>Billing Business Unit</b>	Select the business unit that you want to use for billing purposes.
<b>Bill Type Identifier</b>	Select the identifier 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.
<b>Minimum Bill Amount</b>	Enter an amount to indicate the minimum threshold that produces a bill during postaward processing.
<b>Bud Categ - Fringe</b> (budget category - fringe)	Select the budget category that you want the business unit to use for fringe benefits.
<b>Bud Categ - FA</b> (budget category - facilities and administration)	Select the budget category that you want the business unit to use for F&A expenses.
<b>Bud Categ - Rev Est</b> (budget category - revenue estimate)	Select the budget category that you want the business unit to use for revenue estimates.
<b>Ledger Group</b>	<p>Select a ledger group.</p> <p>If you are using PeopleSoft Commitment Control 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 in PeopleSoft Commitment Control.</p> <p>However, if you are not using PeopleSoft Commitment Control, 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.</p>
<b>Ledger</b>	Select the ledger that you want to use. This field is enabled after you select a projects business unit, integration template, and ledger group.
<b>Project/Grant Status</b>	<p>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>, or <i>Proposed</i>.</p>

## Defining Confidence Levels

Access the Confidence Level Setup page.



Confidence Level Setup	
<b>Business Unit</b> EGV05	
<b>Low Confidence</b>	
<b>Percent To</b> 0	<b>Percent From</b> 50
<b>Medium Confidence</b>	
<b>Percent To</b> 51	<b>Percent From</b> 75
<b>High Confidence</b>	
<b>Percent To</b> 76	<b>Percent From</b> 100

Confidence Level Setup page

To give users a visual clue about 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 From**

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

## Defining PeopleSoft Grants Options on the Project Costing Options Page

Access the Project Costing Options page.

Project Costing Options		Microsoft Project	Budget Alerts	Asset Integration Rules	Interest Calculation
Project Business Unit: EGV05		Description: EDUC & GVT - BU 5			
<b>Input Control</b> Business Unit, Project, Activity: <input type="text" value="Optional"/> Source Type: <input type="text" value="Optional"/> Category: <input type="text" value="Optional"/> SubCategory: <input type="text" value="Optional"/>		<b>Enforce Team</b> <input checked="" type="radio"/> Do not Enforce <input type="radio"/> Project Team Only <input type="radio"/> Project and Activity Team <input type="radio"/> Decide at the Project Level			
<b>Time and Labor Interface</b> <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: <input type="text" value="Do not Reconcile"/> Summary Level: <input type="text" value="BU, Project, Activity"/>		<b>Commitment Control Reversals</b> Ledger Group: <input type="text"/> <input type="button" value="Search"/> Requisition Source Type: <input type="text"/> <input type="button" value="Search"/> Purchase Order Source Type: <input type="text"/> <input type="button" value="Search"/>			
<b>Percent Complete</b> *Calculation Method: <input type="text" value="Manual"/> *Summary Method: <input type="text" value="None"/>		<b>Chartfield Editing</b> <input type="checkbox"/> Edit Combinations			
		<b>Waived Facilities and Administrative Calculation</b> <input checked="" type="radio"/> Institution Minus Funded <input type="radio"/> Sponsor Minus Funded			

Projects Costing Options page

**Waived FA Calc Method**  
(waived facilities and administration calculation method)

Select either *Institution minus Budget* 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.

Instructions on defining projects options appear in the *PeopleSoft Project Costing 8.8 PeopleBook*.

## See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Defining Project Business Units”

Chapter 3, “Defining Your Operational Structure,” Establishing F&A and Direct-Cost Cost-Sharing Options, page 24

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

To establish F&A options, use the Grants FA Options (GM\_FA\_OPTIONS) component.

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

1. Establish F&A options.
2. Establish F&A offsets.
3. 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

PeopleSoft delivers 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 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, there are several items that you need to define:

- 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:

- Once 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 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 F&A base tree's sole function 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 postaward 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 look at 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

<b>SetID:</b>	FEDRL	<b>Last Audit:</b>	Valid Tree
<b>Effective Date:</b>	01/01/1900	<b>Status:</b>	Active
<b>Tree Name:</b>	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
12 of 26
Last Page

- ALL\_EXPENSES - ALL\_EXPENSES
  - TDC - TDC
    - MTDC - MTDC
      - NON MTDC - NON MTDC
        - EQUIP - EQUIP
          - [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

Tree Manager page

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. To access this page, select **Tree Definition** on the Tree Manager page.


### Tree Definition and Properties


\*Tree Name:

\*Structure ID:

\*Effective Date:  \*Status:

\*Description:

\*Category:   [Define Tree Levels](#)

\*Use of Levels:   [Performance Methods](#)

\*SetID:

**Audits**

☐ All Detail Values in this Tree

☐ Allow Duplicate Detail Values

**Item Counts**

Node Count:	18
Leaf Count:	8
Level Count:	6
Branch Count:	0

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, it is important that you *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 between internal business units and external agencies. PeopleSoft Grants allows you to budget for a multitude 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 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 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 only recognizes the transaction as being cost shared if the transaction references both (or all) ChartFields. On the other hand, if more than one ChartField value is specified (for example, department ID *90280* and *90000*), the system treats this as an OR situation, meaning, as long as one of the values is referenced, the transaction is deemed cost sharing.

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

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 preaward environment. When you establish the postaward 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 used for cost share cannot be used for reimbursable/funded dollars.

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

Page Name	Object Name	Navigation	Usage
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.
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.

## Establishing F&A Options

Access the Facilities Admin Options page.

**Facilities Admin Options** | Facilities Admin Offsets

Unit: EGV05

**FA Accounts**  
 \*Account: 6600  
 Distribution Code: REV-OTHER

**Journal Template**  
 Template: GM\_FA

**FA Budget Checking**  
☒ Expense  
☐ Revenue Offset

**Base Tree Info**  
 Tree SetID: FEDRL  
 Tree Name: GM\_FA\_BASE

**FA Calculation Options**  
☒ Sponsor  
☒ Waived  
☒ Cost Shared

**Cost Sharing** Find | View All First 1 of 1 Last  
 CS ChartField: FUND\_CODE  
 Values Find | View All First 1 of 1 Last  
 From Value: F250 To Value: F250

Facilities Admin Options page



<b>Account</b>	Select the expense account that you want to use when F&A lines are created. All the other ChartField values on the F&A lines are inherited from the original transaction line.
<b>Distribution Code</b>	Displays the distribution code. This defines the F&A Offset account that is to be utilized in F&A processing. This should be a revenue account.
<b>Template</b>	Select the journal template that you want to use to feed the F&A accounting entries from PeopleSoft Grants to PeopleSoft General Ledger.
<b>FA Budget Checking</b> (facilities and administration budget checking)	The selection that you make here determines the types of F&A transaction lines that get budget checked.
<b>Tree SetID</b>	Select the setID or business unit that you want the system to use as a base for calculating F&A expenses.
<b>Tree Name</b>	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.
<b>FA Calculation Options</b> (facilities and administration calculation options)	<p>The options that you select here allow the institution to choose the types of F&amp;A that you would like to calculate and maintain in PeopleSoft Grants. Options are:</p> <ul style="list-style-type: none"> <li>• <i>Sponsor</i>, which is always checked and cannot be cleared. Sponsor F&amp;A costs are stored in both the Project Resource table (PROJ_RESOURCE) and in PeopleSoft General Ledger.</li> <li>• <i>Waived</i> and <i>Cost Shared</i>, which are optional computations and are only stored within the Project Resource table.</li> </ul>
<b>CS ChartField</b> (cost-sharing ChartField)	Indicate the values for the ChartFields that identify transactions as cost sharing when they are utilized (for example, <i>FUND_CODE</i> ).
<b>From Value</b>	<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>
<b>To Value</b>	<p>To code cost-shared transactions to a range of values, select a value greater than the one entered in the From Value field.</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>

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**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.

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## See Also

Chapter 3, “Defining Your Operational Structure,” Establishing Direct-Cost Cost Sharing, page 32

## Establishing F&A Offsets

Access the Facilities Admin Offsets page.

Facilities Admin Options

Facilities Admin Offsets

Business Unit: EGV05

FA Offset

Customize | Find

*Department	Operating Unit	Fund Code	Dept	Program Code	Class Field	Budget Reference	Product	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

For each field, select a value to which you want the system to offset F&A transactions. the 1st DEPTID (major subdivision) is the value .

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

## Establishing Direct-Cost Cost Sharing

Access the Installation Options - Grants page.

Installation Options

Grants

System Defaults

SetID: SHARE Last Project ID: 120  
Project ID Field Length: 10 Last Transaction ID: 10000630

Cost Sharing Analysis Types

Cst Shr AP: CAC
Cst Shr EX: CAC
Cst Shr GM-Bud: CBU
Cst Shr IN: CAC
Cst Shr OM:

CS/PO-Close Adj:
CS/PO-COM Rev:
Cst Shr PO - PO: CCO
Cst Shr PO-REQ: CRQ
CS/PO - REQ Rev:
CS/TL-Actual: CPY
CS/TL-Bill Est:

CS/TL - Est:
Cst Shr TL Con:
Cst Shr TE Time:

Installation Options - Grants page

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 by 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

Depending 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 occurred. PeopleSoft Grants also provides you with the ability to calculate and track F&A expenses on cost-shared amounts.

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**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. Once 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.

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### **See Also**

Chapter 3, "Defining Your Operational Structure," Establishing F&A and Direct-Cost Cost-Sharing Options, page 24



## CHAPTER 4

# PeopleSoft Grants Security

This chapter provides an overview of PeopleSoft Grants security.

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## Understanding PeopleSoft Grants Security

This section discusses:

- Multilevel security
- Security by department and user ID

### Multilevel Security

PeopleSoft Grants uses multilevel security.

Use the security setup pages in PeopleTools to provide access to the data, functions, and pages that give users the ability 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 Grants proposals based on the user and department. Therefore, it is possible for a user to have access to a subset of all 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 available to a given user ID.

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

1. Their user ID has an employee ID associated with it.
2. 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 to an employee ID (EMPLID) when you create it.

### Security by Department and User ID

To set up PeopleSoft Grants security, use the Grants Security Operator (GM\_SEC\_OPR) component.

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 only enable the user to access the records that have departments that are associated with the security tree.

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

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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 will want to create a role for every set of users that need a different level of security access to the data.
2. Create user IDs and assign roles to user IDs by selecting PeopleTools, Security, User Profiles, User Profiles.

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

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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, we recommend that you 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 the effective date of 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 PeopleSoft delivers for these proposal components provides principal investigator and department-level security. Currently, the search records that are defined below are delivered with the system. You may replace these security search records if you require a different security scheme.

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



Menu Navigation	Component	Search Record
Grants, Proposals, Maintain Proposal	GM_PROPOSAL	GM_PROP_SRCH
Grants, Proposals, Enter Overall Budget	GM_BUD_HEADER	GM_PROP_J_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, Copy Proposal	GM_BUD_PPSL_CPY	GM_PROP_SRCH
Grants, Proposals, Copy Budget Period	GM_BUD_PD_CPY	GM_BUD_PD_SRCH
Grants, Proposals, Generate Award	GM_AWD_SETUP	GM_PROP_YJ_SRCH
Grants, Awards, Create Continuation	GM_COND_ID_CREATE	GM_CONT_SRCH

In addition, the system also uses these department-level security views as prompt tables to limit the proposals that are available for printing.

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**Note.** You can give users access to specific proposals by listing them on the Maintain Proposal - Resources page with the role type of *Authorized Person* (click the Details button after the Role field). This resource does not, however, print on any proposal forms.

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## CHAPTER 5

# Structuring 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.

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## 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 one-time sequences of data entry that provide the system with core information concerning 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.
- Installation options.
- 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.
- Forms printing.

## PeopleSoft Grants ChartFields

PeopleSoft Grants delivers these chart of accounts:

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

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

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This table provides information about these ChartFields:

ChartField Name	Size	Valid Values Table	Required	Definition	Reusable
Fund FUND_CODE	5	FUND_TBL	No	Identifies the fiscal and accounting entity that is established to segregate financial resources.	Yes
Department DEPTID	10	DEPARTMENT_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 fit 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 6](#)

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

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management 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 intended to be a comprehensive procedure on setting up commitment control options.

You can find a more detailed and thorough explanation of the steps in the PeopleSoft PeopleBooks referenced in the Additional Documentation column in 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 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management 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 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Setting Up Ledgers,” Defining a Detail Ledger.
Define ledger groups.	General Ledger, Ledgers, Ledger Groups, Definition	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Setting Up Ledgers,” Linking Ledgers to a Ledger Group.

Step	Navigation Path	Additional Documentation
Create parent expense budgets and parent revenue budgets for revenue offset.	Commitment Control, Define Control Budgets, Budget Definitions, Control Budget Options	See <i>PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook</i> , “Setting Up Basic Commitment Control Options,” Setting Up Control Budget Definitions.
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 8.8 Setting Up and Using Commitment Control PeopleBook</i> , “Setting Up Basic Commitment Control Options,” Setting Up Control Budget Definitions.
Setup excluded account types for the parent budgets.	Commitment Control, Define Control Budgets, Budget Definitions, Excluded Account Types	See <i>PeopleSoft 8.8 Setting Up and Using Commitment Control 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 8.8 Setting Up and Using Commitment Control 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 8.8 Setting Up and Using Commitment Control 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 8.8 Setting Up and Using Commitment Control 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 8.8 Setting Up and Using Commitment Control PeopleBook</i> , “Setting Up Basic Commitment Control Options,” Setting Up Associated Revenue and Expenditure Budgets.

Step	Navigation Path	Additional Documentation
Enter budget journal header information for the parent revenue budget.	Commitment Control, Budget Journals, Enter Budget Journals, Budget Header	See <i>PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook</i> , “Entering and Posting Commitment Control Budget Journals,” Entering Budget Journals.
Enter the transaction lines that make up the journal.	Commitment Control, Budget Journals, Enter Budget Journals, Budget Lines	See <i>PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook</i> , “Entering and Posting Commitment Control Budget Journals,” Entering Budget Journals.
Enter budget journal header information for the child revenue budget.	Commitment Control, Budget Journals, Enter Budget Journals, Budget Header	See <i>PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook</i> , “Entering and Posting Commitment Control Budget Journals,” Entering Budget Journals.
Enter the transaction lines that make up the journal.	Commitment Control, Budget Journals, Enter Budget Journals, Budget Lines	See <i>PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook</i> , “Entering and Posting Commitment Control Budget Journals,” Entering Budget 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 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management 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 <a href="#">Chapter 8, “Establishing Awards and Projects,” Establishing Project Budgets, page 226.</a>
Check the budget.	Commitment Control, Review Budget Activities, Budget Details, Commitment Control Budget Details	See <i>PeopleSoft 8.8 Setting Up and Using Commitment Control 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 <a href="#">Chapter 8, “Establishing Awards and Projects,” Processing F&amp;A Costs, page 229.</a>



## 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 looks to this definition to create journal entries originating from the PeopleSoft Grants F&A process.
CAPCDEFN	The system looks 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 looks to this journal entry template to summarize accounting entries and creates journals for F&A revenue.
CA_GM	The system looks to this journal entry template to summarize accounting entries and creates journals for general award transaction revenue 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 look 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 picks up these accounting entries and, using the Journal Generator Templates, creates the accounting entries that are booked to PeopleSoft General Ledger.

### See Also

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Using Journal Generator,” Setting Up for Journal Generator

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Using Journal Generator,” Generating Journal Entries

*PeopleSoft Contracts 8.8 PeopleBook*, “Processing PeopleSoft Contracts Billing”

## System-Delivered Budget Items

Sponsoring agencies normally define budget items that you use for 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 items are not specifically defined for a sponsor. After you define *any* budget item for a specific sponsor, you can enter all allowable items for the sponsor. For form mapping reasons, you want to utilize the budget items as they are reflected in the following table when the National Institutes of Health (NIH) is the sponsor.

PeopleSoft delivers these budget items:

Value	Description	Form	Form Page	Sponsor
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"> <li>• PHS 398</li> <li>• PHS 2590</li> </ul>	<ul style="list-style-type: none"> <li>• DD, EE</li> <li>• B</li> </ul>	NIH
EQUIP	Equipment	<ul style="list-style-type: none"> <li>• PHS 398</li> <li>• PHS 2590</li> </ul>	<ul style="list-style-type: none"> <li>• DD, EE</li> <li>• B</li> </ul>	NIH
SUPL	Supplies	<ul style="list-style-type: none"> <li>• PHS 398</li> <li>• PHS 2590</li> </ul>	<ul style="list-style-type: none"> <li>• DD, EE</li> <li>• B</li> </ul>	NIH
TRAVEL	Travel	<ul style="list-style-type: none"> <li>• PHS 398</li> <li>• PHS 2590</li> </ul>	<ul style="list-style-type: none"> <li>• DD, EE</li> <li>• B</li> </ul>	NIH
DOTRAV	Domestic Travel (Map to Travel)	<ul style="list-style-type: none"> <li>• PHS 398</li> <li>• PHS 2590</li> </ul>	<ul style="list-style-type: none"> <li>• DD, EE</li> <li>• B</li> </ul>	NIH
FOTRAV	Foreign Travel (Map to Travel)	<ul style="list-style-type: none"> <li>• PHS 398</li> <li>• PHS 2590</li> </ul>	<ul style="list-style-type: none"> <li>• DD, EE</li> <li>• B</li> </ul>	NIH
INPATI	In-Patient	<ul style="list-style-type: none"> <li>• PHS 398</li> <li>• PHS 2590</li> </ul>	<ul style="list-style-type: none"> <li>• DD, EE</li> <li>• B</li> </ul>	NIH

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

Value	Description	Form	Form Page	Sponsor
TRNTRV	Trainee Travel	<ul style="list-style-type: none"> <li>• PHS 398</li> <li>• PHS 2590</li> </ul>	<ul style="list-style-type: none"> <li>• OO</li> <li>• H</li> </ul>	NIH
TRNEXP	Training-Related Expenses	<ul style="list-style-type: none"> <li>• PHS 398</li> <li>• PHS 2590</li> </ul>	<ul style="list-style-type: none"> <li>• OO</li> <li>• H</li> </ul>	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 for institution cost recovery for consortium agreement funding not to exceed 25,000 USD. These categories enable the system to map subrecipient costs to the various sponsor forms.

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 indirect costs incurred by the subrecipient. The primary institution has an indirect cost recovery rate of 50 percent.

We recommend the usage outlined in this table:

Budget Item	Amount or Percent
SUB<25	15,000
SUB<25F	5,000
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 indirect costs 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:

Budget Item	Amount or Percent
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

Budget Item	Amount or Percent
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 on setting up activity types appear in the *PeopleSoft Project Costing 8.8 PeopleBook*.

### See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Creating and Maintaining Activities,”  
Creating Activities and Adding Them to Projects

## 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 table below:

Analysis Type	Resource Type	Amount
BUD	LABOR	\$1,000.00

Analysis Type	Resource Type	Amount
ACT	LABOR	\$1,500.00
BILL	LABOR	\$1,500.00

---

**Note.** PeopleSoft Grants delivers these values as system data. Do not modify them.

---

Delivered values:

- *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 on setting up analysis types and groups appear in the *PeopleSoft Project Costing 8.8 PeopleBook*.

## See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Structuring PeopleSoft Project Costing,” Creating Analysis Types

*PeopleSoft Project Costing 8.8 PeopleBook*, “Structuring PeopleSoft Project Costing,” Creating Analysis Groups

## 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

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

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

## Resource Groups

These resource groups are necessary for certain award analyses and processes delivered with PeopleSoft Grants to function properly. If you have chosen not to use the resource types delivered with Grants, you must customize 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 limit 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.

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## Setup Rules

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



- If a resource type and a resource category are related, it means that 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 only enter 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 there are no limits on the resource category or subcategory that you can enter.
- If you choose to 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 8.8 PeopleBook*.

## See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, "Structuring PeopleSoft Project Costing," Creating Source Types

*PeopleSoft Project Costing 8.8 PeopleBook*, "Structuring PeopleSoft Project Costing," Creating Source Groups

*PeopleSoft Project Costing 8.8 PeopleBook*, "Structuring PeopleSoft Project Costing,"  
Creating Categories and Subcategories

*PeopleSoft Project Costing 8.8 PeopleBook*, "Structuring PeopleSoft Project Costing,"  
Relating Source Types to Categories

## 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 building blocks 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 on setting up transactions appear in the *PeopleSoft Project Costing 8.8 PeopleBook*.

### See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Structuring PeopleSoft Project Costing,” Creating Transaction Types

*PeopleSoft Project Costing 8.8 PeopleBook*, “Structuring PeopleSoft Project Costing,” Creating Transaction Codes

## Accounting Rules

You define standard accounting entries or rules for project-based transactions based on a combination of the following: 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 wildcard on 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 defined in the framework by clicking the Copy Accounting Entries To link on the Accounting Rules page and entering the new header criteria.

Instructions on setting up accounting rules appear in the *PeopleSoft Project Costing 8.8 PeopleBook*.

### See Also

*PeopleSoft Project Costing 8.8 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. You would 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 on setting up integration templates appear in the *PeopleSoft Project Costing 8.8 PeopleBook*.

## See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Structuring PeopleSoft Project Costing,” Creating Templates for Integration with Other Applications

## Award and Project Controls

Here’s 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 PeopleSoft 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 only be associated 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 on setting up award and project controls appear in the *PeopleSoft Project Costing 8.8 PeopleBook*.

## See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Structuring PeopleSoft Project Costing”

## Locations

When working with proposals and awards, you can specify the address information for each project within a research proposal as well as information concerning 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, 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 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Locations

## Products

To set up the products 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 8.8 PeopleBook* and in the *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*.

### See Also

*PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Setting Up Products”

*PeopleSoft Contracts 8.8 PeopleBook*, “Structuring Contracts,” Defining Products and Product Groups

## 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 is monthly, you would define a range of dates for the beginning and ending 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 less than or equal to the system date.

Instructions on setting up billing cycle date ranges appear in the *PeopleSoft Billing 8.8 PeopleBook*.

### See Also

*PeopleSoft Billing 8.8 PeopleBook*, “Structuring Bills,” Defining Billing Cycles

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## Establishing Institution Controls

To set up institution controls, use the 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), and FA Base Details (FA\_BASE\_DTL) components.

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:

1. Create institution types.
2. Create the institution attribute type.
3. Create audit types.
4. Create certification and compliance types.

5. Create budget item types.
6. Create budget items.
7. Create budgets.
8. Define F&A rate types.
9. Create the institution F&A base types.

## Pages Used to Establish Institution Controls

Page Name	Object Name	Navigation	Usage
Institution Type	GM_INST_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Institution Types, Institution Type	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, 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, Audit Types	Record recent audit engagements in PeopleSoft Grants. You can also maintain audit engagement type definitions using this page.
Certification and Compliance	GM_IN_CERT	Set Up Financials/Supply Chain, Product Related, Grants, Certification, Certification and Compliance	Define each required certification and compliance. You can also classify each certification code as it is used at the institution level, the proposal level, or both.
Budget Item Type	GM_BUD_CAT_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Budget Item Types, Budget Item Type	Create budget item types. You can use the budget items 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, Budget Items	Define the budget items that you'll use for proposals. PeopleSoft delivers numerous budget items as system data.
Budgets	GM_ACTIVITY	Set Up Financials/Supply Chain, Product Related, Grants, Budgets, Budgets	Establish the budget IDs that you use to define budget details on the Enter Overall Budget - General Info page.

Page Name	Object Name	Navigation	Usage
Facilities and Administration Rates	GM_FA_RATE_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Facilities Admin Rates, Facilities and Administration Rates	Create the F&A rate types that you use for grants processing.
Facilities and Administration Bases	GM_FA_BASE_DTL	Set Up Financials/Supply Chain, Product Related, Grants, Facilities Admin Bases, Facilities and Administration 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).

## Creating Institution Types

Access the Institution Type page.

**Institution Types**

**SetID:** SHARE **Institution Type:** FOP

Find | View All First 1 of 1 Last

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

\*Description: For-Profit Organization (NSF)

Short Description: For-Profit Org.

Institution Type page

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

- *FOP* — For-Profit Organization (NSF).
- *NOP* — Private Nonprofit (NIH).
- *GEN* — General For Profit (NIH).
- *SED* — Socially and Economically Disadvantaged.
- *STA* — State Institution (NIH).
- *SMB* — Small Business (NIH & NSF).
- *LOC* — Local Institution (NIH).

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

## Creating the Institution Attribute Type

Access the Attribute Types page.

**Attribute Types**

SetID: SHARE      Attribute Type: CGRS\_DIST

**Details** Find | View All      First 1 of 1 Last

*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.

PeopleSoft delivers these attribute types with the system:

- *ORG\_COMP\_CO* — Organizational Component Code.
- *CGRS\_DIST* — Congressional District.
- *DUNS* — DUNS Institution Number.
- *SAS* — Same As Sponsor.

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

---

## Creating Audit Types

Access the Audit Types page.



**Audit Types**

**SetID:** SHARE
**Audit Type:** A133

**Audit Data**
Find | View All
First ◀ 1 of 1 ▶ Last

**\*Effective Date:**  31

**\*Short Description:**

**\*Description:**

**\*Status:** Active ▼

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 and Compliance Types

Access the Certification and Compliance page.

**Certification and Compliance**

**SetID:** SHARE
**Institution:** USCNY
**Description:** Union State College of NY

**Certification Compliance**
Find | View All
First ◀ 1 of 1 ▶ Last

**\*Effective Date:**  31

**\*Status:** Active ▼

**Entered By:** VP1

**Details**
Customize | Find | View All
First ◀ 1-2 of 2 ▶ Last

Compliance Info

Sponsor Info

*Code	Short Description	*Indicator	Cert/Disclosure Date	End Date	Reference Number
DRUG0	Drug-Free	Yes ▼	<input type="text" value="02/01/2001"/> <small>31</small>	<input type="text" value=""/> <small>31</small>	<input type="text" value=""/>
HUMAN	Human Subj	Yes ▼	<input type="text" value="02/01/2001"/> <small>31</small>	<input type="text" value=""/> <small>31</small>	<input type="text" value=""/>

Certification and Compliance 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 one of these values to indicate how the certification code is used:  
*Institution Certification*, *Proposal Certification*, or *Both*.

## Creating Budget Item Types

Access the Budget Item Type page.

Budget Item Type page

PeopleSoft delivers 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 on a modular research grant application.

---

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

---

## Creating Budget Items

Access the Budget Items page.

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	Select, if applicable, one of these time quantities to enforce continuity across a budget: <ul style="list-style-type: none"><li>• <i>MHR</i> — Hours.</li><li>• <i>MDY</i> — Days.</li><li>• <i>MWK</i> — Weeks.</li><li>• <i>MMO</i> — Months.</li></ul>

Projects Tab

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

GL Chartfields

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

Creating Budget IDs

Access the Budgets page.

Budgets

SetID: SHARE

Budget ID: IMPLEMENTATION

Detail

\*Effective Date:

01/01/1900

31

\*Status:

Active

+

-

Short Description:

Services

\*Description:

Implementation Services

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.

## Facilities and Administration Rates

SetID: SHARE FA Rate ID: OFC

Customize   Find   First 1 of 1 Last				
*Effective Date	*Status	*Description	*Short Description	
01/01/1900	Active	Off Campus	Off Campus	

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.

## 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 (NSF)				
COMPTR	Computer Services (NSF)				
CONSLT	Consultant Services (Both)				
DOTRAV	Domestic Travel (NSF)				
FOTRAV	Foreign Travel (NSF)				
FRINGE	Fringe Benefits				
GRADST	Graduate Students (NSF)				
INPATI	In-Patient (NIH)				
OSRPER	Other Senior Personnel (NSF)				

Facilities and Administration Bases page

Select the budget items that belongs 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.

## Establishing Sponsor Controls

To establish sponsor guidelines, use the Sponsor Type (GM\_SPNSR\_TYPE), Sponsor Level (GM\_SPNSR\_LEVEL), Sponsor Program Type (GM\_SPNSR\_PROG\_TYPE), and Guideline Details (GMGUIDELN\_DTL) components.

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

This section discusses how to:

1. Establish sponsor types.
2. Establish sponsor levels.
3. Enter sponsor program types.
4. Enter sponsor guidelines.

### Pages Used to Establish Sponsor Controls

Page Name	Object Name	Navigation	Usage
Sponsor Types	GM_SPNSR_TYPE	Set Up Financials/Supply Chain, Product Related, Grants, Sponsor Types, 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, 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, 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, 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.

Sponsor Types	
<b>SetID:</b>	SHARE
<b>Sponsor Type:</b>	FED
<div> <div>Details</div> <div>Find   View All</div> <div>First 1 of 1 Last</div> </div>	
<b>*Effective Date:</b>	01/01/1900 <input type="button" value="31"/>
<b>*Status:</b>	Active <input type="button" value="+"/> <input type="button" value="-"/>
<b>*Description:</b>	Federal
<b>*Short Description:</b>	Federal

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.

Sponsor Levels	
<b>SetID:</b>	SHARE
<b>Level:</b>	DEPT
<div> <div>Level Detail</div> <div>Find   View All</div> <div>First 1 of 1 Last</div> </div>	
<b>*Effective Date:</b>	01/01/2001 <input type="button" value="31"/>
<b>*Status:</b>	Active <input type="button" value="+"/> <input type="button" value="-"/>
<b>*Level Title:</b>	Department
<b>*Description:</b>	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.

## Program Types

**SetID:** SHARE **Program Type:** CLIN

Program Type Detail		Find   View All    First ◀ 1 of 1 ▶ Last
<b>*Effective Date:</b>	<input type="text" value="01/01/1900"/> <small>31</small>	<b>*Status:</b> <input type="text" value="Active"/> <small>+</small> <small>-</small>
<b>*Short Description:</b>	<input type="text" value="Clinical"/>	
<b>*Description:</b>	<input type="text" value="Clinical Research"/>	

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.

### Sponsor Guidelines

**SetID:** SHARE **Guideline ID:** FLYUS

Sponsor Guidelines		Find   View All    First ◀ 1 of 1 ▶ Last
<b>*Effective Date:</b>	<input type="text" value="01/01/1900"/> <small>31</small>	<b>*Status:</b> <input type="text" value="Active"/> <small>+</small> <small>-</small>
<b>*Description:</b>	<input type="text" value="Fly American Carriers"/>	
<b>*Short Description:</b>	<input type="text" value="Fly USA"/>	
<b>*Comments:</b>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">When traveling overseas, all airline carriers utilized can only be American.</div>	

Sponsor Guidelines page

Define all grants-related guidelines that you will use in proposals. Each guideline has both a unique identifier and an effective date and status. Sponsor guidelines might include values such as:

- *American Made.*
- *Equipment Purchase.*
- *Expanded Authorities.*

- *Fly American Carriers.*
- *Negotiated IDC Rate.*
- *Salary Cap.*
- *Same As Sponsor*

PeopleSoft delivers this value: *SAS* — Same As Sponsor.

---

**Note.** PeopleSoft Grants delivers the SAS value as system data. This value maps specifically to the proposal forms. Do not modify it.

---

## Establishing Professional Controls

To set up professional controls for PeopleSoft Grants, use the Honors and Award Table (GM\_HON\_AWARD\_TBL), the Membership Table (GM\_MEMBERSHIP\_TBL), and the Publication Table (PUBLICATION\_TBL ) components.

These 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 PeopleSoft 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:

1. Enter honors and awards information.
2. Enter membership table information.
3. Enter publications information.





## Pages Used to Establish Professional Controls

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

## Entering Honors and Awards Information

Access the Honors/Awards Table page.



Honors/Awards Table	
Honor/Award:	CL
<div> <div>Honor/Award Data</div> <div>Find   View All First 1 of 1 Last</div> </div>	
*Effective Date:	01/01/2000  *Status: Active   
*Description:	Cum Laude
Short Description:	Cum Laude
Formal Description:	Cum Laude


Honors/Awards Table page

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/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 Table Information

Access the Membership Table page.

Membership Table	
Honor or Award:	AAS *Accomplishment Category: DEG 
*Descr:	Associate of Applied Science
Short Desc:	AAS

Membership Table 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 the *American Medical Association* or the *Animal Rescue Foundation*.

## Entering Publications Information

Access the Publications page.

Publications

Publication ID:

JRNLMED

Publication Title:

The Effect of Diabetes on Rats

Publication Name:

Journal of Medicine

Publisher:

MCGRAW-HILL

Publication Type:

Article

Issue:

3

Publication Status:

Published

Volume:

2

Publication Date:

12/10/2000

Page Number(s):

5

Comments:

Publication Authors

Find | View All First 1 of 1 Last

SeqNum

1

Author Type

Author

Author

Schumaucher,Kenneth

+

-

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 prior to associating it to 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 on the publication.

## Establishing Proposal Controls

To establish proposal controls, use the Proposal Control Key Word (GM\_PROP\_CTR\_KEYWOD), Proposal Control Resource (GM\_PROP\_CTR\_RESOUR), Proposal Control Component (GM\_PROP\_CTR\_CMP), and Award Control Function (GM\_AWD\_CTR\_FUNCT) components.

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:

1. Enter key words.
2. Create proposal resource types.
3. Define proposal components.
4. Enter proposal and award purpose descriptions.

## Pages Used to Establish Proposal Controls

Page Name	Object Name	Navigation	Usage
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.
Resource Types	GM_PROP_CTR_RES	Set Up Financials/Supply Chain, Product Related, Grants, Proposal Resource Type, Resource Types	Define resource types that you use in proposals.
Proposal Components	GM_PROP_CTR_CMP	Set Up Financials/Supply Chain, Product Related, Grants, Proposal Components, 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, Proposal/Award Purposes	Maintain information concerning the type and purpose of research that will be conducted for a proposal.

## Entering Key Words

Access the Proposal Key Words page.

**Proposal Key Words**

**SetID:** SHARE **Key Word:** DIABETES

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

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

\*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 to a proposal project.

## Creating Proposal Resource Types

Access the Resource Types page.

Resource Types

SetID: SHARE
Resource Type: CLINI

Resource Type Description

Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1900

\*Status: Active

\*Description: Clinical

Short Description: CLIN

Resource Types page

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

- *ANIMA* — Animal.
- *CLINI* — Clinical.
- *COMPU* — Computer.
- *LABOR* — Laboratory.
- *MAJOR* — Major Equipment.
- *OFFIC* — Office.
- *OTHER* — Other.
- *RESOU* — Other Resources.

---

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

---

## Defining Proposal Components

Access the Proposal Components page.

Define Component			Find   View All	First	1 of 1	Last
*Effective Date:	01/01/1900	*Status:	Active			
*Description:	Administrative					

Proposal Components page

Enter the information that you want to use in grants proposals. Components are user-defined. You can use them 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. You can also use components to implement customized workflow processes. Each proposal can have multiple components.

## Entering Proposal and Award Purpose Descriptions

Access the Proposal/Award Purposes page.

Details			Find   View All	First	1 of 1	Last
*Effective Date:	01/01/1900	*Status:	Active			
*Description:	Basic Research					

Proposal/Award Purposes page

Enter information concerning the type of research that is put forward 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) component.

This section provides an overview of milestones and discusses how to define milestone types and codes.

## Understanding Milestones

Because PeopleSoft Grants uses multiple applications to accomplish many of its business processes, you may think of milestones in terms of PeopleSoft Project Costing and PeopleSoft Contracts. Milestones in PeopleSoft Project Costing and PeopleSoft Contracts are used to control billing and the timing of revenue recognition.

Milestones in PeopleSoft Grants are used to track events in the life cycle of the award, but do not have the ability to control billing or revenue recognition processes.

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 generate a group of reports on a periodic basis to highlight milestones that fall 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.

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**Note.** When you implement PeopleSoft Grants, the institution can automate these processes by setting up the appropriate workflow. Workflow development is institution specific, so it is not covered in this documentation.

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## Page Used to Establish Milestones

Page Name	Object Name	Navigation	Usage
Milestone Types/Codes	GM_MILE_TYPE_DEFN	Set Up Financials/Supply Chain, Product Related, Grants, Milestone Types/Codes, Milestone Types/Codes	Define milestone types and codes for a setID.

## Defining Milestone Types and Codes

Access the Milestone Types/Codes page.

**Milestone Types / Codes**

**SetID:** SHARE **Milestone Type:** BILL

**Details** Find | View All First 1 of 1 Last

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

**\*Description:** Billing

**\*Short Description:** Billing

**Code Details** Find | View All First 1 of 1 Last

**\*Milestone Code** BILLING **\*Description** Billing

Milestone Types/Codes 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.

### 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 *FNREP* (Financial Status Reporting), the individual milestone codes could be *FINAL* or *INTERIM*.

## 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 (extensible markup language). 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 5.0. Because this solution uses standard PeopleTools technology, you no longer need to engage a third party to fulfill your forms printing needs.

### Impacted 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 on an annual basis.

- Federal Cash Transaction Report (SF- 272).

This is an Office of Management and Budget form that is utilized to provide an accounting of cash positions with the government during a specific time frame. You typically submit this form on a quarterly basis.

- Financial Status Report (SF-269).

This is an Office of Management and Budget form. It is utilized to provide a periodic accounting on grants that you have received. It includes information such as expenditures, budget, and remaining balances.

### Forms Downloads From the Sponsor Websites

To set up the PeopleSoft Grants forms printing solution for on a database, you must download all of these PDF files from the sponsor websites:

- [http://grants.nih.gov/grants/funding/2590/2590\\_forms.pdf](http://grants.nih.gov/grants/funding/2590/2590_forms.pdf)
- [http://grants.nih.gov/grants/funding/phs398/398\\_forms.pdf](http://grants.nih.gov/grants/funding/phs398/398_forms.pdf)
- <http://grants.nih.gov/grants/funding/phs398/biosketch.pdf>
- <http://grants.nih.gov/grants/funding/phs398/continuation.pdf>
- <http://grants.nih.gov/grants/funding/phs398/fp4.pdf>
- <http://grants.nih.gov/grants/funding/2590/enrollmentreport.pdf>
- <http://www.whitehouse.gov/omb/grants/sf269a.pdf>
- <http://www.whitehouse.gov/omb/grants/sf272.pdf>
- <http://www.whitehouse.gov/omb/grants/sf272a.pdf>

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

---

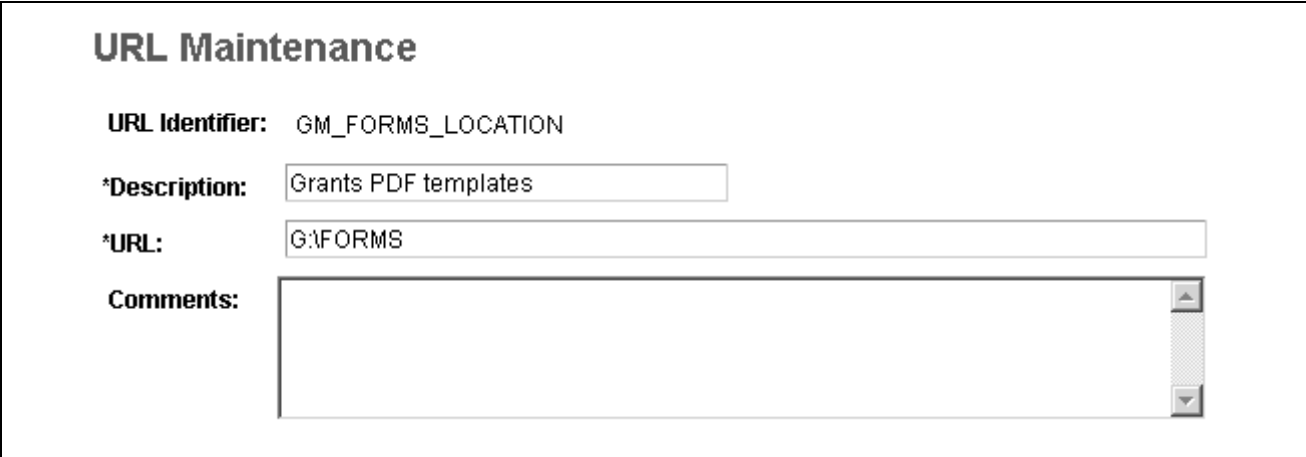


## Pages Used to Set Up Forms Printing

Page Name	Object Name	Navigation	Usage
URL Maintenance	URL_TABLE	PeopleTools, Utilities, Administration, URLs, URL Maintenance	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.



**URL Maintenance**

**URL Identifier:** GM\_FORMS\_LOCATION

**\*Description:** Grants PDF templates

**\*URL:** G:\FORMS

**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 the PDF Templates

Access the Sponsor Forms page.

**Sponsor Forms**

---

**SetID:** SHARE
**Form ID:** PHS398

**Form Detail**
Find | View All | First 1 of 1 Last

**\*Effective Date:**

**\*Description:**

**\*Short Description:**

**Comments:**

Includes pages AA-KK.

**\*Status:** Active

**File Name:**

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 departments.
- Set up and maintain sponsors.
- Set up and maintain professional data.
- Maintain subrecipients.

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## Setting Up and Maintaining Institutions

To set up and maintain institutions, use the Institution Profile (INSTITUTION\_PROFIL), Institution Contacts (GM\_IN\_CONTACTS), FA Rates (GM\_FA\_RATES), Institution Fringe Rates (GM\_INST\_FRINGE), Institution Certification (INSTITUTION\_CERT), and Institution Audit (INSTITUTION\_AUDIT) components.

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 F&A 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 (preaward) and financial status reports (postaward).

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

Page Name	Object Name	Navigation	Usage
Institution - Name	GM_INSTITUTION	Grants, Institutions, General Information, Name	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 Contacts	GM_IN_CONTACTS	Grants, Institution, Contacts, 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.
F&A Rates	GM_IN_FACILT_ADMIN	Grants, Institution, Facilities Admin Rates, F&A Rates	Establish institution F&A rates.
Fringe Rates	GM_IN_FRIN_RATE	Grants, Institution, Fringe Rates, Fringe Rates	Establish institution fringe rates.
Certification and Compliance	GM_IN_CERT_COMPL	Grants, Institution, Certifications/Compliance, Certification and Compliance	Establish institution certifications and compliances. This includes all institution-related compliance submissions, including cost accounting standard compliance submissions and federal demonstration project compliance.
Institution Audit	GM_IN_AUDIT	Grants, Institution, Audits, Institution Audit	Establish institution audit information. This includes historical audit engagement records and related alerts and resolutions.

### Establishing the Institution Name

Access the Institution - Name page.

Name	Information	Attributes	Address
<b>SetID:</b>	SHARE	<b>Institution:</b>	USCNY
<b>Description:</b>			
<b>*Description:</b>	Union State College of NY		
<b>*Short Description:</b>	USC-NY		
<b>Legal Name:</b>	Union State College of New York		

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: PeopleTools Security*

## Establishing Institution Information

Access the Institution - Information page.

Name	Information	Attributes	Address
<b>SetID:</b>	SHARE	<b>Institution:</b>	USCNY
<b>Description:</b>			
<b>Institution Information as of</b>			
Find   View All First 1 of 1 Last			
<b>*Effective Date:</b>	10/21/2003	<b>*Status:</b>	Active
<b>Reports to:</b>		<b>Federal EIN:</b>	123456789
<b>NIH IPF:</b>	4356745	<b>DHHS Entity ID:</b>	1 888 000 332
<b>*Accounting Basis:</b> Cash			
<b>Budget Default Options</b>			
<b>Cost of Living:</b>	1.03	<b>Institution Base:</b>	MTDC
<b>Type</b>			
Find   View All First 1 of 1 Last			
<b>*Type:</b>	Local Institution (NIH)		

Institution - Information page

Enter budget default information.

<b>Reports To</b>	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.
<b>Federal EIN</b> (Federal Employer Identification Number)	Enter the institution's employer identification number that the United States government issued to the institution.
<b>NIH IPF</b> (National Institutes of Health institutional profile file)	Enter the institution's identification number that the National Institutes of Health issued to the institution.
<b>DHHS Entity ID</b> (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.
<b>Accounting Basis</b>	Select either <i>Accrual</i> or <i>Cash</i> .
<b>Cost of Living and Institution Base</b>	Enter a percentage and then select a base type such as <i>MTDC</i> (modified total direct cost). These fields establish budget default options for the institution.
<b>Type</b>	Select what type of institution you are establishing. You can have more than one institution type.

## See Also

Chapter 5, "Structuring Grants ," Establishing Institution Controls, page 59

## Establishing Institution Attributes

Access the Institution - Attributes page.

The screenshot displays the 'Institution - Attributes' page. At the top, there are four tabs: 'Name', 'Information', 'Attributes' (which is selected), and 'Address'. Below the tabs, the following information is displayed: **SetID:** SHARE, **Institution:** USCNY, and **Description:** Union State College of NY. The main section is titled 'Attributes As Of' and includes a search bar with 'Find | View All' and navigation controls 'First', '1 of 1', and 'Last'. Below this, the 'Effective Date' is 10/21/2003 and the 'Status' is Active. A 'Detail' section follows, also with a search bar and navigation controls. It shows an '\*Attribute Type' of ORG\_COMP\_CO (Organizational Component Code) and an '\*Value' of A12346B. There is a 'Comments' field with a text area and a scroll bar.

Institution - Attributes page

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

### Attribute Code

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

### Value

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

### See Also

[Chapter 5, “Structuring Grants,” Establishing Institution Controls, page 59](#)

## Establishing the Institution Address

Access the Institution - Address page.

The screenshot displays the 'Institution - Address' page. At the top, there are tabs for 'Name', 'Information', 'Attributes', and 'Address'. Below the tabs, the following information is shown: SetID: SHARE, Institution: USCNY, and Description: . The main section is titled 'Institution Address as of' and includes a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. Below this, the 'Effective Date' is 10/21/2003 and the 'Status' is Active. The 'Address Information' section shows a search for '\*Location: US001' resulting in 'USA - New York'. There are checkboxes for 'Proposal Location', 'Billing Location', and 'Award Location', all of which are checked. Below this is a 'Phone' section with fields for 'Prefix:', 'Telephone:', 'Ext:', and 'Fax:'. The 'Mailing Address' section contains fields for 'Address 1:', 'City:', 'County:', 'State:', 'Country:', 'Building #:', 'Floor #:', 'Sector:', 'Postal:', and 'Jurisdiction:'. The values entered are: Address 1: 144 North Street, City: New York, State: NY, Country: USA, Building #: , Floor #: , Sector: , Postal: 10168, and 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

Click to enter email and uniform resource locator (URL) information for the institution.



## See Also

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Locations

## Establishing Institution Contacts

Access the Institution Contacts page.

**Institution Contacts**

SetID: SHARE Institution: USCNY Description: Union State College of NY

Institution Contacts as of Find | View All First 1 of 1 Last

\*Effective Date: 10/21/2003 \*Status: Active

**Contact Detail** Find | View All First 1 of 1 Last

\*Employee ID: IXHEEE102 Angelini, Gina

Job Code: IXHE01 Senior VP

\*Location: US001 USA - New York

Email:

**Approval Authority**

☒ Unlimited Threshold Currency: USD Threshold Amount:  ☒ Legally Bind Institution

**Phone** Find | View All First 1 of 1 Last

\*Type Phone

**Official** Find | View All First 1 of 1 Last

\*Official Type: Senior Official

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 dollar amount that the individual has the 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 110

## Establishing Institution F&A Rates

Access the F&A Rates page.

**F&A Rates**

SetID: SHARE Institution: USCNY Description: Union State College of NY

**Rate Agreement** Find | View All First 1 of 1 Last

\*Effective Date: 10/21/2003 \*Status: Active  
 Agreement ID: A12323 \*Descr: Research Funding  
 \*Negotiation Agency: DHHS  
 Regional Office: New York  
 Negotiation Date: 10/01/2003 \*Rate Status: Fixed

**Rate Type** Find | View All First 1 of 1 Last

\*Rate Type: ONC FA Rate %: 14.00 \*Descr: Admin Costs, excludes lab

FA 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 %

There may be multiple rates and rate types 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 Grants," Establishing Institution Controls, page 59

## Establishing Institution Fringe Rates

Access the Fringe Rates page.

**Fringe Rates**

**SetID:** SHARE **Institution:** USCNY **Description:** Union State College of NY

**Fringe Rate As Of** Find | View All First 1 of 1 Last

**\*Effective Date:** 10/21/2003 **Status:** Active **Entered By:** VP1

Federal	Rate Percentage	Rate Type	Currency	Annual Amount
<input checked="" type="checkbox"/>	15.00	Regular	USD	50,000.00
<input checked="" type="checkbox"/>	8.00	Temporary	USD	75,000.00
<input checked="" type="checkbox"/>	3.00	Faculty	USD	
<input checked="" type="checkbox"/>	2.00	Other	USD	

Fringe Rates page

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

The rates entered here serve as defaults to provide guidance during 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 non-federally 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 fringe benefits should be calculated 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 instead. 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 Certification and Compliance page.

**Certification and Compliance**

**SetID:** SHARE    **Institution:** USCNY    **Description:** Union State College of NY

**Certification Compliance** Find | View All First 1 of 1

**\*Effective Date:** 10/21/2003    **\*Status:** Active    **Entered By:** VP1

**Details** Customize | Find | View All First 1-2 of 2 Last

Compliance Info    Sponsor Info

*Code	Short Description	*Indicator	Cert/Disclosure Date	End Date	Reference Number		
DRUG0	Drug-Free	Yes	02/01/2001				
HUMAN	Human Subj	Yes	02/01/2001				

Certification and 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.

**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 Grants,” Establishing Institution Controls, page 59

## Establishing Institution Audit Information

Access the Institution Audit page.

**Institution Audit**

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

**Audit Information** Find | View All First 1 of 1 Last

\*Effective Date: 10/21/2003    \*Status: Active

Program Coverage: All Sponsored Federal Programs

Sponsor: 1020 Department of Health & Human Services    Begin Date: 07/01/2003

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

Audit Report ID: USCNY04    Report Date: 08/16/2004

**Alert Number** Find | View All First 1 of 1 Last

Alert Number: 1

Resolution Official: IXHEEE111 Unger,Randy

Description:

Institution Audit page

For each audit, describe what the program covers. Select the name of the sponsor that is conducting the audit, 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 Grants,” Establishing Institution Controls, page 59](#)

# 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, which are the labels that PeopleSoft 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 which exists within the Department table (DEPARTMENT\_TBL) enables postaward 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 uses the terms *department* and *unit* interchangeably (the departmental entity in PeopleSoft 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 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Summarizing ChartFields Using Trees”

## Pages Used to Set Up and Maintain Departments

Page Name	Object Name	Navigation	Usage
Department - Department	GM_DEPARTMENT	Grants, Departments, General Information, Department	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
Department - Attribute	GM_DEPT_ATTRIBUTE	Grants, Departments, General Information, Attributes	Select the data elements that appear on sponsor forms and reports.
Department Contacts	GM_DEPT_CONTACTS	Grants, Departments, Contacts, Department 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.

The screenshot shows the 'Department Manager' page. At the top, there are three tabs: 'Department' (selected), 'Address', and 'Attribute'. Below the tabs, the following information is displayed:

- SetID:** SHARE
- Department:** 43000
- Description:** Research and Development

The main section is titled 'Department Manager' and includes a search bar with 'Find | View All' and navigation buttons 'First', '1 of 1', and 'Last'. Below this, the following details are shown:

- Effective Date:** 01/01/1900
- Status as of Effective Date:** Active
- Manager ID:** KU0083
- Major Subdivision:** 11000 (with a magnifying glass icon and the text 'Information Services')

Department - Department page

Except for Major Subdivision, the fields on this page are display-only. 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 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Configuring ChartFields”

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Defining and Using ChartFields,” Entering and Maintaining ChartField Values

## Establishing Department Addresses

Access the Department - Address page.

Department	Address	Attribute
<b>SetID:</b> SHARE	<b>Department:</b> 43000	<b>Description:</b> Research and Development
<b>Department Address Info</b> <span style="float: right;">Find   View All First 1 of 1 Last</span>		
<b>*Effective Date:</b> 10/21/2003 <b>*Status:</b> Active		
<b>Location:</b> US001 USA - New York		
<b>Email:</b> randd@uscny.org <b>URL:</b> http://www.uscny.org		
<b>Phone</b>		
<b>Prefix:</b>	<b>Telephone:</b>	<b>Ext:</b> <b>Fax:</b>
<b>Mailing Address</b>		
<b>Address 1:</b>	144 North Street	<b>Building #:</b>
<b>City:</b>	New York	<b>Floor #:</b>
<b>County:</b>		<b>Sector:</b>
<b>State:</b>	NY New York	<b>Postal:</b> 10168
<b>Country:</b>	USA United States	<b>Jurisdiction:</b>

Department - Address page

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

### 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 defaults from the location table.

## See Also

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Locations

## Establishing Department Attributes

Access the Department - Attribute page.



Department Address **Attribute**

**SetID:** SHARE **Department:** 43000 **Description:** Research and Development

**Department Attributes As Of** Find | View All First 1 of 1 Last

**Effective Date:** 10/21/2003 **Status:** Active

**Department Attributes** Find | View All First 1 of 1 Last

**Attribute Type:** CFDA Catalog of Fed Domestic Assist

**\*Value:** 94.009

**Comments:** Training and Technical Assistance

Department - Attribute page

**Attribute Type**

Select an attribute type from the list. Values might include *Cage Code*, *Congressional District*, *Equipment Thresholds*, or *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 Grants,” Establishing Institution Controls, page 59](#)

**Establishing Department Contacts**

Access the Department Contacts page.

**Department Contacts**

**SetID:** SHARE **Department:** 43000 **Description:** Research and Development

**Department Contacts As Of** Find | View All First 1 of 1 Last

**\*Effective Date:** 10/21/2003 **\*Status:** Active

**Contact Details** Find | View All First 1 of 1 Last

**\*EmpID:** KU0002 Sherwood, Douglas

**Job Code:** IXHE01 Senior VP

**\*Location:** US001 USA - New York

**Email:** BUSN sdouglas@uscny.org

**Approval Authority**

☒ **Unlimited Threshold** **Currency:** USD **Threshold Amount:**  ☒ **Legally Bind Institution**

**Phone** Customize | Find | View All First 1 of 1 Last

*Type	Phone
BUSN	212/555-0090

**Official** Customize | Find | View All First 1 of 1 Last

Type
Senior Official

Department Contacts page

Select an employee ID for the department contact, fill in all the contact information (job code, location, and email), and select an approval authority level for each contact.

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

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

**Threshold Amount** Enter the maximum dollar 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 81](#)

## Setting Up and Maintaining Sponsors

To set up and maintain sponsors, use the Customer General (CUSTOMER\_GENERAL), Sponsor Forms Used (SPNSR\_FORMSUSED), Sponsor Facilities Administration Rates (GM\_SP\_FACILT\_ADMIN), Sponsor Guidelines (GM\_SP\_GUIDELINE), and Sponsor Budget Categories (GM\_SP\_BUD\_CAT) components.

This section provides overviews on 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 billing options.
- Establish sold to billing options.
- Establish a sponsor address.
- Enter miscellaneous general information.
- Establish sponsor forms.
- Establish sponsor F&A rates.
- Establish sponsor guidelines.
- Establish sponsor budget items.

## 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's some general information 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.

## Understanding Sponsor Guidelines

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

Some guidelines that you may use for sponsors might include:

- Expanded Authorities.  
The sponsor gives you the authority to use remaining funds for these budget period without first requesting permission from the sponsor.
- Salary Cap.  
The sponsor may specify a limit to how much of the sponsored funds can be utilized towards salary expenditures.
- Fly American Carriers.  
The sponsor may require that any travel done 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 may associate multiple guidelines to one sponsor.

## Pages Used to Set Up and Maintain Sponsor Information

Page Name	Object Name	Navigation	Usage
Sponsor - General Info	CUST_GENERAL1	Grants, Sponsors, General Information, General Info	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 that will 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.
Sponsor - Sold To Options	CUST_SOLDTO_OPT	Grants, Sponsors, General Information, Sold To Options	Enter or select various sold to and pricing options.
Sponsor - Address	CUST_ADDRESS	Grants, Sponsors, General Information, Address	Establish multiple locations for a sponsor.
Sponsor - Miscellaneous General Info	CUST_GENERAL_MISC	Grants, Sponsors, General Information, Miscellaneous General Info	Enter the customer's web address, currency code, rate type, and support team code.
Sponsor - 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.
Sponsor - Facil Admin Rates	GM_SP_FACILT_ADMIN	Grants, Sponsors, Facilities Admin Rates	Assign multiple F&A rate types and rate percentages to a sponsor.
Sponsor - Guidelines	GM_SP_GUIDELINE	Grants, Sponsors, Guidelines	Link a sponsor to one or more guidelines.
Sponsor - Budget Items	GM_SP_BUD_CAT	Grants, Sponsors, Budget Items	Associate a sponsor with specific budget items.

## Establishing General Sponsor Information

Access the Sponsor - General Info page.

General Info	Details	Attributes	Bill To Options	Ship To Options	Sold To Options	Address
<b>SetID:</b> SHARE <b>Sponsor:</b> 1018						
<b>*Customer Status:</b> Active		<b>Level:</b> Regular				
<b>*Date Added:</b> 01/01/1900		<b>*Since:</b> 01/01/1900		<b>*Type:</b> User 1		
<b>*Name 1:</b> National Institute of Health Science				<b>*Short Name:</b> National I		
<b>Roles</b>						
<input checked="" type="checkbox"/> <b>Bill To Customer</b> <a href="#">Bill To Selection</a>		<input checked="" type="checkbox"/> <b>Correspondence Customer</b> <a href="#">Correspondence Selection</a>				
<input checked="" type="checkbox"/> <b>Ship To Customer</b> <a href="#">Ship To Selection</a>		<input checked="" type="checkbox"/> <b>Remit From Customer</b> <a href="#">Remit From Selection</a>				
<input checked="" type="checkbox"/> <b>Sold To Customer</b> <a href="#">Sold To Selection</a>		<input checked="" type="checkbox"/> <b>Corporate Customer</b> <a href="#">Corporate Selection</a>				
<input type="checkbox"/> <b>Broker Customer</b>		<input type="checkbox"/> <b>Consolidation Customer</b>		<b>Consolidation Business Unit:</b>		
<input type="checkbox"/> <b>Indirect Customer</b>		<input type="checkbox"/> <b>Federal Customer</b>		<b>Trading Partner Code:</b>		
<input checked="" type="checkbox"/> <b>Grants Management Sponsor</b>						
<b>Go to:</b> ...More						

Sponsor - General Info page

### Grants Management Sponsor

Select this check box if this is a PeopleSoft Grants sponsor. Designate all sponsors as PeopleSoft Grants sponsors.

Instructions on establishing general sponsor information appear in the *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*.

### See Also

*PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Maintaining General Customer Information”

## Creating Sponsor Details

Access the Sponsor - Details page.

General Info		Details		Attributes		Bill To Options		Ship To Options		Sold To Options		Address	
<b>SetID:</b> SHARE		<b>Sponsor:</b> 1018											
<b>Level:</b>	DIV	Division Sponsor Level		<input checked="" type="checkbox"/> <b>Federal</b> <input checked="" type="checkbox"/> <b>US Flag Carrier Required</b> <input type="checkbox"/> <b>Foreign</b>									
<b>Sponsor Type:</b>	FED	Federal											
<b>Program Type:</b>	CLIN	Clinical Research											
<b>Reports To Sponsor:</b>	1020	Department of Health & Human Services											
<b>CFDA Number:</b>	5.000	<b>Cost of Living Increase Pct:</b> 2.95											
<b>Sponsor Base:</b>	MTDC												
<b>Letter of Credit Details</b>													
<input checked="" type="checkbox"/> <b>Letter of Credit</b> <b>Letter of Credit Sponsor:</b> 1018													
<b>Letter of Credit Info</b>													
Find   View All   First 1 of 1 Last <b>LOC Number:</b> 111111111 <b>Comments:</b> LOC 111111111													

Sponsor - Details page

Select or enter all PeopleSoft Grants-specific billing information about the sponsor and select all check boxes that apply. When you set up the proposal budget, use the cost-of-living-increase percentage and sponsor base that you enter here.

<b>Reports To Sponsor</b>	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.
<b>CFDA Number</b> (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).
<b>Cost of Living Increase Pct</b> (cost of living increase percent)	Enter the percentage by which cost of living expenses should increase. This field is used when a budget is prepared for a proposal that is sent to the sponsor.
<b>Sponsor Base</b>	<p>Select the base rate upon which you want to calculate F&amp;A. Values include: <i>Animal</i> (animal care costs), <i>MTDC</i> (modified total direct costs), <i>S&amp;W</i> (salaries and wages), and <i>TDC</i> (total direct costs).</p> <p>The sponsor base is the F&amp;A base type that defaults into the proposal and award pages for the calculation of F&amp;A amounts.</p>
<b>Letter of Credit</b>	Select this check box if the sponsor uses letters of credit to provide funding for awards.
<b>Letter of Credit Sponsor</b>	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 in which you can enter the letter of credit number for the sponsor.

## See Also

Chapter 5, “Structuring Grants,” Establishing Sponsor Controls, page 67

## Creating Sponsor Attribute Types

Access the Sponsor - Attributes page.

The screenshot shows the 'Sponsor - Attributes' page. At the top, there are tabs: General Info, Details, Attributes (selected), Bill To Options, Ship To Options, Sold To Options, Address, and Miscellaneous Ge. Below the tabs, it displays 'SetID: SHARE' and 'Sponsor: 1018'. The main content area is titled 'Attributes As Of' and contains a table with one row. The row details include: \*Effective Date: 10/21/2003, \*Status: Active, \*Attribute Type: CGRS\_DIST (Congressional District), \*Use From Sponsor: Same As Sponsor Attributes, \*Attribute Value: 8th MD, and a Comments field.

Sponsor - 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 is applicable 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. Fill in the Attribute Value and Comments fields.

## See Also

Chapter 5, “Structuring Grants,” Establishing Sponsor Controls, page 67

## Establishing Bill To Options

Access the Sponsor - Bill To Options page.

**General Info** | **Details** | **Attributes** | **Bill To Options** | **Ship To Options** | **Sold To Options** | **Address** | **D**

**SetID:** SHARE **Sponsor:** 1018 National Institute of Health Science

**Customer Bill To Options** Find | View All First 1 of 1 Last

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

**Responsibilities**

**Credit Analyst:** JKB **Collector:** MOM **AR Specialist:**

**Bill Inquiry Phone:** 408-641-CORP **Billing Specialist:** GDE **Billing Authority:** ACE

**Billing Options**

☒ **Direct Invoicing** ☐ **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

**Billing Consolidation Data**

**Consolidation Key:**

**Setid:** **Customer ID:**

**Purchasing Option**

☐ **Purchase Order Required**

**Blanket Purchase Orders**

**PO Number:**

**Start Date:**

**End Date:**

**InterUnit Billing**

☐ **InterUnit Customer** **GL Business Unit:**

Sponsor - Bill To Options page

Instructions on establishing bill to options appear in the *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*.

## See Also

*PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Maintaining General Customer Information”

## Establishing Ship To Billing Options

Access the Sponsor - Ship To Options page.



General Info	Details	Attributes	Bill To Options	<b>Ship To Options</b>	Sold To Options	Address
--------------	---------	------------	-----------------	------------------------	-----------------	---------

SetID: SHARE    Sponsor: 1018    National Institute of Health Science

---

**Ship To Customer Options** Find | View All    First 1 of 1 Last

\*Effective Date: 01/01/1900    \*Status: Active + -

<b>Ship To Options</b>	
Distribution Network Code: CORP <input type="text"/>	Language Code: English <input type="text"/>
Store Number: <input type="text"/>	Single Ship Flag: <input type="text"/>
Carton Label Format ID: <input type="text"/>	<input type="checkbox"/> Allow Overpick
Ship Container Label Format ID: <input type="text"/>	Maximum Picking Tolerance: <input type="text"/>

<b>Just In Time Parameters</b>	<b>Demand Fulfillment Options</b>
Ship Prior to Request Date: Yes <input type="text"/>	Partial Schedules: Yes <input type="text"/>
Days Allowed After Request Date: <input type="text"/>	Partial Order: Yes <input type="text"/>
Number of Days Early: <input type="text"/>	Cancel Backorder: No <input type="text"/>

Sponsor - Ship To Options page

Instructions on establishing ship to options appear in the *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*.

## See Also

*PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Maintaining General Customer Information”

## Establishing Sold To Billing Options

Access the Sponsor - Sold To Options page.

General Info	Details	Attributes	Bill To Options	Ship To Options	<b>Sold To Options</b>	Address
--------------	---------	------------	-----------------	-----------------	------------------------	---------

SetID: SHARE    Sponsor: 1018    National Institute of Health Science

---

**Sold To Customer Options** Find | View All    First 1 of 1 Last

\*Effective Date: 01/01/1900    \*Status: Active + -

☒ Allow Product Substitutions  
☐ Restocking Fee    Freight Charge Method: +

Carton Label Format ID: +

Ship Container Label Format ID: +

**Order Number Preference**

☒ System Product ID

☐ Customer Product ID

**Pricing Options**

Grace Pricing Discount Days: +

Weight and Volume: +

Exclusive Pricing ID: +

Arbitration Plan: +

[General Info](#)    [Sold To Selection](#)    [Hierarchy](#)    [Product Catalog](#)    [Product Aliases](#)

Sponsor - Sold To Options page

Instructions on establishing sold to billing options appear in the *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*.

## See Also

*PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Maintaining General Customer Information”

## Establishing a Sponsor Address

Access the Sponsor - Address page.

General Info	Details	Attributes	Bill To Options	Ship To Options	Sold To Options	<b>Address</b>	
--------------	---------	------------	-----------------	-----------------	-----------------	----------------	--

SetID: SHARE      Sponsor: 1018      National Institute of Health Science

---

**Address Locations** Find | View All    First 1 of 2 Last

\*Location: 1      ☒ Bill To    ☒ Primary    ☐ Broker    + -

Description: Main Address      ☒ Ship To    ☒ Primary    ☐ Indirect

☒ Sold To    ☒ Primary    ☐ Correspondence Address

[VAT Default](#)      [VAT Service Treatment Setup](#)

---

**Address Details** Find | View All    First 1 of 1 Last

\*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

Address 2: Room 1040-MSC7710

Address 3:      [View Phone Information](#)

☐ In City Limit

City: Bethesda

County: Bethesda      Postal: 20892-7710

State: MD    Maryland

**Alternate Names**

Sponsor - Address page


Instructions on establishing a sponsor address appear in the *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*.

## See Also

*PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Maintaining General Customer Information”

## Entering Miscellaneous General Information

Access the Sponsor - Miscellaneous General Info page.

	Attributes	Bill To Options	Ship To Options	Sold To Options	Address	<b>Miscellaneous General Info</b>
---	------------	-----------------	-----------------	-----------------	---------	-----------------------------------

---

**SetID:** SHARE    **Sponsor:** 1018    National Institute of Health Science



---

**Web URL:**  [Website URL](#)




**Stock Symbol:**  [Stock Symbol](#)




---

**Currency Detail**

**Currency Code:**      **Rate Type:**  

---

**Support Teams**    [Customize](#) | [Find](#) | [View All](#) |     First  1 of 1  Last

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

---

**Date Last Maintained:** 01/20/2003    **Last Maintained By Operator ID:** SAMPLE

---

[General Info](#)

Sponsor - Miscellaneous General Info page

Instructions on establishing miscellaneous information appear in the *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*.

## See Also

*PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Maintaining General Customer Information”

## Establishing Sponsor Forms

Access the Sponsor - Forms page.

The screenshot displays the 'Forms' page in a web application. At the top, there's a header with 'SetID: SHARE', 'Sponsor: 1018', and 'National Institute of Health Science'. Below this is a 'Forms As Of' section with a search bar and navigation controls. The main area contains a 'Detail' section with several fields: '\*Form Identification' (PHS398), '\*Use From Sponsor' (Same As Sponsor Forms), 'Transmission Code' (BE), and 'Description'. Each field has a search icon and a plus/minus button. The page is titled 'Forms' in a tab at the top left.

Sponsor - 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 the form should be transmitted.
3. Enter a description.
4. To add more forms, insert a row and repeat steps one to three.

## See Also

[Chapter 5, "Structuring Grants ," Establishing Sponsor Controls, page 67](#)

## Establishing Sponsor F&A Rates

Access the Sponsor - Facil Admin Rates page.

**Facil Admin Rates**

**SetID:** SHARE    **Sponsor:** 1018    National Institute of Health Science

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

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

☐ Same as Institution

☐ Facilities Admin Waiver List

**Detail** Find | View All First 1 of 1 Last

\*Rate Type: ONC    On Campus    FA Rate %: 3.00    \*Description: On campus rate

Sponsor - Facil 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, 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 %, and Description**

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

**See Also**

[Chapter 5, "Structuring Grants ," Establishing Institution Controls, page 59](#)

## Establishing Sponsor Guidelines

Access the Sponsor - Guidelines page.

**Guidelines**

**SetID:** SHARE      **Sponsor:** 1018      National Institute of Health Science

**Sponsor Guidelines As Of** Find | View All First 1 of 1 Last

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

**Details** Find | View All First 1 of 1 Last

**\*Guideline:** EQUIP Equipment Purchases

**\*Use From Sponsor:** Same As Sponsor Guidelines

**Description:** Sponsor set limitation on equipment expenditures.

Sponsor - 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 one and three.

## See Also

[Chapter 5, "Structuring Grants," Establishing Sponsor Controls, page 67](#)

## Establishing Sponsor Budget Items

Access the Sponsor - Budget Items page.

**Budget Items**

SetID: SHARE      Sponsor: 1018      National Institute of Health Science

Budget Items As Of      Find | View All      First 1 of 1 Last

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

Details		Find   View All	First 1-6 of 15 Last
*Budget Item	CONSLT	Description	Consultant Services (Both)
*Budget Item	EQUIP	Description	Equipment
*Budget Item	INPATI	Description	In-Patient (NIH)
*Budget Item	OTHER	Description	Other Expenses
*Budget Item	OTHRNO	Description	Other Expenses - NO F&A
*Budget Item	OTPATI	Description	Out-Patient (NIH)

Sponsor - Budget Items page

Enter as many budget items as you need for the sponsor.

**Note.** If you do not need to specify budget items by sponsor, skip this page. When you prepare the proposal and award budgets, the system makes all the budget items defined in the budget item control table available for selection.

### Budget Items

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 Grants ," Establishing Institution Controls, page 59

## Setting Up and Maintaining Professional Data

To set up and maintain professional data, use the 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), Professional Membership (GM\_PERS\_MEMBERSHIP), Professional Names (NAMES\_PERS), and Professional Publications (GM\_PERS\_PUBLCN) components.



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 proficiencies.
- 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 preaward and the postaward 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 has incorporated Transaction Set 194 values into the pages and records of PeopleSoft Grants where they are applicable.

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 D, “PeopleSoft Grants Reports and Forms,” PeopleSoft Grants Reports and Forms: A to Z, page 289

## Prerequisite

Before you set up professional profile information, setup and run the application messaging process to import data from PeopleSoft Human Resources. This process populates some of the HR type fields in PeopleSoft Grants, so that all you have to do is populate the Grants-specific fields for your professionals.

### See Also

Chapter 5, “Structuring Grants .,” Establishing Professional Controls, page 70

Chapter 11, “Integrating PeopleSoft Grants With Other Applications,” PeopleSoft Human Resources, page 267

## Pages Used to Set Up and Maintain Professional Data

Page Name	Object Name	Navigation	Usage
Professional Data	GM_PERS_DATA	Grants, Professionals, Professional Data, Professional Data	Enter professional personal information for new or existing employees.
Job Data	GM_JOB_DATA1	Grants, Professionals, Job and Employment Data, Job Data	Store basic information concerning an employee's current job.
Employment	GM_JOB_DATA2	Grants, Professionals, Job and Employment Data, Employment	Store basic information concerning an employee's employment status.
Advisor/Advisee	GM_ADVISOR_ADVISEE	Grants, Professionals, Advisor/Advisee, Advisor/Advisee	Establish and maintain advisor and advisee relationships.
Collaboration	GM_PERS_COLLAB	Grants, Professionals, Collaboration, 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, Education	Enter educational information about a professional, such as degrees earned, grade point average, majors, and schools.
Work Experience	GM_PERS_WORK_EXP	Grants, Professionals, Experience, Work 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, Honors and Awards	Enter multiple grantors for the same honor or award.
Key Words	GM_PERS_KEYWORD	Grants, Professionals, Key Words, Key Words	Associate key words that are contained in the key word control table to individual professionals.
Languages	LANGUAGES_NTR	Grants, Professionals, Languages, Languages	Track the language competencies of professionals.
Memberships	GM_MEMBERSHIPS	Grants, Professionals, Memberships, Memberships	Associate relevant memberships and associations with professionals.

Page Name	Object Name	Navigation	Usage
Names	NAMES	Grants, Professionals, Names, Names	Enter the name of the professional to whom the proposal should default.
Publications	GM_PERS_PUBLISH	Grants, Professionals, Publications, Publications	Associate relevant publications with a professional.

## Entering Professional Data

Access the Professional Data page.

**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      **Name:** Schumacher,Kenneth
   
**\*Mar Status:** Single      **Prefix:**      **Name Suffix:**      [Names Detail](#) [Address](#)

**Country Info**      Find | View All      First 1 of 1 Last
   
**Country:** USA      **\*NID Type:** PR      **National ID:** 650100107

**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

**Misc. Info**      Find | View All      First 1 of 1 Last
   
**\*Eff Date:** 11/09/2001      ☐ Howard Hughes Member      [Ethnicity](#)
  
**Rate Type:** Faculty      ☒ Eligible PI      ☐ Conflict of Interest      **Date Certified:**

Professional Data page

**Note.** Typically, professional information comes to PeopleSoft Grants from a human resources system. Grants offices 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 you are adding to the system. The default value is *Unknown* when you add a new employee to the system.

### Personnel Status

Select the personnel status of the professional you are adding to the system. The default value is *Employee* when you add a new employee to the system.

<b>Name</b>	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.
<b>Mar Status</b> (marital status)	Select the marital status of the professional you are adding to the system. The default value is <i>Single</i> when you add a new employee to the system.
<b>NID Type</b> (national identity type)	Select the person's national identity type. In the United States, this is the person's social security number.
<b>Eligible PI</b> (eligible principal investigator) and <b>Howard Hughes Member</b>	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.
<b>Ethnicity</b>	Click this link to select the person's ethnic background or affiliation
<b>Conflict of Interest and Date Certified</b>	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.

The screenshot displays the 'Job Data' page for an employee named Schumacher, Kenneth (ID: KU0042). The page is divided into two tabs: 'Job Data' and 'Employment'. The 'Job Data' tab is active, showing a form for entering employee information. The form is organized into several sections. The 'Employee Data' section includes fields for Employee Status (Active), Employee Classification (Consultant), Effective Date (01/01/1990), Action (HIR), Reason Code, and Action Date (04/20/2000). The 'Position Data' section includes fields for Position Number (IXHE0004), Unit (US001), Department (41000 Engineering), Job Code (KU051 Administrative Assistant), and Location (ICA1). The 'Compensation Data' section includes fields for Compensation Frequency (M), Hourly Rate (19.23), Compensation Rate (3,333.33), Currency (USD), Monthly Rate (3,333.33), and Annual Rate (40,000.00). The form also includes search icons for several fields.

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.

**Employee Classification** Select how the institution classifies the employee: *Administrator, Consultant, Faculty, Laboratory Technician, or 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 there is a change in job status, for example: *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.

**Compensation Frequency, Compensation Rate, and Currency**

Enter or select the frequency, rate, and currency in which the employee gets paid.

## Storing Professional Employment Data

Access the Employment page.

Job Data		Employment	
<b>Name:</b> Schumacher, Kenneth		<b>ID:</b> KU0042	
<b>Employment Information</b>			
<b>Hire Date:</b>	01/01/1990	<b>Rehire Date:</b>	
<b>Company Seniority Date:</b>	01/01/1990	<b>Termination Date:</b>	
<b>Service Date</b>	01/01/1990	<b>Last Date Worked:</b>	
<b>Professional Experience Date:</b>	09/15/1991	<b>Expected Return Date:</b>	
<b>Date Last Increase:</b>	05/05/2003	<b>Last Verification Date:</b>	
		<b>Probation Date:</b>	
		<b>*Home/Host:</b>	Home
<b>Business Title:</b>	Research Consultant		<b>Work Phone:</b> 202/444-1212
<b>Supervisor ID:</b>	KU0006		
<b>Reports To Position:</b>	DIRECTOR		

Employment page

Enter all 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.

Advisor/Advisee																			
Schumacher, Kenneth		Empl ID: KU0042																	
<div> <div>Advisor Info</div> <div>Find   View All First 1 of 1 Last</div> <div> <div>Effective Date: 09/10/2001</div> <div>Graduate Students Advised: 2</div> </div> <div> <div>Entered by: DVP1</div> <div>Doctoral/Post Doc Sponsored: 1</div> </div> </div>																			
<div> <div>Advisor Detail Info</div> <div>Find   View All First 1-2 of 3 Last</div> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>*Type</th> <th>*Advisor Role</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Advisee</td> <td>Graduate Student</td> <td>PSU</td> </tr> <tr> <td colspan="4"> <div>Employee ID: KU0015</div> <div>Name: Espinosa, Carmichael</div> </td> </tr> <tr> <td colspan="2">Start Date: 02/01/2001</td> <td colspan="2">End Date: 09/24/2004</td> </tr> </tbody> </table> </div>				Seq Nbr	*Type	*Advisor Role	Institution	10	Advisee	Graduate Student	PSU	<div>Employee ID: KU0015</div> <div>Name: Espinosa, Carmichael</div>				Start Date: 02/01/2001		End Date: 09/24/2004	
Seq Nbr	*Type	*Advisor Role	Institution																
10	Advisee	Graduate Student	PSU																
<div>Employee ID: KU0015</div> <div>Name: Espinosa, Carmichael</div>																			
Start Date: 02/01/2001		End Date: 09/24/2004																	
<div> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>*Type</th> <th>*Advisor Role</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>Advisee</td> <td>Graduate Student</td> <td>PSU</td> </tr> <tr> <td colspan="4"> <div>Employee ID: KU0036</div> <div>Name: Pritchard, Martin</div> </td> </tr> <tr> <td colspan="2">Start Date: 02/02/2001</td> <td colspan="2">End Date: 09/24/2005</td> </tr> </tbody> </table> </div>				Seq Nbr	*Type	*Advisor Role	Institution	20	Advisee	Graduate Student	PSU	<div>Employee ID: KU0036</div> <div>Name: Pritchard, Martin</div>				Start Date: 02/02/2001		End Date: 09/24/2005	
Seq Nbr	*Type	*Advisor Role	Institution																
20	Advisee	Graduate Student	PSU																
<div>Employee ID: KU0036</div> <div>Name: Pritchard, Martin</div>																			
Start Date: 02/02/2001		End Date: 09/24/2005																	

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/Postdoc Sponsored** (doctoral and postdoctoral sponsored) Enter the number of doctoral and postdoctoral students that the professional advises.

**Seq Nbr** (sequence number) Enter a number by which you want to sequence the entries.

**Type**  
*Advisee:* Select if the person that you are adding in the row is advised by the professional.  
*Advisor:* Select if the person acts as an advisor to the professional.

**Advisor Role** Select the item that best describes the advisor role: *Academic*, *Doctoral/Postdoctoral*, *Graduate Student*, *Other*, or *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.

Collaboration page

Enter information about the people that the professional has collaborated with on books, articles, reports, papers, patents, copyrights, software systems, or other projects.

Professionals can have multiple collaborators. Collaborators may be internal or external to the institution.

### Sequence

The system assigns a number, but you may 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 autonumbering sequence that PeopleSoft delivers with the system.

---

### Type

Select the type of collaboration: *Article, Book, Paper, Patent, Proposal, Report, Research, or 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.

Education	
Schumacher, Kenneth	Empl ID: KU0042
<b>Academic Info</b> Find   View All First 1 of 1 Last	
<b>Degree Earned:</b> MD	Doctor of Medicine
<b>Issue Date:</b> 08/30/1997	<input checked="" type="checkbox"/> <b>Graduated</b>
<b>Major Code:</b> L000003	<b>Major:</b> Medicine
<b>Country:</b> USA	<b>State:</b>
<b>School Code:</b>	<b>School:</b> Georgetown University
<b>Academic Advisor Info</b> Find   View All First 1 of 1 Last	
<b>Academic Advisor:</b> IXHEEE140	Jaegar, Anne
<b>Institution:</b>	Georgetown University
<b>Start Date:</b> 09/04/1995	
<b>End Date:</b> 08/30/1997	

Education page

Select each type of degree that the professional earned. Fill in 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 one time only process. Modifications can be made for degrees that are in progress. Professionals can have multiple degrees.

**Graduated** Select this check box to designate whether the individual graduated.

**School** If there are no values to select from in the School Code field, enter the name of the school 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 Work Experience page.



Work Experience	
Schumacher, Kenneth	
Empl ID: KU0042	
<div> <div>Work Experience</div> <div>Find   View All First 1 of 1 Last</div> </div>	
Sequence:	1
Employer:	UCB
Country:	USA
State:	CA
City:	Berkeley
*Start Date:	01/01/1990
End Date:	12/31/2000
*Type:	Campus
Prefix:	510
Phone:	543-2222
Ext:	
Ending Job Title:	Post Doc
Description:	Worked in Prof. Tinoco's lab as a post doc.

Work 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.

Honors and Awards	
Schumacher, Kenneth	
Empl ID: KU0042	
<div> <div>Honors &amp; Awards</div> <div>Find   View All First 1 of 2 Last</div> </div>	
Honor/Award:	MVP Most Valuable Physician
Formal Description:	Most Valuable Physician
Date Received:	12/01/1999
Grantor:	Georgetown Univ
Reason Conferred:	Exemplary service
Comment:	Exemplary service demonstrated.

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 may 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 Grants ,” Establishing Professional Controls, page 70

Establishing Professional Key Words

Access the Key Words page.

Key Words

Schumacher,Kenneth

Empl ID: KU0042

Unit: US001

Key Words

Find | View All

First 1-3 of 3 Last

Key Word

DIABETES

Description

Diabetes

+ -

Key Word

DISEASE

Description

Disease

+ -

Key Word

INSULIN

Description

Insulin

+ -

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 Grants ,” Establishing Proposal Controls, page 72

Establishing Professional Language Proficiencies

Access the Languages page.

**Languages**

Schumacher, Kenneth      Empl ID: KU0042

Find | View All    First 1-2 of 2 Last

*Language	Native	Translator	Speak	Read	Write
GE German	<input checked="" type="checkbox"/>	<input type="checkbox"/>	High	High	High
DU Dutch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Moderate	Moderate	Moderate

Languages page

Select as many languages as necessary to describe a professional's linguistic competencies, 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 either *High*, *Low*, or *Moderate* to indicate the professional's proficiency to speak, read or write the language.

## Establishing Professional Memberships

Access the Memberships page.

**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** Enter the type of membership or association, such as *Honorary Member*.  
(membership or association type)

**Position Held** Enter the position that the professional held with the organization. Professionals may 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 Grants ," Establishing Professional Controls, page 70

## Establishing Professional Names

Access the Names page.

Names

Schumacher,Kenneth

Empl ID: KU0042

Name

Find | View All First 1 of 1 Last

Name Type: PRF

\*Effective Date: 09/04/2003

Name: Schumacher,Ken

Name Prefix:

\*First Name: Ken

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.

Publications

Schumacher,Kenneth

Empl ID: KU0042

Publication Info

Find | View All First 1-2 of 2 Last

Publication ID	Publication Type	Publication Status	Publication Date
DIAB	Article	Published	01/01/1989
<div>Publication Name: Time Magazine</div> <div>Publication Title: A possible cure for diabetes</div> <div>Publisher: TIME WARNER</div>			
JRNLMED	Article	Published	12/10/2000
<div>Publication Name: Journal of Medicine</div> <div>Publication Title: The Effect of Diabetes on Rats</div> <div>Publisher: MCGRAW-HILL</div>			

Publications page

You can modify this page each time a professional writes a new publication. This page maintains a complete bibliography for each professional that 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 Grants,” Establishing Professional Controls, page 70

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## Maintaining Subrecipients

To set up and maintain subrecipient data, use the Vendor Data (GM\_VENDOR\_DATA) component.

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

1. View summary information for the subrecipient.
2. Maintain subrecipient identifying information.
3. Maintain subrecipient addresses.
4. Maintain subrecipient locations.
5. Maintain subrecipient contacts.
6. Add additional subrecipient data.
7. Add subrecipient certifications.
8. Add subrecipient attributes.
9. Add information for single payment vendors .
10. 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 preaward 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). Once you establish this initial information, you then need to complete the Grants-specific data using the Grants Subrecipient pages.

---

Before you enter the subrecipient information, gather all of the information that you want to track for the entity that you are doing business with.

This information includes:

- Identifying information that will tell 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 Setting Up Procurement Options 8.8 PeopleBook*, “Maintaining Vendor Information”

## Pages Used to Set Up and Maintain Subrecipient Data

Page Name	Object Name	Navigation	Usage
Subrecipient - Summary	VNDR_ID1_SUM	Grants, Subrecipients, General Information, Summary	View summary information for the subrecipient.
Subrecipient - Identification	VNDR_ID1	Grants, Subrecipients, General Information, Identification	Maintain identifying information for the subrecipient who receives funds under a primary award.
Subrecipient - Address	VNDR_ADDRESS	Grants, Subrecipients, General Information, Address	Maintain address information for the subrecipient.
Subrecipient - Location	VNDR_LOC	Grants, Subrecipients, General Information, Location	Maintain location information for 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 Subrecipient Summary Information

Access the Subrecipient - Summary page.

Summary	Identification	Address	Location	Contacts	Subrecipient	Certifications	
<b>SetID:</b>	SHARE						
<b>Vendor ID:</b>	USAKU00024						
<b>Vendor Short Name:</b>	HEALTH		HEALTH-001				
<b>Vendor Name:</b>	Health Insurance Company						
<b>Order:</b>	105 Market Street San Francisco, CA 94105			<b>Remit To:</b>	105 Market Street San Francisco, CA 94105		
<b>Status:</b>	Approved			<b>Last Modified By:</b>	VP1		
<b>Persistence:</b>	Regular			<b>Last modified date:</b>	09/04/2003 3:49PM		
<b>Classification:</b>	HRMS			<b>Created By:</b>			
<b>HCM Class:</b>	Gen Prov			<b>Created Datetime:</b>			
<b>Open for Ordering:</b>	Yes			<b>Last Activity Date:</b>	12/09/2001		
<b>Withholding:</b>	No						
<b>VAT:</b>	No						

Subrecipient - Summary page

Instructions on viewing subrecipient summary information appear in the *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*.

### See Also

*PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, “Maintaining Vendor Information”

## Maintaining Subrecipient Identifying Information

Access the Subrecipient - Identification page.



Summary	Identification	Address	Location	Contacts	Subrecipient	Certifications
<b>SetID:</b> SHARE <span style="float: right;"><a href="#">Check for Duplicate</a></span>						
<b>Vendor ID:</b> USAKU00024						
<b>*Vendor Short Name:</b> HEALTH HEALTH-001						
<b>*Vendor Name 1:</b> Health Insurance Company						
<b>Vendor Name 2:</b>						
<b>*Status:</b> Approved <b>*Classification:</b> HRMS						
<b>*Persistence:</b> Regular <b>HCM Class:</b> Gen Prov						
<input type="checkbox"/> VAT Registration <a href="#">Registration</a> <a href="#">VAT Default</a> <a href="#">VAT Service Treatment Setup</a>						
<input type="checkbox"/> Withholding						
<input checked="" type="checkbox"/> Open For Ordering <span style="float: right;"><a href="#">Expand All</a> <a href="#">Collapse All</a></span>						
<b>Vendor Relationships</b>						
<input type="checkbox"/> Corporate Vendor <input type="checkbox"/> InterUnit Vendor						
<b>Corporate Vendor ID:</b> <input type="text"/> <input type="button" value="Q"/> <b>InterUnit Vendor ID:</b> <input type="text"/> <input type="button" value="Q"/>						
<b>▶ Additional ID Numbers</b>						
<b>▶ Duplicate Invoice Settings</b>						
<b>▶ Government Classifications</b>						
<b>▶ Std Industry Codes</b>						
<b>▶ Additional Reporting Elements</b>						

Subrecipient - Identification page

Instructions on establishing subrecipient identifying information appear in the *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*.

## See Also

*PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, “Maintaining Vendor Information,” Entering Vendor Identifying Information

## Maintaining Subrecipient Addresses

Access the Subrecipient - Address page.

Summary	Identification	<b>Address</b>	Location	Contacts	Subrecipient	Certifications	▶
---------	----------------	----------------	----------	----------	--------------	----------------	---

**SetID:** SHARE

**Vendor:** USAKU00024   **Short Vendor Name:** HEALTH-001   **Name:** Health Insurance Company

---

**Vendor Address** Find | View All   First ◀ 1 of 3 ▶ Last

**Address ID:** 1 + -

**Description:** PPO General   **Addr Type:** Business

---

**Details** Find | View All   First ◀ 1 of 1 ▶ Last

**Effective Date:** 01/01/1980 + -

**Status:** Active

**Country:** USA United States + -

105 Market Street   [Postal Search](#)

San Francisco   94105   **Geocode:** [Lookup](#)

CA California

Subrecipient - Address page

Instructions on entering subrecipient addresses appear in the *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*.

## See Also

*PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, “Maintaining Vendor Information,” Entering Vendor Addresses

## Maintaining Subrecipient Locations

Access the Subrecipient - Location page.

Summary	Identification	Address	<b>Location</b>	Contacts	Subrecipient	Certifications	▶
---------	----------------	---------	-----------------	----------	--------------	----------------	---

**SetID:** SHARE

**Vendor:** USAKU00024    **Short Vendor Name:** HEALTH-001    **Name:** Health Insurance Company

A vendor location is a default set of rules which define how you conduct business with a vendor.

<b>Location</b>		Find   View All	First ◀ 1 of 1 ▶ Last
*Location:	HRMSSD	<input checked="" type="checkbox"/> Default	
Description:	HRMS		
<b>Details</b>			
*Effective Date: 01/01/1980		+ -	
Status:	Active		
Options:	Payables   Procurement   Sales/Use Tax   1099Global Withholding	Expand All	Collapse All
▶ Additional ID Numbers			
▶ Comments			
▶ Internet Address			
▶ VAT			
Expand All		Collapse All	

Subrecipient - Location page

Instructions on entering subrecipient locations appear in the *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*.

## See Also

*PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, “Maintaining Vendor Information,” Defining Vendor Locations

## Maintaining Subrecipient Contacts

Access the Subrecipient - Contacts page.

Summary	Identification	Address	Location	<b>Contacts</b>	Subrecipient	Certifications
---------	----------------	---------	----------	-----------------	--------------	----------------

### Vendor Contact

**SetID:** SHARE

**Vendor:** USAKU00024   **Short Vendor Name:** HEALTH-001   **Name:** Health Insurance Company

Vendor Contact		Find   View All	First	1 of 1	Last
<b>Contact ID:</b>	1				
<b>Description:</b>	Billing Department				

Details		Find   View All	First	1 of 1	Last
<b>Eff Date:</b>	07/19/2001				
<b>Status:</b>	Active				
<b>Type:</b>	Billing				
<b>Name:</b>	Brad Conners				
<b>Title:</b>	Billing Supervisor				
<b>Address:</b>	2 PPO Claims 1165 Pacific Street San Francisco, CA 94105				
<b>URL:</b>	http://www.hic.com	<a href="#">View Internet Address</a>			
<b>Email ID:</b>	bconners@hic.com				

Subrecipient - Contacts page

Instructions on entering subrecipient contacts appear in the *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*.

## See Also

*PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, “Maintaining Vendor Information,” Tracking Vendor Conversations

## Adding Additional Subrecipient Data

Access the Subrecipient - Subrecipient page.

Summary	Identification	Address	Location	Contacts	<b>Subrecipient</b>	Certifications	▶
---------	----------------	---------	----------	----------	---------------------	----------------	---

**SetID:** SHARE    **Vendor:** USAKU00024    Health Insurance Company

**Name 2:** Persistence AR Number

**ShortName:** HEALTH    HEALTH-001

**Classification:** HRMS    **Vendor Status:** Approved

**Sub-recipient Info**
Find | View All
First ◀ 1 of 1 ▶ Last

**Effective Date:** 10/21/2003 31    **\*Status:** Active ▼ + -

**\*Institution Type:** GEN 🔍 General Forprofit (NIH)    ☐ **Subject to A133 Compliance**

**Comment:**

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.

SetID, Vendor, Name 2 (if there is one for the organization), ShortName, Classification, and Vendor Status 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 non-profit organizations expending Federal awards.

## Adding Subrecipient Certifications

Access the Subrecipient - Certifications page.

Summary	Identification	Address	Location	Contacts	Subrecipient	<b>Certifications</b>	D
---------	----------------	---------	----------	----------	--------------	-----------------------	---

**SetID:**

**Vendor Compliance As Of**

\*Effective Date: 10/21/2003 \*Status: Active Entered By: DVP1

**Vendor Compliance**

*Code	Short Desc	*Indicator	Cert/Disclosure Date	End Date	Reference Number	Customer
DRUG0	Drug-Free	Yes	09/04/2000	09/30/2004	SFE89654	1018

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**

(certification/disclosure date)

Select the date the certification was issued or disclosed. This date cannot be greater than the effective date.

**Customer**

Select the name of the subrecipient's customer who issued the certification.

## Adding Subrecipient Attributes

Access the Subrecipient - Attributes page.

SetID: SHARE Vendor: USAKU00024 Health Insurance Company

Vendor Attributes As Of Find | View All First 1 of 1 Last

Effective Date: 10/21/2003 \*Status: Active Entered By: DVP1

*Attribute Type	Short Desc	Attribute Value	Comment
CFDA	CFDA	64.018	Comment

Subrecipient - Attributes page

**Attribute Code** 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 for Single Payment Vendors

Access the Subrecipient - Single Payment Vendor page.

Location	Contacts	Subrecipient	Certifications	Attributes	<b>Single Payment Vendor</b>	Federal
----------	----------	--------------	----------------	------------	------------------------------	---------

**SetID:** SHARE      **\*ShortName:** HEALTH  
**Vendor:** USAKU00024      **\*Name:** Health Insurance Company  
**Description:** HRMS

☐ **VAT Registration** [Details...](#) [VAT Service Treatment Setup](#) [VAT Default](#)

**Default Settings**
Find | View All    First 1 of 1 Last

**\*Effective Date:** 01/01/1980    **Status:** Active    [EFT Options](#)    [Draft Options](#)    [Sales Tax](#)

**VAT**  
☐ **Use VAT Suspension**    **Physical Nature:**    **Where Service Performed:**

Voucher	Payment	Bank
<b>*Terms Options:</b> Default <b>Terms:</b> <input type="text"/> <b>*Currency Options:</b> Default <b>Currency:</b> <input type="text"/> <b>Rate Type:</b> <input type="text"/>	<b>Payment Method:</b> <input type="text"/> <b>Pay Group:</b> <input type="text"/> <b>*Handling Options:</b> Default <b>Handling:</b> <input type="text"/>	<b>*Bank Options:</b> Default <b>Bank:</b> <input type="text"/> <b>Account:</b> <input type="text"/> <b>Currency:</b> <input type="text"/> <b>Rate Type:</b>

Subrecipient - Single Payment Vendor page

Instructions on entering information for single payment vendors appear in the *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*.

## See Also

*PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, “Maintaining Vendor Information,” Entering Single Payment Vendors

## Specifying U.S. Federal-Only Vendor Information

Access the Subrecipient - Federal page.



The screenshot displays the 'Subrecipient - Federal' page in PeopleSoft. At the top, there are tabs for Location, Contacts, Subrecipient, Certifications, Attributes, Single Payment Vendor, and Federal. Below the tabs, the 'SetID' is SHARE and the 'Vendor' is USAKU00024, Health Insurance Company. The 'Location' section shows 'Location: HRMSSD' and 'Description: HRMS'. The 'Federal Specific Vendor Detail' section shows 'Effective Date: 01/01/1980' and 'Active'. The 'Pay Schedule Type' section has a dropdown menu set to 'Default'. The 'Date Calculation Basis' section has a dropdown menu set to 'Default'. The 'Federal Vendor Information' section has a checkbox for 'Federal Vendor' and fields for 'Trading Partner' and 'Agency Location Code'.

Subrecipient - Federal page

Instructions on specifying U.S. federal-only vendor information appear in the *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*.

## See Also

*PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, “Maintaining Vendor Information,” (USF) Entering Vendor Information for U.S. Federal Agencies



## CHAPTER 7

# Preparing and Submitting a Proposal

This chapter discusses how to:

- Establish proposals.
- Establish non-competing 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 an overview of PeopleSoft Grants proposal preparation and discusses how to:

1. Establish proposal-specific details.
2. Enter a long title description for a proposal.
3. Enter budget express information for a proposal.
4. Enter conflict of interest information.
5. Add or update projects associated with a proposal.
6. Maintain information about each resource for a proposal project.
7. Add proposal professional details.
8. Enter agreement details for subrecipients.
9. Enter location information for subrecipients.
10. Enter contact information for subrecipients.
11. Maintain address information for each project within a research proposal.
12. Set up PeopleSoft Grants report types for a proposal project.

13. Link documents to a proposal project.
14. Maintain proposal-specific certifications.
15. Track the status of proposal components.
16. Link key words to 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 required by external funding agencies.

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**Note.** The creation of the research plan falls outside the scope of PeopleSoft Grants.

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Each proposal requires at least one project. You can, however, have multiple projects, or subproposals, 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.
- Generate hard and soft copy proposals.
- Facilitate the administration of proposals, awards, forms, and reports.

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**Note.** PeopleSoft Grants delivers proposal security by PI and department. You can also control access to the proposal pages by customizing PeopleSoft Grants security options.

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### See Also

[Chapter 6, “Setting Up and Maintaining PeopleSoft Grants Information,” page 81](#)

[Chapter 7, “Preparing and Submitting a Proposal,” Establishing Proposal Budgets , page 162](#)

[Appendix A, “Preparing a Proposal and Award for Cost Sharing,” page 277](#)

## Pages Used to Establish Proposals

Page Name	Object Name	Navigation	Usage
Proposal - General Info	GM_PROPOSAL	Grants, Proposals, Maintain Proposal, General Info	Establish proposal-specific details.
Long Title	GM_PROP_TITLE_LONG	Click the Description link on the Proposal - General Info page.	Enter a long title for a proposal.

Page Name	Object Name	Navigation	Usage
Budget Express	GM_PROP_BUD_EXPRES	Click the Budget Express link on the Proposal - General Info page.	Enter data about the basic components of a proposal's total budget.  <b>Note.</b> The data that you enter on this page is purely for informational purposes only. It has no downstream processing implications.
Conflict of Interest	GM_PROP_SBIR_STTR	Click the SBIR/STTR Flag button on the Proposal - General Info page that is positioned to the right of the Type field.	Indicate if there is a conflict of interest on proposals for Department of Defense (DoD) Small Business Innovation Research Fast Track (SBIR Fast Track) or Small Business Technology Transfer Fast Track (STTR Fast Track) proposals, in terms of the government disclosing information if an application does not result in an award.
Proposal - Projects	GM_PROPOSAL_PROJ	Grants, Proposals, Maintain Proposal, Projects	Add or update projects associated with a proposal.
Proposal - Resources	GM_PROPOSAL_RES	Grants, Proposals, Maintain Proposal, Resources	Maintain information about each resource for a proposal project.
Proposal Professional Details	GM_PROP_PROF_DT_SP	Click the Edit Details button on the Proposal - Resources page.	Add or delete professional data from a proposal.
Subrecipient Details	GM_PROP_VNDR_SP	Click the Get Agreement Details button on the Proposal - Resources page.	Enter agreement details for a subrecipient.
Subrecipient Location	GM_PROP_VND_LOC_SP	Click the Get Location Details button on the Proposal - Resources page.	Select a location for a subrecipient.
Subrecipient Contact	GM_PROP_VND_CNT_SP	Click the Get Contact Details button on the Proposal - Resources page.	Select a contact for a subrecipient.
Proposal - Location	GM_PROP_J_LOCATION	Grants, Proposals, Maintain Proposal, Location	Maintain address information for each project within a research proposal.
Proposal - Reports	GM_PROP_J_REPT	Grants, Proposals, Maintain Proposal, Reports	Set up PeopleSoft Grants report types for a proposal project.
Proposal - Documents	GM_PROP_DOC1	Grants, Proposals, Maintain Proposal, Documents	Link documents to a proposal project.

Page Name	Object Name	Navigation	Usage
Proposal - Certification	GM_PROP_CERT	Grants, Proposals, Maintain Proposal, Certification	Maintain all relevant proposal-specific certifications and enter multiple certifications for each proposal project.
Proposal - Component	GM_PROP_COMPONENT	Grants, Proposals, Maintain Proposal, Component	Track the status of administrative, budget, and research plan components of a proposal for internal review. Each proposal can have multiple components.
Proposal - Key Words	GM_PROP_KEYWORD	Grants, Proposals, Maintain Proposal, Key Words	Link key words to a proposal and its projects.

## Establishing Proposal-Specific Details

Access the Proposal - General Info page.

<a href="#">General Info</a>   <a href="#">Projects</a>   <a href="#">Resources</a>   <a href="#">Location</a>   <a href="#">Reports</a>   <a href="#">Documents</a>   <a href="#">Certification</a>   <a href="#">Component</a>			
<b>Proposal ID:</b> NIH003		<b>Business Unit:</b> EGV05	<b>Submit Status:</b> Not Submitted
<b>Version ID:</b> V1		<b>Currency:</b> USD	
<b>Description:</b> NIH sample proposal		<a href="#">Add to My Proposals</a>	
<b>Due Date:</b> 11/09/2001	<b>Type:</b> Postmark	<b>Time:</b> 12:00PM	<b>Time Zone:</b> EST
<b>*PI ID:</b> KU0042	<b>Name:</b> Schumacher, Kenneth		
<b>*Title:</b> The effects of insulin on diabetic rats		<a href="#">Description</a>	
<b>*Sponsor ID:</b> 1018	National Institute of Health Science		
<b>*Status:</b> Draft	<b>*Start Date:</b> 10/01/2001	<b>*End Date:</b> 09/30/2006	
<b>*Type:</b> New	<b>CFDA:</b>	<b>Additional Attributes</b> <input checked="" type="checkbox"/> Facilities & Admin Requested <input type="checkbox"/> Foreign Application/Component <input type="checkbox"/> NIH Modular Grant	
<b>Purpose:</b> BARE	<b>Confidence Percent:</b>		
<b>Additional Information</b> <a href="#">Find</a>   <a href="#">View All</a>   First   1 of 1   Last			
<b>*Type:</b> Intellectual Property	<b>Comments:</b> All rights shall revert to the sponsor		
<b>Go To:</b> <a href="#">Budget Express</a>			

Proposal - General Info page

### Version ID

Displays the proposal version, which enables you to track changes to a proposal. All pages in this component display the proposal version.

### 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 postaward project comes from the proposal project short title.

<b>Type</b>	Select <i>None</i> , <i>Postmark</i> , or <i>Receipt</i> for type of proposal delivery required.
<b>PI ID</b> (principal investigator ID)	Select the PI's employee ID.
<b>Title</b>	Enter a short title for the proposal. The project title appears by default as the proposal title for all projects created with no short titles. When you navigate to the Project page the short title is already populated with data.
<b>Sponsor ID</b>	Select the organization that is sponsoring the research.
<b>Status</b>	<p>Select from these values:</p> <ul style="list-style-type: none"> <li>• <i>Awarded</i>.</li> <li>• <i>Awarded, Pending</i>.</li> <li>• <i>Declined by Sponsor</i>.</li> <li>• <i>Discontinued</i>.</li> <li>• <i>Draft</i>.</li> <li>• <i>Inst. Approved</i> (institution approved).</li> <li>• <i>Not Funded</i>.</li> <li>• <i>Pending Approval</i>.</li> <li>• <i>Pending Funding</i>.</li> <li>• <i>Refused by Inst.</i> (refused by institution).</li> <li>• <i>Withdrawn</i>.</li> </ul>
<b>Start Date and End Date</b>	<p>Select the start and end dates for the proposal. The system automatically creates the overall budget with the same dates.</p> <hr/> <p><b>Note.</b> To change the dates on the Proposal - General Info page after you exit the date fields, update the overall budget date range first, so that the dates remain synchronized. If you make a mistake, continue entering information, then change the overall budget before returning to the Proposal - General Info page to make the correction.</p> <hr/> <p>See <a href="#">Chapter 7, “Preparing and Submitting a Proposal,” Establishing Proposal Budgets</a>, page 162.</p>
<b>Type</b>	Select a proposal type from the drop-down list box of predefined and institution-specific types.
<b>CFDA</b> (catalog of federal domestic assistance)	(Optional) Enter the CFDA number related to the proposal.
<b>Purpose</b>	Select a proposal purpose from a list of entries defined by the institution.

**Confidence Percent**

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.

**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.

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**Note.** If you leave the check box clear, the associated check box is cleared on form PHS 398. The system resets the FA amounts in the budget to zero and deletes the FA rates. FA rates are set up within the Budget component; they are key to computing FA amounts.

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**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 the proposal as an NIH modular grant.

**Additional Information****Type and Comments**

Select the type of comment that you want to enter, and then enter a comment or click the Additional Details button to display an additional page specific to the type of comment that you selected. You can then enter the information in the fields on that page.

Values are:

- *Allocation Percentages.*

Select the employee ID, department, and percentage that you want to allocate to the proposal.

- *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.

- *Conflict of Interest.*

Select all the check boxes that apply, to indicate if the conflict is in compliance with the institution's policy and if a review has been completed. If a review has been completed, select the approval date.

- *Cost Sharing.*

Indicate if cost sharing is required by sponsor, who it was approved by, the date of approval, and the source.

- *Express Proposal.*



Enter comments.

- *Flow Through.*

Select the primary sponsor that the proposal will flow through.

- *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.

- *Other.*

Enter comments.

- *PI Change.*

Select the PI Change check box to indicate that the PI has changed.  
Select the ID of the previous PI.

- *Pre-Award Spending.*

Select the Pre-award Spending Allowed check box to indicate that preaward spending is permitted, and then enter the guaranteed source of funding.

- *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 based on an accomplishment.

- *Related Proposals.*

Enter the pre-proposal number, and then select the proposal business unit, related proposal, and version ID for all related proposals.

- *Solicitation.*

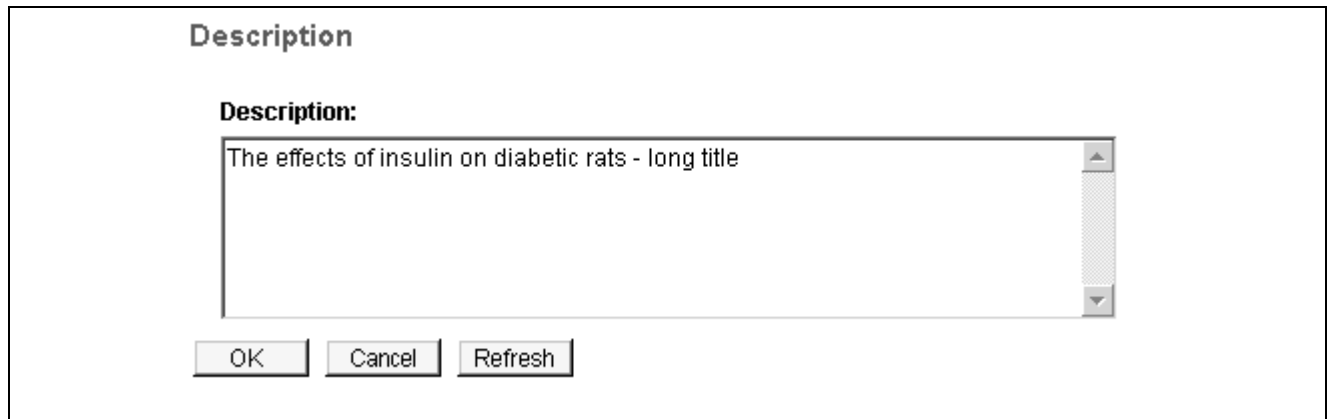
Enter the solicitation and request for proposal number as well as the solicitation title.

- *Unobligated Balance.*

Describe unobligated balances for continuation form 2590.

## Entering a Long Title Description for a Proposal

Access the Description page.

The screenshot shows a window titled "Description". Inside, there is a label "Description:" followed by a text area containing the text "The effects of insulin on diabetic rats - long title". At the bottom of the window are three buttons: "OK", "Cancel", and "Refresh".

**Description**

**Description:**

The effects of insulin on diabetic rats - long title

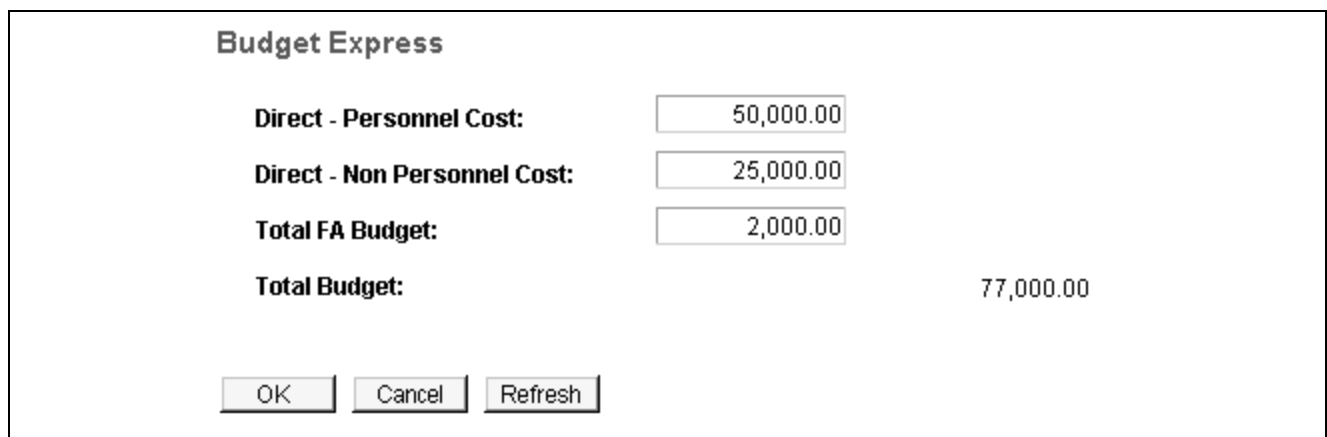
OK Cancel Refresh

Description page

Enter a long description of the proposal under the Description field.

## Entering Budget Express Information for a Proposal

Access the Budget Express page.

The screenshot shows a window titled "Budget Express". It contains four rows of budget information, each with a label and a text input field. The first three rows have input fields with values: "50,000.00", "25,000.00", and "2,000.00". The fourth row, "Total Budget:", has a calculated value of "77,000.00" displayed to its right. At the bottom are three buttons: "OK", "Cancel", and "Refresh".

**Budget Express**

<b>Direct - Personnel Cost:</b>	50,000.00
<b>Direct - Non Personnel Cost:</b>	25,000.00
<b>Total FA Budget:</b>	2,000.00
<b>Total Budget:</b>	77,000.00

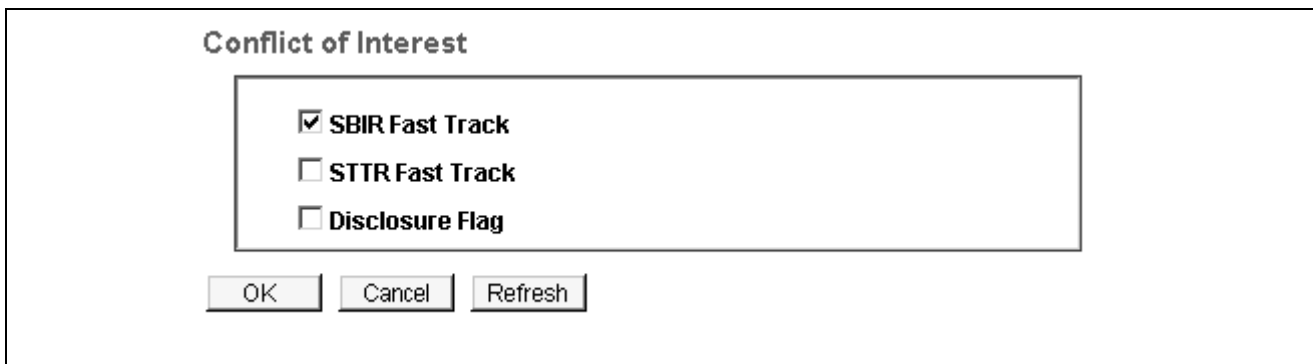
OK Cancel Refresh

Budget Express page

Enter the budget numbers in the appropriate fields. This page is for informational purposes only. It does not trigger any budget logic or postings to PeopleSoft General Ledger.

## Entering Conflict of Interest Information

Access the Conflict of Interest page.



**Conflict of Interest**

☒ **SBIR Fast Track**  
☐ **STTR Fast Track**  
☐ **Disclosure Flag**

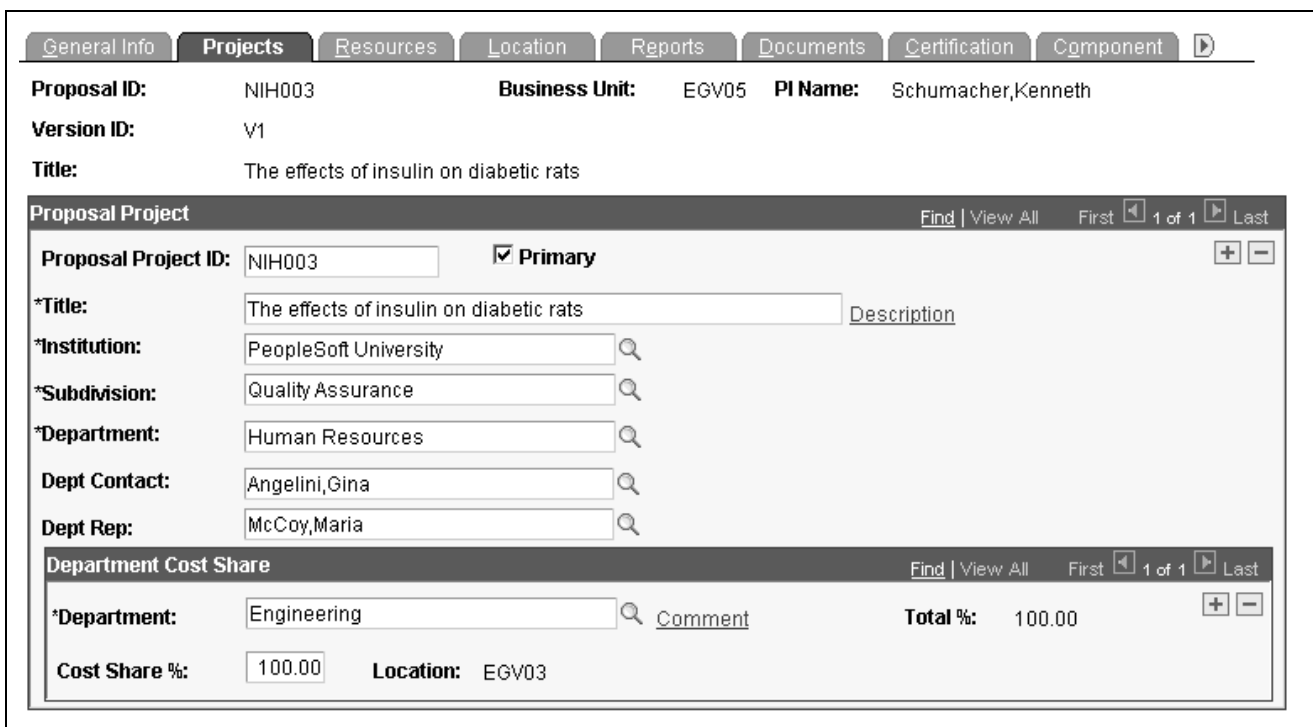
Conflict of Interest page

Select the type of proposal on which you are working: SBIR Fast Track or STTR Fast Track.

If the proposal does not get awarded, the government will not provide information about the proposal to organizations that may be interested in contacting you for further information, possible collaboration, investments, and so on. To permit the government to disclose information about the proposal in the event that it does not get awarded, select the Disclosure Flag check box. This information maps to the bottom of page 2 on the PHS 398 proposal form.

## Adding or Updating Projects Associated With a Proposal

Access the Proposal - Projects page.



General Info **Projects** Resources Location Reports Documents Certification Component

**Proposal ID:** NIH003 **Business Unit:** EGV05 **PI Name:** Schumacher,Kenneth  
**Version ID:** V1  
**Title:** The effects of insulin on diabetic rats

**Proposal Project** Find | View All First 1 of 1 Last

**Proposal Project ID:** NIH003 ☒ **Primary**

**\*Title:** The effects of insulin on diabetic rats [Description](#)  
**\*Institution:** PeopleSoft University  
**\*Subdivision:** Quality Assurance  
**\*Department:** Human Resources  
**Dept Contact:** Angelini,Gina  
**Dept Rep:** McCoy,Maria

**Department Cost Share** Find | View All First 1 of 1 Last

**\*Department:** Engineering [Comment](#) **Total %:** 100.00  
**Cost Share %:** 100.00 **Location:** EGV03

Proposal - Projects page

You can associate multiple projects to 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 where there is only one project in a proposal.

Proposal Projects

**Primary** Select this check box to indicate that this is the primary project in the proposal.

Department Cost Share

- Department**

Select the department collaborating on the project. If there is more than one department for the project, add a row for each department participating in cost sharing.
- Cost Shared %** (cost shared percent)

Enter the respective percentage share for each department included in the project. The total percentage must equal 100 percent.
- Comment**

Click to add comments to explain departmental collaborations.

Maintaining Information About Each Resource for a Proposal Project

Access the Proposal - Resources page.

General InfoProjectsResourcesLocationReportsDocumentsCertificationComponent

Proposal ID:NIH003Business Unit:EGV05PI Name:Schumacher,Kenneth

Version ID:V1

Title:The effects of insulin on diabetic rats

Proposal ProjectFind | View AllFirst1 of 1Last

Proposal Project ID:NIH003The effects of insulin on diabetic rats

ResourceFind | View AllFirst1 of 1Last

Number1\*Type:ANIMA

Comments:Required to test the effects of insulin of diabetes

SubrecipientFind | View AllFirst1 of 1Last

Sequence No:10

Subrecipient ID:BLG000000Name:Bunese Teknology

ProfessionalCustomize | Find | View AllFirst1 of 1Last

Number	Employee ID	Name	Role
10	KU0042	Schumacher,Kenneth	PI

Proposal - Resources page

**Note.** This page uses NIH resource types and draws from a control table in which you can add as many resource types as you need.

Resource

**Number** For each resource number, establish a new row by clicking the Add button. You can add as many rows as the project has resources.

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**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.*

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**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.

---

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
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)				

**Comments**

Describe the resource usage.

**Subrecipient**

**Sequence No** (sequence number)

Enter a number by which you want to sequence the entries.

**Subrecipient ID**

Select the ID of the subrecipient who you want to add to the proposal.

**Name**

Displays the name of the subrecipient associated with the ID that you selected in the ID field. If the subrecipient is not entered into the system, enter the name in this field.

**Professional****Number**

Enter a number by which you want to sequence the entries.

**Employee ID**

Select the ID of the professional who you want to add to the proposal.

**Name**

Displays the name of the professional 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 - General Info page. This occurs only in projects that have a blank grid for professionals. PI row level security is utilized for professionals with a role type of *PI* in the proposal professional resources.

**See Also**

Chapter 6, “Setting Up and Maintaining PeopleSoft Grants Information,” Maintaining Subrecipients, page 124

## Adding Proposal Professional Details

Access the Proposal Professional Details page.

### Professional Details

**Employee ID:** KU0042  
**Name:** Schumacher,Kenneth  
**Job Code:** KU051  
**Description:** Administrative Assistant  
**Organization:** Peoplesoft University  
**Project Role:** PI  
**\*Role Type:** PI

☒ Eligible PI  
☐ First Time PI  
☐ PI Eligibility Waiver  
☐ New Personnel

Address	Job	Honor/Award	Membership/Association
Education	Experience	Collaboration	Pending Support
	Advisor/Advisee	Publication	Current Support

#### Additional Information

Find | View All First 1 of 1 Last

Comments

OK Cancel Refresh

Proposal Professional Details page

This page contains buttons 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 tailor the professional’s biosketch for a particular proposal.

<b>Organization</b>	Enter the organization name for professionals who do not have 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 ( <i>PI</i> , <i>Co-PI</i> , and <i>Key Personnel</i> ).
<b>Project Role</b>	Enter the professional's position title for the project.
<b>Role Type</b>	Select the role that the professional will play in the project. Values are: <i>Co-PI</i> , <i>Key Pers</i> (key personnel), <i>Other</i> , <i>Authorized Person</i> and <i>PI</i> . <hr/> <b>Note.</b> If you select <i>Authorized Person</i> , the employee can access the proposal but their name does not print on any proposal forms. <hr/>
<b>Eligible PI, First Time PI, PI Eligibility Waiver, and New Personnel</b>	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> .
<b>Address</b>	Click to display the professional's address information from the professional profile. Only one address can appear for each professional.
<b>Job</b>	Click to associate multiple jobs (appointments) to the professional. You can select the most relevant jobs to include in the proposal.
<b>Honor/Award</b>	Click to associate multiple honors and awards to the professional.
<b>Membership/Association</b>	Click to associate multiple memberships and associations to the professional.
<b>Education</b>	Click to associate multiple degrees to 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.
<b>Experience</b>	Click to associate multiple types of experience to the professional.
<b>Collaboration</b>	Click to associate multiple collaborators to the professional.
<b>Pending Support</b>	Click to link pending support information to the professional. The proposal status must be in one of the following statuses before you can load data onto the Pending Support page. <ul style="list-style-type: none"><li>• Institution Approved</li><li>• Awarded; Pending</li><li>• Draft</li><li>• Pending Funding</li><li>• Pending Approval</li></ul> <hr/> <b>Note.</b> The system only loads proposal information into the Professional Pending Support page from proposals that are in the <i>Submitted</i> status. <hr/>
<b>Advisor/Advisee</b>	Click to associate multiple advisees and advisors to the professional.
<b>Publication</b>	Click to associate multiple publications to the professional.

## Current Support

Click to link active and past support information for a professional. To add information regarding current support, the proposal status must be in the *Awarded* status.

**Note.** PeopleSoft Grants allows 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 PI's 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 only appears by default on the Project Workbench's 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 110](#)

## Entering Agreement Details for Subrecipients

Access the Subrecipient Details page.

Subrecipient Details

Vendor ID:

BLG0000003

Bunese Teknology

Agreement Category:

Cost Reimk

From:

10/01/2001

To:

09/30/2002

Subrecipient Status:

Pending

Method Chosen:

Information

Find | View All

First

1 of 1

Last

Required Deliverables:

Insulin protocol reports

Comments

Find | View All

First

1 of 1

Last

Type

Justification

Comments

Require the expertise of this subrecipients to evaluate these clinical trial results

OK

Cancel

Refresh

Subrecipient Details page

Enter details regarding the agreement with the subrecipient.




**Method Chosen**

This is an open text field. It can represent the method that you used to select the subrecipient or spell out payment procedures for the subrecipient. You may define this field any way that you want.

## Entering Location Information for Subrecipients

Access the Subrecipient Location page.

**Subrecipient Location**  
**Subrecipient ID:** USA0000004  
**Name:** Star Rental Group  
**Location:**    
**Description:** Rent Associates  
**Detail**  
**Address 1:** 8478 Treat Blvd  
**Address 2:**  
**Address 3:**  
**Address 4:**  
**City:** Eugene  
**County:**  
**State:** OR  
**Postal:** 54100  
**Country:** USA

Subrecipient Location page

Select the location of the subrecipient. The system populates the remaining fields on the page.


## Entering Contact Information for Subrecipients

Access the Subrecipient Contact page.

**Subrecipient Contact**

**Subrecipient ID:** USA00000004

**Name:** Star Rental Group

**Sequence:**  

**Type:** General


Detail	
<b>Name:</b>	Joanne Welnick
<b>Contact Title:</b>	Customer Associate
<b>URL:</b>	http://www.srg.com
<b>Address:</b>	1 Rent Associates

Subrecipient Contact page

Select the contact of the subrecipient in the Sequence field. The system populates the remaining fields on the page.

## Maintaining Address Information for Each Project Within a Research Proposal

Access the Proposal - Location page.

General Info	Projects	Resources	Location	Reports	Documents	Certification	Component
<b>Proposal ID:</b>	NIH003	<b>Business Unit:</b>	EGV05	<b>PI Name:</b>	Schumacher, Kenneth		
<b>Version ID:</b>	V1						
<b>Title:</b>	The effects of insulin on diabetic rats						
<b>Proposal Project</b> <span style="float: right;">Find   View All   First 1 of 1 Last</span>							
<b>Proposal Project ID:</b> NIH003      The effects of insulin on diabetic rats							
<b>Proposal Project Location</b> <span style="float: right;">Find   View All   First 1 of 1 Last</span>							
<b>*Location:</b>	<input type="text" value="US001"/> 	<b>Description:</b>	<input type="text" value="USA - New York"/>		<input type="checkbox"/> <b>Foreign</b> <span style="float: right;">+ -</span>		
<b>Country:</b>	<input type="text" value="USA"/> United States	<b>Phone:</b>	<input type="text" value="212-555-0090"/>				
<b>Address 1:</b>	<input type="text" value="144 North Street"/>	<b>Ext:</b>	<input type="text" value="33"/>				
<b>Address 2:</b>	<input type="text"/>	<b>Fax:</b>	<input type="text" value="212-555-0091"/>				
<b>Address 3:</b>	<input type="text"/>						
<b>City:</b>	<input type="text" value="New York"/>						
<b>County:</b>	<input type="text"/>	<b>Postal:</b>	<input type="text" value="10168"/>				
<b>State:</b>	<input type="text" value="NY"/> New York						

Proposal - 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 this check box to indicate whether this location is outside the country of the institution.

## Setting Up PeopleSoft Grants Report Types for a Proposal Project

Access the Proposal - Reports page.

General Info		Projects	Resources	Location	Reports	Documents	Certification	Component
<b>Proposal ID:</b>	NIH003	<b>Business Unit:</b>	EGV05	<b>PI Name:</b>	Schumacher, Kenneth			
<b>Version ID:</b>	V1							
<b>Title:</b>	The effects of insulin on diabetic rats							
<b>Proposal Project</b> Find   View All First 1 of 1 Last								
<b>Proposal Project ID:</b>		NIH003 The effects of insulin on diabetic rats						
<b>Report Detail</b> Find   View All First 1-2 of 2 Last								
<b>*Report Type:</b>	Abstract	Comments: Large quantities of fructose to be administered to 3 mice.						
<b>*Report Type:</b>	Major Goals	Comments: This study is intended to conclusively determine if mice are indeed diabetic.						

Proposal - Reports page

- Report Type and Comments** Select a report type, 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 associated with the *Abstract* and *Major Goals* report types appear in the description box on the PHS 398 proposal form.

## Link Documents to a Proposal Project

Access the Proposal - Documents page.

General Info	Projects	Resources	Location	Reports	<b>Documents</b>	Certification	Component
--------------	----------	-----------	----------	---------	------------------	---------------	-----------

**Proposal ID:** NIH003      **Business Unit:** EGV05      **PI Name:** Schumacher,Kenneth  
**Version ID:** V1  
**Title:** The effects of insulin on diabetic rats

<b>Proposal Project</b>		Find   View All		First	1 of 1	Last
<b>Proposal Project ID:</b>	NIH003	The effects of insulin on diabetic rats				
<b>Attachment</b>		Customize   Find		First	1-2 of 2	Last
<b>Requests</b>	<b>Attached File</b>					
1	WD_Resume.doc					
2	Billing_8.0PDU.doc					

Proposal - Documents page

This page helps you keep track of documents prepared by researchers, 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. Also, freezing a proposal does not ensure that any external documents associated with the proposal will be frozen.

### 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.

## Maintaining Proposal-Specific Certifications

Access the Proposal - Certification page.

General Info Projects Resources Location Reports Documents **Certification** Component

**Proposal ID:** NIH003 **Business Unit:** EGV05 **PI Name:** Schumacher,Kenneth

**Version ID:** V1

**Title:** The effects of insulin on diabetic rats

**Proposal Project** Find | View All First 1 of 1 Last

**Proposal Project ID:** NIH003 The effects of insulin on diabetic rats

**Certification** Customize | Find | First 1-3 of 3 Last

Certification Info Review and Status

*Certification Code	Certification Date	*Indicator	Certified By	Approval Date	Assurance Number	Exemption Number		
ANIMA	08/13/2001	Pending	Angelini,Gina	08/13/2001		C-123	+	-
COI	08/10/2001	Pending	Unger,Randy	08/10/2001		A-123	+	-
DRUG0	08/13/2001	Pending	Crawford,William	08/13/2001		B-123	+	-

Proposal - Certification 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 Code

Select the certification codes associated with the proposal. PeopleSoft delivers these codes as system data:

- *Human Subjects.*  
Maps to form PHS 398, page AA.
- *Vertebrate Animals.*  
Maps to form PHS 398, page AA.
- *Smoke-Free Environment.*  
Maps to form PHS 398, page II.
- *Inventions and Patents.*  
Maps to form PHS 398, page II.
- *Beginning Investigator.*
- *Lobbying Activities.*
- *Proprietary/Privileged Info.*
- *National Environmental Policy.*
- *Historical Places.*
- *Small Grant Exploratory Research.*
- *Group Proposal.*
- *International Cooperative Activity.*
- *Facilitate Scientists with Disabilities.*
- *Research Opportunity Award.*

- *Delinquent Federal Debt.*
- *Debarment and Suspension.*

<b>Certification Date</b>	Select the certification date for each code.
<b>Indicator</b>	Select the certification indicator. Values are: <i>N/A</i> , <i>No</i> , <i>Pending</i> , or <i>Yes</i> .
<b>Certified By</b>	Select the name of the person who authorized the certification.
<b>Approval Date</b>	Select the date on which the certification was approved.
<b>Assurance Number</b>	Enter the assurance number associated with the certification.
<b>Exemption Number</b>	Enter the exemption number associated with the certification.
<b>Review and Status</b>	
<b>Full Review and Expedited Review</b>	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 <i>Animal Care</i> and <i>Human Subjects</i> . You can, however, select them for other types of certifications.
<b>Changed Since Prev Submission</b> (changed since previous submission)	Select this check box to indicate if there have been any changes since the previous submission. This field applies to inventions and patents (INVPT) only.
<b>Previously Reported</b>	Select this check box to indicate that the certification has been previously reported. This field applies to <i>INVPT</i> (inventions and patents) certification code only.
<b>Add Comments</b>	Click to add comments.

## Tracking the Status of Proposal Components

Access the Proposal - Component page.

**General Info** | **Projects** | **Resources** | **Location** | **Reports** | **Documents** | **Certification** | **Component**

**Proposal ID:** NIH003      **Business Unit:** EGV05      **PI Name:** Schumacher, Kenneth  
**Version ID:** V1  
**Title:** The effects of insulin on diabetic rats

**Proposal Project** Find | View All First 1 of 1 Last

**Proposal Project ID:** NIH003      The effects of insulin on diabetic rats

**Component Detail** Customize | Find First 1-3 of 3 Last

*Component	*Status	*Status Date	Stakeholder		
BUDGET	Approved	08/13/2001	Unger, Randy	+	-
ADMINISTRATIVE	Assigned	08/13/2001	Crawford, William	+	-
RESEARCH	In Progress	08/13/2001	Chen, Devon	+	-

Proposal - Component page

Each proposal can have multiple components.

### Component

Select the name of the component. Values include: *Administrative*, *Budget*, and *Research Plan*.



Click the Add Component button to add new components.

### Status

Select a status for each proposal component. Values are: *Approved*, *Assigned*, *Finished*, *In Progress*, and *Not Approved*.

### Stakeholder

Select a stakeholder who is a valid employee of the institution. The stakeholder bears responsibility for reviewing each component. Each stakeholder updates the status of his or her review and adds comments. Identifying stakeholders facilitates workflow routing for internal review and approval.

### Stakeholder Info

#### 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.

#### Required Flag

Select this check box to indicate whether the component is required.



Click the Add Comments button to open a page where you can add details about the component.

**Note.** Components are user-defined, so you can track items that have not been delivered as part of system data. The data that PeopleSoft provides in this documentation represents examples only. You can also use components to implement customized workflow processes. Workflow is an institution-defined feature. PeopleSoft provides tools with which to implement it. It is not delivered with PeopleSoft Grants.

## Linking Key Words to a Proposal

Access the Proposal - Key Words page.

Key Word Detail		Customize   Find   [Grid Icon]		First	1-3 of 3	Last
	*Key Word	Description				
1	DIABETES	Diabetes		+	-	
2	DISEASE	Disease		+	-	
3	INSULIN	Insulin		+	-	

Proposal - Key Words page

Key words are defined in a control record that you populate during implementation. These entries may be used 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 entered during implementation.

## Establishing Non-Competing Continuations

This section provides an overview of non-competing 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 Non-Competing Continuations

Continuation proposals are mini-proposals sent to a sponsor at the end of the first year of funding. They are considered submissions to a sponsor and are built the same way as proposals.



General information about establishing continuations:

- Continuations are based on awards rather than on previous proposals.
- Continuations report information about the previous year's research.
- If you are requesting changes from the original proposal, continuations forecast expectations for the upcoming year of funding.
- Because continuations are based on already established awards, they draw information from records that already exist in PeopleSoft Grants.
- The Gender and Minority Study and Trainee pages in the Proposal component are used in association with continuation proposals only, which are associated with Department of Health and Human Services (DHHS) grants.

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**Note.** If the project is not a continuation, fields on the Gender and Minority Study and Trainee pages are display-only.

---

## Pages Used to Establish Continuations

Page Name	Object Name	Navigation	Usage
Create Continuation	GM_CONT_ID_CREATE	Grants, Awards, Create Continuation	Create a continuation.
Proposal - Gender and Minority Study	GM_CONT_PRJ_ETHNIC	Grants, Proposals, Proposal, Gender and Minority Study	Document information regarding the gender and ethnic status of persons used in human research.
Proposal - Trainee	GM_CONT_PRJ_TRAIN	Grants, Proposals, Proposal, Trainee	Summarize information about student trainees participating in a continuation project.

## Creating a Continuation

Access the Create Continuation page.

## Create Continuation

<b>Business Unit:</b>	EGV05	
<b>Award ID:</b>	NIH001	

---

<b>Proposal ID:</b>	NIH001	<b>To Continuation Proposal ID:</b>	<input type="text" value="NEXT"/>
<b>Version ID:</b>	V1	<b>To Continuation Version ID:</b>	<input type="text"/>
<b>Budget Period:</b>	5		

Create Continuation page

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. Enter a To Continuation Proposal ID and To Continuation Version ID.

---

**Note.** To have the system increment the proposal ID, enter *NEXT* in the To Continuation Proposal ID field.

---

2. Click Create.

The system creates a new proposal ID with a proposal type of *Non-Competing Continuation*, and takes you to the Proposal - General Info page.

3. On the Proposal - General Info page, select *Unobligated Balances* as the comment type to describe unobligated balances for Continuation Form 2590.
4. 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 these fields on the Proposal - Certification page: Changed Since Prev Submission and Previously Reported.

If the certification code is *HUMAN* or *ANIM*, and the certification has changed since the last submission, select the Changed Since Prev Submission check box. If the certification code is *INVPT* and the certification has been previously reported, select the Previously Reported check box.

---

## Documenting a Gender and Minority Study for a Continuation Project

Access the Proposal - Gender and Minority Study page.

**Proposal ID:** CON00000004103    **Business Unit:** EGV05    **PI Name:** Schumacher, Kenneth

**Version ID:** CON1

**Title:** The effects of insulin on diabetic rats

**Proposal Project** Find | View All First 1 of 1 Last

**Proposal Project ID:** NIH001    The effects of insulin on diabetic rats

**Ethnic Info** Find | View All First 1 of 1 Last

**Sequence No:** 1    **Totals** + -

**Study Title**

Bone Marrow Study

**Detail** Customize | Find | View All First 4 of 4 Last

*Ethnic Type	*Gender	No. Of Subjects
White	Male	5

+ -

Proposal - Gender and Minority Study page

**Study Title** Enter the title of the study.

**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 involved in the study who match the ethnic type and gender on the grid line. This information maps to continuation proposal forms.

**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 Proposal - Trainee page.

**Proposal - Trainee page**

Proposal ID: CON00000004103 Business Unit: EGV05 PI Name: Schumacher,Kenneth  
 Version ID: CON1  
 Title: The effects of insulin on diabetic rats

**Proposal Project** Find | View All First 1 of 1 Last  
 Proposal Project ID: NIH001 The effects of insulin on diabetic rats Distribution of Trainees

**Trainee Info** Find | View All First 2 of 2 Last  
 \*Student Name: Gonzales,Maria + -  
 Degree Earned: B.S. Ethnic Type: Hispanic -Unknown  
 Current Position: Research Associate Gender: Female

Proposal - 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 this button 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:

1. Define budget information.
2. Establish facilities and administration rates and bases.
3. Establish budget periods.
4. Enter detailed budget information.
5. View F&A cost calculations.
6. Distribute cost sharing commitments within the institution.
7. Distribute cost sharing commitments by budget line detail.
8. Enter budget details for personnel.
9. Enter budget details for animal care.
10. Enter budget details for other budget items.

## Understanding Proposal Budgeting

This section discusses:

- General information about proposal budgets.
- F&A cost calculations.
- Overall cost sharing.
- Summary cost sharing.
- Budget line details.

## General Information About 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 rates. These data elements support both preaward and postaward functions.

General information about establishing proposal budgets:

- Proposal budget items (preaward)—such as salaries, equipment, and travel—have corresponding general ledger account values that are used to establish the award budget (postaward).
- 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).
- During implementation, you can modify the data passed to PeopleSoft Grants by way of the interface, for instances where you do not want information, such as salaries, to be available to the public.
- 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 has incorporated Transaction Set 194 values into the proposal budget pages and records.

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**Note.** PeopleSoft Grants supports organization, project and grant, and revenue estimate ledger types. PeopleSoft Grants does not support appropriation budgets.

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## F&A Cost Calculations

General information about F&A cost calculations:

- F&A costs are calculated 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 clears 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 entered for each of their respected 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 provided.
- The system sums all costs for budget items that belong to the base type that you select.

## Overall Cost Sharing

General information about overall cost sharing:

- You can enter cost sharing data concerning individual lines on the lines 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.
- Once 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

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 cost share 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

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 populates annualized salary from the individual's job record.
- The system calculates the budgeted salary based on the annualized salary and the number of months 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 falls 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 Fringe Rate field is populated 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 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.

## Pages Used to Establish Proposal Budgets

Page Name	Object Name	Navigation	Usage
Budget - General Info	GM_BUD_HEADER1	Grants, Proposals, Enter Overall Budget, General Info	Associate a budget ID, title, target sponsor amount, and start and end dates to a proposal budget.
Facilities and Admin Set Up	GM_BUD_FA_HDR	Click the Facility and Admin Set Up button on the Budget - General Info page.	Establish F&A rate types and bases for the institution, sponsor, and budget.
Budget - Periods	GM_BUD_HEADER2	Grants, Proposals, Enter Overall Budget, Periods	Establish the budget periods that are used for proposal accounting.
Enter Budget Detail	GM_BUD_LINE_SUM	Grants, Proposals, Enter Budget Detail, Enter Budget Detail	Store detailed budget information by budget item. The page breaks out 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.
F&A Calculation	GM_BUD_FA_PD	Click the View FA Rate link that appears in the top section of the Enter Budget Detail page.	View the calculated budgeted and waived and cost shared amounts for the entire budget period.
Overall Cost Sharing	GM_BUD_CS_PD	Click the Overall Cost Share link that appears in the top section of the Enter Budget Detail page.	Distribute cost sharing commitments within the institution. This page is similar to the Budget Line Cost Share page except that the amounts are related to the overall budget period; there are no individual lines. Use this page for cost sharing based on the total budget.

Page Name	Object Name	Navigation	Usage
Cost Share	GM_BUD_CS_SUM	Click the Cost Share link that appears in 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 that appears in 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 that appears in 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 that appears in 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).

## Defining Budget Information

Access the Budget - General Info page.

General Info

Periods

**Proposal ID:** CON000000004103
 **Currency:** USD

**Version ID:** CON1
 **Start Date:** 10/01/2001
 **End Date:** 09/30/2006

**Title:** The effects of insulin on diabetic rats

**PI:** Schumacher,Kenneth

**Project ID:** NIH001
 **Department:** Engineering

Details

Find | View All First 1 of 1 Last

☐ Include in Proposal

**\*Budget ID:** BUNIH001
 **Description:** Budget for proposal NIH001

**Target Sponsor Budget:** 250,000.00
 **\*Start Date:** 10/01/2005
 **\*End Date:** 09/30/2006

**Waived FA Calc Method**

☒ Institution Minus Funded
 ☐ Sponsor Minus Funded

Facility and Admin Set Up

Budget - General Info page

If the values for PI, Department, and Budget ID exist for the selected proposal and the project, they appear on the page.

To enter general proposal budget information:

1. Select a budget ID.
2. Enter a target sponsor budget.



3. Select the Include in Proposal check box to include the budget in the proposal budget inquiry, proposal submission, and award setup processes.

---

**Note.** Selecting Include in Proposal enables you to add multiple budgets for each project in a proposal. For example, you could have separate budgets for on-campus and off-campus activities. The budget printed on the proposal form is the sum of all amounts for budget IDs that are included in the proposal. You can also use this check box to establish multiple versions or scenarios of the same budget. In this case, select the check box for only one budget—the one that you want to select for submission.

---

4. Select start and end dates for the budget ID.
5. In the Waived FA Calc Method (waived facilities and administration calculation method) group box, indicate whether the F&A costs are to be calculated as institution minus budget or as sponsor minus budget.
6. Click the Facility and Admin Set Up button to access a setup page where you establish F&A rate and base types and methods.

You can establish multiple budget IDs for a single proposal. This page enables you to establish the basis for the F&A calculation for the entire budget.

7. Select the F&A rate type that you want, and the F&A base to which the rate is to be applied for the institution, sponsor, and budget.

The system applies rates to the sum of the budget items that belong to the selected F&A bases.

8. Insert a new line for the F&A rate type, to add multiple rate types for one budget ID.

---

**Note.** If the F&A base types have overlapping budget items, you receive a warning message. The system enables you to continue and save the F&A setup page with overlapping rates and budget items, even though this results in a double calculation of the rates.

---

## See Also

[Chapter 8, “Establishing Awards and Projects,” Processing F&A Costs, page 229](#)

## Establishing Facilities and Administration Rates and Bases

Access the Facilities and Admin Set Up page.

Facilities and Admin Set Up			
<b>Proposal ID:</b>	CON000000004103	<b>Business Unit:</b>	EGV05
<b>Version ID:</b>	CON1	<b>Sponsor:</b>	National Institute of Health Science
<b>Title:</b>	The effects of insulin on diabetic rats		
<b>Project ID:</b>	NIH001	<b>Budget ID:</b>	BUNIH001
<b>Details</b> <span>Find   View All</span> <span>First</span> <span>1 of 1</span> <span>Last</span>			
<b>*Rate Type:</b> <input type="text" value="ONC"/> On Campus <span>+</span> <span>-</span>			
<b>Institution</b> <span>Find   View All</span> <span>First</span> <span>1-2 of 3</span> <span>Last</span>			
<b>FA Base:</b> <input type="text" value="MTDC"/> Modified Total Direct Costs		<b>Institution Rates</b> <b>Effective Date:</b> 07/01/2005 <b>FA Rate %:</b> 55.00 <b>Effective Date:</b> 07/01/2002 <b>FA Rate %:</b> 55.00	
<b>Sponsor</b> <span>Find   View All</span> <span>First</span> <span>1 of 1</span> <span>Last</span>			
<input checked="" type="checkbox"/> Same as Institution <b>FA Base:</b> <input type="text" value="MTDC"/> Modified Total Direct Costs		<b>Sponsor Rates</b> <b>Effective Date:</b> <b>FA Rate %:</b>	
<b>Budget</b> <span>Find   View All</span> <span>First</span> <span>1-2 of 2</span> <span>Last</span>			
<b>FA Base:</b> <input type="text" value="MTDC"/> Modified Total Direct Costs		<b>Budget Rates</b> <b>*Effective Date:</b> 07/01/2005 <b>FA Rate %:</b> 55.00 <span>+</span> <span>-</span> <b>*Effective Date:</b> 07/01/2001 <b>FA Rate %:</b> 50.00 <span>+</span> <span>-</span>	

Facilities and Admin Set Up page

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.

## Establishing Budget Periods

Access the Budget - Periods page.

General Info		Periods	
<b>Proposal ID:</b>	CON000000004103	<b>Currency:</b>	USD
<b>Version ID:</b>	CON1	<b>Start Date:</b>	10/01/2001
<b>Title:</b>	The effects of insulin on diabetic rats		
<b>PI:</b>	Schumacher,Kenneth		
<b>Project ID:</b>	NIH001	<b>Department:</b>	Engineering
<b>General Information</b> <span>Find   View All</span> <span>First 1 of 1 Last</span>			
<b>Budget ID:</b>	BUNIH001	<b>Start Date:</b>	10/01/2005
<b>Description:</b>	Budget for proposal NIH001		
<b>Target Sponsor Budget:</b>	250,000.00		
<b>Details</b> <span>Customize   Find</span> <span>First 1 of 1 Last</span>			
<b>Period</b>	<b>*Start Date</b>	<b>*End Date</b>	<b>Target Sponsor Budget</b>
5	10/01/2005	09/30/2006	250,000.00
			Program Income

Budget - Periods page

1. For each Period row, select a start and end date.
2. Enter an amount for target sponsor budget.

By default, the start and end dates define consecutive, one-year periods. You can adjust the dates as long as the periods remain within the budget and do not overlap.

3. Click the Program Income button.

The system displays a page where you can enter the anticipated amount of external revenue generation, the source of the revenue, and comments. This information is mapped to the proposal forms.

**Note.** Before you can save the budget, the sum of the budget periods for the target sponsor budget on this page must equal the target sponsor budget that you defined on the Budget - General Info page.

## Entering Detailed Budget Information

Access the Enter Budget Detail page.

## Enter Budget Detail

**Proposal:** CON000000004103

**Currency:**

**Version:** CON1

**Start Date** 10/01/2001

**End Date** 09/30/2006

**Title:** The effects of insulin on diabetic rats

☐ **Modular?**

**Project ID:** NIH001

**Budget Period:** 5

[Overall Cost Share](#)

**Budget ID:** BUNIH001

**Start Date:** 10/01/2005

**End Date** 09/30/2006

[View FA Rate](#)

**Target Sponsor Budget:** 250,000.000

### Details, CostShare, Justification

Customize | Find | First 1-4 of 4

Line Data		More Line Data						
Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Institution Cost Share	Third Party Cost Share
10	PERSON	Personnel - Salary & Bene		48,000.00	48,000.00	<a href="#">Cost Share</a>		
20	SUPL	Supplies		80,000.00	80,000.00	<a href="#">Cost Share</a>		
30	OTHER	Other Expenses		15,000.00	15,000.00	<a href="#">Cost Share</a>		
40	EQUIP	Equipment		28,350.00	28,350.00	<a href="#">Cost Share</a>		

**Sponsor Direct:** 171,350.000 **Sponsor F&A:** 78,650.00 **Total Sponsor Budget:** 250,000.00

**Institution Cost Share:** 0.00 **Institution Cost Share F&A:** 0.00 **Total Inst C/S Budget:** 0.00

**Third Party Cost Share:** 0.00 **Total TP C/S Budget:** 0.00

Enter Budget Detail page

**Note.** If you create a proposal that lists specifically funded amounts for the overall budget and do not enter budget details for each period, the system sets the contract totals and award funding totals to zero when you run the award generation process. The system uses the budget detail amounts that you enter to create the resulting contract and funding amounts on the award pages. Therefore, if you do not enter budget details before you run the award generation process, you will have to enter the information manually in both PeopleSoft Grants and PeopleSoft Contracts.

To enter proposal budget line details:

1. Enter detail lines by budget period.

Multiple lines can exist for a single budget category. During line entry, the system displays totals, including the target budget amount and a breakdown of the current budget amount.

2. For each line, enter a description.
3. In the budget items for non-personnel budget lines, enter the amounts to calculate total direct costs and sponsor direct costs.

The system automatically calculates institution cost share and third-party cost share amounts.

4. Select the More Line Data tab.
5. Select the Map Detail check box, to pass the supporting detail lines to the award budget.

If you do not select the Map Detail check box, budget data is mapped directly from the summary line level, not the detail line level.

## 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 Grants,” Establishing Institution Controls, page 59](#)

## Viewing F&A Cost Calculations

Access the F&A Calculation page.

**F&A Calculation****Proposal Project:** NIH001**Budget Period:** 5**Start Date:** 10/01/2005**End Date:** 09/30/2006**Details**

Find | View All First 1 of 1 Last

**Rate Type:** ONC On Campus **Waived FA Meth:** Institution Minus Funded**Institution Defaults**

**FA Base** MTDC  
**Base Amount** 143,000.00  
**FA Amount** 78,650.00

**Institution Rates**

Find | View All First 1-2 of 3 Last

Eff Date	FA Rate %
07/01/2005	55.00
07/01/2002	55.00

**Sponsor Defaults**

**FA Base** MTDC  
**Base Amount** 143,000.00  
**FA Amount** 78,650.00

**Budget**

**FA Base** MTDC  
**Base Amount** 143,000.00  
**FA Amount** 78,650.00  
**Waived FA:** 0.00

**Budget Rates**

Find | View All First 1-2 of 2 Last

Rate_effdt	FA Rate %
07/01/2005	55.00
07/01/2001	50.00

FA Calculation page (1 of 2)

**Budget Totals**

<b>Sponsor FA Base:</b> 143,000.00	<b>Sponsor FA:</b> 78,650.00	<b>Waived FA:</b> 0.00
<b>Institution Cost Share FA Base:</b> 0.00	<b>Institution Cost Share FA:</b> 0.00	

OK

Cancel

FA Calculation page (2 of 2)

This page displays the calculated budget, as well as waived and cost shared amounts for the entire budget period.

## Distributing Cost Sharing Commitments Within the Institution

Access the Overall Cost Sharing page.

Overall Cost Sharing			
<b>Budget Period:</b>	5	<b>Start Date:</b>	10/01/2005
		<b>End Date:</b>	09/30/2006
Overall Cost Sharing			
<b>Total Direct:</b>	171,350.000	<b>Cost Share Percent:</b>	90.00
<b>Sponsor Direct:</b>	17,135.000	<b>Cost Share Direct:</b>	154,215.00
Cost Sharing Distribution			
Institution			
Find   View All		First	1 of 1 Last
*Department	14000 Administration	C/S Pct	10.00
		C/S Direct:	15421.50
Third Party			
Find   View All		First	1 of 1 Last
Description		C/S Pct	
		C/S Direct:	
<b>Distribution Totals:</b>		10.00	15,421.50
OK		Cancel	

Overall Cost Sharing page

Enter overall cost sharing information for the sponsor, as well as cost sharing information for departments and third parties.

## Distributing Cost Sharing Commitments by Budget Line Detail

Access the Cost Share page.

<b>Cost Share</b>					
<b>Budget Period:</b>	5	<b>Start Date:</b>	10/01/2005	<b>End Date</b>	09/30/2006
<b>Budget Line Number:</b>	10	<b>Budget Item:</b>	PERSON	Personnel - Salary & Benefits	
<b>Cost Sharing</b>					
<b>Total Direct:</b>	48,000.00		<b>Cost Share Percent:</b>	90.00	
<b>Sponsor Direct:</b>	4,800.00		<b>Cost Share Direct:</b>	43,200.00	
<b>Cost Sharing Distribution</b>					
<b>Institution</b> Find   View All First 1 of 1 Last					
<b>*Department</b>	14000 Administration	<b>C/S Pct</b>	10.00	<b>C/S Direct</b>	4,320.00
<b>Third Party</b> Find   View All First 1 of 1 Last					
<b>Description</b>		<b>C/S Pct</b>		<b>C/S Direct</b>	
<b>Distribution Totals:</b>		10.00	4,320.00		
OK Cancel					

Cost Share page

Enter overall cost sharing information for the sponsor, as well as cost sharing information for departments and third parties for the particular budget line associated with the overall budget.

## Entering Budget Details for Personnel

Access the Personnel Detail page.



Personnel Detail			
<b>Budget Period</b>	5	<b>Start Date</b>	10/01/2005
<b>End Date</b>	09/30/2006		
<b>Budget Line Number:</b>	10	<b>Budget Item:</b>	PERSON Personnel
<b>Details</b> Find   View All First 1 of 1 Last			
<b>Row No:</b>	1		
<b>Name:</b>		<b>ID:</b>	
<b>Role:</b>		<b>Job Code:</b>	
		<b>Rate Type:</b>	Regular
<b>Appointment Type:</b>	<input type="checkbox"/> Calendar	<input type="checkbox"/> Academic	<input type="checkbox"/> Summer
<b>Start Date:</b>	10/01/2005	<b>End Date</b>	09/30/2006
<b>Months:</b>	12.000	<b>Effort Pct:</b>	100.00
<b>Cost of Living Increase Pct:</b>	2.00	<b>Date:</b>	01/01/1900
<b>Merit Increase Pct:</b>		<b>Date:</b>	
<b>Salary</b>		<b>Fringe</b>	
<b>Annualized Salary:</b>	40,000.00	<b>Annual Fringe Amt:</b>	
<b>Fixed Salary Amt:</b>		<b>Fringe Rate:</b>	20.00
<b>Budget Salary:</b>	40,000.00	<b>Fixed Fringe Amt:</b>	
		<b>Budget Fringe:</b>	8,000.00
<b>Total Salary:</b>	40,000.00	<b>Total Fringe:</b>	8,000.00
		<b>Avg Effort Pct:</b>	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. Click OK.

## Entering Budget Details for Animal Care

Access the Animal Care page.

**Animal Care**

**Budget Period:** 3      **Start Date:** 10/01/2003      **End Date:** 09/30/2004

**Budget Line Number:** 10      **Budget Item:** ANIMAL      ANIMAL

**Scroll Area** Find | View All First 1 of 1 Last

**Description:** Lab rats

**Number of Animals:** 100

**Animals per Cage:** 1

**Number of Cages:** 100

**Days Elapsed:** 100

**First Day Charge:** 2.00

**Subsequent Day Charge:** 3.00

**Total Direct:** 29,900.00

**Total Direct Budget:** 29,900.00

OK Cancel

Animal Care page

To enter budget details for animal care:

1. Enter a description, the number of animals, and 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.

**Budget Detail**

**Budget Period:** 5      **Start Date:** 10/01/2005      **End Date:** 09/30/2006  
**Budget Line Number:** 30      **Budget Item:** OTHER      Other Expenses

Description	Total Direct	Start Date	End Date	Quantity	Unit Cost		
Computer Supplies	15,000.00	10/01/2005	09/30/2006			+	-

**Total Direct Budget:** 15,000.00

OK Cancel

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 may 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

Once you enter all of the required information on the proposal pages, you can produce and submit a finished application for sponsored dollars to support institutionally approved projects.

This section discusses how to:

1. Submit a proposal.
2. Designate an official for a proposal submission.

### See Also

Appendix D, "PeopleSoft Grants Reports and Forms," page 289

## Pages Used to Submit Proposals

Page Name	Object Name	Navigation	Usage
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 customize 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.

Submission

Official

---

**Proposal ID:** CON000000004103      **Business Unit:** EGV05      **PI Name:** Schumacher,Kenneth  
**Version ID:** CON1  
**Title:** The effects of insulin on diabetic rats

---

**Proposal Valid From:** 10/01/2003      **Proposal Valid To:** 12/31/2003

**Transmission Code:** BM      By Mail

**Sponsor Proposal ID:** NIH-00234

**Submit Status:** Submitted      **Received:** 10/30/2003

**Sponsor:** National Institute of Health Science

**Location:** 1 Main Address

**Mailing Instructions:**

Proposal - Submission page

Enter the dates for which a proposal version is valid. In the Transmission Code field, select how the proposal will be submitted: *Mail*, *Electronically*, *Courier*, or *Fax*. Enter the sponsor proposal ID. Select the submit status of the submission, the date on which the proposal was received, and the location of the sponsor. Enter any additional mailing instructions.

**Note.** Once 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.

## Designating an Official for a Proposal Submission

Access the Proposal - Official page.

Submission		Official	
<b>Proposal ID:</b>	CON000000004103	<b>Business Unit:</b>	EGV05
<b>Version ID:</b>	CON1	<b>PI Name:</b>	Schumacher, Kenneth
<b>Title:</b>	The effects of insulin on diabetic rats		
<b>*Proposal Status:</b>	Not Funded		

Proposal Submission Official			
Sequence	Submit for Approval	Official	Approved
1	<input type="checkbox"/>	IXHEEE122 DeJackome, Isobel	<input checked="" type="checkbox"/>
		IXHEEE122 DeJackome, Isobel	<input checked="" type="checkbox"/>
		Signing Official:	<input type="checkbox"/>

Proposal - Official page

### Proposal Status

Select the status of the proposal.

### Submit for Approval

Select this check box to trigger a process that sends an email to the PI (if you have workflow implemented).

**Note.** The system does not enforce this check. For enforcement, you must implement workflow. Workflow is implementation-specific and is not delivered with PeopleSoft Grants.

### Admin Official, Financial Official, 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.

### Approved

Displays a check box for each official. 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 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.

General information about printing proposals:

- PeopleSoft Grants provides application mapping onto proposal formats accepted by most funding agencies. These forms simplify the production of multiple copies of proposals and facilitate their timely submission.
- PeopleSoft 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, as any change would affect other system-delivered processes. These key values represent the form IDs that populate when you access the Create a Printed Proposal page. PeopleSoft uses these IDs to map the appropriate data values to the proposal form for printing.

#### See Also

[Chapter 5, “Structuring Grants,” Setting Up the PeopleSoft Grants Forms Printing Solution, page 77](#)

### Page Used to Print Proposals

Page Name	Object Name	Navigation	Usage
Create Printed Proposal	GM_PROP_PRINT_REQ	Grants, Proposals, Print Proposal, Create Printed Proposal	Launches the process that prints the proposal.

### Printing a Proposal

Access the Create Printed Proposal page.

**Run Control ID:** 1003\_PROP [Report Manager](#) [Process Monitor](#) [Run](#)

**Proposal to be Submitted**

\*Business Unit: EGV05 \*As of Date: 10/24/2003

\*Proposal ID: 000000002077

\*Version ID: V1 Lung Cancer Study

\*Form ID: PHS398 PHS 398 Grants Application

Create Printed 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 where 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 ECOUT001 SQR report. In either case, the system generates the required data file, which the system converts into a PDF format that can be viewed or printed using Adobe Acrobat Reader.

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## 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 make changes or updates to a proposal by using a version of the proposal that has already been submitted to a sponsor.
  - To make changes to 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.
- The proposal can be submitted multiple times by using different versions.

### See Also

Chapter 7, "Preparing and Submitting a Proposal," Copying Proposal Information, page 184

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## Unlocking Proposal Information

After running the award generation process in PeopleSoft Grants, the system locks the proposal so that users cannot make any further changes. This safeguard helps keep information on the preaward side in sync with information on the postaward side.

To change information on a proposal that is in an *Awarded* status, users must copy the proposal to a new version. Creating a new proposal version and making changes to it, however, causes the new proposal to be out of sync with the information that was established during the award generation process. Also, for proposals with preaward spending, users cannot change information prior to re-running the award generation process.

PeopleSoft delivers a user option called Unlock Proposal (GM\_PR\_UNLOCK), which enables you to provide users with the capability to change proposal information after they run the award generation process.

There are two methods by which you can unlock proposal information for users:

- Use permission lists and the user personalization option to override the system setting and unlock proposal information for individual users or a group of users.
- Reset the GM\_PR\_UNLOCK user option to *Y* to unlock proposal information at the system level for all users (not recommended).

---

**Note.** You do not need to make any changes to the system if you do not want users to have the ability to change proposal information after they run the award generation process. PeopleSoft is delivering this system update with the Unlock Proposal option set to *N* (no).

---

## Unlocking Proposals by Using Permission Lists and the User Personalization Option

To give a group of users the ability to unlock proposal information after they run the award generation process, use the Personalization page in the Permission List component. This page enables you to decide which personalizations the users are able to customize.

1. Select PeopleTools, Security, Permission & Roles, Permission Lists.
2. Select the permission list that is associated with the group of users for whom you want the ability to unlock proposal information.
3. Select the Personalizations tab.
4. Click Edit Options.

The system displays the Personalization Permissions page.

5. Select the Allow User Option check box for the GM\_PR\_UNLOCK user option.
6. Click Save.

Selecting this option gives the users associated with the permission list the ability to access their own Personalizations page and override the system setting that prevents them from changing proposal information after they run the award generation process. At this point, you can instruct the users associated with the permission list to change their Ability to Unlock Proposals personalization option to override the system setting (see below). If you do not want to provide instructions to the users, you can sign on as the user and make the changes.

### Changing a User's Personalization Setting to Unlock Proposals

To change the Personalization options for an individual user, you must sign in to the database as that user or provide instructions to the user on how to make the change.

After you sign in to the system:



1. Access the Personalizations page by clicking My Personalizations.
2. Click the Personalize Option button for the General Options category.
3. Enter *Y* in the Override Value field for the *Ability to Unlock Proposals* option.
4. Click OK.

PeopleSoft Grants users who are signed in to the system can now modify proposal information after they run the award generation process.

## Unlocking Proposals at the System Level for All Users

The second method that you can use to unlock proposal information is done at the system level. This means that any user with access to PeopleSoft Grants is able to change information on a proposal after the award generation process is run.

---

**Warning!** PeopleSoft does not recommend that you unlock proposals at the system level unless you want to give all users the ability to change information after the proposal has been generated into an award.

---

To unlock proposals at the system level:

1. Select PeopleTools, Personalization, Personalization Options.
2. Select *FIN* (financials).

The system displays the Define Personalizations page.

3. Select the Format tab.
4. Click the Set Option Default Value link.

The system displays the Set Option Default Value page.

5. Enter *Y* in the Option Default Value field.
6. Click OK.

All PeopleSoft Grants users can now change proposal information after they run the award generation process.

---

## Viewing Proposal Audit Logs

This section provides an overview of audit logs and lists the pages 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 is accumulated 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 customize the set of data elements 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	Object 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, 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 budget period information.

## Pages Used to Copy Proposal Information

Page Name	Object Name	Navigation	Usage
Copy Proposal	GM_BUD_PPSL_CPY	Grants, Proposals, Copy Proposal	Copy proposal information.
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.

**Copy Proposal**

From Proposal: 000000002077      \*To Proposal: NEXT

From Version ID: V1      \*To Version:

**Project** Find | View All First 1 of 1 Last

☒ From Project ID: 0000001253 LCS      To Project ID: NEXT

☐ Primary Project

**Budget** Customize | Find | First 1 of 1 Last

	From Budget	To Budget
<input checked="" type="checkbox"/>	IMPLEMENTATION	IMPLEMENTATION

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.
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 fields to select the projects and budget IDs that you want to copy to the new proposal, or accept the system defaults.

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.

## Copying Budget Period Information

Access the Copy Budget Period page.

Copy Budget Period			
	From		To
<b>Business Unit:</b>	EGV05	<b>Business Unit:</b>	EGV05
<b>Proposal ID:</b>	000000002077	<b>*Proposal ID:</b>	<input type="text" value="000000002077"/>
<b>Version ID:</b>	V1	<b>Version ID:</b>	<input type="text" value="V1"/>
<b>Proposal Project:</b>	0000001253	<b>Proposal Project:</b>	<input type="text" value="0000001253"/>
<b>Budget ID:</b>	IMPLEMENTATION	<b>*Budget ID:</b>	<input type="text" value="IMPLEMENTATION"/>
<b>Budget Period:</b>	1	<b>To Budget Period:</b>	<input type="text" value="2"/>
		<b>Escalation:</b>	<input type="text" value="2.95"/>
		<input type="button" value="Copy"/>	

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 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.

Once 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 there is no information in the target budget period child records, or you will receive a data conflict error message.

---

## See Also

Chapter 7, “Preparing and Submitting a Proposal,” Establishing Proposal Budgets , page 162

## 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 preaward proposal budgets by using the inquiry pages that PeopleSoft Grants delivers with the system. The preaward budget inquiry pages store information about the preaward proposal budget. The inquiry function within the proposal budget pages enables you to view budgets in three ways:

- As a summary of all budgets 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 or Enter Budget Detail pages. 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	Object Name	Navigation	Usage
Review Pre-Award Budget - Proposal	GM_BUD_INQ_PROP	Grants, Proposals, Review Pre-Award Budget, Proposal	View comprehensive data about a preaward 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 8

# Establishing Awards and Projects

This chapter discusses how to:

- Negotiate awards.
- Move from a proposal to an award.
- Establish award profiles.
- Establish award contracts.
- Establish project profiles.
- Establish project activities.
- Establish project budgets.
- Process F&A costs.
- Review grants information.
- Close out awards.

---

## Negotiating Awards

Negotiations are tied to a business unit, proposal ID, version, and award ID (if known). Typically, you complete this page when an 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 make a change in the proposal itself, you must create a new version of the proposal and make the appropriate changes.

---

This section discusses how to negotiate awards.

## Page Used to Negotiate Awards

Page Name	Object Name	Navigation	Usage
Negotiate Award	GM_AWD_NEGOTIATE	Grants, Awards, Negotiate Award	Track changes in the institution's negotiations with the sponsoring agency for an award.

## Negotiating Awards

Access the Negotiate Award page.

### Negotiate Award

**Proposal ID:** NIH003      **Business Unit:** EGV05  
**Version ID:** V1  
**Award ID:** NIH003      **Sponsor:** National Institute of Health Science

**Type and Status**
Find | View All
First 1 of 1 Last

**Sequence:**       **Event Date:**

**Negotiation Type:**       **Negotiate Status:**

**Comments:**

**Details**
Find | View All
First 1 of 1 Last

**Name:**       **Title:**

**Telephone:**       **Fax:**

**Email ID:**

Negotiate Award page

This page has no processing implications or controls associated with it. It simply enables users to enter and track data for informational purposes only.

### Type and Status

**Sequence and Event Date** These fields enable you to make multiple entries each day and to track the history of all prior negotiation events.

**Negotiation Type** Select a negotiation type. Values are *Approvals*, *Confidentiality*, *Copyright*, *Costing Issues*, *Governing Law*, *Indemnification*, *Intellectual Property*, *Liability*, *Other*, *Patents*, *Publications*, and *Warranty*.

**Negotiate Status** Select a corresponding status for each negotiation type. Values are *Approved*, *Declined*, *Negotiating*, and *Pending Negotiation*.

### Details

For each negotiation type, enter a name, title, telephone number, fax number, and email address.

## Moving From Proposal to Award

This section provides an overview of the award generation process and discusses how to generate awards.



## Understanding Award Generation

This section discusses:

- Award generation.
- How the system processes records for pre-award spending and post-award budgeting.
- Finalization.
- Commitment Control setup.

### Award Generation

Once 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 Contracts.

To set up an award, you must seed information into the award profile. The award generation process brings specified information from the proposal into tables in PeopleSoft Grants. This process also maps proposal-related fields in PeopleSoft Grants to fields in PeopleSoft Contracts and PeopleSoft Project Costing.

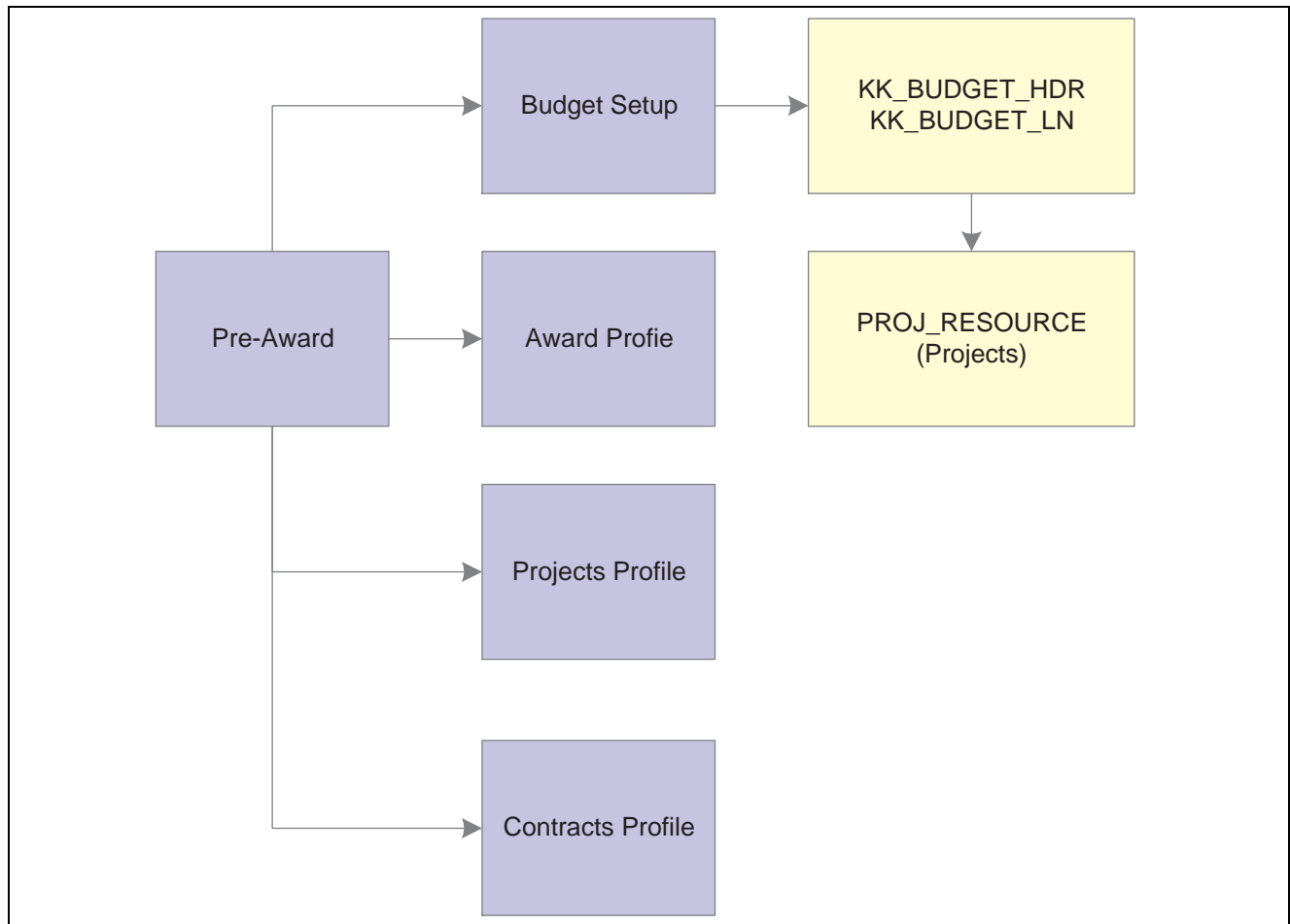
The award generation process requires that you select at least one budget ID within a proposal. If this is not done, the system displays a warning message indicating that a budget ID must be selected.

---

**Note.** A budget ID cannot become a project or grant, nor can individual budget periods become projects or grants.

---

The diagram illustrates how data is generated between the pre-award process and the budget and award profile:



Data movement in PeopleSoft Grants

Through the award generation process, PeopleSoft Grants seamlessly 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 to the contract line, and creates billing and revenue recognition plans. Due to this integration with PeopleSoft Contracts, you are able to generate bills and recognize revenue for all transactions associated with your sponsored awards.

### How the System Processes Records for Pre-award Spending and Post-award Budgeting

Sometimes, you need to enable spending before a proposal has been formally awarded. If you encounter this situation, you may want to initiate pre-award spending from the PeopleSoft Grants Generate Award page.

If you do initiate pre-award spending, here is how the system will process records:

- If 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.
- 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 desired and run the award generation finalization process. The system makes the Pre-award Spending check box uneditable, 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 created 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 Commitment Control. The system clears 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.

---

## Finalization

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 unless the process was run first 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 clears 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.

## Commitment Control Setup

This procedure, which applies to both pre-award spending and the finalization process, describes a manual process. If PeopleSoft Project Costing and the General Ledger Business Unit have Commitment Control enabled, the award generation process automatically creates entries.

To make sure Commitment Control is set up properly, review these procedures:

1. Make sure that parent budget and child definitions are set up (select Commitment Control, Define Control Budgets, Budget Definitions).  
  
If the control ChartField is *Project* and Enable Funding Source is selected for the parent budget, then complete step 2 for the parent budget definition.
2. Select the Control ChartField tab and set up one line in the grid for each of the project IDs that the award generation process generated:
  - In the *Range From* field, select the project ID.
  - In the *Range To* field, select the project ID.
  - Select *Track* as the Control Option.
  - Select the FS Required (funding source required) check box.
3. After you execute the award generation process for a second time with the Pre-award Spending check box cleared, send the budget journals to Commitment Control, and set the control option

on the Set Options page (Commitment Control, Define Control Budgets, Budget Attributes, Set Options) to the appropriate spend option (for example, *Control* or *Track BD*).

**Note.** If you set up key ChartFields (Project ID should be one of the key ChartFields) and select Enable Funding Source, then you must set up the appropriate values for the project and other key ChartFields on the Budget Attributes page (Commitment Control, Define Control Budgets, Budget Attributes). On the Set Options page, select the control option to *Track*.

## See Also

Chapter 11, “Integrating PeopleSoft Grants With Other Applications,” Understanding Integration Process Flows, page 265

## Page Used to Move From Proposal to Award

Page Name	Object 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.

### Generate Award

**From Proposal:** CON000000001016      **To Award:**

**From Version:** V101      ☐ **Pre-award Spending**

Project

Find | View All    First ◀ 1 of 1 ▶ Last

☒ **Primary Project**   ☒ **Included for Preaward Spending**

**From Project:** 0000001353    The effects of insulin on diabetic rats    **Project:**

Budget

Customize | Find |

First ◀ 1 of 1 ▶ Last

	From Budget	To Activity		Pre-Award Spending
<input checked="" type="checkbox"/>	BUNIH002	BUNIH002	Budget for proposal NIH001	<input checked="" type="checkbox"/>

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 7, “Preparing and Submitting a Proposal,” Submitting Proposals, page 177.

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 dropped in the award generation process.

<b>Pre-award Spending</b>	Select to create an award that has pre-award spending. If you are generating an award that was already created for pre-award spending, some fields will be unavailable.
<b>To Award</b>	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.
<b>Primary Project</b>	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.
<b>From Project</b>	Select to specify which proposal projects or project budgets should map to the award.
<b>Included in Pre-award Spending</b>	The system only displays this field if pre-award spending has been ran. 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.
<b>Move</b>	Click to run the award generation process. This process creates information in the award pages from the proposals pages. There must be at least one proposal project within the proposal that you are moving; if not, the system displays an error message.

### Pre-award Spending

To initiate pre-award spending:

1. Run the 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 award generation 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 take place for cost sharing when the process is run. However, the system differentiates between costs that are billed directly to the sponsor and costs that are cost shared. It also flags the lines as being either cost shared or billed directly.

---

## Establishing Award Profiles

This section provides overviews on award profiles and milestones and discusses how to:

1. Set up award profiles.
2. Set up sponsor contacts.

3. Set up award funding.
4. Set up award certifications.
5. Set up award terms and conditions.
6. Set up award milestones.
7. Set up award attributes.
8. Use the award notepad.
9. Set up award key words.

## Understanding Award Profiles

The information that you create and maintain in the award profile establishes an award, which is defined as an executed agreement between an institution and a sponsor within the post-award system. 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. The system provides the bulk of this award setup information when you run the award generation process.

If you are generating an award without a previously developed proposal (blue bird award), you must first set up the Award Header page to establish an award ID number. This information is already created if you ran the award generation process. Once you establish this information, you can set up the award profile information.

## Understanding Milestones

General information about using milestones in PeopleSoft Grants:

- Milestones track key completion phases for sponsored projects and are ultimately used in award close-out processing.
- Milestones can include deliverables, deadlines, sponsor special reports, final financial reporting, other reporting requirements, or award close-out.
- The Milestone page is an institution-defined control table that stores milestones that you establish as appropriate for your tracking needs.

PeopleSoft does not deliver prepopulated milestone fields.

- 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.

- Use reports to handle the tracking requirements for milestones.

Because of the institution-specific requirements of workflow, you must develop workflow automation during implementation.

- Notification of milestones includes deliverables due to and from the institution.
- Milestone tracking does not initiate other processes such as billing.

It simply generates reminders to users to initiate the necessary processes.

## Pages Used to Establish Award Profiles

Page Name	Object Name	Navigation	Usage
Award - Profile	GM_AWARD	Grants, Awards, Award Profile, Profile	Serves as the primary record of award notification and award details.
Award - Sponsor	GM_AWD_CUST	Grants, Awards, Award Profile, Sponsor	Add multiple sponsor contacts for the awarding sponsor.
Award - Funding	GM_AWD_FUNDING	Grants, Awards, Award Profile, Funding	Enter funding amounts and periods.
Award - Certifications	GM_AWD_CERT	Grants, Awards, Award Profile, Certifications	Maintain all relevant award-specific 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 - Attributes	GM_AWD_ATTRIB	Grants, Awards, Award Profile, Attributes	Set up award attributes.
Award - Notepad	GM_AWD_DESCR	Grants, Awards, Award Profile, Notepad	Record explanatory information about award research.
Award - Key Words	GM_AWD_KEYWORD	Grants, Awards, Award Profile, Key Words	Link key words to the award.
Award Modification Inquiry	GM_AWD_MOD_INQ	Grants, Awards, Review Award Modifications	Review data concerning modified awards.

## Setting Up Award Profiles

Access the Award - Profile page.

<b>Profile</b>			Sponsor	Funding	Certifications	Terms	Milestone	Attributes	Notepad	Key Words	
<b>Award ID:</b>	NIH001		<b>Business Unit:</b>	EGV05		<b>Currency:</b>	USD				
<b>Reference Award Number:</b>	<input type="text" value="AC93WC"/>		<b>Project PI:</b>			<a href="#">View Contract</a>	<a href="#">Award Modifications</a>				
<b>Award PI ID:</b>	<input type="text" value="KU0042"/>		<b>Name:</b>	<input type="text" value="Schumacher,Kenneth"/>		<a href="#">Co-PI</a>					
<b>Title:</b>	<input type="text" value="The effects of insulin on diabetic rats"/>					<a href="#">Description</a>					
<b>Sponsor:</b>	National Institute of Health Science										
<b>Status:</b>	<input type="text" value="Accepted"/>		<b>Start Date:</b>	<input type="text" value="10/01/2001"/>		<b>End Date:</b>	<input type="text" value="09/30/2006"/>				
<b>Award Type:</b>	<input type="text" value="Grant"/>		<b>CFDA:</b>	<input type="text"/>							
<b>Purpose:</b>	<input type="text" value="BARE"/>										
<b>Proposal ID</b>	<input type="text" value="NIH001"/>		<b>Version ID</b>	<input type="text" value="V1"/>							
<b>Associated Project</b>											
Customize   Find   View All   First   1 of 1   Last											
<b>PC Business Unit</b>	<b>Project</b>	<b>Description</b>									
EGV05	NIH001	NIH sample proposal									
<b>Additional Information</b>											
Find   View All   First   1 of 1   Last											
<b>*Type:</b>	<input type="text" value="Intellectual Property"/>			<b>Comments:</b>	<input type="text" value="All rights shall revert to the sponsor"/>						
<b>Go To:</b> <a href="#">Grant Administrator</a> <a href="#">Sponsor Website</a>											

Award - Profile page

Profile information comes from the proposal header.

**Reference Award Number** Enter the sponsor award number. This value appears on some of your PeopleSoft Grants invoice formats when you process your billing information.

**View Contract** Click to access the Contract - General page in PeopleSoft Contracts.

**Award Modifications** Click to access the Award Modifications page and enter information on funding by award period. Add a line for each awarded period in the grid. If you make modifications to a period, you can record these details in the Comments text box at the end of the line.

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.

---

**Note.** If you make a modification to the award on the Award Modification page, you must also make the same changes to the contract associated with the award in PeopleSoft Contracts.

---

**Co-PI** (co-principal investigator) Click to access the Co-PI page and select the Co-PIs that you want to associate with the award.

**Description** Click to access the Description page and enter an expanded title for the award.

**Additional Information and Type** Select a type (such as *Conflict of Interest*, *Pre-Spending Allowance*, or *Related Proposals*), then enter comments.



**Note.** Some information types have additional pages associated with them. After you select the information type, the system displays the Comment Type Details button. Click it to access an additional page and enter or select information that is related to the award or comment type.

### Grant Administrator

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.

### Sponsor Website

Click to access the Sponsor Website page and enter a link to the sponsor's website and other related websites.

## Setting Up Sponsor Contacts

Access the Award - Sponsor page.

Profile		Sponsor		Funding		Certifications		Terms		Milestone		Attributes		Notepad	
<b>Award ID:</b>	NIH001	<b>Business Unit:</b>	EGV05	<b>Currency:</b>	USD										
<b>Reference Award Number:</b>	AC93WC	<b>Award PI:</b>	Schumacher, Kenneth	<b>Project PI:</b>											

Sponsor Contact Info		Find   View All		First 1 of 1 Last	
<b>*Contact Seq Num:</b>	1	<b>Awarding Sponsor:</b>	National Institute of Health Science		
<b>Name:</b>	Jeffreys, Jenny				
<b>Title:</b>	Manager				
<b>Email ID:</b>					
<b>Telephone:</b>	202/555-6787				
<b>Fax Number:</b>					
<b>Contact Type:</b>					

Award - Sponsor page

The data on this page appears by default from the Award - Profile page. Select a contact sequence number for the sponsor contact. You can add multiple sponsor contacts for the awarding sponsor.

## Setting Up Award Funding

Access the Award - Funding page.

Profile	Sponsor	<b>Funding</b>	Certifications	Terms	Milestone	Attributes	Notepad	Key Words
---------	---------	----------------	----------------	-------	-----------	------------	---------	-----------

**Award ID:** NIH001      **Business Unit:** EGV05      **Currency:** USD  
**Reference Award Number:** AC93WC      **Award PI:** Schumacher,Kenneth      **Project PI:**  
**Total Award Amount:** 1,500,000.00      [Award Modifications](#)

<b>Funding Info</b>		Find   View All    First 1 of 1 Last				
<b>Project:</b> NIH001	<b>Project PI:</b> Schumacher,Kenneth					
<b>Detail</b>		Customize   Find   First 1-5 of 5 Last				
Period	*Start Date	*End Date	Funded Amount	To Project ID		
1	10/01/2001	09/30/2002	500,000.00	NIH001	Q	+ -
2	10/01/2002	09/30/2003	250,000.00	NIH001	Q	+ -
3	10/01/2003	09/30/2004	250,000.00	NIH001	Q	+ -
4	10/01/2004	09/30/2005	250,000.00	NIH001	Q	+ -
5	10/01/2005	09/30/2006	250,000.00	NIH001	Q	+ -

Award - Funding page

Add as many budget period rows as you need. For each row select or enter a start and end date, the funded amount, and the project ID.

**Note.** An award can have multiple projects with multiple budget periods.

## Setting Up Award Certifications

Access the Award - Certifications page.

Profile	Sponsor	Funding	<b>Certifications</b>	Terms	Milestone	Attributes	Notepad	D
---------	---------	---------	-----------------------	-------	-----------	------------	---------	---

**Award ID:** NIH001      **Business Unit:** EGV05      **Currency:** USD  
**Reference Award Number:** AC93WC      **Award PI:** Schumacher,Kenneth      **Project PI:**  
**Entered By:** SAMPLE

<b>Detail</b>		Customize   Find   View All   First						
*Certification Code	Certification Date	*Indicator	Certified By	Approval Date	Assurance Number	Exemption Number	Full Review	Expedited Review
ANIMA Q	08/13/2001	Pending		08/13/2001		C-123	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COI Q	08/10/2001	Pending	Unger,Randy	08/10/2001		A-123	<input type="checkbox"/>	<input type="checkbox"/>
DRUG0 Q	08/13/2001	Pending		08/13/2001		B-123	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HUMAN Q	09/25/2003	Yes		09/25/2003			<input type="checkbox"/>	<input type="checkbox"/>
INVPT Q	09/25/2003	Yes		09/25/2003			<input type="checkbox"/>	<input type="checkbox"/>

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 if there has been a full or an expedited review.

## Setting Up Award Terms and Conditions

Access the Award - Terms page.

ProfileSponsorFundingCertifications**Terms**MilestoneAttributesNotepad

Award ID:NIH001Business Unit:EGV05Currency:USD

Reference Award Number:AC93WCAward PI:Schumacher,KennethProject PI:

DetailFindView AllFirst1 of 2Last

\*Terms & Conditions:BUYUSDescription:Purchase American made items

Explanation:Required by rule 5.67890

Award - Terms page


This page is not prepopulated and there is no processing 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 funded by the award.

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.

## Setting Up Award Milestones

Access the Award - Milestone page.

PeopleSoft Proprietary and Confidential

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ProfileSponsorFundingCertificationsTermsMilestoneAttributesNotepad

Award ID:NIH001Business Unit:EGV05Currency:USD

Reference Award Number:AC93WCAward PI:Schumacher,KennethProject PI:

DetailFind | View AllFirst1 of 1Last

\*Milestone Template:10ContactCompleted

Transaction Date:12/16/2002

Accounting Date:12/31/2002

\*Milestone Type:RPTReport

\*Milestone Code:REPORTReport

Comments:Finalize F&A expenses for the month.

Award - Milestone page

- Milestone Template

Enter a sequence number. This number allows multiple milestones to be associated with a single award. Milestone templates can be user-defined or system-generated.
- Contact

Click to access the Milestone Contacts page that stores contact information. Select the contact name (the responsible person), transmission code (a method for communicating with that person), and then enter any relevant comments.
- Transaction Date

Select the date when you plan to deliver the milestone.
- Accounting Date

Select the required completion date for the milestone.
- Milestone Type and Milestone Code

Select a milestone type. Milestone types are a label for grouping milestones. Each milestone type has a milestone code associated with it.  
  
For example, close-out types could include contract close-outs, financial close-outs, and technical close-outs. 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 code blanks out to prevent a mismatch.
- Comments

Enter any details or explanations regarding overdue milestones and exceptions.
- Completed, Completion Date, and Completed By

Select Completed to indicate that a milestone is completed, and then enter a completion date and completed by information. The Completion Date and Completed By fields do not appear until you select Completed. If you use workflow procedures, use the date fields for periodic reporting or to generate workflow.

**Note.** You must establish workflow at implementation; it is not delivered with the system.

## Setting Up Award Attributes

Access the Award - Attributes page.

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. Attributes are stored in the Attribute Type control page. Attributes can refer to anything that you may want to keep track of in an award.

## Using the Award Notepad

Access the Award - Notepad page.

Award - Notepad page

Sequence Number	Displays the sequence in which a user entered notes. When you create additional descriptions or notes, the system automatically creates sequence numbers for the entries.
Date/Time Stamp	To show when the award generation process took place, the system displays the date and time when you created the award. In addition, when you click the Add button to add a note, the system stamps each 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.

## Setting Up Award Key Words

Access the Award - Key Words page.

◀ Sponsor Funding Certifications Terms Milestone Attributes Notepad Key Words

Award ID: NIH001Business Unit: EGV05Currency: USD


Reference Award Number: AC93WCAward PI: Schumacher,KennethProject PI:

DetailCustomizeFind1-3 of 3FirstLast

*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.

## Establishing Award Contracts

This section provides an overview of award contracts and discusses how to:

1. Change the contract status to *Active*.

2. Change the billing plan status to *Ready*.
3. Change the revenue recognition status to *Ready*.

## Understanding Award Contracts

Once 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 module.

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.

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 a proposal to initiate it. If you are generating an award without a previously developed proposal, you must enter all of the information that is related to the award in the Contract Header pages in PeopleSoft Contracts.

After you finish filling in the required fields on the pages in PeopleSoft Contracts, save the contract by clicking Save or Add to My Contracts. 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 8.8 PeopleBook*, “Setting Up Revenue Plans”

*PeopleSoft Contracts 8.8 PeopleBook*, “Managing Revenue Recognition”

*PeopleSoft Contracts 8.8 PeopleBook*, “Creating Contracts”



*PeopleSoft Billing 8.8 PeopleBook*, “Processing Deferred Revenue Accounting Entries”

## Pages Used to Establish Award Contracts

Page Name	Object Name	Navigation	Usage
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  Click the Detail tab, 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, Contract Lines  Click the Detail tab, 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.

General		Lines	Additional Information	Amendments
<b>Contract Number:</b>	NIH001	<b>Description:</b>	The effects of insulin on diab	
<b>Amendment Number:</b>	0000000000	<b>Contract Type:</b>	GRANTS	
<b>Business Unit:</b>	EDUC & GVT - BU 5	<b>*Contract Status:</b>	ACTIVE 	
<b>Sold To Customer:</b>	National Institute of Health Science	<b>Processing Status:</b>	Active	<a href="#">Amend Contract</a>
<b>Contract Amounts</b>		<b>Currency:</b>	USD	<a href="#">Add to My Contracts</a>
<b>Negotiated Amount:</b>	1,500,000.00	<b>Exchange Rate Type:</b>	CRRNT	
<b>Discounts/Surcharges:</b>	0.00	<b>Contract Signed:</b>	10/01/2001	
<b>Non-inclusive Prepays:</b>	0.00	<b>Last Update Date/Time:</b>	01/15/2002 11:51:07AM	
<b>Total:</b>	1,500,000.00	<b>Last Update User ID:</b>	SAMPLE	
<b>Estimated (less Prepays):</b>	0.00			
<b>Estimated Total:</b>	1,500,000.00			
<b>Go To:</b> <a href="#">Billing Plans</a> <a href="#">Revenue Plans</a> <a href="#">Milestones</a> <a href="#">Renewals</a> <a href="#">More</a> 				

Contract - General page



The contract number that you enter in the Contract Entry search dialog box appears at the top of the page. Look at the fields on the page to verify that it is the correct contract. Change the contract status to *Active*. This indicates that all of the data for the contract has been entered into the system and passed system data validation. A contract must have a status of *Active* for any contract element to be available for application engine processing. Contracts with an *Active* status have these attributes:

- Data fields are available for entry only via amendment processing.
- Downstream processing is allowed for the contract.
- The system has confirmed entry of required fields and validated contract data.
- The contract is included in prompt pages.
- Contract amendment control is active for the contract.

## See Also

*PeopleSoft Contracts 8.8 PeopleBook*, “Creating Contracts”

## Changing the Billing Plan Status to Ready

Access the Billing Plan General page.

Billing Plan General		Events	Tax Parameters	History
<b>Contract:</b>	NIH001	<b>BI Unit:</b>	EGV05	
<b>Sold To Customer:</b>	1018 National Institute of Health Science	<b>Bill To:</b>	1018 National Institute of	
<b>Billing Plan:</b>	B101 The effects of insulin on diab	<b>Currency:</b>	USD	
<b>*Description:</b>	The effects of insulin on diab		<b>*Billing Status:</b>	Pending
<b>Billing Method:</b>	As Incurr			
<b>Customer Information</b>				
<b>BI Unit:</b>	EGV05	EDUC & GVT - BU 5		
<b>*Bill To Customer:</b>	1018	National Institute of Health Science	<b>Addr Num:</b>	1
<b>Bill To Contact:</b>	1	Jeffreys, Jenny		
<b>Billing Options</b>				
<b>Bill Type:</b>	GM	<input type="checkbox"/> Pre Approved	<a href="#">Billing Header Note</a>	
<b>Bill Source:</b>	CONTRACTS	<input checked="" type="checkbox"/> Direct Invoice	<a href="#">Internal Notes</a>	
<b>Purchase Order:</b>				
<b>Billing Default Overrides</b>				
<b>Invoice Form:</b>	GM_LOC	<b>Cycle ID:</b>	MTH-END	<a href="#">View Customer Defaults</a>
<b>Billing Inquiry:</b>	408-641-CORP	<b>Bill By ID:</b>	GM_LOC	
<b>Billing Specialist:</b>	GDE	Dave Elliott		
<b>Transaction Options</b>				
<b>Bill Currency:</b>		Bill		
Items previously held as				
<input type="radio"/> Bill <input type="radio"/> Write-off				
<b>Tolerance Options</b>				
<b>Minimum Bill Amount:</b>				
<input type="checkbox"/> F				

Billing Plan General page

Change the billing status to *Ready*.

You may select the *Ready* status only when the contract is *Active*. If all required conditions are met, the billing plan status becomes *Ready*. When you set a billing plan to *Ready*, the majority of the fields on the billing plan are display-only. However, you can manually set the status back to *Pending* to modify the fields or to set the billing plan status to *Canceled*.

The system performs a series of edits when you change the billing status to *Ready* and click Save.

## See Also

*PeopleSoft Contracts 8.8 PeopleBook*, “Setting Up Billing Plans”

## Changing the Revenue Recognition Status to Ready

Access the Revenue Plan page.

Revenue Plan			
<b>Contract:</b>	NIH001	<b>Business Unit:</b>	EGV05
<b>Sold To Customer:</b>	1018	National Institute of Health Science	<b>Currency:</b> USD
<b>Revenue Plan:</b>	R101	<b>GL Business Unit:</b>	EGV05
		<b>GL Currency:</b>	USD
<hr/>			
<b>Description:</b>	The effects of insulin on diab		<b>*Plan Status:</b> Pending
<b>Recognition Method:</b>			
<b>Define Events By</b> <input checked="" type="radio"/> <b>Percent</b> <span>Calculate Amounts</span> <input type="radio"/> <b>Amount</b> <b>Percent</b> <input type="text"/> <input type="button" value="Build Event"/> <b>Source:</b> <a href="#">Internal Notes</a> <a href="#">Add Milestone</a>		<b>Amount Detail</b> <b>Total Amount:</b> <b>Remaining Percent:</b> 100.00000000 <b>Remaining Amount:</b> 0.00	
<b>Apportionment Parameters</b>			
<b>Start Date:</b>	10/01/2001	<b>End Date:</b>	09/30/2006
<b>Schedule ID:</b>	<input type="text"/>	<b>Number of Periods:</b>	<input type="text"/>
<b>Percentage:</b>	<input type="text"/>	<b>Group box</b>	
<b>Amount:</b>	<input type="text"/>	<b>Day of the Month:</b> <input type="text"/> <input checked="" type="checkbox"/> <b>End of Month</b> <b>Day of the Week:</b> <input type="text"/>	

Revenue Plan page

Change the revenue recognition status to *Ready*. Click Save. The system performs these edit checks:

- The contract status is mapped to a processing status of *Active* (this ensures that the contract is fully captured and that pricing is fully allocated).
- At least one contract line is attached to the revenue recognition plan.

- For milestone and apportionment method revenue recognition plans, a minimum of one event is defined for the revenue recognition plan, and the percent total equals 100.

**See Also**

*PeopleSoft Contracts 8.8 PeopleBook*, “Setting Up Revenue Plans”

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## Establishing Project Profiles

Use the Project General pages to associate a project to 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:

1. Set up projects.
2. Establish project departments.
3. Establish project definitions.
4. Establish project PIs or managers.
5. Establish project locations.
6. Establish project phases.
7. Establish project approvals.

---

**Note.** This section of the *PeopleSoft Grants 8.8 PeopleBook* describes the pages 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 8.8 PeopleBook*.

---

**See Also**

*PeopleSoft Project Costing 8.8 PeopleBook*, “Creating and Maintaining Projects”

## Pages Used to Establish Project Profiles

Page Name	Object 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 - Project Costing Definition	PROJECT_GEN_01	Grants, Awards, Project, Project Costing Definition	Define a project.
Project - Manager	PROJECT_MGR	Grants, Awards, Project, Manager	Define a project PI or manager.
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 spent on different stages of a project. Used for exception reporting to see 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.

General Information		Project Department	Project Costing Definition	Manager	Location	Phases
Project:	0000000116		<a href="#">Add to My Projects</a>			
*Description:	The effects of insulin on diab		Processing Status:		Active	
*Integration:	EGV05		<input type="checkbox"/> Program			
Project Type:			<a href="#">Work Breakdown Structure</a>			
Percent Complete:	0.00		As Of:		Work Breakdown Structure:	
Health:			As Of:			
<b>Project Schedule</b>						
*Calculate:	End Date		Duration in Days:		0	
*Start Date:	10/01/2001		*End Date:		09/30/2006	
Baseline Start Date:			Baseline Finish Date:			
Early Start Date:			Early Finish Date:			
Actual Start Date:			Actual Finish Date:			
Late Start Date:			Late Finish Date:			

Project - General Information page (1 of 2)

Description		Find	View All	First	1 of 1	Last
Date/Time Stamp:	10/28/03 10:57:14AM	User ID:	DVP1			
Description:						
Long Description:						
Go To:	<a href="#">My Projects</a>	<a href="#">Flexible Analysis</a>	<a href="#">Resources</a>	<a href="#">Project Activities</a>	<a href="#">Tree Manager</a>	<a href="#">More</a>

Project - General Information page (2 of 2)

**Project**

When you create a new project, enter a unique project ID or enter the word *NEXT* to have the system automatically assign a project ID number. This number is based on the parameters that you establish when you set installation options and create the Grants business unit definition.

**Processing Status**

Select *Active* to make the project active. Active projects are available for selection from prompt lists within feeder applications. *Inactive* projects are unavailable in feeder applications.

**Integration**

Displays the integration template that you selected when you set up the award on the Award Setup Definition page. You can select a different integration template.

The default template comes from the table set control table PC\_17. The integration template defines the integration between an individual project

and PeopleSoft Project Costing, Purchasing, Asset Management, and General Ledger. Integration templates establish default business units for general ledger transactions. This enables you to have one business unit in PeopleSoft Grants and multiple business units in PeopleSoft General Ledger. In this case, you would establish multiple general ledger business units from the integration template definition.

### Work Breakdown Structure

Select this button to create a WBS tree in Tree Manager based on the project data.

### Work Breakdown Structure

Select the WBS ID that you want to associate with the project. WBS is a hierarchical system that is used in project reporting and analysis at the activity level. Typically, the WBS includes several levels and can be used to summarize the detail values of the lower levels.

### Project Type

Select a project type to group similar projects together for reporting and analysis.

## Project Schedule

Use this group box to indicate intended start and end dates as well as baseline, early, actual, and late start and finish dates. Click Recalculate to calculate the number of days between the start date and end date. The system enters this number in the Duration in Days field.

## See Also

*PeopleSoft Project Costing 8.8 PeopleBook, “Creating and Maintaining Projects”*

## Establishing Project Departments

Access the Project - Project Department page.

General Information		Project Department	Project Costing Definition	Manager	Location	Phases	D																																
Unit:	EGV05	Project:	0000000116	The effects of insulin on diab																																			
Institution ID:	001	PeopleSoft University																																					
Subdivision:	43000	Research and Development																																					
Department:	10000	Human Resources																																					
Contact ID:	IXHEEE102	Contact Details:																																					
<table border="1"> <thead> <tr> <th colspan="3">Department Info</th> <th>Customize</th> <th>Find</th> <th>First</th> <th>1-2 of 2</th> <th>Last</th> </tr> <tr> <th>Department</th> <th>Subdivision</th> <th>Description</th> <th colspan="5">Percentage Pledged</th> </tr> </thead> <tbody> <tr> <td>10000</td> <td></td> <td>Human Resources</td> <td colspan="5">50.00 + -</td> </tr> <tr> <td>41000</td> <td></td> <td>Engineering</td> <td colspan="5">50.00 + -</td> </tr> </tbody> </table>								Department Info			Customize	Find	First	1-2 of 2	Last	Department	Subdivision	Description	Percentage Pledged					10000		Human Resources	50.00 + -					41000		Engineering	50.00 + -				
Department Info			Customize	Find	First	1-2 of 2	Last																																
Department	Subdivision	Description	Percentage Pledged																																				
10000		Human Resources	50.00 + -																																				
41000		Engineering	50.00 + -																																				

Project - Project Department page

Select the institution ID, subdivision, department, and contact ID for the project's primary department. 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.

General Information	Project Department	Project Costing Definition	Manager	Location	Phases
Project: 0000000116		Description: The effects of insulin on diab			
<b>System Fields</b> *FS_08 SetID: <input type="text" value="SHARE"/> System Source: <input type="text" value="PGM"/> Tolerance Percent: <input type="text" value="15.00000000"/>		<b>Project Currency</b> Currency Code: <input type="text" value="USD"/> Rate Type: <input type="text" value="CRRNT"/> Effective Date Default: <input type="text" value="Acct Date"/>			
<b>Accounts Receivable Integration</b> Default Activity: <input type="text"/>		<b>Projects Utilities</b> <a href="#">Copy...</a> <a href="#">Project Tree...</a>			
<b>Options</b> Budget Analysis Group: <input type="text" value="BUD"/> Cost Analysis Group: <input type="text" value="ACT"/> <input type="checkbox"/> Standard Activities <input type="checkbox"/> Can be used as Template <input type="checkbox"/> Allow Interest Calculation		<b>Enforce Team</b> <input checked="" type="radio"/> Do Not Enforce <input type="radio"/> Project Team Only <input type="radio"/> Project and Activity Team			
		<b>Percent Complete</b> *Calculation Method: <input type="text" value="Manual"/> *Summary Method: <input type="text" value="None"/>			
		<b>Grants</b> Grants Project: <input type="text" value="GM Object"/> Project Primary Flag <input checked="" type="checkbox"/>			

Project - Project Costing Definition page

### Grants

#### Grants Project

For processing to occur correctly, you need to identify PeopleSoft Grants related projects. Select *GM Object* if the project is a PeopleSoft Grants project. If the project originated in PeopleSoft Project Costing, select *PC Object*. Making the appropriate selection on this page allows the system to differentiate between PeopleSoft Project Costing related projects and PeopleSoft Grants related projects.

#### Project Primary Flag

Select if the project is primary. PeopleSoft Grants requires primary projects.

Instructions on using the Project - Project Costing Definition page appear in the *PeopleSoft Project Costing 8.8 PeopleBook*.

## See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Creating and Maintaining Projects”

## Establishing Project PIs or Managers

Access the Project - Manager page.

General Information | Project Department | Project Costing Definition | **Manager** | Location | Phases | ▶

**Project:** 0000000116      **Description:** The effects of insulin on diab

**Project Manager** Find | View All First 1 of 1 Last

**\*Effective Date:** 10/01/2001 [31] + -

**Manager Name:** Kenneth Schumacher 🔍

**Project Role:** PI 🔍

**Start Date:** 10/01/2001 [31]

**End Date:** 09/30/2006 [31]

**Go To:** My Projects | Flexible Analysis | Project Team | Project Activities | Tree Manager | More ▼

Project - Manager page

When you run the award generation process, the PI indicated on the proposal is automatically designated as the Project Manager. The system also makes the project manager a project team member and automatically inserts them into the team member list. For this to occur, employee data must be loaded into the PeopleSoft Financials database from the PeopleSoft Human Resources database.

Select the project's effective date, manager, role, start date, and end date. The employees on this list are eligible to be included as PIs on projects as of the effective date.

There are no processing implications associated with this data.

## See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Creating and Maintaining Projects,”  
Creating and Defining Projects

## Establishing Project Locations

Access the Project - Location page.



General Information	Project Department	Project Costing Definition	Manager	<b>Location</b>	Phases
---------------------	--------------------	----------------------------	---------	-----------------	--------

**Project:** 0000000116 **Description:** The effects of insulin on diab

**Location**
Find | View All
 First 1 of 1 Last

**\*Effective Date:** 10/01/2001 **Sequence:** 1  
**Location Code:** EGV06 **Description:** EGV06 - Portland, OR  
**Country:** USA United States  
**Address 1:** 4512 Main St.  
**Address 2:**  
**Address 3:**  
**City:** Portland  
**County:** **Postal:** 97201  
**State:** OR Oregon

[Add Location](#)

**Go To:** [My Projects](#) [Flexible Analysis](#) [Project Team](#) [Project Activities](#) [Tree Manager](#) More

Project - Location page

The project location is the physical location of your project activities. This page does not automatically populate during the award generation process.

Enter or select an effective date, sequence number, and location code. The system populates the remaining fields based on the location that you select.

## See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Creating and Maintaining Projects,”  
Creating and Defining Projects

## Establishing Project Phases

Access the Project - Phases page.

General Information	Project Department	Project Costing Definition	Manager	Location	<b>Phases</b>
---------------------	--------------------	----------------------------	---------	----------	---------------

**Project:** 0000000116 **Description:** The effects of insulin on diab

**Project Phases**
Find | View All
 First 1 of 2 Last

**\*Phase Type:** CREATE **Description:** Create Test Plan  
**Status:** A Actual **From Date:** 10/01/2003 **Through Date:** 10/30/2003

**Go To:** [My Projects](#) [Flexible Analysis](#) [Project Team](#) [Project Activities](#) [Tree Manager](#) More

Project - Phases page

Phases are useful for tracking the time spent on different stages of a project and for exception reporting to provide a view of which projects are on schedule and which are not. You can set the status of a phase as either *Actual* or *Estimated*.

## See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Creating and Maintaining Projects,”  
Creating and Defining Projects

*PeopleSoft Project Costing 8.8 PeopleBook*, “Structuring PeopleSoft Project Costing,”  
Structuring Project-Related Information

## Establishing Project Approvals

Access the Project - Approval page.

Project - Approval page

### Project Event

Select the event for which you want to require an approval.

### Approval Sequence

Enter a number to define the order in which the approvals for the project must be performed. You can require as many approvals as necessary, and you can require more than one approval with the same approval sequence number for the same project event. For example, if you require two approvals for approval sequence 1, both of the approvals must be carried out before the approval with approval sequence 2 can be performed.

### Source

Enter the source (either a person or a department) that requires the approval.

**Role Type**

Select *Manager* or *Approver* to assign anyone with that role approval authority for the project event. If you select *Operator*, the User ID field becomes active. Enter a user ID to assign approval authority to a specific person. If you select *Operator* and leave the User ID field blank, anyone who is assigned the role of operator is authorized to approve the project event.

**Approve**

Select if you opened this page to approve a change in status.

**See Also**

*PeopleSoft Project Costing 8.8 PeopleBook*, “Creating and Maintaining Projects,”  
Creating and Defining Projects

---

## Establishing Project Activities

This section provides overviews on project activities and F&A rates and discusses how to:

1. Set up project activities.
2. Define project activities.
3. Specify F&A rates for a project.
4. Specify project activity locations.
5. Add attachments to the project activity.
6. Track activity quality.
7. 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 8.8 PeopleBook* describes the pages 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 8.8 PeopleBook*.

---

**See Also**

*PeopleSoft Project Costing 8.8 PeopleBook*, “Creating and Maintaining Activities”

## Understanding F&A Rates

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.

- The values that appear in the FA Base fields in the Institution, Sponsor, and Funded group boxes on the Facilities Admin Base page were defined during implementation.
- The F&A base values that you enter on the Project Activity - FA Rates page must be the same as the values you enter on the FA Base Account tree during implementation.
- 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.
- 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 going through 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

Page Name	Object Name	Navigation	Usage
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.
Project Activity - FA Rates	GM_PRJ_ACT_FA	Grants, Awards, Project Activity, FA Rates	Enter F&A rates 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.

General Information		Definition	FA Rates	Location	Attachments	Quality	User Fields
<b>Project:</b>	0000000116		<b>Description:</b>		The effects of insulin on diab		
<b>Activity:</b>	BUNIH001		<b>*Description:</b>		Budget for proposal NIH001		
<b>Activity Type:</b>	R&D		Research and Development		<b>Percent Complete:</b>		10
<b>System Source:</b>	PPC		<b>Processing Status:</b>		Active		
<b>Activity Schedule</b>							
<b>Calculate:</b>	End Date		<b>Duration in Days:</b>		0		<b>Recalculate</b>
<b>*Start Date:</b>	10/01/2001		<b>*End Date:</b>		09/30/2006		
<b>Baseline Start Date:</b>			<b>Baseline Finish Date:</b>				
<b>Early Start Date:</b>			<b>Early Finish Date:</b>				
<b>Actual Start Date:</b>			<b>Actual Finish Date:</b>				
<b>Late Start Date:</b>			<b>Late Finish Date:</b>				
<b>Description</b>							
<b>Date/Time Stamp:</b> 10/28/03 1:01:09PM				<b>User ID:</b> DVP1			
<b>Description:</b>							

Project Activity - General Information page

**Activity**

If you are creating a new activity from the Project Activity - Add a New Value page, enter *NEXT*. The system generates an ID based on the next available ID for the activity.

**Activity Type**

Select the activity type that best represents the activity that you are adding to the project. Activity types act as identifiers, which enable you to group similar activities for reporting and analysis.

**Percent Complete**

Enter a number that represents the current progress in completing the activity.

**System Source**

Select the source from which the activity was created.

**Processing Status**

Select *Active* to make the activity available for selection from prompt lists within feeder applications. *Inactive* activities are unavailable in feeder applications.

**Activity Schedule**

Use this group box to indicate intended start and end dates as well as baseline, actual, and late start and finish dates. Click **Recalculate** to calculate the number of days between the start date and end date. The system enters this number in the **Duration in Days** field.

## Description

To track the notes that you enter over time, the system stamps each description with the time, date of entry, and user ID.

## Defining Project Activities

Access the Project Activity - Definition page.

**General Information** **Definition** **FA Rates** **Location** **Attachments** **Quality** **User Fields**

**Project:** 0000000116 **Description:** The effects of insulin on diab

**Activity:** BUNIH001 **Description:** Budget for proposal NIH001

**Details**

**Enforce Team** No

**Options**

- ☐ Milestone Activity
- ☐ Summary Activity
- ☐ Allow Interest Calculation
- ☐ Use Activity as Template
- ☐ Enable Change Control

**Scheduling**

- ☐ Automatic Calculation
- Hours per Day:** 8 MHR
- \*Schedule Method:** Units
- Project Calendar:** 01

**Waived FA Calc Method**

- ☒ Institution Minus Funded
- ☐ Sponsor Minus Funded

**Go To:** [Resources](#) [Activity Status](#) [Project Transactions](#) [Deliverables](#)

Project Activity - Definition page

## Options

Select the check boxes that apply to the activity. Values are:

- **Milestone Activity**  
Select this option to be notified of business-event milestones once they are reached.
- **Summary Activity**  
Select this option to include the activity in summary reports.
- **Allow Interest Calculation**  
Select this option to include the activity in interest calculations.
- **Use Activity as Template**  
Select this option to let the current activity be used as a copy template for other activities.

- Enable Change Control

Select this option to let the system control how transactions are processed for the activity based on status changes

## Waived FA Calc Method

Select either Institution Minus Funded or Sponsor Minus Funded to indicate the way you want the system to calculate waived F&A costs.

## Specifying F&A Rates for a Project

Access the Project Activity - FA Rates page.

The screenshot displays the 'Project Activity - FA Rates' page. At the top, there are tabs for 'General Information', 'Definition', 'FA Rates' (which is active), 'Location', 'Attachments', 'Quality', and 'User Fields'. Below the tabs, project details are shown: 'Project: 0000000116' and 'Description: The effects of insulin on diab', and 'Activity: BUNIH001' and 'Description: Budget for proposal NIH001'. The 'FA Rates' section is expanded, showing 'F&A Rate Info'. It includes a search bar for 'Facilities Admin' with 'ONC' entered and 'On Campus' selected. Below this, there are three sections: 'Institution', 'Sponsor', and 'Funded'. Each section has a search bar for 'FA Base' with 'MTDC' entered. To the right of each search bar is a table for the rate. The table columns are 'Eff Date' (07/01/2005) and 'FA Rate %' (55.00). Navigation buttons like 'Find | View All', 'First', '1 of 2', and 'Last' are present for each table.

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. For each base, you may enter multiple effective dates and F&A rate percentages.

The bases that you enter here 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.

General Information		Definition		FA Rates		Location		Attachments		Quality		User Fields	
<b>Project:</b>	0000000116			<b>Description:</b>	The effects of insulin on diab								
<b>Activity:</b>	BUNIH001			<b>Description:</b>	Budget for proposal NIH001								
<div> <div>Location</div> <div>Find   View All First 1 of 1 Last</div> <div> <div> <div>*Effective Date:</div> <div>10/28/2003</div> </div> <div> <div>Sequence:</div> <div>1</div> </div> </div> <div> <div> <div>Location Code:</div> <div>EGVL1</div> </div> <div> <div>Description:</div> <div>EGVL1 - NewYork, NY</div> </div> </div> <div> <div>Country:</div> <div>USA United States</div> </div> <div> <div>Address 1:</div> <div>1576 Fifth St.</div> </div> <div> <div>Address 2:</div> <div></div> </div> <div> <div>Address 3:</div> <div></div> </div> <div> <div>City:</div> <div>New York</div> </div> <div> <div>County:</div> <div></div> </div> <div> <div>Postal:</div> <div>10028</div> </div> <div> <div>State:</div> <div>NY New York</div> </div> </div>													

[Add Location](#)

Project Activity - Location page

This page maintains location codes that are keyed to the Location control table (PROJ\_LOCATION). It also uses effective dates so that you can maintain project history.

You can assign multiple research performance sites for each activity. When you select the location code, the system populates the address fields from the Location control table. If you are associating a project activity with a research site that is not defined on the Location control table, select the Add Location link and enter the new information on the Location Definition page.

## Add Attachments to the Project Activity

Access the Project Activity - Attachments page.



General Information		Definition		FA Rates		Location		Attachments		Quality		User Fields																
<b>Project:</b>	0000000116			<b>Description:</b>	The effects of insulin on diab																							
<b>Activity:</b>	BUNIH001			<b>Description:</b>	Budget for proposal NIH001																							
<div> Document Attachments Customize   Find   View All   First 1-2 of 2 Last </div> <table border="1"> <thead> <tr> <th>Requests</th> <th>Attached File</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>estimate.txt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>config.doc</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>														Requests	Attached File				1	estimate.txt				2	config.doc			
Requests	Attached File																											
1	estimate.txt																											
2	config.doc																											

Project Activity - Attachments page



Click the Add Attachment button to attach a document to the proposal.

---

**Note.** The system does not track changes to external documents.

---

### 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 Attachments 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.

## Tracking Activity Quality

Access the Project Activity - Quality page.

General Information		Definition		FA Rates		Location		Attachments		Quality		User Fields	
<b>Project:</b>	0000000116			<b>Description:</b>	The effects of insulin on diab								
<b>Activity:</b>	BUNIH001			<b>Description:</b>	Budget for proposal NIH001								
<div> <div>Quality</div> <div>Find   View All First 1 of 1 Last</div> <div> <div> <div>Quality Date:</div> <div>10/28/03 1:01 PM</div> </div> <div> <div>Quality Type:</div> <div>ACC Accuracy</div> </div> <div> <div>Quality Rating:</div> <div>99</div> <div>Quality Weighting:</div> <div>99</div> </div> <div> <div>Team Mate:</div> <div>IXHEEE102 Angelini,Gina</div> </div> <div> <div>Comments:</div> <div></div> </div> </div> </div>													

Project Activity - Quality

**Quality Date** Displays the current date and time. You can enter a new date and time to indicate when the quality rating was performed.

**Quality Type** Select the criteria on which the quality rating is based (for example, *Accuracy*, *Safety*, or *Usability*). Define quality types on the Project Costing Quality Types page.

See *PeopleSoft Project Costing 8.8 PeopleBook*, “Structuring PeopleSoft Project Costing,” Structuring Activity-Related Information.

**Quality Rating** Enter the actual rating.

**Quality Weighting** Enter a number to represent the importance of the rating.

**Team Mate** Select the ID of the person who is performing the quality rating.

## Tracking Activity Rates

Access the Project Activity - Rates page.

FA Rates
Location
Attachments
Quality
User Fields
**Rates**
Asset Integration Rules

**Project:** 0000000116      **Description:** The effects of insulin on diab  
**Activity:** BUNIH001      **Description:** Budget for proposal NIH001

**Associated Contracts**
Customize | Find | View All | 
First ◀ 1 of 1 ▶ Last

Sold To Customer	Contract Number	Line		Burden Plan
1018	CON000000000017	1	Billing	Revenue

**Rate Template**
Find
First ◀ 1 of 2 ▶ Last

**Effective Date:** 10/01/2003  
**Status:** A  
**Rate Template ID:** 3  
[View Rates](#)

**Burden Plan**

**Default Burden Plan:**  
**Project Burden Plan:**  
**Override Burden Plan:**    
[View/Add Plan](#)

Go To: [Resources](#)    [Activity Status](#)    [Project Transactions](#)    [Deliverables](#)

Project Activity - Rates

## Associated Contracts

This group box displays the current contract information that is associated with the project and activity ID. This scroll area may be blank if no contracts are associated with the project and activity ID. For example, if rate and burden templates are associated with a project and activity ID for internal project costing, billing information is not required.

<b>Contract Number</b>	Click to access the Contract - General page in PeopleSoft Contracts and view contract information, including contract amounts and start and end dates.
<b>Line</b>	Click to access the Related Projects page in PeopleSoft Contracts and view rate information as well as the projects and activities related to the contract.
<b>Billing</b>	Click to access the Review Billing - Plans inquiry page and view specific billing information that is associated with the project contract.
<b>Revenue</b>	Click to access the Review Revenue - Plans inquiry page and view specific revenue information that is associated with the project contract.

## Rate Template

The system displays the rate template that is associated with the project and activity ID. The information in this scroll area is read-only if the project and activity ID are associated with a rate-based contract.

## Burden Plan

The system displays the burden plans that are associated with the current project and activity ID.

<b>Override Burden Plan</b>	Select a new burden plan to override the displayed burden plan.
-----------------------------	---

## 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.

Here's what you can do on the Budget Entry - Budget Detail page:

- 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 successfully posted to Commitment Control.

PeopleSoft Grants uses these lines to generate controlled budget journals and project budget lines.

General information on using ChartField lines on the Budget Entry - Budget Detail page:

- The system populates lines into 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 only delete lines 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

Page Name	Object Name	Navigation	Usage
Budget Detail	PC_BUD_DETAIL	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.

### Defining Budget Plans

Access the Budget Detail page.

**Budget Entry**

---

### Budget Detail

**Project:** 0000000116  
**Budget Period:** 2

**Description:** The effects of insulin on diab  
**Begin Date:** 10/01/2002

**Funded Amount:** \$250,000.00  
**End Date:** 09/30/2003

Finalize

Proce

Project Budget Summary

**Currency:**

**Total Budget:** \$250,000.000

Budget Amounts for Period

Custom

General

Projects Detail

General Ledger Detail

Commitment Control Detail

Grants Detail

...

Activity	Budget Item	Begin Date	Quantity	Unit of Measure	Amount	Currency
BUNIH001	ANIMAL		1.00		99,000.00	USD
BUNIH001	EQUIP		1.00		41,500.00	USD
BUNIH001	FACADM		1.00		36,500.00	USD
BUNIH001	FRINGE		1.00		8,000.00	USD
BUNIH001	PERSON		1.00		40,000.00	USD
BUNIH001	TRAVEL		1.00		25,000.00	USD

Budget Detail page

**Note.** The award generation process creates budget plans. PeopleSoft Grants users should not create budget plans using the 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

Finalizes the plan. Click this button after making changes to an active budget period. Clicking the Finalize button does this:

- If Commitment Control is enabled, and the general ledger group has the proper flags set, the system sends the transactions to Commitment Control by the Projects to Commitment Control Application Engine process (PC\_TO\_KK).
- The budget rows are sent to the Project Resource table (PROJ\_RESOURCE). Rows can only be sent once. Finalizing adds rows to the Project Resource interface table and calls the Projects Interface Edit process (PC\_INTFEDIT).
- To avoid Commitment Control problems and to track the history of changes to the budget, finalized budgets cannot be changed and appear as display only on the grid. New rows, however, can be added to the grid, and the budget period can be refinalized.

### Project Budget Summary

#### Total Budget

Displays a rolled-up value based on the node 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.

**Sent to Project Costing**                      If this check box is selected, the budget has been sent to the Project Resource table.

## Projects Detail Tab

Specify the values for the project-related fields for the PeopleSoft Grants budget rows displayed.

## General Ledger Detail Tab

Specify the General Ledger ChartField values for the PeopleSoft Grants budget rows displayed . When the system creates budget journals, the budget row amounts are booked to those ChartFields

## 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 you are posting, use the Budget Line Code field to indicate if 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.

## Grants Detail Tab

The Grants Detail tab enables you to designate which rows are F&A rows and which rows are Cost Sharing rows. The selections you make affect the totals at the bottom of the page.

**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 8.8 PeopleBook*.

## See Also

*PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Managing Budget Exceptions”

*PeopleSoft Project Costing 8.8 PeopleBook*, “Integrating with PeopleSoft Commitment Control,”  
Correcting Budget Posting Errors in Commitment Control

*PeopleSoft Project Costing 8.8 PeopleBook*, “Budgeting Project Costs and Planning Revenue”

Chapter 5, “Structuring Grants ,” Commitment Control Setup Steps for PeopleSoft Grants, page 44

## Verifying Budget Journal Information

Access the Budget Inquiry page.

## Budget Inquiry

EGV05    **Project:**    0000000116    The effects of insulin on diab

**Budget Period** Find | View All First 3 of 5 Last

**Budget Period:**    3    **Currency:**

**Details** Customize | Find First 1-6 of 6 Last

**Budget Lines**    GL Info    Posted, FA, C/S Info

Budget Item	Activity	Transaction ID	An Type	BU Amount
PERSON	BUNIH001	10000689	BUD	40,000.00
FRINGE	BUNIH001	10000690	BUD	8,000.00
CONSLT	BUNIH001	10000691	BUD	100,000.00
OTHER	BUNIH001	10000692	BUD	10,000.00
EQUIP	BUNIH001	10000693	BUD	13,000.00
FACADM	BUNIH001	10000694	BUD	79,000.00

**Sponsor Direct:**    171,000.000    **Sponsor FA:**    79,000.00    **Total Sponsor Budget:**    250,000.00

**Institution C/S:**    0.00

Budget Inquiry page

Once you successfully post the budget journals, you can make inquiries on the budget. Select the GL Info and Posted, FA, 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 ledger group to which you posted the journals.

## Processing F&A Costs

This section provides an overview of F&A processing and discusses how to:

1. Process F&A costs.
2. 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 calculate waived and cost shared F&A amounts as well.

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 Grants-related lines.

- F&A status (FA\_STATUS).

Once 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 FA\_STATUS of *N* or with a blank status line. If you enter a line directly into the PeopleSoft Grants system, its default FA\_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 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 modules, 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.

Here's some general information on 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 we suggest that you use this analysis group to group all F&A analysis types.

## F&A Processing

General information on 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.
- 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.
- Once a transaction is processed for F&A, the system 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 dollars (these amounts are stored only in PeopleSoft Grants).

The process creates the various F&A lines as follows:

Funded F&A Base x Funded F&A Rate = 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.
- All F&A lines are stored 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 utilize Commitment Control, the F&A expense lines are always budget-checked. In addition, you may also elect to budget-check the revenue offset lines.

## Waived and Cost-Shared F&A Lines

General information on 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.

(Institution Base x Institution Rate) - (Funded Base x Funded Rate) or  
(Sponsor Base x Sponsor Rate) - (Funded Base x Funded Rate) = Waived F&A  
(Analysis Type WFA)

- The selection you make in 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 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 which 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 basis for a cost-shared F&A calculation is determined upon whether the institution or sponsor option is selected on the Project Activity - Definition page.

The CFA (cost share facilities and administration) line has no offset and is stored only in the 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. This resource ID is contained in the Resource ID From field.

- All lines that the F&A process creates are stored in an audit table that you can use for reconciliation and audit purposes.
- Any lines that fail the F&A process are stored 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 going through 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 24

Chapter 8, "Establishing Awards and Projects," Establishing Project Activities, page 217

*PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Exceptions

## Pages Used to Process F&A Costs

Page Name	Object Name	Navigation	Usage
Process Facilities Admin	RUN_GM_FA	Grants, Awards, Process Facilities Admin	Process F&A costs.
FA Error Interactive Report	GM_FA_INQ	Grants, Awards, FA Error Interactive Report	Display information concerning F&A errors.

## Processing F&A Costs

Access the Process Facilities Admin page.

**Process Facilities Admin**

User ID: DVP1      Report Manager      Process Monitor      Run

Run Control ID: 10-03-FA

Program Name: GM\_GMFACS      Process Frequency: Always

Find | View All      First 1 of 1 Last

\*BU/Proj/Act Option: Selected Business Unit      Request Number: 1

Business Unit: EGV05      \*Date Option: All

**Application Options**

☒ Exception Accounting Date      10/28/2003

Process Facilities Admin page

How the system processes F&A information from this page:

- This is a run control page that triggers a PeopleSoft Process Scheduler request.
- This request can be automated 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.
- There is no upper limit to F&A dollar 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/due from lines to PeopleSoft General Ledger.
- Once the lines are in PeopleSoft General Ledger, you still 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. All F&A lines that are created from this run control page are assigned the date that you specify.

## Using the F&A Interactive Error Report

Access the FA Error Interactive Report page.

**FA Error Interactive Report**

**Search Criteria for FA Error**

Business Unit: EGV05

Project ID: 0000000116

Activity ID: BUNIH001

Accounting Date From:   Thru:

Transaction Date From:   Thru:

**Facilities and Administration Inquiry** Custo

**ID** **Chartfields** **Date and Amount** **Errors**

Business Unit	Project	Activity ID	Transaction ID

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 the system encountered errors when the F&A process was run for a particular business unit, project or activity, the system displays the information in the Facilities and Administration Inquiry group box.

Click 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.

Click the Date and Amount tab to view the transaction date, accounting date, and amount. To view the budget status and error status, click the Errors tab.

### See Also

*PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Managing Budget Exceptions”

## Reviewing Grants Information

Once 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 Grants Information

Page Name	Object Name	Navigation	Usage
Award Inventory	GM_AWD_RPTS	Grants, Interactive Reports, Award Inventory	Review inventory of PeopleSoft Grants awards.
Project Forecast Report	GM_PRJ_FCST_RPT	Grants, Interactive Reports, Project Forecast	Review projected budget and revenue information for selected projects.
Project Variance Report	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.

### Award Inventory

**Business Unit:** EGV05

**Search Criteria for Award Inventory**

**Sponsor ID:** 1018 National Institute of Health Science

**Award PI ID:** KU0010 Vincent,Sonya

**Award Status** Accepted

Retrieve

**Details** [Customize](#) | [Find](#) | 

**Award Inventory Info** | [More Info](#)

Award ID	Sponsor	Reference Award Number	Award PI
<a href="#">CONT_PROP3</a>	National Institute of Health Science		Vincent,Sonya
<a href="#">P0.1176111</a>	National Institute of Health Science		Vincent,Sonya
<a href="#">P0.2045404</a>	National Institute of Health Science		Vincent,Sonya
<a href="#">P0.3315546</a>	National Institute of Health Science		Vincent,Sonya
<a href="#">P0.3928644</a>	National Institute of Health Science		Vincent,Sonya

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 Retrieve.

## Reviewing Projected Budget and Revenue Information for Selected Projects

Access the Project Forecast Report page.

Project Forecast Report

Business Unit: EGV05

Project: 0000000116

Currency: USD

Lookup Analysis Group

☐ Cost Sharing
 ☒ Non Cost Sharing

Lookup Dates

Award Begin / End Date:

Extract Begin / End Date:

From Date: 10/01/2001

From Date: 10/01/2001

To Date: 09/30/2006

To Date: 10/28/2003

Retrieve

Details

Project Forecast Info

More Forecast Info

Customize

	Account	Budget	Actuals	Encumbered	Pre
1	6001	356,000.000	0.000	0.000	
2	6600	144,000.000	0.000	0.000	

Project Forecast Report page

Select the project information that you want to retrieve — either cost-sharing or non cost-sharing. Select the from and to dates for which you want to retrieve information. Click Retrieve.

## Reviewing Project Variances

Access the Project Variance Report page.

Project Variance Report

Business Unit: EGV05

Project: NIH001

Currency: USD

Lookup Analysis Group

☐ Cost Sharing
 ☒ Non Cost Sharing

Lookup Dates

From Date: 01/01/1999

To Date: 10/28/2003

Retrieve

Details

Project Variance Info

More Variance Info

Customize | Find

	Account	Account Description	Budget	Actuals	Encumbered	Pre En
1	6100		0.000	300.000	0.000	
2	6600		0.000	1,550.000	0.000	

Project Variance Report page

Select the project information that you want to retrieve — either cost-sharing or non cost-sharing. Select the from and to dates for which you want to retrieve information. Click Retrieve.

## Reviewing Proposal Inventories

Access the Proposal Inventory page.

### Proposal Inventory

**Search Criteria**

Business Unit: EGV05

Start Date: 12/24/2002

Sponsor ID: 1018

End Date:

PI ID: KU0002

Due Date:

Status:

Type:

Search

Clear

**Details**

Business Unit	Proposal ID	Version ID	Title	Sponsor	Proposal PI	Type	Status
EGV05	000000002077	V1	Lung Cancer Study	National Institute of Health Science	Sherwood,Douglas	New	Draft
EGV05	CON00000004112	V1	Lung Cancer Study	National Institute of Health Science	Sherwood,Douglas	New	Draft

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.

## Closing Out Awards

This section provides an overview of contract, 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 our 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 of these points:

- There are no system checks that prohibit you from changing the status of a contract from *Pending* to *Closed*.

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, check that the status for all billing plans is *Complete*.

It is possible to 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, check that the status for all revenue recognition plans is *Completed* or *Canceled*.

It is possible to close a contract that is linked to a revenue recognition plan with a status of *New*, *Ready*, or *Reversed*.

- Check that there are no amendments that are *Pending* or *Ready*; they must be either *Complete* or *Canceled*.
- Check that there are no prepayments that are *Pending* or *Active*; they must be either *Complete* or *Inactive*.
- Check that there are no renewal packages that are *Pending* or *Ready*; they must be either *Complete* or *Canceled*.

The processing statuses can only flow forwards; 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 transaction.

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 type.

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 8.8 PeopleBook*, “Working with Transactions,” Controlling Incoming Transactions

*PeopleSoft Project Costing 8.8 PeopleBook*, “Structuring PeopleSoft Project Costing,” Defining Status Types

*PeopleSoft Project Costing 8.8 PeopleBook*, “Creating and Maintaining Projects,”  
Creating and Defining Projects

## Pages Used to Close Out Awards

Page Name	Object 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 Commitment Control budget, specifically whether or not 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.

General		Lines	Additional Information	Amendments
<b>Contract Number:</b>	NIH001	<b>Description:</b>		The effects of insulin on diab
<b>Amendment Number:</b>	0000000000	<b>Contract Type:</b>		GRANTS
<b>Business Unit:</b>	EDUC & GVT - BU 5	<b>*Contract Status:</b>		ACTIVE
<b>Sold To Customer:</b>	National Institute of Health Science	<b>Processing Status:</b>		Active <span>Amend Contract</span>
<b>Contract Amounts</b>		<b>Currency:</b> USD <span>Add to My Contracts</span>		
<b>Negotiated Amount:</b>	1,500,000.00	<b>Exchange Rate Type:</b>		CRRNT
<b>Discounts/Surcharges:</b>	0.00	<b>Contract Signed:</b>		10/01/2001
<b>Non-inclusive Prepays:</b>	0.00	<b>Last Update Date/Time:</b>		01/15/2002 11:51:07AM
<b>Total:</b>	1,500,000.00	<b>Last Update User ID:</b>		SAMPLE
<b>Estimated (less Prepays):</b>	0.00			
<b>Estimated Total:</b>	1,500,000.00			
<b>Go To:</b> <a href="#">Billing Plans</a> <a href="#">Revenue Plans</a> <a href="#">Milestones</a> <a href="#">Renewals</a> <span>More </span>				

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 execution) 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 via 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 8.8 PeopleBook*, "Structuring Contracts," Defining Contract Types

## Creating Status Types to Limit Transactions Coming Into PeopleSoft Project Costing

Access the Status Types page.

**Status Types**

SetID: SHARE      Project Status: C

**Status Type** Find | View All First 1 of 1 Last

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

\*Description: Closed

**Status Control** Find | View All First 1 of 3 Last

Analysis Type: ACT Description: Actual Cost

Control Action: Warning

Status Types page

**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 associated with the effective date.

**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.

**Project Control Action**

Select a value to associate with the analysis type. Valid choices include:

- *Warning*: A warning displays before PeopleSoft Project Costing accepts transactions specified in the Analysis Type field.
- *Reject*: Transactions specified in the Analysis Type field are rejected by PeopleSoft Project Costing.
- *None (blank)*: No project control action will occur if the Project Control Action box is left blank

---

**Warning!** Status type flags (project control actions) do not prevent feeder system transactions from posting to PeopleSoft General Ledger because the transactions are already part of the 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.

## Status

**Project:** 0000000116      **Description:** The effects of insulin on diab

Project Status		Find   View All	First	1 of 1	Last
<b>Effective Date:</b>	10/28/2003	<b>Sequence:</b>	0		
<b>*Status:</b>	C Closed				
<b>Priority:</b>	0				
<b>Interest Calculation Factor:</b>	0.0				
<b>Comments:</b>					

Project - Status page

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.

## Status

**Project:** 0000000116      **Description:** The effects of insulin on diab

**Activity:** BUNIH001      **Description:** Budget for proposal NIH001

Activity Status		Find   View All	First	1 of 1	Last
<b>*Effective Date:</b>	10/28/2003	<b>Sequence:</b>	0		
<b>*Status:</b>	C Closed				
<b>Activity Priority:</b>					
<b>Comments:</b>					

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.

Closing Rule Options page

Use this page to define the closing rules for the Commitment Control budget, specifically whether or not to roll forward remaining budget amounts and how that roll-forward amount is calculated.

Once you identify the closing rules for a Commitment Control budget, you can process the close when you need to using the Budget Close Request page. The Budget Close process (FSPYCLOS) applies the closing rules to the selected 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 8.8 Setting Up and Using Commitment Control PeopleBook*, “Closing and Withdrawing Commitment Control Budgets”

## Initiating the Budget Close Process

Access the Budget Close Request page.

## Budget Close Request

Run Control ID: PM\_G1 [Report Manager](#) [Process Monitor](#) [Run](#) [Go To Budget Close Validati](#)

**Process Request Parameters** Find | View All First 1 of 1 Last

<b>Request Number:</b> 1	<b>Business Unit for Prompting:</b> US001	
<b>Process Frequency</b>	<b>Closing Set:</b>	
<input checked="" type="radio"/> Once <input type="radio"/> Always <input type="radio"/> Don't Run	<b>As of Date:</b> 06/30/2003	
	<b>*Request Type:</b> Close	<a href="#">Undo List</a>
	<b>*Output Options:</b>	Create Calc Log and Output

**Specify Busiess Unit(s)**

☒ Selected Detail Values  
☐ Detail - Selected Parents  
  
**Tree SetID:**   
**Tree:**   
**Level:**

**Select Business Units** Find | View All First 1 of 1 Last

*Values/Modes		
EGV05	+	-

Budget Close Request page

Instructions on using the Budget Close Request page appear in the *PeopleSoft Setting Up and Using Commitment Control 8.8 PeopleBook*.

### See Also

*PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Closing and Withdrawing Commitment Control Budgets,” Running and Validating the Budget Close Process to Close and Reopen Budgets

## CHAPTER 9

# Administering Projects

This chapter provides an overview of project administration.

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## 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 General pages. 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 8.8 PeopleBook*, “Creating and Maintaining Projects”

*PeopleSoft Contracts 8.8 PeopleBook*, “Working with PeopleSoft Project Costing”

### Transaction Flow Control

There are three basic ways 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 PeopleSoft feeder systems’ prompt lists.

2. Use status control options.

On the Status Types page, select the analysis types that each feeder system uses; then select a project control action to associate to the analysis type.

---

**Note.** No project control action occurs if the Project Control Action box is cleared.

---

Values include:

- *Warning:* Displays a warning before the system accepts the transaction.
- *Reject:* Rejects the transaction.

3. Use the Commitment Control tolerance percentage.

Once 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 8.8 PeopleBook*.

### See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Working with Transactions,” Controlling Incoming Transactions

*PeopleSoft Project Costing 8.8 PeopleBook*, “Structuring PeopleSoft Project Costing”

*PeopleSoft 8.8 Setting Up and Using Commitment Control 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.

Once 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 pulled from the project summary tables.
- Display all resource transactions for a selected project.

The system automatically populates the lines and analysis types that display 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, Inventory, Payables, Purchasing, and Time and Labor.

Instructions on analyzing project data appear in the *PeopleSoft Project Costing 8.8 PeopleBook*.



**See Also**

*PeopleSoft Project Costing 8.8 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 8.8 PeopleBook*.

**See Also**

*PeopleSoft Project Costing 8.8 PeopleBook*, “Analyzing Projects,” Understanding Accumulated Costs Review

**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 8.8 PeopleBook*.

**See Also**

*PeopleSoft Project Costing 8.8 PeopleBook*, “Analyzing Projects,” Understanding 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 modules such as PeopleSoft Asset Management, Contracts, and Payables.

Instructions on deleting projects appear in the *PeopleSoft Project Costing 8.8 PeopleBook*.

**See Also**

*PeopleSoft Project Costing 8.8 PeopleBook*, “Creating and Maintaining Projects,” Deleting Project Data



## CHAPTER 10

# Billing for PeopleSoft Grants

This chapter provides overviews on the billing process as it relates to PeopleSoft Grants.

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### 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.
- Grants billing formats.
- Bill by identifiers.
- Deferred revenue accounting.
- 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, Project Costing and General Ledger to enable bill processing for cash and letter of credit awards. Before you can perform the activities associated with award expenditures, you need to set up the billing control tables 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 you complete these steps before you initiate the billing processes:

Step	Navigation
Set installation options for PeopleSoft Billing.	Select Set Up Financials/Supply Chain, Install, Installation Options, Billing GL/AR Options.
Define a Billing business unit.	Select Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 1.
Define a distribution code for unbilled accounts receivable.	Select Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code, Distribution Code.
Define Bill By IDs for Letter of Credit (LOC) and Cash (GM_CASH) transactions.  <b>Note.</b> PeopleSoft delivers the LOC and GM_CASH bill by IDs as system data. You do need to set anything up. PeopleSoft Grants bills have specific bill header information that is needed for Grants invoice formatting.	Select Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill by Identifier
Define PeopleSoft Grants invoice format options.  <b>Note.</b> 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.	Select Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options.
Define letter of credit information for the sponsor.	Select Grants, Sponsors, General Information, Details.
Define sponsor billing information.	Select Grants, Sponsors, General Information, Bill To Options.
Generate your award.	Select Grants, Proposals, Generate Award, Generate Award.
Change the status on the award/contract to <i>Active</i> .	Select Customer Contracts, Create and Amend, General Information, General

Step	Navigation
Change the status on the billing plan to <i>Active</i> .	Select Customer Contracts, Create and Amend, General Information, General.  Click the Billing Plans link.
Create billable rows in PeopleSoft Project Costing (you can use either method described below): <ul style="list-style-type: none"> <li>• Populate the Project Resource table (PROJ_RESOURCE) through the Project Integration process.</li> <li>• Add transactions directly into PeopleSoft Project Costing.</li> </ul>	Select Project Costing, Cost Collection. Then select the feeder system from which you want to retrieve information.  OR  Select Project Costing, Transaction Definitions, Add Transactions, 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). Once 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.

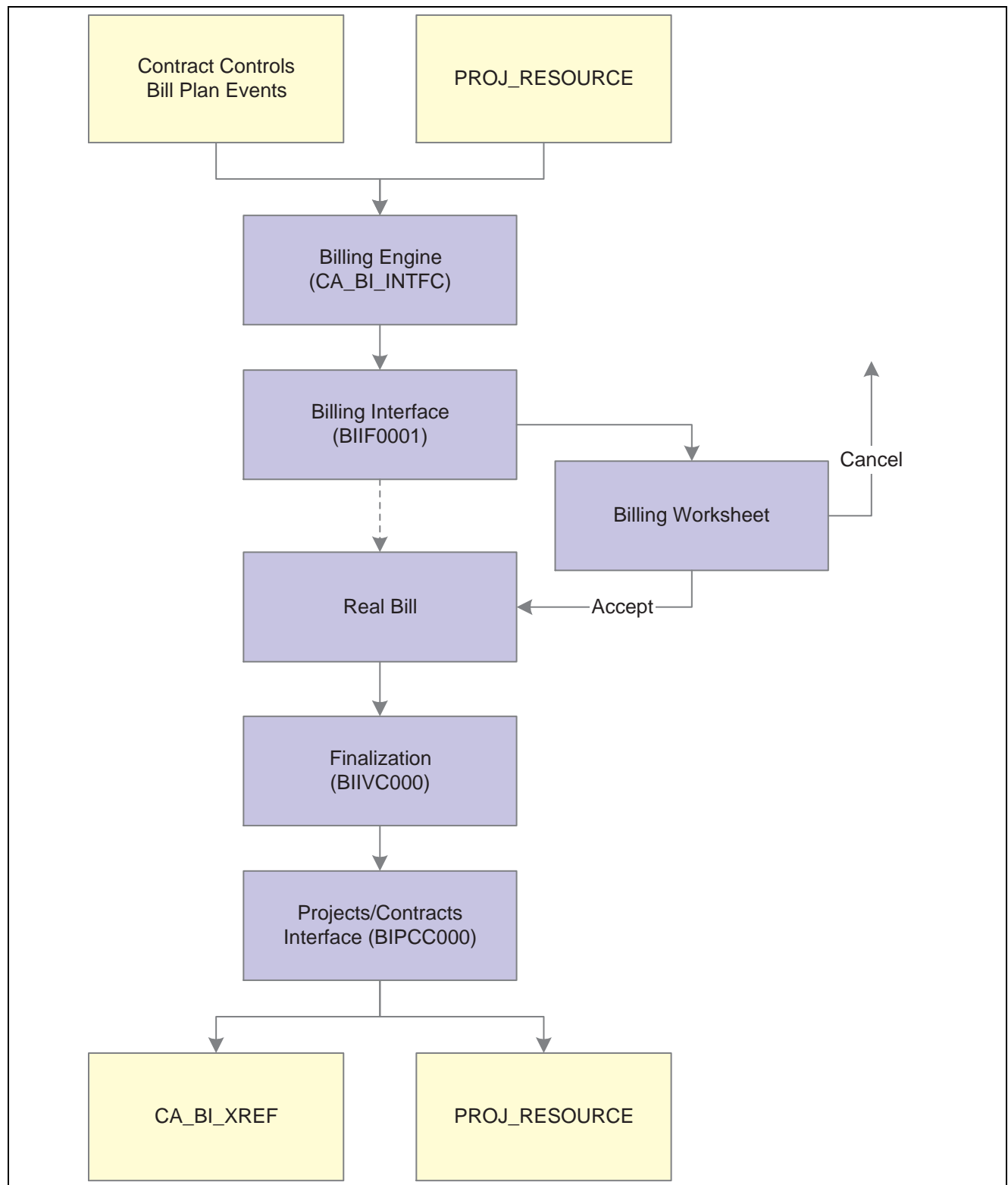
- Real bills

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 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 Interface process (BIIF0001):



Billing Interface process

Updates in PeopleSoft Project Costing and Contracts are made throughout the billing cycle for rate-based and fixed-fee billing plans.

**See Also**

*PeopleSoft Billing 8.8 PeopleBook*, “Integrating With PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management”

*PeopleSoft Contracts 8.8 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 8.8 PeopleBook*.

**See Also**

*PeopleSoft Contracts 8.8 PeopleBook*, “Processing PeopleSoft 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 pulled in the billing lines, go to 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 8.8 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 8.8 PeopleBook*.

## See Also

*PeopleSoft Billing 8.8 PeopleBook*, “Processing Billing Interface Activity”

*PeopleSoft Billing 8.8 PeopleBook*, “Correcting Billing Interface Process Errors”

*PeopleSoft Billing 8.8 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 Project Costing accordingly.

Instructions on approving billing worksheets appear in the *PeopleSoft Billing 8.8 PeopleBook*.

## See Also

*PeopleSoft Billing 8.8 PeopleBook*, “Integrating With PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management,” Using the Billing Worksheet Component

## 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 PeopleSoft 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 PeopleSoft 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 associated with a particular event. To help the Contracts Billing Engine process determine which billable items need rebilling 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 rebill lines 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 inserted into the Cross-Reference table for the corresponding bill line and event combination.

Instructions on deleting billing worksheets appear in the *PeopleSoft Billing 8.8 PeopleBook*.



**See Also**

*PeopleSoft Billing 8.8 PeopleBook*, “Integrating With PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management,” Using the Billing Worksheet Component

**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 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 8.8 PeopleBook*, “Integrating With PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management,” Using the Billing Worksheet Component

**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 8.8 PeopleBook*.

**See Also**

*PeopleSoft Billing 8.8 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 8.8 PeopleBook*.

**See Also**

*PeopleSoft Billing 8.8 PeopleBook*, “Integrating With PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management,” Running the PeopleSoft Billing to Projects/Contracts Interface Process

**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 8.8 PeopleBook*, “Processing PeopleSoft Contracts Billing”

## Correcting PeopleSoft Grants Invoices

PeopleSoft Billing provides credit and rebill 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 allows you to generate a corrected invoice.

Through the Billing Interface you can import to PeopleSoft Billing any adjustment lines from PeopleSoft Project Costing and 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 rebill 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 rebill 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 rebill invoices.

### See Also

*PeopleSoft Billing 8.8 PeopleBook*, “Correcting Billing Interface Process Errors”

## 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).
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	Grants Letter of Credit Draw report.

Use the Invoice Form field on the Bill Header page in PeopleSoft Billing to indicate the billing format 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.

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**Note.** The SF-270 format does not utilize tree-based account summarization when it is generated.

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## See Also

*PeopleSoft Billing 8.8 PeopleBook*, “Entering Bills Online”

*PeopleSoft Billing 8.8 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 table below lists the bill by IDs delivered with PeopleSoft Grants.

Bill By ID	Description
GM_LOC	Grants letter of credit draws.
GM_CASH	Grants bill cash awards.

---

**Note.** Usually, ship-to information is not provided on PeopleSoft Grants bills, so it is not necessary 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 product.

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## See Also

*PeopleSoft Billing 8.8 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 range 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 8.8 PeopleBook*, “Processing Deferred Revenue Accounting Entries”

## Grants Advances (Contract Prepayments)

Sometimes, institutions may prepay for goods or services. This creates a prepaid balance that you can use in the future. Since 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 based on resource type or resource category for any of the above.

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 involved in setting up and processing advances:

Step	Navigation
Generate an award from PeopleSoft Grants.	Select Grants, Proposals, Generate Award.
Enter the advance amount in the Prepaid pages in PeopleSoft Contracts.	Select Customer Contracts, Create and Amend, General Information, More, Prepaids.

Step	Navigation
Define an initial billing plan in PeopleSoft Contracts.	Select Customer Contracts, Schedule and Process Billing, Define Billing Plan.
Define any applicable utilization criteria in PeopleSoft Contracts.	Select Customer Contracts, Determine Price, Prepaid Utilization Rules.
Set your Billing Plan in PeopleSoft Contracts for the initial prepaid amount to the <i>Ready</i> status.	Select Customer Contracts, Create and Amend, General Information, Billing Plans.  Then select 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.	Select 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.	Select Billing, Interface Transactions, Process Billing Interface.
Approve the bill lines for the billing worksheet and create a real bill.	Select Billing, Manage Billing Worksheet, Update Billing Worksheet
Finalize the prepaid initial billing by running the PeopleSoft Billing Finalization Process (BIIVC000).	Select Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices.  OR  Select 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.	Select 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.	Select Project Costing, Revenue Collection, Retrieve Billing Items.

## See Also

*PeopleSoft Contracts 8.8 PeopleBook*, “Establishing Prepaid Amounts”

*PeopleSoft Contracts 8.8 PeopleBook*, “Processing PeopleSoft Contracts Billing”

*PeopleSoft Billing 8.8 PeopleBook*, “Processing Billing Interface Activity”

*PeopleSoft Billing 8.8 PeopleBook*, “Generating Invoices”

*PeopleSoft Billing 8.8 PeopleBook*, “Integrating With PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management”

*PeopleSoft Project Costing 8.8 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 into 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).	Select Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Types.
Associate the analysis type to an analysis group (for example, All).	Select Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Groups.
Map the analysis type to the PSWKS analysis group. <b>Note.</b> PSWKS is the analysis group that the system uses for the billing process. The system will not bill the rows without this association.	Select Setup Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Analysis Groups.
Create a rate template for your schedule analysis type. <b>Note.</b> 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 template 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 template that only processes scheduled bill rows. This ensures that only scheduled bill rows are used to create an invoice.	Select Setup Financials/Supply Chain, Product Related, Project Costing, Pricing Structure, Rate Templates.
Generate your award in PeopleSoft Grants.	Select Grants, Proposals, Generate Award.
In PeopleSoft Contracts make sure the contract is set to process scheduled bills: <ul style="list-style-type: none"><li>• Associate the bill schedule rate template to your contract before you process billing</li><li>• Make sure the Method of Payment field on the Billing Options page is set to the <i>Cost Reimbursable</i> billing method.</li></ul>	Select Customer Contracts, Create and Amend, General Information, Billing Plan.  AND Select Customer Contracts, Create and Amend, General Information, More, Billing Options.
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.	Select Project Costing, Transaction Definitions, Add Transactions.
Run the Pricing Engine in PeopleSoft Project Costing.	Select Project Costing, Cost Collection.  Then select Expenses, General Ledger, Inventory, Order Management, Payables, Purchasing, Purchasing Adjustment, Time and Labor, or Services Procurement.

Instructions on using analysis types, creating rate templates, adding transactions, and running the pricing engine appear in the *PeopleSoft Project Costing 8.8 PeopleBook*. Instructions on associating rate templates to contracts and setting billing options appear in the *PeopleSoft Contracts 8.8 PeopleBook*.

## See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Structuring PeopleSoft Project Costing,” Creating Analysis Types

*PeopleSoft Project Costing 8.8 PeopleBook*, “Pricing Project Costs,” Understanding and Defining Rate Templates

*PeopleSoft Project Costing 8.8 PeopleBook*, “Working with Transactions”

*PeopleSoft Project Costing 8.8 PeopleBook*, “Pricing Project Costs”

*PeopleSoft Contracts 8.8 PeopleBook*, “Creating Contracts”

## Billing Plan Events

To further manage and control the timing of billing for transactions 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. There are two event types to choose from: Date or Milestone.

- 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 8.8 PeopleBook*, “Setting Up Billing Plans”

*PeopleSoft Contracts 8.8 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 on 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 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 allows 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 allows 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 you run the billing and revenue processes.

## See Also

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining PeopleSoft Contracts Installation Options

*PeopleSoft Contracts 8.8 PeopleBook*, "Processing PeopleSoft Contracts Billing"

*PeopleSoft Billing 8.8 PeopleBook*, "Integrating With PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management"

## Letter of Credit Processing

The letter of credit (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 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.



Once 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 8.8 PeopleBook*, “Integrating With PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management,” Using the Billing Worksheet Component

*PeopleSoft Billing 8.8 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 8.8 PeopleBook*.

### **See Also**

*PeopleSoft Billing 8.8 PeopleBook*, “Integrating With PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management,” Using the Billing Worksheet Component



## CHAPTER 11

# Integrating PeopleSoft Grants With Other Applications

This chapter provides an overview of integration process flows for PeopleSoft Grants.

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## Understanding Integration Process Flows

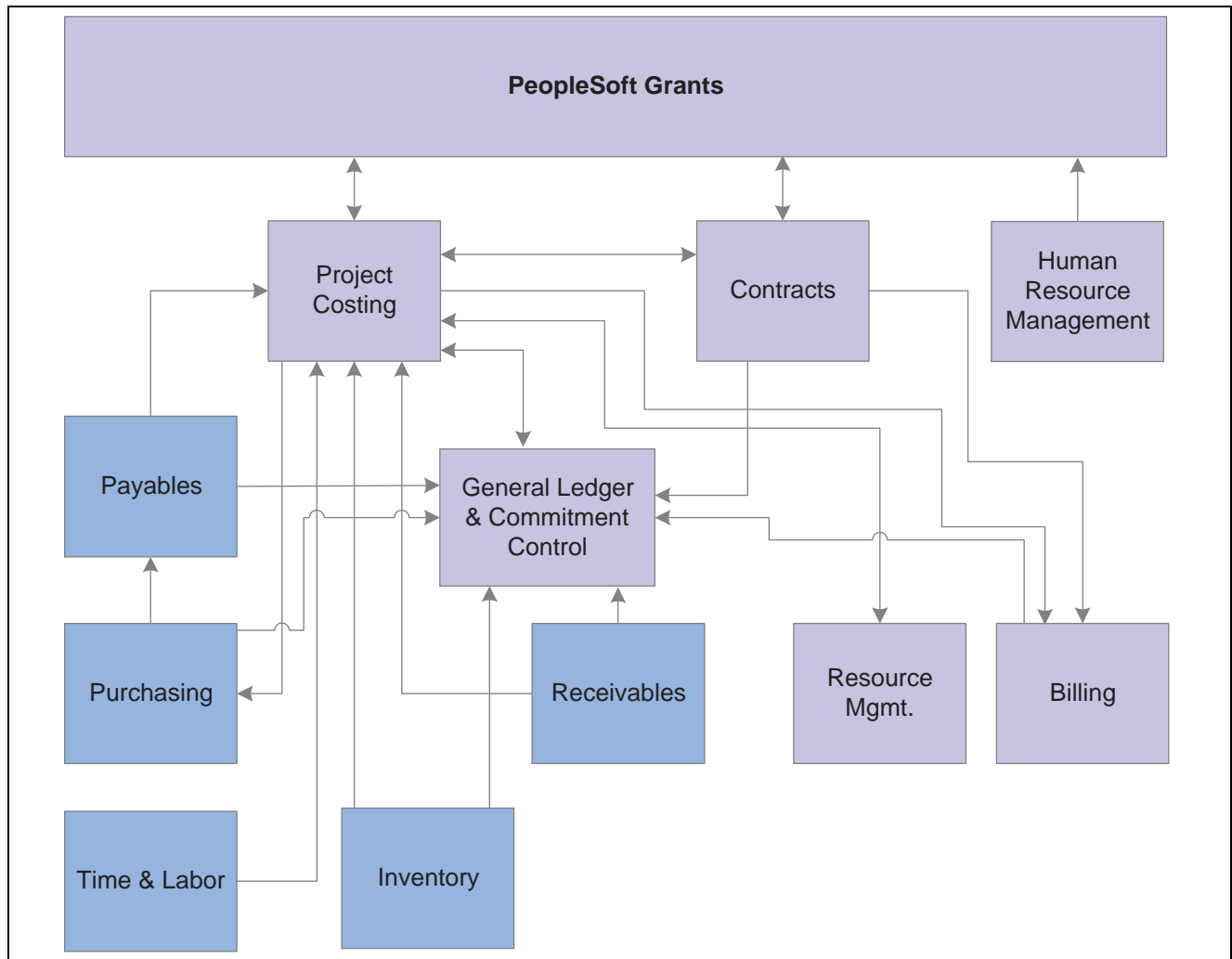
This section discusses:

- Integration process map.
- PeopleSoft Contracts and Project Costing.
- PeopleSoft Human Resources.
- 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, Project Costing, Human Resources, Time and Labor, Billing, General Ledger, Receivables, Purchasing, Inventory, and Payables. Additionally, you can integrate PeopleSoft Grants with third-party applications.

This graphic illustrates how PeopleSoft Grants interacts with other PeopleSoft Human Resources and Financials applications:



PeopleSoft Grants integration with other PeopleSoft applications

## PeopleSoft Contracts and Project Costing

Through the award generation process, PeopleSoft Grants writes award information to PeopleSoft Contracts and Project Costing. For awards that do not have a proposal (blue bird awards), you must enter information directly into PeopleSoft Contracts and 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 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 into PeopleSoft Project Costing.

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**Note.** Any scanning, imaging, or attachments of electronic award notifications are institution-specific. You may customize additional validation checks and required fields based on internal project approval requirements. You may also decide to build interfaces that populate or update project records and sponsor websites, electronic data interchange (EDI) transaction sets, and data warehouses.

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## See Also

[Chapter 8, “Establishing Awards and Projects,” Establishing Project Activities, page 217](#)

[Chapter 8, “Establishing Awards and Projects,” Establishing Project Profiles, page 209](#)

## PeopleSoft Human Resources

To synchronize data with PeopleSoft Human Resources Management (PeopleSoft 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 these 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.

Message Name	Table
ACTION_REASON_SYNC	PS_ACTN_REASON_TBL
ACTION_REASON_FULLSYNC	PS_ACTN_RSN_LANG

## Business Unit Table HR

These application messages determine if 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.

Message Name	Table
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.

Message Name	Table
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.

Message Name	Tables
NAME_PREFIX_SUFFIX_SYNC	PS_NAME_PREFIX_TBL
NAME_PREFIX_SUFFIX_FULLSYNC1	PS_NAME_SUFFIX_TBL
NAME_PREFIX_SUFFIX_FULLSYNC2	PS_NAME_PREFIX_LNG
NAME_PREFIX_SUFFIX_FULLSYNC3	PS_NAME_SUFFIX_LNG
NAME_PREFIX_SUFFIX_FULLSYNC4	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.

Message Name	Table
PERSON_ACCOMP_SYNC	PS_ACCOMPLISHMENTS
PERSON_ACCOMP_FULLSYNC	PS_ACCOMP_TBL_LANG PS_ACCOMPLISH_LANG

## Person Competency

These application messages synchronize a person's competency information, such as college major and accomplishments.

Message Name	Tables
COMPETENCY_SYNC	PS_MAJOR_TBL
COMPETENCY_FULLSYNC	PS_ACCOMP_TBL PS_MAJOR_TBL_LANG

## Person Disability

These application messages synchronize information on an employee's disability.

Message Name	Table
PERSON_DISABILITY_SYNC	PS_DISABILITY
PERSON_DISABILITY_FULLSYNC	

## Person Diversity

These application messages synchronize data relating to an employee's nationality and nationality-based work eligibility.

Message Name	Table
PERSON_DIVERSITY_SYNC	PS_DIVERSITY
PERSON_DIVERSITY_FULLSYNC	

## Person Prior Work Experience

These application messages synchronize details of an employee's previous employers and jobs.

Message Name	Table
PERSON_PRIOR_WORK_SYNC	PS_PRIORWORK_EXPER
PERSON_PRIOR_WORK_FULLSYNC	PS_PRIORWRK_EX_LNG.

## Personal Data

These application messages synchronize an employee or applicant's basic information, such as name, address, and email address.

Message Name	Tables
PERSON_BASIC_SYNC	PS_EMAIL_ADDRESSES
PERSON_BASIC_FULLSYNC	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.

Message Name	Table
POSITION_SYNC	PS_POSITION_DATA
POSITION_FULLSYNC	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: PeopleSoft Integration Broker, "Defining Message Channels"*

## 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 Time and Labor, .

To enable data transfer from PeopleSoft Time and Labor to Project Costing during a payroll period, Time and Labor utilizes an estimation process that is linked with PeopleSoft Payroll to summarize hours and labor expenses. These estimates are brought into PeopleSoft Project Costing as transactions with an analysis type of TLA (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, it is important to remember that you are working in two separate databases — Financials and HRMS. Therefore, information must be present in both databases before you can begin.

There are six project prompt tables (along with the Project Team and Project Status tables) in PeopleSoft Time and Labor that are populated by integration with PeopleSoft Project Costing.

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**Note.** The prompt tables are synchronized between PeopleSoft Financials and HRMS using application messaging. Refer to the enterprise integration documentation for more information.

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### See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Integrating with PeopleSoft Time and Labor,”  
Populating Time and Labor Tables with Project Costing Data

*PeopleTools PeopleBook: PeopleSoft Integration Broker*, “Understanding Integrations”

## 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). Once 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 into the Project Resource (PROJ\_RESOURCE) table.

### See Also

*PeopleSoft Contracts 8.8 PeopleBook*, “Processing PeopleSoft Contracts Billing”

## PeopleSoft General Ledger

PeopleSoft Project Costing has a built-in integration with PeopleSoft General Ledger via 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 via 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 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, 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. Once 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 you set up for the budgets.

### See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Integrating with PeopleSoft General Ledger”

*PeopleSoft Project Costing 8.8 PeopleBook*, “Integrating with PeopleSoft 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 on the progress of a project in terms of the outstanding revenue.

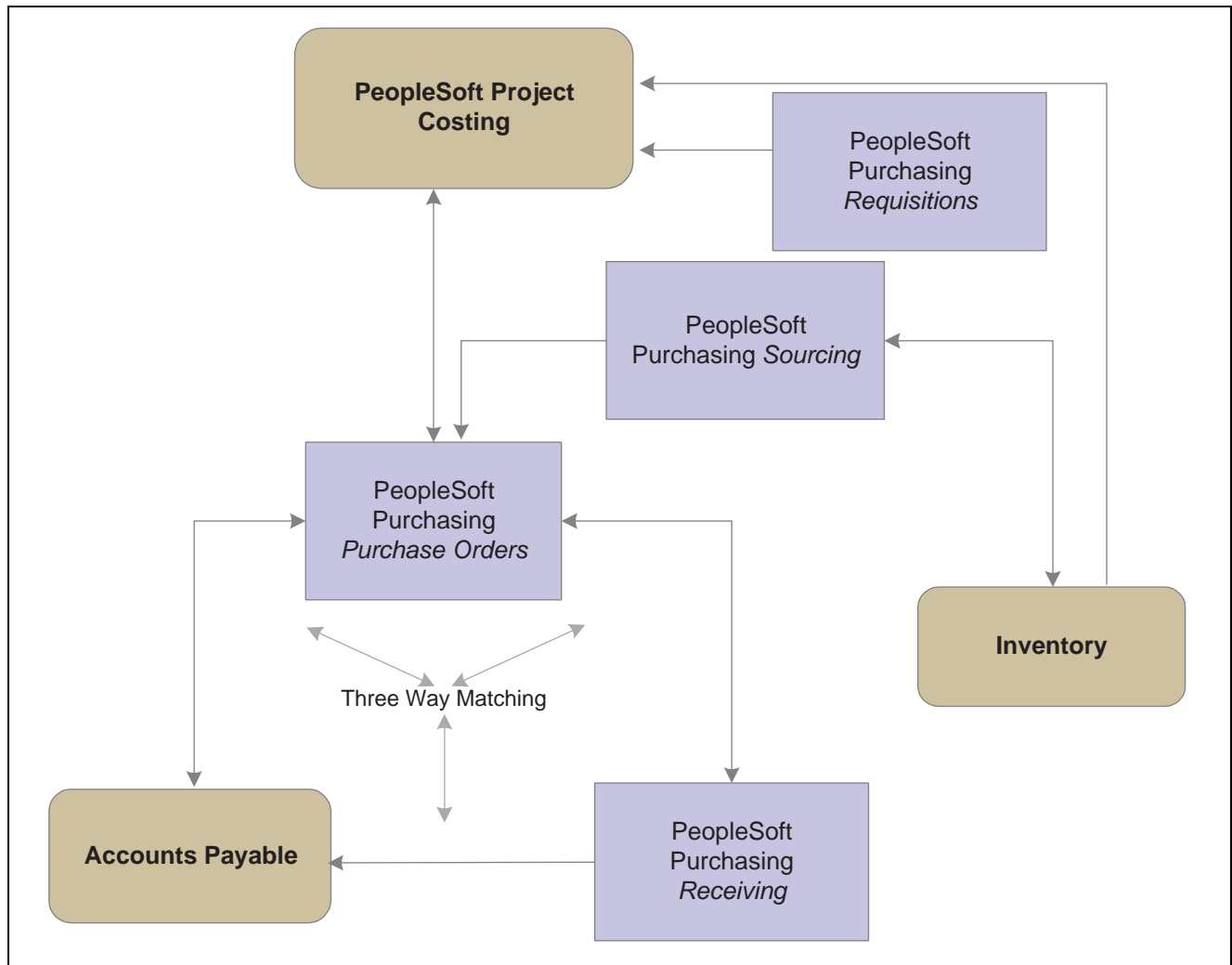
The Receivables Adjustments process (PC\_AR\_TO\_PC) moves data from PeopleSoft Receivables to PeopleSoft Project Costing. The entry type and system functions for revenue-related adjustments in PeopleSoft Receivables are identified, and only those rows are moved to the Project Resource table.

### See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Integrating with PeopleSoft Receivables”

## The Procurement Process

You can enter requisitions into PeopleSoft Purchasing, then pull them into Project Costing for tracking purposes. This diagram illustrates how PeopleSoft Project Costing handles the procurement process when it is integrated with PeopleSoft Purchasing, Payables, and 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 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 8.8 PeopleBook*, “Tracking Procurement Costs”

## PeopleSoft Inventory

Once 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 (DEMAND\_INF\_INV), 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 via 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 8.8 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. Once 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 Payables 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 8.8 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 have the ability to 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 8.8 PeopleBook*, “Integrating With Third-Party Applications”



## APPENDIX A

# Preparing a Proposal and Award for Cost Sharing

This appendix provides a summary on how to prepare a proposal and award 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 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.

Below is an overview of the steps 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:

Step	Purpose	Navigation
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 <a href="#">Chapter 3, “Defining Your Operational Structure,” Establishing F&amp;A and Direct-Cost Cost-Sharing Options, page 24.</a>
Define the analysis types for cost-shared transactions coming from feeder systems into PeopleSoft Project Costing.	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.  PeopleSoft delivers sample data for the cost sharing analysis types that you are most likely to use.  See <a href="#">Chapter 3, “Defining Your Operational Structure,” Establishing Direct-Cost Cost Sharing, page 32.</a>	Set Up Financials/Supply Chain, Install, Installation Options, Grants  See <a href="#">Chapter 3, “Defining Your Operational Structure,” Understanding Direct-Cost Cost Sharing, page 29.</a>

## 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.	Grants, Proposal, Maintain Proposal, General Info  See <a href="#">Chapter 7, “Preparing and Submitting a Proposal,” page 137.</a>
Establish a cost shared budget category on the Enter Budget Detail page.	Tells the system what budget categories you are using for cost sharing.	Grants, Proposals, Enter Budget Detail, Enter Budget Detail  See <a href="#">Chapter 7, “Preparing and Submitting a Proposal,” Establishing Proposal Budgets , page 162.</a>
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 you have established.	On the Enter Budget Detail page click Cost Share link that is associated with the budget category.  See <a href="#">Chapter 7, “Preparing and Submitting a Proposal,” Establishing Proposal Budgets , page 162.</a>
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.	Grants, Proposals, Submit Proposal, Submission  See <a href="#">Chapter 7, “Preparing and Submitting a Proposal,” Submitting Proposals, page 177.</a>
Generate the award.	Tells the system that the awards has been funded. Computes the cost-sharing amounts to be brought forward into the award using the percentages you set up on the Budget Line Summary page.	Grants, Proposals, Generate Award, Generate Award.  See <a href="#">Chapter 8, “Establishing Awards and Projects,” Moving From Proposal to Award, page 190.</a>

## 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 <a href="#">Chapter 8, “Establishing Awards and Projects,” Establishing Award Profiles, page 195.</a>
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 <a href="#">Chapter 8, “Establishing Awards and Projects,” Establishing Project Budgets, page 226.</a>
Post budget journals to 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 <a href="#">Chapter 8, “Establishing Awards and Projects,” Establishing Project Budgets, page 226.</a>

Your award is now ready to receive transactions.



# APPENDIX B

## Booking and Managing PeopleSoft Grants Revenue

This appendix provides a summary on how to book and manage PeopleSoft Grants revenue.

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### 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 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 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Establishing 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 two or more PeopleSoft General Ledger Business Units.</p>	<p>Set Up Financials/Supply Chain, Common Definitions, Inter/IntraUnit, InterUnit Template</p> <p>See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management 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 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i>, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Setting Up Interunit and Intraunit Processing.</p>
Associate the Inter/IntraUnit templates to the 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 8.8 PeopleBook</i>, “Defining Your Operational Structure,” Understanding PeopleSoft General Ledger Business Units and Options.</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, Defaults</p> <p>See <i>PeopleSoft General Ledger 8.8 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 <a href="#">Chapter 3, “Defining Your Operational Structure,” Establishing F&amp;A and Direct-Cost Cost-Sharing Options, page 24.</a>
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 <a href="#">Chapter 3, “Defining Your Operational Structure,” Establishing F&amp;A and Direct-Cost Cost-Sharing Options, page 24.</a>

## 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 8.8 PeopleBook</i> , “Setting Up Accounting for Projects,” Defining Accounting Rules.

## PeopleSoft Grants

To create the award substructures 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, General Info  See <a href="#">Chapter 7, “Preparing and Submitting a Proposal,” Establishing Proposals, page 137.</a>

Step	Purpose	Navigation
Run the award generation process.	The system uses information 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, Generate Award  See <a href="#">Chapter 8, “Establishing Awards and Projects,” Moving From Proposal to Award, page 190.</a>
Update the award profile.	Provides award notification and award details that the system uses to process and manage award transactions.	Grants, Awards, Award Profile, Award Profile  See <a href="#">Chapter 8, “Establishing Awards and Projects,” Establishing Award Profiles, page 195.</a>
Establish a project profile.	Provides information at the project level on how the system should process transactions for the particular award.	Grants, Awards, Project, Project General  See <a href="#">Chapter 8, “Establishing Awards and Projects,” Establishing Project Profiles, page 209.</a>
Establish project activities.	Provides information at the activity level on how the system should process transactions for the particular award.	Grants, Awards, Project Activity, Activity Details  See <a href="#">Chapter 8, “Establishing Awards and Projects,” Establishing Project Activities, page 217.</a>

## 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 the timing of when billing occurs.	Customer Contracts, Create and Amend, General Information, General.  Click the Billing Plans link.  See <i>PeopleSoft Contracts 8.8 PeopleBook</i> , “Creating Contracts,” Defining Contract Billing Options.

Step	Purpose	Navigation
Activate the contract/award.	Tells the system that the contract is available for Application Engine processing.	Customer Contracts, Create and Amend, General Information, General <i>See PeopleSoft Contracts 8.8 PeopleBook, "Creating Contracts".</i>
Assign a revenue recognition plan to the contract line.	Controls the timing of when revenue recognition occurs.	Customer Contracts, Create and Amend, General Information, General Click the Revenue Plans link. <i>See PeopleSoft Contracts 8.8 PeopleBook, "Creating Contracts," Defining Contract Lines.</i>

## 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  <i>See Chapter 8, "Establishing Awards and Projects," Processing F&amp;A Costs, page 229.</i>
Run the rate-based revenue process (PSA_ACCTGGL).	Writes revenue for PeopleSoft Project Costing/Grants to the CA_ACCTG_LN_PC table. This process picks up rate-based award lines linked to as-incurred revenue recognition plans.	Customer Contracts, Schedule and Process Revenue, Process As Incurred Revenue  <i>See PeopleSoft Contracts 8.8 PeopleBook, "Processing Revenue Recognition".</i>
Run the Journal Generator process.	Pulls the accounting entries that were staged in the CA_ACCTG_LN_PC table into PeopleSoft General Ledger.	General Ledger, Journals, Subsystem Journals, Generate Journals  <i>See PeopleSoft General Ledger 8.8 PeopleBook, "Processing Journals".</i>
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 D for distributed	Customer Contracts, Schedule and Process Revenue, Retrieve GL Updates  <i>See PeopleSoft Contracts 8.8 PeopleBook, "Processing Revenue Recognition".</i>





## APPENDIX C

# Applying Transactions to PeopleSoft Grants

This appendix discusses how transactions are created and applied to PeopleSoft Grants awards.

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## How Transactions are Created and Applied to PeopleSoft Grants Awards

You can create and apply transactions 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 looks to the rate template 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) table 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 created in PeopleSoft Purchasing and processed through PeopleSoft Payables.
- Vouchers created in PeopleSoft Payables.
- Time and expense information created in PeopleSoft Expenses.
- Journal entries from PeopleSoft General Ledger.
- Payroll entries from PeopleSoft Time and Labor.

Once 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 procedure outlines the major steps to creating a voucher and applying it to PeopleSoft Project Costing:

Step	Navigation
Create a voucher in PeopleSoft Payables.	Select Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information.
Post the voucher.	Select 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.	Select Project Costing, Cost Collection, Payables, Payables.
Verify that the system applied the transaction to the PeopleSoft Grants project	Select Project Costing, Transaction Definitions, General Information, Project Transactions.

To process transactions from other PeopleSoft feeder systems refer to the appropriate PeopleBook.

### Adding Transactions Directly into PeopleSoft Project Costing

This procedure outlines the major steps to adding a transaction directly into 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 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 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 Commitment Control is active, click Save to Project Transactions to budget check the row before sending the rows to the Project Resource table. If Commitment Control is not active, clicking Save to Project Transactions will still load the rows into the Project Resource table

## APPENDIX D

# PeopleSoft Grants Reports and Forms

This appendix provides an overview of PeopleSoft Grants reports and forms.

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**Note.** For samples of these reports and forms, see the PDF files that are published on CD-ROM with the documentation.

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## PeopleSoft Grants Reports and Forms: A to Z

The tables in this appendix list the PeopleSoft Grants reports and forms.

This section discusses:

- Federal forms - PHS 398 (grant application).
- Federal forms - PHS 2590 (non-competing grant progress report or continuation report).
- Administrative reports.
- Billing forms.

### See Also

Chapter 7, “Preparing and Submitting a Proposal,” Printing Proposals, page 180

<http://www.nih.gov/grants/forms.htm>

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “PeopleSoft Application Fundamentals for FIN, ESA, and SCM Reports”

## Federal Form - PHS 398 (Grant Application)

Report ID and Report Name	Description	Navigation	Run Control Page
PHS 398 Form Page 1	Summarizes proposal information, including title of project, start and end dates for the project, budget periods, contact information, human and animal subject information, costs, performance sites, inventions and patents, names of principal investigators, and administrative officials.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Form Page 2	Describes the study's long-term objectives and specific aims, performance sites, and key personnel.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Form Page 3	Provides the page number for each category that is listed on the table of contents.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Form Page 4	Includes the detailed budget for the initial budget period.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Form Page 5	Includes the budget for the entire period (direct costs only).	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Modular Budget Format Page	Includes the modular budget for the initial period and subsequent years.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Biographical Sketch Format Page	Includes biographical information for key personnel on the proposal.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Resources Format Page	Describes the facilities, including capacities, pertinent capabilities, relative proximity, and extent of availability to the project that are to be used for the conduct of the proposed research.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Checklist Form Page	Includes a checklist of items covering program income, assurances and certifications, F&A costs, and workplace environment.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Personal Data Form Page	Includes personal data about the principal investigator or program director on the proposal.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
PHS 398 Continuation Page	Provides a second page for additional personal information about the principal investigator or program director on the proposal.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Targeted/Planned Enrollment Format Page	Lists by ethnicity, race, and gender the number of subjects who are enrolled in the proposed study.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Enrollment Report Format Page	Lists by ethnicity and race the number of subjects who are enrolled in the study to date (cumulative).	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Other Support Format Page	Includes all financial resources (federal, non-federal, commercial, and institutional) that are available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and institutional awards.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Personnel Report Format Page	Lists all key personnel, salaried and unsalaried, who participated in the project during the current budget period. Information includes degrees, role on project, date of birth, annual percent of effort, and social security number.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ

## Federal Form - PHS 2590 (Non-Competing Grant Progress Report or Continuation Proposal)

Report ID and Report Name	Description	Navigation	Run Control Page
PHS 2590 Form Page 1	Summarizes proposal information, including title of project, start and end dates for the project, budget periods, contact information, human and animal subject information, costs, performance sites, inventions and patents, names of principal investigators, and administrative officials.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Form Page 2	Itemizes by budget item the direct costs that are requested for the next budget period.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Form Page 3	Provides a detailed budget justification for those line items and amounts that represent a significant change from previously recommended items amounts.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Biographical Sketch	Includes biographical sketch information for all new key personnel since the previous submission.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Form Page 5	Includes information on the research progress, including specific aims, studies and results, significance of findings, modifications to the original plans, and any changes involving research using human subjects and vertebrate animals.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Form Page 6	Includes a checklist of items covering program income, assurances and certifications, F&A costs, and workplace environment.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Form Page 7	Lists all key personnel for the current budget period. Information includes the name, degrees, social security number, role on project, date of birth, and annual percent of effort.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ

Report ID and Report Name	Description	Navigation	Run Control Page
PHS 2590 Continuation Page	Provides a second page for additional personal information about the principal investigator or program director on the proposal.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Targeted/Planned Enrollment Format Page	Lists by ethnicity, race, and gender the number of subjects who are enrolled in the proposed study.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Enrollment Report Format Page	Lists by ethnicity and race the number of subjects who are enrolled in the study to date (cumulative).	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Other Support Format Page	Includes all financial resources (federal, non-federal, commercial, and institutional) that are available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and institutional awards.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ

## Administrative Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GMPER034 Bio sketch	Includes the name, address, education, professional experience, and languages proficiencies of the investigators on the proposal.	Grants, Professionals, Biosketch Report	RUN_GM_PERS_BIO
GMPER035 Current and Pending Support	Provides an overall picture of the total commitments for a particular investigator.	Grants, Professionals, Other Support Report	RUN_GM_PERS_BIO
SF-269A Interim Outlay Report	Provides information that the U.S. government requires for interim outlays on selected grants that it awards.	Grants, Interactive Reports, SF 269	GM_AWD_RUN_CNTL
SF-272 Federal Cash Transactions Report	Provides information that the U.S. government requires. Report can take two forms, depending upon whether the award entails a letter of credit.	Grants, Interactive Reports, SF 272	GM_AWD2_RUN_CNTL
SF-272A Federal Cash Transactions Report Continuation	Provides information that the U.S. government requires for continuation grants.	Grants, Interactive Reports, SF 272	GM_AWD2_RUN_CNTL

## Billing Forms

Report ID and Report Name	Description	Navigation	Run Control Page
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"> <li>• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice</li> <li>• Billing, Generate Invoices, Non-Consolidated, Print Pro Forma</li> <li>• Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices</li> </ul>	RUN_BI_PRNTIVC
SF-1035 Public Voucher for Purchases and Services Other Than Personal - Continuation	Provides a continuation sheet on SF-1034 that includes invoice header and expense line detail information that the expense account tree defines.	<ul style="list-style-type: none"> <li>• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice</li> <li>• Billing, Generate Invoices, Non-Consolidated, Print Pro Forma</li> <li>• Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices</li> </ul>	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"> <li>• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice</li> <li>• Billing, Generate Invoices, Non-Consolidated, Print Pro Forma</li> <li>• Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices</li> </ul>	RUN_BI_PRNTIVC
GM_GEN Generic Letterhead Invoice	Provides a generic invoice that includes invoice header and expense line detail information that the expense account tree definition controls.	<ul style="list-style-type: none"> <li>• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice</li> <li>• Billing, Generate Invoices, Non-Consolidated, Print Pro Forma</li> <li>• Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices</li> </ul>	RUN_BI_PRNTIVC
BIGIVCPN Invoice Generation process	Generates the invoices that are described above plus optional cost-sharing and salary-detail (BIGSALDL) reports.	<ul style="list-style-type: none"> <li>• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice</li> <li>• Billing, Generate Invoices, Non-Consolidated, Print Pro Forma</li> <li>• Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices</li> </ul>	RUN_BI_PRNTIVC



<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
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



# Glossary of PeopleSoft Terms

<b>absence entitlement</b>	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
<b>absence take</b>	This element defines the conditions that must be met before a payee is entitled to take paid time off.
<b>accounting class</b>	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
<b>accounting date</b>	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
<b>accounting split</b>	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
<b>accumulator</b>	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
<b>action reason</b>	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
<b>action template</b>	In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
<b>activity</b>	<p>In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.</p> <p>In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.</p> <p>In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.</p> <p>In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.</p>

<b>agreement</b>	In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
<b>allocation rule</b>	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
<b>alternate account</b>	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
<b>AR specialist</b>	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
<b>arbitration plan</b>	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
<b>assessment rule</b>	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
<b>asset class</b>	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
<b>attribute/value pair</b>	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
<b>authentication server</b>	A server that is set up to verify users of the system.
<b>base time period</b>	In PeopleSoft Business Planning, the lowest level time period in a calendar.
<b>benchmark job</b>	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
<b>book</b>	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
<b>branch</b>	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
<b>budgetary account only</b>	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."
<b>budget check</b>	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
<b>budget control</b>	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
<b>budget period</b>	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
<b>business event</b>	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

	In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
<b>business unit</b>	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
<b>buyer</b>	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
<b>catalog item</b>	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
<b>catalog map</b>	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
<b>catalog partner</b>	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
<b>categorization</b>	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
<b>channel</b>	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
<b>ChartField</b>	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
<b>ChartField balancing</b>	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
<b>ChartField combination edit</b>	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
<b>ChartKey</b>	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
<b>checkbook</b>	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
<b>Class ChartField</b>	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
<b>clone</b>	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
<b>collection</b>	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

<b>collection rule</b>	In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
<b>compensation object</b>	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
<b>compensation structure</b>	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
<b>condition</b>	In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
<b>configuration parameter catalog</b>	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
<b>configuration plan</b>	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
<b>content reference</b>	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
<b>context</b>	<p>In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.</p> <p>In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.</p>
<b>control table</b>	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
<b>cost profile</b>	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
<b>cost row</b>	A cost transaction and amount for a set of ChartFields.
<b>current learning</b>	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
<b>data acquisition</b>	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
<b>data elements</b>	<p>Data elements, at their simplest level, define a subset of data and the rules by which to group them.</p> <p>For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.</p>
<b>dataset</b>	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

<b>delivery method</b>	<p>In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.</p> <p>In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.</p>
<b>delivery method type</b>	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
<b>directory information tree</b>	In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.
<b>document sequencing</b>	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
<b>dynamic detail tree</b>	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
<b>edit table</b>	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
<b>effective date</b>	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
<b>EIM ledger</b>	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
<b>elimination set</b>	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
<b>entry event</b>	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
<b>equitization</b>	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
<b>event</b>	<p>A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.</p> <p>In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.</p>
<b>event propagation process</b>	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects.

	Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
<b>exception</b>	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
<b>exclusive pricing</b>	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
<b>fact</b>	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
<b>forecast item</b>	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
<b>fund</b>	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
<b>generic process type</b>	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
<b>group</b>	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).  In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
<b>incentive object</b>	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.
<b>incentive rule</b>	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
<b>incur</b>	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
<b>item</b>	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).  In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.
<b>KPI</b>	In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.  An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.



<b>LDIF file</b>	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
<b>learner group</b>	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
<b>learning components</b>	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
<b>learning environment</b>	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
<b>learning history</b>	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
<b>ledger mapping</b>	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i> ) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
<b>library section</b>	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
<b>linked section</b>	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
<b>linked variable</b>	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
<b>load</b>	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.
<b>local functionality</b>	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
<b>location</b>	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
<b>logistical task</b>	In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new

	laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
<b>market template</b>	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
<b>match group</b>	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
<b>MCF server</b>	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
<b>merchandising activity</b>	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
<b>meta-SQL</b>	Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
<b>metastring</b>	Metastings are special expressions included in SQL string literals. The metastings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
<b>multibook</b>	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
<b>multicurrency</b>	The ability to process transactions in a currency other than the business unit's base currency.
<b>national allowance</b>	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
<b>node-oriented tree</b>	A tree that is based on a detail structure, but the detail values are not used.
<b>pagelet</b>	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
<b>participant</b>	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
<b>participant object</b>	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
<b>partner</b>	A company that supplies products or services that are resold or purchased by the enterprise.
<b>pay cycle</b>	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
<b>pending item</b>	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

<b>PeopleCode</b>	PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
<b>PeopleCode event</b>	An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.
<b>PeopleSoft Internet Architecture</b>	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
<b>performance measurement</b>	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
<b>period context</b>	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
<b>plan</b>	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
<b>plan context</b>	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
<b>plan template</b>	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
<b>planned learning</b>	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
<b>planning instance</b>	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
<b>portal registry</b>	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
<b>price list</b>	In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
<b>price rule</b>	In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

<b>price rule condition</b>	In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
<b>price rule key</b>	In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
<b>process category</b>	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
<b>process group</b>	In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
<b>process definition</b>	Process definitions define each run request.
<b>process instance</b>	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
<b>process job</b>	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
<b>process request</b>	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
<b>process run control</b>	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
<b>product category</b>	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
<b>programs</b>	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
<b>progress log</b>	In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
<b>project transaction</b>	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
<b>promotion</b>	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.
<b>publishing</b>	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
<b>record group</b>	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
<b>record input VAT flag</b>	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT

	<p>on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.</p>
<b>record output VAT flag</b>	<p>Abbreviation for <i>record output value-added tax flag</i>.</p> <p>See <i>record input VAT flag</i>.</p>
<b>reference data</b>	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
<b>reference object</b>	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
<b>reference transaction</b>	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
<b>regional sourcing</b>	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
<b>relationship object</b>	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
<b>remote data source data</b>	Data that is extracted from a separate database and migrated into the local database.
<b>REN server</b>	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
<b>requester</b>	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
<b>role</b>	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
<b>role user</b>	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
<b>roll up</b>	In a tree, to roll up is to total sums based on the information hierarchy.
<b>run control</b>	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
<b>run control ID</b>	A unique ID to associate each user with his or her own run control table entries.

<b>run-level context</b>	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
<b>search query</b>	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
<b>section</b>	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
<b>security event</b>	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
<b>serial genealogy</b>	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.
<b>serial in production</b>	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
<b>session</b>	In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
<b>session template</b>	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
<b>setup relationship</b>	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
<b>share driver expression</b>	In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
<b>single signon</b>	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
<b>source transaction</b>	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
<b>SpeedChart</b>	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
<b>SpeedType</b>	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
<b>staging</b>	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

<b>statutory account</b>	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
<b>step</b>	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
<b>storage level</b>	In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
<b>subcustomer qualifier</b>	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
<b>Summary ChartField</b>	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
<b>summary ledger</b>	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
<b>summary time period</b>	In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.
<b>summary tree</b>	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
<b>syndicate</b>	To distribute a production version of the enterprise catalog to partners.
<b>system function</b>	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
<b>TableSet</b>	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
<b>TableSet sharing</b>	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
<b>target currency</b>	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
<b>template</b>	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
<b>territory</b>	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
<b>TimeSpan</b>	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather

	than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
<b>trace usage</b>	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
<b>transaction allocation</b>	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
<b>transaction state</b>	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.
<b>Translate table</b>	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
<b>tree</b>	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
<b>unclaimed transaction</b>	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
<b>universal navigation header</b>	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
<b>user interaction object</b>	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
<b>variable</b>	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
<b>VAT exception</b>	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.
<b>VAT exempt</b>	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
<b>VAT exoneration</b>	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
<b>VAT suspension</b>	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
<b>warehouse</b>	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.



<b>work order</b>	In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
<b>worksheet</b>	A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
<b>worklist</b>	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
<b>XML schema</b>	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
<b>yield by operation</b>	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
<b>zero-rated VAT</b>	Abbreviation for <i>zero-rated value-added tax</i> . A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.



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## PeopleSoft Grants 8.8 Reports

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**December 2003**

## PeopleSoft Grants 8.8 Reports

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# About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- Related documentation.
- Comments and suggestions.

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## Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

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---

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# **Comments and Suggestions**

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PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to [doc@peoplesoft.com](mailto:doc@peoplesoft.com).

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

# CHAPTER 1

## 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 PDF files that are published on CD-ROM with the documentation.

### PeopleSoft Grants Reports and Forms: A to Z

The tables in this appendix list the PeopleSoft Grants reports and forms.

This section discusses:

- Federal forms - PHS 398 (grant application).
- Federal forms - PHS 2590 (non-competing grant progress report or continuation report).
- Administrative reports.
- Billing forms.

#### Federal Form - PHS 398 (Grant Application)

Report ID and Report Name	Description	Navigation	Run Control Page
PHS 398 Form Page 1	Summarizes proposal information, including title of project, start and end dates for the project, budget periods, contact information, human and animal subject information, costs, performance sites, inventions and patents, names of principal investigators, and administrative officials.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Form Page 2	Describes the study's long-term objectives and specific aims, performance sites, and key personnel.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Form Page 3	Provides the page number for each category that is listed on the table of contents.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Form Page 4	Includes the detailed budget for the initial budget period.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ

Report ID and Report Name	Description	Navigation	Run Control Page
PHS 398 Form Page 5	Includes the budget for the entire period (direct costs only).	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Modular Budget Format Page	Includes the modular budget for the initial period and subsequent years.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Biographical Sketch Format Page	Includes biographical information for key personnel on the proposal.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Resources Format Page	Describes the facilities, including capacities, pertinent capabilities, relative proximity, and extent of availability to the project that are to be used for the conduct of the proposed research.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Checklist Form Page	Includes a checklist of items covering program income, assurances and certifications, F&A costs, and workplace environment.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Personal Data Form Page	Includes personal data about the principal investigator or program director on the proposal.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Continuation Page	Provides a second page for additional personal information about the principal investigator or program director on the proposal.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Targeted/Planned Enrollment Format Page	Lists by ethnicity, race, and gender the number of subjects who are enrolled in the proposed study.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Enrollment Report Format Page	Lists by ethnicity and race the number of subjects who are enrolled in the study to date (cumulative).	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 398 Other Support Format Page	Includes all financial resources (federal, non-federal, commercial, and institutional) that are available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and institutional awards.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ

Report ID and Report Name	Description	Navigation	Run Control Page
PHS 398 Personnel Report Format Page	Lists all key personnel, salaried and unsalaried, who participated in the project during the current budget period. Information includes degrees, role on project, date of birth, annual percent of effort, and social security number.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ

## Federal Form - PHS 2590 (Non-Competing Grant Progress Report or Continuation Proposal)

Report ID and Report Name	Description	Navigation	Run Control Page
PHS 2590 Form Page 1	Summarizes proposal information, including title of project, start and end dates for the project, budget periods, contact information, human and animal subject information, costs, performance sites, inventions and patents, names of principal investigators, and administrative officials.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Form Page 2	Itemizes by budget item the direct costs that are requested for the next budget period.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Form Page 3	Provides a detailed budget justification for those line items and amounts that represent a significant change from previously recommended items amounts.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Biographical Sketch	Includes biographical sketch information for all new key personnel since the previous submission.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Form Page 5	Includes information on the research progress, including specific aims, studies and results, significance of findings, modifications to the original plans, and any changes involving research using human subjects and vertebrate animals.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ

Report ID and Report Name	Description	Navigation	Run Control Page
PHS 2590 Form Page 6	Includes a checklist of items covering program income, assurances and certifications, F&A costs, and workplace environment.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Form Page 7	Lists all key personnel for the current budget period. Information includes the name, degrees, social security number, role on project, date of birth, and annual percent of effort.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Continuation Page	Provides a second page for additional personal information about the principal investigator or program director on the proposal.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Targeted/Planned Enrollment Format Page	Lists by ethnicity, race, and gender the number of subjects who are enrolled in the proposed study.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Enrollment Report Format Page	Lists by ethnicity and race the number of subjects who are enrolled in the study to date (cumulative).	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ
PHS 2590 Other Support Format Page	Includes all financial resources (federal, non-federal, commercial, and institutional) that are available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and institutional awards.	Grants, Proposals, Print Proposal	GM_PROP_PRINT_REQ

## Administrative Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GMPER034 Bio sketch	Includes the name, address, education, professional experience, and languages proficiencies of the investigators on the proposal.	Grants, Professionals, Biosketch Report	RUN_GM_PERS_BIO
GMPER035 Current and Pending Support	Provides an overall picture of the total commitments for a particular investigator.	Grants, Professionals, Other Support Report	RUN_GM_PERS_BIO

Report ID and Report Name	Description	Navigation	Run Control Page
SF-269A Interim Outlay Report	Provides information that the U.S. government requires for interim outlays on selected grants that it awards.	Grants, Interactive Reports, SF 269	GM_AWD_RUN_CNTL
SF-272 Federal Cash Transactions Report	Provides information that the U.S. government requires. Report can take two forms, depending upon whether the award entails a letter of credit.	Grants, Interactive Reports, SF 272	GM_AWD2_RUN_CNTL
SF-272A Federal Cash Transactions Report Continuation	Provides information that the U.S. government requires for continuation grants.	Grants, Interactive Reports, SF 272	GM_AWD2_RUN_CNTL

## Billing Forms

Report ID and Report Name	Description	Navigation	Run Control Page
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"> <li>Billing, Generate Invoices, Non-Consolidated, Single Action Invoice</li> <li>Billing, Generate Invoices, Non-Consolidated, Print Pro Forma</li> <li>Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices</li> </ul>	RUN_BI_PRNTIVC
SF-1035 Public Voucher for Purchases and Services Other Than Personal - Continuation	Provides a continuation sheet on SF-1034 that includes invoice header and expense line detail information that the expense account tree defines.	<ul style="list-style-type: none"> <li>Billing, Generate Invoices, Non-Consolidated, Single Action Invoice</li> <li>Billing, Generate Invoices, Non-Consolidated, Print Pro Forma</li> <li>Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices</li> </ul>	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"> <li>Billing, Generate Invoices, Non-Consolidated, Single Action Invoice</li> <li>Billing, Generate Invoices, Non-Consolidated, Print Pro Forma</li> <li>Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices</li> </ul>	RUN_BI_PRNTIVC

Report ID and Report Name	Description	Navigation	Run Control Page
GM_GEN Generic Letterhead Invoice	Provides a generic invoice that includes invoice header and expense line detail information that the expense account tree definition controls.	<ul style="list-style-type: none"> <li>• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice</li> <li>• Billing, Generate Invoices, Non-Consolidated, Print Pro Forma</li> <li>• Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices</li> </ul>	RUN_BI_PRNTIVC
BIGIVCPN Invoice Generation process	Generates the invoices that are described above plus optional cost-sharing and salary-detail (BIGSALDL) reports.	<ul style="list-style-type: none"> <li>• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice</li> <li>• Billing, Generate Invoices, Non-Consolidated, Print Pro Forma</li> <li>• Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices</li> </ul>	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



## **CHAPTER 2**

# **Report Samples**

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.

Department of Health and Human Services Public Health Services <b>Grant Application</b> <i>Do not exceed 56-character length restrictions, including spaces.</i>		<b>LEAVE BLANK—FOR PHS USE ONLY.</b>			
		Type	Activity	Number	
		Review Group		Formerly	
		Council/Board (Month, Year)		Date Received	
1. TITLE OF PROJECT					
2. RESPONSE TO SPECIFIC REQUEST FOR APPLICATIONS OR PROGRAM ANNOUNCEMENT OR SOLICITATION <input type="checkbox"/> NO <input type="checkbox"/> YES (If "Yes," state number and title) Number: Title:					
3. PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR			New Investigator <input type="checkbox"/> No <input type="checkbox"/> Yes		
3a. NAME (Last, first, middle)			3b. DEGREE(S)		
3c. POSITION TITLE			3d. MAILING ADDRESS (Street, city, state, zip code)  E-MAIL ADDRESS:		
3e. DEPARTMENT, SERVICE, LABORATORY, OR EQUIVALENT					
3f. MAJOR SUBDIVISION					
3g. TELEPHONE AND FAX (Area code, number and extension)					
TEL:		FAX:			
4. HUMAN SUBJECTS RESEARCH <input type="checkbox"/> No <input type="checkbox"/> Yes		4a. Research Exempt <input type="checkbox"/> No <input type="checkbox"/> Yes If "Yes," Exemption No. _____		5. VERTEBRATE ANIMALS <input type="checkbox"/> No <input type="checkbox"/> Yes	
		4b. Human Subjects Assurance No.		4c. NIH-defined Phase III Clinical Trial <input type="checkbox"/> No <input type="checkbox"/> Yes	
5a. If "Yes," IACUC approval Date		5b. Animal welfare assurance no			
6. DATES OF PROPOSED PERIOD OF SUPPORT (month, day, year—MM/DD/YY) From Through		7. COSTS REQUESTED FOR INITIAL BUDGET PERIOD		8. COSTS REQUESTED FOR PROPOSED PERIOD OF SUPPORT	
		7a. Direct Costs (\$)		7b. Total Costs (\$)	
		8a. Direct Costs (\$)		8b. Total Costs (\$)	
9. APPLICANT ORGANIZATION Name Address  Institutional Profile File Number (if known)			10. TYPE OF ORGANIZATION Public: → <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local Private: → <input type="checkbox"/> Private Nonprofit For-profit: → <input type="checkbox"/> General <input type="checkbox"/> Small Business <input type="checkbox"/> Woman-owned <input type="checkbox"/> Socially and Economically Disadvantaged		
			11. ENTITY IDENTIFICATION NUMBER  DUNS NO. (if available) Congressional District		
12. ADMINISTRATIVE OFFICIAL TO BE NOTIFIED IF AWARD IS MADE Name Title Address  Tel FAX E-Mail			13. OFFICIAL SIGNING FOR APPLICANT ORGANIZATION Name Title Address  Tel FAX E-Mail		
14. PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR ASSURANCE: I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.			SIGNATURE OF PI/PD NAMED IN 3a. (In ink. "Per" signature not acceptable.)		DATE
15. APPLICANT ORGANIZATION CERTIFICATION AND ACCEPTANCE: I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.			SIGNATURE OF OFFICIAL NAMED IN 13. (In ink. "Per" signature not acceptable.)		DATE

Principal Investigator/Program Director (Last, first, middle):

DESCRIPTION: State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project. Describe concisely the research design and methods for achieving these goals. Avoid summaries of past accomplishments and the use of the first person. This abstract is meant to serve as a succinct and accurate description of the proposed work when separated from the application. If the application is funded, this description, as is, will become public information. Therefore, do not include proprietary/confidential information. **DO NOT EXCEED THE SPACE PROVIDED.**

PERFORMANCE SITE(S) (*organization, city, state*)

KEY PERSONNEL. See instructions. *Use continuation pages as needed* to provide the required information in the format shown below. Start with Principal Investigator. List all other key personnel in alphabetical order, last name first.

Name	Organization	Role on Project
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**Disclosure Permission Statement.** Applicable to SBIR/STTR Only. See instructions. ☐ **Yes** ☐ **No**

Principal Investigator/Program Director (Last, first, middle):

The name of the principal investigator/program director must be provided at the top of each printed page and each continuation page.

## RESEARCH GRANT TABLE OF CONTENTS

	Page Numbers
Face Page .....	1
Description, Performance Sites, and Personnel .....	2- _____
Table of Contents .....	_____
Detailed Budget for Initial Budget Period (or Modular Budget).....	_____
Budget for Entire Proposed Period of Support (not applicable with Modular Budget).....	_____
Budgets Pertaining to Consortium/Contractual Arrangements (not applicable with Modular Budget)	_____
Biographical Sketch—Principal Investigator/Program Director ( <i>Not to exceed four pages</i> ) .....	_____
Other Biographical Sketches ( <i>Not to exceed four pages for each – See instructions</i> ) .....	_____
Resources .....	_____

### Research Plan

Introduction to Revised Application ( <i>Not to exceed 3 pages</i> ).....	_____
Introduction to Supplemental Application ( <i>Not to exceed one page</i> ).....	_____
A. Specific Aims .....	_____
B. Background and Significance .....	_____
C. Preliminary Studies/Progress Report/ Phase I Progress Report (SBIR/STTR Phase II ONLY) .....	_____
D. Research Design and Methods .....	_____
E. Human Subjects.....	_____
Protection of Human Subjects (Required if Item 4 on the Face Page is marked "Yes")	_____
Inclusion of Women (Required if Item 4 on the Face Page is marked "Yes") .....	_____
Inclusion of Minorities (Required if Item 4 on the Face Page is marked "Yes") .....	_____
Inclusion of Children (Required if Item 4 on the Face Page is marked "Yes") .....	_____
Data and Safety Monitoring Plan (Required if Item 4 on the Face Page is marked "Yes" <b>and</b> a Phase I, II, or III clinical trial is proposed).....	_____
F. Vertebrate Animals .....	_____
G. Literature Cited .....	_____
H. Consortium/Contractual Arrangements .....	_____
I. Letters of Support (e.g., Consultants).....	_____
J. Product Development Plan (SBIR/STTR Phase II and Fast-Track ONLY) .....	_____

### Checklist.....

#### Appendix (*Five collated sets. No page numbering necessary for Appendix.*)

Appendices NOT PERMITTED for Phase I SBIR/STTR unless specifically solicited.

Number of publications and manuscripts accepted for publication (*not to exceed 10*) \_\_\_\_\_

Other items (list):

☐

Check if  
Appendix is  
Included

Principal Investigator/Program Director (Last, first, middle):

DETAILED BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY					FROM	THROUGH	
PERSONNEL <i>(Applicant organization only)</i>		TYPE APPT. <i>(months)</i>	% EFFORT ON PROJ.	INST. BASE SALARY	DOLLAR AMOUNT REQUESTED <i>(omit cents)</i>		
NAME	ROLE ON PROJECT				SALARY REQUESTED	FRINGE BENEFITS	TOTAL
	Principal Investigator						
SUBTOTALS							
CONSULTANT COSTS							
EQUIPMENT <i>(Itemize)</i>							
SUPPLIES <i>(Itemize by category)</i>							
TRAVEL							
PATIENT CARE COSTS		INPATIENT					
		OUTPATIENT					
ALTERATIONS AND RENOVATIONS <i>(Itemize by category)</i>							
OTHER EXPENSES <i>(Itemize by category)</i>							
SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD						\$	
CONSORTIUM/CONTRACTUAL COSTS		DIRECT COSTS					
		FACILITIES AND ADMINISTRATIVE COSTS					
TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD <i>(Item 7a, Face Page)</i>						\$	
SBIR/STTR Only: FEE REQUESTED							



### BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD DIRECT COSTS ONLY

BUDGET CATEGORY		INITIAL BUDGET PERIOD	ADDITIONAL YEARS OF SUPPORT REQUESTED			
TOTALS		<i>(from Form Page 4)</i>	2nd	3rd	4th	5th
PERSONNEL: <i>Salary and fringe benefits. Applicant organization only.</i>						
CONSULTANT COSTS						
EQUIPMENT						
SUPPLIES						
TRAVEL						
PATIENT CARE COSTS	INPATIENT					
	OUTPATIENT					
ALTERATIONS AND RENOVATIONS						
OTHER EXPENSES						
SUBTOTAL DIRECT COSTS						
CONSORTIUM/ CONTRACTUAL COSTS	DIRECT					
	F&A					
<b>TOTAL DIRECT COSTS</b>						

**TOTAL DIRECT COSTS FOR ENTIRE PROPOSED PROJECT PERIOD** *(Item 8a, Face Page)* \_\_\_\_\_

\$

**SBIR/STTR Only  
Fee Requested**
**SBIR/STTR Only: Total Fee Requested for Entire Proposed Project Period**

(Add Total Fee amount to "Total direct costs for entire proposed project period" above and Total F&amp;A/indirect costs from Checklist Form Page, and enter these as "Costs Requested for Proposed Period of Support on Face Page, Item 8b.)

\$

JUSTIFICATION. Follow the budget justification instructions exactly. Use continuation pages as needed.



Principal Investigator/Program Director (Last, first, middle):

BUDGET JUSTIFICATION PAGE MODULAR RESEARCH GRANT APPLICATION				
Initial Budget Period	Second Year of Support	Third Year of Support	Fourth Year of Support	Fifth Year of Support
Total Direct Costs Requested for Entire Project Period				

**Personnel**

**Consortium**

**Fee (SBIR/STTR Only)**

Principal Investigator/Program Director (Last, first, middle):

### BIOGRAPHICAL SKETCH

Provide the following information for the key personnel in the order listed for Form Page 2.  
Follow the sample format on for each person. (See attached sample). **DO NOT EXCEED FOUR PAGES.**

NAME		POSITION TITLE	
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY



Principal Investigator/Program Director (Last, first, middle):

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## RESOURCES

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**FACILITIES:** Specify the facilities to be used for the conduct of the proposed research. Indicate the performance sites and describe capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Under "Other," identify support services such as machine shop, electronics shop, and specify the extent to which they will be available to the project. Use continuation pages if necessary.

Laboratory:

Clinical:

Animal:

Computer:

Office:

Other:

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**MAJOR EQUIPMENT:** List the most important equipment items already available for this project, noting the location and pertinent capabilities of each.

**CHECKLIST****TYPE OF APPLICATION** (Check all that apply.)

- ☐ NEW application. (This application is being submitted to the PHS for the first time.)
- ☐ SBIR Phase I ☐ SBIR Phase II: SBIR Phase I Grant No. \_\_\_\_\_ ☐ SBIR Fast Track
- ☐ STTR Phase I ☐ STTR Phase II: STTR Phase I Grant No. \_\_\_\_\_ ☐ STTR Fast Track
- ☐ REVISION of application number: \_\_\_\_\_  
(This application replaces a prior unfunded version of a new, competing continuation, or supplemental application.)
- ☐ COMPETING CONTINUATION of grant number: \_\_\_\_\_  
(This application is to extend a funded grant beyond its current project period.)
- ☐ SUPPLEMENT to grant number: \_\_\_\_\_  
(This application is for additional funds to supplement a currently funded grant.)
- ☐ CHANGE of principal investigator/program director.  
Name of former principal investigator/program director: \_\_\_\_\_
- ☐ FOREIGN application or significant foreign component.

**1. PROGRAM INCOME (See instructions.)**

All applications must indicate whether program income is anticipated during the period(s) for which grant support is request. If program income is anticipated, use the format below to reflect the amount and source(s).

Budget Period	Anticipated Amount	Source(s)

**2. ASSURANCES/CERTIFICATIONS (See instructions.)**

The following assurances/certifications are made and verified by the signature of the Official Signing for Applicant Organization on the Face Page of the application. Descriptions of individual assurances/certifications are provided in Section III. If unable to certify compliance, where applicable, provide an explanation and place it after this page.

•Human Subjects; •Research Using Human Embryonic Stem Cells•  
•Research on Transplantation of Human Fetal Tissue •Women and  
Minority Inclusion Policy •Inclusion of Children Policy• Vertebrate Animals•

•Debarment and Suspension; •Drug- Free Workplace (applicable to new [Type 1] or revised [Type 1] applications only); •Lobbying; •Non-Delinquency on Federal Debt; •Research Misconduct; •Civil Rights (Form HHS 441 or HHS 690); •Handicapped Individuals (Form HHS 641 or HHS 690); •Sex Discrimination (Form HHS 639-A or HHS 690); •Age Discrimination (Form HHS 680 or HHS 690); •Recombinant DNA and Human Gene Transfer Research; •Financial Conflict of Interest (except Phase I SBIR/STTR) •STTR ONLY: Certification of Research Institution Participation.

**3. FACILITIES AND ADMINISTRATIVE COSTS (F&A)/ INDIRECT COSTS.** See specific instructions.

- ☐ DHHS Agreement dated: \_\_\_\_\_ ☐ No Facilities And Administrative Costs Requested.
- ☐ DHHS Agreement being negotiated with \_\_\_\_\_ Regional Office.
- ☐ No DHHS Agreement, but rate established with \_\_\_\_\_ Date \_\_\_\_\_

**CALCULATION\*** (The entire grant application, including the Checklist, will be reproduced and provided to peer reviewers as confidential information.)

a. Initial budget period:	Amount of base \$	x Rate applied	% = F&A costs	\$
b. 02 year	Amount of base \$	x Rate applied	% = F&A costs	\$
c. 03 year	Amount of base \$	x Rate applied	% = F&A costs	\$
d. 04 year	Amount of base \$	x Rate applied	% = F&A costs	\$
e. 05 year	Amount of base \$	x Rate applied	% = F&A costs	\$
TOTAL F&A Costs \$				<div style="border: 2px solid black; width: 100px; height: 20px;"></div>

\*Check appropriate box(es):

- ☐ Salary and wages base ☐ Modified total direct cost base ☐ Other base (Explain)
- ☐ Off-site, other special rate, or more than one rate involved (Explain)

Explanation (Attach separate sheet, if necessary.):

**4. SMOKE-FREE WORKPLACE** ☐ Yes ☐ No (The response to this question has no impact on the review or funding of this application.)

Principal Investigator/Program Director (Last, first, middle):

Place this form at the end of the signed original copy of the application.  
Do not duplicate.

## PERSONAL DATA ON PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR

The Public Health Service has a continuing commitment to monitor the operation of its review and award processes to detect—and deal appropriately with—any instances of real or apparent inequities with respect to age, sex, race, or ethnicity of the proposed principal investigator/program director. To provide the PHS with the information it needs for this important task, complete the form below and attach it to the signed original of the application after the Checklist. **Do not attach copies of this form to the duplicated copies of the application.**

Upon receipt of the application by the PHS, this form will be separated from the application. This form will **not** be duplicated, and it will **not** be a part of the review process. Data will be confidential, and will be maintained in Privacy Act record system 09-25-0036, "Grants: IMPAC (Grant/Contract Information)." The PHS requests social Security numbers for accurate identification, referral, and review of applications and for management of PHS grant programs. Provision of the Social Security number is voluntary. No individual will be denied any right, benefit, or privilege provided by law because of refusal to disclose his or her Social Security Number. The PHS requests the Social Security Number under Sections 301 (a) and 487 of the PHS Act as amended (42 USC241a and USC288). All analyses conducted on the date of birth and race and/or ethnic origin data will report aggregate statistical findings only and will not identify individuals. If you decline to provide this information, it will in no way affect consideration of your application. Your cooperation will be appreciated.

DATE OF BIRTH (MM/DD/YY)

SEX/GENDER

☐

Female

☐

Male

Social Security Number

### ETHNICITY

1. Do you consider yourself to be Hispanic or Latino? (See definition below.) Select one.

**Hispanic or Latino.** A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

☐

**Hispanic or Latino**

☐

**Not Hispanic or Latino**

### RACE

2. What race do you consider yourself to be? Select one or more of the following.

☐

**American Indian or Alaska Native.** A person having origins in any of the original peoples of North, Central, or South America, and who maintains tribal affiliation or community attachment.

☐

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (Note: Individuals from the Philippine Islands have been recorded as Pacific Islanders in previous data collection strategies.)

☐

**Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or African American."

☐

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

☐

Check here if you do not wish to provide some or all of the above information.



Principal Investigator/Program Director (Last, first, middle):

## Targeted/Planned Enrollment Table

**This report format should NOT be used for data collection from study participants.**

**Study Title:**

**Total Planned Enrollment:**

TARGETED/PLANNED ENROLLMENT: Number of Subjects			
Ethnic Category	Sex/Gender		
	Females	Males	Total
Hispanic or Latino			
Not Hispanic or Latino			
Ethnic Category Total of All Subjects*			
Racial Categories			
American Indian/Alaska Native			
Asian			
Native Hawaiian or Other Pacific Islander			
Black or African American			
White			
Racial Categories: Total of All Subjects *			

\*The "Ethnic Category Total of All Subjects" must be equal to the "Racial Categories Total of All Subjects."

## Inclusion Enrollment Report Table

This report format should NOT be used for data collection from study participants.

Study Title: \_\_\_\_\_

Total Enrollment: \_\_\_\_\_

Protocol Number: \_\_\_\_\_

Grant Number: \_\_\_\_\_

PART A. TOTAL ENROLLMENT REPORT: Number of Subjects Enrolled to Date (Cumulative) by Ethnicity and Race				
Ethnic Category	Sex/Gender			
	Females	Males	Unknown or Not Reported	Total
Hispanic or Latino				**
Not Hispanic or Latino				
Unknown (Individuals not reporting ethnicity)				
Ethnic Category: Total of All Subjects*				*
<b>Racial Categories</b>				
American Indian/Alaska Native				
Asian				
Native Hawaiian or Other Pacific Islander				
Black or African American				
White				
More than one race				
Unknown or not reported				
Racial Categories: Total of All Subjects*				*
PART B. HISPANIC ENROLLMENT REPORT: Number of Hispanics or Latinos Enrolled to Date (Cumulative)				
Racial Categories	Females	Males	Unknown or Not Reported	Total
American Indian or Alaska Native				
Asian				
Native Hawaiian or Other Pacific Islander				
Black or African American				
White				
More Than One Race				
Unknown or not reported				
Racial Categories: Total of Hispanics or Latinos**				**

\* These totals must agree.

\*\* These totals must agree.

RCA TOC Substitute Page

Candidate (Last, first, middle):

Use this substitute page for the Table of Contents of Research Career Awards. The name of the candidate must be provided at the top of each printed page and each continuation page.

RESEARCH CAREER AWARD  
TABLE OF CONTENTS  
(Substitute Page)

Page Numbers

Section I: Basic Administrative Data

1-3. Face Page, Description and Key Personnel, Table of Contents (Form pages 1, 2, and this substitute page) .....	1-
4. Budget for Entire Proposed Period of Support (Form page 5) .....	
5. Biographical Sketches (Candidate and Sponsor[s])*—Biographical Sketch Format page) (Not to exceed four pages)	
6. Other Support Pages for the Mentor (not the candidate).....	
7. Resources (Resources Format page) .....	

Section II: Specialized Information

1. Introduction to Revised Application (Not to exceed 3 pages) .....	
2. Letters of Reference (Attach to Face Page)* .....	
3. The Candidate	
A. Candidate's Background .....	
B. Career Goals and Objectives: Scientific Biography .....	
C. Career Development Activities during Award Period .....	
4. Statements by Sponsor(s), Consultant(s)*, and Collaborator(s)* .....	
5. Environment and Institutional Commitment to Candidate	
A. Description of Institutional Environment.....	
B. Institutional Commitment to Candidate's Research Career Development .....	
6. Research Plan	
A. Statement of Hypothesis and Specific Aims .....	
B. Background, Significance, and Rationale .....	
C. Preliminary Studies and Any Results .....	
D. Research Design and Methods .....	
E. Human Subjects* .....	
List appropriate grants with IRB approval dates or exemption designation .....	
F. Vertebrate Animals*.....	
List appropriate grants with IACUC approval dates or exemption designation .....	
G. Literature Cited .....	
H. Consortium/Contractual Arrangements*.....	
I. Consultants*.....	
7. Checklist	
8. Appendix (Five collated sets. No page numbering necessary)	
Number of publications and manuscripts accepted or submitted for publication (not to exceed 6) .....	
List of Key Items:	

Note: Type density and size must conform to limits provided in the Specific Instructions.

\*Include these items only when applicable.

CITIZENSHIP

- ☐ U.S. citizen or noncitizen national      ☐ Permanent resident of U.S. ( If a permanent resident of the U.S., a notarized statement must be provided by the time of award.

# RESEARCH CAREER AWARD REFERENCE REPORT GUIDELINES (*Series K*)

**Title of Award:**

**Type of Award:**

**Application Submission Deadline:** \_\_\_\_\_

**Name of Candidate (Last, first, middle):**

**Name of Respondent (Last, first, middle):**

The candidate is applying to the National Institutes of Health for a Research Career Award (RCA). The purpose of this award is to develop the research capabilities and career of the applicant. These awards provide up to five years of salary support and guarantee them the ability to devote at least 75–80 percent of their time to research for the duration of the award. Many of these awards also provide funds for research and career development costs. The award is available to persons who have demonstrated considerable potential to become independent researchers, but who need additional supervised research experience in a productive scientific setting.

We would appreciate receiving your evaluation of the above candidate with special reference to:

- potential for conducting research;
- evidence of originality;
- adequacy of scientific background;
- quality of research endeavors or publications to date, if any;
- commitment to health-oriented research; and
- need for further research experience and training.

Any related comments that you may wish to provide would be welcomed. These references will be used by PHS committees of consultants in assessing candidates.

Complete the report in English on 8-1/2 x 11" sheets of paper. Return your reference report to the candidate sealed in the envelope as soon as possible and in sufficient time so that the candidate can meet the application submission deadline. References must be submitted with the application.

We have asked the candidate to provide you with a self-addressed envelope with the following words in the front bottom corner: "DO NOT OPEN—PHS USE ONLY." Candidates are not to open the references. Under the Privacy Act of 1974, RCA candidates may request personal information contained in their records, including this reference. Thank you for your assistance.



Type the name of the principal investigator/program director at the top of each printed page and each continuation page. (For type specifications, see PHS 398 Instructions.)

## INSTITUTIONAL NATIONAL RESEARCH SERVICE AWARD (Substitute Page)

### TABLE OF CONTENTS

Page Numbers

#### Face Page Description and Personnel, Table of Contents

<b>(Form Pages 1, 2, and this NRSA Substitute Form Page 3)</b> .....	1- _____
<b>Detailed Budget for Initial Budget Period (NRSA Substitute Form Page 4)</b> .....	_____
<b>Budget for Entire Proposed Period of Support (NRSA Substitute Form Page 5)</b> .....	_____
<b>Biographical Sketch—Principal Investigator/Program Director (Not to exceed four pages)</b> .....	_____
<b>Other Biographical Sketches (Not to exceed four pages for each)</b> .....	_____
<b>Resources</b> .....	_____

#### Research Training Program Plan

Introduction to Revised Application (Not to exceed 3 pages) .....	_____
Introduction to Supplemental Application (Not to exceed one page) .....	_____
A. Background .....	_____
B. Program Plan .....	_____
1. Program Direction .....	_____
2. Program Faculty .....	_____
3. Proposed Training .....	_____
4. Trainee Candidates .....	_____
C. Recruitment of Individuals from Underrepresented Racial/Ethnic Groups .....	_____
D. Responsible Conduct of Research .....	_____
E. Progress Report (Competing Continuation Applications Only) .....	_____
F. Human Subjects .....	_____
Protection of Human Subjects (Required if Item 4 on the Face Page is marked "Yes") .....	_____
Inclusion of Women (Required if Item 4 on the Face Page is marked "Yes") .....	_____
Inclusion of Minorities (Required if Item 4 on the Face Page is marked "Yes") .....	_____
Inclusion of Children (Required if Item 4 on the Face Page is marked "Yes") .....	_____
Data and Safety Monitoring Plan (Required if Item 4 on the Face Page is marked "Yes" <u>and</u> a Phase I, II, or III clinical trial is proposed) .....	_____
G. Vertebrate Animals .....	_____
H. Consortium/Contractual Arrangements .....	_____

(Items A-D: not to exceed 25 pages,  
excluding tables\*)

#### Checklist.....

\*Type density and size must conform to limits provided in PHS 398 Specific Instructions.


#### Appendix (Five collated sets. No page numbering necessary for Appendix.)

☐

Check if  
Appendix is  
included

**NRSA Initial Budget Period  
Substitute Page**

Principal Investigator/Program Director:  
(Last, first, middle)

DETAILED BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY (NRSA Substitute Page)		FROM	THROUGH
<b>STIPENDS</b>		<b>DOLLAR TOTAL</b>	
PREDOCTORAL			
No. Requested:			
POSTDOCTORAL <i>(Itemize)</i>			
No. Requested:			
OTHER <i>(Specify)</i>			
No. Requested:			
<b>TOTAL STIPENDS</b> 			
TUITION, FEES, AND INSURANCE <i>(Itemize)</i>			
TRAINEE TRAVEL <i>(Describe)</i>			
TRAINEE RELATED EXPENSES			
<b>TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD</b> <i>(Also enter on Face Page, Item 7)</i>		<div style="border: 2px solid black; width: 100px; height: 30px;"></div>	



**NRSA Entire Budget Period  
Substitute Page**

Principal Investigator/Program Director:  
(Last, first, middle)

**BUDGET FOR ENTIRE PROPOSED PERIOD OF SUPPORT  
DIRECT COSTS ONLY (NRSA Substitute Page)**

BUDGET CATEGORY TOTALS	INITIAL BUDGET PERIOD <i>(from Form Page 4)</i>		ADDITIONAL YEARS OF SUPPORT REQUESTED							
			2nd		3rd		4th		5th	
	No.		No.		No.		No.		No.	
PREDOCTORAL STIPENDS										
POSTDOCTORAL STIPENDS										
OTHER STIPENDS										
TOTAL STIPENDS										
TUITION, FEES, AND INSURANCE										
TRAINEE TRAVEL										
TRAINEE RELATED EXPENSES										
TOTAL DIRECT COSTS										

**TOTAL DIRECT COSTS FOR ENTIRE PROPOSED PROJECT PERIOD** *(Item 8a, Face Page)*

\$

JUSTIFICATION. For all years, explain the basis for the budget categories requested. Follow the instructions for the Initial Budget Period and include anticipated postdoctoral levels. No explanation is necessary for Training-Related Expenses.

**STTR Research Institution Budget** Principal Investigator/Program Director:  
**Additional Page** (Last, first, middle)

<b>BUDGET of RESEARCH INSTITUTION (STTR ONLY)</b>	FROM	THROUGH
---	------	---------

NAME AND ADDRESS OF RESEARCH INSTITUTION

PERSONNEL		TYPE APPT. (months)	% EFFORT ON PROJ.	INST. BASE SALARY	DOLLAR AMOUNT REQUESTED (omit cents)		
NAME	ROLE ON PROJECT				SALARY REQUESTED	FRINGE BENEFITS	TOTAL
	Principal Investigator						
<b>SUBTOTALS</b> →							

CONSULTANT COSTS

EQUIPMENT (Itemize)

SUPPLIES (Itemize by category)

TRAVEL

PATIENT CARE COSTS

INPATIENT

OUTPATIENT

ALTERATIONS AND RENOVATIONS (Itemize by category)

OTHER EXPENSES (Itemize by category)

**TOTAL DIRECT COSTS** (also enter as Consortium/Contractual Costs on Budget Page of Small Business Concern)

**FACILITIES and ADMINISTRATIVE COSTS (show calculation)**

(also enter as Consortium/Contractual Costs on Budget of Small Business Concern)

**CERTIFICATION OF RESEARCH INSTITUTION PARTICIPATION.** Through the signature below of the duly authorized representative of the research institution on this "Certification of Research Institution" page, and by way of the signature of the official signing for applicant organization (small business concern) on the Face Page of the application, the small business concern and the research institution certify *jointly* that: (1) the proposed STTR project will be conducted jointly by the small business concern and the research institution in which not less than 40 percent of the work will be performed by the small business concern and not less than 30 percent of the work will be performed by the research institution ("cooperative research and development"); (2) the proposed STTR project is a cooperative research or research and development effort to be conducted jointly by the small business concern and the research institution in which not less than 40 percent of the work will be performed by the small business concern and not less than 30 percent of the work will be performed by the research institution ("performance of research and analytical work"); and (3) regardless of the proportion of the proposed project to be performed by each party, the small business concern will be the primary party that will exercise management direction and control of the performance of the project. If the research institution is a contractor-operated federally funded research and development center, the duly authorized representative of the contractor-operated federally funded research and development center certifies, *additionally*, that it: (4) is free from organizational conflicts of interests relative to the STTR program; (5) did not use privileged information gained through work performed for an STTR agency or private access to STTR agency personnel in the development of this STTR grant application; and (6) used outside peer review, as appropriate, to evaluate the proposed project and its performance therein.

Signature of Duly Authorized Representative	Printed Name	Title	Date of Signature
---	--------------	-------	-------------------

## **Certification of Research Institution for Small Business Technology Transfer Grants**

---

Through the signature below of the duly authorized representative of the research institution on this "Certification of Research Institution" page, and by way of the signature of the official signing for applicant organization (small business concern) on the Face Page of the application, the small business concern and the research institution certify *jointly* that:

- (1) the proposed STTR project will be conducted jointly by the small business concern and the research institution in which not less than 40 percent of the work will be performed by the small business concern and not less than 30 percent of the work will be performed by the research institution ("cooperative research and development");
- (2) the proposed STTR project is a cooperative research or research and development effort to be conducted jointly by the small business concern and the research institution in which not less than 40 percent of the work will be performed by the small business concern and not less than 30 percent of the work will be performed by the research institution ("performance of research and analytical work"); and
- (3) regardless of the proportion of the proposed project to be performed by each party, the small business concern will be the primary party that will exercise management direction and control of the performance of the project.

If the research institution is a contractor-operated federally funded research and development center, the duly authorized representative of the contractor-operated federally funded research and development center certifies, *additionally*, that it:

- (4) is free from organizational conflicts of interests relative to the STTR program
- (5) did not use privileged information gained through work performed for an STTR agency or private access to STTR agency personnel in the development of this STTR grant application; and
- (6) used outside peer review, as appropriate, to evaluate the proposed project and its performance therein.

---

Signature of Duly Authorized Representative

Date of Signature

---

Printed Name and Title of Duly Authorized Representative

**Research Institution Total Costs =**  
(Direct costs + F&A Costs)

## DO NOT SUBMIT UNLESS REQUESTED

### OTHER SUPPORT

There is no "form page" for other support. Information on other support should be provided in the *format* shown below, using continuation pages as necessary. **Include the principal investigator's name at the top and number consecutively with the rest of the application.** The sample is intended to provide guidance regarding the type and extent of information requested. Refer to the specific instructions in Section I. For information pertaining to the use of and policy for other support, see "Policy and Additional Guidance."

#### Format

#### NAME OF INDIVIDUAL

##### ACTIVE/PENDING

Project Number (Principal Investigator) Source Title of Project ( <i>or Subproject</i> )  The major goals of this project are...	Dates of Approved/Proposed Project Annual Direct Costs	Percent Effort
--	---	----------------

OVERLAP (*summarized for each individual*)

#### Samples

#### ANDERSON, R.R.

##### ACTIVE

2 R01 HL 00000-13 (Anderson)	3/1/1997 – 2/28/2002	30%
NIH/NHLBI	\$186,529	
Chloride and Sodium Transport in Airway Epithelial Cells		

The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and clone the gene(s) involved in transport.

5 R01 HL 00000-07 (Baker)	4/1/1994 – 3/31/2002	10%
NIH/NHLBI	\$122,717	
Ion Transport in Lungs		

The major goal of this project is to study chloride and sodium transport in normal and diseased lungs.

R000 (Anderson)	9/1/1996 – 8/31/2002	10%
Cystic Fibrosis Foundation	\$43,123	
Gene Transfer of CFTR to the Airway Epithelium		

The major goals of this project are to identify and isolate airway epithelium progenitor cells and express human CFTR in airway epithelial cells.

##### PENDING

DCB 950000 (Anderson)	12/01/2002 – 11/30/2004	20%
National Science Foundation	\$82,163	
Liposome Membrane Composition and Function		

The major goals of this project are to define biochemical properties of liposome membrane components and maximize liposome uptake into cells.

##### OVERLAP

---

**DO NOT SUBMIT UNLESS REQUESTED**

**OTHER SUPPORT (*continued*)**

---

**RICHARDS, L.**

NONE

**HERNANDEZ, M.**

ACTIVE

5 R01 CA 00000-07 (Hernandez)	4/1/1995 – 3/31/2002	40% academic
NIH/NCI		
Gene Therapy for Small Cell Lung Carcinoma		

The major goals of this project are to use viral strategies to express the normal p53 gene in human SCLC cell lines and to study the effect on growth and invasiveness of the lines.

5 P01 CA 00000-03 (Chen)	7/1/2000 – 6/30/2002	20% academic
NIH/NCI	\$104,428 (sub only)	100% summer
Mutations in p53 in Progression of Small Cell Lung Carcinoma		

The major goals of this subproject are to define the p53 mutations in SCLC and their contribution to tumor progression and metastasis.

BE 00000 (Hernandez)	9/1/1996 – 8/31/2002	20% academic
American Cancer Society	\$86,732	
p53 Mutations in Breast Cancer		

The major goals of this project are to define the spectrum of p53 mutations in human breast cancer samples and correlate the results with clinical outcome.

OVERLAP

Potential commitment overlap for Dr. Hernandez between 5 R01 CA 00000-07 and the application under consideration. If the application under consideration is funded with Dr. Hernandez committed at 30 percent effort, Dr. Hernandez will request approval to reduce her effort on the NCI grant.

**BENNETT, P.**

ACTIVE

Investigator Award (Bennett)	9/1/1999 – 8/31/2002	70%
Howard Hughes Medical Institute \$581,317		
Gene Cloning and Targeting for Neurological Disease Genes		

This award supports the PI's program to map and clone the gene(s) implicated in the development of Alzheimer's disease and to target expression of the cloned gene(s) to relevant cells.

OVERLAP

None

Principal Investigator/Program Director:  
(Last, first, middle)

**DO NOT SUBMIT UNLESS REQUESTED**

## Competing Continuation Applications PERSONNEL REPORT

### All Key Personnel for the Current Budget Period

Name	Degree(s)	SSN	Role on Project (e.g. PI, Res. Assoc.)	Date of Birth (MM/DD/YY)	Annual % Effort



## ***Mailing address for application***

*Use this label or a facsimile*

**CENTER FOR SCIENTIFIC REVIEW  
NATIONAL INSTITUTES OF HEALTH  
6701 ROCKLEDGE DRIVE  
ROOM 1040 – MSC 7710  
BETHESDA, MD 20892-7710**

Applicants who wish to use express mail or overnight courier service use this address, but change the zip code to 20817. The telephone number is 301-435-0715.

C.O.D. applications will not be accepted.

---

---

## ***For application in response to RFA***

*Use this label or a facsimile*

IF THIS APPLICATION IS IN RESPONSE TO AN RFA, be sure to put the RFA number in line 2 of the application face page. In addition, after duplicating copies of the application, cut along the dotted line below and staple the RFA label to the bottom of the face page of the original and place the original on top of your entire package. Failure to use this RFA label could result in delayed processing of your application such that it may not reach the review committee on time for review. ***Do not use*** the label unless the application is in response to a specific RFA. Also, applicants responding to a specific RFA should be sure to follow all special mailing instructions published in the RFA.

---

**RFA No.** \_\_\_\_\_

**RFA**

## ***Mailing address for application***

*Use this label or a facsimile*

<p><b>CENTER FOR SCIENTIFIC REVIEW NATIONAL INSTITUTES OF HEALTH 6701 ROCKLEDGE DRIVE ROOM 1040 – MSC 7710 BETHESDA, MD 20892-7710</b></p>
--

Applicants who wish to use express mail or overnight courier service use this address, but change the zip code to 20817. The telephone number is 301-435-0715.

C.O.D. applications will not be accepted.

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## ***For application in response to SBIR/STTR***

*Use this label or a facsimile*

IF THIS APPLICATION IS IN RESPONSE TO AN SBIR/STTR Solicitation, be sure to put the SBIR/STTR Solicitation number in line 2 of the application face page. In addition, after duplicating copies of the application, cut along the dotted line below and staple the appropriate SBIR or STTR label to the bottom of the face page of the original and place the original on top of your entire package. If this SBIR or STTR application is in response to an RFA, be sure to also include the RFA No. in the space provided below.

-----

# **SBIR**

RFA No. \_\_\_\_\_(if applicable)

# **STTR**

RFA No. \_\_\_\_\_(if applicable)

Department of Health and Human Services  
Public Health Services  
**Grant Progress Report**

Review Group	Type	Activity	Grant Number
Total Project Period			
From:		Through:	
Requested Budget Period:			
From:		Through:	

## 1. TITLE OF PROJECT

2a. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR  
(Name and address, street, city, state, zip code)3. APPLICANT ORGANIZATION  
(Name and address, street, city, state, zip code)

2b. E-MAIL ADDRESS

4. ENTITY IDENTIFICATION NUMBER

2c. DEPARTMENT, SERVICE, LABORATORY, OR EQUIVALENT

5. TITLE AND ADDRESS OF ADMINISTRATIVE OFFICIAL

2d. MAJOR SUBDIVISION

E-MAIL:

## 6. HUMAN SUBJECTS

☐ No  
☐ Yes
6a. Research Exempt  
☐ No ☐ Yes

6b. Human Subjects Assurance No.

If Exempt ("Yes" in 6a):  
Exemption No.6c. NIH-Defined Phase III  
Clinical Trial ☐ No ☐ YesIf Not Exempt ("No" in 6a):  
IRB approval date
☐ Full IRB **or**  
☐ Expedited Review

## 7. VERTEBRATE ANIMALS

☐ No  
☐ Yes

7a. If "Yes," IACUC approval Date

7b. Animal Welfare Assurance No.

## 8. COSTS REQUESTED FOR NEXT BUDGET PERIOD

8a. DIRECT \$

8b. TOTAL \$

## 9. INVENTIONS AND PATENTS

☐ No ☐ Yes If "Yes," ☐ Previously Reported  
☐ Not Previously Reported
10. PERFORMANCE SITE(S) (*Organizations and addresses*)11a. PRINCIPAL INVESTIGATOR  
OR PROGRAM DIRECTOR (*Item 2a*)TEL  
FAX11b. ADMINISTRATIVE OFFICIAL  
NAME (*Item 5*)TEL  
FAX11c. NAME AND TITLE OF OFFICIAL SIGNING FOR APPLICANT  
ORGANIZATION (*Item 14*)

NAME

TITLE

TEL

FAX

E-MAIL

## 12. Corrections to Page 1 Face Page

13. PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR ASSURANCE: I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

SIGNATURE OF PI/PD NAMED IN 2a.  
(*In ink. "Per" signature not acceptable.*)

DATE

14. APPLICANT ORGANIZATION CERTIFICATION AND ACCEPTANCE: I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

SIGNATURE OF OFFICIAL NAMED IN  
11c. (*In ink. "Per" signature not acceptable.*)

DATE

Principal Investigator/Program Director (Last, first, middle):

DETAILED BUDGET FOR NEXT BUDGET PERIOD – DIRECT COSTS ONLY		FROM	THROUGH	GRANT NUMBER		
PERSONNEL (Applicant organization only)		TYPE APPT. (months)	% EFFORT ON PROJ.	DOLLAR AMOUNT REQUESTED (omit cents)		
NAME	ROLE ON PROJECT			SALARY REQUESTED	FRINGE BENEFITS	TOTALS
	Principal Investigator					
<b>SUBTOTALS</b> →						
CONSULTANT COSTS						
EQUIPMENT (Itemize)						
SUPPLIES (Itemize by category)						
TRAVEL						
PATIENT CARE COSTS		INPATIENT				
		OUTPATIENT				
ALTERATIONS AND RENOVATIONS (Itemize by category)						
OTHER EXPENSES (Itemize by category)						
<b>SUBTOTAL DIRECT COSTS FOR NEXT BUDGET PERIOD</b>						
CONSORTIUM/CONTRACTUAL COSTS		DIRECT COSTS				
		FACILITIES AND ADMINISTRATIVE COSTS				
<b>TOTAL DIRECT COSTS FOR NEXT PROJECT PERIOD (Item 9a, Face Page)</b>						

Principal Investigator/Program Director (Last, first, middle):

<b>BUDGET JUSTIFICATION</b>	GRANT NUMBER
-----------------------------	--------------

Provide a detailed budget justification for those line items and amounts that represent a significant change from that previously recommended. Use continuation pages if necessary.

<b>CURRENT BUDGET PERIOD</b>	FROM	THROUGH
------------------------------	------	---------

Explain any estimated unobligated balance (including prior year carryover) that is greater than 25% of the current year's total budget.

### BIOGRAPHICAL SKETCH

Provide the following information for the key personnel in the order listed for Form Page 2.  
Follow this format for each person (See attached sample). **DO NOT EXCEED FOUR PAGES.**

NAME		POSITION TITLE	
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY

**NOTE: The Biographical Sketch may not exceed four pages. Items A and B (together) may not exceed two of the four-page limit. Follow the formats and instructions on the attached sample.**

**A. Positions and Honors.** List in chronological order previous positions, concluding with your present position. List any honors. Include present membership on any Federal Government public advisory committee.

**B. Selected peer-reviewed publications (in chronological order).** Do not include publications submitted or in preparation.

**C. Research Support.** List selected ongoing or completed (during the last three years) research projects (federal and non-federal support). Begin with the projects that are most relevant to the research proposed in this application. Briefly indicate the overall goals of the projects and your role (e.g. PI, Co-Investigator, Consultant) in the research project. Do not list award amounts or percent effort in projects.

Principal Investigator/Program Director (Last, first, middle):

**BIOGRAPHICAL SKETCH**

Provide the following information for the key personnel in the order listed for Form Page 2.  
Follow the sample format on next page for each person. **DO NOT EXCEED FOUR PAGES.**

NAME	POSITION TITLE
------	----------------

EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY

**BIOGRAPHICAL SKETCH**

Provide the following information for the key personnel in the order listed for Form Page 2.  
Follow sample format for each person. **DO NOT EXCEED FOUR PAGES.**

NAME		POSITION TITLE	
Carlucci, Joseph Louis		Professor of Microbiology	
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY
Stanford University	Ph.D.	1964	Infectious Diseases
Harvard Medical School	M.D.	1972	Medicine/Parasitology

**A. Positions and Honors.****Positions and Employment**

1969-1971 Medical Residency, Internal Medicine, Harvard Medical School  
 1971-1973 EIS Officer, Hospital Infection Section, Bacterial Diseases Branch, CDC, Atlanta, GA  
 1973-1974 Instructor and Fellow in Medicine, Hematology, Massachusetts General Hospital, Boston, MA  
 1974-1975 Instructor in Infectious Diseases, Massachusetts General Hospital, Boston, MA  
 1978- Senior Associate in Infectious Diseases, Children's Hospital, Boston, MA  
 1978-1984 Assistant Professor of Pediatrics, Harvard Medical School  
 1985-1998 Chief, Hemostasis Laboratory, Children's Hospital, Boston, MA  
 1993- Professor of Pediatrics, Harvard Medical School, Boston, MA  
 1998- Professor, Dept. of Infectious Diseases, Harvard School of Public Health

**Other Experience and Professional Memberships**

1972-1973 Acting Chief, National Mucosal Infections Study  
 1975-2000 Director of Infectious Diseases Laboratory  
 1975-present Hospital Epidemiologist (Medical Director Infection Control 2000-present), Children's Hospital, Boston  
 1981-1982 President, Society of Hospital Epidemiologists of America  
 1988 Member, Society for Pediatric Research  
 1989-present Medical Director Quality Assurance, Children's Hospital, Boston, MA  
 1991-1993 Director, American Society for Microbiology, Division F  
 1991-1997 Hospital Infection Control Practices Advisory Committee, Centers for Disease Control  
 1998-present Vice-Chair for Health Outcomes, Dept. of Medicine, Children's Hospital  
 1998-2001 Steering Committee, NACHRI/CDC Pediatric Prevention Network

**Honors**

1982 SERC Advanced Research Scholarship, Infectious Disease Society of America  
 2001 Anthony Steinway Award for Excellence in Teaching (Children's Hospital)

**B. Selected peer-reviewed publications (in chronological order).**

(Publications selected from 133 peer-reviewed publications)

1. Luciani JM, Casper J, Goodman BF, Shaw CM, Carlucci JL. Prevention of respiratory virus infections through compliance with frequent hand-washing routines. N Engl J Med 1988 ;318:389-394.



2. Gussmann J, Pratt R, Sideway DG, Sinclair JM, Emmerson MF, Carlucci JL. Coagulase-negative staphylococcal bacteremia in the changing neonatal intensive care unit population. Is there an epidemic? *JAMA*. 1988;158:1548-1552.
3. Gussmann J, Carlucci JL, McGovern JE, Jr., Methodologic issues in nursing home epidemiology. *Rev Infect Dis* 1989;11:1119-1141.
4. Gussmann J, Emmerson MF, Smyth NE, Platt RI, Sidebottom DG, Carlucci JL. Early hospital release and antibiotic usage with nosocomial staphylococcal bacteremia in two neonatal intensive care unit populations. *Amer J Dis Child* 1991;149:325-339.
5. Murphy JA, Black RW, Schroeder LC, Weissman ST, Gussman JM, Carlucci JL, Short CJ. Quality of care for children with asthma: the role of social factors and practice setting. *Pediatrics* 1996;98:379-84.
6. Gussmann J, Carlucci JL, McGovern JE, Jr. Incidence of *Staphylococcus epidermidis* catheter-related bacteremia by infusions. *J Infect Dis* 1996;172:320-4.
7. Carlucci JL, Huskins WC. Control of nosocomial antimicrobial-resistant bacteria A strategic priority for hospitals worldwide. *Clin Infect Dis* 1997;S139-S145.
8. Corning WC, Saylor BM, O'Steen C, Gulapagos L, O'Reilly EJ, Carlucci JL. Hospital infection prevention and control: A model for improving the quality of hospital care in low income countries. *Infect Control Hosp Epi*. 1999;13:123-35.
9. Handler CJ, Marriott B, Clearwater PT, Carlucci JL. Quality of care at a children's hospital: the child's perspective. *Arch Pediatr Adolesc Med*. 1999;143:1120-7.
10. McKinney D, Poulet KL, Wong Y, Murphy V, Ulright M, Dorling G, Long JC, Carlucci JL, Piper GB. Protective vaccine for *Staphylococcus aureus*. *Science* 1999;214:1421-7.
11. Gulazzii L, Kispert ZT, Carlucci JL, Corning WC. Risk-adjusted mortality rates in surgery: a model for outcome measurement in hospitals developing new quality improvement programs. *J Hosp Infect* 2000;24:33-42.
12. Huebner J, Quaas A, Krueger WA, Carlucci JL, Pier GB. Prophylactic and therapeutic efficacy of antibodies to a capsular polysaccharide shared among vancomycin-sensitive and resistant enterococci. *Infect Immun* 2000; 68:4631-6.
13. Levitan O, Sissy RB, Kenney J, Buchwald E, Maccharone AB, Carlucci JL. Enhancement of neonatal innate defense: Effects of adding a recombinant fragment of bactericidal protein on growth and tumor necrosis factor-inducing activity of gram-positive bacteria tested in vivo. *Immun* 2000;38:3120-25.
14. Garletti JS, Harrison MC, Collin PA, Miller CD, Otter D, Shaker C, Wren M, Carlucci JL, Makato DG. A randomized trial comparing iodine to a alcohol impregnated dressing for prevention of catheter infections in neonates. *Pediatrics*. 2001;127:1461-6.
15. Corning WC, Barillo K, Festival MR, Lingonberry S, Lumbar P, Peters A, Pursons M, Carlucci JL, Tella JE. A national survey of practice variation in the use of antibiotic prophylaxis in heart surgery. *J Hosp Infect*. 2001;33:121-5.
16. Hoboken S, Peterson D, Gravelly L, Carlucci JL. Compliance with hand hygiene practice in pediatric intensive care. *Pediatric Crit Care Med*. 2001;12:211-214.
17. Hasker S, Pittoui D, Gray L, Zaruccii A, Potter G, Seemore MH, Carlucci JL. Interventional study to evaluate the impact of an antibiotic-infused hand gel in improving hand hygiene compliance. *Pediatr Infect Dis J*. Accepted for publication.
18. Lander C, Summers R, Murray S, Hummer CJ, Carlucci JL. Pediatrics: Is hospital food more nutritional than mom's cooking? *Pediatrics* 2001;11: 140-145.

## C. Research Support

### Ongoing Research Support

R01 HS35793 Carlucci (PI)

9/01/99-8/30/04

AHRQ

Reducing Antimicrobial Resistance in Low-Income Communities: A Randomized Trial.

This study is a randomized trial of interventions to reduce antimicrobial usage and resistance in low-income communities.

Role: PI

**Ongoing Research Support (cont.)**

2 R01 AI12345-05 Carlucci (PI) 4/01/01-3/31/06  
NIH/NIAID  
Bacteriology and Mycology Study of ICU Patients at Risk for Antimicrobial Resistant Bacterial Infections.  
The study will perform clinical trials of interventions to reduce antimicrobial resistant infections.  
Role: PI

R01- AI24680-04 Peterson (PI) 3/01/01-2/28/06  
NIH/NIAID  
Virulence and Immunity to Staphylococci.  
This study investigates the production of polysaccharide by *Staphylococcus aureus* and its role in virulence as measured in animal models of infection and its ability to function as a target for protective antibody.  
Role: Paid consultant.

2 R01 HL 00000-13 Anderson (PI) 3/01/01-2/28/06  
NIH/NHLBI  
Chloride and Sodium Transport in Airway Epithelial Cells  
The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and clone the gene(s) involved in transport.  
Role: Co-Investigator

5 R01 HL 00000-07 Baker (PI) 4/1/01 – 3/31/04  
NIH/NHLBI  
Ion Transport in Lungs  
The major goal of this project is to study chloride and sodium transport in normal and diseased lungs.  
Role: Co-Investigator

1 R01 AI12826-01 Hoffman (PI) 9/28/01-9/27/03  
NIH/NIAID  
Intermountain Child Health Services Research Consortium  
This consortium will seek to build pediatric health services research capacity and training in the Intermountain Region.  
Role: Co-Investigator

**Completed Research Support**

5 RO1 AI10011-05 Herman (PI) 10/01/99 – 11/30/01  
NIH/NIAID  
Evaluating Quality Improvement Strategies (EQUIS)  
The goal of this study was to evaluate quality improvement and collaborative learning to improve asthma care in office-based pediatrics.  
Role: Co-Investigator

5 R01 AI098765 Spielman (PI) 7/01/96 -6/30/01  
NIH/NIAID  
Epidemiology of Emerging Infections #1 T32 AI07654  
The goal of this project was to study emerging infections in high risk populations who are treated in emergency room situations.  
Role: Co-Investigator

Principal Investigator/Program Director (Last, first, middle):

---

**PROGRESS REPORT SUMMARY**

GRANT NUMBER

---

PERIOD COVERED BY THIS REPORT

---

PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR

FROM

THROUGH

---

APPLICANT ORGANIZATION

---

TITLE OF PROJECT (Repeat title shown in Item 1 on first page)

---

A. Human Subjects (Complete Item 6 on the Face Page)

Involvement of Human Subjects

☐

No Change Since Previous Submission

☐

Change

B. Vertebrate Animals (Complete Item 7 on the Face Page)

Use of Vertebrate Animals

☐

No Change Since Previous Submission

☐

Change

---

SEE PHS 2590 INSTRUCTIONS.

**WOMEN AND MINORITY INCLUSION: See PHS 398 Instructions. Use Inclusion Enrollment Report Format Page and, if necessary, Targeted/Planned Enrollment Format Page.**

**CHECKLIST****1. PROGRAM INCOME (See instructions.)**

All applications must indicate whether program income is anticipated during the period(s) for which grant support is requested. If program income is anticipated, use the format below to reflect the amount and source(s).

Budget Period	Anticipated Amount	Source(s)

**2. ASSURANCES/CERTIFICATIONS (See instructions.)**

The following assurances/certifications are made and verified by the signature of the Official Signing for Applicant Organization on the Face Page of the application. Descriptions of individual assurances/ certifications are provided in Section III of the PHS 398. If unable to certify compliance, where applicable, provide an explanation and place it after this page.

•Human Subjects •Research Using Human Embryonic Stem Cells •Research on Transplantation of Human Fetal Tissue •Women and Minority Inclusion Policy •Inclusion of Children Policy •Vertebrate Animals

•Debarment and Suspension •Drug- Free Workplace (*applicable to new [Type 1] or revised [Type 1] applications only*); •Lobbying •Non-Delinquency on Federal Debt •Research Misconduct •Civil Rights (Form HHS 441 or HHS 690); •Handicapped Individuals (Form HHS 641 or HHS 690) •Sex Discrimination (Form HHS 639-A or HHS 690) •Age Discrimination (Form HHS 680 or HHS 690); •Recombinant DNA and Human Gene Transfer Research •Financial Conflict of Interest (except Phase I SBIR/STTR) •STTR ONLY: Certification of Research Institution Participation.

**3. FACILITIES AND ADMINISTRATIVE (F&A) COSTS**

Indicate the applicant organization's most recent F&A cost rate established with the appropriate DHHS Regional Office, or, in the case of for-profit organizations, the rate established with the appropriate PHS Agency Cost Advisory Office.

F&A costs will **not** be paid on construction grants, grants to Federal organizations, grants to individuals, and conference grants. Follow any additional instructions provided for Research Career Awards, Institutional National Research Service Awards, Small Business Innovation Research/Small Business Technology Transfer Grants, foreign grants, and specialized grant applications.

☐ DHHS Agreement dated: \_\_\_\_\_ ☐ No Facilities and Administrative Costs Requested.

☐ No DHHS Agreement, but rate established with \_\_\_\_\_ Date \_\_\_\_\_

**CALCULATION\***

Entire proposed budget period: Amount of base \$ \_\_\_\_\_ x Rate applied \_\_\_\_\_ % = F&A costs \$ \_\_\_\_\_  
Add to total direct costs from Form Page 2 and enter new total on Face Page, Item 8b.

**\*Check appropriate box(es):**

☐ Salary and wages base ☐ Modified total direct cost base ☐ Other base (*Explain*)

☐ Off-site, other special rate, or more than one rate involved (*Explain*)


Explanation (*Attach separate sheet, if necessary.*):

## PERSONNEL REPORT

Place this form at the end of the signed original copy of the application. Do not duplicate.

Name	Degree(s)	SSN	Role on Project (e.g. PI, Res. Assoc.)	Date of Birth (MM/DD/YY)	Annual % Effort

Principal Investigator/Program Director (Last, first, middle):

NEXT BUDGET PERIOD <small>(Follow instructions carefully)</small>		FROM	THROUGH	GRANT NUMBER
ITEMIZE DIRECT COSTS REQUESTED FOR NEXT BUDGET PERIOD			DOLLAR AMOUNT REQUESTED (omit cents)	
PREDOCTORAL STIPENDS				
No. Requested:			\$	
POSTDOCTORAL STIPENDS <i>(Itemize)</i>				
No. Requested:			\$	
OTHER STIPENDS <i>(Specify)</i>				
			\$	
TOTAL STIPENDS 			\$	
TUITION, FEES, AND INSURANCE <i>(Itemize)</i>				
			\$	
TRAINEE TRAVEL <i>(Describe)</i>				
			\$	
TRAINEE RELATED EXPENSES				
			\$	
TOTAL DIRECT COSTS FOR NEXT BUDGET PERIOD <i>(Also enter on Page 1, Item 8a)</i>			\$	

Principal Investigator/Program Director (Last, first, middle):

<b>Summary of Trainees</b>	GRANT NUMBER
----------------------------	--------------

**Complete for trainees who have left the program or who have completed their training** (during this reporting period)

Name	Degree Earned	Current Position

**Complete for *all* trainees for this reporting period.**

**Distribution of Trainees According to Category: Use the table on the “Inclusion Enrollment Report Format Page.” See PHS 398.**

## Targeted/Planned Enrollment Table

**This report format should NOT be used for data collection from study participants.**

**Study Title:**

**Total Planned Enrollment:**

TARGETED/PLANNED ENROLLMENT: Number of Subjects			
Ethnic Category	Sex/Gender		
	Females	Males	Total
Hispanic or Latino			
Not Hispanic or Latino			
Ethnic Category Total of All Subjects*			
Racial Categories			
American Indian/Alaska Native			
Asian			
Native Hawaiian or Other Pacific Islander			
Black or African American			
White			
Racial Categories: Total of All Subjects *			

\*The "Ethnic Category Total of All Subjects" must be equal to the "Racial Categories Total of All Subjects."



## Inclusion Enrollment Report Table

This report format should NOT be used for data collection from study participants.

Study Title: \_\_\_\_\_

Total Enrollment: \_\_\_\_\_

Protocol Number: \_\_\_\_\_

Grant Number: \_\_\_\_\_

<b>PART A. TOTAL ENROLLMENT REPORT: Number of Subjects Enrolled to Date (Cumulative) by Ethnicity and Race</b>				
Ethnic Category	Sex/Gender			
	Females	Males	Unknown or Not Reported	Total
Hispanic or Latino				**
Not Hispanic or Latino				
Unknown (Individuals not reporting ethnicity)				
Ethnic Category: Total of All Subjects*				*
<b>Racial Categories</b>				
American Indian/Alaska Native				
Asian				
Native Hawaiian or Other Pacific Islander				
Black or African American				
White				
More than one race				
Unknown or not reported				
Racial Categories: Total of All Subjects*				*
<b>PART B. HISPANIC ENROLLMENT REPORT: Number of Hispanics or Latinos Enrolled to Date (Cumulative)</b>				
Racial Categories	Females	Males	Unknown or Not Reported	Total
American Indian or Alaska Native				
Asian				
Native Hawaiian or Other Pacific Islander				
Black or African American				
White				
More Than One Race				
Unknown or not reported				
Racial Categories: Total of Hispanics or Latinos**				**

\* These totals must agree.

\*\* These totals must agree.



Principal Investigator/Program Director (Last, first, middle):



Principal Investigator/Program Director (Last, first, middle):



## PHS 2590 OTHER SUPPORT

Provide active support for all key personnel. **Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards.** Training awards, prizes, or gifts do not need to be included.

There is no "form page" for other support. Information on other support should be provided in the *format* shown below, using continuation pages as necessary. **Include the principal investigator's name at the top and number consecutively with the rest of the Grant Progress Report.** The sample below is intended to provide guidance regarding the type and extent of information requested. For information pertaining to the use of and policy for other support, see "Policy and Additional Guidance" in the PHS 398 instructions.

### Format

#### NAME OF INDIVIDUAL

##### ACTIVE

Project Number (Principal Investigator) Source Title of Project ( <i>or Subproject</i> )	Dates of Approved/Proposed Project Annual Direct Costs	Percent Effort
--	---	----------------

The major goals of this project are...

OVERLAP (*summarized for each individual*)

### Samples

#### ANDERSON, R.R.

##### ACTIVE

2 R01 HL 00000-13 (Anderson)	3/1/2001 – 2/28/2005	30%
NIH/NHLBI	\$186,529	
Chloride and Sodium Transport in Airway Epithelial Cells		

The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and clone the gene(s) involved in transport.

5 R01 HL 00000-07 (Baker)	4/1/2001 – 3/31/2005	10%
NIH/NHLBI	\$122,717	
Ion Transport in Lungs		

The major goal of this project is to study chloride and sodium transport in normal and diseased lungs.

R000 (Anderson)	9/1/2001 – 8/31/2005	10%
Cystic Fibrosis Foundation	\$43,123	
Gene Transfer of CFTR to the Airway Epithelium		

The major goals of this project are to identify and isolate airway epithelium progenitor cells and express human CFTR in airway epithelial cells.

OVERLAP: NONE

#### RICHARDS, L.

##### NONE

#### HERNANDEZ, M.

##### ACTIVE

5 R01 CA 00000-07 (Hernandez)	4/1/2001 – 3/31/2005	40% academic
NIH/NCI		

---

**PHS 2590 OTHER SUPPORT (*continued*)**

---

**Gene Therapy for Small Cell Lung Carcinoma**

The major goals of this project are to use viral strategies to express the normal p53 gene in human SCLC cell lines and to study the effect on growth and invasiveness of the lines.

5 P01 CA 00000-03 (Chen)	7/1/2000 – 6/30/2002	20% academic
NIH/NCI	\$104,428 (sub only)	100% summer
Mutations in p53 in Progression of Small Cell Lung Carcinoma		

The major goals of this subproject are to define the p53 mutations in SCLC and their contribution to tumor progression and metastasis.

BE 00000 (Hernandez)	9/1/1996 – 8/31/2002	20% academic
American Cancer Society	\$86,732	
p53 Mutations in Breast Cancer		

The major goals of this project are to define the spectrum of p53 mutations in human breast cancer samples and correlate the results with clinical outcome.

**OVERLAP**

Potential commitment overlap for Dr. Hernandez between 5 R01 CA 00000-07 and the application under consideration. If the application under consideration is funded with Dr. Hernandez committed at 30 percent effort, Dr. Hernandez will request approval to reduce her effort on the NCI grant.

**BENNETT, P.**

**ACTIVE**

Investigator Award (Bennett)	9/1/1999 – 8/31/2002	70%
Howard Hughes Medical Institute \$581,317		
Gene Cloning and Targeting for Neurological Disease Genes		
This award supports the PI's program to map and clone the gene(s) implicated in the development of Alzheimer's disease and to target expression of the cloned gene(s) to relevant cells.		

**OVERLAP** : None

Principal Investigator/Program Director (Last, first, middle):

### BIOGRAPHICAL SKETCH

Provide the following information for the key personnel in the order listed for Form Page 2.  
Follow the sample format for each person. **DO NOT EXCEED FOUR PAGES.**

NAME		POSITION TITLE	
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY

Report ID: GMPER035

PeopleSoft  
CURRENT AND PENDING SUPPORT

Page No. 2  
Run Date 09/07/1999  
Run Time 11:42:39

Ben Tiger  
, Professor  
100 Main St. #120  
San Mateo CA 90101  
USA

Pending

Unit	Proposal	Version	Project	Begin Date	End Date	Effort %	Amount	Role	Sponsor/Title
EDGVT	DALE_FRI2	V1	DALE_FRI2	07/01/1999	06/30/2000	100.00	246,000.00	PI	California University Dale's Friday Proposal
EDGVT	DALE_FRI2	V1	DALE_FRI2B	07/01/1999	06/30/2000	75.00	246,000.00	PI	California University Dale's Friday Proposal
EDGVT	DALE_FRI2	V1	DALE_FRI2C	07/01/1999	06/30/2000	100.00	246,000.00	PI	California University Dale's Friday Proposal
EDGVT	DALE_FRI3	V1	DALE_FRI3	07/01/1999	06/30/2000	100.00	100,000.00	PI	California University Third Proposal
EDGVT	DALE_FRI4	V1	DALE_FRI4	07/01/1999	06/30/2000	100.00	198,000.00	PI	California University Dale's Friday Proposal
EDGVT	DALE_FRI4	V1	DALE_FRI4B	07/01/1999	06/30/2000	75.00	198,000.00	PI	California University Dale's Friday Proposal
EDGVT	DALE_FRI4	V1	DALE_FRI4C	07/01/1999	06/30/2000	100.00	198,000.00	PI	California University Dale's Friday Proposal

End of Report

# FINANCIAL STATUS REPORT

(Short Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned By Federal Agency		OMB Approval No. <b>0348-0038</b>	Page of  pages
3. Recipient Organization (Name and complete address, including ZIP code)					
4. Employer Identification Number		5. Recipient Account Number or Identifying Number		6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No	7. Basis <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
8. Funding/Grant Period (See instructions) From: (Month, Day, Year)		To: (Month, Day, Year)		9. Period Covered by this Report From: (Month, Day, Year) To: (Month, Day, Year)	
10. Transactions:		I Previously Reported	II This Period	III Cumulative	
a. Total outlays					
b. Recipient share of outlays					
c. Federal share of outlays					
d. Total unliquidated obligations					
e. Recipient share of unliquidated obligations					
f. Federal share of unliquidated obligations					
g. Total Federal share(Sum of lines c and f)					
h. Total Federal funds authorized for this funding period					
i. Unobligated balance of Federal funds(Line h minus line g)					
11. Indirect Expense	a. Type of Rate(Place "X" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed				
	b. Rate	c. Base	d. Total Amount	e. Federal Share	
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.					
13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.					
Typed or Printed Name and Title				Telephone (Area code, number and extension)	
Signature of Authorized Certifying Official				Date Report Submitted	



# FINANCIAL STATUS REPORT

(Short Form)

Public reporting burden for this collection of information is estimated to average 90 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0038), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

Please type or print legibly. The following general instructions explain how to use the form itself. You may need additional information to complete certain items correctly, or to decide whether a specific item is applicable to this award. Usually, such information will be found in the Federal agency's grant regulations or in the terms and conditions of the award. You may also contact the Federal agency directly.

Item	Entry	Item	Entry
1, 2 and 3.	Self-explanatory.		
4.	Enter the Employer Identification Number (EIN) assigned by the U.S. Internal Revenue Service.		
5.	Space reserved for an account number or other identifying number assigned by the recipient.		
6.	Check <i>yes</i> only if this is the last report for the period shown in item 8.	10b.	Self-explanatory.
7.	Self-explanatory.	10c.	Self-explanatory.
8.	Unless you have received other instructions from the awarding agency, enter the beginning and ending dates of the current funding period. If this is a multi-year program, the Federal agency might require cumulative reporting through consecutive funding periods. In that case, enter the beginning and ending dates of the grant period, and in the rest of these instructions, substitute the term "grant period" for "funding period."	10d.	Enter the total amount of unliquidated obligations, including unliquidated obligations to subgrantees and contractors.  Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an outlay has not yet been recorded.  Do not include any amounts on line 10d that have been included on lines 10a, b, or c.  On the final report, line 10d must be zero.
9.	Self-explanatory.	10e.	f, g, h, h and i. Self-explanatory.
10.	The purpose of columns I, II, and III is to show the effect of this reporting period's transactions on cumulative financial status. The amounts entered in column I will normally be the same as those in column III of the previous report in <i>the same funding period</i> . If this is the first or only report of the funding period, leave columns I and II blank. If you need to adjust amounts entered on previous reports, footnote the column I entry on this report and attach an explanation.	11a.	Self-explanatory.
10a.	Enter total program outlays less any rebates, refunds, or other credits. For reports prepared on a cash basis, outlays are the sum of actual cash disbursements for direct costs for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subrecipients. For reports prepared on an accrual basis, outlays are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expense incurred,	11b.	Enter the indirect cost rate in effect during the reporting period.
		11c.	Enter the amount of the base against which the rate was applied.
		11d.	Enter the total amount of indirect costs charged during the report period.
		11e.	Enter the Federal share of the amount in 11d.
		Note:	If more than one rate was in effect during the period shown in item 8, attach a schedule showing the bases against which the different rates were applied, the respective rates, the calendar periods they were in effect, amounts of indirect expense charged to the project, and the Federal share of indirect expense charged to the project to date.

<b>FEDERAL CASH TRANSACTIONS REPORT</b>  <i>(See instructions on back. If report is for more than one grant or assistance agreement, attach completed Standard Form 272-A.)</i>		<b>OMB APPROVAL NO. 0348-0003</b> 1. Federal sponsoring agency and organizational element to which this report is submitted <b>Department of Health &amp; Human Services</b>	
<b>2. RECIPIENT ORGANIZATION</b> <i>Name</i> <div style="text-align: center;">University College</div> <i>Number and Street</i>		4. Federal grant or other identification number	5. Recipient's account number or identifying number
		6. Letter of credit number <div style="text-align: center;">DH8375669</div>	7. Last payment voucher number
		<i>Give total number for this period</i>	
		8. Payment vouchers credited to your account <div style="text-align: center;">1</div>	9. Treasury checks received (whether or not deposited)
<b>3. FEDERAL EMPLOYER IDENTIFICATION NO.</b> <div style="text-align: center;">846019576</div>		<b>10. PERIOD COVERED BY THIS REPORT</b> <div style="text-align: center;">07/01/1999 to 09/30/1999</div>	
<b>11. STATUS OF  FEDERAL  CASH</b>  <i>(See specific instructions on the back)</i>	a. Cash on hand beginning of reporting period		\$0
	b. Letter of credit withdrawals		\$7,000.00
	c. Treasury check payments		
	d. Total receipts (Sum of lines b and c)		\$7,000
	e. Total cash available (Sum of lines a and d)		\$7,000
	f. Gross disbursements		\$7,000
	g. Federal share of program income		
	h. Net disbursements (Line f minus line g)		\$7,000
	i. Adjustments of prior periods		
	j. Cash on hand end of period		\$0
<b>12. THE AMOUNT SHOWN ON LINE 11, ABOVE, REPRESENTS CASH REQUIREMENTS FOR THE ENSUING</b>	<b>13. OTHER INFORMATION</b>		
	a. Interest income		\$0
	b. Advances to subgrantees or subcontractors		\$0
<b>14. REMARKS</b> <i>(Attach additional sheets of plain paper, if more space is required)</i>  Create Form 272			
<b>15. CERTIFICATION</b>			
I certify to the best of my knowledge and belief that this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant or agreement	AUTHORIZED  CERTIFYING  OFFICIAL	SIGNATURE	DATE REPORT SUBMITTED  <div style="text-align: center;">09/02/1999</div>
		TYPED OR PRINTED NAME AND TITLE  <div style="text-align: center;">Tiger,Ben</div>	TELEPHONE (Area Code,Number, Extension)  <div style="text-align: center;">414-283-3000</div>
<b>THIS SPACE FOR AGENCY USE</b>			

## INSTRUCTIONS

Public reporting burden for this collection of information is estimated to average 120 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0003), Washington, DC 20503

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

Please type or print legibly. Items 1, 2, 8, 9, 10, 11d, 11e, 11h, and 15 are self explanatory, specific instructions for other items are as follows:

<i>Item</i>	<i>Entry</i>	<i>Item</i>	<i>Entry</i>
3	Enter employer identification number assigned by the U.S. Internal Revenue Service or the FICE (institution) code.		benefits if treated as a direct cost, interdepartmental charges for supplies and services, and the amount to which the recipient is entitled for indirect costs.
4	If this report covers more than one grant or other agreement, leave items 4 and 5 blank and provide the information on Standard Form 272-A, Report of Federal Cash Transactions - Continued; otherwise;  Enter Federal grant number, agreement number, or other identifying number that may be assigned by the recipient.	11g	Enter the Federal share of program income that was required to be used on the project or program by the terms of the grant or agreement.
5	This space reserved for an account number or other identifying number that may be assigned by the recipient.	11i	Enter the amount of all adjustments pertaining to prior periods affecting the ending balance that have not been included in any lines above. Identify each grant or agreement for which adjustment was made, and enter an explanation for each adjustment under "Remarks." Use plain sheets of paper if additional space is required.
6	Enter the letter of credit number that applies to this report. If all advances were made by Treasury check, enter "NA" for not applicable and leave items 7 and 8 blank.	11j	Enter the total amount of Federal cash on hand at the end of the reporting period. This amount should include all funds on deposit, imprest funds, and undeposited funds (line e, less line h, plus or minus line i).
7	Enter the voucher number of the last letter-of-credit payment voucher (Form TUS 5401) that was credited to your account.	12	Enter the estimated number of days until the cash on hand, shown on line 11j, will be expended. If more than three days cash requirements are on hand, provide an explanation under "Remarks" as to why the drawdown was made prematurely, or other reasons for the excess cash. The requirement for the explanation does not apply to prescheduled or automatic advances.
11a	Enter the total amount of Federal cash on hand at the beginning of the reporting period including all of the Federal funds on deposit, imprest funds, and undeposited Treasury checks.	13a	Enter the amount of interest earned on advances of Federal funds but not remitted to the Federal agency. If this includes any amount earned and not remitted to the Federal sponsoring agency for over 60 days, explain under "Remarks." Do not report interest earned on advances to States.
11b	Enter the total amount of Federal funds received through payment vouchers (Form TUS 5401) that were credited to your account during the reporting period.	13b	Enter the amount of advance to secondary recipients included in item 11h.
11c	Enter the total amount of all Federal funds received during the reporting period through Treasury checks, whether or not deposited.	14	In addition to providing explanations as required above, give additional explanation deemed necessary by the recipient and for information required by the Federal sponsoring agency in compliance with governing legislation. Use plain sheets of paper if additional space is required.
11f	Enter the total Federal cash disbursements, made during the reporting period, including cash received as program income. Disbursements as used here also include the amount of advances and payments less refunds to subgrantees or contractors, the gross amount of direct salaries and wages, including the employee's share of		



Standard Form 1034 (EG) Department of the Treasury 1 TFM 4-2000 1034-121		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL			VOUCHER NO.  PC-00020938 07	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT LOCATION National Institute of Health Science Scully, Dana 6701 Rockledge Drive Room 1040-MSC7710 Bethesda MD 20892-7710				DATE VOUCHER PREPARED <b>09/07/1999</b>		SCHEDULE NO.
				CONTRACT NUMBER AND DATE <b>Airlines</b>		PAID BY
				REQUISITION NUMBER AND DATE		
United States <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <b>PAYEE'S</b>  <b>NAME</b>  <b>AND</b>  <b>ADDRESS</b> </div> <div style="width: 60%; border: 1px solid black; padding: 5px;">           Administration Building            100 College St.            San Francisco CA            United States         </div> </div>						
INVOICE				DATE INVOICE RECEIVED		
Award: UNITEDAIR1				DISCOUNT TERMS		
				PAYEE'S ACCOUNT NUMBER		
SHIPPED FROM		TO		WEIGHT		GOVERNMENT B/L NUMBER
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>	QUANTITY	UNIT PRICE		AMOUNT
				COST	PER	
						(1) \$500.00
		Michele Barnes				
TOTAL						\$500.00
<small>(Use continuation sheet(s) if necessary)</small>						
PAYMENT:		APPROVED FOR	EXCHANGE RATE	DIFFERENCE		
<input type="checkbox"/> PROVISIONAL		= \$	= \$1.00	S		
<input type="checkbox"/> COMPLETE	BY 2					
<input type="checkbox"/> PARTIAL						
<input type="checkbox"/> FINAL				Amount verified; correct for		
<input type="checkbox"/> PROGRESS	TITLE			(Signature or initials)		
<input type="checkbox"/> ADVANCE						
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.						
(Date)		(Authorized Certifying Officer) 2				(Title)
ACCOUNTING CLASSIFICATION						
P A I D \$	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER	ON (Name of bank)	
	CASH	DATE		PAYEE 3		
<small>1 When stated in foreign currency, insert name of currency.</small>  <small>2 If ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise approving officer will sign in space provided, over official title.</small>  <small>3 When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.</small>				PER		
				TITLE		

Standard Form 1035 (EG) 4 Treasury FRM 2000 1035-110		<b>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</b>  CONTINUATION SHEET			VOUCHER NO. PC-00020938 07	
					SCHEDULE NO.	
					SHEET NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT						
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES  (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE		AMOUNT
				COST	PER	
<b>INVOICE</b>  <div style="display: flex; justify-content: space-between;"> <div>           Administration Building            100 College St.            San Francisco CA            United States         </div> <div>           Invoice Date: 09/07/1999            Sponsor Award: Airlines            Award Period: 09/01/1999 - 08/31/2002            Award Amount: \$600,000.00         </div> </div> <div style="text-align: right; margin-top: 10px;">           Bill Amount            08/01/1999 Thru 08/31/1999         </div>						
		Description	08/01/1999 Thru 08/31/1999	Cumulative Amount		
*****THANK YOU FOR YOUR ORDER!***** We appreciate the opportunity to do business with you. If you have any questions about your order, please call our toll free hotline: 1-800-380-HELP.						
		Equipment	0.00			500.00
		Personnel	0.00			312.50
		Supplies Expense	500.00			1,750.00
		5032	0.00			1,672.00
			0.00			419.51
		<b>SUBTOTAL:</b>				
			500.00			4,654.01
		<b>TOTAL AMOUNT DUE :</b>	500.00			

<b>REQUEST FOR ADVANCE OR REIMBURSEMENT</b>  <small>(see instructions)</small>		Approved by Office of Management and Budget, No. 80-R0183		Page 1	of 1 pages
		1. TYPE OF PAYMENT REQUESTED a. "X" one, or both boxes ADVANCE      REIMBURSEMENT    X b. "X" the applicable box FINAL          PARTIAL          X		2. BASIS OF REQUEST CASH      X  ACCRUAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED National Institute of Health Science		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY Airlines		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST PC-00020940 06	
6. EMPLOYER IDENTIFICATION NUMBER 860128764	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER UNITEDAIR1	8. PERIOD COVERED BY THIS REQUEST FROM (month, day, year) 08/01/1999		TO (month, day, year) 08/31/1999	
9. RECIPIENT ORGANIZATION Administration Building 100 College St. San Francisco CA		10. PAYEE (Where check is to be sent if different than item 9)			
<b>11. COMPUTATION OF AMOUNT OF REIMBURSEMENT/ADVANCES REQUESTED</b>					
PROGRAMS/FUNCTIONS/ACTIVITIES	(a)	(b)	(c)	TOTAL	
(As of Date)					
a. Total program outlays to date	\$ 4,154.01	\$	\$		
b. Less: Cumulative program income	0.00				
c. Net program outlays (Line a minus line b)	4,154.01				
d. Estimated net cash outlays for advance period	0.00				
e. Total (Sum of lines c & d)	4,154.01				
f. Non-Federal share of amount on line e	0.00				
g. Federal share of amount on line e	4,154.01				
h. Federal payments previously requested	3,654.01				
i. Federal share now requested (Line g minus line h)	500.00				
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month				
	2nd month				
	3rd month				
<b>12. ALTERNATIVE COMPUTATION FOR ADVANCES ONLY</b>					
a. Estimated Federal cash outlays that will be made during period covered by the advance					
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period					
c. Amount requested (Line a minus line b)					
<b>13. CERTIFICATION</b>					
I certify that to the best of my knowledge and belief the data above are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.		SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE REQUEST SUBMITTED	
		TYPED OR PRINTED NAME AND TITLE Michele Barnes		09/07/1999  TELEPHONE (AREA CODE, NUMBER, EXTENSION) 510-225-4949	

# INVOICE

**Please Remit To:**

Administration Building  
100 College St.  
San Francisco CA  
United States

**Page:**

1

**Invoice No:**

PC-00020939 07

**Invoice Date:**

09/07/1999

**Customer Number:**

10006

**Payment Terms:**

Net 30

**Due Date:**

10/07/1999

**Sponsor:**

California University  
John Black  
100 College Avenue  
Walnut Creek CA 94596  
United States

**Award: UNITEDAIR1****AMOUNT DUE:**

500.00 USD

**Sponsor Award: Airlines****Award Amount: \$600,000.00**

Paul Lambert

For billing questions, please call Frank G. Joyce at 408-641-CORP

Description	Bill Amount	
	08/01/1999 Thru 08/31/1999	Cumulative Amount
*****THANK YOU FOR YOUR		
ORDER!*****		
We appreciate the opportunity to do business with you. If you have any		
questions about your order, please call our tol free hotline: 1-800-380-HELP.		
	0.00	500.00
Facilities and Admin	0.00	419.51
Modified Total Direct Costs	500.00	3,422.00
Non-Modified Total Direct Co	0.00	312.50
<b>SUBTOTAL:</b>	<b>500.00</b>	<b>4,654.01</b>
<b>TOTAL AMOUNT DUE :</b>		
	<b>500.00</b>	



PeopleSoft BI  
INVOICE PRINT SUMMARY - SELECTED BILLS

Report ID: GMIVCPN  
Report Action: INVOICE

Page No. 1  
Run Date 09/07/1999  
Run Time 08:37:29

<u>Business Unit</u>	<u>Number of Bills</u>	<u>Total Invoice Amount</u>	<u>Currency</u>
EDGVT	1	1,654.01	USD

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Total number of bills printed: 1

## SALARY DETAIL

Sponsor Award #: JRS005  
Invoice Date : 04/22/1999  
Invoice #: PC-00020980  
From/To Date: 03/01/1999 03/31/1999

Account Number	Employee Name	Current Invoice	Cumulative
4001 Local grants and contracts8001	Schumacher, Simon	0.00	24,463.25
4001 Local grants and contracts8006	Tiger, Ben Wild	0.00	18,809.36
4001 Local grants and contracts8058	Bukau, Hans	0.00	14,441.21
4001 Local grants and contracts8060	Nelson, Jennifer Free Willy	897.33	2,296.10
4001 Local grants and contractsBING	Crosby, Bing	0.00	3,453.06
Sub Total		897.33	63,462.98
Grand Total		897.33	63,462.98

End of Report

Report ID: GmLoc01

PeopleSoft  
LETTER OF CREDIT

Page No. 1

Run Date 08/03/1999

Run Time 12:09:14

State University  
389 Pine Street  
Pleasanton, CA 97879  
Letter of Credit Sponsor 10020, Department of Health & Human Services

Letter of Credit Number MELANIE  
Draw Date 08/03/1999  
From Date 01/01/1900  
Thru Date 08/03/1999

Document #	Federal Award	Project/Grant	Funding	Previously Billed	Unbilled Amount	Allowable Draw
-----						
SUMMARY						
-----						
Document1			200,000.00	2,500.00	850.00	850.00
Document2			200,000.00	1,000.00	1,000.00	1,000.00
Document2			100,000.00	1,250.00	1,200.00	1,200.00
				=====	=====	=====
GRAND TOTAL				4,750.00	3,050.00	3,050.00
DETAILS						
-----						
Document1			200,000.00			
	NIH PSAWDR01	MSAWDR01		2,500.00	850.00	850.00
				-----	-----	-----
Sub-Total Doc # Document1				2,500.00	850.00	850.00
Document2			200,000.00			
	NIH PSAWDR01	MSAWDR01-2		1,000.00	1,000.00	1,000.00
				-----	-----	-----
Sub-Total Doc # Document2				1,000.00	1,000.00	1,000.00
Document2			100,000.00			
	NIH PSAWDR02	MSAWDR02		1,250.00	1,200.00	1,200.00
				-----	-----	-----
Sub-Total Doc # Document2				1,250.00	1,200.00	1,200.00
				=====	=====	=====
GRAND TOTAL				4,750.00	3,050.00	3,050.00

End of Report